

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



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**July 11, 2017 at 5:00 P.M.**

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

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

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

**1. CALL TO ORDER**

**2. WORK SESSION (BEGINS AT 5:00 P.M.)**

2A. Discuss Ethics Ordinance and receive input from citizens.

**CONVENE INTO REGULAR SESSION (6:30 P.M.)**

**3. PLEDGE OF ALLEGIANCE** – Mia Hernandez, President and Rolando Benavides  
Parliamentarian, Bastrop High School National Honor Society

**TEXAS PLEDGE OF ALLEGIANCE**

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

**4. INVOCATION** – Retired Reverend Steve Newman

**5. PRESENTATIONS**

5A. Receive a presentation from Kevin Berry, Environmental Enforcement Investigator for Bastrop County, regarding Bastrop County Household Hazardous Waste Program.

5B. Mayor's Report

5C. Councilmembers' Report

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5D. City Manager's Report

**6. WORK SESSION/BRIEFINGS – NONE**

**7. STAFF AND BOARD REPORTS**

7A. Hear presentation on Copper Exceedance and Public Notification.

7B. Hear presentation from organizations applying for FY2018 Community Support Funding.

**8. CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.*

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

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

**9. CONSENT AGENDA**

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

9A. Consider action to approve minutes from the June 27, 2017 meeting.

9B. Consider action to approve the second reading of Ordinance No. 2017-18 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances by amending Section 9.09.041 (Emergency, Fire, and Rescue Services) authorizing the Bastrop Fire Department to seek reimbursement of costs of certain emergency, fire and rescue services; approving a repealing clause; and establishing an effective date.

9C. Consider action to approve the second reading of Ordinance No. 2017-15 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances by amending Article 4.03 (taxicabs, shuttles and touring vehicles) providing the requirements of operating a taxicab, shuttles and touring vehicles and designating the City Manager or his or her designee to enforce all requirements; approving a repealing clause; and establishing an effective date.

- 9D. Consider action to approve Resolution R-2017-48 of the City Council of the City of Bastrop, Texas awarding a contract for hydrogeologic consulting services of Simsboro Well Number One (1) to the Thornhill Group, Incorporated in the amount of Fifty-Seven Thousand Five Hundred Dollars and 00 Cents (\$57,500.00); authorizing the City Manager to execute necessary documents; providing a severability clause; and establishing an effective date.

**10. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 10A. Consider action to approve Resolution R-2017-46 of the City Council of the City of Bastrop, Texas authorizing Bastrop Art in Public Places to acquire through purchase five (5) permanent sculptures, amounting to \$50,400 in accordance with the City's purchasing policy.
- 10B. Consider action to approve Resolution No. R-2017-47 of the City Council of Bastrop Texas, approving and accepting the transfer of real property described as lot one, Lanford Place Subdivision (properties R36831 and R48757), Bastrop County, Texas, from the Bastrop Economic Development Corporation (EDC); authorizing the execution of a special warranty deed; repealing all resolutions in conflict; and providing an effective date.
- 10C. Consider action to approve Resolution No. R-2017-44 of the City Council of the City of Bastrop, Texas authorizing the purchase of a parcel of land containing 1,639 square feet in the amount of Twenty Thousand Four Hundred Eighty-Seven Dollars and Fifty Cents (\$20,487.50) situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.113 acre in a deed from Jack Griensenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County; granting the use of four (4) parking spaces for exclusive use to the building located at 927 Main Street for a term of Ninety-Nine (99) Years unless the Building or Parking Lot is demolished; authorizing the City Manager to execute a purchase agreement, closing documents, and any document necessary to finalize the purchase of the property; approving a repealing clause; and establishing an effective date.
- 10D. Consider action to approve Resolution No. R-2017-49 of the City Council of the City of Bastrop, Texas confirming the Economic Development Board and Housing Authority appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

**11. EXECUTIVE SESSION - NONE**

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

**13. ADJOURNMENT**

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Friday, July 7, 2017 at 5:00 p.m. and remained posted for at least two hours after said meeting was convened.

*Ann Franklin*  
Ann Franklin, City Secretary





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 2A

**TITLE:**

Discuss Ethics Ordinance and receive input from citizens.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager

David Bragg, City Attorney

**BACKGROUND:**

On May 23, 2017, Judge Chris Duggan, Chairman of the Ethics Committee, presented the Committee's recommended changes to the Ethics Ordinance, as discussed during the Ethics Committee's May 1<sup>st</sup> meeting. Council agreed to hold a work session starting at 5:00 p.m. to receive public input as well as discuss the Committee's suggested recommendations.

At the request of Councilmember Debra Jones, Alan Bojorquez, Bojorquez Law Firm, PC, was retained as special counsel to review the Ethics Ordinance since his field of specialty is municipal law. During Tuesday's work session, the City Attorney and City Manager will walk the Council through the items that warrant additional discussion.

**ATTACHMENTS:**

- Red-lined version of Ethics Ordinance with recommended changes.
- Version, with recommended changes accepted, for ease of reading and comprehension.
- Citizens' suggested amendments to the Ethics Ordinance

## ARTICLE 1.15 - CODE OF ETHICS

### DIVISION 1. - GENERALLY

#### Sec. 1.15.001 - Definitions.

“Board, body, commission, and task force” means and includes any group of individuals assigned, appointed, or serving the city at the Council's or City Manager’s request or direction, or any group otherwise convened by the city to assist with city business.

“Business entity” means either a sole proprietorship, partnership, limited partnership, firm, corporation, limited liability company, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

“City Council” means the Mayor and elected members of the City Council.

“City official” includes all of the following:

(1) Every member of the City Council (including the Mayor), the City Manager, the Executive Director of the economic development corporation, the City Attorney, the City Secretary, all city department directors, police chief, fire chief, fire marshal, and persons acting in the capacity of the aforementioned city officials, whether appointed, or employed, unless that person reports to the City Manager or is employed in one of the City departments under the direction of the City Manager.

(2) Members of all boards, commissions, task forces, and other bodies created by the City Council pursuant to federal or state law or city charter or ordinance, including entities that may be only advisory in nature whose members are appointed by City Council action or whose members are designated in the bylaws or organizational papers of the entity to serve on behalf of the city;

(3) All board members of any entity who are appointed by the City Council to such board membership; and

(4) Any other individual identified by the City Council, local or state law to be a city official, if any.

“Clear and convincing evidence” means that measure or degree of proof that produces in the mind of the members of the Ethics Commission a firm belief as to the truth of the facts or allegations sought to be established.

“Confidential government information” means all information held by the city that is not available to the public under the Texas Public Information Act and any information obtained or acquired from participation in a meeting that was closed to the public pursuant to the Texas Open Meetings Act, unless disclosure is otherwise required or permitted under state law, a ruling by the state attorney general, or an order of a court with jurisdiction over the matter.

“De minimis” means a value or amount that is so small as to be entirely inconsequential.

“Degree of affinity” means a relationship by affinity (marriage) as defined in Texas Government Code, §§ 573.024 and 573.025, or as amended. (See attachment A.)

“Degree of consanguinity” means a relationship by consanguinity (blood) as defined in V.T.C.A. Government Code, §§ 573.022 and 573.023, or as amended. (See attachment A.)

“Documents” means includes all writings (notes, correspondence, memoranda, reports, computer print-outs, etc.), drawings, drafts, charts, photographs, tape or disc recordings (whether sound or video), and all other data compilations from which information can be obtained or translated, regardless of the medium on which the documents are stored or maintained. “Economic interest” means a legal or equitable property interests in land, chattels, and intangibles, business opportunities, and/or contractual rights having more than de minimis value. A person has an economic interest in a business entity, if the person is an employee or is a paid contract worker/consultant of the business entity. Unpaid service by a city official or employee as an officer, director, advisor, or otherwise active participant in a nonprofit entity does not create, for that city official or employee, an economic interest in the property of the organization. Ownership of an interest in a mutual or common investment fund that holds securities or other assets is not an economic interest in such securities or other assets unless the person in question participates in the management of the fund. Ownership of stock in a publicly traded corporation does not constitute ownership for purposes of this code if the employee or city official owns less than 10% of the voting stock or shares of the entity and the fair market value of the stock is less than \$15,000.

“Employee” is a person employed by the city, including those individuals who work on a part-time basis, unless that person reports to the City Manager or is employed in one of the City departments under the direction of the City Manager; and the term does not include any independent contractor or contractual consultant.

“Intentionally” means the act or omission was done with a conscious objective or desire to engage in the conduct or cause the result.

“Knowingly” means an actual awareness of the impropriety of the acts or omissions in question, at the time of the act or practice complained of. Actual awareness may be inferred where objective manifestations indicate that a person acted with actual awareness. “Official action” includes:

(1) Any affirmative act (including the making of a recommendation) within the scope of, or in violation of a city official's or employee's duties; and

(2) Any unexcused failure to act if the city official or employee is under a duty to act. “Official information” means information gathered or provided pursuant to the power or authority of city government.

“Recklessly” means with respect to circumstances surrounding his or her conduct or the result of his or her conduct when he or she is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary person would exercise under the same or similar circumstances.

“Representation” means all forms of communication and personal appearances in which a person, not acting in performance of official duties, formally serves as an advocate for private interests, regardless of whether the representation is compensated. Lobbying may be a form of representation. Representation does not include appearance as a fact witness or expert witness in litigation or other official proceedings.

(Ord. No. 2015-20, pt. 1A., 10-13-15)

#### Sec. 1.15.002 – Limitation on Application of Ethics Ordinance

This Ethics Ordinance does not apply to any person that is employed by the City that who reports to the City Manager or is employed in one of the City departments under the direction of the City Manager.



Secs. 1.15.003—1.15.030 - Reserved.

## DIVISION 2. - CURRENT CITY OFFICIALS AND EMPLOYEES

Sec. 1.15.031 - Improper economic benefit.

(a) General rule. A city official or employee shall not take any official action that he or she knows is likely to affect, or that might reasonably be expected to affect, the economic interests of:

- (1) The city official or city employee;
- (2) His or her parent, child, spouse, or other family member within the third degree of consanguinity or second degree of affinity;
- (3) His or her outside client;
- (4) A member of his or her household;
- (5) The outside employer of the city official/employee or the outside employer of the city official's or employee's parent, child or spouse, or such outside employer's family member, within the third degree of consanguinity or second degree of affinity;
- (6) A business entity in which the city official or employee knows that any of the persons listed in subsections (a)(1) or (a)(2) or (a)(5) holds an economic interest;
- (7) A business entity which the city official or employee knows is an affiliated business or partner of a business entity in which any of the persons listed in subsection (a)(1) or (a)(2) holds an economic interest;
- (8) A business entity or nonprofit entity for which the city official or employee serves as an officer or director or in any other policy making position; or
- (9) A business entity or a person (or someone related to the person within the third degree of consanguinity or second degree of affinity):

(A) From whom, within the past twelve (12) months, the city official or employee, or his or her spouse, child or parent, directly or indirectly has:

(i) Solicited an offer of employment; or

(ii) Received and not rejected an offer of employment; or

(iii) Accepted an offer of employment, whether compensated or not and regardless of the level of compensation; or

(B) With whom the city official or employee, or his or her spouse, directly or indirectly is engaged, or within the past twelve months engaged, in negotiations pertaining to business opportunities.

(Ord. No. 2015-20, pt. 1B., 10-13-15)

Sec. 1.15.032 - Unfair advancement of private interests.

(a) General rule. A city official or employee may not use his or her official position to unfairly advance or impede private interests, or to grant or secure, or attempt to grant or secure, for any person (including himself or herself) any form of special consideration, treatment, exemption, or advantage beyond that which is lawfully available to other persons. A city official or employee violates this rule if he or she represents to a person that he or she will or may attempt to provide any advantage to that person, based on the city official's or employee's position on the governing body or with the entity. (b) Special rules. The following special rules apply in addition to the general rule noted above:

(1) Acquisition of interest in impending matters. A city official or employee shall not acquire an interest in any contract, transaction, business opportunity, decision, or other matter, if the city official or employee knows, or has reason to know, that the city official's or employee's interest will be directly or indirectly affected by impending official action by the city.

(2) Reciprocal favors. A city official or employee may not enter into an agreement or understanding with any other person that official action by the city official or employee will be rewarded, affected or reciprocated by the other person, directly or indirectly, in any way, or at any time.

(3) Appointment/employment of relatives. A city official or employee shall not appoint or employ, or vote to appoint or employ, any relative of the city official

or employee within the second degree affinity and third degree of consanguinity, to any office or in any position within the city, including a position of employment with the city.

(c) Recusal and disclosure. A city official or employee whose conduct would otherwise violate subsection (b)(3) of this rule shall adhere to the recusal and disclosure provisions provided in [section 1.15.031\(b\)](#).

#### Sec. 1.15.034 - Gifts.

City officials and employees shall adhere to state law regarding giving and receiving or accepting gifts, as set forth in the V.T.C.A. Penal Code, ch. 36 et seq., and as amended from time to time.

#### Sec. 1.15.035 - Representation before a member's own commission, board, task force, or before the City Council.

(a) Representation by a currently serving member of a board, body, commission or task force. A city official or employee who is currently a member of a board, body, commission, or task force shall not represent any person, group, or entity: (1) Before the member's own board, body, commission or task force; or

(2) Before city staff having responsibility for making recommendations to, or taking any action on behalf of, the member's own board, body, commission, or task force; or

(3) Before the City Council, or other board, body, commission, or task force which has appellate jurisdiction or final decision making authority over decisions and recommendations made by the member's own board, body, commission, or task force.

(4) Exception: The appellate body may, if it desires, seek clarification of an advisory body's recommendation by asking the Chair of the advisory body to attend a meeting held by the appellant body, to present information concerning the advisory body's evaluation, decision making process, recommendation and/or vote. If the Chair of the advisory body voted in the minority on the item in question, then the Chair should appoint another member of the advisory body (who was not in the minority) to present the advisory body's evaluation, decision making process, recommendation and/or vote to the appellant body.

(b) Representation before the City Council, boards, bodies, commissions or task forces.

(1) General rule. A city official or employee shall not represent any person, group, or entity before the City Council, its boards, bodies, commissions, or task forces. A city official or employee may, however, represent himself or herself or his or her spouse or minor children before the City Council, its boards, bodies, commissions, or task forces if he or she can demonstrate a personal injury or interest that is directly affected by the relevant action of the City Council, boards, bodies, commissions or task forces.

(2) Client representation exception for board members on certain matters. A city official who is serving only as an appointed member of a board, body, commission, or task force may represent others before the City Council, boards, bodies, commissions or task forces if the matter is not related, directly or indirectly to his or her duties as a city official (3) Prestige of office and improper influence. In connection with the representation of private interests before the city board, body, commission or task force, a city official or employee shall not:

(A) Assert the prestige of the city official's or employee's city position for the purpose of advancing private interests; or

(B) State or imply that he or she is able to influence any city action on any basis, other than on the merits of the matter.

(c) Representation in litigation adverse to the city.

(1) City officials and employees. A city official or employee shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the city is a party, with the exception of defense of suits involving misdemeanors, if the interests of that person, group, or entity are adverse to the interests of the city. This provision does not prevent a person who is a city official solely because of his or her service on a city board, body, commission or task force from representing a person or entity in litigation adverse to the City so long as the litigation is not related, directly or indirectly to his or her duties as a city official.

(Ord. No. 2016-10, pt. 1, 5-10-16)

Sec. 1.15.036 - Conflicting outside employment.

A city official or employee shall not solicit, accept, or engage in concurrent outside employment or work activity which could reasonably be expected to impair independence of judgment in, or faithful performance of, his or her official duties. A city official or employee shall not engage in outside employment, including self-employment, where such employment would constitute a conflict of interest or would adversely affect the city official's or employee's performance of his or her work responsibilities with the city. For employees, all outside employment shall comply with the city's employment personnel policies or procedures.

Sec. 1.15.037 - Confidential information.

(a) Improper access. A city official or employee shall not use his or her position to obtain official information for any purpose other than the performance of official duties.

(b) Improper disclosure or use. A city official or employee shall not intentionally, knowingly, or recklessly disclose any confidential government information gained by reason of the city official's or employee's position. This rule does not prohibit:

(1) Any disclosure of information that is no longer confidential by law; or

(2) The confidential reporting of illegal or unethical conduct to authorities designated by law.

(c) Executive sessions. A city official or employee may not disclose the content of discussions held in executive sessions except to say which topics were discussed (as shown on the agenda).

(d) Pending litigation. A city official or employee may not discuss pending litigation with any person other than the City Manager and City Attorney without the express authorization of the City Attorney. Any inquiries from any person must be referred immediately, without substantive comment, to the City Attorney.

Sec. 1.15.038 - Public property and resources.

A city official or employee shall not use, request, or permit the use of city facilities, personnel, equipment, or supplies for private purposes (including political purposes), except:

(1) Pursuant to duly adopted city policies; or

(2) To the extent and according to the terms that those resources are lawfully available to the public.

Sec. 1.15.039 - Political activity.

(a) Influencing subordinates.

(1) A city official or employee shall not, directly or indirectly, induce or attempt to induce any subordinate of the city official or employee:

(A) To participate in an election campaign, contribute to a candidate or political committee, or engage in any other political activity relating to a particular party, candidate, or issue; or

(B) To refrain from engaging in any lawful political activity.

(2) A general statement merely encouraging another person to exercise their right to vote does not violate this rule.

(b) Paid campaigning. A city official or employee shall not accept anything of value, directly or indirectly, for political purposes or activities relating to an item pending on a ballot, if he or she participated in, or provided advice relating to, the exercise of discretionary authority by a city board, body, commission or task force that contributed to the development of the ballot item. For purposes of this rule, "anything of value" does not include a meal or other item of nominal value the city official or employee received in return for providing information about an item on the ballot. This rule does not prohibit a city official who is a candidate for public office from accepting campaign contributions for his or her own campaign.

(c) City-owned vehicles. A city official or employee shall not display or fail to remove political campaign materials on any vehicle owned by the city under the city official and/or employee's control.

Sec. 1.15.040 - Supervisory duties.

A city official or employee who has direct supervisory authority over another person providing services relating to the business of the city shall make reasonable efforts to ensure that the conduct of the supervised person is compatible with the obligations imposed on city officials and employees by this article. Reasonable

efforts includes notifying and making information regarding this article readily available.

Sec. 1.15.041 - Training.

(a) Employees. The City Manager will make reasonable efforts to ensure that city employees receive training related to this article, at a minimum of every twenty-four (24) months.

(b) City officials. The city attorney will be available and prepared to provide annual training for all city officials on this article, at the request and/or direction of the city. The City Secretary shall coordinate an annual date for training all city officials.

Sec. 1.15.042 - Actions of others.

(a) Violations by other persons. A city official or employee shall not knowingly, intentionally or recklessly assist, induce, or attempt to assist or induce, any person to violate any provision of this Code.

(b) Using others to engage in forbidden conduct. A city official or employee shall not knowingly or intentionally violate, or attempt to violate, the provisions of this article through the acts of another.

Secs. 1.15.043—1.15.060 - Reserved.

DIVISION 3. - FORMER CITY OFFICIAL(S) AND EMPLOYEE(S)

Sec. 1.15.061 - Subsequent representation of private interests.

(a) Representation by a former member of the Council, board, body, commission, or task force.

(1) For a minimum period of twelve (12) months after the termination of his or her official or employment duties, a former city official or employee shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, upon any issue related to his or her former duties:

(A) Before the City Council, board, body, commission or task force;

(B) Before a city staff member having responsibility for making recommendations to, or taking any action on behalf of, that board, body, commission, or task force; or

(C) Before the Council, board, body, commission or task force, which has appellate jurisdiction over the board, body, commission or task force, of which the city official or employee was a member.

(2) This subsection does not apply to a person who was classified as a city official only because he or she was an appointed member of a board, body, commission or task force.

(3) In connection with the representation of private interests before the City Council, board, body, commission or task force, a former city official or employee shall not state or imply that he or she is able to influence any city action on any basis other than on the merits.

(b) Representation in litigation adverse to the city. A former city official or employee shall not, absent consent from the city, represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the city is a party, if the interests of that person, group, or entity are adverse to the interests of the city and the matter is one in which the former city official or employee personally and substantially participated prior to termination of his or her official duties or employment. The City Council shall be the final decision making authority concerning whether the participation of a city official or employee in the matter was sufficiently "substantial" to trigger this prohibition.

Sec. 1.15.062 - Employment relating to a city contract.

(a) Performance of compensated work. A former city official or employee shall not, within two (2) years of the termination of their official duties, perform work on a compensated basis for any entity other than the city, relating to an existing contract with the city, if he or she personally and substantially participated in the negotiation or awarding of the compensated work. The City Council shall be the final decision making authority concerning whether the participation of a city official or employee in a matter was sufficiently "substantial" to trigger this prohibition. The city may waive this provision, after a public hearing on a request by a former city official or employee to do so, if it is in the public's best interest to do so.



(b) Personal interest in city contracts. A city official or employee shall not, either during their service with the city or within twelve (12) months of the termination of the official duties, have an economic interest, direct or indirect, in any contract with the city, nor shall they be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or service. Any willful violation of this section shall constitute malfeasance in office, and any city official or employee violating this section shall forfeit his/her office or position. Any violation of this section, with the knowledge expressed or implied of a person or corporation contracting with the city, shall render the contract involved voidable by the Council. (See also city charter, [Section 13.01](#)). This section does not prohibit the City Council or City Manager from contracting with a former city official to perform consulting services for the benefit of the City.

Sec. 1.15.063 - Continuing confidentiality.

A former city official or employee shall not use or disclose confidential governmental information acquired during their service as a city official or employee. This rule does not prohibit:

- (1) Any disclosure or use that is authorized or required by law; or
- (2) The confidential reporting of illegal or unethical conduct to authorities designated by law.

Secs. 1.15.064—1.15.090 - Reserved.

#### DIVISION 4. - GENERAL ANTI-DISCRIMINATION POLICY

Sec. 1.15.091 - General rule.

City affairs must be conducted without bias or prejudice. A city official or employee shall not, in the performance of official duties, manifest by words or conduct, bias or prejudice toward any person, group, or entity, including bias or prejudice based upon race, sex, religion, national origin, disability, age, sexual orientation, sexual identity, or socioeconomic status, and shall not permit others subject to his or her direction and control to do so.

Sec. 1.15.092 - Exceptions.

A city official or employee is not in violation of this section:

(1) For conduct undertaken in good faith to implement an existing city policy, or to carry out the directions of a superior if the violation is unknown to the city official or employee acting upon a supervisor's direction; or

(2) For advocacy of issues involving race, sex, religion, national origin, disability, age, sexual orientation, gender identity, or socioeconomic status in litigation or similar proceedings, or incidental to the formation of city policy.

Sec. 1.15.093 - Definitions.

For purposes of this division:

“Good faith” means that the city official or employee has a reasonable basis for believing, and does in fact believe, that the conduct in question is lawful and not discriminatory.

“Legitimate advocacy” means that the position espoused is not frivolous.

“Manifesting by words or conduct, bias or prejudice” includes, but is not limited to, physical abuse, verbal abuse, threats, intimidation, harassment, sexual harassment, coercion, assault, stalking, hate speech, and other conduct that threatens or endangers the health or safety of any person.

Secs. 1.15.094-1.15.120 - Reserved.

## DIVISION 5. - ENFORCEMENT

Sec. 1.15.121 - Creation of ethics commission.

An ethics commission is hereby created and consists of five members, all of whom must reside within jurisdiction of the city, which for purposes of this article expressly includes the city's extraterritorial jurisdiction. Each member of the City Council may submit to the Mayor names of recommended appointees for vacant positions. The Mayor, shall who will make the appointment or appointments, subject to confirmation by the City Council. Members of the Ethics Commission may not hold or be a candidate for any elected or appointed city office any time during their service on the ethics commission.

Sec. 1.15.122 - Terms/limits.

Appointees to the Ethics Commission shall serve for terms of three (3) years. However, in order to ensure continuity by implementing staggered terms of service, the first three (3) appointees shall draw lots so that one member serves a one-year term, the second serves a two-year term, and the third serves a three-year term. No person may serve more than two (2) consecutive three-year terms. A person may be reappointed after having been off the Ethics Commission for twelve (12) consecutive months.

Sec. 1.15.123 - Ethics commission vacancies.

All vacancies on the ethics commission shall be filled within sixty (60) days of the vacancy, for the remainder of the unexpired term, as provided in the City Charter. No member of the Ethics Commission shall participate in the discussion of or vote on a complaint in which any of the evidence was presented to the Commission prior to the member's appointment.

Sec. 1.15.124 - Removal of Ethics Commission members.

In addition to the City Council's usual powers of removal, members of the Ethics Commission may be removed by a majority vote of the City Council for cause only.

Sec. 1.15.125 - Conflicts of interest.

When a complaint is referred to or comes under the purview of the Ethics Commission, it shall be the responsibility of the City Manager and the City Attorney to attempt to identify any potential conflicts of interest that may be present between any of the serving Ethics Commission members and the persons or entities involved in the ethics complaint. The City Manager shall promptly report any identified, potential conflicts, to the City Council and, if the City Council agrees that there is a actual or potential conflict of interest, the City Council shall, within thirty (30) days, take formal action to appoint a special replacement appointee to the Ethics Commission to hear and decide the matter that is subject of the conflict. The special replacement appointee shall retire from service once the matter at hand has been disposed of, and the regularly appointed Ethics Commission member shall resume service for the remainder of the Ethics Commission member's term.

(Ord. No. 2012-1, 1-10-12)

Sec. 1.15.126 - Chair/quorum.

(a) The Ethics Commission shall elect a chairperson, who shall preside over the hearings before the Ethics Commission. The chairperson shall serve a one-year term. The City Secretary shall be the repository of all filings and records of the Ethics Commission.

(b) The Ethics Commission may evaluate and discuss its own policies and procedures as well as recommendations to the City Council concerning matters related to the standard of conduct for city officials and employees that are unrelated to any pending complaint. The quorum for such a meeting shall be three members, one of whom may participate in (and be considered to be present at) the commission meeting by use of remote technology, such as telephone or video conferencing. (c) If all five members of the Ethics Commission are present for a vote to sustain or dismiss a complaint or impose sanctions, four of the Commissioners must vote to sustain the complaint or impose the sanctions; otherwise, it must be dismissed. If four members of the Ethics Commission are present for a vote to sustain or dismiss a complaint or impose sanctions, three of the Commissioners must vote to sustain the complaint or impose sanctions; otherwise is shall be dismissed. If three members of the Ethics Commission are present for a vote to sustain or dismiss a complaint or impose sanctions, all three of the Commissioners must vote to sustain the complaint or impose sanctions; otherwise the complaint must be dismissed.

(Ord. No. 2013-27, 12-10-13)

Sec. 1.15.127 - Meetings.

The Ethics Commission shall meet when necessary to carry out its responsibilities, but in any event the Ethics Commission shall hold an annual meeting during the month of February to elect its chairperson. Any Ethics Commission member may call a meeting of the Ethics Commission, provided that reasonable notice is given to all other Ethics Commission members. All Ethics Commission meetings shall be noticed, posted and conducted in compliance with the Texas Open Meetings Act.

Sec. 1.15.128 - Jurisdiction of the commission.

The Ethics Commission shall have jurisdiction over complaints involving the employees as defined in this ordinance, members of the City Council, city officials and other persons appointed to serve the city by the City Council. The City Manager shall have exclusive jurisdiction and authority to investigate and hear

ethics complaints involving city employees that report to the City Manager or are employed in one of the City departments under the direction of the City Manager pursuant to the city's approved personnel policies.

Sec. 1.15.129 - Duties of the commission.

(a) The Ethics Commission shall:

(1) Make recommendations to the City Council concerning matters relating to the standard of conduct for city officials and employees.

(2) Maintain the confidentiality of any documents properly deemed confidential which are filed with the Ethics Commission. The documents shall be retained consistent with the City's records retention policies. (3) Review and investigate complaints related to violations of this article and issue written ruling(s).

(b) The Ethics Commission may:

(1) Prepare reports and make recommendations to the City Council regarding ethical issues affecting the city.

(2) Respond to inquiries from interested persons concerning policies and procedures of the commission.

(3) Seek any necessary assistance from the City Council and City Manager regarding financial support needed to carry out the Ethics Commission's duties.

(4) Adopt rules of procedures for carrying out this article.

Sec. 1.15.130 - Role of the City Attorney.

(a) The City attorney shall serve as legal counsel and staff liaison to the Ethics Commission. However, when complaints related to violations of this article are filed relating to the Mayor, City Council Members, City Manager, City Attorney, city prosecutor or municipal court judge, independent legal counsel must be retained by the Ethics Commission to perform the duties that otherwise would be performed by the City Attorney.

(b) The City Attorney shall serve as ethics advisor, only, to city employees and city officials, and shall not represent employees or city officials before the Ethics

Commission. As ethics advisor, the City Attorney is available to respond confidentially to inquiries from employees, city officials, and others appointed to serve the city by the City Council, on matters related to the content of this article. However, as legal counsel to the Ethics Commission, the city attorney may not advise or represent any person or party in any proceeding before the Ethics Commission.

(c) Upon receipt of an ethics complaint, the City Attorney shall conduct a preliminary analysis, review and investigation of the complaint. Upon completion of the preliminary analysis, review and investigation, the City Attorney shall forward a written report detailing the initial legal review and recommendation to the Ethics Commission for its evaluation and action. If a sworn complainant alleges a violation by the City Attorney, the review and analysis will be performed by the independent counsel.

#### Sec. 1.15.131 - Complaints.

(a) All complaints alleging a violation of this article and all other documents to be presented to or considered by the Commission shall be filed with the City Secretary with a file stamp showing the date of receipt. Complaints must:

- (1) Be submitted, in writing, on a form prescribed by the City Council;
- (2) Be signed under oath;
- (3) Ccite the provision(s) of this article allegedly violated; and
- (4) Provide the facts and evidence, if any, supporting the alleged violation.

Any false statements that are intentionally, knowingly, or recklessly made under oath by a complainant shall subject the complainant to legal redress, including potential prosecution under state law.

(b) All documents submitted to the Ethics Commission shall be supported by affidavit. Complaints and any evidence collected during the investigation of the alleged violation which are excepted from disclosure under the Public Information Act shall be kept confidential by the Ethics Commission, the City Attorney or independent counsel and City Secretary unless disclosure is otherwise required by state law or order of the state attorney general or a court of competent jurisdiction.

(c) Any complaint alleging a violation of this article is to be filed with the City Secretary within six months from the date on which the complainant knew of or should have known of the alleged violation. Complaints filed after that period will not be considered.

(d) No later than three business days after receipt of the complaint, the City Secretary shall acknowledge receipt of the complaint by certified mail, return receipt requested. At the same time, the City Secretary shall provide a file-stamped copy of the complaint and any supporting affidavits (1) to the Ethics Commission, City Attorney and any accused party. An accused party shall have twenty-one business days from receipt of the complaint to submit a sworn written response to the complaint to the City Secretary.

(e) All documents filed in connection with an ethics complaint or to be considered by the commission must be served on all other parties to the proceeding and the City Attorney or independent counsel. Any document which is filed but not served on all other parties to the proceeding and City Attorney or independent counsel may not be considered by the Ethics Commission.

(f) Within ten business days after receiving the written response, the City Attorney shall conduct a preliminary analysis, review and investigation of the complaint, including a review of any available evidence, to determine whether there appears to be a legal basis for the complaint. The City Attorney shall submit his or her written report to the Ethics Commission as set forth in [section 1.15.130\(c\)](#) above. Within ten business days after receipt of the City Attorney's written report, the Ethics Commission through the City Secretary shall notify the complainant and any accused party in writing delivered by certified mail, return receipt requested if the Commission intends to schedule a hearing or take other action concerning the complaint. If the Ethics Commission determines not to proceed, it shall, through the City Secretary, notify the complainant and the City Attorney or his or her substitute in writing that the complaint has been dismissed and that no further action will be taken.

(g) Any and all reasonable legal fees incurred by the accused party shall be paid by the complainant, if the Ethics Commission finds that there was no violation, and determines that the complaint was :

(1) Groundless as a matter of law; or

(2) Filed in bad faith; or

(3) Filed for the purpose of harassment.

Sec. 1.15.132 - Ex parte communications.

After a complaint has been filed with the City Secretary, and during the consideration of the complaint by the City Attorney or the Ethics Commission, neither the City Attorney nor a member of the Ethics Commission may communicate directly or indirectly with any party or representative of a party except at a meeting of the Ethics Commission. If the Ethics Commission needs assistance in gathering additional information or documents, it shall request the City Attorney (or his or her substitute) to perform that function for it.

Sec. 1.15.133 - Hearings.

(a) A hearing convened by the Ethics Commission may be open to the public or closed, if the hearing is permitted to be closed under the Open Meetings Act. At any stage of the proceeding, including but not limited to the hearing, any party may be represented by a licensed attorney. The Ethics Commission hearing shall be held as expeditiously as possible, but in any event no later than ninety days from the date the sworn, written complaint was received by the City Secretary. A continuance may be granted by the Chair only for good cause shown. The Ethics Commission hearing shall be transcribed by a court reporter, and the record of the hearing shall be maintained by the Ethics Commission as required by the City of Bastrop records retention policies. Witnesses before the Ethics Commission shall be placed under oath when providing testimony to the Ethics Commission. The Ethics Commission shall conduct the hearing under its own procedures. Formal rules of procedure, testimony, and evidence shall not apply.

(b) The issues at the formal hearing before the Ethics Commission shall be whether the act or omission that is the subject matter of the complaint (1) actually occurred, (2) whether the act or omission is a violation of the Ethics Ordinance, and (3) whether an award of attorney's fees is appropriate. The Ethics Commission may find a violation whether or not there is a financial loss. The Ethics Commission shall make its decision based on clear and convincing evidence. If the Ethics Commission determines that a violation has occurred, it shall state its finding(s) in writing, identify the particular provision(s) of this article that have been violated, and deliver a copy of its findings to the City Secretary, City Attorney, complainant, the accused party within twenty-one business days of closing the Ethics Commission hearing. Extensions of this time may be necessary and allowed in complex cases, but if an extension is required all interested parties



shall be notified of the extension. Evidence that there was no actual financial loss to any party as a result of the violation is not an excuse for a violation.

Sec. 1.15.134 - Sanctions.

(a) If the Ethics Commission determines that a city official, or employee has violated this article, it shall declare its findings along with any recommended sanctions in a report to the City Council. (b) If the Commission determines that a current or former city official or employee has violated this article, it may recommend to the City Council a private or public reprimand, temporary suspension, removal from office or employment, or any other sanction or corrective action within the power of the City Council.

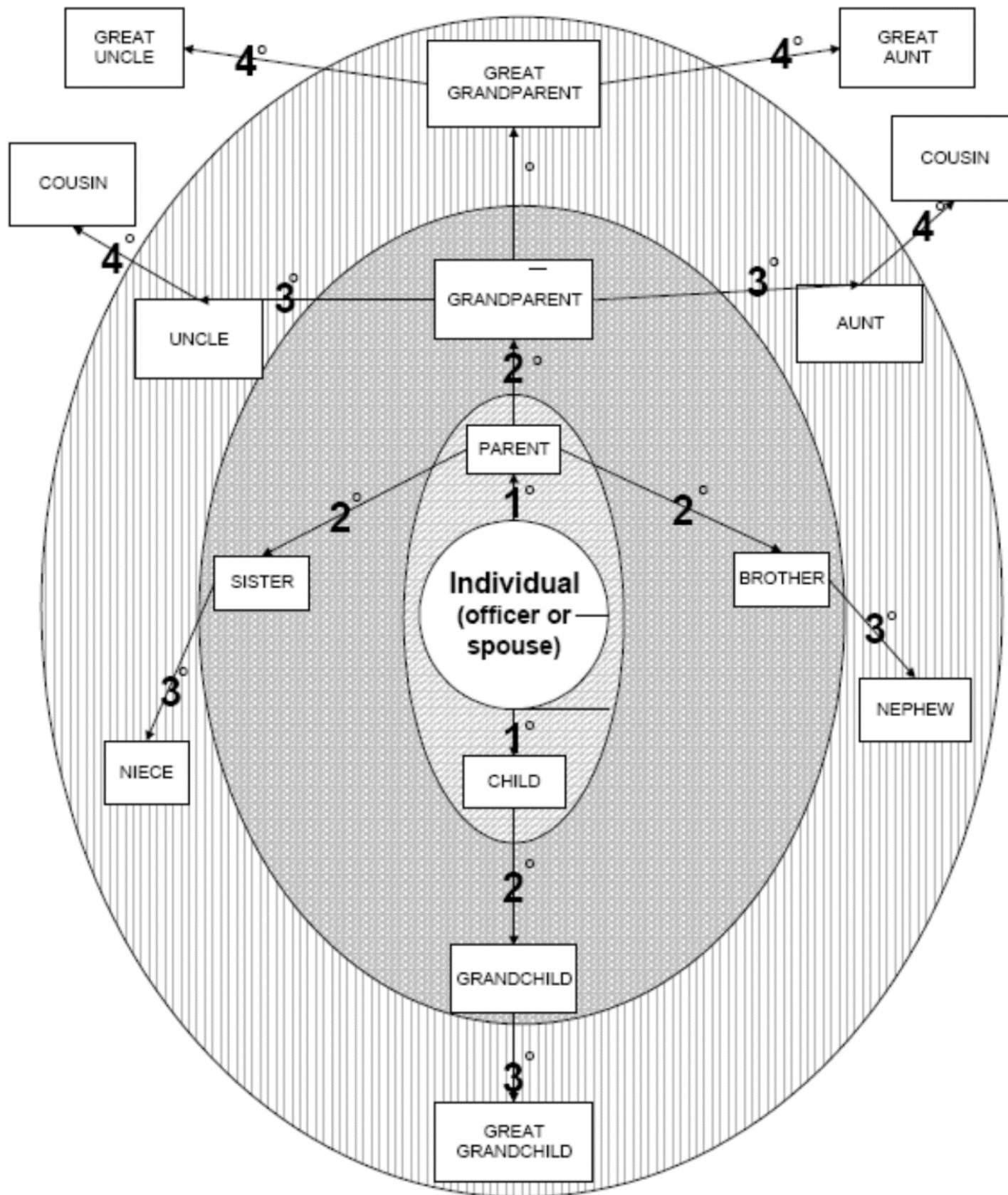
(c) In arriving at its recommendation, the Ethics Commission shall consider the seriousness of the violation, the importance of deterrence, the impact on public confidence in government, city officials and employees, the number of times the violation occurred, the mental state with which the violation was committed and any previous violations committed by the accused party. A written recommendation on the sanction to be imposed shall be forwarded by the Ethics Commission to the City Council, with a copy to the complainant and the accused party. In addition, the Ethics Commission's written recommendation on sanctions shall be delivered to the City Secretary, published in a local newspaper of the largest general circulation, and published prominently on the city's website for a minimum of twelve (12) months after the decision is issued by the Ethics Commission. (d) If the Ethics Commission determines that the wrongful act or omission occurred, but the facts indicate that the violation was unintentional and/or de minimis, the Ethics Commission may recommend that the complaint be dismissed and no sanction be imposed by the City Council. The Ethics Commission may, in its discretion, issue a clarifying opinion to help guide future cases.

(e) The City Council shall consider the Ethics Commission's recommended sanction and exercise its own judgment and discretion in determining what action, if any, shall be taken relating to the alleged violation.

(Ord. No. 2012-1, 1-10-12)

Secs. 1.15.136—1.15.150 - Reserved.

Attachment A



## Degrees of Relationship Chart

When determining the degree of relationship by consanguinity, the individual in the center is the officer. For relationships by affinity, the officer's spouse is the individual in the center.

Dear Manager, City Attorney, Judge, Mayor and Council,

I will not be in the country for the workshop considering the Ethics Ordinance revisions. As requested I am sending my notes to you for consideration. I am using as reference the redline that was attached to tonight's packet and will reference page and paragraph.

Page 1 under definitions. (1) City official - "...or employed, unless that person reports to the City Manager, or is employed in one of the City departments under the direction of the City Manager." If I understood Judge Duggan correctly this evening, the ethics ordinance does not apply to City employees who report to the City Manager. Does the City have employees, either full or part time, who do not report to the City Manager? If so who are they? I think the public need to be aware of exactly who is and who is not covered by the Ethics Ordinance.

Page 2, paragraph 2. While I am glad that the specific issue of the confidentiality of Executive Sessions and Pending litigation have been addressed I would suggest the removal of the words "or permitted" in the second last line of the paragraph. Disclosure that is required by State law is very clear as is a ruling by the state attorney general, or an order of a court with jurisdiction over the matter. "Or permitted" is open to many interpretations by the general public but has, I understand, very specific legal definitions. Unless there is some bona fide legal or constitutional reason for the inclusion of the phrase I believe the ordinance will be clearer without it.

Page 2 "Documents" - I am glad to see this included and presume it includes both emails, texts, snap chat, twitter etc.

Page 2 "Economic Interest" - as I stated this evening, "unpaid service by a city official or employee as an officer, director, advisor, or otherwise active participant in a non profit entity does not create for that city official or employee, an economic interest in the property of the organization." I believe this is a potentially difficult area for the unfair use of influence. For example - a City Council member may be in charge of fundraising for a particular non profit. The non profit, at the City Council member's direction, makes an approach to the City Council for funding as part of it's fundraising strategy. That City Council member should have to disclose his/her relationship with the non-profit and recuse themselves from voting. I'm not sure that the paragraph as written would force that to happen.

Page 3 Paragraph 3 "Knowingly means an actual awareness of the impropriety of the acts or omissions in question at the time of the act or practice complained of." As phrased this definition would simply require an accused person to say they were not aware what they did was improper at the time they did it and the Commission would be forced to dismiss. Given that there have been, at times, lengthy periods between Council Members taking office and receiving Ethics training, the opportunity for impropriety has been large. If awareness of impropriety is the standard then it should be mandatory that City officials receive their Ethics training prior to officially being in office in order that their awareness of potential impropriety is clear from the beginning of their terms.

Page 3 section (2) "Any unexcused failure to act etc". I am concerned at two things here. First the removal of the second part of the sentence stating that the inaction would affect the economic interest of the City Official. I don't see why that has been removed. Secondly the insertion of the word "unexcused". What does this mean? How would an inaction be excused? And by whom? We don't want hidden "get out of jail free" cards in the ordinance and without explanation this word seems strange.

Page 3/4 Definition of Recklessly. "The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary person would exercise under the same or similar circumstances." What constitutes gross? If undefined the word leaves a huge amount of latitude for various interpretations. I believe the word gross needs to be defined or, failing a definition, removed.

Page 4 - Section 1.15.002 - see notes earlier about defining or outlining what type of employee could be referred to that would be subject to the ordinance because they do not report to the City Manager or work in one of the Departments under the direction of the City Manager.

Page 5 - Accountability of City Officials

Mr. Bragg said the deletion of this entire section was done because it is unconstitutional. I would like to know how and why it is unconstitutional. He said that this section was covered elsewhere - I would like to know where in the Ethics ordinance, or the City Charter it is covered. To simply remove an entire section about Accountability of City Officials without a fuller explanation leaves many unanswered questions. The whole point of an Ethics Ordinance is so that the public can hold their City Officials accountable.

Page 9 - The addition of "This provision does not prevent a person who is a city official solely because of his or her service on a city board, body, commission or task force from representing a person or entity in litigation adverse to the City so long as the litigation is not related, directly or indirectly to is or her duties as a city official." This addition seems to be designed to free up lawyers. It flies in the face of reason. People who are City Officials should not represent clients who are suing the city. They have an inside track on the city, they have relationships with the city staff and council beyond that of the public. I don't understand the need to include this paragraph at all.

Page 9 - Executive Sessions - I was glad to see this addition but a little concerned at Mr. Bragg's comments about Council Members maintaining contact with litigants. That is a very thin and tricky line to walk and I think Council Members would do it at their peril.

Page 10 - Pending Litigation - Again I was glad to see this addition. Can one presume that "pending litigation" includes ongoing cases?

Page 13 2nd paragraph - the addition of "This section does not prohibit the City Council or City Manager from contracting with a former city official to perform consulting services for the Benefit of the City." I would like to know the reason for including this sentence. On it's face it seems open to abuse. Under this a Mayor could leave office on a Tuesday and be employed by the City as a consultant on a Wednesday. It does not seem right.

Page 14 - I am glad to see the inclusion of "gender identity".

Page 15 - Regarding membership of the Ethics Commission, I was glad to hear Council Member Ennis's comments on the inclusion of a clause that would prevent members of the Ethics Commission publicly backing political candidates or particular political positions that could be decided by public vote.

Page 17 - While I understand the thinking behind the super majority idea it makes the selection of the five candidates very, very important, so that the process cannot be politicized.

Page 17 - Jurisdiction of the Commission - "shall have jurisdiction over complaints involving the employees as defined in this ordinance" - as previously stated employees are not clearly defined.

Page 19 - Role of the City Attorney. - In a case where the Ethics Commission must retain independent legal counsel because the City Attorney would have a conflict of interest, is the independent legal counsel responsible for conducting the preliminary analysis, review and investigation and forwarding a written report detailing the initial legal review and recommendation to the Ethics Commission for its evaluation and action? It would seem counter intuitive for the City Attorney to have a conflict but still submit a report.

Page 19 - 1.15.131 (4) b. All documents submitted to the Ethics Commission shall be supported by affidavit. What exactly does this mean? For example, if documents are submitted that were the result of an Open Records Request what form of affidavit is required and from whom? If a photograph is submitted what does the affidavit have to say and who should swear to it?

Page 20 Paragraph (c) - Reducing the amount of time from 6 to 12 months after they knew is fair enough but how do you decided whether they "should have known"? That seems extremely vague. Who decides when a person "should have known"?

Page 20 Section (e) - Who is responsible for ensuring that all documents filed must be served on all parties? I suggest it should be the city secretary, not the complainant since the complainant past a certain point would not necessarily be aware if the accused party had retained counsel for example. Also a failure by the City Secretary, or whomever is responsible for distributing the documents, should not automatically mean such documents would not be considered. A complainant and an accused should have fulfilled their responsibility to the Commission and it's process by submitting the paperwork to the City Secretary. A failure by the city staff to follow through should not adversely affect the proper handling of the complaint.

Page 21(g) - the addition of "Groundless as a matter of law" is a big problem. As we have recently discovered, disclosure of the contents of an executive session was not unlawful although the intent of the Ethics Ordinance was to prevent such disclosure - hence the revisions to the Ordinance. No violation occurred as a matter of law. The inclusion of this provision places an undue burden on any complainant. They could bring a complaint in good faith, not for the purposes of harassment, because they truly believe a violation has occurred and swear to that in an affidavit and still be held liable for any legal expenses of the accused party if the case was found to be groundless as a matter of law. Essentially this means that anyone bringing a complaint against an official will have to have their complaint reviewed by an attorney familiar with municipal law, prior to submission with no hope of recovering those legal fees. Given that the City Council has, as a specific matter of precedent, voted to recompense any city official's legal fees in such cases this provision is unnecessary and seems designed to prevent any normal person from registering what they believe is a valid complaint. Furthermore the initial review by the City Attorney or the special counsel should determine the legal status prior the commission handling the complaint. It is really important to note that the dismissal of something as a matter of law does not mean that the event complained of did not happen or that damage was not done. It does not necessarily mean the accused is innocent - it can mean, in criminal parlance, that they are getting off on a technicality. A person who has brought a complaint in good faith should not be penalized financially because the accused gets off on a technicality.

Page 21 Hearings - Nothing I have read in the ordinance or the revisions seems to cover the potential for the contents of the complaint being available to the press and the public via an ORR prior to an adjudication by the Commission. I think this is a serious issue. No un-adjudicated

complaint should be made public prior to it being heard by the commission. I am anxious to hear how the Commission and the City intends to deal with this difficulty.

Page 22 - "The Ethics Commission may find a violation whether or not there is a financial loss." - What does this mean and why has it been included? A financial loss to whom? The City? The Accused? The Complainant?

"Evidence that there was no actual financial loss to any party as a result of the violation is not an excuse for a violation". Again what does this mean? I do not recollect any references to financial loss in the previous version of the ordinance and would like to know why this has been included and what it is intended to cover.

Page 23 (d) - If a violation occurs that was unintentional the complaint should not be dismissed. The action recommended should, at the very least, include some education of the accused so that further violations would not happen. Dismissing a case on that basis suggests that nothing happened. The complainant and the public should be made aware that something did happen but that it was not serious and therefore no action was being taken. Dismissal of a complaint should mean innocence and will certainly be interpreted that way by the accused and by the public. A dismissal when there was wrongdoing, however unintentional, sends the wrong signal to everyone concerned.

Page 23 (e) - This is tricky. Theoretically if you have a council where the majority of members do not have much respect for ethics - then the good work of the Ethics Commission can result in absolutely no action by the council, which would undermine the whole point of the exercise.

Someone with a more erudite and legal mind than mine may have other comments but these are mine. There is nothing more important than open and ethical government. No one wants to see unsubstantiated, frivolous or bad faith accusations and the ordinance should certainly protect city officials from that - however the ordinance should not be pitched in such a way that it is financially onerous for a regular citizen to report what they sincerely believe to have been wrongdoing, or make the bar for proving wrongdoing so high as to be unattainable.

It should also be remembered that laws, codes and ordinances are constantly improved by being challenged and tested. The recent testing of the Ordinance has resulted in much-needed, substantial revisions which will serve the citizens of Bastrop better in holding their representatives and officials to the high standards of behavior they deserve.

Sincerely

Conor McAnally

Hello, my comments follow each section, which is copied from the revised text. I can not attend meeting so I am sending you these comments.

Sincerely,

Herb Goldsmith, Bastrop Tx.

### **Sec. 1.15.062 - Employment relating to a city contract.**

(a) Performance of compensated work. A former city official or employee shall not, within two (2) years of the termination of their official duties, perform work on a compensated basis for any entity other than the city, relating to an existing contract with the city, if he or she personally and substantially participated in the negotiation or awarding of the compensated work. The City Council shall be the final decision making authority concerning whether the participation of a city official or employee in a matter was sufficiently "substantial" to trigger this prohibition. The city may waive this provision, after a public hearing on a request by a former city official or employee to do so, if it is in the public's best interest to do so.

(b) Personal interest in city contracts. A city official or employee shall not, either during their service with the city or within twelve (12) months of the termination of the official duties, have an economic interest, direct or indirect, in any contract with the city, nor shall they be financially interested, directly or indirectly, in the sale to the city of any land, materials, supplies or service. Any willful violation of this section shall constitute malfeasance in office, and any city official or employee violating this section shall forfeit his/her office or position. Any violation of this section, with the knowledge expressed or implied of a person or corporation contracting with the city, shall render the contract involved voidable by the Council. (See also city charter, [§Section 13.01.](#)) This section does not prohibit the City Council or City Manager from contracting with a former city official to perform consulting services for the benefit of the City.

Herb's comment: It does prohibit the City Manager and City Council from contracting via consulting services if they meet the elements of Part b above. The City Manager already receives a severance package. Who decides whether or not it is a violation of Part b? Also, while in office, a city

official could impact outcomes that may steer consulting services toward them after termination from office.

City affairs must be conducted without bias or prejudice. A city official or employee shall not, in the performance of official duties, manifest by words or conduct, bias or prejudice toward any person, group, or entity, including bias or prejudice based upon race, sex, religion, national origin, disability, age, sexual orientation, sexual identity, or socioeconomic status, and shall not permit others subject to his or her direction and control to do so.

Sec. 1.15.092 - Exceptions.

A city official or employee is not in violation of this section~~liable under this provision~~:

(1) For conduct undertaken in good faith to implement an existing city policy, or to carry out the directions of a superior if the violation is unknown to the city official or employee acting upon a supervisor's direction; or

(2) For ~~conduct involving the legitimate~~ advocacy of issues involving a position relating to race, sex, religion, national origin, disability, age, sexual orientation, gender identity, or socioeconomic status in litigation or similar proceedings, or incidental to the formation of city policy.

Herb's comment: Gender identity and sexual orientation on both beginning and #2 above. Actually, the two should be exactly the same.

Sec. 1.15.121 - Creation of ethics commission.

An ethics commission is hereby shall be created and consists of five three (3) members, all of whom must reside within jurisdiction of the city, which for purposes of this article expressly includes the city's extraterritorial jurisdiction. ~~Within sixty (60) days of its adoption of this article, e~~Each member of the City Council may will submit to the Mayor city attorney names of recommended appointees for vacant positions. The ~~city attorney will provide the recommended appointees to the M~~mayor, shall who will make the appointment or appointments, subject to confirmation by the then appoint the three (3) members of the ethics commission, upon concurrence of the members of the City Council. Members of the Eethics Commission may not hold or be a candidate for any city elected or appointed city office any time during their service on the ethics commission.



Herb's comment: "who will" above should be crossed out.

Sec. 1.15.126 - Chair/quorum.

(c) If all five members of the Ethics Commission are present for a vote to sustain or dismiss a complaint or impose sanctions, four of the Commissioners must vote to sustain the complaint or impose the sanctions; otherwise, it must be dismissed. If four members of the Ethics Commission are present for a vote to sustain or dismiss a complaint or impose sanctions, three of the Commissioners must vote to sustain the complaint or impose sanctions; otherwise is shall be dismissed. If three members of the Ethics Commission are present for a vote to sustain or dismiss a complaint or impose sanctions, all three of the Commissioners must vote to sustain the complaint or impose sanctions; otherwise the complaint must be dismissed.

Herb's comments: There should not be a vote for sustaining or dismissing unless at least 4 members are present. The rule above could apply to other decisions needed by the commission, but only 3 are not appropriate for a sustaining or dismissing a case.



# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 5A

**TITLE:**

Receive a presentation from Kevin Berry, Environmental Enforcement Investigator for Bastrop County, regarding Bastrop County Household Hazardous Waste Program.

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 5B

**TITLE:**

Mayor's Report

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager

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

- June 29<sup>th</sup> was a busy afternoon. I started with a ribbon cutting for the Bastrop County Republican Party, then attended the Downtown Business Alliance Happy Hour before I headed to our first Budget Workshop meeting. Several citizens attended and the City Manager and Staff did an excellent job of presenting the FY2018 Budget process.
- June 30<sup>th</sup> – time for the Chamber's Patriotic Festival. As promised, I participated in the "Run, White and Blue 5K Glow Run." I know I said I would be walking, but my competitive streak took hold and I ran with my daughter. We were not as fast as my grandkids but we all enjoyed the finish line! Friends and family had a great time.



- July 1- time to judge the "Pet and Pal Parade." Thankfully, I had help from the City Manager and Chief Adcock. I got to see my first Fire Leopard Gecko!



- The Patriotic Festival was in full swing all day Saturday - special thanks to the Chamber of Commerce staff and City crews that helped make the event such a success. The Austin Symphonic Band and Fireworks were outstanding and everyone had a great time.
- July 6 – I helped celebrate “Simply Sweet” five (5) year anniversary of being in business. I watched the cupcake eating contest and contributed to their video. My favorite flavor is Strawberry Lemonade Cheesecake.
- Farm Street Opry – My husband and I always enjoy the opry and this month was no different. I was happy to see so many folks at the event that continues to grow.
- On Friday, July 7, I attended the funeral for Mike Fisher. Our thoughts and prayers are with his family. Mike will be missed by folks all over Bastrop County
- First Friday Art Walk – We always enjoy seeing all the friends and visitors enjoying the evening.

**Upcoming events:**

- July 13 – Ribbon Cutting: Bastrop Financial Planning; Mitchell Hardin
- July 14/15 – Council Retreat
- July 17 – BEDC meeting
- July 20 – Quarterly Community Relations Board  
Budget Workshop
- July 22 – Library’s Big Game Summer Finale Party
- July 25 – Volunteer of the Year Award  
City Council Meeting





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 5C

**TITLE:**  
Councilmembers' Report

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





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 5D

**TITLE:**

City Manager's Report

**STAFF REPRESENTATIVE:**

Lynda Humble, City Manager





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 7A

**TITLE:**

Presentation on Copper Exceedance and Public Notification

**STAFF REPRESENTATIVE:**

Trey Job, Managing Director of Public Works and Leisure Services.

**BACKGROUND/HISTORY:**

The City of Bastrop received a letter from the TCEQ (Texas Commission on Environmental Quality) regarding a copper exceedance at one or more of our 40 sample sites. We notified the homeowners in April that we were within the 90<sup>th</sup> percentile. This percentile is determined by the TCEQ by multiplying the number of samples (40) by 90%. Samples are in order from high to low. If any of the samples below number 36 are found to have a high copper level, we are required to send notice to the entire water system.

Since that time, we have increased the polyphosphate blend we feed at the water treatment plant. This change will build a phosphate scale on the line to reduce corrosion on the homeowners' side of the meter. The next required test is from July to September. However, in order to ensure we are providing appropriate water quality between State required testing dates, we took samples at the homes that previously had a copper exceedance level of 1.3 MG/L after we adjusted our process, and are now waiting on the test results. In addition, we have hired CH2M to perform some water quality modeling to develop proper process controls for our treatment plant operators. As the seasons change, the City's water source will change as well. These procedures will help us be better prepared to address such changes.

**POLICY EXPLANATION:**

The City is required to maintain its infrastructure for all utilities and is given authority to do so in the Local Government Code. Not only is the authority to maintain our infrastructure found in the Local Government Code, but it can be found in the State Water Code as well. The authority, and responsibility to regulate water and wastewater utilities has been given to Texas Commission on Environmental Quality, and all Public water systems are required to follow the rules and regulations.

**RECOMMENDATION:**

For presentation only. We will be mailing out a letter, which has required language by TCEQ within the next few weeks. We want to notify the public of this matter prior to receiving the letter.



# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 7B

**TITLE:**

Presentation from Organizations applying for FY2018 Community Support Funding.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The organizations applying are:

- Austin Habitat for Humanity
- Bastrop County Child Welfare Board
- Bastrop County Emergency Food Pantry and Support Center
- Bastrop County First Responder, Inc.
- Bastrop County Long Term Recovery Team
- Bastrop County Women's Shelter, dba Family Crisis Center
- Bastrop Pregnancy Resource Center
- Capital Area Rural Transportation Center (CARTS)
- Children's Advocacy Center (CAC)
- Combined Community Action (CCA)
- Court Appointed Special Advocates (CASA)
- The Honor Choir
- In the Streets Hands Up High Ministry
- Keep Bastrop County Beautiful
- Literacy Volunteers of Bastrop
- MEELJ Justice Center, Inc.
- Mission U-Too

**POLICY EXPLANATION:**

Organizations providing charitable services to the citizens of Bastrop, that could be provided by the City of Bastrop, are eligible to apply for Community Support funding.

**FUNDING SOURCE:**

Bastrop Power & Light Fund

**RECOMMENDATION:**

**ATTACHMENTS:**

- Applications



**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Austin Habitat for Humanity, Inc.		06/27/2017	
Official Name of Organization		Date	
500 W Ben White Blvd	Austin	TX	78704
Address	City	State	Zip
Sherri Goodman, Director of Grants & Contracts		sgoodman@austinhabitat.org	
Contact Person		E-mail	
512-472-8788 x111		512-367-5712	
Phone Number		Fax Number	
74-2373217		73651401	
Federal ID #		State ID #	

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$10,000.00

Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

**RECEIVED**

JUN 29 2017

CITY OF BASTROP  
 FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

Austin Habitat for Humanity respectfully requests an investment of up to \$10,000 in support of our 2018 Home Repair Program. The proposed funding will be used to complete critical home repairs for at least two (2) low-income homeowners in the City of Bastrop. These repairs will address deficiencies in structure, safety, accessibility, and/or livability. We focus our repairs on meeting the individual homeowners' needs while ensuring that the home remains a safe, secure, and affordable place to live for the extended future.

Describe the organization's purpose.

Austin Habitat for Humanity brings people together to build homes, communities, and hope. We are dedicated to breaking the cycle of poverty through the provision and preservation of affordable homeownership. Our programs are designed to help low-income families create and sustain homeownership as a means to develop individual financial stability, strengthen families, and revitalize entire communities.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

In its 30-plus year history, Austin Habitat for Humanity has completed critical repairs on more than 290 homes and built 425 new homes, making it the largest provider of affordable homeownership opportunities to low-income residents in Central Texas. Austin Habitat founded the nation's first ReStore in 1992, which has diverted over 21 million pounds of waste from landfills. Austin Habitat was awarded the title "Affiliate of Distinction" by Habitat for Humanity International for successes in innovation, community development, and financial sustainability. In a country of more than 1,300 Habitat affiliates, Austin Habitat is one of only 5 affiliates that received the award three consecutive times.

Our Home Repair Program began in 2006, providing exterior painting and light repair work. Realizing the needs of our communities go beyond light exterior work, it has evolved into a critical repair program. Two full-time staff members manage the delivery of this program, and we utilize both volunteers and subcontractors to complete the work. The team is led by our VP of Construction, who has more than 10 years of residential construction experience, including experience working with two Habitat for Humanity affiliates.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

N/A. Our last in-kind service from the City of Bastrop was the waiving of our permit fees for new construction of a Habitat home in June 2015.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

Since June 1, 2016, we have served one City of Bastrop family through our Affordable Homeownership Program and have served one City of Bastrop family through our Home Repair Program. In that same time we have served 17 families in Affordable Homeownership and 35 families in Home Repair. As such, 4% of our programs have been in service to Bastrop families.

In the same time, we have served two other families in Bastrop County through Affordable Homeownership and will serve one additional Bastrop County resident through Home Repair before the end of 2017.

**PROGRAM SERVICES**

Describe your program services.

The Home Repair Program provides critical home repairs to low-income homeowners at no-cost to help them remain in their homes. This allows us to preserve existing affordable housing stock instead of always needing to build it from the ground up.

To be eligible for the Home Repair Program, applicants must own and occupy their own homes, must earn less than 60% of the Median Family Income, and must be unable to complete the home repairs on their own. In addition, applicants must be willing to partner with Austin Habitat by participating in all aspects of the project's process, including performing repairs to the best of their abilities. After a home assessment is done, Austin Habitat prioritizes emergency and accessibility repairs, including installing smoke detectors, making accessibility modifications (installing ADA ramps, grab bars, and hand rails), replacing doors and windows, patching or replacing roofs, restoring structural integrity to the house, and replacing electrical and mechanical systems. As many repairs as possible are completed with the help of volunteer labor, while skilled repair projects are completed by qualified subcontractors. All Home Repair clients are also made aware of Austin Habitat's free foreclosure prevention and housing counseling classes, which are available to them as well.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

City of Bastrop funds will be applied to the purchase of materials to complete 2 home repair projects for low-income homeowners in Bastrop. We will spend \$5,000 of the funding on each home. We will leverage other sources of support as much as possible, including in-kind donations, volunteer labor, and additional funding, to maximize our impact.

How will the program services benefit the community?

The Home Repair Program works toward keeping low-income homeowners in safe, familiar, and sustainable surroundings. This contributes to neighborhood revitalization by breaking the cycle of poverty housing; preserving beautiful and historic neighborhoods; restoring safety within homes; and inspiring homeowners and volunteers. Many of our clients are elderly and/or disabled, and this program is often the difference between staying in their chosen homes and communities and transitioning to unwanted and unaffordable nursing homes and assisted living facilities.

The program is considered successful when the repairs completed allow existing low-income homeowners to continue living in their homes under better conditions. These repairs improve the comfort, safety, accessibility, energy efficiency, and affordability for our clients. Following the completion of repairs, Home Repair Program staff complete a home walk-through with clients to ensure they understand what repairs took place and are satisfied with the repairs.

In addition to the benefits on the clients, this program also benefits the community by preserving the existing affordable housing stock.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

With the proposed funding, we anticipate serving 2 families or approximately 8 people. This translates as less than 1% of the current population, but by preserving Bastrop's existing affordable housing stock, this funding will benefit Bastrop citizens for generations to come.

In 2012, Austin Habitat made a commitment to expanding our service area to include Bastrop County. Austin Habitat has completed three home repair projects within the City of Bastrop since 2015, and we expect to complete another home repair project in Bastrop County by the end of this year. We have built two affordable homes since 2016 within the City of Bastrop. Bastrop-area residents are becoming increasingly aware of our presence in their communities - we are receiving 15-20 inquiries to our Home Repair program from Bastrop County residents each month, many within the city limits of Bastrop. Keeping our commitment to serve our rural communities, Austin Habitat leverages your investment to complete more affordable housing projects in Bastrop. Austin Habitat respectfully requests up to a \$10,000 investment from the City of Bastrop to allow us to complete 2 more home repairs within the city limits in 2018 in order to meet increasing demand.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

According to the 2013 American Community Survey, 27.2% of seniors (60+) in Bastrop spend more than 30% of their income on housing expenses. This translates to 3,666 senior citizens that are cost-burdened. Additionally, of the 13,481 seniors in Bastrop, 16.1% live at or below 150% of the poverty level. These families are unlikely to be able to afford basic repairs, let alone complete critical repairs or accessibility upgrades.

To our knowledge, there are no other organizations providing critical home repairs in the City of Bastrop, as we have previously looked for organizations to which we could refer people who called us from Bastrop looking for assistance. If or when we come across such an organization or entity, we would happily engage in a partnership to maximize our impact.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

Austin Habitat maintains information on all of the individuals and families we serve. City of Bastrop residents will be easily identifiable in our database based on client addresses.

How will you evaluate if you were effective?

The first step in this process is to involve the homeowner and make sure that we are meeting their needs with the service that we provide. This feedback is taken into consideration when planning and executing home repairs for other clients. Additionally, all of our repairs come with a one-year warranty that allows us to ensure lasting results and high-quality work.

Last year, as part of the Austin Housing Repair Coalition, Austin Habitat for Humanity integrated a national framework called the Green and Healthy Homes Initiative ([www.greenandhealthyhomes.org](http://www.greenandhealthyhomes.org)) into our existing Home Repair program. This initiative allows us to provide more comprehensive home repairs focusing on 8 key elements of a green and healthy home. Our Home Repair program evaluation processes have recently been redesigned to incorporate this framework and include both qualitative and quantitative data. We have fully implemented this new evaluation process in 2017, which includes conducting a pre- and post- survey with every Home Repair Program to evaluate the program's impact.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

Austin Habitat is a founding and active member of the Austin Housing Repair Coalition (AHRC). We participate in city-wide evaluations that help us understand the impact of home repairs both on the family and the home. In 2012, AHRC released a report detailing the outcomes of the repairs. These outcomes included a 66% increase in respondents that felt safe in their homes and 67% of respondents with breathing/asthma issues before the repairs reporting improved breathing ability. 40% of the respondents reported an improved financial situation after the repairs, due to reduced utility bills, maintenance costs, and medical expenses. In the pre-survey conducted with a Bastrop client in early 2017, the client disagreed with the statements "I feel safe in my home in its present condition" and "I can safely have children visit or stay in my home in its present condition." With the help of City of Bastrop's investment, Austin Habitat replaced the deteriorated roofing and fascia, fixed electrical circuit to the dryer, made modifications to the tub/shower, installed a hood vent and exhaust fan, among other improvements. After Austin Habitat completed the critical repairs, the client strongly agreed with all the statements in the survey and said the repairs made her home warmer and safer.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

**Phyllis Snodgrass**

Digitally signed by Phyllis Snodgrass  
DN: cn=Phyllis Snodgrass, o=Austin Habitat for  
Humanity, ou, email=psnodgrass@ahfh.org, c=US  
Date: 2017.06.28 11:59:34 -05'00'

Authorized Signature for the Applicant

**Phyllis Snodgrass**

Name Printed or Typed

**06/28/2017**

Date

**Chief Executive Officer**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.

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CITY OF BASTROP

2018 COMMUNITY SUPPORT FUNDING APPLICATION

JUN 29 2017

ORGANIZATION INFORMATION:

Bastrop County Child Welfare Board

CITY OF BASTROP  
FINANCE DEPARTMENT  
06/28/2017

Official Name of Organization	Bastrop	TX	78602
Bastrop County Child Welfare Board			
Address	City	State	Zip
804 Pecan			
Contact Person	E-mail		
William Pina	commissionerwilliepina@utexas.edu		
Phone Number	Fax Number		
512-303-4136 (h); 512-796-2164 (cell)	80-0714683		
Federal ID #	State ID #		

Is your Organization:

501(c)3

Other (provide description) non-profit without 501(c) 3

\$ 2,200.00

Funding Amount Requested

Required Attachments:

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.

Provide a brief summary on why you are requesting funds:

To advocate for the welfare of children in Bastrop County. Board members interpret the child welfare program to county residents by increasing public awareness. Citizens become involved through activities such as the observance of Child Abuse Prevention Month in April and other community awareness and informational events. The Child Welfare Board develops policies governing the allocation of board funds, acts as financial liaison between the Texas Department of Family and Protective Services (DFPS) and the county commissioners, represents the child welfare program to the community, and sponsors special events for foster parents and children served through Child Protective Services (CPS). The Child Welfare Board is authorized in Texas Family Code, Subsection 264.005.

Describe the organization's purpose.

To advocate for the welfare of children in Bastrop County. Board members interpret the child welfare program to county residents by increasing public awareness. Citizens become involved through activities such as the observance of Child Abuse Prevention Month in April and other community awareness and informational events. The Child Welfare Board develops policies governing the allocation of board funds, acts as financial liaison between the Texas Department of Family and Protective Services (DFPS) and the county commissioners, represents the child welfare program to the community, and sponsors special events for foster parents and children served through Child Protective Services (CPS). The Child Welfare Board is authorized in Texas Family Code, Subsection 264.005.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

The Bastrop County Child Welfare Board will consider fund assistance requests for Bastrop county foster children on items such as educational trips; support classes; school supplies; car seats; clothing; misc. personal items; Xmas gifts; birthday cards, and promoting awareness of child abuse prevention month activities.

How will the program services benefit the community?

The foster children that are supported through the Bastrop County Child Welfare Board need the same things as other children. As advocates and sponsors to this organization you are an important key to letting these children know they are loved and important. Please support the foster children in Bastrop County through our efforts.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

The Bastrop County Child Welfare Board will fund assistance to foster children in Bastrop County on items such as educational trips; support classes; school supplies; car seats; clothing; misc. personal items; Xmas gifts; birthday cards, and promoting awareness of child abuse prevention month activities. The percent of foster children in the City of Bastrop is estimated at 10%.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

Currently, there are currently 123 (April 2017 report) children in foster care. The number of children in foster for last year for the same period was 139 (April 2016 report). The requests for foster care children are submitted by the Child Protective Services staff. Each requests documents the reason for the request and if other resources were explored and reason request was not funded through other funding sources.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

Our quarterly reports reflect the Bastrop County Child Welfare Board provided fund assistance on items such as educational trips; support classes; school supplies; car seats; clothing; misc. personal items; Xmas gifts; birthday cards; for 2014 as follows:  
1st qtr-- 49 children served;  
2nd qtr-- 62 children served;  
3rd qtr-- 114 children served;  
4th qtr-- 36 children served

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

None

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

The Child Protective Services Board report for fiscal year 2017 to date reflects the total number of children that come under the umbrella of Child Protective Services during a critical time of their lives.  
For 2017, the monthly average in foster care (Sept 2017 - April 2017) was 125 children.  
For 2016, the monthly average in foster care (Sept 2015 - August 2016) was 145 children.

**PROGRAM SERVICES**

Describe your program services.

To advocate for the Welfare of the children. Board members interpret the child welfare program to county residents by increasing public awareness. Citizens become involved through activities such as the observance of Child Abuse Prevention Month in April and other community awareness and informational events. The Child Welfare Board develops policies governing the allocation of board funds, acts as financial liaison between the Texas Department of Family and Protective Services (DFPS) and the county commissioners, represents the child welfare program to the community, and sponsors special events for foster parents and children served through Child Protective Services (CPS). The Child Welfare Board is authorized in Texas Family Code, Subsection 264.005.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

Quarterly reports are prepared by the Treasurer which include the number of children served and services provided.

How will you evaluate if you were effective?

The monthly report from the Child Protective Services staff provides information on foster care statistics in Bastrop County.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

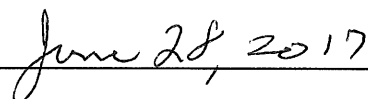
The monthly report provided by the Child Protective Services staff provides information on foster care statistics in Bastrop County.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
\_\_\_\_\_  
Authorized Signature for the Applicant

**William Pina**

Name Printed or Typed

  
\_\_\_\_\_  
Date

**Chair**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Bastrop County Emergency Food Pantry & Support Center Inc.		06/21/2017	
Official Name of Organization		Date	
806 Fayette Street	Bastrop	Texas	78602
Address	City	State	Zip
Tresha Silva	director@bastropfoodpantry.org		
Contact Person	E-mail		
512303-0033	5123214544		
Phone Number	Fax Number		
742485884			
Federal ID #	State ID #		

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$20,000.00  
Funding Amount Requested

- Required Attachments:**
- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
  - 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested
  - 3) Copy of 501 (c) letter from Internal Revenue Service
  - 4) Identify other sources of funding
  - 5) List of all Board Members

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

The Bastrop County Emergency Food Pantry & Support Center, Inc. (BCEFP) is requesting \$20,000.00 in funding from the City of Bastrop. These funds will be used to support our programs, services, and operational cost. There are Bastrop City citizens that are disadvantaged individuals, low-income seniors, the disabled and homeless that will benefit from BCEFP services.

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CITY OF BASTROP  
FINANCE DEPARTMENT

Describe the organization's purpose.

The mission of the Bastrop County Emergency Food Pantry & Support Center is to serve Bastrop County Residents going through periods of transition by providing Emergency Food Assistance, Education & Support.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

Bastrop County Emergency Food Pantry & Support Center Inc. has 30 years of experience in fight against hunger and poverty. We are a tool that City of Bastrop citizens depend on to come to their aid when food insecurity hovers at their door step. This year are agency has been involved in cutting edge initiatives that really go beyond simply handing people a bag of food. Bastrop County Emergency Food Pantry is working with Texas Hunger Initiative to establish coalition to work toward "Hunger Free Communities". Bastrop County Emergency Food Pantry was one of the 6 agencies, selected by Central Texas Food Bank to be a part of a six-month pilot. The goal of this program is to provide healthier food choices to pantry clients. Our agency is now recognized as a nutritious pantry. We worked with a team of students from Texas A&M University on a project called Famine to Feast. This project gave our agency an opportunity to work with some master level students that allowed us to look at service delivery and how to optimize all resources. We are excited to announce that two of our staff members have been trained as Navigators for SNAP assistance. This allows us to help our clients apply for SNAP right here in our office. This is a time and resource savings for our clients and it moves them toward food security. In 2016, BCEFP provided services to 10,348 households and 18,443 people in the County and distributed over 323,000 pounds of nutritious food.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

The City of Bastrop has always been an important partner to the Bastrop County Emergency Food Pantry's mission. The most recent in-kind support that BCEFP received was in 2015. The City once provided the Food Pantry in-kind support by waiving the \$50.00 permit fee for hanging a sign on the Old Iron Gate Bridge to support our fund-raising efforts for our largest fundraising events, Empty Bowl Project and Sound of Sharing (SOS).

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

In 2016, an estimated 59% of our total organizations resources benefited the City of Bastrop and its citizens.

**PROGRAM SERVICES**

Describe your program services.

Our Emergency Food Assistance Program (EFAP) gives food to insecure individuals and families a 45 day a supply of healthy food made up from the USDA My Plate as this is the most current daily food recommendation. In addition to providing emergency food, EFAP helps clients in need with referral information, counseling, system navigation, and financial literacy.

Our Brown Bag and Open Arms Programs help low income elderly citizens (Brown Bag Program) and children and adults who have physical or mental disabilities (Open Arms Program). Brown Bag and Open Arms members receive a monthly supplement of nutritious bag of food. Members also gain access to healthy whole grain, protein and fresh produce three times a week through our Whole Grains distribution. Transportation is also provided to our senior program participants weekly.

Our Senior Education Program provides social, health, and nutritional activities and transportation twice a month to at-risk elder clients in our community.

Our Stronger Families Today Program (SFT) provides financial education workshops, case management and financial assistance to low-income individuals. SNAP application assistance is provided weekly.

Our Fresh Food for Families Program gives all Bastrop residents access to fresh fruits and vegetables once a month.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

BCEFP will use the awarded funds to support the day to day operational cost for the following programs: Emergency Assistance, Brown Bag & Open Arms and Senior Education Programs.

How will the program services benefit the community?

Hunger is a serious issue in Bastrop County, 14.4 percent of the residents, live in households that are food insecure. Food insecure households lack access to enough food for healthy and active lives. Those households face many challenges such as health issues like having at least one member that is battling high blood pressure or type two diabetes.

BISD reported that more 73% of the children in the school district are eligible for free or reduced lunch through the federal school meal program. Children that live in food insecure households have a hard time focusing in the classroom and cause them have substandard academic achievement.

Our vulnerable low income seniors face the challenge of not having enough or the right amount of nutritious foods to take medications properly and this contributes to poor health. If the Bastrop County Emergency Food Pantry had to close its doors due to a lack of funding, those citizens who are under the poverty level, who are the working poor, or who are elderly and disabled, will go hungry. Our consumers are dependent on the Food Pantry and the services and programs we offer. We are taking healthy food and paring it with good programing to make the difference in the lives of others.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

BCEFP estimates 65% of our total organizations resources benefit the City of Bastrop and its citizens.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

Hunger is a serious issue in Bastrop County 14.4% of the residents do not know where their next meal will come from and 4,790 kids are hungry or facing hunger in our county. The Central Texas Food Bank distributed 1,723,263 pounds of food to Bastrop County and Bastrop County Emergency Food Pantry & Support Center Inc. is the largest partner they have in Bastrop County. (Feeding America Hunger Study 2015)

Our agency has ensured during tough times that people had a resource that could respond quickly and efficiently to their needs.

There is currently no resource like ours available in the City of Bastrop that can provide an holistic approach to meeting their needs in a way that addresses the root issues.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

Bastrop County Emergency Food Pantry & Support Center Inc. uses a program called Food Bank Manager. This program allows our agency to track the service we provide to our clients. We can run customized reports that can track and evaluate visit history, demographics and a number of areas that help improve the service we provide to our clients. The reports are used for planning and grant reporting.

How will you evaluate if you were effective?

We track the effectiveness of our programs by comparing years of service. We also review the input of our clients by reviewing client surveys. We have strategic goals set for our agency and our programs. Our board of directors receives monthly program reports to use as a tool to determine the level of impact our work.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

BCEFP assisted 10,348 households and distributed over 301,477 pounds of food in FY16. When you take that data and translate it into meals provided the number is 241,181 healthy meals. We have provided information and referrals to 592 households. Free transportation was provided to seniors on our program for a total of 421 trips for 2016. The City of Bastrop residents have benefited from those programs.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

**Tresha Silva**

Digitally signed by Tresha Silva  
DN: cn=Tresha Silva, o=Bastrop County Emergency Food Pantry &  
Support Center Inc, ou=Bastrop County Emergency Food Pantry &  
Support Center Inc, email=director@bastropfoodpantry.org, c=US  
Date: 2017.06.30 14:43:54 -0500

Authorized Signature for the Applicant

**Tresha Silva**

Name Printed or Typed

Return this application to:

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

**06/30/2017**

Date

**Executive Director**

Title

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.

**CITY OF BASTROP  
2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Bastrop County First Responder, Inc.		05/22/2017	
Official Name of Organization		Date	
P.O. Box 888	Bastrop	TX	78602
Address	City	State	Zip
James Green		president@bc-fr.org	
Contact Person		E-mail	
512-387-0911		512-800-7846	
Phone Number		Fax Number	
74-2491063		17424910630	
Federal ID #		State ID #	

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$20,346.35

Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding
- 5) List of all Board Members ✓

**RECEIVED**

JUN 30 2017

CITY OF BASTROP  
FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

We are a 100% volunteer organization that is a registered First Responder Organization with the Texas Department of State Health Services that routinely responds to emergency medical calls within the city of Bastrop. Last year, we responded to 182 emergency calls in the city alone. We will be graduating approximately 15-20 Emergency Medical Technicians in December and will need to equip them with the necessary tools which would enable them to respond and potentially save lives. Due to our limited budget and high cost of radios and Automatic External Defibrillators ( AEDs), we won't be able to equip these new providers once they become certified.

Describe the organization's purpose.

Bastrop County First Responders, Inc. is a First Responder Organization (FRO) made up of residents or persons employed in Bastrop County, whose mission is to provide emergency medical care to the sick and injured until an EMS unit arrives. Thereafter BCFR is to continue to assist as necessary, including accompanying the medic unit to the hospital.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

Bastrop County First Responders have been providing Emergency Medical First Response in Bastrop County since 1988. We are comprised of approximately 40 volunteer certified EMTs and Paramedics and respond to over 180 medical emergencies with an average response time just over 4 minutes within the city of Bastrop. Across Bastrop County, we respond to over 1,100 emergencies a year with an average response time of approximately 8 minutes. We also run a Training Academy that provides low cost initial Emergency Medical Technician - Basic courses approved by the Department of State health Services, that graduates approximately 30 students each year.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

We do not currently receive any in-kind services from the City of Bastrop. We did receive a one time donation of 6 radios from the Bastrop Police Department's Red Light Camera Fund in 2016.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

In 2016, 17% of the total call volume of the Bastrop County First Responders occurred within the city limits of the City of Bastrop. We are currently not able to report the number of citizens of the city of Bastrop that we provided services to that were outside the city at the time of their emergency.

**PROGRAM SERVICES**

Describe your program services.

Bastrop County First Responders, Inc. is a First Responder Organization (FRO) made up of residents or persons employed in Bastrop County, whose mission is to provide emergency medical care to the sick and injured until an EMS unit arrives. Thereafter BCFR is to continue to assist as necessary, including accompanying the medic unit to the hospital. Additionally, we provide medical stand-by services at community events in the city such as the Patriotic Festival, Run Your Ash Off fun run, and numerous rodeos at the Bastrop Rodeo Arena. Additionally, we provide low cost EMT-Basic certification courses in Bastrop.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

The funds will be specifically used to purchase 5 Automatic External Defibrillators and 5 Portable Radios to equip new Emergency Medical Technicians or replace aging equipment of existing First Responders that has exceeded its' useful life for the expressed use of responding to Emergency Medical 911 calls. (Quotes are attached for review)

How will the program services benefit the community?

We provide 911 emergency first medical response. Often we arrive minutes before the ambulance and start providing Basic and Advanced Life Support. After the ambulance arrives, we continue to assist in patient care to include help loading the patient into the ambulance and if necessary, assist in providing care enroute to the hospital. Occasionally, we arrive and determine that an ambulance is not needed and we are able to release that ambulance to respond to additional emergency calls.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

Based on a population of 8,231, we can estimate approximately 5% of the citizens of Bastrop per year will benefit from this funding. Since this funding will have a multi year impact, and the actual citizens of that 5% changes from year to year; one could argue that as much as 15-20% of the population stands to benefit from this funding.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

Bastrop County contracts with a private ambulance service based out of Austin to provide 911 response to the City of Bastrop. They are contractually obligated to respond to Life Threatening emergencies within 9 min and 59 secs 90% of the time. What if your emergency is one that falls in that remaining 10%? What if your medical condition can't wait 10 mins? We know that in cardiac arrest patients, irreversible brain injury starts within 4 to 6 mins without CPR. Our average response time is approximately 4 mins within the city. We work closely with the ambulance provider as well as the Bastrop Fire Department and Police Department to provide initial medical care during emergency responses.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

We routinely track and report monthly statistics which clearly identifies the number of emergency responses within the city of Bastrop.

How will you evaluate if you were effective?

With the increased number of responders, we can track and measure the increase in responses within the City of Bastrop. We can further track the response time difference that we are able to achieve compared to the ambulance provider.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

The difference that our organization makes is often difficult to quantify due to the nature of the services that we provide. It is rare that you can attribute a life saved to one single person's actions, as critical medical patients conditions are so complicated. We can certainly demonstrate the the shortened response times and the statistics of outcomes correlated to response time; but how can we express the effect on the patients and their families when they call 911 and a professional volunteer Emergency Medical Technician or Paramedic arrives in minutes when the responding ambulance is potentially responding from Elgin, Smithville, or even Austin?

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

**James M. Green**

Name Printed or Typed

**07/29/2017**

Date

**President**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Bastrop County Long Term Recovery Team			06/01/2017	
Official Name of Organization			Date	
P.O. Box 1975	Bastrop	Tx	78602	
Address	City	State	Zip	
Sheila Lowe			ed@bcltrt.org	
Contact Person			E-mail	
512-521-3001 ext. 1			512-521-3001	
Phone Number			Fax Number	
45-4463754				
Federal ID #			State ID #	

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$10,000.00  
 Funding Amount Requested

RECEIVED

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members

JUN 28 2017

CITY OF BASTROP  
 FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

Our request is to ensure that the Bastrop County Long Term Recovery Team remain operational to immediately and efficiently assist the citizens of Bastrop in the event of future weather events or disasters. It will also enable BCLTRT to continue to work with neighborhoods year-round to prepare for such incidents and lessen the impact of loss through educational workshops, safety trainings and disaster simulations.

Describe the organization's purpose.

The Mission of the Bastrop County Long Term Recovery Team is to assist low-income, uninsured and underinsured individuals and families with recovery from natural and man-made disasters.

This mission is accomplished by having affected individuals and families work closely with a case manager to identify their unmet needs and to assist with obtaining the resources necessary to meet these needs.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

The Bastrop County Long Term Recovery Team was established after the 2011 Bastrop County Complex Fires. Since our inception we have responded to one additional wildfire and four floods and wind events. In the City of Bastrop between 2015-2016, BCLTRT allocated and spent \$38,915 to complete repairs on eleven projects. BCLTRT also coordinated over 400 hours of volunteers for these eleven projects and fifteen additional properties for cleanups and home muck outs. These volunteer hours when figured at \$25 per hour, based on FEMA recommendations, total over \$10,000 in savings to Bastrop families. These volunteers with their time and skills allowed Bastrop citizens to remain and return to their homes as quickly as possible. The repairs completed by these volunteers also guaranteed that affected residents continue living in Bastrop. In total BCLTRT has rebuilt 144 homes and assisted or repaired over 50 homes for families with flood and wind damage.

The Bastrop County Long Term Recovery Team has received numerous awards for the work it has done. Most recently BCLTRT received the Governors Community Leadership Award for Disaster Response for 2016. Because of our experience we are often called upon to assist other communities in developing their own long-term recovery groups.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

The Bastrop County Long Term Recovery Team received a usage waiver for the use of the Bastrop Convention Center on 9/4/2016.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

In 2016 the Bastrop County Long Term Recovery Team completed 10 rebuilds from the Hidden Pines Fire and 30 home repairs from the 2015 and 2016 Memorial Day Floods. Of the 30 flood projects completed, 11 homes in the City of Bastrop received repairs in 2016 and 2017. The total amount spent for these projects is \$38,915.

**PROGRAM SERVICES**

Describe your program services.

BCLTRT will recruit and train neighborhood team leads to assist during disasters and weather events. The team lead will be responsible for working directly with BCLTRT to coordinate neighborhood damage assessments and gathering information about who needs shelter and clean-up assistance from volunteers. These leads will also assist with preparing a neighborhood plan to assist families with vulnerabilities, such as families with children and individuals with disabilities. Team leads will be expected to use BCLTRT forms to gather information and report their findings. This information will also be shared with other entities to assist in evacuations and rescues. Having actual individuals from the neighborhoods serve as team leads is beneficial to the neighbors and the overall program. Neighbors will receive guidance from someone known within their community. The program will have one point of contact and will be able to share information with that person or their designee to ensure immediate access to updates that are provided by city officials, the County OEM staff and volunteer groups.

It also enables BCLTRT to begin pre-planning for the needs of these families and allows the organization to start scheduling long term volunteer assistance. The result is a more organized way of handling future events and less impact of loss for the families affected.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

Our main goal is to continue providing long term recovery for families affected by disasters and weather events that have been declared by our local, state and federal government. We will continue to achieve this by supplying resources to Bastrop families, organizing repairs/rebuilds and/or by making sure families are prepared for any future incidents.

The objective of this funding request is to create prepared neighborhoods through neighbor participation in planning, damage assessments, and volunteer coordination.

How will the program services benefit the community?

BCLTRT is on standby to respond to any local, state or federal disaster and assist our citizens with disaster recovery. During times when we are not actively responding to or assisting with recovery with disasters in Bastrop County, BCLTRT is working to make Bastrop County better prepared for future disasters.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

In the past year 36 percent of our services were rendered within the city limits of Bastrop. The percentage is unknown for response to a disaster or weather event in the FY2018. However, our goal is to set up at least two neighborhood programs within the City of Bastrop with completed community preparedness plans.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

Since our inception we have responded to two wildfires and four flood and wind events. At this point we are all in agreement with the Bastrop County Judge's office and Bastrop County OEM staff that BCLTRT remain active. It has become imperative to keep programming in place and our communities be prepared. We have concluded that in order for this to happen our organization remain open in non-disaster time providing preparedness tools and support.

At this time there are no other local organizations that provide the services that BCLTRT provide. If in the future there are other organizations that begin providing community disaster services BCLTRT will coordinate with them.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

We track participation in our programs by case management. We keep all the files of our past and current clients to complete reporting request, assist clients with questions regarding their projects and future grant request. The files are divided by disaster and demographically.

How will you evaluate if you were effective?

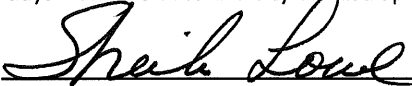
In evaluating the program, it will be deemed successful when the following goals are met:

1. A written plan for participating neighborhoods for damage assessments and how assistance will be provided to neighbors in the event of a future disaster or weather event.
2. A written plan is developed for the evacuation of persons with disabilities and unaccompanied minors.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

This is a new program for the Bastrop County Long Term Recovery Team. Despite the newness of the program we have already started working with two neighborhoods.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

**Sheila Lowe**

Name Printed or Typed



Date

**Executive Director**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Bastrop County Women's Shelter, dba Family Crisis Center		06/07/2017	
Official Name of Organization		Date	
P.O. Box 736	Bastrop	TX	78602
Address	City	State	Zip
Sherry Murphy		sherrym@familycrisiscenter.us	
Contact Person	E-mail		
512-321-7760 x 202	512-321-7771		
Phone Number	Fax Number		
74-2304542	17423045420		
Federal ID #	State ID #		

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$11,500.00

Funding Amount Requested

RECEIVED

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members

JUN 12 2017

CITY OF BASTROP  
FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

The Family Crisis Center requests \$11,500 in funding from the City of Bastrop to help support services to individuals in Bastrop impacted by domestic or sexual violence. Programs and services provided by the Center include: community violence prevention programs for youth and adults; crisis intervention and advocacy; safety planning; emergency shelter; counseling; transitional housing; hospital and court accompaniment; assistance filing assault charges, seeking protective orders, and applying for Crime Victims' Compensation; and mandated violence intervention programs including a state-accredited Batterer's Intervention Program (BIPP) and the Protective Parenting program. The Center provides a continuum of care through its core victim service programs, which are aimed at creating sustainable change in the lives of individuals impacted by domestic violence and sexual assault.

Describe the organization's purpose.

The Bastrop County Women's Shelter, dba Family Crisis Center started in 1981 from a coalition of rural Texas women with a shared vision of offering hope, support, and assistance to women victimized by domestic violence. Since becoming an incorporated nonprofit in 1983, the Center has evolved into a community leader in rural Central Texas. The mission of the Family Crisis Center is to be the expert resource and service provider in eliminating domestic and sexual violence in Bastrop, Colorado, Fayette and Lee counties. The Center strives to provide comprehensive programs to assure victim safety and offender accountability with the ultimate goal of helping families create and maintain violence-free lives. The Center envisions a safe community built on equality without the existence of violence.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

The Family Crisis Center has maintained an emergency shelter program for victims of domestic and sexual violence since before the agency was incorporated in 1983. The first dedicated shelter facility was established for victims of domestic and sexual violence in 1989. The Center collaborated with Bastrop County on the first area Arrest Program grant project in 1999. The grant supported the development of the local Coordinated Community Response Team (CCRT). The Center completed an expansion of the emergency shelter and development of the transitional housing complex in 2001; the creation of a local Sexual Assault Integrated Nursing Team (SAINT) in 2005; and the construction of a new thrift store facility in 2006. In fiscal year 2016 the Center provided 1,001 individuals with crisis services; 6,587 nights of emergency shelter were provided for 166 adults and 148 children; transitional housing was provided for 36 adults and 41 children; and 148 individuals were provided with information about protective orders.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

The City of Bastrop has waived fees for the agency relating to various projects including construction of the agency's community thrift store in 2005; construction of the transitional housing apartment complex in 1999; and construction of the agency's direct service/administrative office in 1996.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

Approximately 26% of the total organization's purpose benefitted City of Bastrop citizens in the most recently completed fiscal year (FY2016).

**PROGRAM SERVICES**

Describe your program services.

Program services include crisis intervention services, emergency shelter, transitional housing, and individual and group counseling services. Crisis intervention services are accessible through the agency's 24-hour crisis hotline and include the coordination of emergency transportation, and resources for individuals in immediate crisis; housing assistance; case management and advocacy; assistance accessing other mainstream services; and legal advocacy. Emergency shelter services are available for up to 30 days, with extensions provided on a case-by-case basis, and transitional housing services are available for up to 24 months in the agency's 21-unit transitional housing apartment complex. Residential services also include transportation; life-skills training; case management; and emergency food and clothing. Counseling services incorporate various modalities including solution focused therapy, cognitive behavioral therapy, client-centered therapy, and psychodynamic therapy designed to foster self-confidence and to assist adult and youth clients to recognize their own resiliency.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

Funds will support access to core victim services to City of Bastrop citizens including crisis intervention services; emergency shelter; transitional housing; and counseling for individuals impacted by domestic and sexual violence and their families.

How will the program services benefit the community?

By providing comprehensive victim services, the Family Crisis Center works to ensure victim safety, reduce the number of individuals who experience re-victimization, and empower survivors to move beyond crisis and develop new skills that will help them reach their goals. Crisis intervention services focus on victim safety and providing clients with support, information and options. Counseling services meet a critical need for individuals in rural communities to overcome the challenges resulting from violence. Emergency shelter services are a vital resource for individuals and families fleeing their homes due to domestic or sexual violence. Transitional housing provides families with the time and support necessary to begin rebuilding their lives free from violence. Additionally, agency staff provides Spanish-language services for underserved, immigrant clients including translation, advocacy, accompaniment, and counseling services.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

In the last fiscal year, the Family Crisis Center served 259 individuals from the City of Bastrop who were impacted by domestic violence, sexual assault, and/or stalking. Services included assistance with food, clothing, and personal necessities, information regarding the protective order process, court accompaniment during protective order hearings and criminal court cases, emergency shelter, group counseling for survivors of domestic violence, and transitional housing. While these individuals represent approximately 3% of the population of the City of Bastrop, funding for victim service programs ultimately benefits the community as a whole. These programs provide information and support for victims as well as representatives of local service systems in order to increase reported incidents of domestic and sexual violence, support case investigation, and prosecution of offenders. These activities serve to strengthen the community's response to these forms of violence and to increase community safety.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

In 2015, the following incidents were reported in Bastrop County: 748 incidents of family violence, including 2 fatalities as a result of family violence; 74 incidents of sexual assault; and 50 incidents of rape. The Family Crisis Center provides the only emergency shelter and transitional housing services in the City of Bastrop for victims of domestic and sexual violence. Last year, the Center sheltered 44 City of Bastrop citizens for 759 nights. The agency also coordinates and secures funding for the local Sexual Assault Nurse Examiners (SANE) Program, a collaborative initiative with Children's Advocacy Center that provides forensic medical examinations for victims of sexual assault. Additionally, the Center collaborates with other social service agencies and organizations, representatives of local government, the criminal justice system, and community groups and participates in several community initiatives aimed at increasing victim safety and maintaining offender accountability.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

The Family Crisis Center's staff will track and record services provided to citizens of the City of Bastrop through client service files and staff service logs, which are turned in on a weekly basis. Client and service data is maintained in the Center's client database. Client data includes demographic information such as address, city of residence, county of residence, and postal code for statistical and reporting purposes.

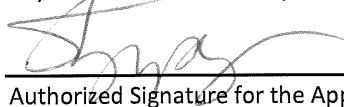
How will you evaluate if you were effective?

The Family Crisis Center evaluates program effectiveness based on a variety of outcomes measures. Direct service programs are evaluated based on client satisfaction; symptom abatement through therapeutic treatment; client and counselor alliance as determined by the client; increased knowledge of the dynamics of domestic and sexual violence; and increased knowledge of available community resources and strategies for enhancing safety. Outcomes are measured through client surveys and session/outcome rating scales utilized in counseling treatment.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

The agency's victim service programs are ongoing. The following reflects outcome data for the most recently completed fiscal year (FY2016): 97% of clients surveyed reported increased knowledge of available community resources; 98% of clients surveyed reported increased knowledge of strategies for enhancing their safety; 97% of clients surveyed reported feeling that their children were more safe; and 95% of clients surveyed reported decreased feelings of isolation as a result of the services provided. In addition the following outputs were recognized agency wide during FY 2016: 416 prevention programs were provided to 2,819 elementary & 3,649 middle/high school students, and 244 community youth; 1,001 individuals received crisis intervention services; 3,661 hotline calls were answered; 6,587 nights of emergency shelter were provided to 166 adults and 148 children; 36 adults and 41 children benefited from transitional housing; 29 adult sexual assault/rape victims were provided hospital accompaniment for a medical forensic exam; and 165 adults participated in offender accountability programs.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
\_\_\_\_\_

Authorized Signature for the Applicant

**Sherry Murphy**

Name Printed or Typed

6/8/17  
\_\_\_\_\_

Date

**Executive Director**

Title

Return this application to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., June 30, 2017**  
*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



**CITY OF BASTROP  
2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Baatrop Pregnancy Resource Center		06/22/2017	
Official Name of Organization		Date	
3971 Highway 71 E. Suite 104	Bastrop	TX	78602
Address	City	State	Zip
Celeste Hoffman		bastrop.prc@hotmail.com	
Contact Person	E-mail		
512-629-8780			
Phone Number	Fax Number		
27-0665145			
Federal ID #	State ID #		

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$20,000.00  
Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

**RECEIVED**  
JUN 29 2017  
CITY OF BASTROP  
FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

We are requesting funding so we can continue to expand much needed programs provided for our community. BPRC has a variety of classes that are taught at the center, community and our schools. In addition we provide materials, including clothing, food, housing and much more. All of our services are free of charge. We would like to expand our curriculum taught as well as reach out to more individuals in our community. We want our community to be one where all of it's people are self-sustaining and healthy. We want families to provide loving, nourishing, caring homes where their children can lead by parents healthy examples.

Describe the organization's purpose.

Our purpose is to save the lives of the unborn and to prevent unwanted pregnancy through our abstinence-based programs taught both in the community and at the center. In addition, we strive to promote healthy family development through our classes and programs offered. We provide pregnancy testing, non-medical sonograms, emergency housing, many classes including: childbirth, breastfeeding, parenting, exercise, new moms group, sexual and physical abuse recovery support, life-skills, budgeting, post abortion recovery, Bible studies. Our goal is to help not only women, but whole families become self-sufficient and able to realize their self worth. We also provide numerous on the job training opportunities. We want all clients and those we encounter throughout the community to learn what safe, healthy relationships are.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

When we opened our doors in 2009 Bastrop was number one for teen pregnancy for our state. We can proudly say we are no longer number one. We believe this number has dropped as a result of the classes and services we provide. In the last eight years we have over seen more than,4,000 clients and had over 9,000 appointments. This year alone we have had the opportunity to teach our abstinence and parenting programs to over 700 students. Their have been several students over the last eight years that made a commitment to abstinence. We have watched both male and females clients that have attended our classes go on to obtain employment,housing and become completely self-sustaining. We have wonderful relationships and receive referrals from many local agencies throughout Bastrop. We receive referrals on a regular basis from Family Crisis Center, DHS, 211, CPS, Bastrop Food Pantry and much more. We have been an active participate and received awards through Bastrop Works. BPRC has assisted in twelve adoptions and rescued nine girls from sex trafficking.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

Bastrop Power and light 11/2014 to current

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

100% of our purpose benefited the city of Bastrop citizens. There are no requirements to receive services and all services are free of charge.

**PROGRAM SERVICES**

Describe your program services.

We provide pregnancy testing,clothing(size newborn to 5T),diapers, formula, babyfood,carseats,cribs etc. We also provide classes in parenting, childbirth,breastfeeding, lifeskills, budgeting, nutrition, exercise, sexual and physical abuse, abortion recovery and Bible studies. We provide housing and offer emergency lodging. We have started our first phase of our maternity home. Our abstinence programs W.A.IT. and Worth the Wait are taught both at the center, schools and throughout our community. We want our youth to understand how special they are and the risks involved with sexual activity,drugs, partying etc. These programs also address, bullying, self-esteem, boundary setting and much more. All services are free of charge.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

The funds will be used to further expand our resources and programs, including the following

- \*more curriculum and copies of class materials
- \*more interaction with local schools
- \*more availability to local agencies through providing more classes and workshops
- \*technology for use at schools and organizations to utilize various teaching programs

How will the program services benefit the community?

Our services provide emotional support, food, clothing, housing and provide a healthier way of living. We strive to build strong, healthy families. This starts with working with our youth on up to the elderly age. We help them set goals, learn to handle peer pressure, and realize what a healthy relationship is. With the material items we provide we are able to feed and clothe babies, young children and expectant mothers. Through classes and support women and men are able to become confident parents, as well as becoming more confidence when seeking employment.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

Any citizen may take advantage of the services we provide. In that sense 100% of Bastrop can benefit for funding.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

We know our services are needed in Bastrop because statistics on poverty, single mothers and teen pregnancies remind us we have many more people to reach. We know by the number of clients that walk through our doors and their responses of how they could not have achieved their goals without us. The gratitude and stories they share remind us that there are large numbers of people to still reach. The teen pregnancy statistics remind us there is still youth to reach and the gratitude the youth express when we work with them verifies this.

At this time there are no other entities that provide all the services we do.

We work with and refer to other agencies such as Family Crisis Center, DHS, CPS, Food pantries and Churches for utility assistance and food. These are meant to be short term as our goal is for our clients to become self-sufficient.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

We use a software system called EKROS to track all of our data. We also have a back up system recording all stats on paper. We are affiliated with CareNet that tracks our statistics and make sure we are following all regulations.

How will you evaluate if you were effective?

We know we are effective as we watch the employment rate of our clients and community go up and teen and unwanted pregnancies go down. We can look at these by the statistics we track as well as the ones reported by our city and state.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

We have watched teen pregnancy drop through the Texas Health and human services as well as reports we receive from our school district. We have watched our clients find jobs and become self-sufficient. They still drop by just to give us a hug and share pictures. Clients attending parenting classes become more relaxed and confident parents. Our abortion-vulnerable clients have returned throughout their pregnancies and through toddler years to attend classes.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
\_\_\_\_\_  
Authorized Signature for the Applicant

7/6/17  
\_\_\_\_\_  
Date

MARY ANN GREEN  
\_\_\_\_\_  
Name Printed or Typed

Secretary  
\_\_\_\_\_  
Title

Return this application to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., June 30, 2017**  
*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.

# CITY OF BASTROP

## 2018 COMMUNITY SUPPORT FUNDING APPLICATION

**ORGANIZATION INFORMATION:**

Capital Area Rural Transportation System			06/29/2017	
Official Name of Organization			Date	
P.O. Box 6050	Austin	TX	78762	
Address	City	State	Zip	
Tammy Atkins		tammy@ridecarts.com		
Contact Person	E-mail			
512-505-5606	512-478-1110			
Phone Number	Fax Number			
74-2029170	NA			
Federal ID #	State ID #			

Is your Organization:

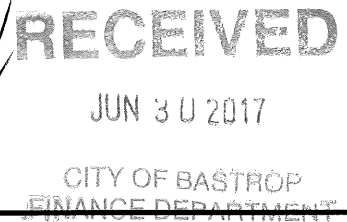
501(c)3

Other (provide description) Public

\$ \$8,000.00  
Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding
- 5) List of all Board Members ✓



**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

Capital Area Rural Transportation System (CARTS) is requesting City funding to support public transportation services provided in the City of Bastrop. Services provided include Paratransit (demand response), deviated fixed route, Interurban bus and commuter services. Paratransit service is provided 8:00am - 4:30pm weekdays, excepting major holidays. Deviated fixed route service operate from 7:00am - 6:00pm weekdays, excepting major holidays. Commuter services operate in peak commute hours from Bastrop to Austin 6:00am - 9:00am, 4:00pm - 7:00pm also on weekdays, excepting major holidays. Interurban Bus operate from Bastrop to Austin 6:00am - 6:00pm weekdays, excepting major holidays. This allows CARTS to serve all persons within a community and not just a particular population.

Describe the organization's purpose.

CARTS is a public entity established under Chapter 458 of the Texas Transportation Code making CARTS a "Rural Transit District." The CARTS District includes all of Bastrop, Burnet, Blanco, Caldwell, Fayette, Hays and Lee counties and the non-urbanized areas of Travis and Williamson counties. Governed by a Board made up of a member from each of the nine Commissioners Courts, CARTS provides regional perspective and planning to the wide variety of community-based passenger transportation services it operates. CARTS was created for the sole purpose of providing public transportation to the nine rural counties in Central Texas. CARTS goal is to provide reliable, friendly, affordable transportation services to every customer.

# CITY OF BASTROP

## 2018 COMMUNITY SUPPORT FUNDING APPLICATION

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

CARTS has been providing public transportation services in the City of Bastrop since 1979. Service initially began as curb-to-curb service for senior citizens. This service was original funded through CAPCOG's Older American Funds for persons 60+. Beginning in the early 1980s FTA federal funding became available to provide public transportation to the general public.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

CARTS has not nor currently receiving any in-kind services from the City of Bastrop.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

CARTS operates on a regional perspective providing services to all of Bastrop County and throughout the CARTS District. CARTS provide the number of passenger trips in the City of Bastrop. CARTS provide a lot of service to the City of Bastrop that is not provided in other smaller communities for example the Bastrop Fixed Route which provides local service in Bastrop. Commuter service providing transportation for customer to work and the Interurban Route that provides service directly into Austin to make connections at the CARTS and Greyhound station.

Additionally CARTS provides service from Elgin, Smithville, Giddings, LaGrange and other rural areas into Bastrop for shopping, medical appointments and for other purposes. These trips into Bastrop provide economic advantages for local business.

### PROGRAM SERVICES

Describe your program services.

1. Country Bus/Curb to Curb Service provides service on an individual basis picking up persons at their home/origin and taking them directly to their destination.
2. Bastrop Municipal/Fixed Route bus provides a fixed route service throughout the City of Bastrop on a fixed schedule.
3. Interurban Bus provides daily service into Austin from the Bastrop Bus Station/Park & Ride to Austin Community College on Riverside with stops in Garfield and CARTS Headquarters in Austin to make connections at the Greyhound station. Additionally this service provides connections to Capital Metro routes allowing travel throughout the City of Austin along with the reverse service for people wishing to travel from Austin into Bastrop.
4. Commuter Service is a reserve a seat service from Bastrop into downtown Austin once a day.
5. The Bastrop Bus Station also has a park and ride lot allowing commuters to park and catch the bus, carpool with others or utilize Capital Metro's vanpooling services.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

Funding from the City of Bastrop will be used to support the operations such as fuel/oil, vehicle maintenance and salaries. This local funding is also used to match the federal dollars from the Federal Transit Administration.

How will the program services benefit the community?

Public transportation improves the quality of life in communities by providing safe, efficient and economical transportation options for residents. It also serves as a vital component necessary for a health economy. Public transportation provides personal mobility and freedom for people from every walk of life and provides access to jobs, schools, visit friends, shopping, or to go to a doctor's office.

By the year 2025, 20% of the U.S. population will be 65 and over and many will be unable to drive. A 2004 AARP/Surface Transportation Policy Project report found that 50% of non-drivers age 65 and older stay home on any given day partially because they lack transportation options. Meeting the transportation needs of seniors is a major community objective as well as a national goal. Public transportation services, including regular route service represents a lifeline for seniors.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

CARTS mission is to provide public transportation and does not count each individual person who uses the services. Service is counted based on trip (each time a person board the bus.) All of the residents in Bastrop could benefit from this service depending on the mode of transportation they would need or would like to access. Indirectly business, doctor offices and city and county offices benefit as persons who ride the bus will visit and or do business in the City of Bastrop.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

At this time there is no other entity providing public transportation in the City of Bastrop. Private companies such as taxi cab, star shuttle services, and Coach USA (intercity) services are available. CARTS is currently serving on the Board of the Regional Transportation Committee sponsored by Capital Metro Planning Organization. This committee is working with many different organizations on how to coordinate transportation services. CARTS coordinates with the Capital Area Workforce Board and Bluebonnet Trails MHMR to provide transportation to their customers.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

CARTS services are tracked by passenger trips (each time a person boards.) On the curb-to-curb trips are tracked by using a mobile data terminal to record each trip. Other services such as the fixed route, commuter and Interurban routes a manual driver log is used for recording trips. CARTS does not require any type of intake to ride the bus, except for the curb-to-curb which does require information such as pickup address, type of passenger assistance required and drop off address. CARTS provides reduced fare for seniors over 65 and persons with disabilities. Persons with disabilities under 65 are required to complete an application for the discount fare if needed.


How will you evaluate if you were effective?

CARTS services are evaluated on the number of trips provided. The number provided will vary depending on the type of service. For instance the curb-to-curb service will provide fewer trips due to the nature of the service for the time to go to each resident to allow persons to board and then to their destination. Persons such as elderly persons and persons in wheelchairs also require additional assistance in boarding. CARTS provides trip information to the Texas Department of Transportation (TxDOT) who utilize the information for performance.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

Curb-to-Curb:	8,644
Municipal/Fixed Route:	5,932
Interurban Route:	3,271
Commuter Service:	8,618

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
Authorized Signature for the Applicant

**David L. Marsh**  
Name Printed or Typed

**06/29/2017**  
Date

**General Manager**  
Title

Return this application to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., June 30, 2017**  
*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Children's Advocacy Center, Serving Bastrop, Lee and Fayette Counties			06/20/2017
Official Name of Organization		Date	
1002 Chestnut Street	Bastrop	TX	78602
Address	City	State	Zip
Terry Beattie	directorcacbastrop@gmail.com		
Contact Person	E-mail		
512-321-6161	512-321-6164		
Phone Number	Fax Number		
74-2633011	State ID #		
Federal ID #			

Is your Organization:

501(c)3      Other (provide description) \_\_\_\_\_

\$ \$9,000.00  
 Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

In 2016 there were 293 confirmed cases of child abuse and neglect in Bastrop County. Child abuse exerts and enormous toll on children, families and the citizens of Bastrop. The stress, trauma and persistent fear that occur at an early age from the result of child abuse leads to lifelong health, psychological, and behavioral consequences. Child Abuse and Neglect has been cited by the Centers for Disease Control and Prevention and the U.S. Department of Health and Human Services (HHS) as a priority health problem. HHS has called violence toward children a public health crisis. The CAC provides essential services for abused children, including: Forensic Interviews, Victim Advocacy, Crisis Counseling, Therapy, Crime Victims Compensation assistance, Court Accompaniment, and on-site SANE (Sexual Assault Nurse Examiners) exams. The Center also coordinates the MDT (multi-disciplinary team) of 24 different agencies who are involved in the investigation and prosecution of child abuse cases. Our request of \$9,000 will assist the Center in providing essential services for the year, and assist in maintaining our Federal and State funding by showing local government support.

Describe the organization's purpose.

The purpose of the Children's Advocacy Center (CAC) is to break the cycle of abuse for children in the community and assist them in beginning the restoration process. The CAC's mission is to partner with community agencies to provide intervention and therapeutic services to child abuse victims and their non-offending family members to minimize the impact of abuse. The CAC coordinates the county MDT that meets at our facility twice each month to review cases and offer needed input and resources that may help the families, ensuring that clients don't "fall between the cracks" because of the different agencies working on their cases. CAC also participates in numerous awareness events and training for the community to help recognize and report child abuse. We also offer child abuse prevention training and education.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

The Bastrop CAC is one of the "original 13" CAC's that began in Texas 25 years ago. There are now over 70 CACs throughout the state, which leads the nation in implementing this best practice model of responding to child abuse with a well-coordinated interagency approach. In 2016 we provided 305 Forensic Interviews of children and provided 2,965 hours of therapy for children and their non-offending family members. The CAC is a nationally accredited center and has been a leader in awareness and prevention training in schools and day cares, training personnel from bus drivers to principals. The CAC is governed by a volunteer Board of Directors that meets monthly to direct the policies and financial health of the agency. 100% of its members contribute financially to the Center at least once a year. The Agency is headed by an Executive Director with lengthy experience in child and family services. There are 9 staff members, 4 contract therapists, and therapy interns that work at the CAC. Each staff member is expected to go to training and attend peer reviews/meetings to keep up with best practices and trends in their field.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

We haven't received in-kind services directly from the City, however, a majority of our volunteers are residents of the city of Bastrop. We also receive in-kind support from Bastrop business and organizations such as the Bastrop Rotary Club, and Bluebonnet Electric. The CAC staff and Board members are active in the community of Bastrop as well, maintaining membership in the Chamber of Commerce, Rotary, Bastrop Education Foundation, Victim Services Network, local churches, sports teams, etc.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

In our Forensic Interviewing, Advocacy and Therapy programs, 24% of the total clients were City of Bastrop residents. While our purpose and focus is on the direct improvements in the lives of the children we serve, the broader community also benefits economically and socially as a result of stopping individual cases of abuse and setting the child and family on a path to healing. In addition to children served at the center, many awareness and outreach events take place within the City of Bastrop each year, including "We Sing for The Children". Speakers are available upon request to provide child abuse prevention information and recognizing and reporting training to service organizations, faith based organizations, and youth serving organizations within the City of Bastrop. Our MDT meetings are held semimonthly, and are attended by the Bastrop Police Department and several agencies that also work and provide services within the city limits. The CAC facility is located within the city limits, and city residents benefit from the local resources and referrals we can provide.

**PROGRAM SERVICES**

Describe your program services.

Forensic Interviews are performed by trained personnel who ask developmentally appropriate, non-leading questions and are trained to gather information that can be used in criminal trials. A forensic interview is recorded so that a child doesn't have to be interviewed by several different agencies or at several different times. A primary goal of the CAC is to reduce the number of times that a child has to tell his/her story so we don't re-traumatize the child and the interview results in a fair and accurate gathering of case information for any future court proceedings. Family Advocates provide crisis intervention, assistance with Crime Victims Compensation (CVC), sharing Victim Rights information, providing accompaniment to medical exams and court proceedings, as well as acting as liaison between victims and the judicial and/or law enforcement officials. The Clinical Therapy program offers counseling to children who are a victim of abuse, their siblings and their protective parent or guardian. The Clinical Director sets up services with contract therapists and interns on-site as well as gives referrals to outside therapists when we can't satisfy the client's needs here. The CAC's Therapy Program is child-centered and trauma based. We offer play therapy and family therapy, along with individual therapy. All services at the CAC are free and most are also available in the Spanish language. We have bilingual staff on site.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

The City of Bastrop funding will be used for general operating expenses. It will help to support our work with City of Bastrop residents. \$9,000 will provide the additional help needed to continue operating our facility and programs that reach out to Bastrop residents, which make up the largest percentage of clients seen by the CAC.

In authorizing the creation of children's advocacy centers in Texas, the state legislature envisioned a partnership with state, federal and local governments partnering with local communities and community support to combat child abuse in each local jurisdiction. Our federal grant funding requires matching funds. As such, we are able to leverage the use of funding from the City of Bastrop. With \$9,000 in funding not only to serve Bastrop residents, but may also to be used as match, we are able to secure up to \$36,000 in federal grant funds. In addition to helping to support children who have been abused, these leveraged funds which come to our local center also help to support our local economy.

How will the program services benefit the community?

The CAC offers a child-friendly environment where children and their non-offending family members can receive services in response to the trauma of physical and sexual abuse. The Center does not duplicate services, as it is the only Children's Advocacy Center in the tri-county service area. The recorded Forensic Interviews are done for the benefit of all the enforcement and prosecuting agencies, so that the child doesn't have to retell their story. Before the CAC existed, children were forced to tell their story of abuse to over 5 different professionals in a variety of settings in an attempt to get all the details. This could be detrimental to a case, and could also re-traumatize the child by having to tell their story again and again.

The CAC exists in order to provide child victims of abuse a safe, child-friendly place to tell their story assisted by trained interviewers. This not only keeps the children from being re-traumatizing, but also helps to coordinate services and resources needed in the restoration process so that the family can move forward after such a devastating event. The Advocacy and Therapy services are in place because child abuse is so difficult for everyone involved. Our staff helps the family face the issues and work to support the child.

Without our services, child abuse victims and their families would not have the opportunity to work through the devastating effects of the abuse, exacerbating the lifelong health, psychological, and behavioral consequences, which in turn, impacts the community as a whole.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

The \$9,000 request is 1.2% of our annual budget. In 2016 twenty-four percent of the children and families we served were from the City of Bastrop. This funding will be used to support our services for Bastrop residents. While it's hard to estimate an exact number, stopping abuse and beginning the healing process has a ripple effect throughout the community. In addition to the price paid by its victims, child abuse and neglect exacts a very high economic impact on the community. The estimated average lifetime cost per victim of nonfatal child maltreatment is \$210,012 including \$32,648 in childhood health care costs; \$10,530 in adult medical costs; \$144,360 in productivity losses; \$7,728 in child welfare costs; \$6,747 in criminal justice costs; and \$7,999 in special education costs (CDC, 2012). Abused children are: 6 Times more likely to commit suicide; 24 Times more likely to commit sexual assaults; 6 Times more likely to abuse their own children, perpetuating the cycle of violence; 25% more likely to experience teen pregnancy; 25% more likely to abuse drugs or alcohol; 59% more likely to be arrested as a juvenile; 28% more likely to be arrested as an adult; 30% more like to commit violent crime. The CAC is dedicated to stopping the abuse, beginning the healing process and reducing the cycle of abuse from generation to generation. We believe all citizens of the City of Bastrop benefit from this.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

Child abuse is a crime committed against Bastrop's smallest residents, and the Children's Advocacy Center provides valuable services to these children as they reclaim their childhood. In 2016, CPS reported that there were 293 confirmed cases of child abuse and neglect in Bastrop County. This number does not reflect child abuse cases investigated by law enforcement only. In actuality, the number of child abuse cases is higher than the DFPS numbers. Because child abuse is still a taboo subject with some families, we need to continue working to educate and bring awareness to the issue of child abuse in Bastrop and our tri-county area. The CAC is the only Children's Advocacy Center in Bastrop, Lee and Fayette Counties, and all services are free of charge. Without our services, child abuse victims and their families would be forced to travel to Austin, San Marcos, or Bryan to receive similar services. The Family Crisis Center coordinates Sexual Assault Nurse Examinations (SANE) exams for adults who have been sexually abused and we handle the cases involving children. We use several of the same SANE nurses and report to each other the scheduled on-call coverage and stats. Our strongest coordination of services occurs during our MDT meeting where the law enforcement, prosecution and other professionals involved in child abuse cases review and update each case. This provides valuable information regarding the criminal, civil, and therapeutic aspects of these cases to all professionals involved, and also allows for appropriate services to be offered to our families. By sharing information, issues are identified and resolved more efficiently in order to assist families with their recovery journey.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

CAC uses a tracking system called NCA-trak, which is hosted by the National Children's Alliance, which is an association of over 800 Children's Advocacy Centers nationwide. Client information and demographics is input into this system, and various reports can be generated to verify statistics.

How will you evaluate if you were effective?

The dispositions of individual criminal cases are tracked monthly through the MDT meetings. These track the number of felony charges filed each month, the number of cases accepted for prosecution, and the number of convictions, pleas and acquittals. Additionally, the CAC gathers Initial Visit Caregiver Surveys which are filled out during the first visit to the Center. The surveys include questions regarding safety, professionalism, communication, and referral of services are included on this survey. The most recent tally indicates a 93% satisfaction rate. Finally, our therapists track the progress of each individual child in therapy. Therapy services continue to be provided until the child has progressed to the point of no longer needing therapy services to process or deal with the trauma associated with the abuse.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

CAC has been providing services to abused children and their non-offending family members since 1992, and have assisted thousands of children and their families in our tri-county area. Last year, we provided 76 forensic interviews for City of Bastrop children. Children who are interviewed and their non-offending family members are also offered therapy and advocacy services. Staff Advocates contact clients after the interview to see what services are needed and follow up on an as needed basis. Therapy services and Advocate contact allow us to monitor client progress, and evaluate effectiveness of services. Last year, we served a total of 147 children and non-offending family members from the City of Bastrop who received therapy, advocacy, and other support services. Our services are available to our clients for an indeterminate amount of time. Each person's story is different, as are their needs during this journey of hope and healing. This is a process that no one can put a time limit on, and the CAC supports them throughout their involvement in the criminal, civil, and therapeutic systems.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

**Terry Beattie**

Name Printed or Typed

**06/15/2017**

Date

**Executive Director**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Combined Community Action, Inc.		06/19/2017	
Official Name of Organization		Date	
165 W. Austin St.	Giddings	TX	79842
Address	City	State	Zip
Kelly Franke		kjfranke@ccaction.com	
Contact Person		E-mail	
979/540-2980		979/542-9565	
Phone Number		Fax Number	
74-1548511		N/A	
Federal ID #		State ID #	

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$8,000.00

Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

**RECEIVED**

JUN 21 2017

CITY OF BASTROP  
FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

Combined Community Action, Inc. (CCA) is requesting support for the Senior Nutrition "Meals On Wheels" Program. The Senior Nutrition Program is the only program in Bastrop that provides a hot noon meal 5 days a week to Seniors. Our congregate site is located at the Settlement and clients can come to the center to eat, socialize, play games, etc. For our homebound clients, CCA has trained volunteers that deliver the meals to the seniors. Our caring volunteers are able to check on the clients for any physical or mental changes and report those changes back to the site manager who in turn can call the emergency contact for the client.

Describe the organization's purpose.

The purpose of CCA is to provide direct services to clients by working to stimulate the coordination of all resources that will enable low-income individuals and families of all ages to secure the opportunities needed for them to become fully self-sufficient.

The Senior Nutrition Program assist older persons to remain at home and independent by providing meals 5 days a week. The Meals on Wheels Association of Texas reports that it cost taxpayers \$41,000 a year per person for nursing home assistance but by providing the meals we are able to help Seniors remain at home and independent for less that \$1,290 a year.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

CCA has been providing services in Bastrop for over 50 years. The Senior Nutrition Program is by far one of the most popular programs because we are helping the most vulnerable population. Other programs provided by CCA include: Weatherization Assistance (11 homes weatherized in Bastrop), Case Management for At-Risk Children and Pregnant Women (currently working with 30 individuals), Utility Assistance (payments were made on behalf of clients to the City of Bastrop in the amount of \$33,034.02 in 2016), Tenant Based Rental Assistance (currently assisted 2 families in Bastrop). CCA is also available to assist client during any disaster.

CCA provided over 12,000 meals to seniors in Bastrop last program year. The program continues to expand in order to accommodate the ever growing elderly population. Funding from the City of Bastrop is vitally important in order to avoid waiting list for the program.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

N/A

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

Approximately 13% of our organizations purpose benefits the City of Bastrop. CCA serves 10 central Texas counties with various programs. The City of Bastrop residents receive every service that CCA currently offers. More than 375 unduplicated clients received services last year. Based on our 2015 IRS 990, CCA's administrative over head is less than 5%. We strive to provide the best direct services to our clients.

**PROGRAM SERVICES**

Describe your program services.

The Senior Nutrition Program serves over 80 clients in the City of Bastrop with hot noon meals, 5 days a week. The number of clients will vary as clients leave and enter the program daily. We currently have roughly 25 volunteers that deliver meals to the homebound clients. The Settlement provides a space for CCA to serve meals to the congregate clients. The site manager is on duty 8:30 a.m. - 1:00 p.m. daily. She greets the congregate clients who can socialize with other clients, play games and receive nutrition education materials. The site manager also plates all the homebound meals and prepares them for delivery by our trained volunteers. We ask each client for a voluntary donation of \$2.00 a meal, but most of the seniors live on fixed income and cannot make the suggested donation, therefore we must reach out to you for assistance. For many our our clients, this is the only meal they will eat in a day. They must choose between buying food or medications. Some of the clients are isolated in their homes and our volunteers are their only human contact. Our clients appreciate that daily visit from the volunteers. The volunteer can also check on the well-being of the client and report back any changes in health.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

The funds received from the city will go directly to purchase meals for the Senior Nutrition Program. All funds received are for direct services only.

How will the program services benefit the community?

The funds applied to the Senior Nutrition Program will benefit the community by serving hot noon meals to them 5 days a week, allowing them to remain at home and independent for as long as possible. The Meals on Wheels Association of Texas reports that the state spend \$41,000 a year on nursing home assistance for one person per year. The cost to feed a Senior through the Meals on Wheels program cost approximately \$1,290 per year, that is a savings to the state of over \$39,000. The program allows the Seniors receiving the meals to live in dignity and independently versus being forced to move to a nursing facility.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

CCA estimates that 10% of the City of Bastrop residents will benefit from CCA's services or will be in touch with our agency for referrals to other local programs. CCA gives priority to the elderly, persons with disabilities and families with children 5 and under.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

The Senior Nutrition "Meals on Wheels" Program is the only program in Bastrop that provides hot noon meals 5 days a week to seniors. CCA does work with other local organizations in Bastrop such as the the Bastrop County Food Pantry. CCA works closely with the Family Crisis Center on the Emergency Solutions Grant which provides rent and utility deposits and rental assistance.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

The Site Manager for the Senior Nutrition Program completes daily nutrition reports. Those reports capture the number of clients served and the meal count. These reports are sent to the CCA Central Office and monthly reports are compiled from these daily nutrition reports and reported to the Capital Area Planning Council - Area Agency on Aging (CAPCOG). The operations manager for the program is able to determine if the number of meals served is on track with the projections and make sure there is no waste within the program. CAPCOG also conducts desk reviews and performs annual on-site monitoring. CAPCOG just completed their review of the program and there were no findings.

How will you evaluate if you were effective?

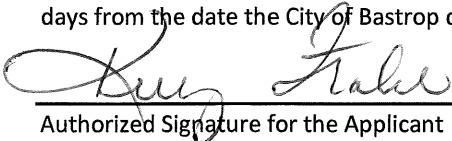
Client satisfaction surveys are provided to the seniors who receive meals. The clients are provided an opportunity to comment on the meals, the site manager and the volunteers. These surveys are confidential so the client can freely express their opinions and make suggestions. If clients are unhappy with a particular food item that is served, we are able to report that information to the food service provider and dietitian. CCA provides input on the monthly menus as well.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

We can report that January - May 2017 we are currently serving over 1000 meals a month to the citizens of Bastrop. The meals on wheels program provides a friendly face in the form of our volunteers that check on the well-being of the client while delivering meals. These volunteers have been angels to many of the clients we serve. The volunteers report back to CCA staff any concerns they have regarding the client and we in turn contact family members with those concerns. If the volunteer is unable to make contact with the client and the family cannot be reached, local law enforcement is contacted to make a well check on the client.

CCA also conducts Community Needs Assessments every three years in our service counties to determine the needs of each county and the services that are needed.

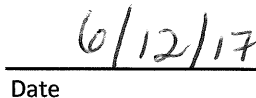
The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

**Kelly Franke**

Name Printed or Typed



Date

**Executive Director**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



## CITY OF BASTROP 2018 COMMUNITY SUPPORT FUNDING APPLICATION

**ORGANIZATION INFORMATION:**

Court Appointed Special Advocates (CASA) of Bastrop County Inc		06/26/2017	
Official Name of Organization		Date	
507 Water Street	Bastrop	Texas	78602
Address	City	State	Zip
Kristi Glasper	executivedirector@casabastrop.com		
Contact Person	E-mail		
512-303-2272	512-303-9637		
Phone Number	Fax Number		
74-2522961			
Federal ID #	State ID #		

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$8,005.00

Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

RECEIVED

JUN 29 2017

CITY OF BASTROP  
FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

Court Appointed Special Advocates (CASA) of Bastrop, Fayette and Lee Counties, provides advocacy for children who are removed from their homes by Child Protective Services (CPS) due to child abuse and/or neglect. CASA is appointed as the Guardian Ad-Litem by the court system. Once a child/children are removed from their homes, CPS seeks to find placement with other qualified family members, if not then the child/children are placed in licensed foster care homes. Many times family or foster care homes are not in the same community where the children were removed. Regardless of the placement of children, our organization is dedicated to serving 100% of children who are removed by CPS. Our organization is built on a foundation of recruiting community volunteers to advocate for children in their communities. To ensure that CASA Staff and Advocates are effectively advocating for these children in care, funding plays a critical role. The requested funding will support Recruiting, Training and Retention of CASA Advocates, mileage to support the crucial contact needed with the children, foster families, biological families, schools, therapist and doctors so that CASA can make the best informed recommendation to the courts. In addition, the funding will be used to support a percentage of CASA operations. The ultimate goal for CASA Staff and Advocates is to advocate on behalf of the children in the foster care system to ensure they are placed in a loving, safe and permanent home that is free of abuse and neglect.

Describe the organization's purpose.

The purpose of Court Appointed Special Advocates (CASA) of Bastrop, Fayette and Lee Counties is to recruit and train community volunteers to advocate for children who have been removed from their homes by Child Protective Services (CPS) due to child abuse and neglect. CASA Advocates advocate for the children in the court system and the community and ensure that their needs are being met. CASA Advocates stay with the child/children they are assigned until they find permanency.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

In Fiscal Year 16, CASA of Bastrop, Fayette and Lee Counties, advocated for 347 children over the three county service area. Of those 347 children, 248 were from Bastrop County alone. Additional FY 16 facts:

- \*Assisted in placing 170 abused and neglected children in permanent (forever) homes
- \*Had 52 committed community volunteer advocates who were the voice of the abused and neglected children
- \*Volunteer advocates dedicated approximately 5,000 hours to serving the children our organization
- \*Volunteer advocates traveled approximately 45,276 miles to advocate for the children we represent.

This current fiscal year our organization has advocated for a total 251 children to date. Of those 251 children, CASA played an instrumental role in finding forever homes for 114 children, the remaining 137 children are still active on our case load.

In all of the cases, CASA Advocates were assigned to ensure that these children received the advocacy in the court system and the community that they all deserve and that they are placed in a safe, permanent home that is free from abuse and neglect.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

N/A

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

CASA of Bastrop, Fayette and Lee Counties play a vital role in recruiting community volunteers to advocate on behalf of children placed in the foster care system due to child abuse and neglect. During this fiscal year, our organization has served a total of 251 children over the three county service area, with 62% (156) of those children being from Bastrop County alone, 35% of those children were removed from the City of Bastrop. A large percentage of the children our organization serves are removed from this area. It is imperative that our organization recruit citizens from this community to serve the children in the community. Currently our organization has 56 trained volunteers, 30% of these volunteers reside in the City of Bastrop.

It is our goal to ensure that 100% of the children removed from the counties we serve are supported by volunteers from their community. In addition to advocating, we seek to ensure that each child finds a safe, permanent, stable home.

**PROGRAM SERVICES**

Describe your program services.

Court Appointed Special Advocates (CASA) of Bastrop, Fayette and Lee Counties provides trained CASA Volunteer Advocates to advocate for children who have been removed from their homes, by CPS, due to child abuse and neglect. The court system orders our organization as the Guardian Ad-Litem for children who the State of Texas is granted Temporary Managing Conservatorship. Our organization then matches a trained CASA Advocate to a case. The CASA Advocate, begins to advocate in the court system and the community. CASA Advocates visit the children and develop a bond with these children as they navigate during this traumatic time. Our volunteers visit the children on a monthly basis at their placement, and at school. They visit with the foster care placements, biological families, teachers, doctors, therapist and CPS to ensure that these children receive every possible service they need during this time. Once the parents/guardians time line for completing services for CPS is up, our organization makes a recommendation to the court on whether it is in the child's best interests to return to the parents/guardians or if the parental rights should be terminated. If the parents rights are terminated by the court system, our organization continues on the case and plays a vital role in choosing an adoptive family for the child/ren. Our organization also holds New CASA Volunteer Trainings every quarter to ensure that we have enough community volunteers to serve the abused and neglected children in all the communities we serve.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

The requested funding will be used to support the following:

\*Monthly operations related to a percentage of utilities and phone costs. Our organization is fortunate to own our building out-right so we do not need support for rent or mortgage.

\*Mileage to support CASA Staff and Advocates as they serve children who have been removed from their homes. Many times the children are placed out of Bastrop County area and mileage is needed to support the travel.

\* Volunteer Recruitment/Outreach Activities: activities related to recruiting new CASA Volunteers such as newspaper ads, printing of brochures, recruitment fairs materials, child abuse and awareness outreach materials

\*CASA Volunteer Training: support the 30 hour CASA training that is required for community members who are new to the program and want to become CASA Advocates. Printing of the CASA Volunteer Training Manual, other necessary training materials and food and drinks for volunteers attending the training.

How will the program services benefit the community?

Through the CASA work, we educate the community about child abuse and neglect, hoping to raise awareness and to end the abuse. We are protecting the most vulnerable citizens of Bastrop, the children. In addition to educating the community, once a child is removed from the home due to child abuse and neglect, CASA staff and volunteers step in to advocate in the court and in the community for the child's best interest. The volunteer's focus is on that child, giving hope and help in guiding the child to a safe, permanent home. CASA volunteers can make a lifelong difference in the life of the child they represent and hope to stop the cycle of abuse and neglect for future generations.

Research shows that a one to one relationship between a foster child and a supportive adult can lead to positive changes in a young person's life.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

We feel that 100% of the children and adults that live in the city of Bastrop will benefit from the work of CASA. We advocate for the children who are removed from their homes due to child abuse and neglect, however we also provide child abuse and neglect activities and information the citizens of Bastrop. Our organization is built on the foundation that we have community volunteers advocate for the children we serve. Unfortunately, the number of abused children continues to rise and will have provide additional recruitment efforts to ensure that we adequately have the number of volunteers to serve all children who are removed from their homes are appointed a CASA Volunteer. CASA is the only local program who offers this service and can provide a strong voice for all the children until they find a safe, loving, permanent home.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

Unfortunately, children enter the CPS system due to child abuse and neglect many times at the hands of their own family members. The CASA program was developed to ensure that each child in CPS care is represented with a voice in the court system. CASA of Bastrop has been in existences since 1987, serving children and the community for the past 29 years. Our CASA organization is one of the original 13 CASA that were formed in the state of Texas. CASA is the ONLY agency appointed as the voice of the child. It is very important that as we move into the future, we are collaborating and coordinating efforts with all agencies and organizations who serve these children. Our organization partners with the Children's Advocacy Center, who provides the entry point into the CPS system for the majority of the children who are removed. In addition CAC also provides therapy to many of the children that we serve. Our organization also partners with the Family Crisis Center as they are providing services and classes to many of the parents of the children that we are serving. The Executive Director is a member of Bastrop County Cares. This organization is made up of other non-profits, churches and some business to look at the need of the community to ensure that in hopes that we will be able to streamline efforts to improve services for these children and families.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

CASA of Bastrop, Fayette and Lee Counties recently transitioned to a new data base program called OPTIMA which tracks all children as well as volunteers. Through this system we are able to sort data according to the counties/cities we serve.

How will you evaluate if you were effective?

We will evaluate our effectiveness through the outcome of all child cases and continue to receive feedback from the judge, CPS, and all other parties involved. Every year our organization surveys all volunteers, community and judicial stakeholders. Through this survey we were able to capture great feedback from all parties of things that were working well and recommendations on things to improve our organization. This survey will be given every April from here on out.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

Currently our organization is advocating for 100% of the children removed by CPS due to child abuse and neglect in the three county service area. During this fiscal year, our organization has served a total of 251 children over the three county service area, with 62% (156) of those children being from Bastrop County alone, 35% of those children were removed from the City of Bastrop. Of those 251 children, CASA played an instrumental role in finding forever homes for 114 children, the remaining 137 children are still active on our case load.

We have 56 active volunteers, 30% of those volunteers are from the City of Bastrop. We have had no turn over in the volunteers this year. Are best recruitment efforts are coming from word of mouth from our current volunteers. They are seeing the need for more volunteers and are serving as a recruiting tool for our organization.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
Authorized Signature for the Applicant

**Kristi Glasper**

Name Printed or Typed

**06/26/2017**

Date

**Executive Director**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

The Honor Choir	06/25/2017
Official Name of Organization	Date
2702 Pecan St.	Bastrop TX 78602
Address	City State Zip
Bill Owens	owensmusic@hotmail.com
Contact Person	E-mail
512-303-9101	N/A
Phone Number	Fax Number
46-2711088	
Federal ID #	State ID #

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$10,000.00

Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

RECEIVED

JUN 29 2017

CITY OF BASTROP  
FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

Since it's inception in 2009 all expenses incurred by the Honor Choir have been personally paid by either Music Director, Bill Owens, or the parents of the children in the choir. As the choir, and their reputation, grows they are invited to an increasing number of performances each year to spread the word about child abuse/neglect prevention. It is becoming increasingly difficult for Mr. Owens and the parents to continue to offset all choir expenses, which rise annually. The Honor Choir does not want to reduce their ability to offer performances to the City of Bastrop, nor to curtail fundraising events for child abuse prevention and treatment—a part of their mission. Therefore, the Honor Choir is now seeking funding through outside foundations and government entities to continue their important work of educating children and adults in Bastrop about child abuse and neglect prevention.

Describe the organization's purpose.

The Honor Choir was created by Music Director, Bill Owens, in 2009 in response to a request from the Children's Advocacy Center (CAC) in Bastrop to bring children together to perform during Child Abuse Prevention Month—honoring children in who have been neglected and abused. The choir exists to promote education about, and prevention of, child abuse and neglect wherever they perform. Some performances also raise funds for prevention and treatment to help the children of Bastrop. The Honor Choir Mission Statement sums up their commitment to the prevention of child abuse and neglect: With the power of music to heal a broken spirit, we sing for the children who have no voice, who have no choice. We honor them and those who help them by sharing our energy, our resources and our song.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

Since 2009, the Honor Choir has been performing at various City of Bastrop celebrations to bring the problem of child abuse and neglect to the attention of citizens. In 2017 the Honor Choir performed at 20 venues in and around the city, plus held several fund raising events to raise funds to help in the fight against child abuse and neglect. The Choir's Director, Bill Owens, has many years of musical instruction experience in the Bastrop School District and various private schools in the area. Mr. Owens--named Bastrop's "Man of the Year" in 2015-- has dedicated his life to helping children learn and grow through music and service to the community, as well as supporting the Honor Choir financially. Choir members are chosen for their character and good citizenship and dedicate many hours of their time to bring the message of child abuse prevention to the community. Choir parents also donate many hours to ensure that their children attend rehearsals and performances, as well as donating funds and other items for fundraising events. The Honor Choir has traveled both nationally and internationally, bringing their message of child abuse prevention to thousands of people and are excellent ambassadors for the City of Bastrop wherever they go. The Honor Choir is beginning their eighth year working to help children and families mend by sharing support and treatment information for abuse and neglect issues.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

The Honor Choir has never received any in-kind services from the City of Bastrop.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

During the past Honor Choir fiscal year, June 1, 2016 through May 31, 2017, 80% of the total Honor Choir organizational purpose has benefited the City of Bastrop citizens.

**PROGRAM SERVICES**

Describe your program services.

The Honor Choir is a group of 36 children, aged 7 to 18, from Bastrop area schools who perform at local venues, City of Bastrop events and other locations in the area to spread information about the prevention of child abuse and neglect through their music. In addition to raising funds through performances to maintain the choir, The Honor Choir also raises funds to help local agencies provide prevention and treatment services for abused children and their families. To increase the knowledge of child abuse prevention, the choir members attend training at the Bastrop Child Advocacy Center each year to learn about and discuss the problems of child abuse and neglect in their community. This allows choir members to understand the importance of their efforts and how they can impact prevention efforts. Choir members take this knowledge into their schools and churches to educate others about child abuse and neglect and where to get help for themselves or others. Bill Owens, Honor Choir Members and their families donate their time to make their community a safer place for all children. In 2016, Honor Choir members and parents donated 6313 hours to this effort. While entertaining audiences with their music, The Honor Choir delivers an important message to us all: it takes everyone in a community to recognize the signs of abuse and come together to protect and heal children and families. The Honor Choir is a true community effort and shines a spotlight on the importance of child abuse and neglect prevention in Bastrop.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

The Honor Choir is requesting funds to purchase an equipment trailer and to pay a portion of the expense of musical accompanists for their performances to raise awareness of Child Abuse and Neglect in Bastrop. Currently musical equipment, risers and other items needed for performances are transported in the vehicles of choir parents. An equipment trailer would allow the Honor Choir to keep all equipment in one safe, locked place and would greatly facilitate set-up and break-down for performances. Funds are also needed to pay a portion of the cost of the two accompanists supporting the choir during performances--so important to the quality of the music the choir members present to the community to support the prevention of Child Abuse and Neglect in Bastrop.

How will the program services benefit the community?

Children helping children is a powerful force. Participation in The Honor Choir empowers children to help others and encourages life-long volunteers for the community. The Director of the Children's Advocacy Center refers to The Honor Choir as "our best ambassadors in the community." The Honor Choir model is first, the engagement of every singer, all of the highest of character, in honoring the lives of abused children. In addition, the Honor Choir raises funds for child abuse and neglect prevention and treatment efforts in Bastrop. Honor Choir members learn about child abuse and neglect from visits to the Bastrop Child Advocacy Center. They can then share this information with their peers at school and the community at large. The training that Honor Choir members get in recognizing and reporting child abuse is unique; the schools have a bullying program but not a program about child abuse. Our members are empowered by their knowledge and by the respect that the community has for their commitment. Honor Choir performances in the City of Bastrop raise funds, bring joy and unite the community in the prevention of child abuse through their music.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

The Honor Choir estimates that 80% of citizens will benefit from this funding, in that the Honor Choir already performs at many city celebrations reaching thousands of citizens, such as the Veterans Day Celebration, National Child Abuse Prevention Awareness Month in April, The Christmas Celebration on Main Street and Patriot Day Festival, to name just a few. The Honor Choir could do even more with help from the city to transport equipment easily and safely and engage their accompanists more frequently.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

The Honor Choir exists to bring awareness of child abuse and neglect to citizens of Bastrop. In addition, the Honor Choir raises funds each year to help provide services to children and families experiencing abuse and neglect. In 2016 well over one thousand cases of child abuse and neglect were reported and investigated in Bastrop County alone. The Honor Choir is the only permanently sustained children's musical group in Bastrop addressing the prevention of child abuse and neglect. There are other groups that form up ad hoc, but they're not permanent. There is an adult community chorus that sings several times a year, but their identity is just a singing group. They don't sing in support of child abuse prevention, while The Honor Choir does: we sing for the children, Vets, Military, downtown businesses and many others. There might be, at some point, a collaboration with one of Bastrop's church choirs or with the Community Chorus.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

The Honor Choir collects data on each performance they give. Data collected includes: number of attendees at performances; number of parents assisting; number of hours donated by members, parents and others. Also collected is dollar amount raised to support The Honor Choir and dollar amount donated to child abuse prevention and treatment efforts in Bastrop.


How will you evaluate if you were effective?

It is difficult to measure the impact that Honor Choir performances have on audience members. The Honor Choir believes that their musical efforts bring awareness of the problem of child abuse and neglect to the people living in Bastrop. The funds raised through performances and donated to child abuse agencies do help provide education and treatment for children and their families. Honor Choir members are able to talk knowledgeably about the signs of child abuse and neglect with their peers, at their church and with others in the community. We can't know if their efforts have saved a child; given the secretive nature of abuse in family systems. We do know that talking about child abuse and sharing how and where to get help is critical to planting the seed that may grow at a later time. Each year Honor Choir members are asked to write an essay about what The Honor Choir means to them and how they are helping others. Excerpts from several essays are attached to this request. Finally, Honor Choir members are learning at an early age how important it is to help their community through volunteering. Studies show that children who volunteer are much more likely to volunteer as adults.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

The Honor Choir performed 20 times in 2016/17 in Bastrop to bring awareness of child abuse and neglect to the city. Choir members and parents donate over 6300 hours of their time for the Honor Choir. Last year approx. 8500 people were reached by the Honor Choir, who exists solely on fundraising events, with help from parental and Bill Owens' contributions. Each performance requires an array of 600 pounds of PA equipment, including performance risers. At present, there is no effective storage and hauling capability and equipment is moved by a parent in one suburban - often several blocks - to the venue. An enclosed storage trailer could be brought early, unloaded and parked nearby empty, then reloaded until the next engagement. Furthermore, The Honor Choir could offer additional performances for the community with more funding to pay accompanists. Our accompanists are required for every rehearsal and performance and are essential in allowing the Honor Choir to offer professional performances. The more engaged we are in the community, the larger the load on the accompanists' budget. It is becoming untenable, given our level of musical performances.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
\_\_\_\_\_  
Authorized Signature for the Applicant

**Bill Owens**

Name Printed or Typed

**06/29/2017**

\_\_\_\_\_  
Date

**Founder and Director**

\_\_\_\_\_  
Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



**CITY OF BASTROP  
2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

In The Streets Hands Up High Ministry		06/29/2017	
Official Name of Organization		Date	
PO Box 1921	Bastrop	TX	78602
Address	City	State	Zip
Roland Nava		ministry@itshuh-ministry.org	
Contact Person	E-mail		
512-317-7503			
Phone Number	Fax Number		
27-2515162			
Federal ID #	State ID #		

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ \$12,000.00

Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

**RECEIVED**

JUN 30 2017

CITY OF BASTROP  
FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

We come to the City of Bastrop requesting these fund to continue with assisting men, women, children and families in our financially and food insecure communities and persons without a permanent residence with meals and/or pantry items when needed. And with the continuance of building the SAFE Family Emergency temporary shelters for families in need.

Describe the organization's purpose.

Feeding the hungry and assist those who are homeless or financially unstable. Providing refuge and rehabilitation for men who are (were) lost in addictions. Accommodate families that are in need of temporary shelter (via upcoming SAFE Emergency Family Shelter)

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

We have been providing services since 2009. Three men graduated from our four month program. We cater to an average of 250 people per week, led several people to employment and have assisted families in locating residences. I am an ordained Christian minister and I provide spiritual guidance and am also certified to administer the Celebrate Recovery program. Also helping this ministry is a registered nurse that provides the free health screening; a bookkeeper who records all finances and CPA that provides financial reporting.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

Currently we do not receive additional services other than the quarterly funding from the City of Bastrop.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

In our opinion, 100% of our organization has benefited the citizens (men, women and children) of Bastrop who have come seeking a meal, pantry items, resource assistance or a free health screening.

**PROGRAM SERVICES**

Describe your program services.

Meals provided Mon - Sat; breakfast 9-10:30AM; lunch 12-2PM  
Pantry items upon request.  
Free health screening every Monday.  
Spiritual guidance/counseling or prayer as requested.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

To continue with assisting men, women, children and families in our financially and food insecure communities and persons without a permanent residence with meals and/or pantry items when needed. And with the continuance of building the SAFE Family Emergency temporary shelters for families in need.

How will the program services benefit the community?

Meals provided Mon - Sat; breakfast 9-10:30AM; lunch 12-2PM = gives those that are food insecure a meal for self and/or their families  
Pantry items upon request = provides the same to those to help make ends meet.  
Free health screening every Monday = offers those without insurance or finances to get checked periodically and given literature to better their health.  
Spiritual counseling or prayer as requested = some may feel they are "unworthy" to go into a church, sanctuary, temple for fear of being turned away, we welcome all regardless of race, color or religious preference.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

We believe 100% of our citizens benefit from this funding. For one it helps keep our van in operation to pick up those without permanent residence and transport them, keeping them out of the "city's view". And it helps those that are food insecure to put a meal in their bellies.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

The City of Bastrop still has no facility to feed the hungry a hot meal (it's not only soup) at no cost, to receive a welcoming place for those who have no residence during times of inclement weather or just to get of of the elements of heat, cold, rain. Again, there is an Bastrop Emergency Food Pantry; however they are limited to days food is disbursed and comes with stipulations. The Food Pantry directs citizens to the kitchen when the clients situation does not meet the pantry's stipulations.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

We keep track by daily sign in sheets for breakfast and lunch. And our RN keeps confidential records of clients she screens.

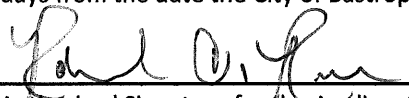
How will you evaluate if you were effective?

We will evaluate our effectiveness by seeing the number of people who come in for a meal that have known about us or just recently heard of us by word of mouth. We have also received acknowledgment letters from County Judge Paul Pape that the services we provide are helpful towards the citizens of Bastrop.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

Since beginning the soup kitchen in 2014 the meals prepared/served have almost tripled from an average of 430 to 1225 monthly. Several citizens have found and kept employment as well as permanent residences. And the men from the shelter have also obtained employment with local businesses and lead productive lives now.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

**Roland Nava**

Name Printed or Typed

**06/29/2017**

Date

**Pastor (Founder)**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.

CITY OF BASTROP
2017 COMMUNITY SUPPORT FUNDING APPLICATION

JUN 28 2017

ORGANIZATION INFORMATION:

Keep Bastrop County Beautiful

CITY OF BASTROP
FINANCE DEPARTMENT
06/27/2017

Official Name of Organization: PO Box 166, Bastrop, TX 78602
Address: Melissa Middlebrooks, president@keepbastropcountybeautiful.org
Contact Person: 512-537-0068, E-mail: N/A
Phone Number: 27-09322202, Fax Number:
Federal ID #: State ID #

Is your Organization:

[checked] 501(c)3

Other (provide description)

\$ \$15,000.00

Funding Amount Requested

Required Attachments:

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) as directly related to funding requested
3) Copy of 501 (c) letter from Internal Revenue Service
4) Identify other sources of funding
5) List of all Board Members

Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.

Provide a brief summary on why you are requesting funds:

Keep Bastrop County Beautiful (KBCB) provides recycling education, resources, programs and events to children and adults in Bastrop; clean-up events for parks, roadways and the Colorado River; scholarships for high school seniors; and environmental forums. The new Mini Bastrop River Rally (BRR) on Aug. 6, 2017, will take place in preparation for the SUP CUP on Aug.12th. KBCB is partnering with Bastrop River Company, Rising Phoenix and LCRA to clean up the river for locals and others coming in from out of town for the Stand Up and Paddle Race. KBCB will partner with the YMCA and Friends of the Lost Pines to provide the 6th annual Burning Pine Run on Sept. 6, 2017. An expanded two-day (BRR) will take place on Apr. 21 and 22, 2018, to celebrate Earth Day. The BRR will feature a full-day of festivities on Saturday, including a collaborative Kids' Corner event presented by KBCB and the YMCA. There will also be a 1k and 5k race, food vendors, and music and entertainment. The annual River Rally Clean-Up will take place on Sunday morning. In 2017/2018, KBCB will work with Master Gardeners, Master Naturalists, BIRD, and Art in Public Places on partnerships and community input on beautification projects such as pocket parks/parklets throughout the community. KBCB will also organize four quarterly clean-ups in the City of Bastrop, two of which will be river clean-ups on the Colorado River. An Adopt-A-Street program will be implemented in 2018. The 14-member, all volunteer KBCB board of directors, needs administrative support to carry out these events.

Describe the organization's purpose.

KBCB's mission is: "To inspire individuals and businesses to improve their communities and natural environment." KBCB's goals are litter prevention, waste reduction and beautification and the support of activities that lead to sustainable living and food production. KBCB's purpose is to educate youth and adults on various aspects of environmental stewardship, to provide resources and support for ongoing recycling and waste reduction efforts and to lead by example, through volunteerism on community clean-ups and beautification projects.

# CITY OF BASTROP

## 2017 COMMUNITY SUPPORT FUNDING APPLICATION

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

Founded in 2009 and led by a 14-member board of directors, KBCB has been a Gold Star Affiliate of Keep Texas Beautiful (KTB) since 2010. Of 390 KTB affiliates, only 14 percent have achieved "Gold Star" status. In 2017, the City of Bastrop was one of ten Texas communities to receive the prestigious KTB Governor's Community Achievement Award (GCAA). The program is judged on achievement in seven areas: Public Awareness, Education, Beautification and Community Improvement, Litter Prevention and Cleanup, Solid Waste Management, Litter Law and Illegal Dumping Enforcement and Community Leadership and Coordination. The \$130,000 landscaping project was awarded to KBCB based on the community's outstanding overall efforts to keep our community beautiful. KBCB credits much of its success to the partnerships it has developed with Bastrop County, the Cities of Bastrop, Elgin and Smithville, Bluebonnet Electric Cooperative, Balcones Resources, Bastrop Economic Development Corporation, LCRA, Republic Services, Lone Star Disposal, Progressive Waste Solutions (now Waste Connections), Main Street Programs in Bastrop and Elgin, the National Park Service, Bastrop River Company, Camp Swift Army National Guard Training Center, and the Lost Pines Master Naturalists. (Please see section 13 for more results).

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

The City of Bastrop has provided staff support to plan our annual Bastrop River Rally ensuring all city ordinances are satisfied. The city has also provided road and parking flags, barricades and cones for our events (2015 and 2016).

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

Ninety percent of KBCB's programs and services are geared toward the City of Bastrop. While KBCB serves Bastrop County, the primary programs and services happen in the City of Bastrop. These projects include: Recycle More Art Contest with local elementary students and the Bastrop Public Library, FestiviTREES with City of Bastrop businesses, the Bastrop River Rally to clean up the Colorado River starting at the City's Fisherman's Park, the Texas Trash-off to clean up Bastrop State Park, the Burning Pine Run in Bastrop State Park, Bastrop Intermediate School community garden, and college scholarship opportunities for students in Bastrop and Cedar Creek High Schools.

### PROGRAM SERVICES

Describe your program services.

Bastrop River Rally (BRR) - Central to the BRR is the kayak/canoe Colorado River clean-up. There is also a 5k/1k Run, a Kids Corner and food and entertainment. Texas Trash Off - This activity focuses on a clean-up effort - this year at Bastrop State Park. Recycle More Art Contest - KBCB awards prizes to students who create holiday ornaments out of recycled materials. FestiviTREES - a competition between Bastrop businesses to create trees with recycled items to promote recycling in a fun, seasonal way. College Scholarships - in 2015-16, KBCB in partnership with Lone Star Disposal, awarded \$1000 scholarships to two high school seniors. Recycling Information in Bastrop County - In 2014-15 with a CAPCOG grant, KBCB published 2000 copies of "Talking Trash" (a guide to recycling), available in both English and Spanish. These guides are distributed to the public at all of our education/information booths. In 2015-16 KBCB participated in ten community events where "Talking Trash" was distributed to the public. KBCB has an interactive recycling matrix on our website that directs the public to all recycling locations in the county. "Talking Trash" will be updated and reprinted in 2017. KBCB oversaw a community garden installation and maintenance program at a local school. Approx. 60 student participated in the program. Lost Pines Nature Trail - KBCB is leading a diverse group of partners to protect, secure, and manage the resources facilities, and visitors at the 28-acre Lost Pines Nature Trail site on the Colorado River.

# CITY OF BASTROP

## 2017 COMMUNITY SUPPORT FUNDING APPLICATION

How will the City of Bastrop funds be used?

KBCB administers its programs, for the most part, through volunteer hours donated by the 14-member board of directors. Board members write grants, solicit sponsors, design brochures and marketing materials, organize and staff events and clean-ups, attend City meetings, meet with local partners and provide many other in-kind services to meet the needs of the organization. Despite the tremendous volunteer support that KBCB receives from its board of directors and volunteers, paid staffing is needed to assist the board with administrative tasks. These tasks include: preparing tax letters for donors and members, processing incoming mail and emails, tracking donors and volunteer hours for reporting purposes, volunteer recruitment and coordination, event planning, registration for events, completing paperwork for community events and reports for Keep Texas Beautiful, and file maintenance database management, and event coordination. Currently, KBCB contracts for part-time administrative assistance at the rate of \$500 per month. In addition to administrative support, there is a need for a computer and software to build and maintain our growing list of supporters, participants, donors, and volunteers. Insurance is required for the majority of our events. Storage, office supplies, and equipment are needed as well. Securing funding for necessary administrative tasks allow board members to focus on expanding services and programs.

How will the program services benefit the community?

KBCB's program services benefit the community in many ways. Since we rely heavily on both youth and adult volunteers, KBCB activities promote community volunteerism and community responsibility. Young people learn the importance of recycling and how to re-purpose items to reduce waste. Young and old learn about how litter affects the environment and how everyone in a community must pitch in to prevent litter and to clean it up when it does occur. Community members find out how much fun it is to contribute and make a positive difference. Aside from instilling community involvement and pride, KBCB activities promote the stewardship of our natural spaces and environmental assets. In nearly every ranking of a community's value, from best place to start a business to best place to raise a family or to retire – the availability of clean and litter free parks, green spaces and waterways is a major indicator in the community's ranking. KBCB is working with the Colorado River Collegiate Academy to create a working "Junior Board" to inspire BISD students to take leadership roles in our community as well as initiate problem solving and community support at an early age.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

The administrative function of our organization underlies all that we do and this funding will allow the Board of Directors to deliver programs and services to a larger audience. All of KBCB's programs and services will be positively impacted by this funding. KBCB's programs and services directly touch approximately 2,100 individuals in the City of Bastrop through participation in our Environmental Expo (formerly Green Expo), our community education forums, recycling education and clean-up activities. Many more citizens, who do not participate directly benefit from KBCB's work by enjoying a litter free Colorado River, clean parkland and access to recycling services and information. Our estimate is that eighty percent of the City of Bastrop's citizens will benefit from this funding.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

KBCB is the only organization in the City of Bastrop with the goals of litter prevention, beautification and waste reduction. As the City's leader in this area, KBCB has forged partnerships with government, businesses, and community organizations to promote and develop more options and solutions for the citizens of Bastrop. We will continue to foster and grow these relationships. While we have made great progress in the last eight years, much more needs to be done. Families and businesses that come to our fast growing city expect and demand recycling services. Despite education and enforcement, our roadways and open spaces still have large amounts of litter and illegal dumping. Our youth are now becoming more educated about recycling but as the world changes and global demand for recycled plastic weakens, it will be more important than ever to teach our kids about waste reduction and reducing our overall environmental footprint. To address these needs it will be critical for KBCB to continue providing information and referral on recycling, hazardous waste disposal, illegal dumping and education services on environmental issues. Due to historic flooding on the Colorado River combined with increased visitor traffic, it is also necessary that the Colorado River that flows through Bastrop be cleaned up at least annually. Our two local river companies and the many hotels that host kayaking and canoeing tourists, depend on the cleanliness and health of the river to support their businesses. Many of Bastrop's citizens also take advantage of this local recreational gem. KBCB is truly a unique and valuable contributor to the City of Bastrop.

**CITY OF BASTROP**  
**2017 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

As a Keep Texas Beautiful (KTB) Gold Level Affiliate, KBCB annually tracks the number of volunteers recruited, the number of adults and youth who have participated in educational programming, the number of citizens that have attended community educational forums or exhibits, the amount of litter that has been removed from public spaces, and the number of individuals that visit our website and like our Facebook posts. Data is collected through administrative features of our website, event and volunteer data management systems and hard copy sign-in forms. The administrative funds that are being requested in this application will help KBCB to expand our data collection and reporting even further through survey and customer satisfaction polling.

How will you evaluate if you were effective?

KBCB evaluates the success of our programs and services each year at the Board of Director's annual meeting/retreat. At this meeting, the Board of Directors assess how much community participation occurred for each activity, what outcomes were produced and what substantive progress has been made toward the fulfillment of KBCB's mission and goals. The Board then decides which programs are effective and which programs need to be enhanced, eliminated or added in the upcoming year.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

Annual outcomes from KBCB's work include: approx. 133 volunteers donated 673 volunteer hrs. at a value of over \$15,000; engaged 160 students in recycling art contests; 60 students participated and maintained a community garden at Bastrop Intermediate School; a six-mile river cleanup resulted in over 1,500 lbs. of trash removed from the Colorado River; 400 lbs. of trash was removed from Bastrop State Park – half of which was recycled; 15 businesses participated in KBCB's annual FestiviTrees contest; 45 educational exhibits were provided for students at our annual BRR, 40 community members attended our education presentation on water harvesting; KBCB provided educational booths at ten community events; and board members performed a community litter survey through KTB. KBCB and its partners conducted educational activities including; community event booths geared toward recycling education for children, the development of a new Kids' Corner educational event during our annual BRR that involved community organizations, businesses and non-profits presenting recycling-related games and events to children of all ages, and research and partnership with the Colorado River Collegiate Academy to establish a "Junior KBCB Board." The Junior Board will be established in 2018.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

Melissa Middlebrooks

Authorized Signature for the Applicant

6-28-2017

Date

Melissa Middlebrooks

Name Printed or Typed

President - KBCB

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2016**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



**CITY OF BASTROP  
2017 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

Literacy Volunteers of Bastrop		06/08/2017	
Official Name of Organization		Date	
1404 Pine Street, P.O. Box 855	Bastrop	Texas	78602
Address	City	State	Zip
Lilly Vara	info@literacybastrop.org		
Contact Person	E-mail		
512-521-7860	n/a		
Phone Number	Fax Number		
74-2543119	128929201		
Federal ID #	State ID #		

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

**RECEIVED**

JUN 20 2017

CITY OF BASTROP  
FINANCE DEPARTMENT

\$ \$10,000.00

Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) as directly related to funding requested ✓
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

We request funds from the City of Bastrop for 2015/2016 in the amount of \$10,000 to continue to serve the increasing number of citizens in our community who need assistance in improving their reading, writing, math and literacy. Literacy Volunteers of Bastrop (LVB) provides services to students free of charge to assist them in accomplishing both their educational and life goals, such as: getting their GED, getting their driver's license, obtaining a job or advancing in a job, becoming computer literate, enrolling in technical programs, helping their children with homework, or being able to read to their children. We appreciate your continued support of LVB and the vital services we provide the community. City of Bastrop Community Support Funding would be used to pay a portion of direct expenses for tutoring, as well as a portion of salary for LVB's only paid staff member and tutor coordinator. The Tutor Coordinator is a 20 hour per week position, which performs administrative functions for the organization, in addition to tutor recruitment, management and training.

Describe the organization's purpose.

LVB offers a continuum of educational services that transitions individuals from literacy to GED, to college, and work. We strengthen families by helping those students progress to post-secondary education and/or gain a better chance at the job market. We tailor success by building specific strategies used in diagnosing strengths and weaknesses and providing a personalized plan. We provide caring and competent tutors who are matched with students according to their learning needs. Many students are tutored one-on-one in a classroom (through our partnership with Community Action Adult Education and their free GED and ESL classes) with a degreed teacher, while others work with a tutor one-on-one or in small groups at the LVB office or the Bastrop Public Library. We are a key organization that serves the adult population for educational services and partner with other valuable organizations in the community.

**CITY OF BASTROP**  
**2017 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

LVB has been serving the Bastrop community for over 28 years, and our volunteers have served over 900 students since 2010. Lilly Vara, Tutor Coordinator, who has been employed with HR Block for 16 years, works closely with Dale Burke, Education Coordinator of Community Action Adult Education and LVB Board President. Mr. Burke has many years experience in facilitating adult education, and has recently retired from BISD as a guidance counselor and served in military for 20 years as a recruiter. We currently have 8 volunteer tutors.

One of our success stories is that of Julie Gutierrez, a 47 year of woman who due to a phobia of math had struggled in the CAI Ged class, and came in and out of that program for 9 years. She agreed to tutoring, and through a concentrated effort on her part, intense tutoring from the tutor, and help from her GED instructor, she finally pushed past her fears and was able to achieve her GED. She is now a manager at the gift shop at the Hyatt Regency Lost Pines Resort and loves her job.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

LVB values the ongoing relationship we have had for a number of years with the Bastrop Public Library. The free services provided by the library that have been particularly useful to LVB volunteers and students are: study booths to provide one-on-one tutoring or study time for students, classroom and meeting space, public access to computers with high speed internet available to volunteers and students, books for all literacy levels (some ordered specifically for LVB), and posting of literacy and class information. The Bastrop Library collaborates with LVB to provide program awareness and capacity building.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

Over the last year, residents of the City of Bastrop represented 72% of the total students served by LVB.

**PROGRAM SERVICES**

Describe your program services.

LVB has been providing free literacy services to the Bastrop community for over 28 years. The volunteer tutors of LVB currently provide free individual and small group instruction in the areas of GED preparation, ESL (English as a Second Language) and Basic Reading. We have recently expanded to include a program for family literacy. We have seen an increasing number of the hardest to serve students with learning disabilities and at-risk students for whom we tailor an individual educational plan. We value our ongoing collaboration with the Community Action Adult Education (CAI) Program in Bastrop and provide tutors to work with students enrolled in their free GED and ESL classes. Many of our students are tutored in conjunction with these classes. Additionally we offer free tutoring at the Bastrop Public Library on Mondays and Wednesdays. Tutoring at the library includes tutoring in the following subjects: basic reading, writing and math, GED, ESL, and homework assistance to school aged children through our family literacy program. Each adult student is administered a TABE assessment and is re-tested periodically to determine advancements or improvements in academic areas.

We also partner with BISD, providing tutors for their (ACE) Program. Additionally we partner with Workforce Solutions, Food Pantry, Literacy Coalition of Central Tx and other area entities to provide the most comprehensive service to our students and the community.

**CITY OF BASTROP**  
**2017 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

Funds requested from the City of Bastrop Community Support Funding of \$10,000 will be used in two areas: Expenses including textbooks, locator tests, software, bookkeeping, tutor training workshops, insurance and office expenses and salary for LVB Tutor Coordinator.

The amount of \$4,500 is requested for insurance, CPA expense, technology updates, tutor training workshops, marketing, communications, office expenses, textbooks and test booklets.

The amount of \$5,500 is requested to pay salary of LVB's only paid staff member (20 hours per week). The Tutor Coordinator is responsible for tutor recruitment and training, in addition to administrative functions vital for the success of the organization.

How will the program services benefit the community?

The most recent data on literacy rates at censusreporter.org, indicates that 19.3% of Bastrop County adults lack a high school diploma, 14.3% below poverty, 36% of Bastrop County's population speaks a language other than English. These citizens have many skills and much to offer our community, but in order to contribute they need help improving their reading, writing and literacy skills. LVB offers this help free of charge in the following areas: Basic Reading tutoring for individuals who speak and understand English, but whose reading skills need improvement; ESL tutoring to assist students fluent in a language other than English become more proficient in the English speaking, reading and writing skills; GED (General Equivalency Diploma, tutoring which focuses on the subjects of math, writing, social studies, science and reading; Family Literacy (parent and child work together with a tutor to improve literacy within the family). The value of our service would be approximately \$8,000 a student for tutoring if this was a for profit business. We help improve and strengthen the community by offering these educational services free of charge. Our valuable services improves lives, strengthens families, and increases ones' opportunity for gainful employment.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

In 2016/2017, our program assisted 112 of the adults in the Bastrop community improve their reading, writing and English speaking skills. While this number represents a relatively small percentage of the total city residents, the impact of our services is much more far reaching. For example: reduction of truancy rates through city referral of truant students, decreased corrections costs by assisting students in compliance with educational conditions of parole/probation, reduced reliance on public assistance by making students more employable, retention and attraction of businesses to the Bastrop community by providing better educated employees, assistance to the school district by increasing a parent's ability to communicate with BISD staff and provide homework assistance to the students. Increasing the literacy of one member of the family benefits not only the whole family, but begins a ripple effect that impacts many more citizens of the Bastrop community. A better educated population sparks community involvement; a path for continued economic success.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

Census reports continue to show a need in Bastrop county for adult education. Our organization primarily serves the disadvantaged population due to poverty, high school drop outs, and non-English speaking citizens. LVB continues to see an increase in need from the community, particularly in the area of preparation for the GED and workplace literacy. Our collaboration with Community Action Adult Education, Workforce Solutions, Bastrop County Sheriff's Office, Bastrop Probation Dept., Bastrop Independent School District and other entities ensures that we provide a service that is not duplicated within the community.

**CITY OF BASTROP**  
**2017 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

Upon entry into our program, students are required to fill out enrollment forms which contain a variety of information for statistical purposes. The student's address is collected at this time, to determine whether they live in the City of Bastrop, Bastrop County (BISD), Bastrop County (non-BISD) or other. This information is entered into a master file and maintained by the Tutor Coordinator for Literacy Volunteers of Bastrop.

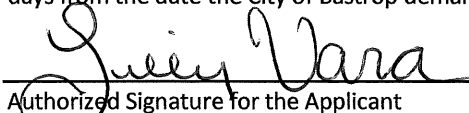
How will you evaluate if you were effective?

Project success will be defined as meeting or exceeding the federal performance targets for adult education programs. Since LVB partners with Community Action Adult Education (CAI), and CAI must comply with these federally set performance targets, LVB must as well. LVB believes that being held to these criteria for success strengthens the program. Students are administered a baseline assessment with either the TABE or BEST tests at the beginning of each semester. Progress assessments utilizing a different version of the test are administered at least once during the course of the semester. Practice GED tests are also offered to students. The student is expected to demonstrate measurable gains in academic skills and/or English proficiency as measured by the assessments. While these assessments are important, often the more important thing for teachers, tutors and the learners is the goal setting process. At the beginning of each semester, students are asked to set goals which are ultimately what motivate them to learn. Goal review is ongoing, and achievements are noted and celebrated.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

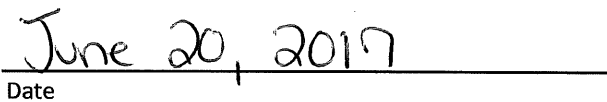
LVB and its' team is including information on the actual outcomes of our programs from 7/1/16 to present. The objective of the GED tutoring program is for adults to make progress toward their educational goals as measured by the National Reporting System for adult education programs (Test of Basic Education - TABE). Of the total 112 students tutored by LVB, 62 were enrolled in the GED preparation program. Of the 62 GED students, 57 have each made gains of at least one level in reading writing and/or math since entering the program. During the time period 7/13 to 6/14, our program in collaboration with CAI 12 students have successfully completed their GED. Our graduates include a dental hygienist, accountants, bookkeepers, heavy equipment operator, truck drivers, CNAs, LVNs, an RN, dialysis technician and other skilled workers. In addition to these achievements, other GED students have met many of their individual goals, such as: getting their driver's license, becoming employed or advancing in the jobs, helping their children with homework, volunteering at their child's school, and being able to read to their children. Our ESL tutoring program assisted 27 adults, with 76% progressing at least one level in English proficiency in the 2017 spring semester.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
Authorized Signature for the Applicant

**Lilly Vara**

Name Printed or Typed

  
Date

**Program Coordinator**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2016**  
*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

MEELJ Justice Center INC.		06/22/2017	
Official Name of Organization		Date	
2800 S. I.H. 35 Suite 140	Austin	TX	78704
Address	City	State	Zip
Aaron Timmons	aaron.timmons@melj.org		
Contact Person	E-mail		
512.443.2525.			
Phone Number	Fax Number		
74-2994703	17429947033		
Federal ID #	State ID #		

Is your Organization:

501(c)3

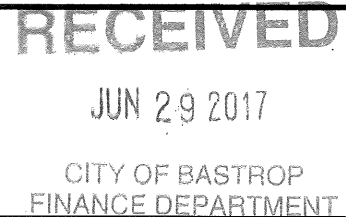
Other (provide description) \_\_\_\_\_

§ \$15,000.00

Funding Amount Requested

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested
- 3) Copy of 501 (c) letter from Internal Revenue Service
- 4) Identify other sources of funding
- 5) List of all Board Members



**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

MEEELJ Justice Center, now known as ME3LJ Center, is an action-based service nonprofit founded in Bastrop Texas in 2004. We rely on public and private funds to support the programs we provide to the public. ME3LJ Center provides programs to provide seamless reentry into common society from incarceration. In serving the constituency of the City of Bastrop we use fundamental programs that are designed to aid individuals with being productive members of society. ME3LJ Center is supported by foundations and local governments alike, and this funding is key in the continued support we provide as well as the expansion of our services.

Describe the organization's purpose.

At ME3LJ Center, our mission is to provide real opportunity to at-risk youth, the formerly incarcerated, and their families. To accomplish this mission MELJ Justice Center aims to serve through action by providing programs that are tailored to each person served. Service through action requires a personal relationship with our program participants, and we pride ourselves in working closely with them to accomplish whatever need is applicable to their situation. MELJ Justice Center helps around 200 program participants a year. Many of whom are women and children. Whether they are families impacted by incarceration or have entered the penal system themselves, ME3LJ Center services this forgotten segment of our community in order to bring about a stronger community for future generations.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

The H.O.P.E. Program at ME3LJ Justice Center provides an opportunity for the at-risk youth in the Austin area to be given a fair chance to succeed. Here at ME3LJ we believe that while your initial station in life may define where you come from, it does not have to define who you become. Our main mission with our H.O.P.E. youth program is to help place structure and safety around young people, while also providing them with educational and recreational tools that will impact their lives. H.O.P.E. at ME3LJ , offers youth between the ages of 13 and 21 the ability to escape childhood homelessness, drug addiction, alcohol abuse, and embrace education, careers, and achievement. ME3LJ Justice Center is also proud to offer aid through action to individuals who have been or are currently incarcerated and their families. The FOR REAL program stands for Forever Omitting Recidivism, Restructuring, Educating, and Activating Life. At ME3LJ we believe in change FOR REAL. We accept a wide variety of individuals from many different backgrounds. This program is designed to assist Formerly Incarcerated Persons (FIPs) with every aspect of re-establishing their lives. Through both of these programs we have been able to help countless lives. Last year alone over 300 people reached out to ME3LJ Center for help either for family members or themselves. ME3LJ Center is here to help others succeed.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

ME3LJ Center has not been the recipient of any in-kind services from or through the City of Bastrop.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

ME3LJ Center can honestly attest that 100% of the citizens in the City of Bastrop benefited, and continue to benefit, from our services in some way. While we serve a population that is some many times voiceless and may seem insignificant to most, the impact of true restoration to society is incredible. At ME3LJ Center we do not just find jobs or housing for our participants, we continue the restoration process they began when they left prison. We work tirelessly to ensure our participants have the best chance of success in the free world and boast very low rearrest and re-incarceration rates. This in turn helps lower crime statistics in the areas we serve; ultimately, that is great for business, economic development, safety, public health, and law enforcement. At ME3LJ Center we are fortunate enough to have the capability to customize our programs to each individual we serve. This allows us to help each person with direct needs, which in turn allows for a higher success rate.

**PROGRAM SERVICES**

Describe your program services.

Participants in FOR REAL receive the following:  
counseling services, housing referrals and assistance in securing stable housing, referral to programs that can aid FIPs in becoming mentors, assistance in securing restoration of civil right, assignment of or assistance in locating legal counsel for participants to confer with regarding issues stemming from probation/parole, assistance in re-connecting participants and their family members, educational programs for furthering their education and work-readiness, opportunities to participate in organized athletic leagues.

H.O.P.E. at ME3LJ Center offers the following:

teen drug addiction awareness, teen alcohol abuse awareness, safe sex practices focusing on abstinence, social etiquette, family counseling, drug addiction counseling, alcoholism counseling, educational support, job training, and job sponsorship.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

ME3LJ Center is dedicated to community out reach and will continue to use all funding to help others. At ME3LJ Center we believe that all children deserve a chance to positively impact the world around them. This is why ME3LJ Center would like to expand this program to include both a child literacy program and academic support for struggling youth. We believe that these additions in conjunction with the current resources and opportunities provide a proper base for youth and will help give young people at risk of serving jail time, not only the opportunity to escape, but also the tools to be successful. This is why we are working on new innovation to launch an at-risk youth literacy program.

Within the FOR REAL Program we have recognized a growing need for women specific resources through our experience with our program participants. There is a growing rate of incarceration among women in Texas. This may be due to an increase in the percentage of drug charges among women verses men. Whatever accounts for the change one thing remains the same; women as a class are underrepresented within the penal system, and there are few resources or opportunities for help available to them. ME3LJ Center has served incarcerated women for years, dating back to

How will the program services benefit the community?

Similar to what was stated above, ME3LJ Center strives to bring communities together as a whole through the restoration of the formerly incarcerated, at-risk youth, and their families. Many times our participants are people who are ostracized from the community. ME3LJ Center is working to change the stigma placed on the formerly incarcerated by helping show that this population is no different than any other. We serve all classes, colors, races, creeds and identities in an effort to unite the community in commonality rather than to divide it in differences. The community is best served with all of its citizens being productive members, which is something that we help to facilitate at ME3LJ Center.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

ME3LJ Center currently serves an estimated 100 program participants each year, however the demand for our services far outreaches our current ability to serve this population. On average, each quarter, we are only able to aid about one-third of the people that call us for assistance. With funding from the City of Bastrop and the growth of our programs, we believe that we can render services and aid twice as many people over the next year alone. That means ME3LJ Center would be helping close to two-thirds of all persons with a felonious background and many more at-risk youth in the community.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

It is in human nature to make mistakes or act out against society. At times these mistakes and rebellions cross lines that society has drawn and our laws are broken. The cost for many of these transgressions is the total loss of freedoms through imprisonment. Therefore, so long as human nature stays the same, people will continue to violate the law and pay for that violation through our penal system. This experience in life drastically changes a person. ME3LJ Center is proud to say that the help we give to this population is completely unique from other services. ME3LJ is currently the only organization that provides services to this population of voiceless individuals. At ME3LJ our goal is restoration of lives through action. Therefore, we attempt to provide necessary services with little waste. To do this we work closely to coordinate our services with any and all other local services that provide for the community. Coordination efforts involve, but are not limited to, clothing donations, and job opportunities. ME3LJ Center is a proud partner of Goodwill, Region XIII, Walmart and Sam's Club, as well as many other entities with a heart for service. At ME3LJ we believe that it is together that we can best serve our community.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

ME3LJ Center tracks the number of citizens benefited through our thorough intake system. When potential participants call regarding ME3LJ Center services our staff takes detailed notes and the person is entered onto a list of potential participants. Next, one of our intake specialists then returns the calls of these potentials and request they come into our office for an interview so that we can learn how to help them. After this initial interview is conducted a file is opened and the potential becomes an official participant. Their name and information is then transferred on to a list of program participants which we track based on four metrics; date released, service requested, location, and completion.

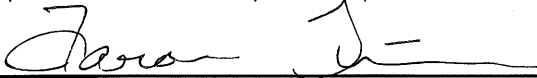
How will you evaluate if you were effective?

These metrics along with other basic information is compressed into digital files that are used by ME3LJ Center to meet goals, performance measures, and rate the success of our programs. We evaluate our success on an individual basis of whether or not the participant is rearrested or re-imprisoned. These are objective standards.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

ME3LJ Center is happy to say that in the first two quarters of 2017, of forty program participants none of them have been rearrested, or re-imprisoned after a measure of ninety days. We are firm believers in the fact that numbers that are this direct do not lie. We pride ourselves on effective programming and when those metrics are not met we search diligently to rectify any issues may have caused failure. It is for these reasons that ME3LJ is still changing lives to this day after such a humble start in Bastrop in 2004.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

**Aaron Timmons**

Name Printed or Typed

**06/29/2017**

Date

**Program Administrator**

Title

Return this application to:

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

**DEADLINE: 5:00 P.M., June 30, 2017**

*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



**CITY OF BASTROP  
2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION:**

<u>Mission U-Too</u>		<u>June 5, 2017</u>	
Official Name of Organization		Date	
<u>P.O. Box 2547</u>	<u>Bastrop</u>	<u>TX</u>	<u>78602</u>
Address	City	State	Zip
<u>Christine Farquhar</u>	<u>christine.farquhar@missionutoo.org</u>		
Contact Person	E-mail		
<u>888-511-7173 x210</u>			
Phone Number	Fax Number		
<u>27-3419631</u>	<u>801313488</u>		
Federal ID #	State ID #		

Is your Organization:

501(c)3

Other (provide description) \_\_\_\_\_

\$ 15000  
Funding Amount Requested

**RECEIVED**

JUN 21 2017

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2018 (10/01/2017 - 09/30/2018) as directly related to funding requested
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Identify other sources of funding ✓
- 5) List of all Board Members ✓

CITY OF BASTROP  
FINANCE DEPARTMENT

**Answer the following. Your focus should be on how your organization benefits the community and City of Bastrop citizens. Be as specific as possible.**

Provide a brief summary on why you are requesting funds:

Mission U-Too is requesting funds to continue helping with social, spiritual, emotional, and physical needs amongst those that are impoverished in the City of Bastrop. Socially, we create an environment that is safe for the entire family to volunteer and give back to their community. This also provides social interaction for the low income families to have a positive influence in their lives. Mission U-Too is a Christ centered organization that wants to bring hope back to the community. By being at the same place, at the same time every week, it gives hope through consistency. This is something that these families latch onto and learn to grow in; ultimately, providing emotional healing. Physical needs are met in many different ways at Mission U-Too, but the main way is through the 450 hot meals served every week in two locations in the City of Bastrop totaling 23,400 per year. We need money to continue to reach the community and City of Bastrop citizens physical need for food. For many of these families this is the only hot meal they get all week, not to mention the only time they are able to eat meat because of it's higher price range compared to other types of food.

Describe the organization's purpose.

Our mission is to feed people both physically and spiritually. We follow Christ's model of going into communities to meet their physical needs, build meaningful relationships and share the love and message of Christ. We work with people like you and churches to support this outreach and to come alongside people to help them grow spiritually.

For us, the burger is just the tool to open the door to share the gospel of Jesus. Our desire is that one day we will have a Mission U-Too team in every town across the country (and hopefully across the world!). That we would be able to reach out and provide food, music, and the message of Christ in these communities every week. We like to call ourselves a large ministry, just in its beginning stages.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

Share your organization's experience, accomplishments and qualifications to successfully complete the program services.

Mission U-Too has been serving in the City of Bastrop for seven years. We have served 16,250 meals in 2015, 17,573 meals in 2016 and year-to-date 10,094, at two locations, in the City of Bastrop. Our leadership has a combined experience of 25 years; along with our board of directors who brings leadership skills from an outside business and/or church prospective to teach and equip a staff of six. Our staff then provides training to 80 volunteers to be able to handle circumstances and funds to better reach our community and change the lives of those in poverty.

Identify any in-kind services that you currently receive, or have received in the past from the City of Bastrop (include dates).

Mission U-Too has not received any in-kind services, but has received funding from the 2016 and 2017 Community Support Grant.

Over the past year, identify what percentage of your total organizations purpose benefited City of Bastrop citizens.

Over the past year, Mission U-Too has served 40,588 hot meals, 43% of the total organizations purpose has benefited the City of Bastrop citizens.

**PROGRAM SERVICES**

Describe your program services.

Mission U-Too program services provides a hot meal to any one in need consistently every week to help with social, spiritual, emotional, and physical needs amongst those that are impoverished.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

How will the City of Bastrop funds be used?

The City of Bastrop funds will be used to provide food, supplies, and equipment needed to serve 23,400 hot meals per year.

How will the program services benefit the community?

Mission U-Too's program services benefits the community by providing help with social, spiritual, emotional, and physical needs amongst those that are impoverished. Socially, we create an environment that is safe for entire family to volunteer and give back to their community as well as provide social interaction for the low income families to have a positive influence in their lives. Spiritually many of these people have lost hope. We are a Christ centered organization that wants to bring hope back to the people in the community of Bastrop. By being at the same place and meeting at the same time every week, this brings hope and helps with emotional healing. Physically we provide a hot meal consistently every week and teach people how to budget. This results in people learning not to be homeless and to have a place on their own. It also creates hope for others as they see others each week and see the progress of other families and individuals are making.

For your organization's purpose, what percentage of City of Bastrop citizens do you estimate will benefit from this funding?

Mission U-Too serves 450 hot meals with 177 people who come through the line to provide food for their household every week. The 2013 US Census Bureau states, "that there are 2697 households in the City of Bastrop with 2.54 persons per household(2009-2013)". Mission U-Too calculates the population served estimates 2.54 persons per household, by the amount of hot meals served and per the amount of persons that come through the line every week. Therefore, we serve 177 households per week, and with 2697 households in the City of Bastrop, per the US Census Bureau, equals 6.56%% of the City of Bastrop citizens will benefit from this funding. Mission U-Too's focus is on the impoverished. The US Census Bureau states that 9.1% of 7554 persons living in the City of Bastrop are below poverty level (2009-2013). That means 687 persons and 270 households are living impoverished in the City of Bastrop. Mission U-Too is reaching 177 households equaling 65.5% of the impoverished citizens in the City of Bastrop.

How do you know these program services are needed? Are there other entities providing the same or similar services which are available to City of Bastrop citizens? Will there be a coordination of services? Explain.

Mission U-Too's program services are needed to help with social, spiritual, emotional, and physical needs amongst those that are impoverished in the City of Bastrop. We started providing these serves in 2010 to the City of Bastrop. In 2013, we started a second location on the north side of the City of Bastrop because the need increased. These services provide a hot meal once a week consistently. We currently are feeding 450 hot meals per week equaling 23,400 meals a year to the City of Bastrop citizens. There is one entity that is providing similar services to the City of Bastrop citizens that we are familiar with, Open Door Soup Kitchen. Our coordination of services is provided by a Site Coordinator at each location. They help organize and make sure the food is there each week, but also to provide leadership, counsel and to be a servant. The Site Coordinator is overseen by an Area Manager. The Area Manager is a Mission U-Too staff member. They are in charge of how funds are dispersed to each location and provide overall guidance for the Site Coordinator.

**CITY OF BASTROP**  
**2018 COMMUNITY SUPPORT FUNDING APPLICATION**

**REPORTING**

How will you track the number of City of Bastrop citizens benefited by your organization's program services?

Mission U-Too will track the number of City of Bastrop citizens benefited by the number of meals we serve weekly and by the relationships developed. Our Site Coordinator is able to track this process and report the progress with their Area Manager.

How will you evaluate if you were effective?

Mission U-Too will evaluate how effective our program is by the number of people who return on a weekly bases, by relationships developed, by the number of people who start serving, by the amount of donations given, and the number of people who get involved in a church. This progression shows the effectiveness on how Mission U-Too effects people socially, spiritually, emotionally, and physically.

If you have done/currently doing these program services, describe the results you have experienced and statistics.

Mission U-Too provides program services every week by providing 450 hot meals in two City of Bastrop locations with a goal to help with social, spiritual, emotional and physical needs. This has resulted in us building trust and relationships with the homeless community, the housing authority, the citizens we serve and our volunteers. We have been able to come alongside the authorities in hostile situations to bring guidance and to help bring order. Guidance can take place because we consistently are there every week creating an environment of consistence and simplicity. Statistically the longer we are at a location providing the program services the more results. As in, homeless men and women learning to get off the streets and becoming better citizens. We also see people we serve learning to budget and become better stewards of their resources. Emotional healing takes place by the consistent meeting on a weekly basis giving confidence and hope through social and spiritual relationships through Jesus Christ.

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according the opinion of the City of Bastrop, to the program guidelines. I agree that if funds are not expended accordingly, in said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

\_\_\_\_\_  
Authorized Signature for the Applicant

Jonah Beyer

\_\_\_\_\_  
Name Printed or Typed

6/20/17  
\_\_\_\_\_  
Date

President

\_\_\_\_\_  
Title

Return this application to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., June 30, 2017**  
*(no applications will be accepted after this deadline)*

Electronic/Facsimile submissions will not be considered.



# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 8

**TITLE:**

## **CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the Citizens' Comment portion of the Council meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Staff for research and possible future action.*

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

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



# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 9A

**TITLE:**

Consider action to approve minutes from the June 27, 2017 Regular Council 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 minutes from the June 27, 2017, Regular Council Meeting.

**ATTACHMENTS:**

- June 27, 2017 DRAFT Regular Council Meeting Minutes

**MINUTES OF REGULAR COUNCIL MEETING  
BASTROP CITY COUNCIL  
June 27, 2017**

The Bastrop City Council met in a Regular Meeting on Tuesday, June 27, 2017 at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder, Mayor Pro Tem Schiff and Council Members Peterson, Nelson, Ennis and Jones. Officers present were City Manager Lynda Humble, City Secretary Ann Franklin, and City Attorney David Bragg.

**GROUP PICTURE OF COUNCIL FOR WEBSITE (6:00 P.M.)**

**WORK SESSION - INFORMATION TECHNOLOGY TRAINING FOR COUNCIL**

**CALL TO ORDER**

At 6:33 p.m., Mayor Schroeder called the meeting to order with a quorum being present.

**PLEDGE OF ALLEGIANCE**

Kalleigh Kawazoe, BISD and Carlie Vinklarek Cedar Creek High School led the Pledge of Allegiance.

**TEXAS PLEDGE OF ALLEGIANCE**

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

**INVOCATION**

Pastor Bob Long, Bastrop Christian Fellowship, gave the Invocation.

**5. OATH OF OFFICE**

5A. Consider action to approve Resolution No. R-2017-37 to canvass Election returns and declare results of June 17, 2017 City of Bastrop Runoff Election.

**A motion was made by Mayor Pro Tem Schiff to approve Resolution No. R-2017-37, seconded by Council Member Ennis. Motion was approved on a 5-0 vote.**

5B. Incoming Council Member Lyle Nelson, Place 3

- Swearing Oath of Office, The Honorable Chris Duggan, State District Judge, District 423
- Signature of Official Documents
- Welcome by Council
- Comments by Council Member Lyle Nelson

**ITEMS FOR INDIVIDUAL CONSIDERATION**

11C. Consider action to approve Resolution No. R-2017- 39 of the City Council of the City of Bastrop, Texas authorizing Bastrop Art in Public Places to acquire through purchase four permanent sculptures, amounting to \$44,500 in accordance with the City's purchasing policy; and establishing an effective date.

**This item was withdrawn without objection.**

11F. Consider action to approve Resolution No. R-2017-43 of the City Council of the City of Bastrop, Texas authorizing the purchase of a parcel of land containing 1,142 square feet in the amount of Fourteen Thousand Two Hundred Seventy-Five Dollars and 00 Cents (\$14,275.00) situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.107 acre in a deed from Violet John, et al, to Ruth Anne Smarzik and Richard Smarzik dated February 6, 2015 and recorded in County Clerk's File #201501605 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck, et ux, to Mary Ogden Schultz dated June 1, 1993 and recorded in Volume 668, Page 552 of the Official Records of Bastrop County; granting the use of three (3) parking spaces for exclusive use to the building located at 925 Main Street for a term of Ninety-Nine (99) Years unless the Building or Parking Lot is demolished; authorizing the City Manager to execute a purchase agreement, closing documents, and any document necessary to finalize the purchase of the property; approving a repealing clause; and establishing an effective date.

**This item was withdrawn without objection.**

11G. Consider action to approve Resolution No. R-2017-44 of the City Council of the City of Bastrop, Texas authorizing the purchase of a parcel of land containing 1,639 square feet in the amount of Twenty Thousand Four Hundred Eighty-Seven Dollars and Fifty Cents (\$20,487.50) situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.113 acre in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County; granting the use of four (4) parking spaces for exclusive use to the building located at 927 Main Street for a term of Ninety-Nine (99) Years unless the Building or Parking Lot is demolished; authorizing the City Manager to execute a purchase agreement, closing documents, and any document necessary to finalize the purchase of the property; approving a repealing clause; and establishing an effective date.

**This item was withdrawn without objection.**

**Mayor Schroeder recessed the Council meeting for reception at 6:43 p.m.**

**Mayor Schroeder called the Council meeting back to order at 7:04 p.m.**

## **6. PRESENTATIONS**

6A. Receive a presentation from Burditt & Associates regarding the Master Plan for the Cultural and Heritage Trail in Bob Bryant Park developed by Bastrop Art in Public Places.

**Presentation was made by Diana Wilson, Project Manager and Eric Geppelt, Project Architect of Burditt & Associates.**



## 6B. Mayor's Report

- **June 17, 2017, first run off election in the history of Bastrop.**
- **Friday, June 23, 2017**
  - **attended BEDC's coffee chat, the Ferry Park ribbon cutting, Cherry Blossom Spa's 7 year anniversary party, Juneteenth Banquet.**
- **Friday, June 16, 2017, attended Juneteenth banquet.**
- **Saturday, June 17, 2017**
  - **first City float in a parade, which was the Juneteenth Parade;**
  - **presented the City and County Joint Emancipation Proclamation along with Councilmembers Peterson and Ennis and City Manager Humble to Pam Aldridge, Juneteenth Celebration Chair;**
  - **attended the Public Art Celebration, hosted by Bastrop Art in Public Places at the Library.**
- **Attended Bastrop Rotary Luncheon, where Judge Pape was the guest speaker, and took a tour of the Family Crisis Center.**
- **Wednesday, June 21, 2017, attended Texas Municipal League's Quarterly Region 10 Meeting in Hutto.**
- **Summer reading program is still going on.**
- **Received a letter from an attorney in El Paso who recently visited with a group of scouts who got themselves in a bad situation – the professional and courtesy manner in which the Police and Fire departments handled the matter was outstanding. Special thanks to our teams!**

**Upcoming events:**

- **June 29 – Ribbon Cutting: Bastrop County Republican Party**
  - **Downtown Business Alliance Happy Hour**
  - **City Council – Budget Workshop Meeting**
- **June 30 - BEST Breakfast**
  - **Patriotic Festival 5K**
- **July 1 – Pet and Pal Parade**
- **Patriotic Festival continues w/Fireworks**
- **July 6 – Farm Street Opry**
- **July 7 – First Friday Art Walk**
- **July 11 – 5:00 Ethics Workshop/Council Meeting**

## 6C. Councilmembers' Report

**Council Member Peterson – Expressed thanks to the City of Bastrop, the YMCA and City employees for making the Juneteenth celebration a success.**

**Council Member Ennis – Complimented Trey Job on the City's Juneteenth float.**

**Council Member Jones – Stated the Flamingo Troop was an amazing show, complimented Chester Eitze for his years of dedicated service to the Bastrop Opera House and a "Thank You" to David Bragg for bringing the Flamingo Troop to town.**

## 6D. City Manager's Report

**City Manager Humble yielded time to the City Attorney.**

**City Attorney David Bragg announced that Chester Eitze of the Bastrop Opera House was being awarded the American Association of Community Theatre Award.**

**7. WORK SESSION/BRIEFINGS**

- 7A. Discuss Communications Plan in the event of a High-Water Event  
**Presentation was made by Planning and Engineering Director, Wesley Brandon; Director of Public Works, Parks & Utilities, Trey Job; and Public Safety Director/Chief of Police Steve Adcock.**

**8. STAFF AND BOARD REPORTS**

- 8A. Receive presentation on the unaudited monthly Financial Report for the period ending May 31, 2017.  
**Presentation was made by Chief Financial Officer Tracy Waldron.**

**9. CITIZEN COMMENTS**

**R.B. Phelps** – Would like to have City staff look at Renegade Road and Lake area due to existing problems.

**CONSENT AGENDA**

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

- 10A. Consider action to approve minutes from the June 13, 2017 meeting.
- 10B. Consider action to approve the second reading of Ordinance No. 2017-17 granting a Conditional Use Permit to allow a manufactured home at 1103 Cedar Street, being 0.289 acres of Building Block 20, East of Main Street, setting out conditions; and establishing an effective date.
- 10C. Consider action to approve Resolution R-2017-40 of the City Council of Bastrop Texas Terminating the Land Lease Agreement with the Bastrop County dated February 17, 2017, and authorize the City Manager to enter into a Land Lease Agreement with Bastrop County for property in the City's Mayfest Park upon the County receiving authorization from the Texas General Land Office to use grant funds for a Community Center to be built by Bastrop County; Carolyn Dill, Mike Fisher; and establishing an effective date.

**11. ITEMS FOR INDIVIDUAL CONSIDERATION CONTINUED**

- 11A. Receive update on Phase 1 of the Culinary Arts District and Culinary District process and consider action to approve Resolution R-2017-38 of the City Council of the City of Bastrop, Texas authorizing the City Manager to execute a contract for Phase 2 Professional Services with Cygnet Strategies utilizing existing FY 2017 budgeted

Tourism Promotions dollars in accordance with the City's purchasing policy; and establishing an effective date.

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

**A motion was made by Council Member Ennis to approve Resolution No. R-2017-38, seconded by Council Member Peterson. Motion was approved on a 5-0 vote.**

- 11B. Consider action to approve the first reading of Ordinance No. 2017-18 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances by amending Section 9.09.041 (Emergency, Fire, and Rescue Services) authorizing the Bastrop Fire Department to seek reimbursement of costs of certain emergency, fire and rescue services; approving a repealing clause; and establishing an effective date, and move to include on the July 11, 2017 agenda for a second reading.

**Presentation was made by Public Safety Director/Chief of Police Steve Adcock.**

**A motion was made by Mayor Pro Tem Schiff to approve the first reading of Ordinance No. R-2017-18, seconded by Council Member Jones. Motion was approved on a 5-0 vote.**

- 11D. Consider action to approve the first reading of Ordinance No. 2017-15 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances by amending Article 4.03 (taxicabs, shuttles and touring vehicles) providing the requirements of operating a taxicab, shuttles and touring vehicles and designating the City Manager or his or her designee to enforce all requirements; approving a repealing clause; establishing an effective date and move to include on the July 11, 2017, agenda for a second reading.

**Presentation was made by Public Safety Director/Chief of Police Steve Adcock.**

**A motion was made by Mayor Pro Tem Schiff to approve the first reading of Ordinance No. R-2017-15, seconded by Peterson. Motion was approved on a 5-0 vote.**

**Items 11E and 11H were acted on in a combined motion.**

- 11E. Consider action to approve Resolution No. R-2017-42 of the City Council of the City of Bastrop, Texas authorizing the purchase of a parcel of land containing 1,663 square feet in the amount of Twenty Thousand Seven Hundred Eighty-Seven Dollars and Fifty Cents (\$20,787.50) situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.352 acre in a deed from Clyde Stephens to Kenneth Cruise dated December 3, 2003 and recorded in Volume 1390, Page 956 of the Official Records of Bastrop County; granting the use of three (3) parking spaces for exclusive use to the building located at 919 Main Street for a term of Ninety-Nine (99) Years unless the Building or Parking Lot is demolished; authorizing the City Manager to execute a purchase agreement, closing documents, and any document necessary to finalize the purchase of the property; approving a repealing clause; and establishing an effective date.

- 11H. Consider action to approve Resolution No. R-2017-45 of the City Council of the City of Bastrop, Texas authorizing the purchase of land containing 454 square feet from Chestnut Street LTD situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a the residual of that tract reserved to T. A. Hasler, et ux, to Maggie Olive dated September 28, 1908 and recorded in Volume 44, Page 63 of the Official Records of Bastrop County; granting the use of one (1) parking space for exclusive use to the building located at 707 Chestnut Street for a term of Ninety-Nine (99) Years unless the Building or Parking Lot is demolished; authorizing the City Manager to execute a purchase agreement, closing documents, and any document necessary to finalize the purchase of the property; approving a repealing clause; and establishing an effective date.  
**Presentation was made by Director of Public Works, Parks & Utilities, Trey Job.**

**A motion was made by Mayor Pro Tem Schiff to approve Resolution No. R-2017-42 and R-2017-15, seconded by Council Member Peterson. Motion was approved on a 4-0 vote. Council Member Jones recused herself.**

- 11I. Consider action to approve Resolution No. R-2017-41 of the City Council of the City of Bastrop, Texas confirming all board and commission appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

**A motion was made by Mayor Pro Tem Schiff to approve the amended Resolution No. R-2017- 41, seconded by Council Member Ennis. Motion was approved on a 5-0 vote. The amendment to the resolution was to remove Richard Kindred from consideration for Place 3 at his request and move Sam Kier from Place 1 and Place 3.**

**12. EXECUTIVE SESSION - NONE**

- 13. TAKE ANY NECESSARY OR APPROPRIATE ACTION ON MATTERS POSTED FOR CONSIDERATION IN CLOSED/EXECUTIVE SESSION.**  
Not Applicable.

**14. ADJOURNMENT**

**Mayor Pro Tem Schiff made the motion to adjourn the meeting at 9:18 p.m., seconded by Council Member Peterson. The motion was approved on a 5-0 vote.**

APPROVED:

ATTEST:

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

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



# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 9B

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2017-18 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances by amending Section 9.09.041 (Emergency, Fire, and Rescue Services) authorizing the Bastrop Fire Department to seek reimbursement of costs of certain emergency, fire and rescue services; approving a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Steve Adcock, Public Safety Director

**BACKGROUND/HISTORY:**

The ordinance needs to be updated to make the necessary corrections now that the fire department is a city department.

**POLICY EXPLANATION:**

The changes to this ordinance center around updating the ordinance now that the fire department is a city department.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve the second reading of Ordinance No. 2017-18 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances by amending Section 9.09.041 (Emergency, Fire, and Rescue Services) authorizing the Bastrop Fire Department to seek reimbursement of costs of certain emergency, fire and rescue services; approving a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Ordinance
- Red-lined version of Ordinance

**ORDINANCE NO. 2017-18**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AMENDING THE CODE OF ORDINANCES BY AMENDING SECTION 9.09.041 (EMERGENCY, FIRE, AND RESCUE SERVICES) AUTHORIZING THE BASTROP FIRE DEPARTMENT TO SEEK REIMBURSEMENT OF COSTS OF CERTAIN EMERGENCY, FIRE AND RESCUE SERVICES; APPROVING A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, The Bastrop Fire Department (“BFD”) provides fire suppression, emergency, and rescue services for the City of Bastrop.

**WHEREAS**, The BFD is equipped with and utilizes certain apparatus, emergency tools, equipment, and materials as a means of saving lives and property; and

**WHEREAS**, The purchase of said tools, equipment, and materials is a significant expense for the City of Bastrop; and

**WHEREAS**, The BFD has requested that the City Council of the City of Bastrop approve a plan by which the BFD may seek to recover certain costs expended by the BFD to provide fire suppression, emergency and rescue services to persons and entities located within The Bastrop Fire Department service area; and

**WHEREAS**, The Council has determined that it is protective of the health and welfare of the Citizens of the City to have BFD service beneficiaries pay a fair and reasonable share of the cost incurred by the BFD related to items such as, but not limited to: (1) wear and tear of apparatus, tools, and equipment, (2) materials used during the provision of services, and (3) specialized training provided to the firefighters of the BFD.

**WHEREAS**, The City Council has evaluated the proposed Fee Recovery Schedule, provided and proposed by the BFD for various BFD services; and

**WHEREAS**, The BFD has reported to the Council that many persons or entities requiring BFD emergency services have insurance to cover the costs associated with such the provision of services by the BFD, as set forth herein.

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

**Section 1:** That Division 5 of Article 9.09.041, Emergency, Fire, and Rescue Services of the Code of Ordinances of the City of Bastrop, Texas, is hereby amended to read as follows:

**Sec. 9.09.041 – EMERGENCY, FIRE, AND RESCUE SERVICES**

**DIVISION 5. – GENERALLY**

**Sec.9.09.041 – Emergency, Fire, and Rescue Services**

...

**Section 2; changes to read as follows**

BFD Fees and Charges shall be collected for services provided inside the City Limits as set forth ...

...documentation for collection of Fees and Charges, by the BFD.

...

**Section 4; changes to read as follows**

Residents of the City of Bastrop are hereby exempted from the BFD Fees and Charges...

...

**Section 8; entire section deleted and replaced with section 9 moving to section 8 and reading as follows**

The BFD shall remit to the City's Finance Department the fees collected pursuant...

**Section 9; section 10 moved to section 9**

**Section 10; section 11 moved to section 10**

**Section 11; section 12 moved to section 11**

**Section 2:** That all ordinances of the City of Bastrop, Texas in conflict with the provisions of this ordinance be and the same are hereby repealed and all other ordinances of the City of Bastrop, Texas not in conflict with the provisions of this ordinance shall remain in full force and effect.

**Section 3:** That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the

same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinance as a whole.

**Section 4:** This ordinance shall take effect from and after its passage and the publication of the caption as the law and Charter in such cases provide.

READ and ACKNOWLEDGED on First Reading on the 27th day of June, 2017.

READ and ADOPTED on Second Reading on the 11<sup>th</sup> day of July, 2017.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David F. Bragg, City Attorney



EXHIBIT A

**ITEMS TO BE BILLED PER HOUR\*\***

\*\*The minimum charge for any item on this list is one (1) hour, and for any additional hours or portion thereof, the charge will be prorated accordingly.

<b>Unit of Measure</b>	<b>Apparatus</b>	<b>Price per Hour**</b>
Per Engine	Class A Engine	\$500.00
Per Aerial	Aerial	\$500.00
Per Rescue unit	Rescue (Heavy)	\$600.00
Per Brush unit	Brush Truck	\$400.00
Per Command unit	Command Car/Truck	\$200.00
Per PPV fan	PPV Fan	\$55.00
Per Generator	Generator, Portable	\$55.00
Per Generator	Generator	\$55.00
Per Saw	Chain Saw	\$45.00
Per Pump	Portable Pump	\$95.00
Per Pump	Float Pump	\$65.00

**FIRE EQUIPMENT**

<b>Tool</b>	<b>Price</b>	<b>Unit of Measurement</b>
Foam Nozzle	\$55.00	Per Incident
Foam Eductor	\$50.00	Per Incident
AFFF Foam	\$40.00	Per Gallon
Class A Foam	\$25.00	Per Gallon
Piercing Nozzle	\$40.00	Per Incident
M/S Fog Nozzle	\$55.00	Per Incident
M/S Straight Bore Nozzle	\$30.00	Per Incident
Salvage Cover	\$28.00	Each Used
SCBA Pack	\$85.00	Each Used
Hall Runner	\$18.00	Per Incident
Portable Tank	\$75.00	Per incident
Water Extinguisher	\$22.00	Per Incident
Dry Chemical Extinguisher	\$45.00	Per Incident
CO <sub>2</sub> Extinguisher	\$45.00	Per Incident

Scene Lights	\$22.00	Each Used
Water Vests	\$30.00	Each Used
Thermal Imaging Camera	\$75.00	Per Incident
Sawzall	\$55.00	Per Incident

**HAZARDOUS MATERIAL EQUIPMENT**

<b>Supplies/Service</b>	<b>Price</b>	<b>Unit of Measurement</b>
Absorbent	\$17.00	Per Bag
Absorbent Booms	\$40.00	Each Used
Top Sol	\$35.00	Each Used
Disposable Coveralls	\$30.00	Each Used
Neoprene Gloves	\$20.00	Each Used
Latex Gloves	\$6.00	Each Used
Over Boots	\$25.00	Each Used
Disposable Goggles	\$15.00	Each Used
Gas Plug Kit	\$50.00	Each Used
Plug and Dike	\$65.00	Each Used
Drum Liners	\$10.00	Each Used
Barricade Tape	\$22.00	Each Used
Poly Sheeting	\$55.00	Each Used
Removal of Hazardous Material	\$150.00	Per Incident
Disposal of Hazardous Material	\$150.00	Per Incident
Gas Multi Meter	\$65.00	Per Incident
CO <sub>2</sub> Meter	\$65.00	Per incident
Microblaze	\$10.00	Per Quart
Microblaze	\$150.00	Per 5 Gallons

**RESCUE EQUIPMENT**

<b>Tool</b>	<b>Price</b>	<b>Unit of Measurement</b>
Spreaders	\$250.00	Per Incident
Cutters	\$250.00	Per incident
Rams	\$250.00	Per Incident
Air Bags	\$250.00	Per Incident

K-12 Saw	\$55.00	Per Incident
Target Saw	\$55.00	Per Incident
Ajax Tool	\$25.00	Per Incident
K-Tool	\$25.00	Per Incident
Windshield Tool	\$15.00	Per incident
Rescue Blanket	\$32.00	Each Used
Rope	\$25.00	Each Used

**Collision Investigation Fee** (to be charged in responses where no mitigation services, debris removal, or rescue services are performed), \$275.00

**SECTION 1:** That the City of Bastrop recognizes and supports the right/need of the BFD to recover certain costs incurred by it as a result of its provision of fire suppression, emergency and rescue services. Such fees for BFD services shall be related to items such as, but not limited to: (1) wear and tear of apparatus, tools, and equipment, (2) materials used during the provision of services, and (3) specialized training provided to the firefighters of the BFD to update training and enhance BFD services. ("Fees and Charges")

**SECTION 2:** BFD Fees and Charges shall be collected for services provided inside the City Limits ~~as well as those provided outside the City Limits of Bastrop~~, as set forth in detail in Exhibit A, attached hereto, and as amended by the Council, from time to time. The Administrative personnel of the BFD shall utilize applicable incident report information, which ~~†~~ will be used as documentation for collection of Fees and Charges, by the ~~City's~~ BFD-s.

**SECTION 3:** The BFD, or its authorized agent, shall submit an invoice to the applicable insurance company covering the losses and damages that are related to the BFD's emergency services rendered. If it can be reliably determined that there is no insurance coverage for a specific event/loss which causes the BFD to incur loss, damage, and wear and tear to apparatus, tools, equipment, and materials, then the BFD may seek reimbursement from the person(s) or entities that received emergency services from the BFD.

**SECTION 4:** Residents of the City of Bastrop ~~who have no insurance coverage for the incident(s) connected to receiving emergency services rendered by the BFD~~ are hereby exempted from the BFD Fees and Charges contained herein, unless it is determined that the BFD emergency services rendered were necessary as a direct result of negligent and/or malicious act(s) and/or omissions, on the part of the recipients of the BFD services. Property used for commercial, retail, industrial and/or other non-residential purposes shall not be eligible for any exemption from payment of the BFD Fees and Charges, as stated herein if, the Fire Chief, determines that the facility involved in the emergency services provided by the BFD did not have properly installed and/or functioning fire alarms and/or fire suppression equipment and systems.

**SECTION 5:** BFD shall not seek reimbursement for BFD services provided to residential structures ~~s~~ fires within the City's corporate limits, unless it is determined that the fire fighting services rendered by BFD were a direct result of negligent, malicious act(s) and/or omission, on the part of the property owners/residents. This 'residential exclusion' does not apply to multifamily residential units that provide housing to more than two families, i.e., having more than two separate residential units.

**SECTION 6:** First Responder/Medical Assist calls to residences, (i.e., not involving a motor vehicle), that are located within the City's corporate limits are hereby exempted from the BFD Fees and Charges, unless it is determined that the emergency services rendered were a direct result of negligent, malicious act(s) and/or omissions, on the part of persons receiving the treatment.

SECTION 7: In December of each year that this Ordinance is in effect, the Fire Chief shall prepare a summary report of the BFD's collections and assessments as per this Ordinance, and shall submit it to the City Manager. The City Manager shall forward the report to the City Council for its review, consideration and comment, during a City Council meeting.

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~~SECTION 8:~~ ~~BFD's allocation of fees collected, shall be proportional as between the City and the BFD, and the division of same shall be based upon the ownership of the equipment used by the BFD on the call that generates the fee.~~

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SECTION 98: The BFD shall remit to the City's Finance Department the City's portion of Fees collected pursuant to this Ordinance, by the 15<sup>th</sup> of each applicable month, along with documentation used by the BFD in determining the City's portion of Fees collected.

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~~SECTION 109:~~ All City Ordinances or parts of Ordinances that are in conflict with the provisions set forth in this Ordinance are hereby repealed, and no longer have nor shall they be given any force or effect.

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~~SECTION 110:~~ If any provision of this Ordinance or application thereof to any person(s) or circumstance(s) shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, so long as the remaining, non-conflicting provisions may be given effect

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~~SECTION 1211:~~ This Ordinance shall take effect upon the date of final passage noted below, or when all applicable hearing and publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

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# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 9C

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2017–15 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances by amending Article 4.03 (taxicabs, shuttles and touring vehicles) providing the requirements of operating a taxicab, shuttles and touring vehicles and designating the City Manager or his or her designee to enforce all requirements; approving a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Steve Adcock, Public Safety Director

**BACKGROUND/HISTORY:**

Staff has received several calls on this ordinance and the interpretation of it. Staff agrees that the ordinance should be updated and clarified.

**POLICY EXPLANATION:**

The changes to this ordinance center around who must comply with this ordinance, the requirements to be issued a permit and give authority to the City Manager or his/her designee.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve the second reading of Ordinance No. 2017–15 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances by amending Article 4.03 (taxicabs, shuttles and touring vehicles) providing the requirements of operating a taxicab, shuttles and touring vehicles and designating the City Manager or his or her designee to enforce all requirements; approving a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

Final version of Ordinance 4.03  
Power point presentation

**ORDINANCE NO. 2017 - 15**

**AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE CODE OF ORDINANCES BY AMENDING ARTICLE 4.03 (TAXICABS, SHUTTLES AND TOURING VEHICLES) PROVIDING THE REQUIREMENTS OF OPERATING A TAXICAB AND DESIGNATING THE CITY MANAGER OR HIS OR HER DESIGNEE TO ENFORCE ALL REQUIREMENTS; APPROVING A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, The City Council is charged with the regulation of taxicabs, shuttles and touring vehicles; and

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

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

**WHEREAS**, The responsibility to regulate and monitor the taxicabs, shuttles and touring vehicles is essential for the safety and wellbeing of our community; and

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

**Section 1:** That Division 1 of Article 4.03, Taxicabs, Shuttles, and Touring Vehicles of the Code of Ordinances of the City of Bastrop, Texas, is hereby amended to read as follows:

**ARTICLE 4.03 - TAXICABS, SHUTTLES AND TOURING VEHICLES**

**DIVISION 1. - GENERALLY**

**Sec. 4.03.001 - License required; exemptions.**

**Section (a); changes to read as follows**

Delete (a)(1) and move (a)(2) to (a)(1) and (a)(3) to (a)(2). Add (a)(3) to read as follows: A transportation network company prearranging a ride through the entity's digital network. A transportation network company and a digital network have the same meaning as defined in Chapter 2402 Occupations Code.

**Section (b); changes to read as follows**

*Determination of fitness of applicant.* Before the City Secretary issues an annual license to an applicant for a taxi, shuttle, or touring vehicle, the City Manager or his/her designee, after consulting with applicable staff and directors, shall first determine the applicant is fit, able, and willing to perform the proposed service. If the City Manager or his/her designee finds that the applicant is not fit, able and willing to perform the service the City Manager or his/her designee shall notify the applicant in writing that the application has been rejected. The applicant may, within ten (10) days after written notice of the decision of the City Manager or his/her designee, appeal the decision to the City Council.

...

**Section (c) (8); changes to read as follows**

... shall be provided to the City Manager or his/her designee. Thereafter, the City Manager or his/her designee shall identify ...

**Section (d); changes to read as follows**

... The City Manager or his/her designee may require a license holder to obtain additional insurance depending on the service to be provided, the type of event and the number of people to be transported. In accord with this section, the City Manager or his/her designee ...

**Section (e)(4); delete**

**Sec. 4.03.002 - Vehicle operation requirements.**

**Section (b); changes to read as follows**

... For good cause, at any time, the City Manager or his/her designee shall have the discretion...

**Section (f) changes to read as follows**

No person may drive any taxicab, shuttle or touring vehicle in the city: (1) for one year if convicted of two or more moving traffic violations or one or more chargeable motor vehicle accidents in the preceding 12 months, (2) for three years from the date of conviction of a class B misdemeanor, (3) for five years from the date of a conviction of any class A misdemeanor, (4) indefinitely for any felony conviction. It should be noted that probated or deferred adjudication is considered a conviction.

**Section (h); changes to read as follows**

... the licensee shall contact the City Manager or his/her designee to determine appropriate access.

**Section (l); added section l**

All taxicabs, shuttles, and touring vehicles shall have, affixed to the front left windshield, a valid permit issued by the City while in operation.

**Sec. 4.03.003 - Inspection of vehicles.**

**Section 4.03.003; changes to read as follows**

The City Manager or his/her designee, may cause inspections ... Vehicles failing such random city inspections shall not be allowed to operate on city streets or alleys until brought into a condition satisfactory to the City Manager or his/her designee.

**Sec. 4.03.006 - Restrictions on operation of taxicabs.**

**Section 4.03.006 (c); delete (c) and move (d) up to (c)**

**Sec. 4.03.007 - Restriction on shuttle operations.**

**Section 4.03.007 (a) changes to read as follows**

In the event ... shall provide to the City Manager or his/her designee the routes ...

**Sec. 4.03.031 - Additional requirements.**



**Section 4.03.031 (3) changes to read as follows**

The applicant has agreed to operate only on a schedule and route and over the designated traffic lanes approved by the City Manager or his/her designee ...

**Sec. 4.03.032 - Termination of license.**

**Section 4.03.032; changes to read as follows**

... notice and hearing before the City Manager or his/her designee.

**Section 2:** That all ordinances of the City of Bastrop, Texas in conflict with the provisions of this ordinance be and the same are hereby repealed and all other ordinances of the City of Bastrop, Texas not in conflict with the provisions of this ordinance shall remain in full force and effect.

**Section 3:** That an offense committed before the effective date of this ordinance is governed by the prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed and the former law is continued in effect for this purpose.

**Section 4:** That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Code of Ordinance as a whole.

**Section 5:** This ordinance shall take effect from and after its passage and the publication of the caption as the law and Charter in such cases provide.

READ and ACKNOWLEDGED on First Reading on the 13<sup>th</sup> day of June 2017.

READ and APPROVED on the Second Reading on the 27<sup>rd</sup> day of June 2017.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
David F. Bragg, City Attorney

# City of Bastrop Ordinance

## Section 4.03 Taxicabs, Shuttles and Touring Vehicles

Suggested Changes to Ordinance for Council  
Consideration as discussed at April 25<sup>th</sup> Work Session





# City of Bastrop Ordinance

## Section 4.03.001 – License required; exemptions

### Current Ordinance:

Exempt from ordinance *“if temporarily in the city and having their operating base outside of the city.”*

### Proposed Change:

Delete Section 4.03.001 (a) (1) to require anyone operating inside the city to comply with this ordinance.

### **Policy consideration:**

This change would close the loophole of someone operating inside the city that may not be qualified to drive our citizens or visitors around. An example would be if someone lives in the county and uses that address as their operating base. They could use drivers that would not normally be allowed if they were required to follow the city ordinance. The City of Austin requires ALL drivers to be registered with the City, regardless of home base, for this reason.





# City of Bastrop Ordinance

## Section 4.03.001 – License required; exemptions

### Current Ordinance:

### Proposed Change:

Add (3) A transportation network company prearranging a ride through the entity's digital network. A transportation network company and a digital network have the same meaning as defined in Chapter 2402 Occupations Code.

### Policy consideration:

With HB 100 signed into law this legislation, adding this exemption would keep the City in compliance with the new law. A municipality is not allowed by law to regulate a transportation network company (Uber) that prearranges a ride through a digital network.



# City of Bastrop Ordinance

## Section 4.03



### Consistent identification of staff responsible for enforcement

#### Current Ordinance:

Most places in the ordinance refers to the City Manager and some places refer to the Chief of Police

#### Proposed Change:

Clean the language up to refer to the City Manager or his/her designee

#### Policy consideration:

This change will make the ordinance more uniform throughout and always refer to the City Manager or his/her designee. It will also be less confusing to the customer.





# City of Bastrop Ordinance



## Section 4.03.001 (e) (4) – Standards for Vehicles

### Current Ordinance:

Each vehicle shall have permanently affixed to the front doors lettering at least 2 ½ inches high designating it as a taxicab, shuttle or touring vehicle and identifying the licensee.

### Proposed Change:

Add the word magnetically to read “Each vehicle shall have permanently or magnetically affixed to the front doors...”

### Policy consideration:

By allowing a taxicab to use a magnetic sign it would solve the issues of a personally owned vehicle not having a permanent sign on the vehicle when off duty.



# City of Bastrop Ordinance



## Section 4.03.002 (f) – Vehicle Operation Requirements

### Current Ordinance:

No person may drive any taxicab, shuttle or touring vehicle if he or she has been convicted of any alcohol or drug offense that could affect his ability, capacity, or fitness required to perform the duties or poses a threat to public health safety and welfare.

### Proposed Change:

No person may drive any taxicab, shuttle or touring vehicle in the city: (1) for one year if convicted of two or more moving traffic violations or one or more chargeable motor vehicle accidents in the preceding 12 months, (2) for three years from the date of conviction of a class B misdemeanor, (3) for five years from the date of a conviction of any class A misdemeanor, (4) indefinitely for any felony conviction. It should be noted that probated or deferred adjudication is considered a conviction.

### Policy consideration:

The current ordinance does not give ANY grace to the age of a conviction for some violations. By making the proposed changes, it clearly defines a period of time more appropriate for each class of conviction and allows for people to not be unduly punished for the rest of their life.





# City of Bastrop Ordinance

## Section 4.03.002 – Vehicle Operation Requirements

### Current Ordinance:

Replaces language deleted from Section 4.03.001 (e) (4) as permanent lettering

### Proposed Change:

Add (l) to this section: “All taxicabs, shuttles, and touring vehicles shall have affixed to the front left windshield a valid permit issued by the City while in operation.”

### Policy consideration:

Staff will come up with a solution that meets this proposed requirement, so law enforcement will be able to identify an authorized taxicab, shuttle or touring vehicle.







# City of Bastrop Ordinance



## Section 4.03.002 (c) – Restrictions on Operation of Taxicabs

### Current Ordinance:

It shall be the duty of every taxicab operated in the City to render ad valorem taxes to the City all vehicles or other equipment used in such business. Failure to render for and pay such ad valorem taxes to the City before they become delinquent shall operate as a revocation of any license authorizing the operating of any taxicab over the public streets, alleys, and ways of the City.

### Proposed Change:

Delete Section 4.03.006 (c)

### Policy consideration:

After researching this section, current laws are already in place that control ad valorem tax. Therefore, this section is no longer needed.





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 9D

**TITLE:**

Consider action to approve Resolution R-2017-48 of the City Council of the City of Bastrop, Texas awarding a contract for hydrogeologic consulting services of Simsboro Well Number One (1) to the Thornhill Group, Incorporated in the amount of Fifty-Seven Thousand Five Hundred Dollars and 00 Cents (\$57,500.00); authorizing the City Manager to execute necessary documents; providing a severability clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Trey Job, Director, Public Works, Parks & Utilities

**BACKGROUND/HISTORY:**

The City of Bastrop began developing a long-term water supply in 2013. The City was issued a permit in October, 2016, to withdraw 2,000 acre feet of water at a rate of 1,500 gallons per minute from the Simsboro Aquifer.

The primary objectives of the proposed Work include:

- Compiling a list of water wells designated for monitoring per the Special Conditions of the Operation Permit granted by LPGCD and per all agreements between parties;
- Verifying local hydrogeologic conditions and completion details of proposed monitoring wells to delineate which wells are completed in the Simsboro Aquifer as compared to other water-bearing zones;
- Conducting a field inventory of designated wells to assess access and suitability for monitoring, including needs for conducting any downhole video inspection and properly equipping the wells to enable sufficient monitoring before, during, and after testing the required 36-hour production test;
- Implementing and executing an effective monitoring program to collect sufficient background data, and to ensure comprehensive monitoring during the production test; and,
- Conducting hydraulic and hydrogeologic assessments based on the background and production testing monitoring to develop a scientific basis for determining “..proof of material impact caused by pumping from Well No. 1...” per the terms of in the Special Conditions of the Operating Permit.

**POLICY EXPLANATION:**

This contract is required as part of the Special Conditions of our operating permit issued by the Lost Pines Groundwater Conservation District.

**FUNDING SOURCE:**

The funds were allocated in the Fiscal Year 2014-2015 as part of a bond issuance to complete the well located at XS Ranch..

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2017-48 of the City Council of the City of Bastrop, Texas, authorizing the City Manager to execute an agreement for \$57,500 to the Thornhill Group, Inc. to conduct a monitoring program relating to production testing of the City's Simsboro Well No. 1, and establishing an effective date.

**ATTACHMENTS:**

- Resolution



**RESOLUTION NO. R-2017-48**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AWARDED A CONTRACT FOR HYDROGEOLOGIC CONSULTING SERVICES OF SIMSBORO WELL NUMBER ONE (1) TO THE THORNHILL GROUP, INCORPORATED IN THE AMOUNT OF FIFTY-SEVEN THOUSAND FIVE HUNDRED DOLLARS AND 00 CENTS (\$57,500.00); AUTHORIZING THE CITY MANAGER TO EXECUTE NECESSARY DOCUMENTS; PROVIDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, The City Council approved the proposal for the implementation of a monitoring program to secure an adequate water supply, and maintain the health and safety of our community; and

**WHEREAS**, The City Council has the steadfastness to ensure a quality water source is developed for future generations; and

**WHEREAS**, The City of Bastrop has received all bids, and found the lowest responsible bidder to be qualified.

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

**Section 1:** That the City Manager is hereby authorized to execute a contract for the monitoring of Simsboro Well No. 1 and all ancillary components in the amount of \$57,500.00.

**Section 2:** That the City Council of the City of Bastrop has found Thornhill Group, Inc. to be a subject matter expert in the field of hydrogeologic monitoring.

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

**Section 4:** That this Resolution shall take effect immediately upon its passage.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 11<sup>th</sup> day of July, 2017.

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Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

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David F. Bragg, City Attorney



## **THORNHILL GROUP, INC.**

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Professional Hydrogeologists • Water Resources Specialists

June 20, 2017

Mr. Trey Job, CPM, Director  
Public Works, Parks, & Utilities  
City of Bastrop  
1209 Linden Street  
Bastrop, Texas 78602

Re: Proposal for Hydrogeologic Consulting Services —  
Simsboro Well No. 1 (District Well: 5854819) Monitoring Plan

Dear Mr. Job:

Thornhill Group, Inc. (TGI) provides herein a Scope of Services and associated Cost Estimate to provide third-party, independent services to implement and conduct a monitoring program relating to production testing of the City of Bastrop's Simsboro Well No. 1. The proposed Work is in accordance with the City of Bastrop (City) request and per the provisions set forth by the Lost Pines Groundwater Conservation District (LPGCD) in Special Conditions of the Operating Permit granted on October 12, 2016 for the subject well (District Well Number: 5854819). TGI has considerable experience in conducting monitoring programs and evaluating potential impacts due to pumping, and TGI professionals have conducted such assessments for wells completed in the Simsboro aquifer in Bastrop, Brazos, Burleson, Lee, Leon, Milam and Robertson counties, as well as in many aquifers across Texas. TGI is a licensed firm with the Texas Board of Professional Geoscientists, and is comprised of licensed professional geoscientists specializing in groundwater and well evaluations.

### **SCOPE OF SERVICES**

The primary objectives of the proposed Work include:

- ✓ Compiling a list of water wells designated for monitoring per the Special Conditions of the Operation Permit granted by LPGCD and per all agreements between parties;
- ✓ Verifying local hydrogeologic conditions and completion details of proposed monitoring wells to delineate which wells are completed in the Simsboro aquifer as compared to other water-bearing zones;
- ✓ Conducting a field inventory of designated wells to assess access and suitability for monitoring, including needs for conducting any downhole video inspection and properly

- equipping the wells to enable sufficient monitoring before, during and after testing the required 36-hour production test;
- ✓ Implementing and executing an effective monitoring program to collect sufficient background (i.e., pre-testing) data, and to ensure comprehensive monitoring during the production test; and,
  - ✓ Conducting hydraulic and hydrogeologic assessments based on the background and production testing monitoring to develop a scientific basis for determining “...proof of material impact caused by the pumping from Well No. 1...” per the terms in the Special Conditions of the Operating Permit.

The Scope of Services is provided in subsequent tasks and is intended to ensure that all work and information derived are in accordance with the Operating Permit, the subsequent Memorandum of Understanding (MOU), and any other applicable agreement relating to the monitoring and mitigation plan. The Scope of Services provided is based on the permit documentation provided by the City, on previous correspondence with the City, and on the meeting of June 14, 2017. Specifically, TGI will conduct the following:

### **Task 1 – Well Identification and Preliminary Completion/Aquifer Verification**

This task will include identifying all wells within 5,000 feet of the proposed Well No. 1 location, and compiling a comprehensive list of wells designated for monitoring during the production testing, pending land-owner request and access to properly equip the wells. Additionally, this task will include preliminary verification, based on available records, information and data, as to which wells are completed in the Simsboro aquifer versus shallower or deeper water-bearing zones. Specifically, this task will include:

- ❑ Compiling records, data and information from the LPGCD database, Texas Water Development Board (TWDB) records, permit hearing records and files, City files and responses to the LPGCD notice/request for monitoring;
- ❑ Mapping the local geology using geophysical logs, reports, and TWDB groundwater availability model (GAM) model files to establish depths, character and geometry of the Calvert Bluff, Simsboro and Hooper members of the Wilcox Group, which are the local water-bearing units commonly tapped in the area near Well No. 1; and,
- ❑ Preparing preliminary schematic diagrams of the designated monitoring wells to illustrate total depth, producing (i.e., screened) interval, water-bearing units, and any available production, water-level or water-quality information;

Task 1 will be critical in forming the basis for subsequent tasks, and will be a critical first step in determining the work needs and costs for inventorying and equipping wells designated for monitoring (see Task 2 and Task 3).



## **Task 2 – Field Services – Initial Well Inspection and Inventory**

TGI will conduct initial field services to inspect and inventory the wells designated for monitoring and to field-verify the completion information compiled during Task 1. Specifically, this task will include:

- Notifying landowners prior to conducting field work, describing the field efforts, requesting permission for access, and providing timely notice before conducting site visits;
- Verifying the location and ownership information compiled during Task 1;
- Interviewing owners with respect to knowledge of the completion, pump setting and overall condition of the well, and to ascertain information regarding use of the well;
- Determining access to the well for, as appropriate, measuring with a manual e-line or steel tape, or installing an automated water-level recorder (i.e., pressure transducer);
- Determining whether some wells will be monitored on a long-term (i.e., multi-year) basis, including dedicating automated water-level recorders in certain wells;
- Evaluating the need for pulling the pump for downhole video purposes or to allow for measurement access;
- Assessing the suitability of the well for installing an exterior flow meter on discharge pipe; and,
- If accessible, tagging the total depths of wells, collecting an initial static (i.e., non-pumping) water-level measurement and, if possible, measuring a pumping water level during a short pumping period.

Task 2 work will be critical in determining the work needed and costs for equipping the selected monitoring wells (see Task 3). For cost estimate purposes, TGI has assumed field inventorying 30 wells.

## **Task 3 – Field Services – Equipping Wells for Monitoring**

Based on reconnaissance from Task 2, TGI will ensure that selected monitoring wells are properly equipped to allow for accurately collecting data needed to effectively assess the potential effects of pumping Well No. 1 on nearby wells. Wells will be equipped, as needed, to allow for manually measuring water levels. Some wells will be selected and equipped with automated downhole water-level recorders (i.e., pressure transducers). Additionally, temporary external flow meters may be installed on selected wells to monitor landowner pumping during the monitoring program. Depending on the results of Task 1 and Task 2 work, this task may include collecting water samples from selected wells for determination of field parameters (e.g., temperature, pH and specific conductance) and for laboratory analysis of mineral content. In some instances, downhole video surveys may be needed to determine completion details for wells, which could require removing and re-setting pumping equipment. For cost estimate purposes, TGI assumes the following work needed to properly equip wells:



- Slightly modifying well-heads for five (5) wells to allow for proper access to manually measure water levels with an e-line or chalked steel tape;
- Installing automated water-level recorders (i.e., pressure transducers) in 10 selected wells with suitable access. Recorders will be installed several weeks prior to beginning the 36-hour production test to monitor background (i.e., pre-pumping test) water levels. (Note: the City may determine that automated equipment remain in some wells for long-term monitoring after the production test is completed);
- Installing temporary, external flow meters on five (5) wells;
- Collecting water samples for laboratory analyses from four (4) wells; and,
- Conducting downhole video surveys in two (2) wells.

Note that downhole video surveys could require removing and re-setting pumping equipment, which requires engaging a licensed water well driller/pump installer. It is likely that the pump installer selected would also have downhole video equipment and capabilities. Prior to beginning Task 3 work, TGI will develop a specific work plan and cost estimates and obtain approval from the City. Note that, depending on the actual number of wells monitored and the site-specific conditions, the costs could vary significantly from those included in this Proposal.

#### **Task 4 – Background Monitoring**

After wells are inventoried and properly equipped, TGI will conduct background monitoring prior to commencement of the required 36-hour production test. TGI understands based on our meeting of June 14, 2017 that Well No. 1 will be completed, developed and ready for testing by the end of September. Background monitoring will include collecting manual water-level measurements, downloading data from automated recorders, and recording flow meter readings. For cost estimate purposes, TGI will manually measure water levels in 30 wells, and will conduct monthly measurements in July and August prior to the Task 5 pumping test. If completion and testing of Well No. 1 is delayed, TGI will conduct an additional monthly round of measurements in September.



### **Task 5 – Pumping Test Monitoring**

TGI will monitor the selected monitoring wells during the required 36-hour production test. Monitoring will include:

- Collecting at least one round of measurements immediately prior to the commencement of the 36-hour pumping portion of the test;
- During the 36-hour pumping period, collecting at least three rounds of manual measurements in the selected wells;
- During the first 12 hours after the pump is turned off, collecting one round of measurements during the recovery period;
- At least 24 hours after test completed, downloading the data recorders; and,
- At a time agreed to by the City and landowners, removing automated data recorders from wells.

### **Task 6 – Pumping Test Analysis and Impacts Assessment**

TGI will obtain from CH2MHill pumping test data for the production well (Well No. 1) and the City's monitoring wells. TGI will analyze the pumping test data using standard analytical and graphical techniques to derive the local aquifer hydraulic coefficients, and to assess the short-term magnitude and extent of drawdown (i.e., cone of depression) due to pumping the subject well. TGI will compare measured water levels from the selected monitoring wells to the results calculated from the pumping test analysis, to determine if any wells were affected during the production test, and to ascertain potential hydraulic boundaries that affect drawdown. TGI will then utilize applicable analytical and/or numerical modeling to evaluate long-term drawdown due to permitted pumping at Well No. 1 at 2,000 acre-feet per year, which is an annual average of 1,240 gallons per minute (gpm). Additionally, TGI will assess potential local water-level impacts due to current or proposed pumping from other local or regional Simsboro permitted pumping.

### **Task 7 – Reporting and Meetings**

TGI will compile the information collected and formulate work products including maps, drawings, hydrologic and hydraulic calculations, diagrams and other applicable illustrations. Based on the work up of materials, TGI will compile its findings and opinions in a written letter report. For cost estimate purposes, TGI will attend three meetings, including presenting findings to the City upon completion of the written letter report.



## **COST ESTIMATES**

Task 1 and Task 2 costs are estimated to be approximately \$20,000. TGI estimates the total costs for our services to complete Tasks 3 through 7 to be approximately \$40,000, for an estimated total cost of \$60,000. Upon completion of the first two tasks, costs to complete the remaining tasks can be more accurately estimated. Direct costs for equipment, downhole video surveys, pump installation, and laboratory analysis are as follows, based on the Scope of Services and the assumptions provided:

Temporary Flow Meters	\$7,500
Water Level Recorders/Transducers	\$25,000
Downhole Camera Surveys & Pump Removal and Reinstallation	\$20,000
Laboratory Analyses	<u>\$5,000</u>
<b>Total</b>	<b>\$57,500</b>

These costs could also vary substantially depending on the number of wells monitored and associated equipment required, access to wells, and field verification and modification of wells needed. **Once the City has received responses for all landowners and TGI has conducted Task 1 and Task 2, TGI will review work plans and cost estimates with the City prior to ordering equipment or services from pump installers, logging companies (i.e., downhole video surveys) or laboratories.**

TGI fees and costs will be determined by actual hours and expenses directly associated with completion of the proposed work, and are based on the attached Standard Fee Schedule (Attachment A) and Standard Equipment Fee Schedule (Attachment B). TGI will coordinate closely with the City to track costs, and will obtain approvals for various equipment prior to ordering.

## **SCHEDULING**

Once authorized, TGI anticipates being able to begin work immediately. Task 1 can be completed within 10 working days of receiving the complete list of participating well owners. TGI understands that responses are due to LPGCD from well owners by mid-July.

**AUTHORIZATION**

If the included Cost Estimate and Schedule are acceptable, please authorize work in the space provided below, and return a copy to us by email, or by mail. Upon receipt of an executed copy, we will proceed with the work.

We very much appreciate the opportunity to provide you this Scope of Work and associated Cost Estimate and look forward to assisting you with this project.

If you have any questions, please call.

Sincerely,  
THORNHILL GROUP, INC.



Michael R. Thornhill, P.G.  
President

Attachments

**WORK AUTHORIZATION –  
Well Monitoring Plan and Program  
City of Bastrop Simboro Well No. 1  
City of Bastrop, Texas**

APPROVED:

\_\_\_\_\_  
(Client Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)



**STANDARD FEES FOR PROFESSIONAL SERVICES  
BY THORNHILL GROUP, INC.**

Fees for professional services provided by Thornhill Group, Inc. are based on the actual and direct time of personnel on the project at the following hourly rates:

Principal	\$ 240
Project Manager	\$ 185
Technical Staff 3	\$ 145
Technical Staff 2	\$ 125
Technical Staff 1	\$ 95
GIS Staff	\$ 85
Graphics Staff	\$ 75
Field Technician	\$ 60
Clerical Staff	\$ 50

Reimbursement for actual expenses incurred that are directly related to work and performance on the project are billed per the following:

- a. for reproductions by graphics department, charges equivalent to commercial rates for similar commercial services.
- b. for transportation in company or personal vehicles, mileage will be billed at the current IRS approved rate per mile.
- c. for use of company field equipment, including but not limited to steel tapes, electric lines, conductivity, pH and turbidity meters, computers, data recorders, transducers and air monitoring equipment, charges are equivalent to commercial rates for similar equipment rentals.
- d. for all other expenses, including but not limited to reproduction, transportation, meals, lodging, parking, taxi fares, vehicle rentals, airfare, long distance telephone calls, printing, maps, photographs, field supplies, equipment rental, shipping, drilling contracting, laboratory costs, charges will be based on the actual invoice costs.

Invoices are payable upon receipt, and accounts unpaid more than 30 days after the billing date are subject to 1.25 percent interest per month (15 percent annual rate) from the invoice date.

**STANDARD FEES FOR FIELD EQUIPMENT PROVIDED  
BY THORNHILL GROUP, INC.**

Fees for use of company field equipment provided by Thornhill Group, Inc. are based on actual daily usage in the field, at the following rates:

	<b>Daily</b>	<b>Weekly</b>	<b>Monthly</b>
Field Vehicle	\$50.00	\$150.00	\$450.00
Data Recorders	\$25.00	\$75.00	\$225.00
E-Line	\$20.00	\$60.00	\$180.00
Conductance Meter	\$15.00	\$45.00	\$135.00
pH Meter	\$15.00	\$45.00	\$135.00
ORP Meter	\$15.00	\$45.00	\$135.00
DO Meter	\$25.00	\$90.00	\$300.00



# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 10A

**TITLE:**

Consider action to approve Resolution R-2017- 46 of the City Council of the City of Bastrop, Texas authorizing Bastrop Art in Public Places to acquire through purchase five (5) permanent sculptures, amounting to \$50,400 in accordance with the City's purchasing policy.

**STAFF REPRESENTATIVE:**

Sarah O'Brien, Main Street Program Director

**BACKGROUND/HISTORY:**

On June 7<sup>th</sup>, Bastrop Art in Public Places approved recommending the purchase of the following sculptures:

1. "Night Song" by John Maisano- \$14,000
2. "Rising from the Ashes" by Anthony St. James-\$4,000
3. "A Mother's Love" by Jay Schaan for \$5,400
4. "Sitatunga" by Dan Pogue- \$14,500
5. "A Scarlet Heart" by Alex Porter for \$12,500

**POLICY EXPLANATION:**

Bastrop Art in Public Place's bylaws state:

Article 1.3: The purpose of Bastrop Art in Public Places is to expand the enjoyment, access, and appreciation of art in Bastrop, Texas. This includes assisting the Bastrop City Council in developing guidelines and standards for the selection, display, and maintenance of in the City and to acquire by purchase or donation, works of art for display.

Article 4.1 Art Ownership:

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

**FUNDING SOURCE:**

Bastrop Art in Public Places budgeted \$55,000 during FY 17 for the purchase of permanent art to be added to the City's collection.

**RECOMMENDATION:**

Consideration action to approve Resolution R-2017-46 of the City Council of the City of Bastrop, Texas authorizing Bastrop Art in Public Places to acquire through purchase five (5) permanent sculptures, amounting to \$50,400 in accordance with the City's purchasing policy



**ATTACHMENTS:**

- Sculpture Images
- Resolution



**RESOLUTION NO. R-2017 - 46**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TX AUTHORIZING BASTROP ART IN PUBLIC PLACES TO ACQUIRE THROUGH PURCHASE FIVE SCULPTURES TOTALING \$50,400 ON BEHALF OF THE CITY OF BASTROP; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, The City Council has formed Bastrop Art in Public Places to expand the enjoyment, access, and appreciation of art in Bastrop, Texas; and

**WHEREAS**, Bastrop Art in Public Places is to assist the City Council in making recommendations to acquire by purchase works of art for the enjoyment of Bastrop residents and visitors; and

**WHEREAS**, Bastrop Art in Public Places voted unanimously to recommend the purchase of “Night Song” by John Maisano, “Rising from the Ashes” by Anthony St. James, “Sitatunga” by Dan Pogue and “A Mother’s Love” by Jay Schaan, and “A Scarlet Heart” by Alex Porter at their June 7<sup>th</sup>, 2017 meeting; and

**WHEREAS**, Bastrop Art in Public Places has \$55,000 in their Fiscal Year 2017 budget to acquire such works of art; and

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

**Section 1:** Bastrop Art in Public places is authorized to make the purchase of the above-mentioned pieces of art in accordance with the City’s purchasing policy.

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 11<sup>th</sup> day of July, 2017.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

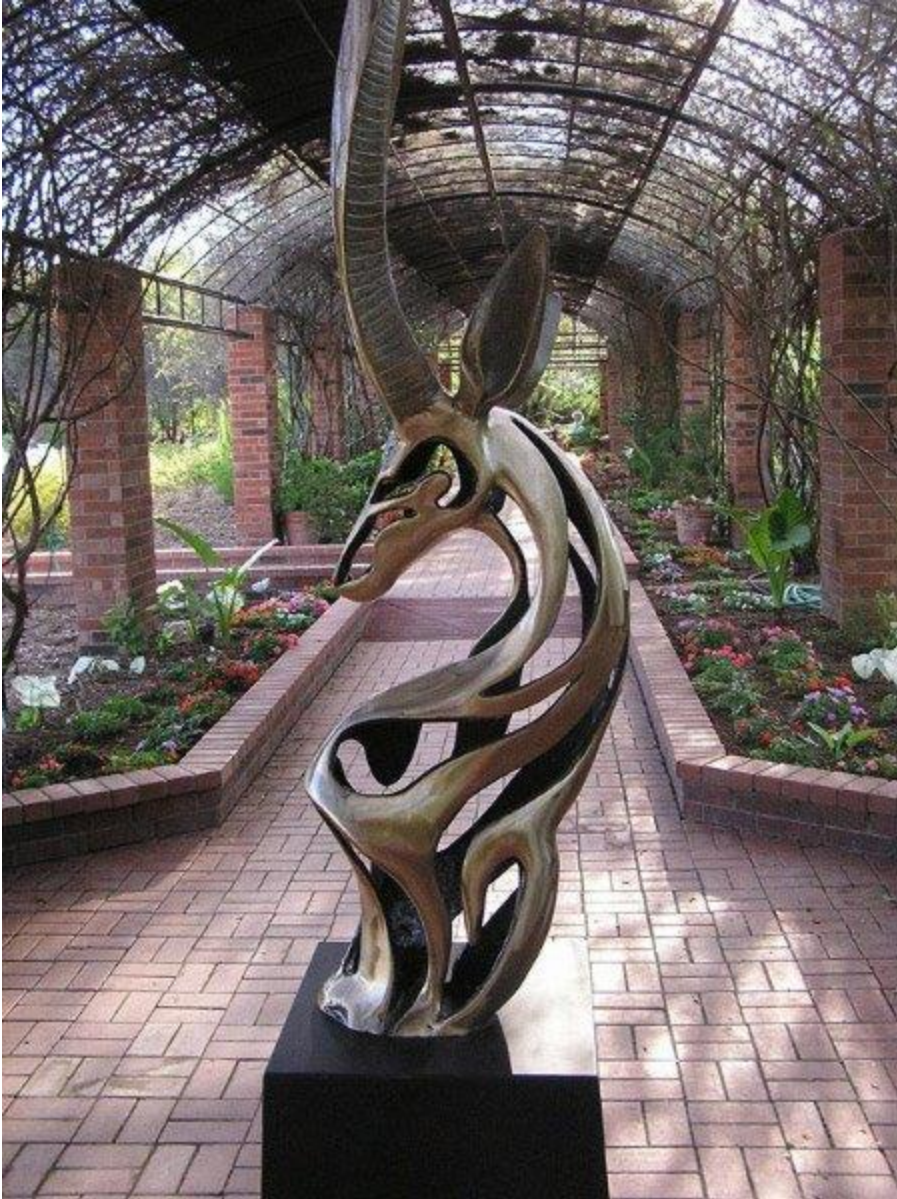
**APPROVED AS TO FORM:**

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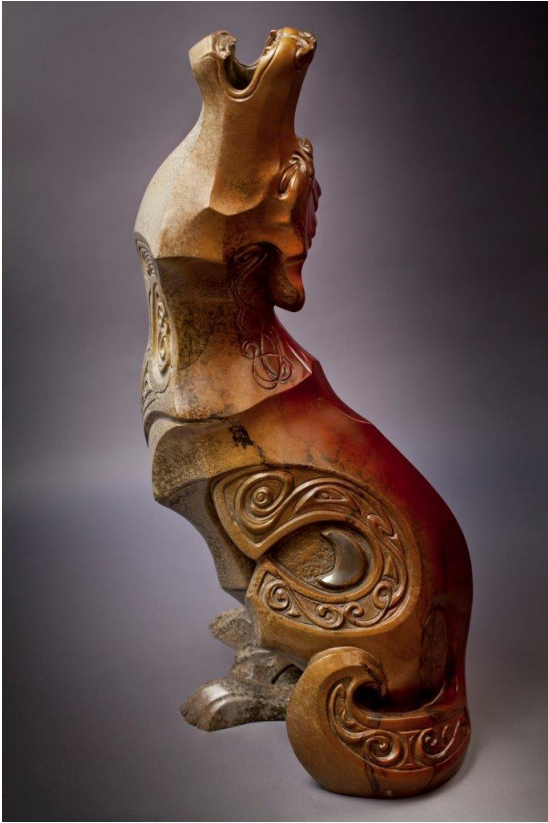
David F. Bragg, City Attorney



Anthony St James: "Rising from the Ashes"



Dan Pogue: "Sitatunga"



John Maisiano: "Night Song"



"A Mother's Love"- Jay Schaan



"A Scarlett Heart" by Alex Porter





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 10B

**TITLE:**

Consider action to approve Resolution No. R-2017-47 of the City Council of Bastrop Texas, approving and accepting the transfer of real property described as lot one, Lanford Place Subdivision (properties R36831 and R48757), Bastrop County, Texas, from the Bastrop Economic Development Corporation (EDC); authorizing the execution of a special warranty deed; repealing all resolutions in conflict; and providing an effective date.

**STAFF REPRESENTATIVE:**

Shawn Kirkpatrick, Bastrop EDC Executive Director

**BACKGROUND/HISTORY:**

In January 2015, the Bastrop EDC Board voted to transfer property the EDC owned near the rodeo arena at Mayfest Hill to the City of Bastrop. However, there was no resolution or other documentation done at that time.

The EDC's legal counsel has recommended a resolution to rectify the situation and allow the transfer of the property to proceed. The EDC's resolution was approved at their 06/19/17 Board meeting. A separate resolution is attached for the City Council's approval.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2017-47 of the City Council of Bastrop Texas, approving and accepting the transfer of real property described as lot one, Lanford Place Subdivision (properties R36831 and R48757), Bastrop County, Texas, from the Bastrop Economic Development Corporation (EDC); authorizing the execution of a special warranty deed; repealing all resolutions in conflict; and providing an effective date.

**ATTACHMENTS:**

- Resolution
- Exhibit A – Special Warranty Deed
- Map showing property location

**RESOLUTION NO. R-2017-47**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AND ACCEPTING THE TRANSFER OF REAL PROPERTY DESCRIBED AS LOT ONE, LANFORD PLACE SUBDIVISION, BASTROP COUNTY, TEXAS, FROM THE BASTROP ECONOMIC DEVELOPMENT CORPORATION; AUTHORIZING THE EXECUTION OF A SPECIAL WARRANTY DEED; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Bastrop Economic Development Corporation, pursuant to Texas Local Government Code Section 505.152, desires to transfer title and possession to the Real Property to the City of Bastrop to promote public park purposes; and

**WHEREAS**, the City Council of the City of Bastrop finds it in the best interest of the City to accept such Real Property for park purposes.

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

**Section 1.** That the City Council hereby approves and accepts the Bastrop Economic Development Corporation's transfer of title and possession to the Real Property, described as Lot One in the Lanford Place Subdivision, Bastrop County, Texas, to the City of Bastrop to promote public park purposes.

**Section 2.** The City Manager is hereby authorized to memorialize the acceptance of the Real Property by execution of a Special Warranty Deed, in substantial form to **Exhibit "A"** hereto and such other documents reasonably necessary to complete the transfer of title and possession of the Real Property to the City of Bastrop.

**Section 3.** The recitals set out above are fully incorporated as if fully set forth herein.

**Section 4.** Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

**Section 5.** 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 6.** 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 11<sup>th</sup> day of July 2017.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

David F. Bragg, City Attorney

Exhibit "A"

**SPECIAL WARRANTY DEED**

NOTICE OF CONFIDENTIALITY RIGHTS

IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

STATE OF TEXAS           §  
  §  
COUNTY OF BASTROP   §

KNOW ALL BY THESE PRESENTS that BASTROP ECONOMIC DEVELOPMENT CORPORATION ("Grantor"), for and in consideration of Ten Dollars (\$10.00) and other good and valuable consideration paid in cash to the Grantor by the Grantee named in this Deed, has granted, bargained, sold and conveyed and by these presents does grant, bargain, sell and convey unto the CITY OF BASTROP ("Grantee"), a Home-Rule City of the State of Texas, all of the property described as follows:

Lot One (1), LANFORD PLACE, a subdivision in Bastrop County, Texas, according to the map or plat thereof recorded in Cabinet # 3, Page 97-B, Plat Records of Bastrop County, Texas, and as more precisely described in the survey plat attached hereto as **Exhibit "A"** and incorporated herein for all purposes.

THIS CONVEYANCE IS MADE BY GRANTOR AND ACCEPTED BY GRANTEE subject to the terms, conditions and provisions of this Deed and further subject to all applicable easements, conditions, restrictions, covenants, mineral or royalty interests, mineral reservations, surface waivers, liens, encumbrances, regulations or orders of municipal and/or other governmental authorities, if any, or other matters of record, to the extent, but only to the extent, they are validly existing and affect the Property.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereto and in anywise belonging unto the said Grantee, its successors and assigns forever; and Grantor does hereby bind itself, its successors and assigns, to Warrant and Forever Defend all and singular the Property unto the said Grantee, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same of any part thereof, by, through or under Grantor, but not otherwise.

*The remainder of this page intentionally is blank and signature pages follow.*

Exhibit "A"

IN WITNESS WHEREOF, the Grantor herein has executed this Special Warranty Deed, to be effective as of the \_\_\_\_ day of \_\_\_\_\_, 2017.

**GRANTOR:**

BASTROP ECONOMIC DEVELOPMENT CORPORATION,  
a Texas type B Economic Development Corporation

By \_\_\_\_\_  
Kristi Koch, Vice-Chairperson to the Board of Directors,  
serving as Interim Chairperson

ATTEST:

By \_\_\_\_\_  
Cam Chavez, Secretary to the Board of Directors

State of Texas  
County of Bastrop

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 2017, by Kristi Koch, (Vice-Chairperson to the Board of Directors, serving as Interim Chairperson) of (Bastrop Economic Development Corporation), a Texas type B economic development corporation, on behalf of said corporation.

(Personalized Seal)

Notary Public's Signature

*The remainder of this page intentionally is blank and grantee signature page follows.*

Exhibit "A"

**GRANTEE:**

AGREED AND ACCEPTED;

CITY OF BASTROP, TEXAS  
a Texas home-rule municipality

By \_\_\_\_\_  
Lynda Humble, City Manager

ATTEST:

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

State of Texas  
County of Bastrop

This instrument was acknowledged before me on the \_\_\_ day of \_\_\_\_\_, 2017, by Lynda Humble, City Manager of Bastrop, Texas, a home-rule municipality, on behalf of said municipality.

(Personalized Seal)

Notary Public's Signature

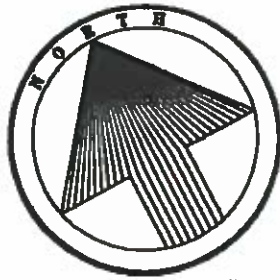
*After filing this document, please return to:*

Ann Franklin  
City Secretary  
Bastrop City Hall  
P.O. Box 427  
Bastrop Texas 78602

EXHIBIT "A"  
SURVEY MAP OF REAL PROPERTY

SURVEY PLAT

LOOP 150  
(160.0' R.O.W.)



SCALE: 1" = 100'

LEGEND

- IRON PIPE FOUND
- IRON ROD FOUND
- IRON ROD SET
- ▲ NAIL FOUND
- ⊕ FIRE HYDRANT
- △ NAIL SET
- CONC MONUMENT FND.
- //— WOOD FENCE
- — — CHAIN LINK FENCE
- X — WIRE FENCE
- P.U.E. PUBLIC UTILITY EASEMENT
- D.E. DRAINAGE ESMT.
- B.L. BUILDING LINE
- ⊙ POWER POLE
- E — OVERHEAD ELEC. LINE
- ⤵ DOWN GUY
- (BRG.-DIST.) RECORD CALL
- (R.C.) RESTRICTIVE COVENANTS
- (B.E.C.) BLUEBONNET ELECT. COOP.
- (A.W.S.C.) AQUA WATER SUPPLY CORP.

I / We have reviewed this survey and are aware of any and all discrepancies, conflicts, or shortages in area or boundary lines or any encroachments, or protrusions or any overlapping of improvements.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_  
Sign: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF BASTROP  
(19.68 AC.)  
43/587 B.C.D.R.  
REF: 72/560 B.C.D.R.

CALVARY BAPTIST CHURCH  
OF BASTROP  
252/401 B.C.D.R.

LOT 1

BARBARA HUMBLE  
(1.0 AC.)  
703/223 B.C.D.R.

N20°42'44"E  
169.55'

S61°38'31"E 359.60'

N61°37'23"W  
351.72'

CITY OF BASTROP  
(7.50 AC.)  
826/318 B.C.D.R.

N31°02'49"E 155.60'

S61°28'00"E  
150.36'

APPROX. LOCATION GAS PIPELINE

S28°18'41"W 436.76'

S28°19'49"W  
165.82'

N61°43'46"W  
156.56'

E.O.P.  
GRVEL  
E  
LOCATION GAS PIPELINE SIGN  
WATER METER  
TELEPHONE PED  
15.0' P.U.E. (PLAT) (808/785)



- NOTE:
1. THIS PROPERTY IS SUBJECT TO:
  1. PIPELINE ROW ESMT GRANTED TO LO-VACA GATHERING COMPANY IN (162/609) D.R.B.C.
  2. ELECTRIC ESMT GRANTED TO B.E.C. IN (223/648), PARTIAL RELEASE OF ESMT IN (831/834) O.R.B.C.
  3. WATER PIPELINE ESMT GRANTED TO A.W.S.C. IN (198/151) D.R.B.C.

# Lot 1, Lanford Place

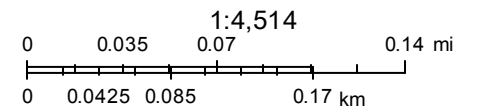


June 19, 2017

**Areas**

- Override 1
- Override 2
- Creeks and Streams

- |                         |   |  |   |
|-------------------------|---|--|---|
| County Boundaries       | <b>US, State Highways</b>   | Farm to Market   | Other Roadways/Access   |
| BCAD Parcels            | <span style="display: inline-block; width: 15px; height: 10px; background-color: red; border: 1px solid black; margin-right: 5px;"></span> US | <span style="display: inline-block; width: 15px; border-bottom: 2px solid gray; margin-right: 5px;"></span> FM | <span style="display: inline-block; width: 15px; border-bottom: 2px dashed gray; margin-right: 5px;"></span> DW |
| Parcels-Boundaries Only | <span style="display: inline-block; width: 15px; border-bottom: 2px solid black; margin-right: 5px;"></span> SH                               | <b>Local Streets</b>   |   |
|                         |   | <span style="display: inline-block; width: 15px; border-bottom: 2px solid gray; margin-right: 5px;"></span> LS |   |



Bastrop County GIS  
Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 10C

**TITLE:**

Consider action to approve Resolution No. R-2017-44 of the City Council of the City of Bastrop, Texas authorizing the purchase of a parcel of land containing 1,639 square feet in the amount of Twenty Thousand Four Hundred Eighty-Seven Dollars and Fifty Cents (\$20,487.50) situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.113 acre in a deed from Jack Griensenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County; granting the use of four (4) parking spaces for exclusive use to the building located at 927 Main Street for a term of Ninety-Nine (99) Years unless the Building or Parking Lot is demolished; authorizing the City Manager to execute a purchase agreement, closing documents, and any document necessary to finalize the purchase of the property; approving a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager  
Trey Job, Managing Director of Public Works and Leisure Services

**BACKGROUND/HISTORY:**

The City is re-building a parking lot in the area known as Alley D at the corners of Pine and Pecan Streets. The parking lot improvements include moving the utilities to underground, fixing drainage, and paving all of the parking lot.

**POLICY EXPLANATION:**

Given the public investment in improvements into this parking lot, there is a public purpose for the City to own and control the entire parking lot. Article II, Section 3 of the Texas Constitution does not allow public funds to be invested for private purpose, and paving property that is currently unpaved constitutes public investment. The property being acquired is used by each property owner for parking and has value attached to their building. In addition to acquiring the land, the City will be granting exclusive use of parking spaces to each building for a period of 99 years or until the building or need for public parking is eliminated.

There are four (4) pieces of property that the City needs to acquire in order to complete this project:

- 1,663 square feet from Raymah Davis in the amount of \$20,787.50 with three (3) parking spaces.
- 1,142 square feet from Ruth and Richard Smarzik in the amount of \$14,275.00 with three (3) parking spaces.

- 1,639 square feet from the Bastrop Chamber of Commerce in the amount of \$20,487.50 with four (4) parking spaces.
- 454 square feet from the Chestnut Street Limited in the amount of \$0.00 through the execution of a Deed without Warranty and the use of one (1) parking space.

**FUNDING SOURCE:**

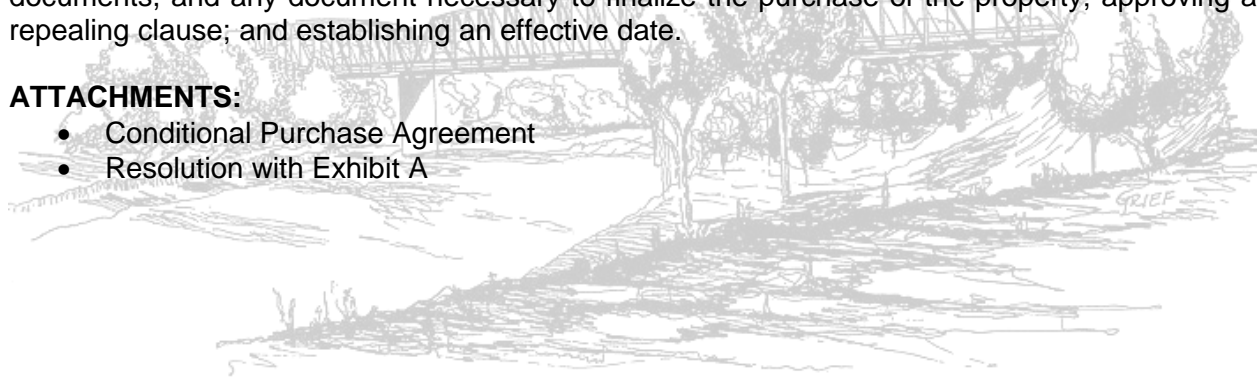
724-00-00-6712 (Bond account for Alley D Parking Project)

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2017-44 of the City Council of the City of Bastrop, Texas authorizing the purchase of a parcel of land containing 1,639 square feet in the amount of Twenty Thousand Four Hundred Eighty-Seven Dollars and Fifty Cents (\$20,487.50) situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.113 acre in a deed from Jack Griensenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck,; granting the use of four (4) parking spaces for exclusive use to the building located at 927 Main Street for a term of Ninety-Nine (99) Years unless the Building or Parking Lot is demolished; authorizing the City Manager to execute a purchase agreement, closing documents, and any document necessary to finalize the purchase of the property; approving a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Conditional Purchase Agreement
- Resolution with Exhibit A



**RESOLUTION NO. R-2017-44**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AUTHORIZING THE PURCHASE OF A PARCEL OF LAND CONTAINING 1,639 SQUARE FEET IN THE AMOUNT OF TWENTY THOUSAND FOUR HUNDRED EIGHTY-SEVEN DOLLARS AND FIFTY CENTS (\$20,487.50) SITUATED IN BUILDING BLOCK 4 WEST OF WATER STREET, ACCORDING TO THE PLAT OF THE CITY OF BASTROP, TEXAS RECORDED IN PLAT CABINET 1, SLIDE 23A OF THE PLAT RECORDS OF BASTROP COUNTY, AND BEING A PART OF THAT TRACT DESCRIBED AS 0.113 ACRE IN A DEED FROM JACK GRIENSENBECK, ET UX, TO BASTROP CHAMBER OF COMMERCE DATED NOVEMBER 2, 1993 AND RECORDED IN VOLUME 685, PAGE 498 OF THE OFFICIAL RECORDS OF BASTROP COUNTY; GRANTING THE USE OF FOUR (4) PARKING SPACES FOR EXCLUSIVE USE TO THE BUILDING LOCATED AT 927 MAIN STREET FOR A TERM OF NINETY-NINE (99) YEARS UNLESS THE BUILDING OR PARKING LOT IS DEMOLISHED; AUTHORIZING THE CITY MANAGER TO EXECUTE A PURCHASE AGREEMENT, CLOSING DOCUMENTS, AND ANY DOCUMENT NECESSARY TO FINALIZE THE PURCHASE OF THE PROPERTY; APPROVING A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop, Texas is re-building a parking lot in an area known as Alley D; and

**WHEREAS**, the City of Bastrop, Texas is making improvements including paving, relocation of utilities and drainage; and

**WHEREAS**, the City of Bastrop, Texas needs to purchase 1,639 square feet of property from Bastrop Chamber of Commerce in order to own and control the property for public purpose; and

**WHEREAS**, the City of Bastrop, Texas recognizes that the property being purchased is currently used for private parking and adds value to the main structure located at 927 Main Street for which exclusive parking spaces will be provided as a part of this transaction.

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

**Section 1:** That the City of Bastrop, Texas will purchase a parcel of land containing 1,639 square feet from Bastrop Chamber of Commerce in the amount of Twenty Thousand Four Hundred Eighty-Seven Dollars and Fifty Cents (\$20,487.50) situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.113 acre in a deed from Jack Griensenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said Smarzik tract having originally been described in a deed from Jack Griesenbeck, as shown in Exhibit A.

**Section 2:** That the City of Bastrop, Texas will grant four (4) permanent parking places to exclusive use to the building located at 927 Main Street for a term of Ninety-Nine (99) years unless the building or parking lot is demolished first.

**Section 3:** That the City of Bastrop, Texas City Council authorizes the City Manager to execute all necessary documents to complete this transaction.

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 27<sup>th</sup> day of June, 2017.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

David F. Bragg, City Attorney

STATE OF TEXAS                   §  
   §  
COUNTY OF BASTROP           §

**CONDITIONAL PURCHASE AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

THAT, **THE BASTROP CHAMBER OF COMMERCE**, a Texas non-profit organization, hereinafter referred to as “**SELLER**”, for and in consideration of the agreed purchase price of **TWENTY THOUSAND FOUR HUNDRED AND EIGHTY-SEVEN DOLLARS AND 50/100 (\$20,487.50) DOLLARS** (the “Purchase Price”) and upon the terms and conditions hereof, contracts to **GRANT, SELL and CONVEY** by General Warranty Deed to the **CITY OF BASTROP, TEXAS**, a Texas home rule municipality, hereinafter referred to as “**PURCHASER**”, a good, marketable title, free and clear of all liens and encumbrances of every kind (except liens for current taxes and assessments), to the following described property (the “Property”) in the City of Bastrop, Bastrop County, Texas, to-wit:

**PROPERTY:** As more fully described in metes and bounds in **EXHIBIT “A”** attached hereto, the Property is described as follows:

All that certain tract or parcel of land containing 1,639 square feet situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.113 acre in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, Texas.

Together with all improvements incident or belonging thereto.

**Purchase and Sale Agreement:** **SELLER** agrees to sell and convey the Property to **PURCHASER**, and **PURCHASER** conditionally agrees to buy and pay **SELLER** for the Property. The promises by **PURCHASER** and **SELLER** stated in this contract are the consideration for the formation of this contract.

**Offer Conditional:** **PURCHASER’S** obligation to buy or convey the real property described in this agreement is conditional and shall not be effective until such action is approved by the City Council of the City of Bastrop, Texas.

**SELLER** hereby agrees to furnish **PURCHASER** a Release, Partial Release or Subordination of Lien, if applicable.

**Special Conditions:** **PURCHASER AND SELLER** acknowledge and agree to the following:

(1) **SELLER**, and **SELLER’S** heirs, successors and assigns shall reserve from conveyance, for a period of ninety-nine (99) years or until such time as the building adjacent to the Property and being located at 927 Main Street, Bastrop, Texas and being owned by the **SELLER**, his heirs, successors and assigns is demolished or abandoned, whichever occurs first, an exclusive parking easement consisting of four (4) parking spaces upon the Property with right of access; said

reservation shall be exclusive for parking purposes, but Grantee shall possess all other rights to occupy and use said easement, but only to the extent that such occupation and use does not materially interfere with Grantor's use of the easement. Grantor and Grantee acknowledge and agree, however, that Grantee's use may interrupt Grantor's reserved rights for limited periods of time as necessary to construct improvements and/or install utilities on the Property and such interruptions shall not be considered a material interference.

(2) SELLER shall file a **Certificate of Interested Parties (TEC Form 1295)**. SELLER acknowledges that for contracts needing City Council approval, the City may not accept or enter into a contract until it has received from the SELLER a completed, signed, and notarized TEC Form 1295 complete with a certificate number assigned by the Texas Ethics Commission ("TEC"), pursuant to Texas Government Code § 2252.908 and the rules promulgated thereunder by the TEC. The SELLER understands that failure to provide said form complete with a certificate number assigned by the TEC will prohibit the City from entering into the Contract.

Pursuant to the rules prescribed by the TEC, the TEC Form 1295 must be completed online through the TEC's website, assigned a certificate number, printed, signed and notarized, and provided to the City. The TEC Form 1295 must be provided to the City prior to contract execution. SELLER acknowledges that the City does not have the ability to verify the information included in a TEC Form 1295, and further has no obligation nor undertakes responsibility for advising the SELLER with respect to the proper completion of the TEC Form 1295.

The **PURCHASER**, without expense to the **SELLER**, shall prepare the General Warranty Deed document and shall bear the expense of all closing costs.

**INDEPENDENCE TITLE COMPANY** shall act as **Agent**, and the **SELLER** agrees that closing shall occur at a mutually agreeable time and day at the **Agent's** office located at **301 Highway 71 West, Suite 106, Bastrop, Texas** and **SELLER** shall appear at **Agent's** office at said time to execute a **GENERAL WARRANTY DEED** in substantially similar form as **EXHIBIT "B"** and other conveyance documents reasonably required by **Agent**.

Until title has been conveyed to the **PURCHASER**, loss or damage to the Property by fire or other casualty, except that caused by **PURCHASER**, shall be at the risk of the **SELLER** and the amount thereof shall be deducted from the Purchase Price. In the event this purchase fails to close through no fault of **SELLER**, **PURCHASER** shall repair any damage caused by **PURCHASER'S** entry on the Property. This shall be **SELLER'S** sole remedy in the event of **PURCHASER'S** determination not to proceed to proceed with closing. This contract shall not be binding upon either party until it is accepted by the **PURCHASER**, acting by and through its City Manager, or other designated official. Such acceptance shall be acknowledged by the City Manager, or other designated official's execution of this contract. This contract contains the entire consideration for the purchase and conveyance of the Property, it being agreed and understood that there is no valid other written or parole agreement regarding the Property between **SELLER** and the City, or any officer or employee of the City.

This Agreement shall remain binding on the Parties for a period of 180 days after execution by the City Manager, or other designated city official. After such period should the sale that is the subject

of this contract not close, such failure shall be deemed as **PURCHASER'S** decision not to proceed with closing.

The **PURCHASER** may take possession of the Property immediately upon the **SELLER'S** execution of this contract.

**EXECUTED** this the \_\_\_\_ day of \_\_\_\_\_, 2017.

**SELLER:**

\_\_\_\_\_  
Becki Womble, IOM, President and CEO

**PURCHASER:**

**CITY OF BASTROP,**  
a Texas home rule municipality

By: \_\_\_\_\_  
Lynda K. Humble, City Manager

**ATTEST:**

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

**EXHIBIT A**

[Insert Survey]



**EXHIBIT B**

**[Form of General Warranty Deed]**

NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.

**GENERAL WARRANTY DEED**

THE STATE OF TEXAS           §  
  §  
COUNTY OF BASTROP         §

KNOW ALL MEN BY THESE PRESENTS: That **The Bastrop Chamber of Commerce**, a Texas non-profit organization, acting by and through its duly authorized official (“Grantor”), for the sum of Ten and No/100 Dollars (\$10.00) and other good and valuable consideration to Grantor in hand paid by the **CITY OF BASTROP, TEXAS**, a home-rule municipality located in Bastrop County, Texas (“Grantee”), whose mailing address is P.O. Box 427, Bastrop, Bastrop County, Texas 78602, the receipt and sufficiency of which consideration are hereby acknowledged and confessed, has GRANTED, SOLD AND CONVEYED, and by these presents does GRANT, SELL AND CONVEY, unto Grantee, subject to all of the reservations, exceptions and other matters set forth or referred to herein, the property depicted on **EXHIBIT “A”**, attached hereto and incorporated herein by reference (“Property”).

This conveyance is expressly made subject to all validly existing restrictions, covenants, conditions, rights-of-way, easements, mineral reservations and royalty reservations, and other matters of record, if any, affecting the Property.

TO HAVE AND TO HOLD the Property, together with all and singular the rights and appurtenances thereto in anywise belonging, unto Grantee, and Grantee's successors or assigns, forever; and Grantor does hereby bind Grantor, and Grantor's successors and assigns, to WARRANT AND FOREVER DEFEND all and singular the Property unto Grantee, Grantee's successors and assigns, against every person whomsoever lawfully claiming or to claim the same, or any part thereof except, however, that this conveyance is made subject to the liens securing payment of ad valorem taxes for the current and all subsequent years.

Grantor, and Grantor’s heirs, successors and assigns, hereby expressly reserve and retain from conveyance for a period of ninety-nine (99) years or until such time as the building adjacent to the Property and being located at 927 Main Street, Bastrop, Texas and being owned by the Grantor, and Grantor’s heirs, successors and assigns is demolished or abandoned, whichever

occurs first, an exclusive parking easement consisting of four (4) parking spaces upon the Property with right of access; said reservation shall be exclusive for parking purposes, but Grantee shall possess all other rights to occupy and use said easement, but only to the extent that such occupation and use does not materially interfere with Grantor's use of the easement. Grantor and Grantee acknowledge and agree, however, that Grantee's use may interrupt Grantor's reserved rights for limited periods of time as necessary to construct improvements and/or install utilities on the Property and such interruptions shall not be considered a material interference.

No responsibility for validity of real estate title assumed by attorney preparing this instrument unless a written title opinion rendered.

EXECUTED effective as of this the \_\_\_\_ day of \_\_\_\_\_, 2017.

**GRANTOR:**

\_\_\_\_\_  
Becki Womble, IOM, President and CEO of the  
Bastrop Chamber of Commerce

---

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Acknowledgement

THE STATE OF TEXAS           §  
  §  
COUNTY OF \_\_\_\_\_       §

This instrument was acknowledged before me on \_\_\_\_ day of \_\_\_\_\_ 2017, by Becki Womble, IOM, President and CEO of the Bastrop Chamber of Commerce for the purposes stated herein.

\_\_\_\_\_  
Notary Public's Signature

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**AGREED AND ACCEPTED:**

**CITY OF BASTROP, TEXAS,**  
a Texas home-rule municipality

By: \_\_\_\_\_  
Lynda K. Humble, City Manager

ATTEST:

---

Ann Franklin, City Secretary

After recordation please return to:   City of Bastrop  
Attn: Lynda K. Humble, City Manager  
P.O. Box 427,  
Bastrop, Texas 78602

**EXHIBIT A**

**[Insert Survey]**

STATE OF TEXAS  
COUNTY OF BASTROP

BASTROP CHAMBER OF COMMERCE  
TRACT "3"  
1,639 SQUARE FEET

All that certain tract or parcel of land containing **1,639 square feet** situated in Building Block 4 West of Water Street, according to the plat of the City of Bastrop, Texas recorded in Plat Cabinet 1, Slide 23A of the Plat Records of Bastrop County, and being a part of that tract described as 0.113 acre in a deed from Jack Griesenbeck, et ux, to Bastrop Chamber of Commerce dated November 2, 1993 and recorded in Volume 685, Page 498 of the Official Records of Bastrop County, said **1,639 square foot** tract being more particularly described by metes and bounds as follows:

Commencing at a concrete nail found 0.10 feet West of the East margin of Main Street (55.56 foot wide right-of-way) for witness to the Southwest corner of said Bastrop Chamber of Commerce tract and the Northwest corner of the (called) 0.107 acre Ruth and Richard Smarzik tract (County Clerk's File #201501605 - Vol. 668, Pg. 552 B.C.O.R.), said point having a coordinate value of North = 10,016,727.15 feet and East = 3,249,334.55 feet according to the Texas State Plane Coordinate System - Central Zone - NAD 83(CORS 96);

Thence North 87 degrees 01 minutes 34 seconds East, departing said Main Street along the common line between said Smarzik and Bastrop Chamber of Commerce tracts, 118.13 feet to a 1/2" iron rod set for the Southwest corner of the tract herein described and the **PLACE OF BEGINNING**;

Thence **North 02 degrees 58 minutes 26 seconds West**, departing said common line and severing said Chamber of Commerce tract, **27.62 feet** to a point on the South wall of an existing building, also being the common line between said Bastrop Chamber of Commerce tract and the (called) 0.160 acre Bastrop Properties, Ltd. tract (Vol. 1838, Pg. 42 B.C.O.R.), for the Northwest corner of the tract herein described, from which a Southeast corner of said building bears North 87 degrees 02 minutes 22 seconds East, 0.50 feet;

BASTROP CHAMBER OF COMMERCE  
TRACT "3" - 1,639 SQUARE FEET  
PAGE 2 OF 3

Thence **North 87 degrees 02 minutes 22 seconds East**, along the common line between said Bastrop Chamber of Commerce tract, said Bastrop Properties, Ltd. tract and the (called) 0.067 acre Chestnut Street, Ltd. "Tract 5" (Vol. 1022, Pg. 447 B.C.O.R.), **59.48 feet** to a 1/2" iron rod found in the West line of the Donald Bennett tracts (County Clerk's File #201415627 - B.C.O.R.) for the Southeast corner of said Chestnut Street, Ltd. tract, the Northeast corner of said Bastrop Chamber of Commerce tract and the Northeast corner of the tract herein described;

Thence **South 02 degrees 26 minutes 17 seconds East, 27.61 feet** along the common line between said Bastrop Chamber of Commerce tract and said Bennett tract to a 1/2" iron rod set (at the previous location of a 5/8" iron rod found in a 2016 survey) in the North line of said Smarzik tract for the Southwest corner of said Bennett tract, the Southeast corner of said Bastrop Chamber of Commerce tract and the Southeast corner of the tract herein described;

Thence **South 87 degrees 01 minutes 34 seconds West, 59.22 feet** along the common line between said Smarzik tract and said Bastrop Chamber of Commerce tract to the **PLACE OF BEGINNING** and containing **1,639 square feet**.

Bearings, distances and coordinates used herein are "GRID" based on the Texas State Plane Coordinate System - Central Zone - NAD 83(CORS 96). Convergence = +01 degree 33 minutes 07 seconds. Combined factor = 0.99999309.

STATE OF TEXAS

COUNTY OF BASTROP

I, Kevin Von Minden, a Registered Professional Land Surveyor, do hereby certify the foregoing field notes to be true and correct to the best of my knowledge and belief.

BEFCO ENGINEERING, INC.  
Firm No. 10001700  
Consulting Engineering & Land Surveying



Kevin Von Minden, R.P.L.S.  
Registration No. 4438  
May 22, 2017  
BEFCO Job No. 17-6940(3)



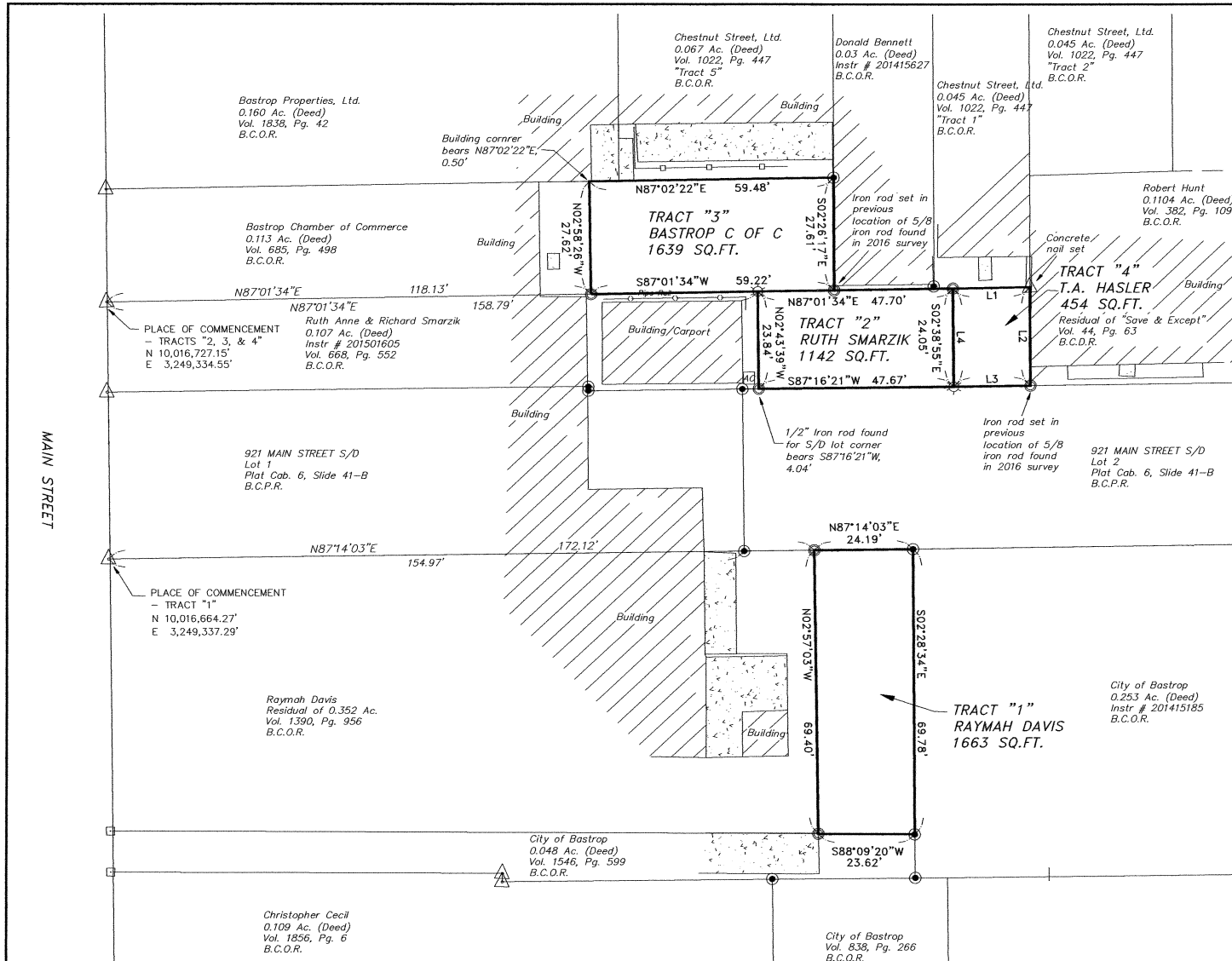
PLAT SHOWING THE SURVEY OF 4 TRACTS SITUATED IN BUILDING BLOCK 4 WEST OF WATER STREET, ACCORDING TO THE PLAT OF THE CITY OF BASTROP, TEXAS RECORDED IN PLAT CABINET 1, SLIDE 23A OF THE PLAT RECORDS OF BASTROP COUNTY, SAID 4 TRACTS BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

TRACT "1" - RAYMAH DAVIS - 1,663 SQUARE FEET, BEING A PART OF THAT TRACT DESCRIBED AS 0.352 ACRE IN A DEED FROM CLYDE STEPHENS TO KENNETH CRUISE DATED DECEMBER 3, 2003 AND RECORDED IN VOLUME 1390, PAGE 956 OF THE OFFICIAL RECORDS OF BASTROP COUNTY;

TRACT "2" - RUTH & RICHARD SMARZIK - 1,142 SQUARE FEET, BEING A PART OF THAT TRACT DESCRIBED AS 0.107 ACRE IN A DEED FROM VIOLET JOHN, ET AL, TO RUTH ANNE SMARZIK AND RICHARD SMARZIK DATED FEBRUARY 6, 2015 AND RECORDED IN COUNTY CLERK'S FILE #201501605 OF THE OFFICIAL RECORDS OF BASTROP COUNTY, SAID SMARZIK TRACT HAVING BEEN ORIGINALLY DESCRIBED IN A DEED FROM JACK GRIESENBECK, ET UX, TO MARY OGDEN SCHULTZ DATED JUNE 1, 1993 AND RECORDED IN VOLUME 668, PAGE 552 OF THE OFFICIAL RECORDS OF BASTROP COUNTY;

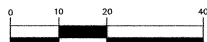
TRACT "3" - BASTROP CHAMBER OF COMMERCE - 1,639 SQUARE FEET, BEING A PART OF THAT TRACT DESCRIBED AS 0.113 ACRE IN A DEED FROM JACK GRIESENBECK, ET UX, TO BASTROP CHAMBER OF COMMERCE DATED NOVEMBER 2, 1993 AND RECORDED IN VOLUME 685, PAGE 498 OF THE OFFICIAL RECORDS OF BASTROP COUNTY;

TRACT "4" - T.A. HASLER - 454 SQUARE FEET, BEING THE RESIDUAL OF THAT TRACT RESERVED TO T.A. HASLER AS A "SAVE AND EXCEPT" IN A DEED FROM T.A. HASLER, ET UX, TO MAGGIE OLIVE DATED SEPTEMBER 28, 1908 AND RECORDED IN VOLUME 44, PAGE 63 OF THE DEED RECORDS OF BASTROP COUNTY.



MAIN STREET

GRAPHIC SCALE



( IN FEET )  
1 inch = 20 ft.

LEGEND

- - 1/2" Iron rod found (or as noted)
- - 1/2" Iron rod set
- △ - Concrete nail found (or as noted)
- - Chiseled "X" found in concrete
- ☆ - Cotton spindle set

Field Book 505

Bearings, distances and coordinates shown hereon are "GRID" based on the Texas State Plane Coordinate System - Central Zone - NAD 83 (CORS 96).  
Convergence = +01'33.07"  
Combined Factor = 0.99999309

NOTE: Subject tract is designated unshaded ZONE "X" (areas outside the 0.2% annual chance flood) according to F.E.M.A. Flood Insurance Rate Map No. 48021C0355E revised January 19, 2006.

NOTE: At the time of this survey, utility and parking lot construction project was in progress on the subject tracts and adjoining tracts. Therefore, these improvements are not shown on this survey.

THIS SURVEY WAS COMPLETED WITHOUT BENEFIT OF A CURRENT TITLE COMMITMENT. SUBJECT TRACT MAY BE SUBJECT TO ANY CONDITIONS, EASEMENTS, RESTRICTIONS OR EXCEPTIONS THAT A CURRENT TITLE COMMITMENT MIGHT DISCLOSE.

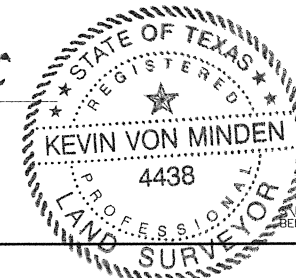
LINE TABLE		
LINE	BEARING	DISTANCE
L1	N87°01'34"E	18.91'
L2	S02°20'39"E	24.13'
L3	S87°16'21"W	18.78'
L4	N02°38'55"W	24.05'

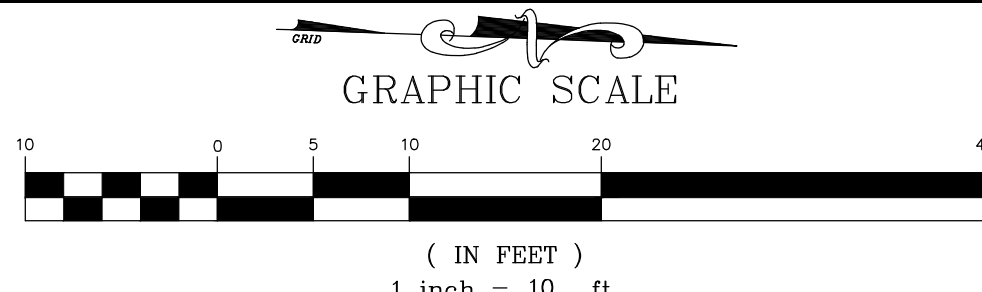
STATE OF TEXAS  
COUNTY OF BASTROP

I, Kevin Von Minden, a Registered Professional Land Surveyor, do hereby certify that this survey was made on the ground, that this plat correctly represents the facts found at the time of the survey, and that this professional service conforms to the current Texas Society of Professional Surveyors Standards and Specifications for a Category IB Land Survey.

*Kevin Von Minden*

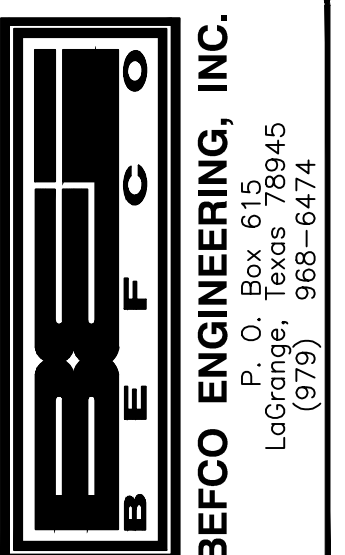
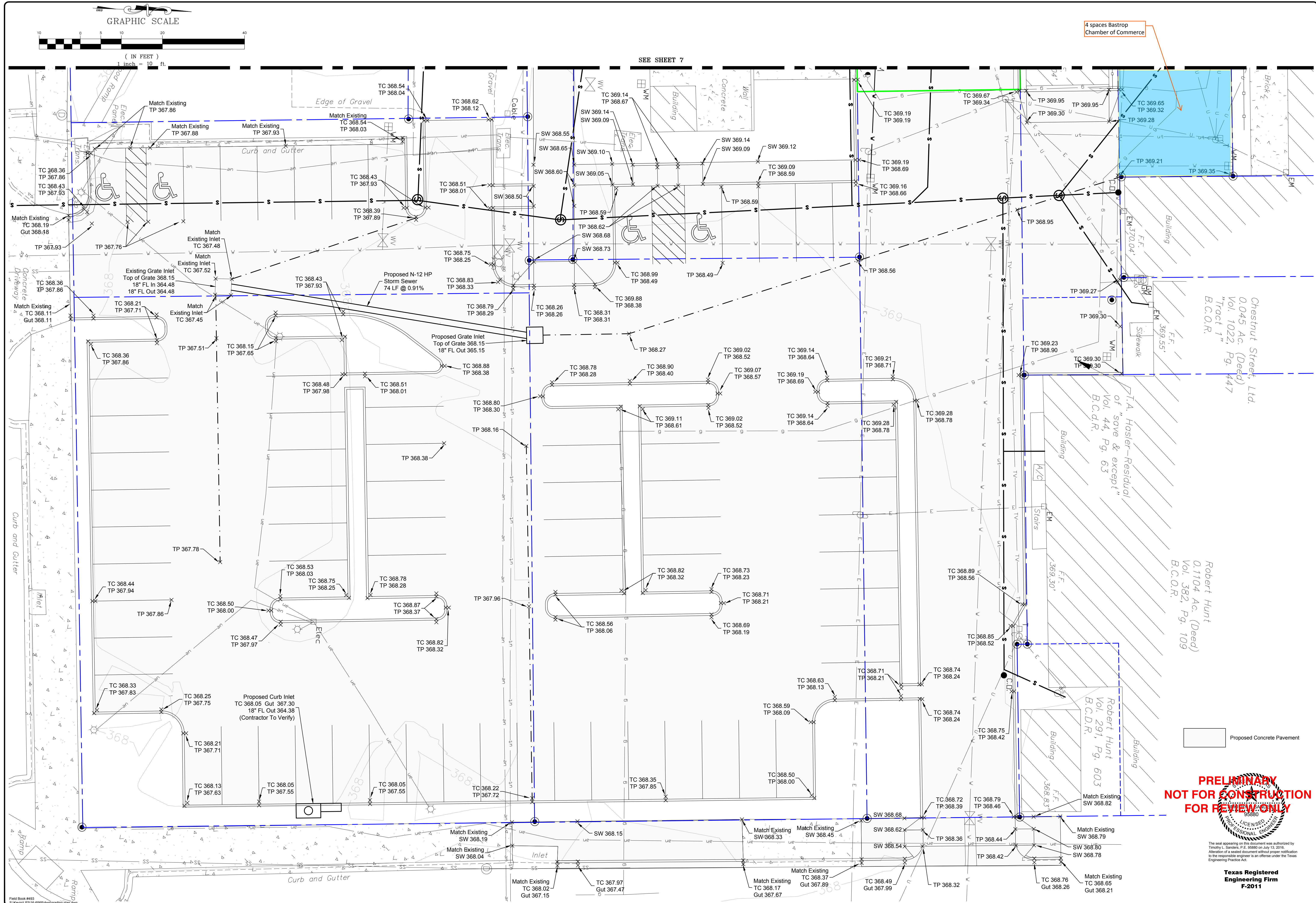
Kevin Von Minden, R.P.L.S.  
Registration No. 4438  
BEFCO ENGINEERING, INC.  
Firm No. 10001700  
Lg Grange, Texas  
979-968-6474  
May 22, 2017





SEE SHEET 7

4 spaces Bastrop Chamber of Commerce



CITY OF BASTROP  
ALLEY "D"  
PARKING LOT IMPROVEMENTS

REVISION:


DRAWN BY: JCP  
CHECKED BY: GK  
BEFCO JOB NO: 16-6565  
PLOT SCALE 1" = 20'

SHEET TITLE  
GRADING PLAN  
DATE ISSUED: 07/13/16  
SHEET  
**6**  
OF 8

**PRELIMINARY  
NOT FOR CONSTRUCTION  
FOR REVIEW ONLY**



Texas Registered Engineering Firm  
F-2011

Field Book #493  
S:\wv\LP16-6565\dwg\grading plan.dwg





# STAFF REPORT

**MEETING DATE:** July 11, 2017

**AGENDA ITEM:** 10D

**TITLE:**

Consider action to approve Resolution No. R-2017-49 of the City Council of the City of Bastrop, Texas confirming the Economic Development Board and Housing Authority appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Lynda K. Humble, City Manager

**BACKGROUND/HISTORY:**

Section 3.08, Mayor and Mayor Pro Tem, of the City Charter states that the Mayor shall appoint members to all City boards and commissions, subject to confirmation by the City Council.

**POLICY EXPLANATION:**

Mayor Connie Schroeder has reviewed all applications and has made appointments to various City boards and commissions. In an effort to be open and transparent, Mayor Schroeder has prepared a detailed memorandum outlining her appointments. The memorandum is attached as Exhibit A to the Resolution seeking confirmation of Council as required by the Charter.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2017-49 of the City Council of the City of Bastrop, Texas confirming the Economic Development Board and Housing Authority appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- Memo



**RESOLUTION NO. R-2017-49**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS CONFIRMING THE ECONOMIC DEVELOPMENT BOARD AND HOUSING AUTHORITY APPOINTMENTS OF THE MAYOR, AS REQUIRED IN SECTION 3.08 OF THE CITY'S CHARTER, AS OUTLINED IN EXHIBIT A; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Section 3.08, Mayor and Mayor Pro Tem, of the City Charter states that the Mayor shall appoint members to all City boards and commissions, subject to confirmation by the City Council; and

**WHEREAS**, Mayor Connie Schroeder has completed a review of applications to the City's boards and commissions and has made appointments to the Economic Development Board and Housing Authority as outlined in Exhibit A; and

**WHEREAS**, City Council must confirm these appointments as required by the City Charter.

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

**Section 1:** That Mayor Connie Schroeder appointed the following members to the Economic Development Board and Housing Authority:

**Economic Development Board**

Place 1: Connie Schroeder (Piney Ridge) Retired registered Civil Engineer. Experience in design, construction and land development, 15 years in corporate high tech industry served as Director of Site Services and Chief of Staff for business group

**Housing Authority**

Place 3: Carlton Harris (East Bastrop) – Previously served on Housing Authority Board

**Section 2:** That the City Council of the City of Bastrop confirms Mayor Schroeder's appointments to the Economic Development Board and Housing Authority as outlined in Exhibit A.

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 11<sup>th</sup> day of July, 2017.

**APPROVED:**

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

**ATTEST:**

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Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

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David F. Bragg, City Attorney



# MEMORANDUM

To: Honorable Council Members  
From: Mayor Connie Schroeder  
Date: July 11, 2017  
**RE: Board Appointments**

I want to thank each of you for the unanimous approval of my 30 appointments on June 27, 2017. City Council, Staff, and Boards together all play a vital role in order for the City to operate and set the future. I believe your approval was another step in providing an open and inclusive government.

Earlier, I shared my intent to have individuals serve on only one Board, except in the case where a Board's bylaws specifically require representation by a member of another Board. This policy has increased citizen participation and moved our Boards closer to being a reflection of our community.

As a reminder, I set guidelines for reviewing applications:

- Maximize the number of citizen voices to be heard and limit service to one Board.
- Enhance diversification on the Boards (inclusive of geography, gender, age and race) to more closely reflect the community it represents.
- Confirm purpose and scope of each Board.
- Focus on the skills and knowledge needed to most effectively fulfill each Board's mission.
- Relieve citizens of serving who have had attendance issues.
- Follow recommendation of Board nominating committee as defined in bylaws.
- Solicit input from Staff Liaison and/or Executive Director of each Board regarding specific skills needed.

I respect each of you and am encouraged by the teamwork and strength of our working relationship that has developed in just two months. Based on Council discussion regarding the importance of my serving on the Bastrop Economic Development Board, I have appointed myself to Place 1.

Below you will find my Board appointments:

### **Economic Development Board (Term ends 2019)**

Place 1: Connie Schroeder (Piney Ridge) Retired registered Civil Engineer. Experience in design, construction and land development, 15 years in corporate high tech industry served as Director of Site Services and Chief of Staff for business group

### **Housing Authority (Term ends 2019)**

Place 3: Carlton Harris (East Bastrop) – Previously served on Housing Authority Board

## **Remaining Board Appointments -**

In order for every Board to be complete, I need to make the following appointments. I have listed all places and indicated “application pending” for the places I have commitments from an individual to submit an application. I chose not to list the name until the application is submitted. Please note below the remaining need is one (1) place and four (4) alternates. I am confident we have a wealth of qualified individuals whose service will enhance citizen engagement and strengthen our City.

### ***Bastrop Art in Public Places***

Place 1 – Board working to bring nominee forward

### ***Cemetery Board***

Place 1 – Application pending

Place 2

### ***Construction Standards Board***

Place 2 – Application pending

Alt 1

Alt 2

### ***Main Street Advisory Board***

Place 5 – Nominating committee working to fill position

### ***Parks Board/Public Tree Advisory Board***

Place 8 – Application pending

### ***Zoning Board of Adjustment***

Place 3 – Application pending

Place 5 – Application pending

Alt 1

Alt 2

In closing, I respectfully request the City Council confirm the two appointments listed above as required by Section 3.08 of the City Charter.