

**LOCKHART CITY COUNCIL  
REGULAR MEETING**

**DECEMBER 4, 2018**

**6:30 P.M.**

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

**Council present:**

Mayor Lew White

Councilmember Juan Mendoza

Councilmember Jeffry Michelson

Councilmember John Castillo

Councilmember Kara McGregor

Councilmember Brad Westmoreland

**Council absent:**

Mayor Pro-Tem Angie Gonzales-Sanchez

**Staff present:**

Steve Lewis, City Manager

Peter Gruning, City Attorney

Pam Larison, Interim Finance Director

Connie Constancio, City Secretary

Sean Kelley, Public Works Director

Randy Jenkins, Fire Chief

**Citizens/Visitors Addressing the Council:** Citizens: Gene Galbraith, Bobby Herzog and, Ronda Reagan.

**Work Session 6:30 p.m.**

Mayor White stated that Mayor Pro-Tem Sanchez was not present and was most likely running late. He opened the work session and advised the Council, staff and the audience that staff would provide information and explanations about the following items:

**DISCUSSION ONLY**

**A. DISCUSS THE SELECTION OF GRANT DEVELOPMENT SERVICES AS THE BEST QUALIFIED GRANT ADMINISTRATION SERVICES COMPANY TO ASSIST THE CITY IN ITS TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) APPLICATION PREPARATION AND PROJECT IMPLEMENTATION TO THE TEXAS DEPARTMENT OF AGRICULTURE FOR THE COMMUNITY DEVELOPMENT FUND CONTRACT, IF AWARDED, TO SUPPORT PUBLIC INFRASTRUCTURE (WATER AND WASTEWATER) IMPROVEMENT ACTIVITIES FOR THE CITY OF LOCKHART AND APPOINTING THE MAYOR TO SIGN ANY REQUIRED DOCUMENTS FOR THE GRANT, IF APPROVED.**

Mr. Kelley stated that the CDBG Grant Administrator Evaluation Team that consists of Sean Kelley, John Eddleton, and Councilmember Jeffry Michelson, selected three pre-approved Grant Administration firms to solicit Request for Project Specific Proposals. Two proposals were received and reviewed. They were scored by the Evaluation Team using the grant qualification criteria. The firm selected by our Evaluation Team was Grant Development Services. Mr. Kelley recommended approval. There was discussion.

**B. DISCUSS A \$20,000 COST-SHARE REIMBURSEMENT GRANT FOR LOCKHART FIRE RESCUE TO PURCHASE FIRE AND RESCUE EQUIPMENT THROUGH THE TEXAS A&M FOREST SERVICE.**

Chief Jenkins stated that the Rural Volunteer Fire Department Assistance Program is a cost-share reimbursement grant administered by the Texas A&M Forest Service. The maximum reimbursement is \$20,000. The city portion to the grant match is 25%. The grant match funds are budgeted in Fire Department's budget.

**C. PRESENTATION BY ENTITIES REQUESTING HOTEL OCCUPANCY TAX FOR FISCAL YEAR 2018-2019.**

Ms. Larison stated that two additional entities will be making their presentation requesting hotel occupancy tax.

Gene Galbreath of the Southwest Museum of Clocks and Watches provided information about how the Museum promotes tourism to the Lockhart that creates heads in local hotels. He stated that the Museum is requesting hotel occupancy tax in the amount of \$9,460.

Councilmember McGregor stated that she would abstain from voting on allocation to the Museum due to a conflict of interest.

Bobby Herzog and Ronda Reagan of the Lockhart Downtown Business Association (LDBA) provided information about how the events that they host promotes tourism to Lockhart that creates heads in beds. Ms. Reagan stated that the LDBA requests hotel occupancy tax in the amount of \$5,000.

**D. DISCUSS THE ALLOCATION OF HOTEL OCCUPANCY TAXES TO ENTITIES REQUESTING DISTRIBUTIONS FOR 2019.**

Ms. Larison stated that the staff recommends that the distribution be limited to the estimated tax revenue of \$60,000. Once allocated and a contract has been signed, the entity will receive the lesser of the percentage or the estimated budgeted dollar amount of net funds actually received by the City from the local hotel occupancy tax as reported and collected from the hotels. She mentioned that last year's tax revenues were 16 percent less than the budgeted amount.

Mayor White pointed out that the museum, arts, and music allocations must not exceed a total of 17.5% of the hotel occupancy tax.

There was discussion regarding allocation scenarios.

Mayor White stated that he believed that Caldwell County would soon consider imposing a hotel occupancy tax and that they might consider allocating hotel occupancy tax to entities. He stated that after speaking with a local hotel owner, it appears that the Hot Rod Car Show, Hispanic Chamber and Lockhart Chamber events do create heads in beds. The Downtown Business and Swing Festival events does promote tourism, yet they do not create heads in beds.

There was discussion regarding revising the hotel occupancy allocation process.

**E. DISCUSS NAMING AN INDIVIDUAL AS THE CITY OF LOCKHART'S NOMINEE TO FILL A VACANT POSITION TO THE BOARD OF DIRECTORS OF THE CALDWELL COUNTY APPRAISAL DISTRICT (CCAD).**

Mayor White requested nominations to fill the vacancy to the CCAD Board of Directors. There were no nominations.

RECESS: Mayor White announced that the Council would recess for a break at 7:30 p.m.

**REGULAR MEETING**

**ITEM 1. CALL TO ORDER.**

Mayor Lew White called the regular meeting of the Lockhart City Council to order at 7:45 p.m.

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

Mayor White requested a moment of silence in honor and memory of President George Bush. He led the Pledge of Allegiance to the United States and Texas flags.

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

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

**ITEM 4. CONSENT AGENDA.**

Councilmember McGregor made a motion to approve consent agenda items 4A and 4B. Councilmember Michelson seconded. The motion passed by a vote of 6-0.

Mayor White announced that Mayor Pro-Tem Sanchez called and confirmed that she will not be able to attend the meeting.

The following are the consent agenda items that were approved:

- 4A: Approve the selection of Grant Development Services as the best qualified grant administration services company to assist the City in its Texas Community Development Block Grant Program (CDBG) application preparation and project implementation to the Texas Department of Agriculture for the Community Development Fund contract, if awarded, to support public infrastructure (water and wastewater) improvement activities for the City of Lockhart and appointing the Mayor to sign any required documents for the grant, if approved.
- 4B: Approve a \$20,000 cost-share reimbursement grant for Lockhart Fire Rescue to purchase fire and rescue equipment through the Texas A&M Forest Service.

**ITEM 5-A. PRESENTATION BY ENTITIES REQUESTING HOTEL OCCUPANCY TAX FOR FISCAL YEAR 2018-2019.**

Mayor White announced that the presentations were made during the work session.

**ITEM 5-B. DISCUSSION AND/OR ACTION TO CONSIDER ALLOCATION OF HOTEL OCCUPANCY TAXES TO ENTITIES REQUESTING DISTRIBUTIONS FOR 2019.**

Mayor White made a motion to distribute the allocations of hotel occupancy taxes for 2019 as listed below. Councilmember Michelson seconded. The motion passed by a vote of 5-0-1, with Councilmember McGregor abstaining.

The allocations were distributed as follows:

Lockhart Western Swing & BBQ Festival	\$ 0
Caldwell County Museum	\$ 4,000 or 2.25 %, whichever is less
Gaslight Baker Theatre	\$12,000 or 13%, whichever is less
Hispanic Chamber of Commerce	\$13,750 or 17%, whichever is less
Lockhart Chamber of Commerce	\$45,000 or 54.8%, whichever is less
Hat Rod Productions	\$17,094 or 7.7%, whichever is less
Old Settler’s Music Festival	\$ 0
Southwest Museum of Clocks & Watches	\$ 9,460 or 2.25%, whichever is less
Lockhart Downtown Business Association	\$ 5,000 or 3%, whichever is less

**ITEM 5-C. DISCUSSION AND/OR ACTION TO CONSIDER NAMING AN INDIVIDUAL AS THE CITY OF LOCKHART’S NOMINEE TO FILL A VACANT POSITION TO THE BOARD OF DIRECTORS OF THE CALDWELL COUNTY APPRAISAL DISTRICT (CCAD).**

Mayor White requested nominations to the fill a vacant position to the CCAD Board of Directors. There were no nominations. Mayor White stated that a Resolution would be brought to the Council during the December 18, 2018 meeting to allow a nomination.

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

Mayor White requested appointments to boards or committees. There were none.

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

- Update regarding 2019 Texas Legislative Session.
- Update regarding the Capital Area Council of Governments (CAPCOG) Regional Notification System.
- Update regarding the new elevated water storage tank.
- Update regarding opportunity zones.
- Update: Dickens Christmas downtown held Nov 30<sup>th</sup> & Dec 1<sup>st</sup>.
- Update: Tree of Angels ceremony held on Dec 3<sup>rd</sup>.
- Report: Light Up Lockhart event will be held on Sunday, Dec 9<sup>th</sup> at 3:30 pm on the downtown square.
- Report: Employee Christmas luncheon will be held on Friday, Dec 14<sup>th</sup> at 12(noon).
- Report: Civil Service exams: Fire Engineer promotional exam – Dec 4<sup>th</sup>; Police Sergeant promotional exam - Dec 10<sup>th</sup>; Police Officer entrance exam - Dec 15<sup>th</sup>.
- Report: Beginning of the first review of Finance Director applications is ongoing.
- Update: Good Utility Neighbor Contribution form is available on-line. The program currently has 41 participants with contributions totaling \$471.00.
- Reminder: City Council workshop will be held on Dec. 11<sup>th</sup> at 6:30 p.m. in Council Chambers with the Branding and Wayfinding Committee to discuss a proposed new city logo.
- Update: Library – Hotspot Lending Program.
- Update: LEDC Board meeting on Dec 3<sup>rd</sup>.

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

Councilmember Westmoreland congratulated all involved with the successful Dicken’s Christmas event and lighted parade.

Councilmember Mendoza thanked all involved with the successful Dicken’s Christmas event.

Councilmember McGregor thanked the Friends of the Library, staff and all involved with the successful Dicken's event. She announced that the Tree Lighting ceremony in downtown Lockhart will be held on Sunday, December 9<sup>th</sup> beginning at 3:30 p.m.

Councilmember Castillo thanked all involved with the successful Dicken's event. He thanked the organizations that promote tourism to Lockhart. He encouraged everyone to contact our State Representatives about political issues and concerns during the upcoming Legislative session. He invited everyone to contribute to the Blue Santa program to raise gifts for the local youth.

Councilmember Michelson thanked all involved with the successful Dicken's event. He thanked Tina Ramsey for hosting the successful Tree of Angels ceremony on December 3<sup>rd</sup>.

Mayor White thanked all involved with the successful Dicken's Christmas event. The Light Up Lockhart group is currently working on Christmas signs around the square to raise funds for future lighting purchases. He thanked everyone that assisted with the installation of the tree of lights on the Courthouse lawn. He also invited everyone to come out to the tree lighting ceremony on December 9<sup>th</sup>. He stated that he and staff will meet with Polonia this week regarding the city's CCN. He provided brief updates regarding subdivision developments and several construction projects.

**ITEM 8. ADJOURNMENT.**

Councilmember Mendoza made a motion to adjourn the meeting. Councilmember McGregor seconded. The motion passed by a vote of 6-0. The meeting was adjourned at 8:12 p.m.

PASSED and APPROVED this the 18<sup>th</sup> day of December 2018.

**CITY OF LOCKHART**

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

ATTEST:

  
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Connie Constancio, TRMC  
City Secretary

