

Bastrop, TX City Council Meeting Agenda

Bastrop City Hall City Council Chambers

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8800



September 12, 2017 at 6:30 P.M.

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

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

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

1. CALL TO ORDER

- 2. PLEDGE OF ALLEGIANCE** – Brianna Mutschink and Aubrie Hanna from the Bastrop Middle School Student Council

TEXAS PLEDGE OF ALLEGIANCE

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

- 3. INVOCATION** – Pastor Mary Butler, Friendship Bible Baptist Church

4. PRESENTATIONS

- 4A. Presentation of Proclamation recognizing the Ladies Reading Circle on its 120th Anniversary.
- 4B. Presentation of Proclamation by the City of Bastrop recognizing the month of September as National Preparedness Month.
- 4C. Presentation by Commissioner Mel Hamner on Successful Cooperation of managing drainage in City and County in the vicinity of SH 304 & Shiloh and Hunters Crossing.
- 4D. Presentation on City's response to Hurricane Harvey.

- 4E. Mayor's Report
- 4F. Recognition of the Central Texas American Planning Association (APA) Section Award – Comprehensive Plan Award Winner – City of Bastrop, Texas
- 4G. Councilmembers' Report
- 4H. City Manager's Report

5. WORK SESSION/BRIEFINGS

6. STAFF AND BOARD REPORTS - NONE

7. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. To address the Council, please submit a fully completed request card to the City Secretary prior to the beginning of the 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.

8. CONSENT AGENDA

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

- 8A. Consider action to approve minutes from the August 14, 2017, August 15, 2017, and August 22, 2017, meetings.

9. ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Consider action to approve Resolution No. 2017-73 of the City Council of the City of Bastrop, Texas authorizing an Advanced Funding Agreement between the City of Bastrop and the State of Texas regarding the State Park Trail Project; authorizing the City Manager to execute said agreement; and establishing an effective date.

- 9B. Consider action to approve Resolution No. R-2017-74 of the City Council of the City of Bastrop, Texas approving a Destination and Marketing Services Agreement between the City of Bastrop, Texas and Visit Bastrop attached as Exhibit A; authorizing the City Manager to execute all necessary documentation; and establishing an effective date.
- 9C. Consider action to approve the first reading of Resolution No. R-2017-69 of the City Council of the City of Bastrop, Texas approving the expenditure of Bastrop Economic Development Corporation funds for the Technology Drive/MLK Infrastructure Project in an amount exceeding Ten Thousand and 00/100 Dollars (\$10,000); repealing all resolutions in conflict; and establishing an effective date; and move to include on the September 26, 2017 agenda for second reading.
- 9D. Consider action to approve Resolution No. R-2017-70 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of administrative services and shared services between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement, repealing all resolutions in conflict; and providing an effective date.
- 9E. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-24 of the City Council of the City of Bastrop, Texas, changing the names of three roads in Tahitian Village due to emergency response concerns, being "Haweia Ct" to "Ori Ct", "Koko Ln" to "Nani Ln", and "Lae Ct" to "Reva Ct", within the city limits of Bastrop, Texas, providing a severability clause, establishing an effective date and move to include on the September 26, 2017, agenda for a second reading.
- 9F. Consider action to approve Resolution No. R-2017-71 of the City Council of the City of Bastrop, Texas, approving the Preliminary Plat known as The Colony 1A, Section 2, being 23.689 acres out of the Jose Manuel Bangs Survey, located west of FM 969 and north of the future extension of Sam Houston Drive, within the extra-territorial jurisdiction of Bastrop, Texas, repealing all conflicting resolutions; and establishing an effective date.
- 9G. Consider action to approve Resolution No. R-2017-72 of the City Council of the City of Bastrop, Texas, approving the Preliminary Plat known as Pecan Park, Section 6B, being 14.00 acres out of the Mozea Rousseau Survey, Abstract 56, located south of the extension of Childers Drive, within the city limits of Bastrop, Texas, repealing all conflicting resolutions; and establishing an effective date.
- 9H. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-23 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Appendix A, related to Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," Chapter 14 titled "Zoning," and the articles within Chapter 10, Section 8 titled "Reservations," references within chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning," related to fees; and deleting Section 10.03.003 titled "Subdivision and Development Escrow Fees" in its entirety, providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date; and move to include on the September 26, 2017 agenda for a second reading.
- 9I. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-22 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2017-2018 (October 1, 2017 through September 30, 2018); providing that

expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; and move to include on the September 26, 2017 agenda for a second reading.

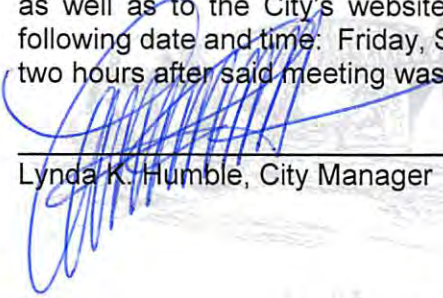
- 9J. Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-25 of the City Council of the City of Bastrop adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2017-2018 to provide revenue for the payment of current expenditures: providing a severability clause; establishing an effective date; and move to include on the September 26, 2017, agenda for a second reading.

10. EXECUTIVE SESSION

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

12. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, September 8, 2017 at 8:30 p.m. and remained posted for at least two hours after said meeting was convened.



Lynda K. Humble, City Manager



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 4A

TITLE:

Presentation of Proclamation recognizing the Ladies Reading Circle on its 120th Anniversary.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





PROCLAMATION



WHEREAS, Bastrop today stands tall on the shoulders of those who came before us and who had the vision and energy to nurture a strong sense of community and the quality of life we enjoy today. Prominent among our benefactors is the Bastrop Ladies Reading Circle, celebrating its 120th anniversary in September of this year and the subject of a Bastrop County Historical Society Museum exhibit on view from September 9 through the end of 2017.

WHEREAS, what started out on September 15, 1897, as the Ladies' Magazine Club, the Ladies Reading Circle enjoys the singular distinction of being Texas' oldest reading club in continuous operation—apart from a brief period when all energies and attention were focused on the World War II effort;

WHEREAS, the Circle has gone well beyond its ongoing focus on literature to tend as well to needs and interests of the larger community...

- **Establishing Bastrop's first lending library** in 1900 with a collection of 1,000 books donated by Circle members.
- **Sponsoring and planting** shrubs and flowers around the County courthouse following its renovation in the early 1920s; serving as caretakers of Fairview Cemetery, and even organizing work parties to clean Gills Branch.
- **Purchasing and developing**, in the early 1950s, Old Ferry Park, Bastrop's first park.
- **Organizing** in 1952 the Bastrop County Historical Society to celebrate Bastrop County's remarkable place in the settlement and history of Texas.
- **Establishing** that same year, the Society's museum, at 702 Main Street, to preserve and present documents, artifacts and touchstones to the early history of the Bastrop area;

WHEREAS, the Circle continues to grow as a book club and continues its commitment to community life through its members' extensive volunteer service and through its donations to the Bastrop Public Library and other civic interests;

NOW THEREFORE, BE IT PROCLAIMED that the Mayor and City Council salute the Ladies Reading Circle on its 120-year history, express our deepest appreciation for its substantial legacy to the citizens of Bastrop, and encourages all citizens to visit the Museum's new exhibit to learn more about the Ladies Reading Circle and its legacy to the citizens of Bastrop.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 12th day of September, 2017.

Connie B. Schroeder, Mayor





STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 4B

TITLE: Presentation of Proclamation by the City of Bastrop recognizing the month of September as National Preparedness Month.

STAFF REPRESENTATIVE: Steve Adcock

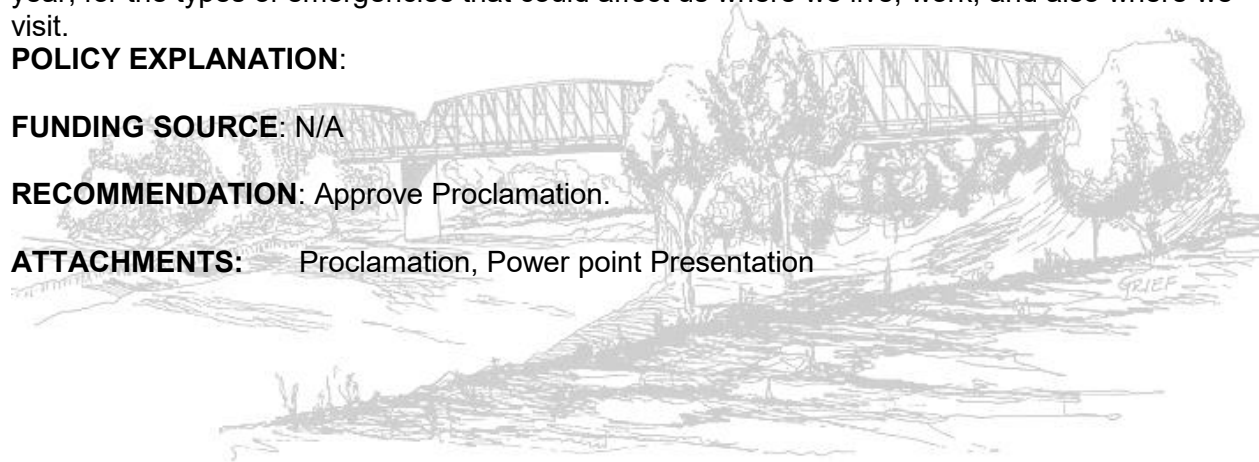
BACKGROUND/HISTORY: September is recognized as National Preparedness Month (NPM) which serves as a reminder that we all must take action to prepare, now and throughout the year, for the types of emergencies that could affect us where we live, work, and also where we visit.

POLICY EXPLANATION:

FUNDING SOURCE: N/A

RECOMMENDATION: Approve Proclamation.

ATTACHMENTS: Proclamation, Power point Presentation



P

ROCLAMATION



WHEREAS, National Preparedness Month is a nationwide effort held each September; and

WHEREAS, The goal of National Preparedness Month is to increase public awareness about the importance of preparing for emergencies and to encourage individuals to take action; and

WHEREAS, The U.S. Department of Homeland Security, through its Ready campaign and Citizens Corps program, works with a wide variety of organizations, including local, state and federal government agencies and the private sector, to highlight the importance of emergency preparedness and to promote individual involvement through events and activities across the nation; and

WHEREAS, All Americans need to take some simple steps to prepare for emergencies, including getting an emergency supply kit, making a family emergency plan, being informed about different threats, and getting involved in preparing their communities; and

WHEREAS, The natural, man-made and technological emergencies and disasters witnessed nationwide in 2017 illustrate the potential devastation to communities and highlights the importance of preplanning disaster response and sheltering operations.

NOW THEREFORE, I, Mayor Connie B. Schroeder, do hereby proclaim the month of September 2017 as:

NATIONAL PREPAREDNESS MONTH

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, TX to be affixed this 12th day of September 2017.

Connie B. Schroeder, Mayor



Know the risks



Make a plan



Prepare a kit



Practice the plan

Is your family prepared for a Disaster?

Do you know what to do in case of an emergency?

Take these **4** easy steps and prepare a Family Disaster Management Plan

Family Disaster Preparedness

Know The Risk

River-flooding

Fire-structure and wildland

Vehicle traffic-hazmat

Train-hazmat, derailment

Weather events-tornados,
flooding...

Make A Plan

With your family or household members, discuss how to prepare and respond to the types of emergencies that are most likely to happen where you live, learn, work and play.

Identify responsibilities for each member of your household and how you will work together as a team.

Practice as many elements of your plan as possible.

Preparing for Disaster

- **Build a Go Bag**
 - **Consider what unique needs, your family might have, such as supplies for pets, or seniors.**
 - **Being prepared means having your own food, water and other supplies to last for at least 72 hours.**
 - **Store items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers such as plastic bins or a duffel bag.**

Recommended Items to Include in a Basic Emergency Supply Kit:

- Water, one gallon of water per person per day for at least three days, for drinking and sanitation
- Food, at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Dust mask, to help filter pollutants
- Moist towelettes, wet wipes, baby wipes, and disinfectant
- Local maps
- Cell phone with charger
- Medications and glasses
- First aid kit
- Important family documents
- Important family photos
- Cash
- Tools
- Extra food and water for pets
- Extra food and water for seniors
- Extra food and water for children
- Extra food and water for infants
- Extra food and water for toddlers
- Extra food and water for preschoolers
- Extra food and water for school children
- Extra food and water for teenagers
- Extra food and water for young adults
- Extra food and water for adults
- Extra food and water for seniors

Preparing for Disaster

- Basic supply list
 - Water - one gallon of water per person per day for at least three days, for drinking and sanitation
 - Food - at least a three-day supply of non-perishable food
 - First aid kit
 - Flashlight
 - Knife
 - Whistle
 - Duct tape
 - Important family documents
 - Pet food
 - Sleeping bag or warm blanket for each person
 - Complete change of clothing appropriate for your climate
 - Matches in a waterproof container

Preparing for a Disaster

- **Maintaining Your Kit**

- After assembling your kit remember to maintain it so it's ready when needed:
- Keep canned food in a cool, dry place
- Store boxed food in tightly closed plastic or metal containers
- Replace expired items as needed
- Re-think your needs every year and update your kit as your family's needs change.

Preparing for a Disaster

- Since you do not know where you will be when an emergency occurs, prepare supplies for home, work and vehicles.
 - **Home:** Keep this kit in a designated place and have it ready in case you have to leave your home quickly. Make sure all family members know where the kit is kept.
 - **Work:** Be prepared to shelter at work for at least 24 hours. Your work kit should include food, water and other necessities like medicines, as well as comfortable walking shoes, stored in a “grab and go” case.
 - **Vehicle:** In case you are stranded, keep a kit of emergency supplies in your car.

Practice The Plan



CODE RED REGISTRATION

WarnCentralTexas



Stay informed — Register to get emergency warnings in your neighborhood by text, email or phone.

[Register Here](#)

Registering with WarnCentralTexas allows emergency personnel in your local community to directly contact you by phone, text or email during a disaster or public safety event. Using WarnCentralTexas, emergency response teams can warn residents about dangerous conditions and situations as events unfold. They can quickly give specific directions that affect your neighborhood such as evacuation orders and directions to shelters.

The Capital Area Council of Governments has partnered with communities in Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis and Williamson counties to bring residents and visitors WarnCentralTexas, an emergency alert system that can save lives and protect property during disasters.

Residents must register cellphone numbers and email addresses to get alerts sent to their mobile devices, but CAPCOG has already registered landline phones.

CODE RED REGISTRATION

The screenshot shows a web browser window with the URL <http://www.capcog.org/divisions/homeland-security>. The browser tabs include "Mass Notification System for L...", "CAPCOG » Homeland Secur...", and "Community Notification Enroll...". The website header features a dark blue navigation bar with the text "Serving Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties". Below this is a red navigation bar with links for "Home", "About", "CAPCOG A to Z", and "Calendar".

The main content area is divided into a left sidebar and a main right section. The sidebar, titled "Divisions", lists several categories: "Administrative Services", "Area Agency on Aging", "Regional Services", "Planning & Economic Development", "Emergency Communications", "Homeland Security" (which is highlighted in a dark blue box), and "Regional Law Enforcement Academy".

The main right section displays the breadcrumb "Home > Homeland Security > WarnCentralTexas" and the heading "WarnCentralTexas". Below the heading is a large graphic featuring a red outline of the state of Texas with a white signal tower icon inside, followed by the text "WarnCentralTexas.org". A sub-heading reads "Stay informed — Register to get emergency warnings in your neighborhood by text, email or phone". At the bottom of this section is a prominent green rounded button with the text "Register Here".

CODE RED REGISTRATION



Keeping citizens informed.

This site is optimized for current and supported common browsers (i.e. IE, Chrome, Firefox). For the best user experience, please ensure your browser is up-to-date.



COMMUNITY NOTIFICATION ENROLLMENT

Capital Area Council of Governments (CAPCOG), TX

Please take a moment to fill in the appropriate information below to be notified by your local emergency response team in the event of emergency situations or critical community alerts. Examples include: evacuation notices, bio-terrorism alerts, boil water notices, and missing child reports.

Contact Information

First name

Last name

Contact Addresses and Communication Methods

Address is:

Residential Business

Address name:

Home

Address to be notified

(please no P.O. boxes)

City

State

Choose State...

Zip



Phones

CODE RED REGISTRATION

Phones

Phone Number:

TDD/TTY device - Tone delivery, for hearing impaired

Send text messages - 1 message per alerting event. Message and data rates may apply.

[SMS Terms & Conditions and Privacy Policy](#)

Reply STOP to 31678 or 76127 or 76933 to stop receiving messages from that number

Alert Types



Emergency Notifications



General Notifications

Optional Severe Weather Warnings ⓘ

Phone:



Tornado



Severe Thunderstorm



Flash Flood



- Remove phone

+ Add phone

Emails

+ Add email



Are you

prepared?



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 4C

TITLE:

Presentation by Commissioner Mel Hamner on Successful Cooperation of managing drainage in City and County in the vicinity of SH 304 & Shiloh and Hunters Crossing.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 4D

TITLE:

Presentation on City's response to Hurricane Harvey.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 4E

TITLE:
Mayor's Report

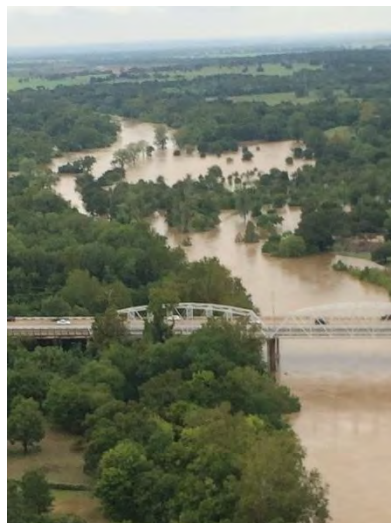
STAFF REPRESENTATIVE:
Lynda Humble, City Manager

ACTIVITIES OF MAYOR SCHROEDER SINCE THE LAST COUNCIL MEETING:

- Central Texas APA Section Award – Comprehensive Plan Award winner – Bastrop!



- Hurricane Harvey
 - Hosted Rockport City Staff at Library
 - EOC from Aug 25 – 28
 - River crested at 25.92' (from 3' on Friday morning) at 2:25 AM Monday, Aug 28th
 - Special Thanks to City Manager Humble, Chief Adcock, Chief Altgelt, Andres Rosales, Colin Guerra, Trey Job, Curtis Ervin, David Juarez, David Juneke, Sarah O'Brien, Mickey DuVall and all the City staff involved in the event!



- Ribbon Cuttings – thanks to the Chamber for supporting our local businesses
 - Sertinos Coffee Grand Opening on August 25
 - The 602 on Main Grand Opening on September 1
 - Lost Pines Art Bazaar 5 Year Anniversary on September 1
- Retail Visits with Mr. Kirkpatrick and Ms. Humble on August 30th included: Lowe's, Walmart, Best Buy and Home Depot. Pictured below – Paul Lloyd with Best Buy



- Attended the record breaking Chamber luncheon on September 6th. If you haven't joined us before, put October 4th on your schedule now.
- Thank you celebration for BAIPP Chair Deborah Johnson. The Art Connections Gallery is moving to LaGrange during September and Ms. Johnson resigned from the BAIPP Board. We had a great time celebrating all her contributions to Bastrop's Art in Public Places. Thank you Deborah!
- In order to provide timely release of our Council packets, my Mayor's report was turned in on September 6th. Meetings I plan to attend between now and Council meeting include:
 - Bastrop County Cares Leadership meeting on September 7
 - Meeting with Governor Abbott in Richmond September 7
 - MD Anderson Tour on September 8
 - Lost Pines Art Center Grand Opening on September 9

Upcoming events:

- September 14 – Ribbon Cutting: Victory Tickets
- September 15 – BEDC Coffee Chat –
- September 18 – BEDC Monthly Meeting
- September 19 – Special Executive Meeting and Hunters Crossing PID meeting
- September 23 – Mina Ward School and Minerva Delgado Park Dedication
- September 26 – Special Executive Session and Council Meeting



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 4F

TITLE:

Recognition of the Central Texas American Planning Association (APA) Section Award – Comprehensive Plan Award Winner – City of Bastrop, Texas

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 4G

TITLE:

Councilmembers' Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 12, 2017

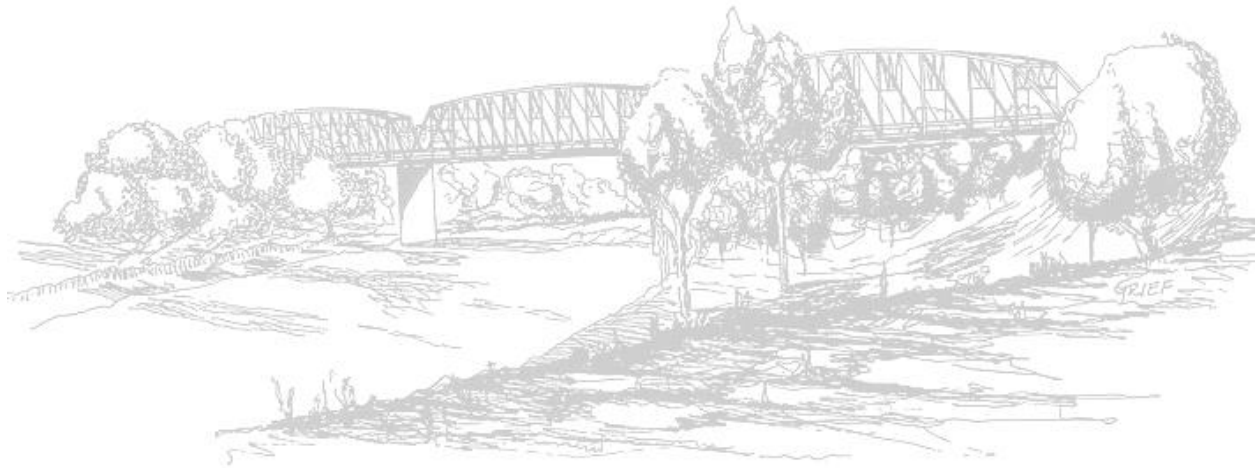
AGENDA ITEM: 4H

TITLE:

City Manager's Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 8A

TITLE:

Consider action to approve minutes from the August 14, 2017, August 15, 2017 and August 22, 2017, meetings.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager
Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

Section 551.021 of the Government Code provides as follows:

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

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve minutes from the August 14, 2017, August 15, 2017 and August 22, 2017, meetings.

ATTACHMENTS:

- August 14, 2017, DRAFT Budget Workshop Meeting Minutes
- August 15, 2017, DRAFT Special Council and Budget Workshop Meeting Minutes
- August 22, 2017, DRAFT Regular Council Meeting Minutes

**MINUTES OF BUDGET WORKSHOP
AUGUST 14, 2017**

The Bastrop City Council met in a Budget Workshop on Monday, August 14, 2017, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present for the Bastrop City Council were: Mayor Schroeder, Mayor Pro Tem Schiff, and Council Members Jones, Ennis and Nelson. Officers present were: City Manager Lynda Humble and City Secretary Ann Franklin. Staff present were: Public Safety Director, Chief of Police, Steve Adcock; Managing Director Public Works & Leisure Services, Trey Job; Chief Financial Officer, Tracy Waldron; Information Technology Director, Andres Rosales; and Engineering and Planning Director, Wesley Brandon.

CALL TO ORDER

At 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present. Council Member Peterson was absent.

WORK SESSION

- 2A. Discuss Proposed FY 2018 Budget
Presentation was made by City Manager, Lynda Humble.

HOT FUNDS

City Manager, Lynda Humble stated the Pregnancy Resource Program did not have a representative present (physically, video or by letter.) at the Council meeting to state their plea for funding. In not having heard from this group funding was not suggested in the budget for this group.

Council Member Jones suggested giving funding in the amount of \$5,000 to the Pregnancy Resource Program, Mayor Pro Tem Schiff and Council Member Nelson concurred.

Council Member Ennis stated that if funding was now given to people who did not appear at the Council meeting to plead their cause it would be opening the process up again because a deadline was given and ground rules were set. City Manager, Lynda Humble stated that there were no requirement for attendance, a rule was not broken in the group not showing up and the group met the deadline to file their request for funding. City Manager stated that all the groups felt it was important enough to come and make their pitch to Council, with the exception of two. The City Manager made the choice to omit the two that chose not to come and make their pitch to Council from funding.

Council Member Jones suggested funding the Literacy Group. City Manager, Lynda Humble stated not suggesting funding for the Literacy Group was an oversight on her part, it was not her intention to leave them off.

Upon approval of the City Council, City Manager, Lynda Humble stated she will add to the budget \$6,483 in funding to the Pregnancy Resource Program; and \$10,000 in funding to the Literacy Program.

FAIRVIEW CEMETERY

Mayor Schroeder suggested that staff take a look at having a policy guideline for reserved funds for the Fairview Cemetery.

PROPOSED DRAINAGE FUND

City Manager, Lynda Humble stated that staff is recommending adoption of the proposed drainage fund in October and not as a part of the budget process to allow for appropriate time for public input. Staff is in the process of scheduling five public hearings on the drainage fund as follows: September 25th; September 27th; September 28th; October 2nd; and October 3rd. Each meeting will begin at 7:00 p.m. The location of the meetings have not been finalized as of yet. Staff will list the dates in a newsletter that will go Citywide to everyone that the City provides meter service to and who would be affected by the fee.

INOVATION FUND

Presentation regarding Record Management System was made by Public Safety Director, Chief of Police, Steve Adcock.

Presentation regarding Equipment for Council Chambers was made by Information Technology Director, Andres Rosales.

Presentation regarding Additional Mowing/Right-of-Mowing & Pavement Condition Index was made by Managing Director Public Works & Leisure Services, Trey Job.

ADJOURNMENT

Adjourned at 8:08 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

**MINUTES OF SPECIAL COUNCIL & BUDGET WORKSHOP
AUGUST 15, 2017**

The Bastrop City Council met in a Special Council Meeting and Budget Workshop on Tuesday, August 15, 2017, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present for the Bastrop City Council were: Mayor Schroeder, Mayor Pro Tem Schiff, and Council Members Jones, Ennis and Nelson. Officers present were: City Manager Lynda Humble and City Secretary Ann Franklin.

CALL TO ORDER

At 6:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present. Council Member Peterson was absent.

EXECUTIVE SESSION

The City Council met at 6:33 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 2A. City Council shall convene into closed executive session pursuant to Section 551.074 of the Texas Government Code to discuss and deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the City Attorney.

The Bastrop City Council reconvened at 7:35 p.m. into open (public) session.

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

A motion was made by Council Member Ennis to approve the resignation of David Bragg, seconded by Council Member Nelson, motion was approved on a 4-0 vote. Council Member Peterson was absent.

A motion was made by Mayor Pro Tem Schiff and seconded by Council Member Ennis to appoint Joe Gorfida, Partner with Nichols Jackson Dillard Hagar and Smith, L.L.P., a full-service public-sector law firm in Dallas, Texas representing municipalities and other governmental agencies, to serve as Interim City Attorney while the City conducts a Request for Qualification (RFQ) process to hire a permanent replacement and authorize the City Manager to execute an engagement letter. The motion was approved on a 4-0 vote. Council Member Peterson was absent.

Mayor Schroeder stated into the record for clarification, "The Council did not want to give any firm in Central Texas, who may be interested in becoming the City's Attorney an unfair advantage of serving as Interim City Attorney, while submitting a RFQ for the permanent position. The City Council is committed to providing the citizens we were elected to represent with open and transparent government. Technology, such as Dropbox and Skype, provides the City the opportunity to utilize Mr. Gorfida and his firm's knowledge and experience of municipal government, without having the unnecessary expense of travel. Mr. Gorfida will be available via teleconference for any executive session required prior to hiring a permanent City Attorney,"

A motion was made by Council Member Nelson to direct the City Manager to conduct a Request for Qualifications (RFQ) process for a new City Attorney, seconded by Mayor Pro Tem Schiff, motion was approved on a 4-0 vote. Council Member Peterson was absent.

Mayor Schroeder stated the RFQ would be released on Wednesday, August 16, 2017, Council will be reviewing the RFQ in detail the evening of August 15, 2017 and the morning of August 16, 2017. All RFQ responses will be due on Wednesday, September 13, 2017 at 2:00 p.m.; at a Special City Council meeting on September 19, 2017, City Council will review the responses and select a short-list of firms to interview; and on September 26, 2017, City Council will conduct interviews and select a finalist. City Council has established a target date of October 10, 2017 to appoint a City Attorney and approve a contract.

A motion was made by Council Member Jones to reassign all existing cases for the City to Law Firms in Central Texas as follows, seconded by Mayor Pro Tem Schiff, motion was approved on a 4-0 vote. Council Member Peterson was absent.

LEGAL CASE/MATTER	SPECIAL COUNSEL
Settlement Agreement involving Rhonda & Scottie Vandiver	Alan Bojorquez Bojorquez Law Firm, PC
XS Ranch Fund VI, LP Case No. 16-31367 Case pending in United States Bankruptcy Court, Northern District of California	George Hyde Russell Rodriguez Hyde Bullock, LLP
Settlement of property owners regarding appeal of property owners involved in Water Permit Litigations known as McCall Ranch	Charlie Zech Denton Navarro Rocha Bernal Hyde & Zech Law Firm, P.C.

A motion was made by Mayor Pro Tem Schiff to table action on the Ethics Ordinance until the new City Attorney is hired in October, seconded by Council Member Nelson, motion was approved on a 4-0 vote. Council Member Peterson was absent.

WORK SESSION

Mayor Schroeder opened the work session at 7:41 p.m.

- 4A. Discuss Proposed FY 2018 Budget
No discussion.

Mayor Schroeder closed the work session at 7:42 p.m.

ADJOURNMENT

Adjourned at 7:43 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

**MINUTES OF REGULAR COUNCIL MEETING
BASTROP CITY COUNCIL
August 22, 2017**

The Bastrop City Council met in a Regular Meeting on Tuesday, August 22, 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 Jones, Ennis, Nelson and Peterson. Officers present were City Manager Lynda Humble and City Secretary Ann Franklin.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Ryan St. Clair, President and Felicity Clappison, Parliamentarian, Bastrop High School Theatre Club 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

Robert Wellington, Mount Rose Missionary Baptist Church gave the invocation

PRESENTATIONS

4A. Mayor's Report

A MINUTE WITH THE MAYOR – Hotel Occupancy Tax (HOT) Funds. This is the only tax collected in the City's ETJ. The taxes added on to the hotel room is broken down into 7% goes to the City of Bastrop as the HOT tax and 6% goes to the State. There are very strict regulations that are legislated by the State on how these funds can be spent. The purpose of the funds are to get more people to come to town to stay and spend money in order for the City to get more HOT funds. The most common thing heard about HOT funds is "Heads-In-Beds".

PUBLIC SERVICE ANNOUNCEMENT – It is August, hot and dry and the Mayor would like to encourage everyone to please be conscious of your actions and be aware in regard to preventing fires.

ANNOUNCEMENTS

- Thanks to the City Manager and City staff for the lighting at the Fisherman's Park basketball courts.
- Letter of thanks from Ms. Prather to Adam, Terry, Levy, John and Joseph of the Parks Department.
- Letter of thanks from Ms. Clement of Navasota to Becki Womble, Chamber and the Visitor's Center staff.

GATHERINGS THE MAYOR ATTENDED

- **August 10th – First Joint Workshop between City Council and Planning and Zoning Commission**
- **August 11th – Participated in the YMCA project “SAFE” event**
- **August 12th – Visited the Farmer’s Market**
- **August 16th – BISD’s Convocation**

UPCOMING EVENTS

- **August 31 – Meeting regarding art at the Convention Center**
- **September 1 – Ribbon Cutting; 5th Anniversary Lost Pines Art Bazaar
– First Friday Art Walk**
- **September 4 – Labor Day**
- **September 6 – Chamber Luncheon**
- **September 7 – Farm Street Opry**
- **September 12 – Council Meeting**

4B. Councilmembers’ Report

Council Member Jones

September 12, 2017 - Will be in Washington DC meeting with the new department appointments, senators and congressmen.

4C. City Manager’s Report **Nothing to report.**

WORK SESSION/BRIEFINGS

- 5A. Receive Presentation from and hold discussion with Texas State Park Representatives regarding history of Golf Course to present day and proposed plans with benefits to park visitors and community of Bastrop.
Presentation was made by Bastrop Visitor and State Park Superintendent, Jamie Creacy.

Direction was given to the City Manager to bring forth at the September 12, 2017, Council Meeting a resolution in support of the State Park proposed plans including the Tribute Green for City Council to take action on.

- 5B. Receive a presentation on the recommendation of the Bastrop City Parks Board supporting the Texas Parks & Wildlife plan for the 137 Acres in Bastrop State Park.
Presentation was made by Managing Director of Public Works & Leisure Services, Trey Job.
- 5C. Discuss need for an associate judge and request for qualifications process with timeline.
Presentation was made by Chief Financial Officer, Tracy Waldron.

STAFF AND BOARD REPORTS

- 6A. Receive presentation on the Emergency Water Interconnect Agreement between the City of Bastrop and Aqua Water Supply Corporation.
Presentation was made by Managing Director of Public Works & Leisure Services, Trey Job.
- 6B. Receive presentation on the unaudited Monthly Financial Report for the period ending July 31, 2017.
Presentation was made by Chief Financial Officer, Tracy Waldron.
- 6C. Receive report from Bastrop Economic Development Corporation.
Presentation was made by Bastrop Economic Development Corporation Director, Shawn Kirkpatrick.

CITIZEN COMMENTS

Bill Haschke - Stated his disappointment in finding out a certain lawsuit had been taken off the table. He asked that the City protect the tax payer's interest in the City by providing no additional funding for pursuing this law case, direct the City Manager to go for the settlement, and work with the developer to get roof tops.

He stated there needs to be stairs from Wilson Street to Fisherman's Park by the Splash Park.

CONSENT AGENDA

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

- 8A. Consider action to approve minutes from the August 8, 2017 and August 10, 2017, meetings.
- 8B. Consider action to approve the second reading of Resolution No. R-2017-58 of the City Council of the City of Bastrop, Texas approving a project, using funds provided by the Bastrop Economic Development Corporation, in an amount exceeding \$10,000 (Downtown Trail Expansion Project); and providing an effective date.
- 8C. Consider action to approve the second reading of Resolution No. R-2017-59 of the City Council of the City of Bastrop, Texas, authorizing a project of the Bastrop Economic Development Corporation, in an amount exceeding \$10,000 (Granite & Stone Project); and providing an effective date.
- 8D. Consider action to approve the second reading of Ordinance No. 2017-20 of the City Council of the City of Bastrop, Texas granting a conditional use permit for a 175-foot communications tower, being lot 3-A of the Bastrop Business & Industrial Park, Phase 1, Block B, located at 1501 Business Park Drive, within the City limits of Bastrop, Texas; setting out conditions; and establishing an effective date.
- 8E. Consider action to approve the second reading of Ordinance No. 2017-21 of the City Council of the City of Bastrop, Texas to rezone lots 2, 3, 4, 5, 6, and 7 of the North Main Addition Subdivision from NS, Neighborhood Service and O, Office to SF-7, Single-Family

7, located at the southwest corner of Main Street and Mesquite Street, within the City limits of Bastrop, Texas; and establishing an effective date.

ITEMS FOR INDIVIDUAL CONSIDERATION

9A. Conduct a public hearing (1st) on the proposed Ad Valorem Tax Rate for FY 2017-2018.

Presentation was made by Chief Financial Officer, Tracy Waldron.

9B. Consider action to approve Resolution No. R-2017- 68 of the City Council of the City of Bastrop, Texas authorizing Bastrop Art in Public Places to acquire through purchase one (1) permanent sculpture, amounting to \$7,500 in accordance with the City's purchasing policy; and providing an effective date

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

A motion was made by Council Member Jones to approve Resolution No. R-2017-68, seconded by Mayor Pro Tem Schiff, motion was approved on a 5-0 vote.

EXECUTIVE SESSION - NONE

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

ADJOURNMENT

Adjourned at 7:48 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9A

TITLE:

Consider action to approve Resolution No. 2017-73 of the City Council of the City of Bastrop, Texas authorizing an Advanced Funding Agreement between the City of Bastrop and the State of Texas regarding the State Park Trail Project; authorizing the City Manager to execute said agreement; and establishing an effective date.

STAFF REPRESENTATIVE:

Wesley Brandon, P.E., Director of Engineering

BACKGROUND/HISTORY:

In 2014, the City was awarded a grant through the CAMPO Surface Transportation Program to help fund the construction of a multi-use pedestrian trail, approximately 1-mile in length, connecting the Bastrop State Park and Mayfest Park with the City's sidewalk network on Chestnut Street. The estimated construction cost is \$1,300,000, of which 80% is covered by grant funds, leaving the remaining 20% (plus design, environmental, and administrative costs) the responsibility of the City.

POLICY EXPLANATION:

Advanced Funding Agreements (AFA) are the mechanism used by the Texas Department of Transportation (TxDOT) to define the roles and responsibilities of the City and TxDOT regarding transportation projects. They outline the general requirements to receive grant funding, as well as the various estimated costs related to the project. In order to formally execute the agreement, a resolution approving the agreement must be adopted by City Council.

FUNDING SOURCE:

The AFA outlines the various costs associated with project, including costs incurred by TxDOT to assist in its management. The City is required to cover some of these costs, which are estimated to be \$66,685. This cost is split into two payments, with the first payment of \$20,006 due when the agreement is executed. The second payment of \$46,679 is due prior to beginning construction of the trail project, which is currently scheduled for FY 2019. The initial \$20,006 payment is included in the current Planning Department budget. The remaining amount must be included in a future budget.

RECOMMENDATION:

Consider action to approve Resolution No. 2017-73 of the City of Bastrop, Texas authorizing the City Manager to execute an Advanced Funding Agreement between the City of Bastrop and the State of Texas regarding the State Park Trail Project, and establishing an effective date.

ATTACHMENTS:

- Resolution
- Advanced Funding Agreement



RESOLUTION NO. R-2017-73

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AUTHORIZING AN ADVANCED FUNDING AGREEMENT BETWEEN THE CITY OF BASTROP AND THE STATE OF TEXAS REGARDING THE STATE PARK TRAIL PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE SAID AGREEMENT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City has received grant funding to help cover the costs of the State Park Trail Project; and

WHEREAS, the City will fund 100% of the design costs estimated at \$160,000; and

WHEREAS, the City will fund 20% of the construction costs estimated to be \$260,000; and

WHEREAS, TxDOT will fund 80% of the construction costs estimated to be \$1,040,000; and

WHEREAS, the City will fund 100% of the direct costs to the Texas Department of Transportation estimated to be \$66,685.

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

Section 1. That the City Council hereby approves the City's participation in the State Park Trail Project.

Section 2. The City Manager is hereby authorized to execute the Advanced Funding Agreement between the City of Bastrop and the State of Texas, acting by and through the Texas Department of Transportation.

Section 3. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop
this 12th day of September, 2017.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney

STATE OF TEXAS §

COUNTY OF TRAVIS §

**LOCAL TRANSPORTATION PROJECT
ADVANCE FUNDING AGREEMENT**

For A

**Surface Transportation Program Metropolitan Mobility
On and Off System**

THIS Local Project Advance Funding Agreement (LPAFA) is made by and between the State of Texas, acting by and through the Texas Department of Transportation, called the “State”, and the City of Bastrop, acting by and through its duly authorized officials, called the “Local Government.”

WITNESSETH

WHEREAS, a Master Agreement between the Local Government and the State has been adopted and states the general terms and conditions for transportation projects developed through this LPAFA; and,

WHEREAS, the Texas Transportation Commission passed Minute Order Number 114585 that provides for the development of, and funding for, the Project described herein; and,

WHEREAS, the Governing Body of the Local Government has approved entering into this LPAFA by resolution or ordinance dated _____, 20__, which is attached to and made a part of this agreement as Attachment A for the development of the Project. A map showing the Project location appears in Attachment B, which is attached to and made a part of this agreement.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements of the parties, to be by them respectively kept and performed as hereinafter set forth, it is agreed as follows:

AGREEMENT

1. Period of the Agreement

The period of this LPAFA is as stated in the Master Agreement, without exception.

2. Termination of this LPAFA

Termination of this LPAFA shall be under the conditions as stated in the Master Agreement. This LPAFA may be terminated by the State if the Project is inactive for thirty-six (36) months or longer and no expenditures have been charged against federal funds.

3. Amendments

Amendments to this LPAFA shall be made as described in the Master Agreement, without exception.

4. Scope of Work

The scope of work for this LPAFA is described as to connect Bastrop State Park to Chestnut Street at Loop 150 by installing a multi-use pedestrian path.

5. Right of Way and Real Property

Right of way and real property shall be the responsibility of the Local Government as stated in the Master Agreement, without exception.

6. Utilities

Adjustment of utilities will be provided by the Local Government as required and as stated in the Master Agreement, without exception.

7. Environmental Assessment and Mitigation

Environmental assessment and mitigation will be carried out as stated in the Master Agreement. Additionally, before the advertisement for bids, the Local Government shall provide to the State written documentation from the appropriate regulatory agency or agencies that all environmental clearances have been obtained.

8. Compliance with Texas Accessibility Standards and ADA

Compliance with Texas Accessibility Standards and the Americans with Disabilities Act (ADA) will be as stated in the Master Agreement, without exception.

9. Architectural and Engineering Services

Architectural and engineering services will be provided by the Local Government as stated in the Master Agreement. The Local Government is responsible for performance of any required architectural or preliminary engineering work. For projects on the state highway system, the design shall, at a minimum conform to applicable State manuals. For projects not on the state highway system, the design shall, at a minimum, conform to applicable *American Association of State Highway and Transportation Officials* design standards. The State may review and comment on the work as required to accomplish the public purposes of the State. The State will cooperate fully with the Local Government in accomplishing these local public purposes to the degree permitted by State and Federal law.

10. Construction Responsibilities

Construction responsibilities will be carried out by the Local Government as stated in the Master Agreement.

11. Project Maintenance

Project maintenance will be undertaken as provided for in the Master Agreement, without exception.

12. Local Project Sources and Uses of Funds

A. A Project Budget Estimate is provided in Attachment C. The State and the Federal Government will not reimburse the Local Government for any work performed before the federal spending authority is formally obligated to the Project by the Federal Highway Administration. After federal funds have been obligated, the State will send to the Local Government a copy of the formal documentation showing the obligation of funds including federal award information. The Local Government is responsible for one hundred percent (100%) of the cost of any work performed under its direction or control before the Federal spending authority is formally obligated.

- B.** If the Local Government will perform any work under this contract for which reimbursement will be provided by or through the State, the Local Government must complete training before federal spending authority is obligated. Training is complete when at least one individual who is working actively and directly on the Project successfully completes and receives a certificate for the course entitled *Local Government Project Procedures and Qualification for the Texas Department of Transportation*. The Local Government shall provide the certificate of qualification to the State. The individual who receives the training certificate may be an employee of the Local Government or an employee of a firm that has been contracted by the Local Government to perform oversight of the Project. The State in its discretion may deny reimbursement if the Local Government has not designated a qualified individual to oversee the Project.
- C.** A Source of Funds estimate based on the Transportation Improvement Program (TIP) is also provided in Attachment C. Attachment C shows the percentage and estimated dollar amount to be contributed to the project by federal, state, and local sources. The parties agree that the LPAFA may be amended from time to time as required to meet the funding commitments based on revisions to the TIP, Federal Project Authorization and Agreement (FPAA), or other federal document.
- D.** The Local Government is responsible for all non-federal and non-state funding, unless otherwise provided for in this agreement or through amendment of this agreement. Where Special Approval has been granted by the State, the Local Government shall only in that instance be responsible for overruns in excess of the amount to be paid by the Local Government.
- E.** Prior to the performance of any engineering review work by the State, the Local Government will pay to the State the amount specified in Attachment C. At a minimum, this amount shall equal the Local Government's funding share for the estimated cost of preliminary engineering for the project. At least sixty (60) days prior to the date set for receipt of the construction bids, the Local Government shall remit its remaining financial share for the State's estimated construction oversight and construction costs.
- F.** Whenever funds are paid by the Local Government to the State under this Agreement, the Local Government shall remit a check or warrant made payable to the "Texas Department of Transportation." The check or warrant shall be deposited by the State and managed by the State. Funds may only be applied by the State to the Project. If after final Project accounting any excess funds remain, those funds may be applied by the State to the Local Government's contractual obligations to the State under another advance funding agreement with approval by appropriate personnel of the Local Government.
- G.** If any existing or future local ordinances, commissioners court orders, rules, policies, or other directives, including but not limited to outdoor advertising billboards and storm water drainage facility requirements, are more restrictive than State or Federal Regulations, or if any other locally proposed changes, including but not limited to plats or replats, result in increased costs, then any increased costs associated with the ordinances or changes will be paid by the Local Government. The cost of providing right of way acquired by the State shall mean the total expenses in acquiring the property interests either through negotiations or eminent domain proceedings, including but not limited to expenses related to relocation, removal, and adjustment of eligible utilities.

- H. When Special Approval has been granted by the State so that the Local Government bears the responsibility for paying cost overruns, the Local Government shall make payment to the State within thirty (30) days from receipt of the State's written notification of those amounts.
- I. The state auditor may conduct an audit or investigation of any entity receiving funds from the State directly under this contract or indirectly through a subcontract under this contract. Acceptance of funds directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Any entity that is the subject of an audit or investigation must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.
- J. Payment under this contract beyond the end of the current fiscal biennium is subject to availability of appropriated funds. If funds are not appropriated, this contract shall be terminated immediately with no liability to either party.
- K. The Local Government is authorized to submit requests for reimbursement by submitting the original of an itemized invoice in a form and containing all items required by the State no more frequently than monthly and no later than ninety (90) days after costs are incurred. If the Local Government submits invoices more than ninety (90) days after the costs are incurred, and if federal funding is reduced as a result, the State shall have no responsibility to reimburse the Local Government for those costs.

13. Document and Information Exchange

The Local Government agrees to electronically deliver to the State all general notes, specifications, contract provision requirements, and related documentation in a Microsoft® Word or similar document. If requested by the State, the Local Government will use the State's document template. The Local Government shall also provide a detailed construction time estimate including types of activities and month in the format required by the State. This requirement applies whether the Local Government creates the documents with its own forces or by hiring a consultant or professional provider. At the request of the State, the Local Government shall submit any information required by the State in the format directed by the State.

14. Incorporation of Master Agreement Provisions

This LPAFA incorporates all of the governing provisions of the Master Agreement in effect on the date of final execution of this LPAFA, unless an exception has been made in this agreement.

15. Insurance

If this Agreement authorizes the Local Government or its contractor to perform any work on State right of way, before beginning work the entity performing the work shall provide the State with a fully executed copy of the State's Form 1560 Certificate of Insurance verifying the existence of coverage in the amounts and types specified on the Certificate of Insurance for all persons and entities working on State right of way. This coverage shall be maintained until all work on the State right of way is complete. If coverage is not maintained, all work on State right of way shall cease immediately, and the State may recover damages and all costs of completing the work.

16. Debarment Certification

The parties are prohibited from making any award at any tier to any party that is debarred or suspended or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549, "Debarment and Suspension." By executing this Agreement, the Local Government certifies that it and its principals are not currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549 and further certifies that it will not do business with any party, to include principals, that is currently debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs under Executive Order 12549. The parties to this contract shall require any party to a subcontract or purchase order awarded under this contract to certify its eligibility to receive federal funds and, when requested by the State, to furnish a copy of the certification.

17. Cost Principles and Office of Management and Budget (OMB) Audit Requirements

In order to be reimbursed with federal funds, the parties shall comply with the Cost Principles established in 2 CFR 200 that specify that all reimbursed costs are allowable, reasonable, and allocable to the Project.

18. Notices

All notices to either party shall be delivered personally or sent by certified or U.S. mail, postage prepaid, addressed to that party at the following address:

Local Government:	State:
City Manager City of Bastrop 1311 Chestnut Street Bastrop, Texas 78602	Director of Contract Services Texas Department of Transportation 125 E. 11 th Street Austin, Texas 78701

All notices shall be deemed given on the date delivered in person or deposited in the mail, unless otherwise provided by this agreement. Either party may change the above address by sending written notice of the change to the other party. Either party may request in writing that notices shall be delivered personally or by certified U.S. mail, and that request shall be carried out by the other party.

19. Civil Rights Compliance

- A. Compliance with Regulations: The Local Government will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time.
- B. Nondiscrimination: The Local Government, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Local Government will not participate directly or indirectly in the discrimination

prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 45 CFR Part 21.

- C. Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the Local Government for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Local Government of the Local Government's obligations under this contract and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
- D. Information and Reports: The Local Government shall provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of the Local Government is in the exclusive possession of another who fails or refuses to furnish this information, the Local Government will so certify to the State or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
- E. Sanctions for Noncompliance: In the event of the Local Government's noncompliance with the Nondiscrimination provisions of this contract, the State will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding of payments to the Local Government under the contract until the Local Government complies and/or
 - b. cancellation, termination, or suspension of the contract, in whole or in part.
- F. Incorporation of Provisions: The Local Government will include the provisions of paragraphs (A) through (E) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Local Government will take such action with respect to any subcontract or procurement as the State or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance provided, however, that in the event an Local Government becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the Local Government may request the Texas Department of Transportation to enter into such litigation to protect the interests of the State; and, in addition, the Local Government may request the United States to enter into such litigation to protect the interests of the United States.

20. Disadvantaged Business Enterprise (DBE) Program Requirements

- A. The parties shall comply with the Disadvantaged Business Enterprise Program requirements established in 49 CFR Part 26.
- B. The Local Government shall adopt, in its totality, the State's federally approved DBE program.
- C. The Local Government shall set an appropriate DBE goal consistent with the State's DBE guidelines and in consideration of the local market, project size, and nature of the goods or services to be acquired. The Local Government shall have final decision-making authority regarding the DBE goal and shall be responsible for documenting its actions.

- D. The Local Government shall follow all other parts of the State's DBE program referenced in TxDOT Form 2395, Memorandum of Understanding Regarding the Adoption of the Texas Department of Transportation's Federally-Approved Disadvantaged Business Enterprise by Entity, and attachments found at web address http://ftp.dot.state.tx.us/pub/txdot-info/bop/dbe/mou/mou_attachments.pdf.
- E. The Local Government shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The Local Government shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. The State's DBE program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Local Government of its failure to carry out its approved program, the State may impose sanctions as provided for under 49 CFR Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
- F. Each contract the Local Government signs with a contractor (and each subcontract the prime contractor signs with a sub-contractor) must include the following assurance: *The contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

21. Federal Funding Accountability and Transparency Act Requirements

- A. Any recipient of funds under this Agreement agrees to comply with the Federal Funding Accountability and Transparency Act (FFATA) and implementing regulations at 2 CFR Part 170, including Appendix A. This agreement is subject to the following award terms: <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22705.pdf> and <http://www.gpo.gov/fdsys/pkg/FR-2010-09-14/pdf/2010-22706.pdf>
- B. The Local Government agrees that it shall:
1. Obtain and provide to the State a System for Award Management (SAM) number (Federal Acquisition Regulation, Part 4, Sub-part 4.11) if this award provides more than \$25,000 in Federal funding. The SAM number may be obtained by visiting the SAM website whose address is: <https://www.sam.gov/portal/public/SAM/>
 2. Obtain and provide to the State a Data Universal Numbering System (DUNS) number, a unique nine-character number that allows the Federal government to track the distribution of federal money. The DUNS number may be requested free of charge for all businesses and entities required to do so by visiting the Dun & Bradstreet (D&B) on-line registration website <http://fedgov.dnb.com/webform>; and
 3. Report the total compensation and names of its top five (5) executives to the State if:
 - i. More than 80% of annual gross revenues are from the Federal government, and those revenues are greater than \$25,000,000; and

- ii. The compensation information is not already available through reporting to the U.S. Securities and Exchange Commission.

22. Single Audit Report

- A. The parties shall comply with the requirements of the Single Audit Act of 1984, P.L. 98-502, ensuring that the single audit report includes the coverage stipulated in 2 CFR 200.
- B. If threshold expenditures are met during the Local Government's fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 E. 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at <http://www.txdot.gov/inside-txdot/office/audit/contact.html>. If threshold expenditures of \$750,000 or more are met during the fiscal year, the Local Government must submit a Single Audit Report and Management Letter (if applicable) to TxDOT's Audit Office, 125 East 11th Street, Austin, TX 78701 or contact TxDOT's Audit Office at <http://www.txdot.gov/inside-txdot/office/audit/contact.html>.
- C. If expenditures are less than the threshold during the Local Government's fiscal year, the Local Government must submit a statement to TxDOT's Audit Office as follows: "We did not meet the \$_____ expenditure threshold and therefore, are not required to have a single audit performed for FY _____."
- D. For each year the project remains open for federal funding expenditures, the Local Government will be responsible for filing a report or statement as described above. The required annual filing shall extend throughout the life of the agreement, unless otherwise amended or the project has been formally closed out and no charges have been incurred within the current fiscal year.

23. Non-Discrimination Provisions

- A. Relocation Assistance: The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects.
- B. Disability:
 - a. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et. Seq.), as amended, prohibits discrimination on the basis of disability; and 49 CFR Part 27.
 - b. Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by the Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- C. Age: The Age Discrimination Act of 1974, as amended, (42 U.S.C. § 6101 et. Seq.), prohibits discrimination on the basis of age.
- D. Race, Creed, Color, National Origin, or Sex:
 - a. The Airport and Airway Improvement Act of 1982 (49 U.S.C. § 4.71, Section 4.7123), as amended, prohibits discrimination based on race, creed, color, national origin, or sex.
 - b. The Federal Aviation Administration's Nondiscrimination state (4 U.S.C. § 47123) prohibits discrimination on the basis of race, color, national origin, and sex.
 - c. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et. seq.), prohibits discrimination on the basis of sex.

- d. Title IX of the Education Amendments of 1972, as amended, prohibits discrimination because of sex in education program or activities (20 U.S.C. 1681 et. seq.).
- E. Civil Rights Restoration Act: The Civil Rights Restoration Act of 1987 (PL 100-209), Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs and activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not.
- F. Minority Populations: Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority and low-income populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- G. Limited English Proficiency: Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the Engineer must take reasonable steps to ensure that LEP persons have meaningful access to its programs (70 Fed. Reg. at 74087 to 74100).

24. Signatory Warranty

Each signatory warrants that the signatory has necessary authority to execute this agreement on behalf of the entity represented.

CSJ #0914-18-109
District #14-AUS
Code Chart 64 #03050
Project: Bastrop Multi-Use Pedestrian Connection
Federal Highway Administration
CFDA Title: Highway Planning and Construction
CFDA No.: 20.205
Not Research and Development

THIS AGREEMENT IS EXECUTED by the State and the Local Government in duplicate.

THE LOCAL GOVERNMENT

Signature

Lynda K. Humble
Typed or Printed Name

City Manager
Title

Date

THE STATE OF TEXAS

Kenneth Stewart
Director of Contract Services
Texas Department of Transportation

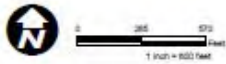
Date

CSJ #0914-18-109
District #14-AUS
Code Chart 64 #03050
Project: Bastrop Multi-Use Pedestrian Connection
Federal Highway Administration
CFDA Title: Highway Planning and Construction
CFDA No.: 20.205
Not Research and Development

ATTACHMENT A
RESOLUTION OR ORDINANCE

CSJ #0914-18-109
District #14-AUS
Code Chart 64 #03050
Project: Bastrop Multi-Use Pedestrian Connection
Federal Highway Administration
CFDA Title: Highway Planning and Construction
CFDA No.: 20.205
Not Research and Development

ATTACHMENT B PROJECT LOCATION MAP



**STP-MM PROJECT #2
STATE PARK PEDESTRIAN PATH**

Legend
— State Park Pedestrian Path

ATTACHMENT C
PROJECT BUDGET ESTIMATE AND SOURCE OF FUNDS

Costs will be allocated based on 80% Federal funding and 20% Local Government funding until the federal funding reaches the maximum obligated amount. The Local Government will then be responsible for 100% of the costs.

Description	Total Estimated Cost	Federal Participation		State Participation		Local Participation	
		%	Cost	%	Cost	%	Cost
Engineering (by Local Government)	\$63,700	0%	\$0	0%	\$0	100%	\$63,700
Construction (by Local Government)	\$1,300,000	80%	\$1,040,000	0%	\$0	20%	\$260,000
Subtotal	\$1,363,700		\$1,040,000		\$0		\$323,700
Environmental Direct State Costs	\$6,669	0%	\$0	0%	\$0	100%	\$6,669
Right of Way Direct State Costs	\$1,667	0%	\$0	0%	\$0	100%	\$1,667
Engineering Direct State Costs	\$10,003	0%	\$0	0%	\$0	100%	\$10,003
Utility Direct State Costs	\$1,667	0%	\$0	0%	\$0	100%	\$1,667
Construction Direct State Costs	\$46,679	0%	\$0	0%	\$0	100%	\$46,679
Indirect State Costs (6.38%)	\$87,004	0%	\$0	100%	\$87,004	0%	\$0
TOTAL	\$1,517,389		\$1,040,000		\$87,004		\$390,385

Initial payment by the Local Government to the State: \$20,006
 Payment by the Local Government to the State before construction: \$46,679
 Estimated total payment by the Local Government to the State: \$66,685
 The final amount of Local Government participation will be based on actual costs.



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9B

TITLE:

Consider action to approve Resolution No. R-2017-74 of the City Council of the City of Bastrop, Texas approving a Destination and Marketing Services Agreement between the City of Bastrop, Texas and Visit Bastrop attached as Exhibit A; authorizing the City Manager to execute all necessary documentation; and establishing an effective date.

STAFF REPRESENTATIVE:

Lynda K. Humble, City Manager
Sarah O'Brien, Main Street Director

BACKGROUND/HISTORY:

On April 4, 2017, the City Council held a joint workshop with the Bastrop DMO Start-Up Board. At that meeting, consensus was established that the purpose of the Bastrop DMO would include:

- Marketing the destination “brand”
- Primary Brand Advocate
- Facility Underutilization – Leverage what we have
- Attendees could bring economic development
- Bring groups together (Unity & Representation)
- Providing cost effective services
- “Global” oversight of community “assets” & “activities”
- Strong focus on marketing

The following items represent consensus reached regarding the contractual relationship between City of Bastrop and the DMO (the control):

Power/Control for Purposes of the Contract:

- Continuity of Leadership with Past Chair, Chair, and Chair Elect
- Board Rotation with Terms
- Broad Representation of Community Assets: Art, History, Hotels, Restaurants, Retail, Sports, Outdoors, Recreation, Hyatt, Nightlife, Entertainment, Film
- Community Assets must be a “driver” with strong ties to the hospitality industry given the legal requirements on how Hotel Occupancy Funds are spent
- Dialog Mechanism (i.e. must have ability to add another category of community assets as times change)
- No Council representation on the board

The following items represent consensus regarding the critical (non-negotiable) elements of the contract:

- Ensure each community asset is represented in a way that there is balance of power
- Must seek input of each “community asset” group
- Establish annual goals
- Detailed reporting mechanism on a monthly basis similar to Albuquerque, NM report
- Annual workshop between City Council and DMO Board to have opportunity to dialog
- Open Meetings
- DMO International Accreditation within a certain number of years
- 3-5 year contract (longer term ensures better quality of applicant for employees; better ability to attract conventions long-term)
- 60-90 day provision of contract

POLICY EXPLANATION:

Visit Bastrop hired Lauren Ferrero, with Norton Rose Fulbright US LLP, to help draft the Destination and Marketing Services Agreement since she had prepared the management agreement of Visit San Antonio. Her management agreement was approved by the San Antonio City Council when that organization transitioned from being a city department to a 501(c)6 independent organization. Charles Zech, Partner with Denton Navarro Rocha Bernal & Zech, P.C. who specialize in municipal and local government law, was hired as Special Counsel to review the contract on behalf of the City of Bastrop.

- This contract is for a five (5) year term with a five (5) year extension.
- Scope of Services, as outlined in Section II, address the items identified in the April 4th workshop as their purpose.
- There is a high level of communication required from Visit Bastrop to the City of Bastrop including:
 - Monthly presentations at a City Council meeting addressing their scope of services.
 - Monthly written reports tailored for Bastrop, but using the City of Albuquerque’s President Report as a guide. (Exhibit C of the contract)
 - Annual workshop with City Council and Visit Bastrop in early June of each year to establish future goals and objectives for inclusion in the following fiscal year business plan.
 - Annual Business Plan and proposed budget will be due on or before September 1st of each year in Years 2 – 5. A public presentation of each year’s plan will be made at the 2nd Council meeting in September of each year. Year 1 will be presented no later than November 28, 2017, which is the 2nd Council meeting in November.
- Targeted funding level will be 50% of the net HOT revenue collected, defined as HOT revenue minus the provision of payment satisfying the City’s outstanding debt secured by HOT. Adjustment provisions to this amount are address in Section III, Compensation to Visit Bastrop, Item B.
- The City’s audit firm will audit Visit Bastrop as an extension of the City’s audit, just like the arrangement with Bastrop Economic Development Corporation.
- The City retains intellectual property rights, which is addressed in Section XII.

- Visit Bastrop must include a plan in their Annual Business Plan by year four (4) of this agreement to seek accreditation status by Destination International to be recognized as an organization of excellence.
- This contract contains provisions for suspension and/or termination with a 60-day cure period, which are contained in Section VII, Suspension/Termination.
- This contract also includes a Transition Plan, which will cover a two-week period of time from September 13, 2017 through September 30, 2017. The Transition Plan is Exhibit B of the contract.

FUNDING SOURCE:

Hotel Occupancy Tax Fund

RECOMMENDATION:

Consider action to approve Resolution No. R-2017-74 of the City Council of the City of Bastrop, Texas approving a Destination and Marketing Services Agreement between the City of Bastrop, Texas and Visit Bastrop attached as Exhibit A; authorizing the City Manager to execute all necessary documentation; and establishing an effective date.

ATTACHMENTS:

- Resolution
- Exhibit A – Destination and Marketing Services Agreement between City of Bastrop & Visit Bastrop
- Visit Bastrop By-Laws



RESOLUTION NO. R-2017-74

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING A DESTINATION AND MARKETING SERVICES AGREEMENT BETWEEN THE CITY OF BASTROP AND VISIT BASTROP ATTACHED AS EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTATION; AND ESTABLISHING AN EFFECTIVE DATE.

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

WHEREAS, the City desires to engage Visit Bastrop to perform the specific services as outlined in Destination and Marketing Services Agreement, which is attached as Exhibit A, whose initial role the City expects and acknowledges will mirror or exceed that of the City's previous Bastrop Marketing Corporation (*BMC*); and

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, the City will not have any elected or appointed representatives on the Visit Bastrop Board of Directors.

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

Section 1. The Destination and Marketing Services Agreement, which is attached as Exhibit A, between the City of Bastrop, Texas and Visit Bastrop is hereby approved.

Section 2. The City Manager is hereby authorized to execute all necessary documentation between the City of Bastrop, Texas and Visit Bastrop.

Section 3. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 12th day of September, 2017.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney

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

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

RECITALS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

I. TERM

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

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

II. SCOPE OF SERVICES

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

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

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

- (A) carry out the actions defined in the applicable annual Business Plan (defined below) related to attracting leisure visitors, meetings, events, retreats, and conventions to the City and its vicinity and as outlined in Visit Bastrop's Bylaws and expanding the City's approach to recruiting, retaining and expanding meetings, conventions, retreats, and events as identified by that applicable annual Business Plan increasing the visibility of the City through media and public relations efforts, and, where appropriate, coordinate and work with public and private partners and organizations involved in local efforts to attract and retain meetings and events;
- (B) utilize research reports on economic trends, growth sectors, and regional competitive strengths and weaknesses, as is customary in the destination and marketing organization industry, as specified in the applicable annual Business Plan, in order to assist the City in making strategic decisions in its efforts to attract leisure visitors, meetings, events, retreats, and conventions to the City and its vicinity and in accordance with Visit Bastrop's Bylaws;
- (C) provide marketing and imaging campaigns for the City's tourism and convention industry, as specified in the annual applicable Business Plan and in accordance with the covenants regarding intellectual property as described in Article XII;
- (D) inform and partner with the City regarding high-profile or significant recruitment/attraction efforts; and
- (E) provide, in appropriate detail in accordance with the Tax Code, reports listing the Visit Bastrop's expenditures made with HOT, and Visit Bastrop's progress in performing the Services in conformance with implementation of the annual Business Plan.
- (F) Provide expertise in destination management in conjunction with the City of Bastrop to leverage available resources such as community assets and activities to maximize opportunities to attract visitors to Bastrop, both leisure and business, recognizing the critical role tourism plays in Bastrop's economy, both in HOT and sales tax revenue.

2.3 Business Plan.

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

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

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

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

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

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

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

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

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

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

III. COMPENSATION TO VISIT BASTROP

3.1 Compensation.

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

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

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

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

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

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

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

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

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

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

3.6 Invoices. Visit Bastrop shall submit City invoices to:

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

IV. AUDIT

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

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

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

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

V. DOCUMENTS

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

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

Agreement.

VI. RECORDS RETENTION

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

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

VII. SUSPENSION/TERMINATION

7.1 Termination for non-appropriation. In the event that funds will not be appropriated or are not otherwise legally available to pay for the services required under this Agreement then this Agreement may be terminated by the City. The City agrees to deliver notice of termination as soon as practicable after determination is made by the City Council that funds will not be appropriated. Suspension. The City may summarily suspend this Agreement with pay continuing to fund the salaries and basic operations of Visit Bastrop, if Visit Bastrop breaches its obligations hereunder and fails to cure such breach within sixty (60) days after receiving written notice of suspension. The City shall promptly apprise Visit Bastrop of the basis for suspension. Any such suspension shall remain in effect until the City determines that appropriate measures have been taken to ensure Visit Bastrop's future compliance. Grounds for such suspension include, but are not limited to the following:

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

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

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

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

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

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

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

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

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

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

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

outstanding debts, claims, and any other obligations. For the avoidance of doubt, any remaining interests in any funds or property of any kind (real, personal, or mixed) deriving funding from private interests shall remain the sole property of Visit Bastrop.

VIII. NOTICE

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

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

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

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

IX. INSURANCE

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

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

9.3 Financial Integrity. Visit Bastrop’s financial integrity is of interest to the City; therefore, subject to Visit Bastrop’s right to maintain reasonable deductibles in such amounts as are approved by this Agreement, Visit Bastrop shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Visit Bastrop’s sole expense, insurance coverage written on an occurrence basis, by companies authorized and admitted to do business in

the State of Texas and rated A- or better by A.M. Best Company and/or otherwise acceptable to the City, in the following types and amounts:

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

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

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

- A. name the City and its officers, employees, volunteers, and elected representatives as additional insureds as respects to operations and activities of, or on behalf of, the named insured performed under contract with the City, with the exception of the workers' compensation and professional liability policies;
- B. provide for an endorsement that the "other insurance" clause shall not apply to the City where the City is an additional insured shown on the policy;
- C. workers' compensation and employers' liability policies will provide a waiver of

subrogation in favor of the City.

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

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

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

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

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

X. INDEMNIFICATION

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

STATE OF TEXAS, WITHOUT, HOWEVER, WAIVING ANY GOVERNMENTAL IMMUNITY AVAILABLE TO THE CITY UNDER TEXAS LAW AND WITHOUT WAIVING ANY DEFENSES OF THE PARTIES UNDER TEXAS LAW.

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

XI. SUBCONTRACTING

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

XII. INTELLECTUAL PROPERTY RIGHTS

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

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

XIII. INDEPENDENT CONTRACTOR

Visit Bastrop and the City covenant and agree that: 1) Visit Bastrop is an independent contractor and not an officer, agent, servant or employee of the City; 2) Visit Bastrop shall have control of and right to control, in its sole discretion, the details of the work performed hereunder and all persons performing same, and shall be responsible for the acts and omissions of its officers, agents, employees, contractors, subcontractors and Visit Bastrop; 3) the doctrine of respondent

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

XIV. CONFLICT OF INTEREST

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

XV. LEGAL/LITIGATION EXPENSES

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

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

XVI. AMENDMENTS

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

XVII. SEVERABILITY

If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, State or local laws, including but not limited to the City Charter, the City's Code, City ordinances, Visit Bastrop's Articles and Bylaws, then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as shall

be permissible, legal, valid and enforceable.

XVIII. LICENSES/CERTIFICATIONS

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

XIX. COMPLIANCE WITH LAWS

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

XX. NON-WAIVER OF PERFORMANCE

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

XXI. LAW APPLICABLE

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

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

XXII. LEGAL AUTHORITY

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

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

XXIII. PARTIES BOUND

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

XXIV. CAPTIONS

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

XXV. INCORPORATION OF EXHIBITS

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

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

EXHIBIT B: Transition Plan

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

XXVI. ENTIRE AGREEMENT

This Agreement, together with its authorizing ordinance and its exhibits constitute the final and entire agreement between the parties hereto and contain all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the parties hereto, unless same is in writing, dated subsequent to the date hereto, and duly executed by the Parties.

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

SIGNATURES APPEAR ON NEXT PAGE

WITNESS OUR HANDS, EFFECTIVE as of September _____, 2017 (the “Effective Date”):

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

CITY OF BASTROP:

VISIT BASTROP:

Lynda Humble
City Manager

Dale Lockett
Interim Chief Executive Officer

ATTEST:

Ann Franklin
City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney

EXHIBIT A:

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

DRAFT

EXHIBIT B

TRANSITION PLAN

I. TERM

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

II. SCOPE OF TRANSITION SERVICES

A. SUPPORT SERVICES

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

B. BUSINESS REQUIREMENTS

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

Visit Bastrop will use these transition funds to initiate the functioning of the organization (i.e. staffing, office equipment and supplies, professional trade memberships, research and other standard start up costs); as well as purchase and commitments to immediate marketing efforts of the destination.

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

III. MISCELLANEOUS

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

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

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

* * *

CITY OF BASTROP, TEXAS,
A HOME-RULE MUNICIPALITY

**BASTROP DESTINATION
MARKETING ORGANIZATION**
A TEXAS NONPROFIT CORPORATION

Lynda Humble
City Manager

Dale Lockett
Interim Chief Executive Officer

APPROVED AS TO FORM

Joe Gorfida, Interim City Attorney

(CITY SEAL)

EXHIBIT A

EMPLOYMENT POSITIONS

Director of Marketing or Manager of Marketing

Director of Sales

Senior Administrative Assistant

Manager of Digital Marketing

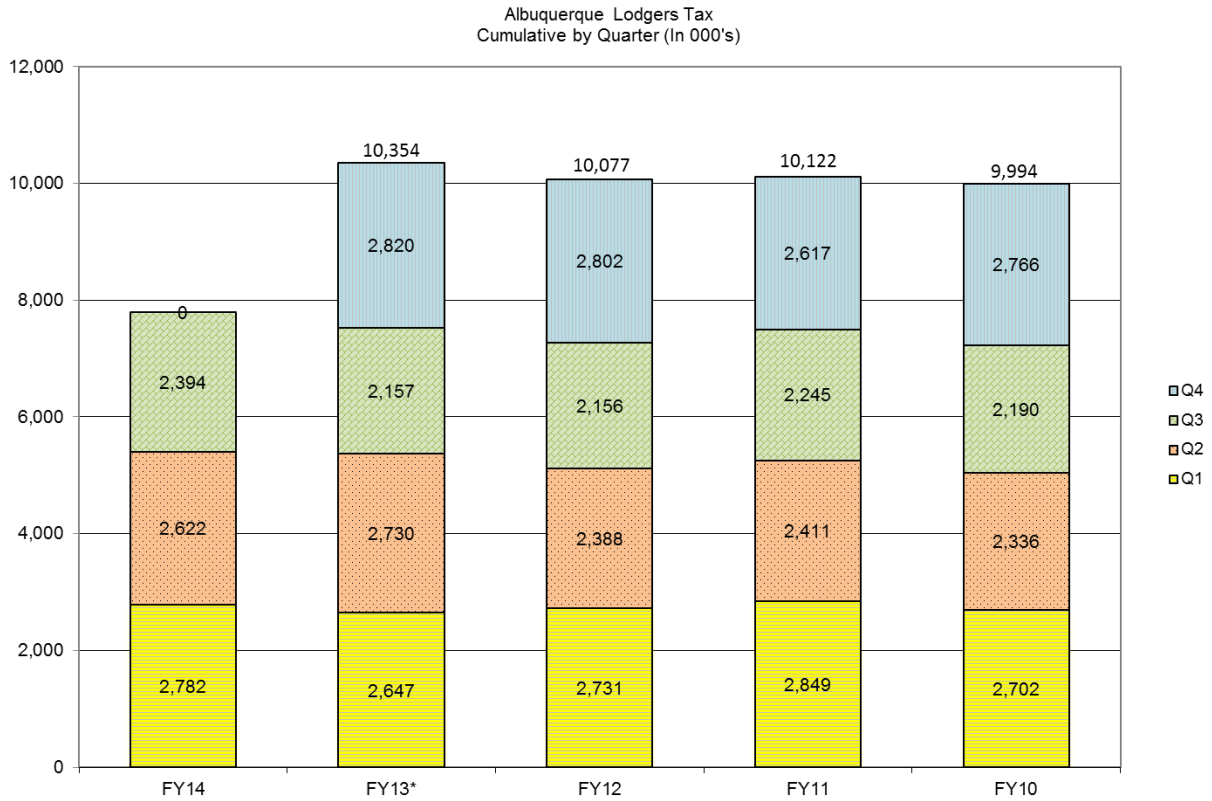
EXHIBIT C

ALBUQUERQUE

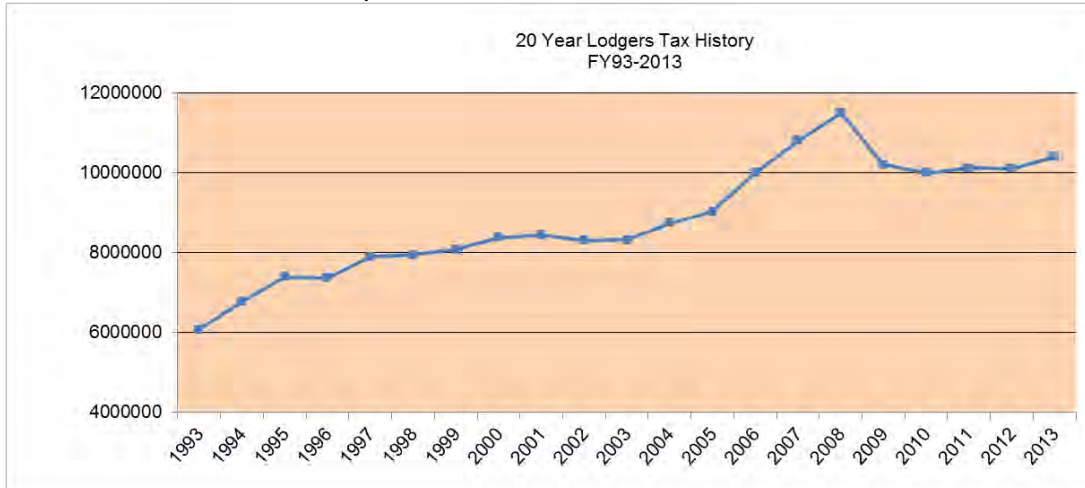
IT'S A TRIP®

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

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



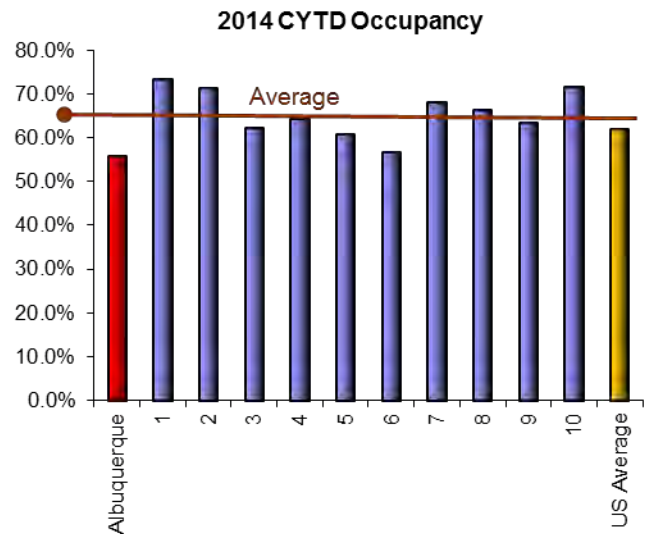
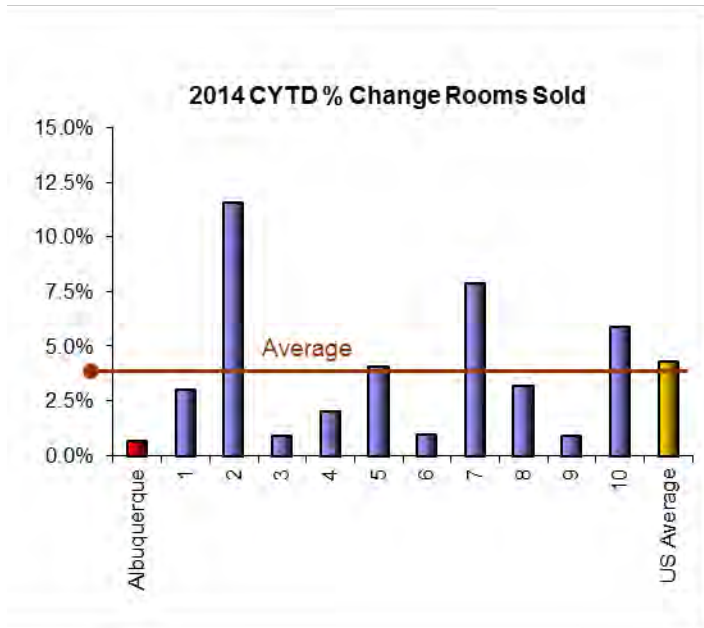
*FY13 includes ~\$200k delinquent collections.



Lodging Industry Report

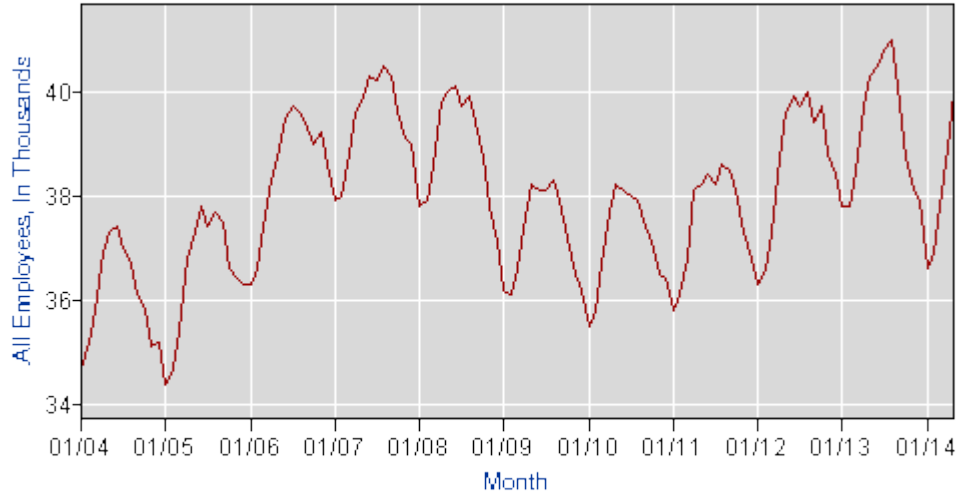
May 2014							Calendar Year to date					
	Occ	% Ch Occ	ADR	% Ch ADR	% Ch RevPAR	% Ch Rooms Sold	Occ	% Ch Occ	ADR	% Ch ADR	% Ch RevPAR	% Ch Rooms Sold
Albuquerque	61.7%	0.5%	\$76.16	7.1%	7.6%	-0.3%	55.9%	1.3%	\$73.39	4.5%	5.9%	0.7%
Markets												
1	74.8%	-0.4%	\$126.54	5.6%	5.2%	1.7%	73.4%	0.6%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

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



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

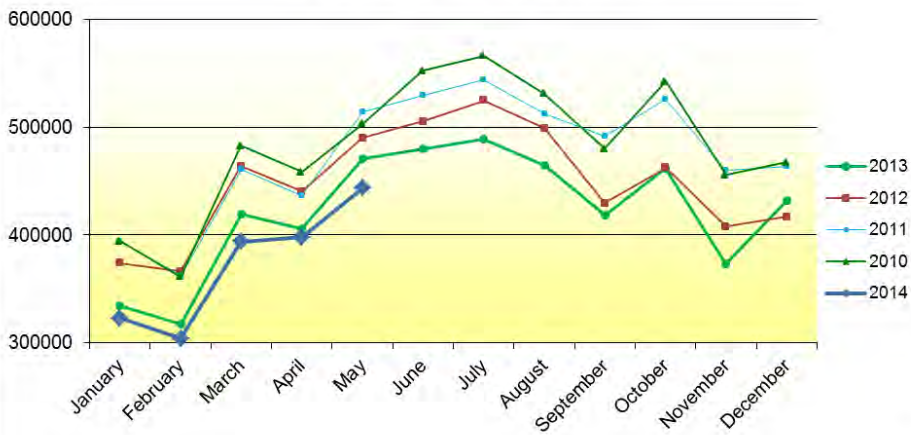
Albuquerque Leisure and Hospitality Employment



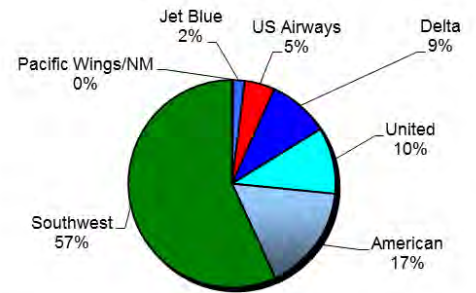
Source: Bureau of Labor Statistics

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

**Total Passengers by Calendar Year
Albuquerque International Sunport**



**May 2014
Airline Market Share**



Source: Albuquerque International Sunport

CONVENTION SALES & SPORTS

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

Convention Sales & Sports Initiatives

- **Tradeshows/Industry Meetings:**

June 8-9 - Grand Circle Association meeting in Durango, CO - Allison Olguin

June 10-12 - AIBTM in Orlando, FL, Appointment Based Tradeshow; Met with 58 of 60 scheduled appointments and an additional 12 meeting planners- Abigail Goodin, Jacob Quintana

June 11-15 - Collaborate Marketplace in Portland, OR - Whitney Cordell

- **Site Inspections:**

June 1-4 - Association for Driver Rehab Specialists 2017 with Elizabeth Green, 670 total room nights - Jacob Quintana

June 4-6 - Society for Applied and Industrial Mathematics, 519 total room nights - Larry Atchison

June 5-6 - SW Association of Student Assistance Programs with Jeff Kahlden, 750 total room nights - Whitney Cordell

June 9-11 - USA Ultimate with Byron Hicks, varies total room nights - Angie Jepsen, Dan Ballou

June 9-11 - USA Archery with Sheri Rhodes, varies total room nights - Angie Jepsen, Dan Ballou

June 16-17 - American Honey Producers Association with Cassie Cox, 788 total room nights - Whitney Cordell

June 17-19 - American Veterinary Chiropractic Association 2015/2016 with Alisha Raines, Executive Secretary; James Israelsen, DVM, President, AVCA; Leslie Means, Executive Director; Debora Renken, HelmsBriscoe; Dr. Mark Meddleton, Local Veterinarian, 345 total room nights - Jacob Quintana

June 18 - American Veterinary Chiropractic Association (for Jacob) with Debora Renken, 345 total room nights - Melanie

June 26-28 - Oldsmobile Club of America 2017 with Jerry Wilson, President, OCA; Ed Konsmo, OCA Chief Judge; Everett Horton, OCA Swap Meet Chair; Joe Donnelly, Chair, Racing Committee; Christopher Giblin, HelmsBriscoe; Kristi Hetland, HelmsBriscoe, 1,220 total room nights - Jacob Quintana

- **Local Industry Events:**

June 10 - ACVB Annual Luncheon - Larry Atchison, Rob Enriquez, Whitney Cordell

- **Presentations:**

June 23-25 - Chicago Sales Mission - Whitney Cordell, Allison Olguin

- **Other Meetings:**

June 2 - Face the Futures, Cliffdwellers Digital - Whitney Cordell

June 3 - New Mexico American Marketing Association meeting with Zulema Santacruz - Allison Olguin

June 9 - FBI National Academy Associates meeting with Steve Shaw - Larry Atchison

June 10 - Ancient Egyptian Arabic Order Nobles Mystic Shrine meeting with Harold Bendaw - Larry Atchison

June 16 - 7 on 7 Tournament Pre-con at Balloon Fiesta Park with Susan Rice - Angie Jepsen, Dan Ballou

June 19 - USA Track & Field meeting - Angie Jepsen, Dan Ballou

June 17 - SW Border Food Safety & Defense Center Emergency Preparedness meeting with Cynthia Beiser, 60 total room nights - Allison Olguin

June 17 - NM Activities Association meeting with Dusty Young - Dan Ballou

June 18 - Society of Petroleum Engineers dinner with Amy Chao - Whitney Cordell

June 20 - Far West Regionals Youth Soccer meeting with Jim Tiley - Angie Jepsen, Dan Ballou

- **Upcoming Sales & Sports Activities:**

July - Site Inspection, NM Swimming - Angie Jepsen, Dan Ballou

July - Site Inspection, NM Youth Soccer - Dan Ballou

July - Site Inspection, National Brokerage Agencies with Paul Horos, 411 total room nights - Melanie Martinez

July 3 & 15 - SW Border Food Safety & Defense Center Emergency Preparedness meeting (3rd) with Cynthia Beiser and site inspection (15th), 60 total room nights - Allison Olguin

July 9-11 - Site Inspection, Call to Action with Ginny Nyhuis, 1,425 total room nights - Abigail Goodin

July 9-11 - Site Inspection, Centers for Spiritual Living with Joe Martin, 790 total room nights - Allison Olguin

- **Catering Leads Sent this Month: 2**

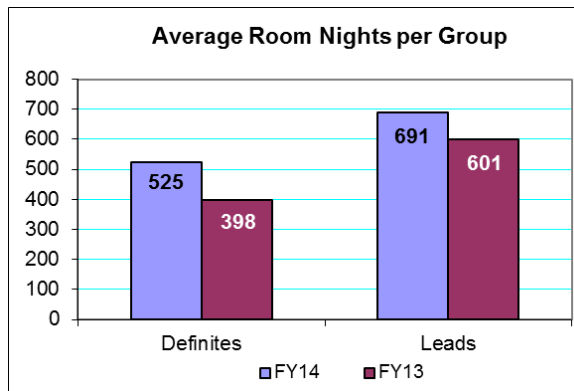
CONVENTION SALES & SPORTS

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

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

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

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



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

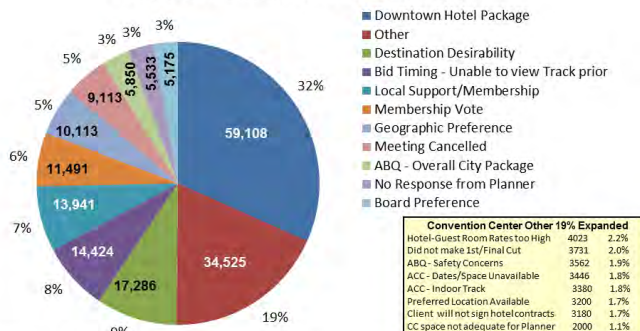
Lead Incentives Offered									
	FY14					FY13			
	# Grps	TRN	\$\$	\$\$/RN		# Grps	TRN	\$\$	\$\$/RN
Definite	65	60,741	\$321,389	\$5	78	61,350	\$417,370	\$7	
Lost Business	13	27,467	\$73,517	\$3	27	61,867	\$308,455	\$5	
Cancelled	1	243	\$525	\$2	3	5,764	\$45,176	\$8	
Tentative	9	9,915	\$36,553	\$4	1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

CONVENTION SALES & SPORTS

LOST BUSINESS BY CITY									
FY14									
	Center		Non-Center			Center		Non-Center	
	# Groups	TRN	# Groups	TRN		# Groups	TRN	# Groups	TRN
Addison, TX			1	880					
Anaheim	2	11635	1	1100					
Atlanta	2	2378	2	713					
Austin	1	1545	1	100					
Baltimore	1	1576							
Bend, OR			2	5494					
Birmingham	1	3606	2	1434					
Boise			1	600					
Branson, MO			3	565					
Bristol, TN			1	1220					
Buffalo Thunder	1	350							
Chapel Hill, NC			1	117					
Charlotte, NC			1	442	Orlando	4	7988	1	1295
Chicago	1	1705	2	790	Overland Park	1	500	1	220
Clovis			1	30	Palm Springs	1	1500		
College Sta, TX	2	7212			Pasadena	1	3562		
Colorado Springs					Phoenix	5	10445	10	5163
Dallas	2	2345	2	819	Pigeon Forge, TN			1	201
Denver	2	4082	4	2145	Portland	3	2595	7	3950
Detroit			1	120	Providence, RI			1	115
Fayetteville, AR	1	3606			Pueblo, CO			1	40
Fresno			3	292	Rapid City, SD	1	1608		
Ft Lauderdale			1	110	Reno	1	4745	2	1175
Ft Worth	1	1245			Rio Rancho	1	1051		
Grand Canyon			1	40	Riverside, CA			1	475
Harrisburgh, PA			1	240	Sacramento			2	1890
Hawaii			1	790	Saga, Japan			1	1560
Houston			1	130	Salt Lake City	1	776	2	1025
Indianapolis	1	1263			San Antonio	2	4203	6	17963
Irving	2	520			San Diego	1	1302	4	1638
Isleta Casino			1	485	San Juan, PR			1	947
Jacksonville, FL			3	979	Sandia Casino	1	100	1	370
Kansas City	4	5749	1	480	Santa Fe			8	2656
Lake Charles, VA			1	120	Savannah, GA			1	148
Lake Tahoe			1	97	Seattle	2	3684	4	676
Las Cruces			2	340	Springfield, MO			1	415
Las Vegas	3	6320	11	5409	St Louis	2	3357	1	245
Long Beach	1	1365	1	202	Stanford, CT			1	170
Los Angeles	1	1959			Tamaya			5	2035
Louisville, KY			1	555	Tucson			3	1092
Loveland, CO	2	1660			Washington, DC	1	1605		
Mesa, AZ			1	423	TBD/Unknown	27	63829	33	24834
Milwaukee	1	1585	2	1074	No Hotel Utilized	1	20		
Minneapolis			1	130	Met in ABQ - No LOI			3	1771
New Orleans	1	1160	2	1160	Meeting CXL	10	10823	29	8441
Nashville			1	141					
Omaha			1	421	Total	99	186559	195	110697

CONVENTION SALES & SPORTS

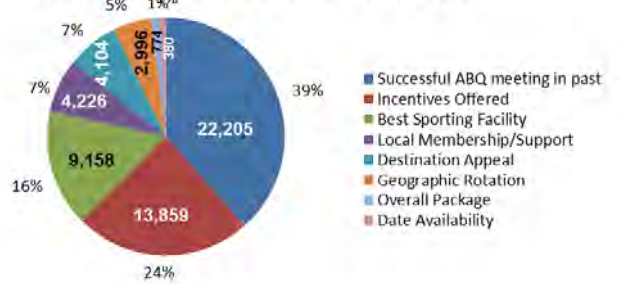
Center Lost Business FY14
100% of Lost Business Shown - Total 186,559



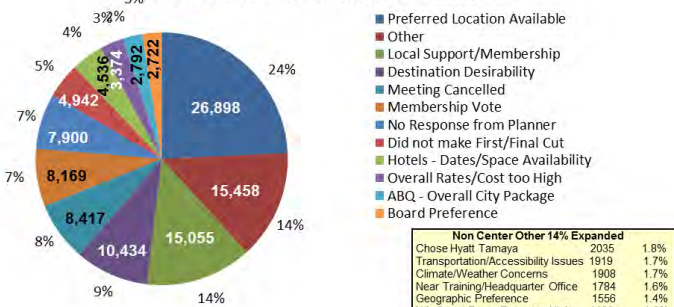
Downtown Hotel Package includes Too many hotels in package; More sleeping rooms close to Center; Meeting Space/Sleeping Rooms under one roof.

Convention Center Other 19% Expanded		
Hotel-Guest Room Rates too High	4023	2.2%
Did not make 1st/Final Cut	3731	2.0%
ABQ - Safety Concerns	3562	1.9%
ACC - Dates/Space Unavailable	3446	1.8%
ACC - Indoor Track	3380	1.8%
Preferred Location Available	3200	1.7%
Client will not sign hotel contracts	3180	1.7%
CC space not adequate for Planner	2000	1.1%
ACC - Will not use at this time	1705	0.9%
Near Training/Hdqtr Office	1605	0.9%
ACC - Rates too high	1358	0.7%
Transportation/Accessibility Issues	1195	0.6%
No Longer using 3rd Party	850	0.5%
ACC - Condition Concerns	615	0.3%
Prefer a Resort	350	0.2%
Change in Program	305	0.2%
No Longer Using Hotel	20	0.0%

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

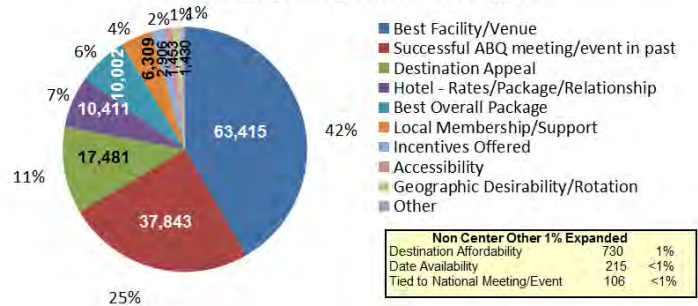


Non-Center Lost Business FY14
100% of Lost Business Shown - Total 110,697



Non Center Other 14% Expanded		
Chose Hyatt Tamaya	2035	1.8%
Transportation/Accessibility Issues	1919	1.7%
Climate/Weather Concerns	1908	1.7%
Near Training/Headquarter Office	1784	1.6%
Geographic Preference	1556	1.4%
Htl - Guest Room Rates too High	1100	1.2%
No Longer Using Hotel	1074	1.0%
Combinded with another meeting	764	0.7%
Lead turned over to AHCC	641	0.6%
Chose Isleta Casino	485	0.4%
Chose Sandia Casino	370	0.3%
Multiple year bid - single yr booked	240	0.2%
Hotel Concessions Required	152	0.1%
Will hold trainings/Annual Only	130	0.1%
Multi Yr Bid - 1 yr eliminated	88	0.1%
Prefer Larger City	68	0.1%
Economy	24	0.0%

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



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

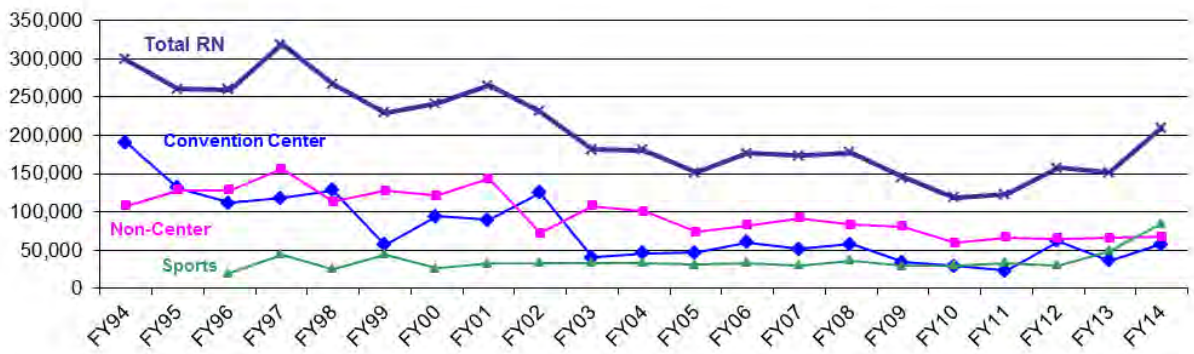
CONVENTION SALES & SPORTS BUSINESS OCCURRING BY CALENDAR YEAR

Convention Center Pace as of June 30, 2014																																				
Center	2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		2019		2020													
	Definite		Definite		Definite		Definite		Definite		Definite	Tentative	Definite	Tentative	Definite	Tentative	Definite	Tentative	Definite	Tentative	Definite	Tentative	Definite	Tentative												
	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN										
January	5	3,905	6	2,794	4	3,004	2	563	5	3,104	3	810	4	5,609	3	2,018	4	4,491	2	7,126	3	2,018	3	2,018												
February	5	10,220	5	3,636	9	4,383	6	2,144	4	2,535	5	3,400	5	5,938	3	2,799	2	2,021	4	4,269	2	2,021	1	784	2	2,021										
March	1	125	4	7,111	5	3,692	4	3,350	4	2,468	3	5,377	1	2,480	3	995	2	3,163		791		2	3,491													
April	3	1,386	6	5,533	4	345	4	3,798	2	1,253	2	6,838		2,944	1	1,813	2	5,018		1,060		1	2,757		1	4,418										
May	1	1,426	1	50			2	3,934	1	2,612	3	5,102		1,001	1	3,291				1,395																
June	4	4,989	6	6,146	3	962	4	2,557	3	984	4	1,197	5	9,656		1,258	2	1,913		3,352		1	363		1	363										
July	3	9,269	3	5,464			1	162	2	19,216	1	2,190	2	18,125		1,675			2	1,250	1	2,804	1	853		1	3,655									
August	2	7,444	2	4,147	1	350	2	1,383	1	44	3	3,581	1	305	1	1,134				1,750																
September	1	869	2	1,535	1	2,112	3	1,635	2	2,703	3	4,371	1	848	2	1,738	1	1,457	1	814																
October	6	9,507	2	5,398	3	6,971	1	1,520	5	10,274	2	3,638	2	2,239				2	5,096																	
November	2	2,992	3	5,108	3	6,288					2	3,541	1	2,103				1	1,425	1	1,451	1	1,212		2	3,549										
December	1	227	1	30					1	1,040	1	300																								
Totals:	34	52,359	41	46,952	33	28,107	29	21,046	30	46,233	32	40,345	1	2,103	21	45,200	12	10,611	9	11,858	13	18,599	9	13,059	14	19,534	6	6,843	9	13,782	5	4,039	3	8,436	2	3,298

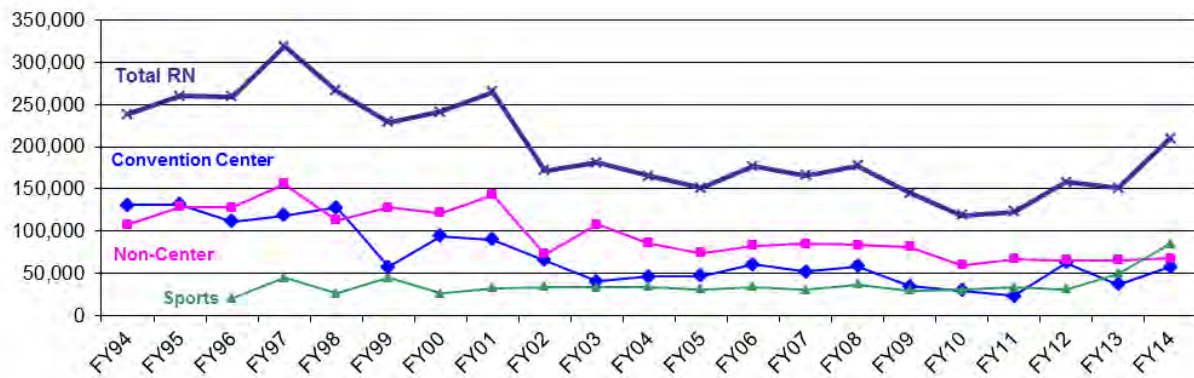
Non-Center Pace as of June 30, 2014																																		
Non-Center	2009		2010		2011		2012		2013		2014		2015		2016		2017		2018		2019		2020											
	Definite		Definite		Definite		Definite		Definite		Definite	Tentative	Definite	Tentative	Definite	Tentative	Definite	Tentative	Definite	Tentative	Definite	Tentative	Definite	Tentative										
	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN	#	TRN								
January	16	4,717	13	2,705	15	4,455	11	1,349	16	4,855	9	1,474	3	1,176	3	685	2	843																
February	27	7,204	20	6,570	21	8,182	32	9,074	27	8,333	28	10,169	4	1,337	4	276	1	1,193	1	580	1	1,325		1	1,193									
March	31	10,797	36	16,980	32	11,028	37	9,295	24	7,462	24	16,764	7	3,325	5	445	4	2,036	2	1,459		1	734											
April	32	12,011	42	13,815	24	5,492	32	6,165	43	9,602	20	5,245	8	4,599	12	4,785	7	2,140	1	725	1	800	2	1,462										
May	44	18,827	40	13,536	37	14,738	40	13,880	35	13,279	45	33,313	4	778	2	690	2	1,539	3	3,462	1	585												
June	34	8,450	30	18,461	34	7,831	39	11,564	30	9,470	42	25,073	7	5,417	1	37	3	1,566	2	366	2	913	1	120	1	1,675								
July	27	16,555	31	8,558	33	16,270	21	7,909	18	6,437	30	8,329	6	1,381			6	6,370	3	2,823	1	2,700	1	1,153	7	3,210								
August	23	5,508	24	6,170	11	2,172	21	4,764	16	6,512	13	4,533	5	1,205	3	989	2	94																
September	36	14,023	45	15,591	43	13,515	36	9,240	46	10,229	33	7,157	9	2,198	8	1,321	12	3,985	3	2,026	4	1,908		1	190									
October	43	9,522	42	11,075	40	5,603	49	12,921	40	15,150	21	13,255	5	445	6	3,205	4	1,057	1	788	1	1,232	1	128										
November	21	5,033	29	9,571	27	7,232	33	7,199	24	13,900	9	2,928	1	225	2	1,105	6	4,260		3	2,160		1	493										
December	10	4,090	8	2,675	6	2,337	6	5,542	12	14,103	4	1,020			1	6,097																		
Totals:	344	116,737	360	125,707	323	98,855	357	98,902	331	119,332	278	129,260	26	5,454	52	23,252	58	28,781	13	9,342	29	17,427	6	4,904	13	6,065	3	2,113	4	3,446	1	1,675	0	0

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

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



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



CONVENTION SERVICES

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

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

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

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

Services Report

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

PARTNER DEVELOPMENT

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

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

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

Partner Development Report

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

MARKETING, COMMUNICATIONS & TOURISM

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

Media Numbers Reported Quarterly – 4th Quarter Reported

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

Group Tour Numbers Reported Quarterly – 4th Quarter Reported

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

MARKETING, COMMUNICATIONS & TOURISM

June Social Media Highlights:

Social Media

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

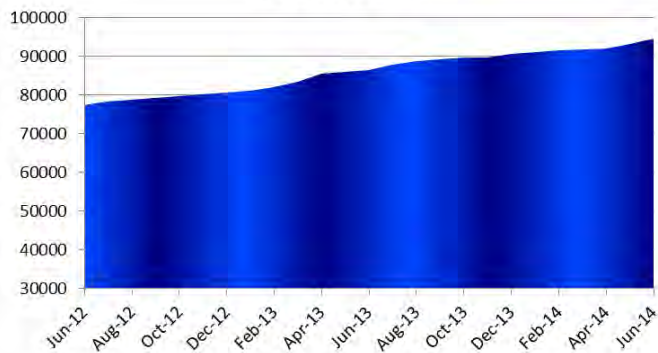
ABQ365

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

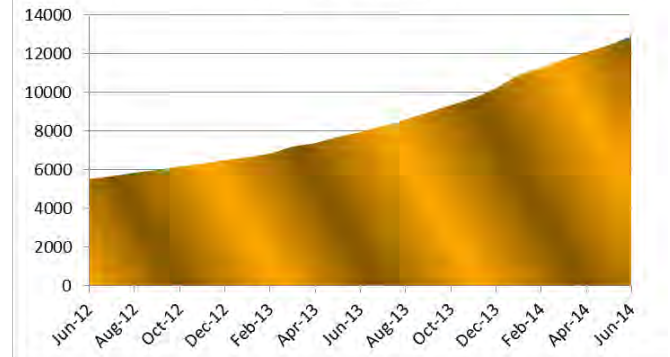
Facebook Activity - We had 22 posts to *Visit ABQ's* FB in the month of June. There were 3,601 referrals to VisitAlbuquerque.org from social networks; 2,934 of those referrals were from Facebook (Google Analytics-does not include advertising)



Facebook Fans



Twitter Followers



176 Active Subscribers – 172,649 Video Views

MARKETING, COMMUNICATIONS & TOURISM

Social Media continued

Facebook – 12 Links to Internal Pages

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

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

6/25 - Fly to Sunshine sweepstakes post

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

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

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

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

6/19 - Fly to Sunshine sweepstakes post

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

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

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

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

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

6/3 - (Event) AFME

http://www.visitalbuquerque.org/abq365/events/results/?e_ViewBy=search&e_submit=1&e_sortBy=eventDate&e_pagesize=10&e_sDate=&e_eDate=&e_keyword=&e_catID=79&e_submitBtn=SEARCH

MARKETING, COMMUNICATIONS & TOURISM

Marketing, Communications & Tourism Report

- **Site Visits:**

Media

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

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

June 19-22 - Carrie Cecil, The Glamper Girls

Travel Trade/Travel Agents/FIT

William and Christine Forti, Travel Agents

- **Shows/Conferences:**

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

- **Advertising/Placement:**

Leisure Outdoor:

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

Leisure Online:

Specific Media (ad network)

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

Southwest

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

Sojern

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

Weather.com

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

Sunset and Time Inc. Lifestyle Network

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

TripAdvisor

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

National Geographic

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

USA Today

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

King Email Marketing

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

MARKETING, COMMUNICATIONS & TOURISM

Marketing, Communications & Tourism Report continued

Advertising/Placement continued

Leisure Local:

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

Convention Online/Email:

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

Convention Local:

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

Facebook Advertising:

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

MARKETING, COMMUNICATIONS & TOURISM

Marketing, Communications & Tourism Report continued

- **Media:**

- **Local Media:**

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

- **National/International Media:**

- June 26 – Fly to Sunshine Sweepstakes press release

- **M&C Trade Media:**

- June 19 – Your Recipe for Success press release

- **Media Pitches:**

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

- **Travel Trade Activity:**

- Worked with St. Francis group on Balloon Fiesta itinerary

- **E-Marketing:**

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

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

- Main campaign: 8,421 clicks

- **Website:**

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

MARKETING, COMMUNICATIONS & TOURISM

Marketing, Communications & Tourism Report continued

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

**BYLAWS OF
BASTROP TX DESTINATION MARKETING ORGANIZATION, INC.
A TEXAS NONPROFIT CORPORATION**

These bylaws (referred to as the “Bylaws”) govern the affairs of the BASTROP TX DESTINATION MARKETING ORGANIZATION, a public instrumentality and a non-profit corporation (hereinafter referred to as the “Corporation”) created under Section 351.101(c) of the Tax Code, Title 3, Chapter 351, Subchapter B, et seq., as amended (hereinafter referred to as the “Act”).

ARTICLE I

These bylaws constitute the code of rules adopted by **BASTROP TX DESTINATION MARKETING ORGANIZATION, INC.** for the regulation and management of its affairs. The Corporation’s principal office is located at (address TBD) , Bastrop, Texas

ARTICLE II

Purpose

The BASTROP, TEXAS DESTINATION MARKETING ORGANIZATION, Inc. shall be the primary brand advocate for the City of Bastrop by bringing groups together, through unity and representation, in order to leverage community assets and activities for the maximum benefit of the hospitality and the meeting, conference and event industries of Bastrop and the Lost Pines Region.

ARTICLE III

Board of Directors

(1) Powers

The Board of Directors of the Corporation is vested with the management of the business and affairs of the Corporation, subject to the Texas Business Organizations Code, the Certificate of Formation, and these bylaws.

(2) Qualifications

- a. Directorship shall not be denied to any person on the basis of race, creed, sex, religion, or national origin.
- b. Employees of the Corporation, other than the CEO, are ineligible to serve on the Board of Directors.
- c. The Board of Directors shall consider an individual’s experience, accomplishments, and education background in appointing Directors to

the Board to ensure that the interest and concerns of all segments of the community are considered.

- d. Each Director shall have at least one (1) of the following qualifications:
 - i. Experience in management or in an executive capacity.
 - ii. Experience in evaluation of financial and business records and projections.
 - iii. Education, training, or experience useful to the Corporation's purposes.

(3) Number of Directors

The Board of Directors will consist of eleven to thirteen Directors.

(4) Composition of the Board

A voting member of the Board of Directors shall represent one of the following community assets and activities:

- 1. Arts
- 2. History
- 3. Hotels/Lodging
- 4. Restaurant
- 5. Retail
- 6. Sports
- 7. Outdoors/Recreation
- 8. The Hyatt Regency Lost Pines Resort and Spa
- 9. Nightlife/Entertainment
- 10. Venues/Special Events
- 11. 1 to 3 At-Large seats to represent other community assets and activities as the Board may find advantageous to its governance

(5) Term of Directors

Directors shall serve terms of three years. A Director may succeed him or herself for only one consecutive term. After serving two consecutive terms, a Director must vacate his or her position for at least one year before being re-elected to another term.

(6) Staggered Terms

There shall be staggered terms of office for the directors so that one-third of the directorships shall be up for election each year. Initially, one-third of the directors shall be elected for a one-year term, one-third for a two-year term and one-third for a three-year term. Initial directors serving less than a full three-year term as their initial term (i.e., directors who draw a one-year term or two-year term), shall be considered to have served a full three-year term for purposes of the limits on more than two successive terms.

(7) Election of Directors

Elections for Directors filling expired terms shall be held at the meeting prior to the final meeting of the fiscal year. A Nominating Committee appointed by the Chair will develop a list of candidates.

The Nominating Committee shall solicit each of the industries and interest identified in the Composition of the Board section for a list of qualified candidates for that area of interest. The Nominating Committee shall provide the Chair with the list of qualified candidates. The Chair shall put forth each candidate's name to the Board of Directors for a vote.

The election of Directors shall be by majority vote of the Board of Directors attending the meeting. When a re-appointment or replacement is made, the re-appointment or replacement shall be considered effective on the date that the prior term expired (i.e., the new term does not begin on the date of the election).

(8) Resignation

Any Director may resign at any time by delivering written notice to the Secretary or Chair of the Board of Directors. Such resignation shall take effect upon receipt or, if later, at the time specified in the notice.

(9) Removal

Any Director may be removed for actions that are not in the best interest of the corporation, and its businesses and residents, at any time, by a two-thirds majority of the entire Board of Directors, at a Regular or Special Meeting called for that purpose.

Any Director under consideration of removal must first be notified about the consideration by written notice at least five days prior to the meeting at which the vote takes place.

Any Director that misses three consecutive meetings without good cause, will be considered to have resigned, effective at the conclusion of the third meeting. At the next meeting of the Board at which a quorum is present, the Board by majority vote can reinstate the Director.

(10) Vacancies

Vacancies shall be filled by majority vote of the remaining members of the Board of Directors and the Director filling the vacancy shall serve for the remainder of the term that was vacated. Vacancies shall be filled as soon as practical. Any Director may make nominations to fill vacant directorships.

(11) Compensation

Directors shall not receive any salaries or other compensation for their services, but, by resolution of the Board of Directors, may be reimbursed for any actual expenses incurred in the performance of their duties for the Corporation, as long as a majority of disinterested Directors approve the reimbursement. The Corporation shall not loan money or property to, or guarantee the obligation of, any Director or any entity in which a director has a “financial or personal interest” as defined in Article III (12) below.

(12) Disclosure of Conflicts of Interest

Whenever a director or officer or a family member of a director or officer has a financial or personal interest in any matter coming before the Board of Directors, such Director or officer shall (a) fully disclose the nature of the interest, and (b) withdraw from voting on the matter. Any matter before the board for which a director or officer has indicated a potential conflict of interest will be approved only when a majority of disinterested directors determine in good faith and with ordinary care that it is in the best interests of the Corporation to do so. The minutes of the meeting at which such votes are taken shall record the director or officer’s disclosure of a conflict of interest, their abstention from voting, and the Board of Director’s rationale for approving the matter. For purposes of this provision, the term “financial or personal interest” shall include, besides personal interest, interest as director, officer, member, stockholder, shareholder, partner, manager, trustee or beneficiary of any corporation, association, trust, partnership, limited liability entity, firm, or other entity other than the Corporation. For purposes of this provision, the term “family member” means the spouse, parent, child, spouse of a child, brother, sister, or spouse of a brother or sister.

(13) Gifts

The Board may accept on behalf of the Corporation, any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the Corporation.

(14) Ex-Officio Members

A majority of the Board may appoint ex-officio members of the Board.

This type of membership shall consist of partners with an interest or impact in the branding, marketing, and sales of Bastrop and its region.

Ex-Officio members are non-voting members and his or her participation shall not count towards a quorum.

ARTICLE IV
Committees

(1) Executive Committee

The officers of the Board of Directors and the President/CEO of the Corporation constitute the Executive Committee. The President/CEO is an ex-officio member. The Executive Committee shall act for and on behalf of the Board of Directors when the Board is not in session but shall be accountable to the Board for its actions. The Executive Committee may exercise all the powers and authority of the Board between meetings except the following: to alter or amend the Articles of Incorporation or these Bylaws; to approve any action requiring, under the laws of the State of Texas, the approval of the full board; or to fill vacancies on the Board.

(2) Standing Committees & Task Forces

Standing Committees of the Board shall include, but not be limited to, Nominating and Budget & Finance. All Standing Committees shall be made up of no less than a supermajority of board members. The Chair, with the approval of the Board of Directors, shall appoint all Standing Committees and committee Chairs.

Task Forces, designed to analyze and research issues on behalf of the board, may be created and dissolved as needed. The Chair, with the approval of the Board of Directors, shall appoint all Task Forces.

(3) Advisory Committees

Advisory Committees and Task Forces may be created as deemed necessary to assist the Board in carrying out the mission of the corporation. Membership in Advisory Committees shall be made up of no less than a supermajority of non-board members. The Executive Director, with the approval of the Board of Directors, shall establish Advisory Committees as needed when additional counsel from the corporation's stakeholders is desired.

ARTICLE V
Board Meetings

(1) Meeting of Directors

- a. The Board shall annually set regular meeting dates and times at such place or places and time in the corporate city limits as the Board may determine; provided, however, in the absence of any such determination

by the Board or in the event of a conflict, the Board chair shall select a reasonable place in which to hold the meeting.

- b. The Board shall meet no less than six times a year.
- c. The annual meeting of the Board shall be held at a date and time determined by the chair.
- d. The chair in consultation with the vice-chair and President/CEO may call a special meeting of the Board.
- e. A majority of the Board may call a special meeting of the Board.
- f. Directors shall be expected to regularly attend all Board meetings. Special consideration can be granted for absences for good cause.
- g. Any Director may request an item be placed on the agenda by delivering the same in writing to the President/CEO no later than ten (10) days prior to the date of the Board meeting.

(2) Open Meetings Act

All meetings and deliberations of the Board shall be called, convened, held and conducted, in accordance with the requirements of the Texas Open Meetings Act.

(3) Notice of Board Meetings

Notice of the date, time, and place of Regular Meetings shall be given to each board member by regular mail, telephone (including voice mail), facsimile, or e-mail no less than five (5) days prior to the meeting. Notice of the date, time, and place of special meetings shall be given to each board member using the same methods, but with no less than 3 days' notice prior to the meeting, with the exception of special meetings held to amend the Certificate of Formation or bylaws, for which a fifteen (15) day written notice by mail or e-mail shall be required specifying the proposed amendment.

(4) Waiver of Notice

Attendance by a Director at any meeting of the Board of Directors for which the Director did not receive the required notice will constitute a waiver of notice of such meeting unless the Director objects at the beginning of the meeting to the transaction of business on the grounds that the meeting was not lawfully called or convened.

(5) Quorum

A majority of the incumbent Directors shall constitute a quorum for the purposes of convening a meeting or conducting business. At Board meetings where a quorum is present, a majority vote of the Directors attending shall constitute an act of the Board unless a greater number is required by the Certificate of Formation or by any provision of these bylaws.

(6) Proxy Voting

Proxy voting is not permitted.

(7) Conduct of Business

- a. At the meetings of the Board, matters pertaining to the business of the Corporation shall be considered in accordance with the rules of procedure as from time to time may be prescribed by the Board by resolution.
- b. At all meetings of the Board, the chair shall preside and, in the absence of the chair, in the order of availability, the vice-chair, the treasurer or the secretary shall exercise the powers of the chair.

(8) Committees of the Board

The Board may constitute from time to time committees of the Board that are deemed necessary or appropriate. No such committee shall have independent authority to act for or in the stead of the Board.

ARTICLE VI
Officers

(1) Roster of Officers

The Corporation shall have a Chair, Vice-Chair, Secretary, and Treasurer. The Corporation may have, at the discretion of the Board of Directors, such other officers as may be appointed by the Directors. One person may hold two or more offices, except those serving as Chair or Vice Chair.

(2) Election of Officers

All officers shall be elected to a one-year term. The nominating committee shall nominate candidates to present to the Board. The election shall be conducted in the fourth quarter of the fiscal year and following the election of the new Directors filling expired terms, or as soon as practical thereafter. Officers shall remain in office until their successors have been selected. Officers are limited to two (2) consecutive terms which may be extended to three (3) terms by a two-thirds

majority vote of Directors at a meeting where a quorum exists. The election of officers shall be by majority vote of the Board of Directors attending the meeting.

(3) Vacancies

If a vacancy occurs during the term of office for any elected officer, the Board of Directors shall elect a new officer to fill the remainder of the term as soon as practical, by majority vote.

(4) Chair

- a. The Chair will act as the principal officer of the Corporation and will supervise and control the affairs of the Corporation and shall exercise such supervisory powers as may be approved by the Board.
- b. The Chair will perform all duties incident to such office and such other duties as may be provided in these bylaws or as may be prescribed from time to time by the Board. The Chair shall preside at all board meetings and shall exercise parliamentary control in accordance with Robert's Rules of Order.
- c. The Chair shall serve as an ex-officio member of all standing committees, unless otherwise provided by the Board or these bylaws.
- d. The Chair shall, with the advice of the Board and in accordance with the requirements of these bylaws, set the agenda for each meeting of the Board of Directors.

(5) Vice Chair

- a. The Vice Chair shall act in place of the Chair in the event of the Chair's absence, inability, or refusal to act, and shall exercise and discharge such other duties as may be required by the Board.
- b. The Vice Chair shall serve as the parliamentarian and advise the Chair on the proper conduct of meetings as required.

(6) Secretary

- a. The Secretary will perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Certificate of Formation, or by these bylaws.
- b. The Secretary shall attest to and keep the bylaws and other legal records of the Corporation, or copies thereof, at the principal office of the Corporation.
- c. The Secretary shall take or ensure that someone takes minutes of all meetings of the committees and Board of Directors, and shall keep copies of all minutes at the principal office of the Corporation.
- d. The Secretary shall keep a record of the names and addresses of the Directors at the principal office of the Corporation.
- e. The Secretary shall, with the approval of the Board of Directors, set up procedures for any elections held by the Corporation. The Secretary shall keep a record of all votes cast in such elections.

- f. The Secretary shall ensure that all records of the Corporation, minutes of all official meetings, and records of all votes, are made available for inspection by any member of the Board of Directors at the principal office of the Corporation during regular business hours.
- g. The Secretary shall see that all notices are duly given in accordance with these bylaws or as required by law.
- h. The Secretary shall see that all books, reports, statements, certificates, and other documents and records of the Corporation are properly kept and filed with copies maintained at the principal office.
- i. In the case of the absence or disability of the Secretary, or the Secretary's refusal or neglect to fulfill the duties of Secretary, the Vice Chair shall perform the functions of the Secretary.

(7) Treasurer

- a. The Treasurer will keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation.
- b. The Treasurer will ensure the books of account are open to inspection by any Director(s) at all reasonable times.
- c. The Treasurer will ensure a financial statement and report of financial affairs of the Corporation is provided to the Board at meetings.
- d. The Treasurer shall keep, or cause to be kept, all financing records, books, and annual reports of the financial activities of the Corporation at the principal office of the Corporation and make them available at the request of any Director.
- e. Such office may be combined with that of Secretary or Vice Chair.

(8) Assistant Secretaries and Assistant Treasures

The Board may appoint assistant secretaries and assistant treasurers as it may consider desirable, who shall in general perform such duties as may be assigned to them by the Secretary or the Treasurer, or by the Chair or the Board. The assistant secretaries and assistant treasurers need not necessarily be Directors.

ARTICLE VII
Rules of Procedure

Robert's Rules of Parliamentary Procedure shall govern the proceeding and business of the Board of Directors unless otherwise provided herein.

ARTICLE VIII

Corporate Employees

(1) Number

The sole employee of the Corporation responsible to the Board of Directors shall be known as the President/CEO. Unless otherwise directed, the President/CEO shall attend all meetings of the Board. The President/CEO shall not be entitled to voting privileges at any of the aforesaid meetings. All other employees of the Corporation shall report to the President/CEO, who is hereby empowered to hire and fire employees as necessary to fulfill the objectives and purposes of the Corporation in accordance with the wishes of the Board.

(2) Discharge of President/CEO

The President/CEO may be discharged, with or without cause, by a vote of a two-thirds majority of all voting Directors and in accordance with the terms of his or her employment contract with the Corporation. A replacement may then be appointed by a vote of the majority of all voting Directors.

(3) Executive Director

- a. The Board shall employ an Executive Director, who shall be the Chief Executive Officer of the Corporation and who shall serve at the will and pleasure of the Board.
- b. The Executive Director shall have responsibility for all day-to-day activities of the Corporation, and shall be responsible for all applicable administrative requirements of its Articles of Incorporation, these Bylaws, and the Act.
- c. The Executive Director may have a staff to assist in the carrying out of his responsibilities.
- d. The Board shall develop a job description for the Executive Director position, a performance review schedule and criteria for review, and shall review the performance of the Executive Director based upon the schedule and criteria.
- e. The Executive Director and staff shall be required to follow all other current Personnel Policies of the City of Bastrop, and for such purposes, the Executive Director shall be under the same provisions as those for the City Manager.

ARTICLE IX
Operations and Fiscal Management

(1) Execution of Documents

Unless specifically authorized by the Board of Directors or as otherwise required by law, all final contracts, deeds, conveyances, leases, promissory notes, or legal written instruments executed in the name of and on behalf of the Corporation shall be signed and executed by the Chair or President/CEO (or such other person designated by the Board of Directors), pursuant to the general authorization of the Board. All conveyances of land or mineral interests by deed shall be signed by the Chair or President/CEO or two other members of the Executive Committee as defined in Article IV and must be approved by the Board of Directors. A person who holds more than one office in the Corporation may not act in more than one capacity to execute, acknowledge, or verify an instrument required by law to be executed, acknowledged, or verified by more than one Officer.

(2) Disbursement of Funds

Upon approval of the budget, the President/CEO is authorized to make disbursements on accounts and expenses provided for in the budget without additional approval of the Board of Directors. Disbursement shall be by check with signature of either two of the following: Chair, Vice Chair, Secretary, Treasurer, President/CEO, or other board members designated as signatures on the account, or by check under such guidelines set by the board in accordance with the policy on office and financial procedures adopted by the Board or as may be amended from time to time.

Notwithstanding the above, all checks of more than \$1500 disbursing funds from any of the Corporation's accounts shall require the signatures of at least two of the following: Chair, Vice Chair, Secretary, Treasurer or President/CEO.

(3) Books, Records and Accounts

The Corporation under the direction of the Finance Committee will keep correct and complete financial records and will also keep minutes of the proceedings of the Board meetings and Committees. The books shall be kept with detailed accounts, in chronological order, or receipts, expenditures, and other transactions of the Corporation.

(4) Inspection of Books and Records

All books and records of this Corporation may be inspected by any Director for any purpose at any reasonable time on written demand.

(5) Amendments

The Board of Directors may adopt amendments to the Certificate of Formation by a vote of two-thirds of Directors present at a meeting where a quorum is present. The bylaws may be amended at any time by a vote of two-thirds of Directors at a meeting where a quorum is present.

(6) Fiscal Year

The fiscal year of the Corporation shall be the same as the fiscal year of the City.

(7) Audit

Thirty (30) days prior to the close of each fiscal year, the books and records of the Corporation shall be audited or reviewed by an independent Certified Public Accountant whose report shall be prepared and certified in accordance with generally accepted auditing standards.

(8) Notices

Whenever, under provision of these By-laws, notice is required to be given to any Director or Officer it shall not be construed to mean personal notice, but such notice shall be given in writing by mail as shown upon the books of the Corporation, via electronic mail, and/or posted on a designated web site to each Director or Officer at their address as they appear upon the books of the Corporation, or any other known address to such Director or Officer and such notice shall be deemed to be given at the time the same shall be thus mailed, sent or displayed on the designated website. Any Director or Officer may waive any notice required to be given under these By-Laws.

(9) Severability

In the event that any part of provision of these By-laws shall be adjudged unlawful or unenforceable under Texas law; the remainder of the Bylaws shall nonetheless survive and remain in full force and effect.

ARTICLE X

Insurance for and Indemnification of Directors and Officers

(1) Insurance

The Corporation shall maintain insurance coverage that satisfies all requirements of Bastrop, Texas statutory or decisional law for Directors of a corporation that is exempt from federal tax under Section 501(c) (6) of the Internal Revenue Code

of 1986, as amended, so that the Corporation's Directors are not personally liable for damages that are the result of the acts or omissions of the Corporation's Directors in providing services or performing duties on behalf of the Corporation. Nevertheless, a Director shall be liable for damages in any suit in which it is found that the Director acted with malice or gross negligence, to the extent that judgment for damages exceeds the Corporation's insurance coverage.

(2) Indemnification

The Corporation shall indemnify and hold harmless each of its Directors and Officers or his estate against any and all expenses and liabilities, including attorneys' fees, actually and necessarily incurred by him in connection with the defense of any action, suit or proceeding, civil criminal, administrative, or investigative action, in which he is made a party by reason of his being or having been a Director or Officer of the Corporation (whether or not a Director or Officer at the time such expenses and liabilities are imposed or incurred by him), except in relation to matters as to which he shall be adjudged in such action, suit or proceeding to be liable for willful misconduct, gross neglect of duties or criminal acts in the performance of his duties as such Director or Officer. In the event of settlement of such action, suit or proceeding without adjudication, indemnity shall include reimbursement of amounts paid in settlement and expenses actually and necessarily incurred, including attorneys' fees, by such Director or Officer in connection therewith, but such indemnification shall be provided only if the Corporation is advised by its counsel that it is the opinion of such counsel that

- a. Such settlement is for the best interest of the Corporation; and
- b. The Director or Officer conducted him or herself in good faith and reasonably believed that this conduct was in the best interest of the Corporation and, with respect to a criminal proceeding, the Director or Officer had no reasonable cause to believe his action was unlawful. Such right of indemnification shall not be deemed exclusive of any other right, or rights, to which the Director or Officer may be entitled under By-laws, agreement or otherwise.

(3) Right to Reimburse Witness

Nothing in this section shall limit the Corporation's power to pay or reimburse expenses incurred by a Director or Officer in connection with his appearance as a witness in proceeding when he has not been named a defendant or respondent in the proceeding.

ARTICLE XI
Dissolution

(1) Dissolution

Upon the dissolution of the Corporation's affairs, or upon the abandonment of the Corporation's activities due to its impracticable or inexpedient nature, all of the assets of the Corporation then remaining in the hands or possession of the Corporation shall be distributed, transferred, conveyed, delivered and paid over as follows:

- a. Every liability and obligation of the Corporation shall be paid and discharged or adequate provision of payment and discharge shall be made.
- b. Assets held by the Corporation subject to legally valid requirements for their return, transfer, or conveyance on dissolution or forfeiture shall be disposed of in accordance with these requirements.

ARTICLE XII
Miscellaneous Provisions

(1) Principal Office

- a. The principal office of the Corporation shall be located at (TBD) ,Bastrop, Texas.
- b. The Corporation shall have and shall continually designate a registered agent at its Registered Office, as required by the Act.

(2) Surety Bonds

The chair, vice-chair, and treasurer of the Board shall be given an official bond in the sum of not less than One Hundred Thousand and no/100 Dollars (\$100,000). The bonds referred to in this section shall be considered for the faithful accounting of all monies and things of value coming into the hands of such officers. The bonds shall be procured from some regularly accredited surety company authorized to do business in the State. The premiums shall be paid by the Corporation. A copy of each officer's bond shall be filed with the Secretary of State.

(3) Legal Construction

These Bylaws shall be construed in accordance with the laws of the State of Texas.

ARTICLE XIII
Effective Date and Approval

(1) Effective Date

These Bylaws shall become effective upon the occurrence of the following events:

- a. the adoption of these Bylaws by the Board

CERTIFICATION

I hereby certify that these bylaws were adopted by the Board of Directors of **BASTROP TX DESTINATION MARKETING ORGANIZATION, INC.** at its meeting held on _____.

Chair

Vice Chair

Secretary



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9C

TITLE:

Consider action to approve the first reading of Resolution No. R-2017-69 of the City Council of the City of Bastrop, Texas approving the expenditure of Bastrop Economic Development Corporation funds for the Technology Drive/MLK Infrastructure Project in an amount exceeding Ten Thousand and 00/100 Dollars (\$10,000); repealing all resolutions in conflict; and establishing an effective date; and move to include on the September 26, 2017 agenda for second reading.

STAFF REPRESENTATIVE:

Shawn Kirkpatrick, Bastrop EDC Executive Director

BACKGROUND/HISTORY:

In order to bring the Bastrop Business and Industrial Park into compliance with the City of Bastrop's development regulations, this project provides a second ingress and egress route to and from the Business Park.

In addition, the project provides 10.5 +/- acres of additional shovel-ready sites. Granite & Stone, LLC, is committed to acquiring and developing 5.5 +/- acres of the 10.5 +/- acres.

Through a separate project, the EDC is working toward constructing an additional regional detention pond to assist in controlling flows into Gills Branch. Both projects are to be performed simultaneously, at an estimated cost of \$1.6 million.

The Bastrop EDC Board of Directors approved funding the Technology Drive/MLK Infrastructure Project at their Board meeting on August 21, 2017. Section 505.158(b) of the Local Government Code mandates that prior to the BEDC funding a project involving an expenditure of more than \$10,000, the City Council shall adopt a Resolution authorizing the project, which Resolution shall be read by the City Council on two separate occasions.

RECOMMENDATION:

Consider action to approve the first reading of Resolution No. R-2017-69 approving the expenditure of BEDC funds for the Technology Drive/MLK Infrastructure Project.

ATTACHMENTS:

- Draft Resolution
- Opinion of Probable Cost

RESOLUTION NO. R-2017-69

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE EXPENDITURE OF BASTROP ECONOMIC DEVELOPMENT FUNDS FOR THE TECHNOLOGY DRIVE/MLK INFRASTRUCTURE PROJECT IN AN AMOUNT EXCEEDING TEN THOUSAND AND 00/100 DOLLARS (\$10,000); REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Texas Local Government Code, Section 501.103 authorizes the expenditure of Bastrop Economic Development Corporation (“BEDC”) funds for a project that the BEDC’s Board of Directors determines to be necessary and suitable to promote or develop new or expanded business enterprises, limited to streets and roads, rail spurs, water and sewer utilities, electric and gas utilities, drainage, site improvements, and related improvements; and

WHEREAS, the Texas Local Government Code, Section 505.158(a) authorizes a Corporation created by a municipality of 20,000 or less to fund a project that includes the land, buildings, equipment, facilities, expenditures, targeted infrastructure, and improvements found by the Corporation’s Board of Directors to promote new or expanded business development; and

WHEREAS, the Board of Directors of the BEDC met on August 21, 2017, and took formal action making required findings, and supporting and authorizing funding for various Type B Corporation projects; and

WHEREAS, regarding one such project, after careful evaluation and consideration by the BEDC, it has determined that a project proposing to design and construct targeted infrastructure and improvements referred to as the Technology Drive/MLK Infrastructure Project (“Project”), the scope of which includes, without limitation, the extension of Technology Drive as required by the City of Bastrop’s development regulations, are necessary and suitable to promote or develop new or expanded business enterprises within the Bastrop Business and Industrial Park and, further, that such infrastructure is limited to permissible infrastructure as an authorized project pursuant to Section 501.103 of the Texas Local Government Code; and

WHEREAS, Section 505.158(b) of the Texas Local Government Code mandates that prior to the BEDC undertaking a project involving an expenditure by the BEDC of more than \$10,000, the City Council must adopt a Resolution authorizing the project, which Resolution must be read by the City Council on two separate occasions; and

WHEREAS, the City has reviewed the August 21, 2017, actions of the BEDC related to the Project noted herein, has considered and evaluated that Project, and has found it meritorious of the City Council’s authorization and approval.

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

SECTION 1. Findings and Determination. The City Council hereby finds and determines that it is in the best interest of the BEDC and the City to authorize funding for the Technology Drive/MLK Infrastructure Project, as authorized by the Texas Local Government Code, Sections 501.103 and 505.158.

SECTION 2. Authorization of Expenditure. The City Council of the City of Bastrop, Texas, hereby authorizes the funding of the Technology Drive/MLK Infrastructure Project in an amount not to exceed \$1,600,000, as estimated and requested by the BEDC.

SECTION 3. Open Meeting. The City Council hereby finds and determines that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

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. Two Readings Required. This Resolution shall take effect immediately from and after its passage upon a subsequent second reading and passage, and it is duly resolved.

READ and ACKNOWLEDGED on First Reading on the 12th day of September 2017.

READ and APPROVED on the Second Reading on the _____ day of
_____ 2017.

CITY OF BASTROP, TEXAS

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9D

TITLE:

Consider action to approve Resolution No. R-2017-70 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of administrative services and shared services between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement, repealing all resolutions in conflict; and providing an effective date.

STAFF REPRESENTATIVE:

Shawn Kirkpatrick, Bastrop EDC Executive Director

BACKGROUND/HISTORY:

This Agreement provides for the City of Bastrop to provide certain administrative and shared services to the EDC. The EDC is obligated to reimburse the City for the actual cost of administrative and shared services provided. Based on the previous two years of actual billings, City staff and the EDC have agreed to a lump sum of \$18,000 for administrative services provided and actual allocated costs for shared services.

RECOMMENDATION:

Consider action to approve Resolution No. R-2017-70 approving the Administrative Services Agreement.

ATTACHMENTS:

- Draft Resolution
- Services Agreement

RESOLUTION NO. R-2017-70

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

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

WHEREAS, in order to fulfill its public purpose in advancing qualifying projects under Texas Local Government Code, Chapters 501 and 505, et seq., as amended, the BEDC requires certain administrative services and support, including without limitation, financial, bookkeeping, records management, information technology, and employee benefit services and support; and

WHEREAS, the BEDC had found that administrative expenses are included within the term “cost” with respect to qualifying projects and are, therefore, authorized expenditures, as provided by Texas Local Government Code § 501.152; and

WHEREAS, after careful evaluation and consideration by the City Council, it has determined that these services and support can be provided most beneficially, efficiently and economically by the City of Bastrop, BEDC’s authorizing unit, under a service agreement by and between the parties as attached hereto as Exhibit “A” (the “Agreement”); and

WHEREAS, the City is prohibited under Texas Local Government Code § 501.007 from granting public money or another thing of value (i.e., services) in aid of the BEDC, unless such value is provided under a contract authorized by Texas Local Government Code § 380.002; and

WHEREAS, pursuant to the terms of the Agreement and in exchange for the necessary services and support, the BEDC will compensate the City of Bastrop \$18,000 per year during the term of the Agreement for the cost of providing said services and support.

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

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

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

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 12th day of September 2017.

CITY OF BASTROP, TEXAS

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney

Exhibit "A"

AGREEMENT FOR PROVISION OF ADMINISTRATIVE AND SHARED SERVICES
BETWEEN THE CITY OF BASTROP AND
THE BASTROP ECONOMIC DEVELOPMENT CORPORATION

THE STATE OF TEXAS

KNOWN ALL MEN BY THESE PRESENTS:

COUNTY OF BASTROP

THIS AGREEMENT, executed the ___ day of _____, 2017 ("Day of Execution"), by and between the CITY OF BASTROP, a municipal corporation, acting by and through its City Council, situated in Bastrop County, Texas (hereinafter referred to as "City"), and the Bastrop Economic Development Corporation (hereinafter referred to as "BEDC") acting by and through its Chair of the Board as follows:

WITNESSETH:

I.

The City agrees to provide certain administrative and shared services to the BEDC according to the terms of this agreement. Administrative services the City shall perform for the BEDC shall include:

1. Preparing all financial and investment reports and keeping all financial books and records required by the BEDC's Bylaws.
2. Providing accounts payable, payroll, purchasing and other bookkeeping services with oversight and training of such services.
3. Providing for a repository of records, office and conference space.
4. Providing information technology services.

Shared Services the City provides to the BEDC include:

1. Comprehensive Annual Financial Review ("Audit") of the BEDC financial records and transactions.
2. Employment benefits for the employees of the BEDC.
3. Technology software, licenses, maintenance, and services which the EDC utilizes.

It is understood and agreed that access to City staff resources by the BEDC is secondary to the needs of the City Council of the City of Bastrop.

II.

Administrative Services

Subject to the BEDC continuing to contract with the City for administrative services provided for herein, the BEDC will pay to the City for its services pursuant to this agreement, in the form of a flat fee in the amount of eighteen thousand dollars and no cents (\$18,000.00) per year (the "Services Fee"). The Services Fee shall be prorated and paid monthly over the budget year.

Shared Services

The City shall allocate to the BEDC the cost associated with reoccurring and contractual services which the BEDC utilizes and receives benefit. The BEDC will reimburse the City for the actual allocated cost for these shared services, excluding the annual Audit.

The City contracts on behalf of the BEDC to have an independent annual Audit of its financial records and transactions; as such, the City provides staff resources to facilitate the Audit. The BEDC is obligated to reimburse the City for the actual allocated cost associated with the Audit plus 20% for the associated cost of City resources.

The City on a quarterly basis shall invoice the BEDC its actual cost of these Shared Services, which is payable within 30 days of invoice.

Termination

In the event of the termination of this agreement, the BEDC will be responsible for paying the City only the portion of the cost allocated to periods prior to the effective date of the termination of the agreement.

III.

It is the express purpose of this agreement for the City to provide certain administrative and shared services to the BEDC.

IV.

Subject to early termination as provided in Article V below, this agreement shall be in effect for a period of one year commencing October 1, 2017, and ending September 30, 2018, and said agreement shall be extended for additional one-year terms thereafter under the same terms and conditions unless one party gives to the other party written notification at least thirty (30) days prior to the end of the existing term of its desire to terminate or amend the agreement.

V.

1. This agreement may be terminated by the City or BEDC, in whole, or from time to time, in part, upon thirty (30) days' notice from the terminating party to the other party. Termination shall be effective thirty (30) days after delivery of Notice of Termination specifying to what extent performance or work under the agreement shall be terminated thirty (30) days after receipt by the notified party.
2. After receipt of a Notice of Termination:
 - a. City shall cease the provision of services on the date as specified in the thirty (30) day Notice of Termination to the extent possible.
 - b. City shall, within 10 days, provide notice of any provision of services to be terminated except as may be agreed upon by the Parties.
 - c. The BEDC shall pay all expenses incurred through the date of termination.

VI.

This Agreement shall take effect on the Day of Execution.

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

**BASTROP ECONOMIC
DEVELOPMENT CORPORATION**

CITY OF BASTROP, TEXAS

Camilo Chavez, Board Chair

Lynda K. Humble, City Manager



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9E

TITLE:

Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-24 of the City Council of the City of Bastrop, Texas, changing the names of three roads in Tahitian Village due to emergency response concerns, being “Haweia Ct” to “Ori Ct”, “Koko Ln” to “Nani Ln”, and “Lae Ct” to “Reva Ct” within the city limits of Bastrop, Texas; providing a severability clause; establishing an effective date and move to include on the September 26, 2017 agenda for a second reading.

STAFF REPRESENTATIVE:

Allison Land, Planner and GIS Coordinator

BACKGROUND/HISTORY:

The Sheriff’s Office Public Safety Answering Point Manager (9-1-1/Dispatch) informed the 9-1-1 Database Coordinator that duplicate-named roads and segmented roads in the Tahitian Village subdivision have delayed emergency response times. The Database Coordinator brought the matter before the Bastrop County Commissioners Court, who then established the Tahitian Village Road Renaming Committee in 2015. The Committee had members from Bastrop County, City of Bastrop, Bastrop County Water Control and Improvement District (WCID) #2, Bastrop Fire Department, and Tahitian Village Property Owners Association, along with a few other contributors.

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

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

PUBLIC NOTIFICATION:

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

POLICY EXPLANATION:

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

- Enhance and ensure the easy and rapid location of properties for public safety and emergency services response;

- Expedite postal and package delivery;
- Facilitate public utilities and business services;
- Aid urban and rural planning.

Section III. Objectives, 302 Road Names

The general principles of road naming are:

- Avoidance of duplicate, similar sounding or confusing road names

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

- Continuity with existing road names

The three roads changing do not have continuity with the roads that share their name, increasing confusion. Hawea Ct and Lae Ct are cul-de-sac roads that do not continue. Koko Ln is a short road providing connection between two other roads, and does not have any parcels fronting on it.

- Elimination of alias road names

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

- Standardization in the use of road name elements

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

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

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

FUNDING SOURCE:

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

RECOMMENDATION:

Consider action to approve the first reading of Ordinance 2017-24 of the City Council of the City of Bastrop, Texas, changing the names of three roads in Tahitian Village due to emergency response concerns, being "Hawea Ct" to "Ori Ct", "Koko Ln" to "Nani Ln", and "Lae Ct" to "Reva Ct", within the city limits of Bastrop, Texas, providing a severability clause, establishing an effective date and move to include the second reading on the September 26, 2017 City Council agenda.

ATTACHMENTS:

- Property Owner Notice
- Ordinance
- Exhibit A: Location Map

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



Dear Property Owner:

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

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

The road location map is attached for reference.

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

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

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

ORDINANCE 2017- 24

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

READ and ACKNOWLEDGED on First Reading on the 12th day of September 2017.

READ and APPROVED on the Second Reading on the 26th day of September 2017.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney



Date: 9/1/2017

1 inch = 300 feet



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



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



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9F

TITLE:

Consider action to approve Resolution No. R-2017-71 of the City Council of the City of Bastrop, Texas, approving the Preliminary Plat known as The Colony 1A, Section 2, being 23.689 acres out of the Jose Manuel Bangs Survey, located west of FM 969 and north of the future extension of Sam Houston Drive, within the extra-territorial jurisdiction of Bastrop, Texas, repealing all conflicting resolutions; and establishing an effective date.

STAFF REPRESENTATIVE:

Wesley Brandon, P.E., Director of Engineering

ITEM DETAILS:

Site Address: West of FM 969, north of the future extension of Sam Houston Drive (Attachment 4)
Total Acreage: 23.689 acres
Legal Description: 23.689 acres out of the Jose Manuel Bangs Survey
Property Owner: Hunt Communities
Agent Contact: Bill Couch, CBD, Inc.
Existing Use: Vacant/Undeveloped
Existing Zoning: None. Extra-Territorial Jurisdiction
Consent
Agreement Lot Standard: Duplex/Townhome
Future Land Use: Neighborhood Residential

BACKGROUND/HISTORY:

The applicant has submitted a new Preliminary Plat for The Colony MUD 1A, Section 2. The plat is creating 88 single-family attached lots and seven (7) common area lots (Exhibit A). The proposed single-family attached lots have a minimum width of 34 feet and minimum lot area of 4,080 square feet. 4.354 acres of right-of-way (ROW) will be dedicated with an extension of Sam Houston Drive (100-foot ROW), and three new residential streets (50-foot ROW) specifically serving this section.

Traffic Impact and Streets

The Preliminary Plat proposes to extend Sam Houston Drive, an arterial street, westward from its intersection with FM 969, which will provide the main access into the development. Local streets connecting to Sam Houston Drive will serve the proposed residential lots and provide access into the adjacent undeveloped property. Sidewalks will also be built within the development, which will ultimately connect to the existing neighborhood trail system.

A traffic impact analysis (TIA) for the overall development of The Colony Subdivision has been previously approved by the City, and the Preliminary Plat is consistent with the recommendations of that analysis. Improvements along FM 969 are proposed to be built under a separate project, and must be in place prior to the construction of this section.

Utilities

Water service (domestic and fire) will be provided by The Colony MUD via water line extensions from existing infrastructure located near FM 969. These lines will be designed according to the City's construction standards, as well as the Texas Commission on Environmental Quality's (TCEQ) requirements.

Wastewater collection and treatment will also be provided by The Colony MUD, and will require the installation of a wastewater lift station.

Drainage

The Preliminary Plat indicates an existing channel and associated floodplain areas along the western boundary of the development. Stormwater runoff generated within the property will be routed through an underground storm sewer network to these floodplain areas, which will then flow eastward to the Colorado River.

The proposed drainage system will be designed with a sufficient capacity to route flows from a 100-year design storm to the Colorado River. Due to the property's proximity to the river, stormwater detention is not required.

PUBLIC NOTIFICATION:

Eleven (11) adjacent property owner notifications were mailed on August 16, 2017. No responses were received (Attachment 3).

POLICY EXPLANATION:

All Preliminary Plats must be reviewed by the Planning & Zoning Commission. They are then forwarded to City Council for final approval. Further policy explanation is included in Attachment 1.

PLANNING & ZONING COMMISSION COMMENTS AND RECOMMENDATION:

Commission members asked if the plat met all of the Subdivision and Consent Agreement requirements, to which staff replied that it does. The Commission also confirmed with staff that detailed construction plans for drainage would be submitted before the Final Plat is approved.

One member of the public spoke at the meeting and was concerned about the drainage system with respect to his property to the north of the proposed plat. Staff explained that the Consent Agreement requires the development to contain and convey all drainage within the boundaries of the MUD, and convey the water to the Colorado River to the east.

The Commission unanimously recommended approval of the Preliminary Plat for The Colony MUD 1A, Section 2, by a vote of 6-0.

RECOMMENDATION:

Consider action to approve Resolution R-2017-71 of the City Council of the City of Bastrop, Texas, approving the Preliminary Plat known as The Colony 1A, Section 2, being 23.689 acres out of the Jose Manuel Bangs Survey, located west of FM 969 and north of the future extension of Sam Houston Drive, within the extra-territorial jurisdiction of Bastrop, Texas, repealing all conflicting resolutions; and providing and effective date.

ATTACHMENTS:

Attachment 1: Policy Explanation

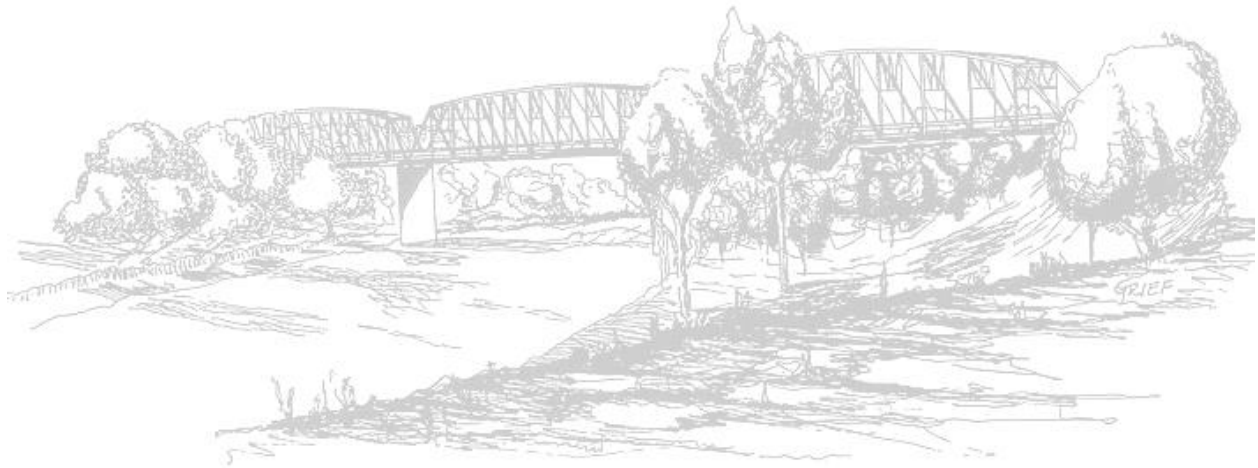
Attachment 2: Letter from Applicant

Attachment 3: Surrounding Property Notification

Attachment 4: Location Map/Colony MUD Land Use Summary

Resolution

Exhibit A: Preliminary Plat



POLICY EXPLANATION:Compliance with 2036 Comprehensive Plan:

Future Land Use Plan - Neighborhood Residential: The Neighborhood Residential character area is for single-family residential subdivision development, associated amenities such as parks, trails, open spaces and public uses such as schools, fire stations, and more.

This preliminary plat complies with the Future Land Use Plan. The plat includes 88 single-family lots that will provide 88 single-family attached units. There are also seven common lots that provide open space, drainage and landscaped areas for this plat. This is one section of the larger Colony MUD development that includes parks, trails, and recreation facilities.

Objective 2.1.2: Exercise greater influence on development patterns and character in the Bastrop ETJ.

The City of Bastrop has a Consent Agreement with the Colony Municipal Utility District that allows the city to agree to specific land uses and development standards, even though the development is not within the city limits. This allows the city to ensure the quality of development and future sustainability.

Goal 4.1.1 Provide a greater diversity of housing options in Bastrop while protecting the character of the City's existing neighborhoods.

Through the Consent Agreement, the Colony MUD development includes four different single-family lot standards and two multi-family standards. This plat falls into the Duplex/Townhome category, which is roughly equivalent to the Bastrop Zoning Ordinance Single-Family Attached. These lots will allow for smaller unit and lot sizes, providing an additional option other than single-family detached for those that wish to own their lot and home without as much area to maintain.

Local Government Code

Sec. 212.002. Rules.

After a public hearing on the matter, the governing body of a municipality may adopt rules governing plats and subdivisions of land within the municipality's jurisdiction to promote the health, safety, morals, or general welfare of the municipality and the safe, orderly, and healthful development of the municipality.

Bastrop adopted subdivision regulations in 1981. The Code of Ordinances, Chapter 10 – Subdivisions outlines the requirements for plats within the Bastrop city limits and Extra Territorial Jurisdiction (ETJ).

Section 212.004 Plat Required

(a) The owner of a tract of land located within the limits or in the extraterritorial jurisdiction of a municipality who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to a municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared.

The applicant has proposed dividing an undeveloped 23.689 acre tract into 88 single-family lots. With the subdivision, public streets, drainage facilities, and water and wastewater infrastructure will be owned and maintained by the Municipal Utility District.

Sec. 212.010. Standards for Approval

- (a) The municipal authority responsible for approving plats shall approve a plat if:
- (1) it conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;

The preliminary plat conforms to the Future Land Use Plan, which is designated Neighborhood Residential for this area.

- (2) it conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;

The plat conforms to the adopted Transportation Master Plan. A portion of Sam Houston Drive will be dedicated with this plat. The plat also conforms with the Capital Improvement Plan and will install extensions of the water and wastewater infrastructure.

- (3) a bond required under Section 212.0106, if applicable, is filed with the municipality; and

Required improvements and bonds will be furnished before the approval of the Final Plat.

- (4) it conforms to any rules adopted under Section 212.002.

The preliminary plat complies with the requirements of the adopted Subdivision Ordinance and Consent Agreement.

Code of Ordinances Chapter 10 – Subdivisions

Section 4.10 – Standard Procedure – Preliminary Plat

- 4.10.1 The subdivider shall submit a preliminary plat of the entire area being subdivided. Prior to the plat being placed before the Commission for consideration, the plat must be accepted as administratively complete by the Director of Planning and Development. A plat that contains the detailed information set forth in paragraphs 4.10.1 and 4.10.2 is considered administratively complete.

Planning and Engineering have reviewed the Colony MUD 1A, Section 2 Preliminary Plat for compliance with subdivision and utility standards and have deemed the plat administratively complete.


Carlson, Brigance & Doering, Inc.

Civil Engineering ❖ Surveying

 CBD Project Number: 4916

 Date: 5/5/2017

Melissa McCollum, AICP, LEED AP
 Planning Director
 City of Bastrop
 1311 Chestnut Street
 Bastrop, Texas 78602

RE: The Colony M.U.D. 1A, Section 2

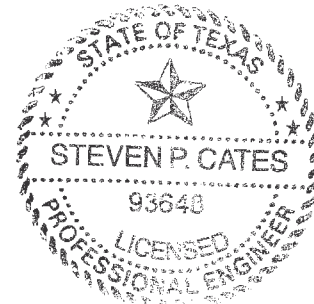
Ms. McCollum,

On behalf of Hunt Communities Bastrop, LLC. c/o Mr. Rick Neff, construction plans for The Colony M.U.D. 1A, Section 2 are being submitted for your review. Said plans consist of 23.689 acres and is made up of 88 single family residential lots. The tract is located west of F.M. 969 and east of the existing Colony wastewater treatment plant. This project is located in the City of Bastrop ETJ as well as Bastrop County. The project will be built on undeveloped land. This project is not subject to any water quality provisions. No impact to adjacent land uses is foreseen.

Sincerely,

CARLSON, BRIGANCE, & DOERING, INC.

Steven P. Cates, P.E.
 Project Manager


Carlson, Brigance & Doering, Inc.
I.D. #F3791

Cc: The Colony M.U.D. 1A



**Notice of Pending Subdivision Approval
City of Bastrop
Planning & Zoning Commission
And City Council**

Dear Property Owner:

The **Planning & Zoning Commission** will conduct a meeting on **August 31, 2017 at 6:00 p.m.** and the **City Council** will conduct a meeting **Tuesday, September 12, 2017 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** on the request for Preliminary Plat for **The Colony MUD 1A, Section 2**, being 23.689 acres of the Jose Manuel Bangs Survey.

Owner/Applicant: Hunt Companies

Address: West of FM 969, north of the future extension of Sam Houston Drive, located in the Extra-Territorial Jurisdiction (ETJ) of Bastrop, Texas

Legal Description: 23.689 acres of the Jose Manuel Bangs Survey

The site location map and Preliminary Plat is attached for reference.

As a property owner within 200 feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances Subdivision Regulations.

Property owners wishing to subdivide land must follow the rules within the City Subdivision Regulations, which can be found online at:

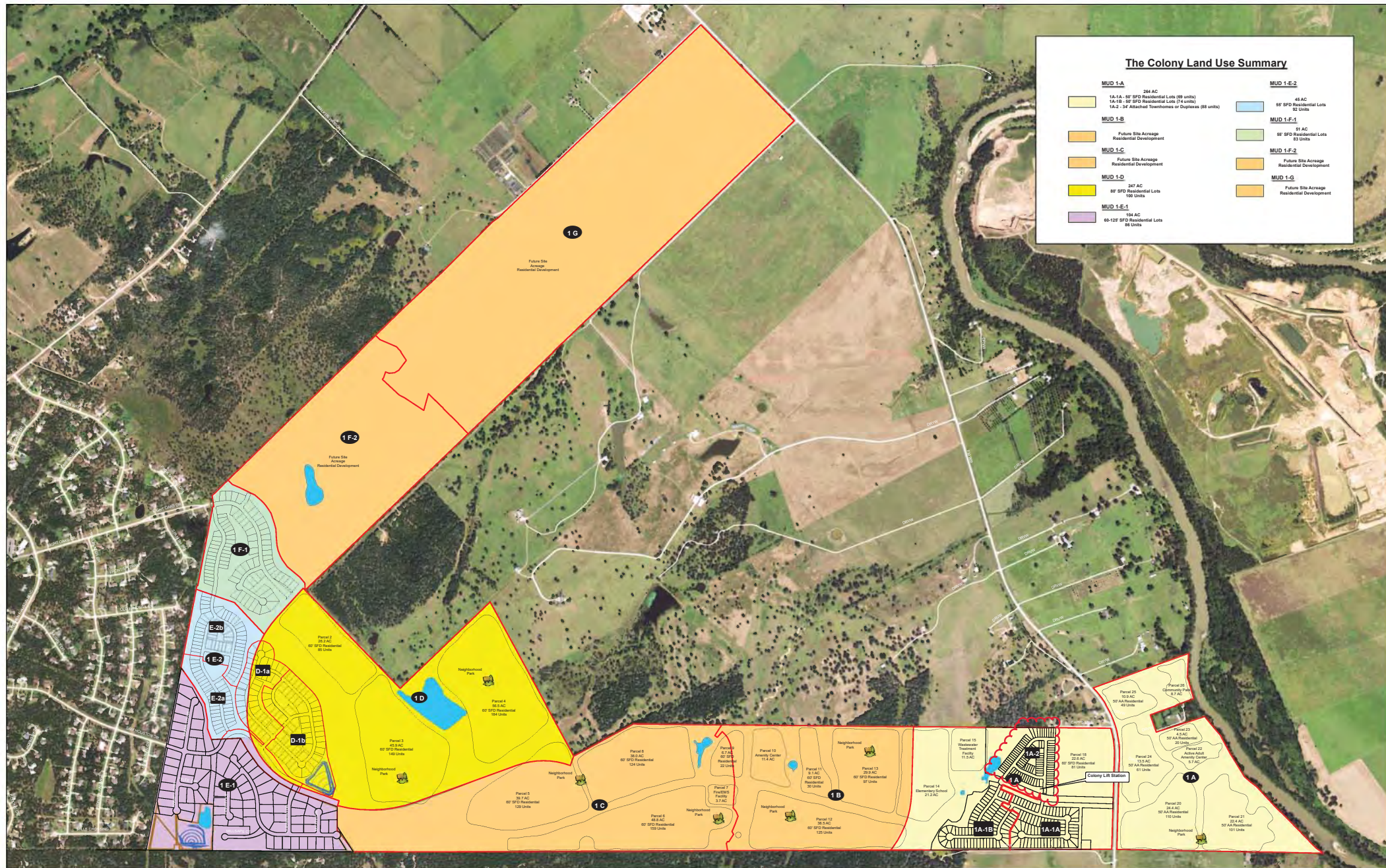
https://library.municode.com/tx/bastrop/codes/code_of_ordinances.

The city must approve plats in accordance with the process outlined in the Texas Local Government Code, Section 212.

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

The Colony Land Use Summary

MUD 1-A	264 AC 1A-1A - 56' SFD Residential Lots (88 units) 1A-1B - 56' SFD Residential Lots (74 units) 1A-2 - 34' Attached Townhomes or Duplexes (88 units)	MUD 1-E-2	48 AC 56' SFD Residential Lots 92 Units
MUD 1-B	Future Site Acreage Residential Development	MUD 1-F-1	81 AC 56' SFD Residential Lots 83 Units
MUD 1-C	Future Site Acreage Residential Development	MUD 1-F-2	Future Site Acreage Residential Development
MUD 1-D	247 AC 86' SFD Residential Lots 108 Units	MUD 1-G	Future Site Acreage Residential Development
MUD 1-E-1	194 AC 60-125' SFD Residential Lots 86 Units		



RESOLUTION NO. R-2017- 71

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE PRELIMINARY PLAT KNOWN AS THE COLONY 1A, SECTION 2, BEING 23.689 ACRES OUT OF THE JOSE MANUEL BANGS SURVEY, LOCATED WEST OF FM 969 AND NORTH OF THE FUTURE EXTENSION OF SAM HOUSTON DRIVE, WITHIN THE EXTRA-TERRITORIAL JURISDICTION OF BASTROP, TEXAS; REPEALING ALL CONFLICTING RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Texas Local Government Code Section 212 and the City of Bastrop Subdivision Ordinance, the City Council is required to take action regarding certain plats; and

WHEREAS, Hunt Communities (“the Applicant”) has submitted a Preliminary Plat for The Colony MUD 1A, Section 2, a residential subdivision; and

WHEREAS, the Preliminary Plat is consistent with the Comprehensive Plan designation of Neighborhood Residential and requirements of The Colony Consent Agreement approved August 8, 2017; and

WHEREAS, the Preliminary Plat for Colony MUD 1A, Section 2 was recommended for approval by the Planning & Zoning Commission on August 31, 2017; and

WHEREAS, the Bastrop Planning and Engineering Department has reviewed the above-referenced final plat and found it is in compliance with the Subdivision Ordinance, and the Consent Agreement approved August 8, 2017; and

WHEREAS, notice of the subdivision was sent in accordance with the Subdivision Ordinance to notify the public.

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

Section 1. The Preliminary Plat known as The Colony MUD 1A, Section 2, being 23.689 acres of the Jose Manuel Bangs Survey, located west of FM 969 and north of the future extension of Sam Houston Drive, within the extra-territorial jurisdiction of Bastrop, Texas is hereby approved, a copy of same being attached hereto as Exhibit “A” and incorporated herein for all purposes.

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

Section 3. 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 12th day of September, 2017.

CITY OF BASTROP, TEXAS

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9G

TITLE:

Consider action to approve Resolution No. R-2017-72 of the City Council of the City of Bastrop, Texas, approving the Preliminary Plat known as Pecan Park, Section 6B, being 14.00 acres out of the Mozea Rousseau Survey, Abstract 56, located south of the extension of Childers Drive, within the city limits of Bastrop, Texas; repealing all conflicting resolutions; and establishing an effective date.

STAFF REPRESENTATIVE:

Wesley Brandon, P.E. Director of Engineering

ITEM DETAILS:

Site Address: South of the extension of Childers Drive (Attachment 4)
Total Acreage: 14.00 acres
Legal Description: 14.00 acres out of the Mozea Rousseau Survey, Abstract 56

Property Owner: DM Pecan Park Associates, Ltd.
Agent Contact: Timothy Holland, Bowman Consulting Group

Existing Use: Vacant/Undeveloped
Existing Zoning: Pecan Park Planned Development
Planned Development District: Single Family Select (SFS)
Future Land Use: Neighborhood Residential

BACKGROUND/HISTORY:

The applicant has submitted a new Preliminary Plat for Pecan Park, Section 6B. The plat is creating 47 single-family detached lots, and four (4) open space lots (Exhibit A). The single-family detached lots allowed under the Single-Family Select district have a minimum width of 50 feet and a minimum of 6,000 square feet in size. 3.30 acres of right-of-way (ROW) will be dedicated with the extension of Childers Drive (60-foot ROW) and three new residential streets (50-foot ROW) serving this section.

Traffic Impact and Streets

The Preliminary Plat proposes to extend Childers Drive, a collector street, southward to provide the main access for Section 6B. Secondary access will be provided by a connection to existing Rimrock Court located within the adjoining Section 6A. Local streets will serve the proposed residential lots. Sidewalks will be installed along all proposed streets, and will connect to the proposed neighborhood trail system.

Utilities

Water service (domestic and fire) will be provided by the City via water line extensions from existing infrastructure located on Childers Drive. These lines will be designed according to the City's construction standards, as well as the Texas Commission on Environmental Quality's (TCEQ) requirements.

Wastewater collection and treatment will also be provided by the City, and will require the installation of lines that will ultimately connect to an existing wastewater lift station.

Drainage

The Preliminary Plat proposes to install an underground storm sewer system designed to drain runoff generated from the development into an existing system located adjacent to Section 6B. The existing system was designed to accommodate this increase in peak flows, and ultimately connects to the Colorado River.

The proposed drainage system will be designed with a sufficient capacity to route flows from a 100-year design storm to the Colorado River. Due to the property's close proximity to the river, stormwater detention is not required.

Special flood hazard areas (SFHA) are located along the southern boundary of the proposed development, which appear to affect several proposed building lots. In order to ensure homes and other infrastructure are properly protected from flooding, these areas must be filled and developed in accordance with City of Bastrop and FEMA standards.

PUBLIC COMMENTS:

Two (2) adjacent property owner notifications were mailed on August 16, 2017. No responses were received (Attachment 3).

POLICY EXPLANATION:

All Preliminary Plats must be reviewed by the Planning & Zoning Commission and are then forwarded to City Council for approval. Further policy explanation is included in Attachment 1.

PLANNING & ZONING COMMISSION COMMENTS AND RECOMMENDATION:

Commission members asked if the plat met all of the Subdivision and Planned Development requirements, to which staff replied that it does. The Commission also confirmed with staff that detailed construction plans for drainage would be submitted before the Final Plat is approved.

The Commission unanimously recommended approval of the Preliminary Plat for Pecan Park, Section 6B by a vote of 5-0.

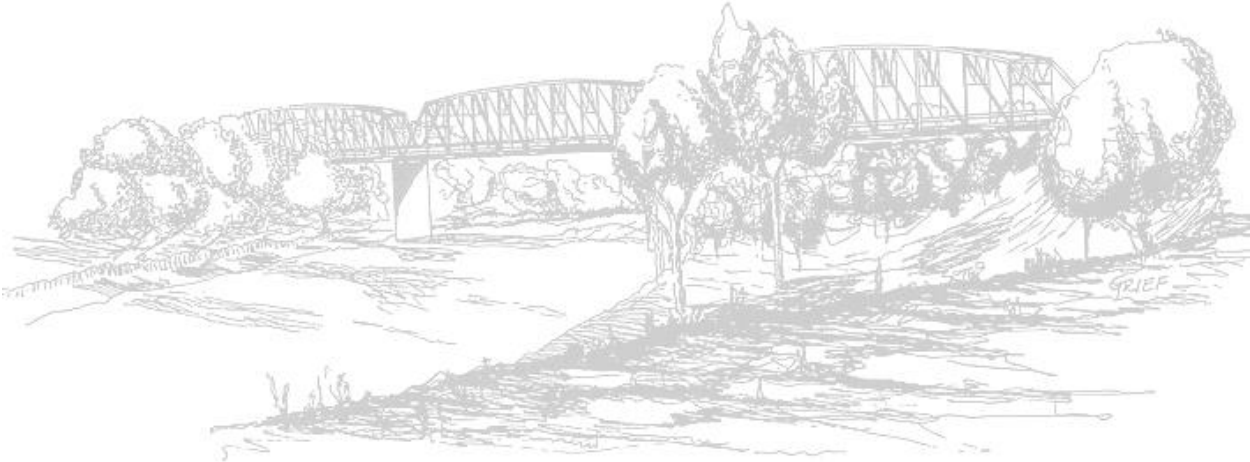
RECOMMENDATION:

Consider action to approve Resolution R-2017-72 of the City Council of the City of Bastrop, Texas, approving the Preliminary Plat known as Pecan Park, Section 6B, being 14.00 acres out of the Mozea Rousseau Survey, Abstract 56, located south of the extension of Childers Drive, within the city limits of Bastrop, Texas, repealing all conflicting resolutions; and providing an effective date.

ATTACHMENTS:

- Attachment 1: Policy Explanation
- Attachment 2: Letter from Applicant
- Attachment 3: Surrounding Property Owner Notification

Attachment 4: Location Map/Lotting Study
Resolution
Exhibit A: Preliminary Plat



POLICY EXPLANATION:Compliance with 2036 Comprehensive Plan:

- ≠ Future Land Use Plan - Neighborhood Residential: The Neighborhood Residential character area is for single-family residential subdivision development, associated amenities such as parks, trails, open spaces and public uses such as schools, fire stations, and more.

This preliminary plat complies with the Future Land Use Plan. The plat includes 47 single-family lots that will provide single-family detached units. There are also four open space lot that provide open space, drainage and landscaped areas for this plat. This section is part of the Pecan Park development that includes multiple phases that include parks, trails, and recreation facilities.

- ≠ Objective 2.4.1: Invest in waste water system expansion in areas that promote infill and contiguous development.

This development is within the City's wastewater service area and is vacant land immediately adjacent to existing development. This subdivision connects to existing wastewater lines and continues the system in an efficient manner

- ≠ Goal 4.1.1 Provide a greater diversity of housing options in Bastrop while protecting the character of the City's existing neighborhoods.

The Pecan Park Development includes six different residential lot standards. This plat utilizes the Single-Family Select district, which allows 6,000 square foot lots with reduced setbacks to allow various single-family product types.

Local Government Code

- ≠ Sec. 212.002. Rules.

After a public hearing on the matter, the governing body of a municipality may adopt rules governing plats and subdivisions of land within the municipality's jurisdiction to promote the health, safety, morals, or general welfare of the municipality and the safe, orderly, and healthful development of the municipality.

Bastrop adopted subdivision regulations in 1981. The Code of Ordinances, Chapter 10 – Subdivisions outlines the requirements for plats within the Bastrop city limits and Extra Territorial Jurisdiction (ETJ).

Section 212.004 Plat Required

- (a) The owner of a tract of land located within the limits or in the extraterritorial jurisdiction of a municipality who divides the tract in two or more parts to lay out a subdivision of the tract, including an addition to a municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared.

The applicant has proposed dividing up an undeveloped 14.00 acre tract into 47 single-family lots. Public improvements within the subdivision (streets, drainage, and other utilities) will be dedicated to the City upon their completion.

- ≠ Sec. 212.010. Standards for Approval

- (a) The municipal authority responsible for approving plats shall approve a plat if:
 - (1) it conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;

The preliminary plat conforms to the Future Land Use Plan, which is designated Neighborhood Residential for this area.

- (2) it conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;

The plat conforms to the adopted Transportation Master Plan. The extension of Childers Drive will be dedicated with this plat. The plat also conforms with the Capital Improvement Plan and will install public extensions of the water and wastewater infrastructure.

- (3) a bond required under Section 212.0106, if applicable, is filed with the municipality; and

Required improvements and bonds will be furnished before the approval of the Final Plat.

- (4) it conforms to any rules adopted under Section 212.002.

The preliminary plat complies with the requirements of the adopted Subdivision Ordinance.

Code of Ordinances Chapter 10 – Subdivisions

≠ Section 4.10 – Standard Procedure – Preliminary Plat

4.10.1. The subdivider shall submit a preliminary plat of the entire area being subdivided. Prior to the plat being placed before the Commission for consideration, the plat must be accepted as administratively complete by the Director of Planning and Development. A plat that contains the detailed information set forth in paragraphs 4.10.1 and 4.10.2 is considered administratively complete.

Planning and Engineering staff have reviewed the Pecan Park Section 6B Preliminary Plat for compliance with subdivision and utility standards and have deemed the plat administratively complete.

June 26, 2017

Wesley Brandon, P.E.
 Director of Planning and Development
 City of Bastrop
 1311 Chestnut St.
 Bastrop, Texas 78602

RE: Pecan Park Residential Section 6B
 Preliminary Plat
 Ordinance No. ORD-2015-15

Dear Mr. Brandon,

Please accept this letter as explanation to the number of lots we are proposing for the above referenced residential development.

Pecan Park is a 242 acre site located in Bastrop, TX. The current section 6B (14.00 acres) consists of 47 residential units and approx. 2109 ft. associated road and utility infrastructure, plus approx. 645 ft. extension of Childers Drive.

Compliance with PUD ORD-~~2015~~²⁰¹⁷⁻¹⁴:

Residential Section 6B is proposed to conform to district PF-SFS of the applicable PUD.

The zoning ordinance site standards for that district are:

<u>District</u>	<u>Min. Lot Area</u>	<u>Min. Dwelling Unit Size</u>	<u>Min. Lot Width</u>	<u>Min. Lot Depth</u>	<u>Min. Front Yard</u>	<u>Min. Interior Side Yard</u>	<u>Min. Side when two-story & adj. SF Zone</u>	<u>Min. Ext. Yard (See Sec.43.3)</u>	<u>Min. Rear Yard</u>	<u>Min. Rear when two-story & Adj. SF Zone</u>	<u>Max. Height of Build</u>	<u>Max. Lot Coverage by Building</u>
PD-SFS	6,000 sq. ft.	1,200 sq. ft.	50'	120'	20'-25'	5'		15'	15' 10'		2.5 Stories 35'	75%

PD-SFS - Single Family Select- Traditional lots, minimum lot size 50' x 120', home size 1,200 square feet; staggered 20' -25' front building setbacks, Homes in these areas shall be at least ten feet (10') apart, five feet (5 ') from the property line. 45% maximum acreage.

Percent of Acreage- The SFS district is allowed to comprise 45% of the PUD acreage. The PUD contains 204.576 acres. Pecan Park Residential Section 6B contains 14.00 acres; or, 6.84% of the PUD acreage.

The lots in the proposed Pecan Park Residential Section 6B meet all of the required standards shown in the table above. The lots all have a minimum width of 50 ft. and a minimum depth of 120 ft. Front lots setbacks are shown to be staggered between 20ft. and 25 ft.

Sidewalks- 4' sidewalks proposed for common areas. Sidewalks along individual lots will be constructed at time of home construction.

C,C&Rs - Other regulations and restrictions will be established by the Development's C,C,& R's and Design Guideline Standards that will be created for each section. Those Design Guideline Standards will include provisions for limiting house plan elevations, building street setbacks, home exterior selections and uniform standards for landscaping.

Exterior Masonry Requirements - Minimum Masonry Requirements will be set at 75%. Masonry includes: brick, stone, stucco, and hardiplank.

Roofs - All residential structures shall have roof slopes with a minimum of 3: 12 pitch.

Roadway Improvements - Brick or stone pavers will be allowed across paved roadway services to create an aesthetically pleasing look for the area roadways and to promote additional safety control of roadway traffic speeds.

If you have any questions or comments, please contact me at 512-327-1180.

Thank you,



Timothy Holland, P.E.
Bowman Consulting Group



**Notice of Pending Subdivision Approval
City of Bastrop
Planning & Zoning Commission
And City Council**

Dear Property Owner:

The **Planning & Zoning Commission** will conduct a meeting on **August 31, 2017 at 6:00 p.m.** and the **City Council** will conduct a meeting **Tuesday, September 12, 2017 at 6:30 p.m.** in the **City Hall Council Chambers located at 1311 Chestnut Street, Bastrop, Texas** on the request for Preliminary Plat for **Pecan Park, Section 6B** being 14.00 acres of the Mozea Rousseau Survey, Abstract 56.

Owner/Applicant: DM Pecan Park Associates, Ltd.

Address: South of the extension of Childers Drive, located in the city limit of Bastrop, Texas

Legal Description: 14.00 acres of the Mozea Rousseau Survey, Abstract 56

The site location map and Preliminary Plat is attached for reference.

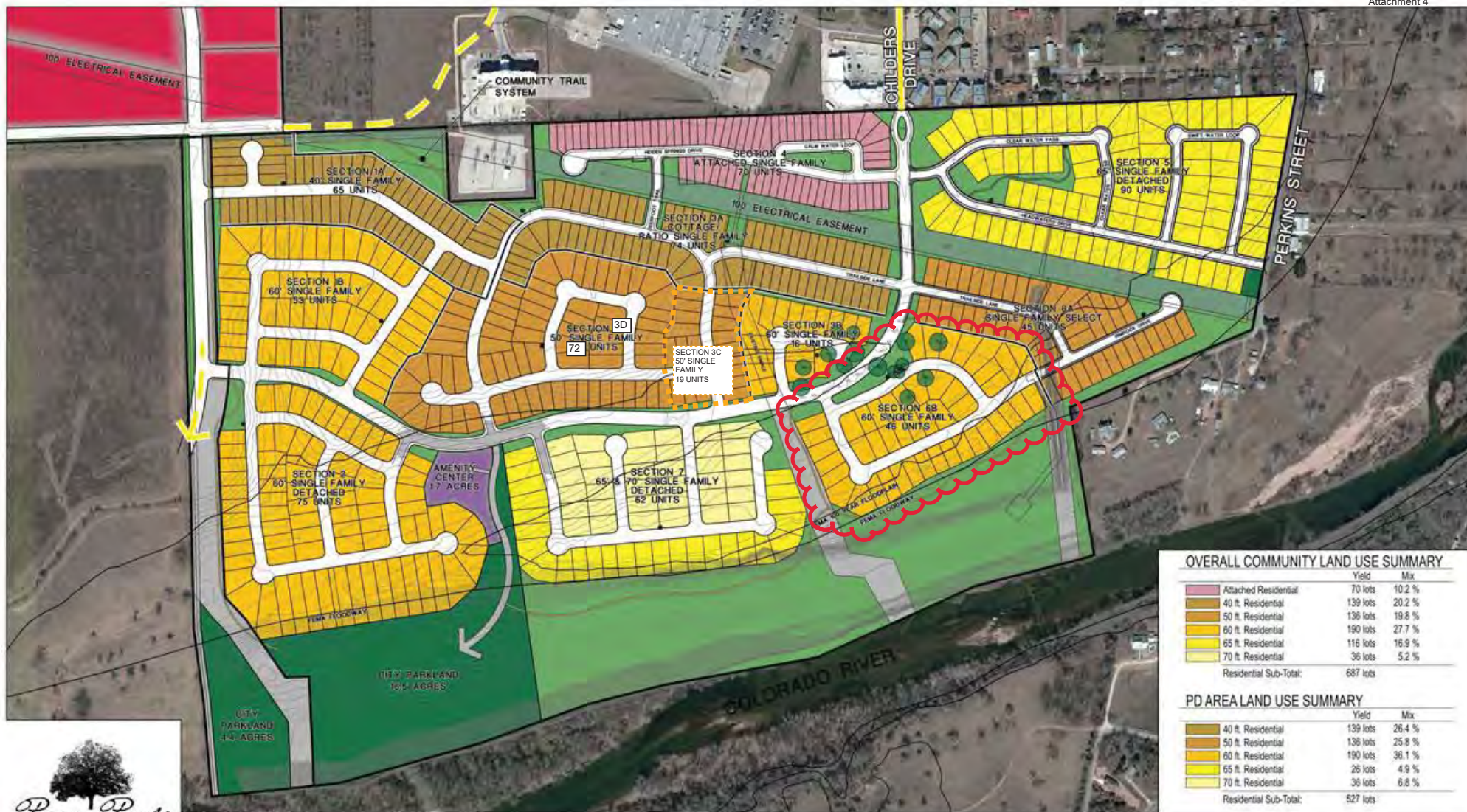
As a property owner within 200 feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances Subdivision Regulations.

Property owners wishing to subdivide land must follow the rules within the City Subdivision Regulations, which can be found online at:

https://library.municode.com/tx/bastrop/codes/code_of_ordinances.

The city must approve plats in accordance with the process outlined in the Texas Local Government Code, Section 212.

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



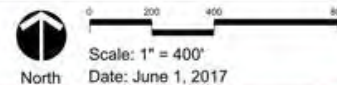
OVERALL COMMUNITY LAND USE SUMMARY			
	Yield	Mix	
Attached Residential	70 lots	10.2 %	
40 ft. Residential	139 lots	20.2 %	
50 ft. Residential	136 lots	19.8 %	
60 ft. Residential	190 lots	27.7 %	
65 ft. Residential	116 lots	16.9 %	
70 ft. Residential	36 lots	5.2 %	
Residential Sub-Total:	687 lots		

PD AREA LAND USE SUMMARY			
	Yield	Mix	
40 ft. Residential	139 lots	26.4 %	
50 ft. Residential	136 lots	25.8 %	
60 ft. Residential	190 lots	36.1 %	
65 ft. Residential	26 lots	4.9 %	
70 ft. Residential	36 lots	6.8 %	
Residential Sub-Total:	527 lots		



SEC Planning, LLC
 Land Planning • Landscape Architecture • Community Branding
 AUSTIN, TEXAS
 (512) 426-7266 • (512) 226-0755
 www.secplanning.com • info@secplanning.com

LOTTING STUDY A
RIVER'S BEND AT PECAN PARK
 BASTROP, TEXAS



SHEET FILE: C:\09025-FIVE\Cad\REV\PLANNING\2017-04\Planning Studies\Lotting Overall A Rev 1.dwg
 All information regarding this property is from sources deemed reliable; however, DM Pecan Park Associates, LTD ("DM Pecan Park") has not made an independent investigation of these sources. No warranty or representation is made by DM Pecan Park as to the accuracy of the information and same is submitted subject to errors, omissions and uncertainties, including without limitation, change of price, unknown property conditions, governmental regulations, rental or other conditions, prior sale, lease or withdrawal from the market without notice. Certain information set forth herein may contain forward looking statements and, as such, you should not rely on such statements. This information contained herein remains subject to further updating, revision and amendment without notice. Nothing herein shall constitute an offer and, as such, DM Pecan Park shall not be bound or obligated by any terms and conditions until such time as a final agreement is executed and delivered by all parties thereto, and then only to the extent set forth therein.

RESOLUTION NO. R-2017-72

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE PRELIMINARY PLAT KNOWN AS PECAN PARK, SECTION 6B, BEING 14.00 ACRES OUT OF THE MOZEA ROUSSEAU SURVEY, ABSTRACT 56, LOCATED SOUTH OF THE EXTENSION OF CHILDERS DRIVE, WITHIN THE CITY LIMITS OF BASTROP, TEXAS, REPEALING ALL CONFLICTING RESOULTIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the Texas Local Government Code Section 212 and the City of Bastrop Subdivision Ordinance, the City Council is required to take action regarding certain plats; and

WHEREAS, DM Pecan Park Associates, Ltd. ("the Applicant") has submitted a Preliminary Plat for Pecan Park, Section 6B, a residential subdivision; and

WHEREAS, the Preliminary Plat is consistent with the Comprehensive Plan designation of Neighborhood Residential and requirements of the Zoning District of Pecan Park Planned Development (Ord. # 2017-14); and

WHEREAS, the Preliminary Plat for Pecan Park, Section 6B was recommended for approval by the Planning & Zoning Commission on August 31, 2017; and

WHEREAS, the Bastrop Planning and Engineering Department has reviewed the above-referenced final plat and found it is in compliance with the Subdivision Ordinance, and the Pecan Park Planned Development (Ord. # 2017-14); and

WHEREAS, notice of the subdivision was sent in accordance with the Subdivision Ordinance to notify the public.

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

Section 1. The Preliminary Plat known as Pecan Park, Section 6B, being 14.00 acres of the Mozea Rousseau Survey, Abstract 56, located south of the extension of Childers Drive, within the city limits of Bastrop, Texas is hereby approved, a copy of same being attached hereto as Exhibit "A" and incorporated herein for all purposes.

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

Section 3. 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 12th day of September, 2017.

CITY OF BASTROP, TEXAS

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney

PECAN PARK RESIDENTIAL SECTION 6B

PRELIMINARY PLAT ONLY - NOT FOR RECORDATION



LEGAL DESCRIPTION:
 14.00 ACRES OF LAND OUT OF THE MOZZA ROUSSEAU SURVEY, ABSTRACT NO. 56, IN BASTROP COUNTY, TEXAS; BEING A PORTION OF THAT CALLED 119.00 ACRES TRACT OR LAND DESIGNATED AS TRACT A-1 AND BEING A PORTION OF THAT CORNER CALLED 1/20 ACRE TRACT OF LAND DESIGNATED AS TRACT B, BOTH TRACTS SCHEDULED IN A SURVEY WARRANTY DEED WITH RECORDED LBN DEED TO DW PECAN PARK ASSOCIATES, LTD OF RECORD IN VOLUME 1482, PAGE 76; OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS.

STATE OF TEXAS KNOW ALL MEN BY THESE PRESENTS
 COUNTY OF TRAVIS

ENGINEER'S STATEMENT:
 THIS IS TO CERTIFY THAT I AM AUTHORIZED TO PRACTICE THE PROFESSION OF ENGINEERING IN THE STATE OF TEXAS; THAT I HAVE REVIEWED THE FINAL PLAT SUBMITTED HERETO, THAT ALL INFORMATION SHOWN HEREON IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE AS RELATED TO THE ENGINEERING PORTIONS THEREOF; ALL ENGINEERING WORK FOR THE DESIGN AND DRAINAGE WITHIN THIS SUBDIVISION WILL BE COMPLETED IN COMPLIANCE WITH THE CITY OF BASTROP REGULATIONS AND VOLUNTARILY ADOPTED ENGINEERING STANDARDS AT THE TIME OF CONSTRUCTION PLAN PREPARATION AND SUBMITTAL.

FOR REVIEW ONLY

TIMOTHY HOLLAND, P.E.
 REGISTERED PROFESSIONAL ENGINEER
 NO. 84848 - STATE OF TEXAS
 BOWMAN CONSULTING GROUP, LTD.
 1120 SOUTH CAPITAL OF TEXAS HIGHWAY
 BUILDING 3, SUITE 220
 AUSTIN, TEXAS 78746
 PHONE: (512)327-1180

STATE OF TEXAS KNOW ALL MEN BY THESE PRESENTS
 COUNTY OF TRAVIS

I, JOHN D. BARNARD, A REGISTERED PROFESSIONAL LAND SURVEYOR, DO HEREBY CERTIFY THAT I PREPARED THIS PLAT FROM AN ACTUAL ON-THE-GROUND SURVEY OF THE LAND, AND THAT ALL CORNER MONUMENTS SHOWN THEREON WERE PROPERLY PLACED UNDER MY PERSONAL SUPERVISION, IN ACCORDANCE WITH THE SUBDIVISION CODE OF THE CITY OF BASTROP, TEXAS.

FOR REVIEW ONLY

JOHN D. BARNARD
 REGISTERED PROFESSIONAL LAND SURVEYOR
 NO. 57449-STATE OF TEXAS
 BOWMAN CONSULTING GROUP
 1120 SOUTH CAPITAL OF TEXAS HIGHWAY
 BUILDING 3, SUITE 220
 AUSTIN, TEXAS 78746

FLOOD NOTE:
 A PORTION OF THE SUBJECT TRACT IS SHOWN TO BE IN FLOOD ZONE AE. BASE FLOOD ELEVATIONS DETERMINED, SPECIAL FLOOD HAZARD AREAS (SFHA) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD AND ALSO A PORTION OF THE SUBJECT TRACT IS SHOWN TO BE IN FLOOD ZONE X, OTHER FLOOD AREAS. AREA OF 0.2% ANNUAL CHANCE FLOOD AREAS OF 1% ANNUAL CHANCE FLOOD WITH AVERAGE DEPTHS OF LESS THAN 1 SQUARE MILE. AREAS PROTECTED BY LEVEES FROM 1% ANNUAL CHANCE FLOOD, AS IDENTIFIED BY THE FLOOD INSURANCE RATE MAP PANEL NO. 48221 C 0355C, DATED JANUARY 19, 2006.

PRELIMINARY PLAT NOTES:

- VERTICAL DATUM - NAVD 88 (GEOIDAL) PER RESULT OF THE NATIONAL GEODETIC SURVEY ON-LINE FOLLOWING USER SERVICE (GPS) BASED AIR FOLLOWING GPS STATIC SESSIONS RUN ON MARCH 1 AND 2, 2014 AND VERIFIED WITH DATA COLLECTION USING SMARTNET NORTH AMERICA REFERENCE STATION #204 (ELEV.)
- ALL EASEMENTS OF RECORD AS INDICATED ON THE MOST RECENT TITLE BUN DATED 4-7-2014, LOCATED BY NATIONAL INVESTORS TITLE ASSURANCE COMPANY, TITLE COMMITMENT OF NO. 13170073-14M ISSUED BY INVESTORS TITLE COMPANY, FOR PROPERTY INCLUDING PROPERTY ARE SHOWN ON THIS PRELIMINARY PLAT
- ALL SUBDIVISION IMPROVEMENT PERMITS SHALL CONFORM TO THE CITY OF BASTROP CODE OF ORDINANCES, CONSTRUCTION STANDARDS, AND GENERALLY ACCEPTED ENGINEERING PRACTICES.
- CONSTRUCTION PLANS AND SPECIFICATIONS FOR ALL SUBDIVISION IMPROVEMENTS SHALL BE REVIEWED AND ACCEPTED BY THE CITY OF BASTROP PRIOR TO ANY CONSTRUCTION WITHIN THE SUBDIVISION.
- EROSION AND SEDIMENTATION CONTROLS CONSTRUCTED IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF BASTROP ARE REQUIRED FOR ALL CONSTRUCTION ON EACH LOT.
- BUILDING SETBACKS SHOWN SHALL BE IN ACCORDANCE WITH PECAN PARK ZONING ORDINANCE NO. 090-2013-15 AND AS AMENDED IN ORDINANCE 2013-14.
- PRIOR TO CONSTRUCTION OF ANY IMPROVEMENTS ON LOTS IN THIS SUBDIVISION, BUILDING PERMITS WILL BE OBTAINED FROM THE CITY OF BASTROP.
- SIDEWALKS SHALL BE CONSTRUCTED IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF BASTROP. HOMEOWNERS WILL BE RESPONSIBLE FOR CONSTRUCTION OF SIDEWALKS LOCATED ON THE STREET FRONTAGE OF SINGLE FAMILY LOTS. THE DEVELOPER WILL CONSTRUCT SIDEWALKS AND CURB GRABS AS REQUIRED IN ALL OTHER AREAS OF THE SUBDIVISION AT THE TIME OF SUBDIVISION CONSTRUCTION.
- ALL UTILITIES WILL BE UNDERGROUND.
- DEVELOPER/OWNER SHALL BE SOLELY RESPONSIBLE FOR ALL RELOCATION AND MODIFICATIONS TO EXISTING UTILITIES.
- PURSUANT TO A TECHNICAL MEMORANDUM PREPARED BY ESEFY CONSULTANTS, INC. (DATED FEB. 22, 2010) DEMONSTRATING THAT DEVELOPMENT OF THE PECAN PARK PROPERTY WOULD NOT MATERIALLY AFFECT THE REGULATORY PROTECTION OF THE RIVER, A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND DW PECAN PARK ASSOCIATES, LTD. WAS APPROVED BY THE CITY COUNCIL (NOV. 12, 2013) THAT STATES THE CITY SHALL NOT REQUIRE OWNER TO CONSTRUCT SHUTE DETENTION ON ANY PORTION OF THE LAND WITHIN THE NATURAL DRAINAGE AREA OF THE PROPERTY.
- NO LOT OR STRUCTURE SHALL BE OCCUPIED PRIOR TO THE AFFIDAVIT SUBMITTING TO THE CITY OF BASTROP DOCUMENTATION OF SUBDIVISION SITE REGENERATION WITH THE TEXAS DEPARTMENT OF LICENSING AND REGULATIONS (TDLR) AND PROVIDE DOCUMENTATION OF REVIEW AND COMPLIANCE OF THE SUBDIVISION CONSTRUCTION PLANS WITH TEXAS ARCHITECTURAL BARRIERS ACT (TAB).
- NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE APPROVED WATER DISTRIBUTION AND WASTEWATER COLLECTION FACILITY.
- WASTEWATER AND WATER SYSTEMS SHALL CONFORM TO TCD (TEXAS COMMISSION ON ENVIRONMENTAL QUALITY).
- IMPACT FEES FOR THIS SUBDIVISION SHALL BE BASED ON THE CURRENT ORDINANCE ESTABLISHING IMPACT FEE IN EFFECT AT THE TIME OF FINAL PLAT APPROVAL.
- SITE DEVELOPMENT CONSTRUCTION PLANS SHALL BE REVIEWED AND ACCEPTED BY THE CITY OF BASTROP.
- FISCAL SURETY FOR SUBDIVISION CONSTRUCTION, IN A FORM ACCEPTABLE TO THE CITY OF BASTROP, SHALL BE PROVIDED PRIOR TO FINAL PLAT APPROVAL BY THE CITY.
- THE OWNER OF THIS SUBDIVISION AND HIS OR HER SUCCESSORS AND ASSIGNS, ASSUMES SOLE RESPONSIBILITY FOR PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF BASTROP.
- BY APPROVING THIS PRELIMINARY PLAT, THE CITY OF BASTROP ASSUMES NO OBLIGATION TO CONSTRUCT ANY INFRASTRUCTURE IN CONNECTION WITH THIS SUBDIVISION. ANY SUBDIVISION INFRASTRUCTURE REQUIRED FOR THE DEVELOPMENT OF THE LOTS IN THIS SUBDIVISION IS THE SOLE RESPONSIBILITY OF THE DEVELOPER AND/OR THE OWNERS OF THE LOTS. FAILURE TO CONSTRUCT ANY REQUIRED INFRASTRUCTURE TO CITY STANDARDS MAY BE JUST CAUSE FOR THE CITY TO DENY APPLICATIONS FOR CERTAIN DEVELOPMENT PERMITS INCLUDING BUILDING PERMITS, SITE PLAN APPROVALS AND/OR CERTIFICATES OF OCCUPANCY.
- NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN, EXCEPT AS APPROVED BY THE CITY OF BASTROP.
- ALL SURFACE IMPROVEMENTS ON DRAINAGE EASEMENTS, STORM WATER FACILITIES / FEATURES SUCH AS SHREDDING AND CUTTING SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.
- FLOOD WARNING: THE DEGREE OF FLOOD PROTECTION REQUIRED BY THE CITY OF BASTROP FLOOD DAMAGE PREVENTION ORDINANCE IS CONSIDERED REASONABLE FOR REGULATORY PURPOSES AND IS BASED ON SCIENTIFIC AND ENGINEERING CONSIDERATIONS. ON RARE OCCASIONS, GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. ACCEPTANCE OF THIS PLAT BY THE CITY COUNCIL DOES NOT IMPLY THAT LAND OUTSIDE THE AREAS OF SPECIAL FLOOD HAZARDS OR LOTS PERMITTED WITHIN SUCH AREAS WILL BE FREE FROM FLOODING OR FLOOD DAMAGES. NOW SHALL ACCEPTANCE OF THIS PLAT CREATE LIABILITY ON THE PART OF THE CITY OF BASTROP OR ANY OFFICIAL OR EMPLOYEE THEREOF FOR ANY FLOOD DAMAGES THAT RESULT FROM RELIANCE ON THE INFORMATION CONTAINED WITHIN THIS PLAT OR ANY ADMINISTRATION DECISION LAWFULLY MADE HEREUNDER.
- TEMPORARY AND PERMANENT EASEMENTS TO BE PROVIDED, AS REQUIRED AT THE CITY'S SOLE DISCRETION FOR OFF-SITE WATER, WASTEWATER AND DRAINAGE IMPROVEMENTS.
- PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO ALL EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.
- AS SHOWN HEREON, A TEN (10) FOOT WIDE PUBLIC UTILITY EASEMENT (P.U.E.) IS HEREBY DEDICATED ADJACENT TO STREET ROW ON ALL LOTS. A FIVE (5) FOOT WIDE P.U.E. IS HEREBY DEDICATED ALONG EACH SIDE OF THE LOT LINE UNLESS OTHERWISE NOTED. A TEN (10) FOOT BUILDING SETBACK LINE (B.S.L.) IS HEREBY DEDICATED ALONG EACH REAR LOT LINE UNLESS OTHERWISE NOTED.
- ALL CONSTRUCTION WORK MUST COMPLY WITH TCD GENERAL CONSTRUCTION STORM WATER PERMIT TXR150000.
- ALL TRAFFIC-RELATED WORK MUST COMPLY WITH THE RECOMMENDATIONS CONTAINED IN THE TRAFFIC IMPACT ANALYSIS DATED DECEMBER, 2014 AND PREPARED BY ALLIANCE TRANSPORTATION GROUP, INC. RELATED TO THIS PROJECT AS APPROVED BY THE CITY OF BASTROP.
- DESIGN ELEMENTS SHOWN ON THE PRELIMINARY PLAN ARE SUBJECT TO REVISION DURING SUBSEQUENT APPROVAL PROCESS (E.G. CONSTRUCTION PLANS, FINAL PLAT, ETC.).
- THE DEVELOPER SHALL BE RESPONSIBLE FOR OBTAINING ANY AND ALL PERMITS AND/OR APPROVALS AS REQUIRED BY OTHER REGULATORY AGENCIES FOR DEVELOPMENT OF THE PROJECT. PRIOR TO CITY ACCEPTANCE OF PUBLIC IMPROVEMENTS IN THE LORA EASEMENT, THE DEVELOPER SHALL PROVIDE CORRESPONDENCE FROM THE LORA ACKNOWLEDGING THE LOCATION OF PUBLIC IMPROVEMENTS.
- GRADING AND DRAINAGE PROPOSED FOR THIS SUBDIVISION COMPLES WITH APPROVED CLOR CASE NO. 08-8-0208 DATED JULY 31, 2006. A LORR WILL BE SUBMITTED AND PROCESSED SUBSEQUENT TO COMPLETION OF CONSTRUCTION.

PLAT NOTES CONTINUED:

- THE MINIMUM FINISH FLOOR ELEVATIONS SHOWN FOR LOTS ARE IN CONFORMANCE WITH THE APPROVED CLORR FOR THE PROPERTY.
- INVERSE BOND AT PECAN PARK COMMUNITY ASSOCIATION, INC. OR APPLICABLE HOA SHALL BE RESPONSIBLE FOR COMMON AREA MAINTENANCE.
- PARK DEDICATION WILL BE SATISFIED FOR ALL RESIDENTIAL BY A FUTURE DEDICATION OF 10 ACRES. THE SIZE OF THAT PUBLIC PARK WILL EXCEED THE PARADISE DEDICATION AS SET OUT IN THE CITY'S ORDINANCE. ONE (1) ACRE FOR EACH ONE HUNDRED (100) PROPOSED DWELLING UNITS OR FIVE (5) PERCENT OF THE TOTAL RESIDENTIAL PLATTED AREA (EXCLUDING STREETS), WHICHEVER IS GREATER. A LIBERAL ESTIMATE 850 TOTAL RESIDENTIAL DWELLING UNITS WOULD EQUATE TO 8.5 ACRES. 6.0% OF THE EXPEDITED PLATTED AREA OF APPROXIMATELY 157.62 ACRES WOULD EQUATE TO 7.84 ACRES. (ESTIMATES FOR PROFESSIONAL LAND PLANNER, AS CURRENTLY PROPOSED, SECTION 1 - 17.79 ACRES, SECTION 2 - 30.45 ACRES, SECTION 3 - 34.05 ACRES, SECTION 4 - 11.02 ACRES, SECTION 5 - 25.85 ACRES, SECTION 6 - 17.50 ACRES, SECTION 7 - 19.44 ACRES).
- IT IS THE RESPONSIBILITY OF EACH RESIDENTIAL BUILDER TO DESIGN AND CONSTRUCT A SUITABLE DRAINAGE AND DRAINAGE SCHEME WHICH WILL CONVEY SURFACE WATER, WITHOUT PONDING IN THE LOT OR UNDER THE HOUSE, FROM HIS STRUCTURE TO THE DRAINAGE SYSTEM CONSTRUCTED BY THE SUBDIVISION DEVELOPER.
- PUBLIC UTILITY AND DRAINAGE EASEMENTS WHERE SHOWN AND/OR DESCRIBED HEREON ARE INTENDED TO INDICATE AN EASEMENT FOR CONSTRUCTION, OPERATION, AND MAINTENANCE OF PUBLIC UTILITIES AND DRAINAGEWAYS, INCLUDING, BUT NOT LIMITED TO, SANITARY SEWERS, FORCE MAINS, WATER LINES, TELEPHONE SIGNAL CABLES, ELECTRIC CONDUCTORS, DRAINAGE PIPES, AND NATURAL GAS LINES.
- INSTALLATION AND MAINTENANCE OF A TEMPORARY EMERGENCY ACCESS MAY BE REQUIRED.
- THE DEVELOPER SHALL PROVIDE APPROPRIATE TEST REPORTS AND CERTIFICATIONS CONFIRMING THE PROPER SELECTION, PLACEMENT, AND COMPACTION OF FILL MATERIAL WITHIN THE DEVELOPMENT.
- EASEMENT WIDTHS SHOWN MAY REQUIRE ADJUSTMENTS AFTER UTILITY DEPTHS ARE PROVIDED.

PLAT INFORMATION

LOT SUMMARY	
RESIDENTIAL LOTS	47
OPEN SPACE LOTS	4
TOTAL LOTS	51

PROPOSED STREET LENGTH	
CHILDES DRIVE (COLLECTOR STREET)	645 FEET
BREWMASTER DRIVE	393 FEET
SMOOK COURT	895 FEET
DEWEY TRAIL	821 FEET
TOTAL STREET LENGTH	2754 FEET

AREA SUMMARY	
SINGLE FAMILY LOTS	9.60 ACRES
RIGHT-OF-WAY	3.30 ACRES
OPEN SPACES/EASEMENTS	1.01 ACRES
OVERALL AREA	14.00 ACRES

ZONING

PO SFS - SINGLE FAMILY SELECT PER PECAN PARK ZONING ORDINANCE, PUD ORD-2013-15 AND AS AMENDED IN ORDINANCE 2013-14
 PO SFS ALLOWED 45% OF PUD ACREAGE WITH THIS SUBDIVISION THERE WILL BE 12.20%
 SCHOOL DISTRICT THIS SUBDIVISION LIES WITHIN THE BASTROP INDEPENDENT SCHOOL DISTRICT.

OWNER: DW PECAN PARK ASSOCIATES, LTD
 1310 9th 620 SOUTH, SUITE 80-200
 AUSTIN, TEXAS 78734
 DAVE MOOREHEAD
 (512) 263-2214

ENGINEER: TIMOTHY HOLLAND, P.E.
 TEXAS REGISTRATION NO. 84848
 BOWMAN CONSULTING GROUP
 1120 SOUTH CAPITAL OF TEXAS HIGHWAY
 BUILDING 3, SUITE 220
 AUSTIN, TEXAS 78746
 (512) 327-1180

SURVEYOR: JOHN BARNARD, R.P.L.S.
 BOWMAN CONSULTING GROUP
 1120 SOUTH CAPITAL OF TEXAS HIGHWAY
 BUILDING 3, SUITE 220
 AUSTIN, TEXAS 78746
 (512) 327-1180

PROJECT ADDRESS: 110 SOUTH SHAWNEE BLVD.
 BASTROP, TEXAS 78602

SUBMITTAL DATE:

UTILITIES: CITY OF BASTROP
 WATER: CITY OF BASTROP
 WASTEWATER: CENTROPOWER ENERGY
 GAS: SUBSEQUENT ELECTRIC
 ELECTRIC: SUBSEQUENT ELECTRIC
 TELEPHONE: SPECTRUM & AT&T
 CABLE: SPECTRUM & AT&T

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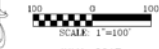
Bowman Consulting Group, Ltd.
 1120 South Capital of Texas Hwy, Bldg 3, Suite 220, Austin, Texas 78746
 Phone: (512) 327-1180 Fax: (512) 327-4062
 www.bowmanconsulting.com © Bowman Consulting Group, Ltd.

TBPE Firm No. F-14309 | TBPLS Firm No. 101206-00

PRELIMINARY PLAT
 PECAN PARK RESIDENTIAL SECTION 6B
 BASTROP COUNTY, TEXAS

PECAN PARK RESIDENTIAL SECTION 6B

PRELIMINARY PLAT ONLY - NOT FOR RECORDATION



JULY, 2017
BASTROP COUNTY, TEXAS

PHASE NUMBER	LOT	BFE	MIN. FFE
6B	52	350.65	352.65
6B	53	350.65	352.65
6B	54	350.65	352.65
6B	55	350.70	352.70
6B	56	350.70	352.70
6B	57	350.65	352.65
6B	58	350.64	352.64
6B	59	350.62	352.62
6B	60	350.61	352.61
6B	61	350.59	352.59
6B	62	350.58	352.58
6B	63	350.56	352.56
6B	64	350.55	352.55
6B	65	350.53	352.53
6B	66	350.52	352.52
6B	67	350.50	352.50
6B	68	350.49	352.49
6B	69	350.47	352.47
6B	70	350.46	352.46

LINE #	BEARING	DISTANCE
L1	N 19°17'56" W	13.30'
L2	S 34°24'49" E	85.80'
L3	N 38°13'11" W	47.23'
L4	N 38°13'11" W	50.00'
L5	N 60°05'45" E	15.58'
L6	S 5°07'09" W	21.00'
L7	N 52°27'23" E	59.38'
L8	S 5°07'09" W	39.59'
L9	S 5°07'09" W	25.07'
L10	S 5°07'09" W	35.52'
L11	S 5°07'09" W	17.75'
L12	S 89°17'04" W	43.51'
L13	N 36°23'46" W	53.63'
L14	N 23°55'48" W	15.05'

LINE #	BEARING	DISTANCE
L15	N 32°12'00" W	25.30'
L16	S 27°15'50" E	15.20'
L17	N 57°48'00" E	123.33'
L18	S 60°56'30" W	41.42'
L19	S 60°22'28" W	8.88'
L20	N 51°48'49" E	13.80'
L21	N 61°16'25" E	60.83'
L22	S 70°21'04" W	30.02'
L23	N 64°11'20" E	10.82'
L24	N 64°11'20" E	25.00'
L25	N 64°11'20" E	25.00'
L26	N 64°11'20" E	11.48'
L27	N 64°11'20" E	38.52'
L28	N 64°11'20" W	50.00'

CURVE #	RADIUS	ARC DISTANCE	CHORD BEARING	CHORD DISTANCE
C1	15.17'	24.90'	N 67°30'07" W	22.20'
C2	15.21'	22.72'	N 22°42'30" E	20.87'
C3	110.00'	35.55'	S 09°18'24" W	35.49'
C4	224.43'	68.37'	S 62°01'40" W	728.79'
C5	580.00'	22.52'	N 21°17'29" E	22.52'
C6	205.00'	53.30'	S 77°37'34" W	53.27'
C7	205.00'	53.30'	N 08°49'27" W	53.27'
C8	205.00'	53.30'	N 79°10'36" W	53.27'
C9	205.00'	53.30'	N 61°34'51" W	53.27'
C10	205.00'	53.30'	N 61°34'51" W	53.27'
C11	205.00'	53.30'	N 47°59'08" W	53.27'
C12	205.00'	11.60'	N 39°42'12" W	11.60'
C13	19.20'	23.56'	N 82°12'11" W	21.21'
C14	520.00'	34.88'	S 53°41'00" W	34.87'
C15	520.00'	57.83'	S 58°43'31" W	57.80'
C16	205.00'	21.00'	S 63°02'36" W	20.99'
C17	175.00'	22.00'	N 22°53'20" E	20.15'
C18	375.00'	61.62'	N 24°00'37" W	61.55'
C19	205.00'	42.38'	N 59°41'58" E	42.32'
C20	205.00'	3.32'	S 53°52'43" E	3.32'
C21	175.00'	62.18'	N 62°37'37" E	61.84'
C22	175.00'	55.90'	S 47°22'18" E	55.68'

CURVE #	RADIUS	ARC DISTANCE	CHORD BEARING	CHORD DISTANCE
C23	15.00'	23.20'	S 08°05'30" W	20.90'
C24	475.00'	8.92'	S 64°32'30" W	8.92'
C25	25.00'	36.08'	N 73°33'07" W	33.03'
C26	375.00'	22.82'	N 30°27'25" W	22.81'
C27	581.89'	48.79'	N 78°59'33" E	48.78'
C28	15.00'	21.95'	S 62°45'00" E	20.64'
C29	425.00'	4.60'	S 19°26'37" E	4.60'
C30	425.00'	57.35'	S 23°47'06" E	57.30'
C31	425.00'	33.79'	S 29°55'31" E	33.74'
C32	25.00'	21.03'	N 08°06'18" E	20.41'
C33	30.00'	3.68'	S 13°32'43" W	3.68'
C34	50.00'	18.11'	S 01°22'58" W	18.01'
C35	50.00'	50.28'	S 37°47'22" E	48.19'
C36	50.00'	45.15'	N 67°32'07" E	43.62'
C37	50.00'	39.06'	N 38°17'14" E	38.08'
C38	25.00'	21.03'	N 41°00'04" E	20.41'
C39	525.00'	19.66'	N 64°01'24" E	19.60'
C40	525.00'	57.83'	N 58°47'43" E	57.80'
C41	525.00'	44.53'	N 54°12'36" E	44.51'
C42	475.00'	40.51'	N 54°13'20" E	40.50'
C43	475.00'	62.38'	N 60°25'40" E	62.32'



BENCHMARK LIST
THE VERTICAL DATUM FOR THIS PROJECT IS GEOID12A. NAVD83 BASED ON BGS SPOT SOLUTION GENERATED FROM GPS FIELD MEASUREMENTS MADE MARCH 1 & 2, 2016 AND VERIFIED BY SMARTNET REFERENCE STATION WTCM-REF 2309 (LIGN)

15M 701214
COTTON CEN. SPRING SET
ELEVATION = 357.33 FEET

- LEGEND**
- 1/2" IRON ROD FOUND UNLESS OTHERWISE NOTED
 - 5/8" IRON ROD FOUND
 - BENCHMKT 1/2" IRON ROD W/ PLASTIC CAP STAMPED "SURVEY" FOUND
 - WPLS 1753 1/2" IRON ROD W/ PLASTIC CAP STAMPED "WPLS 1753" FOUND
 - 1/2" IRON ROD W/ PLASTIC CAP STAMPED "BC" SET
 - BENCHMARK
 - () RECORD INFORMATION PER VIAL 1480, PG. 75, O.P.R.B.C.T.X.
 - [] RECORD INFORMATION PER CAL. 5, PG. 1765, P.R.B.C.T.X.
 - [] RECORD INFORMATION
 - D.R.B.C.T.X. DEED RECORDS OF BASTROP COUNTY, TEXAS
 - P.R.B.C.T.X. PLAT RECORDS OF BASTROP COUNTY, TEXAS
 - O.R.B.C.T.X. OFFICIAL RECORDS OF BASTROP COUNTY, TEXAS
 - O.P.R.B.C.T.X. OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS
 - B.S.L. BUILDING SETBACK LINE
 - S.S.E. STORM SEWER EASEMENT
 - P.O.B. POINT OF BEGINNING
 - P.O.C. POINT OF COMMENCING
 - ZONE AE



DATE	BY	DATE	BY



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PRELIMINARY PLAT
PECAN PARK RESIDENTIAL SECTION 6B
BASTROP COUNTY, TEXAS



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9H

TITLE:

Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-23 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Appendix A, related to Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," Chapter 14 titled "Zoning," and the articles within Chapter 10, Section 8 titled "Reservations," references within chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning," related to fees; and deleting Section 10.03.003 titled "Subdivision and Development Escrow Fees" in its entirety, providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date; and move to include on the September 26, 2017 agenda for a second reading.

STAFF REPRESENTATIVE:

Wesley Brandon, P.E., Director of Engineering

BACKGROUND/HISTORY:

The City's current schedule of fees charged for the various services provided by the Planning and Development department have remained largely unchanged since their adoption in 1995. These services include the review, permitting, and inspection of several types of development-related projects, such as subdivisions, land use, and building construction.

The City Council was presented with the new fee schedule at their June 29, 2017 budget workshop.

POLICY EXPLANATION:

Amendments to the Code of Ordinances are adopted by ordinance, which requires City Council to hold a public hearing and two ordinance readings at separate City Council meetings.

The Construction Standards Board reviewed the proposed amendments to the fee schedule for requirements related to Chapter 3 – Building Regulations at their regular meeting on May 16, 2016. The Board unanimously recommended approval of the amended fees.

The Planning & Zoning Commission reviewed the proposed amendment to the fee schedule for requirements related to Chapter 10 – Subdivisions and Chapter 14 – Zoning at their regular meeting on July 28, 2016. The Commission unanimously recommended approval of the amended fees.

Notice of the public hearing to consider these amendments to the Code of Ordinances was published on August 26, 2017 in the Bastrop Advertiser.

FUNDING SOURCE:

The Planning and Development Department is funded from the General Fund. Fees collected for review and inspection go to a revenue account that offsets the cost of personnel, supplies, equipment, and professional services.

RECOMMENDATION:

Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-23 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, Appendix A, related to Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," Chapter 14 titled "Zoning," and the articles within Chapter 10, Section 8 titled "Reservations," references within chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning," related to fees; and deleting Section 10.03.003 titled "Subdivision and Development Escrow Fees" in its entirety, providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date; and move to include on the September 26, 2017 agenda for a second reading.

ATTACHMENTS:

- Proposed Ordinance
- City Council Budget Workshop Presentation



ORDINANCE 2017- 23

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AMENDING THE CODE OF ORDINANCES, APPENDIX A, RELATED TO CHAPTER 3 TITLED "BUILDING REGULATIONS," CHAPTER 10 TITLED "SUBDIVISIONS," CHAPTER 14 TITLED "ZONING," AND THE ARTICLES WITHIN CHAPTER 10, SECTION 8 TITLED "RESERVATIONS," REFERENCES WITHIN CHAPTER 3 TITLED "BUILDING REGULATIONS," CHAPTER 10 TITLED "SUBDIVISIONS," AND CHAPTER 14 TITLED "ZONING," RELATED TO FEES; AND DELETING SECTION 10.03.003 TITLED "SUBDIVISION AND DEVELOPMENT ESCROW FEES" IN ITS ENTIRETY, PROVIDING A REPEALING CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop has adopted Chapter 3 titled "Building Regulations," Chapter 10 titled "Subdivisions," and Chapter 14 titled "Zoning" in the Code of Ordinances to allow the City to review and permit development to ensure the future sustainability of the city and safety of the citizens; and

WHEREAS, the City of Bastrop has not amended the Appendix A, Fee Schedule related to building and development applications submitted to the City since 1995; and

WHEREAS, the existing and proposed fees were evaluated to ensure fees cover the cost of service and were comparable to other cities' existing fees related to building, subdivision and zoning; and

WHEREAS, the Construction Standards Board unanimously recommended approval of a new building and permit fee schedule at their May 19, 2016 meeting; and

WHEREAS, the Planning & Zoning Commission, after a public hearing, unanimously recommended approval of a new fee schedule for subdivision and zoning applications at their regular July 28, 2016 meeting; and

WHEREAS, notice of the public hearing to consider amendments to the Code of Ordinances was published on August 26, 2017, as required by Ordinance, and the City Council held a public hearing on September 12, 2017; and

WHEREAS, after consideration of the information presented and public input received at the hearing, City Council has determined that the fee schedule should be amended to reflect the true cost of service and maintain fiscal accountability.

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

Section 1: The Code of Ordinances of the City of Bastrop, Texas, is hereby amended by amending Chapter 3 titled “Business Regulations”, to read as follows:

“Chapter 3. BUILDING REGULATIONS

ARTICLE 3.01 GENERAL PROVISIONS

...

Sec. 3.01.002 Bond and insurance requirements for contractors and subcontractors

...

(d) Consulting services fees and related charges incurred by the city shall be paid in accordance with the fees set forth in Section A3.01.002 of Appendix A.

Sec. 3.01.003 Work commencing prior to permit issuance.

Any contractor or subcontractor who commences any work on a building, structure, or electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a penalty in addition to the required permit fee, as provided for in Sections A3.01.003 and A3.04.002 of Appendix A.

Sec. 3.01.004 Inspections; certificate of occupancy or completion.

As required by the adopted Building Codes, as amended, the building official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, and electrical, gas, mechanical or plumbing system upon completion, prior to the issuance of the certificate of occupancy or completion. As provided in sections 3.05.038 and 3.06.037 of this chapter, no public utilities will be connected unless all permit and inspection requirements are met and a certificate of occupancy or completion has been issued.

...

ARTICLE 3.04 BUILDING CODE

...

Sec. 3.04.002 Amendment to schedule of permit fees.

...

(a) B102. Moving fees will be divided into two (2) categories, as provided for in section A3.04.002 of the fee schedule attached as Appendix A to this code.

(b) B015. Plan-checking fees shall be deleted.

...

ARTICLE 3.05 ELECTRICITY

...

DIVISION 2 ELECTRICAL CODE

...

Sec. 3.05.038 Permit and inspection requirements; homeowner permit.

(a) No utilities will be connected by the city unless all permit and inspection requirements are met during construction, even if all work is completed by the homeowner. A homeowner may obtain a permit for work that is to be completed by him in an owner-occupied single-family residence.

(b) Permit and inspection fees for electrical service and repairs are set forth in Section A3.05.038 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.06 PLUMBING

...

DIVISION 2 PLUMBING CODE

...

Sec. 3.06.037 Permit and inspection requirements; homeowner permits.

- (a) No utilities will be connected by the city unless all permit and inspection requirements are met during plumbing installation, even if all work is completed by the homeowner. A homeowner may obtain a permit for work that will be completed by him in an owner-occupied single-family residence.
- (b) Permit and inspection fees for plumbing service and repairs are set forth in Section A3.06.037 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.07 MECHANICAL CODE

Sec. 3.07.001 Adopted

...

- (c) Inspection fees for mechanical repairs and trades are set forth in Section A3.07.001 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.15 SWIMMING POOLS

Sec. 3.02.015 Swimming pool code adopted.

...

- (c) Required permit fees are set forth in Section A3.15.001 in the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.16 MOVING OF STRUCTURES, DEMOLITION AND SITE WORK

Sec. 3.16.001 Permit; general standards.

...

- (e) *Permits and inspection fees.* Fees for demolition, moving, site work and inspections are set forth in Section A3.16.001 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.20 SIGNS

...

DIVISION 2 PERMITS

...

Sec. 3.20.054 Action on a permit application.

After the submission of a complete application for a sign permit, the planning and development director, or the assigned designee, shall:

- (a) Issue the sign permit, if a complete application with all the required information has been submitted and if the sign(s) conforms in every respect to the requirements of this article; or
- (b) Reject the sign permit application if the application is incomplete, if any required plans have been omitted from the submittal, or if the sign(s) that is the subject of the application fails in any way to conform with the requirements of this article. In case of a rejection, the planning and development director, or the assigned designee, shall specify, in writing, the reason(s) for the rejection.
- (c) If an application is rejected, the applicant may resubmit the application with the information requested by the planning and development director, or the assigned designee, within sixty (60) days of rejection or the application is denied.
- (d) Required fees for sign repairs and inspections are set forth in Section A3.20.054 in the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.21 STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY

...

Division 3. CONSTRUCTION IN PUBLIC RIGHTS-OF-WAY

...

Sec. 3.21.064 Authorization required.

...

- (d) Required permit fee for construction work within a public right-of-way is set forth in Section A3.21.064 of the fee schedule attached as Appendix A to this code.

...

ARTICLE 3.22 CULVERT INSTALLATIONS OR DRAINAGE CHANNEL MODIFICATIONS

...

Sec. 3.22.002 Permit required.

- (a) It is prohibited to place, or cause to be placed, any object across, in, above or below any area which serves as a channel or area which accommodates the flow of natural or directed stormwater runoff, or to in any way block or redirect same, without obtaining the necessary permit and complying with the requirements of the street superintendent or city engineer.
- (b) Required drainage permit fee is set forth in Section A3.22.022 of the fee schedule attached as Appendix A to this code.

...

Chapter 10 SUBDIVISIONS

...

SECTION 8 RESERVATIONS

...

8.20 Park Land Dedication

...

C. Money in Lieu of Dedication of Land

- 1. If permitted by the city council, an owner responsible for park land dedication may satisfy the requirements of section 8.20B. in whole or in part by cash payment instead of dedication of land in the amount set forth in section 8.20C.2 hereunder. Payments, instead of land, shall be made prior to the time the subdivision improvements are accepted by the City.
- 2. The dedication requirement shall be met by a cash payment at a per unit price sufficient to acquire land for a neighborhood park to serve the area in

which such development is located, or to expand an existing park to serve the development. Unless specified otherwise by the Council due to recent land sales in the area of the proposed plat (to include the proposed platted area), such per unit price shall be computed on the basis of five hundred dollars (\$500) per dwelling unit, or four hundred dollars (\$400) per unit for projects with four or more units per structure. This amount will be reviewed periodically and will be adjusted to accurately reflect what land is selling for per acre in the City's growth areas. Cash payment may be used only for acquisition or improvements of parks, which will serve the development. The City will determine where and how the money will be spent within two (2) years if funds will be spent on park improvements or three (3) years if funds are to be used to acquire parkland, from the date of final acceptance of the completed subdivision. The finance department will keep a detailed record of such funds, which will be reviewed annually with the city budget.

...

Section 2: The Code of Ordinances of the City of Bastrop, Texas, is hereby amended by amending Appendix A titled "Fee Schedule", to read as follows:

"Appendix A FEE SCHEDULE

...

Chapter 3 BUILDING REGULATIONS

ARTICLE A3.01 GENERAL PROVISIONS

Sec. A3.01.002 – Charges for consulting services.

Professional fees and related charges incurred by the city for the services of consultant(s): Actual fee, plus a 15% administrative fee.

Sec. A3.01.003 – Work commencing prior to permit issuance.

The greater of:

- a) 100% of the calculated permit and inspection fee
- b) Residential: \$100 per trade
- c) Commercial: \$200 per trade

Sec. A3.01.004 – Inspection and certificates fees.

- (1) Failed inspections, re-inspections, or inspections over inspection allowance: \$75
- (2) Certificate of Occupancy (change in use/ ownership): \$75
- (3) Copies/ Re-issue Certificates of Occupancies, Inspections copies: \$10

- (4) Certificate of Occupancy (change in use/ ownership) \$75
- (5) Copies/ Re-issue Certificates of Occupancies, Inspections copies \$10

ARTICLE A3.04 BUILDING CODE

Sec. A3.04.002 Schedule of permit fees.

- a) All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law:
 - a. Permit Fees:

Total Valuation	Fee
\$1,000,000 and less	\$7.50 per \$1,000 of valuation
\$1,000,001 and up	\$7,500 for the first \$1,000,000, plus \$4.00 per additional thousand
 - b. Inspection Fee: 25% of the Permit Fee
 - c. For buildings with a calculated value of greater than \$2,000,000, the Building Official, at their discretion, may use an alternative valuation (e.g. the declared project value).
 - d. Technology Fee: \$6 per permit

- b) Residential permit and inspection fees will be assessed using the Primary Use Chart, based off the current International Code Council (ICC) Building Valuation Data
 - a. 11 inspection visits assumed for residential projects
 - b. Non-Licensed Trade Permit Fee: \$75 per building
 - c. Failed inspections, re-inspections, or inspections over inspection allowance: \$75 each
 - d. Residential remodel permit: 35% of new building cost (using the Primary Use Chart). Using square footage affected only.
 - e. Minimum Permit Fee: \$50, plus \$75 per inspection

- c) Commercial permit and inspection fees will be assessed using the Primary Use Chart, based off the current International Code Council (ICC) Building Valuation Data:
 - a. 18 inspection visits assumed for commercial projects
 - b. Non-Licensed Trade Permit Fee: \$75 per building, plus \$75 per additional floor of multi-story buildings
 - c. Failed inspections, re-inspections, or inspections over inspection allowance: \$75 each
 - d. Shell Building Permit: 65% of new building fee (using the Primary Use Chart)
 - e. Tenant Finish-Out Permit: 35% of new building cost (using the Primary Use Chart), per finish-out area.

- f. Commercial Remodel permit: 35% of new building cost (using the Primary Use Chart**). Using square footage affected only.
 - g. Minimum Permit Fee: \$100, plus \$75 per inspection
- d) Other Fees not listed above:
- a. Roofing permit:
 - i. Residential \$150
 - ii. Commercial \$500
 - b. Construction trailer: \$150 (includes hookup fee for electrical and plumbing, excludes fees charged by other utility entities)
 - c. Accessory Buildings:
 - a. Above 250 square feet, the fee will be calculated using the Primary Use Chart. Garages will use the Storage Low hazard (S-2) use.
 - b. Accessory building under 250 sq. ft.: \$75
 - c. Fences (commercial only) \$175
- e) Fire Related Fees
- a. Residential Fire Sprinkler Permit: \$175
 - b. Fire Sprinkler permit: \$500
 - c. Fire Alarm System: \$200
 - d. Fire Suppression System: \$150
 - e. Inspection Fee: \$75

Article A3.05 ELECTRICITY
Division 2. Electrical Code

Sec. A3.05.035 – Electrician licensing fees.

- a) Annual city fee - all trades will pay a fee of \$75 per person. Proof of insurance and state licenses shall be required when paying the annual fee.
- b) Commercial trades will pay a \$75 attachment fee to a general construction contract. (Each subcontractor company will pay this fee for all projects on which work is performed)
- c) Residential trades will pay a \$75 attachment fee to a general construction contract. (Each subcontractor company will pay this fee for all projects on which work is performed)
- d) Failed inspections, re-inspections, or inspections over inspection allowance - \$75 each

...
Sec. A3.05.038 – Permit and inspection fees.

- (a) Electrical repairs will be charged \$75 for one inspection \$50 for each additional inspection
- (b) New electric service or rebuilt service \$75
- (c) Electric service inspection permit in which service was disconnected \$25
- (d) Temporary Electric Meter (T-Pole) \$75

ARTICLE A3.06 PLUMBING
Division 2. Plumbing Code

Sec. A3.06.037 –Plumbing inspection fees.

- a) Plumbing repairs will be charged \$75 for one inspection \$50 for each additional inspection
- b) Underground water line inspection Permit: \$75
- c) Underground waste water line inspection permit \$75
- d) Hot water heater (new) inspection permit \$75
- e) Gas pressure test inspection permit \$75
- f) Gas pressure test in which service was disconnected inspection permit \$25
- g) Irrigation permit outside of a primary residential permit \$75
- h) Irrigation permit outside of a primary commercial permit \$200
- i) Annual City fee, all trades will pay a fee of \$75 per person.
- j) Will need proof of Insurance and State Licenses at the time of paying the annual fee.
- k) Commercial Trades will pay a \$75 attachment fee to a General Construction contract. (Each subcontractor company will pay this fee for any project they will work on)
- l) Residential Trades will pay a \$75 attachment fee to a General Construction contract.
- m) Failed inspections, re-inspections, or inspections over inspection allowance \$75 each

ARTICLE A3.07 MECHANICAL CODE

Sec. A3.07.001 –Inspection and mechanical trade fees.

- a) Mechanical repairs will be charged \$75 for one inspection \$50 for each additional inspection
- b) Annual City fee, all trades will pay a fee of \$75 per person.
 - a. Will need proof of Insurance and State Licenses at the time of paying the annual fee.
- c) Commercial Trades will pay a \$75 attachment fee to a General Construction contract. (Each subcontractor company will pay this fee for any project they will work on)

- d) Residential Trades will pay a \$75 attachment fee to a General Construction contract. (Each subcontractor company will pay this fee for any project they will work on)
- e) Failed inspections, re-inspections, or inspections over inspection allowance \$75 each

...

ARTICLE A3.15 SWIMMING POOLS

Sec. A3.15.001 – Permit and inspection fees.

- a) Swimming Pool permit \$225
- b) Inspection Fee: \$75 per inspection

ARTICLE A3.16 MOVING OF STRUCTURES, DEMOLITION AND SITE WORK

Sec. A3.16.001 – Permit and inspection fees.

- a) Demolition permit:
 - a. Above 5,000 sq. ft. \$250
 - b. 5,000 sq. ft. or less \$75
- b) Moving permit \$150
- c) Site Work Permit: \$150 plus \$50 for each additional acre over 1 acre
- d) Inspection Fee: \$75 per inspection

...

ARTICLE A3.20 SIGNS

Division 2. Permits

Sec. A3.20.054 – Inspection and city fees.

- a) Sign repairs will be charged \$75 for one inspection \$50 for each additional inspection
- b) Sign permit \$150 for first sign in one submittal and \$50 each additional sign.
- c) Multiple tenant sign \$200
- d) Master Sign Plan \$500
- e) Inspection Fee: \$75 per inspection
- f) Annual City fee, all trades will pay a fee of \$75 per person.
 - a. Will need proof of Insurance and State Licenses at the time of paying the annual fee.

ARTICLE A3.21 STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY

Division 3. Construction of Public Rights-of-Way

Sec. A3.21.064 – Public right-of-way fee.

Work within the Right-Of-Way Permit (driveway, sidewalks, etc.): \$125

ARTICLE A3.22 CULVERT INSTALLATIONS OR DRAINAGE CHANNEL MODIFICATIONS

Sec. A3.22.022 – Drainage permit fee.

Drainage permit : \$125

...

CHAPTER 10. SUBDIVISIONS

ARTICLE A10.03 SUBDIVISION ORDINANCE

Sec. A10.03.002 – Filing fees and charges

Preliminary Plat	\$1,025, plus \$25 per lot, and \$25 per acre of right-of-way, \$1,200 minimum
Final Plat	\$825, plus \$20 per lot and \$20 per acre of right-of-way
Construction Plans	0.5% of total cost of improvements, \$1,000 minimum*
Amended/Administrative Plat	\$525.00 per plat
Replats	\$700.00 per plat
Site Development Plan:	
less than or equal to 1/2 acre	\$500.00
greater than 1/2 acre	\$1,000, plus \$200 per acre over 1 acre
Site Development Plan Revision	\$225, plus \$0.05 per square foot of impervious cover

Site Development Inspection Fee	\$200, plus \$0.02 per square foot of impervious cover (excluding buildings)
Variances	\$500 per request
Plat Recordation with the County	\$50, plus fees charged by the County
Legal Lot, Zoning Determination Letter	\$25.00
Development Agreement	\$2,000, plus professional fees***
Public Hearing Re-notification	\$200, if required by applicant
Land Disturbance Permit	\$200.00
License Agreement, Easement	\$200, plus professional fees***
Traffic Impact Analysis Review	\$500, plus professional fees***
Right-of-way Vacation	\$500.00
Easement Vacation	\$300.00
GIS Mapping Fees:	
Map Printing Fee:	\$6.67 per square foot
Custom Map Fee:	\$100 per hour
Improvement Plan Digitizing**	\$150.00
Technology Fee (per application)	\$25
* Based on certified cost estimate provided by engineer of record and approved by the City	
** Charged on projects requiring public infrastructure improvements. Fee may be waived if information provided per City specifications.	

*** Per Chapter 1, Article 1.14, Code of Ordinances

The above fees shall be charged on all plats regardless of the action taken by the city council.

...

CHAPTER 14 ZONING

ARTICLE A14.01 GENERAL PROVISIONS

Sec. A14.01.001 – Fees for review of zoning change and conditional use permit applications.

Zoning Change:	
less than or equal to 30 acres	\$750.00
greater than 30 acres	\$900.00
Planned Development	\$2,000, plus \$200 per acre, \$5,000 maximum
Conditional Use Permit (CUP)	\$350.00
Technology Fee (per application)	\$25

Sec. A14.01.002 – Fees for review of variance request or appeal of site plan.

All uses \$350.00 per request

... ”

Section 3: This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

Section 4: All ordinances of the City of Bastrop in conflict with the provisions of this Ordinance shall be, and same are hereby, repealed, provided, however, that all other provisions of said Ordinances are not in conflict herewith shall remain in full force and effect.

Section 5: Should any word, sentence, paragraph, subdivision, clause, phrase or section of this Ordinance or of the City of Bastrop Code of Ordinances, as amended hereby, be adjudged or held to be voided or unconstitutional, the same shall not affect the validity of the remaining portions of said Ordinances or the City of Bastrop Code of Ordinances, as amended hereby, which shall remain in full force and effect.

Section 6: An offense committed before the effective date of the Ordinance is governed by prior law and the provisions of the City of Bastrop Code of Ordinances in effect when the offense was committed and the former law is continued in effect for this purpose.

Section 7. This Ordinance shall take effect on the 1st day of October 2017, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

READ and ACKNOWLEDGED on the First Reading on the ____ day of _____, 2017.

READ and ACKNOWLEDGED on the Second Reading on the ____ day of _____, 2017.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED:

Joseph J. Gorfida, Jr., Interim City Attorney
(09-07-2017/89836)

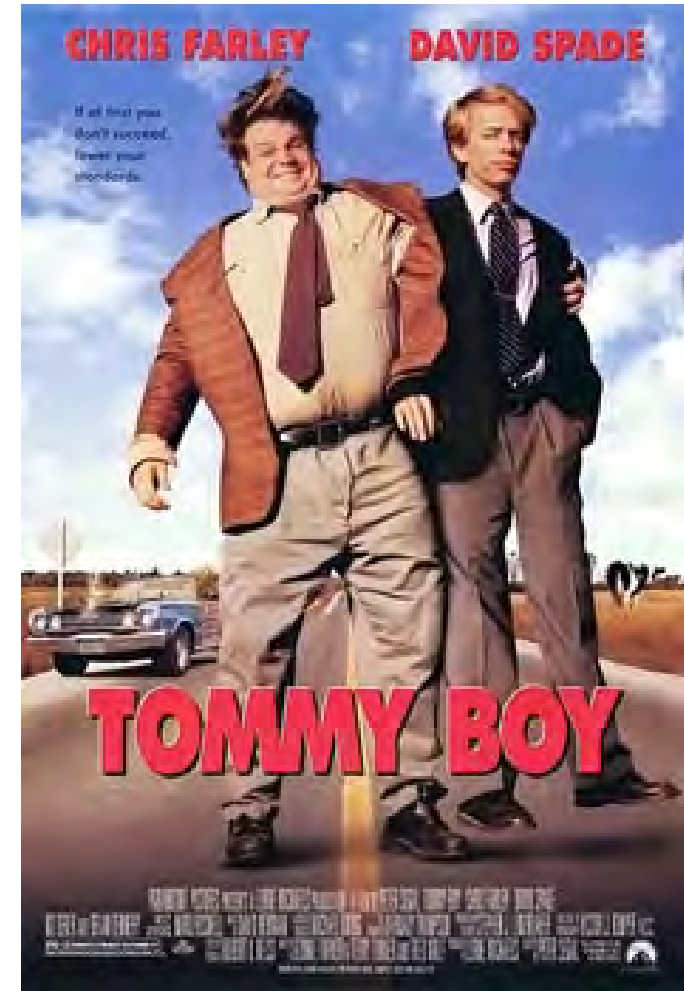
Attachment 2 – Excerpt from June 29, 2017 City Council Budget Workshop



1995

Back in 1995...

- Premiere of Tommy Boy
- O.J. Simpson found not guilty
- Bastrop Population ~ 4,500
- Average Cost to build a 1,700 sq. ft. home ~\$78,000
- City of Bastrop Building Fees Adopted



Flash Forward to 2017

- Adopted 2009 Int'l Building Codes (2011 Electric Code)
- Bastrop Population ~ 8,300
- Average Cost to build a 1,700 sq.ft. home ~\$145,000
- **1995 Building Fees Still in Place**



Why Update Our Fees

- Building Fees have not been updated since 1995
- Current fees based on the 1991 Standard Building Code (defunct)
- Recently adopted the 2009 International Building Code (IBC), and 2011 National Electrical Code (NEC)
- Proposed fee structure is based on industry-standard Building Valuation Data from International Code Council (ICC)
- Subdivision / Zoning fees have not been updated since 1999
- Recommended by Planning & Zoning Commission, Construction Standards Board



Our Service Areas



BUILDING

Construction of buildings, site improvements, and utility services.



DEVELOPMENT

Zoning, subdivision platting, and public infrastructure.



INTERNAL

Providing information and products to other city departments to accomplish city goals.



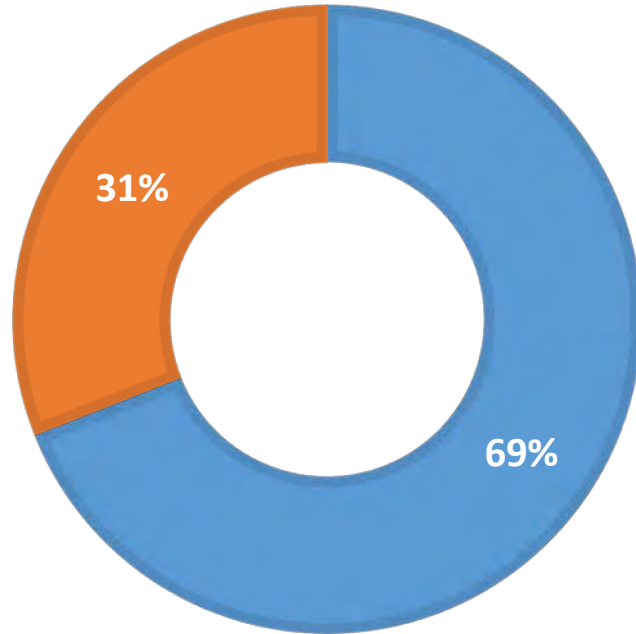
COMMUNITY

Long-range planning, education and enforcement provide the community with a high quality of life.

Revenue & Expenses

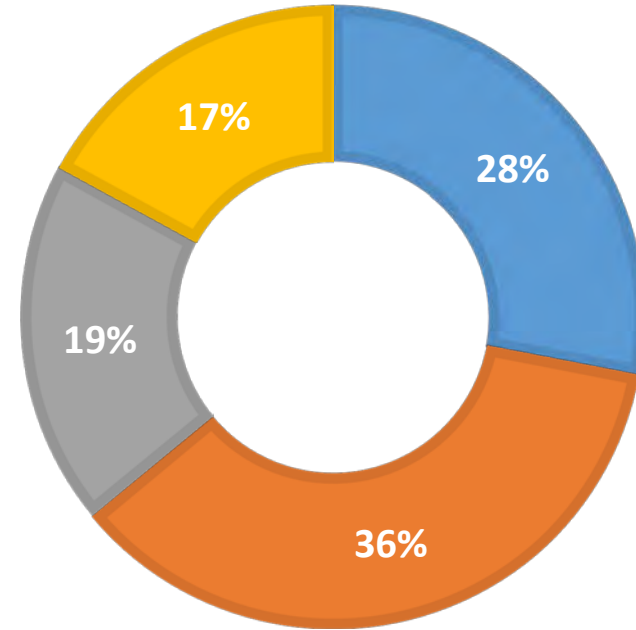
TOTAL REVENUE
~\$186,000

■ Building ■ Development



EXPENSES BY SERVICE AREA
~\$660,000

■ Building ■ Development ■ Internal ■ Community



Development Process

ZONING

- Concept Plan
- Development Standards
- P & Z Recommendation
- City Council Approval

PRELIMINARY PLAT

- Traffic Impact Analysis (TIA)*
- Preliminary Lot Layout
- Preliminary Infrastructure Design
- Preliminary Drainage, Floodplain Analysis
- P & Z Recommendation
- City Council Approval

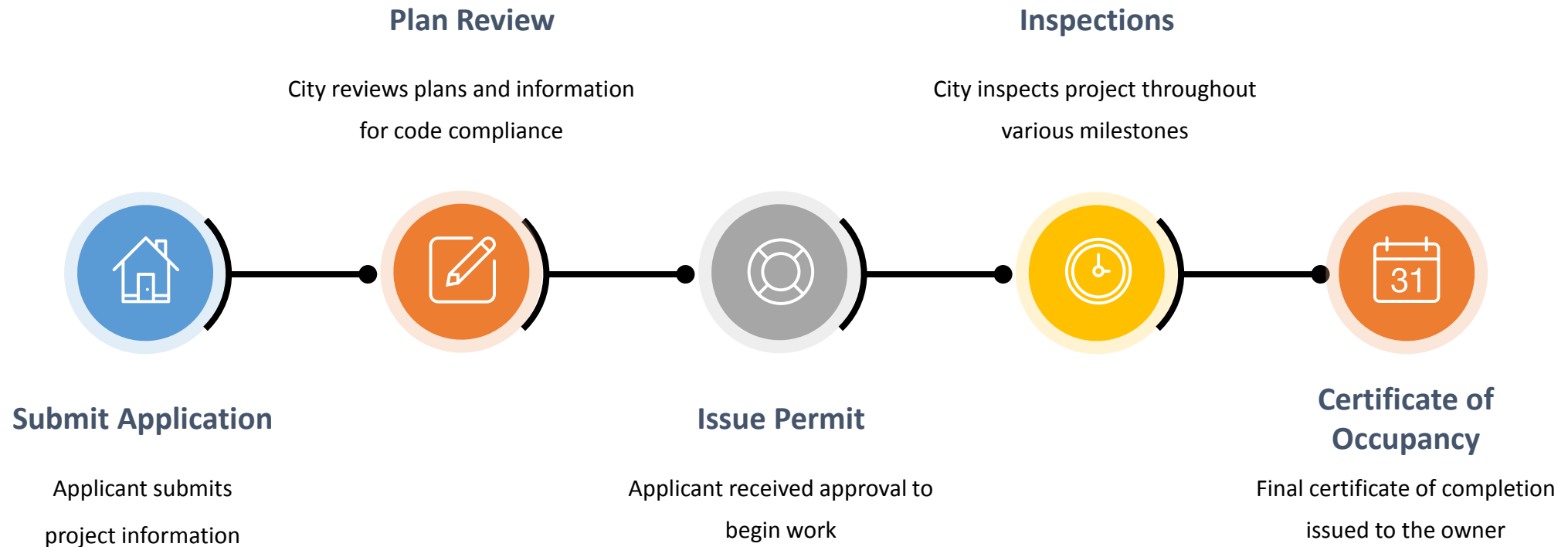
CONSTRUCTION PLANS

- Final Lot Layout
- Detailed Infrastructure Design
- Detailed Drainage Analysis
- Engineer's Cost Estimate
- Escrow, Fiscal Deposit (if req'd)
- Must be accepted prior to Final Plat approval by City Council

FINAL PLAT

- City Council Approval
- Complete Improvements
- 2-year Maintenance Bond
- City Council Acceptance of Improvements
- Record Final Plat
- Building & Site Development Process Begins

Building Process



Building Permit Numbers 2014-2016

201

**New
Residential
Permits**

40

**New
Commercial
Permits**

1,917

**Total
Permits
Issued**

9,297

**Total
Inspections**

Building Permit Types

COMMERCIAL PERMITS

New Construction
Commercial Remodel / Finish-Out
Commercial Construction
Fire Alarm
Fire Sprinkler
Sign
Demolition

RESIDENTIAL PERMITS

New Construction
Residential Remodel
Septic System
Fencing
Accessory Structures
Demolition
Pools
Moving
Driveways

OVER-THE-COUNTER PERMITS

Most Plumbing Permits
Most Electrical Permits
Most Mechanical Permits
Irrigation
Re-roofing
Demolition Permits on structures
without utilities (sheds, etc.)

BUILDING PERMIT HIGHLIGHTS

Permit applications and inspections must be completed for each phase of a project.

Large Commercial Projects ~38 separate inspections

New Residential projections ~25 separate inspections



Subdivision Fee Comparison

Pecan Park Sections 4 & 5A, Hunters Crossing Sections 3E & 5B
190 Single-Family Lots, \$4.2M Infrastructure Cost

	BASTROP CURRENT	BASTROP PROPOSED
Preliminary Plat	\$3,400	\$2,700
Construction Plans	\$0	\$7,000
Final Plat	\$2,900	\$2,200
Escrow Deposit (Testing, Inspections, etc.)	\$40,200	\$35,000
Escrow Refund	(\$20,600)	\$0
Total Estimated Fees	\$25,900	\$46,900
Fee Per Lot →	\$408	\$741
Percentage of Cost →	1.8%	3.4%



Site Development Fee Comparison

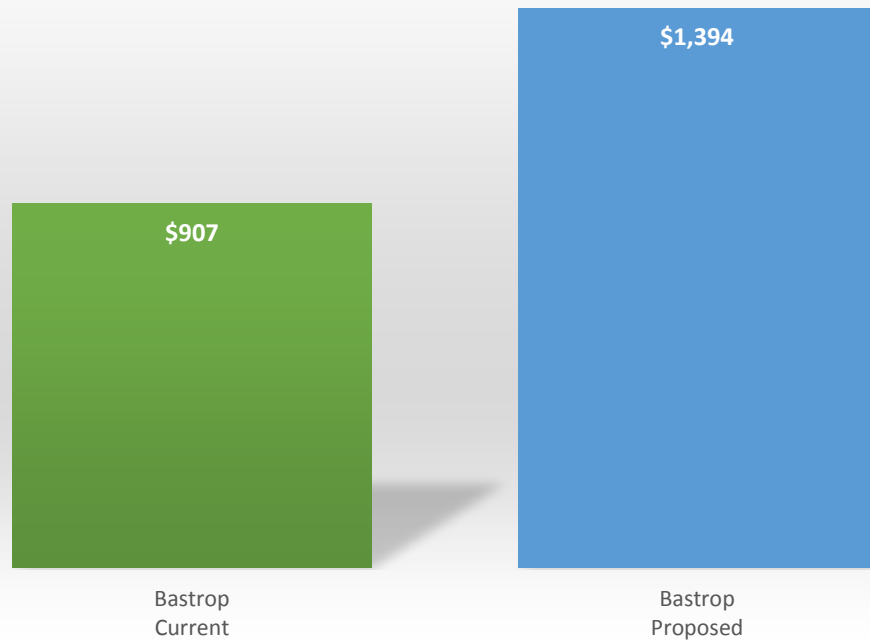
Bastrop Station, Academy, Hunters Crossing Retail
20.2 Acres Total Site Area

	CURRENT FEES	PROPOSED FEES
Plan Review	\$2,400	\$6,450
Inspection	\$0	\$9,400
Total Estimated Fees	\$2,400	\$15,850
Fee Per Acre of Development →	\$119	\$784

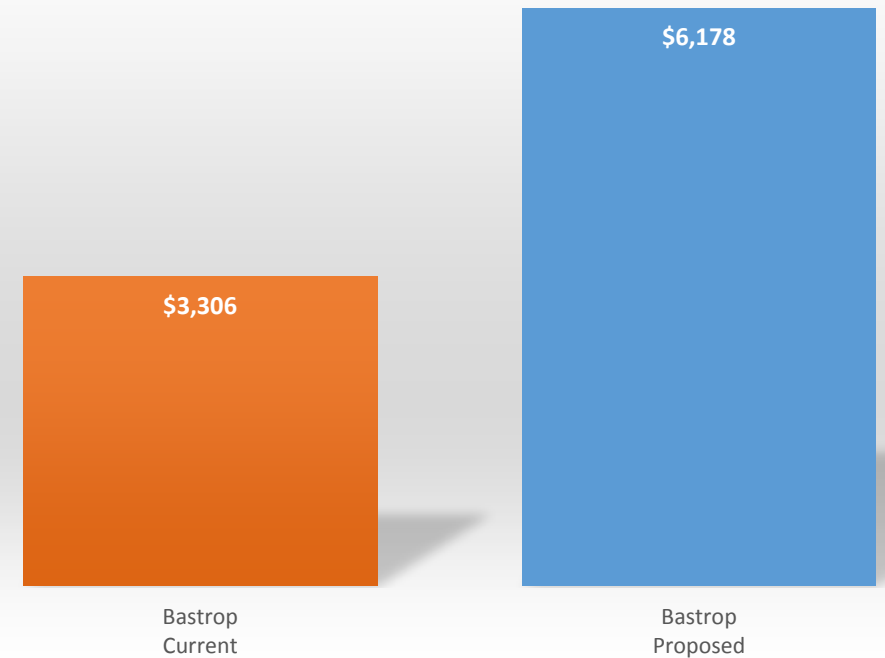


Building Permit Fee Comparison

Single Family Residential



Multi-Family & Commercial



Proposed New Fees

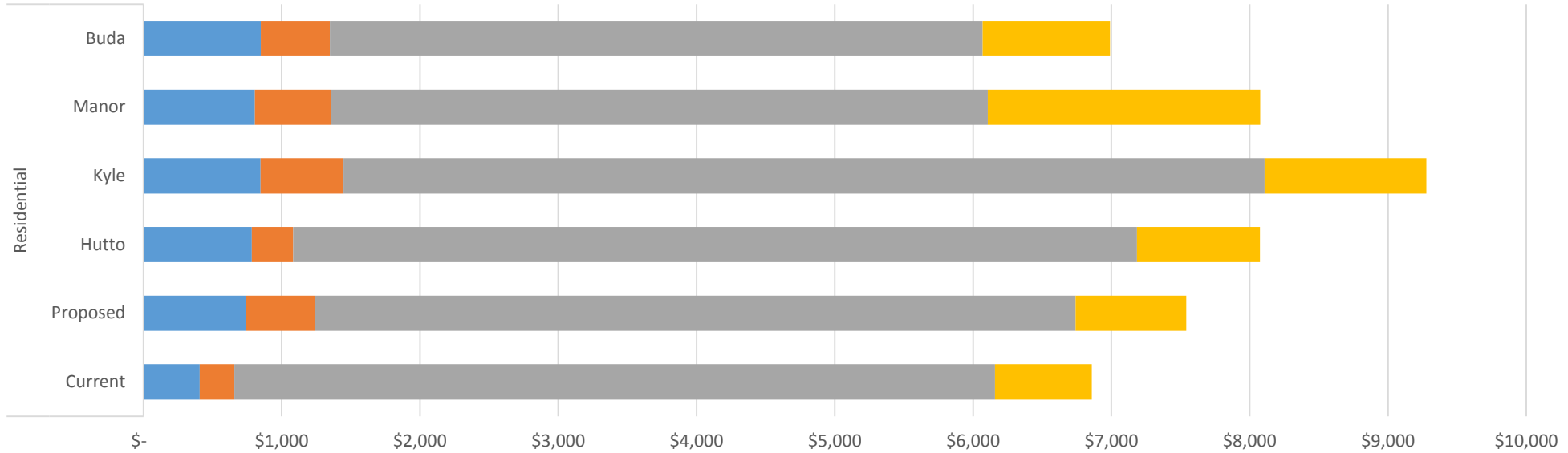
Lot of Record / Zoning Determination Letter	\$25
Development Agreement	\$2,000, plus professional fees
Public Hearing Re-notification	\$200, if required by applicant
Land Disturbance Permit	\$200
Work in Right-of-way Permit	\$200 + 3% of improvement costs

License Agreement, Easement Encroachment	\$200, plus professional fees
Traffic Impact Analysis (TIA) Review	\$500, plus professional fees
Right-of-way Vacation	\$500
Easement Vacation	\$300
GIS Mapping Fee	\$150 (waived if data provided by applicant)



How Does This Compare to Other Cities?

Residential Fee Comparison

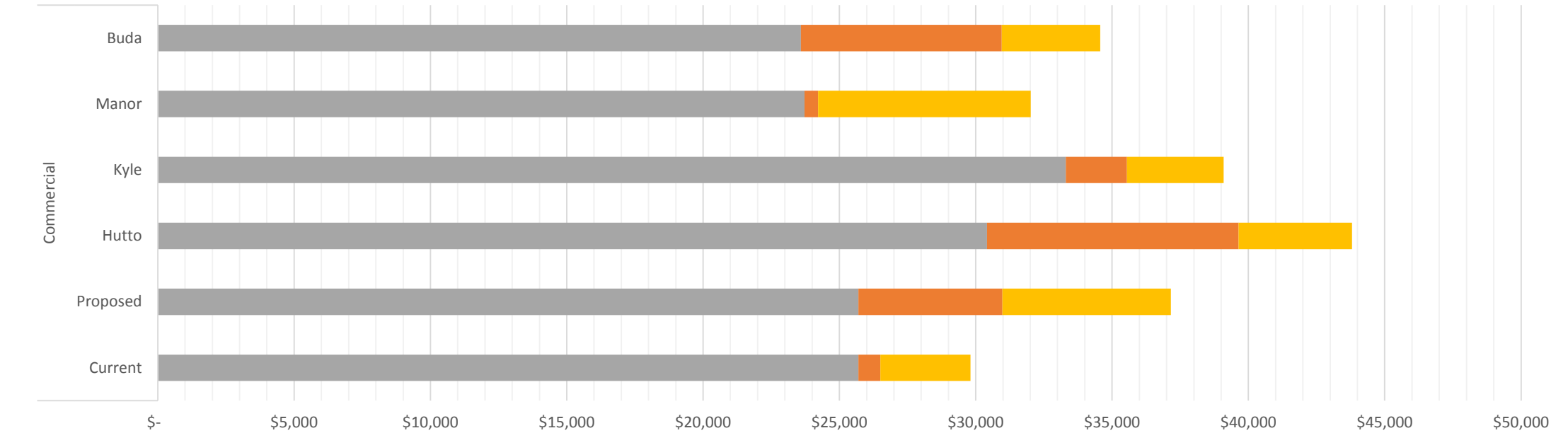


	Residential					
	Current	Proposed	Hutto	Kyle	Manor	Buda
■ Platting	\$408	\$741	\$784	\$847	\$806	\$849
■ Parkland	\$250	\$500	\$300	\$600	\$550	\$500
■ Tap/Impact	\$5,500	\$5,500	\$6,100	\$6,660	\$4,750	\$4,720
■ Permit	\$700	\$800	\$890	\$1,171	\$1,970	\$920



How Does This Compare to Other Cities?

Commercial Fee Comparison



	Commercial					
	Current	Proposed	Hutto	Kyle	Manor	Buda
■ Tap/Impact	\$25,700	\$25,700	\$30,415	\$33,300	\$23,722	\$23,590
■ Site Development	\$800	\$5,279	\$9,224	\$2,243	\$500	\$7,360
■ Permit	\$3,306	\$6,178	\$4,158	\$3,552	\$7,797	\$3,619



What Difference Will This Make?

- Current Building & Development revenue ~ \$186,000
- Estimated cost of service ~ \$420,000
- General Fund currently subsidizes building and development costs by approx. \$234,000 per year. (equivalent to almost 3 cents of tax rate)
- New fee structure would increase annual revenue to approx. \$440,000.
- Recoup costs for tasks that require extensive time and effort and should not be supported by the General Fund.





STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9I

TITLE:

Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-22 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2017-2018 (October 1, 2017 through September 30, 2018); providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; and move to include on the September 26, 2017 agenda for a second reading.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City Council held Budget Workshops on June 29, 2017 and July 20, 2017 to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2017-2018 on August 8, 2017. The City Council held a Budget Workshop on August 14, 2017 to go over the budget in more detail and answer any questions from Council.

The items revised from the initial proposed budget of August 8, 2017 are as follows:

	Proposed Budget 8/8/2017	Final Budget	Change
Revenues:			
BEDC Contracted Services	\$ 83,250.00	\$ -	\$ (83,250.00)
Maint Street EDC Support	\$ 40,000.00	\$ 50,000.00	\$ 10,000.00
Drainage Fees	\$ 350,125.00	\$ -	\$ (350,125.00)
Total Revenue Change			\$ (423,375.00)
Expenses:			
GF-Organizational	\$ 236,981.00	\$ 199,660.00	\$ (37,321.00)
GF-Public Works	\$ 1,313,266.00	\$ 1,311,337.00	\$ (1,929.00)
GF-Parks	\$ 988,310.00	\$ 975,810.00	\$ (12,500.00)
GF-Library	\$ 726,459.00	\$ 723,459.00	\$ (3,000.00)
Community Support	\$ 119,447.00	\$ 135,930.00	\$ 16,483.00
Record Management System	\$ 42,000.00	\$ 187,000.00	\$ 145,000.00
Drainage Expenses	\$ 349,720.00	\$ -	\$ (349,720.00)
Total Expense Change			\$ (242,987.00)
Net Change to GF			\$ (28,500.00)
Net Change to Main Street Prog			\$ 10,000.00
Net Change to Electric Fund			\$ (16,483.00)
Net Change to Innovation Fund			\$ (145,000.00)
Net Change to Drainage Fund			\$ (405.00)

Notes on the final proposed changes: Initially BEDC was funding 2 full time parks employees to mow the entrances into Bastrop. They have come back and said that they will use these funds to

fund the City's match for the Downtown sidewalk loop project. We reduced various line items in Organizational, Public Works, Parks and Library to absorb this decrease in revenue. BEDC has proposed increasing the amount funded to the Main Street program to \$50,000. There were two additions to the Community Support funding after the August 14th budget meeting, Literacy Volunteers and Bastrop Pregnancy Resource Center. The Innovation fund change was just an accounting change to properly record the expense of purchasing the RMS for the Police department, the loan payments will still be \$42,000 each year over 5 years. The Drainage fund was removed from the budget awaiting the authorization from City Council to assess the fee (postponed until October 2017).

POLICY EXPLANATION:

Section 6.05 of the City Charter states: "After public hearing, the Council shall analyze the budget, making any additions or deletions considered appropriate, and shall, at least three (3) days prior to the beginning of the fiscal year, adopt the budget by a favorable vote.

Since the Charter requires two readings for an Ordinance to be effective. The second reading of this Ordinance adopting the budget for FY 2017-2018 will be on September 26, 2017 at the regular scheduled Council meeting.

FUNDING SOURCE:

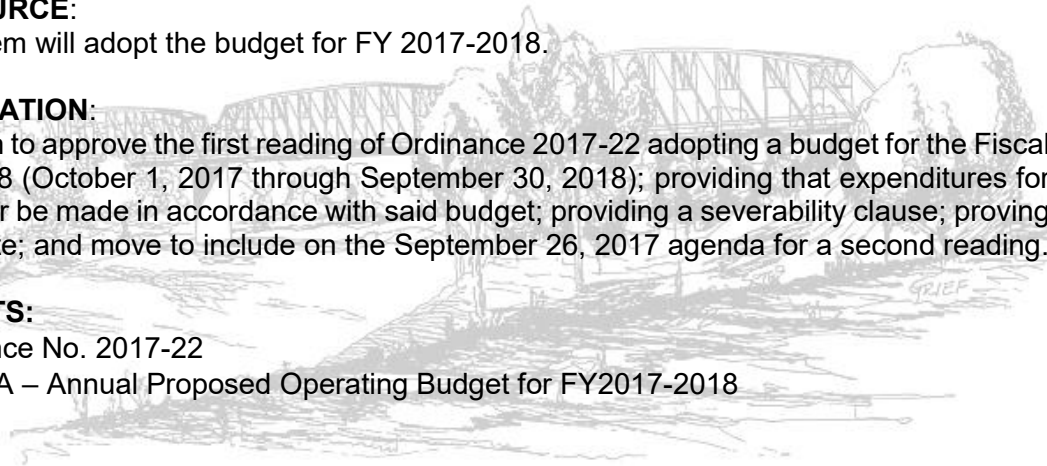
This agenda item will adopt the budget for FY 2017-2018.

RECOMMENDATION:

Consider action to approve the first reading of Ordinance 2017-22 adopting a budget for the Fiscal Year 2017-2018 (October 1, 2017 through September 30, 2018); providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; providing an effective date; and move to include on the September 26, 2017 agenda for a second reading.

ATTACHMENTS:

- Ordinance No. 2017-22
- Exhibit A – Annual Proposed Operating Budget for FY2017-2018



ORDINANCE NO. 2017-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2017-2018 (OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018); PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2017-2018; and

WHEREAS, the City Manager of the City of Bastrop has submitted to the Mayor and Council a proposed budget of the revenues and expenditures/expenses of conducting the affairs of said City and providing a complete financial plan for Fiscal Year beginning October 1, 2017 and ending September 30, 2018; and,

WHEREAS, the City Council on September 12, 2017 conducted a public hearing to receive input from citizens of the City concerning the content of the budget, and for which notices were duly posted in the *Bastrop Advertiser*; and

WHEREAS, the City has acknowledged that this budget will raise more total property taxes than last year's budget by \$252,465 or 5.6%, and of that amount \$102,355 is tax revenue to be raised from new property added to the tax roll this year; and

WHEREAS, the City Council having considered the proposed budget and minor changes, at length, and having provided input in its preparation, has determined that the proposed budget and the revenues and expenditures contained therein are in the best interest of the City and, therefore, the Council desires to approve and adopt the budget by formal action.

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

Section 1: The proposed budget for the fiscal year beginning October 1, 2017 and ending September 30, 2018, as submitted to the City Council by the City Manager, which budget is attached hereto as Exhibit "A," for all purposes is hereby approved and adopted as the City's budget of all revenue and expenditures/expenses of the City of Bastrop, Texas for Fiscal Year 2017-2018; and

Section 2: The sum of thirty-nine million, seven hundred thirty thousand, and eighty-three U.S. Dollars (\$39,730,083) is hereby appropriated for the City's FY2017-2018 Budget. Further, these funds are for payment of operating, capital, and debt service expenses associated with the operation and administration of the City, according to the various purposes and intents described in the FY 2017-2018 budget document.

Section 3: Should any paragraph, sentence, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not

affect the validity of this Ordinance, as a whole or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

Section 4: This Ordinance shall be in full force and effect from and after its adoption by the City Council, pursuant to applicable State and local laws and the City Charter.

Section 5: All other ordinances and Code provisions that are in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency.

Section 6: The City Council of the City of Bastrop, Texas met in a public meeting on September 26, 2017, and adopted this ordinance with a majority vote as follows:

Mayor Pro Tem Gary Schiff	YEA	___	NAY	___	ABSTAIN	___	ABSENT	___
Council Member Bill Peterson	YEA	___	NAY	___	ABSTAIN	___	ABSENT	___
Council Member Lyle Nelson	YEA	___	NAY	___	ABSTAIN	___	ABSENT	___
Council Member Bill Ennis	YEA	___	NAY	___	ABSTAIN	___	ABSENT	___
Council Member Deborah Jones	YEA	___	NAY	___	ABSTAIN	___	ABSENT	___

READ and ACKNOWLEDGED on First Reading on the 12th day of September 2017.

READ and ADOPTED on Second Reading on the 26th day of September 2017.

APPROVED:

Connie Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney



CITY OF BASTROP, TEXAS

Annual Proposed Operating Budget Fiscal Year 2017-2018

City Council Record Vote

The members of the governing body voted on the adoption of the budget as follows:

William Ennis-
Deborah Jones-
Lyle Nelson-
Willie Peterson-
Gary Schiff, Mayor Pro-Tem-

“This budget will raise more revenue from property taxes than last year’s budget by an amount of \$252,465, which is a 5.6% increase from last year’s budget. The property tax revenue to be raised from new property added to the tax roll this year is \$102,355”.

TAX RATE					
Fiscal Year	Property Tax Rate	Effective Tax Rate	Effective M&O Tax Rate	Rollback Tax Rate	Debt Rate
2017-2018	0.5640	0.5383	0.3643	0.5733	0.1997
2016-2017	0.5640	0.5577	0.3640	0.5674	0.2000

The total amount of municipal debt obligation secured by property taxes for the City of Bastrop is \$13,580,457.



Annual Operating Budget

City of Bastrop, Texas

Fiscal Year

October 1, 2017 through September 30, 2018

~ Mayor ~

Connie Schroeder

~ Council Members ~

Gary Schiff, Mayor Pro-Tem

Deborah Jones

Willie "Bill" Peterson

Bill Ennis

Lyle Nelson

~ City Manager ~

Lynda Humble

Operating Budget document prepared by the
Finance Department



City of Bastrop City Council

The City of Bastrop is governed by a Council-Manager form of government in which the Council establishes City policy through ordinances and resolutions and the City Manager carries out City policy and is responsible for City operations. The Bastrop City Council consists of the Mayor and five Council members. The Mayor and Council are elected at-large, which means they represent the entire City and that all registered voters may vote for all six places.



(back row) Gary Schiff, Bill Ennis, Lyle Nelson
(front row), Bill Peterson, Connie Schroeder, Deborah Jones

	<u>Term Expires</u>
Connie Schroeder, Mayor	May 2020
Willie Peterson, Place 1	May 2019
Gary Schiff, Mayor Pro-Tem, Place 2	May 2018
Lyle Nelson, Place 3	May 2020
Bill Ennis, Place 4	May 2018
Deborah Jones, Place 5	May 2019



Government Finance Officers Association

**Certificate of
Achievement
for Excellence
in Financial
Reporting**

Presented to

**City of Bastrop
Texas**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2016

Christopher P. Morill

Executive Director/CEO

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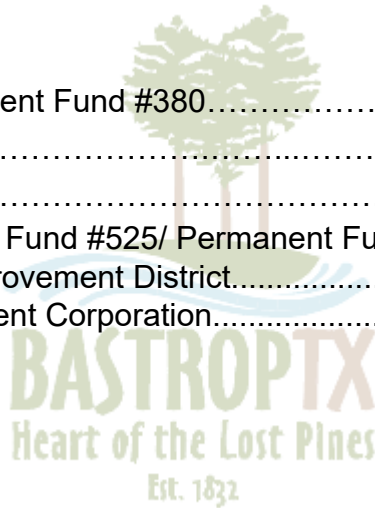


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BUDGET MEMORANDUM

TO: Honorable Mayor & Councilmembers

FROM: Lynda K. Humble, City Manager

DATE: September 26 , 2017

SUBJECT: Presentation of the Proposed FY 2018 Budget

As required by the City's Charter, I am providing the proposed FY 2018 Budget for your consideration. This budget meets the thirty-day requirement prior to adoption, which is scheduled for September 26th. To provide perspective, municipal budgets really are not about the numbers, even though most pages contain nothing but numbers. This budget is the single most important document that staff will create this year. It also represents the single most important decision you will make all year as well. So, why is it so important? This document serves as the conduit for funding required for all programs, services, and projects to be delivered in FY 2018 by the City of Bastrop, whether it is through personnel, equipment, professional services, or community support.

It has been five (5) short months since I began as Bastrop's City Manager. However short the journey, we have covered a lot of ground! As I prepared this budget for your consideration, I want to acknowledge that this budget represents a starting point. It is the starting point of a multi-year plan designed to address the following elements:

Strategic Considerations

- Adoption of the Comprehensive Plan
- Creation of Vision & Mission Statements
- Creation of Focus Areas & Council's Priority List
- Creation of an Organizational Multi-Year Workplan

Financial opportunities

- Sales Tax – Flat & Significant Piece of Revenue
- Diversification of Revenue
- HOT Funds – More Strategic Approach

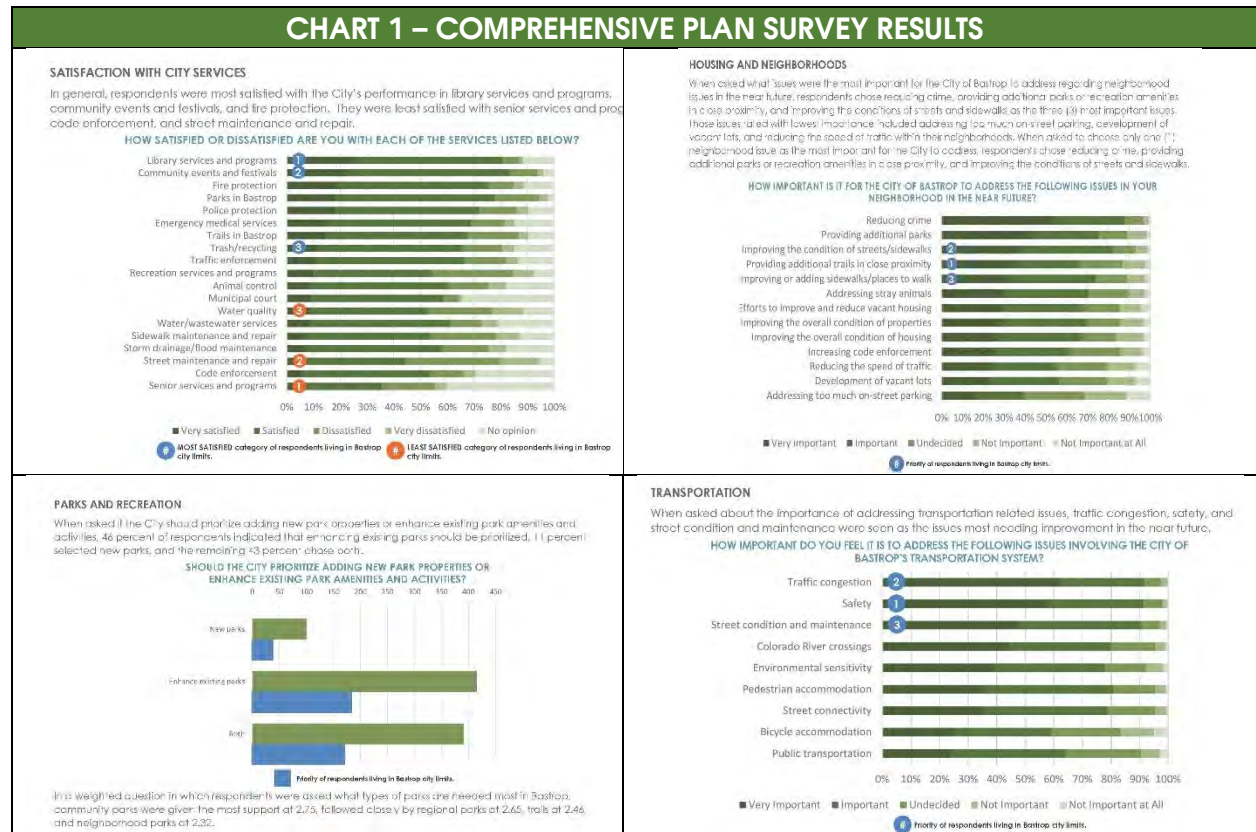
Economic Development + Community Development

- Future Growth
- AAA 4 Diamond – Economic Development (Tourism) Challenges
- Community Renewal anticipating New Growth

Strategic Elements:

Bastrop Comprehensive Plan (2016-2036):

Since the adoption of the FY 2017 Budget, the City Council adopted the Comprehensive Plan (2016 – 2036) on November 22, 2016. This document reflected significant community involvement including an online survey, which generated responses from 975 city residents, a response rate of nearly 14% of Bastrop’s total population. Survey results, as noted in Chart 1 below, included satisfaction with City Services, Housing and Neighborhoods, Parks and Recreation, and Transportation.



The Comprehensive Plan addresses growth for the City of Bastrop over the next twenty years. Each budget cycle must address targeted elements, as identified in the plan, to address the goals and objectives provided throughout all nine chapters. The FY 2018 Proposed Budget represents the first budget prepared since its adoption. Therefore, numerous references to strategic elements included in the Bastrop Comprehensive Plan are made throughout this memorandum, including addressing several identified issues in Chart 1 above.

Vision & Mission Statements:

Each May as a part of the City’s election process, there is an opportunity for new Councilmembers to be elected to serve our citizens. It is appropriate to review the organization’s Vision and Mission Statement each year, to ensure it reflects the entire Council’s perspective on our direction and purpose. At the Council Retreat in July 2017,

Council adopted the Vision and Mission Statements, modifying the statements included in the Comprehensive Plan, as noted below in Charts 2 and 3:

CHART 2

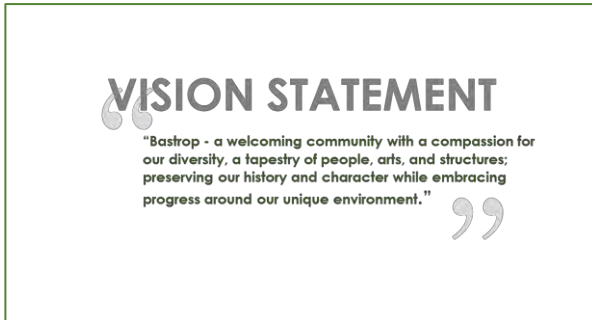


CHART 3



The Vision Statement sets a defined direction for our growth. The Mission Statement is an expression of the Council’s intent for the organization. Both statements are critical elements to developing this strategic budget for FY 2018.

Council’s Areas of Focus:

To strategically execute the Organization’s Vision and Mission Statements, Council established and defined nine (9) areas of focus at the July Council Retreat. These areas, as shown below in Chart 4, are considered fundamental elements vital to the successful execution of our organizational vision and mission.

CHART 4 – COUNCIL FOCUS AREAS		
Fiscal Responsibility	Manage Growth	Communication
Prepare and manage budget; fiduciary responsibility.	Plan for and manage growth, development, and redevelopment to maintain Bastrop’s unique feel and character.	Support and enhance open 2-way communication between the City and its residents and businesses.
Uniquely Bastrop	Organizational Excellence	Economic Vitality
Maintain and enhance our historic community feel by leveraging the unique combination of community, cultural and recreational assets that make Bastrop a special place to live and work.	Organizational governance; progressive operational efficiency; employee and citizen volunteer recognition.	Create sustainability by leveraging tourism; infrastructure renewal and investment; enhancing public/private partnerships; efficient planning & development processes; and fostering an inclusive & diverse environment that encourages entrepreneurial ventures.
Community Safety	Unique Environment	Multi-Modal Mobility
Keep citizens, businesses, and visitors safe.	Continue beautification of natural areas, green spaces, parks, river, and landscaping.	Improved mobility for all modes of transit; manage traffic congestion.

On page 8 of this memorandum, all new programs and services proposed in the FY 2018 Budget are listed under each area of focus to illustrate how each item will strategically impact our organization in the future.

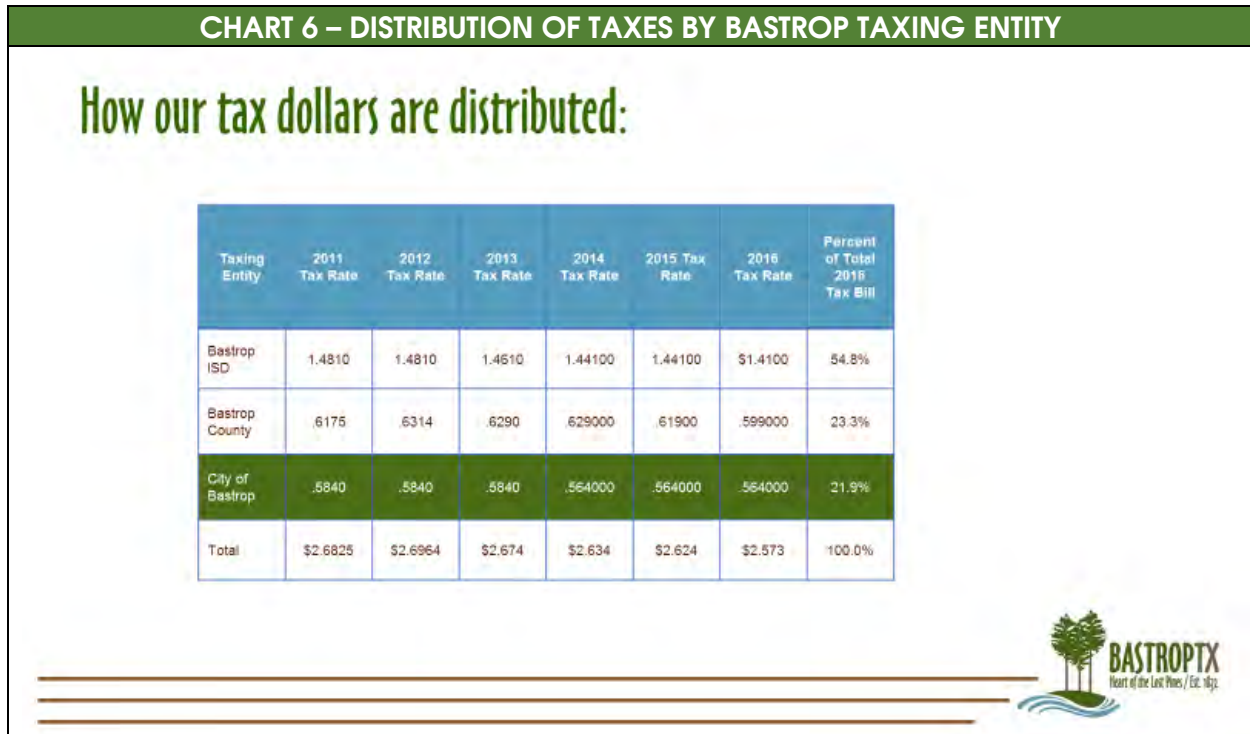
Council’s List of Priorities:

Recognizing that there are always more needs than available resources, Council developed a List of Priorities. These items were given “priority” status, as a way to help staff “prioritize our priorities.” Chart 5, as shown below, summarizes their priorities and serves to determine what programs and services were included in the FY 2018 proposed budget.

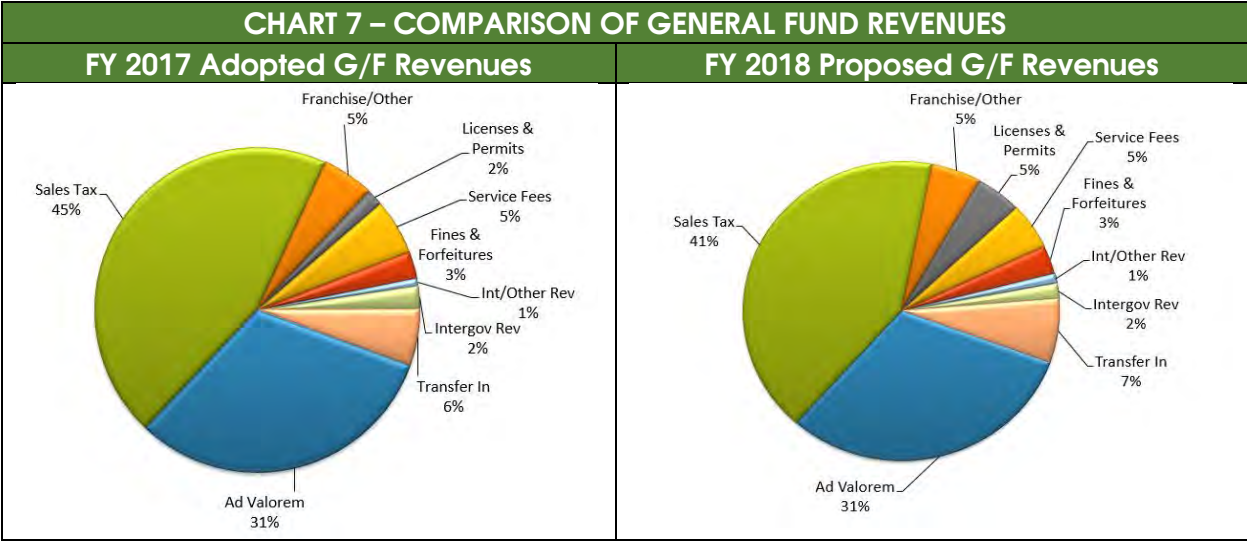
CHART 5 – COUNCIL’S LIST OF PRIORITIES			
Staffing Needs	Aging Critical Infrastructure	Parks – Current: Maintain partnerships	Parks – Future: Explore dedicated funding to develop and maintain future park projects
Development/Permit System – empower staff to negotiate within limits to meet CC goals	Bastrop – “Family Friendly”	Revenues: Diversification; Infrastructure Needs	Financial Policy requiring fees to cover costs
Rodeo Area – Private Initiative	Youth Recreation Needs	Workforce Housing	Communication/Social Media/ PIO Position
Annexation	Develop policy for Tier 2 & 3 Funding that complements Visit Bastrop (DMO)	Water & Wastewater Plants/Infrastructure	Street connection between Lowe’s and Riverside Grove
Fire Station on West Side of City	Fire Department Staffing	Hold Developers Accountable – Hunters’ Crossing Punch List	Historic Landmark Ordinance Review
Address Chickens and Impact on Neighborhoods	ROW Management Policy	Evaluate Number of Boards/Commission	Hold Joint Workshops with all Boards & Commissions to evaluate purpose with Vision & 2017 Conditions
Tie all work plan items back to the Comprehensive Plan	Information Technology Security Protocols	Golf Course at State Park with Private Investment & Council support (No City \$)	

Financial Opportunities:

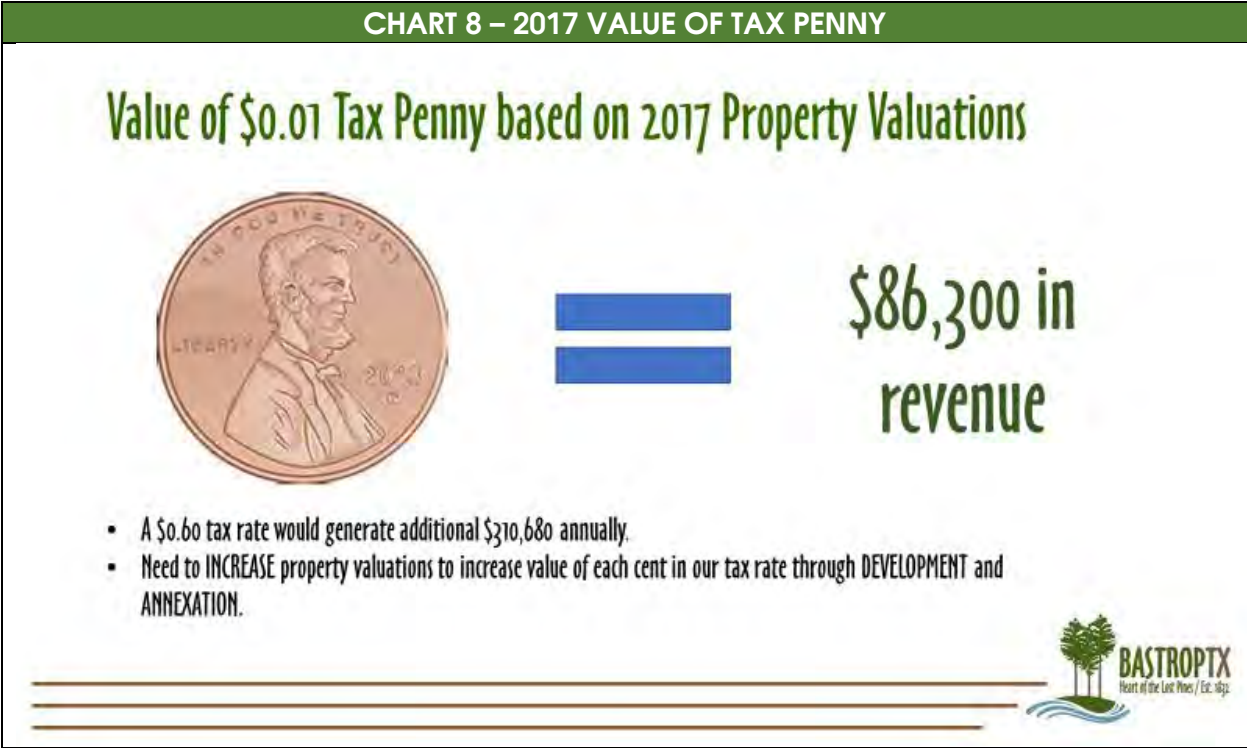
As shown in Chart 6 below, the City represents 21.9% of taxes paid by Bastrop citizens. The majority of taxes paid by our citizens go to the Bastrop Independent School District at 54.8%. The remaining 23.3% paid by citizens go to Bastrop County.



As shown in Chart 7, sales tax revenue represents 41% of the General Fund's overall revenue. Sales tax are tied to consumer confidence. When consumers feel good about their financial wellbeing, they will spend money. When consumers do not feel good about their financial wellbeing, they stop spending any discretionary income. Consumer confidence can change literally overnight. Sales Tax is anticipated to be flat in FY 2018, when compared to FY 2017 due to regional growth in Smithville and Elgin. The lack of projected sales tax growth is considered a strategic threat and must be aggressively addressed in FY 2018 and subsequent years.



It is imperative that we diversify our revenue sources and increase property tax valuations, which is a much more stable source of income. Increase in property tax revenue can come from annexation and future development. As shown below in Chart 8, one tax penny in 2017 equals \$86,300. While no tax increase is proposed in FY 2018, a 60 cent tax rate would only generate \$310,680 annually. Clearly, there must be strategic focus on economic development to reduce the City’s dependence on sales tax, which is projected to be flat in FY 2018.




Economic Development + Community Development

As shown in Chart 9 below, my budgetary goal for FY 2018 and the next several budgets, is to diversify our dependence on sales tax and grow property tax valuations through development and annexation. Very simply, economic development is critical to our financial future. In order to maintain current infrastructure, we need additional recurring revenue sources. While I recognize that much of our discussions relate to future growth, the City does not have sufficient resources to maintain and replace its existing infrastructure within a reasonable expected life cycle.

Since the City's primary source of revenue comes from Sales Tax, the City must work to offset Smithville & Elgin's growth and its impact to our sales tax. Simply put, community development is required to increase tourism to stabilize sales tax. Fortunately, Hyatt Lost Pines Resort is located in Bastrop, along with other community amenities, that serve as an attraction for tourism. However, the City needs to improve its "curb-appeal" through increased mowing, landscaping, and code enforcement. Lastly, the City receives approximately \$2,875,000 annually in Hotel Occupancy Tax funds. It is critical that these funds be leveraged to maximize the City's opportunity to attract tourism.

CHART 9 – CITY MANAGER’S BUDGETARY GOALS FOR FY 2018

City Manager’s Budgetary Goals for FY 2018:



1. Position City to diversify dependence on Sales Tax and grow Property Tax Valuations through Development and Annexation, so we can maintain current infrastructure while building new. (Economic Development)
2. Off-set Smithville & Elgin's Growth and Impact to Sales Tax with Increased Tourism (Community Development)
 1. Need to become destination for Hyatt Lost Pines Resort Excursions.
 2. Need to consider 3rd Party Transportation to bring visitors to downtown from all hotels.
 3. Need "curb-appeal" with "sitting" spots.




Chart 10 incorporates Economic Development + Community Development elements, included in the proposed FY 2018 budget, which will better position Bastrop for success. Programs and services have been listed by Council focus area, to provide a "strategic" context for their inclusion in the FY 2018 budget.

**CHART 10
NEW RECOMMENDED PROGRAMS/SERVICES
BY COUNCIL FOCUS AREAS**

PROPOSED FY 2018 BUDGET ITEMS BY FOCUS AREA

Fiscal Responsibility	Manage Growth	Communication
Prepare and manage budget; fiduciary responsibility.	Plan for and manage growth, development, and redevelopment to maintain Bastrop’s unique feel and character.	Support and enhance open 2-way communication between the City and its residents and businesses.
<ul style="list-style-type: none"> ▪ Increase Building & Development Fees to cover cost of service and reduce subsidy ▪ Creation of Innovation Fund 	<ul style="list-style-type: none"> ▪ Full-Time Planning & Zoning Director Position ▪ Assistant Public Works Director Position 	<ul style="list-style-type: none"> ▪ Full-Time Employee - Film & Broadcasting ▪ Increase frequency of newsletter from quarterly to monthly.
Uniquely Bastrop	Organizational Excellence	Economic Vitality
Maintain and enhance our historic community feel by leveraging the unique combination of community, cultural and recreational assets that make Bastrop a special place to live and work.	Organizational governance; progressive operational efficiency; employee and citizen volunteer recognition.	Create sustainability by leveraging tourism; infrastructure renewal and investment; enhancing public/private partnerships; efficient planning & development processes; and fostering an inclusive & diverse environment that encourages entrepreneurial ventures.
<ul style="list-style-type: none"> ▪ Additional part-time hours at Convention Center for bookings 7 days per week ▪ Increased Part-Time Custodian to Full-Time for Convention Center & Downtown ▪ Increased Part-Time Admin. Assistant to Full-Time for Main Street, Visit Bastrop, and Convention Center ▪ Funding of Year 1 with Visit Bastrop ▪ Wayfinding signage 	<ul style="list-style-type: none"> ▪ Salary Increases for Employees ▪ I.T. Systems Administrator Position ▪ Server Replacements ▪ Council Chamber Upgrade - VoteLynx ▪ NeoGov Software ▪ 1st Annual Volunteer Recognition Banquet 	<ul style="list-style-type: none"> ▪ Foreman for Utility System ▪ Pavement Condition Index Assessment to evaluate and score streets ▪ Creation of Drainage Fund for Increased Maintenance ▪ Partnership with Keep Bastrop County Beautiful – Adopt A Street Program; Parklet Beautification, & School Education ▪ Household Hazardous Waste – Partnership with Bastrop County & City of Smithville
Community Safety	Unique Environment	Multi-Modal Mobility
Keep citizens, businesses, and visitors safe.	Continue beautification of natural areas, green spaces, parks, river, and landscaping.	Improved mobility for all modes of transit; manage traffic congestion.
<ul style="list-style-type: none"> ▪ CAD/Records Management Package ▪ Additional Hours for 2 Firefighters – 7 Days a Week – 12 hours per day ▪ Equipment for First Responders ▪ Sign Replacement to Improve Reflectivity ▪ Striping to increase driver/pedestrian safety ▪ Sidewalks to increase pedestrian safety 	<ul style="list-style-type: none"> ▪ Contract for Rights-of-Way Mowing ▪ Contract for Facilities & Parks Mowing ▪ Emphasis on Downtown Landscape & Litter and additional Special Events support to enhance Tourism experience 	<ul style="list-style-type: none"> ▪ Funding for Sidewalks to increase pedestrian safety ▪ Funding for River Trail Project ▪ Funding for increased CARTS Service ▪ Consulting Fee for State Park Trail

GENERAL FUND

REVENUE:

Total proposed projected revenue in the General Fund for FY 2018 is estimated to be \$9,912,819, which is a \$523,208 or 5.57% increase in revenue, when compared to FY 2017 adopted revenues.

Licenses & Permits:

During the June 29, 2017 Budget Workshop, staff presented the results of an internal cost of service study on the Planning & Zoning and Building Inspection Departments. This study divided the responsibilities of both departments into four service areas: (1) building, (2) development, (3) internal, and (4) community.

The study identified expenses of \$660,000 in all four (4) service areas. Associated expenses for building and development were \$420,000, yet only generated \$186,000 in offsetting revenue based on the City's existing fees. Therefore, the citizens are subsidizing the cost of development by \$234,000 or the equivalent of almost three cents (\$0.03) on the tax rate.

Staff conducted a survey of area cities, including Buda, Kyle, Hutto, and Manor, to determine their required building and development permits and associated fees. The survey results showed a need to significantly increase building, development, subdivision, and zoning fees. In addition, several fees were identified to be added to cover expected services, currently not listed in the City's master fee structure. Bastrop's current building and development fees have been in place since 1995, which were based on now defunct 1991 Standard Building Code. Today, the City has adopted the 2009 International Building Code and the 2011 Electric Code. The current subdivision and zoning fees were adopted in 1999.

By consensus, Council agreed to increase building and development fees to cover the cost of providing these services. These fees are scheduled for Council action on August 22nd and September 12th. Based on the new fee structure, the General Fund is expected to increase revenue by \$340,000 in FY 2018, when compared to FY 2017 adopted budget.

EXPENDITURES:

The expenditures are budgeted much lower than last year due to no capital projects being funded out of General Fund. Most department budgets stayed the same. New expenditures included in the General Fund are:

- Salary & Benefits for employees in the amount of a 2% increase effective October 1, 2017 and 2.5% increase on their anniversary. Because we are a service industry, the City is very fortunate to have dedicated employees providing great service to our citizens. Our ability to retain great employees is imperative and competitive salary and benefits are key to employee retention.
- Workers Compensation Costs decreased \$27,000 this year thanks to focus on safety by our employees.
- Insurance benefits were limited to a 9.18% increase with plan changes to deductibles and co-pays. The City's insurance is still competitive, when compared to other cities.
- New Positions are included to address several of the items listed on Council List of Priorities, as shown in Chart 5 on Page 4. Those positions include:
 - Director of Planning & Zoning
 - Assistant Public Works Director
 - I.T. Systems Administrator
 - F/T Film & Broadcasting (Position funded from General, Water/Wastewater, BP&L)
 - Additional Resources for Associate Judges. Our judge works seven (7) days a week to fulfill the requirements of her position. With increased growth over the past several years, additional resources are needed to provide support for weekend responsibilities.

INNOVATION FUND:

The Innovation Fund will be created from a \$487,500 transfer from excess fund balance from the General Fund and \$256,500 from excess fund balance from Bastrop Power & Light on September 30, 2017, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations. By creating a separate fund, this will allow improvements to occur over a period of time, which may exceed a fiscal year timeframe.

Currently, the General Fund has a 25% fund balance requirement. After the \$487,500 transfer, it is anticipated that the General Fund will have an ending balance in FY 2018 of 26.9%, which is equivalent to the anticipated fund balance of 26.5% of the FY 2017 adopted budget. Bastrop Power & Light has a 35% fund balance requirement. After the \$256,500, it is anticipated that Bastrop Power & Light will have an ending balance in FY 2018 of 45.6%. Chart 11 below summarizes the proposed expenditures included in this budget with an explanation of benefit.

CHART 11 – INNOVATION FUND EXPENDITURES		
Proposed Expenditure	Explanation of Benefit	Amount
Public Safety CAD/RMS System	<p>The City contracts with Bastrop County to provide dispatch services for Police and Fire. Bastrop County Dispatch and Sheriff Departments uses Tyler Technology CAD/RMS System. Tyler’s computer aided dispatch (CAD) software allows dispatch personnel to accelerate the sharing of mission-critical information with first responders. This CAD solution is integrated with Tyler’s public safety and courts software to deliver a 360 degree view of the incident, the associated parties and location information.</p> <p>Mobile functionality allows officers to continuously communicate with dispatchers, other officers and their agency while in the field. With laptops, tablets, or handhelds, mobile operations functionality connect officers directly to the main system through encrypted transmissions over a secure wireless network. Officers in the field can access records, create reports, receive “silent” dispatch command, and more. Staying in touch and up-to-date ensures officers work safely and more efficiently.</p>	<p>Total Purchase Price – \$210,179. Municipal Court’s portion is \$23,263, which will be paid from their Technology Fund. The remaining \$186,916 will be funded through a loan from BP&L at 3% interest over 5 years. Annual loan payment will be \$42,000.</p>
Server Replacements	Funding will be transferred into the City’s Vehicle & Equipment Replacement Fund (VERF) to replace servers, who have met or exceeded their recommended useful life.	
Design Consulting Fee for State Park Trail	Funding for the City’s portion of the design consulting fee for the State Park Trail was included in the FY 2017 Budget. However, the Building Permit & Development Fees were not approved in the fall. The City uses Bureau Veritas to augment the capacity available in Building Inspection on large projects, given their skill set and available resources. Without the additional fee revenue, the City subsidizes the cost of development. Funding allocated for this project in FY 2017 paid for the consulting fees associated with Bureau Veritas. Funding is required in FY 2018 to meet the requirements of this grant.	\$160,000
Parking for Delgado Park	In FY 2017, the City purchased this park located on the north side of the City. Playground and restroom facilities are being installed in FY 2017. A parking lot is needed at the park.	\$60,000
Pavement Condition Index Study	To effectively manage the sizable investment in streets, the city must gather data and establish a baseline rating for all streets. Information is gathered in the field using sophisticated truck mounted equipment and computer software. Once gathered, the information will be used to establish a Street Maintenance Program, based on the ranking for each street. Necessary repairs will be identified and used to develop cost estimates for capital improvements. The information from the pavement	\$45,000

	assessment will be used to prioritize street maintenance based on individual street scores and available funding.	
Fire Department Staffing – Part-Time Firefighters – 7 days a week – 12 hour shifts	Currently, part-time firefighters work Monday through Friday on 10-hour shifts since most of the City’s volunteers work in the Austin area. However, traffic congestion makes it difficult for volunteers, who most live west of river, to get to Station #2 and respond to a call with equipment. By staffing Station #2 with firefighters 7 days a week on 12 hour shifts, the goal will be to improve response times for fire calls.	\$82,000
Facilities & Park Mowing Contract	Staff did a Request for Proposals for landscape mowing for city parks and facilities. The lowest response is \$158,000. There are two (2) vacant positions in Parks, which total \$91,272. Staff is recommending these positions be eliminated and the funding go toward a mowing contract. This mowing contract will provide additional capacity for improved park maintenance, while ensuring our facilities are mowed and maintained at an appropriate level.	\$67,000
Rights-of-Way Mowing Contract	TxDot has significant ROW along SH 71, SH 21, SH 150, and SH 95, which are main arterials through our community. The state mows on a limited mowing schedule, which exceed current City ordinances. The Railroad has significant ROW, which runs through the middle of our community. The railroad mows on a limited mowing schedule, which exceeds current City ordinances. The City has significant ROW that must be mowed, and is not always mowed in compliance with City ordinances due to limited staff capacity. Staff is reluctant to enforce city ordinances when the City is a known violator. Citizens and visitors do not distinguish who owns the ROW, just that it needs mowing. In order to significantly improve the City’s “curb appeal” and to ensure compliance with City Code Enforcement ordinances, staff is recommending a ROW Mowing contract to augment existing capacity.	\$90,000
CART Funding	Staff will meet with CART officials to add an additional route to Bastrop, which will reduce the amount of time required to get to local destinations. Discussions will include bus stops and accountability measurements such as ridership, route times, etc. Council will have to approve an Interlocal Agreement prior to execution of any contract.	\$20,000
Design Consulting Fee for Skatepark	Parkland dedication funds were used to purchase Delgado Park, which used the majority of available funds. It was anticipated that the revenue generated from the Mayfest Park lease with the County would generate additional parkland funds. However, this lease has been terminated until the County gets approval to proceed from the State. Parkland dedication funds were earmarked for the design fees of a skatepark in FY 2018.	\$35,000
Neogov	On-line recruitment is a standard practice nationwide in all industry categories. Applicants are used to doing an on-line search for positions, applying for the position with just a click of a button, while being kept up to date throughout the application process. If hired, applicants are used to electronic on-boarding processes. The City’s	\$16,000

	current employment application is a word document that requires applicants to deliver in person, fax or mail. On-boarding happens in-person. Copying applications to review and share with departments is very labor intensive. Neogov is an on-line recruitment and on-boarding system designed for government applications. It will significantly improve the efficiency of our recruitment, hiring, and on-boarding process.	
Council Chamber Improvements – VoteLynx System	VoteLynx XLG Voting, Meeting Management and Control System with 10 integrated panels with MiniTouch member Vote/RTS, amplifier, small speaker headphone jack and gooseneck microphones, Video Display Unit, 15” touch panel at secretary, 12” touch panel at mayor position, LCD Timer Display at podium, 24 input X 12 output DSP audio mixer, two channel amplifier, engineering/installation	\$52,000
Total Innovation Fund Expenditures		\$706,500

WATER/WASTEWATER FUND:

At the July 20th Budget Workshop, staff indicated that more work was needed on this fund to make final decisions regarding the establishment of rates to fund Capital Improvement Projects and required on-going maintenance based on the outcome of a biological study on our existing wastewater treatment plan. Therefore, staff is recommending Council adopt the Water/Wastewater Fund, based on FY 2017 funding level adding in salary adjustments and a Foreman position. This position is needed to free up capacity of the Public Works Superintendent, who will now oversee the drainage crew in addition to his current duties.

In the fall, staff will hold several workshops with Council to discuss rates for a January 1, 2018 implementation date. A budget amendment will be required at the time of the adoption of rates.

BASTROP POWER & LIGHT (BP&L):

Total projected revenue in the BP&L Fund for FY 2018 is estimated to be \$7,323,696, which is \$184,331 or a 2.5% increase, when compared to FY 2017 adopted revenues.

Total projected expenditures in the BP&L Fund for FY 2018 are estimated to be \$7,399,534, which is \$383,890 or a 5.47% increase, when compared to FY 2017 adopted expenditures.

BP&L has a 35% fund balance requirement. At the end of FY 2017, BP&L is anticipated to have a 56.4% fund balance. Therefore, staff is recommending the following expenditures from excess fund balance:

- “River of Lights” Christmas Lights – \$125,000 (See explanation on Page 16)

- Innovation Fund - \$256,500 – (See explanation on Page 10)
- Community Festival Events - \$27,700 (See explanation on Page 16)
- VERF - \$100,000 – Annual transfer to the Vehicle & Equipment Replacement Fund

At the end of FY 2018, BP&L is projected to have a 45.6% fund balance after funding these one-time expenditures.

Community Support Funding (Included in Expenditures)

FY 2018 Community Support Funding recommendations are provided in Chart 12 below. Organization, highlighted in yellow, received funding in FY 2017 and are funding at the same level in FY 2018.

Given the number and size of the community support funding requests this year, staff recognizes that there are needs not being met in our community. Therefore, staff would like to require all organizations, noted in yellow, be required to attend a monthly meeting with the City Manager in order to receive their funding. The purpose of these meetings will be to explain their mission, share community statistics on needs, collaborate with other organizations to more efficiently serve our citizens, and find ways for the City to participate with in-kind services and not just funding. These meetings will provide critical information for the City to better serve our citizens and partner with our community organizations.

Bastrop County First Responders, highlighted in green, have been paid through the Red Light Camera Fund in past years. This year, staff recommended participation in the BP&L Community Support Program. The Bastrop Police Department views the Bastrop County First Responders as a critical element to our emergency response. This group is very responsive and offers critical medical support, while patients are waiting for medical transport. Their request is for five (5) AED machines and five (5) Motorola radios, which allow communication with first responders. Given the significant life safety features of this request, full funding is recommended.

Organizations, highlighted in pink, did not attend the Council meeting to present their request. Some effort should have been made to have someone present at the meeting, send a video stating their case, or acknowledge their lack of attendance in writing, if community support dollars are really important. Therefore, no funding was recommended. However, at the August 14th Budget Workshop, several Council members requested that consideration be made for the Pregnancy Resource Center to receive funding at the same level as last year. A majority of Council members agreed so this amount was added. Also, at this same meeting, it was brought up that the Literacy Volunteers were left off the list and so we have added them as well.

Bastrop Long-Term Recovery Team, highlighted in purple, have served this community well through multiple disasters in recent years. As the disasters are closed out, FEMA and other funding sources are no longer available. These disasters have educated this team on the significant community need for preparedness for future disasters. Therefore, this organization wants to transition from recovery to preparedness through public education

and continue their assistance, when disaster such as a fire or flood strikes individuals. Prepared citizens, in a time of disaster, help themselves and the community's ability to quickly recover. Staff will meet with Board Leadership to establish clear accountability measures prior to October 1st. Funding will occur monthly contingent upon agreed upon measures being met. In addition, Bastrop Long-Term Recovery Team will provide quarterly updates to Council.

CHART 12 – BP&L FY 2018 COMMUNITY SUPPORT FUNDING	
Organization	Recommended FY 2018 Funding
Austin Habitat for Humanity	\$6,575.00
Bastrop County Child Welfare Board	\$0.00
	\$16,158.00
Bastrop County First Responders	\$20,347.00
Bastrop County Women's Shelter	\$8,000.00
Bastrop Long-Term Recovery Team	\$7,500.00
Bastrop Pregnancy Resource Center	\$6,483
Children's Advocacy Center of Bastrop, Lee and Fayette Counties	\$5,558.00
Combined Community Action Inc	\$5,567.00
Court Appointed Special Advocates of Bastrop County	\$5,558.00
Honor Choir	\$0.00
In the Streets Hands Up High Ministry	\$5,692.00
Keep Bastrop County Beautiful	\$15,000.00
Literacy Volunteers	\$10,000.00
MEELJ	\$0.00
Mission U-Too	\$5,992.00
BISD Student Backpack Program	\$17,500.00
Total Community Support Funding for FY 2018	\$135,930.00

Keep Bastrop County Beautiful:

Staff met with representatives from Keep Bastrop County Beautiful (KBCB). This year, KBCB won the Texas Governors' Award in the amount of \$130,000. They have agreed to partner with the City of Bastrop and Bastrop Economic Development Corporation to fund a portion of the River Trail in TxDOT right-of-way, which is a grant requirement.

We believe that there is a great opportunity for a partnership to provide more beautification, clean-up, and youth leadership programs in the City. Therefore, \$15,000 has been included in this year's budget and in return KDCB will provide the following:

- Pocket Parks/Parklets: KBCB will work with Master Gardeners, Master Naturalists, Bastrop Independent School District, and Bastrop Art in Public Places on partnerships and community input.
- Adopt-A-Street Program: KBCB will research and implement an Adopt-A-Street Program in 2018.
- Quarterly Litter Pick-ups: KBCB will organize four (4) clean-ups, two (2) of which will be river clean-ups in the Spring and Fall.
- Youth Executive Council: KBCB will organize a Youth Executive Council with BISD Schools to promote recycling and beautification within the community and schools. There will be additional discussions on using the funding provided by Progressive Waste to put together a program(s) with some type of incentives to encourage recycling.
- In addition, KBCB has agreed to assist staff in organizing volunteers to pick-up illegal dump sites or areas that have a significant amount of litter and debris.

Staff will meet with Board Leadership to establish clear accountability measures prior to October 1st. Funding will occur monthly contingent upon agreed upon measures being met. In addition, KBCB will provide quarterly updates to Council.

Staff is not recommending funding for the Honor Choir or MEELJ. The Honor Choir is an important organization in our community. However, their request is better suited for fund-raising and private donations. MEELJ did not provide adequate statistics on the services provided to Bastrop citizens. Therefore, no funding was recommended.

Staff included the BISD Student Backpack Program for funding. Currently, there are 300 homeless children in BISD, who count on the free lunch program for their food. When they leave school on Friday afternoon, these children will most likely not eat until they return to school on Monday. Staff is recommending funding for 100 backpacks for 35 weeks in the amount of \$17,500. The Bastrop County Emergency Food Pantry & Support Center has been asked to coordinate this program on behalf of BISD. The City of Bastrop employees will volunteer at the Food Pantry to pack these backpacks weekly, as a way to give back to those in the community, who need us the most.

Community Festival Funding (Included in One-Time Funding from Excess Fund Balance)

There is an expectation in every community that July 4th, Christmas, and Juneteenth are celebrated. These festivals may or may not attract tourists, but are clearly important for a sense of community. Therefore, BP&L will be providing funding to the Hospitality & Downtown Fund for Christmas Lights, known as the River of Lights, in the amount of \$125,000. Funding for the Patriotic Festival will be provided in the amount of \$22,700 for items not covered by HOT. In addition, Juneteenth will receive \$5,000 since this celebration is more of a community event than a draw for tourists.

HOTEL/MOTEL TAX FUND:

By State Law, the City of Bastrop collects a Hotel Occupancy Tax (HOT) from hotels, bed and breakfasts, and other lodging facilities. Under state law, revenue from HOT may be used only to directly promote tourism and the hotel and convention industry. Chapter 351 of the Tax Code provides the requirements on how HOT funds may be spent.

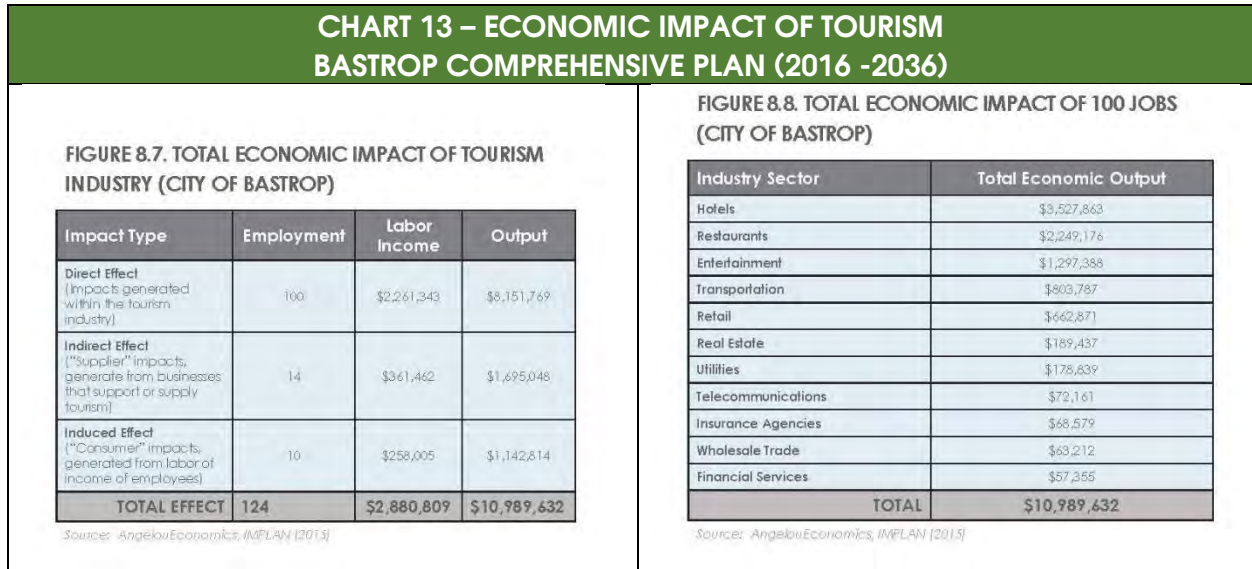


Chart 13 above shows the important role that tourism plays in the Bastrop economy. It is important that the HOT funds be leveraged to attract tourism to strengthen our sales tax while we diversify our property tax valuations. Therefore, it is imperative that all resources funded from HOT funds work together toward strategic goals. Therefore, staff will work toward structuring the HOT Fund similar to the General Fund in future years. All departments/divisions that receive HOT should be shown and accounted for in the HOT Fund.

Hospitality & Downtown Department:

Staff is recommending the creation of a Hospitality & Downtown Department to provide a more strategic approach to the HOT funds. Currently, funding is provided to the Main Street Program, Convention Center, Vision Bastrop, art groups, etc. Each group has acted independently in the past based on the specificity of their funding.

The Main Street Director, Convention Center Director, and Visit Bastrop Team will all be located in the Laake Building. A staff retreat was held among the team members, who have made a strong commitment to the overall mission of creating a GREAT tourist experience based on cooperation and strong teamwork. Staff understands the urgency needed to maintain sales tax levels while we diversify and grow our property tax base.

Convention Center

During the July 20th Budget Workshop, staff recommended transferring a portion of the Convention Center debt to the General Fund due to the lack of revenue generated by the Center for tourism. Thanks to information provided by some interested and engaged citizens, the HOT law bases funding for convention centers on bookings, not revenue, with the intent that more than 50% of the bookings for the facility should be to host conventions or meetings that directly promote tourism and the hotel and convention industry. Based on the proposed work plan for FY 2018, the creation of Visit Bastrop, and the team approach created within the Hospitality & Downtown department, staff is optimistic that bookings for the center will exceed 51% meeting the intent of the law. **Therefore, the HOT Fund will continue to cover all expenses related to the debt of this facility.**

The Convention Center will be dark, when not in use, to reduce overhead expenditures. Staff will set-up and manage events, when bookings are on the calendar. When the center is not in use, staff will support downtown through litter control, landscape maintenance, and special events.

In addition, a detailed workplan is underway to increase the number of bookings, identify potential sources of revenues, and reduce bureaucracy of rentals and set-ups. Staff will provide Council with a detailed update, once completed.

This budget includes funding for additional hours allowing the Center to be available for rentals 7 days a week. The lack of availability seven (7) days a week has been identified as an impediment for some tradeshow and conferences.

Community Festival Funding

As noted above in the BP&L section, there is an expectation in every community that July 4th, Christmas, and Juneteenth are celebrated. These festivals may or may not attract tourists, but are clearly important for a sense of community. Therefore, BP&L will be providing funding to the Hospitality & Downtown Fund for Christmas Lights, known as the River of Lights, in the amount of \$125,000. Funding for the Patriotic Festival will be provided in the amount of \$22,700 for items not covered by HOT. There is \$40,835 allocated from HOT to support the Patriotic Festival. Staff is EXTREMELY appreciative of the partnership we have with the Bastrop Chamber of Commerce, who coordinates this festival. Without them, it would be a tremendous drain on staff capacity to put on this festival and could negatively impact other services we provide. Business sponsorships raised by the Chamber are anticipated to generate \$20,000 in support. In addition, Juneteenth will receive \$5,000 from BP&L since this celebration is more of a community event than a draw for tourists. However, all community festival funding will be coordinated through the Hospitality & Downtown Department.

Visit Bastrop:

The Comprehensive Plan acknowledged the need for a destination marketing organization (DMO) to ensure that Bastrop's varied marketing efforts promote our goal of expanding and sustaining its tourism economy. The contract between the City and Visit Bastrop is under review by the City Attorney and will be on a Council agenda for

approval in the near future. The contract stipulates a target of 50% of HOT revenue will be provided to Visit Bastrop annually, which is met in the FY 2018 proposed budget.

HOT Application Requests

After reviewing the state law requirements of HOT, HOT application requirements for use of Bastrop logo on all marketing, and the urgent need to maximize HOT funds to attract tourists to stabilize our sales tax while growing our property tax base, staff is recommending postponing any recommendations on HOT application until the adoption of the budget on September 26th. Staff needs time to meet with each organization to account for how HOT funds have been spent in FY 2017. In addition, Staff needs to help develop deliverables for FY 2018 that can be measured, reviewed, and add to the City's ability to attract tourism.

Bastrop Comprehensive Plan (2016 – 2036)

GOAL 8.4: Create a long-term strategy for placement of visual and performing art assets.

Therefore, there is \$225,000 in funding for future FY 2018 allocation to HOT Applications that can prove they meet the City's criteria.

Bastrop Art in Public Places (BAIPP):

In the 2016 Comprehensive Plan, the work of the BAIPP Board is recognized for laying the groundwork for enhancing the aesthetic appeal of Bastrop's built environment. The Comprehensive Plan, Chapter 8, page 8-12, specifically calls for a "strategic plan that establishes measurable actions and initiatives necessary to create a coordinated series of art events funded and promoted by the City, art exhibitions on City property, and art calls and competitions. City support for these initiatives should be based in part on the degree to which each can grow the **local cultural arts and tourism sector.**" Because HOT funds BAIPP, it is important that a Strategic Plan be developed that meets Chapter 351 of the Tax Code related to the Promotions of the Arts that Directly Promote Tourism and the Hotel and Convention Industry, which requires:

"the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guests at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms."

As noted throughout this memorandum, it is critical that we better leverage our available resources to promote tourism to grow our sales tax base while we increase our property tax base. A Cultural Art Strategic Plan should be created, as recommended by the Comprehensive Plan, to drive future funding decisions related to cultural art. Therefore, staff is recommending the following:

- BAIPP create a community-wide “Cultural Arts Master Plan” as recommended by the Comprehensive Plan in FY 2018 to provide a “roadmap” for future funding decisions related to HOT funds for Cultural Arts.
- Council and BAIPP hold a joint workshop to establish an agreed upon purpose and “non-negotiables” for the plan in Fall of 2017.
- Art purchases for the City’s permanent collection and the Cultural Heritage Trail Project be put on hold in FY 2018 pending the creation of a Master Plan to drive future funding decisions. Therefore, no funding is allocated to this line item in FY 2018. These two requests total \$97,000.

Fairview Cemetery:

Total projected revenue in the Fairview Cemetery Fund for FY 2018 is projected to be \$90,700, which is a \$17,900 or 24.58% increase in revenue, when compared to FY 2017 adopted revenues. FY 2017 revenue is projected to be \$91,950, due primarily to an increase in sales of lots to non-Bastrop residents.

Total projected expenditures in this fund for FY 2018 are projected to be \$131,177, which is a \$46,347 or 54.6% increase in expenditures, when compared to FY 2017 adopted expenditures. This fund is projected to start FY 2018 with a fund balance of \$198,742. There are three (3) proposed expenditures that will be funded out of excess fund balance, leaving an estimated ending fund balance in FY 2018 of \$158,128.

- **\$10,000 for Mower.** This proposed budget includes the purchase of a replacement mower for grounds maintenance of the cemetery.
- **\$32,000 for Ground Truthing.** In the west section of the cemetery, it is believed that there are unmarked graves. This ground truthing technology will survey half of the west section to help identify lots where unmarked graves exist. While we may not know, who is buried there, identified grave sites will be properly marked. Lots, where no burials are identified, will become available for future sale.
- **\$5,000 for Actuarial Study.** The Fairview Cemetery is a perpetual care cemetery. The International Cemetery, Cremation, & Funeral Association defines perpetual care in cemeteries as “providing of funds, to be held in perpetual trust, the income of which is to be expended in keeping up forever the necessary care of the individual lots and graves, and the maintenance, repair and future renewal of the borders, drives, water and sewer systems, enclosures and necessary buildings.” This study will provide needed information to set future rates and establish a target amount for the Fairview Cemetery Permanent Fund, which will fund the perpetual care of the cemetery, once all lots are sold. The Permanent Fund will have an estimated fund balance of \$383,649 at the end of FY 2018.

RED LIGHT CAMERA FUNDS:

During the June 29th Budget Workshop, staff made a presentation on utilization of existing fund balance in the Red Light Camera Fund. There is \$488,419 in fund balance, after opting out of this program.

As background, James Watson filed suit on April 23, 2015 against the State of Texas and 53 Texas Cities, including Bastrop, alleging defendants were participating in the enforcement of red light cameras in violation of the Texas Constitution. The City is being represented by Talory, Olson, Adkins, Sralla, & Elam on this matter. This matter will likely be litigated for many years to come, including potentially being appealed to the Texas Supreme Court. It is possible that the cities will lose and need to refund the money, but the attorney does not see any reason to not spend the money according to state law parameters.

Staff is recommending the following expenditures in compliance with State Law:

- **\$152,000 - Improve Street Signage and Striping** to meet Section 2A.07 of the Federal Highway Administration Manual on Uniform Traffic Control Devices, which states “retro-reflectivity and illumination: regulatory, warning, and guide signed and object markers to be retro-reflective or illuminated to show the same shape and similar color both day and night, unless otherwise provided in the text discussion in this manual for a particular sign or group of signs. The requirement for sign illumination shall not be considered to be satisfied by street or highway lighting.” Nighttime driving statistics show that 40% of all fatal car accidents occur at night. The fatal crash rate of 16-year-olds is nearly twice as high at night.
- **\$311,000 – Sidewalk Connectivity.** In the spring, a pregnant citizen spoke to Council during citizen input. She and her small child, who she was pushing in a stroller, were hit by a motorist. Fortunately, all were uninjured, but she made a strong plea for sidewalks in the north area of downtown. The need for sidewalk connectivity is also noted in the Comprehensive Plan. Therefore, the best program for pedestrian safety, given this citizen’s plea, is to complete the gaps in existing sidewalks, where pedestrians will most likely walk in the street in the downtown area.

Since there is on-going litigation regarding the red-light camera funds, there will be a remaining fund balance of \$25,000 to cover future attorney fees.

PROPOSED DRAINAGE FUND (RECOMMENDED FOR ADOPTION IN OCTOBER):

The City of Bastrop has a history of flooding events, including 100+ year storm events on Memorial Day 2015, October 25, 2015, April 17, 2016, and May 27, 2016. Thus, one of the most significant city-wide citizen concerns is the need for improved drainage. An area-wide drainage study is being conducted by Halff Associates, which will develop a plan

to address several large-scale issues. This plan is anticipated to be completed by late August – early September.

Routine maintenance of the City’s existing 25+ year storm drainage system is critical to ensure the drainage functions properly in much smaller rain events. As shown in Chart 14 below, culverts need to be cleaned out and in some cases, replaced in order to function properly. Ditch lines need to be regraded to have the appropriate level of slope to drain. Gills Branch and Piney Creek need to be maintained to ensure both are free of debris prior to any major storm event.



In June, staff cleaned the debris and tall weeds and grass from Gills Branch in the downtown area in anticipation of several tropical storms circulating in the Gulf of Mexico. Given our current level of staffing, the Public Works crew left Spring Street unpaved for several weeks, while crews worked on drainage. Given our current staffing level, there is not adequate staff to dedicate to pro-active maintenance of our drainage system.

Purpose of Fund

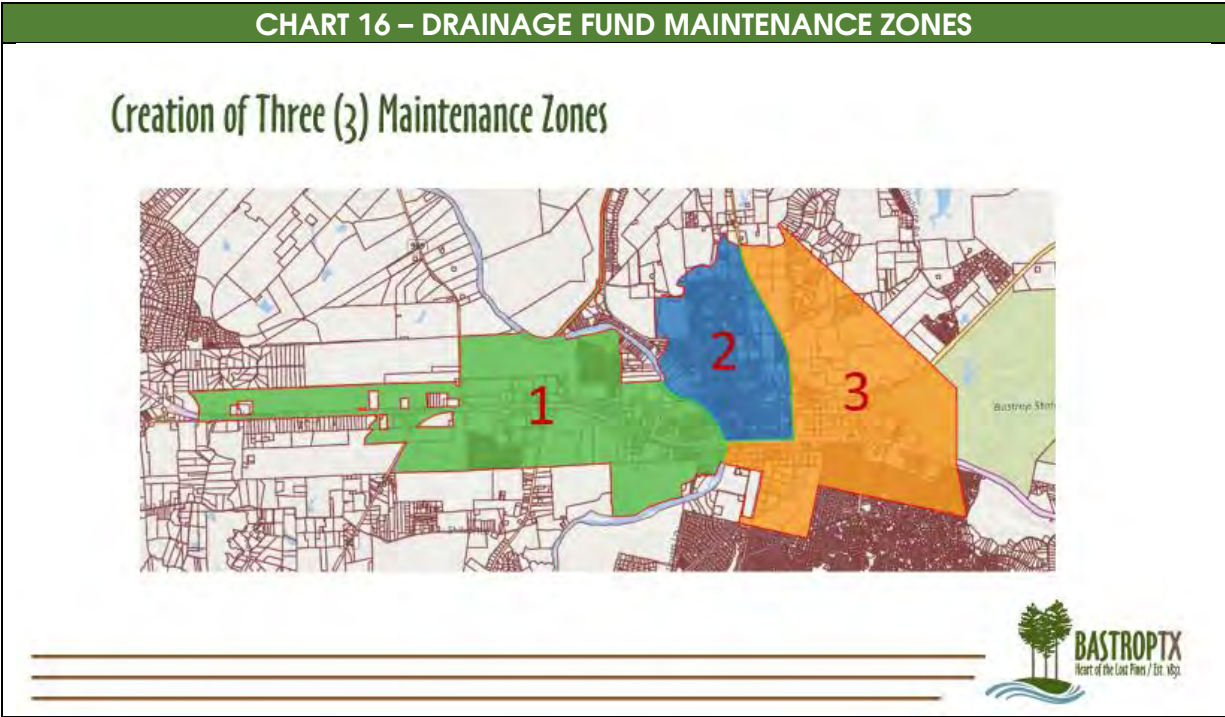
Chapter 552 of the Texas Local Government Code permits municipalities to establish a drainage utility system, when there is a need to protect the health and safety of the public from loss of life and property caused by surface water overflows. A separate fund is created, which can only be used for the use, operation, and maintenance of a drainage system. Council must adopt an ordinance that establishes the purpose of the fund, sets rules and procedures, and sets a fee.

Maintenance Expectations

As noted in Chart 15, staff has developed a 52 week per year maintenance schedule.

CHART 15 – DRAINAGE FUND MAINTENANCE SCHEDULE			
Routine Maintenance & Minor Improvements (40 weeks)	System Maintenance & Inspection	Pre-Storm Activities (2 weeks)	Post-Storm Activities (4 weeks)
<ul style="list-style-type: none"> ▪ Ditch, Channel Cleaning (mowing, tree trimming, debris clearing) ▪ Driveway Culvert Replacement ▪ Detention Pond Maintenance ▪ Inlet, Pipe Cleaning ▪ Install New Inlets, Storm Sewers 	<ul style="list-style-type: none"> ▪ System Inspection, Data Collection ▪ Equipment Maintenance 	<ul style="list-style-type: none"> ▪ Check Major Bridge Crossings ▪ Material Staging ▪ Road Closures and Barricades 	<ul style="list-style-type: none"> ▪ Check Critical Infrastructure ▪ Clear Debris ▪ Cleanup ▪ Assessment

Clearly, this schedule will vary annually based on the number and size of storm events that occur. This fund will have three (3) employees: Crew Leader, Equipment Operator, and Maintenance Worker II. It is anticipated to take several years to complete the necessary, routine maintenance required in all three (3) identified drainage zones, as shown below in Chart 16. However, the crew will allocate time annually in each zone.



Staff is recommending a monthly residential fee of \$3.75 per meter and a monthly commercial fee of \$7.50 per service unit equivalent (3/4" meter = 1). Based on the current number of residential and commercial meters, this fee will generate \$320,625 annually. With interest and \$28,500 in existing drainage funding from the General Fund, **total projected annual revenue will be \$350,125.** This amount is the targeted amount based on the maintenance schedule established in Chart 15.

The collection of this monthly fee will generate sufficient revenue to cover the following expenses as shown in Chart 17 below:

CHART 17 – LIST OF DRAINAGE FUND EXPENDITURES	
Personnel – Crew Leader, Equipment Operator, Maintenance Worker	\$155,720
Supplies & Materials (Culverts, Equipment, Fuel)	\$133,000
Equipment Maintenance	\$ 5,000
Contracted Services (Concrete, tree service)	\$ 50,000
Administrative Support	\$ 6,000
Total Drainage Expenditures	\$349,720

Staff recognizes and appreciates that we have residents on fixed incomes. We have worked to make the drainage fee as affordable as possible, yet provide great value in the maintenance services provided. Chart 18 below illustrates the value of the proposed \$3.75 per residential meter per month fee, when compared to items routinely purchased in our daily lives.

CHART 18 – VALUE COMPARISONS OF MONTHLY DRAINAGE FEE		
		
Egg McMuffin Meal - \$3.99 each	Starbucks Venti Cinnamon Dolce Latte - \$5.35 each.	Marlboro Cigarettes - \$7.00 each.

Public Meetings

Staff will provide a detailed public education schedule at the Budget Workshop scheduled for Tuesday, August 15, 2017. Public meetings on this proposed drainage fee will be held in Tahitian Village, Hunters' Crossing, Riverside Grove, Kerr Community Center, and a location in North Bastrop. A video is being produced to broadcast on

the City's cable channel. A newsletter will be mailed city-wide explaining the proposed fee.

Because we appreciate the time required to educate the public, staff is recommending that the drainage fee be adopted in October rather than as a part of the budget adoption process scheduled for the September 26th Council meeting

At the end of September, Staff has a 2 ½ day retreat scheduled to develop a multi-year work plan that incorporates the Bastrop Comprehensive Plan, Council's List of Priorities, other items identified to improve operational efficiencies, and items needed to meet the goals set forth in this budget. A retreat will be scheduled with Council to review for implementation in FY 2018.

In future years, a proposed workplan will be included in the budget as a part of the adoption process.

CLOSING:

The development of any budget is a team effort! I want to say a BIG thanks to Tracy Waldron and her team for all of the time and effort put into the construction of this budget document. I also appreciate the Executive Cabinet and their staff for all of their efforts to bring me up to speed on the needs of the organization and community during my first five (5) months, along with the time allocated to getting quality funding information. Last, but certainly not least, I appreciate the strategic vision provided by Council at the retreat to provide some much-needed perspective on prioritization to ensure we continue to provide quality programs and services to our citizens. I appreciate the time and efforts of all who will participate over the next six (6) weeks providing input on this budget prior to its final adoption on September 26th.



OVERVIEW SECTION





Budget Process

OPERATING BUDGET

PREPARATION – The City’s “operating budget” is the City’s annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation debt service fund. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and cooperation of all City departments. The City Manager transmits the document to the City Council. The budget should be enacted by the City Council prior to the beginning of the fiscal year. The operating budget may be submitted to GFOA annually for evaluation and possible recognition with the Award for Distinguished Budget Presentation.

BALANCED BUDGETS – An operating budget will be balanced, with current revenues, inclusive of beginning resources, and greater than or equal to current expenditures/expenses.

PLANNING – The budget process will be coordinated so as to identify major policy issues for City Council.

REPORTING – Periodic financial reports are available within INCODE to enable the department managers to manage their budgets and to enable the Finance Department to monitor and control the budget as approved by the City Council. Summary monthly financial reports will be presented to the City Council within 45 days after the end of each month, if Council meetings do not interfere with the reporting requirement. Such reports will include current year revenue and expenditure budgets and year-to-date actual figures.

CONTROL – The level of budgetary control is at the department in all funds. Department Heads can make transfers between accounts within their budget through a budget transfer. When budget adjustments have to be made between departments and/or funds, they must be approved by City Council.

PERFORMANCE MEASURES – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process and reported to the City Council at least quarterly.

CAPITAL BUDGET

PREPARATION – The City’s capital budget will be included in the City’s operating budget. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city

APPROPRIATION – An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from, or encumbrance of, the appropriation. Any funds not expended, disbursed, or encumbered shall be deemed excess funds.

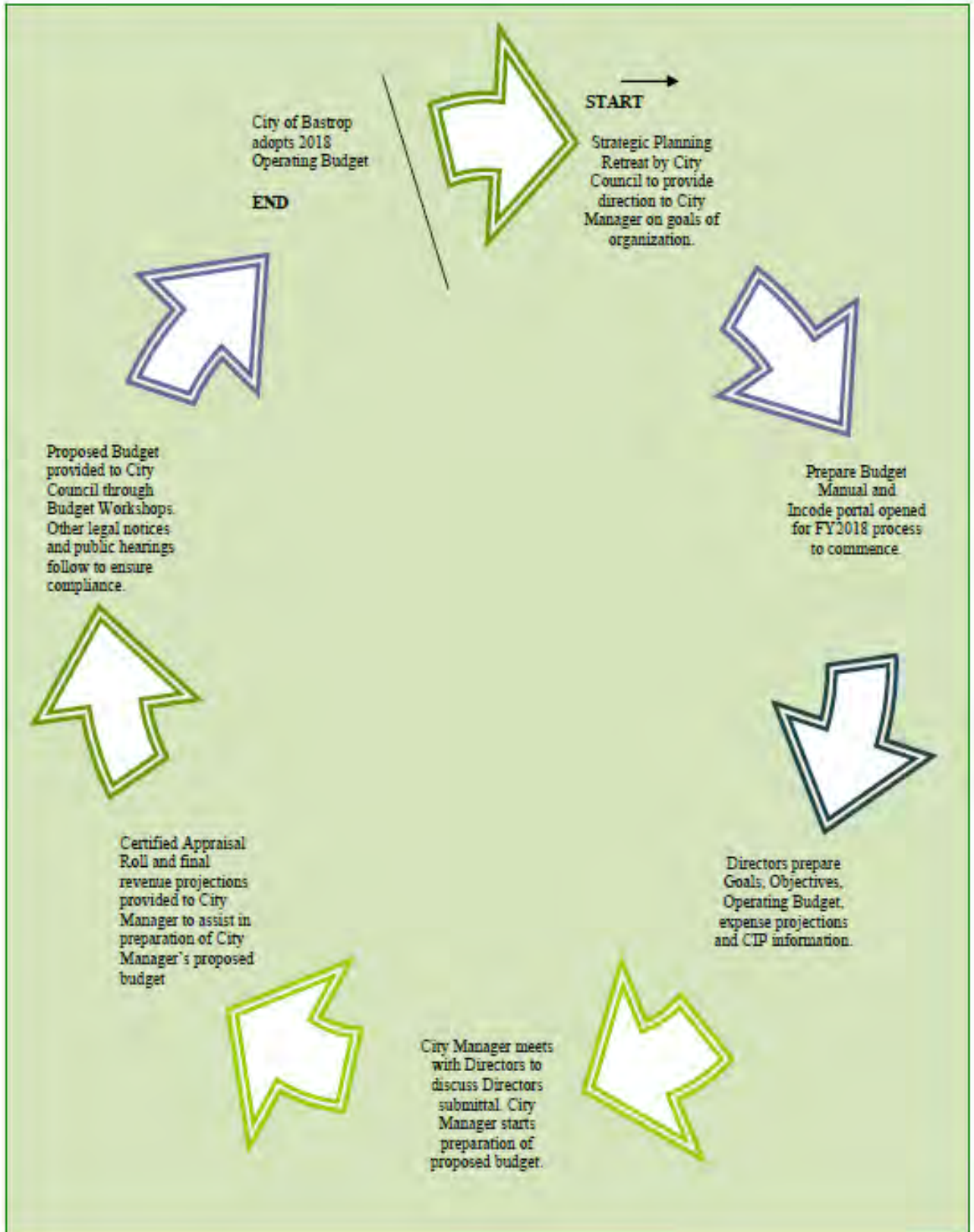
CONTROL – All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

ALTERNATE RESOURCES – Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

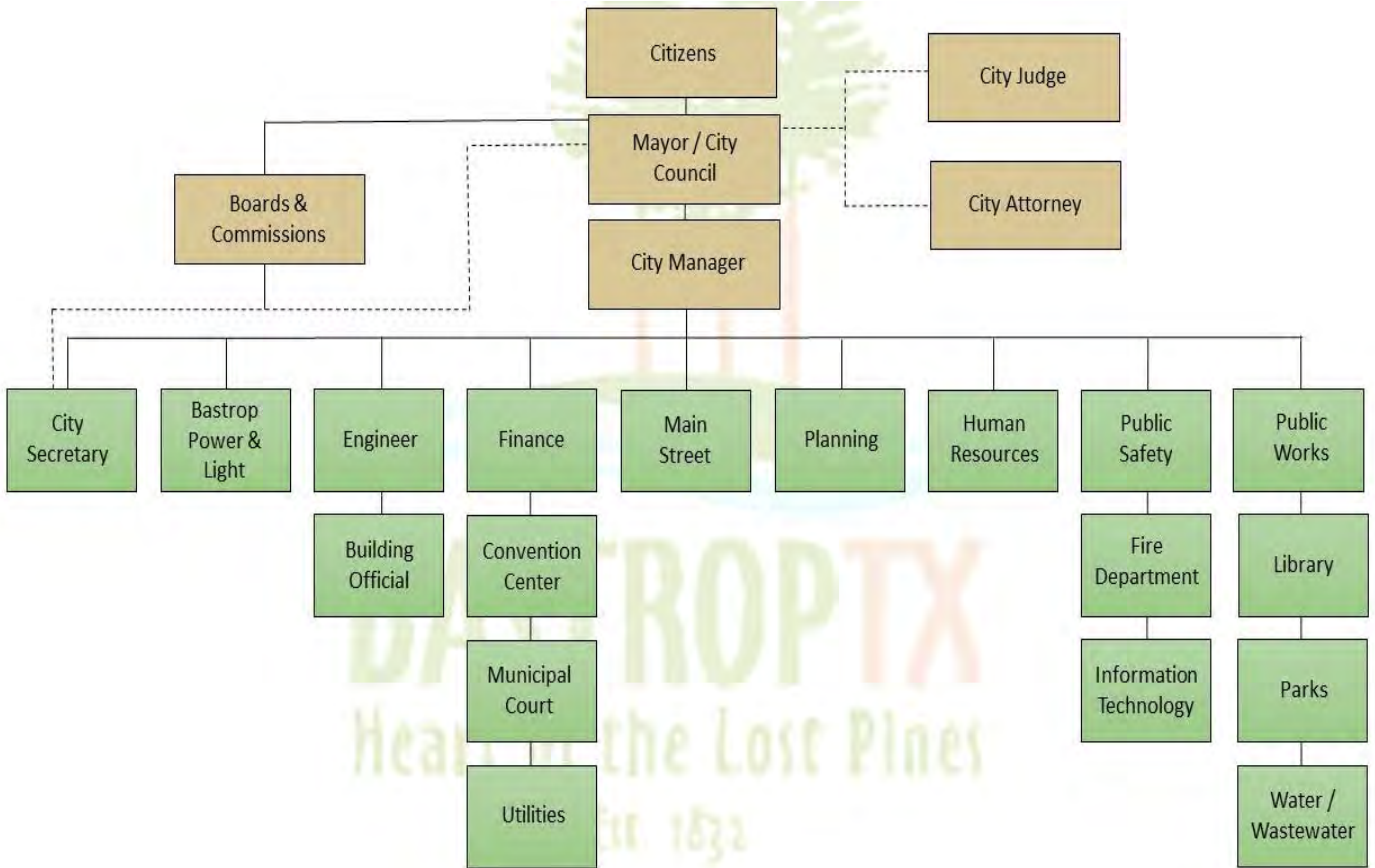
DEBT FINANCING – Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

REPORTING – Financial reports will be available to enable the department managers to manage their operating budgets and to enable the Finance Department to monitor the operating budget as authorized by the City Manager.

Fiscal Year 2018 Budget Cycle



Current Organizational Chart FY2017-2018



COMMUNITY PROFILE

GENERAL

	8,642
City Area (Sq. Miles)	9
Miles of Paved Streets	56
City Facility Square Footage	101,857
Number of City Departments	17
Number of Advisory Boards/Commissions	15

RECREATION AND CULTURE

Park Acres Maintained	123
Number of Playgrounds	5
Number of Athletic Fields	12
Water Play Areas	1

LIBRARY

Circulation	146,325
Cataloged Collection	54,186
User Population	32,512

PUBLIC SAFETY

Number of Fire Stations and Substations	2
Number of Volunteer Firefighters	25
Number of Police Stations	1
Number of Police Officers	22

UTILITIES

Number of Electric Accounts	2,740
Number of Water Accounts	3,279
Number of Wastewater Accounts	2,917
Number of Garbage Accounts	2,567
Gallons of Water Produced (Million)	497
Gallons of Wastewater Treated (Million)	346

PLANNING AND DEVELOPMENT

Number of Residential Building Permits	42
Number of Commercial Building Permits	9

City of Bastrop

Departmental Staffing Summary

PAID PERSONNEL ALL FUNDS

Full-Time Equivalents (FTE)

FUND TYPE	FY 2014-2015	FY 2015-2016	FY 2016-2017	FY 2017-2018
General Fund	91.7	88.7	92.2	98.5
Water/Wastewater Utility	13	13	17	18.5
Bastrop Power & Light	9	9	9	9
Hospitality & Downtown	5.5	5.5	6	6
Bastrop Economic Development Corporation	2	3.5	3.7	4
Fairview Cemetery	1.5	1.5	1	1
Total All Funds	122.7	121.2	128.9	137
FTE New Positions:	2.9	1.5	5.7	8

Personnel Additions FY2017-2018

Public Works – Assist. Public Works Director (50% General, 50% Water/Wastewater)

Planning & Development – Director

IT System Administrator-General

Water/Wastewater – Foreman

Fire Dept. – Temporary part time positions equal 4 FTE positions



History of Bastrop, Texas

BASTROP, TEXAS, The area was first occupied in 1804, when a fort was established at a strategic Colorado River crossing of the Old San Antonio Road and named Puesta del Colorado.

In 1823, Baron de Bastrop obtained permission from the Spanish to form a German colony, but subsequently failed to establish a settlement. In 1827, Stephen F. Austin established a "Little" of 100 families along the east bank of the Colorado River. The town was probably named Bastrop by Stephen F. Austin in honor of Felipe Enrique Neri, Baron de Bastrop, a longtime friend and business associate. The town was platted in 1832 and settlements continued despite tension with the Indians and Mexican authorities. To accommodate the government of Mexico, the City changed its name to Mina. After disagreements and mediation not providing remediation, volunteers joined in the armed uprising against Mexico in 1835-1836.

The town was incorporated under the laws of Texas on December 18, 1837 and the name was changed back to Bastrop. The City was comprised of a courthouse, a hotel, a stockade, a gunsmith shop, a general store, and a number of residences. The pine forest on the westernmost section provided the only timber available in what was then western Texas. The Bastrop timber mills provided lumber for building in Austin, San Antonio and other settlements.



In 1862 fire destroyed most of the downtown buildings located in the 900 block on Main Street. Rebuilding was difficult due to the stress of the war and scarcity of money in the area. To make matters worse, Bastrop experienced a flood of area creeks in 1869, which forced evacuation of the town as waters rose as high as forty-six feet. Fortunately, in 1886 Railroad entered Bastrop bringing trade.

History of Bastrop, Texas continued

population in Bastrop increased to about 5,000 during World War II, after the establishment of nearby Camp Swift seven miles north of Bastrop. Camp Swift was the largest army training and transshipment camp in Texas at approximately 90,000 troops. When the camp gradually closed after the war, the Bastrop population eventually shrank to 3,158 in 1950.

In 1979, the National Register of Historic Places admitted 131 Bastrop buildings and sites to its listings. This earned Bastrop the title of the "Most Historic Small Town in Texas." In the 2000 census the population was 5,340 and grew to 7,218 by the 2010 census.

In 2011, the County experienced the Bastrop County Complex Fire that started Labor Day weekend of 2011 which was deemed the most destructive wildfire in Texas history. On September 4, 2011, it is reported that three separate fires merged into a large wildfire that burned east of the City of Bastrop. The fire continued burning until October 9th when fire officials declared the fire was finally 100% contained. The fire forced thousands of evacuations and destroyed 32,400 acres, 1,696 homes and killed 2 people. The Bastrop County Complex Fire is recorded as the third largest wildland urban interface home loss fire to date in the nation.

In 2010, the National Trust for Historic Preservation named Bastrop one of its Dozen Distinctive Destinations™. It has also been recognized as a Texas Cultural Arts District by the Texas Commission on the Arts since 2012. Bastrop continues to be rich in small-town character while combining big-city conveniences with a strong sense of community. In addition to nationally known stores and services, Bastrop currently boasts a vibrant, historic downtown filled with a variety of shops, restaurants, and year-round activities.

Beginning in 2015, the City of Bastrop increased its focus on the arts through the Downtown Bastrop Sculpture Project and Transformer Cabinet Mural Project. Since that time, numerous beautifully crafted pieces have been displayed publicly for visitors and citizens to enjoy. In 2016, the historic Powell Cotton Seed Mill on Chestnut Street was renovated to become the new Lost Pines Art Center and Sculpture Garden. Its 9,000-square-foot building includes a state-of-the-art gallery, reflective sculpture garden, classroom spaces, artist studios, a gift shop, and a wine/coffee shop. Finally, in 2017, the arts program was expanded to include the 2-D Art Project. This project displays 2-dimensional artwork, such as paintings and photography, in public locations throughout the city.



Fund Structure





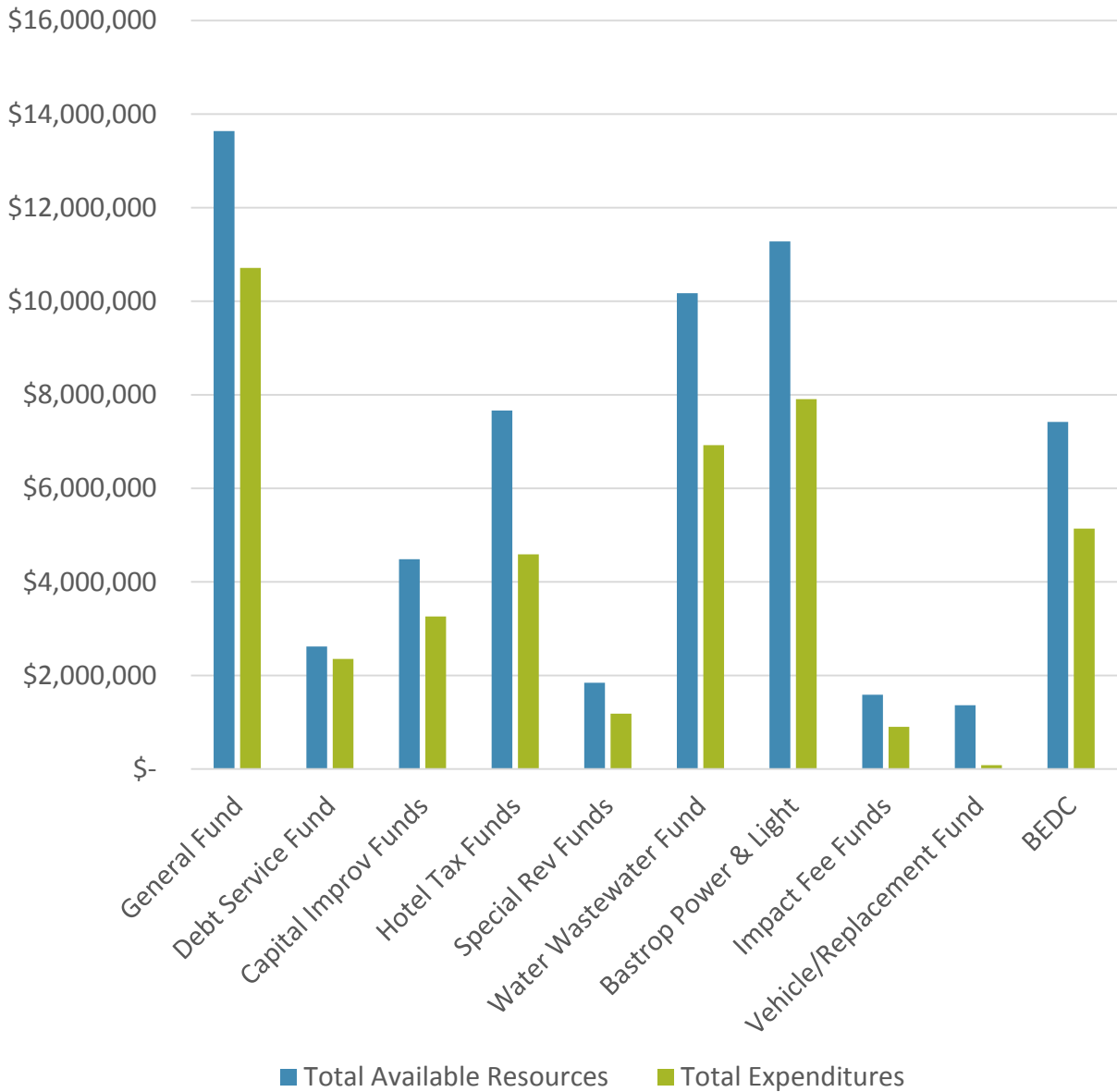
Financial Summary





Fiscal Year 2017-2018

All Funds Total Resources and Expenditures



CITY OF BASTROP, TEXAS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018 BUDGET

DESCRIPTION	GOVERNMENTAL FUNDS				
	GENERAL FUND	DEBT SERVICE FUNDS	CAPITAL IMPROVEMENT FUNDS	HOTEL TAX FUNDS	SPECIAL REVENUE FUNDS
PROJ BEGINNING BALANCES	\$ 2,927,289	\$ 55,873	\$ 4,197,525	\$ 3,671,599	\$ 1,307,198
REVENUES:					-
AD VALOREM TAXES	3,326,107	1,816,399	-	-	
SALES TAXES	4,456,850		-	-	
FRANCHISE & OTHER TAXES	549,766		-	2,875,000	
LICENSES & PERMITS	505,500		-	-	
SERVICE FEES	536,244		-	224,800	526,337
FINES & FORFEITURES	332,000		-	-	
INTEREST	40,500	9,500	28,500	13,050	5,200
INTERGOVERNMENTAL	92,352		1,365	50,000	
OTHER	73,500	242,600		-	6,000
TOTAL REVENUES	9,912,819	2,068,499	29,865	3,162,850	537,537
TRANSFERS IN	799,211	496,616	256,500	828,979	1,000
TOTAL	10,712,030	2,565,115	286,365	3,991,829	538,537
TOTAL AVAILABLE RESOURCES	\$ 13,639,319	\$ 2,620,988	\$ 4,483,890	\$ 7,663,428	\$ 1,845,735
EXPENDITURES:					-
GENERAL GOVERNMENT	4,100,603		430,000	-	
PUBLIC SAFETY	3,893,786		-	-	571,000
DEVELOPMENT SERVICES	785,101		-	-	
COMMUNITY SERVICES	1,932,540		-	-	607,852
UTILITIES			-	-	
DEBT SERVICE		2,354,272	-	-	
ECONOMIC DEVELOPMENT			-	3,418,407	
CAPITAL PROJECTS			2,556,444	-	
TOTAL EXPENDITURES	10,712,030	2,354,272	2,986,444	3,418,407	1,178,852
TRANSFER OUT	-	-	276,500	1,172,895	3,461
TOTAL	10,712,030	2,354,272	3,262,944	4,591,302	1,182,313
ENDING FUND BALANCE	\$ 2,927,289	\$ 266,716	\$ 1,220,946	\$ 3,072,126	\$ 663,422
<i>% of Expenditures</i>	27.3%	11.3%	40.9%	89.9%	56.3%

CITY OF BASTROP, TEXAS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018 BUDGET

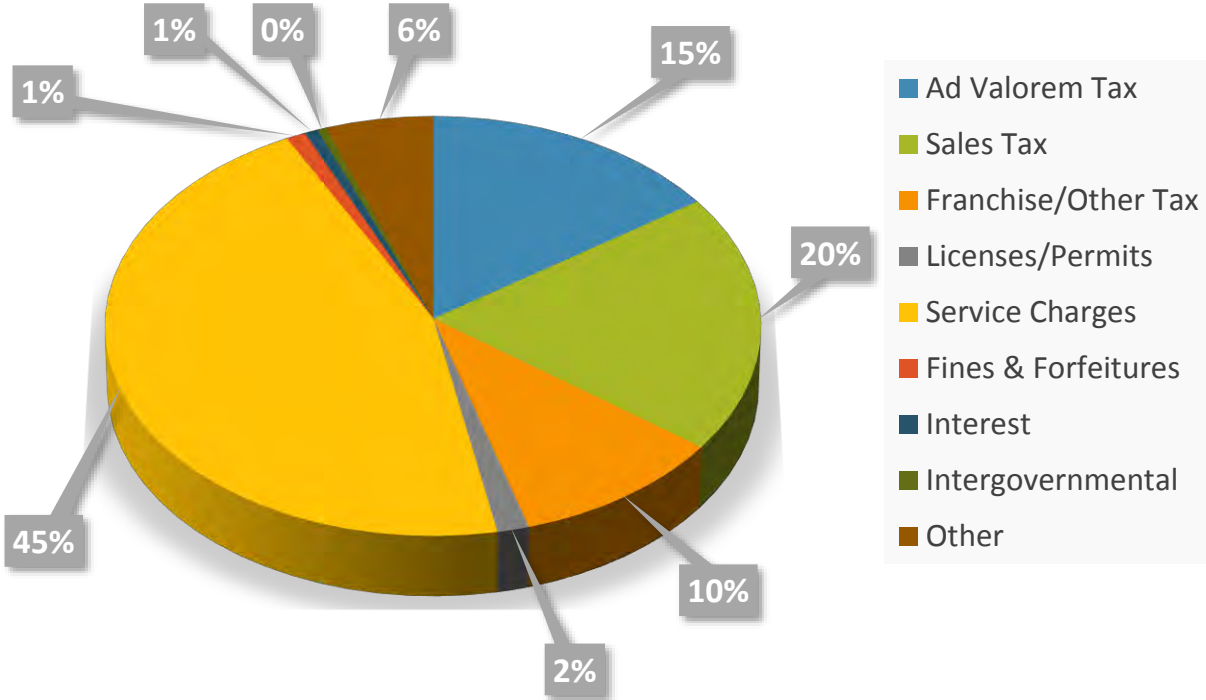
DESCRIPTION	ENTERPRISE FUNDS		
	WATER/ WASTEWATER FUNDS	ELECTRIC FUND	IMPACT FEE FUNDS
PROJ BEGINNING BALANCES	\$ 4,237,586	\$ 3,956,045	\$ 688,883
REVENUES:			
AD VALOREM TAXES			-
SALES TAXES			-
FRANCHISE & OTHER TAXES			-
LICENSES & PERMITS			-
SERVICE FEES	5,078,640	7,280,696	885,940
FINES & FORFEITURES			-
INTEREST	43,000	40,000	13,500
INTERGOVERNMENTAL		3,000	-
OTHER			-
TOTAL REVENUES	5,121,640	7,323,696	899,440
TRANSFERS IN	812,139	-	-
TOTAL	5,933,779	7,323,696	899,440
TOTAL AVAIL. RESOURCES	\$ 10,171,365	\$ 11,279,741	\$ 1,588,323
EXPENDITURES:			
GENERAL GOVERNMENT			-
PUBLIC SAFETY			-
DEVELOPMENT SERVICES			-
COMMUNITY SERVICES			-
UTILITIES	3,793,473	6,348,789	90,500
DEBT SERVICE	1,440,212	157,995	-
ECONOMIC DEVELOPMENT			-
CAPITAL PROJECTS	1,690,644	335,000	-
TOTAL EXPENDITURES	6,924,329	6,841,784	90,500
TRANSFER OUT	-	1,066,950	812,139
TOTAL	6,924,329	7,908,734	902,639
ENDING FUND BALANCE	\$ 3,247,036	\$ 3,371,007	\$ 685,684
<i>% of Expenditures</i>	62.0%	51.8%	757.7%

CITY OF BASTROP, TEXAS
SUMMARY OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
FISCAL YEAR 2017-2018 BUDGET

DESCRIPTION	INTERNAL SERVICE FUND	COMPONENT UNIT	TOTAL ALL FUNDS
	VEHICLE/EQUIP REPLACEMENT FUND	BASTROP ECONOMIC DEVELOPMENT CORP.	
PROJ BEGINNING BALANCES	\$ 801,903	\$ 3,712,346	\$ 25,509,058
REVENUES:			
AD VALOREM TAXES			5,142,506
SALES TAXES		2,209,500	6,666,350
FRANCHISE & OTHER TAXES			3,424,766
LICENSES & PERMITS			505,500
SERVICE FEES	403,871		14,936,528
FINES & FORFEITURES			332,000
INTEREST	10,000	25,000	228,250
INTERGOVERNMENTAL			146,717
OTHER	10,000	1,474,422	1,806,522
TOTAL REVENUES	423,871	3,708,922	33,189,139
TRANSFERS IN	137,500	-	3,331,945
TOTAL	561,371	3,708,922	36,521,084
TOTAL AVAIL. RESOURCES	\$ 1,363,274	\$ 7,421,268	\$ 62,030,142
EXPENDITURES:			
GENERAL GOVERNMENT	82,000		4,612,603
PUBLIC SAFETY			4,464,786
DEVELOPMENT SERVICES			785,101
COMMUNITY SERVICES			2,540,392
UTILITIES			10,232,762
DEBT SERVICE		381,480	4,333,959
ECONOMIC DEVELOPMENT		1,550,485	4,968,892
CAPITAL PROJECTS		3,209,500	7,791,588
TOTAL EXPENDITURES	82,000	5,141,465	39,730,083
TRANSFER OUT	-	-	3,331,945
TOTAL	82,000	5,141,465	43,062,028
ENDING FUND BALANCE	\$ 1,281,274	\$ 2,279,803	\$ 18,968,114
<i>% of Expenditures</i>	1562.5%	118.0%	58.8%

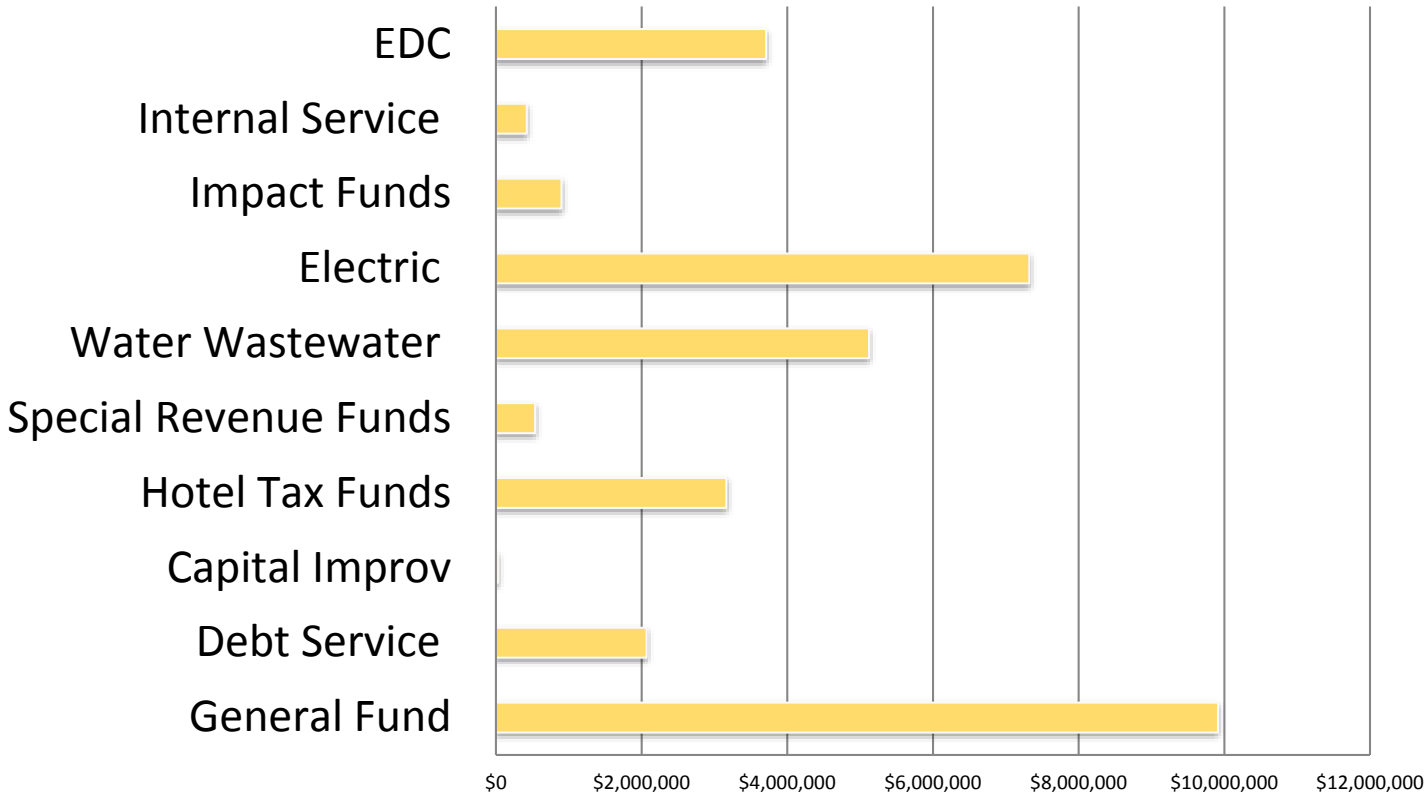
Fiscal Year 2017-2018 Proposed Revenues for All Funds by Category

	FY2017-2018
Ad Valorem Taxes	\$ 5,142,506
Sales Taxes	\$ 6,666,350
Franchise & Other Taxes	\$ 3,424,766
Licenses & Permits	\$ 505,500
Service Fees	\$ 14,936,528
Fines & Forfeitures	\$ 332,000
Interest & Other Revenue	\$ 228,250
Intergovernmental	\$ 146,717
Miscellaneous	
Total Revenues	\$ 33,189,139



Fiscal Year 2017-2018 Proposed Revenues for All Funds by Fund Type

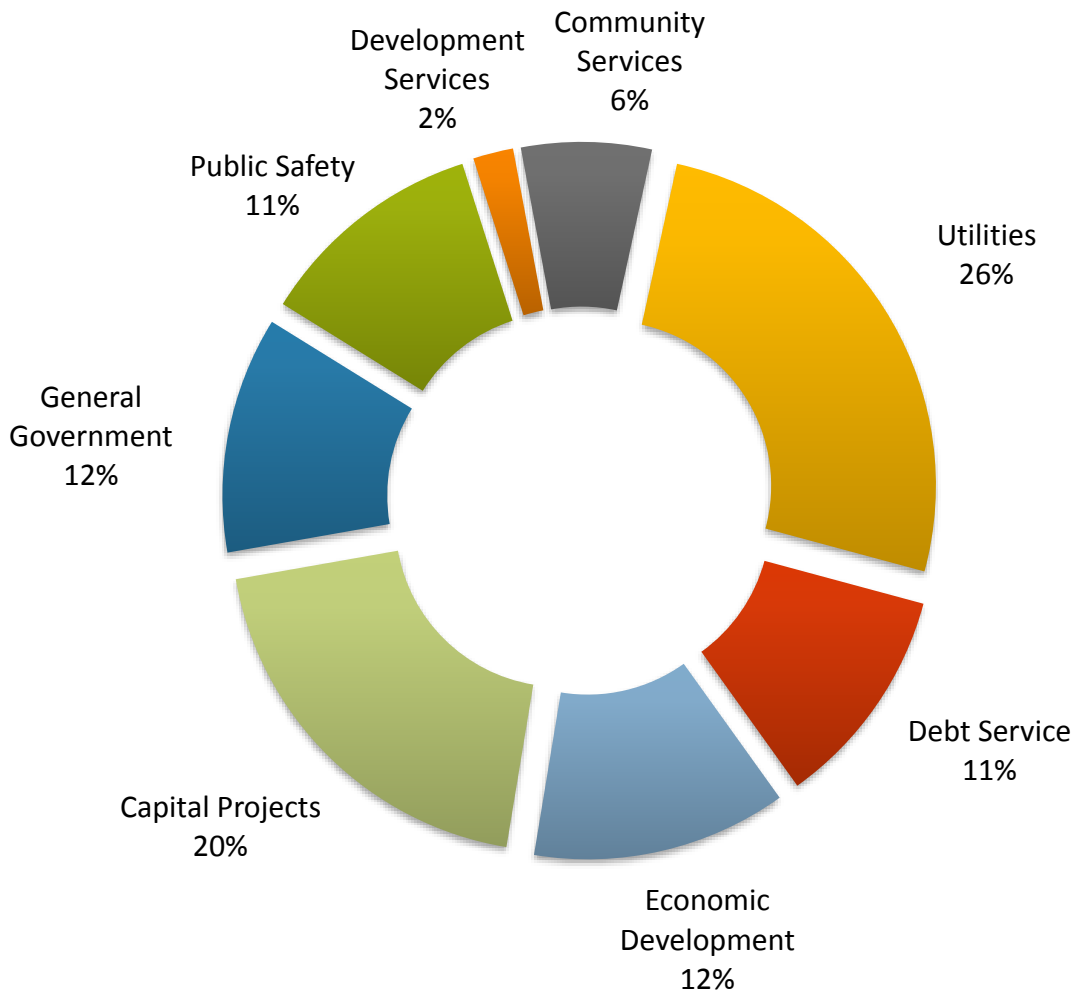
Total Revenue \$33,189,139



	General Fund	Debt Service		Hotel Tax Funds	Special Revenue Funds	Water Wastewater	Electric	Impact Funds	Internal Service	EDC
Revenue	\$9,912,819	\$2,068,499	\$29,865	\$3,162,850	\$537,537	\$5,121,640	\$7,323,696	\$899,440	\$423,871	\$3,708,922

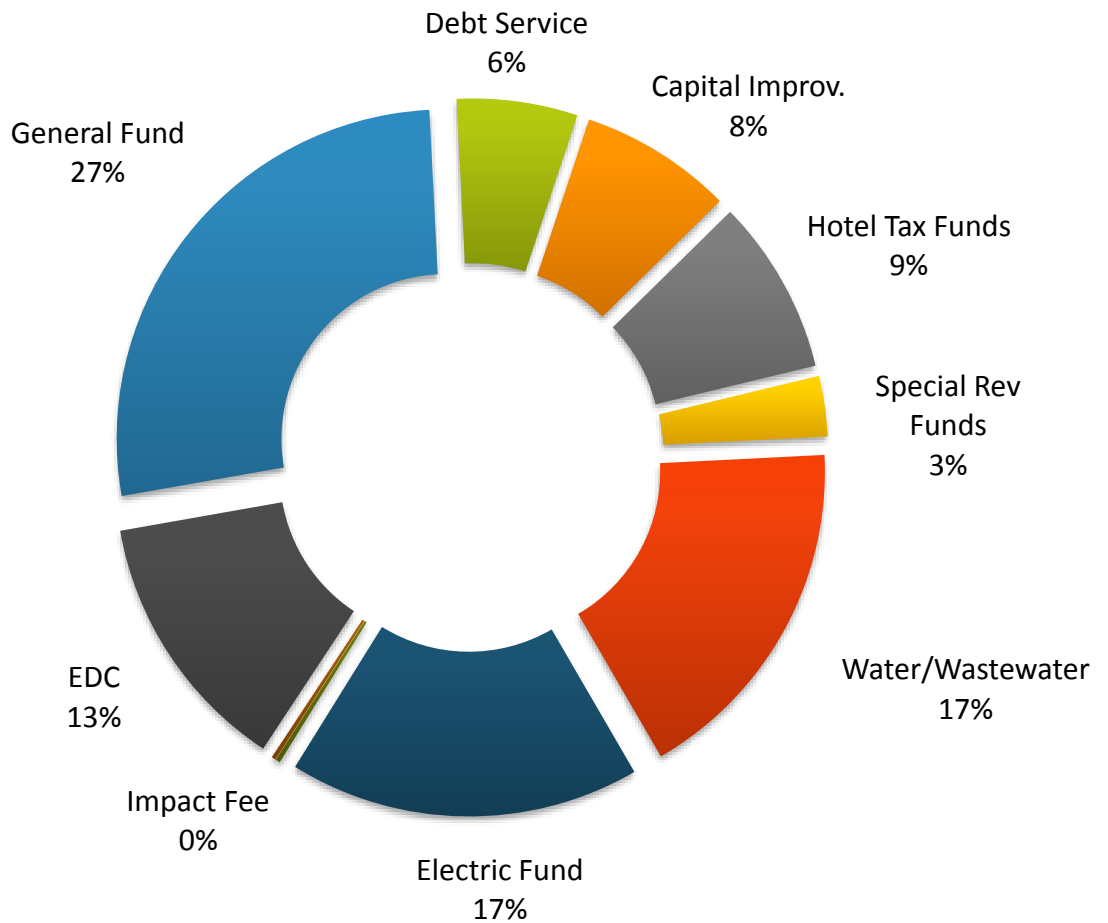
Fiscal Year 2017-2018 Proposed Expenditures for All Funds by Function

Total Expenditures \$39,730,083



Fiscal Year 2017-2018 Proposed Expenditures for All Funds by Fund Type

Total Expenditures \$39, 730,083





Revenue Summary

PROPERTY, AD VALOREM TAXES attach as an enforceable lien on property as of January 1st of each year. The City's property tax is levied each October 1st on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Bastrop County Central Appraisal District at 100% of the estimated market value and certified by the Appraisal Review Board.

The assessed taxable value of the roll on January 1, 2017, upon which the tax levy is based, is \$863,072,067. The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to \$2.50 per \$100 of assessed valuation for general government services including the payment of principal and interest on general obligation long-term debt. The tax rate for the year ending September 30, 2018, is \$0.5640 per \$100 assessed valuation. The amount allocated for general government operations is \$0.3643, while the remaining \$0.1997 is allocated for general obligation long-term debt service.

Taxes are due by January 31st following the October 1st levy date and are considered delinquent after January 31st of each year. Based upon historical collection trends, current tax collections are estimated to be 98% of the levy and will generate \$5,142,506 in revenues, which includes \$390,632 of frozen tax levy. Delinquent taxes, penalties less 380 reimbursements are expected to add an additional \$16,500 in revenues.

In Texas, countywide central appraisal districts are required to assess all property within the appraisal district on the basis of 100% of its appraised value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every _____ years; however, the City may, at its own expense, require annual reviews of appraised values.

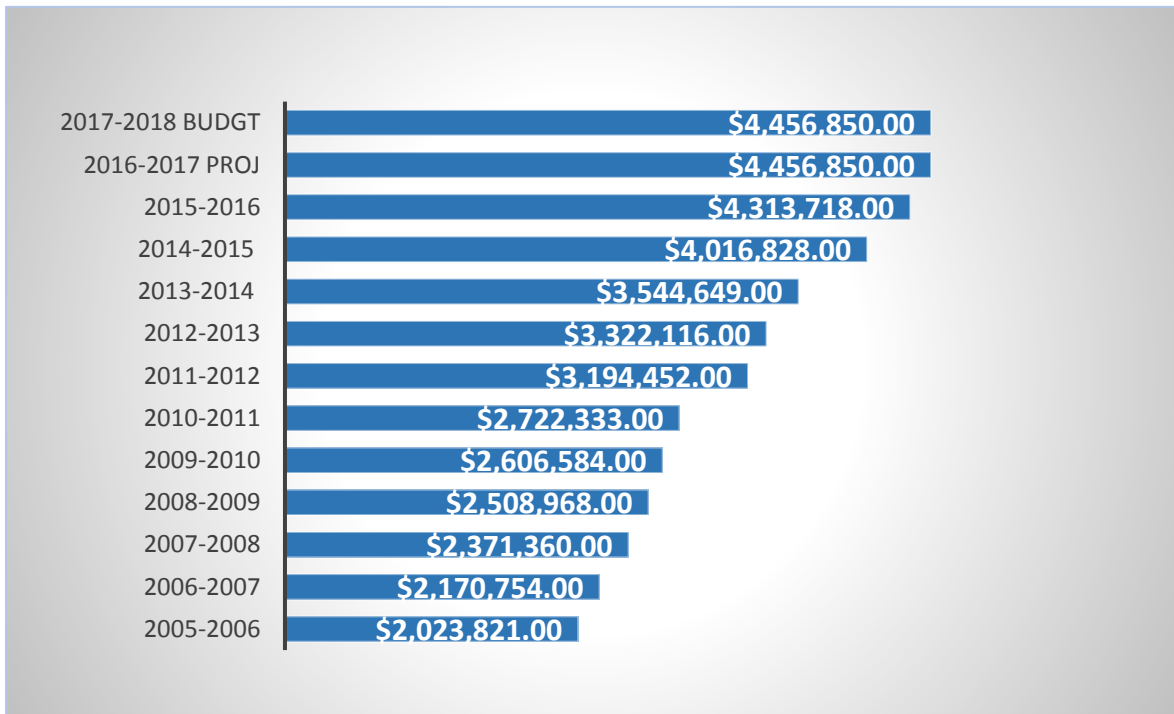
The Truth-in-Taxation laws of the State of Texas require notices to be published and hold two public hearings if an entity's proposed tax rate exceeds the effective or rollback tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the tax rate. The City of Bastrop effective tax rate is \$0.5383/ \$100, rollback tax rate is \$0.5733/ \$100, and the proposed/ adopted rate is \$0.5640/ \$100. The proposed rate did exceed the effective or rollback rate therefore the City was required to publish certain notices and hold two public hearings on the tax rate.

Revenue Summary continued.

SALES TAX in the City of Bastrop is collected at a rate of 8.25% of the goods and services sold within the City’s boundaries. The tax is collected by businesses making the sale and is remitted to the State’s Comptroller of Public Accounts on a monthly, and, in some cases, a quarterly basis. The State retains 6.25%, the county retains .5%, BEDC retains .5%, and the remaining 1% is distributed to the City of Bastrop within forty days following the period for which the tax is collected by the businesses.

For the year ending September 30, 2017, the City of Bastrop expects to receive \$4,456,850 in sales and use tax revenue in the General Fund. The Bastrop Economic Development Corporation is expected to receive \$2,209,500. Fiscal year 2017 experienced a dip in sales tax revenue due to economic growth in our neighboring communities.

Annual Sales Tax Receipts – General Fund



continued.

FRANCHISE FEE & OTHER TAXES The City of Bastrop receives franchise payments from utilities which use the City's rights-of-way to conduct their business. Other Taxes include Hotel/ Motel Tax Receipts, and Hunters Crossing Public Improvement District assessment revenue, Mixed Beverage Tax, and Occupation Tax.

LICENSE & PERMIT REVENUE Business services requiring licenses or permits to operate within the city. Permits are genuinely issued for the location and conduct of business, enterprise, or activities. A permit is required for new construction, repair of existing structures, and alteration of an existing structure including residential, commercial, and industrial. Plans must be submitted for examination and approval, and permit applications must be approved by permits issued by the Building Inspector before construction begins.

SERVICE FEES

General Fund Service Fee Revenue includes Animal Control Receipts, Parks Receipts, PD Accident Reports, Drug Dog Visit Receipts, and Special Event Reimbursement Receipts. Revenue is collected through Sanitation Fees. Fees collected for curbside garbage pick up, including recycling and special pick-ups. The City contracts with Progressive Waste Services for garbage service.

Water and Wastewater Sales: These Utility fees are funded primarily through user fees. The City's growing customer base and recent past summer seasons have placed the City's water utility system under a substantial test as the effects of the aging equipment, and increase of population, continue to set new requirements for the delivery of potable water and treatment of wastewater.

Generally, utility revenue projections are based on five-year forecasting models for each utility. The City prepares a financial model of each utility, forecasting revenues, expected infrastructure needs and other expected expenses. The models are prepared based upon assumptions regarding customer growth, forecasted increases in costs, including personnel, and historical data. The models serve as a planning tool to forecast the ability to pay cash for infrastructure, anticipate debt needs for the upcoming five to ten year period, as well as predict rate increases for customers.

Revenue Summary continued.

FINES & FORFEITURES The City of Bastrop Municipal Court charges fines upon conviction of violation of various local and state laws. Revenue accounts include Municipal Court Fines, Administration Justice, Municipal Court Building Security Fees, Municipal Court Technology Fees, and Juvenile Case Manager fees.

INTEREST INCOME The City has diversified its investment types over the past year thus increasing projected interest revenue. Projections are based on anticipated cash balances from contingency reserves, bond proceeds invested through the life of construction projects and fund balances, as well as continued existing market conditions.

INTERGOVERNMENTAL REVENUE The City periodically receives funding from federal/state agencies as the result of new programs, temporary programs or from grant applications. The City also has local agreements with the Economic Development Corp. to provide administrative support for an agreed upon fee.

MISCELLANEOUS REVENUE Revenues not falling into another category are classified as miscellaneous revenue.

PROPERTY TAX CALCULATIONS

FY2018

TAX YEAR 2017

TAX ROLL:

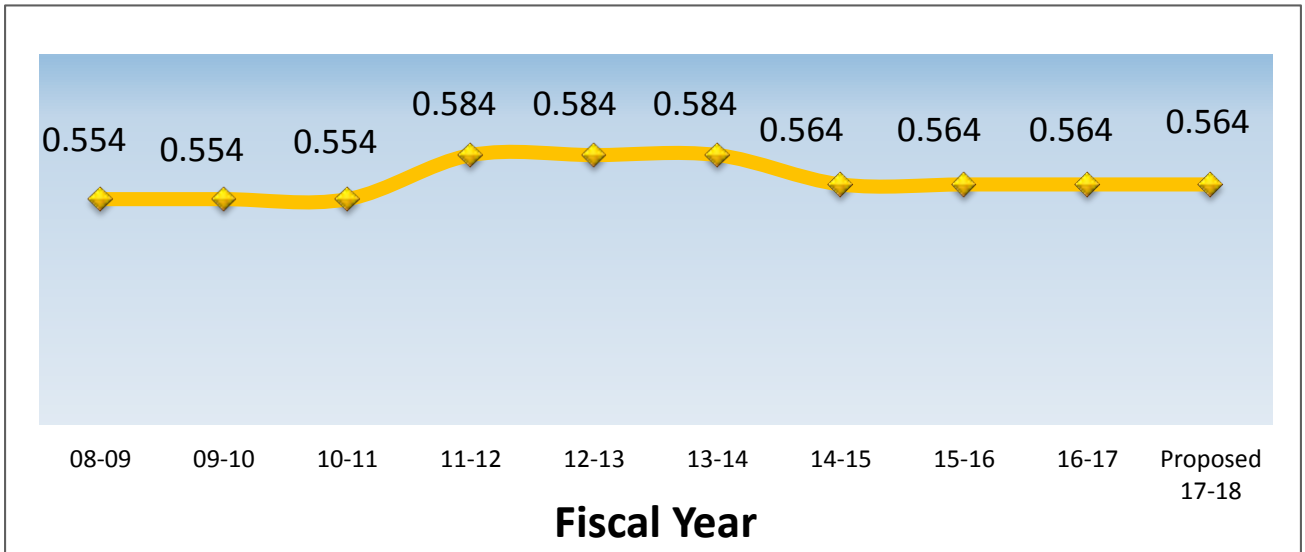
Assessed Valuation (100%)	\$863,072,067
Rate per \$100	0.56400
Tax Levy Freeze Adjusted	4,867,726
Tax Levy - Frozen (Disabled/ over 65)*	398,605
Total Tax Levy	5,266,331

Percent of Collection 98.00%

SUMMARY OF TAX COLLECTIONS:

Current Tax	4,770,372
Revenue From Tax Freeze Property	390,632
Delinquent Tax	31,000
Penalty and Interest	45,500
TOTAL TAX COLLECTIONS	\$5,237,504

Tax Rate History

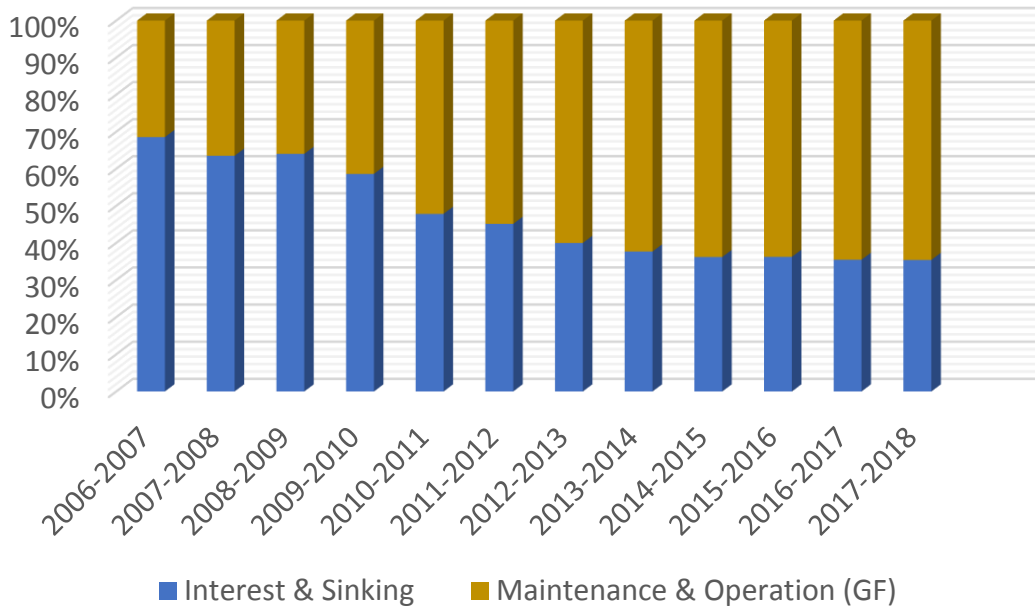


Property Tax Distribution

	TAX RATE	PERCENT OF TOTAL	
<u>GENERAL FUND:</u>			
Current Tax	\$0.3643		3,081,289
Revenue From Tax Freeze Property			252,318
Delinquent Tax			21,000
Penalty and Interest			31,500
Total General Fund	\$0.3643	64.59%	\$3,386,107
<u>DEBT SERVICE FUND:</u>			
Current Tax	\$0.1997		1,689,083
Revenues From Tax Freeze Property			138,315
Delinquent Tax			10,000
Penalty and Interest			14,000
Total Debt Service	\$0.1997	35.41%	1,851,397
DISTRIBUTION	\$0.5640	100.00%	\$5,237,504

Property Tax Rate Distribution History

<u>FISCAL YEAR</u>	<u>M & O</u>	<u>I & S</u>	<u>RATE</u>
2007	\$ 0.1834	\$ 0.4001	\$ 0.5835
2008	\$ 0.1952	\$ 0.3398	\$ 0.5350
2009	\$ 0.1992	\$ 0.3548	\$ 0.5540
2010	\$ 0.2292	\$ 0.3248	\$ 0.5540
2011	\$ 0.2889	\$ 0.2651	\$ 0.5540
2012	\$ 0.32027	\$ 0.26373	\$ 0.5840
2013	\$ 0.3504	\$ 0.2336	\$ 0.5840
2014	\$ 0.3638	\$ 0.2202	\$ 0.5840
2015	\$ 0.3598	\$ 0.2042	\$ 0.5640
2016	\$ 0.3596	\$ 0.2044	\$ 0.5640
2017	\$ 0.3640	\$ 0.2000	\$ 0.5640
2018	\$ 0.3643	\$ 0.1997	\$ 0.5640





General Fund



General Fund

General Fund accounts for resources traditionally associated with governments that are not required to be accounted for in another fund. During the budget process the General Fund receives extensive scrutiny from City staff, City Council, and the public.

The attention is deserved because this fund has many critical issues affecting the community. The issues vary from establishing a tax rate to determining employee staffing and benefits. Operational accomplishments are reported within the departmental narratives.

Departments located within the General Fund include Legislative, Organizational, City Manager's Office, City Secretary's Office, Finance, Human Resources, Information Technology, Filming/Broadcasting, Police, Fire, Municipal Court, Planning, Public Works, Recreation, Parks, Building Maintenance, and Library.



GENERAL FUND

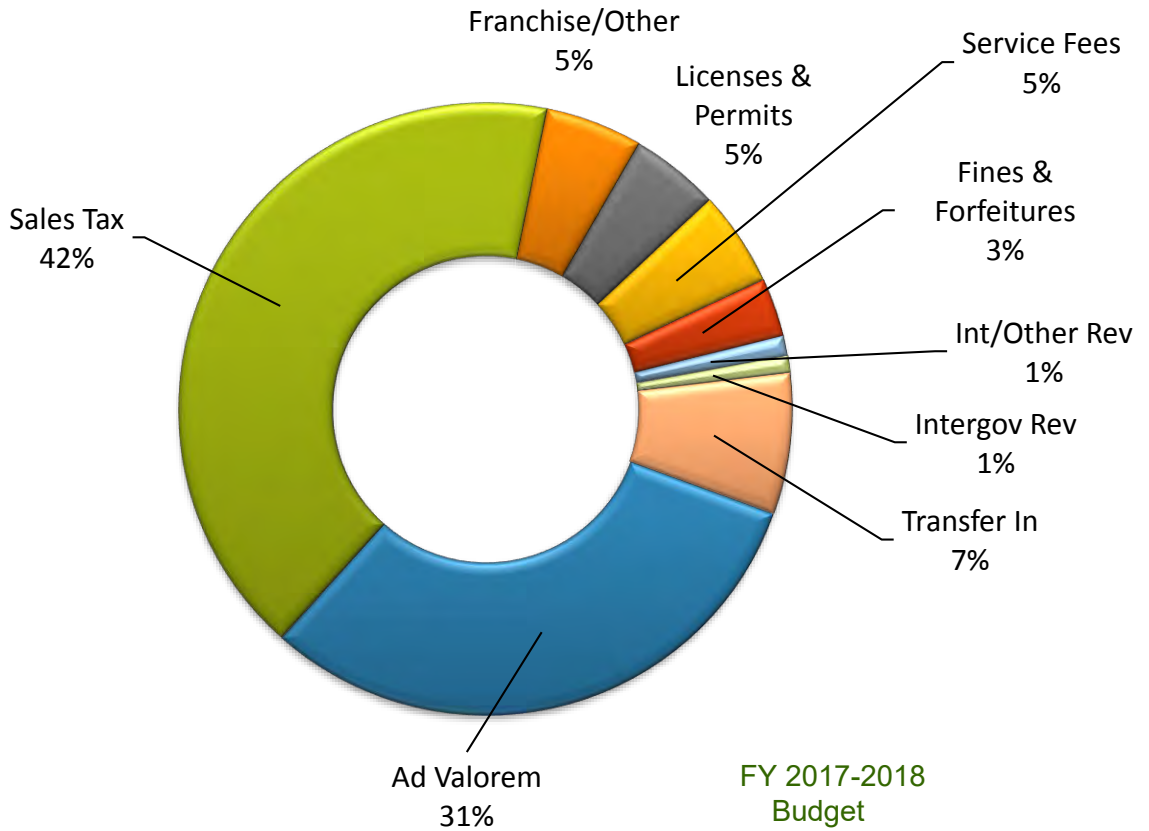
REVENUE SUMMARY

	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 PROJECTED	2017-2018 BUDGET
TAXES & PENALTIES				
CURRENT TAXES M&O	\$ 2,987,049	\$ 3,131,361	\$ 3,141,449	\$ 3,333,607
DELINQUENT TAXES M&O	27,011	21,000	21,000	21,000
PENALTIES & INTEREST M&O	31,149	31,500	30,000	31,500
FRANCHISE TAX	471,810	454,000	475,000	478,800
CITY SALES TAX	4,313,718	4,456,850	4,456,850	4,456,850
OCCUPATION TAX	4,780	8,000	4,500	8,000
MIXED BEVERAGE TAX	58,162	48,000	55,000	62,966
380 AGREEMENT PROP REFUND	(46,607)	(47,000)	(61,804)	(60,000)
TOTAL	7,847,071	8,103,711	8,121,995	8,332,723
LICENSES & PERMITS				
BUILDING PERMITS	110,375	120,000	195,000	360,000
ZONING FEES	3,333	3,500	5,000	3,500
PLATTING FEES	64,594	40,000	40,000	140,000
SPECIAL EVENT PERMIT FEE	1,744	2,000	2,500	2,000
TOTAL	180,047	165,500	242,500	505,500
CHARGES FOR SERVICES				
ANIMAL SERVICE RECEIPTS	215	200	200	200
PARKS RECEIPTS	1,990	5,000	8,000	6,130
PD ACCIDENT REPORTS	1,891	1,800	1,800	1,800
SPECIAL EVENTS HOT REIMB	17,412	25,000	12,000	15,000
PROJ ESCROW REIMB	9,813	-	10,000	-
TRANSFER STATION RECEIPTS	8,812	8,000	350	-
SANITATION REVENUE	480,813	475,000	475,000	505,614
SANITATION PENALTIES	6,533	7,500	7,500	7,500
FILMING/BROADCASTING FEES	126	26,400	525	-
TOTAL	527,604	548,900	515,375	536,244
FINES & FORFEITURES				
MUNICIPAL COURT FINES	299,721	245,000	300,000	305,000
LIBRARY RECEIPTS	17,575	17,000	17,000	17,000
JUVENILE CASE MANAGER-M/C	11,075	9,000	11,000	9,000
TEEN COURT (MC)	887	1,000	-	1,000
TOTAL	329,258	272,000	328,000	332,000

REVENUE SUMMARY - Page 2

	2015-2016 ACTUAL	2016-2017 BUDGET	2016-2017 PROJECTED	2017-2018 BUDGET
INTEREST INCOME				
INTEREST RECEIPTS	\$ 23,302	\$ 30,000	\$ 40,000	\$ 40,500
TOTAL	23,302	30,000	40,000	40,500
INTERGOVERNMENTAL				
EMERGENCY MANAGEMENT ASSIST	-	-	56,131	-
LIBRARY	-	-	-	8,500
DEPT OF JUSTICE GRANT REIMB	-	-	1,063	-
EMERGENCY MANAGEMENT	47,614	32,000	32,000	32,000
PROPERTY LIEN PAYMENTS	-	-	2,744	-
SERVICES TO OTHER FUNDS	20,005	-	-	-
BEDC IN-KIND	125,455	189,000	100,000	51,852
TOTAL	193,073	221,000	191,938	92,352
MISCELLANEOUS				
GENERAL DONATIONS	2,347	1,500	1,100	1,500
OTHER FINANCING SOURCES	12,234	-	4	-
PARKS/RECREATION DONATIONS	-	2,000	-	2,000
MISCELLANEOUS	80,866	40,000	57,500	65,000
INSURANCE PROCEEDS	51,757	3,299	3,434	-
DEVELOPER REIMBURSEMENT	41,765	-	-	-
FIRE DEPT CALLS-REIMB	-	5,000	-	5,000
CAPITAL CONTRIBUTIONS	-	350,000	350,000	-
TOTAL	188,968	401,799	412,038	73,500
TRANSFERS-IN				
TRANSFERS IN - W/WW #202	7,530	-	-	-
TRANSFERS IN - ELECTRIC FUND	557,750	707,750	557,750	557,750
TRANS IN - DESIGNATED FUND	12,084	-	-	-
TRANS IN-SPECIAL PROJECT	-	-	-	239,000
TRANSFER-IN LIBRARY BOARD 50	-	-	-	2,461
TOTAL	577,364	707,750	557,750	799,211
TOTAL REVENUE	\$ 9,866,688	\$ 10,450,660	\$ 10,409,596	\$ 10,712,030

FY 2017-2018 General Fund Proposed Revenues by Category

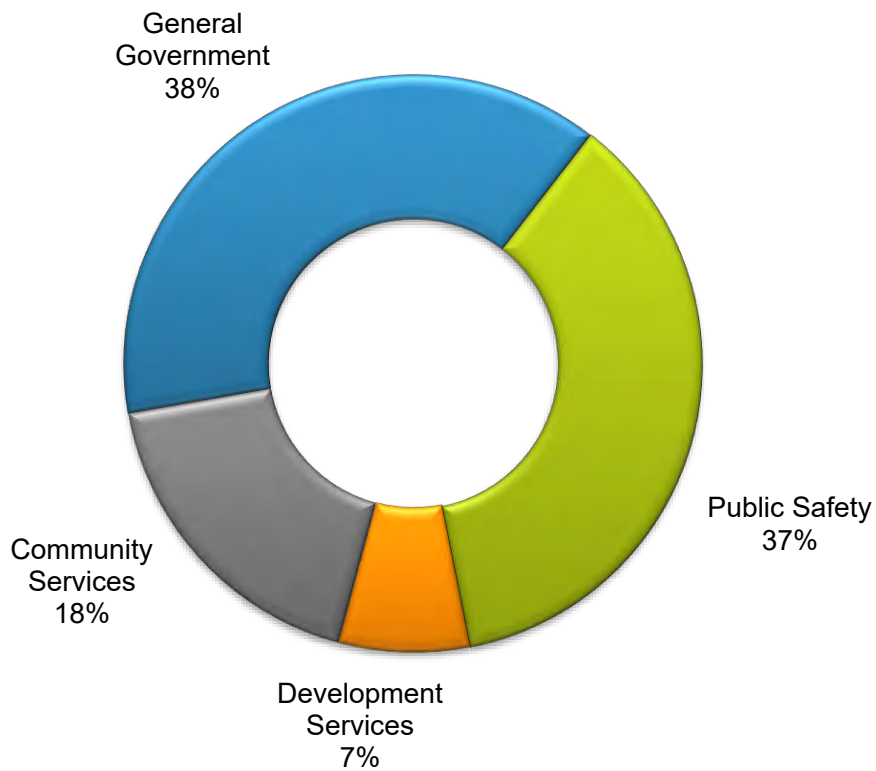


FY 2017-2018 Budget	
Ad Valorem Taxes	
Sales Taxes	\$ 4,456,850
Franchise & Other Taxes	\$ 549,766
Licenses & Permits	\$ 505,500
Service Fees	\$ 536,244
Fines & Forfeitures	\$ 332,000
Interest & Other Revenue	\$ 114,000
Intergovernmental	\$ 92,352
Transfer In	\$ 799,211
Total Proposed Revenues	\$ 10,712,030

GENERAL FUND SUMMARY
REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE

	ACTUAL	ORIGINAL	PROJECTED	PROPOSED
	2015-2016	BUDGET	2016-2017	2017-2018
	2015-2016	2016-2017	2016-2017	2017-2018
BEGINNING BALANCE	\$ 5,418,094	\$ 3,779,786	\$ 3,833,587	\$ 2,927,289
REVENUES:				
Ad Valorem Taxes	2,998,602	3,136,861	3,130,645	3,326,107
Sales Taxes	4,371,880	4,456,850	4,456,850	4,456,850
Franchise & Other Taxes	471,810	510,000	534,500	549,766
Licenses & Permits	184,826	165,500	242,500	505,500
Service Fees	528,492	548,900	515,375	536,244
Fines & Forfeitures	328,371	272,000	328,000	332,000
Interest	25,649	30,000	40,000	40,500
Intergovernmental	193,074	221,000	191,938	92,352
Other	186,636	48,500	62,038	73,500
Total Revenues	9,289,340	9,389,611	9,501,846	9,912,819
Transfer from EDC			350,000	-
Transfer from Library Board	19,614	-	-	2,461
Transfer from Innovation Fund				239,000
Transfers from Electric (ILOT)	557,750	557,750	557,750	557,750
Total Transfers	577,364	557,750	907,750	799,211
Total Revenues & Other Financing	9,866,704	9,947,361	10,409,596	10,712,030
TOTAL AVAILABLE RESOURCES	\$ 15,284,798	\$ 13,727,147	\$ 14,243,183	\$ 13,639,319
EXPENDITURES:				
General Government:				
Legislative	8,315	30,471	25,531	41,470
Organizational	1,787,904	1,158,674	1,097,697	199,660
City Manager	193,840	215,837	244,995	362,125
City Secretary	86,503	127,265	138,462	138,196
Finance	667,346	694,147	676,640	1,277,836
Human Resource	113,036	125,585	129,244	178,788
Information Technology	240,371	227,425	224,974	357,058
Public Works	958,067	1,090,510	1,082,005	1,282,837
Building Maintenance	139,968	168,738	173,648	262,633
Public Safety:				
Police	2,632,398	2,966,073	2,911,736	3,017,079
Fire	402,808	464,871	439,931	540,865
Court	287,283	316,770	300,722	335,842
Development Services:				
Planning	896,180	628,596	689,558	487,490
Engineering/Building Inspectio	-	-	-	297,611
Community Services:				
Community Relations	-	57,187	46,199	104,464
Recreation	39,500	83,875	99,610	128,807
Parks	775,609	869,188	750,346	975,810
Library	686,812	712,160	707,210	723,459
Total Operating Expenditures	9,915,940	9,937,372	9,738,508	10,712,030
Excess of Revenue over (under) Exp	(49,236)	9,989	671,088	-
Fund Balance before One-time captial	\$ 5,368,858	\$ 3,789,775	\$ 4,504,675	\$ 2,927,289
Reserves %	54.1%	38.1%	46.3%	27.3%
Capital Outlay	785,271	1,119,800	1,052,386	
Transfer to Innovation Fund			487,500	
Transfer to VEF Fund	750,000	37,500	37,500	
Fund Balance before One-time captial	\$ 3,833,587	\$ 2,632,475	\$ 2,927,289	\$ 2,927,289
Reserves % after one-time capital	38.7%	26.5%	30.1%	27.3%

FY 2017-2018 General Fund Proposed Expenditures by Function



	FY 2017-2018 Budget
General Government	\$ 4,100,603
Public Safety	\$ 3,893,786
Development Services	\$ 785,101
Community Services	\$ 1,932,540
Total Proposed Expenditures	\$ 10,712,030



General Fund Departmental Summaries



LEGISLATIVE

Vision Statement

Bastrop – a welcoming community with a compassion for our diversity, a tapestry of people, arts and structures; preserving our history and character while embracing progress around our unique environment.

Mission Statement

To continuously strive to provide efficient and proactive services that enhance our quality of life and achieve our vision.

Description

The City of Bastrop is a home-rule city. The City Council consists of five members and a mayor. The mayor only votes in the instance of a tie-vote. The City Council operates under a City Charter, City Ordinances and State law. They are charged with appointing the City Manager, City Attorney, Municipal Court Judge and various citizen boards and commissions. The City Council are elected officials. They shall enact local legislation, adopt the annual budget, and determine policies. The City Council adopts the City's ad valorem tax rate and authorizes the issuance of bonds.



Recent Accomplishments

2016-2017

- Creation of Focus Areas & Priority list
- Creation of new Vision & Mission statements
- Adoption of Comprehensive Plan

Expenditure Type	ACTUAL	BUDGETED	PROJECTED	ADOPTED
	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Personnel Services				
Salaries	\$ 6,000	\$ 6,300	\$ 6,300	\$ 6,300
FICA	\$ 459	\$ 485	\$ 485	\$ 485
Worker's Comp	\$ 204	\$ 230	\$ 230	\$ 225
Total Personnel Costs	<u>\$ 6,663</u>	<u>\$ 7,015</u>	<u>\$ 7,015</u>	<u>\$ 7,010</u>
Supplies & Materials				
Supplies	\$ 2,158	\$ 4,180	\$ 3,800	\$ 3,800
Postage	\$ 136	\$ 350	\$ 50	\$ 350
Office Equipment	\$ 25	\$ 2,360	\$ 2,500	\$ -
Forms Printing	\$ 31	\$ -	\$ 100	\$ 380
Total Supplies & Materials	<u>\$ 2,349</u>	<u>\$ 6,890</u>	<u>\$ 6,450</u>	<u>\$ 4,530</u>
Occupancy				
Communications	\$ 3,563	\$ 3,500	\$ 4,050	\$ 1,440
Utilities	\$ 4,989	\$ 4,500	\$ 4,500	\$ 4,500
Total Occupancy	<u>\$ 8,552</u>	<u>\$ 8,000</u>	<u>\$ 8,550</u>	<u>\$ 5,940</u>
Contractual Services				
Professional Services	\$ 12,472	\$ 7,640	\$ 7,640	\$ 10,000
Recording Fees	\$ 86	\$ 900	\$ -	\$ 900
Total Contractual Services	<u>\$ 12,558</u>	<u>\$ 8,540</u>	<u>\$ 7,640</u>	<u>\$ 10,900</u>
Other Charges				
Advertising	\$ 741	\$ 2,300	\$ 2,300	\$ 2,300
Travel & Training	\$ 1,371	\$ 7,200	\$ 3,200	\$ 7,200
Dues, Subscriptions & Pul	\$ 2,966	\$ 3,340	\$ 3,340	\$ 3,340
Equipment Rental	\$ 84	\$ 250	\$ 100	\$ 250
Overhead Allocation	\$ (26,970)	\$ (13,064)	\$ (13,064)	\$ -
Total Other Charges	<u>\$ (21,809)</u>	<u>\$ 26</u>	<u>\$ (4,124)</u>	<u>\$ 13,090</u>
Total Legislative	<u><u>\$ 8,313</u></u>	<u><u>\$ 30,471</u></u>	<u><u>\$ 25,531</u></u>	<u><u>\$ 41,470</u></u>

ORGANIZATIONAL

Description

To administer expenditures related to the overall organization including legal, professional, 380 agreements, retiree benefits, tax appraisal and tax collection services. We have made a change this year to capture, in this department, city wide expenses that were being allocated such as rental on postage machine, copier, phones, internet and long distance. We also moved the credit for overhead allocation (coming from proprietary funds) to this department instead of distributing it out. The City Manager and the Chief Financial Officer oversee the programs established in the Organizational section of this budget.

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Costs				
Group Insurance	\$ 36,512.42	\$ 37,680.00	\$ 37,680.00	\$ 31,080.00
Retirees Benefits	\$ 16,890.60	\$ 15,581.00	\$ 15,581.00	\$ 18,463.80
Total Personnel Costs	\$ 53,403	\$ 53,261	\$ 53,261	\$ 49,544
Total Supplies & Materials	\$ 20,637	\$ 17,990	\$ 15,890	\$ 14,640
Total Maintenance & Repair	\$ 19,506	\$ 24,150	\$ 20,700	\$ 1,700
Occupancy				
Communications	\$ -	\$ -	\$ -	\$ 74,220
Total Maintenance & Repair	\$ -	\$ -	\$ -	\$ 74,220
Total Contractual Services	\$ 1,158,931	\$ 484,725	\$ 463,748	\$ 417,811
Other Charges				
Total Other Charges	\$ 535,425	\$ 518,548	\$ 544,098	\$ (393,255)
Total Contingency	\$ -	\$ -	\$ -	\$ 35,000
Total Capital Outlay	\$ 32,740	\$ -	\$ -	\$ -
Total Transfers Out	\$ 750,000	\$ 37,500	\$ 37,500	\$ -
Total Organizational	\$ 2,570,642	\$ 1,136,174	\$ 1,135,197	\$ 199,660

Changed how we account for overhead allocation that is why the negative in other charges for FY2018



CITY MANAGER

Description

The City Manager is appointed by and reports to the City Council, and advises the City Council on present conditions and future City requirements. The City Manager is ultimately responsible for all services provided by the City. The City Manager's Office creates and presents the City budget, administers policies established by the City Council, and has administrative oversight of all City department, programs, and projects. The City Manager represents the interests and positions of the City in dealing with other governmental entities and agencies, with various business interests, and within the community at large.

STAFFING			
Title	2015-16	2016-17	2017-18
City Manager	1	1	1
Executive Admin. Assistant	1	1	1
Receptionist	.625	.625	.625
Total Staffing	2.625	2.625	2.625



Recent Accomplishments

2016-2017

- Improved agenda process to include detailed staff reports and work session briefings for better education and improved transparency.
- Developed a more comprehensive, open and transparent budget memorandum and presentation process.
- Created a Cabinet staff that meets regularly to identify, discuss and address strategic operational issues.

CITY MANAGER EXPENDITURES

Expenditure Type	ACTUAL	BUDGETED	PROJECTED	ADOPTED
	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Personnel Services				
Operational Salaries	\$ 248,602	\$ 176,597	\$ 172,500	\$ 260,700
Moving/Living expense	\$ -	\$ 2,500	\$ 2,500	\$ -
Longevity	\$ 1,149	\$ 607	\$ 607	\$ 666
FICA	\$ 16,526	\$ 12,820	\$ 13,500	\$ 20,030
Retirement	\$ 37,199	\$ 19,045	\$ 20,303	\$ 30,255
Group Insurance	\$ 31,694	\$ 18,541	\$ 12,500	\$ 32,059
Worker's Comp	\$ 457	\$ 785	\$ 452	\$ 500
Total Personnel Costs	\$ 335,627	\$ 230,895	\$ 222,362	\$ 344,210
Supplies & Materials				
Supplies	\$ 4,289	\$ 5,000	\$ 5,000	\$ 2,150
Postage	\$ 60	\$ 300	\$ 100	\$ 300
Office Equipment	\$ 2,205	\$ 2,000	\$ 4,050	\$ 2,000
Forms Printing	\$ -	\$ 250	\$ 100	\$ -
Total Supplies & Materials	\$ 6,554	\$ 7,550	\$ 9,250	\$ 4,450
Occupancy				
Communications	\$ 5,785	\$ 7,100	\$ 5,300	\$ 3,200
Utilities	\$ 2,159	\$ 2,300	\$ 2,300	\$ 2,300
Total Occupancy	\$ 7,944	\$ 9,400	\$ 7,600	\$ 5,500
Contractual Services				
Professional Services	\$ 34,473	\$ 130,459	\$ 135,000	\$ 150
Employee Bond	\$ 87	\$ 200	\$ -	\$ 200
Vehicle/Equip replc	\$ -	\$ -	\$ -	\$ 3,375
Total Contractual Services	\$ 34,560	\$ 130,659	\$ 135,000	\$ 3,725
Other Charges				
Advertising	\$ -	\$ 100	\$ 100	\$ 100
Travel & Training	\$ 2,069	\$ 2,375	\$ 2,000	\$ 2,600
Dues, Subscriptions & Pul	\$ 6,383	\$ 5,175	\$ 3,000	\$ 1,500
Equipment Rental	\$ 6	\$ 40	\$ 40	\$ 40
Overhead Allocation	\$ (199,304)	\$ (134,357)	\$ (134,357)	\$ -
Total Other Charges	\$ (190,846)	\$ (126,667)	\$ (129,217)	\$ 4,240
Total City Manager	\$ 193,839	\$ 251,837	\$ 244,995	\$ 362,125

CITY SECRETARY

Mission Statement

The City Secretary's office records, certifies, preserves, manages and makes accessible sufficient information to ensure continuity in government. It also provides documented accountability of City of Bastrop's policies, functions, and transactions in order to protect both the legal and financial rights of the citizens of the City. The City Secretary's office also provides information to the public and helps the public locate government information maintained by and for the City in accordance with requirements established by law and by City Charter.

Description

Prepares & maintains the Agendas & Minutes of all City Council Meetings. Prepares & maintains ordinances, resolutions, proclamations & election orders. Acts as Chief Election Officer. Serves as records management officer, responsible for preservation of the City's records, including storage, retention and destruction. Keeps current in the changes of the law and technology & the practices of job responsibilities through continued participation in professional associations and education.

STAFFING			
Title	2015-16	2016-17	2017-18
City Secretary	1	1	1
Total Staffing	1	1	1



Recent Accomplishments

2016-2017

- With new Energov software – automated the license renewal process
- Held the first run-off election in the history of the City

CITY SECRETARY EXPENDITURES

Expenditure Type	ACTUAL	BUDGETED	PROJECTED	ADOPTED
	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Personnel Services				
Operational Salaries	\$ 71,901	\$ 75,156	\$ 75,156	\$ 78,685
Longevity	\$ -	\$ 52	\$ -	\$ 88
FICA	\$ 5,723	\$ 6,905	\$ 6,905	\$ 6,055
Retirement	\$ 7,944	\$ 8,700	\$ 8,700	\$ 9,120
Group Insurance	\$ 8,334	\$ 8,285	\$ 8,285	\$ 8,998
Worker's Comp	\$ 152	\$ 254	\$ 254	\$ 160
Total Personnel Costs	\$ 94,054	\$ 99,352	\$ 99,300	\$ 103,106
Supplies & Materials				
Supplies	\$ 1,344	\$ 3,156	\$ 2,500	\$ 2,500
Postage	\$ 69	\$ 175	\$ 175	\$ 175
Office Equipment	\$ 1,889	\$ -	\$ -	\$ -
Forms Printing	\$ -	\$ 100	\$ 100	\$ 100
Election	\$ -	\$ 2,544	\$ 2,700	\$ 3,200
Total Supplies & Materials	\$ 3,301	\$ 5,975	\$ 5,475	\$ 5,975
Occupancy				
Communications	\$ 1,612	\$ 1,440	\$ 1,440	\$ 780
Utilities	\$ 770	\$ 750	\$ 750	\$ 750
Total Occupancy	\$ 2,381	\$ 2,190	\$ 2,190	\$ 1,530
Contractual Services				
Codification of Ordinance	\$ 9,436	\$ 5,000	\$ 5,000	\$ 5,000
Records Retention	\$ -	\$ 500	\$ -	\$ 500
Employee Bond	\$ -	\$ 100	\$ 130	\$ 100
Total Contractual Services	\$ 9,436	\$ 5,600	\$ 5,130	\$ 5,600
Other Charges				
Advertising	\$ 116	\$ 400	\$ 400	\$ 400
Travel & Training	\$ 2,042	\$ 4,215	\$ 3,000	\$ 4,215
Dues, Subscriptions & Pul	\$ 339	\$ 370	\$ 370	\$ 370
Special Events	\$ -	\$ -	\$ -	\$ 5,000
Equipment Rental	\$ 24,230	\$ 23,320	\$ 23,250	\$ -
Overhead Allocation	\$ (60,736)	\$ (25,257)	\$ (25,257)	\$ -
Election Expense	\$ 11,338	\$ 30,800	\$ 24,604	\$ 12,000
Total Other Charges	\$ (22,670)	\$ 33,848	\$ 26,367	\$ 21,985
Total City Secretary	\$ 86,503	\$ 146,965	\$ 138,462	\$ 138,196

FINANCE DEPARTMENT

Mission Statement

Maintaining financial integrity through compliance, transparency, and efficiency while providing

Description

The Finance Department consists of Finance, and Utility Customer Service. Finance is responsible for managing the financial affairs of the City. This includes payroll, accounts receivable, accounts payable, fixed assets, inventory, audit, revenue collection and reconciliation, cash management, and debt management and cemetery administration. Utility Customer Service is responsible for the meter reading, billing and collections of the City owned utilities and the Sanitation service offered through a third party provider.

STAFFING			
Title	2015-16	2016-17	2017-18
Chief Financial Officer	1	1	1
Assistant Finance Director	1	1	1
Accountant		1	1
Finance Specialist II	2	1	1
Finance Specialist I*	0.45	1	1
Customer Service Supervisor	1	1	1
Customer Service Specialist	3	3	3
Meter Service Coordinator	1	0	0
Meter Service Technician	2	0	0
Total	11.45	9.0	9.0

Recent Accomplishments

2016-2017

Finance

- Received the Debt Obligation Star from State Comptroller
- Increased purchasing card rebate \$29K to \$44K
- Received CAFR award for 6th year in a row for Financial reporting
- Implemented Inventory tracking software

Utilities

- Streamlined new application process through email templates with forms attached



FINANCE DEPARTMENT EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 277,560	\$ 299,936	\$ 299,936	\$ 313,880
Pre-Employment	\$ 35	\$ -	\$ -	\$ -
Longevity	\$ 546	\$ 750	\$ 654	\$ 825
Overtime	\$ 273	\$ 150	\$ 50	\$ 150
FICA	\$ 22,004	\$ 23,070	\$ 23,070	\$ 24,145
Retirement	\$ 30,699	\$ 34,785	\$ 34,785	\$ 36,445
Group Insurance	\$ 32,776	\$ 41,415	\$ 41,415	\$ 44,990
Worker's Comp	\$ 797	\$ 1,000	\$ 800	\$ 650
Total Personnel Costs	\$ 364,690	\$ 401,106	\$ 400,710	\$ 421,085
Supplies & Materials				
Supplies	\$ 1,873	\$ 2,260	\$ 1,500	\$ 2,260
Postage	\$ 1,185	\$ 1,400	\$ 1,200	\$ 1,400
Office Equipment	\$ 1,684	\$ 100	\$ 100	\$ 100
Comp. Repair/Placement	\$ -	\$ 200	\$ -	\$ 200
Forms Printing	\$ 637	\$ 500	\$ 400	\$ 500
Total Supplies & Materials	\$ 5,379	\$ 4,460	\$ 3,200	\$ 4,460
Maintenance & Repairs				
Equip./Soft. Maint.	\$ 20,596	\$ 33,500	\$ 25,000	\$ 25,300
Total Maint. & Repairs	\$ 20,596	\$ 33,500	\$ 25,000	\$ 25,300
Occupancy				
Communications	\$ 4,617	\$ 5,510	\$ 4,820	\$ -
Utilities	\$ 1,917	\$ 2,040	\$ 1,800	\$ 2,040
Total Occupancy	\$ 6,534	\$ 7,550	\$ 6,620	\$ 2,040
Contractual Services				
Professional Services	\$ 9,732	\$ 11,600	\$ 11,600	\$ 6,600
Uniforms	\$ 214	\$ 400	\$ 400	\$ 400
Audit	\$ 43,818	\$ 43,860	\$ 43,860	\$ 44,370
Legal Services	\$ 3,240	\$ -	\$ -	\$ -
Total Contractual Services	\$ 57,004	\$ 55,860	\$ 55,860	\$ 51,370
Other Charges				
Advertising	\$ 1,146	\$ 875	\$ 1,000	\$ 1,225
Travel & Training	\$ 6,396	\$ 7,270	\$ 8,000	\$ 7,270
Dues, Subscriptions & Pub	\$ 1,217	\$ 1,730	\$ 500	\$ 1,630
Equipment Rental	\$ 1,062	\$ 1,400	\$ 300	\$ 1,400
Overhead Allocation	\$ (231,667)	\$ (268,776)	\$ (268,776)	\$ (12,000)
Total Other Charges	\$ (221,846)	\$ (257,501)	\$ (258,976)	\$ (475)
Total Finance	\$ 232,357	\$ 244,975	\$ 232,414	\$ 503,780

FINANCE DEPARTMENT EXPENDITURES- UTILITY CUSTOMER SERVICE

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 181,218	\$ 151,055	\$ 151,055	\$ 160,525
Pre-Employment Expense	\$ -	\$ 100	\$ -	\$ -
Longevity	\$ 1,311	\$ 1,075	\$ 1,074	\$ 1,220
Overtime	\$ 5,139	\$ 3,000	\$ 3,000	\$ 3,000
FICA	\$ 14,346	\$ 11,900	\$ 11,900	\$ 12,635
Retirement	\$ 20,689	\$ 17,940	\$ 17,940	\$ 19,070
Group Insurance	\$ 41,744	\$ 33,130	\$ 33,130	\$ 35,992
Worker's Comp	\$ 1,897	\$ 515	\$ 515	\$ 340
Total Personnel Costs	\$ 266,344	\$ 218,715	\$ 218,614	\$ 232,782
Supplies & Materials				
Supplies	\$ 1,108	\$ 2,300	\$ 1,500	\$ 2,300
Postage	\$ 19,673	\$ 20,240	\$ 20,240	\$ 20,240
Office Equipment	\$ -	\$ 750	\$ 750	\$ 750
Safety/ First Aid	\$ 259	\$ 300	\$ 25	\$ 300
Small Tools	\$ 73	\$ -	\$ -	\$ -
Fuel & Lube	\$ 1,650	\$ 50	\$ -	\$ 50
Total Supplies & Materials	\$ 22,762	\$ 23,640	\$ 22,515	\$ 23,640
Maintenance & Repairs				
Equip./Software Maint.	\$ 21,616	\$ 23,500	\$ 23,500	\$ 22,000
Main. Of Vehicle	\$ 63	\$ -	\$ -	\$ -
Meter Repairs	\$ 4,930	\$ -	\$ -	\$ 1,500
Total Maint. & Repairs	\$ 26,610	\$ 23,500	\$ 23,500	\$ 23,500
Occupancy				
Communications	\$ 7,248	\$ 7,565	\$ 7,565	\$ 4,824
Utilities	\$ 3,280	\$ 3,600	\$ 3,600	\$ 3,600
Total Occupancy	\$ 10,528	\$ 11,165	\$ 11,165	\$ 8,424
Contractual Services				
Professional Services	\$ 9,248	\$ 10,800	\$ 10,800	\$ 14,400
CC Processing Fee	\$ -	\$ -	\$ -	\$ 45,600
Uniforms	\$ 488	\$ 240	\$ 240	\$ 240
Contractual Services	\$ 422,558	\$ 420,000	\$ 420,000	\$ 420,000
Total Contractual Services	\$ 432,294	\$ 431,040	\$ 431,040	\$ 480,240
Other Charges				
Advertising	\$ -	\$ 100	\$ -	\$ 100
Travel & Training	\$ 2,094	\$ 2,850	\$ 1,000	\$ 2,850
Dues, Subscriptions & Pub	\$ -	\$ 80	\$ -	\$ 80
Equipment Rental	\$ 354	\$ 440	\$ 250	\$ 440
Overhead Allocation	\$ (327,224)	\$ (264,358)	\$ (264,358)	\$ -
Bad Debt Expense	\$ 1,226	\$ 2,000	\$ 500	\$ 2,000
Total Other Charges	\$ (323,551)	\$ (258,888)	\$ (262,608)	\$ 5,470
Total Util Cust Srv	\$ 434,988	\$ 449,172	\$ 444,226	\$ 774,056



HUMAN RESOURCES

Mission Statement

The Human Resources mission is to safeguard the City's consistent commitment to equal opportunity, encouraging diversity in its workforce, upholding fair and equitable treatment for all employees and applicants, and maintaining a qualified and productive staff necessary to meet the goals and expectations of the City and its citizens.

Description

Provides responsible leadership and direction in human resource services, including managing and administering recruitment, compensation, benefits, employee relations, training and records programs. Monitors personnel policies and practices for compliance with local, state and federal laws that govern municipal employment practices. Conducts and/or coordinates training and seminars for employee orientation, policies and procedures, performance management, safety and other programs that benefit the organization and employees.

STAFFING			
Title	2015-16	2016-17	2017-18
Human Resources Director	1	1	1
Administrative Assistant	0	.625	.625
Total	1	1.625	1.625



Employee appreciation breakfast



Recent Accomplishments

2016-2017

- Initiated the paperless office utilizing laser fiche
- Increasing training to keep the Worker's Comp claims low and promote a safety work environment
- Revising and updating job descriptions and job postings



HUMAN RESOURCES EXPENDITURES

Expenditure Type	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Personnel Services				
Operational Salaries	\$ 93,933	\$ 111,855	\$ 111,855	\$ 115,430
Pre-Employment Expense	\$ -	\$ -	\$ -	\$ 1,250
Longevity	\$ 573	\$ 706	\$ 730	\$ 860
FICA	\$ 7,214	\$ 8,175	\$ 8,175	\$ 8,915
Retirement	\$ 10,414	\$ 12,330	\$ 12,330	\$ 13,460
Group Insurance	\$ 8,484	\$ 8,285	\$ 8,285	\$ 8,998
Worker's Comp	\$ 152	\$ 350	\$ 350	\$ 240
Total Personnel Costs	\$ 120,770	\$ 141,701	\$ 141,725	\$ 149,153
Supplies & Materials				
Supplies	\$ 1,452	\$ 1,200	\$ 1,200	\$ 1,250
Postage	\$ 29	\$ 175	\$ 50	\$ 175
Office Equipment	\$ 805	\$ 1,529	\$ 800	\$ 500
Forms Printing	\$ 74	\$ 500	\$ 250	\$ 500
Training Materials	\$ -	\$ 500	\$ 100	\$ -
Total Supplies & Materials	\$ 2,360	\$ 3,904	\$ 2,400	\$ 2,425
Occupancy				
Communications	\$ 2,391	\$ 2,445	\$ 2,445	\$ -
Utilities	\$ 922	\$ 1,000	\$ 1,000	\$ 1,200
Total Occupancy	\$ 3,313	\$ 3,445	\$ 3,445	\$ 1,200
Contractual Services				
Professional Services	\$ 138	\$ 165	\$ 165	\$ 4,200
Employee Bond	\$ -	\$ 160	\$ -	\$ -
Total Contractual Services	\$ 138	\$ 325	\$ 165	\$ 4,200
Other Charges				
Advertising	\$ 248	\$ -	\$ -	\$ -
Travel & Training	\$ 1,085	\$ 2,571	\$ 2,000	\$ 4,000
Dues, Subscriptions & Publ	\$ 334	\$ 680	\$ 600	\$ 1,880
Special Events	\$ 11,676	\$ 11,500	\$ 11,500	\$ 12,600
Equipment Rental	\$ 8	\$ 30	\$ 30	\$ 30
Overhead Allocation	\$ (30,818)	\$ (35,421)	\$ (35,421)	\$ -
City Pins/ Appreciation	\$ 3,922	\$ 2,800	\$ 2,800	\$ 3,300
Total Other Charges	\$ (13,545)	\$ (17,840)	\$ (18,491)	\$ 21,810
Total Human Resources	\$ 113,036	\$ 131,535	\$ 129,244	\$ 178,788

INFORMATION TECHNOLOGY

Mission Statement

The Information Technology Department's mission is to provide technical support to the organization, implement state of the art technology, and plan for future technology initiatives.

Description

The Information Technology Department provides technical support to the organization for current software and equipment as well as planning for future technology initiatives. Support includes assisting in the development and implementation of technology related policies and procedures. Responsible for the implementation of technology as well as planning for future technology initiatives and vision. This includes design, development, and implementation of all voice, data, and video applications within the city.

STAFFING			
Title	2015-16	2016-17	2017-18
Information Technology Director	1	1	1
Information Technology Technician	0	.5	0
Information Technology Systems Administrator	0	0	1
Total	1.0	1.5	2



Recent Accomplishments

2017-2018

- Replaced and upgraded firewall at City Hall.
- Maintained a 99% reliability throughout the year.

INFORMATION TECHNOLOGY EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 132,313	\$ 114,968	\$ 114,968	\$ 160,595
Longevity	\$ 297	\$ 358	\$ 357	\$ 370
Overtime	\$ 1,915	\$ 2,000	\$ 1,000	\$ 1,000
FICA	\$ 10,706	\$ 8,985	\$ 8,985	\$ 12,400
Retirement	\$ 14,954	\$ 13,565	\$ 13,565	\$ 18,750
Group Insurance	\$ 15,937	\$ 12,425	\$ 12,425	\$ 17,996
Worker's Comp	\$ 953	\$ 950	\$ 950	\$ 815
Total Personnel Costs	\$ 177,075	\$ 153,251	\$ 152,250	\$ 211,926
Supplies & Materials				
Supplies	\$ 4,415	\$ 3,900	\$ 3,900	\$ 2,400
IT Supplies	\$ 5,010	\$ 9,000	\$ 9,000	\$ 6,500
Postage	\$ 95	\$ 400	\$ 100	\$ 400
Office Equipment	\$ 4,176	\$ 1,000	\$ 1,000	\$ 4,000
Small Tools	\$ 595	\$ 1,700	\$ 1,200	\$ 1,700
Fuel & Lube	\$ 744	\$ 900	\$ 800	\$ 500
Total Supplies & Materials	\$ 15,035	\$ 16,900	\$ 16,000	\$ 15,500
Maintenance & Repairs				
Equip/Software Maint.	\$ 142,166	\$ 136,800	\$ 136,800	\$ 95,910
Maint. Of Vehicles	\$ 355	\$ 1,000	\$ 850	\$ 1,000
Total Maint. & Repairs	\$ 142,521	\$ 137,800	\$ 137,650	\$ 96,910
Occupancy				
Communications	\$ 9,403	\$ 9,840	\$ 9,840	\$ 273
Utilities	\$ 3,152	\$ 3,312	\$ 3,312	\$ 3,312
Total Occupancy	\$ 12,555	\$ 13,152	\$ 13,152	\$ 3,585
Contractual Services				
Professional Services	\$ 3,539	\$ 7,600	\$ 7,600	\$ 18,000
Uniforms	\$ 45	\$ 600	\$ 200	\$ 500
Vehic/Equip Replacement	\$ -	\$ 3,637	\$ 3,637	\$ 3,637
Total Contractual Services	\$ 3,584	\$ 11,837	\$ 11,437	\$ 22,137
Other Charges				
Travel & Training	\$ 3,166	\$ 6,000	\$ 6,000	\$ 6,500
Dues, Subscriptions & Pub	\$ 813	\$ 500	\$ 500	\$ 500
Overhead Allocation	\$ (114,379)	\$ (112,015)	\$ (112,015)	\$ -
Total Other Charges	\$ (110,400)	\$ (105,515)	\$ (105,515)	\$ 7,000
Capital Outlay				
Vehicles	\$ 24,245	\$ -	\$ -	\$ -
Total Capital Outlay	\$ 24,245	\$ -	\$ -	\$ -
Total Information Tech.	\$ 240,370	\$ 227,425	\$ 224,974	\$ 357,058

BROADCASTING & FILMING

Mission Statement

To produce video content for various departments to provide the citizens of Bastrop with information, news, government transparency through coverage of the City meetings, emergency alerts, and other programming that will promote, document, and celebrate the Bastrop community

Description

This department is responsible for creating promotional material for all departments of the City. Our in-house services and production capabilities are available to local individuals, non-profits, governmental agencies, and business for a reasonable fee. This includes broadcasting on our Public Access Channel and other social media outlets.

STAFFING			
Title	2015-16	2016-17	2017-18
Information Technology Technician	-	.5	1
Total	0	.5	1

Recent Accomplishments

2016-2017

- 38,000 video views on City's Facebook page
- Able to hire an intern with budget savings



BROADCASTING & FILMING EXPENDITURES

Expenditure Type	ACTUAL		BUDGETED		PROJECTED		ADOPTED	
	FY2015-2016		FY2016-2017		FY2016-2017		FY2017-2018	
Personnel Services								
Operational Salaries	\$	-	\$	21,929	\$	21,929	\$	55,870
Longevity	\$	-	\$	24	\$	24	\$	85
Overtime	\$	-	\$	2,000	\$	1,000	\$	1,000
FICA	\$	-	\$	1,840	\$	1,840	\$	4,360
Retirement	\$	-	\$	2,770	\$	2,770	\$	5,435
Group Insurance	\$	-	\$	4,141	\$	4,141	\$	8,998
Worker's Comp	\$	-	\$	195	\$	195	\$	256
Total Personnel Costs	\$	-	\$	32,899	\$	31,899	\$	76,004
Supplies & Materials								
Supplies	\$	-	\$	5,000	\$	4,000	\$	2,000
Office Equipment	\$	-	\$	4,900	\$	1,000	\$	-
Fuel & Lube	\$	-	\$	500	\$	-	\$	500
Total Supplies & Materials	\$	-	\$	10,400	\$	5,000	\$	2,500
Maintenance & Repairs								
Equip/Software Maint.	\$	-	\$	7,388	\$	7,000	\$	7,100
Total Maint. & Repairs	\$	-	\$	7,388	\$	7,000	\$	7,100
Occupancy								
Communications	\$	-	\$	1,680	\$	500	\$	2,280
Utilities	\$	-	\$	1,320	\$	300	\$	1,380
Total Occupancy	\$	-	\$	3,000	\$	800	\$	3,660
Contractual Services								
Professional Services	\$	-	\$	1,000	\$	1,000	\$	9,200
Total Contractual Services	\$	-	\$	1,000	\$	1,000	\$	9,200
Other Charges								
Travel & Training	\$	-	\$	2,000	\$	500	\$	5,500
Dues, Subscriptions & Pub	\$	-	\$	500	\$	-	\$	500
Total Other Charges	\$	-	\$	2,500	\$	500	\$	6,000
Total B & F	\$	-	\$	57,187	\$	46,199	\$	104,464

POLICE DEPARTMENT

Mission Statement

The mission of the Bastrop Police Department is to effectively and efficiently provide for the protection of lives and property, preserve the public peace, and provide needed community services with the highest level of professionalism and ethical standards.

Description

The Police Department is vested with the responsibility of protecting human lives, property, and improving the quality of life for visitors and citizens alike. As a community service provider, the Department is responsible for routine residential, commercial, and highway patrols. Responding to calls for services regardless of the nature or severity of the incident. The Police Department provides law enforcement and community policing services to the citizens of Bastrop twenty-four hours a day, 365 days of the year. The Department conducts criminal investigations, motor vehicle accident investigations, traffic direction, crime prevention seminars, testifying in courts on behalf of the state, and the enforcement of local, state, and federal laws, including the Texas Transportation Code. The Department also provides animal control services within the city limits. Code Enforcement, Emergency Management and Animal Control are divisions under the Police Department.



Recent Accomplishments

2016-2017

- Of all sworn personnel - 52% have their Master Peace Officer Certification and 76% have their Intermediate Peace Officer Certification.
- For the first time, 2 separate week long Junior Police Academies were conducted. (72 children participated)
- Crime rate was reduced by 18% from last year.
- Clearance rate is 38.55% - Significantly higher than the State average of 29.1%

Police Department- Adell Powell Police and Courts Building
104 Grady Tuck Lane, Bastrop, Texas 78602.
Hours- 8:00 AM to 5:00 PM, Monday -Friday, excluding holidays.

Administration and non-emergency phone
(512) 332-8600
For emergencies dial 911.



Title	2015-16	2016-17	2017-18
<u>CERTIFIED</u>			
Police Chief	1	1	1
Assistant Police Chief	1	1	1
Sergeant	3	3	3
Corporal	2	2	2
Detective	2	2	3
Administrative Officer	1	1	1
School Resource Officer	1	-	-
Police Officer	11	12	11
SUBTOTAL	22	22	22
<u>NON-CERTIFIED</u>			
Administrative Assistant	1	1	1
Code Compliance/Animal Control	1	1	1
Records Clerk	1	1	1.5
File Clerk (part-time)	.5	.5	0
SUBTOTAL	3.5	3.5	3.5
TOTAL	25.5	25.5	25.5

POLICE DEPARTMENT EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Administration				
Personnel Services				
Operational Salaries	\$ 362,421	\$ 383,285	\$ 383,285	\$ 399,290
Sign on Bonus/Retention	\$ -	\$ 5,000	\$ 5,000	\$ -
Pre-Employment Exp	\$ 188	\$ 230	\$ 230	\$ 165
Longevity	\$ 1,799	\$ 1,990	\$ 1,990	\$ 2,190
Overtime	\$ 1,538	\$ 700	\$ 700	\$ 700
FICA	\$ 258,196	\$ 29,980	\$ 29,980	\$ 30,840
Retirement	\$ 40,617	\$ 45,210	\$ 45,210	\$ 46,550
Group Insurance	\$ 42,502	\$ 41,415	\$ 41,415	\$ 44,990
Worker's Comp	\$ 4,461	\$ 6,885	\$ 6,885	\$ 4,895
Total Personnel Costs	\$ 711,722	\$ 514,695	\$ 514,695	\$ 529,620
Supplies & Materials				
Supplies	\$ 16,334	\$ 20,595	\$ 20,595	\$ 18,820
Postage	\$ 1,121	\$ 1,265	\$ 1,265	\$ 1,265
Janitorial	\$ 3,955	\$ 4,000	\$ 4,000	\$ 4,156
Special Printing	\$ 403	\$ 1,810	\$ 1,810	\$ 650
Ammunition/Targets	\$ 500	\$ 500	\$ 500	\$ -
Evidence	\$ 1,979	\$ 2,000	\$ 2,000	\$ 2,000
Fuel	\$ 3,508	\$ 3,700	\$ 3,700	\$ 4,200
Total Supplies & Materials	\$ 27,802	\$ 33,870	\$ 33,870	\$ 31,091
Maintenance & Repairs				
Maint Agreements	\$ 15,152	\$ 31,917	\$ 30,917	\$ 30,842
Maint. Of Equip	\$ -	\$ 500	\$ -	\$ 250
Maint. Of Computer	\$ 1,468	\$ 1,500	\$ 1,400	\$ 1,500
Maint. Of Radio	\$ -	\$ 200	\$ -	\$ 100
Maint. Of Vehic	\$ 2,611	\$ 2,202	\$ 2,202	\$ 3,386
Maint. Of Building	\$ 10,253	\$ 4,500	\$ 4,500	\$ -
Total Maint. & Repairs	\$ 29,484	\$ 40,819	\$ 39,019	\$ 36,078
Occupancy				
Communication	\$ 40,161	\$ 39,780	\$ 40,000	\$ 27,420
Utilities	\$ 12,683	\$ 16,200	\$ 13,000	\$ 16,200
Total Occupancy	\$ 52,843	\$ 55,980	\$ 53,000	\$ 43,620
Contractual Services				
Professional Services	\$ 47	\$ 2,465	\$ 200	\$ 1,250
Medical	\$ 681	\$ 680	\$ 680	\$ 700
Uniforms	\$ 2,358	\$ 3,255	\$ 2,417	\$ 5,074
Dispatch Services	\$ 188,667	\$ 233,783	\$ 233,783	\$ 233,783
Veh/Eq Rplc Fee	\$ -	\$ 109,929	\$ 109,929	\$ 126,908
Total Contractual Services	\$ 191,752	\$ 350,112	\$ 347,009	\$ 367,715
Other Charges				
Advertising	\$ -	\$ 500	\$ -	\$ 250
Travel & Training	\$ 9,747	\$ 9,650	\$ 9,650	\$ 12,135
Dues, Subscriptions & Pub	\$ 2,407	\$ 2,608	\$ 2,108	\$ 3,388
Equipment Rental	\$ 283	\$ 200	\$ 1,020	\$ 2,700
Prisoner Housing	\$ 22,005	\$ 20,400	\$ 20,000	\$ 20,400
Total Other Charges	\$ 34,442	\$ 33,358	\$ 32,778	\$ 38,873
Capital Outlay	\$ 1,498	\$ 449,189	\$ 400,000	\$ -
Total Administration	\$ 1,049,543	\$ 1,478,023	\$ 1,420,371	\$ 1,046,997

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
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Code Enforcement/Animal Control

Personnel Services

Operational Salaries	\$ 39,735	\$ 41,240	\$ 41,240	\$ 43,135
Longevity	\$ 99	\$ 140	\$ 140	\$ 175
Overtime	\$ 10	\$ 300	\$ 300	\$ 300
FICA	\$ 3,162	\$ 3,200	\$ 3,200	\$ 3,345
Retirement	\$ 4,392	\$ 4,820	\$ 4,820	\$ 5,050
Group Insurance	\$ 8,277	\$ 8,285	\$ 8,285	\$ 8,998
Worker's Comp	\$ 1,386	\$ 1,400	\$ 1,400	\$ 1,130
Total Personnel Costs	\$ 57,061	\$ 59,385	\$ 59,385	\$ 62,133

Supplies & Materials

Supplies	\$ 2,253	\$ 2,850	\$ 1,000	\$ 1,850
Postage	\$ 215	\$ 300	\$ 300	\$ 425
Special Printing	\$ 216	\$ 275	\$ 150	\$ 275
Fuel	\$ 1,400	\$ 1,500	\$ 1,400	\$ 1,650
Total Supplies & Materials	\$ 4,084	\$ 4,925	\$ 2,850	\$ 4,200

Maintenance & Repairs

Maint. Of Computer	\$ -	\$ 200	\$ -	\$ 200
Maint. Of Radio	\$ -	\$ 250	\$ -	\$ 250
Maint. Of Vehic	\$ 1,436	\$ 2,552	\$ 800	\$ 2,456
Total Maint. & Repairs	\$ 1,436	\$ 3,002	\$ 800	\$ 2,906

Contractual Services

Professional Services	\$ -	\$ 300	\$ -	\$ 200
Recording Fees	\$ 200	\$ 600	\$ 300	\$ 450
Uniforms	\$ 384	\$ 395	\$ 395	\$ 575
Veterinary Expense	\$ -	\$ 1,575	\$ 500	\$ 1,575
Contractual Services	\$ 1,350	\$ 7,500	\$ 5,000	\$ 7,500
Total Contractual Services	\$ 1,934	\$ 10,370	\$ 6,195	\$ 10,300

Other Charges

Advertising	\$ -	\$ 600	\$ -	\$ 600
Travel & Training	\$ 10	\$ 1,800	\$ 1,800	\$ 2,000
Dues, Subscriptions & Pul	\$ 90	\$ 150	\$ 106	\$ 150
Animal Shelter Exp	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Equipment Rental	\$ 26	\$ 100	\$ 75	\$ 100
Code Enf. Clean Up	\$ -	\$ 10,000	\$ -	\$ 5,000
Total Other Charges	\$ 12,125	\$ 24,650	\$ 13,981	\$ 19,850
Total CE/AC- PD	\$ 76,640	\$ 102,332	\$ 83,211	\$ 99,389

Emergency

Expenditure Type	ACTUAL		BUDGETED		PROJECTED		ADOPTED	
	FY2015-2016		FY2016-2017		FY2016-2017		FY2017-2018	
Supplies & Materials								
Supplies	\$	829	\$	370	\$	370	\$	370
Postage	\$	-	\$	30	\$	-	\$	-
Fuel	\$	-	\$	1,000	\$	-	\$	500
Total Supplies & Materials	\$	829	\$	1,400	\$	370	\$	870
Maintenance & Repairs								
Equipment	\$	1,632	\$	3,950	\$	1,600	\$	3,950
Total Maint. & Repairs	\$	1,632	\$	3,950	\$	1,600	\$	3,950
Other Charges								
Travel & Training	\$	1,623	\$	2,500	\$	1,750	\$	2,000
Total Other Charges	\$	1,623	\$	2,500	\$	1,750	\$	2,000
Total Emerg. Mgmt	\$	4,085	\$	7,850	\$	3,720	\$	6,820

CID

Personnel Services								
Operational Salaries	\$	177,010	\$	181,544	\$	181,544	\$	202,810
Pre-Employment Expense	\$	-	\$	200	\$	-	\$	-
Longevity	\$	771	\$	1,030	\$	1,030	\$	1,335
Overtime	\$	6,545	\$	6,000	\$	6,000	\$	6,000
FICA	\$	13,569	\$	14,450	\$	14,450	\$	16,100
Retirement	\$	20,330	\$	21,810	\$	21,810	\$	24,325
Group Insurance	\$	24,583	\$	24,850	\$	24,850	\$	26,994
Worker's Comp	\$	3,725	\$	5,350	\$	5,350	\$	4,180
Total Personnel Costs	\$	246,531	\$	255,234	\$	255,034	\$	281,744
Supplies & Materials								
Office Equipment	\$	20	\$	250	\$	250	\$	250
Special Printing	\$	122	\$	360	\$	360	\$	360
Ammunition/Targets	\$	500	\$	500	\$	500	\$	-
Evidence	\$	930	\$	1,000	\$	1,000	\$	1,250
Police Equipment	\$	-	\$	-	\$	-	\$	600
Fuel	\$	1,665	\$	1,800	\$	1,800	\$	1,800
Total Supplies & Materials	\$	3,236	\$	3,910	\$	3,910	\$	4,260
Maintenance & Repairs								
Maint. Of Equipment	\$	-	\$	200	\$	-	\$	-
Maint. Of Computer	\$	-	\$	1,005	\$	-	\$	200
Maint. Of Radio	\$	-	\$	360	\$	-	\$	180
Maint, of Vehicle	\$	631	\$	2,353	\$	1,000	\$	1,938
Total Maint. & Repairs	\$	631	\$	3,918	\$	1,000	\$	2,318
Contractual Services								
Medical	\$	1,319	\$	1,800	\$	500	\$	1,800
Uniforms	\$	689	\$	1,904	\$	1,404	\$	2,297
Total Contractual Services	\$	2,008	\$	3,704	\$	1,904	\$	4,097
Other Charges								
Advertising	\$	-	\$	400	\$	-	\$	400
Travel & Training	\$	1,493	\$	2,500	\$	2,000	\$	2,000
Dues, Subs, & Pubs	\$	3,878	\$	3,090	\$	2,100	\$	2,690
Total Other Charges	\$	5,372	\$	5,990	\$	4,100	\$	5,090
Total CID	\$	257,778	\$	272,756	\$	265,948	\$	297,509

Patrol

Expenditure Type	ACTUAL		BUDGETED		PROJECTED		ADOPTED	
	FY2015-2016		FY2016-2017		FY2016-2017		Y2016-2017-2018	
Personnel Services								
Operational Salaries	\$	959,596	\$	933,310	\$	933,310	\$	951,960
Sign On Bonus/Retention	\$	5,000	\$	10,000	\$	10,000	\$	15,000
Pre-Employment Expense	\$	400	\$	1,250	\$	1,250	\$	44
Longevity	\$	4,188	\$	-	\$	-	\$	3,865
Overtime	\$	20,508	\$	30,000	\$	30,000	\$	30,000
FICA	\$	76,648	\$	74,915	\$	74,915	\$	76,700
Retirement	\$	109,684	\$	113,020	\$	113,020	\$	115,845
Group Insurance	\$	133,280	\$	124,235	\$	124,235	\$	134,970
Worker's Comp	\$	29,797	\$	27,705	\$	27,705	\$	19,900
Total Personnel Costs	\$	1,339,101	\$	1,314,435	\$	1,314,435	\$	1,348,284
Supplies & Materials								
Supplies	\$	611	\$	959	\$	959	\$	1,634
Office Equipment	\$	3,104	\$	525	\$	525	\$	525
Special Printing	\$	631	\$	1,263	\$	1,263	\$	1,263
Ammunition/Targets	\$	4,942	\$	6,850	\$	5,000	\$	8,600
Police Equipment	\$	47,687	\$	38,296	\$	38,296	\$	14,200
Fuel	\$	39,654	\$	44,400	\$	40,000	\$	40,800
Total Supplies & Materials	\$	96,628	\$	92,293	\$	86,043	\$	67,022
Maintenance & Repairs								
Maint. Of Equipment	\$	178	\$	750	\$	-	\$	400
Maint. Of Computer	\$	-	\$	700	\$	700	\$	700
Maint. Of Radio	\$	358	\$	1,000	\$	-	\$	400
Maint. Of Vehic	\$	20,279	\$	19,309	\$	15,000	\$	15,534
Total Maint. & Repairs	\$	20,815	\$	21,759	\$	15,700	\$	17,034
Contractual Services								
Professional Services	\$	2	\$	-	\$	-	\$	-
Uniforms	\$	8,954	\$	12,960	\$	12,960	\$	14,125
Total Contractual Services	\$	8,955	\$	12,960	\$	12,960	\$	14,125
Other Charges								
Advertising	\$	-	\$	250	\$	-	\$	-
Travel & Training	\$	6,444	\$	10,450	\$	10,950	\$	9,950
Dues, Subscriptions & Pul	\$	-	\$	1,040	\$	500	\$	820
Total Other Charges	\$	6,444	\$	11,740	\$	11,450	\$	10,770
Capital Outlay								
Police Vehicle	\$	218,061	\$	-	\$	-	\$	-
Total Capital Outlay	\$	218,061	\$	-	\$	-	\$	-
Total Patrol	\$	1,690,005	\$	1,453,187	\$	1,440,588	\$	1,457,235

Crime Prevention

Expenditure Type	ACTUAL FY2015-2016		BUDGETED FY2016-2017		PROJECTED FY2016-2017		ADOPTED FY2017-2018	
Personnel Services								
Operational Salaries	\$	-	\$	68,572	\$	68,572	\$	71,690
Longevity	\$	-	\$	691	\$	691	\$	730
Overtime	\$	-	\$	1,000	\$	1,000	\$	1,000
FICA	\$	-	\$	5,380	\$	5,380	\$	5,625
Retirement	\$	-	\$	8,125	\$	8,125	\$	8,500
Group Insurance	\$	-	\$	8,285	\$	8,285	\$	8,998
Worker's Comp	\$	-	\$	1,965	\$	1,965	\$	1,440
Total Personnel Costs	\$	-	\$	94,018	\$	94,018	\$	97,983
Supplies & Materials								
Supplies	\$	2,248	\$	2,725	\$	2,000	\$	3,175
Postage	\$	13	\$	100	\$	30	\$	50
Special Printing	\$	-	\$	200	\$	-	\$	220
Fuel	\$	-	\$	1,000	\$	100	\$	1,000
Total Supplies & Materials	\$	2,261	\$	4,025	\$	2,130	\$	4,445
Maintenance & Repairs								
Maint. Of Vehic	\$	-	\$	1,576	\$	200	\$	2,036
Total Maint. & Repairs	\$	-	\$	1,576	\$	200	\$	2,036
Contractual Services								
Uniforms	\$	774	\$	1,974	\$	1,000	\$	2,345
Total Contractual Services	\$	774	\$	1,974	\$	1,000	\$	2,345
Other Charges								
Travel & Training	\$	842	\$	2,400	\$	500	\$	1,900
Dues, Substriptions & Pub	\$	35	\$	150	\$	50	\$	420
Total Other Charges	\$	877	\$	2,550	\$	550	\$	2,320
Total Crime Prevention	\$	3,913	\$	104,143	\$	97,898	\$	109,129

FIRE DEPARTMENT

Mission Statement

To provide fire/rescue protection to all areas of the city limits from two City owned and supported fire houses. We provide support and mutual-aid to Bastrop County Emergency District #2 outside the city limits.

Description

Responds to and extinguishes structure, vehicle, grass and brush fires in the City of Bastrop and surrounding fire districts. Responds to other emergency situations in conjunction with other emergency agencies. Provides mutual aid to neighboring emergency agencies. Conducts fire prevention activities and inspections. Serves as primary water rescue team to the central part of the county. Provides equipment and personnel for local parades, festivals and sporting events.



STAFFING			
Title	2015-16	2016-17	2017-18
Chief	1	1	1
Firefighter	0	0	4
<u>ALL VOLUNTEERS</u>			
Assistant Chief	1	1	1
Lieutenant	2	2	2
Captain	2	2	2
Firefighter	31	28	25
TOTAL	37	34	35

Recent Accomplishments

2016-2017

- Hired a pool of part-time firefighters to work day time shifts to improve response time

Department Location

- Fire Station 1 is located at 802 Chestnut St.
- Fire Station 2 is located at 120 Corporate Dr.

FIRE DEPARTMENT

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 59,687	\$ 127,515	\$ 127,515	\$ 216,635
Pre-Employment Expense	\$ -	\$ -	\$ -	\$ -
Longevity	\$ -	\$ 50	\$ -	\$ 75
FICA	\$ 3,626	\$ 9,755	\$ 9,755	\$ 16,585
Retirement	\$ 6,592	\$ 9,470	\$ 9,470	\$ 9,915
Group Insurance	\$ 6,260	\$ 8,285	\$ 8,285	\$ 8,998
Worker's Comp	\$ 5,416	\$ 5,250	\$ 5,250	\$ 6,015
Total Personnel Costs	\$ 81,580	\$ 160,325	\$ 160,275	\$ 258,223
Supplies & Materials				
Supplies	\$ 5,412	\$ 5,000	\$ 5,000	\$ 5,400
Postage	\$ 75	\$ 75	\$ 75	\$ 100
Safety Supplies	\$ 614	\$ 1,500	\$ 1,500	\$ 1,430
Small Equipment	\$ 13,499	\$ 4,400	\$ 4,200	\$ 1,350
Special Clothing	\$ 3,362	\$ 6,050	\$ 6,250	\$ 2,820
Equipment	\$ 12,900	\$ 34,499	\$ 33,899	\$ 15,000
Protective Gear	\$ 13,319	\$ 34,500	\$ 34,500	\$ 24,600
Small Tools	\$ 1,576	\$ 1,600	\$ 1,500	\$ 1,700
Fire Prevention Materials	\$ 3,342	\$ 1,800	\$ 1,900	\$ 3,000
Fuel & Lube	\$ 7,251	\$ 7,500	\$ 7,500	\$ 7,500
Total Supplies & Materials	\$ 61,351	\$ 96,924	\$ 96,324	\$ 62,900
Maintenance & Repairs				
Maint. of Equipment	\$ 12,041	\$ 14,000	\$ 12,000	\$ 16,000
Maint. Of Radio	\$ 1,900	\$ 1,500	\$ 1,500	\$ 1,500
Maint. Of Vehic	\$ 23,302	\$ 28,000	\$ 28,000	\$ 27,100
Maint. Of Building	\$ 152,681	\$ 10,000	\$ 10,000	\$ 5,000
Total Maint. & Repairs	\$ 189,924	\$ 53,500	\$ 51,500	\$ 49,600
Occupancy				
Communication	\$ 16,599	\$ 23,585	\$ 26,600	\$ 21,730
Utilities	\$ 12,355	\$ 15,400	\$ 12,500	\$ 16,000
Total Occupancy	\$ 28,954	\$ 38,985	\$ 39,100	\$ 37,730
Contractual Services				
Special Services	\$ 17,910	\$ 37,255	\$ 22,000	\$ 24,000
Uniforms	\$ 3,573	\$ 4,815	\$ 4,815	\$ 7,240
Fireman AD&D	\$ -	\$ -	\$ -	\$ 2,650
Veh/Eq Rplc Fee	\$ -	\$ 44,242	\$ 44,242	\$ 71,447
Total Contractual Services	\$ 21,483	\$ 86,312	\$ 71,057	\$ 105,337
Other Charges				
Travel & Training	\$ 13,588	\$ 16,000	\$ 12,000	\$ 15,000
Dues, Subscriptions & Pub	\$ 3,134	\$ 4,350	\$ 4,350	\$ 5,000
Special Events	\$ 3,709	\$ 4,650	\$ 3,500	\$ 5,250
Equipment Rental	\$ 1,985	\$ 1,825	\$ 1,825	\$ 1,825
Total Other Charges	\$ 22,416	\$ 26,825	\$ 21,675	\$ 27,075
Capital Outlay				
Capital Outlay	\$ -	\$ 36,000	\$ 35,000	\$ -
Equipment	\$ 6,624	\$ 10,000	\$ 10,000	\$ -
Fire Truck	\$ 51,132	\$ -	\$ -	\$ -
Total Capital Outlay	\$ 57,756	\$ 46,000	\$ 45,000	\$ -
Total Fire Department	\$ 463,464	\$ 508,871	\$ 484,931	\$ 540,865

MUNICIPAL COURT

Mission Statement

The Bastrop Municipal Court provides a fair and equitable Court in a user-friendly environment.

Description

The Municipal Court is an entry-level trial court in the Texas Judicial System. The Municipal Court is the people's court. The court processes approximately 3,000 cases a year; this means the Court sees more people than any other court in the county. The Municipal Court processes complaints filed by Bastrop Police Department, Citizens of the City, Bastrop Independent School District, and Officials of the City of Bastrop. After adjudication, the Court is responsible to impose collection of all fines, maintain all records regarding court cases, prepare reports as required, to magistrate, set bonds, or fines, sign warrants for failure to comply with Court Orders, Failure to Appear, or Violation of Promise to Appear. Issue warrants on A & B Misdemeanor and Felony Cases originating in the City of Bastrop.



STAFFING			
Title	2015-16	2016-17	2017-18
Judge	1	1	1
Municipal Court Administrator	1	1	1
Court Clerk – Juvenile Case Mg	1	1	1
Court Clerk – Customer Svc/Trial Coordinator	1	1	1
Court Clerk - Collections	1	0	0
Document Imaging Clerk	.5	.5	.5
Total	5.5	4.5	4.5

Recent Accomplishments

2016-2017

- Completed remodel of the administrative offices
- Received the Municipal Traffic Safety Award
- Re-establish Teen Court

MUNICIPAL COURT EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 168,872	\$ 169,600	\$ 169,600	\$ 177,155
Longevity	\$ 790	\$ 605	\$ 582	\$ 715
Overtime	\$ 720	\$ 1,000	\$ 800	\$ 1,000
FICA	\$ 13,024	\$ 13,115	\$ 13,115	\$ 13,705
Retirement	\$ 12,977	\$ 14,075	\$ 14,075	\$ 14,965
Group Insurance	\$ 25,311	\$ 28,990	\$ 28,990	\$ 31,493
Worker's Comp	\$ 914	\$ 550	\$ 575	\$ 370
Total Personnel Costs	\$ 222,607	\$ 227,935	\$ 227,737	\$ 239,403
Supplies & Materials				
Supplies	\$ 5,691	\$ 5,700	\$ 5,000	\$ 8,200
Postage	\$ 3,123	\$ 3,600	\$ 3,200	\$ 4,200
Office Equipment	\$ -	\$ 21,200	\$ 10,000	\$ 5,000
Janitorial Supplies	\$ -	\$ 100	\$ -	\$ 100
Total Supplies & Materials	\$ 8,815	\$ 30,600	\$ 18,200	\$ 17,500
Maintenance & Repairs				
Software Maintenance	\$ 7,602	\$ 7,800	\$ 7,800	\$ 7,800
Maint. Of Equipment	\$ -	\$ 500	\$ 150	\$ 500
Maint. Of Building	\$ 681	\$ 50	\$ 150	\$ -
Total Maint. & Repairs	\$ 8,283	\$ 8,350	\$ 8,100	\$ 8,300
Occupancy				
Communication	\$ 5,676	\$ 5,910	\$ 5,910	\$ 2,500
Utilities	\$ 3,171	\$ 3,500	\$ 3,500	\$ 3,500
Total Occupancy	\$ 8,847	\$ 9,410	\$ 9,410	\$ 6,000
Contractual Services				
Professional Services	\$ 13,985	\$ 14,400	\$ 14,400	\$ 34,400
Credit Card Processing Fee	\$ 8,607	\$ 8,500	\$ 8,500	\$ 10,000
Uniforms	\$ -	\$ 250	\$ -	\$ 250
Jury Expense	\$ 132	\$ 750	\$ -	\$ 750
Deb Collection Service	\$ 3,511	\$ 6,500	\$ 5,000	\$ 6,500
Contracted Services	\$ 3,668	\$ 3,500	\$ 3,500	\$ 2,808
Teen Court Administrator	\$ 78	\$ 300	\$ 300	\$ 1,500
Employee Bond	\$ 142	\$ 200	\$ -	\$ 200
Total Contractual Services	\$ 30,123	\$ 34,400	\$ 31,700	\$ 56,408
Other Charges				
Advertising	\$ 284	\$ 200	\$ -	\$ 200
Travel & Training	\$ 3,904	\$ 3,000	\$ 3,000	\$ 5,000
Dues, Subscriptions & Pub	\$ 564	\$ 575	\$ 575	\$ 731
Equipment Rental	\$ 1,913	\$ 2,300	\$ 2,000	\$ 2,300
Over/Short	\$ (57)	\$ -	\$ -	\$ -
Total Other Charges	\$ 6,608	\$ 6,075	\$ 5,575	\$ 8,231
Total Municipal Court	\$ 285,282	\$ 316,770	\$ 300,722	\$ 335,842

DEVELOPMENT SERVICES

Mission Statement

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

Description

Planning & Zoning

This department includes the divisions of Planning & Zoning and Engineering & Development. For community planning the process includes: maximize community strengths and minimize weaknesses; protect property rights and enhance property values; anticipate growth and provide adequate public facilities and services; balance economic growth with quality of life issues; and, avoid unmanageable concentrations or dispersal of population. Staff liaison to Planning and Zoning Commission (P&Z), Board of Adjustments (BOA) and Municipal Sign Review Board, Historic Land Commission (HLC), Construction Standard Board, Form Based Code Task Force, Impact Fee Advisory Committee and Comprehensive Steering Committee.

PLANNING STAFFING			
Title	2015-16	2016-17	2017-18
Planning Director	1	1	1
Asst. Planning Director	0	0	1
Project Coordinator	1	1	0
Planning Technician	1	1	1
Planner	0	0	1
Total	3	3	4

Recent Accomplishments

2016-2017

- Completion and adoption of the Comprehensive Plan
- Completion and adoption of the City's Master Transportation Plan
- Received the APA Comprehensive Planning Award



PLANNING & ZONING

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
PLANNING & ZONING				
Personnel Services				
Operational Salaries	\$ 369,548	\$ 398,911	\$ 350,000	\$ 215,690
Pre-Employment Expense	\$ 35	\$ -	\$ -	\$ -
Longevity	\$ 2,347	\$ 2,410	\$ 1,980	\$ 280
Overtime	\$ 3,521	\$ 5,000	\$ 3,000	\$ 1,250
FICA	\$ 28,608	\$ 30,460	\$ 26,800	\$ 16,635
Retirement	\$ 41,441	\$ 45,880	\$ 39,300	\$ 25,145
Group Insurance	\$ 48,471	\$ 48,695	\$ 42,300	\$ 26,994
Worker's Comp	\$ 1,646	\$ 2,000	\$ 1,463	\$ 450
Total Personnel Costs	\$ 495,616	\$ 533,356	\$ 464,843	\$ 286,444
Supplies & Materials				
Supplies	\$ 3,618	\$ 4,600	\$ 4,600	\$ 4,600
Postage	\$ 796	\$ 2,000	\$ 500	\$ 1,000
Office Equipment	\$ 1,898	\$ 4,000	\$ 4,000	\$ 3,200
Special Printing	\$ 1,254	\$ 500	\$ 500	\$ 600
Fuel & Lube	\$ 2,204	\$ 3,000	\$ 2,000	\$ -
Total Supplies & Materials	\$ 9,770	\$ 14,100	\$ 11,600	\$ 9,400
Maintenance & Repairs				
Equip/Software Maint	\$ -	\$ 24,450	\$ 20,000	\$ 12,900
Maint. Of Vehicles	\$ 3,677	\$ 2,000	\$ 1,500	\$ -
Total Maint. & Repairs	\$ 3,677	\$ 26,450	\$ 21,500	\$ 12,900
Occupancy				
Communication	\$ 6,145	\$ 8,000	\$ 8,000	\$ 2,800
Utilities	\$ 3,734	\$ 3,200	\$ 3,200	\$ 3,800
Total Occupancy	\$ 9,879	\$ 11,200	\$ 11,200	\$ 6,600
Contractual Services				
Professional Services	\$ 224,974	\$ 160,000	\$ 160,000	\$ 90,000
Credit Card Processing Fee	\$ 856	\$ 750	\$ 750	\$ 750
Recording Fees	\$ 178	\$ 500	\$ 500	\$ 800
Uniforms	\$ 542	\$ 1,100	\$ 1,100	\$ 800
Legal Services	\$ 105,450	\$ 20,000	\$ 23,725	\$ -
Engineering	\$ 2,100	\$ -	\$ 1,000	\$ -
Total Contractual Services	\$ 334,100	\$ 182,350	\$ 187,075	\$ 92,350
Other Charges				
Advertising	\$ 6,822	\$ 5,000	\$ 5,000	\$ 6,000
Travel & Training	\$ 6,683	\$ 7,800	\$ 5,000	\$ 7,346
Dues, Subscriptions & Pub	\$ 4,140	\$ 3,500	\$ 3,500	\$ 3,500
Comp. Updates-Training	\$ 8,416	\$ -	\$ -	\$ -
Historical Structure Refund	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Equipment Rental	\$ 6,584	\$ 6,000	\$ 6,000	\$ 6,000
Overhead Allocation	\$ (14,508)	\$ (51,160)	\$ (51,160)	\$ -
Total Other Charges	\$ 43,137	\$ (3,860)	\$ (6,660)	\$ 47,846
Capital Outlay	\$ 27,894	\$ 50,000	\$ 50,000	\$ 10,000
Total Planning & Zoning	\$ 924,072	\$ 813,596	\$ 739,558	\$ 465,540

DEVELOPMENT SERVICES

Description

Engineering & Development

Engineering and Development is the professional staff that provides and facilitates the building process and ensures the implementation of the plan through the development process. The development process includes the enforcement of regulations on individual site construction to ensure compliance with the codes adopted by the City Council designed to achieve the goals and objectives of the plans.

ENGINEERING & DEVELOPMENT STAFFING			
Title	2015-16	2016-17	2017-18
Building Official	1	1	1
Administrative Assist.	1	1	1
City Engineer	1	1	.5
Total	3	3	2.5



ENGINEERING & DEVELOPMENT EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Engineering & Development				
Personnel Services				
Operational Salaries	\$ -	\$ -	\$ -	\$ 221,090
Longevity	\$ -	\$ -	\$ -	\$ 135
Overtime	\$ -	\$ -	\$ -	\$ 1,250
FICA	\$ -	\$ -	\$ -	\$ 17,035
Retirement	\$ -	\$ -	\$ -	\$ 25,750
Group Insurance	\$ -	\$ -	\$ -	\$ 31,561
Worker's Comp	\$ -	\$ -	\$ -	\$ 790
Total Personnel Costs	\$ -	\$ -	\$ -	\$ 297,611
Supplies & Materials				
Fuel & Lube	\$ -	\$ -	\$ -	\$ 3,000
Total Supplies & Materials	\$ -	\$ -	\$ -	\$ 3,000
Maintenance & Repairs				
Equip/Software Maint	\$ -	\$ -	\$ -	\$ 7,350
Maint. Of Vehicles	\$ -	\$ -	\$ -	\$ 2,000
Total Maint. & Repairs	\$ -	\$ -	\$ -	\$ 9,350
Occupancy				
Communication	\$ -	\$ -	\$ -	\$ 2,000
Utilities	\$ -	\$ -	\$ -	\$ -
Total Occupancy	\$ -	\$ -	\$ -	\$ 2,000
Contractual Services				
Uniforms	\$ -	\$ -	\$ -	\$ 300
Total Contractual Services	\$ -	\$ -	\$ -	\$ 300
Other Charges				
Travel & Training	\$ -	\$ -	\$ -	\$ 4,300
Comp. Updates-Training	\$ -	\$ -	\$ -	\$ 3,000
Total Other Charges	\$ -	\$ -	\$ -	\$ 7,300
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Engineering & Dev	\$ -	\$ -	\$ -	\$ 319,561

First year this division has been recorded separately from planning & zoning

PUBLIC WORKS

Public Works provides essential services to the citizens of Bastrop in a prompt, courteous, safe, efficient, and cost-effective manner. Public Works, through its dedicated employees, strives to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations.

Description

Maintains all City street surfaces (i.e., sweeping streets, crack sealing, resurfacing, tree trimming, pot-hole, utility cut repairs). Maintain street signage (street names and traffic control signage) Storm drainage, which is covered in two different categories: 1) underground storm sewer systems; 2) open gravity flow bar ditches. Building maintenance and repair service for all City facilities. Special events and other activities assistance, such as: Market Days, Yester fest, Patriotic Festival, Movies in the Park, parades, Christmas / Holiday lighting, etc. Construction of City facilities such as City parks, enhancements to City trails in the form of landscaping amenities and other improvements. Maintain TxDOT ROW within the jurisdictional boundaries of the City.

STAFFING			
Title	2015-16	2016-17	2017-18
Public Works Director	.5	.25	.25
Asst. PW Director	0	0	.5
Util. Field Superintendent	1	.5	.75
Mechanic	1	1	1
Crew Leader	1	1	1
Equipment Operator II	2	2	3
Equipment Operator I	3	3	3
Maintenance Worker II	1	2	3
Maintenance Worker I	1	0	0
Administrative Assistant	.5	.5	.5
TOTAL	11	10.25	13

Recent Accomplishments

2016-2017

- Completion of Buttonwood
- Tahitian Drive Street Improvements
- Reconstruction of Homonu Ct., Olaa Dr. & Pahala Ct.
- Replaced 600 ft. of culvert to reduce localized flooding
- New parking lot at Pine and Water Street adding additional parking
- Completion of Cypress St.
- Installed storm sewer from Gills Branch to Pine & MLK



Parking lot at Alley D

PUBLIC WORKS EXPENDITURES

Expenditure Type	ACTUAL	BUDGETED	PROJECTED	ADOPTED
	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Personnel Services				
Operational Salaries	\$ 409,832	\$ 452,080	\$ 425,000	\$ 551,515
Pre-employment	\$ 35	\$ 300	\$ 750	\$ -
Longevity	\$ 4,100	\$ 4,430	\$ 4,328	\$ 4,360
Overtime	\$ 11,738	\$ 15,000	\$ 13,000	\$ 13,000
FICA	\$ 33,359	\$ 38,638	\$ 34,000	\$ 42,627
Retirement	\$ 46,989	\$ 58,221	\$ 51,235	\$ 64,343
Group Insurance	\$ 82,151	\$ 83,240	\$ 83,000	\$ 107,976
Worker's Comp	\$ 28,404	\$ 32,700	\$ 28,400	\$ 21,377
Total Personnel Costs	\$ 616,607	\$ 684,609	\$ 639,713	\$ 805,198
Supplies & Materials				
Supplies	\$ 5,091	\$ 5,900	\$ 5,000	\$ 3,900
Postage	\$ 16	\$ 400	\$ 50	\$ 400
Office Equipment	\$ 376	\$ 2,990	\$ 2,000	\$ 400
Computer Equipment	\$ 15	\$ -	\$ -	\$ 1,000
Safety/ First Aid	\$ 1,534	\$ 1,625	\$ 1,500	\$ 1,500
Equipment	\$ 5,754	\$ 19,220	\$ 15,000	\$ 4,400
Mosquito Supplies	\$ -	\$ 1,000	\$ 1,000	\$ 3,700
Chemicals	\$ 17	\$ 1,000	\$ 50	\$ 1,000
Small Tools	\$ 1,026	\$ 1,500	\$ 1,500	\$ 1,500
Fuel & Lube	\$ 26,311	\$ 27,600	\$ 27,600	\$ 27,600
Street Signs & 911 Addr	\$ 4,181	\$ 5,000	\$ 5,000	\$ 2,000
Total Supplies & Materials	\$ 44,322	\$ 66,235	\$ 58,700	\$ 47,400
Maintenance & Repairs				
Equipment Maint.	\$ 23,530	\$ 27,000	\$ 23,000	\$ 17,000
Vehicle Maint.	\$ 11,057	\$ 15,000	\$ 10,000	\$ 15,000
Building Maint.	\$ 2,466	\$ 8,500	\$ 8,000	\$ -
Sidewalks	\$ 1,033	\$ 4,500	\$ 4,500	\$ 2,500
Streets & Bridges	\$ 40,182	\$ 99,724	\$ 75,000	\$ 115,005
Drainage	\$ 130,273	\$ 25,000	\$ 25,000	\$ 28,500
Public Parking Lot Maint	\$ 281	\$ 2,500	\$ 1,000	\$ 2,000
Total Maint. & Repairs	\$ 208,822	\$ 182,224	\$ 146,500	\$ 180,005

PUBLIC WORKS EXPENDITURES continued

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Occupancy				
Communication	\$ 7,421	\$ 7,910	\$ 7,910	\$ 5,900
Utilities	\$ 3,740	\$ 6,100	\$ 4,000	\$ 6,100
Total Occupancy	\$ 11,160	\$ 14,010	\$ 11,910	\$ 12,000
Contractual Services				
Professional Services	\$ 20,431	\$ 147,500	\$ 142,000	\$ 146,843
Uniforms	\$ 11,583	\$ 12,375	\$ 12,375	\$ 12,375
Engineering	\$ 6,485	\$ 33,500	\$ 33,500	\$ 7,500
Property & Liability Ins.	\$ 32	\$ 1,000	\$ -	\$ 1,000
Unemployment Tax	\$ 437	\$ 6,145	\$ 6,145	\$ -
Transfer Station/Haul	\$ 20,051	\$ 2,000	\$ 1,790	\$ -
Haul Off-Misc	\$ 2,273	\$ 4,050	\$ 3,500	\$ 4,050
Vehic/Equip Rplc Fee	\$ -	\$ 10,462	\$ 10,462	\$ 55,066
Total Contractual Services	\$ 61,290	\$ 217,032	\$ 209,772	\$ 226,834
Other Charges				
Advertising	\$ 571	\$ 1,500	\$ 1,200	\$ 500
Travel & Training	\$ 3,673	\$ 5,000	\$ 2,000	\$ 2,000
Dues, Subs & Pubs	\$ 113	\$ 6,210	\$ 6,010	\$ 200
Damage Claims	\$ 65	\$ 700	\$ 700	\$ 700
Equipment Rental	\$ 4,320	\$ 7,500	\$ 5,500	\$ 7,500
Building/Security Cams	\$ -	\$ 500	\$ -	\$ 500
Total Other Charges	\$ 8,742	\$ 21,410	\$ 15,410	\$ 11,400
Equipment	\$ 4,000	\$ 306,800	\$ 306,800	
Building	\$ 7,121	\$ -	\$ -	
Street Improvements	\$ 140,037	\$ 213,000	\$ 70,000	
Total Capital Outlay	\$ 151,159	\$ 519,800	\$ 376,800	\$ -
Total Public Works	\$ 1,102,103	\$ 1,705,320	\$ 1,458,805	\$ 1,282,837

RECREATION

Description

The Recreation Department includes funding for a recreation coordinator, programs provided by the City and funding for the YMCA. Collaboration with BISD and the YMCA to provide various free recreational opportunities for the citizens of Bastrop.

STAFFING			
Title	2015-16	2016-17	2017-18
Recreation Coordinator	-	1	1
Total Staffing		1	1



Recent Accomplishments

2016-2017

- Summer play days
- Snow Day
- Started Construction of the Shelter/Activity Center
- Developed a workplan for recreation events



[Goals for the YMCA of Austin in Bastrop area](#)

To research the need for recreational programs and services in the Bastrop area

RECREATION EXPENDITURES

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ -	\$ 29,100	\$ 29,100	\$ 43,600
Longevity	\$ -	\$ -	\$ -	\$ 58
Overtime	\$ -	\$ 750	\$ 750	\$ 700
FICA	\$ -	\$ 1,850	\$ 1,850	\$ 3,342
Retirement	\$ -	\$ 3,225	\$ 3,225	\$ 5,053
Group Insurance	\$ -	\$ 5,300	\$ 5,300	\$ 8,998
Worker's Comp	\$ -	\$ -	\$ -	\$ 106
Total Personnel Costs	\$ -	\$ 40,225	\$ 40,225	\$ 61,857
Supplies & Materials				
Supplies	\$ -	\$ 150	\$ 150	\$ 150
Postage	\$ -	\$ 100	\$ 10	\$ 100
Office Equipment	\$ -	\$ 2,000	\$ 100	\$ 2,000
Fuel & Lube	\$ -	\$ 100	\$ -	\$ 100
Total Supplies & Materials	\$ -	\$ 2,350	\$ 260	\$ 2,350
Maintenance & Repairs				
Equip/Software Maint	\$ -	\$ 200	\$ 25	\$ 200
Maint. Of Vehicles	\$ -	\$ 50	\$ -	\$ 50
Total Maint. & Repairs	\$ -	\$ 250	\$ 25	\$ 250
Occupancy				
Communication	\$ -	\$ 250	\$ -	\$ 250
Total Occupancy	\$ -	\$ 250	\$ -	\$ 250
Contractual Services				
Professional Services	\$ 39,500	\$ 42,000	\$ 42,000	\$ 42,000
Uniforms	\$ -	\$ 100	\$ 100	\$ 100
Recreation Programs	\$ -	\$ 2,880	\$ 1,000	\$ -
Total Contractual Services	\$ 39,500	\$ 44,980	\$ 43,100	\$ 42,100
Other Charges				
Advertising	\$ -	\$ 500	\$ 500	\$ 500
Travel & Training	\$ -	\$ 500	\$ -	\$ 500
Dues, Subscriptions & Pul	\$ -	\$ 500	\$ -	\$ 500
Recreation Programs	\$ -	\$ 15,000	\$ 15,000	\$ 20,000
Equipment Rental	\$ -	\$ 500	\$ 500	\$ 500
Total Other Charges	\$ -	\$ 17,000	\$ 16,000	\$ 22,000
Total Recreation	\$ 39,500	\$ 105,055	\$ 99,610	\$ 128,807

PARKS DEPARTMENT

The Parks Department is responsible for maintaining all City parks, playgrounds, picnic areas, restroom facilities, and hike and bike trails within the City limits. The crew mows and maintains all street right-of-ways, city facilities, and ensures that downtown sidewalks and hike and bike trails remain clean. As part of their downtown maintenance routine, the department provides a trash pickup service three times weekly which includes the major thoroughfares of the TxDOT right-of-way on Chestnut Street and other locations as needed. The department provides trash pick up services and routine maintenance to Bastrop's Industrial Park, and Farmers Market on a weekly basis.

STAFFING			
Title	2015-16	2016-17	2017-18
Director of Public Works	.50	.25	.25
Parks Superintendent	0	0	1
Parks Foreman	1	1	0
Administrative Assistant	.50	.50	.50
Parks Crew Leader	1	1	1
Parks Maintenance Specialist	1	1	1
Maintenance Worker II	7	9	5
Seasonal Maintenance Worker II	.20	.20	.20
Equipment Operator I	0	0	1
Facilities Maint. Worker	0	0	1
Field Groundskeeper	0	0	1
TOTAL	11.0	12.95	11.95

Recent Accomplishments

2016-2017

- Installed new play scape at Ferry Park
- Installed shade arbors at Bob Bryant Park
- Installed new surface at Splash pad
- Installed new play scape at Jewell Hodges Park



PARKS EXPENDITURES

Expenditure Type	ACTUAL	BUDGETED	PROJECTED	ADOPTED
	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Personnel Services				
Operational Salaries	\$ 374,524	\$ 385,237	\$ 375,500	\$ 447,636
Pre-employment	\$ 875	\$ 350	\$ 350	\$ -
Longevity	\$ 1,315	\$ 1,376	\$ 1,145	\$ 1,145
Overtime	\$ 25,983	\$ 15,000	\$ 15,000	\$ 15,000
FICA	\$ 31,556	\$ 32,150	\$ 31,500	\$ 34,397
Retirement	\$ 41,268	\$ 42,940	\$ 41,500	\$ 51,368
Group Insurance	\$ 68,323	\$ 74,035	\$ 70,000	\$ 105,692
Worker's Comp	\$ 8,664	\$ 12,450	\$ 12,450	\$ 8,070
Total Personnel Costs	\$ 552,509	\$ 563,538	\$ 547,445	\$ 663,308
Supplies & Materials				
Supplies	\$ 2,335	\$ 4,990	\$ 5,000	\$ 7,400
Postage	\$ 2	\$ 100	\$ 100	\$ 100
Office Equipment	\$ 63	\$ 100	\$ 100	\$ 100
Safety/ First Aid	\$ 2,151	\$ 2,700	\$ 2,000	\$ 3,700
Irrigation Supplies	\$ 4,652	\$ 4,600	\$ 4,500	\$ 4,000
Janitorial Supplies	\$ 4,972	\$ 3,500	\$ 5,000	\$ 3,500
Equipment	\$ 7,143	\$ 17,220	\$ 11,000	\$ 4,400
Chemicals/Pesticides	\$ 1,928	\$ 5,000	\$ 5,000	\$ 3,000
Small Tools	\$ 1,546	\$ 1,600	\$ 2,000	\$ 2,000
Fuel & Lubs	\$ 11,033	\$ 12,000	\$ 11,000	\$ 10,000
Total Supplies & Materials	\$ 35,824	\$ 51,810	\$ 45,700	\$ 38,200
Maintenance & Repairs				
Equipment Maint.	\$ 11,161	\$ 12,400	\$ 10,000	\$ 10,000
Vehicle Maint.	\$ 9,551	\$ 7,200	\$ 4,000	\$ 11,000
City Hall Grounds	\$ 946	\$ 1,500	\$ 1,500	\$ 1,500
Riverfront Park Expenses	\$ 16,139	\$ 21,000	\$ 17,000	\$ 16,000
Little League Park Expens	\$ 1,569	\$ 1,100	\$ 1,100	\$ 3,900
Dog Bark Park Expenses	\$ 1,044	\$ 2,000	\$ 1,000	\$ 3,500
Old Iron Bridge	\$ 400	\$ 750	\$ 1,250	\$ -
Fireman's Park/Softball Fi	\$ 6,541	\$ 3,250	\$ 3,250	\$ 3,500
Riverwalk Maint.	\$ 2,454	\$ 3,600	\$ 4,000	\$ 6,000
Mayfest Park-Loop 150	\$ 1,089	\$ 1,700	\$ 1,000	\$ 1,700
Splash Pad	\$ 5	\$ 2,500	\$ 500	\$ 2,500
Tree USA Maint. Program	\$ 2,298	\$ 2,499	\$ 2,500	\$ 5,000
Bob Bryant Park	\$ 8,180	\$ 10,000	\$ 10,000	\$ 4,000
Industrial Park Maint.	\$ -	\$ 400	\$ 150	\$ 1,000
Bastrop River of Lights	\$ 6,738	\$ 4,681	\$ 4,680	\$ -
Jewell's Park	\$ 496	\$ 2,700	\$ 2,700	\$ 3,500
Gateways/ Hwy 71 Landsc	\$ 636	\$ 750	\$ 750	\$ 3,250
Kerr Community Park	\$ 1,253	\$ 5,000	\$ 5,000	\$ 2,000
Total Maint. & Repairs	\$ 70,501	\$ 83,030	\$ 70,380	\$ 78,350

PARKS EXPENDITURES *continued*

	ACTUAL		BUDGETED		PROJECTED		ADOPTED	
Expenditure Type	FY2015-2016		FY2016-2017		FY2016-2017		FY2017-2018	
Occupancy								
Communications	\$	4,728	\$	4,940	\$	4,940	\$	2,400
Splash Pad Utilities	\$	14,226	\$	8,000	\$	14,000	\$	14,000
Little League Utilities	\$	15,290	\$	12,500	\$	12,500	\$	12,500
TXDOT Utility Irrigation	\$	11,742	\$	7,000	\$	12,000	\$	7,000
Parks & Trails Utilities	\$	17,363	\$	14,300	\$	17,500	\$	17,300
Total Occupancy	\$	63,349	\$	46,740	\$	60,940	\$	53,200
Contractual Services								
Professional Services	\$	4,299	\$	5,800	\$	5,000	\$	127,072
Uniforms	\$	9,409	\$	8,430	\$	8,430	\$	8,430
Recreation Program	\$	10,508	\$	1,500	\$	1,500	\$	1,500
Total Contractual Services	\$	24,216	\$	15,730	\$	14,930	\$	137,002
Other Charges								
Advertising	\$	2,887	\$	4,250	\$	4,250	\$	250
Travel & Training	\$	2,995	\$	4,000	\$	3,500	\$	3,300
Dues, Subs & Pubs	\$	780	\$	1,500	\$	1,500	\$	500
Equipment Rental	\$	2,144	\$	1,700	\$	1,700	\$	1,700
Total Other Charges	\$	8,805	\$	11,450	\$	10,950	\$	5,750
Capital Outlay								
Park Equipment	\$	7,745	\$	167,000	\$	-		
Bob Bryant Park	\$	20,405	\$	-	\$	-		
Capital Outlay/Riverfront	\$	231,104	\$	112,000	\$	39,530		
Special Projects	\$	27,291	\$	20,000	\$	25,000		
Total Capital Outlay	\$	286,545	\$	299,000	\$	64,530	\$	-
Total Parks	\$	1,041,748	\$	1,071,298	\$	814,875	\$	975,810

BUILDING MAINTENANCE

Description

The department consists of four full time employees with the responsibility of cleaning all City facilities. In addition to cleaning, employees are responsible for stocking restroom supplies and performing light maintenance such as replacing light bulbs and cleaning air conditioning filters. On an as needed basis, these employees are responsible for setting up meeting rooms at the Library, City Hall and the Police Department.



STAFFING			
Title	2015-16	2016-17	2017-18
Custodian Crew Leader	0	1	1
Custodian	4	3	3
TOTAL	4	4	4

Recent Accomplishments

2016-2017

- More focus put on maintenance and not just repair

BUILDING MAINTENANCE EXPENDITURES

Expenditure Type	ACTUAL	BUDGETED	PROJECTED	ADOPTED
	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
Personnel Services				
Operational Salaries	\$ 99,696.67	\$ 121,505.00	\$ 121,505.00	\$ 129,331.00
Longevity	\$ 1,041.00	\$ 1,200.00	\$ 1,150.00	\$ 1,330.00
Overtime	\$ 221.11	\$ 700.00	\$ 700.00	\$ 700.00
FICA	\$ 7,708.03	\$ 9,570.00	\$ 9,570.00	\$ 10,025.00
Retirement	\$ 11,164.08	\$ 14,400.00	\$ 14,400.00	\$ 15,124.00
Group Insurance	\$ 27,589.20	\$ 33,130.00	\$ 33,130.00	\$ 35,992.00
Worker's Comp	\$ 4,381.64	\$ 4,650.00	\$ 4,650.00	\$ 3,289.00
Total Personnel Costs	<u>\$ 151,801.73</u>	<u>\$ 185,155.00</u>	<u>\$ 185,105.00</u>	<u>\$ 195,791.00</u>
Supplies & Materials				
Supplies	\$ 1,830.04	\$ 800.00	\$ 800.00	\$ 1,100.00
Equipment	\$ 1,355.83	\$ 2,200.00	\$ 2,200.00	\$ 1,500.00
Safety/First Aid	\$ -	\$ 750.00	\$ 750.00	\$ 750.00
Janitorial Supplies	\$ 12,603.29	\$ 16,900.00	\$ 16,900.00	\$ 10,000.00
Fuel & Lube	\$ 553.34	\$ 1,750.00	\$ 1,750.00	\$ 2,000.00
Total Supplies & Materials	<u>\$ 16,342.50</u>	<u>\$ 22,400.00</u>	<u>\$ 22,400.00</u>	<u>\$ 15,350.00</u>
Maintenance & Repairs				
Equipment Maintenance	\$ 347.99	\$ 600.00	\$ 600.00	\$ 100.00
Vehicle Maintenance	\$ 711.48	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
Building Maintenance	\$ 1,046.00	\$ 1,400.00	\$ 1,400.00	\$ 41,850.00
Total Maintenance & Repair	<u>\$ 2,105.47</u>	<u>\$ 3,500.00</u>	<u>\$ 3,500.00</u>	<u>\$ 43,450.00</u>
Occupancy				
Communications	\$ 6.78	\$ 950.00	\$ 500.00	\$ 300.00
Utilities	\$ 407.86	\$ 600.00	\$ 450.00	\$ 600.00
Total Occupancy	<u>\$ 414.64</u>	<u>\$ 1,550.00</u>	<u>\$ 950.00</u>	<u>\$ 900.00</u>
Contractual Services				
Uniforms	\$ 1,627.18	\$ 2,350.00	\$ 1,600.00	\$ 2,350.00
Veh/Equip Rplc fee	\$ -	\$ 6,000.00	\$ 6,000.00	\$ 4,492.01
Total Contractual Services	<u>\$ 1,627.18</u>	<u>\$ 8,350.00</u>	<u>\$ 7,600.00</u>	<u>\$ 6,842.01</u>
Other Charges				
Advertising	\$ 230.79	\$ 300.00	\$ -	\$ 300.00
Travel & Training	\$ (32,554.00)	\$ (45,907.00)	\$ (45,907.00)	\$ -
Total Other Charges	<u>\$ (32,323.21)</u>	<u>\$ (45,607.00)</u>	<u>\$ (45,907.00)</u>	<u>\$ 300.00</u>
Capital Outlay				
Total Capital Outlay	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Total Building Maintenance	<u>\$ 139,968</u>	<u>\$ 175,348</u>	<u>\$ 173,648</u>	<u>\$ 262,633</u>

BASTROP PUBLIC LIBRARY



Mission Statement

The mission of the Bastrop Public Library is to provide free and unrestricted access to informational, educational, cultural and recreational library materials and services in a clean, comfortable, secure environment for people of all ages.

Description

Collects, classifies, organizes and makes available information in all formats for the community. Encourages reading by providing materials and enrichment programs for patrons of all ages. Develops and maintains collections of print, non-print and digital materials for patrons of all ages. Provides a regular preschool story time, monthly programs for teens and summer reading programs for children, teens and adults. Provides public access computers in the Children, Teen, Adult, and WIFI areas of the library. Responds to telephone, on-site information and readers' advisory requests. Provides meeting room areas for the general public, clubs and nonprofit corporations. Provides local history and genealogical resources. Provides access via the internet to the TexShare databases in order to support the community's need for formal education, independent learning and business development.

STAFFING			
Title	2015-16	2016-17	2017-18
Library Director	1	1	1
Assistant Library Director	0	0	0
Librarian – Reference & Young Adult	1	1	1
Librarian – Children’s Services	0	0	1
Library Associate Supervisor	0	0	1
Library Supervisor - Technical Svcs./ Circulation	1	1	0
Library Supervisor- Public Svcs./ Programs	1	1	1
Library Associate/Web-Graphic Dev	1	1	0
Library Associate (40 hrs)	1	1	3
Library Associate (38 hrs)	0	0	.95
Library Associate (32 hrs)	.8	.8	0
Library Assistant (40 hrs)	2	2	0
V.O.E. Office Assistant (20 hrs)	1	1	1
Total	9.8	9.8	9.95

Recent Accomplishments

2016-2017

- Gained several new community partners
- Participation of programming increase 23% over last year
- Introduced a MarkerSpace program with a 3D printer & vinyl cutter



Hours- Mon., Wed. & Friday 10:00 AM to 6:00 PM
 Tues. & Thurs. from 1:00 PM to 9:00 PM,
 Saturday 10:00 AM to 4:00 PM, closed Sunday

Library- 1100 Church St., Bastrop, Texas (512) 332-8880
 Web address: www.bastroplibrary.org
 Email: Mickey@bastroplibrary.org

Expenditure Type	ACTUAL FY2015-2016	BUDGETED FY2016-2017	PROJECTED FY2016-2017	ADOPTED FY2017-2018
Personnel Services				
Operational Salaries	\$ 393,845	\$ 399,455	\$ 399,455	\$ 418,460
Longevity	\$ 2,895	\$ 3,285	\$ 3,269	\$ 3,575
Overtime	\$ -	\$ 500	\$ 500	\$ 500
FICA	\$ 30,266	\$ 30,980	\$ 30,980	\$ 32,455
Retirement	\$ 41,145	\$ 42,360	\$ 45,610	\$ 47,825
Group Insurance	\$ 74,134	\$ 64,545	\$ 74,545	\$ 80,982
Worker's Comp	\$ 1,347	\$ 1,515	\$ 1,515	\$ 1,000
Total Personnel Costs	\$ 543,632	\$ 542,640	\$ 555,874	\$ 584,797
Supplies & Materials				
Supplies	\$ 15,961	\$ 15,276	\$ 15,376	\$ 17,600
Postage	\$ 1,086	\$ 1,336	\$ 1,336	\$ 1,000
Office Furniture	\$ -	\$ -	\$ -	\$ 1,900
Small Equipment	\$ 3,286	\$ 4,800	\$ 4,800	\$ -
Janitorial	\$ 128	\$ 500	\$ 150	\$ 150
Books	\$ 29,405	\$ 30,000	\$ 30,000	\$ 31,500
Audio Visual	\$ 9,497	\$ 9,000	\$ 9,000	\$ 9,000
Total Supplies & Materials	\$ 59,363	\$ 60,912	\$ 60,662	\$ 61,150
Maintenance & Repairs				
Book Maintenance	\$ 2,500	\$ 3,010	\$ 2,500	\$ 2,750
Equipment Maintenance	\$ 698	\$ 750	\$ 500	\$ 550
Computer Maintenance	\$ 1,477	\$ 2,999	\$ 3,000	\$ 3,080
Building Maintenance	\$ 9,931	\$ 8,100	\$ 8,100	\$ -
Total Maint. & Repairs	\$ 14,605	\$ 14,859	\$ 14,100	\$ 6,380
Occupancy				
Communication	\$ 18,939	\$ 19,482	\$ 19,482	\$ 14,320
Utilities	\$ 18,255	\$ 20,000	\$ 19,000	\$ 20,000
Total Occupancy	\$ 37,195	\$ 39,482	\$ 38,482	\$ 34,320
Contractual Services				
Professional Services	\$ 2,845	\$ 4,600	\$ 4,600	\$ 2,600
Library Automation	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
Contracted Services	\$ 14,604	\$ 16,640	\$ 16,640	\$ 16,640
Total Contractual Services	\$ 14,604	\$ 25,740	\$ 25,740	\$ 23,740
Other Charges				
Advertising	\$ 871	\$ 1,107	\$ 1,107	\$ 937
Travel & Training	\$ 2,181	\$ 3,800	\$ 3,900	\$ 3,500
Dues, Subs & Pubs	\$ 5,700	\$ 5,770	\$ 5,770	\$ 6,169
Equipment Rental	\$ 1,318	\$ 1,550	\$ 1,650	\$ 2,441
Over/Short	\$ (2)	\$ 25	\$ 25	\$ 25
Total Other Charges	\$ 10,067	\$ 12,252	\$ 12,452	\$ 13,072
Capital Outlay				
Equipment	\$ -	\$ 16,250	\$ 16,245	\$ -
Building	\$ -	\$ 99,811	\$ 99,811	\$ -
Total Capital Outlay	\$ -	\$ 116,061	\$ 116,056	\$ -
Total Public Library	\$ 679,465	\$ 811,946	\$ 823,366	\$ 723,459

Proprietary Funds





WATER WASTEWATER FUND

Description

The City's water and wastewater utilities are financed and operated in a manner similar to private business enterprises, where costs of providing services to the public are financed primarily through user charges.

Divisions include:

- Water/ Wastewater Administration,
- Water/ Wastewater Distribution, Collection, & Lift Station
- Water/ Wastewater Production Treatment
- Wastewater Treatment Plant



STAFFING

Title	2015-16	2016-17	2017-
Public Works Director	.5	.5	.5
Asst. Public Works Director	0	0	.5
Utility Field Superintendent	0	.5	.25
Plant Operation Supervisor	0	0	1
Chief Plant Operator	1	1	1
W/WW Plant Operator	4	6	3
W/WW Operator C	0	0	3
W/WW Foreman	1	1	1
System Crew leader	1	1	1
System Technician	4	6	6
Special Programs Coordinator	1	1	1
City Engineer	0	0	.5
Total	12.5	17	18.75

Recent Accomplishments

2016-2017

- Installed covers over methane stripper and filters at Willow Plant
- Installed water line to Bob Bryant Plant to blend water from Willow Plant
- New water and sewer line replacements at Alley D
- Fire Hydrant maintenance – Replaced 5 & repaired 11
- Began drilling Well J
- Started design on elevated water tank at HWY 20

WATER WASTEWATER

- Work with City Council and staff to maintain current levels of acceptable services to customers and improve levels of services where needed.
- Ensure annual review of water and wastewater impact fees, capital improvements program and water distribution improvement program.
- Comply with state regulations and reporting requirements including monthly operational reports, consumer confidence reports, backflow prevention and drought contingency planning.
- Calculate water taps, wastewater collection taps and water and wastewater impact fees for new development.
- Support/cooperate with Lost Pines Groundwater Conservation District.
- Provide customers with a high quality drinking water while being cost effective and efficient.
- Support and participate in the Water Conservation Program.
- Provide water services relating to the processing and distribution of the City's water supply.
- Upgrade wastewater mapping system.
- Ensure wastewater operation and maintenance practices are in accordance with Federal/State regulations including compiling daily data for Monthly Discharge Permit report, and Biomonitoring the discharge and the river; measure toxicity from biosolids production.
- Treat wastewater to the best quality achievable while using cost efficient practices and providing customers all the services associated with the operation and maintenance of a safe, dependable, and affordable wastewater treatment and pollution control system.
- Provide assistance and data to possible new developers in the community.
- Receive, prepare/process work orders and line locate requests from customers and excavators.
- Oversee septic hauler discharges to reception location, including manifests and city charge invoices.
- Maintain Department web page, create and distribute informational and educational materials, and create and maintain complex filing system and departmental data.

Water Production/ Treatment in Two (2) Facilities (Willow's Plant and Bob Bryant Plant):

- Operate, monitor and maintain 5 wells at Fisher Man's Park and 2 wells at Bob Bryant Park.
- Comply with TCEQ regulations in the operation and maintenance of the system.
- Adjust water treatment operation based on system demand.
- Perform daily testing of water for chlorine to ensure proper disinfection. Regulate feed rates of treatment process. Maintain logs/records of treatment performance. Collect bacteriological samples from distribution system. Treat raw water for Manganese, Lead and Copper. Add fluoride to the water on the advice of local dentists.
- Maintain 3 chlorine auto analyzers including chemicals and chart recorders.
- Pump potable water throughout the city, averaging above 1.306 million gallons per day.
- Provide operation of treatment plant 24-hours per day, 7-days per week.
- Operate a system that provides water to 3 separate pressure zones.
- Maintain and repair 8 high service pumps and 2 transfer pumps; 6 Variable Frequency Drives; 6 water storage tanks with total capacity of 2,715,000 gallons; 9 pressure reducer, 2 altitude valves, multiple solenoid valves, and 2 chlorine booster systems.

WATER WASTEWATER continued

Water Distribution, Wastewater Collection, Wastewater Lift Stations:

- Monitor/maintain 500 fire hydrants, wastewater lines, and 18 lift stations throughout the city.
- Perform over 240 routine flushing operations in distribution system to maintain chlorine residual.
- Provide 24-hour on-call emergency service in response to citizens requests and repair orders.
- Respond to high volume of water and wastewater customer service requests /repair orders annually.
- Make service taps, install new meters /services, assist Utilities in changing out old water meters.
- Construct/replace water and wastewater mains/service lines and install/replace manholes.
- Operate and maintain the collection system consisting of mains, sub-mains, manholes.

Wastewater Treatment:

- Treat influent wastewater flow, averaging approximately above 870,000 gallons daily.
- Provide operation and maintenance of the wastewater treatment plant 7 days per week.
- Operate and maintain 12 sand drying beds for sludge dewatering.
- Operate and maintain chlorination, polymer/alum, and de-chlorination equipment.
- Operate and maintain a bio-solids belt press.
- Ensure that WWTP effluent discharged into the Colorado River comply with Federal/State requirements (Toxicity Characteristic Leaching Procedure, Bio monitoring and organics concentrations).
- Maintain SCADA system from the wastewater treatment plant.



New covers installed and repaired platform at Well C



New lines at Alley D and Hydrant maintenance

WATER WASTEWATER EXPENDITURES

Expenditure Type	ACTUAL	BUDGETED	PROJECTED	ADOPTED
	FY2015-2016	FY2016-2017	FY2016-2017	FY2017-2018
ADMINISTRATION				
Personnel	\$ 903,588	\$ 132,425	\$ 132,814	\$ 274,744
Supplies	\$ 41,902	\$ 26,910	\$ 20,500	\$ 30,410
Maintenance	\$ 11,612	\$ 14,430	\$ 3,000	\$ 11,430
Occupancy	\$ 18,180	\$ 21,000	\$ 20,000	\$ 16,032
Contractual Serv	\$ 585,684	\$ 581,936	\$ 578,396	\$ 605,497
Other	\$ 753,677	\$ 44,810	\$ 27,000	\$ 49,220
Contingency	\$ -	\$ 10,000	\$ -	\$ 10,000
Capital Outlay	\$ -	\$ -	\$ 25,000	\$ -
Debt Service	\$ 524,916	\$ 1,425,366	\$ 1,667,916	\$ 1,440,212
Transfer out-VERF	\$ 282,530	\$ -	\$ -	\$ -
Total Administration	\$ 3,122,090	\$ 2,256,877	\$ 2,474,626	\$ 2,437,545
W/WW DISTR/COLLECT				
Personnel	\$ -	\$ 410,208	\$ 413,312	\$ 472,366
Supplies	\$ 31,431	\$ 35,710	\$ 52,500	\$ 45,880
Maintenance	\$ 77,449	\$ 85,900	\$ 76,400	\$ 160,900
Contractual Serv	\$ 4,731	\$ 39,296	\$ 39,256	\$ 64,168
Other	\$ 752	\$ 4,000	\$ 4,000	\$ 4,000
Capital Outlay	\$ -	\$ 1,028,043	\$ 23,773	\$ 1,680,000
Total W/WW Dist/Collect	\$ 114,362	\$ 1,603,157	\$ 609,241	\$ 2,427,314
WATER PROD/TRMT				
Personnel	\$ -	\$ 257,661	\$ 267,759	\$ 286,535
Supplies	\$ 33,348	\$ 42,500	\$ 37,000	\$ 43,000
Maintenance	\$ 270,569	\$ 347,291	\$ 352,760	\$ 570,191
Occupancy	\$ 108,002	\$ 130,000	\$ 130,000	\$ 130,000
Contractual Serv	\$ 126,700	\$ 321,669	\$ 313,192	\$ 162,555
Other	\$ -	\$ 2,000	\$ 1,500	\$ 4,000
Capital Outlay	\$ -	\$ 133,004	\$ 52,187	\$ 10,644
Total Water Prod/Trmt	\$ 538,619	\$ 1,234,125	\$ 1,154,398	\$ 1,206,925
WW TRMT PLANT				
Personnel	\$ -	\$ 265,969	\$ 266,211	\$ 284,161
Supplies	\$ 28,017	\$ 33,800	\$ 33,800	\$ 33,800
Maintenance	\$ 163,102	\$ 168,965	\$ 166,600	\$ 282,965
Occupancy	\$ 156,343	\$ 167,548	\$ 165,000	\$ 167,548
Contractual Serv	\$ 55,907	\$ 60,520	\$ 63,520	\$ 80,071
Other	\$ -	\$ 4,000	\$ 2,000	\$ 4,000
Capital Outlay	\$ -	\$ 79,375	\$ 79,375	\$ -
Total WW Trmt Plant	\$ 403,369	\$ 780,177	\$ 776,506	\$ 852,545
Total Water/Wastewater	\$ 4,178,440	\$ 5,874,336	\$ 5,014,771	\$ 6,924,329

Impact Fee Funds

2017-2018 Budget

The City has adopted impact fees to be imposed upon new development to generate revenue for funding or recouping the costs of capital improvements or facility expansions necessitated by and attributable to new development. Each time the City approves an impact fee, a new fund must be established for tracking these receipts. Each impact fee established is only authorized to be expended on the capital improvements included in the report that established the fee. The city currently has three funds as follows:

- Ordinance 2005-3
- Ordinance 2011-21
- Ordinance 2017-13

Major Capital Projects included in 2017 Impact Study:

Water Projects	Wastewater Projects
<ul style="list-style-type: none"> • Elevated water tower west of Hwy. 20 (supply) • Phase II Infrastructure for Well J & transmission • 16" water main under river • Carter & Mesquite water line extensions • Riverwood waterline improvement • Hunter's Crossing transmission water main • Pine Forest water main extension • Tahitian Drive to McAllister water main extension • Arena Dr. to Pitt Street water main extension • HWY 21 east to City limits water main extension • Water Main extension from SH 304 to WWTP#3 	<ul style="list-style-type: none"> • 1 MGD WWTP#3 Construction & Design • 24" wastewater main for WWTP#3 • Trunk Line #1 • Trunk Line #2 • Trunk Line #3 • HWY 71 from Home Depot to city limits line extension • Trunk Line #4 304 & WWTP#3 connector • McAllister to Tahitian Dr. main extension • Carter & Mesquite line extension • HWY 71 (Duff Dr. to SH 21) main extension • 12" Force Main to Central Lift Station

Impact Fee Funds

Summary of Revenue, Expenditures and Change in Fund Balance

2017-2018 Budget

DESCRIPTION	Ord. 2011-21		Ord. 2017-13	Total
	Fund 304	Fund 305	Fund 306	
PROJ BEGINNING BALANCES	\$ 256,600	\$ 432,283	\$ -	\$ 688,883
REVENUES:				-
AD VALOREM TAXES				-
SALES TAXES				-
FRANCHISE & OTHER TAXES				-
LICENSES & PERMITS				-
SERVICE FEES		198,960	686,980	885,940
FINES & FORFEITURES				-
INTEREST	3,000	5,000	5,500	13,500
INTERGOVERNMENTAL				-
OTHER				-
TOTAL REVENUES	3,000	203,960	692,480	899,440
TRANSFERS IN				-
TOTAL AVAILABLE RESOURCES	259,600	636,243	692,480	1,588,323
EXPENDITURES:				-
GENERAL GOVERNMENT				-
PUBLIC SAFETY				-
DEVELOPMENT SERVICES				-
COMMUNITY SERVICES				-
UTILITIES		90,500		90,500
DEBT SERVICE				-
ECONOMIC DEVELOPMENT				-
CAPITAL PROJECTS				-
TOTAL EXPENDITURES	-	90,500	-	90,500
TRANSFER OUT	172,618	72,147	567,374	812,139
ENDING FUND BALANCE	\$ 86,982	\$ 473,596	\$ 125,106	685,684

BASTROP POWER & LIGHT

Electric Fund

The City's electric utilities are financed and operated in a manner similar to private business enterprises,

Electric Fund, only one department exists: Bastrop Power and Light.

Description

Bastrop Power & Light is responsible for the City's 7200-volt electric distribution system. There are 25 miles of overhead electrical lines and 4 miles of underground electrical lines which provide service to approximately 2,625 electrical customers.

The department also provides support to all other departments, civic organizations, developers, contractors, electricians, property owners, and builders as needed.

STAFFING

Title	2015-16	2016-17	2017-18
Director of BP&L	1	1	1
Electric Superintendent	0	0	1
Electric Foreman	2	2	1
Electric Line Worker – Journey Level	2	2	3
Electric Line Worker - Apprentice	2	2	1
Electric Line Worker - Trainee	1	1	1
Administrative Assistant	1	1	1
TOTAL	9	9	9

Recent Accomplishments

2016-2017

- Continued to maintenance reliability of the system above 99%
- Completed system improvements identified by the LCRA 5 year system study



BASTROP POWER & LIGHT BUDGET

FY 2017-2018

	Projected FY-17	Proposed FY-18
Beginning Fund Balance	\$ 4,069,439	\$ 3,956,045
Projected Revenues	\$ 7,139,365	\$ 7,323,696
Total Resources	\$ 11,208,804	\$ 11,279,741
Projected Expenditures	\$ (5,962,295)	\$ (6,348,789)
Less Transfer to GF	\$ (557,750)	\$ (557,750)
Less Bond Payment	\$ (160,599)	\$ (157,995)
Less Capital Projects	\$ (335,000)	\$ (335,000)
Total Expenditures	\$ (7,015,644)	\$ (7,399,534)
NET INCOME (LOSS)	\$ 123,721	\$ (75,838)
Ending Fund Balance	\$ 4,193,160	\$ 3,880,207
<i>Fund Balance %</i>	<i>59.8%</i>	<i>52.4%</i>
Reserve Requirement 35%	\$ 2,455,475	\$ 2,589,836.90
Excess Fund Balance Available	\$ 1,737,685	\$ 1,290,370
<u>Use of excess:</u>		
River of Lights		\$ 125,000
Delgado Park Equipment	\$ 150,000	\$ -
Innovation Fund Transfer		\$ 256,500
Transfer to Hospitality		\$ 27,700
Less Transfer to VERF	\$ 87,115	\$ 100,000
Adjusted Fund Balance	\$ 3,956,045	\$ 3,371,007
<i>Fund Balance %</i>	<i>56.4%</i>	<i>45.6%</i>

Hotel Tax Funds



Hotel Tax Funds

Summary of Revenue, Expenditures, and Change in Fund Balance

DESCRIPTION	HOTEL /MOTEL TAX FUND	HOSPITALITY & DOWNTOWN	BASTROP ART IN PUBLIC PLACES	ARENA FUND	Total
PROJ BEGINNING BALANCES	\$ 3,439,239	\$ 2,734	\$ 119,009	\$ 110,617	\$ 3,671,599
REVENUES:					
AD VALOREM TAXES					-
SALES TAXES					-
FRANCHISE & OTHER TAXES	2,875,000				2,875,000
LICENSES & PERMITS					-
SERVICE FEES		224,800			224,800
FINES & FORFEITURES					-
INTEREST	7,000	6,050			13,050
INTERGOVERNMENTAL		50,000			50,000
OTHER					-
TOTAL REVENUES	2,882,000	280,850	-	-	3,162,850
TRANSFERS IN	-	753,938	75,041		828,979
TOTAL	2,882,000	1,034,788	75,041	-	3,991,829
TOTAL AVAILABLE RESOURCES	6,321,239	1,037,522	194,050	110,617	7,663,428
EXPENDITURES:					
GENERAL GOVERNMENT					-
PUBLIC SAFETY					-
DEVELOPMENT SERVICES					-
COMMUNITY SERVICES					-
UTILITIES					-
DEBT SERVICE					-
ECONOMIC DEVELOPMENT	2,196,835	1,027,522	94,050	100,000	3,418,407
CAPITAL PROJECTS					-
TOTAL EXPENDITURES	2,196,835	1,027,522	94,050	100,000	3,418,407
TRANSFER OUT	1,172,895	-	-	-	1,172,895
TOTAL	3,369,730	1,027,522	94,050	100,000	4,591,302
ENDING FUND BALANCE	2,951,509	10,000	100,000	10,617	3,072,126

Hotel/Motel Tax Fund

Description

By State Law, the City of Bastrop collects a 7% Hotel Occupancy Tax (HOT) from hotels, bed and breakfasts, and other lodging facilities within the City's extrajurisdiction since 1993. Under state law, revenue from HOT may be used only to directly promote tourism and the hotel and convention industry. Chapter 351 of the Tax Code provides the requirements on how HOT funds may be spent.

The tax collected in this fund supports Hotel Tax Funds which include the following:

Hospitality & Downtown

Staff is recommending the creation of a Hospitality & Downtown Department to provide a more strategic approach to the HOT funds. Currently, funding is provided to the Main Street Program, Convention Center, Vision Bastrop, art groups, etc. Each group has acted independently in the past based on the specificity of their funding.

The Main Street Director, Convention Center Director, and Visit Bastrop Team will all be located in the Laake Building. A staff retreat was held among the team members, who have made a strong commitment to the overall mission of creating a GREAT tourist experience based on cooperation and strong teamwork. Staff understands the urgency needed to maintain sales tax levels while we diversify and grow our property tax base.

Visit Bastrop

The Comprehensive Plan acknowledged the need for a destination marketing organization (DMO) to ensure that Bastrop's varied marketing efforts promote our goal of expanding and sustaining its tourism economy. The contract between the City and Visit Bastrop is under review by the City Attorney and will be on a Council agenda for approval in the near future. The contract stipulates a target of 50% of HOT revenue will be provided to Visit Bastrop annually, which is met in the FY 2018 proposed budget.

Bastrop Art in Public Places

This board is advisory to the City Council in matters related to the City's art in public places program, with the goal of increasing awareness and appreciation of art, as well as increase civic pride, through the display of art in the City of Bastrop.

It has been recommended that this year, that a community-wide "Cultural Arts Master Plan" be created to give guidance for future funding decisions related to HOT funds for Cultural Arts.

Organizational Funding

The City of Bastrop has a funding program that accepts applications for funding to local organizations that are engaging in activities and programs that promote tourism in Bastrop.

HOTEL/ MOTEL TAX FUND #501 FY2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	3,439,239
FY 2018		
Proposed Revenues:	\$	2,882,000
Total FY 2018 Resources	\$	6,321,239
Proposed Expenditures:		
Organizational Funding	\$	(225,000)
Visitor Center (contracted)	\$	(115,000)
Destination Marketing Corporation	\$	(1,441,000)
Special Event Expenses	\$	(60,835)
Professional Services	\$	(40,000)
Legislative Expenses	\$	-
Legal	\$	-
Opportunity Funds	\$	(315,000)
Transfer Out-Bastrop Main Street Program	\$	(110,000)
Transfer Out-Arts in Public Places	\$	(75,041)
Transfer Out-Rodeo Arena	\$	-
Transfer Out-Convention Center-M&O	\$	(491,238)
Transfer Out-Convention Center-Debt Payments	\$	(496,616)
Total Proposed Expenditures	\$	(3,369,730)
Proposed Fund Balance 9-30-2018	\$	2,951,509

Hospitality & Downtown

Description

To provide a more strategic approach we are combining the Convention Center and the Main Street Program under one department. This will allow us to use our staff resources better to accomplish the goals of each program. With the creation of the Destination Marketing Organization (Visit Bastrop), the hope is that this will increase convention activity at the Center. These three programs will work collaboratively together to increase tourism in Bastrop

STAFFING			
Title	2015-16	2016-17	2017-18
Director of Center	1	1	1
Main Street Director	1	1	
Administrative Assistant	1	1	1
Maintenance Worker II	1	1	1
Facility Attendant	1	1	1
Custodian	0.5	0.5	1
Event Coordinator	1	0	0
TOTAL	5.5	4.5	6

Recent Accomplishments

2016-2017

Main Street Program

- 10 Year anniversary and celebrated with Big Idea Event
- 1st Annual Table on Main Event
- Participated in the state wide launch of downtown,tx.org

Convention Center

- Hosted 2nd annual Boogie Back to Bastrop Western Swing Event
- 7 new Conventions used this venue for the first time!



First Annual Table on Main

Hospitality & Downtown Expenditures

Expenditure Type	ACTUAL		BUDGETED		PROJECTED		ADOPTED	
	FY2015-2016		FY2016-2017		FY2016-2017		FY2017-2018	
Personnel Services								
Operational Salaries	\$	256,706.00	\$	296,208.00	\$	296,208.00	\$	288,245.00
Longevity	\$	462.00	\$	705.00	\$	675.00	\$	785.00
Overtime	\$	12,240.00	\$	13,155.00	\$	12,655.00	\$	16,000.00
FICA	\$	19,835.00	\$	24,290.00	\$	27,415.00	\$	23,023.00
Retirement	\$	26,120.00	\$	32,590.00	\$	32,590.00	\$	34,790.00
Group Insurance	\$	33,317.00	\$	33,655.00	\$	33,655.00	\$	53,992.00
Worker's Comp	\$	9,303.00	\$	8,110.00	\$	8,110.00	\$	5,070.00
Total Personnel Costs	\$	357,983.00	\$	408,713.00	\$	411,308.00	\$	421,905.00
Supplies & Materials								
Supplies	\$	13,711.00	\$	12,708.00	\$	14,500.00	\$	8,425.00
Postage	\$	1,031.00	\$	1,100.00	\$	1,025.00	\$	1,150.00
Office Equipment	\$	721.00	\$	1,000.00	\$	3,500.00	\$	500.00
Computer Equipment	\$	1,139.00	\$	700.00	\$	700.00	\$	1,500.00
Janitorial Supplies	\$	5,418.00	\$	4,450.00	\$	3,500.00	\$	5,554.00
Equipment	\$	6,165.00	\$	5,000.00	\$	5,000.00	\$	5,000.00
Small Tools	\$	881.00	\$	1,000.00	\$	500.00	\$	500.00
Fuel & Lube	\$	560.00	\$	500.00	\$	500.00	\$	500.00
Total Supplies & Materials	\$	29,626.00	\$	26,458.00	\$	29,225.00	\$	23,129.00
Total Maint. & Repairs	\$	42,151.00	\$	10,800.00	\$	11,300.00	\$	22,050.00
Occupancy								
Communication	\$	17,160.00	\$	27,166.00	\$	26,780.00	\$	33,360.00
Utilities	\$	26,669.00	\$	21,348.00	\$	28,838.00	\$	26,838.00
Total Occupancy	\$	43,829.00	\$	48,514.00	\$	55,618.00	\$	60,198.00
Contractual Services								
Professional Services	\$	60,555.00	\$	42,100.00	\$	22,000.00	\$	50,496.00
Credit Card Processing Fe	\$	845.00	\$	1,000.00	\$	750.00	\$	1,000.00
Uniforms	\$	1,048.00	\$	800.00	\$	800.00	\$	800.00
Legals	\$	5,471.00	\$	3,800.00	\$	300.00	\$	3,800.00
Insurance	\$	5,582.00	\$	6,600.00	\$	6,420.00	\$	6,600.00
Administrative Support	\$	159,260.00	\$	123,832.00	\$	123,832.00	\$	128,229.00
Total Contractual Services	\$	232,761.00	\$	178,132.00	\$	154,102.00	\$	190,925.00
Other Charges								
Advertising	\$	77,884.00	\$	89,900.00	\$	65,000.00	\$	58,100.00
Travel & Training	\$	7,157.00	\$	12,320.00	\$	10,300.00	\$	10,550.00
Car Allowance	\$	3,500.00	\$	3,500.00	\$	3,500.00	\$	3,500.00
Dues, Subscriptions & Pub	\$	5,883.00	\$	5,910.00	\$	5,910.00	\$	3,485.00
Equipment Rental	\$	7,838.00	\$	9,000.00	\$	6,025.00	\$	6,500.00
Sponsored Events	\$	-	\$	-	\$	-	\$	178,700.00
Promotional Activities	\$	11,668.00	\$	26,000.00	\$	19,000.00	\$	10,000.00
Total Other Charges	\$	113,930.00	\$	146,630.00	\$	109,735.00	\$	270,835.00
Contingency								
Contingency	\$	-	\$	5,000.00	\$	-	\$	5,000.00
Salary Adjustment Plan	\$	-	\$	5,940.00	\$	-	\$	-
Downtown Initiative	\$	-	\$	-	\$	-	\$	33,480.00
Total Contingency	\$	-	\$	10,940.00	\$	-	\$	38,480.00
Total Debt Service	\$	-	\$	509,927.00	\$	499,927.00	\$	-
Total Transfers Out	\$	489,138.00	\$	-	\$	690,464.00	\$	-
Total H&D	\$	1,309,418.00	\$	1,340,114.00	\$	1,961,679.00	\$	1,027,522.00

ARTS IN PUBLIC PLACES FUND #504

FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	119,009
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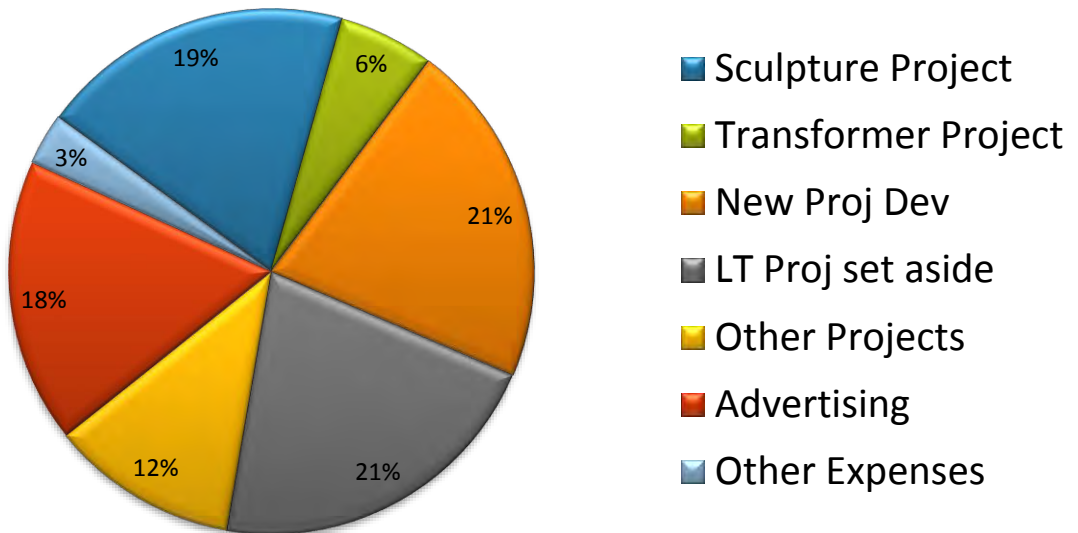
FY 2017-2018

Budgeted Revenues	\$	75,041
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Budgeted Expenditures	\$	<u>(94,050)</u>
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Projected Ending Fund Balance 9-30-2018	\$	100,000
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Arts in Public Places Expenditures



Special Revenue / Other Funds



VEHICLE/EQUIPMENT REPLACEMENT FUND #380

FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017 \$ 801,903

FY 2017-2018

Budgeted Revenues: \$ 561,371

Budgeted Expenditures \$ (82,000)

Projected Ending Fund Balance 9-30-2018 \$

List of equipment to be purchased

DEPT	DESCRIPTION
FIRE	VHF RADIO REPEATER
BP&L	F250 TRUCK
W/WW	½ TON TRUCK

This fund is used to account for the receipt and expenditure of funds restricted for a particular purpose by an outside entity.

DESIGNATED FUND FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	664,831
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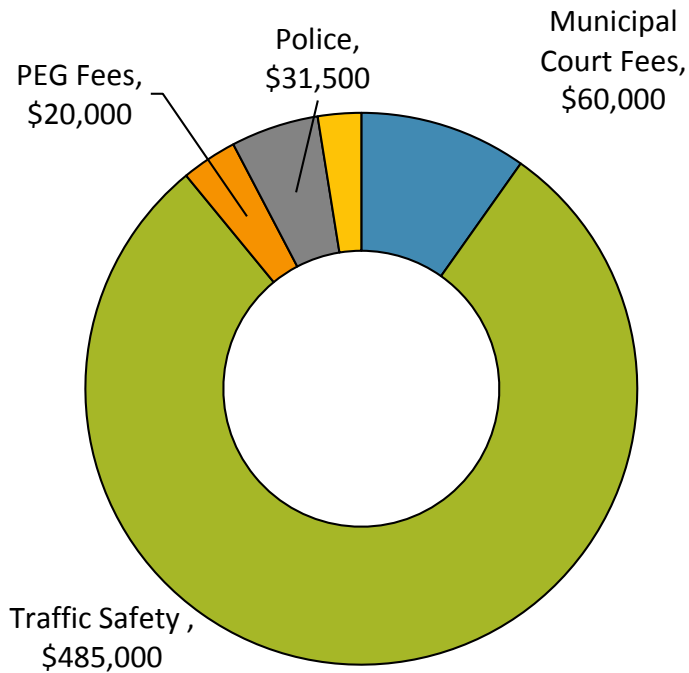
FY 2017-2018

Budgeted Revenues:	\$	47,450
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Budgeted Expenditures	\$	<u>(612,000)</u>
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Projected Ending Fund Balance 9-30-2017	\$	100,281
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Designated Fund Revenue



LIBRARY BOARD FUND #505 FY 2017-2018

Projected Fund Balance 9-30-2017	\$	16,468
 FY 2017-2018		
Budgeted Revenues	\$	20,150
Budgeted Expenditures	\$	<u>(22,386)</u>
Projected Ending Fund Balance 9-30-2018	\$	14,232

This fund is used to account for the application of any gifts and donations received for the benefit of the Library.

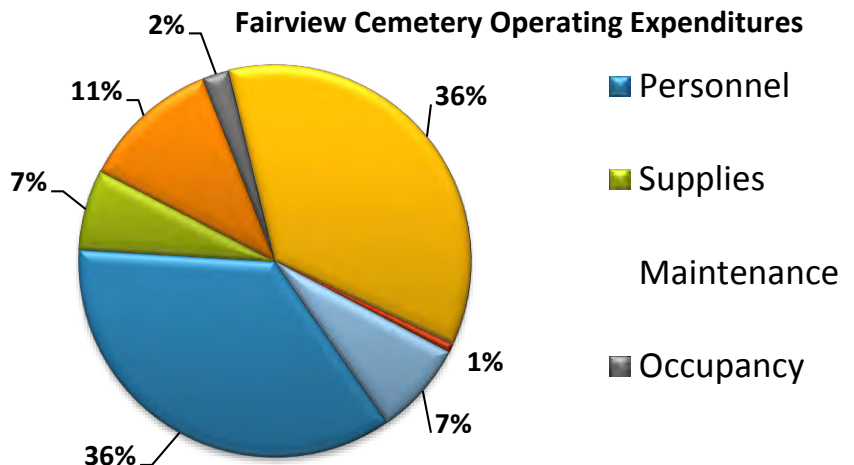
FAIRVIEW CEMETERY OPERATING FUND #525

FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	198,742
FY 2017-2018		
Budgeted Revenues	\$	90,700
Budgeted Expenditures	\$	<u>(131,177)</u>
Projected Ending Fund Balance 9-30-2017	\$	158,265

FAIRVIEW CEMETERY PERMANENT FUND #526

Projected Fund Balance 9-30-2017	\$	383,649
FY 2018 Interest Revenue	\$	<u>1,000</u>
Transfer to Operating Fund	\$	<u>(1,000)</u>
Projected Ending Fund Balance 9-30-2017	\$	383,649



Hunter's Crossing Public Improvement District

FY 2017-2018 BUDGET

REVENUE	FY16-17		FY17-18		Assessment Amount
	Budget	Projected	Proposed	Proposed	
M&O Funds					
Commercial - Current - M&O	\$ 37,881	\$ 37,883	\$ 37,881	\$ 37,881	\$ 0.0317 per square foot
Commercial - Flat - Current - M&O	\$ 14,348	\$ 14,348	\$ 14,779	\$ 14,779	HXC 1, Lot1
Multifamily-M&O	\$ 17,400	\$ 27,412	\$ 17,400	\$ 17,400	\$ 0.0317 per square foot
Single Family - Flat - Current - M&O	\$ 11,279	\$ 11,836	\$ 11,742	\$ 11,742	\$ 23.16 per lot
Single Family - Flat - Delinquent - M&O	\$ 500	\$ 350	\$ 350	\$ 350	
Penalty and Interest - M&O	\$ 250	\$ 250	\$ 200	\$ 200	
Interest Income	\$ 525	\$ 1,300	\$ 1,300	\$ 1,300	
TOTAL M&O FUNDS RECEIVED:	\$ 82,183	\$ 93,379	\$ 83,652	\$ 83,652	
Capital Funds					
Commercial - Current - Capital	\$ 84,844	\$ 84,848	\$ 84,844	\$ 84,844	\$ 0.0710 per squarefoot
Multifamily-Capital	\$ 37,325	\$ 58,801	\$ 37,325	\$ 37,325	\$ 0.0680 per squarefoot
Single Family - Flat - Current - Capital	\$ 155,353	\$ 162,000	\$ 171,366	\$ 171,366	\$ 319 per lot
Single Family - Flat - Delinquent - Capital	\$ 2,200	\$ 500	\$ 500	\$ 500	
Penalty and Interest - Capital	\$ 650	\$ 650	\$ 650	\$ 650	
Interest Income	\$ 375	\$ 735	\$ 900	\$ 900	
TOTAL CIP FUNDS RECEIVED:	\$ 280,747	\$ 307,534	\$ 295,585	\$ 295,585	
TOTAL AD VALOREM TAXES	\$ 362,930	\$ 400,913	\$ 379,237	\$ 379,237	
EXPENSES					
Total Maintenance & Repairs	\$ 95,000	\$ 107,055	\$ 15,000	\$ 15,000	
Total Contractual Services:	\$ 68,500	\$ 88,880	\$ 70,500	\$ 70,500	
Total Occupancy:	\$ 6,250	\$ 9,264	\$ 6,250	\$ 6,250	
Miscellaneous Expenses	\$ 500	\$ -	\$ 500	\$ 500	
Reimbursement to Developer for Capital	\$ 285,000	\$ 285,000	\$ 323,500	\$ 323,500	
Total	\$ 455,250	\$ 490,199	\$ 415,750	\$ 415,750	

BASTROP ECONOMIC DEVELOPMENT CORPORATION

ABOUT BEDC The mission of the BEDC is to enhance the quality of life in Bastrop, by providing appropriate infrastructure and by promoting and assisting the kind of economic development in our community which will provide the people of Bastrop meaningful and rewarding employment opportunities and greater access to desirable goods and services.

The Bastrop Economic Development Corporation (BEDC) was established in 1995, after the citizens of Bastrop voted to pass a one-half cent sales tax dedicated to economic development. Because the organization's primary function is to bring meaningful and rewarding employment to the citizens of Bastrop, the BEDC acquired 263 acres near the intersection of Highways 71, 21 and 95 – a prime location for potential businesses – and created the Bastrop Business & Industrial Park.

The City of Bastrop may have a population of only 8,642, but our trade area is over 180,000 -- residents from 20 neighbouring communities come here for shopping, dining, and entertainment. Not only is this good for Bastrop's businesses, it also increases our sales tax revenue, which has more than doubled in the last 10 years!

Accomplishments 2016-2017

AEI Technologies completed their new building in the Bastrop Business and Industrial Park. They have been in the business of manufacturing metabolic measurement systems for 45 years, and recently relocated their facility from Pittsburgh to Bastrop.



AEI's custom pulmonary testing equipment includes carbon dioxide analyzers, oxygen analyzers, and metabolic carts. They sent out their first shipment from the Bastrop location on July 21st.

Small Business Workshops

The Bastrop EDC partnered with small business resource providers to host an educational event on how to launch, market, and finance a small business. The workshops and luncheon were held on May 1st at the Bastrop Convention Center with approximately 50 attendees.

The event featured a panel of five from lending/community development institutions and two experts on business start-up and maintenance: Bill Thompson with the Texas State Small Business Development Center and Carleton Smith, a Small Business Mentor for SCORE.



Texas Economic Development Council Award

The Bastrop received a Workforce Excellence Award from the Texas Economic Development Council for the 2016 Youth Career Day.

Shawn Kirkpatrick and Jean Riemenschneider accepted the award for the EDC at the Mid-Year Conference in June in Plano. Ben Williams from Workforce Solutions and Jennifer Edenfield with Bastrop ISD were also on hand to help accept the award, as well as the EDC's copywriter, Judy Levene.



1G/10G Fiber Project

The EDC held a groundbreaking with FiberLight to commence construction of the dark fiber backbone being installed in the Bastrop Business and Industrial Park. Work began on May 18th, and the project was completed on August 8th.

AEI Technologies was the first tenant in the Business Park to have access to 1G fiber, and other tenants are expected to take advantage of it. Having 1G and 10G fiber available in the Business Park will help to attract those industries who need fiber to conduct business.



Downtown Trail Expansion Project

Increasing the walkability of Bastrop's downtown area has been suggested by numerous studies done in recent years, including the 2016 Comprehensive Plan for the City of Bastrop.

The BEDC's Downtown Trail Expansion Project will connect east and west of the Colorado River, and north and south of Hwy 71, creating a destination down-town trail system for Bastrop.

Completion of the entire project will create a 1.8-mile loop from downtown to Hwy 71 and back, increasing the connectivity for those who enjoy outdoor recreational activities in the area, including walking, running, and cycling. It will also establish an existing trail that TxDOT will tie into once work starts on the new frontage roads across the Colorado River.



921 Main Street Project

The lot has been empty since a fire destroyed the building in 2003. In 2016, due to damage sustained by the neighboring buildings, the Bastrop City Council approved the BEDC acquiring the lot and determining its future use.

The EDC engaged an engineering and architectural firm, KSA Engineers, to provide an opinion of probable cost on various options for the space. The Texas Historical Commission did a Town Square Initiative Study on the site, and the EDC had a Phase I environmental site assessment and geotechnical investigation performed. Several public input sessions were then held. The BEDC Board selected a finalist from the RFQ process on August 21st.



Also of Note

In partnership with the Bastrop Main Street Program, the EDC has been hosting quarterly Coffee Chats, giving the public an opportunity to have an informal conversation with the BEDC and Main Street staff. These morning meetings will continue through next year.

The EDC and Main Street completed a series of three aerial marketing videos, which can be found on our YouTube channel, BastropTXEDC.

The Third Annual Youth Career Day held on April 13th was the most successful one to date. Over 500 juniors and seniors from all BISD campuses attended the three-hour event hosted at the Performing Arts Center. We're currently working through the logistics of expanding the event to middle school students.

Granite & Stone, LLC, an importer, wholesaler, and fabricator of granite and stone materials, is planning to erect a 50,000-square foot building on 5.5 acres in the Bastrop Business Park, with an approximate capital investment of \$9 million. They will be hiring up to 150 employees. Stay tuned....!

BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND

FY 2017-2018

Projected Fund Balance 9-30-2017	\$ 3,712,346
Revenue	
Sales Tax	\$ 2,209,500
Other	\$ 1,499,422
Total FY 2016 Resources	\$ 7,421,268
Expenditures	
Economic Development	\$ 1,550,485
Capital Projects	\$ 3,209,500
Debt Service	\$ 381,480
Total Proposed Expenditures	\$ 5,141,465
Proposed Ending Fund Balance 09/30/2018	\$ 2,279,803



Capital Project Funds



PARK/TRAIL LAND DEDICATION FUND #520 FY 2017-2018 BUDGET

Projected Fund Balance 9-30-2017	\$	4,825
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FY 2017-2018

Budgeted Revenues	\$	1,865
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Budgeted Expenditures	\$	<u> - 0 -</u>
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Projected Ending Fund Balance 9-30-2018	\$	6,690
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This fund is used to account for sums paid in lieu of land
dedication for Residential development.

BOND FUNDS

FY 2017-2018 BUDGET

DESCRIPTION	CO SERIES 2013	CO SERIES 2014
PROJ BEGINNING BALANCES	\$ 1,109,785	\$ 2,595,415
REVENUES:		
AD VALOREM TAXES		
SALES TAXES		
FRANCHISE & OTHER TAXES		
LICENSES & PERMITS		
SERVICE FEES		
FINES & FORFEITURES		
INTEREST	13,000	15,000
INTERGOVERNMENTAL		
OTHER		
TOTAL REVENUES	13,000	15,000
TRANSFERS IN		
TOTAL AVAILABLE RESOURCES	1,122,785	2,610,415
EXPENDITURES:		
GENERAL GOVERNMENT		
PUBLIC SAFETY		
DEVELOPMENT SERVICES		
COMMUNITY SERVICES		
UTILITIES		
DEBT SERVICE		
ECONOMIC DEVELOPMENT		
CAPITAL PROJECTS	927,360	1,629,084
TOTAL EXPENDITURES	927,360	1,629,084
TRANSFER OUT	-	
ENDING FUND BALANCE	\$ 195,425	\$ 981,331

Projects being funded:

- Main Street Sidewalk improvements
- Industrial Park Improvements (EDC funded)
- Well J and water plant at XS Ranch

Innovation Fund

FY 2017-2018

This fund is created to transfer excess fund balance from various other funds to be used to increase efficiency and effectiveness of operations. These improvements may take several years to achieve.

Projected Fund Balance 9-30-2017	\$	487,500
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FY 2017-2018

Budgeted Transfer In-BP&L:	\$	256,500
Budgeted Expenditures	\$	<u>(706,500)</u>
Projected Ending Fund Balance 9-30-2018	\$	37,500

DEPT	DESCRIPTION
Public Safety	CAD/RMS System
IT	Server replacement program
Planning	Design Consultant for State Park trail
Parks	Parking for Delgado Park
Public Works	Pavement Condition Index Study
Fire	Increase Part-Time shift work
Parks/PW	ROW and parks mowing
Organization	CARTS Funding
Parks	Skate park Feasibility Study
HR	Neogov software
Legislative	Votelynx system

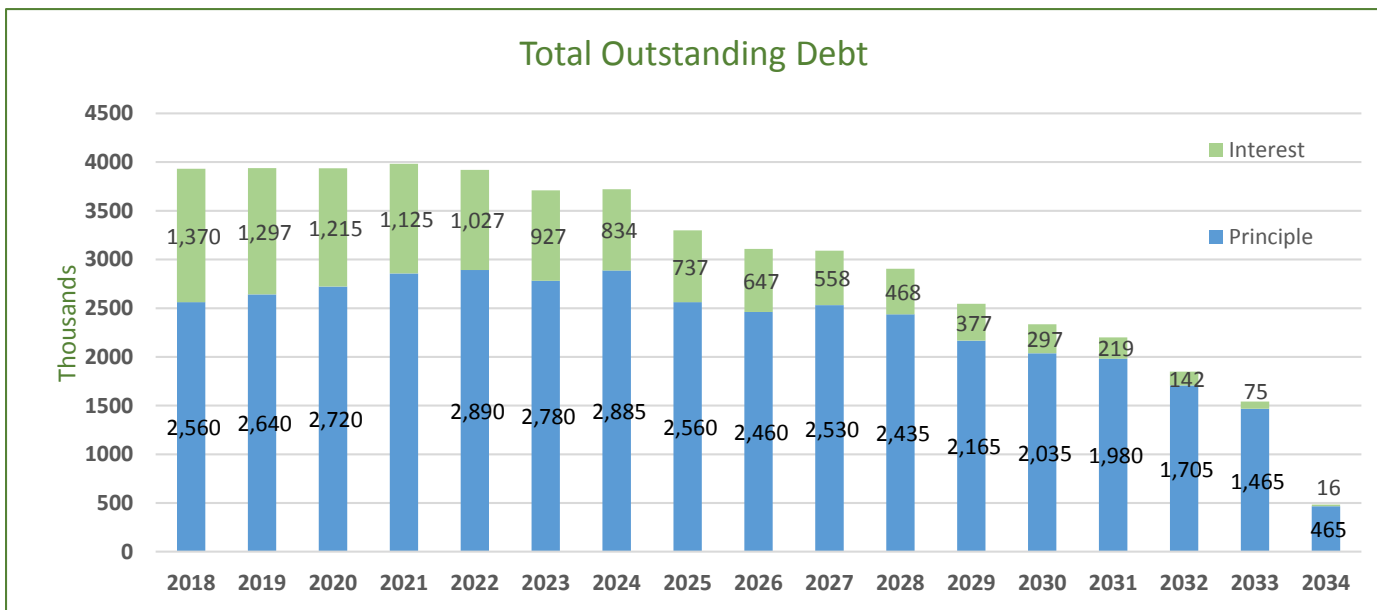
Debt Service





Total Outstanding Debt as of October 1, 2017

Series	Principle	Interest	Total
2005 GO	1,235,000	190,381	1,425,381
2006 GO	200,000	40,280	240,280
2006 CO	285,000	56,670	341,670
2007 GO	755,000	164,526	919,526
2007 CO	1,440,000	309,666	1,749,666
2008 CO	60,000	2,322	62,322
2010 CO	1,925,000	217,563	2,142,563
2010 GO Refunding	1,420,000	219,453	1,639,453
2011 GO Refunding	1,745,000	184,000	1,929,000
2012 GO Refunding	1,555,000	189,800	1,744,800
2012 CO	3,540,000	1,034,600	4,574,600
2013 CO	10,225,000	4,163,088	14,388,088
2014 CO	6,200,000	1,867,288	8,067,288
2014 GO Refunding	2,275,000	830,600	3,105,600
2016 GO Refunding	2,525,000	529,100	3,054,100
2017 GO Refunding	3,745,000	1,334,850	5,079,850
TOTAL ALL	\$39,130,000	\$11,334,185	\$50,464,185





Glossary Section



Glossary of Terms

Account Number: A code made up of numbers used to classify how specific dollar amounts come into the City or how they are being spent.

Accounting System: The methods and records established to identify, assemble, analyze, classify, record, and report the City's transactions and to maintain accountability for the related assets and liabilities.

Accounts Payable: A short-term (one year or less) liability reflecting amounts owed for goods and services received by the City.

Accounts Receivable: An asset reflecting amounts due from other persons/organizations for goods and services furnished by the City.

Accrual Basis of Accounting: A basis of accounting in which revenues and expenses are recorded at the time they occur, rather than at the time cash is received or paid by the City.

Ad Valorem Taxes: The charges levied on all real and certain personal property according to the property's assessed value and the tax rate. Also known as property taxes.

Amortize: To provide for the gradual extinguishment of a liability (as a mortgage) usually by contribution to a sinking fund at the time of each periodic payment.

Appropriation: An authorization made by the City Council which permits the City to make expenditures and incur obligations.

Assessed Value: A valuation set upon real estate or other property as a basis for levying property taxes. All property values within the City of Bastrop are assessed by the Bastrop Central Appraisal District.

Asset: The resources and property of the City that can be used or applied to cover liabilities.

Audit: A comprehensive examination as to the manner in which the government's resources were actually utilized, concluding in a written report. A financial audit is a review of the accounting system and financial information to determine how government funds were spent and whether expenditures were in compliance with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals. The City is required to have an annual financial audit conducted by a qualified certified public accountant.

Available Cash: Unobligated cash and cash equivalents.

Balance Sheet: A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specific date.

Glossary of Terms continued

Bond: A written promise to pay a specified sum of money (called the principal amount) at a specified date or dates in the future (called the maturity dates) and carrying interest at a specified rate, usually paid periodically. The difference between a bond and a note is that a bond is issued for a longer period and requires greater legal formality. The most common types of bonds are general obligation and revenue bonds. Bonds are usually used for construction of large capital projects such as buildings, streets and water/wastewater system improvements.

Bonded Debt: The portion of indebtedness represented by outstanding (unpaid) bonds.

Bonds Issued: Bonds sold by the City.

Bonds Payable: The face value of bonds issued and unpaid.

Budget: A financial plan for a specified period of time (fiscal year for the City) that includes an estimate of prepared expenditures and the means for financing them.

Budget Year: From October 1st through September 30th, which is the same as the fiscal year.

Budgetary Basis of Accounting: The method used to determine when revenues and expenses are recognized for budgetary purposes.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Improvements: Expenditures for the construction, purchase or renovation of City facilities or property.

CIP: Capital Improvement Program. A plan for capital expenditures to provide long-lasting physical improvements to be incurred over a fixed period of several future years.

Capital Outlay: Expenditures resulting in the acquisition of or addition to the City's fixed assets.

Capital Projects Fund: A fund created to account for financial resources to be used for the acquisition or construction of major capital facilities or equipment.

Cash: Current on hand and demand deposits with financial institutions.

Certificate of Obligation (C.O.): Legal debt instruments used to finance capital improvement projects. Certificates of obligation are backed by the full faith and credit of the government entity and are fully payable from a property tax levy. Certificates of obligation differ from general obligation debt in that they are approved by the City Council and are not voter approved.

Glossary of Terms continued

Contingency: The appropriation of funds for future allocation in the event specified budget allocations are insufficient and additional funding is required.

Current Taxes: Taxes that are levied and due within the ensuing fiscal year.

Debt Service: The payment of principal and interest on borrowed funds.

Debt Service Fund: A fund established to account for funds needed to make principal and interest payments on outstanding bonds when due. Also referred to as an Interest and Sinking (I&S) Fund.

Debt Service Requirements: The amount of money required to pay interest and principal for a specified period on outstanding debt.

Delinquent Taxes: Property taxes remaining unpaid after the due date. Delinquent taxes incur penalties and interest at rates specified by law.

Department: A functional group of the City with related activities aimed at accomplishing a major City service or program.

Division: A grouping of related activities within a particular department. For example, Animal Control is a division of the Police Department.

Effective Tax Rate: The rate that produces the same effect in terms of the total amount of taxes as compared to the prior year. The computation of the effective rate is governed by the State of Texas.

Encumbrance: The commitment of appropriated funds to purchase an item or service. An encumbrance differs from an account payable in that a commitment is referred to as an encumbrance before the goods or services are received. After receipt, the commitment is referred to as an account payable.

Equity: The difference between assets and liabilities of the fund.

Estimated Revenue: The amount of revenue expected to be collected during the year.

Expenditure: If accounts are kept on the accrual basis, this term designates total charges incurred whether paid or unpaid. If they are kept on the cash basis, the term covers only actual disbursements for these purposes. (Note: An encumbrance is not an expenditure. An encumbrance reserves funds to be expended)

Expense: Charges incurred, whether paid or unpaid, for operation, maintenance, interest and other charges which are presumed to benefit the current fiscal period.

Glossary of Terms continued

Fiscal Year (Period): The time period designated by the City signifying the beginning and ending period for recording the financial transactions of the City. The City of Bastrop's fiscal year begins each October 1st and ends the following September 30th.

Fixed Assets: Assets of a long-term character which are intended to be held or used, such as land, buildings, machinery, furniture and equipment.

Franchise Fee: A fee paid by public service businesses for use of City streets, alleys and property in providing their services to citizens of a community. Services requiring franchises include electricity, telephone, natural gas, water, wastewater and cable television.

Full Faith and Credit: A pledge of the City's taxing power to repay debt obligations. Bonds carrying such pledges are referred to as general obligation bonds or tax-supported debt.

Full Time Equivalent (F.T.E.): A quantifiable unit of measure utilized to convert hours worked by part-time, seasonal or temporary employees into hours worked by full-time employees. Full-time employees work 2080 hours annually. A part-time employee working 1040 hours annually represents a 0.5 F.T.E.

Fund: Separate fiscal and accounting entities with their own resources and budgets necessary to carry on specific activities and attain certain objectives.

Fund Balance: The difference between fund assets and fund liabilities of governmental & trust funds. Fund balance for general fund types using modified accrual accounting closely equates to available cash.

GAAP: Generally Accepted Accounting Principles.

General Fund: Accounts for all financial resources except those required to be accounted for in another fund. The General Fund contains the activities commonly associated with municipal government such as police and fire protection, libraries, streets, parks and recreation.

General Obligation Bonds: Bonds that finance a variety of public projects such as streets, building and capital improvements. The repayment of these bonds is usually made from the Debt Service Fund. They are backed by the full faith and credit of the City, and are voter approved.

General Obligation Debt: The supported bonded debt which is backed by the full faith and credit of the City

Goals: Department/division objectives intended to be accomplished or begun within the coming fiscal year.

Glossary of Terms continued

Governmental Fund: Refers to the General Fund, all Special Revenue Funds and the Debt Service Fund.

Grant: Contributions or gifts of cash or other assets from another government to be used for a specific purpose, activity or facility.

Indirect Costs: Those costs that are fully expensed within one fund or division that can be allocated to another fund or division; Human Resources is fully expensed to the General Fund but services relate to the Electric Utility Fund as well.

Infrastructure: Long-lived capital assets that normally are stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Examples of infrastructure assets include roads, bridges, drainage systems and water and wastewater systems.

Interest and Sinking Fund: See Debt Service Fund.

Inter-fund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenue: Revenues received from another governmental entity, such as county, state or federal governments.

Inventory: A detailed listing of property currently held by the City.

Levy: To impose taxes, special assessments or service charges for the support of City activities.

Line Item Budget: A budget that lists each expenditure category (salary, materials, telephone service, travel, etc.) separately along with the dollar amount budgeted for each specified category.

Limited Tax Note: Short-term interest-bearing note issued by a government in anticipation of tax revenues to be received at a later date. The note is retired from the tax revenues to which it is related.

Long-Term Debt: Any un-matured debt that is not a fund liability with a maturity of more than one year.

Maintenance: The act of keeping assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, part replacement and so forth needed to maintain the asset so that it continues to provide normal service.

Mission: The basis purpose of the department/division – the reason for its existence.

Non-Operating Expenditures: The costs of government services which are not directly attributable to a specific City program or operation. An example includes debt service obligations.

Non-Operating Revenues: The incomes not received by the government which are directly attributable to providing a service. An example would be interest on investments.

Glossary of Terms continued

O&M: Operations and Maintenance.

Objectives: A specific, measurable and observable result of an organization's activity which advances the organization toward a goal.

Operating Budget: Plans of current expenditures and the proposed means of financing them. The annual operation budget is the primary means by which most of the financing activities of the City are controlled.

Operating Expenses: Proprietary fund expenses related directly to the fund's primary activities.

Operating Income: The excess of operating revenues over operating expenses.

Operating Revenues: Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

Operating Transfers: Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

Ordinance: A formal legislative enactment by the City Council.

Paying Agent: An entity responsible for paying of bond principal and interest on behalf of the City.

Policy: A plan, course of action or guiding principle design to set parameters for decisions and actions.

Principal: The face value of a bond, payable on stated dates of maturity.

Property Taxes: See Ad Valorem Taxes.

Proprietary Fund: Also referred to as an Enterprise Fund. A governmental accounting fund in which the services provided, such as water and wastewater service, are financed and operated similarly to those in a private business. The intent is that the costs of providing these services be recovered through user charges (e.g. water/wastewater bills).

Refunding: The issuance of new debt whose proceeds are used to repay previously issued debt. The proceeds may be used immediately for this purpose (a current refunding) or they may be placed with an escrow agent and invested until they are used to pay principal and interest on the old debt at a future time (an advanced refunding).

Reimbursements: Inter-fund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that properly apply to another fund.

Reserve: An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Glossary of Terms continued

Resolution: A special or temporary order of the City Council. Requires less formality than an ordinance.

Retained Earnings: An equity account reflecting the accumulated earning of a proprietary fund.

Revenue: All money received by a government other than expense refunds, capital contributions and residual equity transfers.

Revenue Bonds: Bonds whose principal and interest are payable exclusively from the earnings of a proprietary fund.

Risk Management: An organized effort to protect the City's assets against loss, utilizing the most economical methods.

Special Revenue Fund: Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes.

Taxable Value: The assessed value of property less any exemptions available on that specific property. The tax rate is applied to the taxable value to arrive at a tax levy.

Tax Base: The total taxable value of all real and personal property in the City as of January 1st of each year as certified by the Tax Appraisal District, less any exemptions.

Tax Levy: The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

Tax Rate: The amount of tax levied for each \$100 of taxable value.

Tax Roll: The official list showing the amount of taxes levied against each taxpayer of property.

Taxes: Compulsory charges levied by a government to finance services performed for the common benefit.

TML: The Texas Municipal League is a voluntary coalition of Texas municipalities created for the purpose of furthering and enhancing causes of mutual interest to Texas cities. The League offers education and training opportunities, legislative activities and legal advisement to its members. Additionally, the League has intergovernmental risk pools that offer insurance coverage on an elective basis.

TMRS: The Texas Municipal Retirement System provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information. The City of Bastrop currently offers its employees a retirement plan with 2:1 matching, 5 year vesting and retirement eligibility at age 60 with 5 years of service and at any age with 25 years of service.

Working Capital: Current assets less current liabilities.



STAFF REPORT

MEETING DATE: September 12, 2017

AGENDA ITEM: 9J

TITLE:

Hold Public Hearing and consider action to approve the first reading of Ordinance No. 2017-25 of the City Council of the City of Bastrop adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2017-2018 to provide revenue for the payment of current expenditures: providing a severability clause; establishing an effective date; and move to include on the September 26, 2017, agenda for a second reading.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City Council held Budget Workshops on June 29, 2017 and July 20, 2017 to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2017-2018 on August 8, 2017. The City Council held a Budget Workshop on August 14, 2017 to go through all funds in detail.

Ad valorem taxes are made up of two components: (1) operations and maintenance (O&M); (2) interest and sinking fund (I&S). The proposed budget was prepared with an O&M rate of \$0.3643 and an I&S rate of \$0.1997 for a total tax rate of \$0.5640 per \$100 of taxable value.

POLICY EXPLANATION:

Adoption of the tax rate is an important part of the budget process. Adoption of the tax rate per state law must be a separate item on the agenda and occurs after the adoption of the budget.

The State of Texas truth in taxation law requires that the City Council conduct two public hearings on its proposed ad valorem tax rate each year if such rate exceeds the rollback tax rate or effective tax rate, whichever is lower. The effective tax rate and the rollback tax rate have been calculated and the Notice of Proposed Tax Rate has been published in the local newspaper and on the City's website and Public Access Channel as required by law. The following table illustrates the proposed tax rate, the rollback tax rate, and the effective tax rates appropriately split between the I&S and the O&M rate. The proposed tax rate to be considered is \$0.5640, which is more than the effective tax rate.

TAX RATE	FY 2016-2017	FY 2017-2018
Property Tax Rate	0.5640	0.5640
Effective Rate	0.5577	0.5383
Rollback Rate	0.5674	0.5733
M&O Rate	0.3640	0.3643
I&S Rate	0.2000	0.1997

FUNDING SOURCE:

This item is the annual ad valorem tax assessment for FY 2017-2018.

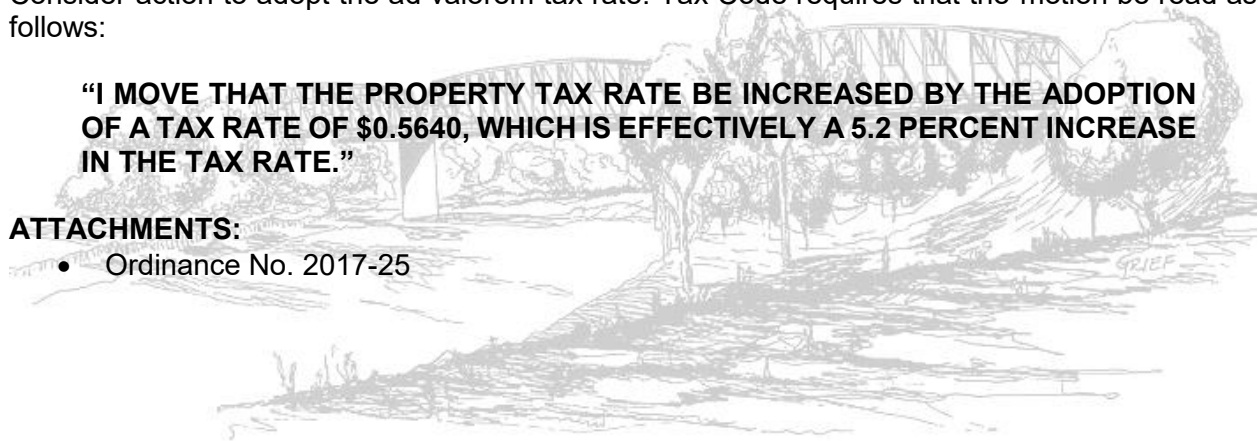
RECOMMENDATION:

Consider action to adopt the ad valorem tax rate. Tax Code requires that the motion be read as follows:

“I MOVE THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF \$0.5640, WHICH IS EFFECTIVELY A 5.2 PERCENT INCREASE IN THE TAX RATE.”

ATTACHMENTS:

- Ordinance No. 2017-25



ORDINANCE NO. 2017- 25

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2017-2018 TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENDITURES; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; AND MOVE TO INCLUDE ON THE SEPTEMBER 26, 2017 AGENDA FOR A SECOND READING.

WHEREAS, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for fiscal year 2017-2018 (FY 2017-2018); and

WHEREAS, the aforesaid Ordinance anticipates and requires the levy of an *ad valorem* tax on all taxable property in the City of Bastrop; and

WHEREAS, the Chief Appraiser of Bastrop County Tax Appraisal District has prepared and certified the appraisal roll for the City of Bastrop, Texas, that roll being that portion of the approved appraisal roll of the Bastrop County Tax Appraisal District which lists property taxable by the City of Bastrop, Texas; and

WHEREAS, it is necessary to levy such an *ad valorem* tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2017-2018; and

WHEREAS, the City has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for FY 2017-2018.

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

Section 1: There is hereby levied for the FY 2017-2018 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property which was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2017, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of \$0.5640 on each \$100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

a) An *ad valorem* tax rate of \$0.3643 on each \$100 of assessed valuation of all taxable property is hereby levied for general City purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the fiscal year ending September 30, 2018, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.

b) An *ad valorem* tax rate of \$0.1997 on each \$100 of assessed valuation of taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall

be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2018.

Section 2: The City of Bastrop shall have lien on all taxable property located in the City of Bastrop to secure the payment of taxes, penalty, and interest, and all costs of collection, assessed and levied hereby.

Section 3: Taxes are payable in Bastrop, Texas at the Office of the Tax Assessor Collector of Bastrop County. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

Section 4: The tax roll presented to the City Council, together with any supplements thereto, are hereby accepted and approved.

Section 5: Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

Section 6: This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

Section 7: All other ordinances and Code provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Bastrop City Code not in conflict herewith shall remain in full force and effect.

Section 8: The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City under any section or provision of any ordinances at the time of passage of this Ordinance.

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE; AND THE TAX RATE WILL EFFECTIVELY BE RAISED BY 5.29 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A \$100,000 HOME BY APPROXIMATELY \$.30.

Section 9: The City Council of the City of Bastrop, Texas met in a public meeting on September 26, 2017, and adopted this ordinance with a majority vote as follows:

Mayor Pro Tem Gary Schiff YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Bill Peterson YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Lyle Nelson YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Bill Ennis YEA___ NAY___ ABSTAIN___ ABSENT___

Council Member Deborah Jones YEA___ NAY___ ABSTAIN___ ABSENT___

READ and APPROVED on First Reading on the 12th day of September, 2017.

READ and ADOPTED on Second Reading on the 26th day of September, 2017.

APPROVED:

Connie Schroeder, Mayor

ATTEST:

Ann Franklin

APPROVED AS TO FORM:

Joe Gorfida, Interim City Attorney