

**Bastrop, TX City Council Meeting Agenda**  
**Bastrop City Hall City Council Chambers**  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8800



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**October 10, 2017 at 6:30 P.M.**

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*City of Bastrop City Council 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 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.*

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As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purposes of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

The City of Bastrop reserves the right to reconvene, recess, or realign the Regular Session or called Executive Session or order of business at any time prior to adjournment.

**1. CALL TO ORDER – 6:30 P.M.**

**2. PLEDGE OF ALLEGIANCE – Cadets from the Bastrop High School NJROTC**

**TEXAS PLEDGE OF ALLEGIANCE**

*Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*

**3. INVOCATION – Pastor Bernie Jackson, Trinity Zion Ministries**

**4. PRESENTATIONS – PART 1 OF 2**

4A. A proclamation of the City Council of the City of Bastrop, Texas, recognizing October 10, 2017 as City of Bastrop Custodial Workers Recognition Day.

4B. A proclamation of the City Council of the City of Bastrop, Texas, recognizing the week of October 8-14 as Fire Prevention Week for the City of Bastrop.

4C. Receive Presentation from Pastor Bernice Jackson regarding Go Purple Days - Domestic Violence Awareness Month.

4D. A proclamation of the City Council of the City of Bastrop, Texas, recognizing Domestic Violence Awareness Month.

4E. A proclamation of the City Council of the City of Bastrop, Texas recognizing October as National Community Planning Month.

4F. Receive Presentation thanking the volunteers that helped make FY 17 Tennis Program a success for our community.

**10. INDIVIDUAL CONSIDERATION – PART 1 OF 2**

**(This item is being moved to the beginning of the agenda to provide an opportunity for the community to meet and welcome Alan Bojorquez as the City's Attorney.)**

10A. Consider action to approve Resolution R-2017-83 of the City Council of the City of Bastrop, Texas, approving terms of engagement with Bojorquez Law Firm, PC; authorizing the Mayor to execute all necessary documents; repealing any resolutions in conflict; and establishing an effective date.

**5. OATH OF OFFICE**

5A. Incoming City Attorney Alan Bojorquez

- Swearing Oath of Office, The Honorable Chris Duggan, State District Judge, District 423
- Signature of official documents, Ann Franklin, City Secretary
- Welcome by Council
- Comments by Mayor Schroeder

**RECEPTION FOR NEW CITY ATTORNEY – RECESS MEETING FOR 20 MINUTES.**

**4. PRESENTATIONS – PART 2 OF 2**

4G. Mayor's Report

4H. Councilmembers' Report

4I. City Manager's Report

**6. WORK SESSION/BRIEFINGS**

6A. Discuss Partnership between City & Senior Center regarding the FEMA Building scheduled for completion in February 2018.

6B. Discuss proposed organizational work plan for FY 2018 - 2022.

**7. STAFF AND BOARD REPORTS**

7A. Receive presentation and brief overview from Justin Bragiel, General Counsel with Texas Hotel & Lodging Association (TH&LA), regarding the legal uses of Hotel Occupancy Tax in the State of Texas.

7B. Receive staff presentation on the 2017 Lost Pines Christmas Festival Season.

7C. Receive staff presentation regarding the results of the recent smoke testing performed in the Riverside Grove Subdivision.

- 7D. Receive staff presentation on the City's application for funding through the FEMA Hazard Mitigation Grant Program.

**8. 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 City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.*

*To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the consideration of that item.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.*

**9. CONSENT AGENDA**

*The following may be acted upon in one motion. A Councilmember or a citizen may request items be removed from the Consent Agenda for individual consideration.*

- 9A. Consider action to approve minutes from the September 19, 26 and 28, 2017 meetings.

**10. ITEMS FOR INDIVIDUAL CONSIDERATION – PART 2 OF 2**

- 10B. Hold a public hearing and consider action to approve the first reading of Ordinance No. 2107-27 of the City Council of the City of Bastrop, Texas, Granting a Conditional Use Permit to allow an Indoor Commercial Amusement Use, for Lot 2 of Hunter's Crossing Subdivision, Section 2-A, located at 201 Hunter's Crossing Boulevard, Suite 14, within the city limits of Bastrop, Texas; providing a severability clause, setting out conditions, and establishing an effective date, and move to include the second reading on the October 24, 2017, City Council agenda.
- 10C. Consider action to approve the first reading of Ordinance 2017-24 of the City Council of the City of Bastrop, Texas, changing the names of three roads in Tahitian Village due to emergency response concerns, being "Hawea Ct" to "Ori Ct", "Koko Ln" to "Nani Ln", and "Lae Ct" to "Reva Ct", within the city limits of Bastrop, Texas, providing a severability clause, establishing an effective date and move to include the second reading on the October 24, 2017 City Council agenda.
- 10D. Item removed prior to posting.
- 10E. Consider action to approve Resolution R-2017-81 of the City Council of the City of Bastrop, Texas approving revised City Council Rules of Procedure; establishing a repealing clause; and establishing an effective date.

10F. Consider action to approve the first reading of Resolution No. R-2017-79 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of Main Street Program support between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement; repealing all resolutions in conflict; providing an effective date; and move to include on the October 24, 2017 agenda for second reading.

**11. EXECUTIVE SESSION**

11A. City Council shall convene into closed executive session pursuant to Section 551.074 of the Texas Government Code to discuss positions affiliated with Municipal Court including reviewing submittals for the Request for Qualifications for an Associate Judge(s) and the position of Prosecutor.

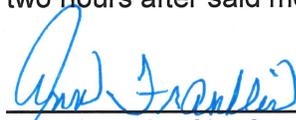
11B. City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to discuss and deliberate litigation matters with Special Counsel to the City of Bastrop regarding XS Ranch Fund VI, LP Case No. 16-31367 Case pending in United States Bankruptcy Court, Northern District of California and the purchase of additional water rights as outlined in the agreement.

11C. City Council shall convene into closed executive session pursuant to Section 551.074 to conduct a semi-annual performance evaluation of the City Manager as required by her employment agreement.

**12. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION**

**13. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as 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 convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Friday, October 6, 2017 at 10:30 a.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Secretary



# STAFF REPORT

**MEETING DATE:** October 10, 2017

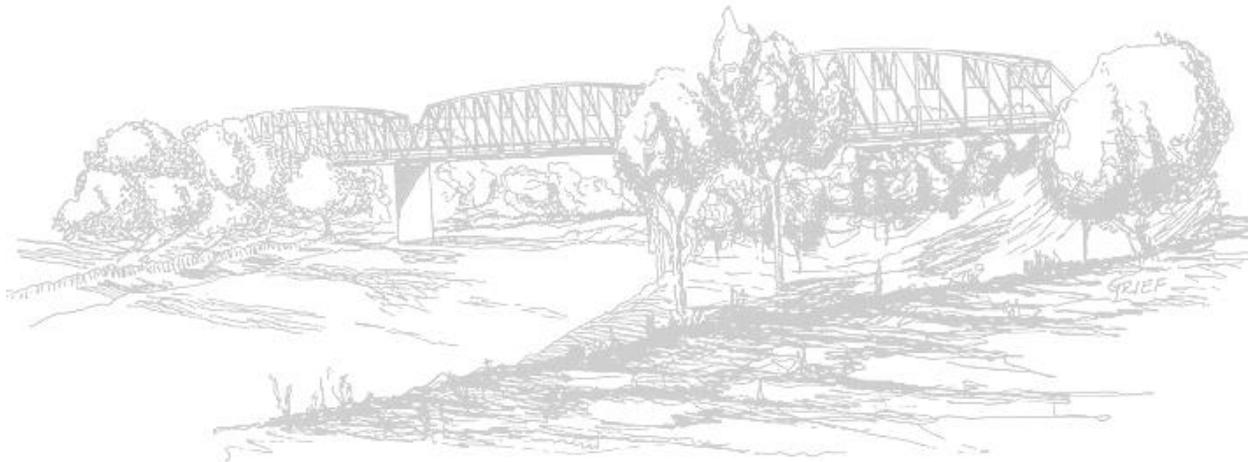
**AGENDA ITEM:** 4A

**TITLE:**

A proclamation of the City Council of the City of Bastrop, Texas, recognizing October 10, 2017 as City of Bastrop Custodial Workers Recognition Day.

**STAFF REPRESENTATIVE:**

Trey Job, Managing Director of Public Works & Leisure Services



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# ROCLAMATION



**WHEREAS**, custodial workers contribute to important first impressions and the success of any business; and

**WHEREAS**, custodial workers operate behind the scenes and are often under-appreciated for the hard work they do day after day keeping facilities clean and well maintained; and

**WHEREAS**, the City of Bastrop recognizes the often thankless job performed by these dedicated workers today, and as a reminder year-round; and

**WHEREAS**, October 2<sup>nd</sup> has historically been observed as National Custodial Worker's Recognition Day,

**NOW THEREFORE**, I, Mayor Connie B. Schroeder, do hereby proclaim October 10<sup>th</sup>, 2017 as:

***CITY OF BASTROP CUSTODIAL WORKER'S  
RECOGNITION DAY***

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, TX to be affixed this 10<sup>th</sup> day of October 2017.

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Connie B. Schroeder, Mayor



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 4B

**TITLE:**

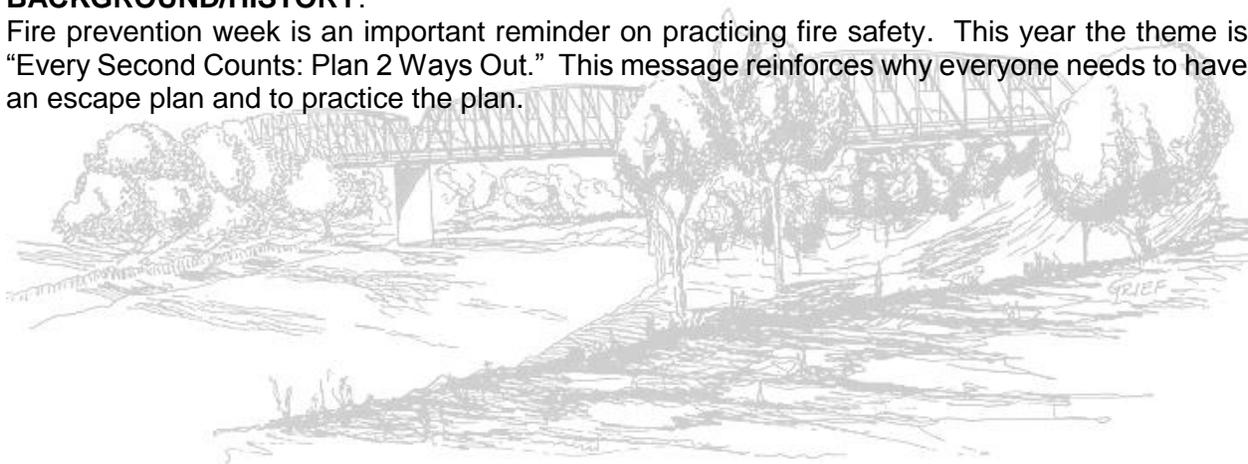
A proclamation of the City Council of the City of Bastrop, Texas, recognizing the week of October 8 - 14, 2017 as Fire Prevention Week for the City of Bastrop.

**STAFF REPRESENTATIVE:**

Steve Adcock, Public Safety Director

**BACKGROUND/HISTORY:**

Fire prevention week is an important reminder on practicing fire safety. This year the theme is "Every Second Counts: Plan 2 Ways Out." This message reinforces why everyone needs to have an escape plan and to practice the plan.



# P

# ROCLAMATION



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

**WHEREAS**, fire is a serious public safety concern both locally and nationally, and homes are where people are at greatest risk from fire; and

**WHEREAS**, home fires killed more than 2,500 people in the United States in 2016, according to the latest research from the nonprofit National Fire Protection Association (NFPA), and fire departments in the United States responded to more than 369,000 home fires; and

**WHEREAS**, residents who have planned and practiced a home fire escape plan are more prepared and will therefore be more likely to survive a fire; and

**WHEREAS**, only one-third of Americans have both developed and practiced a home fire escape plan; and

**WHEREAS**, almost three-quarters of Americans do have an escape plan; however, less than half have actually practiced it; and

**WHEREAS**, one-third of Americans households who made an escape plan estimated they would have at least 6 minutes before a fire in their home would become life threatening. The time available is often less; and

**WHEREAS**, working smoke alarms cut the risk of dying in a reported fire in half; and

**WHEREAS**, Bastrop firefighters are dedicated to reducing the occurrence of home fires and home fire deaths and injuries through prevention and proper education; and

**WHEREAS**, Bastrop residents are responsive to public education measures and are able to take personal steps to increase their safety from fire, especially in their homes; and

**WHEREAS**, the 2017 Fire Prevention Week theme, “Every Second Counts: Plan 2 Ways Out!” effectively serves to remind us to develop and practice a home fire escape plan during Fire Prevention Week and year-round.

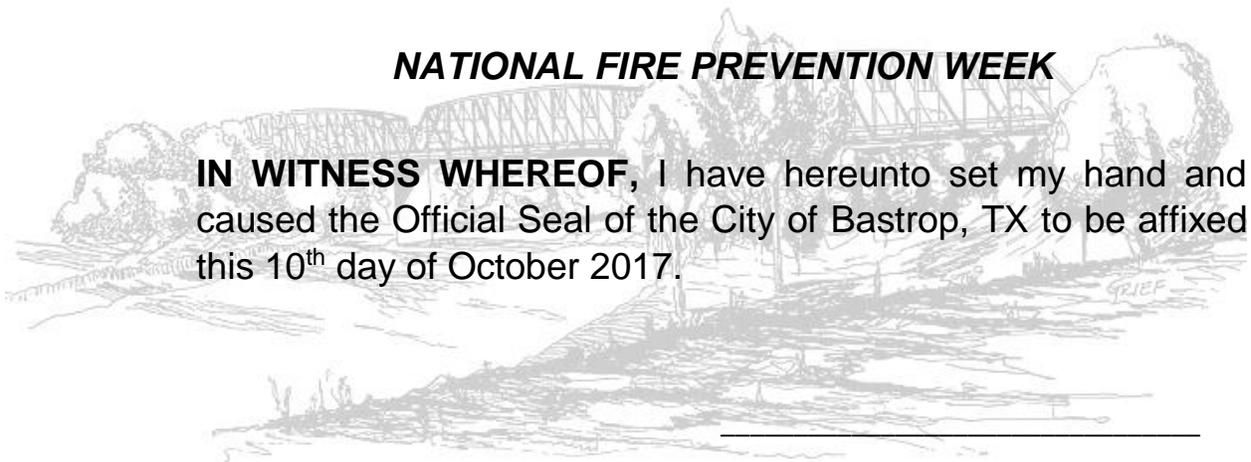
**NOW THEREFORE**, I, Mayor Connie B. Schroeder, do hereby proclaim the week of October 8<sup>th</sup> - 14<sup>th</sup>, 2017 as:

***NATIONAL FIRE PREVENTION WEEK***

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, TX to be affixed this 10<sup>th</sup> day of October 2017.

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Connie B. Schroeder, Mayor





# STAFF REPORT

**MEETING DATE:** October 10, 2017

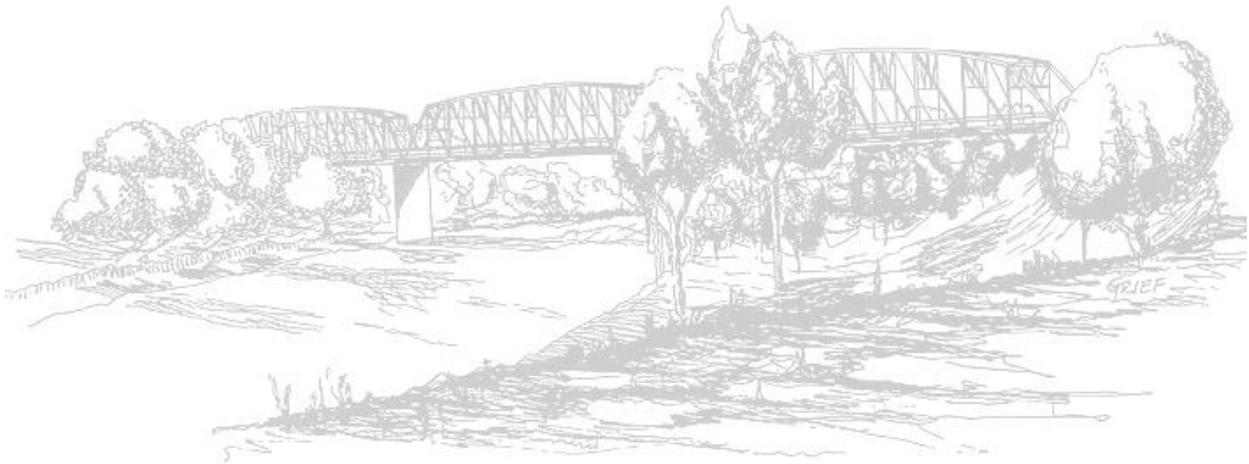
**AGENDA ITEM:** 4C

**TITLE:**

Receive Presentation from Pastor Bernice Jackson regarding Go Purple Days - Domestic Violence Awareness Month.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 4D

**TITLE:**

A proclamation of the City Council of the City of Bastrop, Texas, recognizing Domestic Violence Awareness Month.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager



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# ROCLAMATION



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

**WHEREAS**, domestic violence is a serious crime that affects people of all races, ages, gender, and income levels; and

**WHEREAS**, domestic violence is widespread and affects over 4 million Americans each year; and

**WHEREAS**, one in three Americans have witnessed an incident of domestic violence;

**WHEREAS**, children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

**WHEREAS**, domestic violence costs the nation billions of dollars annually in medical expenses, police and court costs, shelters, foster care, sick leave, absenteeism, and non-productivity; and

**WHEREAS**, only a coordinated community effort will put a stop to this heinous crime; and

**WHEREAS**, domestic Violence Awareness Month provides an excellent opportunity for citizens to learn more about preventing domestic violence and to show support for the numerous organizations and individuals who provide critical advocacy, services and assistance to victims.

**NOW, THEREFORE**, I, Connie Schroeder, Mayor of the City of Bastrop, do hereby proclaims the **month of October 2017 as Domestic Violence Awareness Month** and urge the citizens of Bastrop to work together to eliminate domestic violence from our community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 10<sup>th</sup> day of October, 2017.

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Connie B. Schroeder, Mayor





# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 4E

**TITLE:**

A proclamation of the City Council of the City of Bastrop, Texas recognizing October as National Community Planning Month.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager



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# ROCLAMATION



**WHEREAS**, change is constant and affects all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and

**WHEREAS**, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

**WHEREAS**, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

**WHEREAS**, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

**WHEREAS**, the month of October is designated as National Community Planning Month throughout the United States of America and its territories, and

**WHEREAS**, American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of our settlements and environment; and

**WHEREAS**, the celebration of National Community Planning Month gives us the opportunity to publicly recognize the participation and dedication of the members of planning commissions and other citizen planners who have contributed their time and expertise to the improvement of the City of Bastrop; and

**WHEREAS**, the City of Bastrop has received the Comprehensive Planning Award from the Central Section, Texas Chapter, of the American Planning Association this past year; and

**WHEREAS**, we recognize the many valuable contributions made by professional planners of the City of Bastrop and the volunteer members of the Planning and Zoning Commission, Zoning Board of Adjustment, Historic Landmark Commission and the Construction Standards Board and extend our heartfelt thanks for the continued commitment to public service by these professionals and volunteers;

**NOW, THEREFORE, BE IT RESOLVED THAT** the month of October 2017 is hereby designated as **Community Planning Month** in the City of Bastrop, Texas in conjunction with the celebration of National Community Planning Month.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 10<sup>th</sup> of October 2017.

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Connie B. Schroeder, Mayor





# STAFF REPORT

**MEETING DATE:** October 10, 2017

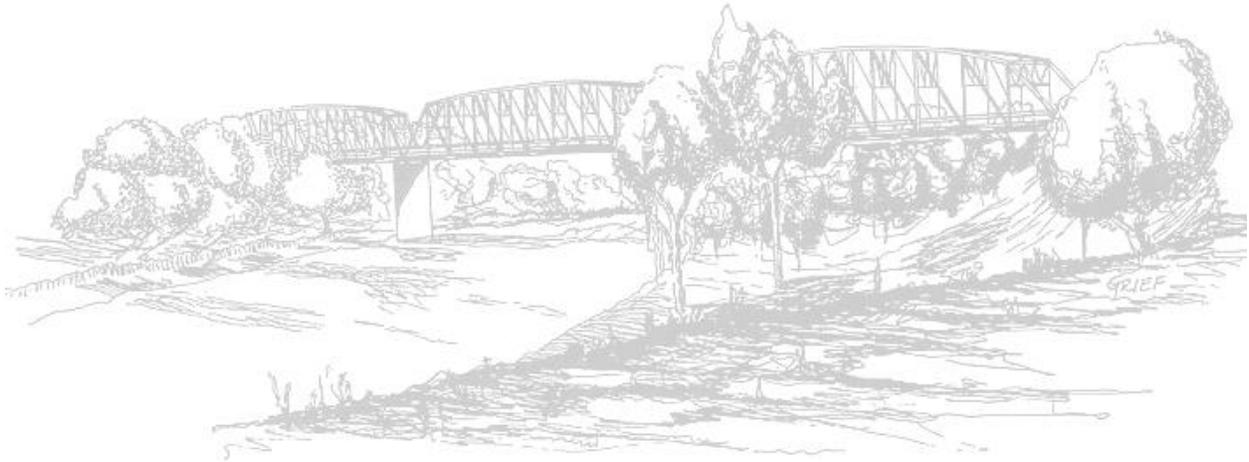
**AGENDA ITEM:** 4F

**TITLE:**

Receive Presentation from Managing Director of Public Works and Leisure Services thanking the volunteers that helped make FY 17 tennis program a success.

**STAFF REPRESENTATIVE:**

Trey Job, Managing Director of Public Works & Leisure Services



# Bastrop Tennis program held last spring was a great partnership opportunity!

- Lost Pines Toyota
- The Liriano Family Foundation
- B.H.S. Head Coach Robert Ardis
- BISD Athletic department
- All the Volunteers that made the program a success this fiscal year



# Community Recreation

- The event was free for participants
- \$1,000.00 donation to cover registration was provided by the Liriano Family foundation.
- The City of Bastrop supplied the equipment and on-line registration.
- BISD Athletic department allowed us to use the courts at no cost.
- Special Thanks to Coach Ardis, who provided the “know how” and his time.



# Life Lesson You Can From Tennis

- 1. When you start anything in life, when you first enter the court, people may or may not cheer for you.

Do your best anyway, don't let what others think of you or their lack of support bring you down. It's always nice to have people by your side. But sometimes, people will root for other people's work, their ideas, you just got to get over it and play your A game anyway.

- 2. Sometimes, life will be unfair.

You just have to suck it up, move on and not let it impact your performance. Sometimes, the chair umpires in your life will make the wrong call, and you will know it is wrong, but you won't be able to change it. But there is something you will be able to do: you will be able to make a choice, sulk and ruin your game or accept it and not let it destroy your momentum.

- 3. If you are not good at something at first, practice, practice, practice till you get better.

Don't give up. Just like tennis players with poor serves or poor backhands who become significantly better over time, so can you. Think you're not good at math, sketching or presenting in public? Practice, give it everything you have and you will surprise yourself! All it takes is will power and effort to get better.



# Life Lesson You Can From Tennis

4. Your natural abilities and strengths can only get you so far.

You might serve very well, but other people might have a very strong forehand. But in the end, the person who wins is the person who uses his or her competitive strengths, but also works on the things he or she is not good at. The person who works hard to improve what is not good enough. The person who has grit, the perseverance to power through weaknesses.

5. Your body language right from the start of any project can have a big impact, not only on how your opponents perceive you, but also on your actual performance.

Right from the warm up stage, it's easy to see who is confident, who is likely to win.





# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 4G

**TITLE:**  
Mayor's Report

**STAFF REPRESENTATIVE:**  
Lynda Humble, City Manager

**ACTIVITIES OF MAYOR SCHROEDER SINCE THE LAST COUNCIL MEETING:**



Bastrop County Elections Office –  
Please Register to Vote so you can  
participate in November Elections

- September 27 – Attended TML Region 10 Quarterly Meeting
- September 28



Retail Visits with City  
Manager and EDC Director  
included a visit to McCoy's  
– great to meet Andre  
Haddad



Bastrop Chamber of Commerce  
Ribbon Cutting at CPR  
Welcome to Bastrop

- September 29 – BEST Breakfast

In order to provide timely release of our Council packets, my Mayor's report was turned in on September 29th. Meetings I plan to attend between now and the Council meeting include:

- September 30 – Big Trucks at Bob Bryant Park
- October 3
  - Ribbon Cutting – Anytime Fitness
  - National Night Out
- October 3-6 TML Annual Conference in Houston
- October 6 - First Friday Art Walk
- October 7 - Home Depot Annual Safety Event

**Upcoming events:**

- October 11 – Imagine the Possibilities Broker Tour
- October 12 – Tx DOT Open House for FM 812 Proposed Roadway
- October 16 – Monthly BEDC meeting
- October 19 – State Park Public Meeting
- October 20 – Ribbon Cutting for The Homestead at Old Potato Road
- October 24
  - State of LCRA meeting
  - Council Meeting





# STAFF REPORT

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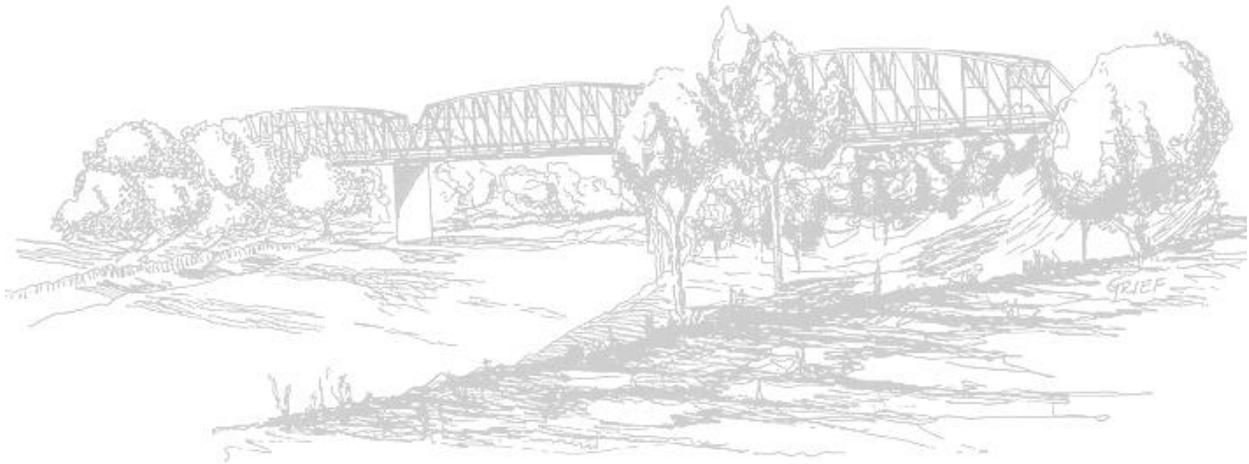
**AGENDA ITEM:** 4H

**TITLE:**

Councilmembers' Report

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

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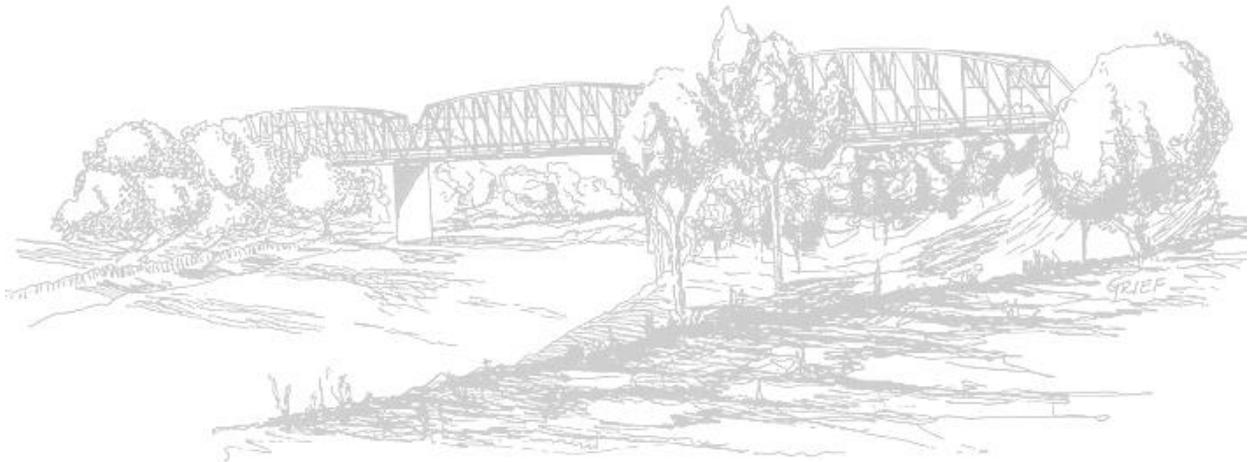
**AGENDA ITEM:** 41

**TITLE:**

City Manager's Report

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 5A

**TITLE:**

Incoming City Attorney Alan Bojorquez

- Swearing Oath of Office, The Honorable Chris Duggan, State District Judge, District 423
- Signature of Official Documents
- Welcome by Council
- Comments by City Attorney Alan Bojorquez

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager  
Ann Franklin, City Secretary

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

- Oath of Office



**City of Bastrop**  
**OATH OF OFFICE**

I, **Alan Bojorquez**, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of **City Attorney**, of the City of Bastrop, Texas, and will to the best of my ability preserve, protect, and defend the Constitution, laws and ordinances of the United States, of this State, and of this City, so help me God.

\_\_\_\_\_

SWORN TO and Subscribed before me by on this 10<sup>th</sup> day of October, 2017.

(Seal)

\_\_\_\_\_  
Signature of Person Administering Oath

\_\_\_\_\_  
Printed Name

Notary Public, State of Texas



# STAFF REPORT

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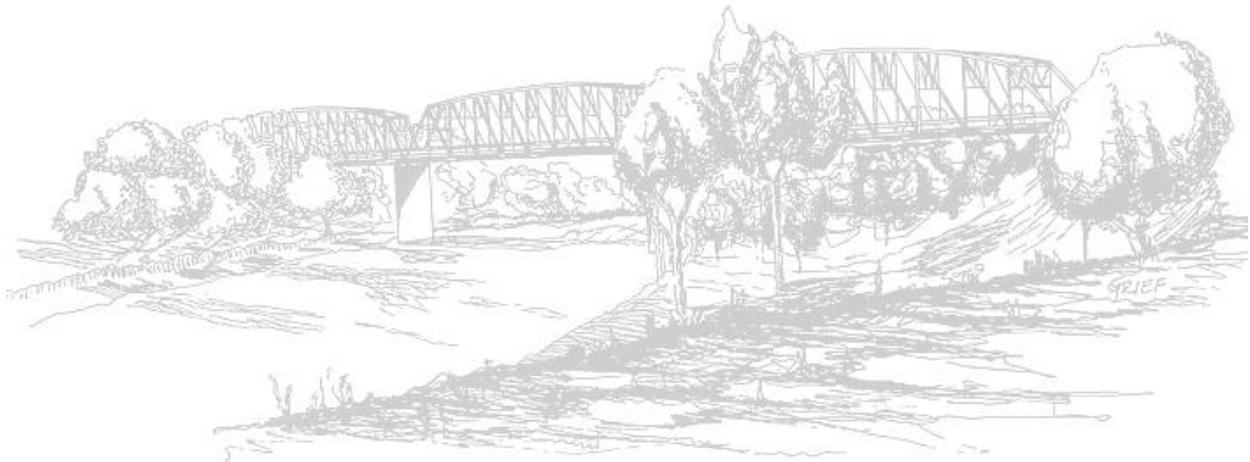
**AGENDA ITEM:** 6A

**TITLE:**

Discuss Partnership between City & Senior Center regarding the FEMA Building scheduled for completion in February 2018.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

**MEETING DATE:** October 10, 2017

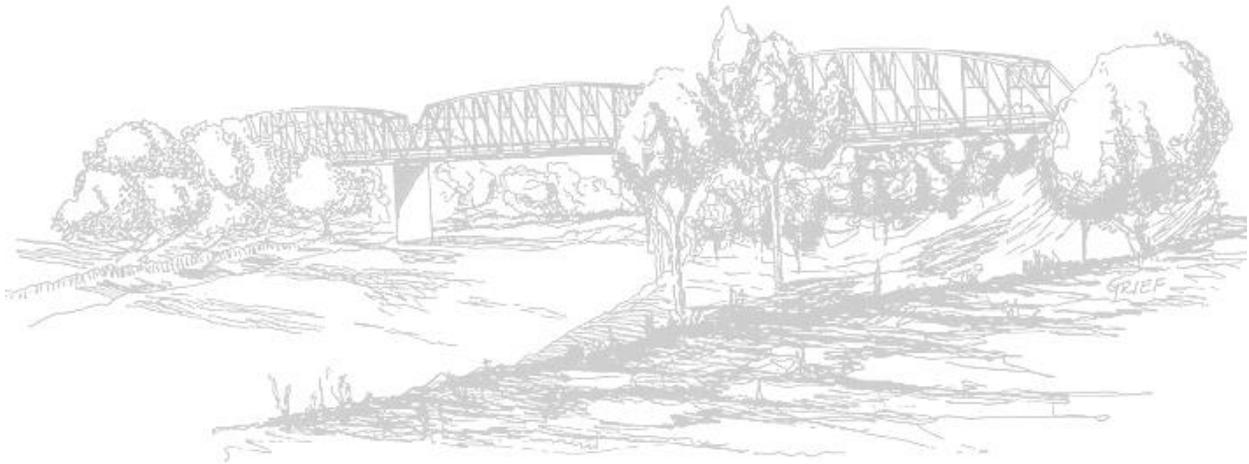
**AGENDA ITEM:** 6B

**TITLE:**

Discuss proposed Organizational Work Plan FY 2018 – 2022.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager



# City of Bastrop, Texas Organizational Work Plan FY 2018 – 2022



<b>LEGEND:</b>	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022
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## City Council's Vision & Mission Statements:

<p style="text-align: center;"><b>VISION STATEMENT</b></p> <p style="text-align: center;">"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."</p>	<p style="text-align: center;"><b>MISSION STATEMENT</b></p> <p style="text-align: center;">"To continuously strive to provide efficient and proactive services that enhance our quality of life and achieve our vision."</p>
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## City Council's Nine Focus Areas – Bastrop's Drivers to Successfully Achieve our Vision & Mission:

### 1. Communication

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

**Com #1:** Develop and produce a monthly video program 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 cable channel, website, brick & mortar locations, and social media.

Responsible Parties	Hospitality & Downtown; All Departments	Quarters:	All
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	General, Utility, BP&L	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop

**Com #2:** Establish City's communication vision and goals.

Responsible Parties	Hospitality & Downtown; All Departments	Quarters:	1-2
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	General, Utility, BP&L	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop

<b>Com #3: Review and update BTXN (Cable Channel) ordinance and fee schedule.</b>			
Responsible Parties	Hospitality & Downtown; Finance	Quarters:	3
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	No Cost	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com #4: Implement Customer Portals for Access to Individual Utility Billing Information.</b>			
Responsible Parties	Utility Customer Service; I.T.	Quarters:	1
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	BP&L	Secondary Focus Areas:	Economic Vitality
<b>Com #5: Establish a budget process that allows for submission of the Distinguished Budget Presentation Award.</b>			
Responsible Parties	Finance; All Department	Quarters:	2-4
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	N/A	Secondary Focus Areas:	Organizational Excellence
<b>Com #6: Develop a 2-way communication strategy with the Development Community.</b>			
Responsible Parties	P&Z; Engineering; Public Works; BEDC	Quarters:	1-4
Comprehensive Plan:	5.2.1	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	
<b>Com #7: Receive transparency star for Public Pension from Comptroller's Office.</b>			
Responsible Parties	Finance	Quarters:	1-4
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	N/A	Secondary Focus Areas:	Organizational Excellence
<b>Com #8: Improve visual experience of televised Council meetings for the viewers watching at home or on-line.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	3-4
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	No Cost	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com #9: Hold joint workshops with City Councils and each Board and Commission to discuss purpose and work plan policy recommendations.</b>			
Responsible Parties	CMO; Board Staff Liaison	Quarters:	1-3
Comprehensive Plan:		Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	
<b>Com #10: Create an annual calendar of City Organizational Events for leveraging the Event Bulletin Board on BTXN.</b>			
Responsible Parties	CMO; Hospitality & Downtown; All Departments	Quarters:	2
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	No Cost	Secondary Focus Areas:	Uniquely Bastrop; Unique Environment, Economic Vitality

<b>Com #11: Install the Votelynx System in Council Chambers.</b>			
Responsible Parties	I.T., CMO, Hospitality & Downtown	Quarters:	2-3
Comprehensive Plan:	3.1	Council Priority:	Communication
Funding Source:	General, Utility, BP&L,	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com #12: Develop process for monitoring and answering questions during Council Meetings on social media.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	3-4
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	Unknown	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com #13: 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.</b>			
Responsible Parties	Hospitality & Downtown; All Departments	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	General, Utility, BP&L	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com #14: Develop an "Librarian on the Loose" outreach program to take library services to nursing homes, correctional institutions, and schools.</b>			
Responsible Parties	Library	Quarters:	FY 2019
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>Com #15: Develop a robust social media policy and metrics.</b>			
Responsible Parties	Hospitality & Downtown; All Departments	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	Yes
Funding Source:	No cost	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com #16: Establish partnerships with BISD, Bastrop County, and other governmental entities for additional BTXN programming.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	No cost	Secondary Focus Areas:	Uniquely Bastrop; Unique Environment, Economic Vitality
<b>Com #17: Convert all on-line forms for Utility Services to a fillable pdf format.</b>			
Responsible Parties	Utility Customer Service; I.T.	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	Staffing Needs
Funding Source:	W/WW, BP&L	Secondary Focus Areas:	Organizational Excellence
<b>Com #18: Develop Standard Operating Procedures for media release and information dissemination.</b>			
Responsible Parties	Hospitality & Downtown; All Departments	Quarters:	FY2019
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	No cost	Secondary Focus Areas:	Uniquely Bastrop; Unique Environment, Economic Vitality

<b>Com-#19: Create a City App to mirror the City's website experience.</b>			
Responsible Parties	I.T.; Hospitality & Downtown	Quarters:	FY 2019
Comprehensive Plan:	3.1	Council Priority:	Communication
Funding Source:	General, Utility, BP & L	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com-#20: Research and develop indexing system for Council Meeting Video Archives.</b>			
Responsible Parties	Hospitality & Downtown; CMO; I.T.	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	Yes
Funding Source:	General, Utility, BP & L	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com-#21: Evaluate and improve sound during public meetings in Council Chambers.</b>			
Responsible Parties	I.T.; Hospitality & Downtown; Building Official	Quarters:	FY 2019
Comprehensive Plan:	3.1	Council Priority:	Yes
Funding Source:	General, Utility, BP & L	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com-#22: Update the City's Development Manual with informative guides, checklists, and applications.</b>			
Responsible Parties	Planning & Zoning; Engineering; BEDC; Building Official	Quarters:	FY 2019
Comprehensive Plan:	5.2.1	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Manage Growth
<b>Com-#23: Provide on-line access to city policies, benefits, and job descriptions improving communication to present and future employees.</b>			
Responsible Parties:	Human Resources; I.T.	Quarters:	FY 2019
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>Com-#24: Develop and distribute a city-wide Customer Service Survey.</b>			
Responsible Parties:	CMO; Hospitality & Downtown; All Departments	Quarters:	FY 2020
Comprehensive Plan:	-	Council Priority:	Yes
Funding Source:	General, Utility, BP & L	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop
<b>Com-#25: Research future website opportunities to meet changing technologies and citizens' informational needs.</b>			
Responsible Parties	I.T.; Hospitality & Downtown; All Departments	Quarters:	FY 2020
Comprehensive Plan:	3.1	Council Priority:	Communications
Funding Source:	ALL	Secondary Focus Areas:	Fiscal Responsibility; Community Safety; Uniquely Bastrop

## 2. Community Safety

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

<b>CS#1: Create a manpower strategy to increase public safety staffing as the City's calls for service increases.</b>			
Responsible Parties	Police; Human Resources; CMO	Quarters:	1-2
Comprehensive Plan:	3.1	Council Priority:	Yes
Funding Source:	General Fund	Secondary Focus Areas:	Organizational Excellence
<b>CS#2: Develop a comprehensive training program and participation schedule for Emergency Management.</b>			
Responsible Parties	Emergency Mgmt.; All departments	Quarters:	1-2
Comprehensive Plan:	3.1	Council Priority:	No
Funding Source:	General Fund	Secondary Focus Areas:	
<b>CS#3: Develop a Robust Crisis Communication Plan.</b>			
Responsible Parties	Hospitality & Downtown; I.T., HR & Police	Quarters:	1-4
Comprehensive Plan:	3.1	Council Priority:	Community Safety
Funding Source:	Emergency Management	Secondary Focus Areas:	Communication, Organizational Excellence
<b>CS#4: Improve site distance at key intersections including Fayette &amp; Chestnut Drive.</b>			
Responsible Parties	Public Works	Quarters:	1
Comprehensive Plan:	6.3	Council Priority:	R.O.W. Management Policy
Funding Source:	FY 18 Street Maintenance Budget	Secondary Focus Areas:	Community Safety
<b>CS#5: Create and adopt a formal addressing policy utilizing the Capital Area Council of Governments methodology.</b>			
Responsible Parties	GIS	Quarters:	1-2
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	General	Secondary Focus Areas:	-
<b>CS#6: Complete FEMA Shelter and develop countywide shelter guidelines.</b>			
Responsible Parties:	Public Works; CMO; Emergency Management; Library	Quarters:	1-2
Comprehensive Plan:	3.1	Council Priority:	Maintain Partnerships
Funding Source:	Grant from Bastrop County	Secondary Focus Areas:	Community Safety
<b>CS#7: Complete Shiloh Road Bridge &amp; Drainage Project with Bastrop County.</b>			
Responsible Parties	Engineering; Public Works	Quarters:	1-2
Comprehensive Plan:	6.3	Council Priority:	R.O.W. Management Policy
Funding Source:	Bastrop County Pct. 1	Secondary Focus Areas:	Organizational Excellence
<b>CS#8: Continue enhanced communications with quarterly meetings with Bastrop County Communications (9-1-1) Department to provide excellent customer service to our citizens and public safety personnel.</b>			
Responsible Parties	Public Safety	Quarters:	1-4
Comprehensive Plan:	3.1	Council Priority:	No
Funding Source:	N/A	Secondary Focus Areas:	
<b>CS#9: Conduct quarterly training regarding Emergency Management.</b>			
Responsible Parties	Emergency Mgmt.; All Departments	Quarters:	1-4
Comprehensive Plan:	3.1	Council Priority:	No
Funding Source:	General Fund	Secondary Focus Areas:	

<b>CS#10: Develop a sign inventory and replacement schedule.</b>			
Responsible Parties	Public Works; GIS; Engineering	Quarters:	4
Comprehensive Plan:	6.2.6	Council Priority:	R.O.W Management Policy
Funding Source:	FY 18 Budget – Staff to Develop	Secondary Focus Areas:	Organizational Excellence
<b>CS#11: Develop a striping schedule for the safety of our motoring public.</b>			
Responsible Parties	Public Works	Quarters:	2
Comprehensive Plan:	6.3.	Council Priority:	R.O.W Management Policy
Funding Source:	FY 18 Budget- Staff To Develop Schedule	Secondary Focus Areas:	Organizational Excellence
<b>CS#12: Establish Mosquito Spraying Protocol and Communication Strategy.</b>			
Responsible Parties	CMO; Hospitality & Downtown; Public Works	Quarters:	2
Comprehensive Plan:	-	Council Priority:	Community Safety
Funding Source:	General	Secondary Focus Areas:	Communication, Organization Excellence, Unique Environment
<b>CS#13: Educate citizens on City's participation in countywide Household Hazardous Waste program.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	1-4
Comprehensive Plan:	-	Council Priority:	Community Safety
Funding Source:	Utility, BP&L	Secondary Focus Areas:	Communication, Organization Excellence, Unique Environment
<b>CS#14: Conduct bid and award contract for Rights-of-Way Mowing.</b>			
Responsible Parties	Public Works	Quarters:	1 - 2
Comprehensive Plan:	6.3.	Council Priority:	R.O.W Management Policy
Funding Source:	FY 18 Innovation Fund	Secondary Focus Areas:	Organizational Excellence
<b>CS#15: Design and Build Wastewater Treatment Plant #3 (FY 2018-FY 2020).</b>			
Responsible Parties	Public Works; Engineering	Quarters:	1-4
Comprehensive Plan:	2.4	Council Priority:	Water & Wastewater Plants/Infrastructure
Funding Source:	Revenue Bonds & Water/ Wastewater Rates	Secondary Focus Areas:	Managed Growth
<b>CS#16: Design and Build Water Tower at SH20 &amp; SH71 (FY 2018-FY 2019).</b>			
Responsible Parties	Public Works; Engineering	Quarters:	1-4
Comprehensive Plan:	2.2	Council Priority:	Water & Wastewater Plants/Infrastructure
Funding Source:	Revenue Bonds & Water/ Wastewater Rates	Secondary Focus Areas:	Managed Growth
<b>CS#17: Complete Well J, Design Construct Water Plant &amp; Water Line to Willow Plant (FY 2018 – FY 2019)</b>			
Responsible Parties	Public Works; Engineering	Quarters:	1-4
Comprehensive Plan:	2.2	Council Priority:	Water & Wastewater Plants/Infrastructure
Funding Source:	Revenue Bonds & Water/ Wastewater Rates	Secondary Focus Areas:	Managed Growth
<b>CS#18: Establish a pedestrian cross-walk on Chestnut between Art Center, Farmers' Market, City Hall, and Convention Center to improve shared parking opportunities.</b>			
Responsible Parties	Public Works; Engineering	Quarters:	4
Comprehensive Plan:	6.4	Council Priority:	No
Funding Source:	FY Budget	Secondary Focus Areas:	Multi-Modal Mobility

<b>CS#19: Conduct quarterly town-hall meetings throughout the City to include community partners.</b>			
Responsible Parties	CMO; All Departments	Quarters:	FY 2019
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>CS#20: Implement an expanded juvenile outreach and education program.</b>			
Responsible Parties	Municipal Court; Police	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	General	Secondary Focus Areas:	-
<b>CS#21: Conduct a feasibility study to determine costs and steps associated with achieving a full-time paid fire department.</b>			
Responsible Parties	Public Safety	Quarters:	FY 2019
Comprehensive Plan:	3.1.4	Council Priority:	Yes
Funding Source:	General Fund	Secondary Focus Areas:	

### 3. Economic Vitality

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

<b>EV#1: Solidify a small business training and resource program.</b>			
Responsible Parties	Hospitality & Downtown; Chamber of Commerce; BEDC	Quarters:	1-4
Comprehensive Plan:	8.1.5	Council Priority:	Economic Vitality
Funding Source:	EDC, Chamber, Main Street	Secondary Focus Areas:	Manage Growth; Uniquely Bastrop
<b>EV#2: Develop a Geographic Information Systems (GIS) Utilities Strategy Plan to include water, wastewater, streets, and drainage utilities. (FY 2018 – FY 2022)</b>			
Responsible Parties	GIS; Engineering; Public Works; Water/Wastewater	Quarters:	1-4
Comprehensive Plan:	2.5, 2.6,	Council Priority:	Yes
Funding Source:	Utility Funds	Secondary Focus Areas:	Manage Growth
<b>EV#3: Research TABC license for potential alcohol permit at the Bastrop Convention Center.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	3-4
Comprehensive Plan:	8.3.2	Council Priority:	Economic Vitality
Funding Source:	HOT	Secondary Focus Areas:	Fiscal Responsibility, Uniquely Bastrop, Community Safety
<b>EV#4: Improve relations and connectivity with the Hyatt Lost Pines Resort.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	1-4
Comprehensive Plan:	8.5.1	Council Priority:	Economic Vitality
Funding Source:	HOT	Secondary Focus Areas:	Uniquely Bastrop; Communication

<b>EV#5: Support local businesses and small conventions and conferences.</b>			
Responsible Parties	Hospitality & Downtown; Visit Bastrop	Quarters:	1-4
Comprehensive Plan:	8.3.2	Council Priority:	Economic Vitality
Funding Source:	HOT	Secondary Focus Areas:	Fiscal Responsibility; Organizational Excellence
<b>EV#6: Leverage the film commission to use film as an economic development strategy.</b>			
Responsible Parties	BEDC, Hospitality & Downtown	Quarters:	1-4
Comprehensive Plan:	-	Council Priority:	Economic Vitality
Funding Source:	EDC	Secondary Focus Areas:	Fiscal Responsibility, Uniquely Bastrop
<b>EV#7: Strengthen our downtown retail presence.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	1-4
Comprehensive Plan:	8.1.5	Council Priority:	Economic Vitality
Funding Source:	EDC, HOT	Secondary Focus Areas:	Fiscal Responsibility, Uniquely Bastrop
<b>EV#8: Develop a customer-friendly development processes. (FY 2018 – FY 2019)</b>			
Responsible Parties	Planning & Zoning; Engineering; Building Official; Fire; BP&L; Public Works; BEDC; CMO	Quarters:	1-4
Comprehensive Plan:	5.2	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Communication
<b>EV#9: Continue ongoing development of the Bastrop visitor experience to include the community's culinary and cultural assets.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	1-4
Comprehensive Plan:	8.5;	Council Priority:	Economic Vitality
Funding Source:	HOT	Secondary Focus Areas:	Uniquely Bastrop, Communication, Unique Environment
<b>EV#10: Host quarterly meetings with Community Support Groups receiving BP&amp;L funding to better leverage available resources.</b>			
Responsible Parties	CMO; Library; Finance	Quarters:	1-4
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>EV#11: Develop a master list of all city-owned vacant properties to evaluate future needs to maximize available taxable value.</b>			
Responsible Parties	CMO; Finance; Engineering; Public Works; Police (Code Enforcement); GIS	Quarters:	1-2
Comprehensive Plan:	3.3.1	Council Priority:	Revenue: Diversify
Funding Source:	N/A	Secondary Focus Areas:	Fiscal Responsibility
<b>EV#12: Create a Code Enforcement Strategic Plan to implement contract mowing; assessing city-owned property; review ordinances and fines; and a communication program to educate public.</b>			
Responsible Parties	Police (Code Enforcement); CMO; Planning & Zoning; Building Official; Hospitality & Downtown	Quarters:	1-3
Comprehensive Plan:	3.1	Council Priority:	Yes
Funding Source:	General Fund	Secondary Focus Areas:	Organizational Excellence
<b>EV#13: Adopt and implement a Capital Improvement Plan.</b>			
Responsible Parties	CMO; Finance; Public Works; Engineering	Quarters:	1-2
Comprehensive Plan:	2.2; 2.4	Council Priority:	W/W Plants & Infrastructure
Funding Source:	Bonds, Fund Balance, Impact Fees, Grants	Secondary Focus Areas:	Fiscal Responsibility

<b>EV#14: Develop a Food Truck Ordinance</b>			
Responsible Parties	Planning & Zoning	Quarters:	2-4
Comprehensive Plan:		Council Priority:	
Funding Source:	N/A	Secondary Focus Areas:	
<b>EV#15: Create a vacant building taskforce through Main Street Program to combat downtown vacancies.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	FY 2019
Comprehensive Plan:	8.1.5	Council Priority:	Economic Vitality
Funding Source:	HOT, EDC	Secondary Focus Areas:	Uniquely Bastrop; Community Safety
<b>EV#16: Develop and adopt local amendments to the City's adopted building codes. (FY 2018 – 2019)</b>			
Responsible Parties	Building Official; Public Works; Fire; Engineering; BP&L	Quarters:	3-4
Comprehensive Plan:	5.2	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Manage Growth
<b>EV#17: Develop a holistic "obtainable" housing program that includes incentives, zoning standards, and low-impact development standards. (i.e. goal - looks like downtown Bastrop with 2017 standards).</b>			
Responsible Parties	CMO; BEDC; Planning & Zoning; Engineering	Quarters:	FY 2019
Comprehensive Plan:	4.4	Council Priority:	Yes
Funding Source:	General, Community Support	Secondary Focus Areas:	Manage Growth
<b>EV#18: Create an educational program for our Citizens that better explains property values and related "influencers".</b>			
Responsible Parties	CMO: Hospitality & Downtown; Finance	Quarters:	FY 2020
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>EV#19: Develop and maintain an in-house Utility Modeling System.</b>			
Responsible Parties	Engineering; GIS	Quarters:	FY 2020
Comprehensive Plan:	2.2.2	Council Priority:	Yes
Funding Source:	Utility Funds	Secondary Focus Areas:	Manage Growth
<b>EV#20: Revise the Parkland Dedication Ordinance.</b>			
Responsible Parties	Planning & Zoning, Parks Dept.	Quarters:	FY 2020
Comprehensive Plan:	7.4.1	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Unique Environment
<b>EV#21: Create a standard for infrastructure installed in our Parks System to be aesthetically pleasing and be in compliance with TX Parks &amp; Wildlife standards.</b>			
Responsible Parties	Public Works, Parks Department	Quarters:	FY 2020
Comprehensive Plan:	7.2	Council Priority:	Explore dedicated funding to develop & maintain future park projects
Funding Source:	No Cost - staff Time	Secondary Focus Areas:	Unique Environment
<b>EV#22: Add public Wi-Fi to our parks and downtown areas and upgrade existing infrastructure to improve reliability and coverage.</b>			
Responsible Parties	I.T.; Public Works	Quarters:	FY 2020
Comprehensive Plan:	3.1	Council Priority:	Yes
Funding Source:	General Fund	Secondary Focus Areas:	

**EV#23: Develop a Geographic Information Systems (GIS) Land-Use Strategy Plan to include information related to zoning, property entitlements (easements, etc.) and other development related agreements.**

Responsible Parties	GIS, Planning	Quarters:	FY 2022
Comprehensive Plan:	5.2	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Organizational Excellence

## 4. Fiscal Responsibility

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

**FR#1: Create a process to annually update our master fee schedule to ensure compliance with the City's Financial Policy requiring fees cover cost of service.**

Responsible Parties	Finance; All Departments	Quarters:	1-2
Comprehensive Plan:	-	Council Priority:	Policy requires fees to cover the cost
Funding Source:	N/A	Secondary Focus Areas:	Organizational Excellence

**FR#2: Conduct cost vs. benefit study to determine reinstatement of Warrant Clerk position to reduce open collections cases.**

Responsible Parties	Finance; Municipal Court	Quarters:	3-4
Comprehensive Plan:	3.1	Council Priority:	Policy requires fees to cover the cost
Funding Source:	General Fund	Secondary Focus Areas:	Organizational Excellence

**FR#3: Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability.**

Responsible Parties	Finance	Quarters:	3-4
Comprehensive Plan:	3.2	Council Priority:	Policy requires fees to cover the cost
Funding Source:	Cemetery	Secondary Focus Areas:	Organizational Excellence

**FR#4: Conduct ground-truthing sonar in the west section of Fairview Cemetery to identify occupied gravesites and open plots.**

Responsible Parties	Finance	Quarters:	1-2
Comprehensive Plan:	3.2	Council Priority:	-
Funding Source:	Cemetery Fund	Secondary Focus Areas:	Uniquely Bastrop

**FR#5: Introduce employees to Compass Medical Services to assist with medical claims.**

Responsible Parties	Human Resources; All Departments	Quarters:	1-4
Comprehensive Plan:	General Fund	Council Priority:	Organizational Excellence
Funding Source:		Secondary Focus Areas:	

**FR#6: Continued training on benefits of safety to employee well-being and budgetary impact related to Workers' Compensation.**

Responsible Parties	Human Resources; All Departments	Quarters:	1-4
Comprehensive Plan:		Council Priority:	
Funding Source:	N/A	Secondary Focus Areas:	Organizational Excellence

**FR#8: Update the City's Catastrophic Sick Leave Policy.**

Responsible Parties	Human Resources; All Departments	Quarters:	1-2
Comprehensive Plan:		Council Priority:	
Funding Source:	N/A	Secondary Focus Areas:	Organizational Excellence

<b>FR #9: Redesign the Hotel Occupancy Fund Community Program Funding Policy &amp; Application to better leverage resources and maximize the visitors' experience.</b>			
Responsible Parties	Hospitality & Downtown; Finance	Quarters:	2
Comprehensive Plan:	-	Council Priority:	Fiscal Responsibility
Funding Source:	HOT	Secondary Focus Areas:	Uniquely Bastrop; Manage Growth; Economic Vitality
<b>FR #10: Create an Engineering Request for Qualifications process to establish a qualified vendor list.</b>			
Responsible Parties	Engineering; CMO	Quarters:	2
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	General	Secondary Focus Areas:	Organizational Excellence
<b>FR #11: Establish goals and purposes of the Hospitality &amp; Downtown Department to coordinate community resources, enhance the citizens' understanding of value, and leverage the visitors' experience.</b>			
Responsible Parties	Hospitality & Downtown; CMO	Quarters:	1-2
Comprehensive Plan:	-	Council Priority:	Fiscal Responsibility
Funding Source:		Secondary Focus Areas:	Uniquely Bastrop; Manage Growth; Economic Vitality
<b>FR #12: Review all Utility Policies to include reconnect and disconnects.</b>			
Responsible Parties	Finance; Public Works; BP&L	Quarters:	1-2
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	N/A	Secondary Focus Areas:	Communication
<b>FR #13: Create a drainage utility and implement Year #1 of the drainage maintenance plan.</b>			
Responsible Parties	CMO; Finance; Public Works; Engineering	Quarters:	1-4
Comprehensive Plan:	2.6	Council Priority:	Policy requires fees to cover costs
Funding Source:	Drainage Fund	Secondary Focus Areas:	Community Safety
<b>FR #14: Provide drainage accountability with monthly updates at Council meetings regarding maintenance schedules and progress.</b>			
Responsible Parties	Public Works (Drainage)	Quarters:	2-4
Comprehensive Plan:	2.6	Council Priority:	R.O.W Management Policy
Funding Source:	Drainage Fund	Secondary Focus Areas:	Community Safety
<b>FR #15: Update Equipment Replacement Schedule and review replacement policies with Council.</b>			
Responsible Parties	Finance; All Departments	Quarters:	3
Comprehensive Plan:	3.1	Council Priority:	Infrastructure needs
Funding Source:	N/A	Secondary Focus Areas:	Organizational Excellence
<b>FR #16: Complete Pavement Condition Index Study, develop annual street maintenance plan based on results, establish a funding source; and establish annual contracts.</b>			
Responsible Parties	Public Works; Finance; CMO	Quarters:	1-2
Comprehensive Plan:	6.3	Council Priority:	R.O.W Management Policy
Funding Source:	FY 18 Budget	Secondary Focus Areas:	Community Safety & Economic Vitality

<b>FR#17: Update convention center policies and procedures to leverage Visit Bastrop's outside marketing and enhance the customers' rental experience.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	1-4
Comprehensive Plan:	8.3.2	Council Priority:	Fiscal Responsibility
Funding Source:	HOT	Secondary Focus Areas:	Uniquely Bastrop; Economic Vitality
<b>FR#18: Complete Hunters Crossing Local Government Corporation &amp; Public Improvement District statutory audit and implement recommendations.</b>			
Responsible Parties	CMO; Finance; Public Works; Engineering	Quarters:	1-4
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>FR#19: Complete Riverwood drainage project.</b>			
Responsible Parties	Public Works	Quarters:	2-4
Comprehensive Plan:	2.6	Council Priority:	R.O.W Management Policy
Funding Source:	Drainage Fund	Secondary Focus Areas:	Community Safety
<b>FR#20: Implement Year 1 of a 5 Year Rate Study to fund water and wastewater infrastructure improvements.</b>			
Responsible Parties	Finance; Public Works; Engineering; CMO	Quarters:	1-4
Comprehensive Plan:	2.2; 2.4	Council Priority:	W/WW Plants infrastructure
Funding Source:	Water/Wastewater	Secondary Focus Areas:	Manage Growth
<b>FR#21: Develop a construction standard to add conduit when adding and/or replacing utility lines in strategic locations for underground utilities.</b>			
Responsible Parties	Public Works; Engineering	Quarters:	3-4
Comprehensive Plan:	2.1	Council Priority:	R.O.W Management Policy
Funding Source:	Staff time	Secondary Focus Areas:	Manage Growth
<b>FR#22: Revise Special Events Ordinance and Procedures to meet the City's Financial Policy requirement of fees covering cost of service.</b>			
Responsible Parties	Hospitality & Downtown; Public Works; Finance; CMO	Quarters:	4
Comprehensive Plan:	8.6.1	Council Priority:	Fiscal Responsibility
Funding Source:	All	Secondary Focus Areas:	Organizational Excellence, Manage Growth, Uniquely Bastrop
<b>FR#23: Create a centralized area for warehousing routine inventory for improved efficiencies and cost containment.</b>			
Responsible Parties	Finance; All Departments	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	All funds	Secondary Focus Areas:	Organizational Excellence
<b>FR#24: Conduct salary survey to remain competitive within the City's identified market.</b>			
Responsible Parties	Human Resources; All Departments	Quarters:	1-4
Comprehensive Plan:		Council Priority:	
Funding Source:	General Fund	Secondary Focus Areas:	Organizational Excellence
<b>FR#25: Create a purchasing department and hire a purchasing coordinator.</b>			
Responsible Parties	Finance; CMO	Quarters:	FY 2020
Comprehensive Plan:	3.1.1	Council Priority:	Staffing needs
Funding Source:	All funds	Secondary Focus Areas:	Organizational Excellence

**FR#26: Develop a regional drainage plan to include regional storm water management systems to offer capacity for sale to future developments.**

Responsible Parties	Engineering, Public Works	Quarters:	FY 2022
Comprehensive Plan:	2.6	Council Priority:	Yes
Funding Source:	Utility Funds	Secondary Focus Areas:	Manage Growth

## 5. Manage Growth

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

**MG#1: Establish an annexation, development and utility service plan for Pine Forest Unit #6.**

Responsible Parties	CMD; Planning & Zoning; Public Works; Engineering	Quarters:	1-4
Comprehensive Plan:	2.1.1	Council Priority:	Yes
Funding Source:		Secondary Focus Areas:	Economic Vitality

**MG#2: Develop an Annexation plan and corresponding Development Plan.**

Responsible Parties	CMD; Planning & Zoning; Public Works; Engineering	Quarters:	1-4
Comprehensive Plan:	2.1.1	Council Priority:	Yes
Funding Source:		Secondary Focus Areas:	

**MG#3: Adopt an Interlocal Agreement that establishes development standards for the City's ETJ in partnership with Bastrop County.**

Responsible Parties	CMD; Planning & Zoning; Public Works; Engineering	Quarters:	2-4
Comprehensive Plan:	2.1.2	Council Priority:	
Funding Source:		Secondary Focus Areas:	

**MG#4: Review Subdivision Ordinance and Construction Standards to reflect current development standards. (FY 2018 – FY 2019)**

Responsible Parties	Engineering, Planning, Public Works, BP&L	Quarters:	4
Comprehensive Plan:	5.2	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Economic Vitality

**MG#5: Review parking requirements for existing facilities and future development.**

Responsible Parties	Planning, Engineering, Hospitality & Downtown	Quarters:	FY 2019
Comprehensive Plan:	6.8.4	Council Priority:	-
Funding Source:	General	Secondary Focus Areas:	Economic Vitality

**MG#6: Layout and open Block 9 of Fairview Cemetery for future sales of plots.**

Responsible Parties	Finance; Parks	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	Cemetery Fund	Secondary Focus Areas:	Unique Environment

**MG#7: Develop a Rights-of-Way Management Ordinance to include utility assignments, street cross sections, and design standards to leverage existing and future developments. (FY 2019 & FY 2020)**

Responsible Parties	Engineering, Public Works, Planning, BP&L	Quarters:	FY 2019
Comprehensive Plan:	6.8	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Economic Vitality

<b>MG #8: Develop a visionary downtown masterplan.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	FY 2020
Comprehensive Plan:	8.1.1	Council Priority:	Manage Growth
Funding Source:	HOT, General, EDC	Secondary Focus Areas:	Economic Vitality, Unique Bastrop, Multi-Modal Mobility, Unique Environment
<b>MG #9: Create and adopt low-impact development standards.</b>			
Responsible Parties	Planning, Engineering	Quarters:	FY 2020
Comprehensive Plan:	2.7.2	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	-
<b>MG #10: Create and adopt storm water quality standards to meet TCEQ MS4 Permit standards.</b>			
Responsible Parties	Engineering, Public Works	Quarters:	FY 2022
Comprehensive Plan:	2.7.1	Council Priority:	-
Funding Source:	General	Secondary Focus Areas:	

## 6. Multi-Modal Mobility

Improved mobility for all modes of transit; manage traffic congestion.

<b>MM #1: Complete gaps in residential sidewalks for traffic safety in the downtown corridor. (FY2018-2019)</b>			
Responsible Parties	Public Works	Quarters:	1-4
Comprehensive Plan:	6.2	Council Priority:	R.O.W. Management Policy
Funding Source:	Red Light Fund	Secondary Focus Areas:	Community Safety
<b>MM #2: Develop an Interlocal Agreement with CARTS and add route(s) to improve ridership in the City of Bastrop.</b>			
Responsible Parties	CMO; Engineering; Public Works	Quarters:	1-2
Comprehensive Plan:	6.1.4	Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>MM #3: Complete the downtown trail expansion in partnership with Bastrop Economic Development Corporation. (FY 2018 &amp; FY 2019)</b>			
Responsible Parties	BEDC; Engineering; Public Works; Finance; CMO	Quarters:	1-4
Comprehensive Plan:	7.1.3	Council Priority:	-
Funding Source:	BEDC	Secondary Focus Areas:	Unique Environment
<b>MM #4: Complete trail to Bastrop State Park and partner with TxDOT to ensure safe pedestrian crossing at SH95 &amp; LP150. (FY 2018 – FY 2020)</b>			
Responsible Parties	Engineering; Public Works	Quarters:	1-4
Comprehensive Plan:	6.5	Council Priority:	-
Funding Source:	Innovation, CAMPO Grant	Secondary Focus Areas:	Unique Environment
<b>MM #5: Research the feasibility of a bike share program.</b>			
Responsible Parties	Finance; Engineering; Public Works	Quarters:	FY 2019
Comprehensive Plan:	6.1.1	Council Priority:	-
Funding Source:	N/A	Secondary Focus Areas:	Uniquely Bastrop

<b>MM #6: Develop a citywide walkability plan that establishes priority corridors and connection routes.</b>			
Responsible Parties	Engineering; Public Works; Planning & Zoning; CMO; BEDC	Quarters:	FY 2019
Comprehensive Plan:	6.2.5	Council Priority:	-
Funding Source:	General	Secondary Focus Areas:	
<b>MM #7: Review and enhance traffic impact analysis ordinance.</b>			
Responsible Parties	Engineering	Quarters:	FY 2019
Comprehensive Plan:	6.8	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Manage Growth
<b>MM #8: Establish connectivity between downtown and area hotels using a 3<sup>rd</sup> Party Transportation source.</b>			
Responsible Parties	Hospitality & Downtown; BEDC; Visit Bastrop	Quarters:	FY 2019
Comprehensive Plan:	8.3.1	Council Priority:	Multi-Modal Mobility
Funding Source:	HOT	Secondary Focus Areas:	Economic Vitality
<b>MM #9: Address mobility challenges on west side of river on the north and south sides of SH 71.</b>			
Responsible Parties	Engineering, Planning, Public Works	Quarters:	FY 2019
Comprehensive Plan:	6.2.4	Council Priority:	Yes
Funding Source:	General, PPP, Grant	Secondary Focus Areas:	Manage Growth, Community Safety
<b>MM #10: Research locations and install electric car charging stations in BP&amp;L service territory.</b>			
Responsible Parties	Engineering; BP&L; CMO	Quarters:	FY 2020
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	BP&L	Secondary Focus Areas:	-

## 7. Organizational Excellence

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

<b>OE #1: Integrate Neogov Software to improve Human Resources' efficiency related to employee onboarding and online job applications.</b>			
Responsible Parties	Human Resources; I.T.; All Departments	Quarters:	4
Comprehensive Plan:		Council Priority:	-
Funding Source:	Innovation Fund	Secondary Focus Areas:	Communication, Fiscal Responsibility
<b>OE #2: Create, implement, and educate employees on Employee Recognition Program.</b>			
Responsible Parties	CMO; Human Resources; All Departments	Quarters:	1-4
Comprehensive Plan:		Council Priority:	-
Funding Source:	N/A	Secondary Focus Areas:	
<b>OE #3: Update Personnel Policy and educate employees on their roles and responsibilities. (FY2018 –FY2019)</b>			
Responsible Parties	Human Resources; All Departments	Quarters:	1-4
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	N/A	Secondary Focus Areas:	
<b>OE #4: Develop an organization-wide strategy to be paperless by 2021. (FY 2018; FY 2019; FY 2020; FY 2021)</b>			
Responsible Parties	Finance; CMO; All Departments	Quarters:	2-4
Comprehensive Plan:	3.1	Council Priority:	-
Funding Source:	General, W/WW, BP&L	Secondary Focus Areas:	Fiscal responsibility

<b>OE#5: Implement holistic process to review and revamp job descriptions prior to posting job openings.</b>			
Responsible Parties	Human Resources; All Departments	Quarters:	1-4
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	N/A	Secondary Focus Areas:	Communication
<b>OE#6: Implement conversion to Tyler Technologies' Court Software.</b>			
Responsible Parties	Municipal Court; I.T.	Quarters:	1-2
Comprehensive Plan:	3.1	Council Priority:	-
Funding Source:	Technology Fund	Secondary Focus Areas:	Fiscal Responsibility
<b>OE#7: Implement Tyler Technologies' records management system (RMS) and Computer-Aided Dispatch (CAD) software system.</b>			
Responsible Parties	Police; I.T.	Quarters:	1-2
Comprehensive Plan:	3.1	Council Priority:	Yes
Funding Source:	General Fund	Secondary Focus Areas:	
<b>OE#8: Continue completion of tasks necessary to obtain Texas Police Chiefs' Recognition Program.</b>			
Responsible Parties	Police	Quarters:	1-2
Comprehensive Plan:	3.1	Council Priority:	No
Funding Source:	General	Secondary Focus Areas:	
<b>OE#9: Develop a Training Program that exceeds minimum standards required to maintain Police certification.</b>			
Responsible Parties	Police	Quarters:	1-2
Comprehensive Plan:	3.1	Council Priority:	No
Funding Source:	General	Secondary Focus Areas:	
<b>OE#10: Maintain National Main Street accreditation designation.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	1-4
Comprehensive Plan:	-	Council Priority:	Organizational Excellence
Funding Source:	No Cost	Secondary Focus Areas:	Uniquely Bastrop, Communication, Fiscal Responsibility
<b>OE#11: Develop an annual Boards &amp; Commission &amp; Volunteer Banquet and recognition program.</b>			
Responsible Parties	CMO; All Departments	Quarters:	1
Comprehensive Plan:		Council Priority:	
Funding Source:	General	Secondary Focus Areas:	
<b>OE#12: Develop a comprehensive internal records management system and policies for all Planning &amp; Zoning case files.</b>			
Responsible Parties	Planning & Zoning	Quarters:	1-2
Comprehensive Plan:	-	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	-
<b>OE#13: Host an annual Boards, Commissions, and Volunteer Fair to educate citizens on the City's volunteer opportunities.</b>			
Responsible Parties	CMO; All Departments	Quarters:	4
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>OE#14: Revise the City's Boards &amp; Commissions' Ordinances and/or Resolutions to reflect current practices and City Council recommended changes.</b>			
Responsible Parties	CMO	Quarters:	1
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	

<b>OE#15: Develop a Citizen input survey to seek input on capital improvements, programs and services.</b>			
Responsible Parties	CMO; Finance; Public Works; Engineering	Quarters:	1-2
Comprehensive Plan:	-	Council Priority:	Communication
Funding Source:	General Fund	Secondary Focus Areas:	Communication
<b>OE#16: In coordination with the food pantry, establish the backpack program volunteer schedule.</b>			
Responsible Parties	Human Resources; All departments	Quarters:	1-4
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	N/A	Secondary Focus Areas:	Communication
<b>OE#17: Establish compliance training schedule for employees.</b>			
Responsible Parties	Human Resources	Quarters:	2
Comprehensive Plan:	N/A	Council Priority:	-
Funding Source:	N/A	Secondary Focus Areas:	N/A
<b>OE#18: Establish a 10-year maintenance plan for water and wastewater infrastructure replacement.</b>			
Responsible Parties	Public Works; Engineering	Quarters:	3-4
Comprehensive Plan:	2.5	Council Priority:	Water/ Wastewater plant/infrastructure
Funding Source:	Staff time	Secondary Focus Areas:	Fiscal Responsibility
<b>OE#19: Solicit responses for financial advisor services.</b>			
Responsible Parties	Finance; CMO	Quarters:	2
Comprehensive Plan:	-	Council Priority:	Infrastructure needs
Funding Source:	N/A	Secondary Focus Areas:	Fiscal Responsibility
<b>OE#20: Develop and implement a smoke testing schedule for annual identification of wastewater inflow and infiltration.</b>			
Responsible Parties	Wastewater (Public Works)	Quarters:	1
Comprehensive Plan:	2.5	Council Priority:	Water/ Wastewater plant/infrastructure
Funding Source:	FY 18 Maintenance budget	Secondary Focus Areas:	Fiscal Responsibility
<b>OE#21: Develop checklists for pre and post storm events based on Emergency Management Plan Readiness Levels.</b>			
Responsible Parties	Emergency Management; All Departments	Quarters:	1-4
Comprehensive Plan:	3.1	Council Priority:	No
Funding Source:	N/A	Secondary Focus Areas:	
<b>OE#22: Revise the City's Boards &amp; Commissions' Application.</b>			
Responsible Parties	CMO	Quarters:	1
Comprehensive Plan:		Council Priority:	
<b>OE#23: Hire Assistant Director of Public Works.</b>			
Responsible Parties	Public Works	Quarters:	1-2
Comprehensive Plan:		Council Priority:	Staffing Needs
Funding Source:	FY 18 Budget	Secondary Focus Areas:	
<b>OE#24: Hire Director of Planning and Zoning.</b>			
Responsible Parties	CMO	Quarters:	1-2
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	

<b>OE#25: Expand capabilities of Energov to allow online plan submittals and fee payments.</b>			
Responsible Parties	Planning & Zoning; Engineering	Quarters:	3-4
Comprehensive Plan:	-	Council Priority:	Yes
Funding Source:	General, Development Fees	Secondary Focus Areas:	Communication
<b>OE#26: Update line extension fees for water and wastewater utilities related to infill development.</b>			
Responsible Parties	Finance; Public Works; Engineering	Quarters:	4
Comprehensive Plan:	-	Council Priority:	Policy req. fees to cover costs
Funding Source:	Water/Wastewater	Secondary Focus Areas:	Fiscal Responsibility
<b>OE#27: Conduct an employee satisfaction survey.</b>			
Responsible Parties	Human Resources; All Departments	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	N/A	Secondary Focus Areas:	
<b>OE#28: Develop and implement a plan to transition to Incode Version #10.</b>			
Responsible Parties	Finance	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	General, W/WW, BP&L	Secondary Focus Areas:	Fiscal Responsibility
<b>OE#29: Purchase the mapping feature for the Cemetery software.</b>			
Responsible Parties	Finance	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	Cemetery Fund	Secondary Focus Areas:	Uniquely Bastrop
<b>OE#30: Replace mobile tablets in Patrol Cars.</b>			
Responsible Parties	Police; I.T.	Quarters:	FY 2019
Comprehensive Plan:	3.1	Council Priority:	No
Funding Source:	General; Possible Grant	Secondary Focus Areas:	
<b>OE#31: Establish a supervisory and mentoring program to develop and enhance leadership skills.</b>			
Responsible Parties		Quarters:	FY 2019
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>OE#32: Develop and fund a Citywide Network Systems Replacement Schedule. (FY 2019 - FY 2021)</b>			
Responsible Parties	I.T.	Quarters:	FY 2019
Comprehensive Plan:	3.1.2	Council Priority:	Yes
Funding Source:	General; Possible Grant	Secondary Focus Areas:	
<b>OE#33: Hire an Information Technology Help-Desk Technician.</b>			
Responsible Parties	I.T.	Quarters:	FY 2019
Comprehensive Plan:	3.1	Council Priority:	Yes
Funding Source:	General Fund	Secondary Focus Areas:	
<b>OE#34: Develop a 10-year building maintenance plan including inspections and annual contracts.</b>			
Responsible Parties	Public Works	Quarters:	FY 2019
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	

<b>OE#35: Create a record retention policy and a secured records storage area.</b>			
Responsible Parties	CMO	Quarters:	FY 2019
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>OE#36: Create a robust repair program to reduce wastewater I&amp;I to include trenchless technology and education.</b>			
Responsible Parties	Public Works; Engineering	Quarters:	FY 2019
Comprehensive Plan:	2.5	Council Priority:	Water/Wastewater plant/ Infrastructure
Funding Source:	W-WW budget	Secondary Focus Areas:	Fiscal responsibility
<b>OE#37: Develop cemetery standards that address the perpetual care actuarial study findings.</b>			
Responsible Parties	Finance	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	Cemetery Fund	Secondary Focus Areas:	Fiscal Responsibility
<b>OE#38: Hire a Construction Inspector.</b>			
Responsible Parties	Engineering	Quarters:	FY 2019
Comprehensive Plan:	-	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Manage Growth
<b>OE#39: Develop recreation opportunities in parks through enhanced programming partnerships.</b>			
Responsible Parties	Parks; CMO	Quarters:	FY 2019
Comprehensive Plan:	7.3	Council Priority:	Bastrop Family friendly
Funding Source:	Unknown	Secondary Focus Areas:	Uniquely Bastrop
<b>OE#40: Evaluate and develop a plan to address non-public safety staffing needs to support customer service expectations after improving internal process efficiencies.</b>			
Responsible Parties		Quarters:	FY 2020
Comprehensive Plan:	3.1.1	Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>OE#41: Establish Employee Development Plans to improve organizational culture.</b>			
Responsible Parties		Quarters:	FY 2020
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>OE#42: Enhance employee satisfaction and productivity through a comprehensive wellness program.</b>			
Responsible Parties	Human Resources; CMO; All Departments	Quarters:	FY 2021
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	N/A	Secondary Focus Areas:	-
<b>OE#43: Hire a full-time Human Resources Generalist.</b>			
Responsible Parties	Human Resources	Quarters:	FY 2021
Comprehensive Plan:	-	Council Priority:	-
Funding Source:	General Fund	Secondary Focus Areas:	
<b>OE#44: Implement enhanced water treatment by reverse osmosis.</b>			
Responsible Parties	Public Works	Quarters:	FY 2021
Comprehensive Plan:	2.3	Council Priority:	Water & Wastewater Plant/Infrastructure
Funding Source:	Revenue Bonds & Rates	Secondary Focus Areas:	

## 8. Uniquely Bastrop

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

<b>UB#1: Develop a Cultural Arts Masterplan.</b>			
Responsible Parties	Hospitality & Downtown; CMO	Quarters:	1-4
Comprehensive Plan:	8.4.1	Council Priority:	Uniquely Bastrop
Funding Source:	HOT	Secondary Focus Areas:	Fiscal Responsibility; Economic Vitality
<b>UB#2: Strengthen local preservation ordinance and obtain Certified Local Government designation.</b>			
Responsible Parties	Planning & Zoning; Hospitality & Downtown	Quarters:	2-4
Comprehensive Plan:	8.3.3	Council Priority:	Uniquely Bastrop
Funding Source:	N/A	Secondary Focus Areas:	Economic Vitality, Manage Growth
<b>UB#3: Continue to provide coordination and support for various community special events to include: Monthly Farm Street Oprys, Monthly Art Walks, Quarterly Pub Crawls and Dances, annual Western Swing Festival, Table on Main, Trick or Treat Trail, Wine Swirls, Wassail Festival, Lost Pines Christmas, Veterans' Car Show Weekend, Patriotic Festival, ½ Marathon, Real Estate Tours, and the Bastrop Music Festival (coming in Spring 2018).</b>			
Responsible Parties	CMO; Hospitality & Downtown; Police; Public Works	Quarters:	4
Comprehensive Plan:	8.1.4	Council Priority:	Uniquely Bastrop
Funding Source:	HOT	Secondary Focus Areas:	Economic Vitality, Organizational Excellence, Fiscal Responsibility
<b>UB#4: Continue to provide logistical support (Public Works, Police, Parks) for 70+ Special Events annually.</b>			
Responsible Parties	Public Works; Hospitality & Downtown; Police;	Quarters:	1-4
Comprehensive Plan:	8.6.1	Council Priority:	Uniquely Bastrop
Funding Source:		Secondary Focus Areas:	Economic Vitality, Organizational Excellence, Fiscal Responsibility
<b>UB#5: Continue to facilitate downtown incentive grant program.</b>			
Responsible Parties	BEDC; Hospitality & Downtown	Quarters:	2
Comprehensive Plan:	8.1.6	Council Priority:	Uniquely Bastrop
Funding Source:	EDC	Secondary Focus Areas:	Economic Vitality, Manage Growth
<b>UB#6: Address the public concern about roaming chickens/roosters and address related public health concerns.</b>			
Responsible Parties	CMO; Police	Quarters:	1
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>UB#7: Develop a plan for private initiative to program and operate the City's rodeo arena.</b>			
Responsible Parties	CMO; Public Works	Quarters:	1
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>UB#8: Conduct a design study for a skate park in Fisherman's Park.</b>			
Responsible Parties	Public Works	Quarters:	1-4
Comprehensive Plan:	7.3	Council Priority:	Youth Rec needs
Funding Source:	FY 18 Budget	Secondary Focus Areas:	Community Safety

<b>UB#9: Complete Phase I of Delgado Park to include play scape, restrooms and parking.</b>			
Responsible Parties	Public Works	Quarters:	FY 2020
Comprehensive Plan:	7.3	Council Priority:	Youth Recreation needs
Funding Source:	Unknown	Secondary Focus Areas:	Uniquely Bastrop
<b>UB#10: Establish a Charter Review Committee, appointed by the Mayor, to review possible charter amendments for an election in 11/2018 or 5/2019.</b>			
Responsible Parties	CMO	Quarters:	FY 2019
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>UB#11: Develop a city-wide comprehensive plan for wayfinding signage.</b>			
Responsible Parties	Hospitality & Downtown; Engineering; BEDC; Visit Bastrop	Quarters:	FY 2019
Comprehensive Plan:	8.7.2	Council Priority:	Uniquely Bastrop
Funding Source:	HOT, EDC, General	Secondary Focus Areas:	Economic Vitality, Organizational Excellence, Fiscal Responsibility
<b>UB#12: Apply for funding to develop design guidelines for the Historic District.</b>			
Responsible Parties	Hospitality & Downtown; Planning & Zoning	Quarters:	FY 2019
Comprehensive Plan:	8.3.3	Council Priority:	Uniquely Bastrop
Funding Source:	Grants	Secondary Focus Areas:	Economic Vitality, Organizational Excellence, Fiscal Responsibility
<b>UB#13: Redefine the boundaries of the Main Street Program service area.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	FY 2020
Comprehensive Plan:	8.1	Council Priority:	Uniquely Bastrop
Funding Source:	N/A	Secondary Focus Areas:	Economic Vitality, Organizational Excellence, Fiscal Responsibility
<b>UB#14: Develop a business plan to create a permanent funding source for park programming and expansions to include revising the commercial use policy and fee schedule of city-owned parks and properties.</b>			
Responsible Parties	Public Works	Quarters:	FY 2020
Comprehensive Plan:	7.3	Council Priority:	Dedicated park funding
Funding Source:	Unknown	Secondary Focus Areas:	Fiscal Responsibility

## 9. Unique Environment

Continue beautification and natural areas, green spaces, parks, river, and landscaping.

<b>UE#1: Create memorial tree program for Fairview Cemetery.</b>			
Responsible Parties	Finance; Public Works	Quarters:	1-4
Comprehensive Plan:	7.1	Council Priority:	-
Funding Source:	Cemetery Fund	Secondary Focus Areas:	Uniquely Bastrop

<b>UE#2: Develop plan to lease or purchase rights-of-way owned by Union Pacific to improve aesthetics in highly visible locations.</b>			
Responsible Parties	CMO; Public Works	Quarters:	1-4
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>UE#3: Develop parklet program with community partners to enhance beautification efforts.</b>			
Responsible Parties	Hospitality & Downtown; Public Works	Quarters:	1-4
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>UE#4: Establish and launch downtown beautification program.</b>			
Responsible Parties	Hospitality & Downtown	Quarters:	1-4
Comprehensive Plan:	8.2	Council Priority:	Unique Environment
Funding Source:	General, Utility, BP&L, HOT	Secondary Focus Areas:	Uniquely Bastrop, Economic Vitality, Community Safety
<b>UE#5: Partner with the Federal Corrections Institute to develop and install landscape projects at the City's gateways.</b>			
Responsible Parties	CMO; Public Works	Quarters:	1-4
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>UE#6: Establish and implement an Adopt-a-Street Program in partnership with Keep Bastrop County Beautiful.</b>			
Responsible Parties	CMO; Public Works	Quarters:	3-4
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>UE#7: Improve Christmas Lighting at Fisherman's Park &amp; Downtown.</b>			
Responsible Parties	Hospitality & Downtown; Public Works; BP&L	Quarters:	1
Comprehensive Plan:	-	Council Priority:	Unique Environment
Funding Source:	BP&L	Secondary Focus Areas:	Uniquely Bastrop, Economic Vitality
<b>UE#8: Support community-wide brand identity efforts led by Visit Bastrop.</b>			
Responsible Parties	Visit Bastrop; Hospitality & Downtown; CMO	Quarters:	1-4
Comprehensive Plan:	8.5.1	Council Priority:	Uniquely Bastrop, Economic Vitality
<b>UE#9: Explore options for addressing development challenges in the Houston Toad area.</b>			
Responsible Parties	CMO; Public Works; Planning & Zoning; Engineering	Quarters:	FY 2019
Comprehensive Plan:	5.1	Council Priority:	
Funding Source:		Secondary Focus Areas:	
<b>UE#10: Develop a plan to address the structural integrity of the iconic Old Iron Bridge to protect an important part of Bastrop's brand identity.</b>			
Responsible Parties	Public Works; Hospitality & Downtown; BP&L; Parks	Quarters:	FY 2019
Comprehensive Plan:	8.1	Council Priority:	Unique Environment
Funding Source:	Unknown	Secondary Focus Areas:	Uniquely Bastrop, Economic Vitality, Multi-Modal Mobility

<b>UE#11: Develop and implement a plan to light the Old Iron Bridge.</b>			
Responsible Parties	Hospitality & Downtown; BP&L; Public Works; Parks	Quarters:	FY 2020
Comprehensive Plan:		Council Priority:	Unique Environment
Funding Source:	HOT	Secondary Focus Areas:	Uniquely Bastrop, Economic Vitality, Multi-Modal Mobility
<b>UE#12: Update city ordinances to address current trends in landscaping, tree preservation, and floodplain management.</b>			
Responsible Parties	Planning & Zoning; Engineering; Public Works	Quarters:	FY 2020
Comprehensive Plan:	2.7.2	Council Priority:	-
Funding Source:	General	Secondary Focus Areas:	Manage Growth
<b>UE#13: Establish an organizational standard to plant trees to provide shade and improve air quality along trails and other citywide walkways.</b>			
Responsible Parties	Planning, Public Works, Engineering	Quarters:	FY 2020
Comprehensive Plan:	2.7.2	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Economic Vitality
<b>UE#14: Expand trail at Fisherman's Park.</b>			
Responsible Parties	Public Works; Engineering	Quarters:	FY 2021
Comprehensive Plan:	7.1.2	Council Priority:	Yes
Funding Source:	General	Secondary Focus Areas:	Multi-Modal Mobility

Responsible Parties		Quarters:	
Comprehensive Plan:		Council Priority:	
Funding Source:		Secondary Focus Areas:	



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 7A

**TITLE:**

Receive presentation and brief overview from Justin Bragiel, General Counsel with Texas Hotel & Lodging Association (TH&LA), regarding the legal uses of Hotel Occupancy Tax in the State of Texas.

**STAFF REPRESENTATIVE:**

Sarah E. O'Brien, Director of Hospitality & Downtown

**BACKGROUND/HISTORY:**

Each year, the City initiates an application process for organizations that are seeking funding to promote tourism in the City of Bastrop, either through programs or a specific event. This summer's applications were reviewed by staff and meetings were conducted with each organization to review their budgets and discuss expectations of a future contract. Training is being required by all HOT users for FY 18 as a part of their funding agreements. A workshop is being held at 3 p.m., on Tuesday, October 10<sup>th</sup> for all HOT users. This presentation is a brief overview of what those attendees learned.

**POLICY EXPLANATION:**

Chapter 351 of the Tax Code regulates the uses of Hotel Occupancy Tax in the State of Texas. Since many City Departments and organizations that the City Council funds utilizes Hotel Occupancy Tax, staff felt it was important that all Council members and citizens understand the proper uses of the funds.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

N/A



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 7B

**TITLE:**

Receive Presentation on the 2017 Lost Pines Christmas Festival Season.

**STAFF REPRESENTATIVE:**

Sarah E. O'Brien, Director of Hospitality & Downtown

**BACKGROUND/HISTORY:**

The Lost Pines Christmas Festival started out as a weekend activity sponsored by the Downtown Business Alliance many years ago. Over the last several years, the Bastrop Main Street Program, under the leadership of Dick Smith, has worked to promote ALL Christmas activities in the area as the Lost Pines Christmas Season and has spearheaded the marketing of those efforts. 2017 is the year of change. While we are saying goodbye to the traditional street festival, we have some exciting new events, long standing traditional events spearheaded by some amazing volunteers, and five whole weeks of Christmas activities for residents, visitors, adults and kiddos alike!

**POLICY EXPLANATION:**

N/A

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

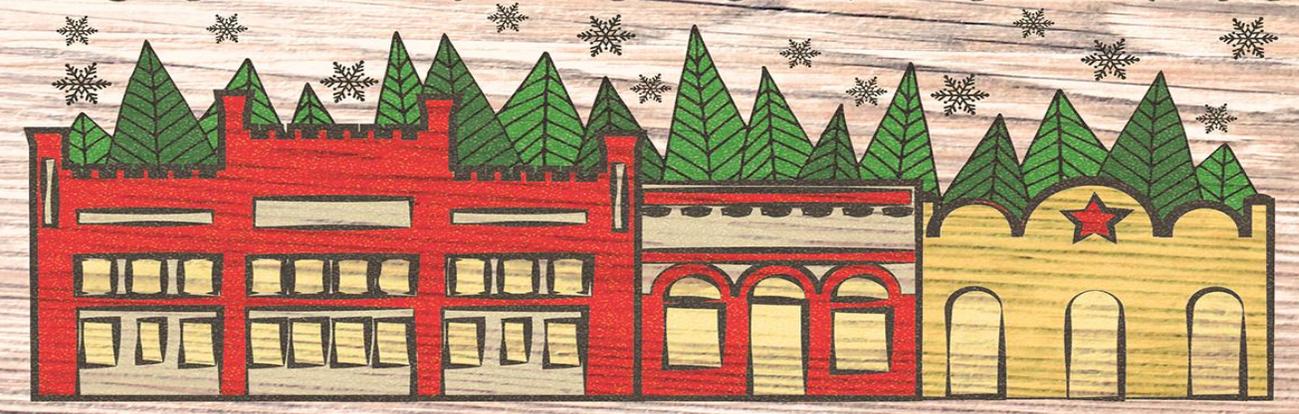
N/A

**ATTACHMENTS:**

N/A



# LOST PINES CHRISTMAS



# Downtown Events 101

- Positive Economic Impacts
- Increase Retail Sales
- Attract outside visitors & generate HOT
- Develop your brand
- Fundraise for your program or projects
- Exposure to your district, merchants or program
- Grow, develop and attract new businesses
- Because we've always done them
- No one else will



# Lost Pines Christmas: Then & Now

- Downtown Business Alliance
- Street Festival
- Community pride & spirit
- Volunteer Driven
- HOT & Sponsorship funded
  
- Lost Pines Christmas Marketing & Promotions
- New special events
  
- Consistent Messaging
- Power of Visit Bastrop
- Retail & Economic Impact Driven
- Volunteer Driven
- City Sponsored
- Zero based budget
- Sponsorships

A red rectangular banner with white text and a decorative border of snowflakes. The text reads "LOST PINES CHRISTMAS" in large, bold, white, sans-serif capital letters. Below this, a horizontal line of small white snowflakes separates the title from the dates. The dates "NOVEMBER 23<sup>RD</sup> THROUGH DECEMBER 25<sup>TH</sup> IN HISTORIC DOWNTOWN BASTROP" are written in a smaller, white, sans-serif font.

LOST PINES CHRISTMAS  
NOVEMBER 23<sup>RD</sup> THROUGH DECEMBER 25<sup>TH</sup> IN HISTORIC DOWNTOWN BASTROP

# 2017 Sponsorships Available



**PROSPERITY BANK<sup>®</sup>**



# Weekend # 1



**MAKE A  
BIG IMPACT  
SHOP SMALL**

★

**SMALL BUSINESS SATURDAY**

SHOP SMALL

# Weekend # 2



# Weekend #3



**THE FARM STREET OPRY**  
**A COUNTRY CHRISTMAS**  
THURS., DECEMBER 7th, 2017

TONY BOOTH  
SEAN ORR

BASTROP TEXAS

& OTHER LOCAL FAVORITES!

**\$7.50** ADMISSION  
Kids 10 > Free

Doors Open 5:30pm  
Show Starts 7:00pm

**FarmStreetOpry.com**  
1408 CHESTNUT ST., BASTROP, TX

SOUTHSIDE MARKET & PARKADE  
COME EARLY & ENJOY SOME SOUTHSIDE BBQ!

# Weekend #4



# Weekend #5





Questions?

[www.lostpineschristmas.com](http://www.lostpineschristmas.com)

FB: Lost Pines Christmas

Send us your events!

[mainstreet@cityofbastrop.org](mailto:mainstreet@cityofbastrop.org)



# STAFF REPORT

**MEETING DATE:** October 10, 2017

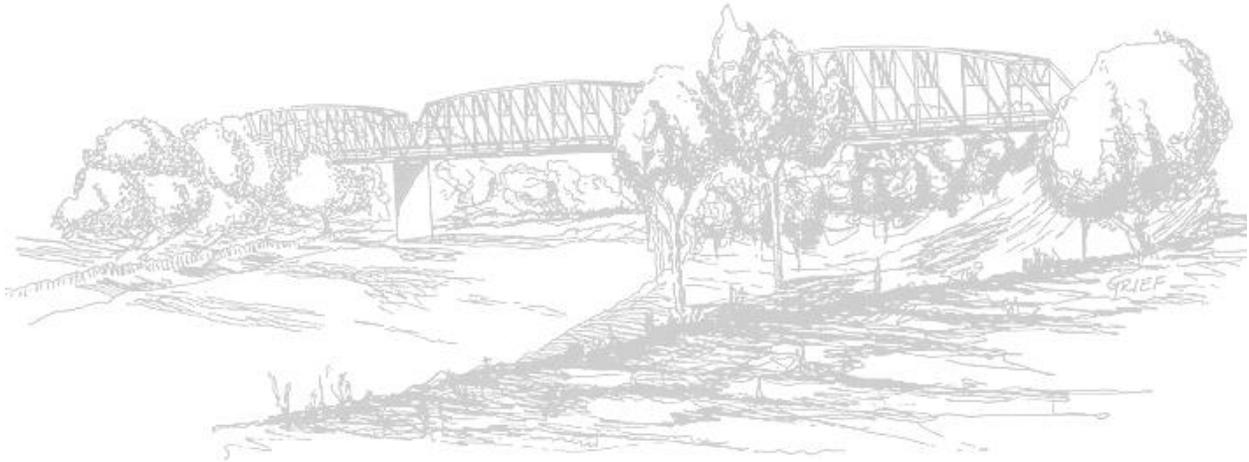
**AGENDA ITEM:** 7C

**TITLE:**

Receive Presentation regarding the results of the recent smoke testing performed in the Riverside Grove subdivision.

**STAFF REPRESENTATIVE:**

Trey Job, Managing Director of Public Works & Leisure Services



# Bastrop Water & Wastewater Department Recently Performed Smoke Testing In The River Side Grove Subdivision

What is smoke testing?

- Smoke testing is a process to find leaks in the sewer system that serves your neighborhood.
- Smoke testing works by forcing smoke into the sewer line. The smoke will naturally flow through the pipes and leaks will be identified as the smoke appears at the surface.



**The Smoke is non- toxic, harmless and non-flammable**



## Why is this important?

- We have peak flow rates of 2,722 gpm that is regulated by the TCEQ, an exceedance of that for a period of over two hours will result in fines.
- These fines will eventually impact your rates.
- It could lead to untreated wastewater overflowing into our waterways that would negatively impact the environment.



## Things we look for while performing smoke testing:

- Smoke from separation in pipe on the customers side of the clean out.
- Missing clean out caps.
- Broken wastewater mains.



## What did we find?

- We found **90 missing clean out caps**. The majority were on our clean outs.
- We found other violation such as water softener discharge lines in broken caps (as shown in the picture).
- If 6" of water covered an open clean out, it can introduce 300 gallons per minute into the wastewater system.
- With 90 missing caps, we could see inflow and infiltration flows up to approximate 27,000 gpm.

## How are we going to proceed?

- As part of the FY 18 work plan, the W/WW Dept. will build a schedule to perform smoke testing to many neighborhoods throughout the City and our service area.
- The Riverside Grove neighborhood was selected for this project because during recent rain events we found a high volume of rainwater entering the sewer system in this area.





# Inflow and Infiltration Programs

- IT'S PROACTIVE
- IT'S GOOD FOR THE ENVIRONMENT
- IT SAVES YOU MONEY!

**This program is a great example  
of how we are taking care of our  
community through the  
Council's focus areas &  
priorities!**





# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 5C

**TITLE:**

Receive presentation on the City's application for funding through the FEMA Hazard Mitigation Grant Program.

**STAFF REPRESENTATIVE:**

Wesley Brandon, Director of Engineering and Development

**BACKGROUND/HISTORY:**

Provide City Council an update on the City's application for funding to acquire or elevate flood-prone properties ("buy-outs") and construct other drainage improvements within the City. The application is part of the FEMA Hazard Mitigation Grant Program (HMGP).





# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 8

**TITLE:**

## **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 City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.*

*To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the consideration of that item.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.*



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 9A

**TITLE:**

Consider action to approve minutes from the September 19, 26, and 28, 2017 meetings.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager  
Ann Franklin, City Secretary

**BACKGROUND/HISTORY:**

N/A

**POLICY EXPLANATION:**

Section 551.021 of the Government Code provides as follows:

- (a) A governmental body shall prepare and keep minutes or make a tape recording of each open meeting of the body.
- (b) The minutes must:
  1. State the subject of each deliberation; and
  2. Indicate the vote, order, decision, or other action taken.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve minutes from the September 19, 26 and 28, 2017 meetings.

**ATTACHMENTS:**

- September 19, 2017, DRAFT Special Council Meeting Minutes.
- September 26, 2017, DRAFT Regular Council Meeting Minutes.
- September 28, 2017, DRAFT Special Council Meeting Minutes.

**MINUTES OF SPECIAL COUNCIL MEETING  
BASTROP CITY COUNCIL  
September 19, 2017**

The Bastrop City Council met in a Special Meeting on Tuesday, September 19, 2017 at 5:00 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder and Council Members Peterson, Nelson, Ennis and Jones. Officers present were City Manager Lynda Humble and City Secretary Ann Franklin.

**CALL TO ORDER**

Mayor Schroeder called the meeting to order at 5:00 p.m. Mayor Pro Tem Schiff was absent.

**EXECUTIVE SESSION**

**The City Council met at 5:01 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

- 2A. City Council shall convene into closed executive session pursuant to Section 551.074 of the Texas Government Code to deliberate the employment evaluation and duties of the City Attorney including but not limited to review Request for Qualification and to establish a final list of candidates for Interviews on September 26, 2017.

**The Bastrop City Council reconvened at 6:17 p.m. into open (public) session.**

**TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION**

Council Member Ennis made the motion to invite the law firms of Kassahn and Ortiz, PC; Nichols Firm, PLLC; Knight Law Firm, LLP; and Bojorquez Law Firm, PC to a personal interview on September 26, 2017 with the City of Bastrop, seconded by Council Member Peterson, motion was approved on a 4-0 vote. Mayor Pro Tem Schiff was absent.

**ADJOURNMENT**

**Adjourned at 6:17 p.m. without objection.**

APPROVED:

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Mayor Connie B. Schroeder

ATTEST:

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City Secretary Ann Franklin

**MINUTES OF REGULAR COUNCIL MEETING  
BASTROP CITY COUNCIL  
September 26, 2017**

The Bastrop City Council met in a Regular Meeting on Tuesday, September 26, 2017 at 3:00 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder and Council Members Jones, Ennis, Nelson and Peterson. Officers present were City Manager Lynda Humble and City Secretary Ann Franklin.

**CALL TO ORDER**

At 3:00 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

**EXECUTIVE SESSION (BEGINS AT 3:00 P.M.)**

Mayor Pro Tem Schiff arrived during the executive session.

**The City Council met at 3:00 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

- 2A. City Council shall convene into closed executive session pursuant to Section 551.074 of the Texas Government Code to conduct interviews and discuss and deliberate the appointment of a City Attorney.

**The Bastrop City Council reconvened at 6:30 p.m. into open (public) session.**

**TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION****ACTION TAKEN**

A motion was made by Council Member Peterson for the City of Bastrop to choose the Alan Bojorquez Law Firm as the sole finalist, authorize the City Manager to check all references and negotiate a contract and bring before Council at the October 10, 2017, City Council meeting for Council approval, seconded by Council Member Nelson, motion was approved on a 5-0 vote.

**PLEDGE OF ALLEGIANCE**

Andy Sevilla and Mary Huber of the Bastrop Advertiser led the Pledge of Allegiance.

**INVOCATION**

Associate Pastor Taylor Choate, Bastrop First Assembly of God gave the invocation.

**PRESENTATIONS**

- 6A. Mayor's Report

**ACTIVITIES OF MAYOR SINCE THE LAST COUNCIL MEETING**

- **September 14**
  - **Ribbon Cutting**
  - **After Action EOC meeting with Bastrop County**
  - **Attended the Chamber's Monthly Business After Hours function at Red**

**Ridge Receptions**

- **September 15**
  - **BEDC Coffee Chat**
- **September 18**
  - **BEDC Monthly Meeting**
- **September 19**
  - **Special Executive Meeting to review City Attorney RFQ's**
- **September 26**
  - **National Voter Registration Day**

**UPCOMING EVENTS**

- **September 30**
  - **Big Trucks at Bob Bryant Park**
- **October 3-6**
  - **TML Annual Conference in Houston**

6B. Councilmembers' Report  
**Council Member Nelson**

**Complimented everyone that worked on the Delgado dedication event. He encouraged everyone to read about the genesis of this project.**

**Mayor Pro Tem Schiff**

**Attended the monthly meeting with the Library board. The highlight of the meeting was the Library is creating a "Maker Space" creative effort at the Library that is going to feature a 3D printer the Library is acquiring and will be giving lessons on the use of it.**

**Council Member Ennis**

**The Mina Ward School & Minerva Delgado Park Dedication was a joint effort of quite a few people, it exceeded the expectations. This was a wonderful celebration, approximately 20 former students attended the event. It was a testament to the City of Bastrop and Bastrop County.**

**Council Member Jones**

- **Went to Washington DC, met with the senators, representatives and new appointees and lobbied for the Farm Bill and promoted Rural America.**
- **Attended the August 31<sup>st</sup> Planning and Zoning Commission meeting as the Council Liaison.**

6C. City Manager's Report

**The Presentation of the Mina Ward School & Minerva Delgado Park Dedication was recorded and the full program will be on the City web by the end of the week of October 2<sup>nd</sup> through 6<sup>th</sup>.**

**WORK SESSION/BRIEFINGS**

- 7A. Discuss proposed changes to the Rules of Procedure for the City Council of the City of Bastrop, Texas.  
**Presentation was made by City Manager, Lynda Humble.**

**Discussion was held.**

**This item will be brought back on October 10, 2017. Direction was given to the City Manager to list in the Rules of Procedures Council plans to review in July of each year.**

- 7B. Discuss proposed changes to the Boards & Commission Ordinance and/or the adoption of a Board & Commission Resolution.

**The following were questions posed to Council with the responses.**

1. Is there an interest in standardizing residency requirements?  
**Staff will visit with the City Attorney and unless there is a state law requirement for residency Council will open up the residency and leave it to the Mayor to make the appointments based on skill set and the Council will debate it from a ratification standpoint.**
2. Is there a standardized number of members the Council would consider?  
**Council asked for the City Manager to recommend either five (5) or seven (7) members, the City Manager recommended seven (7) members.**
3. Is there a need to set term limits of participation on each board? (The number of years a member could serve on a particular board but not the number of years an individual may volunteer.)  
**Consensus from Council to set term limits with the recommendation to stagger the terms in order to have a mix of old and new members.**
4. The Mayor did not appointment members to the Bastrop Vision Task Force or the Form Based Code Task Force. Need consensus from Council to bring these two boards forward to remove from the Boards and Commissions ordinance and to term limit them out.  
**Consensus from Council to bring the Vision Task Force and the Form Based Code forward to remove from the Boards and Commissions ordinance and to be term limited out.**
5. Move board appointments to October with the following appointment process:
  - July 1<sup>st</sup> mail citywide as well as to ETJ a newsletter highlighting all of the boards and commissions providing their purpose, meeting schedule and helpful information to be on the board. This would be posted in the newspaper, City website, as well as on the City's Facebook page.
  - Host a boards and commissions volunteer fair on the 3<sup>rd</sup> Tuesday of July at the Bastrop Convention and Exhibit Center. If approved the date of the next fair would be Tuesday, July 17, 2018.
  - Applications due on August 15, 2018.
  - Asking that Council participate in the interview of each applicant.
  - The Mayor would submit his/her boards and commissions appointments at the first Council meeting in September for ratification by the Council effective October 1<sup>st</sup>.

- The first Thursday in October of each year a boards and commissions orientation would be held which would include ethics training from the City Attorney.

**There was a consensus from Council.**

6. Annual Boards and Commissions volunteer banquet.

**There was a consensus from Council. The banquet will be Thursday, November 9<sup>th</sup> at the Bastrop Convention Center from 6:30 to 8:30 p.m. (Future banquets will be the 2<sup>nd</sup> Thursday of November.)**

7. Board and Commissions attendance will be tracked monthly provided by the board liaison to the City Secretary and the annual summary will be presented to Council in June.

**Council gave consensus with the suggestion that if there is a Council Liaison on the board the Council Liaison be included in the discussion of attendance issues.**

8. The Bastrop Economic Development Commission meetings are being recorded and televised at a later date. The staff supports broadcasting the Planning and Zoning Commission meetings. If Council is in agreement, staff will be scheduled to be present to record the meetings and program the television station with these meetings in mind.

**There was a consensus from Council.**

## STAFF AND BOARD REPORTS

- 8A. Receive report from Bastrop Economic Development Corporation.

**This item was postponed to the October 24<sup>th</sup> meeting.**

- 8B. Receive presentation on the unaudited Monthly Financial Report for the period ending August 31, 2017.

**Presentation was made by Chief Financial Officer, Tracy Waldron.**

## CITIZEN COMMENTS

**Ann Beck** – Stated that Bastrop needs better signs to make people aware of the Bastrop State Park, the word “Historical” should be on the signs to read “Historical Bastrop” and the name “Bastrop” should be on the exit sign.

**Linda Curtis** – Spoke about water involving the Indop case. She encouraged the Council to get informed.

## CONSENT AGENDA

**A motion was made by Council Member Ennis to approve Items 10A, 10B and 10C listed on the Consent Agenda after being read into the record by City Secretary Ann Franklin. Seconded by Mayor Pro Tem Schiff, motion was approved on a 5-0 vote.**

- 10A. Consider action to approve minutes from the September 12, 2017 meeting.

- 10B. Consider action to approve the second reading of Resolution No. R-2017-69 of the City Council of the City of Bastrop, Texas, approving the expenditure of Bastrop

Economic Development Corporation funds for the Technology Drive/MLK Infrastructure Project in an amount exceeding Ten Thousand and 00/100 Dollars (\$10,000); repealing all resolutions in conflict; and establishing an effective date.

- 10C. Consider action to approve the second reading of Ordinance No. 2017-23 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Appendix A, related to Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," Chapter 14 titled "Zoning," and the articles within Chapter 10, Section 8 titled "Reservations," references within Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning," related to fees; and deleting Section 10.03.003 titled "Subdivision and Development Escrow Fees" in its entirety, providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date.

#### **ITEMS FOR INDIVIDUAL CONSIDERATION**

- 11A. Consider action to approve Resolution No. R-2017-79 of the City Council of the City of Bastrop, Texas supporting the Texas Parks and Wildlife Department's (TPWD) proposed public plan for the 135 acre site, formerly known as the Lost Pines Golf Club, with emphasis on outdoor programming, outdoor education, and hiking and biking trails; strongly urging the TPWD to build a "tribute green" to preserve and educate future generations of the important role that the Lost Pines golf course played in the Bastrop State Park's history; providing a repealing clause; and providing an effective date.

**Presentation was made by City Manager, Lynda Humble.**

**A motion was made by Council Member Jones to approve Resolution No. R-2017-79, seconded by Mayor Pro Tem Schiff, motion was approved on a 5-0 vote.**

- 11B. Consider action to approve Resolution No. R-2017-74 of the City Council of the City of Bastrop, Texas approving an Emergency Water Interconnect agreement between the City of Bastrop and Aqua Water Supply Corporation; and authorizing the City Manager to execute all necessary documents, and establishing an effective date.

**Presentation was made by Managing Director of Public Works & Leisure Services, Trey Job.**

**A motion was made by Mayor Pro Tem Schiff to approve Resolution No. R-2017-74, seconded by Council Member Jones, motion was approved on a 5-0 vote.**

- 11C. Consider action to approve Resolution No. R-2017-75 of the City Council of the City of Bastrop, Texas, approving and adopting the Financial Management Policy, making various provisions related to the subject; repealing any resolutions in conflict; and providing an effective date.

**Presentation was made by Chief Financial Officer, Tracy Waldron.**

**A motion was made by Council Member Nelson to approve Resolution No. R-2017-75, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 11D. Consider action to approve Resolution No. R-2017-76 of the City Council of the City of Bastrop, Texas establishing organizational funding amounts contingent upon

contract agreement deliverables, funded from Hotel Occupancy Tax Fund for Fiscal Year 2017-2018, and establishing an effective date.

**Presentation was made by Main Street Director, Sarah O'Brien.**

**A motion was made by Mayor Pro Tem Schiff to approve Resolution No. R-2017-76, seconded by Council Member Jones, motion was approved on a 3-0 vote. Council Members Ennis and Peterson recused themselves. This motion approved awarding \$224,985.00 to nine (9) different organizations, the Juneteenth Committee will be funded out of Bastrop Power and Light this year. There will not be a tier three (3) funding.**

- 11E. Consider action to approve Resolution No. R-2017-77 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies; approving the list of Qualified Brokers; making various provisions related to the subject; and providing an effective date.

**Presentation was made by Chief Financial Officer, Tracy Waldron.**

**A motion was made by Mayor Pro Tem Schiff to approve Resolution No. R-2017-77, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 11F. Public hearing on the Hunters Crossing Public Improvement District ongoing service plan and proposed assessment levy, consider any objections to the proposed assessments and, consider action to approve the first reading of Ordinance No. 2017-26 of the City Council of the City of Bastrop, Texas approving the updated service plan, including provisions related to assessments for the Hunters Crossing Public Improvement District; approving a fiscal year 2018 assessment roll for the District; and containing other provisions related to the Hunters Crossing Public Improvement District and the Hunters Crossing Local Government Corporation and providing for an effective date; and move to include on the September 28, 2017 Special Council Meeting for a second reading.

**Presentation was made by Chief Financial Officer, Tracy Waldron.**

**The Public Hearing was opened.**

**The Public Hearing was closed.**

**A motion was made by Council Member Ennis to approve the first reading of Ordinance No. 2017-26, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 11G. Consider action to approve the second reading of Ordinance No. 2017-22 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2017-2018 (October 1, 2017 through September 30, 2018); providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date.

**Presentation was made by Chief Financial Officer, Tracy Waldron.**

**A motion was made by Mayor Pro Tem Schiff to approve the second reading of Ordinance No. 2017-22, seconded by Council Member Ennis, motion was**

approved on a 5-0 vote. The following error in the budget document was read into record for correction: Page 25, Bastrop Food Pantry was left off of the Community Support funding list, it will receive \$16,158.00.

Mayor Pro Tem Schiff	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Jones	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Ennis	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Nelson	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Peterson	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____

- 11H. Consider action to ratify the vote on the Fiscal Year 2017-2018 budget, which results in more revenues from ad valorem taxes than the previous year.

**Presentation was made by Chief Financial Officer, Tracy Waldron**

**A motion was made by Council Member Nelson to approve the Fiscal Year 2017-2018 budget, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

Mayor Pro Tem Schiff	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Jones	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Ennis	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Nelson	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Peterson	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____

- 11I. Consider action to approve the second reading of Ordinance No. 2017-25 of the City Council of the City of Bastrop, Texas adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2017-2018 to provide revenue for the payment of current expenditures: providing a severability clause; and establishing an effective date.

**Presentation was made by Chief Financial Officer, Tracy Waldron.**

**A motion was made by Mayor Pro Tem Schiff to increase the property tax rate by the adoption of a tax rate of 0.5640 approve the second reading of Ordinance No. 2017-25, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

Mayor Pro Tem Schiff	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Jones	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Ennis	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Nelson	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____
Council Member Peterson	Yea	<u>X</u>	Nay	_____	Abstain	_____	Absent	_____

- 11J. Hold Public Hearing to solicit input from citizens regarding the City of Bastrop’s Parks and Recreation needs and priorities and discuss a proposed park project to be submitted to Texas Parks and Wildlife Department (TPWD) for grant funding; and consider action to approve Resolution No. R-2017-78 of the City Council of the City of Bastrop, Texas approving an application to the Texas Parks and Wildlife Division for a 50% match grant for the total amount of Five Hundred Thousand Dollars and 00/100 cents (\$500,000.00) for the development of Phase II of Minerva Delgado Park;

authorizing the City Manager to execute all necessary documents for the grant submission; and establishing an effective date.

**The Public Hearing was opened.**

**The Public Hearing was closed.**

**Presentation was made by Managing Director of Public Works & Leisure Services, Trey Job.**

**A motion was made by Council Member Jones to approve Resolution No. R-2017-78, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

### **EXECUTIVE SESSION**

**The City Council met at 8:14 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

- 12A. City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to discuss and deliberate litigation matters with the Special Counsel to the City of Bastrop regarding *City of Bastrop vs. Vandiver* settlement agreement (21<sup>st</sup> Judicial District, Cause No. 124-21).

**The Bastrop City Council reconvened at 9:15 p.m. into open (public) session.**

### **TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION**

No action was taken.

### **ADJOURNMENT**

**Adjourned at 9:16 p.m. without objection.**

APPROVED:

\_\_\_\_\_  
Mayor Connie B. Schroeder

ATTEST:

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

**MINUTES OF SPECIAL COUNCIL MEETING  
BASTROP CITY COUNCIL  
September 28, 2017**

The Bastrop City Council met in a Special Meeting on Thursday, September 28, 2017, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder and Council Members Ennis, Nelson, Peterson and Jones. Officers present were City Manager Lynda Humble and Deputy City Secretary Traci Chavez.

**CALL TO ORDER**

At 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present. Mayor Pro Tem Schiff was absent.

**ITEM FOR CONSIDERATION**

- 2A. Consider action to approve the second reading of Ordinance No. 2017-26 of the City Council of the City of Bastrop, Texas approving the updated service plan, including provisions related to assessments for the Hunters Crossing Public Improvement District; approving a fiscal year 2018 assessment roll for the District; and containing other provisions related to the Hunters Crossing Public Improvement District and the Hunters Crossing Local Government Corporation and providing for an effective date. **Presentation was made by City Manager Lynda Humble.**

**A motion was made by Council Member Ennis to approve the second reading of Ordinance No. 2017-26, seconded by Council Member Peterson, motion was approved on a 4-0 vote. Mayor Pro Tem Schiff was absent.**

**ADJOURNMENT**

**Adjourned at 6:32 p.m. without objection.**

APPROVED:

\_\_\_\_\_  
Mayor Connie B. Schroeder

ATTEST:

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



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:**10A

**TITLE:**

Consider action to approve Resolution R-2017-83 of the City Council of the City of Bastrop, Texas, approving terms of engagement with Bojorquez Law Firm, PC; authorizing the Mayor to execute all necessary documents; repealing any resolutions in conflict; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HISTORY:**

A detailed Request for Qualifications for City Attorney Services was prepared and electronically mailed to twelve (12) firms on August 17, 2017 and listed on the Texas Municipal League's Job Board under City Attorney. The Request for Qualifications required the selected firm/individual to possess a Juris Doctorate from an accredited law school by the American Bar Association, a license to practice law in the State of Texas, and be a member in good standing with the Texas Bar. Five (5) years experience of legal services for Texas municipality(ies) with a comprehensive knowledge of municipal law, municipal finance, personnel law, employment law, as well as land use and regulation is required. Approved as defense counsel for Texas Municipal League Intergovernmental Risk Pool is preferred.

City Council received ten (10) responses to the Request for Qualifications for City Attorney services. City Council held a special Executive Session on September 19, 2017 to review these statements. A short-list of four (4) firms were selected and interviewed on September 26, 2017. On September 26, 2017, Bojorquez Law Firm, PC was named sole finalist pending verification of references and negotiating a contract. Alan Bojorquez will serve as City Attorney and brings a breadth of experience in municipal law as well as an excellent reputation.

**POLICY EXPLANATION:**

The City Charter, Section 3.10 City Attorney, says:

*"The City Council shall appoint a City Attorney(s) and such assistant city attorneys as from time to time shall be deemed necessary by the council and who shall be competent, duly licensed and admitted to the practice of law by the State of Texas. The City Attorney(s) shall be legal advisor to and attorney for all officers of the City acting in their official capacities and shall represent the City and its departments in all legal proceedings."*

**FUNDING SOURCE:**

General Fund – Organizational – Legal Fees

**RECOMMENDATION:**

Consider action to approve Resolution R-2017-83 of the City Council of the City of Bastrop, Texas, approving terms of engagement with Bojorquez Law Firm, PC; authorizing the Mayor to execute all necessary documents; repealing any resolutions in conflict; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- Terms of Engagement Letter



**RESOLUTION NO. R-2017-83**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING TERMS OF ENGAGEMENT WITH BOJORQUEZ LAW FIRM, PC; AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS; REPEALING ANY RESOLUTIONS IN CONFLICT; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop, Texas conducted a detailed Request for Qualifications for City Attorney Services; and

**WHEREAS**, there were ten (10) firms who submitted statements of qualifications for consideration by the City Council; and

**WHEREAS**, the City Council reviewed the statements of qualifications on September 19, 2017 and selected four (4) firms for interviews on September 26, 2017; and

**WHEREAS**, all four (4) firms interviewed on September 26, 2018 exhibited a passion for municipal law and represented the municipal attorney profession very well; and

**WHEREAS**, the City Council selected Alan Bojorquez, Bojorquez Law Firm, PC as the sole finalist for City Attorney pending reference checks and contract negotiation; and

**WHEREAS**, the City Manager completed reference checks and found that those contacted provided very favorable recommendations regarding the City Attorney services provided by Bojorquez Law Firm, PC; and

**WHEREAS**, the Terms of Engagement with Bojorquez Law Firm have been reviewed and found acceptable.

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

**SECTION 1:** That the City Council hereby approves the Terms of Engagement with Bojorquez Law Firm, PC, attached hereto as Exhibit A and made a part hereof by this reference.

**SECTION 2.** That the City Council hereby authorizes the Mayor to execute the Terms of Engagement on behalf of the City of Bastrop.

**SECTION 3:** Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

**SECTION 4:** Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

**SECTION 5:** This resolution shall take effect immediately from and after its passage, and it is duly resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop, Texas on the 10<sup>th</sup> day of October, 2017.

**CITY OF BASTROP, TEXAS**

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Joseph J. Gorfida, Jr.  
Interim City Attorney

## STANDARD TERMS OF ENGAGEMENT

This document establishes the standard terms of our engagement as your attorneys. Unless modified in writing by mutual consent, these terms will be an integral part of our agreement. Therefore, we ask that you carefully review this document and contact us promptly if you have any questions. We suggest that you retain a copy of this document in your files.

### I. Our Relationship

#### 1. Identity of Client

The *Bojorquez Law Firm, P.C.* ("Firm") will be representing the interests of the *City of Bastrop*.

#### 2. Nature of Representation

Our relationship can be described as follows:

The Firm will represent the City of Bastrop as an entity, and as such shall advise city officials and advocate on the city's behalf. Alan Bojorquez will be designated as the lawyer who is appointed *City Attorney*, but may designate other lawyers within the Firm to serve to assist with certain matters as they arise.

#### 3. Scope of Work

As the client, it is imperative that you have a clear understanding of the legal counsel the Firm will provide. Any questions that you have should be dealt with promptly. We will provide services related only to matters as to which we have been specifically engaged. The Firm will at all times act on your behalf to the best of our ability. Any expressions on our part concerning the outcome of your matter are expressions of our best professional judgment, but are not guarantees. Such opinions are necessarily limited by our knowledge of the facts and are based on the state of the law at the time they are expressed. We cannot guarantee the success of any given matter, but we will strive to represent your interests professionally and efficiently.

#### 4. Client Responsibilities

You agree to cooperate fully with the Firm and to provide us promptly with all information known or available to you relevant to our representation. You agree to pay our invoices in accordance with these STANDARD TERMS OF ENGAGEMENT.

#### 5. Responsibilities of the Bojorquez Law Firm

The Firm is committed to meeting your legal needs. In doing so, the Firm will: act competently and in a timely manner; protect the privileged information and ensure appropriate confidentiality; promote your interests; discuss your objectives and how they

should best be achieved; and provide information about the work to be done, who will do it, when the work is expected to be completed, and the way the services will be provided.

## II. Fees, Billing, and Administrative

### 1. Fees for Legal Services

The charges for professional services provided by the Firm will typically be based upon the following: (1) the time devoted to the matter; (2) the novelty and difficulty of the questions presented; (3) the requisite experience, reputation, and skill requested to deal with those questions; (4) time limitations imposed by the circumstances; (5) and the quality of the results obtained. Fees and costs for particular matters are unpredictable and we have made no commitment concerning maximum fees or costs. Unless otherwise indicated in writing, our fees for legal services are determined on the basis of the hourly rates of the respective attorney that will perform the services. These rates may vary depending on the expertise and experience of the individual. We adjust these rates from time to time, increasing them as the individuals gain experience and expertise and to reflect current economic conditions. We will notify you in writing if this fee structure is modified. Currently, the standard billing rates for you are detailed below:

<b>Principal Attorney:</b>	One hundred-ninety dollars (\$190.00) per hour
<b>Attorney Of Counsel:</b>	One hundred eighty-five dollars (\$185.00) per hour
<b>Senior Associate Attorney:</b>	One hundred eighty dollars (\$180.00) per hour
<b>Associate Attorney:</b>	One hundred seventy-five dollars (\$175.00) per hour
<b>Junior Associate Attorney:</b>	One hundred sixty-five dollars (\$165.00) per hour
<b>Municipal Court Prosecution:</b>	One hundred fifty dollars (\$155.00) per hour
<b>Legal Secretary/Office Assistant:</b>	One hundred dollars (\$100.00) per hour
<b>City Secretary Consulting:</b>	One hundred twenty-five dollars (\$125.00) per hour
<b>Land Planner:</b>	One hundred twenty-five dollars (\$125.00) per hour
<b>Municipal Court Consulting:</b>	One hundred twenty-five dollars (\$125.00) per hour
<b>Litigation:</b>	Two hundred fifty to three hundred dollars (\$250.00 - \$300.00) per hour
<b>Specialized Sub-Contractors:</b>	Negotiated
<b>Packaged Plans for Consultants:</b>	Negotiated

The foregoing hourly rates shall be billed in 1/10<sup>th</sup> of an hour (0.1) increments.

### 2. Rate Adjustment

Billing rates are subject to increase a maximum of ten percent (10%) annually. No rate increase will exceed ten percent (10%) without first obtaining consent from the designated primary client representative. You will be notified in writing when a rate adjustment has occurred.

### 3. Other Charges and Handling Fees

All out-of-pocket expenses (such as long distance telephone charges, copying charges, travel expenses, courier expenses, etc.) incurred by the Firm in connection with representing the you will be billed to you as a separate item on your monthly statement.

A five percent (5%) handling fee will be assessed on all out-of-pocket expenses incurred on your behalf for consulting and engineering fees, appraisal costs, and other professional requirements of a matter.

**4. Billing Procedures & Terms of Payment**

Our billing period begins on the 27<sup>th</sup> of the month and ends on the 26<sup>th</sup> day of the following month. We will render monthly statements to you for legal services and expenses. We usually mail these statements toward the beginning of the month, following the latest date covered in the statement. Each statement is payable within thirty (30) days of its stated date and must be paid in U.S. Dollars. If any statement is not paid within thirty (30) days after its stated date, interest at the rate of six percent (6%) per month eighteen percent (18%) per annum will accrue on the balance due. However, if at any time eighteen percent (18%) per annum exceeds the highest interest rate permitted by applicable law, then the interest rate that will be applied to any overdue amounts will be reduced to the maximum rate permitted under applicable law. If you have any questions or concerns about any statement that we submit to you for payment, please contact us at your earliest convenience so that we can resolve any problems without delay. If unresolved, overdue invoices may result in discontinuation of representation. Typically, such issues can be resolved to the satisfaction of both sides with little inconvenience or formality.

**5. Fee Estimates**

We are often requested to estimate the amount of fees and costs likely to be incurred in connection with a particular matter. Your primary attorney will do his best to estimate fees and expenses for particular matters when asked to do so. However, an estimate is just that, and the fees and expenses required are ultimately a function of many conditions over which we have little or no control. Unless otherwise agreed in writing with respect to a specific matter, all estimates made by us shall be subject to your agreement and understanding that such estimates do not constitute maximum or fixed fee quotations and that the ultimate cost is frequently more or less than the amount estimated.

**6. Retainers**

A retainer is not required at this time; however, substantial new matters for existing or new clients, may require a retainer. The retainer amount is not meant to be an estimate or limit of the fees and expenses required to complete the work on this matter, but is intended as your good faith deposit against a portion of such fees and expenses. The retainer will be placed in our Trust Account and we will bill our fees and disbursements against the retainer. We will advise you if additional amounts are necessary to be placed in trust against which to bill future work. If our work is completed, and your account is paid-in-full, yet a balance remains in the retainer, we will refund the retainer to you upon request.

**7. Retention of Documents**

Although we will attempt to retain for a reasonable time copies of most documents generated by this Firm, we cannot be held responsible in any way for failure to do so, and we hereby expressly disclaim any such responsibility or liability. You must ultimately retain all originals and copies amongst your own files for future reference.

## **8. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of the State of Texas, United States of America. Venue of any case or controversy arising under or pursuant to this Agreement shall be in *Bastrop County*, Texas, United States of America.

## **III. Termination of Services**

You have the right to terminate our services at any time upon providing written notice to us. Upon receipt of written notice from you, we will immediately cease to render additional services to the extent we can do so without jeopardizing your legal interests or our ethical obligations. We reserve the right to discontinue work on pending matters or terminate our attorney-client relationship with you at any time that payment of your account becomes delinquent. We also reserve the right to withdraw when obligated by the *Texas Rules of Disciplinary Conduct*. Additionally, in the event that you fail to follow our advice and counsel, or otherwise fails to cooperate reasonably with us, we reserve the right to withdraw from representing you upon short notice, regardless of the then status of your matter. No termination shall relieve you of the obligation to pay fees and expenses incurred prior to such termination. Unless otherwise agreed in writing, representation will cease upon your payment in full of all fees due, and our Firm's conveyance of your files to the destination you designate. The firm's files (work product), will be retained at the Firm.

## **IV. Internal Revenue Service (IRS) and Texas Workforce Commission (TWC) Status**

### **1. Independent Contractor (IC)**

For purposes of federal income tax or social security withholdings, the Firm is an IC responsible for payment of its own taxes. The Firm, and not the client, is obligated to arrange for the required federal withholdings of the Firm's employees. Below is a summary of the IC versus employee requirements and a general overview of how our services will be provided.

### **2. The Internal Revenue Service**

The IRS assesses three (3) factors of the employer/individual relationship: behavioral control, financial control, and relationship of the worker and Firm to determine who is an employee and who is an Independent Contractor. (*See* IRS Form SS-8). Again, depending on the type of business and the services performed, not all sections of the form may apply and the weight assigned to a specific factor may vary depending on the facts.

### **3. The Texas Workforce Commission**

The TWC has adapted the old IRS twenty-factor test, known as the "direction or control" test, to determine who is an employee and who is an IC (*see* TWC Form C-8). Depending on the type of business and the services performed, not all of the twenty common law factors may apply and the weight assigned to a specific factor may vary depending upon the facts. Below are considerations for the TWC's twenty-factor test, which also generally address issues of behavioral control, financial control, and relationship of the worker and Firm.

#### **(a) Financial Control**

In general, an employee is usually paid for their time, whereas an independent contractor is usually paid by the job. An employee usually does not negotiate their

pay, whereas an independent contractor usually negotiates their pay to ensure a profit. An employee is not expected to invest in the business they work for so the employer takes care of tax matters and expenses, whereas an independent contract is investing in their independent business so the IC takes care of all expenses and taxes.

**(b) Relationship of Worker & Business Entity**

In general, an employee does not usually advertise their services, whereas an IC does. An employee carries business cards that reflect the employer's name, whereas an IC carries business cards that reflect the IC's business name. An employee is primarily reached at the employer's phone number, whereas an IC is primarily reached at their business phone number.

**(c) Behavioral Control**

In general, an employer contracting for IC services is normally interested in the end result, not in the details of how the work is done. The employer should have no interest in how the IC allocates his or her time, or who the IC hires to assist (other than requiring proper licensure).

**V. Questions**

If during the course of our representation you have any questions about any aspect of our arrangements, please feel entirely free to raise those questions. The Firm wants all of our clients to have a clear and satisfactory understanding about every aspect of our billing and payment policies. Accordingly, we encourage an open and frank discussion of any or all of the matters mentioned in this document.

**VI. Acceptance of and Consent to the Standard Terms and Engagement**

If this arrangement is acceptable to you, please sign this letter and return it to Firm at the earliest convenience. We are truly honored to be representing you.

**AGREED TO & ACCEPTED:**

by:

\_\_\_\_\_  
**The Honorable Connie Schroeder**  
**Mayor, City of Bastrop**

date: \_\_\_\_\_

by:

  
\_\_\_\_\_  
**Alan Bojorquez**  
**Principal, Bojorquez Law Firm, PC**

date: September 29, 2017

*Please return a signed original of the Standard Terms of Engagement  
to the Bojorquez Law Firm via mail, fax, or email.*



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 10B

**TITLE:**

Hold a public hearing and consider action to approve the first reading of Ordinance No. 2017-27 of the City Council of the City of Bastrop, Texas, Granting a Conditional Use Permit to allow an Indoor Commercial Amusement Use, for Lot 2 of Hunter's Crossing Subdivision, Section 2-A, located at 201 Hunter's Crossing Boulevard, Suite 14, within the city limits of Bastrop, Texas; providing a severability clause, setting out conditions, and establishing an effective date, and move to include the second reading on the October 24, 2017 City Council agenda.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, AICP, Assistant Planning Director

**ITEM DETAILS:**

Site Address: 201 Hunter's Crossing Boulevard, Suite 14  
Total Acreage: 0.979 acres  
Legal Description: Hunter's Crossing Section 2-A, Lot 2  
Property Owner: Jack Lieberman/201 Hunter's Crossing  
Agent Contact: Deborah Brunn & Rachel Bailey/RC's Playhouse, LLC  
Existing Use: Shopping Center/Vacant Suite  
Existing Zoning: Hunter's Crossing Planned Development, Zone Hx-C  
Future Land Use: General Commercial

**BACKGROUND/HISTORY:**

The applicant would like to open an indoor playground for children age 12 and under. The business will occupy approximately 2,200 square feet of the shopping center. The use will consist of playground equipment for the children and a seating area for the adults to sit while the children play.

**PUBLIC COMMENTS:**

Notifications were mailed to 14 adjacent property owners on September 12, 2017. At the time of this report, four responses were received; three are in favor of the CUP, and one has no objection (Attachment 3).

**POLICY EXPLANATION:**

The purpose of conditional uses is to allow certain uses in districts that under most circumstances would not be compatible with other permitted uses, but may be compatible if certain conditions and development restrictions are met. A Conditional Use Permit (CUP) is adopted by ordinance, with a public hearing and two ordinance readings at separate City Council meetings.

This use is allowed by right in standard commercial zoning districts (C-1 and C-2). The Hunter's Crossing Planned Development requires a CUP for this use. A detailed policy explanation is included in Attachment 1.

**PLANNING & ZONING COMMISSION REPORT:**

The Planning & Zoning Commission did not meet the quorum requirement for the September 28, 2017 meeting, so there is no recommendation from the Commission.

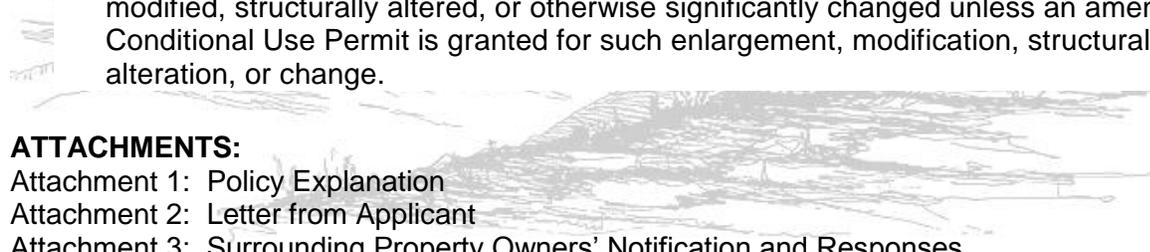
**RECOMMENDATION:**

Hold a public hearing and consider action to approve the first reading of Ordinance No. 2017-27 of the City Council of the City of Bastrop, Texas, granting a Conditional Use Permit to allow an Indoor Commercial Amusement Use, for Lot 2 of Hunter's Crossing Subdivision, Section 2-A, located at 201 Hunter's Crossing Boulevard, Suite 14, within the city limits of Bastrop, Texas; providing a severability clause, setting out conditions, and establishing an effective date, and move to include the second reading on the October 24, 2017 City Council agenda.

1. Construction shall be in conformance with all City of Bastrop regulations.
2. All necessary permits for the proposed development shall be acquired prior to occupying the building.
3. A Building Permit shall be applied for and secured within one year from the date the Conditional Use Permit is granted (second reading of the ordinance).
4. No building, premise, or land used under a Conditional Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless an amended Conditional Use Permit is granted for such enlargement, modification, structural alteration, or change.

**ATTACHMENTS:**

- Attachment 1: Policy Explanation
- Attachment 2: Letter from Applicant
- Attachment 3: Surrounding Property Owners' Notification and Responses
- Attachment 4: Building Layout
- Attachment 5: Hunter's Crossing PD, Hx-C Requirements Ordinance
- Exhibit A: Location Map



**ORDINANCE 2017-27**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS GRANTING A CONDITIONAL USE PERMIT TO ALLOW AN INDOOR COMMERCIAL AMUSEMENT USE, FOR LOT 2 OF HUNTER'S CROSSING SUBDIVISION, SECTION 2-A, LOCATED AT 201 HUNTER'S CROSSING BOULEVARD, SUITE 14, WITHIN THE CITY LIMITS OF BASTROP, TEXAS; PROVIDING A SEVERABILITY CLAUSE, SETTING OUT CONDITIONS; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Deborah Brunn & Rachel Bailey (hereinafter referred to as "Applicant") submitted a request on behalf of the property owner for a Conditional Use Permit (CUP) to allow an Indoor Commercial Amusement use for an indoor playground in Lot 2 of Hunter's Crossing Subdivision, Section 2-A, within the City limits of Bastrop, Texas, hereinafter referred to as "the Property"; and

**WHEREAS**, a location map is attached hereto as Exhibit "A" (the "Property"); and

**WHEREAS**, the Property is currently zoned as Hunter's Crossing Planned Development, Zone Hx-C, Commercial; and

**WHEREAS**, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of a public hearing for the Conditional Use Permit given to all property owners located within two hundred (200) feet of the Property; and

**WHEREAS**, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the request was given as required by the Ordinance, and the City Council of the City of Bastrop held a public hearing on the Conditional Use Permit on October 10, 2017 to consider the Applicant's request for an indoor playground; and

**WHEREAS**, after consideration of public input received at the hearing, the information provided by the Applicant, and all other information presented, City Council finds by a majority vote of all members that it is in the public interest to approve the CUP.

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

**Section 1:** The Property, situated in Lot 2 of Hunter's Crossing Subdivision, Section 2-A, located at 201 Hunter's Crossing Boulevard Suite 14, within the city limits of Bastrop, Texas as more particularly shown and described on attachments Exhibit "A", shall be and is hereby approved with the following conditions to:

1. Construction shall be in conformance with all City of Bastrop regulations.

2. All necessary permits for the proposed development shall be acquired prior to occupying the building.
3. A Building Permit shall be applied for and secured within one year from the date the Conditional Use Permit is granted (second reading of the ordinance).
4. No building, premise, or land used under a Conditional Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless an amended Conditional Use Permit is granted for such enlargement, modification, structural alteration, or change.

**Section 2:** The City Manager and/or their designees are hereby authorized and directed to make the necessary changes to all records of the City of Bastrop to reflect this change.

**Section 3:** If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance, which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

**Section 4:** This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

READ and ACKNOWLEDGED on First Reading on the 10<sup>th</sup> day of October 2017.

READ and APPROVED on the Second Reading on the 24<sup>th</sup> day of October 2017.

**APPROVED:**

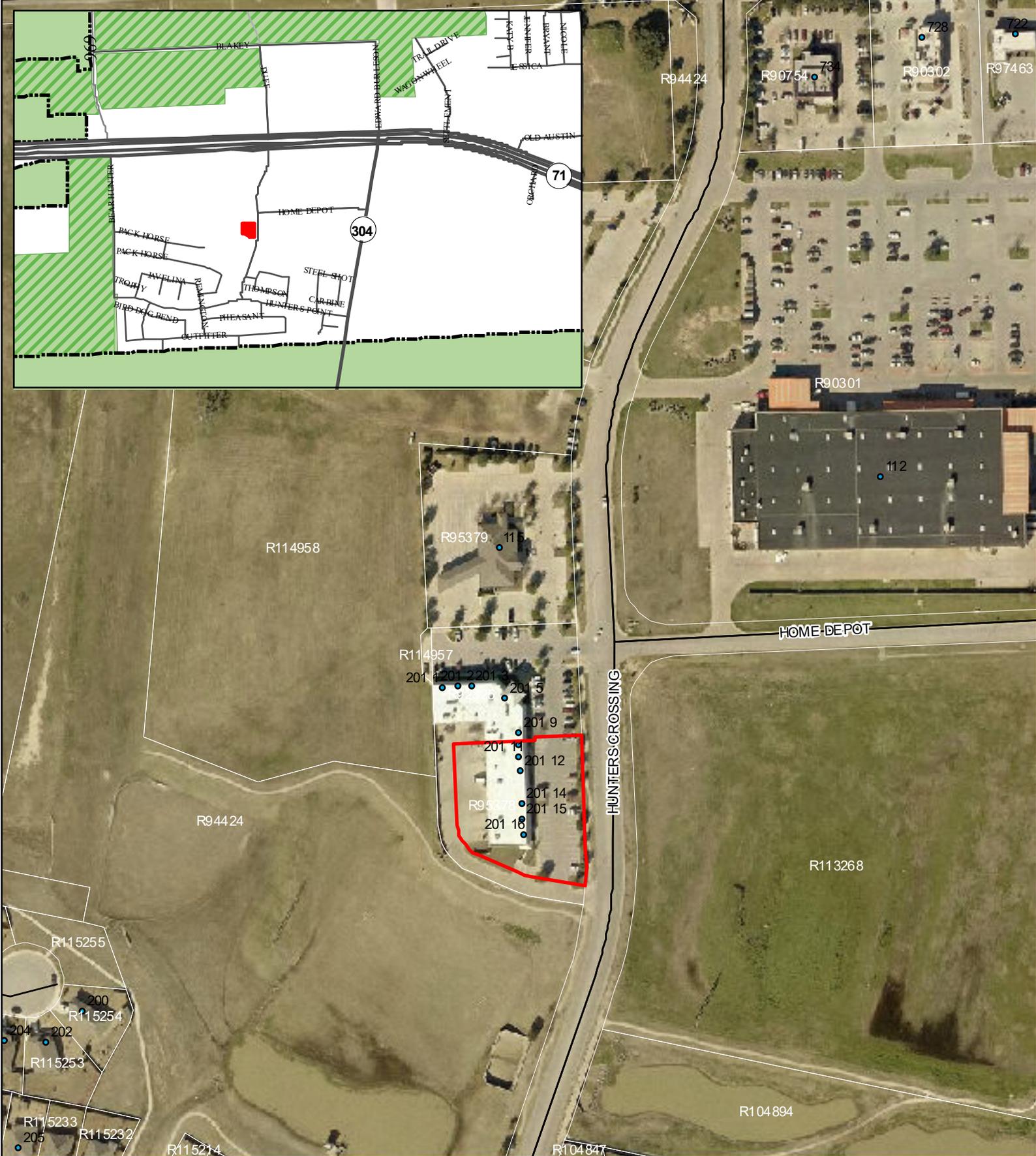
\_\_\_\_\_  
Connie B. Schroeder, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joseph J. Gorfida, Jr., Interim City Attorney



- Property
- City Boundary
- Non-Annex Areas (DAs)
- ETJ Areas**
- Statutory (1-mi)
- Area A
- Area B

**Exhibit A**  
**Location Map**  
**Conditional Use Permit**  
**201 Hunters Crossing Blvd Ste 14**  
**R95378**

1 inch = 200 feet

Date: 9/7/2017

The accuracy and precision of this cartographic data is limited and should be used for information/planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any such information, nor does it represent that its use would not infringe upon privately owned rights.

**POLICY EXPLANATION:**

Compliance with 2036 Comprehensive Plan:

Future Land Use Plan – General Commercial: The General Commercial character area supports local and regional businesses that rely on heavy traffic volumes and the visibility that is associated with being located near major roadways. General Commercial developments typically involve varying development intensities, from smaller locally owned shops to big box retailers. These areas are predominantly auto-oriented, with large accessory parking areas.

*This Conditional Use Permit complies with the Future Land Use Plan. This use will be a locally owned and managed retail service, which will generate moderate levels of traffic and parking. It is located on Hunter's Crossing Boulevard, which is classified as a major collector. Additionally, the site has pedestrian access to the Hunter's Crossing single-family neighborhood and the future multifamily developments across the street.*

Hunter's Crossing Planned Development (Ordinance #2011-30)

The Hunter's Crossing Development adopted a Planned Development zoning district to allow for a mix of uses that use design standards that serve to tie the area together as a cohesive development. For this lot, the development plan labels this area as Hunter's Crossing – Commercial (Hx-C), with a base zoning district of Commercial - 1 (C-1). The Planned Development document further defines specific uses to be allowed by right, or with a Conditional Use Permit. An Indoor Commercial Amusement, while allowed by right in C-1 by the Code of Ordinances, requires a CUP within the PD-allowed uses.

Section 305.1 – Use

The following Recreation and Entertainment uses are allowed in Hx-C

- Amusement Arcade
- **Amusement Commercial (Indoor) - C\***
- Amusement Commercial (Outdoor) - C\*
- Day Camp for Children - C\*
- Golf Driving Range (Commercial) - C\*
- Health Club (Private)
- Park or Playground (Private, noncommercial)
- Roller or Ice Rink
- Swim, Tennis or Handball Court
- Theater, Cinema or Playhouse
- Brew Pub

\* The "C" designation shown above means use allowed only with conditional use permits, obtained in accordance with City of Bastrop Code of Ordinances Section 33.

Code of Ordinances Chapter 14 – Zoning

Per Section 33.2 Conditional Use Permit Regulations, the Planning and Zoning Commission and City Council may consider the following for approval of a requested CUP:

1. The use is harmonious and compatible with surrounding existing uses or proposed uses;

*The surrounding uses are a mix of small-scale retail, office and restaurant uses. Other adjacent tracts are currently undeveloped, and future uses will be commercial and multifamily. An indoor playground is harmonious and compatible with these uses.*

## Attachment 1

2. The activities requested by the applicant are normally associated with the permitted uses in the base district;

*Indoor Commercial Amusement is a use allowed by right in the Commercial-1 zoning district. The Hunter's Crossing Planned Development requires a Conditional Use Permit for a greater level of review for this use.*

3. The nature of the use is reasonable;

*The Indoor Commercial Use for approximately 2,200 square feet is reasonable for this commercial area.*

4. Any negative impact on the surrounding area has been mitigated;

*There are no anticipated negative impacts from this use on the surrounding area.*

5. That any additional conditions specified ensure that the intent of the district purposes are being upheld.

*No additional conditions are recommended by staff.*

### Standard Conditions

1. Construction shall be in conformance with all City of Bastrop regulations.
2. All necessary permits for the proposed development shall be acquired prior to occupying the building.
3. A Building Permit shall be applied for and secured within one year from the date the Conditional Use Permit is granted (second reading of the ordinance).
4. No building, premise, or land used under a Conditional Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless an amended Conditional Use Permit is granted for such enlargement, modification, structural alteration, or change.

# CUP Application Cover Letter

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201 Hunters Crossing Blvd, Suite 14, Bastrop, TX 78602 | 850-723-4822 | ddbrunn@gmail.com

**09/05/2017**

City of Bastrop  
Planning and Zoning Commission and City Council  
1311 Chestnut Street  
P.O. Box 427  
Bastrop, TX 78602

**Dear City of Bastrop:**

The building at 201 Hunters Crossing Blvd, Suite 14, requires a CUP to be completed and turned in before it is able to have the finish-out completed and the Certificate of Occupancy issued. Therefore, this cover letter explains the use for the property and confirms that it will abide by all regulations. In addition, we feel that the use of this building will be an asset for the City of Bastrop and its citizens.

The tenants (Deborah Brunn, Rachel Bailey and Christina Bailey) would like to open an indoor playground (RC's Playhouse, LLC) for children aged 12 and under. This would be a soft playground with padding on the equipment and the flooring. The playground will be a place where the children of Bastrop are able to go to get exercise while avoiding the extreme TX climate. This would also allow parents to be able to have their children play indoors in a safe and secure air-conditioned environment, while they are able to relax in on a cozy couch or at a table.

Tenants would ensure that all City of Bastrop rules and regulations are strictly adhered to and will work with the city building inspector and city fire inspector to ensure all codes are being upheld to the fullest degree. Tenants would like to state that the use for this building is harmonious and compatible with surrounding building structures and other tenants. In addition, tenants have confirmed that more than adequate parking is available within the strip center where building is located, since China Buffet uses the largest portion of parking and other buildings use very little parking. This will leave more than adequate parking for RC's Playhouse customers to come and visit. Furthermore, there are front and rear egress/ingress within the building that leads to public streets. At this time, we do not foresee any negative impact to the surrounding areas, and if any impact may come up in the future at any time, tenants will ensure it becomes mitigated immediately.

A little about us: Deborah is a military veteran (Air Force) and stay-at-home mom to an 18-month-old baby girl (Kira). Her husband is active duty Air Force and they are stationed in Pensacola, FL. Deborah will be taking care of the logistics and accounting for this company, as she has a Masters of Accountancy from the University of Denver - Daniels College of Business. Her mother, Rachel Bailey, and her aunt, Christina Bailey, will be running the company day-to-day. They have both been single moms for over 20 years each and raised some wonderful children and are now getting to enjoy the benefits of grandchildren. They also have more than 30 years customer service, sales and management experience combined. They both reside on 40 acres of land in Red Rock, TX with family.

We are looking forward to creating a wonderful environment for the younger children of Bastrop to come and play, all while getting good exercise and staying off of the electronics. We are truly excited about this opportunity and the ability to create this space and build a business. Thank you for your time and consideration in this matter.

**Sincerely,**

**Deborah Danielle Brunn  
Christina Bailey  
Rachel Bailey**

Attachment 3



Notice of Pending Conditional Use Permit Approval  
City of Bastrop  
Planning & Zoning Commission  
And City Council

Dear Property Owner:

The **Planning & Zoning Commission** will conduct a meeting on **Thursday, September 28, 2017 at 6:00 p.m.** and the **City Council** will conduct a meeting **Tuesday, October 10, 2017 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** on the request for a **Conditional Use Permit (CUP)** to allow an **Indoor Commercial Amusement** use at 201 Hunters Crossing, for 1.269 acres, being Hunter's Crossing Section Two A, Lot 1, an area currently zoned Hx-C, Commercial.

Owner/Applicant: Jack Lieberman/Deborah Brunn & Rachel Bailey  
Address: 201 Hunters Crossing, for 1.269 acres, being Hunter's Crossing Section Two A, Lot 1  
Legal Description: 1.269 acres of the Hunters Crossing PD

**The site location map and a letter from the property owner is attached for reference.**

As a property owner within 200 feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances CUP Regulations. For more information on this project, you can contact the Planning & Development offices at (512) 332-8840, [plan@cityofbastrop.org](mailto:plan@cityofbastrop.org), or visit the office at 1311 Chestnut Street, Bastrop, Texas.

For additional information, please visit or call the Planning & Development offices.

X

**PROPERTY OWNER'S RESPONSE**

As a property owner within 200': (please check one)

- I am in favor of the request.
- I am opposed to the request.
- I have no objection to the request.

Property Owner Name: Chad E. Byler D.D.S  
Property Address: 201 Hunters Crossing Blvd, STE 16  
Phone (optional): 512-308-9860  
Mailing Address: same as above  
Email (optional): \_\_\_\_\_  
Property Owner's Signature: Chad E. Byler

Comments: (Optional)

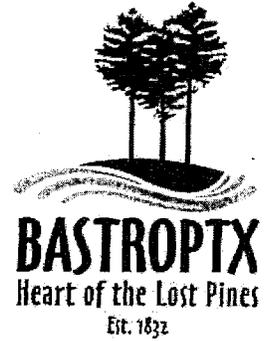
RECEIVED

SEP 28 2017

By

Please provide reply to the address below, via fax (512) 332-8829, or email: [plan@cityofbastrop.org](mailto:plan@cityofbastrop.org)

Notice of Pending Conditional Use Permit Approval  
City of Bastrop  
Planning & Zoning Commission  
And City Council



Dear Property Owner:

The **Planning & Zoning Commission** will conduct a meeting on **Thursday, September 28, 2017 at 6:00 p.m.** and the **City Council** will conduct a meeting **Tuesday, October 10, 2017 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** on the request for a **Conditional Use Permit (CUP)** to allow an **Indoor Commercial Amusement** use at 201 Hunters Crossing, for 1.269 acres, being Hunter's Crossing Section Two A, Lot 1, an area currently zoned Hx-C, Commercial.

Owner/Applicant: Jack Lieberman/Deborah Brunn & Rachel Bailey  
Address: 201 Hunters Crossing, for 1.269 acres, being Hunter's Crossing Section Two A, Lot 1  
Legal Description: 1.269 acres of the Hunters Crossing PD

**The site location map and a letter from the property owner is attached for reference.**

As a property owner within 200 feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances CUP Regulations. For more information on this project, you can contact the Planning & Development offices at (512) 332-8840, [plan@cityofbastrop.org](mailto:plan@cityofbastrop.org), or visit the office at 1311 Chestnut Street, Bastrop, Texas.

For additional information, please visit or call the Planning & Development offices.

**PROPERTY OWNER'S RESPONSE**

As a property owner within 200': (please check one)

- I am in favor of the request.  
 I am opposed to the request.  
 I have no objection to the request.

Property Owner Name: Jack Lieberman  
Property Address: 201 Hunters Crossing  
Phone (optional): 512-612-9400  
Mailing Address: \_\_\_\_\_  
Email (optional): jack@lsaminet.com  
Property Owner's Signature: \_\_\_\_\_

Comments: (Optional)  
\_\_\_\_\_  
\_\_\_\_\_

RECEIVED

SEP 13 2017

By \_\_\_\_\_

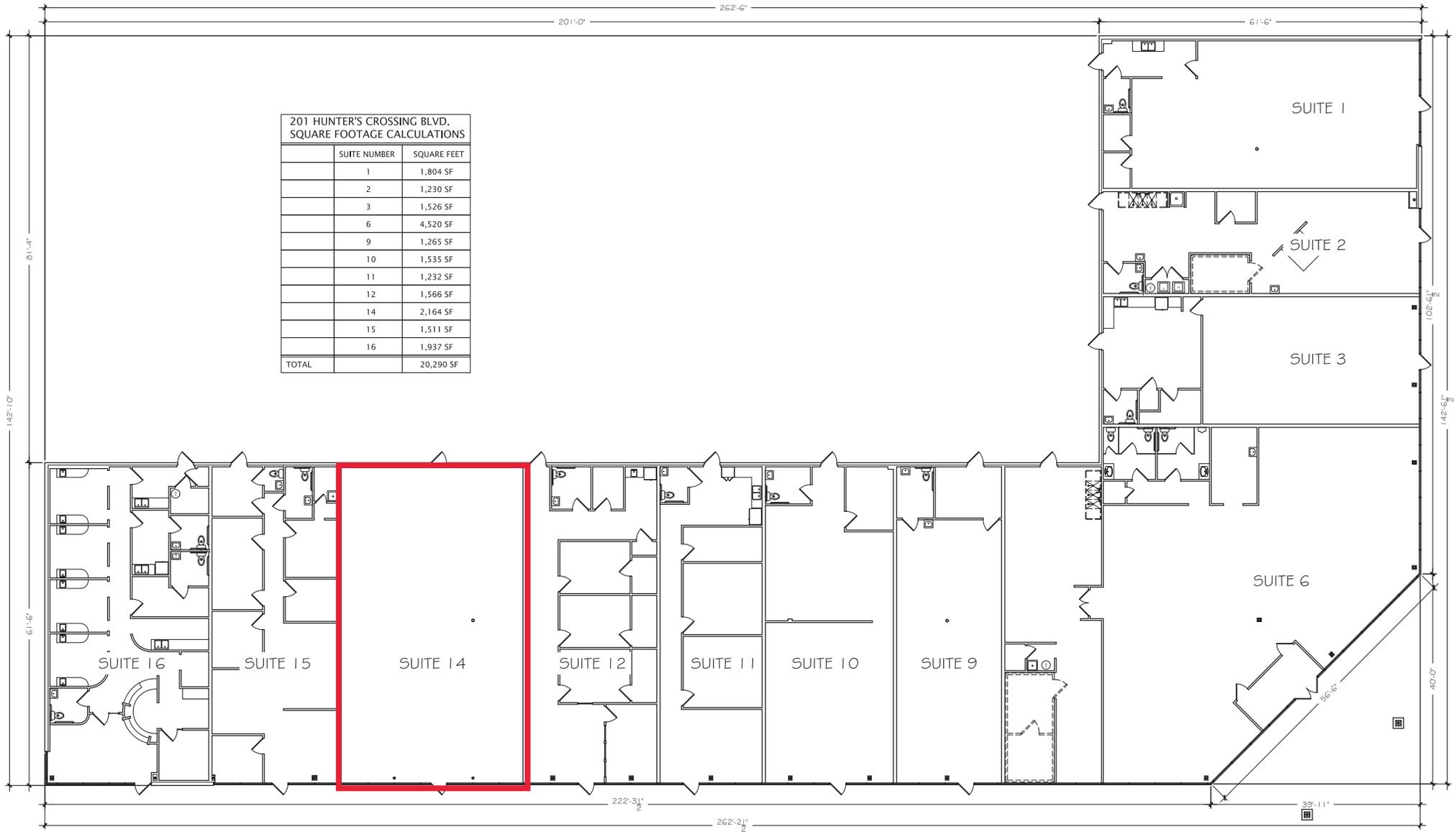
Please provide reply to the address below, via fax (512) 332-8829, or email: [plan@cityofbastrop.org](mailto:plan@cityofbastrop.org)

PLANNING & DEVELOPMENT

# Attachment 4

201 HUNTER'S CROSSING BLVD.  
SQUARE FOOTAGE CALCULATIONS

SUITE NUMBER	SQUARE FEET
1	1,804 SF
2	1,230 SF
3	1,526 SF
6	4,520 SF
9	1,265 SF
10	1,535 SF
11	1,232 SF
12	1,566 SF
14	2,164 SF
15	1,511 SF
16	1,937 SF
TOTAL	20,290 SF



1 Overall As-Built Floor Plan  
Scale: 1/8" = 1'-0"



The following uses are allowed by right in Hx-C

**Residential Uses**

Multifamily, Apartments and Condominiums (up to 25 units/acre)  
Bed & Breakfast Inns

**Recreation and Entertainment Uses**

Amusement Arcade  
Amusement Commercial (Indoor) – C\*  
Amusement Commercial (Outdoor) – C\*  
Day Camp for Children – C\*  
Golf Driving Range (Commercial) – C\*  
Health Club (Private)  
Park or Playground (Private, noncommercial)  
Roller or Ice Rink  
Swim, Tennis or Handball Court  
Theater, Cinema or Playhouse  
Brew Pub

**Educational, Institutional and Special Uses**

Art Gallery or Museum  
Assisted Living Facility  
Childcare Facility within a Church  
Childcare Facility / Day Care Facility  
Church, Rectory or Temple  
College or University  
Community Center  
Continuing Care Retirement Community  
Convent or Monastery  
Defensive Driving School  
Driving School  
Fraternal Organization, Lodge, Union Hall or Civic Club  
Hospital (acute care and chronic care)  
Institution of a Religious, Charitable or Philanthropic nature  
Kindergarten or Nursery school (private)  
Retirement Housing for the Elderly  
Schools -Defensive Driving School, Driving School, Private elementary, Private Secondary, Business, Commercial Trade, Federally funded Preschool, Public or Parochial  
Skilled Nursing Facility

**Transportation Related Uses**

Bus Station or Terminal – C\*  
Structured Parking Lot – C\*  
Tractor Sales, indoor sales only – C\*

### **Automobile Related Uses**

Auto Accessory Installation (minor)  
Auto Financing and Leasing  
Auto Glass, Seat Cover, Upholstery, and Muffler shop  
Auto Car Wash  
Auto Parts and Accessory Sales (indoor)  
Auto Rental  
Auto Repair, Major and Minor  
Auto Service Station (with service bays and no convenience shopping) – C\*  
Boat Sales  
Motorcycle Sales/Repair  
New and Used Auto Sales (note used cars can only be sold in conjunction with a new-car dealership, no stand-alone used-car sales.  
Tire Dealership

### **Office and Professional**

Accountant or Bookkeeping Office  
Architect's Office  
Armed Services Recruiting  
Brokerage Firm  
Dental Clinic, Lab or Office  
Financial Institutions, Automatic Teller Machines, and Drive-through Banking  
Medical Clinic, Lab or Office  
Minor Medical Emergency Clinic  
Mortgage & Loan Agency (does not include pawn shop or bail bonding agency)  
Offices, General Business and Professional  
Optician or Optometrist  
Real Estate Office

### **Retail Uses**

Antique Shop (indoor sales only)  
Appliance Sales and Rental  
Art Supply  
Automated Laundromat (not commercial laundry)  
Bakery and Confectionery Shop (retail)  
Barber Shop / Hair Salon  
Book or Stationary Shop or Newsstand (no adult or X-rated content)  
Cell phone / Pager sales (indoor)  
Computer Sales  
Consignment Store (no outdoor display)  
Convenience Stores with Food & Beverage, Gasoline and (beer & wine sales if legally allowed by law)  
Copy Shop  
Coffee Shop  
Custom Personal Service Shop (no modeling studios, or unregistered massage studios)

Discount or Department Store  
Donut Shop  
Drapery, Needlework, or Weaving Shop  
Dry Cleaning & Laundry (retail)  
Drug Store or Pharmacy  
Florist Shop  
Food Store -  
Funeral Home or Mortuary – C\*  
Furniture Store, Home and Office Furnishings and Appliances  
Handcraft Shop or Art Objects Sales  
Hardware Shop or Store  
Hobby Shop  
Household Appliance Service or Repair  
Ice Cream or Yogurt Sales  
Internet Cafe (Internet access rental)  
Key & Safe Shop  
Laundromat (self service)  
Medical Appliances, Fitting, Sales or Rental  
Off-Premise Sales Office  
Pet Shop and Grooming  
Restaurant - Indoor Dining, Outdoor Dining, Drive-through, Drive-in, Cafeteria  
Restaurant - Indoor dining only, no drive-through part of a retail center  
Restaurant/eating place (carry out service only)  
Retail Shops - Apparel, Gifts, Accessories and Similar Items  
Security Systems Installation Company  
Silk Screening Studio or Tee Shirt Shop  
Studio for Decorator, Artist or Photographer  
Studio for Health and Reducing or Similar Service  
Studio for Music, Dance or Drama  
Temporary Outdoor Retail Sales for Commercial or Fundraising promotion  
Tool and Light Equipment Rental (indoor only)  
Travel Agent, Bureau or Travel Consultant  
Trophy Sales and Engraving  
Vacuum Cleaner Sales and Repair  
Variety Store or Similar Retail Outlet  
Veterinarian Hospital or Office (indoor pens only)  
Wallpaper, Flooring & Carpet Sales

### **Commercial Type Uses**

Ambulance Service – C\*  
Commercial or Wholesale Bakery or Confectioner – C\*  
Book Binding (over 10,000 s.f.)  
Clothing Manufacturer  
Drapery or Furniture Upholstery Shop  
Furniture Manufacturing or Reconditioning – C\*  
Heating and Air-Conditioning Sales  
Hotels (no room limit)  
Laboratory Equipment Manufacturing (indoor only) – C\*  
Laboratory, Scientific or Research – C\*  
Light Manufacturing and Assembly (indoor only) – C\*

Lithograph and Print Shop  
Maintenance and Repair Service for Buildings  
Motels (no room limit) (see Motels/ Hotels less than 75 rooms below)  
Motels/ Hotels (less than 75 rooms)  
Office Showroom (no outdoor storage)  
Office Warehouse (no outdoor storage)  
Plumbing Shop (no outdoor storage)  
Printing Company  
Taxidermist – C\*

#### **Beer, Wine and Liquor Sales**

Sale of wine and beer (with food sales more than 50% gross income)  
Sale of hard liquor with permit (with food sales more than 50% gross income)  
Package Liquor Sales  
Beer & wine sales from grocery or convenience store

#### **Industrial Uses**

Light Manufacturing or Industrial Use (indoor only) – C\*  
Low Risk Industrial Manufacturing (indoor only) – C\*  
Mini Warehouse – C\*

#### **Accessory & Incidental Uses**

Caretaker's or Guard's Residence  
Swimming Pool (Private)  
Tennis Courts, Public or Private (lighted or unlit)  
Parking Lot or Structured Parking Lot

#### **Utility, Service and Other Uses**

Government Uses  
Park and Ride  
Antenna, Transmission for TV, Cellular, Radio, Microwave (Commercial)  
Co-Generation Electric Plant  
Electric Substation  
Satellite Dishes (Commercial) (See screening requirements in Site Plan Section)  
Local Utility Lines and Public Utility Easements  
Municipal Buildings - Fire Station, Police Substation, Public Health  
Telephone Business Office, Switching or Relay Station, Transmitting Station  
Water Reservoir, Stand Pipe or Pumping Station  
Water Treatment Plant  
Sewage Pumping Station / Lift Station

\* The "C" designation shown above means use allowed only with conditional use permits, obtained in accordance with City of Bastrop Code of Ordinances Section 33. [Section 305.2 Reserved for future use]

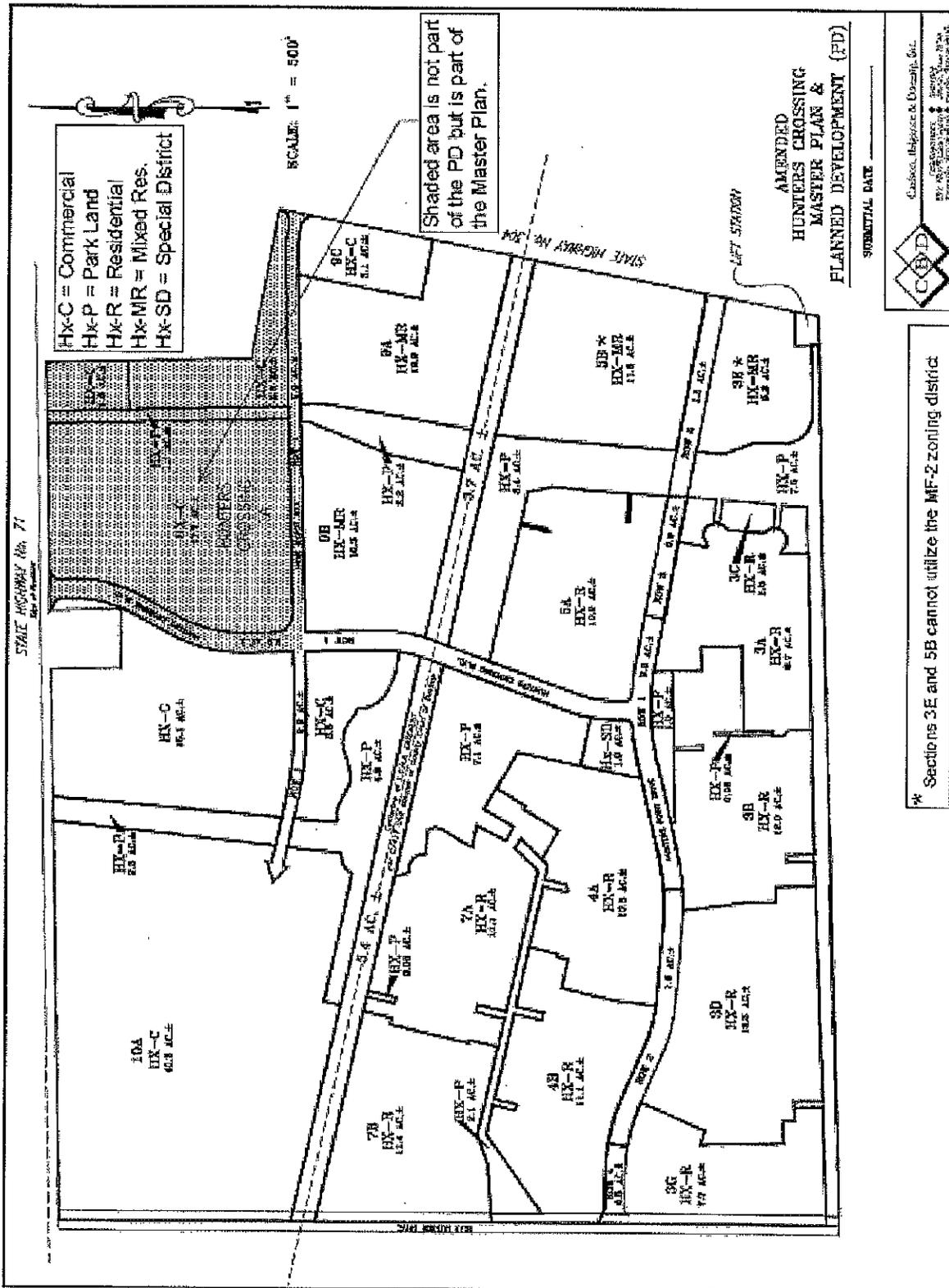


Illustration A-2



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 10C

**TITLE:**

Consider action to approve the first reading of Ordinance 2017-24 of the City Council of the City of Bastrop, Texas, changing the names of three roads in Tahitian Village due to emergency response concerns, being “Haweia Ct” to “Ori Ct”, “Koko Ln” to “Nani Ln”, and “Lae Ct” to “Reva Ct”, within the city limits of Bastrop, Texas, providing a severability clause, establishing an effective date and move to include the second reading on the October 24, 2017 City Council agenda.

**STAFF REPRESENTATIVE:**

Allison Land, Planner and GIS Coordinator

**BACKGROUND/HISTORY:**

The Sheriff’s Office Public Safety Answering Point Manager (9-1-1/Dispatch) informed the 9-1-1 Database Coordinator that duplicate-named roads and segmented roads in the Tahitian Village subdivision have delayed emergency response times. The Database Coordinator brought the matter before the Bastrop County Commissioners Court, who then established the Tahitian Village Road Renaming Committee. The Committee had members from Bastrop County, City of Bastrop, Bastrop County Water Control and Improvement District (WCID) #2, Bastrop Fire Department, and Tahitian Village Property Owners Association, along with a few other contributors.

Following a public hearing, Commissioners Court considered the Committee’s recommendation to rename 17 roads, which included 14 roads outside of the city limits, and three roads inside the city limits. The recommendation included replacement road names selected by the Committee. Taking public comments into consideration, Commissioners Court tabled the action item and directed the Committee to provide property owners an opportunity to submit road name suggestions. An informational letter was mailed to residential owners. Several owners provided comments and road name suggestions.

Commissioners Court set a public hearing in January 2016 to rename the 14 duplicate-named roads outside of the city limits. All but one segment of Kaanapali Lane were changed. The three recommended road names inside Bastrop City Limits were never changed.

The public hearing for this item was conducted at the September 12, 2017 City Council meeting. Staff was instructed to do further research on what the criteria was for choosing which roads to rename and to bring back the first reading to the October 10, 2017 meeting.

The three roads inside the city limits were selected for renaming because they have fewer homes on them than their duplicate or similar-sounding road. Haweia Ct has five homes, while Haweia Ln has 12 homes. Koko Ln does not have any homes, while Koko Ct has three homes. Lae Ct has one home, while Lei Ct has eight homes. W Lae Ct was renamed by Bastrop County.

To ease transition to a new address, the City will notify the Bastrop Central Appraisal District, the U.S. Postal Service, Bastrop County 9-1-1 Addressing, and the City Utilities, Fire, and Police departments. Bastrop County 9-1-1 then coordinates further to update regional systems.

If this ordinance passes at the end of October, the holiday season will be soon approaching. Considering this, the effective date of the ordinance could be scheduled for January 15, 2018. All property owners will be notified of the result of the ordinance readings after October 24, 2017. An official address change letter with an effective date will also be sent.

Once all road name changes are effective, staff will report the new road names to both Google Maps and Apple Maps to aid in general navigation. All Official City maps will be updated as well.

### **PUBLIC NOTIFICATION:**

Notifications were mailed to 22 property owners on August 16, 2017. No responses were received via mail (Attachment 1).

One resident spoke at the public hearing on September 12, 2017, and one resident visited the planning department office on September 27, 2017:

The resident that spoke at the hearing had concerns about why their road was being chosen instead of the duplicate-named road, and expressed concerns over the inconvenience and cost of changing their address. A follow up phone call was conducted where it was explained that their road has fewer residents on it than the duplicate-named Hawea Ln, and that the City would try to ease the transition to the new address. The resident explained that the City's steps to ease the transition would not help because they would have to go to court to change the address for where they have certain checks sent, and the court costs would be expensive.

The resident that visited the office wanted to know when the change would be effective so that they could order new personal checks with the appropriate address on them. They understood why the road name needed to be changed, and were not opposed.

### **POLICY EXPLANATION:**

The Capital Area Council of Governments (CAPCOG) has adopted the CAPCOG Addressing Guidelines. These guidelines use a uniform road naming and property address numbering system to all areas within the 10-county region to:

- Enhance and ensure the easy and rapid location of properties for public safety and emergency services response;
- Expedite postal and package delivery;
- Facilitate public utilities and business services;
- Aid urban and rural planning.

### Section III. Objectives, 302 Road Names

The general principles of road naming are:

- Avoidance of duplicate, similar sounding or confusing road names

*The three road name changes recommended are either duplicate names or similar sounding names to other street names in the subdivision. Hawea Ct is a duplicate name to Hawea Ln, Koko Ln is a duplicate to Koko Ct, and Lae Ct sounds similar to Lei Ct and W Lae Ct.*

- Continuity with existing road names

*The three roads changing do not have continuity with the roads that share their name, increasing confusion. Hawea Ct and Lae Ct are cul-de-sac roads that do not continue. Koko Ln is a short road providing connection between two other roads, does not have any parcels fronting on it, nor is it continuous to Koko Ct.*

- Elimination of alias road names

*Not applicable. No aliases are currently present, and no aliases will be created.*

- Standardization in the use of road name elements

*Road name elements refer to the components that make a full road name, such as the directional, road name body, and road type. For example, W Lae Ct has a directional of W, road name body of Lae, and road type of Ct. Changing Lae Ct to be a different road than W Lae Ct standardizes this practice.*

- Recognition or establishment of one official name for each entire road

*The road names will be officially changed to maintain one official name for each road. Corresponding addresses will also be officially changed and notified.*

#### **FUNDING SOURCE:**

Street signs are paid for out of the Public Works accounts.

#### **RECOMMENDATION:**

Consider action to approve the first reading of Ordinance 2017-24 of the City Council of the City of Bastrop, Texas, changing the names of three roads in Tahitian Village due to emergency response concerns, being “Hawea Ct” to “Ori Ct”, “Koko Ln” to “Nani Ln”, and “Lae Ct” to “Reva Ct”, within the city limits of Bastrop, Texas, providing a severability clause, establishing an effective date and move to include the second reading on the October 24, 2017 City Council agenda.

Alternate option:

If Council chooses to not change the name of “Hawea Ct,” Council may strike “Hawea Ct” to “Ori Ct” from the ordinance and consider action to approve the first reading of Ordinance 2017-24 changing the names of two roads in Tahitian Village due to emergency response concerns, being “Koko Ln” to “Nani Ln”, and “Lae Ct” to “Reva Ct”, within the city limits of Bastrop, Texas, providing a severability clause, establishing an effective date and move to include the second reading on the October 24, 2017 City Council agenda.

#### **ATTACHMENTS:**

Attachment 1: Property Owner Notice  
Ordinance  
Exhibit A: Location Map

**ORDINANCE 2017- 24**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS CHANGING THREE ROAD NAMES IN TAHITIAN VILLAGE DUE TO EMERGENCY RESPONSE CONCERNS, BEING “HAWEA CT” TO “ORI CT”, “KOKO LN” TO “NANI LN”, AND “LAE CT” TO “REVA CT”, WITHIN THE CITY LIMITS OF BASTROP, TEXAS; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, emergency service response times have been hindered by location confusion; and

**WHEREAS**, Bastrop County Commissioners Court established the Tahitian Village Road Renaming Committee to make recommendations; and

**WHEREAS**, Bastrop County has notified the City of the issue; and

**WHEREAS**, three roads within the city limits were recommended for change; and

**WHEREAS**, a location map of recommended roads within the city limits is attached hereto as Exhibit “A” (the Roads); and

**WHEREAS**, Hawea Ct is a duplicate name to Hawea Ln, Koko Ln is a duplicate to Koko Ct, and Lae Ct sounds similar to Lei Ct and W Lae Ct; and

**WHEREAS**, notice of the road name changes have been sent to property owners fronting on the Roads; and

**WHEREAS**, after consideration of public input received at the hearing and all other information presented, City Council finds by a majority vote of all members that it is in the public interest to approve changing road names as follows: Hawea Ct to Ori Ct, Koko Ln to Nani Ln, Lae Ct to Reva Ln.

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

**Section 1:** The Roads, located within the city limits of Bastrop, Texas as more particularly shown and described on Exhibit “A”, shall be and are hereby approved to change road names as follows:

- a. Hawea Ct changed to Ori Ct
- b. Koko Ln changed to Nani Ln
- c. Lae Ct changed to Reva Ct

**Section 2:** The City Manager and/or their designees are hereby authorized and directed to make the necessary changes to all records of the City of Bastrop to reflect this change.

**Section 3:** If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance, which can be given effect without the invalid provision or application, and to this end, the provisions of this ordinance are hereby declared to be severable.

**Section 4:** This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

READ and ACKNOWLEDGED on First Reading on the 10<sup>th</sup> day of October 2017.

READ and APPROVED on the Second Reading on the 24<sup>th</sup> day of October 2017.

**APPROVED:**

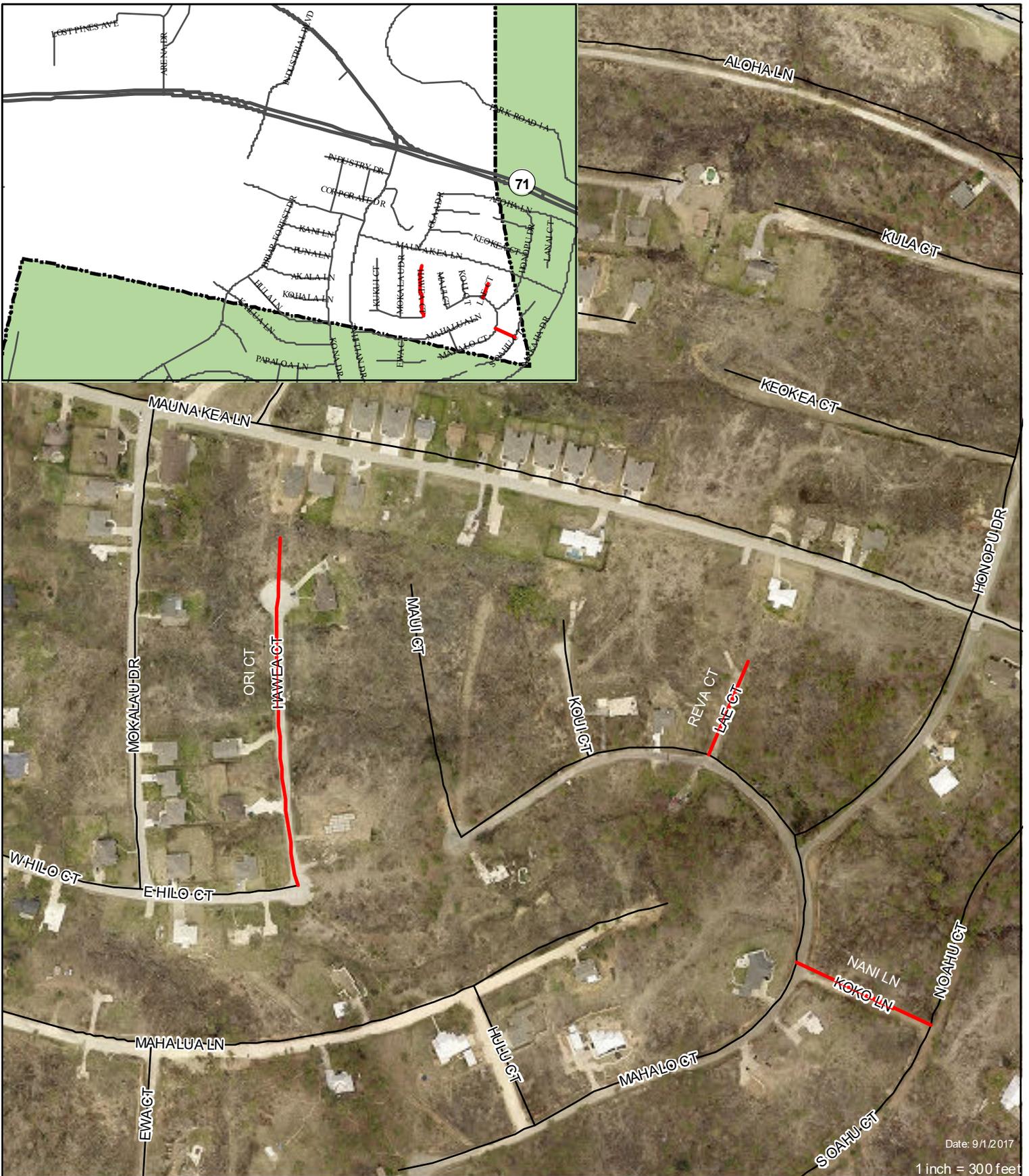
\_\_\_\_\_  
Connie B. Schroeder, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joseph J. Gorfida, Jr., Interim City Attorney



Date: 9/1/2017

1 inch = 300 feet



**Location Map**  
Tahitian Village Road Renaming  
Hawea Ct. to Ori Ct.  
Koko Ln. to Nani Ln.  
Lae Ct. to Reva Ct.



The accuracy and precision of this cartographic data is limited and should be used for information/planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of any such information, nor does it represent that its use would not infringe upon privately owned rights.

**Notice of Pending Street Name Change  
City of Bastrop  
City Council**



Dear Property Owner:

The **City Council** will hold a meeting **Tuesday, September 12, 2017 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** to consider renaming the following roads within Bastrop City Limits as recommended by the Tahitian Village Road Renaming Committee:

<u>Old Name</u>		<u>New Name</u>
○ Hawea Ct.	to	Ori Ct.
○ Koko Ln.	to	Nani Ln.
○ Lae Ct.	to	Reva Ct.

**The road location map is attached for reference.**

As a property owner fronting on one of the above referenced streets, you are being notified of the upcoming meeting.

The Tahitian Village Road Renaming Committee was established by the Bastrop County Commissioner's Court to respond to concerns regarding emergency response times. These roads were determined to duplicate or have similar sounding names to other roads within Tahitian Village, which can create confusion and delay emergency response times. If approved, City Council will formally adopt the name changes by ordinance. A follow-up notice will be sent with further information and a timeline for changing your address, should you have one assigned.

For more information on this project, you can contact the Planning & Development offices at (512) 332-8840, [plan@cityofbastrop.org](mailto:plan@cityofbastrop.org), or visit the office at 1311 Chestnut Street, Bastrop, Texas.



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 10E

**TITLE:**

Consider action to approve Resolution R-2017-81 of the City Council of the City of Bastrop, Texas approving revised City Council Rules of Procedure; establishing a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HISTORY:**

As stated in the City Charter, Section 3.13 Rules of Procedure, the Council shall determine its own rules of procedure and order of business. It is customary to have an annual review of these Rules of Procedure following an election, when new members have joined the Council. The current Rules of Procedure were adopted 12 years ago on August 23, 2005 and have not been updated since their adoption. In future years, these Rules of Procedure will be calendared for annual review at the first Council meeting in July. However, these rules can be reviewed and amended at any time during the year.

Also stated in the City Charter, Section 3.08 Mayor and Mayor Pro-Tem, the Mayor is considered the Chief Presiding Officer of the City. Therefore, Mayor Schroeder and I have worked together to produce a draft copy of Rules of Procedure for the City Council, using the City of Weatherford Council Rules of Procedure as a guide, that incorporates current customs, practices and laws in 2017. The City Council reviewed this proposed document during a work session at the September 26, 2017 Council meeting and reached consensus to formally adopt them at the next Council meeting.

**POLICY EXPLANATION:**

These Rules of Procedure for the City Council incorporates customs, practices, and laws in 2017. A summary of the revisions include:

**Article 1. Authority, Applicability, Amendment, and Annual Review.**

This section acknowledges the City Charter language that grants Council the right to determine its own rules of procedure. This document can be amended by simple majority (3 of 5 voting members). There is language suggesting an annual review.

**Article 2. General Rules of Procedure and Policies.**

The most significant recommendation in Article 2 suggests adopting Rosenberg's Rules of Order rather than conducting Council meetings in accordance to Robert's Rules of Order. A copy of Rosenberg's Rules is attached for your review. Rosenberg's Rules were created by retired Superior Court Judge Dave Rosenberg after he was elected to the Davis, CA City Council, which included two terms as Mayor. After experiencing the frustration of both Council and the public

using Robert's Rules of Order, which are both complex and difficult to read, Judge Rosenberg developed his own rules of order adapting the protocol in Robert's Rules of Order that best fit the most frequent procedures used in typical City Council decision making. Once released, they received acclaim and endorsement as a relatively easy way to make orderly democratic decisions in a way that both the Council and public can understand.

This section also notes that Council meetings are now live-streamed on social media and broadcast on the City's television channel via cable providers. Most of the sections in this Article are directly from the City Charter.

### **Article 3. Parliamentary Procedure.**

Most of Article 3 is a simple guide from Rosenberg's Rules of Order regarding a model format for an agenda item discussion. In addition, this Article includes language adopted from Resolution R-2017-20 on Public Decorum at a Council meeting.

Section 3.12 is a new section "Council May Discipline its Own Members." This section provides a process for Council to follow when a Council Member or Mayor violates the Charter, Rules of Procedure or any other ordinance of the City, or acts in a manner that causes embarrassment or disgrace to the City of Bastrop. This section requires a supermajority vote to discipline the offending member.

### **Article 4. Agenda Order.**

This section recognizes that agendas are now produced in an electronic format. It also outlines the process for placing an item on the agenda as items to be included on an agenda. This section acknowledges the current agenda process and format.

### **Article 5. Rules Governing Citizen Comments.**

This section addresses rules for audience and citizen comments, which are very similar to the rules and practices currently in place.

### **Article 6. Council Liaison to Boards and Commissions.**

This section acknowledges the new process of Council Liaisons to the City's Boards and Commission.

**FUNDING SOURCE:** N/A

### **RECOMMENDATION:**

Consider action to approve Resolution R-2017-81 of the City Council of the City of Bastrop, Texas approving revised City Council Rules of Procedure; establishing a repealing clause; and establishing an effective date.

### **ATTACHMENTS:**

- Resolution
- Rules of Procedure for Bastrop City Council

**RESOLUTION NO. R-2017-81**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS  
APPROVING REVISED CITY COUNCIL RULES OF PROCEDURE;  
ESTABLISHING A REPEALING CLAUSE; AND ESTABLISHING AN  
EFFECTIVE DATE.**

**WHEREAS**, the City Charter, Section 3.13 Rules of Procedure, says the Council shall determine its own rules of procedure and order of business; and

**WHEREAS**, it is customary for City Council to have an annual review of these Rules of Procedure following an election, when new members have joined the Council; and

**WHEREAS**, the current Rules of Procedure were adopted 12 years ago on August 23, 2005 and have not been updated since their adoption; and

**WHEREAS**, the City Council discussed the proposed Rules of Procedure during a work session held on September 26, 2017, and agreed that they incorporate current customs, practices and laws in 2017; and

**WHEREAS**, these Rules of Procedure will be calendared for annual review at the first Council meeting in July, and can be reviewed and amended at any time during the year; and

**WHEREAS**, these Rules of Procedure adopt Rosenberg's Rules of Order rather than conducting Council meetings in accordance to Robert's Rules of Order, rules created by retired Superior Court Judge Dave Rosenberg after he was elected to the Davis, CA City Council, which included two terms as Mayor. After experiencing the frustration of both Council and the public using Robert's Rules of Order, which are both complex and difficult to read, Judge Rosenberg developed his own rules of order adapting the protocol in Robert's Rules of Order that best fit the most frequent procedures used in typical City Council decision making; and

**WHEREAS**, Section 3.12 is a new section "Council May Discipline its Own Members." This section provides a process for Council to follow when a Council Member or Mayor violates the Charter, Rules of Procedure or any other ordinance of the City, or acts in a manner that causes embarrassment or disgrace to the City of Bastrop. This section requires a supermajority vote to discipline the offending member; and

**WHEREAS**, these Rules of Procedure acknowledges the new process of Council Liaisons to the City's Boards and Commission.

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

**Section 1:** That the City Council hereby approves the revised Rules of Procedure, attached hereto as Exhibit A and made a part hereof by this reference.

**Section 2:** 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 3:** That this Resolution shall take effect immediately upon its passage, and it is so resolved.

**PASSED AND APPROVED this 10th day of October, 2017.**

**CITY OF BASTROP, TEXAS**

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Connie B. Schroeder, Mayor

**ATTEST:**

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Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

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Joseph J. Gorfida, Jr.  
Interim City Attorney

**Rules of Procedure for the City Council  
of the City of Bastrop, Texas**



Adopted: August 23, 2005  
Revised: October 10, 2017

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**ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT, AND ANNUAL REVIEW**

**1.1 Authority.**

Article III, Section 3.13 of the City Charter of the City of Bastrop, Texas grants the City Council the right to determine its own rules of procedure. The following rules are enumerated under and by authority of said provision.

**1.2 Applicability.**

The rules of procedure adopted by the City Council are applicable not only to the City Council, but also to all boards, commissions, and committees of the City of Bastrop.

**1.3 Amendment.**

These rules may be amended or new rules adopted by three (3) of the five (5) voting members of the City Council present.

**1.4 Annual Review.**

Following the municipal elections each year, Council will review these rules of procedure annually, make changes as appropriate, and adopt their own rules of procedure in accordance with the Charter at the first scheduled meeting in July. In the event no annual review occurs, the standing rules of procedure continue in effect. This does not limit the Council’s right and ability to amend the rules at any other time during the year, in accordance with the Charter.

**ARTICLE 2. GENERAL RULES OF PROCEDURE AND POLICIES**

**2.1 Construction of Authority.**

The construction of authority in all matters associated with the meetings and activities of the City Council, including the agenda, shall be: (1) the U.S. Constitution and statues of the United States of America; (2) The Texas Constitution and statues of the State of Texas; (3) the City Charter; (4) the Code of Ordinances of the City of Bastrop, Texas; (5) these rules; and, (6) Rosenberg’s Rules of Order as amended and set forth herein.

**2.2 Meetings Shall Be Public.**

All meetings of the City Council shall be public, and notices thereof shall be posted as provided under the Texas Government Code, Chapter 551, Open Meetings Act. Except in the case of an emergency meeting, notice of all meetings shall be given 72 hours before the time set for any meeting.

If meetings are held at Bastrop City Hall, they shall be televised live on the City’s television channel via the appropriate cable providers and live-streamed via social media. If unable to televise meetings live due to technical difficulties, the meeting shall be recorded for a later broadcast. The Council meetings shall be rebroadcast as a part of the City’s on-going channel programming.

The Bastrop City Hall is wheelchair accessible and special parking is available on the west side

of the building. If special accommodations are required, please contact the City Secretary a minimum of 24 hours in advance at 512-332-8800.

### **2.3 Conduct of Meetings.**

Meetings of the City Council shall be conducted according to the rules adopted by the City Council, as well as the terms and provisions of Rosenberg's Rules of Order as amended herein and when not inconsistent with these rules.

### **2.4 Regular Meetings.**

Regular meetings of the City Council shall be on the second and fourth Tuesday of each month at 6:30 p.m. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate. Per the City Charter, the Council shall meet regularly and at least once each month.

### **2.5 Special Meetings.**

The City Council may hold as many additional, special meetings as may be necessary for the transaction of the business of the City. Special meetings of the City Council may be called as necessary upon written notice to the City Secretary by the Mayor or by any two (2) members of the City Council unless made at a regular meeting at which a quorum of Council Members is present. The City Manager and all Council Members shall be notified of all special meetings.

### **2.6 Emergency Meetings.**

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive and notice is posted two (2) hours before the meeting is convened. Notice shall be provided also to the media in accordance with the Texas Government Code, Section 551.047.

### **2.7 Workshops (Work Session).**

Workshops are special meetings called for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the City Council. Audience comments or questions will not be considered at a work session unless posted for citizen comment.

### **2.8 Executive Sessions.**

Executive sessions are sessions closed to the public. These sessions are only permitted for the purpose of discussing matters enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. Disclosure of topics to be discussed shall be made to the public in accordance with the requirements of the Open Meetings Act.

The City Council can retire into an executive session as stated on a posted agenda during a regular or special meeting, if a motion is duly made and seconded and affirmed by a majority of the Council. However, before said session begins, the presiding officer shall announce that the executive session is commencing. The order in which an executive session may appear on the agenda is subject to the discretion of the City Council. A certified record of the meeting will be created by the presiding officer or his or her designee, sealed and permanently kept, subject to opening by court order. No voting or action shall be taken by the City Council during an executive session. No other subject but that posted on the agenda is to be considered. Adjournment of the executive session and any vote needed shall be made during the open

public meeting.

## **2.9 Recessed Meetings.**

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion duly passed.

## **2.10 Quorum.**

Four (4) members of the Council shall constitute a quorum to do business, and a majority vote of those attending any meeting at which there is a quorum present shall be sufficient to adopt any ordinance or resolution, except otherwise provided in the City's Charter. (Charter Article III, Section 3.13).

## **2.11 Conflict of Interest.**

A Council Member prevented from voting by a conflict of interest shall file a conflict of interest questionnaire with the City Secretary as soon as possible after the posting of an agenda, which contains a conflict, unless an applicable conflict of interest questionnaire has already been filed.

A Council Member prevented from voting by a conflict of interest shall step down from the dais and leave the Council Chambers, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend Executive sessions regarding the matter, and shall otherwise comply with the State law and City ordinances concerning conflicts of interest including Chapter 171 of the Texas Local Government Code.

## **2.12 Presiding Officer.**

The Mayor shall serve as the Chief Presiding Officer for all meetings of the City Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the presiding officer. In the absence of the Mayor and Mayor Pro Tem, the City Manager shall call the meeting to order, if a quorum of the Council is present, and the first order of business shall be for Council to elect by majority vote, a temporary presiding officer from the members then seated and in attendance. The temporary presiding officer shall serve in such capacity until the meeting is adjourned.

The presiding officer shall serve as the chair of all meetings and shall make final rulings on all questions pertaining to these rules. All decisions of the presiding officer are final unless overruled by the City Council through a motion to appeal as described in Article 3.9 – Courtesy, Decorum and Order of these rules.

The Mayor, as Chief Presiding Officer, is entitled to participate in the discussion and debate, but may not vote, except in elections, to break a tie and as otherwise provided in the City's Charter. Because the presiding officer conducts the meeting, it is common courtesy for the chair to take a less active role than other members of the Council in debates and discussions. This practice in no way precludes the presiding officer from participating in the meeting fully and freely.

The presiding officer of boards and commissions shall be the person selected by the board or commission as the chair, co-chair, or vice chair. If these persons are not in attendance, the

board or commission shall choose a temporary presiding officer from among the members in attendance.

### **2.13 Minutes of Meetings.**

The City Secretary shall keep minutes of all proceedings of the City Council and they shall be open to public inspection in accordance with the laws of the State of Texas.

### **2.14 Suspension and Amendment of Rules.**

Any provisions of these rules not governed by federal, state law or the City Charter may be temporarily suspended by a super majority vote (see Article 3.7 of these rules) of the City Council. Any provisions of these rules may be amended by majority vote if such amendment is appropriately posted on an agenda of a regular meeting of the City Council and receives approval of the majority of City Council at such meeting.

### **2.15 Rules for the Press and Media.**

The use of media equipment, such as lights, cameras and/or microphones should be coordinated with the City Manager prior to the meeting to ensure that the equipment does not disturb or otherwise conflict with or disrupt the meeting or the Council's activities.

## **ARTICLE 3. PARLIAMENTARY PROCEDURE**

### **3.1 Purpose.**

The purpose of these rules of parliamentary procedure is to establish orderly conduct of the meetings. Simple rules lead to a wider understanding and participation. Complex rules create two classes: (1) those who understand the rules, and (2) those who do not fully understand and those who do not fully participate. The ultimate purpose of these rules of parliamentary procedure is to encourage and facilitate decision-making by the City Council. In a democracy, the majority opinion carries the day.

These rules enable the majority to express their opinion and fashion a result, while permitting the minority to also express itself (but not dominate) and fully participate in the process.

### **3.2 Model Format for an Agenda Item Discussion.**

The following ten (10) steps may be used as a model or guidebook by the Presiding Officer. The meeting is governed by the agenda and the agenda constitutes the only items to be discussed. Each agenda item can be handled by the Presiding Officer (Mayor) in the following basic format:

1. *Announce the Item.* The Mayor should clearly announce the agenda item number and should clearly state what the subject matter of the agenda item by reading the caption for the item being considered.
2. *Receive a Report.* The Mayor should invite the appropriate people to report on the item, including any recommendation they might have.
3. *Ask Clarifying Questions.* The Mayor should ask the Council Members if they have any

technical questions for clarification. At this point, members of the City Council may ask clarifying questions to the people who reported on the item, and they should be given time to respond.

4. *Seek Citizen Input.* The Mayor should invite citizen comments – or if a public hearing, open the public hearing. Upon conclusion, the Mayor should announce that public input is closed, or if a public hearing, close the public hearing.
5. *Motion First.* The Mayor should invite a motion from the City Council before debate is given on the merits of the item. The Mayor should announce the name of the member who makes the motion.
6. *Motion Second.* The Mayor should determine if any member of the City Council wishes to second the motion. The Mayor should announce the name of the member who seconds the motion. If no member of the City Council wishes to second the motion, then the motion fails, and should be so stated by the Mayor.
7. *Repeat Motion.* If the motion is made and seconded, the Mayor should make certain that everyone (including the audience) understands the motion. This is done in three ways:
  - a. The Mayor can ask the maker of the motion to repeat it;
  - b. The Mayor can repeat the motion; or
  - c. The Mayor can ask the City Secretary to repeat the motion.
8. *Discuss the Motion.* The Mayor should now invite the members of the City Council to discuss the motion. If there is no desired discussion, the Mayor may call for a vote. If there has been no discussion or a brief discussion, then there is no need to repeat the motion before taking a vote. If the discussion has been lengthy, it is a good idea to repeat the motion before calling for the vote.
9. *Vote.* The Mayor may ask the City Secretary to call roll. Unless a super-majority is required for passage of the motion, a simple majority vote determines whether the motion passes or fails. Unless a member of the Council seeks recusal from voting on any question where the vote would constitute a conflict of interest, and that recusal is consented to by a majority of the remainder of the Council, all members of the Council shall vote upon every question, ordinance or resolution. Action items require a vote.
10. *Announce the Outcome.* The Mayor announces the results of the vote and should also state what action (if any) the Council has taken. The Mayor should announce the name of any member who voted in the minority on the motion.

### **3.3 The Basic Motions.**

The basic motion is the one that puts forward a decision for consideration. A basic motion might be: “I move for approval of the ordinance as submitted,” or “I make a motion that we deny the resolution.”

### **3.4 The Motion to Amend.**

If a member wants to change a basic motion, he or she would have to motion to amend the original or previously amended motion. A motion to amend might be: “I move that we amend the motion to include the changes we discussed to the ordinance.” A motion to amend seeks to retain the basic motion on the floor (a motion made and seconded), but to modify it in some way. A motion to amend requires the agreement of the person making the original motion. If the

basic motion has already been seconded, the motion to amend must be acknowledged and accepted by the member who seconded the basic motion.

### 3.5 Discussion and Debate.

The basic rule of motions is that they are subject to discussion and debate. Accordingly, the basic motion and the motion to amend are all eligible, each in their turn for full discussion by and before the City Council. Discussion and debate can continue as long as the members wish to discuss it, or until the Mayor decides that it is time to move on and call a vote on the motion.

### 3.6 Other Motions.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the Council to move on. The following motions are NOT debatable, and the Mayor must immediately call a vote on the motion, if seconded by another member.

- *Motion to Adjourn.* This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meeting. This motion requires a simple majority vote.
- *Motion to Recess.* This motion, if passed, requires the Council to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
- *Motion to Fix the Time to Adjourn.* This motion, if passed, requires the Council to adjourn the meeting at the specific time set in the motion. For example, "I move we adjourn this meeting at Midnight." It requires a simple majority vote.
- *Motion to Table.* This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Council meeting.
- *Motion to Remove from Table.* This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the Council can take action on an item that was tabled.

### 3.7 Motions Requiring a Supermajority Vote to Pass.

A super majority vote consists of four votes (three to pass as a simple majority, plus one more).

- *Motion to Limit Debate.* This motion is sometimes referred to as, "moving the question" or, "calling the question." When a member of the Council makes such a motion, the member is saying, "I have had enough discussion, let's vote on the issue." When such a motion is made, the Mayor should ask for a second, stop the discussion and vote on the motion to limit debate. The motion requires a super majority vote to pass. Meaning, the number of council members voting for the motion must equal four or more.
- *Motion to Object to the Consideration of an Item.* This motion, if passed, precludes the City Council from even considering the item on the agenda. It does not preclude the item from appearing on a future agenda. The motion requires a super majority vote to pass. (Normally, this motion is unnecessary, because the objectionable item can be defeated

outright or tabled.)

- *Motion to Suspend the Rules.* This motion is debatable, but requires a super majority vote to pass. This motion allows the Council to suspend its own rules for a particular purpose. For example, the Council may desire to give a particular speaker more time than normally allowed. A “motion to suspend the rules and give the speaker ten additional minutes,” accomplishes this desire.

### **3.8 Motion to Reconsider.**

There is a special motion that requires a bit of explanation all by itself: the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. As such, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to reconsider is made.

A motion to reconsider requires a simple majority vote to pass, but there are two special rules that apply only to the motion to reconsider.

The first issue involves timing. A motion to reconsider must be made at the meeting where the item was first voted upon or at the very next meeting (if properly noticed and on the posted agenda). A motion to reconsider made at a later time is considered untimely and it may not be considered unless the Council suspends the rules to consider it.

Secondly, the motion to reconsider can only be made by a member of the Council who voted in the majority on the original motion. The motion to reconsider may be seconded by any member of the City Council regardless of how they voted on the original motion. If a member of the Council who voted in the minority on the original motion seeks to make a motion to reconsider, it **MUST** be ruled out of order by the Mayor. The purpose of this rule is finality. If a member of the minority could make a motion to reconsider, then the item could be brought back again and again, which would defeat the purpose of finality.

If a motion to reconsider passes, then the original matter is back before the Council, and a new original motion is in order. The matter may be discussed as if it were on the floor for the first time.

### **3.9 Courtesy, Decorum and Order.**

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and the members of the City Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere, the following rules shall govern all meetings:

1. *Request to Speak.* Before a Council Member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly.

Public comments must be kept relevant to the subject before the Council. The Mayor shall rule on the relevance of comments. Persons making irrelevant, personal, impertinent, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during an agenda must first complete a 'request to speak card' and submit it to the City Secretary. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, irrelevant, impertinent, redundant, or slanderous.

2. *Order.* If a person fails to request to speak before speaking, the Mayor shall rule them 'out of order' and remind them that they do not have the floor. While the Council is in session, all Council Members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting, nor disturb any other person while speaking or refuse to obey the orders of the Mayor. Members of the City Council should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.
3. *Improper References Prohibited.* Every person desiring to speak shall address the entire Council and shall not single out a member of the Council, the audience or a staff member. Speakers shall confine themselves to the question under debate, avoiding all personal attacks and indecorous language.
4. *Interruptions.* A Council Member, once recognized, shall not be interrupted when speaking unless it is to call him or her to order, or other such interruption expressed below. If the Council Member, while speaking, is called to order, he or she shall cease speaking until the question of order is determined, and if the Council Member is found to be in order, he or she shall be permitted to proceed speaking. Allowable interruptions or points of order are as follows:
  - a. *Point of Privilege.* The proper interruption would be: "Point of Privilege." The Mayor would then ask the interrupter to, "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room might be too hot or cold, or a fan motor might interfere with a Council Members ability to hear.
  - b. *Point of Order.* The proper interruption would be: "Point of Order." The Mayor would then ask the interrupter to, "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the Mayor called for a vote on a motion that permits debate without allowing any discussion.
  - c. *Motion to Appeal.* If the Mayor makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the Mayor by stating, "motion to appeal." If the motion is seconded and after debate if it passes by a simple majority vote, the ruling of the Mayor is reversed.
  - d. *Call for orders of the day.* This is simply another way of saying, "let's return to the agenda." If a council member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the

business of the day.

- e. *Withdraw a Motion.* During the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.

### **3.10 City Council and Board Member Disruptions.**

As stated in Resolution R-2017-20, when members of the City Council or other Board Members become engaged in heated discussions that could be construed as not following parliamentary procedures; it will be the responsibility of the Presiding Officer (Mayor or Board Chair) to restore order to the meeting. In the event that order cannot be immediately restored, the Presiding Officer should call for a recess. When the recess is called, a sufficient number of the City Council or Board Members should depart the room so that a quorum is no longer present. Information Technology personnel will ensure that the microphones and audio for the television channel are turned off. The Presiding Officer will determine what action to take and will resume the meeting, when appropriate. Law enforcement personnel will not become involved unless a crime (i.e. assault, terroristic threat, etc.) is committed.

### **3.11 Audience Disruptions.**

As stated in Resolution R-2017-20, if a member of the audience (gallery) becomes disruptive, the Presiding Officer will inform that person that their conduct is not permissible and to cease. If that person receives a second warning, the Chief of Police or his/her designee will position themselves in proximity to that person. On the third warning (when appropriate), the Presiding Officer will inform the person that their actions are disrupting this lawful meeting and they must depart immediately. The Chief of Police or his/her designee will escort the person out of the chambers and off of City property. In the event the person does not leave the chambers, the person will be subjected to arrest under Section 42.05 of the Texas Penal Code (TPC). The person will be subject to arrest under Section 30.05 TPC if the person does not leave the property. In the event the same person comes to a subsequent meeting and disrupts that meeting to the point they are requested to leave again, a criminal trespass warning can be issued.

It should be noted that case law has determined that only using profane language in a public place does not rise to the level of Disorderly Conduct as defined in Section 42.01 TPC. The utterance of this language should rise to the level that a fight is imminent.

### **3.12 Council May Discipline its Own Members.**

In the event a Council Member violates the Charter, these rules or any other ordinance of the city, or acts in a manner that causes embarrassment or disgrace to the City of Bastrop, the City Council on supermajority vote may discipline the offending member.

Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the City Council or make other statements as he or she may desire to make in his

or her defense. If the offending member refuses to attend the executive session, the remaining members of the City Council may proceed in his or her absence.

The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Texas Open Meetings Act:

1. *No Action.* The City Council chooses to take no action.
2. *Private Censure.* The City Council may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the executive session.
3. *Public Censure.* The City Council may choose to publicly censure the offending member through a resolution passed by supermajority vote and entered into the public record.

## **ARTICLE 4. AGENDA ORDER**

The Mayor and the City Manager or an appropriate designee shall prepare an agenda and cause the same to be posted a minimum of 72 hours prior to the meeting. Agendas and packet material shall be delivered to the City Council via electronic format uploaded into a cloud storage service, such as Dropbox. City Council shall be notified via email that the agenda and packet have been uploaded and available for review. The goal would be to upload the agenda and packet on Friday prior to a regularly scheduled Council Meeting. In the event of an emergency meeting of the City Council, this provision shall be suspended when not inconsistent with the provisions of federal or state law or the City Charter.

In order to facilitate the agenda process, the Mayor, two Council Members, or the City Manager may place an item on the agenda. Staff assistance, if required, should be requested through the City Manager (City Charter, Article III, Section 3.05 Prohibitions). Agenda items must be provided to the City Manager's Office at City Hall by 12:00 noon on the 11<sup>th</sup> calendar day preceding the date of the regular meeting. If the agenda topic does not allow for staff to adequately prepare information for Council's consideration, the item may be postponed until the next regular meeting.

### **4.1 Call to Order.**

The Mayor shall call the meeting to order. The Mayor shall announce that a quorum of the City Council is present and shall state for the record the names of all members of the City Council that are absent.

### **4.2 Pledges of Allegiance to the United States & Texas Flags.**

The Council shall recite the Pledge of Allegiance, first to the United States Flag, and then to the state Flag of Texas. The Council welcomes individuals and organizations, young and old, to lead the Pledges.

### **4.3 Invocation.**

All regular meetings of the City Council shall include an invocation.

#### **4.4 Presentations.**

Presentations may be made by the Mayor, City Council or Staff. The Mayor may deliver any proclamation as may be required from time to time. Outside entities and organizations granted permission to make a presentation shall be placed in this section.

#### **4.5 Work Session/Briefings.**

Items may be included in this section for the purpose of conducting a detailed and thorough exploration of matters that may come before City Council as an item for individual consideration. All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a work session. Council may, through the City Manager, request the attendance of such staff members or outside experts as may be required to answer such questions. No formal action may be taken on items. Council may provide staff direction on the matter being considered. Audience comments or questions will not be considered at a work session unless posted accordingly.

#### **4.6 Staff and Board Briefings.**

Items that are provided to Council on a routine basis, such as monthly financial statements and quarterly investment reports, should be included in this section. Appointed boards of the City, who have been requested to provide periodic updates, such as the Bastrop Economic Development Corporation and Visit Bastrop, will be included in this section.

#### **4.7 Citizen Comments.**

Every agenda must include the following language for purposes of open and transparency to inform the public of how to appropriately address the City Council:

*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 City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.*

*To address the Council concerning any item on the agenda, please submit a fully completed request card to the City Secretary prior to the consideration of that item.*

*It is not the intention of the City of Bastrop to provide a public forum for the embarrassment or demeaning of any individual or group. Neither is it the intention of the Council to allow a member of the public to slur the performance, honesty and/or integrity of the Council, as a body, or any member or members of the Council individually or collectively, or members of the City's staff. Accordingly, profane, insulting or threatening language directed toward the Council and/or any person in the Council's presence will not be tolerated.*

#### **4.8A Approval of the Minutes.**

The Council shall consider the minutes of any meeting presented for their review since the last regular meeting. This heading will only be used when there are no other items listed on a consent agenda.

#### **4.8B Consent Agenda Items.**

There is hereby established, as a part of every agenda for regular and/or special called meetings of the City Council, a portion of said agenda that shall be labeled “consent agenda.” Said consent agenda may consist of any and all business regularly coming before the City Council including approval of the minutes of previous meetings.

The City Secretary shall read the caption of each item and/or ordinance, once a motion has been made to approve the Consent Agenda and received a second, but before a vote.

All items set out in the consent agenda shall be deemed passed upon passage of an affirmative motion, by a vote of the majority of the members of the City Council, that the consent agenda be adopted. No further action shall be deemed necessary, and all such items appearing on the consent agenda, upon passage of such motion, shall be deemed adopted as if voted upon separately.

Any member of the City Council or a citizen may request that any item be removed from the consent agenda and considered separately. If any item was removed from the consent agenda, it will be considered immediately following approval of the remainder of the consent agenda.

#### **4.9 Items for Individual Consideration.**

Items for individual consideration shall be considered by the City Council individually and approved by either a simple majority vote or a super majority vote as the case may be.

Public hearings, which are statutorily required, shall be included in this section. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input. While the public hearing is open, Council may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for Citizen Comments. Upon conclusion of citizen comments, the Mayor shall close the public hearing. Council may deliberate or take action on the matter at hand upon the closing of the public hearing.

#### **4.10 Executive Session Items.**

This section is only used when it is necessary for the Council to convene in executive session. Executive sessions are sessions closed to the public. They are only permitted for the purpose of discussing matters enumerated in Chapter 551, Open Meetings Act of the Texas Government Code. Disclosure of topics to be discussed shall be made to the public in accordance with the requirements of the Open Meetings Act.

If the subject of the executive session warrants, the executive session may be held prior to the regular session.

#### **4.11 Action on Executive Session Items.**

This section is only used if Council conducts an executive session. Action on executive session items must be taken during public/open session of the Council. Action may include the taking of no action at all.

#### **4.12 Adjournment.**

The Mayor shall adjourn the meeting upon passage of the appropriate motion.

### **ARTICLE 5. RULES GOVERNING CITIZEN COMMENTS**

#### **5.1 Purpose.**

It is the desire of the City Council to hear from the citizens of Bastrop and to stimulate discussion and offer a forum for a cordial and meaningful public debate on matters that are properly a concern of the City Council. The following rules shall control and govern audience comments.

#### **5.2 Rules for Audience Comments.**

Immediately preceding the opening of a public hearing, the Mayor may direct the City Secretary to read the rules governing citizen comments.

#### **5.3 Rules Governing Citizen Comments.**

1. Each speaker is limited to a maximum timed limit of three minutes on any item except for a public hearing item.
2. No individual may address the Council without submitting a speaker card. The card must clearly state the subject or issue on which the citizen wishes to speak. If the subject matter does not pertain to city business, the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
3. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
4. Citizens speaking on non-agenda items shall only speak during the Citizens Comment portion of the agenda.
5. Council may not act upon or discuss any issue brought forth as a non-agenda item, except to:
  - a. Make a statement of specific factual information given in response to the inquiry, or
  - b. A recitation of existing policy in response to the inquiry.

Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

6. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the Council Chambers.
7. No placards, banners or signs may be displayed in the Council Chambers or City Hall.

Exhibits relating to a presentation are acceptable.

8. Arguing, intimidation, or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.
9. Unauthorized remarks from the audience, stomping of feet, applauding, whistles, yells, or any type of disruptive behavior is prohibited. Applause of appreciation may be acceptable when recognizing a significant event or achievement.
10. Council meetings are the workplace to carry out the business of the City of Bastrop; therefore, any conduct that could constitute harassment in the workplace is prohibited.
11. In all cases, the Mayor shall preside over the Council meeting and ensure that proper conduct and decorum is adhered to.

#### 5.4 Preservation of Order.

As referenced in Article 3.11 above, the Mayor shall preserve order and decorum and, if necessary, shall cause to be silenced or removed from the Council Chambers any non-Council Member speaking out of order or disrupting the order of the meeting.

### ARTICLE 6. COUNCIL LIAISONS TO BOARDS AND COMMISSIONS

One Council Member will be appointed as the council liaison to each of the city’s boards and commissions annually as a part of the Board & Commission Member appointment process. Council liaisons will be appointed by Council with consideration given to applicable expertise. Council liaisons may attend, but are not required to attend, the meetings of the boards or commissions to which they have been appointed as liaison. Board and commission members may contact their council liaison concerning items of concern or interest with regard to their appointed board.

### ARTICLE 7. TABLE OF MOTIONS AND POINTS OF ORDER

MOTION/ORDER	REQUIRES SECOND	DEBATABLE	AMENDABLE	VOTE TYPE
Basic Motion	Yes	Yes	Yes	Simple
Motion to Amend	*	No	Yes	N/A
Motion to Adjourn	Yes	No	No	Simple
Motion to Recess	Yes	No	Yes	Simple
Motion to Fix the Time to Adjourn	Yes	No	No	Simple
Motion to Table	Yes	No	No	Simple
Motion to Limit Debate	Yes	No	No	Super
Motion to Object to the Consideration of an Item	Yes	No	No	Super

Motion to Suspend Rules	Yes	No	No	Super
Motion to Reconsider	Yes	Yes	Yes	Simple
Point of Privilege	No	No	No	N/A
Point of Order	No	No	No	N/A
Motion to Appeal	Yes	Yes	No	Simple
Call for Orders of the Day	No	No	No	N/A
Withdraw a Motion	No	No	No	N/A
Motion to Enforce	Yes	No	No	Simple

\* For the purposes of these rules, Amendments are not debatable and only require the approval of the member who made the original motion. An amendment to an amendment, requires first the approval of the member who made the original amendment and secondly the approval of the member who made the original motion.



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 10F

**TITLE:**

Consider action to approve the first reading of Resolution No. R-2017-79 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of Main Street Program support between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement; repealing all resolutions in conflict; providing an effective date; and move to include on the October 24, 2017 agenda for second reading.

**STAFF REPRESENTATIVE:**

Sarah O'Brien, Bastrop Main Street Program Director  
Shawn Kirkpatrick, Bastrop EDC Executive Director

**BACKGROUND/HISTORY:**

The EDC is legally required to have written contracts for services with vendors. The Main Street Program support which the EDC has funded for years is such a service and requires a written contract. This agreement spells out the expectations and funding provided to the Main Street Program. Upon legal review of the written agreement, it was determined that this service agreement with the Main Street Program is a "Project" of the EDC, which requires a public hearing. The EDC posted the Notice of the Public Hearing on September 9th, which started the 60-day window prior to the first available funding date. Should the City Council approve the Project, the earliest the Main Street Program can start receiving funding for FY 2017-2018 is November 8, 2017. In the FY 2017-2018 budget, the EDC increased funding for the Main Street Program to \$50,000.

The Bastrop EDC Board of Directors approved funding the Main Street Program Services Agreement at their Board meeting on September 18, 2017, after the required public hearing. Section 505.158(b) of the Local Government Code mandates that prior to the BEDC funding a project involving an expenditure of more than \$10,000, the City Council shall adopt a Resolution authorizing the project, which Resolution shall be read by the City Council on two separate occasions.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2017-79 approving the Main Street Program Services Agreement and move to include on the October 24, 2017 agenda for second reading.

**ATTACHMENTS:**

- Draft Resolution
- Services Agreement

**RESOLUTION NO. R-2017-79**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AN AGREEMENT FOR THE PROVISION OF MAIN STREET PROGRAM SUPPORT BETWEEN THE CITY OF BASTROP AND THE BASTROP ECONOMIC DEVELOPMENT CORPORATION; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Bastrop Economic Development Corporation (“BEDC”) is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, et seq., as amended, known as the Development Corporation Act of 1979 (the “Act”); and

**WHEREAS**, the City of Bastrop (“City”) maintains a department within the City whose function is to advance the Bastrop Main Street Program to foster, encourage, support and direct downtown revitalization, while preserving the historical significance of Bastrop’s downtown district; and

**WHEREAS**, the role of the BEDC is to enhance the quality of life in Bastrop by advancing the investment, development, growth and relocation of companies within the area. In addition to providing appropriate infrastructure, the Bastrop EDC promotes and supports economic development in the community that offers the people of Bastrop sustainable, meaningful and rewarding employment opportunities, and greater access to desirable goods and services; and

**WHEREAS**, the BEDC has continued to work collaboratively with the City and the Bastrop Main Street Program to foster economic development, investment and growth within the downtown area, participating actively with planning and development activities of the same; and

**WHEREAS**, the BEDC has found that the Bastrop Main Street Program promotes new or expanded business development in the Main Street Program Area, and therefore expenditures for the program are authorized under Texas Local Government Code § 505.158, in exchange for economic development services that will assist both the City and the BEDC to achieve their respective missions; and

**WHEREAS**, after careful evaluation and consideration by the Bastrop City Council, the City Council has determined that this support can be accepted under Texas Local Government Code § 380.001 and services provided under Texas Local Government Code § 380.002, as required by Texas Local Government Code § 501.007, and according to the terms included within a support agreement by and between the parties, as attached hereto as Exhibit “A” (the “Agreement”); and

**WHEREAS**, pursuant to the terms of the Agreement, the BEDC will allocate \$50,000 per year during the term of the Agreement to support and supplement the cost of maintaining the Bastrop Main Street Program in exchange for a commitment to utilize such support to promote new or expanded business development to enhance the BEDC's ability to accomplish its public purpose of enhancing, encouraging and supporting economic development in the Bastrop Main Street Program Area.

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

**SECTION 1.** That the City Council hereby approves the Agreement attached hereto and incorporated herein as Exhibit "A" and further authorizes the City Manager to execute the same and take all other actions necessary to implement said Agreement.

**SECTION 2.** Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

**SECTION 3.** Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

**SECTION 4.** This resolution shall take effect immediately from and after its passage upon a subsequent second reading and passage, and it is duly resolved.

**[SIGNATURE PAGE FOLLOWS]**

READ and ACKNOWLEDGED on First Reading on the 10th day of October 2017.

READ and APPROVED on the Second Reading on the \_\_\_\_ day of \_\_\_\_\_ 2017.

**CITY OF BASTROP, TEXAS**

**APPROVED:**

\_\_\_\_\_  
Connie B. Schroeder, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joe Gorfida, Interim City Attorney

DRAFT

Exhibit "A"

Agreement for provision of Main Street Program Support between the City Of Bastrop  
and the Bastrop Economic Development Corporation

DRAFT

**AGREEMENT FOR PROVISION OF MAIN STREET PROGRAM SUPPORT  
BETWEEN THE CITY OF BASTROP AND  
THE BASTROP ECONOMIC DEVELOPMENT CORPORATION**

THE STATE OF TEXAS                   §  
  §        KNOWN ALL MEN BY THESE PRESENTS:  
COUNTY OF BASTROP               §

THIS AGREEMENT (“Agreement”) is entered into and executed the \_\_\_\_\_ day of \_\_\_\_\_, 2017 (“Effective Date”), by and between the CITY OF BASTROP, a municipal corporation, acting by and through its City Manager as authorized by its City Council, situated in Bastrop County, Texas (hereinafter referred to as “City”), and the Bastrop Economic Development Corporation (hereinafter referred to as “BEDC”) acting by and through its Chair of the Board, and provides as follows:

WHEREAS, the City maintains a department within the City whose function is to advance the Bastrop Main Street Program to foster, encourage, support and direct downtown revitalization, while preserving the historical significance of Bastrop’s downtown district; and

WHEREAS, the vision of the Bastrop Main Street Program is to positively influence the continued preservation, enhancement and commercial vitality of Bastrop’s historic downtown as a distinctive destination that engages and inspires both residents and visitors; and

WHEREAS, this vision is implemented through the Bastrop Main Street Program’s mission that provides that the Program “through collaboration with other organizations and with volunteers’ insights, talents and energies, will be a catalyst for the continued revitalization, preservation and economic health of our historic downtown area.” Further, that the Program will be “Guided by the Main Street Four Point Approach of organization, design, promotion and economic vitality, we can continue positively transforming our historic downtown;” and

WHEREAS, the role of the BEDC is to enhance the quality of life in Bastrop by advancing the investment, development, growth and relocation of companies within the area. In addition to providing appropriate infrastructure, the BEDC promotes and supports economic development in the community that offers the people of Bastrop sustainable, meaningful and rewarding employment opportunities, and greater access to desirable goods and services; and

WHEREAS, the BEDC has continued to work collaboratively with the City and the Bastrop Main Street Program to foster economic development, investment and growth within the downtown area, participating actively with planning and development activities of the same; and

WHEREAS, the BEDC desires to monetarily support the Bastrop Main Street Program in exchange for economic development services that will assist both the City and the BEDC to achieve their respective missions; and

WHEREAS, the BEDC and the City are authorized under the laws of the State of Texas to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual benefits described in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree to the following:

### **I. Findings**

The foregoing recitals are hereby found to be true and correct and are hereby adopted and made a part of this Agreement for all purposes.

### **II. City Obligations**

The City agrees to utilize any funding provided under this Agreement to continue, through the funding and operation of the Main Street Program, to provide certain services that enhance the BEDC's ability to accomplish its mission of enhancing, encouraging and supporting economic development in the downtown area or "Main Street Program Area" that include, without limitation, the following services:

1. Supporting business expansion and retention of existing and future Main Street Program Area businesses;
2. Collaboratively marketing the Main Street Program Area and its assets;
3. Collaboratively providing training and small business resources for businesses in the Main Street Program Area, as well as the rest of the community;
4. Assisting with business recruitment in the Main Street Program Area;
5. Supporting the BEDC and community in its entrepreneurial and small business programs; and
6. Administering BEDC programs in the Main Street Program Area and community (e.g., Business Improvement Grants).

### **III. BEDC Obligations**

As consideration for the above listed services to be provided by the City, BEDC shall provide funding to the City in the amount of Fifty Thousand Dollars (\$50,000) per fiscal year, for fiscal years 2018 and 2019, conditioned upon the City's commitment to dedicate and utilize said funds exclusively to support the Main Street Program to achieve its vision through the implementation of its stated mission. The funding shall be prorated and paid monthly over the budget year.

### **IV. General Provisions**

1. **Term.** Subject to early termination as provided below, this Agreement shall be in effect for a period of two (2) years, commencing October 1, 2017, and ending September 30, 2019.
2. **Non-Appropriations.** In the event that the BEDC's Board of Directors does not appropriate funds to make any payment under this Agreement for a fiscal year after the BEDC's fiscal year in which this Agreement becomes effective, or in the event that the City's City Council does not appropriate funds to continue the Main Street Program department, then this Agreement will automatically terminate at the beginning of the first day of the successive fiscal year. The BEDC or the City, as applicable, shall use their best efforts to provide prior written notice of

such impending termination as soon as possible following the formal determination of said non-appropriation.

3. **Termination.** In addition to automatic termination upon an event of non-appropriation provided above, either party may terminate this Agreement upon giving prior written notice to the other party, which termination shall be deemed effective the last day of the then current fiscal year. Further, if any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition.
4. **Severability.** If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.
5. **Entire Agreement.** This Agreement constitutes the final and entire agreement between the Parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the Parties hereto, unless same be in writing, dated subsequent to the date hereto, and duly executed by the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement in the year and on the day indicated.

**BASTROP ECONOMIC  
DEVELOPMENT CORPORATION**

**CITY OF BASTROP, TEXAS**

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Camilo Chavez, Board Chair

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Lynda K. Humble, City Manager



# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 11A

**TITLE:**

City Council shall convene into closed executive session pursuant to Section 551.074 of the Texas Government Code to discuss positions affiliated with Municipal Court including reviewing submittals for the Request for Qualifications for an Associate Judge(s) and the position of Prosecutor.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

**MEETING DATE:** October 10, 2017

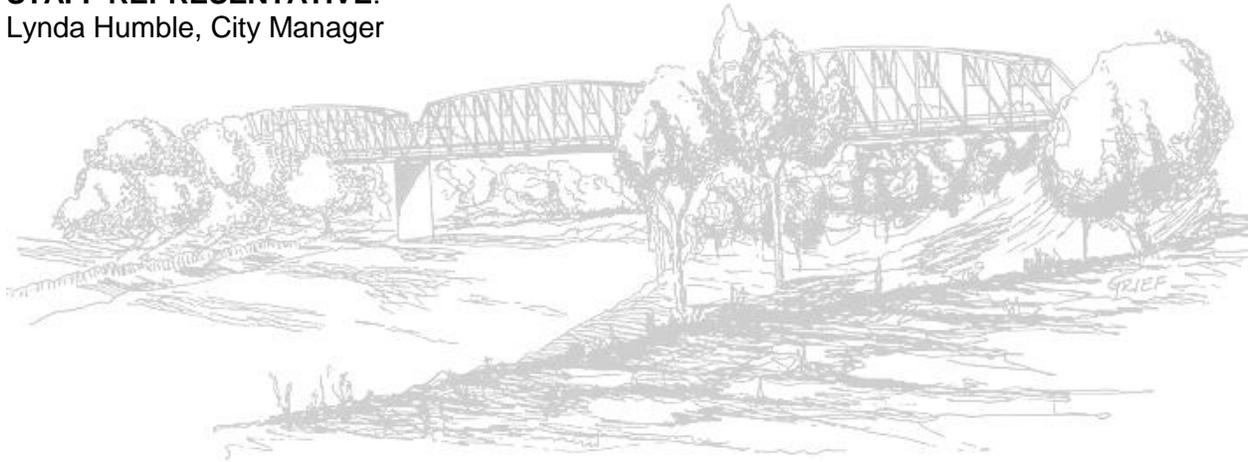
**AGENDA ITEM:** 11B

**TITLE:**

City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to discuss and deliberate litigation matters with Special Counsel to the City of Bastrop regarding XS Ranch Fund VI, LP Case No. 16-31367 Case pending in United States Bankruptcy Court, Northern District of California and the purchase of additional water rights as outlined in the agreement.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

**MEETING DATE:** October 10, 2017

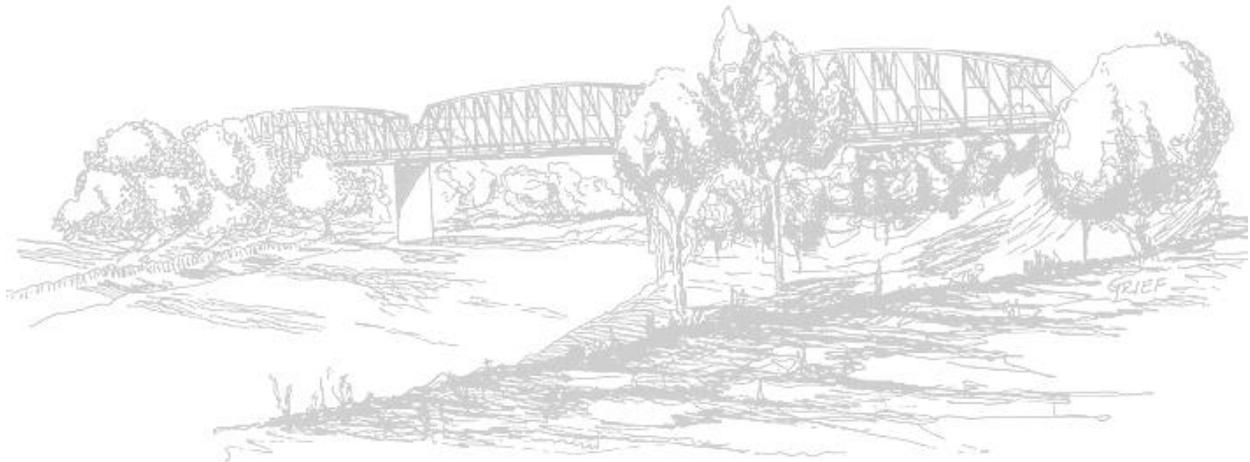
**AGENDA ITEM:** 11C

**TITLE:**

City Council shall convene into closed executive session pursuant to Section 551.074 to conduct a semi-annual performance evaluation of the City Manager as required by her employment agreement.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

**MEETING DATE:** October 10, 2017

**AGENDA ITEM:** 12

**TITLE:**

Take any necessary or appropriate action on matters posted for consideration in closed/executive session

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager

