

PUBLIC NOTICE

AGENDA

LOCKHART CITY COUNCIL

TUESDAY, DECEMBER 15, 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 VOLUNTARY CONFERENCE PARTICIPATION

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

PUBLIC COMMENT

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

PUBLIC HEARINGS

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

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

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

6:30 P.M.

WORK SESSION (No Action)

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

DISCUSSION ONLY

- A. Discuss minutes of the City Council meeting of December 1, 2020. *29-37*
- B. Discuss fuel bid to Sun Coast Resources, Inc. of Houston, Texas with a profit margin of 3.85 cents per gallon for gasoline and 3.85 cents per gallon for diesel over the Oil Price Information Services (OPIS) price from Austin, Texas, RACK, posted weekly. If approved, the term of the contract will be for one year. *38-43*
- C. Discuss a ten (10) year extension of the Lockhart Municipal Airport Fixed Based Operator (FBO) Lease Agreement with Martin & Martin Aviation, LLC., comprised of Keith Uhls and Reine Smith, and approving the Mayor to sign if approved. *44-91*
- D. Discuss rescheduling Council meetings in 2021 due to a possible conflict with other events. *92-93*
- E. Discuss the Mayor's declaration of local disaster regarding requiring face coverings, and addressing other matters related to COVID-19, if necessary. *94-113*

7:30 P.M.

REGULAR MEETING

- 1. **CALL TO ORDER**
Mayor Lew White
- 2. **INVOCATION, PLEDGE OF ALLEGIANCE**
Invocation.
Pledge of Allegiance to the United States and Texas flags.
- 3. **PUBLIC COMMENT**
(The purpose of this item is to allow the public an opportunity to address the City Council on issues that are or are not on the agenda. No discussion can be carried out on the citizen/visitor comment about items not on the agenda.)
- 4. **PUBLIC HEARING/COUNCIL ACTION**
 - A. Hold a public hearing on application ZC-20-12 by Meredith Knight, on behalf of 2HK, LLC., for a Zoning Change from PI Public and Institutional District to CMB Commercial Medium Business District on 0.556 acre in the Cornelius Crenshaw Survey, Abstract No. 68, located at 1511 West San Antonio Street (SH 142). *5-18*
 - B. Discussion and/or action to consider Ordinance 2020-28 amending the Official Zoning Map of the City of Lockhart, Texas, to reclassify the property known as 0.556 acre in the Cornelius Crenshaw Survey, Abstract No. 68, located at 1511 West San Antonio Street (SH 142), from PI Public and Institutional District to CMB Commercial Medium Business District.

- C. Hold a public hearing on application ZC-20-13 by Umesh M. Patel for a Zoning Change from CHB Commercial Heavy Business District to IL Industrial Light District on Lot 13, Block 1, Amending Plat of Resubdivision Plat of Lockhart Industrial Park II, Revision No. 2, consisting of 7.069 acres located at 115 East MLK Jr. Industrial Boulevard. 19-28
- D. Discussion and/or action to consider Ordinance 2020-29 amending the Official Zoning Map of the City of Lockhart, Texas, to reclassify the property known as Lot 13, Block 1, Amending Plat of Resubdivision Plat of Lockhart Industrial Park II, Revision No. 2, consisting of 7.069 acres located at 115 East MLK Jr. Industrial Boulevard, from CHB Commercial Heavy Business District to IL Industrial Light District.

5. **CONSENT AGENDA**

- A. Approve minutes of the City Council meeting of December 1, 2020. 29-37
- B. Award fuel bid to Sun Coast Resources, Inc. of Houston, Texas with a profit margin of 3.85 cents per gallon for gasoline and 3.85 cents per gallon for diesel over the Oil Price Information Services (OPIS) price from Austin, Texas, RACK, posted weekly. If approved, the term of the contract will be for one year. 38-43
- C. Approve a ten (10) year extension of the Lockhart Municipal Airport Fixed Based Operator (FBO) Lease Agreement with Martin & Martin Aviation, LLC., comprised of Keith Uhls and Reine Smith, and approving the Mayor to sign if approved. 44-91

6. **DISCUSSION/ACTION ITEMS**

- A. Discussion and/or action to consider rescheduling Council meetings in 2021 due to a possible conflict with other events. 92-93
- B. Discussion and/or action to consider the Mayor's declaration of local disaster regarding requiring face coverings, and addressing other matters related to COVID-19, if necessary. 94-113
- C. Discussion and/or action regarding appointments to various boards, commissions or committees. 114-122

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

- City of Lockhart was awarded its first Certificate of Achievement for Excellence in Financial Reporting for the city's financial report for the Fiscal Year ending September 30, 2019 by the Government Finance Officers Association (GFOA).
- Police entrance exam will be held Saturday, December 19, 2020. To ensure social distancing the exam will be held at The Connection Center.
- Recently hired 3 new firefighters, and possibly another 3 before the end of the year.
- Update regarding water service transfers from Polonia Water Supply Corp. to the City of Lockhart.
- Update regarding on-going Street resurfacing projects.
- Update on traffic control changes on SH 130.

- Update regarding Swagit running audio/video during Council meetings.
- City will install new Cloud based phone system by end of February 2021.
- Library Updates:
 - Dickens' 2020 Reverse Parade.
 - Story Walk in the Park continues.
 - Preparations are underway for the 2020 Tax Aid season.

8. COUNCIL AND STAFF COMMENTS – ITEMS OF COMMUNITY INTEREST
 (**Items of Community Interest defined below)

9. EXECUTIVE SESSIONS

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. Conduct the annual City Manager evaluation.

EXECUTIVE SESSION IN ACCORDANCE WITH THE PROVISIONS OF THE GOVERNMENT CODE, TITLE 5, SUBCHAPTER D, SECTION 551.071, PRIVATE CONSULTATION WITH ITS ATTORNEY TO SEEK ADVICE ABOUT PENDING OR CONTEMPLATED LITIGATION; SETTLEMENT OFFER; OR LEGAL MATTERS SUBJECT TO ATTORNEY/CLIENT PRIVILEGE.

A. Discussion with City Attorney to receive legal advice regarding the Lockhart Farmers Market.

10. OPEN SESSION

A. Discussion and/or action regarding Resolution 2020-30 authorizing a salary adjustment for City Manager, Steven Lewis and addendum to the City Manager Agreement effective August 28, 2018 by and between the City of Lockhart and Steven Lewis.

123-125

B. Discussion and/or action regarding the Lockhart Farmers Market.

11. ADJOURNMENT

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

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

Posted on the bulletin board in the Municipal Building, 308 West San Antonio Street, Lockhart, Texas, on the 11th day of December 2020 at 1:10 p.m..

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: December 15, 2020

AGENDA ITEM CAPTION:

Hold a PUBLIC HEARING on application ZC-20-12 by Meredith Knight, on behalf of 2HK, LLC, and discussion and/or action to consider Ordinance 2020-28, for a Zoning Change from PI Public and Institutional District to CMB Commercial Medium Business District on 0.556 acre in the Cornelius Crenshaw Survey, Abstract No. 68, located at 1511 West San Antonio Street (SH 142).

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

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

In April of 2018, the subject property was rezoned from RMD to PI as part of the same application that rezoned the abutting parcel having frontage along West San Antonio Street from RLD to its current CMB classification. Residents of the Windridge Subdivision had expressed the need for a park in the area, so the applicant/owner intended to offer this parcel as parkland, and contribute to improvements for it. The applicant subsequently approached the Windridge homeowners' association about making it a private park wherein they would contribute to the construction of park improvements and own the park. The homeowners' association conducted a vote on the matter and failed to get enough votes in favor of that proposal. The property has not yet been platted, so it was never dedicated as a public park. The Director of Public Works has indicated that the City does not have funds for park improvements even if the property stayed zoned PI, and that a park of such a small size and irregular shape would not be ideal anyway. Therefore, the applicant is now proposing to rezone the parcel to the same CMB classification that the remainder of the original tract already has. Neither the current PI zoning of the subject property nor the proposed CMB zoning of the property are consistent with the Land Use Plan map, which designates it as future Low Density Residential. However, the abutting CMB zoning is consistent with the Light-Medium Commercial future land use designation shown on the Land Use Plan map. No opposition has been expressed, either in writing or at the Planning and Zoning Commission meeting. *Additional information is contained in the attached staff report.*

COMMITTEE/BOARD/COMMISSION ACTION:

At their December 9th meeting, the Planning and Zoning Commission voted to recommend *APPROVAL*.

STAFF RECOMMENDATION/REQUESTED MOTION: *APPROVAL*.

LIST OF SUPPORTING DOCUMENTS:

1) Ordinance 2020-28. 2) Legal description and survey. 3) Maps. 4) Staff report. 5) Application form.

Department Head initials:

DG

City Manager's Review:

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ORDINANCE 2020-28

AN ORDINANCE OF THE CITY OF LOCKHART, TEXAS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS 0.556 ACRE IN THE CORNELIUS CRENSHAW SURVEY, ABSTRACT NO. 68, LOCATED AT 1511 WEST SAN ANTONIO STREET (SH 142), FROM PI PUBLIC AND INSTITUTIONAL DISTRICT TO CMB COMMERCIAL MEDIUM BUSINESS DISTRICT.

WHEREAS, on December 9, 2020, the Planning and Zoning Commission held a public hearing and voted to recommend approval of said change; and,

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

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

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

- I. The foregoing recitals are approved and adopted herein for all purposes.
- II. The above-referenced property described in Zoning Change request ZC-20-12 as 0.556 acre in the Cornelius Crenshaw Survey, Abstract No. 68, more particularly described in Exhibit "A" and located at 1511 West San Antonio Street (SH 142), will be reclassified from PI Public and Institutional District to CMB Commercial Medium Business District.
- III. Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or unenforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision or regulation.
- IV. Repealer: That all other ordinances, sections, or parts of ordinances heretofore adopted by the City of Lockhart in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.
- V. Publication: That the City Secretary is directed to cause this ordinance caption to be published in a newspaper of general circulation according to law.
- VI. Effective Date: That this ordinance shall become effective and be in full force immediately upon and from the date of its passage.

PASSED, APPROVED, AND ADOPTED AT A REGULAR MEETING OF THE LOCKHART CITY COUNCIL ON THIS THE 15th DAY OF DECEMBER, 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney

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WF LAND SOLUTIONS
PROFESSIONAL LAND SURVEYORS
Firm No. 10193837

EXHIBIT "A"

LEGAL DESCRIPTION FOR A 0.556 ACRE TRACT

LEGAL DESCRIPTION OF A 0.556 ACRE TRACT OR PARCEL OF LAND, BEING A PORTION OF A 2.244 ACRE TRACT CONVEYED TO 2HK LLC IN VOLUME 608, PAGES 508-515, OFFICIAL PUBLIC RECORDS, CALDWELL COUNTY, TEXAS; SAID 0.556 ACRE TRACT OR PARCEL BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a ½" iron rod found in concrete on the curved east right-of-way (R.O.W.) line of North Mockingbird Lane (R.O.W. varies) being the southwest corner of Lot 1, Block 3, Windridge Addition, Sections 1 and 2, recorded in Cabinet A, Slide 191, Plat Records, Caldwell County, Texas, the northwest corner of said 2.244 acre tract, and the northwest corner and **POINT OF BEGINNING** of the herein described tract;

THENCE, N 65°52'18" E along the north line of said 2.244 acre tract a distance of 124.35' to a ½" iron rod found being the southeast corner of Lot 2 and the southwest corner of Lot 3, both of said Windridge Addition, and continuing 49.98' to a ½" iron rod found being the southeast corner of said Lot 3 and the southwest corner of Lot 4 of said Windridge Addition, and continuing 204.33' for a total distance of **378.66'** to a bent ½" iron rod found in concrete being the southeast corner of Lot 1 of said Windridge Addition, an angle point in the west line of a called 25.42 acre tract conveyed to Don B. & Kathryn A. Parker in Volume 470, Page 21, Official Public Records, Caldwell County, Texas, and the northeast corner of said 2.244 acre tract and the herein described tract;

THENCE, S 10°18'36" W along the west line of said 25.42 acre tract and the east line of said 2.244 acre tract a distance of **119.00'** to a capped ½" iron rod set stamped "P Flugel 5096" for the southeast corner of the herein described tract, from which a capped ½" iron rod found stamped "Wallace" for and angle point in the east line of said 2.244 acre tract and the west line of said 25.42 acre tract bears S 10°18'36" W a distance of 83.61';

THENCE, S 77°13'21" W through and across said 2.244 acre tract a distance of **322.60'** to a capped ½" iron rod set stamped "P Flugel 5096" on the curved east R.O.W. line of said North Mockingbird Lane and the west line of said 2.244 acre tract for the southwest corner of the herein described tract, from which, curving to the right along the east R.O.W. line of North Mockingbird Lane, a capped ½" iron rod found stamped "Wallace" being a point of tangency in the east line of said North Mockingbird Lane and the west line of said 2.244 acre tract bears an arc length 149.40', a radius of 1045.00', and a chord that bears S 10°58'58" E a distance of 149.27';

THENCE, curving to the left along the east R.O.W. line of said North Mockingbird Lane and the west line of said 2.244 acre tract and arc length of **35.00'**, a radius of **1045.00'**, and a chord that bears **N 16°02'17" W** a distance of **35.00'** the **POINT OF BEGINNING** and containing **0.556 acres** of land, more or less.

BASIS OF BEARINGS:

Bearings are based on NAD '83 State Plane Coordinates.
(Texas Central 4203)

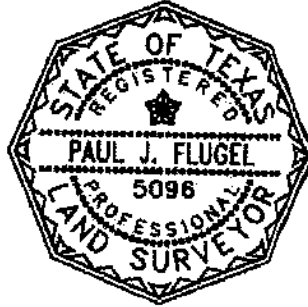


1

I do hereby certify that this description is true and correct to the best of my knowledge and belief, and was prepared from an actual on the ground survey under my supervision, and that the markers described herein actually exist, as described, at the time of my survey.

As Prepared by
WF Land Solutions
Firm Registration No. 10193837

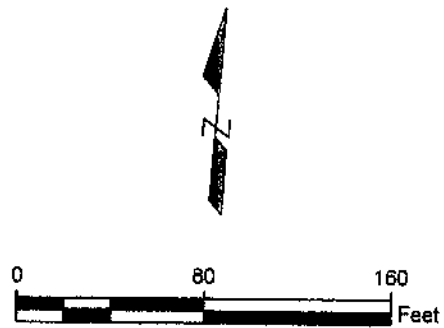
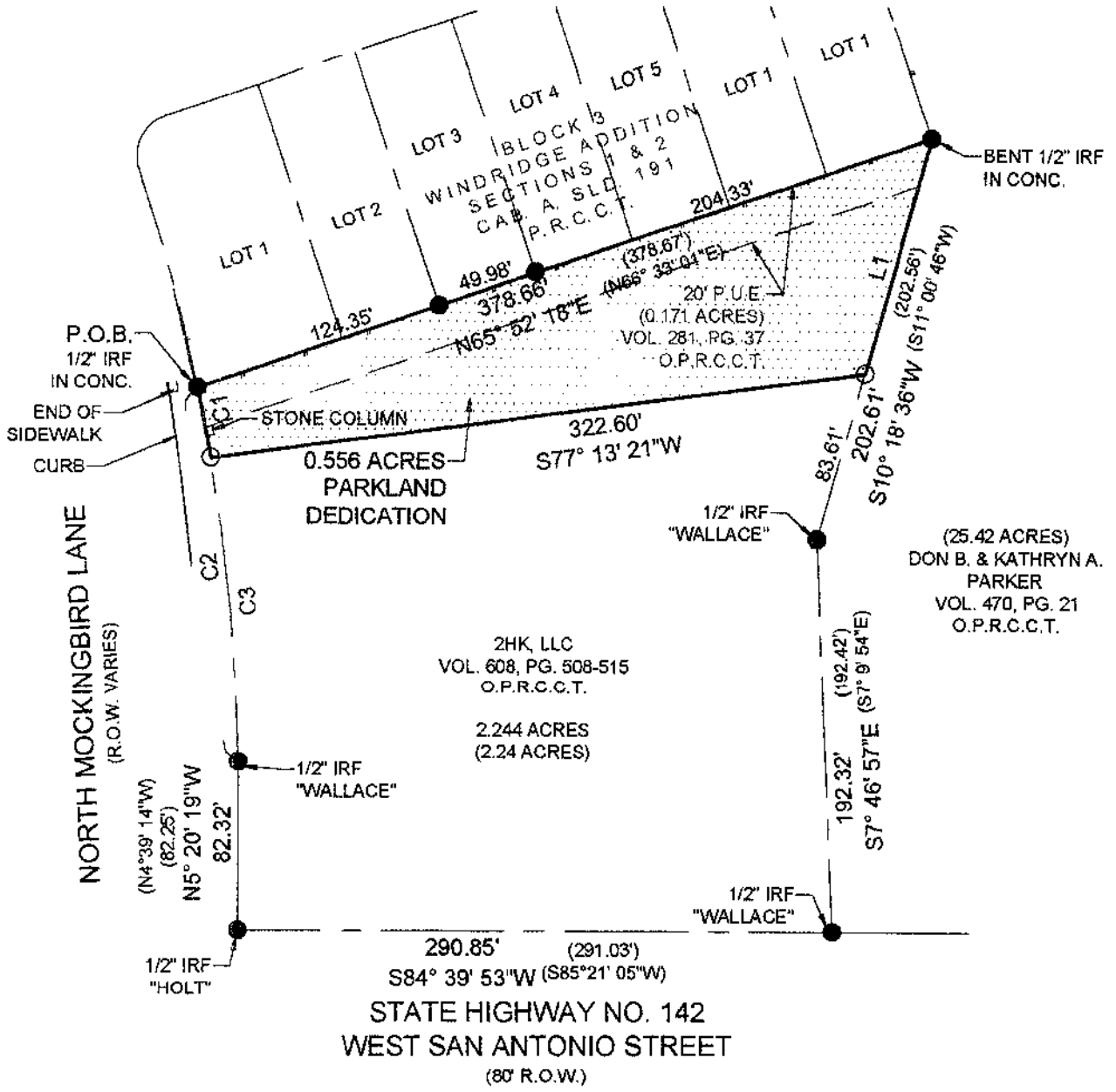
Paul J. Flugel



Paul J. Flugel
RPLS No. 5096

Date of Survey: 2/21/2018
Date of Field Notes: 2/23/2018

SURVEY OF
A 0.556 ACRE TRACT OR PARCEL OF LAND, BEING A PORTION OF A 2.244
ACRE TRACT CONVEYED TO 2HK LLC IN VOL. 608, PG. 508-515, O.P.R.C.C.T.



1601 W SAN ANTONIO
 FEBRUARY, 2018
 PROJECT NO. 584-002



ENGINEERING & DESIGN
 FIRM # F-15324
 2007 S 1ST STREET, SUITE 103
 AUSTIN, TEXAS 78704
 (512)394-1900
SHEET
3 OF 4

SURVEY OF
A 0.556 ACRE TRACT OR PARCEL OF LAND, BEING A PORTION OF A 2.244
ACRE TRACT CONVEYED TO 2HK LLC IN VOL. 608, PG. 508-515, O.P.R.C.C.T.

LINE TABLE		
LINE #	DIRECTION	LENGTH
L1	S10° 18' 36"W	119.00'

LEGEND	
●	1/2" IRON ROD FOUND
○	CAPPED 1/2" IRON ROD SET STAMPED "P FLUGEL 5096"
—	WOOD FENCE
P.O.B.	POINT OF BEGINNING
R.O.W.	RIGHT-OF-WAY
P.R.C.C.T.	PLAT RECORDS, CALDWELL COUNTY, TEXAS
O.P.R.C.C.T.	OFFICIAL PUBLIC RECORDS, CALDWELL COUNTY, TEXAS

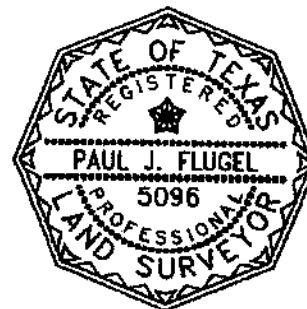
CURVE TABLE			
CURVE #	LENGTH	RADIUS	CHORD
C1	35.00'	1045.00'	N16° 02' 17"W 35.00'
C2	184.40' (184.44')	1045.00' (1045.00')	N11° 56' 32"W 184.16' (N11° 15' 20"W 184.20')
C3	149.40'	1045.00'	S10° 58' 58"E 149.27'

HORIZONTAL DATUM:

TEXAS STATE PLANE COORDINATES
 NAD '83 (SOUTH CENTRAL ZONE 4204)

AS SURVEYED BY:

Paul J. Flugel



PAUL J. FLUGEL
 RPLS NO. 5096
 FIRM NO. 10193837

DATE OF FIELD SURVEY:
 2-21-2018
 DATE OF PLAT:
 2-23-2018

1601 W SAN ANTONIO

FEBRUARY, 2018

PROJECT NO. 584-002

WF LAND SOLUTIONS
 FIRM NO. 10193837



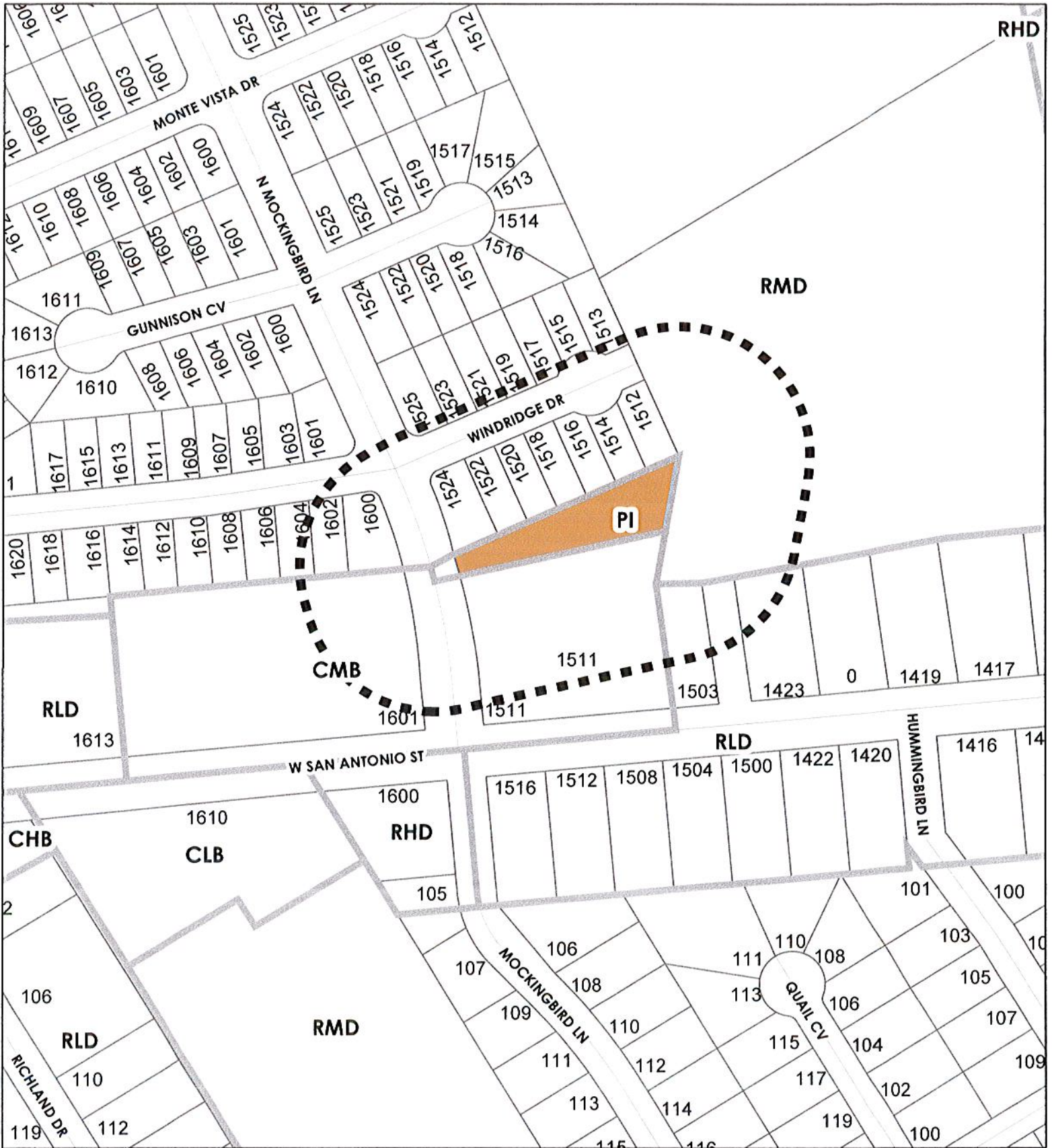
ENGINEERING & DESIGN

FIRM # F-15324
 2007 S 1ST STREET, SUITE 103
 AUSTIN, TEXAS 78704
 (512)394-1900

SHEET

4 of 4

01



ZC-20-12

PI TO CMB

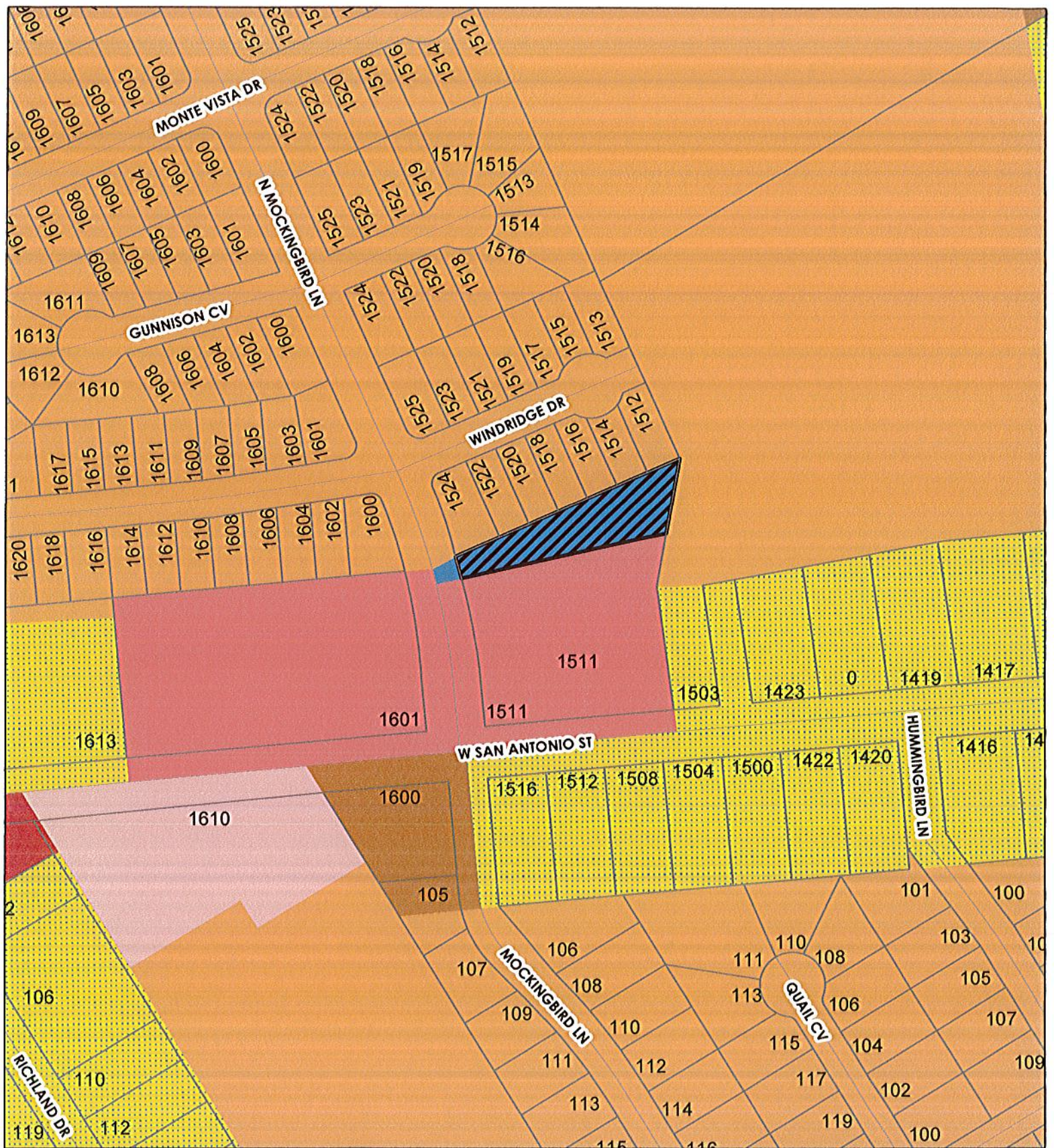
1511 W SAN ANTONIO ST



scale 1" = 200'

- SUBJECT PROPERTY
- ZONING BOUNDARY
- 200 FT BUFFER

11



ZC-20-12

PI TO CMB

1511 W SAN ANTONIO ST

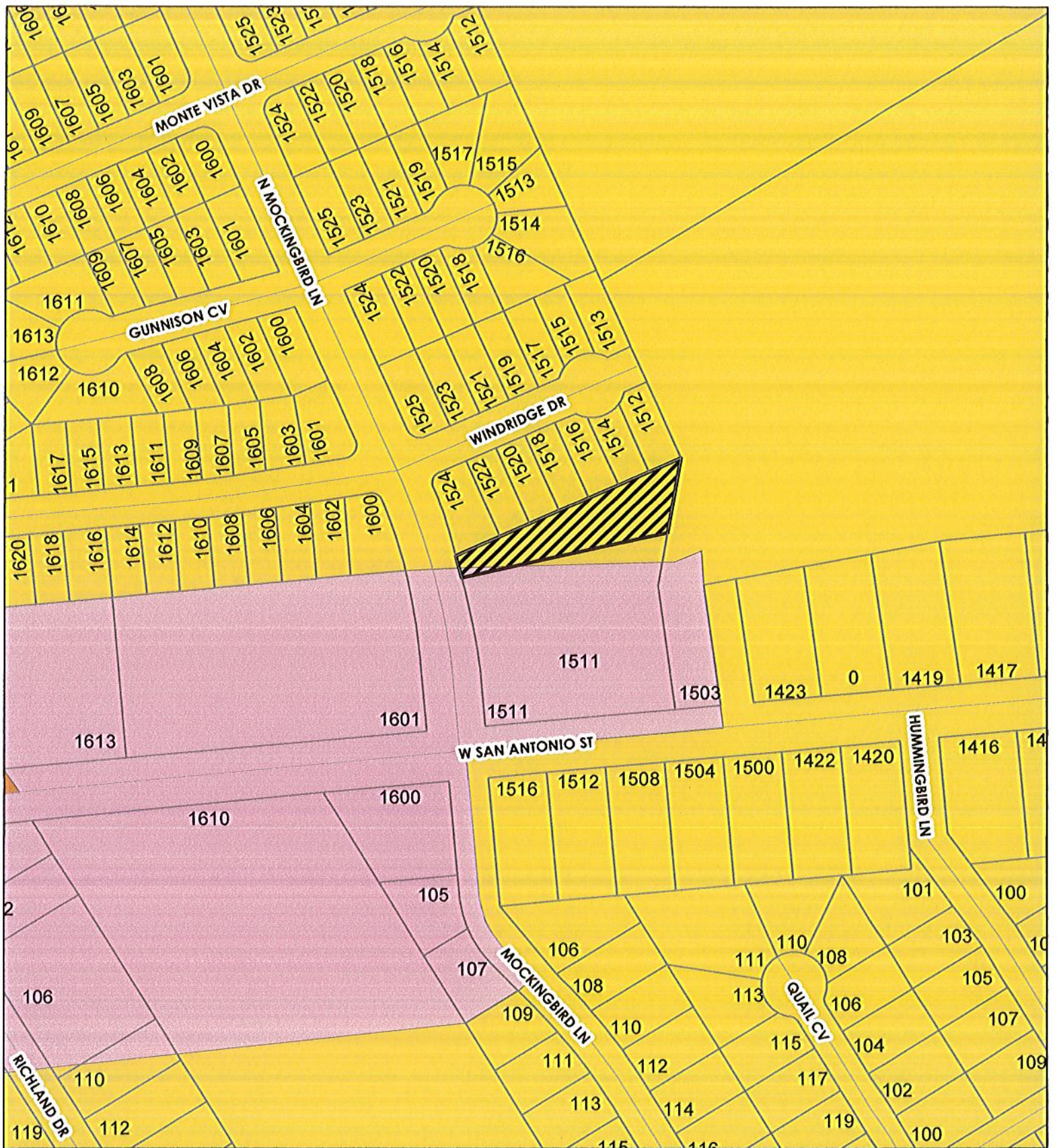


scale 1" = 200'

ZONING DISTRICTS

- COMMERCIAL HEAVY BUSINESS
- COMMERCIAL LIGHT BUSINESS
- COMMERCIAL MEDIUM BUSINESS
- PUBLIC AND INSTITUTIONAL
- RESIDENTIAL HIGH DENSITY
- RESIDENTIAL LOW DENSITY
- RESIDENTIAL MEDIUM DENSITY

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FUTURE LANDUSE

PI TO CMB

1511 W SAN ANTONIO ST



scale 1" = 200'

- LIGHT-MEDIUM COMMERCIAL
- RESIDENTIAL, LOW DENSITY
- RESIDENTIAL, MEDIUM DENSITY



400 Feet



CASE SUMMARY

STAFF: Dan Gibson, City Planner CASE NUMBER: ZC-20-12
 REPORT DATE: December 2, 2020 [Updated 12-10-20]
 PLANNING AND ZONING COMMISSION HEARING DATE: December 9, 2020
 CITY COUNCIL HEARING DATE: December 15, 2020
 REQUESTED CHANGE: PI to CMB
 STAFF RECOMMENDATION: *Approval*
 PLANNING AND ZONING COMMISSION RECOMMENDATION: *Approval*

BACKGROUND DATA

APPLICANT: Meredith Knight
 OWNER: 2HK LLC
 SITE LOCATION: 1511 W. San Antonio Street
 LEGAL DESCRIPTION: Metes and bounds
 SIZE OF PROPERTY: 0.556 acre
 EXISTING USE OF PROPERTY: Vacant
 LAND USE PLAN DESIGNATION: Low Density Residential

ANALYSIS OF ISSUES

REASON FOR REQUESTED ZONING CHANGE: In April of 2018, the subject property was rezoned from RMD to PI as part of the same application that rezoned the abutting parcel having frontage along West San Antonio Street from RLD to its current CMB classification. Residents of the Windridge Subdivision had expressed the need for a park in the area, so the applicant/owner intended to offer this parcel as parkland, and contribute to improvements for it. The applicant subsequently approached the Windridge homeowners’ association about making it a private park wherein they would contribute to the construction of park improvements and own the park. The homeowners’ association conducted a vote on the matter and failed to get enough votes in favor of that proposal. The property has not yet been platted, so it was never dedicated as a public park. The Director of Public Works has indicated that the City does not have funds for park improvements even if the property stayed zoned PI, and that a park of such a small size and irregular shape would not be ideal anyway. Therefore, the applicant is now proposing to rezone the parcel to the same CMB classification that the remainder of the original tract already has.

AREA CHARACTERISTICS:

	Existing Use	Zoning	Future Land Use Plan
North	Single-family residential	RMD	Low Density Residential
East	Vacant land, Single-family residential	RMD, RLD	Low Density Residential
South	Vacant land, Single-family and Duplex residential	CMB, RLD	Medium Density Residential
West	Vacant land, Single-family residential	CMB, RMD	Low Density Residential, Light-Medium Commercial

TRANSITION OF ZONING DISTRICTS: There is existing CMB zoning adjacent to the south, so this zoning change would simply expand that area to include the subject parcel. However, it would remove the transitional buffer that the PI zoning would provide if it were to be developed as a park.

ADEQUACY OF INFRASTRUCTURE: If this zoning change is approved, the parcel will not be developed separately, but will be platted as part of a single lot at the intersection of West San Antonio Street and North Mockingbird Lane. Vehicular access is available from North Mockingbird Lane. TxDOT driveway access separation standards will prohibit a driveway to San Antonio Street (SH 142) unless a deviation (variance) is granted. The applicant has submitted a request for approval of a deviation by the Access Deviation Committee to allow a driveway, but proposes that it be limited to right-in and right-out, only. Adequate utilities are available to the original tract, including the subject parcel, but a short off-site wastewater main extension will be necessary along San Antonio Street.

POTENTIAL NEIGHBORHOOD IMPACT: The proposed change from PI to CMB will remove the buffer that the subject parcel provided between the existing residential zoning adjacent to the north, and the existing commercial zoning adjacent to the south. However, the parcel is so narrow that its ability to serve as a buffer would have been limited, anyway.

CONSISTENCY WITH COMPREHENSIVE PLAN: Neither the current PI zoning of the subject property nor the proposed CMB zoning of the property are consistent with the Land Use Plan map, which designates it as future Low Density Residential. However, the abutting CMB zoning is consistent with the Light-Medium Commercial future land use designation shown on the Land Use Plan map.

ALTERNATIVE CLASSIFICATIONS: The size, shape, and location of the PI-zoned area does not easily lend itself to a residential use, so the proposed CMB classification makes the most sense because it's already essentially part of a larger area that is mostly zoned CMB.

RESPONSE TO NOTIFICATION: There was one telephone inquiry by a resident of Windridge Subdivision who saw the Zoning Change sign posted on the property. She didn't express either support or opposition. No citizens were present to speak at the Planning and Zoning Commission meeting.

STAFF RECOMMENDATION: The predominant zoning of the original tract is already CMB, and there is no other classification that would make sense for this parcel, so Staff recommends approval.

CITY OF
Lockhart
TEXAS

ZONING CHANGE APPLICATION

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

APPLICANT/OWNER

APPLICANT NAME Meredith Knight
DAY-TIME TELEPHONE 512-472-1800 x2
E-MAIL mknight@kreaustin.com

ADDRESS 307 E 2nd St
Austin, TX 78701

OWNER NAME 2HK LLC
DAY-TIME TELEPHONE 512-472-1800 x2
E-MAIL mknight@kreaustin.com

ADDRESS 307 E 2nd St
Austin, TX 78701

PROPERTY

ADDRESS OR GENERAL LOCATION 1511 W San Antonio St
LEGAL DESCRIPTION (IF PLATTED) N/A
SIZE .556 ACRE(S) LAND USE PLAN DESIGNATION Low-Density Residential
EXISTING USE OF LAND AND/OR BUILDING(S) N/A
PROPOSED NEW USE, IF ANY Commercial

REQUESTED CHANGE

FROM CURRENT ZONING CLASSIFICATION PI
TO PROPOSED ZONING CLASSIFICATION CMB
REASON FOR REQUEST The PI designation was originally granted to create open park space for the benefit of the Windridge neighborhood. However, in a vote on 11/12/20, the residents voted and the number of votes required in order to accept ownership of the property was not achieved. Therefore the owner is requesting that the property be rezoned CMB so that it can be combined with the adjacent CMB zoned property and platted as a single lot.

SUBMITTAL REQUIREMENTS

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

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

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

APPLICATION FEE OF \$ 150.00 PAYABLE TO THE CITY OF LOCKHART AS FOLLOWS:

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

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

SIGNATURE M Knight

DATE 11/16/20

OFFICE USE ONLY

ACCEPTED BY Dan Gibson

RECEIPT NUMBER 971893

DATE SUBMITTED 11-17-20

CASE NUMBER ZC- 20 - 12

DATE NOTICES MAILED 11-23-2020

DATE NOTICE PUBLISHED 11-26-2020

PLANNING AND ZONING COMMISSION MEETING DATE 12-9-20

PLANNING AND ZONING COMMISSION RECOMMENDATION Approval

CITY COUNCIL MEETING DATE 12-15-20

DECISION _____

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: December 15, 2020

AGENDA ITEM CAPTION:

Hold a PUBLIC HEARING on application ZC-20-13 by Umesh M. Patel, and discussion and/or action to consider Ordinance 2020-29, for a Zoning Change from CHB Commercial Heavy Business District to IL Industrial Light District on Lot 13, Block 1, Amending Plat of Resubdivision Plat of Lockhart Industrial Park II, Revision No. 2, consisting of 7.069 acres located at 115 East MLK Jr. Industrial Boulevard.

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

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

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

COMMITTEE/BOARD/COMMISSION ACTION:

At their December 9th meeting, the Planning and Zoning Commission voted to recommend *APPROVAL*.

STAFF RECOMMENDATION/REQUESTED MOTION: *APPROVAL.*

LIST OF SUPPORTING DOCUMENTS:

1) Ordinance 2020-28. 2) Legal description and survey. 3) Maps. 4) Staff report. 5) Application form.

Department Head initials:

De

City Manager's Review:



ORDINANCE 2020-29

AN ORDINANCE OF THE CITY OF LOCKHART, TEXAS, AMENDING THE OFFICIAL ZONING MAP OF THE CITY OF LOCKHART, TEXAS, TO RECLASSIFY THE PROPERTY KNOWN AS LOT 13, BLOCK 1, AMENDING PLAT OF RESUBDIVISION PLAT OF LOCKHART INDUSTRIAL PARK II, REVISION NO. 2, CONSISTING OF 7.069 ACRES LOCATED AT 115 EAST MLK JR. INDUSTRIAL BOULEVARD, FROM CHB COMMERCIAL HEAVY BUSINESS DISTRICT TO IL INDUSTRIAL LIGHT DISTRICT.

WHEREAS, on December 9, 2020, the Planning and Zoning Commission held a public hearing and voted to recommend approval of said change; and,

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

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

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

- I. The foregoing recitals are approved and adopted herein for all purposes.
- II. The above-referenced property described in Zoning Change request ZC-20-13 as Lot 13, Block 1, Amending Plat of Resubdivision Plat of Lockhart Industrial Park, Revision No. 2, consisting of 7.069 acres located at 115 East MLK Jr. Industrial Boulevard, will be reclassified from CHB Commercial Heavy Business District to IL Industrial Light District.
- III. Severability: If any provision, section, clause, sentence, or phrase of this ordinance is for any reason held to be unconstitutional, void, invalid, or unenforced, the validity of the remainder of this ordinance or its application shall not be affected, it being the intent of the City Council in adopting and of the Mayor in approving this ordinance that no portion, provision, or regulation contained herein shall become inoperative or fail by way of reasons of any unconstitutionality or invalidity of any other portion, provision or regulation.
- IV. Repealer: That all other ordinances, sections, or parts of ordinances heretofore adopted by the City of Lockhart in conflict with the provisions set out above in this ordinance are hereby repealed or amended as indicated.
- V. Publication: That the City Secretary is directed to cause this ordinance caption to be published in a newspaper of general circulation according to law.
- VI. Effective Date: That this ordinance shall become effective and be in full force immediately upon and from the date of its passage.

PASSED, APPROVED, AND ADOPTED AT A REGULAR MEETING OF THE LOCKHART CITY COUNCIL ON THIS THE 15th DAY OF DECEMBER, 2020.

CITY OF LOCKHART

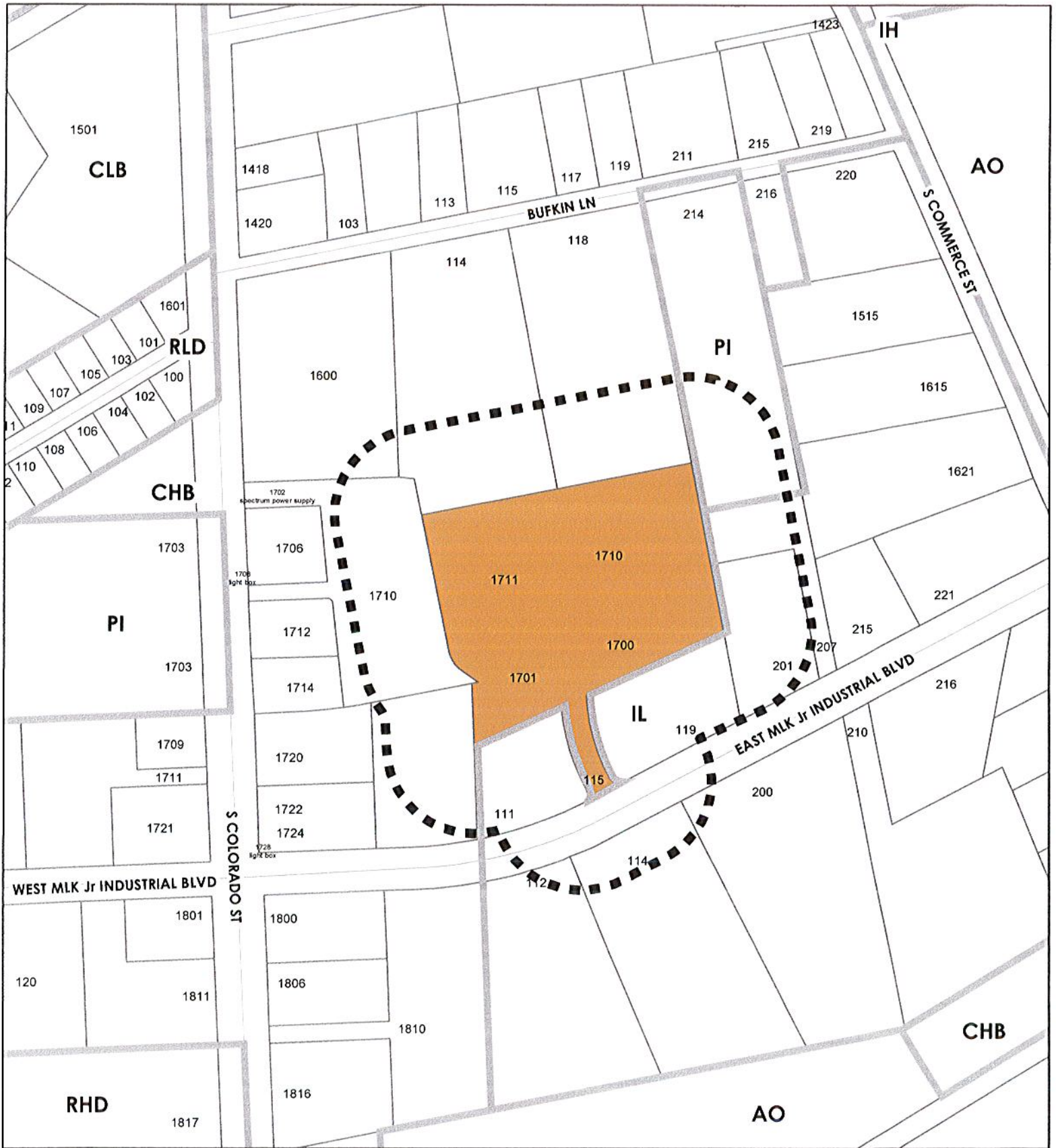
Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney






ZC-20-13

CHB TO IL

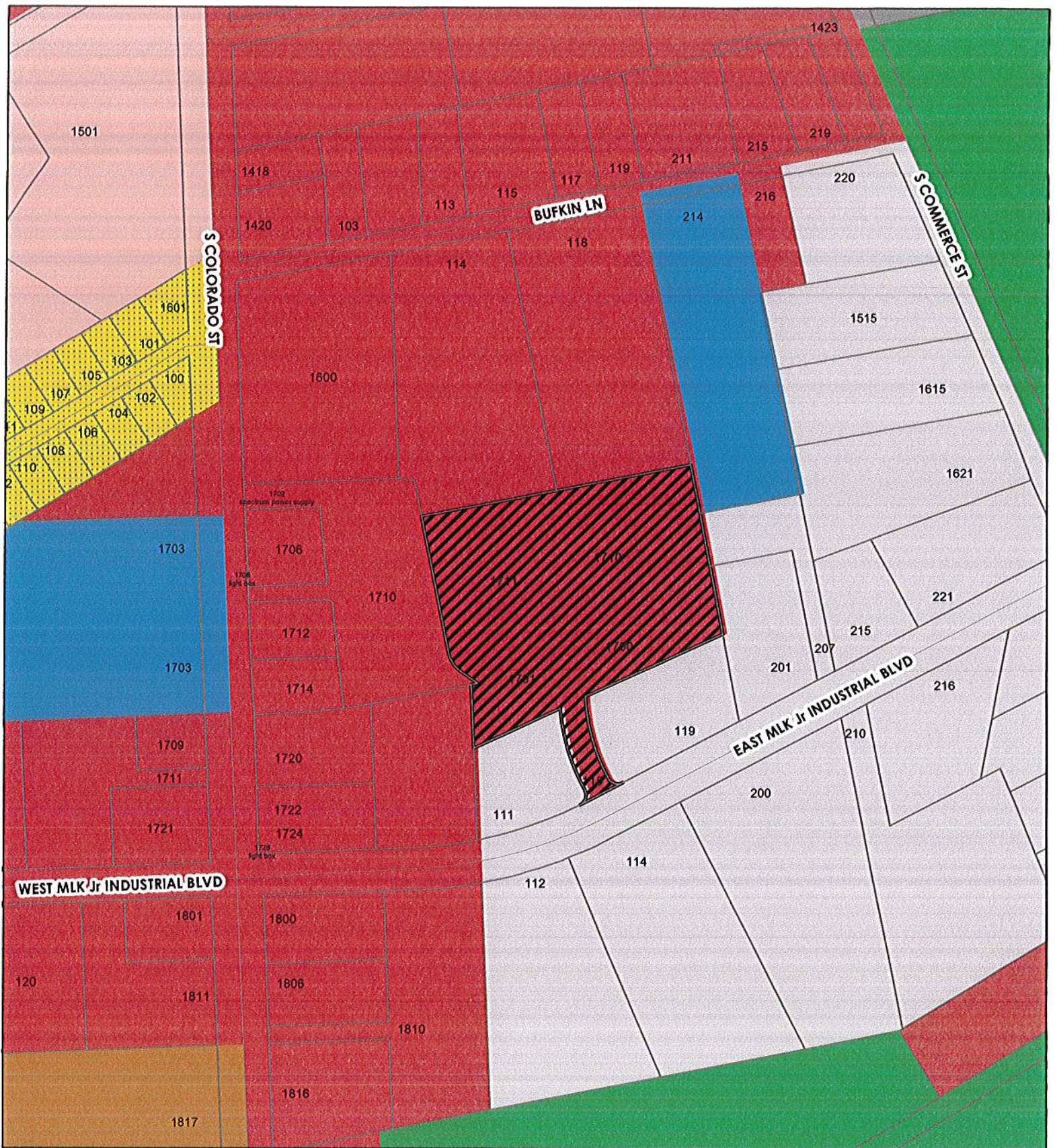
115 E MLK INDUSTRIAL BLVD



scale 1" = 300'

-  SUBJECT PROPERTY
-  ZONING BOUNDARY
-  200 FT BUFFER

21



ZC-20-13

CHB TO IL

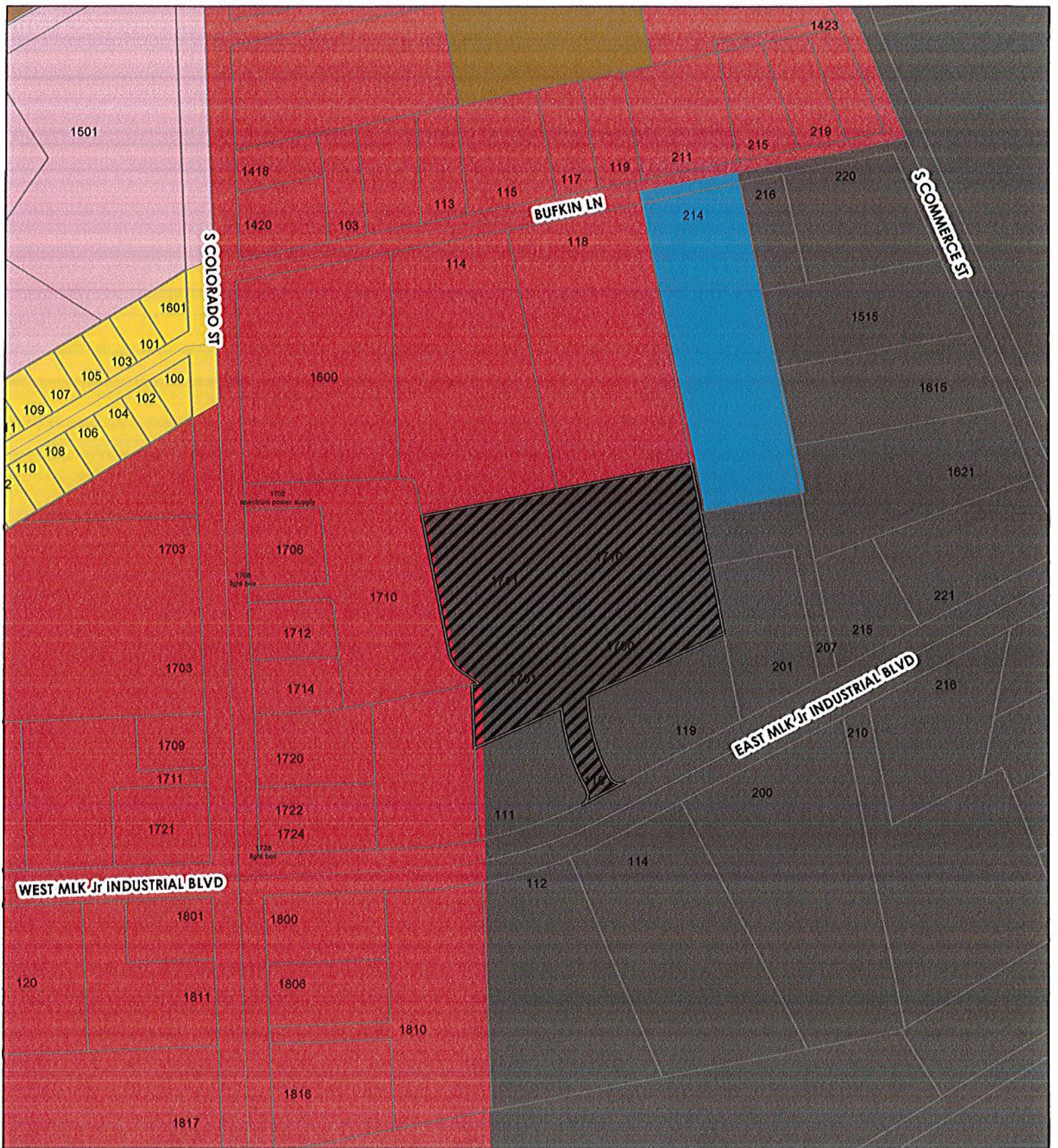
115 E MLK INDUSTRIAL BLVD



scale 1" = 300'

- ZONING DISTRICTS**
- AGRICULTURAL-OPEN SPACE
 - COMMERCIAL HEAVY BUSINESS
 - COMMERCIAL LIGHT BUSINESS
 - INDUSTRIAL HEAVY
 - INDUSTRIAL LIGHT
 - PUBLIC AND INSTITUTIONAL
 - RESIDENTIAL HIGH DENSITY
 - RESIDENTIAL LOW DENSITY

22



FUTURE LANDUSE

CHB TO IL

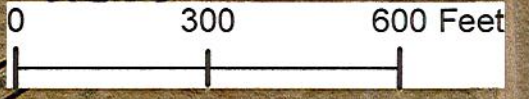
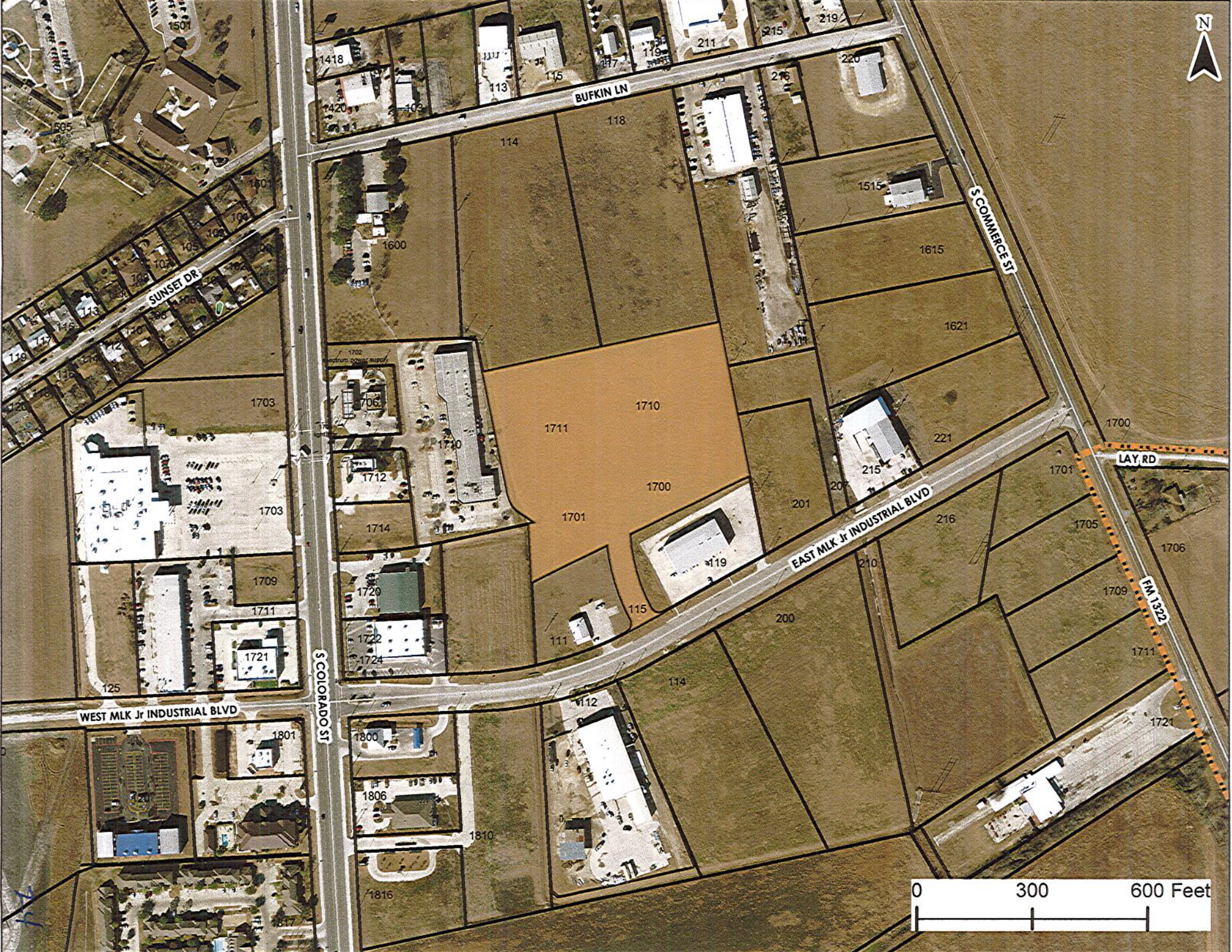
115 E MLK INDUSTRIAL BLVD



scale 1" = 300'

- GENERAL-HEAVY COMMERCIAL
- INDUSTRY
- LIGHT-MEDIUM COMMERCIAL
- PUBLIC AND INSTITUTIONAL
- RESIDENTIAL, HIGH DENSITY
- RESIDENTIAL, LOW DENSITY

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CASE SUMMARY

STAFF: Dan Gibson, City Planner

CASE NUMBER: ZC-20-13

REPORT DATE: December 2, 2020 [Updated 12-10-20]

PLANNING AND ZONING COMMISSION HEARING DATE: December 9, 2020

CITY COUNCIL HEARING DATE: December 15, 2020

REQUESTED CHANGE: CHB to IL

STAFF RECOMMENDATION: *Approval*

PLANNING AND ZONING COMMISSION RECOMMENDATION: *Approval*

BACKGROUND DATA

APPLICANT: Umesh M. Patel

OWNER: Same

SITE LOCATION: 115 E. MLK Jr. Industrial Blvd.

LEGAL DESCRIPTION: Lot 13, Block 1, Lockhart Industrial Park II

SIZE OF PROPERTY: 7.067 acre

EXISTING USE OF PROPERTY: Vacant

LAND USE PLAN DESIGNATION: Industry

ANALYSIS OF ISSUES

REASON FOR REQUESTED ZONING CHANGE: In October of 2012, the subject property was rezoned from IL to CHB so that a proposed hotel could be constructed on it. The hotel project did not happen, however, and the lot has remained vacant. Because it's in the industrial park, with no frontage on Colorado Street, the lot is actually better suited for industrial development. An industrial business proposes to construct a new facility on the site, and needs the requested IL zoning for that use. Therefore, this application simply rezones the property back to its original classification.

AREA CHARACTERISTICS:

	Existing Use	Zoning	Future Land Use Plan
North	Vacant land	CHB	General-Heavy Commercial
East	Vacant land, Industrial, City facility	IL, PI	Industry, Public and Institutional
South	Vacant land, Industrial	IL	Industry
West	Former industrial building, Vacant land, Retail center	IL, CHB	General-Heavy Commercial, Industry

TRANSITION OF ZONING DISTRICTS: There is existing IL zoning abutting most of the eastern boundary, all of the southern boundary, and a portion of the western boundary of the subject lot. Therefore, this change simply expands that existing IL zoning to include the subject lot.

ADEQUACY OF INFRASTRUCTURE: Vehicle access is available from MLK Jr. Industrial Boulevard, and adequate water and wastewater utilities are available without any off-site extensions.

POTENTIAL NEIGHBORHOOD IMPACT: Industrial use of the lot would be compatible with the existing and intended uses in the industrial park. The lot is behind the commercial development along Colorado Street, and behind any future commercial development on the vacant lots adjacent to the north. There are no nearby residential uses or zoning. Therefore, no adverse impact on the surrounding area is anticipated.

CONSISTENCY WITH COMPREHENSIVE PLAN: The proposed IL zoning classification is consistent with the Land Use Plan map designation of Industry for this lot.

ALTERNATIVE CLASSIFICATIONS: There is no more appropriate zoning than the requested IL classification.

RESPONSE TO NOTIFICATION: There was one telephone inquiry, but they didn't express either support or opposition. No citizens were present to speak at the Planning and Zoning Commission meeting.

STAFF RECOMMENDATION: This zoning change rezones the subject lot back to its original and most appropriate classification, so Staff recommends approval.

CITY OF

Lockhart TEXAS

ZONING CHANGE APPLICATION

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

APPLICANT/OWNER

APPLICANT NAME Umesh M. Patel
DAY-TIME TELEPHONE 512-963-6630
E-MAIL umesh@mphospitality.com

ADDRESS 1811 S. Colorado Street
Lockhart, TX 78644

OWNER NAME Umesh M. Patel
DAY-TIME TELEPHONE 512-963-6630
E-MAIL umesh@mphospitality.com

ADDRESS 1811 S. Colorado Street
Lockhart, TX 78644

PROPERTY

ADDRESS OR GENERAL LOCATION 115 E. MLK Blvd.

LEGAL DESCRIPTION (IF PLATTED) LOCKHART INDUSTRIAL PARK II, BLOCK 1, LOT 13, RESUB #2, ACRES 7.069

SIZE 7.069 ACRE(S) LAND USE PLAN DESIGNATION Industrial

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

PROPOSED NEW USE, IF ANY Food preparation plant and distribution center

REQUESTED CHANGE

FROM CURRENT ZONING CLASSIFICATION CHB

TO PROPOSED ZONING CLASSIFICATION Industrial Light

REASON FOR REQUEST distribution

Proposed food preparation plant and distribution center
requires industrial zoning classification.

SUBMITTAL REQUIREMENTS

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

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

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APPLICATION FEE OF \$ 291.38 PAYABLE TO THE CITY OF LOCKHART AS FOLLOWS:

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

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

SIGNATURE Mr. P. A.

DATE 11/13/2020

OFFICE USE ONLY

ACCEPTED BY Dan Gibson

RECEIPT NUMBER 972123

DATE SUBMITTED 11-18-20

CASE NUMBER ZC - 20 - 13

DATE NOTICES MAILED 11-23-2020

DATE NOTICE PUBLISHED 11-26-2020

PLANNING AND ZONING COMMISSION MEETING DATE 12-9-20

PLANNING AND ZONING COMMISSION RECOMMENDATION _____

CITY COUNCIL MEETING DATE 12-15-20

DECISION _____

LOCKHART CITY COUNCIL DECEMBER 1, 2020
and
LOCKHART ECONOMIC DEVELOPMENT CORPORATION

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

Council present:

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

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

Lockhart Economic Development Corporation members present:

Alan Fielder, Chair
Alfredo Munoz
Sally Daniel
Doug Foster

Frank Estrada, Vice-Chair
Umesh Patel
Dyral Thomas

Staff present:

Steven Lewis, City Manager
Monte Akers, City Attorney
Pam Larison, Finance Director
Marissa Cooney, Assistant Economic Dev. Dir.
Dan Gibson, City Planner

Connie Constancio, City Secretary
Miles Smith, Public Information Officer
Mike Kamerlander, Economic Development Dir.
Sean Kelley, Public Works Director
Randy Jenkins, Fire Chief

Citizens/Visitors Addressing the Council:

Member of the Lockhart Victim’s Assistance Team; Brian Perkins of Guadalupe-Blanco River Authority; Peter Newell of HDR Engineering, Bart Fowler of McCall, Parkhurst, & Horton; and, joining virtually- Jennifer Ritter of Specialized Public Finance, Inc.

ITEM 1. CALL CITY COUNCIL MEETING TO ORDER.

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

ITEM 2. CALL LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC) MEETING TO ORDER.

Chairman Alan Fielder called the special meeting of the LEDC to order at 6:31 p.m.

ITEM 3. INVOCATION, PLEDGE OF ALLEGIANCE,

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

ITEM 4. PUBLIC COMMENT.

Mayor White requested citizens to address the Council on items that are not on the agenda. There were none.

ITEM 5-A. PRESENTATION OF A PROCLAMATION DECLARING DECEMBER 1-5, 2020 AS TREE OF ANGELS WEEK.

Mayor White presented a proclamation to members of the Lockhart Victim’s Assistance Team. Tina Ramsey announced that a video about Tree of Angels Week will be available for everyone to view on YouTube on December 7, 2020.

ITEM 5-B. PRESENTATION AND UPDATE BY THE GUADALUPE-BLANCO RIVER AUTHORITY (GBRA) AND HDR ENGINEERING REGARDING CARRIZO GROUNDWATER SUPPLY PROJECT.

Brian Perkins of the Guadalupe-Blanco River Authority and Peter Newel of HDR Engineering gave an update regarding the Carrizo Groundwater Supply project.

LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC) DISCUSSION AND ACTION

ITEM 6-A. PUBLIC HEARING TO SOLICIT INPUT PRIOR TO EXPENDING FUNDS FOR THE FOLLOWING PROPOSED ECONOMIC DEVELOPMENT PROJECTS: THE ACQUISITION OF APPROXIMATELY 75 ACRES LOCATED NEAR THE NORTHWEST CORNER OF THE INTERSECTION OF SH 142 AND FM 2720 (THE "LAND") INCLUDING THE CONSTRUCTION, REPLACEMENT AND/OR POSSIBLE IMPROVEMENT TO THE LAND CONSISTING OF BUILDINGS, EQUIPMENT, FACILITIES, TARGETED INFRASTRUCTURE OR OTHER EXPENDITURES CONNECTED THEREWITH TO PROMOTE NEW OR EXPANDED BUSINESS DEVELOPMENT FOR AN INDUSTRIAL PARK, AND THE ISSUANCE OF APPROXIMATELY \$1,500,000 OF SALES TAX REVENUE BONDS TO FINANCE THE AFOREMENTIONED PROJECTS.

Chairman Fielder opened the public hearing at 6:53 p.m.

Chairman Fielder requested citizens to address the LEDC regarding the bond series 2020. There were none. He closed the public hearing.

ITEM 6-B. CONSIDERATION AND ACTION WITH RESPECT TO "RESOLUTION OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF LOCKHART ECONOMIC DEVELOPMENT CORPORATION SALES TAX REVENUE BONDS, SERIES 2020; AUTHORIZING THE AMOUNT, THE INTEREST RATES, THE DATE, PAYMENT DATES, REDEMPTION PRICE, AND CERTAIN OTHER TERMS OF THE BONDS; APPROVING PROCEDURES AND DOCUMENTS RELATED TO THE SALE OF THE BONDS AND OTHER MATTERS RELATED THERETO."

Mr. Kamerlander stated that LEDC hired Jennifer Ritter with Specialized Public Finance to facilitate the bond sale and Bart Fowler with McCall, Parkhurst & Horton to make sure the proceedings were all done properly and legally in conjunction with the City and LEDC attorneys.

He stated that the Lockhart Economic Development Corporation (LEDC) is considering the purchase of 75.04 acres within the "Centerpoint" area identified as the Cornelius Crenshaw Survey, Abstract 68, City of Lockhart, Caldwell County, Texas to develop Lockhart's next industrial park which would be able to accommodate industrial, manufacturing, and distribution prospects. An industrial park at his location fits the current zoning and use ordinances for the City of Lockhart.

This new industrial park will offer shovel-ready site, meaning all infrastructure such as water, sewer, and roads are in place, which are larger than what is available in either of Lockhart's current industrial parks. These larger parcels are needed to be able to compete for larger economic development projects. If won, these larger projects have the ability to create jobs, increase and diversify the City's property tax base, and provide more corporate community partners.

The LEDC's new Target Industry Strategy, which was adopted in October 2020, states the development of land to be ready for prospects is critical to the future success of Lockhart's economic development efforts. Currently there is no tract of land, greater than 20 acres, that would be considered "shovel ready" within the city limits for industrial purposes. The Target Industrial Strategy recommended LEDC acquire a site of 100 acres or more to develop its next industrial park. While this site is 75 acres initially, there is ample land around the site to expand in the future should it be needed. This acquisition and subsequent land development would provide the necessary land business prospects are looking for and allow LEDC to compete.

The purchase and development of the property would be funded through three main sources:

1. LEDC fund balance \$1,500,000
2. Caldwell County Contribution \$1,500,000
3. LEDC Sales Tax Revenue Bonds \$1,600,000 (estimate)

These three sources will pay for the initial purchase of the land and a Phase 1 development which would open at least half of the acreage to development. Phase 2 would commence once land sale proceeds are enough to pay for those improvements without additional credit. Should this bond sale be approved by the LEDC board and the City Council, LEDC will move quickly to close on the real property and begin development. Mr. Kamerlander recommended approval.

Jennifer Ritter of Specialized Public Finance provided details about the terms, payments and procedures of the Issuance of the Lockhart Economic Development Corporation Sales Tax Revenue Bonds, Taxable Series 2020.

Bart Fowler of McCall, Parkhurst & Horton provided details about the public notice requirements, legal documents and closing procedures for the bonds.

Member Munoz made a motion to approve Resolution of Lockhart Economic Development Corporation to approve the Issuance of Lockhart Economic Development Corporation Sales Tax Revenue Bonds, Taxable Series 2020; authorizing the amount, the interest rates, the date, payment dates, redemption price, and certain other terms for the bonds, approving procedures and documents related to the sale of the bonds and other matters related thereto. Member Daniel seconded. The motion passed by a vote of 7-0.

ITEM 6-C. DISCUSSION AND/OR ACTION REGARDING AN ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION AND CALDWELL COUNTY FOR THE COUNTY'S CONTRIBUTION OF \$1,500,000 TOWARDS THE TOTAL COST TO DEVELOP A PROPERTY FOR ECONOMIC PURPOSES WITHIN THE CITY OF LOCKHART AND THE REPAYMENT OF THOSE FUNDS.

Mr. Kamerlander stated that the development agreement is a part of the financing stack for the acquisition of the 75 acres from Centerpoint at FM 2720 and the UP rail line. The agreement provides \$1.5 million from Caldwell County for the purchase and development of the 75 acres to make it "shovel-ready" for economic development prospects. Under this agreement, Lockhart Economic Development Corporation (LEDC) would be required to pay \$500,000 back to Caldwell County within five years. Any source of funds may be used including land sale proceeds. The expected break-even sales price for the land includes the entire \$1,500,000 to be paid through land proceeds. If the industrial park sells out within five years, the County would be paid back its entire \$1,500,000 through land proceeds alone. If the land does not sell out within five years, LEDC would be required to use other fund sources for repayment. The remaining \$1 million would be paid to Caldwell County through the proceeds of land sales in the industrial park only. An amount per square foot price will be set once the project cost is finalized. Once the payback amount per

square foot is ascertained, Caldwell County will receive that amount at each closing when real property is sold. The purpose of partnering with the County is to keep the LEDC's sales tax bond sale as low as possible. This 1.5 million from Caldwell County shows the County's commitment as an economic development partner and allows LEDC to keep the bond at a management amount. Mr. Kamerlander recommended approval.

Member Munoz made a motion to approve the economic development agreement between the Lockhart Economic Development Corporation and Caldwell County for the County's contribution of \$1,500,000 towards the total cost to develop a property for economic purposes within the City of Lockhart and the repayment of those funds. Member Daniel seconded. The motion passed by a vote of 7-0.

ITEM 6-D. CONSIDERATION AND ACTION WITH RESPECT TO RESOLUTION 2020-03 OF THE BOARD OF DIRECTORS OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING ITS PRESIDENT TO NEGOTIATE AND PURCHASE LAND FOR A PROJECT OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION BEING KNOWN AS "PROJECT FUTURE".

Mr. Kamerlander stated that the Resolution authorizes the President of the LEDC, Steven Lewis, City Manager, to negotiate and purchase 75.04 acres out of the Cornelius Crenshaw Survey, Abstract 68, City of Lockhart, Caldwell County, Texas for the purpose of establishing an industrial park for economic development purposes for the City of Lockhart at a price not to exceed ninety cents per square foot for a total amount of \$2,941,868.16. Mr. Kamerlander recommended approval.

Member Thomas made a motion to approve Resolution 2020-03 of the Lockhart Economic Development Corporation authorizing its President to negotiate and purchase land for a project of the Lockhart Economic Development Corporation being known as "Project Future". Member Munoz seconded. The motion passed by a vote of 7-0.

ITEM 6-E. CONSIDERATION AND POSSIBLE ACTION WITH RESPECT TO ANY OTHER MATTERS, INCLUDING ANY AGREEMENTS, RELATED TO THE PROPOSED INDUSTRIAL PARK PROJECT AND THE RELATED ISSUANCE OF SALES TAX REVENUE BONDS.

Mr. Kamerlander stated that the item was placed on the agenda to allow future discussion regarding the projects. There was no discussion or no action.

LOCKHART CITY COUNCIL DISCUSSION/ACTION ITEMS

ITEM 7-A. LOCKHART CITY COUNCIL DISCUSSION AND/OR ACTION WITH RESPECT TO "RESOLUTION 2020-28 APPROVING A RESOLUTION OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING THE ISSUANCE OF LOCKHART ECONOMIC DEVELOPMENT CORPORATION SALES TAX REVENUE BONDS, TAXABLE SERIES 2020; AUTHORIZING THE AMOUNT, THE INTEREST RATES, THE DATE, PAYMENT DATES, REDEMPTION PRICE, AND CERTAIN OTHER TERMS FOR THE BONDS; APPROVING PROCEDURES AND DOCUMENTS RELATED TO THE SALE OF THE BONDS AND OTHER MATTERS RELATED THERETO."

Mayor White announced that detailed information was discussed with the Lockhart Economic Development Corporation during previous agenda items.

Councilmember Michelson made a motion to approve Resolution 2020-28 approving a Resolution of the Lockhart Economic Development Corporation authorizing the issuance of Lockhart Economic Development Corporation Sales Tax Revenue Bonds, Taxable Series 2020; authorizing the amount, the interest rates, the date, payment dates, redemption price, and certain other terms for the bonds; approving procedures and documents related to the sale of the bonds and other matters related thereto. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 7-0.

ITEM 7-B. DISCUSSION AND/OR ACTION REGARDING AN ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION AND CALDWELL COUNTY FOR THE COUNTY'S CONTRIBUTION OF \$1,500,000 TOWARDS THE TOTAL COST TO DEVELOP A PROPERTY FOR ECONOMIC PURPOSES WITHIN THE CITY OF LOCKHART AND THE REPAYMENT OF THOSE FUNDS.

Mayor White announced that detailed information was discussed with the Lockhart Economic Development Corporation during previous agenda items.

Councilmember McGregor made a motion to approve an Economic Development Agreement between the Lockhart Economic Development Corporation and Caldwell County for the County's contribution of \$1,500,000 towards the total cost to develop a property for economic purposes within the City of Lockhart and the repayment of those funds. Councilmember Westmoreland seconded. The motion passed by a vote of 7-0.

ITEM 7-C. CONSIDERATION AND ACTION WITH RESPECT TO RESOLUTION 2020-29 APPROVING A RESOLUTION OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION AUTHORIZING ITS PRESIDENT TO NEGOTIATE AND PURCHASE LAND FOR A PROJECT OF THE LOCKHART ECONOMIC DEVELOPMENT CORPORATION BEING KNOWN AS "PROJECT FUTURE".

Mayor White announced that detailed information was discussed with the Lockhart Economic Development Corporation during previous agenda items.

Mayor Pro-Tem Sanchez made a motion to approve Resolution 2020-29 approving a Resolution of the Lockhart Economic Development Corporation authorizing its President to negotiate and purchase land for a project of the Lockhart Economic Development Corporation being known as "Project Future". Councilmember Bryant seconded. The motion passed by a vote of 7-0.

ITEM 7-D. CONSIDERATION AND POSSIBLE ACTION WITH RESPECT TO ANY OTHER MATTERS, INCLUDING ANY AGREEMENTS, RELATED TO THE PROPOSED INDUSTRIAL PARK PROJECT AND THE RELATED ISSUANCE OF SALES TAX REVENUE BONDS

There was no discussion and no action.

ITEM 7-E. LOCKHART ECONOMIC DEVELOPMENT CORPORATION (LEDC) TO ADJOURN.

Member Estrada made a motion to adjourn the LEDC meeting. Member Munoz seconded. The motion passed by a vote of 7-0. The LEDC meeting was adjourned at 7:30 p.m.

Lockhart City Council continued with their meeting.

ITEM 7-F. DISCUSSION AND/OR ACTION REGARDING MINUTES OF THE CITY COUNCIL MEETING OF NOVEMBER 17, 2020.

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

ITEM 7-G. DISCUSSION AND/OR ACTION TO CONSIDER AUTHORIZING STAFF TO PURSUE A 2021 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND TO SELECT ONE ELECTED OFFICIAL TO WORK WITH TWO CITY EMPLOYEES RECOMMENDED BY THE PUBLIC WORKS DIRECTOR TO SERVE ON AN EVALUATION TEAM TO REVIEW QUALIFIED VENDOR APPLICATIONS AND PROPOSALS TO BE THE GRANT ADMINISTRATOR FOR AN APPLICATION FUNDED UNDER THE TEXAS DEPARTMENT OF AGRICULTURE (TDA).

Mr. Kelley stated that if awarded, the Community Development Block Grant (CDBG) funds would be used to replace residential water meters to improve water loss caused by aging meters and to improve overall meter accuracy. The Texas Department of Agriculture (TDA) will fund up to \$350,000 for eligible projects with a 20% grant match of the amount awarded. The grant match would be funded from FY 2021-2022 Water Distribution Budget. The grant process requires one elected official and two others to serve on an evaluation team to select from a TDA prequalified Grant Administrator firm list to be contacted for submission of a Request for Project Specific Proposal. Public Works Director, Sean Kelley and Water/Wastewater Supervisor, Joe Chavira would serve as the two City employee team members. A minimum of three prequalified Grant Administrators will be selected for the evaluation team to assess. The Grant Administrator selected by the evaluation team will assist staff in procuring the required engineering firm for the project.

Councilmember McGregor made a motion to authorize staff to pursue a 2021 CDBG grant and to appoint Councilmember Jeffrey Michelson to serve on an evaluation team to review qualified vendor applications and proposals to be the Grant Administrator for an application funded under the Texas Department of Agriculture. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 7-0.

ITEM 7-H. DISCUSSION AND/OR ACTION TO APPROVE RECOMMENDATION OF CHANGE ORDER #1 TO LONE STAR PAVING OF AUSTIN, TEXAS IN THE AMOUNT OF \$77,490.00 FOR STREET REPAIRS AND PAVING ON PECAN STREET FROM NORTH BLANCO STREET TO NORTH COLORADO STREET AND APPOINTING THE MAYOR TO SIGN ALL CONTRACTUAL DOCUMENTS.

Mr. Kelley stated that the bid awarded to Lone Star Paving for the 2020 Street Improvements Project Phase II was lower than anticipated. These savings allowed for a change order to use the remaining previously authorized one-time expenditures from the unassigned fund balance. The change order will include paving Pecan Street from N. Blanco Street to N. Colorado Street. This section was selected because this street had recent drainage/wastewater improvements, is in deteriorating condition, spans several districts, welcomes residents/visitors to the downtown business district, carries traffic that circumvents downtown/residential streets by means of Colorado Street, and according to the street inventory list, it was last paved in 1960. Lone Star Paving is prepared to add the street to the project, and they anticipate completing Phase II before the end of the calendar year. Mr. Kelley recommended approval and stated that Jeff Dahm of TRC Engineers recommends approval.

Mayor Pro-Tem Sanchez made a motion to approve Change Order #1 to Lone Star Paving of Austin, Texas in the amount of \$77,490 for street repairs and paving on Pecan Street from North Blanco Street to North Colorado Street and appointing the Mayor to sign all contractual documents. Councilmember Bryant seconded. The motion passed by a vote of 7-0.

ITEM 7-I. RECEIVE AND CONSIDER ACCEPTANCE OF SEMI-ANNUAL REPORT FROM THE IMPACT FEE ADVISORY COMMITTEE CONCERNING THE STATUS OF IMPLEMENTATION OF CHAPTER 31 "IMPACT FEES" OF THE LOCKHART CODE OF ORDINANCES WITH REGARD TO WATER, WASTEWATER, AND ROAD IMPACT FEES.

Mr. Gibson stated that in accordance with State law, the Impact Fee Advisory Committee has an ongoing role in monitoring and evaluating implementation of the impact fee capital improvement plans, and submitting semi-annual reports to City Council. The Committee met on November 18, 2020 to consider their 37th semi-annual report since impact fees were originally adopted on January 15, 2002. The current total balance of all impact fee accounts is \$2,144,354. Total impact fee revenue during this six-month period was \$345,128, and there were no expenditures of impact fees in any of the accounts for the period. He provided detailed information. The update to the impact fee capital improvement plans that was adopted on April 4, 2017, eliminated projects that had been accomplished and shows only projects that were not yet funded, so the tracking of revenue and expenditures effectively started over at zero and the fund balances carried over. Mr. Gibson recommended acceptance of the report.

Councilmember Michelson made a motion to accept the semi-annual report from the Impact Fee Advisory Committee, as presented. Councilmember Mendoza seconded. The motion passed by a vote of 7-0.

ITEM 7-J. DISCUSSION AND/OR ACTION TO APPROVE CORONAVIRUS RELIEF FUND SPENDING PLAN AND GIVE THE CITY MANAGER THE AUTHORITY TO APPROVE PURCHASES OVER THE \$50,000 THRESHOLD SET BY THE CITY OF LOCKHART'S PURCHASING POLICY.

Ms. Larison stated that on April 22, 2020, the U.S. Department of Treasury issued guidance to State and Local Governments on the Coronavirus Relief Fund, under the CARES/CRF. Lockhart is eligible to receive up to \$763,895 and has received 20% upfront funding (\$152,779). On November 13, 2020, the City of Lockhart was responsible to file a CRF Spending Plan for the remaining balance of the funds in order to receive reimbursement up to December 30, 2020 expenditures. At this time, the City had expended \$212,171 and was awaiting reimbursement for \$59,392 of those expenditures. The balance on November 13, 2020 of the allocated amount from the U.S. Department of Treasury was \$551,724.00. The spending plan has a total of \$1,012,181. It also reflects the total amount allocated to the City of Lockhart on April 22, 2020 (769,895). This additional amount noted on the spending plan is to cover any changes to the allocation that might be incurred prior to closed of the CRF Fund. She provided details about the items that were submitted in the spending plan. Ms. Larsion stated that if approved, staff will be able to meet the December 30, 2020 expenditure deadline.

Councilmember McGregor made a motion to approve Coronavirus Relief Fund Spending Plan and to give the City Manager the authority to approve purchases over the \$50,000 threshold set by the City of Lockhart's purchasing policy. Councilmember Westmoreland seconded. The motion passed by a vote of 7-0.

ITEM 7-K. DISCUSSION AND/OR ACTION TO CONSIDER SELECTION OF MAYOR-PRO TEM AS REQUIRED BY SECTION 3.05 OF THE CITY CHARTER.

Ms. Constancio stated that Section 3.05 of the Lockhart City Charter requires that after an election, the Council elect one of its number Mayor Pro-Tem and he/she shall perform all the duties of the Mayor in the absence or disability of the Mayor. This Mayor Pro-Tem selection would serve until December 2022.

Councilmember McGregor made a motion to re-appoint Councilmember Angie Gonzales-Sanchez as Mayor Pro-Tem. Councilmember Mendoza seconded. The motion passed by a vote of 7-0.

ITEM 7-L. DISCUSSION AND/OR ACTION TO CONSIDER THE MAYOR'S DECLARATION OF LOCAL DISASTER REGARDING REQUIRING FACE COVERINGS, AND ADDRESSING OTHER MATTERS RELATED TO COVID-19, IF NECESSARY.

Chief Jenkins provided results of a compliance survey of restaurants and bars of COVID-19 protocols.

There was discussion regarding continuing periodic COVID-19 compliance inspections and consideration about issuing warnings of possible fines to habitual non-compliant businesses in the future.

CONSENSUS: After discussion, the consensus of the Council was to keep up with periodic COVID-19 compliance inspections and to update the Council monthly.

ITEM 7-M. DISCUSSION AND/OR ACTION REGARDING APPOINTMENTS TO VARIOUS BOARDS, COMMISSIONS OR COMMITTEES.

Mayor White requested appointments. There were none.

ITEM 8. CITY MANAGER'S REPORT, PRESENTATION AND POSSIBLE DISCUSSION.

- Update regarding traffic collisions at SH 130 and FM 2001 and possible SH 130 Concession Company responses.
- Update regarding a preconstruction meeting for Summerside Sections 3A & 3B held on November 30th.
- A preconstruction meeting for the construction of Vintage Springs PDD is scheduled on December 10th.
- Review of 2020 Financial Report.
- Update regarding Hotel Occupancy Tax (HOT) Funds.
- Dickens Reverse Lighted Parade will be held on Saturday, December 5 from 7:00 to 8:30 p.m. on downtown square.
- Miles Smith is leaving employment with the City of Lockhart to pursue a career as a book editor.

ITEM 9. COUNCIL AND STAFF COMMENTS – ITEMS OF COMMUNITY INTEREST.

Councilmember Westmoreland encouraged everyone to stay safe.

Councilmember Mendoza thanked Miles Smith for his tenure with the City and wished him well in his future endeavors. He thanked Pride High School for their successful demonstration of robotic equipment.

Mayor Pro-Tem Sanchez thanked Miles Smith for his tenure with the City and wished him well in his future endeavors. She expressed condolences to the families of Lola Alfaro Peralez, Paul Caudillo, Leticia Williams Smith, Gilbert Rodriguez and Verlee Haynes Carter for their loss.

Councilmember McGregor invited everyone to safely join the First Friday events this weekend. She thanked Miles Smith for his tenure with the City and wished him well in his future endeavors.

Councilmember Bryant thanked Miles Smith for his tenure with the City and wished him well in his future endeavors. He thanked both Chambers of Commerce for their community efforts this week.

Councilmember Michelson thanked Miles Smith for his tenure with the City and wished him well in his future endeavors. He thanked all involved with the economic development efforts.

Mayor White thanked Miles Smith for his tenure with the City and wished him well in his future endeavors. He welcomed the new editor of the Lockhart Post-Register. He thanked everyone involved with the upcoming Dickens Reverse Lighted Parade. He announced that the Farmers Market would move their weekend events to the Justice Center parking lot and he invited everyone to First Friday.

ITEM 10. ADJOURNMENT.

Mayor Pro-Tem Sanchez made a motion to adjourn the meeting. Councilmember Mendoza seconded. The motion passed by a vote of 7-0. The meeting was adjourned at 8:51 p.m.

PASSED and APPROVED this the 15th day of December 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

Connie Constancio, TRMC
City Secretary

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: December 15, 2020

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

ORIGINATING DEPARTMENT AND CONTACT: Public Works-Sean Kelley

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: Fuel bids were sought in compliance with State Law. The City uses about 40,000 gallons of gasoline and 26,000 gallons of diesel per year. Two bids were received from oil companies interested in delivering Unleaded Gasoline and Diesel to the Public Works yard. The attached synopsis shows the overall best bid was submitted by Sun Coast Resources, Inc. of Houston, Texas at \$0.0385 profit per gallon for gasoline and \$0.0385 profit per gallon for diesel. Price includes delivery to Public Works Yard.

This is the first year utilizing Sun Coast to provide fuel to the City. Several entities, such as City of Austin and Harris County, have obtained fuel from Sun Coast for 10+ years with satisfactory service. A list of references is attached. Sun Coast's headquarters is in Houston. Their Gonzales Branch office will manage service to the City of Lockhart.

The term of the contract is for one year from the approval by City Council.

AMOUNT & SOURCE OF FUNDING: Finance Review initials _____

These funds are budgeted line items across multiple departments listed as fuel expense.

FISCAL NOTE (if applicable): Contract Period - January 1, 2021 through December 31, 2021

COMMITTEE/BOARD/COMMISSION ACTION: N/A

STAFF RECOMMENDATION/REQUESTED MOTION: Staff recommends approval of the bid submitted by Sun Coast Resources, Inc. for fuel supplies.

LIST OF SUPPORTING DOCUMENTS: Fuel Bid Tab, Fuel Bid Synopsis, Fuel Bid Notice and a list of references.

Department Head initials:

City Manager's Review:



<u>Company Name</u>	<u>Company Address</u>	<u>Phone #</u>	<u>Contact Person Name</u>	<u>Email Address / BID</u>
Golden West Oil Co.	Gonzales Branch	830-203-9261	Chad Raemsch	goldstarpetro@comcast.net Bid: \$0.0499 Unleaded Plus / \$0.0575 Diesel
Sun Coast Resources	6405 Cavalcade Houston, TX		Terri Bateman	Bid: \$0.0385 Unleaded Plus / \$0.0385 Diesel

Fuel Bids Synopsis-Top Two Companies 2021

<u>Company and Bid Analysis</u>	<u>Margin</u>	<u>Surcharge</u>	<u>Extension</u>
Golden West Oil Co		Gonzales, TX	
Gasoline	40,000	\$ 0.0499	\$ 1,996.00
			\$ -
Diesel	26000	\$ 0.0575	\$ 1,495.00
			\$ -
		Total	\$ 3,491.00
Sun Coast Resources, Inc		Houston, TX	
Gasoline	40,000	\$ 0.0385	\$ 1,540.00
Diesel	26000	\$ 0.0385	\$ 1,001.00
		Toal	\$ 2,541.00

Estimated difference between bids-\$950.00

Sun Coast Resources Inc. is recommended for the bid award by staff.

**CITY OF LOCKHART
PUBLIC BID FOR FUELS**

The City of Lockhart is accepting annual supply bids for approximately 40,000 gallons of unleaded plus gasoline and 26,000 gallons of No. 2 dyed diesel fuel. A minimum of two-thousand five hundred (2,500) gallons would be ordered at any given time. The price of fuels may increase or decrease based on the Daily *average* Oil Price Information Service (OPIS) price published each Thursday from the Austin, Texas, Rack. The amount designated as the supplier's profit margin per gallon must include delivery and must remain the same during the term of the contract. The contract term will be from one year from the date of approval by the City Council. Bid award may be separate for each fuel. Required forms for bid submittal are available on the City's website at www.lockhart-tx.org or the Public Works Office at 705 Wichita Street during normal business hours.

Bids must be received by ***10 am, Thursday, December 3, 2020 at City Hall, 308 W. San Antonio Street, PO Box 239, Lockhart, Texas 78644.*** Bids not received by this time and date will be rejected. Bid envelopes should be externally marked to indicate "***Fuel Bids***".

The City of Lockhart reserves the right to reject any and all fuel bids.



1st

City of Tomball

10+ years

Fuel, Lubes

Lexi McMin

Administrative Assistant

401 Market St.

Tomball, Texas 77375

(281) 290-1425

amcminn@tomballtx.gov

The State of Texas

10+ years

Fuel, Emergency Services

Wade Parks, Logistics Section Coordinator

(512) 632-3805

Wade.parks@txdot.state.tx.us

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: December 15, 2020

AGENDA ITEM CAPTION: Discussion and/or action to consider approving a ten (10) year extension of the Lockhart Municipal Airport Fixed Based Operator (FBO) Lease Agreement with Martin & Martin Aviation, LLC, comprised of Keith Uhls and Reine Smith and approving the Mayor to sign if approved.

ORIGINATING DEPARTMENT AND CONTACT: Public Works-Sean Kelley

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION: SUMMARY OF ITEM

Prior to Martin & Martin Aviation, LLC running the Airport's FBO, Mr. Stanley Martin had been the (FBO) for many years at the Lockhart Municipal Airport. Mr. Martin requested to assign his ground lease to Martin & Martin Aviation, LLC, comprised of members Reine (Ken) Smith and Keith Uhls in 2019. These individuals are very experienced and bring extensive aviation knowledge to the operation. Highlights to the second amendment include:

- 10-year extension of lease. New agreement would expire on December 31, 2030.
- Increase in ground rent to be paid to city from \$0.03 sf to \$0.07sf (74,096 sf total).
- Reintroduction of fuel flowage fees in the amount of \$0.05/gallon to be paid to the city. (Approx. \$1,000 annually)
- Remain closed on Sundays.
- Up to two 5-year extension options.

Other amenities that Martin & Martin Aviation currently offer and operate include: visitor's lounge; lease hangars associated with their ground lease; handle airplane tie-downs; fuel sales and purchasing; courtesy vehicle to visitors (BBQ Patrol); flight instruction; and operate an on-site airport mechanic shop.

PROJECT SCHEDULE (if applicable):

AMOUNT & SOURCE OF FUNDING: Finance Review initials _____

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

Previous Council Action:

February 19, 2019- Approval of transfer of Lease Assignment from Stanley Martin to Martin & Martin Aviation, LLC.
October 20, 2020- Approval of lease extension to December 31, 2020 to allow time to negotiate terms of lease.

COMMITTEE/BOARD/COMMISSION ACTION: N/A

STAFF RECOMMENDATION/REQUESTED MOTION: Staff respectfully requests approval of the Assignment of Lease Extension.

LIST OF SUPPORTING DOCUMENTS: FBO Lease Extension, History.

Department Head initials:

City Manager's Review:

SECOND AMENDMENT TO LEASE AGREEMENT

THIS SECOND AMENDMENT TO LEASE AGREEMENT (“**Second Amendment**”), is entered into by and between the **City of Lockhart**, a Texas home rule municipal corporation (“**Lessor**”), and **Martin & Martin Aviation, LLC**, a Texas limited liability company (“**Lessee**”), each a “party” and individually the “parties”.

RECITALS

WHEREAS, on or about November 1, 1991, Lessor and Stanley B. Martin, an individual, and Palmer R. Martin (now deceased) (the “**Original Tenants**”), entered into a Lease Agreement (the “**Lease**”), whereby Lessor agreed to lease to the Original Tenants certain property located on the Lockhart Municipal Airport (“**Airport**”) as described in the Lease, incorporated herein by this reference; and

WHEREAS, on or about October 7, 2000, the parties executed a First Amendment to the Lease Agreement (the “**First Amendment**”) extending the Lease until October 31, 2020 and relinquished 1.701 acres as part of the Leased Premises described in Exhibit A of the Lease; the First Amendment is incorporated herein by this reference; and

WHEREAS, the Lease was assigned by the Original Tenants to Lessee on or about February 19, 2019 (the “**Assignment**”), incorporated herein by reference; and

WHEREAS, the parties executed an Extension of the Lease Agreement (the “**Extension**”) on October 20, 2020, extending the Lease until December 31, 2020; the Extension is incorporated herein by this reference and together with the Lease, First Amendment, and Assignment are hereafter collectively referred to herein as the “Lease”; and

WHEREAS, Lessor and Lessee now desire to amend the Lease, to modify the lease price, fuel flowage fee, and renew the term set forth in the “Lease Term” section, Article III as set forth herein.

NOW THEREFORE, in consideration of the foregoing and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Lessor and Lessee agree that the recitals set forth above are incorporated herein as if set forth in their entirety, and further agree as follows:

AGREEMENT

1. **Recitals and Capitalized Terms.** The foregoing Recitals are true and correct and are hereby incorporated into this Second Amendment for all purposes. All capitalized terms used but not specifically defined in this Second Amendment shall have the same meanings as in the Lease unless otherwise stated.
2. **Amendment to Article III.** The Lease is amended to extend the term of the Lease for an additional ten (10) years beginning at 12:00 a.m. on January 1, 2021 and shall terminate at 11:59 p.m. on December 31, 2030, unless renewed in accordance with the Lease. Thereafter, the parties may extend the Lease by written agreement for two (2) additional consecutive terms of five (5) years each, each a Renewal Term.

3. **Amendment to Article VI.** Article VI of the Lease is amended in its entirety as follows:

Article VI.
Rental and Fuel Charges

Lessee agrees to pay an annual rental for the use of the premises, rights and easements herein provided as follows:

(a) **Ground Rent.**

(1) Ground rent to be paid semi-annually in the amount of \$0.07 per square foot per year on each square foot of land on the 1.701-acre (72,309 square feet) portion of the leased property for a total of \$5,061.63 annually, the first payment of \$ 2,530.82 which shall be due and payable contemporaneously with the signing of this Lease.

(2) Should any governmental agency require for any reason any portion of the tract held by Lessee under this lease, Lessee shall be entitled to reimbursement for the sums paid to the Lessor for the area of property actually utilized by the governmental agency. Nothing herein shall entitle Lessee to reimbursement for any amount greater than the sum actually paid to Lessor on the property actually utilized by the governmental agency.

(b) **Adjustments to Rent.** The rent specified in Article VI(a) above, may be adjusted by Lessor to take effect once every 5 years by providing written notice of the new rate at least 30 days before the new rate goes into effect. The increases or decreases in the rent and fees shall go into effect on January 1st of the following years: 2026; 2031, etc., if renewed and not renegotiated. It is understood and agreed that no increase in such rental shall exceed 2 cents per square foot per 5-year period unless the parties agree to such increase in writing. The fees specified in Article VI(a) above may be adjusted by Lessor at such times and at such rates as Lessor deems appropriate. However, no increase to the rental or fees shall be required if Lessee is prohibited by law or regulation from passing such increase on to its customers.

(c) **Fuel charges.** Payments for aviation fuel delivered to Lessee shall be paid on a "per load" basis within five (5) days of receipt of the fuel load placed in the fuel storage facility located on the leased premises. Such payments shall be at the rate of \$0.05 per gallon of aviation fuel delivered to Lessee during the term of this lease. Upon remitting payment Lessee shall also include the delivery ticket or other proof with regard to fuel actually purchased by and delivered to Lessee. Lessee shall make available to Lessor for inspection during regular business hours the oil, gasoline and aviation fuel delivery tickets, and any other data reasonably required by the Lessor to verify the number of gallons of fuel delivered to Lessee.

(d) **Location of Payments.** All payments are to be made to the Office of the City Manager at P.O. Box 39, Lockhart, Texas 78644. In the event of Lessee's failure to pay any installment of rental when due or any other fee when due, Lessor may declare the lease terminated, or may declare all unmatured rental due, and further will be entitled to judgment for court costs, reasonable attorneys' fees and interest on its unpaid rental and fees at the rate of TEN (10%) PERCENT per annum.

(e) Late payments on rent. All rental payments shall be due on the first of the month, of the month beginning the semi-annual lease payment period. Payments not received by the 10th shall be deemed late, and there will be an automatic ten percent (10%) penalty assessed and collected by Lessor from Lessee in that event.

4. Amendment to Article IX. Article IX of the Lease is amended in its entirety as follows:

Article IX.
Fixed Base Operation

Lessee shall provide a fixed based operation (FBO) conducted at a minimum of six (6) days a week, nine (9) hours per day, Mondays through Saturdays, unless otherwise agreed upon in writing by the City Manager, conducted on a 24-hour basis, which operation shall include providing all of the services and facilities to be performed and constructed by Lessee as set forth herein. Lessee may operate on Sundays at Lessee's sole option. Lessee shall also have the right to close his business on the following days: Christmas Eve, Christmas, and Thanksgiving. Lessee agrees and understands that the Airport will be open to the public at all times.

5. Other Terms and Conditions Remain. In the event of any inconsistencies between the Lease and this Second Amendment, the terms of this Second Amendment shall control. Except as expressly set forth in this Second Amendment, the Lease otherwise is unmodified and remains in full force and effect. Each reference in the Lease to itself shall be deemed also to refer to this Second Amendment.

6. Counterparts. This Second Amendment may be executed in any number of counterparts, each of which shall be deemed an original and constitute one and the same instrument.

7. Capitalized Terms. All capitalized terms used but not defined herein shall have the same meanings as defined in the Lease.

Signature Page Follows

IN WITNESS WHEREOF, the parties have executed this Second Amendment on the dates set forth below.

LESSOR:

CITY OF LOCKHART, a Texas home-rule
municipal corporation

ATTEST:

By: _____
Lew White, Mayor

By: _____
Connie Constancio, TRMC
City Secretary

Date: _____

LESSEE:

MARTIN & MARTIN AVIATION, LLC, a Texas
limited liability company

By: _____
Reine Ken Smith / Member

Date: _____

By: _____
Keith Uhls / Member

Date: _____

HISTORY

EXTENSION OF LEASE AGREEMENT

This Extension of Lease Agreement ("Extension") is made by and between the City of Lockhart, Texas, as Lessor, and Martin & Martin Aviation, LLC, as Lessee.

Recitals

1. By "Lease Agreement" dated November 1, 1991, (hereinafter "the Lease") the City, as Landlord, leased certain airport property, described as approximately 2.49 and 1.66 acres of land situated in the E. Berry Survey A-1, in Caldwell County, Texas to Stanley B. Martin and Palmer R. Martin (now deceased), as Lessee, under terms described therein.
2. On or about October 7, 2000, the parties executed an amendment to the Lease, extending its term to October 31, 2020.
3. By "Assignment of Lease" by and between Stanley B. Martin, as Assignor (executed by Assignor on February 22, 2019) and Martin & Martin Aviation, LLC, as Assignee, (executed by the members of Martin & Martin on February 22, 2019 and February 25, 2019), (hereinafter "the Assignment"), the Lease was assigned to Martin & Martin Aviation, LLC.
4. The Assignment also purported to amend Article III of the Lease to include a renewal option of up to ten years; to amend Article VI to eliminate the 2.5% of fuels sales being paid to the Lessor, and to amend Article IX to eliminate the requirement that the Fixed Base Operator be open on Sundays.
5. The City of Lockhart was not named as a party to the Assignment and did not execute the Assignment as , but the City granted its consent to the assignment of the Lease, effective February 19, 2019, without waiving any right under the Lease or the Assignment.
6. The City, as Landlord, and Martin & Martin Aviation, LLC, as Lessee, now desire to extend the Lease until December 31, 2020 in order to give the parties time to resolve and clarify outstanding issues related to the effect of the purported amendments to the Lease.

Agreement

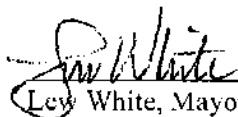
For and in consideration of the mutual covenants herein contained and other good and valuable consideration, the receipt and sufficiency are hereby acknowledged, Lessor and Lessee agree that the term of the Lease shall be extended until December 31, 2020.

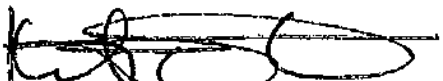
This Extension binds and inures to the benefit of the parties, their heirs, executors, administrators, successors in interest, and assigns.

Approved and adopted effective the 20th day of October 2020.

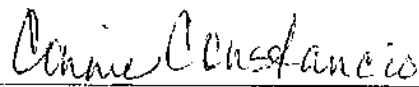
LESSOR: City of Lockhart

LESSEE: Martin & Martin, Aviation, LLC


Lew White, Mayor


Keith Uhls, Member

Attest:


Connie Constancio, City Secretary


Ken Smith, Member

HISTORY

STATE OF TEXAS)
COUNTY OF CALDWELL)

ASSIGNMENT OF LEASE

THIS AGREEMENT is made by and between **Stanley B. Martin**, an individual and former Manager and Director of Martin & Martin Aviation, PLLC ("Assignor"), and **Martin & Martin Aviation, LLC**, a Texas limited liability company ("Assignee") comprised of Members Reine Smith, and Keith Uhls.

1. A lease was executed on or about November 1, 1991, by and between The City of Lockhart, Texas ("Landlord"), a municipal corporation existing by and under the authority of the laws of the State of Texas, and Stanley B. Martin and Palmer R. Martin (now deceased) as Tenant, under which the property described therein was leased to the Tenant for a term of twenty (20) years, beginning on November 1, 1991, a copy of which is attached as **Exhibit A**. On or about October 7, 2000, the parties executed an amendment to the Lease Agreement extending the Lease until October 31, 2020, a copy of which is attached as **Exhibit B**. Exhibits A and B are hereafter collectively referred to as the "Lease".

2. The Assignor wishes to assign the Lease to the Assignee, and the Assignee wishes to accept the assignment.

IN CONSIDERATION of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration, receipt of which is hereby acknowledged, the Assignor assigns to the Assignee all his right, title, and interest in and to the Lease. The Landlord and Assignee, Martin & Martin Aviation, LLC, agree that Article III. Term of Lease is hereby amended to include up to ten (10) year renewal option, that Article VI. Rental and Fuel Charges is hereby amended to eliminate the 2.5% of fuels sales being paid to the Lessor (City of Lockhart) and that Article IX Fixed Base Operations is hereby amended to eliminate the requirement that the Fixed Base Operator be open on Sundays. The Assignee accepts the assignment and agrees to fulfill, and to be jointly and severally liable for, all of its terms and the Assignor's duties and covenants except as amended herein, including making all payments due to or payable on behalf of the Landlord when due and payable.

This agreement binds and inures to the benefit of the parties to the Lease and this assignment only.

HISTORY

Assignor:

Stanley B. Martin
Stanley B. Martin

2/22/2019
Date

Assignee:

Martin & Martin Aviation, LLC.

Keith Uhls
Keith Uhls, Member
1600 Barton Springs Road #2303
Austin, Texas 78704

2/22/2019
Date

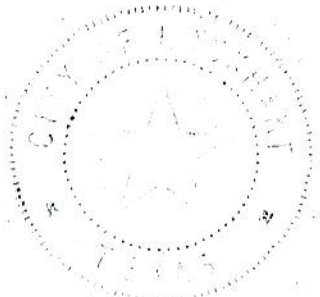
Reine Smith
Reine Smith, Member
5407 Honey Dew Terrace
Austin, Texas 78749

2/25/2019
Date

Consent of Landlord

Pursuant to the action of the Lockhart City Council on February 19, 2019, the Landlord in the Lease, City of Lockhart, Texas, consents to the assignment of the Lease to Martin & Martin Aviation, LLC, comprised of Members Reine Smith, and Keith Uhls, and waives no right under the Lease or this assignment with respect to the Assignees.

City of Lockhart, Texas



By: Lew White
Lew White
Mayor

Attest:

Connie Constancio
Connie Constancio, TRMC
City Secretary

HISTORY

AMENDMENT TO AIRPORT LEASE

This Lease Amendment is made and entered into this the 17th day of October, 2000, by and between the City of Lockhart, hereafter referred to as "the City" or "Lessor," and Stanley B. Martin and Palmer R. Martin, hereafter referred to as "Lessee."

I.

Lessor and Lessee have heretofore entered into a ground lease/ fixed base operator agreement, dated November 1, 1991. This lease was for 4.15 acres of land (more or less). Subsequent to that, on April 25, 1996, an Amendment and Correction was made, correcting the actual acreage in the "tie down" area, to reflect that rather than 1.66 acres, the actual acreage was in fact 2.022 acres. Other revisions and corrections were contained within that document.

II.

Lessee hereby agrees, and by this document hereby does RELEASE and RELINQUISH all properties not contained within EXHIBIT A, being a metes and bounds survey of 1.701 acres of land in the Esther Berry Survey, it being the intent of the parties that Lessee's leasehold interest shall consist only of the 1.701 acres therein described. Lessee acknowledges that he will have no further control over any properties previously leased, unless by other written agreement between the parties.

III.

In consideration of this release and relinquishment of properties under lease, Lessee hereby agrees and by this document does EXTEND the lease term in Paragraph III of the Airport Lease. Therefore, lessee's leasehold interest in the 1.701 acres described in Exhibit A shall expire at 12:00 o'clock midnight, October 31, 2020.

IV.

This amendment is subject to FAA/Texas Department of Transportation approval. Acceptance by Lessor and Lessee of the terms of this document shall be provisional until such time as all appropriate agencies have approved same.

HISTORY

V.

Approval by the parties to this document shall act as further ratification of all contents of the Lease Agreement, and document entitled "Amendment and Correction to Existing Lease Agreement", dated April 25, 1996, unless specifically amended herein.

IN WITNESS WHEREOF, the parties have hereunto set their hands and signatures the day and year first above written.

LESSOR:

CITY OF LOCKHART

BY: *Ray Sanders*
RAYMOND SANDERS, MAYOR

ATTEST:

Connie Ortiz
CITY SECRETARY

LESSEE:

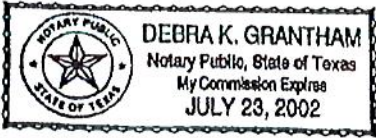
Stanley Martin
STANLEY MARTIN
Palmer Martin
PALMER MARTIN

THE STATE OF TEXAS

COUNTY OF CALDWELL

BEFORE ME, the under signed authority, on this day personally appeared RAYMOND SANDERS, Mayor of the CITY OF LOCKHART, TEXAS, a municipal corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 12th day of January, 2000. 2001

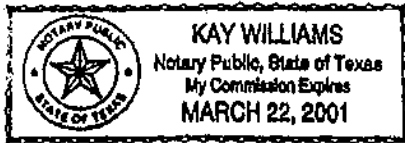


Debra K Grantham
NOTARY PUBLIC, STATE OF TEXAS

HISTORY

BEFORE ME, the undersigned authority, on this day personally appeared STANLEY MARTIN and PALMER MARTIN, known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

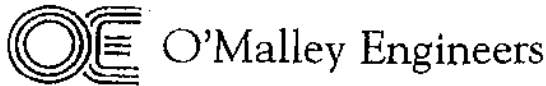
GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 5th day of January, 2000, 2001



Kay Williams

NOTARY PUBLIC, STATE OF TEXAS

HISTORY



Richard J. "Dick" O'Malley, P
Richard J. O'Malley, F
Craig Kankel, F
Robert C. Schmidt, P
Ed Addicks, F

EXHIBIT "A"

State of Texas)
County of Caldwell)

BEING A 1.701 acre lease tract situated in the Esther Berry Survey, Abstract 1, City of Lockhart, Caldwell County, Texas. Said 1.701 acre lease tract being more particularly described by metes and bounds as follows:

COMMENCING at a 5/8 inch iron rod found at the most easterly southeast corner of a lease tract said to contain 2.493 acres as described in a survey performed by Claude F. Hinkle, Sr., TX RPLS #1612 and dated March 11, 1996;

THENCE along the most easterly line of said called 2.493 acre lease tract, North 02°50'00" East (reference bearing), a distance of 448.37 feet to a 5/8 inch iron rod found at the northeast corner of said called 2.493 acre lease tract;

THENCE with the north line of said called 2.493 acre lease tract, North 86°54'16" West, a distance of 228.95 feet to a 5/8 inch iron rod found for the northwest corner of said called 2.493 acre lease tract;

THENCE with the west line of said called 2.493 acre lease tract, South 03°09'47" West, for a distance of 115.32 feet to a point in the most northerly line of the herein described lease tract;

THENCE North 86°55'11" West, a distance of 5.20 feet to the most northerly northwest corner and POINT OF BEGINNING of the herein described lease tract;

THENCE with the most northerly line of the herein described lease tract, South 86°55'11" East, a distance of 121.86 feet to a point for the most northerly northeast corner of the herein described lease tract;

THENCE South 01°24'45" West, at 93.91 feet passing the most northerly northeast corner of Building "B" as shown on the attached plat and continuing for a total distance 108.86 feet to an interior corner of said Building "B";

THENCE South 88°59'28" East, a distance 15.34 feet to a exterior corner of said Building "B";

THENCE South 01°00'32" West, a distance 21.42 feet to a exterior corner of said Building "B";

THENCE North 88°59'28" West, a distance 15.49 feet to a interior corner of said Building "B";

THENCE South 01°24'45" West, at 66.24 feet passing the most southerly southeast corner of said Building "B" and continuing for a total distance 126.24 feet to the northeast corner of Building "A" as shown on the attached plat;

THENCE along the east line of said Building "A", South 01°33'44" West, a distance 124.60 feet to the southeast corner said Building "A" for the most southerly southeast corner of the herein described lease tract;

THENCE along the south line of said Building "A", North 88°26'16" West, a distance 120.53 feet to the southwest corner said Building "A";

THENCE along the west line of said Building "A", North 01°34'52" East, a distance 5.07 feet to an interior corner of the herein described lease tract;

THENCE North 86°26'41" West, a distance 109.14 feet to a point for the most westerly southwest corner of the herein described lease tract;

THENCE North 03°46'29" East, a distance 260.34 feet to a point for the most westerly northwest corner of the herein described lease tract;

HISTORY

THENCE South 87°08'43" East, a distance 91.72 feet to an Interior corner of the herein described lease tract;

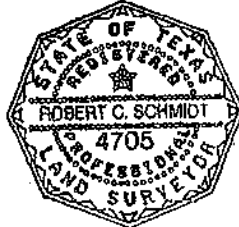
THENCE North 04°07'59" East, a distance of 117.50 feet to the POINT OF BEGINNING and containing 1.701 acres of land.

Notes:

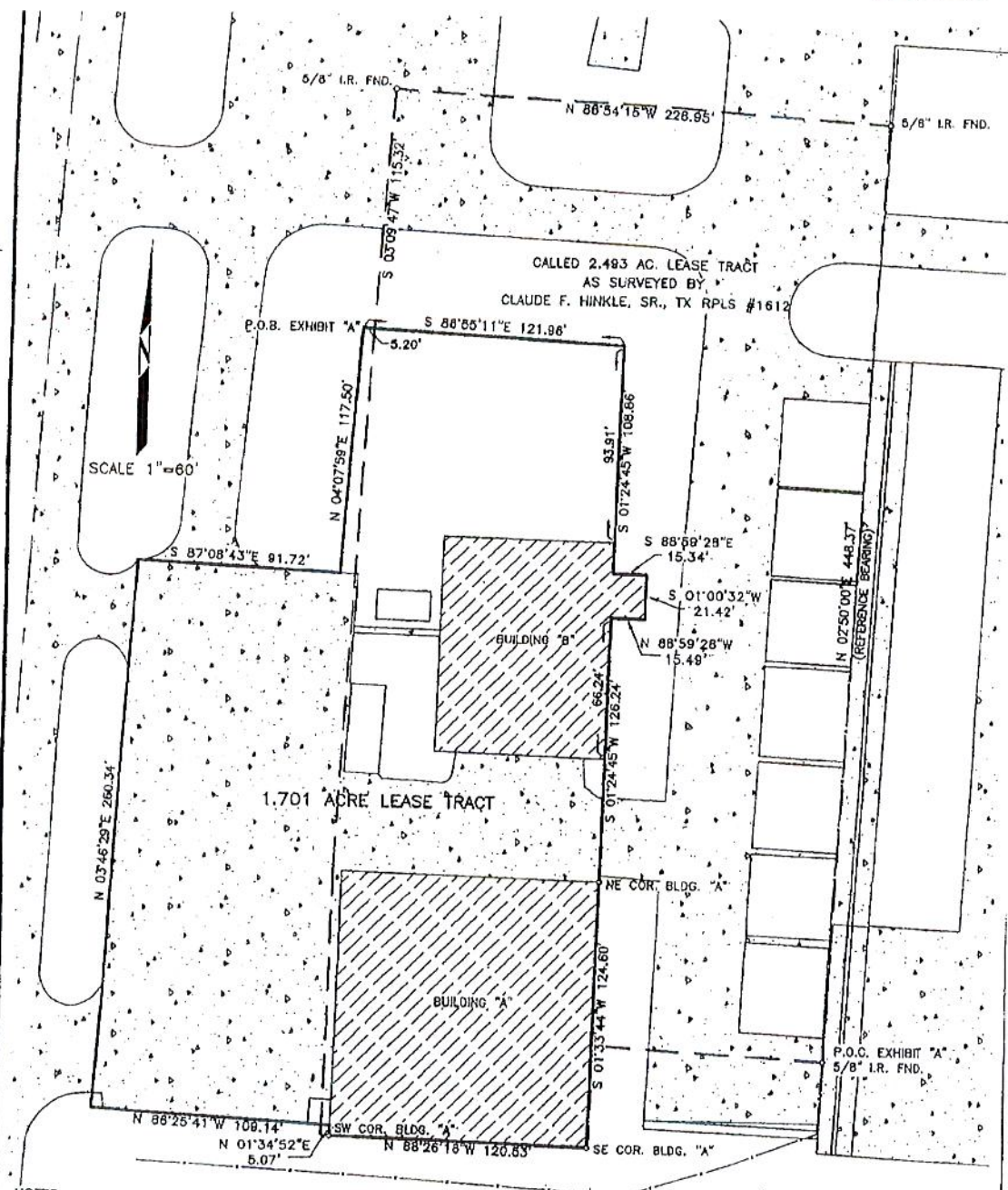
1. Bearings are based on the east line of a called 2.493 acre lease tract as described by a survey performed by Claude F. Hinkle, Sr., TX RPLS #1812 and dated March 11, 1986.
2. This survey is valid only if it bears the seal and original signature of the surveyor.
4. See EXHIBIT "B" for Plat of the above description.

September 19, 2000

Robert C. Schmidt, Jr.
Robert C. Schmidt, TX RPLS #4705



HISTORY



NOTES:

1. Bearings are based on the east line of a called 2.493 acre lease tract as described by a survey performed by Claude F. Hinkle, Sr., TX RPLS # 1612 and dated March 11, 1998.
2. The surveyor has not abstracted the property. This survey was performed without the benefit of a current abstract of property or title report and may be subject to any conditions, easements, restrictions, additions, or exceptions that a current title opinion might disclose.
3. This survey is valid only if it bears the seal and original signature of the surveyor.
5. See EXHIBIT "A" for notes and bounds description.

The information shown on this plat is based on a survey performed on the ground under my supervision and completed September 19, 2000. It is my professional opinion that this map represents the facts as found.

Robert C. Schmidt
 Robert C. Schmidt, RPLS
 Texas Registered Professional
 Land Surveyor No. 4705



EXHIBIT 'B'
 PLAT SHOWING A 1.701 ACRE LEASE TRACT
 IN THE CITY OF LOCKHART
 ESTHER BERRY SURVEY, ABSTRACT 1
 CALDWELL COUNTY, TEXAS

O'E O'MALLEY ENGINEERS

1306 NORTH PARK BRENHAM, TEXAS
 (409) 836-7937 FAX (409) 836-7936

JOB NO. 479.09 LC DWG. NO. FINALISE.DWG

HISTORY

EXHIBIT A

HISTORY

LEASE AGREEMENT

THIS LEASE AGREEMENT, made and entered into this 1st day of November, 1991, by and between the City of Lockhart, Texas, a municipal corporation existing by and under the authority of the laws of the State of Texas, hereinafter referred to as Lessor, and Stanley B. Martin and Palmer R. Martin, hereinafter referred to as Lessee,

WITNESSETH:

WHEREAS, Lessor owns and operates, near the City of Lockhart, an Airport which includes all aeronautical navigation facilities, said Airport being known as Lockhart Municipal Airport, and said Lessor is desirous of leasing to Lessee certain premises hereinafter more fully described, and located on said Airport, together with the right to use and enjoy individually and in common with others the facilities referred to; and

WHEREAS, Lessee has indicated a willingness and ability to properly keep, maintain and improve said premises with standards approved by Lessor; and Lessee will operate a fixed based operation which will engage in the business of aeronautics, engine and aircraft repairs, sales and renting of aircraft, sale of aircraft and engine parts and accessories, sale of fuel, flight instruction, storage of aircraft and equipment, airplane charter trips and local short flights, providing a radio and operator when

necessary, and desires to lease said property and rights from the city of Lockhart, Texas;

NOW THEREFORE, for and in consideration of the rents, covenants, and agreements herein contained, Lessor does hereby lease, demise, grant and let to Lessee, and Lessee does hereby hire, take and lease from Lessor, the following premises, rights and easements on and to the Airport upon the following terms and conditions, to-wit:

ARTICLE I.

LEASED PREMISES

Lessor does hereby grant, demise and lease unto Lessee the following described tract of land at said Airport with respect to which Lessee is to have for the term of this lease the use of said tract described as follows:

THOSE portions of the airport property being approximately 2.49 and 1.66 acres of land situated in the E. Berry Survey A-1, in Caldwell County, Texas, and which are more accurately described in Exhibit "A" attached hereto and incorporated herein for all purposes.

ARTICLE II.

BUILDINGS AND IMPROVEMENTS

Lessee shall have the right to erect office and administration buildings, shops, hangars and other buildings upon the 2.49 acre portion of said described premises, in accordance with the City of Lockhart Airport Master Plan or as mutually agreed upon and with approval of Lessor.

Lessee agrees to maintain in good condition, order and repair all structures and other improvements upon the demised premises including but not limited to: hangars; administration buildings; and, any other additional structures or facilities which Lessee may deem necessary to the enjoyment of the rights herein granted. However, Lessee agrees and understands that plans and specifications for any and all proposed improvements to the leasehold property shall receive the prior written approval of the Lessor, and shall conform to the City of Lockhart Airport Master Plan or as mutually agreed upon and with approval of Lessor.

Lessor, acting through its Building Inspector and other Inspectors, shall have free access to the property covered hereby and to the improvements thereon for the purpose of determining that any construction conforms to the plans and specifications approved by Lessor, and to determine if the building and other improvements are being maintained in accordance with the requirements in this Lease Agreement. It shall be Lessee's responsibility to take such actions as are necessary to insure that the construction of improvements and any later required maintenance work, is conducted without interference with other Lessees, the F.A.A., or any aviation activities which are the principal purpose of the maintenance of the airport. Any activity which interferes with or endangers aviation activity will be immediately discontinued when so mandated by the Lessor or the F.A.A.

HISTORY 4

ARTICLE III.

TERM OF LEASE

The term of this lease shall be for a period of twenty (20) years, commencing on the date above first written, unless sooner terminated or extended as hereinafter provided. This lease and any extension thereof shall be subject to review by the appropriate State agency and the Federal Aviation Administration, as required, and acceptance by Lessor and Lessee and the terms of this Lease shall be provisional until such time as all appropriate agencies have approved this agreement.

ARTICLE IV.

SERVICES TO BE PROVIDED BY LESSEE

Lessee agrees and understands that it will be required to provide sales of aviation fuel and oil; sale of aircraft and accessories or supplies; and, repairs and maintenance of aircraft. Lessee shall have the right to conduct these activities upon the 2.49 acre portion of the area in Exhibit "A".

Lessee may perform the following activities, in its discretion, in addition to those previously required:

Painting of aircraft; flight instruction, both air and ground; aerial photography, survey and pipeline patrol; air charter operations; aircraft rental; operation of coffee shop and/or restaurant; car rental agency. The list in this paragraph is not intended to be all inclusive, and LESSEE has the right to perform any other services normally associated with aircraft operations.

Lessee agrees and understands that any services provided will be in accordance with accepted standards; local, State, and federal laws; and FAA regulations.

Lessee agrees and understands that no activities will be performed which are not related to, or not normally associated with, aircraft operations.

The Lessee agrees and understands that the right to conduct aeronautical activities for furnishing services to the public is granted by Lessor subject to the Lessee agreeing;

(a) To furnish said services on a fair, equal and nondiscriminatory basis to all users thereof;

✓ (b) To charge fair, reasonable and nondiscriminatory prices for each unit of service; provided, that the Lessee may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers; and,

(c) To furnish good, prompt, efficient services adequate to meet all the demands for its services at the airport.

It is clearly understood by the Lessee that no right or privilege has been granted which would operate to prevent any person, firm or corporation operating aircraft on the airport from performing any services on its own aircraft ✓ with its own fulltime, regular employees (including, but not limited, to maintenance, repair and fueling) that it may choose to perform, which are in conformance with Federal

Aviation Administration Regulations and/or City Ordinances, provided that any maintenance or repair required to be done by an FAA certified mechanic must be accomplished by or under the direct supervision of FAA licensed mechanics and/or avionics personnel.

ARTICLE V.

NON-DISCRIMINATION

The Lessee for himself, his personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agrees as a covenant running with the land that: (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the Lessee shall use the premises in compliance with all other requirements imposed by, or pursuant to, 49 CFR Part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

The Lessee assures that it will undertake an affirmative action program as required by 14 CFR Part 152, Subpart E, to ensure that no person shall on the grounds of

HISTORY 7

race, creed, color, national origin, or sex be excluded from participating in any employment activities covered in 14 CFR Part 152, Subpart E.

The Lessee assures that no person shall be excluded on these grounds from participating in or receiving the services or benefits of any program or activity covered by this subpart. The Lessee assures that it will require that its covered subordinations will provide assurances to the Lessee that they similarly will undertake affirmative action programs, and that they will require assurances from their subordinations, as required by 14 CFR Part 152, Subpart E, to the same effect.

That in the event of breach of any of the preceding nondiscrimination covenants, the City of Lockhart shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land the facilities thereon, and hold the same as if the said lease had never been made or issued.

ARTICLE VI.

RENTAL AND FUEL CHARGES

Lessee agrees to pay an annual rental for the use of the premises, rights and easements herein provided for as follows:

(a) Ground rent.

(1) Ground rent to be paid semi-annually in the amount of \$0.03 per square foot per year on each square foot of land on the 2.49 acre (108,464 square feet) portion of

the leased property for a total of \$3,254.00 annually, the first payment of \$1,627.00 which shall be due and payable contemporaneously with the signing of this lease.

(2) Ground rent to be paid semi-annually in the amount of \$0.003 per square foot per year on each square foot of the 1.66 acre (72,309 square feet) portion of the leased property for a total of \$216.93 annually, the first payment of \$108.46 which will be due and payable contemporaneously with the signing of this lease.

(3) 1.66 acre tract of land which is a portion of the leased premises is acknowledged by the parties to be at the present time used as a tie-down area for aircraft. In the event that Lessee chooses, at his option, to charge monthly or otherwise periodic rental for the privilege of outside tie-down spaces to aircraft owners, then rental fee for the 1.66 acre portion of the leased premises shall be in an amount of \$0.003 per square foot or 50% of the monthly tie-down rental fees charged by Lessee, whichever amount is larger. Lessee covenants and agrees to provide to Lessor all appropriate documentation with regard to fees charged for tie-downs, on a monthly or otherwise mutually agreed upon schedule.

(4) The ground rent on the tracts leased shall be subject to Article V, Section C, "Adjustments to Rent."

(5) Should any governmental agency require for any reason any portion of the tract held by Lessee under the this lease, Lessee shall be entitled to reimbursement for

the sums paid to the Lessor for the area of property actually utilized by the governmental agency. Nothing herein shall entitle Lessee to reimbursement for any amount greater than the sum actually paid to Lessor on the property actually utilized by the governmental agency.

(b) Fuel charges. Payments for aviation fuel delivered to Lessee shall be paid on a "per load" basis within five (5) days of receipt of the fuel load placed in the fuel storage facility located on the leased premises. Such payments shall be at the rate of two and one-half percent (2.5%) of the average retail price per gallon of aviation fuel delivered to Lessee during the term of this lease. Upon remitting payment Lessee shall also include the delivery ticket or other proof with regard to fuel actually purchased by and delivered to Lessee, and documentation regarding Lessee's average retail gasoline sales price.

Lessee shall make available to Lessor for inspection during regular business hours the oil, gasoline and aviation fuel delivery tickets, and any other data reasonably required by the Lessor to verify the number of gallons of fuel delivered to Lessee.

(c) Adjustments to Rent. As promptly as practicable after the end of the 5th year after the beginning date of this Lease and each 5th year thereafter, Lessor shall compute the percentage of change (increase or decrease), if any, in the cost of living during the time period between the beginning date of this Lease Agreement and the date of

the 5th year anniversary and each 5th year anniversary thereafter during the term of this Lease, based upon the changes in the Consumer Price Index for Urban wage Earners and Clerical Workers - U.S. Average (1967=100) (herein called "Consumer Price Index"), as determined by the United States Department of Labor, Bureau of Labor Statistics for "All Items". It is agreed that the Consumer Price Index Number at the commencement date of this Lease is November 1, 1991 (herein called "Base Index Number"). If the Consumer Price Index Number for the month in which any such anniversary of the beginning date shall occur (each such number being herein called an "Anniversary Index Number") is higher or lower than the Base Index Number, then such Anniversary Index Number shall be divided by the Base Index Number and from the quotient thereof shall be subtracted the integer one (1). The resulting number, multiplied by one hundred, shall be deemed to be the percentage of increase or decrease in the cost of living. Such percentage of change shall be multiplied by the Basic Rental, and the product thereof shall be added to, or subtracted from, the Basic Rental to determine the annual rental payable for the next five year period, commencing on the immediately preceding anniversary of the beginning date (such amount being herein sometimes called "Adjusted Basic Rental"). Such Adjusted Basic Rental shall be calculated in the above manner during the 5th year anniversary and each 5th year thereafter of the Lease Term. Lessor shall, within a reasonable time after

obtaining the appropriate data necessary for computing any change in the annual rent, give Lessee notice of any change so determined. Lessee shall notify Lessor of any claimed error therein within thirty (30) days after receipt of such notice. If publication of the Consumer Price Index shall be discontinued, the parties hereto shall thereafter accept comparable statistics on the cost of living for the City of San Antonio, Texas, as they shall be computed and published by an agency of the United States, or by a responsible financial periodical of recognized authority, then to be selected by the parties hereto. As an example, only, of the foregoing adjustment:

- a. Assume Basic Rental is per acre \$100.00 per year,
- b. Assume Basic Index Number is 200,
- c. Assume Anniversary Index Number on the anniversary date of the commencement date is 300,

then based upon the foregoing, the Annual Basic Rental shall be:

$$\begin{aligned} &\text{Anniversary Index Number 300 divided by Base Index} \\ &\text{Number 200} = \\ &1.5 - 1 = .5 \times 100 = 50 = 50\% \\ &50\% \times 100 = 50.00 \\ &50.00 + 100.00 = 150.00 \text{ Adjusted Basic Rental.} \end{aligned}$$

All payments are to be made to the Office of the City Manager at P. O. Box 239, Lockhart, Texas 78644.

In the event of Lessee's failure to pay any installment of rental when due or any other fee when due, Lessor may declare the lease terminated, or may declare all unmatured rental due, and further will be entitled to judgment for

court costs, reasonable attorneys' fees and interest on its unpaid rental and fees at the rate of TEN (10%) PERCENT per annum.

d. Late payments on rent. All rental payments shall be due on the first of the month, of the month beginning the semi-annual lease payment period. Payments not received by the 10th shall be deemed late, and there will be an automatic ten percent (10%) penalty assessed and collected by Lessor from Lessee in that event.

ARTICLE VII.

INSURANCE

Lessee shall maintain, at its own cost and expense: (a) comprehensive general liability insurance on an occurrence basis, with minimum limits of liability in an amount of \$1,000,000.00 for bodily injury, personal injury or death to any one person, up to \$2,000,000.00 for each occurrence, and \$1,000,000.00 for damage to property, including contractual liability; (b) fire insurance in an amount adequate to cover 80% of the cost of replacement of all fixtures and contents in the demised premises in the event of fire, extended coverage, vandalism or malicious mischief and special extended coverage; and, (c) Workers' Compensation coverage on all of Lessee's employees. Lessee agrees to carry Lessor as an additional insured party, and such insurance policies shall contain the endorsement that such insurance may not be cancelled or amended with respect to Lessor, without thirty (30) days' written notice by registered mail, to Lessor, by

HISTORY¹³

the insurance company; and that Lessee shall be solely responsible for the payment of premiums; and that Lessor shall not be required to pay any premiums for insurance; and in the event of payment of any loss covered by such policies, Lessor shall be paid first by the insurance company for its loss, and Lessee waives the right of subrogation against Lessor for any reason whatsoever. Any insurance policy herein required or procured by Lessee shall contain an express waiver of any right of subrogation by the insurance company against the Lessor. The original policy of all such insurance shall be delivered by Lessee to Lessor, within ten (10) days of the inception of such policy by the insurance company. The minimum limits of any insurance coverage required herein shall not limit Lessee's liability under the following paragraph.

If the leased premises or any structures or improvements on the leased premises should be damaged or destroyed by fire, tornado, or other casualty, Lessee shall give immediate written notice of the damage or destruction to Lessor, including a description of the damage and, as far as known to Lessee, the cause of the damage.

If the leased premises should be totally destroyed by fire, tornado, or other casualty not the fault of Lessee or any person in or about the leased premises with the express or implied consent of Lessee, or if it should be so damaged by such a cause that rebuilding or repairs cannot reasonably be completed within sixty (60) working days, this lease

shall terminate, and rent shall be abated for the unexpired portion of this lease, effective as of the date of written notification provided for hereinabove.

If the leased premises should be damaged by fire, tornado, or other casualty not the fault of Lessee or any person in or about the leased premises with the express or implied consent of Lessee, but not to such an extent that rebuilding or repairs cannot reasonably be completed within one hundred twenty (120) working days, this lease shall not terminate, and it shall be the responsibility of Lessee to rebuild or repair said damage at Lessee's expense.

Lessee shall, at its own expense, require contractor liability insurance during the construction of all structures on the leased premises.

ARTICLE VIII.

NON-EXCLUSIVITY

Lessee agrees to operate the premises leased for the use and benefit of the public.

NOTWITHSTANDING ANYTHING HEREIN CONTAINED THAT MAY BE OR APPEAR TO THE CONTRARY, IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT THE RIGHTS GRANTED UNDER THIS AGREEMENT ARE NON-EXCLUSIVE AND THE LESSOR HEREIN RESERVES THE RIGHT TO GRANT SIMILAR PRIVILEGES TO ANOTHER OPERATOR OR OTHER OPERATORS ON OTHER PARTS OF THE AIRPORT.

ARTICLE IX.FIXED BASE OPERATION

Lessee shall provide a fixed based operation (FBO) conducted seven (7) days a week during a minimum of nine (9) hours, unless otherwise agreed upon in writing by the City Manager, at Lessee's option, conducted on a 24 hour basis, which operation shall include providing all of the services and facilities to be performed and constructed by Lessee as set forth herein. Lessee shall have the right to close his business on the following days: Christmas Eve, Christmas, and Thanksgiving. Lessee agrees and understands that the Airport will be open to the public at all times.

ARTICLE X.NON-ASSIGNMENT

Lessee shall not, at any time during the term of this lease, or in any manner, either directly or indirectly, assign, sublease, hypothecate, or transfer this agreement or any interest therein without the prior written consent of Lessor. Lessor shall not unreasonably withhold consent under this provision.

Should a lending institution, in connection with either existing or new improvements require a first lien on the Lessee's leasehold interest and require collateral assignment of said lease to the financial institution, Lessor agrees this will not be violative of the lease agreement. Any assignment, hypothecation, or pledge shall not be effective without the prior written consent of the

City of Lockhart and such consent shall not be unreasonably withheld. Prior to such assignment, sublease, hypothecation, or pledge of this lease as provided for in this paragraph, Lessee shall provide Lessor's City Manager with a copy of said assignment, sublease, hypothecation, or pledge and of any and all agreements collateral thereto. In the event that the City of Lockhart approves the proposed assignment, sublease, hypothecation, or pledge a copy thereof shall be filed with the City Secretary of the City of Lockhart. It is specifically understood and agreed by the parties that any assignment of this lease or hypothecation thereof shall not create any type of lien upon the realty or create any further obligation upon Lessor as a result of such assignment or hypothecation thereof.

ARTICLE XI.

INDEMNITY

(a) Lessee shall indemnify Lessor and save it harmless from suits, actions, damages, liability and legal defense expense in connection with the loss of life, bodily or personal injury or property damage arising from or out of any occurrence in or upon the demised premises, or occasioned wholly or in part by any act or omission of Lessee, its agents, contractors, employees, servants, invitees or licensees, in their use of the demised premises, the runways and taxiways, and any other area within the City of Lockhart Airport; and

(b) Lessee shall store its property in and shall occupy the demised premises and all other portions of the City of Lockhart Airport at its own risk, and releases Lessor, to the full extent permitted by law, from all claims of every kind resulting in loss of life, personal or bodily injury or property damage; and

(c) Lessor shall not be responsible or liable at any time, for any loss or damage to Lessee's merchandise, equipment, fixtures, machinery, airplanes or airplane parts of any other business personal property of Lessee or to Lessee's business on or upon the demised premises; and

(d) Lessor shall not be responsible or liable to Lessee or to those claiming by, through or under Lessee, for any loss or damage to either the person or property of Lessee that may be occasioned by or through the acts or omissions of persons occupying adjacent, connecting or adjoining premises; and

(e) Lessor shall not be responsible or liable for any defect, latent or otherwise, on any building in the Airport area, or of any of the equipment, machinery, utilities, appliances or apparatus therein or thereupon, nor shall it be responsible or liable for any injury, loss or damage to any person or to any property of Lessee, or any other person caused by or resulting from any bursting, breakage, or by or from leakage, steam or snow or ice, running, backing up, seepage or the overflow of water or sewage in any part of said premises, or for any injury or damage caused by or

resulting from any defects or negligence in the occupancy, construction, operation or use of any said buildings, equipment, machinery, utilities, appliances or apparatus by any person or by or from the acts of negligence of any occupant of the premises; and,

(f) Lessee shall give prompt notice to Lessor in case of fire or accidents in the demised premises.

ARTICLE XII.

GENERAL RIGHTS AND DUTIES OF PARTIES

The parties hereto for themselves, their legal representative, successors and assigns, further covenant and agree as follows:

(a) Lessee agrees to observe and obey during the term of this lease, all laws, ordinances, rules and regulations promulgated and enforced by Lessor, and by any other proper authority having jurisdiction over the conduct of operations at the airport.

(b) So long as Lessee conducts its business in a fair, reasonable and workmanlike manner, Lessee shall peaceably have and enjoy the leased premises, and all the rights and privileges herein granted.

(c) With regard to permanent improvements either in place or to be placed upon the premises by Lessee, Lessee hereby agrees to the following provisions:

(i) Permanent improvements placed upon the premises by Lessee during the term of this lease shall revert to Lessor on termination of this lease.

(ii) Any permanent improvement heretofore placed upon the leased premises under some previous agreement as a sub-lessee or otherwise to a previous fixed base operator shall revert to Lessor upon termination of the lease.

(iii) Lessee shall provide proof of timely payment on all notes on improvements at a minimum of once annually by providing all appropriate documents to the City Manager of the City of Lockhart.

(iv) All loans upon existing or subsequent permanent improvements placed upon the premises by Lessee shall be paid in their entirety and any liens placed upon improvements as a result of those construction loans shall be released no later than five (5) years prior to the termination of this lease agreement.

(v) No equity or other type of loan which results in additional lien or liens on existing improvements shall be allowed without the expressed written consent of Lessor.

(d) Lessee agrees that no signs or advertising matter may be erected without the consent of Lessor.

(e) Lessee agrees to install, maintain and operate proper obstruction lights on tops of all buildings in excess of thirty feet in height to be placed on the premises described hereinabove and keep the same lighted from sunset to sunrise.

(f) Lessor hereby designates the City Manager,

City of Lockhart at its official representative with the full power to represent Lessor in all dealings with Lessee in connection with the premises herein leased. Lessor may designate by notice in writing, addressed to Lessee, other representatives from time to time and such notice shall have the same effect as if included in the terms of this agreement.

(g) Notice to Lessor as herein provided shall be sufficient if sent by registered mail, postage prepaid,, to the City Manager, of the City of Lockhart at 308 W. San Antonio Street, and notice to Lessee in the same manner, shall likewise be sufficient if addressed to Lessee at P. O. Box 1169, Lockhart, Texas 78644, or such other addresses as may be designated by Lessor to Lessee in writing from time to time.

(h) Lessee shall keep the premises, as described hereinabove, clean and all grass areas within the leased premises properly mowed. He shall dispose of all debris and other waste matter which may accumulate on the leased premises at Lessee's expense, and shall provide metal containers with proper covers for waste within the building or buildings to be erected on said premises. Should Lessee fail to mow grassy areas, or dispose of waste, trash or junked vehicles, Lessor shall have the right to do so, and Lessee shall be billed for this work. Lessee shall forthwith remit payment to Lessor, should this occur.

(i) Lessee shall pay all taxes and assessments against the buildings placed on the premises by the Lessee during the term of this agreement

(j) Lessee hereby grants a lien to the Lessor upon all property belonging to Lessee in and on the premises as a possessory pledge to secure the timely performance by Lessee of all of its obligations hereunder, including the proper payment of rent. In the event of default by Lessee, Lessor is and shall be empowered and authorized to seize and hold all of the personal property belonging to Lessee on the premises to secure such performance, to sell same at public or private sale and to apply the proceeds thereof first to pay the expenses of the sale, and to pay all amounts due Lessor hereunder, holding the balance remaining, if any, subject to Lessee's order. A copy of this agreement shall be the only warrant necessary. Lessee hereby waives any and all exemptions of such property either now or to be later located upon the leased premises.

(k) Lessee agrees and covenants that in the event that any proceedings in bankruptcy or in solvency shall be instituted against Lessee, whether voluntary or involuntary, Lessor may, at its option, declare this lease forfeited and terminated, and upon such declaration Lessee agrees to give and deliver immediate possession of the premises to Lessor.

(l) Lessor agrees to maintain the fuel tank(s) and pumping facility located upon the leased premises and to comply with all Texas Water Commission and other

governmental authority requirements as to the storage of aviation fuel. Lessee agrees to fully cooperate with Lessor in any and all ways required to assure the proper testing of the fuel facility. Lessor agrees to provide to Lessee ninety (90) days, if Lessee is to completely fill the fuel tank(s) in question. This ninety day requirement shall be waived in the event that the Lessor is required to do anything by any State or Federal Agency requiring Lessee's cooperation in which it does not have ninety (90) days within which to comply with any requirement or perform any test. Lessee hereby covenants and agrees to operate the fuel storage tank(s) and dispersal facility in a proper, safe, and workmanlike manner and agrees to indemnify and hold harmless the Lessor for any accidents, damage, fire, or other injury, personal or to property, arising out of Lessee's usage of the fuel facility. In the event that the Texas Water Commission or other governmental entity for whatever reason justified or unjustified chooses to or mandates the fuel facility or tank(s) be removed, altered, or in any other way shutdown for any period of time, this said action shall not release Lessee from his obligations under the terms of this lease. Lessor at its sole discretion, shall have the right to make decisions with regard to the fuel facility and/or tank(s) located under ground upon the leased premises, to include the removal thereof should the maintaining of the fuel facility present

a hazardous waste problem, as determined by any Federal or State agency.

(m) Lessee shall maintain all areas under the lease presently paved, and shall further ensure that those areas under lease presently paved shall be maintained in a proper and safe condition. Lessee's obligation under this subparagraph in the 1.66 acre tract shall extend only to the repair of damage caused by the operations of Lessee, its agents, invitees or employees.

(n) Lessee agrees by the terms of this lease contract to provide a list of all persons with addresses and phone numbers, who have or will have in the future T-Hangar spots as owners or tenants on a periodic basis, as mandated time to time by Lessor, but in no event, less than once per year. Lessee shall also provide to Lessor a copy of the agreements made between Lessee and all persons having T-Hanger spots. *Annual Report*

(o) Lessee agrees to provide an annual report to Lessor on the names of all persons and/or entities owning aircraft or operating aircraft at the Lockhart Airport who are using the tie-down facilities on a monthly or periodic basis, effective the date of this lease. Lessee further acknowledges and agrees that upon the sole discretion of Lessor, these reports may be at some other period of time of less than one year.

(p) Lessee shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon;

(q) Lessee shall have the right to install, operate, maintain, repair and store, subject to approval of Lessor in the interests of the safety and convenience of all concerned, all equipment necessary for the conduct of Lessee's business;

(r) Lessee shall have the right of ingress to and egress from the demised premises, which right shall extend to Lessee's employees, passengers, guests, invitees and patrons;

(s) Lessee shall have the right in and on the demised premises to locate, maintain and operate full aircraft servicing facilities, to sell aircraft, engine, accessories and parts, and to provide storage space for aircraft, a repair shop for the repairing and servicing of aircraft engines, instruments, propellers and accessories in connection with said business; the right to conduct such activities shall apply to aircraft of other persons as well as aircraft belonging to Lessee. Said property is not to be used for any purposes other than those authorized herein without the written consent of Lessor; airport and facilities, particularly hangars, are to be used only for aeronautical purposes;

(t) Lessee shall have the right to give flying instructions, to provide pilots for operating planes for others and to carry passengers and freight for hire, subject to all appropriate laws of the Federal Government, the State of Texas, the ordinances of the City of Lockhart and the

requirements of the FAA or any other duly authorized governmental agency;

(u) Lessee shall have the right in common with others authorized so to do, to use common areas of the airport, including runways, taxiways, aprons, roadways, floodlights, landing lights, signals and other conveniences for the take-off, flying and landing of aircraft of Lessee;

(v) Lessee shall have the right to install, operate and maintain a licensed radio and operator for a fixed based operation.

(w) Lessor reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance.

ARTICLE XIII.

ABATEMENT DUE TO AIRPORT CLOSURE

During any period when the Airport shall be closed by any lawful authority restricting the use of the Airport in such a manner as to interfere with the use of same by Lessee for its business operations, the rent shall abate and the period of such closure shall be added to the term of this lease so as to extend and postpone the expiration thereof.

ARTICLE XIV.

POLICE PROTECTION

Lessor does not guarantee police protection to Lessee and his property, and Lessor shall not be responsible for injury or harm to any person or for any property belonging

to Lessee, his officers, agents, servants, employees, contractors, licensees or invitees which may be stolen, destroyed or in anyway damaged, and Lessee hereby indemnifies and holds harmless Lessor, its officers, agents, servants, and employees from and against any and all such claim.

ARTICLE XV.

RIGHT OF ENTRY BY LESSOR

Lessor reserves the right to enter and view the premises at any and all times for the purpose of making any inspection it may deem expedient to the property enforcement of any of the covenants or conditions of this agreement.

ARTICLE XVI.

AERIAL APPROACHES

Lessor reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstructions, together with the right to prevent Lessee from erecting, or permitting to be erected, any building or other structure on the leased or adjacent property which, in the opinion of Lessor, would limit the usefulness of the airport or constitute hazards to air navigation.

ARTICLE XVII.

NATIONAL EMERGENCY

During time of war or national emergency, Lessor shall have the right to lease the landing area or any part thereof to the United States Government for military or naval use;

and, if any such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the Government, shall be suspended.

ARTICLE XVIII.

LEASE SUBORDINATE

This lease shall be subordinate to the provisions of any existing or future agreement between Lessor and the State of Texas and/or the United States, relative to the operation or maintenance of the airport, the execution of which has been, or may be required, as a condition precedent to the expenditure of Federal funds for the development of the Airport.

ARTICLE XIX.

GENERAL PROVISIONS

(a) This Agreement embraces the entire agreement between the parties hereto and no statement, remark, agreement, or understanding, oral or written, not contained herein shall be recognized or enforced. This Agreement may be modified only by written addendum hereto signed by all of the parties.

(b) This agreement shall be binding upon the successors, heirs, assigns and legal representatives of the Lessor and Lessee.

(c) For the purpose of this Agreement, the singular number shall include the plural, and masculine

shall include the feminine and vice versa, whenever the context so admits.

(d) The captions and headings in this Agreement are inserted solely for convenience of references, and are not a part of nor intended to govern, limit and/or aid in the construction of any provision hereof.

(e) Each of the parties heretofore been represented by the attorneys of their choice in the negotiation and drafting of this Agreement, and the same shall not be construed in favor of either party.

(f) This Contract shall be governed by the laws of the State of Texas and construed thereunder, and is performable in Caldwell County, Texas.

(g) If any section, paragraph, sentence or phrase hereof is held to be illegal or unenforceable by a Court of competent jurisdiction, such illegality or unenforceability shall not affect the remainder of this Contract.

(h) Lessor agrees, during the term of this lease and any extensions hereunder, to allow reasonable ingress and egress to the property leased thereunder.

(i) Lessee shall pay or cause to be paid all charges for water, heat, gas, electricity, sewer, commercial refuse pickup, and any and all other utilities used on the leased premises throughout the terms of this lease, including any connection fees.

(j) The Lessee and its successor and assigns will complete a Federal Aviation Administration (FAA) Form 7460-

1, "Notice of Proposed Construction or Alteration", and receive a favorable determination from FAA prior to any construction on the property.

(k) The following events shall be deemed to be events of default by Lessee under this lease:

- (1) Lessee fails to pay any installment of rent under this lease and the failure continues for a period of thirty (30) days.
- (2) Lessee fails to comply with any term, provision, or covenant of this lease, other than payment of rent, and does not cure the failure within thirty days after written notice of the failure to Lessee.
- (3) Lessee makes an assignment for the benefit of creditors.
- (4) Lessee deserts any substantial portion of the premises for a period of ten (10) or more days.
- (5) The abandonment of the leased premises or discontinuance of Lessee's business operations. Should this occur, Lessor shall not be responsible for the custodial protection of merchandise, fixtures or equipment abandoned, even though it is necessary for Lessor to

remove the same from the leased premises for storage or disposal.

Upon default by Lessee of any terms hereunder, Lessee shall surrender the premises upon demand by Lessor without notice, protest, or recourse.

(l) Public common areas, public parking lots, public rights-of-ways, public buildings or public roads shall not be considered to be "leased property" on any tract of land fully leased by Lessee.

(m) It is understood and agreed that by execution of this lease, the City of Lockhart does not waive or surrender its governmental powers.

IN WITNESS WHEREOF, the parties have hereunto set their hands and signatures the day and year first above written.

LESSOR:

CITY OF LOCKHART

BY: M. Louis Cisneros
M. LOUIS CISNEROS, MAYOR

ATTEST:

Gwen Barrett
GWEN BARRETT, CITY SECRETARY

LESSEE:

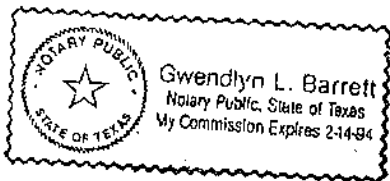
Stanley B. Martin
STANLEY MARTIN 1008 W. LIVE OAK

Palmer Martin
PALMER MARTIN

THE STATE OF TEXAS *
*
COUNTY OF CALDWELL *

BEFORE ME, the undersigned authority, on this day personally appeared M. LOUIS CISNEROS, Mayor of the CITY OF LOCKHART, TEXAS, a municipal corporation, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed and in the capacity therein stated and as the act and deed of said corporation.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 22 day of November, A.D., 1991.

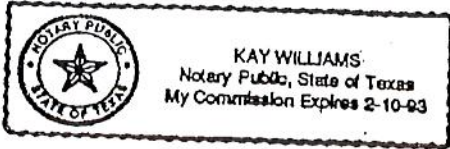


Gwendlyn L. Barrett
NOTARY PUBLIC - STATE OF TEXAS

THE STATE OF TEXAS *
*
COUNTY OF CALDWELL *

BEFORE ME, the undersigned authority, on this day personally appeared STANLEY MARTIN, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 15th day of November, A.D., 1991.

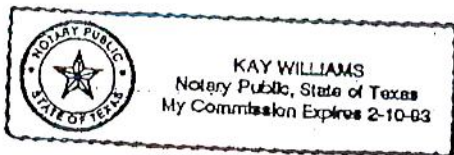


Kay Williams
NOTARY PUBLIC - STATE OF TEXAS

THE STATE OF TEXAS *
*
COUNTY OF CALDWELL *

BEFORE ME, the undersigned authority, on this day personally appeared PALMER MARTIN, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, on this the 15th day of November, A.D., 1991.



Kay Williams
NOTARY PUBLIC - STATE OF TEXAS

HISTORY

EXHIBIT B

City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: December 15, 2020

AGENDA ITEM CAPTION:

Discussion and/or action to consider rescheduling Council meetings in 2021 due to a possible conflict with other events.

ORIGINATING DEPARTMENT AND CONTACT: Connie Constancio, City Secretary

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

Annually reviewing council meeting date(s) for conflicts is important to provide Development Services an accurate Council meeting schedule when publishing public notice information about public hearings, such as zoning change applications.

Attached is a calendar that reflects the possible meeting conflict(s) in 2021 as listed below:

Tuesday:

- October 5 – National Night Out
- November 2 – Election Day - The City of Lockhart is not scheduled to hold an Election on November 2, 2021 therefore it is not list that date as a conflict.

The 2021 TML Annual Conference will be held on October 6-8 in Houston.

PROJECT SCHEDULE (if applicable): N/A

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

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

FISCAL NOTE (if applicable): N/A

COMMITTEE/BOARD/COMMISSION ACTION: N/A

STAFF RECOMMENDATION/REQUESTED MOTION: None. Council discretion.

LIST OF SUPPORTING DOCUMENTS: 2021 meeting calendar.

Department Head initials:

CC

City Manager's Review:

[Signature]

92

O = Council Meetings

X = Holidays

2021

⊗ = Conflict

Oct 5 = National Night Out

NOTE:
Oct 6-8 = TML Annual Conf
in Houston

January

S	M	T	W	T	F	S
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	X	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	X	16	17	18	19	20
21	22	23	24	25	26	27
28						

March

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

S	M	T	W	T	F	S
				1	X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					

June

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

S	M	T	W	T	F	S
				1	2	3
4	X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	X	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	X	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	X	12	13
14	15	16	17	18	19	20
21	22	23	24	X	X	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	X	X	25
26	27	28	29	30	31	

Oct 6-8 = TML Conf.
Oct 5 = National Night Out

Nov 2 = Election Day
(no City Election)

City of Lockhart, Texas
Council Agenda Item
Briefing Data

COUNCIL MEETING DATE: December 15, 2020

AGENDA ITEM CAPTION:

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

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

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

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

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

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

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

Additional information providing a survey by Fire Chief Jenkins regarding Convenience Store compliance with COVID-19 protocols, and from the CDC providing guidelines for Holiday Celebrations and Small Gatherings.

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

STAFF RECOMMENDATION/REQUESTED MOTION: None.

LIST OF SUPPORTING DOCUMENTS:

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

Department Head initials:

City Manager's Review:



Lockhart Fire Rescue Memorandum



To: Steven Lewis; City Manager

From: Randy Jenkins; Fire Chief

Date: December 10, 2020

Subject: Convenience Store COVID-19 Protocol Compliance Survey

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

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

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

W.R. Jenkins

Fire Chief / EMC

Lockhart Fire Rescue



HISTORY

RESOLUTION NO. 2020-20

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

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

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

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

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

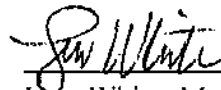
NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LOCKHART, that:

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

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

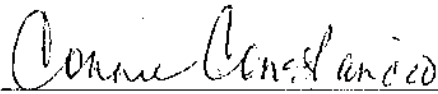
APPROVED AND ADOPTED on this the 1st day of September 2020.

CITY OF LOCKHART



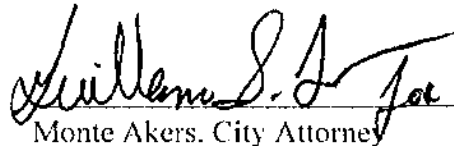
Lew White, Mayor

ATTEST:



Connie Constancio, City Secretary

Approved as to form:



Monte Akers, City Attorney

NOTICE

FACIAL COVERING REQUIRED

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

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

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



AVISO

SE REQUIERE MASCARILLA

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

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

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



Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
July 2, 2020

EXECUTIVE ORDER
GA 29

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

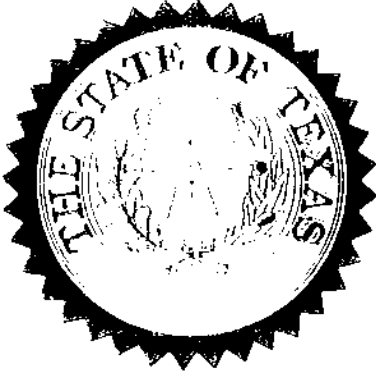
The governor may by proclamation amend this executive order or add to the list of people to whom this face-covering requirement does not apply.

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

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

Handwritten signature of Greg Abbott in cursive.

GREG ABBOTT
Governor

ATTESTED BY:

Handwritten signature of Ruth R. Hughes in cursive.

RUTH R. HUGHES
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
...2:30pm... O'CLOCK

JUL 02 2020

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Hoppy Haden
County Judge
512 398-1808

Angela Rawlinson
County Treasurer
512 398-1800

Barbara A. Gonzales
County Auditor
512 398-1801

Caldwell County Courthouse
110 South Main Street
Lockhart, TX 78644
Fax: 512 398-1828



B.J. Westmoreland
Commissioner Precinct 1

Barbara Shelton
Commissioner Precinct 2

Edward "Ed" Theriot
Commissioner Precinct 3

Joe Ivan Roland
Commissioner Precinct 4

Judge Hoppy Haden to Open Bars In Caldwell County
October 9, 2020 | Caldwell County, Texas | Press Release

On Wednesday, Governor Greg Abbott issued an Executive Order to allow certain bars and similar establishments to operate at 50% capacity from permission from the County Judge. The Governor's Executive Order also increases the occupancy levels for all business establishments other than bars to 75%.

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

Opening bars does not mean that COVID-19 is no longer a threat. Caldwell County residents are still susceptible to the virus. As bars and similar businesses begin to open, we must all remain vigilant and show personal responsibility to protect ourselves and our community members. Please continue to observe recommended and common-sense safety practices in all public places.

A handwritten signature in blue ink, appearing to be "Hoppy Haden", is written over a horizontal line.

MINIMUM STANDARD HEALTH PROTOCOLS



CHECKLIST FOR BARS OR SIMILAR ESTABLISHMENTS

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

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

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

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

Health protocols for serving your customers:

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

MINIMUM STANDARD HEALTH PROTOCOLS



BARS OR SIMILAR ESTABLISHMENTS: Page 2 of 4

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

Health protocols for your employees and contractors:

- Train all employees and contractors on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Screen employees and contractors before coming into the bar or similar establishment:
 - Send home any employee or contractor who has any of the following new or worsening signs or symptoms of possible COVID-19:

<ul style="list-style-type: none">- Cough- Shortness of breath or difficulty breathing- Chills- Repeated shaking with chills- Muscle pain- Headache	<ul style="list-style-type: none">- 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
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MINIMUM STANDARD HEALTH PROTOCOLS



BARS OR SIMILAR ESTABLISHMENTS: Page 3 of 4

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

Health protocols for your facilities:

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

MINIMUM STANDARD HEALTH PROTOCOLS



BARS OR SIMILAR ESTABLISHMENTS: Page 4 of 4

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

If you have video game equipment or other interactive amusements:

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

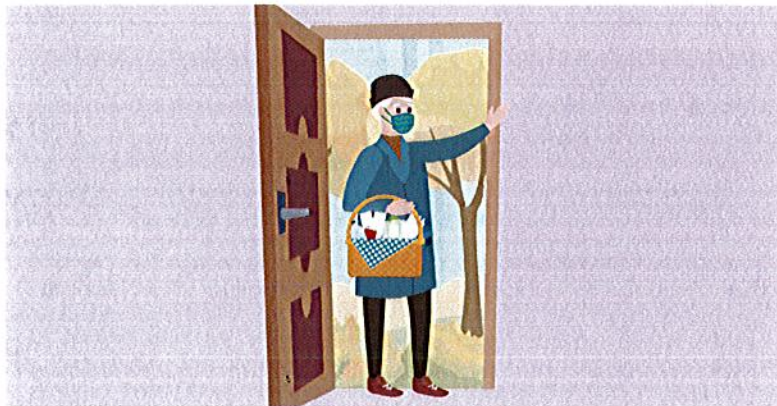
Health protocols for valet parking services:

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



Holiday Celebrations and Small Gatherings

Updated Dec. 4, 2020 [Print](#)



- [Attending an Event or Gathering](#) >
- [Holidays and Stress](#) >
- [Hosting Gatherings](#) >
- [Travel](#) >

Events & Gatherings

Enjoy the holidays and take steps to protect yourself from getting or spreading COVID-19.

As cases, hospitalizations, and deaths continue to increase across the United States, the safest way to celebrate the winter holidays is to celebrate at home with the people you live with.

Gatherings with family and friends who do not live with you can increase the chances of getting or spreading COVID-19 or the flu.

The COVID-19 pandemic has been stressful and isolating for many people. Gatherings during the upcoming holidays can be an opportunity to reconnect with family and friends. This holiday season, consider how your holiday plans can be modified to reduce the spread of COVID-19 to keep your friends, families, and communities healthy and safe.

CDC offers the following considerations to slow the spread of COVID-19 during small gatherings. These considerations are meant to supplement—not replace—any state, local, territorial, or tribal health and safety laws, rules, and regulations with which all gatherings must comply.

Considerations for Small Gatherings of Family and Friends

Celebrating virtually or with members of your own household (who are consistently taking measures to reduce the spread of COVID-19) poses the lowest risk for spread. Your household is anyone who currently lives and shares common spaces in your housing unit (such as your house or apartment). This can include family members, as well as roommates or people who are unrelated to you. People who do not currently live in your housing unit, such as college students who are returning home from school for the holidays, should be considered part of different households. In-person gatherings that bring together family members or friends from different households, including college students returning home, pose varying levels of risk.

Organizers and attendees of larger events should consider the risk of virus spread based on event size (number of attendees and other factors) and take steps to reduce the possibility of infection, as outlined in the [Considerations for Events and Gatherings](#).

Several factors can contribute to the risk of getting and spreading COVID-19 at small in-person gatherings. In combination, these factors will create various amounts of risk:

- **Community levels of COVID-19** – High or increasing levels of COVID-19 cases in the gathering location, as well as in the areas where attendees are coming from, increase the risk of infection and spread among attendees. Family and friends should consider the number of COVID-19 cases in their community and in the community where they plan to celebrate when deciding whether to host or attend a gathering. Information on the number of cases in an area

can often be found on the local [health department](#) website or on CDC's COVID Data Tracker [County view](#).

- **Exposure during travel** – Airports, bus stations, train stations, public transport, gas stations, and rest stops are all places travelers can be exposed to the virus in the air and on surfaces.
- **Location of the gathering** – Indoor gatherings, especially those with poor ventilation (for example, small enclosed spaces with no outside air), pose more risk than outdoor gatherings.
- **Duration of the gathering** – Gatherings that last longer pose more risk than shorter gatherings. Being within 6 feet of someone who has COVID-19 for a cumulative total of 15 minutes or more greatly increases the risk of becoming sick and requires a 14-day [quarantine](#).
- **Number and crowding of people at the gathering** – Gatherings with more people pose more risk than gatherings with fewer people. CDC does not have a limit or recommend a specific number of attendees for gatherings. The size of a holiday gathering should be determined based on the ability of attendees from different households to stay **6 feet (2 arm lengths) apart**, wear masks, wash hands, and follow state, local, territorial, or tribal health and safety laws, rules, and regulations.
- **Behaviors of attendees prior to the gathering** – Individuals who did not consistently adhere to [social distancing](#) (staying at least 6 feet apart), [mask wearing](#), [handwashing](#), and other prevention behaviors pose more risk than those who consistently practiced these safety measures.
- **Behaviors of attendees during the gathering** – Gatherings with more safety measures in place, such as [mask wearing](#), [social distancing](#), and [handwashing](#), pose less risk than gatherings where fewer or no preventive measures are being implemented. Use of alcohol or drugs may alter judgment and make it more difficult to practice COVID-19 safety measures.

The following people should not attend in-person holiday gatherings

People with or exposed to COVID-19

Do not host or participate in any in-person gatherings if you or anyone in your household

- Has been diagnosed with COVID-19 and has not met the criteria for when it is safe to be around others
- Has symptoms of COVID-19
- Is waiting for COVID-19 [viral test](#) results
- May have been exposed to someone with COVID-19 in the last 14 days
- Is at increased risk of severe illness from COVID-19

Do not host or attend gatherings with anyone who has COVID-19 or has been exposed to someone with COVID-19 in the last 14 days.

People at increased risk for severe illness

If you are an older adult or person with certain medical conditions who is at [increased risk of severe illness](#) from COVID-19, or live or work with someone at increased risk of severe illness, you should avoid in-person gatherings with people who do not live in your household.

Considerations for Hosting or Attending a Gathering

If you will be hosting a gathering during the holiday season that brings people who live in different households together, follow [CDC tips for hosting gatherings](#). If you will be attending a gathering that someone else is hosting, follow [CDC Considerations for Events and Gatherings](#). Below are some general

Coronavirus Disease 2019 (COVID-19)

MENU >

- Check the COVID-19 infection rates in areas where attendees live on [state](#), [local](#), [territorial](#), or [tribal](#) health department websites or on CDC's COVID Data Tracker [County View](#). Based on the current status of the pandemic, consider if it is safe to hold or attend the gathering on the proposed date.
- Limit the number of attendees as much as possible to allow people from different households to remain at least **6 feet** apart at all times. Guests should avoid direct contact, including handshakes and hugs, with others not from their household.
- Host outdoor rather than indoor gatherings as much as possible. Even outdoors, require guests to wear masks when not eating or drinking.
- Avoid holding gatherings in crowded, poorly ventilated spaces with persons who are not in your household.
- Increase ventilation by opening windows and doors to the extent that is safe and feasible based on the weather, or by placing central air and heating on continuous circulation.
 - For additional information on increasing ventilation, visit CDC's information on [Cleaning and Disinfecting Your Home](#).
 - Winter weather can be cold, wet, and unpredictable. Inclement weather makes it difficult to increase ventilation by opening windows or to hold an event outdoors.
- If setting up outdoor seating under a pop-up open air tent, ensure guests are still seated with physical distancing in mind. Enclosed 4-wall tents will have less air circulation than open air tents. If outdoor temperature or weather forces you to put up the tent sidewalls, consider leaving one or more sides open or rolling up the bottom 12 inches of each sidewall to enhance ventilation while still providing a wind break.
- Require guests to wear masks. At gatherings that include persons of different households, everyone should always wear a [mask](#) that covers both the mouth and nose, except when eating or drinking. It is also important to stay at least **6 feet away** from people who are not in your household at all times.
- Encourage guests to avoid singing or shouting, especially indoors. Keep music levels down so people don't have to shout or speak loudly to be heard.
- Encourage attendees to [wash](#) their hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use [hand sanitizer](#) that contains at least 60% alcohol.
- Provide guests information about any COVID-19 safety guidelines and steps that will be in place at the gathering to prevent the spread of the virus.
- Provide and/or encourage attendees to bring supplies to help everyone to stay healthy. These include extra [masks](#) (do not share or swap with others), [hand sanitizer](#) that contains at least 60% alcohol, and tissues. Stock bathrooms with enough hand soap and single use towels.
- Limit contact with commonly touched surfaces or shared items, such as serving utensils.
- [Clean and disinfect](#) commonly touched surfaces and any shared items between use when feasible. Use EPA-approved disinfectants. [↗](#)

- Clean and disinfect commonly touched surfaces and any shared items between use when possible. Use an approved disinfectant.
- Use touchless garbage cans, if available. Use gloves when removing garbage bags or handling and disposing of trash. Wash hands after removing gloves.
- Plan ahead and ask guests to avoid contact with people outside of their households for 14 days before the gathering.
- Treat **pets** as you would other human family members – do not let pets interact with people outside the household.

The more of these prevention measures that you put in place, the safer your gathering will be. No one measure is enough to prevent the spread of COVID-19.

Food and drinks at small holiday gatherings

Currently, there is no evidence to suggest that handling food or eating is associated with directly spreading COVID-19. It is possible that a person can get COVID-19 by touching a surface or object, including food, food packaging, or utensils that have the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way that the virus is spread. Remember, it is always important to follow **food safety practices** to reduce the risk of illness from common foodborne germs.

- Encourage guests to bring food and drinks for themselves and for members of their own household only; avoid potluck-style gatherings.
- Wear a mask while preparing food for or serving food to others who don't live in your household.
- All attendees should have a plan for where to store their mask while eating and drinking. Keep it in a dry, breathable bag (like a paper or mesh fabric bag) to keep it clean between uses.
- Limit people going in and out of the areas where food is being prepared or handled, such as in the kitchen or around the grill, if possible.
- Have one person who is wearing a mask serve all the food so that multiple people are not handling the serving utensils.
- Use single-use options or identify one person to serve sharable items, like salad dressings, food containers, plates and utensils, and condiments.
- Make sure everyone **washes their hands** with soap and water for 20 seconds before and after preparing, serving, and eating food and after taking trash out. Use **hand sanitizer** that contains at least 60% alcohol if soap and water are not available.
- Designate a space for guests to wash hands after handling or eating food.
- Limit crowding in areas where food is served by having one person dispense food individually to plates, always keeping a minimum of a 6-foot distance from the person whom they are serving. Avoid crowded buffet and drink stations.
- Change and launder linen items (e.g., seating covers, tablecloths, linen napkins) immediately following the event.
- Offer no-touch trash cans for guests to easily throw away food items.
- Wash dishes in the dishwasher or with hot soapy water immediately following the gathering.

Travel and Overnight Stays

Travel may increase your chance of getting and spreading COVID-19. Postponing travel and staying home is the best way to protect yourself and others this year.

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

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

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

The safest thing to do is to stay home, but if you do decide to **travel**, testing can help you do so more safely. Testing does not eliminate all risk, but it can help make travel safer.

It's important to talk with the people you live with and your family and friends about the risks of traveling.

If you decide to travel, follow these safety measures during your trip to protect yourself and others from COVID-19:

- Wear a **mask** in public settings, like on public and mass transportation, at events and gatherings, and anywhere you will be around people outside of your household.
- Avoid close contact by **staying at least 6 feet apart** (about 2 arm lengths) from anyone who is not from your household.
- **Wash your hands** often with soap and water for at least 20 seconds or use hand sanitizer (with at least 60% alcohol).
- Avoid contact with anyone who is sick.
- Avoid touching your face mask, eyes, nose, and mouth.

Travel can increase the chance of getting and spreading the virus that causes COVID-19. Staying home is the best way to protect yourself and others. Use information from the following webpages to decide whether to travel during the holidays:

111

- [Travel During the COVID-19 Pandemic](#)
- [Know Your Travel Risk](#)
- [Know When to Delay Your Travel to Avoid Spreading COVID-19](#)
- [Considerations for traveling overnight](#)
- [Travel Planner](#)

Considerations for staying overnight or hosting overnight guests

Consider whether you, someone you live with, or anyone you plan to visit with is at [increased risk](#) for severe illness from COVID-19, to determine whether to stay overnight in the same residence or to stay elsewhere. College students who travel to visit family or friends should be thought of as overnight guests. They and their hosts, which might include their own parents, should follow all overnight guest precautions to protect themselves for the duration of the visit. For longer visits, after 14 days of following guest precautions, the student, if without symptoms or recent contacts with anyone with COVID-19, can be considered a household member and [follow steps to protect themselves and others](#).

- [Assess risk for infection](#) based on how you or your visitor will travel.
- Consider and prepare for what you will do if you, or someone else, becomes [sick](#) during the visit. What are the plans for isolation, medical care, basic care, and travel home?

Tips for staying overnight or hosting overnight guests

- Visitors should launder clothing and [masks](#), and stow luggage away from common areas upon arrival.
- [Wash hands](#) with soap and water for at least 20 seconds, especially upon arrival.
- Wear [masks](#) while inside the house. Masks may be removed for eating, drinking, and sleeping, but individuals from different households should stay at least [6 feet](#) away from each other at all times.
- Improve ventilation by opening windows and doors or by placing central air and heating on continuous circulation.
- Spend time together outdoors. Take a walk or sit outdoors at [least 6 feet apart](#) for interpersonal interactions.
- Avoid singing or shouting, especially indoors.
- Treat [pets](#) as you would other human family members – do not let pets interact with people outside the household.
- Monitor hosts and guests for [symptoms](#) of COVID-19 such as fever, cough, or shortness of breath.
- Hosts and guests should have a plan for what to do if [someone becomes sick](#).

Get your flu vaccine

Gatherings can contribute to the spread of other infectious diseases. Getting a [flu vaccine](#) is an essential part of protecting your health and your family's health this season. Flu vaccines are useful any time during the flu season and can often be accessed into January or later.

Steps to take if exposed to COVID-19 during a holiday gathering

If you are exposed to COVID-19 at a holiday gathering, while traveling, or at any time, quarantine yourself to protect others by doing the following:

- [Stay home for 14 days after](#) your last contact with a person who has COVID-19.
- Stay away from others, especially people who are at [increased risk for severe illness from COVID-19](#).
- The best way to protect yourself and others is to [stay home for 14 days if you think you've been exposed](#) to someone who has COVID-19. Check your [local health department's website](#) for information about options in your area to possibly shorten this quarantine period.
- Watch for fever (100.4°F or higher), cough, shortness of breath, or [other symptoms](#) of COVID-19.
- Consider getting [tested](#) for COVID-19. Even if you test negative for COVID-19 or feel healthy, you should still stay home (quarantine) for 14 days after your last contact with a person who has COVID-19. This is because symptoms may appear 2 to 14 days after exposure to the virus, and some infected people never have symptoms but are still contagious.
- Do not travel until 14 days after your last possible exposure.

If you can't completely stay away from others during the 14 days:

- Stay at least [6 feet](#) (about 2 arm lengths) away from other people.
- Wear a [mask](#) that covers both the mouth and nose when you are around other people or animals, including pets (even at home).
- [Wash your hands](#) often with soap and water for at least 20 seconds or use [hand sanitizer](#) that contains at least 60% alcohol.
- Monitor yourself and household members for [symptoms of COVID-19](#).
- [Get information](#) about COVID-19 testing if you feel sick.

If you develop [symptoms consistent with COVID-19 within 14 days of the event or celebration](#), such as fever, cough, or shortness of breath, or if you test [positive for COVID-19](#), immediately notify the host and others who attended. They may need to inform other attendees about their possible exposure to the virus. Contact your healthcare provider and follow the CDC-recommended steps for [what to do if you become sick](#), and follow the [public health recommendations for community-related exposure](#).

If you have been diagnosed with COVID-19, a [public health worker](#) may contact you to check on your health and ask you who you have been in contact with and where you've spent time in order to identify and provide support to people (contacts) who may have been infected. Your information will be confidential. Learn more about [what to expect with contact tracing](#). 

Holiday celebrations

Holiday celebrations will likely need to be different this year to prevent the spread of COVID-19. Avoid activities that are higher risk for spread. Consider fun alternatives that pose lower risk of spreading COVID-19.

Winter Holidays

The Winter Holidays are a time when many families travel long distances to celebrate together. [Travel](#) increases the chance of getting and spreading the virus that causes COVID-19. Staying home is the best way to protect yourself and others. If you must travel, be informed of the [risks involved](#).



[More about Winter Holidays](#)

More Information

[How Right Now: Find What Helps This Season](#) 

[Stress and Coping](#)

[Travel During the COVID-19 Pandemic](#)

[Know Your Travel Risk](#)

[Know When to Delay Your Travel to Avoid Spreading COVID-19](#)

[Travel Planner](#)

Last Updated Dec. 4, 2020

LIST OF BOARD/COMMISSION VACANCIES

Updated: August 13, 2020

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

APPLICATIONS RECEIVED TO BE ON A BOARD/COMMISSION

APPLICANT	BOARD REQUESTED	DATE RECEIVED	RESIDENCE DISTRICT
Dennis McCown	LHPC	August 10, 2020	District 2
Anna Lowe	1 st pick - Planning & Zoning 2 nd pick - LHPC	August 13, 2020	Caldwell County Resident

<p>The following are NOTES regarding appointments to several boards that have certain criteria that should be met, such as qualifications or number to serve on the board. Boards that are not listed below have a seven member board and are open to any citizen without qualifications.</p>	
<p>NOTES: AIRPORT ADVISORY BOARD</p>	<p>Sec. 4-26. Membership; appointments. The Lockhart Airport Advisory Board shall be composed of seven members to be appointed in accordance with section 2-210. At least five members must currently be or have been flight rated, and two members may be appointed as at-large members. Members shall serve three-year terms, such terms coinciding with the council position making the appointment.</p> <p>Sec. 4-28. Eligibility for board membership. No person having a financial interest in any commercial carrier by air, or in any concession, right or privilege to conduct any business or render any service for compensation upon the premises of the Lockhart Municipal Airport shall be eligible for membership on the Lockhart Airport Advisory Board.</p> <p>Sec. 4-32. Limitations of authority. The Lockhart Municipal Airport Advisory Board shall not have authority to incur or create any debt in connection with airport operations; nor shall the board be empowered to enter into any contract, leases, or other legal obligations binding upon the City of Lockhart; nor shall the board have authority to hire airport personnel or direct airport personnel in the execution of their duties.</p>
<p>NOTES: CONSTRUCTION BOARD APPOINTMENTS</p>	<p><i>Section B101.4, Board Decision, is amended to read as follows:</i> The construction board of adjustments and appeals shall have the power, as further defined in Appendix B, to hear appeals of decisions and interpretations of the building official and consider variances of the technical codes; and to conduct hearings on determinations of the building official regarding unsafe or dangerous buildings, structures and/or service systems, and to issue orders in accordance with the procedures beginning with section 12-442 of this Code [of Ordinances].</p> <p><i>Section B101.2, Membership of Board, is amended to read as follows:</i> Each District Council member and the Mayor shall appoint one member to the Construction Board of Appeals making it a five (5) member board and each Councilmember at Large shall appoint an alternate. The term of office of the board members shall be three (3) years, such terms coinciding with the council position making the appointment. The two (2) alternates shall also serve the term coinciding with the council position making the appointments. Vacancies shall be filled for an unexpired term in the manner in which the original appointments are required to be made. Board members shall consist of members who are qualified by experience and/or training to pass on matters pertaining to building construction and are not employees of the City of Lockhart.</p>
<p>NOTES: ELECTRIC BOARD APPOINTMENTS</p>	<p>Sec. 12-132. Members. (a) Appointments to the examining and supervisory board of electricians and appeals shall conform to section 2-210 except that the board shall consist of five persons with one being appointed by each district council member and one by the mayor. Each member shall serve three-year terms with such terms to coincide with the council position making the appointment. (b) Each board member shall reside within the county and such board shall include one member who shall be a building contractor; one layman; two members shall be master electricians who are currently licensed by the city; and one member shall be either a building contractor or master electrician licensed by the city. There shall be two ex-officio members, one who shall be the city electrical inspector, and one shall be the fire marshal.</p> <p>Sec. 12-133. Officers and quorum. The members of the examining and supervising board of electricians and appeals shall select a chairman and secretary. A quorum shall consist of three members.</p>
<p>NOTES: HISTORIC PRESERVATION COMMISSION</p>	<p>Sec. 28-3. Historical preservation commission. (b) The commission shall consist of seven members, appointed by the city council in accordance with section 2-210, who shall whenever possible meet one or more of the following qualities: (1) A registered architect, planner or representative of a design profession, (2) A registered professional engineer in the State of Texas, (3) A member of a nonprofit historical organization of Caldwell County, (4) A local licensed real estate broker or member of the financial community, (5) An owner of an historic landmark residential building, (6) An owner or tenant of a business property that is an historic landmark or in an historic district, (7) A member of the Caldwell County Historical Commission.</p>
<p>NOTES: PARKS ADVISORY BOARD</p>	<p>Sec. 40-133. Members. (a) The board shall consist of seven members appointed in accordance with section 2-210 to serve three years terms, such terms to coincide with the council position making the appointment and two alternates shall also be appointed by the mayor and mayor pro-tem, one each. The two alternates shall also serve the term coinciding with the council position making the appointments. Vacancies shall be 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:</p> <ul style="list-style-type: none"> (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>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>

Sec. 54-127 MEMBERSHIP AND MEETING FREQUENCY

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

Sec. 54-128 PURPOSE AND RESPONSIBILITY

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

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

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

Sec. 54-130 HOT FUND GRANT PROCESS GUIDELINES.

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

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

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

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COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS

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

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COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS

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

COUNCILMEMBER BOARD/COMMISSION APPOINTMENTS

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

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

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City of Lockhart, Texas

Council Agenda Item Briefing Data

COUNCIL MEETING DATE: December 15, 2020

AGENDA ITEM CAPTION:

Discussion and/or action to consider Resolution 2020-30 authorizing a salary adjustment for City Manager, Steven Lewis and addendum to the City Manager agreement effective August 28, 2018 by and between the City of Lockhart and Steven Lewis.

ORIGINATING DEPARTMENT AND CONTACT: Steve Lewis, City Manager

ACTION REQUESTED:

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

BACKGROUND/SUMMARY/DISCUSSION:

City Council will conduct an annual evaluation with the City Manager in Executive Session.

The current agreement provides that adjustments to the City Manager's salary be carried out through a Resolution. Attached is a Resolution to be considered in Open Session if the Council desires to adjust the City Manager's salary.

PROJECT SCHEDULE (if applicable): N/A

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

Funds Required: -
Account Number: -
Funds Available: -
Account Name: -

FISCAL NOTE (if applicable):

Previous Council Action: N/A

COMMITTEE/BOARD/COMMISSION ACTION: N/A

STAFF RECOMMENDATION/REQUESTED MOTION:

None. Discretion of the Council.

LIST OF SUPPORTING DOCUMENTS: Resolution 2020-30

Department Head initials:

City Manager's Review:



RESOLUTION 2020-30

A RESOLUTION OF THE CITY OF LOCKHART, TEXAS, AUTHORIZING A SALARY ADJUSTMENT FOR CITY MANAGER STEVEN LEWIS AND ADDENDUM TO THE CITY MANAGER AGREEMENT DATED EFFECTIVE AUGUST 28, 2018 BY AND BETWEEN THE CITY OF LOCKHART AND STEVEN LEWIS

WHEREAS, by "City of Lockhart City Manager Agreement" ("the Agreement") dated effective August 28, 2018, the City Council of the City of Lockhart employed, and Steven Lewis agreed to be employed as City Manager of the City; and

WHEREAS, pursuant to Sec. 5.1 of the Agreement, the City Council is to review the City Manager's job performance at least annually; and

WHEREAS, pursuant to Sec. 3.2 of the Agreement, the Council may, in its discretion, adjust the salary paid to the City Manager, but not in an amount less than the salary provided in Sec. 3.1 of the Agreement, such adjustments to be made pursuant to lawful Council resolutions and for which the parties agreed to execute and Addendum to the Agreement; and

WHEREAS, the City Council has reviewed the City Manager's job performance and is of the opinion that his salary should be adjusted and an Addendum executed;

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

1. The foregoing recitals and adopted and incorporated herein for all purposes.
2. The annual salary to be paid to City Manager Steven Lewis pursuant to Sec. 3.1 of the Agreement is hereby adjusted in the following manner provided in the Addendum to said Agreement that is attached hereto as Exhibit "A."
3. The Mayor is authorized to execute this resolution and the attached Addendum.

PASSED AND ADOPTED on this the ___ day of _____, 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney

EXHIBIT "A" TO RESOLUTION 2020-30

ADDENDUM TWO TO CITY MANAGER AGREEMENT

Recitals

1. By "City of Lockhart City Manager Agreement" ("the Agreement") dated effective August 28, 2018, the City Council of the City of Lockhart employed, and Steven Lewis agreed to be employed as City Manager of the City.
2. Pursuant to Sec. 3.2 of the Agreement, the Council may, in its discretion, adjust the salary paid to the City Manager, but not in an amount less than the salary provided in Sec. 3.1 of the Agreement, such adjustments to be made pursuant to lawful Council resolutions and for which the parties agreed to execute and Addendum to the Agreement.
3. The City Council has reviewed the City Manager's job performance and is of the opinion that his salary should be adjusted and an Addendum to the Agreement be executed by the parties.

Agreement and Amendment

For and in consideration of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Section 3.1 of the Agreement is hereby amended to read as follows:

3.1 Salary. The City shall provide the Manager with an annual salary in the sum of _____ (\$ _____) commencing October 1, 2020. This annual salary rate shall be paid to the Manager in equal installments on the schedule as other City employees and shall be paid net of any applicable withholding or deductions required by Applicable Law and Authorities.

Except as amended by this Addendum, all other terms, provisions, obligations, and responsibilities of the parties contained in the Agreement shall remain in full force and effect.

ADOPTED and effective on this the ___ day of _____, 2020.

CITY OF LOCKHART

Lew White, Mayor

ATTEST:

APPROVED AS TO FORM:

Connie Constancio, TRMC, City Secretary

Monte Akers, City Attorney



City of Lockhart

2020-2021 Strategic Priorities

Prepared by:



City of Lockhart

Summary

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

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

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

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

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

The following are the results.

Management Team Expectations for the Day's Discussion Topics

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

City Council Expectations for the Day's Discussion Topics

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

Start/Stop/Continue

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

Start

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

Stop

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

Continue

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

Recommendations from Staff:

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

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




Goal Development from City Council:

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




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









Progress Reporting

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

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

Goal 1: Economic Development / Planning

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







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

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

Goal #1 KPIs / Metrics:

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

Goal 2: Quality of Life / Quality of Facilities

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

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

Goal #2 KPIs / Metrics:

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

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

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

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







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




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

Which facilities did we improve the image of? _____

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

Goal 3: Staffing / Personnel

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

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

Goal #3 KPIs / Metrics:

of new positions in 2019? _____

of new positions in 2020 and 2021? _____

Did we perform a staffing efficiency/compensation study?

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

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

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

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







Did we begin grooming current staff for future leadership roles?



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

of new employees added in 2019 through 2021 who are bilingual? _____

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

Goal 4: Procedures / IT Management and Services



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





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

Goal #4 KPIs / Metrics:

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

Goal 5: Public Safety

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

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

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

Goal #5 KPIs / Metrics:

of new law enforcement officers hired in 2019? _____

of new law enforcement officers hired in 2020? _____

of new law enforcement officers hired in 2021? _____

% law enforcement officers retained? _____%

of new firefighters hired in 2019? _____

of new firefighters hired in 2020? _____

of new firefighters hired in 2021? _____

% firefighters retained? _____%

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

Conclusion

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

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



City of Lockhart

2019-2020 Strategic Priorities

Prepared by:



City of Lockhart

Summary

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

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

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

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

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

The following are the results.

Management Team Expectations for the Day's Discussion Topics

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

City Council Expectations for the Day's Discussion Topics

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

SWOT Analysis

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

Strengths

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

Weaknesses / Challenges

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

Opportunities

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

Threats

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

Start/Stop/Continue

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

Start

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

Stop

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

Continue

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

Goal 1: Economic Development / Planning

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

Goal #1 KPIs / Metrics:

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

Goal 2: Quality of Life / Quality of Facilities

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

Goal #2 KPIs / Metrics:

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

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

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

of City facilities we improved the appearance of? _____

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

Goal 3: Staffing / Personnel

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

Goal #3 KPIs / Metrics:

of new positions in 2019 and 2020? _____

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

of new employees added in 2019 and 2020 who are bilingual? _____

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

Goal 4: Procedures / IT / Software and Hardware

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

Goal #4 KPIs / Metrics:

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

Goal 5: Public Safety

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

Goal #5 KPIs / Metrics:

of new law enforcement officers hired in 2019?

of new law enforcement officers hired in 2020?

% law enforcement officers retained?

of new firefighters hired in 2019?

of new firefighters hired in 2020?

% firefighters retained?

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

Did we develop a public safety equipment replacement schedule?

Did we implement that new replacement schedule?

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

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

Did we explore and evaluate Accreditation opportunities?

Conclusion

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

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

CITY COUNCIL FY 18-19 GOALS (FINAL COMBINED)

PRIORITY ORDER

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

CITY COUNCIL FY 18-19 GOALS (FINAL COMBINED)

PRIORITY ORDER

COUNCILMEMBER	PRIORITY	FY 18-19 GOALS
MICHELSON	4	Refurbish City Hall inside (making it more inviting)
WESTMORELAND	4	Move forward with St Paul property project
WHITE	4	Park improvements- consider medium to long range plan for Town Branch development
CASTILLO	5	Affordable housing Police Task Force: Budget extra funds for a Police Task Force, a Narcotics Officer and a Mental Health Officer to address any drug and gang related problems and mental issues our city is being faced not only on the East side of our city but citywide. Budget for updated training for our police officers. There is a lot of training that is free but a lot additional money for registration fees and course material.
GONZALES-SANCHEZ	5	
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 accomodate the number of people for the above events that have been mentioned.	GF	Convention Center
		Downtown improvements-lighting, pedestrian safety, south plaza idea? Sculpture? Sidewalk mosaics?	GF	Downtown
		Economic development, creating and retaining jobs, grocery campaign	general fund, LEDC	Econo Devl
		Economic Development	GF	Econo Devl
		Expand economic development (by helping to spread the word & being more involved)	Gen Fund	Econo Devl
		Economic Development: Recruit more businesses especailly retail and continue efforts; contact existing and vacant building owners to see if they are willing to work with the City of Lockhart to bring retail businesses and speciality shops, as well as industrial. Purchase buildings and land when on the market for possible new businesses for the city. Art Galleries and Music Venues have increased within our downtown area and though many many not appreciate these type of business and or venues, it is good for our downtown and its livelihood. Let's work on getting more of the speciality shops and boutiques in or around the sqare.	GF	Econo Devl
		Pay raise across the board	GF	Employees
		All Department Heads to Budget Salary Increases for all City Employees.	GF	Employees
		Wellness for employees	GF	Employees
		Employee: Possible additional Employee Holiday Time Off-Alternating System. Even though this has been discussed and the reasons for why it cannot be done, I would like to see a time off altenating system, especailly during the holidays. I did appreciate that the city employees were allowed to stay home during our icy, sleet and snow days. The safety of our employees is very important.	GF	Employees
		Subdivision developemnt to attract more businesses to Lockhart. Increase the number of homes, apartments, housing. Our city is growing with new citizens wanting to make Lockhart their home but due to the number of housing available, they wait and or possibly lose interest.	GF	Housing
		Infrastructure	GF	Infrastructure
		Infrastructure improvement- uncurbed streets, street rehab	GF	Infrastructure
		Improve Streets (repairs)	In-House	Infrastructure

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Future Debt Payments as of 9/30/18

Description	Paid Debt	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	TOTAL DEBT
Proprietary																				
Electric Fund																				
2013 SIB Loan	30.81%	71,151	71,152	71,151	71,151	71,151	71,151	71,151	71,152	71,151	71,151	71,151	71,151	71,151	71,151	71,151	71,152	-	-	1,067,268
Total Electric Fund P & I	-	71,151	71,152	71,151	71,151	71,151	71,151	71,151	71,152	71,151	71,151	71,151	71,151	71,151	71,151	71,151	71,152	-	-	1,067,268
Water Fund																				
2006A Tax & Rev CO's	7.00%	20,164	20,157	20,122	20,408															60,687
2015 Tax & Revenue	49.60%	486,818	486,322	486,917	487,413	644,248	644,496	642,909	643,207	643,331	644,223	644,670	664,510	663,468	663,778	662,842	663,822	663,406	664,800	10,614,362
2016 GO Refunding	21.81%	49,849	101,103	105,247	102,919	191,435	194,357	192,833	194,371	196,159	195,418	197,686	-	-	-	-	-	-	-	1,671,528
2013 SIB Loan	35.80%	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	82,676	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	77,102	77,102	1,156,537
Total Sewer Fund P & I		126,963	134,793	135,481	135,166	162,359	162,829	162,457	162,710	163,005	162,968	163,356	134,711	134,620	134,648	134,566	134,651	57,513	57,643	2,333,478
Total Proprietary Fund P & I	-	837,621	896,203	901,594	899,733	1,151,869	1,155,510	1,152,026	1,154,116	1,156,323	1,156,436	1,159,539	953,049	951,915	952,253	951,236	952,301	720,919	722,443	16,987,463
Grand Total		1,776,208	2,053,476	2,071,326	2,063,887	2,447,555	2,461,455	2,451,267	2,458,910	2,467,369	2,465,767	2,477,068	1,570,668	1,568,566	1,569,193	1,567,305	1,569,280	1,337,513	1,340,324	33,940,927

City of Lockhart
2015 BOND PROGRAM

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

