

**Bastrop Art in Public Places Meeting**  
Bastrop City Hall  
City Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



---

## **AGENDA – October 3, 2018 at 6:00 P.M.**

---

*Bastrop Art in Public Places Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.*

---

1. **CALL TO ORDER**
2. **GREETINGS AND INTRODUCTIONS**
3. **WELCOME NEW BOARD MEMBERS DICK SMITH AND BILLY MOORE**
4. **CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the Board Secretary prior to the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.*

*To address the Commission concerning any item on the agenda, please submit a fully completed request card to the Board Secretary prior to the meeting.*

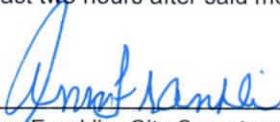
5. **OVERVIEW OF BAIPP**
  - a. Strategic Vision
  - b. By Law's
  - c. Training Requirements
  - d. FY Budget
  - e. Purchasing Policy
  - f. Legal Review
  - g. Agenda Process
6. **PRESENTATION AND DISCUSSION WITH LYNN OSGOOD REGARDING ART IN PUBLIC PLACES PROGRAMS AND THE ROLES THAT THEY PLAY**

7. **CONSENT AGENDA**  
Consideration, discussion, and possible actions to approve Minutes from August 1, 2018 meeting.
8. **STAFF AND BOARD UPDATES**
  - a. **Cultural Arts Master Plan**
  - b. **Volunteer Appreciation Banquet**
  - c. **Old Iron Bridge and FY 19 CIP (Capital Improvement Priorities)**
  - d. **2018 Art Brochure**
  - e. **2019 Digital Media Management**
9. **ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION**
  - a. Consideration, Discussion and possible action to recommend changes to 2-D and 3-D art calls for legal review.
  - b. Consideration and discussion regarding the 2019 2-D Art Call for Artists, Calendar, Categories and Cash award.

**Announcements by Board Members of items not for consideration, discussion, or possible action.**

#### **ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: September 27, 2018 at 11:00 p.m. and will remain posted for at least two hours after said meeting has convened.

  
\_\_\_\_\_  
Ann Franklin, City Secretary

**Bastrop Art in Public Places Meeting**  
Bastrop City Hall  
City Council Chambers  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



---

## **AGENDA – October 3, 2018 at 6:00 P.M.**

---

*Bastrop Art in Public Places Board meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800, or write to 1311 Chestnut Street, Bastrop, TX 78602, or call Relay Texas through a T.D.D. (Telecommunication Device for the Deaf) at 1-800-735-2989 at least 48 hours in advance of the meeting.*

---

1. **CALL TO ORDER**
2. **GREETINGS AND INTRODUCTIONS**
3. **WELCOME NEW BOARD MEMBERS DICK SMITH AND BILLY MOORE**
4. **CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the Board Secretary prior to the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the Commission cannot discuss issues raised or make any decision at this time. Issues may be referred to City Staff for research and possible future action.*

*To address the Commission concerning any item on the agenda, please submit a fully completed request card to the Board Secretary prior to the meeting.*

5. **OVERVIEW OF BAIPP**
    - a. Strategic Vision
    - b. By Law's
    - c. Training Requirements
    - d. FY Budget
    - e. Purchasing Policy
    - f. Legal Review
    - g. Agenda Process
  6. **PRESENTATION AND DISCUSSION WITH LYNN OSGOOD REGARDING ART IN PUBLIC PLACES PROGRAMS AND THE ROLES THAT THEY PLAY**
  7. **CONSENT AGENDA**

Consideration, discussion, and possible actions to approve Minutes from August 1st, 2018 meeting.
  8. **STAFF AND BOARD UPDATES**
-

- a. Cultural Arts Master Plan
- b. Volunteer Appreciation Banquet
- c. Old Iron Bridge and FY 19 CIP (Capital Improvement Priorities)
- d. 2018 Art Brochure
- e. 2019 Digital Media Management

**9. ITEMS FOR INDIVIDUAL CONSIDERATION & DISCUSSION**

- a. Consideration, Discussion and possible action to recommend changes to 2-D and 3-D art calls for legal review.
- b. Consideration and discussion regarding the 2019 2-D Art Call for Artists, Calendar, Categories and Cash award.

**Announcements by Board Members of items not for consideration, discussion, or possible action.**

**ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting is posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenience that is readily accessible to the public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org). Said Notice was posted on the following date and time: **September 28th, 1:00 p.m.** and will remain posted for at least two hours after said meeting has convened.

---

Ann Franklin, City Secretary



## *Bastrop Art in Public Places*

*Appointments: Terms based on transition to Cultural Arts Master Plan recommendations*

Place 8: **Dick Smith** (Downtown)

- Previously served as Chair of Main Street Board

Place 9: **Billy Moore** (ETJ)

- Local Artist and currently serves on BISD Board of Trustees

### **Note:**

*Reduce members from 9 to 7 - Eliminating Place 2 and 7 currently vacant*





## ■ Cultural Arts and Tourism ■

### Goal 8.1 – Leverage existing downtown assets to spur additional business activity.

#### Goal 8.1 - Status – On-going

The following action has been taken to achieve this goal:

- Provide funding from Hotel Occupancy Tax to support offerings provided by the Bastrop Museum & Visitor Center and the Bastrop Opera House on an annual basis.
- Partnering through Main Street with the Chamber and BEDC to launch an annual training calendar and resource opportunities – 300 participants completed at least 1 offering in FY 2018.
- Continuing downtown incentive grants in partnership with BEDC in FY 2019.

### Goal 8.2 – Diversify supply chain of natural assets.

#### Goal 8.2 - Status – On-going

The following action has been taken to achieve this goal:

- See actions listed under Goal 7.1 for increased community access to Colorado River as noted in Objective 8.2.2.
- Partnering with Cedar Creek High School to build planter boxes to enhance walkability and curb appeal of Historic Downtown.

### Goal 8.3 – Bolster family and heritage tourism assets.

#### Goal 8.3 - Status – On-going

The following action has been taken to achieve this goal:

- Increased rentals at the Bastrop Convention Center by 50% in FY 2018 over FY 2017, with repeat conventions booked through FY 20.
- Revised contracts, marketing materials, and time offerings making renting the Bastrop Convention Center competitive.
- Provide full-service rentals at the Bastrop Convention Center including catering services (through contractual services with outside vendors), room setups and teardowns, tablecloths, table decorations, and drink stations.
- Provide successful programming including Farm Street Opry monthly, Boogie Back to Bastrop annually, and Red White & You Dance annually.

### Goal 8.4 – Create a long-term strategy for placement of visual and performing arts assets.

#### Goal 8.4 - Status – On-going

The following action has been taken to achieve this goal:

- After completion a Request for Proposal process through the Bastrop Art in Public Places (BAIPP), City hired Go Collaborative on March 13, 2018 to complete a Cultural Arts Master Plan, which will be completed in January 2019.
- Funding has been allocated in the FY 2019 budget to begin implementation immediately upon completion of the study.

**Goal 8.5 – Strengthen Bastrop’s brand throughout the region and the rest of the country.**

**Goal 8.5 - Status – On-going**

The following action has been taken to achieve this goal:

- Council approved a contract with Visit Bastrop on September 12, 2017 to provide specific services related to providing “brand” marketing for Bastrop as a destination, to serve as primary brand advocate, and to better utilize existing facilities.
- Visit Bastrop has created a robust website to enhance visitors’ experience.
- Visit Bastrop is completing a “branding” strategy for Bastrop, which should be implemented in Fall 2018.
- Continue ongoing development of the Bastrop visitor experience to include the community’s culinary and cultural assets.
- City continues relations and connectivity with the Hyatt Lost Pines Resort through various methods.

**Goal 8.6 – Adjust City ordinances to accommodate arts, entertainment, and recreation uses; and to manage their impact on the community.**

**Goal 8.6 - Status – On-going**

The following action has been taken to achieve this goal:

- A draft food truck ordinance was completed and reviewed by Planning & Zoning Commission in Spring 2018. All partners are working to address identified concerns. A Food Truck pilot program is scheduled in the fall to allow food trucks for 6-8 months, address any concerns, and adopt final ordinance.
- Revising Special Events Ordinance and Procedures to meet the City’s Financial Policy requirement of fees covering costs of service and streamline process for customers in FY 2019.



**CITY OF BASTROP**

**BASTROP ART IN PUBLIC PLACES**

**BOARD**

**BYLAWS**

**Article 1**

**NAME AND ADDRESS AND PURPOSE**

- Article 1.1 Name:  
The name of this organization shall be “Bastrop Art in Public Places” hereinafter also referred to as BAIPP, a Board of the City of Bastrop.
- Article 1.2 Address:  
The mailing address of Bastrop Art in Public Places is 1311 Chestnut Street, Bastrop, TX 78602.
- Article 1.3 Purpose:  
The purpose of Bastrop Art in Public Places is to expand the enjoyment, access, and appreciation of art in Bastrop, Texas. This includes assisting the Bastrop City Council in developing guidelines and standards for the selection, display, and maintenance of in the City and to acquire by purchase or donation, works of art for display.
- Article 1.4 Open Meetings Act/Public Information Act:  
BAIPP shall be subject to the Open Meetings Act for the purpose of posting regular meetings and Texas Public Information Act shall apply to the records of the BAIPP.
- Article 1.5 State and Local Purchasing laws:  
BAIPP shall be subject to full compliance with all State and local Purchasing laws. All budgeting and acquisitions shall be coordinated with City Manager. Identification of a potential project in the annual budget doesn’t automatically mean the project has been approved, rather, all projects must be approved by the City prior to initiation of same. Any unbudgeted project must be presented to the City Council, in a formal presentation made at a public meeting, specifically seeking and receiving approval for additional budgetary funding, prior to any work begin done to move the project forward.
- Article 1.6 Staff Liaison; As a City Board, the BAIPP shall be assigned a member of the City’s staff to act as the Board’s Liaison. This City staff person shall be responsible for working with the Board and the Board’s Executive Committee in preparing for regular meetings, posting notices of same, taking minutes and keeping records of the Board, etc. All work requested to be performed by the City Staff, beyond the routine work of the Liaison for the regular meetings, shall be coordinated through the City Manager’s office, in advance, so that proper time scheduling and cost allocation may be accomplished.

**Article 2**

**MISSION, VISION, AND GOALS**

- Article 2.1 Mission Statement:



To increase awareness and appreciation of art, as well as increase civic pride through the display of art in the City of Bastrop, Texas.

Article 2.2 Vision Statement:

To create an environment where the City of Bastrop is locally and nationally recognized as an art and cultural center.

Article 2.3 Goals:

- Use the display of public Works of Art to further the Bastrop community's sense of civic pride.
- Use the display of public Works of Art as an educational opportunity for public, as well as to enhance art education with artists in the community and beyond.
- Contribute to cultural tourism.
- Support diversity through art.
- Make art accessible to all individuals, including those with special needs.
- Encourage early collaboration on civic projects with design professionals and artists.

### **Article 3** **DEFINITIONS**

Article 3.1 Definitions:

Article 4.1a "Art in Public Places":

"Art in Public Places" means any visual Work of Art displayed for two weeks or more located on City property or private property that is accessible to the public. This includes outside space, the exterior of a City owned facility, inside any City building, or on private property if the Work of Art is intended by the display to be visible to and enjoyed by the public.

Article 3.1b "Work of Art":

"Work of Art" includes but is not limited to a sculpture, water feature, monument, mural, fresco, relief, painting, photograph, and glass installation. "Work of Art" would normally not include landscaping, paving, architectural ornamentation, or signs.

### **Article 4** **ART COLLECTION POLICY**

Article 4.1 Art Ownership:

Article 4.1a Works of art acquired in whole or in part by the City of Bastrop with the assistance of the BAIPP shall be acquired in the name and under the ownership of the City of Bastrop.

Article 4.1b The BAIPP will assist the City in obtaining funding for the City's acquisition of art, whether through the City's budget process, fund raising or grant procurement. All funds obtained for the benefit of the BAIPP shall be held by the City of Bastrop.

Article 4.2 Art Selection Guidelines:

The BAIPP shall assist the City Council with acquiring Works of Art by:

- Identifying and recommending suitable Works of Art to be displayed.
- Facilitating the preservation of Works of Art to be displayed.
- Assisting with the process and methodology for competitively selecting Works of Art for acquisition and/or display.
- Assisting with any other matter necessary and appropriate for the administration of the BAIPP in accord with its mission, vision, and goals.
- Work within the Bastrop community to collaborate with entities on “art projects” that will enhance its citizen’s appreciation and understanding of art.

Article 4.3 Art Selection and Display Standards:

The BAIPP shall give special attention to the following issues:

- Appropriateness of the Work of Art to the property on which the Work of Art is to be displayed, taking into consideration the surrounding environment, natural landscape features, and the historical significance/character of the property.
- Appropriateness of the material, textures, colors, and design of the Work of Art to the property and surrounding areas.
- Establishing continuity of the Works of Art displayed in the City through design and placement.
- Providing aesthetic and cultural diversity among the Works of Art to be displayed in the City of Bastrop, through an unbiased selection process, a balanced inventory, and the display of variety of styles, design, and media.

Article 4.4 Procedure for Initiating Calls for Projects of the BAIPP.

- At least ninety (90) days prior to publication of any call to artists, for a BAIPP project, the BAIPP Board shall submit the proposed Call to the office of the City Manager for evaluation. During the evaluation period, the City Manager will work with the Finance Director to evaluate potential BAIPP/City costs of the proposed project to determine how it will affect the BAIPP’s annual budget and funds remaining for expenditure.
- Additionally, the City Manager may create an in-house team of staff advisors to assist in evaluating the specifics required for each BAIPP projects, such as site identification and preparation, material requirements specific to the project, if any, security issues, and insurance issues.
- The City Manager will also determine whether it is necessary to involve the City Council in any approval for the proposed project, at that time (i.e., prior to the call publication)
- The City Manager will notify the BAIPP of any additional information required and also will notify the BAIPP Chairperson and staff Liaison when the City Manager’s office has finished its evaluation of the proposed project and it is ready for publication of the call to artists.

**Article 5**  
**PUBLIC ART DISPLAYS**

Article 5.1 Displays of Art in Public Places:

- Article 5.1a Authority:  
BAIPP projects to be displayed in the City of Bastrop shall be approved by the City Council. Final selection of the works accepted for Public Calls for public display (but not City acquisition) will be brought to the City Council for approval of individual art pieces, should the City Manager determine Council approval of the artwork recommended for public display is in the best interest of the community. All works of art to be purchased by the City of Bastrop, as recommended by BAIPP, shall first be presented to the City Manager and must be approved by the City Council.
- Article 5.1b Location  
Works of art recommended by the BAIPP, with the input and oversight of the City Manager, may be displayed (temporarily or permanently) on public property or by agreement with the private property Owner and City of Bastrop, on any private property with substantial public exposure in and around the City of Bastrop.
- Article 5.1c City Facilities:  
BAIPP shall advise the City Council and City Manager regarding the design, execution, and placement of Works of Art, when applicable, to certain public improvement projects.
- Article 5.1d Art Maintenance:  
BAIPP shall inform the City Manager of required maintenance for Works of Art on display in the City of Bastrop. Works of Art which require substantial or significant maintenance shall be discussed and approved by the City Manager before proceeding with acquisition and prior to undertaking the required maintenance. The BAIPP shall be responsible for preparing and providing to the City an estimate of the anticipated maintenance responsibilities prior to the acquisition of a Work of Art, and the cost of all maintenance shall be charged against the BAIPP annual budget approved by the Council.
- Article 5.1e Loans:  
Works of art owned by the City may be loaned by the City for exhibition, pursuant to recommendations by the BAIPP, and upon terms agreed to by the City and the party seeking to borrow the Work of Art, with Council approval.

## **Article 6** **MANAGEMENT**

- Article 6.1 Management, Funding and Policies of the BAIPP:  
Article 6.1a The BAIPP is authorized to promote the goals for which the BAIPP is created.

- Article 6.1b The BAIPP shall adopt policies as may be deemed necessary to acquire and display Works of Art in the City of Bastrop, within the terms of the Bylaws and the Ordinance that established the BAIPP as a City Board, and as approved by the City.
- Article 6.1c Depending on the scope of the Work of Art to be acquired and displayed in the City of Bastrop, the BAIPP may be responsible for reporting to the City Manager, and/or City Council regarding the progress of the project and the use of funds, but shall comply with State and City purchasing laws and the policies and practices of the City’s finance department.
- Article 6.1d The BAIPP shall be responsible for developing a “proposed” yearly operating budget for the acquisition and display of new Works of Art in the City of Bastrop, as well as, any ongoing maintenance and/or replacement (repair) responsibilities for those Works of Art currently under the City’s possession or control. This budget shall be submitted to the City Manager on or before June 1<sup>st</sup> of each calendar year.
- Article 6.1e The BAIPP shall be responsible for establishing an “Art Registry” through which artists may register their Works of Art for potential selection and display in the City of Bastrop. In addition, the BAIPP shall develop and implement, with the approval of the City Council, a fair and unbiased mechanism for selecting Works of Art to be displayed by the City.

**Article 7**  
**MEMBERSHIP**

- Article 7.1 The membership, terms and vacancies of the BAIPP Board are set forth in the City’s Code of Ordinances, Section 1.16.001, et seq.
- Article 7.2 Meetings:  
The BAIPP shall meet a minimum of five (5) times per year. Regular and special meetings may be called or cancelled by the Chair and/or upon the petition of one-third of the then current membership of the BAIPP. The location of BAIPP meeting will be at City Hall, unless otherwise identified in the public notice posted in compliance with the Open Meetings Act. No meetings of the BAIPP will be held unless they are posted in accord with State law. .
- Article 7.3 Resignations:  
Any BAIPP member may resign at any time, by giving notice of such resignation to the Chairperson and the City Manager, in writing. Unless otherwise specified, such resignations will take effect upon receipt. The Mayor, subject to confirmation by the City Council, shall appoint a successor to serve the remainder of the resigning member’s unexpired term.
- Article 7.4 Removal:  
A member may be removed by the City Council at its sole discretion or upon recommendation by the BAIPP, for cause or no cause.

## **Article 8** **OFFICERS**

Article 8.1 Officers:

The officers of BAIPP shall be Chair, Vice-Chair, and Secretary/Treasurer. These officers shall compose the “Executive Committee” of the Board, and the Executive Committee (and its members) are the individuals who shall be responsible for communications with and meeting with the City staff, City Manager, and presentations to the City Council, concerning matters under the purview of the BAIPP.

Article 8.2 Election:

The Chair will be selected by the vote of the voting members of the Board, on an annual basis. Once the Chair is selected by the vote of the Board, the Chair will solicit recommendations from the remaining BAIPP membership for the appointment of the other Officers of the BAIPP. All nominees will have given their consent to having been nominated. The proposed slate of nominees will be reviewed and voted upon annually by the BAIPP voting membership.

Article 8.3 Terms of Office:

The elected officers of BAIPP will be elected to sever in their Office for one year terms, with that service beginning on July 1.

Article 8.4 Duties of officers:

Article 6.4a Chair:

- Shall serve as the Chief Executive Officer, act as spokesperson, appoint committee chairs, preside at Board meetings, work with staff liaison to prepare the meeting agenda and perform other duties as necessary to meet the objectives of BAIPP.

Article 6.4b Vice Chair:

- Shall preside in the absence of the Chair and shall perform such other duties as may be delegated by the Chair.

Article 6.4c Secretary/Treasurer:

- Shall work with the staff liaison to ensure that all meetings are publicly posted in compliance with the Open Meeting Act, that the minutes of each BAIPP meeting are recorded, ensure that meeting minutes and attendance records are available when requested, assist the Chair as needed in notifying members of meetings, and maintain the roster and contact information.
- Shall work with the City Manager and the Finance Department to keep an accurate accounting of all funds received and expended by the BAIPP, which shall be held in the possession of the City, regardless of the source and whether from public or private sources.
- All written statements and accounts shall be maintained and filed in the office of the City Manager of the no less than quarterly per annum and when requested by the City Council, the Finance Department, or the City Manager.



Article 8.5 Vacancies in Offices:  
In case of a vacancy in an elected office, the BAIPP will appoint another existing member to serve as a successor officer to fill only the remaining unexpired term of office.

**Article 9**  
**BAIPP SUB-COMMITTEES**

Article 9.1 BAIPP Sub-committees:  
Sub-committees shall be appointed, as needed, by the Chair to assist the BAIPP with matters related to the Board's work. These sub-committees shall cease to exist when the purpose for which the Sub-committee was created has been accomplished.

**Article 10**  
**AMENDMENTS TO THE BYLAWS**

Article 10.1 Amendments to the Bylaws  
These Bylaws may be amended by: 1) the City Council; or 2) with the subsequent approval of the Council, upon a two-thirds vote of the then existing membership of the BAIPP, at any regular meeting, provided that the proposed changes have been presented to all members of the BAIPP, in writing, at least two weeks prior to the meeting during which the amendment will be acted upon.

**Article 11**  
**FISCAL YEAR**

Article 11.1 Fiscal/Business Year:  
The fiscal and business year of BAIPP shall be the same as the City of Bastrop.

**Article 12**  
**PARLIMENTARY AUTHORITY**

Article 12.1 Parliamentary Procedure:  
"Robert's Rules of Order", the most current publication, will be the authority of all questions of parliamentary law not covered by these Bylaws. The Chair may appoint a Parliamentarian, if required.

**Article 13**  
**POLITICAL ACTIVITY**

Article 13.1 Support of Issues:  
BAIPP will work with City Officials for preparation, enactment and enforcement of laws, ordinances, policies and regulations compatible with the objectives and purposes of the BAIPP. Otherwise, the BAIPP will not be involved in political issues.

Article 13.2 Candidate Support:  
BAIPP shall not engage in any activity either supporting or opposing the candidacy of any individual, group of individuals, or party for political office.

Article 13.3 Use of Membership:  
Members of the organization will refrain from utilizing their membership and the BAIPP name for political gain or expressing opinions in a manner that suggests BAIPP supports the member's issue or opinion.

**Article 14**  
**CONFLICT OF INTEREST/ETHICS**

Article 14.1 Conflict of Interest:  
Members of the BAIPP Board shall comply with the City of Bastrop's Ethics Ordinance.

Amended and Approved by the City Council on May -----, 2015

Ken Kesselus, Mayor

# FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	86 BASTROP ART IN PUBLIC PLACES		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
SUPPLIES AND MATERIALS	\$5,518	\$500	\$350	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$5,000	\$5,000
CONTRACTUAL SERVICES	\$79,447	\$77,050	\$30,000	\$67,232	\$47,232
OTHER CHARGES	\$27,070	\$16,500	\$10,000	\$23,920	\$23,920
CONTINGENCY	\$0	\$0	\$0	\$50,000	\$0
CAPITAL OUTLAY	\$53,900	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$165,935</b>	<b>\$94,050</b>	<b>\$40,350</b>	<b>\$146,152</b>	<b>\$76,152</b>

## Hotel Occupancy Tax Fund – BAIPP



Seton Hospital Groundbreaking – May 2018

# Strategic Vision

## Strategic Vision

Vision Statement. . . . .	29
Comprehensive Plan Accomplishments. . . . .	31
FY 2018 Achievements. . . . .	41
Organization Work Plan – FY 2019. . . . .	45
Annual Budget Process . . . . .	49
Annual Budget Calendar . . . . .	50



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

**This page is intentionally left blank.**





**Bastrop – a welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment.**



# Vision Statement



**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

**This page is intentionally left blank.**

# Comprehensive Plan

## Goals & Objectives

Bastrop Comprehensive Plan 2036 was adopted in November 2016 and serves as only the second Comprehensive Plan adopted by the City. The first plan, Bastrop Comprehensive Plan 2020, was adopted in 2001. Much had changed in the community during this 15 year period. Therefore, an extensive citizen engagement process was initiated including over 2,545 cumulative survey responses throughout the planning process. The online response to the survey elicited responses from 975 city residents, which is a response rate of nearly 14% of Bastrop’s total population. There is a strong commitment on the part of Bastrop’s current Council to ensure this document serves as a significant cornerstone to the strategic planning initiatives under taken by the organization. This document highlights the adopted goals and any anticipated or completed progress.

### Community Growth

**Goal 2.1 - Maintain and enable a policy of “measured growth” as represented by the Bastrop Growth Program.**



#### Goal 2.1 Status – In Progress - FY 2020 Completion

City Council has taken the following action to achieve this goal:

- Created an initiative known as “Building Bastrop” to guide responsible development that honors our authentic past and prepares for our sustainable future.
- Established requirement that all codes take a holistic approach to create geographically-sensitive, fiscally sustainable development in the future.
- Implemented a Drainage Moratorium on all development to stop all development that is detrimental to community.
- Hired Simplecity Design (SCD) to update all existing land-use and development related codes and align them to the Comprehensive Plan.
- Protecting Bastrop’s authentic past by “coded the DNA” of Downtown Bastrop to document regulations that work and have proven to be sustainable for more than a century.
- Updating Zoning Ordinance and Sign Ordinance by mid-March 2019.
- Updating all development-related codes by December 31, 2019.
- Funded the development of a Fiscal Impact Analysis model to ensure financial sustainability in FY 2019.
- Updating Interlocal 1445 Agreement with Bastrop County that establishes development standards in City’s ETJ.

**Goal 2.2 - Ensure long-term water system capacity and water quality for existing customers while accommodating incremental growth and development.**

#### Goal 2.2 Status – In Progress - FY 2021 Completion

City Council has taken the following action to achieve this goal:

- Authorized purchase of additional 3,000-acre feet of water, for a total of 7,613-acre feet in Simsboro Aquifer.
- Reached consensus at March 24, 2018 Special Workshop to build consolidated water treatment plant that treats for improved aesthetics in water quality and purchase wholesale water from Aqua Water Corporation to manage excess demand until plant is complete.
- Approved Engineering Scope of Service with Freese & Nichols on September 11, 2018 to design and manage construction of consolidated water treatment plant at XS Ranch and distribution lines to Willow Plant.
- Estimated timeline for water plant production is FY 2021.

### **Goal 2.3 - Mitigate expected increases in water demand through enhanced conservation practices.**

**Goal 2.3 Status – No Action**

### **Goal 2.4 - Expand wastewater collection and treatment capacity in a cost-effective manner**

**Goal 2.4 Status – In Progress – FY 2021 Completion – Phase 1**

City Council has taken the following action to achieve this goal:

- Reached consensus at March 24, 2018 Special Workshop to build a consolidated activated sludge wastewater treatment facility on 26-acre site, owned by City of Bastrop for this purpose.
- Approved Engineering Scope of Service with KSA Engineering on August 28, 2018 to design and manage construction of consolidated wastewater treatment plant and related distribution system.
- Construction of Phase 1 will begin before September 1, 2019 for Phase 1, a 2-million-gallon facility.
- Design of Phase 2, a 2<sup>nd</sup> 2-million-gallon facility, will immediately start upon completion of Phase 1.

### **Goal 2.5 - Enhance Wastewater System Efficiency.**

**Goal 2.5 Status – Completed Planning; Ongoing Implementation**

The following action has been taken to achieve this goal:

- Developed a 10-year replacement schedule for all pumps, lift stations, and manholes, which is fully funded in the adopted rates. Year 1 will be implemented in FY 2019.
- Evaluating all wastewater collection lines associated with failed streets to be replaced at time of street reconstruction. Identified wastewater lines to be replaced as a part of North Bastrop Community Rehabilitation Project in FY 2019.
- Developed three (3) year plan to routinely test for Inflow & Infiltration into wastewater system. Completed Year 1 in FY 2018 by testing 56,000 feet and identifying/fixing 166 deficiencies.

### **Goal 2.6 - Reduce Flood Hazards in Bastrop through the programmed improvement of the City storm water system.**

**Goal 2.6 Status – On-Going**

City Council has taken the following action to achieve this goal:

- Received Drainage Study from Halff Associates on February 20, 2018.
- Enacted a Drainage Moratorium on August 14, 2018.
- Updating land-use policies to be geographically sensitive including low-impact development standards, which will include findings from Atlas 14 maps, when available.
- Approved Engineering Scope of Service with Halff Associates to evaluate existing regulations with new findings to determine “gap” in drainage calculation requirements.
- Funded City’s match for three (3) drainage improvement programs including Public Works Detention Pond, Pine Street Drainage Improvements, and Jasper/Newton Drainage Improvements. All 3 projects anticipated to start construction in FY 2020.



**Goal 2.7 - Protect water quality in the Lower Colorado River Watershed by mitigating storm water discharges associated with growth and development.**

<b>Goal 2.7 Status – In Progress</b>
City Council has taken the following action to achieve this goal: <ul style="list-style-type: none"><li>• Requiring low impact development standards as a part of updating development code regulations.</li></ul>

**Public Facilities**

**Goal 3.1 - Provide adequate and appropriate public facilities and services to maintain the safety and quality of life for residents, visitors, and workers in Bastrop.**

<b>Goal 3.1 Status – Ongoing</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Funded renovations in FY 2019 budget at City Hall to improve Planning &amp; Zoning space and add additional offices.</li><li>• Funded feasibility study to evaluate long-term fire service in Bastrop and related facilities in FY 2019.</li><li>• Will include a Public Works facility study in FY 2020 budget for inclusion in a future CIP.</li><li>• Conducted over 2,350 hours of emergency management training organization-wide in FY 2018.</li><li>• Updating Equipment Replacement Schedule and reviewing replacement policies with Council – FY 2019.</li><li>• Completing necessary tasks to obtain Texas Police Chiefs' Recognition Program – FY 2019.</li></ul>

**Goal 3.2 - Improve the long-term fiscal and environmental efficiency of public facilities.**

<b>Goal 3.2 Status – Ongoing</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Hired additional staff in FY 2019 to implement citywide electronic records management. In addition to adding much needed staff capacity, additional space will be freed up in all facilities that will no longer be required for physical records storage.</li><li>• Conducting a perpetual care actuarial study for Fairview Cemetery in FY 2019 to ensure long-term financial sustainability.</li><li>• Developing a 10-year building maintenance plan including inspections and annual contracts in FY 2019.</li><li>• Developing a 10-year park maintenance plan including inspections and annual contracts in FY 2019.</li><li>• Developing a Citywide Network Systems Replacement Schedule in FY 2019.</li></ul>



**Goal 3.3 - Engage in partnership with other public entities to maximize the utilization of and accessibility to public buildings and grounds.**

<b>Goal 3.3 Status – Ongoing</b>
<p>City Council has taken the following action to achieve this goal:</p> <ul style="list-style-type: none"> <li>Expanded YMCA contract in FY 2019 to include Movies in the Park and two (2) sessions of tennis lessons, which will be held at Bastrop Independent School District (BISD) facilities.</li> <li>Approved a lease to the Bastrop Senior Center in FY 2018 of the Bastrop Activity Center (i.e. Emergency Shelter) for senior programming in turn for assistance when providing shelter services.</li> <li>Approved an Adopt-a-Street Program with Keep Bastrop County Beautiful, who have adopted 12 streets since inception in early 2018.</li> <li>Funding a Partnership Agreement with Bastrop County Long-Term Recovery Team to provide support services to Bastrop Emergency Shelter in times of emergency situations – FY 2019.</li> </ul>



**Goal 4.1 - Provide a greater diversity of housing options in Bastrop while protecting the character of the City's existing neighborhoods.**

<b>Goal 4.1 Status – On-going</b>
<p>City Council has taken the following action to achieve this goal:</p> <ul style="list-style-type: none"> <li>Council approved a Resolution of No Objection supporting The Preserve at Hunters Crossing, LP, a development of 140 affordable rental housing units, on property zoned for multi-family development.</li> </ul>

**Goal 4.2 – Maintain the overall quality of existing housing stock in Bastrop.**

<b>Goal 4.2 Status - No Action</b>

**Goal 4.3 - Develop housing targets that align with local demand.**

<b>Goal 4.3 Status – No Action</b>

**Goal 4.4 - Provide home ownership opportunities to Bastrop's low-to-moderate income and special needs populations**

<b>Goal 4.4 Status - No Action</b>

## **Goal 4.5 - Maintain or enhance the health of Bastrop's older and historic neighborhoods.**

### **Goal 4.5 Status – On-Going**

The following action has been taken to achieve this goal:

- Strengthened Local Preservation Ordinance in FY 2018.
- Established goal to obtain Certified Local Government designation in FY 2019.
- Established goal to create a Code Enforcement Strategic Plan with an education component upon completion of Phase I Code Updates – FY 2019 Work Plan.
- Will re-institute downtown incentive grant program in FY 2019 in partnership with Bastrop Economic Development Corporation.

## **■ Land Use and Community Image ■**

## **Goal 5.1 -- Utilize the Future Land Use Plan to guide decisions regarding proposed development and redevelopment activities in Bastrop and the City's ETJ.**

### **Goal 5.1 - Status – On-going**

The following action has been taken to achieve this goal:

- Planning & Zoning Staff reference the Future Land Use Plan in all staff reports, which provides basis for recommendations to Planning & Zoning Commission and City Council.
- The Future Land Use Plan will be incorporated into the Code Updates – Phase I and II, updated the zoning ordinance and technical design standards.

## **Goal 5.2 – Enhance community character and design through the amendment of city land development regulations and projects to improve the function and aesthetics of public properties.**

### **Goal 5.2 - Status – In Progress – FY 2020 Completion**

City Council has taken the following action to achieve this goal: (Please see Goal 2.1 for additional information)

- Funded Code Update – Phase 1 in FY 2019, which will include updating Zoning and Sign Ordinances, to be fiscally sustainable and geographically sensitive and in alignment with Comprehensive Plan. Estimated completion date is March 2019.
- Funded Code Update – Phase 2 in FY 2019, which will include updating technical criteria manual including construction standards, review and modifications to subdivision ordinance and development process to align with updated development codes (Phase 1) and Comprehensive Plan. Estimated completion date is December 2019.
- TxDOT has created landscaped gateways at SH 71 & Tahitian and SH 71 & Childers.

# ■ Transportation ■

## Goal 6.1 - Manage traffic congestion and improve system reliability.

### Goal 6.1 - Status – On-going

The following action has been taken to achieve this goal:

- TxDOT completed overpass improvements at SH 71 and SH 95, which significantly improved traffic congestion.
- TxDOT will award bids for SH71 Package 4 in May 2019: Phase 1- Construction of service roads over the Colorado River – Estimated completion 8 -12 months; Phase 2 – Main Lane Construction; Phase 3 – Old Bridge demolition. Completion – 2022.

## Goal 6.2 – Enhance transportation system connectivity.

### Goal 6.2 - Status – On-going

The following action has been taken to achieve this goal:

- BEDC is constructing Agnes Street from SH 304 to the eastern boundary of the Seton Hospital property.
- BEDC staff are negotiating with property owners along the aligned Agnes route to complete this connection as development occurs.

## Goal 6.3 - Preserve and maintain existing transportation assets.

### Goal 6.3 - Status – On-going

The following action has been taken to achieve this goal:

- Completed a Pavement Condition Index Study in January 2018.
- Developed a multi-year Street Maintenance Program to “Keep the Good Streets Good.”
- Funded Year 1 and 2 of the Street Maintenance Program in the 2018 Certificate of Obligations Series.
- Implementing Year 1 of Street Maintenance Program in FY 2019.
- Reconstructing Main Street from Water Street to Spring Street as a part of the Main Street Rehabilitation Project.
- Reconstructing multiple sections of failing streets including parts of Maple, Magnolia, and Locust as a part of North Main Community Rehabilitation Project.

## Goal 6.4 – Improve the safety of the Bastrop Transportation System for all users.

### Goal 6.4 - Status – On-going

The following action has been taken to achieve this goal:

- Ensuring compliance with City’s access management policies during site plan review on all development.
- Utilize traffic counter data, provided by Public Works, to address identified priority locations for targeted enforcement of speeding and other unsafe behaviors by the Police Department on an as needed basis.

## **Goal 6.5 – Improve active transportation options.**

### **Goal 6.5 - Status – On-going**

The following action has been taken to achieve this goal:

- Completing gaps in residential sidewalks for traffic safety in the downtown corridor – FY 2019.
- Addressing ADA enhancements along Main Street as a part of the Main Street Rehabilitation Program, which is considered a high pedestrian traffic corridor.

## **Goal 6.6 – Expand and enhance transit services.**

### **Goal 6.6 - Status – On-going**

The following action has been taken to achieve this goal:

- Interlocal Agreement with CARTS was executed in FY 2018.
- A bus stop has been designed at Spring/Main Streets. Project has been put on-hold pending completion of Main Street Rehabilitation Project.

## **Goal 6.7 – Enhance multi-modal freight capacity**

### **Goal 6.7 - No action**

## **Goal 6.8 – Build a network of complete streets and preserve quality of place.**

### **Goal 6.8 - Status – In Progress – FY 2020 Completion**

The following action has been taken to achieve this goal:

- Phase I and II of the Code Updates will address street cross sections, which will incorporate Complete Streets principles – December 2019.
- Pop-up example of Main Street Rehabilitation project will be utilized after design, but prior to construction, to show context of public space, sidewalks, and roadway. – FY 2019

## **Goal 6.9 – Support the land use, economic development and urban design goals of the Comprehensive Plan.**

### **Goal 6.9 - Status – In Progress – FY 2020 Completion**

The following action has been taken to achieve this goal:

- Phase I and II of the Code Updates will address street cross sections, which will incorporate Complete Streets principles – December 2019.



## ■ Parks and Recreation ■

### **Goal 7.1 – Provide a sufficient amount of public park land and open space for current and future residents**

#### **Goal 7.1 - Status – On-going**

The following action has been taken to achieve this goal:

- Pecan Park Developers have installed a linear trail along the Colorado River, providing access to homeowners and the public, and serving as a future trail connection.
- Council awarded Professional Services Agreement to Kimley-Horn on August 28, 2018 for the design and construction management of the rehabilitation of the Old Iron Bridge.
- Funding of \$2 million was included in the \$4.7 million Certificate of Obligations Series to rehabilitate the Old Iron Bridge.
- Construction of Downtown River Trail loop has been funded through a CAMPO Grant of \$485,000, Keep Bastrop County Beautiful - \$130,000; and BEDC - \$65,000. Pedestrian crossing over River will occur with the completion of the TxDOT Service Roads and the rehabilitation of Old Iron Bridge.
- One (1) mile State Park Trail between Bastrop State Park and Chestnut Street is fully funded and under design by MWM Design Group.

### **Goal 7.2 – Address current and future recreation needs through the provision and maintenance of indoor and outdoor recreational facilities.**

#### **Goal 7.2 - Status – On-going**

The following action has been taken to achieve this goal:

- Developing a plan for private initiative to program and operate the City's rodeo arena – FY 2019.
- Developing a 10-year park maintenance plan including inspections and annual contracts – FY 2019.
- Building Skate Park – Phase 1 in Fisherman's Park – FY 2019.

### **Goal 7.3 – Meet future recreational demand through adjustments to the City's operational capacity.**

#### **Goal 7.3 - Status – No Action**

### **Goal 7.4 – Ensure that residents have access to recreational opportunities through the equitable distribution of park land and open space.**

#### **Goal 7.4 - Status – On-going**

The following action has been taken to achieve this goal:

- Park land is critical to creating a fiscally sustainable community. Open space and landscaping requirements will be addressed in the Code Update – Phase 1, scheduled for completion in March 2019. Amendments to Park and Open Space ordinances will occur as a result of the code update.



## ■ Cultural Arts and Tourism ■

### Goal 8.1 – Leverage existing downtown assets to spur additional business activity.

#### Goal 8.1 - Status – On-going

The following action has been taken to achieve this goal:

- Provide funding from Hotel Occupancy Tax to support offerings provided by the Bastrop Museum & Visitor Center and the Bastrop Opera House on an annual basis.
- Partnering through Main Street with the Chamber and BEDC to launch an annual training calendar and resource opportunities – 300 participants completed at least 1 offering in FY 2018.
- Continuing downtown incentive grants in partnership with BEDC in FY 2019.

### Goal 8.2 – Diversify supply chain of natural assets.

#### Goal 8.2 - Status – On-going

The following action has been taken to achieve this goal:

- See actions listed under Goal 7.1 for increased community access to Colorado River as noted in Objective 8.2.2.
- Partnering with Cedar Creek High School to build planter boxes to enhance walkability and curb appeal of Historic Downtown.

### Goal 8.3 – Bolster family and heritage tourism assets.

#### Goal 8.3 - Status – On-going

The following action has been taken to achieve this goal:

- Increased rentals at the Bastrop Convention Center by 50% in FY 2018 over FY 2017, with repeat conventions booked through FY 20.
- Revised contracts, marketing materials, and time offerings making renting the Bastrop Convention Center competitive.
- Provide full-service rentals at the Bastrop Convention Center including catering services (through contractual services with outside vendors), room setups and teardowns, tablecloths, table decorations, and drink stations.
- Provide successful programming including Farm Street Opry monthly, Boogie Back to Bastrop annually, and Red White & You Dance annually.

### Goal 8.4 – Create a long-term strategy for placement of visual and performing arts assets.

#### Goal 8.4 - Status – On-going

The following action has been taken to achieve this goal:

- After completion a Request for Proposal process through the Bastrop Art in Public Places (BAIPP), City hired Go Collaborative on March 13, 2018 to complete a Cultural Arts Master Plan, which will be completed in January 2019.
- Funding has been allocated in the FY 2019 budget to begin implementation immediately upon completion of the study.

**Goal 8.5 – Strengthen Bastrop’s brand throughout the region and the rest of the country.**

**Goal 8.5 - Status – On-going**

The following action has been taken to achieve this goal:

- Council approved a contract with Visit Bastrop on September 12, 2017 to provide specific services related to providing “brand” marketing for Bastrop as a destination, to serve as primary brand advocate, and to better utilize existing facilities.
- Visit Bastrop has created a robust website to enhance visitors’ experience.
- Visit Bastrop is completing a “branding” strategy for Bastrop, which should be implemented in Fall 2018.
- Continue ongoing development of the Bastrop visitor experience to include the community’s culinary and cultural assets.
- City continues relations and connectivity with the Hyatt Lost Pines Resort through various methods.

**Goal 8.6 – Adjust City ordinances to accommodate arts, entertainment, and recreation uses; and to manage their impact on the community.**

**Goal 8.6 - Status – On-going**

The following action has been taken to achieve this goal:

- A draft food truck ordinance was completed and reviewed by Planning & Zoning Commission in Spring 2018. All partners are working to address identified concerns. A Food Truck pilot program is scheduled in the fall to allow food trucks for 6-8 months, address any concerns, and adopt final ordinance.
- Revising Special Events Ordinance and Procedures to meet the City’s Financial Policy requirement of fees covering costs of service and streamline process for customers in FY 2019.



# Policy & Operational FY 2018 Strategic Review

The City Council adopted nine (9) focus areas to provide structure around how organizational resources should be allocated to achieve their Vision. A Five (5) Year Operational Workplan was created in September 2017 and built around these nine (9) areas. This FY2018 – FY 2022 Work Plan contains 186 items, of which 113 items or 61% were placed in FY 2018.

In FY 2018, 65 items were completed, 33 items are in progress, and 20 received no action. There were five (5) items moved up from future years. So, of the 61% or 113 items included in the FY 2018 work plan, 87% of these items were completed or in-progress.

Outlined below is a summary highlighting many of the **OUTSTANDING** FY 2018 Work Plan accomplishments, which underscores the strong partnership between policy and operations.



## Authentic Bastrop

Maintain and enhance our historic community feel by leveraging the combination of community, cultural, and recreational assets that make Bastrop a special place to live and work.

### FY 2018 Achievements:

- Hired Go Collaborative to conduct a Cultural Arts Masterplan. Expected completion – January 2019.
- Provided coordination/logistical support for 50+ special events.
- Addressed public concern about roaming chickens/roosters by hiring a trapper, removing 93 chickens/roosters by year-end, and repealing the chicken sanctuary.
- Completed design for a skate park.
- Completed Delgado Park – Phase 1.



## Communication

Support and enhance open two-way communication between the City and its residents and businesses

### FY 2018 Achievements:

- Established City's communication vision and goals and increased social media engagement by 93%.
- Implemented customer portal to access individual utility billing information.
- Prepared FY 2019 budget for Distinguished Budget Presentation award.
- Improved visual experience to viewers watching Council meetings.
- Held joint workshops with City Council and active boards and commissions.



## Community Safety

Keep citizens, businesses, and visitors safe.

### FY 2018 Achievements:

- Conducted over 2,350 hours of emergency management training organization-wide.
- Created and implemented a Crisis Communication Plan.
- Completed FEMA Shelter, located at 1206 Linden.
- Installed new street signage with hundred block identification.
- Implemented rights-of-Way mowing contract.
- Completed Well J at XS Ranch.
- Awarded professional service agreement for design and construction management of a new wastewater treatment plant.
- Awarded professional service agreement for design and construction management of a new water treatment plant.

# FY 2018 Achievements



## Economic Vitality

Create sustainability by leveraging infrastructure renewals and investment, enhancing public/private partnerships, and fostering an inclusive and diverse environment that encourages entrepreneurial ventures and tourism.

### FY 2018 Achievements:

- Held quarterly meetings with BP&L Community Support groups.
- Prepared Certification of Obligation Sale of \$4.7 million with no tax increase.
- Developed \$63 million Capital Improvement Program to address essential water, wastewater, streets, and drainage needs and commitments for trails by prior Councils.
- Increased FY2018 Convention Center rentals by 50% over FY2017.
- Approved contract with Visit Bastrop to promote tourism in the City of Bastrop.
- Partnered through Main Street with the Chamber and BEDC to launch an annual training calendar and resource opportunities – 300 participants completed at least 1 offering.



## Fiscal Responsibility

Prepare and manage budget; fiduciary responsibility.

### FY 2018 Achievements:

- Conducted ground-truthing sonar on west section of Fairview Cemetery.
- Saved \$100,000 in Year 1 in health claims through Compass Medical Services, with a 13:1 return-on-investment.
- Received less than 25 Workers' Compensation claims with less than five (5) loss-time claims.
- Updated City's Catastrophic Sick Leave Policy.
- Had 49 submittals in Engineering Request for Qualification process, which resulted in 12 engineering firms being added to the List of Qualified Engineers in eight (8) categories.
- Created Hospitality & Downtown Department to coordinate community resources, enhance citizens' understanding of value, and leverage the visitors' experience.
- Completed Pavement Condition Impact Study and developed and funded 1<sup>st</sup> two (2) years of street maintenance program.



## Manage Growth

Plan for and manage growth, development, and redevelopment to maintain Bastrop's authentic feel and character.

### FY 2018 Achievements:

- Drafted new Subdivision Ordinance.
- Hired Simplicity Design to begin process of "coding DNA" of downtown Bastrop.





## Multi-Modal Mobility

Improved mobility for all modes of transit to integrate the community through connectivity.

### FY 2018 Achievements:

- Approved Interlocal Agreement with CARTS.
- Hired MWM Design to design State Park Trail.
- Awarded contract for concrete contractor to complete gaps in sidewalks for traffic safety in Downtown.



## Organizational Excellence

Organize governance; progressive operational policies and procedures; employee and citizen volunteer recognition.

### FY 2018 Achievements:

- Implemented Neogov Software to improve employee onboarding and online job applications.
- Implemented Tyler Technology Police Records Management System, Police Computer Aided Dispatch, and Municipal Court software
- Held 1<sup>st</sup> Annual Boards & Commission & Volunteer Banquet.
- Held 1<sup>st</sup> Annual Boards, Commissions, and Volunteer Fair.
- Implemented a Citizen Input Survey on capital improvements, programs, and services.
- Participated in NIBBLES Backpack program building food bags feeding 100 food insecure BISD students each weekend during school year.
- Established 10-year maintenance program for water and wastewater infrastructure replacement.
- Completed Year 1 of testing 56,000 feet of sewer lines for Inflow & Infiltration, identifying and repairing 166 deficiencies – (Item moved up from FY 2019.)
- Revised City's Board & Commission Application.
- Hired Assistant Director of Public Works.
- Developed Emergency Management Plan Readiness Levels.



## Unique Environment

Continue beautification of natural areas, parks, river, and landscape.

### FY 2018 Achievements:

- Coordinated an Adopt-a-Street program with Keep Bastrop County Beautiful, which has adopted out 12 streets.
- Improved Christmas Lighting in Downtown and Fisherman's Park.
- Awarded professional service agreement for design and construction management for structural rehabilitation of the Old Iron Bridge. (Item moved up from FY 2019.)





**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

**This page is intentionally left blank.**

## Strategic Focus - FY 2019

The FY 2019 Organizational Work Plan contains 84 items considered “in-progress” in FY 2018, identified organizational “game changers” that correct manual time-consuming processes, all significant Innovation Fund items budgeted in FY 2019, and all ancillary items associated with the management of the Capital Improvement Program. **There are multiple items included in this workplan that will take several years to complete and will be carried-over in future years.**



### Authentic Bastrop

Maintain and enhance our historic community feel by leveraging the combination of community, cultural and recreational assets that make Bastrop a special place to live and work.

AB #1	Complete Main Street Rehabilitation Project- <i>CIP Street Project</i> . (Comp Plan 6.3)
AB #2	Complete Old Iron Bridge Rehabilitation Project – <i>CIP Street Project</i> . (Comp Plan 7.1.3)
AB #3	Obtain Certified Local Government designation. (Comp Plan 4.5.1)
AB #4	Continue to facilitate downtown incentive grant program. (Comp Plan 8.1.6)
AB #5	Continue relocation program of chickens/roosters in downtown Bastrop.
AB #6	Develop a plan for private initiative to program and operate the City’s rodeo arena. (Comp 7.2.2)
AB #7	Build Phase I of Skate Park in Fisherman’s Park. (Comp Plan 7.2)
AB #8	Implement Cultural Arts Masterplan. (Comp Plan – 8.4.1)
AB #9	Complete North Main Community Rehabilitation Project including water and wastewater line replacement, street rehabilitation, and drainage improvements – <i>CIP Project</i> . (Comp Plan 2.5, 2.2, 2.6, 6.3)

### Communication

Support and enhance open 2-way communication between the City and its residents and businesses.

C #1	Create and implement robust Capital Improvement Program Communication Program.
C #2	Create and maintain an annual calendar of City & Community Events for Council use.
C #3	Develop and produce a monthly electronic newsletter that tells the City’s story, whether it is about our value and/or to educate and/or engage our citizens while being open and transparent, distributed via our website and social media.
C #4	Develop process for monitoring and answering questions during Council Meetings on social media.
C #5	Develop a robust social media policy and metrics.
C #6	Install the VoteLynx System in Council Chambers.
C #7	Continue to improve communications with the Development Community.
C #8	Develop a “Librarian on the Loose” outreach program to take library services to nursing homes, correctional institutions, and schools.
C #9	Review and update BTXN (Cable Channel) ordinance and fee schedule.
C #10	Transition from Code Red to Everbridge, in conjunction with Central Texas Area Council of Governments, to better inform and education the community during emergency situations.
C #11	Evaluate options to utilize BTXN as a timely way to tell the City’s story, whether it is about our value and/or to educate and/or engage our citizens while being open and transparent, distributed via our cable channel, website, brick & mortar locations, and social media.

## Organizational Work Plan - FY 2019

## Community Safety

**Keep citizens, businesses, and visitors safe.**

CS #1	Design and Build Wastewater Treatment Plant #3 – <i>CIP Wastewater Project</i> . (Comp Plan 2.4)
CS #2	Complete Well J, Design and Construct Water Plant & Water Line to Willow Plant – <i>CIP Water Project</i> . (Comp Plan 2.2)
CS #3	Complete Water Tower at SH20 & SH71 – <i>CIP Water Project</i> . (Comp Plan 2.2)
CS #4	Conduct a feasibility study to determine costs and steps associated with achieving a full-time paid fire department. (Comp Plan 3.1.4)
CS #5	Update drainage regulations (include 2018 Half Drainage Study and Atlas 14 Map Data) without negatively impacting the existing population or environment. (Comp Plan 2.6)
CS #6	Complete street signage inventory and replacement schedule. (Comp Plan 6.4)
CS #7	Create and adopt a formal addressing policy utilizing the Capital Area Council of Governments methodology.
CS #8	Complete design of Public Works Detention Pond and Pine Street and Jasper/Newton Drainage Improvements. – <i>CIP Drainage Projects</i> (Comp Plan 2.6)

## Economic Vitality

**Create sustainability by infrastructure renewal and investment; enhancing public/private partnerships; efficient planning and development processes; and fostering an inclusive and diverse environment that encourages entrepreneurial ventures and tourism.**

EV #1	Develop Fiscal Impact Analysis to determine development related financial sustainability. (Comp Plan 2.1)
EV #2	Complete research TABC license for potential alcohol permit at the Bastrop Convention Center. (Comp Plan - 8.3.2)
EV #3	Continue increasing rental revenue of Convention Center by supporting local businesses, small conventions, and conferences. (Comp. Plan – 8.3.2)
EV #4	Update Film Permit Process.
EV #5	Leverage the film commission to use film as an economic development strategy.
EV #6	Continue relations and connectivity with the Hyatt Lost Pines Resort. (Comp Plan – 8.5.1)
EV #7	Strengthen our downtown retail presence. (Comp Plan 8.1.5)
EV #8	Continue ongoing development of the Bastrop visitor experience to include the community’s culinary and cultural assets. (Comp Plan 8.5)
EV #9	Create a Code Enforcement Strategic Plan and a communication program to educate public. (Comp Plan 3.1)
EV #10	Conduct Food Truck Pilot Project, address concerns, and finalize Ordinance. (Comp 8.6.1)

## Fiscal Responsibility

**Prepare and manage budget; fiduciary responsibility.**

FR #1	Implement Year 1 of Street Maintenance Program. (Comp Plan 6.3)
FR #2	Revise Special Events Ordinance and Procedures to meet the City’s Financial Policy requirement of fees covering cost of service. (Comp Plan 8.6)
FR #3	Implement Year 1 of a 5 Year Rate Study to fund water and wastewater infrastructure improvements. (Comp Plan 2.2; 2.4)
FR #4	Implement Year 1 of Water System Maintenance Program. (Comp Plan 2.5)

## Fiscal Responsibility cont.

FR #5	Implement Year 2 of smoke testing schedule for annual identification of wastewater inflow and infiltration. (Comp Plan 2.5)
FR #6	Implement Year 1 of Wastewater System Maintenance Program. (Comp Plan 2.5)
FR #7	Develop Wholesale Water Rate Category.
FR #8	Develop Wholesale Wastewater Rate Category.
FR #9	Adopt standardized Wholesale Water Agreement.
FR #10	Adopt standardized Wholesale Wastewater Agreement.
FR #11	Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability. (Comp Plan 3.2)
FR #12	Complete the redesign of the Hotel Occupancy Fund Community Program Funding Policy & Application to better leverage resources and maximize the visitors' experience. (Comp Plan 8.1)
FR #13	Update Equipment Replacement Schedule and review replacement policies with Council. (Comp Plan 3.1)
FR #14	Evaluate convention center rental rates based on 2-year history and actual costs of service. (Comp Plan 8.3.2)
FR #15	Complete Hunters Crossing Local Government Corporation & Public Improvement District statutory audit and implement recommendations.
FR #16	Receive transparency star for Public Pension from Comptroller's Office.
FR #17	Build Five (5) Year Financial Model, identify opportunities and threats, and anticipate organizational growth based on increased population and development.
FR #18	Evaluate need for centralized Procurement position in FY 20 budget.

## Manage Growth

Plan for and manage growth, development, and redevelopment to maintain Bastrop's authentic feel and character.

MG #1	Update Zoning and Sign Ordinances (Phase 1 – Code Update) to be fiscal sustainable and geographically sensitive and in alignment with Comprehensive Plan. (Comp Plan 5.2)
MG #2	Update technical criteria manual (Phase 2 – Code Update) including construction standards, review and modifications to subdivision ordinance and development process to align with updated development codes and Comprehensive Plan. (Comp Plan 5.2)
MG #3	Develop Annexation plan and corresponding Development Plan. (Comp Plan 2.1.1)
MG #4	Adopt an Interlocal Agreement that establishes development standards for the City's ETJ in partnership with Bastrop County. (Comp Plan 2.1.2)

## Multi-Modal Mobility

Improved mobility for all modes of transit to integrate the community through connectivity.

MM #1	Complete gaps in residential sidewalks for traffic safety in the downtown corridor. (Comp Plan 6.2)
MM #2	Complete the downtown trail expansion in partnership with Bastrop Economic Development Corporation. – <i>CIP Quality of Life Project</i> (Comp Plan 7.1.3, 8.2.2)
MM #3	Complete trail to Bastrop State Park and partner with TxDOT to ensure safe pedestrian crossing at SH 95 & Loop 150. – <i>CIP Quality of Life Project</i>
MM #4	Address mobility challenges on west side of river on the north and south sides of SH 71. (Comp Plan 6.2.4)

## Organizational Excellence

**Organize governance; progressive operational policies and procedures; employee and citizen volunteer recognition.**

OE #1	Develop an organization-wide strategy to be paperless by 2021. (Comp Plan 3.1)
OE #2	Continue completion of tasks necessary to obtain Texas Police Chiefs' Recognition Program. (Comp Plan 3.1)
OE #3	Create a secured records storage area.
OE #4	Develop indexing system for Council Meeting Video Archives using LaserFiche.
OE #5	Create a record retention policy.
OE #6	Develop a comprehensive internal records management system and policies for all Planning & Zoning case files.
OE #7	Complete award process for financial advisor services.
OE #8	Develop a 10-year building maintenance plan including inspections and annual contracts. (Comp Plan 3.2)
OE #9	Develop a 10-year park maintenance plan including inspections and annual contracts. (Comp Plan 3.2, 7.2)
OE #10	Develop and fund a Citywide Network Systems Replacement Schedule. (FY 2019 - FY 2021) (Comp Plan 3.2)
OE #11	Complete City Hall Renovation. (Comp Plan 3.1)
OE #12	Hire a Construction Inspector and other key personnel funded in FY 2019.
OE #13	Convert all on-line forms on website to a fillable pdf format.
OE #14	Amend Appendix B – Comprehensive Plan to reflect Council's preference for creation of a Capital Improvement Program.
OE #15	Evaluate police vehicles for fleet replacement in FY 2020 including the establishment of evaluation criteria.

## Unique Environment

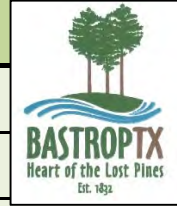
**Continue beautification of natural areas, parks, river, and landscape.**

UE #1	Install planter boxes, once completed by Cedar Creek High School, to support downtown beautification program. (Comp Plan 8.2)
UE #2	Partner with the Federal Corrections Institute to maintain landscape projects at the City's gateways and clean-up of Gills Branch.
UE #3	Create memorial tree program for Fairview Cemetery. (Comp Plan 7.1)
UE #4	Develop plan to lease or purchase rights-of-way owned by Union Pacific to improve aesthetics in highly visible locations.
UE #5	Institutionalize Adopt-a-Street Program in partnership with Keep Bastrop County Beautiful.
UE #6	Support community-wide brand identity efforts led by Visit Bastrop. (Comp Plan 8.5.1)



# City of Bastrop

## FY 2018-19 Budget Planning Calendar



<b>Jan. 19</b>	Staff CIP Planning Workshop
<b>Jan-Feb.</b>	Citizen survey
<b>Mar. 6</b>	Budget kick-off meeting (manuals available)
<b>Apr. 19</b>	Mid-year workshop to review citizen survey's, revenue updates & CIP
<b>May 1</b>	Receive notices of appraised value from Chief Appraiser. (preliminary)
<b>May 15</b>	Budgets due from Departments
<b>May 25</b>	Budget book to City Manager
<b>June 4-8</b>	City Manager and Directors - Management Team Open Discussion on Budgeted Priorities and Plans
<b>June 19</b>	Council Workshop - Discussion on Budget Priorities
<b>July 25</b>	Deadline for chief appraiser to certify rolls to taxing units
<b>July 25-27</b>	Preparation of effective and rollback tax rates
<b>Aug. 7</b>	Meeting of governing body to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing.
<b>Aug. 14</b>	Council Meeting - Distribute Budget to Council in Work Session and highlight major topics Set date, time and place of a public hearing (considered filed with the City Secretary)
<b>Aug. 15</b>	LGC Meeting to review budget and proposed special assessments
<b>Aug. 18</b>	<i>Notice of proposed Tax Rate (must be posted 10 days prior to Public Hearing) (deadline for paper Aug. 14 at noon)</i>
<b>Aug. 20</b>	Council Workshop - Review the Proposed Budget (General Fund)
<b>Aug. 21</b>	Council Workshop - Review the Proposed Budget (W, WW, BP&L, Hotel Occupancy Tax, etc.)
<b>Aug. 24</b>	Last day for proposed budget to be filed with City Secretary LGC 102.005 Before the 30th day before tax rate adopted. Adoption Date is 9/25/2017. Also City Charter requirement.
<b>Aug. 28</b>	Council Meeting - First Public hearing on Tax Rate
<b>Sept. 1</b>	<i>Publish Notice of Budget Hearing (must be posted 10 days prior to Public Hearing) Publish Notice of Public Hearing for special assessments for Hunter's Crossing PID</i>
<b>Sept. 11</b>	Council Meeting - Second public hearing on Tax Rate; First Reading of Tax Rate Ordinance; Budget Hearing; First Reading Budget Ordinance; Public Hearing Special Assessments for Hunter's Crossing PID first reading of the Ordinance
<b>Sept. 25</b>	Council Meeting to adopt tax rate and budget. Must adopt budget before tax rate. City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. Adoption of the special assessments for the Hunter's Crossing PID

# Annual Budget Process



## Operating Budget

**PREPARATION** – The City’s “operating budget” is the City’s annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation debt service fund. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and cooperation of all City departments. The City Manager transmits the document to the City Council. The budget should be enacted by the City Council prior to the beginning of the fiscal year. The operating budget may be submitted to GFOA annually for evaluation and possible recognition with the Award for Distinguished Budget Presentation.

**BALANCED BUDGETS** – An operating budget will be balanced, with current revenues, inclusive of beginning resources, and greater than or equal to current expenditures/expenses.

**PLANNING** – The budget process will be coordinated so as to identify major policy issues for City Council.

**REPORTING** – Periodic financial reports are available within INCODE to enable the department managers to manage their budgets and to enable the Finance Department to monitor and control the budget as approved by the City Council. Summary monthly financial reports will be presented to the City Council within 45 days after the end of each month, if Council meetings do not interfere with the reporting requirement. Such reports will include current year revenue and expenditure budgets and year-to-date actual figures.

**CONTROL** – The level of budgetary control is at the department in all funds. Department Heads can make transfers between accounts within their budget through a budget transfer. When budget adjustments have to be made between departments and/or funds, they must be approved by City Council.

**PERFORMANCE MEASURES** – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process and reported to the City Council at least quarterly.

## Capital Budget

**PREPARATION** – The City’s capital budget will be included in the City’s operating budget. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city departments.

**APPROPRIATION** – An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from, or encumbrance of, the appropriation. Any funds not expended, disbursed, or encumbered shall be deemed excess funds.

**CONTROL** – All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

**ALTERNATE RESOURCES** – Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

**DEBT FINANCING** – Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

**REPORTING** – Financial reports will be available to enable the department managers to manage their operating budgets and to enable the Finance Department to monitor the operating budget as authorized by the City Manager.

# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
-----------------------------------	---------------------------	-----------------------------	--------------------------

### Bastrop Art in Public Places

<b>Supplies</b> Reduce funding to reflection actual costs	-\$150	-\$150	0
<b>Maintenance of Equipment</b> Moved cleaning of Art from Contracted Services	\$5,000	\$5,000	0
<b>Professional Services</b>  Moved from Contracted services line item to reflect accurately	\$35,000	\$35,000	0
<b>Advertising</b> Reduce funding to reflect actual costs	-\$2,500	-\$2,500	0
<b>Bastrop Art in Public Places Total</b>	<b>\$37,350</b>	<b>\$37,350</b>	<b>0</b>

### Convention Center

<b>Supplies</b> Added funding due to the increased customer service, the center provides such as table linens, snack stations etc.	\$9,800	\$9,800	0
<b>Postage</b> Added funding due to increased attendance at Farm Street Opry, Western Swing, and Red, White & You	\$200	\$200	0
<b>Janitorial Supplies</b> Added funding due to increased usage of the facility which creates additional cleaning needs	\$10,496	\$10,496	0
<b>Equipment</b> Added funding due to increased usage of the facility which creates additional equipment needs	\$3,500	\$3,500	0

<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Small Tools</b> Added funding for additional equipment needed due to increased usage	\$250	\$250	0
<b>Fuel</b> Reduced funding to reflecting actual costs	-\$250	-\$250	0
<b>Legal</b> Moved to Organizational HOT Fund to consolidate all fees in one place	-\$3,500	-\$3,500	0
<b>Admin Support</b> Reduced funding due to adjustment to overhead allocation to the General Fund	-\$31,549	-\$31,549	0
<b>Advertising</b> Reduced funding due to Visit Bastrop's contract requires advertising and marketing the Center so we have been able to let go of several commitments	-\$15,500	-\$15,500	0
<b>Contingency</b> Eliminated funding, no longer needed	-\$5,000	-\$5,000	0
<b>Convention Center Total</b>	<b>-\$31,553</b>	<b>-\$31,553</b>	<b>0</b>
<b>Main Street Program</b>			
<b>Forms</b> Added funding for printing the Downtown Guide since Visitor's Guide will not be printed by Visit Bastrop	\$2,450	\$2,450	0
<b>Sponsored Events</b> Reduced funding only events organized by Main Street	-\$137,200	-\$137,200	0
<b>Community Event Support</b> Increased funding for Juneteenth, Christmas Lighting, Homecoming, Patriotic Festival  (Homecoming & Juneteenth moved to this line item for FY 19)	\$175,000	\$175,000	0
<b>Legals</b> Moved to Organizational	-\$300	-\$300	0
<b>Insurance</b> Reflection of Actual Costs	-\$600	-\$600	0
<b>Main Street Program Total</b>	<b>\$39,350</b>	<b>\$39,350</b>	<b>0</b>
<b>Multi-Media Department</b>			

<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Supplies</b> Eliminate funding moved to PEG	-\$1,100	-\$1,100	0
<b>Fuel &amp; Lube</b> Eliminate fund Vehicle belongs to IT Department	-\$500	-\$500	0
<b>Communications</b> Increase funding for Additional Staff and Emergency Management Data & Cellular Devices	\$2,900	\$2,900	0
<b>Utilities</b> Reduce funding based on actual costs	-\$880	-\$880	0
<b>Travel &amp; Training</b> Reduce funding based on actual costs	-\$1,850	-\$1,850	0
<b>Dues, Subscriptions, &amp; Publications</b> Increase funding for Media Directory Database, TAMIO, TATANO	\$7,150	\$7,150	0
<b>Multi-Media Department Total</b>	<b>\$5,720</b>	<b>\$5,720</b>	<b>0</b>

## Organizational

<b>Professional Services</b> Reduced funding as budgeted as needed based on projects	-\$12,326	\$0	0
<b>Legal</b> Reduced funding and moved from Convention Center	\$2,000	\$2,000	0
<b>Organization Funding</b> Reduced funding as moved to either Visit Bastrop (event funding) or to community partnership in various other city departments	-\$101,455	\$0	0
<b>Destination Marketing Corp</b> Funding reduced due to application of contract terms	-\$329,093	\$0	0
<b>Special Event Expense</b> Funding reduced and this line item was over budgeted in FY 2018	-\$32,835	\$0	0
<b>Opportunity Funds</b> Funding reduced as this line item adjusted to comply with Fund Balance requirement policy	-\$14,043	\$0	0
<b>Organizational Total</b>	<b>-\$487,752</b>	<b>\$2,000</b>	<b>0</b>

## Special Events & Reservations



<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Personnel Costs</b> Funding reduced by true allocation to HOT Fund	<b>-\$7,920</b>	<b>-\$7,920</b>	<b>0</b>
<b>Supplies</b> Funding increased in reflection of Actual Costs	<b>\$150</b>	<b>\$150</b>	<b>0</b>
<b>Postage</b> Funding reduced as actual costs are absorbed in other departments	<b>-\$100</b>	<b>-\$100</b>	<b>0</b>
<b>Office Equipment</b> Funding reduced in reflection of actual costs	<b>-\$1,000</b>	<b>-\$1,000</b>	<b>0</b>
<b>Fuel &amp; Lube</b> Funding reduced as there is no vehicle in this department	<b>-\$100</b>	<b>-\$100</b>	<b>0</b>
<b>Equipment &amp; Software Maintenance</b> Funding reduced as reflection of actual costs	<b>-\$200</b>	<b>-\$200</b>	<b>0</b>
<b>Communications</b> Funding increased as reflection of actual costs	<b>\$150</b>	<b>\$150</b>	<b>0</b>
<b>Travel &amp; Training</b> Funding increased duties requires broader training needs	<b>\$500</b>	<b>\$500</b>	<b>0</b>
<b>Uniforms</b> Funding reduced in reflection of actual costs	<b>-\$100</b>	<b>-\$100</b>	<b>0</b>
<b>Dues, Subscriptions, &amp; Publications</b> Eliminated as no longer need Recreation membership	<b>-\$200</b>	<b>-\$200</b>	<b>0</b>
<b>Recreation Programs</b> Reduced funding as YMCA taking over Summer Camp and Movies in the Park	<b>-\$5,000</b>	<b>-\$5,000</b>	<b>0</b>
<b>Equipment Rental</b> Funding reduced in reflection of actual costs	<b>-\$500</b>	<b>-\$500</b>	<b>0</b>
<b>Special Events &amp; Reservations Total</b>	<b>-\$14,320</b>	<b>-\$14,320</b>	<b>0</b>
<b>TOTAL HOT FUND</b>	<b>-\$451,205</b>	<b>\$38,547</b>	

# Department Enhancements



## FY 2019 Proposed Program Changes - HOT Fund

<b>Hospitality &amp; Downtown</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Bastrop Art in Public Places</b>			
<b>Administrative Support</b> Adds funding to cover actual cost of Multi-media Staff Support for BAIPP Programs. Reflection of Actual costs.	\$16,082	\$16,082	0
<b>Contracted Services</b> Reduces funding in this line item to reflect spending.	-\$60,850	-\$60,850	0
<b>Special Projects</b> Moves funding from Contracted Services line item to accurately reflect in correct line item.	\$9,920	\$9,920	0
<b>Contingency</b> Adds funding to implement findings in Cultural Arts Master Plan, which is expected to be completed in early 2019.	\$50,000	\$0	0
<b>Bastrop Art in Public Places</b>	<b>\$15,152</b>	<b>-\$34,848</b>	<b>0</b>
<b>Convention Center</b>			
<b>Grounds Maintenance</b> Adding funding for contract Grounds Maintenance.	\$23,000	\$23,000	0
<b>Pay Increase for Farm Street Opry Performers</b> Adds funding for pay increase for monthly Farm Street Opry Show Performers.	\$6,354	\$6,354	0
<b>Convention Center Totals</b>	<b>\$29,354</b>	<b>\$29,354</b>	<b>0</b>

<b>Hospitality &amp; Downtown</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Main Street Program</b>			
<b>Assistant Main Street Director</b> Adds funding for Assistant Main Street Director to provide volunteer coordination, Special Events planning, update communications, and advocate for Main Street businesses.	\$68,672	\$68,672	1
<b>Work Station for Additional Personnel</b> Adds funding for office furniture and equipment for new position.	\$3,500	\$0	0
<b>Mobile Device Costs</b> Adds funding for mobile communication costs for new position.	\$800	\$800	0
<b>Social Media Contract</b> Adds funding for additional support for website and social media support.	\$5,900	\$5,900	0
<b>Promotional Activities</b> Adds funding for retail recruitment and retention efforts.	\$6,550	\$6,550	0
<b>Business Development</b> Adds funding to support Recruitment, Training and Retention Efforts.	\$5,000	\$5,000	0
<b>Travel and Training</b> Adds funding for additional position to meet Main Street Contract requirements.	\$5,200	\$5,200	0
<b>Dues &amp; Subscriptions</b> Adds funding for additional position to meet Main Street Contract requirements.	\$985	\$985	0
<b>Downtown Beautification Projects</b> Beautification.	\$7,520	\$7,520	0
<b>Main Street Program Totals</b>	<b>\$104,127</b>	<b>\$100,627</b>	<b>1</b>

<b>Hospitality &amp; Downtown</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
-----------------------------------	--	-----------------------------	----------------------

**Multi-Media Department**

**Digital Marketing Manager & Portion of  
Hospitality & Downtown Director Position**

Adds funding for Digital Marketing Manager to oversee website and social media content. Adds 15% of Hospitality & Downtown Director Position to be reimbursed by General Fund.

\$103,917	\$103,917	1
-----------	-----------	---

**Mobile Device Costs**

Adds funding for additional staff to have cellular devices and "Hot Spots" to provide access to data during Emergency Management events.

\$2,900	\$2,900	0
---------	---------	---

**Media Related Professional Services**

Adds funding for design, voiceover, and photography services.

\$5,800	\$5,800	0
---------	---------	---

**Social Media & Community Engagement**

Adds funding to boost Social Media posts, advertise with Influencers, and support Community Engagement efforts.

\$6,000	\$6,000	0
---------	---------	---

**Overhead Allocation**

Adds funding from Water/Wastewater Fund, BP&L Fund, BAIPP & Convention Center for support of Citywide Storytelling activities.

-\$64,328	-\$64,328	0
-----------	-----------	---

<b>Multi-Media Department</b>	<b>\$54,289</b>	<b>\$54,289</b>	<b>1</b>
-------------------------------	-----------------	-----------------	----------

**Special Events & Reservations**

**YMCA Recreational Programming**

Moves State Park Pool Funding from W/WW & BP&L, adds funding for additional YMCA recreational services, and adds funding for Keep Bastrop County Beautiful programs.

\$52,800	\$52,800	0
----------	----------	---

<b>Special Events &amp; Reservations</b>	<b>\$52,800</b>	<b>\$52,800</b>	<b>0</b>
--	-----------------	-----------------	----------

<b>Hotel Occupancy Fund Total</b>	<b>\$255,722</b>	<b>\$202,222</b>	<b>2</b>
-----------------------------------	------------------	------------------	----------

# BAIPP Purchasing Guidelines

## BACKGROUND:

Due to the unique nature of this Board, that functions more like a department, but has no employees, we are establishing the following guidelines when purchases are made on behalf of BAIPP by anyone on this Board.

## APPROVALS:

As a Board, BAIPP will approve all purchases requested, at their weekly meetings and confirm that the expense is in line with the budget approved on behalf of the City by Council.

## PURCHASING GENERAL GUIDELINES

Since you have approved funds from the City you are governed by our Policies. We do have a Purchasing Policy and you are required to follow it. If you have any questions, please contact Afton Figueroa. We also have a new vendor packet that the vendor must complete. Margaret Silbernagel (Finance office) can send that to you if needed.

## **Invoiced:**

Whenever possible, the Board will order and request an invoice in the City's name be produced for payment. The invoice will not be paid by the City Finance department if it is not addressed to the CITY OF BASTROP. When the invoice is presented to the City Finance department for payment, it should already be approved by a Board member of BAIPP. Please note that an approval to pay is acknowledgment that the item or services were received.

## **Credit Card Payments:**

We are asking that if something needs to be ordered and payment is required upfront, that the City Finance department be notified. We will use our purchasing card to place the order on behalf of BAIPP. You can email Afton Figueroa at [afigueroa@cityofbastrop.org](mailto:afigueroa@cityofbastrop.org) or call her at 512-332-8824. Once the item is received, please forward the packing slip to the City Finance department for backup to the purchase receipt.



# Board & Commission Planning Calendar

Board or Commission Name	Tab #	Staff Liaison	Meets	Where
Bastrop Arts in Public Places	1	Colin Guerra	1st Wednesday @ 6:30pm	City Hall
Bastrop Chamber of Commerce	2	???		
Bastrop Economic Development Corporation	3	Angela Ryan	3rd Monday @ 5pm	City Hall
Bastrop Housing Authority	4	Lynda Humble	2nd Tuesday @ Noon PRN	
Bastrop Vision Task Force	5	Sarah O'Brien		
Board of Zoning and Adjustment / Sign Review Board	6	Jennifer Bills	PRN	City Hall
Construction Standards Board	7	Jerry Palady	PRN	City Hall
Ethics Commission	8	Lynda Humble	PRN	City Hall
Fairview Cemetery Advisory Board	9	Tracy Waldron	Quarterly	City Hall
Form Based Code Task Force	10	David Gattis		
Historic Landmark Commission	11	Jennifer Bills	3rd Wednesday @ 6pm	City Hall
Hunters Crossing Local Government Corporation	12	Tracy Waldron	Quarterly	City Hall
Main Street Advisory Board	13	Sarah O'Brien	2nd Wednesday @ 5:30pm	City Hall
Parks Board / Public Tree Advisory Board	14	Trey Job	1st Thursday @ 6pm	City Hall
Planning and Zoning Commission / Impact Fee Advisor	15	Jennifer Bills	Last Thursday @ 6pm	City Hall
Public Library Board	16	Mickey Duval	1st Monday @ 6pm	Library

# Bastrop Arts in Public Places

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>	<u>Minutes Adopted (Next)</u>
February 7 <sup>th</sup> , 6:30 p.m.	January 31 <sup>st</sup>	February 1 <sup>st</sup>	February 2 <sup>nd</sup>	March 7 <sup>th</sup>
March 7 <sup>th</sup> , 6:30 p.m.	February 28 <sup>th</sup>	March 1 <sup>st</sup>	March 2 <sup>nd</sup>	April 4 <sup>th</sup>
April 4 <sup>th</sup> , 6:30 p.m.	March 28 <sup>th</sup>	March 29 <sup>th</sup>	March 30 <sup>th</sup>	May 2 <sup>nd</sup>
May 2 <sup>nd</sup> , 6:30 p.m.	April 25 <sup>th</sup>	April 26 <sup>th</sup>	April 27 <sup>th</sup>	June 6 <sup>th</sup>
June 6 <sup>th</sup> , 6:30 p.m.	May 30 <sup>th</sup>	May 31 <sup>st</sup>	June 1 <sup>st</sup>	August 1 <sup>st</sup>
NO REGULAR JULY MEETING DUE TO JULY 4th				
August 1 <sup>st</sup> , 6:30 p.m.	July 25 <sup>th</sup>	July 26 <sup>th</sup>	July 27 <sup>th</sup>	September 5 <sup>th</sup>
September 5 <sup>th</sup> , 6:30 p.m.	August 29 <sup>th</sup>	August 30 <sup>th</sup>	August 31st	October 3 <sup>rd</sup>
October 3 <sup>rd</sup> , 6:30 p.m.	September 26 <sup>th</sup>	September 27 <sup>th</sup>	September 28 <sup>th</sup>	November 7 <sup>th</sup>
November 7 <sup>th</sup> , 6:30 p.m.	October 31 <sup>st</sup>	November 1 <sup>st</sup>	November 2 <sup>nd</sup>	December 5 <sup>th</sup>
December 5 <sup>th</sup> , 6:30 p.m.	November 28 <sup>th</sup>	November 29 <sup>th</sup>	November 30 <sup>th</sup>	February 6 <sup>th</sup>

ote: Dates provided by Sarah.

**Minutes Sent to CS (Next +1)**

March 8<sup>th</sup>

April 5<sup>th</sup>

May 3<sup>rd</sup>

June 7<sup>th</sup>

August 2<sup>nd</sup>

September 6<sup>th</sup>

October 4<sup>th</sup>

November 8<sup>th</sup>

December 6<sup>th</sup>

February 7<sup>th</sup>

# Chamber of Commerce

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>	<u>Minutes Adopted (Next)</u>
	#####	#####	#####	Saturday, January 0, 1900
	#####	#####	#####	Saturday, January 0, 1900
	#####	#####	#####	Saturday, January 0, 1900
	#####	#####	#####	Monday, January 21, 2019

**Note: Chamber did not respond to email request for information.**

**Minutes Sent to CS (Next =1)**

Sunday, January 1, 1900
Sunday, January 1, 1900
Sunday, January 1, 1900
Tuesday, January 22, 2019

# Economic Development

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>
Monday, September 17, 2018	Monday, September 10, 2018	Tuesday, September 11, 2018	Wednesday, September 12, 2018
Monday, October 15, 2018	Monday, October 8, 2018	Tuesday, October 9, 2018	Wednesday, October 10, 2018
Monday, November 19, 2018	Monday, November 12, 2018	Tuesday, November 13, 2018	Wednesday, November 14, 2018
Monday, December 17, 2018	Monday, December 10, 2018	Tuesday, December 11, 2018	Wednesday, December 12, 2018

**Note: Dates of meetings provided by EDC. All other dates figured using common method.**





# Housing 2nd Tuesday @ Noon PRN

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>
Tuesday, September 11, 2018	Tuesday, September 4, 2018	Wednesday, September 5, 2018	Thursday, September 6, 2018
Tuesday, October 9, 2018	Tuesday, October 2, 2018	Wednesday, October 3, 2018	Thursday, October 4, 2018
Tuesday, November 13, 2018	Tuesday, November 6, 2018	Wednesday, November 7, 2018	Thursday, November 8, 2018
Tuesday, December 11, 2018	Tuesday, December 4, 2018	Wednesday, December 5, 2018	Thursday, December 6, 2018

**Note: Dates of meetings provided by housing. All other dates figured using common method.**



# Vision - Master 2018 w/formulas

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>
Wednesday, September 11, 2019	Wednesday, September 4, 2019	Thursday, September 5, 2019	Friday, September 6, 2019
Wednesday, October 9, 2019	Wednesday, October 2, 2019	Thursday, October 3, 2019	Friday, October 4, 2019
Wednesday, November 13, 2019	Wednesday, November 6, 2019	Thursday, November 7, 2019	Friday, November 8, 2019
Wednesday, December 11, 2019	Wednesday, December 4, 2019	Thursday, December 5, 2019	Friday, December 6, 2019

**Note: Need to speak with Sarah**

<u>Minutes Adopted (Next)</u>	<u>Minutes Sent to CS (Next+=1)</u>
Wednesday, October 9, 2019	Thursday, October 10, 2019
Wednesday, November 13, 2019	Thursday, November 14, 2019
Wednesday, December 11, 2019	Thursday, December 12, 2019

# Zoning - No Concrete Meeting Dates

<u>Meeting Date - PRN</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>

**Note: No concrete meeting dates. Website lists only PRN meetings.**





# Construction - No Concrete Meeting Dates

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>

**Note: No concrete meeting dates. Website lists only PRN meetings.**



# Ethics - No Concrete Meeting Dates

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>

**Note: No concrete meeting dates. Website lists only PRN meetings.**



# Fairview - Quarterly with no dates mentioned

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>
Wednesday, September 11, 2019	Wednesday, September 4, 2019	Thursday, September 5, 2019	Friday, September 6, 2019
Wednesday, October 9, 2019	Wednesday, October 2, 2019	Thursday, October 3, 2019	Friday, October 4, 2019
Wednesday, November 13, 2019	Wednesday, November 6, 2019	Thursday, November 7, 2019	Friday, November 8, 2019
Wednesday, December 11, 2019	Wednesday, December 4, 2019	Thursday, December 5, 2019	Friday, December 6, 2019

**Note: No concrete meeting dates. Website lists only quarterly meetings. Emailed Tracy 9/12/18**



ed

<b>Minutes Adopted (Next)</b>	<b>Minutes Sent to CS (Next +1)</b>
Wednesday, October 9, 2019	Thursday, October 10, 2019
Wednesday, November 13, 2019	Thursday, November 14, 2019
Wednesday, December 11, 2019	Thursday, December 12, 2019

# Form Based - No Info Available

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>

**Note: No Info Available**



# Landmark - 3rd Wednesday @ 6pm

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>
Wednesday, September 11, 2019	Wednesday, September 4, 2019	Thursday, September 5, 2019	Friday, September 6, 2019
Wednesday, October 9, 2019	Wednesday, October 2, 2019	Thursday, October 3, 2019	Friday, October 4, 2019
Wednesday, November 13, 2019	Wednesday, November 6, 2019	Thursday, November 7, 2019	Friday, November 8, 2019
Wednesday, December 11, 2019	Wednesday, December 4, 2019	Thursday, December 5, 2019	Friday, December 6, 2019

**Note: Dates of meetings provided by website. All other dates figured using common method.**

<b>Minutes Adopted (Next)</b>	<b>Minutes Sent to CS (Next +1)</b>
Wednesday, October 9, 2019	Thursday, October 10, 2019
Wednesday, November 13, 2019	Thursday, November 14, 2019
Wednesday, December 11, 2019	Thursday, December 12, 2019

# Hunters Crossing - Quarterly

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>	<u>Minutes Adopted (Next)</u>

**Note: Website lists only quarterly meeting.**





# Main Street

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>
February 14 <sup>th</sup> , 5:30 p.m.	February 7 <sup>th</sup>	February 8 <sup>th</sup>	February 9 <sup>th</sup>
March 14 <sup>th</sup> , 5:30 p.m.	March 7 <sup>th</sup>	March 8 <sup>th</sup>	March 9 <sup>th</sup>
April 11 <sup>th</sup> , 5:30 p.m.	April 4 <sup>th</sup>	April 5 <sup>th</sup>	April 6 <sup>th</sup>
May 9 <sup>th</sup> , 5:30 p.m.	May 2 <sup>nd</sup>	May 3 <sup>rd</sup>	May 4 <sup>th</sup>
June 13 <sup>th</sup> , 5:30 p.m.	June 6 <sup>th</sup>	June 7 <sup>th</sup>	June 8 <sup>th</sup>
July 11 <sup>th</sup> , 5:30 p.m.	July 2 <sup>nd</sup> DUE TO HOLIDAY	July 5 <sup>th</sup>	July 6 <sup>th</sup>
August 8 <sup>th</sup> , 5:30 p.m.	August 1 <sup>st</sup>	August 2 <sup>nd</sup>	August 3 <sup>rd</sup>
September 12 <sup>th</sup> 5:30 p.m.	September 5 <sup>th</sup>	September 6 <sup>th</sup>	September 7 <sup>th</sup>
October 10 <sup>th</sup> 5:30 p.m.	October 3 <sup>rd</sup>	October 4 <sup>th</sup>	October 5 <sup>th</sup>
November 14 <sup>th</sup> 5:30 p.m.	November 7 <sup>th</sup>	November 8 <sup>th</sup>	November 9 <sup>th</sup>
December 12 <sup>th</sup> 5:30 p.m.	December 5 <sup>th</sup>	December 6 <sup>th</sup>	December 7 <sup>th</sup>

**Note: Dates provided by Sarah.**

<b><u>Minutes Adopted (Next)</u></b>	<b><u>Minutes Sent to CS (Next +1)</u></b>
March 14 <sup>th</sup>	March 15 <sup>th</sup>
April 11 <sup>th</sup>	April 12 <sup>th</sup>
May 9 <sup>th</sup>	May 10 <sup>th</sup>
June 13 <sup>th</sup>	June 14 <sup>th</sup>
July 11 <sup>th</sup>	July 12 <sup>th</sup>
August 8 <sup>th</sup>	August 9 <sup>th</sup>
September 12 <sup>th</sup>	September 13 <sup>th</sup>
October 10 <sup>th</sup>	October 11 <sup>th</sup>
November 14 <sup>th</sup>	November 15 <sup>th</sup>
December 12 <sup>th</sup>	December 13 <sup>th</sup>
January 9 <sup>th</sup>	January 10 <sup>th</sup>

# Parks - 1st Thursday @ 6pm

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-6)</u>	<u>Minutes Adopted (Next)</u>
Thursday, September 6, 2018	Thursday, August 30, 2018	Friday, August 31, 2018	Friday, August 31, 2018	Thursday, October 4, 2018
Thursday, October 4, 2018	Thursday, September 27, 2018	Friday, September 28, 2018	Friday, September 28, 2018	Thursday, November 1, 2018
Thursday, November 1, 2018	Thursday, October 25, 2018	Friday, October 26, 2018	Friday, October 26, 2018	Thursday, December 6, 2018
Thursday, December 6, 2018	Thursday, November 29, 2018	Friday, November 30, 2018	Friday, November 30, 2018	

**Note: Dates provided by website. All other dates compiled using the common method. "Packet Sent" adjusted**

<b>Minutes Sent to CS (Next +1)</b>
-------------------------------------

Friday, October 5, 2018
Friday, November 2, 2018
Friday, December 7, 2018

**by 1 day.**

# Planning - Last Thursday a@6pm

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>	<u>Minutes Adopted (Next)</u>
Thursday, September 27, 2018	Thursday, September 20, 2018	Friday, September 21, 2018	Friday, September 21, 2018	Thursday, October 25, 2018
Thursday, October 25, 2018	Thursday, October 18, 2018	Friday, October 19, 2018	Friday, October 19, 2018	Thursday, November 29, 2018
Thursday, November 29, 2018	Thursday, November 22, 2018	Friday, November 23, 2018	Friday, November 23, 2018	Thursday, December 27, 2018
Thursday, December 27, 2018	Thursday, December 20, 2018	Friday, December 21, 2018	Friday, December 21, 2018	

**Note: Dates provided by website. All other dates compiled using the common method. "Packet Sent" adjusted by 1 c**

<b>Minutes Sent to CS (Next +1)</b>
-------------------------------------

Friday, October 26, 2018
Friday, November 30, 2018
Friday, December 28, 2018

lay.



**Mickey out until next week. 9/11/18**

# Main Street 2019 w/formulas

<u>Meeting Date</u>	<u>Agenda Sent to CS (-7)</u>	<u>Agenda Posted (-6)</u>	<u>Packet Sent to Board &amp; CS (-5)</u>
Wednesday, January 9, 2019	Wednesday, January 2, 2019	Thursday, January 3, 2019	Friday, January 4, 2019
Wednesday, February 13, 2019	Wednesday, February 6, 2019	Thursday, February 7, 2019	Friday, February 8, 2019
Wednesday, March 13, 2019	Wednesday, March 6, 2019	Thursday, March 7, 2019	Friday, March 8, 2019
Wednesday, April 10, 2019	Wednesday, April 3, 2019	Thursday, April 4, 2019	Friday, April 5, 2019
Wednesday, May 8, 2019	Wednesday, May 1, 2019	Thursday, May 2, 2019	Friday, May 3, 2019
Wednesday, June 12, 2019	Wednesday, June 5, 2019	Thursday, June 6, 2019	Friday, June 7, 2019
Wednesday, July 10, 2019	Wednesday, July 3, 2019	Thursday, July 4, 2019	Friday, July 5, 2019
Wednesday, August 14, 2019	Wednesday, August 7, 2019	Thursday, August 8, 2019	Friday, August 9, 2019
Wednesday, September 11, 2019	Wednesday, September 4, 2019	Thursday, September 5, 2019	Friday, September 6, 2019
Wednesday, October 9, 2019	Wednesday, October 2, 2019	Thursday, October 3, 2019	Friday, October 4, 2019
Wednesday, November 13, 2019	Wednesday, November 6, 2019	Thursday, November 7, 2019	Friday, November 8, 2019
Wednesday, December 11, 2019	Wednesday, December 4, 2019	Thursday, December 5, 2019	Friday, December 6, 2019

**Note: Used form for 2019 with formulas to compile meetings. Subject to review and change.**

<b><u>Minutes Adopted (Next)</u></b>	<b><u>Minutes Sent to CS (Next +1)</u></b>
Wednesday, February 13, 2019	Thursday, February 14, 2019
Wednesday, March 13, 2019	Thursday, March 14, 2019
Wednesday, April 10, 2019	Thursday, April 11, 2019
Wednesday, May 8, 2019	Tuesday, January 22, 2019
Wednesday, June 12, 2019	Thursday, June 13, 2019
Wednesday, July 10, 2019	Thursday, July 11, 2019
Wednesday, August 14, 2019	Thursday, August 15, 2019
Wednesday, September 11, 2019	Thursday, September 12, 2019
Wednesday, October 9, 2019	Thursday, October 10, 2019
Wednesday, November 13, 2019	Thursday, November 14, 2019
Wednesday, December 11, 2019	Thursday, December 12, 2019



# BOARD REPORT

---

**MEETING DATE:**

**AGENDA ITEM:**

**TITLE:**

**BAIPP REPRESENTATIVE:**

**BACKGROUND/HISTORY:**

**POLICY EXPLANATION:**

**FUNDING SOURCE:**

**RECOMMENDATION:**

**ATTACHMENTS:**



# MINUTES



## MINUTES OF THE BASTROP ART IN PUBLIC PLACES (BAIPP) BOARD MEETING August 1, 2018

The Bastrop Art in Public Places Board met in a Regular Meeting on Wednesday, August 1, 2018 at 6:00 p.m. at Bastrop City Hall, located at 1311 Chestnut Street, Bastrop, Texas. Members present were:

Place #	Board Members	Present X	Absent X
8	ALBERS, Jo	X	
9	BECK, Anne	X	
2	VACANT		
3	HART, Matt		X
4	HASCHKE, Andrea	X	
1	OUTLAW, Marlene	X	
7	VACANT		
6	SKARNULIS, Ed	X	
5	YENS, Diana		X

Also present: Sarah O'Brien, Staff; Ian Becker and Lynn Osgood, Go Collaborative consultants.

### CALL TO ORDER

At 6:04 p.m. Vice-Chair Jo Albers called the meeting to order with a quorum present.

### CITIZEN COMMENTS

There were no citizen comments.

### PRESENTATIONS

#### 1A CULTURAL ARTS MASTER PLAN INTERIM REPORT AND TASK FORCE UPDATE

Lynn Osgood and Ian Becker, representatives of Go Collaborative, consultants on the Cultural Arts Master Plan, gave an update on the progress of the planning process. Lynn has met with a number of stakeholders, representatives of the art community, and held a meeting with the entire Task Force on July 12<sup>th</sup> at City Hall. She presented an Interim Report to the Task Force and shared a copy of that Report with BAIPP members. A second Task Force meeting is scheduled for August 9, 2018. She has identified and described “Buckets,” i.e., areas that interviewees felt were important and needed to be addressed in the planning process. Those were A) Life long learning; B) Capacity building; C) Physical environment; and D) History and identities. She briefly described expected timelines for further information gathering. August – attendance at church services, with emphasis on minority communities. August – September community events surveys (“pop-ups”). September-October workshops for arts organizations and allied groups. October-November start drafting policy recommendations. August-December Plan Development.

#### 1B BASTROP VOLUNTEER FAIR

Jo, Andrea, and Ed reported on the Volunteer Fair. There was consensus that it was a success with over 130 people in attendance, in addition to the 30+ boards and organizations who were represented at the Fair. Sarah said that the City plans to recognize board and commission volunteers on November 8<sup>th</sup> at a volunteer banquet in the convention center.

#### 1C DISCUSSION OF THE FY 2018 & 2019 BUDGET

The draft budget will be presented to the City Council on August 14<sup>th</sup>. Sarah said that the river bridge has been discussed for at least 25 years and has funding included to begin the engineering work required to ameliorate problems related to age and deterioration. The first step is to deal with removal of the lead paint on the bridge, estimated to take approximately 18 months. It’s hoped that a request for proposal to identify lighting needs can be issued in the fall.

#### 1D COST ESTIMATES FOR THE BARON & STEPHEN AUSTIN STATUES

At the last meeting Vicky Rose, with the Baron de Bastrop Chapter of the Daughters of the Republic of Texas (DRT) described their goal of donating Stephen F. Austin and Baron de Bastrop statues to the City. She said that Austin founded the city and named it after the Baron. The statues would be life sized and the estimated cost is \$160,000 which would be raised through donations. The hope of the DRT is that they would be placed on city property and become the property of the City of Bastrop. It was agreed that we would check with Finance regarding insurance and annual cleaning costs before submitting the recommendation to the Council. Sarah reported that the cost of insuring is typically .334% of the value of piece. Until we know the value of the statues we can’t estimate that cost. Heart of the Pines Foundry is working with the DRT to do models of the statues. Ultimately, we will need to know the cost and value of the pieces, where they’ll be located, insurance and annual cleaning costs, and the cost of pedestals, plazues, etc. before BAIPP can make a recommendation to the Council. Since gathering that information will take some time it was suggested we wait until the Master Plan is completed and approved before we deal with this.

## 2. CONSENT AGENDA

The minutes from the June 6<sup>th</sup> meeting were reviewed and amended as follows: Marlene moved, and Anne seconded that they be amended to reflect that the funds for the project would be raised by the DRT and not by BAIPP or the City. Minutes approved as amended.

**3. ITEMS FOR INDIVIDUAL CONSIDERATION**

Jo updated the Board regarding the website and map to be provided in the visitor brochure. She noted the costs of our marketing person has been very reasonable and suggested that payment for those services be made on a regular basis, e.g., monthly.

**ADJOURNMENT**

Jo Albers **adjourned the meeting at 7:50 p.m. without objection**

**APPROVED:**

**ATTEST:**

**Ed Skarnulis**

\_\_\_\_\_  
**Board Secretary**

**DATE:** \_\_\_\_\_



# Have You Heard About Bastrop's Cultural Arts Planning Process?



We're working with Bastrop residents and arts community stakeholders to explore the city's unique history, nature, and broad cultural landscape in order to strengthen its character as a diverse cultural destination for residents and visitors alike.

The goal of the Cultural Arts Master Plan, which will go before City Council later this year, is to lay out the policies, programs, and ideas that will enable the City of Bastrop to best harness its resources to grow and support the local arts and culture economy.

In order to create this plan with strong public engagement that brings as many residents to the table as possible, the City has teamed up with GO collaborative, a firm based in Austin that works at the intersection of design, art, and planning, to help gather ideas from residents about what they would like to see happen in Bastrop – and that's where we need your help.

## We need your help!

We need your ideas for growing the arts in Bastrop! On August 31<sup>st</sup>, we launched a survey that asks for community ideas and feedback. We are also holding a number of "pop-up" meetings at various locations around the city to provide opportunities to talk about the plan and brainstorm approaches for boosting creative opportunities and arts in town.

Come join us at a Pop-up Event, take our Cultural Planning Survey, or connect with us through the City of Bastrop's website at: [www.cityofbastrop.org/artsandculture](http://www.cityofbastrop.org/artsandculture)

## Upcoming Events:

### September 7: Pop-up events.

Bastrop Art Walk (12pm-3pm), Downtown Bastrop  
Pickin' on the Porch (5:30pm - 7:00pm), Downtown Bastrop

### September 8: Pop-up events.

Pine Street Market Days (10am - 11am), Downtown Bastrop  
Farmer's Market (11am - 2pm), Downtown Bastrop  
Movies in the Park, (5:30pm - 7:00pm) Fisherman's Park  
Pub Crawl (7pm-8pm)

### September 18th:

Pop up at Bastrop Senior Center, (9am – 12pm) at 1008 Water Street

### September TBD:

Pop up at HEB on 104 Hasler Boulevard

# ¿Has oído hablar del proceso de planificación de artes culturales de Bastrop?



El objetivo del plan es diseñar las políticas, programas e ideas que permitirán a la Ciudad aprovechar al máximo sus recursos para crecer y apoyar al sector de las artes y la cultura locales, tanto para los residentes como para los visitantes. Para crear este plan con un compromiso público fuerte que atraiga a tantos residentes de Bastrop a la mesa como sea posible, la ciudad ha hecho equipo con *GO collaborative*, una firma con sede en Austin que trabaja en el cruce entre el diseño, el arte y la planificación para encontrar soluciones creativas para el diseño complejo de la comunidad y los desafíos de desarrollo. Actualmente, el equipo ha estado trabajando en crear una amplia base de entendimiento sobre la historia, las tendencias y los grupos locales que integran la comunidad artística actual.

## Cómo participar!

¡Necesitamos tus ideas para hacer crecer las artes en Bastrop! El 27 de agosto lanzaremos una encuesta para pedir ideas y retroalimentación de la comunidad. Después, comenzando en septiembre, realizaremos varias reuniones "emergentes" en varios sitios de la ciudad para dar oportunidad de hablar del plan y generar lluvias de ideas para impulsar las oportunidades creativas y las artes en la ciudad. Reúnete con nosotros en uno de los eventos emergentes, contesta nuestra Encuesta de Planificación Cultural, o contáctanos a través de la página de internet de la ciudad de Bastrop en: [www.cityofbastrop.org/artsandculture](http://www.cityofbastrop.org/artsandculture)

## Próximos Eventos:

**7 de septiembre:** Evento emergente.

Bastrop Art Walk (12:00 pm - 3:00 pm), Centro de Bastrop

Música en el Pórtico (5:30pm - 7:00pm), Centro de Bastrop

**8 de Septiembre:** Evento emergente.

Días de mercado de Pine Street (10:00 am - 11:00 am), Centro de Bastrop

Mercado de Agricultores (11:00 am – 2:00 pm), Centro de Bastrop

Cine en el parque, (5:30 pm - 7:00 pm) Parque Fisherman

Visita a los bares (Pub Crawl) (7:00 pm - 8:00 pm)

**18 de Septiembre:**

Evento en Senior Center de Bastrop, (9:00 am – 12:00 pm) en 1008 Water Street

**Septiembre (A espera de confirmarse):** Evento en HEB en 104 Hasler Boulevard

## Bastrop Creative Placemaking Workshop - Save the Date Wednesday, September 26th 3:00 - 5:00 pm at the Bastrop Opera House



Please join us on Wednesday, September 26th from 3:00 - 5:00 pm at the historic Bastrop Opera House for a Creative Placemaking Workshop with Julie Barros from [Metris Arts Consulting](https://metrisarts.com/) (<https://metrisarts.com/>).

[Creative Placemaking](https://arts.gov/exploring-our-town) ([arts.gov/exploring-our-town](https://arts.gov/exploring-our-town)) offers tools to help integrate the arts into local initiatives and build the authentic character of communities. The workshop will begin with conversation about a series of Creative Placemaking projects from across the United States that show examples of arts-based solutions for some of Bastrop's most pressing goals. After this, participants from Bastrop's commercial, non-profit, municipal, and arts organizations will work together in mixed groups to brainstorm how potential arts and culture strategies have the potential to be integrated into future community projects. Ideas will be shared with the larger group and Action Plan frameworks will be created by the supporting team in order to help continue the work into the future.

Join us for ideas, inspiration, and conversation (plus coffee and chocolate)!

Please [RSVP](https://tinyurl.com/y7zxktdk) (<https://tinyurl.com/y7zxktdk>) for a complete agenda and details about the afternoon event.



**RESOLUTION NO. R-2018-67**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AWARDING A CONTRACT FOR THE REHABILITATION OF THE OLD IRON BRIDGE TO KIMLEY-HORN, AT A COST OF ONE HUNDRED NINEY-NINE THOUSAND SEVEN HUNDRED DOLLARS (\$199,700.00) ATTACHED AS EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, The City Council has appointed the City Manager as the Chief Administrative Officer of the City; and

**WHEREAS**, The City Manager is responsible for the proper administration of all affairs of the City; and

**WHEREAS**, The Old Iron Bridge was built in 1923 and was the primary route for vehicular traffic in 1992; and

**WHEREAS**, The Old Iron Bridge was given a historical designation in 1990; and

**WHEREAS**, A 2014 structural report identified deficiencies that have necessitated the closure of the Bridge during events to prevent accidental overloading; and

**WHEREAS**, The City Council has the vision to improve Bastrop's Unique Environment to develop a plan to address the structural integrity of the iconic Old Iron Bridge to protect an important part of Bastrop's brand identity; and

**WHEREAS**, Evaluating the Old Iron Bridge and developing a conceptual opinion of probable cost meets that intent and is Item UE#10 in the City's Workplan; and

**WHEREAS**, The City of Bastrop has chosen Kimley-Horn from a list of qualified consulting firms identified by City Council on July 10, 2018.

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

**Section 1:** That the City Manager is hereby authorized to execute a contract, for the rehabilitation of the Old Iron Bridge in the amount of one hundred ninety-nine thousand seven hundred dollars (\$199,700.00), attached as Exhibit A.

**Section 2:** That the City Council of the City of Bastrop has found Kimley-Horn to be a subject matter expert in the field of Sidewalks and Trails.

**Section 3:** All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**Section 4:** That this Resolution shall take effect immediately upon its passage, and it is so resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 28th day of August 2018.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney

### ENGINEERING SERVICES AGREEMENT

This Agreement, made and entered into this, the \_\_\_\_ day of \_\_\_\_ 2018, by and between the **City of Bastrop**, Texas (hereinafter referred to as the “City”) and \_\_\_\_\_, hereinafter referred to as “Engineer,” is understood and agreed to be as set forth herein:

Formatted: Justified

**1. Description of Services:** The City, in connection with carrying out the duties of its various ordinances and permits regulating roads, driveways, drainage improvements, subdivisions, site development, and water quality, requires the services of a licensed engineer.

- (a) Engineer shall be retained by the City under the designation of “Alternate City Engineer” when the City Engineer is unavailable or has a potential conflict of interest regarding the performance of his/her duties.
- (b) Engineer agrees to review submittals and perform inspections requested by the City under appropriate ordinances of the City.
- (c) Upon City’s request, Engineer will make written reports noting ordinance compliance.
- (d) Engineer shall deliver reports to Project Manager for City via mail, in person, facsimile, or other electronic means within ten (10) business days after Engineer’s receipt and acceptance of request for review or inspection. If the City’s specific assignment of duties for a specific project is declined by Engineer, then the City may assign said duties to another alternate engineer under contract at the City’s discretion. Engineer does not have the authority to unilaterally select an alternate engineer.
- (e) Engineer may from time to time be called upon to perform the following services:
  - (1) attend meetings of the City Council, when requested by the Mayor or City Manager; and/or
  - (2) attend other public or private meetings involving review or inspection matters related to the duties performed under this Agreement.
- (f) Requests for inspection may be made by telephone or fax. Upon notification, Engineer will accept or decline the request within three (3) business days.

- (g) Requests for plan review services may be made by telephone, email or fax. Upon notification, plan document submittals will be picked up within one (1) business day or the City will have them delivered to Engineer within one (1) business day. Reviewed plans and construction documents will be returned no later than ten (10) business days.
  - (h) Engineer shall conduct business in good faith displaying professionalism and a courteous manner in dealings with the citizens of the City. Engineer agrees to abide by the Texas Engineering Practice Act and Rules as established by the Texas Board of Professional Engineers.
  - (i) Engineer will report to the City's Planning Director or assigned staff liaison, in writing, any conflicts between Engineer and any citizen in the course of performing said duties.
  - (j) Engineer shall maintain complete and accurate records of work performed for the City. Engineer shall manage both public and confidential records that Engineer obtains pursuant to this Agreement with the understanding that some records may be subject to state open government laws. Engineer shall comply with the City's public information policies.
2. **Payment for Services:** The City will employ the Engineer in accordance with the Fee Schedule attached and incorporated herein as Exhibit "A" and according to the Task Order attached and incorporated herein as Exhibit "B". Engineer shall invoice City monthly for services performed. Invoice shall include a description of the project and type of work performed.
  3. **Duration:** This Agreement shall be in effect for a period of one-year (12 months).
  4. **Renewal:** This Agreement shall automatically renew for successive one-year periods unless terminated, as set out below.
  5. **Termination:** Either party may terminate this Agreement by a thirty (30) day written notice.
  6. **Relationship of Parties:** It is understood by the parties that Engineer is an independent contractor with respect to the City and not an employee of the City. City will not provide fringe benefits, including health insurance benefits, paid vacation, or any employee benefit, for the benefit of Engineer.
  7. **Employees:** Engineer employees, if any, who perform services for City under this Agreement shall also be bound by the provisions of this Agreement. At the request of City, Engineer shall provide adequate evidence that such persons are Engineer's employees.

- 8. Injuries/Insurance:** Engineer acknowledges his/her obligation to obtain appropriate insurance coverage for the benefit of Engineer’s employees, if any. Engineer waives the rights to recovery from City for any injuries that Engineer and/or Engineer’s employees may sustain while performing services under this Agreement. Engineer to provide a copy of insurance coverage to City at least ten (10) days prior to end of any existing coverage period.
- 9. Indemnification:** Engineer agrees to indemnify and hold City harmless from all claims, losses, expenses, fees, including attorney’s fees, costs and judgments that may be asserted against City that result from acts or omissions of Engineer, Engineer’s employees, if any, and Engineer’s agents, [subject to the limitations in Texas Local Government Code Section 271.904](#).
- 10. Assignment:** Engineer’s obligation under this Agreement may not be assigned or transferred to any other person, firm, or corporation without the prior written consent of City.
- 11. Notice:** All notice required or permitted under this Agreement shall be in writing and shall be delivered either in person or deposited in the United States mail, postage prepaid, addressed as follows:

**For the City:**

**For the Alternate Engineer Two:**

Attention: City Manager  
 City of Bastrop  
 P.O. Box 427  
 Bastrop, TX 78602  
 512-332-8800

Either party may change such address from time to time by providing written notice to the other in the manner set forth above. Notice is deemed to have been received three (3) days after deposit in U.S. mail.

- 12. Entire Agreement:** This Agreement contains the entire Agreement of the parties and there are no other promises or conditions in any other Agreement whether oral or written. This Agreement supersedes and prior written agreements between the parties.
- 13. Amendment:** This agreement may be modified or amended only if the amendment is made in writing and is signed by both parties.
- 14. Severability:** If any provision of this Agreement shall be held to be invalid or unenforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.



**15. Waiver of Contractual Right:** The failure of any party to enforce any provision of this Agreement shall not be construed as a waiver of limitation to that party's right to subsequently enforce and compel strict compliance with every provision of the Agreement.

**16. Applicable Law:** The laws of the State of Texas shall govern this Agreement.

**17. Venue:** The venue for any and all legal disputes arising under this Agreement shall be *Bastrop County, Texas*.

**CITY OF BASTROP:**

\_\_\_\_\_  
Lynda Humble, City Manager \_\_\_\_\_, P.E.

\_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Ann Franklin, City Secretary

*ERS*

*Sample Draft Engineering Agreement*

*7/5/18*

Attachment "A"  
Fee Schedule

*ERS*

*Sample Draft Engineering Agreement*

*7/5/18*

Exhibit "B"  
Task Order

# Sticks

CREATIVE

**KATIE ALLCORN**  
*creative director*

---

601·540·7829  
katie@stickscreative.com

---

128 Greasy Bend Road  
Smithville, Texas 78957

*Katie Allcorn*

*09/17/18*

---

KATIE ALLCORN

DATE

---

CITY OF BASTROP

DATE



**BILL TO**  
**Bastrop Art in Public Places**

Item & Description	Qty	Rate	Amount
<b>Ongoing Website &amp; Social Management</b> Maintain website and update social media platforms each week over 12 months. Retainer includes 15 hrs per month. Includes posting art calls, MailChimp management, FB and Instagram Inbox management and proactive follower engagement.	12.00 Month	650.00	7,800.00
<b>Website Platform</b> Squarespace Website Business Plan for 12 Months of activity.	1.00	216.00	216.00
<b>Social Boost</b> Boost one unique post per month to increase following and drive traffic to the BAIPP social pages and website.	12.00 Post	30.00	360.00
<b>Email Management</b> Manage the BAIPP gmail account for 12 months. Includes aggregation of art submissions.	12.00 Month	150.00	1,800.00
<b>Brochure Design</b> Create a new brochure for 2019 BAIPP Collection. Edit existing content with new cover design.	8.00 Hour	50.00	400.00
		Sub Total	10,576.00
		<b>TOTAL</b>	<b>\$10,576.00</b>

We can't wait to get started!

Thanks for considering Sticks Creative for this project.

**Terms & Conditions**

50% of the design and strategy estimate is due in order start production. We do not limit client revisions. Due to this collaborative policy, estimates are subject to change. Sticks Creative will communicate any increases in cost as they arise. The balance will be due upon completion.

All retainer fees are due at the first of each month. A \$10 fee will be applied to each day retainer payment is overdue.

*Recommended Changes to the:*

AGREEMENT BETWEEN THE CITY OF BASTROP AND ARTIST FOR THE  
2017 BASTROP 2-DIMENSIONAL ART PROJECT

- Scope of work - ...The framed size must be between 576 sq. inches (4 sq. feet) and 3600 sq. inches (25 sq. feet)
- Time of Completion - ...The 2-D art will not be removed The 2-D art will not be removed or “for sale” during the exhibit. If a piece sells it will need to remain for the duration of the exhibit. All sales will be transacted between the artist and the buyer. On completion of all 2-Dimensional art installations , a jury will award prizes in each of the three categories of art: First place \$750.00, Second Place \$500.00, and \$200.00 for Honorable Mention. One Best of Show award will be \$1,000. No Artist can win more than one prize. The three categories are:
  1. Painting, drawing and printmaking
  2. Photography
  3. Multimedia: materials including but not limited to; textile, wood, collage, mosaic, metal, etc.
- Termination – ...The Artist’s work may be terminated by the city at any time to protect the safety, health and welfare of the public, ~~on written notice to the Artist~~ by the City for any reason or reason at all...
- Materials /Process/Oversight –
  - a. ...
  - b. Upon acceptance into the 2-Dimensional Art Show the Artist will execute and complete the Integrated Agreement, Exhibit ‘D’ and W-9 Form.  
\*note- the BAIPP Board senses that *notarizing Exhibit ‘D’* is unnecessary.
- Design Limitations –
  - a. ...
  - b. ...
  - c. ...
  - d. ...
  - e. Artwork must be professionally presented and ready to hang with appropriate hardware, i.e. D-rings and wire, dowels, framed, matted. No saw tooth hangers. Unframed, stretched canvas (fully-wrapped canvas only) will be accepted if the sides are painted and no staples are visible. Canvas or other cradle substrates must be a minimum depth of 1”.

f. BAIPP reserves the right to reject any piece at the time of delivery if the framing or presentation is not professional in appearance.

- Ownership of Work -

- a. ...

- b. ...

- c. ...

- d. ...

- e. Artist is responsible for art delivery and pickup on dates specified. Artwork not picked up without prior arrangements made 7 days in advance through a BAIPP Representative will be deemed abandoned. If artist is not picking up works(s), a signed statement or email from the artist with the name of the person picking up the work is required.

- Guarantee of Workmanship and Maintenance –

- a. ...

- b. ...

- c. ...

- d. ...

- INDEMNITY, HOLD-HARMLESS AND RELEASE ...

- Integrated Agreement - ...

# 2019 2-D Art Show

## Categories & Award Amounts

### *Three Categories:*

- Painting, Drawing, Printmaking
- Photography
- Multimedia; materials including but not limited to; textile, wood, collage, mosaic, metal, etc.

### *Prize Cash Awards*

\$750.00 - First Place in each category

\$500.00 – Second Place in each category

\$200.00 – Honorable Mention in each category

\$1000.00 - Best of Show (this award cannot be given to a First Place or Honorable Mention winner)

Total Cash Prize = \$5,350



# Bastrop Art in Public Places 2-Dimensional Art Show

## 2019 Artist Call for Submissions

Bastrop, TX is a unique blend of old and new. Nestled on the banks of the Colorado River in the heart of the Lost Pines region, the Bastrop historic district offers a delightful selection of shops, restaurants and inns. Nearby neighborhoods have over 100 registered historic homes, many beautifully restored. A Texas Main Street City since 2007, Bastrop was also named a Distinctive Destination in 2010 by the National Trust for Historic Preservation in recognition of the City's work to preserve its historic character, promote heritage tourism and extend its welcome. Bastrop is a designated Cultural Arts District by the Texas Art Commission.

The 2019 Bastrop 2-Dimensional Art Show ("2-D Art") is an annual program of the Bastrop Art in Public Places Board (BAIPP) and the City of Bastrop. The BAIPP 2-D Show is in its third year and was adopted to adorn the City of Bastrop's public buildings with original art. This highly visible and accessible 2-D Art exhibition will serve as an art destination for the residents of Bastrop County and Central Texas, as well as visitors to the area.

The 2-D Art submissions will be selected for the show through a juried process, cash prize Awards will be given at an Awards Event and selected artwork will be on loan to be installed in Bastrop public buildings for one full year.

***Submission Opening: February 1, 2019***

***Submission Deadline: March 15, 2019 by 5:00pm***

### **About This Call for Art:**

You are invited to submit your 2-D art to be displayed for the year-long public exhibit. The following criteria are required:

- The 2-D Art call is open in regards to theme and will include three categories:
  1. Painting, drawing and printmaking
  2. Photography
  3. Multimedia: media including but not limited to; textile, wood, collage, mosaic, metal, etc.

No reproductions of original art will be accepted. The framed size must be between 576 sq. inches to 3600 sq. inches. Please note that larger exhibit spaces are more abundant than the smaller spaces at this time. The call is open to all artists without geographic distinctions or restrictions. Art content must be family friendly as it will be displayed in a community facility.

- Artwork must be professionally presented and ready to hang with appropriate hardware, i.e. D-rings and wire, dowels, framed, matted. No saw tooth hangers.
- Unframed, stretched canvas (fully-wrapped canvas only) will be accepted if the sides are painted and no staples are visible. Canvas or other cradle substrates must be a minimum depth of 1”.
- BAIPP reserves the right to reject any piece at the time of delivery if the framing or presentation is not professional in appearance.
- The 2-D art will be on loan for one calendar year (refer to 2-D Art Calendar) in public buildings such as City Hall, the Public Library, and the Convention Center. The public can view the art during posted hours of operation for each location. To view the public buildings visit: [www.cityofbastrop.org](http://www.cityofbastrop.org). The 2-D art will not be removed or “for sale” during the exhibit. If a piece sells it will need to remain for the duration of the exhibit. All sales will be transacted between the artist and the buyer.

## Submission Information:

- Each artist may **submit up to two original 2-D artworks** for consideration. A high resolution digital photograph of no more than 2MB per image is required to be juried, as well as, for use in marketing collateral to include by not limited to: websites, social media and print. **Please note that the quality of the photograph can influence the jury process. We encourage including a second photograph of a close-up or detail area of the piece.** Please be sure to fill out the Entry Form and your artist interpretation on the Bio Sheet and upload your photos. **You will receive a confirmation email.**
- Selection will be done by a blind jurying process by a pool of jurors chosen by BAIPP. The judging for awards will be done after the installation of the 2-D art by another blind panel of jurors. Prizes will awarded: \$750 First Place in each category, \$500 for Second Place in each category, \$200 Honorable Mention in each category, and \$1000 for Best of Show (this award cannot be given to a First, Second or Honorable Mention winner).
- Thirty (30) pieces of art will be chosen as semi-finalists from the digital jurying process and the artists will be notified on April 8<sup>th</sup>. The thirty semi-final artworks will be delivered **in person for a final jurying on April 13<sup>th</sup>** at 11:00a.m. Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas. Sixteen (16) final artworks will then be selected for the 2-D Art Show while the artists enjoy a luncheon and tour of the Lost Pines Art Center at 1204 Chestnut Street. BAIPP will not accept or return art through the mail or other carrier, such as UPS or Fed-Ex. Insurance against damage, theft and the elements will be the responsibility of the City of Bastrop.
- Artist is responsible for art delivery and pickup on dates specified. Artwork not picked up without prior arrangements made 7 days in advance through Andrea Haschke 512-629-3756 or Marlene

Outlaw 512-966-1862 will be deemed abandoned. If artist is not picking up works(s), a signed statement or email from the artist with the name of the person picking up the work is required.

- All artists selected to exhibit an art piece will be required to sign an Artist's Agreement with the City of Bastrop that will detail the rights and responsibilities of all parties related to staging, installation, security, materials, liability and removal, etc. All selected artists will need to complete a W-9 Form

## **Important Dates:**

**February 1, 2019** – Opening for Artist Call for Submission(s)

**March 15, 2019 by 5:00p.m.** – Deadline for Submission(s)

**April 8, 2019** - Notice of top 30 semi-final pieces

**April 13, 2019 @ 11:00a.m.** - In-person delivery of thirty semi-final artworks @ Bastrop City Hall  
Jury selection of final sixteen (16) pieces for Art Show  
Artist Luncheon and Lost Pines Art Center tour  
Completion of W-9 Form and sign Artist's Agreement

**May 25, 2019 @ 11:00 a.m.** - Announcement of Award Winners and Appreciation Ceremony Bastrop Convention Center

For artist or event information, please contact Andrea Haschke 512-629-3756 or Marlene Outlaw 512-966-1862 or [baippcalltoartists@gmail.com](mailto:baippcalltoartists@gmail.com). As your submission is received you will receive an email confirmation. Thank you for your interest in our call. Last year we had 70 entries. We hope to have even more this year



## 2019 Calendar for 2-D Art Show

---

**February 1<sup>st</sup>** – Artist Call

**March 15<sup>th</sup>** – Deadline for Artist Call (no submissions accepted after 5:00pm)

**March 22<sup>nd</sup>- April 5<sup>th</sup>** – Digital Jurying by gallery experts

**April 11<sup>th</sup> or 12<sup>th</sup>** – Uninstall

**April 13<sup>th</sup>** – Artist Luncheon (Art Center)

Jurying for Show at City Hall

Pick-up 2018 Show artwork at City Hall

**April 15<sup>th</sup>-19<sup>th</sup>** – Installation week (decide where to hang pieces and have Guy install)

**May 6<sup>th</sup>-11<sup>th</sup>** – Jurying for Awards week

**May 25<sup>th</sup>** – Awards Program at Convention Center

---