



January 10, 2019

2018 Annual Report

City Manager's Message

2018 had a lot of exciting change in store for the City of Lockhart! Economic Development was booming, bringing in new businesses, single family homes, and multi-family units. Our mission every year is to find new ways to improve the quality of life for our residents, businesses, and visitors here in Lockhart. I'm pleased to present our past year's accomplishments and the staff looks forward to another successful year of working on your behalf.

The 2018 Annual Report contains highlights of some of the key projects and accomplishments during 2018. These projects and accomplishments support the Community Vision acknowledged in the Lockhart 2020 Comprehensive Plan:

- *Maintain integrity and sense of community characterized by livable neighborhoods and quality schools;*
- *Focus on family by ensuring quality recreational and cultural activities, services, housing, economic and educational opportunities that promote a well-rounded productive member of the community;*
- *Friendly to visitors and future residents with a spirit of fellowship and cooperation by accommodating their needs and recognizing the wealth in cultural, ethnic and age diversity;*
- *Committed to sustainability by diligently balancing community needs with available resources and managing growth in a smart and fiscally responsible manner;*
- *Celebrate and embrace Lockhart's long and rich history by reinvesting in neighborhoods, preserving areas and buildings of historic significance, and maintaining the Central Business District as an economically viable and lively activity center;*
- *Recognize the quality of Lockhart's built environment and the integration of the natural landscape throughout the community;*
- *Balance between residential, commercial, industrial, and public/institutional uses supported by quality infrastructure and transportation systems;*
- *Innovative solutions to managing growth, progressiveness of City government, and responsiveness to the needs of citizens and businesses.*

As always, City staff will continue moving Lockhart forward in a positive and productive manner while keeping your goals in focus. It is an honor and pleasure to serve the Lockhart community, and I remain grateful for the opportunity.

Respectfully,

Steven Lewis
City Manager

Administration

City Manager

- Presented draft proposal of personnel policy revision to be considered for approval later in 2019.
- Received a CAPCOG Solid Waste Grant to host a household hazardous waste collection event in 2019.
- Following the retirement of City Manager Vance Rodgers, new City Manager Steven Lewis joined the Lockhart team in October 2018.

Civil Service

- The Lockhart Police & Fire Civil Service Commission convened 5 times in 2018 and covered items to improve Police and Fire staffing organization, promotional position requirements, and promotional exam source list material.
- The 2013 Police Department alternate promotional system was terminated returning police promotions to the standard promotional process under TxLGC Chapter 143 (Civil Service).
- To improve staff retention and recruitment, pay step plans for both the Police and Fire departments were revised making steps and wages more competitive.
- The Police Department strength of force was increased by 1 police officer.
- Assignment positions and additional pay for “Bailiff Warrant Officer” and “School Resource Officer” were created.

City Secretary

- Duties, among other things, include keeping the City Channel 10, website, marquee sign and Council A/V equipment updated.
 - Currently researching how to upgrade internet to fiber and possibly a new City phone network.
- Continued activities to enhance the City’s records retention system. A regular part-time employee was added dedicated to scanning and preserving records electronically.

City Council

- Worked with Friends of Lockhart Cemeteries with a Wall of Remembrance and Eternal Fountain at the Lockhart Cemetery.
- Parks Master Plan adopted.
- Entered an agreement with GBRA/ARWA (Guadalupe-Blanco River Authority and Alliance Regional Water Authority) for participation in a regional water plant that will become operational in 2023. Once operational, the City can receive upwards of 3,000 acre-ft/year or approximately 977 million gallons of water. That is nearly double of the amount consumed last year.
- Renewed long term lease of the Lockhart Livestock Auction at the Lockhart Airport location.

- Established a “Good Utility Neighbor Contribution Program” to allow donations to be distributed for assistance with utility bill payments.
- Improved traffic safety around the downtown square and Commerce Street.
- Explored City logo redesign proposals and City branding.

Community and Economic Development

Community Center (Former Hospital)

- WIC (Women, Infants, and Children) moved into the front section of the community center and made needed improvements.

Economic Development

- January 2018, Super Bowl commercial partially filmed at Balsler Farm; staff introduced Texas Film Commission to this property in July 2017 to be considered for certain filming projects. The Super Bowl filming was completed six months later.
- June 2018, The Turner Company purchased 31-acres on which to expand its operations; the company will invest \$3 million and create up to 100 jobs within five years; company plans to begin construction in early 2019.
- August 2018, Visionary Fiber Technologies purchases facility and begins renovation with intent to open in early 2019; company will be commercializing research from Texas State University.
- August 2018, feature on cover of Texas Monthly and article on the Lockhart downtown historic district and its revitalization.
- August 2018, Hill Country FoodWorks announces plans for expansion of facility and addition of 20 jobs.
- September 2018, Texas Highways Magazine feature on the best little Courthouses in Texas which included the Caldwell County Courthouse.
- ACC continuing education program to begin at LISD Cisneros Campus through a cooperative agreement between ACC, LISD, LEDC in early 2019.
- Work continues with Lone Star Life Sciences to pursue the development of a 50+ acre life sciences campus at SH-130/Black Ankle, just outside our ETJ.
- The Culinary Room, a new addition to our downtown historic district, is attracting media attention via a number of mediums including the Travel Channel.
- Staff continues to serve on the Greater San Marcos Partnership and CAPCOG-Economic Development District.

Inspections

- Four hearings were held with the Construction Board of Appeals (CBOA) in 2018. The CBOA took action on 17 abandoned and/or unsafe structures; 11 structures were condemned, 4 structures are currently being rehabilitated and 2 structures were tabled. The City demolished 7 of the 11 condemned structures. The 2 structures that were tabled will be taken back to the CBOA at their first meeting in 2019. The CBOA has taken action

on 42 structures since launching this program in October of 2016. To date, 36 structures have been condemned and demolished.

- Two apartment complexes were permitted in 2018. One complex is 140 units and the other complex is 48 units. An apartment complex has not been permitted/built in Lockhart since 2009.
- Worked to prepare to issue building permit for the new hospital facility in early 2019.

Library

- Successfully worked with Friends of the Library and several other organizations to provide events for library patrons and promote literacy. Some of the iconic events include: Dickens, Evening with the Authors etc.
- Continued to promote and enhance an environment that encourages residents to visit and participate in library functions.
- A digital book checkout program was created. Library patrons are now able to download and checkout digital books via the internet. There are no late fees and the books are automatically checked back in.

Planning

- Historical Commission considered 14 Certificate for Alteration applications and recommended 11 new historic landmarks and new Historical Zoning overlay map.
- The Planning and Zoning Commission considered 14 Specific Use Permit applications and 12 Zoning Map Change applications.
- The Planning and Zoning Commission considered 13 subdivision plats, with 9 additional plats approved administratively.
- The City Council considered 11 Zoning Map Change applications and approved 11 new historic landmarks and new Historical Zoning overlay map.
- The Branding and Wayfinding Committee met 14 times and recommended logo changes to the City Council.
- An ETJ subdivision interlocal agreement with Caldwell County was approved.
- The Local Update of Census Addresses and Boundary and Annexation Survey projects were completed for the U.S. Census Bureau in anticipation of the 2020 Federal Census.

Internal Support Services

Finance

- Final Phase of ExecuTime implementation – The new software ExecuTime time-keeping program is in the final phase of implementation. This new time keeping program will allow more management functions.
- Hotel Occupancy Tax – In the first quarter of FY 2018-19; the Finance department accepted requests for funding from the Hotel Occupancy Tax Fund. Research is underway to look into a new application process for next fiscal year. Other efforts include evaluating auditing services for businesses that are responsible for paying the hotel occupancy tax,

as well as looking into investigating short-term rentals and how to proceed in implementing collections from them.

- Financial Reporting to Council – A new monthly financial budget report has been designed by Finance to update Council. A quarterly report is also being produced with more detailed analysis of revenues and expenditures.

Utility Billing

- Upgrading water meters to Flex Net is projected to be complete by the end of 2019. Flex Net provides staff with the ability to read meters from City Hall. The current system of reading meters requires the meter readers to travel throughout quadrants and receive readings on a laptop. This information is then downloaded into software at City Hall. The Flex Net technology will reduce staff time spent in the field. Flex Net will also provide customers the opportunity to obtain real time readings.

Public Safety and Justice

Emergency Medical Services (Administered by Seton Family of Hospitals)

- Advanced medical certification courses have been held for medics and the surrounding community. The courses were Pre-hospital Trauma Life Saving, Advanced Cardiac Life Support, Pediatric Advanced Life Support and Advanced Medical Life Support. Every Lockhart Paramedic now carries these advanced certifications.
- In January 2018, the City purchased 2 Powerload systems to aid in the care of citizens and reducing workplace injuries.
- Participated in a disaster drill with all Austin Ascension hospitals with the honor of being mentioned as setting best practices in areas of disaster management.

Fire

- The Fire Department went through a reorganization in June 2018:
 - The Fire Chief now serves as Fire Marshal;
 - The Fire Marshal position was reclassified into an Assistant Chief of Operations. Fire Captain Bergerson was promoted to serve as the Assistant Chief of Operations.
- Staff developed a recruitment video for the City website and Fire Department Facebook page.
- Monthly Drills of the Month (DOM) were developed to provide the basic firefighter skills for current members. The DOM include classroom, video, and hands on skills. The DOM are tied to the Standard Operating Guidelines (SOG's).
- The Standard Operating Guidelines (SOG's) and General Orders (GO) were revised. The SOG's were stream lined down to 15 key incident response protocols and linked to the Drills of the Month.
- A recruit training program was developed.
- In October 2018 a Mini-Pumper was ordered to replace the current Rescue 1 which is a F-350 pickup truck. The new unit should arrive in January 2019. The objective is to deploy

a second apparatus with firefighting capabilities within the city. The new Mini-Pumper will enhance our Insurance Services Office (ISO) rating.

- Completed 113 fire inspections of commercial buildings.
- Completed 74 pre-fire plans of commercial buildings.
- Drawings and cost estimates for Fire Station No. 2 locations at 114 W. San Antonio Street are near completion for City Council to review in January 2019.
 - The new Fire Station No. 2 will house fire administration and up to 4 firefighters and 3 apparatus when fully staffed.
 - It is intended to remodel Fire Station No. 1 upon completion of Fire Station No. 2.

Municipal Court

- A Lockhart Police Officer was assigned to the Court as a Bailiff/Warrant Officer.
- 98 cases were closed by defendants performing community service. Community service hours are given at a rate of 8 hours/\$100 owed. The court mainly uses the Animal Shelter or the food bank for defendants to complete community service hours. Goodwill is also utilized if the defendant lives in Austin or San Marcos.
- Truancy cases are documented by school year. For the current school year (2018-2019), 38 truancy cases have been processed for the first semester, with the possibility of an additional 28 cases that are currently being reviewed by the prosecutor. For the previous school year (2017-2018) a total of 76 truancy cases were processed. Currently, 81 parent contributing to non-attendance cases have been filed by LISD. Last school year, 50 cases for parent contributing to non-attendance cases were filed.

Police

- All LISD campuses / Central Office Administration were trained in Standard Response Protocol (SRP)/Standard Reunification Method (SRM)
 - This is a program to train school teachers, administrators and school employees and officers on the protocol during a threat at a school. It includes:
 - Lockout – when there is a threat outside the school. The school locks all exterior doors and do not let anyone in.
 - Lockdown – students can go into any classroom and the classrooms are locked and lights turned down.
 - Shelter in place – this occurs when we have severe bad weather, gas leaks or other situations we don't want the kids to be exposed to.
 - All Lockhart officers were provided the training and the school provided the training to their employees. LISD provided the Standard Reunification training to their staff. Officers were also provided the training on Standard Reunification. The standard Reunification protocol is an established system to reunify students with their parents after high profile incident at a school.
- An additional SRO Officer was allocated to LISD and assigned to Junior High School campus. LISD provided the funding for the additional officer.

- C.R.A.S.E. (Civilian Response to Active Shooter Events) presentations to all LISD schools and administration/staff. The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny, Defend, (ADD) strategy developed by ALERRT in 2004, provides strategies, guidance and a proven plan for surviving an active shooter event.
- 1 Lockhart Detective has been assigned full time to Narcotics.
- Chief's Forum was held once a month.
- S.A.L.T. (Seniors and Law Enforcement Together) meetings were held once a month.
- Caldwell County Family Violence Task Force meeting held once a month.
- Coffee with Cops outreach held at McDonalds.
- Organized and participated in annual City-Wide National Night Out Event.

Public Works

Animal Shelter / Control

- The Animal Shelter implemented a new internet-based record keeping system called Shelter Manager. The annual fee for this program was significantly less than our previous program and offers interconnectivity to multiple social media platforms, which has been a great help with the adoption of animals.

Household Hazardous Waste Collection

- 2018 event had participation of 121 households collecting: 12,153 pounds of hazardous waste, which included 7,292 pounds of paint and 146 pounds of batteries. The next collection date is set for March 2, 2019.

Parks

- The Parks, Recreation and Open Space Master Plan was adopted on April 17, 2018.
- LCRA Grant/Grumbles Electric/City of Lockhart completed the installation of new stadium style lights for the soccer field at Jason K. LaFleur Park.
- During the summer drought, city staff enlarged the pond at the Jason K. LaFleur Park, which allows the pond to be able to withstand longer periods of dry weather.
- A new concrete wall was created between Lion's Park and Subway Restaurant to mitigate erosion on the north side of the creek. A safety fence was included along the wall to secure the area at Lion's Park.

Public Works Administration

- In December the City of Lockhart received a grant from St. David's Foundation for "Healthiest Places" in the amount \$250,000. City staff will be developing the Town Branch Trail (to be located in the Municipal Park) that has been proposed for this grant.
- Awarded a Texas Commission of Environmental Quality 319 Grant. This was a nonpoint source grant for a Riparian Evaluation of Town Branch throughout the City of Lockhart.

The grant will further efforts to use “Low Impact Development” to better control erosion and remove invasive species of plants. The total amount of the grant is for \$235,052, which includes the City’s match of \$94, 021.

Streets and Drainage

- Completed the 2018 Street Improvement Plan which included contracted paving of portions of Mockingbird, Cibilo, Frio, Prairie Lea, Blackjack and Blanco Streets. Chip seal applied on San Jacinto Street as preservation method and Onyx coatings were applied in the Century Oaks Subdivision and on Chisholm Trail Blvd.
- Street crews paved Comal Street (Willow to Ash) and North Pecos Street near Nueces Park.
- Drainage improvements of pouring concrete channels at several locations including the entryway of Sunset Blvd, Medina/Monte Vista, and Tank Street. Since the channels were constructed, major drainage improvements have been observed at these locations.
- Design and construction documents completed for the realignment of City Line Road.

Utilities

Electric Distribution

- The Electric Department assisted with installing and removing temporary meter loops, services and electrical outlets on and around the square and the City Park for several events:
 - 2018 Hot Rod and Hatters Car Show, Cinco de Mayo, Chisholm Trail Roundup, Diez y Seis, Dickens, etc.
- The Jason K LaFleur Sports Complex (soccer field) was completed around May 2018.
- The three-phase overhead line on W. Clearfork Street from City Line Road to Lincoln Lane has been completed thus enabling an increased capacity to accommodate anticipated future growth in the area.
- The three-phase overhead line from Maple Street to Mockingbird Lane (then turning north on Mockingbird to the Bluebonnet School) will begin early 2019 and should take around 3 weeks to complete.
- Engineering plans are underway to rebuild the three-phase line on S. Main Street from Bee Street to W. Prairie Lea Street.

Water Supply and Distribution

- A site for the new elevated water storage tank was secured.
- Contractors installed 6,100’ of 18” water main on West MLK Jr. Industrial Blvd.
- Entered an agreement with GBRA/ARWA (Guadalupe-Blanco River Authority and Alliance Regional Water Authority) for inclusion of a regional water plant that will become operational in 2023. Once operational, the City can receive upwards of 3,000 acre-ft/year or approximately 977 million gallons of water. That is nearly double of the amount consumed last year.

Wastewater Collection

- City staff rerouted and installed a new 12" wastewater main on North Church Street (north of Pecan Street).

Individual Recognition / Awards

- EMS Director Jim Jewell was elected to serve as co-chair on the CATRAC Trauma Systems committee representing 11 different counties.
- City Secretary Connie Constancio is a Texas Registered Municipal Clerk and is currently working on 5th recertification.
- Officer Stephen Parra was selected as the Lockhart Post Register Best of Caldwell County 2018 – Best Police Officer.
- Sergeant Jesse Bell was awarded the Law Enforcement Officer of the Year by the Hays / Caldwell Family Violence Task Force.
- Assistant Building Official Russell McDonald received his Code Enforcement Officer in Training Certification.
- Fire Chief Randy Jenkins received his Fire Investigator, Head of Department, and Traffic Incident Management (TIM) certifications.
- Assistant Fire Chief Ryan Bergerson received his Fire Officer I certification.
- Firefighter Austin Mueller received his Airport Firefighter and Driver Operator certifications.