

**LOCKHART CITY COUNCIL
REGULAR MEETING**

MARCH 1, 2016

6:30 P.M.

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

Council present:

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

Mayor Lew White
Councilmember John Castillo
Councilmember Benny Hilburn
Councilmember Brad Westmoreland

Staff present:

Vance Rodgers, City Manager
Peter Gruning, City Attorney
Joseph Gorman, Fire Chief

Connie Constancio, City Secretary
Jeff Hinson, Finance Director

Citizens/Visitors Addressing the Council: Michael Deltoro of ABIP, PC.

Work Session 6:30 p.m.

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

DISCUSSION ONLY

A. PRESENTATION AND DISCUSSION REGARDING THE CITY OF LOCKHART'S AND COMPONENT UNIT'S FISCAL YEAR 2014-2015 FINANCIAL AUDIT BY ABIP, PC.

Michael Deltoro of ABIP, PC provided details and there was discussion about several portions of the financial audit that included the following topics:

- Statement of net position.
- Statement of activities.
- Balance sheet.
- Reconciliation of Government Funds Balance Sheet.
- Statement of Revenues, Expenditures and changes in Fund Balances.
- Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to change in the Statement of Activities.
- Statement of Net Position.

Mr. Deltoro stated that it is the firm's opinion that the financial statements referred to in the report present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund and the aggregate remaining fund information of the City of Lockhart, Texas as of September 30, 2015, and the respective changes in financial position, and where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

B. DISCUSS MINUTES OF THE CITY COUNCIL MEETING OF FEBRUARY 16, 2016.

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

C. DISCUSS CONTRACT TO QROMEX CONSTRUCTION COMPANY, INC., OF GRANITE SHOALS, TEXAS, IN THE AMOUNT OF \$1,749,253 FOR DRAINAGE, STREET, AND UTILITY IMPROVEMENTS FOR THE RICHLAND DRIVE DRAINAGE PROJECT AND THE WICHITA-MESQUITE-BRADEN DRAINAGE PROJECT AND APPOINTING THE MAYOR TO SIGN ALL CONTRACTUAL DOCUMENTS IF APPROVED.

Mr. Rodgers stated that public bids were advertised in compliance with State law for these projects. Fifteen companies downloaded construction plans, but only three bids were received ranging from \$1,749,253 to \$2,052,017.75. , QroMex Construction Company, Inc. submitted the lowest bid. This company has completed more than ten projects for the City of Lockhart and each was completed on or before scheduled time and at or below their bid. For example, this company completed all of the water and sewer adjustments/relocations for the US 183 widening project. Mr. Rodgers recommended that the bid be awarded to QroMex Construction Company, Inc. There was discussion.

Councilmember Castillo thanked staff and Council for working together to proceed with the drainage project that will benefit citizens that have experienced flooding during heavy rain the past few years. Many citizens have expressed their appreciation.

D. DISCUSS ORDINANCE 2016-06 ESTABLISHING THE CLASSIFICATIONS WITHIN THE FIRE DEPARTMENT AND AUTHORIZING THE NUMBER OF EMPLOYEES IN EACH CLASSIFICATION.

Ms. Bowermon stated that a classification plan was adopted in 2007 by the Civil Service Commission. At that time, and to the present date, the position of Fire Marshal was classified as a promotional position within the Fire Department. The Fire Marshal retired in December 2015. The position of Fire Marshal is a specialized job and requires additional experience and certifications that a standard firefighter does not typically possess. No firefighter in the Lockhart Fire Department currently holds the experience, training, or certifications necessary to perform the duties of a Fire Marshal. After carefully considering how to proceed with filling the Fire Marshal vacancy, the Civil Service Commission revised the classification plan by creating two career ladders: Fire Fighter-Suppression and Fire Fighter-Fire Prevention/Fire Marshal. Creating two career ladders creates two different entry level positions that outside applicants can compete to fill. The City Council authorizes the number of positions that outside applicants can compete to fill and authorizes the number of employees in each classification. Proposed Ordinance 2016-06 reflects the Commission's change of creating two career ladders, open to outside applicants, and shows the number of employees that are authorized in each position. Ms. Bowermon recommended approval. There was discussion.

E. DISCUSS ORDINANCE 2016-07 REPEALING UN-CODIFIED ORDINANCE 2016-03 IN ITS ENTIRETY AND ADOPTING THIS ORDINANCE REGARDING THE CITY PERSONNEL POLICY MANUAL REMOVING PERFORMANCE OR MERIT PAY FOR POLICE AND FIRE PERSONNEL AND ADOPTING A STEP PAY PLAN FOR POLICE AND FIRE DEPARTMENTS UNDER CIVIL SERVICE.

Ms. Bowermon stated that if the Council approves the revisions of the Fire Department classifications plan of creating two career ladders: Fire Fighter-Suppression and Fire Fighter-Fire Prevention/Fire Marshal, the step pay plan needs to be revised. Proposed Ordinance 2016-07 shows the Fire Department step pay plan with two career ladders. No adjustments are being made to salary figures. Ms. Bowermon recommended approval. There was discussion.

F. DISCUSS THE PURCHASE OF AN AMBULANCE WITH DESIRED SPECIFICATIONS THROUGH THE HOUSTON-GALVESTON AREA COUNCIL (HGAC) IN AN AMOUNT NOT TO EXCEED \$200,000.

Mr. Rodgers stated that a presentation was made at the last Council meeting regarding the need to purchase a new ambulance as soon as possible; another one will be needed in the Fiscal Year 2016-2017 budget. Council granted permission to the City Manager to approach the County Commissioners' Court about helping to fund the purchase of two ambulances, one for current budget year and one for Fiscal Year 2016-2017. The City Manager, along with EMS Director, Erik Olufs, made a presentation to the Commissioners' Court on Monday, February 22. The City Manager told the Court that he did not know if 1115 Medicaid Funds had been kept back in County coffers to help fund the County's 50% share of the ambulance purchases. He also told the Court that he realized that this purchase was in the middle of the County budget year, but that he would propose to the City Council to proceed with the purchase even if the County could not fund 50% of the first ambulance at this time. He suggested, with the approval of the City Council, that Lockhart could pay for the first ambulance and then the County could pay for the second needed ambulance in the Fiscal Year 2016-2017 budget year. The Commissioners tabled how to fund the purchase until their March 14th meeting, which is the day before the next Council meeting so we would not have the time to properly post the item. The item would then have to be taken to the first meeting in April. Mr. Rodgers recommended, in the interest of time, permission to proceed with ordering the ambulance through HGAC with the understanding that one-half of the funding could come from the County or possibly 100% from City ambulance funds for this ambulance in which case the County would fund 100% of the next ambulance in the Fiscal Year 2016-2017 budget. There was discussion.

G. DISCUSS AWARDING CONTRACT TO EZTASK OF RICHMOND, TEXAS, IN THE AMOUNT OF \$7,990 FOR A WEBSITE REDESIGN FOR THE CITY OF LOCKHART, TEXAS.

Ms. Constancio stated that in the past couple of years, staff has noticed that the public does not find the City of Lockhart's website to be user friendly and some Councilmembers have asked that a redesign be explored. The following information is the result of the redesign exploration.

In December 2015, staff received quotes and conducted on-line demonstrations from four vendors, DotCommand Center (City's current website service), ezTask, Civic Plus, and Vision Internet to redesign the City of Lockhart's website. The lowest bid is by DotCommand Center in the amount of \$6,000 plus. ezTask is the second lowest bid in the amount of \$7,990.

The Council viewed websites of other cities that currently utilize ezTask's Titanium package as a sample of a possible redesign for the City of Lockhart's website.

Connie Constancio and Julie Bowermon are currently the only two employees that have the knowledge to maintain the website that is hosted by DotCommand Center (DCC). DCC has been great to work with and Ms. Vickie Finney is always helpful with troubleshooting or fixing website update errors.

Staff is seeking a company to redesign and host the City of Lockhart's website that is welcoming and user friendly for citizens and also user friendly for staff. Staff's goal is to enable departments to maintain pages that pertain to their department after the initial web content migration that is user friendly in a drag and drop or almost MS Word type of software. After viewing demonstrations from all four website vendors, staff has determined that both ezTask and CivicPlus offer these options and both are user friendly to website visitors and staff. Vision Internet also has a great product yet the cost of \$24,000 is over the budgeted amount of \$14,000. DCC will provide website visitors with an easier user capability,

upgraded website software that has improved in regards to features involving fonts, uploading photos/PDFs yet the software is limited to templates created by DCC and still requires some knowledge of HTML. For this reason, staff recommends awarding the website redesign service to ezTask of Richmond, Texas.

There was discussion about researching why other cities chose CivicPlus over ezTask.

H. DISCUSSION REGARDING SETTING A DATE, TIME, AND PLACE TO HOST THE TEXAS MUNICIPAL LEAGUE REGION (TML) 10 MEETING IN LOCKHART IN SEPTEMBER 2016 AND DISCUS ANY OTHER ASPECTS PERTAINING TO THE MEETING.

After discussion, the consensus of the Council was to host the TML Region 10 meeting on Thursday, September 22, 2016 at Smitty's Barbecue meeting room from 6-9 p.m.

RECESS: Mayor White announced that the Council would recess for a break at 7:35 p.m.

REGULAR MEETING

ITEM 1. CALL TO ORDER.

Mayor Lew White called the regular meeting of the Lockhart City Council to order on this date at 7:50 p.m.

ITEM 2. INVOCATION, PLEDGE OF ALLEGIANCE.

Invocation - Ministerial Alliance.

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 Michelson made a motion to approve consent agenda items 4A, 4B, 4C, and 4D. Councilmember Hilburn seconded. The motion passed by a vote of 7-0.

The following are the consent agenda items that were approved:

4A: Approve minutes of the City Council meeting of February 16, 2016.

4B: Award contract to QroMex Construction Company, Inc., of Granite Shoals, Texas, in the amount of \$1,749,253 for drainage, street, and utility improvements for the Richland Drive Drainage Project and the Wichita-Mesquite-Braden Drainage Project and appointing the Mayor to sign all contractual documents if approved.

4C: Approve Ordinance 2016-06 establishing the classifications within the Fire Department and authorizing the number of employees in each classification.

4D: Approve Ordinance 2016-07 repealing un-codified Ordinance 2016-03 in its entirety and adopting this Ordinance regarding the City Personnel Policy Manual removing performance or merit pay for Police and Fire personnel and adopting a Step Pay Plan for Police and Fire Departments under Civil Service.

ITEM 5-A. DISCUSSION AND/OR ACTION REGARDING THE PURCHASE OF AN AMBULANCE WITH DESIRED SPECIFICATIONS THROUGH THE HOUSTON-GALVESTON AREA COUNCIL (HGAC) IN AN AMOUNT NOT TO EXCEED \$200,000.

Mayor Pro-Tem Sanchez made a motion to approve the purchase of an ambulance with desired specifications through the HGAC in an amount not to exceed \$200,000. Councilmember Michelson seconded. The motion passed by a vote of 7-0.

ITEM 5-B. DISCUSSION AND/OR ACTION TO CONSIDER ACCEPTANCE OF THE CITY OF LOCKHART'S AND COMPONENT UNIT'S FISCAL YEAR 2014-2015 FINANCIAL AUDIT BY ABIP, PC.

Councilmember Hilburn made a motion to accept the City of Lockhart's and Component Unit's Fiscal Year 2014-2015 financial audit by ABIP, PC. Councilmember Westmoreland seconded. The motion passed by a vote of 7-0.

ITEM 5-C. DISCUSSION AND/OR ACTION TO CONSIDER AWARDED CONTRACT TO EZTASK OF RICHMOND, TEXAS, IN THE AMOUNT OF \$7,990 FOR A WEBSITE REDESIGN FOR THE CITY OF LOCKHART, TEXAS.

After discussion, the consensus of the Council was to request that staff request a mock-up website and demonstration from ezTask and to obtain additional information from other cities as to why they selected to use CivicPlus instead of ezTask.

Councilmember Hilburn made a motion to table the item to the April 5, 2016 meeting. Mayor Pro-Tem Sanchez seconded. The motion passed by a vote of 6-1, with Councilmember Westmoreland opposing.

ITEM 5-D. DISCUSSION AND/OR ACTION REGARDING SETTING A DATE, TIME, AND PLACE TO HOST THE TEXAS MUNICIPAL LEAGUE REGION 10 MEETING IN LOCKHART IN SEPTEMBER 2016 AND DISCUS ANY OTHER ASPECTS PERTAINING TO THE MEETING.

Mayor Pro-Tem Sanchez made a motion to host the TML Region 10 meeting in Lockhart on Thursday, September, 22, 2016 at Smitty's Market meeting room from 6-9 p.m. Councilmember Michelson seconded. The motion passed by a vote of 7-0.

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

Mayor White requested appointments to various boards, commissions or committees.

Councilmember Hilburn made a motion to appoint Elizabeth Raxter to the Charter Review Commission. Councilmember Michelson seconded. The motion passed by a vote of 6-1, with Councilmember Castillo opposing.

Councilmember Michelson made a motion to appoint Ray Sanders, Bill Hernandez, and Roland Velvin to the Charter Review Commission. Councilmember Hilburn seconded. There was discussion about the appointment process to the Charter Review Commission. The motion passed by a vote of 5-2, with Councilmembers Castillo and Mendoza opposing.

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

- Update- US 183 widening project, Hickory to Blackjack: east side drainage truck main complete; inlet tops, slotted drains, and curbing being installed; will start on west side within same limits next week; first two sections look great...lots of compliments!
- Update: Street sweeping contract has begun with notices to residents, posting on the City Channel, and on the City face book page; streets will be swept within 2 -3 days of the first trash pickup of each month.
- Report: Annual Progressive Club Banquet, held Saturday, Feb 20.
- Reminder: On Friday, March 11, a Texas Workforce Center job fair will held at the Dr. Eugene Clark Library between 1 and 4 pm.
- Reminder: Council goals workshop, Saturday, March 12 at 8 am.
- Reminder: Annual Welcome Spring Event and Lockhart Chamber's Tolbert Chili Cook Off Competition event in City Park on Saturday, March 19, with Kid Fish, free hot dogs, kite flying, horseshoes, pitching washers, etc....
- Reminder: Semi-Annual City Cemetery Clean Up scheduled week of March 28.
- Reminder: 5th Annual Sip and Stroll event, Saturday, April 2.
- Reminder: Don't Mess with Texas Annual Trash Off Event to be held in City Park at main pavilion on Saturday, April 9; volunteers needs to help Keep Lockhart Beautiful.
- Reminder: Annual Residential Spring Clean Up Event each Wednesday in April.
- Reminder: Special Residential Household Hazardous Waste Collection event to be held Saturday, May 14, at City Park from 9 am until noon for Lockhart residents only.
- Library is hosting a Youth Art Month Exhibition in March.
- New Faces since Jan 1:
 - Adrian Almendarez - Fire Dept
 - Trevor Nelson – Fire Dept
 - Ryan Van Hee – Fire Dept
 - Larry Fernandez – Sanitation/Public Works
 - Matilda Sanchez – Admin Dept as Temporary Part-Time Records Management Clerk
 - Jessica Hutcheson – Telecommunications Dept
 - Richard Sepeda – Telecommunications Dept
 - Thomas Heap – Inspections-Assistant Building Official
 - Dustin Phillips – Fire Dept
 - Johnny Eddleton – Streets Dept
 - Laura Rouse-DeVore – Planning Dept

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

Councilmember Westmoreland reminded citizens about the 4H Livestock show this weekend. He expressed condolences to family of Jim Fielder for their loss.

Councilmember Mendoza congratulated the Progressive Club for a successful annual banquet. He thanked staff for sweeping the streets.

Mayor Pro-Tem Sanchez expressed condolences to the families of Jim Fielder and Rose Recio Tamayo for their loss. She expressed get well wishes to Mrs. Anzaldua. Congratulations to the Progressive Club for a successful banquet.

Councilmember Hilburn expressed condolences to the families of Rosie Tamayo and Jim Fielder for their loss.

Councilmember Castillo expressed condolences to families that have lost a loved one. He congratulated the Progressive Club for a successful banquet. He announced that this year a "day of cleanup" is scheduled to honor Cesar Chavez at the City Park on April 2.

Councilmember Michelson expressed condolences to the families of Jim Fielder and Rosie Tamayo for their loss. He congratulated the Progressive Club for a successful banquet and wished the children involved in the 4H Livestock show good luck this weekend.

Mayor White expressed condolences to the Fielder and Tamayo families for their loss. He also congratulated the Progressive Club for a successful banquet. He invited everyone to attend the following events: Kidfish and Welcome Spring Day at City Park on March 19; Kiwanis 5K run on April 2; Cesar Chavez celebration at City Park on April 2; and, the Sip & Stroll event downtown on April 2.

ITEM 8. 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 8:27 p.m.

PASSED and APPROVED this the 15th day of March 2016.



CITY OF LOCKHART

Low White

 Low White, Mayor

ATTEST:

Connie Constancio

 Connie Constancio, TRMC
 City Secretary