

**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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**January 22, 2019 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 COMPLETED FORM TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING.**

1. **CALL TO ORDER**
  2. **PLEDGE OF ALLEGIANCE** – Connor Dillon and Maggie Carroll, Bastrop Middle School Student Council  
  
**TEXAS PLEDGE OF ALLEGIANCE**  
*Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
  3. **INVOCATION** – Lynda Sparks, Police Chaplain
  4. **PRESENTATIONS**
    - 4A. Mayor's Report
    - 4B. Councilmembers' Report
    - 4C. City Manager's Report
  5. **WORK SESSION/BRIEFINGS - NONE**
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**6. STAFF AND BOARD REPORTS**

- 6A. Receive presentation on the Quarterly Investment Report for the period ending December 31, 2018.
- 6B. Receive presentation on the unaudited Monthly Financial Report for the period ending December 31, 2018.
- 6C. Receive Monthly Development Update.
- 6D. Receive Monthly Report from Visit Bastrop.

**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 January 8, 2019 regular meeting.

**9. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 9A. Consider action and approve Resolution No. R-2019-10 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-2019-09 of the City Council of the City of Bastrop, Texas confirming a board appointment of the Mayor, as required in Section 3.08 of the City's Charter; and establishing an effective date.

- 9C. Consider action to approve Resolution No. R-2019-05 of the City Council of the City of Bastrop, Texas, calling for and establishing the procedures for a May 4, 2019 General Election for Bastrop, Texas; and providing an effective date.
- 9D. Consider action to approve Resolution No. R-2019-06 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop and Bastrop Independent School District for the May 4, 2019 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.
- 9E. Consider action to approve Resolution No. R-2019-07 of the City Council of the City of Bastrop, Texas, approving a contract for election services between the Elections Administrator of Bastrop County and the City of Bastrop for the May 4, 2019 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.
- 9F. Consider action to approve Resolution No. R-2019-11 of the City Council of the City of Bastrop, Texas approving the Bastrop Police Department to apply for a grant from the 2019 State Homeland Security Program (SHSP) grant for a Regional Command Post vehicle at a total cost of Four Hundred Thousand and 00/100 Dollars (\$400,000.00) with no matching funds from the City of Bastrop; authorizing the Director of Public Safety as the Grantee's Authorized Official; providing for a severability clause; and establishing an effective date.
- 9G. Consider action to approve Resolution No. R-2019-12 of the City Council of the City of Bastrop, Texas approving the Bastrop Police Department to apply for a grant from the 2019 Capital Area Council of Governments (CAPCOG) Department of Justice (DOJ) grant for a Crime Scene vehicle at a total cost of Sixty-Two Thousand One Hundred Thirty-Nine and 48/100 Dollars (\$62,139.48) with no matching funds from the City of Bastrop; authorizing the Director of Public Safety as the Grantee's Authorized Official; providing for a severability clause; and establishing an effective date.
- 9H. Consider action to approve Resolution R-2019-13 of the City Council of the City of Bastrop, Texas supporting the City of Bastrop's submission of an ED-900P – Proposal for Economic Development Administration (EDA) Assistance Grant requesting funding to complete Agnes Street from the edge of Seton Hospital to its eastern connection point just west of Hasler Boulevard; authorizing the City Manager to execute all necessary documentation; and establishing an effective date.

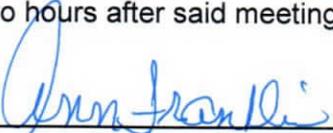
**10. EXECUTIVE SESSION**

- 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 status of Building Bastrop Codes.

**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, January 18, 2019 at 5:00 p.m. and remained posted for at least two hours after said meeting was convened.

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



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 4A

**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*  
*January 22, 2019*



# Latest Activities

December 28 – January 9

Events in 2019: 7

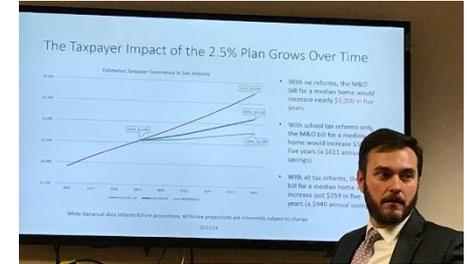


January Chamber Luncheon



Dallas  
Wayne

Farm Street Opry



Governor's Policy Office



Retirement  
Celebration  
Mickey & Cookie



Anytime Fitness Grand Opening



Todd  
Capt Fitness





Register and start earning points for Bastrop – Join BISD

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

- Camp Gladiator Pop Up Event January 19<sup>th</sup> – 9 AM  
*Free Community Workout at Cedar Creek High School*  
*Two weeks free for attendees*
- Body Toners Pop Up Event January 26<sup>th</sup> – 10 AM  
*Free Cardio Zumba Mix Class*  
*Discount on your first month's membership*



# *Planned Events*

*January 10 – January 22*

- January 10 –
  - Crossfit Cohesion Ribbon Cutting
  - Alive After Five (Chamber)
- January 12 – YMCA It's Time Texas Event @ Bob Bryant Park
- January 15 – School Board Meeting
- January 18 – “The Addams Family” play at the PAC
- January 19 – Camp Gladiator Pop Up Event at Cedar Creek High School
- January 21 – MLK Day Celebration; 30<sup>th</sup> Anniversary in Bastrop County!
- January 22 – City Council Meeting



# *Upcoming Events & City Meetings*

- January 23 – BISD Ambassador lunch
- January 24 –
  - Texas Pride Ribbon Cutting
  - Boards and Commissions Training
- January 25 – BEST Breakfast
- January 26 –
  - It's Time Texas Pop Up Event at Body Toners
  - Sportsman's Banquet
- January 28 – BEDC Monthly Meeting
- January 31 – TML Small Cities Problem Solving
- February 4 – Library Board Meeting
- February 6 – Chamber Luncheon
- February 7 – Farm Street Opry
- February 8 – Chamber Banquet
- February 12 – City Council Meeting





# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 4B

**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:

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- (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:** January 22, 2019

**AGENDA ITEM:** 4C

**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.

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- (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:** January 22, 2019

**AGENDA ITEM:** 6A

**TITLE:**

Receive presentation on the Quarterly Investment Report for the period ending December 31, 2018.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The Chief Financial Officer has been slowly diversifying the funds available for investment to increase the rate of return while safekeeping our principle. As you can see from this report, we have expanded our Certificates of Deposits and purchased some agency funds, which are yielding a better rate of return than the investment pools.

**POLICY EXPLANATION:**

This reporting requirement is set forth by the Public Funds Investment Act, Texas Government Code, Chapter 2256 and is also a requirement of the City of Bastrop Financial Management Policies, Chapter VIII. ASSET MANAGEMENT, Section C. INVESTMENT PERFORMANCE, as adopted by Resolution R2018-86 on September 11, 2018.

**FUNDING SOURCE:**

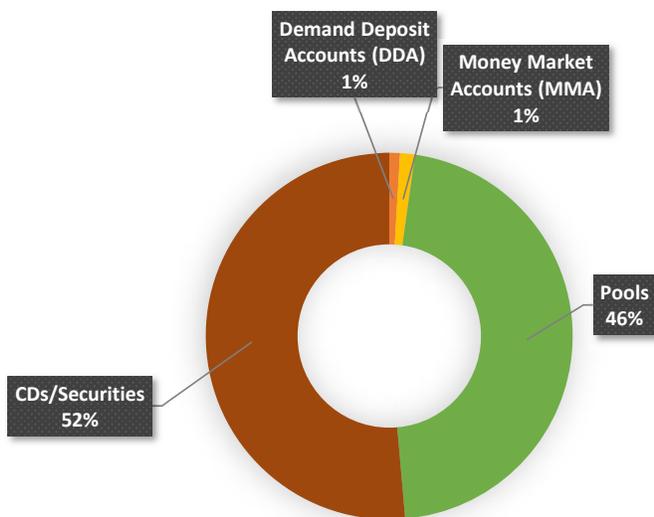
NA

**ATTACHMENTS:**

- Quarterly Investment Report for the period ending December 31, 2018.

**City of Bastrop**  
**Quarterly Investment Report**  
**Portfolio Summary**  
 period ending **December 31, 2018**

Investments Description	December 31, 2018		September 30, 2018		QTD	YTD	Weighted Average Maturity
	Book Value	Market Value	Book Value	Market Value	Interest Earned	Interest Earned	
Demand Deposit Accounts (DDA)	\$ 983,436	\$ 983,436	\$ 274,730	\$ 274,730	\$ 5,029	\$ 5,029	0.01
Money Market Accounts (MMA)	\$ 372,410	\$ 372,410	\$ 376,458	\$ 376,458	\$ 648	\$ 648	0.01
Pools	\$ 14,716,791	\$ 14,716,791	\$ 13,387,324	\$ 11,323,078	\$ 77,206	\$ 77,206	0.46
CDs/Securities	\$ 14,924,529	\$ 14,871,749	\$ 14,836,835	\$ 13,908,317	\$ 82,241	\$ 82,241	2.85
<b>Total Investments</b>	<b>\$ 30,997,166</b>	<b>\$ 30,944,386</b>	<b>\$ 28,875,347</b>	<b>\$ 25,882,583</b>	<b>\$ 165,124</b>	<b>\$ 165,124</b>	<b>3.34</b>



*The investment portfolio of the City of Bastrop is in compliance with the Public Investment Act and the Investment Policy and Strategies.*

Prepared by:

Tracy Waldron  
 Tracy Waldron, Chief Financial Officer

**City of Bastrop**  
**Detail of Investment Holdings**  
**period ending December 31, 2018**

Type	BANK/ BROKER	CUSIP #/ Account #	YIELD	MATURITY DATE	September 30, 2018 Book Value	Purchase/ Adjustments	Sales/ Adjust/ Call/Maturity	December 31, 2018 Book Value	December 31, 2018 Market Value
DDA	FNB-Pooled Cash				\$ 274,730			\$ 983,436	\$ 983,436
71.94	FNB-Escrow Acct				\$ 250,007			\$ 250,231	\$ 250,231
MMA	FNC-Dreyfus				\$ 86,090			\$ 63,685	\$ 63,685
MMA	MBS-MM Acct				\$ 40,137			\$ 58,494	\$ 58,494
Pools	Texpool				\$ 1,816,543			\$ 3,430,347	\$ 3,430,347
Pools	Texas Class				\$ 5,011,694			\$ 5,872,449	\$ 5,872,449
Pools	Texas Term				\$ 6,559,087			\$ 5,413,995	\$ 5,413,995
Security	FHLMC	3134GATV6	1.73%	10/28/2019	\$ 748,797			\$ 748,797	\$ 748,193
Security	FHLMC	3134GALS1	1.51%	09/12/2019	\$ 498,122			\$ 498,122	\$ 495,090
Security	FHLMC	3134GATH7	1.43%	04/28/2020	\$ 499,486			\$ 499,486	\$ 494,925
Security	FHLMC	3130ACHA5	1.75%	09/28/2020	\$ 499,625			\$ 499,625	\$ 495,905
Security	FHLMC	3134GBG55	1.93%	09/29/2020	\$ 248,980			\$ 248,980	\$ 246,198
Security	Intern Bk	45905UQ23	2.00%	10/30/2020	\$ 520,488			\$ 520,488	\$ 513,817
Security	FHLMC	3134GSGA7	2.58%	02/24/2021	\$ 510,220			\$ 510,220	\$ 510,015
CD	FNC	084601GN7	1.25%	11/29/2018	\$ 248,000	\$ 248,000		\$ -	\$ -
CD	FNC	29976DX62	1.25%	11/30/2018	\$ 248,000	\$ 248,000		\$ -	\$ -
CD	FNC	58403B5P7	1.40%	12/13/2018	\$ 249,000	\$ 249,000		\$ -	\$ -
CD	FNC	68621KAJ0	1.50%	03/18/2019	\$ 248,000			\$ 248,000	\$ 247,529
CD	FNC	508176CH5	1.60%	03/22/2019	\$ 249,000			\$ 249,000	\$ 248,542
CD	Frontier	501272	0.95%	05/25/2018	\$ 249,117			\$ 249,811	\$ 249,811
CD	MBS	049060BE5	1.40%	01/14/2019	\$ 249,000			\$ 249,000	\$ 248,920
CD	FNC	02587DM88	1.65%	04/05/2019	\$ 245,000			\$ 245,000	\$ 244,468
CD	FNC	02587CEH9	1.55%	05/03/2019	\$ 248,000			\$ 248,000	\$ 247,199
CD	FNC	39260NCF7	2.10%	05/07/2019	\$ 245,000			\$ 245,000	\$ 244,655
CD	MBS	71270QQW9	1.60%	05/10/2019	\$ 248,000			\$ 248,000	\$ 247,194
CD	FNC	48126XW35	1.50%	05/17/2019	\$ 249,000			\$ 249,000	\$ 248,041
CD	FNC	949763HU3	1.65%	06/21/2019	\$ 249,000			\$ 249,000	\$ 247,947
CD	FNC	856285BZ3	1.70%	06/24/2019	\$ 247,000			\$ 247,000	\$ 245,992
CD	FNC	06740KKN6	1.65%	07/26/2019	\$ 56,000			\$ 56,000	\$ 55,708
CD	FNC	33715LAK6	1.75%	06/17/2019	\$ 249,000			\$ 249,000	\$ 248,091
CD	FNC	066438CN0	2.20%	08/09/2019	\$ 245,000			\$ 245,000	\$ 244,437
CD	FNC	06740KKW6	1.70%	09/27/2019	\$ 191,000			\$ 191,000	\$ 189,730
CD	FNC	55266CWX0	1.70%	09/27/2019	\$ 59,000			\$ 59,000	\$ 58,605
CD	FNC	14042RKA8	1.75%	11/08/2019	\$ 247,000			\$ 247,000	\$ 245,103
CD	FNC	95536KAC2	2.35%	11/08/2019	\$ 245,000			\$ 245,000	\$ 244,343
CD	FNC	90421MCB7	2.35%	11/12/2019	\$ 245,000			\$ 245,000	\$ 244,334
CD	FNC	90352RAA3	1.80%	11/18/2019	\$ 247,000			\$ 247,000	\$ 245,123
CD	FNC	45673KAM8	1.75%	05/21/2019	\$ 249,000			\$ 249,000	\$ 248,258
CD	MBS	474067AG0	1.90%	11/22/2019	\$ 247,000			\$ 247,000	\$ 245,306
CD	FNC	61747MG47	2.20%	01/21/2020	\$ 247,000			\$ 247,000	\$ 245,604
CD	FNC	27002YDN3	2.40%	03/16/2020	\$ 245,000			\$ 245,000	\$ 243,849
CD	FNC	38148PZR1	2.50%	03/23/2020	\$ 245,000			\$ 245,000	\$ 244,108
CD	FNC	32021SEU6	2.40%	03/23/2020	\$ 245,000			\$ 245,000	\$ 243,814
CD	FNC	101120DX8	2.40%	03/23/2020	\$ 151,000			\$ 151,000	\$ 150,268
CD	FNC	92937CGZ5	2.40%	03/23/2020	\$ 245,000			\$ 245,000	\$ 243,814
CD	FNC	947547JX4	2.45%	03/30/2020	\$ 245,000			\$ 245,000	\$ 243,924
CD	FNC	066851WA0	2.50%	03/30/2020	\$ 190,000			\$ 190,000	\$ 189,282
CD	FNC	465076KG1	2.70%	05/04/2020	\$ 246,000			\$ 246,000	\$ 245,542
CD	FNC	PER200EA3	2.70%	05/04/2020	\$ 200,000			\$ 200,000	\$ 200,000
CD	FNC	90521AQW1	2.20%	05/16/2019	\$ 245,000			\$ 245,000	\$ 244,684
CD	FNC	88224PKK4	2.20%	05/16/2019	\$ 245,000			\$ 245,000	\$ 244,684
CD	FNC	23204HFR4	2.40%	11/25/2019	\$ 245,000			\$ 245,000	\$ 244,383
CD	FNC	149159MP7	2.40%	09/05/2019	\$ 249,000			\$ 249,000	\$ 248,666
CD	FNC	61760ALP2	2.75%	06/01/2020	\$ 246,000			\$ 246,000	\$ 245,604
CD	FNC	46176PHV0	2.75%	06/01/2020	\$ 246,000			\$ 246,000	\$ 245,604
CD	FNC	87165FVG6	2.65%	05/04/2020	\$ 246,000			\$ 246,000	\$ 245,383
CD	FNC	033537AK7	2.60%	05/08/2020	\$ 213,000			\$ 213,000	\$ 212,310
CD	FNC	05581WXZ3	2.80%	06/01/2020	\$ 246,000			\$ 246,000	\$ 245,774
CD	FNC	91435LAN7	2.85%	06/19/2020	\$ 249,000			\$ 249,000	\$ 248,885
CD	MBS	02007GDZ3	2.70%	07/27/2020	\$ 130,000			\$ 130,000	\$ 129,568
CD	FNC	00832KAE9	2.70%	08/16/2019	\$ 243,000			\$ 243,000	\$ 243,134

**City of Bastrop**  
**Detail of Investment Holdings**  
**period ending December 31, 2018**

Type	BANK/ BROKER	CUSIP #/ Account #	YIELD	MATURITY DATE	September 30, 2018 Book Value	Purchase/ Adjustments	Sales/ Adjust/ Call/Maturity	December 31, 2018 Book Value	December 31, 2018 Market Value
CD	FNC	72247PAC0	2.80%	08/31/2020	\$ 249,000			\$ 249,000	\$ 248,397
CD	FNC	286283AA4	2.80%	09/19/2020	\$ 249,000			\$ 249,000	\$ 248,313
CD	FNC	02007GFL2	2.90%	10/13/2020		\$ 88,000		\$ 88,000	\$ 87,864
CD	FNC	20451PWF9	3.10%	12/04/2020		\$ 246,000		\$ 246,000	\$ 246,293
CD	FNC	59013J5Q8	3.10%	12/07/2020		\$ 249,000		\$ 249,000	\$ 249,289
CD	FNC	49254FAC0	3.10%	02/21/2020		\$ 249,000		\$ 249,000	\$ 249,234
TOTAL					\$ 28,875,123	\$ 832,000	\$ 745,000	\$ 30,997,166	\$ 30,944,386

		BEGINNING	TOTAL	TOTAL	ENDING	AVERAGE
		BALANCE	DEBITS	CREDITS	BALANCE	DAILY
						BALANCE
WATER/WASTEWATER FUND						
202-00-00-1010	XS RANCH WELL MI	250,007.66	223.49	0.00	250,231.15	250,086.35
FUND 202 TOTAL		250,007.66	223.49	0.00	250,231.15	250,086.35
FAIRVIEW CEMETERY-PERMAN						
526-00-00-1142	CERT OF DEPOSIT-	249,116.81	694.22	0.00	249,811.03	249,396.01
526-00-00-1148	CD - FNB	0.00	0.00	0.00	0.00	0.00
526-00-00-1149	CERT OF DEPOSIT-	130,000.00	0.00	0.00	130,000.00	130,000.00
FUND 526 TOTAL		379,116.81	694.22	0.00	379,811.03	379,396.01
2013 COMB REV/TAX BOND						
724-00-00-1100	TEXAS TERM	1,325,507.87	7,599.62	6,735.00CR	1,326,372.49	1,322,738.73
FUND 724 TOTAL		1,325,507.87	7,599.62	6,735.00CR	1,326,372.49	1,322,738.73
CO 2014 SERIES						
725-00-00-1100	TEXAS TERM	527,591.12	49,487.63	118,330.59CR	458,748.16	436,331.49
FUND 725 TOTAL		527,591.12	49,487.63	118,330.59CR	458,748.16	436,331.49
CO 2018 SERIES						
726-00-00-1100	TEXAS TERM CO 20	4,705,988.44	24,805.82	1,101,920.00CR	3,628,874.26	4,463,788.55
FUND 726 TOTAL		4,705,988.44	24,805.82	1,101,920.00CR	3,628,874.26	4,463,788.55
POOLED CASH FUND						
991-00-00-1000	POOLED CASH ACCO	275,304.92	10,451,483.82	9,743,352.48CR	983,436.26	687,196.03
991-00-00-1100	TEX POOL	1,816,542.80	1,613,804.30	0.00	3,430,347.10	2,472,730.97
991-00-00-1105	TEXAS CLASS	5,011,693.66	2,742,685.80	1,881,930.70CR	5,872,448.76	4,594,994.14
991-00-00-1135	DREYFUS MM ACCT	86,089.93	809,594.89	832,000.00CR	63,684.82	40,181.58
991-00-00-1136	MULTI-BANK SECUR	40,136.87	18,357.09	0.00	58,493.96	50,797.70
991-00-00-1140	CERTIFICATE OF D	0.00	0.00	0.00	0.00	0.00
991-00-00-1141	CERTIFICATE OF D	10,188,000.00	832,000.00	745,000.00CR	10,275,000.00	10,255,489.13
991-00-00-1146	CERTIFICATES OF	744,000.00	0.00	0.00	744,000.00	744,000.00
991-00-00-1147	U.S. AGENCY	3,525,717.62	0.00	0.00	3,525,717.62	3,525,717.62
FUND 991 TOTAL		21,687,485.80	16,467,925.90	13,202,283.18CR	24,953,128.52	22,371,107.17
REPORT TOTALS		28,875,697.70	16,550,736.68	14,429,268.77CR	30,997,165.61	29,223,448.30

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# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 6B

**TITLE:**

Receive presentation on the unaudited Monthly Financial Report for the period ending December 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 HOT 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, adopted in conjunction with the FY2019 budget on September 25, 2018.

**FUNDING SOURCE:**

N/A

**ATTACHMENTS:**

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

# CITY OF BASTROP

Comprehensive Monthly Financial Report  
December 2018



# Performance at a Glance as of December 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	WARNING	Page 9
WATER/WASTEWATER REVENUES	WARNING	Page 10
ELECTRIC FUND REV VS EXP	POSITIVE	Page 11
ELECTRIC REVENUES	POSITIVE	Page 12
HOT 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 –December 2018

ECONOMIC INDICATORS	December 31, 2018— NEWS FOR YOU
<b>ECONOMY</b>	
<p><b>National:</b>  Real gross domestic product (GDP) decreased at an annual rate of 3.5% in the 3rd quarter of 2018. This is down from 4.2% from 2<sup>nd</sup> quarter. The personal income increased by .2% in Nov. 2018 with disposable personal income decreasing .1%. The personal consumption expenditures decreased .2% in Nov. 2018. (All of these reported by the Bureau of Economic Analysis.)</p> <p><b>U.S. Retail Sales:</b>  Up .2% in Nov. 2018</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 127.46 in Nov. 2018, down 2.0% from Oct. 2018 and down .68% from one year ago.</p>	<p>Attached is the Comprehensive Monthly Financial report for Dec. 2018. This is 2 month of FY2019, or 25% of the fiscal year is complete.</p> <p><b>Revenues:</b> Overall, the City has earned \$10,530,455. This amount is 27.4% of the approved budget of \$38,454,087 and is 1.2% higher than the amount forecasted through the month of Dec.</p> <p><b>Expense:</b> Overall, the City has spent 12.7% less than forecasted.</p>
<b>UNEMPLOYMENT</b>	<b>Noteworthy</b>
<p><b>State-wide:</b>  The state unemployment is 3.7% in Nov. 2018 which is the same as Oct. 2018.</p> <p><b>Bastrop:</b>  Bastrop County has an unemployment rate of 3.0% in Nov. 2018 which is the same as Oct. 2018.</p>	N/A

COMPREHENSIVE MONTHLY FINANCIAL REPORT –December 2018

**BUDGET SUMMARY OF ALL FUNDS**

	<u>FY2019</u> <u>Budget</u>	<u>FY2019</u> <u>Forecast</u>	<u>FY2019</u> <u>YTD</u>	<u>Variance</u>
<b><u>Revenues:</u></b>				
General	\$ 11,507,934	\$ 3,428,884	\$ 3,428,308	0.0%
Designated	58,100	16,050	17,972	12.0%
Innovation	463,825	115,956	141,033	21.6%
Street Maintenance	1,106,000	1,101,500	1,106,190	0.4%
Debt Service	2,637,663	849,767	864,246	1.7%
Water/Wastewater	5,707,190	1,303,444	1,259,875	-3.3%
Water/Wastewater Debt	2,235,643	355,876	418,653	17.6%
Water/Wastewater Capital Proj	155,000	38,750	46,495	20.0%
Impact Fees	509,600	101,400	97,062	-4.3%
Vehicle & Equipment Replacement	611,563	341,266	340,249	-0.3%
Electric	7,721,040	1,608,737	1,599,791	-0.6%
HOT Tax Fund	3,571,246	876,039	895,956	2.3%
Library Board	20,550	4,138	4,245	2.6%
Cemetery	113,700	28,425	34,320	20.7%
Capital Bond Projects	75,000	18,750	34,869	86.0%
Grant Fund	1,416,576	17,000	26,691	57.0%
Park/Trail Land Dedicaiton	102,791	125	615	392.0%
Hunter's Crossing PID	440,666	198,750	213,885	7.6%
<b>TOTAL REVENUES</b>	<b>\$ 38,454,087</b>	<b>\$ 10,404,857</b>	<b>\$ 10,530,455</b>	<b>1.2%</b>

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

COMPREHENSIVE MONTHLY FINANCIAL REPORT – December 2018

**BUDGET SUMMARY OF ALL FUNDS**

	<b>FY2019 Budget</b>	<b>FY2019 Forecast</b>	<b>FY2019 YTD</b>	<b>Variance</b>
<b>Expense:</b>				
General	\$ 11,507,935	\$ 2,879,484	\$ 2,423,104	-15.8%
Designated	535,150	133,788	51,430	-61.6%
Innovation	2,195,241	576,935	328,179	-43.1%
Street Maintenance	566,797	-	-	0.0%
Debt Service	2,388,203	4,050	2,039	-49.7%
Water/Wastewater	5,681,384	1,420,346	1,455,506	2.5%
Water/Wastewater Debt	1,425,805	-	-	0.0%
Water/Wastewater Capital Proj.	875,730	185,000	181,152	-2.1%
Impact Fees	691,742	6,615	4,404	-33.4%
Vehicle & Equipment Replacement	400,764	23,500	22,299	-5.1%
Electric	8,192,778	1,938,018	1,785,734	-7.9%
HOT Tax Fund	3,909,688	866,886	628,722	-27.5%
Library Board	21,475	5,369	525	-90.2%
Park Dedication	107,977	-	-	0.0%
Cemetery	97,480	23,195	16,949	-26.9%
Hunter's Crossing PID	112,720	40,930	39,540	-3.4%
Capital Projects (Bond)	5,551,132	1,150,000	1,135,236	-1.3%
Grant Fund	1,416,576	-	-	0.0%
<b>TOTAL EXPENSES</b>	<b>\$ 45,678,577</b>	<b>\$ 9,254,116</b>	<b>\$ 8,074,819</b>	<b>-12.7%</b>
Surplus/(Shortfall)	\$ (7,224,490)	\$ 1,150,741	\$ 2,455,636	113.4%

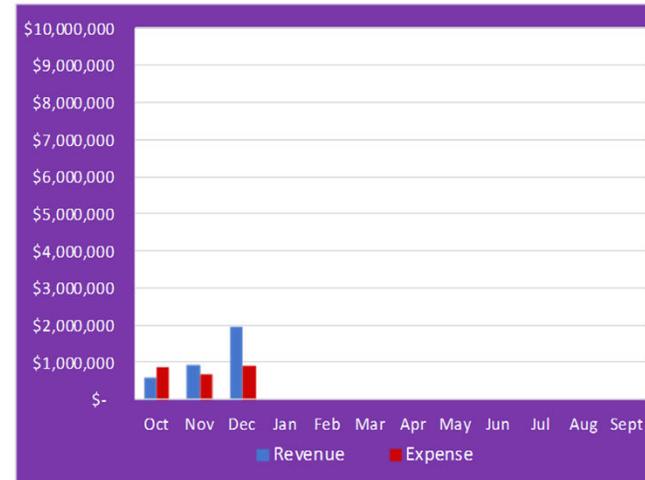
**POSITIVE** = Negative variance or positive variance < 1% compared to forecast  
**WARNING** = Positive variance of 1-5% compared to forecast  
**NEGATIVE** = Positive variance of >5% compared to forecast

## COMPREHENSIVE MONTHLY FINANCIAL REPORT –December 2018

### OVERALL FUND PERFORMANCE

## GENERAL FUND REVENUES VS EXPENSES

Month	FY2019 Revenue	FY2019 Expense	Monthly Variance
Oct	\$ 579,372	\$ 860,860	\$ (281,488)
Nov	911,134	664,939	\$ 246,195
Dec	1,937,802	897,305	\$ 1,040,497
Jan			\$ -
Feb			\$ -
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sept			\$ -
<b>Total</b>	<b>\$ 3,428,308</b>	<b>\$ 2,423,104</b>	<b>\$ 1,005,204</b>
Cumulative Forecast	\$ 3,428,884	\$ 2,879,484	\$ 549,400
Actual to Forecast \$	\$ (576)	\$ 456,380	\$ 455,804
Actual to Forecast %	-0.02%	15.85%	15.83%



POSITIVE

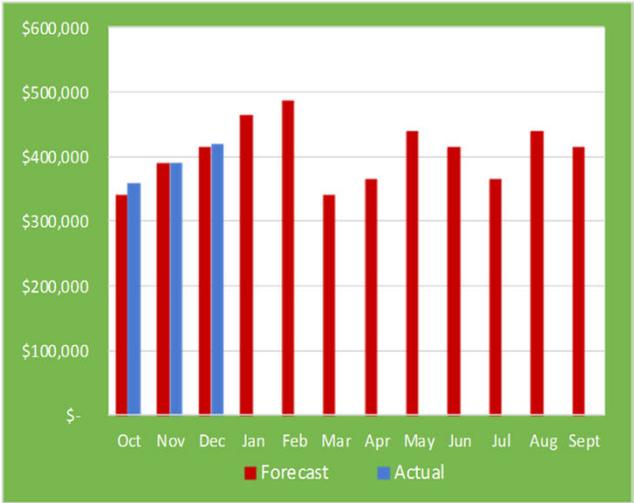
Cumulatively overall, the General Fund is better than forecasted for this time of year. The fund is net positive 15.8%. This is due mostly to vacancy savings from the new budgeted positions unfilled by this period.

COMPREHENSIVE MONTHLY FINANCIAL REPORT –December 2018

REVENUE ANALYSIS

SALES TAX REVENUE

Month	FY2019 Forecast	FY2019 Actual	Monthly Variance
Oct	\$ 340,507	\$ 357,918	\$ 17,411
Nov	389,151	389,073	\$ (78)
Dec	413,473	417,882	\$ 4,409
Jan	462,117		\$ -
Feb	486,439		\$ -
Mar	340,507		\$ -
Apr	364,829		\$ -
May	437,795		\$ -
Jun	413,473		\$ -
Jul	364,829		\$ -
Aug	437,795		\$ -
Sept	413,473		\$ -
<b>Total</b>	<b>\$ 4,864,388</b>	<b>\$ 1,164,873</b>	<b>\$ 21,742</b>
Cumulative Forecast	\$ 1,143,131		
Actual to Forecast	\$ 21,742		1.9%



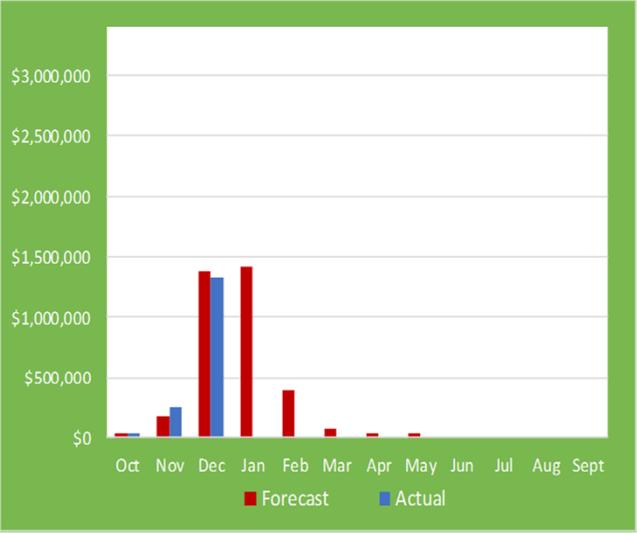
POSITIVE

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 2% greater than forecasted.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT – December 2018

# PROPERTY TAX REVENUE

Month	FY2019 Forecast	FY2019 Actual	Monthly Variance
Oct	\$ 35,395	\$ 39,476	\$ 4,081
Nov	176,976	251,445	\$ 74,469
Dec	1,380,410	1,331,743	\$ (48,667)
Jan	1,415,806		
Feb	389,347		
Mar	70,790		
Apr	35,395		
May	35,395		
Jun	-		
Jul	-		
Aug	-		
Sept	-		
<b>Total</b>	<b>\$ 3,539,514</b>	<b>\$ 1,622,664</b>	<b>\$ 29,883</b>
Cumulative Forecast	\$ 1,592,781		
Actual to Forecast	\$ 29,883	1.88%	



POSITIVE

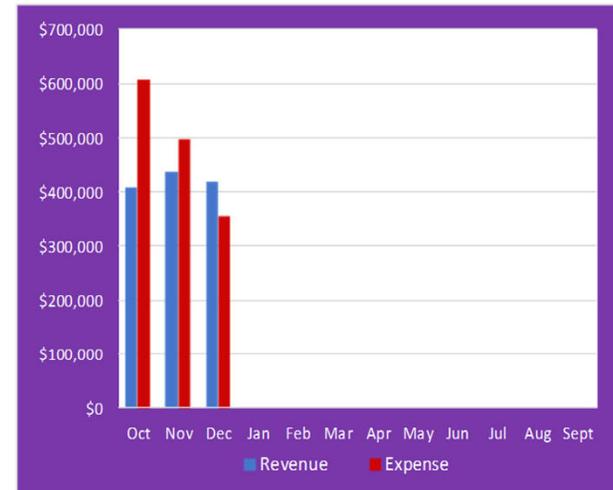
Property tax represents 31% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. The actual is exceeding the forecast by 2%.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT –December 2018

### OVERALL FUND PERFORMANCE

## WATER/WASTEWATER FUND REVENUES VS EXPENSES

Month	FY2019 Revenue	FY2019 Expense	Monthly Variance
Oct	\$ 407,528	\$ 606,317	\$ (198,789)
Nov	436,189	495,625	\$ (59,436)
Dec	416,157	353,565	\$ 62,592
Jan			\$ -
Feb			\$ -
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sept			\$ -
<b>Total</b>	<b>\$ 1,259,874</b>	<b>\$ 1,455,507</b>	<b>\$ (195,633)</b>
Cumulative Forecast	\$ 1,303,444	\$ 1,420,346	\$ (116,902)
Actual to Forecast \$	\$ (43,570)	\$ (35,161)	\$ (78,731)
Actual to Forecast %	-3.34%	-2.48%	-5.82%



**WARNING**

Water and wastewater fund is 5.8% net negative. Some of this negative was attributed to the purchase of emergency filters during the high water event at the beginning of October. This should level off in the coming months but may require a budget amendment.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT –December 2018

### REVENUE ANALYSIS

## WATER/WASTEWATER REVENUE

Month	FY2019 Forecast	FY2019 Actual	Monthly Variance
Oct	\$ 400,030	\$ 407,528	\$ 7,498
Nov	446,707	436,189	\$ (10,518)
Dec	456,707	416,157	\$ (40,550)
Jan	456,707		
Feb	428,368		
Mar	428,368		
Apr	456,707		
May	513,384		
Jun	541,722		
Jul	485,045		
Aug	513,384		
Sept	580,061		
<b>Total</b>	<b>\$ 5,707,190</b>	<b>\$ 1,259,874</b>	<b>\$ (43,570)</b>
Cumulative Forecast	\$ 1,303,444		
Actual to Forecast	\$ (43,570)	-3.34%	



**WARNING**

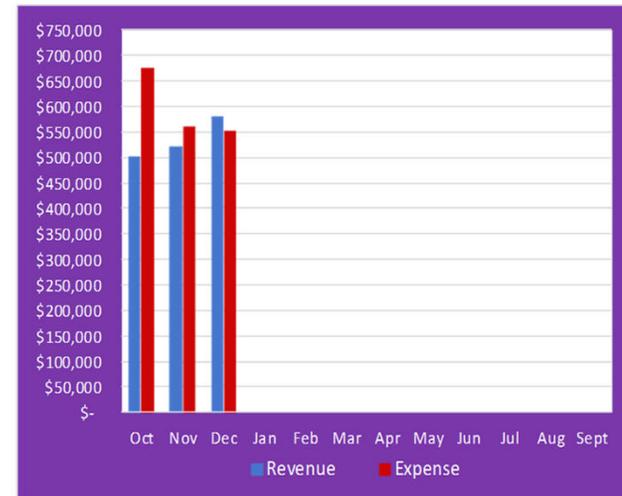
The water and wastewater actual revenue is almost breakeven with forecast. There were 5 new meters set this month all residential.

## COMPREHENSIVE MONTHLY FINANCIAL REPORT –December 2018

### OVERALL FUND PERFORMANCE

### ELECTRIC FUND REVENUES VS EXPENSES

Month	FY2019 Revenue	FY2019 Expense	Monthly Variance
Oct	\$ 501,810	\$ 675,329	\$ (173,519)
Nov	519,423	559,757	\$ (40,334)
Dec	578,558	550,649	\$ 27,909
Jan			\$ -
Feb			\$ -
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sept			\$ -
<b>Total</b>	<b>\$ 1,599,791</b>	<b>\$ 1,785,735</b>	<b>\$ (185,944)</b>
Cumulative Forecast	\$ 1,608,737	\$ 1,938,018	\$ (329,281)
Actual to Forecast \$	\$ (8,946)	\$ 152,283	\$ 143,337
Actual to Forecast %	-0.56%	7.86%	7.30%



POSITIVE

The Electric utility fund is 7.3% net positive. The expense is higher in October due to budgeted annual transfers that were processed during this month.

REVENUE ANALYSIS

ELECTRIC FUND REVENUE

Month	FY2019 Forecast	FY2019 Actual	Monthly Variance
Oct	\$ 492,992	\$ 501,810	\$ 8,818
Nov	485,679	519,423	\$ 33,744
Dec	630,065	578,558	\$ (51,507)
Jan	683,131		
Feb	544,870		
Mar	588,062		
Apr	580,749		
May	646,566		
Jun	873,270		
Jul	800,140		
Aug	800,140		
Sept	595,375		
<b>Total</b>	<b>\$ 7,721,039</b>	<b>\$ 1,599,791</b>	<b>\$ (8,945)</b>
Cumulative Forecast	\$ 1,608,736		
Actual to Forecast	\$ (8,945)		-0.56%



POSITIVE

The Electric utility revenue is .5% net negative to forecasted revenue. There was 2 new meter set both residential.

OVERALL FUND PERFORMANCE

**HOT TAX FUND REVENUES VS EXPENSES**

Month	FY2019 Revenue	FY2019 Expense	Monthly Variance
Oct	\$ 313,999	\$ 489,369	\$ (175,370)
Nov	318,578	50,241	\$ 268,337
Dec	263,379	89,111	\$ 174,268
Jan			
Feb			
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sept			
<b>Total</b>	<b>\$ 895,956</b>	<b>\$ 628,721</b>	<b>\$ 267,235</b>
Cumulative Forecast	\$ 876,039	\$ 866,886	\$ 9,153
Actual to Forecast \$	\$ 19,917	\$ 238,165	\$ 258,082
Actual to Forecast %	2.27%	27.47%	29.75%



**POSITIVE**

The HOT Tax fund is 29.7% net positive. For FY2019, this fund is now a combined fund of all the HOT funded programs. Visit Bastrop is paid on a quarterly basis along with funded organizations.

REVENUE ANALYSIS

HOTEL OCCUPANCY TAX REVENUE

Month	FY2019 Forecast	FY2019 Actual	Monthly Variance
Oct	\$ 241,423	\$ 250,340	\$ 8,917
Nov	242,303	242,469	\$ 166
Dec	202,506	198,757	\$ (3,749)
Jan	156,454		
Feb	137,463		
Mar	150,729		
Apr	286,784		
May	251,767		
Jun	247,863		
Jul	265,283		
Aug	319,298		
Sept	234,127		
<b>Total</b>	<b>\$ 2,736,000</b>	<b>\$ 691,566</b>	<b>\$ 5,334</b>
Cumulative Forecast	\$ 686,232		
Actual to Forecast %	\$ 5,334	0.8%	



POSITIVE

So far YTD we are .8% positive actual to forecast. *The Hotel Tax revenue YTD is \$9,865 less than same time last year.*

## Legal fees by Attorney/Category

COMPREHENSIVE MONTHLY FINANCIAL REPORT –December 2018

FIRM	CASE	FY16-17	FY17-18	FY18-19
<b>BUNDREN</b>				
	Pine Forest Interlocal	\$ 83,620	\$ 26,612	\$ 1,711
	Vandiver	\$ 2,343	\$ -	\$ -
	Aqua CCN	\$ 12,898	\$ -	\$ -
	Red Light Camera Suit	\$ -	\$ -	\$ -
<b>TERRELL LAW FIRM</b>				
	Water permit	\$ 37,630	\$ 135	\$ -
<b>DAVID BRAGG, P.C.</b>				
	General legal	\$ 48,215	\$ -	\$ -
	Vandiver	\$ 9,640	\$ -	\$ -
	Water Permit	\$ 3,120	\$ -	\$ -
	Pine Forest Interlocal	\$ 3,560	\$ -	\$ -
<b>BOJORQUEZ LAW FIRM</b>				
	General legal	\$ 3,299	\$ 245,168	\$ 51,798
	Vandiver	\$ 4,546	\$ 5,079	\$ 152
	Pine Forest Interlocal	\$ -	\$ 10,116	\$ -
	Prosecutor	\$ -	\$ 19,633	\$ 5,379
	Water/Wastewater	\$ -	\$ 18,425	\$ 6,810
<b>MULTIPLE FIRMS</b>				
	XS Ranch Bankruptcy	\$ 7,415	\$ 11,770	\$ -
<b>RUSSEL RODRIGUEZ HYDE</b>				
	XS Ranch Water Rights	\$ 7,607	\$ 27,965	\$ 3,318
	Hunters Crossing PID	\$ 17,927	\$ 83,524	\$ 14,457
	Water/Wastewater	\$ -	\$ 910	\$ -
<b>TAYLOR, OLSON, ADKINS, SRALLA &amp; ELAM, LLP</b>				
	Red Light Camera Suit	\$ 443	\$ 2,124	\$ -
<b>Total Legal</b>		\$ 242,263	\$ 451,460	\$ 83,624

### Summary by Case/Type

Row Labels	Sum of FY16-17	Sum of FY17-18	Sum of FY18-19
Aqua CCN	\$ 12,898	\$ -	\$ -
General legal	\$ 51,514	\$ 245,168	\$ 51,798
Hunters Crossing PID	\$ 17,927	\$ 83,524	\$ 14,457
Pine Forest Interlocal	\$ 87,180	\$ 36,728	\$ 1,711
Prosecutor	\$ -	\$ 19,633	\$ 5,379
Red Light Camera Suit	\$ 443	\$ 2,124	\$ -
Vandiver	\$ 16,529	\$ 5,079	\$ 152
Water permit	\$ 40,750	\$ 135	\$ -
Water/Wastewater	\$ -	\$ 19,335	\$ 6,810
XS Ranch Bankruptcy	\$ 7,415	\$ 11,770	\$ -
(blank)			
XS Ranch Water Rights	\$ 7,607	\$ 27,965	\$ 3,318
<b>Grand Total</b>	<b>\$ 242,263</b>	<b>\$ 451,460</b>	<b>\$ 83,624</b>



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 6C

**TITLE:**

Receive Monthly Development Update.

**STAFF REPRESENTATIVE:**

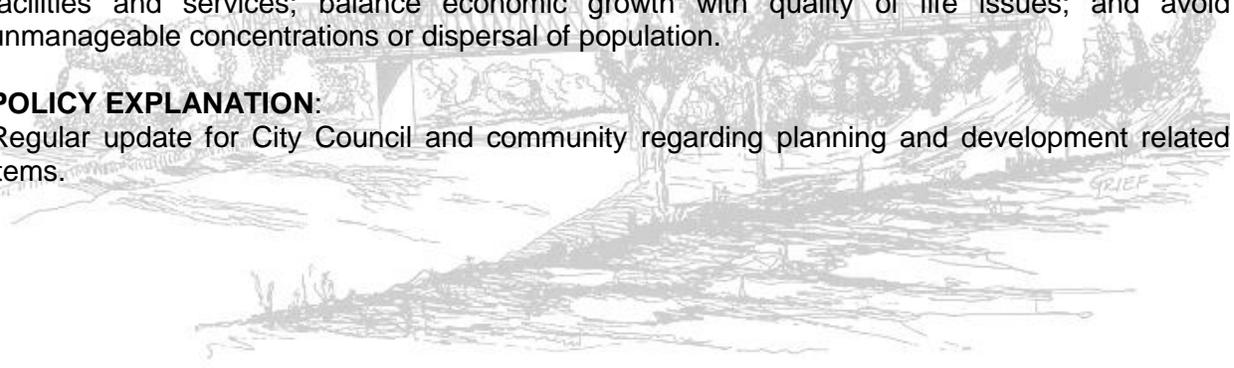
Matt Jones, Planning and Development Director

**BACKGROUND/HISTORY:**

The Planning and Development Department's mission is preserving the past, while facilitating growth and quality of life in harmony with the vision for the City of Bastrop's future. The purpose of the department is to maximize community strengths and minimize weaknesses; protect property rights and enhance property values; anticipate growth and provide adequate public facilities and services; balance economic growth with quality of life issues; and avoid unmanageable concentrations or dispersal of population.

**POLICY EXPLANATION:**

Regular update for City Council and community regarding planning and development related items.





# PLANNING & DEVELOPMENT



# Monthly Development Update



# Planning and Development

## Mission and Purpose

### **Mission:**

Preserving the past while facilitating growth and quality of life in harmony with the vision for the City of Bastrop's future.

### **Purpose:**

To maximize community strengths and minimize weaknesses; protect property rights and enhance property values; anticipate growth and provide adequate public facilities and services; balance economic growth with quality of life issues; and avoid unmanageable concentrations or dispersal of population.



# November/December Activity Matrix

	November/December	FYTD
Counter Visits	364	600
Permits Issued	176	240
Pre-Application Meetings	28	46



# New Certificate of Occupancy

- **Copper Shot Distillery and Tasting room – 809 Main St.**
- **Bastrop Tile – 174 SH 304 Suite B**
- **Bastrop Birthing Center – 150 Settlement Blvd. Suite C**
- **Rapid Express Car Wash – 741 Old Austin HWY**



# Commercial Projects

- **Stem and Stone**
- **Home Goods**
- **Arby's**
- **Seaton Hospital**
- **365 Mini Storage**
- **Lost Pines Professional Building**



# Residential Projects

- **Pecan Park**
- **Piney Creek Bend**
- **The Colony**
- **The Preserve at Hunter's Crossing**
- **The Villages at Hunter's Crossing**



# Training and Certifications



**David Brasich**

- **Attended Mechanical Plans Review Course**
- **Obtained Mechanical Plans Examiner Certification**



# Events

- **Attended CAMPO Regional Arterials Planning Workshop**
- **Building Bastrop Design Rodeos**
- **Boards and Commissions Awards Banquet**
- **Chamber of Commerce Luncheon**





**BUILDING BASTROP**

HONORING OUR AUTHENTIC PAST.  
PLANNING FOR OUR SUSTAINABLE FUTURE.

# Questions or Comments?





# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 6D

**TITLE:**

Receive Monthly Report from Visit Bastrop.

**STAFF REPRESENTATIVE:**

James K. Altgelt, Director of Public Safety/Chief of Police/Interim Director of Hospitality & Downtown Department

Susan Smith, President/CEO of Visit Bastrop, DMO

**BACKGROUND/HISTORY:**

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 make a monthly presentation to the City Council outlining progress in implementing their annual Business Plan, 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 Hotel Occupancy Tax (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:**

On September 12th, 2017, the City Council passed Resolution Number R-2017-74 which approved a Destination and Marketing Services Agreement between the City of Bastrop and Visit Bastrop. Pursuant to Section 2.3(C) of this agreement, Visit Bastrop committed to providing monthly and annual written reports to the City. Tonight's presentation is in compliance with this obligation.

**FUNDING SOURCE:**

Visit Bastrop receives approximately \$1.1 million dollars in Hotel Occupancy Tax annually from the City of Bastrop to provide destination marketing services and serve as the brand advocate for our community.

**ATTACHMENTS:**

- November 2018 Visit Bastrop President's Report
- December 2018 Visit Bastrop President's Report
- Visit Bastrop Business Plan FY 2018 – 2019 City Council Presentation



**VISIT BASTROP | PRESIDENT'S REPORT**

Reporting: November 1 – 30, 2018

Submitted: January 9, 2019

Presented: January 22, 2019

# WEBSITE & SOCIAL MEDIA SUMMARY

## WEBSITE (YEAR OVER YEAR) SUMMARY

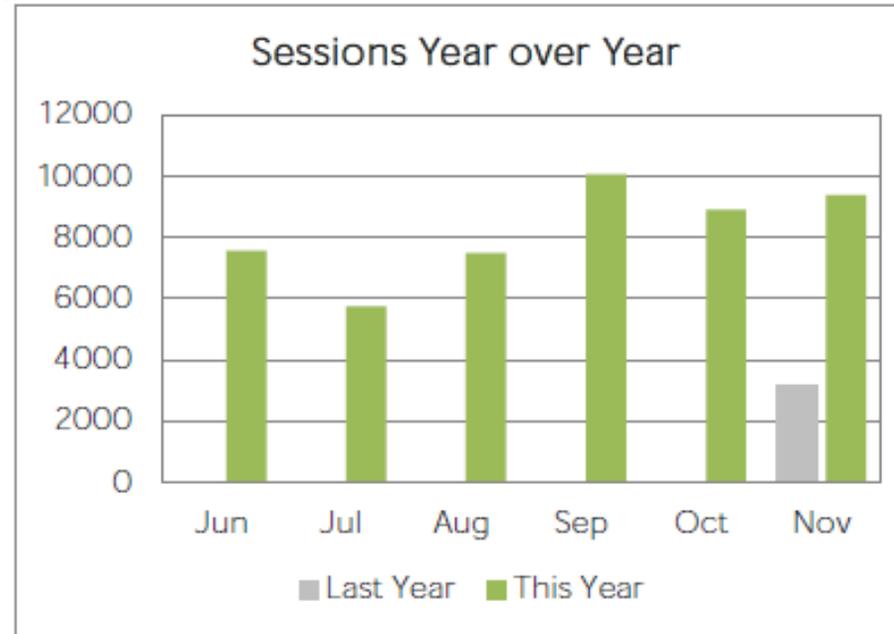
- November 2018 – Partial YoY Data Available
- 198% increase in traffic
- 110% referral traffic

## WEBSITE (NOVEMBER) SUMMARY

- Top Referrer – Hyatt Regency Lost Pines
- 6,840 Organic Sessions
  - (for reference – last years November organic sessions, 399)
  - Increase in organic traffic is a key indicator that Visit Bastrop is gaining visibility in Google search results

### Top Organic Pages

- Heroes and Hotrods Veteran's Day Car Show Event
- Visit Bastrop Homepage
- Things to Do



## SOCIAL MEDIA STATISTICS

	Total Followers	Follower Increase	Impressions
Facebook	44.9K	.1%	112.2K
Instagram	918	8.5%	7,622



# PUBLIC RELATIONS SUMMARY



November Total Clips: 31  
Estimated Total Coverage Views: 179,738+  
Estimated Total Monthly Visits: 23,279,826+

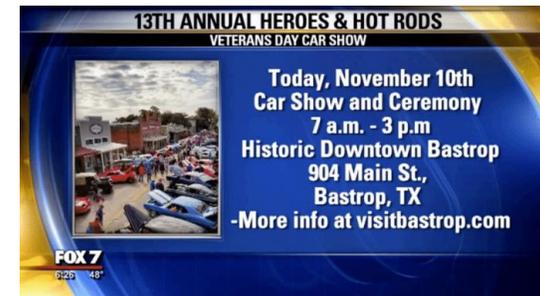
## EVENT: HEROES AND HOTRODS VETERAN'S DAY CAR SHOW

Media Alert Sent: November 1, 2018

### Secured Coverage

#### Spectrum News

- (est. monthly visits: 1.3M, est. coverage views 53.5K)
- <https://spectrumlocalnews.com/tx/austin/news/2018/11/11/bastrop-host-veterans-day-car-show->
- FOX7 Good Day Austin 11/9/2018
- FOX7 Good Day Austin 11/10/2018
  - (est. monthly visits: 346K. Est. coverage views: 5.9K)
  - <http://www.fox7austin.com/good-day/372147964-video>
- KXAN 11/10/2018
  - Est. coverage views: 12.1K
- Elgin Courier
  - Est. monthly visits 8.77K, est. coverage views: 1.29K
  - [https://www.elgincourier.com/lifestyles/article\\_2d9b9eea-e303-11e8-a380-c7f730847f61.html](https://www.elgincourier.com/lifestyles/article_2d9b9eea-e303-11e8-a380-c7f730847f61.html)



# PUBLIC RELATIONS SUMMARY



EVENT: Holiday Season in Bastrop  
Media Alert Sent: November 29, 2018

## Secured Coverage

The Austin Chronicle 12/1/2018

- (est. monthly visits: 830K, est. coverage views 2.92K)
- <https://www.austinchronicle.com/daily/travel/2018-12-01/day-trips-and-beyond-december-events-roundup/>

## PROACTIVE OUTREACH SECURED COVERAGE

Hyatt Regency Lost Pines/NYE Experience

The Points Guy

- (est. monthly visits: 12.1MIL, est. coverage views 53.7K)
- <https://thepointsguy.com/guide/new-years-eve-celebrations-families/>

Dog-Friendly Winter Events

Animal Wellness Blog

- (est. monthly visits: 108K, est. coverage views 682)
- <https://animalwellnessmagazine.com/dog-friendly-winter-events/>

Where to Shop in Austin Right Now: 6 Favorite Holiday Markets for Great Local Gifts

Culture Map Austin

- (est. monthly visits: 187K, est. coverage views 710)
- <http://austin.culturemap.com/news/city-life/11-28-18-7-festive-shopping-events-best-christmas-markets-local-austin-shops-bazaars-trail-of-lights-blue-genie-cherrywood/#slide=0>

Lost Pines Christmas Offers a Month-Long Celebration

Elgin Courier

- (est. monthly visits: 10.1K, est. coverage views 1.29K)
- [https://www.elgincourier.com/lifestyles/article\\_31dfed10-e305-11e8-ae96-433cf61054c1.html](https://www.elgincourier.com/lifestyles/article_31dfed10-e305-11e8-ae96-433cf61054c1.html)



# PUBLIC RELATIONS SUMMARY



## EVENT: LOST PINES CHRISTMAS

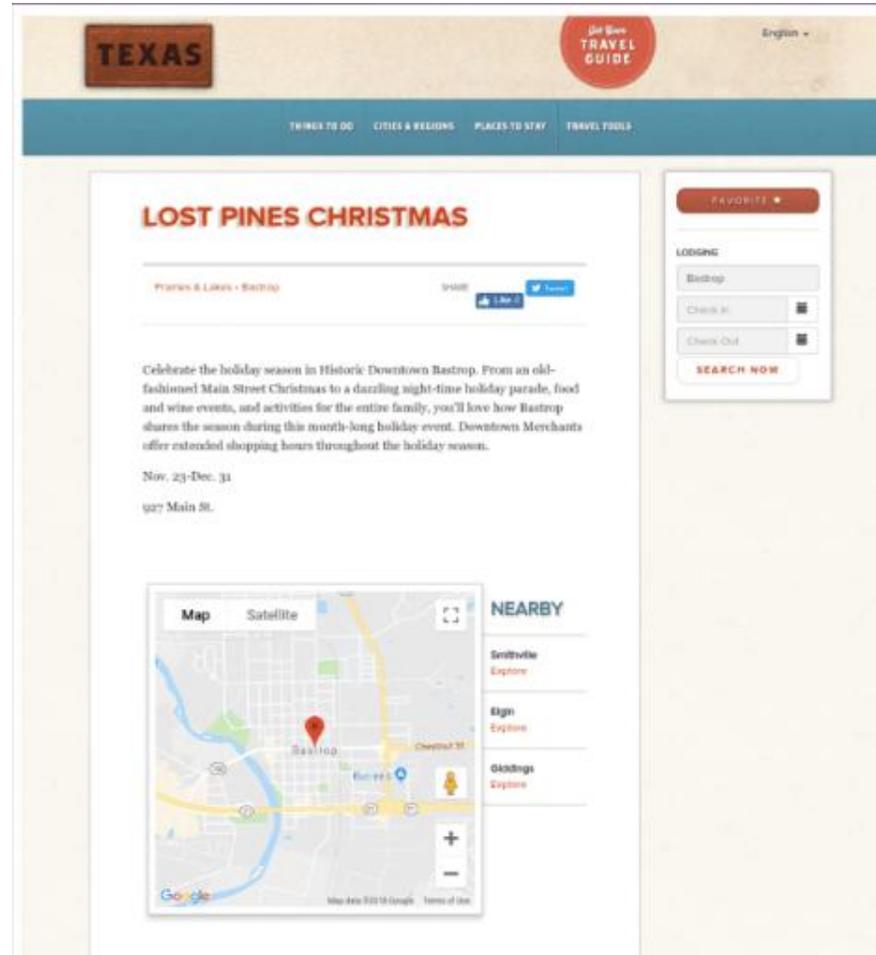
Picked Up Submissions:

- Texas Highways (est. monthly visits 68.3k)
- Austin.com (est. monthly visits 37.6K)
- Austin Monthly (est. monthly visits 74.5K)
- 365 Things Austin (est. monthly visits 43.1K)
- Tyler Morning Telegraph (est. monthly visits 261K)
- Austin Chronicle (est. monthly visits 655K)
- Austin 360 (est. monthly visits 436K)
- Community Impact (est. monthly visits 515K)
- Culture Map Austin (est. monthly visits 187K)
- Spectrum News (est. monthly visits 1.3M)
- Texas Co-op Power (est. monthly visits 17.8K)
- Texas Downtown Association (est. monthly visits 316)
- The Austinot (est. monthly visits 78.9K)
- County Line Magazine (est. monthly visits 83.1K)
- Free Fun in Austin (est. monthly visits 83.1K)
- KXAN (est. monthly visits 2.89 MIL)
- Travel Texas (est. monthly visits 77.3K)

## EVENT: TWISTED CHRISTMAS

Picked Up Submissions:

- Austin.com (est. monthly visits 37.6K)
- Austin Monthly (est. monthly visits 74.5K)
- Austin Chronicle (est. monthly visits 655K)



# LODGING INDUSTRY REPORT



	October 2018						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>	66.6	-9.0	169.83	2.3	-6.9	-9.0	64.8	2.8	171.42	0.0	2.9	2.8
<b>Average</b>	63.6	-2.8	121.8	-1.0	-3.8	-0.5	62.8	-1.1	116.8	0.5	-0.6	3.2

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

# SALES REPORT

LEADS - 1

SERVICE REQUEST LEADS - 1

DEFINITES - 0

SERVICE REQUEST DEFINITES - 1

LEADS ROOM NIGHTS – 505

CONTRACT VALUE - \$20,000.00

DEFINITE ROOM NIGHTS – 0

---

LOST LEADS - 1

ROOM NIGHTS – 5

- Planner looking for metro downtown

**Leads:** Number of leads sent out to a Bastrop property

**Lead Room Nights:** Rooms selected multiplied by the number of nights in the period

**Service Request Leads:** A lead sent out to a non-hotel property

**Definites:** Number of leads that booked at a Bastrop property

**Definite Room Nights:** Number of rooms booked multiplied by the number of nights in the period

**Service Request Definites:** A lead sent out to a non-hotel property that booked.

# QUESTIONS, THOUGHTS COMMENTS?

Chamber of Commerce Newsletter  
Board of Director Meetings  
City Council Meetings

Susan Smith, President  
512-332-8991  
[susan@visitbastrop.com](mailto:susan@visitbastrop.com)



**VISIT BASTROP | PRESIDENT'S REPORT**

Reporting: December 1 - 31, 2018

Submitted: January 9, 2019

Presented: January 22, 2019

# WEBSITE & SOCIAL MEDIA SUMMARY



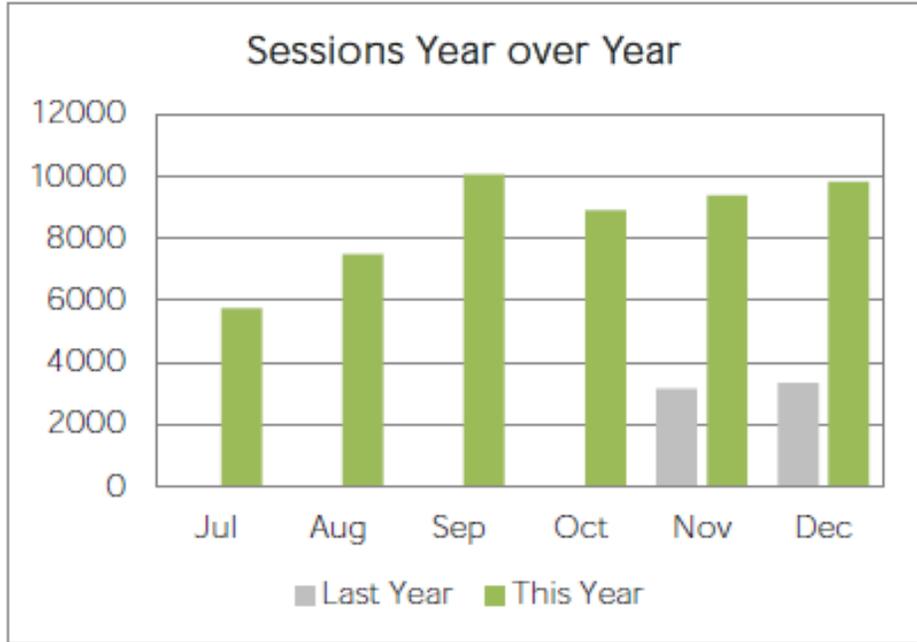
## WEBSITE (YEAR OVER YEAR) SUMMARY

- December 2018 - First Full Month of YoY Data
- 194% increase in traffic (YoY)

## WEBSITE (DECEMBER) SUMMARY

- 9,828 Organic Sessions
- Top Organic Pages
- Bastrop Lighted Christmas Parade (1,036 sessions)
- Hyatt NYE Experience ( 658 sessions)
- Bastrop River of Lights (638 sessions)

Top Cities  
Austin, Houston, Dallas, San Antonio, Round Rock, Elgin



SOCIAL MEDIA STATISTICS			
	Total Followers	Follower Increase	Impressions
Facebook	44.9K	.08%	63.2K
Instagram	959	4.5%	4,475

# PUBLIC RELATIONS SUMMARY



Total Clips: 6  
Est. Monthly Visits: 1,638.330+  
Est. Total Coverage Views: 17,052  
Placement Ratio: 35.4%\*

EVENT: HOLIDAYS SEASON IN BASTROP

Media Alert Sent: November 29, 2018

## Secured Coverage

FOX7

- (est. monthly visits: 354K, est. coverage views 2.13K)
- Estimated Value: \$860
- <http://www.fox7austin.com/news/local-news/lost-pines-christmas-snow-day-in-bastrop>
- Industries represented: Entertainment, Special Events

Austin360

- (est. monthly visits 567K, est. coverage views 2.08K)
- Estimated Value: \$349.18
- <https://www.austin360.com/entertainmentlife/20181206/holiday-fun-4-festive-towns-located-less-than-two-hours-from-austin>
- Industries Represented: Entertainment, Special Events, Hyatt Regency



Entertainment & Life  
**Holiday fun: 4 festive towns located less than two hours from Austin**



**Bastrop**

From the Holiday Homes Tour to the Lighted Christmas Parade, Bastrop glows with holiday fun the weekend of Dec. 8 and beyond. Looking for New Year's plans? Check out the Hyatt Regency Lost Pines, where you'll find everything from a Ferris wheel to a barbecue feast on New Year's Eve. Learn more about the holidays in Bastrop, located 45 minutes from Austin, at [visitbastrop.com/things-to-do/holiday-happenings](http://visitbastrop.com/things-to-do/holiday-happenings).

# PUBLIC RELATIONS SUMMARY



SECURED COVERAGE CONTINUED...

EVENT: MY HOMETOWN BASTROP: Reasons Why This Is a Perfect Holiday Getaway

CBS AUSTIN (KEYE)

- (est. monthly visits: 8.26K, est. coverage views 919)
- <https://cbsaustin.com/features/we-are-austin/my-hometown-bastrop-reasons-why-this-is-a-perfect-holiday-getaway>
- Industries represented: Entertainment, Special Events, Hyatt Regency Lost Pines, Outdoor

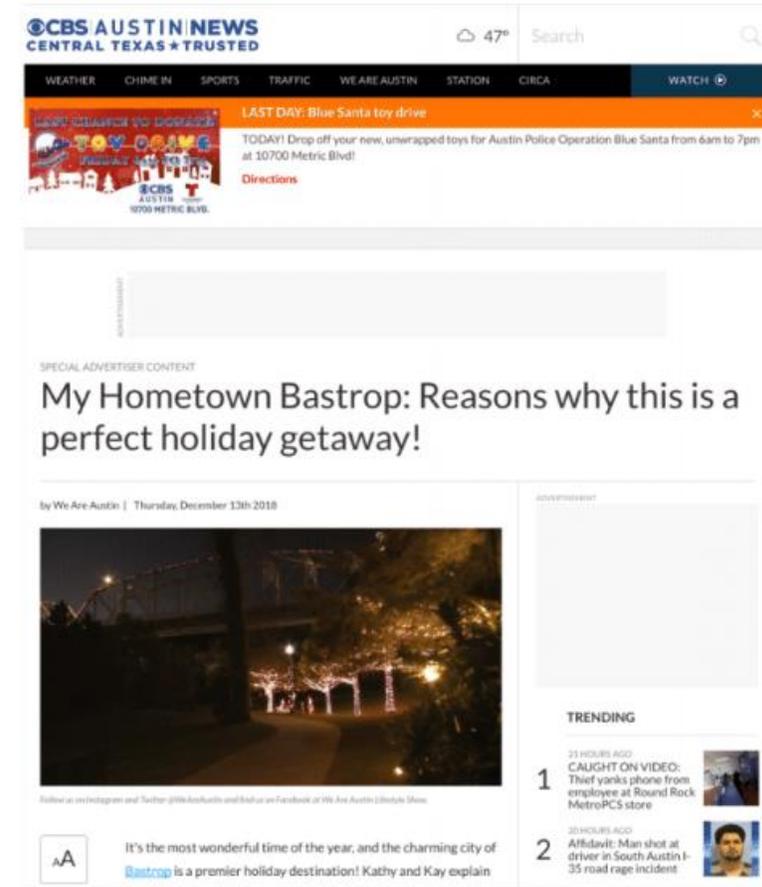
ELGIN COURIER

- (est. monthly visits: 7.57K, est. coverage views 903)
- [https://www.elgincourier.com/lifestyles/article\\_f3a2b490-f7ec-11e8-b19d-c3c9f8b2310d.html](https://www.elgincourier.com/lifestyles/article_f3a2b490-f7ec-11e8-b19d-c3c9f8b2310d.html)
- Industries Represented: Outdoor, Special Events, Entertainment

## PROACTIVE OUTREACH SECURED COVERAGE

Unique Events in the US that are Dog-Friendly | Dog Road Trip Ideas  
Raising Your Pet Naturally

- (est. monthly visits: 8.26K, est. coverage views 919)
- <https://raisingyourpetsnaturally.com/dog-road-trip-ideas>
- Industries Represented: Outdoor, Special Events



# LODGING INDUSTRY REPORT



	November 2018						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>	<b>61.8</b>	<b>1.1</b>	<b>149.13</b>	<b>0.8</b>	<b>1.9</b>	<b>1.1</b>	<b>64.5</b>	<b>2.7</b>	<b>169.50</b>	<b>0.1</b>	<b>2.8</b>	<b>2.7</b>
<b>Average</b>	<b>59.3</b>	<b>0.3</b>	<b>112.5</b>	<b>1.1</b>	<b>1.5</b>	<b>2.7</b>	<b>62.5</b>	<b>-0.9</b>	<b>116.5</b>	<b>0.5</b>	<b>-0.4</b>	<b>3.1</b>

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

# SALES REPORT

LEADS - 1

SERVICE REQUEST LEADS - 1

DEFINITES - 1

SERVICE REQUEST DEFINITES - 0

LEADS ROOM NIGHTS – 160

CONTRACT VALUE - room block

DEFINITE ROOM NIGHTS – 160

---

LOST LEADS - 0

**Leads:** Number of leads sent out to a Bastrop property

**Lead Room Nights:** Rooms selected multiplied by the number of nights in the period

**Service Request Leads:** A lead sent out to a non-hotel property

**Definites:** Number of leads that booked at a Bastrop property

**Definite Room Nights:** Number of rooms booked multiplied by the number of nights in the period

**Service Request Definites:** A non-hotel lead to a Bastrop business.

# QUESTIONS, THOUGHTS COMMENTS?

Chamber of Commerce Newsletter  
Board of Director Meetings  
City Council Meetings

Susan Smith, President  
512-332-8991  
[susan@visitbastrop.com](mailto:susan@visitbastrop.com)

VISIT  
**BASTROP** EST.  
1832  
*Texas*



VISIT BASTROP FY 2018 – 2019 BUSINESS PLAN

# VISIT BASTROP

## ABOUT THE BASTROP DMO

### 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.

In travel and tourism terms, DMO stands for Destination Marketing Organization. The Visit Bastrop DMO plays a key role in the long-term development of our destination by formulating an effective travel and tourism strategy.

- Visit Bastrop oversees, creates, and implements marketing campaigns and promotions to inspire travelers to visit Bastrop
- Visit Bastrop is an advocate for increased investment to enhance the visitor experience.
- Visit Bastrop formulates campaigns to attract conventions, meetings, and events to Bastrop. We work closely with meeting planners to plan events that display Bastrop and its attractions in the most favorable and enticing manner.
- Visit Bastrop interacts with leisure, vacation, meeting professionals, conventioners, business travelers and tour operators within twelve market segments.

Travel and tourism are one of the fastest-growing economic sectors on the globe. It plays a vital role in the development of emerging destinations. According to figures from the [World Travel and Tourism Council](#) (WTTC), the industry employs close to 100 million people, representing some 3 percent of global employment. Without question, it pays to promote travel and tourism. According to the leading industry group, Destination International (DI), each \$1 spent in destination marketing generates \$38 in visitor spending across international markets.

The Visit Bastrop DMO is funded primarily through the HOTEL OCCUPANCY TAX (HOT) fund. Visit Bastrop operates on a fiscal calendar from October 1 through September 30.



## Message from the President/CEO

Bastrop, Texas is an original town with a fresh approach to life. A genuine destination where all-inclusive means everyone's invited. From the moment you cross our iconic Old Iron Bridge and step foot on our charming downtown streets, you'll feel welcomed - welcome to it all! It all starts with a stroll down Main Street, followed by an epic outdoor adventure, then mix in some live music and top it off with a mouthwatering meal. And that's just the half of it. We welcome you to make yourself at home, create your next story and enjoy our special brand of Texas hospitality.

We are often reminded how critical the tourism industry is to our quality of life and our economy. Tourism generates secure jobs for our citizens and tax revenue from outside sources. The hospitality industry is a leading force in our development; working together is the only way to leverage our great city to its full potential.

The Visit Bastrop business plan has been developed as an action-oriented, forward-thinking plan that encompasses all segments of the travel and tourism industry and reinforces our position as a genuine destination. This is an aggressive, dynamic plan that will lay the foundation for our future successes and we will continue to work with local leaders, community and industry associations to surpass our goals and objectives. The Visit Bastrop Board of Directors will guide this dynamic plan and as necessary, will make carefully planned changes in our strategy that will help us strengthen our position within the tourism market and formulate contingency plans to address unexpected changes that may occur.

We move forward with confidence in our strategic direction as well as in our people, destination, partners and programs.

A handwritten signature in black ink, appearing to read "Susan M. Smith".

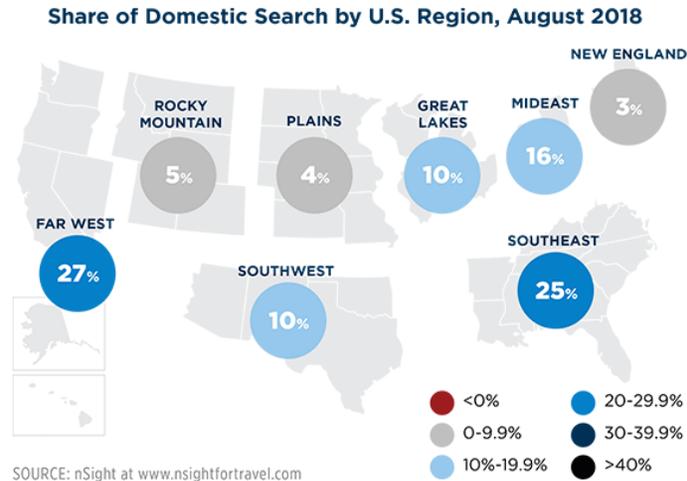
Susan M. Smith  
President/CEO

# OBJECTIVES

- Visit Bastrop serves as an economic engine for the City of Bastrop.
- Visit Bastrop delivers performance of economic development benefits in fulfilling its core mission.
- Visit Bastrop provides marketing, management and operational excellence through its financial oversight, market research and market planning, business execution and evaluation steps.
- Visit Bastrop is the recognized leader in the community for effective tourism development.
- Increase demand in Bastrop for twelve target market sectors: Arts, Nightlife/Entertainment, Restaurants, Venues/Weddings, Outdoor/Recreation, Retail, Film, Hyatt Lost Pines, History, Sports, Meetings/Events, Motor coach and Hotel/Lodging, as well as other events and activities that positively affect the economic impact of the local tourism industry.
- Increase visibility of Bastrop among travelers. (leisure and business)
- Establish Bastrop as the preferred location for leisure, meetings or events and business travel.
- Increase and incite travel to Bastrop.
- Increase visitor spending in target markets.

## ECONOMIC OUTLOOK

The current state of the economy is strong. Confidence is high among both consumers and businesses across most sectors; the labor market is tight and wage growth is accelerating; and consumer spending and business investment are growing. While the economic glass is more than half full, there are concerns that could darken the forecast. Gathering international storm clouds in the form of a possible trade war with China pose a downside risk to the economy. In addition, accelerating inflation is eating into wage gains that could constrain consumer spending.



Domestic travelers are favoring destinations closer to home, according to the latest U.S. Travel Barometer. Nearly nine in 10 lodging searches from U.S. residents were for travel within the U.S. – significantly higher than the 80 percent of lodging searches for the prior two Augusts. Year-to-date, on average, 86 percent of U.S. residents lodging searches were for within the U.S. – notably higher than the 77 percent 2017 year-to-date average. The Far West (27%) and Southeast (25%) captured more than half of all U.S. resident lodging searches.

Ease of travel followed by food and dining options are the top factors when selecting a leisure travel destination according to Phocuswright. Travelers also desire a familiar location, with six in 10 visiting a destination they have been to previously. Three in 10 stated their travel planning research started on a mobile device. Younger travelers tended to book closer to their date of travel compared to other age groups, but youth doesn't equate to impulsiveness; younger travelers spent more time researching where to go. **Source: [ustravel.org](http://ustravel.org)**

## MARKETING/PUBLIC RELATIONS:

# PLANS & METHODOLOGY

## Brand Strategy

- Voice & Tone: Established, Hospitable, Sincere, Charming, Lively, Confident
- Brand Values: Authenticity, Inclusivity, Camaraderie, Tradition, Family, Service
- Brand Pillars:
  - Main Street Heritage
  - Community Anecdotes
  - Hospitable Charm
  - Spirited Adventures
- Brand Positioning: From spirited adventures to historic Main Street charm, our unique experiences blend to create unforgettable stories.
- Brand Promise: We promise to treat our visitors like family, providing them with unique opportunities to create a lifetime of one-of-a-kind experiences.

## Creative Strategy

During FY 2018 - 2019, marketing efforts will be centered around a robust roll-out of the “Welcome To It All” campaign, with messaging and imagery tailored to invite the target audiences to always feel invited and welcome. Bastrop will be positioned as a top location for both leisure and business travel by educating potential visitors and meeting planners to all the unique amenities and experiences available to incite action and change existing perceptions. Messages will be communicated through an array of marketing channels and tactics, including, but not limited to, Public Relations and Content Marketing, Influencer Partnerships, Social Media, Outdoor, Print, Digital Paid Advertising, Meeting Planner Collateral, Trade Show Attendance/Outreach, and more.

# MARKETING/PUBLIC RELATIONS: PLANS AND METHODOLOGY, continued.

## Campaign Concept: Welcome To It All

Welcome to Bastrop, Texas—an original Texas town with a fresh approach to life. A genuine destination where all-inclusive means everyone’s invited. The moment you cross our iconic Old Iron Bridge and step foot on our charming downtown streets, you’ll feel welcomed—welcome to it all. It all starts with a stroll down Main Street, followed by an epic outdoor adventure, then mix in some live music and top it off with a mouthwatering meal. And that’s just half of it. We welcome you to make yourself at home, create your next story and enjoy our special brand of Texas hospitality.

## Campaign Messaging

Welcome To It All is aimed to showcase the environment of Bastrop, lending itself to creating diverse and customizable experiences. Bastrop offers a variety of immersive and authentic experiences that appeal to the modern experiential traveler. Travelers from across the country are in search of experiences that are unique and authentic. From recharging in nature, to learning about Bastrop's culture, to seeking an adventure of a lifetime, “Welcome To It All” will help drive awareness to the local experiences that Bastrop offers.

## Target Audiences

Looking at visitors and travelers interested in Bastrop, going after the right audience will be key for the campaign. Each targeted audience will have a part of Bastrop that they will be able to identify with and make it their own story. We want to engage travelers as well as meeting and event planners more, encourage immersive travel and tie back to “Welcome To It All”.

Target market sectors will include:

- Arts
- Restaurants
- Outdoor Recreation
- Film
- Sports
- Motorcoach
- Nightlife and Entertainment
- Venues/Weddings
- Retail
- History
- Hotel/Lodging
- Hyatt Lost Pines

# BUSINESS ASSOCIATIONS

- Destination International (DI)
- Texas Travel Industry Association (TTIA)
- Texas Association of Convention Bureaus (TACVB)
- Bastrop Chamber of Commerce

## **New for 2019:**

- American Bus Association (ABA)
- National Tour Association (NTA)
- Faith Travel Association (FTA)
- Texas Hotel and Lodging Association (THLA)

## BUDGET

Visit Bastrop continues to scrutinize all programs and pay careful attention to those that do not directly impact Hotel Occupancy Tax (HOT) occupancy. Our fiscal controls are carefully monitored by the Financial Committee, a subset of the Board of Directors and CFO by Design to ensure resources are invested carefully and efficiently. To allow for adjustments to changing market conditions, select marketing plan objectives and/or tactics may change throughout the year.

## FY 2018/19 Visit Bastrop Budget 08/30/18

### Income

	FY 18/19
2018/19 carryover	\$ 353,000.00
2018/19 FY HOT	\$ 1,112,000.00
2018/19 City HOT Special	\$ 75,000.00
Total Income	\$ 1,540,000.00

### Expenses

#### Client Development

Misc Sales/Client Dev	\$ 5,000.00
Group sales/Event Opp	\$ 35,000.00
Sales Print Collateral	\$ 500.00
Promo Giveaways	\$ 1,000.00
Total Client Development	\$ 41,500.00

## Tradeshows/Conferences

Connect Marketplace (2)	\$	9,000.00
Connect Texas	\$	4,000.00
Simpleview Summit	\$	5,000.00
Social Media Marketing World	\$	350.00
Southwest Showcase	\$	1,500.00
TACVB Annual	\$	5,000.00
TACVB Marketing Conf	\$	800.00
TTIA Summit	\$	3,000.00
TTIA Unity Dinner	\$	1,200.00
Destinations International	\$	10,000.00
Total Tradeshows/Conferences	\$	39,850.00

## Sponsorships – CITY HOT Special Fund

Various events requesting HOT \$75,000	\$	75,000.00
Total City HOT Special Sponsorships	\$	75,000.00

**Local Meetings/Transportation**

	\$	400.00
Transp/Mileage-misc meetings	\$	1,800.00
Board Meetings	\$	2,000.00
Staff events/meals		
	\$	4,200.00
Total Local Meetings/Transportation		

**Information/Technology**

	\$	2,000.00
Computer Equipment	\$	5,000.00
Simpleview Software	\$	10,000.00
Website Development	\$	1,368.00
IT Support (City)		
	\$	18,368.00
Total Information/Technology		

**Dues/Memberships/Subscriptions**

	\$	1,075.00
TACVB	\$	1,065.00
TSAE	\$	2,755.00
Destinations International	\$	6,000.00
D.I. DestinationNext	\$	5,500.00
D.I. Economic Calculator	\$	2,802.00
TTIA	\$	175.00
Bastrop Chamber	\$	628.00
Misc		
	\$	20,000.00
Total Dues/Memberships/Subscriptions		

**Marketing**

	\$	400,000.00
Advertising	\$	25,000.00
Meeting/Convention	\$	25,000.00
Visitor Guide	\$	10,000.00
Research		
	\$	460,000.00
Total Marketing		

**Rent & Utilities – Office Expenses**

	\$	25,000.00
Rent	\$	6,000.00
Utilities	\$	2,400.00
Telephone and Internet	\$	2,400.00
Janitorial	\$	1,272.00
Copier/Printing lease	\$	3,000.00
Office supplies	\$	1,200.00
Postage/Freight	\$	3,000.00
Printing	\$	1,000.00
Repair and Maintenance		
	\$	45,272.00
Total Rent & Utilities		

## Personnel Costs

	\$	330,000.00
Salaries & Wages	\$	33,000.00
Incentive Pay	\$	26,591.00
FICA Taxes	\$	210.00
FUTA Taxes	\$	3,038.00
SUTA Taxes	\$	43,560.00
Retirement contribution	\$	13,000.00
FSA/HAS contribution	\$	43,484.00
Benefits-Employee Health	\$	1,903.00
Benefits-Employee Dental	\$	780.00
Payroll processing fees	\$	2,500.00
Professional development		
	\$	498,066.00
Total Personnel Costs		

<b>New Office Set Up</b>		\$	2,000.00
	Furniture	\$	2,000.00
	Fixtures		
		\$	4,000.00
	<b>Total New Office</b>		
<b>Operational/Miscellaneous Costs</b>			
		\$	10,000.00
Insurance – General, D&O		\$	6,000.00
Audit Fees		\$	10,000.00
Research			
Legal fees		\$	30,000.00
Financial services		\$	39,000.00
Depreciation amortization		\$	12,000.00
Bank fees		\$	1,500.00
Misc.		\$	1,500.00
	<b>Total Op/Misc</b>	\$	110,000.00

Total Income	\$ 1,540,000.00
Total Expenses	\$ 1,336,256.00
Net	\$ 203,744.00
Reserve	\$ 53,744-
Op Reserve	\$150,000-
Total	\$ -

HOT- Hotel Occupancy Tax

Group Sales - Meetings, Conventions, 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

## REVENUE ENHANCEMENT PLANS

- New technologies – Electric Vehicle Charging Stations
- New Markets
- Marketing Collateral – Meeting Planner Guides, Visitor Guides
- Cooperative Advertising
- Promotions
- Retail

# DESTINATION MARKETING ACCREDITATION PROGRAM (DMAP)

## Eligibility

- Destination organization or CVB\* is a legal organization or entity
- Destination marketing is the primary function of the destination organization or CVB
- The destination organization or CVB has two or more years of destination marketing expertise
- The destination organization or CVB is the official governing entity authorized to provide destination marketing services for the jurisdiction
- The destination organization or CVB agrees to abide by the DMAP Code of Conduct

Since the inception of Visit Bastrop, standards have been put in place with accreditation in mind. Fiscal year 2018 – 2019, will continue to operate within these standards. At the beginning of our next fiscal year, Visit Bastrop will have met the eligibility requirements and will begin the formal accreditation process.

**\*What is a CVB?** A convention and visitor bureau (CVB) is a local tourism marketing organization that specializes in developing convention, meeting and group business as well as leisure travel to a city, county or region.

## COMMUNITY RELATIONS

Beyond annual DMO goals, objectives and strategies to increase visitor and convention business for the City of Bastrop, Visit Bastrop also joins the interests of the city/town/county governments, trade and civic associations and other local stakeholders in achieving overall tourism-related economic impact.

- Continue to strengthen the area's appreciation and support of the visitor economy, by elevating Visit Bastrop's credibility and staff expertise with community stakeholders or opinion-leaders.
- Collaborate with local economic development allies to build consistent messaging and synergy between traditional economic development strategies and Visit Bastrop's tourism-related economic development strategies, e.g., destination brand, new developments and joint public affairs.
- Engage locals on Visit Bastrop's brand social media platforms.
- Attend Chamber of Commerce events.
- Work closely with city offices including but not limited to; police, parks, recreation and convention center.
- Serve on Local Organizing Committees for community-based events.
- Provide monthly tourism reports to articulate the benefits of tourism.
- Provide monthly meeting reports to articulate the benefits of the meetings and events market.
- Monthly meetings with City Council.
- Roll out HOTEL OCCUPANCY TAX (HOT) Funding program for local groups and initiatives.
- Co-sponsorship of training for downtown merchants.

## GOVERNMENT AFFAIRS

Our advocacy includes tracking legislative tourism initiatives and informing our community of potential impacts to their business. As Visit Bastrop continues its *growth* and success as an attractive destination, we will continue our work with connecting, promoting and engaging our community with our legislators through our membership with Texas Travel Industry Association (TTIA) and Texas Hotels and Lodging Association (THLA).

- A legislative update covering the issues that matter most to our tourism/meeting and events community.
- Outreach to the community on agendas we think could affect your business and requests for feedback to share with advocacy organizations.
- Update our community as new laws and regulations take effect so that businesses can comply.

## MARKET PLANS

Motorcoach	Arts
Film	History
Hotel/Lodging	Nightlife/Entertainment
Outdoor/Recreation	Restaurants/Dining
Retail	Sports
Venues/Weddings	Hyatt Regency Lost Pines

## PERFORMANCE INDICATORS

- # PR Pitches - Reach
- # Social Media – Reach and Engagement
- Website – Click thru’s
- Number of events
- Search Engine Marketing
- Newsletters – Call to action
- Trade Show leads
- Repeat Business
- Video hits <https://vimeo.com/310454901/7e3f48ffc0>



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**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:** January 22, 2019

**AGENDA ITEM:** 8A

**TITLE:**

Consider action to approve City Council minutes from the January 8, 2019, 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 January 8, 2019, regular meeting.

**ATTACHMENTS:**

- January 8, 2019, DRAFT Regular Meeting Minutes.

**BASTROP CITY COUNCIL  
January 8, 2019**

The Bastrop City Council met in a Regular Meeting on Tuesday, January 8, 2019, 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.

**REGULAR SESSION - CALL TO ORDER**

At 6:31 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

**PLEDGE OF ALLEGIANCE**

Police Chief, James Altgelt; Assistant Police Chief, Clint Nagy; and Fire Chief, Andres Rosales led the pledges.

**INVOCATION**

Robert Wellington, Police Chaplain gave the invocation.

**PRESENTATIONS**

- 4A. Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of January, 2019 as School Board Recognition Month.  
**The proclamation was read into record by Mayor Schroeder.**
- 4B. A proclamation of the City Council of the City of Bastrop, Texas, recognizing January 21, 2019 as Martin Luther King Day.  
**The proclamation was read into record by Mayor Schroeder and received by Dock Jackson.**
- 4C. Mayor's Report
- 4D. Councilmembers' Report
- 4E. City Manager's Report

**WORK SESSION/BRIEFINGS – NONE**

**CITIZEN COMMENTS**

Judge Chris Duggan  
804 Pecan Street  
Bastrop, Texas 78602  
(512) 581-4037

**STAFF AND BOARD REPORTS**

- 6A. Receive Presentation and Update from the Bastrop Opera House.  
**Presentation was made by Lisa Holcomb, Executive Director, Bastrop Opera House.**

- 6B. Receive Presentation and Update from the Bastrop County Historical Society.  
**Presentation was made by Kay Sapikas, Director, Bastrop County Historical Society.**
- 6C. Receive Presentation and Update from the YMCA of Austin/Bastrop Branch.  
**Presentation was made by Terry Moore, Executive Director, YMCA of Austin/Bastrop Branch.**
- 6D. Receive presentation on the unaudited Monthly Financial Report for the period ending November 30, 2018.  
**Presentation was made by Chief Financial Officer, Tracy Waldron.**
- 6E. Receive report from Bastrop Economic Development Corporation.  
**Presentation was made by Executive Director of Bastrop Economic Development Corporation, Mike Kamerlander.**

### CONSENT AGENDA

**A motion was made by Council Member Ennis to approve Items 8A and 8B listed on the Consent Agenda after being read into the record by City Secretary, Ann Franklin. Seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 8A. Consider action to approve City Council minutes from the December 11, 2018, regular meeting.
- 8B. Consider action to approve the second reading of Ordinance No. 2018-34 of the City Council of the City of Bastrop, Texas, providing for the abandonment, vacation, and closure of the segment of Poplar Street, located between Pecan Street and State Highway 95, located in Bastrop, Texas, as shown in Exhibit A; providing for the following: Findings of Fact; the Terms and Conditions of Abandonment, Vacation, and Closure; Repealer; Severability; Codification; Effective Date and Proper Notice and Meeting.

### INDIVIDUAL CONSIDERATION

- 9A. Consider action and approve Resolution No. R-2019-02 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 Assistant Director of Planning and Zoning, Jennifer Bills.**

**A motion was made by Council Member Rogers to approve Resolution No. R-2019-02 for 206 Wild Cat Drive, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.**

**A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2019-02 for 101 Bush Cove, seconded by Council Member Jones, motion was approved on a 5-0 vote.**

**A motion was made by Council Member Rogers to approve Resolution No. R-2019-02 for SE Corner of State Highway 71 and Jackson Street, seconded by Council Member Jones, motion was approved on a 5-0 vote.**

- 9B. Hold public hearing and consider action to approve Resolution No. R-2019-01 of the City Council of the City of Bastrop, Texas granting a variance to Bastrop Code of Ordinances Article 4.02.005 Sale of Alcoholic Beverages, Separation Requirements from Church, Public or Private School, or Public Hospital, on property located at 601 Chestnut Street Building E, within the city limits of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause; and establishing an effective date.

**Presentation was made by Planner and GIS Coordinator, Allison Land.**

**Public hearing opened.**

**Public hearing closed.**

**A motion was made by Council Member Ennis to approve Resolution No. R-2019-01, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

- 9C. Consider action to approve Resolution No. R-2019-03 of the City Council of the City of Bastrop, Texas adopting the Budget Planning Calendar for Fiscal Year 2020, as shown in Exhibit A; repealing all resolutions in conflict; 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-2019-03, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

**EXECUTIVE SESSION - NONE**

**ADJOURNMENT**

**Adjourned at 8:11 p.m. without objection.**

APPROVED:

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

ATTEST:

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



# STAFF REPORT

**MEETING DATE:** January 22, 2019

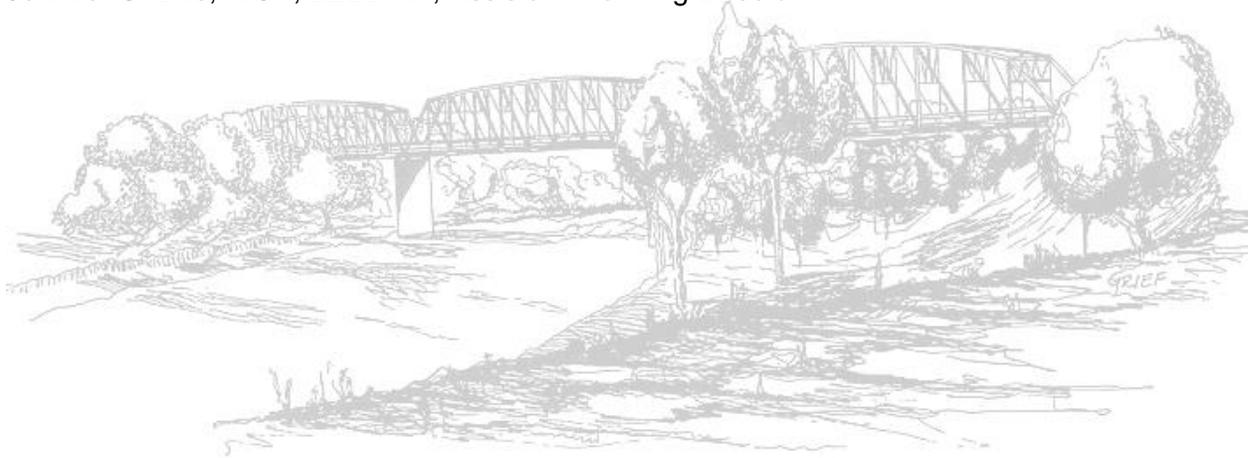
**AGENDA ITEM:** 9A

**TITLE:**

Consider action and approve Resolution No. R-2019-10 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 C. Bills, AICP, LEED AP, Assistant Planning Director





# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 9B

**TITLE:**

Consider action to approve Resolution No. R-2019-09 of the City Council of the City of Bastrop, Texas confirming a board appointment of the Mayor, as required in Section 3.08 of the City's Charter; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HISTORY:**

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 appointed Dolores DeHoyos as the Resident Commissioner for the Bastrop Housing Authority.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2019-09 of the City Council of the City of Bastrop, Texas confirming a board appointment of the Mayor, as required in Section 3.08 of the City's Charter; and establishing an effective date.

**ATTACHMENT:**

- Resolution

**RESOLUTION NO. R-2019-09**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS  
CONFIRMING A BOARD AND COMMISSION APPOINTMENT OF THE MAYOR,  
AS REQUIRED IN SECTION 3.08 OF THE CITY'S CHARTER; 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 appointed Dolores DeHoyos as the Resident Commissioner for the Bastrop Housing Authority; and

**WHEREAS**, City Council must confirm this appointment 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 has appointed Dolores DeHoyos as the Resident Commissioner for the Bastrop Housing Authority.

**Section 2.** That the City Council of the City of Bastrop confirms Mayor Schroeder's appointment of Dolores DeHoyos as the Resident Commissioner for the Bastrop Housing Authority.

**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 22<sup>nd</sup> day of January, 2019.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 9C

**TITLE:**

Consider action to approve Resolution No. R-2019-05 of the City Council of the City of Bastrop, Texas, calling for and establishing the procedures for a May 4, 2019 General Election for Bastrop, Texas; and providing an effective date.

**STAFF REPRESENTATIVE:**

Ann Franklin, City Secretary

**POLICY EXPLANATION:**

Texas Election Code

Chapter 3. Ordering Election

Sec. 3.001. Order Required

Each general and special election shall be ordered as provided by this chapter.

Sec. 3.004. Election of Political Subdivision.

(a) The following authority shall order an election:

- (1) the county judge, for the general election for officers of the county government;
- (2) the mayor, for the general election for city officers in a city with a population of 1.9 million or more; and
- (3) the governing body of a political subdivision, other than a county or a city described by Subdivision (2), that has elective offices, for the general election for those officers.

**FUNDING SOURCE:**

Estimated Amount:

- Joint Election with BISD – \$6,579.55
- Without Joint Election – \$10,305.22

This cost was approved in the 2018-2019 FY budget, in account 101 04-00-5681.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2019-05 of the City Council of the City of Bastrop, Texas, calling for and establishing the procedures for a May 4, 2019 General Election for Bastrop, Texas; and providing an effective date.

**ATTACHMENTS:**

- Resolution – English
- Resolution – Spanish

- Report of Review of ES&S EVS 5.4.0.0
- Signed approval



**RESOLUTION NO. R-2019-05**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, CALLING FOR AND ESTABLISHING THE PROCEDURES FOR A MAY 4, 2019, GENERAL ELECTION FOR BASTROP TEXAS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the laws of the State of Texas and the City of Bastrop, provide that on **May 4, 2019**, there shall be elected the following officials for the City at a general election:

**Place 1 – Council Member at Large, for a Term of 3 years**  
**Place 5 – Council Member at Large, for a Term of 3 years**  
and,

**WHEREAS**, the laws of the State of Texas further provide that the Election Code of the State of Texas is applicable to the elections, and in order to comply with said Code, a resolution shall be passed establishing the procedures to be followed in the elections, and designating the voting places for the elections.

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

**Section 1.** That all candidates, for the general election to be held on the First Saturday in **May 2019 (May 4, 2019)** for the above mentioned City offices, shall file their application to become a candidate with the City Secretary of the City of Bastrop, at City Hall, 1311 Chestnut Street, Bastrop, Texas 78602 on or before **5:00 p.m. on February 15, 2019**, the seventy-eighth (78<sup>th</sup>) day before the election, and that all of the applications shall be on a form as prescribed by Section 141.031 of the Election Code of the State of Texas.

**Section 2.** The order in which the names of the candidates are to be printed on the ballot for the general election shall be determined by a drawing by the Bastrop City Secretary as provided by Section 52.094 of the Election Code.

**Section 3.** This City has five (5) election precincts and the election shall be held at the following location:

**For Election Precincts 1001, 1002, 1003, 2009 and 2011 (including all of the area within the boundaries of the Bastrop City limits) the election polling place shall be at Bastrop ISD Service Center, located at 906 Farm Street, Bastrop, Texas.**

**Section 4.** The County Elections Administrator is hereby authorized and instructed to provide and furnish all necessary election supplies to conduct the elections. Voting at such elections shall be upon paper ballots prepared in conformity to the Texas Election Code.

**Section 5.** Section 61.012 of the Texas Election Code requires that the Bastrop City Council must provide at least one accessible voting system in each polling place used in a Texas election on or after January 1, 2006. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

**Section 6.** The Office of the Texas Secretary of State has certified that the Election Systems & Software's (ES&S) EVS 5.4.0.0 which includes the Express Vote ballot marking device to be used in conjunction with the DS850 is an accessible voting system that may legally be used in Texas elections.

**Section 7.** Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of voting of such voting systems.

**Section 8.** As chief elections officer as appointed by the Bastrop City Council, **the Elections Administrator** must, according to Section 61.012 of the Texas Election Code provide at least one accessible voting system in each polling place used in a Texas election on or after January 1, 2006. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

**Section 9.** The following named persons are hereby appointed officers for the general and concurrent special elections:

For Election Precincts 1001, 1002, 1003, 2009 & 2011 – Vickie Deland shall serve as Presiding Judge;

For Election Precincts 1001, 1002, 1003, 2009 & 2011 – P.K. Barnett shall serve as Alternate Presiding Judge;

The clerks for the election will be appointed by the Presiding Judge, in a number not to exceed six (6) clerks.

**Section 10.** The polls at the above designated polling place shall be open on the Election Day from 7:00 a.m. to 7:00 p.m.

**Section 11.** Bridgette Escobedo is hereby appointed Clerk for Early Voting. Early voting begins on April 22, 2019, the twelfth (12<sup>th</sup>) day before the election and ends on April 30, 2019, the fourth (4<sup>th</sup>) day preceding the date of the election.

### EARLY VOTING DATES, TIMES, AND LOCATIONS

**Main Location:**

Bastrop ISD Service Center, 906 Farm Street, Bastrop, Texas 78602

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
April 22 8:00 a.m.- 5:00 p.m.	April 23 8:00 a.m.- 5:00 p.m.	April 24 8:00 a.m.- 5:00 p.m.	April 25 8:00 a.m.- 5:00 p.m.	April 26 8:00 a.m.- 5:00 p.m.
April 29 7:00 a.m. – 7:00 p.m.	April 30 7:00 a.m. – 7:00 p.m.			

**Branch Locations:**

Bastrop High School, 1614 Chambers St., Bastrop Texas  
Lost Pines Elementary, 151 Tiger Woods, Bastrop, Texas  
Cedar Creek High, 793 Union Chapel, Cedar Creek, Texas  
Cedar Creek Middle, 125 Voss Parkway, Cedar Creek, Texas  
Red Rock Elementary, 2401 FM 20, Red Rock, Texas.

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>April 22</b> 8:00 a.m.- 5:00 p.m.	<b>April 23</b> 8:00 a.m.- 5:00 p.m.	<b>April 24</b> 8:00 a.m.- 5:00 p.m.	<b>April 25</b> 8:00 a.m.- 5:00 p.m.	<b>April 26</b> 8:00 a.m.- 5:00 p.m.
<b>April 29</b> 7:00 a.m. – 7:00 p.m.	<b>April 30</b> 7:00 a.m. – 7:00 p.m.			

**Section 12.** Ballot applications and ballots voted by mail should be addressed to the Early Voting Clerk, Bridgette Escobedo, Bastrop County Elections Administrator, 804 Pecan Street, Bastrop, Texas 78602. Applications for ballots by mail must be received no later than the close of business on April 23, 2019, the eleventh (11<sup>th</sup>) day before the elections.

**Section 13.** For Elections Precincts 1001, 1002, 1003, 2009 and 2011, Staci Calvert is hereby appointed as Presiding Judge of the Early Voting Ballot Board. In accordance with Section 87.002 et seq. of the Texas Election Code the presiding judge shall appoint at least two (2) other members to the Early Voting Ballot Board and shall process early voting results in accordance with the Texas Election Code.

**Section 14.** The Presiding Judge and Alternate Presiding Judge will receive compensation at the rate of \$12.00 per hour. The Clerks will receive compensation at the rate of \$10.00 per hour. The Presiding Judge or his/her designee will receive an additional \$25.00 for picking up the election supplies prior to Election Day and for returning the supplies after the polls close.

**Section 15.** The general election shall be held in accordance with the Election Code of this State and only resident qualified voters of the City shall be eligible to vote at the election.

**Section 16.** The Mayor shall give notice of this election in accordance with the terms and provisions of Sections 4.004, 83.010, 85.004 and 85.007 of the Election Code, and all necessary orders and writs for the elections shall be issued by the proper authority. Returns of the elections shall be made to the City Council immediately after the closing of the polls.

**Section 17.** It is further found and determined that in accordance with the order of this governing body, the City Secretary will post notice of the date to hold the drawing for a place on the ballot on the bulletin board located in the City Hall, a place convenient and readily accessible to the general public, and the notice will be posted and remain posted continuously for at least seventy-two (72) hours preceding the scheduled time of the meeting. A copy of the return of the posting shall be attached to the minutes of this meeting and shall be made a part thereof for all intents and purposes.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 22<sup>nd</sup> day of January, 2019.

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM:

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

## RESOLUCIÓN NÚM. R-2019-05

### UNA RESOLUCIÓN DEL CONSEJO DE LA CIUDAD DE BASTROP, TEXAS PARA CONVOCAR E INSTITUIR PROCEDIMIENTOS DE LA ELECCIÓN GENERAL DE BASTROP, TEXAS QUE SE LLEVARÁ A CABO EL 4 DE MAYO, 2019; Y PARA PROVEER LA FECHA DE VIGOR.

**POR CUANTO**, Las leyes del Estado de Texas y de la Ciudad de Bastrop, disponen que el 4 de mayo, 2019 serán electos los siguientes oficiales de la Ciudad en una elección general:

**Puesto 1 –Miembro del Consejo de la Ciudad entera, para plazo de 3 años;**

**Puesto 5 – Miembro del Consejo de la Ciudad entera, para plazo de 3 años; y**

**POR CUANTO**, Las leyes del Estado de Texas además disponen que el Código Electoral del Estado de Texas aplica a las elecciones, y que para cumplir con dicho Código, una resolución deberá aprobarse instituyendo procedimientos para llevar a cabo las elecciones y para designar los sitios de votación de las elecciones.

### **AHORA, POR LO TANTO, RESUÉLVASE Y ORDÉNESE POR EL CONSEJO MUNICIPAL DE LA CIUDAD DE BASTROP, TEXAS:**

**Sección 1.** Que todos los candidatos, en la elección general que se efectuará el **primer sábado de mayo del 2019 (4 de mayo, 2019)** para los antedichos puestos de la Ciudad, archivarán sus solicitudes para ser candidatos con la Secretaria de la Ciudad de la Ciudad de Bastrop, en el Edificio Municipal (*City Hall*), 1311 Chestnut Street, Bastrop, Texas 78602 en o antes de las **5:00 P.M. el 15 de febrero, 2019**, que es en setenta y ocho (78) días anteriores a las elecciones, y que toda solicitud será en un formulario prescrito por la Sección 141.031 del Código Electoral del Estado de Texas.

**Sección 2.** El orden en cual los nombres de los candidatos serán impresos en la boleta de la elección general se determinará por un sorteo efectuado por la Secretaria de la Ciudad de Bastrop de acuerdo con las provisiones de la Sección 52.094 del Código Electoral.

**Sección 3.** La Ciudad cuenta con cinco (5) precintos electorales y la elección será llevada a cabo en los siguientes sitios:

**Para los precintos electorales 1001, 1002, 1003, 2009 y 2011 (incluyendo todo el área dentro de los límites de la Ciudad de Bastrop) el sitio de votación será en el Centro de Servicios (Service Center) de Bastrop ISD ubicado en 906 Farm Street, Bastrop, Texas.**

**Sección 4.** El/la Administrador/a de Elecciones del Condado por lo presente queda autorizado/a y se le instruye que proporcione y entregue todos los suministros electorales necesarios para llevar a cabo las elecciones. La votación en dicha elección será con boletas de papel preparadas en conformidad con el Código Electoral de Texas.

**Sección 5.** La Sección 61.012 del Código Electoral de Texas requiere que El Consejo Municipal de la Ciudad de Bastrop proporcione al menos un sistema de votar accesible en cada sitio de votación del tipo que desde la fecha del 1 de enero, 2006 se ha utilizado en toda elección efectuada en Texas. Dicho sistema deberá cumplir con las leyes estatales y federales que decretan los requisitos para sistemas de votar que permiten a votantes con discapacidades físicas emitir/votar su boleta en secreto.

**Sección 6.** La Oficina del Secretario de Estado de Texas ha certificado que el equipo electoral llamado Election Systems & Software (ES&S) EVS 5.4.0.0 que incluye el equipo de votación exprés para marcar boletas sea usado junto con el equipo DS850 que es sistema de votar que ofrece mejor accesibilidad y que se puede usar legalmente en las elecciones de Texas.

**Sección 7.** Las Secciones 123.032 y 123.035 del Código Electoral de Texas autorizan adquisición de sistemas de votación por subdivisiones locales políticas y además ordenan cumplimiento con ciertos requisitos mínimos para contratos relacionados con la adquisición de dichos sistemas de votación.

**Sección 8.** En su puesto de oficial electoral principal nombrado por el Consejo de la Ciudad de Bastrop, **el/la Administrador/a Electoral** deberá proporcionar de acuerdo con la Sección 61.012 del Código Electoral de Texas al menos un sistema de votación accesible en cada sitio de votación utilizado en cualquier elección de Texas que sea llevada a cabo en o después del 1 de enero, 2006. Dicho sistema deberá cumplir con las leyes estatales y federales que establecen los requisitos para sistemas de votación que permiten a votantes discapacitados emitir sus boletas en secreto.

**Sección 9.** Las siguientes personas son por lo presente nombradas oficiales de la elección general y de las elecciones especiales concurrentes:

Para los Precintos Electorales 1001, 1002, 1003, 2009 y 2011 Vickie Deland será Juez Presidente;

Para los Precintos Electorales 1001, 1002, 1003, 2009 y 2011 P.K. Barnett será Juez Presidente Alterno;

El/la Juez Presidente nombrará a los secretarios de la elección y no han de ser más de seis (6) secretarios.

**Sección 10.** Las casillas electorales en los sitios de votación indicados arriba estarán abiertas el Día de Elecciones de las 7:00 a.m. a las 7:00 p.m.

**Sección 11.** Bridgette Escobedo por lo presente es nombrada Secretaria de la Votación Adelantada. La votación adelantada se inicia el 22 de abril, 2019, el doceavo (12vo) día antes de la elección y se concluye el 30 de abril, 2019, el cuarto (4to) día antes de la fecha de la elección.

## **FECHAS DE LA VOTACIÓN ADELANTADA, HORAS, Y UBICACIONES**

### **Sitio Principal:**

Bastrop ISD Service Center, 906 Farm Street, Bastrop, Texas 78602

<b>LUNES</b>	<b>MARTES</b>	<b>MIÉRCOLES</b>	<b>JUEVES</b>	<b>VIERNES</b>
<b>22 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>	<b>23 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>	<b>24 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>	<b>25 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>	<b>26 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>
<b>29 de abril</b> <b>7:00 a.m. –</b> <b>7:00 p.m.</b>	<b>30 de abril</b> <b>7:00 a.m. –</b> <b>7:00 p.m.</b>			

### **Sitios Sucursales de Votación:**

Escuela Secundaria/Preparatoria-Bastrop High School, 1614 Chambers St., Bastrop Texas

Escuela Primaria-Lost Pines Elementary, 151 Tiger Woods, Bastrop, Texas

Escuela Secundaria/Preparatoria-Cedar Creek High, 793 Union Chapel, Cedar Creek, Texas

Escuela Intermedia-Cedar Creek Middle, 125 Voss Parkway, Cedar Creek, Texas

Escuela Primaria-Red Rock Elementary, 2401 FM 20, Red Rock, Texas.

<b>LUNES</b>	<b>MARTES</b>	<b>MIÉRCOLES</b>	<b>JUEVES</b>	<b>VIERNES</b>
<b>22 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>	<b>23 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>	<b>24 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>	<b>25 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>	<b>26 de abril</b> <b>8:00 a.m.-</b> <b>5:00 p.m.</b>
<b>29 de abril</b> <b>7:00 a.m. –</b> <b>7:00 p.m.</b>	<b>30 de abril</b> <b>7:00 a.m. –</b> <b>7:00 p.m.</b>			

**Sección 12.** Las solicitudes de boletas y las boletas que serán votadas por correo deberán enviarse al/la Secretario/a de la Votación Adelantada, Bridgette Escobedo, Administradora de Elecciones del Condado de Bastrop (*Bastrop County Elections Administrator*), 804 Pecan Street, Bastrop, Texas 78602. Solicitudes de boletas por correo deberán recibirse a no más tardar del final del día hábil el 23 de abril, 2019, que es el 11vo día antes de las elecciones.

**Sección 13.** Para los Precintos Electorales 1001, 1002, 1003, 2009, y 2011, Staci Calvert por lo presente es nombrado/a Juez Presidente de la Junta de Boletas de la Votación Adelantada. De acuerdo con la Sección 87.002 et seq. del Código Electoral de Texas dicho juez presidente nombrará al menos dos (2) miembros adicionales a la Junta de Boletas de la Votación Adelantada y procesará los resultados de la votación adelantada de acuerdo con el Código Electoral de Texas.

**Sección 14.** El Juez Presidente y el Juez Presidente Alterno recibirán compensación de \$12.00 por hora. Los secretarios recibirán compensación de \$10.00 por hora. El Juez Presidente o su designado recibirán \$25.00 adicional por recoger los suministros de la elección antes de llevarse a cabo la elección el Día de la Elección, y por devolver los suministros después de cerrarse los sitios de votación.

**Sección 15.** La Elección General se llevará a cabo de acuerdo con el Código Electoral de este Estado y solo votantes residentes calificados de dicha Ciudad serán elegibles para votar en la elección.

**Sección 16.** El Alcalde dará aviso de esta elección de acuerdo con los términos y provisiones de las secciones 4.004, 83.010, 85.004, y 85.007 del Código Electoral, y todas las órdenes y decretos pertinentes a las elecciones serán emitidos por la autoridad apropiada. Los resultados de las elecciones se reportarán al Consejo Municipal inmediatamente después de cerrarse los sitios de votación.

**Sección 17.** Además se afirma y determina que de acuerdo con la orden de este cuerpo gubernamental, la Secretaria de la Ciudad fijará el aviso de la fecha para llevar a cabo el sorteo para ser apuntado en la boleta y dicho aviso será en el tablón de anuncios ubicado en el Edificio Municipal (City Hall), lugar conveniente y muy accesible al público en general, y que dicho aviso será fijado y permanecerá fijado continuamente al menos por setenta y dos (72) horas antes de la hora indicada de la reunión. Una copia del recibo indicando que se ha fijado el aviso será adjuntada a los minutos de esta reunión y será considerada ser parte de lo mismo para todo propósito.

**SE HA DEBIDAMENTE RESUELTO Y ADOPTADO** por el Consejo Municipal de la Ciudad de Bastrop, este día, 22 de enero, 2019.

APROBADO:

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Connie B. Schroeder, Alcalde

CERTIFICADO:

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Ann Franklin, Secretaria de la Ciudad

APROBADO EN SU REDACCIÓN:

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Alan Bojorquez, Fiscal de la Ciudad

# The State of Texas

Elections Division  
P.O. Box 12060  
Austin, Texas 78711-2060  
www.sos.texas.gov  
www.votetexas.gov



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Dial 7-1-1 For Relay Services  
(800) 252-VOTE (8683)

Rolando B. Pablos  
Secretary of State

## REPORT OF REVIEW OF ES&S EVS 5.4.0.0, ExpressVote, and AutoMARK

### PRELIMINARY STATEMENT

On April 18th and 20th, 2017, Election Systems & Software (the "Vendor") presented EVS 5.4.0.0, ExpressVote and AutoMARK for examination and certification. The examination was conducted in Austin, Texas. Pursuant to Sections 122.035(a) and (b) of the Texas Election Code, the Secretary of State appointed the following examiners:

1. Mr. Stephen Berger, an expert in electronic data communication systems;
2. Mr. Tom Watson, an expert in electronic data communication systems;
3. Mr. Brandon Hurley, an expert in election law and procedure; and
4. Ms. Christina Worrell Adkins, an expert in election law and procedure.

Pursuant to Section 122.035(a), the Texas Attorney General appointed the following examiners:

1. Dr. Jim Sneeringer, an expert in electronic data communication systems
2. Mr. John Ellis, an employee of the Texas Attorney General.

On April 18th, 2017, Mr. Berger, Dr. Sneeringer, and Ms. Adkins witnessed the installation of the EVS 5.2.2.0 software and firmware that the Office of the Texas Secretary of State (the "Office") received directly from the Independent Testing Authority. Ms. Adkins examined the accessibility components of the ExpressVote and AutoMARK. Also, Mr. Andre Montgomery, a staff attorney with the Office, reviewed the accessibility components of the ExpressVote and AutoMARK.

On April 20th, 2017, the Vendor demonstrated the system, answered questions presented by the examiners, and test ballots were then processed on each voting device. The results were accumulated and later verified for accuracy by the Secretary of State staff. Each examiner attended.<sup>1</sup>

Other members of the Office's Elections Division staff were present at various points during the examination. Examiner reports on the system are attached hereto and incorporated herein by this reference.

On June 14, 2017, a public hearing was conducted in which interested persons were given an opportunity to express views for or against certification of the system.

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<sup>1</sup> On April 20, 2017, the Vendor demonstrated the ExpressPass feature; however, this feature is outside the scope of certification and is only addressed in the conditions below to make clear that it is outside the scope of certification.

## BRIEF DESCRIPTION OF EVS 5.4.0.0, ExpressVote & AutoMARK

EVS 5.4.0.0 (together with AutoMARK and ExpressVote) contains many of the same components as a previous EVS system that the Secretary of State certified on December 15, 2016, but includes various upgrades/revisions. For example, this system includes a revision to the ExpressVote terminal that allows it to be used as a tabulator as opposed to only a ballot marking device, which requires an optional curved ballot collection box to be attached to the device for the deposit of cast ballots.

EVS 5.4.0.0 (together with AutoMARK and ExpressVote) has been evaluated at an accredited independent voting system testing laboratory for conformance to the 2005 Voluntary Voting System Guidelines (VVSG). It received Elections Assistance Commission (EAC) number ESSEVS5400 on February 24, 2017.

The components of EVS 5.4.0.0 (together with AutoMARK and ExpressVote) are as follows:

Component	Version	Description
ElectionWare	4.8.0.0	Database system that allows jurisdictions to code, layout paper ballots, and burn media.
Event Log Service	1.5.6.0	Background function that monitors the functioning of Windows Event Viewer
ExpressVote Previewer	2.1.0.0	Allows user to preview screen layout for ExpressVote
Removable Media Service	1.4.6.0	Supports installation and removal of election and results media
ExpressVote HW Rev 2.1	2.1.0.0	Accessible electronic ballot marker and precinct scanner
VAT Previewer	1.8.7.0	Allows user to preview screen layout and audio for the AutoMARK
Election Reporting Manager (ERM)	8.13.0.0	Database system that stores all of a jurisdiction's election information data
AutoMARK	1.8.7.0	Accessible electronic ballot marker
DS200 Precinct Scanner	2.14.0.0	Precinct Scanner and Tabulator
DS850 Central Scanner	2.11.0.0	Central Scanner and Tabulator

### FINDINGS

The following are the findings, based on written evidence submitted by the Vendor in support of its application for certification, oral evidence presented at the examination, and Texas voting system examiner reports.

EVS 5.4.0.0 (together with ExpressVote and AutoMARK) meets the standards for certification as prescribed by Section 122.001 of the Texas Election Code. Specifically, the EVS 5.4.0.0, ExpressVote and AutoMARK components, among other things:

1. Preserve the secrecy of the ballot;
2. Are suitable for the purpose for which they are intended;

3. Operate safely, efficiently, and accurately and complies with the voting system standards adopted by the Election Assistance Commission;
4. Are safe from fraudulent or unauthorized manipulation;
5. Permit voting on all offices and measures to be voted on at the election;
6. Prevent counting votes on offices and measures on which the voter is not entitled to vote;
7. Prevent counting votes by the same voter for more than one candidate for the same office or, in elections in which a voter is entitled to vote for more than one candidate for the same office, prevent counting votes for more than the number of candidates for whom the voter is entitled to vote;
8. Prevent counting a vote on the same office or measure more than once;
9. Permit write-in voting;
10. Are capable of permitting straight-party voting; and
11. Are capable of providing records from which the operation of the system may be audited.

### **CONDITIONS**

During the examination of the systems, some examiners identified certain aspects of the components they thought might be improved, though each examiner recommended certification notwithstanding these aspects. In addition, various examiners raised concerns which can be adequately addressed through conditions imposed on certification. Conditions on certification are as follows:

1. The DS200 has a portable ballot box with spaces for two locks. The same is true of the bin attached to the ExpressVote terminal to the extent it is a ballot box in the context of the ExpressVote terminal being used as a tabulator. Pursuant to Section 85.032 of the Texas Election Code, these ballot boxes may not be used during early voting unless two different locks are affixed thereto, each with a different key. In addition, the Office of the Texas Secretary of State intends to issue procedures to counties to address the transfer of voter ballots in the event there are full ballot boxes.
2. Precinct devices used during early voting by personal appearance, and central accumulators, pursuant to 1 TAC. §§ 81.52(h) and 81.62(a), are required to attach continuous feed audit log printers. Due to the current iteration of 1 T.A.C. §§ 81.52(h) and 81.62(a), end-users shall not use the DS200 as (1) a precinct device during early voting by personal appearance or (2) a central accumulator.<sup>2</sup>
3. Given Section 61.014 of the Texas Election Code, uncertainty as to methods of use outside of the polling place, and the fact that it is outside the scope of this certification, the ExpressPass component is not certified for use in Texas.

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<sup>2</sup> This condition relies upon the current version of 1 TAC §§ 81.52(h) and 81.62(a). Any change in §§ 81.52(h) and 81.62(a) which eliminates the requirement for a continuous feed audit log printer would render this condition moot.

**CONCLUSION**

Accordingly, based upon the foregoing, I hereby certify the EVS 5.4.0.0, ExpressVote and AutoMARK for use in elections in Texas, subject to the above conditions.

Signed under my hand and seal of office, this 28<sup>th</sup> day of July 2017.

  
\_\_\_\_\_  
COBY SHORTER, III  
DEPUTY SECRETARY OF STATE

# The State of Texas



Elections Division  
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(800) 252-VOTE (8683)

Rolando B. Pablos  
Secretary of State

August 25, 2018

Bridgette Escobedo  
Election Administrator  
Bastrop County  
804 Pecan Street  
Bastrop, Texas 78602

Dear Ms. Escobedo:

We are in receipt of a copy of the proposed contract between Bastrop County and Election Systems & Software ("ES&S"), which you have submitted to the Secretary of State pursuant to Section 123.035 of the Texas Election Code.

The contract indicates the county plans to acquire ES&S's EVS 5.4.0.0 which includes the ExpressVote ballot marking device to be used in conjunction with the DS850. This letter will serve as confirmation from our office that this system is currently certified for use in Texas. Enclosed is a copy of the certification order that pertains to this system. We therefore, officially, approve the submitted contract for the purchase of these systems.

Pursuant to state law, this written approval of your voting system contract is required prior to your final execution of the contract, or it will be considered void.

If you need additional information, please contact the Elections Division toll-free at 1-800-252-2216.

Sincerely,

A handwritten signature in blue ink, appearing to read "KI", written over a faint printed name.

Keith Ingram  
Director of Elections

Enclosures

KI: CA



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 9D

**TITLE:**

Consider action to approve Resolution No. R-2019-06 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop and Bastrop Independent School District for the May 4, 2019 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.

**STAFF REPRESENTATIVE:**

Ann Franklin, City Secretary

**POLICY EXPLANATION:**

Texas Election Code

Chapter 271. Joint Elections

Sec. 271.002. JOINT ELECTIONS AUTHORIZED.

- (a) If the elections ordered by the authorities of two or more political subdivisions are to be held on the same day in all or part of the same county, the governing bodies of the political subdivisions may enter into an agreement to hold the elections jointly in the election precincts that can be served by common polling places, subject to Section 271.003.
- (b) If an election ordered by the governor and the elections ordered by the authorities of one or more political subdivisions are to be held on the same day in all or part of the same county, the commissioners court of a county in which the election ordered by the governor is to be held and the governing bodies of the other political subdivisions may enter into an agreement to hold the elections jointly in the election precincts that can be served by common polling places, subject to Section 271.003.
- (c) If another law requires two or more political subdivisions to hold a joint election, the governing body of any other political subdivision holding an election on the same day in all or part of the same county in which the joint election is to be held may enter into an agreement to participate in the joint election with the governing bodies of the political subdivisions holding the joint election.
- (d) The terms of a joint election agreement must be stated in an order, resolution, or other official action adopted by the governing body of each participating political subdivision.
- (e) The document containing the joint election agreement shall be preserved for the period for preserving the precinct election records.

**FUNDING SOURCE:**

Estimated Amount:

- Joint Election with BISD – \$6,579.55
- Without Joint Election – \$10,305.22

This cost was approved in the 2018-2019 FY budget in account 101 04-00-5681.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2019-06 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop and Bastrop Independent School District for the May 4, 2019 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.

**ATTACHMENTS:**

- Resolution – English
- Resolution – Spanish
- Exhibit A



**RESOLUTION NO. R-2019-06**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A JOINT AGREEMENT BETWEEN THE CITY OF BASTROP AND BASTROP INDEPENDENT SCHOOL DISTRICT FOR THE MAY 4, 2019 GENERAL ELECTION FOR BASTROP TEXAS, ATTACHED AS EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop (“the City”) has called a general election for Saturday, May 4, 2019; and

**WHEREAS**, the Bastrop Independent School District (“the BISD”) has also called an election for Saturday, May 4, 2019; and

**WHEREAS**, the BISD has expressed its desire for a joint election with the City; and

**WHEREAS**, state law allows local governments holding elections on the same day to do so jointly, thereby making voting more convenient; and

**WHEREAS**, the Bastrop County Elections Administrator will provide all election services for the City and the BISD, as agreed upon by the Bastrop County Elections Administrator and each entity through separate contract; and

**WHEREAS**, it is necessary to authorize an agreement in accordance with Section 271.002 of the Texas Election Code, whereby the City and the BISD agree to hold a joint election on May 4, 2019.

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

**Section 1.** The City Council of the City of Bastrop hereby authorizes that the May 4, 2019 General Election be held jointly with the Bastrop Independent School District.

**Section 2.** The City Manager is hereby authorized to execute an agreement with the Bastrop Independent School District for a joint election on Saturday May 4, 2019. The agreement is attached hereto as 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 22<sup>nd</sup> day of January, 2019.

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM:

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

## RESOLUCIÓN NO. R-2019-06

RESOLUCIÓN DEL CONSEJO DE LA CIUDAD DE BASTROP, TEXAS, APARA APROBAR UN CONTRATO CONJUNTO ENTRE LA CIUDAD DE BASTROP Y EL DISTRITO ESCOLAR BASTROP INDEPENDENT SCHOOL DISTRICT PARA LLEVAR A CABO LA ELECCIÓN GENERAL DEL 4 DE MAYO, 2019, ADJUNTADO CON EL TÍTULO DE ADJUNTO A; AUTORIZACIÓN PARA QUE EL/LA GERENTE DE LA CIUDAD EJECUTE TODO DOCUMENTO NECESARIO; Y PROPORCIONANDO LA FECHA DE VIGOR.

**POR CUANTO**, la Ciudad de Bastrop (“la Ciudad”) ha convocado una elección general que se lleve a cabo el sábado, 4 de mayo, 2019; y

**POR CUANTO**, el distrito escolar Bastrop Independent School District (“*BISD*”) también ha convocado una elección para el sábado, 4 de mayo, 2019; y

**POR CUANTO**, el distrito escolar *BISD* ha expresado que desea llevar a cabo una elección conjunta con la Ciudad; y

**POR CUANTO**, la ley estatal permite que gobiernos locales que estén llevando a cabo elecciones el mismo día las administren en colaboración, y para que así la votación sea más conveniente; y

**POR CUANTO**, el/la Administrador/a Electoral del Condado de Bastrop proveerá todos los servicios electorales para la Ciudad y para *BISD*, de acuerdo con el/la Administrador/a Electoral del Condado de Bastrop junto con cada entidad por medio de un contrato separado; y

**POR CUANTO**, es necesario autorizar el convenio de acuerdo con la Sección 271.002 del Código Electoral de Texas, en cual la Ciudad y *BISD* quedan de acuerdo de llevar a cabo la elección conjunta el 4 de mayo, 2019.

**AHORA, POR LO TANTO, RESUÉLVASE POR EL CONSEJO DE LA CIUDAD DE BASTROP, TEXAS:**

**Sección 1.** El Consejo de la Ciudad de Bastrop por lo presente autoriza que la Elección General del 4 de mayo, 2019 sea llevada a cabo junto con el distrito escolar Bastrop Independent School District.

**Sección 2.** El/la Gerente de la Ciudad por lo presente es autorizado para que tramite un convenio con el distrito escolar Bastrop Independent School District para llevar a cabo la elección conjunta el sábado, 4 de mayo, 2019. El convenio es adjuntado a lo presente con el título de Adjunto A.

**Sección 3:** Que esta Resolución sea efectiva inmediatamente cuando sea aprobada y así se resuelve.

DEBIDAMENTE RESUELTO Y ADOPTADO por el Consejo de la Ciudad de Bastrop  
este día 22 de enero, 2019.

APROBADO:

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Connie B. Schroeder, Alcalde

CERTIFICO:

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Ann Franklin, Secretaria de la Ciudad

APROBADA SU REDACCIÓN:

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Alan Bojorquez, Fiscal de la Ciudad

**AGREEMENT TO CONDUCT JOINT ELECTION BETWEEN  
THE CITY OF BASTROP AND  
BASTROP INDEPENDENT SCHOOL DISTRICT  
FOR THE MAY 4, 2019 ELECTION**

**THE STATE OF TEXAS**           §  
  §  
**COUNTY OF BASTROP**       §

This Agreement to Conduct Joint Election (this “**Contract**”) is entered into by and among City of Bastrop, a political subdivision of the State of Texas (the “**CITY**”), and Bastrop Independent School District, a political subdivision of the State of Texas, (the “**ISD**”), each individually, a “**Party**” or, collectively, the “**Parties,**” pursuant to Chapter 271 of the Texas Election Code.

**RECITALS**

**WHEREAS**, the CITY and the ISD each expect to call an election to be held on May 4, 2019; and

**WHEREAS**, the CITY and the ISD desire to conduct such elections jointly pursuant to Chapter 271 of the Texas Election Code, and

**WHEREAS**, the CITY and the ISD desire to enter into a contract setting out the respective responsibilities of the Parties;

**NOW, THEREFORE**, the Parties agree as follows:

**ARTICLE I  
PURPOSE**

1.01 The Parties have entered into this Contract to conduct a joint election on May 4, 2019. The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places, and election procedures in order to best assist the voters of the Parties.

**ARTICLE II  
JOINT ELECTION**

2.01 The Parties agree to conduct their respective May 4, 2019 elections jointly pursuant to Chapter 271 of the Texas Election Code. Specifically, the Parties agree to the use of common polling places for both early voting and election day. The Parties also agree that the election officers may be appointed to serve both elections and that a common ballot may be used where appropriate and that common equipment and ballot boxes may be used for both elections for all relevant purposes as provided in Chapter 271.

**ARTICLE III  
TERM**

3.01 Except as hereinafter set out, the term of this Contract shall be from the time of execution until all items with respect to this Contract have been completed.

**ARTICLE IV  
EACH PARTY RESPONSIBLE FOR ITS PRO RATA COST OF SERVICE AS BILLED**

4.01 The Parties acknowledge that they have each separately contracted for election services to be provided by Bastrop County Elections Administrator for the elections. All costs incurred by the Parties attributable to the coordination, supervision, and running of the election and incurred on behalf of the Parties, including expenses for supplies in connection with the election school(s), election supplies, wages paid for election workers, any paper ballots to be used for the election, and any other expenses reasonably and directly related to the election, including, without limitation, rental and programming of direct recording electronic voting devices and audio ballots shall be borne by the Parties based on their respective Election Services Agreement with the County Elections Administrator, and each Party will be responsible for their pro rata portion.

**ARTICLE V  
GENERAL PROVISIONS**

5.01 This Contract 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.

5.02 In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision, and this Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been a part of the Contract.

5.03 This Contract constitutes the only agreement of the Parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.

5.04 No amendment, modification, or alteration of this Contract shall be binding unless it is in writing, dated subsequent to the date of the Contract and duly executed by all of the Parties.

5.05 Any notice to be given hereunder by any party to the other shall be in writing and may be affected by personal delivery, by certified mail, or by common carrier. Notice to a party shall be addressed as follows:

**ISD:**

Kristi Lee  
Executive Director of  
Communications & Community Services  
Bastrop Independent School District  
906 Farm Street  
Bastrop, TX 78602

**CITY:**

Ann Franklin  
City Secretary  
City of Bastrop  
PO Box 427  
Bastrop, TX 78602

Notice by hand-delivery is deemed effective immediately, notice by certified mail is deemed effective three days after deposit with a U.S. Postal Office or in a U.S. Mail Box, and notice by a common carrier, is deemed effective upon receipt. Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this Section.

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2019.

**DISTRICT:**

BY: \_\_\_\_\_  
Barry Edwards, Superintendent  
Bastrop Independent School District

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2019.

**CITY:**

BY: \_\_\_\_\_  
Lynda Humble, City Manager  
City of Bastrop



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 9E

**TITLE:**

Consider action to approve Resolution No. R-2019-07 of the City Council of the City of Bastrop, Texas, approving a contract for election services between the Elections Administrator of Bastrop County and the City of Bastrop for the May 4, 2019 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.

**STAFF REPRESENTATIVE:**

Ann Franklin, City Secretary

**POLICY EXPLANATION:**

Texas Election Code

Chapter 31. Officers to Administer Elections

Sec. 31.092. Contract for Election Services Authorized.

- (a) The county election officer may contract with the governing body of a political subdivision situated wholly or partly in the county served by the officer to perform election services, as provided by this subchapter, in any one or more elections ordered by an authority of the political subdivision.

**FUNDING SOURCE:**

Estimated Amount:

- Joint Election with BISD – \$6,579.55
- Without Joint Election – \$10,305.22

This cost was approved in the 2018-2019 FY budget in account 101 04-00-5681.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2019-07 of the City Council of the City of Bastrop, Texas, approving a contract for election services between the Elections Administrator of Bastrop County and the City of Bastrop for the May 4, 2019 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.

**ATTACHMENTS:**

- Resolution – English
- Resolution – Spanish
- Exhibit A

**RESOLUTION NO. R-2019-07**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A CONTRACT FOR ELECTION SERVICES BETWEEN THE ELECTIONS ADMINISTRATOR OF BASTROP COUNTY AND THE CITY OF BASTROP FOR THE MAY 4, 2019, GENERAL ELECTION FOR, BASTROP TEXAS, ATTACHED AS EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop (“the City”) has called a general election for Saturday, May 4, 2019; and

**WHEREAS**, the County of Bastrop Election Officer is authorized by state law to contract with the City of Bastrop.

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

**Section 1.** The City Council of the City of Bastrop hereby authorizes that the City of Bastrop enter into a contract with the Elections Administrator of Bastrop County for the May 4, 2019, General Election.

**Section 2.** The Mayor, is hereby authorized to execute a contract with the Elections Administrator of Bastrop County for the May 4, 2019, General Election. The contract is attached hereto as 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 22<sup>nd</sup> day of January, 2019.

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM:

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

**RESOLUCIÓN NO. R-2019-07**

**RESOLUCIÓN DEL CONSEJO DE LA CIUDAD DE BASTROP, TEXAS, PARA APROBAR UN CONTRATO DE SERVICIOS ELECTORALES ENTRE EL/LA ADMINISTRADOR/A ELECTORAL DEL CONDADO DE BASTROP Y LA CIUDAD DE BASTROP PARA LA ELECCIÓN GENERAL DEL 4 DE MAYO, 2019, DE BASTROP, TEXAS, ADJUNTADO EN EL ADJUNTO A; AUTORIZACIÓN PARA QUE EL/LA GERENTE DE LA CIUDAD EJECUTE TODO DOCUMENTO NECESARIO; Y PROPORCIONANDO LA FECHA DE VIGOR.**

**POR CUANTO**, la Ciudad de Bastrop (“la Ciudad”) ha convocado una elección general que se lleve a cabo el sábado, 4 de mayo, 2019; y

**POR CUANTO**, el/la Administrador/a Electoral del Condado de Bastrop está autorizado/a por ley estatal para contratar con la Ciudad de Bastrop.

**AHORA, POR LO TANTO RESUÉLVASE POR EL CONSEJO DE LA CIUDAD DE BASTROP, TEXAS:**

**Sección 1.** El Consejo de la Ciudad de Bastrop por lo presente autoriza que la Ciudad de Bastrop tramite un contrato con el/la Administrador/a Electoral del Condado de Bastrop para la Elección General del 4 de mayo, 2019.

**Sección 2.** El Alcalde por lo presente está autorizado para tramitar un contrato con el/la Administrador/a Electoral del Condado de Bastrop para la Elección General del 4 de mayo, 2019. El contrato es adjuntado a lo presente en el Adjunto A.

**Sección 4:** Que esta Resolución sea efectiva inmediatamente cuando sea aprobada y así se resuelve.

**DEBIDAMENTE RESUELTO Y ADOPTADO** por el Consejo de la Ciudad de Bastrop este día 22 de enero, 2019.

APROBADO:

\_\_\_\_\_  
Connie B. Schroeder, Alcalde

CERTIFICO:

\_\_\_\_\_  
Ann Franklin, Secretaria de la Ciudad

APROBADA SU REDACCIÓN:

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Alan Bojorquez, Fiscal de la Ciudad

**CONTRACT FOR ELECTION SERVICES**  
**BETWEEN**  
**THE ELECTIONS ADMINISTRATOR OF BASTROP COUNTY**  
**AND**  
**THE CITY OF BASTROP**  
**FOR THE MAY 4, 2019 ELECTION**

**THIS CONTRACT** is made and entered into by and between Bridgette Escobedo, the Elections Administrator of Bastrop County, Texas, hereinafter referred to as “Contracting Officer,” and the City of Bastrop, hereinafter referred to as the “CITY,” pursuant to the authority under Section 31.092(a) of the Texas Election Code and Chapter 791 of the Texas Government Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties agree to this interlocal agreement with regard to the coordination, supervision, and running of the CITY’s May 4, 2019 Election, hereinafter referred to as “the election”. The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places and election procedures to assist the voters of the CITY.

**I. RESPONSIBILITIES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

**A. *Notification to Presiding and Alternate Judges; Appointment of Clerks.***

1. The Contracting Officer shall notify each presiding judge and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election school(s), the eligibility requirements that pertain to them and to the selection of election day clerks, the date and time of the election, the rate of compensation, the number of election clerks the presiding judge may appoint, and the name of the presiding or alternate judge, as appropriate.

2. The Contracting Officer shall ensure that the presiding judges make the appropriate election clerk appointments and notify the clerks of their appointments. The recommendations of the CITY will be the accepted guidelines for the number of clerks secured to work in each polling place. The presiding election judge of each polling place, however, will use his/her discretion to determine when additional manpower is needed during peak voting hours. Election judges shall be secured by the Contracting Officer with the approval of the CITY.

3. The Contracting Officer shall notify the CITY of the list of election judges and alternate judges for election day, so that the CITY may approve by written order.

4. Notification to the election judges and alternates shall be made no later than April 19, 2019.

**B. *Contracting with Third Parties.*** In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third persons for election services and supplies. The cost of such third-person services and supplies will be paid by the Contracting Officer and reimbursed by the CITY as agreed upon on Exhibit “C” or Exhibit “C-1”, whichever is applicable.

**C. *Election School(s).*** The Contracting Officer shall be responsible for conducting one or more, at her discretion, election schools to train the presiding judges, alternate judges, election clerks, and early voting clerks, and Early Voting Ballot Board members in the conduct of elections, including qualifying voters, provisional voting, and the counting of ballots. The Contracting Officer shall determine the date, time, and place for such school(s) and notify the presiding judges, alternate judges, and election clerks of such. The Contracting Officer may hold the election school(s) on a Saturday in order to increase its availability to election workers who are employed during the regular work week. If at all possible, such election schools shall be conducted within the CITY territory.

**D. *Election Supplies.*** The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day and the Early Voting Ballot Board (and to the Deputy Early Voting Clerks during Early Voting) the following election supplies: election kits from third-party vendors (including the appropriate envelopes, sample ballots, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code); pens; pencils; tape; markers; paper clips; ballot box seals; sample ballots; tacks, and all consumable-type office supplies necessary to hold an election.

**E. *Registered Voter List.*** The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law. The Election Day list of registered voters shall be arranged in alphabetical order by each precinct.

**F. *Ballots.*** The Contracting Officer shall be responsible for the programming of the direct recording electronic voting devices (referred to as DRE’s) and the printing of ballots requested by mail or used for early voting or election day. The Contracting Officer shall be responsible for distributing the DRE’s along with the election supplies.

**G. *Early Voting.*** In accordance with Section 31.094, of the Texas Election Code, the Contracting Officer will serve as Early Voting Clerk for the election, subject to Sections 31.096 and 31.097(b).

1. As Early Voting clerk, the Contracting Officer shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. The Contracting Officer shall work with the CITY in securing personnel to serve as Early Voting Deputies.

The Contracting Officer shall, upon request, provide the CITY a copy of the early voting report on a daily basis and a cumulative final early voting report following the election.

2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations listed in Exhibit "A," attached hereto and made a part of this contract.

3. The Contracting Officer shall receive mail ballot applications on behalf of the CITY. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or her deputies at 804 Pecan Street, Bastrop, Texas 78602. Any requests for early voting ballots to be voted by mail received by the CITY shall be forwarded immediately to the Contracting Officer for processing.

4. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be secured and maintained by the Contracting Officer and delivered by her or her deputy for counting in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the Bastrop County Courthouse on Election Day, May 4, 2019.

**H. *Election Day Polling Locations.*** The Election Day polling locations are those listed in Exhibit "B," attached hereto and made a part of this contract. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of all polling locations for Election Day, including ensuring that each polling location has the necessary tables, chairs, and voting booths.

**I. *Central Counting Station.*** The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tally the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Bridgette Escobedo. The Tabulation Supervisor shall be Kristin Miles. The tabulation supervisor shall handle ballot tabulation in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

Election night reports will be available to the CITY at the Central Counting Station on election night and will provide individual polling location totals.

**J. *Manual Counting.*** The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the CITY in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

**K. *Election Reports.*** The Contracting Officer shall prepare the unofficial tabulation of precinct results under Section 66.056(a) of the Texas Election Code and shall provide a copy of the tabulation to the CITY as soon as possible after the Contracting Officer has received the precinct returns on Election Day night. Provisional ballots will be tabulated after election night in accordance with state laws.

**L. *Custodian of Voted Ballots.*** The Contracting Officer is hereby appointed the custodian of voted ballots and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law.

**II. RESPONSIBILITIES OF THE CITY.** The CITY shall assume the following responsibilities:

**A. *Election School(s).*** At the request of the Contracting Officer, and at no cost to the Contracting Officer, the CITY will make available space in an CITY building to hold the election school(s), if applicable.

**B. *Polling Locations.*** The CITY shall pay the respective cost of all employee services required to provide access, security, or custodial services for the polling locations.

**C. *Applications for Mail Ballots.*** The CITY shall date stamp and then immediately hand deliver to the Contracting Officer all original mail ballot applications for mail ballots that it receives.

**D. *Election Orders, Election Notices, Canvass.*** The CITY shall prepare the election order, resolutions, notices, official canvass, and other pertinent documents for adoption by the CITY's governing body. The CITY shall be responsible for having the required election notice under Section 4.003(a)(1) of the Texas Election Code published in the newspaper as required by State law. The CITY shall also be responsible for posting the notice required under Section 4.003(b) of the Texas Election Code as required by law. Promptly after approval of election order, resolutions, notices, official canvass, and other pertinent documents by the CITY's governing body and within such time so as not to impede the orderly conduct of the election, the CITY shall return said documents

to the Contracting Officer for proper recordkeeping. The CITY assumes the responsibility of promoting the schedules for Early Voting and Election Day.

The CITY will provide for the appointment of the Contracting Officer as the early voting clerk for the election in the orders calling the election. The orders will also include approval of election day polling places; times, dates and places for early voting; and appointment of precinct judges.

**E. *Paper Ballots.*** In advance of the March 20, 2019 date on which the Texas Secretary of State's Office encourages the mailing out of ballots for early voting by mail, the Contracting Officer shall arrange with a third party to prepare the necessary optical paper ballots for the election. The ballots shall be in English with the Spanish translation included.

The CITY shall furnish the Contracting Officer a list of candidates and/or propositions showing the order and the exact manner in which their names or proposition(s) are to appear on the official ballot (including bilingual titles and text). This list shall be delivered to the Contracting Officer as soon as possible after ballot positions have been determined. The CITY shall perform the duties required for drawing for place on the ballot by candidates. The CITY shall be responsible for proofreading and approving the ballot insofar as it pertains to the authority's candidates and/or propositions.

### **III. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS**

**A. *Compensation.*** The parties agree that presiding judges and alternate judges will be compensated at a rate of \$12.00/hr., and election clerks will be compensated at a rate of \$10.00/hr. They will be compensated for all hours actually worked, including the time to set up the polling location and the time to complete the counting and to wrap up the paper work, but not to exceed one hour before and two hours after the polling location is open for voting. The presiding judge, or the election worker at the polling location that he or she designates, who picks up the election supplies on May 4, 2019 from the Contracting Officer and who returns the remaining supplies, ballot boxes, and all other election records from the polling location to the Contracting Officer will be compensated with a delivery fee of \$25 at the same time that payment is made for the hours worked. The Contracting Officer will pay the election workers directly and be reimbursed for such by the CITY.

**B. *Number of Election Workers.*** The parties agree that at all polling locations there will be a minimum of three election workers, consisting of the presiding judge, alternate judge, and one clerk.

### **IV. JOINT EXPENSES AND PAYMENT**

**A. *Expenses Incurred and Billing.*** The participating authorities agree to share actual costs incurred to the extent that the costs and expenses are incurred in connection with a polling location used by more than one local political subdivision, such as (without limitation) the cost of renting polling locations and voting equipment, programming the voting equipment, supplies needed for the polling place, wages and salaries of election workers. Election expenses shall be pro-rated equally among the participants.

The parties agree, for those polling locations used solely by the CITY and not shared by any other participating authority, that the CITY will pay the wages, salaries, and other applicable election costs and expenses directly related to such polling location.

It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of Bastrop County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to Bastrop County by the participating authorities.

**B. *Billing.*** As soon as reasonably possible after Election Day, the Contracting Officer will submit an itemized invoice to the CITY for (1) actual expenses directly attributable to the coordination, supervision, and running of the election and incurred on behalf of the CITY by the Contracting Officer, including expenses for supplies in connection with the election school(s), publication and printing of election notices, election supplies, wages paid to the Contracting Officer's employees for services under this contract performed outside of normal business hours, election workers, and any other expenses reasonably and directly related to the election, including, without limitation, rental and programming of DREs and audio ballots, and (2) the Contracting Officer's fee under Section 31.100(d) of the Texas Election Code and as provided in Section IV.E below. Expenses related to wages shall be supported by compensation sheets. Other expenses shall be supported by invoices or receipts, except that the price of items coming out of the Contracting Officer's stock of election supplies shall be supported by the Contracting Officer's certificate about the number of items used and the unit cost therefore according to the vendor's standard price list.

**C. *Payment.*** The CITY shall pay the Contracting Officer's invoice within 30 days from the date of receipt to: **Bastrop County, Attn: Bridgette Escobedo, Elections Administrator, 804 Pecan Street, Bastrop, TX 78602.** If the CITY disputes any portion of the invoice, the CITY shall pay the undisputed portion of the invoice, and the parties will discuss in good faith a resolution of the disputed portion. All payments shall be made from current revenues available to the CITY.

**D. *Expense Item Larger than \$500.*** If a single election expense exceeds \$500, the Contracting Officer reserves the right to invoice the CITY for such expense at the time it is incurred, supported by an invoice or receipt, rather than waiting until after Election Day. The CITY shall pay such invoice within 30 days from the date of receipt.

**E. *Estimated Cost of Services.*** A cost estimate for election expenses is attached hereto and made a part of this contract as Exhibit "C" or Exhibit "C-1", whichever is applicable. The parties agree that these are an estimate only and that the CITY is obligated to pay their respective portion of the actual expenses of the election as set forth herein. The Contracting Officer agrees to advise the CITY if it appears that the actual expenses incurred by the Contracting Officer will exceed by 20% or more the estimated expenses to be paid initially by the Contracting Officer and reimbursed jointly by the CITY.

**F. *Administrative Fee.*** The CITY shall pay the Contracting Officer a 10 % administrative fee, pursuant to the Texas Election Code, Section 31.100.

## **V. GENERAL PROVISIONS**

**A. *Nontransferable Functions.*** In accordance with Section 31.096 of the Texas Election Code, nothing in this contract shall be construed as changing

1. the authority with whom applications of candidates for a place on the ballot are filed;
2. the authority with whom documents relating to political funds and campaigns under Title 15 of the Texas Election Code are filed; or

**B. *Joint Election.*** The parties acknowledge that the Contracting Officer may contract with other entities holding elections at the same time as the CITY on May 4, 2019. If another election occurs in territory of the CITY, Bastrop County will notify the CITY of the existence of the situation and provide a joint election agreement.

**C. *Cancellation of Election.*** If the CITY cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall only be entitled to receive the actual expenses incurred before the date of cancellation in connection with the election and an administrative fee of \$75. The Contracting Officer shall submit an invoice for such expenses (properly supported as described in **IV. PAYMENT** above) as soon as reasonably possible after the cancellation and the CITY shall make payment therefore in a manner similar to that set forth in **IV. PAYMENT** above. The Contracting Officer agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the CITY authorizes such major costs in writing. An entity canceling an election will not be

liable for any further costs incurred by the Contracting Officer in conducting the May 4, 2019 Joint Election.

**D. *Contract Copies to Treasurer and Auditor.*** In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this contract with the County Treasurer of Bastrop County, Texas and the County Auditor of Bastrop County, Texas.

**E. *Representatives.*** For purposes of implementing this contract and coordinating activities hereunder, the CITY and the Contracting Officer designate the following individuals, and whenever the contract requires submission of information or documents or notice to the CITY or the Contracting Officer, respectively, submission or notice shall be to these individuals:

**For the CITY:**

Ann Franklin  
City Secretary  
City of Bastrop  
1311 Chestnut Street/PO Box 427  
Bastrop, TX 78602  
Tel: (512) 332-8800  
Fax: (512) 332-8819  
Email: [afranklin@cityofbastrop.org](mailto:afranklin@cityofbastrop.org)

**For the Contracting Officer:**

Bridgette Escobedo  
Elections Administrator  
Bastrop County  
804 Pecan Street  
Bastrop, TX 78602  
Tel: (512) 581-7160  
Fax: (512) 581-4260  
Email: [elections@co.bastrop.tx.us](mailto:elections@co.bastrop.tx.us)

**F. *Amendment/Modification.*** Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing, duly executed by the parties hereto. No official, representative, agent, or employee of Bastrop County has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the Commissioners Court of Bastrop County, Texas. No official, representative, agent, or employee of the CITY has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the governing body of the CITY. Both the Contracting Officer and the CITY may propose necessary amendments or modifications to this Agreement in writing in order to conduct the Election smoothly and efficiently.

**G. *Entire Agreement.*** This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force and effect. Any oral representations or modifications concerning this

Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

**H. Severability.** If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement; and, parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.

**I. Third Party Beneficiaries.** Except as otherwise provided herein, nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights or remedies under or by reason of this Agreement.

**J. Mediation.** Any controversy, claim or dispute arising out of or relating to this contract, shall be settled through mediation by the parties. The parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.023 of the Texas Civil Practice and Remedies Code unless both parties agree, in writing, to waive the confidentiality. Notwithstanding the foregoing, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term “confidential” as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

---

Lynda Humble  
City Manager  
City of Bastrop  
Bastrop, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

---

Paul Pape  
County Judge  
Bastrop County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

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Bridgette Escobedo  
Elections Administrator  
Bastrop County, Texas

**EXHIBIT “A”**

**EARLY VOTING DATES, TIMES, AND LOCATIONS**

**Time Period:**

Monday, April 22, 2019 through Tuesday, April 30, 2019.

**Main Location:**

Bastrop ISD Service Center, 906 Farm Street, Bastrop, TX 78602

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>22</b> 8:00 am – 5:00 pm	<b>23</b> 8:00 am – 5:00 pm	<b>24</b> 8:00 am – 5:00 pm	<b>25</b> 8:00 am – 5:00 pm	<b>26</b> 8:00 am – 5:00 pm
<b>29</b> 7:00 am – 7:00 pm	<b>30</b> 7:00 am – 7:00 pm	<b>1</b>	<b>2</b>	<b>3</b>

**Branch Locations:**

- Bastrop High School, 1614 Chambers St., Bastrop, TX 78602
- Lost Pines Elementary, 151 Tiger Woods, Bastrop, TX 78602
- Cedar Creek High, 793 Union Chapel, Cedar Creek, TX 78612
- Cedar Creek Middle, 125 Voss Pkwy., Cedar Creek, TX 78612
- Red Rock Elementary, 2401 FM 20, Red Rock, TX 78662

<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>	<b>THURSDAY</b>	<b>FRIDAY</b>
<b>22</b> 8:00 am – 5:00 pm	<b>23</b> 8:00 am – 5:00 pm	<b>24</b> 8:00 am – 5:00 pm	<b>25</b> 8:00 am – 5:00 pm	<b>26</b> 8:00 am – 5:00 pm
<b>29</b> 7:00 am – 7:00 pm	<b>30</b> 7:00 am – 7:00 pm	<b>1</b>	<b>2</b>	<b>3</b>

**Voting by Mail:**

Bridgette Escobedo, Bastrop County Elections Administrator, 804 Pecan Street, Bastrop, TX 78602

**EXHIBIT “B”**

**CITY OF BASTROP ELECTION DAY POLLING LOCATION**

**Bastrop - Precincts 1001, 1002, 1003, 2009, 2011**

Bastrop ISD Service Center, 906 Farm Street, Bastrop TX 78602

**EXHIBIT "C"**  
**ESTIMATED COST OF MAY 4, 2019 ELECTION**  
**JOINT ELECTION WITH BASTROP ISD**

**CITY OF BASTROP**

<b>Optical Ballots and Programming Expenses</b>	<b>\$ 1,127.85</b>
<b>Rental Fee for ExpressVote and Vote Tabulator (voting equipment) Staff Time and Mileage, Early Voting Clerks, Election Judges &amp; Clerks, and Ballot Board</b>	<b>\$ 4,653.56</b>
<b>Election Kits &amp; other precinct supplies</b>	<b>\$ 200.00</b>
<b>SUBTOTAL</b>	<b>\$ 5,981.41</b>
<b>10% ADMINISTRATIVE FEE</b>	<b><u>\$ 598.14</u></b>
<b>TOTAL</b>	<b><u>\$ 6,579.55</u></b>

**EXHIBIT "C-1"**  
**ESTIMATED COST OF MAY 4, 2019 ELECTION**  
**WITHOUT JOINT ELECTION**

**CITY OF BASTROP**

<b>Optical Ballots and Programming Expenses</b>	<b>\$ 2,529.55</b>
<b>Rental Fee for ExpressVote and Vote Tabulator (voting equipment) Staff Time and Mileage, Early Voting Clerks, Election Judges &amp; Clerks, and Ballot Board</b>	<b>\$ 6,638.83</b>
<b>Election Kits &amp; other precinct supplies</b>	<b>\$ 200.00</b>
<b>SUBTOTAL</b>	<b>\$ 9,368.38</b>
<b>10% ADMINISTRATIVE FEE</b>	<b><u>\$ 936.84</u></b>
<b>TOTAL</b>	<b><u>\$ 10,305.22</u></b>



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 9F

**TITLE:**

Consider action to approve Resolution No. R-2019-11 of the City Council of the City of Bastrop, Texas approving the Bastrop Police Department to apply for a grant from the 2019 State Homeland Security Program (SHSP) grant for a Regional Command Post vehicle at a total cost of Four Hundred Thousand and 00/100 Dollars (\$400,000.00) with no matching funds from the City of Bastrop; authorizing the Director of Public Safety as the Grantee's Authorized Official; providing for a severability clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

James K. Altgelt, Director of Public Safety/Chief of Police/Interim Director of Hospitality & Downtown Department

**BACKGROUND/HISTORY:**

Law enforcement agencies, fire departments, emergency management teams, and public works officials all respond to a variety of emergencies on a regular basis. The duration of these emergencies can last for several hours, if not days, until they are resolved. While responding to these incidents, our response teams have always struggled with the following:

- on-scene interagency communications,
- a private and secure location for planning, debriefing, and communicating with victims and witnesses, and
- interaction with the media.

A Mobile Command Center (MCC) is a specialty vehicle that is designed to be immediately deployed to the incident. The MCC is equipped with a communications platform that would resolve interagency communication challenges. It would provide a safe and secure environment for receiving real-time information and conducting strategic planning. The MCC would also provide an environment where interaction with the media would be conducted in accordance with the protocols subscribed in the National Incident Management System (NIMS).

Bastrop County and the cities of Bastrop, Elgin, and Smithville do not currently own an MCC. State owned MCCs that may be available for a response are not permanently assigned in Bastrop County. This is a deficiency in our response plan.

If awarded the grant, the City of Bastrop would store and maintain the MCC. The MCC would be available for a county-wide response to all incidents and planned events. Elgin Chief of Police and Emergency Management Coordinator (EMC) Patrick South, Smithville Chief of Police Michael Maugere, Bastrop County Sheriff Maurice Cook, and Bastrop County EMC Brad Ellis have all committed to providing letters of support for this grant project.

**POLICY EXPLANATION:**

N/A

**FUNDING SOURCE:**

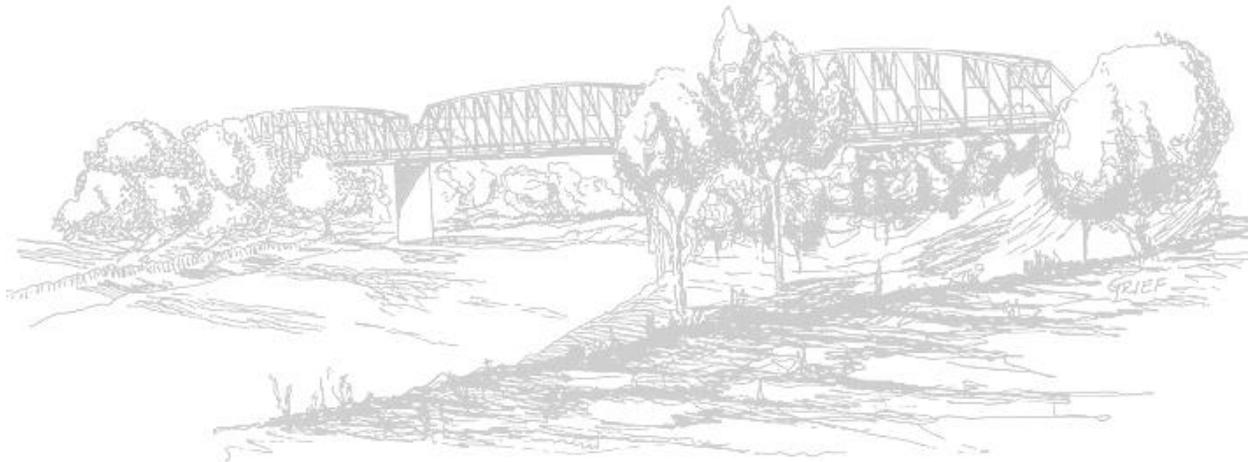
This project is completely grant funded and has no adverse impact to the City's budget.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2019-11 of the City Council of the City of Bastrop, Texas approving the Bastrop Police Department to apply for a grant from the 2019 State Homeland Security Program (SHSP) grant for a Regional Command Post vehicle at a total cost of Four Hundred Thousand and 00/100 Dollars (\$400,000.00) with no matching funds from the City of Bastrop; authorizing the Director of Public Safety as the Grantee's Authorized Official; providing for a severability clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution



**RESOLUTION NO. R-2019-11**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE BASTROP POLICE DEPARTMENT TO APPLY FOR A GRANT FROM THE 2019 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT FOR A REGIONAL COMMAND POST VEHICLE AT A TOTAL COST OF FOUR HUNDRED THOUSAND AND 00/100 DOLLARS (\$400,00.00) WITH NO MATCHING FUNDS FROM THE CITY OF BASTROP; AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY AS THE GRANTEE'S AUTHORIZED OFFICIAL; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop finds it in the best interest of the citizens of Bastrop, that the Bastrop Police Department apply for a grant from the 2019 State Homeland Security Program (SHSP) Grant Program for a Regional Command Post Vehicle at a total cost of Four Hundred Thousand and 00/100 (\$400,000.00) with no matching funds from the City of Bastrop; and

**WHEREAS**, the City of Bastrop agrees that in the event of loss or misuse of the 2019 State Homeland Security Program (SHSP) Grant, the City of Bastrop City Council assures that the funds will be returned to the State Homeland Security Program (SHSP) Grant in full; and

**WHEREAS**, the City of Bastrop designates Director of Public Safety James K. Altgelt as the Grantee's authorized official. The authorized official is given the power to apply for, reject, alter, or terminate the grant on behalf of the applicant agency.

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

**Section 1.** The City Council of the City of Bastrop approves the Bastrop Police Department's application to the 2019 State Homeland Security Program (SHSP) Grant for a Regional Command Post.

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

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

**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 22<sup>nd</sup> day of January, 2019.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 9G

**TITLE:**

Consider action to approve Resolution No. R-2019-12 of the City Council of the City of Bastrop, Texas approving the Bastrop Police Department to apply for a grant from the 2019 Capital Area Council of Governments (CAPCOG) Department of Justice (DOJ) grant for a Crime Scene Vehicle at a total cost of Sixty-Two Thousand One Hundred Thirty-Nine and 48/100 Dollars (\$62,139.48) with no matching funds from the City of Bastrop; authorizing the Director of Public Safety as the Grantee's Authorized Official; providing for a severability clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

James K. Altgelt, Director of Public Safety/Chief of Police/Interim Director of Hospitality & Downtown Department

**BACKGROUND/HISTORY:**

The purpose of a crime scene investigation is to:

- establish what took place,
- to identify the responsible person or persons,
- to identify, collect, and process perishable evidence,
- and to introduce this evidence into a court of law to be used in the successful prosecution of the responsible person or persons.

Despite Hollywood's portrayal, crime scene investigation is difficult, tedious, and time consuming. Having the proper equipment readily available is not a luxury, it is a necessity. It is imperative to have all of your crime scene equipment centrally located, readily accessible, and mobile.

The Bastrop Police Department currently stores all of its crime scene processing equipment inside a storage area located in the Criminal Investigations Division (CID) office area. This location can be problematic when determining which equipment will be needed at a crime scene. Having all of the equipment stored in a vehicle will significantly enhance our crime scene response capabilities.

**POLICY EXPLANATION:**

N/A

**FUNDING SOURCE:**

This project is completely grant funded and has no adverse impact to the City's budget.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2019-12 of the City Council of the City of Bastrop, Texas approving the Bastrop Police Department to apply for a grant from the 2019 Capital Area Council of Governments (CAPCOG) Department of Justice (DOJ) grant for a Crime Scene vehicle at a total cost of Sixty-Two Thousand One Hundred Thirty-Nine and 48/100 Dollars (\$62,139.48) with no matching funds from the City of Bastrop; authorizing the Director of Public Safety as the Grantee's Authorized Official; providing for a severability clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution



**RESOLUTION NO. R-2019-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE BASTROP POLICE DEPARTMENT TO APPLY FOR A GRANT FROM THE 2019 CAPITAL AREA COUNCIL OF GOVERNMENTS (CAPCOG) DEPARTMENT OF JUSTICE (DOJ) GRANT FOR A CRIME SCENE VEHICLE AT A TOTAL COST OF SIXTY-TWO THOUSAND ONE HUNDRED THIRTY-NINE AND 48/100 DOLLARS (\$62,139.48) WITH NO MATCHING FUNDS FROM THE CITY OF BASTROP; AUTHORIZING THE DIRECTOR OF PUBLIC SAFETY AS THE GRANTEE'S AUTHORIZED OFFICIAL; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop finds it in the best interest of the citizens of Bastrop, that the Bastrop Police Department apply for a grant from the 2019 Capital Area Council of Governments (CAPCOG) Department of Justice (DOJ) Grant for a Crime Scene Vehicle at a total cost of Sixty-Two Thousand One Hundred Thirty-Nine and 48/100 (\$62,139.48) with no matching funds from the City of Bastrop; and

**WHEREAS**, the City of Bastrop agrees that in the event of loss or misuse of the 2019 Capital Area Council of Governments (CAPCOG) Department of Justice (DOJ) Grant, the City of Bastrop City Council assures that the funds will be returned to the CAPCOG DOJ Grant in full; and

**WHEREAS**, the City of Bastrop designates Director of Public Safety James K. Altgelt as the Grantee's authorized official. The authorized official is given the power to apply for, reject, alter, or terminate the grant on behalf of the applicant agency.

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

**Section 1.** The City Council of the City of Bastrop approves the Bastrop Police Department's application to the 2019 Capital Area Council of Governments (CAPCOG) Department of Justice (DOJ) Grant for a Crime Scene Vehicle.

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

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

**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 22<sup>nd</sup> day of January, 2019.

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**AGENDA ITEM:** 9H

**TITLE:**

Consider action to approve Resolution R-2019-13 of the City Council of the City of Bastrop, Texas supporting the City of Bastrop's submission of a ED-900P – Proposal for Economic Development Administration (EDA) Assistance Grant requesting funding to complete Agnes Street from the edge of Seton Hospital to its eastern connection point just west of Hasler Boulevard; authorizing the City Manager to execute all necessary documentation; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HISTORY:**

The Economic Development Administration (EDA) has allocated \$90 million in FY 2018 supplemental appropriations for disaster recovery grants to support recovery activities in areas receiving a major disaster designation due to Hurricane Harvey and other 2017 natural disasters. Qualifying projects include a wide range of construction and non-construction activities such as studies to assist communities on diversifying economies to mitigate disasters, purchasing buildings, etc. All grants will fund 80% of the project cost and require a 20% match. The EDA will be accepting applications on a rolling basis until all funds are obligated.

**POLICY EXPLANATION:**

As of mid-January, there is \$50 million left for allocation. The City of Bastrop, in collaboration with Bastrop Economic Development Corporation (BEDC), are submitting a grant \$1.5 million to complete Agnes Street between Seton Hospital to its eastern connection point just west of Hasler Boulevard. If funded, this street would connect from SH 304 to Childers Drive offering a east-west connection other than SH 71. This project has been identified as a significant project of importance within the City's Transportation Master Plan, the City's Work Plan, and within the community.

BEDC has agreed to provide the 20% match, which is estimated to be \$300,000. There are two (2) properties identified that will significantly benefit from the completion of this street. Both property owners have agreed to donate the right-of-way for the construction of Agnes. Judge Paul Pape has written a letter of support for this project. The Capital Area Council of Governments (CAPCOG) is the working on behalf of the EDA to coordinate grant submissions in this region. CAPCOG representatives have also agreed to submit a letter of support as well.

**FUNDING SOURCE:**

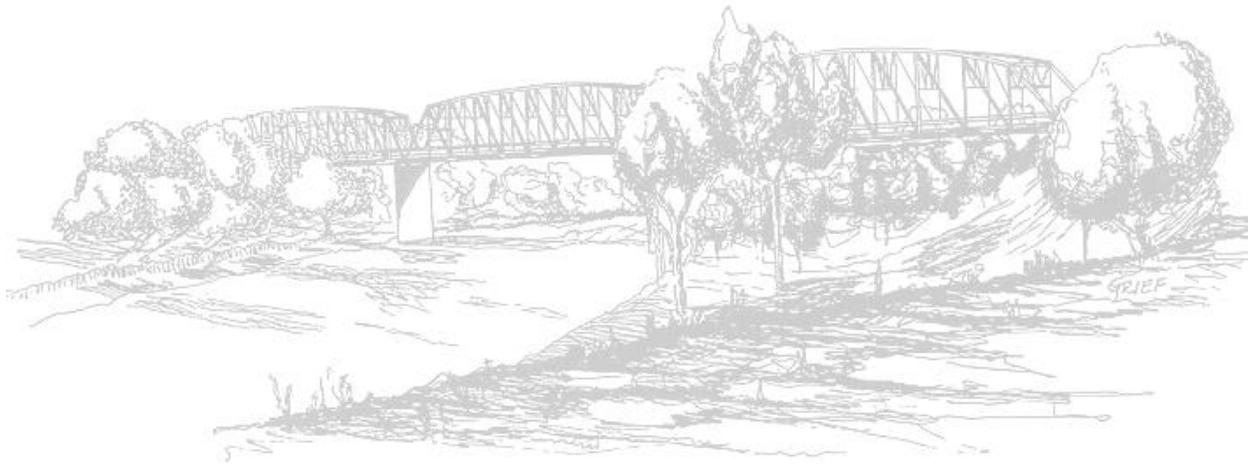
N/A

**RECOMMENDATION:**

Consider action to approve Resolution R-2019-13 of the City Council of the City of Bastrop, Texas supporting the City of Bastrop's submission of a ED-900P – Proposal for Economic Development Administration (EDA) Assistance Grant requesting funding to complete Agnes Street from the edge of Seton Hospital to its eastern connection point just west of Hasler Boulevard; authorizing the City Manager to execute all necessary documentation; and establishing an effective date.

**ATTACHMENT:**

- Resolution



## RESOLUTION R-2019-13

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS SUPPORTING THE CITY OF BASTROP'S SUBMISSION OF AN ED-900P – PROPOSAL FOR ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) ASSISTANCE GRANT REQUESTING FUNDING TO COMPLETE AGNES STREET FROM THE EDGE OF SETON HOSPITAL TO ITS EASTERN CONNECTION POINT JUST WEST OF HASLER BOULEVARD; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTATION; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Economic Development Administration (EDA) has allocated \$90 million in FY 2018 supplemental appropriations for disaster recovery grants to support recovery activities in areas receiving a major disaster designation due to Hurricane Harvey and other 2017 natural disasters; and

**WHEREAS**, the City of Bastrop, in collaboration with Bastrop Economic Development Corporation (BEDC), are submitting a grant \$1.5 million to complete Agnes Street between Seton Hospital to its eastern connection point just west of Hasler Boulevard; and

**WHEREAS**, the project scope is the completion of identified infrastructure in the City's Transportation Master Plan for the design and construction of Agnes Street, located in the City of Bastrop. When completed, this street will be located south of State Highway 71 and east of State Highway 304, providing significant east/west connectivity from Childers Street to SH 304. The only east/west connection through the City is currently State Highway 71; and

**WHEREAS**, this project is deemed critical on the City's Transportation Master Plan, which was updated as a part of a community-wide strategic planning initiative in 2016, given its human safety, financial sustainability, and economic resiliency components; and

**WHEREAS**, the City of Bastrop has determined "Special Need" as the basis of economic distress for eligibility. Bastrop has routinely experienced numerous natural disasters over the last decade. The largest wildfire in Texas occurred in Bastrop in 2011, four (4) FEMA declared flooding disasters occurred in 2015 and 2016, plus Hurricane Harvey in 2017; and

**WHEREAS**, evacuations for any disaster is difficult because there is only one (1) east/west connection, State Highway 71. State Highway 71 is a crucial evacuation route for all cities along the Texas coast between Houston and Austin. If the highway is already at capacity, it further exacerbates the community's ability to self-evacuate. Completion of Agnes Street offers a critical alternate route; and

**WHEREAS**, if State Highway 71 was to shut-down for any length of time, the City's commerce would come to a halt creating significant economic distress and hinders the community's ability to be resilient. The City's General Fund budget is heavily dependent upon sales tax, which comprises 41% of its annual revenue. The proposed project will provide opportunities for economic development that will increase property tax valuations, creating a more-diversified revenue stream for the City, County, and School District;

**WHEREAS**, the completion of Agnes Street will also have an immediate, significant economic impact to Bastrop by making large tract properties accessible and marketable for industry attraction. It also supports goals in the Comprehensive Plan and is a noted project in the Transportation Master Plan, both adopted by City Council in November 2016; and

**WHEREAS**, these large tracts of land are along the SH 71 corridor and have been identified as key economic development opportunities. However, these tracts are dependent upon this project for accessibility. With Seton Hospital and the regional location of this property along the SH 71 growth corridor, it is prime for immediate private development and the creation of job opportunities within primary industry sectors, offering wages higher than the regional average; and

**WHEREAS**, recognizing the crucial need for this transportation project, the Bastrop Economic Development Corporation (BEDC) has agreed to fund the 20% match. Funding for this project is immediately available without restrictions. There will be collaboration with property owners benefiting from this project. All property owners have pledged to dedicate the right-of-way needed for this project at no expense to the community.

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

**Section 1.** The City Council of the City of Bastrop supports the City of Bastrop's submission of an ED-900P – Proposal for Economic Development Administration Assistance requesting funding to complete Agnes Street from the edge of Seton Hospital to its eastern connection point just west of Hasler Boulevard.

**Section 2.** The City Council of the City of Bastrop authorizes the City Manager to execute all necessary documentation regarding this grant..

**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 22<sup>nd</sup> day of January, 2019.

APPROVED:

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

ATTEST:

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

APPROVED AS TO FORM:

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



# STAFF REPORT

**MEETING DATE:** January 22, 2019

**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 status of Building Bastrop Codes.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager





# STAFF REPORT

**MEETING DATE:** January 22, 2019

**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

