

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



January 8, 2019 at 6:30 P.M.

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.

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** – Police Chief, James Altgelt; Assistant Police Chief, Clint Nagy; and Fire Chief, Andres Rosales

TEXAS PLEDGE OF ALLEGIANCE

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

- 3. INVOCATION** – Robert Wellington, Police Chaplain

4. PRESENTATIONS

- 4A. Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of January, 2019 as School Board Recognition Month.
- 4B. A proclamation of the City Council of the City of Bastrop, Texas, recognizing January 21, 2019 as Martin Luther King Day.
- 4C. Mayor's Report

4D. Councilmembers' Report

4E. City Manager's Report

5. WORK SESSION/BRIEFINGS

6. STAFF AND BOARD REPORTS

6A. Receive Presentation and Update from the Bastrop Opera House.

6B. Receive Presentation and Update from the Bastrop County Historical Society.

6C. Receive Presentation and Update from the YMCA of Austin/Bastrop Branch.

6D. Receive presentation on the unaudited Monthly Financial Report for the period ending November 30, 2018.

6E. Receive report from Bastrop Economic Development Corporation.

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 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.

9. ITEMS FOR INDIVIDUAL CONSIDERATION

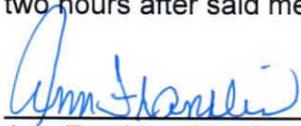
- 9A. Consider action and approve Resolution No. R-2019-02 of the City Council of the City of Bastrop, Texas, making determinations regarding certain project-specific Exceptions and/or Exemptions as provided by Emergency Ordinance 2018-1, Section 8 (Temporary Moratorium); and Emergency Ordinance 2018-2, Section 7 (Emergency Drainage Application Rules).
- 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.
- 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.

10. EXECUTIVE SESSION

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 and said Notice was posted on the following date and time: Friday, January 4, 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 8, 2019

AGENDA ITEM: 4A

TITLE:

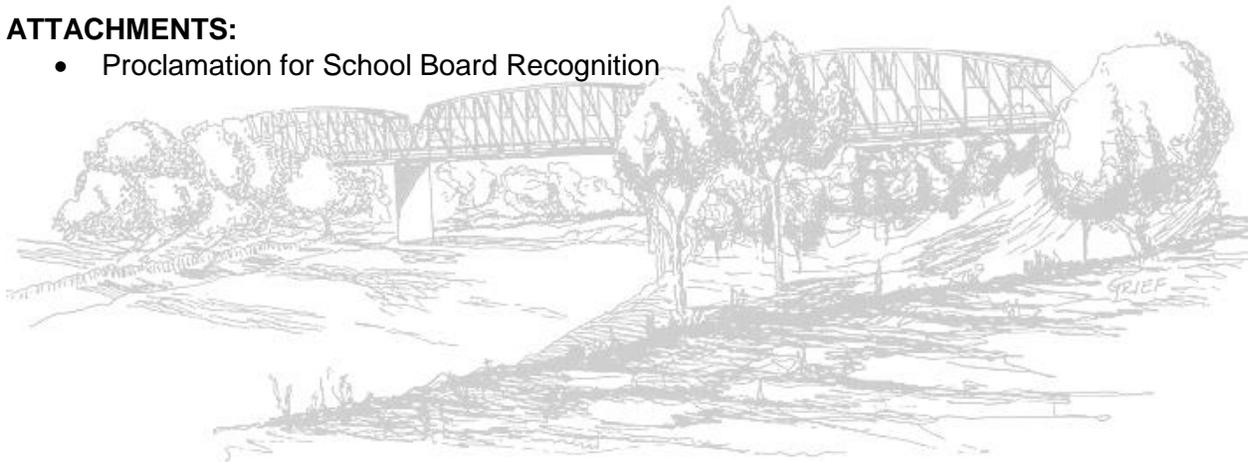
Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of January, 2019 as School Board Recognition Month.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

ATTACHMENTS:

- Proclamation for School Board Recognition





PROCLAMATION



WHEREAS, the mission of public schools is to meet the diverse educational needs of all children and to empower them to become competent, productive contributors to a democratic society, and an ever-changing world; and

WHEREAS, local school board members are committed to children and believe that all children can be successful learners, and that the best education is tailored to the individual needs of the child; and

WHEREAS, local school board members work closely with parents, educational professionals, and other community members to create the educational vision we want for our students; and

WHEREAS, local school board members are responsible for ensuring the structure that provides a solid foundation for our school system; and

WHEREAS, local school board members are strong advocates for public education and are responsible for communicating the needs of the school district to the public and the public's expectations to the district.

NOW, THEREFORE, I, Mayor Connie B. Schroeder, do hereby declare my appreciation to the members of the Bastrop Independent School District Board and proclaim the month of January 2019 as:

SCHOOL BOARD RECOGNITION MONTH

in Bastrop, Texas. I urge all citizens to join me in recognizing the dedication and hard work of local school board members while working with them to mold an education system that meets the present and future needs of our children.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 8th day of January 2019.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 4B

TITLE:

A proclamation of the City Council of the City of Bastrop, Texas, recognizing January 21, 2019 as Martin Luther King Day.

STAFF REPRESENTATIVE:

Lynda K. Humble, City Manager



P

ROCLAMATION



BASTROPTX
Heart of the Lost Pines / Est. 1832

WHEREAS, Dr. Martin Luther King, Jr. challenged our Nation to recognize that our individual liberty relies upon our common equality; and

WHEREAS, at a time when our Nation was sharply divided, Dr. King called on a generation of Americans to be “voices of reason, sanity, and understanding amid the voices of violence, hatred, and emotion”; and

WHEREAS, Dr. King devoted his life to the struggle for justice and equality, sowing seeds of hope for a day when all people might claim “the riches of freedom and the security of justice”; and

WHEREAS, on the Martin Luther King, Jr. Federal Holiday, we commemorate the 33rd Anniversary of the holiday recognizing one of America’s greatest visionary leaders, and we celebrate the life and legacy of Dr. King; and

WHEREAS, Dr. King’s “I Have A Dream Speech” turns 56 in 2019, and reminds us to recognize that in these challenging times, too many Americans face limited opportunities, but our capacity to support each other remains limitless; and

WHEREAS, we must face the challenges with the same strength, persistence and determination exhibited by Dr. King; and

WHEREAS, the theme for 2019 is “**Remember! Celebrate! Act! A Day on, Not A Day Off**”; and

WHEREAS, the American people are called to engage in public service and promote nonviolent social change so that Dr. King’s unfinished movement toward equality can be achieved by our united, enduring efforts; and

WHEREAS, in the City of Bastrop, Texas, all citizens are urged to join with Bastrop, Smithville, and Elgin ISD in supporting the Scholarship Program during the annual walk; and

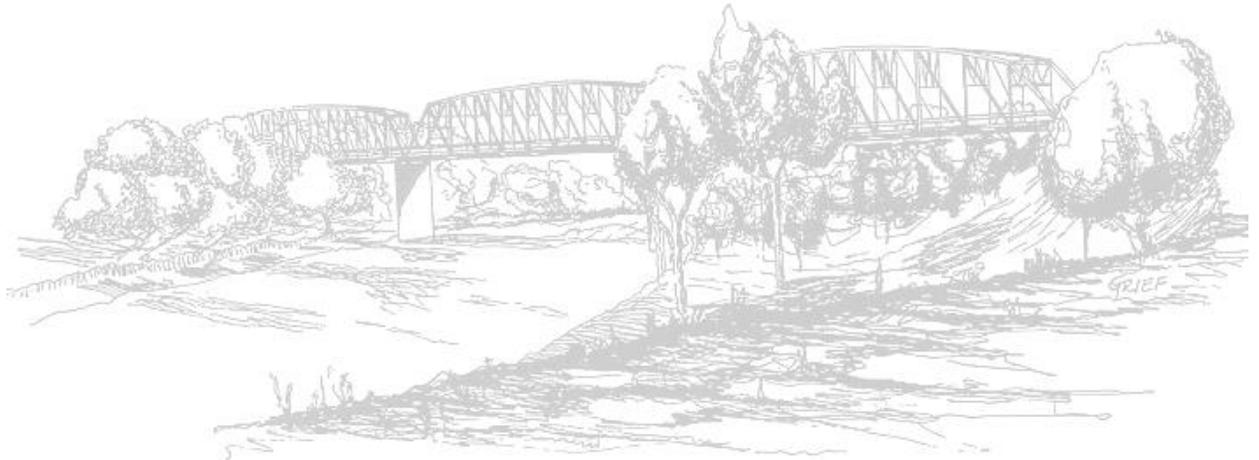
WHEREAS, all citizens are also urged to join in the 30th annual walk on January 21, 2019, at 10:00 a.m. beginning at the Bastrop County Court House Gazebo, 803 Pine Street, Bastrop, Texas for universal peace, justice, human rights, and social and economic progress for all people.

NOW, THEREFORE, I, Connie B. Schroeder, Mayor of the City of Bastrop, Texas, do hereby proclaim Monday, January 21, 2019 as:

Dr. Martin Luther King, Jr. Day

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 8th day of January, 2019.

Connie B. Schroeder, Mayor





STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 4C

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 8, 2019



Events in 2018: 379
Events in 2019: 7

Latest Activities

December 1 - 27



TML Region 10 Mtg



Design Code Rodeo



Visit Bastrop

KEYE Interview



Honored as Guest Speaker



Jr. Ambassador
Luke Chavez



HomeWell Sr. Care



Rep. Cyrier



FCI Lunch



Smithville Life Skills Class

BISD Open House



"Nuncrackers"



TML Board Meeting



Latest Activities

December 8



Library Open House



Friendship Bible Baptist
Mary Butler

Christmas Parade



Snow Day



BCHS
Holiday
Home Tour



BCHS Rendezvous



New Republic Studios



**2019
IT'S TIME TEXAS
COMMUNITY CHALLENGE**

Presented by **H-E-B**

PUT YOUR HEALTH FIRST
FOR YOU, YOUR FAMILY & YOUR COMMUNITY

JANUARY 7 - MARCH 3 **2019**

**IT'S TIME TEXAS
COMMUNITY CHALLENGE**

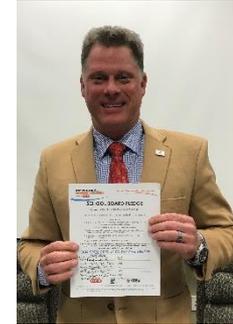
Presented by **H-E-B**



SHOUT OUT TO THE
MAYOR OF BASTROP

for signing the
#CommunityChallenge
Mayor's Pledge

www.ittcommunitychallenge.com | Jan. 7th - Mar. 3rd



Register and start earning points for Bastrop – Join BISD

www.ittcommunitychallenge.com

Join the YMCA Pop Up Event January 12th – 10 AM

Airfit Unit at Bob Bryant Park



Planned Events

December 28 – January 8

- January 2 – Chamber Luncheon
- January 3
 - Anytime Fitness Ribbon Cutting
 - Library Retirement Celebration
 - Mickey DuVall and Cookie Adkins
 - Farm Street Opry – Dallas Wayne!
- January 4
 - Texas Pride Ribbon Cutting
- January 7 – Library Board Meeting
- January 8 – City Council (Early Start)



Upcoming Events & City Meetings

- January 9 – Meeting with Governor Abbott’s Policy Office
- January 10 – Crossfit Cohesion Ribbon Cutting
- 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 21 – MLK Day Celebration; 30th Anniversary in Bastrop County!
- January 22 – City Council Meeting





STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 4D

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.

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



STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 4E

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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- (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 8, 2019

AGENDA ITEM: 6A

TITLE:

Receive Presentation and Update from the Bastrop Opera House.

STAFF REPRESENTATIVE:

James Altgelt, Director of Public Safety/Chief of Police/Interim Director of Hospitality and Downtown Department

Lisa Holcomb, Bastrop Opera House Executive Director

BACKGROUND/HISTORY:

On November 13, 2018, City Council approved a Community Support Service Agreement with the Bastrop Opera House to provide services associated with operating, marketing, and providing cultural art and theater services in the amount of Ninety-Two Thousand Five Hundred and 00/100 Dollars (\$92,500) for FY 2018-2019. The Community Support Service Agreement requires that the Bastrop Opera House attend a regular meeting of the City Council on a quarterly basis to make a public presentation on their progress related to the Scope of Services identified in the agreement. Those services include:

- Presenting an annual season of theater performances and productions designed to enrich the authentic Bastrop experience
- Increase overnight visitation by appealing to out of town visitors.

POLICY EXPLANATION:

Chapter 351.101 of the Texas Local Government Code authorizes the use of Hotel Occupancy Tax (HOT) revenue for the encouragement, promotion, improvement, and application of the arts. The statute also allows for advertising and conducting of promotional programs to encourage tourists to visit preserved historic sites. The services outlined in the Community Support Service Agreement with the Bastrop Opera House also support the following goals and objectives of the City of Bastrop Comprehensive Plan 2036:

- **Goal 8.1:** *Leverage existing downtown assets to spur additional business activity*
 - *Objective 8.1.4:* Create multiple downtown destination events that rely on Bastrop's cultural assets
- **Goal 8.3:** *Bolster family and heritage tourism assets*
 - *Objective 8.3.1:* Diversify family-orientated tourism offerings
 - *Objective 8.3.3:* Solicit support for historical structures and landmarks

ATTACHMENTS:

- Power Point Presentation

Bastrop Opera House

Quarterly Report

A Tribute To the Legend



Starring
Bennie Wheels
Walkin' The Line

September 7 & 8 at 7:30 pm



September 7 & 8, 2018
Walkin' The Line



September 14-29
OZ! The Musical



The Legend Of Sleepy Hollow
October 12th – 27th 2018



Bastrop Opera House
presents

Gospel Show

Featuring

D'Vine Testament



November 10th at 7:30 pm



Opening Act
Harmony 4 Him

Sponsored by



Bastrop Opera House ~ 711 Spring Street ~ Bastrop, Texas 78602
purchase tickets at bastropoperahouse.com



November 10th
2018
D'Vine Testament



Nuncrackers The Musical
November 30th - December 15th 2018

New Year's Eve Gala



Ticket sales September – December 2018

Total Tickets - 2,411

Total Tickets sold to patrons from outside of Bastrop - 1,897

Volunteer Hours September – December 2018

936 Volunteer Hours

Includes:

Box office/concession

Tech/Lights /Sound

Stage Managing/Set Design



STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 6B

TITLE:

Receive Presentation and Update from the Bastrop County Historical Society.

STAFF REPRESENTATIVE:

James Altgelt, Director of Public Safety/Chief of Police/Interim Director of Hospitality and Downtown Department

Kaye Sapikas, Bastrop County Historical Society Director

BACKGROUND/HISTORY:

On November 13, 2018, City Council approved a Community Support Service Agreement with the Bastrop County Historical Society to provide services associated with operating, marketing, and providing museum and visitor center services in the amount of One Hundred Forty-Six Thousand Nine-Hundred Thirty-Seven and 00/100 Dollars (\$146,937) for FY 2018-2019. The Community Support Service Agreement requires that the Bastrop County Historical Society attend a regular meeting of the City Council on a quarterly basis to make a public presentation on their progress related to the Scope of Services identified in the agreement. The funds were awarded to the Bastrop County Historical Society according to the different functions the organization provides, as outlined in the Scope of Services. Those services and amounts include:

- \$115,000 for the operation of the Bastrop County Historical Society Museum and Visitor Center
- \$34,893 for historic preservation efforts
- \$9,944 for the annual Holiday Tour of Homes

POLICY EXPLANATION:

Chapter 351.101 of the Texas Local Government Code authorizes the use of Hotel Occupancy Tax (HOT) revenue for the operation of visitor information centers as well as historical preservation activities and promotional programs to encourage tourist visits. The services outlined in the Community Support Service Agreement with the Bastrop County Historical Society also support the following goals and objectives of the City of Bastrop Comprehensive Plan 2036:

- **Goal 8.1:** *Leverage existing downtown assets to spur additional business activity*
 - *Objective 8.1.3:* Enhance the offerings available at the Bastrop Museum and Visitor Center
 - *Objective 8.1.4:* Create multiple downtown destination events that rely on Bastrop's Cultural Assets
- **Goal 8.3:** *Bolster family and heritage tourism assets*
 - *Objective 8.3.1:* Diversify family-orientated tourism offerings
 - *Objective 8.3.3:* Solicit support for historical structures and landmarks

ATTACHMENTS:

- Power Point Presentation



Bastrop City Council – January 8, 2019

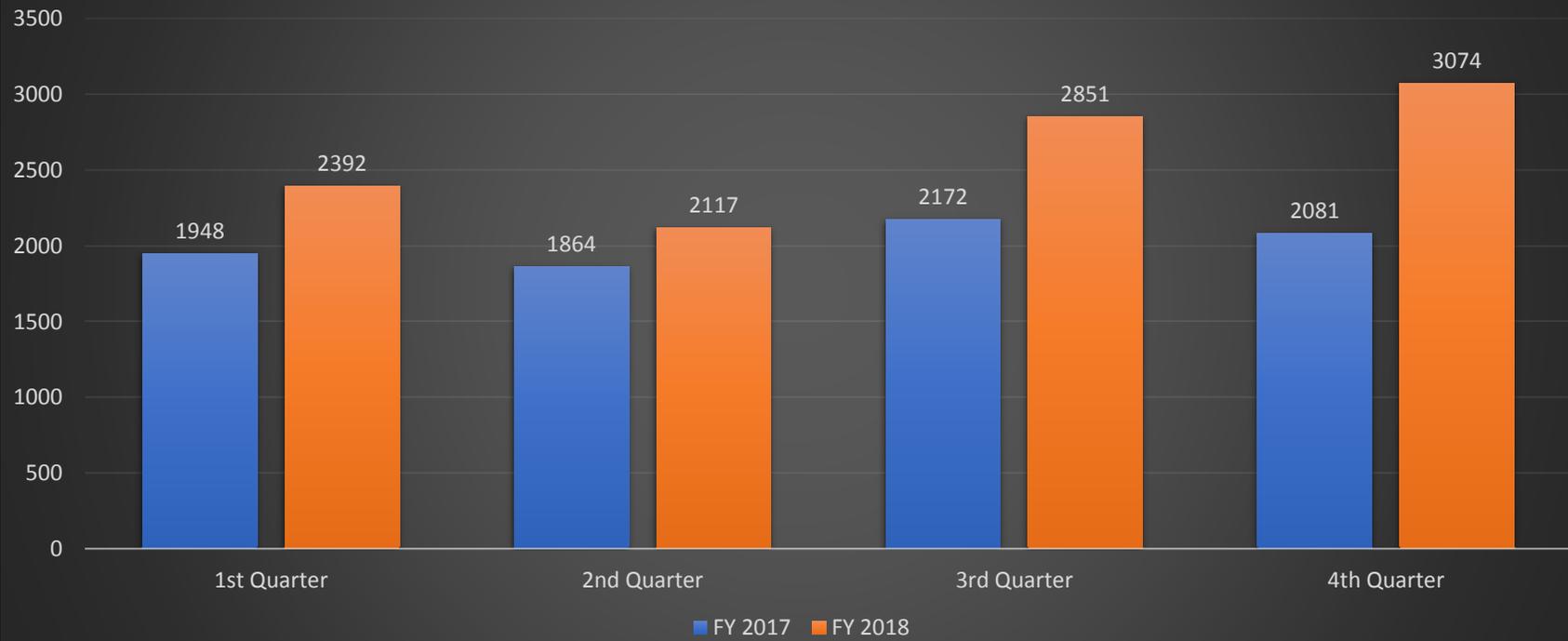
HOT Fund Presentation



Visitor Center – 1st Quarter Highlights

Full participation in First Fridays

Total Visitors





Community Support

Hosting Bastrop Cultural Arts Master Plan Open House, remaining open for special events, providing benefits to event goers, We Are Austin – Bastrop Promo



Additional Highlights

- Staff & volunteers participated in window decorating contest, Wassail fest judging
- Assisted gathering and recording all the activities associated with the Lost Pines Christmas

Volunteer Hours

- Visitor Center
 - 263
- Dollar Value = \$6,049 (\$23 hr.)





Museum – 1st Quarter Highlights

Special Exhibits

Endings and Beginnings, Holiday Dolls & Other Fun Things



Quarterly Speaker Meetings

Genealogy Meets DNA (October), Research Success Stories (January)



160
Volunteers

COMMUNITY-WIDE
GARAGE & ESTATE
SALE

Raised
\$37,871

Homes Tour & Rendezvous



Holiday
Homes Tour







Homes Tour

467 attendees



6 homes



1 church



92 Docents



Bastrop
MUSEUM & VISITOR CENTER
of the Bastrop County Historical Society

Holiday

RENDEZVOUS

2018

With us on...
Saturday December 8th

HOLIDAY HOMES TOUR • LIGHTED CHRISTMAS PARADE
THE RENDEZVOUS DINNER AND DANCE

Make your plans to bring in the Holidays with your neighbors and friends during this one-of-a-kind unique Bastrop Holiday event!

RENDEZVOUS...
at the Bastrop Convention Center. Prepare for a fun-filled evening hosted by the Bastrop County Historical Society. This event will include a full buffet dinner, a host bar and live music from the "Honky-Tonk Piano Man" Frank Cavitt and his band. Dress will be holiday/casual. Also, this is an adults only event and tickets may be purchased online or at the Visitor Center/Museum.

WHERE: 1408 Chestnut
TIME: Doors open at 7:00 pm
Dinner at 8:00 pm
COST: \$80 Per Ticket

BASTROPTX
Board of the Bastrop County Historical Society

For more information, call 512-303-0057 or visit online at www.bastropcountyhistoricalsociety.com/rendezvous



Rendezvous

150 attendees

Convention Center

Live Music

Great Food

Raised over \$27,000

Research Library

- Received 155 new acquisitions.
- Assisted 30 individuals doing historical research.
- Through a simple reconfiguration of an administrative office we increased our storage capacity by 637 cubic feet.
- We participated in and received a Preservation Assessment from the UT School of Information. Overall, we received high marks with some areas that could/should be improved.
- In addition, we have received a grant application to the Burdine Johnson Foundation in Buda for funds to be used in the effort of improved filing of documents and photos. The proposed application is for \$3,500

Research Library

- Texas Historical Foundation approached BCCHS to write two articles for the Texas Collection section of an upcoming issue of “Texas Heritage” magazine. Carol Kysar, BCCHS Archivist assisted Robbie Sanders on the focus of the articles and the research.
- Archivist and Director attended the Austin Archives Bazaar in October, meeting many others in the field and capturing a variety of ideas.

Volunteer Hours

- Museum
 - 184*
- Dollar Value = \$4,232



*These do not include the hours contributed by our dedicated Board of Trustees or Museum Curator throughout the year.

THANK YOU!



STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 6C

TITLE:

Receive Presentation and Update from the YMCA of Austin/Bastrop Branch.

STAFF REPRESENTATIVE:

James Altgelt, Director of Public Safety/Chief of Police/Interim Director of Hospitality and Downtown Department

Terry Moore, YMCA of Austin/Bastrop Branch Executive Director

BACKGROUND/HISTORY:

On November 13, 2018, City Council approved a Community Support Service Agreement with the YMCA of Austin/Bastrop Branch (YMCA) to provide recreational services and operate the Bastrop State Park Pool in the amount of Seventy-Nine Thousand Eight Hundred and 00/100 Dollars (\$79,800) for FY 2018-2019. The Community Support Service Agreement requires that the YMCA attend a regular meeting of the City Council on a quarterly basis to make a public presentation on their progress related to the Scope of Services identified in the agreement.

The Bastrop YMCA provides quality recreational programs for the community in partnership with the City of Bastrop. The FY 2018-2019 Community Support Service Agreement requires that recreational programs and activities be designed to benefit and include persons of all backgrounds. The following services are required to be provided during this agreement period:

- Youth sports such as soccer, tennis, and volleyball
- Monthly enrichment programs such as art and nutrition
- Weekly health and wellness programs
- Operate and manage the State Park Pool with aquatic activities including swim lessons, water fitness, open and public swim, and youth job opportunities
- Family park events, including but not limited to Safety Month, Field Days, Halloween Bash, Happy Healthy New Year's Bash, and Movies in the Park
- Outreach programs such as youth summer programming, pickleball, teen events, and senior programming

POLICY EXPLANATION:

The City Council's focus areas of Economic Vitality, Fiscal Responsibility, Organizational Excellence, and Unique Environment are supported through this partnership for recreational services and through the programs offered to our customers by the YMCA. The services outlined in the Community Support Service Agreement with the YMCA also support the following goals and objectives of the City of Bastrop Comprehensive Plan 2036:

- **Goal 3.1:** *Provide adequate and appropriate public facilities and services to maintain the safety and quality of life of residents, visitors, and workers in Bastrop*
- **Goal 3.3:** *Engage in partnerships with other public entities to maximize the utility of, and access to public buildings and grounds.*

- *Objective 3.3.1: Maintain and/or engage in inter-local agreements with other public or nonprofit entities to enable joint program development*
- **Goal 7.3:** *Meet future recreational demand through adjustments to the City's operational capacity*

ATTACHMENTS:

- Power Point Presentation

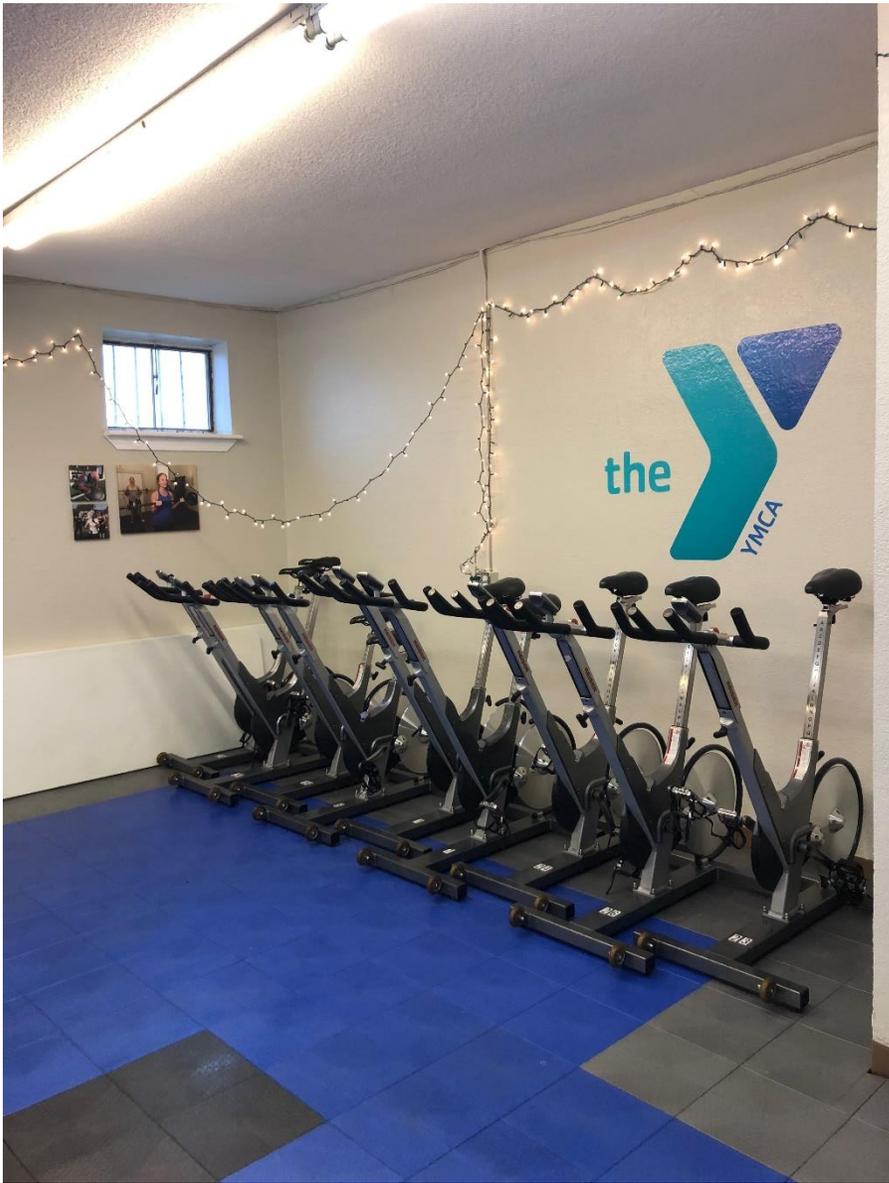


1st Quarter Report



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

SPACE RENOVATIONS



YOUTH SPORTS



HALLOWEEN BASH



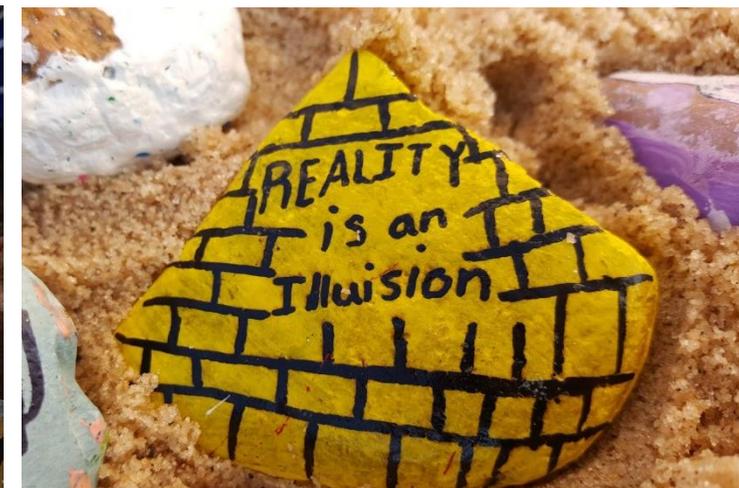
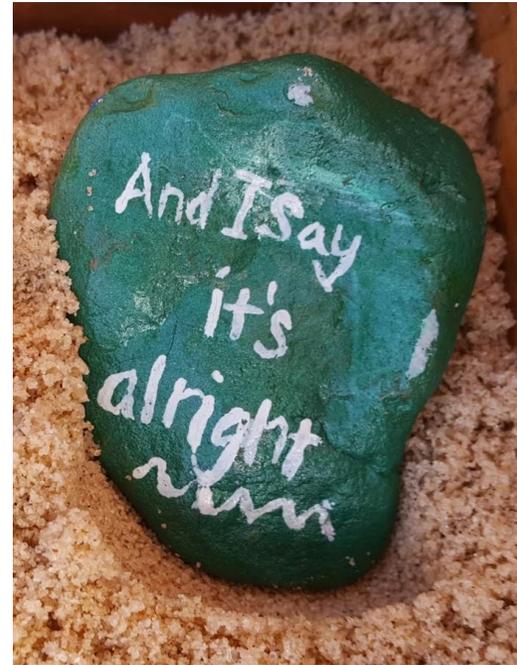
YOUTH ENRICHMENT



HEALTH & WELLNESS FOR ALL



Kindness ROCKS Project



OUTDOOR FITNESS UNIT



RISING STARS

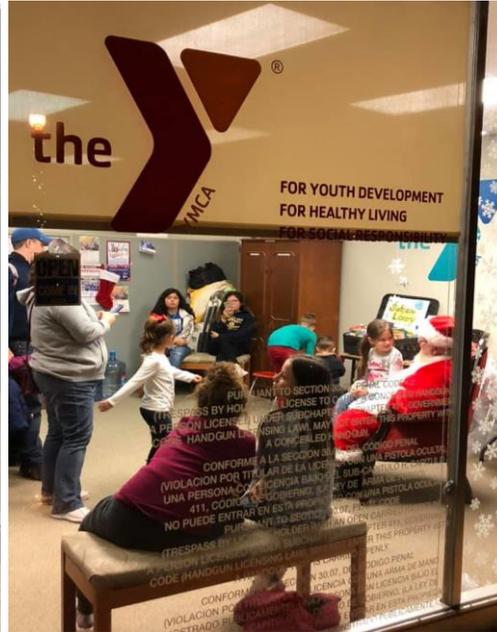
- Hanna Attaberry
- Tess Gosselink
- Josh Sharpe
- Olivia Whitfill



HOLIDAY HAPPENINGS



COOKIES & ORNAMENTS
WITH SANTA



CHRISTMAS PARADE



BISD WINTER BASH

LOOKING AHEAD

- IT'S TIME TEXAS CHALLENGE
- ACCESS TO ALL YMCA OF AUSTIN FACILITIES
- GYMNASTICS IS BACK!
- PARENT & ME CLASSES
- ADULT SPORTS
- YOUTH TRACK





STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 6D

TITLE:

Receive presentation on the unaudited Monthly Financial Report for the period ending November 30, 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 November 30, 2018

CITY OF BASTROP

Comprehensive Monthly Financial Report
November 2018



Performance at a Glance as of November 30, 2018



| | YEAR TO DATE | REFERENCE |
|----------------------------------|---|-----------|
| ALL FUNDS SUMMARY | | |
| 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 | NEGATIVE | Page 9 |
| WATER/WASTEWATER REVENUES | POSITIVE | 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 |
| PERFORMANCE INDICATORS | | |
| POSITIVE | = Positive variance or negative variance < 1% compared to seasonal trends | |
| WARNING | = Negative variance of 1-5% compared to seasonal trends | |
| NEGATIVE | = Negative variance of > 5% compared to seasonal trends | |

| ECONOMIC INDICATORS | November 30, 2018– NEWS FOR YOU |
|---|---|
| ECONOMY | |
| <p><u>National:</u>  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 2nd 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><u>U.S. Retail Sales:</u>  Sept. 2018 is up 4.7% from last year which is down from 6.4% in July 2018.</p> <p><u>Texas Retail Sales:</u>  This index is a single summary statistic that sheds light on the future of the state's economy. The index is a composition of eight leading indicators. The index is at 129.36 in Sept. 2018, up 0.34% from Aug. 2018 and up 3.16% from one year ago.</p> | <p>Attached is the Comprehensive Monthly Financial report for Nov. 2018. This is 2 month of FY2019, or 16.7% of the fiscal year is complete.</p> <p><u>Revenues:</u> Overall, the City has earned \$6,204,362. This amount is 16.1% of the approved budget of \$38,454,087 and is 1.3% higher than the amount forecasted through the month of Nov.</p> <p><u>Expense:</u> Overall, the City has spent 10% less than forecasted.</p> |
| UNEMPLOYMENT | Noteworthy |
| <p><u>State-wide:</u>  The state unemployment is 3.7% in Oct. 2018 which is down from Sept. 2018.</p> <p><u>Bastrop:</u>  Bastrop County has an unemployment rate of 3.0% in Oct. 2018 which is down from 3.2% in Sept. 2018.</p> | N/A |

BUDGET SUMMARY OF ALL FUNDS

| | <u>FY2019 Budget</u> | <u>FY2019 Forecast</u> | <u>FY2019 YTD</u> | <u>Variance</u> |
|---------------------------------|--------------------------|----------------------------|-----------------------|-----------------|
| <u>Revenues:</u> | | | | |
| General | \$ 11,507,934 | \$ 1,493,701 | \$ 1,486,433 | -0.5% |
| Designated | 58,100 | 13,933 | 14,793 | 6.2% |
| Innovation | 463,825 | 77,304 | 81,405 | 5.3% |
| Street Maintenance | 1,106,000 | 1,101,000 | 1,104,730 | 0.3% |
| Debt Service | 2,637,663 | 135,639 | 157,410 | 16.1% |
| Water/Wastewater | 5,707,190 | 846,737 | 843,717 | -0.4% |
| Water/Wastewater Debt | 2,235,643 | 237,251 | 279,789 | 17.9% |
| Water/Wastewater Capital Proj | 155,000 | 25,833 | 32,597 | 26.2% |
| Impact Fees | 509,600 | 76,933 | 78,744 | 2.4% |
| Vehicle & Equipment Replacement | 611,563 | 312,344 | 312,418 | 0.0% |
| Electric | 7,721,040 | 978,671 | 1,025,306 | 4.8% |
| HOT Tax Fund | 3,571,246 | 603,681 | 632,561 | 4.8% |
| Library Board | 20,550 | 3,425 | 3,958 | 15.6% |
| Cemetery | 113,700 | 18,950 | 31,646 | 67.0% |
| Capital Bond Projects | 75,000 | 12,500 | 23,585 | 88.7% |
| Grant Fund | 1,416,576 | 17,000 | 17,315 | 1.9% |
| Park/Trail Land Dedicaiton | 102,791 | 84 | 472 | 461.9% |
| Hunter's Crossing PID | 440,666 | 66,550 | 77,483 | 16.4% |
| TOTAL REVENUES | \$ 38,454,087 | \$ 6,021,536 | \$ 6,204,362 | 3.0% |

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

BUDGET SUMMARY OF ALL FUNDS

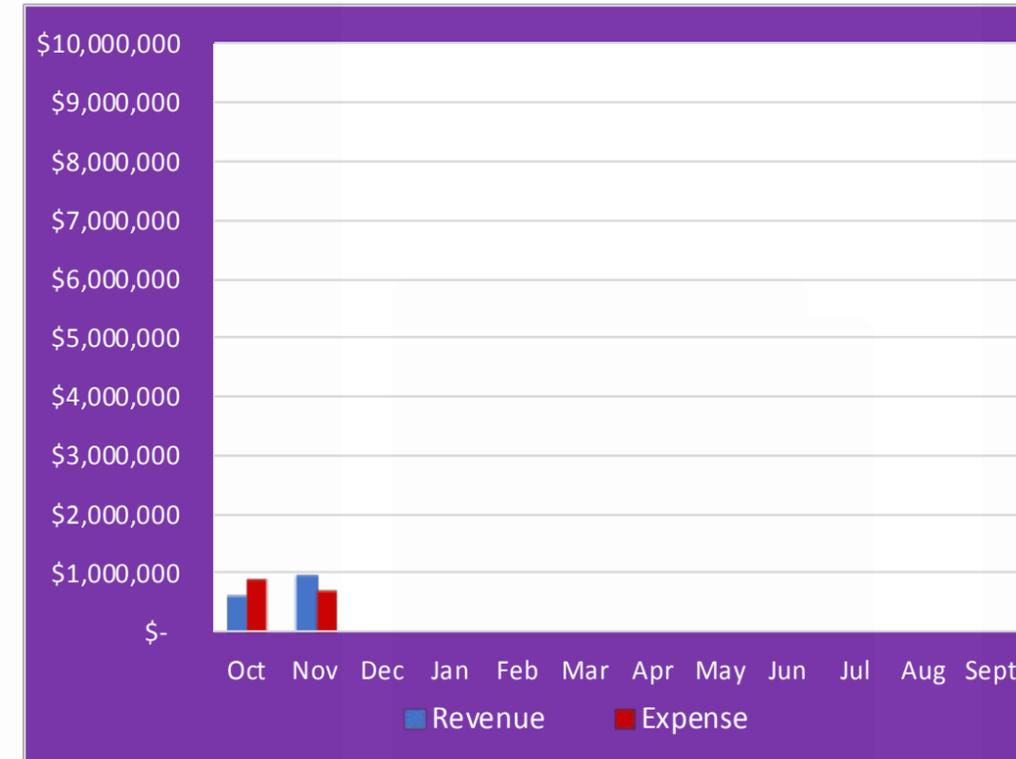
| | <u>FY2019 Budget</u> | <u>FY2019 Forecast</u> | <u>FY2019 YTD</u> | <u>Variance</u> |
|---------------------------------|--------------------------|----------------------------|-----------------------|-----------------|
| <u>Expense:</u> | | | | |
| General | \$ 11,507,935 | \$ 1,846,922 | \$ 1,525,798 | -17.4% |
| Designated | 535,150 | 89,192 | 35,182 | -60.6% |
| Innovation | 2,195,241 | 397,124 | 190,815 | -52.0% |
| Street Maintenance | 566,797 | - | - | 0.0% |
| Debt Service | 2,388,203 | 4,050 | 1,613 | -60.2% |
| Water/Wastewater | 5,681,384 | 946,897 | 1,101,942 | 16.4% |
| Water/Wastewater Debt | 1,425,805 | - | - | 0.0% |
| Water/Wastewater Capital Proj. | 875,730 | - | - | 0.0% |
| Impact Fees | 691,742 | 1,615 | 1,615 | 0.0% |
| Vehicle & Equipment Replacement | 400,764 | 23,500 | 22,299 | -5.1% |
| Electric | 8,192,778 | 1,303,085 | 1,235,086 | -5.2% |
| HOT Tax Fund | 3,909,688 | 669,629 | 539,611 | -19.4% |
| Library Board | 21,475 | 3,579 | 75 | -97.9% |
| Park Dedication | 107,977 | - | - | 0.0% |
| Cemetery | 97,480 | 15,463 | 11,631 | -24.8% |
| Hunter's Crossing PID | 112,720 | 27,120 | 27,069 | -0.2% |
| Capital Projects (Bond) | 5,551,132 | 1,100,000 | 1,100,000 | 0.0% |
| Grant Fund | 1,416,576 | - | - | 0.0% |
| TOTAL EXPENSES | \$ 45,678,577 | \$ 6,428,176 | \$ 5,792,736 | -9.9% |
| Surplus/(Shortfall) | \$ (7,224,490) | \$ (406,640) | \$ 411,626 | -201.2% |

| | |
|-----------------|--|
| 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 |

OVERALL FUND PERFORMANCE

GENERAL FUND REVENUES VS EXPENSES

| Month | FY2019 Revenue | FY2019 Expense | Monthly Variance |
|-----------------------|---------------------|---------------------|--------------------|
| Oct | \$ 579,372 | \$ 860,860 | \$ (281,488) |
| Nov | 907,061 | 664,939 | \$ 242,122 |
| Dec | | | \$ - |
| Jan | | | \$ - |
| Feb | | | \$ - |
| Mar | | | \$ - |
| Apr | | | \$ - |
| May | | | \$ - |
| Jun | | | \$ - |
| Jul | | | \$ - |
| Aug | | | \$ - |
| Sept | | | \$ - |
| Total | \$ 1,486,433 | \$ 1,525,799 | \$ (39,366) |
| Cumulative Forecast | \$ 1,493,701 | \$ 1,846,922 | \$ (353,221) |
| Actual to Forecast \$ | \$ (7,268) | \$ 321,123 | \$ 313,855 |
| Actual to Forecast % | -0.49% | 17.39% | 16.90% |



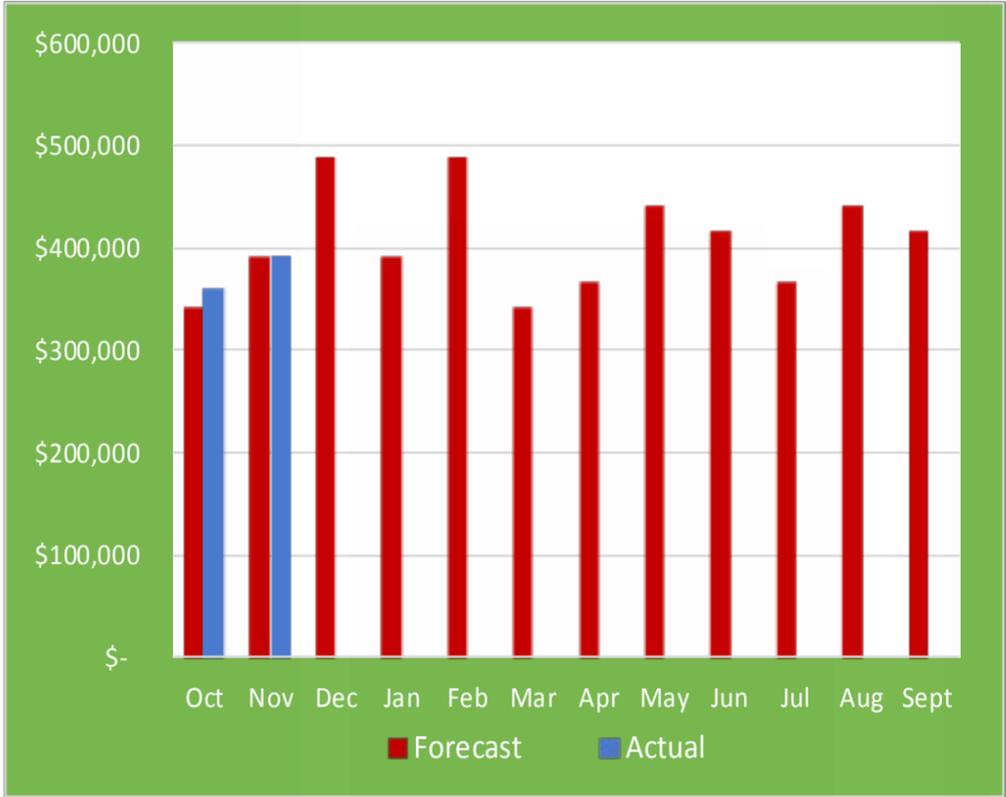
POSITIVE

Cumulatively overall, the General Fund is better than forecasted for this time of year. The fund is net positive 16.9%. This is due mostly to vacancy savings from the new budgeted positions unfilled by this period.

REVENUE ANALYSIS

SALES TAX REVENUE

| <u>Month</u> | <u>FY2019 Forecast</u> | <u>FY2019 Actual</u> | <u>Monthly Variance</u> |
|---------------------|------------------------|----------------------|-------------------------|
| Oct | \$ 340,507 | \$ 357,918 | \$ 17,411 |
| Nov | 389,151 | 389,073 | \$ (78) |
| Dec | 486,439 | | \$ - |
| Jan | 389,151 | | \$ - |
| Feb | 486,439 | | \$ - |
| Mar | 340,507 | | \$ - |
| Apr | 364,829 | | \$ - |
| May | 437,795 | | \$ - |
| Jun | 413,473 | | \$ - |
| Jul | 364,829 | | \$ - |
| Aug | 437,795 | | \$ - |
| Sept | 413,473 | | \$ - |
| Total | \$ 4,864,388 | \$ 746,991 | \$ 17,333 |
| Cumulative Forecast | \$ 729,658 | | |
| Actual to Forecast | \$ 17,333 | 2.4% | |

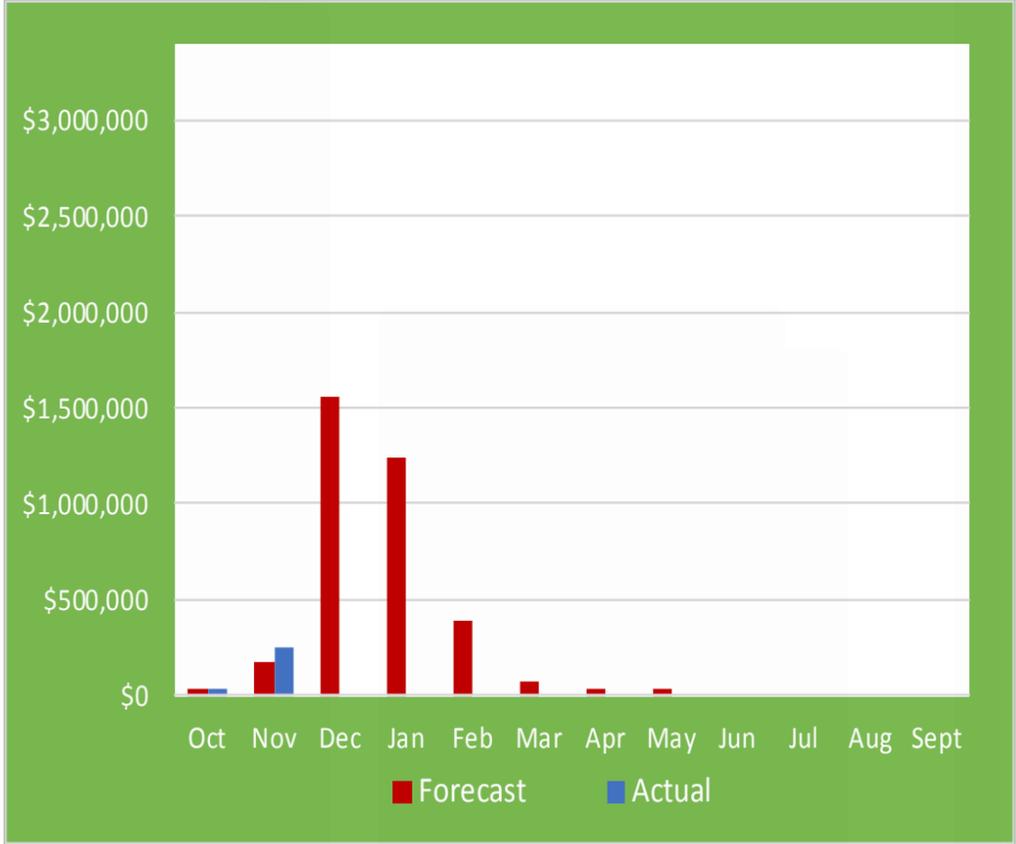


POSITIVE

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 2.4% greater than forecasted.

PROPERTY TAX REVENUE

| <u>Month</u> | <u>FY2019 Forecast</u> | <u>FY2019 Actual</u> | <u>Monthly Variance</u> |
|---------------------|----------------------------|--------------------------|-----------------------------|
| Oct | \$ 35,395 | \$ 39,476 | \$ 4,081 |
| Nov | 176,976 | 251,445 | \$ 74,469 |
| Dec | 1,557,386 | | |
| Jan | 1,238,830 | | |
| Feb | 389,347 | | |
| Mar | 70,790 | | |
| Apr | 35,395 | | |
| May | 35,395 | | |
| Jun | - | | |
| Jul | - | | |
| Aug | - | | |
| Sept | - | | |
| Total | \$ 3,539,514 | \$ 290,921 | \$ 78,550 |
| Cumulative Forecast | \$ 212,371 | | |
| Actual to Forecast | \$ 78,550 | 36.99% | |



POSITIVE

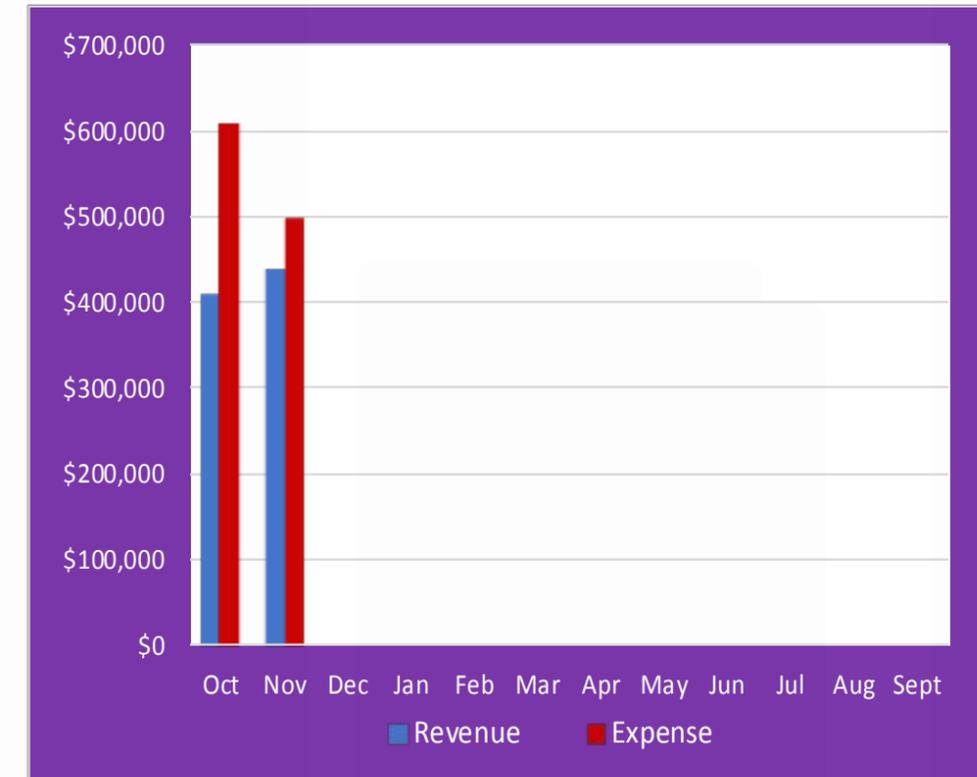
Property tax represents 31% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. The actual is exceeding the forecast by 37%.

COMPREHENSIVE MONTHLY FINANCIAL REPORT –November 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 | | | \$ - |
| Jan | | | \$ - |
| Feb | | | \$ - |
| Mar | | | \$ - |
| Apr | | | \$ - |
| May | | | \$ - |
| Jun | | | \$ - |
| Jul | | | \$ - |
| Aug | | | \$ - |
| Sept | | | \$ - |
| Total | \$ 843,717 | \$ 1,101,942 | \$ (258,225) |
| Cumulative Forecast | \$ 846,737 | \$ 946,897 | \$ (100,160) |
| Actual to Forecast \$ | \$ (3,020) | \$ (155,045) | \$ (158,065) |
| Actual to Forecast % | -0.36% | -16.37% | -16.73% |



NEGATIVE

Water and wastewater fund is 16.7% net negative. 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.

REVENUE ANALYSIS

WATER/WASTEWATER REVENUE

| <u>Month</u> | <u>FY2019 Forecast</u> | <u>FY2019 Actual</u> | <u>Monthly Variance</u> |
|---------------------|------------------------|----------------------|-------------------------|
| Oct | \$ 400,030 | \$ 407,528 | \$ 7,498 |
| Nov | 446,707 | 436,189 | \$ (10,518) |
| Dec | 456,707 | | |
| 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 | | |
| Total | \$ 5,707,190 | \$ 843,717 | \$ (3,020) |
| Cumulative Forecast | \$ 846,737 | | |
| Actual to Forecast | \$ (3,020) | | -0.36% |



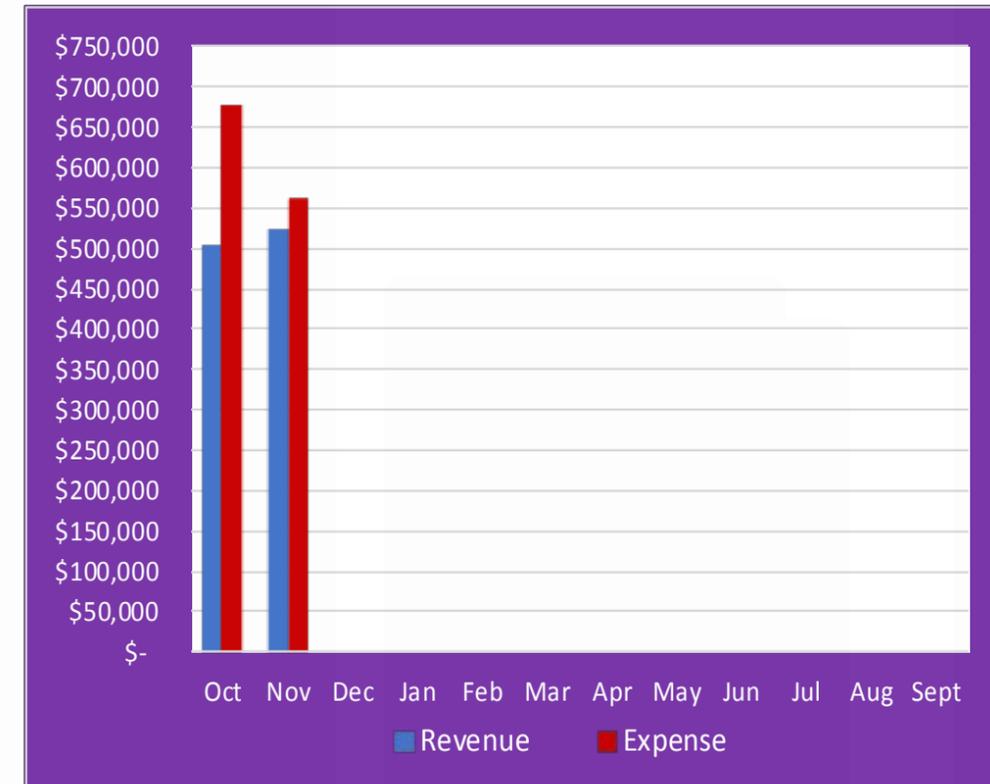
POSITIVE

The water and wastewater actual revenue is almost breakeven with forecast. There were 3 new meters set this month all residential.

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 | | | \$ - |
| Jan | | | \$ - |
| Feb | | | \$ - |
| Mar | | | \$ - |
| Apr | | | \$ - |
| May | | | \$ - |
| Jun | | | \$ - |
| Jul | | | \$ - |
| Aug | | | \$ - |
| Sept | | | \$ - |
| Total | \$ 1,021,233 | \$ 1,235,086 | \$ (213,853) |
| Cumulative Forecast | \$ 978,671 | \$ 1,303,085 | \$ (324,414) |
| Actual to Forecast \$ | \$ 42,562 | \$ 67,999 | \$ 110,561 |
| Actual to Forecast % | 4.35% | 5.22% | 9.57% |



POSITIVE

The Electric utility fund is 9.5% 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 | | |
| 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 | | |
| Total | \$ 7,721,039 | \$ 1,021,233 | \$ 42,562 |
| Cumulative Forecast | \$ 978,671 | | |
| Actual to Forecast | \$ 42,562 | 4.35% | |



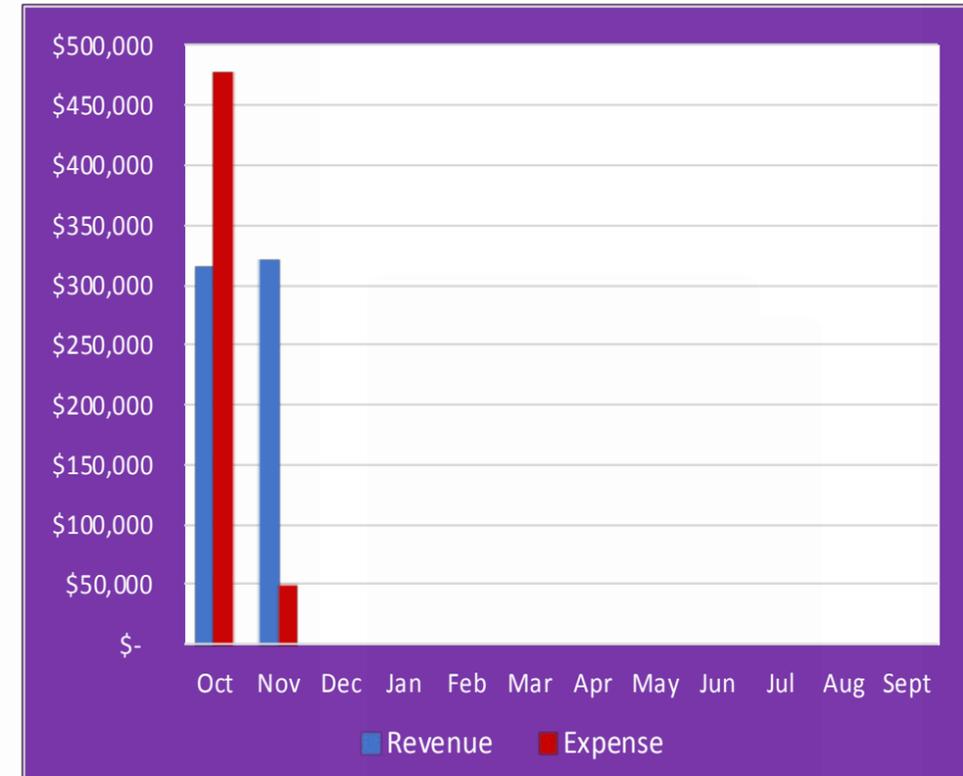
POSITIVE

The Electric utility revenue is 4.35% net positive to forecasted revenue. There was 2 new meter set this month, 1 residential and 1 commercial.

OVERALL FUND PERFORMANCE

HOT TAX FUND REVENUES VS EXPENSES

| Month | FY2019 Revenue | FY2019 Expense | Monthly Variance |
|-----------------------|-------------------|-------------------|-------------------|
| Oct | \$ 313,999 | \$ 474,949 | \$ (160,950) |
| Nov | 318,578 | 50,241 | \$ 268,337 |
| Dec | | | |
| Jan | | | |
| Feb | | | |
| Mar | | | |
| Apr | | | |
| May | | | |
| Jun | | | |
| Jul | | | |
| Aug | | | |
| Sept | | | |
| Total | \$ 632,577 | \$ 525,190 | \$ 107,387 |
| Cumulative Forecast | \$ 603,681 | \$ 669,629 | \$ (65,948) |
| Actual to Forecast \$ | \$ 28,896 | \$ 144,439 | \$ 173,335 |
| Actual to Forecast % | 4.79% | 21.57% | 26.36% |



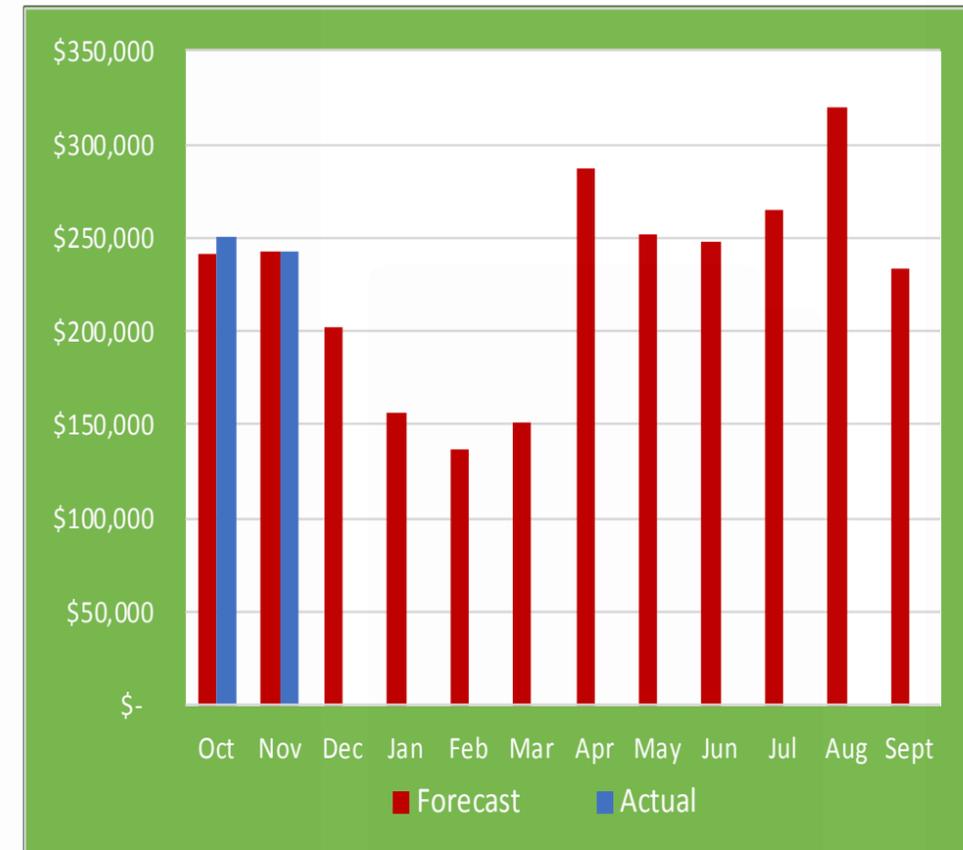
POSITIVE

The HOT Tax fund is 26.4% 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 | | |
| 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 | | |
| Total | \$ 2,736,000 | \$ 492,809 | \$ 9,083 |
| Cumulative Forecast | \$ 483,726 | | |
| Actual to Forecast % | \$ 9,083 | 1.9% | |



POSITIVE

So far YTD we are 1.9% positive actual to forecast. **The Hotel Tax revenue YTD is \$14,959 less than same time last year.**

Legal fees by Attorney/Category

COMPREHENSIVE MONTHLY FINANCIAL REPORT – November 2018

| FIRM | CASE | FY16-17 | FY17-18 | FY18-19 |
|--|------------------------|------------|------------|-----------|
| BUNDREN | | | | |
| | Pine Forest Interlocal | \$ 83,620 | \$ 26,612 | \$ - |
| | Vandiver | \$ 2,343 | \$ - | \$ - |
| | Aqua CCN | \$ 12,898 | \$ - | \$ - |
| | Red Light Camera Suit | \$ - | \$ - | \$ - |
| TERRELL LAW FIRM | | | | |
| | Water permit | \$ 37,630 | \$ 135 | \$ - |
| DAVID BRAGG, P.C. | | | | |
| | General legal | \$ 48,215 | \$ - | \$ - |
| | Vandiver | \$ 9,640 | \$ - | \$ - |
| | Water Permit | \$ 3,120 | \$ - | \$ - |
| | Pine Forest Interlocal | \$ 3,560 | \$ - | \$ - |
| BOJORQUEZ LAW FIRM | | | | |
| | General legal | \$ 3,299 | \$ 245,168 | \$ 36,200 |
| | Vandiver | \$ 4,546 | \$ 5,079 | \$ 152 |
| | Pine Forest Interlocal | \$ - | \$ 10,116 | \$ - |
| | Prosecutor | \$ - | \$ 19,633 | \$ 2,635 |
| | Water/Wastewater | \$ - | \$ 18,425 | \$ 6,391 |
| MULTIPLE FIRMS | | | | |
| | XS Ranch Bankruptcy | \$ 7,415 | \$ 11,770 | \$ - |
| RUSSEL RODRIGUEZ HYDE | | | | |
| | XS Ranch Bankruptcy | \$ 7,607 | \$ 27,965 | \$ - |
| | Hunters Crossing PID | \$ 17,927 | \$ 83,524 | \$ - |
| | Water/Wastewater | \$ - | \$ 910 | \$ - |
| TAYLOR, OLSON, ADKINS, SRALLA & ELAM, LLP | | | | |
| | Red Light Camera Suit | \$ 443 | \$ 2,124 | \$ - |
| Total Legal | | \$ 242,263 | \$ 451,460 | \$ 45,377 |

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 | \$ 36,200 |
| Hunters Crossing PID | \$ 17,927 | \$ 83,524 | \$ - |
| Pine Forest Interlocal | \$ 87,180 | \$ 36,728 | \$ - |
| Prosecutor | \$ - | \$ 19,633 | \$ 2,635 |
| Red Light Camera Suit | \$ 443 | \$ 2,124 | \$ - |
| Vandiver | \$ 16,529 | \$ 5,079 | \$ 152 |
| Water permit | \$ 40,750 | \$ 135 | \$ - |
| Water/Wastewater | \$ - | \$ 19,335 | \$ 6,391 |
| XS Ranch Bankruptcy | \$ 15,022 | \$ 39,735 | \$ - |
| (blank) | | | |
| Grand Total | \$ 242,263 | \$ 451,460 | \$ 45,377 |



STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 6E

TITLE:

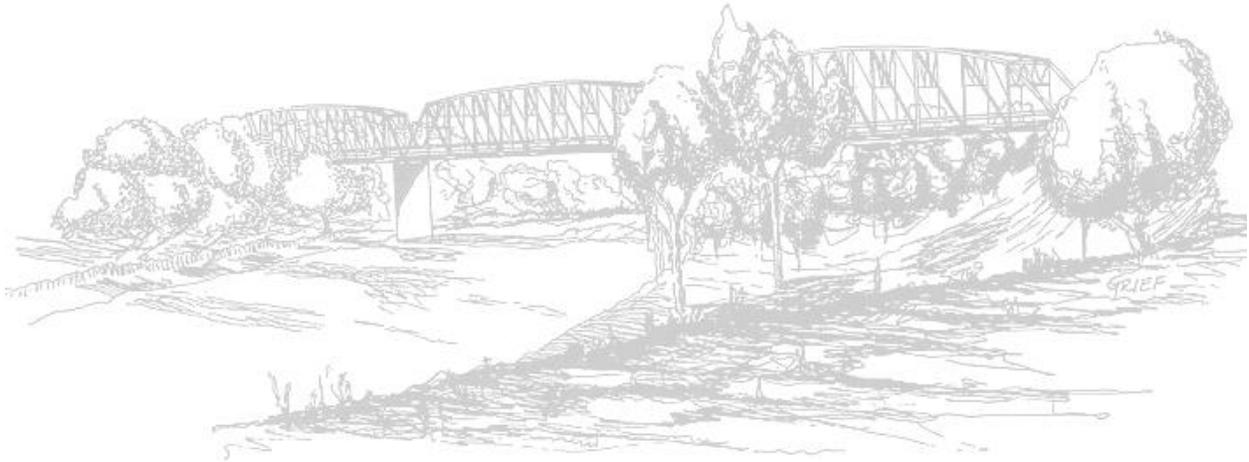
Receive report from Bastrop Economic Development Corporation

STAFF REPRESENTATIVE:

Mike Kamerlander, Executive Director

ATTACHMENTS:

- City Council 01.08.19 Presentation





BASTROPTX

Economic Development
Corporation

New Hire



- Phallan Davis
- Started on December 10th
- Most recently Senior Public Information Specialist at LCRA
- Brings trade association marketing experience, brand development, PR firm experience, and government PR experience to BEDC

WELCOME TO BEDC!!



921 Main Street



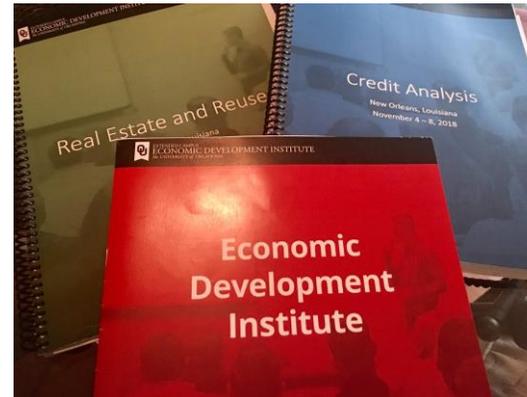
- BEDC Board approved initial phase of remediation to the existing structures on either side of 921 Main. This will start as soon as possible.
- BEDC will be revising the timeline with its contract with Stone Cobalt





UNIVERSITY of OKLAHOMA
ECONOMIC DEVELOPMENT INSTITUTE

- Nov 3-4th – Angela Ryan attended the review course in preparation for taking the CEcD exam in 2019
- Nov 3-9th – Jean Riemenschneider attended classes to begin CEcD certification training



Staff Updates



Other Events Attended

- Small Business Development Center (SBDC) Representatives
- Regional Partners Opportunity Austin EDC Panel
- TML Economic Development Conference
- Building Bastrop Design Rodeo
- Staff attended the Quarterly Employee Luncheon
- Staff had numerous Business Retention meetings



BUSINESS RECRUITMENT ACTIVITY MATRIX

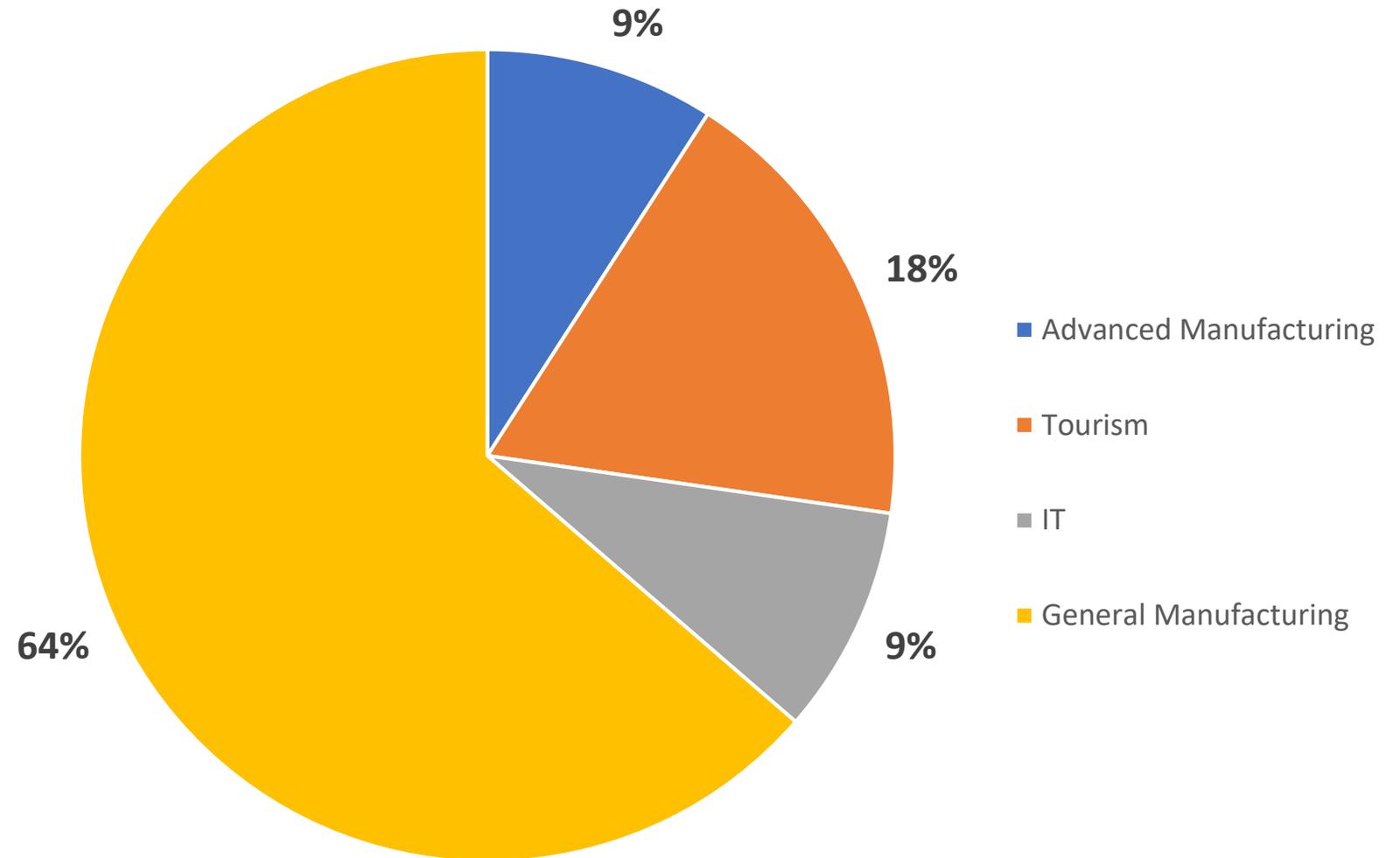
| | Nov 2018 | FY 2019 YTD |
|-----------------------------------|----------|-------------|
| OUT OF REGION VISITS | 0 | 0 |
| SOURCES OF LEADS | 8 | 11 |
| Internal Leads | | |
| Direct Company | 1 | 2 |
| Local/Regional/Broker | 3 | 4 |
| Site Consultant | 0 | 0 |
| Site Location Partnership | 0 | 0 |
| Other | 0 | 0 |
| External Leads | | |
| Austin Chamber | 3 | 3 |
| State | 1 | 2 |
| PROSPECT FOLLOW UP REQUEST | 8 | 8 |
| PROSPECT VISITS | 2 | 2 |
| New (1st) | | 0 |
| Repeat | 2 | 2 |
| ANNOUNCEMENTS | 0 | 0 |
| | | |



FY 19 YTD LEADS BY INDUSTRY

Project Updates

985 jobs
858,000 sq. ft.
\$215,054,000



WEBSITE ANALYTICS NOVEMBER 2018

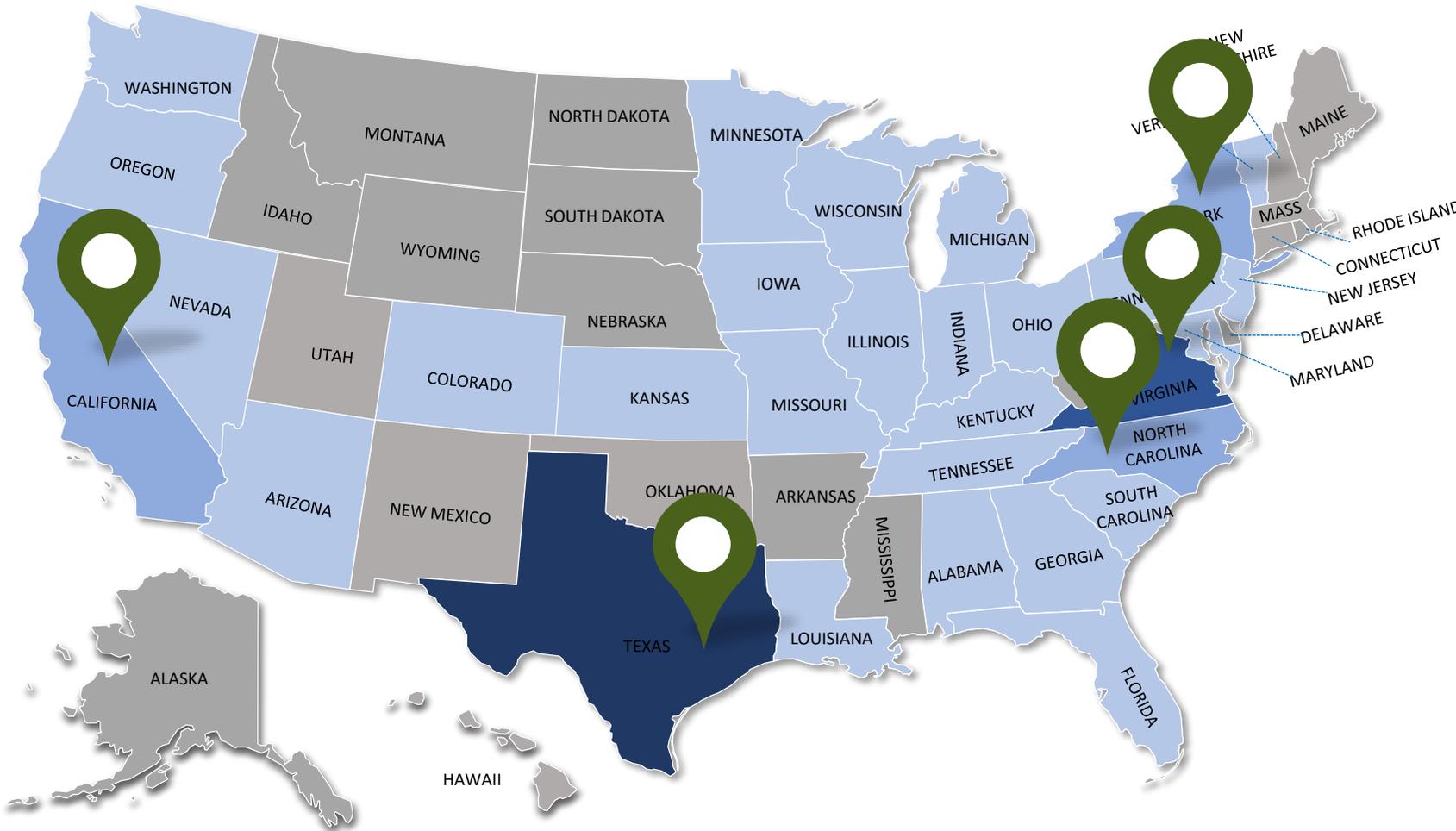


- **812 Unique Users** visited the website; **2,242 Page Views**
- **87.2% New** vs. **12.8% Returning** Users
- **30 States & 30 Countries** represented by website visits in November
- **Top Pages Visited:** News, Staff, Properties, About, Blog, Major Employers, Quality of Life, Current Projects
- **49%** found the website organically through search engines; **38%** visited directly using URLs; **11%** were referred from another site; **2%** via social media.



WEBSITE ANALYTICS NOVEMBER 2018

Users visiting website by state comparison



TOP 5 WITH MOST VISITORS

States:

Texas – 444

Virginia – 35

California – 13

North Carolina – 10

New York – 10

Countries:

United States – 636

France – 38

Netherlands – 25

United Kingdom – 24

Canada – 21



OWNED MEDIA

Social Media Engagement

| | Nov 2017 | Nov 2018 |
|------------------------------|----------|----------|
| TOTAL LIKES/FOLLOWERS | 0 | 0 |
| Facebook Page Likes | 3,706 | 3,812 |
| Twitter Followers | Unknown | 1,126 |
| LinkedIn Followers | Unknown | 154 |





STAFF REPORT

MEETING DATE: January 8, 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 8, 2019

AGENDA ITEM: 8A

TITLE:

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

STAFF REPRESENTATIVE:

Lynda Humble, City Manager
Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

Section 551.021 of the Government Code provides as follows:

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

FUNDING SOURCE:

N/A

RECOMMENDATION:

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

ATTACHMENTS:

- December 11, 2018, DRAFT Regular Meeting Minutes.

BASTROP CITY COUNCIL
December 11, 2018

The Bastrop City Council met in a Regular Meeting on Tuesday, December 11, 2018, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder, Mayor Pro Tem Nelson and Council Members 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 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

PLEDGE OF ALLEGIANCE

Girl Scout Troop 557 led the pledges.

INVOCATION

Jimmy Cottle, Police Chaplain gave the invocation.

PRESENTATIONS

- 4A. Mayor's Report.
- 4B. Councilmembers' Report.
- 4C. City Manager's Report.
- 4D. Present the 2018 Lost Pines Christmas Holiday Stroll, Wassail Fest, and Lighted Parade Winners.
Presentation was made by Director of Downtown and Hospitality, Sarah O'Brien and Bonnie Coffey and Terry Moore, Main Street Program Advisory Board.
- 4E. Recognition of retirement of Judge Charlotte Hinds and her service to Bastrop.
Presentation was made by Mayor Schroeder.

WORK SESSION/BRIEFINGS – NONE

STAFF AND BOARD REPORTS

- 6A. Receive Quarterly Report on the Bastrop Convention & Exhibit Center.
Presentation was made by Convention Center Director, Kathy Danielson.
- 6B. Receive report on the 2018 Veterans Day Weekend Car Show.
Presentation was made by Director of Downtown and Hospitality, Sarah O'Brien.
- 6C. Receive update on the Cultural Arts Master Plan Project.
Presentation was made by Chief Storyteller, Colin Guerra and Lynn Osgood, GO Collaborative.

- 6D. Receive presentation on the unaudited Monthly Financial Report for the period ending September 30, 2018.
Presentation was made by Chief Financial Officer, Tracy Waldron.
- 6E. Receive presentation on the unaudited Monthly Financial Report for the period ending October 31, 2018.
Presentation was made by Chief Financial Officer, Tracy Waldron.
- 6F. Receive report from Bastrop Economic Development Corporation.
Presentation was made by Project Manager, Education Workforce Coordinator, Jean Riemenschneider.
- 6G. Receive Presentation and update from Verdunity regarding the development of a Fiscal Impact Analysis Model.
Presentation was made by Kevin Shepard, President CEO, Verdunity.

Mayor Schroeder recessed the Council Meeting at 8:19 p.m.

Mayor Schroeder called the meeting back to order at 8:26 p.m.

CITIZEN COMMENTS - NONE

CONSENT AGENDA

A motion was made by Mayor Pro Tem Nelson to approve Items 8A, 8B, and 8C 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 4-0 vote. Council Member Jones was off the dais.

- 8A. Consider action to approve City Council minutes from the November 27, 2018 Regular Meeting.
- 8B. Consider action to approve Resolution No. R-2018-122 of the City Council of the City of Bastrop, Texas approving the 2019 Council Meeting Schedule, attached as Exhibit A; and providing an effective date.
- 8C. Consider action to approve Resolution R-2018-121 of the City Council of the City of Bastrop, Texas accepting the deed for the transfer of a 9,149 square foot Reserve Area in Pecan Park, Section 5B, located at the southwest corner of Headwaters Drive and Perkins Street, being located within Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause; and establishing an effective date.

Council Member Jones arrived at 8:32 p.m.

INDIVIDUAL CONSIDERATION

- 9D. Hold a public hearing and consider action to approve the first 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 the city limits of 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, and move to include on the January 8, 2019 City Council Consent Agenda for a second reading.

Presentation was made by Assistant Director of Planning and Zoning, Jennifer Bills.

Public Hearing opened.

Speakers

Pam Clampitt

804 Poplar

Bastrop, Texas 78602

(512) 321-6513

Clint McElroy

777 State Hwy 95N

Bastrop, Texas 78602

(210) 573-9931

Public hearing closed.

A motion was made by Council Member Ennis to approve the first reading of Ordinance No. 2018-34 and place on the January 8, 2019, consent agenda, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.

- 9E. Consider action to approve Resolution No. R-2018-120 of the City Council of the City of Bastrop, Texas, approving the McElroy Acres Final Plat, being 8.415 acres out of Farm Lot 62, located between Pecan Street and State Highway 95, 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 Assistant Director of Planning and Zoning, Jennifer Bills.

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2018-120, seconded by Council Member Ennis, motion was approved on a 5-0 vote.

- 9A. Consider action and approve Resolution No. R-2018-116 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 Mayor Pro Tem Nelson to approve Resolution No. R-2018-116 for 102 Bushmaster Bend, seconded by Council Member Rogers, motion was approved on a 5-0 vote.

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2018-116 for 145 BJ Mayes Road, seconded by Council Member Rogers, motion was approved on a 4-1 vote. Council Member Ennis voted nay.

A motion was made by Council Member Rogers to approve Resolution No. R-2018-116 for 2207 Pecan St., seconded by Council Member Peterson, motion was approved on a 5-0 vote.

- 9F. Consider action to approve Resolution No. R-2018-124 of the City Council of the City of Bastrop, Texas, endorsing the application for the designation of Bastrop, Texas as a Bird City; authorizing the City Manager to execute all necessary documents for the application; providing for a severability clause; and establishing an effective date.
Presentation was made by Managing Director of Public Works & Leisure Services, Trey Job.

A motion was made by Council Member Ennis to approve Resolution No. R-2018-124, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.

- 9B. Consider action to approve Resolution No. R-2018-123 of the City Council of the City of Bastrop, Texas adopting the Bastrop Election Calendar for the May 4, 2019, Election and possible run-off election on June 8, 2019, attached as Exhibit A; and providing an effective date.
Presentation was made by City Secretary, Ann Franklin.

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2018-123, seconded by Council Member Rogers, motion was approved on a 5-0 vote.

- 9C. Hold public hearing and consider action to approve Resolution No. R-2018-119 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 900 State Highway 95 Suite 103, within the city limits of Bastrop, Texas, as shown in Exhibit A; providing for a severability clause; and establishing an effective date.
Presentation was made by Planner and GIS Coordinator, Allison Land.

A motion was made by Council Member Ennis to approve Resolution No. R-2018-119, seconded by Council Member Peterson, motion was approved on a 5-0 vote.

- 9G. Consider action to approve Resolution No. R-2018-105 of the City Council of the City of Bastrop, Texas approving the City of Bastrop Purchasing Policy with the addition of Section III, Subsection D - Fleet Purchases and additional minor edits, which is attached as Exhibit A; providing for a repealing clause; and establishing an effective date.
Presentation was made by Chief Financial Officer, Tracy Waldron.

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2018-105, seconded by Council Member Ennis, motion was approved on a 5-0 vote.

- 9H. Consider action to approve Resolution No. R-2018-117 of the City Council of the City of Bastrop, Texas, approving an agreement for Depository and Banking Services between

the City of Bastrop, Texas and First National Bank of Bastrop, to serve as the City's Primary Banking Services Depository for the deposit of certain City funds and provision of banking functions for designated funds of the City of Bastrop, Texas, for the period January 1, 2019 until December 31, 2024, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

Presentation was made by Chief Financial Officer, Tracy Waldron.

A motion was made by Council Member Rogers to approve Resolution No. R-2018-117, seconded by Council Member Peterson, motion was approved on a 5-0 vote.

- 9I. Consider action to approve Resolution No. R-2018-118 of the City Council of City of Bastrop, Texas supporting the Texas Municipal League's Legislative Program; establishing a repealing clause; and establishing an effective date.

A motion was made by Council Member Ennis to approve Resolution No. R-2018-118, seconded by Council Member Rogers, motion was approved on a 5-0 vote.

- 9J. Consider action to approve Resolution No. R-2018-126 of the City Council of the City of Bastrop, Texas reducing mowing and other related liens filed by the City of Bastrop against 1002 Church Street to Two-Thousand and 00/100 Dollars (\$2,000.00) making it economically feasible to be purchased and maintained by the Calvary Episcopal Church as a part of their church campus, as attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a severability clause; and establishing an effective date.

Presentation was made by City Manager, Lynda Humble.

A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2018-126, seconded by Council Member Peterson, motion was approved on a 4-0 vote. Council Member Ennis recused himself.

EXECUTIVE SESSION

The City Council met at 9:57 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 10A. Consideration and action regarding the announced retirement of the Honorable Municipal Court Judge Charlotte Hinds and the resulting vacancy on the bench.
- 10B. City Council shall convene into closed executive session pursuant to Section 551.074 to conduct an annual performance evaluation of the City Manager as required by her employment agreement.

The Bastrop City Council reconvened at 11:22 p.m. into open (public) session.

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

- 10A. Consideration and action regarding the announced retirement of the Honorable Municipal Court Judge Charlotte Hinds and the resulting vacancy on the bench.

A motion was made by Mayor Pro Tem Nelson to name Blas Coy as the presiding judge upon the retirement of Honorable Municipal Court Judge Charlotte Hines, seconded by Council Member Jones, motion was approved on a 5-0 vote.

A motion was made by Mayor Pro Tem Nelson to authorize the City Manager to begin the Request for Qualifications for Alternate Municipal Judge, seconded by Council Member Jones, motion was approved on a 5-0 vote.

10B. City Council shall convene into closed executive session pursuant to Section 551.074 to conduct an annual performance evaluation of the City Manager as required by her employment agreement.

A motion was made by Council Member Ennis to approve the following, seconded by Council Member Jones, motion was approved on a 5-0 vote.

The motion was to approve a letter of appreciation conveying an extremely positive performance evaluation to the City Manager for outstanding dedication in achieving the policies and priorities of the City Council.

ADJOURNMENT

Adjourned at 11:25 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin



STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 8B

TITLE:

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.

STAFF REPRESENTATIVE:

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

BACKGROUND/HISTORY:

The applicant is requesting to vacate the existing, unimproved Poplar Street right-of-way and relocate the right-of-way to the north boundary of the property. Staff recommends retaining a right-of-way for Poplar Street, as it will provide future connectivity for Pecan Street, which currently extends north from Mesquite Street for approximately 1,460 feet with no outlet. Having the right-of-way available will enable future development off Pecan Street and Poplar Street to install the roadway to provide connectivity for emergency access.



Existing Poplar Street Right-of-Way to be vacated

The existing right-of-way intersects with State Highway 95 approximately 130 feet south of the driveway for the adjacent property for the north. With the relocation, the right-of-way will be 80 feet from the existing driveway. Neither location meets the spacing standard of 425 feet. Driveway spacing will be addressed at a future date when Poplar Street is improved.

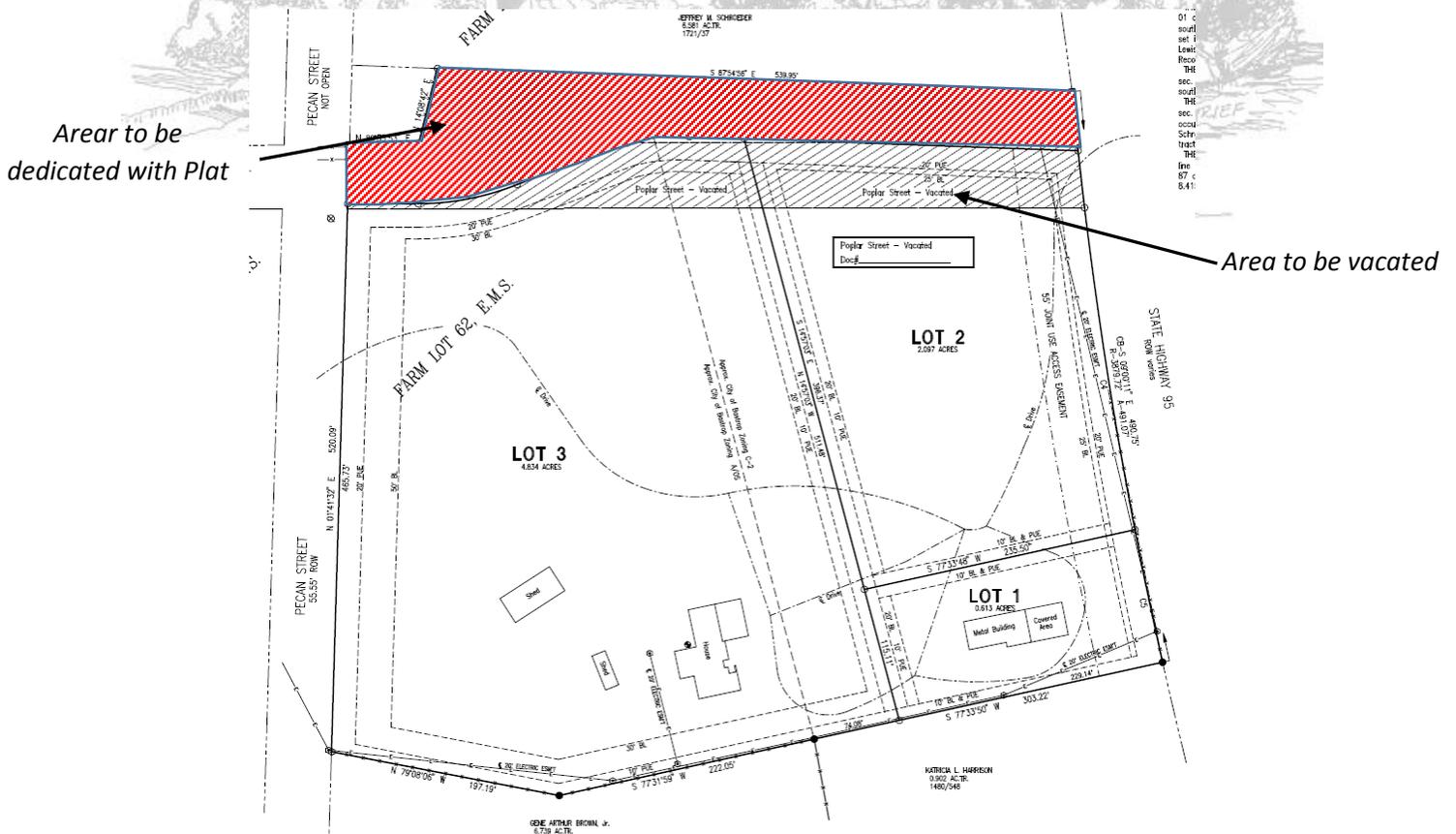
The McElroy Acres Final Plat was approved on December 11th, pending the approval of the vacation request and will relocate the right-of-way along the north edge of the applicant's property, which allows for more orderly development while maintaining access. The vacation instrument will not be filed at the County until the final plat is ready to record at the County Clerk's office.

POLICY EXPLANATION:

A public right-of-way is a type of easement granted to the public for transportation purposes. As a public good, the abandonment and vacation must be considered and approved by City Council. Under rule of law, half of the right-of-way must be offered for purchase to the adjacent property owners on both sides.

The same property owner owns the property on both sides of the unimproved Poplar Street right-of-way. A condition of the abandonment and vacation of this segment is to relocate the right-of-way along the north edge of the property. With the dedication of the new alignment of the Poplar Street right-of-way, there will be a net gain in right-of-way area, so no purchase will be required.

Relocated Poplar Street Right-of-Way

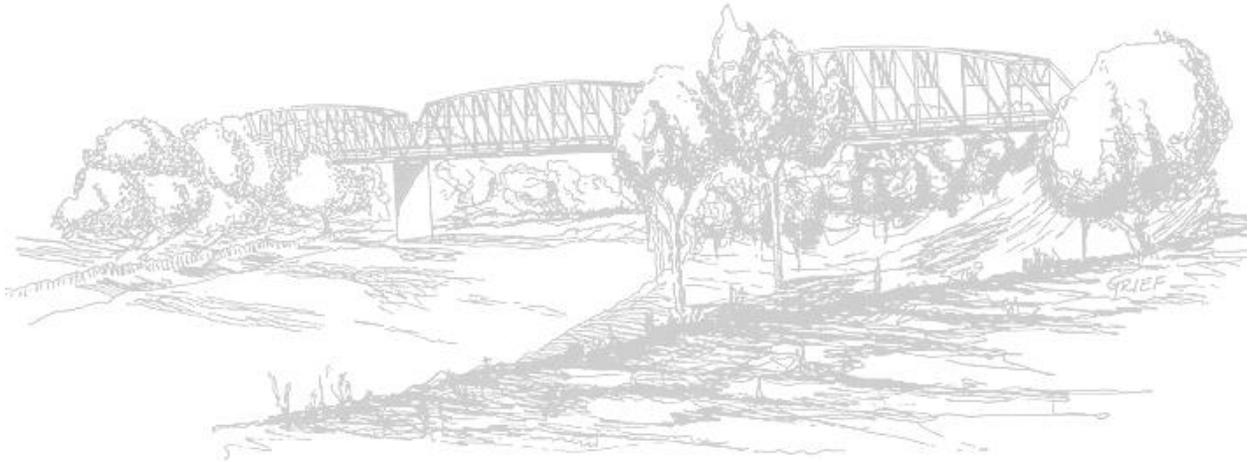


RECOMMENDATION:

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.

ATTACHMENTS:

- Ordinance
- Exhibit A: Survey Plat and Metes & Bounds
- Attachment 1: Location Map



ORDINANCE 2018-34

AN ORDINANCE 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 & MEETING.

WHEREAS, Howard Wayne McElroy (the "Applicant") has requested to relocate the right-of-way for Poplar Street between Pecan Street and State Highway 95 that currently bisects the Applicant's property; and

WHEREAS, the City Council of the City of Bastrop ("City"), acting pursuant to law, deems it advisable to abandon, vacate, and close the segment of Poplar Street between Pecan Street and State Highway 95 and is of the opinion that the segment should be relocated to the north edge of the Applicant's property that will be dedicated with the McElroy Acres Final Plat; and

WHEREAS, the City Council of the City is of the opinion that the best interest and welfare of the public will be served by abandoning, vacating and closing same resulting in the vesting of title in the abutting property owner(s), subject to the conditions, requirements and restrictions contained herein.

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

Section 1: FINDINGS OF FACT

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

Section 2: ORDER OF STREET VACATION AND ABANDONMENT

- A. The City Council of the City hereby declares and orders that a portion of Poplar Street, as depicted in Exhibit "A" attached hereto and incorporated fully herein, and located in the City of Bastrop, Bastrop County, Texas, shall be and the same is hereby abandoned, vacated and closed insofar as the right, title and easement of the public is concerned.
- B. That the abandonment, vacation and closure provided for herein is made and accepted.
- C. That the abandonment, vacation and closure provided for herein shall extend only to the public right, title, easement and interest and shall be construed to extend only to that interest which the governing body for the City of Bastrop may legally and lawfully abandon, vacate and close.
- D. That the abutting property owner shall dedicate right-of-way from Pecan Street to State Highway 95 for Poplar Street at the northern boundary of their property, with the recordation of the McElroy Acres Final Plat. The McElroy Acres Final Plat must be accepted by the city for recordation before the abandonment, vacation and closure of the segment of Poplar Street.
- E. That the City Manager of the City of Bastrop is hereby authorized to execute and deliver a Certificate of Compliance to the abutting owner(s) upon completion of all conditions and requirements set forth in this Ordinance.

- F. The abandonment, vacation and closure shall be effective upon abutting owner(s) satisfying all conditions and requirements set forth in this Ordinance as evidenced by a Certificate of Completion executed by the City Manager.

Section 3: REPEALER

To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

Section 4: SEVERABILITY

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

Section 5: CODIFICATION

The City Secretary is hereby directed to record and publish the attached rules, regulations and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 6: EFFECTIVE DATE

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

Section 7: PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & ACKNOWLEDGED on First Reading on this the 11th day of December 2018.

READ & APPROVED on Second Reading on this the 8TH day of January 2019.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

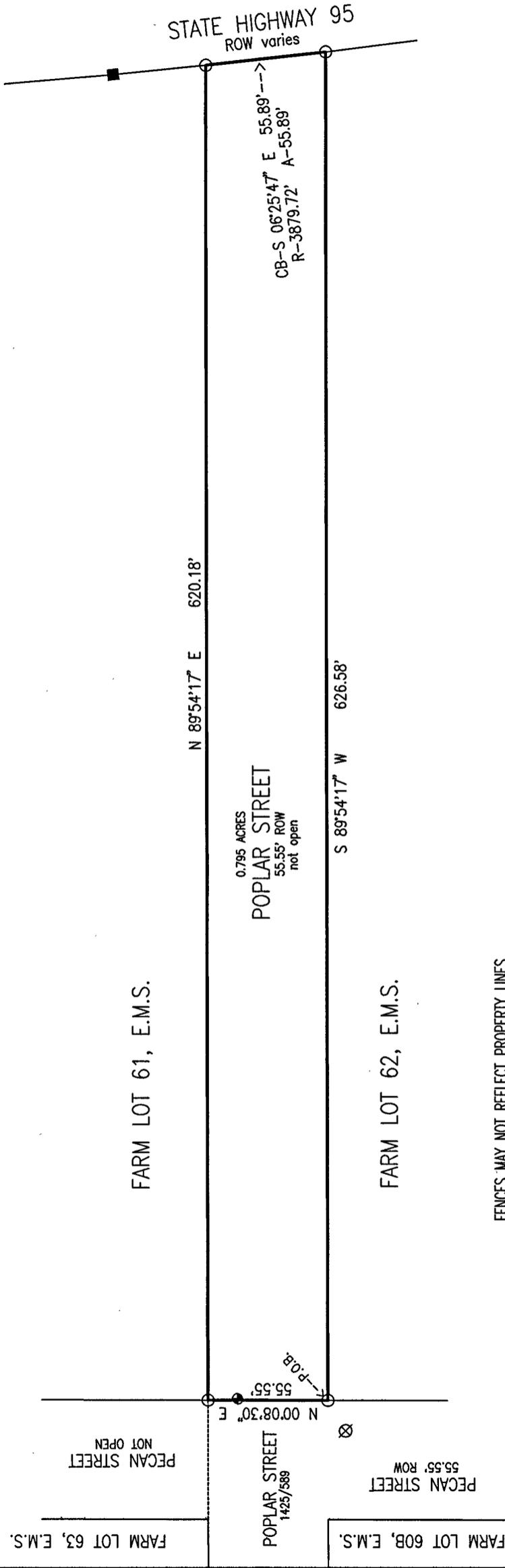
Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

EXHIBIT "A"

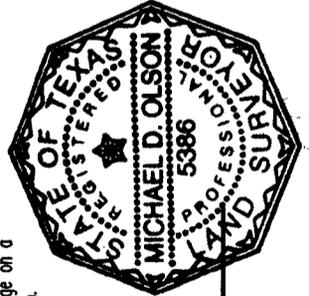
Segment of Poplar Street Closing and Vacation



FENCES MAY NOT REFLECT PROPERTY LINES

| | |
|--|-----------------------------|
| <p>OLSON SURVEYING REGISTERED PROFESSIONAL LAND SURVEYOR 711 WATER STREET (512) 321-5476 BASTROP, TEXAS</p> | |
| <p>SURVEY PLAT of a 0.795 ACRE TRACT being a PORTION of POPLAR STREET, in the CITY of BASTROP, recorded in PLAT CABINET 1, PAGE 23A, PLAT RECORDS of BASTROP COUNTY, TEXAS.</p> | |
| <p>SCALE: 1" = 60.00'</p> | <p>HOWARD WAYNE McELROY</p> |
| <p>DRAFTSMAN: D. BROOKS</p> | <p>ORDER: 18-377-34.1</p> |
| <p>DATE: 13 APR 18</p> | <p>PLAT FILE: -0-</p> |

The undersigned does hereby certify for the Title Agency, Underwriter, Lender, Mortgage Co. and/or Purchaser, that this survey was, this day, made on the ground, on the property legally described hereon, and is correct, and there are no discrepancies, conflicts, shortages in area, boundary line conflicts, encroachments, overlapping of improvements, visible utility lines, or roots in place, except as shown hereon, and that said property has frontage on a dedicated road way, except as shown hereon.



Michael D. Olson

MICHAEL D. OLSON
REG. NO. 5386
OLSON SURVEYING
DATE: 04.13.18

- SCALE: 1" = 60'**
- CONCRETE MONUMENT
 - 5/8 IRON ROD SET
 - ⊕ WATER METER
 - ⊗ FIRE HYDRANT
 - BOUNDARY LINE



OLSON SURVEYING

Registered Professional Land Surveyor

711 Water Street

Bastrop, Texas 78602

Phone (512)321-5476 Fax (512)303-5476

olsonsurvey@sbcglobal.net

FIELD NOTES FOR A PORTION OF POPLAR STREET IN THE CITY AND COUNTY OF BASTROP, TEXAS.

BEING a 0.795 acre portion of Poplar Street in the City of Bastrop, Bastrop County, Texas, according to the plat as recorded in Plat Cab. 1, Page 23A, Bastrop County Plat Records. Herein described tract or parcel of land being more particularly described by metes and bounds as follows:

BEGINNING at a 5/8 inch iron rod set at the intersection of the east line of Pecan Street with the south line of Poplar Street, the northwest corner of Farm Lot 62, East of Main Street, for the southwest corner of this tract.

THENCE crossing Poplar Street, N 00 deg. 08 min. 30 sec. E, 55.55 feet to a 5/8 inch iron rod set at the intersection of the east line of Pecan Street with the north line of Poplar Street, the southwest corner of Farm Lot 61, East of Main Street, for the northwest corner of this tract.

THENCE with the north line of Poplar Street and the south line of Farm Lot 61, East of Main Street, N 89 deg. 54 min. 17 sec. E, 620.18 feet to a 5/8 inch iron rod set at the intersection of the west line of State Highway 95 with the north line of Poplar Street, for the northeast corner of this tract.

THENCE with the west line of State Highway 95 along a curve to the left whose radius is 3879.72 feet and chord bears, S 06 deg. 25 min. 47 sec. E, 55.89 feet; 55.89 feet along the arc to a 5/8 inch iron rod set at the intersection of the west line of State Highway 95 with the south line of Poplar Street for the southeast corner of this tract.

THENCE with the south line of Poplar Street and north line of Farm Lot 62, East of Main Street, S 89 deg. 54 min. 17 sec. W, 626.58 feet to the POINT OF BEGINNING, containing 0.795 acres of land.



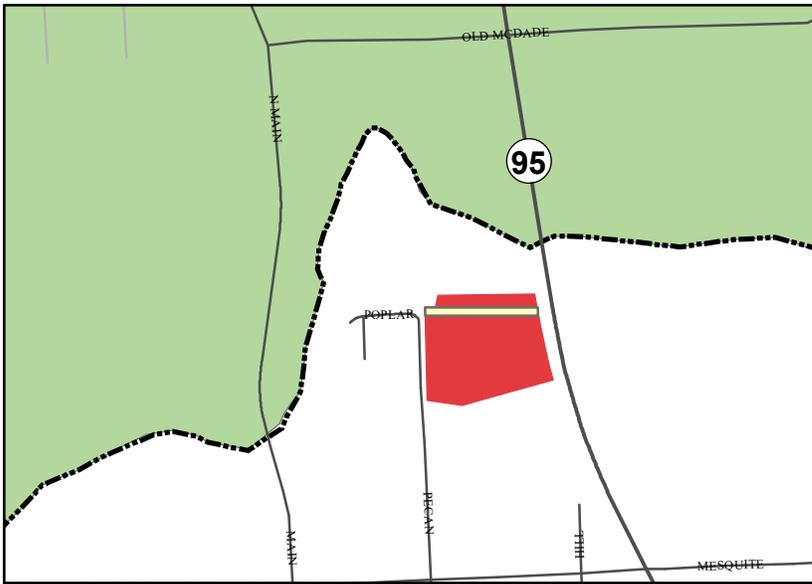
Michael D. Olson
Reg. Pro. Land Surveyor 5386



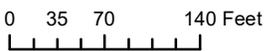
Order# 18-377-34_1

Date Created: 4-11-18

©2018 Olson Surveying



Location Map
 Vacation of Unimproved
 Poplar Street right-of-way
 Farm Lot 62



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

Date: 11/29/2018



STAFF REPORT

MEETING DATE: January 8, 2019

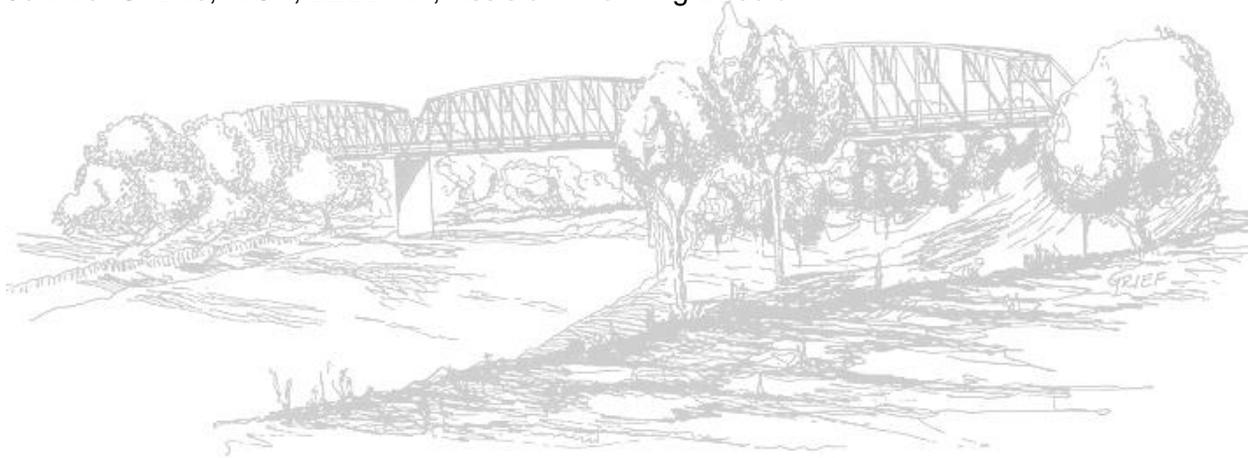
AGENDA ITEM: 9A

TITLE:

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).

STAFF REPRESENTATIVE:

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





STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 9B

TITLE:

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.

STAFF REPRESENTATIVES:

Allison Land, Planner

BACKGROUND/HISTORY:

Permitted locations of alcohol sales are established by three location criteria: zoning district, frontage along specified sections of road, and proximity to churches, schools, and public hospitals. When a site is in a zoning district or along a road frontage that allows the use, but distance to a church, school, or hospital prohibits alcohol sales, the Texas Alcoholic Beverage Code gives City Council the authority to approve a variance to the distance requirement.

The site is zoned Form-Based Code – Downtown Mixed-Use character zone, which permits alcohol sales. It is located along Chestnut Street just behind Main Street. Access is provided off Chestnut Street and Alley B. The location meets the separation requirements from the nearest church and public school, but the private school measurement is less than the required 300-foot separation. The property line of the proposed establishment is across Chestnut Street from Calvary Episcopal School’s property line. The intended use of this establishment is a brewpub, which is allowed in the Downtown Mixed-Use character zone under the category of “Brewery, Distillery and Winery” with a Conditional Use Permit (CUP). A CUP for this category was approved for this location in 2016.

Alcohol sales currently exist in the downtown area. Neighbor’s Kitchen and Yard, Anita’s, Paw Paw’s, Bastrop Beer Company, Old Town, Copper Shot, Ma’Coco, and others have permits for the sale of alcohol. Council approved variances for Neighbor’s Kitchen and Yard and Bastrop Beer Company within the last year.

PUBLIC COMMENTS:

Notifications were mailed to 34 surrounding property owners on December 20, 2018. At the time of this report, no responses have been received.

POLICY EXPLANATION:

Article 4.02.005 Separation Requirements from Church, Public or Private School, or Public Hospital

- (a) No person shall sell or engage in the business of selling any alcoholic beverage where the place of business of such person is located within 300 feet of any church, public or private school, or public hospital

The premise requesting the variance is Texacate International LLC dba Iron Bridge Ice House, located at 601 Chestnut Street Unit E, which is within 300 feet of private school property (Calvary Episcopal School). The distance to a private school is measured in a direct line from property line to property line as defined in state law.

(b) This section does not apply to:

- (1) a holder of a license or permit who also holds a food and beverage certificate covering premises that are located within 300 feet of a private school, as the term "private school" is defined by the Texas Alcoholic Beverage Code;
- (2) any place of business that is legally selling alcoholic beverages at the same location for a continuous period of one year preceding the establishment, construction or purchase of property for the establishment or construction of a church, public or private school, or public hospital; or
- (3) businesses that were in operation at the time this section was originally enacted, until such a time as such businesses have a change in ownership.

A change in ownership at this location has occurred and a new permit holder will cover the premise. The place of business is not in operation yet. Therefore, this location does not qualify for any of the above.

Article 4.02.006 Variance to Separation Requirements

(a) The council may provide variances if, after notice and a public hearing, the council determines that enforcement of the regulation in a particular instance:

- (1) is not in the best interest of the public;
- (2) constitutes waste or inefficient use of land or other resources;
- (3) creates an undue hardship on an applicant;
- (4) does not serve its intended purpose;
- (5) is not effective or necessary; or
- (6) for any other reason the council, after consideration of the health, safety, and welfare of the public and the equities of the situation, determines is in the best interest of the community.

The proposed brewpub is in a commercial development just behind Main Street, along Chestnut Street and the Colorado River. The use is allowed, and a CUP has been issued. For the proposed business to operate, this variance and permits through the Planning & Development Dept are required. The proposed business would allow the development to fully utilize all buildings and outdoor decking already on site.

FUNDING SOURCE:

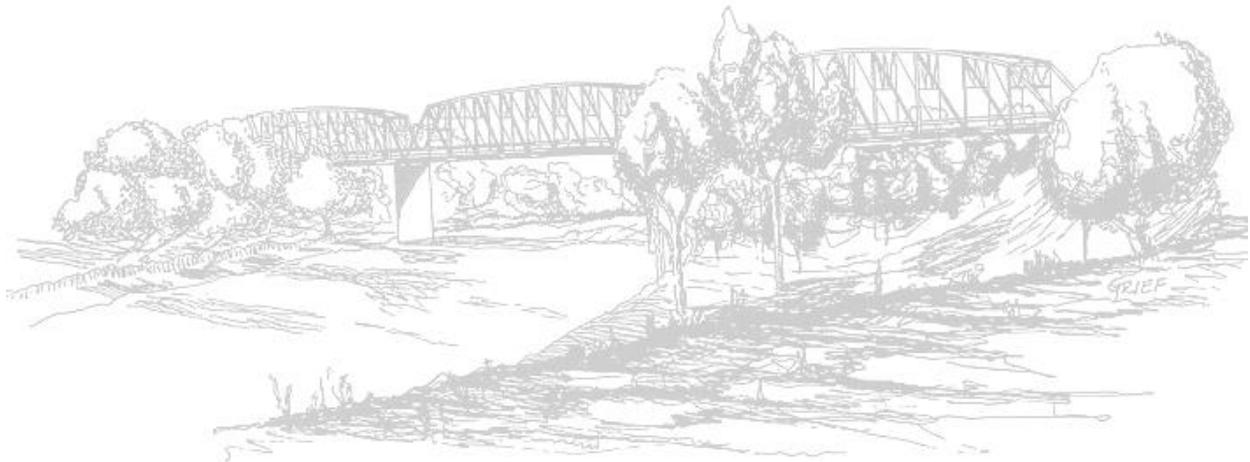
N/A

RECOMMENDATION:

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.

ATTACHMENTS:

- Resolution
- Exhibit A
- Attachment 1: Property Owner Notice including Location Map and Variance Request Letter
- Presentation



RESOLUTION NO. R-2019-01

A RESOLUTION 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.

WHEREAS, Tom Dickey, representing Texacate International LLC, is the Applicant representing Iron Bridge Ice House located at 601 Chestnut Street, Building E, and acknowledges that the property is located within 300 feet of a church, public or private school, or public hospital, as defined by and as the measurement of applicable distances are set forth by the State of Texas in the Alcoholic Beverage Code; and

WHEREAS, Calvary Episcopal School's property line is within 300 feet of the property on which Iron Bridge Ice House is located; and

WHEREAS, alcohol sales were previously conducted in this location under different ownership; and

WHEREAS, the Applicant has applied for a variance pursuant to the Bastrop Code of Ordinances, Article 4.02.007; and

WHEREAS, authority is granted to City Council to allow variances in the Texas Alcoholic Beverage Code, Chapter 107.33; and

WHEREAS, public notice was sent in accordance with the Bastrop Code of Ordinances 4.02.007; and

WHEREAS, after consideration of public input received at the hearing and all other information presented, City Council finds by a majority vote of all members that it is in the public interest to grant a variance to the separation requirements of the premises to a private school.

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

Section 1: That a variance to the distance separation requirements established in the Bastrop Code of Ordinances Article 4.02.005 is hereby granted for the property located at 601 Chestnut Street Building E, within the Bastrop city limits, as shown in Exhibit A.

Section 2: All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 3: That this Resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop, Texas this 8th day of January 2019.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

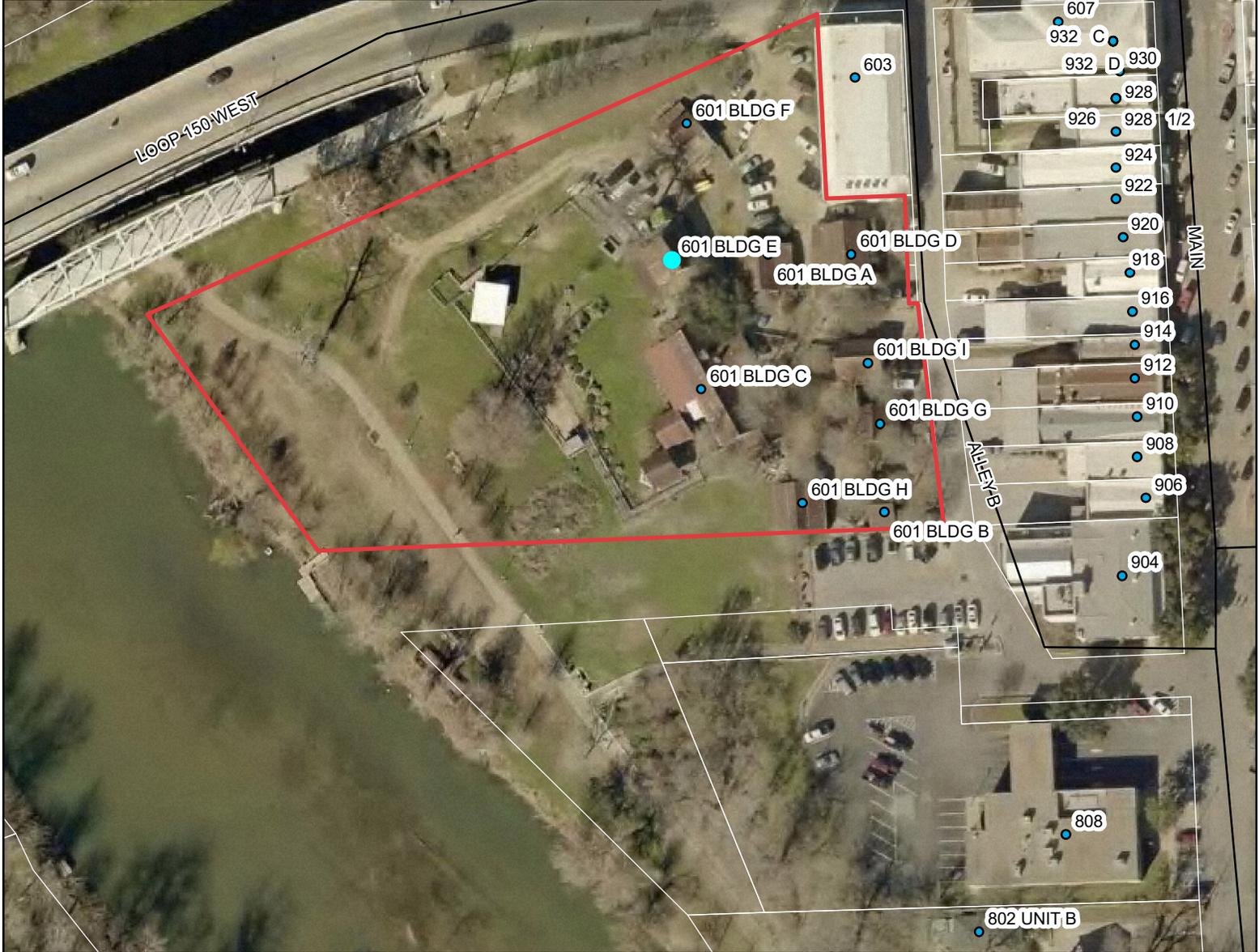
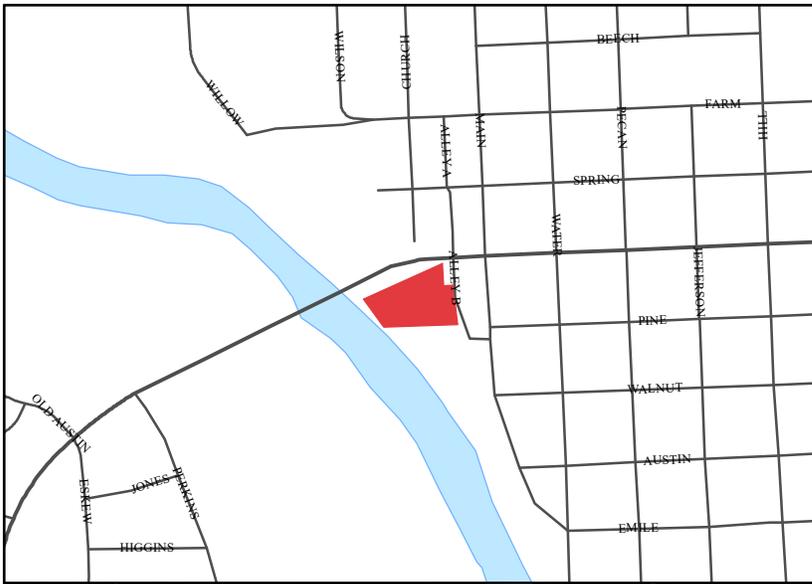
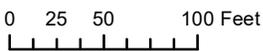


Exhibit A
Location Map
Variance to Separation Requirements
601 Chestnut St Bldg E
Iron Bridge Ice House



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

Date: 12/19/2018

**Notice of Public Hearing
City of Bastrop
City Council**



Dear Property Owner:

The **City Council** will conduct a public hearing **Tuesday, January 8, 2019 at 5:00 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** to consider action to grant 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, providing for a repealing clause; and establishing an effective date.

Owner/Applicant: Thomas Dickey, Texacate International LLC
Address: 601 Chestnut Street Building E
Legal Description: The Crossing Lot 1
Vary Distance From: Private School (Calvary Episcopal School)

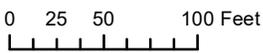
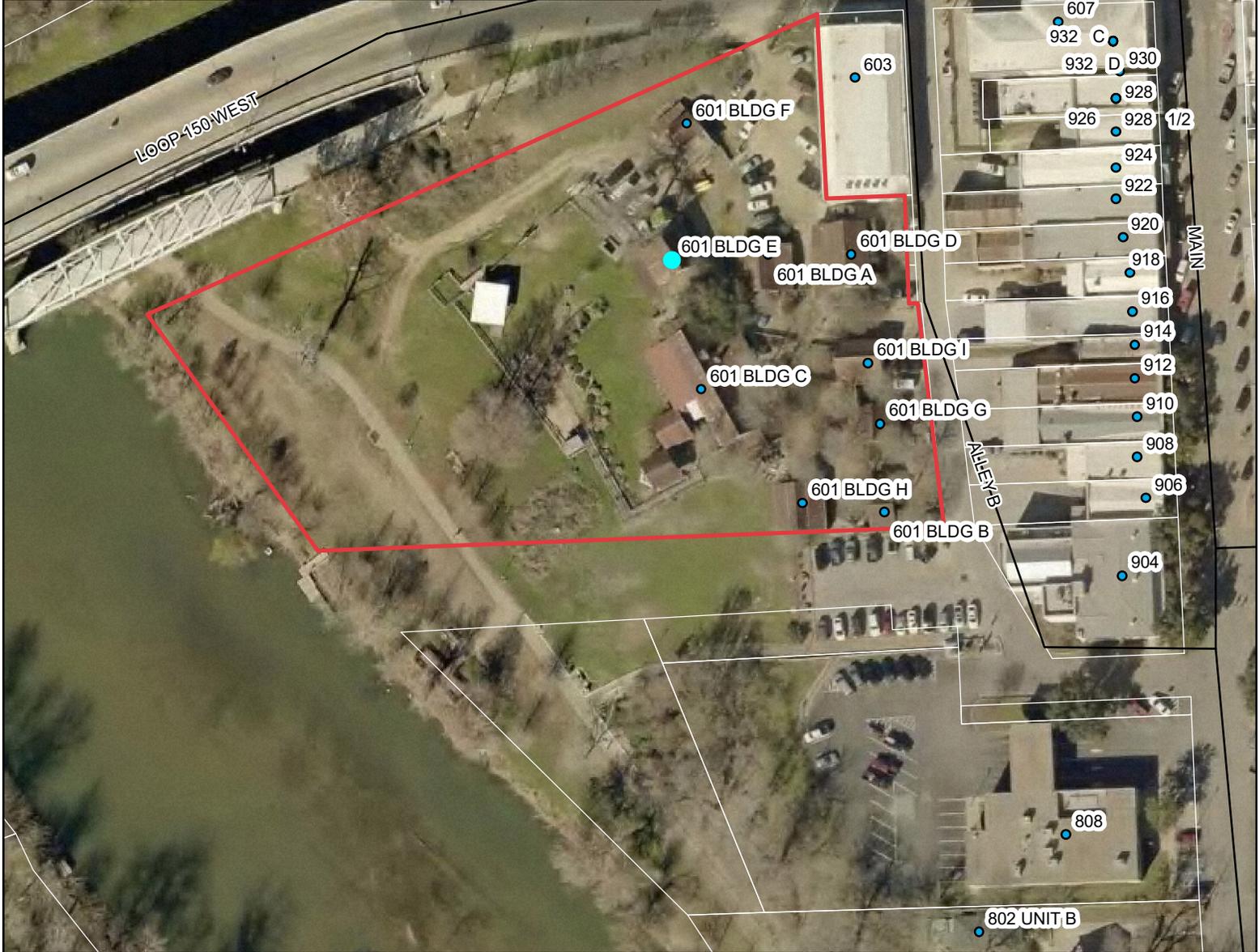
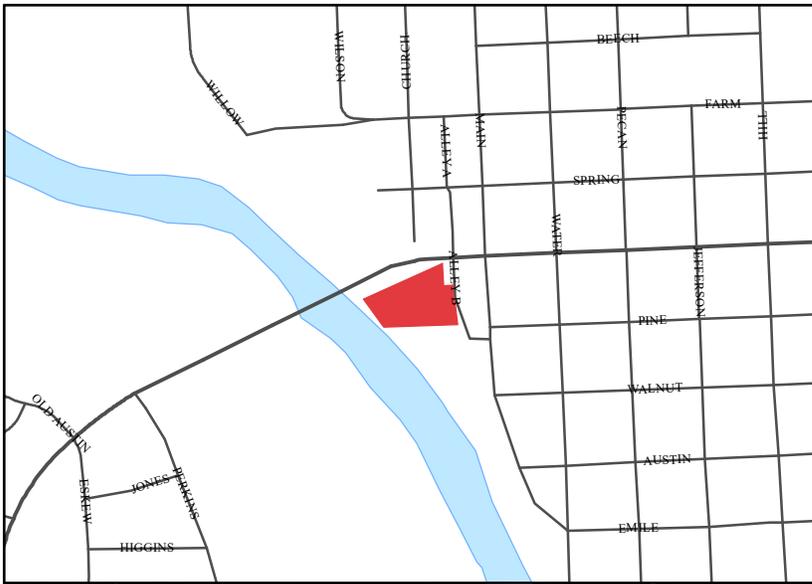
The site location map and applicant's request are attached for reference.

As a property owner within three hundred (300) feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances Business Regulations.

Property owners wishing to request a variance to the distance limitations must follow the rules within the City Business Regulations, which can be read online at:

https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=CH4BURE_ART4.02SAALBE

For more information or to provide comments on this project, you can contact the Planning & Development Department at (512) 332-8840, plan@cityofbastrop.org, or visit the office at 1311 Chestnut Street, Bastrop, Texas.



Location Map
Variance to Separation Requirements
601 Chestnut St #E
Iron Bridge Ice House



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

Date: 12/19/2018



Ms. Allison Land
City of Bastrop Planning & Development Bastrop, Texas 78602

November 23, 2018

RE; 601 Chestnut Street Bastrop, Texas 78602 Request for Variance

Dear Ms, Land,

Per our discussion on Tuesday, November 20, 2018, I am submitting this formal Request for Variance for the start-up operations of the Iron Bridge Ice House, located at 601 Chestnut Street #E, Bastrop, Texas 78602.

I have owned and operated Neighbor's Kitchen and Yard for almost one year and the start-up of the Iron Bridge Ice House represents an expansion of our commitment to the community as well as additional jobs and an increased tax base.

The property formerly housed the Copper Shot Distillery which set precedent to manufacturing and selling alcohol at the location. Texacate International LLC will be the permit and license holder for the Iron Bridge Ice House in a similar fashion as it currently does for Neighbor's Kitchen and Yard. I remain the sole member of Texacate International LLC and will be the owner and operator of the Iron Bridge Ice House.

Texacate International LLC and Hoover Properties are in discussions over a lease agreement to ensure our long-term presence on the property as a restaurant and brew pub, serving food, beer, wine and liquor.

Since 601 Chestnut Street is located within 300 feet to the Calvary Episcopal Private School, and current ordinance does not allow alcohol sales within 300 feet of a school, please accept this letter as my formal "Request for Variance", It is understood that upon approval of said variance by the City of Bastrop, will apply to the Texas Alcoholic Beverage Commission.

Sincerely,

A handwritten signature in blue ink, appearing to read "H. Thomas Dickey", is written over a large, stylized blue ink flourish that extends downwards and to the right.

H. Thomas Dickey
Managing Member, Texacate International LLC
Owner & Operator, Neighbor's Kitchen and Yard
Owner & Operator Iron Bridge Ice House

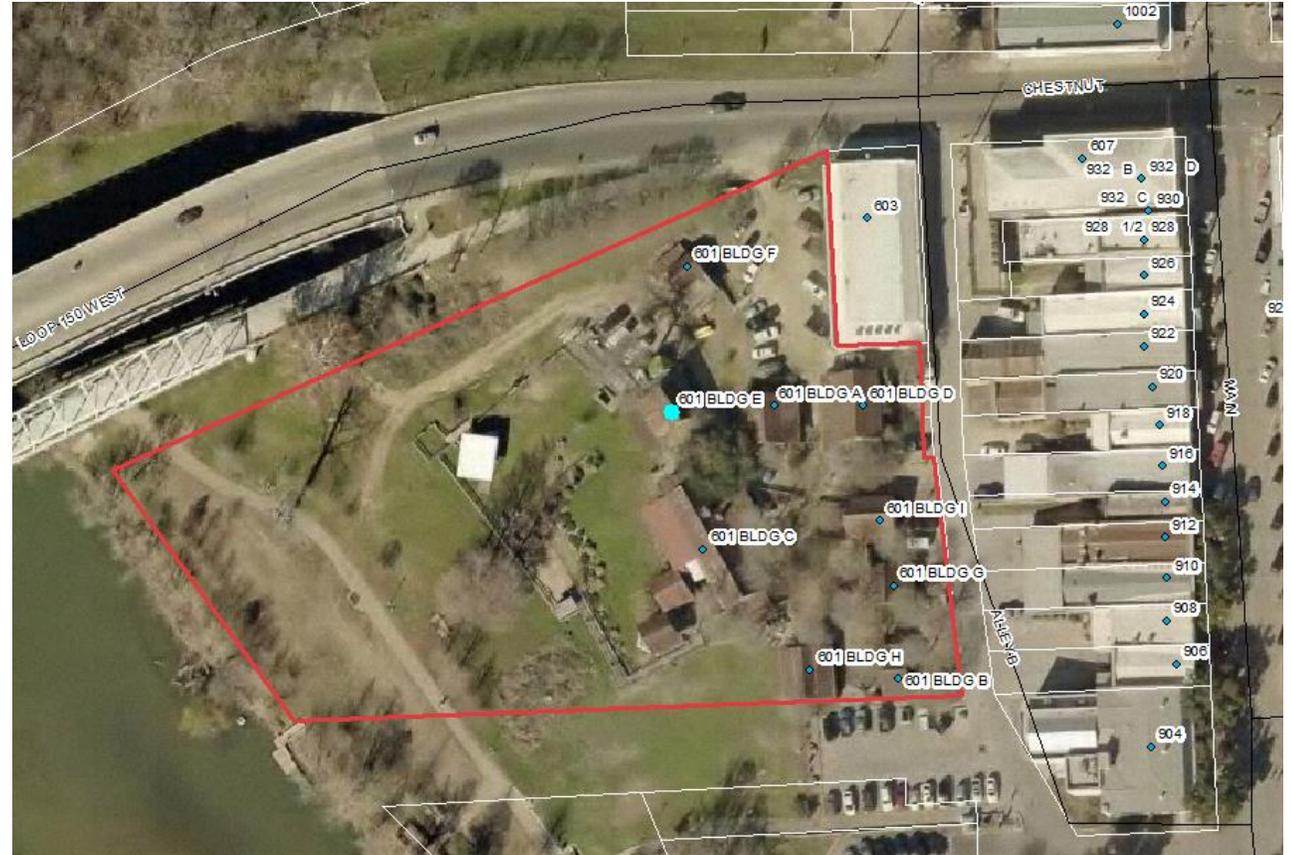
9B. Items for Individual Consideration

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.



Location Requesting Variance

- 601 Chestnut St Bldg. E
- Iron Bridge Ice House



Alcohol Sales

- Must be allowed by Zoning District; or
 - FBC – Downtown Mixed-Use
- Must be in a permitted location per the Sale of Alcoholic Beverages section 4.02.011; and
 - Not relevant to this location
- Must meet the Separation Requirements
 - 300 feet



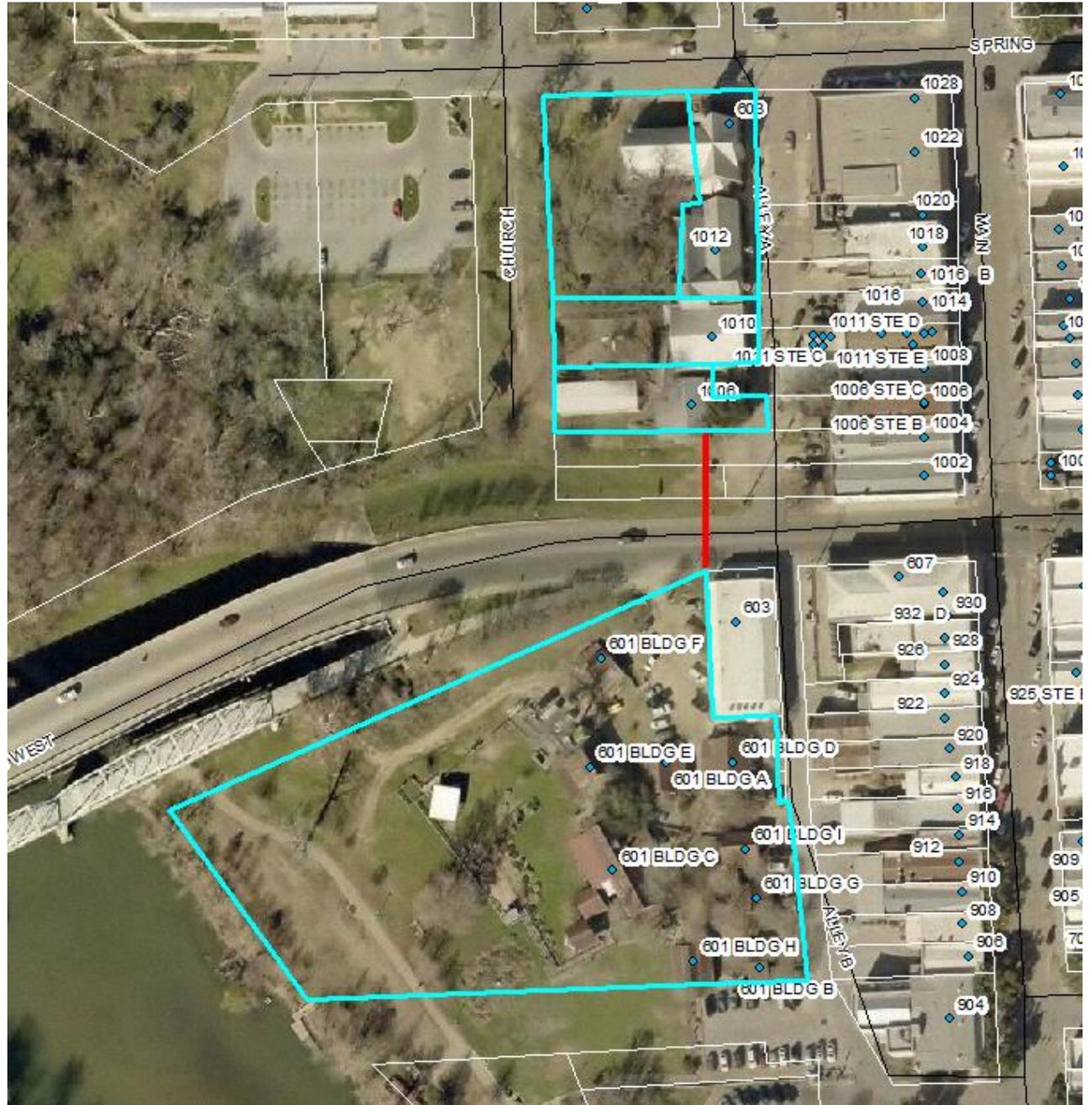
Policy – Separation Requirement

- Bastrop Code of Ordinances 4.02.005
- Requires premises to be 300 feet from a church, public or private school, or public hospital
 - Schools - Direct line from nearest property line to nearest property line
 - **This location is within 300 feet of Calvary Episcopal School property**
- City Council may grant variances to the separation requirements



Proximity to School

- Location is directly across Chestnut St



Policy – Variance Approval Criteria

- Enforcement would create an instance that:
 - is not in the best interest of the public;
 - constitutes waste or inefficient use of land or other resources;
 - creates an undue hardship on an applicant for a license or permit;
 - does not serve its intended purpose;
 - is not effective or necessary; or
 - for any other reason the Council, after consideration of the health, safety, and welfare of the public and the equities of the situation, determines is in the best interest of the community.



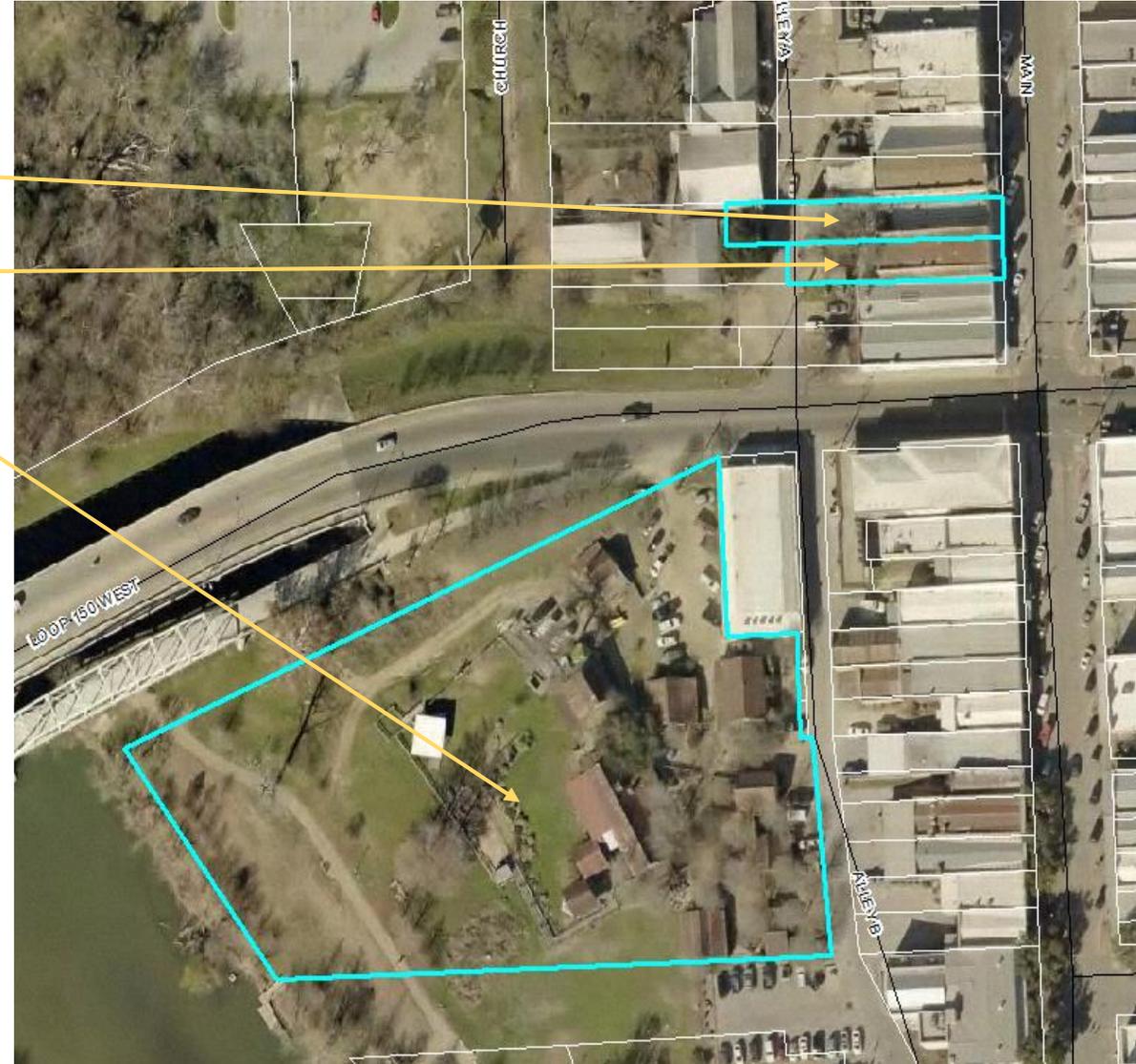
Variance Approval Criteria – Iron Bridge Ice House

- Location is downtown in a commercial area
- Use is allowed
- Fully utilize all buildings and decking on site
- Permits through Planning & Development still required



Recent Area Variances

- Bastrop Beer Company
- Pit Stop
- Neighbor's Kitchen and Yard



Public Comments Received

In Support

- None

Against

- None

Questions?





STAFF REPORT

MEETING DATE: January 8, 2019

AGENDA ITEM: 9C

TITLE:

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.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

Annually, staff provides Council with a calendar outlining the important dates for the upcoming fiscal year's budget process.

POLICY EXPLANATION:

Texas Tax Code

- Chapter 26 Sec. 26.01 (a) By July 25, the chief appraiser shall prepare and certify to the assessor for each taxing unit participating in the district that part of the tax roll for the district that lists the property taxable by the unit.
- Sec. 26.05 (d) the governing body of a taxing unit may not adopt a tax rate that exceeds the lower of the rollback tax rate or the effective rate calculated as provided by this chapter until the governing body has held two public hearings on the proposed tax rate.
- Sec. 26.06 (e) The meeting to vote on the tax increase may not be earlier than the third day or later than the 14th day after the date of the second public hearing.

Texas Local Government Code Chapter 102 Municipal Budget

- 102.0065 (c) Notice under this section shall be published not earlier than the 30th or later than the 10th day before the date of the budget hearing.

Texas Local Government Code Chapter 140.010 Proposed Tax Rate notice for Counties and Municipalities

- 140.010 (f) (1) provide the notice required by Subsection (d) or (e), as applicable, not later than the later of Sept. 1 or the 30th day after the date that the taxing unit has received each applicable certified appraisal roll.

City Charter

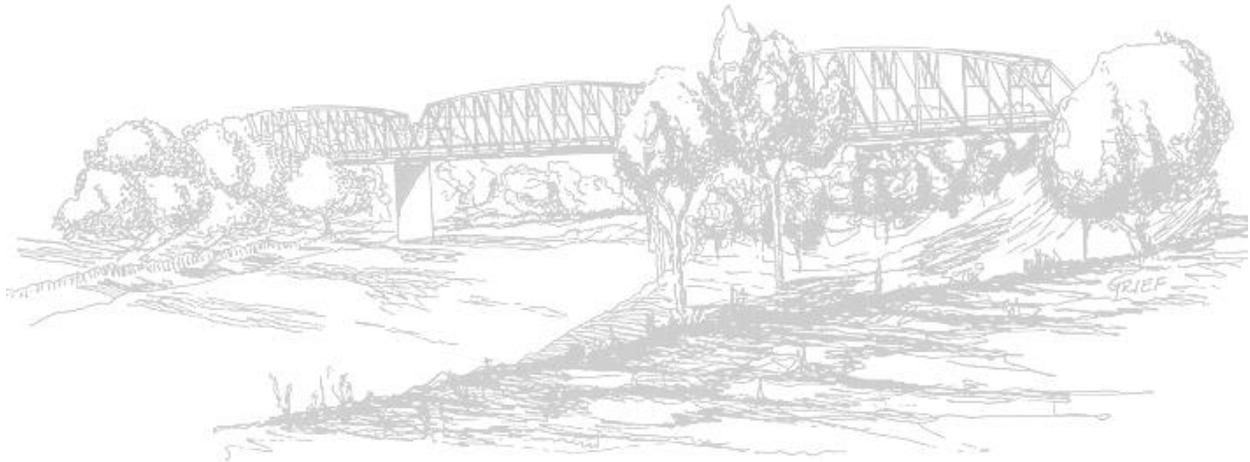
- Sec. 6.02 The City Manager, at least thirty (30) days prior to the commencement of the fiscal year, shall prepare and submit a budget to the Council.
- Sec. 6.04 At the Council meeting at which time the budget is submitted, the Council shall, in conformance with the requirement of state law, name the date, time and place of a public hearing and shall cause to be published the date, time and place thereof.

RECOMMENDATION:

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.

ATTACHMENTS:

- Resolution R-2019-03
- Exhibit A - Budget Planning Calendar FY2019-2020



RESOLUTION NO. R-2019-03

A RESOLUTION 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 PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Charter of the City of Bastrop, Texas states that it is the responsibility of the City Council to adopt the budget annually; and

WHEREAS, the Charter of the City of Bastrop, Texas, states that it is the responsibility of the City Manager to prepare and submit a budget to the City Council 30 days prior to the commencement of the fiscal year; and

WHEREAS, the City Manager and the City Council of the City of Bastrop, Texas desire to have a budget planning calendar that establishes a timeline with specific dates to ensure compliance with the City Charter and all applicable laws.

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

SECTION 1. The City Council hereby adopts the Fiscal Year 2019-2020 Budget Planning Calendar as shown in the attached ***Exhibit "A"***. Dates are subject to adjustment due to scheduling requirements. Meetings will be posted in accordance with the Texas Open Meetings Act.

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

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

SECTION 4. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 8th day of January 2019.

APPROVED:

Connie Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

CITY OF BASTROP

FY 2019-20 Planning Calendar



| | | |
|-----------------------|--|--|
| Preparation | January 14 | Staff Budget/CIP Planning Retreat. |
| | March 5 | Budget Kick-Off Meeting (Manuals Available). |
| | April 25 | Mid-Year Budget Workshop. |
| | May 1 | Receive preliminary notices of appraised value from Chief Appraiser. |
| | May 9 | Budgets due from departments. |
| | May 13 | Cabinet review of budget submittals. |
| | May 15 | Community Support Applications available at City Hall and on City's website. |
| | May 20 | Cabinet review of department pages including performance measures. |
| | May 28-30 | Verify revenue projections of all funds; Meet with Non-Special Event HOT Tourism Related Non-Profits. |
| | June 10 | Budget book to City Manager. |
| | June 18-20 | City Manager & Directors - Discuss budget submittals and priorities. |
| | June 24 | Cabinet review of budget priorities and 5 Year Financial Forecast. |
| | June 28 | Deadline - Community Support & Non-Special Event HOT Applications to Finance Office at 5:00 p.m. |
| | July 11 | Special Council Budget Workshop. |
| | July 15 | Final Review of Revenue Projections of All Funds. |
| July 23 | Community Support Organizations present their funding request to Council (limit to 3 minutes). | |
| July 25 | Deadline for Chief Appraiser to Certify Rolls to Taxing Units. | |
| Adoption | August 6 | Meeting of Governing Body to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing. |
| | August 13 | Council Meeting - Distribute Budget to Council in Work Session and highlight major topics. Set date, time, and place of public hearing. (Budget considered filed with City Secretary.) |
| | August 14 | Hunters Crossing Local Government Corporation Meeting to review budget and propose special assessments. |
| | August 17 | Notice of Proposed Tax Rate (must be posted 10 days prior to Public Hearing - deadline for newspaper is August 13 at noon.) |
| | August 20 | Budget Workshop - Review Proposed Budget. |
| | August 21 | Budget Workshop #2 - Review Proposed Budget, if needed. |
| | August 23 | Last day for proposed budget to be filed with the City Secretary. |
| | August 27 | Council Meeting - First Public Hearing on Tax Rate. |
| | August 31 | Publish Notice of Budget Hearing (Must be 10 days prior to Public Hearing; Publish Notice of Public Hearing for Special Assessments for Hunters Crossing - deadline for newspaper is August 27). |
| | September 10 | Council Meeting - Second Public Hearing on Tax Rate; First Reading on Tax Rate Ordinance; Budget Hearing; First Reading Budget Ordinance; Public Hearing Special Assessments for Hunters Crossing PID First Reading Ordinance. |
| September 24 | Council Meeting - Adopt tax rate and budget. Must adopt budget before tax rate. City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. Adoption of the special assessments for Hunters Crossing PID. Public presentation of Visit Bastrop's Budget and Business Plan. | |
| Implementation | October 1 | Fiscal Year begins. |
| | November 12 | Distribute Final FY 2019 Adopted Budget. |
| | November 15 | Submit budget document to Government Finance Officers Association (GFOA) for consideration of Distinguished Budget Presentation Award. |
| | December 2 | Begin FY 2018 Audit. |
| | December 10 | Presentation of preliminary unaudited year-end financial report. |

**NOTE: This calendar is a planning document. Dates subject to change.*