

**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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**September 25, 2018 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.

**PLEASE NOTE: ANYONE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM AND GIVE THE CARD TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING.**

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE** – Kaylin Drake and Austin Moilan, Mina Elementary Art Club.  
  
**TEXAS PLEDGE OF ALLEGIANCE**  
*Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
3. **INVOCATION** – Chaplain Grady Chandler, Police Chaplain
4. **PRESENTATIONS**
  - 4A. A proclamation of the City Council of the City of Bastrop, Texas recognizing October as National Community Planning Month and presentation of the Texas APA Certificate of Achievement for Planning Excellence.
  - 4B. A proclamation of the City Council of the City of Bastrop, Texas recognizing the evening of October 2<sup>nd</sup>, 2018 as National Night Out for the City of Bastrop.

- 4C. A proclamation of the City Council of the City of Bastrop, Texas recognizing the week of October 7<sup>th</sup> through October 13<sup>th</sup> as Fire Prevention Week for the City of Bastrop.
- 4D. A proclamation of the City Council of the City of Bastrop, Texas, recognizing October 2, 2018 as National Custodial Workers Recognition Day.
- 4E. Mayor's Report
- 4F. Councilmembers' Report
- 4G. City Manager's Report
- 4H. Receive public presentation of Visit Bastrop's FY 19 Business Plan and FY 19 Budget, in accordance with the Destination and Marketing Services Agreement.
- 4I. Receive presentation from Visit Bastrop regarding the Brand Strategy Initiative developed by Augustine.

**5. WORK SESSION/BRIEFINGS**

- 5A. Discuss the Wholesale Water Partnership Agreement between Aqua Water Corporation and the City of Bastrop.

**6. STAFF AND BOARD REPORTS**

- 6A. Receive monthly report from Visit Bastrop.
- 6B. Receive presentation on the unaudited Monthly Financial Report for the period ending August 31, 2018.

**7. 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 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 start of the meeting.*

*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.*



## 8. 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.*

- 8A. Consider action to approve City Council minutes from the September 11, 2018 meeting.
- 8B. Consider action to approve the second reading of Ordinance No. 2018-20 of the City Council of the City of Bastrop, Texas, granting a Conditional Use Permit for a helistop for Ascension Seton Bastrop Hospital on Lot 1 of Bastrop Grove Subdivision, Section 1, located at 630 West SH 71, an area zoned C-1, within the city limits of Bastrop, Texas; as shown in Exhibit A and Exhibit B; setting out conditions; including a severability clause; and establishing an effective date.
- 8C. Consider Action to approve the second reading of Ordinance No. 2018-19 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Chapter 12 Titled "Traffic and Vehicles," Article 12.04 Titled "Traffic Schedules," Section 12.04.004 Titled "Scheduled III: Stop Signs;" repealing the provision that established stop signs located at the intersection of Farm Street and Chambers Street and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; and providing for findings of fact, enactment, effective date, repealer, severability, and proper notice and meeting.
- 8D. Consider action to approve the second reading of Ordinance No. 2018-18 of the City of Bastrop, Texas amending the Code of Ordinances, Chapter 4 Titled "Business Regulations," Article 4.08 Titled "Commercial Film Making," Sections 4.08.002 Titled "City Control/Authority of City Manager," 4.08.004 Titled "Application", 4.08.005 Titled "Use of City Equipment and Personnel," 4.08.006 Titled " Use of City Property," 4.08.007 Titled "Special Equipment and Vehicles," 4.08.008 Titled "Hours of Filming," and 4.08.009 Titled "Notification of Affected Property Owners"; adding the provision that allows the City Manager to assign a designee to act on his or her behalf and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; and providing for findings of fact, enactment, effective date, repealer severability, and proper notice and meeting.
- 8E. Consider action to approve the second reading of Ordinance No. 2018-21 of the City Council of the City of Bastrop, Texas creating a Master Fee Schedule, attached as Exhibit A for the City of Bastrop to transition all fees listed in the Code of Ordinances, Schedule "A" Fee schedule to this Master Fee Schedule. Excluding sections A13.02 and A13.07; providing that other fees not listed but now charged pursuant to other ordinances and resolutions shall remain in effect until transferred to the Master Fee Schedule by amendment; providing a repealing clause; providing a severability clause; and providing an effective date.

## 9. ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Consider action and approve Resolution No. R-2018-96 of the City Council of the City of Bastrop, Texas, making determinations regarding certain project-specific Exceptions and/or Exemptions as provided by Emergency Ordinance 2018-1, Section 8 (Temporary Moratorium); and Emergency Ordinance 2018-2, Section 7 (Emergency Drainage Application Rules).



- 9B. Consider action to approve Resolution No. R-2018-92 of the City Council of the City of Bastrop, Texas approving an Interlocal Agreement between the City of Bastrop and Bastrop County Emergency Services District Number 2 for Fire Protection Services, Attached as Exhibit A; authorizing the City Manager to execute all necessary documents, and establishing an effective date.
- 9C. Consider Action to approve the first reading of Ordinance No. 2018-27 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, related to Chapter 12 Titled "Traffic and Vehicles," Article 12.05 Titled "Speed Limits," adding Section 12.05.010 Titled "25 MPH Speed Zones;" providing for the provision that establishes a speed limit of twenty-five (25) miles per hour in the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; providing for findings of fact, enactment, effective date, repealer, severability, proper notice and meeting; and move to include on the October 9, 2018 agenda for a second reading.
- 9D. Consider action to approve Resolution R-2018-89 of the City Council of the City of Bastrop, Texas awarding a contract to design the remodel of City Hall to Negrete & Kolar Architects, LLP in the amount of sixty thousand dollars and no cents (\$60,000.00) as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9E. Consider action to approve the second reading of Ordinance No. 2018-23 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2018-2019 (October 1, 2018 through September 30, 2019), attached as Exhibit A; providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; and establishing an effective date.
- 9F. Consider action to ratify the vote on the Fiscal Year 2018-2019 budget, which results in more revenues from ad valorem taxes than the previous year.
- 9G. Consider action to approve the second reading of Ordinance No. 2018-22 of the City Council of the City of Bastrop adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2018-2019 to provide revenue for the payment of current expenditures: providing a severability clause; and providing for an effective date.
- 9H. Consider action to approve the first reading of Ordinance No. 2018-26 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Appendix A, Fee Schedule, Article A13.02 "Water and Wastewater rates and charges"; repealing conflicting provisions; providing a severability; providing for an effective date and move to include on the October 9, 2018 agenda for a second reading.
- 9I. Consider action to approve the first reading of Ordinance No. 2018-28 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2018 in accordance with existing statutory requirements; appropriating the various amounts herein; as attached in Exhibit A; repealing all ordinances and actions in conflict herewith; providing for an effective date; and move to include on the October 9, 2018, consent agenda for a second reading.



- 9J. Consider action to approve the second reading of Ordinance No. 2018-24 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; Attached as Exhibit A; approving a fiscal year 2019 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.
- 9K. Consider action to approve Resolution No. R-2018-97 of the City Council of the City of Bastrop, Texas confirming board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.
- 9L. Consider action to approve Resolution No. R-2018-98 of the City Council of the City of Bastrop, Texas approving an Interlocal Agreement between the City of Bastrop and Capital Area Rural Transportation System to provide affordable public transportation services and participate in funding for and provisions of those certain transportation services in the amount of Twenty Thousand and 00/100 Dollars (\$20,000.00), as attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.
- 9M. Consider action to approve Resolution No. R-2018-99 of the City Council of the City of Bastrop, Texas supporting the City of Bastrop's participation in the 2019-2023 Austin-Round Rock Metropolitan Statistical Area (MSA) Regional Air Quality Plan; authorizing the City Manager to identify measures to implement in support of the new Regional Air Quality Plan and notify Capital Area Council of Government (CAPCOG) by October 26, 2018; providing for a repealing clause; and establishing an effective date.
- 9N. Consider action Resolution R-2018-100 of the City Council of the City of Bastrop, Texas designating Mayor Pro Tem Lyle Nelson as the General Assembly Representative to the Capital Area Council of Government (CAPCOG); authorizing the Mayor to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**10. EXECUTIVE SESSION**

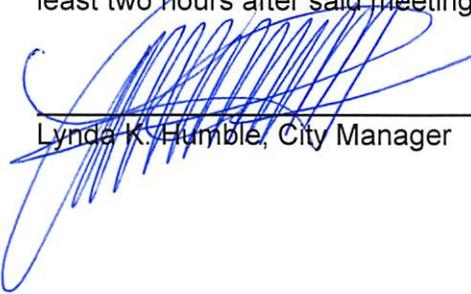
- 10A. City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to confer with City Attorney regarding legal advice related to the status of the 1445 Interlocal Agreement between the City of Bastrop and Bastrop County for the review of subdivision applications in the City's extraterritorial jurisdiction.

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



## 12. 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, September 21, 2018 at 8:30 p.m. and remained posted for at least two hours after said meeting was convened.



Lynda K. Humble, City Manager





# STAFF REPORT

**MEETING DATE:** September 25, 2018

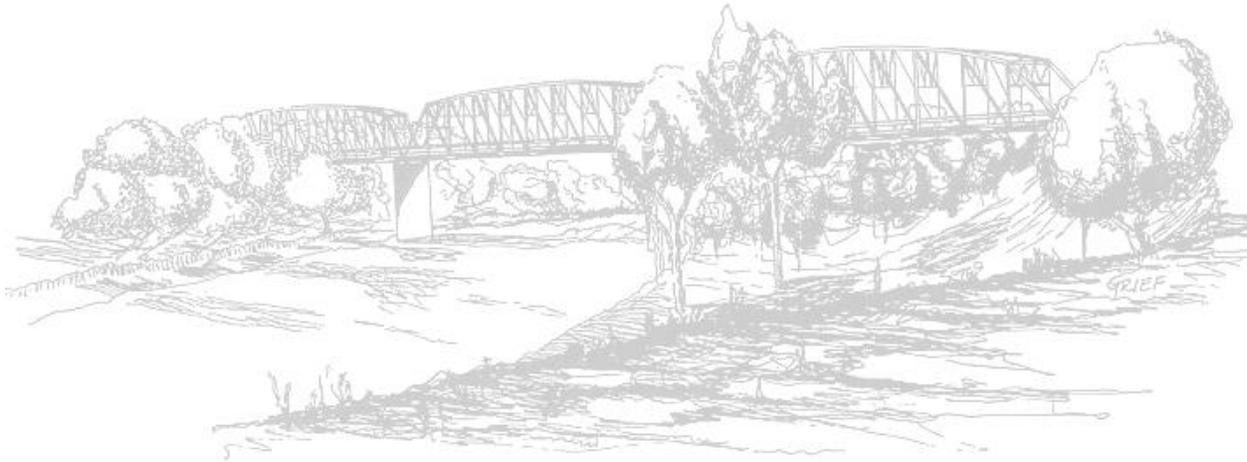
**AGENDA ITEM:** 4A

**TITLE:**

A proclamation of the City Council of the City of Bastrop, Texas recognizing October as National Community Planning Month and presentation of the Texas APA Certificate of Achievement for Planning Excellence.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director



# P

# 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 a Certificate of Achievement for Planning Excellence for 2018 from the Texas Chapter of the APA; 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,** I, Connie Schroeder, Mayor of the City of Bastrop, do hereby recognize the month of October 2018 as:

**Community Planning Month**

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 25<sup>th</sup> of September 2018.

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Connie B. Schroeder, Mayor





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 4B

**TITLE:**

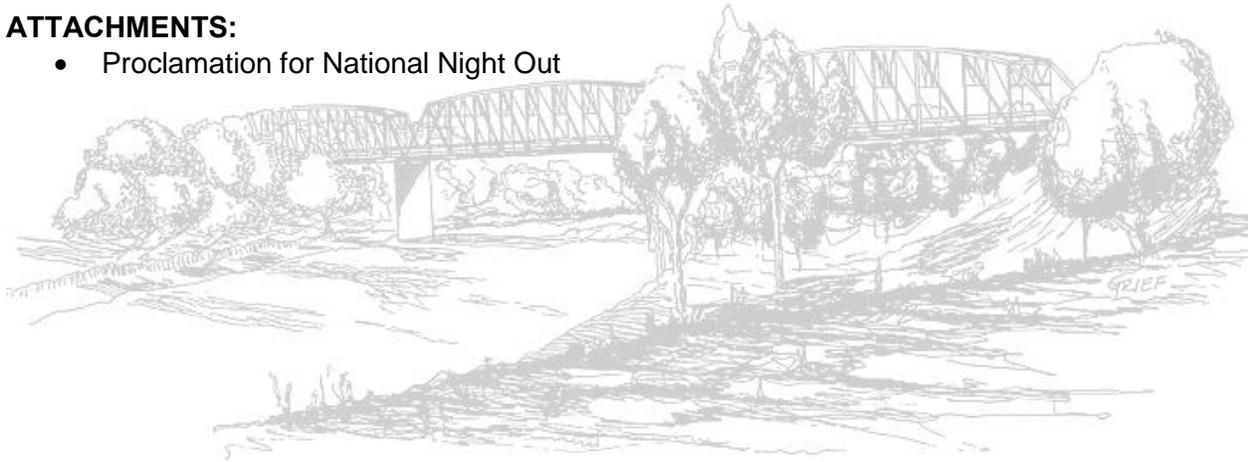
A proclamation of the City Council of the City of Bastrop, Texas recognizing the evening of October 2<sup>nd</sup>, 2018 as National Night Out for the City of Bastrop.

**STAFF REPRESENTATIVE:**

James Altgelt, Director of Public Safety/Chief of Police

**ATTACHMENTS:**

- Proclamation for National Night Out



# P

# ROCLAMATION



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

**WHEREAS**, National Night Out is an annual community-building campaign that promotes police-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live; and

**WHEREAS**, National Night Out enhances the relationship between neighbors and law enforcement while bringing back a true sense of community; and

**WHEREAS**, Millions of neighbors take part in National Night Out across thousands of communities from all 50 states, U.S. territories, military bases worldwide; and

**WHEREAS**, The City of Bastrop plays a vital role in assisting the Bastrop Police Department through joint crime, drug, and violence prevention efforts in the City of Bastrop by supporting National Night Out 2018 locally; and

**WHEREAS**, National Night Out provides a great opportunity to bring police and neighbors together under positive circumstances.

**NOW THEREFORE**, I, Mayor Connie B. Schroeder, do hereby proclaim the evening of October 2<sup>nd</sup> as:

## **NATIONAL NIGHT OUT**

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 25<sup>th</sup> day of September 2018.

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Connie B. Schroeder, Mayor



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 4C

**TITLE:**

A proclamation of the City Council of the City of Bastrop, Texas recognizing the week of October 7<sup>th</sup> through October 13<sup>th</sup> as Fire Prevention Week for the City of Bastrop.

**STAFF REPRESENTATIVE:**

James Altgelt, Director of Public Safety/Chief of Police  
Andres Rosales, Interim Fire Chief

**ATTACHMENTS:**

- Proclamation for Fire Prevention Week



# P

# ROCLAMATION



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

**WHEREAS**, The City of Bastrop is committed to ensuring the safety and security of all those living in and visiting Bastrop; and

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

**WHEREAS**, Home fires killed 2,735 people in the United States in 2016, according to the National Fire Protection Association (NFPA), and fire departments in the United States responded to 352,000 home fires; and

**WHEREAS**, The majority of U.S. fire deaths (4 out of 5) occur at home each year; and

**WHEREAS**, The fire death rate per 1,000 home fires reported to U.S. fire departments was ten (10) percent higher in 2016 than in 1980; and

**WHEREAS**, Bastrop's residents should identify places in their home where fires can start and eliminate those hazards; and

**WHEREAS**, Working smoke alarms cut the risk of dying in reported home fires in half; and

**WHEREAS**, Bastrop's residents should install smoke alarms in every sleeping room, outside each separate sleeping area, and on every level of the home; and

**WHEREAS**, Bastrop's residents should listen for the sound of the smoke alarm and when it sounds respond by going outside immediately to the designated meeting place; and

**WHEREAS**, Bastrop 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**, Bastrop first responders are dedicated to reducing the occurrence of home fires and home fire injuries through prevention, protection, and education; and

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

**WHEREAS**, The 2018 Fire Prevention Week theme, “Look. Listen. Learn. Be aware – fire can happen anywhere™” effectively serves to remind us that we need to take personal steps to increase our safety from fire.

**NOW THEREFORE**, I, Mayor Connie B. Schroeder, do hereby proclaim October 7<sup>th</sup> through October 13<sup>th</sup> as:

### **FIRE PREVENTION WEEK**

And I urge all the people of Bastrop to be aware of their surroundings, look for available ways out in the event of a fire or other emergency, respond when the smoke alarm sounds by exiting the building immediately, and to support the many public safety efforts and activities of the Bastrop Fire Department.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 25<sup>th</sup> day of September 2018.

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Connie B. Schroeder, Mayor





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 4D

**TITLE:**

A proclamation of the City Council of the City of Bastrop, Texas, recognizing October 2, 2018 as National Custodial Workers Recognition Day.

**STAFF REPRESENTATIVE:**

Trey Job, Managing Director of Public Works & Leisure Services



# P 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 2<sup>nd</sup>, 2018 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, Texas to be affixed this 25<sup>th</sup> day of September 2018.

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Connie B. Schroeder, Mayor



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 4E

**TITLE:**

Mayor's Report

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager

**POLICY EXPLANATION:**

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.

**ATTACHMENTS:**

- Power Point Presentation

*Mayor's Report*  
*September 25, 2018*



## Lil' Clubhouse Academy



Perfect Grandson Luke

# Latest Activities

September 4 - 14



Bastrop Photography

Events in 2018: 272



## Chamber Luncheon

Special thanks to Mayor Pro Tem Nelson

## Physicians PremiER Emergency Room



TML Region 10 Meeting



First Friday Art Walk  
Visitor Center



BEDC Coffee Chat



The 602  
1<sup>st</sup> Anniversary



Quarterly Community  
Support Meeting



# *Planned Events*

*September 17 – September 25*

- September 17 – BEDC Monthly Meeting (Welcome Mike!)
- September 18 – Building Bastrop Public Open House (Conv Center)
- September 19 – Best of Bastrop County (Bastrop Opera House)
- September 20 – Building Bastrop Weekly Meeting
- September 21 – Visit Bastrop; Farewell Reception for Dale Lockett
- September 25 – City Council Meeting



# Upcoming Events & City Meetings

- September 27
  - Weekly Building Bastrop Meeting
  - BEDC/Visit Bastrop Welcome Reception
  - Planning and Zoning Monthly Meeting
- September 28
  - BEST Breakfast
  - Bits and Pieces Ribbon Cutting
- October 2
  - GuruMD Ribbon Cutting
  - National Night Out
- October 3 –
  - Chamber Luncheon – First Responders
  - BAIPP Meeting
- October 4 – Weekly Building Bastrop Meeting
- October 9
  - City Council Meeting
  - Drive to Annual TML Conference





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 4F

**TITLE:**

Councilmembers' Report

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager

**POLICY EXPLANATION:**

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
- (4) a reminder about an upcoming event organized or sponsored by the governing body;
- (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the political subdivision; and
- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 4G

**TITLE:**

City Manager's Report

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager

**POLICY EXPLANATION:**

Texas Local Government Code, Section 551.045 – Governing Body of Municipality or County: Reports about Items of Community Interest Regarding Which No Action Will Be Taken:

(a) Notwithstanding Sections 551.041 and 551.042, a quorum of the governing body of a municipality or county may receive from staff of the political subdivision and a member of the governing body may make a report about items of community interest during a meeting of the governing body without having given notice of the subject of the report as required by this subchapter if no action is taken and, except as provided by Section 551.042, possible action is not discussed regarding the information provided in the report.

(b) For purposes of Subsection (a), "items of community interest" includes:

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
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- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 4H

**TITLE:**

Receive public presentation of Visit Bastrop's FY 19 Business Plan and FY 19 Budget, in accordance with the Destination and Marketing Services Agreement.

**STAFF REPRESENTATIVE:**

Sarah E. O'Brien, Hospitality & Downtown Director

**BACKGROUND/HISTORY:**

The City engaged Visit Bastrop, an independent 501(c)(6) organization, to perform a variety of destination marketing services in July 2017. The Destination and Marketing Services agreement defined Visit Bastrop's purpose as being able to provide "brand" marketing for Bastrop as a destination, to serve as the primary brand advocate, and to better utilize existing facilities. The agreement outlines specific reporting requirements, performance targets, funding levels, industry sector representation responsibilities and other duties of the organization and of the City. The term of the five-year agreement began on October 1, 2017 and will remain in full force and effect through September 30, 2022. Visit Bastrop has made monthly reports as the contract outlined since November 2017 and will continue to report monthly during FY 19. The Bastrop City Council and Visit Bastrop Board of Directors hosted a joint workshop, as required, on June 21, 2018. The 2019 joint workshop date has been scheduled for Thursday, June 13<sup>th</sup>, 2019.

**POLICY:**

Per the Destination and Marketing services agreement with the City, Visit Bastrop is required to publicly present their Business Plan, no later than the second Council meeting in September. That plan should outline how the organization proposes to deliver the services during the upcoming fiscal year, in accordance with the agreement. The plan should also include a proposed budget that indicates how the Hotel Occupancy Tax funds allocated by the City for that fiscal year will be expended.

After the public presentation, feedback provided by Council, and final approval by the Visit Bastrop Board of Directors, the approved Business Plan shall become incorporated into the Destination and Marketing Services Agreement. It is agreed upon that circumstances during any period of time may differ from those contemplated when the Business Plan was presented and approved; therefore, amendments to the Business Plan may be made by the Board within any fiscal year. However, material changes to the approved Business Plan affecting the expenditure of HOT must be approved in writing by Visit Bastrop prior to the implementation of such material changes.

As part of the development of their annual Business Plan, Visit Bastrop shall establish "Performance Targets," to include revenue enhancement efforts and goals. The Revenue Enhancement Plan should identify targets for potential funding sources of additional non-HOT revenues. If changing market conditions, funding availability issues, unforeseen expenses, or

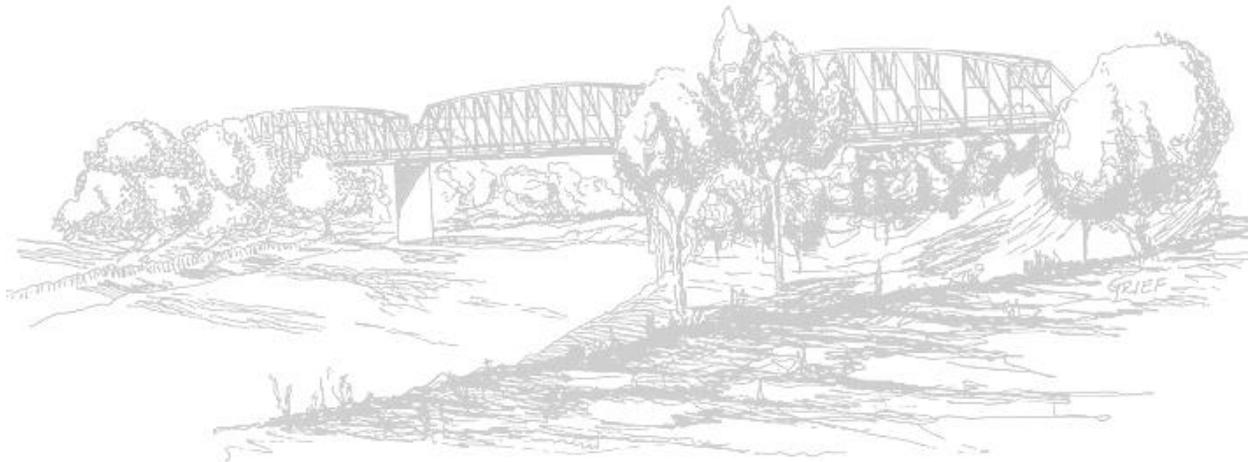
other circumstances beyond Visit Bastrop's reasonable control arise, then Performance Targets may be revised, with the prior written approval of the Board.

**FUNDING:**

Hotel Occupancy Tax Funding for FY 19 has been identified in the City's proposed budget and set at the amount of: \$1,111,907

**ATTACHMENTS:**

1. FY 19 Business Plan
2. FY 19 Budget
3. Destination and Marketing Services Agreement
4. FY 18 Business Plan
5. FY 18 Budget





**VISIT BASTROP**  
[www.visitbastrop.com](http://www.visitbastrop.com)

**SALES & MARKETING  
BUSINESS PLAN  
FY 2019**

**Presented to: Bastrop City Council  
September 25, 2018**

# VISIT BASTROP OVERVIEW

## MISSION

The mission of Visit Bastrop is to stimulate the economic growth of the City by marketing the Bastrop region as a vibrant visitor destination including conventions, meetings, outdoor recreation and special events.

## VISION

To be recognized and respected as a leading destination marketing organization and to achieve economic vitality for our destination with success through integrity, enthusiasm and creative involvement for the promotion of Bastrop as a great Texas small town destination.

## VISIT BASTROP IS:

- A private, not-for-profit organization (501c6).
- Marketing and selling Bastrop as a destination.
- Focused on brand development and promotion to increase leisure travel, conventions, meetings, special events and outdoor recreation use by visitors.
- Funded by Hotel Occupancy Tax through a contract with the City of Bastrop.
- A Board of Directors of approximately 15.
- A full-time staff of five (currently at three).
- An equal opportunity employer.

## VALUES

- We are goal-oriented and results-directed.
- We look for opportunities, and we build on them.
- We are responsible and accountable.
- We value quality in our work, service and ourselves.
- We strive for excellence, honesty and integrity.
- We encourage teamwork while expecting high levels of individual performance.
- We treat our customer, partners and staff with courtesy, respect and fairness.
- We honor our promises and commitments.
- We maximize communication to minimize misunderstanding and encourage feedback, so we can continually improve.
- We acknowledge our role to provide significant economic impact to our community and citizens through the value of helping to create a vibrant hospitality industry.

## 2018 –2019 BOARD OF DIRECTORS

Board Member	Community Asset Representation	Board Member	Community Asset Representation
Brenda Abbott, Secretary	Venues/Special Events	Shawn Anthea-Pletsch	At Large
Rick Brackett, Vice-Chair	Nightlife/Entertainment	Jamie Creacy	Outdoors/Recreation
Clint Howard, Chairperson	Arts	David Jacobs	Hyatt Lost Pines
Naseem Khonsari	Retail	Sarah O’Brien	Ex-Officio—City
Marcus O’Connor	At Large	Kevin Plunkett, Treasurer	Restaurants
Tom Scott	At Large	Andy Sexton	Sports
Veena Tewani	Hotel/Lodging	Becki Womble	Ex-Officio—Chamber
Susan Smith	Ex-Officio—Visit Bastrop	Kaye Sapikas	History
Mindy Raymond	Film		

## CHAIR’S MESSAGE

Greetings and welcome to Visit Bastrop’s 2018-2019 Business Plan, representing our second year of operations. Inside this document are the activities, actions, efforts and focus of Visit Bastrop in our goal to establish Bastrop as one of the top small-town destinations in Texas.

Funded by Bastrop’s Hotel Occupancy Tax (HOT) with directives established by the City of Bastrop, Visit Bastrop successfully completed our first year of operations that included these milestones, among others:

- Incorporated as a 501c6 not-for-profit with bylaws and policies and procedures
- Board established representing Bastrop’s hospitality industry sectors
- Inaugural Plan of Work developed, along with budget enabling Visit Bastrop to immediately begin marketing
- Website developed that fully represents the destination, achieving rapid growth in users and organic traffic, out-performing industry averages
- Event marketing strategy developed to leverage Bastrop’s quality events to attract visitors using a variety of media (billboards, newspaper, magazine, radio, TV and social media)
  - \* Veteran’s Day Car Show
  - \* Patriotic Festival
  - \* Lost Pines Christmas Celebration
  - \* Homecoming
  - \* First Friday Art Walk
  - \* Juneteenth
  - \* Bastrop Music Festival
  - \* Blue Flame Cruisers Car Show
- Robust social media and digital media marketing of destination assets/attractions
- Facilitated development of a new major event, Bastrop Music Festival
- Supported the Small Business Revolution effort with significant social media and other support
- Development of a destination brand under way to be unveiled in October 2018
- Initiated an effort to determine if sales and marketing could produce results for the convention center and developed a clear understanding from potential clients that the room block challenge must be solved first

## CHAIR'S MESSAGE—Continued

- Established an on-going partnership with the Hyatt Regency Lost Pines Resort and Spa
- Hired staff, including interim CEO Dale Lockett

While it was a very busy and, in many ways a successful start-up, we know we can improve. With a successful national search to replace our interim CEO, and a renewed commitment by the full Board to engage with our community in seeking input and direction, I know that we can improve to better realize the economic impact that a vibrant tourism industry can provide.

It has been an honor to Chair the Visit Bastrop Board and I am excited about our second year of operations! We'll take what we learned this past year and make the necessary adjustments and improvements with the goal of "We Got That" in terms of successfully marketing Bastrop.

In Hospitality,

A handwritten signature in black ink that reads "Chris Howard". The signature is written in a cursive, flowing style with a long, sweeping tail on the letter "d".

## VISIT BASTROP STAFF

Dale Lockett	Outgoing President & CEO
Ashton LaFuente	Marketing Manager
Open	Marketing/Group Sales
Christy Hunn	Sr. Administrative Assistant
Open	Communications/PR

## PRESIDENT'S MESSAGE

Welcome to the Visit Bastrop Marketing and Sales Plan for FY 2018-2019!

With the formation of Bastrop's first official destination marketing organization in October of 2017, Visit Bastrop has ramped up quickly to provide marketing and sales leadership for Bastrop's hospitality industry, working in partnership with the City of Bastrop, the Bastrop Economic Development Corporation, the Bastrop Chamber of Commerce as well as many other organizations focused on the growth of our destination.

With a Board of Directors elected to specifically represent our major hospitality industry sectors, as well as key at-large positions, Visit Bastrop is structured to provide a balanced and focused approach in elevating Bastrop as one of Texas' premier small-town destinations. Leveraging our natural and developed attractions, culture and history, as well as recognizing the significant impact of having a world-class resort destination and brand (Hyatt Regency Lost Pines Resort), Visit Bastrop's top priority is to positively impact growth of our City's sales tax, HOT collections and help improve the overall quality of life for our community. We will accomplish this through an unrelenting focus on elevating Bastrop's brand and desirability as a destination.

Marketing efforts focused on select special events were initiated immediately upon formal establishment of the organization, as well as acquisition of a major event to help drive awareness and demand to our destination. In addition to those initial efforts, Visit Bastrop initiated a brand assessment and development effort which will establish the ability for a destination brand marketing effort, shaping the tone, look and feel of the marketing of the destination.

Although we do have one year of history to help guide us, this is still an inaugural effort, with some flexibility required regarding this plan. Understanding of this by our partners and the City is deeply appreciated.

Finally, it was indeed a pleasure and an honor to have helped to develop Visit Bastrop as your first Destination Marketing Organization and I wish everyone nothing but the very best as you keep the effort moving forward.

Cordially,



Dale Lockett

Outgoing President & CEO, Visit Bastrop

## IMPORTANT NOTES REGARDING VISIT BASTROP 2018-2019 PLAN OF WORK (Sales and Marketing Plan)

By the time this plan has been approved by the Visit Bastrop Board of Directors and presented to the City, a new permanent President/CEO should have been selected with a start date expected to be sometime before the end of September. Both the Plan of Work and the supporting budget have been designed with intentional flexibility to allow the new President the opportunity to adjust and/or modify the Plan once he/she has had time to conduct their own destination research. There may be some areas in the report that may seem vague or lacking in detail, this is done intentionally to provide some ownership by the new President regarding the Plan of Work.

Visit Bastrop's brand agency, Augustine International, is also expected to produce the new destination brand by the end of September. This work, should it be accepted and deemed successful, will provide the cornerstone for the destination advertising campaign that will be developed in October. Addendums and/or modifications to this Plan of Work should be expected once the brand has been developed and accepted and the new President has had time to evaluate the Plan.

It also should be noted that the original concept represented in the first Plan of Work of a "traditional" DMO convention and meetings sales effort was not effective. As our sales efforts exposed, until the Convention Center receives an appropriate room block to support it (hotel on site), along with other improvements, sales and marketing efforts are a wasted ROI. This required a significant modification of the previous Plan of Work.

The original concept in providing sales leads for the Hyatt has also required modification. After extensive discussions with the Hyatt, our role in providing direct sales efforts has been redirected to partnering with the Hyatt to support their in-house sales efforts and to provide marketing support as well as an increased effort to expose their guests to experience Bastrop. Although Visit Bastrop will still be engaged in attracting meetings and conventions to Bastrop and to the Hyatt, our effort and staffing to accomplish this different role have been significantly modified.

I am hopeful that both the Visit Bastrop Board and the City of Bastrop recognize the strength of allowing flexibility in this plan to optimize the new leadership that is about to happen with Visit Bastrop staff. It has been an honor to serve this last fiscal year as your inaugural President and CEO.

In Hospitality,



Dale Lockett

Outgoing President & CEO, Visit Bastrop

## TRENDS & ISSUES

Most national indicators are forecasting a small increase in overall visitation as well as a slight increase in conventions nation-wide. Combined with a current stable economy (albeit anxious and cautious future forecasts exist), Visit Bastrop does not envision any major challenges to our ability to increase overall visitation and resulting positive economic impact. So far fiscal '17-'18 has been void of major disasters (fires, hurricanes, flooding) which should provide an indication of what the performance of the destination should be in "normalized" conditions.

Regarding our convention sales efforts, it's clear that until several elements of our existing convention product are dealt with (convention center hotel rooms and F&B corrections), neither marketing or direct sales efforts will result in positive outcomes. Our first year also helped us refine our relationship with the Hyatt Regency Lost Pines Resort and Spa, where marketing and partnership is more beneficial than us having a direct sales relationship. Both these discoveries will redefine the structure (staff) of Visit Bastrop as well as our efforts in promoting conventions and meetings to Bastrop. It is possible that the contract between Visit Bastrop and the City may be required to be modified.

Some concern has been raised regarding the continued performance of the Hyatt (impact on HOT collections) In light of increased competition (reopening of Omni Barton Springs Resort and new developments). Discussions have been ongoing with Hyatt management team regarding this and the reality is there is always an ebb and flow in competition that must be dealt with on an on-going basis. Demand for Hyatt in 2018 resulted in one of their best years on record and replicating that is what may be challenging.

Overall, Bastrop saw good reaction to our event marketing and we are anticipating a tremendous response to our new brand which is in development but set to be released in October. This will enable Visit Bastrop to conduct a destination marketing campaign along with event marketing for this fiscal year.

## MARKETING

### MISSION

Market the Bastrop region as a tourist destination by establishing and elevating the brand through advertising, media/public relations, website promotion, social media marketing and other tactics that would allow for the destination's story to be exposed to potential visitors.

### SITUATIONAL ANALYSIS

Based on the positive experience with marketing special events (increased attendance, exposure of the destination and increased participation), Visit Bastrop will continue to elevate those events that have the capability of attracting out-of-town and overnight guests. The diversity of events is a strong destination asset, providing the opportunity to educate visitors that exciting and unique activities warrant their attendance. One anticipated adjustment to year-one efforts is to focus more on destination marketing, with event marketing incorporated in to the larger strategy.

### ADVERTISING

With Augustine selected to develop our brand, we ended our relationship with Proof Advertising and will engage Augustine to provide advertising support including: strategic direction, account and project management, media planning/buying/optimization/analysis, creative development, creative production and meetings and reporting.

## ADVERTISING PLAN OF ACTION

Last year, due to the desire to immediately begin marketing efforts, we established a short-term focus of marketing what is happening in Bastrop. We elevated the Veteran's Day Car Show, Lost Pines Christmas Celebration, the Chamber's Patriotic Festival, Homecoming and created the first Bastrop Music Festival among other events and activities capable of attracting out-of-town guests. Using our marketing resources, we combined a "hometown- small town" culture with a vibe that conveyed a "happening and eclectic" destination that is a must visit location.

Media used included Texas Monthly, Texas Highways, AAA Journey, Texas Music and others to get our message out. We also used a radio campaign in the Houston and Austin markets, as well billboards on Hwy 71. We created a strong Facebook and Instagram presence and used boosted postings and live streaming to elevate Bastrop as a viable destination. We also promoted our convention and meeting capabilities and partnered with Hyatt Regency Lost Pines Resort & Spa in our messaging efforts.

This year, Visit Bastrop will be able to execute a true destination marketing campaign, based on the research and strategy of our brand agency, Augustine. In addition to marketing our special events, we will be able to market Bastrop as a destination worth visiting 365 days of the year by elevating our destination brand and using the brand campaign as the basis for the look and feel of our advertising.

## DESTINATION MARKETING

Destination Marketing is defining a destination's story and showing visitors how they can immerse themselves in the experiences offered. Our advertising and marketing efforts will be focused on storytelling; communicating what sets Bastrop apart from competitors and why travelers should visit. Events and "things to do" are an essential part of that story, but to be truly successful marketing a destination, brands must go beyond the surface and uncover what makes their region so special.

When planning a vacation, today's consumer journey is broken into 4 parts: Dreaming and Inspiration; Consideration and Planning; Decision and Booking; Exploring and Experiencing. It's crucial for destination brands to engage with audiences throughout each phase of the process, guiding them through their trip.

### *1. Dreaming and consideration:*

When beginning the trip-planning process, travelers look for inspiration to guide them toward the destination of choice. Initially, the concern is with the location(s) they'll be experiencing; the airline (if necessary), hotel and other logistics will follow. This is the most influential phase of the trip-planning process, making it crucial for brands to provide inspirational content that helps influence decisions early on. That said, 76% of travelers are more likely to book with a travel brand that provides relevant information up front as they're researching options. One of Visit Bastrop's primary goals is to provide that relevant information, primarily through our web site, which includes a visitor-focused calendar of events and use of social media

### *2. Consideration and planning:*

When zeroing in on the actual planning portion of the process, it's important to factor the average consumer's frame of mind and timeline. Consumers begin focused research within a 44-day window from their actual travel date. Furthermore, they spend around 45 days researching various destinations, experiences to be had, and logistics accumulating an average of 140 visits to travel sites.

### *3. Decision and booking:*

At this stage, the consumer has decided upon the destination of choice and they begin booking the trip. However, before reservations can be made, further research may be necessary to select a lodging property or campground and build details in their trip itinerary.

## DESTINATION MARKETING—Continued

### *4. Exploring and experiencing:*

The final piece of the consumer journey comes with the actual trip itself. This is just as crucial as the other stages, as it's one's personal experience, which will most likely live on through word-of-mouth reviews for friends and family and social media posts. It's still important for the brand to engage with visitors as opportunities present themselves, to help build brand loyalty and ensure the traveler will be eager to book a return visit.

Experiential Tourism became a trend a few years ago but is only increasingly more important year after year. Travelers are basing their travel plans on how many "likes" they think they'll get on the photos from their vacation. They are deciding between two destinations based on the memories they can make and the stories they can tell friends and family when they get back home. It's all about the shareable content and relatability of a destination. People want to know they'll feel welcome; like they're visiting home. And conversing with the locals will create a unique itinerary full of "hidden gems" or local hot spots that they wouldn't otherwise know about. The destinations that are seizing the opportunity are proving to be most successful in today's travel and tourism landscape.

Destination Marketing objectives will focus on increasing the following: destination awareness, overnight visitation and visitor spending while in-market. It's important to reach audiences across a mix of owned, earned and paid channels to ensure messages are communicated and reaching targeted visitors in all the places they're exploring online.

## DESTINATION CAMPAIGN

With the assumption of a dynamic brand developed by Augustine, Visit Bastrop will be able to engage in an on-going destination brand campaign, facilitated by Augustine, to market Bastrop as a year-around destination. This new campaign will be developed and finalized by the new Visit Bastrop leadership with expected roll-out in October or November 2018. This effort will be supported by an allocation of 60% of the marketing budget.

Marketing and Advertising efforts may include:

- Select media targets (magazine, radio, newspaper, etc) that best reach our primary target market throughout the year.
- Extensive social media to a broader target market using the brand promise to break through the destination clutter to convey that Bastrop is a "happening" destination worthy of consideration.
- Potential brand adoption by additional Bastrop entities to further help communicate the destination Brand Promise.

## PUBLIC RELATIONS

Augustine will also conduct our public relations efforts, focused on spotlighting Bastrop's seasonal events as well as relevant travel-centric opportunities that arise. We will garner placement by pitching editors, submitting listings to online and print calendars and deploying distribution through iReach and PR Newswire. Proactive media relations will be crucial for Bastrop to maintain a presence in top-tier consumer publications locally across Texas.

There will be a fully integrated approach used to generate the most impactful results. Different marketing methods will be unified to complement and reinforce one another, thus ensuring that all messaging and communications strategies are consistent across all channels. Results will be achieved through strategic media relations, content creation, social conversation and community outreach.

The following PR tactics are in development\*:

### Message Development

Key messages will be developed to uncover unique, newsworthy story angles based on the insights gained through the Branding and Discovery process.

### Media List Creation

Lists will be created to include current contacts and new quality print, broadcast and online media contacts as well as bloggers for outlets that reach the Bastrop region's various target audiences.

### Press Kit Development

A downloadable press kit will be developed that includes materials such as fact sheet, directory, story angles, high-res image and video assets and more to provide media with easily accessible information for enhancing their coverage on the Bastrop region.

### Media Relations/Press Releases

The PR team will draw upon relationships established with editors, writers and news curators to pitch storylines, execute interviews and provide content through earned, owned and paid media.

### Media Tours/Events

Social media influencers (locally and regionally) will be invited to the region to promote their stay on social channels.

### Calendar Listings

Calendar editors will be contacted to ensure event listings.

\*The specifics and timelines for PR efforts will be developed by Visit Bastrop and Augustine once the Brand is in place and new CEO is on board.

## SPECIAL EVENTS

### MISSION

Bastrop has several established special events that have been somewhat successful in the past with limited marketing support. Those include: Veteran's Day Car Show, Lost Pines Christmas Celebration, First Friday Art Walks, the Chamber's Fourth of July Celebration and some others. Our goal is to provide additional marketing support to see if attendance and direct spend can be increased.

### SITUATIONAL ANALYSIS

In addition to elevating existing events to drive economic impact through increased attendance, Visit Bastrop was able to attract an additional event (Bastrop Music Festival) and will continue to support and help it grow and become established as a major event here. Effort to attract additional events will be on-going.

### HOT FUND DISTRIBUTION FOR EVENTS

The City of Bastrop has identified \$75,000 of hotel occupancy funds outside of the Visit Bastrop budget that it has provided to Visit Bastrop to manage. This process will eliminate the previous application process to City Council, relying on the Visit Bastrop Board and staff to make those decisions.

Applications may be made at any point in Visit Bastrop's fiscal year, if there is a reasonable amount of time to promote the event (essentially a minimum of 90 days) and if the events have the potential to generate overnight hotel stays and/or significant visitor spending in the community. Staff will evaluate the initial applications and will provide input regarding viability of the requests with the Board making the final determination.

The \$75,000 will be treated as restricted funds by Visit Bastrop, exclusively reserved for event funding and any amounts not used in a fiscal year will be rolled over to boost the fund capacity for the next year.

### NEW & EXISTING EVENTS

#### Continued Promotion of Existing Events

Key events to be elevated by Visit Bastrop marketing efforts will be expanded to include the additional HOT funded events that Visit Bastrop will be involved with during this fiscal year. This effort will be supported by an allocation of 30% of the marketing budget.

#### Developing New Events

It is anticipated that we will continue to partner with Texas Music Magazine to bring the second Bastrop Music Festival here to be held in May 2019. We have also reached agreement with the Cody Hopkins Invitational Bull Riding event to relocate from the Taylor area to Bastrop, using our rodeo arena for an event in October 2018.

### SOCIAL MEDIA

The approach to social media will combine social listening, trend forecasting, stunning creative and analytics to ensure that the right story is being shared with the right person at exactly the right time. By doing so, social fans and followers will be turned into advocates who, in turn, will distribute the destination's messaging to an ever-expanding network of interested consumers.

## SOCIAL MEDIA—Continued

Specific social media objectives include:

- *Increasing channel followers on key social channels including, but not limited to Facebook, Instagram, Twitter and Pinterest, overall goal to increase impressions by 5%*
- *Establishing social media tone and voice for the brand that aligns with the overall brand voice*
- *Incorporating ever-evolving new social channel features (such as Instagram and Facebook Stories) to bring channels to life and engage with our audience*
- *Creating diversified hashtags to increase reach and exposure of the brand*
- *Leveraging social channels as an extension of the website by posting event listings and information about the destination*
- *Implementing regular social media contests across platforms to increase engagement and interest in the destination*
- *Examining monthly analytics to determine ways to improve social channels and adjust based on algorithm changes*

A customized social media strategy and plan will be developed to hone in on specific needs, targets and design of social channels following the new brand creation.

## VISIT BASTROP DELIVERABLES

Visit Bastrop 2018-2019 Deliverables to the City of Bastrop

Pursuant to section 2.3 Business Plan of the Destination and Marketing Services Agreement between Visit Bastrop and the City of Bastrop.

2.3 (A) Prepare a business plan and submit to the City on or before Sept 1.

Fy '18-'19 will be submitted on or before Sept 1.

2.3 (B) Performance targets to include revenue enhancement plan

Performance targets are:

Destination Marketing Deliverables:

- Launch New Brand & Destination Campaign
  - Increase Brand Awareness by (7%) new brand and destination campaign
  - Enhance & Increase Public Relations efforts and media exposure of destination
  - Increase Traffic to Website by (5%) using new brand and destination campaign
  - Boost Brand Engagement by (7%) using new brand and destination campaign
- Elevate and promote existing events capable of attracting overnight/day guests
- Evaluate opportunities to induce new/existing events to Bastrop

## VISIT BASTROP DELIVERABLES—Continued

### Meetings and Convention Sales/marketing

- Partner in a joint sales effort with the Hyatt Regency Lost Pines Resort & Spa with a minimum of three (3) trade show opportunities to attend to represent the destination
- Further encourage Hyatt patrons to experience Bastrop with marketing, on-site promotion, coordination & flyers
- Provide appropriate convention center marketing (directory listings)
- Provide assistance to BEDC to help recruit a convention center hotel
- Initiate efforts to attract motor coach group market
- Initiate efforts to develop private-sector revenue, looking to potential co-op advertising opportunities as the primary source. Since this is an entirely new effort by Visit Bastrop, no specific goal has been established beyond extending the effort and tracking the results.

## WEBSITE

The website is the core of generating visitation—and first impressions count. Research has proven that marketers only have about three seconds to convince an online visitor to stay on a site. Great design, intuitive navigation and engaging content will capture targeted audiences straight away.

Throughout the branding process, targeted end-users will be identified and captivating digital experiences that create immediate and long-term connections with target audiences and integrate with online and offline marketing initiatives will be developed. Strategic recommendations to update the current website will be made and implemented if needed.

Additionally, new brand assets will be designed and created to use on the website that complement the overall marketing goals. All website efforts will focus on conversion rate optimization (CRO) to increase visitation to Bastrop.

## DIGITAL MEDIA

Every marketing approach should be looked at through an integrated strategy. There will be a strategic alignment of paid media, offline media and earned media that share the overarching destination brand story. Digital media campaigns will be started after the creation of the overarching brand story, KPI & campaign objectives, as well as consumer personas.

A complete media plan will be developed following the branding process. The media plan will include media analysis, planning and activation aimed at awareness, consideration and acquisition with optimization and complete trackable metrics built in.

### Media Goals

- Maximize message exposure among key audience segments
- Create a media mix that produces the highest return on investment
- Drive qualified traffic to designated pages to increase bookings
- Increase current and potential visitor engagement
- Optimize conversion rates and cost-per-conversion

### Media Strategies

- Drive demand by employing sophisticated targeting tactics
- Generate qualified web traffic

### Media Tactics

A comprehensive media plan would be developed after the overall marketing and communication strategy is detailed. This plan would discuss strategy and tactics for each target audience and visitor segment (leisure, business, etc.). This plan would be heavily digital, but some high-level initial recommendations the team would make are as follows:

- *Employ a combination of display, retargeting, search engine marketing and paid social campaigns to maximize exposure to all key audience segments and increase likelihood to book travel*
- *Research and evaluate print, outdoor and broadcast options*
- *Outline potential experiential campaigns to deploy in various target markets*
- *Investigate and secure new partnerships and promotions*

# GROUP SALES

CONVENTIONS, MEETINGS, SPORTS, MOTORCOACH

## MISSION

Provide support to attract a convention center hotel, develop the motorcoach group marker and provide support to Hyatt's group sales efforts.

## SITUATIONAL ANALYSIS

In our inaugural year, our Group Sales efforts were focused around two goals; 1) partner with the Hyatt to provide quality convention and meeting leads for them as well as providing off-site group event opportunities for Bastrop. 2) To provide a strong sales effort on behalf of the Bastrop Convention Center to attract groups utilizing room nights in our hotels. Another major effort will be to evaluate our potential for sports groups (youth and adult events). We will also represent all of Bastrop's other meeting venues and locations. Based on our findings, significant changes are required.

While Visit Bastrop will still be involved and engaged in trying to attract conventions and meetings to Bastrop, our role will be more defined in marketing that potential in partnership with the Hyatt, versus having a sales responsibility. This shift significantly decreases the need for us to have a high-level sales representative on staff but rather have someone with marketing background and some group sales experience to support Hyatt's direct sales efforts. Visit Bastrop will commit to appropriate tradeshows to elevate the Hyatt's exposure, with Hyatt providing the staff to attend those tradeshows.

Our convention center, as previously stated, is not in a sellable position due to the lack of room block and lack of an on-site convention hotel. Our role will be modified to provide support for those few opportunities that result in groups generating room nights, provide on-going listings in appropriate meeting publications and support the effort to attract a convention center hotel.

Sports also proved to be highly challenging due to the lack of appropriate sports venues outside of what BISD offers. Visit Bastrop's role will be to support the development of sports venues (to add to the BISD venues) and will market the destination to those sports groups once the infrastructure is better developed. As previously stated, Visit Bastrop will engage in the motor coach group tour market to try to drive Bastrop as a cost-effective and viable alternate hotel location for this industry sector. Specific goals will be developed once those efforts have begun.

With the findings we have discovered in our first year of operation, as indicated by the above information, Visit Bastrop will operate in this fiscal year more in a marketing role versus a sales role for group business. When and if a convention hotel begins development, along with some other remedies to improve our center product, Visit Bastrop will be prepared to significantly modify our current model and move back into a more aggressive sales mode. But until then, the ROI for a robust sales effort is not there.

## TRADESHOW AND INDUSTRY MEETINGS

Date	Conference/Tradeshow	Market Segment
Nov	Connect Texas	Association
Jan	Southwest Showcase (tentative)	Corporate/Association
May	Military Reunion Network- Central States Roundtable (tentative)	Military
May	Plan Your Meetings Austin	Corporate/Association
Aug	Connect Marketplace	Association/Specialty
Sep	Texas Society of Association Executives (tentative)	Association
Oct	Plan Your Meetings Houston	Corporate/Association

## SALES MARKETING

Our marketing efforts for this fiscal year will be refined to appropriate listings on our website, select meeting directory listings and specific marketing efforts to be developed in conjunction with the Hyatt.

Visit Bastrop will actively monitor developments to our product as well as our relationship with the Hyatt to ensure that we can maximize the opportunities that can be realized. We will also evaluate the motor coach group tour market and initiate sales and marketing outreach to attempt to realize overnight use of our hotels as a cost-effective alternate to the Austin area hotels.

## CONVENTION & EXHIBIT CENTER

The Convention Center Staff, in cooperation with the Hospitality & Downtown Department and Visit Bastrop, made many revisions to booking policies to make it easier for meetings and events to book and this resulted in growth regarding local use of the facility. However, even these positive changes were not enough to become competitive for groups with hotel room block requirements. Visit Bastrop will still be responsible for any group seeking to book space beyond 18 months out, so that preference is given to events that also use hotel room nights. However, this will be done on a highly limited basis due to the afore mentioned challenges to selling our product.

# FY 2018/19 Visit Bastrop Budget

## 08/30/18

<b>Income</b>	<b>FY/18/19</b>
2018/19 carryover	\$353,000
2018/19 FY HOT	\$1,112,000
2018/19 City HOT Special	\$75,000
Total Income	\$1,540,000

**Expenses**

**Client Development**

Misc Sales/Client Dev	\$5,000
Group sales/Event Opp	\$35,000
Sales Print Collateral	\$500
Promo Giveaways	\$1,000
Total Client Development	\$41,500

**Tradeshows/conferences**

Connect Marketplace (2)	\$9,000
Connect Texas	\$4,000
Simpleview Summit	\$5,000
Social Media Marketing World	\$350
Southwest Showcase	\$1,500
TACVB Annual	\$5,000
TACVB Marketing Conf	\$800
TTIA Summit	\$3,000

**Tradeshows/conferences – cont.**

TTIA Unity Dinner	\$1,200
Destinations International	\$10,000
<hr/>	
Total Tradeshows/Conferences	\$39,850
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**Sponsorships – CITY HOT Special Fund**

Various events requesting HOT	\$75,000
<i>Total City HOT Special Sponsorships</i>	<i>\$75,000</i>
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***Sponsorships – Visit Bastrop***

Bastrop Music Festival	\$15,000
Cody Memorial Bull Riding	\$5,000
<hr/>	
Total Visit Bastrop Sponsorships	\$20,000
<hr/>	

**Local Meetings/Transportation**

Transp/Mileage-misc meetings	\$400
Board Meetings	\$1,800
Staff events/meals	\$2,000
<hr/>	
Total Local Meetings/Trans	\$4,200
<hr/>	

**Information/Technology**

Computer Equipment	\$2,000
Simpleview Software	\$5,000
Website Development	\$10,000
IT Support (City)	\$1,368
<hr/>	
Total Information/Technology	\$18,368
<hr/>	

**Dues/Memberships/Subscriptions**

TACVB	\$1,075
TSAE	\$1,065
Destinations International	\$2,755
D.I. DestinationNext	\$6,000
D.I. Economic Calculator	\$5,500
TTIA	\$2,802
Bastrop Chamber	\$175
Misc	\$628
<hr/>	
Total	\$20,000
<hr/>	

**Marketing**

Advertising	\$400,000
Meeting/Convention	\$25,000
Visitor Guide	\$25,000
Research	\$10,000
<hr/>	
Total Marketing	\$460,000
<hr/>	

**Rent & Utilities – Office Expenses**

Rent	\$25,000
Utilities	\$6,000
Telephone and Internet	\$2,400
Janitorial	\$2,400
Copier/Printing lease	\$1,272
Office supplies	\$3,000
Postage/Freight	\$1,200

**Rent & Utilities – Office Expenses – cont.**

Printing	\$3,000
Repair and Maintenance	\$1,000
<hr/>	
Total Rent & Utilities	\$45,272
<hr/>	

**Personnel Costs**

Salaries & Wages	\$330,000
Incentive Pay	\$33,000
FICA Taxes	\$26,591
FUTA Taxes	\$210
SUTA Taxes	\$3,038
Retirement contribution	\$43,560
FSA/HAS contribution	\$13,000
Benefits-Employee Health	\$43,484
Benefits-Employee Dental	\$1,903
Payroll processing fees	\$780
Professional development	\$2,500
<hr/>	
Total Personnel Costs	\$498,066
<hr/>	

**New Office Set Up**

Furniture	\$2,000
Fixtures	\$2,000
<hr/>	
Total New Office	\$4,000
<hr/>	

**Operational/Miscellaneous Costs**

Insurance – General, D&O	\$10,000
Audit Fees	\$6,000
Research	\$10,000

**Operational/Miscellaneous Costs – cont.**

Legal fees	\$30,000
Financial services	\$39,000
Depreciation amortization	\$12,000
Bank fees	\$1,500
Misc.	\$1,500
<hr/>	
Total Op/Misc	\$110,000
<hr/>	
Total Income	\$1,540,000
Total Expenses	\$1,336,256
Net	\$203,744
Reserve	\$ 53,744-
Op Reserve	\$150,000-
Total	\$0

HOT- Hotel Occupancy Tax

Group Sales - Meetings, Convention, Conferences

TACVB – Texas Association of Convention and Visitor Bureaus

TTIA – Texas Travel Industry Association

FICA – Federal Income Tax

FUTA – Federal Unemployment

SUTA – State Unemployment

FSA/HSA – Flexible Spending Account / Health Spending Account

D&O – Directors and Officers

**DESTINATION AND MARKETING SERVICES AGREEMENT BETWEEN  
THE CITY OF BASTROP, TEXAS AND VISIT BASTROP**

The City Council (the *City Council*) of the City of Bastrop, Texas (the *City*), a home-rule municipality operating under the City's Home Rule Charter, has approved the City's engagement of Bastrop Destination Marketing Organization (*Visit Bastrop*, and together with the *City*, the *Parties*), a Texas non-profit corporation organized under Chapter 22, Texas Business Organizations Code, as amended (*Chapter 22*), to provide certain Services (defined below) as set forth in this Destination and Marketing Services Agreement (the *Agreement*), entered into by the Parties pursuant to Section 351.101(c), Texas Tax Code, as amended (the *Tax Code*).

**RECITALS**

**WHEREAS**, the City and Visit Bastrop recognize the visitor industry as a key economic generator for the growing City; and

**WHEREAS**, the City desires to engage Visit Bastrop to perform the *Services* (as defined below) in consideration of the compensation provided in this Agreement whose initial role the City expects and acknowledges will mirror or exceed that of the City's previous Bastrop Marketing Corporation (*BMC*); and

**WHEREAS**, Visit Bastrop's provision of the Services is expected to contribute to the achievement of the goals stated above; and

**WHEREAS**, the City and Visit Bastrop hereby find and determine that entering into this Agreement is in the best interests of the residents of the City and surrounding areas, the industries served by Visit Bastrop, and the City's tourism market; and

**WHEREAS**, the Bastrop City Council had a joint workshop with the Destination Marketing Organization Start-Up Organization (DMO) on April 4, 2017; and

**WHEREAS**, the Bastrop City Council determined that the purpose of the Visit Bastrop was to provide "brand" marketing for Bastrop as a destination, to serve as the primary brand advocate, and to better utilize existing facilities; and

**WHEREAS**, the Bastrop City Council recognizes that tourism represents the purist form of economic development and is instrumental to stabilizing and growing the City's sales tax base; and

**WHEREAS**, Visit Bastrop will provide "global" oversight of Bastrop's visitor assets and activities to provide a level of unity and representation to maximize Bastrop's brand potential; and

**WHEREAS**, Visit Bastrop must ensure each "community asset" is represented in a way that there is equal representation and seek input from each "community asset" group; and

**WHEREAS**, the Bastrop City Council defines the broad representation of "community assets" as Arts, History, Hotels, Restaurants, Retail, Sports, Outdoors, Recreation, Hyatt, Nightlife, Entertainment, and Film; and

**WHEREAS**, the “community assets” must be a “driver” with strong ties to the hospitality industry given the legal requirements of how Hotel Occupancy Tax funds are spent; and

**WHEREAS**, the Bastrop City Council recognizes that “community assets” may change with time and expects Visit Bastrop to adapt by having the ability to add or remove another category of community assets as times and circumstances change; and

**WHEREAS**, the Bastrop City Council recognizes the success and importance of industry knowledge of the specific “community asset” groups available in Bastrop and believes that they, collectively, have a vested interest in ensuring the success of Visit Bastrop and are best suited to serve as Board Members of Visit Bastrop; and

**WHEREAS**, the City will not have any elected or appointed representatives on the VISIT BASTROP Board of Directors.

**NOW THEREFORE**, In consideration of the mutual promises and covenants contained herein, the City and Visit Bastrop agree as follows:

## **I. TERM**

1.1 Term. The term of this Agreement shall commence on October 1, 2017, and will remain in full force and effect through September 30, 2022 (the *Term*), with an extension option of up to 5 years from the end of the Term, unless such Agreement is terminated, pursuant to Article VII herein.

1.2 Appropriations. The City agrees, as a part of its budget process and in connection with the City’s collection of Hotel Occupancy Tax (HOT) under the Tax Code, to appropriate an amount to Visit Bastrop as described in Article III below. Visit Bastrop agrees and understands that City is a governmental entity and it has projected costs for this Agreement and City expects to pay all obligations of this Agreement from projected revenue sources, but all obligations of City are subject to annual appropriation by the City Council in future years.

## **II. SCOPE OF SERVICES**

2.1 Services for Compensation. Visit Bastrop agrees to provide the services described in Section 2.2 below (the *Services*) in exchange for the compensation described in Article III of this Agreement. The City acknowledges that Visit Bastrop, as permitted by the Tax Code, may contract with various entities and organizations unaffiliated with the City, and that under those agreements and funds derived from those agreements, Visit Bastrop may perform other services and activities in accordance with Visit Bastrop’s Articles and Bylaws. The Parties understand that funds provided by the City through this Agreement must be expended in accordance with the Tax Code particularly §351.101.

2.2 Scope of Services. Visit Bastrop shall work to: (1) attract leisure visitors to the City and its vicinity; (2) attract and secure meetings, events, retreats, and conventions to the City and its vicinity and 3) serve as a liaison to local businesses (including hoteliers, restaurateurs, and other similar entities) and City departments to attract leisure and business visitors, meetings, events,

retreats, and conventions to the City and its vicinity. Visit Bastrop, subject to being supplied the appropriate funding pursuant to this Agreement, shall:

(A) carry out the actions defined in the applicable annual Business Plan (defined below) related to attracting leisure visitors, meetings, events, retreats, and conventions to the City and its vicinity and as outlined in Visit Bastrop's Bylaws and expanding the City's approach to recruiting, retaining and expanding meetings, conventions, retreats, and events as identified by that applicable annual Business Plan increasing the visibility of the City through media and public relations efforts, and, where appropriate, coordinate and work with public and private partners and organizations involved in local efforts to attract and retain meetings and events;

(B) utilize research reports on economic trends, growth sectors, and regional competitive strengths and weaknesses, as is customary in the destination and marketing organization industry, as specified in the applicable annual Business Plan, in order to assist the City in making strategic decisions in its efforts to attract leisure visitors, meetings, events, retreats, and conventions to the City and its vicinity and in accordance with Visit Bastrop's Bylaws;

(C) provide marketing and imaging campaigns for the City's tourism and convention industry, as specified in the annual applicable Business Plan and in accordance with the covenants regarding intellectual property as described in Article XII;

(D) inform and partner with the City regarding high-profile or significant recruitment/attraction efforts; and

(E) provide, in appropriate detail in accordance with the Tax Code, reports listing the Visit Bastrop's expenditures made with HOT, and Visit Bastrop's progress in performing the Services in conformance with implementation of the annual Business Plan.

(F) Provide expertise in destination management in conjunction with the City of Bastrop to leverage available resources such as community assets and activities to maximize opportunities to attract visitors to Bastrop, both leisure and business, recognizing the critical role tourism plays in Bastrop's economy, both in HOT and sales tax revenue.

### 2.3 Business Plan.

(A) Development. During FY 2018, which is the initial start-up year, Visit Bastrop shall prepare a draft Business Plan and present it publicly no later than the second Council meeting in November 2017, outlining how it proposes to deliver the *Services* within the fiscal year that is the subject of that draft Business Plan. In Year 1 of the Agreement, the draft Business Plan shall include the initial efforts of Visit Bastrop for the beginning of Fiscal Year 2018 (which is the period ending September 30, 2018). The draft Business Plan shall describe the methodology and steps then expected to be followed by Visit Bastrop to deliver the Services within the specified fiscal year, and shall include a budget that indicates in appropriate detail how the funding provided by the City for that fiscal year will be expended. Visit Bastrop shall work to finalize the draft Business Plan, and shall submit the draft Business Plan to its Board of Directors (the *Board*) for approval.

In Years 2 – 5 of the contract, on or before September 1 of each year, Visit Bastrop shall prepare a business plan and include a proposed budget that indicates in appropriate detail how the funding to be provided by the City for that fiscal year will be expended. This business plan and proposed budget will be presented publicly at the second Council meeting in September for fiscal year 2018

After approval by the Board, the approved Business Plan shall become incorporated into this Agreement as Exhibit A. The Parties understand that circumstances during any period of time may differ from those contemplated when the Business Plan was approved; therefore, amendments to the Business Plan may be made by the Board within any fiscal year. However, any material changes to the approved Business Plan affecting the expenditure of HOT must be approved in writing by Visit Bastrop prior to the implementation of such material changes.

(B) **Business Plan Performance Targets.** As part of the development of each annual Business Plan, Visit Bastrop shall establish “Performance Targets” against which Visit Bastrop’s execution of the Business Plan, to include its revenue enhancement efforts and goals, is evaluated. The Revenue Enhancement Plan will be updated as part of the annual Business Plan and will identify targets for potential funding sources of additional non-HOT revenues. If changing market conditions, funding availability issues, unforeseen expenses, or other circumstances beyond Visit Bastrop’s reasonable control arise, the then current Performance Targets may be revised, with the prior written approval of the Board.

(C) **Reporting.** Visit Bastrop will maintain reasonable levels of communication with the City Manager, Finance Department, and any other designated departments of the City throughout the term of this Agreement to ensure coordination between the City and Visit Bastrop as to Visit Bastrop’s efforts to implement the Business Plan. Visit Bastrop shall provide, as required by the Tax Code and this Agreement, various reports to the City that describe in appropriate detail (in all cases, taking into account the need to maintain a high level of confidentiality with respect to proprietary and competitive matters to the extent permissible under applicable law) its progress in implementing the Business Plan and meeting Performance Targets, as specified in this Agreement, as well as providing the City with periodic reports in accordance with the requirements as set forth in the Tax Code and on any activity that Visit Bastrop believes to be of interest to the City. Visit Bastrop agrees to report to the City as follows:

- (i) Monthly and annual written status reports, like the *Sample Albuquerque, NM Report*, shown as Exhibit C and general accountings, and
- (ii) Update presentations monthly at a regularly scheduled Council meeting that address the Services provided pursuant to this Agreement, and
- (iii) Participate in an annual workshop between City Council and Visit Bastrop Board of Directors to have opportunity to dialog about performance, establish future goals and objectives, and other topics that may be relevant to the components of this contract in early June of each year.

2.4 **Utilization of City-Owned Facilities.** The City acknowledges that, to ensure Visit Bastrop’s success in performing the obligations set forth herein, the City will permit Visit Bastrop

access to utilize City-owned facilities, within reason and with approval by the City Manager at no cost to Visit Bastrop, subject to date availability, for the purpose of effectuating the objectives of Visit Bastrop and the City as set forth in this Agreement and the Articles

2.5 Board of Directors. Visit Bastrop will at all times maintain a Board as specified in Visit Bastrop's Certificate of Formation (the *Articles*) and adopted Bylaws. The Board's primary responsibilities include fiduciary oversight and provision of strategic direction.

2.6 Accreditation. To ensure industry best practices are established and performed by Visit Bastrop, Visit Bastrop as an organization must include a plan in their annual Business Plan within the next four years to seek accreditation status by Destination International, to be recognized as an organization of excellence, within the following fiscal year.

### III. COMPENSATION TO VISIT BASTROP

#### 3.1 Compensation.

(A) Transition Period. The applicable compensation to be provided by the City to Visit Bastrop during the period from July 1, 2017 to September 30, 2017 (the *Transition*), in addition to other applicable terms governing the Parties' actions prior to the effective date of this Management Agreement, are set forth in Exhibit B hereto, of which such Transition Plan is hereby incorporated into this Management Agreement by reference.

(B) FY 2018. Beginning on October 1, 2017, the City shall target fifty percent (50%) of the net HOT revenue collected, defined as HOT revenue minus the provision of payment satisfying the City's [outstanding debt secured by HOT]. This amount should not be less than 45% of total Hotel Occupancy Tax Revenues. Each year during the City's annual budget process, the targeted percentage subject to adjustment as outlined below will result in an annual appropriation to be paid to Visit Bastrop. The targeted annual percentage may be adjusted by the City during the City's annual budget process based upon the annual update to the HOT pro forma in order to make a determination on whether or not adjustments are necessary to increase, maintain, or reduce operating expenses due to factors including changing economic conditions, requirements of Visit Bastrop, requirements of the City and funding levels of the contingency funds and lease payment as set forth in the hereafter referenced HOT financial policy. The City will actively manage operating expenses to be funded with HOT in keeping with the HOT Funds financial policy approved by City Council on May 9, 2017 through Resolution No. R-2017-26.

The annual HOT appropriation as approved by the City Council in accordance with the provisions and requirements of the Tax Code, shall be paid to the Visit Bastrop in equal quarterly installments (October, January, April, July) beginning October 1 of each Fiscal Year. The quarterly payments will be made in advance on the first day of each month.

(C) Upon the conclusion of each fiscal year and completion of the City's independent annual audit, the annual amount appropriated in support of the Visit Bastrop for the fiscal year immediately closed will be compared to the targeted percentage of the actual net HOT revenues recorded for that fiscal year. Any surplus or deficit may be considered for an additional adjustment to Visit Bastrop at the City's discretion as part of a mid-year adjustment to the current fiscal year appropriation. Visit Bastrop must also provide an

amended Business Plan detailing how the surplus or reduction of funds will be utilized.

(D) Visit Bastrop shall be the primary provider of the Services delineated in Article II hereof; nevertheless, the Bastrop County Historical Society Museum & Visitor Center shall continue visitor information operations in its normal course of business. In addition, Main Street and the Bastrop Chamber of Commerce shall continue to promote visitors as a part of their organizational mission, in accordance with Visit Bastrop.

3.2 Forecasting. Visit Bastrop shall inform and provide input on the establishment of the five-year forecast and the adopted budget appropriation for HOT Revenues.

3.3 Use of Funds. The funding provided by the City under this Agreement shall be used solely in connection with Visit Bastrop providing the Services described in Article II, pursuant to the budget prepared as part of the approved Business Plan. Visit Bastrop shall segregate all funds provided under this Agreement into a separate account and shall not commingle any funds supplied by the City with the Visit Bastrop's general funds or other funds received by any other entity.

3.4 Investment Policy. All public funds on deposit from time to time in Visit Bastrop's account(s) with its depository shall be invested and reinvested by its depository in any investment authorized pursuant to Chapter 2256, Government Code, as amended (*Chapter 2256*). Visit Bastrop shall comply with Chapter 2256 in the purchase, sale, and investment of public funds under its control. Visit Bastrop and the City agree that the Board will subsequently develop and adopt an investment policy, based upon the City's Investment Policy, and shall invest public funds as permitted by the Investment Act, in compliance with the investment policy approved by the Board, and according to the standard of care prescribed by the Investment Act.

3.5 Additional Services. Should any additional services outside the scope of this Agreement be requested and authorized by the City Manager or her designee, and accepted by Visit Bastrop, Visit Bastrop shall receive additional consideration in the form of separate compensation for those services over and above the compensation discussed in this Article III, at an amount agreed to by the City Manager or her designee and Visit Bastrop.

3.6 Invoices. Visit Bastrop shall submit City invoices to:

City of Bastrop, Texas  
1311 Chestnut Street  
P.O. Box 427  
Bastrop, Texas 78602

#### IV. AUDIT

4.1 City's Audit. The City or its authorized representative shall annually, have the right to examine, inspect, and audit all books, papers, and bank records of Visit Bastrop directly related to the funds provided to Visit Bastrop under this Agreement, to determine the accuracy of reports made under this Agreement. The cost and expenses incurred by the City incident thereto shall be the sole responsibility of and borne by the City. Those records shall be maintained by Visit Bastrop for a period of four (4) years after the termination of the initial Term of this Agreement and any applicable extension period, and shall be made available for inspection, copying and/or audit by

the City or its agents at Visit Bastrop's place of business. Nothing in this Agreement shall be deemed to give the City authority to direct, question, review, audit, or otherwise influence the expenditure of any funds that are not directly paid to Visit Bastrop by the City. In years where Visit Bastrop collects private funds they shall obtain an independent audit, in conjunction with the City's audit.

42 Dispute Findings. Either Visit Bastrop or the City may dispute the findings of audits performed under this Agreement, by giving written notice to the other party within thirty (30) days of receiving the results of an audit. The Party electing to dispute audit results shall, within thirty (30) days following receipt of the auditor's report, submit such additional information as it believes is required to correct the auditor's report.

43 Scope. Knowledge of Visit Bastrop's financial condition is essential to the City due to its reliance on Visit Bastrop to promote tourism generating HOT. Therefore, it is necessary for the City to have access to review Visit Bastrop's audits, reports or other financial information. Upon ten (10) days' notice, Visit Bastrop shall make such information available for City's review.

## V. DOCUMENTS

5.1 Documents. The parties recognize that, to be successful, Visit Bastrop depends on its ability to keep confidential the identity of its prospects and other proprietary information, and that Visit Bastrop would not achieve the same level of results from providing the Services, or any other services to its other clients and constituents, without maintaining that confidentiality. Accordingly, the Parties acknowledge that certain writings, documents or information produced by or submitted to Visit Bastrop in the course of its execution of the Services will be the sole property of Visit Bastrop, are proprietary, and may be privileged under State law. Without waiving any available claim or privilege, Visit Bastrop will in good faith share information derived from those writings or documents with the City and, if any writings, documents, or information are deemed non-proprietary or non-privileged, provide copies of those writings or documents in an un-redacted form to the City. Visit Bastrop understands and acknowledges that the City has the right to use those non-proprietary writings, documents, and information as the City desires, without restriction. If any "open records" or equivalent request is made of the City relating to this Agreement or the Services, the City shall promptly advise Visit Bastrop, and the Parties shall work cooperatively and in good faith to preserve Visit Bastrop's trade secrets, proprietary documents, and confidential information, in accordance with current law. Visit Bastrop reserves the right to redact its documentation to protect proprietary information. In all events, the City shall not provide any information or documents that Visit Bastrop considers proprietary to any third party without Visit Bastrop's prior written consent, unless the City is legally obligated to do so and so advises Visit Bastrop in writing, of which Visit Bastrop shall have the opportunity to present its objection and legal authority for withholding requested information. In addition, any third-party requests to Visit Bastrop for records relating to this Agreement under the State's Public Information Act shall be coordinated with the City. The City shall provide Visit Bastrop, in accordance with the Public Information Act, the opportunity to submit third-party briefs to the Texas Attorney General to receive an Open Records Decision.

5.2 Documents to the City. Upon expiration or termination of this Agreement, Visit Bastrop shall transfer to the City true and correct copies of any writings, documents, or information in the possession of Visit Bastrop and produced pursuant to the terms and conditions of this

Agreement.

## VI. RECORDS RETENTION

6.1 Records. Visit Bastrop shall take commercially reasonable care in their maintenance of complete and accurate documents, papers, and records, and other evidence pertaining to the Services and funding provided for in this Agreement, and shall make such documents available to the City, at all reasonable times and as often as the City may deem necessary during the Agreement period for purposes of the audit described in Article IV.

6.2 Retention. Visit Bastrop shall retain any and all documents produced as a result of services or funding provided hereunder for a period of four (4) years from the date of termination of the Agreement or for such period as specified in Visit Bastrop's compliance policy. If, at the end of the retention period, there is litigation or other questions arising from, involving or concerning this documentation or the services provided hereunder, Visit Bastrop shall retain the records until the resolution of such litigation or other such questions.

## VII. SUSPENSION/TERMINATION

7.1 Termination for non-appropriation. In the event that funds will not be appropriated or are not otherwise legally available to pay for the services required under this Agreement then this Agreement may be terminated by the City. The City agrees to deliver notice of termination as soon as practicable after determination is made by the City Council that funds will not be appropriated.

7.2 Suspension. The City may summarily suspend this Agreement with pay continuing to fund the salaries and basic operations of Visit Bastrop, if Visit Bastrop breaches its obligations hereunder and fails to cure such breach within sixty (60) days after receiving written notice of suspension. The City shall promptly apprise Visit Bastrop of the basis for suspension. Any such suspension shall remain in effect until the City determines that appropriate measures have been taken to ensure Visit Bastrop's future compliance. Grounds for such suspension include, but are not limited to the following:

- a.) Failure to abide by any terms or conditions of this Agreement;
- b.) Failure to keep and maintain adequate proof of insurance as required by this Agreement.

7.3 Termination Defined. For purposes of this Agreement, "termination" shall mean termination by expiration of the Agreement or earlier termination pursuant to any of the provisions hereof.

7.4 Termination for Cause. Upon written notice, which notice shall be provided in accordance with Article VIII, the City may terminate this Agreement as of the date provided in the notice, in whole or in part, upon the occurrence of one (1) or more of the following events:

- a) the sale, transfer, pledge, conveyance or assignment of this Agreement without prior approval, as provided in Article XI;

- b). ceasing operations for a period exceeding twenty (20) days;
- c). Failure to spend funds in accordance with this Agreement or in violation of Texas Tax Code Chapter 351.
- d). failure to cure cause of suspension.

7.5 Defaults with Opportunity for Cure. Should Visit Bastrop default in the performance of this Agreement in a manner stated in this section, same shall be considered an Event of Default. The City shall deliver written notice of the default, specifying in detail the matter(s) in default. Visit Bastrop shall have sixty (60) calendar days after receipt of the written notice, in accordance with Article VIII hereof. If Visit Bastrop fails to cure the default within such sixty (60) day cure period, the City shall have the right, without further notice or adoption of a City ordinance, to terminate this Agreement in whole or in part as the City deems appropriate. The following actions are defaults that may be cured by Visit Bastrop:

- a). performing unsatisfactorily, as evidenced by failure to make adequate progress to meet Visit Bastrop's pre-determined benchmarks for success, as outlined in the jointly approved Business Plan;
- b). failing to perform or failing to comply with any material term or covenant herein required as determined by the City; and
- c). bankruptcy or selling substantially all of Visit Bastrop's assets.

7.6 Termination by Law. If any State or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, this Agreement shall automatically terminate as of the effective date of such prohibition.

7.7 Ceasing City Activity. Upon the effective date of expiration or termination of this Agreement, Visit Bastrop shall cease all work being performed by Visit Bastrop or any of its subcontractors on behalf of the City.

- a) Provisional Period. Regardless of the method by which this Agreement is terminated, Visit Bastrop agrees to provide a provisional period of termination for a period not to exceed two (2) months upon the City's request. During such provisional period, Visit Bastrop will receive adequate percentage payments of HOT, to be distributed in accordance with Article III hereof, to continue to provide services as provided for, and for which it will be compensated, under this Agreement.

7.8 Expiration and Termination. If this Agreement shall expire, without reasonable expectation of renewal thereof, or otherwise terminate pursuant to the above provisions, any interest in any funds or property of any kind (real, personal, intellectual or mixed), each of the foregoing deriving funding from HOT forwarded to Visit Bastrop under this Agreement, shall not be transferred to private ownership, but shall be transferred and delivered to City, which shall utilize such funds and property pursuant to and in accordance with the Tax Code, being those activities

substantially similar to Visit Bastrop's purpose and mission. Such transfer shall only occur after satisfaction of outstanding debts, claims, and any other obligations. For the avoidance of doubt, any remaining interests in any funds or property of any kind (real, personal, or mixed) deriving funding from private interests shall remain the sole property of Visit Bastrop.

## VIII. NOTICE

8.1 Written Notice. Any notice, consent or other communication required or permitted under this Agreement shall be in writing and shall be deemed received at the time it is personally delivered, on the day it is sent by facsimile transmission, on the second day after its deposit with any commercial air courier or express service or, if mailed, three (3) days after the notice is deposited in the United States mail addressed as follows:

CITY:  
City of Bastrop, Texas  
Attn: City Manager  
1311 Chestnut Street  
P.O. Box 427  
Bastrop, Texas 78602

VISIT BASTROP:  
Visit Bastrop  
Attn: Chief Executive Officer  
P.O. Box 1200  
Bastrop, Texas 78602

8.2 Time. Any time period stated in a notice shall be computed from the time the notice is deemed received. Either party may change its mailing address or the person to receive notice by notifying the other party as provided in this paragraph.

## IX. INSURANCE

9.1 Certificate of Insurance. Prior to the commencement of any work under this Agreement, Visit Bastrop shall furnish an original completed certificate(s) of insurance to the City, and which shall be clearly labeled "Visit Bastrop Professional Services" in the Description of Operations block of the Certificate. The original certificate(s) shall be completed by an agent authorized to bind the named underwriter(s) and their company to the coverage, limits, and termination provisions shown thereon, containing all required information referenced or indicated thereon. The original certificate(s) or form must have the agent's original signature, including the signer's company affiliation, title and phone number, and be mailed directly from the agent to Visit Bastrop and the City. The City shall have no duty to pay or perform under this Agreement until such certificate shall have been delivered to the City, and no officer or employee, other than the City Manager, shall have authority to waive this requirement.

9.2 Right to Review. The City reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and to modify insurance coverages and their limits when deemed necessary and prudent by the City Manager based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement, but in no instance, will the City allow modification whereupon the City may incur increased risk.

9.3 Financial Integrity. Visit Bastrop's financial integrity is of interest to the City; therefore, subject to Visit Bastrop's right to maintain reasonable deductibles in such amounts as are approved by this Agreement, Visit Bastrop shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Visit Bastrop's sole expense, insurance

coverage written on an occurrence basis, by companies authorized and admitted to do business in the State of Texas and rated A- or better by A.M. Best Company and/or otherwise acceptable to the City, in the following types and amounts:

TYPE	AMOUNTS
1. Workers' Compensation	Statutory
2. Employers' Liability	\$500,000/\$500,000/\$500,000
3. Commercial General Liability Insurance to include coverage for the following: a. Premises operations b. Independent Contractors c. Products/completed operations d. Personal Injury e. Contractual Liability	For Bodily Injury and Property Damage of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage
4. Any employee or Board Member with financial responsibilities that include access to HOT funds shall be bonded in a minimum amount of \$100,000 each.	
5. Business Automobile Liability a. Owned/leased vehicles b. Non-owned vehicles c. Hired Vehicles	
Combined Single Limit for Bodily Injury and Property Damage of \$1,000,000 per occurrence	

9.4 Copies. The City shall be entitled, upon request and without expense, to receive copies of the policies and all endorsements thereto as they apply to the limits required by the City, and may require the deletion, revision, or modification of particular policy terms, conditions, limitations or exclusions (except where policy provisions are established by law or regulation binding upon either of the parties hereto or the underwriter of any such policies). So long as this Agreement is in effect, Visit Bastrop shall be required to comply with any such requests and shall submit a copy of the replacement certificate of insurance to the City at the address provided in Section 9.6 herein within 10 days of the requested change. Visit Bastrop shall pay any costs incurred resulting from said changes.

9.5 Required Provisions. Visit Bastrop agrees that with respect to the above required insurance, all insurance contracts and certificate(s) of insurance will contain the following required provisions:

A. name the City and its officers, employees, volunteers, and elected representatives as additional insureds as respects to operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;

B. provide for an endorsement that the "other insurance" clause shall not apply to the City where the City is an additional insured shown on the policy;

C. workers' compensation and employers' liability policies will provide a waiver of subrogation in favor of the City.

9.6 Cancellation/Non-Renewal. When there is a cancellation, non-renewal or material change in coverage which is not made pursuant to a request by the City, Visit Bastrop shall notify the City of such and shall give such notices not less than thirty (30) days prior to the change, if Visit Bastrop knows of said change in advance, or ten (10) days after the change, if Visit Bastrop did not have actual knowledge of the change in advance. Such notice must be accompanied by a replacement certificate of insurance. All notices shall be given to the City at the following address:

City of Bastrop, Texas  
1311 Chestnut Street  
P.O. Box 427  
Bastrop, Texas 78602

9.7 Failure to Maintain. In addition to any other remedies the City may have upon Visit Bastrop's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, the City shall have the right to order Visit Bastrop to stop work hereunder, and/or withhold any payment(s) which become due to Visit Bastrop hereunder until Visit Bastrop demonstrates compliance with the requirements hereof.

9.8 Responsibility of Visit Bastrop. Nothing herein contained shall be construed as limiting in any way the extent to which Visit Bastrop may be held responsible for payments of damages to persons or property resulting from Visit Bastrop's or its subcontractors' performance of the work covered under this Agreement.

9.9 Primary Insurance. It is agreed that Visit Bastrop's insurance shall be deemed primary and non-contributory with respect to any insurance or self-insurance carried by the City for liability arising out of operations under this Agreement.

## X. INDEMNIFICATION

10.1 VISIT BASTROP covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, the CITY and the elected officials, employees, officers, directors, and representatives of the CITY, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon the CITY arising out of or resulting from VISIT BASTROP activities under this AGREEMENT, including any acts or omissions of VISIT BASTROP, any agent, officer, director, representative, employee, VISIT BASTROP or subcontractor of VISIT BASTROP, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this AGREEMENT. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence of the City, its officers or employees, in instances where such negligence causes personal injury, death, or property damage. IN THE EVENT VISIT BASTROP AND THE CITY ARE FOUND JOINTLY LIABLE BY A COURT OF COMPETENT JURISDICTION, LIABILITY SHALL BE

APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS FOR THE STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

102 The provisions of the foregoing indemnity are solely for the benefit of the Parties and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. Visit Bastrop shall advise the City in writing within three business days of any claim or demand against the City or Visit Bastrop known to Visit Bastrop related to or arising out of Visit Bastrop's activities under this Agreement and shall see to the investigation and defense of such claim or demand at Visit Bastrop's cost. The City shall have the right, at its option and at its own expense, to participate in such defense without relieving Visit Bastrop of any of its obligations under this paragraph.

## XI. SUBCONTRACTING

Any work or services subcontracted by Visit Bastrop hereunder shall be by written contract and, unless specific waiver is granted in writing by the City, shall be subject by its terms to each provision of this Agreement. Compliance by subcontractors with this Agreement shall be the responsibility of Visit Bastrop. The City shall in no event be obligated to any third party, including any subcontractor of Visit Bastrop, for performance of services or payment of fees.

## XII. INTELLECTUAL PROPERTY RIGHTS

121 Intellectual Property Rights. Visit Bastrop recognizes the City is the owner of certain intellectual property, including images, trademarks, slogans, recordings, etc. So long as Visit Bastrop utilizes such intellectual property to perform the Services described in this Agreement, Visit Bastrop shall receive a royalty-free, worldwide license to use such intellectual property during the Term of this Agreement. To the extent, Visit Bastrop prospectively utilizes previously registered intellectual property of the City, the City shall waive any infringement claims. Visit Bastrop acknowledges that it is not the intent of this provision to divest the City of any ownership rights in its intellectual property nor to provide any ownership interest in Visit Bastrop to City's intellectual property.

122 Other Intellectual Property Agreements. The City recognizes Visit Bastrop may enter into various licensing agreements with BMC (or its parent company), the Bastrop County Historical Society, or related entities now holding the rights for the prospective use of marketing assets (previously produced by BMC) to promote the City to visitors and tourists. The City agrees to assist Visit Bastrop in its efforts to obtain permission and acquire use of various Intellectual Property from any source to support Visit Bastrop achieve the purposes for which it was created.

## XIII. INDEPENDENT CONTRACTOR

Visit Bastrop and the City covenant and agree that: 1) Visit Bastrop is an independent contractor and not an officer, agent, servant or employee of the City; 2) Visit Bastrop shall have control of and right to control, in its sole discretion, the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers,

agents, employees, contractors, subcontractors and Visit Bastrop; 3) the doctrine of respondent superior shall not apply as between the City and Visit Bastrop, its officers, agents, employees, contractors, subcontractors and Visit Bastrop; and 4) nothing herein shall be construed as creating the relationship of employer-employee, principal-agent, partners or joint ventures between the City and Visit Bastrop. The Parties hereto understand and agree that the City shall not be liable for any claims which may be asserted by any third party occurring in connection with the Services to be performed by Visit Bastrop under this Agreement and that the City's authority to bind Visit Bastrop is limited to the provisions of this Agreement.

#### **XIV. CONFLICT OF INTEREST**

14.1 City's Ethics Code. Visit Bastrop acknowledges that it will follow the City's Ethics Code which prohibits City officials and employees from, either during their service with the City or within twelve (12) months of the termination of the official duties, having an economic interest, directly or indirectly, in any contract with the City, and City officials and employees shall not be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or service.

#### **XV. LEGAL/LITIGATION EXPENSES**

15.1 Litigation Against the City. Under no circumstances will the funds received under this Agreement or any other City funds, be used, either directly or indirectly, to pay the costs associated with attorney fees incurred in any adversarial proceeding against the City or any other governmental or public entity constituting a part of the City.

15.2 Termination. During the term of this Agreement, if Visit Bastrop files and/or pursues an adversarial proceeding against the City, the City, at its option, may terminate this Agreement and all access to the funding provided for hereunder if it is found that Visit Bastrop has violated this Article.

#### **XVI. AMENDMENTS**

Except where the terms of this Agreement expressly provide otherwise, any alterations, additions, or deletions to the terms hereof, shall be effected by amendment, in writing, executed by both the City and Visit Bastrop, and subject to approval by the City Council and the Board, as evidenced by passage of a resolution, or ordinance, as applicable, to that effect.

#### **XVII. SEVERABILITY**

If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, State or local laws, including but not limited to the City Charter, the City's Code, City ordinances, Visit Bastrop's Articles and Bylaws, 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 shall be permissible, legal, valid and enforceable.

#### **XVIII. LICENSES/CERTIFICATIONS**

Visit Bastrop warrants and certifies that, to its knowledge, Visit Bastrop and any other person designated to provide services hereunder has the requisite training, license and/or certification to provide said services, and meets all competence standards promulgated by all other authoritative bodies, as applicable to the services provided herein.

#### **XIX. COMPLIANCE WITH LAWS**

Visit Bastrop shall provide and perform all services required under this Agreement in compliance with all applicable federal, State and local laws, rules and regulations.

#### **XX. NON-WAIVER OF PERFORMANCE**

Unless otherwise specifically provided for in this Agreement, a waiver by either Party of a breach of any of the terms, conditions, covenants or guarantees of this Agreement shall not be construed or held to be a waiver of any succeeding or preceding breach of the same or any other term, condition, covenant or guarantee herein contained. Further, any failure of either Party to insist in any one or more cases upon the strict performance of any of the covenants of this Agreement, or to exercise any option herein contained, shall in no event be construed as a waiver or relinquishment for the future of such covenant or option.

#### **XXI. LAW APPLICABLE**

21.1 THIS AGREEMENT SHALL BE CONSTRUED UNDER AND IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS AND ALL OBLIGATIONS OF THE PARTIES CREATED HEREUNDER ARE PERFORMABLE IN BASTROP COUNTY, TEXAS.

21.2 Venue for any legal action or proceeding brought or maintained, directly or indirectly, because of this Agreement shall be in Bastrop County, Texas.

#### **XXII. LEGAL AUTHORITY**

22.1 Visit Bastrop. The signor of this Agreement on behalf of Visit Bastrop represents, warrants, assures and guarantees that he has full legal authority, pursuant to Chapter 22, the Texas Non-Profit Corporation Act, the Tax Code by adoption of resolution of the Visit Bastrop Board of Directors to bind Visit Bastrop to all terms conditions, provisions and obligations herein contained.

22.2 City of Bastrop. The signor of this Agreement on behalf of the City represents, warrants, assures and guarantees that she/he has full legal authority, pursuant to Article XI, Section 5 of the Texas Constitution, the City's Home Rule Charter, the Tax Code, and an resolution adopted by the City Council on September 12, 2017 to execute this Agreement on behalf of the City and to

bind the City to all of the terms, conditions, provisions and obligations herein contained.

### **XXIII. PARTIES BOUND**

This Agreement shall be binding on and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, and successors and assigns, except as otherwise expressly provided for herein.

### **XXIV. CAPTIONS**

The captions contained in this Agreement are for convenience of reference only, and in no way limit or enlarge the terms and/or conditions of this Agreement.

### **XXV. INCORPORATION OF EXHIBITS**

Each of the Exhibits listed below is an essential part of the Agreement, which governs the rights and duties of the parties, and shall be interpreted in the order of priority as appears below:

EXHIBIT A: Business Plan (to Be delivered at the second Council Meeting in November, 2017.)

EXHIBIT B: Transition Plan

EXHIBIT C: Sample Albuquerque, NM Monthly Report of Performance Measures

### **XXVI. ENTIRE AGREEMENT**

This Agreement, together with its authorizing ordinance and its exhibits constitute the final and entire agreement between the parties hereto and contain 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 is in writing, dated subsequent to the date hereto, and duly executed by the Parties.

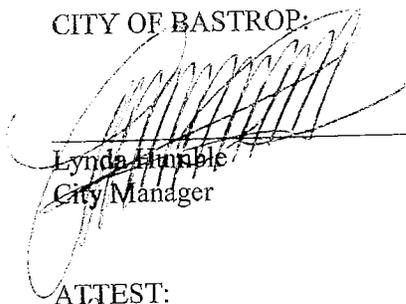
The Parties recognize that certain agreements and policies referenced herein and necessary to effectuate this Agreement, including but not limited to, Visit Bastrop's Investment Policy, insurance policies, and contracts and agreements delineating shared intellectual property between the Parties and third parties are currently in the process of formulation and will be finalized after the execution of this Agreement.

*SIGNATURES APPEAR ON NEXT PAGE*

WITNESS OUR HANDS, EFFECTIVE as of September 12<sup>th</sup>, 2017 (the "Effective Date"):

Accepted and executed in two duplicate originals on behalf of the City of Bastrop pursuant to Resolution R-2017-74 dated September 12th, 2017, and Visit Bastrop, pursuant to the authority of its Board of Directors.

CITY OF BASTROP:

  
\_\_\_\_\_  
Lynda Humble  
City Manager

VISIT BASTROP:

  
\_\_\_\_\_  
Dale Lockett  
Interim Chief Executive Officer

ATTEST:

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

APPROVED AS TO FORM:

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

EXHIBIT A

EMPLOYMENT POSITIONS

Director of Marketing or Manager of Marketing

Director of Sales

Senior Administrative Assistant

Manager of Digital Marketing

**EXHIBIT B**

**TRANSITION PLAN**

**I. TERM**

This Transition Plan (the *Plan*) between the City of Bastrop, Texas (the *City*) and Bastrop Destination Marketing Organization (*Visit Bastrop*, and collectively with the City, the *Parties*) shall commence on September 13, 2017, and will remain in full force and effect through September 30, 2017 (the *Term*).

**II. SCOPE OF TRANSITION SERVICES**

**A. SUPPORT SERVICES**

i. *City Services and Employment Needs.* In accordance with Article III of the Management Agreement (entered into by the Parties concurrently with this Plan) the City may provide Visit Bastrop with support services for the Term consistent with its internal departments, as determined necessary by Visit Bastrop and agreed to by both Parties in writing (collectively, the *Transition Services*). These Transition Services include, but are not limited to, accounting and finance, human resources support, instructional technology services, and planning and development. The provision of Transition Services may be extended by the City, upon consultation with Visit Bastrop, beyond the Term. Specifically, the City shall facilitate the human resources component, not limited to the hiring process, for Visit Bastrop employees, if any, as set forth in Exhibit A hereto. The compensation of these hires is to be determined by and is within the purview of Visit Bastrop.

**B. BUSINESS REQUIREMENTS**

i. *Compensation.* Effective September 13, 2017, in consideration of Visit Bastrop's performance of the services described in Article II of the Management Agreement, the City agrees to provide Visit Bastrop a minimum compensation of ~~\$520,000.00~~ for the remainder of the Term, to be paid in full on that date or within a reasonable time of that date. **487,371.44**

ii. *Office Space.* The City and Visit Bastrop each recognize that during the Term, Visit Bastrop will co-locate in the existing Bastrop Main Street Program's (*Main Street*) current offices, where Visit Bastrop will be afforded basic office amenities to conduct business. Visit Bastrop may extend this arrangement after completion of the Term if agreed to in writing by Visit Bastrop and Main Street.

iii. *Intellectual Property.* The City and Visit Bastrop will initiate actions and prepare a schedule to share Intellectual Property (as defined and described in the Management Agreement) as of July 1, 2017, in an effort to promote Visit Bastrop's marketing and advertising efforts. The City acknowledges Visit Bastrop may commence actions to register various Intellectual Property in the United States Patent and Trademark Office.

## **VI. MISCELLANEOUS**

This Plan shall be construed and enforced in accordance with the laws of the State of Texas and the United States of America.

If any provision of this Plan or the application thereof to any person or circumstance shall be held to be invalid, the remainder of this Plan and the application of such provision to other persons and circumstances shall nevertheless be valid, and the City Council and the Board hereby declare that this Plan would have been enacted without such invalid provision.

It is officially found, determined, and declared that the meeting at which this Plan is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Plan, was given, all as required by Chapter 551, Texas Government Code, as amended.

\* \* \*

# EXHIBIT C

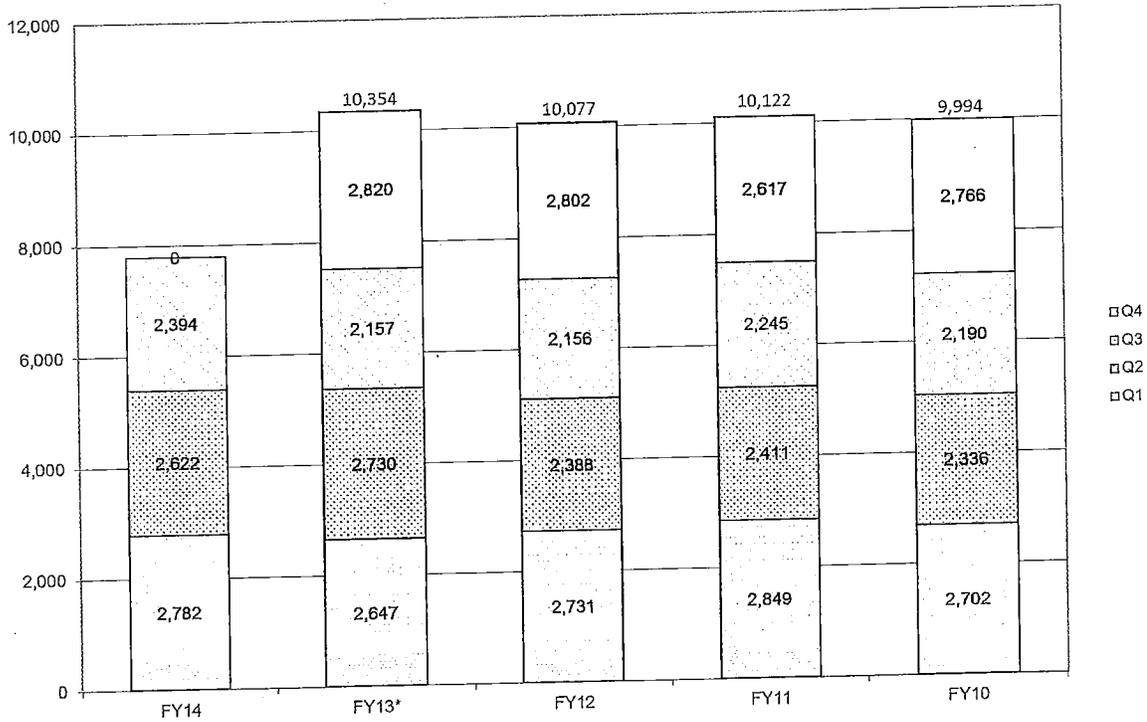
# ALBUQUERQUE

IT'S A TRIP®

## ALBUQUERQUE CONVENTION & VISITORS BUREAU PRESIDENT'S REPORT JULY 10, 2014

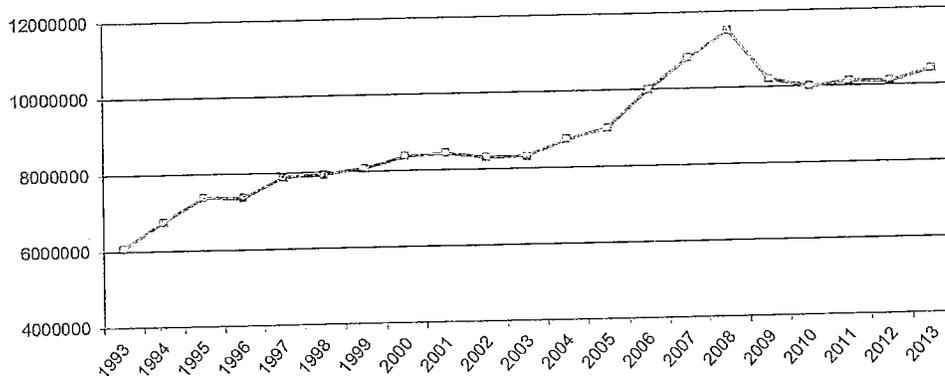
5% Hotel Occupancy Tax Collections					
Apr '14	Apr '13	% Ch from Apr '13	FYTD14	FYTD13	FYTD % Ch
\$918,163.27	\$847,620.00	8.3%	\$8,717,226.30	\$8,145,603.46	7.0%

Albuquerque Lodgers Tax  
Cumulative by Quarter (In 000's)



\*FY13 includes ~\$200k delinquent collections.

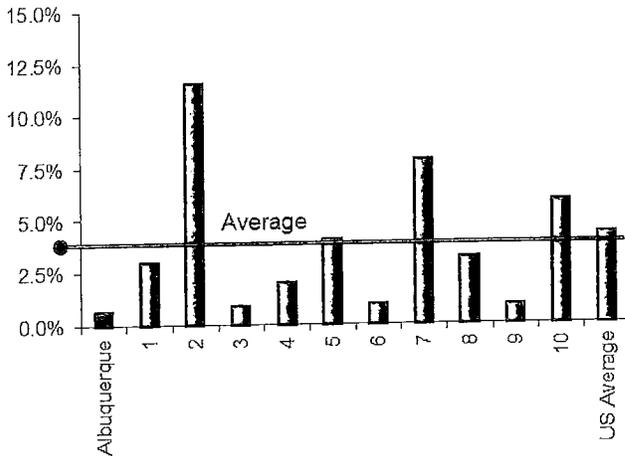
20 Year Lodgers Tax History  
FY93-2013



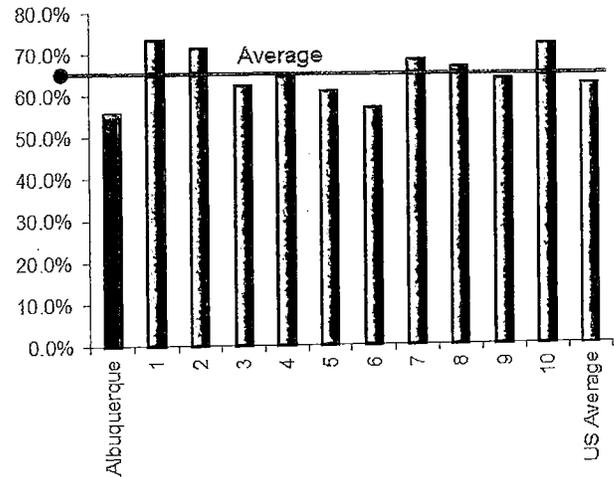
Lodging Industry Report												
	May 2014						Calendar Year to date					
	Occ	% Ch Occ	ADR	% Ch ADR	% Ch RevPAR	% Ch Rooms Sold	Occ	% Ch Occ	ADR	% Ch ADR	% Ch RevPAR	% Ch Rooms Sold
Albuquerque	61.7%	0.5%	\$76.16	7.1%	7.6%	-0.3%	55.9%	1.3%	\$73.39	4.5%	5.9%	0.7%
<b>Markets</b>												
1	74.8%	-0.4%	\$126.54	5.6%	5.2%	1.7%	73.4%	0.6%	\$130.87	6.1%	6.8%	3.0%
2	76.0%	4.3%	\$107.93	2.8%	7.3%	7.0%	71.4%	9.8%	\$106.26	6.6%	17.0%	11.6%
3	55.5%	2.3%	\$93.39	2.3%	4.7%	3.6%	62.4%	-0.7%	\$103.48	2.7%	1.9%	0.9%
4	65.7%	5.6%	\$90.32	3.4%	9.2%	7.2%	64.2%	0.4%	\$96.37	2.7%	3.2%	2.0%
5	63.9%	-1.0%	\$80.60	-1.1%	-2.1%	-1.0%	60.9%	4.1%	\$81.22	5.3%	9.6%	4.1%
6	66.5%	6.5%	\$78.75	3.6%	10.3%	8.3%	56.7%	-0.6%	\$78.21	3.3%	2.6%	1.0%
7	72.4%	8.7%	\$93.93	2.8%	11.7%	10.4%	68.2%	6.5%	\$93.06	3.2%	10.0%	7.9%
8	72.9%	0.5%	\$111.70	5.2%	5.7%	1.4%	66.4%	2.8%	\$105.64	5.7%	8.7%	3.2%
9	68.1%	-9.0%	\$86.33	7.1%	-2.6%	-6.1%	63.4%	-1.3%	\$83.45	7.6%	6.3%	0.9%
10	61.3%	6.2%	\$106.31	2.5%	8.9%	6.7%	71.7%	5.7%	\$131.59	4.5%	10.5%	5.9%
<b>Average</b>	67.2%	2.2%	\$95.63	3.8%	6.0%	3.5%	65.0%	2.6%	\$98.50	4.7%	7.5%	3.7%
<b>US Average</b>	67.0%	4.9%	\$115.35	4.8%	10.0%	5.9%	62.1%	3.4%	\$113.58	4.1%	7.6%	4.3%

Meeting Properties by Corridor (Top 5 for each category)												
	Occ	% Ch Occ	ADR	% Ch ADR	% Ch RevPAR	% Ch Rooms Sold	Occ	% Ch Occ	ADR	% Ch ADR	% Ch RevPAR	% Ch Rooms Sold
Downtown	69.2%	5.1%	\$112.71	10.8%	16.4%	5.1%	63.4%	-1.1%	\$108.58	4.0%	2.9%	-1.1%
Uptown	50.6%	7.4%	\$90.81	4.5%	12.2%	7.4%	47.9%	7.1%	\$89.21	4.1%	11.4%	7.1%
Airport	74.0%	-9.9%	\$87.74	12.4%	1.3%	-9.9%	68.0%	-2.9%	\$86.71	8.2%	5.1%	-2.9%
N Corridor	61.1%	1.4%	\$85.83	-0.6%	0.8%	1.4%	52.6%	-3.4%	\$85.61	-0.7%	-4.0%	-3.4%

2014 CYTD % Change Rooms Sold

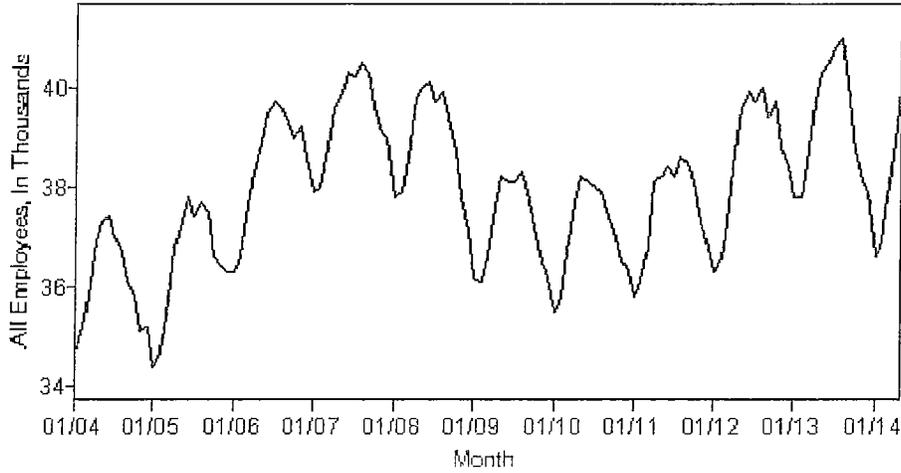


2014 CYTD Occupancy



Source: Smith Travel Research Inc – Republication or other re-use of this data without the express written permission of STR is strictly prohibited. Comp Set Includes: Salt Lake City, Tucson, Austin, Charlotte, Little Rock, Denver, Phoenix, Portland, Oklahoma City and Arlington

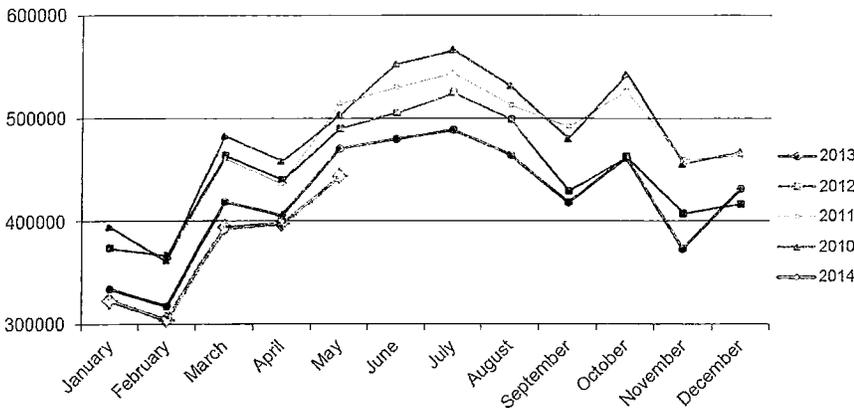
### Albuquerque Leisure and Hospitality Employment



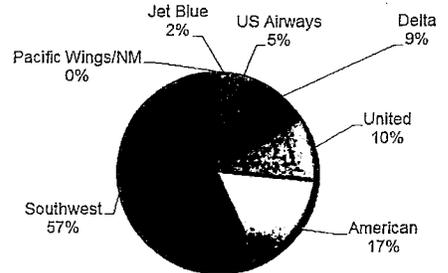
Source: Bureau of Labor Statistics

Aviation Passengers						
	May '14	May '13	% Ch from May '13	CYTD 2014	CYTD 2013	CY % Ch from '13
Total Enplaned Passengers	226,859	241,472	-6.1%	939,825	982,843	-4.4%
Total Deplaned Passengers	216,716	229,934	-5.7%	922,538	965,525	-4.5%
Total All Passengers	443,575	471,406	-5.9%	1,862,363	1,948,368	-4.4%

Total Passengers by Calendar Year  
Albuquerque International Support



May 2014  
Airline Market Share



Source: Albuquerque International Support

## CONVENTION SALES & SPORTS

FISCAL YEAR ROOM NIGHTS BOOKED						
As of June 30, 2014						
	Total Goal	FY14	% of Goal	FY13	% Change	
<b>Center</b>	41,500	57,702	139.0%	36,219	59.3%	
<b>Non-Center</b>	70,500	67,423	95.6%	65,610	2.8%	
<b>Sports</b>	41,500	84,878	204.5%	49,257	72.3%	
<b>Total</b>	<u>153,500</u>	<u>210,003</u>	<u>136.8%</u>	<u>151,086</u>	<u>39.0%</u>	

### Convention Sales & Sports Initiatives

- **Tradeshows/Industry Meetings:**
  - June 8-9 - Grand Circle Association meeting in Durango, CO - Allison Olguin
  - June 10-12 - AIBTM in Orlando, FL, Appointment Based Tradeshow; Met with 58 of 60 scheduled appointments and an additional 12 meeting planners- Abigail Goodin, Jacob Quintana
  - June 11-15 - Collaborate Marketplace in Portland, OR - Whitney Cordell
- **Site Inspections:**
  - June 1-4 - Association for Driver Rehab Specialists 2017 with Elizabeth Green, 670 total room nights - Jacob Quintana
  - June 4-6 - Society for Applied and Industrial Mathematics, 519 total room nights - Larry Atchison
  - June 5-6 - SW Association of Student Assistance Programs with Jeff Kahlden, 750 total room nights - Whitney Cordell
  - June 9-11 - USA Ultimate with Byron Hicks, varies total room nights - Angie Jepsen, Dan Ballou
  - June 9-11 - USA Archery with Sheri Rhodes, varies total room nights - Angie Jepsen, Dan Ballou
  - June 16-17 - American Honey Producers Association with Cassie Cox, 788 total room nights - Whitney Cordell
  - June 17-19 - American Veterinary Chiropractic Association 2015/2016 with Alisha Raines, Executive Secretary; James Israelsen, DVM, President, AVCA; Leslie Means, Executive Director; Debora Renken, HelmsBriscoe; Dr. Mark Meddleton, Local Veterinarian, 345 total room nights - Jacob Quintana
  - June 18 - American Veterinary Chiropractic Association (for Jacob) with Debora Renken, 345 total room nights - Melanie
  - June 26-28 - Oldsmobile Club of America 2017 with Jerry Wilson, President, OCA; Ed Konsmo, OCA Chief Judge; Everett Horton, OCA Swap Meet Chair; Joe Donnelly, Chair, Racing Committee; Christopher Giblin, HelmsBriscoe; Kristi Hetland, HelmsBriscoe, 1,220 total room nights - Jacob Quintana
- **Local Industry Events:**
  - June 10 - ACVB Annual Luncheon - Larry Atchison, Rob Enriquez, Whitney Cordell
- **Presentations:**
  - June 23-25 - Chicago Sales Mission - Whitney Cordell, Allison Olguin
- **Other Meetings:**
  - June 2 - Face the Futures, Cliffdwellers Digital - Whitney Cordell
  - June 3 - New Mexico American Marketing Association meeting with Zulema Santacruz - Allison Olguin
  - June 9 - FBI National Academy Associates meeting with Steve Shaw - Larry Atchison
  - June 10 - Ancient Egyptian Arabic Order Nobles Mystic Shrine meeting with Harold Bendaw - Larry Atchison
  - June 16 - 7 on 7 Tournament Pre-con at Balloon Fiesta Park with Susan Rice - Angie Jepsen, Dan Ballou
  - June 19 - USA Track & Field meeting - Angie Jepsen, Dan Ballou
  - June 17 - SW Border Food Safety & Defense Center Emergency Preparedness meeting with Cynthia Beiser, 60 total room nights - Allison Olguin
  - June 17 - NM Activities Association meeting with Dusty Young - Dan Ballou
  - June 18 - Society of Petroleum Engineers dinner with Amy Chao - Whitney Cordell
  - June 20 - Far West Regionals Youth Soccer meeting with Jim Tiley - Angie Jepsen, Dan Ballou
- **Upcoming Sales & Sports Activities:**
  - July - Site Inspection, NM Swimming - Angie Jepsen, Dan Ballou
  - July - Site Inspection, NM Youth Soccer - Dan Ballou
  - July - Site Inspection, National Brokerage Agencies with Paul Horos, 411 total room nights - Melanie Martinez
  - July 3 & 15 - SW Border Food Safety & Defense Center Emergency Preparedness meeting (3<sup>rd</sup>) with Cynthia Beiser and site inspection (15<sup>th</sup>), 60 total room nights - Allison Olguin
  - July 9-11 - Site Inspection, Call to Action with Ginny Nyhuis, 1,425 total room nights - Abigail Goodin
  - July 9-11 - Site Inspection, Centers for Spiritual Living with Joe Martin, 790 total room nights - Allison Olguin
- **Catering Leads Sent this Month: 2**

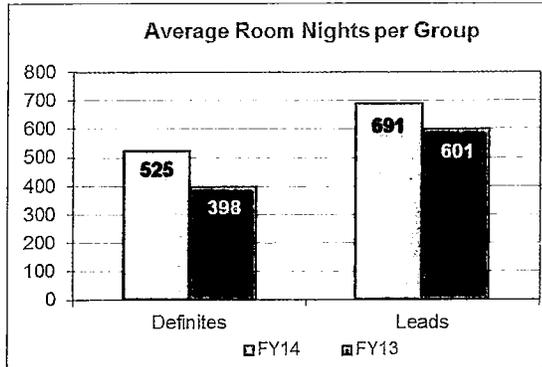
## CONVENTION SALES & SPORTS

<b>CVB Definite Future Room Night Bookings - Monthly</b>			
	Jun '14	Jun '13	% Ch
Number of Definite Bookings	44	36	22.2%
Total Room Night Production	22,328	11,889	87.8%
Total Attendance	17,421	9,607	81.3%
Direct Spending*	\$9,213,373	\$5,381,873	71.2%

<b>CVB Definite Future Room Night Bookings - FY</b>			
	FY14	FY13	% Ch
Number of Definite Bookings	400	380	5.3%
Total Room Night Production	210,003	151,086	39.0%
Total Attendance	287,640	234,029	22.9%
Direct Spending*	\$80,115,526	\$63,851,882	25.5%

*\*Per city contract, Direct Spending is calculated using the DMAI Event Impact Calculator.*

<b>Meetings Lead Production</b>						
	Jun '14	Jun '13	% Ch	FY14	FY13	% Ch
Number of Leads	44	54	-18.5%	702	710	-1.1%
Total Potential Room Nights	24,240	29,216	-17.0%	484,758	426,947	13.5%
Total Attendance	16,181	30,980	-47.8%	480,789	494,615	-2.8%



<b>Current Tentatives</b>						
Room Nights		We are projecting to turn the following room nights in:				
		Jul	Aug	Sep	% of Total	
<b>Center</b>	73,428	3,828	830	853	7.5%	
<b>Non-Center</b>	35,099	2,884	3,431	1,211	21.4%	
<b>Sports</b>	26,074	995	1,757	4,255	26.9%	
<b>Total</b>	<b>134,601</b>	<b>7,707</b>	<b>6,018</b>	<b>6,319</b>	<b>14.9%</b>	

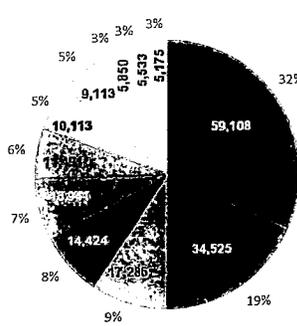
<b>Lead Incentives Offered</b>								
	FY14				FY13			
	# Grps	TRN	\$\$	\$\$/RN	# Grps	TRN	\$\$	\$\$/RN
Definite	65	60,741	\$321,389	\$5	78	61,350	\$417,370	\$7
Lost Business	13	27,467	\$73,517	\$3	27	61,867	\$308,455	\$5
Cancelled	1	243	\$525	\$2	3	5,764	\$45,176	\$8
Tentative	9	9,915	\$36,553	\$4	1	4,418	\$22,090	\$5
<b>Total offered within FY</b>	<b>88</b>	<b>98,366</b>	<b>\$431,984</b>	<b>\$4</b>	<b>109</b>	<b>133,399</b>	<b>\$793,091</b>	<b>\$6</b>

## CONVENTION SALES & SPORTS

LOST BUSINESS BY CITY									
FY14									
	Center		Non-Center			Center		Non-Center	
	# Groups	TRN	# Groups	TRN		# Groups	TRN	# Groups	TRN
Addison, TX			1	880					
Anaheim	2	11635	1	1100					
Atlanta	2	2378	2	713					
Austin	1	1545	1	100					
Baltimore	1	1576							
Bend, OR			2	5494					
Birmingham	1	3606	2	1434					
Boise			1	600					
Branson, MO			3	565					
Bristol, TN			1	1220					
Buffalo Thunder	1	350							
Chapel Hill, NC			1	117					
Charlotte, NC			1	442	Orlando	4	7988	1	1295
Chicago	1	1705	2	790	Overland Park	1	500	1	220
Clovis			1	30	Palm Springs	1	1500		
College Sta, TX	2	7212			Pasadena	1	3562		
Colorado Springs					Phoenix	5	10445	10	5163
Dallas	2	2345	2	819	Pigeon Forge, TN			1	201
Denver	2	4082	4	2145	Portland	3	2595	7	3950
Detroit			1	120	Providence, RI			1	115
Fayetteville, AR	1	3606			Pueblo, CO			1	40
Fresno			3	292	Rapid City, SD	1	1608		
Ft Lauderdale			1	110	Reno	1	4745	2	1175
Ft Worth	1	1245			Rio Rancho	1	1051		
Grand Canyon			1	40	Riverside, CA			1	475
Harrisburgh, PA			1	240	Sacramento			2	1890
Hawaii			1	790	Saga, Japan			1	1560
Houston			1	130	Santa Fe			8	2656
Indianapolis	1	1263			Sandia Casino	1	100	1	370
Irving	2	520			Santa Fe			1	148
Isleta Casino			1	485	Savannah, GA			4	676
Jacksonville, FL			3	979	Seattle	2	3684	1	415
Kansas City	4	5749	1	480	Springfield, MO			1	245
Lake Charles, VA			1	120	St Louis	2	3357	1	170
Lake Tahoe			1	97	Stanford, CT			1	2035
Las Cruces			2	340	Tamaya			3	1092
Las Vegas	3	6320	11	5409	Tucson				
Long Beach	1	1365	1	202	Washington, DC	1	1605		
Los Angeles	1	1959			TBD/Unknown	27	63829	33	24834
Louisville, KY			1	555	No Hotel Utilized	1	20		
Loveland, CO	2	1660			Met in ABQ - No LOI			3	1771
Mesa, AZ			1	423	Meeting CXL	10	10823	29	8441
Milwaukee	1	1585	2	1074					
Minneapolis			1	130					
New Orleans	1	1160	2	1160					
Nashville			1	141					
Omaha			1	421					
					<b>Total</b>	<b>99</b>	<b>186559</b>	<b>195</b>	<b>110697</b>

# CONVENTION SALES & SPORTS

Center Lost Business FY14  
100% of Lost Business Shown - Total 186,559

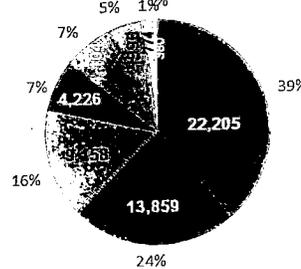


Downtown Hotel Package includes Too many hotels in package;  
More sleeping rooms close to Center; Meeting Space/Sleeping  
Rooms under one roof.

- Downtown Hotel Package
- Other
- Destination Desirability
- Bid Timing - Unable to view Track prior
- Local Support/Membership
- Membership Vote
- Geographic Preference
- Meeting Cancelled
- ABQ - Overall City Package
- No Response from Planner
- Board Preference

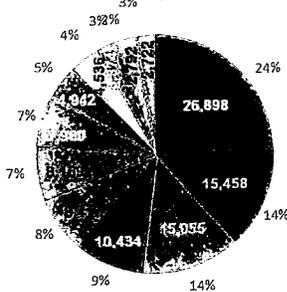
Convention Center Other 19% Expanded	Count	Percentage
Hotel-Guest Room Rates too High	4023	2.2%
Didn't make 1st/Final Cut	3731	2.0%
ABQ - Safety Concerns	3562	1.9%
ACC - Dates/Space Unavailable	3444	1.8%
ACC - Indoor Track	3110	1.8%
Preferred Location Available	3000	1.7%
Client will not sign hotel contracts	3160	1.7%
CC-space not adequate for Planner	2000	1.1%
ACC - Will not use at this time	1705	0.9%
Near Training/Headq Office	1605	0.9%
ACC - Rates too high	1358	0.7%
Transportation/Accessibility Issues	1185	0.6%
No Longer using 3rd Party	850	0.5%
ACC - Condition Concerns	615	0.3%
Prefer a Resort	350	0.2%
Change in Program	305	0.2%
No Longer using Hotel	20	0.0%

Center Win Reasons FY14  
100% of Definite Business Shown - Total 57,702



- Successful ABQ meeting in past
- Incentives Offered
- Best Sporting Facility
- Local Membership/Support
- Destination Appeal
- Geographic Rotation
- Overall Package
- Date Availability

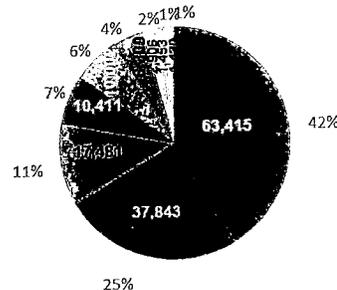
Non-Center Lost Business FY14  
100% of Lost Business Shown - Total 110,697



- Preferred Location Available
- Other
- Local Support/Membership
- Destination Desirability
- Meeting Cancelled
- Membership Vote
- No Response from Planner
- Did not make First/Final Cut
- Hotels - Dates/Space Availability
- Overall Rates/Cost too High
- ABQ - Overall City Package
- Board Preference

Non Center Other 14% Expanded	Count	Percentage
Chose Hyatt Tamaya	2025	1.8%
Transportation/Accessibility Issues	1919	1.7%
Climate/Weather Concerns	1908	1.7%
Near Training/Headquarter Office	1784	1.6%
Geographic Preference	1556	1.4%
Hotel - Guest Room Rates too High	1100	1.2%
No Longer Using Hotel	1074	1.0%
Combined with another meeting	764	0.7%
Lead turned over to AHCC	641	0.6%
Chose Ixtela Casino	485	0.4%
Chose Sandia Casino	370	0.3%
Multiple year bid - single yr booked	240	0.2%
Hotel Concessions Required	152	0.1%
Will hold trainings/Annual City	130	0.1%
Multi Yr Bid - 1 yr eliminated	88	0.1%
Prefer Larger City	68	0.1%
Economy	24	0.0%

Non-Center Win Reasons FY14  
100% of Definite Business Shown - Total 152,301

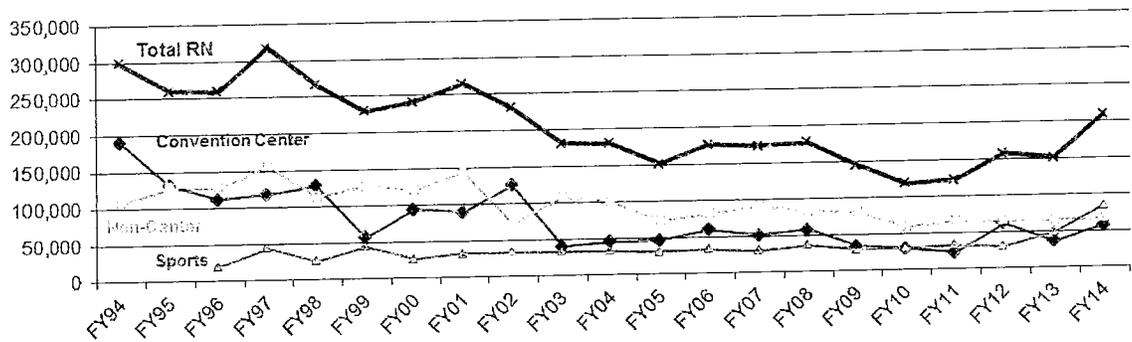


- Best Facility/Venue
- Successful ABQ meeting/event in past
- Destination Appeal
- Hotel - Rates/Package/Relationship
- Best Overall Package
- Local Membership/Support
- Incentives Offered
- Accessibility
- Geographic Desirability/Rotation
- Other

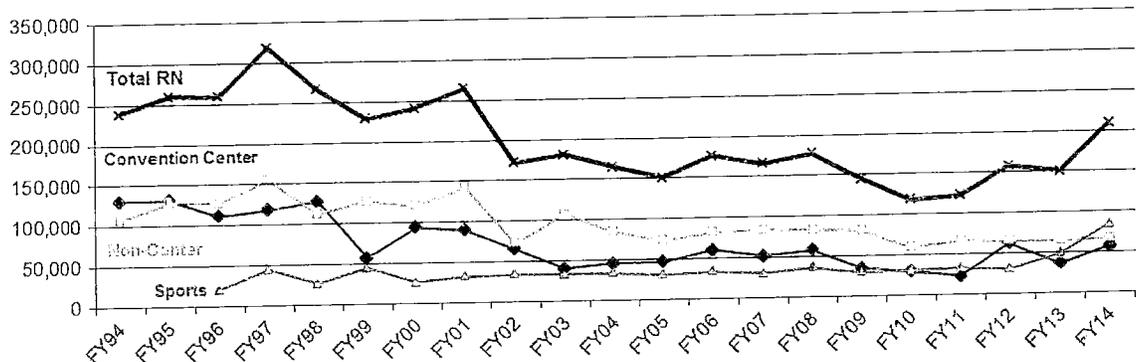
Non Center Other 1% Expanded	Count	Percentage
Destination Affordability	730	1%
Date Availability	215	<1%
Tied to National Meeting/Event	106	<1%

Historical Definite Production									
w/USBC (94 & 02) or FMCA (04 & 07)					w/o USBC (94 & 02) or FMCA (04 & 07)				
Fiscal	Center	Non Center	Sports	Total	Fiscal	Center	Non Center	Sports	Total
FY94	190,856	107,965		298,821	FY94	130,856	107,965		238,821
FY95	131,504	128,639		260,143	FY95	131,504	128,639		260,143
FY96	111,408	127,917	20,128	259,453	FY96	111,408	127,917	20,128	259,453
FY97	118,218	156,168	44,582	318,968	FY97	118,218	156,168	44,582	318,968
FY98	128,062	112,941	25,823	266,826	FY98	128,062	112,941	25,823	266,826
FY99	57,392	127,544	44,621	229,557	FY99	57,392	127,544	44,621	229,557
FY00	94,098	121,271	26,021	241,390	FY00	94,098	121,271	26,021	241,390
FY01	89,817	143,247	32,290	265,354	FY01	89,817	143,247	32,290	265,354
FY02	125,465	72,385	33,524	231,374	FY02	65,465	72,385	33,524	171,374
FY03	40,481	107,484	33,100	181,065	FY03	40,481	107,484	33,100	181,065
FY04	46,066	100,962	33,547	180,575	FY04	46,066	85,302	33,547	164,915
FY05	46,420	73,805	30,653	150,878	FY05	46,420	73,805	30,653	150,878
FY06	60,598	82,486	33,536	176,620	FY06	60,598	82,486	33,536	176,620
FY07	51,598	91,533	30,086	173,217	FY07	51,598	84,411	30,086	166,095
FY08	57,837	83,012	36,591	177,440	FY08	57,837	83,012	36,591	177,440
FY09	34,174	81,097	29,693	144,964	FY09	34,174	81,097	29,693	144,964
FY10	29,505	59,259	29,967	118,731	FY10	29,505	59,259	29,967	118,731
FY11	22,942	66,517	33,138	122,597	FY11	22,942	66,517	33,138	122,597
FY12	62,180	65,146	30,519	157,845	FY12	62,180	65,146	30,519	157,845
FY13	36,219	65,610	49,257	151,086	FY13	36,219	65,610	49,257	151,086
FY14	57,702	67,423	84,878	210,003	FY14	57,702	67,423	84,878	210,003

Fiscal Year Room Nights Booked For Future Years including USBC/FMCA



Fiscal Year Room Nights Booked For Future Years without USBC/FMCA



## CONVENTION SERVICES

Actual Meetings Hosted - CVB Booked						
	Jun '14	Jun '13	% Ch	FY14	FY13	% Ch
<b>Number of Meetings</b>	46	33	39.4%	356	367	-3.0%
<b>Room Nights</b>	26,270	10,589	148.1%	214,541	116,958	83.4%
<b>Attendance</b>	51,527	28,485	80.9%	295,656	207,675	42.4%
<b>Direct Spending*</b>	\$11,215,888	\$8,757,680	28.1%	\$83,622,138	\$50,555,017	65.4%

*Higher Room Nights, Attendance and Direct Spend FY14 due in large part to USA Roller Sports.*

*\*Per city contract, Direct Spending is calculated using the DMAI Event Impact Calculator.*

Visitor Information Centers						
	Jun '14	Jun '13	% Ch	FY14	FY13	% Ch
<b>Visitors</b>						
<b>Airport</b>	5,210	5,854	-11%	60,814	64,839	-6%
<b>Old Town</b>	2,640	3,022	-13%	28,860	29,785	-3%
<b>ACVB Office</b>	15	21	-29%	280	444	-37%
<b>Total</b>	7,865	8,897	-12%	89,954	95,068	-5%
<b>Volunteer Hours</b>	838.5	850.5	-1%	9,833.5	10,005	-2%

### Services Report

- June 1 - Daughters of the Nile--promotional trip to Omaha for the 2015 convention - Denise Suttle
- June 3 - Met with potential new partner for ACVB, in speaker/trainer category - Denise Suttle
- June 3 - Site with Bette Worley, National Student Exchange - Cecilia Padilla-Quillen
- June 5 - Attended Virgin Galactic Customer Service Training - Roxane Cisneros
- June 5 - Event Service Professionals Association, annual convention program committee meeting - Denise Suttle
- June 5 - Attended Address given by APD Chef Eden at Embassy Hotel & Suites - Cecilia Padilla-Quillen
- June 9-13 - Volunteers provided for Far West Regional USYSA Soccer championships - Denise Suttle
- June 10 - 3 volunteers provided for NM Youth Soccer Association Far West Regionals (bag stuffers) - Roxane Cisneros
- June 10 - ACVB Annual Luncheon - Andrew Lee
- June 11 - June Volunteer Meeting - Vernon's Hidden Valley Steakhouse - Roxane Cisneros
- June 13 - Judge at annual Hospitality Games - Denise Suttle
- June 18 - Volunteer Outing/Education - Dynamax screening of "Jerusalem" - Roxane Cisneros
- June 19 - Meet with local host committee, NM Institute of Transportation Engineers - Denise Suttle
- June 19 - ESPA executive committee meeting - Denise Suttle
- June 20 - Meet with director of Sun Country Regional Volleyball Tournament - Denise Suttle
- June 20 - Adventist Risk Management - Andrew Lee
- June 25 - New volunteer interview - Charles Rapson for Old Town Visitor Information Center - Roxane Cisneros

## PARTNER DEVELOPMENT

Partners Represented						
	Jun '14	Jun '13	% Ch from Jun '13	FY14	FY13	% Ch from FY13
<b>Total Partners</b>				757	797	-5%
<b>New Partners</b>	4	13	-69%	62	80	-23%
<b>Renewal Partners</b>	64	55	16%	543	543	0%
<b>Non-Partners</b>				304	NA	NA
<b>Total Represented</b>				1061	797	33%

Development and Other Private Revenue								
	Jun '14	Jun '13	% Ch from Jun '13	FY14	FY13	% Ch from FY13	FY Goal	% of Goal
<b>DUES</b>								
<b>New Partners</b>	\$1,510	\$4,974	-69.6%	\$27,697	\$43,139	-36%	\$34,000	81%
<b>Renewals</b>	\$43,997	\$41,869	5.1%	\$305,381	\$328,991	-7%	\$259,000	118%
<b>Total Partner Dues</b>	\$45,507	\$46,843	-2.9%	\$333,079	\$372,130	-10%	\$293,000	114%
<b>ADVERTISING</b>								
<b>Visitors Guide/Map</b>	\$9,787	\$8,999	8.8%	\$151,106	\$153,101	-1%	\$140,000	108%
<b>Website/Mobile/Email</b>	\$6,130	\$0	NA	\$25,085	NA	NA	\$31,000	81%
<b>Co-Op Advertising</b>	\$10,173	\$1,475	589.9%	\$19,649	\$9,399	109%	\$9,000	218%
<b>Total Ad Revenue</b>	\$26,090	\$10,473	149.1%	\$195,839	\$162,500	21%	\$180,000	109%
<b>Sponsorships</b>	\$0	\$800	-100.0%	\$750	\$2,300	-67%	\$3,000	25%
<b>Other Revenue</b>	\$15,077	\$28,017	-46.2%	\$21,750	\$33,145	-34%	\$30,000	73%
<b>TOTAL REVENUE</b>	<b>\$86,674</b>	<b>\$85,884</b>	<b>0.9%</b>	<b>\$551,418</b>	<b>\$570,075</b>	<b>-3%</b>	<b>\$506,000</b>	<b>109%</b>

*In August 2013, we began breaking out Partner Dues, Advertising, Sponsorships and Other Revenue. We did not begin tracking Advertising Revenue until October 2012.*

### Partner Development Report

- Total YTD partnership collections (dues, sponsorships, merchandise, auction, advertising and miscellaneous) equals \$551,418, 109% of annual goal
- Enrolled 4 new partners
- Renewed 64 partners
- Partnering with MCT, hosted a very successful Annual Luncheon at the Albuquerque Convention Center
- Restructured Development staff responsibilities
- Hosted a Special Conversation for our partners with Chief Eden
- Hosted a successful Partner Orientation
- Hosted a successful ACE at the National Museum of Nuclear Science and History
- Participated in successful Hospitality Games Implementation
- Continued work with APD and GAIA
- Continued work with Alliances and Advocacy Directors Council
- Continued work with Balloon Fiesta Park Commission

## MARKETING, COMMUNICATIONS & TOURISM

<b>Media</b>						
	FY14 4th Quarter	FY13 4th Quarter	% Ch from FY13	FY14	FY13	% Ch from FY13
<b>Domestic Coverage</b>						
# of Print Articles	46	45	2.2%	483	223	116.6%
Circulation	7,965,870	5,905,281	34.9%	104,735,785	50,805,148	106.2%
Publicity Value	\$125,566	\$52,139	140.8%	\$748,481	\$414,711	80.5%
# of Online Articles	143	405	-64.7%	1,551	1,837	-15.6%
Publicity Value	\$241,028	\$345,957	-30.3%	\$1,900,249	\$1,272,648	49.3%
<b>Total Number of Articles</b>				2,034	2,060	-1.3%
<b>Total Publicity Value</b>				\$2,648,730	\$1,687,359	57.0%
<b>Broadcast Coverage*</b>						
# of National Broadcast stories	3	46	-93.5%	1,575	1566	0.6%
Publicity Value	\$1,085	\$304,790	-99.6%	\$7,820,096	\$7,627,353	2.5%

*Media Numbers Reported Quarterly – 4th Quarter Reported*

<b>Tourism</b>								
	Jun '14	Jun '13	% Ch	FY14	FY13	% Ch from FY13	FY Goal	% of Goal
<b>Consumer (Visitor Guide Requests)</b>	7,407	10,444	-29.1%	68,790	83,695	-17.8%	77,219	89.1%
<b>Group Tour Business</b>	1,002	1,643	-39.0%	10,543	11,727	-10.1%	10,000	105.4%

*Group Tour Numbers Reported Quarterly – 4th Quarter Reported*

<b>Website</b>							
	Jun '14	Jun '13	% Ch from Jun '13	FY14	FY13	% Ch from FY13	
<b>User Sessions</b>							
Google Analytics	161,571	166,703	-3%	1,634,621	1,430,342	14%	
<b>Unique Visitors</b>							
Google Analytics	131,918	142,748	-8%	1,375,704	1,217,953	13%	
<b>Search Engines (Google Analytics)</b>							
Search Engine Traffic	107,570	73,084	47%	1,016,942	838,477	21%	
Google Traffic	96,914	57,737	68%	871,003	688,215	27%	

# MARKETING, COMMUNICATIONS & TOURISM

## June Social Media Highlights:

### Social Media

- The Albuquerque frame appeared at the Albuquerque Comic Expo (ACE) - June 25-27th
  - ACE provided our frame volunteers with day passes for the event
- Highlights
  - We had a great social media graphic created by our in-house team for USA soccer which got a lot of engagement (3,263 likes/comments/shares)
  - Our annual luncheon video was recognized in a tweet by Albuquerque Mayor Richard Berry
  - ABQ365 was featured in this month's Yelp newsletter as the featured sponsor
  - Our @VisitABQ Twitter handle was recognized as one of June 2014's Must Follow DMOs by BAD Consulting LLC.

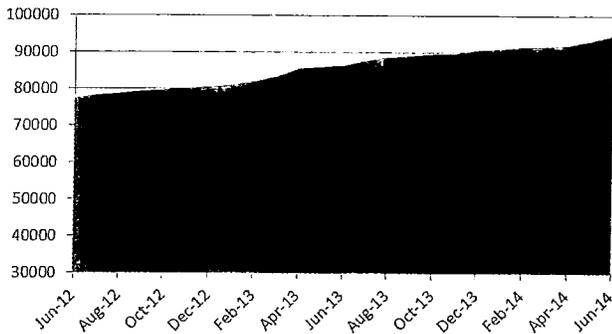
### ABQ365

- Blog
  - 6/27 - Bolo Tie Exhibit - early access to exhibit courtesy of the Albuquerque Museum
- Blog Posts
  - There were 14 blog posts added to ABQ365 this month
  - The most popular post of the month was the Albuquerque Comic Expo ("Five reasons to go to ACE this weekend" followed by the free day at the ABQ BioPark Zoo and the pickup of Better Call Saul for a second season
  - This is the highest trafficked month for the blog thus far

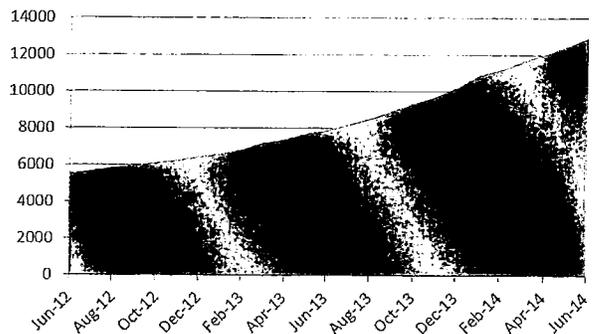
**Facebook Activity** - We had 22 posts to *Visit ABQ's* FB in the month of June. There were 3,601 referrals to VisitAlbuquerque.org from social networks; 2,934 of those referrals were from Facebook (Google Analytics-does not include advertising)



Facebook Fans



Twitter Followers



176 Active Subscribers – 172,649 Video Views

## MARKETING, COMMUNICATIONS & TOURISM

### Social Media continued

#### Facebook -- 12 Links to Internal Pages

6/30 - (Event) Post to the US Soccer watch party <http://www.visitalbuquerque.org/abq365/events/detail/World-Cup-Watch-Party-USA-Soccer-vs-Belgium-22052/>

6/30 - (ABQ365 Blog) Free day at the BioPark Zoo <http://www.visitalbuquerque.org/abq365/blog/post/2014/19/We-re-not-monkeying-around-ABQ-BioPark-zoo-offers-free-admission-on-Monday-June-30th-68/>

6/25 - Fly to Sunshine sweepstakes post

6/25 - (ABQ365 Blog) The Yards Craft Beer Premiere (photo diary)

<http://www.visitalbuquerque.org/abq365/blog/post/2014/23/The-Yards-Craft-Beer-Premier-a-photo-journey-of-the-longest-day-of-the-year-for-craft-beer-71/>

6/19 - (ABQ365 Blog) Better Call Saul gets picked up for second season

<http://www.visitalbuquerque.org/abq365/blog/post/2014/19/-Breaking-Bad-prequel-Better-Call-Saul-picked-up-by-AMC-for-a-second-season-69/>

6/19 - Fly to Sunshine sweepstakes post

6/15 - (Event) Father's Day at the BioPark <http://www.visitalbuquerque.org/abq365/events/detail/Old-Town-Father-s-Day-Celebration-21844/>

6/13 - (Event) Cherry Poppin' Daddies/Heights Summerfest <http://www.visitalbuquerque.org/abq365/events/detail/Heights-Summerfest-20505/>

6/12 - (Event) Summer Nights Concert Series <http://www.visitalbuquerque.org/abq365/events/detail/Summer-Nights-Concert-Series-21138/>

6/9 - (ABQ365 Blog) New sharks at the aquarium <http://www.visitalbuquerque.org/abq365/blog/post/2014/2/ABQ-BioPark-Aquarium-welcomes-two-new-sharks-to-the-shark-tank-61/>

6/6 - (Event) ABQ Folk Festival <http://www.visitalbuquerque.org/abq365/events/detail/Albuquerque-Folk-Festival-20708/>

6/3 - (Event) AFME

[http://www.visitalbuquerque.org/abq365/events/results?e\\_ViewBy=search&e\\_submit=1&e\\_sortBy=eventDate&e\\_pagesize=10&e\\_sDate=&e\\_eDate=&e\\_keyword=&e\\_catID=79&e\\_submitBtn=SEARCH](http://www.visitalbuquerque.org/abq365/events/results?e_ViewBy=search&e_submit=1&e_sortBy=eventDate&e_pagesize=10&e_sDate=&e_eDate=&e_keyword=&e_catID=79&e_submitBtn=SEARCH)

# MARKETING, COMMUNICATIONS & TOURISM

## Marketing, Communications & Tourism Report

- **Site Visits:**

- **Media**

- June 5-9 - Rachael Dickhute, EverythingHauler.com/Ford Motor Company

- June 18 - Bernadette Conrad (Germany): Die Zeit & Greyhound blog

- June 19-22 - Carrie Cecil, The Glamper Girls

- **Travel Trade/Travel Agents/FIT**

- William and Christine Forti, Travel Agents

- **Shows/Conferences:**

- June 23-25 - California Travel Summit – Tania was a guest speaker on film tourism and the success of Breaking Bad tourism

- **Advertising/Placement:**

- **Leisure Outdoor:**

- Four Fly to Sunshine outdoor boards ran in Kansas City June 1-30
    - Five Fly to Sunshine outdoor boards ran in Chicago June 1-30
    - Four Fly to Sunshine outdoor boards ran in Portland June 1-30

- **Leisure Online:**

- **Specific Media** (ad network)

- Fly to Sunshine banner ads, pre-roll ads and retargeting banner ads ran June 1-30 (geo and behavior targeted)
      - retargeting visitors guide and brand banner ads ran June 1-30

- **Southwest**

- visitors guide banner ad ran June 1-30
      - hotel ads ran within confirmation emails sent to everyone who booked a flight into Albuquerque during the month of June – Hotel Cascada, June 1-15 and Albuquerque Hyatt Regency, June 16-30

- **Sojern**

- Fly to Sunshine banner ads and pre-roll ads ran June 1-30 (geo and behavior targeted)

- **Weather.com**

- Fly to Sunshine banner ads ran June 1-30 (geo targeted with a cold and/or cloudy weather trigger)

- **Sunset and Time Inc. Lifestyle Network**

- Fly to Sunshine banner ads and pre-roll ads ran June 1-30 (geo targeted)

- **TripAdvisor**

- Fly to sunshine banner ads ran June 1-30 (content and geo targeted)
      - Visitors guide and brand banner ads ran June 1-30 on the Albuquerque page and run of site
      - Cultural Services Department banner ads ran June 1-30 (content targeted)

- **National Geographic**

- Fly to sunshine banner ads and pre-roll ads ran June 1-30 (geo targeted)

- **USA Today**

- Fly to sunshine banner ads and pre-roll ads ran June 13-30 (geo and behaviorally targeted)

- **King Email Marketing**

- Cultural Services Department sweepstakes email with win a trip, Freedom 4th, Route 66 Summerfest and Salsa Fiesta messaging was sent on June 3rd to 26,366 emails in Denver, Dallas and Lubbock
      - Fly to sunshine email with fly to sunshine, request a vg and win, JetBlue and summer messaging was sent on June 3rd to 75,000 emails in New York City (behaviorally targeted)
      - Fly to sunshine email with win a trip, request a vg, JetBlue and summer packages messaging was sent on June 26th to 75,000 emails in New York City (behaviorally targeted)

## MARKETING, COMMUNICATIONS & TOURISM

### Marketing, Communications & Tourism Report continued

#### Advertising/Placement continued

##### Leisure Local:

- Albuquerque the Magazine (85,678 circ.)  
ABQ365 1/3 page ad ran in the June issue
- edible Santa Fe, Albuquerque and Taos (20,000 circ.)  
ABQ365 ¼ page ad ran in the June/July issue
- Albuquerque Little Theatre  
ABQ365 ½ page ad ran in the Les Miserables program May 23-June 15
- Albuquerque Journal website ABQJournal.com  
ABQ365 banner ads ran June 1-30

##### Convention Online/Email:

- Specific Media  
Meet the New Albuquerque banner ads ran June 1-30 (geo and behavior targeted)  
Meetings pre-roll ads ran June 1-30 (geo and behavior targeted)  
Retargeted Meet the New Albuquerque banner ads ran June 1-30
- Smart Meetings  
Meet the New Albuquerque banners ran June 1-30 on the New Mexico landing page  
Sponsored Albuquerque content on the New Mexico landing page  
Featured Venue in the June 24<sup>th</sup> eNewsletter sent to 44,000 emails
- ePro Direct  
Email blast with Convention Center improvements, Albuquerque: Your Recipe for Success incentive and top 10 reasons to hold your meeting in Albuquerque messaging was sent to 15,080 association, education, religious, fraternity, government and military meeting planners on June 11<sup>th</sup>.  
Albuquerque: Your Recipe for Success incentive was included in the Opportunity Knocks eNewsletter sent to 83,716 emails on June 30<sup>th</sup>.

##### Convention Local:

- Albuquerque Journal Business Outlook (Monday circ. 91,579)  
Bring Your Meeting Home ad along with the June Convention Calendar ran in the June 2nd Business Outlook section  
Bring Your Meeting Home ad along with the July Convention Calendar ran in the June 23rd Business Outlook section

##### Facebook Advertising:

- Recipe for Success (meeting planner focused ad): Ran June 30  
107 website clicks (\$1.57 CPC), 67 post likes, 10 page likes  
Number of people ad was served to (reach): 31,502
- ABQ365 Page Likes Ad: Ran June 27-30  
1987 page likes gained  
Number of people ad was served to (reach): 103,139
- Promoted Post: #GoUSA #WorldCup: Ran June 26-27  
3,263 post engagements (likes, comments, shares)  
Number of people ad was served to (reach): 76,444

## MARKETING, COMMUNICATIONS & TOURISM

### Marketing, Communications & Tourism Report continued

- **Media:**

- Local Media:**

- June 4 - Media Alert regarding Rachael Dickhute's visit
  - June 9 - Annual Luncheon media alert
  - June 10 - Annual Luncheon press release
  - June 12 - PRSA Bronze Anvil press release
  - June 26 - July Convention Calendar

- National/International Media:**

- June 26 - Fly to Sunshine Sweepstakes press release

- M&C Trade Media:**

- June 19 - Your Recipe for Success press release

- Media Pitches:**

- June 5 - Cooking Light: New or unusual food-based spa treatments (pitched treatments at Hyatt Tamaya & Great Face and Body) Status: publication likes it (specifically they are interested in Hyatt Tamaya's Ancient Drumming Treatment featuring a red chile wrap), journalist will be in market in August to stay at the property and try the treatment. Publication date TBD.
  - June 6 - MountainHikingSite.com: Popular hiking destinations in the U.S. (La Luz Trail) Status: *They'd like us to write a blog post about the La Luz Trail for their site.*
  - June 11 - Unknown Publication: Independently owned boutique hotels (Hotel Parq Central & Hotel Andaluz) Status: *pending*
  - June 13 - Wendy Pramik, Albuquerque's up-and-coming beer scene
  - June 25 - Patriotic Hotels (Hyatt Regency Tamaya) Status: *Not Selected*

- **Travel Trade Activity:**

- Worked with St. Francis group on Balloon Fiesta itinerary

- **E-Marketing:**

- June 12 - "Enter to win a getaway for two - last chance!" email sent to 125,080 consumer contacts with a 17% open rate and 47% click to open rate
  - June 26 - "Win a Trip for Two to Sunny Albuquerque" email sent to 987 consumer contacts in the Portland DMA (currently unable to retrieve results due to an error in the email system)
  - June 26 - "Win a Trip for Two to Sunny Albuquerque" email sent to 1,058 consumer contacts in the Kansas City DMA (currently unable to retrieve results due to an error in the email system)
  - June 26 - "Win a Trip for Two to Sunny Albuquerque" email sent to 1,638 consumer contacts in the Seattle DMA (currently unable to retrieve results due to an error in the email system)
  - June 26 - "Win a Trip for Two to Sunny Albuquerque" email sent to 2,955 consumer contacts in the Chicago DMA (currently unable to retrieve results due to an error in the email system)
  - June 26 - "Thank you for your interest in Albuquerque!" email sent to 3,353 NMTD Central New Mexico Sweeps entrants (currently unable to retrieve results due to an error in the email system)

- **Pay-per-click Advertising:**

- Main campaign: 8,421 clicks

- **Website:**

- Updated FAM Registration and FAM confirmation pages and made the FAM Registration and FAM Updates pages live in the navigation in the meetings section
  - Updated the meetings homepage
  - Placed Albuquerque: Your Recipe for Success incentive promos on the meetings homepage and a number of other pages throughout the meetings section
  - Fly to Sunshine sweepstakes went live on the landing page on June 18th

## MARKETING, COMMUNICATIONS & TOURISM

### Marketing, Communications & Tourism Report continued

- **Photo Requests: 8**
- **Videos:**
  - Advancing the Destination
  - Year in Review
- **Projects:**
  - Gathered and trafficked Smart Meetings eNewsletter materials
  - Updated information and added Albuquerque: Your Recipe for Success incentive to EmpowerMINT
- **Collateral/Ad Production:**
  - Albuquerque: Your Recipe for Success incentive ½ page ad
  - Albuquerque: Your Recipe for Success incentive website promos
  - ePro Direct meetings email
  - USA Roller Sports program ad
  - ABQ365 outdoor board
  - Albuquerque and neighborhoods downloadable online map
  - Texas Monthly ½ page Balloon Fiesta ad
  - Fly to Sunshine June email
  - ABQ365 :30 tv spot for Who Rocks NM
  - Arabian Horse Show airport banner
- **Local Meetings:**
  - June 5 - Attended Chief Eden/ACVB partner meeting – Tania & Heather
  - June 5 - Museum Cooperative Council Meeting, Explora! - Kelly
  - June 10 - ACVB Annual Luncheon
  - June 16 - Attended NMTD's Breakfast Burrito Byway press conference – Tania, Heather & Kelly
  - June 17 - TANM & NMLA Meeting - Tania
  - June 18 - Social Media Panel Discussion, Garrity Group – Kelly
  - June 19 - Ski NM Board Meeting - Tania
  - June 19 - Partner Meeting with Mr. Hall, DSH Entertainment - Kelly
  - June 20 - Kathleen Manicke from Hyatt Tamaya (at ACVB offices) - Heather
  - June 24 - Chris Goblet from NM Beer - Heather
  - June 24 - DivvyHQ Demo – Kelly & Audrey
  - June 25 - ACT-On Software Demo - Kelly
  - June 27 - Public Art Charette – Kelly & Audrey
  - June 25 - Garrity PR Balloon Fiesta Media meeting – Heather & Kelly
  - June 26 - NMPRSA – Heather & Kelly
- **Awards:**
  - Submitted Breaking Bad PR award entry for ESTO's Destiny Awards

# CONVENTION SALES & SPORTS BUSINESS OCCURRING BY CALENDAR YEAR

Convention Center Face as of June 30, 2014

Center	2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		2019		2020			
	Definitive	Tentative																								
Center	#	TRN																								
January	5	3,905	6	2,794	4	3,004	2	553	5	3,104	3	810	4	5,609	5	3,938	3	2,799	2	2,021	4	4,269	2	2,021		
February	5	10,220	5	3,636	9	4,383	6	2,144	4	2,335	5	3,400	5	3,938	3	2,799	3	995	2	2,021	4	4,269	2	2,021		
March	1	125	1	7,111	5	3,922	4	3,350	4	2,468	3	3,177	1	2,480	2	2,944	2	2,944	1	1,813	2	3,163	1	791		
April	3	1,386	6	5,533	4	3,454	3	3,798	2	1,533	2	6,838	2	2,944	1	1,001	1	1,001	1	1,813	2	3,163	1	791		
May	1	1,426	1	50	1	50	2	3,934	1	2,632	3	5,102	1	1,001	1	1,001	1	1,001	1	1,813	2	3,163	1	791		
June	4	4,989	6	6,146	3	962	4	2,557	3	984	4	1,977	5	9,656	1	1,001	1	1,001	1	1,813	2	3,163	1	791		
July	3	9,269	3	5,464	3	962	4	2,557	3	984	4	1,977	5	9,656	1	1,001	1	1,001	1	1,813	2	3,163	1	791		
August	2	7,444	2	4,147	1	350	1	162	2	19,216	1	2,190	2	18,125	1	1,334	1	1,334	1	1,813	2	3,163	1	791		
September	1	869	2	1,535	2	2,112	3	1,635	2	2,703	3	4,371	1	848	2	1,728	1	1,457	1	1,457	1	1,457	1	1,457		
October	6	9,507	2	5,398	3	6,971	1	1,520	5	10,724	2	3,638	2	2,239	2	2,239	2	2,239	2	2,239	2	2,239	2	2,239		
November	2	2,922	3	5,108	3	6,288																				
December	1	227	1	30																						
Totals:	34	52,359	41	46,952	33	28,107	29	21,046	30	46,233	32	40,345	1	2,103	21	45,200	12	10,611	9	11,858	13	18,599	9	13,059	14	19,534

Non-Center Face as of June 30, 2014

Non-Center	2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		2019		2020			
	Definitive	Tentative																								
Non-Center	#	TRN																								
January	16	4,777	13	2,705	15	4,455	11	1,349	16	4,835	9	1,474	3	1,176	3	655	1	1,193	1	843	1	1,325	1	1,325		
February	27	7,204	20	6,570	21	8,182	32	9,074	27	8,333	28	10,169	4	1,317	4	276	1	1,193	1	843	1	1,325	1	1,325		
March	31	10,797	35	16,980	32	11,028	37	9,295	24	7,462	24	16,764	7	3,325	5	445	4	4,599	12	4,785	7	2,140	1	725		
April	32	12,011	42	13,815	24	5,492	32	6,165	43	9,602	20	5,245	8	4,599	12	4,785	2	1,539	2	1,539	3	3,462	2	913		
May	44	18,827	40	13,536	37	14,738	40	13,880	35	13,279	45	33,313	4	778	2	690	3	37	3	1,566	2	3,662	2	913		
June	34	8,450	30	18,461	34	7,831	39	11,564	30	9,470	42	25,073	7	5,417	1	37	3	37	3	1,566	2	3,662	2	913		
July	27	16,555	24	6,170	11	2,172	21	7,909	18	6,437	30	8,329	6	1,381	6	6,370	3	6,370	3	2,823	1	2,700	1	1,159		
August	23	5,508	24	15,911	45	13,515	36	9,240	46	10,229	33	7,157	9	2,198	8	1,321	12	3,965	3	2,026	4	1,908	1	1,908		
September	43	9,522	42	11,073	40	5,603	49	12,921	40	15,150	21	13,255	5	445	6	3,205	4	1,057	1	1,95	2	1,232	1	788		
October	21	5,033	29	9,571	27	7,232	33	7,199	24	13,900	9	2,928	1	225	2	1,105	6	4,260	3	2,160	3	2,160	1	493		
November	10	4,090	8	2,675	6	2,337	6	5,542	12	14,103	4	1,020														
December	10	4,090	8	2,675	6	2,337	6	5,542	12	14,103	4	1,020														
Totals:	344	116,737	350	125,707	322	98,853	357	98,902	351	119,532	278	129,280	26	3,454	52	29,252	58	28,781	13	9,342	29	17,427	6	4,904	13	6,065



**VISIT BASTROP**  
[www.visitbastrop.com](http://www.visitbastrop.com)

**SALES & MARKETING  
BUSINESS PLAN  
FY 2018**

Presented to: Bastrop City Council  
November 28, 2017

# Visit Bastrop Overview

## Mission

The mission of Visit Bastrop is to stimulate the economic growth of the City by marketing the Bastrop region as a vibrant visitor destination including conventions, meetings, outdoor recreation and special events.

## Vision

To be recognized and respected as a leading destination marketing organization and to achieve economic vitality for our destination with success through integrity, enthusiasm and creative involvement for the promotion of Bastrop as a great Texas small town destination.

## Visit Bastrop Is:

- A private, not-for-profit organization (501c6).
- Marketing and selling Bastrop as a destination.
- Focused on brand development and promotion to increase leisure travel, conventions, meetings, special events and outdoor recreation use by visitors.
- Funded by Hotel Occupancy Tax through a contract with the City of Bastrop.
- A Board of Directors of approximately 15.
- A full-time staff of currently four with one part-time.
- An equal opportunity employer.

## Values

- We are goal-oriented and results-directed.
- We look for opportunities, and we build on them.
- We are responsible and accountable.
- We value quality in our work, service and ourselves.
- We strive for excellence, honesty and integrity.
- We encourage teamwork while expecting high levels of individual performance.
- We treat our customer, partners and staff with courtesy, respect and fairness.
- We honor our promises and commitments.
- We maximize communication to minimize misunderstanding and encourage feedback, so we can continually improve.
- We acknowledge our role to provide significant economic impact to our community and citizens through the value of helping to create a vibrant hospitality industry.

## 2017-2018 Board of Directors

Board Member	Community Asset Representation	Board Member	Community Asset Representation
Clint Howard, Chair	Arts	David Jacobs	Hyatt Lost Pines
Rick Brackett, Vice-Chair	Nightlife/Entertainment	Robert Jones	Sports
Kevin Lee Plunkett, Treasurer	Restaurants	Naseem Khonsari	Retail
Cindy Wolford Ginsel, Secretary	History	Dale Lockett	Ex-Officio
Brenda Abbott	Venues/Special Events	Sarah O'Brien	Ex-Officio
Shawn Anther-Pletsch	At-Large	Tom Scott	At-Large
Jamie Creacy	Outdoors/Recreation	Becki Womble	Ex-Officio

## Chair's Message

As Chair of the 2017-2018 Visit Bastrop Board of Directors, it gives me tremendous pleasure to welcome you to our inaugural Marketing and Sales Plan for promoting Bastrop as a great destination.

As a businessman here for the past 18 years, as well as being an active participant in our Arts industry sector, I can't say enough about the tremendous impact having our first ever destination marketing organization (DMO), Visit Bastrop, come to fruition. As Chair of the Board of Directors, I can also tell you that the entire Board understands the critical importance of Visit Bastrop in regard to elevating our destination as a place to visit, meet, shop, dine and recreate -- and the vital economic impact our organization can and will have on not only individual businesses, but to the community at large.

A tremendous amount of work has been done by what was called the DMO Start-up Board in order for Visit Bastrop to become the official DMO for the City. Anne Smarzik stepped up to the plate early on and dedicated tireless energy and effort in support of Visit Bastrop as Chair of the Start-up Board, but had to step down due to health reasons just as we became official. I was able to support Anne's efforts as Vice-Chair during this period, along with other start-up members including Hiren Patel, Tom Scott and Rick Brackett. I also want to thank Sarah O'Brien who served as our liaison to the City and helped pave the way in so many ways.

In addition to helping the City determine the value of creating a DMO, we were able to work with DMOproZ Bill Geist who facilitated our Board and the City resulting in the creation of a 501c6 independent organization, representing Bastrop's hospitality industry to ensure representation by specific industry sectors. We also were successful in attracting an experienced DMO leader, Dale Lockett, to come to Bastrop to help us establish the DMO.

Fast forward to today, and we have come to an agreement with Dale to lead Visit Bastrop for at least one year, expediting the ability of the organization to quickly become effective in elevating our brand and bringing in much needed economic impact to Bastrop from the hospitality industry. One of Dale's first efforts was to almost immediately attract and add top-rated talent to the team, including a Director of Sales for conventions/meetings/sports, a Marketing Manager for our advertising/social media/public relations efforts and a Senior Administrative Assistant with excellent Board support background. All of the team members have hit the ground running and played a key role in the development of this document.

As it is our very first plan developed without baselines and without relevant history to guide us, it needs to be viewed as a roadmap and a guide to help us stay focused on our objectives. But due to its very nature, it is only a guide and with Board leadership, staff will at times need flexibility to modify the plan to adjust to shifting environments as we encounter them.

Please do not hesitate to contact me at any time to let me know how we are doing, what your thoughts are about marketing and selling our destination and any suggestions on how to improve our efforts to put Bastrop on the map and in the minds of potential visitors.

In Hospitality,



Clint Howard

Chair, Visit Bastrop 2017-2018

## Visit Bastrop Staff

Dale Lockett	President & CEO
Ashton LaFuente	Marketing Manager
Shane Sorenson, TDM, CTE	Director of Sales
Christy Hunn	Sr. Administrative Assistant
Becca Pentland	Administrative Assistant

## President's Message

Welcome to the first-ever Visit Bastrop Marketing and Sales Plan for FY 2017-2018!

With the formation of Bastrop's first official destination marketing organization in October of 2017, Visit Bastrop is ramping up quickly to provide marketing and sales leadership for Bastrop's hospitality industry, working in partnership with the City of Bastrop, the Bastrop Economic Development Corporation, the Bastrop Chamber of Commerce as well as many other organizations focused on the positive growth of our destination. A simpler way of presenting this is that we are coming together as an industry, recognizing the crucial impact our hospitality industry has on our quality of life.

With a Board of Directors elected to specifically represent our major hospitality industry sectors, as well as key at-large positions, Visit Bastrop is structured to provide a balanced and focused approach in elevating Bastrop as one of Texas' premier small-town destinations. Leveraging our natural and developed attractions, culture and history, as well as recognizing the significant impact of having a world-class resort destination and brand (Hyatt Regency Lost Pines Resort) driving the majority of our HOT fund growth, Visit Bastrop's top priority is to positively impact growth of our City's sales tax, HOT collections and help improve the overall quality of life for our community. We will accomplish this through an unrelenting focus on elevating Bastrop's brand and desirability as a destination.

Marketing efforts were initiated immediately upon formal establishment of the organization, as well as acquisition of a major event to help drive awareness and demand to our destination. In addition to those initial efforts, this marketing and sales plan will outline the basic efforts of Visit Bastrop over the next fiscal year, providing a road-map of the direction our efforts will strive to take us. Supported by the Board approved budget, our efforts will be focused on attracting significant demand from the Houston, Austin, San Antonio and, to some degree the DFW Metroplex markets. However, we also recognize the tremendous opportunity that the proximity of the Austin-Bergstrom International Airport represents for domestic and international opportunities for Bastrop and will strive to leverage that asset.

As this is our inaugural effort, there will naturally be some flexibility required in regard to this plan, as there is little to no history to work from to guide our efforts. Understanding of this by our partners and the City is deeply appreciated.

Cordially,



Dale Lockett  
President & CEO, Visit Bastrop

## Trends & Issues

Bastrop is uniquely different, in a positive way, from most small Texas communities regarding our hospitality industry.

First, we have the Hyatt Lost Pines Resort located in our extra territorial jurisdiction; which means that Bastrop not only receives the hotel occupancy tax generated, but we can claim the resort as one of our major attractions. The ability to partner with their professional sales and marketing team and to collaborate in joint sales and marketing efforts, is a huge benefit to Bastrop and something most other competing small destinations simply do not have.

Second, we have an exceptionally strong tie to history, including a well-preserved historic Main Street located on the banks of the Colorado River. This historically preserved setting, which offers restaurants, entertainment, shopping and art, also affords visitors the opportunity to canoe, kayak or stand up paddle board right from our downtown. When you add in all of our other outdoor recreation opportunities, our expansive (for our size) art facilities including our Lost Pines Art Center, Deep in the Heart Art Foundry and galleries, you have a destination that pretty much offers something for everybody.

Being this special type of destination matches up perfectly with a trend in what visitors of all generations are seeking – an authentic and unique destination where the story of the “place” is being told and can be experienced. Bastrop is not “plastic” or contrived. Our historic roots are so deep that we can’t fake what we are or who we are. Although time does not stop here, it certainly has a different beat. It’s a strength as well as a potential weakness for Bastrop in that a misconception could occur that would convey us as being too laid-back, sleepy, or a nothing-happening kind of place.

Another nation- and state-wide trend is that leisure travel is continuing to increase, only dropping off in sectors devastated by fires and hurricanes. Group travel (conventions and meetings) are also on the rebound.

The biggest issue with our group market segment (conventions and meetings) is that our convention center desperately needs a convention hotel and some significant improvements to become competitive. And, we are located in the heart of competing meeting destinations (Austin, Houston, San Antonio) that make competing exceptionally difficult.

Perhaps the biggest issue regarding our leisure product is destination consistency. Many of our restaurants, shops and attractions provide excellent customer service, while many do not. Some are open longer and on weekends, many more are not. A few conduct their own marketing (helping increase the “voice” and reach of Bastrop), most do not or cannot. We also have some improvements required regarding signage and wayfinding, as well as “gussying up” the place a bit.

Another issue to address is that, unfortunately, the only significant destination awareness of Bastrop is from our disasters. This awareness is not one that we desire and can be difficult to overcome (think of Sonoma California as they try to recover). But, with a proper marketing campaign, we can start to replace those outdated perceptions with a newer and more vibrant message.

Overall, the trends and issues that we face in increasing visitors to our destination are either positive and/or fixable. The following marketing and sales plan is Visit Bastrop’s first effort to start addressing the trends and issues as we strive to elevate our brand to drive increased hotel occupancy tax collections and sales tax collections from visitor spending.

# Marketing

## Mission

Specifically market the Bastrop region as a “tourism” destination by establishing and elevating our brand through advertising, media/public relations, website promotion, social media and, in general, getting our unique story exposed to potential visitors.

## Advertising Plan of Action

Due to more time being required for Visit Bastrop to partner with Proof Advertising in development of a comprehensive advertising plan, we have established a short-term focus of marketing what is happening in Bastrop. There are a number of excellent events and activities in Bastrop that have the potential to attract out-of-area visitors but none of them, in our opinion, have been marketed effectively (due either to lack of funding or lack of focus). Using our marketing resources, we are focusing on attracting attention to our destination by “elevating” select events and activities through advertising and marketing efforts. We are striving to combine a “hometown-small town” culture with a vibe that conveys a “happening and eclectic” destination that is a must visit place.

Although we have not identified all of the media we will be partnering with, we will be using publications such as Texas Monthly, Texas Highways, AAA Journey, Texas Music and others to get our message out. We will also strongly consider using newspaper exposure in the Houston and Austin markets, as well as select radio platforms such as Pandora. We have created a strong Facebook presence and will be using boosted postings and live streaming to elevate Bastrop as a viable destination. And we anticipate keeping a billboard presence on Hwy 71, in both directions.

We will also be promoting our convention and meeting capabilities, focused on industry trade groups such as the Texas chapter of the American Society of Association Executives (ASAE). We will be partnering with the Hyatt Lost Pines Resort in our messaging regarding them and elevating the capabilities of our Convention Center and local hotels with meeting space.

## Strategic Marketing Initiatives

### Promotion of Existing Events

We have recognized a few existing events and will work with those planners to elevate marketing efforts and drive demand. (Veteran’s Day Car Show, Lost Pines Christmas and First Fridays)

### Developing New Events

We have partnered with Texas Music Magazine to create the “Bastrop Music Festival”, held on May 17 – 20, 2018. As we move forward, we will seek other opportunities along these lines to generate buzz and awareness for Bastrop as a destination.

### Social Media

We were able to gain ownership of the Visit Lost Pines Facebook page and transition it over to Visit Bastrop. This allowed us to retain an audience of 44K followers. Our social media presence will be crucial – we immediately have access to a following of close to 45k followers – and will want to start generating awareness and creating buzz about our destination.

### Website

We have contracted with SimpleView to host our new website, which went live on November 8, at 11am. The power of the SimpleView site allows us to house our CRM & CMS together which gives us the ability to combine meeting sales, industry partner management, forecasting, consumer marketing and reporting all in one place.

## Situational Analysis

Due to the fact that there are no marketing baselines established, as this is our first effort, we will be using this year to establish those baselines in regard to web, social media and advertising metrics. Each of our individual marketing efforts will have metric tracking required to establish those baselines. In future Visit Bastrop plans, specific goals will be established in regard to increasing the exposure of our brand and the return on investment (ROI) of those efforts.

## Advertising

We will continue to partner with Proof Advertising to assist us with all marketing initiatives including: strategic direction, account and project management, media planning/buying/optimization/analysis, creative development, creative production and meetings and reporting.

## Public Relations

We will continue to partner with Hiebing on a month-to-month basis and continue to boost awareness about the events and attractions in Bastrop, and drive traffic to them by the way of PR push that engages local and regional media across Texas. Our 2018 PR program will focus on spotlighting Bastrop's seasonal events as well as relevant travel-centric opportunities that arise. We will garner placement by pitching editors, submitting listings to online and print calendars, and deploying distribution through iReach and PR Newswire. Proactive media relations will be crucial for Bastrop to maintain a presence in top-tier consumer publications locally across Texas.

## Targeted Existing Events

### Veteran's Day Car Show:

- Objective: work with Bastrop Area Cruisers to promote travel to the Veteran's Day weekend celebration.
- Target Audience: Texas travelers and car enthusiasts thru print/audio/digital/OOH/social.
- Print Ad Placement: full page color ads in AAA Texas Journey & Texas Highways; regional publications that inspire Texans to travel.
- Pandora Commercial: Streaming audio provides guaranteed ad exposure to audience segment. Pandora commercial targeted audience ages: 23-64 in ATX & HOUSTON (travelers and/or auto enthusiasts)
- Billboard (OOH): placement east and west of town increases awareness of event
- How are we reaching them? Print, Audio, Digital, OOH (out of home) & Social Media

**BASTROP AREA CRUISERS PRESENTS**  
"HEROES & HOTRODS" BASTROP'S 12th ANNUAL  
**VETERANS**  
*Weekend*  
**CAR SHOW**  
2017  
*Bastrop, Texas*  
SPONSORED BY  
**Kragh's**  
JEWELRY  
**FRIDAY, NOV. 10TH - CRUISE IN 4:00PM**  
**SATURDAY, NOV. 11TH - CAR SHOW 7:00AM - 3:00PM**  
For online registration go to [BASTROPAREACRUISERS.COM](http://BASTROPAREACRUISERS.COM)  
See back for more information  
Contact: Tony at 512 956-8507, Bill at 512 540-0013 or Bruce at 214 801-3047

Create Station

**BASTROP, TX**

**12th ANNUAL HEROES AND HOT RODS CAR SHOW**

**VISITBASTROP.COM**

**FRI. NOV. 10** **SAT. NOV. 11**

Speaker icon

Targeted Existing Events...(cont'd)

OOH | Billboard Placement (HWY 71)

- West Bound: open left hand read, large sized unit , 12.6 miles from Bastrop
- East Bound: right hand read, large sized unit, 4.4 miles from Bastrop



Print Ad Placement:

- Full Page Four Color (FP4C) Ads in regional publications that inspire Texans to travel.
- AAA Texas Journey: 85% of readers are inspired to visit destinations featured in the magazine.
- Texas Highways: 73% of readers visited Texas destinations as a result of reading the magazine.



	October					November			
	25	2	9	16	23	30	6	13	20
AAA Texas Journey									
Texas Highways									
Pandora									

## PRE-EVENT WEB CLICK ADS—DRIVE TRAFFIC TO WEBSITE

Post Details

**Visit Bastrop**  
 October 26 at 3:47pm · 🌐

Come to Bastrop, TX for the "Heroes & Hot Rods" Car Show, Veterans Day weekend Nov 10-11.

**Visit Bastrop**  
 Travel Company [Learn More](#)

45,705 people reached

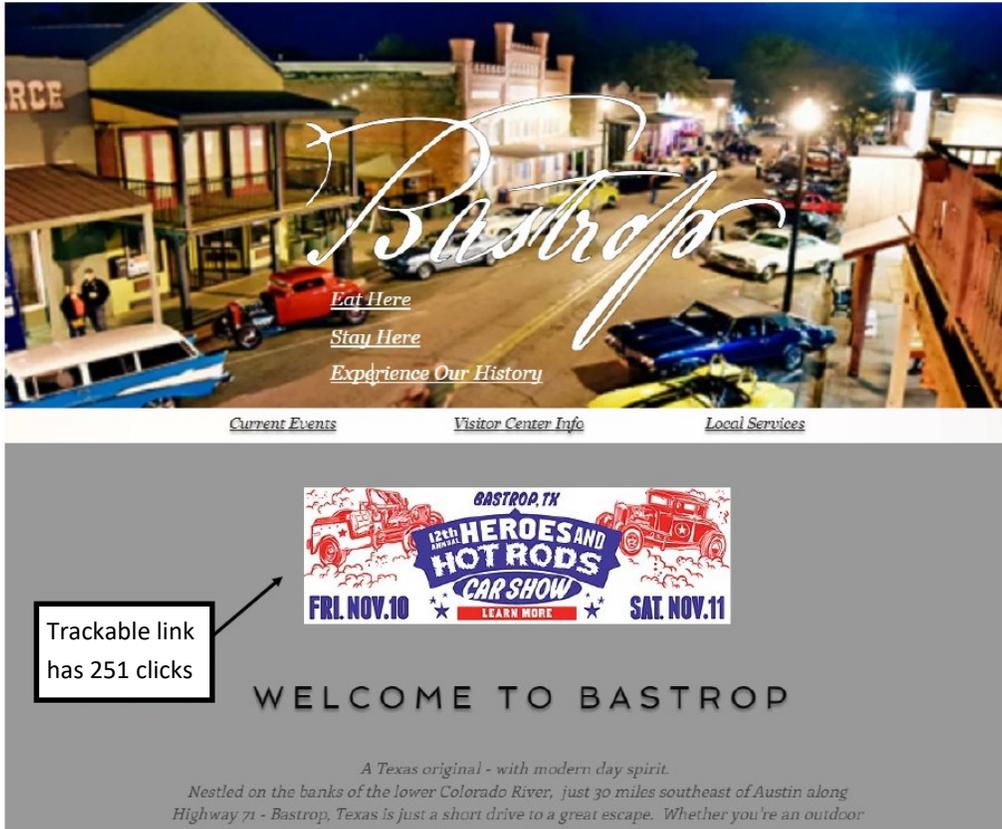
1.7K Reactions · 50 Comments · 373 Shares

<b>45,705</b> People Reached		
<b>2,358</b> Reactions, Comments & Shares ⓘ		
<b>1,854</b> Like	<b>1,747</b> On Post	<b>107</b> On Shares
<b>39</b> Love	<b>37</b> On Post	<b>2</b> On Shares
<b>3</b> Wow	<b>3</b> On Post	<b>0</b> On Shares
<b>89</b> Comments	<b>66</b> On Post	<b>23</b> On Shares
<b>373</b> Shares	<b>373</b> On Post	<b>0</b> On Shares
<b>727</b> Post Clicks		
<b>264</b> Photo Views	<b>0</b> Link Clicks	<b>463</b> Other Clicks ⓘ

- Deena Higgins Thomas** If you haven't been to this car show before, it is outstanding. They anticipate about 400 entries this year.  
 Love · Reply · Message · 3 · November 1 at 4:19pm
- Rocio Herrera Kimberly Champion Allen Je Allen** just a suggestion, there are a few things to do in Bastrop, 😊  
 Like · Reply · Message · 1 · November 8 at 10:53pm
- Kaitlyn Louise Brian Dunnam** you already know about this?  
 Like · Reply · Message · 1 · October 29 at 7:52pm · Edited
- Brian Dunnam** No ma'am. But thank you for the info. 🙌  
 Like · Reply · Message · 1 · October 29 at 8:02pm
- Sandy Spakes Humphreys Maria Juarez, Doss** would probably love this.  
 Like · Reply · Message · 2 · October 27 at 7:26am
- Maria Juarez** Thanks!! We will be there 😊  
 Like · Reply · Message · 1 · October 27 at 12:58pm
- Visit Bastrop** Definitely a good time to be had by all - we'll see you guys there!  
 Like · Reply · Commented on by Ashton LaFuente [?] · November 7 at 1:53pm

## Targeted Existing Events...(cont'd)

[www.visitbastrop.com / previous website](http://www.visitbastrop.com/previous-website)



### During Event Live Coverage

Facebook live streaming of event gets 10X more comments, watched 3X longer than traditional videos.

## Targeted Existing Events (cont'd)

### Day-of Social Media Presence

 **Visit Bastrop**  
Published by Ashton LaFuente [?] · November 11 at 11:27am · Bastrop · 🌐

Bastrop Veteran's Day Car Show Weekend 2017 on Historic Main Street!  
#visitbastroptx



2,264 people reached Boost Post

👍 Like    💬 Comment    ➦ Share

👤 Debbie Carr Philippi, Melissa Wiland and 51 others    Top Comments ▾

11 Shares    4 Comments

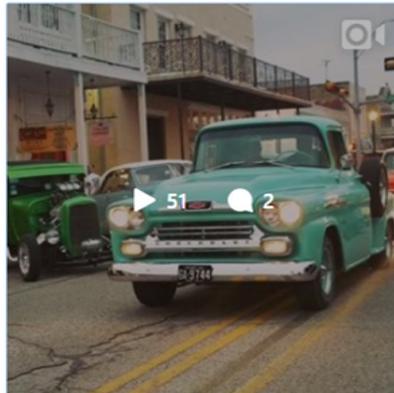


visitbastroptx

Following

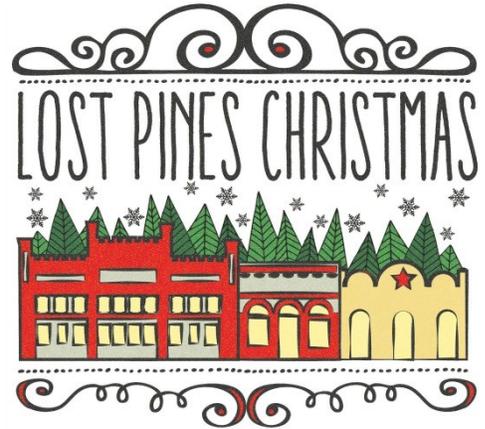
3 posts    126 followers    51 following

Visit Bastrop [www.visitbastrop.com](http://www.visitbastrop.com)



**Lost Pines Christmas**

- Partnering with The Main Street Program to promote travel to the Lost Pines Christmas celebration throughout the month of December.
- We will promote the overall event, calling special attention to the individual events.
- Efforts will include OOH, digital & social media.



**New/Potential Events**

**Bastrop Music Festival | May 17—20, 2018**

Featuring more than 30 bands and 40 shows, the Bastrop Music Festival takes center stage May 17—20, 2018, in historic Bastrop. The inaugural music festival includes performances by bands of numerous genres across the city, with a mixture of wristband only nighttime shows and free daytime events. This festival is produced by the Texas Music, a quarterly magazine owned by Open Sky Media. The festival will showcase music in a variety of intimate venues, such as Neighbor’s Kitchen and Yard, the Kleinart Building at Viejo’s Tacos y Tequila and Old Town Restaurant and Bar. Free daytime concerts, including shows for kids, will take place at additional Bastrop businesses and public spaced during the four day festival.

Austin Monthly

- Full Page Ads: April & May | 50K ROS Ads: April & May | Facebook Post: May

San Antonio Magazine

- Full Page Ads: March, April & May | 75K ROS Ads: April | From our partner exclusive: April | Facebook Post: May

Texas Music Magazine

- Two-page spread (one for city, one for festival); Fall, Winter & Spring | Digital Advertising (website/social/e-blasts) | Editorial Content (4 pages)



# Group Sales

## Mission

Our Group Sales efforts will primarily focus around two goals; 1) partner with the Hyatt to provide quality convention and meeting leads for them. 2) To provide a strong sales effort on behalf of the Bastrop Convention Center to attract groups utilizing room nights in our hotels. Another major effort will be to evaluate our potential for sports groups (youth and adult events).

## Situational Analysis

In regard to our two major priorities, since neither effort has previously been conducted, we will need some time to develop strategies and tactics to effectively sell and market to the convention and meeting segment. For the Hyatt, we will be a supplemental sales force to provide lead generation as well as support to help successfully close business on a case-by-case basis. Our goal is to encourage any group that we are involved with to include at least one event in Bastrop proper to elevate the economic impact potential of the Hyatt groups for our destination. In regard to the Convention Center, we will establish whether there is a market for our product and if that market warrants significant marketing and sales efforts. In essence, a major “discovery” process will be engaged.

## Tradeshows & Industry Meetings

Date	Conference/Tradeshow	Market Segment
Nov 6-8	Connect Texas	Association
Jan 7-10	Professional Convention Management Association	Corporate/Association
Jan 23-25	Southwest Showcase	Corporate/Association
Jan 30- Feb 1	Religious Conference Management Association	Religious
Mar 6-8	Christian Meetings and Conventions Association	Religious
Apr 12-13	Global Meetings Industry Day	Corporate
Apr 22-25	National Association of Sports Commissions	Sports
May 4-7	Military Reunion Network- Central States Roundtable	Military
May TBD	Plan Your Meetings Austin	Corporate/Association
Aug 18-21	American Society of Association Executives	Association
Aug 23-25	Connect Marketplace	Association/Specialty
Sep 16-18	Texas Society of Association Executives	Association
Oct/TBD/18	Plan Your Meetings Houston	Corporate/Association

## Sales Marketing

Selling Bastrop as a meeting and event destination requires a multi-faceted approach that must be intentionally developed with a broad range of community involvement and a narrow focus on providing an unparalleled visitor experience unique to Bastrop, reflecting its’ culture, heritage, and opportunity.

The first objective in selling Bastrop as a destination is creating the awareness that Bastrop exists and is ready and available for group business. By attending industry tradeshows and conferences, we will be meeting face to face with meeting and event planners across various market segments to inform them about Bastrop’s various meeting and event facilities including the Convention & Exhibit Center, Hyatt Regency Lost Pines Resort, and the various limited service hotels and alternative meeting facilities throughout Bastrop and the surrounding area.

## Sales Marketing (cont'd)

Despite previous marketing efforts for the area, without these face to face interactions a vital part of the conversation with meeting and event planners was missing. The previously listed industry tradeshow and conferences attract many of the top meeting professionals in their respective markets and represent millions of dollars a year in meeting business.

The Visit Bastrop sales staff will be active and visible at various community events and networking opportunities. This will increase local awareness of visitor impact to the community and allow us to connect with local professionals involved in various organizations and associations. We will seek to leverage these local contacts to prospect hosting their respective organization's events in Bastrop. Local support and representation is a key factor of meeting planners and decision makers when seeking a destination for their event.

In partnership with the Hospitality and Downtown Department, we will create a hospitality training program specific to the Bastrop area for front-line employees at hotels, restaurants, and local merchants. In partnership with local merchants and restaurants, we will seek to establish a "visitor rewards" program or "show your badge" program that will incentivize conference and event attendees to support the local community.

## Buyer Education Tours (FAM Tours)

As interest in the destination grows from the marketing and sales efforts, Visit Bastrop will plan Buyer Education Tours or Familiarization (Fam) Tours. These will serve as opportunities for strategically invited meeting and event planners to experience a broad sampling of what Bastrop offers regarding lodging, meeting facilities, dining, entertainment, and recreation that attendees may experience when visiting Bastrop. For many destinations, these tours produce highly lucrative event bookings as well as provide us with new Brand Ambassadors in the meetings and events industry.

## Convention & Exhibit Center

The Convention Center Staff, in cooperation with the Hospitality & Downtown Department and Visit Bastrop, has made many revisions to booking policies to make it easier for meetings and events to book. Any event seeking to book space beyond 18 months out must be approved by Visit Bastrop, so that preference is given to events that also use hotel room nights. Traditionally, convention and meeting planners book 2-4 years out, so this would ensure that the space is available when they are undergoing site selections. Further analysis is being conducted as to what type of groups can and will utilize the space so that potential business can be strategically targeted for the Center.

## Special Events

### Mission

Bastrop has several established special events that have been somewhat successful in the past with limited marketing support. Those include: Veteran's Day Car Show, Lost Pines Christmas Celebration, First Friday Art Walks, the Chamber's Fourth of July Celebration and some others. Our goal is to provide additional marketing support to see if attendance and direct spend can be increased.

### Situational Analysis

In addition to elevating existing events to drive economic impact through increased attendance, Visit Bastrop will be looking to encourage additional special events, especially for periods that the destination needs additional impact regarding hotel occupancy and sales tax generation. Of particular interest will be events that can provide positive media exposure of our destination and/or economic development opportunities.

## Visit Bastrop Finalized FY1718 Budget

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Budget
<b>Income:</b>													
<b>Total Income</b>	<b>490,083</b>	<b>120,083</b>	<b>1,811,000</b>										
<b>Expenses:</b>													
<b>Total Client Development</b>	7,467	7,467	8,967	10,967	7,467	7,467	8,467	7,467	7,467	7,467	8,467	7,467	96,600
<b>Total Tradeshow/Conferences</b>	-	4,000	-	12,490	1,200	6,000	5,000	10,000	1,307	14,000	25,600	7,500	87,097
<b>Total Sponsorships</b>	-	-	-	-	-	-	-	15,000	-	-	-	-	15,000
<b>Total Local Meetings/Transportation</b>	350	350	700	350	350	350	350	350	700	350	350	350	4,900
<b>Total Information Technology</b>	4,114	3,864	3,864	4,114	3,864	3,864	4,114	3,864	3,864	4,114	3,864	3,864	47,368
<b>Total Dues, Memberships, Subscriptions</b>	1,810	-	3,052	795	-	-	-	730	-	-	17,820	-	24,207
<b>Total Sales/Marketing</b>	38,748	38,748	38,748	38,748	38,748	38,748	38,748	53,748	38,748	38,748	38,748	38,748	479,980
<b>Total Rent and Utilities</b>	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	1,320	15,840
<b>Total Personnel Costs</b>	47,058	45,558	45,558	44,976	44,476	63,341	44,976	44,476	44,476	44,976	44,476	60,988	575,335
<b>Total Office Expenses</b>	806	806	806	806	806	806	806	806	806	806	806	806	9,672
<b>Total New Office Setup</b>	10,500	-	-	-	-	-	-	-	-	-	-	-	10,500
<b>Total Operational/Miscellaneous Costs</b>	11,617	7,867	11,867	11,617	7,867	7,867	11,617	7,867	7,867	11,617	7,867	7,867	113,400
<b>Total Expenses</b>	<b>123,790</b>	<b>109,980</b>	<b>114,882</b>	<b>126,182</b>	<b>106,097</b>	<b>129,763</b>	<b>115,397</b>	<b>145,627</b>	<b>106,554</b>	<b>123,397</b>	<b>149,317</b>	<b>128,910</b>	<b>1,479,900</b>
<b>Reserve</b>	<b>49,008</b>	<b>12,008</b>	<b>181,100</b>										
	<b>49,008</b>	<b>12,008</b>	<b>181,100</b>										

### Visit Bastrop Finalized FY1718 Budget

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total Budget
Operating Reserve	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	150,000
	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	150,000
Net Change in Assets	366,293	10,103	5,201	(6,099)	13,986	(9,680)	4,686	(25,544)	13,529	(3,314)	(29,234)	(8,826)	-



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 41

**TITLE:**

Receive presentation from Visit Bastrop regarding the Brand Strategy Initiative developed by Augustine.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 5A

**TITLE:**

Discuss the Wholesale Water Partnership Agreement between Aqua Water Corporation and the City of Bastrop.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 6A

**TITLE:**

Receive monthly report from Visit Bastrop.

**STAFF REPRESENTATIVE:**

Sarah O'Brien, Hospitality & Downtown Department Director

**BACKGROUND/HISTORY:**

Per the management agreement with Visit Bastrop, a monthly presentation must be made to the City Council outlining its progress in implementing their annual Business Plan and meeting performance targets and the scope of services pursuant to that agreement.

Specifically Visit Bastrop shall work to:

- (1) attract leisure visitors to the City and its vicinity;
- (2) attract and secure meetings, events, retreats, and conventions to the City and its vicinity; and
- (3) serve as a liaison to local businesses (including hoteliers, restaurateurs, and other similar entities) and City departments to attract leisure and business visitors, meetings, events, retreats, and conventions to the City and its vicinity.

Visit Bastrop, shall also:

- (A) carry out the actions defined in the applicable annual Business Plan;
- (B) utilize research reports on economic trends, growth sectors, and regional competitive strengths and weaknesses, as is customary in the destination and marketing organization industry;
- (C) provide marketing and imaging campaigns for the City's tourism and convention industry;
- (D) inform and partner with the City regarding high-profile or significant recruitment/attraction efforts;
- (E) provide, in appropriate detail in accordance with the Tax Code, reports listing the Visit Bastrop's expenditures made with HOT, and Visit Bastrop's progress in performing the Services in conformance with implementation of the annual Business Plan; and
- (F) Provide expertise in destination management in conjunction with the City of Bastrop to leverage available resources such as community assets and activities to maximize opportunities to attract visitors to Bastrop, both leisure and business, recognizing the critical role tourism plays in Bastrop's economy, both in HOT and sales tax revenue.

**POLICY EXPLANATION:**

Visit Bastrop, a 501(c)6 organization, was engaged to provide Destination Marketing Services and provide brand marketing for Bastrop as a destination.

As outlined in the annual management agreement, the City and Visit Bastrop recognize the visitor industry as a key economic generator. Visit Bastrop's purpose is to provide "brand" marketing for Bastrop as a destination and to serve as the primary brand advocate. Visit Bastrop will also leverage utilization of existing facilities, while providing global oversight of Bastrop's visitor assets and activities. Visit Bastrop will also provide a level of unity and representation to maximize Bastrop's brand potential.

The Visit Bastrop Board of Directors meets monthly on the third Thursday at 8:30 a.m. and rotates meeting locations at different hospitality venues.

City Council established that the Visit Bastrop Board of Directors include broad representation of community assets and identified those as Arts, History, Hotels, Restaurants, Sports, Outdoors, Recreation, Hyatt, Nightlife, Entertainment and Film in the Destination Services Management Agreement.

Per their management agreement, Visit Bastrop must present an approved business plan and annual budget to the City Council no later than September 1, 2018 for FY 2019.

**FUNDING SOURCE:**

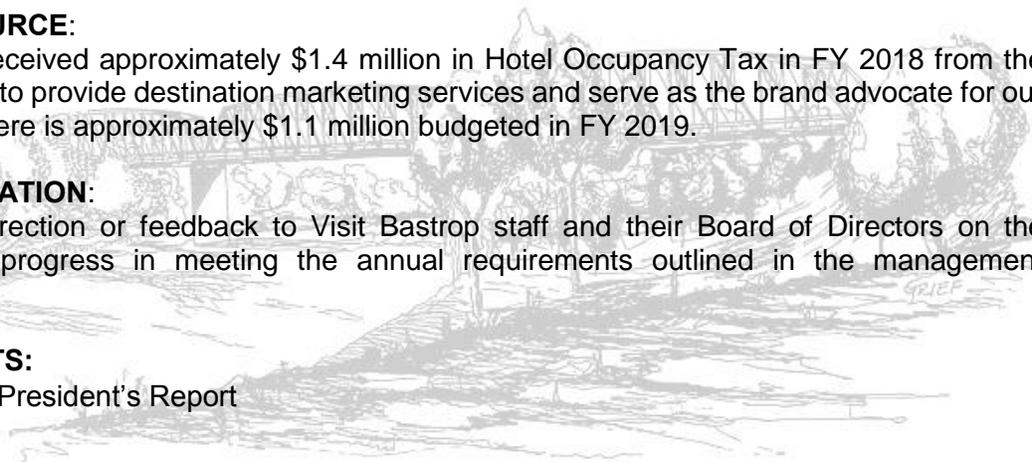
Visit Bastrop received approximately \$1.4 million in Hotel Occupancy Tax in FY 2018 from the City of Bastrop to provide destination marketing services and serve as the brand advocate for our community. There is approximately \$1.1 million budgeted in FY 2019.

**RECOMMENDATION:**

Provide any direction or feedback to Visit Bastrop staff and their Board of Directors on the organization's progress in meeting the annual requirements outlined in the management agreement.

**ATTACHMENTS:**

- August President's Report





**VISIT BASTROP**  
[www.visitbastrop.com](http://www.visitbastrop.com)

**Visit Bastrop  
President's Report  
August 2018**



## Lodging Industry Report\*

	July '18						Calendar Year to Date					
	Occ	%CH Occ	ADR	% Ch ADR	% CH RevPAR	% CH Rooms Sold	Occ	% Change from YTD 2017				
								%CH Occ	ADR	% Ch ADR	% CH RevPAR	% CH Rooms Sold
<b>Bastrop</b>	68.2	-1.0	192.88	-2.8	-3.8	-1.0	64.5	4.3	174.84	-.07	3.5	4.3
<b>1</b>	57.3	9.0	78.95	-1.8	7.1	9.0	56.2	3.4	85.98	3.7	7.3	9.8
<b>2</b>	62.2	-1.3	101.05	7.0	5.7	-1.3	54.3	-2.6	86.72	5.7	2.9	-2.6
<b>3</b>	67.1	-4.1	125.99	1.1	-3.1	-3.7	62.2	4.3	116.29	1.5	5.8	4.8
<b>4</b>	66.0	1.4	111.31	-2.1	-0.7	1.4	63.6	6.9	112.25	0.1	7.1	6.9
<b>5</b>	65.4	-9.3	98.74	-5.0	-13.9	4.9	55.2	-8.0	96.38	-2.9	-10.7	3.9
<b>6</b>	76.3	2.5	114.37	-0.1	2.4	4.3	69.8	0.6	121.61	4.1	4.6	2.2
<b>7</b>	70.0	-3.7	124.97	0.1	-3.6	0.8	75.0	-2.0	153.38	0.7	-1.4	3.5
<b>8</b>	72.8	-1.6	119.35	-5.5	-7.1	0.0	74.7	-0.9	128.24	-5.3	-6.1	5.2
<b>9</b>	61.5	2.7	92.79	2.7	5.4	18.5	58.8	-1.4	98.23	1.4	0.0	14.9
<b>Average</b>	66.68	-.54	116.04	-6.5	-1.16	3.29	63.43	.46	117.39	.83	1.3	5.29

## Glossary

<b>ADR</b>	Average Daily Rate
<b>RevPAR</b>	Revenue per Available Room
<b>Occ</b>	Occupancy

## Comparatives

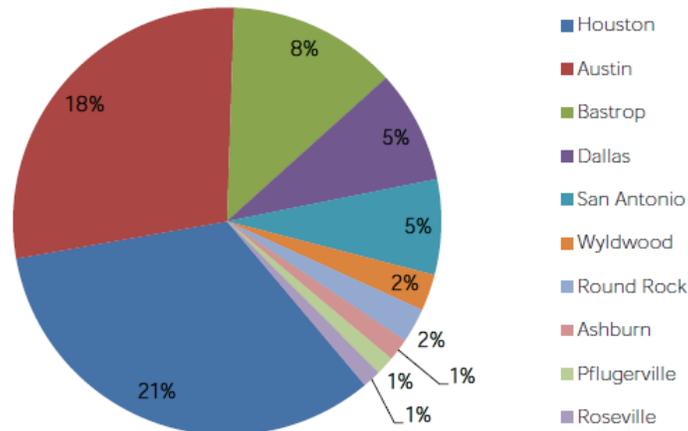
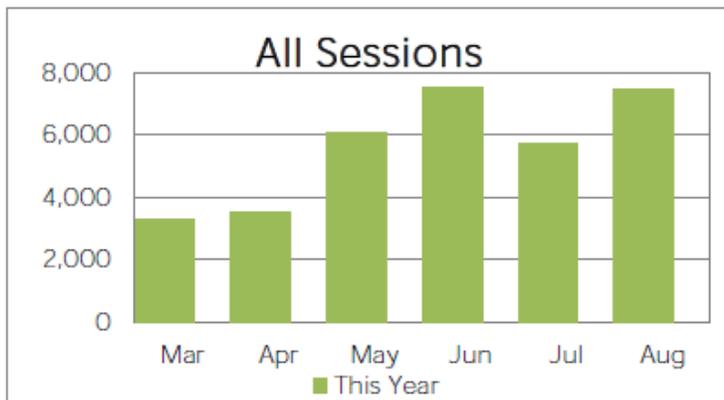
South Austin/Airport  
 Bryan-College Station  
 Brenham  
 Seguin  
 City of Austin  
 Llano  
 San Antonio  
 Fredericksburg  
 San Marcos

\*Data now includes Hyatt Lost Pines Resort



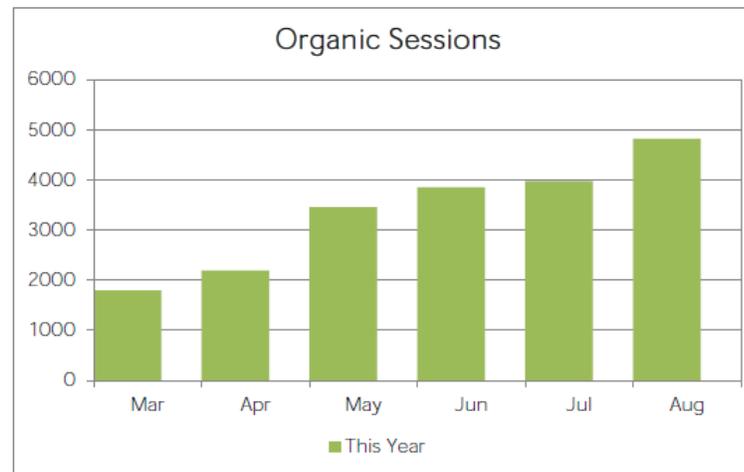
# AUGUST Website Traffic Overview

	Mar	Apr	May	Jun	Jul	Aug
Total Sessions	3,274	3,526	6,072	7,550	5,759	7,489
Users:	2,649	2,926	5,029	6,117	4,687	6,338
Bounce Rate:	47%	44%	48%	57%	50%	46%
Pageviews:	8,767	8,931	14,321	16,057	13,090	17,449
Avg Page per Session:	2.68	2.53	2.36	2.13	2.27	2.33
Avg Session Duration:	0:02:34	0:02:21	0:02:17	02:01	02:09	02:01
Total Organic Search Traffic:	1,801	2,192	3,458	3,855	3,977	4,822
% of Traffic From Organic Search:	55%	62%	57%	51%	69%	64%
Entry Pages From Search:	139	142	155	159	173	180



# August Organic Traffic Overview

- In August 2018, visitbastrop.com had 4,822 organic sessions, once again continuing the upward trend and beating the previous months' numbers. Top organic landing page for August was a Hyatt listing which has 1,174 sessions. Other top organic landing pages included the homepage, Hyatt on-site activities page, Homecoming Rodeo event and Things to do.
- Hyatt Listing
- Visit Bastrop Homepage
- Hyatt on-site Activities
- Bastrop Homecoming
- "Things to Do" page



## AUGUST Organic Website Engagement Metrics

Our site outperformed the industry average for most engagement metrics. The organic time on site is a bit lower this month. That coincides with the top organic landing page being a listing and the third most popular page being an event. This type of content tends to get a lot of traffic but since they don't include opportunities to engage with the site further, people are more likely to get the info they need and leave. This illustrates the importance of including evergreen content on the site that addresses user interests so that those pages will be the first page a user lands on then they can visit the event or listing from links within the evergreen content.



### Industry Averages

Engagement Metrics	Industry Average	VisitBastrop.com		% Difference
Total Pages Per Visit:	2.14	2.33	●	8.15%
Total Average Visit Duration:	0:01:57	0:02:01	●	3.20%
Total Bounce Rate:	52.85%	46.21%	●	-14.36%
Organic Pages Per Visit:	2.20	2.27	●	2.92%
Organic Average Visit Duration:	0:02:05	0:01:55	●	-8.62%
Organic Bounce Rate:	48.49%	42.10%	●	-15.18%

# AUGUST Social Media Statistics



## Facebook Activity Overview

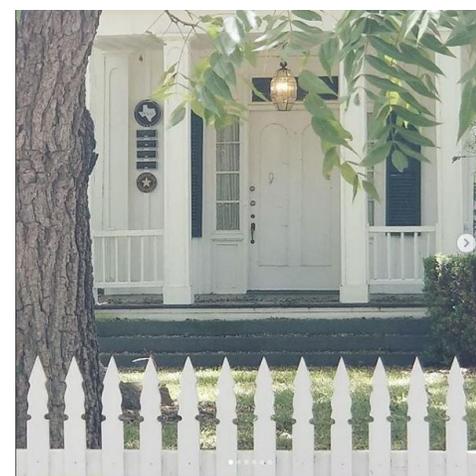
<b>198.3k</b> Impressions	<b>4,311</b> Engagements	<b>537</b> Clicks
------------------------------	-----------------------------	----------------------

Facebook Page	Total Fans	Fan Increase	Posts Sent	Impressions	Impressions per Post	Engagements	Engagements per Post	Link Clicks
Visit Bastrop	44.5k	0.15%	32	198.3k	6,195	4,311	134.72	537

## Instagram Activity Overview

<b>657</b> Total Followers	<b>916</b> Likes Received	<b>17</b> Comments Received
-------------------------------	------------------------------	--------------------------------

Instagram Profile	Total Followers	Follower Increase	Followers Gained	Media Sent	Comments Sent	Impressions	Total Engagements	Engagements per Media	Engagements per Follower
Visit Bastrop (Business)	657	12.3%	72	22	3	6,911	933	42.41	1.42



# Merchants and Partners Promoted through DMO Channels in AUGUST



## Inspiration:

- We got that!
- Road Trip/Day Trip
- Staycations
- Things To Do
- Shopping/Dining
- Outdoor Recreation /Canoe/Paddle-boarding
- The Colorado River
- Rodeo/Hometown Tradition
- Get Lost/Explore
- Live Music
- Texas Meetings/ Meet in Bastrop
- Weddings
- Good Eats
- BAIPP Sculptures/Toads Around Town

## Events:

- Bastrop Homecoming and Rodeo
- Bastrop Homecoming Parade
- Boogie Back to Bastrop Western Swing Festival
- Clinically Undepressed
- Cody Hopkins Invitational
- Labor Day Zip n Sip
- First Friday Art Walk
- Mimosa Saturday's at Cripple Creek
- Pine Street Market Days
- Walkin' the Line – Johnny Cash Tribute
- Bastrop Farmer's Market

## Businesses:

Neighbor's Kitchen and Yard, Bastrop River Company, Copper Shot Distillery, The Dinosaur Park, Bastrop Convention & Exhibit Center, Bastrop Opera House, Hyatt Regency Lost Pines, Wedding Country, Maxine's on Main, Gracie's, Roadhouse Bastrop, Zip Lost Pines, Lake Bastrop North Shore, Lake Bastrop South Shore, Pecan Street Inn, Downtown Bastrop, Relics Jewelry, Sugar Shack Bastrop, Hero Water Sports

# AUGUST Facebook Top Performing Posts

**Visit Bastrop** is at Lake Bastrop North Shore Park. Published by Ashton LaFuente [?] · August 31 at 7:16 PM · Bastrop · 🌐

Theres still plenty of summer left in our neck of the woods and we have lots of outdoor adventures to experience. Not only are we perfectly positioned along the banks of the Colorado River, we're also home to Lake Bastrop, a high-quality bass fishing lake. Lake Bastrop is ideal for a day-trip or the perfect weekend getaway. Check them out to learn more about day use and overnight accommodations: <http://bit.ly/LakeBastrop>



View Insights

Boost Again

Boosted on Aug 31, 2018 By Ashton LaFuente Completed

People Reached	<b>4.3K</b>	Post Engagement	<b>558</b>
----------------	-------------	-----------------	------------

View Results

👍👎👤 Lcra WebEditor, Jan Kelly and 484 others

11 Comments 31 Shares

**Visit Bastrop** was live. Published by Ashton LaFuente [?] · August 24 at 1:09 PM · 🌐

Come boogie with us for the "Boogie Back to Bastrop" Western Swing Festival at the Bastrop Convention & Exhibit Center! #visitbastroptx



05:58

View Insights

Boost Again

Boosted on Aug 24, 2018 By Ashton LaFuente Completed

People Reached	<b>10.5K</b>	10-Second Video Views	<b>4.2K</b>
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View Results

👍👎👤 128

15 Comments 24 Shares

**Visit Bastrop** Published by Ashton LaFuente [?] · September 5 at 11:41 AM · 🌐

Road Trip Ready: this weekend, Bastrop, TX comes alive with a multitude of events and activities to indulge in. Get out of the city & join us for Downtown Bastrop's signature event, First Friday Art Walk. This monthly showcase is a celebration of all things Bastrop. Local galleries, artists, tasty eateries, live music, porch pickin', boutique shopping and more! Hang your hat at the Pecan Street Inn for the night and enjoy those infamous pecan waffles before heading back to Ma... [See More](#)



View Insights

Boost Again

Boosted on Sep 05, 2018 By Ashton LaFuente Completed

People Reached	<b>6.2K</b>	Post Engagement	<b>787</b>
----------------	-------------	-----------------	------------

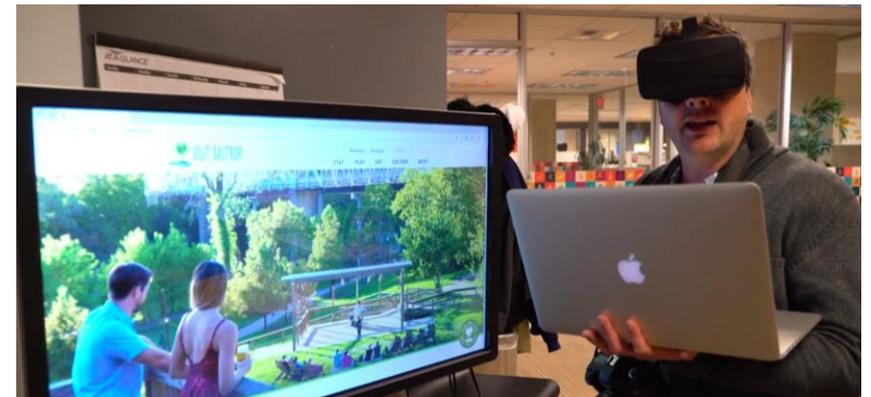
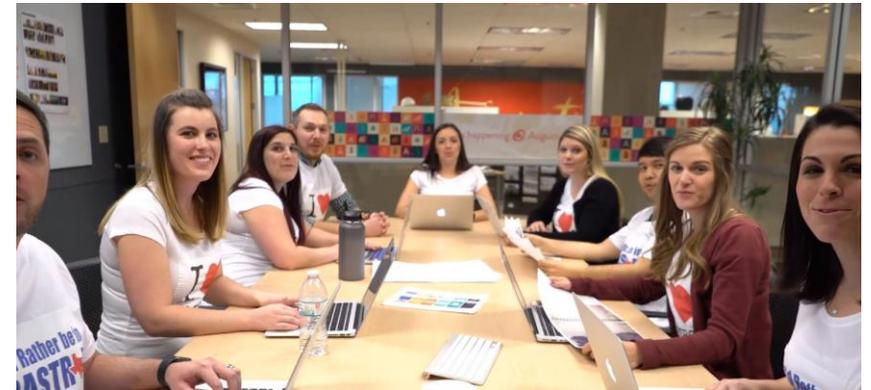
View Results

👍👎👤 465

12 Comments 66 Shares

# Branding – Augustine

- **8/23:** Creative Concepts and Logo Presentation to Visit Bastrop Marketing Committee
- **8/27-31:** Feedback and Revisions to Augustine
- **9/12:** Revised Creative Concepts and Logo Presentation to Marketing Committee
- **9/20:** Branding Presentation to Full Board



# Cody Hopkins Invitational Bull riding & Freestyle Bullfights

- Event Date: October 6, 2018 at Mayfest Park & The American Legion Post #533
- This events celebrates the life of Cody Hopkins and helps raise awareness about West Nile Virus.
- Event includes: Bull riding, freestyle bullfights, Jr bull riding, vendor displays and a live music concert by the Caden Gilliard Band at the American Legion after the bull riding.

**AUSTEX DUMPSTERS**  
*Proudly Presents*  
**2018 CODY HOPKINS INVITATIONAL BULLRIDING & FREESTYLE BULLFIGHTS**  
SATURDAY OCT. 6TH 7:30PM  
**MAYFEST PARK**  
25 AMERICAN LEGION DR. BASTROP, TX

**TICKETS**  
\$10 ADULTS  
\$5 Ages 8 to 12 YEARS  
KIDS 5 & UNDER FREE

**AMERICAN LEGION DANCE**  
AFTER BULL RIDING  
**KIDS**  
MINI BULL RIDING

VISIT BASTROP  
www.visitbastrop.com

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- TEXMIX
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- DOUBLE TUFF TRUCK TARPS
- DOUBLE R HAT HOUSE
- WAVE CONNECTIONS INC.





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 6B

**TITLE:**

Receive presentation on the unaudited Monthly Financial Report for the period ending August 31, 2018.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The Chief Financial Officer provides the City Council a monthly financial report overview for all funds to include detailed analysis for General Fund, Water-Wastewater Fund, Bastrop Power & Light and the Hotel Occupancy Tax Fund.

**POLICY EXPLANATION:**

This reporting requirement is set forth by the City of Bastrop Financial Management Policies, Chapter IV. Operating Budget, Section D. Reporting, as adopted by Resolution R 2017-75 on September 26, 2017.

**FUNDING SOURCE:**

N/A

**ATTACHMENTS:**

- Unaudited Monthly Financial Report for the period ending August 31, 2018

# CITY OF BASTROP

Comprehensive Monthly Financial Report  
August 2018



# Performance at a Glance as of August 31, 2018



	YEAR TO DATE	REFERENCE
<b>ALL FUNDS SUMMARY</b>		
ALL FUNDS SUMMARY	POSITIVE	Page 4-5
GENERAL FUND REV VS EXP	POSITIVE	Page 6
SALES TAXES	POSITIVE	Page 7
PROPERTY TAXES	POSITIVE	Page 8
WATER/WASTEWATER FUND REV VS EXP	POSITIVE	Page 9
WATER/WASTEWATER REVENUES	POSITIVE	Page 10
ELECTRIC FUND REV VS EXP	POSITIVE	Page 11
ELECTRIC REVENUES	POSITIVE	Page 12
HTOEL OCCUPANCY TAX FUND REV VS EXP	POSITIVE	Page 13
HOTEL OCCUPANCY TAX REVENUES	POSITIVE	Page 14
Legal fees	N/A	Page 15
<b>PERFORMANCE INDICATORS</b>		
<b>POSITIVE</b>	= Positive variance or negative variance < 1% compared to seasonal trends	
<b>WARNING</b>	= Negative variance of 1-5% compared to seasonal trends	
<b>NEGATIVE</b>	= Negative variance of >5% compared to seasonal trends	

## COMPREHENSIVE MONTHLY FINANCIAL REPORT –August 2018

ECONOMIC INDICATORS	August 31, 2018– NEWS FOR YOU
ECONOMY	
<p><b>National:</b>  Real gross domestic product (GDP) increased at an annual rate of 4.1% in the 2<sup>nd</sup> quarter of 2018. This is up from 2.2% from 1<sup>st</sup> quarter. The personal income increased by .3% in July 2018 with disposable personal income increasing .3%. The personal consumption expenditures increased .1% in July 2018. (All of these reported by the Bureau of Economic Analysis.)</p> <p><b>U.S. Retail Sales:</b>  July 2018 is up 6.4% from last year.</p> <p><b>Texas Retail Sales:</b>  This index is a single summary statistic that sheds light on the future of the state's economy. The index is a composition of eight leading indicators. The index is at 129.95 in July 2018, up 0.49% from June 2018 and up 2.79% from one year ago.</p>	<p>Attached is the Comprehensive Monthly Financial report for August 2018. This is 11 months of FY2018, or 92% of the fiscal year is complete.</p> <p><b>Revenues:</b> Overall, the City has earned \$32,222,901. This amount is 94% of the approved budget of \$34,369,816 and is 5% higher than the amount forecasted through the month of August.</p> <p><b>Expense:</b> Overall, the City has spent 8% less than forecasted.</p>
UNEMPLOYMENT	Noteworthy
<p><b>State-wide:</b>  The state unemployment is 4.0% in July 2018 which is no change from June 2018.</p> <p><b>Bastrop:</b>  Bastrop County has an unemployment rate of 3.8% in July 2018 which is down from 3.9% in June 2018.</p>	<p>The City received notice that FEMA has obligated funds to repair the concrete slope in Gills Branch damaged during Hurricane Harvey.</p>

COMPREHENSIVE MONTHLY FINANCIAL REPORT –August 2018

BUDGET SUMMARY OF ALL FUNDS

	<b>FY2018 Budget</b>	<b>FY2018 Forecast</b>	<b>FY2018 YTD</b>	<b>Variance</b>
<b><u>Revenues:</u></b>				
General	\$ 10,868,105	\$ 9,981,688	\$ 10,492,095	5.1%
Designated	47,450	33,913	98,739	191.2%
Innovation	256,500	235,125	375,594	59.7%
Debt Service	2,576,113	1,823,105	2,357,042	29.3%
Water/Wastewater	5,121,640	4,661,012	4,735,048	1.6%
Water/Wastewater Debt	2,007,586	1,840,289	1,659,762	-9.8%
Impact Fees	896,439	783,760	728,687	-7.0%
Vehicle & Equipment Replacement	561,371	515,423	551,916	7.1%
Electric	7,502,696	6,673,324	6,959,766	4.3%
Hotel/Motel Tax	2,882,000	2,636,512	2,650,029	0.5%
Hospitality & Downtown	1,084,788	936,893	1,020,059	8.9%
Art in Public Places	75,041	68,789	70,560	2.6%
Library Board	20,150	16,804	31,064	84.9%
Cemetery	90,700	83,142	115,569	39.0%
Hunter's Crossing PID	379,237	379,237	376,971	-0.6%
<b>TOTAL REVENUES</b>	<b>\$ 34,369,816</b>	<b>\$ 30,669,016</b>	<b>\$ 32,222,901</b>	<b>5.1%</b>

<b>POSITIVE</b>	= Positive variance or negative variance < 1% compared to forecast
<b>WARNING</b>	= Negative variance of 1-5% compared to forecast
<b>NEGATIVE</b>	= Negative variance of >5% compared to forecast

COMPREHENSIVE MONTHLY FINANCIAL REPORT –August 2018

**BUDGET SUMMARY OF ALL FUNDS**

	<b>FY2018 Budget</b>	<b>FY2018 Forecast</b>	<b>FY2018 YTD</b>	<b>Variance</b>
<b>Expense:</b>				
General	\$ 11,136,433	\$ 9,708,991	\$ 9,772,339	0.7%
Designated	612,000	523,915	88,115	-83.2%
Innovation	706,500	663,462	507,211	-23.6%
Debt Service	2,365,274	2,111,674	2,118,617	0.3%
Water/Wastewater	6,739,564	5,978,540	4,452,155	-25.5%
Water/Wastewater Debt	1,440,212	1,440,212	1,441,016	0.1%
Impact Fees	730,021	294,470	243,770	-17.2%
Vehicle & Equipment Replacement	432,276	432,276	432,165	0.0%
Electric	8,087,734	7,223,128	6,758,951	-6.4%
Hotel/Motel Tax	3,369,730	2,953,067	2,958,293	0.2%
Hospitality & Downtown	1,077,522	956,787	878,919	-8.1%
Art in Public Places	94,050	51,550	27,188	-47.3%
Library Board	22,386	20,521	18,252	-11.1%
Cemetery	131,177	124,579	104,001	-16.5%
Hunter's Crossing PID	455,750	444,729	484,471	8.9%
<b>TOTAL EXPENSES</b>	<b>\$ 37,400,629</b>	<b>\$ 32,927,901</b>	<b>\$ 30,285,463</b>	<b>-8.0%</b>
Surplus/(Shortfall)	\$ (3,030,813)	\$ (2,258,885)	\$ 1,937,438	-185.8%

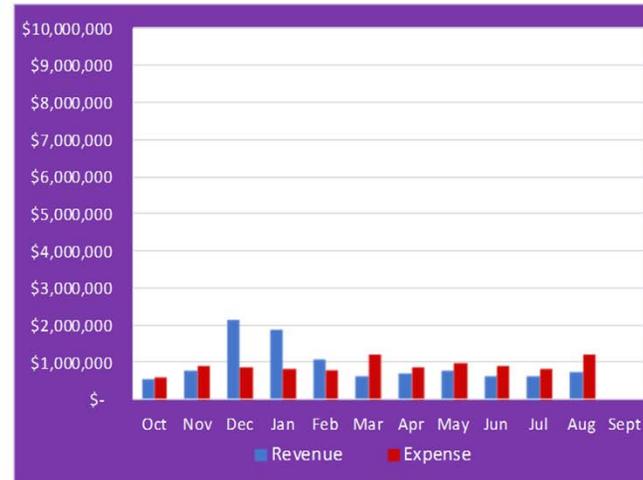
POSITIVE = Negative variance or positive variance < 1% compared to forecast  
WARNING = Positive variance of 1-5% compared to forecast  
NEGATIVE = Positive variance of >5% compared to forecast

## COMPREHENSIVE MONTHLY FINANCIAL REPORT –August 2018

### OVERALL FUND PERFORMANCE

## GENERAL FUND REVENUES VS EXPENSES

Month	FY2018 Revenue	FY2018 Expense	Monthly Variance
Oct	\$ 547,821	\$ 589,749	\$ (41,928)
Nov	773,721	901,783	\$ (128,062)
Dec	2,129,343	841,355	\$ 1,287,988
Jan	1,840,816	828,636	\$ 1,012,180
Feb	1,090,678	756,976	\$ 333,702
Mar	611,326	1,183,300	\$ (571,974)
Apr	715,793	842,381	\$ (126,588)
May	762,789	955,796	\$ (193,007)
Jun	639,181	873,177	\$ (233,996)
Jul	626,095	830,302	\$ (204,207)
Aug	754,531	1,168,884	\$ (414,353)
Sept			\$ -
<b>Total</b>	<b>\$ 10,492,094</b>	<b>\$ 9,772,339</b>	<b>\$ 719,755</b>
Cumulative Forecast	\$ 9,981,688	\$ 9,708,991	\$ 272,697
Actual to Forecast \$	\$ 510,406	\$ (63,348)	\$ 447,058
Actual to Forecast %	5.11%	-0.65%	



POSITIVE

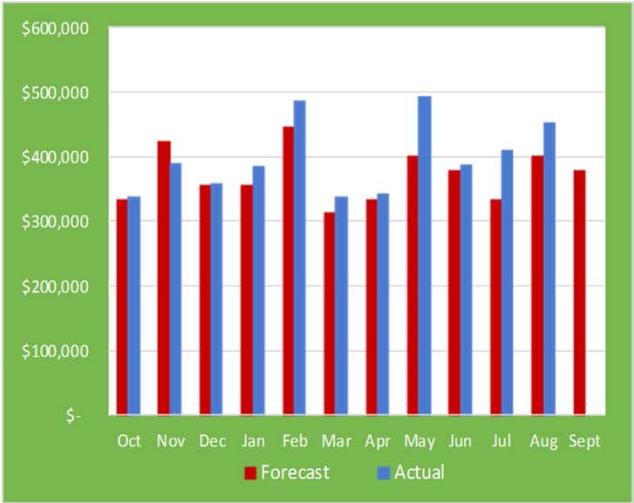
Cumulatively overall, the General Fund is better than forecasted for this time of year. The fund is net positive 4.5%. This would be due to revenue trending above budgeted.

COMPREHENSIVE MONTHLY FINANCIAL REPORT –August 2018

REVENUE ANALYSIS

SALES TAX REVENUE

Month	FY2018 Forecast	FY2018 Actual	Monthly Variance
Oct	\$ 334,264	\$ 338,511	\$ 4,247
Nov	423,401	388,767	\$ (34,634)
Dec	356,548	357,359	\$ 811
Jan	356,548	384,847	\$ 28,299
Feb	445,685	485,934	\$ 40,249
Mar	311,980	336,978	\$ 24,998
Apr	334,264	341,233	\$ 6,969
May	401,117	492,115	\$ 90,998
Jun	378,832	385,827	\$ 6,995
Jul	334,264	408,944	\$ 74,680
Aug	401,117	452,076	\$ 50,959
Sept	378,832		\$ -
<b>Total</b>	<b>\$ 4,456,852</b>	<b>\$ 4,372,591</b>	<b>\$ 294,571</b>
Cumulative Forecast	\$ 4,078,020		
Actual to Forecast	\$ 294,571		6.7%



**Year over Year Change Increased 10%**

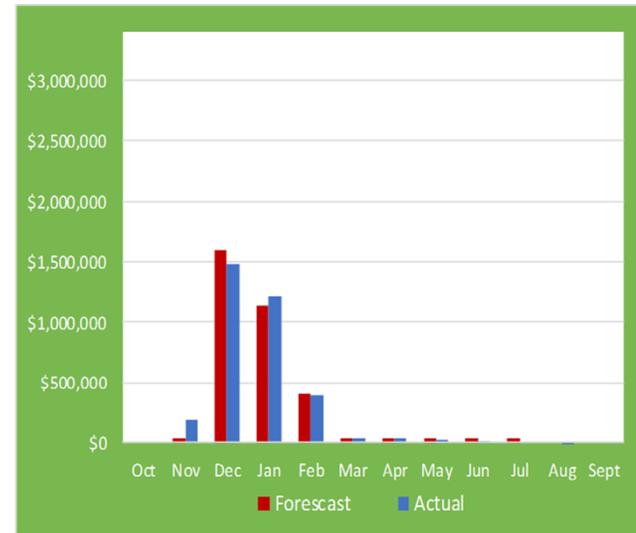
POSITIVE

Sales Tax is 42% of the total budgeted revenue for General Fund. The actual amounts for Oct. and Nov. are estimated due to the State Comptroller's two month lag in payment of these earned taxes. The actual is 6.7% greater than forecasted. Please note that May included a prior period adjustment of approx. \$72,000.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT – August 2018

# PROPERTY TAX REVENUE

Month	FY2018 Forecast	FY2018 Actual	Monthly Variance
Oct	\$ -	\$ -	\$ -
Nov	33,336	190,830	\$ 157,494
Dec	1,600,131	1,478,112	\$ (122,019)
Jan	1,133,426	1,209,437	\$ 76,011
Feb	400,033	396,438	\$ (3,595)
Mar	33,336	40,735	\$ 7,399
Apr	33,336	31,324	\$ (2,012)
May	33,336	17,901	\$ (15,435)
Jun	33,336	5,744	\$ (27,592)
Jul	33,336	-	\$ (33,336)
Aug	-	(173)	\$ 173
Sept	-	-	\$ -
<b>Total</b>	<b>\$ 3,333,606</b>	<b>\$ 3,370,348</b>	<b>\$ 37,088</b>
Cumulative Forecast	\$ 3,333,606		
Actual to Forecast	\$ 37,088	1.10%	



POSITIVE

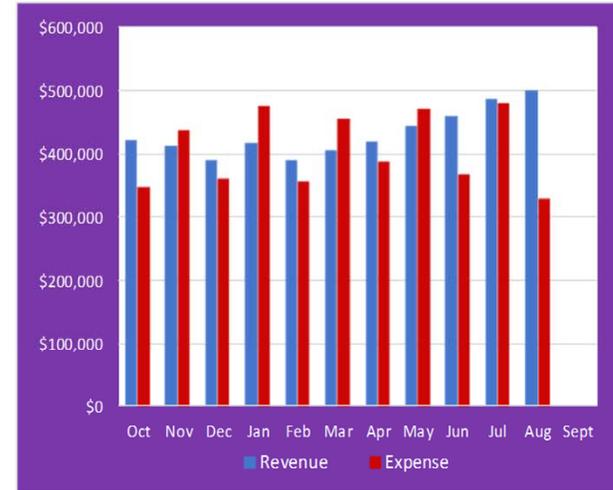
Property tax represents 31% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. The forecast was based on FY17 actuals. Through the month of August actual has exceeded the budget by slightly over 1%.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT – August 2018

### OVERALL FUND PERFORMANCE

## WATER/WASTEWATER FUND REVENUES VS EXPENSES

Month	FY2018 Revenue	FY2018 Expense	Monthly Variance
Oct	\$ 419,499	\$ 345,905	\$ 73,594
Nov	411,848	435,971	\$ (24,123)
Dec	388,292	359,304	\$ 28,988
Jan	416,118	473,510	\$ (57,392)
Feb	389,783	355,072	\$ 34,711
Mar	404,673	453,275	\$ (48,602)
Apr	418,727	387,712	\$ 31,015
May	443,875	469,069	\$ (25,194)
Jun	457,532	366,153	\$ 91,379
Jul	486,348	477,884	\$ 8,464
Aug	498,354	328,299	\$ 170,055
Sept			\$ -
<b>Total</b>	<b>\$ 4,735,049</b>	<b>\$ 4,452,154</b>	<b>\$ 282,895</b>
Cumulative Forecast	\$ 4,661,012	\$ 5,978,540	\$ (1,317,528)
Actual to Forecast \$	\$ 74,037	\$ 1,526,386	\$ 1,600,423
Actual to Forecast %	1.59%	25.53%	



**POSITIVE**

Water and wastewater fund is 27% net positive. There are salary savings and capital projects that have not been expensed.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT –August 2018

### REVENUE ANALYSIS

## WATER/WASTEWATER REVENUE

Month	FY2018 Forecast	FY2018 Actual	Monthly Variance
Oct	\$ 409,891	\$ 419,499	\$ 9,608
Nov	409,891	411,848	\$ 1,957
Dec	409,891	388,292	\$ (21,599)
Jan	409,891	416,118	\$ 6,227
Feb	359,155	389,783	\$ 30,628
Mar	359,155	404,673	\$ 45,518
Apr	409,891	418,727	\$ 8,836
May	460,628	443,875	\$ (16,753)
Jun	511,364	457,532	\$ (53,832)
Jul	460,628	486,348	\$ 25,720
Aug	460,628	498,354	\$ 37,726
Sept	460,628		\$ -
<b>Total</b>	<b>\$ 5,121,641</b>	<b>\$ 4,735,049</b>	<b>\$ 74,036</b>
Cumulative Forecast	\$ 4,200,385		
Actual to Forecast	\$ 74,036	1.76%	



**POSITIVE**

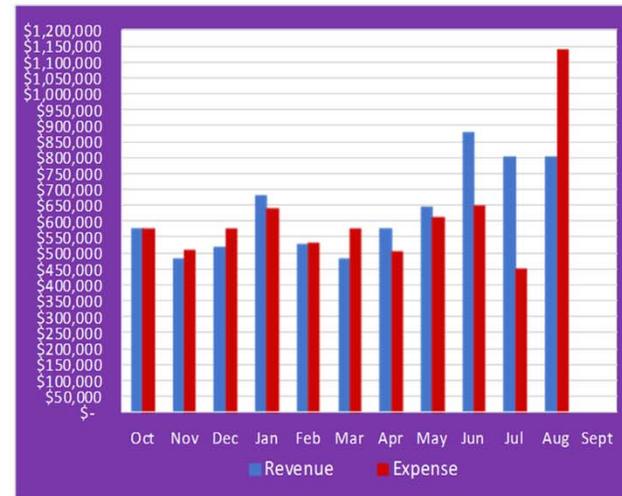
The water and wastewater actual revenue is just slightly higher than forecast. There were 7 new meters set this month all residential.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT – August 2018

### OVERALL FUND PERFORMANCE

## ELECTRIC FUND REVENUES VS EXPENSES

Month	FY2018 Revenue	FY2018 Expense	Monthly Variance
Oct	\$ 575,828	\$ 575,543	\$ 285
Nov	482,650	509,673	\$ (27,023)
Dec	519,759	574,941	\$ (55,182)
Jan	678,275	638,368	\$ 39,907
Feb	526,302	530,494	\$ (4,192)
Mar	483,323	576,608	\$ (93,285)
Apr	576,949	505,452	\$ 71,497
May	641,790	611,171	\$ 30,619
Jun	874,691	647,934	\$ 226,757
Jul	799,249	453,206	\$ 346,043
Aug	800,949	1,135,560	\$ (334,611)
Sept			\$ -
<b>Total</b>	<b>\$ 6,959,765</b>	<b>\$ 6,758,950</b>	<b>\$ 200,815</b>
Cumulative Forecast	\$ 6,673,324	\$ 7,223,128	\$ (549,804)
Actual to Forecast \$	\$ 286,441	\$ 464,178	\$ 750,619
Actual to Forecast %	4.29%	6.43%	10.72%



POSITIVE

The Electric utility fund is 11% net position. The revenue in June included line extension fees of \$154,000 just for the Piney Creek subdivision. This fund has capital improvement projects budgeted that have had a small actual expenses as of August. The August expense reflects July and August power bill, that is why the increase.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT –August 2018

### REVENUE ANALYSIS

## ELECTRIC FUND REVENUE

<u>Month</u>	<u>FY2018 Forecast</u>	<u>FY2018 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 585,682	\$ 575,828	\$ (9,854)
Nov	506,618	482,650	\$ (23,968)
Dec	614,433	519,759	\$ (94,674)
Jan	492,242	678,275	\$ 186,033
Feb	514,618	526,302	\$ 11,684
Mar	535,368	483,323	\$ (52,045)
Apr	564,119	576,949	\$ 12,830
May	564,119	641,790	\$ 77,671
Jun	707,873	874,691	\$ 166,818
Jul	794,126	799,249	\$ 5,123
Aug	794,126	800,949	\$ 6,823
Sept	650,372		\$ -
<b>Total</b>	<b>\$ 7,323,696</b>	<b>\$ 6,959,765</b>	<b>\$ 286,441</b>
Cumulative Forecast	\$ 6,673,324		
Actual to Forecast	\$ 286,441	4.29%	



**POSITIVE**

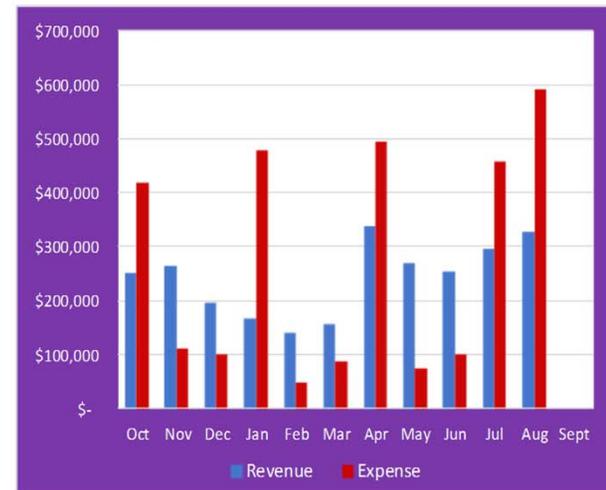
The Electric utility revenue is 4.3% above forecasted revenue. There was 1 new commercial meter set this month. The June actual includes a large line extension fee related to Piney Creek subdivision.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT – August 2018

### OVERALL FUND PERFORMANCE

## HOTEL OCCUPANCY TAX FUND REVENUES VS EXPENSES

Month	FY2018 Revenue	FY2018 Expense	Monthly Variance
Oct	\$ 250,340	\$ 416,596	\$ (166,256)
Nov	263,130	110,633	\$ 152,497
Dec	195,275	100,993	\$ 94,282
Jan	165,533	478,487	\$ (312,954)
Feb	140,248	48,335	\$ 91,913
Mar	156,724	87,049	\$ 69,675
Apr	336,568	494,443	\$ (157,875)
May	268,359	74,537	\$ 193,822
Jun	251,995	100,357	\$ 151,638
Jul	294,645	456,628	\$ (161,983)
Aug	327,213	590,236	\$ (263,023)
Sept			\$ -
<b>Total</b>	<b>\$ 2,650,030</b>	<b>\$ 2,958,294</b>	<b>\$ (308,264)</b>
Cumulative Forecast	\$ 2,636,512	\$ 2,953,067	\$ (316,555)
Actual to Forecast \$	\$ 13,518	\$ (5,227)	\$ 8,291
Actual to Forecast %	0.51%	-0.18%	0.34%



POSITIVE

The Hotel Occupancy Tax fund is less than 1% net positive. This fund was budgeted to use excess fund balance in the amount of \$487,730. Visit Bastrop is paid on a quarterly basis. August Expense includes the transfer to Debt Service to cover the HOT portion of the bond payments due in August.

REVENUE ANALYSIS

HOTEL OCCUPANCY TAX REVENUE

Month	FY2018 Forecast	FY2018 Actual	Monthly Variance
Oct	\$ 255,390	\$ 250,340	\$ (5,050)
Nov	255,196	263,130	\$ 7,934
Dec	213,377	195,275	\$ (18,102)
Jan	164,985	165,444	\$ 459
Feb	145,030	140,248	\$ (4,782)
Mar	158,970	156,814	\$ (2,156)
Apr	301,938	336,568	\$ 34,630
May	265,141	268,359	\$ 3,218
Jun	261,039	251,995	\$ (9,044)
Jul	279,344	294,645	\$ 15,301
Aug	336,103	327,213	\$ (8,890)
Sept	245,488		\$ -
<b>Total</b>	<b>\$ 2,882,001</b>	<b>\$ 2,650,031</b>	<b>\$ 13,518</b>
Cumulative Forecast	\$ 2,636,513		
Actual to Forecast %	\$ 13,518	0.5%	



**POSITIVE**

We budgeted revenue flat from FY17 to FY18 and in FY17 we were short reaching our budget. We were hopeful that we would be able to meet this budget amount in FY18 with increased tourism promotion. So far YTD we are .5% positive actual to forecast. **The Hotel Tax revenue YTD is \$79,880 more than same time last year.**

## Legal fees by Attorney/Category

COMPREHENSIVE MONTHLY FINANCIAL REPORT – August 2018

FIRM	CASE	FY15-16	FY16-17	FY17-18
<b>BUNDREN</b>				
	Pine Forest Interlocal	\$ 700,800	\$ 83,620	\$ 25,550
	Vandiver	\$ 79,951	\$ 2,343	\$ -
	Aqua CCN	\$ 21,735	\$ 12,898	\$ -
	Red Light Camera Suit	\$ 60,279	\$ -	\$ -
<b>TERRELL LAW FIRM</b>				
	Water permit	\$ 482,815	\$ 37,630	\$ 135
<b>DAVID BRAGG, P.C.</b>				
	General legal	\$ 8,603	\$ 48,215	\$ -
	Vandiver	\$ -	\$ 9,640	\$ -
	Water Permit	\$ -	\$ 3,120	\$ -
	Pine Forest Interlocal		\$ 3,560	\$ -
<b>BOJORQUEZ LAW FIRM</b>				
	General legal	\$ -	\$ 3,299	\$ 170,891
	Vandiver	\$ -	\$ 4,546	\$ 4,393
	Pine Forest Interlocal	\$ -	\$ -	\$ 9,891
	Prosecutor	\$ -	\$ -	\$ 17,681
	Water/Wastewater	\$ -	\$ -	\$ 18,425
<b>MULTIPLE FIRMS</b>				
	XS Ranch Bankruptcy		\$ 7,415	\$ 11,770
<b>RUSSEL RODRIGUEZ HYDE</b>				
	XS Ranch Bankruptcy		\$ 7,607	\$ 27,083
	Hunters Crossing PID		\$ 17,927	\$ 57,653
	Water/Wastewater		\$ -	\$ 910
<b>TAYLOR, OLSON, ADKINS, SRALLA &amp; ELAM, LLP</b>				
	Red Light Camera Suit	\$ 1,246	\$ 443	\$ 2,124
<b>Total Legal</b>		\$ 1,355,428	\$ 242,263	\$ 346,505

### Summary by Case/Type

Row Labels	SUM FY15-16	SUM FY16-17	SUM FY17-18
Aqua CCN	\$ 21,735	\$ 12,898	\$ -
General legal	\$ 8,603	\$ 51,514	\$ 170,891
Hunters Crossing PID		\$ 17,927	\$ 57,653
Pine Forest Interlocal	\$ 700,800	\$ 87,180	\$ 35,441
Prosecutor	\$ -	\$ -	\$ 17,681
Red Light Camera Suit	\$ 61,525	\$ 443	\$ 2,124
Vandiver	\$ 79,951	\$ 16,529	\$ 4,393
Water permit	\$ 482,815	\$ 40,750	\$ 135
Water/Wastewater	\$ -	\$ -	\$ 19,335
XS Ranch Bankruptcy		\$ 15,022	\$ 38,853
<b>Grand Total</b>	<b>\$ 1,355,428</b>	<b>\$ 242,263</b>	<b>\$ 346,505</b>



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 7

**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 start of the meeting.*

*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:** September 25, 2018

**AGENDA ITEM:** 8A

**TITLE:**

Consider action to approve City Council minutes from the September 11, 2018 regular meeting.

**STAFF REPRESENTATIVE:**

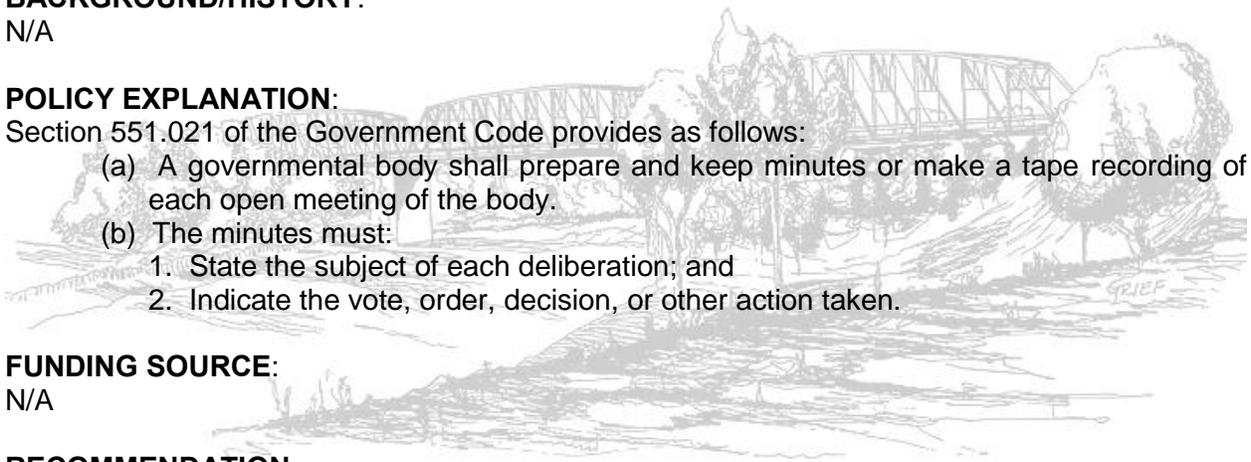
Lynda Humble, City Manager  
Ann Franklin, City Secretary

**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 City Council minutes from the September 25, 2018 regular meeting.

**ATTACHMENTS:**

- September 11, 2018, DRAFT Regular Meeting Minutes.

**BASTROP CITY COUNCIL**  
**September 11, 2018**

The Bastrop City Council met in a Regular Meeting on Tuesday, September 11, 2018, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Jones, Ennis, Rogers and Peterson. Officers present were City Manager Lynda Humble, City Secretary Ann Franklin and City Attorney Alan Bojorquez.

**CALL TO ORDER**

At 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

**PLEDGE OF ALLEGIANCE**

Cadet Lieutenant Commander Rena Richard, Cadet Petty Officer First Class Lynnette Vassar, and Cadet Petty Officer First Class Dwayne Vassar led the pledges.

**INVOCATION**

Council Member Bill Ennis gave the invocation.

**PRESENTATIONS**

4A. Receive a presentation from Burditt Land Consultants regarding phase I of the wheeled sports plaza to be located at Fishermen's Park.  
**Presentation was made by Diana Wilson and Dale Clark, of Burditt.**

4B. Mayor's Report

4C. Councilmembers' Report

4D. City Manager's Report

**WORK SESSION/BRIEFINGS**

5A. Discuss process and timetable for changing speed limit on Spring and Farm Streets east of SH 95 and C.P. Johnson Lane.  
**Presentation was made by Public Safety Director/Chief of Police, James Altgelt.**

**Discussion was held.**

**STAFF AND BOARD REPORTS**

6A. Receive Presentation of the Customer Portal, Phase II of the AMI Meter Replacement Program.  
**Presentation was made by Supervisor of Utilities, Tracey Moffit and Joanne Fletcher, Vice President of Smart Energy Water.**

**CITIZEN COMMENTS**

Terry Moore  
415 Patton Cv.

Bastrop, Texas 78602  
727-643-2977

## CONSENT AGENDA

**A motion was made by Mayor Pro Tem Nelson to approve Item 8A listed on the Consent Agenda after being read into the record by Mayor Connie Schroeder. Seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 8A. Consider action to approve City Council minutes from the August 23, 2018 special meeting, August 27, 2018 special meeting and August 28, 2018 regular meeting.

## INDIVIDUAL CONSIDERATION

- 9A. Discuss and consider action to approve Resolution No. R-2018-88 of the City Council of the City of Bastrop, Texas, regarding the Texas Municipal League Intergovernmental Risk Pool Board of Trustees election voting for Places 11-14 of the Board of Trustees; establishing a repealing clause; and establishing an effective date.

**A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2018-88 with the following nominees, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

**Place 11 – Rick Schroder**

**Place 12 Jana Traxler**

**Place 13 – Mike Jones**

**Place 14 – David Rutledge**

- 9B. Consider action and approve Resolution No. R-2018-87 of the City Council of the City of Bastrop, Texas, making determinations regarding certain project-specific Exceptions and/or Exemptions as provided by Emergency Ordinance 2018-1, Section 8 (Temporary Moratorium); and Emergency Ordinance 2018-2, Section 7 (Emergency Drainage Application Rules).

**Presentation was made by Interim Planning and Development Director, Jennifer Bills.**

**A motion was made by Council Member Rogers to approve Resolution No. R-2018-87, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9R. Consider action and approve Ordinance No. 2018-25 of the City Council of the City of Bastrop, Texas, enacting Chapter 3, Article 3.24 of the Bastrop Code of Ordinances; establishing construction and development procedures for the issuance of permits, the uniformity of requirements, and the recognition of grandfathered development status or vested rights claims.

**This item was withdrawn.**

- 9C. Hold public hearing and consider action to approve Resolution No. R-2018-84 of the City Council of the City of Bastrop, Texas, approving the Replat of Lot 12, Piney Ridge Subdivision, Section 3, to be known as Lots 12A and 12B, Piney Ridge Subdivision, Section 3, located at 367 Laura Lane, within the Exteritorial Jurisdiction of Bastrop,

Texas, as attached in Exhibit A; providing for a repealing clause; and providing an effective date.

**Presentation was made by Interim Planning and Development Director, Jennifer Bills.**

**Public hearing was opened.**

**Public hearing was closed.**

**A motion was made by Council Member Ennis to approve Resolution No. R-2018-84, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9D. Consider action to approve Resolution No. R-2018-85 of the City Council of the City of Bastrop, Texas, to deny a Subdivision Variance to allow the installation of a new on-site sewage facility when the extension of public wastewater line is required for 0.572 acres of Farm Lot 65 East of Main Street, located at 1603 State highway 95, as shown in Exhibit A; within the city limits of Bastrop, Texas; repealing all conflicting resolutions; and providing an effective date.

**Presentation was made by Interim Planning and Development Director, Jennifer Bills.**

**A motion was made by Council Member Rogers to approve Resolution No. R-2018-85, seconded by Mayor Pro Tem Nelson, motion was approved on a 3-1 vote. Council Member Jones voted nay. Council Member Peterson recused himself.**

- 9E. Hold public hearing and consider action to approve Ordinance No. 2018-20 of the City Council of the City of Bastrop, Texas, granting a Conditional Use Permit for a helistop for Ascension Seton Bastrop Hospital on Lot 1 of Bastrop Grove Subdivision, Section 1, located at 630 West SH 71, an area zoned C-1, within the city limits of Bastrop, Texas; as shown in Exhibit A and Exhibit B; setting out conditions; including a severability clause; establishing an effective date and move to include on the September 25, 2018 agenda for a second reading.

**Presentation was made by Interim Planning and Development Director, Jennifer Bills.**

**Public hearing was opened.**

**Public hearing was closed.**

**A motion was made by Council Member Jones to approve the first reading of Ordinance No. 2018-20, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

**Mayor Schroeder recessed the Council Meeting at 8:04 p.m.**

**Mayor Schroeder called the meeting back to order at 8:09 p.m.**

- 9F. Consider action to approve Resolution No. R-2018-82 of the City Council of the City of Bastrop, Texas, approving a proposal to perform the duties of an alternate City Engineer providing staff augmentation for task such as: construction management

and study/manage regional infrastructure improvements including streets, drainage, water, and wastewater to Strand Associates for an amount not to exceed fifteen thousand dollars (\$25,000.00), as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**Presentation was made by Director of Public Works, Utilities and Leisure Services, Trey Job.**

**A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2018-82, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9G. Consider action to approve Resolution No. R-2018-71 of the City Council of the City of Bastrop, Texas approving an Engineering Services Agreement with Freese & Nichols for a water treatment plant and improvements on the City's site located on XS Ranch, in the amount of eight hundred and thirty thousand dollars (\$830,000.00) attached as Exhibit A; Authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**Presentation was made by Kendall King and Mark Graves of Freese & Nichols.**

**A motion was made by Council Member Rogers to approve Resolution No. R-2018-71, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9H. Consider action to approve Resolution No. R-2018-81 of the City Council of the City of Bastrop, Texas, approving an agreement with Halff Associates, to study the drainage impact east of SH 95 and SH 71 using the most current and up to date data available and the need for regional detention in the amount of sixty-six thousand one hundred seventy-one dollars (\$66,171.00), attached in Exhibit A; Authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**Presentation was made by Director of Public Works, Utilities and Leisure Services, Trey Job and Paul Morales of Halff Associates.**

**A motion was made by Council Member Jones to approve Resolution No. R-2018-81, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 9I. Consider action to approve Resolution No. R-2018-80 of the City Council of the City of Bastrop, Texas approving an agreement for Emergency Communications Services between Bastrop County and the City of Bastrop, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**Presentation was made by Public Safety Director/Chief of Police, James Altgelt.**

**A motion was made by Council Member Jones to approve Resolution No. R-2018-80, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9J. Consider action to approve the first reading of Ordinance No. 2018-19 of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, Chapter 12 Titled "Traffic and Vehicle," Article 12.04 Title "Traffic Schedules," Section 12.04.004 Titled "Schedule III: Stop Signs." Repealing the provision that established stop signs

located at the intersection of Farm Street and Chambers Street and repealing all prior ordinances that are in conflict herewith as attached in Exhibit A; and providing for findings of fact, enactment, effective date, repealer, severability, and proper notice and meeting.

**Presentation was made by Public Safety Director/Chief of Police, James Altgelt.**

**A motion was made by Council Member Jones to approve the first reading of Ordinance No. 2018-19 to include on the September 25, 2018 consent agenda for a second reading, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 9K. Consider action to approve the first reading of Ordinance No. 2018-21 of the City Council of the City of Bastrop, Texas, creating a Master Fee Schedule attached as Exhibit A, for the City of Bastrop to transition all fees listed in the code of ordinances, schedule "A" fee schedule to this Master Fee Schedule, excluding sections A13.02 and A13.07; providing that other fees not listed but now charged pursuant to other ordinances and resolutions shall remain in effect until transferred to the Master Fee Schedule by amendment; providing a repealing clause; providing a severability clause; providing an effective date and move to include on the September 25, 2018 agenda for a second reading.

**Presentation was made by Chief Financial Officer, Tracy Waldron and Interim Director of Planning and Development, Jennifer Bills.**

**A motion was made by Council Member Rogers to approve the first reading of Ordinance No. 2018-21 to include on the September 25, 2018 consent agenda for a second reading, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 9L. Consider action to approve Resolution No. R-2018-86 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 establishing an effective date.

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

**A motion was made by Council Member Jones to approve Resolution No. R-2018-86, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

**Mayor Schroeder recessed the Council Meeting at 9:25 p.m.**

**Mayor Schroeder called the meeting back to order at 9:28 p.m.**

- 9M. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2018-23 of the City Council of the City of Bastrop, Texas, adopting a budget for the Fiscal Year 2018-2019 (October 1, 2018 through September 30, 2019); providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; and move to include on the September 25, 2018 agenda for a second reading.

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

**Public hearing was opened.**

**Public hearing was closed.**

**A motion was made by Council Member Ennis to approve the first reading of Ordinance No. 2018-23 to include on the September 25, 2018 agenda for a second reading, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.**

- 9N. Hold public hearing and consider action to approve the first reading of Ordinance No. 2018-22 of the City Council of the City of Bastrop, Texas, adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2018-2019 to provide revenue for the payment of current expenditures: providing a severability clause; establishing an effective date; and move to include on the September 25, 2018, agenda for a second reading.

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

**Public hearing was opened.**

**Public hearing was closed.**

**A motion was made by Council Member Ennis to approve the first reading of Ordinance No. 2018-22 increasing the tax rate by adopting a tax rate of \$0.5640 and include on the September 25, 2018, agenda for a second reading, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9O. Hold 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. 2018-24 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, attached as Exhibit A; approving a fiscal year 2019 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 25, 2018 City Council Meeting for a second reading.

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

**Public hearing was opened.**

**Public hearing was closed.**

**A motion was made by Mayor Pro Tem Nelson to approve the first reading of Ordinance No. R-2018-24 to include on the September 25, 2018 City Council Meeting for a second reading, seconded by Council Member Rogers, motion was approved on a 5-0 vote.**

- 9P. Consider action to approve the first reading of Ordinance No. 2018-18 of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, Chapter 4

Titled "Business Regulations," Article 4.08 Titled "Commercial Film Making," adding the provision that allows the City Manager to assign a designee and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; and providing for findings of fact, enactment, effective date, repealer, severability, and proper notice and meeting; and move to include on the September 25, 2018 agenda for a second reading.

**Presentation was made by Public Safety Director/Chief of Police, James Altgelt.**

**A motion was made by Council Member Jones to approve the first reading of Ordinance No. 2018-18 to include on the September 25, 2018 consent agenda for a second reading, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9Q. Consider action to approve Resolution No. R-2018-83 of the City Council of the City of Bastrop, Texas, authorizing the City Manager to execute an advanced funding agreement between the City of Bastrop and the State of Texas regarding portions of the River Loop Trail Project within State of Texas right-of-way; and establishing an effective date.

**Presentation was made by Director of Engineers, Jerry Palady.**

**A motion was made by Council Member Jones to approve Resolution No. R-2018-83, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.**

**EXECUTIVE SESSION**

- 10A. City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to confer with City Attorney regarding legal advice related to the status of the 1445 Interlocal Agreement between the City of Bastrop and Bastrop County for the review of subdivision applications in the City's extraterritorial jurisdiction.

**This item was withdrawn.**

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

No action taken.

**ADJOURNMENT**

**Adjourned at 9:49 p.m. without objection.**

APPROVED:

ATTEST:

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

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



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 8B

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2018-20 of the City Council of the City of Bastrop, Texas, granting a Conditional Use Permit for a helistop for Ascension Seton Bastrop Hospital on Lot 1 of Bastrop Grove Subdivision, Section 1, located at 630 West SH 71, an area zoned C-1, within the city limits of Bastrop, Texas; as shown in Exhibit A and Exhibit B; setting out conditions; including a severability clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

**ITEM DETAILS:**

Site Address: 630 Highway 71 West (Exhibit A)

Total Acreage: 24.162 acres

Legal Description: Lot 1, Bastrop Grove Section 1

Property Owners: Scott Fuller, Ascension Seton Bastrop Hospital

Agent Contact: Jose A. Martinez, Stantec Consulting

Existing Use: Vacant/Undeveloped

Existing Zoning: C-1, Commercial 1

Future Land Use: General Commercial

**BACKGROUND/HISTORY:**

Ascension Seton Bastrop Hospital is planning to build a 2-story, 38,000 square foot facility that will provide emergency care and overnight stay. The site development plan and building plans were issued August 21, 2018 with the condition that the construction of the helistop cannot be started until the CUP is approved.

A helistop is a structural surface which is used, or intended for use, for the landing and taking off of helicopters that does not allow refueling, maintenance, repairs or storage of helicopters.

The helistop is located on the east side of the hospital, approximately 108 feet from the eastern property line (Exhibit B). The helicopter flight path extends to the southwest and to the north of the landing pad (Attachment 3). When the flight path crosses the Bastrop Grove Subdivision property lines, the helicopter will be at a height of 85 feet at the north and 87 feet to the south.

**POLICY EXPLANATION:**

The purpose of conditional uses is to allow certain uses in districts that under some 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,

similar to a standard zoning request, with public hearings at Planning & Zoning Commission and City Council meetings, as well as two ordinance readings at separate City Council meetings.

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. A helistop is designed to serve a primary use (hospital) without adding storage or refueling facilities.*

Code of Ordinances Chapter 14 – Zoning

Per Section 33.2 Conditional Use Permit Regulations, the Planning & 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 current surrounding use is vacant farm land. The future land use for this area is a mix of large and small-scale commercial uses, such as retail sales and service, and medical facilities. A helistop use is compatible with these uses.*

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

*The hospital facility that serves emergency and overnight care often requires an associated helistop. These are normally associated within the permitted Commercial 1 (C-1) district.*

3. The nature of the use is reasonable;

*A helistop that allows for the landing and take-off of helicopters, without refueling or storage facilities is a reasonable use for this site.*

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

*The flight path is marked and will not impact the adjacent property to the east.*

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 Conditional Use Permit Conditions

The conditions below are standard CUP requirements included in the Ordinance. The Planning & Zoning Commission and City Council can consider additional conditions to mitigate negative impacts or conflicts with the surrounding uses.

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).

### **PUBLIC COMMENTS:**

Property owner notifications were sent to seven adjacent property owners on August 13, 2018. At the time of this report, no public comments had been received (Attachment 2).

### **PLANNING & ZONING COMMISSION REPORT**

Motion to approve the recommendation as is and pass it on to Council with Vice-Chair Connell's concerns about parking within 100 feet of the helipad given the nature of how hard it is to restrict trucks parking within the flight path even with signage up.

### **RECOMMENDATION:**

Consider action to approve second reading of Ordinance No. 2018-20 of the City Council of the City of Bastrop, Texas, granting a Conditional Use Permit for a helistop for Ascension Seton Bastrop Hospital on Lot 1 of Bastrop Grove Subdivision, Section 1, located at 630 West SH 71, an area zoned C-1, within the city limits of Bastrop, Texas; as shown in Exhibit A and Exhibit B; setting out conditions; including a severability clause; and establishing an effective date.

1. Construction shall be in conformance with the 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).

### **ATTACHMENTS:**

Ordinance -2018-20

Exhibit A: Location Map

Exhibit B: Site Plan

Attachment 1: Letter from Applicant

Attachment 2: Surrounding Property Owners Notification

Attachment 3: Flight Path

Attachment 4: Zoning Map

**ORDINANCE 2018-20**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS GRANTING A CONDITIONAL USE PERMIT FOR A HELISTOP FOR ASCENSION SETON BASTROP HOSPITAL ON LOT 1 OF BASTROP GROVE SUBDIVISION, SECTION 1, LOCATED AT 630 WEST SH 71, AN AREA ZONED C-1, WITHIN THE CITY LIMITS OF BASTROP, TEXAS; AS SHOWN IN EXHIBIT A AND EXHIBIT B; SETTING OUT CONDITIONS; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Ascension Seton Bastrop Hospital (the “Applicant”) submitted a request for a Conditional Use Permit (CUP) for a helistop on Lot 1 of Bastrop Grove Subdivision, Section 1, located at 630 West SH 71, 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 C-1, Commercial-1; and

**WHEREAS**, pursuant to Section 10.4 of the City’s Zoning Ordinance, notice of the CUP was given to all property owners located within two hundred (200) feet of the Property, and the Planning and Zoning Commission of the City of Bastrop held a public hearing on the CUP request on August 30, 2018; and

**WHEREAS**, after notice and hearing, the Planning and Zoning Commission, by a unanimous vote, recommended approval of the proposed request, subject to certain conditions set forth herein; 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:** A Conditional Use Permit for a helistop on Lot 1 of Bastrop Grove Subdivision, Section 1, located at 630 West SH 71, within the City limits of Bastrop, Texas as more particularly shown on Exhibit “A” and Exhibit “B”, shall be and is hereby approved with the following conditions to:

- a. Construction shall be in conformance with the City of Bastrop regulations.
- b. All necessary permits for the proposed development shall be acquired prior to occupying the building.

- c. 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).

**Section 2:** 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 3:** 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 11<sup>th</sup> day of September 2018.

**READ and APPROVED** on the Second Reading on the 25<sup>th</sup> day of September 2018.

**APPROVED:**

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

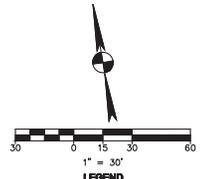
**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

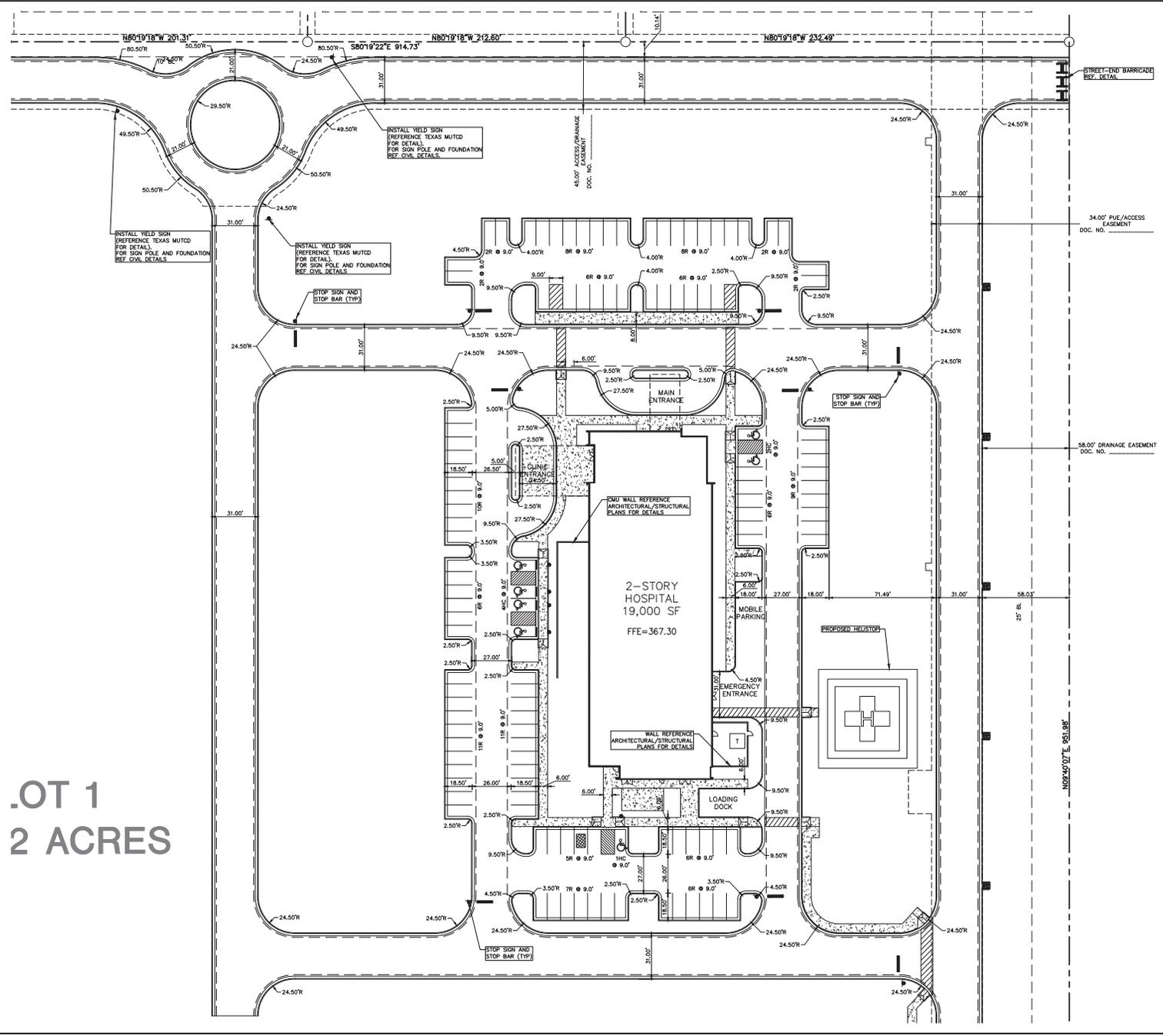




COURTNO	PROPOSED	DESCRIPTION
PL	PL	PROPERTY LINE (E.O.W.) LINE
RECORD	RECORD	RECORD INFORMATION
LI	LI	LIGHT POLE
GL	GL	GROUND LIGHT
PP	PP	POWER POLE
SD	SD	SDM FOOT
TM	TM	TELEPHONE MANHOLE
WM	WM	WATER MANHOLE
WM	WM	WATER LINE MARKER
UC	UC	UNDERGROUND CABLE MARKER
UG	UG	UNDERGROUND GAS LINE MARKER
UR	UR	UNDERGROUND TELEPHONE MARKER
GR	GR	GAS RISER
TR	TR	TELEPHONE RISER
SC	SC	SPRINKLER CONTROL BOX
SG	SG	SWITCH GEAR & PAD
TR	TR	TRANSFORMER (SIZE VARIES)
FI	FI	FIRE HYDRANT
WM	WM	WATER VALVE
WM	WM	WATER METER
WM	WM	WATER METER VAULT (SIZE VARIES)
CB	CB	CABLE TV RISER
EB	EB	ELECTRIC BOX
EM	EM	ELECTRIC METER
GM	GM	GAS METER
GM	GM	GAS VALVE
TC	TC	TRAFFIC CONTROL BOX
CR	CR	CURB INLET (SIZE VARIES)
OT	OT	ORANGE TRAP (SIZE VARIES)
EM	EM	ELECTRIC MANHOLE (SIZE VARIES)
EM	EM	EDGE OF PAVEMENT
EM	EM	WASTEWATER MANHOLE (SIZE VARIES)
EM	EM	STORMSEWER MANHOLE (SIZE VARIES)
TM	TM	TELEPHONE MANHOLE (SIZE VARIES)
CO	CO	CONCRETE
CO	CO	CONCRETE RIP-RAP/TRUCKLE CHANNEL
CO	CO	WALL
CO	CO	WHEELSTOP
CO	CO	POST
CO	CO	FRASH FLOOR ELEVATION
CO	CO	PARKING COUNT (REGULAR SPACES)
CO	CO	PARKING COUNT (HANDICAP SPACES)
CO	CO	PARKING COUNT (PARALLEL SPACES)
CO	CO	HANDICAP SPACE
CO	CO	BIKE PARKING
CO	CO	BARRICADE

NOTES:  
1. ALL DIMENSIONS TO CURBS ARE TO THE BACK OF CURB UNLESS OTHERWISE NOTED.  
**PARKING TABLE**  
REQUIRED: 47 (5 HANDICAP, 1 VAN ACCESSIBLE)  
PROVIDED: 120 (7 HANDICAP, 3 VAN ACCESSIBLE)  
\*REQUIRED PARKING BASED ON 1 BAY/ 300 S.F.

THE LOCATION OF EXISTING UNDERGROUND UTILITIES ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY AND ALL DAMAGES WHICH MIGHT BE OCCASIONED BY HIS FAILURE TO EXACTLY LOCATE AND PRESERVE ANY AND ALL UNDERGROUND UTILITIES.



**.LOT 1  
2 ACRES**

PROJECT DATE: 08/01/2018  
DRAWN BY: [Name]  
CHECKED BY: [Name]  
DATE: 08/01/2018



**Stantec Consulting Services Inc.**  
221 West Sixth Street Suite 600, Austin TX 78701-3411

August 1, 2018  
File: 222010772

**Attention: Jerry Palady, P.E.**  
City of Bastrop, TX  
Planning and Engineering  
1311 Chestnut Street  
Bastrop, TX 78602

Dear Mr. Palady,

**Reference: Ascension Seton Bastrop Hospital – Conditional Use Permit for Helistop**  
**Project Address: 630 W. SH 71, Bastrop, Texas 78602**

On behalf of our client, Seton Family of Hospitals, Stantec Consulting Services, Inc., is submitting the attached Conditional Use Permit (CUP) Application for a Helistop which will be located within the limits of the permitted Ascension Seton Bastrop Hospital development (LAND-735-2017). The proposed use of this Helistop is to allow for emergency patients to be transported between the Ascension Seton Bastrop Hospital and other medical facilities.

The subject tract is within the Full Purpose Jurisdiction of the City of Bastrop, Texas. No portion of this site is located over the Edwards Aquifer as defined by the Texas Commission on Environmental Quality. According to the Federal Emergency Management Agency Flood Insurance Rate Map for Bastrop County, Texas Community Panel Number 48021C0355E dated January 19, 2016, a portion of this site is within the 500-year floodplain.

Please accept this letter, CUP application, CUP Ascension Seton Bastrop Hospital Helistop Plans, and attachments as our formal submittal to the City of Bastrop for your favorable review. If you have any questions or comments, please do not hesitate to contact our office.

Regards,

**STANTEC CONSULTING SERVICES INC.**

A handwritten signature in blue ink, appearing to read "Jose A. Martinez", written over a faint circular stamp.

Jose A. Martinez, E.I.T.  
Civil Designer  
Phone: (512) 469-5341  
Jose.A.Martinez@stantec.com

**Design with community in mind**

V:\2220\active\222010772\civil\engineering\Submittal Docs\Final Plat Application\01B\_Engineer's Summary Letter.docx

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



Dear Property Owner:

The **Planning and Zoning Commission** will conduct a public hearing on **Thursday, August 30, 2018 at 6:00 p.m.** and the **City Council** will conduct a public hearing (first reading) **Tuesday, September 11, 2018 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** on the request to approve the ordinance for a Conditional Use Permit to allow a **helistop** on Lot 1, Bastrop Grove Section 1 located at 630 W SH 71, an area zoned C-1, Commercial-1, within the city limits of Bastrop.

Applicant/Owner: Ascension Seton Bastrop Hospital

Address: 630 Highway 71 West

Legal Description: Lot 1, Bastrop Grove Section 1

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

Property Address: \_\_\_\_\_

Phone (optional): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

Comments: (Optional)

---

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

[For: Seton Helistop CUP](#)

PLANNING & DEVELOPMENT

PLANNING & DEVELOPMENT

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1311 Chestnut Street • PO Box 427 • Bastrop, Texas 78602 • 512.332.8840 • [www.cityofbastrop.org](http://www.cityofbastrop.org)



REVISION:

NO.	DESCRIPTION	DATE
1	CITY COMMENTS	5/16/2018
2	AS/G	6/3/2018

HKS PROJECT NUMBER  
**16274.000**  
 DATE  
**MARCH 30, 2018**  
 ISSUE  
**PERMIT PACKAGE**

SHEET TITLE  
**PROJECT INFORMATION**

SHEET NO.  
**A0.02**

**BUILDING SUMMARY**

**PROJECT INFORMATION**  
 PROJECT NAME: TXAUS30113 BASTROP MICRO HOSPITAL AND MOB  
 ADDRESS: 630 W STATE HIGHWAY 71, BASTROP, TX 78602  
 PROPOSED USE: HOSPITAL  
 OWNER/CONTACT PERSON: HUGGINS, MARTIE K. PHONE: 512-324-7978

**APPLICABLE CODES**  
 - BUILDING CODE: 2009 INTERNATIONAL BUILDING CODE (W/O APPEND. A, B, D, AND H)  
 - MECHANICAL: 2009 INTERNATIONAL MECHANICAL CODE  
 - PLUMBING: 2009 INTERNATIONAL PLUMBING CODE  
 - ELECTRICAL: 2011 NATIONAL ELECTRIC CODE  
 - FIRE CODE: 2009 INTERNATIONAL FIRE CODE (W/ APPEND. B, C, D, E, F, G, H, I, AND J)  
 - CITY OF BASTROP, TEXAS CODE OR ORDINANCES, ENACTED JULY 11, 2017  
 - AMENDMENTS: 2009 NFA 101 LIFE SAFETY CODE  
 - LIFE SAFETY CODE: 2009 NFA 101 LIFE SAFETY CODE  
 - ACCESSIBILITY CODE: 2012 TEXAS ACCESSIBILITY STANDARDS  
 - ENERGY CODE: 2009 ENERGY CONSERVATION CODE (IECC)  
 - SIGN CODE: CITY OF BASTROP, TEXAS CODE OR ORDINANCES, ARTICLE 3.20 - SIGNS  
 - FIRE CODE: 2009 INTERNATIONAL FIRE CODE (W/ APPEND. B, C, D, E, F, G, H, I, AND J)  
 - HOSPITAL CODE: TEXAS DEPARTMENT OF STATE HEALTH SERVICES - TITLE 25 TEXAS ADMINISTRATIVE CODE CHAPTER 135 (EFFECTIVE JUNE 21, 2007)

**BUILDING PLANNING**  
 OCCUPANCY: GROUP I2 - INSTITUTIONAL (2009 IBC)  
 MIXED OCCUPANCY? YES / NO  
 REQUIRED FIRE SEPARATION: 2HR

**TYPE OF CONSTRUCTION**  
 CONSTRUCTION TYPE: TYPE 2B (2009 IBC)

**ESSENTIAL FACILITY (CHAPTER 16, IBC)**  
 ESSENTIAL FACILITY? YES / NO - OCCUPANCY CATEGORY IV

**GENERAL BUILDING LIMITATIONS**  
 HIGH RISE? YES / NO

ITEM	ALLOWED / REQUIRED	ACTUAL / PROVIDED
HEIGHT OF BUILDING	55 FEET	28 FEET
NUMBER OF STORIES	2	2
MAX SINGLE FLOOR AREA	33,000 SQFT*	19,000 SQFT
TOTAL AREA OF BUILDING	66,000 SQFT	38,000 SQFT
PENTHOUSE AND ROOF STRUCTURE	TBD	N/A

\* A<sub>1</sub> = (A<sub>1</sub> × H<sub>1</sub> × L<sub>1</sub>) + (A<sub>2</sub> × L<sub>2</sub>)  
 ALLOWABLE AREA PER STORY = [TABLE 503 TABULAR BUILDING AREA + [TABLE 503 TABULAR BUILDING AREA × INCREASE FACTOR DUE TO FRONTAGE] + [TABLE 503 TABULAR BUILDING AREA × INCREASE FACTOR DUE TO SPRINKLER SYSTEM]]  
 A<sub>1</sub> = 11,000 + [11,000 × 0] + [11,000 × 2]  
 A<sub>2</sub> = 33,000

**FIRE PROTECTION SYSTEMS**  
 - FIRE EXTINGUISHING SYSTEM: YES / NO TYPE: AUTOMATIC WET SPRINKLER SYSTEM  
 - STANDPIPE SYSTEM: YES / NO CLASS: 1  
 - SMOKE CONTROL: YES / NO

**FIRE RESISTANT CONSTRUCTION/FIREPROOFING SCHEDULE**

ITEM	LEVEL 01 REQ'D RATING	LEVEL 02 REQ'D RATING	UL/FM WHERE APPLICABLE
PRIMARY STRUCTURAL FRAME	2 HR	0 HR	BEAMS: N708 COLUMNS: Y710
BEARING WALLS: EXTERIOR	2 HR	0 HR	CONNECTIONS: X854
INTERIOR	N/A	N/A	N/A
NONBEARING WALLS: EXTERIOR	0 HR	0 HR	N/A
FLOOR CONSTRUCTION AND SECONDARY MEMBERS	N/A	2 HR	N/A
ROOF CONSTRUCTION AND SECONDARY MEMBERS	N/A	0 HR	N/A

NOTES: THICKNESSES USED SHOULD BE THE RESULT OF THE W/D RATIO METHOD OUTLINED IN FIRE RESISTANCE RATINGS - ANSUL 263 SECTION IV; SUBSECTION 4; ADJUSTMENT OF THICKNESS OF SPRAY APPLIED FIRE RESISTIVE MATERIALS FOR RESTRAINED AND UNRESTRAINED BEAM

**PERIMETER CONTAINMENT ASSEMBLY**

ITEM	UL ASSEMBLY
FLOOR/EXTERIOR CONTAINMENT ASSEMBLY	H180P 120-06 CURTAINWALL AT FLOOR LINE

**LOAD TABLE**

HEIGHT ABOVE GROUND	WALLS		WALL CORNERS (DISTANCE "h" FROM BUILDING CORNERS)	
	INWARD	OUTWARD	INWARD	OUTWARD
0 TO 14	20.8	-25.2	20.8	-31.1
14 TO ROOF	23.2	-25.2	23.2	-31.1

ROOF ZONE	HEIGHT ABOVE GROUND	UPLIFT PRESSURES		
		FIELD/TYP	EDGE	CORNER
TYPICAL ROOF	28'-0"	-19.7	-35.4	-55

- WIND TABLE NOTES:
- WIND LOADS WERE DETERMINED USING ASCE 7-05 MODIFICATIONS, REDUCTIONS, OR CONDITIONS NOT INDICATED SHALL BE CALCULATED PER ASCE 7.
  - DISTANCE "h" EQUAL TO 10% OF LEAST HORIZONTAL MAJOR PLAN DIMENSION, BUT NOT LESS THAN 3'-0".
  - ABOVE WIND PRESSURE LOADS REPRESENT VALUES FOR COMPONENTS WITH AREAS 10 SF OR LESS AND WALL VALUES INCLUDE INTERNAL PRESSURES. REDUCTION FOR A LARGER ELEMENT IS ALLOWED PER ASCE 7.
  - ROOF CORNER UPLIFT PRESSURES CAN BE IGNORED WHERE A NET PARAPET HEIGHT TO ROOF SURFACE OF 3'-0" OR GREATER IS MAINTAINED.
  - PARAPET PRESSURES SHALL BE DETERMINED BY COMBINING WALL WINDWARD LOADS AND ROOF EDGE/CORNER UPLIFT PRESSURES PER SECTION 6.5.12.4.4 OF ASCE 7.

**WIND REQUIREMENTS:** WIND SPEED: 90 MPH EXPOSURE: C IMPORTANCE FACTOR: 1.15  
**SEISMIC REQUIREMENTS:** DESIGN ACCELERATION: S<sub>s</sub>: 0.055 IMPORTANCE FACTOR: 1.50 SEISMIC DESIGN CATEGORY: A  
**SNOW REQUIREMENTS:** GROUND SNOW P: 5 PSF ROOF SNOW P: 7.5 PSF IMPORTANCE FACTOR: 1.20

**-LIVE LOAD REQUIREMENTS:**  
 FLOOR LIVE LOADS:  
 - PUBLIC AREA, ELEVATORS, SITARS AND EXITS: 100 psf  
 - MECHANICAL AREAS: 150 psf  
 - PATIENT ROOMS: 60 psf  
 - LIGHT STORAGE: 125 psf  
 - IMAGING AREAS: 250 psf  
 FOR ADDITIONAL LIVE LOAD TYPES REF DRAWING S1.01  
 ROOF LIVE LOAD: 20 psf

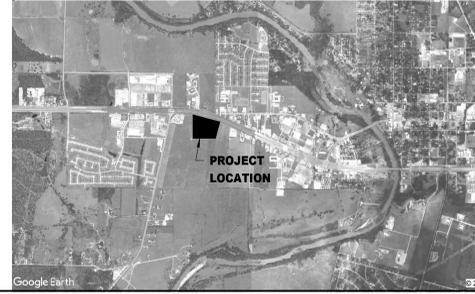
**BUILDING ENVELOPE ENERGY INFORMATION**

Building Envelope Surface	BRICK		EIFS		PUNCH WINDOW		CURTAIN WALL		METAL PANEL		ROOF	
	R Value	% Area	R Value	% Area	R Value	% Area	R Value	% Area	R Value	% Area	R Value	% Area
North	616	21%	809	27%	104	3%	629	21%	787	28%	18377	100%
East	1598	21%	3662	49%	703	9%	865	12%	682	9%		
South	169	6%	2490	90%	0	0%	0	0%	108	4%		
West	1625	22%	3748	50%	905	12%	931	12%	309	4%		

**PARKING CALCULATIONS**

PARKING	MIN. REQUIRED	PROVIDED
TDHSH 1 SPOT PER DAY SHIFT EMPLOYEE + 1 SPOT PER PATIENT BED	TBD	126
CITY OF BASTROP LOADING DOCK BIRTH HOSPITAL 1 BAY PER 2 BEDS 1300 SQFT OFFICE	01 04 67	01 126

**PROJECT LOCATION**



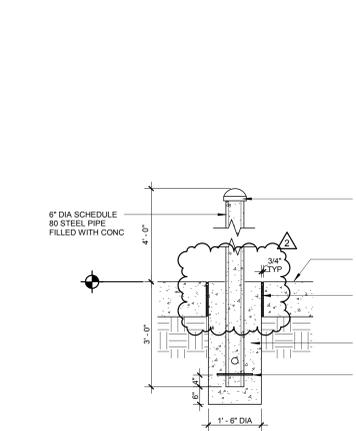
**LEGEND**

ROOM NAME	ROOM NAME/NUMBER	CONCRETE/PRECAST CONCRETE
XXXXX		
(X)	COLUMN CENTERLINE	SOIL
(X)	ACCESSORY	SAND, EIFS FINISH COAT, OR CEMENT PLASTER
(01)	BUILDING WALL SECTION	BRICK
(01)	ELEVATION	CMU
(01)	SECTION DETAIL	GLASS MINERAL FIBER BATT INSULATION
(01)	PLAN, BLOW-UP DETAIL	MINERAL WOOL SEM RIGID INSULATION
(01)	INTERIOR ELEVATION INDICATOR	EXPANDED POLYSTYRENE RIGID INSULATION
(01)	DIRECTION INDICATOR	GYPSUM BOARD
(001)	MEDICAL EQUIPMENT	EXTERIOR GYPSUM SHEATHING
(CR-3)	CORNER GUARDS	EXTERIOR CEMENT BOARD
(BG)	CRASH RAIL	PLYWOOD
(HR)	BUMPER RAIL	COVER BOARD
(HR)	HAND RAIL	
	WALL PROTECTION	
(A3)	CUBICLE CURTAIN TRACK	
(A3)	PARTITION TYPE WITH NO SOUND ATTENUATION	
(A3)	PARTITION TYPE WITH SOUND ATTENUATION	
(+9'-0")	CEILING HEIGHT	
	MEDICAL GAS	

**HELIPAD BASIS OF DESIGN**

**HELIPAD 1 MODEL: EC 145**  
 MAX TAKEOFF WEIGHT: 7,904 LBS  
 OVERALL LENGTH: 42'-7"  
 OVERALL HEIGHT: 16'-4"  
 MAIN ROTOR DIAMETER: 36'-1"  
 MAIN ROTOR BLADES: 4  
 MAIN ROTOR GROUND CLEARANCE: 11'-3"  
 MAIN ROTOR TAIL RYK CIRCLE RADIUS: 28'-8"  
 TAIL ROTOR DIAMETER: 8'-9"  
 TAIL ROTOR BLADES: 4  
 TAIL ROTOR GROUND CLEARANCE: 10'-7"  
 UNDER CARRIAGE TYPE: SKID  
 UNDER CARRIAGE LENGTH: 9'-5"  
 UNDER CARRIAGE WIDTH: 7'-9"  
 NUMBER OF ENGINES/TYPE: 2-T  
 CREW No. / PAX No.: 1 & 6

**HELIPAD 2 MODEL: AW139**  
 MAX TAKEOFF WEIGHT: 14,991 LBS  
 OVERALL LENGTH: 54'-7"  
 OVERALL HEIGHT: 16'-4"  
 MAIN ROTOR DIAMETER: 42'-6"  
 MAIN ROTOR BLADES: 5  
 MAIN ROTOR GROUND CLEARANCE: 12'-2"  
 MAIN ROTOR TAIL RYK CIRCLE RADIUS: 28'-8"  
 TAIL ROTOR DIAMETER: 8'-9"  
 TAIL ROTOR BLADES: 4  
 TAIL ROTOR GROUND CLEARANCE: 7'-9"  
 UNDER CARRIAGE TYPE: WHEEL  
 UNDER CARRIAGE LENGTH: 14'-2"  
 UNDER CARRIAGE WIDTH: 10'  
 NUMBER OF ENGINES/TYPE: 2-T  
 CREW No. / PAX No.: 1-2 & 15



**02 NON-REMOVABLE PIPE BOLLARD - TYPE 01**  
 1/2" = 1'-0"

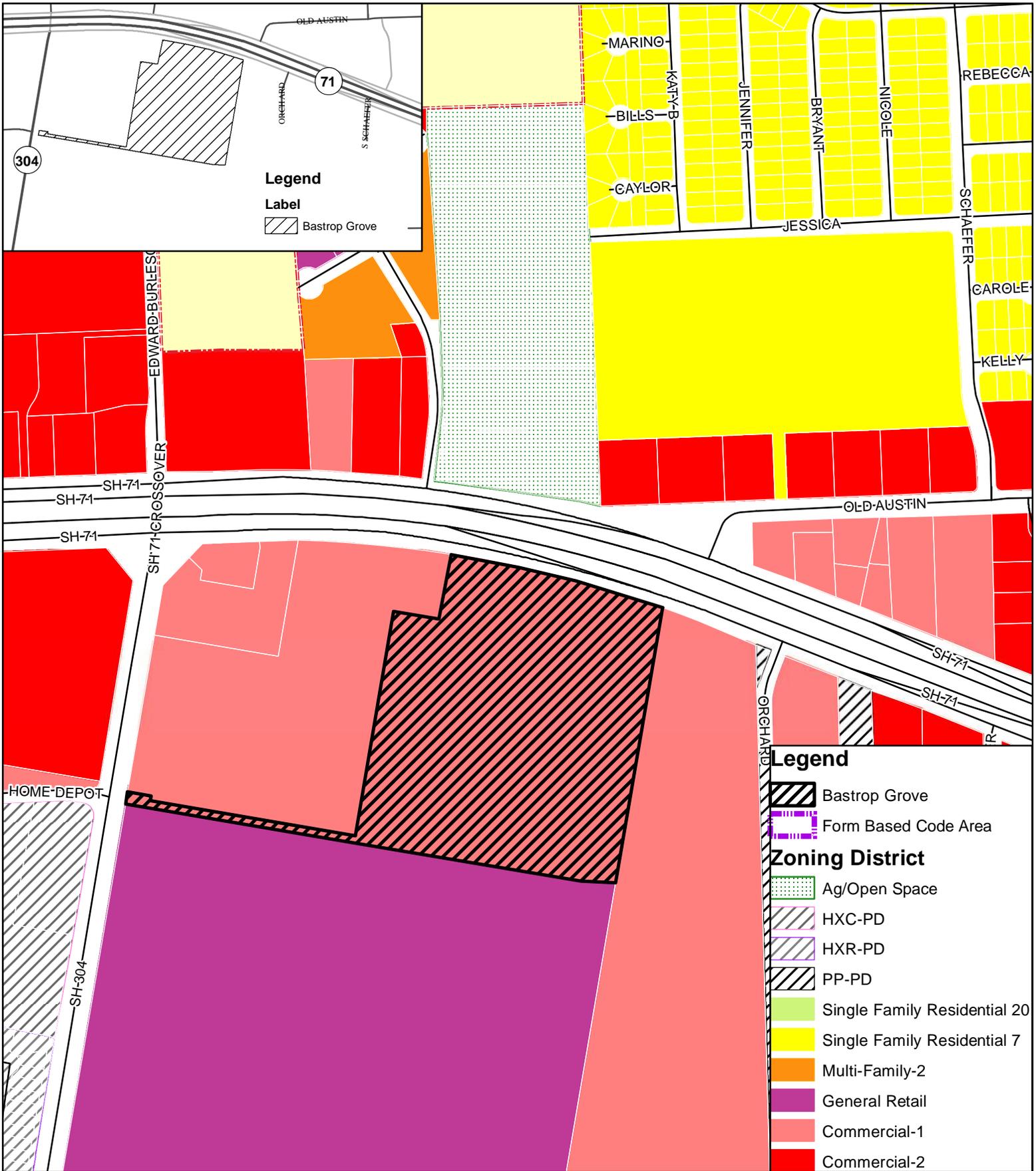
**04 HELI-STOP PLAN**  
 1/16" = 1'-0"

**01 ARCHITECTURAL SITE PLAN**  
 1" = 100'-0"









Location and Zoning Map  
 Seton Helistop Conditional Use Permit Request  
 Zoned C-1, Commercial 1

1 inch = 532.26 feet



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.

Date: 08/24/2018



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 8C

**TITLE:**

Consider Action to approve the second reading of Ordinance No 2018-19 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Chapter 12 Titled "Traffic and Vehicles," Article 12.04 Titled "Traffic Schedules," Section 12.04.004 Titled "Scheduled III: Stop Signs;" repealing the provision that established stop signs located at the intersection of Farm Street and Chambers Street and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; and providing for findings of fact, enactment, effective date, repealer, severability, and proper notice and meeting.

**STAFF REPRESENTATIVE:**

James Altgelt, Public Safety Director/Chief of Police

**BACKGROUND/HISTORY:**

On July 23, 2013, the Bastrop City Council ("Council") amended Article 12.04 – "TRAFFIC SCHEDULES" Section 12.04.004 – "Schedule III: Stop Signs of the City of Bastrop Code of Ordinances. This amendment ordered the placement of two (2) stop signs at the intersection of Farm Street and Chambers Street. (One stop sign was ordered to be located at the northwest corner of the intersection and the other stop sign was to be located at the southeast corner of the intersection.) These stop signs would cause the traffic to stop and therefore enhance the health, safety and welfare for our citizens.

On May 22, 2018 and the Council repealed the Ordinance that established the "Chicken Sanctuary" which was located on Farm Street between Fayette Street and State Highway 95.

On August 28, 2018, the Council had a discussion during its' regular session and determined that the intersection located at Farm Street and Chambers Street was no longer deemed to be hazardous. Therefore, the traffic at this intersection was not required to be controlled by supplementary stop signs in order to protect public health, safety, and welfare.

On September 11, 2018, the Council approved the first reading of this ordinance.

**POLICY EXPLANATION:**

This ordinance, if passed, will cause the stop signs located at the intersection of Farm Street and Chambers Street to be removed and allowing traffic to travel continuously east and west on Farm Street from Fayette Street to State Highway 95.

**FUNDING SOURCE:**

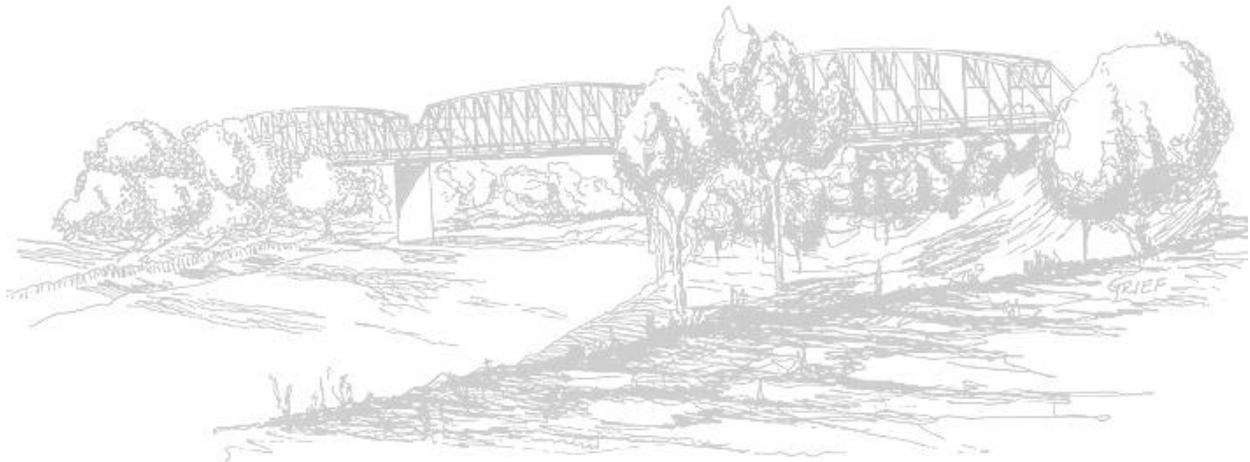
N/A

**RECOMMENDATION:**

Consider Action to approve the second reading of Ordinance No 2018-19 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Chapter 12 Titled "Traffic and Vehicles," Article 12.04 Titled "Traffic Schedules," Section 12.04.004 Titled "Scheduled III: Stop Signs;" repealing the provision that established stop signs located at the intersection of Farm Street and Chambers Street and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; and providing for findings of fact, enactment, effective date, repealer, severability, and proper notice and meeting.

**ATTACHMENTS:**

- Map Depicting Location of Stop Signs
- Ordinance 2018-19
- Attachment "A"



# MAP DEPICTING LOCATION OF STOP SIGNS



**ORDINANCE NO. 2018-19**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS; AMENDING THE CODE OF ORDINANCES, CHAPTER 12 TITLED "TRAFFIC AND VEHICLES," ARTICLE 12.04 TITLED "TRAFFIC SCHEDULES," SECTION 12.04.004 TITLED "SCHEDULE III: STOP SIGNS;" REPEALING THE PROVISION THAT ESTABLISHED STOP SIGNS LOCATED AT THE INTERSECTION OF FARM STREET AND CHAMBERS STREET AND REPEALING ALL PRIOR ORDINANCES THAT ARE IN CONFLICT HERewith; AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, ENACTMENT, EFFECTIVE DATE, REPEALER, SEVERABILITY, AND PROPER NOTICE AND MEETING.**

**WHEREAS,** the City of Bastrop ("City") has the responsibility to address any public health and safety problems; and

**WHEREAS,** the Bastrop City Council ("Council") has received information from the Police Department and Public Works Department regarding the safety of the intersection of Farm Street and Chambers Street; and

**WHEREAS,** on July 23, 2013, the Council determined that it was determined that the intersection of Farm Street and Chambers Street was hazardous and that traffic at this intersection should be controlled by supplementary stop signs in order to protect public health, safety, and welfare; and

**WHEREAS,** on May 22, 2018 and the Council repealed the Ordinance that established the "Chicken Sanctuary;" and

**WHEREAS,** on August 28, 2018, the Council had a discussion and determined that the intersection at Farm Street and Chambers Street was no longer deemed to be hazardous and that the traffic at this intersection was not required to be controlled by supplementary stop signs in order to protect public health, safety, and welfare; and

**WHEREAS,** the City Council has exclusive control over and under its public streets and may control or regulate certain aspects of the movement of vehicles pursuant to Texas Transportation Code Chapter 311.

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

**SECTION 1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**SECTION 2. ENACTMENT**

Chapter 12, Article 12.04, et. Seq. of the Code of Ordinances to the City of Bastrop, which is entitled "TRAFFIC SCHEDULES" is amended to read as described and attached hereto as *Exhibit "A."* City staff is directed to act in accordance with the Council's amendment to *Exhibit "A"*.

**SECTION 3. EFFECTIVE DATE**

This Ordinance shall take effect immediately upon passage.

**SECTION 4. REPEALER**

All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**SECTION 5. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**SECTION 6. PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**READ & ACKNOWLEDGED** on First Reading on this, the 11<sup>th</sup> day of September 2018.

**READ & APPROVED** on the Second Reading on this, the 25<sup>th</sup> day of September 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

City of Bastrop Code of Ordinances

Chapter 12 – TRAFFIC AND VEHICLES

ARTICLE 12.04 – TRAFFIC SCHEDULES

Sec. 12.04.004 - Schedule III: Stop signs.

The city hereby designates certain particular hazard intersections to be controlled by stop signs. Those intersections described in schedule III, on file in the office of the City Secretary, are hereby declared to be controlled by stop signs for the purposes of this section.

- (1) North side of Agnes Street intersection with and dead ending into Childers Street; and
- (2) West side of Childers Street, at intersection with Agnes Street.
- (3) Northwest corner, at point that Farm Street intersects Fayette Street. (As shown by diagram on exhibit A, attached to Ordinance 2013-14.)
- ~~(4) Northwest corner, at point that Farm Street intersects Chamber Street. (As shown by diagram on exhibit A, attached to Ordinance 2013-14.)~~
- ~~(5) Southeast corner, at point that Farm Street intersects Chamber Street. (As shown by diagram on exhibit A, attached to Ordinance 2013-14.)~~

(Ord. No. 2010-12a, 6-8-10; Ord. No. 2013-14, 7-23-13)



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 8D

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2018-18 of the City of Bastrop, Texas amending the Code of Ordinances, Chapter 4 Titled "Business Regulations," Article 4.08 Titled "Commercial Film Making," Sections 4.08.002 Titled "City Control/Authority of City Manager," 4.08.004 Titled "Application", 4.08.005 Titled "Use of City Equipment and Personnel," 4.08.006 Titled " Use of City Property," 4.08.007 Titled "Special Equipment and Vehicles," 4.08.008 Titled "Hours of Filming," and 4.08.009 Titled "Notification of Affected Property Owners"; adding the provision that allows the City Manager to assign a designee to act on his or her behalf and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; and providing for findings of fact, enactment, effective date, repealer severability, and proper notice and meeting.

**STAFF REPRESENTATIVE:**

James Altgelt, Public Safety Director/Chief of Police

**BACKGROUND/HISTORY:**

On July 22, 2008, the City Council amended Article 4.08 – "COMMERCIAL FILM MAKING" of the City of Bastrop Code of Ordinances. This amendment was conducted in order to further the goals of the community related to protecting the personal and property rights of the citizens, as well as enhancing the public's health, safety, and welfare.

The number of filming productions taking place within the City continues to increase. Accordingly, the amount of documentation that the City Manager reviews and approves has also increased. Amending the Ordinance and allowing the City Manager to delegate the permitting and approval process to her designee is a more efficient process for all of the involved parties.

On September 11, 2018, the Council approved the first reading of this ordinance.

**POLICY EXPLANATION:**

This ordinance, if passed, will allow the City Manager to appoint a designee to approve the applications for commercial filming permits for productions that take place within the City of Bastrop. The application and permitting process will be streamlined when the City Manager does not have to personally review and approve each application.

**FUNDING SOURCE:**

N/A

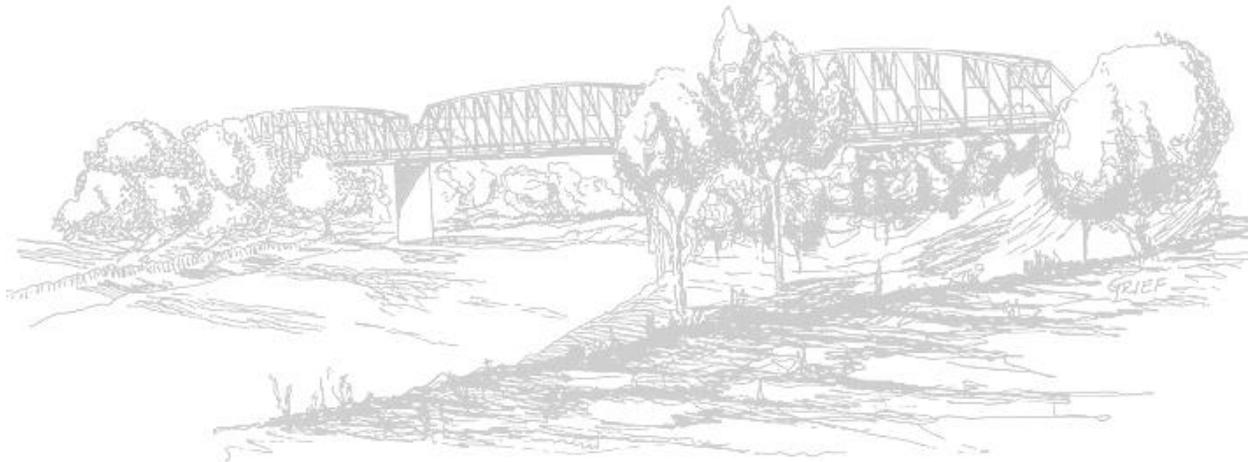
**RECOMMENDATION:**

Consider action to approve the second reading of Ordinance No. 2018-18 of the City of Bastrop, Texas amending the Code of Ordinances, Chapter 4 Titled "Business Regulations," Article 4.08 Titled "Commercial Film Making," Sections 4.08.002 Titled "City Control/Authority of City

Manager,” 4.08.004 Titled “Application”, 4.08.005 Titled “Use of City Equipment and Personnel,” 4.08.006 Titled “ Use of City Property,” 4.08.007 Titled “Special Equipment and Vehicles,” 4.08.008 Titled “Hours of Filming,” and 4.08.009 Titled “Notification of Affected Property Owners”; adding the provision that allows the City Manager to assign a designee to act on his or her behalf and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; and providing for findings of fact, enactment, effective date, repealer severability, and proper notice and meeting.

**ATTACHMENTS:**

- Ordinance 2018-18
- Attachment “A”



**ORDINANCE NO. 2018-18**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS; AMENDING THE CODE OF ORDINANCES, CHAPTER 4 TITLED "BUSINESS REGULATIONS," ARTICLE 4.08 TITLED "COMMERCIAL FILM MAKING," SECTIONS 4.08.002 TITLED "CITY CONTROL/AUTHORITY OF CITY ADDING THE PROVISION THAT ALLOWS THE CITY MANAGER TO ASSIGN A DESIGNEE AND REPEALING ALL PRIOR ORDINANCES THAT ARE IN CONFLICT HEREWITH; AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, ENACTMENT, EFFECTIVE DATE, REPEALER, SEVERABILITY, AND PROPER NOTICE AND MEETING.**

**WHEREAS,** the City of Bastrop ("City") is a Home Rule municipality incorporated and operating under the Laws of the State of Texas; and

**WHEREAS,** the City passed an Ordinance regarding regulations and procedures of commercial filming in Bastrop to ensure public safety and minimize citizen and City inconvenience; and

**WHEREAS,** with the increase in commercial film making in the City, the City finds it necessary to repeal and replace the existing Ordinance to further the goals of the community related to protecting the personal and property rights of citizens, as well as enhancing the public's health, safety, and welfare.

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

**SECTION 1. FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**SECTION 2. ENACTMENT**

Chapter 4, Article 4.08, et. Seq. of the Code of Ordinances to the City of Bastrop, which is entitled "COMMERCIAL FILM MAKING" is amended to read as described and attached hereto as *Exhibit "A."*

**SECTION 3. EFFECTIVE DATE**

This Ordinance shall take effect immediately upon passage.

**SECTION 4. REPEALER**

All ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**SECTION 5. SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**SECTION 6. PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**READ & ACKNOWLEDGED** on First Reading on this, the 11<sup>th</sup> day of September 2018.

**READ & APPROVED** on the Second Reading on this, the 25<sup>TH</sup> day of September 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

City of Bastrop Code of Ordinances

Chapter 4 – BUSINESS REGULATIONS

ARTICLE 4.08 - COMMERCIAL FILM MAKING

Sec. 4.08.002 - City control/authority of City Manager.

- (a) In this Article, the term "City Manager" shall be construed to include the City Manager's designee. The City Manager may authorize the use of any city street, right-of-way, park, public area, public building, equipment or personnel for commercial use in the filming, taping, or production of any film project, including but not limited to movies, television, commercials, or training films.
- (b) In conjunction with the production of any film project, the City Manager may require that one or all of the conditions and/or remunerations provided on the application for a film permit, (see exhibit A to Ordinance 2008-28) be satisfied as a prerequisite to use of city streets, rights-of-way, parks, public areas, public buildings and/or equipment or personnel.
- (c) The city, by and through the City Manager, shall have full control over the general location, hours, and use of public streets, buildings, equipment and personnel while being used for filming, taping, or production purposes.
- (d) The city, by and through the City Manager, shall have the full and absolute right to prohibit and/or order the cessation of filming, taping and/or the production of any project if such acts are determined to be detrimental to the public health, safety and welfare.
- (e) The City Manager may require any city department, including but not limited to the police, fire, utility, and building departments, to inspect any structure, device, mechanism, and/or equipment arising out of or related to a film project.
- (f) The City Manager shall retain final approval authority over all aspects of commercial film-related activity in the city and may, at his sole discretion, impose additional regulations under this article for the protection of public safety and welfare.



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 8E

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2018-21 of the City Council of the City of Bastrop, Texas creating a Master Fee Schedule, attached as Exhibit A for the City of Bastrop to transition all fees listed in the Code of Ordinances, Schedule "A" Fee schedule to this Master Fee Schedule. Excluding sections A13.02 and A13.07; providing that other fees not listed but now charged pursuant to other ordinances and resolutions shall remain in effect until transferred to the Master Fee Schedule by amendment; providing a repealing clause; providing a severability clause; and providing an effective date.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The process of updating and changing fees has been done as separate ordinance any time during the year.

**POLICY EXPLANATION:**

The Financial Management Policy states:

***User-based fees – for services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs and services.***

This fee schedule will be reviewed and updated annually as a part of the budget process. Each department will be responsible for reviewing their fees as a part of the budget, and making sure the fees cover the cost of the service provided.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve the second reading of Ordinance No. 2018-21 of the City Council of the City of Bastrop, Texas creating a Master Fee Schedule, attached as Exhibit A for the City of Bastrop to transition all fees listed in the Code of Ordinances, Schedule "A" Fee schedule to this Master Fee Schedule. Excluding sections A13.02 and A13.07; providing that other fees not listed but now charged pursuant to other ordinances and resolutions shall remain in effect until transferred to the Master Fee Schedule by amendment; providing a repealing clause; providing a severability clause; and providing an effective date.

**ATTACHMENTS:**

- Ordinance 2018-21

**ORDINANCE NO. 2018-21**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, CREATING A MASTER FEE SCHEDULE ATTACHED AS EXHIBIT A, FOR THE CITY OF BASTROP TO TRANSITION ALL FEES LISTED IN THE CODE OF ORDINANCES, SCHEDULE "A" FEE SCHEDULE TO THIS MASTER FEE SCHEDULE, EXCLUDING SECTIONS A13.02 AND A13.07; PROVIDING THAT OTHER FEES NOT LISTED BUT NOW CHARGED PURSUANT TO OTHER ORDINANCES AND RESOLUTIONS SHALL REMAIN IN EFFECT UNTIL TRANSFERRED TO THE MASTER FEE SCHEDULE BY AMENDMENT; PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Bastrop desires to adopt a Master Fee Schedule, for the purpose of setting forth the comprehensive fees assessed and collected by the City for a range of applications, permits, licenses, services and activities; and

**WHEREAS**, the City Council desires to have this Master Fee Schedule amended annually during the budget process to amend or remove existing fees or add new fees and does so by this Ordinance; and

**WHEREAS**, in the event there is a conflict between a fee listed in the Master Fee Schedule and the provisions of any other City ordinance or resolution, the provisions of the Master Fee Schedule shall prevail; and

**WHEREAS**, although the purpose of this ordinance is to amend the Master Fee Schedule, this ordinance is not intended to amend, abolish or change any fee heretofore established that is not listed in the Master Fee Schedule.

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

**Section 1:** That from and after the effective date of this Ordinance the fees and charges set out in the Master Fee Schedule attached hereto as Exhibit "A" shall be collected on behalf of the City. Other sections, fees or charges not referenced in Exhibit "A" shall remain unaffected by this Ordinance.

**Section 2:** That in the event of a conflict between a fee set out in the Master Fee Schedule and the provisions of any other City ordinance or resolution, the provisions of the Master Fee Schedule shall prevail; however, this Ordinance shall not amend, abolish or change any fee heretofore established that is not listed in the Master Fee Schedule and such fees shall continue in effect for all purposes until amended by ordinance or resolution or transferred to the Master Fee Schedule.

**Section 3:** That all provisions of the ordinances and resolutions of the City of Bastrop in conflict with the provisions of this Ordinance be and the same are hereby repealed and all other provisions of the ordinances and resolutions of the City of Bastrop not in conflict with the provisions hereof shall remain in full force and effect.

**Section 4:** That if any section, sentence, clause, or phrase of this Ordinance is for any reason held to be unconstitutional or otherwise invalid or unenforceable by a court of competent

jurisdiction, such decision shall not affect the validity of the remaining sections, sentences, clauses, or phrases of this resolution, it being the legislative intent that the provisions of this Ordinance are severable and that the Ordinance shall continue in effect notwithstanding the invalidity of such section, sentence, clause, or phrase.

**Section 5:** That the fees provided for in this Ordinance relative to the various proposed rates and fees shall become effective on the 1<sup>st</sup> day of October 2018.

**READ and APPROVED** on First Reading on the 11<sup>th</sup> day of September 2018.

**READ and ADOPTED** on Second Reading on the 25<sup>th</sup> day of September 2018.

**APPROVED:**

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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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Alan Bojorquez, City Attorney

EXHIBIT A  
GENERAL PROVISIONS

SEC Reference	Last updated	Description	Amount of fee
A1.07		<b>RECORDS MANAGEMENT PROGRAM</b>	
A1.07.017	1995 Code	Charges for printing copies for public information	
		Standard size paper copy (per page)	\$0.10
		Non-standard-size copy-Diskette (each)	\$1.00
		Non-standard-size copy-Magnetic tape (each)	\$10.00
		Non-standard-size copy-VHS videocassette (each)	\$2.50
		Non-standard-size copy-Audio cassette (each)	\$1.00
		Non-standard-size copy-Paper (each)	\$.50
		Non-standard-size copy-Other	Actual Cost
		Personnel Charge per hour	\$15.00
		Overhead charge-20% of personnel charge	Actual
		Microfiche or Microfilm-paper copy	\$.10
		Microfiche or Microfilm-copy	Actual Cost
		Remote document retrieval charge	Actual Cost
		Computer resource charge-Mainframe-per minute	\$17.50
		Computer resource charge-Midsize- per minute	\$ 3.00
		Computer resource charge: Client/server-per minute	\$1.00
		Computer resource charge-PC or LAN-per minute	\$.50
		Programming time charge-per hour	\$26.00
		Miscellaneous supplies	Actual Cost
		Postage and shipping charge	Actual Cost
		Fax charge-Local per page	\$.10
		Fax charge-long distance- same area code-per page	\$.50
		Fax charge-long distance-different area code-per page	\$1.00
		Other costs	Actual Cost

PARKS

SEC Reference	Last updated	Description	Amount of fee/Deposit
1.10		<b>PARKS</b>	
1.10.002	Ord. No. 2016-06 3/22/2016	<b>Noncommercial fees and deposits:</b> Pavilions (including BBQ pits when available) and concession stand. Schedule for noncommercial fees and deposits for the pavilions located in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
		Less than 100 Patrons	\$50.00/\$50.00
		101-200 Patrons	\$100.00/\$150.00
		201-300 Patrons	\$150.00/\$250.00
		Concession Stands (The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fee may apply (see chapter 4 of this code).	\$0.00/\$50.00
		<b>Multipurpose fields:</b> Schedule for noncommercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.	
		Less than 100 Patrons	\$50.00/\$100.00
		101-300 Patrons	\$75.00/\$150.00
		301-500 Patrons	\$100.00/\$200.00
		<b>Additional park amenities fees non-commercial use.</b>	
		Softball fields -daily/practice use	\$20.00 per hour/\$50.00 flat fee
		Softball fields-additional lighting (6-10 pm)	\$10.00 per hour
		Softball fields-tournament use	\$150.00 per day/\$100.00 flat fee
		Softball fields-tournament use-additional lighting (6-10pm)	\$10.00 per hour
		Sand volleyball court (no lighting available)	\$40.00 per 4- hour block
		Pier/scenic outlook	\$40.00 per 4-hour block
		Pier/scenic outlook-seating at additional cost	\$2.00 per chair

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Tennis & Basketball courts	\$4.00 per 4 hour block
		Tennis & Basketball courts-limited lighting available	\$10.00 per hour (6-10pm)
		City Staff-required with 100+patrons	\$25.00 per hour
		Additional equipment required	Standard FEMA rates apply
		Barricades – Type I	\$3.00 each
		Barricades – Type II	\$10.00 each
		Barricades – Type III	\$20.00 each
		Cones 24-36 inches	\$1.00 each
		Cones 48 inches	\$2.00 each
		<b>Commercial fees and deposits:</b>	
		Pavilions (including BBQ pits when available). Schedule for commercial use fees and deposits for the pavilions located in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
		Less than 100 patrons	\$100.00/\$200.00
		101-200 patrons	\$200.00/\$300.00
		201-300 patrons	\$300.00/\$400.00
		Greater than 300	Special event permit required
		<b>Multipurpose fields</b>	
		Schedule for commercial use fees and deposits for the multipurpose fields in Fisherman’s Park, Bob Bryant Park, Kerr Park, and Hunter’s Crossing Park.	
		0-100 patrons	\$100.00/\$200.00
		101-200 patrons	\$250.00/\$400.00
		201-500 patrons	\$400.00/\$600.00
		<b>Additional park amenities fees commercial use.</b>	
		Softball fields-daily practice use	\$30.00 per hour/\$100.00 deposit
		Softball fields-additional lighting (6-10pm)	\$10.00 per hour
		Softball fields-tournament use	\$250.00 per day/\$200.00 deposit
		Softball fields-additional lighting (6-10pm)	10.00 per hour

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Sand volleyball court – 4-hour block (no lighting)	\$80.00
		Pier/Scenic outlook -4-hour block	\$80.00
		Pier/Scenic outlook – additional seating	\$3.00 per chair
		Tennis & Basketball courts – 4-hour block	\$80.00
		Tennis & Basketball courts-limited lighting available (6-10 pm)	\$10.00 per hour
		City staff – required with 100+	\$25.00 per hour
		Additional equipment required	Standard FEMA rates
		Barricades Type I	\$5.00 each
		Barricades Type II	\$20.00 each
		Barricades Type III	\$25.00 each
		Cones 24-36"	\$2.00 each
		Cones 48"	\$4.00 each

The fees and deposits provided for in this section are for one (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit.

**Rodeo Arena Rental Fees**

Rodeo Arena Rental includes lighting	\$200.00 per day
Security Deposit for entire event	\$400.00
Rodeo Arena Rental-4-hour block before dark	\$50.00
4-hour block before dark security deposit	\$100.00 per 4 hr block
Rodeo Arena Rental-4-hour block after dark	100.00
4-hour block after dark security deposit	\$200.00 per 4 hr block

**Services required during event**

Arena dirt work-City crew-tractor, drag	<b>See Fee Schedule</b> \$50.00 per hour
City Staff (litter, assistance, etc.)	\$20.00 per hour, per person
Electricity for arena lights	\$10.00 per hour
Water for arena dirt work	\$5.00 per 1,000 gallons
RV and/or campsites with hook-ups (includes water/electric)	\$35.00 per day
Concession stand/kitchen	See concession stand agreement

SEC Reference	Last updated	Description	Amount of fee/Deposit
		<b>Dog training</b>	
		Dog training classes in Bark Park only per class	\$25.00
		Deposit	\$50.00
A1.18		<b>FILM AND BROADCASTING</b>	
A1.18.002	Ord. No. 2016-32 11/8/2016	<b>Film and Broadcasting</b>	
		<b>BTXN field production rates</b>	
		Preproduction (Crew coordination, call sheet, and one meeting)	\$35.00
		Raw show transfer (*No charge if BTXN is editing requires approximately ½ hour each for set-up and breakdown)	\$20.00*
		Administration charge	12% of total bill
		<b>BTXN crew member studio production rates per hour (2-hour minimum)</b>	
		Producer	\$50.00
		Director/technical director	\$35.00
		Audio technician	\$35.00
		Floor manager	\$30.00
		Camera operator	\$30.00
		Graphics and CG technician/teleprompter operator	\$30.00
		Audio assistant	\$25.00
		Production assistant	\$20.00
		<b>BTXN studio editing rates per hour (2-hour minimum)</b>	
		Editor	\$40.00 per hour
		Graphics/audio mix/color correct	\$50.00 per hour
		<b>BTXN studio miscellaneous rates</b>	
		Additional DVDs (first one no charge with editing time)	\$15.00
		Additional video files (one full quality high resolution file included with editing time)	\$15.00
		Additional ½ hour editor review session (first one included with editing time)	\$20.00

**ANIMAL CONTROL**

SEC Reference	Last updated	Description	Amount of fee/Deposit
A2.02		<b>VACCINATION AND LICENSING OF DOGS AND CATS</b>	
A2.02.005	Ord. No. 2005-15 03/22/2005	Guard dog permit	\$35.00
A2.02.008	Ord. No. 2008-10 02/26/2008	License fee Altered dog Unaltered dog per animal	\$5.00 \$25.00 per animal, per year
A2.03	Ord. No. 2005-15 03/22/2005	<b>KENNELS AND MULTIPLE PET OWNERSHIP</b>	
A2.03.002		Kennel permit Multiple pet owner's permit Private breeder's permit	\$35.00 \$35.00 \$35.00
A2.003.006		Commercial animal sales permit	\$35.00
A2.04	Ord. No. 2005-15 03/22/2005	<b>IMPOUNDMENT</b>	
A2.04.001		<b>Authorized fees</b> Initial impoundment fee Dog or cat per additional day	\$40.00 per animal \$3.50 per animal
A2.04.002		<b>Owner surrender fees</b> Animals surrendered by owner/harboree: owner surrender one pet Owner surrender pets in litter, 8 weeks-3 months Owner surrender under 8 weeks of age	\$20.00 \$25.00 per litter \$10.00 per animal
A2.04.007		<b>Adoption of impounded animals</b> Adoption fee with mandatory spay/neuter agreement	\$15.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
A2.04.035		<b>Livestock and estray impoundment fees</b>	
		Cattle, per head	\$40.00 each
		Equine, per head	\$40.00 each
		Goats/sheep, per head	\$40.00 each
		Swine, per head	\$40.00 each
		Exotic fowl, per bird	\$40.00 each
A2.08	Ord. No. 2005-15 03/22/2005	<b>DANGEROUS DOGS</b>	
A2.08.010		<b>Permit and tag</b>	
		Dangerous dog, unsprayed/unneutered	\$100.00 each
		Dangerous dog, spayed/neutered	\$50.00 each
		Dangerous dog, renewal, unsprayed/unneutered	\$50.00 each
		Dangerous dog, renewal, spayed/neutered	\$25.00 each

**BUILDING REGULATIONS**

SEC Reference	Last updated	Description	Amount of fee/Deposit
A3.01		<b>GENERAL PROVISIONS</b>	
A3.01.002	Ord. No. 2017-23 09/27/2017	Charges for consulting services	
		Professional fees and related charges incurred by the City for the services of consultant(s):	Actual fee plus 15% administrative fee
A3.01.003	Ord. No. 2017-23 09/27/2017	Work commencing prior to permit issuance- The greater of:	
		<del>Residential</del>	100% of the calculated permit and inspection fees or \$150, in addition to the required permit and inspection fees
		<del>Commercial</del>	\$100.00 per trade
			\$200.00 per trade
A3.01.004	Ord. No. 2017-23 09/27/2017	<del>Re-inspection</del> and certificates fees:	

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Failed inspections <del>or re-inspections, or inspections over inspection allowance</del>	\$75.00
		Certificate of Occupancy (change in use <del>ownership</del> )	<del>\$75.00</del> \$150
		Certificate of Occupancy (change in <del>use or</del> ownership)	\$75.00
		Copies/Re-issue Certificates of Occupancies, inspections copies	\$10.00
		Courtesy Inspections	\$25.00
A3.01.005	1995 Code A	<del>Work commencing prior to permit issuance; Penalty for commencing work before obtaining necessary permits</del>	<del>100% of usual permit fee in addition to required permit fee or a minimum of \$200.00 whichever is greater</del>
		Permit Technology Fee	\$6.00 per permit
A3.04		<b>BUILDING CODE</b>	
A3.04.002	Ord. No. 2017-23 09/27/2017	Schedule of permit fees  All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law:	
		<u>Total Valuation</u>	<u>Fee</u>
		\$1,000,000.00 and less	\$7.50 per \$1,000.00 of valuation
		\$1,000,001.00 and up	\$7,500 for the first \$1,000,000.00 plus \$4.00 per additional \$1,000

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Inspection fee	25% of the permit fee
		For buildings with a calculated value of greater than \$2,000,000.00, the Building Official, at their discretion, may use an alternative valuation. e.g. the declared project value.	
		Technology fee	\$6.00 per permit

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Residential permit and inspection fees will be assessed using the Primary Use Chart, based off the current International Code Council (ICC) Building Valuation Data. <del>11 inspection visits assumed for residential projects.</del>	
		Non-Licenses Trade Permit Fee	\$75.00 per building
		Failed inspections, re-inspections over inspection allowance	\$75.00 each
		Residential remodel permit. Using square footage affected only	35% of new building cost Using Primary Use Chart
		Minimum Permit Fee	\$50.00, plus \$75.00 per inspection
		Commercial permit and inspection fees will be assessed using the Primary Use Chart, based off the current International Code Council (ICC) Building Valuation Data. <del>18 inspection visits assumed for commercial projects.</del>	
		Non-Licenses Trade Permit Fee	\$75.00 per building, plus \$75.00 per additional floor of multi-story buildings
		Failed inspections, re-inspections, or inspections over inspection allowance	\$75.00 per each
		Shell Building Permit (using the Primary Use Chart)	65% of new building fee
		Tenant Finish-out permit (using the Primary Use Chart)	35% of new building costs, Per finish-out area
		Commercial remodel permit (using the Primary Use Chart)	35% of new building cost Using square footage affected only
		Minimum Permit Fee:	\$100.00, plus \$75.00 per inspection
		Other fees not listed above:	
		Roofing permit – Residential	\$150.00
		Roofing permit – Commercial	\$500.00
		Construction Trailer – includes hookup fee for electrical and plumbing, excludes fees charged by other utility entities)	\$150.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Accessory buildings: Above <del>240</del> <del>250</del> square feet Garages will use the Storage Low hazard (S-2) use	Fee will be calculated using the Primary Use Chart
		Accessory building under <del>240</del> <del>250</del> -sq. ft.	\$75.00
		Fences (Commercial <del>only</del> ) <del>Fences - Residential</del>	\$175.00 \$25.00
		Fire related fees:	
		Residential fire sprinkler permit	\$175.00
		<del>Commercial</del> Fire sprinkler permit	\$500.00
		Fire alarm system	\$200.00
		Fire suppression system	\$150.00
		Inspection fee	\$75.00
		Floodplain Development Permits:	
		Single Family, community facility	\$150.00
		Multifamily, commercial, industrial	\$250.00
		<del>Appeal to Construction Standards Board</del>	<del>\$150.00</del>
A3.04.005		Amendment to schedule of permit fees: B102. Moving fees will be divided into 2 categories: For the moving of a portable building or structure	\$25.00
		For the moving of a permanent building or structure	\$100.00
A.3.05		<b>ELECTRICITY - ELECTRICAL CODE</b>	
A.3.05.035	Ord. No. 2017-23 9/26/17	<b>Electrician licensing fees.</b>	
		<del>Annual City fee – All trades will pay fee. Proof of insurance and state licenses shall be required when paying the annual fee.</del>	<del>\$75.00 per person</del>
		Commercial trades will pay an attachment fee to a general construction contract. Each subcontractor company will pay this fee for all project on which work is performed.	\$150.00 <del>\$75.00</del>
		Residential trades will pay an attachment fee to a general construction contract. Each subcontractor company will pay this fee for all projects on which work is performed.	\$75.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Failed inspection, re-inspections, or inspections over inspection allowance	\$75.00 each
	Ord. No. 2017-23 9/26/17	<b>Permit and Inspection fees:</b>	
		Electrical repairs will be charged	\$75.00 for one inspection
		—Each additional inspection	\$50.00
		New electric service or rebuild service	\$75.00
		Electrical service inspection permit in which service was disconnected	\$25.00
		Temporary electric meter (T-Pole)	\$75.00
		Commercial electric permit:	\$150.00
		Residential electric permit:	\$75.00
A3.06		<b>PLUMBING CODE</b>	
		Commercial Plumbing Permit	\$150
		Residential Plumbing Permit	\$75
A3.06.037	Ord. No. 2017-23 9/26/17	Plumbing inspection fees.	
		Commercial Irrigation Permit	\$200.00
		Residential Irrigation Permit	\$75.00
		Plumbing repairs inspection fee:	\$75.00 for one inspection
		—Each additional inspection	\$50.00
		Underground water line inspection permit	\$75.00
		Underground waste water line inspection permit	\$75.00
		Hot water heater (new) inspection permit	\$75.00
		Gas pressure test inspection permit	\$75.00
		Gas pressure test in which service was disconnected inspection permit	\$25.00
		Irrigation permit outside of a primary residential permit	\$75.00
		Irrigation permit out of a primary commercial permit	\$200.00
		Annual City fee, all trades will pay a fee. (we will need proof of insurance and State licenses at the time of paying the annual fee)	\$75.00/per person

SEC Reference	Last updated	Description	Amount of fee/Deposit
		<del>Commercial trades will pay an attachment fee to a General Construction contract. Each subcontractor company will pay this fee for any project they work on.</del>	<del>\$75.00</del>
		<del>Residential trades will pay an attachment fee to a General Construction contract.</del>	<del>\$75.00</del>
		<del>Failed inspections, re-inspections, or inspections over inspection allowance</del>	<del>\$75.00 each</del>
A.3.07		<b>MECHANICAL CODE</b>	
A3.07.001	Ord. No. 2017-23 9/26/17	Inspection and mechanical trade fees.	
		<del>Commercial Mechanical Permit</del>	<del>\$150.00</del>
		<del>Residential Mechanical Permit</del>	<del>\$75.00</del>
		<del>Mechanical repair inspection fee</del>	<del>\$75.00 for one inspection</del>
		<del>—Each additional inspection</del>	<del>\$50.00</del>
		<del>Annual City fee, all trades will pay. (Will need proof of Insurance and State Licenses at the time of paying annual fee.)</del>	<del>\$75.00 per person</del>
		<del>Commercial trades will pay an attachment fee to a General Construction contract. (Each subcontractor company will pay this fee for any project they will work on)</del>	<del>\$75.00</del>
		<del>Residential trades will pay an attachment fee to a General Construction contract. (Each subcontractor company will pay this fee for any project they will work on.)</del>	<del>\$75.00</del>
		<del>Failed inspections, re-inspections, or inspections over inspection allowance</del>	<del>\$75.00 each</del>
A3.15		<b>SWIMMING POOLS</b>	
A3.15.001	Ord. No. 2017-23 9/26/17	Permit and inspection fees.	
		<del>Commercial Swimming pool permit</del>	<del>\$225.00 \$500.00</del>
		<del>Residential Swimming Pool Permit</del>	<del>\$200.00</del>
		<del>Inspection fee</del>	<del>\$75.00 per inspection</del>

SEC Reference	Last updated	Description	Amount of fee/Deposit
<b>MOVING OF STRUCTURES, DEMOLITION AND SITE WORK</b>			
A3.16			
A3.16.001	Ord. No. 2017-23 9/26/17	Permit and inspection fees.	
		Demolition permit above 5,000 sq. ft.	\$250.00
		Demolition permit 5,000 sq. ft. or less	\$75.00
		Moving permit – <del>Over 240 SQFT.</del>	<del>\$150.00</del>
		<del>Moving Permit – 240 SQFT or less</del>	<del>\$25.00</del>
		Site work permit	\$150.00 plus \$50.00 for each additional acre over 1 acre
		Inspection fee	\$75.00 per inspection
<b>MOBILE HOME PARKS</b>			
A3.18			
A3.18.002	1995 Code	<del>Permit fee for construction, alteration or extension; construction or occupancy of permanent structures New Mobile Home Park Permit</del>	<del>\$50.00</del>  <del>\$500.00 plus \$25 per space</del>
A3.18.003	1995 Code	License.	
		Original license <del>or renewal applications fee</del>	<del>\$5.00-\$1,000.00</del>
		<del>Plus \$5.00 for each additional mobile home space in the mobile home park.</del>	<del>\$5.00 for each additional mobile home space in the mobile home park</del>
		<del>Annual Renewal License</del>	<del>\$500.00</del>
		<del>Transfer of Mobile Home license fee. All applicants for license transfer shall be accompanied by a fee</del>	<del>\$5.00 \$500.00</del>
A3.20.053	1995 Code	Signs: Fees	
		<del>All sign permit application fees shall be</del>	<del>\$50.00 for first sign \$5.00 per sign thereafter for a maximum of \$100.00</del>
		<del>Billboard application fees shall be</del>	<del>\$100.00 each.</del>
		<del>If building official determines that an engineering review is required, the required fee shall increase by an additional</del>	<del>\$400.00</del>

SEC Reference	Last updated	Description	Amount of fee/Deposit
		<u>New free-standing sign permit application:</u>	<u>\$50 plus \$1 per foot of height and \$1 per Sq. foot of sign area</u>
		<u>New wall sign permit application:</u>	<u>\$50 plus \$1 per square foot</u>
		<u>[Note electrical permit are in addition, see A3.05.0385]</u>	
		<u>Temporary signs</u>	<u>\$25 per month</u>
		<u>Repair or reface of existing sign cabinet</u>	<u>\$25</u>
		<u>Comprehensive Sign Plan</u>	<u>\$500.00</u>
A3.20.054	Ord. No. 2017-23 9/26/17	<u>Inspection and city fees</u>	
		<u>Sign repairs inspections will be charged</u>	<u>\$75.00</u>
		<u>Each additional sign inspection</u>	<u>\$50.00</u>
		<u>Sign permit for the first sign in one submittal</u>	<u>\$150.00</u>
		<u>Each additional sign permit in submittal</u>	<u>\$50.00</u>
		<u>Multiple tenant sign</u>	<u>\$200.00</u>
		<u>Master sign plan</u>	<u>\$500.00</u>
		<u>Inspection fee</u>	<u>\$75.00 per inspection</u>
		<u>Annual City fee, all trades will pay a fee of</u> <u>(will need proof of Insurance and State licenses at the time</u> <u>of paying the annual fee)</u>	<u>\$75.00 per person</u>
A3.21		<b>STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY</b>	
A3.21.064		Construction of public rights-of-way fee – work within the Right-Of-Way (driveway, sidewalks, <u>culvert or drainage channel modification</u> etc.)	\$125.00
A3.22	Ord. No. 2017-23 09-26-2017	<b>CULVERT INSTALLATIONS OR DRAINAGE CHANNEL MODIFICATIONS</b>	
A3.22.022		<u>Drainage permit fee</u>	<u>\$125.00</u>

BUSINESS REGULATIONS

SEC Reference	Last updated	Description	Amount of fee/Deposit
A4.03	Ord. No. 2017-03	<b>TAXICABS, SHUTTLES AND TOURING VEHICLES</b>	
A4.03.001		License Fee – Annual license and inspection fee for taxicabs, shuttles, touring and alternative vehicles.	\$25.00 Per Vehicle
			\$12.00 Additional fee, per driver.
A4.04	Ord. No. 2005-7	<b>PEDDLERS, SOLICITORS AND VENDORS</b>	
A4.04.033		Fees	
		Individual peddler, solicitor and vendor permit (60 days).	\$30.00
		Individual peddler, solicitor, vendor permit (each agent or employee).	\$10.00
		Renewal of individual peddler, solicitor and vendor permit.	\$15.00
		Replacement permit.	\$10.00
A4.04.073	Ord. No. 2005-7	Permit for temporary/seasonal and multiple vendors – Fee; right of city to refuse permit	
		Temporary/seasonal and/or multiple vendors or events permit (30 days).	\$100.00
		Temporary/seasonal and/or multiple vendors or events permit (60 days).	\$150.00
		Temporary/seasonal and/or multiple vendors or events permit (90 days).	\$200.00
		Replacement permit.	\$10.00
A4.05	1995 Code	<b>COIN-OPERATED MACHINES</b>	
A4.05.001		Occupation Tax – Charge for release of machine sealed for nonpayment.	\$5.00

SEC Reference	Last updated	Description	Amount of fee/Deposit
<b>SPECIAL EVENTS PERMITS, PUBLIC GATHERINGS AND PARADES</b>			
A4.06			
A4.06.008	Ord. No. 2009-12, 6/9/09	Application Processing Fee	
		With proof of non-profit status (i.e., 501-C)	\$100.00
		Processing fee all others.	\$300.00
		Security deposit for damages/cleanup. Refundable if the location of the special event is clean and free of litter and damage.	\$500.00
		Inspection fee required for amusement rides, temporary structures, and special electrical and water/wastewater needs.	\$50.00
		Re-inspection fee required for above-described items.	\$75.00
<b>SEXUALLY ORIENTED BUSINESSES</b>			
A4.07	1995 Code		
A4.07.033		Division 2. License - Fee	
		<u>Initial Application</u>	<u>\$2,000.00</u>
		Annual Fee	\$500.00
<b>VEHICLE TOWING</b>			
A4.10	Ord. No. 2014-5, 4/22/14		
A4.10.011		Fees for non-consent tows. (Maximum fees allowed)	
		Regular towing charge (for vehicles not requiring the use of heavy-duty wrecker) for vehicles 10,000 pounds or less.	\$150.00
		If medium duty or heavy-duty wrecker is used to tow vehicles in excess of 10,000 pounds.	\$300.00
		The following additional fees may be charged if verified by the peace officer in charge of the accident scene:	
		Exceptional labor such as clearing debris. Exceptional labor does not include normal hook-up procedure or routine cleanup not to exceed 30 minutes. and does not include the disposal of classified hazardous waste or vehicle cargo.	\$75.00 per hour

SEC Reference	Last updated	Description	Amount of fee/Deposit
		Winching, one-hour minimum, only if normal hook-up is not possible because of conditions or location of vehicle	\$75.00 per hour
		Wait time, if it exceeds 30 minutes from time of arrival at the accident scene.	\$35.00 per hour
		Flat fee for use of medium duty or heavy-duty wrecker, if it exceeds 30 minutes from time of arrival.	\$100.00 per hour
		If an additional operator is required to complete a tow, the second operator may charge a fee.	\$35.00 per hour
		Towing fee study: Towing company(ies) requesting a towing fee study from the city shall deposit prior to the city beginning the study.	\$500.00

**FIRE PREVENTION AND PROTECTION**

SEC Reference	Last updated	Description	Amount of fee
A5.08	Ord. No. 2017-18, Exh. A, 7/11/17	<b>EMERGENCY, FIRE AND RESCUE SERVICES</b>	

A5.08.001

**Fees and Charges**

Unit of Measure	Apparatus	Price per Hour
Per engine	Class A engine	\$500.00
Per aerial	Aerial	\$500.00
Per rescue unit	Rescue (heavy)	\$600.00
Per brush unit	Brush truck	\$400.00
Per command unit	Command car/truck	\$200.00
Per PPV fan	PPV fan	\$55.00
Per generator	Generator, portable	\$55.00

Per generator	Generator	\$55.00
Per saw	Chain saw	\$45.00
Per pump	Portable pump	\$95.00
Per pump	Float pump	\$65.00

Unit of Measurement	Tool	Price
Per incident	Foam nozzle	\$55.00
Per incident	Foam eductor	\$50.00
Per gallon	AFFF foam	\$40.00
Per gallon	Class A foam	\$25.00
Per incident	Piercing nozzle	\$40.00
Per incident	M/S fog nozzle	\$55.00
Per incident	M/S straight bore nozzle	\$30.00
Each used	Salvage cover	\$28.00
Each used	SCBA pack	\$85.00
Per incident	Hall runner	\$18.00
Per incident	Portable tank	\$75.00
Per incident	Water extinguisher	\$22.00
Per incident	Dry chemical extinguisher	\$45.00
Per incident	CO <sub>2</sub> extinguisher	\$45.00
Each used	Scene lights	\$22.00
Each used	Water vests	\$30.00
Per incident	Thermal imaging camera	\$75.00
Per incident	Sawzall	\$55.00

Unit of Measurement	Supplies/Service	Price
Per bag	Absorbent	\$17.00
Each used	Absorbent booms	\$40.00
Each used	Top sol	\$35.00
Each used	Disposable coveralls	\$30.00
Each used	Neoprene gloves	\$20.00
Each used	Latex gloves	\$6.00
Each used	Over boots	\$25.00
Each used	Disposable goggles	\$15.00
Each used	Gas plug kit	\$50.00
Each used	Plug and dike	\$65.00
Each used	Drum liners	\$10.00
Each used	Barricade tape	\$22.00
Each used	Poly sheeting	\$55.00
Per incident	Removal of hazardous material	\$150.00
Per incident	Disposal of hazardous material	\$150.00
Per incident	Gas multimeter	\$65.00
Per incident	CO <sub>2</sub> meter	\$65.00
Per quart	Microblaze	\$10.00
Per 5 gallons	Microblaze	\$150.00
Unit of Measurement	Tool	Price
Per incident	Spreaders	\$250.00
Per incident	Cutters	\$250.00
Per incident	Rams	\$250.00

Per incident	Air bags	\$250.00
Per incident	K-12 saw	\$55.00
Per incident	Target saw	\$55.00
Per incident	Ajax tool	\$25.00
Per incident	K-tool	\$25.00
Per incident	Windshield tool	\$15.00
Each used	Rescue blanket	\$32.00
Each used	Rope	\$25.00

Collision investigation fee. Charged in responses where no mitigation services, debris removal, or rescue services are performed: \$275.00

MUNICIPAL COURT

SEC Reference	Last updated	Description	Amount of fee
A7.01		<b>MUNICIPAL COURT - GENERAL PROVISIONS</b>	
A7.01.014	1995 Code	Jurors - Jury fee. Jury fee for defendant convicted after requesting jury trial	\$5.00
A7.01.023	1995 Code	Fee for person requesting driving safety course.	\$10.00
A7.02		<b>MUNICIPAL COURT - BUILDING SECURITY FUND</b>	
A7.02.002	1995 Code	Assessment of fee - Security fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court.	\$3.00

SEC Reference	Last updated	Description	Amount of fee
A7.03		<b>TECHNOLOGY FUND</b>	
A7.03.002	1995 Code	Assessment of fee - Technology fee for defendants convicted of a misdemeanor offense in the municipal court.	\$4.00
A.7.04		<b>JUVENILE CASE MANAGER FUND</b>	
A.7.04.002	Ord. No. 2005-40, 11/22/05	Assessment of fee - Juvenile case manager fee for defendants convicted of a fine-only misdemeanor offense (except for parking citations) in municipal court.	\$5.00

OFFENSES AND NUISANCES

SEC Reference	Last updated	Description	Amount of fee
A8.05.091	1995 Code	<b>ABANDONED AND JUNKED VEHICLES</b>	
		Fee to accompany report of garage keeper to police department	\$5.00

SUBDIVISIONS

SEC Reference	Last updated	Description	Amount of fee
A10.03.002	Ord. No. 2017-23 9/26/2017	<b>SUBDIVISION ORDINANCE - FILING FEES AND CHARGES</b>	
		Preliminary Plat	\$1,025.00, plus \$25.00 per lot, and \$25.00 per acre of right-of-way, \$1,200.00 minimum
		Final Plat	\$825.00, plus \$20.00 per lot and \$20.00 per acre of right-of-way

SEC Reference	Last updated	Description	Amount of fee
		Construction Plans <u>Review</u>	0.5% of total cost of improvements, \$1,000.00 minimum*
		<u>Construction Plan Inspection</u>	<u>2.5% of total cost of improvement, \$2,500.00 minimum*</u>
		Amended/Administrative Plat	\$525.00 per plat
		Replats	\$700.00 per plat
		<u>Technology Fee (per application)</u>	<u>\$25.00</u>
		<b>Site Development Plan:</b>	
		Less than or equal to ½ acre	\$500.00
		Greater than ½ acre	\$1,000.00, plus \$200.00 per acre over 1 acre
		Site Development Plan Revision	\$225.00, plus \$0.05 per square foot of impervious cover
		Site Development Inspection Fee	\$200.00, plus \$0.02 per square foot of impervious cover (excluding buildings)
		<u>Subdivision</u> Variances	\$500.00 per request
		Plat Recordation with the County	<del>\$50.00</del> , plus fees charged by the County
		Legal Lot <u>of Record Determination</u> , Zoning Determination Letter	<del>\$25.00</del> - <u>\$50.00</u>

SEC Reference	Last updated	Description	Amount of fee
		Development Agreement	\$2,000.00, plus professional fees***
		Public Hearing Re-notification	\$200.00, if required by applicant
		Land Disturbance Permit	\$200.00
		License Agreement, Easement	\$200.00, plus professional fees***
		Traffic Impact Analysis Review	\$500.00, plus professional fees***
		Right-of-way Vacation	\$500.00
		Easement Vacation	\$300.00
		GIS Mapping Fees:	
		Map Printing Fee:	\$6.67 per square foot
		Custom Map Fee:	\$100.00 per hour
		Improvement Plan Digitizing**	\$150.00
		<del>Technology Fee (per application)</del>	<del>\$25.00</del>
		* Based on certified cost estimate provided by engineer of record and approved by the City	
		** Charged on projects requiring public infrastructure improvements. Fee may be waived if information provided per City specifications.	

SEC Reference	Last updated	Description	Amount of fee
A10.03.003	1995 Code	<b>Subdivision and Development Escrow Fees</b>	
		Total Construction Cost	Escrow Deposit Required
		\$1.00 to \$200,000.00	4.0%, with minimum of \$2,000.00
		\$200,001.00 to \$400,000.00	\$8,000.00 for the first \$200,000.00, plus 3% of any amount over \$200,000.00
		\$400,001.00 to \$600,000.00	\$14,000.00 for the first \$400,000.00, plus 2.75% of any amount over \$400,000.00
		\$600,001.00 and over	\$19,500.00 for the first \$600,000.00, plus 2.50% of any amount over \$600,000.00
		Minimum escrow amount; short form plats. The minimum escrow amount, excluding short form plats, shall be \$2,500.00. Short form plats shall have an escrow deposit of \$500.00.	

UTILITIES

SEC Reference	Last updated	Description	Amount of fee
A13.04.010	Ord. No. 2005-44 11/22/05	<b>On-Site Sewage Facilities Permit Fees</b>	
		Standard System	\$250
		Designed System	\$400
		Modification to Standard Permit	\$100
		Modification to Designed Permit	\$100
		Adjustment from Standard to Design	\$100
		Holding Tank	\$200
		Septic Tank Replacement	\$125
		Reinspection (Failed installation Inspection)	\$125
		Maintenance Contract Renewal	\$25
A13.05.005	1995 Code	<b>Creation of Water Districts</b>	
		Filing Fee for application to create Water Control District or Municipal Utility District	\$10,000
A13.08.015	Ord. No. 2016-23 9/27/2016	<b>Solid Waste</b>	
		Residential Service monthly charge	<del>\$15.28</del> <u>\$16.05</u>
		Residential Additional Cart monthly charge	<del>\$5.52</del> <u>\$5.25</u>
		Residential Additional Recycling Cart monthly charge	<del>\$2.21</del> <u>\$2.10</u>

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Progressive Waste Solutions directly invoices Commercial Customers for the following Services:

**Commercial Solid Waste Dumpster Services**

Container Size	Weekly Collection Frequency <sup>1</sup>						Extra Pickups <sup>1</sup>
	1	2	3	4	5	6	
96-Gallon Cart	<del>\$23.06</del> <u>\$24.21</u>			N/A	N/A	N/A	
2 CY Dumpster	<del>\$66.62</del> <u>\$69.95</u>	<del>\$181.59</del> <u>\$190.67</u>	<del>\$223.11</del> <u>\$234.76</u>	<del>\$237.63</del> <u>\$249.51</u>	<del>\$273.27</del> <u>\$286.93</u>	<del>\$286.93</del> <u>\$301.28</u>	<del>\$62.00</del> <u>\$65.10</u>
3 CY Dumpster	<del>\$72.50</del> <u>\$76.12</u>	<del>\$134.38</del> <u>\$141.10</u>	<del>\$212.76</del> <u>\$223.40</u>	<del>\$283.42</del> <u>\$297.59</u>	<del>\$354.04</del> <u>\$371.74</u>	<del>\$377.04</del> <u>\$395.89</u>	<del>\$67.00</del> <u>\$70.35</u>
4 CY Dumpster	<del>\$99.66</del> <u>\$104.64</u>	<del>\$145.27</del> <u>\$152.53</u>	<del>\$232.41</del> <u>\$244.03</u>	<del>\$309.49</del> <u>\$324.96</u>	<del>\$386.84</del> <u>\$406.18</u>	<del>\$473.70</del> <u>\$497.38</u>	<del>\$70.00</del> <u>\$73.50</u>
6 CY Dumpster	<del>\$109.18</del> <u>\$114.64</u>	<del>\$178.50</del> <u>\$187.42</u>	<del>\$301.63</del> <u>\$316.71</u>	<del>\$378.95</del> <u>\$397.90</u>	<del>\$473.69</del> <u>\$497.37</u>	<del>\$568.42</del> <u>\$596.84</u>	<del>\$83.00</del> <u>\$87.15</u>
8 CY Dumpster	<del>\$124.55</del> <u>\$130.78</u>	<del>\$216.02</del> <u>\$226.82</u>	<del>\$323.08</del> <u>\$339.23</u>	<del>\$420.47</del> <u>\$441.49</u>	<del>\$525.58</del> <u>\$551.86</u>	<del>\$630.69</del> <u>\$662.22</u>	<del>\$95.00</del> <u>\$99.75</u>
10 CY Dumpster	<del>\$132.69</del> <u>\$139.32</u>	<del>\$219.01</del> <u>\$229.96</u>	<del>\$342.84</del> <u>\$359.98</u>	<del>\$457.91</del> <u>\$480.80</u>	<del>\$572.38</del> <u>\$601.00</u>	<del>\$686.86</del> <u>\$721.20</u>	<del>\$106.00</del> <u>\$111.30</u>

**Commercial Recycling Dumpster Services (Non-Exclusive)**

Container Size	Weekly Collection Frequency						Extra Pickups
	1	2	3	4	5	6	
96-Gallon Cart	<del>\$18.26</del> <u>\$19.17</u>			N/A	N/A	N/A	

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CITY OF BASTROP

MASTER FEE SCHEDULE

2 CY Dumpster	<del>\$59.95</del> <u>\$62.95</u>	<del>\$163.43</del> <u>\$171.60</u>	<del>\$200.81</del> <u>\$210.85</u>	<del>\$213.86</del> <u>\$224.55</u>	<del>\$245.95</del> <u>\$258.25</u>	<del>\$258.24</del> <u>\$271.15</u>	<del>\$62.00</del> <u>\$65.10</u>
3 CY Dumpster	<del>\$65.25</del> <u>\$68.51</u>	<del>\$120.93</del> <u>\$126.98</u>	<del>\$195.49</del> <u>\$205.26</u>	<del>\$243.03</del> <u>\$255.18</u>	<del>\$325.82</del> <u>\$342.11</u>	<del>\$390.98</del> <u>\$410.53</u>	<del>\$67.00</del> <u>\$70.35</u>
4 CY Dumpster	<del>\$78.55</del> <u>\$82.48</u>	<del>\$141.48</del> <u>\$148.55</u>	<del>\$212.22</del> <u>\$222.83</u>	<del>\$282.96</del> <u>\$297.11</u>	<del>\$353.70</del> <u>\$371.38</u>	<del>\$424.43</del> <u>\$445.65</u>	<del>\$70.00</del> <u>\$73.50</u>
6 CY Dumpster	<del>\$81.89</del> <u>\$85.98</u>	<del>\$133.87</del> <u>\$140.56</u>	<del>\$226.23</del> <u>\$237.54</u>	<del>\$284.22</del> <u>\$298.43</u>	<del>\$355.26</del> <u>\$373.02</u>	<del>\$426.32</del> <u>\$447.64</u>	<del>\$83.00</del> <u>\$87.15</u>
8 CY Dumpster	<del>\$87.19</del> <u>\$91.55</u>	<del>\$151.21</del> <u>\$158.77</u>	<del>\$226.15</del> <u>\$237.46</u>	<del>\$294.32</del> <u>\$309.04</u>	<del>\$367.91</del> <u>\$386.30</u>	<del>\$441.48</del> <u>\$463.55</u>	<del>\$95.00</del> <u>\$99.75</u>
10 CY Dumpster	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	<del>\$106.00</del> <u>\$111.30</u>

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**Additional Fee Commercial Services**

Description of Service	Fee
Lock	<del>\$11.00</del> <u>\$11.55</u> per month
Set of casters	<del>\$20.00</del> <u>\$21.00</u> per month
Opening and closing of enclosures	No Charge
Excessive maintenance	<del>\$100.00</del> <u>\$105.00</u> per swap more than 1x per year

**Temporary Refuse Roll-off Services (Maximum allowable fee)**

CITY OF BASTROP

MASTER FEE SCHEDULE

Roll-off Type and Size	Container Rental Fee <sup>2</sup> (Per Day)	Initial Delivery Fee One-time)	Collection Fee (Per Pull)	Disposal Fee <sup>3</sup> (Per Ton)	Processing Fee <sup>4</sup> (Per Ton)
10 CY Roll-off <sup>1</sup>	<del>\$ 4.75</del> <u>\$4.99</u>	<del>\$129.73</del> <u>\$136.22</u>	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
15 CY Roll-off <sup>1</sup>	<del>\$ 4.75</del> <u>\$4.99</u>	<del>\$129.73</del> <u>\$136.22</u>	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
20 CY Roll-off	<del>\$4.75</del> <u>\$4.99</u>	<del>\$129.73</del> <u>\$136.22</u>	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
30 CY Roll-off	<del>\$4.75</del> <u>\$4.99</u>	<del>\$129.73</del> <u>\$136.22</u>	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
40 CY Roll-off	<del>\$4.75</del> <u>\$4.99</u>	<del>\$129.73</del> <u>\$136.22</u>	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00

\*Could be subject to fees associated with contamination of materials.

**Permanent Refuse Roll-off Services (Maximum Allowable Fees)**

Roll-off Type and Size	Container Rental Fee (Per Month)	Compactor Rental Fee <sup>1</sup> (Per Month)	Collection Fee (Per Pull)	Disposal Fee <sup>2</sup> (Per Ton)	Processing Fee <sup>3</sup> (Per Ton)
10 CY Roll-off	<del>\$100.00</del> <u>\$105.00</u>	N/A	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
15 CY Roll-off	<del>\$100.00</del> <u>\$105.00</u>	N/A	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
20 CY Roll-off	<del>\$100.00</del> <u>\$105.00</u>	N/A	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
30 CY Roll-off	<del>\$100.00</del> <u>\$105.00</u>	N/A	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00

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CITY OF BASTROP

MASTER FEE SCHEDULE

40 CY Roll-off	<del>\$100.00</del> <u>\$105.00</u>	N/A	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
25 CY Roll-off Compactor	N/A	<del>\$300.00</del> <u>\$315.00</u>	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
30 CY Roll-off Compactor	N/A	<del>\$325.00</del> <u>\$341.25</u>	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00
40 CY Roll-off Compactor	<del>\$125.00</del> <u>\$131.25</u>	<del>\$350.00</del> <u>\$367.50</u>	<del>\$312.32</del> <u>\$327.94</u>	<del>\$23.23</del> <u>\$24.39</u>	\$0.00

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<sup>1</sup> Does not apply if the customer owns the compactor unit.

<sup>2</sup> Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer billing.

<sup>3</sup> Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location. Tonnage must be reported to the customer as part of the customer billing.

- Container Rental fee only applies if the customer has less than a minimum of 2 pulls per month.
- Processing Fee may be subject to charges relating to contamination.

SEC Reference	Last updated	Description	Amount of fee
A13.09		<b>UTILITY FEES AND DEPOSITS</b>	
A13.09.003	Ord. No. 2015-16 9/22/15	Return Trip – Failure to have presence of responsible person for connection	\$25
A13.09.004	Ord. No. 2015-16 9/22/15	Credit Check	Actual Cost
A13.09.005	Ord. No. 2015-16 9/22/15	Residential Electric Deposit Residential Water Deposit Commercial Deposit	\$200 \$75 Equivalent of twelve (12) months average times two (2), plus fifteen (15)%
		Temporary Deposit follows same rules for Residential and commercial above	

SEC Reference	Last updated	Description	Amount of fee
		Temporary Services – nonrefundable fee	\$50
		Solid Waste Deposit	\$50
A13.09.006	Ord. No. 2015-16 9/22/15	Deferred Payment Plan – Administration Fee	\$25
A13.09.007	Ord. No. 2015-16 9/22/15	New Application Fee	\$50
		Disconnect Fee	\$50
		Reconnect Fee	\$50
		After Hours Reconnect Fee	\$75
		Trip Fee – Investigation during regular business hours	\$50
		Trip Fee – Investigation after hours	\$100
		Miscellaneous Service Fee	\$50
		Meter Re-reading Fee	\$25
		Meter Inaccessible Fee	\$25
		Transfer of Service Fee (per account)	\$20
		Returned Check Fee	Actual cost to the City
		Meter Testing Fee – unless City initiated	Actual cost plus \$25 fee
		Tampering with City Meter Charge – Actual costs could include cost of actual amounts of service used without City authorization, and cost associated with investigating the tampering claim.	Minimum \$500 or actual damages or both
A13.11.001	Ord. No. 2015-05 3/24/15	Reclaimed Water for Irrigation – per 1,000 gallons	\$5 Minimum \$5
A13.11.002	Ord. No. 2015-05 3/24/15	Reclaimed Water – Cost related to permitting, inspecting and application	
		Application Fee	\$150
		Resubmission/application review Fee	\$50
		Volume Charges per 1,000 gallons	\$5
		Engineering and other Professional Services	Actual Costs
		Security Deposit	\$500

**ZONING**

SEC Reference	Last updated	Description	Amount of fee
<b>ZONING – GENERAL PROVISIONS</b>			
A14.01			
A14.01.001	Ord. No. 2017-23 9/26/17	Fees associated with review of Zoning Change and Conditional Use permit application	
		Less than or equal to 30 acres	\$750
		Greater than 30 acres	\$900
		Planned Development	\$2,000, plus \$200 per acre \$5,000 Max.
		Conditional Use Permit (CUP)	\$350
		Zoning Text Amendment	\$250.00
		Comprehensive Plan Amendment	\$250.00
		Technology Fee (per application)	\$25
A14.01.002	Ord. No. 2017-23 9/26/17	Fees for review of variance request or appeal for site plan	\$350 per request

**CEMETERIES**

SEC Reference	Last updated	Description	Amount of fee
<b>FAIRVIEW CEMETERY</b>			
A15.01			
A15.01.012	Ord. No. 2015-13 9/8/15	Cost of one (1) plot – Resident of the City of Bastrop	\$1,000
		Cost of one (1) plot – Non-Resident of the City of Bastrop	\$1,500
		100% of the fee is deposited into the Operating fund	
		Recording Fee	\$30
		Permit Fee	\$25



# STAFF REPORT

**MEETING DATE:** September 25, 2018

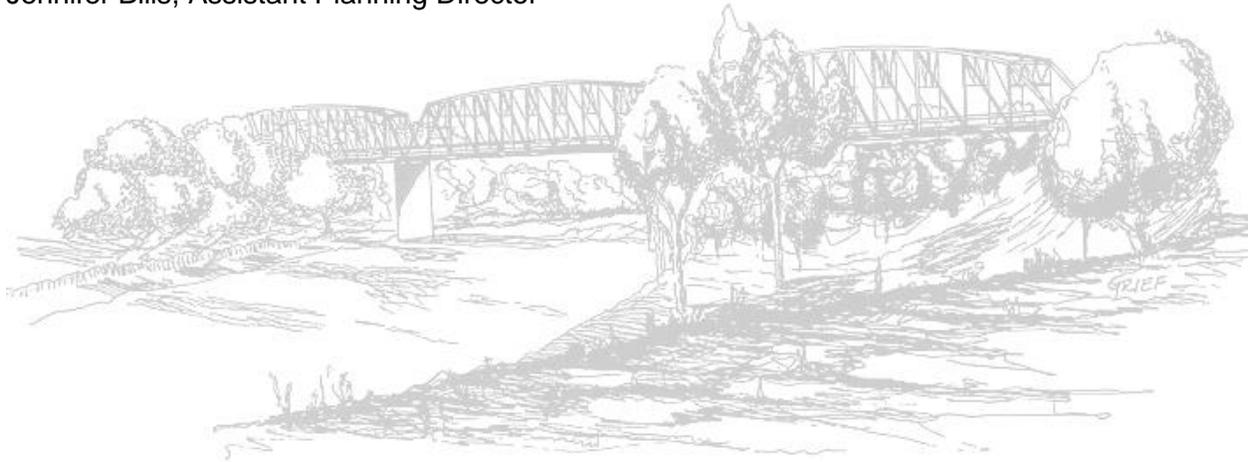
**AGENDA ITEM:** 9A

**TITLE:**

Consider action and approve Resolution No. R-2018-96 of the City Council of the City of Bastrop, Texas, making determinations regarding certain project-specific Exceptions and/or Exemptions as provided by Emergency Ordinance 2018-1, Section 8 (Temporary Moratorium); and Emergency Ordinance 2018-2, Section 7 (Emergency Drainage Application Rules).

**STAFF REPRESENTATIVE:**

Jennifer Bills, Assistant Planning Director





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9B

**TITLE:**

Consider action to approve Resolution No. R-2018-92 of the City Council of the City of Bastrop, Texas approving an Interlocal Agreement between the City of Bastrop and Bastrop County Emergency Services District Number 2 for Fire Protection Services, Attached as Exhibit A; authorizing the City Manager to execute all necessary documents, and establishing an effective date.

**STAFF REPRESENTATIVE:**

James Altgelt, Director of Public Safety/Chief of Police  
Andres Rosales, Interim Fire Chief

**BACKGROUND/HISTORY:**

On December 31, 2015, Mark Wobus became the first paid Fire Chief for the City of Bastrop. Fire Protections Services changed significantly with this appointment and the City of Bastrop's transition to having paid personnel work at the Bastrop Fire Department. "Bastrop Inc.", which was a 501(c)(3) entity, was the organization that provided volunteer firefighters for the City of Bastrop and Bastrop County Emergency Services District (ESD) Number 2. Bastrop Inc. was subsequently dissolved and the volunteer firefighters were assigned to either the City of Bastrop Fire Department or to Bastrop County ESD Number 2. The assets that were owned by Bastrop Inc. were also distributed between the City of Bastrop Fire Department and Bastrop County ESD Number 2.

Once this took place, Bastrop County ESD Number 2 no longer had resources stationed at any of the City of Bastrop's fire stations. While both departments operated under an agreement to provide automatic aid assistance to one another, the ability for Bastrop County ESD Number 2 to stage their resources at a fire station in the southeastern part of their District was significantly impacted.

The adoption of this Interlocal Agreement for Fire Protection Services would allow for Bastrop County ESD Number 2 to stage their apparatuses, equipment, and personnel at Fire Station #2. This would enhance their ability to respond more efficiently to calls in the southeastern area of their District. Having Bastrop County ESD Number 2 operate out of Station 2 also decreases the time it would take for them to provide assistance to the City of Bastrop whenever that may be required. Therefore, Staff believes this is a mutually benefiting agreement between the City of Bastrop and Bastrop County ESD Number 2.

**POLICY EXPLANATION:**

Chapter 791 of the Texas Local Government Code provides the authority for local governments to contract or agree with each other to furnish or obtain services of a fire department. These services include but are not limited to training, fire suppression, firefighting, hazardous materials response services, and fire and rescue services.

**FUNDING SOURCE:**

This agreement has no adverse impact to the City's budget.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2018-92 of the City Council of the City of Bastrop, Texas approving an Interlocal Agreement between the City of Bastrop and Bastrop County Emergency Services District Number 2 for Fire Protection Services, Attached as Exhibit A; authorizing the City Manager to execute all necessary documents, and establishing an effective date.

**ATTACHMENTS:**

- Resolution- R-2018-92
- Interlocal Agreement for Fire Protection Services between the City of Bastrop and Bastrop County Emergency Services District Number 2



**RESOLUTION NO. R-2018-92**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF BASTROP AND BASTROP COUNTY EMERGENCY SERVICE DISTRICT NO. 2 FOR FIRE PROTECTION SERVICE, ATTACHED AS EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND ESTABLISHING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, The City of Bastrop ("City") has a duty to provide for the health and care of its citizens, including fire protection services; and

**WHEREAS**, Bastrop County Emergency Services District No. 2 ("District") must provide timely and efficient fire protection services to the area that comprises the southeastern district of the territory (as described and depicted in Attachment "A"), for which it is currently unable to guarantee timely and efficient fire services because it lacks a nearby accessible fire station in; and

**WHEREAS**, The District and the City have found the most cost-efficient way to provide fire services and protection to its southeastern territory is for the City and the District to share the City of Bastrop Fire Station #2, a City-owned fire station in the region, whereby the District fire personnel are able to stay on call in Bastrop Fire Station #2 and use the facility as necessary; and

**WHEREAS**, The City and the District are authorized to enter into this Interlocal Agreement for Fire Protection Services ("Agreement") and to enter into an arrangement for these services by TEX. GOV. CODE, Ch. 791, TEX HEALTH & SAFETY CODE, Ch, 775, and TEX. LOC. GOV'T CODE, Ch. 51, and TEX. LOC. GOV'T CODE, Ch. 342, among other laws; and

**WHEREAS**, the City and the District are authorized to enter into this Agreement in all respects by TEX. GOV'T CODE, Ch. 791.

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

**Section 1:** That the City Manager is hereby authorized to execute an Interlocal Agreement for Fire Protection Services the City of Bastrop and Bastrop County Emergency Services District No. 2. (Exhibit A)

**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.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 25<sup>th</sup> day of September, 2018.

**APPROVED:**

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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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Alan Bojorquez, City Attorney

**INTERLOCAL AGREEMENT  
FOR FIRE PROTECTION SERVICES BETWEEN THE CITY OF BASTROP AND  
BASTROP COUNTY ESD #2**

THIS INTERLOCAL AGREEMENT ("Agreement") is entered into and between the City of Bastrop ("City" ), a Texas home-rule municipal city situated in Bastrop County, Texas and Bastrop County ESD #2 ("ESD #2"), a political subdivision of the State of Texas. City and ESD#2 hereby contract as follows:

**WHEREAS**, the City of Bastrop has a duty to provide for the health and safety of its citizens, including fire protection services; and

**WHEREAS**, ESD #2 must provide timely and efficient fire protection services to the area that comprises the southernmost district of the territory (as described or depicted in Attachment "A"), for which it is currently unable to guarantee timely and efficient fire services because it lacks a nearby, accessible fire station in; and

**WHEREAS**, ESD #2 and the City have found the most cost-efficient way to provide fire services and protection to its southern territory is for the City and ESD #2 to share City of Bastrop Fire Department Station 2, a City-owned fire station in the region, whereby ESD #2 fire personnel are able to stay on call in Bastrop Fire Station #2 and use the facility as necessary; and

**WHEREAS**, the City and ESD #2 are authorized to provide the services described in this Agreement and to enter into an arrangement for these services by TEX. GOV. CODE, Ch. 791, TEX. HEALTH & SAFETY CODE, Ch. 775, and TEX. LOC. GOV' T CODE, Ch. 51, and TEX. LOC. GOV'T, Ch. 342, among other laws; and

**WHEREAS**, the City and ESD #2 are authorized to enter into this Agreement in all respects by TEX. GOV' T. CODE, Ch. 791.

**1.0 DEFINITIONS**

**1.1 Rules of Interpretation.** Words and phrases used in this Agreement shall have the meanings set forth in this section. Words and phrases not defined in this Agreement shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa); and words in the masculine gender shall include the feminine gender (and vice versa). The word "shall" is always mandatory, while the word "may" is merely directory. Headings and captions are for reference purposes only.

**1.2 Specific Terminology.**

**City:** the City of Bastrop, a Texas home-rule municipality located in Bastrop County, Texas.

**City Attorney:** the person or law firm designated by the City Council to serve in the capacity of City Attorney (i.e., primary legal advisor) for the City.

**City Council:** the City Council of the City of Bastrop.

**City's Territory:** any location within the full purpose corporate limit of the City of Bastrop.

**Day:** a single calendar day.

**Equipment:** any equipment commonly used to fight or prevent fires, such as firetrucks and hoses.

**ESD #2:** the Bastrop County ESD #2 Emergency Services District No. 2 acting by and through its governing body, the Board of Emergency Services Commissioners, and its authorized personnel.

**Facility:** City of Bastrop Fire Station 2, the facility owned by the City in the southern part of the City's territory which is to be used by both the City of Bastrop and Bastrop County ESD #2 in the terms set out by this Agreement.

## **2.0 TERM OF AGREEMENT**

**2.1 Initial Term.** This Agreement begins on the date when it has been executed by both parties, and ends twelve (12) months later, unless earlier terminated under the terms of this Agreement.

**2.2 Renewal Term.** This Agreement, as may be properly amended or modified from time to time, automatically renews for a term of one (1) year unless terminated under the terms of this Agreement.

## **3.0 RESPONSIBILITIES OF CITY**

**3.1 No Fees.** The City shall not charge ESD #2 for access to its facility and equipment.

**3.2 City Firefighters.** Crews from the City and ESD #2 will automatically respond together on select calls in both districts.

**3.3 Shared Equipment/Resources.** Fire response apparatuses may be shared with ESD #2 by the City from time to time, as necessary.

**3.4 Compliance with Laws.** The City shall comply with all applicable laws, rules, and regulations in the performance of this Agreement.

## **4.0 RESPONSIBILITIES OF ESD#2**

**4.1 Full Access.** ESD #2 shall have full access at all times to the facility and its equipment.

**4.2 Limitations.** ESD #2 shall not make any changes to the facility or layout of the equipment herein without prior approval.

**4.3 Compliance with Laws.** ESD #2 shall comply with all applicable laws, rules, and regulations in the performance of this Agreement.

**5.0 LOSSES & INSURANCE**

**5.1 Limits of Liability.** City is not liable for any claims, damages or attorney fees arising from the negligent or illegal acts of ESD #2 or its employees or agents in relation to the services provided by ESD #2 under this Agreement. ESD #2 is not liable for any claims, damages, or attorney fees arising from the negligent or illegal acts of City or its employees or agents in relation to the responsibilities of City under this Agreement.

**6.0 TERMINATION**

**6.1 Without Cause.** Either party may terminate this Agreement at any time, without cause, by providing the other party with at least thirty (30) days written notice of termination.

**6.2 Termination for Breach.** Either party may terminate this agreement if it is found that the other party has breached this Agreement. The failure of either party to comply with the terms and conditions of this Agreement is a breach of this Agreement. Prior to termination, the terminating party shall provide written notice to the other party of any breaches. Upon receipt of this notice, the breaching party has thirty (30) days to correct the breaches or explain why the actions do not breach this Agreement to the satisfaction of the terminating party. Failure to correct the breaches within thirty (30) days means the non-breaching party may terminate the agreement with no further notice to the breaching party.

**7.0 NOTICE**

**7.1 Written Notice.** All notices sent pursuant to this Agreement shall be in writing and sent by registered or certified mail, postage prepaid, return receipt requested.

**7.2 ESD #2 Address.** Notice sent pursuant to this Agreement shall be delivered or sent to the ESD #2 Board President at the following address:

P.O. Box 1747  
Bastrop, Texas 78602

**7.3 City Address.** Notices sent pursuant to this Agreement shall be sent to the City Manager at the following address:

P.O. Box 427  
Bastrop, TX 78602

City of Bastrop  
Agreement for Fire Protection Services ESD 2

- 7.4 Time of Delivery.** When notices are mailed by registered or certified mail, notice shall be deemed effective three days after deposit in a U.S. mail box or at a U.S. post office.
- 7.5 Change of Address.** Either party may change its address for notice under this Agreement by providing a notice of the change to all parties in compliance with this paragraph.

## **8.0 MISCELLANEOUS**

- 8.1 Amendment of Agreement.** The only modification concerning this Agreement that has any force or effect is a subsequent amendment in writing signed by both parties. No official, representative, agent, or employee of ESD #2 or City has any authority to amend this Agreement or waive any of its provisions, except pursuant to specific authority to do so expressly granted by the respective governing body.
- 8.2 Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or in writing, between the parties to it with respect to the subject matter of it and contains all of the covenants and agreements between the parties with respect to this subject matter. Each party to this Agreement acknowledges that no representations, inducements, promises, or agreements, oral or otherwise, have been made by any party or anyone acting on behalf of any party which are not embodied in this Agreement and that any agreements, statements, or promises not contained in this Agreement are not valid or binding.
- 8.3 Waiver.** The waiver by either party of a breach of this Agreement shall not constitute a continuing waiver of that breach or of a subsequent breach of the same or a different provision, unless the party not in breach agrees to a waiver.
- 8.4 Reservation of Rights & Remedies.** All rights of both parties under this agreement are specifically reserved. Any reimbursement, installment, payment, act, or omission by a party shall not impair or prejudice any remedy or right of that party under this Agreement. Any right or remedy stated in this Agreement shall not preclude the exercise of any other right or remedy under this Agreement, the law or in equity, and any action taken in the exercise of any right or remedy shall not be deemed a waiver of any other rights or remedies.
- 8.5 Independent Contractors.** City and ESD #2 intend to enter this Agreement as independent contractors and assume all of the rights, obligations and liabilities applicable to it as an independent contractor. Neither party is authorized to represent the other for any purpose whatsoever without the prior written consent of the other party. Employees of City shall not be considered to be employees of ESD #2. Employees of ESD #2 shall not be considered to be employees of City.

- 8.6 Right to Contract with Other Entities.** This Agreement shall not be construed to hinder ESD #2's ability and right to contract with other entities to provide the services provided under this Agreement.
- 8.7 Parties Bound.** This Agreement shall be binding upon and inure to the benefit of the parties to it and to their respective legal representatives and successors where permitted by this Agreement. This Agreement is not assignable without consent of the other party which shall not be unreasonably withheld.
- 8.8 Third Party Rights Not Created and Indemnity.** This Agreement is not intended and shall not be construed to create any rights or remedies in any person or legal entity that is not a party to it and neither ESD#2 nor City is waiving any defense or immunity to which it is entitled against any person or legal entity that is not a party to it.
- 8.9 Governing Law & Venue.** This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created under it are performable in *Bastrop County, Texas*. Venue for addressing any disputes arising under this Agreement shall be limited to *Bastrop County, Texas*.
- 8.10 Severability.** In case any one or more of the provisions in this Agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement and this Agreement shall be construed as if the invalid, illegal, or unenforceable provisions had never been in it.
- 8.11 Computation of Time.** When any period of time is stated in this Agreement, the time shall be computed to exclude the first day and include the last day of the period. If the last day of any period falls on a Saturday, Sunday, or a day that either ESD #2 or City has declared a holiday for its employees, these days shall be omitted from the computation.

**ENTERED & AGREED TO by the authorized signatory agents of the parties, as evidenced below.**

**CITY OF BASTROP:**

by: Lynda Humble  
City Manager of the City of Bastrop

**BASTROP COUNTY EMERGENCY SERVICES DISTRICT #2:**

by: George Martinez  
President of Bastrop Co. ESD #2





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9C

**TITLE:**

Consider Action to approve the first reading of Ordinance No. 2018-27 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, related to Chapter 12 Titled "Traffic and Vehicles," Article 12.05 Titled "Speed Limits," adding Section 12.05.010 Titled "25 MPH Speed Zones;" providing for the provision that establishes a speed limit of twenty-five (25) miles per hour in the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; providing for findings of fact, enactment, effective date, repealer, severability, proper notice and meeting; and move to include on the October 9, 2018 agenda for a second reading.

**STAFF REPRESENTATIVE:**

James Altgelt, Director of Public Safety/Chief of Police

**BACKGROUND/HISTORY:**

on August 14, 2018, citizens reported to the Bastrop City Council ("Council") that they were concerned about the volume of traffic and the speed of that traffic traveling in the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane.

Between August 28<sup>th</sup> and September 4<sup>th</sup>, the Public Works Department and the Police Department conducted a traffic study / analysis regarding the speed and number of vehicles that utilized the roads located in the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane as well as motor vehicle crashes that occurred in the vicinity of these locations for the past two (2) years.

On September 11<sup>th</sup>, the Council received a report of the traffic study / analysis and determined that due to the imminent threat to public health and safety, the speed limit for the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane intersection needed to be reduced from a speed of thirty (30) miles per hour to a speed of twenty-five (25) miles per hour.

**POLICY EXPLANATION:**

This ordinance, if passed, will cause the speed limits in the 1700 Block of Farm Street, in the 1700 Block of Spring Street, and in the 1000 and 1100 Blocks of CP Johnson Lane to be reduced from thirty (30) miles per hour to twenty-five (25) miles per hour.

**FUNDING SOURCE:**

This agreement has no adverse impact to the City's budget.

**RECOMMENDATION:**

Consider Action to approve the first reading of Ordinance No. 2018-27 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, related to Chapter 12 Titled "Traffic and Vehicles," Article 12.05 Titled "Speed Limits," adding Section 12.05.010 Titled "25 MPH Speed Zones;" providing for the provision that establishes a speed limit of twenty-five (25) miles per hour in the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane and repealing all prior ordinances that are in conflict herewith; as attached in Exhibit A; providing for findings of fact, enactment, effective date, repealer, severability, proper notice and meeting; and move to include on the October 9, 2018 agenda for a second reading.

**ATTACHMENTS:**

- Ordinance 2018-27
- Attachment "A"



## ORDINANCE NO. 2018-27

**AN ORDINANCE OF THE CITY OF BASTROP, TEXAS; AMENDING THE CODE OF ORDINANCES, RELATED TO CHAPTER 12 TITLED "TRAFFIC AND VEHICLES," ARTICLE 12.05 TITLED "SPEED LIMITS," ADDING SECTION 12.05.010 TITLED "25 MPH SPEED ZONES;" PROVIDING FOR THE PROVISION THAT ESTABLISHES A SPEED LIMIT OF TWENTY-FIVE (25) MILES PER HOUR IN THE 1700 BLOCK OF FARM STREET, THE 1700 BLOCK OF SPRING STREET, AND THE 1000 AND 1100 BLOCKS OF CP JOHNSON LANE AND REPEALING ALL PRIOR ORDINANCES THAT ARE IN CONFLICT HEREWITH; AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, ENACTMENT, EFFECTIVE DATE, REPEALER, SEVERABILITY, PROPER NOTICE AND MEETING.**

**WHEREAS,** the City of Bastrop ("City") has the responsibility to address any public health and safety problems; and

**WHEREAS,** the Bastrop City Council ("Council") has received information from the Police Department and Public Works Department regarding the safety of the following specific locations: 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane; and

**WHEREAS,** the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane are public roadways within the incorporated limits of the City; and

**WHEREAS,** on August 14, 2018, citizens reported to the Council that they were concerned about the volume of traffic and the speed of that traffic traveling in the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane; and

**WHEREAS,** between August 28, 2018 and September 4, 2018, the Public Works Department and the Police Department conducted a traffic study / analysis regarding the speed and number of vehicles that utilized the roads located in the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane as well as motor vehicle crashes that occurred in the vicinity of these locations for the past two (2) years; and

**WHEREAS,** on September 11, 2018, the Council received a report of the traffic study / analysis and determined that due to the imminent threat to public health and safety, the speed limit for the 1700 Block of Farm Street, the 1700 Block of Spring Street, and the 1000 and 1100 Blocks of CP Johnson Lane intersection needed to be reduced from a speed of thirty (30) miles per hour to a speed of twenty-five (25) miles per hour; and

**WHEREAS,** the City has the authority to alter speed limits of a highway or a part of a highway in the municipality, including a highway or part of a highway that is not an officially designated or marked highway or road of the state highway system, pursuant to section Texas Transportation Code Section 545.356; and

**WHEREAS,** the City Council has exclusive control over and under its public streets and may control or regulate certain aspects of the movement of vehicles pursuant to Texas Transportation Code Chapter 311; and

**WHEREAS,** the City has the full power of local self-government as recognized by Tex. Loc. Gov't Code § 51.072; and

**WHEREAS,** the City Council finds the attached amendments reasonable and necessary.

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

**Section 1: FINDINGS OF FACT**

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**Section 2: AMENDMENT**

Chapter 12, Article 12.05, of the City of Bastrop Code of Ordinances is hereby amended, and after such amendment, shall read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any underlined text shall be inserted into the Code and any struck-through text shall be deleted from the Code, as stated on *Attachment A*.

**Section 3: REPEALER**

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

**Section 4: SEVERABILITY**

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**Section 5: CODIFICATION**

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

**Section 6: EFFECTIVE DATE**

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.

**Section 7: PROPER NOTICE & MEETING**

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

**READ & ACKNOWLEDGED** on First Reading on this, the 25<sup>th</sup> day of September 2018.

**READ & APPROVED** on the Second Reading on this, the 9<sup>th</sup> day of October 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

## City of Bastrop Code of Ordinances

### Chapter 12 – TRAFFIC AND VEHICLES

#### ARTICLE 12.05 – SPEED LIMITS

##### Sec. 12.05.010 – 25 MPH SPEED ZONES.

- (a) Due to an imminent threat to public health and safety, the speed limits on SH 304 within the city shall be as follows:
- (1) *1700 Block of Farm Street.* On Farm Street from State Highway (SH) 95 to CP Johnson Lane, shall hereby be a maximum speed limit of twenty-five (25) miles per hour.
  - (2) *1700 Block of Spring Street.* On Spring Street from SH 95 to CP Johnson Lane, shall hereby be a maximum speed limit of twenty-five (25) miles per hour.
  - (3) *1000 and 1100 Blocks of CP Johnson Lane.* On CP Johnson Lane from State Loop 150 to Farm Street, shall hereby be a maximum speed limit of twenty-five (25) miles per hour.
- (b) The director of public works shall cause SH 304 speed limit signs and other traffic-control devices to be erected at such locations deemed necessary to provide reasonable notice of the above speed limits to those traveling on SH 304 within the city.
- (c) Violators shall be cited and subject to a fine for the offense of speeding as set forth in section 12.05.008.



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9D

**TITLE:**

Consider action to approve Resolution R-2018-89 of the City Council of the City of Bastrop, Texas awarding a contract to design the remodel of City Hall to Negrete & Kolar Architects, LLP in the amount of sixty thousand dollars and no cents (\$60,000.00) as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Trey Job, Managing Director of Public Works & Leisure Services

**BACKGROUND/HISTORY:**

The City of Bastrop built the current City Hall building in 2012. It was designed with room for expansion as the City grew. There is a great need currently to remodel the planning area for great efficiency as well as add additional office space for City staff.

Negrete & Kolar Architects have met with City Staff and have prepared a preliminary draft of the renovations and estimate the cost at \$287,658.00.

**POLICY EXPLANATION:**

This project was discussed during the FY 2019 Budget presentations. Funding is included in the Innovation Fund in FY 2019.

**FUNDING SOURCE:**

FY 2019 Innovation Fund - \$350,000.

**RECOMMENDATION:**

Consider action to approve Resolution R-2018-89 of the City Council of the City of Bastrop, Texas awarding a contract to design the remodel of City Hall to Negrete & Kolar Architects, LLP in the amount of sixty thousand dollars and no cents (\$60,000.00) as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution -R-2018-89
- Scope and Fee Proposal from Negrete & Kolar Architects, LLP.
- Standard Form of Agreement between Owner and Architect

**RESOLUTION NO. R-2018-89**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AWARDING A CONTRACT TO DESIGN THE REMODEL OF CITY HALL TO NEGRETE & KOLAR ARCHITECTS, LLP IN THE AMOUNT OF SIXTY THOUSAND DOLLARS AND NO CENTS (\$60,000.00) AS ATTACHED IN EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, The City of Bastrop City Council understands the importance of expanding and remodeling City Hall for greater work efficiency; and

**WHEREAS**, The City of Bastrop City Hall building was constructed in 2012; and

**WHEREAS**, The City of Bastrop City Hall building has space available for build-out expansion; and

**WHEREAS**, The City of Bastrop City Council acknowledges that City growth has necessitated the need for expansion and remodeling of City Hall.

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

**Section 1.** That the City Council has found Negrete & Kolar Architects, LLP. to be a subject matter expert in the field of architecture.

**Section 2.** The City Manager is hereby authorized to execute the Standard Form of Agreement between the City of Bastrop and Negrete & Kolar Architects, LLP, which is attached as Exhibit A, as well as all other necessary documents.

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

**Section 4.** 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 this 25<sup>th</sup> day of September 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

# NEGRETE & KOLAR ARCHITECTS,LLP

September 11, 2018

Trey Job  
Managing Director  
Public Works and Leisure Services  
1311 Chestnut Street  
P.O. Box 427  
Bastrop Texas, 78602  
[tjob@cityofbastrop.org](mailto:tjob@cityofbastrop.org)

Re: Bastrop City Hall – Revised

Dear Trey

Thank you for the continued opportunity to re-assess and provide this scope and fee proposal for City of Bastrop review.

## **SCOPE**

### **Alteration & Expansion of City Manager's Office Operations & IT Space**

Approximately 2400 SF of new Space & 800 SF of Existing space

- Expand City Manager office operations into most current unfinished space
- Finish-out all space, except dead file storage
- Design Conference area within CM's office for twelve-fourteen persons
- Create Mayor's office in the current work room area
- Create five more office spaces between expansion area and existing
- Create conference space to hold a minimum of 6 persons in this area
- Convert mail operations room to IT storage
- Incorporate reduced mail operations in corridor area

### **Alteration and Renovation of the Planning Department Space**

Approximately 250 SF

- Create space for conference room for 10 - 12 persons.
- Eliminate counter and create space for 4 open space work stations for Planning staff
- Two, minimum 6 x 6 and two minimum 8 x 6 workstations
- Re-work planning director office space and planning office 3 into better work spaces

### **Generally, the following will need to be addressed**

- Demolition of existing improvements as determined except for primary Structural, Primary Mechanical, Primary Electrical & Primary Plumbing Core Systems.
- New and redirected electrical service and distribution
- New and redirected power & lighting for intended uses
- New and redirected HVAC distribution systems for the intended uses
- New and re-directed fire sprinkler coverage as required per the revised space plan
- New wall systems and finishes
- New doors, hardware, and dedicated millwork
- When expansion space is done, move into re-doing the current city manager's suite

We will generate CAD backgrounds from the PDF record documents provided. We will confirm existing area dimensions and location of MEP improvements. We further understand that MEP systems will need to be coordinated from their point of origin within the building.

### **Definition of Services**

Our proposed fee is a fixed fee based on the level of work to be undertaken to implement the envisioned modifications. The services will consist of Existing Area Analysis, Code application determination, Field Measurement, Design, Construction Documents & Construction Phase Observation Services generally as follows:

- Architectural & MEP Basic Services consisting of
  - a. Program Resolution
  - b. Field Verification of Existing
  - c. Code Application Determination
  - d. Concept Design Submittal and workshop
  - e. Schematic Design Submittal and workshop
  - f. Design Development Submittal and workshop
  - g. Generation of Opinion of Probable costs from concept through Construction Documents. Typically, this would include an initial opinion and two updates
  
- We will work closely with your authorizing agents to assure approval of each phase before moving on to the next phase
- Construction Documents suitable for jurisdictional permitting and Construction
- Construction Administration & Observation by A/E team with twice monthly or as needed site visitation to assess construction progress.

### **Fee Proposal**

• <b>Architectural &amp; MEP Fee:</b>	<b>\$60,000</b>
---------------------------------------	-----------------

These services are contemplated to be delivered as one design effort and Phased construction to facilitate continued occupancy. These services would be delivered based on typical AIA Agreement Form Documents suitable for this application.

### **EXCLUSIONS**

This Scope and Fee Proposal does not include:

1. Cost of existing property and utility surveys
2. Cost of hazardous materials investigations and analysis for recommended construction
3. Cost of printed documents and filing fees required by jurisdictional authorities
4. Cost of building permit fees
5. Cost of printing final Construction Documents

If this proposal for services meets your needs, please advise me on what your next step may be to begin this work.

Regards

David Negrete AIA  
Negrete & Kolar Architects LLP

# DRAFT AIA® Document B104™ - 2017

## Standard Abbreviated Form of Agreement Between Owner and Architect

AGREEMENT made as of the « Third » day of « October » in the year « 2018 »  
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:  
(Name, legal status, address and other information)

« City of Bastrop » « »  
« 1311 Chestnut Street »  
« Bastrop Texas 78602 »  
« »

and the Architect:  
(Name, legal status, address and other information)

« Negrete & Kolar Architects LLP » « »  
« 11720 N. IH. 35 »  
« Austin Texas 78753 »  
« »

for the following Project:  
(Name, location and detailed description)

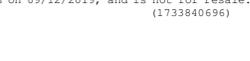
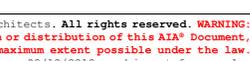
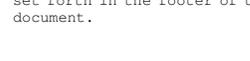
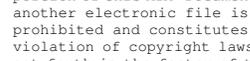
«Bastrop City Hall Renovation»  
«Bastrop Texas »  
«Interior Modification of Existing Space and Finish-out of Existing Expansion Space »

The Owner and Architect agree as follows.



**ADDITIONS AND DELETIONS:** The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.



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6 COST OF THE WORK  
7 COPYRIGHTS AND LICENSES  
8 CLAIMS AND DISPUTES  
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11 COMPENSATION  
12 SPECIAL TERMS AND CONDITIONS  
13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth below:  
(State below details of the Project's site and program, Owner's contractors and consultants, Architect's consultants, Owner's budget for the Cost of the Work, and other information relevant to the Project.)

« [The City of Bastrop has identified the need for expansion of city operations onto existing unfinished space and renovation of some ancillary and identified existing space to be undertaken in a manner to appear seamless to the original fit, finish, and utilization of materials as that utilized in the existing finish and appearance of the subject City Hall.](#)

[The Program for the project consists of:](#)

- [Implementation of a conference space at the Planning Department](#)
- [Accommodation of resulting staff work space for four work stations](#)
- [Finish out of current unfinished space into relocated City Manager's office and ancillary offices](#)
- [Renovation of existing City Manager's office and adjacent areas into office and conference room space.](#)

[The Owner's Budget for Construction is \\$290,000.](#)

[The Architects Consultant's include Trinity Engineering, a State of Texas Licensed MEP Engineering firm selected by the Architect based on Qualifications and Experience.](#)

[The construction of the anticipated improvements is expected to proceed as soon as documents authored by the Architect are accepted and made ready for bidding.](#)

[OTHER INFORMATION:](#)

1. [Architect's Proposal Dated September 11, 2018](#)
2. [Initial Concept Sketch of limits of Project work](#) »

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§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that such information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the schedule, the Architect's services and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™-2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide the professional services set forth in this Agreement consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.2 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.8:

*(Identify types and limits of insurance coverage, and other insurance requirements applicable to the Agreement, if any.)*

.1 General Liability

« \$2,000,000 »

.2 Automobile Liability

« \$2,000,000 »

.3 Workers' Compensation

« \$1,000,000 »

.4 Professional Liability

« \$1,000,000 »

## ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.2 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.3 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### § 3.2 Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall discuss with the Owner the Owner's program, schedule, budget for the Cost of the Work, Project site, and alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the Project requirements.

§ 3.2.3 The Architect shall consider the relative value of alternative materials, building systems and equipment, together with other considerations based on program, aesthetics, and any sustainable objectives, in developing a design for the Project that is consistent with the Owner's schedule and budget for the Cost of the Work.

§ 3.2.4 Based on the Project requirements, the Architect shall prepare Design Documents for the Owner's approval consisting of drawings and other documents appropriate for the Project and the Architect shall prepare and submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.5 The Architect shall submit the Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Construction Documents Phase Services

§ 3.3.1 Based on the Owner's approval of the Design Documents, the Architect shall prepare for the Owner's approval Construction Documents consisting of Drawings and Specifications setting forth in detail the requirements for the construction of the Work. The Owner and Architect acknowledge that in order to construct the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.4.4.

§ 3.3.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.3.3 The Architect shall submit the Construction Documents to the Owner, update the estimate for the Cost of the Work and advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.3.4 The Architect, following the Owner's approval of the Construction Documents and of the latest estimate of the Cost of the Work, shall assist the Owner in obtaining bids or proposals and awarding and preparing contracts for construction.

### § 3.4 Construction Phase Services

#### § 3.4.1 General

§ 3.4.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A104™–2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. If the Owner and Contractor modify AIA Document A104–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.4.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible

for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.4.1.3 Subject to Section 4.2, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

#### § 3.4.2 Evaluations of the Work

§ 3.4.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.2, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.4.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents and has the authority to require inspection or testing of the Work.

§ 3.4.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.4.2.4 When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith.

§ 3.4.2.5 The Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

#### § 3.4.3 Certificates for Payment to Contractor

§ 3.4.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.4.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified.

§ 3.4.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

#### § 3.4.4 Submittals

§ 3.4.4.1 The Architect shall review and approve, or take other appropriate action, upon the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review

shall not constitute approval of safety precautions or any construction means, methods, techniques, sequences or procedures.

§ 3.4.4.2 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.4.4.3 The Architect shall review and respond to written requests for information about the Contract Documents. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness.

#### § 3.4.5 Changes in the Work

The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2.3, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

#### § 3.4.6 Project Completion

The Architect shall conduct inspections to determine the date or dates of Substantial Completion and the date of final completion; issue Certificates of Substantial Completion; forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

### ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services are not included in Basic Services but may be required for the Project. The Architect shall provide the Supplemental Services indicated below, and the Owner shall compensate the Architect as provided in Section 11.2. Supplemental Services may include programming, site evaluation and planning, environmental studies, civil engineering, landscape design, telecommunications/data, security, measured drawings of existing conditions, coordination of separate contractors or independent consultants, detailed cost estimates, on-site project representation beyond requirements of Section 4.2.2, value analysis, interior architectural design, tenant related services, preparation of record drawings, commissioning, sustainable project services, and any other services not otherwise included in this Agreement. *(Identify below the Supplemental Services that the Architect is required to provide and insert a description of each Supplemental Service, if not further described in an exhibit attached to this document.)*

« Supplemental Services are not included nor anticipated in this Agreement. Basic Services Provided by the Architect will include programming, measurement/verification of existing interior conditions, and interior architectural design. All other supplemental services noted in 4.1 are neither anticipated nor included. The City of Bastrop IT Department will provide all Telecom and Data services and will only require coordinated locations of such services in the Architects Documents. »

§ 4.2 The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Upon recognizing the need to perform Additional Services, the Architect shall notify the Owner. The Architect shall not provide the Additional Services until the Architect receives the Owner's written authorization. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3.

§ 4.2.1 The Architect shall provide services necessitated by a change in the Initial Information, changes in previous instructions or approvals given by the Owner, or a material change in the Project including size; quality; complexity; the Owner's schedule or budget for Cost of the Work; or procurement or delivery method as an Additional Service.

§ 4.2.2 The Architect has included in Basic Services ~~« Twice Monthly »~~ ( ~~« or as needed »~~ ) visits to the site by the Architect during construction. The Architect shall conduct site visits in excess of that amount as an Additional Service.

§ 4.2.3 The Architect shall, as an Additional Service, provide services made necessary by a Contractor's proposed change in the Work. The Architect shall prepare revisions to the Architect's Instruments of Service necessitated by Change Orders and Construction Change Directives as an Additional Service.

§ 4.2.4 If the services covered by this Agreement have not been completed within ~~« Twelve »~~ ( ~~« 12 »~~ ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

#### ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project; a written legal description of the site; and services of geotechnical engineers or other consultants, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project.

§ 5.4 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.5 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests; tests for air and water pollution; and tests for hazardous materials.

§ 5.6 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.7 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.8 The Owner shall endeavor to communicate with the Contractor through the Architect about matters arising out of or relating to the Contract Documents.

§ 5.9 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.10 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

#### ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs,

overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding and price escalation; to determine what materials, equipment, component systems and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, construction procurement activities have not commenced within 90 days after the Architect submits the Construction Documents to the Owner the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's current budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services shall be without additional compensation unless Architect's cost forecast indicated Bids would exceed the available budget, then re-design shall be compensated as negotiated as mutually reasonable. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and

other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums when due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other, for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.6.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 Mediation, unless the parties mutually agree otherwise, shall be administered by [a Mediator mutually agreed upon by both parties within ten days of such call for mediation](#) ~~the American Arbitration Association~~ in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.3 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:  
(Check the appropriate box.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: (Specify)

« »

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

### § 8.3 Arbitration – Not Applicable – Delete 8.3.1 Thru 8.3.4.3

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of the Agreement.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

### § 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

#### ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 In the event of termination not the fault of the Architect, the Architect shall be compensated for services performed prior to termination, Reimbursable Expenses incurred, and all costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

*(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)*

.1 Termination Fee:

« Termination Fee shall consist of Architects costs and sub-consultant costs incurred to date of termination including payment up to completion status of the documents as submitted by the Architect plus 20% of the fee invoiced to date of Termination.»

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

« To be negotiated upon occurrence and request »

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A104-2017, Standard Abbreviated Form of Agreement Between Owner and Contractor.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates or consents, the proposed language of such certificates or consents shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 The Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. However, the Architect's materials shall not include information the Owner has identified in writing as confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**ARTICLE 11 COMPENSATION**

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

.1 Stipulated Sum  
(Insert amount)

« Sixty Thousand Dollars (\$60,000) »

.2 Percentage Basis  
(Insert percentage value)

« ( ) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

.3 Other  
(Describe the method of compensation)

« »

§ 11.2 For Supplemental Services identified in Section 4.1, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

« Not Applicable »

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation.)*

« As Negotiated »

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus « Twenty » percent (« 20 »%), or as follows:

« As Negotiated »

§ 11.5 Where compensation for Basic Services is based on a stipulated sum or percentage of the Cost of the Work, the compensation for each phase of services shall be as follows:

Design Phase	« Thirty - Five »	percent (	« 35 »	%)
Construction Documents Phase	« Fifty »	percent (	« 50 »	%)
Bidding & Construction Phase	« Fifteen »	percent (	« 15 »	%)
Total Basic Compensation	one hundred	percent (	100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants, if any, are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.  
*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

« To be determined upon request of hourly service billing »

Employee or Category	Rate
TBD	TBD

#### § 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation for and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets requested by the Owner;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;

- .5 ~~Fees Postage for handling, for and express delivery requested by the Owner;~~
- .6 Expense of overtime work requiring higher than regular rates if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project beyond that provided by Architect in the course of delivery of Basic Services as determined by the Architect;
- .8 Expense of professional liability insurance dedicated exclusively to this Project or the expense of additional insurance coverage or limits requested by the Owner in excess of that normally maintained by the Architect and the Architect's consultants;
- ~~.9 All taxes levied on professional services and on reimbursable expenses;~~
- .100 Site office expenses requested by the owner; and
- .101 Other similar Project-related expenditures requested by the Owner.

Normal travel to and from Bastrop to Austin in the course of delivery of professional services is NOT a reimbursable expense.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ~~« Twenty »~~ percent ( ~~« 20 »~~ %) of the expenses incurred.

§ 11.9 Payments to the Architect

§ 11.9.1 Initial Payment

An initial payment of ~~« Zero »~~ (\$ ~~« 0 »~~ ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.9.2 Progress Payments

§ 11.9.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid ~~« »~~ ( ~~« »~~ ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.  
(Insert rate of monthly or annual interest agreed upon.)

~~« N/A »~~ % ~~« N/A »~~

§ 11.9.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.9.2.3 Records of Reimbursable Expenses, expenses pertaining to Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:  
(Include other terms and conditions applicable to this Agreement.)

~~« « § 12.1 In any dispute subject to Article 8, the prevailing party shall be entitled to recover its reasonable attorneys' fees.~~

§ 12.2 Project Enhancement. If, due to Architect's or its consultant's error or omission, any required item or component of the Project is omitted from Architect's or its consultant's documents, Architect and its consultants shall not be responsible for paying the cost to add such item or component to the extent that (a) such item or component would have been otherwise necessary to the Project, (b) the cost incurred to add such item or component does not exceed the cost that would have been incurred by the Owner if the item or component had not been omitted, or (c) otherwise adds value, betterment, or enhancement to the Project.

§ 12.3 Limitation of Liability. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY OF ARCHITECT, ITS EMPLOYEES, OFFICERS, SUBCONSULTANTS AND SUBCONTRACTORS, TO OWNER FOR ANY AND ALL INJURIES, CLAIMS, LOSSES, EXPENSES, OR DAMAGES WHATSOEVER FROM ANY CAUSE OR CAUSES, INCLUDING, BUT NOT LIMITED TO, CONTRIBUTION, STRICT

LIABILITY, BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, OR ERRORS OR OMISSIONS SHALL NOT EXCEED THE ARCHITECT'S TOTAL FEE. NOTWITHSTANDING ANY OTHER PROVISION OF THE AGREEMENT, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY PUNITIVE, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES INCURRED DUE TO THE FAULT OF THE OTHER PARTY, REGARDLESS OF THE NATURE OF THIS FAULT OR WHETHER IT WAS COMMITTED BY THE OWNER OR BY ARCHITECT, THEIR EMPLOYEES, AGENTS, SUBCONSULTANTS, OR SUBCONTRACTORS. CONSEQUENTIAL DAMAGES INCLUDE, BUT ARE NOT LIMITED TO, LOSS OF USE AND LOSS OF PROFIT.

§ 12.4 No Warranty. Architect makes no warranty, either expressed or implied, as to Architect's findings, recommendations, drawings, specifications, or professional advice. Any warranties or guarantees contained in any purchase orders, certifications, requisitions, or notices to proceed issued by the Owner are specifically objected to and excluded. Owner recognizes that neither Architect nor any of our consultants or contractors owes any fiduciary responsibility to Owner.

§ 12.5 No Certification. Architect shall not be required to sign any documents, no matter by whom requested, that would result in Architect or its consultants having to certify, guarantee, or warrant the existence of conditions whose existence Architect or its consultants cannot ascertain. The Owner also agrees not to make resolution of any dispute with Architect or payments of any amount due to Architect in any way contingent upon Architect's (or any consultant) signing any such certification.

§ 12.6 Responsibility for Contractor's and Manufacturer's Data. Architect shall be entitled to rely on the completeness and accuracy of the information provided by the Contractor and manufacturers of various building assemblies and components regarding the material and performance characteristics of the Work and manufactured products, including the presence of asbestos, hazardous, or toxic materials including molds and fungus (collectively "hazardous materials").

§ 12.7 Liability for Consultants. Architect is not responsible to Owner or any third-parties for errors, omissions, or other deficiencies in the services of any other design professional, vendor, design-build contractor, or others rendering design, engineering, or related services for Owner or Contractors (of any tier) or suppliers and not employed by Architect. Architect's sole responsibility in connection with the services of Owner's consultants or design-build contractors shall be to endeavor to coordinate Owner's consultant's portion of the design with Architect's design. Owner shall require consultants or design-build contractors retained by the Owner to coordinate their services and documents with those of Architect and Architect's consultants.

§ 12.8 Severability. If any provision of the Agreement is held to be illegal, invalid or unenforceable under present or future laws, such provision shall be fully severable and the Agreement shall be construed and enforced as if such illegal, invalid or unenforceable provision is not a party hereof, and the remaining provisions shall remain in full force and effect. In lieu of any illegal, invalid or unenforceable provision, there shall be added automatically as a part of the Agreement, a provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable.

§ 12.9 Construction of Agreement. The parties acknowledge that each party and, if it so chooses, its counsel have reviewed and negotiated the Agreement and that the normal rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of the Agreement or any amendments or exhibits.

§ 12.10 Opinions of Cost. Should Architect provide any cost opinions, it is understood that those opinions are based on the experience and judgment of Architect and are merely opinions. Architect does not warrant that actual costs will not vary from those opinions because, among other things, Architect has no control over market conditions.

§ 12.11 No Personal Liability. Owner understands and agrees that Architect is a business entity that has contracted to perform services, and any services provided by Architect's employees, agents or officers are not provided in their individual capacity. Owner will not make any claim or demand against any of Architect's employees, agents, partners, members, or officers in their individual capacity.

§ 12.12 Survival of Terms. All Articles of the Boyer Master Agreement and N&K LLP Proposal and their subparagraphs, along with 12.1 through 12.12, of the Agreement shall survive termination of this Agreement for any cause or reason.

**ARTICLE 13 SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

.1 AIA Document B104™–2017, Standard Abbreviated Form of Agreement Between Owner and Architect

.2 AIA Document E203™ 2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:  
*(Insert the date of the E203 2013 incorporated into this agreement.)*

.3 Exhibits:  
*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits identified in Section 4.1.)*

- 1. « Architect's Proposal Dated September 11, 2018
- 2. Initial Concept Sketch of Limits of the Project

.4 Other documents:  
*(List other documents, if any, including additional scopes of service forming part of the Agreement.)*

« N/A »

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

« »

(Printed name and title)

ARCHITECT (Signature)

« David Negrete AIA » « Principal »

(Printed name, title, and license number, if required)

*«The Texas Board of Architectural Examiners, P.O. Box 12337 Austin Texas, 78711-2337, Telephone 512.305.9000, Fax 512.305.8900, has jurisdiction over complaints regarding the professional practices of persons registered as Architects in Texas.»*

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# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9E

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2018-23 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2018-2019 (October 1, 2018 through September 30, 2019), attached as Exhibit A; providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The City Council held a Budget Workshop on June 19, 2018 to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2018-2019 on August 20, 2018. The City Council held a Budget Workshop on August 20, 2018 and August 21, 2018 to go over the budget in more detail and answer any questions from Council.

**POLICY EXPLANATION:**

Section 6.05 of the City Charter states: "After public hearing, the Council shall analyze the budget, making any additions or deletions considered appropriate, and shall, at least three (3) days prior to the beginning of the fiscal year, adopt the budget by a favorable vote.

Since the Charter requires two readings for an Ordinance to be effective, the second reading of this Ordinance adopting the budget for FY 2018-2019 will be on September 25, 2018 at the regular scheduled Council meeting.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve the second reading of Ordinance No. 2018-23 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2018-2019 (October 1, 2018 through September 30, 2019), attached as Exhibit A; providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; and establishing an effective date.

**ATTACHMENTS:**

- Ordinance No. 2018-23
- Exhibit A – Annual Proposed Operating Budget for FY2018-2019

**ORDINANCE NO. 2018-23**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2018-2019 (OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019), ATTACHED AS EXHIBIT A; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2018-2019; and

**WHEREAS**, the City Manager of the City of Bastrop has submitted to the Mayor and Council a proposed budget of the revenues and expenditures/expenses of conducting the affairs of said City and providing a complete financial plan for Fiscal Year beginning October 1, 2018 and ending September 30, 2019; and

**WHEREAS**, the City Council on September 11, 2018 conducted a public hearing to receive input from citizens of the City concerning the content of the budget, and for which notices were duly posted in the *Bastrop Advertiser*; and

**WHEREAS**, the City has acknowledged that this budget will raise more total property taxes than last year's budget by \$247,517 or 4.8%, and of that amount \$127,981 is tax revenue to be raised from new property added to the tax roll this year; and

**WHEREAS**, the City Council having considered the proposed budget and minor changes, at length, and having provided input in its preparation, has determined that the proposed budget and the revenues and expenditures contained therein are in the best interest of the City and, therefore, the Council desires to approve and adopt the budget by formal action.

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

**Section 1:** The proposed budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, as submitted to the City Council by the City Manager, which budget is attached hereto as Exhibit "A," for all purposes is hereby approved and adopted as the City's budget of all revenue and expenditures/expenses of the City of Bastrop, Texas for Fiscal Year 2018-2019; and

**Section 2:** The sum of forty-five million, six hundred seventy-eight thousand and five hundred seventy-four U.S. Dollars (\$45,678,574) is hereby appropriated for the City's FY2018-2019 Budget. Further, these funds are for payment of operating, capital, and debt service expenses associated with the operation and administration of the City, according to the various purposes and intents described in the FY 2018-2019 budget document.

**Section 3:** Should any paragraph, sentence, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

**Section 4:** This Ordinance shall be in full force and effect from and after its adoption by the City Council, pursuant to applicable State and local laws and the City Charter.

**Section 5:** All other ordinances and Code provisions that are in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency.

**Section 6:** The City Council of the City of Bastrop, Texas met in a public meeting on September 25, 2018, and adopted this ordinance with a majority vote as follows:

Mayor Pro Tem Lyle Nelson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Peterson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Drusilla Rogers	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Ennis	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Deborah Jones	YEA___	NAY___	ABSTAIN___	ABSENT___

**READ and APPROVED** on First Reading on the 11<sup>th</sup> day of September 2018.

**READ and ADOPTED** on Second Reading on the 25<sup>th</sup> day of September 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney



# FY 2018 -19 Budget

Proposed



# CITY OF BASTROP, TEXAS

## Annual Proposed Operating Budget Fiscal Year 2018-2019

### City Council Record Vote

The members of the governing body voted on the adoption of the budget as follows:

William Ennis-  
Deborah Jones-  
Lyle Nelson, Mayor Pro-Tem-  
Willie Peterson-  
Drusilla Rogers

*“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$247,517, which is a 4.8% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$127,981”.*

<b>TAX RATE</b>					
Fiscal Year	Property Tax Rate	Effective Tax Rate	Effective M&O Tax Rate	Rollback Tax Rate	Debt Rate
2018-2019	0.5640	0.5534	0.3575	0.5809	0.1949
2017-2018	0.5640	0.5383	0.3643	0.5733	0.1997

The total amount of municipal debt obligation secured by property taxes for the City of Bastrop is \$46,582,212.



Morning Mist on the Colorado River



# Introduction

## Introduction

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- Executive Team ..... 6
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**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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“

**The mission of the City of Bastrop is to continuously strive to provide innovative and proactive services that enhance our authentic way of life to achieve our vision.**

”



# **Mission Statement**

# City Council

The City of Bastrop is governed by a Council-Manager form of government in which the Council establishes City policy through ordinances and resolutions and the City Manager carries out City policy and is responsible for City operations. The Bastrop City Council consists of the Mayor and five Council members. The Mayor and Council are elected at-large, which means they represent the entire City and that all registered voters may vote for all six places.



Mayor  
Connie Schroeder

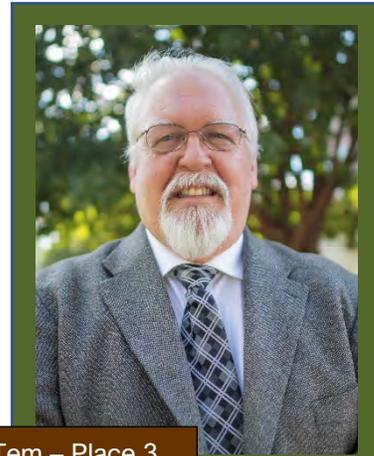
Council Member – Place 2  
Drusilla Rogers



Council Member – Place 1  
Bill Peterson



Mayor Pro Tem – Place 3  
Lyle Nelson



Council Member – Place 4  
Bill Ennis



Council Member – Place 5  
Deborah Jones



# Executive Team



Lynda Humble  
City Manager



James Altgelt  
Director of Public Safety &  
Police Chief



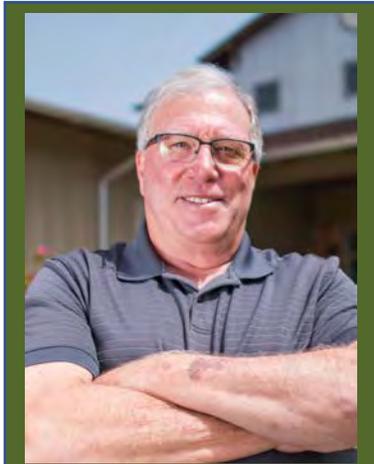
Tanya Cantrell  
Director of Human  
Resources



Trey Job  
Managing Director of Public  
Works & Leisure Services



Sarah O'Brien  
Director of Hospitality &  
Downtown



Jerry Palady  
Director of Engineering &  
Development



Tracy Waldron  
Chief Financial Officer

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# USERS GUIDE TO THE BUDGET



The primary purpose of the budget document is to develop both the operating and capital improvement plans in accordance with the policies of the City of Bastrop. By adopting this budget, the City Council establishes the level of services to be provided, the amount of taxes and utility rates to be charged, and various programs and activities to be undertaken.

The **OVERVIEW** section includes the City Manager's transmittal letter to the Mayor and City Council highlighting significant changes in the adopted budget. It also provides the reader with a synopsis of the Adopted Budget, including information on expenditures and revenues, major program changes, and a schedule of staffing levels detailing changes in the City's authorized positions. This section also includes an in-depth Community Profile.

The **STRATEGIC VISION** section gives an overview of the City's long-range strategic plan by providing an overview of Comprehensive Plan accomplishments, FY 2018 Achievements, and the Organizational FY 2019 Workplan as well as our Budget calendar.

The **FINANCIAL SUMMARY** section includes information about organizational structure as well as financial information as it relates to the functional divisions and departments of our city. It also provides revenue and expense information in both summary and detail format.

The City's budgeted governmental funds include the **GENERAL FUND**, which accounts for all financial resources except those required to be accounted for in another fund, and includes basic governmental services such as Police, Fire, and Parks functions.

Funds such as **BP&L, HOTEL OCCUPANCY TAX, INNOVATION FUND, STREET MAINTENANCE FUND,**

**WATER/WASTEWATER FUND AND OTHER FUNDS** are specific revenue funds and/or proprietary funds. Each fund provides details on its purpose, and provides a brief summary highlighting the FY 2019 priorities.

The **CAPITAL PROJECTS** section provides information about the upcoming capital improvement program (CIP), including five year capital improvement plans for all utility and general capital improvements.

The **DEBT** section provides summary schedules for each of the City's bond types, such as tax supported and self-supporting certificates of obligation, and utility revenue bonds. The City's debt management policy and an overall outstanding debt summary are also included.

The **STATISTICAL** section includes various miscellaneous data, as well as, graphs illustrating the historical property tax revenue and related information.

The **REFERENCE** section includes the City's Fiscal and Budgetary Policy, which guides not only the development of the City's annual budget, but also much of the City's financial operations. This policy is updated annually as part of the budget process. This section also includes utility rate schedules and copies of the ordinances adopting both the budget and tax rate. Finally, this section includes the detailed listing of authorized full-time equivalent positions.

An **ACRONYMS/GLOSSARY** section is included to provide definitions of budget terminology along with a listing of acronyms used throughout the budget.



# Overview

## Overview

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Heart of the Lost Pines  
Est. 1832

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## Memorandum



**TO:** Honorable Mayor & Council Members  
**FROM:** Lynda K. Humble, City Manager   
**DATE:** September 11, 2018  
**RE:** UPDATED - Proposed FY 2019 & Planning FY 2020 Budget

I am pleased to provide the Proposed FY 2019 budget and Capital Improvement Program for your consideration. Having held three (3) discussions on this budget since August 20<sup>th</sup>, all of your requested changes are reflected in this document.

To provide perspective, municipal budgets really are not about the numbers, even though most pages contain nothing but numbers. This budget is the single most important policy decision you will make all year. This document serves as the conduit for funding required for all programs, services, and projects to be delivered in FY 2019 by the City of Bastrop, whether it is through personnel, equipment, professional services, or community support.

### FY 2018 Year in Review

I want to highlight some of the accomplishments of FY 2018. What a great year FY 2018 has been for the City of Bastrop! There has been significant progress in the City, both in the community and operationally within the City organization.

#### Transportation, Infrastructure, and Utilities

**Completion of SH 71 & SH 95 Overpass** was completed this year, which has had a very positive impact on traffic movement through Bastrop. Its completion is a positive first -step in helping to manage traffic congestion over the next few years, as TxDOT continues improvements on SH 71 including the construction of new main lanes and new service roads across the Colorado River.

**Construction of Agnes Road Extension** has started between SH 304 at Home Depot Way to the end of the Seton property. BEDC has funded this \$1.2 million extension, which is anticipated to be complete by early 2019. This construction is already having a positive impact on development beyond the Seton Hospital project.

**16" Water Line across the Colorado River** is 95% complete. This water line is a critical connection to connect all three (3) waters zones in the City's water utility system.

**Childers Rehabilitation Project** was completed by Public Works. Staff completed drainage work in

addition to rehabilitating the road surface. This project was completed in early August.

**Gills Branch Clean-Up** is now routinely cleaned up in the Spring in preparation of the Spring and Fall rainy seasons



Picture: SH 71/95 Interchange under construction

## Parks Infrastructure & Facilities

### Construction began on Delgado Park – Phase 1.

Phase I of the park includes a playscape, a shade structure, lighting, a restroom, and a parking lot. The parking lot is anticipated to start construction in early September and be completed by fiscal year-end.

**Downtown Trail Expansion** and **State Park Trail** are both currently under design. Downtown Trail Expansion will create a loop around the Colorado River and is completely funded. The State Park Trail will create a 1.0-mile trail connecting Bastrop State Park to Chestnut at SH 95.

**Bastrop Activity Center - Emergency Management Shelter** was constructed at 1209 Linden Street with a \$1,590,000 grant. This shelter will provide shelter for 50 people during an emergency. When the shelter is not in operation, the Bastrop Senior Center will operate in this facility and will help in operating the shelter, when activated.

## Economic and Community Development

The City of Bastrop experienced a 5.3% increase in net taxable value in FY 2019 over FY 2018. There are numerous projects that were completed and/or started construction in FY 2018 that will continue this level of growth for several more years. The City issued 135 new construction permits in FY 2018. Of those permits, 56% were residential and 44% were new construction.

**Seton Hospital** has started construction on a 40,000 square foot medical facility that will include an emergency room, imaging services, at least eight (8) in-patient beds, 12 treatment rooms and medical office space that will offer patients primary and specialty care services. This project also includes \$900,000 in public infrastructure including the installation of a public lift station, wastewater improvements, and potable water improvements.

## FY 2018 Operational Review

At this year's Cabinet Retreat, we spent time visiting the recent past, reflecting on where we are today, and planning for tomorrow. We all agreed that we have had a **TREMENDOUS** year! We believe we have created a "Culture of Achievement." To put this statement into context, there are 135.6 employees that take care of City operations on a daily basis, then complete work plan items, AND address the "unknown" items/issues that come our way daily that you cannot anticipate.



Picture: Delgado Park under construction

**Christmas Lighting on Main Street** was nothing short of SPECTACULAR this year! Mother Nature cooperated a blessed us with an extremely short snow event that only added to its beauty!

**The Preserve at Hunters Crossing** will construct 140 units of workforce housing and **The Villages at Hunter Crossing** will construct 182 units. Both multi-family developments will be completed in 2019.

**Pecan Park Development** continues to develop new sections for addition home construction. Residential Homes are being built by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. **Piney Creek Bend** is a 244-lot development by KB Homes. Phase 1 is currently under construction. New home construction should start in 2019.

**Burger King, Denny's, Harbor Freight, and CiCi's Pizza** are national chain stores that opened facilities in Bastrop. There were numerous small business entrepreneurs that opened their businesses in Bastrop this year.

To punctuate their achievements in FY 2018, outlined below is a short summary, not intended to be all inclusive, but to provide some perspective on the diversity of items handled on a daily basis:

<b>Short Summary of FY 2018 Daily Workload Indicators</b>		
Toilets continued to flow	Processed 378 job applications.	Sold 69 cemetery plots.
Water continued to run	Conducted 35 interviews.	Filed 45 cemetery plot deeds.
Process 1,043 Cases (CID)	Posted 43 Council Agendas.	Performed 114 bank reconciliations.
Investigated 773 accidents. (Police)	Televised 41 Council Meetings plus BEDC and P&Z meetings.	Processed 6 projects with FEMA for Hurricane Harvey.
Answered 543 animal control calls.	Prepared staff reports and presentations for 100+ resolutions and 18+ ordinances.	Processed 552 journal entries.
Answered 669 code enforcement calls	Opened 1,194 new utility accounts.	Processed 42,393 payments, of which 26,514 were by hand.
Responded to 5,487 dispatched calls for service. (Police)	Created 2,089 utility work orders	Issued 916 permits totaling \$507,000 in revenue.
Initiated 4,175 self-initiated calls for service. (Police)	Filed 13 insurance claims.	Worked over 2,150 hours of permitted and non-permitted special events.
Received 142 pounds of drugs in the Drug Take-Back program.	Prepared 20 financial reports.	Cleaned 11 facilities, 115,000 sq.ft., on a routine basis.
Conducted 1,359 hours in emergency management training organization-wide.	Processed 100 new vendors.	Answered countless emails.
Responded to 414 Fire calls.	Processed 3,348 payments.	Answered countless telephone calls.
Circulated 145,827 Library items.	Welcomed 115,461 visitors to Library.	Served 14,349 attendees at library programs and activities.
Processed 964 I.T. Help Desk Tickets.	Processed 26 payrolls with average of 162 employees each.	Assisted countless citizens and visitors.
Held May Election.	Held quarterly meetings with employees.	Received less than 25 Workers Compensation claims with less than 5 loss time claims.
Hosted 12 Farm Street Opry's.	Hosted Red White & You Dance	Processed 1800 IVR payments in utility billing.

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

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

I said during the presentation introducing the work plan to Council that all work plan objectives are never completed, but provide an operational plan for organizational focus. With this perspective, once the organization completes the daily workload, we use excess capacity and after-business hours to work on the Organization's Work Plan.

Outlined below is a summary highlighting many of the **OUTSTANDING** FY 2018 Work Plan accomplishments, which underscores the strong partnership between policy and operations. Here is a short-summary of the FY 2018 anticipated work plan accomplishments:

## Short Summary of FY 2018 Organization's Work Plan Accomplishments

Updated Council's Rules of Procedures	Conducted New Council Candidate Orientation.	Updated On-Call/Call Back Policy.
Hosted 1 <sup>st</sup> Annual Boards & Commissions Volunteer Appreciation Banquet	Updated Boards & Commission Application & Appointment Process.	Updated 25 job descriptions.
Hosted 1 <sup>st</sup> Annual Boards, Commission, Volunteer Fair.	Received unmodified audit with no findings.	Implemented NeoGov Software.
Completed PIO Certification (Tanya Cantrell & Sarah O'Brien)	Hired full-time Systems Administrator.	Implemented Tyler Technologies RMS/CAD & Municipal Court software.
Upgraded all server operating systems from 2008 to 2016.	Added video storage to Police Department doubling capacity.	Relocated 93+ Chickens and Roosters.
Hosted Teen & Junior Police Academies.	Participated in National Night Out.	Built and opened Emergency Shelter.
Moved Seniors into Shelter facility.	Received grant for 200 smoke detectors for Seniors.	Received grant for fire alarms for hearing impaired.
Hired new City Attorney.	Hired new Associate Judges.	Prepared RFQ for Professional Services, received 49 submittals, interviewed 12 firms, and hiring firms by projects.
Hired new City Prosecutor.	Updated Historic Landmark Ordinance.	Updated Alcohol Beverage Ordinance.
Drafted new Subdivision Ordinance.	Installed new street signage.	Completed RFP for concrete work to start sidewalk program.
Reconstructed Childers Drive.	Completed design of Skate Park.	Completed Delgado Park, Phase 1 (by 9/30).
Developed Year 1 & 2 of Street Maintenance Program.	Completed quarterly street striping program.	Worked as volunteers at the County Household Hazardous Waste event.
Conducted ground-truthing at the Cemetery.	Revised catastrophic sick leave policy.	Completed Pavement Condition Index Study.
Hosted Council and P&Z Commission Infrastructure Tour.	Conducted RFQ process for new Financial Advisors.	Started Records Management program.
Maintained Main Street Accreditation.	Conducted CIP Survey.	Conducted smoke testing for Inflow & Infiltration.
Conducting Cultural Arts Master Plan.	Began Coding Downtown DNA for FY 2019 code revisions.	Approved Adopt-a-Street Program – now 12 participants.
Hired Christmas Lights installation.	Completed Shiloh Bridge (Thanks to Mel Hamner).	Negotiated Partnership Agreement with Aqua Water Supply Corp.
Conducted operational assessment of Willow Water Plant.	Conducted operational assessment of Bob Bryant Park Water Plant.	Conducted operational assessment of WWTP #1 & #2.
Developed Capital Improvement Program for drainage.	Developed Capital Improvement Program for Quality of Life projects.	Developed Capital Improvement Program for transportation projects.
Developed Capital Improvement Program for Water system.	Developed Capital Improvement Program for Wastewater system.	Prepared Certificate of Obligation Sale of \$4.7 million.
Completed drilling of Well J.	Purchasing Water Rights from XS Ranch post-bankruptcy.	Conducted PID Strategic Audit and subsequent clean-up.
Revised FY 2019 Budget Document.	Conducted Joint Meetings with Boards & Commissions.	Streamed all Council, BEDC, and P&Z Commission meetings.

Once the organization completes the daily workload and uses excess capacity and after-business hours to work on the Organization's Work Plan, we then address the "unknown" items/issues that come our way daily that you cannot anticipate. A short-summary of the more significant unplanned items include:

- **Small Business Revolution, where we placed 2<sup>nd</sup> in this national competition.** Social Media reach at the end of voting was 3.7 million, of which 1.6 million Social Media reach was achieved the week of voting. There were 47 videos produced, countless Social Media posts, 54 news stories written that generated

over 14.7 million impressions valued at \$250,000, created a specific website, held weekly meetings with influencers, and did lots of preaching!

- **Opened the Emergency Operations Center for Hurricane Harvey, manned 24 hours a day for 3 days,** and are still addressing FEMA grants for projects. While the City did not experience city-wide flooding, there was damage to drainage and trail infrastructure. An after-action evaluation identified numerous deficiencies, either from lack of training or processes, that staff has actively worked to resolve during FY 2018.
- **Moratorium on development permits and approved an emergency drainage ordinance.** On August 14, City Council approved a temporary moratorium on development permits within the City for the next 90 days and emergency drainage ordinance. Staff is working through questions, revising internal processes, and processing applications for exemptions, exceptions, sand waivers

## Culture of Achievement

A “Culture of Achievement” cannot occur without really **FANTASTIC** team members!!! There have been numerous internal promotions this year as well as professional achievements through certifications. And, if all of these accomplishments weren’t enough, **there will be NO health insurance rate increases next year!!!** We added Compass Medical Concierge Services as an employee benefit this year at an annual cost of approximately \$7,600. The purpose of Compass is to help employees get the best prices on medical tests, prescriptions, and have an advocate to address medical billing issues. **Year 1**

**participation rate has been about 35% with a savings in health claims of \$100,000, which is a 13:1 return-on-investment!!!** Given our size, this savings can be attributed to why there is no health insurance rate increase.

Included in this year’s budget is a 2.5% step increase given on the employee’s anniversary and a 2% cost-of-living increase, which will be implemented on the first payroll this October.

<b>FY 2018 Internal Promotions &amp; Certifications</b>		
Promoted Margaret Silbernagel to Assistant Finance Director.	Promoted Curtis Hancock to Assistant Public Works Director.	Promoted Cody Reynolds to Foreman; Received Class C Water Distribution Certificate.
Promoted Christina Davis to Customer Service Coordinator.	Promoted Colin Guerra to Chief Storyteller and Resident Artist.	Promoted Jennifer Bills to Interim Planning Director.
Promoted Sarah O’Brien to Hospitality & Downtown Director.	Promoted James Altgelt to Director Public Safety/Police Chief.	Promoted Christopher Chavez to Sergeant.
Promoted Clint Nagy to Assistant Police Chief.	Promoted Ryan Preston to Sergeant.	Promoted Vicky Steffanic to Sergeant.
David Juarez received his Class C Water Distribution Certification.	Promoted Darrin Glenn to Detective; Received his Master Peace Officer Certification.	John DuBose received his Master Peace Officer Certification.
Dale Hamilton received his Master Peace Officer Certification.	Promoted Heather Ambrose to Public Works Technician.	Promoted Charles Hastings to Operator.
Sergio Preciado received his Class C Ground Water Certification.	Promoted Jerry Palady to Director of Engineering & Development.	Promoted Andres Rosales to Interim Fire Chief.
Promoted Jesse Migas to Interim Director of Information Technology.		

## FY 2019 – “It’s Just Our Future!”

Without a doubt, we are all very proud of the FY 2018 accomplishments. However, we also recognize that we have “maxed-out” the existing capacity of this

organization. There are two (2) ways to achieve additional capacity. First, additional employees are desperately needed as we manage the growth and needs of this community. Second, several processes have been identified that need to be “overhauled” in

order for us to “work smarter, not harder.” We also need to remove the “inconsistencies” that constantly cause customer service dilemmas and lost creditability for staff. We need to work toward a work/life balance to keep burn-out from becoming a morale buster. There is A LOT of work to be completed in the next several years. We are truly “running a marathon, not a sprint.”

The Cabinet and I are also aware of several significant threats in our future, namely the Governor’s 2.5% property tax cap legislation and the

500,000 square foot mixed-used development at SH130 and SH 71. Therefore, every choice we make moving forward has a consequence. If property taxes are capped and sales taxes decline, there will not be significant growth on an annual basis. Therefore, all capital projects need to be built “right”, not “cheap” because these projects need to function as intended for their entire useful life. Oversight of all new development needs to be built to appropriate geographically sensitive codes to ensure long-term financial sustainability.

## **FY 2019 Operational Work Plan – Operational Focus on “Game Changers”**

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

- Complete Records Management transition to LaserFiche.
- Revise New Ordinance and Fees for Special Events
- Complete Capital Improvement Projects – Built Right Based on Cost of Life of Asset
- Public Works Purchasing Requirements
- Need data, data, data, data, data.
- Develop a Five-year Financial Forecast for all Revenues and Expenditures.
- Ensuring quality communication to prevent perception of “too much planning – not enough executing.”

## **FY 2019 – Service Organizations require People**

Recognizing that existing capacity can be achieved with additional employees, there are several key areas where additional personnel are being proposed in this budget. Outlined below is a summary of the proposed positions:

- **Two (2) police officers** to increase minimum manning on the night shift.
- **Increase part-time Records Clerk to full-time** to address additional requirements of the Michael Morton Act.
- **Increase part-time hours for a third paid day-time firefighter position** to cover vacation, sick-time, etc.
- **Additional part-time Receptionist/Office Assistant in City Manager’s Office** to greet public and provide clerical assistance. Current Receptionist/Office Assistant is assisting Traci Chavez with Records Management program by scanning documents.
- **Additional Planner for Planning & Zoning.** Records are currently stored in four (4) different locations in a less-than organized manner and staff can spend hours looking for a single

document to answer a specific question. In order to expedite permits, address platting/vacation questions, etc. historical records must be readily available. A Planner is needed to understand the significance of each document and scan/save in an easily retrievable manner.

- **Building Inspector** needed to conduct inspections in-house to improve quality of inspections.
- **Digital Media Manager**, included at the request of Council, will focus on social media messaging and respond to customers.
- **Community/Council Liaison**, included at the request of Council, will manage the City/Council calendar, act as Ombudsman to citizen concerns, and provide additional external communication capacity.
- **Assistant Main Street Director** is included to add much needed “do-er” capacity in the organization to do all the work that generated from all of the meetings.

## FY 2019 – Additional Work Plan Items from Proposed Budget

There are several significant initiatives that will be included in FY 2019 Work Plan that are included in the Proposed FY 2019 Budget. A summary of those items includes:



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HONORING OUR AUTHENTIC PAST.  
PLANNING FOR OUR SUSTAINABLE FUTURE.

- **Code Update – Phase 1**, which will include updating Zoning and Sign Ordinances, to be fiscally sustainable and geographically sensitive and in alignment with Comprehensive Plan. Estimated completion

date is March 2019. This is a cornerstone project to Building Bastrop.

- **Code Update - Phase 2**, which will include updating technical criteria manual including construction standards, review and modifications to subdivision ordinance and development process to align with updated development codes (Phase 1) and Comprehensive Plan. Estimated completion date is December 2019. This is a cornerstone project to Building Bastrop.
- **Fiscal Impact Analysis Model** to ensure financial sustainability regarding development. This is a cornerstone project to Building Bastrop.
- **Capital Improvement Projects** – See Below.
- **Street Maintenance Program** – See Below.
- **Skate Park Design** – Phase 1 to be built in Fisherman’s Park.

## Certificates of Obligation, Series 2018

On August 28, 2018, the City of Bastrop sold Certificates of Obligation (CO’s), which generated \$4.7 million for capital improvement projects **WITHOUT A TAX RATE INCREASE**. The City’s long-term bond ratings were affirmed at AA by Standard & Poor’s on August 22, 2018. The factors were considered in their rating analysis:

- Strong economy, with access to a broad and diverse metropolitan statistical area (Austin);
- Strong management, with good financial policies and practices;
- Strong budgetary performance;
- Very strong budgetary flexibility, with an available fund balance in FY 2017 of 35% of operating expenditures; and
- Very strong liquidity, with total government available cash at 106.8% of total governmental fund expenditures and 6.5x governmental debt service.

### The proceeds from the \$4.7 million bond sale will fund the following projects:

Street Maintenance – Years 1 & 2 for \$1,100,000; Pine Street Drainage Match - \$123,750; Public Works Drainage Match - \$115,500; Jasper/Newton Street Drainage Match - \$223,500; Old Iron Bridge Structural Improvements - \$2,000,000; and Main Street Sidewalk & Street Improvements - \$1,100,000.

## Capital Improvement Projects

There are five (5) sections in this year’s CIP. Each section project has its own individual sheet that includes a Project Description/Location, Justification, Picture, Estimated Project Costs, and Funding Sources, which can be found in the Capital Improvement Project Section of this budget.

CIP Category	Total Outstanding Cost
Drainage CIP – 3 Projects	\$1,348,400
Quality of Life CIP – 2 Projects	\$2,273,685
Transportation CIP – 4 Projects	\$5,408,194
Water CIP – 6 Projects	\$14,954,608
Wastewater CIP – 5 Projects	\$39,158,577
<b>TOTAL CIP Outstanding Costs</b>	<b>\$63,143,464</b>

## Street Maintenance Program

A Pavement Condition Index Study was completed in January 2018. A multi-year Street Maintenance Program was developed to “Keep the Good Streets Good.” Year 1 and 2 of the Street Maintenance Program was funded through proceeds from the 2018 Combination Revenue Bond/Certificate of Obligations Series. Year 1 of the Street Maintenance Program will be implemented in FY 2019.

In addition, the reconstruction of Main Street from Water Street to Spring Street will occur as a part of the Main Street Rehabilitation Project. Multiple sections of failing streets including parts of Maple, Magnolia, and Locust will be reconstructed as a part of North Main Community Rehabilitation Project

## New Budget Format

Submitting the City’s budget for the Distinguished Budget Presentation Award provided an opportunity to change the format of our budget. The new format, intended to be more open and transparent regarding all funds, not just the General Fund, is outlined below:

- **Introduction** – Mission Statement, City Council, Executive Team (Cabinet), Table of Contents.
- **Overview** – Transmittal Letter, Community Profile, and Organizational Chart.
- **Strategic Vision** – Comprehensive Plan Accomplishments, FY 2018 Accomplishments, FY 2019 Workplan.
- **Financial Summary** – Fund Structure, All Fund Summary, Base Change Adjustments, and Program Enhancements – All Funds.
- **BP&L Fund** – Fund Summary, Revenue and Expenditure Summary.
- **General Fund** – Fund Summary, Department Description, Goals/Objections for FY 2019, Recent Accomplishments.
- **Hotel Occupancy Fund** – Similar Format to General Fund.
- **Innovation Fund** – Reconciliation of Projects in FY 2018 and planned in FY 2019.
- **Water/Wastewater Fund** – Utility System Overview, Fund Summary, Department Expenditures
- **Capital Improvement Projects** – Drainage, Quality of Life, Transportation, Water, Wastewater
- **Street Maintenance Fund** – Fund Summary, Year 1 Maintenance Program & Map, Year 2 Maintenance Program & Map.
- **Debt** – Bond & Debt Summary, General Debt Service and Water/Wastewater Debt Service, Debt Schedules.
- **Other Funds** – BEDC, Designated Fund #102, Cemetery, Hunters Crossing PID, Impact Fee, Library Board, Parkland Dedication, and Vehicle Replacement Fund.
- **Reference** – Budget and Tax Rate Ordinances, Boards & Commissions, Detailed Employee Listing, Financial Policies, Operating Reserves, and Utility Rates.
- **Statistical** – Stat summary.
- **Acronyms/Glossary** – Commonly used acronyms and a Glossary of definitions.

Changing budget formats has been a MUCH bigger undertaking than I had anticipated. I truly APPRECIATE Council’s patience as we have worked through the creation of this document. Internal changes have already been put in place to make the creation of the FY 2020 budget a much more streamlined process.



## Conclusion

Budgets do not build themselves. I appreciate ALL of the input provided by City Council and our citizens. City Council has invested considerable time this year participating in multiple special budget workshops to understand the needs and related challenges of numerous items funded in this budget. This Council has pledged to make much needed investments in aging infrastructure and implement the goals outlined in Comprehensive Plan 2036. Funding the \$63 million Capital Improvement Program underscores your BOLD commitment to “doing nothing is no longer an option.” In the Strategic Vision Section, there is a summary of actions taken in FY 2018 or planned for FY 2019 by each goal in the Comprehensive Plan. No doubt, the City of Bastrop is committed to this Community’s vision represented by action and follow-through.

I remain extraordinarily proud of the Cabinet and their staff. Beyond the accomplishments achieved in FY 2018, incredible teamwork was displayed by recognizing the organization’s needs during the entire budget process, scrubbing individual line items, and reallocating resources to the “right” things without trepidation. Leading with an “abundant” mindset recognizes that true success is a “team” sport!

As fantastic as FY 2018 has been, FY 2019 will be all that and more! It sounds cliché, but it is truly an exciting time for the City of Bastrop. I am extremely proud of the strong partnership between policy and operations!!

Thanks for your continued mission driven, bold Leadership!



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# Community Profile



Known as the “Heart of the Lost Pines,” Bastrop, Texas, is a unique community that couples historic small-town charm with big-city amenities and an exceptional quality of life. The City covers approximately 9.4 square miles and is the county seat of Bastrop County. Bastrop is strategically and centrally located on State Highway 71, with convenient access to Austin-Bergstrom International Airport, and within an easy distance of three major metropolitan areas. With Austin just 30 miles to the west, Houston two hours southeast, and San Antonio one-and-a-half hours to the southwest, Bastrop is in an advantageous position for cultural and economic development.

## Historic by Nature

Bastrop is among the oldest towns in Texas. Originally the site served as a meeting ground for the Tonkawa and other Southwestern Indians. It also provided a vital Colorado River crossing on the Old San Antonio Road, a major part of the El Camino Real de los Tejas. The area was settled in 1804 and the City was officially established on June 8, 1832. Bastrop founder Stephen F. Austin named the City for his longtime friend and co-worker, the Baron de Bastrop.



Downtown Bastrop represents a unique blending of the old and new. Nestled on the banks of the Colorado River, the historic district is filled with a variety of shops and restaurants. Bastrop has more than 130 registered historic sites and beautifully restored 19<sup>th</sup> and early 20<sup>th</sup> century homes. Its picturesque Main Street downtown district bustles with an eclectic mix of retail shops and restaurants. In 2010, the National Trust for Historic Preservation named Bastrop one of its Dozen Distinctive Destinations™. The Bastrop Main Street Program is

a proud participant of the Texas Main Street Program and Main Street America. Bastrop’s Main Street Program celebrated its 10<sup>th</sup> anniversary in 2017 with a continued vision of preservation, enhancement, and commercial vitality of our historic downtown as a distinctive destination that engages and inspires both residents and visitors.

## Embracing the Future

Today, this dynamic city is growing. With a current population of approximately 8,911, Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2010 census showed the City of Bastrop’s population increased 30.93% from the previous census in 2000. It is estimated the City has grown an additional 20.14% since 2010. The projected population for 2021 is 9,345. The City has about 18 square miles under annexation agreements and an additional 154.7 square miles of extraterritorial jurisdiction. Austin was named the Number 1 place to live in 2017 by *the U.S. News and World Report*, which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

There are several major development projects currently underway. Seton Family of Hospitals has started construction on a \$30 million, 40,000 square foot medical facility slated to be completed by spring 2019. This facility will include an emergency room,

imaging services, at least eight (8) inpatient beds, 12 treatment rooms, and medical office space for primary and specialty care services.

Construction has started on several residential and multi-family developments. Pecan Park is a 222-lot residential development offering new residential homes by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. Piney Creek Bend is a 244-lot development by KB Homes. The Villages at Hunters Crossing, 182 units, and The Preserve at Hunters Crossing, 140 units, are multi-family developments under construction and will open in 2019. New Haven Assisted Living & Memory Care Facility opened in May 2018.

## Recreation

Bastrop's tranquil setting amid the natural beauty of Central Texas' Lost Pines region includes extensive Colorado River frontage and abundant recreational opportunities. The Colorado River runs through Bastrop and is perfect for kayaking, canoeing, and fishing. The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Other nearby attractions include three golf courses, two state parks, a nature preserve, Lake Bastrop, and the world-renowned Hyatt Regency Lost Pines Resort, which draws many tourists from all over the world who were previously unaware of this charming little town.

Annually, Bastrop plays host to numerous events, such as the Patriotic Festival, Homecoming & Rodeo, Halloween Festival, Veteran's Day Car Show, Juneteenth Celebration, and Lost Pines Christmas, which features a Wine Swirl, Lighted Parade, River of Lights, and historic home tours. Several events are

hosted on the Colorado River throughout the year, including the Colorado River 100 and the SUP Cup.

## Cultural Arts

Bastrop has been recognized as a Texas Cultural Arts District by the Texas Commission on the Arts since 2012. Since that time, Bastrop Art in Public Places (BAIPP) has been instrumental in creating a public art scene that has been mimicked across the country.

The Lost Pines Art Center features several rotating galleries, a sculpture garden, classes, shops, a cafe, and hosts many events throughout the year. Jerry

Fay Wilhelm Center for the Performing Arts Center is owned and operated by the Bastrop Independent School District. This versatile state-of-the-art facility includes a 1500 seat auditorium, 250-seat black box theatre, and a multi-purpose room.

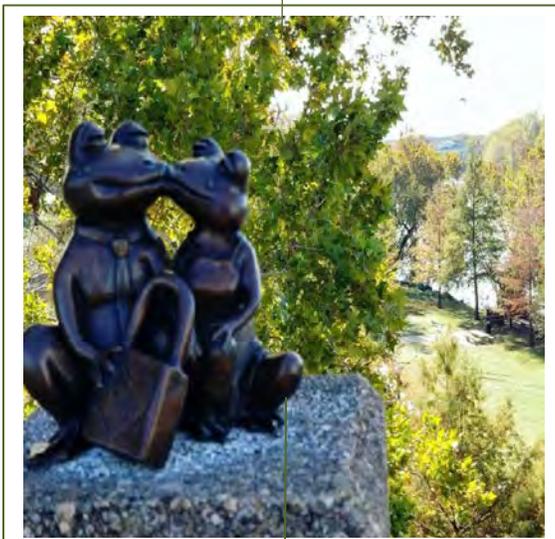
The historic 1889 Bastrop Opera House, known as the Strand Theatre during World War II, offers stage performances of vaudeville,

melodramas, musicals, and comedies year-round. They also host classes in acting, theatre, musical theatre, and improv for both children and adults.

On the first Friday of each month, the First Friday Art Walk is held in downtown Bastrop. Businesses have wine and snacks for visitors, and the Lost Pines Art League presents their featured theme of the month. Live music and entertainment can also be found at various locations.

## Employment

As part of a greater metro area of more than 2 million people, Bastrop has experienced tremendous



economic growth and is poised for future growth and development. Major area employers include Bastrop Independent School District, Hyatt Regency Lost Pines Resort, Bastrop County, MD Anderson Cancer Center, Walmart, Bastrop Federal Correction Institute, and H.E.B. Food Stores.

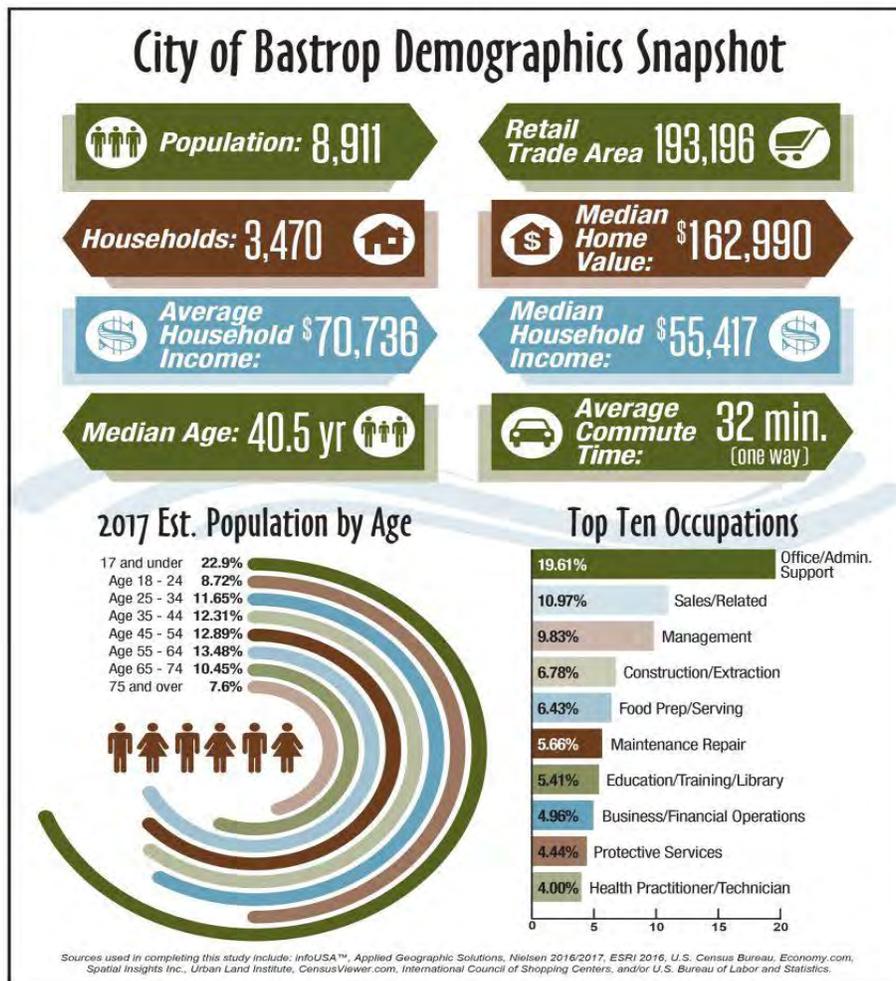
## Education

Area students are served by Bastrop Independent School District, which has an enrollment of over 10,000. Bastrop ISD's boundary covers an area of nearly 450 square miles and includes the communities of Bastrop, Cedar Creek, Red Rock, Rockne, Paige, and vast rural areas of Bastrop County. The District's Colorado River Collegiate

Academy was one of only 400 institutions that earned all possible Academic Distinctions in 2016, with other schools in the district earning distinctions in social studies, science, math, and postsecondary readiness.

Calvary Episcopal School is a private school serving children from Pre-K through 6<sup>th</sup> grade located in Downtown Bastrop.

Six colleges and universities are within an hour's drive of Bastrop: Austin Community College, University of Texas, St. Edward's University, Concordia University, Texas A&M, and Texas State University.





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Seton Hospital Groundbreaking – May 2018

# Strategic Vision

## Strategic Vision

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



# **Vision Statement**



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# Comprehensive Plan

## Goals & Objectives

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

### Community Growth



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

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

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

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

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

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

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

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

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

**Goal 2.3 Status – No Action**

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

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

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

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

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

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

The following action has been taken to achieve this goal:

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

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

**Goal 2.6 Status – On-Going**

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

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

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

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

**Public Facilities**

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

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

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

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

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

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

**Housing and Neighborhoods**

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

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

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

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

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

<b>Goal 4.3 Status – No Action</b>
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**Goal 4.4 - Provide home ownership opportunities to Bastrop’s low-to-moderate income and special needs populations**

<b>Goal 4.4 Status - No Action</b>
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**Goal 4.5 - Maintain or enhance the health of Bastrop's older and historic neighborhoods.**

<b>Goal 4.5 Status – On-Going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Strengthened Local Preservation Ordinance in FY 2018.</li><li>• Established goal to obtain Certified Local Government designation in FY 2019.</li><li>• Established goal to create a Code Enforcement Strategic Plan with an education component upon completion of Phase I Code Updates – FY 2019 Work Plan.</li><li>• Will re-institute downtown incentive grant program in FY 2019 in partnership with Bastrop Economic Development Corporation.</li></ul>

**■ Land Use and Community Image ■**

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

<b>Goal 5.1 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Planning &amp; Zoning Staff reference the Future Land Use Plan in all staff reports, which provides basis for recommendations to Planning &amp; Zoning Commission and City Council.</li><li>• The Future Land Use Plan will be incorporated into the Code Updates – Phase I and II, updated the zoning ordinance and technical design standards.</li></ul>

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

<b>Goal 5.2 - Status – In Progress – FY 2020 Completion</b>
City Council has taken the following action to achieve this goal: (Please see Goal 2.1 for additional information) <ul style="list-style-type: none"><li>• Funded Code Update – Phase 1 in FY 2019, which will include updating Zoning and Sign Ordinances, to be fiscally sustainable and geographically sensitive and in alignment with Comprehensive Plan. Estimated completion date is March 2019.</li><li>• Funded Code Update – Phase 2 in FY 2019, which will include updating technical criteria manual including construction standards, review and modifications to subdivision ordinance and development process to align with updated development codes (Phase 1) and Comprehensive Plan. Estimated completion date is December 2019.</li><li>• TxDOT has created landscaped gateways at SH 71 &amp; Tahitian and SH 71 &amp; Childers.</li></ul>

# ■ Transportation ■

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

### **Goal 6.1 - Status – On-going**

The following action has been taken to achieve this goal:

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

## **Goal 6.2 – Enhance transportation system connectivity.**

### **Goal 6.2 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

### **Goal 6.3 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

### **Goal 6.4 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

<b>Goal 6.5 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Completing gaps in residential sidewalks for traffic safety in the downtown corridor – FY 2019.</li><li>• Addressing ADA enhancements along Main Street as a part of the Main Street Rehabilitation Program, which is considered a high pedestrian traffic corridor.</li></ul>

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

<b>Goal 6.6 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Interlocal Agreement with CARTS was executed in FY 2018.</li><li>• A bus stop has been designed at Spring/Main Streets. Project has been put on-hold pending completion of Main Street Rehabilitation Project.</li></ul>

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

<b>Goal 6.7 - No action</b>

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

<b>Goal 6.8 - Status – In Progress – FY 2020 Completion</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Phase I and II of the Code Updates will address street cross sections, which will incorporate Complete Streets principles – December 2019.</li><li>• Pop-up example of Main Street Rehabilitation project will be utilized after design, but prior to construction, to show context of public space, sidewalks, and roadway. – FY 2019</li></ul>

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

<b>Goal 6.9 - Status – In Progress – FY 2020 Completion</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Phase I and II of the Code Updates will address street cross sections, which will incorporate Complete Streets principles – December 2019.</li></ul>

## ■ Parks and Recreation ■

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

#### **Goal 7.1 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

#### **Goal 7.2 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

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

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

#### **Goal 7.4 - Status – On-going**

The following action has been taken to achieve this goal:

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

## ■ Cultural Arts and Tourism ■

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

#### **Goal 8.1 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

#### **Goal 8.2 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

#### **Goal 8.3 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

#### **Goal 8.4 - Status – On-going**

The following action has been taken to achieve this goal:

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

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

<b>Goal 8.5 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• Council approved a contract with Visit Bastrop on September 12, 2017 to provide specific services related to providing “brand” marketing for Bastrop as a destination, to serve as primary brand advocate, and to better utilize existing facilities.</li><li>• Visit Bastrop has created a robust website to enhance visitors’ experience.</li><li>• Visit Bastrop is completing a “branding” strategy for Bastrop, which should be implemented in Fall 2018.</li><li>• Continue ongoing development of the Bastrop visitor experience to include the community’s culinary and cultural assets.</li><li>• City continues relations and connectivity with the Hyatt Lost Pines Resort through various methods.</li></ul>

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

<b>Goal 8.6 - Status – On-going</b>
The following action has been taken to achieve this goal: <ul style="list-style-type: none"><li>• A draft food truck ordinance was completed and reviewed by Planning &amp; Zoning Commission in Spring 2018. All partners are working to address identified concerns. A Food Truck pilot program is scheduled in the fall to allow food trucks for 6-8 months, address any concerns, and adopt final ordinance.</li><li>• Revising Special Events Ordinance and Procedures to meet the City’s Financial Policy requirement of fees covering costs of service and streamline process for customers in FY 2019.</li></ul>

# Policy & Operational FY 2018 Strategic Review

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

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

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



## Authentic Bastrop

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

### FY 2018 Achievements:

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



## Communication

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

### FY 2018 Achievements:

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



## Community Safety

Keep citizens, businesses, and visitors safe.

### FY 2018 Achievements:

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

# FY 2018 Achievements



## Economic Vitality

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

### FY 2018 Achievements:

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



## Fiscal Responsibility

Prepare and manage budget; fiduciary responsibility.

### FY 2018 Achievements:

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



## Manage Growth

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

### FY 2018 Achievements:

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



## Multi-Modal Mobility

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

### FY 2018 Achievements:

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



## Organizational Excellence

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

### FY 2018 Achievements:

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



## Unique Environment

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

### FY 2018 Achievements:

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



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

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## Strategic Focus - FY 2019

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



### Authentic Bastrop

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

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

### Communication

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

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

## Organizational Work Plan - FY 2019

## Community Safety

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

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

## Economic Vitality

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

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

## Fiscal Responsibility

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

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

## Fiscal Responsibility cont.

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

## Manage Growth

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

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

## Multi-Modal Mobility

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

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

## Organizational Excellence

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

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

## Unique Environment

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

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

# City of Bastrop

## FY 2018-19 Budget Planning Calendar



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

# Annual Budget Process



## Operating Budget

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

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

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

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

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

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

## Capital Budget

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

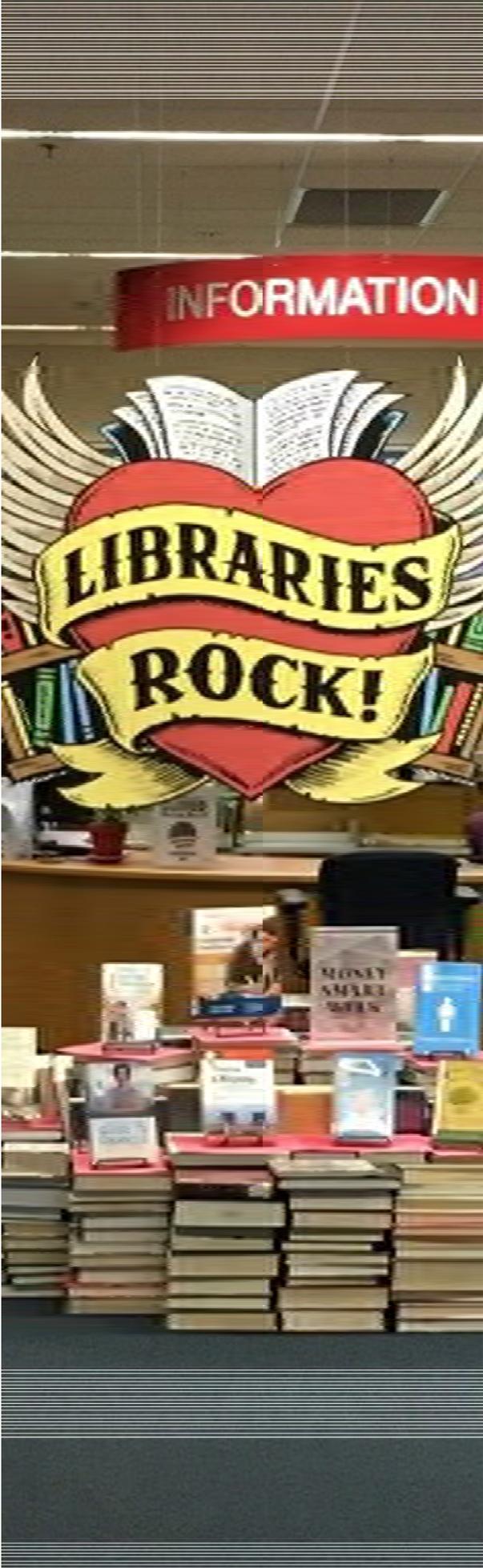
**APPROPRIATION** – An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from, or encumbrance of, the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

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

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

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

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



# Financial Strategy

## Financial Strategy

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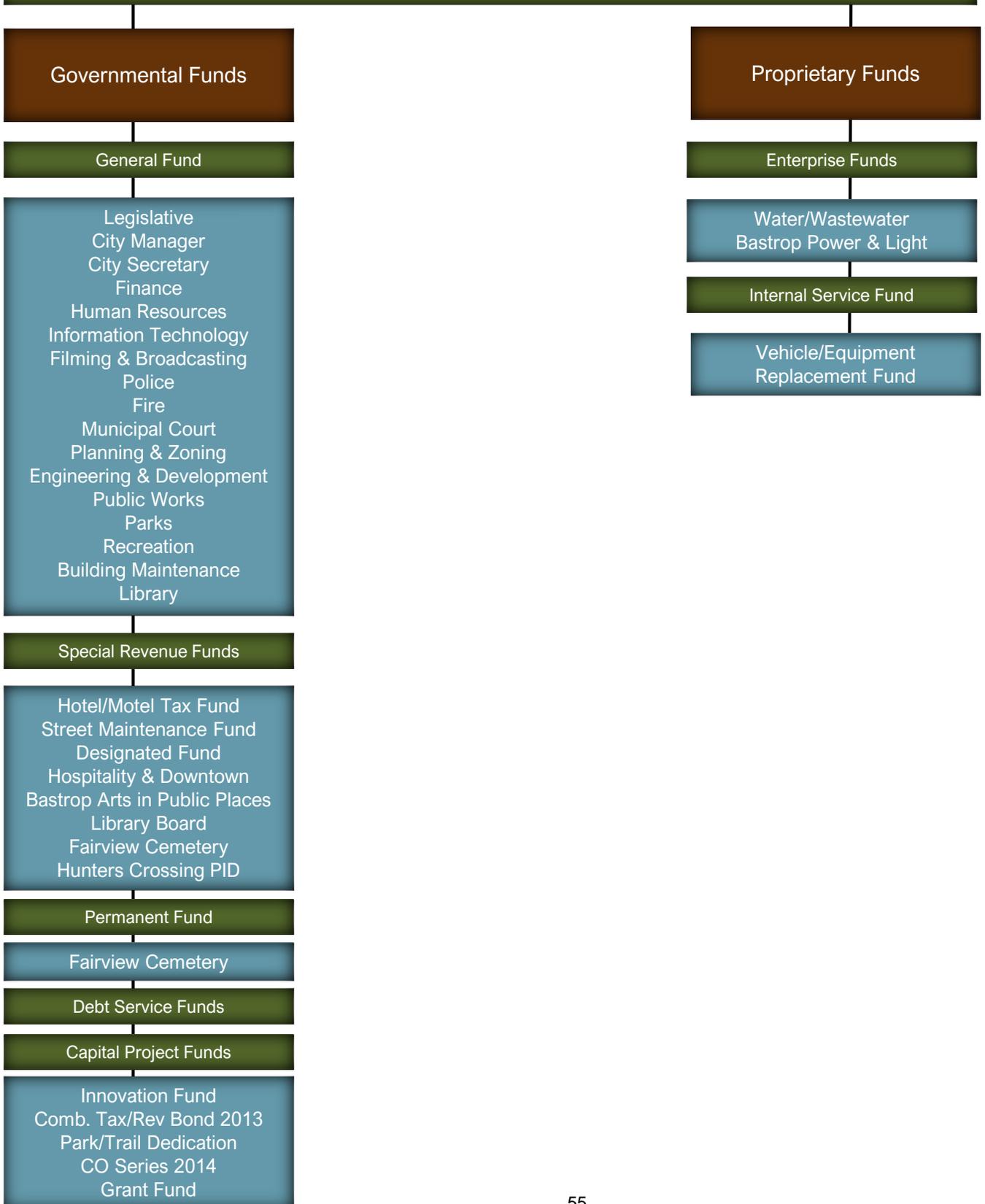
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# All Funds Summary - FY 2019

	GENERAL FUND	STREET MAINTENANCE FUND	DEBT SERVICE FUNDS	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/WASTEWATER FUNDS	BP&L FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	TOTAL ALL FUNDS
<b>BEGINNING FUND BALANCES</b>	\$ 2,566,858	\$ -	\$ 306,992	\$ 3,425,181	\$ 2,440,787	\$ 5,824,328	\$ 4,072,418	\$ 8,260,931	\$ 1,866,409	\$ 28,763,904
<b>REVENUES:</b>										
AD VALOREM TAXES	3,533,514		1,863,009							5,396,523
SALES TAXES	4,864,390									4,864,390
FRANCHISE & OTHER TAXES	517,966			2,736,000	23,000					3,276,966
LICENSES & PERMITS	699,500			2,000						701,500
SERVICE FEES	543,936			240,350	1,033,866	5,667,190	7,648,040		311,563	15,444,945
FINES & FORFEITURES	334,000				14,500					348,500
INTEREST	50,000	6,000	10,850	44,500	35,850	88,386	56,000	85,500	15,500	392,586
INTERGOVERNMENTAL	72,878			62,312	1,416,576					1,551,766
OTHER	82,000		247,619		30,700	8,000	17,000	102,291	30,000	517,610
<b>TOTAL REVENUES</b>	10,698,184	6,000	2,121,478	3,085,162	2,554,492	5,763,576	7,721,040	187,791	357,063	32,494,786
<b>OTHER SOURCES</b>										
Other Financing Sources								300,000		
Interfund Transfers	809,750	1,100,000	516,185	486,084	4,700	2,334,257		453,825	254,500	5,959,301
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	11,507,934	1,106,000	2,637,663	3,571,246	2,559,192	8,097,833	7,721,040	941,616	611,563	38,454,087
<b>TOTAL AVAILABLE RESOURCES</b>	\$ 14,074,792	\$ 1,106,000	\$ 2,944,655	\$ 6,996,427	\$ 4,999,979	\$ 13,922,161	\$ 11,793,458	\$ 9,202,547	\$ 2,477,972	\$ 67,217,991
<b>EXPENDITURES:</b>										
GENERAL GOVERNMENT	4,225,284	566,797		1,416,576				642,560		6,851,217
PUBLIC SAFETY	4,333,584			466,950			133,800	228,000		5,162,334
DEVELOPMENT SERVICES	1,025,374							514,325		1,539,699
COMMUNITY SERVICES	1,657,608		346,994		292,175		160,493	533,854		2,991,124
UTILITIES						3,797,819	6,123,910			9,921,729
DEBT SERVICE			2,388,203			1,425,805	433,000			4,247,008
ECONOMIC DEVELOPMENT										3,046,509
CAPITAL OUTLAY					124,050	875,730		4,559,109	400,764	5,959,653
<b>TOTAL EXPENDITURES</b>	11,241,850	566,797	2,388,203	3,393,503	2,299,751	6,099,354	6,851,203	6,477,848	400,764	39,719,273
<b>OTHER USES</b>										
Interfund Transfers	266,084			516,186	575,392	1,883,565	1,341,575	1,376,500		5,959,301
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	11,507,934	566,797	2,388,203	3,909,689	2,875,143	7,982,919	8,192,778	7,854,348	400,764	45,678,574
<b>ENDING FUND BALANCES</b>	\$ 2,566,858	\$ 539,203	\$ 556,452	\$ 3,086,738	\$ 2,124,836	\$ 5,939,242	\$ 3,600,680	\$ 1,348,199	\$ 2,077,208	\$ 21,539,417
% of Expenditures	25.6%	95.1%	23.3%	91.0%	74%	113.7%	52.6%	20.8%	518.3%	63.8%

# City of Bastrop Fund Structure



# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>Bastrop Power &amp; Light</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Marketing Materials</b> Move to "Sponsorships"	-\$5,000	-\$5,000	0
<b>Fuel and Lube</b> Added funding for inflation in fuel costs	\$2,500	\$2,500	0
<b>System Maintenance</b> Added funding for price increases on materials & increased service area with the addition of Piney Creek Bend subdivision	\$17,500	\$17,500	0
<b>Professional Services</b> Added funding to survey the Piney Creek Bend subdivision	\$2,500	\$0	0
<b>Legal Services</b> Added funded to allow for increased legal fees related to Piney Creek Bend, developer's agreement Phase II	\$3,500	\$0	0
<b>Engineer</b> Added funding for costs associated with Piney Creek Bend Phase II	\$15,000	\$0	0
<b>Sponsorships</b> Moved from Marketing Materials for cost of sponsorship of community events	\$5,000	\$5,000	0
<b>Equipment Rental</b> Added funding for rental of heavy equipment to complete line extension in Piney Creek Bend subdivision	\$6,500	\$0	0
<b>Line Extensions</b> Added funding for Piney Creek Bend Phase II line extension fee	\$123,000	\$0	0
<b>System Study Improvements</b> Reduced funding since the last two projects off the 5 year plan are less than last years budgeted projects	-\$85,000	\$0	0
<b>Bastrop Power &amp; Light Total</b>	<b>\$85,500</b>	<b>\$20,000</b>	<b>0</b>



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# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Legislative</b>			
<b>Supplies</b> Reduce funding to reflect actual costs	-\$1,300	-\$1,300	0
<b>Postage</b> Reduce funding to reflect actual costs	-\$250	-\$250	0
<b>Forms Printing</b> Reduce funding to reflect actual costs	-\$280	-\$280	0
<b>Communications</b> Added appropriate funding to cover communications charged to this line-item.	\$1,560	\$1,560	0
<b>Recording Fees</b> Reduce funding to reflect actual costs	-\$800	-\$800	0
<b>Advertising</b> Reduce funding to reflect actual costs	-\$1,300	-\$1,300	0
<b>Travel &amp; Training</b> Added funding to cover all of the training and conferences for all Council members	\$2,300	\$2,300	0
<b>Dues &amp; Subscriptions</b> Reduce funding to reflect actual costs	-\$840	-\$840	0
<b>Legislative Total</b>	<b>-\$910</b>	<b>-\$910</b>	<b>0</b>
<b>Organizational</b>			
<b>Group Insurance</b> Added funding due to loss of Package discount that was not offered in FY19	\$14,940	\$14,940	0
<b>Retiree Benefits</b> Added funding for additional employee eligible for retiree insurance	\$25,619	\$25,619	0
<b>Equipment</b> Reduce funding to reflect actual costs	-\$1,000	-\$1,000	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Equipment Maintenance</b> Reduce funding to reflect actual costs	-\$200	-\$200	0
<b>Maintenance of Vehicle</b> Reduce funding to reflect actual costs	-\$500	-\$500	0
<b>Communications</b> Reduce funding to reflect actual costs	-\$2,220	-\$2,220	0
<b>Professional Services</b>  Added additional funding for unforeseen appraisals, studies, etc.	\$11,403	\$11,403	0
<b>Property Tax Collection/Appraisal Services</b> Added funding to cover the increase in fees by Bastrop Central Appraisal District for appraisal services	\$3,500	\$3,500	0
<b>Engineering and Consulting</b> Reduced funding in anticipation that most engineering will be associated with a capital project	-\$2,500	-\$2,500	0
<b>Property and Liability Insurance</b>  Added funding to cover slight increase in premiums for FY2019	\$1,743	\$1,743	0
<b>Contractual Services</b>  Added funding to cover the EDC's portion of the Pine St parking lot lease payment. EDC voted to not renew their % of funding.	\$6,000	\$6,000	0
<b>Advertising</b> Reduce funding to reflect actual costs	-\$1,000	-\$1,000	0
<b>Travel &amp; Training</b> Added funding for additional trainings, Cabinet retreat, Adopt-a-street Banquet, Cabinet meetings	\$11,875	\$11,875	0
<b>380 Agreement Reimb-Property Taxes</b> Reduced funding due to properties being sold in Burleson Crossing	-\$5,000	-\$5,000	0
<b>Donated Services</b> Added funding since City took on the Farmer's Market utilities when they started paying rent	\$650	\$650	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Overhead Allocation</b> Reduced credit for administrative support from other funds decreased slightly, also some of the support credit was moved to HOT fund to support Multi-Media department.	-\$25,272	-\$25,272	0
<b>Clean Sweep</b> Reduce funding to reflect actual costs	-\$3,000	-\$3,000	0
<b>Salary Adjustment Savings</b> Added this credit to reflect estimated salary savings from vacant positions through out the Fiscal year	-\$172,254	-\$172,254	0
<b>Transfer Out - Hotel Occupancy Fund</b> Added funding to cover the General Fund portion of the Multi-media and Special Event & Reservation departments	\$266,084	\$266,084	0
<b>Organizational Total</b>	<b>\$128,868</b>	<b>\$128,868</b>	<b>0</b>

## City Manager

<b>Supplies</b> Reduce funding to reflect actual costs	-\$400	-\$400	0
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$500	-\$500	0
<b>Communications</b> Reduce funding to reflect actual costs	-\$600	-\$600	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$1,125	-\$1,125	0
<b>Travel &amp; Training</b> Added funding to cover all of the training and conferences	\$400	\$400	0
<b>City Manager Total</b>	<b>-\$2,225</b>	<b>-\$2,225</b>	<b>0</b>

## City Secretary

<b>Supplies</b> Reduce funding to reflect actual costs	-\$1,000	-\$1,000	0
<b>Election Supplies</b> Reduce funding to reflect actual costs	-\$2,200	-\$2,200	0
<b>Codification of Ordinance</b> Added funding to inadequately cover the cost of this service	\$3,100	\$3,100	0
<b>Travel &amp; Training</b> Reduce funding to reflect actual costs	-\$1,015	-\$1,015	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Dues &amp; Subscriptions</b> Added funding to reflect actual costs	\$480	\$480	0
<b>Special Events</b> Added funding to cover the cost of the Volunteer Fair & Banquet	\$5,500	\$5,500	0
<b>Election Services</b> Reduced funding to not budget for Runoff election, will amend if needed	-\$7,300	-\$7,300	0
<b>City Secretary Total</b>	<b>-\$2,435</b>	<b>-\$2,435</b>	<b>0</b>
<b>Finance</b>			
<b>Supplies</b> Reduce funding to reflect actual costs	-\$1,410	-\$1,410	0
<b>Postage</b> Reduce funding to reflect actual costs	-\$600	-\$600	0
<b>Office Equipment</b> Added funding for new chairs for staff	\$400	\$400	0
<b>Computer replacement</b> Eliminated funding, covered in IT budget	-\$200	-\$200	0
<b>Equipment/Software Maintenance</b> Added funding to cover Increase in maintenance cost of software	\$1,270	\$1,270	0
<b>Communications</b> Added funding that was missed in FY2018 to cover cell phone for Director	\$1,500	\$1,500	0
<b>Professional Services</b> Reduced funding to removed contingency amount for unforeseen consulting	-\$5,600	-\$5,600	0
<b>Audit</b> Reduced funding since there is no GASB 45 audit required this year	-\$4,490	-\$4,490	0
<b>Travel &amp; Training</b> Reduced funding since Director's CPM classes are almost finished	-\$2,270	-\$2,270	0
<b>Equipment Rental</b> Moved to Organizational	-\$2,270	-\$2,270	0
<b>City Finance Total</b>	<b>-\$13,670</b>	<b>-\$13,670</b>	<b>0</b>
<b>Finance-Utility Customer Service</b>			

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Supplies</b> Reduce funding to reflect actual costs	-\$1,300	-\$1,300	0
<b>Postage</b> Added funding due to Increased number of bills being mailed	\$960	\$960	0
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$750	-\$750	0
<b>Safety/First Aid</b> Moved to Organizational	-\$300	-\$300	0
<b>Equipment/Software Maintenance</b> Added funding due to increased annual maintenance of customer portal	\$12,175	\$12,175	0
<b>Communications</b> Added funding to provide Supervisor with cell phone	\$2,466	\$2,466	0
<b>Utilities</b> Reduce funding to reflect actual costs	-\$300	-\$300	0
<b>Professional Services</b> Reduce funding to reflect actual costs	-\$3,200	-\$3,200	0
<b>Credit Card Processing Fees</b> Added funding to consolidated this fee into this department - change in allocation, also increase in utilization of credit cards online	\$32,400	\$32,400	0
<b>Contractual Services</b> Added funding for Solid Waste contract rate increase of 5%, plus additional homes being served	\$42,526	\$42,526	0
<b>Travel &amp; Training</b> Reduce funding to reflect actual costs	-\$850	-\$850	0
<b>Equipment Rental</b> Moved to Organizational	-\$440	-\$440	0
<b>Bad Debt Expense</b> Reduce funding to reflect actual costs	-\$800	-\$800	0
<b>City Finance-Utility Customer Service Total</b>	<b>\$82,587</b>	<b>\$82,587</b>	<b>0</b>
<b>Human Resources</b>			
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$500	-\$500	0
<b>Communications</b> Added funding that was missed in FY2018 to cover cell phone for Director	\$1,068	\$1,068	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Professional Services</b> Reduced funding due to removing contingency amount for additional training	-\$2,200	-\$2,200	0
<b>Advertising</b> Added funding to Increase efforts in employee recruitment	\$2,000	\$2,000	0
<b>Dues &amp; Subscriptions</b> Reduce funding to reflect actual costs	-\$980	-\$980	0
<b>Special Events</b> Moved Volunteer banquet out of this line item	-\$4,600	-\$4,600	0
<b>City Pins/Appreciation</b> Added funding to increase efforts to show appreciation to our staff	\$1,700	\$1,700	0
<b>Human Resources Total</b>	<b>-\$3,512</b>	<b>-\$3,512</b>	<b>0</b>

## Information Technology

<b>Supplies</b> Added funding to anticipate increase in costs of goods.	\$600	\$600	0
<b>I.T. Supplies</b> Reduce funding due to additional specialized equipment/supplies are not needed as frequently.	-\$500	-\$500	0
<b>Office Equipment</b> Eliminate funding until specific need is identified	-\$3,000	-\$3,000	0
<b>Small Tools</b> Reduce funding to reflect actual costs	-\$200	-\$200	0
<b>Fuel &amp; Lube</b> Added funding to project increase in costs of fuel.	\$500	\$500	0
<b>Equipment/Software Maintenance</b> Added funding for additional software required for Cyber Security	\$15,820	\$15,820	0
<b>Vehicle Maintenance &amp; Repair</b> Reduce funding to reflect actual costs	-\$500	-\$500	0
<b>Communications</b> Added funding to allow for appropriate funding to cover communications charged to this line-item.	\$6,527	\$6,527	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$1,364	-\$1,364	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Travel &amp; Training</b> Added additional funding for training conference to attend	\$2,000	\$2,000	0
<b>Information Technology Total</b>	<b>\$19,883</b>	<b>\$19,883</b>	<b>0</b>

## Police Administration

<b>Supplies</b> Reduce funding to reflect actual costs	-\$300	-\$300	0
<b>Postage</b> Added funding to reflect actual costs	\$270	\$270	0
<b>Janitorial Supplies</b> Added funding to reflect actual costs for mat cleaning	\$376	\$376	0
<b>Evidence</b> Moved funding to Criminal Investigations Division so all evidence items can be accounted for in same account.	-\$2,000	-\$2,000	0
<b>Fuel &amp; Lube</b> Added funding to project increase in costs of fuel.	\$1,050	\$1,050	0
<b>Maintenance - Computers</b> Added funding for NetMotion annual fee	\$1,200	\$1,200	0
<b>Maintenance - Vehicles</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$4,574	\$4,574	0
<b>Communication</b> Added funding due to FY2018 budget short six radios, adjusted in this budget	\$4,026	\$4,026	0
<b>Professional Services</b> Added funding for Additional security for City Events	\$1,000	\$1,000	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Utilities</b> Reduce funding to reflect actual costs	-\$1,800	-\$1,800	0
<b>Uniforms</b> Reduce funding to reflect actual costs	-\$900	-\$900	0
<b>Bastrop County Dispatch Services</b> Added funding due to Contract increase for FY 2019 & FY 2020 due to increase number of calls for service and employee raises of 3%.	\$52,522	\$52,522	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$61,601	-\$61,601	0
<b>Travel and Training</b> Reduce funding to reflect actual costs	-\$1,810	-\$1,810	0
<b>Dues, Subscriptions, &amp; Publications</b> Reduce funding to reflect actual costs	-\$868	-\$868	0
<b>Equipment Rental</b> Added funding due to increase in operational costs for FY 2019.	\$190	\$190	0
<b>Prisoner Housing</b> Added funding due to Increase in operational costs for FY 2019	\$1,200	\$1,200	0
<b>Police Administration Total</b>	<b>-\$2,871</b>	<b>-\$2,871</b>	<b>0</b>

## **Police - Code Enforcement & Animal Control**

<b>Supplies</b> Added funding to reflect actual costs	\$372	\$372	0
<b>Postage</b> Added funding to reflect actual costs	\$292	\$292	0
<b>Fuel &amp; Lube</b> Added funding to project increase in costs of fuel.	\$412	\$412	0
<b>Maintenance - Vehicles</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$1,048	\$1,048	0
<b>Travel &amp; Training</b> Added funding due to increased cost in tuition and lodging for annual training.	\$285	\$285	0
<b>Police - Code Enforcement &amp; Animal Control Total</b>	<b>\$2,409</b>	<b>\$2,409</b>	<b>0</b>

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Police - Emergency Management</b>			
<b>Supplies</b> Added funding to reflect actual costs	\$780	\$780	0
<b>Incident Supplies</b> Added funding for supplies needed to stock the shelter as an Emergency Shelter	\$29,950	\$29,950	0
<b>Equipment</b> Added funding for unforeseen needs for EOC	\$1,500	\$1,500	0
<b>Computer Equipment</b> Added funding for unforeseen needs for EOC	\$800	\$800	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$350	\$350	0
<b>Communications</b> Added funding for operating cost of running the Shelter/Senior Center	\$2,820	\$2,820	0
<b>Utilities</b> Added funding for operating cost of running the Shelter/Senior Center	\$5,000	\$5,000	0
<b>Professional Services</b> Added funding for Partnership with Bastrop County Long Term Recovery - funded by BP&L	\$10,000	\$10,000	0
<b>Travel &amp; Training</b> Added funding to conduct quarterly trainings for staff	\$1,750	\$1,750	0
<b>Police - Emergency Management Total</b>	<b>\$52,950</b>	<b>\$52,950</b>	<b>0</b>
<b>Police - Criminal Investigations</b>			
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$250	-\$250	0
<b>Evidence</b> Transferred funding from Police Administration so all evidence items can be accounted for in same account.	\$2,507	\$2,507	0
<b>Fuel &amp; Lube</b> Added funding to project increase in costs of fuel.	\$450	\$450	0
<b>Maintenance - Computers</b> Moved computer repairs to I.T. budget	-\$200	-\$200	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Maintenance - Vehicles</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$1,836	\$1,836	0
<b>Uniforms</b> Reduce funding to reflect actual costs	-\$495	-\$495	0
<b>Advertising</b> Added funding to reflect actual costs	\$300	\$300	0
<b>Dues, Subscriptions, &amp; Publications</b> Added funding for the increase in number of investigative inquiries conducted through Lexus Nexus.	\$700	\$700	0
<b>Police - Criminal Investigations Total</b>	<b>\$4,848</b>	<b>\$4,848</b>	<b>\$0</b>

### Police - Patrol

<b>Supplies</b> Added funding to reflect actual costs	\$126	\$126	0
<b>Office Equipment</b> Reduce funding to reflect actual costs	-\$525	-\$525	0
<b>Special Printing</b> Added funding to reflect actual costs	\$322	\$322	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$10,464	\$10,464	0
<b>Maintenance - Vehicles</b> Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$5,640	\$5,640	0
<b>Uniforms</b> Added funding to cover two (2) new Senior Officer positions	\$2,823	\$2,823	0
<b>Travel &amp; Training</b> Added funding to cover two (2) new Senior Officer positions, decrease in line item	\$300	\$300	0
<b>Police - Patrol Total</b>	<b>\$19,150</b>	<b>\$19,150</b>	<b>\$0</b>

### Police - Crime Prevention

<b>Supplies</b> Added funding for additional supplies to promote community relations	\$2,300	\$2,300	0
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<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Special Printing</b> Added funding for additional supplies to promote community relations	\$2,325	\$2,325	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$1,450	\$1,450	0
<b>Maintenance - Vehicles</b> Added funding due to increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$2,440	\$2,440	0
<b>Uniforms</b> Added funding to reflect actual costs	\$1,577	\$1,577	0
<b>Travel &amp; Training</b> Added funding for increased number of conferences attending for professional development	\$2,100	\$2,100	0
<b>Police - Crime Prevention Total</b>	<b>\$12,192</b>	<b>\$12,192</b>	<b>\$0</b>
<b>Fire</b>			
<b>Safety Supplies</b> Added funding to reflect actual costs	\$570	\$570	0
<b>Small Equipment</b> Moved to equipment line item	-\$1,350	-\$1,350	0
<b>Special Clothing</b> Added funding to cover additional position	\$980	\$980	0
<b>Equipment</b> Moved from small equip. and small tools to consolidate them here, reduced budget overall	\$890	\$890	0
<b>Protective Gear</b> Added funding to cover additional position	\$3,400	\$3,400	0
<b>Small Tools</b> Moved to equipment line item	-\$1,700	-\$1,700	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$4,500	\$4,500	0
<b>Maintenance - Equipment</b> Added funding due to increase in maintenance requirements (preventative and actual) because of aging equipment	\$4,800	\$4,800	0
<b>Maintenance - Vehicles</b> Added funding for increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$900	\$900	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Communications</b> Added funding due to Tower rental increased	\$1,782	\$1,782	0
<b>Utilities</b> Added funding to reflect actual costs	\$1,000	\$1,000	0
<b>Uniforms</b> Reduced funding to reflect alignment of needs	-\$3,390	-\$3,390	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$21,106	-\$21,106	0
<b>Travel &amp; Training</b> Added funding to cover additional position	\$1,000	\$1,000	0
<b>Dues &amp; Subscriptions</b> Added funding to account for additional memberships	\$2,500	\$2,500	0
<b>Special Events</b> Reduced funding since utilizing designated funds	-\$2,250	-\$2,250	0
<b>Equipment - Capital Outlay</b> Added funding for Radio replacement program	\$11,000	\$11,000	0
<b>Police - Fire Total</b>	<b>\$3,526</b>	<b>\$3,526</b>	<b>\$0</b>

## Municipal Court

<b>Supplies</b> Reduced funding to reflect actual costs	-\$3,700	-\$3,700	0
<b>Postage</b> Reduced funding to reflect actual costs	-\$1,700	-\$1,700	0
<b>Office Equipment</b> Eliminated funding until a specific need is identified	-\$4,500	\$0	0
<b>Maintenance Agreements</b> Added funding for carryover of old software for backup through conversion	\$1,200	\$0	0
<b>Communication</b> Reduced funding to reflect actual costs	-\$1,300	-\$1,300	0
<b>Utilities</b> Reduced funding to reflect actual costs	-\$500	-\$500	0
<b>Professional Services</b> Moved Prosecutor to Legal Services	-\$16,400	-\$16,400	0
<b>Jury Expense</b> Reduced funding to reflect actual costs	-\$550	-\$550	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Legal Services</b> Moved Prosecutor expense to this line item and increased for actual cost	\$24,000	\$24,000	0
<b>Debt Collection Services</b> Reduced funding due to Third party collector not performing as expected	-\$1,500	-\$1,500	0
<b>Teen Court Administrator</b> Reduced funding to reflect actual costs	-\$1,000	-\$1,000	0
<b>Travel and Training</b> Reduced funding to reflect actual costs	-\$1,500	-\$1,500	0
<b>Dues, Subscriptions, &amp; Publications</b> Reduced funding to reflect actual costs	-\$171	-\$171	0
<b>Equipment Rental</b> Reduced funding to reflect actual costs	-\$550	-\$550	0
			0
<b>Municipal Court Total</b>	<b>-\$8,171</b>	<b>-\$4,871</b>	<b>\$0</b>

### Development Services-Planning & Zoning

<b>Office Equipment</b> Eliminated funding until a specific need is identified	-\$1,700	\$0	0
<b>Special Printing</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>Equipment/Software Maintenance</b> Added funding for annual fees for additional modules	\$1,300	\$1,300	0
<b>Professional Services</b> Reduced third party inspection fees with new position	-\$56,000	-\$56,000	0
<b>Advertising</b> Added funding due to more development activity	\$1,000	\$1,000	0
<b>Travel &amp; Training</b> Added funding due to increased number of conference attending for professional development	\$5,254	\$5,254	0
<b>Dues &amp; Subscriptions</b> Added funding to reflect actual costs	\$1,050	\$1,050	0
<b>Development Services-Planning &amp; Zoning Total</b>	<b>-\$38,288</b>	<b>-\$33,288</b>	<b>\$0</b>

### Development Services-Engineering & Dev.

<b>Supplies</b> Added funding to reflect actual costs	\$1,200	\$1,200	0
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<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Special Printing</b> Added funding for new cards, etc. for new staff position	\$300	\$0	0
<b>Fuel</b> Reduced funding to reflect actual cost. We anticipate this going back up once we are fully staffed.	-\$1,000	\$0	0
<b>Equipment/Software Maintenance</b> Added funding for annual fees for additional modules	\$3,000	\$3,000	0
<b>Maintenance - Vehicles</b> Added funding for increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles.	\$1,000	\$1,000	0
<b>Professional Services</b> Added funding for utilizing third party engineering to assist as needed	\$65,000	\$65,000	0
<b>Uniforms</b> Added funding to reflect actual costs	\$500	\$0	0
<b>Travel &amp; Training</b> Added funding for training for new staff position	\$1,000	\$1,000	0
<b>Dues &amp; Subscriptions</b> Added funding for additional memberships for new staff position	\$1,345	\$1,345	0
<b>Computer Updates-Training</b> Eliminated funding until a specific need is identified	-\$3,000	\$0	0
<b>Development Services-Eng. &amp; Dev. Total</b>	<b>\$69,345</b>	<b>\$72,545</b>	<b>\$0</b>

## **Public Works - Administration**

<b>Supplies</b> Added funding to reflect actual costs	\$2,500	\$2,500	0
<b>Postage</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>Office Equipment</b> Eliminated funding until a specific need is identified	-\$200	\$0	0
<b>Computer Equipment</b> Moved to IT budget	-\$1,000	-\$1,000	0
<b>Safety/First Aid</b> Added funding to reflect actual costs	\$900	\$900	0
<b>Mosquito Supplies</b> Moved to Parks budget	-\$3,700	-\$3,700	0
<b>Chemicals</b> Moved to Parks budget	-\$800	-\$800	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Sidewalks</b> Moved to Street & Drainage Division	-\$2,500	-\$2,500	0
<b>Utilities</b> Added funding to reflect actual costs	\$4,800	\$4,800	0
<b>Professional Services</b> Added funding for unforeseen projects	\$13,157	\$13,157	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	\$12,084	\$12,084	0
<b>Equipment Rental</b> Moved to Streets & Drainage Division	-\$2,500	-\$2,500	0
<b>Public Works - Administration Total</b>	<b>\$22,441</b>	<b>\$22,641</b>	<b>\$0</b>

### Public Works - Streets & Drainage

<b>Equipment</b> Added funding to purchase a piece of equipment to increase work efficiency	\$3,125	\$0	0
<b>Fuel</b> Reduced funding to adjust to Historical actual	-\$5,600	-\$5,600	0
<b>Streets &amp; Signs</b> Added funding to support the New Adopt-a-Street program and increase sign inventory	\$3,125	\$3,125	0
<b>Streets &amp; Bridges</b> Moved the majority of these costs into the Street Maintenance Fund	-\$90,005	-\$90,005	0
<b>Equipment Maintenance</b> Added funding to adjust to Historical actual	\$11,000	\$11,000	0
<b>Vehicle Maintenance</b> Reduced funding to adjust to Historical actual	-\$3,000	-\$3,000	0
<b>Drainage</b> Reduced funding based on historical actuals	-\$2,900	-\$2,900	0
<b>Public Works - Streets &amp; Drainage Total</b>	<b>-\$84,255</b>	<b>-\$87,380</b>	<b>\$0</b>

### Public Works - Parks

<b>Supplies</b> Reduced funding to reflect actual costs	-\$3,400	-\$3,400	0
<b>Safety/First Aid</b> Reduced funding to reflect actual costs	-\$1,600	-\$1,600	0
<b>Irrigation Supplies</b>	\$500	\$500	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
Added funding to cover aging systems			
<b>Janitorial Supplies</b> Added funding to reflect actual costs	\$500	\$500	0
<b>Fuel</b> Added funding to project increase in costs of fuel.	\$2,000	\$2,000	0
<b>Equipment Maintenance</b> Added funding to reflect actual costs	\$1,000	\$1,000	0
<b>Vehicle Maintenance</b> Reduced funding based on historical actuals	-\$3,500	-\$3,500	0
<b>Little League Park Exp</b> Added funding for addition of concrete slabs for bleachers	\$1,600	\$0	0
<b>Riverwalk Maintenance</b> Added funding to replace damaged overlook	\$3,500	\$0	0
<b>Industrial Park Maintenance</b> Eliminated this funding due to EDC contracting this out to third party now	-\$1,000	\$0	0
<b>Communication</b> Added funding to reflect actual costs	\$720	\$720	0
<b>Utilities</b> Added funding to reflect actual costs	\$2,500	\$2,500	0
<b>Professional Services</b> Eliminated funding due to FY 2018 having special projects that were not recurring	-\$117,072	\$0	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	\$1,921	\$1,921	0
<b>Public Works - Parks Total</b>	<b>-\$112,331</b>	<b>\$641</b>	<b>\$0</b>

### **Public Works - Building Maintenance**

<b>Supplies</b> Reduced funding to reflect actual costs	-\$600	-\$600	0
<b>Safety/First Aid</b> Reduced funding to reflect actual costs	-\$250	-\$250	0
<b>Janitorial Supplies</b> Added funding due to consolidated all supplies into this department	\$11,600	\$11,600	0
<b>Equipment Maintenance</b> Added funding to reflect actual costs	\$500	\$500	0
<b>Building Maintenance</b> Added funding due to consolidated all facility maintenance into this department	\$7,170	\$7,170	0

<b>General Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Communications</b> Added funding to reflect actual costs	\$300	\$300	0
<b>Uniforms</b> Added funding to reflect actual costs	\$300	\$300	0
<b>Vehicle/Equip Replacement Fee</b> Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due	-\$1,873	-\$1,873	0
<b>Travel &amp; Training</b>  Added funding to this line item for maintenance training	\$1,000	\$1,000	0
<b>Public Works - Building Maintenance Total</b>	<b>\$18,147</b>	<b>\$18,147</b>	<b>\$0</b>
<b>Library</b>			
<b>Supplies</b> Added funding to reflect actual costs	\$1,800	\$1,800	0
<b>Office Equipment</b> Eliminated funding until a specific need is identified	-\$1,900	-\$1,900	0
<b>Equipment Maintenance</b> Reduced funding to reflect actual costs	-\$300	-\$300	0
<b>Communications</b> Reduced funding to reflect actual costs	-\$600	-\$600	0
<b>Utilities</b> Added funding to reflect actual costs	\$500	\$500	0
<b>Travel &amp; Training</b> Reduced funding to reflect actual costs	-\$600	-\$600	0
<b>Library Total</b>	<b>-\$1,100</b>	<b>-\$1,100</b>	<b>\$0</b>
<b>TOTAL GENERAL FUND</b>	<b>\$166,578</b>	<b>\$288,125</b>	<b>\$0</b>



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

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# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>Hospitality &amp; Downtown</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
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### Bastrop Art in Public Places

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

### Convention Center

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

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

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

## Organizational

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

## Special Events & Reservations

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

# Department Base Adjustments



## FY 2019 Proposed Program Changes

<b>Water Wastewater Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Administration</b>			
<b>Supplies</b> Reduce funding to reflect actual cost	-\$500	-\$500	0
<b>Office Furniture</b> Reduce funding as office equipment is not needed.	-\$5,900	-\$5,900	0
<b>Conservation Program</b> Reduce funding as there is a surplus of supplies.	-\$1,750	-\$1,750	0
<b>Computer Maintenance/Upgrade</b> Added funding for new Laptop.	\$2,000	\$0	0
<b>Building Maintenance</b> Added funding to reflect actual costs	\$500	\$500	0
<b>Vehicle Maintenance &amp; Repair</b> Reduce funding to reflect 3yr. Average	-\$3,500	-\$3,500	0
<b>Professional Services</b> Added funding for minor engineering work not associated with a project.	\$5,000	\$5,000	0
<b>Uniforms</b> Added funding to replace items not covered by contract i.e. Rain suits, T-shirts, Hats etc....	\$1,000	\$1,000	0
<b>Legal Services</b> Added funding to reflect actual expense in FY 18	\$24,460	\$0	0
<b>Administrative Support</b> Added funding for administrative support provided by General fund and Multi-Media department	\$41,822	\$41,822	0
<b>Travel &amp; Training</b> Reduced funding as licenses were recently renewed.	-\$8,000	-\$8,000	0

<b>Water Wastewater Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Transfer Out-Debt Service Fund</b> Added funding to cover current and anticipated future bond payments	\$446,118	\$621,193	0
<b>Capital Reserve Fund</b> Added funding to cover ongoing capital costs associated with the system	\$125,000	\$125,000	0
<b>Water Wastewater Administration Total</b>	<b>\$626,250</b>	<b>\$774,865</b>	<b>0</b>

## **W/WW Distribution & Collection**

<b>New Meters</b> Added funding due to continued development in service area	\$6,408	\$6,408	0
<b>Small Tools</b> Added funding to replace worn out tools	\$1,500	\$1,500	0
<b>Fuel and Lube</b> Added funding to project increase in fuel prices.	\$7,816	\$7,816	0
<b>System Maintenance</b> Added funding to reflect new fencing around Lift stations and well sites. Marking paint and traffic control	\$3,990	\$3,990	0
<b>Equipment Maintenance</b> Added funding for maint. on Vac Truck/Meter Calibration/Fire Hydrant repair	\$3,995	\$3,995	0
<b>Uniforms</b> Added funding for items not covered under contract i.e. Caps, T-shirts & Rain suits.	\$500	\$500	0
<b>Vehicle Equip. Replacement fee</b> Reduced funding for adjusted life on asset reducing the lease payment due	-\$3,201	-\$3,201	0
<b>Travel and Training</b> Added funding for additional training for technicians	\$500	\$500	0
<b>Improvements Distribution/Collection</b> Reduced funding as project is completed.	-\$20,000	\$0	0
<b>Equipment Capital Outlay</b> Reduce funding based on need	-\$15,000	\$0	0

<b>Water Wastewater Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Elevated Storage Tank</b> Moved funding to Capital improvement fund. Estimated completion 2020	-\$1,645,000	\$0	0
<b>W/WW Distribution &amp; Collection Total</b>	<b>-\$1,658,492</b>	<b>\$21,508</b>	<b>0</b>

## **Water Production & Treatment**

<b>Chemicals</b> Added funding to reflect actual cost. Polyphosphates increase to prevent corrosion	\$37,000	\$37,000	0
<b>Small Tools</b> Added funding in small equipment that need maintenance.	\$1,286	\$1,286	0
<b>Fuel &amp; Lube</b> Added funding as projected increase in fuel cost.	\$1,340	\$1,340	0
<b>System Maintenance</b> Reduced funding due to FY 18 having large maintenance projects that are not reflected in FY 19 budget	-\$228,872	-\$228,872	0
<b>Equipment Maintenance</b> Added funding for maintenance of wells D & G.	\$24,695	\$24,695	0
<b>Professional Services</b> Added funding due to increased TCEQ Fees.	\$4,167	\$4,167	0
<b>Lab Fees</b> Added funding for sampling required by TCEQ	\$7,349	\$7,349	0
<b>Pumping Fees</b> Added funding for increased fees due to adding 2,000 Ac.Ft at XS Ranch.	\$4,864	\$4,864	0
<b>Travel &amp; Training</b> Added funding for additional training for Plant Operators.	\$1,680	\$1,680	0
<b>Improvements</b> Reduced funding as no plant improvements scheduled for FY 19	-\$10,644	\$0	0
<b>Water Production &amp; Treatment Total</b>	<b>-\$157,135</b>	<b>-\$146,491</b>	<b>0</b>

## **WW Treatment Plant**

<b>Chemicals</b> Added funding as increase in influent requires an increase in chemicals.	\$1,450	\$1,450	0
<b>Small Tools</b> Added funding for additional tools needed.	\$1,900	\$1,900	0
<b>Fuel &amp; Lube</b> Added funding for projected increase in costs of fuel.	\$1,760	\$1,760	0

<b>Water Wastewater Fund</b>	<b>FY 2019 Change</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Vehicle Maintenance</b> Added funding to replace crane on Utility Truck.	\$3,500	\$3,500	0
<b>Vehicle/Equipment Replacement</b> Added funding due to additional vehicle participating in the VERF fund	\$1,180	\$1,180	0
<b>Travel &amp; Training</b> Added funding for additional Wastewater Operators classes.	\$1,680	\$1,680	0
<b>WW Treatment Plant Total</b>	<b>\$11,470</b>	<b>\$11,470</b>	<b>0</b>
<b>Water/Wastewater Fund Totals</b>	<b>-\$1,177,907</b>	<b>\$661,352</b>	<b>0</b>

# Department Enhancements



## FY 2019 Proposed Program Changes

<b>Bastrop Power &amp; Light</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Additional Special Projects funding</b> Added funding for Community Partners and Development projects	\$274,625	\$0	0
<b>Bastrop Power &amp; Light Total</b>	<b>\$274,625</b>	<b>\$0</b>	<b>\$0</b>



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# Department Enhancements



## FY 2019 Proposed Program Changes

<b>General Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>City Manager</b>			
<b>Add Part-Time Receptionist</b> Added funding for new position that will greet the public and offer clerical assistance allowing the other staff to work on records management tasks	\$21,811	\$21,811	1.0
<b>New Community/Council Liaison Position</b> Adding funding for new position to manage the City calendar and citizen concerns, communicating with Council while supporting contract procurement and compliance.	\$67,000	\$67,000	1.0
<b>City Manager Total</b>	<b>\$88,811</b>	<b>\$88,811</b>	<b>2.0</b>
<b>Human Resources</b>			
<b>Annual Maintenance for Personnel on-boarding</b> Adding funding for additional maintenance fees for Neogov. Our new on-boarding software	\$8,803	\$8,803	0
<b>Human Resources Total</b>	<b>\$8,803</b>	<b>\$8,803</b>	<b>0</b>
<b>Information Technology</b>			
<b>Enhanced software for Library's Public Computers</b> Added funding for maintenance for software updates and technical support for the virtual desktop software for the Library with VMWare.	\$7,700	\$7,700	0
<b>Additional Training Conference</b> Added funding to attend the Tyler Connect Conference for both IT Staff Members - Tyler is who we get most of our software to run the City from	\$2,000	\$2,000	0

<b>General Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Utilities</b> Adding funding for enhanced security system for City Hall and Convention Center.	\$1,000	\$1,000	0
<b>Information Technology Total</b>	<b>\$10,700</b>	<b>\$10,700</b>	<b>0</b>

## Police Administration

<b>Increase Part-Time Records Clerk to Full-Time</b> Added funding for an additional half time Records Clerk due to increased records retention responsibilities imposed by the Michael Morris Act.	\$30,358	\$30,358	0.5
<b>New RMS software maintenance</b> Added funding for the additional maintenance fees for Tyler Technologies CAD/RMS over what our old software cost annually.	\$5,510	\$5,510	0
<b>New Satellite Phones</b> Added funding for two (2) satellite phones as an alternate means of communication for Emergency Management.	\$2,000	\$2,000	0
<b>Event Security from Outside Agencies</b> Added funding for security at events that are not covered by Hotel Occupancy Funds for outside agency officers.	\$1,000	\$1,000	0
<b>Police Administration Total</b>	<b>\$38,868</b>	<b>\$38,868</b>	<b>0.5</b>

## Police - Criminal Investigations

<b>Additional Crime Scene Equipment</b> Added funding for crime scene lighting, Ipads, crime scene mapping software, and reference materials.	\$3,514	\$3,514	0
<b>Specialized Training</b> Added funding for additional training pertaining to death and sexual assault investigations.	\$1,000	\$1,000	0
<b>Police - Criminal Investigations Total</b>	<b>\$4,514</b>	<b>\$4,514</b>	<b>0</b>

<b>General Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Police - Patrol</b>			
<b>Two (2) Senior Officers</b> Added funding for two (2) new senior officers for night shift. This shift does not always have coverage due to training, sick or vacation leave.	\$178,714	\$178,714	2.0
<b>Equipment associated with New Positions</b> Added funding for the equipment associated with adding Two (2) new Senior Officer positions (equipment includes uniforms, firearms, radio, body camera, leather gear, and tazer) Ammunition and target practice is recurring	\$18,602	\$2,875	0
<b>Police - Patrol Total</b>	<b>\$197,316</b>	<b>\$181,589</b>	<b>2.0</b>
<b>Fire</b>			
<b>Additional Day Staff Personnel</b> Added funding for one extra day staff position 12 hours a day/7 days a week	\$65,700	\$65,700	2.1
<b>Fire Total</b>	<b>\$65,700</b>	<b>\$65,700</b>	<b>2.1</b>
<b>Municipal Court</b>			
<b>New Court Software maintenance</b> Added funding for additional maintenance fees for Tyler Technologies Court software over the old software cost	\$8,000	\$8,000	0
<b>Municipal Court Total</b>	<b>\$8,000</b>	<b>\$8,000</b>	<b>0</b>
<b>Development Services-Planning &amp; Zoning</b>			
<b>New Planner Position</b> Adding funding for new staff position to work on getting all planning and zoning documents into electronic form and organized appropriately.	\$73,685	\$73,685	1.0
<b>Development Services-Planning &amp; Zoning Total</b>	<b>\$73,685</b>	<b>\$73,685</b>	<b>1.0</b>
<b>Development Services-Engineering &amp; Development</b>			

<b>General Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>New Building Inspection Position</b> Added funding to create new position due to the need to bring this position in house to increase the quality of inspections being performed.	\$69,358	\$69,358	1.0
<b>Development Services-Engineering &amp; Dev. Total</b>	<b>\$69,358</b>	<b>\$69,358</b>	<b>1.0</b>
<b>Public Works - Parks</b>			
<b>New Equipment for Dog Park</b> Added funding to purchase Agility equipment for the park	\$4,500	\$0	0.0
<b>Public Works - Parks Total</b>	<b>\$4,500</b>	<b>\$0</b>	<b>0.00</b>
<b>Library</b>			
<b>Books</b> Added funding to Increase funds available for purchase of books	\$5,450	\$5,450	0.0
<b>New Copier lease</b> Added funding for New Copier lease, owned copier is in need of replacement	\$3,600	\$3,600	0.0
<b>Library Total</b>	<b>\$9,050</b>	<b>\$9,050</b>	<b>0.00</b>
<b>TOTAL GENERAL FUND</b>	<b>\$579,305</b>	<b>\$559,078</b>	<b>8.60</b>

# Department Enhancements



## FY 2019 Proposed Program Changes - HOT Fund

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

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

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

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

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

\$103,917	\$103,917	1
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**Mobile Device Costs**

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

\$2,900	\$2,900	0
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**Media Related Professional Services**

Adds funding for design, voiceover, and photography services.

\$5,800	\$5,800	0
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**Social Media & Community Engagement**

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

\$6,000	\$6,000	0
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**Overhead Allocation**

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

-\$64,328	-\$64,328	0
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<b>Multi-Media Department</b>	<b>\$54,289</b>	<b>\$54,289</b>	<b>1</b>
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**Special Events & Reservations**

**YMCA Recreational Programming**

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

\$52,800	\$52,800	0
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<b>Special Events &amp; Reservations</b>	<b>\$52,800</b>	<b>\$52,800</b>	<b>0</b>
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<b>Hotel Occupancy Fund Total</b>	<b>\$255,722</b>	<b>\$202,222</b>	<b>2</b>
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# Department Enhancements



## FY 2019 Proposed Program Changes

<b>Water Wastewater Fund</b>	<b>Amount of Change in FY 2019</b>	<b>Recurring Amount</b>	<b>New Positions</b>
<b>Administration</b>			
<b>New Trucks</b> Added funding for New Water/Wastewater Vehicles for Plant Operators & W/WW Technicians	\$117,000	\$0	0
<b>Water Wastewater Administration Total</b>	<b>\$117,000</b>	<b>\$0</b>	<b>0</b>
<b>Water/Wastewater Fund Totals</b>	<b>\$117,000</b>	<b>\$0</b>	<b>0</b>



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# BP&L Fund

## BP&L Fund

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Provide safe, reliable electric service to the citizens of Bastrop, Texas in a cost-effective, efficient manner through careful maintenance, and thoughtful capital improvements to the system.



# BP&L Fund Summary



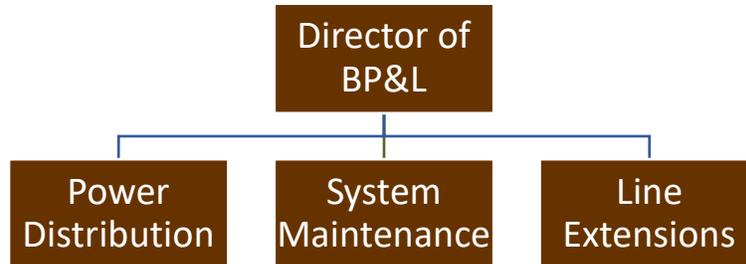
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## Department Description

Bastrop Power & Light (BP&L) Fund is utilized to account for the financial activities related to the provision of electricity services to residents in the BP&L service territory. BP&L is responsible for the City's 7200-volt electric distribution system. There are 41.4 miles of overhead electrical lines and 4.8 miles of underground electrical lines, which provide services to approximately 2,735 customers. Lower Colorado River Authority (LCRA) generates the electricity purchased by BP&L, acts as the liaison to the Electric Reliability Council of Texas (ERCOT) on behalf of BP&L, and provides engineering studies and infrared and visual inspections that helps pinpoint required system maintenance. LCRA also provides mutual assistance during disasters providing manpower and equipment, when needed.

## Organizational Chart



### Goals and Objectives for FY 2019

- Maintain system reliability of 99.996% or better.
- Complete system maintenance according to LCRA Annual Engineering Study.
- Complete line extensions in a timely manner.

### Recent Accomplishments for FY 2018

- ✓ Complete all work orders same day and within a couple of hours of receipt.

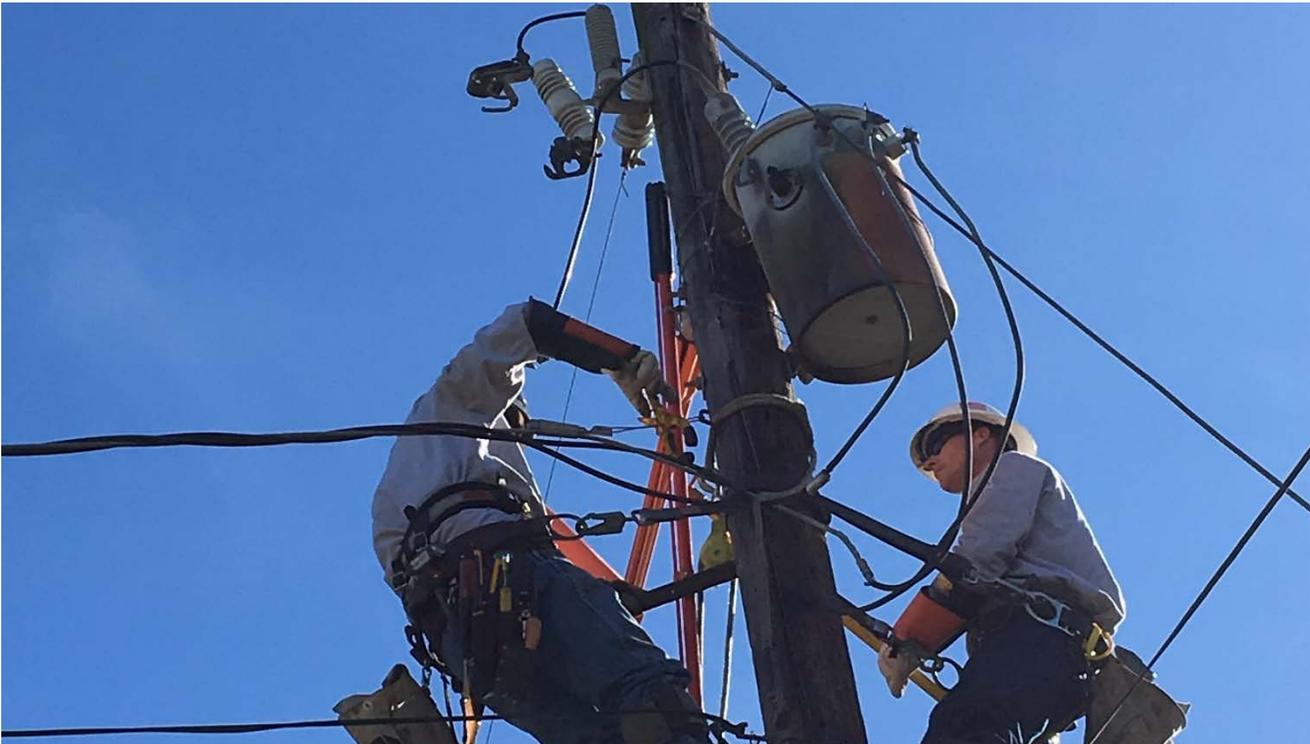
# BP&L Fund Summary

## **BP&L Fund Summary**

	<b>ACTUAL</b>	<b>ORIG BUDGET</b>	<b>ESTIMATE</b>	<b>PROPOSED</b>	<b>PLANNING</b>
	<b>FY-17</b>	<b>FY-18</b>	<b>FY-18</b>	<b>FY-19</b>	<b>FY-20</b>
<b>BEGINNING FUND BALANCE</b>	\$ 4,069,439	\$ 4,254,644	\$ 4,254,644	\$ 4,072,418	\$ 3,600,680
Electric Sales	\$ 6,871,072	\$ 7,157,696	\$ 7,111,746	\$ 7,280,740	\$ 7,452,540
Service Fees	\$ 31,687	\$ 30,000	\$ 32,000	\$ 32,300	\$ 32,600
Extension Fees	\$ 131,055	\$ 80,000	\$ 127,000	\$ 335,000	\$ 330,000
Pole Attachment	\$ 7,865	\$ 8,000	\$ 7,865	\$ 8,000	\$ 8,000
Interest	\$ 43,920	\$ 40,000	\$ 55,000	\$ 56,000	\$ 57,000
Other	\$ 19,138	\$ 8,000	\$ 34,000	\$ 9,000	\$ 9,000
<b>Total Revenues</b>	<b>\$ 7,104,737</b>	<b>\$ 7,323,696</b>	<b>\$ 7,367,611</b>	<b>\$ 7,721,040</b>	<b>\$ 7,889,140</b>
<b>Total Resources</b>	<b>\$ 11,174,176</b>	<b>\$ 11,578,340</b>	<b>\$ 11,622,255</b>	<b>\$ 11,793,458</b>	<b>\$ 11,489,820</b>
Operating Expense	\$ 5,711,607	\$ 6,132,659	\$ 5,924,761	\$ 6,152,910	\$ 6,327,456
Debt Service	\$ 156,826	\$ 157,995	\$ 159,196	\$ 160,493	\$ 159,847
Community Support	\$ 90,091	\$ 155,930	\$ 155,930	\$ 104,800	\$ 100,000
Line Extensions			\$ 72,000	\$ 183,000	\$ 170,000
System Study Improvements	\$ 178,258	\$ 395,000	\$ 230,000	\$ 250,000	\$ 250,000
Transfer out - GF (lieu of taxes)	\$ 707,750	\$ 557,750	\$ 557,750	\$ 557,750	\$ 557,750
Transfer out - Special Projects	\$ -	\$ 409,200	\$ 350,200	\$ 683,825	\$ 175,000
Transfer out - VERF	\$ 75,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>Total Operating Expenditures</b>	<b>\$ 6,919,532</b>	<b>\$ 7,908,534</b>	<b>\$ 7,549,837</b>	<b>\$ 8,192,778</b>	<b>\$ 7,840,053</b>
<b>NET INCOME (LOSS)</b>	<b>\$ 185,205</b>	<b>\$ (584,838)</b>	<b>\$ (182,226)</b>	<b>\$ (471,738)</b>	<b>\$ 49,087</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,254,644</b>	<b>\$ 3,669,806</b>	<b>\$ 4,072,418</b>	<b>\$ 3,600,680</b>	<b>\$ 3,649,767</b>
<i>Fund Balance %</i>	61%	46%	54%	44%	47%
<i>Reserve Requirement 35%</i>	\$ 2,421,836	\$ 2,767,987	\$ 2,642,443	\$ 2,867,472	\$ 2,744,019
<b>Excess Capacity available</b>	<b>\$ 1,832,808</b>	<b>\$ 901,819</b>	<b>\$ 1,429,975</b>	<b>\$ 733,208</b>	<b>\$ 905,748</b>

# BP&L Fund Summary

## FY 2019 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
404 BASTROP POWER AND LIGHT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CHARGES FOR SERVICES	\$0	\$3,000	\$3,000	\$3,000	\$3,000
ELECTRIC REVENUES	\$7,048,397	\$7,280,696	\$7,309,611	\$7,662,040	\$7,829,140
INTEREST INCOME	\$43,919	\$40,000	\$55,000	\$56,000	\$57,000
INTERGOVERNMENTAL	\$391	\$0	\$0	\$0	\$0
MISCELLANEOUS INCOME	\$12,032	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$7,104,739</b>	<b>\$7,323,696</b>	<b>\$7,367,611</b>	<b>\$7,721,040</b>	<b>\$7,889,140</b>

# Revenue Summary- BP&L

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
404 BASTROP POWER AND LIGHT	60 POWER AND LIGHT DEPT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$615,971	\$687,566	\$686,132	\$716,406	\$748,378
SUPPLIES AND MATERIALS	\$37,340	\$41,500	\$30,625	\$39,000	\$39,000
MAINTENANCE AND REPAIRS	\$231,228	\$208,500	\$202,700	\$226,000	\$226,000
OCCUPANCY	\$13,771	\$10,780	\$6,590	\$10,780	\$10,780
CONTRACTUAL SERVICES	\$4,716,690	\$5,101,591	\$4,916,162	\$5,071,502	\$5,218,576
OTHER CHARGES	\$186,697	\$238,652	\$238,482	\$194,022	\$184,722
CAPITAL OUTLAY	\$178,259	\$395,000	\$302,000	\$433,000	\$420,000
DEBT SERVICE	\$156,826	\$157,995	\$159,196	\$160,493	\$159,847
TRANSFERS OUT	\$782,748	\$1,066,950	\$1,007,950	\$1,341,575	\$832,750
<b>TOTAL EXPENDITURES</b>	<b>\$6,919,530</b>	<b>\$7,908,534</b>	<b>\$7,549,837</b>	<b>\$8,192,778</b>	<b>\$7,840,053</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
DIRECTOR OF BP&L	1.000	1.000	1.000	1.000	1.000
ELECTRIC SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
FOREMAN	1.000	1.000	1.000	1.000	1.000
LINEMAN APPRENTICE	1.000	1.000	1.000	1.000	1.000
LINEMAN TRAINEE	1.000	1.000	1.000	1.000	1.000
LINEWORKER-JOURNEYMAN	3.000	3.000	3.000	3.000	3.000
<b>TOTAL FTEs</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>	<b>9.000</b>

# Expenditure Summary - BP&L

## BP&L Community Support

**Austin Habitat for Humanities** received 100% of their funding request. 100% of their funding goes to fix houses of our citizens in the City of Bastrop. The **Bastrop County Child Welfare Board's** request is not funded. Because of the way their program is structured, there is no way to document what the proceeds actually purchased or to whom was the beneficiary given the nature of their cause. **Bastrop County Emergency Food Pantry and Support Center** received 100% of their funding request, which was the same funding level in FY 2018. The City of Bastrop will continue to partner on NIBBLES in FY 2019. The following organizations received a 15% increase, rounded to the nearest hundred dollars, over last year's funding because all noted a consistent increase in number of clients: **Family Crisis Center, Bastrop Pregnancy Resource Center, Children's Advocacy Center of Bastrop, Combined Community Action, and CASA.** **Boys and Girls Club of Austin** is a new request for FY

2019. Their request was funded at 50%. **Feed the Need and In the Streets-Hands Up High Ministry** received a \$500 increase over last year's funding rounded to the nearest hundred dollars. **Literacy Volunteers of Bastrop** will receive 100% of their funding request, which was the same funding level in FY 2018.

The City relies on several organizations to provide on-going programming that augments City Staff. Therefore, the City will have separate partnership agreements with **YMCA, Keep Bastrop County Beautiful** and **Bastrop County Long-Term Recovery Team** in lieu of funding through BP&L Community Support. YMCA and Keep Bastrop County Beautiful are funded in the Hospitality & Downtown budget. Bastrop County Long-Term Recovery Team is funded in Emergency Management – Police budget.

CITY OF BASTROP COMMUNITY SUPPORT FUNDING REQUESTS FY2018-2019				
Organization	FY16-17 Approved Funding	FY17-18 Approved Funding	COMMUNITY SUPPORT FY2018-2019	
			FY18-19 REQUESTED FUNDING	FY18-19 PROPOSED FUNDING
Austin Habitat for Humanity, Inc.	\$ 6,575.00	\$ 6,575.00	\$ 10,000.00	\$ 10,000.00
Bastrop County Child Welfare Board	\$ -	\$ -	\$ 2,500.00	
Bastrop County Emergency Food Pantry and Support Center	\$ 16,158.33	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00
Bastrop County First Responders	\$ -	\$ 20,347.00	\$ -	
Bastrop County Women's Shelter, Inc.-Family Crisis Center	\$ 8,000.00	\$ 8,000.00	\$ 10,000.00	\$ 9,200.00
Bastrop Pregnancy Resource Center	\$ 6,483.33	\$ 6,483.00	\$ 20,000.00	\$ 7,500.00
Boys and Girls Club of Austin	\$ -	\$ -	\$ 5,000.00	\$ 2,500.00
Children's Advocacy Center of Bastrop County	\$ 6,741.67	\$ 5,558.00	\$ 9,000.00	\$ 6,400.00
Combined Community Action, Inc.	\$ 5,566.67	\$ 5,567.00	\$ 8,000.00	\$ 6,400.00
Court Appointed Special Advocate of Bastrop County	\$ 5,558.33	\$ 5,558.00	\$ 8,000.00	\$ 6,400.00
Feed The Need	\$ 5,991.67	\$ 5,992.00	\$ 15,000.00	\$ 6,500.00
In the Streets-Hands Up High Ministry	\$ 5,691.67	\$ 5,692.00	\$ 12,000.00	\$ 6,200.00
Literacy Volunteers of Bastrop	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<b>TOTAL</b>	<b>\$ 66,766.67</b>	<b>\$ 113,430.00</b>	<b>\$ 143,158.00</b>	<b>\$ 104,758.00</b>
	Less 1st Responders	\$ 93,083.00	FY 2019 Increase	\$ 11,675.00

## System Study Improvements

In FY 2019, BP&L Staff plans to complete projects included in the 2014-2019 Electric System Study. Estimated costs include labor, material, and engineering for each project. FY 2019 projects will complete the current system study. The next Electric System Study should be completed in FY 2019 to identify capital improvements in future years.

The first project is rebuilding the northern portion of the tap line (approximately 2,200 feet) near the intersection of Loop 150 & Perkins Street, ending near Hospital Drive utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles at an estimated cost of \$118,000.

The second project is rebuilding the southern portion of the tap line near the intersection of Loop 150 & Perkins Street, along Eskew and across to Perkins Street (approximately 1,700 feet) utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles at an estimated cost of \$126,000.

## Line Extensions

Line Extension are projected to increase 163% over FY 2018 Projected. The increase is attributed to the construction of Piney Creek Subdivision - Phase One and Phase Two. The City of Bastrop entered into a Development Agreement with KB Homes regarding the financing of the line extensions. All payments of the line extensions have been paid by KB Homes according to this agreement.

## Transfer Out – Special Projects

In FY 2019, there will be a \$683,825 Transfer-Out to Special Projects. Projects in this line item include:

- Christmas Lights - \$125,000
- Transfer to Innovation Fund for Skate Park, Phase II Codes, Fiscal Impact Model - \$453,825
- Patriotic Festival - \$25,000
- Bastrop Homecoming & Rodeo - \$20,000
- Juneteenth Celebration - \$5,000
- KBCB, Bastrop County Long-Term Recovery, YMCA - \$55,000





Officer Sanford – “Storytime with Cops”

# General Fund

## General Fund

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

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*Note: Departments located in the General Fund include Legislative, Organizational, City Manager's Office, City Secretary's Office, Finance, Human Resources, Information Technology, Filming/Broadcasting, Police, Fire, Municipal Court, Planning, Development & Engineering, Public Works, Park Maintenance, Special Events & Reservations, Building Maintenance, and Library. Extensive attention is given to this fund due to the critical issues affecting the community. Issues can vary annually from establishing a tax rate to determining employee staffing and benefits.*



**The General Fund is the City's primary operating fund. It is utilized to account for all financial resources, except those required to be accounted for in other funds. Primary sources of revenue for this fund include taxes, fees, and permits.**



# Budget Summary

**GENERAL FUND SUMMARY**  
**REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE**

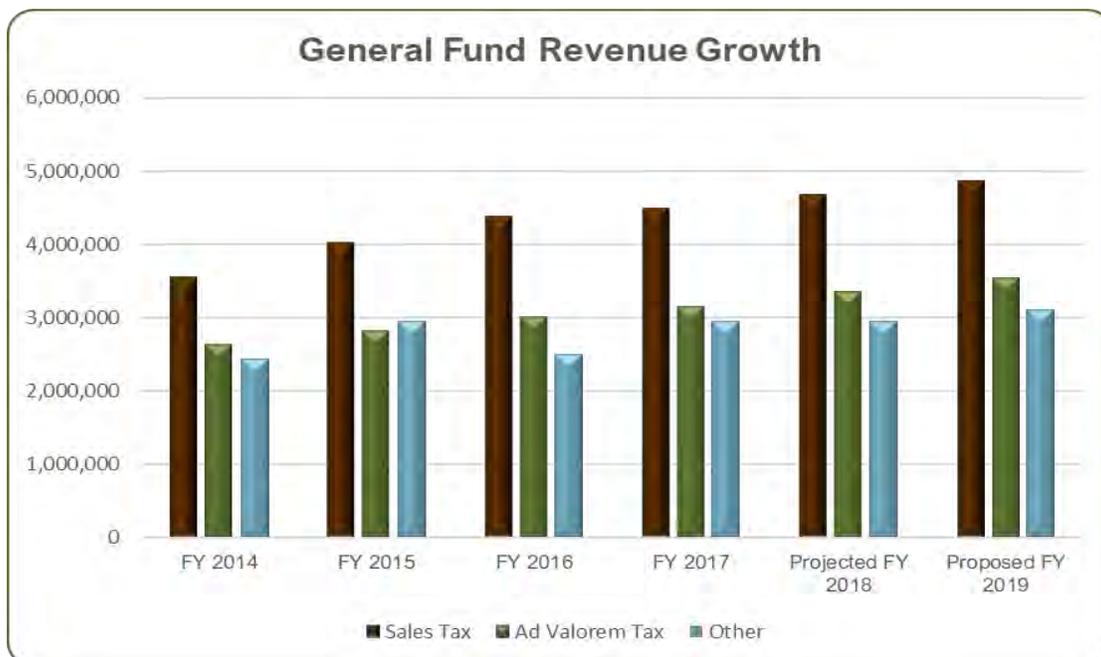
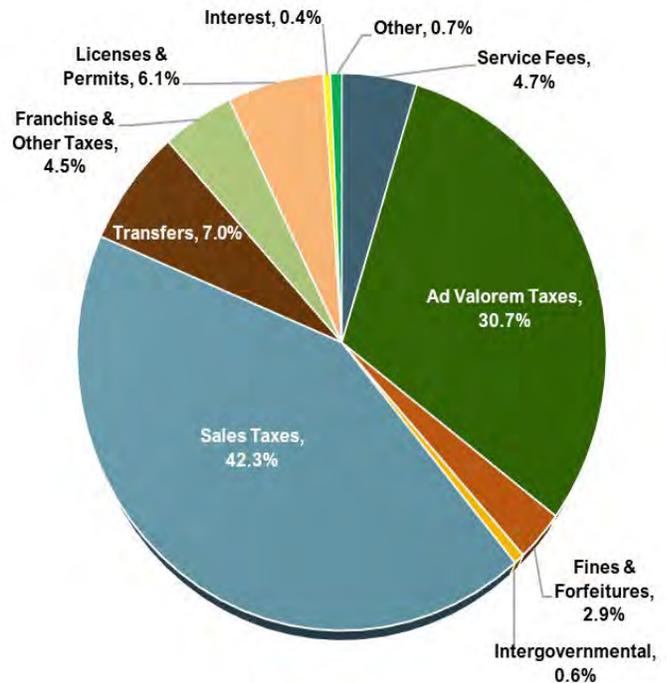
	ACTUAL 2016-2017	ORIGINAL BUDGET 2017-2018	PROJECTED 2017-2018	PROPOSED 2018-2019	PROPOSED 2019-2020
<b>BEGINNING BALANCE</b>	\$ 3,833,587	\$ 3,779,786	\$ 3,261,143	\$ 2,566,858	\$ 2,566,858
<b>REVENUES:</b>					
Ad Valorem Taxes	3,148,227	3,326,107	3,355,142	3,533,514	3,620,786
Sales Taxes	4,492,652	4,456,850	4,680,000	4,864,390	5,004,780
Franchise & Other Taxes	442,233	549,766	513,500	517,966	518,000
Licenses & Permits	245,157	505,500	647,800	699,500	699,500
Service Fees	524,292	536,244	535,200	543,936	579,402
Fines & Forfeitures	338,811	332,000	282,500	334,000	334,000
Interest	42,827	40,500	48,000	50,000	52,000
Intergovernmental	193,369	92,352	99,410	72,878	72,878
Other	101,729	73,500	82,000	82,000	82,000
<b>Total Revenues</b>	<b>9,529,297</b>	<b>9,912,819</b>	<b>10,243,552</b>	<b>10,698,184</b>	<b>10,963,346</b>
Transfer from EDC	350,000	-	-	-	-
Transfer from Library Board	3,028	2,461	2,461	3,000	3,000
Transfer from Innovation Fund	-	239,000	180,112	239,000	239,000
Transfers from Electric (ILOT) & Special	707,750	557,750	557,750	567,750	557,750
<b>Total Transfers</b>	<b>1,060,778</b>	<b>799,211</b>	<b>740,323</b>	<b>809,750</b>	<b>799,750</b>
<b>Total Revenues &amp; Other Financing</b>	<b>10,590,075</b>	<b>10,712,030</b>	<b>10,983,875</b>	<b>11,507,934</b>	<b>11,763,096</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 14,423,662</b>	<b>\$ 14,491,816</b>	<b>\$ 14,245,018</b>	<b>\$ 14,074,792</b>	<b>\$ 14,329,954</b>
<b>EXPENDITURES:</b>					
General Government:					
Legislative	31,456	41,470	36,336	40,357	41,122
Organizational	1,127,824	199,660	220,302	110,747	144,128
City Manager	243,030	362,125	359,888	453,157	476,048
City Secretary	134,705	138,196	134,799	143,832	149,557
Finance	662,640	1,277,836	1,248,137	1,370,743	1,433,726
Human Resource	129,539	178,788	175,910	192,029	198,898
Information Technology	225,909	357,058	359,450	406,610	412,245
Public Works	991,839	1,282,837	1,209,580	1,221,841	1,257,826
Building Maintenance	169,577	262,633	285,626	285,968	300,137
Public Safety:					
Police	2,897,767	3,017,079	2,999,666	3,376,220	3,647,886
Fire	440,817	540,865	518,569	614,115	617,300
Court	301,695	335,842	310,336	343,249	367,586
Development Services:					
Planning	666,775	487,490	537,506	586,883	671,011
Engineering/Building Inspection	-	297,611	304,659	438,491	473,263
Community Services:					
Multimedia	47,840	104,464	101,433	-	-
Special Events & Reservations	99,554	128,807	123,201	-	-
Parks	732,232	975,810	808,397	892,653	993,016
Library	705,685	723,459	720,985	764,955	798,794
<b>Total Operating Expenditures</b>	<b>9,608,884</b>	<b>10,712,030</b>	<b>10,454,780</b>	<b>11,241,850</b>	<b>11,982,543</b>
Transfer to Hotel Tax Fund	-	-	-	266,084	280,257
<b>Excess of Revenue over (under) Exp</b>	<b>981,191</b>	<b>-</b>	<b>529,095</b>	<b>-</b>	<b>(499,704)</b>
<b>Fund Balance before One-time capital</b>	<b>\$ 4,814,778</b>	<b>\$ 3,779,786</b>	<b>\$ 3,790,238</b>	<b>\$ 2,566,858</b>	<b>\$ 2,347,411</b>
<b>Reserves %</b>	50.1%	35.3%	36.3%	25.6%	22.2%
Capital Outlay	1,028,635	-	223,380	-	-
Transfer to Innovation Fund	487,500	-	1,000,000	-	-
Transfer to VERF Fund	37,500	-	-	-	-
<b>Fund Balance before One-time capital</b>	<b>\$ 3,261,143</b>	<b>\$ 3,779,786</b>	<b>\$ 2,566,858</b>	<b>\$ 2,566,858</b>	<b>\$ 2,347,411</b>

# Overview

The General Fund Budget Summary section includes revenue summary information, expenditure summary information, and departmental detail information for the FY 2019 proposed budget, while providing a comparison to FY 2018 year-end budget projections. Professional and technical vocabulary and abbreviations are defined in the Budget Glossary of Terms located in the Acronyms / Glossary / Index section. Operational accomplishments are reported within the departmental narratives.

# Revenue Assumptions

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2019 are \$11,507,934, which represents a 4.7% increase or \$524,059 over FY 2018 year-end projected.** Funding in the City's General Fund is derived from 10 major categories, with Sales Tax being the largest category at 42.3% and Ad Valorem taxes the second largest at 30.7%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.



## Sales and Use Tax Collection

The largest General Fund revenue source is Sales Tax, which totals 42.3% of General Fund Revenue. Proposed FY 2019 Sales Tax revenue is forecasted to be \$4,864,390, which is a 3.9% increase or \$184,390 more than FY 2018 year-end budget projections.

### Sales Tax Forecast

Sales Tax revenue in FY 2017 was slow to meet budget projections. In fact, Sales Tax final numbers for FY 2017 were \$35,802 more than budgeted. Staff was concerned that the revenue forecast was too optimistic in FY 2017 and took a much more conservative approach in FY 2018 resulting in a flat growth projection. Sales Tax remained at or below the monthly Sales Tax forecast until February.

Since February, the City has experienced a year-to-date increase over projections of 4.8% through June collections. In addition, several new retail businesses have opened in FY 2018 including Harbor Freight, Burger King/Denny's, and CiCi's Pizza. Bu-gee's completed a 30,000 square expansion of their fuel canopy adding 22 new fuel pumps.

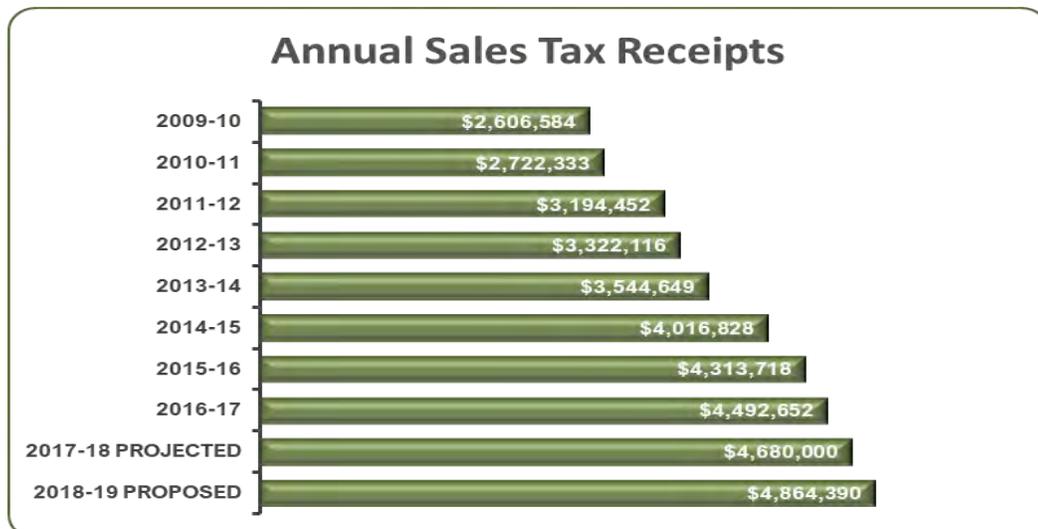
Sales Tax collections have a strong correlation to consumer confidence. Wikipedia defines consumer confidence "as the degree of optimism on the state of the U.S. economic that consumers are expressing through their activities of savings and spending." Consumer confidence reached an 18-year high in May, with unemployment rates near a 17-year low.

2018 national year-over-year retail sales for the last 12 months as of June have increased 5.9%

With the healthy economy and new businesses opened or anticipating opening in FY 2019, staff is forecasting a 3.9% increase, which maintains a conservative budgeting approach.

### Sales Tax Allocation

Sales Tax in the City of Bastrop is collected at a rate of 8.25% of the good and services sold within the City's boundaries. The tax is collected by businesses making the sale and is remitted to the State's Comptroller of Public Accounts on a monthly, and in some cases, quarterly basis. The State retains 6.25%, the County retains .5%, Bastrop Economic Development Corporation retains .5%, and the remaining 1% is distributed to the City of Bastrop within 40 days following the period for which the tax is collected by the businesses. Therefore, the Sales Tax reported on the City's monthly financial statement is typically two (2) months in arrears. However, at the end of the year, collections are aligned by fiscal year.





## Ad Valorem Taxes

Ad Valorem Taxes is the second largest General Fund revenue source, which is split between the General Fund (Operations & Maintenance tax rate), and Debt Service (Interest & Sinking tax rate). Ad Valorem Taxes total 30.7% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Values for FY 2019 show a net taxable value of \$897,823,408, which is a 5.3% increase over FY 2018.** Property values will generate \$3,533,514 in revenue, which is \$178,372 more than FY 2018 year-end budget projections.

## Ad Valorem Tax Forecast

The Ad Valorem tax roll will continue to grow in the next few years. The City issued 135 new construction permits in FY 2018. Of the 135, 56% were new residential and 44% were new commercial. The Village at Hunters Crossing and The Preserve at Hunters Crossing, both multi-family apartments, are under construction. Pecan Park and Piney Creek subdivisions have new sections under construction, which provides additional opportunities for new home construction. There are numerous in-fill lots under construction as well in North Bastrop. All construction completed after January 1, 2018 will be on future tax rolls.

## Appraisal Process

Ad Valorem (Property) Taxes attach as an enforceable lien on property as of January 1st of each year. The City's property tax is levied each October 1st on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Bastrop County Central Appraisal District at 100% of the estimated market value and certified by the Appraisal Review Board.

The assessed taxable value of the tax roll on January 1, 2018, upon which the tax levy is based, is \$897,823,408. The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general government services including the payment of principal and interest on general obligation long-term debt.

### Property Tax Calculation

	FY2019 TAX YEAR 2018
<b>TAX ROLL:</b>	
Assessed Valuation (100%)	\$897,823,408
Rate per \$100	0.56400
Tax Levy Freeze Adjusted	5,063,724
Tax Levy - Frozen (Disabled/ over 65)*	455,175
<b>Total Tax Levy</b>	<b>5,518,899</b>
<b>Percent of Collection</b>	<b>98.00%</b>
<b>SUMMARY OF TAX COLLECTIONS:</b>	
Current Tax	4,962,450
Revenue From Tax Freeze Property	446,071
Delinquent Tax	59,500
Penalty and Interest	45,500
<b>TOTAL TAX COLLECTIONS</b>	<b>\$5,513,521</b>

Taxes are due by January 31st following the October 1st levy date and are considered delinquent after January 31st of each year. Based upon historical collection trends, current tax collections are estimated to be 98% of the levy and will generate \$5,408,521 in revenues, which includes \$446,071 of frozen tax levy. Delinquent taxes, penalties less 380 reimbursements are expected to add an additional \$16,500 in revenues.

In Texas, countywide central appraisal districts are required to assess all property within the appraisal district based on 100% of its appraised value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every five years; however, the City may, at its own expense, require annual reviews of appraised values.

## Truth-in-Taxation

The Truth-in-Taxation laws of the State of Texas require notices to be published and hold two public hearings if an entity's proposed tax rate exceeds the effective or rollback tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the tax rate. The City of Bastrop effective tax rate is \$0.5383/ \$100, rollback tax rate is \$0.5733/ \$100, and the proposed/ adopted rate is \$0.5640/ \$100. The proposed rate did exceed the effective or rollback rate therefore the City was required to publish certain notices and hold two public hearings on the tax rate.

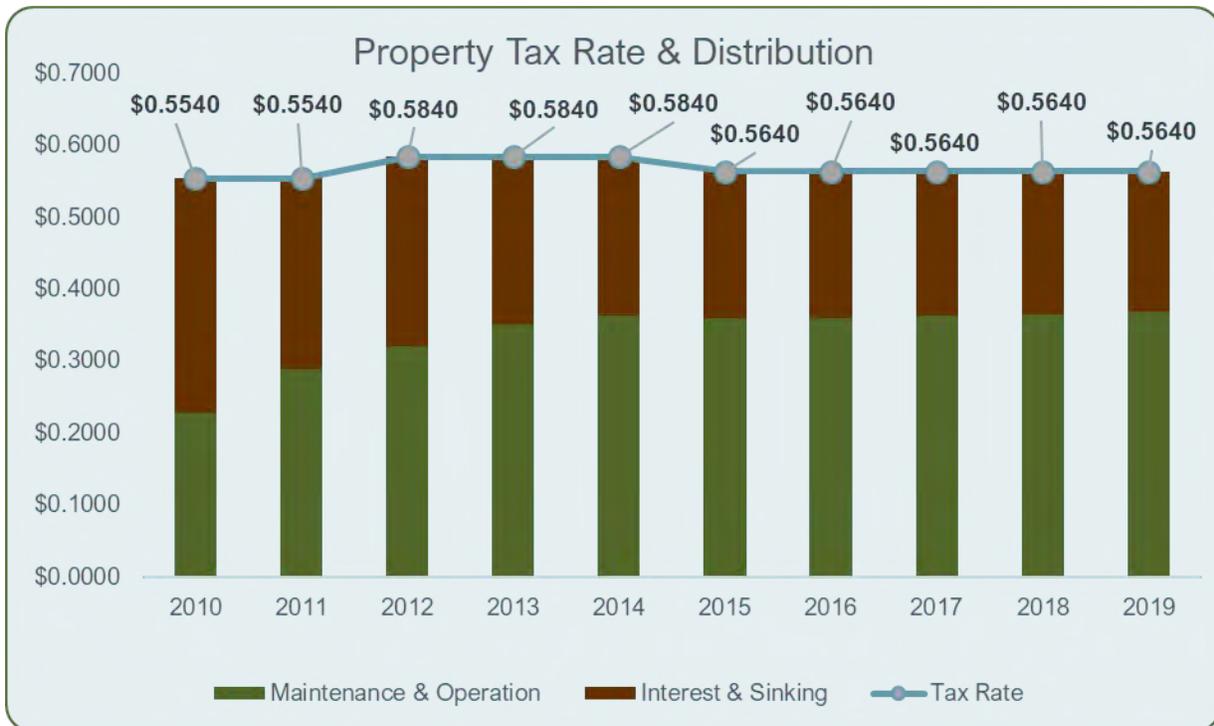
## FY 2019 Tax Rate

The proposed tax rate for the year ending September 30, 2019, is \$0.5640 per \$100 assessed valuation. The amount allocated for general government operations is \$0.3643, while the

remaining \$0.1997 is allocated for general obligation long-term debt service.

<b>Property Tax Distribution</b>			
	PERCENT OF		
	TAX RATE	TOTAL	
<b>GENERAL FUND:</b>			
Current Tax	\$0.3691		3,247,590
Revenue From Tax Freeze Property			291,924
Delinquent Tax			37,500
Penalty and Interest			31,500
<b>Total General Fund</b>	<b>\$0.3691</b>	<b>65.44%</b>	<b>\$3,608,514</b>
<b>DEBT SERVICE FUND:</b>			
Current Tax	\$0.1949		1,714,860
Revenues From Tax Freeze Property			154,148
Delinquent Tax			22,000
Penalty and Interest			14,000
<b>Total Debt Service</b>	<b>\$0.1949</b>	<b>34.56%</b>	<b>1,905,007</b>
<b>DISTRIBUTION</b>	<b>\$0.5640</b>	<b>100.00%</b>	<b>\$5,513,521</b>

## Property Tax Rate Distribution History



## Franchise & Other Taxes

Franchise fees represent those revenues collected from utilities operating within the City's rights-of-way to conduct business including Time Warner, AT&T, Bluebonnet Electric, and CenterPoint Energy.

<b>FY 2019 Budget</b>	<b>\$517,966</b>	
% of Fund Revenue	4.8%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$31,800	-5.8%
2018	-\$36,266	-6.5%
Projection		

## License & Permits

Licenses and permits are based on construction such as business permits, construction inspections, and permit fees. During FY 2018, the City saw a significant increase in construction and development activity compared to prior years. For FY 2019, the City anticipates this growth will continue.

<b>FY 2019 Budget</b>	<b>\$699,500</b>	
% of Fund Revenue	6.1%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$194,000	+38.4%
2018	+\$51,700	+0.1%
Projection		

## Service Fees

Service Fees represent revenue generated through fees associated with receiving a specific service. The largest fee in this category is Sanitation, the charge for curbside solid waste and recycling pick-up. Other fees are animal control, and park rentals.

<b>FY 2019 Budget</b>	<b>\$543,936</b>	
% of Fund Revenue	47.2%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$7,692	+0.01%
2018	+\$8,736	+0.01%
Projection		

## Fines & Forfeitures

Fines and forfeitures represent revenue generated through the Municipal Court. FY 2019 is anticipating revenue to remain consistent with previous years.

<b>FY 2019 Budget</b>	<b>\$334,000</b>	
% of Fund Revenue	2.9%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$2,000	+0.01%
2018	+\$51,500	+0.18%
Projection		

## Interest

The interest earned from City investments in Money Market accounts, Government Pools, Certificates of Deposit and Agency Securities.

<b>FY 2019 Budget</b>	<b>\$50,000</b>	
% of Fund Revenue	0.004%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$9,500	+0.23%
2018 Projection	+\$2,000	+0.04%

## Intergovernmental

This revenue represents funding received from federal, state and local sources due to grants, interlocal agreements and funding agreements.

<b>FY 2019 Budget</b>	<b>\$72,878</b>	
% of Fund Revenue	0.006%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$19,474	-0.27%
2018 Projection	-\$26,532	-0.36%

## Other

Revenue not included in another category are classified as other. The largest source in this category is the Citibank rebate the City receives for using the purchasing cards through the state program.

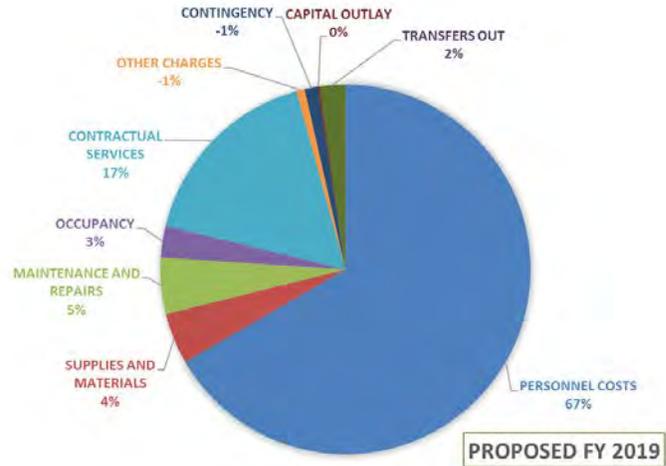
<b>FY 2019 Budget</b>	<b>\$82,000</b>	
% of Fund Revenue	0.01%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$8,500	+0.12%
2018 Projection	-0-	

# Expenditure Synopsis

Proposed General Fund expenditures for FY 2019 are \$11,507,934, which represents a 6.9% increase or \$829,774 over FY 2018 year-end projected. The increase is largely attributed to a 2.5% step increase in accordance with the City’s compensation plan, a 2% cost-of-living increase to offset a 2.9% increase in the Consumer Price Index, contractual increase for Bastrop County Communications, and the addition of 8.85 positions. A breakdown and description of the General Fund expenditures by account category and by function is provided below.

## Expenditures by Account Category

The General Fund is broken into nine (9) major categories, which are personnel, supplies and materials, maintenance and repairs, occupancy, contractual services, other charges, contingency, capital outlay, and transfers out.



The Human Resources Department calculates personnel costs, including any increases in compensation rates. Information on increases to base adjustments and program enhancements are highlighted in separate documents, provided later in this section.

## Personnel

Since the City is a service organization, Personnel is the single largest expenditure category for the General Fund and includes the costs related to salaries, insurance, and retirement benefits. The FY 2019 Budget includes a 2.5% step increase and 2% cost of living adjustment for all employees. In addition, 8.85 full-time equivalent positions were added to Personnel. The combination of these two (2) increases total \$661,317. There is NO increase needed for health insurance in FY 2019.

<b>FY 2019 Budget</b>	<b>\$7,968,533</b>	
% of Fund Expense	67%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$661,317	+0.09%
2018 Projection	+\$1,117,670	+0.16%

## Supplies and Materials

These object classifications are expendable materials and operating supplies necessary to conduct departmental activities. The increase in costs in classification is attributed to fuel prices going up.

<b>FY 2019 Budget</b>	<b>\$532,454</b>	
% of Fund Expense	4%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$85,196	+0.19%
2018 Projection	+\$43,626	+0.09%

## Maintenance and Repairs

This object classifications are for expendable upkeep of physical properties which are used in carrying out operations and include building maintenance, vehicle repair, and computer and equipment repair. The FY 2019 budget has a slight decrease due to street maintenance line item moving to a separate fund.

<b>FY 2019 Budget</b>	<b>\$588,318</b>	
% of Fund Expense	5%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$14,499	-0.025%
2018 Projection	+\$20,163	+0.035%

## Occupancy

These object classifications are for the utilities and related expenses required to maintain a building such as electricity, water, telephone, and gas. There is a slight increase in this classification due to telecommunication costs going up.

<b>FY 2019 Budget</b>	<b>\$329,168</b>	
% of Fund Expense	3%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$1,087	+0.003%
2018 Projection	+\$18,062	+0.058%

## Contractual Services

These object classifications include services rendered to City activities by private firms or other outside agencies. FY 2018 Estimated is significantly more than FY 2018 Budget due to unfilled positions that required contract labor to be utilized.

<b>FY 2019 Budget</b>	<b>\$2,025,655</b>	
% of Fund Expense	17%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$76,123	-0.037%
2018 Projection	-\$330,819	-0.16%

## Other Charges

These object classifications are expenditures that do not apply to other expenditure classifications and includes travel and training, membership dues, printing and publications. There is a decrease due to the increase in overhead allocation which is the support of other funds receiving administrative support from the General Fund.

<b>FY 2019 Budget</b>	<b>(\$86,024)</b>	
% of Fund Expense	-1%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$8,734	+0.10
2018 Projection	+\$52,622	+0.61%

## Contingency

The Contingency category is funding for any unforeseen expenditures that may occur during the fiscal year. Anticipated salary savings for FY 2019 is anticipated and captured in this account.

<b>FY 2019 Budget</b>	<b>(\$137,254)</b>	
% of Fund Expense	-1%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$102,254	-2.92%
2018 Projection	-\$119,254	-6.63%

## Capital Outlay

Capital Outlay expenditures have a useful life longer than a year and are value of over \$5,000. This budget includes radio replacements for Fire and additional software enhancements for Development Services.

<b>FY 2019 Budget</b>	<b>\$21,000</b>	
% of Fund Expense	-1%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget		
2018 Projection		

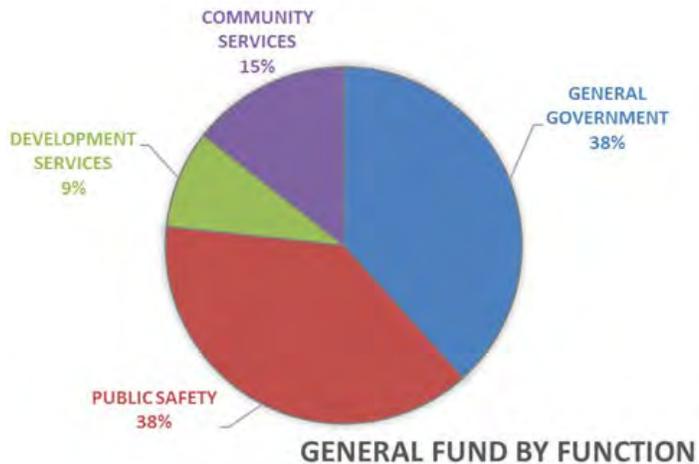
## Transfers Out

Transfers Out reflect a transfer from the General Fund to another fund within the City's operating and capital budgets. In FY 2019, funding for Multi-Media and Special Events and Reservations is being transferred to the Hotel Occupancy Tax Fund. These divisions are associated with Hospitality & Downtown Department, which is primarily funded through Hotel Occupancy Tax.

<b>FY 2019 Budget</b>	<b>\$266,084</b>	
% of Fund Expense	2%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	+\$11,000	+1.10%
2018 Projection	-\$202,380	-9.64%

## Expenditures by Function

There are four main categories in the General Fund including General Government, Public Safety, Development Services, and Community Services. A breakdown of FY 2019 proposed departmental expenditures and a brief description is giving comparing the functions to the FY 2018 budget and year-end projections. The pie chart, General Fund by Function, shows the percentage breakdown of each function.



## General Government

General Government handles the administrative functions of the City and is comprised of Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance. FY 2019 Proposed Budget increase is attributed to a 4.5% salary adjustment and 1.5 full-time equivalent positions added to this category.

<b>FY 2019 Budget</b>	<b>\$4,409,368</b>		
% of Fund Expense	38%		
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>	
2018 Budget	+\$308,765	+0.08%	
2018 Projection	+\$379,340	+0.09%	

## Public Safety

Public Safety function handles all aspects related to citizen protection and is made up of Police Services, Fire Services, and Municipal Court. FY 2019 Proposed Budget increase is attributed to the addition of two (2) Senior Police Officers, a part-time Records Clerk increased to full-time, and a third paid position added to Fire Services and a 4.5% salary adjustment.

<b>FY 2019 Budget</b>	<b>\$4,415,584</b>		
% of Fund Expense	38%		
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>	
2018 Budget	+\$521,798	+0.13%	
2018 Projection	+\$587,013	+0.15%	

## Development Services

Development Services function handles both commercial and residential development through the Departments of Engineering and Development and Planning & Zoning. FY 2019 Proposed Budget increase is attributed to the addition of a Building Inspector and Planner positions along with a 4.5% salary adjustment.

<b>FY 2019 Budget</b>	<b>\$1,025,374</b>		
% of Fund Expense	9%		
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>	
2018 Budget	+\$240,273	+0.31%	
2018 Projection	+\$183,209	+0.22%	

## Community Services

Community Services function includes Parks and Library services. In FY 2018, Multimedia and Special Events & Reservations were included in this category. However, they have been transferred to the Hotel Occupancy Fund, where Hospitality & Downtown Department is funded.

<b>FY 2019 Budget</b>	<b>\$1,657,608</b>	
% of Fund Expense	15%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$274,932	-0.17%
2018 Projection	-\$319,788	-0.19%

## FY 2019 Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
AD VALOREM TAXES	\$3,148,228	\$3,326,107	\$3,355,142	\$3,533,514	\$3,620,786
FRANCHISE AND OTHER TAXES	\$500,365	\$549,766	\$513,500	\$517,966	\$518,000
SALES TAX	\$4,437,843	\$4,456,850	\$4,680,000	\$4,864,390	\$5,004,780
LICENSES AND PERMITS	\$241,831	\$505,500	\$647,800	\$699,500	\$699,500
CHARGES FOR SERVICES	\$524,292	\$536,244	\$535,200	\$543,936	\$579,402
FINES AND FORFEITURES	\$338,810	\$332,000	\$282,500	\$334,000	\$334,000
INTEREST	\$42,827	\$40,500	\$48,000	\$50,000	\$52,000
INTERGOVERNMENTAL	\$193,370	\$92,352	\$99,410	\$72,878	\$72,878
OTHER	\$451,722	\$73,500	\$82,000	\$82,000	\$82,000
<b>TOTAL REVENUE</b>	<b>\$9,879,288</b>	<b>\$9,912,819</b>	<b>\$10,243,552</b>	<b>\$10,698,184</b>	<b>\$10,963,346</b>
<b>OTHER SOURCES</b>					
TRANSFERS IN	\$710,776	\$799,211	\$740,323	\$809,750	\$799,750
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>\$10,590,064</b>	<b>\$10,712,030</b>	<b>\$10,983,875</b>	<b>\$11,507,934</b>	<b>\$11,763,096</b>

# General Fund - Revenue



**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.**

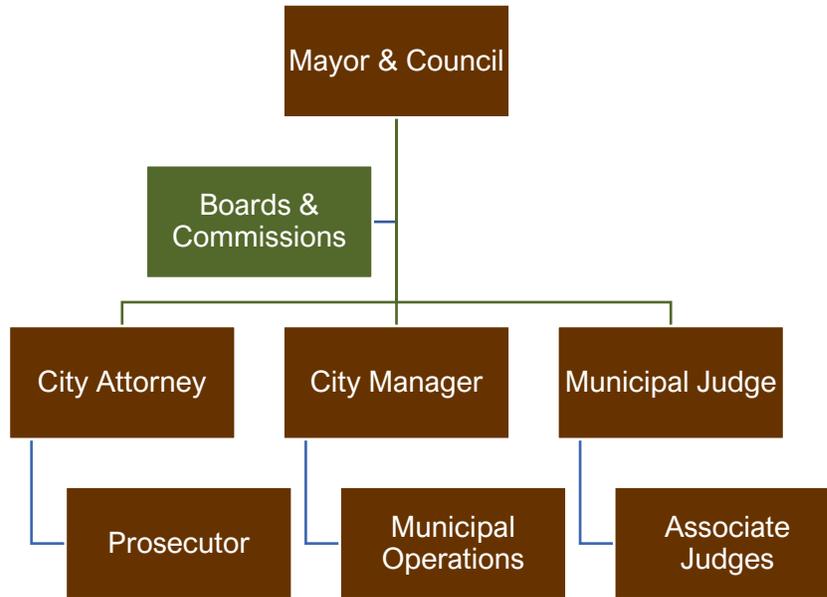


**Legislative**

## Department Description

The City of Bastrop is a home-rule city. The City Council consists of five (5) Council Members and a Mayor. The Mayor only votes in the instance of a tie-vote. The City Council operates under a City Charter, City Ordinances, and State Law. They are charged with appointing the City Manager, City Attorney, Municipal Court Judge, and various citizen boards and commissions. The City Council are elected officials. They shall enact local legislation, adopt the annual budget, and determine policies. The City Council adopts the City's ad valorem tax rate and authorizes the issuance of bonds.

## Organizational Chart



## Goals and Objectives for FY 2019

- Ensure the implementation of the Comprehensive Plan 2036.
- Support the outstanding employees that work diligently to implement the City's Vision and Mission.
- Participate in the public engagement of all FY2019 Code revisions.
- Continue to establish policies that support the City's Vision and Mission and nine (9) focus areas.
- Continue to provide positive and pro-active leadership.

## Recent Accomplishments for FY 2018

- ✓ Appointed Alan Bojorquez as City Attorney.
- ✓ Appointed 2 Associate Judges to support Judge Hines.
- ✓ Met with all Boards & Commissions, who are scheduled to regularly meet, in Joint Workshops to discuss Vision / Mission and Board goals.
- ✓ Updated the Council's Rules of Procedure.
- ✓ Participated in numerous local, regional, and state events representing the City of Bastrop.
- ✓ Changed the Boards & Commissions appointment process to be more inclusive and representative of Bastrop.

# Legislative

# FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	01 LEGISLATIVE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$6,966	\$7,010	\$6,810	\$6,807	\$6,810
SUPPLIES AND MATERIALS	\$6,536	\$4,530	\$2,500	\$2,700	\$3,071
OCCUPANCY	\$11,105	\$5,940	\$6,826	\$7,500	\$7,650
CONTRACTUAL SERVICES	\$675	\$10,900	\$10,100	\$10,100	\$10,318
OTHER CHARGES	\$6,167	\$13,090	\$10,100	\$13,250	\$13,273
<b>TOTAL EXPENDITURES</b>	<b>\$31,449</b>	<b>\$41,470</b>	<b>\$36,336</b>	<b>\$40,357</b>	<b>\$41,122</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
COUNCIL MEMBER	5.000	5.000	5.000	5.000	5.000
MAYOR	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>	<b>6.000</b>

# Legislative



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**Organizational Department serves as the conduit to administer expenditures to the overall organization including legal, professional, incentive agreements, retiree benefits, tax appraisal, and tax collection services.**



# Organizational



## Department Description

The City Manager and Chief Financial Officer oversee the programs established in the Organizational section of the budget.

## Organizational Chart

N/A

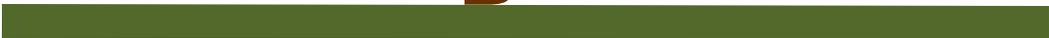
## Goals and Objectives for FY 2019

N/A

## Recent Accomplishments for FY 2018

N/A

# Organizational



## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	02 ORGANIZATIONAL		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$45,469	\$49,544	\$80,678	\$90,103	\$106,738
SUPPLIES AND MATERIALS	\$17,282	\$14,640	\$14,060	\$12,400	\$12,575
MAINTENANCE AND REPAIRS	\$25,235	\$1,700	\$750	\$1,000	\$1,000
OCCUPANCY	\$0	\$74,220	\$75,000	\$72,000	\$72,500
CONTRACTUAL SERVICES	\$475,394	\$417,811	\$424,836	\$437,957	\$442,170
OTHER CHARGES	\$564,443	(\$393,255)	(\$393,022)	(\$365,458)	(\$400,855)
CONTINGENCY*	\$0	\$35,000	\$18,000	(\$137,254)	(\$90,000)
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,127,823</b>	<b>\$199,660</b>	<b>\$220,302</b>	<b>\$110,748</b>	<b>\$144,128</b>
<b>OTHER USES</b>					
TRANSFERS OUT	\$525,000	\$0	\$1,000,000	\$266,084	\$280,257
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	<b>\$1,652,823</b>	<b>\$199,660</b>	<b>\$1,220,302</b>	<b>\$376,832</b>	<b>\$424,385</b>

\*Contingency includes (\$100,000) projected salary savings

# Organizational



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**The City Manager is the Chief Administrative Officer of the City of Bastrop and is appointed by the Council. The City Manager is responsible for the implementation and administration of policies, making recommendations concerning policies and programs to the Council, and developing methods to ensure the efficient operation of city services.**



# City Manager

## Department Description

The City Manager is appointed by and reports to the City Council and advises the City Council on present conditions and future City requirements. The City Manager is ultimately responsible for all services provided by the City. The City Manager's Office creates and presents the City budget, administers policies established by the City Council, and has administrative oversight of all City departments, programs, and projects. The City Manager represents the interests and positions of the City in dealing with other governmental entities and agencies, with various business interests, and within the community at large.

## Organizational Chart



## Goals and Objectives for FY 2019

- Lead the Code revision process to update the Zoning Code, Sign Code, Subdivision Ordinance, and the adoption of the 2018 International Building Code.
- Lead the Capital Improvement Programs for FY 2019 including the design of Water and Wastewater Treatment Plants, rehabilitation of Old Iron Bridge, and Main Street Redevelopment Project.
- Lead the implementation of the FY 2019 Organizational Work Plan to maintain focus on identified “game-changers” that establish internal processes that can significantly improve the organization’s service delivery.
- Lead the development of multi-year budgets and financial planning as part of the annual budget process.
- Lead the development of drainage policies and identification of critical drainage projects for future funding that mitigate localized flooding.

## Recent Accomplishments for FY 2018

- ✓ Held New Council Candidate Orientation.
- ✓ Held New Council Member Orientation.
- ✓ Held quarterly employee meetings to communicate the Organization’s Vision, Mission, Work Plan, and accomplishments.
- ✓ Hired key personnel including Director of Public Safety/ Chief of Police and Director of Engineering & Development.
- ✓ Developed multi-year financial and operational work plans as a part of the annual budget process to implement City Council’s Strategic Goals.
- ✓ Established partnerships with other local, regional, and state agencies.

# City Manager

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
03 CITY MANAGER

**DIVISION**  
00 NON-DIVISION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$231,386	\$344,210	\$344,163	\$437,607	\$476,048
SUPPLIES AND MATERIALS	\$9,559	\$4,450	\$3,450	\$3,600	\$3,750
OCCUPANCY	\$9,462	\$5,500	\$4,100	\$4,900	\$4,975
CONTRACTUAL SERVICES	\$123,012	\$3,725	\$3,475	\$2,450	\$2,350
OTHER CHARGES	(\$130,380)	\$4,240	\$4,700	\$4,600	\$4,900
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$243,039</b>	<b>\$362,125</b>	<b>\$359,888</b>	<b>\$453,157</b>	<b>\$492,023</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CITY MANAGER	1.000	1.000	1.000	1.000	1.000
COMMUNITY/COUNCIL LIAISON	0.000	0.000	0.000	1.000	1.000
EXEC. ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
RECEPTIONIST	0.625	0.625	0.625	1.250	1.250
<b>TOTAL FTEs</b>	<b>2.625</b>	<b>2.625</b>	<b>2.625</b>	<b>4.250</b>	<b>4.250</b>

# City Manager



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**The City Secretary’s Office provides documented accountability of the City of Bastrop’s policies, functions, and transactions in order to protect both the legal and financial rights of the citizens of Bastrop.**

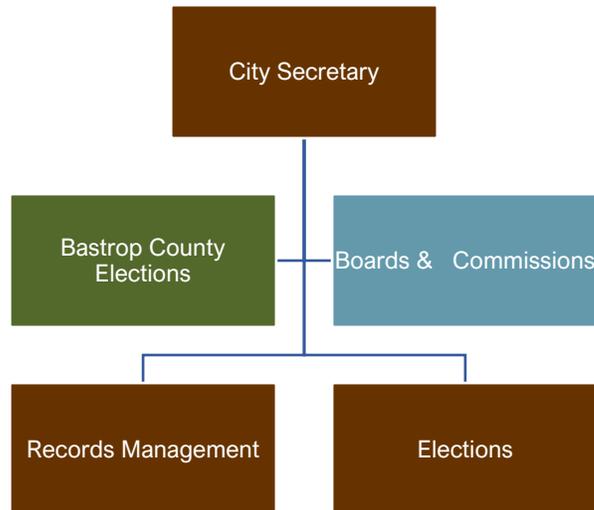


**City Secretary**

## Department Description

The City Secretary prepares and maintains the agendas and minutes of all City Council and posts and maintains all agendas for Boards & Commissions meetings and maintains the minutes. Prepares and maintains ordinances, resolutions, proclamations, and election orders. Acts as Chief Election Officer. Serves as Records Management Officer. Responsible for the preservation of City records, including storage, retention, and destruction. Keeps current in changes of the law and technology and the practices of job responsibilities through continued participation in professional associations and education.

## Organizational Chart



## Goals and Objectives for FY 2019

- Continued digitalization and organization of historic records.
- Post all meeting agendas in compliance with regulations and statutes.
- Conduct a Boards & Commission Application and Appointment process.
- Hold 2<sup>nd</sup> Annual Boards & Commission Volunteer Appreciation Banquet.
- Administer May 2019 General Election.

## Recent Accomplishments for FY 2018

- ✓Held 1<sup>st</sup> Annual Boards & Commission Volunteer Appreciation Banquet.
- ✓Administered the May 2018 General Election.
- ✓Posted all meeting agendas in compliance with regulations and statutes.
- ✓Updated Board & Commission application and realigned appointment process to correspond to City's fiscal year.
- ✓Conducted a Boards & Commission Application and Appointment process.

# City Secretary

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	04 CITY SECRETARY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$98,241	\$103,106	\$103,035	\$107,327	\$112,181
SUPPLIES AND MAINTENANCE	\$5,818	\$5,975	\$2,356	\$2,775	\$2,831
EQUIPMENT MAINTENANCE	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,391	\$1,530	\$1,393	\$1,580	\$1,611
CONTRACTUAL SERVICES	\$2,267	\$5,600	\$8,016	\$8,700	\$8,762
OTHER CHARGES	\$25,978	\$21,985	\$19,998	\$23,450	\$24,172
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$134,695</b>	<b>\$138,196</b>	<b>\$134,799</b>	<b>\$143,832</b>	<b>\$149,557</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CITY SECRETARY	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

# City Secretary



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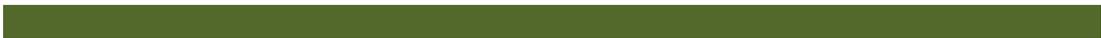
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“ **Maintaining financial integrity through compliance, transparency, and efficiency while providing excellent service to our City as well as the community.** ”



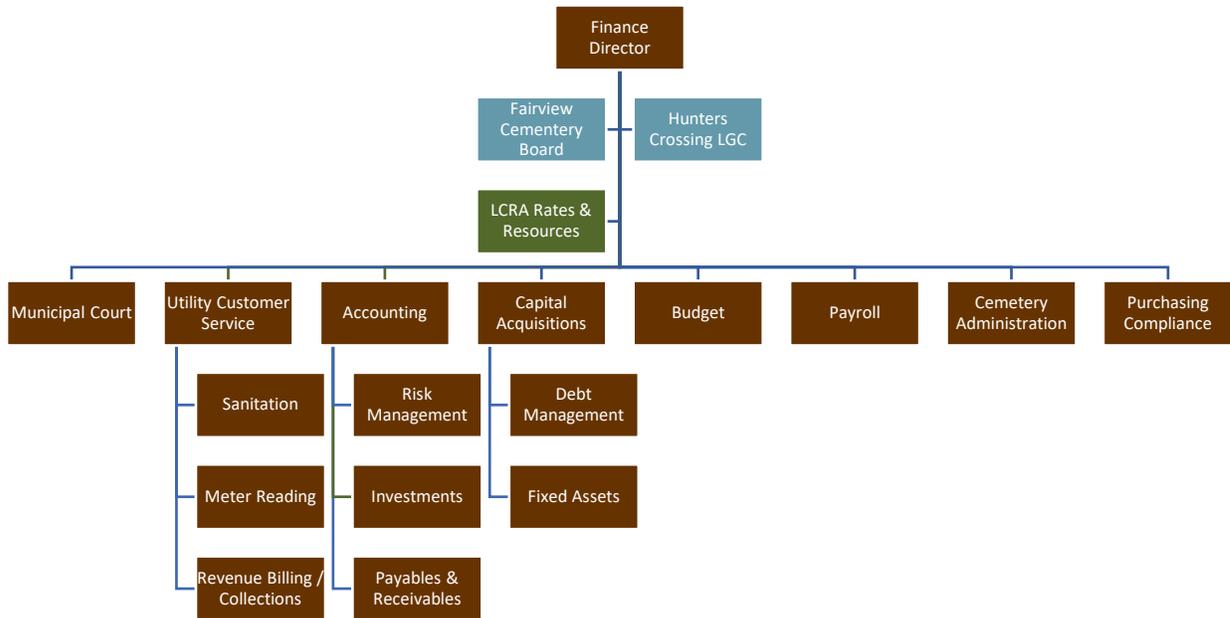
# Finance



## Department Description

The Finance Department consists of Finance and Utility Customer Services. However, Finance is responsible for managing all financial affairs of the City including payroll, accounts receivable, accounts payable, fixed assets, inventory, audit, revenue collection and reconciliation, cash management, debt management, purchasing compliance, risk management, and cemetery administration. Utility Customer Service is responsible for meter reading, billing and collections of the City-owned utilities, and the sanitation service offered through a third-party provider.

## Organizational Chart



## Goals and Objectives for FY 2019

- Fiscal responsibility – continue to receive an unmodified audit opinion and award from GFOA for CAFR.
- Apply for and receive the GFOA award for Distinguished Budget Presentation for the FY 2019 budget. This award requires the budget document to be of the highest quality and reflect excellent financial transparency to our citizens.
- Utilize pCards for small and infrequent purchases minimizing the creation of additional vendors, purchase orders, and payments.
- Continue to provide high level of financial transparency on the City’s website by uploading monthly expense registers, funding information, tax ordinances, and debt detail.

## Recent Accomplishments for FY 2018

- ✓ Received the Government Finance Officers Association Award for the Comprehensive Annual Finance Report (CAFR) for the 7<sup>th</sup> straight year.
- ✓ Received an unmodified audit opinion with no findings again this year.
- ✓ Department ensures that the City continues to receive the highest credit rating on its general obligation debt of “AA” from Standard & Poors.
- ✓ Maintained two (2) of five (5) Transparency Stars in the Texas Comptroller’s transparency program.
- ✓ Margaret Sibernagel promoted to Assistant Finance Director.

# Finance

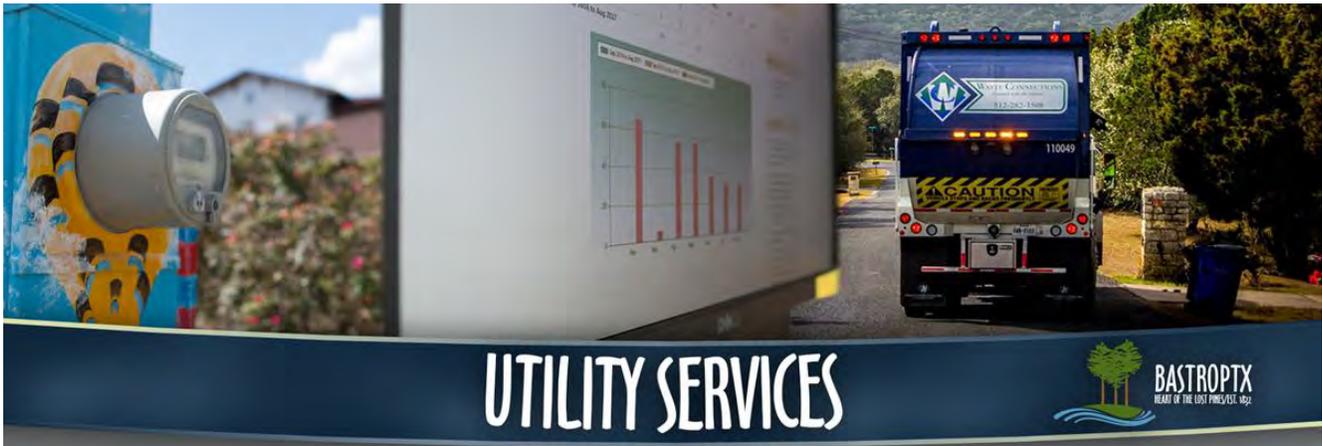
# FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$400,244	\$421,085	\$358,138	\$429,339	\$449,139
SUPPLIES AND MATERIALS	\$2,126	\$4,460	\$3,050	\$2,650	\$2,700
MAINTENANCE AND REPAIRS	\$24,312	\$25,300	\$25,300	\$26,570	\$27,900
OCCUPANCY	\$7,503	\$2,040	\$3,500	\$3,600	\$3,800
CONTRACTUAL SERVICES	\$46,881	\$51,370	\$47,675	\$41,330	\$52,000
OTHER CHARGES	(\$258,284)	(\$475)	(\$4,910)	(\$4,160)	(\$3,955)
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$222,782</b>	<b>\$503,780</b>	<b>\$432,753</b>	<b>\$499,329</b>	<b>\$531,584</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASSISTANT FINANCE DIRECTOR	1.000	1.000	1.000	1.000	1.000
CHIEF FINANCIAL OFFICER	1.000	1.000	1.000	1.000	1.000
FINANCE SPEC I	1.000	1.000	1.000	1.000	1.000
FINANCE SPEC II	2.000	2.000	2.000	2.000	2.000
<b>TOTAL FTEs</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>	<b>5.000</b>

# Finance Administration

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	05 FINANCE		15 UTILITY CUSTOMER SERVICE		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$220,931	\$232,782	\$237,072	\$248,623	\$259,812
SUPPLIES AND MATERIALS	\$23,479	\$23,640	\$22,400	\$22,200	\$22,200
MAINTENANCE AND REPAIRS	\$22,690	\$23,500	\$22,562	\$34,175	\$35,360
OCCUPANCY	\$10,211	\$8,424	\$8,550	\$10,590	\$10,940
CONTRACTUAL SERVICES	\$425,787	\$480,240	\$522,600	\$552,626	\$570,630
OTHER CHARGES	(\$263,248)	\$5,470	\$2,200	\$3,200	\$3,200
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$439,850</b>	<b>\$774,056</b>	<b>\$815,384</b>	<b>\$871,414</b>	<b>\$902,142</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CUSTOMER SERVICE SPECIALIST II	3.000	3.000	3.000	2.000	2.000
CUSTOMER SERV COORDINATOR	0.000	0.000	0.000	1.000	1.000
CUSTOMER SERV SUPERVISOR	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

# Utility Customer Service



**Human Resources supports the City in attracting and retaining a qualified, capable, and diverse workforce to provide the highest quality of exemplary services to the citizens of Bastrop.**

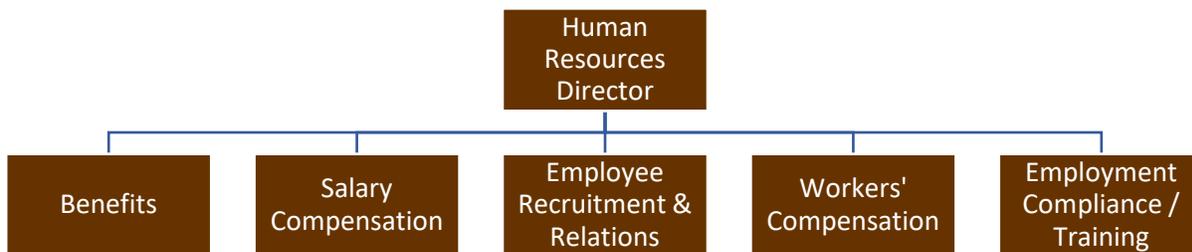


# Human Resources

## Department Description

Human Resources provides responsible leadership and direction in human resource services, including managing and administering recruitment, compensation, benefits, employee relations, training and records management program. Monitors personnel policies and practices for compliance with local, state, and federal laws that govern municipal employment practices. Conducts and / or coordinates training and seminars for employee orientation, policies, and procedures, performance management, safety and other programs that benefit the organization and employees.

## Organizational Chart



## Goals and Objectives for FY 2019

- Launch Neogov and have all departments utilize the program.
- Continue scanning all HR documents into LaserFiche.
- Continue compliance training.
- Enhance safety training for all personnel.
- Continue to update all job descriptions.
- Maintain pay plan integrity.
- Monitor and maintain personnel policies for compliance with local, state, and federal laws that govern municipal employment practices.

## Recent Accomplishments for FY 2018

- ✓ Medical insurance rates will not increase for FY 2019!!
- ✓ Introduced Compass Medical Concierge Services to employees saving \$107,000 in medical costs in Year 1, with 34% employee engagement.
- ✓ Coordinated City participation in the NIBBLES Backpack Program, where City employees built food bags, feeding 100 food insecure BISD students each weekend during the school year bridging the gap between Fridays and Mondays.
- ✓ Updated 20 job descriptions.
- ✓ Received <25 Workers Compensation claims resulting in < 5 lost time claims.
- ✓ Updated On-Call/Call Out Policy.
- ✓ Implemented Neogov Software to improve efficiency related to employee onboarding and on-line job applications.
- ✓ Tanya Cantrell completed PIO Certification.

# Human Resources

## FY 2019 Fund Summary & Personnel Schedule



FUND		DEPARTMENT			DIVISION	
101 GENERAL FUND		06 HUMAN RESOURCE			00 NON-DIVISION	
SUMMARY						
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020	
PERSONNEL COSTS	\$142,099	\$149,153	\$150,371	\$157,278	\$164,147	
SUPPLIES AND MATERIALS	\$3,087	\$2,425	\$1,600	\$1,750	\$1,750	
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$8,803	\$8,803	
OCCUPANCY	\$3,614	\$1,200	\$2,268	\$2,268	\$2,268	
CONTRACTUAL SERVICES	\$63	\$4,200	\$2,200	\$2,000	\$2,000	
OTHER CHARGES	(\$19,328)	\$21,810	\$19,471	\$19,930	\$19,930	
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL EXPENDITURES</b>	\$129,535	\$178,788	\$175,910	\$192,029	\$198,898	
PERSONNEL SCHEDULE						
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020	
EXEC. ADMIN ASSIST	0.625	0.625	0.625	0.625	0.625	
HR DIRECTOR	1.000	1.000	1.000	1.000	1.000	
<b>TOTAL FTEs</b>	<b>1.625</b>	<b>1.625</b>	<b>1.625</b>	<b>1.625</b>	<b>1.625</b>	

# Human Resources



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**Information Technology Department provides technical support to the organization, implements state-of-the-art technology, and plans for future technology initiatives . . . because failure is NOT an option!**

## Staff



Andres Rosales  
Director



Jesse Miga  
System Administrator

INFORMATION TECHNOLOGY DEPARTMENT

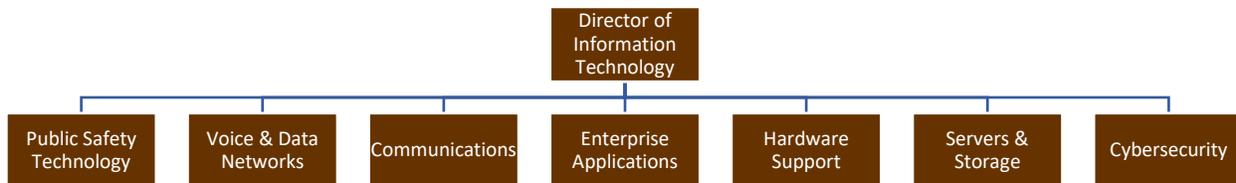


# Information Technology

## Department Description

Information Technology Department provides automated solutions that are effectively aligned with business requirements and tailored to provide support and service to internal and external customers. Our customers are diverse, ranging from elected officials, city management and staff, to citizens, businesses, and visitors.

## Organizational Chart



### Goals and Objectives for FY 2019

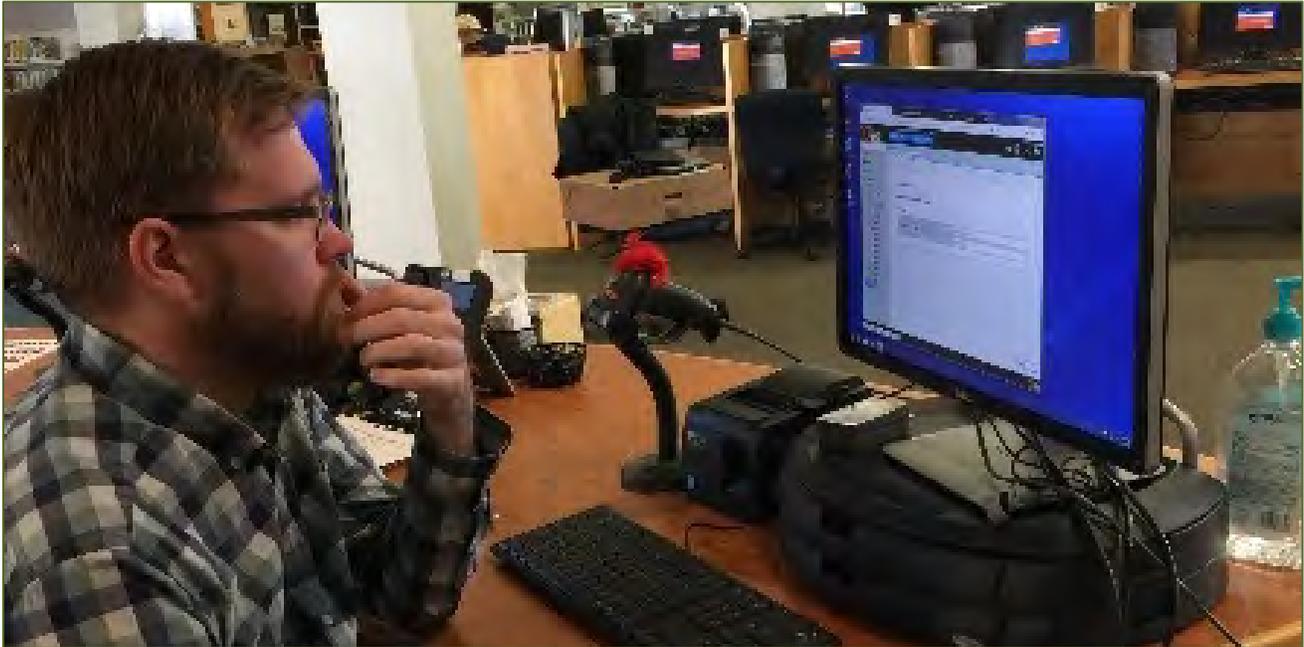
- Manage various interconnected local-area networks that form the City's wide-area network.
- Achieve Center for Internet Security (CIS) Best Practices by becoming compliant in all 20 areas, accomplishing 171 tasks.
- Administer a revolving technology replacement program that ensures scheduled replacement of hardware, such as desktop computers and servers, before they become obsolete.
- Install and maintain IT equipment (such as workstations, printers, servers, and network / telecommunications hardware).
- Analyze emerging technology and determine how and when its application becomes relevant and cost effective to City business.

### Recent Accomplishments for FY 2018

- ✓ Added capacity and redundancy to the Police Department's video storage, increasing capacity by 300%.
- ✓ Upgraded all server operating systems from 2008 to 2016.
- ✓ Jesse Miga hired as full-time Systems Administrator, a position added in the FY 2018 budget.
- ✓ Managed the transition and implementation of a new Police Records Management System (RMS), Computer Aided Dispatch (CAD) Program, electronic ticket writing and Municipal Court Software program.

# Information Technology

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	07 INFORMATION TECHNOLOGY		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$151,530	\$211,926	\$207,791	\$232,895	\$243,442
SUPPLIES AND MATERIALS	\$14,510	\$15,500	\$15,800	\$12,900	\$11,900
MAINTENANCE AND REPAIRS	\$144,640	\$96,910	\$96,410	\$119,930	\$116,330
OCCUPANCY	\$13,704	\$3,585	\$10,312	\$11,112	\$10,800
CONTRACTUAL SERVICES	\$7,574	\$22,137	\$22,137	\$20,773	\$20,773
OTHER CHARGES	(\$106,059)	\$7,000	\$7,000	\$9,000	\$9,000
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$225,899</b>	<b>\$357,058</b>	<b>\$359,450</b>	<b>\$406,610</b>	<b>\$412,245</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
IT DIRECTOR	1.000	1.000	1.000	1.000	1.000
IT SYSTEM ADMINISTRATOR	0.500	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.500</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>

# Information Technology



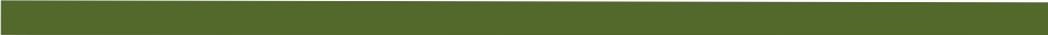
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**NOTE: The General Fund portion of this budget is shown in this department. However, this division has transferred into the HOT Fund in the Hospitality & Downtown Department. Funds will be transferred into HOT on October 1<sup>st</sup> of each year.**



# Filming & Broadcasting



## Department Description

*NOTE: The General Fund portion of the budget is shown in this department. However, this division has transferred into the HOT Fund in the Hospitality & Downtown Department. Funds will be transferred into HOT on October 1<sup>st</sup> of each year.*

## Organizational Chart

N/A

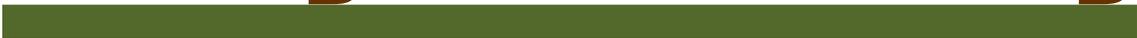
## Goals and Objectives for FY 2019

N/A

## Recent Accomplishments for FY 2018

N/A

# Filming & Broadcasting



## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	08 FILMING/BROADCASTING		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$35,082	\$76,004	\$80,003	\$0	\$0
SUPPLIES AND MATERIALS	\$5,204	\$2,500	\$2,000	\$0	\$0
CONTRACTUAL SERVICES	\$6,692	\$16,300	\$13,500	\$0	\$0
OCCUPANCY	\$509	\$3,660	\$3,580	\$0	\$0
OTHER CHARGES	\$353	\$6,000	\$2,350	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$47,840</b>	<b>\$104,464</b>	<b>\$101,433</b>	<b>\$0</b>	<b>\$0</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CHIEF STORY TELLER	0.500	1.000	1.000	0.000	0.000
TEMP ASST. CHIEF STORYTELLER	0.000	0.000	0.481	0.000	0.000
<b>TOTAL FTEs</b>	<b>0.500</b>	<b>1.000</b>	<b>0.000</b>	<b>0.000</b>	<b>0.000</b>

# Filming & Broadcasting



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“**The sole reason we exist is to protect and serve the citizens of Bastrop.**”

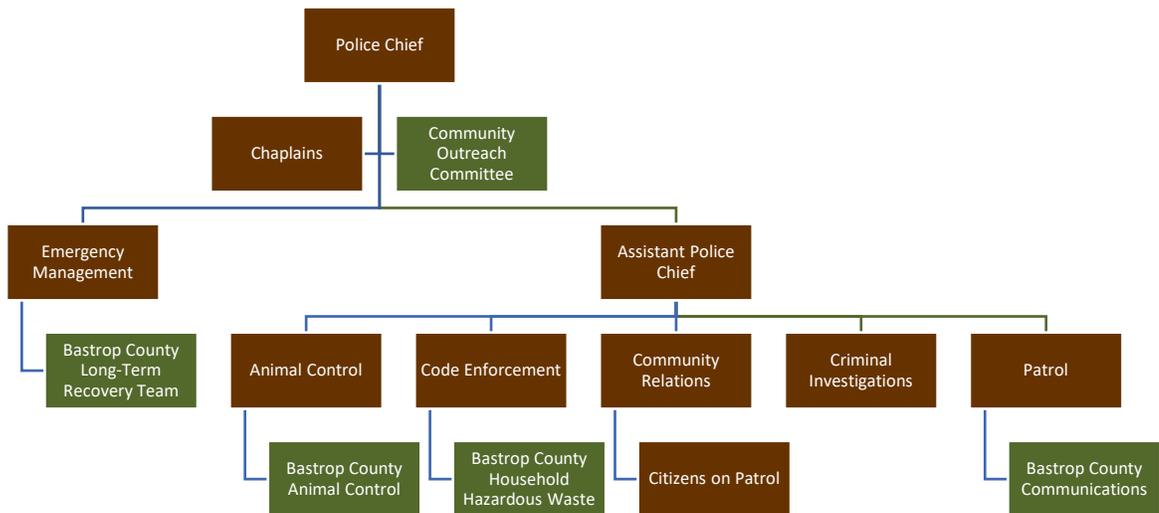


**Police**

## Department Description

Providing enhanced safety and an overwhelming sense of security to our community is what the dedicated men and women of the Bastrop Police Department strive to accomplish every minute of every day. The twenty-two (22) sworn officers and four (4) civilians compose this premier law enforcement agency and are committed to integrity, service, and professionalism. The Bastrop Police Department consists of the following Divisions/Sections: Police Administration, Patrol Division, Criminal Investigations Division, Community Resource/Crime Prevention, Animal Control/Code Compliance, and Emergency Management.

## Organizational Chart



## Goals and Objectives for FY 2019

- Clearing cases and making timely, lawful arrests.
- Acceptance into Texas Police Chief's Association Best Practice Recognition Program.
- Increase public engagement and crime prevention through community patrols.
- Establishing and maintaining community engagement through various outreach programs and open, transparent communications.
- Provide education information and pursue avenues to generate voluntary compliance pertaining to Code Enforcement and Animal Control.
- Enhance the City's ability to prepare, mitigate, respond and recover to an Emergency Management Incident through discussion-based / operational-based training and exercises.

## Recent Accomplishments for FY 2018

- ✓ Implemented Tyler Technologies Computer Aided Dispatch & Records Management System.
- ✓ Thirty-nine percent (39%) Clearance Rate for Part I Index Crimes this year compared to State's three-year average of 28.5%.
- ✓ 57% of all officers have achieved the highest Peace Officer Certification, "Master Peace Officer".
- ✓ 35% of all officers are certified Mental Health Officers.
- ✓ 81 chickens removed since the feral chicken relocation program began in February 2018.
- ✓ 45 different employees participated in 1,851 hours of Emergency Management training.
- ✓ 89 children attended Teen & Junior Police Academies.

# Police

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$466,430	\$529,620	\$536,959	\$585,546	\$605,213
SUPPLIES AND MATERIALS	\$52,000	\$31,091	\$30,826	\$30,537	\$32,735
MAINTENANCE AND REPAIRS	\$25,390	\$36,078	\$35,828	\$47,362	\$50,207
OCCUPANCY	\$61,224	\$43,620	\$39,920	\$45,846	\$46,446
CONTRACTUAL SERVICES	\$346,381	\$367,715	\$365,665	\$358,811	\$358,811
OTHER CHARGES	\$32,658	\$38,873	\$34,223	\$37,335	\$39,005
CAPITAL OUTLAY	\$361,387	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,345,470</b>	<b>\$1,046,997</b>	<b>\$1,043,421</b>	<b>\$1,105,437</b>	<b>\$1,132,417</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ADMIN ASSIST	1.000	1.000	1.000	1.000	1.000
ADMIN. OFFICER	1.000	1.000	1.000	1.000	1.000
ASST. POLICE CHIEF	1.000	1.000	1.000	1.000	1.000
DIR OF PUBLIC SAFETY	1.000	1.000	1.000	1.000	1.000
RECORDS CLERK	0.500	0.500	0.500	1.000	1.000
RECORDS TECHNICIAN	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>5.500</b>	<b>5.500</b>	<b>5.500</b>	<b>6.000</b>	<b>6.000</b>

# Administration - Police

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		12 CODE ENFORCEMENT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$59,044	\$62,133	\$61,829	\$63,992	\$66,862
SUPPLIES AND MATERIALS	\$4,087	\$4,200	\$4,150	\$5,276	\$4,954
MAINTENANCE AND REPAIRS	\$805	\$2,906	\$2,456	\$3,754	\$3,754
OCCUPANCY	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$3,851	\$10,300	\$9,100	\$10,390	\$11,490
OTHER CHARGES	\$13,859	\$19,850	\$19,150	\$20,135	\$25,139
<b>TOTAL EXPENDITURES</b>	<b>\$81,646</b>	<b>\$99,389</b>	<b>\$96,685</b>	<b>\$103,547</b>	<b>\$112,199</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CODE COMPLIANCE	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

# Code Enforcement & Animal Control

**FY 2019 Fund Summary (No personnel assigned to this division)**



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
101 GENERAL FUND	09 POLICE		14 EMERGENCY MANAGEMENT		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>PROPOSED 2019</b>	<b>PLANNING 2020</b>
SUPPLIES AND MATERIALS	\$8,786	\$870	\$54,370	\$34,500	\$34,300
MAINTENANCE AND REPAIRS	\$2,238	\$3,950	\$450	\$3,200	\$3,200
OCCUPANCY	\$0	\$0	\$1,500	\$7,820	\$7,820
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$10,000	\$0
OTHER CHARGES	\$1,492	\$2,000	\$2,000	\$3,750	\$3,750
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$12,516</b>	<b>\$6,820</b>	<b>\$58,320</b>	<b>\$59,270</b>	<b>\$49,070</b>

# Emergency Management

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
101 GENERAL FUND	09 POLICE			21 CID	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$258,000	\$281,744	\$253,309	\$268,790	\$281,743
SUPPLIES AND MATERIALS	\$3,255	\$4,260	\$4,260	\$6,640	\$4,383
MAINTENANCE AND REPAIRS	\$202	\$2,318	\$2,138	\$3,954	\$3,774
OCCUPANCY	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$1,343	\$4,097	\$3,097	\$3,602	\$3,602
OTHER CHARGES	\$4,723	\$5,090	\$4,690	\$7,090	\$7,357
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$267,523</b>	<b>\$297,509</b>	<b>\$267,494</b>	<b>\$290,076</b>	<b>\$300,859</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
POLICE DETECTIVE	2.000	3.000	3.000	3.000	3.000
<b>TOTAL FTEs</b>	<b>2.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>	<b>3.000</b>

# Criminal Investigations

# FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
<b>FUND</b> 101 GENERAL FUND	<b>DEPARTMENT</b> 09 POLICE		<b>DIVISION</b> 22 PATROL		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$1,293,835	\$1,348,284	\$1,321,110	\$1,545,485	\$1,609,123
SUPPLIES AND MATERIALS	\$84,911	\$67,022	\$66,522	\$96,011	\$136,159
MAINTENANCE AND REPAIRS	\$16,638	\$17,034	\$15,534	\$22,674	\$22,674
CONTRACTUAL SERVICES	\$12,329	\$14,125	\$11,125	\$16,948	\$16,948
OTHER CHARGES	\$9,887	\$10,770	\$8,270	\$11,070	\$11,070
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$127,803
<b>TOTAL EXPENDITURES</b>	<b>\$1,417,600</b>	<b>\$1,457,235</b>	<b>\$1,422,561</b>	<b>\$1,692,188</b>	<b>\$1,923,777</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CORPORAL	2.000	2.000	2.000	2.000	2.000
POLICE OFFICER	4.000	4.000	4.000	4.000	4.000
POLICE OFFICER I	2.000	2.000	2.000	2.000	2.000
SENIOR OFFICER	5.000	4.000	4.000	6.000	6.000
SERGEANT	3.000	3.000	3.000	3.000	3.000
<b>TOTAL FTEs</b>	<b>16.000</b>	<b>15.000</b>	<b>15.000</b>	<b>17.000</b>	<b>17.000</b>

# Patrol

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	09 POLICE		23 CRIME PREVENTION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$84,686	\$97,983	\$96,039	\$102,075	\$106,926
SUPPLIES AND MATERIALS	\$2,329	\$4,445	\$4,445	\$10,570	\$9,670
MAINTENANCE AND REPAIRS	\$284	\$2,036	\$2,036	\$4,476	\$4,476
CONTRACTUAL SERVICES	\$1,227	\$2,345	\$2,345	\$3,922	\$3,922
OTHER CHARGES	\$267	\$2,320	\$2,320	\$4,659	\$4,570
<b>TOTAL EXPENDITURES</b>	<b>\$88,793</b>	<b>\$109,129</b>	<b>\$107,185</b>	<b>\$125,702</b>	<b>\$129,564</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
SENIOR OFFICER	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

# Crime Prevention

**Our purpose is to protect the lives and property of the citizens, businesses, and visitors to our community.**

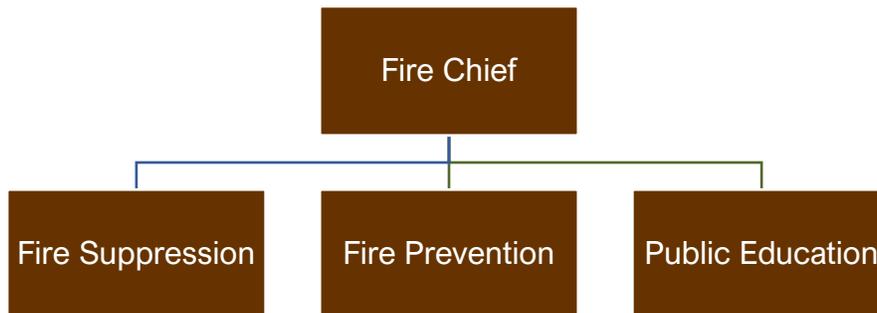


**Fire**

## Department Description

The Fire Department's primary purpose is to protect the lives and property of the citizens, businesses, and visitors to our community. The department is called on to handle anything from minor emergencies to major disasters and continually seeks opportunities to serve and engage our community through outstanding customer service. Service is accomplished through the delivery of fire suppression operations, fire prevention, and public education.

## Organizational Chart



## Goals and Objectives for FY 2019

- Implement a Fire Feasibility Study in FY 2019.
- Complete Station #2 lease with Bastrop ESD #2.
- Respond to all requests for service with a high level of efficiency and preparedness.
- Manage all scenes to ensure the safety of all citizens and fire personnel.
- Conduct training for operational effectiveness and standardization for all personnel.
- Provide and promote fire safety education to all.

## Recent Accomplishments for FY 2018

- ✓ Increased paid coverage by 100% from 5 days (40 hours) per week to 7 days (84 hours per week).
- ✓ Received a grant for 200 smoke detectors for senior citizens from the Insurance Council of Texas.
- ✓ Received a grant for \$8,000 from State Farm to purchase fire alarms for the hearing impaired.
- ✓ Replaced the outdated VHF Radio Repeater to maintain reliable communications.

# Fire

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
11 FIRE

**DIVISION**  
00 NON-DIVISION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$159,335	\$258,223	\$236,285	\$326,447	\$341,182
SUPPLIES AND MATERIALS	\$98,534	\$62,900	\$64,819	\$70,490	\$64,340
MAINTENANCE AND REPAIRS	\$53,361	\$49,600	\$49,300	\$56,100	\$48,000
OCCUPANCY	\$35,281	\$37,730	\$37,730	\$40,512	\$40,712
CONTRACTUAL SERVICES	\$71,157	\$105,337	\$101,447	\$81,041	\$81,041
OTHER CHARGES	\$23,147	\$27,075	\$24,988	\$28,525	\$30,025
CAPITAL OUTLAY	\$42,749	\$0	\$0	\$11,000	\$12,000
<b>TOTAL EXPENDITURES</b>	<b>\$483,564</b>	<b>\$540,865</b>	<b>\$514,569</b>	<b>\$614,115</b>	<b>\$617,300</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
FIRE CHIEF	1.000	1.000	1.000	1.000	1.000
FIREFIGHTER	4.200	4.200	4.200	6.300	6.300
<b>TOTAL FTEs</b>	<b>5.200</b>	<b>5.200</b>	<b>5.200</b>	<b>7.300</b>	<b>7.300</b>

# Fire



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**Our purpose is to provide a fair and equitable Court of Record in a user-friendly environment.**

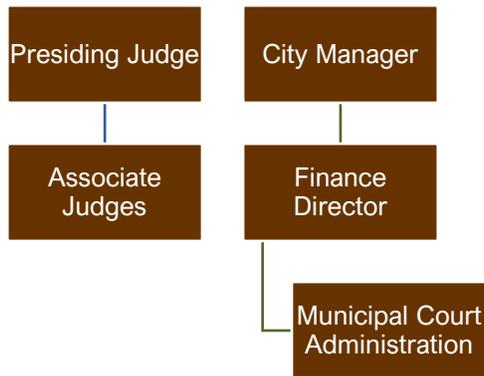


# Municipal Court

## Department Description

Municipal Court is a Court of Record and processes approximately 3,000 cases annually, which translates into this Court sees more people than any other court in the County. This Court processes complaints filed by Bastrop Police Department, Citizens of the City, Bastrop Independent School District, and Officials of the City of Bastrop. After adjudication, the Court is responsible to impose collection of all fines, maintain all records regarding court cases, prepare reports as required, to magistrate, set bonds or fines, sign warrants for failure to comply with Court Orders, Failure to Appear or Violation of Promise to Appear and issue warrants on A and B misdemeanor and felony cases originating in the City of Bastrop.

## Organizational Chart



## Goals and Objectives for FY 2019

- Treat all internal and external customers with professional courtesy and respect.
- Complete the life cycle of a case as simply and expeditiously as possible.

## Recent Accomplishments for FY 2018

- ✓ Became a Court of Record.
- ✓ Added two (2) Associate Judges to handle court-related matters on weekends.
- ✓ Have a new Prosecutor.
- ✓ As of February 2018, all clerks are state certified.
- ✓ Closed court cases from 1997 (2), 2000, 2001, and 2010 (10).

# Municipal Court

## FY 2019 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
101 GENERAL FUND	12 MUNICIPAL COURT		00 NON-DIVISION		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>PROPOSED 2019</b>	<b>PLANNING 2020</b>
PERSONNEL COSTS	\$231,761	\$239,403	\$240,399	\$248,089	\$265,496
SUPPLIES AND MATERIALS	\$18,272	\$17,500	\$7,000	\$7,500	\$7,500
MAINTENANCE AND REPAIRS	\$7,899	\$8,300	\$7,800	\$17,000	\$20,250
OCCUPANCY	\$8,433	\$6,000	\$4,200	\$4,200	\$4,400
CONTRACTUAL SERVICES	\$30,726	\$56,408	\$45,050	\$60,450	\$63,550
OTHER CHARGES	\$4,610	\$8,231	\$5,810	\$6,010	\$6,390
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$301,701</b>	<b>\$335,842</b>	<b>\$310,259</b>	<b>\$343,249</b>	<b>\$367,586</b>
<b>PERSONNEL SCHEDULE</b>					
<b>POSITION TITLE</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>APPROVED 2019</b>	<b>PLANNING 2020</b>
COURT ADMINISTRATOR	1.000	1.000	1.000	1.000	1.000
COURT CLERK/JUVENILE CASES	1.000	1.000	1.000	1.000	1.000
COURT CLERK/TRIAL COORDINATOR	1.000	1.000	1.000	1.000	1.000
JUDGE	1.000	1.000	1.000	1.000	1.000
MC VOE CLERK	0.250	0.250	0.250	0.250	0.250
<b>TOTAL FTEs</b>	<b>4.250</b>	<b>4.250</b>	<b>4.250</b>	<b>4.250</b>	<b>4.250</b>

# Municipal Court



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

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**Preserving the past while facilitating growth  
and quality of life in harmony with the vision  
for the City of Bastrop.**

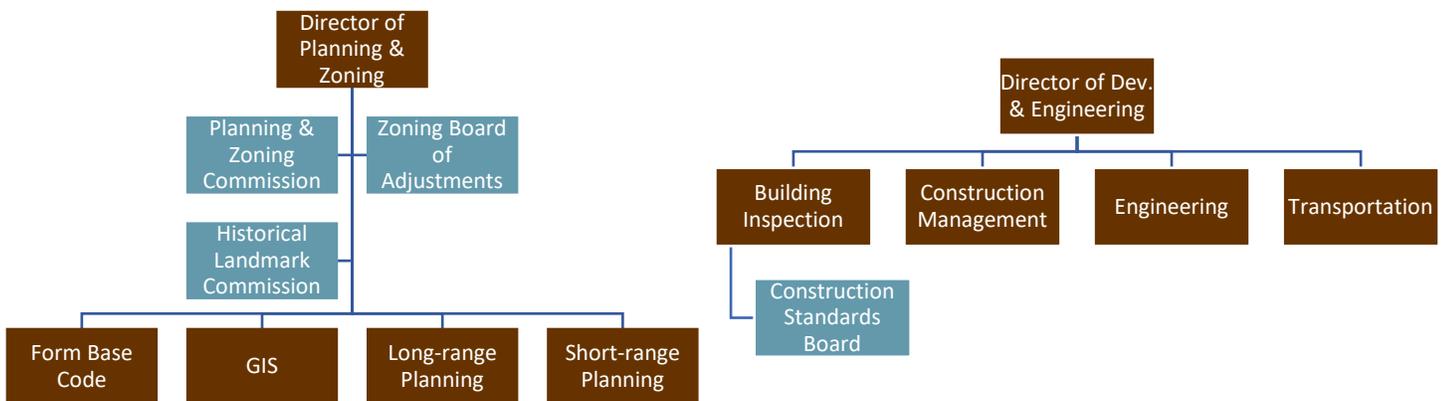


# Development Services

## Department Description

Development Services consists of Engineering & Development and Planning & Zoning. **Engineering & Development** provides and facilitates the building process and ensures the implementation of a plan through development by providing project engineering analysis, guidance and direction to assure projects meet objectives and sound fail-safe engineering practices, and transportation planning. The development process also provides document review for compliance with building codes and standards. Building Inspection maintains consistency in field directives and assures construction and building code compliance are met. **Planning & Zoning** facilitates land planning related to zoning, conditional use, platting, historical significance and variances. Planning staff accepts and processes development applications as they relate to land planning; and provides expertise and guidance on the update of codes and ordinances.

## Organizational Chart



## Goals and Objectives for FY 2019

- Participate in the Code revision process to update the Zoning Code, Sign Code, Subdivision Ordinance, and the adoption of the 2018 International Building Code.
- Hire key personnel.
- Ensure life-safety measures for infrastructure and construction are being upheld throughout the community.
- Meet scheduled completion dates through better planning and overview.
- Increase customer satisfaction through more effective response time to questions.

## Recent Accomplishments for FY 2018

- ✓ Historic Landmark Ordinance was updated and adopted.
- ✓ Developed Professional Services Request for Qualifications and received 49 submittals.
- ✓ Issued 916 permits totaling \$507,000 in revenue. (Residential – 377; Commercial – 539)
- ✓ Alcohol Beverage Ordinance was updated and adopted.
- ✓ Developed a draft Subdivision Ordinance to update public improvement and drainage standards.

# Development Services

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		16 ENGINEERING AND DEVELOPMENT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$0	\$297,611	\$191,109	\$346,896	\$362,513
SUPPLIES AND MATERIALS	\$0	\$3,000	\$2,900	\$3,500	\$2,500
MAINTENANCE AND REPAIRS	\$0	\$9,350	\$8,350	\$13,350	\$13,350
OCCUPANCY	\$0	\$2,000	\$2,000	\$2,000	\$2,000
CONTRACTUAL SERVICES	\$0	\$300	\$100,300	\$66,100	\$86,100
OTHER CHARGES	\$0	\$7,300	\$0	\$6,645	\$6,800
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$319,561</b>	<b>\$304,659</b>	<b>\$438,491</b>	<b>\$473,263</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
BUILDING INSPECTOR	0.000	0.000	0.000	1.000	1.000
BUILDING OFFICIAL	1.000	1.000	1.000	1.000	1.000
CITY ENGINEER (50%)	1.000	0.500	0.500	0.500	0.500
GIS/PERMIT SPECIALIST	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>3.000</b>	<b>2.500</b>	<b>2.500</b>	<b>3.500</b>	<b>3.500</b>

# Engineering & Development

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	15 DEVELOPMENT SERVICES		PLANNING & ZONING		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$464,231	\$286,444	\$164,606	\$460,383	\$481,261
SUPPLIES AND MATERIALS	\$10,699	\$9,400	\$11,700	\$7,400	\$6,900
MAINTENANCE AND REPAIRS	\$20,129	\$12,900	\$13,000	\$14,200	\$15,000
OCCUPANCY	\$12,571	\$6,600	\$6,600	\$6,600	\$6,600
CONTRACTUAL SERVICES	\$168,331	\$92,350	\$293,600	\$35,250	\$101,250
OTHER CHARGES	(\$9,179)	\$47,846	\$48,000	\$53,050	\$60,000
CAPITAL OUTLAY	\$54,999	\$10,000	\$10,000	\$10,000	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$721,781</b>	<b>\$465,540</b>	<b>\$547,506</b>	<b>\$586,883</b>	<b>\$671,011</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASST. PLANNING DIRECTOR	0.000	1.000	1.000	1.000	1.000
PLANNER	0.000	1.000	1.000	2.000	2.000
PLANNING DIRECTOR	1.000	1.000	1.000	1.000	1.000
PLANNING TECH	1.000	1.000	1.000	1.000	1.000
PROJECT COORDINATOR	1.000	0.000	0.000	0.000	0.000
<b>TOTAL FTEs</b>	<b>3.000</b>	<b>4.000</b>	<b>4.000</b>	<b>5.000</b>	<b>5.000</b>

# Planning & Zoning

**Public Works, through its dedicated employees, strive to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.**

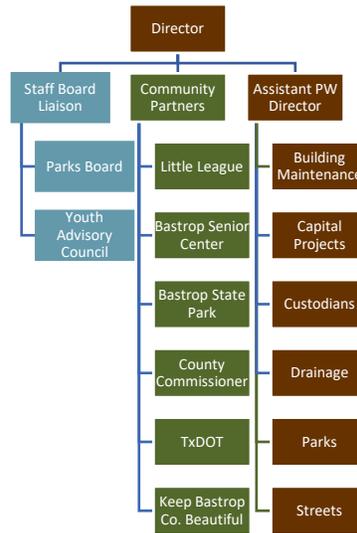


# Public Works

## Department Description

Public Works maintain all City street surfaces, street signage, storm drainage, and building maintenance. Streets & Drainage maintains 64 miles of paved streets, 50 miles of open drainage ditches, 78 miles of storm sewer, 1450 street signs, 98,562 linear feet of sidewalk, and mow 25.5 miles of rights-of-way. Building Maintenance maintains 11 public facilities, 115,000 square feet of space, daily cleaning, property maintenance including painting, lighting, and inspections of roofing, HVAC, foundations, etc. Parks mow 106.1 acres of parkland, 10.5 acres of facilities, perform rodeo arena maintenance and rental, and maintain trails. Special Events & Reservations has moved to Hospitality & Downtown located in the HOT Fund. The General Fund portion of the budget is shown in this department. However, it is transferred into the HOT Fund on October 1<sup>st</sup> of each year.

## Organizational Chart



## Goals and Objectives for FY 2019

- Implement Year 1 of the Street Maintenance Program including performing the crack-sealing function in-house.
- Continue quarterly Street striping schedule.
- Develop a communication protocol for neighborhoods impacted by street maintenance.
- Provide monthly CIP updates at the 1<sup>st</sup> Council meeting of each month to update community on progress of each project.
- Implement a Public Works Procurement schedule to ensure all materials are ordered timely in accordance to state law requirements.
- Develop a 10-year maintenance schedule for Parks.
- Develop a 10-year maintenance schedule for Building Maintenance.
- Oversee the Sidewalk Improvement Program.

## Recent Accomplishments for FY 2018

- ✓ Hired Curtis Hancock as Assistant Public Works Director.
- ✓ Worked over 2,150 hours of permitted and non-permitted special events.
- ✓ Completed installation of new street signage.
- ✓ Completed 1<sup>st</sup> year of Right-of-Way mowing contract.
- ✓ Reconstructed Childress Street.
- ✓ Completed Delgado Park, Phase I.
- ✓ Developed Year 1 & 2 of Street Maintenance Plan based on PCI Study completed in January 2018.
- ✓ Completed design of Skate Park.
- ✓ Completed quarterly Street striping schedule.

# Public Works

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
101 GENERAL FUND

**DEPARTMENT**  
18 PUBLIC WORKS

**DIVISION**  
10 ADMINISTRATION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$672,802	\$805,198	\$719,747	\$177,702	\$182,822
SUPPLIES AND MATERIALS	\$10,131	\$13,400	\$15,000	\$10,800	\$16,050
MAINTENANCE AND REPAIRS	\$8,210	\$2,500	\$0	\$0	\$0
OCCUPANCY	\$12,722	\$12,000	\$12,000	\$16,800	\$16,800
CONTRACTUAL SERVICES	\$66,770	\$214,459	\$268,618	\$239,700	\$231,200
OTHER CHARGES	\$12,036	\$11,400	\$7,800	\$8,650	\$9,900
CAPITAL OUTLAY	\$387,194	\$0	\$6,500	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,169,865</b>	<b>\$1,058,957</b>	<b>\$1,029,665</b>	<b>\$453,652</b>	<b>\$456,772</b>

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASSISTANT PW DIRECTOR	0.000	0.500	0.250	0.250	0.250
DIR OF PW/UTIL/LEISURE SERVICES	0.250	0.250	0.250	0.250	0.250
MECHANIC	1.000	1.000	1.000	1.000	1.000
PW TECHNICIAN	0.500	0.500	0.375	0.375	0.375
<b>TOTAL FTEs</b>	<b>1.750</b>	<b>2.250</b>	<b>1.875</b>	<b>1.875</b>	<b>1.875</b>

# Administration – Public Works

## FY 2019 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
101 GENERAL FUND	18 PUBLIC WORKS		15 STREETS / DRAINAGE		
<b>SUMMARY</b>					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL	\$0	\$0	\$0	\$626,189	\$653,179
SUPPLIES AND MATERIALS	\$43,738	\$34,000	\$32,500	\$59,525	\$58,000
MAINTENANCE AND REPAIRS	\$153,409	\$180,005	\$142,915	\$70,100	\$77,500
CONTRACTUAL SERVICES	\$12,024	\$12,375	\$11,000	\$12,375	\$12,375
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$209,171</b>	<b>\$226,380</b>	<b>\$186,415</b>	<b>\$768,189</b>	<b>\$801,054</b>
<b>PERSONNEL SCHEDULE</b>					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
EQUIPMENT OPERATOR I	3.000	3.000	3.000	3.000	3.000
EQUIPMENT OPERATOR II	2.000	3.000	3.000	3.000	3.000
PW CREW LEADER	1.000	1.000	1.000	1.000	1.000
PW-MAINTENANCE WORKER I	0.000	0.000	0.000	0.000	0.000
PW-MAINTENANCE WORKER II	2.000	2.000	2.000	2.000	2.000
UTIL. FIELD SUPERINTENDENT	0.500	0.750	0.750	1.000	1.000
<b>TOTAL FTEs</b>	<b>8.500</b>	<b>9.750</b>	<b>9.750</b>	<b>10.000</b>	<b>10.000</b>

# Streets & Drainage

## FY 2019 Fund Summary (No personnel assigned to this division)



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		17 SPECIAL EVENTS & RESERVATIONS		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$43,608	\$61,857	\$61,993	\$0	\$0
SUPPLIES AND MATERIALS	\$175	\$2,350	\$1,150	\$0	\$0
MAINTENANCE AND REPAIRS	\$8	\$250	\$0	\$0	\$0
OCCUPANCY	\$0	\$250	\$100	\$0	\$0
CONTRACTUAL SERVICES	\$42,143	\$42,100	\$42,000	\$0	\$0
OTHER CHARGES	\$13,624	\$22,000	\$17,900	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$99,558</b>	<b>\$128,807</b>	<b>\$123,143</b>	<b>\$0</b>	<b>\$0</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
RECREATION COORDINATOR	1.000	1.000	1.000	0.000	0.000
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>0.000</b>	<b>0.000</b>

**NOTE:** The General Fund portion of the budget is shown in this department. However, this division has transferred into the HOT Fund in the Hospitality & Downtown Department. Funds will be transferred into HOT on October 1<sup>st</sup> of each year.

# Special Events & Reservations

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
101 GENERAL FUND	18 PUBLIC WORKS			19 PARKS	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$531,388	\$663,308	\$611,662	\$687,762	\$718,970
SUPPLIES AND MATERIALS	\$49,824	\$38,200	\$36,982	\$36,150	\$36,750
MAINTENANCE AND REPAIRS	\$60,534	\$78,350	\$77,366	\$84,650	\$150,525
OCCUPANCY	\$62,943	\$53,200	\$56,827	\$56,420	\$60,200
CONTRACTUAL SERVICES	\$17,338	\$137,002	\$19,810	\$21,921	\$22,271
OTHER CHARGES	\$10,217	\$5,750	\$5,750	\$5,750	\$4,300
CAPITAL OUTLAY	\$82,496	\$0	\$187,880	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$814,740</b>	<b>\$975,810</b>	<b>\$996,277</b>	<b>\$892,653</b>	<b>\$993,016</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASSISTANT PW DIRECTOR	0.000	0.000	0.000	0.250	0.250
ATHLETIC FIELD MAINT. TECH	0.000	1.000	1.000	1.000	1.000
DIR OF PW/UTIL/LEISURE SERVICES	0.250	0.250	0.250	0.250	0.250
EQUIP OPERATOR I	0.000	1.000	1.000	1.000	1.000
FACILITIES MAINT WORKER II	0.000	1.000	1.000	1.000	1.000
MAINTENANCE SPECIALIST	1.000	1.000	1.000	1.000	1.000
PARKS & REC SUPERINTENDENT	1.000	1.000	1.000	1.000	1.000
PARKS CREW LEADER	1.000	1.000	1.000	1.000	1.000
PARKS MAINT WORKER II	9.000	5.000	5.000	5.000	5.000
PW TECHNICIAN	0.500	0.500	0.500	0.375	0.375
SEASONAL EMPLOYEES	0.200	0.200	0.200	0.185	0.185
<b>TOTAL FTEs</b>	<b>12.950</b>	<b>11.950</b>	<b>11.950</b>	<b>12.060</b>	<b>12.060</b>

# Parks

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
101 GENERAL FUND	18 PUBLIC WORKS		20 BUILDING MAINTENANCE		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$183,628	\$195,791	\$195,618	\$200,979	\$210,646
SUPPLIES AND MATERIALS	\$21,571	\$15,350	\$23,766	\$26,100	\$26,300
MAINTENANCE AND REPAIRS	\$2,240	\$43,450	\$58,600	\$51,120	\$56,022
OCCUPANCY	\$716	\$900	\$500	\$1,200	\$600
CONTRACTUAL SERVICES	\$7,327	\$6,842	\$6,842	\$5,269	\$5,269
OTHER CHARGES	(\$45,912)	\$300	\$300	\$1,300	\$1,300
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$169,570</b>	<b>\$262,633</b>	<b>\$285,626</b>	<b>\$285,968</b>	<b>\$300,137</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CUSTODIAN	3.000	3.000	3.000	3.000	3.000
CUSTODIAN CREW LEADER	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

# Building Maintenance



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**The Library provides free and unrestricted access to informational, educational, cultural, and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.**

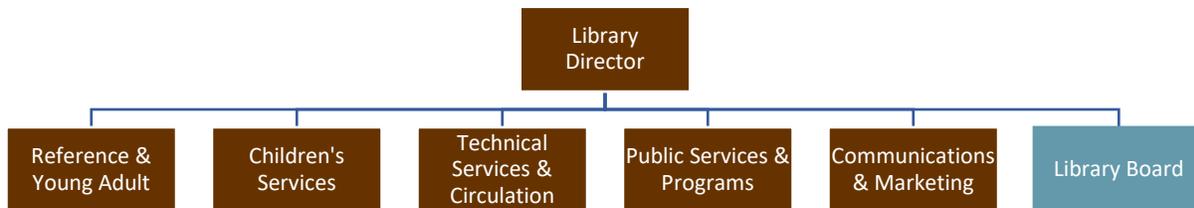


**Library**

## Department Description

The Library collects, classifies, organizes, and makes available information in all formats, including print, non-print, and digital materials, for the community. The Library encourages reading by providing materials and enrichment programs for patrons of all ages along with access to local history and genealogical resources, and on-line access via Internet to the TexShare databases. The Library provides a variety of programs, including regular preschool story time and summer reading programs, public access to computers, meeting rooms for the general public, clubs, and non-profit corporations.

## Organizational Chart



## Goals and Objectives for FY 2019

- Utilize a variety of communication strategies to inform and promote library services and programs to the Bastrop community.
- Develop a dedicated Maker Space area.
- Provide Maker Space programming for Patrons of all ages.
- Promote early childhood literacy.
- Increase teen (ages 13-17) participation at library programs and utilization of library resources.
- Provide programming for Tweens ages 9-13.
- Provide programming for adults.
- Partner with Bastrop Parks and Hospitality & Downtown to create joint programs and events.

## Recent Accomplishments for FY 2018

- ✓ Hired a new Teen Librarian.
- ✓ Circulated 145,827 items.
- ✓ Welcomed 115,461 visitors.
- ✓ Served a total of 14,349 attendees at library programs and activities.
- ✓ Presented a successful Summer Reading Program.
- ✓ Purchased a 3D printer and CNC Vinyl cutter and now offer a Maker Space program for patrons of all ages.
- ✓ Started a Library Chess Club.

# Library

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
101 GENERAL FUND	21 LIBRARY			00 NON-DIVISION	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$553,808	\$584,797	\$584,002	\$618,220	\$648,149
SUPPLIES AND MATERIALS	\$59,951	\$61,150	\$61,222	\$66,480	\$69,000
MAINTENANCE AND REPAIRS	\$14,007	\$6,380	\$7,360	\$5,900	\$5,950
OCCUPANCY	\$42,885	\$34,320	\$34,200	\$34,220	\$34,220
CONTRACTUAL SERVICES	\$22,432	\$23,740	\$21,936	\$23,940	\$24,400
OTHER CHARGES	\$12,616	\$13,072	\$12,265	\$16,195	\$17,075
CAPITAL OUTLAY	\$99,812	\$0	\$19,000	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$805,511</b>	<b>\$723,459</b>	<b>\$739,985</b>	<b>\$764,955</b>	<b>\$798,794</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
LIBRARY ASSOC. SUPERVISOR	1.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE	1.800	1.950	1.950	1.950	1.950
LIBRARY ASSOCIATE III/ADMIN SVCS	0.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/CHLD SRVS	0.000	1.000	1.000	1.000	1.000
LIBRARY ASSOCIATE/WEB & GRAPHICS	1.000	1.000	1.000	1.000	1.000
LIBRARY CLERK-VOE	1.000	1.000	1.000	1.000	1.000
LIBRARY DIRECTOR	1.000	1.000	1.000	1.000	1.000
SUPERVISOR OF PUBLIC SERVICE	1.000	1.000	1.000	1.000	1.000
YOUNG ADULT LIBRARIAN	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>9.800</b>	<b>9.950</b>	<b>9.950</b>	<b>9.950</b>	<b>9.950</b>

# Library



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Heroes & Hot Rods Veterans' Day Car Show



# Hotel Tax Fund

## Hotel Tax Fund

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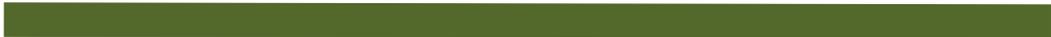
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**To foster an improved Bastrop experience based on cooperation, partnerships, and strong teamwork that provides a strategic approach to increased tourism, open and two-way communication, and enhancing the Bastrop experience.**



## **Hotel Occupancy Tax Fund Summary**



CITY OF BASTROP, TEXAS					
HOTEL TAX FUNDS					
	ACTUAL	BUDGET	PROJECTED	PROPOSED	PLANNING
	FY2016-2017	FY2017-2018	FY2017-2018	FY2018-2019	FY2019-2020
<b>BEGINNING FUND BALANCES</b>	\$ 3,727,529	\$ 3,671,599	\$ 3,667,738	\$ 3,425,181	\$ 3,006,738
<b>REVENUES:</b>					
HOTEL OCCUPANCY TAX	2,686,098	2,875,000	2,736,000	2,736,000	2,736,000
LICENSE & PERMITS	2,017	2,100	-	2,000	2,000
SERVICE FEES	176,353	222,700	211,000	240,350	272,350
INTEREST	37,961	13,050	42,500	44,500	48,000
INTERGOVERNMENTAL	40,000	50,000	80,408	62,312	62,312
OTHER	18,383	-	-	-	-
<b>TOTAL REVENUES</b>	<b>2,960,812</b>	<b>3,162,850</b>	<b>3,069,908</b>	<b>3,085,162</b>	<b>3,120,662</b>
<b>OTHER SOURCES</b>					
Interfund Transfers - General Fund	-	-	-	266,084	280,257
Interfund Transfers - Electric Fund	-	152,700	93,700	220,000	175,000
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	<b>2,960,812</b>	<b>3,315,550</b>	<b>3,163,608</b>	<b>3,571,246</b>	<b>3,575,919</b>
<b>TOTAL AVAILABLE RESOURCES</b>	<b>\$ 6,688,341</b>	<b>\$ 6,987,149</b>	<b>\$ 6,831,346</b>	<b>\$ 6,996,427</b>	<b>\$ 6,582,657</b>
<b>EXPENDITURES:</b>					
ORGANIZATIONAL	1,477,789	2,196,835	1,919,338	1,709,083	1,681,502
CONVENTION CENTER	662,357	619,504	588,239	640,754	700,714
MAIN STREET PROGRAM	200,044	408,018	342,871	550,520	544,267
MULTI-MEDIA	-	-	-	179,907	205,417
SPECIAL EVENTS & RESERVATIONS	-	-	-	167,087	124,717
BAIPP	165,935	94,050	40,350	146,152	76,152
RODEO ARENA	14,551	100,000	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,520,676</b>	<b>3,418,407</b>	<b>2,890,798</b>	<b>3,393,503</b>	<b>3,332,769</b>
<b>OTHER USES</b>					
DEBT SERVICE TRANSFER	499,927	496,616	515,367	516,186	514,416
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	<b>3,020,603</b>	<b>3,915,023</b>	<b>3,406,165</b>	<b>3,909,689</b>	<b>3,847,185</b>
<b>BAIPP - RESTRICTED FB - LT PROJECTS</b>	<b>40,000</b>	<b>60,000</b>	<b>60,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>
<b>ENDING UNRESTRICTED FUND BALANCES</b>	<b>\$ 3,627,738</b>	<b>\$ 3,012,126</b>	<b>\$ 3,365,181</b>	<b>\$ 3,006,738</b>	<b>\$ 2,655,472</b>
<i>Fund balance Policy Amount</i>				\$ 3,086,738	\$ 3,027,051

# Hotel Occupancy Tax Fund Summary



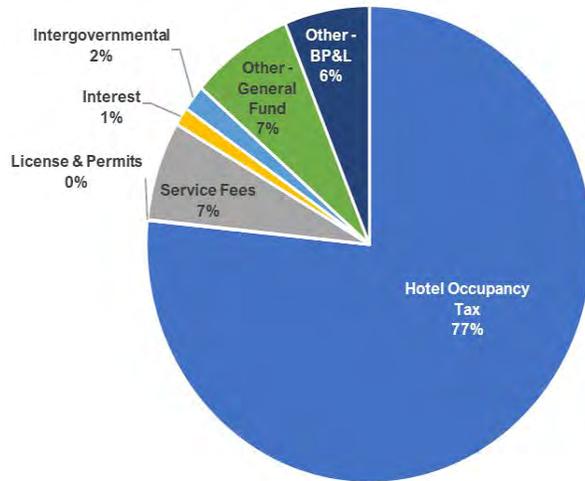
# Hotel Occupancy Tax Fund Overview

With more than \$3,500,000 in Hotel Occupancy Tax Fund Revenue, the City of Bastrop enjoys a robust cultural arts program. Recognizing the need to maximize the community’s cultural art resources, a Cultural Arts Master Plan was commissioned in FY 2018. The City has hired Go Collaborative to conduct this study. During a recent meeting, **Go Collaborative indicated that it is rare for a City the size of Bastrop to have such a robust cultural arts plan in place. They are having to use much larger cities as a comparison for benchmarking in the creation of our Cultural Arts Master Plan!**

## Revenue Assumptions

Total Revenue & Other Sources are forecasted to be \$3,571,246 in FY 2019, which is 12.8% or \$407,638 more than FY 2018 year-end budget projections.

Outlined below are explanations on three (3) major sources that 96.9% of the Fund’s revenue.



## Hotel Occupancy Tax

Hotel Occupancy Tax is set at a rate of 13.5% in the City of Bastrop and our ETJ. Of the tax collected, 6% goes to the State, 7% goes to the City, and .5% goes to the County, if in the City’s ETJ. Hotel Occupancy Tax was budgeted at \$2,875,000 in FY 2018. **However, FY 2018 projections anticipate collections of \$2,736,000, which is 5.0% less or \$139,000 than budgeted.** Therefore, FY 2019 Proposed revenue will be budgeted at a flat level.

<b>FY 2019 Budget</b>	<b>\$2,736,000</b>	
% of Fund Revenue	76.6%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	-\$139,000	-5.0%
2018 Projection	\$0	0%

## Service Fees

Service Fees represents those revenues collected from Convention Center sponsored events, such as Farm Street Opry, Western Swing Festival, Red, White and You Dance; Main Street sponsored events, such as Art Walk, Table on Main, Wine Swirl, Pub Crawls, and Trick or Treat Trail; Convention Center rentals, and catering services.

<b>FY 2019 Budget</b>	<b>\$240,350</b>	
% of Fund Revenue	6.73%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	\$17,650	7.9%
2018 Projection	\$29,350	13.9%

## Other Sources

Other Sources represent those revenues transferred internally from the General Fund and BP&L Fund. The General Fund transfer totals \$266,084, which covers \$101,433 for Film & Broadcasting, \$123,143 for Special Events and Reservations, and a portion of the Director of Hospitality & Development’s salary. BP&L transfers totals \$220,000, which covers \$125,000 for Christmas Lights, \$25,000 for Patriotic Festival, \$20,000 for Bastrop Homecoming & Rodeo, \$5,000 for Juneteenth Celebration, \$15,000 for Keep

Bastrop County Beautiful, and \$30,000 for YMCA programming.

<b>FY 2019 Budget</b>	<b>\$486,084</b>	
% of Fund Revenue	13.6%	
<b>Compared to</b>	<b>\$ Growth</b>	<b>% Growth</b>
2018 Budget	\$266,084	100%
2018 Projection	\$220,000	100%

## Program Considerations

### Bastrop Art In Public Places (BAIPP)

As a part of FY 2018 work plan, a Cultural Arts Master Plan (CAMP) is being developed by Go Collaborative. Recognizing that the study will be completed in early 2019, **there is \$50,000 included in Contingency to ensure work can begin immediately on implementing key recommendations from the CAMP without having to wait until FY 2020.**

**There is \$16,082 included in Professional Services to reimburse the General Fund for administrative support for BAIPP art projects.**

Any time art is purchased or acquired through a loan, a contract must be created, executed, and added to the City’s insurance policy. Some of the art calls contain numerous pieces of art by multiple artists, each requiring their own contract and insurance coverage.

### Convention Center

**The Convention Center Team has had a fantastic FY 2018!** The Convention Center updated their contract, marketing materials, and pricing structure. The Convention Center fees now include full set-up, tablecloths, and water beverage stations. The Convention Center can now be rented in smaller blocks of time, which allows more rental opportunities throughout the day. Patrons can now have breakfast, lunch, and dinner catered as a part of their rental.

**FY 2018, when compared to FY 2017, has seen a 50% increase in rentals!!** In FY 2017, there were 92 rentals for a total revenue of \$120,014. In FY 2018, there were 138 rentals for a total monetary revenue of \$153,737 plus \$39,375 “in-kind” (City sponsored and 501©3 donations) revenue for total revenue of \$193,112. Staff has been very successful at booking next year’s business, while events are occurring. Therefore, events are already on the calendar through FY 2020.

### Main Street

Bastrop Main Street celebrated their 10<sup>th</sup> anniversary in 2017 as a part of the Texas Main Street Program. Over the past decade, Bastrop Main Street has been driven by an active Main Street Advisory Board and volunteer army, public and private partnerships, and community support. The program has contributed almost \$35 million in reinvestment into the 62-block program area and tracked 14,000+ volunteer hours since 2007. Bastrop Main Street is part of the Texas Historical Commission’s Texas Main Street Program and Main Street America network, which provides a time-tested framework for community driven,

comprehensive preservation-based downtown revitalization.

Sarah O’Brien, who currently serves as the Main Street Director, has assumed additional responsibilities this year with the creation of the Hospitality & Downtown Department. This department was created due to the greater need for economic stability and increased tourism by leveraging Main Street, Convention Center, Multimedia, and Special Events.

## Main Street cont.

All of these departments require a significant amount of strategic focus, which requires Sarah to manage additional staff and attend numerous meetings throughout the day, evening, and weekends. In addition, she must focus energies on strategic planning such as the Cultural Arts Master Plan, the creation of a Crisis Communication Plan for Emergency Management, and will coordinate significant community engagement in FY 2019 including the Capital Improvement Program, Street Maintenance Program, and Building Bastrop Campaign.

## Multimedia

Effective October 1<sup>st</sup>, the Multimedia Department was created with the purpose of telling the City of Bastrop's story. Council established a policy that all City Council, Bastrop Economic Development Corporation, and Planning & Zoning Commission meetings must be live-streamed. In addition, videos are created to promote specific purposes and support Public Information efforts, when needed.

## Non-Special Event Community Assets

There are two (2) non-special event community assets that receive support from the HOT Fund. Those community assets include the **Bastrop Opera House** and the **Bastrop County Historical Society Visitor Center & Museum**. Both organizations had successful programs of work in FY 2018 and are actively engaged in planning for FY 2019.

### Bastrop County Historical Society Visitor Center & Museum

The **Bastrop County Historical Society Museum** in FY 2018 offered free downtown walking tours each Saturday in May, continued to assist with the data population of Downtown, TX, and provided an annual calendar of events. The **Visitor Center** provided visitor center facility amenities including brochures and maps, "goodie bag" services, train volunteers on "tourism" amenities, remain open during Downtown special events, worked with Bastrop County and Visit Bastrop to create "programming", increased social media, and provided volunteer coordination.

The Bastrop County Visitor's Center & Museum met all the requirements of this year's contract. They received \$148,545 in funding in FY 2018. **They have**

**Therefore, this fund contains an Assistant Main Street Manager. There is a critically need to continue our efforts to enhance the downtown area, while allowing Sarah to contribute actively to downtown and the City, as an organization. This position will assist with volunteer coordination, Special Event planning, ombudsman for Main Street Program area businesses, plan training programs, and update communications specifically for [www.downtowntx.org](http://www.downtowntx.org).**

City Council continues to place a significant emphasis on communicating the City's message. **Therefore, at Council's request, this division is proposing to add one (1) additional position to serve as a Digital Media Manager. This position will responsible for updating social media, responding to social media posts, and creating an electronic newsletter to be published on a routine basis.**

**reduced their request in FY 2019 to \$146,937, which has been included in this budget.**

### Bastrop Opera House

**Bastrop Opera House (BOH)** created a FY 2017-2018 season, which contained eight (8) full productions and nine (9) touring shows. Because this season was heavily marketed, BOH used Arts People, an online ticket software which generates reports showing zip codes of ticket purchasers. More than half of the tickets were sold outside of Bastrop County. BOH is home to the Bastrop Opera House Youth Performing Arts Academy, which has approximately 60 youth ages 3 through high school enrolled. Each season, two (2) major youth productions are performed. FY 2018-19 season is already booked and contains 16 productions and touring shows.

BOH met all of the requirements of this year's contract. They received \$92,000 in FY 2018. **A request of \$132,055 was submitted for FY 2019 consideration including a request of \$40,000 for a staff person. This portion of their request was not funded. Therefore, there is \$92,500 included in this budget for BOH.**

## Special Events & Reservations

In FY 2018, the Recreation Coordinator position resided in the Public Works budget. This position was originally created to do recreational programming in City parks. However, the YMCA seems better suited to provide recreational programming. **Therefore, the FY 2019 proposed budget includes \$7,800 in additional YMCA funding. There is \$5,000 for five (5) Movies in the Park events, and \$2,800 for two (2) tennis clinic sessions per year.**

The City currently funds \$42,000 for various recreational programming such as soccer, Teen Night, Homeschool P.E., and Senior Fit. In addition, there is \$30,000 to pay for utilities at the Bastrop State Park Pool during the summer.



In FY 2019, the Recreation Coordinator position will become a part of the Hospitality & Downtown Department. This position is the City's liaison to the 50+ annual special events and coordinates the issuance of Special Event permits, coordinates City resources for special events, develops Event Action Plans, schedules Event Review Meetings, and provides logistical coordination for each event. This position also assists with the creation, promotion, and execution of special events hosted by the Convention Center and is also responsible for renting out park pavilions and non-convention related rentals at the Convention Center.

**This position will be re-classified as Special Events & Reservations, which is a much better public representation of the required job duties.**

## Special Events

The City of Bastrop will coordinate approximately 50 permitted and non-permitted special events in 2018, not including First Friday events. The administration of these events requires significant man-hours on the part of Public Works, which includes Streets, Parks, Water, and Wastewater. **Overall, we anticipate Public Works will dedicate in excess of 2100 hours toward events in FY 2018. Since December, staff has tracked hours for Police, Parks, Fire, and Hospitality & Downtown for nine (9) permitted events:** Lost Pines Christmas, Run for the Bluebonnets, Bastrop River Rally, MS 150 Bike Ride, Table on Main, Bastrop Music Festival, Memorial Day Ceremony, Bastrop Juneteenth, and

Bastrop Patriotic Festival. **Total hours/cost for all nine (9) permitted events is 2,494 hours at \$77,394.** In FY 2019 Work Plan, staff is going to be revising the Special Events permit process and developing recommendation for an Ordinance revision and fees that cover all costs. A work session will be scheduled with Council in the Spring.

BP&L provides funding through an Internal Transfer to HOT for Bastrop Patriotic Festival, Bastrop Homecoming & Rodeo, and Juneteenth Celebration. This funding is located in the Special Events & Reservations Budget.

## Bastrop Patriotic Festival

The Patriotic Festival is a 2-day event, which occurs annually the last weekend of June. There is a 5-K race and dance on Friday night. Saturday festivities start early and end late with a Fireworks Display. In FY 2018, the Patriotic Festival was funded from two (2) sources. HOT Funds provided \$40,835 and BP&L provided \$22,700, for a total of \$63,535. In FY 2019, Visit Bastrop will be responsible for determining the amount of special event funding this event receives. Staff tracked all hours and costs associated with this year's event. **We provided 488.25 hours of staff support totaling \$17,072 in "in-kind" services between Police, Parks, Fire, and Hospitality & Downtown, which makes Bastrop's total support for this event \$80,607.**

**This event is the largest event monetarily, financially and in-kind services, that the City supports.** By comparison, support for Lost Pines Christmas, which includes Wassail Fest, Lighting Ceremony, Snow Day, Parade, and New Years' Eve Pub Crawl will be approximately \$50,000. **Per the Chamber's Post Event Analysis, there were 8,000 in attendance and 12 documented hotel nights.**

Given the amount of support provided from City resources, whether given by the City or from Visit Bastrop, staff recommends limiting funding and staff support to a one-day event. Should Chamber staff wish to have a 2-day event, then private sponsorships and payment for additional staff hours will be required.

## Bastrop Homecoming & Rodeo

Bastrop Homecoming & Rodeo is five (5) day event that ends the 1<sup>st</sup> Saturday annually. This year marks the 71<sup>st</sup> Anniversary of this event. There are several special events including a rodeo and parade. In FY 2018, the Bastrop Homecoming received \$20,000 in HOT Funds. This year, funding has moved to BP&L because most of the participants do not stay in hotels. Given the historical significance of this event, funding has moved to BP&L. Staff tracked all hours and costs associated with this year's event. **We provided 240.25 hours of staff support totaling \$6,906.55 in "in-kind" services between Police, Parks, and Hospitality & Downtown, which makes Bastrop's total support for this event \$26,906.55.**

## Visit Bastrop

Funding provided to Visit Bastrop is established in Section III. Compensation to Visit Bastrop (B) Beginning on October 1, 2017, the City shall target 50% of the net HOT revenue collected, defined as HOT revenue minus the provision of payment satisfying the City's outstanding debt secured by HOT. The amount should not be less than 45% of the total HOT revenues. The FY 2018 revenue calculation to Visit Bastrop was incorrect because it did not take into consideration the debt payment owed on the Convention Center. The FY 2019

## Juneteenth Celebration

Juneteenth Celebration is always the 3<sup>rd</sup> Saturday in June. This year marks the 31<sup>st</sup> anniversary of this event. Saturday events include a parade, a car show, and scheduled entertainment throughout the day. In FY 2018, the Juneteenth Celebration received \$5,000 from BP&L. Staff tracked all hours and costs associated with this year's event. **We provided 118.5 hours of staff support totaling \$3,678.22 in "in-kind" services between Police, Parks, and Hospitality & Downtown, which makes Bastrop's total support for this event \$8,678.22.**

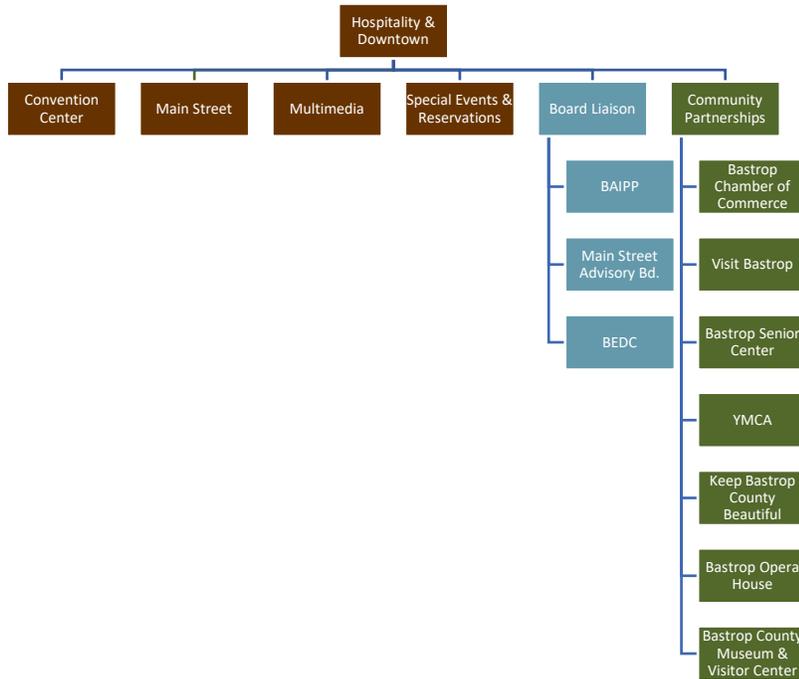
payment is calculated per the contract and will be \$1,111,907.

Per the City's contract, Visit Bastrop must present a Business Plan and Budget for public consideration in September prior to the adoption of the City's budget. This Business Plan should include Visit Bastrop's Plan of Work for the next fiscal year based on contract funding requirements.

## Department Description

The Hotel Occupancy Fund is utilized to account for the receipt and expenditures of funds received by the City from the assessment of hotel and motel occupancy tax. This fund contains Multi-Media, Special Events, Convention Center, Main Street Program, Bastrop Art In Public Places, and the Rodeo Arena. All but the Rodeo Arena are managed under the Hospitality & Downtown Department that was created October 1, 2018 to provide a more strategic approach to HOT investments and to tell the City's Story.

## Organizational Chart



## Goals and Objectives for FY 2019

- Continue Event Action Plan system for all Special Event applications.
- Continue live streaming of City Council, Bastrop Economic Development Corporation, and P&Z Commission meetings.
- Implement Findings from Cultural Arts Master Plan.
- Continue to promote the Convention Center for conventions and meetings.
- Develop a communications strategy for the Capital Improvement Program and Year 1 of Street Maintenance Program.
- Coordinate with Partners to ensure Build Bastrop Campaign is successful.
- Coordinate with KSA Engineering's Marketing Department on community engagement regarding construction of WWTP#3.
- Revise Special Events Ordinance & Permit Process.

## Recent Accomplishments for FY 2018

- ✓ Created Hospitality & Downtown Department to leverage HOT investments, tell the City's story, and better leverage community resources through partnerships.
- ✓ Doubled special event revenue compared from \$22,500 in FY 2017 to \$51,000 in FY 2018.
- ✓ Enhanced downtown parking and wayfinding signage.
- ✓ Sarah O'Brien completed Public Information Officer Certification program.
- ✓ Increased social media reach by 93%, including more than 275,000 video views on City's Facebook pages.
- ✓ Completed 30 Event Action Plans that follow FEMA's emergency management protocol.
- ✓ #MyBastrop campaign reached 3+ million people, garnered 158,000 views on social media, 54 media stories with 14.7 million impressions at a media value of \$253,000.

# Hotel Occupancy Tax Fund Summary

## FY 2019 Revenue Fund Summary



### CITY OF BASTROP

**FUND**  
501 HOTEL TAX FUND

**DEPARTMENT**  
00 NON-DEPARTMENT

**DIVISION**  
00 NON-DIVISION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
TAXES AND PENALTIES	\$2,686,098	\$2,875,000	\$2,736,000	\$2,736,000	\$2,736,000
LICENSES AND PERMITS	\$2,017	\$2,100	\$0	\$2,000	\$2,000
CHARGES FOR SERVICES	\$176,353	\$222,700	\$211,000	\$240,350	\$272,350
INTEREST INCOME	\$37,961	\$13,050	\$42,500	\$44,500	\$48,000
INTERGOVERNMENTAL	\$40,000	\$50,000	\$80,408	\$62,312	\$62,312
MISCELLANEOUS INCOME	\$18,383	\$0	\$0	\$0	\$0
TRANSFERS IN	\$0	\$152,700	\$93,700	\$486,084	\$455,257
<b>TOTAL REVENUE</b>	<b>\$2,960,812</b>	<b>\$3,315,550</b>	<b>\$3,163,608</b>	<b>\$3,571,246</b>	<b>\$3,575,919</b>

## Revenue Summary- Hotel Occupancy Tax Fund

## FY 2019 Fund Summary & Personnel Schedule



<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>			<b>DIVISION</b>	
501 HOTEL TAX FUND	80 ORGANIZATIONAL FUNDING			00 NON-PROGRAM	
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>PROPOSED 2019</b>	<b>PLANNING 2020</b>
CONTRACTUAL SERVICES	\$1,191,489	\$1,821,000	\$1,893,338	\$1,380,126	\$1,352,545
OTHER CHARGES	\$286,300	\$60,835	\$26,000	\$28,000	\$28,000
CONTINGENCY	\$0	\$315,000	\$0	\$300,957	\$300,957
TRANSFERS OUT	\$499,927	\$496,616	\$515,367	\$516,186	\$514,416
<b>TOTAL EXPENDITURES</b>	<b>\$1,977,716</b>	<b>\$2,693,451</b>	<b>\$2,434,705</b>	<b>\$2,225,269</b>	<b>\$2,195,918</b>

## Hotel Occupancy Fund - Organizational

## FY 2019 Fund Summary & Personnel Schedule



### CITY OF BASTROP

**FUND**  
501 HOTEL TAX FUND

**DEPARTMENT**  
83 MULTI-MEDIA

**DIVISION**  
00 NON-DIVISION

#### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$0	\$0	\$0	\$199,007	\$208,381
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$900	\$9,200
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$7,748	\$9,000
OCCUPANCY	\$0	\$0	\$0	\$5,680	\$6,880
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$13,750	\$15,000
OTHER CHARGES	\$0	\$0	\$0	(\$47,178)	(\$43,044)
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$179,907	\$205,417

#### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CHIEF STORY TELLER				1.000	1.000
DIGITAL MEDIA MANAGER				1.000	1.000
DOWNTOWN & HOSPITALITY DIRECTOR				0.150	0.150
TEMP ASST. CHIEF STORYTELLER				0.481	0.481
<b>TOTAL FTEs</b>				<b>2.631</b>	<b>2.631</b>

## Hotel Occupancy Tax Fund – Multi-Media

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT			DIVISION	
501 HOTEL TAX FUND	84 SPECIAL EVENTS & RESERVATIONS			00 NON-DIVISION	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$0	\$0	\$0	\$53,937	\$56,367
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$1,300	\$1,500
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
OCCUPANCY	\$0	\$0	\$0	\$250	\$250
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$94,800	\$49,800
OTHER CHARGES	\$0	\$0	\$0	\$16,800	\$16,800
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$167,087	\$124,717
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
DOWNTOWN & HOSPITALITY DIRECTOR				0.100	0.100
RECREATION COORDINATOR				0.667	0.667
<b>TOTAL FTEs</b>				<b>0.767</b>	<b>0.767</b>

## Hotel Occupancy Tax Fund – Special Events & Reservations

## FY 2019 Fund Summary & Personnel Schedule



FUND		DEPARTMENT		DIVISION	
501 HOTEL TAX FUND		85 HOSPITALITY AND DOWNTOWN		75 CONVENTION CENTER	
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL	\$273,837	\$274,277	\$270,210	\$302,476	\$315,512
SUPPLIES AND MATERIALS	\$84,445	\$20,004	\$36,675	\$44,000	\$70,750
MAINTENANCE AND REPAIRS	\$28,050	\$22,050	\$18,300	\$42,650	\$53,150
OCCUPANCY	\$54,013	\$58,698	\$57,000	\$58,698	\$59,338
CONTRACTUAL SERVICES	\$157,275	\$181,925	\$179,504	\$149,230	\$158,264
OTHER CHARGES	\$64,737	\$57,550	\$26,550	\$43,700	\$43,700
CONTINGENCY	\$0	\$5,000	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$662,357</b>	<b>\$619,504</b>	<b>\$588,239</b>	<b>\$640,754</b>	<b>\$700,714</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.500	0.500
CONVENTION CENTER DIRECTOR	1.000	1.000	1.000	1.000	1.000
FACILITY ATTENDANT	2.000	2.000	2.000	2.000	2.000
MAINTENANCE SUPERVISOR	1.000	1.000	1.000	1.000	1.000
RECREATION COORDINATOR	0.000	0.000	0.330	0.333	0.333
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.330</b>	<b>4.333</b>	<b>4.333</b>

## Hospitality & Downtown – Convention Center

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	85 HOSPITALITY AND DOWNTOWN		80 MAIN STREET PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL	\$121,927	\$147,628	\$147,601	\$216,300	\$226,247
SUPPLIES AND MATERIALS	\$7,207	\$3,125	\$2,035	\$9,100	\$5,100
MAINTENANCE AND REPAIRS	\$13,267	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,926	\$1,500	\$1,500	\$2,300	\$1,500
CONTRACTUAL SERVICES	\$7,916	\$9,000	\$9,000	\$14,000	\$14,000
OTHER CHARGES	\$46,801	\$213,285	\$182,735	\$267,820	\$267,420
CONTINGENCY	\$0	\$33,480	\$0	\$41,000	\$30,000
<b>TOTAL EXPENDITURES</b>	<b>\$200,044</b>	<b>\$408,018</b>	<b>\$342,871</b>	<b>\$550,520</b>	<b>\$544,267</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ADMINISTRATIVE ASSISTANT	0.500	0.500	0.500	0.500	0.500
ASSISTANT DIRECTOR	0.000	0.000	0.000	1.000	1.000
CHIEF STORY TELLER	0.250	0.250	0.250	0.000	0.000
DOWNTOWN & HOSPITALITY DIRECTOR	0.750	0.750	0.750	0.750	0.750
<b>TOTAL FTEs</b>	<b>2.000</b>	<b>2.000</b>	<b>2.000</b>	<b>2.250</b>	<b>2.250</b>

## Hospitality & Downtown – Main Street Program

## FY 2019 Fund Summary & Personnel Schedule



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

## Hotel Occupancy Tax Fund – BAIPP

# FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
501 HOTEL TAX FUND	87 RODEO ARENA		00 NON-PROGRAM		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
SUPPLIES AND MATERIALS	\$1,113	\$100,000	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$230	\$0	\$0	\$0	\$0
OCCUPANCY	\$2,558	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$10,650	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$14,551</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Hotel Occupancy Tax Fund – Rodeo Arena



# Innovation Fund

## Innovation Fund

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**The Innovation Fund is funded from excess fund balance from the General Fund and Bastrop Power & Light, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations.**



## **Innovation Fund Summary**

## Fund Description

The Innovation Fund is funded from excess fund balance from the General Fund and Bastrop Power & Light, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
105 INNOVATION FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$0	\$0	\$5,000	\$10,000	\$10,000
OTHER REVENUE	\$0	\$0	\$136,053	\$0	\$0
OTHER SOURCES - BP&L LOAN	\$0	\$0	\$186,916	\$300,000	\$0
TRANSFER IN - BP&L	\$0	\$256,500	\$256,500	\$453,825	\$0
TRANSFER IN - GENERAL FUND	\$487,500	\$0	\$1,000,000	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$487,500</b>	<b>\$256,500</b>	<b>\$1,584,469</b>	<b>\$763,825</b>	<b>\$10,000</b>
SUPPLIES AND MATERIALS	\$0	\$0	\$15,247	\$101,400	\$16,400
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$15,575	\$90,040
CONTRACTUAL SERVICES	\$0	\$116,000	\$175,579	\$1,003,604	\$24,875
CAPITAL OUTLAY	\$0	\$314,000	\$186,916	\$756,160	\$230,100
DEBT SERVICE	\$0	\$0	\$42,002	\$42,002	\$42,002
TRANSFERS OUT	\$0	\$276,500	\$217,612	\$276,500	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$706,500</b>	<b>\$637,356</b>	<b>\$2,195,241</b>	<b>\$403,417</b>

# Innovation Fund Reconciliation



<b>Proposed Expenditure</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Proposed Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2019 Explanation</b>
Police Dept. & Municipal Court RMS/CAD (5 Yr. Loan)	\$42,000	\$186,916	--	--	
Loan Payment- BP&L		42,000	42,000	42,000	Year 2 of 5 – Payment for purchase of Tyler Technology RMS/CAD System
State Park Trail	\$160,000	\$60,006	\$166,679	--	Amount increased resulting from revised estimate from Engineer.
Server Replacements	\$37,500	\$37,500	\$37,500	--	
Parking for Delgado Park	\$60,000		\$60,000		Parking lot will be first project completed by Concrete Contractor. Should be completed by year-end and paid in early October.
PCI Study	\$45,000	\$49,270	--	--	Completed.
Fire Dept. Staff PT	\$82,000	\$75,000	\$82,000		\$131,040 Total; \$49,000 pd. By General Fund, \$82,000 Innovation Fund.
Mowing Contract	\$157,000	\$105,112	\$157,000		Year 2 of Contract
CART Funding	\$20,000	\$20,000	\$20,000	--	Continued Support of CART.
Skate Park Design	\$35,000	\$18,000	--	--	Completed. Concept will be presented to Council in near future.
Neogov	\$16,000	\$15,803	--	--	Completed.
VoteLynx System	\$52,000	\$15,247	--	--	Sound portion will be installed in September. Voting portion installed in 1 <sup>st</sup> quarter of FY 2019.
Budget Software		\$12,500	--	--	Completed.

## Innovation Fund Reconciliation – Page 2

<b>Proposed Expenditure</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Proposed Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2019 Explanation</b>
Professional Services			\$155,000	--	Unknown consultant services as development occurs (Regional drainage review, etc.)
Grant Match			\$40,000		Drainage grant match for North Bastrop Rehabilitation Project.
Code Update – Phase 1 (Codes /Public Engagement)			\$310,500	--	Zoning & Sign Codes
Code Update – Phase 2			\$153,825		Design Manuals, Update to 2018 International Building / Fire Codes, New Forms & Staff Training
Fiscal Impact Analysis Model			\$50,000		Fiscal Impact Analysis to determine fiscal sustainability of future development.
Fire Feasibility Study			\$75,000	--	Study future of Fire – What is right choice? Volunteer, Full-Time, ESD, etc.
Public Relations			\$20,000		Unforeseen event requiring Public Relations assistance.
Skate Park Phase 1			\$250,000		Construction of Phase 1 of Skate Park.
City Hall/Studio Remodel			\$300,000		Remodel of City Hall & Studio
GovSpend License			\$7,500		Purchasing Module
Storage Appliance for City Hall			\$64,160	\$2,000	Current 12 TB of storage is inadequate, which significantly slows processing speed of server and creates organization-wide inefficiencies. Increasing storage of 48 TB.
Replacement Computers			\$10,000		FY 2019 Computer Replacement Schedule.
Replacement Zero Turn Mower			\$10,000		Replacement of Worn-out equipment.

# Innovation Fund Reconciliation – Page 3



<b>Proposed Expenditure</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Proposed Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2019 Explanation</b>
Chicken Capture / Relocate – FY 2019			\$12,600		Continuation of relocation of chickens / roosters from Downtown.
Replace SCBA Bottles			\$16,400	\$16,400	Replace 16 of 44 Self-Contained Breathing Apparatus Bottles in the Fire Department.
Makers Space Furniture			\$4,000		Furniture specific to Makers Space equipment & space.
Bob Bryant Replacement Slides			\$11,000		Life-safety.
SCBA Refurbishment			\$71,000		Refurbish Self-Contained Breathing Apparatus will add 10 years life to existing units.
Trailer			\$7,000		Replacement trailer in Public Works.
Radios			\$11,000	\$11,000	Equipment needed for Emergency Management.
Computer Reservation System (IT)			\$4,175	-	Customer Work Order System for IT
New Utility Vehicle			\$8,000		Park Maintenance
New Maintenance Truck			\$35,000		Public Works – Replacement Vehicle
LaserFiche – Additional Licenses			\$3,903		Additional licenses needed for Records Management organization-wide
Wi-Fi Upgrade				\$40,554	34 Wi-Fi Points inside buildings are 9 years old, past the end of life from manufacturer and outdated.
Incode Version 10 Upgrade				\$59,100	Need to upgrade current system to stay current.

## Innovation Fund Reconciliation – Page 4

<b>Proposed Expenditure</b>	<b>FY 2018 Budget</b>	<b>FY 2018 Projection</b>	<b>FY 2019 Proposed Budget</b>	<b>FY 2020 Proposed Budget</b>	<b>FY 2019 Explanation</b>
John Deere Backhoe				\$107,363	
Paint Interior of Library				\$80,000	
New Service Truck				\$45,000	
<b>TOTAL</b>	<b>\$706,500</b>	<b>\$637,356</b>	<b>\$2,195,242</b>	<b>\$403,417</b>	



Repaired Water Pipe

# Water/Wastewater Fund



## Water/Wastewater Fund

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**Protection of the public's health is the most essential functions of the Water and Wastewater Department.**



## **Water/Wastewater Fund Summary**

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**Water/Wastewater Fund Summary  
4 YEAR PLAN**

	ACTUAL FY-17	Budget FY-18	PROJECTED FY-18	PROJECTED FY-19	PROJECTED FY-20
<b>BEGINNING BALANCE</b>	\$ 4,058,138	\$ 4,237,586	\$ 4,537,976	\$ 1,911,557	\$ 1,937,363
<b>REVENUES:</b>					
<b>WATER</b>					
Water Service	\$ 2,881,412	\$ 2,963,613	\$ 3,013,137	\$ 3,103,730	\$ 3,196,442
Water Service Fees	\$ 19,760	\$ 22,000	\$ 19,410	\$ 19,800	\$ 20,200
Penalties	\$ 37,212	\$ 35,000	\$ 38,300	\$ 39,500	\$ 40,600
Water Tap Fees	\$ 23,850	\$ 32,400	\$ 19,000	\$ 40,000	\$ 40,000
Interest	\$ 28,223	\$ 25,800	\$ 18,000	\$ 19,200	\$ 21,000
Other	\$ 21,254	\$ 5,000	\$ 7,500	\$ 7,500	\$ 7,500
<b>WATER TOTAL</b>	\$ 3,011,711	\$ 3,083,813	\$ 3,115,347	\$ 3,229,730	\$ 3,325,742
<b>WASTEWATER</b>					
Sewer Service	\$ 1,803,608	\$ 1,797,727	\$ 1,870,400	\$ 2,280,660	\$ 2,350,385
Sewer Tap Fees*	\$ 24,145	\$ 32,400	\$ 10,000	\$ 10,000	\$ 10,000
Penalties	\$ 25,267	\$ 25,000	\$ 25,000	\$ 25,500	\$ 26,010
Wholesale Sewer Contracts	\$ 154,620	\$ 165,000	\$ 137,000	\$ 148,000	\$ 150,000
Interest	\$ 17,666	\$ 17,200	\$ 12,000	\$ 12,800	\$ 14,000
Other	\$ 150	\$ 500	\$ 8,768	\$ 500	\$ 500
<b>WASTEWATER TOTAL</b>	\$ 2,025,456	\$ 2,037,827	\$ 2,063,168	\$ 2,477,460	\$ 2,550,895
<b>TOTAL REVENUES</b>	\$ 5,037,167	\$ 5,121,640	\$ 5,178,515	\$ 5,707,190	\$ 5,876,637
Transfer In-Impact Fee Funds	\$ 270,080	\$ -	\$ -	\$ -	\$ -
<b>TOTAL RESOURCES</b>	\$ 9,365,385	\$ 9,359,226	\$ 9,716,491	\$ 7,618,747	\$ 7,814,000
<b>EXPENDITURES:</b>					
Administration	\$ 878,974	\$ 997,333	\$ 1,007,546	\$ 1,087,194	\$ 1,107,755
Distribution/ Collection/ Liftstation	\$ 565,472	\$ 747,314	\$ 662,070	\$ 758,759	\$ 737,971
Production/ Treatment	\$ 817,937	\$ 1,196,281	\$ 830,210	\$ 1,046,583	\$ 967,652
Wastewater Treatment Plant	\$ 703,997	\$ 852,545	\$ 766,136	\$ 905,283	\$ 880,089
(1) Debt Service Transfer	\$ 1,692,201	\$ 1,195,447	\$ 1,793,972	\$ 1,641,565	\$ 1,816,640
Capital replacement Reserve	\$ -	\$ -	\$ 125,000	\$ 125,000	\$ 125,000
<b>TOTAL EXPENDITURES</b>	\$ 4,658,581	\$ 4,988,920	\$ 5,184,934	\$ 5,564,384	\$ 5,635,107
<b>NET INCOME (LOSS)</b>	\$ 648,666	\$ 132,720	\$ (6,419)	\$ 142,806	\$ 241,530
<b>ENDING FUND BALANCE</b>	\$ 4,706,804	\$ 4,370,306	\$ 4,531,557	\$ 2,054,363	\$ 2,178,892
<i>Fund Balance % of Operating Expense</i>	101%	88%	87%	37%	39%
BBP-Utility line underground	\$ 168,828	\$ -	\$ -	\$ -	\$ -
Elevated Tank	\$ -	\$ 1,645,000	\$ -	\$ -	\$ -
Transfer to VERF - New Trucks	\$ -	\$ -	\$ -	\$ 117,000	\$ -
Other Capital Projects	\$ -	\$ 35,000	\$ 20,000	\$ -	\$ -
<b>Total Capital Projects</b>	\$ 168,828	\$ 1,680,000	\$ 20,000	\$ 117,000	\$ -
<b>Fund Balance after One-time Expenses</b>	\$ 4,537,976	\$ 2,690,306	\$ 4,511,557	\$ 1,937,363	\$ 2,178,892
<i>Fund Balance %</i>	97%	54%	87%	35%	39%
Transfer to W/WW Capital Fund	\$ -	\$ -	\$ 2,600,000	\$ -	\$ -
<i>Reserve Requirement 3.5%</i>	\$ 1,630,503	\$ 1,746,122	\$ 1,814,727	\$ 1,947,535	\$ 1,972,288
<b>ENDING FUND BAL AFTER TRANSFERS</b>	\$ 2,907,473	\$ 944,184	\$ 1,911,557	\$ 1,937,363	\$ 2,178,892

# Water/Wastewater Fund Summary



## Utility System Overview

Both Council and Staff spent extensive time in FY 2018 analyzing the City's existing water and wastewater systems. On March 24, 2018, Council held a five (5)-hour Special Work Session to discuss current conditions and reached consensus on a plan of action. Consensus was reached to construct a new consolidated Wastewater Treatment Plant on the City's 26-acre site on Market 304 and a consolidated Water Treatment Plant at XS Ranch.

## Water/Wastewater Rates

### Proposed Wastewater Rate Increase

Knowing that a significant rate increase will be required to cover debt payments for the wastewater treatment plant by FY 2021 when the plant is expected to go on-line, Council determined that the expected rate increase should be spread over the next three (3) years. Therefore, the minimum charge for wastewater will be \$36.97 per month, an increase of \$10.00 per month, effective October 1, 2018. This increase is expected to generate an additional \$365,000 in revenue annually.

### Future Rate Modeling

Once schedules and estimates are developed by each Project Engineer, staff will need to evaluate costs and financing options and discuss these options with the City's Financial Advisors.

The goal is to develop a multi-year rate strategy with options for Council consideration. Staff has hired Newgen Strategies to construct a rate model for both water and wastewater that will allow the City's Chief Financial Officer to run scenarios for both systems. The sale of revenue bonds, which is covered in the next section, will require a debt coverage ratio that most likely will increase fund balance requirements. This coverage increase will also need to be factored into the rate analysis.

A meeting is scheduled for mid-September to review the model and assumptions. Staff anticipates a Special Council Work Session will be necessary in early FY 2019 to begin reviewing rate options.

### Sale of Revenue Bonds in FY 2019

To this point, all debt issued for water and wastewater facilities has been Certificates of Obligations (C.O.'s). Payments for these C.O.'s have

been made from the Water/Wastewater Fund. However, given the length of the useful life of both the water and wastewater treatment facilities and the difference in coverage areas included in the Certificate of Convenience and Necessity (CCN), it is prudent to issue revenue bonds to fund the debt of both facilities. Revenue bonds are issued to fund municipal facilities that will generate enough income to support the bonds. Staff anticipates that there will be a need to sell revenue bonds in FY 2019 to cover the costs of design for both facilities. However, there are adequate funds in the Water/Wastewater Debt Fund to make any payments in FY 2019 that may be required.

### Steel Tariff – 25% Increase in Price

On March 8, 2018, President Trump signed an order to place a 25% tariff on steel imports. China is reducing its steel production by 20%, which is approximately 165 million tons by 2020. This will cause demand to outweigh supply for the first time in over a decade, causing a sharp rise in steel prices that could last at least through 2020. Raw steel is used in the construction of numerous different building components including reinforcing steel in structural concrete, structural steel framing, and miscellaneous metal framing and supports. Until domestic production of steel can ramp up, it is likely that prices will continue to increase.

Given the uncertainty of steel prices in our future, we can expect to see significant increases in bid prices. Preliminary costs estimates received from KSA Engineering already reflect a sharp increase in the cost of construction of the wastewater treatment plant. Proposed costs for both water and wastewater treatment plants are covered in the Capital Improvement Program (CIP) section of this budget.

# Utility System Improvements

## Water System Improvements

### Water System – Willow Plant

Staff conducted an operational assessment on the Willow Plant. There are five (5) alluvial wells on the Colorado River that serve the Willow Plant. The Colorado River has numerous water sources upstream that vary daily due to agricultural and effluent discharges. Different pH levels can change dramatically daily, making treatment challenging.

All five alluvial (5) wells are permitted for 5,796,000 gallons per day. However, given the challenges with alluvial wells and the production capabilities of the pumps, Willow Plant can only produce 2,872,800 gallons per day, which is roughly 50% of permit, running the plant 24 hours a day. To ensure maximum functionality of the pumps, they are run 18 hours per day, which reduces the capacity even further.

In addition to being extremely inefficient, the water is considered corrosive prior to treatment. Iron bacteria grows, which can reduce flow, which requires an acid wash to fix at \$150,000 per treatment. The screens used to filter water can become clogged as well.

### Water System – Bob Bryant Park Plant

An operational assessment was also conducted on the Bob Bryant Park Plant, which has two (2) wells. One (1) well is alluvial and the other well is a deep well in the Simsboro Aquifer. This plant requires both wells to be blended at a 50/50 ratio due to a high level of dissolved solids. This process is not efficient and expensive to maintain. Because the treatment process requires blending, it limits pumping because the blending source dictates the amount available to pump. The plant was never set up with appropriate treatment, which includes filtration to treat quality and aesthetics. The plant requires a scrubber to treat methane. The water source has iron manganese, which requires a high chlorine demand.

### Water System “Game Changer”

The operational assessment concluded that existing water sources are challenging and have high maintenance costs depending upon season, river depth, and water demands. Peak summer demand is very close to the system’s maximum peak daily demand. There are NO options for improvement.

In FY 2018, City Council authorized the purchase of an additional 3,000-acre feet of water in the Simsboro Aquifer. The purchase of this water should

be completed in early Fall. Combined with the 3,000-acre feet already purchased and the 1,613 acre feet in the Simsboro Aquifer used in Bob Bryant Park Plant,

the City will own 7,613 acre feet of water in the Simsboro Aquifer providing combined water availability of 6.8 million gallons per day pumping capacity.

Engineer estimates suggest that a consolidated water treatment plant can be built at XS Ranch for the same water rate or with a minimum increase that will provide a long-term water system and improve water quality and aesthetics. Therefore, the consensus of Council is to build a new water treatment plant at XS Ranch to improve water quality and the City’s ability to meet future water demands.

**BASTROP COMPREHENSIVE PLAN 2036 – GOAL 2.2:**  
Ensure long-term water system capacity for existing customers, while accommodating incremental growth and development.

### Partnership with Aqua Water Supply Corporation

Staff has worked diligently in FY 2018 to establish a quality relationship with Aqua Water Supply Corporation. A quality relationship solves current economic development challenges regarding fire flow. It also provides a long-term opportunity to expand our Water Certificate of Convenience & Necessity (CCN) to match our Wastewater CCN through a long-term wholesale water agreement. In addition, it provides the City with immediate water supply redundancy that we currently do not have and helps manage peak demand until a new plant can be built. Staff hopes to finalize a partnership agreement outlining these criteria by the end of FY 2018.

## Water System Maintenance

One of the most important ways to meet Goal 2.2 of the City's Comprehensive Plan is to maintain the water system to industry standards. In FY 2018, staff developed a ten (10) year replacement schedule for all water system elements, as noted in Water System Facts.

**Additional funding has been appropriated for annual maintenance in this budget for everything but water line rehabilitation.** All water lines associated with failed streets will be cameraed by next year and scheduled for replacement as streets are rehabilitated as well.

Processes have been created to ensure that daily operational schedules now include required system annual maintenance. System maintenance will be scheduled throughout the year to ensure all required maintenance is conducted annually prior to year-end.

Water System Facts
<ul style="list-style-type: none"><li>• 70 miles of water mains</li><li>• 8 high service pumps and motors</li><li>• 10 filter canisters housing 8 filters each</li><li>• Methane stripper with 2 transfer pumps and motors</li><li>• 500+ fire hydrants</li><li>• Maintain 3358 meters</li><li>• 7 water wells</li><li>• 9 system pressure release valves</li><li>• 8 turbidity meters to monitor the canisters</li><li>• 6 water storage facilities totaling 2.76 million gallons of capacity</li><li>• 1000+ main line water valves</li><li>• Serve 2862 customers</li></ul>

## Wastewater System Improvements

### Wastewater Treatment Plant #1 & #2

Wastewater Treatment Plant (WWTP) #1 and #2 are in a state of disrepair and need to have substantial work done to ensure proper operation and treatment. WWTP #2 is a pre-manufactured system, purchased from the City of Austin for \$1 in the mid-1980's. A study by Texas Tank Services, conducted in December 2017, suggests localized metal loss in the tank wall exceeds 70% at each of the five (5) levels investigated. Metal loss at one (1) measurement location, approximately five (5) feet above the base, measured at 87%. The losses were computed using estimated plate thicknesses for the original tank as no record drawings are available.

If a safety factor of 2.0 was used in the original construction, as is common for tank design, many areas currently have a safety factor of less than 1.0 based on the December assessment. A safety factor of less than 1.0 indicates a significant and immediate deficiency in the structural integrity of the tank. With so much of the wall thickness compromised, in-service rehabilitation involving adding new plates may not be a prudent approach. Welding temporarily reduces the steel strength at the weld site, so the process of attaching the supplemental plates could initiate a failure. Over the next several years, significant capital projects will need to be scheduled

to rehabilitate the equipment and structures at WWTP #1 and WWTP #2.

### TCEQ Rules on Wastewater Treatment Capacity

TAC Title 30. Environmental Quality Part 1. TECQ Chapter 305. Consolidated Permits Subchapter F. Permit Characteristics and Conditions. Section 305.126 (a): At 75% of daily average flow for three (3) consecutive months, start designing. At 90% of the daily average flow for three (3) consecutive months, a new plant must be permitted to be built.

The City currently processes 925,000 gallons per day, which is 68% of 1.4 million gallons per day (mgd). At 75%, the trigger to design a new plant is 1 mgd. At 90%, the trigger to permit the construction of a new plant is 1.26 mgd. The City will reach its current service unit credit (SUEs) allocation by 2021, based on anticipated growth, not including West Bastrop Village. Should West Bastrop Village start construction, the TCEQ triggers could be met much earlier.

## Wastewater Treatment Plant #3

In 2005, the City purchased 26 acres on Market 304 close to the Colorado River for a new WWTP. BEFCO designed a 1-million-gallon plant in 2007. The design is considered incomplete because it did not include belt presses and digesters. This plan assumes that WWTP #1 and #2 remain in service, which require extensive rehabilitation. The City has a TCEQ permit to build a new plant under 317 rule, which expires September 1, 2019. TCEQ issued new rule 217 in August 2008 requiring more stringent quality of water discharge.

**BASTROP COMPREHENSIVE PLAN 2036 – GOAL 2.5:**  
Enhance wastewater system efficiency.

## Wastewater System Maintenance

One of the most important ways to meet Goal 2.2 of the City's Comprehensive Plan is to maintain the system to industry standards. In FY 2018, staff developed a ten (10) year replacement schedule for all wastewater system elements, as noted in Wastewater System Facts.

**Additional funding has been appropriated for annual maintenance in this budget for everything but wastewater line rehabilitation.** All wastewater lines associated with failed streets will be cameraed by next year and scheduled for replacement as streets are rehabilitated as well.

Processes have been created to ensure that daily operational schedules now include required system

## Capital Improvement Projects

Significant improvements are required in both the water and wastewater systems to provide efficient and reliability services while meeting anticipated growth. The hope is a new wastewater treatment plant can be built before catastrophic system failure occurs at WWTP #1 and #2. As a result, Council reached consensus to proceed with \$54 million of Capital Improvement Projects. Priority will be given to the construction of WWTP #3.

## Evaluation of Wastewater Treatment Options

Knowing the precarious situation of WWTP #1 and #2 and the fact a new plant must be under design no later than 2021, given anticipated growth, Staff hired HDR Engineering to conduct a feasibility study that evaluated the cost of capital and maintenance for a pre-packaged plant vs. an activated sludge treatment plant over the useful life of the asset. In addition to cost, the feasibility study considered redundancy, system reliability, permitting, staffing, and future nutrient requirements.

This study determined that a centralized activated sludge facility would cost almost \$12 million less than a pre-packaged plant over the useful life. In addition, the system would be built with redundancy allowing for system maintenance.

annual maintenance. System maintenance will be scheduled throughout the year to ensure all required maintenance is conducted annually prior to year-end.

### Wastewater System Facts

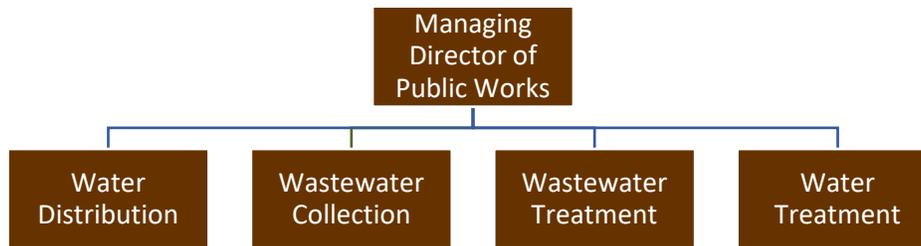
- 2 Wastewater Treatment Plants, WWTP #1 & #2
- 57 miles of wastewater collection lines
- 8 miles of force main lines
- 17 lift stations
- 650 manholes
- Has 2 meters (WCID and By the Way RV Park)
- 7 water wells
- Serve 2947 customers

KSA Engineering is Engineer of Record on the design and construction of WWTP #3. Construction on Phase 1 is anticipated to start no later than September 1, 2019 under the City's existing permit. Phase 1 will provide MUCH needed system redundancy should a catastrophic system failure occur with WWTP #1 and #2. At the conclusion of Phase 1, Phase 2 construction will begin. At the conclusion of Phase 2, WWTP #1 and #2 will be decommissioned and all wastewater flows will go to WWTP #3, which is anticipated to occur in late 2021 – early 2022.

## Department Description

Water/Wastewater Fund is utilized to account for the financial activities related to the provision of water and wastewater services to residents in the City's service territory. The City's Water and Wastewater divisions are separated into four (4) subcategories: Water Distribution, Wastewater Collection, Wastewater Treatment, and Water Treatment. Water distribution is provided through 68 miles of water main. It provides clean water to approximately 3,160-meter connections. The system pressure helps lower cost of insurance by providing adequate fire flow at one of 520 fire hydrants. Wastewater collection conveys the wastewater leaving our homes and businesses to a wastewater treatment plant through approximately 51 miles of sewer main lines. Wastewater treatment is vital to maintaining a safe and clean drinking water source and protection of our river's ecosystem.

## Organizational Chart



## Goals and Objectives for FY 2019

- Provide maintenance on 68 miles of water mains, 51 miles of wastewater lines, 658 manholes, 6 alluvial wells, 1 deep well, 18 lift stations, 3160-meter connections from ¾" to 10", and 520 fire hydrants.
- Provide safe drinking water.
- Conserve the City's water source.
- Collect and treat approximately 1 million gallons of wastewater per day.
- Maintain a 98% compliance with TCEQ required drinking water standards annually.
- Maintain accuracy of well entry point meters at 97% annually.
- Maintain 3%-meter accuracy between gallons of water produced and gallons of water distributed.
- Maintain a 98% compliance rate with TCEQ required effluent discharge quality standards annually.
- Track reliability and response time to work orders for water leaks, after hours call outs and sewer stoppages.
- Ensure Wastewater Treatment Plant is under construction by end of FY 2019.

## Recent Accomplishments for FY 2018

- ✓ Hired an Assistant Public Works Director.
- ✓ Continued to provide logistical support for 50+ special events.
- ✓ Awarded engineering contract for the design of a new wastewater treatment plant.
- ✓ Awarded engineering contract for the design of a new water treatment plant.
- ✓ Developed comprehensive list and maintenance schedules for equipment at Water & Wastewater Treatment Facilities and Lift Stations.
- ✓ Began process to camera City sewer lines based on streets requiring rehabilitation per Pavement Condition Index Report.
- ✓ Toilets continued to flush.
- ✓ Water continued to run.
- ✓ Completed Smoke Testing Schedule for FY 2018 by testing 56,617 feet (10.723 miles) of sewer main using 616 manhours at a cost of \$0.42 per foot. Found and repaired 166 defects.

# Water/Wastewater Fund Summary

## FY 2019 Revenue Fund Summary



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0
FINES AND FORFEITURES	\$0	\$0	\$0	\$0	\$0
WATER REVENUES	\$2,975,592	\$3,053,013	\$3,089,847	\$3,203,030	\$3,297,242
WASTEWATER REVENUES	\$2,007,794	\$2,020,627	\$2,051,168	\$2,464,660	\$2,536,895
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$45,889	\$43,000	\$30,000	\$32,000	\$35,000
INTERGOVERNMENTAL	\$0	\$0	\$0	\$0	\$0
MISCELLANEOUS	\$7,100	\$5,000	\$7,500	\$7,500	\$7,500
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES	\$799	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$5,037,174</b>	<b>\$5,121,640</b>	<b>\$5,178,515</b>	<b>\$5,707,190</b>	<b>\$5,876,637</b>

## Revenue Summary- Water/Wastewater Fund

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		10 ADMINISTRATION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$151,003	\$274,744	\$199,542	\$307,460	\$321,342
SUPPLIES AND MATERIALS	\$20,078	\$30,410	\$23,050	\$22,660	\$29,445
MAINTENANCE AND REPAIRS	\$9,174	\$11,430	\$7,000	\$10,430	\$8,930
OCCUPANCY	\$21,522	\$16,032	\$16,032	\$16,032	\$16,032
CONTRACTUAL SERVICES	\$621,942	\$605,497	\$741,702	\$679,392	\$708,786
OTHER CHARGES	\$24,349	\$49,220	\$20,220	\$41,220	\$23,220
CONTINGENCY	\$0	\$10,000	\$0	\$10,000	\$0
CAPITAL OUTLAY	\$24,954	\$0	\$0	\$0	\$0
DEBT SERVICE	\$1,900	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$1,692,202	\$1,195,447	\$1,918,972	\$1,882,049	\$1,940,309
<b>TOTAL EXPENDITURE</b>	<b>\$2,567,124</b>	<b>\$2,192,780</b>	<b>\$2,926,518</b>	<b>\$2,969,243</b>	<b>\$3,048,064</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
ASSISTANT PW DIRECTOR	0.000	0.500	0.500	0.500	0.500
CITY ENGINEER (50%)	0.000	0.500	0.500	0.500	0.500
DIR OF PW/UTIL/LEISURE SERVICES	0.500	0.500	0.500	0.500	0.500
PW TECHNICIAN	0.000	0.000	0.000	0.250	0.250
SPECIAL PROGRAMS COORD.	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.500</b>	<b>2.500</b>	<b>2.500</b>	<b>2.750</b>	<b>2.750</b>

## Water/Wastewater Fund - Administration

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		41 W/WW DISTRIBUT/COLLECT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$401,869	\$472,366	\$413,687	\$457,525	\$478,727
SUPPLIES AND MATERIALS	\$58,146	\$45,880	\$57,315	\$66,382	\$68,478
MAINTENANCE AND REPAIRS	\$67,377	\$160,900	\$127,900	\$168,885	\$168,885
CONTRACTUAL SERVICES	\$35,856	\$64,168	\$59,168	\$61,467	\$17,380
OTHER CHARGES	\$2,229	\$4,000	\$4,000	\$4,500	\$4,500
CAPITAL OUTLAY	\$23,602	\$1,680,000	\$20,000	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$589,079</b>	<b>\$2,427,314</b>	<b>\$682,070</b>	<b>\$758,759</b>	<b>\$737,970</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
FOREMAN	1.000	1.000	1.000	1.000	1.000
UTILITY FIELD SUPERINTENDENT	0.500	0.250	0.250	0.000	0.000
WWW SYSTEMS TECH	6.000	6.000	6.000	6.000	6.000
WWW SYSTEMS TECH CREW LEADER	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>8.500</b>	<b>8.250</b>	<b>8.250</b>	<b>8.000</b>	<b>8.000</b>

## Water/Wastewater Fund – Distribution & Collections

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		43 WATER PRODUCTION/TREAT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$249,696	\$286,535	\$240,482	\$282,708	\$294,940
SUPPLIES AND MATERIALS	\$52,884	\$43,000	\$70,279	\$82,626	\$84,090
MAINTENANCE AND REPAIRS	\$232,729	\$570,191	\$220,000	\$366,014	\$265,222
OCCUPANCY	\$118,067	\$130,000	\$129,500	\$130,000	\$132,000
CONTRACTUAL SERVICES	\$331,571	\$162,555	\$165,149	\$179,555	\$185,721
OTHER CHARGES	\$1,819	\$4,000	\$4,800	\$5,680	\$5,680
CAPITAL OUTLAY	\$20,980	\$10,644	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$1,007,746</b>	<b>\$1,206,925</b>	<b>\$830,210</b>	<b>\$1,046,583</b>	<b>\$967,652</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
WWW SUPERINTENDENT	0.000	0.500	0.500	0.500	0.500
WWW OPERATOR C	1.500	1.500	2.000	2.000	2.000
WWW PLANT OPERATOR	1.500	1.500	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>3.500</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## Water/Wastewater Fund – Water Production/Treatment

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
202 WATER/WASTEWATER FUND	35 WATER/WASTEWATER DEPT.		46 WW TREATMENT PLANT		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$260,198	\$284,161	\$238,806	\$280,428	\$294,940
SUPPLIES AND MATERIALS	\$32,993	\$33,800	\$34,131	\$38,910	\$38,919
MAINTENANCE AND REPAIRS	\$181,245	\$282,965	\$242,392	\$331,465	\$287,735
OCCUPANCY	\$159,711	\$167,548	\$167,548	\$167,548	\$167,548
CONTRACTUAL SERVICES	\$68,357	\$80,071	\$81,024	\$81,252	\$85,267
OTHER CHARGES	\$1,491	\$4,000	\$2,235	\$5,680	\$5,680
CAPITAL OUTLAY	\$4,219	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$708,214</b>	<b>\$852,545</b>	<b>\$766,136</b>	<b>\$905,283</b>	<b>\$880,089</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
CHIEF PLANT OPERATOR	0.500	0.500	0.500	0.500	0.500
W/WW PLANT OPERATOR	1.500	1.500	1.000	1.000	1.000
W/WW SUPERINTENDENT	0.000	0.500	0.500	0.500	0.500
WWW OPERATOR C	1.500	1.500	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>3.500</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

## Water/Wastewater Fund – Treatment Plant

## FY 2019 Fund Summary & Personnel Schedule



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
250 CIP W/WW UTILITY FUND	00 NON-DEPT		00 NON-DIV		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$0	\$0	\$0	\$30,000	\$5,000
TRANSFERS IN	\$0	\$0	\$2,725,000	\$125,000	\$125,000
<b>TOTAL REVENUE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,725,000</b>	<b>\$155,000</b>	<b>\$130,000</b>
<b>WATER CIP PROJECTS</b>					
CAPITAL OUTLAY	\$0	\$0	\$200,000	\$813,230	\$1,700,000
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL WATER CIP EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$813,230</b>	<b>\$1,700,000</b>
<b>WASTEWATER CIP PROJECTS</b>					
CAPITAL OUTLAY	\$0	\$0	\$0	\$62,500	\$150,000
<b>TOTAL WASTEWATER CIP EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$62,500</b>	<b>\$150,000</b>

## Water/Wastewater Fund – Capital Improvement Program



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# Capital Improvement Projects



## Capital Improvement Projects

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**The Capital Improvement Program (CIP) Budget is a separate budget from the Operating Budget. Items included in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City’s assets.**



## **Capital Improvement Project (CIP) Fund Summary**

# Capital Improvement Program (CIP) Fund Summary

The City’s Comprehensive Plan 2036 contains a template development process in Appendix B to help guide the development of the Bastrop Capital Improvement Program (CIP). This template was NOT utilized in determining the inclusion of projects in this CIP. All water, wastewater, drainage, and transportation projects in this CIP Program are considered essential. Given current conditions and existing inefficiencies of infrastructure, Council has clearly stated that providing funding to meet the fiscal stewardship and maintenance responsibilities of the City’s assets is a policy decision. Not completing any of these projects is not considered an option. There are two (2) quality of life projects included in this CIP due to awarded grant funding and previous Council commitments made to the community.

projects/programs were of interest to our citizens, a “gut-check” if you will. As Council and Staff build multi-year maintenance plans for all City infrastructure, it is important to ensure that the City’s current plan of work includes projects and/or programs that meet the needs of our citizens. There were 104 participants. Of the 104 participants, 66% were residents and 34% were non-residents. Topics of projects/projects included a new pool/recreation center in partnership with the YMCA, access roads north and south of SH 71, sidewalk improvements, restrooms downtown, bike lanes/trails, drainage improvements, and water and wastewater improvements. After reviewing the survey results, there were no surprises regarding projects/programs that citizens wanted. With the exception of the YMCA/Indoor Pool, the majority of the citizen requests will be addressed in this CIP.



There are five (5) sections in this year’s CIP. Those sections include (1) Drainage, (2) Quality of Life, (3) Transportation, (4) Water, and (5) Wastewater and are presented in alphabetical order. Each section project has its own individual sheet that includes a Project Description/Location, Justification, Picture, Estimated Project Costs, and Funding Sources.

A CIP on-line Survey was conducted earlier in March 2018. The purpose of this survey was to ask open-ended questions to determine what

A summary of this CIP by category is as follows:

<b>CIP Category</b>	<b>Total Outstanding Cost</b>
Drainage CIP – 3 Projects	\$1,348,400
Quality of Life CIP – 2 Projects	\$2,273,685
Transportation CIP – 4 Projects	\$5,408,194
Water CIP – 6 Projects	\$14,954,608
Wastewater CIP – 5 Projects	\$39,158,577
<b>TOTAL CIP Outstanding Costs</b>	<b>\$63,143,464*</b>

*\*ALL Project totals are subject to change once individual project design is complete and an Engineer’s Opinion of Probable Cost is issued. Water/Wastewater Projects are currently being engineered. Engineer’s Opinion of Probable Cost will be determined and future rates identified before the City sells revenue bonds to cover any costs of constructions. Price of steel has significantly increased recently. More information regarding the Water/Wastewater Projects can be found in the Water/Wastewater Fund Summary. BEDC is providing funding for Agnes Road expansion.*



SUMMARY OF ALL DRAINAGE PROJECTS

	Total Proj	Exp YTD	Total O/S
Public Works Detention Pond	\$ 558,000	\$ -	\$ 558,000
Pine St. Drainage Improv.	\$ 584,000	\$ -	\$ 584,000
Jasper/Newton Drainage Improv.	\$ 206,400	\$ -	\$ 206,400
	<u>\$ 1,348,400</u>		<u>\$ 1,348,400</u>

**SUMMARY OF ALL DRAINAGE PROJECTS**  
**FY2017-FY2022**

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$126,700	\$42,500	\$0	\$0	\$169,200
Construction (+10%)	\$0	\$0	\$0	\$1,106,000	\$0	\$0	\$1,106,000
Other	\$8,000	\$0	\$29,400	\$35,800	\$0	\$0	\$73,200
<b>Total Project Cost</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$156,100</b>	<b>\$1,184,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,348,400</b>

Cost Notes: See individual project sheets for detail.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$276,500	\$0	\$0	\$276,500
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$2,000	\$0	\$39,024	\$26,624	\$0	\$0	\$67,648
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$6,000	\$0	\$117,076	\$881,176	\$0	\$0	\$1,004,252
<b>Total Project Funding</b>	<b>\$8,000</b>	<b>\$0</b>	<b>\$156,100</b>	<b>\$1,184,300</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,348,400</b>

Funding Source Notes: See individual project sheets for detail.

<b>Funding Surplus/(Deficit)</b>	<b>\$0</b>						
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**JASPER & NEWTON STREET DRAINAGE IMPROVEMENTS**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Drainage
<b>Recommended by:</b> <i>Engineering</i>	<b>Responsible Dept.:</b> Engineering

**Project Description/Location:** Mitigate flooding impacts by improving the flow conditions at the intersection of Jasper Street and MLK Drive, as well as along the railroad near Newton Street. General improvements include re-building the street intersection and installing new ditches to route stormwater flows more efficiently.

**Justification:** Areas along Gills Branch have experienced flooding due to inadequate drainage structures. This project will improve the capacity of of the channel along Pine Street between SH 95 and Gills Branch.



**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes <b>X</b>	No
Necessary to meet a regulatory mandate?	Yes	No <b>X</b>
Requires completion of another project?	Yes	No <b>X</b>
Will additional resources/staff be required to operate/maintain the completed project?	Yes <b>X</b>	No

**Notes:** Phase I has been approved for funding through HMGP DR-4269-010. This phase only funds design of the project. Phase II is for construction and will be awarded once the design is complete. BEFCO is the Engineer of Record.

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
<b>Acquisitions (ROW/Easements/Land)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Design</b>	\$0	\$0	\$30,000	\$15,000	\$0	\$0	\$45,000
<b>Construction (+10%)</b>	\$0	\$0	\$0	\$149,000	\$0	\$0	\$149,000
<b>Other</b>	\$0	\$0	\$3,000	\$9,400	\$0	\$0	\$12,400
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>	<b>\$173,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$206,400</b>

**Cost Notes:** *Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II*

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
<b>Impact Fees</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Revenue Bonds</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>CO Bonds</b>	\$0	\$0	\$0	\$37,250	\$0	\$0	\$37,250
<b>GO Bonds</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fund Balance</b>	\$0	\$0	\$8,250	\$13,150	\$0	\$0	\$21,400
<b>Interest</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Source(s)</b>	\$0	\$0	\$24,750	\$123,000	\$0	\$0	\$147,750
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$33,000</b>	<b>\$173,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$206,400</b>

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP. City's portion will be paid by 2018 Certificate of Obligation Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**PINE STREET DRAINAGE IMPROVEMENTS**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Drainage
<b>Recommended by:</b> Engineering	<b>Responsible Dept.:</b> Engineering

**Project Description/Location:** Mitigate flooding impacts by increasing the culvert size to improve the flow conditions along Pine Street between SH 95 and Gills Branch. Installing 40' span of culvert to increase water flow/capacity at a choke point where Pine St. drainage channel connects to Gills Branch.

**Justification:** Areas along Gills Branch have experienced flooding due to inadequate drainage structures. This project will improve the capacity of the channel along Pine Street between SH 95 and Gills Branch.



**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes	No X

**Notes:** Phase I has been approved for funding through HMGP DR-4272-028. This phase only funds design of the project. Phase II is for construction and will be awarded once the design is complete. BEFCO is the Engineer of Record.

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$30,000	\$27,500	\$0	\$0	\$57,500
Construction (+10%)	\$0	\$0	\$0	\$495,000	\$0	\$0	\$495,000
Other	\$4,000	\$0	\$13,750	\$13,750	\$0	\$0	\$31,500
<b>Total Project Cost</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$43,750</b>	<b>\$536,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$584,000</b>

**Cost Notes:** Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$123,750	\$0	\$0	\$123,750
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$1,000	\$0	\$10,937	\$10,312	\$0	\$0	\$22,249
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$3,000	\$0	\$32,813	\$402,188	\$0	\$0	\$438,001
<b>Total Project Funding</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$43,750</b>	<b>\$536,250</b>	<b>\$0</b>	<b>\$0</b>	<b>\$584,000</b>

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP. City's portion will be paid by 2018 Certificate of Obligation Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**PUBLIC WORKS DETENTION POND**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Drainage
<b>Recommended by:</b> Engineer / Public Works	<b>Responsible Dept.:</b> Public Works
<b>Project Description/Location:</b> Mitigate flooding impacts by expanding the existing detention pond adjacent to the City of Bastrop Public Works facility.	

**Justification:** The north area of Bastrop has experienced flooding during previous rain events. Expanding the capacity of the existing detention pond will accommodate larger storm events.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** Phase I has been approved for funding through HMGP DR-4272-024. This phase only funds design of the project. Phase II is for construction and will be awarded once the design is complete. BEFCO is the Engineer of Record.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$66,700	\$0	\$0	\$0	\$66,700
Construction (+10%)	\$0	\$0	\$0	\$462,000	\$0	\$0	\$462,000
Other	\$4,000	\$0	\$12,650	\$12,650	\$0	\$0	\$29,300
<b>Total Project Cost</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$79,350</b>	<b>\$474,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$558,000</b>

**Cost Notes:** Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$115,500	\$0	\$0	\$115,500
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$1,000	\$0	\$19,837	\$3,162	\$0	\$0	\$23,999
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$3,000	\$0	\$59,513	\$355,988	\$0	\$0	\$418,501
<b>Total Project Funding</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$79,350</b>	<b>\$474,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$558,000</b>

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP. The City's portion will be paid by 2018 Certificate of Obligations Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**SUMMARY OF ALL QUALITY OF LIFE PROJECTS**

	<b>Total Proj</b>	<b>Exp YTD</b>	<b>Total O/S</b>
State Park Trail	\$ 1,593,685	\$ -	\$ 1,593,685
Downtown Trail Expansion (EDC)	\$ 680,000	\$ -	\$ 680,000
	<b>\$ 2,273,685</b>		<b>\$ 2,273,685</b>

**SUMMARY OF ALL QUALITY OF LIFE PROJECTS**  
**FY2017-FY2022**

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$156,000	\$130,685	\$0	\$0	\$0	\$286,685
Construction (+10%)	\$0	\$0	\$1,920,000	\$0	\$0	\$0	\$1,920,000
Other	\$0	\$20,000	\$47,000	\$0	\$0	\$0	\$67,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$176,000</b>	<b>\$2,097,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,273,685</b>

Cost Notes: See individual project sheets for detail.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$116,000	\$110,685	\$0	\$0	\$0	\$226,685
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$60,000	\$1,987,000	\$0	\$0	\$0	\$2,047,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$176,000</b>	<b>\$2,097,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,273,685</b>

Funding Source Notes: See individual project sheets for detail.

<b>Funding Surplus/(Deficit)</b>	<b>\$0</b>						
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**DOWNTOWN TRAIL EXPANSION PROJECT (EDC)**

<b>Project Category:</b> Quality of Life	<b>Sub-category:</b> Trails
<b>Recommended by:</b> <i>Planning Dept.</i>	<b>Responsible Dept.:</b> <i>Engineering Dept.</i>

**Project Description/Location:**  
 Design, engineering and construction of a trail along Loop 150, Hwy 71 W., Hwy 71 E., Water Street and Main Street.

**Justification:** Additional trails enhancing the walkability factor of the community.



**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No <b>X</b>
Necessary to meet a regulatory mandate?	Yes	No <b>X</b>
Requires completion of another project?	Yes	No <b>X</b>
Will additional resources/staff be required to operate/maintain the completed project?	Yes <b>X</b>	No

**Notes:** CAMPO grant for \$485,000, KBCB \$130,000 and BEDC \$65,000.

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$60,000	\$0	\$0	\$0	\$0	\$60,000
Construction (+10%)	\$0	\$0	\$620,000	\$0	\$0	\$0	\$620,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$620,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$680,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$60,000	\$620,000	\$0	\$0	\$0	\$680,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$620,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$680,000</b>

**Funding Source Notes:** CAMPO grant for \$485,000, Keep Bastrop County Beautiful Governor's Award \$130,000, and BEDC \$65,000.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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**STATE PARK TRAIL**

<b>Project Category:</b> Quality of Life	<b>Sub-category:</b> Trails
<b>Recommended by:</b> Planning Dept.	<b>Responsible Dept.:</b> Engineering Dept.

**Project Description/Location:** 1.0-mile multi-use pedestrian path between the Bastrop State Park and Chestnut Street along State HWY 21 with pedestrian crossings at SH 95 and SH Loop 150.

**Justification:** Provide pedestrian connectivity between the State Park and the City's existing sidewalk network.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** MWM is the Engineer of Record and is currently working on the design. Estimated project time is 14-16 months.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$96,000	\$130,685	\$0	\$0	\$0	\$226,685
Construction (+10%)	\$0	\$0	\$1,300,000	\$0	\$0	\$0	\$1,300,000
Other	\$0	\$20,000	\$47,000	\$0	\$0	\$0	\$67,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$116,000</b>	<b>\$1,477,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,593,685</b>

Cost Notes: Text

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$116,000	\$110,685	\$0	\$0	\$0	\$226,685
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$1,367,000	\$0	\$0	\$0	\$1,367,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$116,000</b>	<b>\$1,477,685</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,593,685</b>

**Funding Source Notes:** Project construction is partially funded (80%) by TxDOT STP-MM grant. Design costs are funded by the Innovation Fund.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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SUMMARY OF ALL TRANSPORTATION PROJECTS

	Total Proj	Exp YTD	Total O/S
Agnes St Partial Extension (EDC)	\$ 1,244,694	\$ -	\$ 1,244,694
Main St. Street & Sidewalk Improv	\$ 1,900,000		\$1,900,000
North Main St. & Side Street Improve.	\$ 263,500		\$ 263,500
Old Iron Bridge Rehab.	\$ 2,000,000	\$ -	\$ 2,000,000
	\$ 5,408,194	\$ -	\$ 5,408,194

# SUMMARY OF ALL TRANSPORTATION PROJECTS

## FY2017-FY2022

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$73,371	\$117,609	\$0	\$0	\$190,980
Construction (+10%)	\$0	\$0	\$0	\$5,070,203	\$0	\$0	\$5,070,203
Other	\$0	\$0	\$0	\$147,011	\$0	\$0	\$147,011
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,371</b>	<b>\$5,334,823</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,408,194</b>

Cost Notes: See individual project sheets for details.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$73,371	\$4,090,129	\$0	\$0	\$4,163,500
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$1,244,694	\$0	\$0	\$1,244,694
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,371</b>	<b>\$5,334,823</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,408,194</b>

Funding Source Notes: See individual project sheets for details.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>
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# CITY OF BASTROP, TEXAS

## CAPITAL IMPROVEMENTS PROGRAM



### AGNES STREET PARTIAL EXTENSION (BEDC Funded Project)

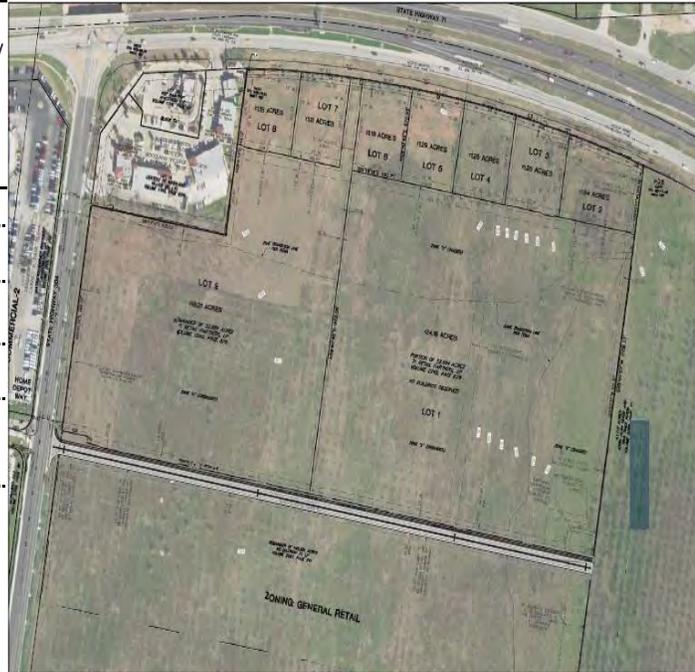
<b>Project Category:</b> Transportation	<b>Sub-category:</b> Roadway
<b>Recommended by:</b> Engineering	<b>Responsible Dept.:</b> BEDC
<b>Project Description/Location:</b> Extension of Agnes Street from Seton property to SH 304 at Home Depot Way.	

**Justification:** This infrastructure street improvement and extension will promote the development of new and expanded business projects.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** Ongoing maintenance will require an additional \$12,000 annually be added to street maintenance fund upon acceptance of the street by the City.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$117,609	\$0	\$0	\$117,609
Construction (+10%)	\$0	\$0	\$0	\$980,074	\$0	\$0	\$980,074
Other	\$0	\$0	\$0	\$147,011	\$0	\$0	\$147,011
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,244,694</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,244,694</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$1,244,694	\$0	\$0	\$1,244,694
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,244,694</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,244,694</b>

**Funding Source Notes:** This project is funded by the Bastrop Economic Development Corporation.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**MAIN ST. STREET & SIDEWALK IMPROVEMENTS**

<b>Project Category:</b> Transportation	<b>Sub-category:</b> Roadway
<b>Recommended by:</b> Public Works	<b>Responsible Dept.:</b> Public Works

**Project Description/Location:** Project scope is Main Street from Water Street to Spring Street including new and expanded sidewalks, landscaping and furnishings, public restroom facilities, and street repair (mill and overlay).

**Justification:** The sidewalks along Main Street have fallen into disrepair due to a multitude of factors such as a lack of maintenance on private property and vegetative growth. The improvements will provide ADA compliance, improved pedestrian safety and economic sustainability downtown.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** MWM Design is the Engineer of Record. Acquisition of sidewalk easements must be completed before construction can start.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$73,371	\$0	\$0	\$0	\$73,371
Construction (+10%)	\$0	\$0	\$0	\$1,826,629	\$0	\$0	\$1,826,629
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,371</b>	<b>\$1,826,629</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,900,000</b>

Cost Notes: Text

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$73,371	\$1,826,629	\$0	\$0	\$1,900,000
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,371</b>	<b>\$1,826,629</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,900,000</b>

Funding Source Notes: BEDC will pay \$800,000, funded by 2014 Certificate of Obligations Series. The City will fund \$1,100,000 with 2018 Certificate of Obligation Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**NORTH MAIN ST. AND SIDE STREETS IMPROVEMENTS**

<b>Project Category:</b> Transportation	<b>Sub-category:</b> Roadway
<b>Recommended by:</b> Public Works	<b>Responsible Dept.:</b> Public Works

**Project Description/Location:** This project is an opportunity to improve the quality of the streets in a local neighborhood. This project is one of several projects that includes complete utility replacement and improvements to local neighborhood streets.

**Justification:** The City has received a TX Community Development Block Grant to replace wastewater lines on Maple, Magnolia, Locust and a portion of North Main Street. Once the lines are replaced, street repair will be a must. Leveraging this project with street repair provides an opportunity to greatly improve the overall pavement condition scores for this local neighborhood.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project is being performed in conjunction with the sewer line replacement for multiple streets off N. Main St. (grant funded)



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction (+10%)	\$0	\$0	\$0	\$263,500	\$0	\$0	\$263,500
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>

**Cost Notes:** Surface replacement for Main street \$108,000, Reclamation and pavement of Maple, Locust, & Magnolia Street \$45,000 each. Work includes regrading ditches replacing driveway culverts and adding a ribbon curb to prevent future raveling of the pavement edge.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$263,500	\$0	\$0	\$263,500
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$263,500</b>

**Funding Source Notes:** \$223,500 is funded through 2018 Certificate of Obligations Series. \$40,000 is funded through the Innovations Fund to cover drainage work.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**OLD IRON BRIDGE REHABILITATION**

<b>Project Category:</b> Transportation	<b>Sub-category:</b> Roadway
<b>Recommended by:</b> Engineering	<b>Responsible Dept.:</b> Engineering
<b>Project Description/Location:</b> Structural rehabilitation on iconic Old Iron Bridge.	

**Justification:** Studies conducted in 1992, 2001, 2009, 2011 and 2014 all show significant deterioration of structural components. Considered a public safety hazard.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** Estimated time for design and rehabilitation is 14-16 months. Kimley-Horn is Engineer of Record.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction (+10%)	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 20/21	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$2,000,000
GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,000,000</b>

**Funding Source Notes:** This project will be funded with 2018 Certificate of Obligation Series.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**BASTROPTX**  
Heart of the Lost Pines  
Est. 1832

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**SUMMARY OF ALL WASTEWATER PROJECTS**

	<b>Total Proj</b>	<b>Exp YTD</b>	<b>Total O/S</b>
Lift Station Generators	\$ 315,000	\$ 49,252	\$ 265,748
Sewer Line Replace. - N. Main	\$ 450,000	\$ -	\$ 450,000
WWTP 1 & 2 Transfer Pipeline	\$ 6,001,390	\$ -	\$ 6,001,390
WWTP#3	\$ 24,906,958	\$ 31,958	\$ 24,875,000
Westside Collection System	\$ 7,566,439	\$ -	\$ 7,566,439
	<b>\$ 39,239,787</b>	<b>\$ 81,210</b>	<b>\$ 39,158,577</b>

**SUMMARY OF ALL WASTEWATER PROJECTS**  
**FY2017-FY2022**

<b>Estimated Project Cost(s)</b>	<b>YR 16/17</b>	<b>YR 17/18</b>	<b>YR 18/19</b>	<b>YR 19/20</b>	<b>YR 20/21</b>	<b>YR 21/22</b>	<b>TOTAL</b>
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Design	\$16,876	\$33,124	\$4,068,329	\$1,561,500	\$100,000	\$0	\$5,779,829
Construction (+10%)	\$0	\$0	\$250,000	\$18,798,000	\$14,000,000	\$0	\$33,048,000
Other	\$17,849	\$29,109	\$115,000	\$0	\$0	\$0	\$161,958
<b>Total Project Cost</b>	<b>\$34,725</b>	<b>\$62,233</b>	<b>\$4,683,329</b>	<b>\$20,359,500</b>	<b>\$14,100,000</b>	<b>\$0</b>	<b>\$39,239,787</b>

**Cost Notes:** See individual project sheets for detail.

<b>Funding Source(s)</b>	<b>YR 16/17</b>	<b>YR 17/18</b>	<b>YR 18/19</b>	<b>YR 19/20</b>	<b>YR 20/21</b>	<b>YR 21/22</b>	<b>TOTAL</b>
Impact Fees	\$0	\$0	\$289,400	\$0	\$0	\$0	\$289,400
Revenue Bonds	\$0	\$0	\$3,646,929	\$19,981,500	\$14,100,000	\$0	\$37,728,429
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
Fund Balance	\$20,376	\$27,832	\$62,500	\$150,000	\$0	\$0	\$260,708
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$14,349	\$34,401	\$259,500	\$228,000	\$0	\$0	\$536,250
<b>Total Project Funding</b>	<b>\$34,725</b>	<b>\$62,233</b>	<b>\$4,683,329</b>	<b>\$20,359,500</b>	<b>\$14,100,000</b>	<b>\$0</b>	<b>\$39,239,787</b>

**Funding Source Notes:** See individual project sheets for details.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**LIFT STATION EMERGENCY GENERATORS**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater
<b>Project Description/Location:</b> Install emergency generators at the Central Lift Station and Gills Branch Lift Station.	

**Justification:** This project will provide emergency power during outage periods, allowing the wastewater lift stations to remain operational.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes X	No
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes	No X

**Notes:** This project has received grant funding through the FEMA Hazard Mitigation Grant Program (DR-4223-045 and DR-4245-011). The State has approved our scope of work and this project will be awarded at the August 28 2018 Council Meeting. BEFCO is the Engineer of Record.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$16,876	\$33,124	\$0	\$0	\$0	\$0	\$50,000
Construction (+10%)	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Other	\$2,256	\$12,744	\$0	\$0	\$0	\$0	\$15,000
<b>Total Project Cost</b>	<b>\$19,132</b>	<b>\$45,868</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$4,783	\$11,467	\$62,500	\$0	\$0	\$0	\$78,750
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$14,349	\$34,401	\$187,500	\$0	\$0	\$0	\$236,250
<b>Total Project Funding</b>	<b>\$19,132</b>	<b>\$45,868</b>	<b>\$250,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$315,000</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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# CITY OF BASTROP, TEXAS

## CAPITAL IMPROVEMENTS PROGRAM



### SEWER LINE REPLACEMENT (MAIN ST & MAPLE, MESQUITE, MAGNOLIA, LOCUST)

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater

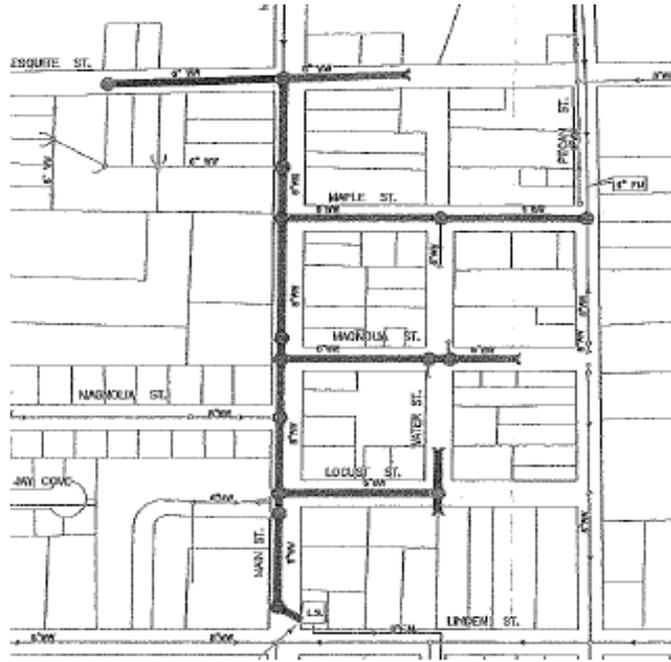
**Project Description/Location:** Replace 4,350 linear feet of sewer line from 6" to 8" and 1,550 linear feet of 10" to replace existing 6" and 8" lines to allow for future growth that is planned to tie into this line. This project will also replace 14 deteriorating manholes and reconnect the existing sanitary sewer services along the route.

**Justification:** This project is important to replace old sewer lines due to deteriorating condition which leads to inflow and infiltration in the City's sanitary sewer system.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project has received grant funding through TDA 2018 Community Development Funds awaiting award from the State in Aug. or Sept. 2018. City is planning to perform street improvements and water line replacement in conjunction with this project.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$42,000	\$0	\$0	\$0	\$42,000
Construction (+10%)	\$0	\$0	\$0	\$378,000	\$0	\$0	\$378,000
Other	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,000</b>	<b>\$378,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$150,000	\$0	\$0	\$150,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$72,000	\$228,000	\$0	\$0	\$300,000
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$72,000</b>	<b>\$378,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$450,000</b>

Funding Source Notes: TDA funding approved. Design & Admin funded 100% from grant. Construction will be the City's match, which will be paid out of fund balance.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**WWTP No. 1 & No. 2 Transfer Pipeline**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater

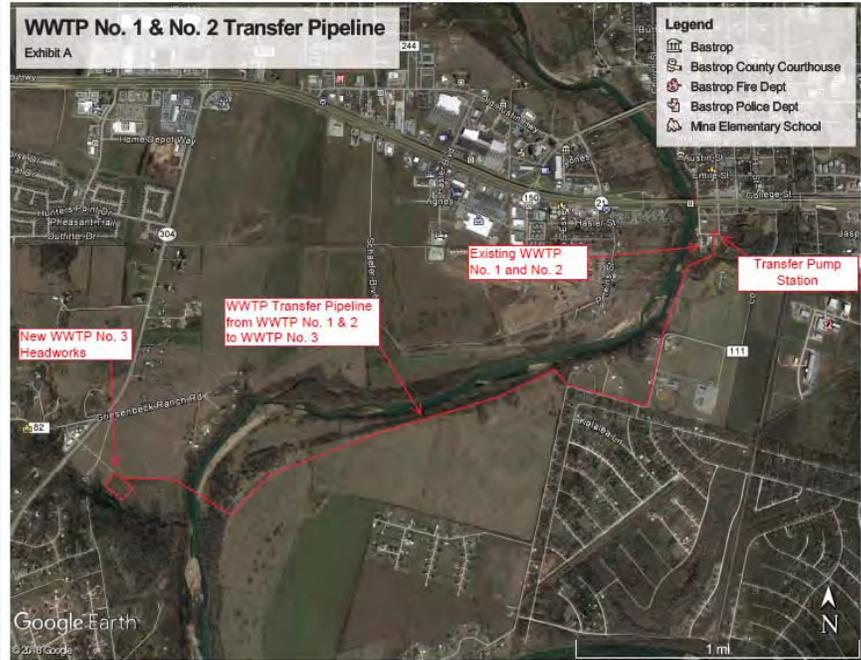
**Project Description/Location:** Installation of a Transfer Pump Station and Wastewater force main directing the flow from Wastewater Treatment Plants 1 & 2 to the new Wastewater Treatment Plant # 3 allowing for the decommission of plants 1 & 2.

**Justification:** This project will provide a portion of the infrastructure necessary to re-direct existing and future wastewater flows to the new wastewater treatment plant.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes	No X

**Notes:** This project must be constructed in conjunction with the proposed Wastewater Treatment Plant #3 project. KSA Engineering is the Engineer of Record. The location of all distribution lines will be evaluated with updated costs and project scope as a part of design of WWTP #3.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Design	\$0	\$0	\$873,390	\$378,000	\$0	\$0	\$1,251,390
Construction (+10%)	\$0	\$0	\$0	\$4,500,000	\$0	\$0	\$4,500,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,123,390</b>	<b>\$4,878,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,001,390</b>

**Cost Notes:** The limits of this project are within existing public utility easements, and no additional land acquisition is necessary.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$1,123,390	\$4,878,000	\$0	\$0	\$6,001,390
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,123,390</b>	<b>\$4,878,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,001,390</b>

**Funding Source Notes:** Will require future sale of Revenue Bonds once Engineer's Opinion of Probable Cost is established.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**WASTEWATER TREATMENT PLANT #3**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater

**Project Description/Location:** Construction of a Wastewater Treatment Plant #3 on SH 304. The plant's initial design capacity 2MGD, but will be designed with opportunities to expand its capacity in the future. The site has a current operating permit issued by the Texas Commission on Environmental Quality (TCEQ), which will expire in September 2019.

**Justification:** This project will provide reliable wastewater treatment and additional capacity needed to accommodate the current and future demands on Bastrop's wastewater treatment system.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:**

- 1) This project must be done in conjunction with other projects (Transfer lift station & Force Main) (West side collectors & Interceptors)
- 2) The TCEQ requires additional capacity when the City's treatment level reaches 90% of its current treatment capacity. KSA Engineering is Engineer of Record. Scope of work being determined



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$1,753,500	\$1,036,500	\$0	\$0	\$2,790,000
Construction (+10%)	\$0	\$0	\$0	\$11,000,000	\$11,000,000	\$0	\$22,000,000
Other (Citizen engagement)	\$15,593	\$16,365	\$85,000	\$0	\$0	\$0	\$116,958
<b>Total Project Cost</b>	<b>\$15,593</b>	<b>\$16,365</b>	<b>\$1,838,500</b>	<b>\$12,036,500</b>	<b>\$11,000,000</b>	<b>\$0</b>	<b>\$24,906,958</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees (Fund 306 only)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$1,413,500	\$12,036,500	\$11,000,000	\$0	\$24,450,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$425,000	\$0	\$0	\$0	\$425,000
Fund Balance	\$15,593	\$16,365	\$0	\$0	\$0	\$0	\$31,958
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$15,593</b>	<b>\$16,365</b>	<b>\$1,838,500</b>	<b>\$12,036,500</b>	<b>\$11,000,000</b>	<b>\$0</b>	<b>\$24,906,958</b>

Funding Source Notes: Will require future sale of Revenue Bonds once Engineer's Opinion of Probable Cost is established.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**Westside Collection System Gravity Sewer Improvements**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Wastewater
<b>Recommended by:</b> Water / Wastewater	<b>Responsible Dept.:</b> Water / Wastewater

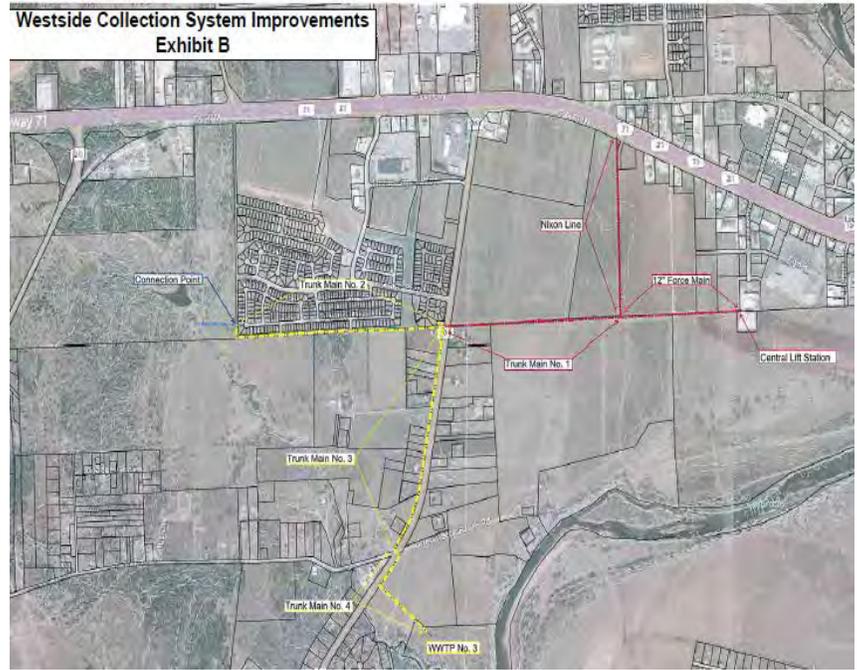
**Project Description/Location:** Installation of multiple diameter wastewater lines, allowing multiple lift stations to go offline and gravity flow wastewater to proposed Wastewater Treatment Plant #3

**Justification:** This project will provide the final segment of infrastructure necessary to re-direct existing and future wastewater flows to the new wastewater treatment plant.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes X	No
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes	No X

**Notes:** This project must be constructed in conjunction with the proposed Wastewater Treatment Plant #3 project. KSA Engineering is the Engineer of Record. The location of all distribution lines will be evaluated with updated costs and project scope as a part of design of WWTP #3.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$1,399,439	\$147,000	\$100,000	\$0	\$1,646,439
Construction (+10%)	\$0	\$0	\$0	\$2,920,000	\$3,000,000	\$0	\$5,920,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,399,439</b>	<b>\$3,067,000</b>	<b>\$3,100,000</b>	<b>\$0</b>	<b>\$7,566,439</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$289,400	\$0	\$0	\$0	\$289,400
Revenue Bonds	\$0	\$0	\$1,110,039	\$3,067,000	\$3,100,000	\$0	\$7,277,039
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,399,439</b>	<b>\$3,067,000</b>	<b>\$3,100,000</b>	<b>\$0</b>	<b>\$7,566,439</b>

Funding Source Notes: Will require future sale of Revenue Bonds once Engineer's Opinion of Probable Cost is established.

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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SUMMARY OF ALL WATER PROJECTS

	Total Proj	Exp YTD	Total O/S
Elevated Storage Tank HWY20	\$ 2,031,393	\$ 131,500	\$ 1,899,893
Water Purchase - 3000 acre ft.	\$ 1,000,000	\$ -	\$ 1,000,000
16" Water Line-River Crossing	\$ 2,235,000	\$ 1,893,515	\$ 341,485
Water Plant - XS Ranch	\$ 9,293,230	\$ -	\$ 9,293,230
Water Transmission Line	\$ 2,420,000	\$ -	\$ 2,420,000
Well J & Monitoring Well	\$ 914,671	\$ 914,671	\$ -
	<b>\$ 17,894,294</b>	<b>\$ 2,939,686</b>	<b>\$ 14,954,608</b>

# SUMMARY OF ALL WATER PROJECTS FY2017-FY2022

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
Design	\$292,672	\$268,800	\$628,230	\$0	\$0	\$0	\$1,189,702
Construction (+10%)	\$601,685	\$2,132,907	\$1,800,000	\$11,100,000	\$0	\$0	\$15,634,592
Other	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
<b>Total Project Cost</b>	<b>\$894,357</b>	<b>\$2,601,707</b>	<b>\$2,698,230</b>	<b>\$11,300,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$17,894,294</b>

Cost Notes: See individual project sheets for details.

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	YR 21/22	TOTAL
Impact Fees	\$158,393	\$297,100	\$385,000	\$0	\$0	\$0	\$840,493
Revenue Bonds	\$0	\$0	\$0	\$11,100,000	\$0	\$0	\$11,100,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$735,964	\$2,104,607	\$0	\$0	\$0	\$0	\$2,840,571
Fund Balance	\$0	\$200,000	\$2,313,230	\$200,000	\$200,000	\$200,000	\$3,113,230
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$894,357</b>	<b>\$2,601,707</b>	<b>\$2,698,230</b>	<b>\$11,300,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$17,894,294</b>

Funding Source Notes: See individual project sheets for details.

Funding Surplus/(Deficit)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**ELEVATED STORAGE TANK HWY 20**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> Elevated storage tank (1MG) possible ground storage, HWY 20 and HWY 71.	

**Justification:** This project will provide increased pressure and storage on the westside of the river. These improvements will not only provide improved fireflow, but will allow the City to serve water west of Hwy 20.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project must be done in conjunction with the 16" river crossing line. BEFCO is the Engineer of Record and has stated that the design will be completed Aug. 2018.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$96,393	\$50,000	\$85,000	\$0	\$0	\$0	\$231,393
Construction (+10%)	\$0	\$0	\$1,800,000	\$0	\$0	\$0	\$1,800,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$96,393</b>	<b>\$50,000</b>	<b>\$1,885,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,031,393</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees (Fund 303 & 305)	\$96,393	\$50,000	\$385,000	\$0	\$0	\$0	\$531,393
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$1,500,000	\$0	\$0	\$0	\$1,500,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$96,393</b>	<b>\$50,000</b>	<b>\$1,885,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,031,393</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**16" RIVER CROSSING WATER LINE**

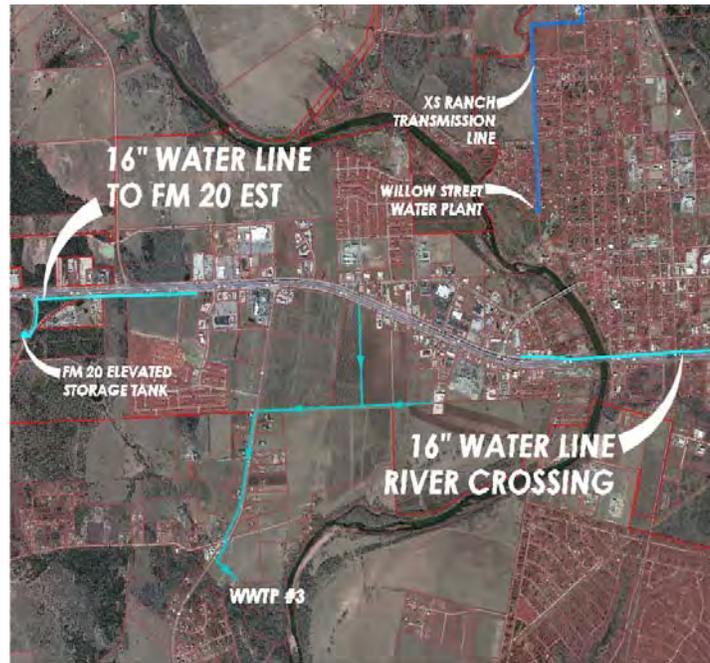
<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> 16" water line (Popeyes to Sonic) and Hwy 20 to Lost Pines Toyota.	

**Justification:** This project provides system redundancy. Currently, the Bob Bryant Water Treatment Plant provides the majority of the water west of the Colorado River. This line will connect zones 2 & 3. Zone 2 has a more prolific water source.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project must be done in conjunction with the elevated tank at HWY 20. This project is 95% complete.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$62,000	\$90,000	\$0	\$0	\$0	\$0	\$152,000
Construction (+10%)	\$0	\$2,083,000	\$0	\$0	\$0	\$0	\$2,083,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$62,000</b>	<b>\$2,173,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,235,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees (Fund 303 & 305)	\$62,000	\$247,100	\$0	\$0	\$0	\$0	\$309,100
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$1,925,900	\$0	\$0	\$0	\$0	\$1,925,900
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$62,000</b>	<b>\$2,173,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,235,000</b>

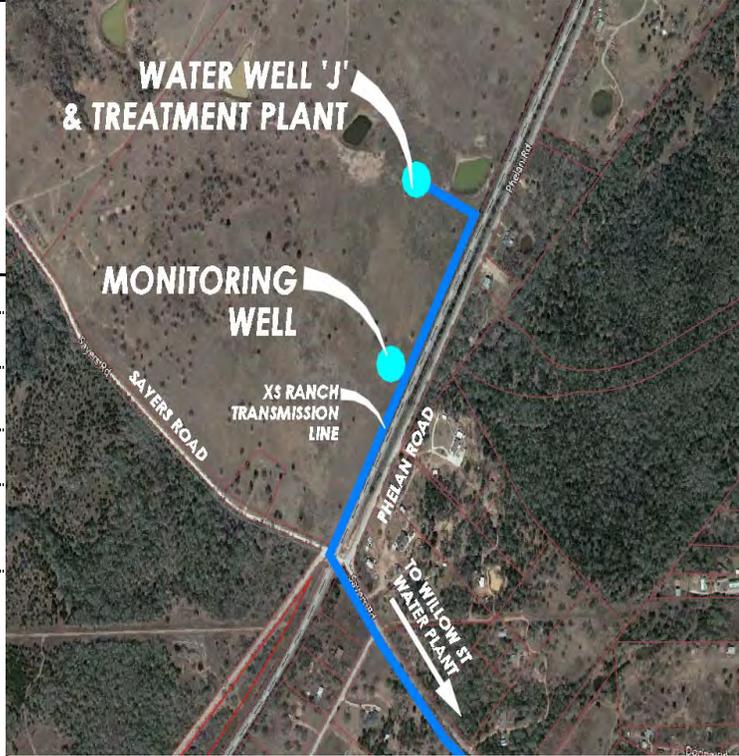
Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**WATER PLANT (XS RANCH)**

<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> Construction of water plant at XS Ranch Well J site.	

**Justification:** This project will allow the City to consolidate all of its water production into one plant by aggregating the water permit from Bob Bryant Park with the 6,000 acre feet at XS Ranch. Overall production and maintenance costs will be reduced over the useful life of the asset by constructing a consolidated plant using efficient production methods.



**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project must be completed in conjunction with the Well J and transmission line to Willow Plant. The Engineer of Record is Freese & Nichols. The scope of work is being determined for this project.

Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$293,230	\$0	\$0	\$0	\$293,230
Construction (+10%)	\$0	\$0	\$0	\$9,000,000	\$0	\$0	\$9,000,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$293,230</b>	<b>\$9,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,293,230</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$9,000,000	\$0	\$0	\$9,000,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$293,230	\$0	\$0	\$0	\$293,230
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$293,230</b>	<b>\$9,000,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,293,230</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**CITY OF BASTROP, TEXAS**  
**CAPITAL IMPROVEMENTS PROGRAM**



**WATER PURCHASE OF 3,000 ACRE FEET - SIMSBORO AQUIFER**

<b>Project Category:</b> <i>Utilities</i>	<b>Sub-category:</b> <i>Water</i>
<b>Recommended by:</b> <i>Water/Wastewater Dept.</i>	<b>Responsible Dept.:</b> <i>Water/Wastewater Dept.</i>
<b>Project Description/Location:</b> Purchase additional 3,000 acre feet of water from the XS Ranch well site.	

**Justification:** By purchasing this additional water supply, the City can consolidate all of its water production at one plant.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes	No X
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** Have provided the necessary documentation to proceed to closing. Waiting on date to execute sale.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Construction (+10%)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$200,000</b>	<b>\$1,000,000</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**WATER TRANSMISSION LINE FROM XS RANCH TO WILLOW**

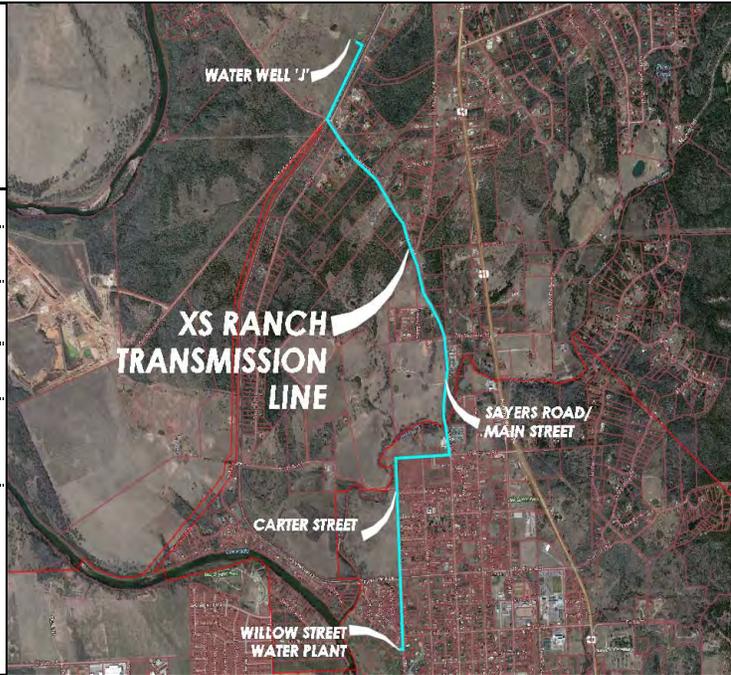
<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> 18" Transmission line from XS Ranch water plant to Willow Plant	

**Justification:** The transmission main will deliver the water from the newly installed well and treatment plant. The waterline will also provide an opportunity for infill development.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project must be done in conjunction with Well J and the new water plant. The Engineer of Record is Freese & Nichols. The scope of work is being determined for this project.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$70,000	\$0	\$0	\$0	\$70,000
Design	\$0	\$0	\$250,000	\$0	\$0	\$0	\$250,000
Construction (+10%)	\$0	\$0	\$0	\$2,100,000	\$0	\$0	\$2,100,000
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,420,000</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$2,100,000	\$0	\$0	\$2,100,000
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$0	\$0	\$320,000	\$0	\$0	\$0	\$320,000
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$0</b>	<b>\$0</b>	<b>\$320,000</b>	<b>\$2,100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,420,000</b>

Funding Source Notes: Text

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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**WELL J & MONITORING WELL**

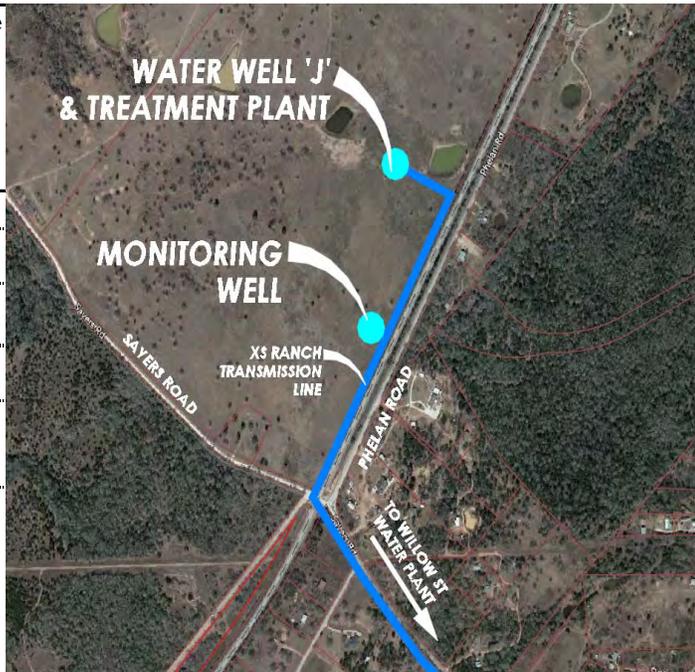
<b>Project Category:</b> Utilities	<b>Sub-category:</b> Water
<b>Recommended by:</b> Water/Wastewater Dept.	<b>Responsible Dept.:</b> Water/Wastewater Dept.
<b>Project Description/Location:</b> Construction site of Well J located at XS Ranch & monitoring well location.	

**Justification:** Well J is part of the city's plan to secure a 50 year water supply. It will also reduce our dependency on the vulnerable alluvial wells.

**Qualifiers:**

Can be funded fully/partially through non-municipal sources?	Yes	No X
Necessary to meet a regulatory mandate?	Yes	No X
Requires completion of another project?	Yes X	No
Will additional resources/staff be required to operate/maintain the completed project?	Yes X	No

**Notes:** This project is 100% complete.



Estimated Project Cost(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Acquisitions (ROW/Easements/Land)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Design	\$134,279	\$128,800	\$0	\$0	\$0	\$0	\$263,079
Construction (+10%)	\$601,685	\$49,907	\$0	\$0	\$0	\$0	\$651,592
Other	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Cost</b>	<b>\$735,964</b>	<b>\$178,707</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$914,671</b>

Cost Notes:

Funding Source(s)	YR 16/17	YR 17/18	YR 18/19	YR 19/20	YR 20/21	> YR 21/22	TOTAL
Impact Fees	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Revenue Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Current Bonds	\$735,964	\$178,707	\$0	\$0	\$0	\$0	\$914,671
Fund Balance	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Interest	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Source(s)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Funding</b>	<b>\$735,964</b>	<b>\$178,707</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$914,671</b>

Funding Source Notes:

<b>Funding Surplus/(Deficit)</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0
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# Street Maintenance

## Street Maintenance

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“

The Street Maintenance Fund is being created to contain revenue generated specifically for street maintenance to improve the City's overall Pavement Condition Index.

”



## Street Maintenance Fund Summary

# Street Maintenance Fund Summary

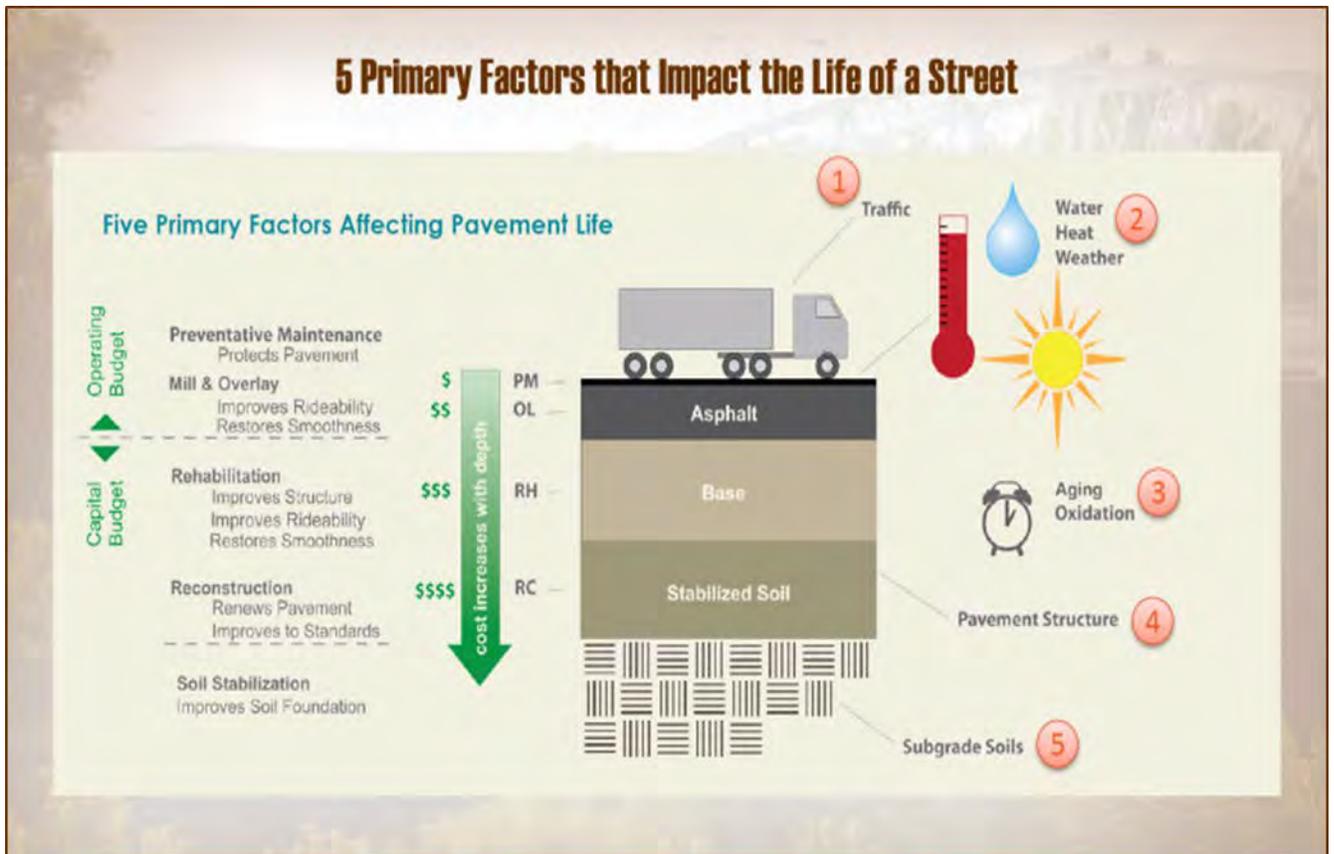
The City of Bastrop’s street system has 54.6 miles of asphaltic concrete, 2.1 miles of portland cement, and 3.8 miles of gravel surface. In FY 2018, the City Council funded a Pavement Condition Index study to evaluate and grade the City’s street infrastructure. Applied Pavement Technology was hired to conduct the study using enhanced data gathering equipment. Results of the study indicate that the City’s asphaltic concrete streets have an overall score of 66. The City’s 2.1 miles of Portland cement concrete have an overall score of 89. The City’s combined overall score is 68.

## Condition of 54.6 Miles of Asphaltic Concrete:

- 12.9 Miles in Excellent Condition
- 12.4 Miles in Good Condition
- 10.38 Miles in Fair Condition
- 6.64 Miles in Poor Condition
- 6.48 Miles in Very Poor Condition
- 2.3 Miles in Serious Condition
- .09 Miles in Failed Condition

## Condition of 2.1 Miles of Portland Cement Concrete:

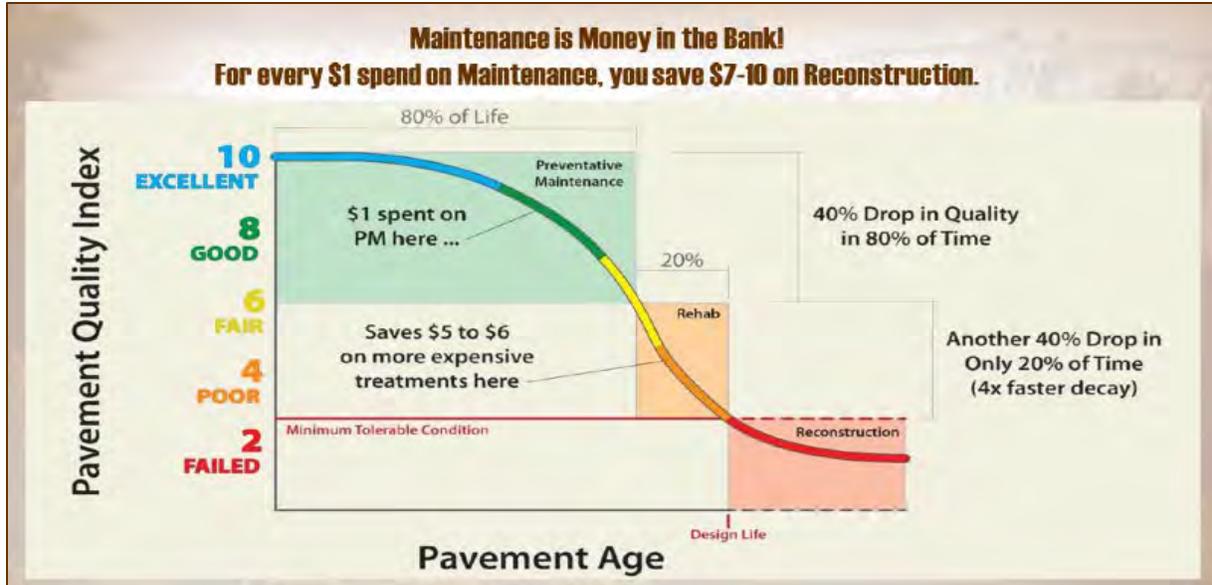
- 1.5 Miles in Excellent Condition
- .6 Miles in Good Condition



## Street Maintenance is a Good Investment:

Every year the City's streets do not receive maintenance, the quicker the street will deteriorate. Therefore, Staff has put together a five (5) year strategy to stabilize road conditions.

The proven method to stabilize road conditions and minimize additional deterioration is to "keep the good streets good." Therefore, the Street Maintenance Fund will focus on streets in excellent, good, and fair conditions to minimize the need for road rehabilitation and reconstruction.



## Street Maintenance Techniques:

Asphalt maintenance techniques include crack sealing, fog sealing, seal coat, and asphalt overlay. A chart outlining treatments and purposes are shown below.

**Categories & Purposes of Major Street Activities**

Source	Strategy Type	Treatment	Grade	Purpose
O&M	Maintenance	Crack seal	E,G,F	Seal cracks from water intrusion.
		Fog Seal	E,G	Protect surface from aging.
		Seal coat	E,G,F	Seal cracks from water, protect surface from aging.
		Slurry seal	E,G	Seal cracks from water protect surface from aging.
		Ha5	E,G,F	Seal cracks from water protect surface from aging.
		Thin overlay	Fair	Protect surface, improve rideability, restore smoothness.
Capital	Rehabilitation	Overlay	Fair	Protect surface, improve rideability, restore smoothness.
		Structural Overlay	PCI 54-64	Repair spot damage, improve rideability, restore smoothness.
	Reconstruction	Minor Rehabilitation	PCI 0-54	Repair spot damage, improve rideability, restore smoothness.
		Major Rehabilitation	VP/Failed	Repair spot damage, improve rideability, restore smoothness.
		Reconstruction – Residential	VP/Failed	Restore pavement back to new condition.
		Reconstruction – Collector	VP/Failed	Restore pavement back to new condition.
		Reconstruction – Arterial	VP/Failed	Restore pavement back to new condition.
		Reconstruction - Downtown	VP/Failed	Restore pavement back to new condition.

**Fund Description:**

The Street Maintenance Fund is being created to contain revenue generated specifically for street maintenance to improve the City’s overall Pavement Condition Index.

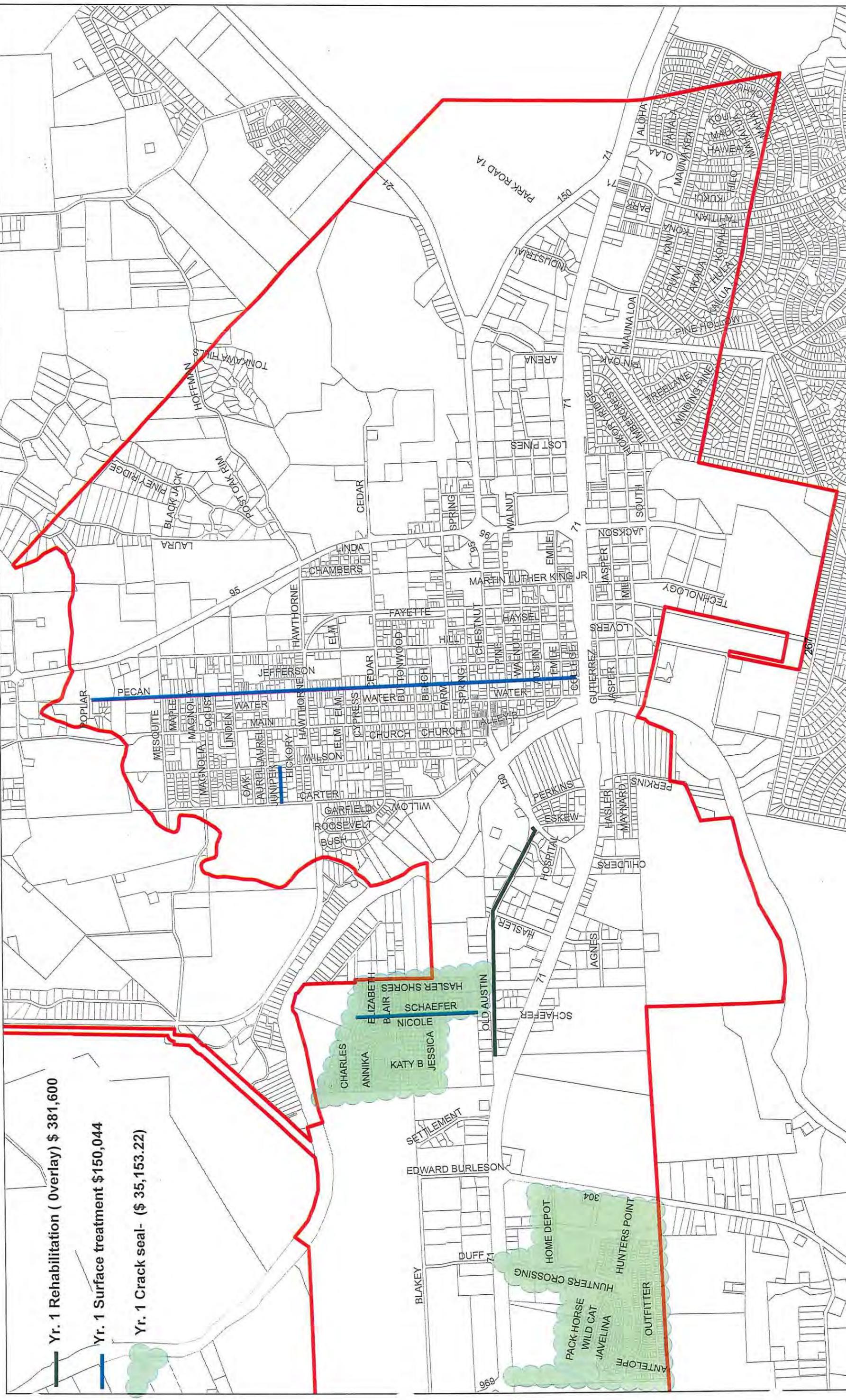


<b>CITY OF BASTROP</b>					
<b>FUND</b>	<b>DEPARTMENT</b>		<b>DIVISION</b>		
<b>110 STREET MAINTENANCE FUND</b>	<b>18 PUBLIC WORKS</b>		<b>00 NON-DIVISION</b>		
<b>SUMMARY</b>					
<b>CATEGORIES</b>	<b>ACTUAL 2017</b>	<b>BUDGET 2018</b>	<b>ESTIMATE 2018</b>	<b>PROPOSED 2019</b>	<b>PLANNING 2020</b>
INTEREST INCOME	\$0	\$0	\$0	\$6,000	\$3,118
TRANSFER IN	\$0	\$0	\$0	\$1,100,000	\$0
<b>TOTAL REVENUE</b>	\$0	\$0	\$0	\$1,106,000	\$3,118
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$566,797	\$542,321
<b>TOTAL EXPENDITURES</b>	\$0	\$0	\$0	\$566,797	\$542,321

# Street Maintenance Fund Summary



Street Maintenance FY 19 (Yr. 1)



Yr. 1 Rehabilitation ( Overlay) \$ 381,600

Yr. 1 Surface treatment \$150,044

Yr. 1 Crack seal- (\$ 35,153.22)

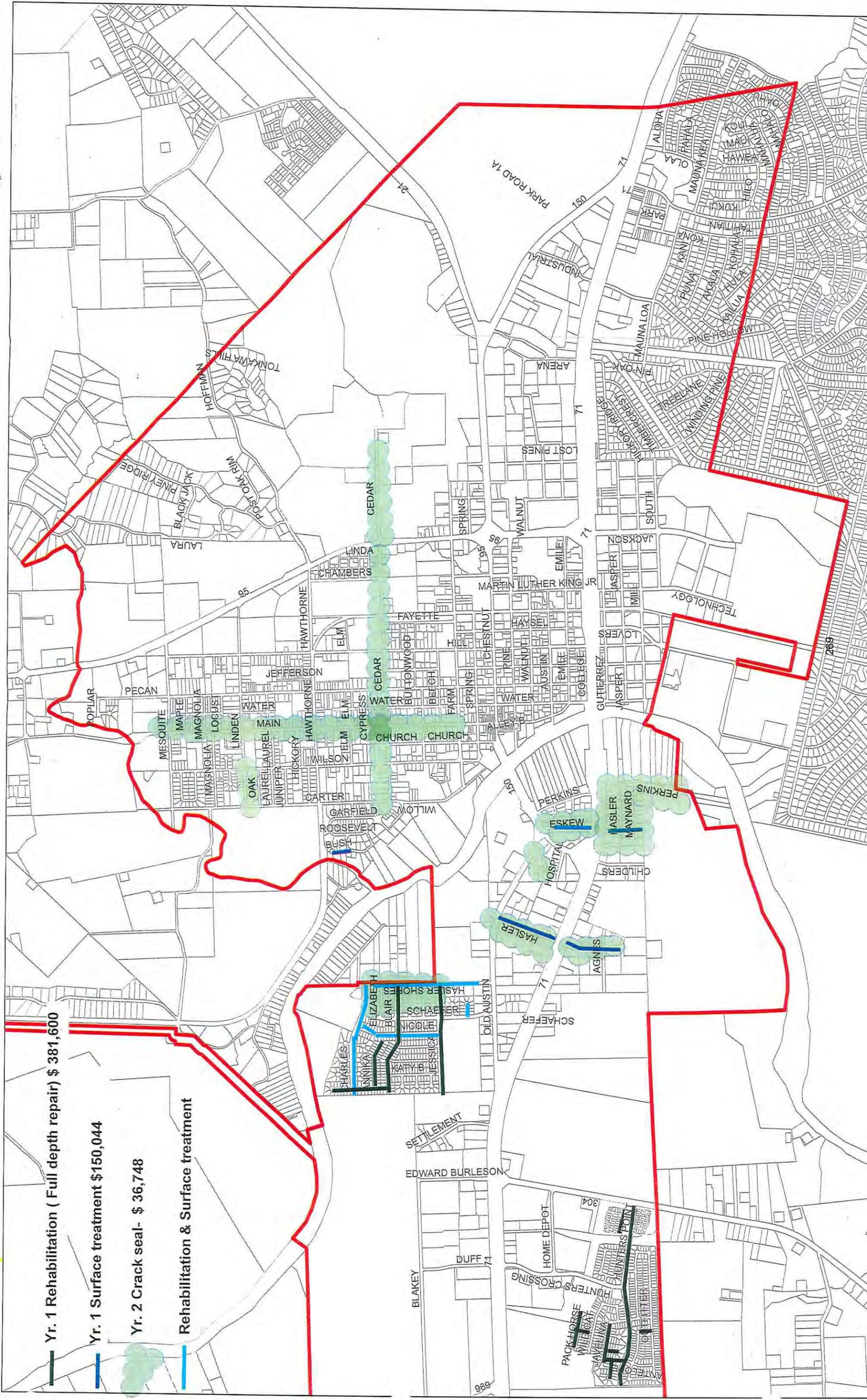


## Year Two:

Every year the City's streets do not receive maintenance, the quicker the street will deteriorate. Therefore, Staff has put together a five (5) year strategy to stabilize road conditions. Because roads deteriorate annually, Year One and Two streets have been determined. **Please note that Year Two streets may change based on deterioration that occurs in the system during FY 2019.**

<b>FY 2020 Street Maintenance Program</b>					
<b>Street Name</b>	<b>PCI Score</b>	<b>Square Yards</b>	<b>Street Name</b>	<b>PCI Score</b>	<b>Square Yards</b>
Bryant	70	150	Katy B	98	3.3
Charles Blvd.	62	641	Big Horn	87	0.1812.29
Nicole Way	69	703	Caliber	97	0.13453
Kelly	67	8	Pack Horse	87	0.13440
Hasler Shores	63	364	Wolverine Pass	56	1654
Pony Pass	57	10	Browning	77	56.8
Annika Way	78	8	Hunters Point	84	810
Blair	75	32	Javelina	83	974
Jessica	84	224	Thompson	85	27
Patton	79	46	Trophy	73	353
<b>Street Name</b>	<b>PCI Score</b>	<b>Lane Miles</b>	<b>Street Name</b>	<b>PCI Score</b>	<b>Lane Miles</b>
Main	60	5.51	Oak	68	.361
Cedar	68	3.411	Grady Tuck	77	.523
Bush	87	.196	Roosevelt	83	.597
Eskew	89	.685	Hasler	99	1.973
Higgins	96	.213			
	<b>Crack Seal</b>				
	<b>Structural Overlay</b>				
	<b>Surface Treatment &amp;/or Patch Repair</b>				

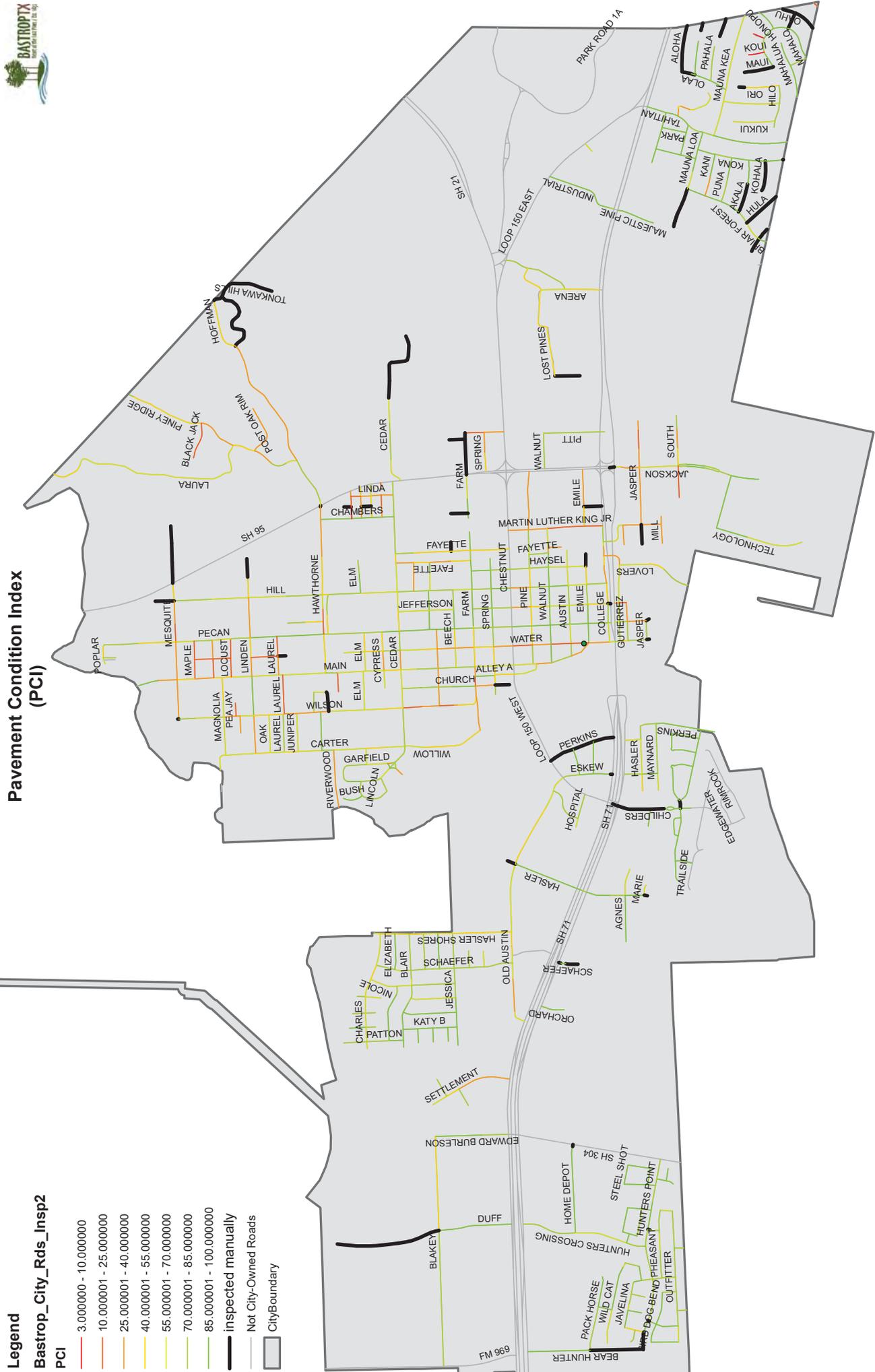
Street Maintenance FY 20 (Yr. 2)





# Pavement Condition Index (PCI)

- Legend**
- Bastrop\_City\_Rds\_Insp2**
- PCI**
- 3.000000 - 10.000000
  - 10.000001 - 25.000000
  - 25.000001 - 40.000000
  - 40.000001 - 55.000000
  - 55.000001 - 70.000000
  - 70.000001 - 85.000000
  - 85.000001 - 100.000000
  - inspected manually
  - Not City-Owned Roads
  - CityBoundary





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Bastrop State Park



## Debt

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# Debt



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# Bond & Debt Summary



## Overview of Bonds

Major capital improvements such as streets, drainage, buildings, and other major infrastructure projects are often financed by bonds. This funding mechanism allows payment for infrastructure improvements to be made over multiple years, usually over the life of the improvement.

### Debt Management Policy

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

The debt management policy states that self-supporting debt will be supported by self-supporting revenues. Other financing alternatives might be grants, leasing, developer contributions, impact fees, and use of reserves. The City shall obtain voter authorization before issuing General Obligation

Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the City may elect to obtain voter authorization for Revenue Bonds. The City will attempt to maintain base bond ratings of AA (Standard & Poor's) on its General Obligation debt. In an attempt to keep the debt service tax rate flat, retirement of debt principle will be structured to ensure constant annual debt payments when possible. The City will have a written policy for monitoring compliance with IRS laws and regulations as they relate to tax exempt debt.

### City's Current Bond Rating

Standard & Poor's "AA"

Fitch Ratings "AA"

## Debt Service Funds

### General Debt Service

This fund derives its revenue from property taxes. The amount of the taxes levied is determined by the City Council. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund capital equipment and infrastructure.

### Debt and Tax Rate Limitations

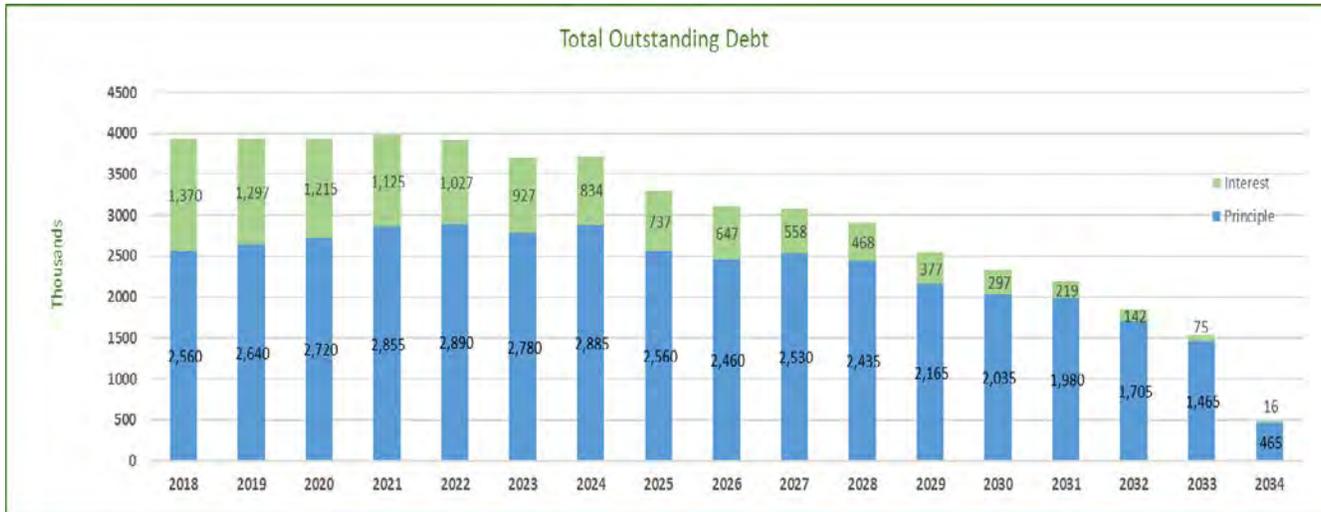
All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax, sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to \$2.50 per \$100 of assessed valuation for the City purposes.

## Calculation of Legal Debt Margin October 1, 2018

Taxable Assessed Valuation	\$897,823,408
Constitutional Limit	2.50% of assessed valuation
Maximum Constitutional Revenue Available	\$ 22,445,585
Tax Rate to Achieve Maximum Tax Revenue	\$2.50 per \$100 of valuation
Tax Rate for FY 2018-2019	\$0.5640/\$100 of valuation
Available unused Constitutional Max Tax Rate	77.44% of assessed valuation

## Utility Debt Service

This fund derives its revenue from rates determined by City Council. The function of this fund is to retire bonded indebtedness for water and wastewater capital equipment and infrastructure. The Electric fund bond indebtedness is not recorded and tracked in a separate debt service fund.



## Fund Description

The 2018 Combination Tax & Revenue Certificates of Obligations Series, in the amount of \$4.7 million, were sold on August 28, 2018 **WITHOUT INCREASING TAXES**. The City's long-term bond ratings were affirmed at AA by Standard & Poor's on August 22, 2018. The factors were considered in their rating analysis include: strong economy, with access to a broad and diverse metropolitan statistical area (Austin); strong management, with good financial policies and practices; strong budgetary performance; very strong budgetary flexibility, with an available fund balance in FY 2017 of 35% of operating expenditures; and very strong liquidity, with total government available cash at 106.8% of total governmental fund expenditures and 6.5x governmental debt service.

The debt from this issuance will be paid from the Interest & Sinking (I&S) portion of the City's tax rate. Of the City's \$0.5640 tax rate, \$0.1949 is allocated to I&S, which goes to fund all outstanding debt owed by the General Fund. The I&S portion of the tax rate represents 34.56% of the total tax rate.

<b>Project Description</b>	<b>Certificate of Obligations Issuance Amount</b>
<b>Street Maintenance – Years 1 &amp; 2</b> (Cost of project will be amortized over 5 years.)	<b>\$1,100,000</b>
<b>Pine Street Drainage Match for Construction</b> (Remaining portion of construction cost paid by grant.)	<b>\$123,750</b>
<b>Public Works Detention Pond Match for Construction</b> (Remaining portion of construction cost paid by grant.)	<b>\$115,500</b>
<b>Jasper/Newton Street Drainage Match for Construction</b> (Remaining portion of construction cost paid by grant.)	<b>\$37,250</b>
<b>North Main Street &amp; Side Street Improvements</b> (Funding for complete Street reconstruction and will be amortized over 5 years. Water will be paid out of Utility Fund. Wastewater portion will be paid by grant. Drainage portion will be paid by Innovation Fund.)	<b>\$223,500</b>
<b>Old Iron Bridge Structural Improvements</b>	<b>\$2,000,000</b>
<b>Main Street Sidewalk &amp; Street Improvements</b> (From Water Street, as the entrance to downtown from SH 71, to Spring Street. Remaining portion of project paid by BEDC.)	<b>\$1,100,000</b>
<b>Total Amount of Issuance</b>	<b>\$4,700,000</b>

## 2018 Combination Tax & Revenue Certificate of Obligations Series

## Fund Description

General Fund – Debt Service is funded by the Interest & Sinking (I&S) portion of the City’s tax rate. Of the City’s \$0.5640 tax rate, \$0.1949 is allocated to I&S, which goes to fund all outstanding debt owed by the General Fund. The I&S portion of the tax rate represents 34.56% of the total tax rate.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
120 GENERAL FUND-DEBT SERVICE	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
AD VALOREM TAXES	\$1,717,740	\$1,816,397	\$1,832,493	\$1,863,009	\$1,988,053
OTHER REVENUE	\$2,690,000	\$0	\$0	\$0	\$0
INTEREST INCOME	\$8,229	\$9,500	\$9,500	\$10,850	\$12,500
MISCELLANEOUS INCOME	\$403,509	\$242,600	\$243,600	\$247,619	\$246,548
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN	\$0	\$496,616	\$515,366	\$516,185	\$514,416
<b>TOTAL REVENUE</b>	<b>\$4,819,478</b>	<b>\$2,565,113</b>	<b>\$2,600,959</b>	<b>\$2,637,663</b>	<b>\$2,761,517</b>
CONTRACTUAL SERVICES	\$9,695	\$0	\$0	\$0	\$0
OTHER CHARGES	\$89,425	\$15,043	\$16,491	\$17,500	\$18,500
DEBT SERVICE	\$1,686,062	\$2,339,231	\$2,340,293	\$2,370,703	\$2,354,304
TRANSFERS OUT	\$3,202,230	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURE</b>	<b>\$4,987,412</b>	<b>\$2,354,274</b>	<b>\$2,356,784</b>	<b>\$2,388,203</b>	<b>\$2,372,804</b>

# General Fund – Debt Service

## Fund Description

Water/Wastewater Fund – Debt Service is funded by a portion of the rate allocated to fund all outstanding debt, interest and principle, owed by the Utility Fund.



FUND	DEPARTMENT		DIVISION		
220 W/WW DEBT SERVICE	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$2,618	\$0	\$10,500	\$26,386	\$42,577
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN - W/WW FUND	\$1,692,202	\$1,195,447	\$1,793,972	\$1,641,565	\$1,816,640
TRANSFERS IN - IMPACT FUND	\$186,667	\$812,139	\$567,374	\$567,692	\$567,374
<b>TOTAL REVENUE</b>	<b>\$1,881,487</b>	<b>\$2,007,586</b>	<b>\$2,371,846</b>	<b>\$2,235,643</b>	<b>\$2,426,591</b>
DEBT SERVICE	\$1,425,351	\$1,440,212	\$1,440,210	\$1,425,805	\$1,438,882
<b>TOTAL EXPENDITURE</b>	<b>\$1,425,351</b>	<b>\$1,440,212</b>	<b>\$1,440,210</b>	<b>\$1,425,805</b>	<b>\$1,438,882</b>

# Water/Wastewater Fund – Debt Service

## Fund Description

2013 Combination Revenue/Tax Bond was issued for (i) constructing, improving, extending, and/or expanding City streets, including drainage, sidewalks, parking and right-of-way's; (ii) constructing, improving, extending, and/or expanding the City's water and wastewater system including an additional water supply well and related pipeline, and improvements for storm water drainage and detention and related roadway improvements; and (iii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the Certificates.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
724 2013 COMB REV/TAX BOND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$17,345	\$13,000	\$17,500	\$15,000	\$0
<b>TOTAL REVENUE</b>	<b>\$17,345</b>	<b>\$13,000</b>	<b>\$17,500</b>	<b>\$15,000</b>	<b>\$0</b>
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$142,658	\$0	\$2,253	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$916,140	\$927,360	\$130,000	\$1,317,356	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$1,058,798</b>	<b>\$927,360</b>	<b>\$132,253</b>	<b>\$1,317,356</b>	<b>\$0</b>

# 2013 Comb. Revenue/Tax Bond

## Fund Description

2014 Certificate of Obligation Series was issued for (i) constructing, improving, extending, and/or expanding the City's water and wastewater system including equipment, vehicles, additional water supply well and related pipeline, and improvements for storm water drainage and detention and related roadway improvements; (ii) constructing improvements and upgrading the City's electric system including equipment and vehicles; and (iii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the Certificates.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
725 CO 2014 SERIES	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$27,193	\$15,000	\$23,000	\$15,000	\$0
<b>TOTAL REVENUE</b>	<b>\$27,193</b>	<b>\$15,000</b>	<b>\$23,000</b>	<b>\$15,000</b>	<b>\$0</b>
CONTRACTUAL SERVICES	\$8,790	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$776,264	\$1,629,084	\$1,960,000	\$833,776	\$0
DEBT SERVICE	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$785,054</b>	<b>\$1,629,084</b>	<b>\$1,960,000</b>	<b>\$833,776</b>	<b>\$0</b>

# 2014 Certificate of Obligation Series

**CITY OF BASTROP  
DEBT SCHEDULES**

	General Obligation Series 2005 - \$2,445,000 Maturity Date 2/1/2025 Interest Rate 3.67%			General Obligation Series 2006 - \$345,000 Maturity Date 2/1/2026 Interest Rate 4.24%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total
02/01/2018	\$ 135,000	\$ 22,663	\$ 157,663	\$ 20,000	\$ 4,240	\$ 24,240
08/01/2018		\$ 20,185	\$ 20,185		\$ 3,816	\$ 3,816
02/01/2019	\$ 140,000	\$ 20,185	\$ 160,185	\$ 20,000	\$ 3,816	\$ 23,816
08/01/2019		\$ 17,616	\$ 17,616		\$ 3,392	\$ 3,392
02/01/2020	\$ 145,000	\$ 17,616	\$ 162,616	\$ 20,000	\$ 3,392	\$ 23,392
08/01/2020		\$ 14,956	\$ 14,956		\$ 2,968	\$ 2,968
02/01/2021	\$ 150,000	\$ 14,956	\$ 164,956	\$ 20,000	\$ 2,968	\$ 22,968
08/01/2021		\$ 12,203	\$ 12,203		\$ 2,544	\$ 2,544
02/01/2022	\$ 155,000	\$ 12,203	\$ 167,203	\$ 20,000	\$ 2,544	\$ 22,544
08/01/2022		\$ 9,359	\$ 9,359		\$ 2,120	\$ 2,120
02/01/2023	\$ 165,000	\$ 9,359	\$ 174,359	\$ 25,000	\$ 2,120	\$ 27,120
08/01/2023		\$ 6,331	\$ 6,331		\$ 1,590	\$ 1,590
02/01/2024	\$ 170,000	\$ 6,331	\$ 176,331	\$ 25,000	\$ 1,590	\$ 26,590
08/01/2024		\$ 3,212	\$ 3,212		\$ 1,060	\$ 1,060
02/01/2025	\$ 175,000	\$ 3,212	\$ 178,212	\$ 25,000	\$ 1,060	\$ 26,060
08/01/2025					\$ 530	\$ 530
02/01/2026				\$ 25,000	\$ 530	\$ 25,530
08/01/2026						
02/01/2027						
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02/01/2034						
08/01/2034						
<b>TOTAL</b>	<b>\$ 1,235,000</b>	<b>\$ 190,387</b>	<b>\$ 1,425,387</b>	<b>\$ 200,000</b>	<b>\$ 40,280</b>	<b>\$ 240,280</b>

Issue Date:  
Rate of Interest:

12/06/2005  
3.67%

Issue Date:  
Rate of Interest:

12/21/2006  
4.24%

**CITY OF BASTROP  
DEBT SCHEDULES**

Payment Date	Certificate of Obligation Series 2006 - \$725,000 Maturity Date 2/1/2026 Interest Rate 4.19%			General Obligation Series 2007 - \$1,220,000 Maturity Date 2/1/2027 Interest Rate 4.08%		
	Principal	Interest	Total	Principal	Interest	Total
02/01/2018	\$ 25,000	\$ 5,971	\$ 30,971	\$ 60,000	\$ 15,402	\$ 75,402
08/01/2018		\$ 5,447	\$ 5,447		\$ 14,178	\$ 14,178
02/01/2019	\$ 30,000	\$ 5,447	\$ 35,447	\$ 65,000	\$ 14,178	\$ 79,178
08/01/2019		\$ 4,819	\$ 4,819		\$ 12,852	\$ 12,852
02/01/2020	\$ 30,000	\$ 4,819	\$ 34,819	\$ 70,000	\$ 12,852	\$ 82,852
08/01/2020		\$ 4,190	\$ 4,190		\$ 11,424	\$ 11,424
02/01/2021	\$ 30,000	\$ 4,190	\$ 34,190	\$ 70,000	\$ 11,424	\$ 81,424
08/01/2021		\$ 3,562	\$ 3,562		\$ 9,996	\$ 9,996
02/01/2022	\$ 30,000	\$ 3,562	\$ 33,562	\$ 75,000	\$ 9,996	\$ 84,996
08/01/2022		\$ 2,933	\$ 2,933		\$ 8,466	\$ 8,466
02/01/2023	\$ 35,000	\$ 2,933	\$ 37,933	\$ 75,000	\$ 8,466	\$ 83,466
08/01/2023		\$ 2,200	\$ 2,200		\$ 6,936	\$ 6,936
02/01/2024	\$ 35,000	\$ 2,200	\$ 37,200	\$ 80,000	\$ 6,936	\$ 86,936
08/01/2024		\$ 1,467	\$ 1,467		\$ 5,304	\$ 5,304
02/01/2025	\$ 35,000	\$ 1,467	\$ 36,467	\$ 85,000	\$ 5,304	\$ 90,304
08/01/2025		\$ 733	\$ 733		\$ 3,570	\$ 3,570
02/01/2026	\$ 35,000	\$ 733	\$ 35,733	\$ 85,000	\$ 3,570	\$ 88,570
08/01/2026					\$ 1,836	\$ 1,836
02/01/2027				\$ 90,000	\$ 1,836	\$ 91,836
08/01/2027						
02/01/2028						
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02/01/2034						
08/01/2034						
<b>TOTAL</b>	<b>\$ 285,000</b>	<b>\$ 56,670</b>	<b>\$ 341,670</b>	<b>\$ 755,000</b>	<b>\$ 164,526</b>	<b>\$ 919,526</b>

Issue Date:  
Rate of Interest:

12/21/2006  
4.19%

Issue Date:  
Rate of Interest:

06/13/2007  
4.08%

**CITY OF BASTROP  
DEBT SCHEDULES**

	Certificate of Obligation Series 2007 - \$2,320,000 Maturity Date 2/1/2027 Interest Rate 4.04%			Certificate of Obligation Series 2008 - \$1,195,000 Maturity Date 8/1/2018 Interest Rate 3.87%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total
02/01/2018	\$ 120,000	\$ 29,088	\$ 149,088		\$ 1,161	\$ 1,161
08/01/2018		\$ 26,664	\$ 26,664	\$ 60,000	\$ 1,161	\$ 61,161
02/01/2019	\$ 125,000	\$ 26,664	\$ 151,664			\$ -
08/01/2019		\$ 24,139	\$ 24,139			\$ -
02/01/2020	\$ 130,000	\$ 24,139	\$ 154,139			\$ -
08/01/2020		\$ 21,513	\$ 21,513			\$ -
02/01/2021	\$ 135,000	\$ 21,513	\$ 156,513			\$ -
08/01/2021		\$ 18,786	\$ 18,786			\$ -
02/01/2022	\$ 140,000	\$ 18,786	\$ 158,786			\$ -
08/01/2022		\$ 15,958	\$ 15,958			\$ -
02/01/2023	\$ 145,000	\$ 15,958	\$ 160,958			\$ -
08/01/2023		\$ 13,029	\$ 13,029			\$ -
02/01/2024	\$ 150,000	\$ 13,029	\$ 163,029			\$ -
08/01/2024		\$ 9,999	\$ 9,999			\$ -
02/01/2025	\$ 160,000	\$ 9,999	\$ 169,999			\$ -
08/01/2025		\$ 6,767	\$ 6,767			\$ -
02/01/2026	\$ 165,000	\$ 6,767	\$ 171,767			\$ -
08/01/2026		\$ 3,434	\$ 3,434			\$ -
02/01/2027	\$ 170,000	\$ 3,434	\$ 173,434			\$ -
08/01/2027						\$ -
02/01/2028						\$ -
08/01/2028						\$ -
02/01/2029						\$ -
08/01/2029						\$ -
02/01/2030						\$ -
08/01/2030						\$ -
02/01/2031						\$ -
08/01/2031						\$ -
02/01/2032						\$ -
08/01/2032						\$ -
02/01/2033						\$ -
08/01/2033						\$ -
02/01/2034						\$ -
08/01/2034						\$ -
<b>TOTAL</b>	<b>\$ 1,440,000</b>	<b>\$ 309,666</b>	<b>\$ 1,749,666</b>	<b>\$ 60,000</b>	<b>\$ 2,322</b>	<b>\$ 62,322</b>

Issue Date: 06/13/2007  
Rate of Interest: 4.04%

Issue Date: 03/25/2008  
Rate of Interest: 3.87%

**CITY OF BASTROP  
DEBT SCHEDULES**

	Certificate of Obligation Series 2010 - \$7,400,000 Maturity Date 8/1/2022 Interest Rate 3.5-4.25%			General Obligation Refunding Series 2010 - \$2,560,000 Maturity Date 8/15/2024 Interest Rate 3.0-4.0%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total
02/01/2018		\$ 34,234	\$ 34,234		\$ 25,409	\$ 25,409
08/01/2018	\$ 335,000	\$ 34,234	\$ 369,234	\$ 185,000	\$ 25,409	\$ 210,409
02/01/2019		\$ 28,372	\$ 28,372		\$ 22,634	\$ 22,634
08/01/2019	\$ 355,000	\$ 28,372	\$ 383,372	\$ 190,000	\$ 22,634	\$ 212,634
02/01/2020		\$ 22,159	\$ 22,159		\$ 19,546	\$ 19,546
08/01/2020	\$ 360,000	\$ 22,159	\$ 382,159	\$ 195,000	\$ 19,546	\$ 214,546
02/01/2021		\$ 15,859	\$ 15,859		\$ 16,231	\$ 16,231
08/01/2021	\$ 425,000	\$ 15,859	\$ 440,859	\$ 200,000	\$ 16,231	\$ 216,231
02/01/2022		\$ 8,156	\$ 8,156		\$ 12,606	\$ 12,606
08/01/2022	\$ 450,000	\$ 8,156	\$ 458,156	\$ 210,000	\$ 12,606	\$ 222,606
02/01/2023		\$ -	\$ -		\$ 8,800	\$ 8,800
08/01/2023		\$ -	\$ -	\$ 215,000	\$ 8,800	\$ 223,800
02/01/2024		\$ -	\$ -		\$ 4,500	\$ 4,500
08/01/2024		\$ -	\$ -	\$ 225,000	\$ 4,500	\$ 229,500
02/01/2025		\$ -	\$ -			
08/01/2025		\$ -	\$ -			
02/01/2026		\$ -	\$ -			
08/01/2026		\$ -	\$ -			
02/01/2027		\$ -	\$ -			
08/01/2027		\$ -	\$ -			
02/01/2028		\$ -	\$ -			
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08/01/2034						
<b>TOTAL</b>	<b>\$ 1,925,000</b>	<b>\$ 217,563</b>	<b>\$ 2,142,563</b>	<b>\$ 1,420,000</b>	<b>\$ 219,453</b>	<b>\$ 1,639,453</b>

Issue Date:  
Rate of Interest:

02/10/2010  
3.5 - 4.25%

Issue Date:  
Rate of Interest:

07/14/2010  
2 - 4%

**CITY OF BASTROP  
DEBT SCHEDULES**

Payment Date	General Obligation Refunding Series 2011 - \$4,260,000 Maturity Date 8/1/2022 Interest Rate 3.5-4.0%			General Obligation Refunding Series 2012 - \$2,015,000 Maturity Date 8/1/2024 Interest Rate 2.0-3.0%		
	Principal	Interest	Total	Principal	Interest	Total
02/01/2018		\$ 31,125	\$ 31,125		\$ 22,300	\$ 22,300
08/01/2018	\$ 370,000	\$ 31,125	\$ 401,125	\$ 205,000	\$ 22,300	\$ 227,300
02/01/2019		\$ 25,575	\$ 25,575		\$ 20,250	\$ 20,250
08/01/2019	\$ 385,000	\$ 25,575	\$ 410,575	\$ 210,000	\$ 20,250	\$ 230,250
02/01/2020		\$ 19,800	\$ 19,800		\$ 17,100	\$ 17,100
08/01/2020	\$ 395,000	\$ 19,800	\$ 414,800	\$ 215,000	\$ 17,100	\$ 232,100
02/01/2021		\$ 11,900	\$ 11,900		\$ 13,875	\$ 13,875
08/01/2021	\$ 415,000	\$ 11,900	\$ 426,900	\$ 220,000	\$ 13,875	\$ 233,875
02/01/2022		\$ 3,600	\$ 3,600		\$ 10,575	\$ 10,575
08/01/2022	\$ 180,000	\$ 3,600	\$ 183,600	\$ 230,000	\$ 10,575	\$ 240,575
02/01/2023		\$ -	\$ -		\$ 7,125	\$ 7,125
08/01/2023	\$ -	\$ -	\$ -	\$ 230,000	\$ 7,125	\$ 237,125
02/01/2024		\$ -	\$ -		\$ 3,675	\$ 3,675
08/01/2024	\$ -	\$ -	\$ -	\$ 245,000	\$ 3,675	\$ 248,675
02/01/2025						
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02/01/2034						
08/01/2034						
<b>TOTAL</b>	<b>\$ 1,745,000</b>	<b>\$ 184,000</b>	<b>\$ 1,929,000</b>	<b>\$ 1,555,000</b>	<b>\$ 189,800</b>	<b>\$ 1,744,800</b>

Issue Date:  
Rate of Interest:

07/12/2011  
2 - 4%

Issue Date:  
Rate of Interest:

03/14/2012  
2 - 3%

**CITY OF BASTROP  
DEBT SCHEDULES**

		Certificate of Obligation Series 2012 - \$4,300,000 Maturity Date 8/1/2032 Interest Rate 2.0-4.0%			Certificate of Obligation Series 2013 - \$11,000,000 Maturity Date 8/1/2033 Interest Rate 3.0-4.25%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total	
02/01/2018		\$ 56,400	\$ 56,400		\$ 199,450	\$ 199,450	
08/01/2018	\$ 200,000	\$ 56,400	\$ 256,400	\$ 295,000	\$ 199,450	\$ 494,450	
02/01/2019		\$ 54,400	\$ 54,400		\$ 195,025	\$ 195,025	
08/01/2019	\$ 185,000	\$ 54,400	\$ 239,400	\$ 315,000	\$ 195,025	\$ 510,025	
02/01/2020		\$ 51,625	\$ 51,625		\$ 188,725	\$ 188,725	
08/01/2020	\$ 195,000	\$ 51,625	\$ 246,625	\$ 325,000	\$ 188,725	\$ 513,725	
02/01/2021		\$ 48,700	\$ 48,700		\$ 182,225	\$ 182,225	
08/01/2021	\$ 200,000	\$ 48,700	\$ 248,700	\$ 325,000	\$ 182,225	\$ 507,225	
02/01/2022		\$ 45,700	\$ 45,700		\$ 175,725	\$ 175,725	
08/01/2022	\$ 210,000	\$ 45,700	\$ 255,700	\$ 510,000	\$ 175,725	\$ 685,725	
02/01/2023		\$ 42,550	\$ 42,550		\$ 165,525	\$ 165,525	
08/01/2023	\$ 215,000	\$ 42,550	\$ 257,550	\$ 535,000	\$ 165,525	\$ 700,525	
02/01/2024		\$ 39,325	\$ 39,325		\$ 157,500	\$ 157,500	
08/01/2024	\$ 220,000	\$ 39,325	\$ 259,325	\$ 555,000	\$ 157,500	\$ 712,500	
02/01/2025		\$ 36,025	\$ 36,025		\$ 149,175	\$ 149,175	
08/01/2025	\$ 235,000	\$ 36,025	\$ 271,025	\$ 610,000	\$ 149,175	\$ 759,175	
02/01/2026		\$ 32,500	\$ 32,500		\$ 136,975	\$ 136,975	
08/01/2026	\$ 245,000	\$ 32,500	\$ 277,500	\$ 630,000	\$ 136,975	\$ 766,975	
02/01/2027		\$ 28,825	\$ 28,825		\$ 124,375	\$ 124,375	
08/01/2027	\$ 250,000	\$ 28,825	\$ 278,825	\$ 685,000	\$ 124,375	\$ 809,375	
02/01/2028		\$ 25,075	\$ 25,075		\$ 110,675	\$ 110,675	
08/01/2028	\$ 260,000	\$ 25,075	\$ 285,075	\$ 790,000	\$ 110,675	\$ 900,675	
02/01/2029		\$ 21,175	\$ 21,175		\$ 94,875	\$ 94,875	
08/01/2029	\$ 265,000	\$ 21,175	\$ 286,175	\$ 845,000	\$ 94,875	\$ 939,875	
02/01/2030		\$ 17,200	\$ 17,200		\$ 77,975	\$ 77,975	
08/01/2030	\$ 270,000	\$ 17,200	\$ 287,200	\$ 890,000	\$ 77,975	\$ 967,975	
02/01/2031		\$ 11,800	\$ 11,800		\$ 60,175	\$ 60,175	
08/01/2031	\$ 290,000	\$ 11,800	\$ 301,800	\$ 930,000	\$ 60,175	\$ 990,175	
02/01/2032		\$ 6,000	\$ 6,000		\$ 41,575	\$ 41,575	
08/01/2032	\$ 300,000	\$ 6,000	\$ 306,000	\$ 970,000	\$ 41,575	\$ 1,011,575	
02/01/2033			\$ -		\$ 21,569	\$ 21,569	
08/01/2033			\$ -	\$ 1,015,000	\$ 21,569	\$ 1,036,569	
02/01/2034							
08/01/2034							
<b>TOTAL</b>	<b>\$ 3,540,000</b>	<b>\$ 1,034,600</b>	<b>\$ 4,574,600</b>	<b>\$ 10,225,000</b>	<b>\$ 4,163,088</b>	<b>\$ 14,388,088</b>	

Issue Date:  
Rate of Interest:

03/14/2012  
2 - 4%

Issue Date:  
Rate of Interest:

11/12/2013  
3-4.25%

**CITY OF BASTROP  
DEBT SCHEDULES**

	Certificate of Obligation Series 2014 - \$7,000,000 Maturity Date 8/1/2034 Interest Rate 2.0-3.5%			General Obligation Refunding Series 2014 - \$2,275,000 Maturity Date 8/1/2031 Interest Rate 2.0-4.0%		
Payment Date	Principal	Interest	Total	Principal	Interest	Total
02/01/2018		\$ 87,188	\$ 87,188		\$ 42,225	\$ 42,225
08/01/2018	\$ 285,000	\$ 87,188	\$ 372,188	\$ 50,000	\$ 42,225	\$ 92,225
02/01/2019		\$ 84,338	\$ 84,338		\$ 41,725	\$ 41,725
08/01/2019	\$ 290,000	\$ 84,338	\$ 374,338	\$ 110,000	\$ 41,725	\$ 151,725
02/01/2020		\$ 81,438	\$ 81,438		\$ 40,625	\$ 40,625
08/01/2020	\$ 300,000	\$ 81,438	\$ 381,438	\$ 110,000	\$ 40,625	\$ 150,625
02/01/2021		\$ 78,438	\$ 78,438		\$ 39,525	\$ 39,525
08/01/2021	\$ 310,000	\$ 78,438	\$ 388,438	\$ 115,000	\$ 39,525	\$ 154,525
02/01/2022		\$ 75,338	\$ 75,338		\$ 37,800	\$ 37,800
08/01/2022	\$ 320,000	\$ 75,338	\$ 395,338	\$ 120,000	\$ 37,800	\$ 157,800
02/01/2023		\$ 72,138	\$ 72,138		\$ 35,400	\$ 35,400
08/01/2023	\$ 330,000	\$ 72,138	\$ 402,138	\$ 125,000	\$ 35,400	\$ 160,400
02/01/2024		\$ 68,425	\$ 68,425		\$ 32,900	\$ 32,900
08/01/2024	\$ 340,000	\$ 68,425	\$ 408,425	\$ 135,000	\$ 32,900	\$ 167,900
02/01/2025		\$ 64,388	\$ 64,388		\$ 30,200	\$ 30,200
08/01/2025	\$ 350,000	\$ 64,388	\$ 414,388	\$ 140,000	\$ 30,200	\$ 170,200
02/01/2026		\$ 59,794	\$ 59,794		\$ 27,400	\$ 27,400
08/01/2026	\$ 360,000	\$ 59,794	\$ 419,794	\$ 140,000	\$ 27,400	\$ 167,400
02/01/2027		\$ 54,394	\$ 54,394		\$ 24,600	\$ 24,600
08/01/2027	\$ 370,000	\$ 54,394	\$ 424,394	\$ 155,000	\$ 24,600	\$ 179,600
02/01/2028		\$ 48,844	\$ 48,844		\$ 21,500	\$ 21,500
08/01/2028	\$ 380,000	\$ 48,844	\$ 428,844	\$ 155,000	\$ 21,500	\$ 176,500
02/01/2029		\$ 43,144	\$ 43,144		\$ 18,400	\$ 18,400
08/01/2029	\$ 390,000	\$ 43,144	\$ 433,144	\$ 110,000	\$ 18,400	\$ 128,400
02/01/2030		\$ 37,294	\$ 37,294		\$ 16,200	\$ 16,200
08/01/2030	\$ 405,000	\$ 37,294	\$ 442,294	\$ 470,000	\$ 16,200	\$ 486,200
02/01/2031		\$ 30,713	\$ 30,713		\$ 6,800	\$ 6,800
08/01/2031	\$ 420,000	\$ 30,713	\$ 450,713	\$ 340,000	\$ 6,800	\$ 346,800
02/01/2032		\$ 23,625	\$ 23,625			\$ -
08/01/2032	\$ 435,000	\$ 23,625	\$ 458,625			\$ -
02/01/2033		\$ 16,013	\$ 16,013			\$ -
08/01/2033	\$ 450,000	\$ 16,013	\$ 466,013			\$ -
02/01/2034		\$ 8,138	\$ 8,138			\$ -
08/01/2034	\$ 465,000	\$ 8,138	\$ 473,138			\$ -
<b>TOTAL</b>	<b>\$ 6,200,000</b>	<b>\$ 1,867,288</b>	<b>\$ 8,067,288</b>	<b>\$ 2,275,000</b>	<b>\$ 830,600</b>	<b>\$ 3,105,600</b>

Issue Date:  
Rate of Interest:

05/15/2014  
2-3.5%

Issue Date:  
Rate of Interest:

05/15/2014  
2-4%

**CITY OF BASTROP  
DEBT SCHEDULES**

Payment Date	General Obligation Refunding Series 2016 - \$2,525,000 Maturity Date 8/1/2028 Interest Rate 2.0-4.0%			General Obligation Refunding Series 2017 - \$3,745,000 Maturity Date 8/1/2029 Interest Rate 3.0-4.0%		
	Principal	Interest	Total	Principal	Interest	Total
02/01/2018		\$ 37,650	\$ 37,650		\$ 74,250	\$ 74,250
08/01/2018	\$ 190,000	\$ 37,650	\$ 227,650	\$ 25,000	\$ 74,250	\$ 99,250
02/01/2019		\$ 35,750	\$ 35,750		\$ 73,875	\$ 73,875
08/01/2019	\$ 195,000	\$ 35,750	\$ 230,750	\$ 25,000	\$ 73,875	\$ 98,875
02/01/2020		\$ 33,800	\$ 33,800		\$ 73,500	\$ 73,500
08/01/2020	\$ 205,000	\$ 33,800	\$ 238,800	\$ 25,000	\$ 73,500	\$ 98,500
02/01/2021		\$ 31,750	\$ 31,750		\$ 73,125	\$ 73,125
08/01/2021	\$ 210,000	\$ 31,750	\$ 241,750	\$ 30,000	\$ 73,125	\$ 103,125
02/01/2022		\$ 28,600	\$ 28,600		\$ 72,675	\$ 72,675
08/01/2022	\$ 215,000	\$ 28,600	\$ 243,600	\$ 25,000	\$ 72,675	\$ 97,675
02/01/2023		\$ 25,375	\$ 25,375		\$ 72,300	\$ 72,300
08/01/2023	\$ 230,000	\$ 25,375	\$ 255,375	\$ 455,000	\$ 72,300	\$ 527,300
02/01/2024		\$ 21,925	\$ 21,925		\$ 63,200	\$ 63,200
08/01/2024	\$ 230,000	\$ 21,925	\$ 251,925	\$ 475,000	\$ 63,200	\$ 538,200
02/01/2025		\$ 18,475	\$ 18,475		\$ 53,700	\$ 53,700
08/01/2025	\$ 250,000	\$ 18,475	\$ 268,475	\$ 495,000	\$ 53,700	\$ 548,700
02/01/2026		\$ 14,725	\$ 14,725		\$ 43,800	\$ 43,800
08/01/2026	\$ 255,000	\$ 14,725	\$ 269,725	\$ 520,000	\$ 43,800	\$ 563,800
02/01/2027		\$ 10,900	\$ 10,900		\$ 33,400	\$ 33,400
08/01/2027	\$ 265,000	\$ 10,900	\$ 275,900	\$ 545,000	\$ 33,400	\$ 578,400
02/01/2028		\$ 5,600	\$ 5,600		\$ 22,500	\$ 22,500
08/01/2028	\$ 280,000	\$ 5,600	\$ 285,600	\$ 570,000	\$ 22,500	\$ 592,500
02/01/2029			\$ -		\$ 11,100	\$ 11,100
08/01/2029			\$ -	\$ 555,000	\$ 11,100	\$ 566,100
02/01/2030			\$ -			\$ -
08/01/2030			\$ -			\$ -
02/01/2031			\$ -			\$ -
08/01/2031			\$ -			\$ -
02/01/2032			\$ -			\$ -
08/01/2032			\$ -			\$ -
02/01/2033			\$ -			\$ -
08/01/2033			\$ -			\$ -
02/01/2034			\$ -			\$ -
08/01/2034			\$ -			\$ -
<b>TOTAL</b>	<b>\$ 2,525,000</b>	<b>\$ 529,100</b>	<b>\$ 3,054,100</b>	<b>\$ 3,745,000</b>	<b>\$ 1,334,850</b>	<b>\$ 5,079,850</b>

Issue Date:  
Rate of Interest:

05/26/2014  
2-4%

Issue Date:  
Rate of Interest:

03/02/2017  
3-4%



Riverwood Low Water Crossing



# Other Funds

## Other Funds

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

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## Fund Description

The mission of the Economic Development Corporation is to enhance the quality of life in the City of Bastrop, by providing appropriate infrastructure and by promoting and assisting the kind of economic development in our community which will provide the people of Bastrop meaningful and rewarding employment opportunities and greater access to desirable goods and services.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
601 BASTROP E.D.C. FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
SALES TAX	\$2,218,616	\$2,209,500	\$2,374,000	\$2,445,220	\$2,518,577
CHARGES FOR SERVICES	\$13,800	\$13,800	\$13,800	\$13,800	\$13,800
OTHER INCOME	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$35,733	\$25,000	\$56,000	\$54,000	\$51,000
MISCELLANEOUS INCOME	\$0	\$215,622	\$0	\$715,000	\$30,000
TRANSFER IN	\$0	\$0	\$0	\$0	\$0
OTHER SOURCES	\$0	\$1,245,000	\$1,200,000	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$2,268,149</b>	<b>\$3,708,922</b>	<b>\$3,643,800</b>	<b>\$3,228,020</b>	<b>\$2,613,377</b>

# Bastrop EDC

# FY 2019 Fund Summary & Personnel Schedule



## CITY OF BASTROP

**FUND**  
601 BASTROP E.D.C. FUND

**DEPARTMENT**  
00 NON-DEPARTMENT

**DIVISION**  
00 NON-DIVISION

### SUMMARY

CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
PERSONNEL COSTS	\$327,343	\$346,433	\$300,101	\$359,379	\$379,479
SUPPLIES AND MATERIALS	\$15,826	\$15,860	\$11,560	\$23,360	\$24,510
MAINTENANCE AND REPAIRS	\$3,742	\$24,600	\$23,200	\$25,533	\$29,210
OCCUPANCY	\$48,070	\$48,480	\$49,600	\$123,405	\$143,130
CONTRACTUAL SERVICES	\$246,975	\$251,500	\$360,250	\$898,050	\$237,280
OTHER CHARGES	\$588,424	\$838,612	\$720,977	\$1,002,264	\$762,033
CONTINGENCY	\$0	\$25,000	\$0	\$25,000	\$25,000
CAPITAL OUTLAY	\$82,383	\$3,209,500	\$50,000	\$1,786,218	\$0
DEBT SERVICE	\$628,808	\$318,373	\$243,600	\$462,828	\$455,267
<b>TOTAL EXPENDITURES</b>	<b>\$1,941,571</b>	<b>\$5,078,358</b>	<b>\$1,759,288</b>	<b>\$4,706,037</b>	<b>\$2,055,909</b>

### PERSONNEL SCHEDULE

POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
DIRECTOR	1.000	1.000	1.000	1.000	1.000
ASSISTANT DIRECTOR	1.000	1.000	1.000	1.000	1.000
OFFICE ASSISTANT	1.000	1.000	1.000	1.000	1.000
PROJ MGR/ECO DEV COORD	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>	<b>4.000</b>

# Bastrop EDC

## Fund Description

The Designated Fund contains revenue generated from fees collected for specific uses. Fees include Traffic Safety (Red Light Camera Fees), Court Technology, Court Security, Juvenile Diversion (Case Manager), Public Education & Government (PEG), Police Seizure, and Police Donations. **There is \$311,000 in Red Light Camera Funds designed for Sidewalk Connectivity to improve pedestrian safety.**



CITY OF BASTROP					
FUND	DEPARTMENT	DIVISION			
102 DESIGNATED FUND	00 NON-DEPARTMENT	00 NON-DIVISION			
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
FRANCHISE AND OTHER TAXES	\$22,674	\$23,000	\$22,400	\$23,000	\$23,690
CHARGES FOR SERVICES	\$2,099	\$1,950	\$2,901	\$1,900	\$1,900
FINES AND FORFEITURES	\$17,682	\$16,500	\$13,925	\$14,500	\$14,500
OTHER REVENUE	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$6,587	\$5,000	\$8,550	\$8,000	\$6,000
INTERGOVERNMENTAL	\$5,721	\$0	\$13,381	\$0	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$0	\$0
OTHER	\$17,457	\$1,000	\$33,267	\$10,700	\$1,000
<b>TOTAL REVENUE</b>	<b>\$72,220</b>	<b>\$47,450</b>	<b>\$94,424</b>	<b>\$58,100</b>	<b>\$47,090</b>
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$37,025	\$485,000	\$45,000	\$435,000	\$0
OTHER CHARGES	\$11,794	\$87,000	\$50,818	\$42,450	\$6,000
CAPITAL OUTLAY	\$7,766	\$40,000	\$0	\$57,700	\$0
TRANSFER OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$56,585</b>	<b>\$612,000</b>	<b>\$95,818</b>	<b>\$535,150</b>	<b>\$6,000</b>

# Designated Fund #102

## Fund Description

Fairview Cemetery #525 is used for the operations of the cemetery. This fund collects all fees associated with plot sales and the expenses associated with the perpetual care and upkeep of plots and graves in the cemetery.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
525 FAIRVIEW CEMETERY-OPERAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$1,998	\$2,000	\$2,500	\$2,700	\$3,000
MISCELLANEOUS INCOME	\$87,446	\$87,700	\$103,700	\$101,600	\$101,600
TRANSFERS IN	\$0	\$1,000	\$4,650	\$4,700	\$4,900
<b>TOTAL REVENUE</b>	<b>\$89,444</b>	<b>\$90,700</b>	<b>\$110,850</b>	<b>\$109,000</b>	<b>\$109,500</b>
PERSONNEL COSTS	\$44,884	\$46,797	\$46,197	\$48,640	\$50,901
SUPPLIES AND MATERIALS	\$2,831	\$8,700	\$7,900	\$8,400	\$8,700
MAINTENANCE AND REPAIRS	\$4,138	\$15,000	\$3,100	\$9,300	\$9,400
OCCUPANCY	\$2,720	\$2,880	\$2,600	\$2,600	\$2,600
CONTRACTUAL SERVICES	\$16,229	\$46,800	\$41,615	\$19,640	\$22,710
OTHER CHARGES	\$1,897	\$1,000	\$1,200	\$1,200	\$1,200
CONTINGENCY	\$0	\$0	\$0	\$3,000	\$3,000
CAPITAL OUTLAY	\$6,825	\$10,000	\$10,880	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$79,524</b>	<b>\$131,177</b>	<b>\$113,492</b>	<b>\$92,780</b>	<b>\$98,511</b>
PERSONNEL SCHEDULE					
POSITION TITLE	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	APPROVED 2019	PLANNING 2020
GROUNDKEEPER	1.000	1.000	1.000	1.000	1.000
<b>TOTAL FTEs</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>	<b>1.000</b>

# Fairview Cemetery #525

## Fund Description

Fairview Cemetery #526 is used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the cemetery operating fund.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
526 FAIRVIEW CEMETERY- PERMANENT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$1,123	\$1,000	\$4,700	\$4,700	\$4,800
<b>TOTAL REVENUE</b>	<b>\$1,123</b>	<b>\$1,000</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$4,800</b>
TRANSFER OUT	\$0	\$1,000	\$4,700	\$4,700	\$4,800
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>	<b>\$1,000</b>	<b>\$4,700</b>	<b>\$4,700</b>	<b>\$4,800</b>

# Fairview Cemetery #526

## Fund Description

The Grant Fund is used to account for grants received from local, state and federal agencies for capital projects and the application of the funds in accordance with stated requirements.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
801 GRANT FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$0	\$0	\$0	\$0	\$0
INTERGOVERNMENTAL	\$489,310	\$0	\$1,054,400	\$187,500	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$1,229,076	\$0
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	\$489,310	\$0	\$1,054,400	\$1,416,576	\$0
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$3,288	\$0	\$0	\$0	\$0
CONTRACTUAL SERVICES	\$32,234	\$0	\$0	\$117,076	\$0
CAPITAL OUTLAY	\$453,788	\$0	\$1,054,400	\$1,299,500	\$0
TRANSFERS OUT	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	\$489,310	\$0	\$1,054,400	\$1,416,576	\$0

# Grant Fund #801

## Fund Description

The Hunters Crossing PID Fund was established as a Public Improvement District under Chapter 372, Texas Local Government Code, to fund public infrastructure improvements within the Hunter's Crossing Improvement District. This fund collects the assessments approved by the City Council of the City of Bastrop and paid for by the property owners within the District. The assessments fund the expenses associated with maintaining the assets of the District and reimbursing the developer annually from the capital portion of the assessment.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
710 HUNTERS CROSSING PID	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
TAXES AND PENALTIES	\$400,730	\$377,037	\$375,561	\$439,666	\$451,598
CHARGES FOR SERVICES	\$0	\$0	\$0	\$0	\$0
INTEREST INCOME	\$2,124	\$2,200	\$1,130	\$1,000	\$1,000
<b>TOTAL REVENUE</b>	<b>\$402,854</b>	<b>\$379,237</b>	<b>\$376,691</b>	<b>\$440,666</b>	<b>\$452,598</b>
MAINTENANCE/REPAIRS	\$161,581	\$82,750	\$81,657	\$80,470	\$80,500
CONTRACTUAL SERVICES	\$43,881	\$9,500	\$57,132	\$32,250	\$7,250
OTHER CHARGES	\$285,727	\$323,500	\$323,500	\$0	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL EXPENDITURES</b>	<b>\$491,189</b>	<b>\$415,750</b>	<b>\$462,289</b>	<b>\$112,720</b>	<b>\$87,750</b>

# Hunters Crossing PID

## Fund Description

The Impact Fee Funds were established under Chapter 395, Texas Local Government Code, to finance water and wastewater capital improvements required by new development.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
IMPACT FEE FUNDS (303, 304, 305 & 306)	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
WATER REVENUES	\$400,945	\$283,014	\$223,681	\$135,300	\$0
WASTEWATER CIF	\$645,162	\$602,926	\$280,756	\$355,400	\$0
INTEREST INCOME	\$10,743	\$13,500	\$20,500	\$18,900	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$0	\$0
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$1,056,850</b>	<b>\$899,440</b>	<b>\$524,937</b>	<b>\$509,600</b>	<b>\$0</b>
<b>WATER CIP PROJECTS</b>					
CONTRACTUAL SERVICES	\$2,662				
CAPITAL OUTLAY	\$171,256	\$70,500	\$317,600	\$124,050	\$0
TRANSFERS OUT	\$169,141	\$355,593	\$275,853	\$240,661	\$182,975
<b>TOTAL WATER CIP EXPENDITURES</b>	<b>\$343,059</b>	<b>\$426,093</b>	<b>\$593,453</b>	<b>\$364,711</b>	<b>\$182,975</b>
<b>WASTEWATER CIP PROJECTS</b>					
CONTRACTUAL SERVICES	\$2,662	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$64,227	\$0	\$0	\$62,500	\$0
TRANSFERS OUT	\$169,141	\$629,164	\$291,521	\$415,578	\$384,399
<b>TOTAL WASTEWATER CIP EXPENDITURES</b>	<b>\$236,030</b>	<b>\$629,164</b>	<b>\$291,521</b>	<b>\$478,078</b>	<b>\$384,399</b>

# Impact Fee Fund

## Fund Description

The Library Board Fund is used to account for the application of any gifts and donations received for the benefit of the Library.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
505 LIBRARY BOARD FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
INTEREST INCOME	\$284	\$150	\$500	\$550	\$600
MISCELLANEOUS INCOME	\$32,637	\$20,000	\$30,000	\$20,000	\$20,000
TRANSFERS IN	\$0	\$0	\$0	\$0	\$0
<b>TOTAL REVENUE</b>	<b>\$32,921</b>	<b>\$20,150</b>	<b>\$30,500</b>	<b>\$20,550</b>	<b>\$20,600</b>
PERSONNEL COSTS	\$0	\$0	\$0	\$0	\$0
SUPPLIES AND MATERIALS	\$18,950	\$16,815	\$20,000	\$17,275	\$17,600
MAINTENANCE AND REPAIRS	\$0	\$0	\$2,110	\$200	\$200
CONTRACTUAL SERVICES	\$2,895	\$500	\$550	\$500	\$500
OTHER CHARGES	\$0	\$0	\$400	\$500	\$500
CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0
TRANSFERS OUT	\$3,028	\$2,461	\$2,800	\$3,000	\$3,000
<b>TOTAL EXPENDITURES</b>	<b>\$24,873</b>	<b>\$19,776</b>	<b>\$25,860</b>	<b>\$21,475</b>	<b>\$21,800</b>

# Library Board Fund #505

## Fund Description

The Park / Trail Land Dedication is used to account for receipts and disbursement of funds received designated for special improvement projects related to City parks and trails.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
520 PARK/TRAIL LAND DEDICAT	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CHARGES FOR SERVICES	\$0	\$1,365	\$0	\$0	\$0
INTEREST INCOME	\$661	\$500	\$0	\$500	\$0
MISCELLANEOUS INCOME	\$0	\$0	\$0	\$102,291	\$0
<b>TOTAL REVENUE</b>	\$661	\$1,865	\$0	\$102,791	\$0
MAINTENANCE/REPAIRS	\$0	\$0	\$0	\$0	\$0
CONTINGENCY	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$119,162	\$0	\$0	\$107,977	\$0
<b>TOTAL EXPENDITURES</b>	\$119,162	\$0	\$0	\$107,977	\$0

# Park/Trail Land Dedication Fund #520

## Fund Description

The Vehicle and Equipment Replacement Fund has been established to account for activities related to vehicle and equipment replacement services provided to other departments within the City on a cost-reimbursement basis.



CITY OF BASTROP					
FUND	DEPARTMENT		DIVISION		
380 VEHICLE AND EQUIP REPL FUND	00 NON-DEPARTMENT		00 NON-DIVISION		
SUMMARY					
CATEGORIES	ACTUAL 2017	BUDGET 2018	ESTIMATE 2018	PROPOSED 2019	PLANNING 2020
CHARGES FOR SERVICES	\$263,676	\$403,871	\$403,871	\$311,563	\$310,504
INTEREST INCOME	\$11,988	\$10,000	\$15,000	\$15,500	\$16,000
TRANSFERS IN	\$112,500	\$137,500	\$137,500	\$254,500	\$0
OTHER SOURCES	\$7,810	\$10,000	\$41,030	\$30,000	\$30,000
<b>TOTAL REVENUE</b>	<b>\$395,974</b>	<b>\$561,371</b>	<b>\$597,401</b>	<b>\$611,563</b>	<b>\$356,504</b>
SUPPLIES AND MATERIALS	\$0	\$0	\$0	\$0	\$0
MAINTENANCE AND REPAIRS	\$0	\$0	\$0	\$0	\$0
OTHER CHARGES	\$0	\$0	\$0	\$0	\$0
CAPITAL OUTLAY	\$707,987	\$375,276	\$377,465	\$400,764	\$184,438
<b>TOTAL EXPENDITURES</b>	<b>\$707,987</b>	<b>\$375,276</b>	<b>\$377,465</b>	<b>\$400,764</b>	<b>\$184,438</b>

# Vehicle/Equipt. Replacement Fund



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Kayakers enjoying the Colorado River



# Reference

## Reference

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# Annual Budget Ordinance

(Will be attached and published in final budget)





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**ORDINANCE NO. 2018-23**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2018-2019 (OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019), ATTACHED AS EXHIBIT A; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE**

**WHEREAS**, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2018-2019; and

**WHEREAS**, the City Manager of the City of Bastrop has submitted to the Mayor and Council a proposed budget of the revenues and expenditures/expenses of conducting the affairs of said City and providing a complete financial plan for Fiscal Year beginning October 1, 2018 and ending September 30, 2019; and

**WHEREAS**, the City Council on September 11, 2018 conducted a public hearing to receive input from citizens of the City concerning the content of the budget, and for which notices were duly posted in the *Bastrop Advertiser*; and

**WHEREAS**, the City has acknowledged that this budget will raise more total property taxes than last year's budget by \$247,517 or 4.8%, and of that amount \$127,981 is tax revenue to be raised from new property added to the tax roll this year; and

**WHEREAS**, the City Council having considered the proposed budget and minor changes, at length, and having provided input in its preparation, has determined that the proposed budget and the revenues and expenditures contained therein are in the best interest of the City and, therefore, the Council desires to approve and adopt the budget by formal action.

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

**Section 1:** The proposed budget for the fiscal year beginning October 1, 2018 and ending September 30, 2019, as submitted to the City Council by the City Manager, which budget is attached hereto as Exhibit "A," for all purposes is hereby approved and adopted as the City's budget of all revenue and expenditures/expenses of the City of Bastrop, Texas for Fiscal Year 2018-2019; and

**Section 2:** The sum of forty-five million, six hundred seventy-eight thousand and five hundred seventy-four U.S. Dollars (\$45,678,574) is hereby appropriated for the City's FY2018-2019 Budget. Further, these funds are for payment of operating, capital, and debt service expenses associated with the operation and administration of the City, according to the various purposes and intents described in the FY 2018-2019 budget document.

**Section 3:** Should any paragraph, sentence, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

**Section 4:** This Ordinance shall be in full force and effect from and after its adoption by the City Council, pursuant to applicable State and local laws and the City Charter.

**Section 5:** All other ordinances and Code provisions that are in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency.

**Section 6:** The City Council of the City of Bastrop, Texas met in a public meeting on September 25, 2018, and adopted this ordinance with a majority vote as follows:

Mayor Pro Tem Lyle Nelson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Peterson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Drusilla Rogers	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Ennis	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Deborah Jones	YEA___	NAY___	ABSTAIN___	ABSENT___

READ and APPROVED on First Reading on the 11<sup>th</sup> day of September 2018.

READ and ADOPTED on Second Reading on the 25<sup>th</sup> day of September 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

# Annual Tax Rate Ordinance

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(Will be attached and published in final budget)





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**ORDINANCE NO. 2018-22**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2018-2019 TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENDITURES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for fiscal year 2018-2019 (FY 2018-2019); and

**WHEREAS**, the aforesaid Ordinance anticipates and requires the levy of an ad valorem tax on all taxable property in the City of Bastrop; and

**WHEREAS**, the Chief Appraiser of Bastrop County Tax Appraisal District has prepared and certified the appraisal roll for the City of Bastrop, Texas, that roll being that portion of the approved appraisal roll of the Bastrop County Tax Appraisal District which lists property taxable by the City of Bastrop, Texas; and

**WHEREAS**, it is necessary to levy such an ad valorem tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2018-2019; and

**WHEREAS**, the City has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for FY 2018-2019.

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

**Section 1:** There is hereby levied for the FY 2018-2019 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property which was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2018, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.5640 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

a) An ad valorem tax rate of \$0.3691 on each \$100 of assessed valuation of all taxable property is hereby levied for general City purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the fiscal year ending September 30, 2019, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.

b) An ad valorem tax rate of \$0.1949 on each \$100 of assessed valuation of taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2019.

**Section 2:** The City of Bastrop shall have lien on all taxable property located in the City of Bastrop to secure the payment of taxes, penalty, and interest, and all costs of collection, assessed and levied hereby.

**Section 3:** Taxes are payable in Bastrop, Texas at the Office of the Tax Assessor Collector of Bastrop County. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

**Section 4:** The tax roll presented to the City Council, together with any supplements thereto, are hereby accepted and approved.

**Section 5:** Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

**Section 6:** This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

**Section 7:** All other ordinances and Code provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Bastrop City Code not in conflict herewith shall remain in full force and effect.

**Section 8:** The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City under any section or provision of any ordinances at the time of passage of this Ordinance.

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE; AND THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.24 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$4.80.

**Section 9:** The City Council of the City of Bastrop, Texas met in a public meeting on September 25, 2018, and adopted this ordinance with a majority vote as follows:

Mayor Pro Tem Lyle Nelson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Peterson	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Drusilla Rogers	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Bill Ennis	YEA___	NAY___	ABSTAIN___	ABSENT___
Council Member Deborah Jones	YEA___	NAY___	ABSTAIN___	ABSENT___

READ and APPROVED on First Reading on the 11<sup>th</sup> day of September 2018.

READ and ADOPTED on Second Reading on the 25<sup>th</sup> day of September 2018.

**APPROVED:**

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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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Alan Bojorquez, City Attorney



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# Boards & Commissions



**BASTROP ART IN PUBLIC PLACES (BAIPP)** expands the enjoyment, access, and appreciation of art in Bastrop, as well as assists the Bastrop City Council in developing guidelines and standards for the selection, display, acquisition, and maintenance of public art in the City.

**FAIRVIEW CEMETERY ADVISORY BOARD** serves as a policy advisory board to the City Council recommending rules and policies concerning the use, care, control, management, restriction, and protection of Fairview Cemetery.

**CONSTRUCTION STANDARDS BOARD OF ADJUSTMENTS AND APPEALS** hears any appeals of decisions and interpretations of the Building Official and considers variances of the technical codes.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION** serves as a catalyst for community development and economic opportunity that enhances the competitiveness of Bastrop and increases property values, sales tax revenue, job opportunities, and quality of life.

**ETHICS COMMISSION** ensures the implementation and enforcement of the City's Code of Ethics.

**HISTORIC LANDMARK COMMISSION** is empowered to adopt criteria for Council recommendation that protects, enhances, and perpetuates the sites, landmarks or districts of historical and cultural importance and significance. The City represents a unique confluence of time and place that has shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute Bastrop's heritage.

**BASTROP HOUSING AUTHORITY** strives to improve the community by working for better housing and to improve the living standards of the community's low-income families.

**HUNTERS CROSSING LOCAL GOVERNMENT CORPORATION BOARD** was organized for the purpose of aiding, assisting, and acting on behalf of the City of Bastrop, TX to implement the City-approved Service Plan for the Hunters Crossing Public Improvement District and to perform such other functions as the City from time to time lawfully may delegate to the Corporation.

**LIBRARY BOARD** makes recommendations regarding present and future needs of the library such as materials, policy and fees, and hears appeals or challenges to library rules, policies, fines, or acquisitions of library materials.

**MAIN STREET ADVISORY BOARD** serves to foster a vision for Bastrop's future that will establish goals and priorities for the Bastrop Main Street Program and foster revitalization of the Main Street Program Area, coordinate activities of the Program's standing and special committees, and recommend projects and activities to Council and the Bastrop Economic Development

Corporation Board of Directors that are directly beneficial to achievement of economic vitality of the Program Area.

**PARKS BOARD/PUBLIC TREE ADVISORY BOARD** has two purposes. As the Park Board, this body provides recommendations on plans and programs designed to assist the Parks and Recreation Department in maintaining and improving the City parks and providing recreation programs for the general welfare of the people of the City. As the Public Tree Advisory Board, this body promotes the protection of healthy trees on public property, maintains the City's designation as Tree City USA, coordinates and promotes Arbor Day activities, and develops public awareness and education programs relating to trees in the city community.

**PLANNING & ZONING COMMISSION** promotes economic and community development and neighborhood preservation through the review, study, and consideration of zoning issues relative to state and local laws. Examples include recommendations to Council regarding zoning requests by individuals or developers and any updates to current zoning ordinances.

**YOUTH ADVISORY COUNCIL (YAC)** promotes the interest and receives input from the youth in the community, researches what other communities are doing to involve the youth in the development of the community and promotes the involvement of YAC to other communities.

**ZONING BOARD OF ADJUSTMENTS** hears appeals from administrative decisions regarding zoning, and in appropriate cases, subject to appropriate conditions and safeguards, may authorize variances from the terms of City of Bastrop Zoning Ordinance.



# Detailed Employee Listing



<b>Position</b>	<b>Department</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Proposed</b>
City Manager	Administration	1.000	1.000	1.000
Executive Assistant/Deputy City Secretary	Administration	1.000	1.000	1.000
Receptionist/Office Assistant	Administration	0.625	0.625	1.250
Community/Council Liaison	Administration	0.000	0.000	1.000
City Secretary	City Secretary	1.000	1.000	1.000
Assistant Finance Director	Finance	1.000	1.000	1.000
Chief Financial Officer	Finance	1.000	1.000	1.000
Finance Specialist I	Finance	1.000	1.000	1.000
Finance Specialist II	Finance	2.000	2.000	2.000
Customer Service Coordinator	Finance	0.000	0.000	1.000
Customer Service Specialist II	Finance	3.000	3.000	2.000
Customer Service Supervisor	Finance	1.000	1.000	1.000
Director	Human Resources	1.000	1.000	1.000
Executive Administrative Assistant	Human Resources	0.625	0.625	0.625
Director	IT	1.000	1.000	1.000
System Administrator	IT	0.500	1.000	1.000
Chief Story Teller	Filming/Broadcasting	0.500	1.000	0.000
Temporary Assistant Chief Story Teller	Filming/Broadcasting	0.000	0.475	0.000
Administrative Assistant	Police	1.000	1.000	1.000
Administrative Officer	Police	1.000	1.000	1.000
Assistant Police Chief	Police	1.000	1.000	1.000
Director of Public Safety	Police	1.000	1.000	1.000
Records Clerk	Police	0.500	0.500	1.000
Records Technician	Police	1.000	1.000	1.000
Code Compliance/Animal Control Officer	Police	1.000	1.000	1.000
Police Detective	Police	2.000	3.000	3.000
Corporal	Police	2.000	2.000	0.000
Police Officer	Police	4.000	4.000	4.000
Police Officer I	Police	2.000	2.000	2.000
Senior Officer	Police	5.000	4.000	6.000
Sergeant	Police	3.000	3.000	5.000
Senior Officer	Police	1.000	1.000	1.000
Fire Chief	Fire	1.000	1.000	1.000
Firefighter	Fire	4.200	4.200	6.300
Court Administrator	Municipal Court	1.000	1.000	1.000

<b>Position</b>	<b>Department</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Proposed</b>
Court Clerk/Juvenile Cases	Municipal Court	1.000	1.000	1.000
Court Clerk/Trial Coordinator	Municipal Court	1.000	1.000	1.000
Judge	Municipal Court	1.000	1.000	1.000
Court VOE Clerk	Municipal Court	0.250	0.250	0.250
Assistant Planning Director	Development Services	0.000	1.000	1.000
Planner	Development Services	0.000	1.000	2.000
Planning Director	Development Services	1.000	1.000	1.000
Planning Technician	Development Services	1.000	1.000	1.000
Project Coordinator	Development Services	1.000	0.000	0.000
Building Inspector	Development Services	0.000	0.000	1.000
Building Official	Development Services	1.000	1.000	1.000
City Engineer (50%)	Development Services	1.000	0.500	0.500
GIS/Permit Specialist	Development Services	1.000	1.000	1.000
Assistant Public Works Director	Public Works	0.000	0.500	0.250
Director of Public Works/Utilities/Leisure Services	Public Works	0.250	0.250	0.250
Mechanic	Public Works	1.000	1.000	1.000
Public Works Technician	Public Works	0.500	0.500	0.375
Equipment Operator I	Public Works	3.000	3.000	3.000
Equipment Operator II	Public Works	2.000	3.000	3.000
Public Works Crew Leader	Public Works	1.000	1.000	1.000
Public Works Maintenance Worker II	Public Works	2.000	2.000	2.000
Utility Field Superintendent	Public Works	0.500	0.750	1.000
Recreation Coordinator	Public Works	1.000	0.000	0.000
Assistant Public Works Director	Public Works	0.000	0.000	0.250
Athletic Field Maintenance Technician	Public Works	0.000	1.000	1.000
Director of Public Works/Utilities/Leisure Services	Public Works	0.250	0.250	0.250
Equipment Operator I	Public Works	0.000	1.000	1.000
Facilities Maintenance Worker II	Public Works	0.000	1.000	1.000
Maintenance Specialist	Public Works	1.000	1.000	1.000
Parks & Recreation Superintendent	Public Works	1.000	1.000	1.000
Parks Crew Leader	Public Works	1.000	1.000	1.000
Parks Maintenance Worker II	Public Works	9.000	5.000	5.000
Public Works Technician	Public Works	0.500	0.500	0.375
Seasonal Employees	Public Works	0.200	0.200	0.200
Custodian	Public Works	3.000	3.000	3.000
Custodian Crew Leader	Public Works	1.000	1.000	1.000
Library Associate Supervisor	Library	1.000	1.000	1.000
Library Associate II/Circulations	Library	1.800	1.800	1.000
Library Associate II/Administrative Services	Library	0.000	1.000	1.000
Library Associate I/Childrens Services	Library	0.000	1.000	1.000
Library Associate II/Communications		0.000	0.000	0.800
Library Associate II/Web & Graphics	Library	1.000	1.000	1.000
Library Clerk - VOE	Library	1.000	1.000	1.000

<b>Position</b>	<b>Department</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Proposed</b>
Library Director	Library	1.000	1.000	1.000
Supervisor of Public Service	Library	1.000	1.000	1.000
Young Adult Librarian	Library	1.000	1.000	1.000
Assistant Public Works Director	Water/Wastewater	0.000	0.500	0.500
City Engineer (50%)	Water/Wastewater	0.000	0.500	0.500
Director of Public Works/Utilities/Leisure Services	Water/Wastewater	0.500	0.500	0.500
Public Works Technician	Water/Wastewater	0.000	0.000	0.250
Special Programs Coordinator	Water/Wastewater	1.000	1.000	1.000
Foreman	Water/Wastewater	1.000	1.000	1.000
Utility Field Superintendent	Water/Wastewater	0.500	0.250	0.000
W/WW Systems Technician	Water/Wastewater	6.000	6.000	6.000
W/WW Systems Technician Crew Leader	Water/Wastewater	1.000	1.000	1.000
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
W/WW Plant Operator C	Water/Wastewater	1.500	2.000	2.000
W/WW Plant Operator	Water/Wastewater	1.500	1.000	1.000
W/WW Superintendent/Production	Water/Wastewater	0.500	0.500	0.500
Chief Plant Operator	Water/Wastewater	0.500	0.500	0.500
W/WW Plant Operator C	Water/Wastewater	1.500	1.000	1.000
W/WW Plant Operator	Water/Wastewater	1.500	1.000	1.000
W/WW Superintendent/Treatment	Water/Wastewater	0.500	0.500	0.500
Director	BP&L	1.000	1.000	1.000
Electric Superintendent	BP&L	1.000	1.000	1.000
Executive Administrative Assistant	BP&L	1.000	1.000	1.000
Foreman	BP&L	1.000	1.000	1.000
Lineman Apprentice	BP&L	1.000	1.000	1.000
Lineman Trainee	BP&L	1.000	1.000	1.000
Lineworker - Journeyman	BP&L	3.000	3.000	3.000
Chief Story Teller & Resident Artist	Multi-Media	0.000	0.000	1.000
Digital Media Manager	Multi-Media	0.000	0.000	1.000
Downtown & Hospitality Director	Multi-Media	0.000	0.000	0.150
Temporary Assistant Chief Storyteller	Multi-Media	0.000	0.000	0.475
Downtown & Hospitality Director	Special Events & Reservations	0.000	0.000	0.100
Recreation Coordinator	Special Events & Reservations	0.000	0.000	0.667
Convention Center Director	Hospitality & Downtown	1.000	1.000	1.000
Facility Attendant/Hospitality & Downtown Ambassador	Hospitality & Downtown	2.000	2.000	2.000
Maintenance Supervisor	Hospitality & Downtown	1.000	1.000	1.000
Recreation Coordinator	Hospitality & Downtown	0.000	1.000	0.333
Administrative Assistant	Hospitality & Downtown	1.000	1.000	1.000
Assistant Director	Hospitality & Downtown	0.000	0.000	1.000
Chief Story Teller	Hospitality & Downtown	0.000	0.000	0.000
Downtown & Hospitality Director	Hospitality & Downtown	1.000	1.000	0.750
Groundskeeper	Cemetery	1.000	1.000	1.000

<b>Position</b>	<b>Department</b>	<b>FY 2017 Actual</b>	<b>FY 2018 Actual</b>	<b>FY 2019 Proposed</b>
Director	BEDC	1.000	1.000	1.000
Assistant Director	BEDC	1.000	1.000	1.000
Office Assistant	BEDC	0.625	1.000	1.000
Project Manager/Economic Development Coordinator	BEDC	1.000	1.000	1.000
<b>Total Authorized Positions</b>		<b>130.825</b>	<b>135.675</b>	<b>145.900</b>



**Financial policies provide guidelines for managing risk and assisting the City in complying with established public management best practices, while ensuring compliance with federal, state and local laws and reporting requirements.**



# Financial Policy

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## I. Purpose Statement

The overriding goal of the Financial Management Policies is to enable the city to achieve a long-term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The watchwords of the city's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the city's day-to-day financial affairs and in developing recommendations to the City Manager.

The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control and debt management.

## II. Accounting, Auditing, And Financial Reporting

**A. Accounting** – The City of Bastrop finances shall be accounted for in accordance with generally accepted accounting principles as established by the Governmental Accounting Standards Board. The fiscal year of the City shall begin on October first of each calendar year and shall end on September thirtieth of the following calendar year. This fiscal year shall also be established as the accounting and budget year. Governmental fund types use the modified accrual basis of accounting, revenues are recognized when susceptible to accrue (i.e., when they are measurable and available. Expenditures are recognized when the related funds liability is incurred, if measurable, except for principle and interest on general long-term debt, which are recorded when due.

Proprietary fund types are accounted for on a full accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred

**B. Funds** – Self-balancing groups of accounts are used to account for city financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund, which is used to account for all transactions not accounted for in other funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project funds.

**C. External Auditing** – The city will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation and must demonstrate that they have the breadth and depth of staff to conduct the city's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the city's financial statements including any federal grant single audits will be completed within 120 days of the city's fiscal year end, and the auditors' management letter will be presented to the city staff within 150 days after the city's fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The city staff and auditors will jointly review the management letter with the City Council within 60 days of its receipt by the staff.

**D. External Auditors Responsible to City Council** - The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the city staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to

fulfill their legal and professional responsibilities.

**E. External Auditor Rotation** – The city will not require external auditor rotation, but will circulate requests for proposal for audit services periodically, normally at five-year intervals or less.

**F. External Financial Reporting** – The city will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and may be presented annually to the Government Finance Officers Association (GFOA) for evaluation and possibly awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing and auditor availability limitations may preclude such timely reporting. In such case, the Chief Financial Officer will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons therefore.

### III. Internal Controls

**A. Written Policies & Procedures** – The Finance Department is responsible for developing city-wide written policies & procedures on accounting, cash handling, and other financial matters. The Policies will be reviewed by the City Manager and approved by the City Council. The procedures will only need approval by the City Manager.

The Finance Department will assist department managers as needed in tailoring these written procedures to fit each department's requirements.

**B. Internal Audit** – The Finance Department may conduct reviews of the departments to determine if the departments are following the written procedures as they apply to the

departments.

Finance will also review the written policies and procedures on accounting, cash handling and other financial matters. Based on these reviews Finance will recommend internal control improvements as needed.

**C. Department Managers Responsible** – Each department manager is responsible to the City Manager to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal control recommendations are addressed.

### IV. Operating Budget

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

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

**C. Planning** – The budget process will begin with each Department Director submitting Expanded Level of Service (ELS) forms accompanied by a summary form ranking their requests by priority. The Chief Financial Officer will use the current budget as a base line and enter all ELS requests into the

accounting system. Meetings are scheduled with the City Manager, Chief Financial Officer and Department Directors, to review their draft budgets. A summary of this draft budget is presented to City Council by the City Manager, at a Budget workshop There will be several more Council budget workshops as the City Manager and staff work through estimating revenue and making the necessary expense cuts to prepare a balanced budget for final approval.

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

**E. Control** – Operating Expenditure Control is addressed in another section of the Policies.

**F. Performance Measures** – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process.

## V. Capital Budget

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

**B. Appropriation** – An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has

been accomplished or abandoned

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

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

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

**F. Reporting** – Financial reports will be available to enable the department managers to manage their capital budgets and to enable the finance department to monitor the capital budget as authorized by the City Manager.

## VI. Revenue Management

**A. Simplicity** – The city will strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

**B. Certainty** – An understanding of the revenue source increases the reliability of the revenue system. The city will try to understand its revenue sources and enact consistent collection policies so that

assurances can be provided that the revenue base will materialize according to budgets and plans.

**C. Equity** – The city will strive to maintain equity in the revenue system structure. It is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., Over 65 property tax exemptions.

**D. Administration** – The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost, and cost of services analysis.

**E. Revenue Adequacy** – The city will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.

**F. Cost/Benefit of Abatement** – The city will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as a part of such analysis and presented to the appropriate entity considering using such incentive.

**G. Diversification and Stability** – In order to protect the government from fluctuations in revenue source due to fluctuations in the economy, and variations in weather (in the case of water and wastewater), a diversified revenue system will be sought.

**H. Non-Recurring Revenues** – One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.

**I. Property Tax Revenues** – Property shall be assessed at 100% of the fair market value

as appraised by the Bastrop Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 97% collection rate will serve as a minimum goal for tax collection, with the delinquency rate of 4% or less. The 97% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year.

All delinquent taxes will be aggressively pursued by being turned over to an attorney, and a penalty assessed to compensate the attorney as allowed by State law, and in accordance with the attorney's contract.

**J. User-Based Fees** – For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs and services.

**K. General and Administrative Charges** – A method will be maintained whereby the General Fund can impose a charge to the enterprise/ proprietary funds for general and administrative services (indirect costs) performed on the funds' behalf. The details will be documented and said information will be maintained in the Finance Department.

**L. Utility Rates** – The city will strive to review utility rates annually and, if necessary, adopt new rates to generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.

**M. Interest Income** – Interest earned from investment of available monies that are pooled will be distributed to the funds

monthly in accordance with the claim on cash balance of the fund from which monies were provided to be invested.

**N. Revenue Monitoring** – Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

## **VII. Expenditure Control**

**A. Appropriations** – The level of budgetary control is the department level budget in all Funds. Transfers between expenditure accounts within a department may occur with the approval of the Chief Financial Officer. City Manager approval is required if transferring from a personnel or capital accounts within a department. When budget adjustments (i.e., amendments), are required between departments and/or funds, these must be approved by the City Council through an Ordinance

**B. Vacancy Savings and Contingency Account** – The General Fund Contingency Account will be budgeted at a minimal amount (\$35,000). The contingency account balance for expenditures may be increased quarterly by the amount of available vacancy savings.

**C. Contingency Account Expenditures** – The City Council must approve all contingency account expenditures over \$50,000. The City Manager must approve all other contingency account expenditures.

**D. Central Control** – Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled by the City Manager.

**E. Purchasing Control** – All purchases shall be made in accordance with the city's Purchasing Policy. Authorization levels for appropriations previously approved by the City Council are as follows: below Directors

\$1,000 (Directors can request to have this amount raised by submitting a written request to the Finance Department), for Directors up to \$9,999, for Chief Financial Officer up to \$14,999, and with any purchases exceeding \$15,000 to be approved by the City Manager.

**F. Professional Services** – Professional services will generally be processed through a request for proposals process, except for smaller contracts. The City Manager may execute any professional services contract less than \$50,000 provided there is an appropriation for such contract.

**G. Prompt Payment** – All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the city's investable cash, where such delay does not violate the agreed upon terms.

## **VIII. Asset Management**

**A. Investments** – The city's investment practices will be conducted in accordance with the City Council approved Investment Policies.

**B. Cash Management** – The timing and amount of cash needs and availability shall be systematically projected in order to maximize interest earnings from investments.

**C. Investment Performance** – A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Council.

**D. Fixed Assets and Inventory** – These assets will be reasonably safeguarded properly accounted for, and prudently insured. The City will perform an annual inventory of all assets with a value greater

than \$1,000.

## **IX. Financial Condition and Reserves**

**A. No Operating Deficits** – Current expenditures should be paid with current revenues. Deferrals, short-term loans, or one-time sources should be avoided as budget balancing technique. Reserves will be used only for emergencies on non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.

**B. Operating Reserves** – Failure to meet these standards will be disclosed to the City Council as soon as the situation is recognized and a plan to replenish the ending resources over a reasonable time frame shall be adopted.

1. The General Fund ending fund balance will be maintained at an amount up to three months' worth of estimated expenditures or at a level of 25% of budgeted operating expenditures.
2. The Enterprise/ Proprietary Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.
3. Fund balances which exceed the minimum level established for each fund may be appropriated for non-recurring capital projects.

**C. Risk Management Program** – The city will aggressively pursue every opportunity to provide for the public's and city employees' safety and to manage its risks.

**D. Loss Financing** – All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported claims, and actuarial determinations and such reserves will not be used for any

purpose other than for financing losses.

**E. Enterprise/ Proprietary Fund Self-Sufficiency** – The city's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in- lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in- lieu-of-property taxes and/or franchise fees until the fund is able to pay them.

**F. Hotel Occupancy Tax Fund** – This fund has a long-term effect on the City's economy and the reserve level needs to be sufficient to allow the fund to operate if a down turn in the economy occurred. Sufficient level of reserves should be a minimum of one year of expenditures to allow the City to ensure continuity of the organizations promoting tourism. Policy makers will need to determine priorities and funding levels should the economic downturn be expected to exceed the current adopted budget plus one-year reserves.

## **X. Debt Management**

**A. Self-Supporting Debt** – When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

**B. Analysis of Financing Alternatives** – The city will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves or current monies.

**C. Voter Authorization** – The city shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the city may elect to

obtain voter authorization for Revenue Bonds.

**D. Bond Debt** – The City of Bastrop will attempt to maintain base bond ratings of AA2(Moody’s Investors Service) and AA (Standard & Poor’s) on its general obligation debt. In an attempt to keep the debt service tax rate flat, retirement of debt principal will be structured to ensure constant annual debt payments when possible.

**E. IRS Compliance** – The City will have a written policy for monitoring compliance with IRS laws and regulations for tax exempt debt.

## **XI. Staffing and Training**

**Adequate Staffing** – Staffing levels will be adequate for the fiscal functions of the city to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload scheduling alternatives will be explored before adding staff.

**Training** – The city will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

## **XII. Grants Financial Management**

**A. Grant Solicitation** – The City Manager will be informed about available grants by the departments. The City Council will have final approval Over which grants are applied for. The grants should be cost beneficial and meet the city’s objectives.

**B. Responsibility** – Departments will oversee the day to day operations of grant programs, will monitor performance and compliance,

and will also keep the Finance Department informed of significant grant-related plans and activities. Finance Department staff members will serve as liaisons with grantor financial management personnel, will prepare invoices, and will keep the books of account for all grants.

## **XIII. Annual Review and Reporting**

**A. Annual Review** - These Policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget.

**B. Reporting** - The Chief Financial Officer will report annually to the City Manager on compliance with these policies.

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**Lynda K. Humble, City Manager**

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**Tracy Waldron, CFO**

### **History of Financial Policies:**

Previously Approved 9/23/14  
Previously Approved 10/25/16  
Previously Approved 5/9/17



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# Operating Reserves



## General Fund

General Fund ending balance will be maintained at an amount up to three (3) months' worth of estimated expenditure or at a level of 25% of budgeted operating expenditures.

## Hotel Occupancy Tax

The Hotel Occupancy Tax Fund is equal to one year of expenditures to all the City to ensure the continuity of the organizations promoting tourism.

## Enterprise/Proprietary Funds

Enterprise Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.





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# Utility Rates



## Solid Waste Charges

Effective 10/1/18

	Before 10/1/2018	After 10/1/2018
Residential	15.28	\$16.05
Additional Cart	5.52	\$5.25
Additional Recycling Bin	2.21	\$2.10

## Bastrop Power & Light Service Charges

Effective 12/13/05

TYPE OF ACCOUNT	MONTHLY CUSTOMER CHARGE	WIRE CHARGE
Residential	\$10.00	\$0.0328 per KWH
Commercial	\$16.00	\$0.0326 per KWH
Key Accounts	\$16.00	\$0.0318 per KWH
Municipal	-	\$0.0048 per KWH

Generation Charge (same for all Types) - This rate, which may vary from month to month, is set by the City's Wholesale Power provider, and is passed directly through to the customer.

## Wastewater Service Charges

Effective 10/1/2018

<b>Minimum Charge</b>	<b>\$36.97*</b>
Per 1,000 gallons:	
0-5,000	\$2.45
5,001-10,000	\$2.77
10,001-20,000	\$2.95
20,001-50,000	\$3.18
Over 50,000	\$3.47

**\*NOTE: MINIMUM CHARGE REPRESENTS A \$10.00 PER MONTH INCREASE IN MINIMUM CHARGE.**

# Water Service Charges

Effective 11/1/2015

Residential & Commercial – Inside City Limits

Residential & Commercial – Outside City Limits

Meter Size	Minimum Charge	Meter Size	Minimum Charge
¾" (or smaller)	\$27.72	¾" (or smaller)	\$41.59
1"	\$47.13	1"	\$70.69
1 ½"	\$79.47	1 ½"	\$119.22
2"	\$118.28	2"	\$177.43
3"	\$221.78	3"	\$332.68
4"	\$255.07	4"	\$507.34
6"	\$661.68	6"	\$992.48
Per 1,000 gallons		Per 1,000 gallons	
0-3,000	\$2.85	0-3,000	\$4.13
3,001-5,000	\$3.04	3,001-5,000	\$4.42
5,001-10,000	\$3.22	5,001-10,000	\$4.70
10,001-20,000	\$3.42	10,001-20,000	\$4.98
20,001-50,000	\$3.69	20,001-50,000	\$5.39
Over 50,000	\$3.87	Over 50,000	\$5.66





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# Statistical Data

## Statistical Data

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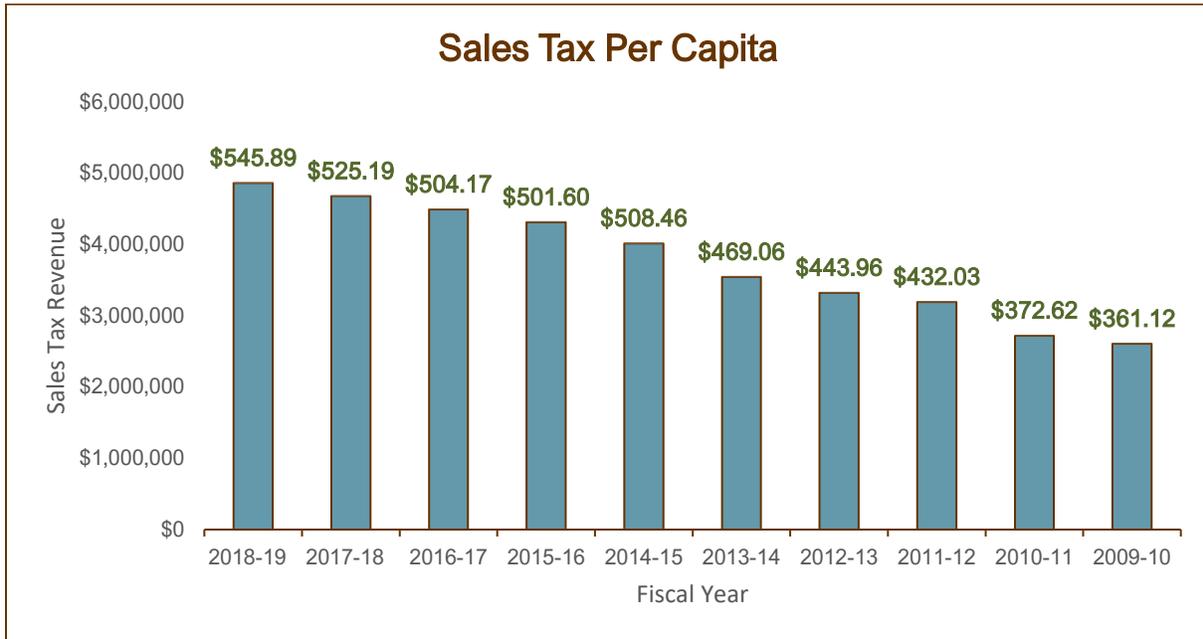


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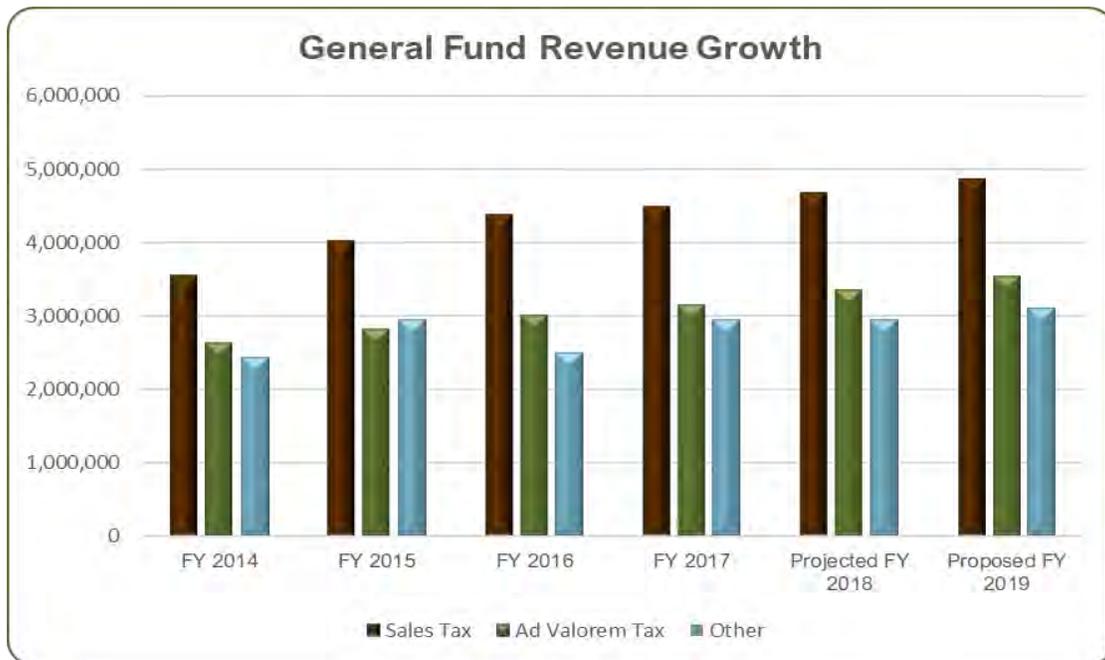
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# Sales Tax Per Capita



# General Fund Revenue Growth



## Top 10 City of Bastrop Employers & Property Tax Payers

The Bastrop Independent School District (BISD) is the largest employer in the City of Bastrop with 1,300 employees. BISD covers nearly 450 square miles and has a student enrollment over more than 11,000 students and serves the communities of Bastrop, Cedar Creek, Paige, Red Rock, and the vast rural areas of Bastrop County.

Burleson Crossing Shopping Centers is the largest property tax payer by more than double the value of the second largest property tax payer.



Top 10 City of Bastrop Employers	
Employer Name	Number of Employees
Bastrop Independent School District	1,300
Hyatt Recency Lost Pines Resort & Spa	675
Bastrop County	460
M.D. Anderson Cancer Center	430
H-E-B Food Store	400
Walmart	320
Bastrop Federal Correctional Institution	284
Buc-ee's	173
Bluebonnet Electric Cooperative	154
Southside Market & Barbecue	150

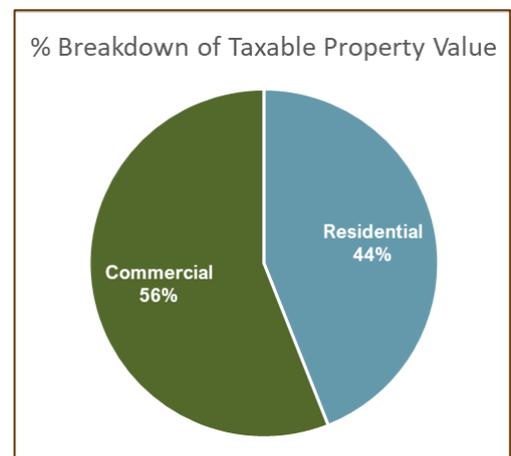
Top 10 City of Bastrop Property Tax Payers	
Taxpayer Name	Taxable Value
Burleson Crossing Shopping Centers	\$30,644,761
Covert Chevrolet-Oldsmobile	\$15,197,634
The Lodge at Lost Pines LLP	\$13,851,236
Bastrop Walnut Ridge LLC	\$12,477,573
Buc-ee's Ltd.	\$9,985,194
Time Warner Cable TX LLC	\$9,536,979
Wal-Mart Real Estate Trust	\$9,300,000\$
H E Butt Grocery Company	\$8,600,000
Lowe's Home Centers	\$7,300,000
First National Bank of Bastrop	\$6,738,154

## Average Taxable Home Value

In 2018, the City of Bastrop experienced a 7.9% increase in average taxable home value. Average taxable home value in 2017 was \$180,487. In 2018, the average taxable home value is \$194,715.

## Breakdown of Taxable Property Value

The City of Bastrop enjoys a good balance in the breakdown of taxable property values. Approximately 56% of the tax base is commercial and 44% is residential.





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Old Iron Bridge at Sunset



# Acronyms / Glossary

## Acronyms / Glossary

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# Acronyms



**ADA** ..... American Disability Act  
**AMR** ..... Automatic Meter Reading  
**APPA** ..... American Public Power Association  
**ASE** ..... Automotive Service Excellence  
**BAIPP** ..... Bastrop Arts in Public Places  
**BCAD** .....Bastrop Central Appraisal District  
**BISD** ..... Bastrop Independent School District  
**BRE** ..... Business Retention Expansion  
**BCWCID** .....Bastrop County Water Control & Improvement District #2  
**CAD** ..... Computer Aided Dispatch  
**CAFR** ..... Comprehensive Annual Finance Report  
**CAMPO** . Capital Area Metro Planning Organization  
**CAPCOG** ..... Capital Area Council of Governments  
**CCN** ..... Certificates of Convenience & Necessity  
**CDBG** ..... Community Development Block Grants  
**CJIS** .....Criminal Justice Information Services  
**CIP** ..... Capital Improvement Plan (Program)  
**CO** ..... Certificate of Obligation  
**COP** .....Citizens on Patrol Program  
**DFIRM** ..... Digitized Flood Insurance Rate Maps  
**DMO** ..... Destination Marketing Organization  
**EOC** .....Emergency Operations Center  
**EPA** ..... Environmental Protection Agency  
**ERCOT** ..... Electric Reliability Council of Texas  
**ESD** ..... Emergency Services District  
**EST** ..... Elevated Storage Tank  
**ETJ** ..... Extra-territorial Jurisdiction  
**FAA** ..... Federal Aviation Administration  
**FEMA** ..... Federal Emergency Management Agency  
**FERC** ..... Federal Energy Regulatory Commission  
**FSLA** ..... Fair Standard Labor Act  
**FTE** ..... Full Time Equivalent  
**GAAP** .....Generally Accepted Accounting Principles  
**GASB** . Governmental Accounting Standards Board  
**GFOA** ..... Government Finance Officers Association  
**GIS** ..... Geographic Information System  
**GPS** .....Global Positioning System  
**HEB** ..... H.E. Butt (Grocery)  
**HMAC** ..... Hot Mix Asphalt Concrete  
**HOT** ..... Hotel Occupancy Tax  
**HR** ..... Human Resources  
**HRIS** ..... Human Resources Information System  
**HVAC** .....Heating Ventilating and Air Conditioning

**IAP** ..... Incident Action Plan  
**IRS** ..... Internal Revenue Service  
**ISF** ..... Internal Service Fund  
**ISO** ..... Insurance Services Office  
**IT** ..... Information Technology  
**IVR** ..... Interactive Voice Response  
**LCRA** ..... Lower Colorado River Authority  
**MSAB** .....Main Street Advisory Board  
**MOU** ..... Memorandum of Understanding  
**NIBBLES** Nutrition in Back-Packs Before Littles Exit School ) Program.  
**ORR** ..... Open Records Request  
**pCARD** .....Purchasing Procurement Card  
**PCI** ..... Pavement Condition Index  
**PIO** ..... Public Information Officer  
**PID** ..... Public Improvement District  
**RFP** ..... Request for Proposal  
**RFQ** ..... Request for Qualifications  
**ROW** ..... Rights-of-Way  
**RMS** ..... Records Management System  
**SAN** ..... Storage Area Network  
**SCADA** ... Supervisory Control and Data Acquisition  
**SOP** ..... Standard Operating Procedure  
**TAMIO** .....Texas Association of Municipal Information Officers.  
**TATAO** .....Texas Association of Telecommunications Officers and Advisors  
**TCEQ** Texas Commission on Environmental Quality  
**TCLEOSE** . Texas Commission of Law Enforcement Office Standards and Education  
**TDEM** ..... Texas Department of Emergency Management  
**TEEX** ..... Texas Engineering Extension Service  
**TML** ..... Texas Municipal League  
**TMRS** ..... Texas Municipal Retirement System  
**TLETS** .... Texas Law Enforcement Telecom System  
**TXDOT** ..... Texas Department of Transportation  
**WTP** .....Water Treatment Plant  
**WWTP** ..... Wastewater Treatment Plant  
**ZBA** ..... Zoning Board of Adjustments



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

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# Glossary of Terms



**Account Number** – A code made up of numbers used to classify how specific dollar amounts come into the City or how they are being spent.

**Accounting System** – The methods and records established to identify, assemble, analyze, classify, record, and report the City's transactions and to maintain accountability for the related assets and liabilities.

**Accounts Payable** – A short-term (one year or less) liability reflecting amounts owed for goods and services received by the City.

**Accounts Receivable** – An asset reflecting amounts due from other person(s) or organization(s) for goods and services furnished by the City.

**Accrual Accounting** - The basis of accounting where transactions are recognized in the financial statements when they occur, regardless of when cash is received or spent.

**Adopted** – Adopted, as used in fund summaries and department and division summaries within the budget document, represents the budget as approved by formal action of the City Council, which sets the spending limits for the fiscal year.

**Ad Valorem Tax** - A tax computed from the assessed valuation of land and improvements (See Property Tax).

**Amended Budget** – The adopted budget for a fiscal year plus any budget amendments or budget transfers.

**Amortize** – Provide for the gradual extinguishment of a liability (as a mortgage) usually by contribution to a sinking fund at the time of each periodic period.

**Appropriation** - A legal authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**Appropriation Ordinance** - An ordinance which gives appropriations legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the City Council.

**Assessed Valuation** - Valuation set upon real estate or other property by a government as a basis for levying taxes (Note: Property values in Bastrop are established by the Bastrop County Appraisal District).

**Assets** - Resources owned or held by the City which have monetary value.

**Audit** - An examination of organization financial statements and the utilization of resources.

**Available Cash** – Unobligated cash and cash equivalents.

**Balance Sheet** - A financial statement that presents the assets, liabilities, reserves and balances of a specific governmental fund as of a specified date.

**Balanced Budget** - A budget adopted by the legislative body and authorized by ordinance where the proposed expenditures are equal to or less than the proposed resources.

**Benchmarking** – A process for measuring progress from a point in time and is something that serves as a standard by which others may be measured.

**Bond** - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue. Bonds are most frequently used to finance the construction of large capital projects.

**Bonded Debt** – The portion of indebtedness represented by outstanding (unpaid) bonds.

**Bonds Issued** – Bonds sold by the City.

**Bonds Payable** – The face value of bonds issued and unpaid.

**Budget** - A plan of financial operation that links all planned revenues and expenditures with various municipal services. The term "budget" usually indicates a financial plan for a single fiscal year.

**Budget Document** - The instrument used by the budget-making authority to present a comprehensive financial program to the

appropriating body.

**Budgetary Control** - The control or management of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

**Capital Expenditure** – Funds spent for the acquisition of a long-term asset.

**Capital Improvement Program Budget** - A Capital Improvement Program (CIP) budget is a separate budget from the operating budget. Items in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

**Capital Outlay** - Expenditures that result in the acquisition of or addition to fixed assets. Fixed assets are defined as a piece of equipment, vehicle, furniture or fixture that cost at least \$5,000.

**Cash Management** - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

**Certificate of Obligations** - Legal debt instruments used to finance capital improvement projects, which are authorized by City Council and backed by the full faith and credit of the government entity and are fully payable from a property tax levy.

**City Charter** – The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas. The charter provides the form, roles and power of the municipal government that is the City of Bastrop.

**“Cloud” Computing** – On-demand computing, known as “Cloud” computing, is a kind of Internet-based computing that provides shared processing resources and data to computers and other devices on demand.

**Comprehensive Plan** – It is an all-inclusive approach to addressing a community's future growth and change. The final product of the comprehensive planning process is a document,

which is official in nature, used as a policy guide regarding community development and enhancement.

**Contingency Fund** -A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Coverage Ratio** – A term defined by revenue bond indenture, which refers to the ratio of net revenues of an Enterprise Fund after all maintenance and operations expenses are considered, to total debt service.

**Current Taxes** -Taxes that are levied and due within one year.

**Debt Service** - The City's obligation to pay the principal and interest of all bonds or other debt instruments according to a pre-determined payment schedule.

**Debt Service Fund** - A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. May also be called a sinking fund.

**Debt Service Requirement** - The amount of money required to pay interest and principal for a specified period on outstanding debt.

**Delinquent Taxes** -Taxes remaining unpaid on and after the date on which a penalty for non-payment is attached.

**Department** - A functional group of the City with related activities aimed at accomplishing a major City service or program.

**Depreciation** - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

**Disbursement** - Payment for goods and services in cash or by check.

**Division** – A grouping of related activities within a particular department.

**Effective Tax Rate:** The rate that produces the same effect in terms of the total amount of taxes as compared to the prior year. The computation of the effective rate is governed by the State of Texas.

**Employee Benefits** – For the purpose of budgeting, this term refers to the City's cost of medical, dental, and life insurance, pension contributions, social security contributions, workers' compensation, and

unemployment insurance costs.

**Encumbrances** - The pledge to expend appropriated funds to purchase an item or service. To encumber funds means to set aside funds for future expenditures.

**Enterprise Fund** - A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rates for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

**Equity** - The difference between assets and liabilities of the fund.

**Escrow Agent** - A person or entity that holds property in trust for third parties while a transaction is finalized, or a disagreement is resolved.

**Escrow** - A contractual arrangement in which a third party receives and disburses money or documents for the primary transacting parties, with the disbursement dependent on conditions agreed to by the transacting parties.

**Estimated Revenue** - The amount of revenue expected to be collected during the year.

**Expenditure** - The actual outflow of funds paid for an asset obtained or goods and services obtained.

**Expense** - Charges incurred, whether paid or unpaid, for operation, maintenance, interest and other charges which are presumed to benefit the current fiscal period.

**Extraterritorial Jurisdiction** - It is the legal ability of a government to exercise authority beyond its normal boundaries.

**Fiscal Year** - A 12-month period to which the annual operating budget applies and at the end of which the City determines its financial position and the results of its operations. The Fiscal Year for Bastrop begins October 1 and ends September 30.

**Fixed Assets** - Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

**Franchise Fee** - A fee paid by public service businesses for use of City streets, alleys, and property in providing their services to a community. Services requiring a franchise include electricity, natural gas, telecommunications, water, wastewater, and cable television.

**Full Faith and Credit** - A pledge of the general taxing power of a government to repay debt obligations. This term is typically used in reference

to general obligation bonds.

**Full-Time Equivalent** - A quantifiable unit of measure utilized to convert hours worked by part-time, seasonal or temporary employees into hours worked by full-time employees. Full-time employees work 2080 hours annually. A part-time employee working 1040 hours annually presents a 0.5 F.T.E.

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions.

**Fund Balance** - The excess in a fund of current assets over current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

**General Fund** - The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes most of the basic operating services such as police protection, finance, parks, libraries, street maintenance, and general administration.

**General Ledger** - A file that contains the accounts needed to reflect the financial positions and the results of operations of the City.

**General Obligation Debt** - Monies owed on interest and principal to holders of the City's general obligation bonds. The debt is backed by the full faith and credit of the City and requires voter approval.

**Generally Accepted Accounting Principles** - Detailed accounting standards and practices for state and local governments as prescribed by the Governmental Accounting Standards Board (GASB).

**Geographic Information System** - A computer system used to collect, store, manipulate, analyze, and display spatial or geographic data.

**Goals** - Targets or plans that are reflective of major departmental activities.

**Governmental Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Governmental Funds include the General Fund, Special Revenue funds, Debt Service funds, and Capital Projects funds.

**Grants** - Contributions of assets from another government to be used or expended for a specified

purpose, activity, or facility.

**Hotel Occupancy Tax** – Hotel occupancy tax is imposed on the rental of a room or space in a hotel costing \$15 or more each day. The tax not only applies to hotels and motels, but also to bed and breakfasts, condominiums, apartments, and houses. Texas Tax Code, Title 3 – Local Taxation, Chapter 351 – Municipal Hotel Occupancy Taxes is the statute governing the collection of and expenditure related to HOT Tax.

**Indirect Costs** – Those costs that are fully expensed within one fund or division that can be allocated to another fund or division. Human Resources is fully expensed to the General Fund, but services relate to the Electric Utility Fund as well.

**Information Technology** – It is the use of computers to store, retrieve, transmit, and manipulate data, or information, often in the context of a business, government, or other enterprise.

**Interest and Sinking Funds** – See Debt Service Fund.

**Interfund Transfers** - Amounts transferred from one fund to another.

**Intergovernmental Revenue** – Revenues received from another governmental entity, such as county, state, or federal governments.

**Internal Service Fund** - A fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

**Inventory** - A detailed listing of property currently held by the City.

**Levy** - To impose taxes, special assessments or service charges for the support of City activities.

**Liabilities** - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**Limited Tax Note** – Short-term interest-bearing note issued by a government in anticipation of tax revenues to be received at a later date. The note is retired from the tax revenue to which it is related.

**Line-Item Budget** - A budget that lists each expenditure category (personnel, supplies, services, etc.) separately, along with the dollar amount budgeted for each specified category.

**Long-Term Debt** - Any un-matured debt that is not

a fund liability with a maturity of more than one year.

**Maintenance** - The act of keeping assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, part replacement and so forth needed to maintain the asset so that it continues to provide normal service.

**Mission** – The basic purpose of the department/division; the reason for its existence.

**Modified Accrual Accounting** - A basis of accounting in which expenditures are accrued but revenues are accounted when they are measurable and available to pay current liabilities. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are measurable and available to pay current liabilities. This type of accounting basis is conservative and is recommended as the standard for most governmental funds.

**Non-Operating Expenditures** – The costs of government services which are not directly attributable to a specific City program or operation. An example would be debt service obligations.

**Non-Operating Revenues** – The incomes, not received by the government, which are directly attributable to providing a service. An example would be interest on investments.

**O&M** – Operations and Maintenance.

**Objectives** – A specific, measurable, and observable result of an organization's activity which advances the organization toward a goal.

**Operating Budget** - The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

**Operating Expenses** – Proprietary fund expenses related directly to the fund's primary activities.

**Operating Income** – The excess of operating revenues over operating expenses.

**Operating Revenue** – Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

**Operating Transfers** – Legally authorized transfers

from a fund receiving revenue to the fund through which the resources are to be expended.

**Ordinance** - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Pavement Condition Index** – It is a numerical index between 0 and 100 which is used to indicate the general condition and expected life of a specific section of road pavement.

**Paying Agent** – An entity responsible for paying of bond principal and interest on behalf of the City.

**Performance Measure** - Measurements that reflect the service that is being provided and permit objective evaluation of the service program.

**Policy** - A plan, course of action, or guiding principle design to set parameters for decisions and actions.

**Principal** – The face value of a bond, payable on stated dates of maturity.

**Property Tax** - Taxes are levied on both real and personal property according to the property's valuation and tax rate.

**Proprietary Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Proprietary Funds include Enterprise funds and Internal Service funds.

**Public Improvement District** – A defined geographical area established to provide specific types of improvements or maintenance within the area which are financed by assessments against property owners within the area.

**Refunding** – The issuance of new debt whose proceeds are used to repay previously issued debt. The proceeds may be used immediately for this purpose (a current refunding) or they may be placed with an escrow agent and invested until they are used to pay principal and interest on the old debt at a future time (an advance refunding).

**Reimbursements** – Interfund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that properly apply to another fund.

**Reserve** - An account used to earmark a portion of fund balance to indicate that it is not appropriated

for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**Resolution** – A special or temporary order of the City Council.

**Retained Earnings** – An equity account reflecting the accumulated earning of a proprietary fund.

**Revenue** - Funds that the City receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

**Revenue Bonds** - Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

**Risk Management** – An organized effort to protect the City's assets against loss, utilizing the most economical methods.

**Sales Tax** – Tax collected on goods and services sold within the City's boundaries and remitted to the State's Comptroller of Public Accounts.

**Sinking Fund** - See Debt Service Fund.

**Special Revenue Fund** – Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

**Surplus** – The excess of the assets of a fund over its liabilities; or if the fund has other resources and obligations, the excess of resources over the obligations.

**Tax Base** – The total taxable value of all real and personal property in the City as of January 1<sup>st</sup> of each year as certified by the Tax Appraisal District, less any exemptions.

**Tax Levy** – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Tax Rate** – The amount of tax levied for each \$100 of taxable value.

**Tax Roll** – The official list showing the amount of taxes levied against each taxpayer of property.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example,

sanitation service charges.

**Texas Municipal League** – It is a voluntary coalition of Texas municipalities created for the purpose of furthering and enhancing causes of mutual interest to Texas cities.

**Texas Municipal Retirement System** – It provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information. The City of Bastrop currently offers its employees a retirement plan with 2:1 matching, 5-year vesting, and retirement eligibility at age 60 with 5 years of service and at any age with 25 years of service.

**Transfers In/Out** - Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

**Unencumbered Fund Balance** – It is the amount of undesignated fund balance of a fund available for allocation.

**User Fees** – The payment of a fee for the direct receipt of a public service by the party benefiting from the service.

**Working Capital** – Current assets less current liabilities.



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9F

**TITLE:**

Consider action to ratify the vote on the Fiscal Year 2018-2019 budget, which results in more revenues from ad valorem taxes than the previous year.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

N/A

**POLICY EXPLANATION:**

State law requires a separate and additional vote to ratify a vote that approves a budget, if the budget will raise more revenue from ad valorem taxes than in the prior fiscal year.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

***MUST READ WORD FOR WORD***

**“Move to ratify the vote just taken to approve the Fiscal Year 2018-2019 budget which will raise more revenues from ad valorem taxes than the previous fiscal year.”**

**ATTACHMENTS:**

- N/A



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9G

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2018-22 of the City Council of the City of Bastrop adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2018-2019 to provide revenue for the payment of current expenditures: providing a severability clause; and providing for an effective date.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The City Council held a Budget Workshop on June 19, 2018 to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2018-2019 on August 20, 2018. The City Council held a Budget Workshop on August 20, 2018 and August 21, 2018 to go through all funds in detail.

Ad valorem taxes are made up of two components: (1) operations and maintenance (O&M); (2) interest and sinking fund (I&S). The proposed budget was prepared with an O&M rate of \$0.3691 and an I&S rate of \$0.1949 for a total tax rate of \$0.5640 per \$100 of taxable value.

**POLICY EXPLANATION:**

Adoption of the tax rate is an important part of the budget process. Adoption of the tax rate per state law must be a separate item on the agenda and occurs after the adoption of the budget.

The State of Texas truth in taxation law requires that the City Council conduct two public hearings on its proposed ad valorem tax rate each year if such rate exceeds the rollback tax rate or effective tax rate, whichever is lower. The effective tax rate and the rollback tax rate have been calculated and the Notice of Proposed Tax Rate has been published in the local newspaper and on the City's website and Public Access Channel as required by law. The following table illustrates the proposed tax rate, the rollback tax rate, and the effective tax rates appropriately split between the I&S and the O&M rate. The proposed tax rate to be considered is \$0.5640, which is more than the effective tax rate.

TAX RATE	FY 2017-2018	FY 2018-2019
Property Tax Rate	0.5640	0.5640
Effective Rate	0.5383	0.5534
Rollback Rate	0.5733	0.5809
Effective M&O Rate	0.3643	0.3575
I&S Rate	0.1997	0.1949

**FUNDING SOURCE:**

This item is the annual ad valorem tax assessment for FY 2018-2019.

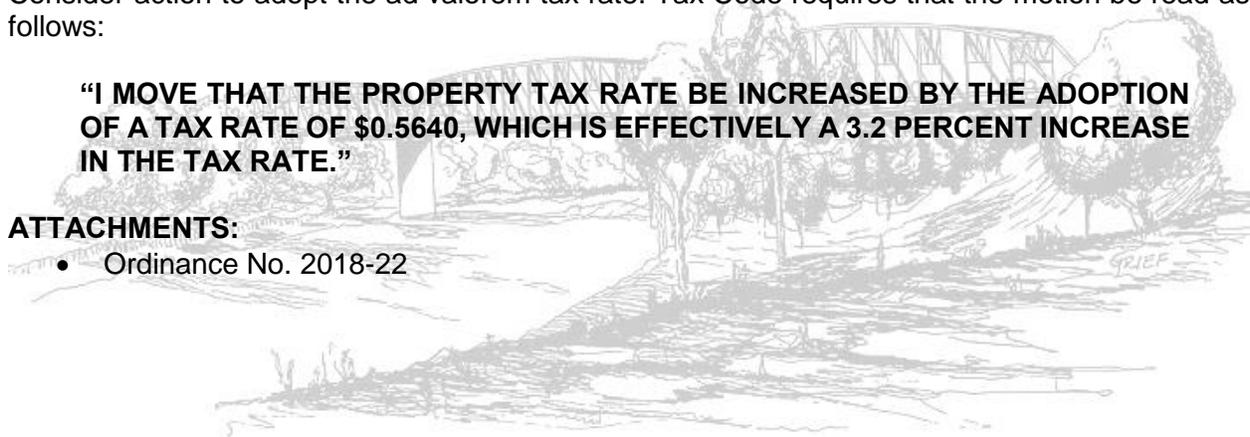
**RECOMMENDATION:**

Consider action to adopt the ad valorem tax rate. Tax Code requires that the motion be read as follows:

**“I MOVE THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.5640, WHICH IS EFFECTIVELY A 3.2 PERCENT INCREASE IN THE TAX RATE.”**

**ATTACHMENTS:**

- Ordinance No. 2018-22



**ORDINANCE NO. 2018-22**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2018-2019 TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENDITURES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for fiscal year 2018-2019 (FY 2018-2019); and

**WHEREAS**, the aforesaid Ordinance anticipates and requires the levy of an ad valorem tax on all taxable property in the City of Bastrop; and

**WHEREAS**, the Chief Appraiser of Bastrop County Tax Appraisal District has prepared and certified the appraisal roll for the City of Bastrop, Texas, that roll being that portion of the approved appraisal roll of the Bastrop County Tax Appraisal District which lists property taxable by the City of Bastrop, Texas; and

**WHEREAS**, it is necessary to levy such an ad valorem tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2018-2019; and

**WHEREAS**, the City has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for FY 2018-2019.

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

**Section 1:** There is hereby levied for the FY 2018-2019 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property which was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2018, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.5640 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

**a)** An ad valorem tax rate of \$0.3691 on each \$100 of assessed valuation of all taxable property is hereby levied for general City purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the fiscal year ending September 30, 2019, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.

**b)** An ad valorem tax rate of \$0.1949 on each \$100 of assessed valuation of taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2019.

**Section 2:** The City of Bastrop shall have lien on all taxable property located in the City of Bastrop to secure the payment of taxes, penalty, and interest, and all costs of collection, assessed and levied hereby.

**Section 3:** Taxes are payable in Bastrop, Texas at the Office of the Tax Assessor Collector of Bastrop County. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

**Section 4:** The tax roll presented to the City Council, together with any supplements thereto, are hereby accepted and approved.

**Section 5:** Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

**Section 6:** This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

**Section 7:** All other ordinances and Code provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Bastrop City Code not in conflict herewith shall remain in full force and effect.

**Section 8:** The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City under any section or provision of any ordinances at the time of passage of this Ordinance.

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE; AND THE TAX RATE WILL EFFECTIVELY BE RAISED BY 3.24 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$4.80.

**Section 9:** The City Council of the City of Bastrop, Texas met in a public meeting on September 25, 2018, and adopted this ordinance with a majority vote as follows:

Mayor Pro Tem Lyle Nelson      YEA\_\_\_\_ NAY\_\_\_\_ ABSTAIN\_\_\_\_ ABSENT\_\_\_\_

Council Member Bill Peterson      YEA\_\_\_\_ NAY\_\_\_\_ ABSTAIN\_\_\_\_ ABSENT\_\_\_\_

Council Member Drusilla Rogers      YEA\_\_\_\_ NAY\_\_\_\_ ABSTAIN\_\_\_\_ ABSENT\_\_\_\_

Council Member Bill Ennis      YEA\_\_\_\_ NAY\_\_\_\_ ABSTAIN\_\_\_\_ ABSENT\_\_\_\_

Council Member Deborah Jones      YEA\_\_\_\_ NAY\_\_\_\_ ABSTAIN\_\_\_\_ ABSENT\_\_\_\_

**READ and APPROVED** on First Reading on the 11<sup>th</sup> day of September 2018.

**READ and ADOPTED** on Second Reading on the 25<sup>th</sup> day of September 2018.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9H

**TITLE:**

Consider action to approve the first reading of Ordinance No. 2018-26 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Appendix A, Fee Schedule, Article A13.02 "Water and Wastewater rates and charges"; repealing conflicting provisions; providing a severability; providing for an effective date and move to include on the October 9, 2018 agenda for a second reading.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The City Council held a Special Workshop on March 24, 2018 to discuss the current state of the water and wastewater utilities.

The City Manager presented the current operational challenges and the state of all infrastructure. The Council heard from the engineering firm of HDR, regarding their recommendations going forward. The Council understood and supported the City Manager moving forward with the new construction of a Water Plant and a Wastewater Plant. The Council was briefed on rate scenarios and understood the rate impact these new plants would have on the rate payers, especially the wastewater rates. It was their opinion that we needed to phase in the rate increase as to not impact the rate payers all at once. The recommendation was made to increase the wastewater base rate by \$10 and that this increase would all be allocated to debt service, to proactively plan for our future.

**POLICY EXPLANATION:**

The City Charter, Section 3.14 requires that the rate charges for its services by a public utility be adopted and approved by Ordinance.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve the first reading of Ordinance No. 2018-26 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Appendix A, Fee Schedule, Article A13.02 "Water and Wastewater rates and charges"; repealing conflicting provisions; providing a severability; providing for an effective date and move to include on the October 9, 2018 agenda for a second reading.

**ATTACHMENTS:**

- Ordinance No. 2018-26

**ORDINANCE NO. 2018-26**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CITY CODE OF ORDINANCES, APPENDIX A, FEE SCHEDULE, ARTICLE A13.02 “WATER AND WASTEWATER RATES AND CHARGES”; REPEALING CONFLICTING PROVISIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City Council of the City of Bastrop, Texas conducted a special workshop on water and wastewater on March 24, 2018 to discuss the current state of both utilities; and

**WHEREAS**, after careful engineering and technical analysis, the City has determined that, due to increased demands resulting from population growth within the City, and age of our infrastructure, the City’s wastewater facilities and related infrastructure will not have the capacity to adequately handle the current or future demands for wastewater service placed upon such facilities and infrastructure; and

**WHEREAS**, after a study of the metal thickness of the current wastewater plant, the need to have a design for construction already in process was essential; and

**WHEREAS**, in order to address these critical needs, City Staff and professional consultants are developing a multi-year program to finance the needed wastewater facility and infrastructure improvements, with the objectives of providing for the health, safety and welfare of Bastrop’s citizens, and providing for the orderly and equitable funding of these utility improvements which are necessary for the ongoing and future provision of wastewater services to the citizens of Bastrop; and

**WHEREAS**, the City Council of the City of Bastrop, Texas has determined that in order to properly provide wastewater service within the City, it is necessary to amend the City Code of Ordinances Appendix A: Fee Schedule Article A13.02 Water and Wastewater Rates and Charges, as noted below.

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

**Section 1:** That Appendix A: of the Code of Ordinances, entitled Fee Schedule Article A13.02 “Water and Wastewater Rates and Charges”, shall be amended as follows:

**ARTICLE A13.02 Water and Wastewater Rates and Charges**

**Sec. A13.02.002 Wastewater Service Charges**

- (a) These rates are applicable to all residential, multifamily and commercial retail wastewater customers within the corporate limits of the city who have metered water connections and to whom city wastewater service has actually been connected, except for customers who have a city approved, on-site sewer system, septic system or other on-site wastewater system, and have not connected to the city's wastewater system, or customers who have a water meter for irrigation use only, as long as the irrigation meter does not provide water to plumbing fixtures.

Minimum Charge: \$36.97

Plus the following charges for consumption per 1,000 gallons:

0–5,000 gallons	\$ 2.45
5,001–10,000 gallons	\$ 2.77
10,001–20,000 gallons	\$ 2.95
20,001–50,000 gallons	\$ 3.18
Over 50,000 gallons	\$ 3.47

**Section 2:** 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 3:** That all ordinances, resolutions and orders heretofore passed, adopted and made, or any part of the same, affecting rates and charges for residential and commercial electric rates of the City of Bastrop, which are in conflict with this Ordinance, shall be, and the same are hereby, in all things repealed to the extent that the same conflict with this Ordinance, or with the laws of the State of Texas. All provisions not amended herein shall remain in full force and effect.

**Section 4:** The changes noted in this Ordinance shall become effective during the first municipal utility billing cycle in November in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

**READ and APPROVED** on First Reading on the 25<sup>th</sup> day of September 2018.

**READ and ADOPTED** on Second Reading on the 9<sup>th</sup> day of October 2018.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 91

**TITLE:**

Consider action to approve the first reading of Ordinance No. 2018-28 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2018 in accordance with existing statutory requirements; appropriating the various amounts herein; as attached in Exhibit A; repealing all ordinances and actions in conflict herewith; providing for an effective date; and move to include on the October 9, 2018, consent agenda for a second reading.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer  
Trey Job, Managing Director of Public Works & Leisure Services  
Curtis Hancock, Assistant Director of Public Works

**BACKGROUND/HISTORY:**

This budget amendment is due to an internal error in January, where there was confusion regarding a purchase of a Dump Truck. This vehicle, which was originally appropriated in FY17, needed to be re-appropriated in FY18, due to timing in the delivery of the asset. Because of the confusion, an additional Dump Truck was ordered, and delivery was made in August 2018. At the time of delivery, staff realized that a duplicate order had been placed.

Staff has met regarding this error. Internal changes are being made to the purchasing process regarding fleet purchases to make sure this does not happen in the future. Once the budget is adopted, all equipment will now be assigned a fleet number **prior to** placing the order. In the case of the duplicate order, it just indicated "dump truck." Therefore, when purchasing summaries are completed and Purchase Orders are issued, the fleet number will be required to be listed and will be marked off the Authorized Fleet Purchase List by a designated individual, when ordered.

BP&L does not own a Dump Truck and borrows the Public Works truck, when needed. With the Piney Creek subdivision project, more infill coming, and various system maintenance projects throughout the year, BP&L can benefit from owning their own dump truck and will purchase the dump truck ordered in error. There are available funds in the Vehicle Equipment and Replacement Fund (VERF) to purchase this vehicle. This budget amendment will appropriate the funds for this new BP&L Dump Truck.

**POLICY EXPLANATION:**

- The City Charter requires that when the budget is amended, that the amendment be by Ordinance.
- The Financial Management Policy state that the level of budgetary control is the department level in all funds. When adjustments/transfers are required between departments and funds, these must be approved by City Council through an

Ordinance. The Financial Management Policy further states that the contingency account can be increased by the amount available from vacancy savings on a quarterly basis.

- Going forward, the Finance department will create a Fleet appropriations list at the beginning of each Fiscal Year and assign a budget number to each. The departments will need to submit their purchasing summaries to the Finance department and those will be checked against the list and documented as received. Once reviewed, the summaries will go to the City Manager for approval and signature. All purchases for fleet will occur as close to October 1<sup>st</sup> as possible.

**FUNDING SOURCE:**

Vehicle Equipment and Replacement Fund

**RECOMMENDATION:**

Consider action to approve the first reading of Ordinance No. 2018-28 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2018 in accordance with existing statutory requirements; appropriating the various amounts herein; as attached in Exhibit A; repealing all ordinances and actions in conflict herewith; providing for an effective date; and move to include on the October 9, 2018, consent agenda for a second reading.

**ATTACHMENTS:**

- Ordinance 2018-28
- Exhibit "A"



**ORDINANCE NO. 2018-28**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2018 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN; AS ATTACHED IN EXHIBIT A: REPEALING ALL ORDINANCES AND ACTIONS IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Bastrop has submitted to the Mayor and City Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2018; and

**WHEREAS**, the Mayor and City Council have now provided for and conducted a public hearing on the budget as provided by law.

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

**Section 1:** That the proposed budget amendments for the Fiscal Year 2018, as submitted to the City Council by the City Manager and which budget amendments are attached hereto as Exhibit "A", are hereby adopted and approved as the amended budget of said city for Fiscal Year 2018.

**Section 2:** 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 3:** 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 APPROVED** on First Reading on the 25<sup>th</sup> day of September 2018.

**READ and ADOPTED** on Second Reading on the 9<sup>th</sup> day of October 2018.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney

**Exhibit "A"**  
**FY 2018**  
**BUDGET AMENDMENTS**  
**VEHICLE & EQUIPMENT REPLACEMENT FUND**

Audited Fund Balance as of 9-30-17	982,991
FY2018 Budgeted Revenues	561,371
FY2018 Budgeted Expenses	(82,000)
1/2018 Budget Amendments (net)	(293,276)
4/2018 Budget Amendments (net)	(57,000)
9/2018 Budget Amendments (net)	(102,715)
Ending Fund Balance	<u>1,009,371</u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT #
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**Matching Revenues to Expenditures:**

Total Revenue 0

**Matching Expenditures to Revenues:**

**New Expenditures:**

BP&L	Increase	(102,715)	Equipment	380-00-00-6010
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Total Expense (102,715)  
Net Change (102,715)



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9J

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2018-24 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; Attached as Exhibit A; approving a fiscal year 2019 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.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

Texas Local Government Code Section 372.013 requires the ongoing service plan to be presented to the governing body of the municipality for review and approval, which was done in 2003. The statute further requires the ongoing service plan be reviewed and updated annually for determining the annual budget for improvements. As there have been no change to the Service Plan, City Staff prepared a proposed Fiscal Year 2019 Budget and Proposed Assessments for the Operations and Maintenance Project Costs for Fiscal year 2019 based on the existing service plan and presented it to the public and the Hunters Crossing Local Government Corporation (LGC) for consideration. The LGC conducted a public hearing on August 29, 2018 and by Resolution of the Board, recommended approval of its proposed service plan, assessment levy and annual budget for Fiscal Year 2019 by Resolution. The LGC recommended assessment roll is incorporated into the Ordinance for City Council adoption as required by law.

Texas Local Government Code section 372.016-.017 requires the governing body to prepare an assessment roll and adopt it by ordinance or order. The required procedure provided by law is:

- 1) Give proper notice;
- 2) Conduct a public hearing;
- 3) At the close of the hearing, hear and pass on any objection to the proposed assessments;
- 4) Amend any proposed assessment if warranted; and
- 5) Pass the ordinance to levy the assessment.

**POLICY EXPLANATION:**

The Hunters Crossing Public Improvement District (the "PID") was created by the City of Bastrop, Texas and is operating under the authority of Chapter 372, Texas Local Government Code. The City previously determined the estimated cost of certain public improvements for the PID and the method of assessment for the costs of such Public Improvements and adopted a Service and Assessment Plan for the PID. Each year, the Hunters Crossing Local Government Corporation, to implement the Service Plan for the PID, reviews the service plan and proposes the assessment necessary to carry out the PID for purposes of the annual budget. This action fulfills the duty of the Corporation in carrying out its duties. Texas law requires the City Council approve the assessment roll by ordinance.

**FUNDING SOURCE:**

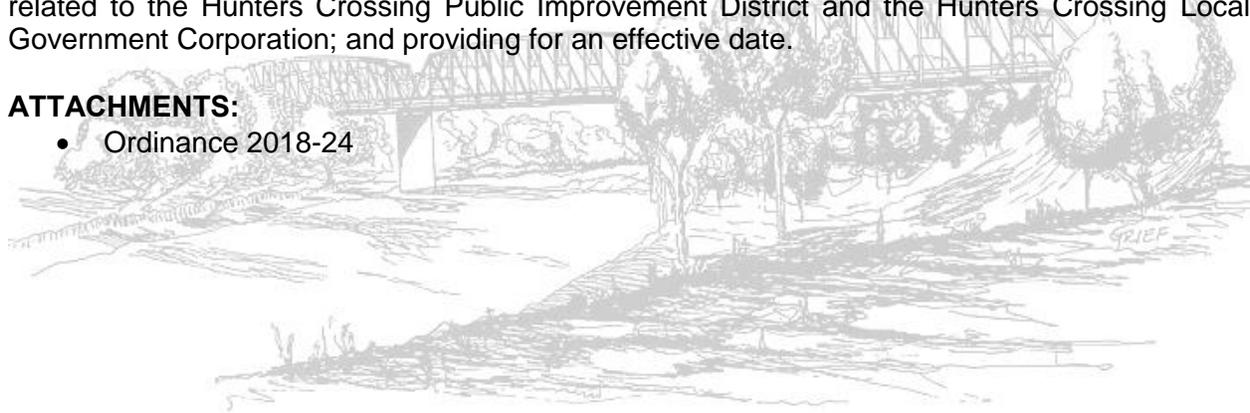
PID Assessments for FY2019

**RECOMMENDATION:**

Consider action to approve the second reading of Ordinance No. 2018-24 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; Attached as Exhibit A; approving a fiscal year 2019 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.

**ATTACHMENTS:**

- Ordinance 2018-24



**ORDINANCE NO. 2018-24**

**AN ORDINANCE 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 ATTACHED AS EXHIBIT A; APPROVING A FISCAL YEAR 2019 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.**

**WHEREAS**, the Hunters Crossing Public Improvement District (the "PID") has been duly created by the City of Bastrop, Texas (the "City"), and is operating under the authority of Chapter 372, Texas Local Government Code, the Public Improvement District Assessment Act (the "Act"); and

**WHEREAS**, in accordance with the Act, the City previously determined the estimated cost of certain public improvements for the PID ("Public Improvements"), the method of assessment for the costs of such Public Improvements, and adopted a Service and Assessment Plan (the "Service Plan") for the PID; and

**WHEREAS**, pursuant to the Act, Service Plan including provisions related to assessments was filed with the City Secretary, and the statutory notice of the public hearing regarding the assessments was provided in compliance with the Act;

**WHEREAS**, after such notice was provided as required by the Act, the City Council of the City of Bastrop held a public hearing to consider the assessments on the property in the PID, heard and passed on any objections to the proposed assessments, and closed the public hearing; and

**WHEREAS**, the Hunters Crossing Local Government Corporation (the "Corporation") has been created by the City in order to implement the Service Plan for the PID and to perform other functions delegated to it by the City; and

**WHEREAS**, the Act provides that the Service Plan is to be reviewed and updated annually, and the City Council of the City of Bastrop finds the Corporation has conducted such review; and

**WHEREAS**, the Corporation has recommended that the Service Plan, including the provisions related to assessments contained therein, should be updated; and

**WHEREAS**, the Corporation has submitted such proposed assessments attached hereto as Exhibit A, to this City Council for its review, approval and further action; and

**WHEREAS**, the City Council having considered such proposed assessments, has determined that the proposed budget and such assessments are in the best interest of the Hunters Crossing Public Improvement District and, therefore, the Council desires to approve and adopt assessments by formal action.

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

**Section 1:** The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

**Section 2:** The City Council of the City of Bastrop hereby accepts the Service Plan as historically reviewed and updated by the Corporation and finds that all such past and present reviews, including the assessments included therein, have been conducted in accordance with all applicable law.

**Section 3:** The City Council of the City of Bastrop has reviewed the recommendations of the Corporation regarding the assessments for Hunters Crossing PID and agree with same.

**Section 4:** The City Council of the City of Bastrop hereby finds that the operation and maintenance assessment roll as included in Exhibit A attached hereto and incorporated in this Ordinance, is necessary to fund operation and maintenance costs related to the Hunters Crossing PID and approves Exhibit A as the Fiscal Year 2019 operation and maintenance assessment roll of the Hunters Crossing PID.

**Section 5:** The City Council of the City of Bastrop hereby finds that the capital assessment roll as included in Exhibit A attached hereto and incorporated in this Ordinance, which relates solely to the original historic capital costs, continues to be correct as set forth in the original Service Plan and should not be changed, and the City Council approves Exhibit A as the Fiscal Year 2019 capital assessment roll of the Hunters Crossing PID.

**Section 6:** The City Council of the City of Bastrop directs that the assessment roll attached hereto as Exhibit A be filed with the City Secretary and further directs the City Manager, or her assignee, to provide the assessment roll to the Bastrop County Tax Assessor-Collector no later than close of business on September 28, 2018, and to request that such assessments be assessed to and collected from property owners in the PID.

**Section 7:** The City Council of the City of Bastrop further authorizes and directs the City Manager to take any other action that may be necessary or convenient to effectuate the findings and to accomplish the objectives of this Ordinance.

**Section 8:** Should any paragraph, sentence, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

**Section 9:** This Ordinance shall be in full force and effect from and after its adoption by the City Council, pursuant to applicable State and local laws and the City Charter.

**Section 10:** All other ordinances in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency.

**Section 11:** The City Council of the City of Bastrop, Texas met in a public meeting on September 25, 2018, and adopted this ordinance with a majority vote.

**READ and APPROVED** on First Reading on the 11<sup>th</sup> day of September 2018.

**READ and ADOPTED** on Second Reading on the 25<sup>th</sup> day of September 2018.

**APPROVED:**

---

Connie Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney

**EXHIBIT A**

**Hunters Crossing Public Improvement District  
Assessments for Operations and Maintenance Project Costs Fiscal Year 2019**

<b>Master Plan Tract Description</b>	<b>Land Use</b>	<b>2018 Operation &amp; Maintenance Assessment</b>	<b>2018 Capital Assessment</b>
HXR 1	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 2	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 3A	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 3B	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 3C	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 4A	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 4B	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 5	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 7A	Single Family	\$ 23.16 per lot	\$358 per lot
HXR 7B	Single Family	\$ 23.16 per lot	\$358 per lot
HXC 1 (Chilis, Lot 1)	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 1 (Balance of retail, Lot 2)	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 1 (Lot 3)	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 2	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 3	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 4	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 5	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 6	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 7	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 8	Commercial	\$ 0.0317 per sq ft	\$ 0.0710 per sq ft
HXC 1, Lot 1	Commercial	\$ 15,222	N/A
HXM 1	Multi-Family	\$ 0.0317 per sq ft	\$ 0.068 per sq ft
HXM 2	Multi-Family	\$ 0.0317 per sq ft	\$ 0.068 per sq ft
HXM 3	Multi-Family	\$ 0.0317 per sq ft	\$ 0.068 per sq ft



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9K

**TITLE:**

Consider action to approve Resolution No. R-2018-97 of the City Council of the City of Bastrop, Texas confirming board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HIS TORY:**

Section 3.08, Mayor and Mayor Pro Tem, of the City Charter states that the Mayor shall appoint members to all City boards and commissions, subject to confirmation by the City Council.

**POLICY EXPLANATION:**

Mayor Connie Schroeder has reviewed all applications and has made appointments to various City boards and commissions. In an effort to be open and transparent, Mayor Schroeder has prepared a detailed PowerPoint presentation outlining her appointments. The PowerPoint presentation is attached as Exhibit A to the Resolution seeking confirmation of Council as required by the Charter.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2018-97 of the City Council of the City of Bastrop, Texas confirming board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

**ATTACHMENTS :**

- Resolution
- Exhibit A – PowerPoint Presentation

**RESOLUTION NO. R-2018-97**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS  
CONFIRMING ALL BOARD AND COMMISSION APPOINTMENTS OF THE  
MAYOR, AS REQUIRED IN SECTION 3.08 OF THE CITY'S CHARTER, AS  
ATTACHED IN EXHIBIT A; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Section 3.08, Mayor and Mayor Pro Tem, of the City Charter states that the Mayor shall appoint members to all City boards and commissions, subject to confirmation by the City Council; and

**WHEREAS**, Mayor Connie Schroeder has completed her review process of all applications to the City's boards and commissions and has made her appointments to each board and commission as attached in Exhibit A; and

**WHEREAS**, City Council must confirm these appointments as required by the City Charter.

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

**Section 1:** That Mayor Connie Schroeder appointed members to each Board and Commission of the City, as attached in Exhibit A.

**Section 2:** That the City Council of the City of Bastrop confirms Mayor Schroeder's appointments to all of the City's boards and commission as outlined in Exhibit A.

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 25<sup>th</sup> day of September, 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

*Resolution R-2018-97 - Exhibit A*

*Mayor Appointments  
Boards, Commissions & Task Forces  
September 25, 2018*



# *Guidelines for application review*

- Council Interviews conducted September 27, 2018
- Maximize the number of citizens engaged
- Board composition reflecting our community
- Seek to fill places with needed skills and knowledge
- Address attendance issues
- Solicit input from Staff liaison and/or Executive Directors of each Board regarding skills needed



# Overview

- Categorized Boards based on frequency of meetings
  - Meets Regularly (Monthly or Quarterly)
  - Meets “As Needed”

## Boards that meet Regularly:

- Bastrop Art in Public Places
  - Bastrop Economic Development Corporation
  - Fairview Cemetery
  - Historic Landmark Commission
  - Housing Authority
  - Hunters Crossing Local Government Corporation
  - Library
  - Main Street
  - Parks
  - Planning and Zoning
- Boards that meet “As Needed”:
    - Board of Zoning and Adjustment
    - Construction Standards Board
    - Ethics Commission





## *Bastrop Art in Public Places*

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

Place 8: Dick Smith (Downtown)

- Previously served as Chair of Main Street Board

Place 9: Billy Moore (ETJ)

- Local Artist and currently serves on BISD Board of Trustees

**Note:**

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





# *Bastrop Economic Development Corporation*

## *Appointments: Terms end 2020*

### Place 2: **Jeff Haladyna** (Downtown)

- Currently serves as Vice President of Wealth Management for major investment firm

### Place 4: **Kevin Plunkett** (Downtown)

- Reappointment, local business owner currently serves as vice-chair

### Place 6: **Pat Crawford** (Downtown)

- Interviewed by Council, charter member of BEDC

*NOTE: BEDC terms are two years by State statute*





## *Fairview Cemetery Advisory Board*

### *Appointments: Terms end 2021*

Place 3: **Ann Beck** (ETJ)

- Previously served on BAIPP

Place 4: **Terry Sanders** (Downtown)

- Reappointment

Place 6: **Cheryl Long** (Downtown)

- Reappointment





# *Historic Landmark Commission*

## *Appointments:*

Place 1: **Christine Cartwright** (Downtown) Term ends 2021

- Reappointment
- Representative of Bastrop Historical Society

Place 3: **Susan Long** (Downtown) Term ends 2021

- Reappointment
- Owner of Historical Commercial Structure

Place 6: **Janean Whitten** (Downtown) Term ends 2019

- General Resident

***NOTE:** Planning & Zoning Commission to fill place 5 per ordinance*





# *Bastrop Housing Authority*

*Appointments: Term ends 2020*

Place 4: Janie McFarlin (Downtown)

➤ Reappointment

Place 5: Phil Woods (ETJ)

➤ Reappointment

*NOTE: Housing Authority terms are two years*





## *Hunters Crossing LGC*

***Appointments: Terms currently three years - 2021***

Place 4: **Stephanie White** Resident

➤ Reappointment

Place 6: Mayor Pro Tem **Lyle Nelson** – **Council Rep and Resident**

➤ Reappointment





## *Library Board*

### ***Appointments: Terms end 2021***

Place 5: **Lesa Neese**(Downtown)

➤ Reappointment

Place 8: **Jamie McDonald** (Piney Ridge)

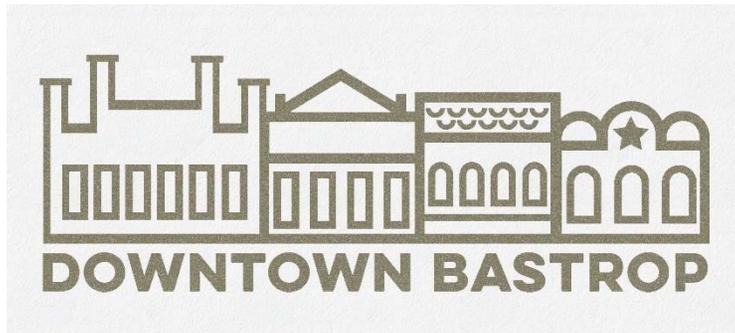
➤ Reappointment

### ***NOTE:***

*Recommended reducing from members from 9 to 7*

*- eliminate Place 7 and 9 currently vacant*





# *Main Street Advisory Board*

***Appointments: Terms end 2021***

Place 1: **Bonnie Coffey** (Downtown)

- Currently serves as Chair of Small Business Committee

Place 6: **Candice McClendon** (ETJ)

- Serves as Outreach Program Specialist for statewide County Historical Committee

Place 8: **Shawn Pletsch** (Downtown)

- Founding member of MSAB, has served as Chair of Organization Committee

***NOTE:***

*Recommended by Main Street Nominating Committee and  
unanimously approved by its Board on July 19, 2018*





# *Parks Board*

## ***Appointments: Terms end 2021***

Place 1: **Betty Rucker** (Downtown)

- Reappointment

Place 4: **Jimmy Crouch** (Downtown)

- Previously served on Parks Board
- Avid Bicyclist

Place 9: **Jamie Creacy** (ETJ)

- Reappointment
- Bastrop State Park Representative

## ***Note:***

*Reduce members from 9 to 7 - Eliminating Place 7 and 8 currently vacant*





# Planning & Zoning Commission

## **Appointments:**

Place 3: **Tom Dawson** (Hunters Crossing) Term ends 2021

- Interviewed by Council

Place 5: **Cynthia Meyer** (ETJ) Term Ends 2021

- Interviewed by Council, Reappointment

Place 7: **Debbie Moore** (Downtown) Term ends 2021

- Interviewed by Council, Reappointment – Current Chair

Place 8: **Greg Sherry** (Pecan Park) Term ends 2020

- Interviewed by Council

Place 9: **Pablo Serna** (Downtown) Term ends 2020

- Interviewed by Council

Place 10: **Dawn Kana** (ETJ) Term ends 2021

- Reappointment to Impact Fee Special Member





## *Construction Standards Board*

*Appointments: Terms end 2020*

Place 1: Michael Osborn (Riverside Grove - ETJ)

➤ Reappointment

Place 4: Chase McDonald (Downtown)

➤ Reappointment

*NOTE: Construction Standards Board terms are two years*





# *Ethics Commission*

## *Appointment:*

Place 1: **Bernie Jackson** (Riverside Grove)

Place 2: **Barbara Caldwell** (ETJ)

Place 3: **Corporal Wuthipong Tantaksinanukij**(Downtown)

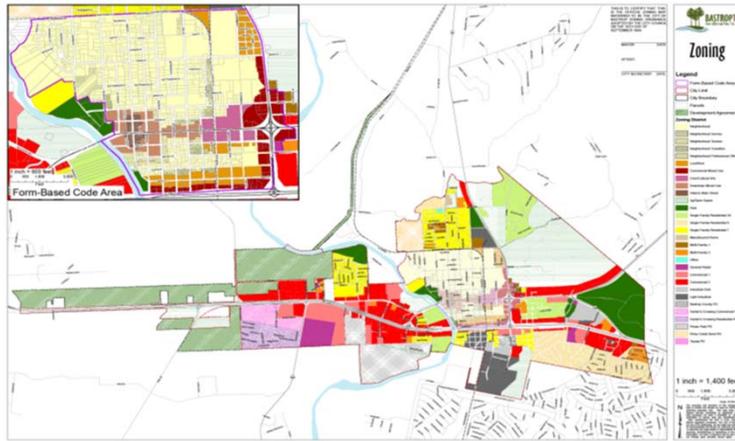
Place 4: **Bob Long**(ETJ)

Place 5: *applicant pending*

Alternate: *applicant pending*

*Note: Terms for places to be addressed as part of orientation by City Attorney*





# Zoning Board of Adjustments

## ***Appointment:***

Place 2: **Scot Robichard** (Piney Ridge – ETJ) Term ends 2020

- Interviewed by council, construction background

Place 3 : **Pablo Serna**(Downtown) Term ends 2019

- Previously served as alternate on this Board

Place 4: **Bob Rogers** (Downtown) Term ends 2020

- Reappointment

***NOTE:*** Zoning Board of Adjustment terms are two years



# Goals set in 2017

- ✓ Applications
  - ✓ Revise form to focus on qualifications and interests
  - Electronic filing for application (goal for next year)
- ✓ Board “Fair Day” - held First Annual Volunteer Fair
- ✓ Council interviews of each candidate conducted
- ✓ Shift appointments from June to October
- ✓ Council liaison for each Board



# *Council Liaison - 2018*

- Mayor Schroeder – BEDC and Library
  - Mayor Pro Nelson – Hunters Crossing and Parks
  - Council Member Ennis – BAIPP and Cemetery
  - Council Member Jones – Construction Standards and P&Z
  - Council Member Peterson – Historic Landmark
  - Council Member Rogers – Main Street
- Boards that are inappropriate for council liaison
- Ethics
  - Zoning Board of Adjustments
  - Housing Authority



# *Confirmation*

Appointments to City Boards are among the most consequential responsibilities of the Mayor. I appreciate Council for being a part of the interview process this year. I have spent additional time reviewing applications and visiting with citizens prior to making my appointments.

38 Appointments presented:

29% New to serving on a Board

55% Downtown, 21% Other than Downtown, 24% ETJ

47% Male, 53% Female

I respectfully request City Council confirm these appointments





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9L

**TITLE:**

Consider action to approve Resolution No. R-2018-98 of the City Council of the City of Bastrop, Texas approving an Interlocal Agreement between the City of Bastrop and Capital Area Rural Transportation System to provide affordable public transportation services and participate in funding for and provisions of those certain transportation services in the amount of Twenty Thousand and 00/100 Dollars (\$20,000.00), as attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HISTORY:**

Capital Area Rural Transportation System (CARTS), established in 1979, is one (1) of 39 rural transit districts in the State of Texas and serves nine (9) counties, 169 communities, and 7200 square miles. CARTS is governed by a board of local elected officials, who are responsible to the Texas Department of Transportation and the Texas Transportation Commission.

CARTS delivers transportation tailored specifically for each one of the communities it serves. The service frequency in or to the various locales range from many times a day to once a month. For Bastrop, CARTS provides a Municipal Bus, which is a fixed route service offering regular routes daily that connect neighborhoods and downtown businesses for citizens and visitors. All fixed route services offer wheelchair accessible vehicles.

**POLICY EXPLANATION:**

Texas Government Code, Chapter 791, Interlocal Cooperation Contracts, was created to increase the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state. Section 791.011 (c) (2), Contracting Authority, states that a local government may contract or agree with another local government....to provide a governmental function or service that each party to the contract is authorized to perform individually.

Multi-Modal Mobility, defined as improved mobility for all modes of transit to integrate the community through connectivity, is one (1) of Council's focus areas supporting the implementation of the City's Vision and Mission Statements. This Interlocal Agreement with CARTS is a cornerstone to this focus area. Thanks to the great partnership with CARTS, it is truly impressive that Bastrop can offer mass transit as a transportation option. The Interlocal Agreement is for a period of five (5) years, expiring on September 30, 2023, with a termination provision of 30 days written notice without cause, for a lump-sum annual payment of \$20,000.00.

As a part of this Interlocal Agreement, CARTS will work with the City of Bastrop to develop and implement a comprehensive transit plan to serve the City and meet Council's commitment to Multi-Modal transportation in the future. In addition to current services, identified elements of this plan will include, but aren't limited to:

- Identification and implementation of a 2<sup>nd</sup> Bus Service to address the City's desire to increase the frequency of stops creating a "shopper loop" that would allow riders access to the major shopping destinations more frequently.
- Creation of bus stop at Spring & Main Street. The design of this bus stop is complete. However, implementation of this project has been placed on-hold pending the completion of the design for Main Street Rehabilitation Project.
- Creation of an annual plan to install covered shelter structures at bus stops throughout Bastrop by the Public Works Department.

**FUNDING SOURCE:**

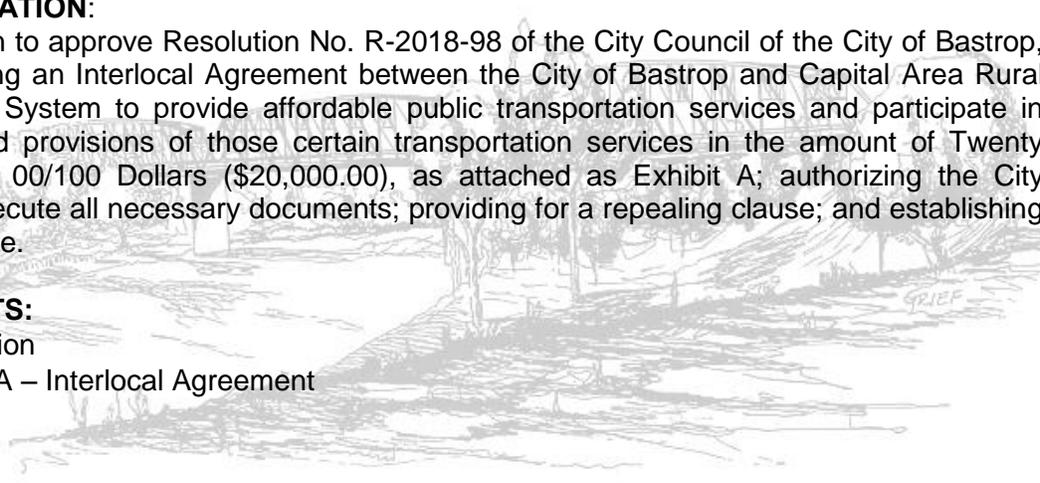
Funding was providing in the FY 2018 budget in the amount of \$20,000 to support CARTS and their service to the City of Bastrop. The same level of funding is included in the FY 2019 budget.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2018-98 of the City Council of the City of Bastrop, Texas approving an Interlocal Agreement between the City of Bastrop and Capital Area Rural Transportation System to provide affordable public transportation services and participate in funding for and provisions of those certain transportation services in the amount of Twenty Thousand and 00/100 Dollars (\$20,000.00), as attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- Exhibit A – Interlocal Agreement



**RESOLUTION NO. R-2018-98**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF BASTROP, TEXAS AND CAPITAL AREA RURAL TRANSPORTATION SYSTEM TO PROVIDE AFFORDABLE PUBLIC TRANSPORTATION SERVICES AND PARTICIPATE IN FUNDING FOR AND PROVISIONS OF THOSE CERTAIN TRANSPORTATION SERVICES IN THE AMOUNT OF TWENTY-THOUSAND AND 00/100 DOLLARS (\$20,000.00), AS ATTACHED IN EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop, Texas and Capital Area Rural Transportation System (CARTS) wish to enter into an interlocal agreement as authorized and governed by Chapter 791 of the Texas Government Code; and

**WHEREAS**, CARTS and City are entities with statutory authority to enter into this Agreement, and have each entered into this Agreement by the action of their respective governing bodies in the appropriate manner prescribed by law; and

**WHEREAS**, CARTS and City have determined that it is in their mutual best interest and in the best interest of the public for the parties to provide certain affordable public transportation services, and further find that this Agreement will increase the efficiency and effectiveness of the parties' provision of those certain public transportation services; and

**WHEREAS**, CARTS and City desire to continue to participate in the funding for and provision of those certain public transportation services; and

**WHEREAS**, Multi-Modal Mobility, defined as improved mobility for all modes of transit to integrate the community through connectivity, is one (1) of Council's focus areas supporting the implementation of the City's Vision and Mission Statements; and

**WHEREAS**, thanks to a great partnership with CARTS, Bastrop can offer mass transit as a transportation option.

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

**Section 1.** The City Manager is hereby authorized to execute the Interlocal Agreement, which is attached as Exhibit A, as well as all other necessary documents.

**Section 2.** The City of Bastrop will issue a check in the amount of \$20,000.00 for the FY 2018 payment supporting CARTS.

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

**Section 4.** 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 this 25<sup>th</sup> day of September 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF BASTROP  
AND CAPITAL AREA RURAL TRANSPORTATION SYSTEM**

This **INTERLOCAL AGREEMENT** (this “Agreement”) is made and entered by and between the CAPITAL AREA RURAL TRANSPORTATION SYSTEM (“CARTS”), a rural transit district and political subdivision organized under Chapter 458 of the Texas Transportation Code, and the CITY OF BASTROP, TEXAS (the “City”), a home-rule municipality and political subdivision of the State of Texas.

**RECITALS**

**WHEREAS**, this Agreement is an interlocal agreement authorized and governed by Chapter 791 of the Texas Government Code; and

**WHEREAS**, CARTS and City are entities with statutory authority to enter into this Agreement, and have each entered into this Agreement by the action of their respective governing bodies in the appropriate manner prescribed by law; and

**WHEREAS**, CARTS and City have determined that it is in their mutual best interest and in the best interest of the public for the parties to provide certain affordable public transportation services, and further find that this Agreement will increase the efficiency and effectiveness of the parties’ provision of those certain public transportation services; and

**WHEREAS**, CARTS and City desire to continue to participate in the funding for and provision of those certain public transportation services.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

**I.  
FINDINGS**

**1.1 Recitals Incorporated.** The recitals set forth above and herein are true and correct, and such recitals are incorporated herein for all purposes.

**1.2 Effective Date.** This Agreement will be effective on the latest date of execution by the parties hereto (the “Effective Date”).

**1.3 Current Revenue Provision.** All monies paid by the parties under this Agreement shall be paid from current revenues available to the paying party.

**1.4 Allowable Public Purpose.** CARTS and City agree that CARTS, through its services, accomplishes a public purpose that benefits City. City agrees that the services provided by CARTS are services which City would provide, absent this Agreement, within the parameters and under the conditions otherwise placed upon City.

## **II. TERM**

The term of this Agreement shall be for the period commencing on the Effective Date and ending on September 30, 2023, unless terminated earlier in accordance with applicable provisions herein. After September 30, 2023, this Agreement may continue in full force and effect on a month-to-month basis, on the same terms and conditions as are set forth herein, only upon the express written mutual agreement of the parties.

## **III. SERVICES TO BE PROVIDED BY CARTS**

CARTS agrees to continue to provide its existing services to City as described on Exhibit “A” attached hereto and made a part hereof, being general public transportation for residents of City, with emphasis on the elderly and disabled per its published schedule for the City of Bastrop. In addition, CARTS will work with City to develop and implement a comprehensive transit plan to serve the City and meet Council’s commitment to Multi-Modal transportation in the future.

## **IV. PAYMENT BY CITY FOR SERVICES**

For CARTS’ performance of services under this Agreement, City agrees to pay CARTS the lump sum amount of Twenty Thousand and No/100 Dollars (\$20,000.00). The schedule for City’s payment of the lump sum amount under this Agreement shall be mutually agreed to by CARTS and City.

## **V. TERMINATION**

Either party may terminate this Agreement without cause upon thirty (30) days’ prior written notice to the other party. If one party determines that the other party is in default under this Agreement, the non-defaulting party will notify the defaulting party in writing of such default, and if the default is not cured within thirty (30) days from the date of such notice, then the non-defaulting party may, in addition to any other remedies available to such party at law or in equity, terminate this Agreement upon written notice. Any failure by the non-defaulting party to enforce this Agreement with respect to one or more defaults by the defaulting party will not waive the non-defaulting party’s ability to enforce this Agreement after that time. Upon termination of this Agreement pursuant to this Article V, all obligations of the parties under this Agreement shall cease and City shall only be required to pay for those services provided by CARTS up to the date of such termination.

**VI.  
MISCELLANEOUS**

**6.1 Amendment.** This Agreement shall not be altered, waived, amended or extended without the parties' prior written agreement.

**6.2 Assignment.** All provisions of this Agreement shall be binding upon the parties and each of their respective successors and assigns. Neither party shall assign its rights and obligations under this Agreement to any other party without the express prior written consent of the other party.

**6.3 Notice.** All notices and other communications in connection with this Agreement shall be in writing and shall be deemed delivered upon deposit in the U.S. mail, with postage prepaid, certified mail, return receipt requested, addressed to the recipient's address as stated herein. Notice given in any other manner shall be deemed effective only if and when received by the party to be notified.

**CITY:**

City of Bastrop, Texas  
1311 Chestnut Street  
Bastrop, Texas 78602  
Attn: Lynda Humble, City Manager

**CARTS:**

Capital Area Rural Transportation System  
Post Office Box 6050  
Austin, TX 78762  
Attn: David Marsh, General Manager

A party may change its address for notice by written notice to the other party as herein provided.

**6.4 Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Texas.

**6.5 Prior Written Agreements.** The parties acknowledge that they have entered into that certain Sign and Other Passenger Amenities Maintenance and Installation Interlocal Agreement ("Interlocal Agreement Regarding Signage"). This Agreement is without regard to any and all prior written contracts or agreements between City and CARTS regarding any other subject or matter, including without limitation the Interlocal Agreement Regarding Signage, and does not modify, amend, ratify, confirm or renew any such other prior contract or agreement between the parties.

**6.6 Entire Agreement.** This Agreement, and all appended documents, constitutes the entire agreement between the parties hereto regarding the subject matter hereof.

**6.7 Parties Independent Contractors.** City and CARTS are independent contractors. Except as expressly provided herein, no partnership or joint venture is intended to be created by this Agreement, nor any principal-agent or employer-employee relationship. Except to the extent expressly provided herein, neither party has and neither party shall attempt to assert the authority to make commitments for or to bind the other party to any obligation.

**6.8 No Waiver.** The parties to this Agreement are governmental entities under state law and nothing in this Agreement waives or relinquishes the right of the parties to claim any exemptions, privileges and immunities as may be provided by law.

**6.9 Severability.** If any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, but rather this entire Agreement will be construed as if not containing the particular invalid or unenforceable provision or provisions, and the rights and obligation of the parties shall be construed and enforced in accordance therewith. The parties acknowledge that if any provision of this Agreement is determined to be invalid or unenforceable, it is their desire and intention that such provision be reformed and construed in such a manner that it will, to the maximum extent practicable, give effect to the intent of this Agreement and be deemed to be validated and enforceable.

**6.10 Headings.** The headings and section numbers are for convenience only and shall not be considered in interpreting or construing this Agreement.

**6.11 Execution in Counterparts.** This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall be considered fully executed as of the date above first written, when all parties have executed an identical counterpart, notwithstanding that all signatures may not appear on the same counterpart.

**IN WITNESS WHEREOF,** the parties have executed this Agreement by their respective undersigned duly authorized officers on the dates set forth below, to be effective as of the Effective Date.

**CITY:**

**CITY OF BASTROP, TEXAS**

By: \_\_\_\_\_  
Lynda K. Humble, City Manager

Date Signed: \_\_\_\_\_

**FOR CITY, ATTEST:**

**FOR CITY, APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Ann Franklin, City Secretary

By: \_\_\_\_\_  
Alan Bojorquez, City Attorney

**CARTS:**

**CAPITAL AREA RURAL TRANSPORTATION SYSTEM**

By: \_\_\_\_\_  
David L. Marsh, General Manager

Date Signed: \_\_\_\_\_

EXHIBIT A

CARTS will provide the following turn-key bus services in the City of Bastrop on a Monday-Friday schedule subject to observed published holiday schedule.

Country Bus: Provide citizens of Bastrop access to door-to-door paratransit services as per the attached schedule for services.

Annual Service Hours: 2,675

Municipal Bus: Provide citizens of Bastrop access to deviated fixed route bus services as per the attached route map and schedule for services.

Annual Service Hours: 2,605

**CARTS RIDE LINE 1-512-456-RIDE (7433)**

**BASTROP COUNTY**

RIDES ARE SCHEDULED MONDAY-FRIDAY FROM 8:00 AM TO 4:00 PM / 24 HOURS ADVANCE NOTICE  
RECOMMENDED LOCAL VEHICLES SERVE NEIGHBORING TOWNS SO LOCAL RIDE TIMES MAY VARY

Community Served	Destination	Route Day	Departure	Return	One-Way Fare	Reduced Fare*
ALUM CREEK	To: Bastrop	Monday, Tuesday & Thursday	8:15a	12:00p	\$4.00	\$2.00
	To: Smithville	Monday, Tuesday & Thursday	10:00a	1:30p	\$4.00	\$2.00
BASTROP	Local Service	Monday thru Friday	8:00a to 4:30p		\$2.00	\$1.00
	To: Alum Creek	Monday, Tuesday & Thursday	9:30a	12:00p	\$4.00	\$2.00
	To: Hills Prairie	Wednesday	8:30a	1:00p	\$4.00	\$2.00
	To: Lake Bastrop	Thursday	8:30a	1:00p	\$4.00	\$2.00
	To: Cedar Creek	Friday	8:30a	1:00p	\$4.00	\$2.00
COUNTY CONNECTOR Departs from CARTS Bastrop Bus Depot Located at 310 Hospital Drive	To: Smithville	Monday, Tuesday & Thursday	9:30a	11:30a	\$4.00	\$2.00
	To: Smithville	Monday, Tuesday & Thursday	12:00p	2:15p	\$4.00	\$2.00
	To: Smithville	Monday, Tuesday & Thursday	2:30p	5:30p	\$4.00	\$2.00
	To: Elgin	Monday, Tuesday & Thursday	9:30a	11:30a	\$4.00	\$2.00
	To: Elgin	Monday, Tuesday & Thursday	12:00p	-----	\$4.00	\$2.00
CEDAR CREEK	To: Bastrop	Friday	9:00a	1:30p	\$4.00	\$2.00
ELGIN	Local Service	Monday, Tuesday & Thursday	10:00a to 2:00p		\$2.00	\$1.00
	To: McDade	Monday, Tuesday & Thursday	8:30a	1:30p	\$4.00	\$2.00
	To: Taylor	1st & 3rd Thursday	9:00a	1:00p	\$6.00	\$3.00
COUNTY CONNECTOR Departs from Gazebo in City Park	To: Bastrop	Monday, Tuesday & Thursday	8:15a	9:30a	\$4.00	\$2.00
	To: Bastrop	Monday, Tuesday & Thursday	11:30a	12:00p	\$4.00	\$2.00
	To: Smithville	Monday, Tuesday & Thursday	8:15a	11:30a	\$4.00	\$2.00
	To: Smithville	Monday, Tuesday & Thursday	11:30a	2:30p	\$4.00	\$2.00
McDADE	To: Elgin	Monday, Tuesday & Thursday	10:30a	1:30p	\$4.00	\$2.00
	To: Bastrop	Monday, Tuesday & Thursday	8:30a	12:00p	\$4.00	\$2.00
ROCKNE & RED ROCK	To: Bastrop	Wednesday	9:30a	1:30p	\$4.00	\$2.00
SMITHVILLE	Local Service	Monday thru Thursday	10:00a to 3:00p		\$2.00	\$1.00
	To: La Grange	Wednesday	9:00a	12:00p	\$6.00	\$3.00
	To: Columbus	Wednesday	9:00a	1:00p	\$6.00	\$3.00
	To: Alum Creek	Monday, Tuesday & Thursday	8:30a	12:30p	\$4.00	\$2.00
	To: Center Union	Tuesday	10:00a	1:00p	\$4.00	\$2.00
	To: Peach Creek	Wednesday	8:30a	2:00p	\$4.00	\$2.00
	To: String Prairie	Wednesday	8:30a	2:00p	\$4.00	\$2.00
	To: Rosanky	Wednesday	8:30a	2:00p	\$4.00	\$2.00
	To: Upton	Wednesday	8:30a	2:00p	\$4.00	\$2.00
	To: Indian Lake	Tuesday	10:00a	1:00p	\$4.00	\$2.00
	To: Lake Thunderbird	Tuesday	10:00a	1:00p	\$4.00	\$2.00
COUNTY CONNECTOR Departs from CARTS Smithville Bus Depot Located at 300 NE 3 <sup>rd</sup> Street	To: Bastrop	Monday, Tuesday & Thursday	8:00a	9:30a	\$4.00	\$2.00
	To: Bastrop	Monday, Tuesday & Thursday	11:30a	12:00p	\$4.00	\$2.00
	To: Bastrop	Monday, Tuesday & Thursday	2:15p	2:30p	\$4.00	\$2.00
	To: Elgin	Monday, Tuesday & Thursday	8:15a	11:30a	\$4.00	\$2.00
	To: Elgin	Monday, Tuesday & Thursday	11:30a	-----	\$4.00	\$2.00

**MORE INFORMATION AND OTHER SERVICES ARE AVAILABLE ON THE REVERSE SIDE AND AT [RIDECARTS.COM](http://RIDECARTS.COM).**

\*Reduced Fare: Seniors, Persons with Disabilities, and Children Under 12





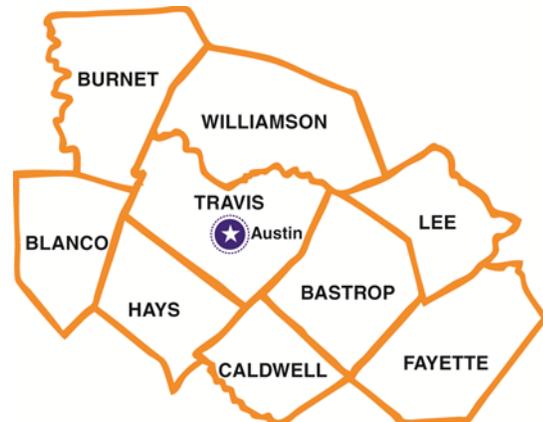
CARTS RIDE LINE 1-512-456-RIDE (7433)

**BASTROP COUNTY**

RIDES ARE SCHEDULED MONDAY-FRIDAY FROM 8:00 AM TO 4:00 PM / 24 HOURS ADVANCE NOTICE  
RECOMMENDED LOCAL VEHICLES SERVE NEIGHBORING TOWNS SO LOCAL RIDE TIMES MAY



Regional Transportation for the non-urbanized areas of Bastrop, Blanco, Burnet, Caldwell Fayette, Hays, Lee, Travis and Williamson counties & the San Marcos urbanized area.



CARTS delivers transportation tailored specifically for each of the one hundred and sixty-nine communities it serves. The service frequency in or to the various communities range from many times a day to once a month. Be sure to visit the CARTS web site at [RideCARTS.com](http://RideCARTS.com) for updates and further route information for each community.

**CURB-TO-CURB SERVICES RESERVED BY PHONE**

Enjoy the convenience of having a CARTS bus pick you up at your home, take you to your destination, and then back home again. We will set up a time for pickup within our time slots of general availability. On your first call we will request information to enter into your customer profile, and after that we will know you when you call.

**TO SCHEDULE YOUR RIDE CALL**  
512-478-RIDE (7433)

Rides are scheduled Monday thru Friday, 7am to 4pm.  
24-hours advance notice is recommended.  
It's that simple. CARTS can help you or someone you know who needs a ride to go shopping, city businesses, medical appointments, work, senior centers or for any other purpose.

**FARES**

Fares are set by zones. The CARTS customer service agent will tell you what your ride costs when you book the trip. All fares are based on a one-way trip.

	Full Fare	Half Fare*
<b>Zone 1 - City</b> Trips wholly within a town or city	\$2.00	\$1.00
<b>Zone 2 - Intra-county</b> Trips originating and ending within the same county	\$4.00	\$2.00
<b>Zone 3 - Inter-county</b> Trips with destinations outside the county of origin	\$6.00	\$3.00

\*Half fares for registered CARTS customers, seniors 65 and older, persons with disabilities and children under 12.

**RideCARTS FARE CARDS**

The RideCARTS fare card is a convenient and easier way for you to ride CARTS. The card works like a gift or credit card, which enables you to use just one card to access a ride instead of paying cash or keeping track of tickets. There is no fee to obtain your first RideCARTS card, however we do require a minimum amount of \$10 to be placed on the card.

Visit the CARTS web site at [RideCARTS.com](http://RideCARTS.com) and click on the link to the RideCARTS card, and follow the instructions. Or call 512-478- 7433 and a customer service representative will guide you through the necessary steps.

**NATIONAL CONNECTIONS**

Bus and Train Services: CARTS operates intercity bus terminals for Greyhound and makes connections to Greyhound stations. Which can take care of your shipping or travel needs nationwide. At our San Marcos Station, AMTRAK rail service is also available. Visit the CARTS web site at [RideCARTS.com](http://RideCARTS.com) for station address and further information.



**OTHER SERVICES IN BASTROP COUNTY**

**INTERURBAN COACH** - The Interurban Coach is a regional intercity route providing connections between Austin, Bastrop, Bertram, Burnet, Georgetown, Liberty Hill, Lockhart, Luling, Marble Falls, Round Rock, San Marcos, Taylor, Texas State University, LaGrange, Giddings, Paige, Smithville and Elgin and makes connections to Greyhound, Capital Metro and Amtrak.

THE PURPLE ROUTE -1518 PROVIDES SERVICE MONDAY THROUGH FRIDAY FROM BASTROP INTO AUSTIN SEVERAL TIMES A DAY. THE BLUE ROUTE -1519 PROVIDES SERVICE ON MONDAYS, WEDNESDAY AND FRIDAYS FROM SMITHVILLE TO BASTROP WHERE IT CONNECTS WITH THE PURPLE ROUTE. THE PINK ROUTE-1520 PROVIDES SERVICE FROM ELGIN TO AUSTIN ON TUESDAYS & THURSDAYS.



**FARES \$2 (LOCAL/INTRA-COUNTY)—\$4 (REGIONAL-INTER-COUNTY)—\$6 ALL DAY PASS**

**ELGIN/MANOR EXPRESS 990—BUS SERVICE FROM DOWNTOWN ELGIN WITH STOPS AT MEMORIAL PARK, MANOR,**

\*Reduced Fare: Seniors, Persons with Disabilities, and Children Under 12



## GREEN LINE

### NORTH ROUTE

Serving the neighborhoods and businesses downtown, the Courthouse, Chestnut Square and the school campuses seasonally.

CARTS Station	Housing Authority/ Wilson	Wilson/ Linden	Chestnut Square	Courthouse	CARTS Station
7:30am	7:34am	7:37am	7:42am	7:45am	7:49am
8:30am	8:34am	8:37am	8:42am	8:45am	8:49am
9:30am	9:34am	9:37am	9:42am	9:45am	9:49am
10:30am	10:34am	10:37am	10:42am	10:45am	10:49am

#### MIDDAY SERVICE BREAK FROM 11:30 TO 12:30

12:30pm	12:34pm	12:37pm	12:42pm	12:45pm	12:49pm
1:30pm	1:34pm	1:37pm	1:42pm	1:45pm	1:49pm
2:30pm	2:34pm	2:37pm	2:42pm	2:45pm	2:49pm
3:30pm	3:34pm	3:37pm	3:42pm	3:45pm	3:49pm
4:30pm	4:34pm	4:37pm	4:42pm	4:45pm	4:49pm

### FARES

The Fare is \$1.00 to ride, exact change only. Drivers will not make change. Escorted children five and under ride FREE. Persons with disabilities, seniors (65 and over), elementary through high school students (school ID required) may ride for .50 cents. A multi-ride ticket relieves the rider from needing exact change; purchase \$10 passes at the Bastrop Station.

### HOURS OF OPERATION

Monday-Friday, 7:30am to 5:30pm.

### HOW TO RIDE

Passengers are picked up at designated bus stops along each route except when the bus is traveling on Highway 71 or 95. When you board the bus tell the driver your destination or use the passenger signal, located above the window in the bus, one block before you stop.

## BLUE LINE

### WEST ROUTE

Serving the marketplaces including: HEB, Burleson Crossing, Home Depot, and Wal-Mart. The route also serves the neighborhoods of the Settlement and Hunter's Point.

CARTS Station	HEB	Burleson Crossing	Home Depot	Walmart	CARTS Station
7:50am	7:53am	8:00am	8:05am	8:10am	8:14am
8:50am	8:53am	9:00am	9:05am	9:10am	9:14am
9:50am	9:53am	10:00am	10:05am	10:10am	10:14am
10:50am	10:53am	11:00am	11:05am	11:10am	11:14am

#### MIDDAY SERVICE BREAK FROM 11:30 TO 12:30

12:50pm	12:53pm	1:00pm	1:05pm	1:10pm	1:14pm
1:50pm	1:53pm	2:00pm	2:05pm	2:10pm	2:14pm
2:50pm	2:53pm	3:00pm	3:05pm	3:10pm	3:14pm
3:50pm	3:53pm	4:00pm	4:05pm	4:10pm	4:14pm
4:50pm	4:53pm	5:00pm	5:05pm	5:10pm	5:14pm

### BRING YOUR BIKE

CARTS vehicles are equipped with easy to use front-mounted bike racks. For instructions visit [RideCARTS.com](http://RideCARTS.com) or ask the driver.

**SHARE THE ROAD**



### TRAE TU BICICLETA

Todos los autobuses están equipados con portabicicletas para dos bicicletas. Para instrucciones visite [RideCARTS.com](http://RideCARTS.com) o pregunte al chofer.

### TARIFAS

La tarifa es de cambio exacto de \$1.00. El chofer no puede hacer cambio. Niños menores de 5 años con padres viajan GRATIS. Tarifa de .25¢ para personas discapacitadas, mayores de 65 años de edad y estudiantes de primaria/secundaria (se requiere identificación

## RED LINE

### SOUTH ROUTE

Serving the Bastrop Justice Center, Bluebonnet Trails and the neighborhoods south of Chestnut.

CARTS Station	Justice Center	Bluebonnet Trail	City Hall	Housing Authority/ Hill	CARTS Station
8:15am	8:18am	8:20am	8:25am	8:27am	8:29am
9:15am	9:18am	9:20am	9:25am	9:27am	9:29am
10:15am	10:18am	10:20am	10:25am	10:27am	10:29am
11:15am	11:18am	11:20am	11:25am	11:27am	11:29am

#### MIDDAY SERVICE BREAK FROM 11:30 TO 12:30

1:15pm	1:18pm	1:20pm	1:25pm	1:27pm	1:29pm
2:15pm	2:18pm	2:20pm	2:25pm	2:27pm	2:29pm
3:15pm	3:18pm	3:20pm	3:25pm	3:27pm	3:29pm
4:15pm	4:18pm	4:20pm	4:25pm	4:27pm	4:29pm
5:15pm	5:18pm	5:20pm	5:25pm	5:27pm	5:29pm

escolar). Compra de boletos multi-pasajes elimina que el pasajero requiera cambio exacto. Costo es de \$10 en la estación de Bastrop.

### HORAS DE OPERACIÓN

Lunes-Viernes, 7:30am a 5:30pm.

### HOW TO RIDE

Pasajeros son recogidos en rutas señaladas exepcto cuando el autobús excepto cuando el autobus viaja en la carretera 71 o 95. Cuando borde el autobús, comuniqué su parada al chofer o señale al estirando el cable localizado a lo alto de la ventana una cuadra antes de su bajada.

### QUESTIONS/PREGUNTAS

If you have questions, please visit our website at [RideCARTS.com](http://RideCARTS.com) or call our toll-free number: 1-800-456-RIDE. Si tiene preguntas por favor visite [RideCARTS.com](http://RideCARTS.com) o llame gratis al 1-800-456-RIDE.



**CARTS**

**BASTROP**  
LOCAL ROUTES



**NORTH ROUTE**  
**WEST ROUTE**  
**SOUTH ROUTE**



Effective November 4, 2013  
[RideCARTS.com](http://RideCARTS.com)

FOR MORE INFORMATION  
[RideCARTS.com](http://RideCARTS.com)

**CARTS**

**512/478 RIDE (7433)**

**CARTS**  
Capital Area Rural Transportation System

# MUNICIPAL BUS ROUTES FOR BASTROP

## BASTROP BUS STOPS

## FLAG STOPS

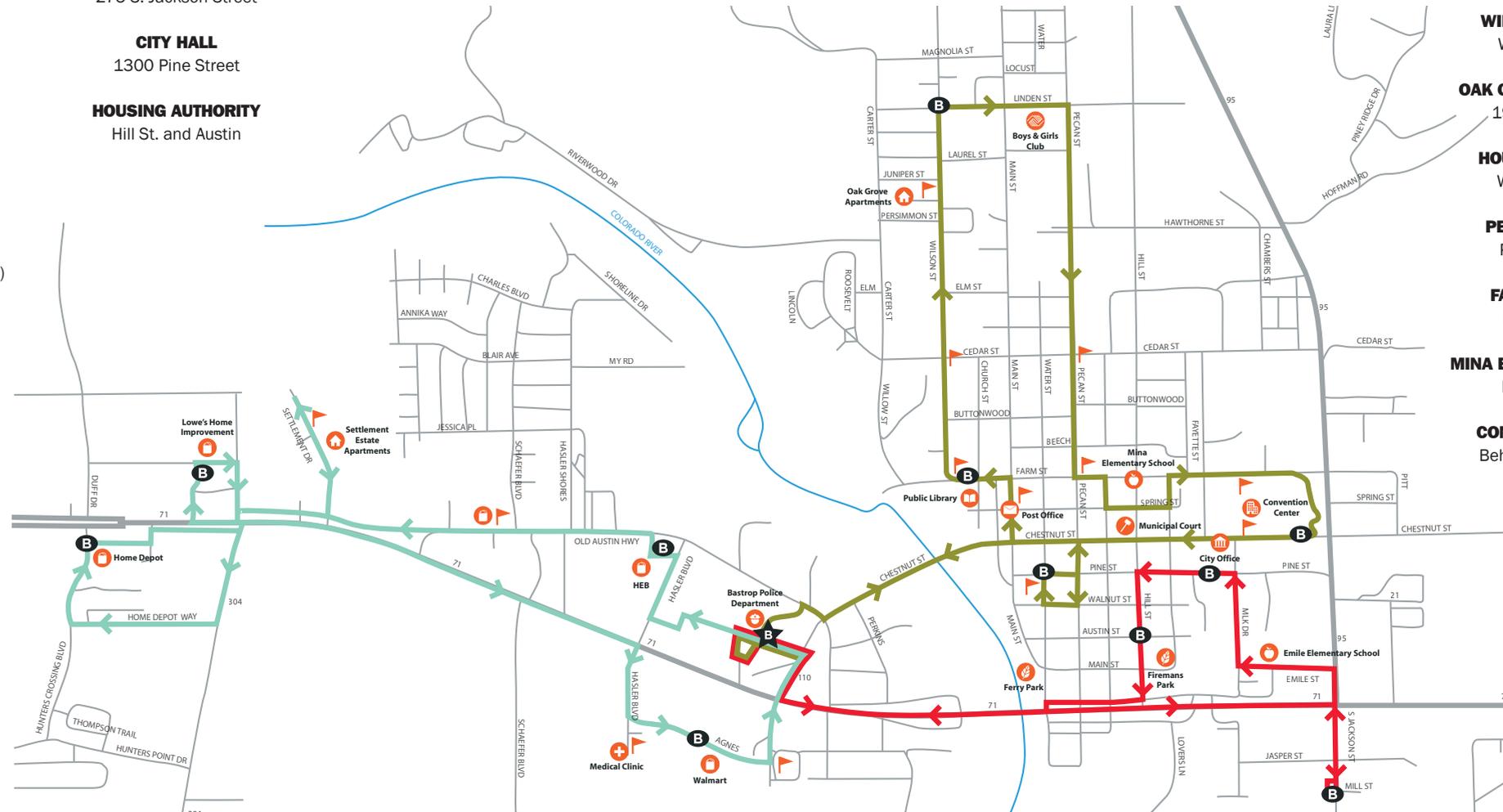
**MUST HAVE EXACT FARE OR TICKET**

**MUST HAVE EXACT FARE OR TICKET**

- CARTS STATION**  
310 Hospital Drive
- HOUSING AUTHORITY**  
502 Farm Street
- HOUSING AUTHORITY**  
Wilson and Linden
- SCHULMAN THEATER**  
1600 Chestnut St
- COURTHOUSE**  
804 Pecan Street  
(stop is at Water and Pine)
- HEB**  
104 N Hasler Blvd
- BURLESON CROSSING**  
717 Hwy 71 W
- HOME DEPOT**  
525 Hwy 71 W  
(Stop is on Hunters Crossing Blvd)
- WAL-MART**  
488 Hwy 71 W  
(Stop is on Agnes Street)
- JUSTICE CENTER**  
200 S. Jackson Street

- BLUEBONNET TRAILS**  
275 S. Jackson Street
- CITY HALL**  
1300 Pine Street
- HOUSING AUTHORITY**  
Hill St. and Austin

- POST OFFICE (DOWNTOWN)**  
Main St. and Spring St.
- WILSON AND CEDAR**  
Wilson and Cedar
- OAK GROVE APARTMENTS**  
1910 Wilson Street
- HOUSING AUTHORITY**  
Wilson and Pecan
- PECAN AND CEDAR**  
Pecan and Cedar
- FARM AND PECAN**  
Farm and Pecan
- MINA ELEMENTARY SCHOOL**  
Farm and Hill St.
- CONVENTION CENTER**  
Behind the Convention Center on Farm
- CONVENTION CENTER**  
In Front of the Convention Center at 1408 Chestnut
- COURTHOUSE**  
Water and Pine
- DOLLAR GENERAL**  
707 Old Austin Hwy
- THE SETTLEMENT ESTATE APARTMENTS**  
149 Settlement Dr
- BASTROP MEDICAL CLINIC**  
195 S. Hasler Blvd
- SHOPPING CENTER**  
Agnes and Childers
- EMILE ELEMENTARY SCHOOL**  
Emile Street



- NORTH ROUTE
- WEST ROUTE
- SOUTH ROUTE

FOR MORE INFORMATION  
**RideCARTS.com**



**512/478 RIDE (7433)**



Capital Area Rural Transportation System



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9M

**TITLE:**

Consider action to approve Resolution No. R-2018-99 of the City Council of the City of Bastrop, Texas supporting the City of Bastrop's participation in the 2019-2023 Austin-Round Rock Metropolitan Statistical Area (MSA) Regional Air Quality Plan; authorizing the City Manager to identify measures to implement in support of the new Regional Air Quality Plan and notify Capital Area Council of Government (CAPCOG) by October 26, 2018; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HISTORY:**

On July 25, 2017, City Council approved Resolution R-2017-51, which authorized the City Manager to execute an Interlocal Agreement with CAPCOG for continuation and support of the CAPCOG Regional Air Quality Program. At that time, the Central Texas Regional Air Quality Program was in jeopardy due to the Governor's line item veto of the 2018-2019 "near nonattainment" area grant funding in the state budget. Central Texas has relied on this state funding for the last twenty years to support a successful and nationally acclaimed regional air quality program. The City has contributed to this program in both FY 2017 and FY 2018.

Continuing CAPCOG's air quality program through 2018 was important to ensure that the region remains in compliance with federal standards, and to ensure that we continue to collect and analyze irreplaceable air quality monitoring data. The program includes eight air quality monitoring stations in addition to the two stations maintained by the EPA, Environmental Protection Agency. Without the Air Quality Program, the Austin MSA could be declared a nonattainment area which would lead to increased costs for industry, permitting delays, restrictions on industry expansion in the area as well as increased costs for businesses and consumers, and loss of federal highway and transit funding.

**POLICY EXPLANATION:**

As noted above, the Austin-Round Rock Metropolitan Statistical Area (MSA), which consists of Bastrop, Caldwell, Hays, Travis, and Williamson Counties, has air pollution levels that are close to violating the federal standards for ground-level ozone (O<sub>3</sub>). The U.S. Environmental Protection Agency (EPA) sets federal air quality standards at levels it considers necessary to protect human health and public welfare from harm. The Austin-Round Rock MSA's continued compliance with federal air quality standards is important to ensure public health, protect economic growth, and address the region's transportation needs. The Austin-Round Rock MSA's air pollution regularly reaches levels that the EPA considers "moderate" or "unhealthy for sensitive groups" based on its air quality index (AQI).

The Central Texas Clean Air Coalition (CAC), of which the City of Bastrop is a member, is charged with the development and implementation of a clean air plan to maintain compliance with federal air quality standards and the development of policies and strategies to guide CAC members about actions that will achieve clean air in Texas. The region's current air quality plan is set to expire at the end of 2018.

The CAC has requested that the City of Bastrop take action to formally participate in a new regional air quality plan for 2019-2023. The goals of the new regional air quality plan are to: 1) maximize the probability of compliance with federal air quality standards, and 2) minimize health and environmental impacts associated with regional air pollution. Controlling and reducing emissions of nitrogen oxides (NO<sub>x</sub>) and improving public awareness about air quality are critical to supporting the goals of the new regional air quality plan.

By approving this Resolution, the City of Bastrop will continue to support this important program. In addition, it will provide the opportunity for the City Manager and staff to review the guidelines and determine the best way operationally for Bastrop to participate and meet the October 26<sup>th</sup> deadline.

**FUNDING SOURCE:**

N/A – Cost of Implementation – Unknown at this time.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2018-99 of the City Council of the City of Bastrop, Texas supporting the City of Bastrop's participation in the 2019-2023 Austin-Round Rock Metropolitan Statistical Area (MSA) Regional Air Quality Plan; authorizing the City Manager to identify measures to implement in support of the new Regional Air Quality Plan and notify Capital Area Council of Government (CAPCOG) by October 26, 2018; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- CAPCOG Letter Requesting Participation to Mayor
- CAPCOG Air Quality Measure Guidelines
- CAPCOG Air Quality Reporting Guidelines

**RESOLUTION R-2018- 99**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS SUPPORTING THE CITY OF BASTROP'S PARTICIPATION IN THE 2019-2023 AUSTIN-ROUND ROCK METROPOLITAN STATISTICAL AREA (MSA) REGIONAL AIR QUALITY PLAN; AUTHORIZING CITY MANAGER TO IDENTIFY MEASURES TO IMPLEMENT IN SUPPORT OF THE NEW REGIONAL AIR QUALITY PLAN AND NOTIFY CAPITAL AREA COUNCIL OF GOVERNMENT (CAPCOG) BY OCTOBER 26, 2018; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Austin-Round Rock Metropolitan Statistical Area (MSA), which consists of Bastrop, Caldwell, Hays, Travis, and Williamson Counties, has air pollution levels that are close to violating the federal standards for ground-level ozone (O<sub>3</sub>); and

**WHEREAS**, the U.S. Environmental Protection Agency (EPA) sets federal air quality standards at levels it considers necessary to protect human health and public welfare from harm; and

**WHEREAS**, the Austin-Round Rock MSA's continued compliance with federal air quality standards is important to ensure public health, protect economic growth, and address the region's transportation needs;

**WHEREAS**, the Austin-Round Rock MSA's air pollution regularly reaches levels that the EPA considers "moderate" or "unhealthy for sensitive groups" based on its air quality index (AQI); and

**WHEREAS**, the Central Texas Clean Air Coalition (CAC), of which the City of Bastrop is a member, is charged with the development and implementation of a clean air plan to maintain compliance with federal air quality standards and the development of policies and strategies to guide CAC members about actions that will achieve clean air in Texas; and

**WHEREAS**, the region's current air quality plan is set to expire at the end of 2018; and

**WHEREAS**, the CAC has requested that the City of Bastrop take action to formally participate in a new regional air quality plan for 2019-2023; and

**WHEREAS**, the goals of the new regional air quality plan are to: 1) maximize the probability of compliance with federal air quality standards, and 2) minimize health and environmental impacts associated with regional air pollution; and

**WHEREAS**, controlling and reducing emissions of nitrogen oxides (NO<sub>x</sub>) and improving public awareness about air quality are critical to supporting the goals of the new regional air quality plan.

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

**Section 1:** The City of Bastrop endorses the goals of the new regional air quality plan and agrees to participate in the plan; and

**Section 2:** The City Manager is directed to identify measures that the City of Bastrop commits to implement in support of the new regional air quality plan and notify the staff at the Capital Area Council of Governments (CAPCOG) of these measures no later than October 26, 2018, and to subsequently report on implementation of these measures annually to CAPCOG and this governing body.

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

**Section 4.** 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 this 25<sup>th</sup> day of September 2018.

**APPROVED:**

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Connie B. Schroeder, Mayor

**ATTEST:**

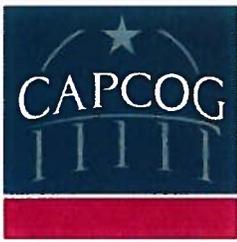
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Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney



## Central Texas Clean Air Coalition of CAPCOG

6800 Burleson Road, Building 310, Suite 165, Austin, Texas 78744

(p) 512-916-6000 (f) 512-916-6001

[www.capcog.org](http://www.capcog.org)

September 7, 2018

Mayor Connie Schroeder  
City of Bastrop  
P.O.Box 427  
Bastrop, TX. 78602

Dear Mayor Schroeder,

The Central Texas Clean Air Coalition (CAC) is requesting that City of Bastrop participate in a new regional 2019-2023 air quality plan for the five-County Austin-Round Rock Metropolitan Statistical Area (MSA) that consists of Bastrop, Caldwell, Hays, Travis, and Williamson Counties. The region's current air quality plan is set to expire at the end of 2018, and as a member of the CAC, your organization's continued participation in the region's efforts to maintain and improve air quality is important.

The region's prior air quality plans have been critical to the region's ability to narrowly avoid being designated a "nonattainment" area for federal ground-level ozone (O<sub>3</sub>) standards, but the Austin-Round Rock MSA's O<sub>3</sub> levels are still often high enough to cause health problems for significant portions of the population. Through the end of 2017, our region's O<sub>3</sub> levels were currently only 1% below the maximum allowable under federal standards, and our O<sub>3</sub> levels in 2017 and 2018 suggest that we still have a significant risk of violating federal standards if we do not remain vigilant. Apart from the health consequences of having air pollution levels above levels considered safe, violating federal air quality standards would put the region at risk of being designated "nonattainment," which has significant impacts on economic development and transportation planning. CAPCOG previously estimated that a nonattainment designation could cost the region as much as \$24 - \$42 billion in lost economic growth over the next three decades, and being designated nonattainment results in more than 20 years of regulatory consequences even if the region is able to come back into compliance the very next year.

The goals of the new regional air quality plan are to: 1) maximize the chances of compliance with federal air quality standards, and 2) otherwise minimize health and environmental impacts of regional air pollution. Your organization's participation in the new regional air quality plan will be important to achieving these goals. With this in mind, we are asking all existing CAC members including City of Bastrop to adopt a resolution or otherwise communicate to CAPCOG their intent to participate in the new air quality plan and identify what air quality measures City of Bastrop expects to implement in support of the plan by the end of September 2018. Enclosed are resources to help your organization as it considers its options, including a draft resolution, an emission reduction measure guide, and an explanation of expected reporting.

**Chair**

Judge Sarah Eckhardt  
Travis County

**Vice Chair**

Commissioner Ray Whisenant  
Hays County

Council Member Ann Kitchen  
City of Austin

Council Member Lyle Nelson  
City of Bastrop

Commissioner Mel Hamner  
Bastrop County

Mayor Monty Parker  
City of Bee Cave

Council Member Evan Ture  
City of Bee Cave

Commissioner Terry Wright  
Caldwell County

Council Member Heather Jefts  
City of Cedar Park

Mayor Pro Tem Jessica Bega  
City of Elgin

Council Member Anna Eby  
City of Georgetown

Mayor Doug Gaul  
City of Hutto

Mayor Pro Tem Ron Massa  
City of Lakeway

Council Member Andrea Navarrette  
City of Leander

Mayor Lew White  
City of Lockhart

Mayor Mike Hendricks  
City of Luling

Council Member Mike Heath  
City of Pflugerville

Council Member Tammy Young  
City of Round Rock

Council Member Jane Hughson  
City of San Marcos

Commissioner Terry Cook  
Williamson County

Please contact Andrew Hoekzema, CAPCOG Director of Regional Services at [ahoekzema@capcog.org](mailto:ahoekzema@capcog.org) or (512) 916-6043 for any questions or if you'd like a member of the CAPCOG staff to make a presentation to City Council on this topic. We also encourage you to discuss this request with your CAC Advisory Committee (CACAC) representative, Jerry Palady. Please notify Andrew Hoekzema by September 28 if the CAC should be able to count on City of Bastrop's participation in the new regional air quality plan. Please provide an approved copy of any resolution or a signed letter, including identification of any air quality measures that City of Bastrop intends to implement within the 2019-2023 period covered by the plan. If City of Bastrop is not able to complete this process by the end of September, please provide notification to Andrew Hoekzema of whether the organization intends to consider this request at a future board meeting and if so, what date the governing board would be expected to take action.

Sincerely,



Sarah Eckhardt  
Travis County Judge, CAC Chair



Ray Whisenant  
Hays County Commissioner, CAC Vice-Chair

CC: Mayor Pro Tem Lyle Nelson  
Council Member Bill Ennis  
Council Member Debra Jones  
Council Member Bill Peterson  
Council Member Drusilla Rogers  
City Manager Lynda Humble  
CACAC Representative Jerry Palady

Enclosures:

1. Emission Reduction Measure Guide
2. Explanation of Annual Air Quality Reporting
3. Sample Resolution
4. Sample Letter to CAPCOG

# Regional Air Pollution Measure Guide for the Austin-Round Rock MSA 2019-2023 Air Quality Plan

August 31, 2018

## 1 General Information on Regional Air Pollution Measures

### 1.1 Purpose of this Guide

This purpose of this guide is to provide members of the Central Texas Clean Air Coalition with guidance on the selection and implementation of air pollution measures in support of the Austin-Round Rock MSA's 2019-2023 Air Quality Plan, the goals of which are to: 1) maximize the probability of compliance with the National Ambient Air Quality Standards (NAAQS), and 2) to otherwise minimize the health and environmental impacts of regional air pollution.

### 1.2 Primary Focus on NO<sub>x</sub> Emissions

Since the air pollutant that the region is at most risk for violating a NAAQS is ground-level ozone (O<sub>3</sub>), and NO<sub>x</sub> emissions are by far the greatest contributor to ground-level O<sub>3</sub> levels in the region, this guide focuses primarily on measures to reduce NO<sub>x</sub> emissions. However, while the primary driver for reducing NO<sub>x</sub> emissions is the impact of NO<sub>x</sub> on O<sub>3</sub>, reducing NO<sub>x</sub> emissions also helps reduce ambient nitrogen dioxide (NO<sub>2</sub>) concentrations, fine particulate matter (PM<sub>2.5</sub>) concentrations, and regional haze conditions in national parks. Ground-level O<sub>3</sub> is also a greenhouse gas, so reductions in ground-level O<sub>3</sub> can also help reduce the impact of climate change. And measures taken to reduce NO<sub>x</sub> emissions often also reduce emissions of a host of other pollutants, including direct emissions of other criteria pollutants (PM<sub>2.5</sub>, carbon monoxide (CO), sulfur dioxide (SO<sub>2</sub>), and volatile organic compounds (VOC)) and greenhouse gases (carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), and various fluorinated gases). Implementing these measures can also have various other environmental, economic, and social benefits, such as reducing resource consumption and improving transportation outcomes. Where possible, in this guide, CAPCOG identifies relevant co-benefits associated with measures targeted at impacting NO<sub>x</sub> emissions. Measures designed to reduce air pollution from NO<sub>x</sub> emissions support both goals of the region's air quality program.

### 1.3 Secondary Focus on Public Awareness and Notification

Apart from the region's efforts to control and reduce air pollution, the region periodically experiences air pollution levels that are "moderate" or worse, based on EPA's Air Quality Index (AQI). When these conditions occur, there are public health benefits that can be achieved by ensuring that members of the public are aware of the conditions and take appropriate steps to limit exposure. While increases in awareness about air quality generally should lead members of the public to take additional action to reduce emissions, there is a public health benefit to public awareness and notification associated with exposure avoidance even if these measures don't lead to any additional emission reductions.

### 1.4 Categorization of Measures

For the 2019-2023 plan, there are four broad categories of measures:

1. Measures to reduce air pollution from the use of personal vehicles
2. Measures to reduce air pollution from the use of fleet/commercial vehicles and equipment

3. Measures to reduce air pollution from power plants and other stationary combustion sources
4. Measures to promote awareness of air quality and reduce the public’s exposure when air pollution levels are high

### **1.5 Estimated Sources of NO<sub>x</sub> Emissions within the Region**

The following table shows the estimated ozone-season day (OSD) NO<sub>x</sub> emissions for personal vehicles, fleet/commercial vehicles and equipment, and stationary sources for the region for 2017 - 2023.

*Table 1. Estimated Anthropogenic Ozone Season Day NO<sub>x</sub> Emissions, Austin-Round Rock MSA (tons per day)*

Source	2017	2018	2019	2020	2021	2022	2023
Personal Vehicles	15.0002	13.4057	12.0961	10.9761	10.0249	9.2971	8.6878
Commercial Vehicles and Non-Road Equipment	32.1516	29.2648	26.9243	25.0379	23.4698	22.1678	21.0651
Stationary Sources	28.3722	28.3722	28.3722	28.3722	26.2085	24.3948	24.3948
<b>TOTAL</b>	<b>75.5240</b>	<b>71.0427</b>	<b>67.3925</b>	<b>64.3861</b>	<b>59.7032</b>	<b>55.8597</b>	<b>54.1476</b>

There are also “biogenic” NO<sub>x</sub> emissions:

- 2011: 10.8475 tpd NO<sub>x</sub>
- 2014: 4.8991 tpd NO<sub>x</sub>

These emissions are from soils, and include emissions from nitrogen-enriched fertilizers. While biogenic NO<sub>x</sub> emissions are not usually targeted as part of regional air quality plans, the 2019-2023 air quality plan for the Austin-Round Rock MSA includes measures designed to control NO<sub>x</sub> emissions from the use of nitrogen-enriched fertilizers.

### **1.6 General Strategies for Reducing Ground-Level O<sub>3</sub> in the Region**

There are four general strategies that can be used to reduce or control ground-level O<sub>3</sub> formation within the region:

- Reduce the NO<sub>x</sub> rates for combustion equipment (i.e., lbs NO<sub>x</sub>/VMT, lbs NO<sub>x</sub>/kWh)
- Reduce the use of combustion equipment (i.e., reduce VMT, reduce electricity consumption)
- Modify the timing of NO<sub>x</sub> emissions (i.e., postpone errands until the afternoon)
- Modify the location of NO<sub>x</sub> emissions (i.e., encourage a new point source to locate downwind from the urban core rather than upwind from it)

### **1.7 Impact of Timing of NO<sub>x</sub> Emissions on O<sub>3</sub> Formation**

One important thing to understand is that, while reducing NO<sub>x</sub> emissions year-round will undoubtedly reduce O<sub>3</sub> formation, there are ways that organizations can target actions for just those months when O<sub>3</sub> levels are expected to be highest and for times of the day when NO<sub>x</sub> emissions contribute most to peak O<sub>3</sub> formation. By doing so, organizations can that can improve the effectiveness and cost-effectiveness of its air pollution reduction efforts. Sometimes, simply changing the time of day, day of week, or month when emissions occur can dramatically reduce the impact of those emissions.

The following summarizes the impact of timing of NO<sub>x</sub> emissions on O<sub>3</sub>:

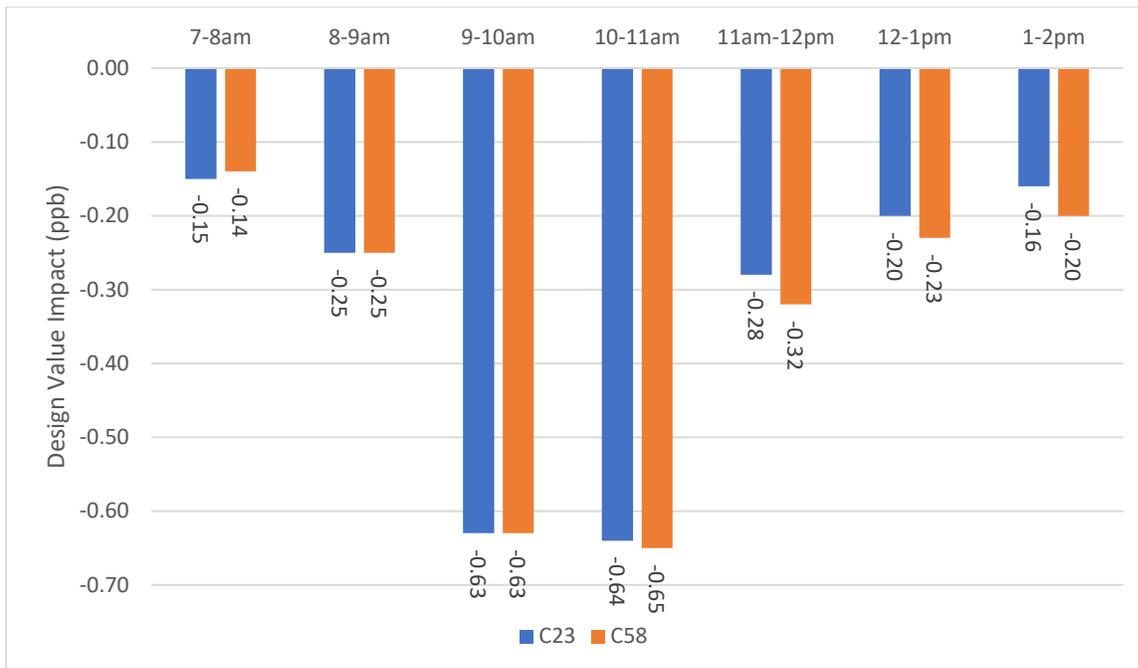
1. NO<sub>x</sub> emissions that occur between 9 am and 11 am will have a much higher impact on that day's peak 8-hour O<sub>3</sub> average than NO<sub>x</sub> emissions occurring in any other hour
2. NO<sub>x</sub> emissions that occur between 7 am and 8 am have less of an impact on peak O<sub>3</sub> than NO<sub>x</sub> emissions between 8 am and 9 am
3. For every hour after 10 am – 11 am, the impact of NO<sub>x</sub> emissions on peak O<sub>3</sub> diminishes

### 1.7.1 Impact of Time of Day

The impact that NO<sub>x</sub> emissions can have on peak 8-hour O<sub>3</sub> levels is heavily influenced by the time of day in which the emissions occur. Average 8-Hour O<sub>3</sub> concentrations exceeding 70 ppb have started as early as 9 am (through 5 pm) and as late as 1 pm (through 9 pm). Apart from whether a particular hour falls within an 8-hour O<sub>3</sub> concentration over 70 ppb, the impact of time of day can also be related to higher chemical reaction rates during certain hours of the day.

The following figure shows the impact of a 1 ton reduction in on-road NO<sub>x</sub> emissions on the design values at monitoring stations in the San Antonio area. The impact would be similar in the Austin area.

Figure 1. Impact of a 1 ton reduction in on-road NO<sub>x</sub> emissions on San Antonio O<sub>3</sub> design values

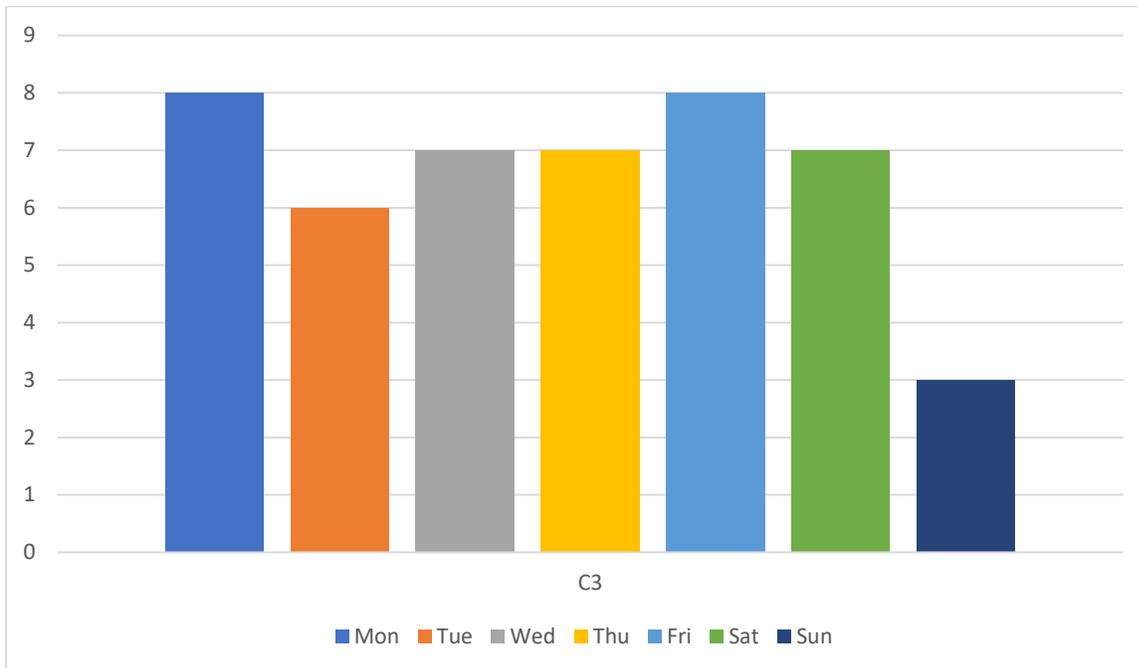


Based on this modeling, one ton of on-road NO<sub>x</sub> emissions that occur between 7 am and 8 am has 40-44% effect on a day's peak O<sub>3</sub> levels as the same ton of on-road NO<sub>x</sub> emissions if it occurred between 8 am and 9 am. Likewise, that same ton of NO<sub>x</sub> has only 22-24% of the impact on the day's peak O<sub>3</sub> levels as it would if it occurred between 9 am and 10 am. Similarly, the impact of NO<sub>x</sub> emissions from 11 am – 12 pm is much lower than the impact from 10 am – 11 am, and each hour thereafter has a smaller impact than the prior hour. The key take-away from this modeling is that avoiding or reducing NO<sub>x</sub> emissions between 9 am and 11 am will have a much more significant impact on the region's ability to comply with the O<sub>3</sub> NAAQS than reducing NO<sub>x</sub> emissions during any other hour of the day.

### 1.7.2 Impact of Day of Week

One of the other factors that can influence the impact of NO<sub>x</sub> emissions on the region's chances of complying with the O<sub>3</sub> NAAQS is the day of the week in which the emissions occur. In general, NO<sub>x</sub> emissions tend to be the highest on Friday, followed by Monday-Thursday, Saturday, and Sunday. Within the Austin-Round Rock MSA, data from January 2010-August 2018 clearly shows that the chances of O<sub>3</sub> levels exceeding 70 ppb are much lower on Sundays than any other day of the week at CAMS 3, the region's key regulatory O<sub>3</sub> monitor.

Figure 2. Number of Days with MDA8 O<sub>3</sub> >70 ppb at CAMS 3 and CAMS 38 by Day of Week, January 2010 - August 2018

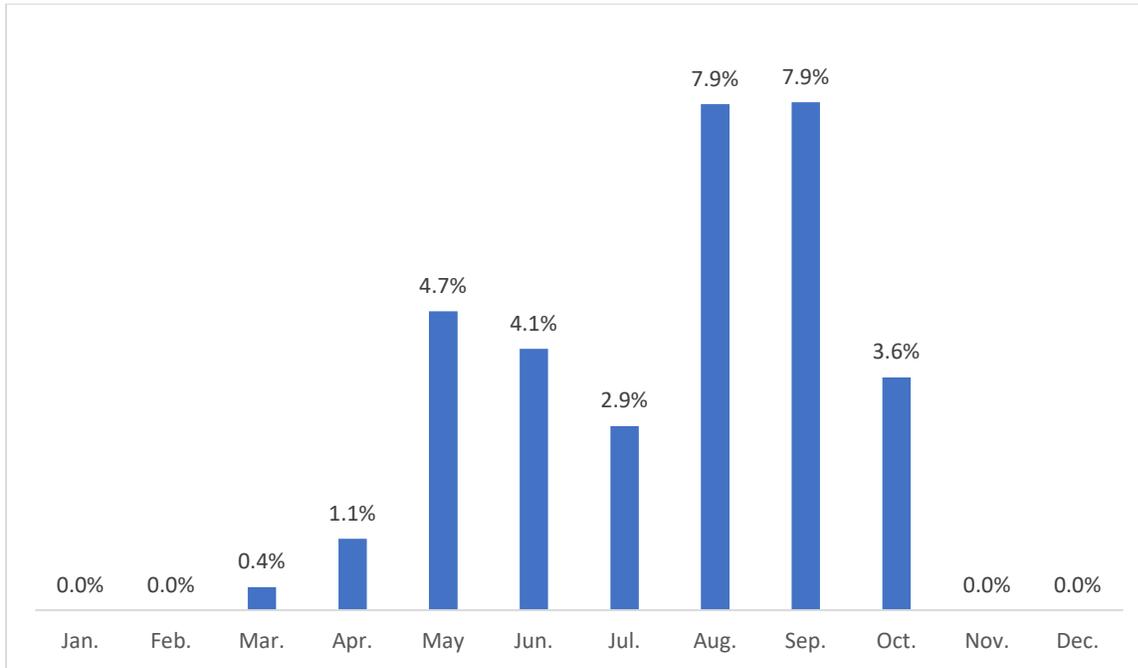


### 1.7.3 Impact of Month

The official "ozone season" for the Austin-Round Rock MSA is March 1 – November 30. This is the time frame in which EPA requires O<sub>3</sub> monitoring due to O<sub>3</sub> levels approaching 70 ppb as early as March and as late as November. As described in CAPCOG's 2010-2015 O<sub>3</sub> conceptual model and in subsequent analyses of O<sub>3</sub> data collected in 2016 and 2017, 8-hour O<sub>3</sub> levels over 70 ppb have been recorded within the region as early as March 25 and as late as October 17. For the Austin-Round Rock MSA's two regulatory O<sub>3</sub> monitors, dates with the four-highest maximum daily 8-hour O<sub>3</sub> averages (MDA8) have occurred as early as February 12 and as late as October 24. Based on these dates, reducing NO<sub>x</sub> emissions in November, December, and January would not be expected to have any impact on the region's ability to comply with the O<sub>3</sub> NAAQS.

Within these months, some months are much more likely to record high O<sub>3</sub> levels than others. Namely, O<sub>3</sub> levels over 70 ppb are much more likely to occur in August and September than in any other months. These two months have accounted for 48% of all instances in which 8-hour O<sub>3</sub> has exceeded 70 ppb within the region. The following chart shows the likelihood of O<sub>3</sub> exceeding 70 ppb somewhere in the region on any given day for each month from January 2010 -August 2018.

Figure 3. Likelihood of O<sub>3</sub> exceeding 70 ppb on any given day by month, January 2010-August 2018



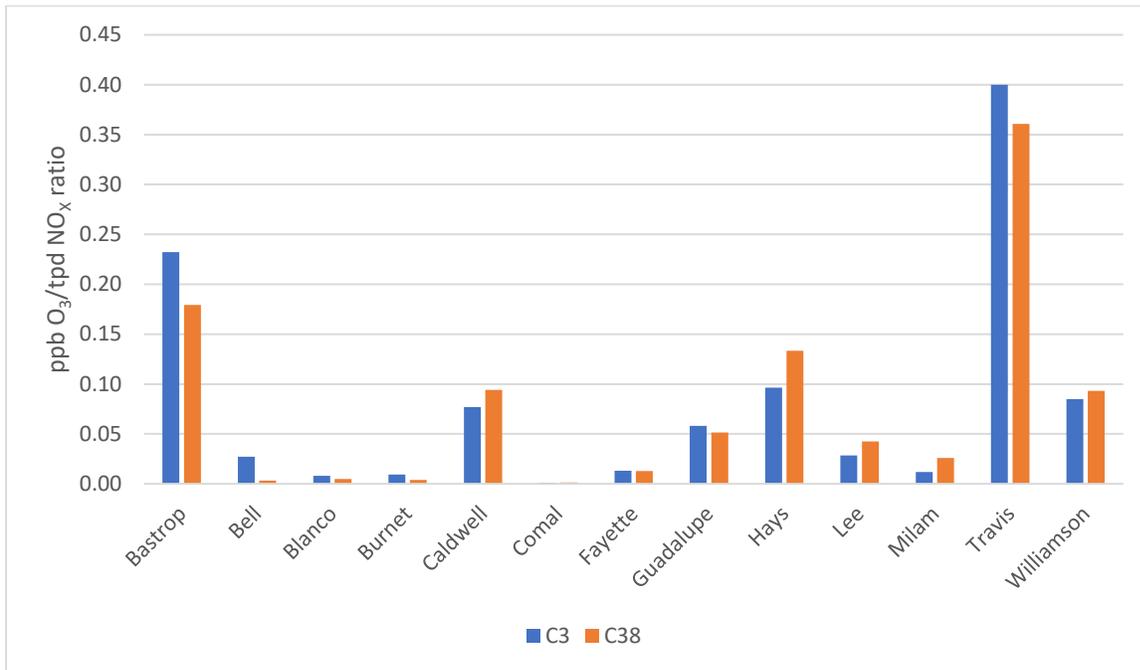
### **1.8 Impact of Location of NO<sub>x</sub> Emissions on O<sub>3</sub> Formation**

The geographic location of NO<sub>x</sub> emissions is one of the major factors that affects the impact on the region's peak O<sub>3</sub> levels. In general:

- The closer NO<sub>x</sub> emissions are to the Austin urbanized core, the higher of an impact they will have on the region's peak O<sub>3</sub> concentrations
- NO<sub>x</sub> emissions that occur in or upwind of the Austin urbanized core will have a higher impact on the region's peak O<sub>3</sub> concentrations than NO<sub>x</sub> emissions that occur elsewhere
- The more concentrated the geographic area over which NO<sub>x</sub> emissions occur, the higher the potential impact on peak O<sub>3</sub> concentrations

The following figure shows the average O<sub>3</sub> impact of OSD NO<sub>x</sub> emissions (ppb O<sub>3</sub>/tpd NO<sub>x</sub>) from each county in the MSA and each adjacent county on peak O<sub>3</sub> levels at CAMS 3 based on modeling conducted by CAPCOG and AACOG in 2017. This illustrates the extent to which the location of NO<sub>x</sub> emissions impacts its impact on the region's O<sub>3</sub> levels.

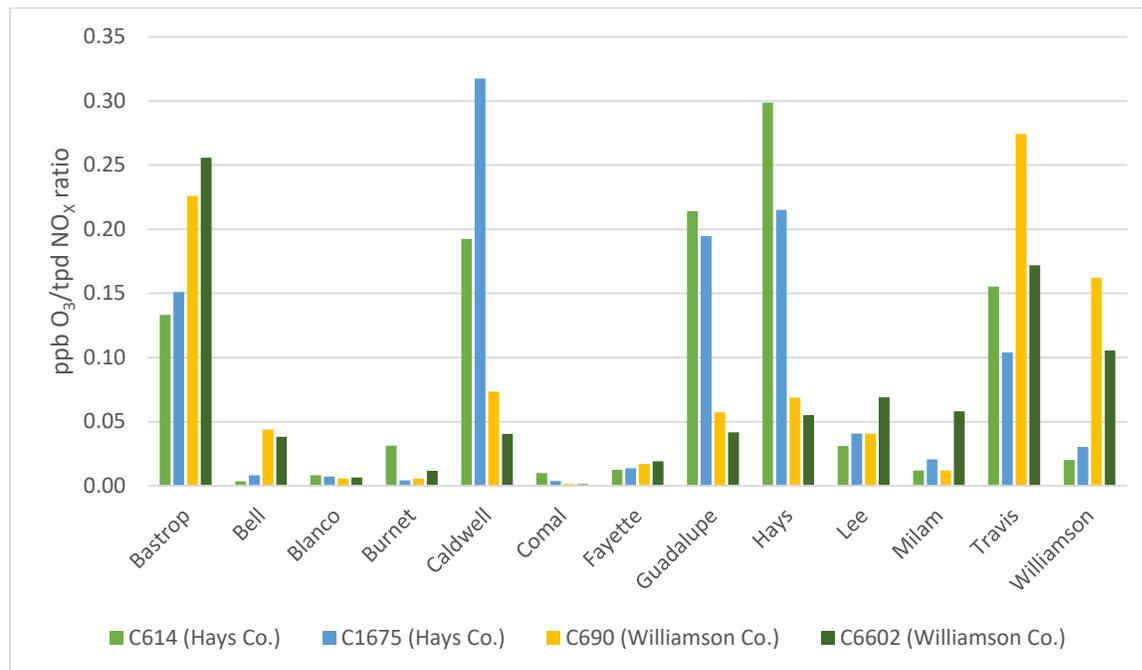
Figure 4. Average Peak 8-Hour O<sub>3</sub> Impact at C3 and 38 per TPD NO<sub>x</sub> Emissions from 2017 Air Quality Modeling by County (ppb O<sub>3</sub>/tpd NO<sub>x</sub>)



All else being equal, a ton per day of NO<sub>x</sub> emissions reductions that take place within Travis County would be expected to have 2-4 times the O<sub>3</sub> impact at CAMS 3 and 38 of NO<sub>x</sub> emission reductions that take place within Bastrop, Caldwell, Hays, and Williamson Counties.

Similarly, NO<sub>x</sub> reductions close to any of the non-regulatory monitors have a disproportionate impact on the O<sub>3</sub> levels at those monitoring stations. The following figure shows the results for non-regulatory stations in Hays and Williamson Counties.

Figure 5. Average Peak 8-Hour O<sub>3</sub> Impact at C614, 690, 1675, and 6602 per TPD NO<sub>x</sub> Emissions from 2017 Air Quality Modeling by County (ppb O<sub>3</sub>/tpd NO<sub>x</sub>)



### 1.9 Tier 1-Level Measures Recommended for all CAC Members

CAPCOG has identified a package of basic “Tier 1” measures that are recommended for all CAC members. These measures are low-threshold measures should not necessarily require the use of financial resources, but instead involve an organization focus on air pollution.

- Measures to reduce air pollution from the use of personal vehicles:
  - Where feasible, encourage employees to telecommute at least once a week and on all Ozone Action Days;
  - When employees are not telecommuting, encourage them to take low-emission modes of transportation, such as carpooling, vanpooling, transit, biking, and walking;
  - Where flexible schedules are allowed, encourage employees to consider work schedules with start times earlier than 8 am rather than later in the morning due to the higher impact of emissions on O<sub>3</sub> levels later in the morning;
- Measures to reduce air pollution from the use of fleet/commercial vehicles and equipment:
  - Establish and enforce idling restriction policies for use of the organization’s vehicles, equipment, and property;
  - Establish fleet management policies that prioritize the use of vehicles and equipment with low NO<sub>x</sub> rates;
  - Educate fleet users on driving and equipment operation practices that can reduce NO<sub>x</sub> emissions;
  - Seek funding to accelerate replacement of older, higher-emitting vehicles and equipment with newer, cleaner vehicles and equipment, such as Texas Emission Reduction Plan (TERP) grants;
- Measures to reduce air pollution from power plants and other stationary combustion sources:

- Conserve energy, particularly on Ozone Action Days;
- Schedule discretionary emission-generating activities such as engine testing to the afternoon, particularly on Ozone Action Days;
- Measures to promote awareness of air quality and reduce residents' exposure when air pollution levels are high
  - Educating employees about regional air quality and encouraging them to sign up for daily air quality forecasts and Ozone Action Day alerts

Organizations that commit to implement all of these measures will be identified in the plan will be identified as “Tier 1” participants in the plan. Subsequently, organizations that in fact implemented all of these measures in the prior year will be identified as a “Tier 1” participant in that year’s air quality report. Organizations committing to implement or implementing some but not all of these measures will be listed as “supporting” participants, but not as “Tier 1” participants.

### ***1.10 Tier 2-Level Measures***

There are also a number of Tier 2-level measures that CAPCOG has identified would go beyond the Tier 1 measures identified above, but would require some outlay of resources.

- Measures to reduce air pollution from the use of personal vehicles:
  - Provide incentives to employees to avoid single-occupancy vehicle commuting, particularly on Ozone Action Days
- Measures to reduce air pollution from the use of fleet/commercial vehicles and equipment:
  - Establish low-NO<sub>x</sub> purchasing policies for new on-road vehicles, non-road equipment, and stationary equipment
  - Establish “green” contracting policies to encourage the use of low-NO<sub>x</sub> vehicles and equipment and avoid the use of engines during the morning on Ozone Action Days
  - Purchase higher-grade gasoline with lower sulfur content in August and September
  - Enforce vehicle idling restrictions within the community [either through an ordinance if a city or a memorandum of agreement with TCEQ if a county]
- Measures to reduce air pollution from power plants and other stationary combustion sources:
  - Optimize combustion and pollution controls for NO<sub>x</sub> reductions, particularly on Ozone Action Days and between 9 am and 3 pm
- Measures to promote awareness of air quality and reduce residents' exposure when air pollution levels are high
  - Educating the public about regional air quality and encouraging them to sign up for daily air quality forecasts and Ozone Action Day alerts

If an organization commits to implement all Tier 1 measures and at least one Tier 2 measure identified above, the organization will be identified as a Tier 2-Level participant in the plan. Similarly, if an organization in fact implements and reports on all Tier 1 measures and at least one Tier 2 measure in a particular calendar year, CAPCOG will identify the organization as a Tier 2-level participant in the plan in that year’s air quality report.

### ***1.11 Other Measures***

The list above is not exhaustive of measures that CAC members can take in support of the region’s air quality goals. To the extent that a jurisdiction wishes to identify a measure it is committing to implement or has implemented in support of these goals, CAPCOG encourages the CAC member to submit information on these measures to CAPCOG.

## 2 Details on Tier 1 and Tier 2 Air Pollution Measures

This section of the guide provides additional explanation and details on the Tier 1 and Tier 2 air pollution measures identified by CAPCOG.

### 2.1 Measures to reduce air pollution from the use of personal vehicles

Every organization has employees and can have an influence on their employees' commuting. Actions taken to reduce air pollution from the use of personal vehicles can have a disproportionate impact on O<sub>3</sub> formation due to the high concentration of personal vehicle use in the urban core during the morning hours when NO<sub>x</sub> emissions have the highest impact. Personal vehicles remain the largest single source of NO<sub>x</sub> emissions within the MSA.

#### 2.1.1 Where feasible, encourage employees to telecommute at least once a week and on all Ozone Action Days

While there is an increasing number of people who primarily work from home, it is possible to achieve significant reductions in commuting-related emissions by encouraging employees who commute using a Single Occupancy Vehicle (SOV) to telecommute once or twice a week. Telecommuting has the benefit of entirely avoiding both the "start" emissions associated with trips of any length and the "running" emissions associated with traveling over a distance. By removing a vehicle from the road, telecommuting also has the added benefit of reducing congestion on the transportation system, which can reduce the percentage of time vehicles spend operating at the high NO<sub>x</sub> rates associated with low vehicle speeds (i.e., below 20 mph).

#### 2.1.2 When employees are not telecommuting, encourage them to take low-emission modes of transportation, such as carpooling, vanpooling, transit, biking, and walking

To the extent that employees need to be physically present at their work site, encouraging them to use modes other than a SOV helps reduce the impact of their commuting. Encouraging employees to commute by carpool, vanpool, transit, biking, and walking rather than SOV commuting, regularly or periodically, can significantly reduce the impact of their commuting on regional air pollution. These measures both reduce the emissions from the SOV itself, but also reduce emissions from other vehicles on the transportation system by reducing congestion and the percentage of time vehicles spend operating at the high NO<sub>x</sub> rates associated with low vehicle speeds (i.e., below 20 mph).

#### 2.1.3 Where flexible schedules are allowed, encourage employees to consider work schedules with start times earlier than 8 am rather than later in the morning due to the higher impact of emissions on O<sub>3</sub> levels later in the morning

Therefore, to the extent that employees are allowed to use flexible schedules, flexible schedules that involve an earlier start time are preferable to ones that have a later start time. Figure 1 above shows the impact of a 1 ton reduction in on-road NO<sub>x</sub> emissions on monitoring stations in the San Antonio area – we would expect to see similar impacts in the Austin area.

#### 2.1.4 Provide incentives to employees to avoid single-occupancy vehicle commuting, particularly on Ozone Action Days

Beyond simply encouraging employees to avoid single-occupancy vehicle commuting, organizations can take more tangible action to incentivize employees to reduce SOV commuting, particularly on ozone action days. Examples of such incentives include:

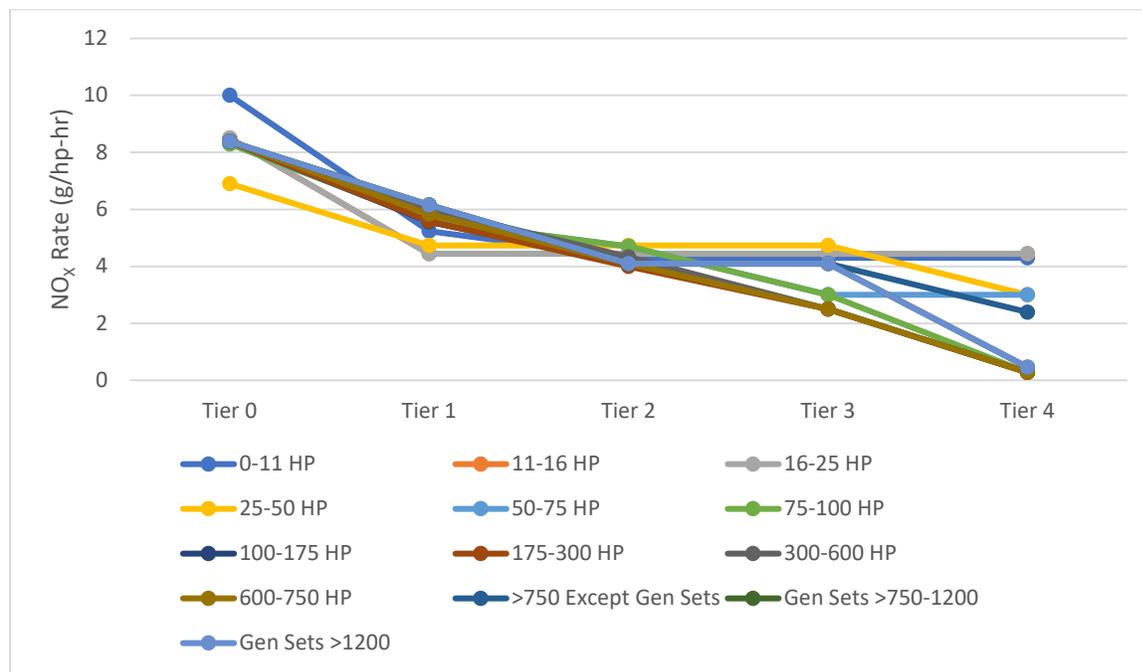
- The City of Austin's Smart Commute Rewards program, which involves awarding administrative leave to employees who regularly use a sustainable mode of commuting
- Travis County's subsidized bus pass program

- Travis County’s policy allowing certain employees to start their work day when they log onto their computer on a CapMetro commuter bus or train
- An organization providing an additional subsidy for the unsubsidized portion of the costs for participation in CapMetro’s MetroRideshare vanpool program
- A parking cash-out program that pays employees to forgo a parking pass
- Charging for parking if parking is currently free

## 2.2 Measures to reduce air pollution from the use of fleet/commercial vehicles and equipment

Reducing emissions from commercial equipment – either an organization’s own fleet of vehicles and equipment or the vehicles and equipment used by contractors – is one of the most direct ways that an organization can reduce its impact on air pollution. A large share of commercial vehicles and equipment are older and do not meet new, stringent NO<sub>x</sub> standards, making strategies targeted at these vehicles one of the easiest ways to achieve large amounts of NO<sub>x</sub> reductions. For example, the following figure shows the NO<sub>x</sub> emissions rates (pounds of NO<sub>x</sub> emitted per vehicle-mile traveled) for diesel-powered non-road equipment based on their emissions certification level.

Figure 6. Tier 0-4 Diesel Non-Road Equipment NO<sub>x</sub> Standards (g/hp-hr)<sup>1</sup>



### 2.2.1 Establish and enforce idling restriction policies for use of an organization’s own vehicles, equipment, and property

One way that organizations can have an immediate impact on air pollution is to establish and enforce restrictions on idling of vehicles or equipment owned by the organization or on the organization’s property. Posting signs in vehicles and around the property (similar to no-smoking signs) can be effective at ensuring that people are aware of these restrictions. For local governments that have idling

<sup>1</sup> <https://nepis.epa.gov/Exe/ZyPDF.cgi?Dockkey=P10081UI.pdf>

restrictions for the community at large in place, ensuring that their own fleet operators and any contractors are not idling can also be important to ensuring that the community adheres to any anti-idling ordinances as well.

### *2.2.2 Establish fleet management policies that prioritize the use of vehicles and equipment with low NO<sub>x</sub> rates*

Without needing to invest in any new equipment, organizations can reduce air pollution from their own operations by simply prioritizing the use of vehicles and equipment with low NO<sub>x</sub> rates. In general, the following types of vehicles and equipment will have the lowest NO<sub>x</sub> rates available:

- Light-duty vehicles and trucks: Tier 3 (model year 2017 and newer)
- Heavy-duty vehicles: Model Year 2010 and newer
- Diesel-powered non-road equipment: Tier 4 (model years 2014 and newer)
- Large gasoline, LPG, or CNG-powered non-road equipment: Phase 2 (model years 2007 and newer)
- Small hand-held gasoline, LPG, or CNG-powered non-road equipment: Phase 3 (model years 2012 and newer)

### *2.2.3 Educate fleet users on driving and equipment operation practices that can reduce NO<sub>x</sub> emissions*

Educating fleet users on driving and equipment operators on practices that can reduce NO<sub>x</sub> emissions can be helpful in reducing NO<sub>x</sub> emissions. Often, the same types of practices that reduce wear and tear on a vehicle – such as heavy acceleration and deceleration – also increase a vehicle’s NO<sub>x</sub> emissions rate. Providing training or other types of education for fleet users to help them operate vehicles and equipment in ways that minimize NO<sub>x</sub> emissions is a small but meaningful step that organizations can take to reduce air pollution.

### *2.2.4 Seek funding to accelerate replacement of older, higher-emitting vehicles and equipment with newer, cleaner vehicles and equipment, such as Texas Emission Reduction Plan (TERP) grants*

One of the best ways that organizations can reduce NO<sub>x</sub> emissions is by accelerating the replacement of older, higher-emitting vehicles and equipment with newer vehicles and equipment that meet much stricter emissions standards. The Texas Commission on Environmental Quality (TCEQ) and the U.S. Environmental Protection Agency (EPA) both have programs designed to incentivize this type of early retirement of older diesel-powered vehicles: the TCEQ’s Texas Emission Reduction Plan (TERP) grant program and the EPA’s Diesel Emission Reduction Act (DERA) grants. These grants can cover the incremental costs of moving up the retirement date of older equipment that would otherwise continue to be used. CAPCOG can assist CAC members in applying for these grants.

### *2.2.5 Establish low-NO<sub>x</sub> purchasing policies for new on-road vehicles, non-road equipment, and stationary equipment*

Organizations can also help reduce NO<sub>x</sub> emissions from their operations by establishment procurement policies targeted at minimizing NO<sub>x</sub> emissions from any new equipment acquired by the organization. EPA’s national emissions standards apply to vehicle and equipment manufacturers and require that they achieve average emissions rates across all of the vehicles or equipment that they sell, but they are allowed to sell some vehicles or equipment that have NO<sub>x</sub> emissions rates above the fleetwide standards as long as they also sell an equivalent amount of vehicles or equipment that have NO<sub>x</sub> emissions rates below the standards. The following table illustrates the differences between the

fleetwide average emissions standards and the emission limits for individual vehicles that are permitted under current standards.

Figure 7. Examples of Mobile Source Fleetwide Emission Standards and Not-to-Exceed Limits

Vehicle/Equipment Type	Fleetwide Average Standard	Not-to-Exceed Limits
<b>Tier 4 Diesel Non-Road Equipment &lt; 19 kW Except Gen. Sets<sup>2</sup></b>	7.5 g NO <sub>x</sub> + HC/kW-hr	9.5 g NO <sub>x</sub> + HC/hp-hr
<b>Tier 4 Diesel Non-Road Equipment 19-56kW Except Gen Sets<sup>3</sup></b>	4.7 g NO <sub>x</sub> + HC/kW-hr	7.5 g NO <sub>x</sub> + HC/hp-hr
<b>Tier 4 Diesel Non-Road Equipment 56-560 kW Except Gen. Sets<sup>4</sup></b>	0.40 g NO <sub>x</sub> /kW-hr	3.8 g NO <sub>x</sub> /hp-hr
<b>Tier 4 Diesel Non-Road Generator Sets<sup>5</sup></b>	0.67 g NO <sub>x</sub> /kW-hr	3.8 g NO <sub>x</sub> /hp-hr
<b>Model Year 2010 and Later Diesel Heavy-Duty Vehicles<sup>6</sup></b>	0.20 g NO <sub>x</sub> /hp-hr	0.50 g NO <sub>x</sub> /hp-hr
<b>Model Year 2008 and Later Gasoline, LPG, or CNG Vehicles, GVWR 8,500 – 10,000</b>	0.2 g NO <sub>x</sub> /mile	0.9 g NO <sub>x</sub> /mile
<b>Model Year 2008 and Later Gasoline, LPG, or CNG Vehicles, GVWR 8,500 – 10,000</b>	0.4 g NO <sub>x</sub> /mile	1.0 g NO <sub>x</sub> /mile
<b>Full Phase-In of Tier 3 Light-Duty Vehicle Exhaust Standards<sup>7</sup></b>	0.030 g NMOG + NO <sub>x</sub> /mile	0.160 g NMOG + NO <sub>x</sub> /mile

As the table above shows, purchasing a new piece of non-road equipment does not guarantee that the NO<sub>x</sub> emissions rate is going to be in line with the fleet-wide average. By establishing emissions specifications in a procurement, an organization can help avoid purchasing vehicles or equipment that have high NO<sub>x</sub> rates despite being new. Examples of such specifications include:

- Requiring that the engine has a lower NO<sub>x</sub> rate than the “not-to-exceed” limits;
- Requiring that the engine has a NO<sub>x</sub> emissions rate that is at least as stringent as the fleetwide average standard; or

<sup>2</sup> 40 CFR 1039.101

<sup>3</sup> Ibid

<sup>4</sup> Ibid

<sup>5</sup> Ibid

<sup>6</sup> 40 CFR 86.007-11

<sup>7</sup> 40 CFR 86.1811-17

- Requiring that the engine has a NO<sub>x</sub> emissions rate that is more stringent than the fleetwide average standard.

When considering whether to purchase a new or used vehicle or piece of equipment, purchasing policies can also take account of the differences in emissions rates for newer and older engines. CAPCOG can assist any organization interested in establishing such policies.

### *2.2.6 Establish “green” contracting policies to encourage the use of low-NO<sub>x</sub> vehicles and equipment and avoid the use of engines during the morning on Ozone Action Days*

There are a number of ways that an organization can reduce its air pollution impact through contracting policies. Two key ways that this can be achieved are by specifying or incentivizing the use of low-NO<sub>x</sub> vehicles and equipment and avoiding the use of engines during the morning on Ozone Action Days.

EPA’s Tier 4 NO<sub>x</sub> emission standards for non-road diesel engines reduce NO<sub>x</sub> emissions rates substantially below uncontrolled rates and even below rates for EPA’s Tier 1 – 3 standards. Tier 4 equipment rated at 75 – 750 HP have NO<sub>x</sub> emissions rates 97% below uncontrolled rates, 95% below Tier 1 rates, 93% below Tier 2 rates, and 89-91% below Tier 3 rates.

When contracting for services that will require the use of non-road equipment, specifying or incentivizing the use of equipment that meets tier 4 standards if diesel or phase II standards if gasoline, LPG, or CNG, can achieve substantial reduction in NO<sub>x</sub> emissions, as well as reductions in CO, PM<sub>2.5</sub>, PM<sub>10</sub>, VOC, and CH<sub>4</sub> emissions.

Another way that organizations can reduce the O<sub>3</sub> impact of these types of activities is to include provisions that avoid using this equipment between 9 am and 11 am in particular so as to avoid the impact of the emissions on peak 8-hour ozone averages. Contracts can also treat OADs as “bad weather days” similar to what happens if it rains.

### *2.2.7 Purchase higher-grade gasoline with lower sulfur content in August and September*

CAC members can achieve NO<sub>x</sub> reductions from on-road vehicles by purchasing higher-grade gasoline due to lower sulfur content in the gasoline. Sulfur interferes with the efficiency of a vehicle’s pollution control system and limits the amount of NO<sub>x</sub> reductions that can be achieved from the use of newer, cleaner vehicles. The effects of sulfur contamination of pollution control systems can also persist over time.

The Austin area consistently had the highest gasoline sulfur levels in the state: TCEQ’s fuel sampling studies in 2011<sup>8</sup>, 2014<sup>9</sup>, and 2017<sup>10</sup> all showed the Austin region having the state’s highest levels. The 2017 average fuel sulfur levels were substantially higher (30 ppm) than what TCEQ and EPA had previously modeled (10 ppm) for nation-wide gasoline fuel sulfur levels after new gasoline regulations took effect in January 2017. The following table shows the gasoline sulfur levels sampled at Austin-area gas stations in 2017.

<sup>8</sup> [https://www.tceq.texas.gov/assets/public/implementation/air/am/contracts/reports/mob/5821199776FY1103-20110831-ergi-summer\\_2011\\_fuels.pdf](https://www.tceq.texas.gov/assets/public/implementation/air/am/contracts/reports/mob/5821199776FY1103-20110831-ergi-summer_2011_fuels.pdf)

<sup>9</sup> [https://www.tceq.texas.gov/assets/public/implementation/air/am/contracts/reports/mob/5821199776FY1420-20140815-ergi-summer\\_2014\\_fuels.pdf](https://www.tceq.texas.gov/assets/public/implementation/air/am/contracts/reports/mob/5821199776FY1420-20140815-ergi-summer_2014_fuels.pdf)

<sup>10</sup> <https://www.tceq.texas.gov/assets/public/implementation/air/am/contracts/reports/ei/582177149010-20170831-ergi-2017SummerFuelFieldStudy.pdf>

Table 2. Gasoline Fuel Sulfur Content from TCEQ 2017 Fuel Sampling Study (ppm)

Station	Regular	Medium	Premium
<b>7-Eleven Store 36600, 1625 E. Parmer Ln., Austin, TX 78753</b>	36	26	17
<b>Discover Food Mart 1, 7200 N. IH 35, Austin, TX 78752</b>	35	29	19
<b>M &amp; S Food Mart, 5511 Cameron Rd., Austin, TX 78723</b>	35	26	20
<b>Average</b>	<b>35.3</b>	<b>27.0</b>	<b>18.7</b>

An analysis conducted by the Mid-Atlantic Regional Air Management Association (MARAMA) indicated that NO<sub>x</sub> emissions from gasoline-powered vehicles are 35% lower when gasoline has 10 ppm sulfur content compared to 30 ppm sulfur content.<sup>11</sup> Based on these figures and the Austin-area data, the use of medium-grade gasoline in the region would be expected to reduce NO<sub>x</sub> emissions by approximately 13% compared to regular grade, and the use of premium-grade gasoline reduces NO<sub>x</sub> emissions by approximately 27% compared to regular-grade. The average prices for regular-grade, medium-grade, and regular-grade gasoline for March – July 2018 are shown below<sup>12</sup>:

- Regular: \$2.557 per gallon
- Medium: \$2.850 per gallon (\$0.293 more than regular)
- Premium: \$3.101 per gallon (\$0.544 more than regular)

Purchasing higher-grade gasoline is one way that CAC members can reduce their NO<sub>x</sub> emissions, particularly during the key months of August and September.

### ***2.3 Enforce vehicle idling restrictions within the community [either through an ordinance if a city or a memorandum of agreement with TCEQ if a county]***

Cities and Counties can enforce idling restrictions within their jurisdiction and several jurisdictions within the Austin-Round Rock MSA currently have idling restrictions in place. Counties are able to enforce idling restrictions on heavy-duty vehicles by entering into a Memorandum of Agreement (MOA) with the Texas Commission on Environmental Quality (TCEQ). In the Austin-Round Rock MSA, Bastrop and Travis County have MOAs in place, but these agreements are set to expire at the end of 2018. For Bastrop and Travis County to be able to continue enforcing these rules, they will need to enter into new MOAs with TCEQ before the end of 2018. For more information on the TCEQ MOAs, visit TCEQ’s website at: <https://www.tceq.texas.gov/airquality/mobilesource/vehicleidling.html>

City governments may also enforce heavy-duty idling restrictions through an MOA with TCEQ, but they are also able to enact idling restrictions through municipal ordinances without an MOA with TCEQ. Municipal idling ordinances can be more stringent than the restrictions that local governments can enforce through an MOA with TCEQ. The following cities within the Austin-Round Rock MSA currently have municipal ordinances restricting idling:

- [City of Austin](#) (also has an MOA with TCEQ)
- [City of Bastrop](#)
- [City of Elgin](#)
- [City of Georgetown](#) (also has an MOA with TCEQ)
- [City of Hutto](#)

<sup>11</sup> <https://www.epa.gov/sites/production/files/2017-10/documents/mcdill.pdf>

<sup>12</sup> EIA. Weekly Retail Gasoline and Diesel Prices. Texas – Monthly. [https://www.eia.gov/dnav/pet/pet\\_pri\\_gnd\\_dcus\\_stx\\_m.htm](https://www.eia.gov/dnav/pet/pet_pri_gnd_dcus_stx_m.htm)

- [City of Lockhart](#)
- [City of Round Rock](#)
- [City of San Marcos](#)

Jurisdictions that adopt idling restrictions should also develop standard operating procedures and protocols for implementing these idling restrictions and keep track of warnings and citations issued for idling in order to ensure that these restrictions are actually achieving emission reductions.

## ***2.4 Measures to reduce air pollution from power plants and other stationary combustion sources***

CAC members can reduce NO<sub>x</sub> emissions from stationary combustion sources, both directly by controlling emissions from their own stationary combustion equipment, or indirectly by conserving electricity and thereby reducing NO<sub>x</sub> emissions from fossil-fueled power plants.

### ***2.4.1 Conserve energy, particularly on Ozone Action Days***

There are many ways that organizations can conserve energy, including:

- Reducing the temperature of hot-water heaters (whether heated by natural gas or electricity)
- Reducing demand for electricity by increasing thermostats
- Using energy-efficient appliances and equipment
- Generating electricity from zero-emissions sources locally (such as rooftop solar)
- Purchasing electricity from zero-emissions sources from the grid

While 100% of the NO<sub>x</sub> emission reductions associated with an organization's efforts to conserve energy from its own fuel combustion will occur within the Austin-Round Rock MSA, the NO<sub>x</sub> reduction benefit from conserving electricity is spread out across the entire ERCOT grid due to the distributed nature of electricity generation. For example, approximately 89% of the ozone season NO<sub>x</sub> emissions associated with the City of Cedar Park's 2017 electricity consumption occurred outside of the Austin-Round Rock MSA based on modeling conducted using EPA's "AVERT" tool for estimating air quality benefits from energy efficiency/renewable energy (EE/RE) measures. While this percentage will fluctuate day to day and hour to hour, these efforts may be the only way to reduce NO<sub>x</sub> emissions from local peaker plants in the short term. However, organizations should be aware that most of the NO<sub>x</sub> reductions associated with electricity conservation measures will be occurring outside of the MSA.

### ***2.4.2 Schedule discretionary emission-generating activities such as engine testing to the afternoon or night, particularly on Ozone Action Days***

One of the simplest ways that organizations can reduce their air pollution impact is to reschedule discretionary use of combustion equipment from the morning to the afternoon, and particularly avoid the high-impact 9 am – 11 am period when NO<sub>x</sub> emissions can have a disproportionate impact on high 8-hour O<sub>3</sub> averages. For example:

- Many organizations conduct weekly testing of backup generators in the morning on a set day of the week – these tests could instead be conducted in the late afternoon when they would have a much smaller impact on peak 8-hour O<sub>3</sub>
- Scheduling landscaping activities for the afternoon rather than the morning can dramatically reduce the impact of those activities on peak 8-hour O<sub>3</sub>
- Scheduling roadway construction activities during the evening and night entirely avoids the impact of these emissions on peak 8-hour O<sub>3</sub>

### *2.4.3 Optimize combustion and pollution controls for NO<sub>x</sub> reductions, particularly on Ozone Action Days and between 9 am and 3 pm*

One way to reduce NO<sub>x</sub> emissions is to optimize combustion and pollution controls for NO<sub>x</sub> reductions. For example:

- Combustion sources tend to have lower NO<sub>x</sub> emissions rates when operated at a steady load than when they are ramped up and down
- By shifting the timing for the demand for electricity, district cooling using chilled water can enable power plants to operate at a more stable load than if the cooling was powered directly by electricity during peak demand periods
- Reducing peak combustion temperature can reduce NO<sub>x</sub> emissions for external combustion sources like heaters and boilers. This involves a slight reduction in combustion efficiency but a significant reduction in NO<sub>x</sub> emissions. For example, an EPA guidance document suggests that a 1% reduction in combustion from efficiency can reduce NO<sub>x</sub> emissions rates by over 35%<sup>13</sup>
- Point sources equipped with selective non-catalytic reduction (SNCR) can maximize NO<sub>x</sub> reduction efficiency during periods that would have a significant impact on peak 8-hour O<sub>3</sub>. For example, Texas Lehigh Cement Company maximizes NO<sub>x</sub> reductions from 9 am to 3 pm on predicted high O<sub>3</sub> days.

This measure does not necessarily involve installation of any new equipment, but rather, operating the equipment in a way that minimizes NO<sub>x</sub> emissions. Any measure that meets this description would be useful to be included in the region's air quality plan.

## ***2.5 Measures to promote awareness of air quality and reduce public exposure when air pollution levels are high***

Apart from reducing the region's air pollution levels, organizations can also help reduce public exposure to air pollution when it does reach high levels.

### *2.5.1 Educating employees about regional air quality and encouraging them to sign up for daily air quality forecasts and Ozone Action Day alerts*

Organizations can educate employees about regional air quality and encourage them to sign up for daily air quality forecasts and ozone action day alerts from TCEQ's website and EPA's "AirNow" website.

- TCEQ: [https://www.tceq.texas.gov/airquality/monops/ozone\\_email.html](https://www.tceq.texas.gov/airquality/monops/ozone_email.html)
- EPA: <https://www.airnow.gov/>

### *2.5.2 Educating others about regional air quality and encouraging them to sign up for daily air quality forecasts and Ozone Action Day alerts*

Beyond their own employees, organizations can take additional actions to promote air quality awareness within the community through advertising and other activities.

## **3 Updates to this Document**

CAPCOG will periodically update this document in order to reflect measures that organizations have implemented and new information. For questions about this guidebook, contact CAPCOG at

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<sup>13</sup> <https://www3.epa.gov/ttnca1/dir1/fnoxdoc.pdf>

# Reporting for Austin-Round Rock MSA 2019-2023 Air Quality Plan

August 31, 2018

## Why Reporting is Valuable

There are several reasons why annual reporting is an important part of the regional air quality plan:

1. It documents the “level of control of emissions within a region” which is one of the factors the EPA considers when deciding whether to designate an area as “nonattainment” and the extent of any “nonattainment” area
2. It enables assessment of the effectiveness of the plan, the extent to which the region is achieving the plan’s goals, and whether any adjustments to the plan or the measures being implemented are necessary or appropriate
3. It provides a means of accountability for the CAC to review whether organizations have implemented the measures they committed to in the plan
4. It provides a means of identifying any measures that have been implemented or are being implemented that were not specifically committed to in the plan

## Types of Information Requested

A CAC member’s annual reporting involves two types of information:

1. Qualitative information about the implementation of measures that support the goals of the regional air quality plan
2. Quantitative information that can be used to estimate the scale of organization’s impacts on regional air pollution and the measures it is taking in support of the region’s air quality plan

## Questions for Annual Reporting

Each CAC member will be asked to respond to the following questions:

1. What measures did your organization implement to reduce air pollution from the use of personal vehicles?
  - a. Did your organization encourage eligible employees to telecommute at least once a week and on all Ozone Action Days when feasible?
  - b. When employees are not telecommuting, did your organization encourage them to take low-emission modes of transportation, such as carpooling, vanpooling, transit, biking, and walking?
  - c. If flexible schedules are allowed, did your organization encourage employees to consider work schedules with start times earlier than 8 am rather than later in the morning due to the higher impact of emissions on O<sub>3</sub> levels later in the morning?
  - d. Did your organization provide incentives to employees to avoid single-occupancy vehicle commuting, particularly on Ozone Action Days?
  - e. What other measures did your organization take to reduce air pollution from the use of personal vehicles – either within the organization or within the community at large?

2. What measures did your organization implement to reduce air pollution from the use of fleet/commercial vehicles and equipment?
  - a. Did your organization enforce idling restriction policies for use of your organization's vehicles, equipment, and property?
  - b. Did your organization prioritize the use of vehicles and equipment with low NO<sub>x</sub> rates? (i.e. using Tier 4-certified non-road equipment rather than Tier 3-certified non-road equipment when possible or selecting to use the right size vehicle/equipment to complete a job rather than selecting a vehicle/equipment that is larger than the job.)
  - c. Did your organization educate fleet users on driving and equipment operation practices that can reduce NO<sub>x</sub> emissions?
  - d. Did your organization seek funding to accelerate replacement of older, higher-emitting vehicles and equipment with newer, cleaner vehicles and equipment, such as Texas Emission Reduction Plan (TERP) grants?
  - e. Did your organization receive funding to accelerate replacement of older, higher-emitting vehicles and equipment with newer, cleaner vehicles and equipment, such as Texas Emission Reduction Plan (TERP) grants?
  - f. Did your organization use purchasing policies to prioritize or require low-NO<sub>x</sub> emissions rates for new on-road vehicles and non-road equipment?
  - g. Did your organization use "green" contracting policies to encourage the use of low-NO<sub>x</sub> vehicles and equipment or avoid the use of engines during the morning on Ozone Action Days as part of landscaping and construction contracts?
  - h. Did your organization purchase higher-grade gasoline with lower sulfur content?
  - i. Enforce vehicle idling restrictions within the community [either through an ordinance if a city or a memorandum of agreement with TCEQ if a county]?
  - j. What other measures did your organization take to reduce air pollution from the use of fleet/commercial vehicles and equipment – either within the organization or within the community at large?
3. What measures did your organization implement to reduce air pollution from power plants and other stationary combustion sources?
  - a. Did your organization take steps to conserve energy, particularly on Ozone Action Days?
  - b. Did your organization reschedule discretionary emission-generating activities such as engine testing and refueling to late afternoon rather than the morning, particularly on Ozone Action Days?
  - c. Did your organization use purchasing policies to prioritize or require low-NO<sub>x</sub> emissions rates for new on-road vehicles and non-road equipment?
  - d. Did your organization optimize combustion and pollution controls for NO<sub>x</sub> reductions, particularly on Ozone Action Days?
  - e. What other measures did your organization take to reduce air pollution from power plants and other stationary combustion sources – either within the organization or within the community at large?
4. What measures did your organization implement to promote awareness of air quality and reduce public exposure when air pollution levels are high?
  - a. Did your organization educate employees about regional air quality and encouraging them to sign up for daily air quality forecasts and Ozone Action Day alerts?

- b. What other measures did your organization take to promote awareness of air quality and reduce residents' exposure when air pollution levels are high – either within the organization or within the community at large?

CAC members are encouraged to report both measures targeted at their own organization and measures targeted at the community. For example:

- For “measures to reduce emissions from the use of personal vehicles,” organizations should report both efforts taken to reduce emissions from the use of personal vehicles by the organization’s own employees, as well as any measures taken to encourage reductions in emissions from the use of personal vehicles more broadly
- For “measures to reduce emissions from the use of fleet/commercial vehicles and equipment,” organizations should report on both its enforcement of its own idling policies on its own vehicles and equipment and on any ordinance it may enforce on idling within the community

For the open-ended questions, organizations may report on as many measures as they’d like, but priority should be given to measures that would have a significant impact on NO<sub>x</sub> emissions and ozone formation for which supporting qualitative and quantitative information is available.

### **Supporting Qualitative Information**

CAC members will be asked to provide supporting qualitative information for the questions listed above that would be useful to a reader of the annual report to understand the nature of the measures the organization is implementing. For example:

- If the organization encourages telecommuting, providing a copy of text in the organization’s personnel policies allowing for telecommuting and an e-mail to employees encouraging them to consider telecommuting will help document the organization’s implementation of this measure
- If the organization restricts idling from its own fleet vehicles, provide a copy of the organization’s policy.
- If the organization has an idling ordinance, the relevant citation in the municipal code and any standard operating procedures for law enforcement would help explain how the organization carries out this measure.

### **Supporting Quantitative Information**

Quantitative information helps characterize the extent of the air pollution impact of the measures that the organization has implemented. The more detailed the quantitative information, the better the estimates of the impact of these measures can be.

### **Basic Operational Information**

Certain basic operational data should be reported by all CAC members for each annual report:

1. Number of employees
2. Gallons of diesel fuel consumed (including any diesel-biodiesel blends with less than 20% biodiesel content)
3. Gallons of B20 (20% biodiesel – 80% petroleum diesel blend) consumed
4. Gallons of B100 (100% biodiesel) consumed
5. Gallons of gasoline consumed (including any blends with up to 10% ethanol content)

6. Gallons of E85 consumed (including any gasoline-diesel blends with at least 70% ethanol content)
7. Gallons of propane consumed
8. Gallons of gas equivalent (GGE) of compressed natural gas (CNG) consumed (for mobile sources)
9. Cubic feet of natural gas consumed (less any amount diverted for compression for use in mobile sources)
10. Kilowatt-hours of electricity consumed
11. Gallons of water consumed
12. Gallons of wastewater produced

For organizations with establishments and activity outside of the Austin-Round Rock MSA, please only report data for activities within the MSA. If such data is not readily available (for example, LCRA's service area encompassed numerous counties outside of the Austin-Round Rock MSA), please work with CAPCOG to use an appropriate surrogate to allocate your organization's activity to the five-county MSA.

### **Additional Operational Information**

Additional operational details can be helpful in help further quantifying air pollution impacts, if available:

- Employee commuting:
  - Percentages of employees who primarily commute by SOV, carpooling, vanpooling, transit, walking, biking, motorcycle, working from home, or taxi/some other mode
  - Average number of passengers per carpool
  - Average number of passengers per vanpool
  - Average distance of a 1-way commute by mode for employees
  - % of SOV commuters who work a compressed work week
  - % of SOV commuters who telecommute, use transit, walk, or bike 1 or 2 times a week
- Fuel consumption and fleets:
  - Percentages of fuels used for on-road, non-road, and stationary equipment
  - Quantities of gasoline by grade (regular, medium, premium)
  - Vehicle and equipment inventory information (i.e., vehicle/equipment type, make, model, engine family, model year, gross vehicle weight rating, engine size, fuel type, emissions certification, hours of use, vehicle miles traveled, fuel consumed, etc.)
  - Information on construction projects and contracts (lane-miles constructed, etc.)
  - Acres of land under contract for landscaping services
- Utility data:
  - Gallons of water supplied to customers
  - Kilowatt-hours of electricity used for water supply/distribution
  - Cubic feet of natural gas used for water supply/distribution
  - Gallons of wastewater processed
  - Kilowatt-hours of electricity used for wastewater collection and processing
  - Cubic feet of natural gas used for wastewater collection and processing

### **Streamlined Reporting for the Lone Star Clean Fuels Alliance (LSCFA), Clean Air Partners Program (CAPP), and Air Quality Plan**

Two of CAPCOG's partners – the LSCFA and the CLEAN AIR Force of Central Texas – already collect operational data as part of their programs. Starting in 2019, CAPCOG is planning to implement a streamlined reporting process that will enable organizations to report certain operational information

once without having to re-enter the data multiple times. Through this process, if an organization has already reported operational data to either LSCFA, CAF, or both, CAPCOG can simply use that data as submitted as long as the CAC member has provided those organizations with a release to share that information with CAPCOG. CAPCOG will honor any confidentiality restrictions imposed by organizations reporting to these organizations, and will work with these groups to ensure that reporting of data from organizations that have signed a release does not compromise the data for any organization that has not signed such a release.

### **Additional Quantitative Information**

Other quantitative information can be helpful in assessing the effectiveness and impact of measures that are being implemented within the region. For example:

- If an organization is implementing idling restrictions within the community, tracking the number of tickets issued and other data related to enforcement of these rules would be helpful
- If an organization received funding for an emission reduction project, providing the estimated emission reductions and other details about the project would be helpful.
- If an organization purchased higher-grade fuels with lower sulfur content during certain periods, indicating what time frames this occurred and amounts paid would be helpful
- If an organization has been able to quantify the kW or kWh of energy efficiency and/or renewable energy initiatives, CAPCOG can use that data to calculate associated emission reduction benefits

Organizations should report whatever information that they feel is necessary or appropriate to help document its air quality impact.

### **Timeline for Reporting**

CAPCOG anticipates having a reporting time frame of April 1 – May 31 of each year for activity from the previous calendar year. Organizations submitting reports will have an opportunity to review a draft of the annual report and offer comments and corrections before CAPCOG finalizes and distributes the report.



# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 9N

**TITLE:**

Consider action Resolution R-2018-100 of the City Council of the City of Bastrop, Texas designating Mayor Pro Tem Lyle Nelson as the General Assembly Representative to the Capital Area Council of Government (CAPCOG); authorizing the Mayor to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HISTORY:**

The City of Bastrop, Texas is a member of the Capital Area Council of Governments (CAPCOG). CAPCOG is composed of official representatives including cities, counties, school districts, chambers of commerce, non-profit agencies and other agencies that have an interest in regionalism and programs such as emergency communications, homeland security, planning and economic development, law enforcement, and air quality.

**POLICY EXPLANATION:**

Mayor Pro Tem Nelson currently represents the City of Bastrop on the CAPCOG Clean Air Coalition. The community benefits by active participation in the CAPCOG and its commitment to regionalism. Mayor Schroeder is the City's current CAPCOG designee. Given Mayor Schroeder's active involvement with the Texas Municipal League, she is supportive of Mayor Pro Tem Nelson being designated Bastrop's representative to the CAPCOG General Assembly.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action Resolution R-2018-100 of the City Council of the City of Bastrop, Texas designating Mayor Pro Tem Lyle Nelson as the General Assembly Representative to the Capital Area Council of Government (CAPCOG); authorizing the Mayor to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- CAPCOG Appointment Form – General Assembly Representative
- CAPCOG General Assembly Representatives

**RESOLUTION NO. R-2018-100**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS DESIGNATING MAYOR PRO TEM LYLE NELSON AS THE GENERAL ASSEMBLY REPRESENTATIVE TO THE CAPITAL AREA COUNCIL OF GOVERNMENT (CAPCOG); AUTHORIZING THE MAYOR TO EXECUTE NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop, Texas is a member of the Capital Area Council of Governments (CAPCOG); and

**WHEREAS**, CAPCOG is composed of official representatives including cities, counties, school districts, chambers of commerce, non-profit agencies and other agencies that have an interest in regionalism and programs such as emergency communications, homeland security, planning and economic development, law enforcement, and air quality; and

**WHEREAS**, Mayor Pro Tem Nelson represents the City of Bastrop on the CAPCOG Clean Air Coalition and the community benefits by active participation in the CAPCOG and regionalism;

**WHEREAS**, the City Council designates Mayor Pro Tem Nelson to be the General Assembly Representative to CAPCOG.

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

**Section 1.** The Mayor is hereby authorized to execute Appointment Form – General Assembly Representative – CAPCOG designating Mayor Pro Tem Nelson as Bastrop’s designee.

**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.** 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 this 25<sup>th</sup> day of September 2018.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney



# APPOINTMENT FORM - GENERAL ASSEMBLY REPRESENTATIVE CAPITAL AREA COUNCIL OF GOVERNMENTS

The governing bodies of CAPCOG's members designate General Assembly representatives.

Counties: Official appointments are made at Commissioners Court.  
Cities, Towns, Villages: Official appointments are made at City Council meetings.  
Organizations: Official appointments are made by the Board or other governing body.

### PLEASE COMPLETE THE FOLLOWING SECTION

Governing Body:

\_\_\_\_\_ County Commissioners Court (e.g., Travis County Commissioners Court)

**-OR-**

Bastrop City Council (e.g., Austin City Council)

**-OR-**

\_\_\_\_\_ Other (Board or other governing body)

City of Bastrop  
\_\_\_\_\_  
**City, County, or Organization being represented**

Lyle Nelson Mayor Pro Tem  
\_\_\_\_\_  
**Name of Representative Position**

1311 Chestnut Street  
\_\_\_\_\_  
**Address**

Bastrop, 78602  
\_\_\_\_\_  
**City, Zip Code**

( 512 ) 629-2854 ( 512 ) 332-8819  
\_\_\_\_\_  
**Telephone Number Fax Number**

Inelson@cityofbastrop.org  
\_\_\_\_\_  
**Email address (General Assembly Reps. will be subscribed to the CAPCOG Connections, Training, & Data Points email lists)**

Check One:

\_\_\_\_\_ Reappointment  
\_\_\_\_\_ Filling Vacancy  
X Changing Representative Mayor Connie Schroeder  
\_\_\_\_\_  
**Name of Previous Representative**

I confirm our governing body appointed the above individual to serve as a CAPCOG General Assembly Representative for the above entity on September 25, 2018.  
\_\_\_\_\_  
**Date of Meeting**

\_\_\_\_\_  
**Signature of Chief Elected Official/Chair of Governing Board** September 25, 2018  
**Date**

Please fax this form to 512-916-6001 or email to [cavila@capcog.org](mailto:cavila@capcog.org). For questions about completing this form, call Cathy Avila at 512-916-6018.



# GENERAL ASSEMBLY MEMBER REPRESENTATIVES

## BASTROP COUNTY

	<u>REPRESENTATIVES</u>
Bastrop County	Judge Paul Pape
Bastrop County	Commissioner Mel Hamner
City of Bastrop	Mayor Connie Schroeder
City of Elgin	Mr. Marc Holm
City of Smithville	Council Member William Gordon

## BLANCO COUNTY

	<u>REPRESENTATIVES</u>
Blanco County	Judge Brett Bray
City of Blanco	Mr. Lambert Little
City of Johnson City	Mayor Dawn Capra
City of Round Mountain	Vacant

## BURNET COUNTY

	<u>REPRESENTATIVES</u>
Burnet County	Judge James Oakley
Burnet County	Commissioner Joe Don Dockery
City of Bertram	Ms. Georgina Hernandez
City of Burnet	Council Member Tres Clinton
City of Cottonwood Shores	Ms. Karrie Cummings
City of Granite Shoals	Mayor Carl Brugger
City of Highland Haven	Mayor Olan Kelley
City of Marble Falls	Ms. Jane Marie Hurst
City of Meadowlakes	Mayor Mary Ann Raesener

## CALDWELL COUNTY

	<u>REPRESENTATIVES</u>
Caldwell County	Judge Ken Schawe
Caldwell County	Commissioner Joe Ivan Roland
City of Lockhart	Council Member John Castillo
City of Lockhart	Mayor Lew White
City of Luling	Mayor Mike Hendricks
City of Martindale	Mr. Ross Purcell

## FAYETTE COUNTY

	<u>REPRESENTATIVES</u>
Fayette County	Judge Ed Janecka
Fayette County	Vacant
City of Carmine	Mayor Jerry Knox
City of Fayetteville	Mayor Stephen Cushing
City of Flatonina	Mr. Mark McLaughlin
City of La Grange	Mayor Janet Moerbe
City of Round Top	Mayor Barnell Albers
City of Schulenburg	Mr. Roger Moellenberndt

## HAYS COUNTY

Hays County
Hays County
Hays County
City of Buda
City of Buda
City of Dripping Springs
City of Hays
City of Kyle
City of Kyle
City of Mountain City
City of San Marcos
City of San Marcos
City of San Marcos
City of Uhland
City of Wimberley
City of Woodcreek

## LEE COUNTY

Lee County
City of Giddings
City of Lexington

## LLANO COUNTY

Llano County
City of Llano
City of Horseshoe Bay
City of Sunrise Beach Village

## TRAVIS COUNTY

Travis County
Travis County
Travis County
City of Austin
City of Bee Cave
City of Creedmoor
City of Jonestown
City of Lago Vista
City of Lakeway

## REPRESENTATIVES

Judge Bert Cobb
Commissioner Debbie Gonzales Ingalsbe
Mr. Will Conley
Mayor Pro Tem Wiley Hopkins
City Manager Kenneth Williams
Mayor Todd Purcell
Vacant
Council Member Shane Arabie
Council Member Travis Mitchell
Mayor Phillip Taylor
Council Member Jane Hughson
Deputy Mayor Pro Tem Lisa Prewitt
Ms. Jamie Lee Case
Vacant
Mr. Steve Thurber
Mayor William P. Scheel

## REPRESENTATIVES

Commissioner Maurice Pitts, Jr.
Mayor John Dowell
Mayor Alan Milligan

## REPRESENTATIVES

Judge Mary Cunningham
Mayor Gail Lang
Council Member Reagan Lambert
Council Member Dan Gower

## REPRESENTATIVES

Commissioner Brigid Shea
Commissioner Gerald Daugherty
Commissioner Jeff Travillion
Council Member Ellen Troxclair
Council Member Sabino Renteria
Mr. DeWayne Lofton
Mr. Gilbert Rivera
Ms. Caroline Murphy
Mayor Robert Wilhite
Alderman Dave Nelsen
Mayor Pro Tem Ed Tidwell
Mr. Joe Bain

**TRAVIS COUNTY REPRESENTATIVES (Continued)**

City of Lakeway	Mayor Pro Tem Ron Massa
City of Manor	Mayor Rita G. Jonse
City of Mustang Ridge	Mr. Alfred Vallejo II
City of Pflugerville	Council Member Omar Pena
City of Pflugerville	Mayor Victor Gonzales
City of Pflugerville	Council Member Mike Heath
City of Rollingwood	Mayor Roxanne McKee
City of Sunset Valley	Mayor Rose Cardona
City of West Lake Hills	Mr. Dave Claunch
Village of the Hills	Mayor Eric Ovlén
Village of Point Venture	Vacant
Village of San Leanna	Ms. Elizabeth Korts
Village of Volente	Mayor Ken Beck

**WILLIAMSON COUNTY**

**REPRESENTATIVES**

Williamson County	Judge Dan A. Gattis
Williamson County	Commissioner Cynthia Long
Williamson County	Vacant
City of Bartlett	Mr. Norris Ivy
City of Cedar Park	Mayor Corbin Van Arsdale
City of Cedar Park	Council Member Heather Jefts
City of Cedar Park	Ms. Brenda Eivens, City Manager
City of Florence	Mayor Mary Condon
City of Georgetown	Mr. David Morgan, City Manager
City of Georgetown	Council Member Rachael Jonrowe
City of Granger	Aldерwoman Monica Stojanik
City of Hutto	Council Member Patti Turner
City of Hutto	Council Member Tom Hines
City of Jarrell	Mayor Larry Bush
City of Leander	Mr. Ron Abruzzese
City of Leander	Council Member Andrea Navarrette
City of Liberty Hill	Council Member Ron Rhea
City of Round Rock	Council Member Will Peckham
City of Round Rock	Council Member Tammy Young
City of Round Rock	Mr. Russ Boles
City of Round Rock	Mr. Frank Leffingwell
City of Taylor	Mayor Pro Tem Christine Lopez
City of Taylor	Mayor Brandt Rydell
City of Thrall	Mayor Troy Marx
City of Weir	Mayor Mervin Walker

**ASSOCIATE MEMBERS**

Austin Independent School District
Barton Springs/Edwards Aquifer Conservation District
Bluebonnet Electric Cooperative, Inc.
Buda Economic Development Corporation
Capital Area Metropolitan Planning Organization
Central Health
Del Valle Independent School District
Dripping Springs Independent School District
Eanes Independent School District
Fayette County Central Appraisal District
Georgetown Chamber of Commerce
Giddings Independent School District
Guadalupe-Blanco River Authority
Hays Central Appraisal District
Hutto Independent School District
La Grange Independent School District
Lockhart Independent School District
Lower Colorado River Authority
Pedernales Electric Co-Op
Round Rock Chamber of Commerce
Round Rock Independent School District
Travis County Emergency Services, Dist. 2

**REPRESENTATIVES**

Mr. Joey Crumley
Mr. John Dupnik
Mr. Johnny Sanders
Ms. Ann Miller
Mr. Ashby Johnson
Ms. Cynthia Valadez
Ms. Darla Wegner
Mr. Ron Jones
Vacant
Mr. Richard Moring
Ms. Karen Sheldon
Mr. Roger Dees
Mr. Jim Powers
Mr. David Valle
Mr. Douglas Killian
Mr. William Wagner
Ms. Susan Bohn
Mr. Phil Wilson
Ms. Trista L. Fugate
Ms. Lora Weber
Ms. Terri Romere
Chief Ron Moellenberg

**EXECUTIVE COMMITTEE**

**OFFICERS:**

- Mayor Corbin Van Arsdale, **Chair**
- Commissioner Gerald Daugherty, **1st Vice Chair**
- Council Member Andrea Navarrette, **2nd Vice Chair**
- Judge Paul Pape, **Secretary**
- Judge Bert Cobb, **Immediate Past Chair**
- Commissioner Cynthia Long, **Parliamentarian**

**MEMBERS:**

- Judge Brett Bray
- Judge Ed Janecka
- Judge Mary Cunningham
- Council Member Tammy Young
- Representative John Cyrier
- Ms. Caroline Murphy
- Commissioner Joe Don Dockery
- Judge James Oakley
- Judge Dan A. Gattis
- Commissioner Maurice Pitts, Jr.
- Council Member William Gordon
- Mayor Brandt Rydell
- Council Member Mike Heath
- Judge Ken Schawe
- Mayor Pro Tem Wiley Hopkins
- Commissioner Brigid Shea
- Council Member Jane Hughson
- Council Member Ellen Troxclair
- Commissioner Debbie Ingalsbe
- Mayor Lew White
- Representative Jason Isaac
- Representative Paul Workman
- Representative Celia Israel



# STAFF REPORT

**MEETING DATE:** September 25, 2018

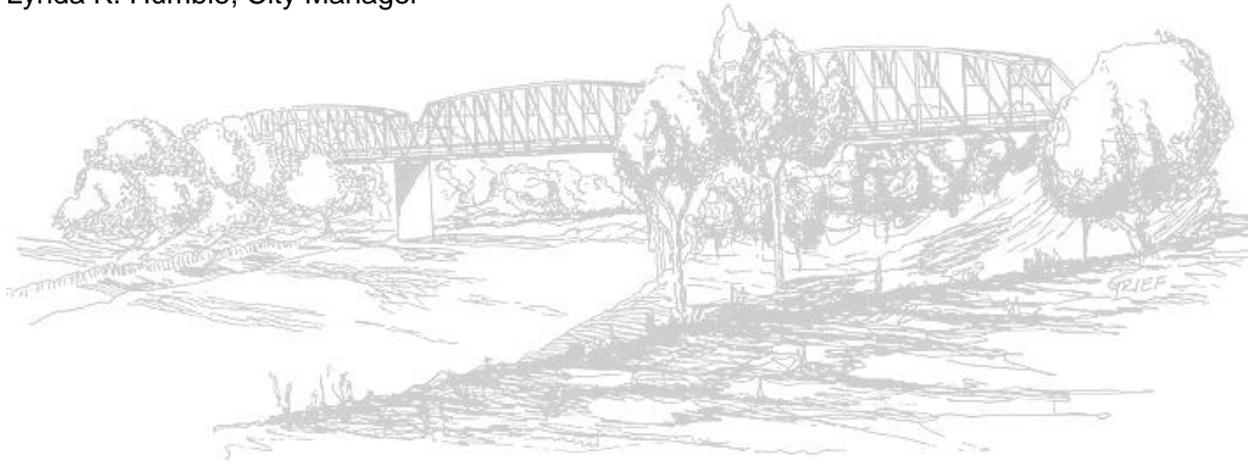
**AGENDA ITEM:** 10A

**TITLE:**

City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to confer with City Attorney regarding legal advice related to the status of the 1445 Interlocal Agreement between the City of Bastrop and Bastrop County for the review of subdivision applications in the City's extraterritorial jurisdiction.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager





# STAFF REPORT

**MEETING DATE:** September 25, 2018

**AGENDA ITEM:** 11

**TITLE:**

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

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager

