

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



January 23, 2018 at 5:30 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. WORK SESSION (5:30 P.M.)

- 2A. Receive presentation and participate in a work session with Alicia Dean and David Green with the City of Austin regarding Media Relations Best Practices.

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

3. PLEDGE OF ALLEGIANCE – Bastrop High School Student Council

TEXAS PLEDGE OF ALLEGIANCE

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

4. INVOCATION – Reverend Steve Newman

5. PRESENTATIONS

- 5A. Mayor's Report
5B. Councilmembers' Report
5C. City Manager's Report

6. WORK SESSION/BRIEFINGS

- 6A. Discuss The Small Business Revolution – Main Street Series, it's potential impact on Bastrop and our small businesses on Main Street, what the City needs to do to earn a spot in the Top 5 which will be announced the week of February 12th, and the preliminary game plan for voting as a Top 5 contender.

7. STAFF AND BOARD REPORTS

- 7A. Receive report from Bastrop Economic Development Corporation.
- 7B. Receive monthly report from Visit Bastrop.
- 7C. Receive presentation on the unaudited Comprehensive Monthly Financial Report for the period ending December 31, 2017.
- 7D. Receive presentation on the Quarterly Investment Report for the period ending December 31, 2017.

8. CITIZEN COMMENTS

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

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

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

9. CONSENT AGENDA

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

- 9A. Consider action to approve City Council minutes from the January 9, 2018, meeting.
- 9B. Consider action to approve the second reading of Ordinance No. 2018-01 amending the budget for the Fiscal Year 2018 in accordance with existing statutory requirements; appropriating the various amounts herein; repealing all prior ordinances and actions in conflict herewith; and providing for an effective date.

10. ITEMS FOR INDIVIDUAL CONSIDERATION

- 10A. Consider action to approve Resolution No. R-2018-03 of the City Council of the City of Bastrop, Texas, calling for and establishing the procedures for a May 5, 2018 General Election for Bastrop, Texas; and providing an effective date.
- 10B. Consider action to approve Resolution No. R-2018-06 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop and Bastrop Independent School District for the May 5, 2018 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the Mayor to execute all necessary documents; and providing an effective date.
- 10C. Consider action to approve Resolution No. R-2018-07 of the City Council of the City of Bastrop, Texas, approving a contract for election services between the Elections Administrator of Bastrop County and the City of Bastrop for the May 5, 2018 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the Mayor to execute all necessary documents; and providing an effective date.
- 10D. Consider action to approve Resolution No. R-2018-02 of the City Council of the City of Bastrop, Texas, confirming the appointment by the Mayor to the Hunter's Crossing Local Government Corporation, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.
- 10E. Consider action to approve Resolution No. R-2018-04 of the City Council of the City of Bastrop, Texas, giving the Bastrop Police Department permission to apply for a grant from the 2018 State Homeland Security Grant Program; and establishing an effective date.
- 10F. Consider action to approve Resolution No. R-2018-05 of the City Council of the City of Bastrop, Texas, giving the Bastrop Fire Department permission to apply for a grant from the 2018 State Homeland Security Grant Program; and establishing an effective date.

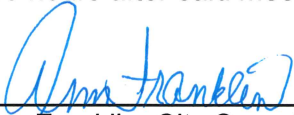
11. EXECUTIVE SESSION

- 11A. City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to discuss and deliberate litigation matters with the City Attorney regarding Pine Forest 6, et al vs. City of Bastrop, et al.

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

13. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, January 19, 2018 at 10:00 a.m. and remained posted for at least two hours after said meeting was convened.



Ann Franklin, City Secretary



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 2A

TITLE:

Receive presentation and participate in a work session with Alicia Dean and David Green with the City of Austin regarding Media Relations Best Practices.

STAFF REPRESENTATIVE:

Sarah O'Brien, Hospitality & Downtown Department Director

BACKGROUND/HISTORY:

Communications was identified as one of nine focus areas by City Council in the Summer of 2017. The multi-media department has been working to update our media contact list and expand our efforts to tell the City's story through various mediums. This training will give Council members an understanding of their roles and responsibilities and best practices to use when dealing with the media.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

N/A

RECOMMENDATION:

N/A

ATTACHMENTS:

N/A



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 5A

TITLE:

Mayor's Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

POLICY EXPLANATION:

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

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

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

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

ATTACHMENTS:

- Power Point Presentation

Mayor's Report
January 23, 2018



Latest Activities

January 3 – January 12

It's Time Texas Challenge (www.ittcommunitychallenge.com)



As of Jan 12th @ 1 PM

Small Business Revolution
Keep those #MyBastrop
posts coming – Top 5
announcement mid Feb



Chamber After Hours Event at New Haven



This picture was worth 200 points

2017 Events: 215
2018 Events as of 1/12: 10



Planned Events

January 12-23

- January 13 – Happy Healthy New Year’s Bash!
- January 14
 - Bastrop County Historical Society Garage Sale Reunion
 - MLK Scholarship Program; Mount Rose Baptist Church
- January 15 Martin Luther King Jr. Day
 - MLK Walk in Smithville – Special thanks to Mayor Pro-Tem Schiff
- January 16 (All activities were cancelled due to weather)
 - S.A.F.E. Ribbon Cutting
 - First Net and Emergency Response Meeting
 - Joint City Council & Planning and Zoning Board Meeting
- January 17 – Joint Main Street and BAIPP Workshop
- January 18
 - Joint City Council & Parks Board Meeting
 - Joint City Council & Cemetery Board Meeting
- January 22 – BEDC Monthly Meeting
- January 23 – City Council Meeting



Upcoming Events & City Meetings

- January 24 – Hunters Crossing PID Meeting
- January 25 - Planning and Zoning Meeting
- January 30 – THCA Public Meeting on The Preserve
- February 1
 - Parks Board Meeting
 - Farm Street Opry
- February 2 – First Friday Art Walk 2018 kickoff!
- February 6 – Library Board Meeting
- February 7 – Chamber of Commerce Monthly Luncheon
- February 12 – YMCA Annual Fund Raiser
- Week of February 12th – Top 5 Cities selected for Small Business Revolution!
- February 13 – City Council Meeting





STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 5B

TITLE:

Councilmembers' Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

POLICY EXPLANATION:

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

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STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 5C

TITLE:

City Manager's Report

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

POLICY EXPLANATION:

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

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STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 6A

TITLE:

Discuss The Small Business Revolution – Main Street Series, it's potential impact on Bastrop and our small businesses on Main Street, what the City needs to do to earn a spot in the Top 5 which will be announced the week of February 12th, and the preliminary game plan for voting as a Top 5 contender.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager
Sarah O'Brien, Hospitality & Downtown Director

BACKGROUND/HISTORY:

Deluxe Corporation has been a proud champion of small business since 1915. To commemorate their 100th anniversary, they created the Small Business Revolution series as a way to celebrate the small businesses that drive our economy and bring communities together, while creating a movement of support. Deluxe Corporation believes that small businesses are the future of the American economy. This company learned that nowhere are small businesses more under siege than in small towns. This series is designed to help small businesses, and in turn, help small towns reignite the spark that drives them and keeps people coming back.

Each season of the series is centered around one town and six of its small businesses, where Deluxe Corporation invests \$500,000 and documents the transformation in an original series. Season 1 featured Wabash, Indiana in the Midwest. Season 2 featured Bristol Borough, Pennsylvania, a historic East Coast river town.

POLICY EXPLANATION:

The City of Bastrop was selected as one of ten towns nationwide and the only Texas community competing to win the opportunity to host Series 3 out of thousands of nominations. The top ten communities are:

- Aberdeen, SD
- Alton, IL
- Americus, GA
- Amesbury, MA
- **BASTROP, TX**
- Brainerd, MN
- Exeter, NH
- Florence, OR
- Martinez, CA
- Siloam Springs, AR

During the month of January, Deluxe Corporation representatives are visiting all top ten (10) cities with the goal of narrowing their selection to five (5). The City of Bastrop hosted the Deluxe team on January 7-8, 2018. It is anticipated that the top five (5) will be announced mid-February, likely during the week of February 12th. Once the top five (5) cities are selected, nationwide voting will begin to choose the winner. The winner will be selected solely on who receives the most votes through a one-week daily voting process. There were more than 1,000,000 votes cast in selecting Season 2's winner – Bristol Borough, PA.

Why is it important for Bastrop to win?:

As stated in the FY 2018 Budget, 41% of the City's General Fund comes from sales tax. Annual sales tax revenue is \$4,456,850. One penny of property tax revenue is equal to \$86,300. So, sales tax revenue equals 51.64 cents in property tax. The City's current retail trade area is approximately 190 miles. There is a 500,000 square foot development set for construction at SH 71 & SH 130, which will include a significant amount of retail. **This development is a huge threat and could reduce the City's sales tax over a five (5) year period by as much as \$1,800,000. This potential reduction equals 23.1 cents in property tax.** Shawn Kirkpatrick, Director of Economic Development, will be presenting the findings of the Retail Coach study on the impact of this mixed-use development to City Council at the February 13th Council meeting.

The City has the opportunity to minimize this threat by leveraging a number of factors working in our favor. There is strong leadership in place, both at a policy and operational level, in the City. The Comprehensive Plan 2036, adopted in November 2016, provides the plan of action to implement the great community vision built with more than 1000 participants. Visit Bastrop was created in 2017 to create a brand awareness for Bastrop investing \$1.4 million annually that will help attract tourism to our community. There are strong community partnerships with Bastrop Economic Development Corporation and Bastrop Chamber of Commerce along with assets that add to Bastrop's ability to be a tourism destination including our historic downtown, Bastrop Opera House, Lost Pines Art Center, and Bastrop Museum and Visitor Center. In addition, Bastrop is very fortunate to have numerous engaged volunteers that make us Uniquely Bastrop!

As indicated during the FY 2018 Budget, increased tourism is a great way to help stabilize our sales tax while we grow our property tax. **ONE of the most important ways to capture sales tax dollars from our tourists is to have strong unique small businesses along Main Street that serve as a destination in Bastrop, where tourists come to shop and want to come back again and again.**

What can the Deluxe Corporation – Small Business Revolution do to help?:

There are several impediments to having strong small businesses along Main Street. **First, Bastrop has a high turnover of small businesses in downtown.** There are several facts that impact small businesses regardless of location, so Bastrop's small business turnover is not unique. The Bureau of Labor Statistics track business survival across industries. About two-thirds of business survive two (2) years in business, half of all businesses will survive five (5) years, and one-third will survive 10 years. Sixty percent (60%) of all restaurants are likely to close within three (3) years of their opening. **Next, the most frequent reason for small business failure is due to cash flow problems.** Cash flow challenges affect many small businesses in different ways. Owners are open limited hours because they do not have the resources to hire staff and have to work around their private life requirements. Therefore, businesses may not be open when tourists are likely to be visiting Main Street. This "lack of capacity" can make a small business more of a hobby rather than a strong business. Owners do not have the ability to have large inventories. If sales are strong, there may be a lag time to replenish their inventory because they cannot place orders for new inventory until there is cash available to do so. This lag time creates a loss of potential sales from tourists. **Finally, many small businesses are started because someone has an idea or concept they are passionate about, but lack the business management skills to understand pricing, accounting, marketing, taxes, and legal issues which ensure their success.**

The Deluxe Corporation will invest \$500,000 into six (6) businesses in one (1) town and document their transformation. The six (6) businesses are selected through an application and interview

process by Deluxe Corporation representatives after a community is selected for Season Three (3). Businesses are selected on the basis of who they believe can benefit the most from their assistance. This business assistance includes website creation, logo design, packaging assistance, such as bags and boxes, to help brand business, accounting and legal assistance for a lengthy period of time to teach/coach needed skills, process expertise and mentoring by industry specific leaders with a proven track record of success. In addition to assisting the six (6) selected businesses, Deluxe Corporation will hold community marketing training. Both Wabash, IN and Bristol Borough, PA have expressed that businesses outside of the Main Street areas of downtown have benefitted by increased sales, indicating that the whole town is positively impacted.

An episode of this series will be shown during the Council meeting. There really isn't a way to put a price tag on the value that the Deluxe Corporation's small business support and training will generate in the knowledge and confidence of small business owners, thus reducing the failure rate of small businesses and collectively strengthening Main Street in the process. This series does an amazing job of capturing the small business owner's story, where you can't help but root for their success! The media exposure from this series generates an increase in tourism from viewers of the program interested in visiting the town personally. **ONE of the most important ways to capture sales tax dollars from our tourists is to have strong unique small businesses along Main Street** that serve as a destination in Bastrop, where tourists come to shop and want to come back again and again.

What do we need to do to earn a spot in the Top 5?:

WE NEED TO STEP IT UP BIG TIME. Here is our recommended action plan:

- We need everyone to post daily on social media using the hashtag #mybastrop and #smallbusinessrevolution about why you love Bastrop.
- And by EVERYONE, we mean your FAMILIES, COLLEAGUES, CLASSMATES, DISTANT COUSINS, CUSTOMERS, VENDORS and EACH OF YOUR SOCIAL MEDIA FRIENDS AND FOLLOWERS.
- We need everyone to get on board with the movement. We need your friends and family to tell us why they love Bastrop on social as well.
- We also need every employee of every business, and every person you have in your contact list to do the same.
- We also need everyone to start following, liking, and commenting on the Small Business Revolution, Deluxe Corporation, and Amanda Brinkman Facebook and Instagram pages.
- **Most of the other 10 communities have way more likes and comments on their posts than Bastrop does. We think that the show is looking for communities who can demonstrate WIDESPREAD support for what they do, and we need to make sure there is no doubt in their mind that BASTROP LOVES THE SMALL BUSINESS REVOLUTION.**
- The Deluxe Team mentioned last week they LOVED seeing the communities support each other. Please follow the other social media channels of the 10 communities in the Top 10 listed above, and like their posts, comment, and wish them well!


We will be releasing a video this week explaining how to use a hashtag, and share the love of Bastrop on social for those needing assistance. **Sarah O'Brien will provide a "show & tell" on how to do this during the Council meeting. Everyone in the audience and watching at home will be encouraged to get their electronic device and post on their social media page as the demonstration occurs.**

What happens when the Top 5 cities are announced?:

We anticipate the Deluxe team narrowing the TOP 10 down to the TOP 5 the week of February 12th. **We understand that as soon as the announcement is made- VOTING BEGINS!** That's right, we are going to be ready to get the entire state of Texas to vote for Bastrop online, daily, for seven (7) straight days!

Over the next few days and coming weeks, the Hospitality & Downtown Department will be sending out a variety of materials through multiple medias including Facebook, Website, email, etc. to explain the voting process and why this matters to Bastrop as well as the entire state of Texas. **Did we mention that we need EVERYONE, including your FAMILIES, COLLEAGUES, CLASSMATES, DISTANT COUSINS, CUSTOMERS, VENDORS and EACH OF YOUR SOCIAL MEDIA FRIENDS AND FOLLOWERS to get on board with the #mybastrop movement?**

COMING SOON:

- 
- Look for some big publicity news hitting this weekend about the #mybastrop movement on various social media. Please share this news on your social media as well.
 - Community partners and Main Street Representatives are taking signage to our downtown shops and other local merchants to help spread the word about the #mybastrop movement.
 - There will also be some awesome photo opportunities to help with your social media posts!
 - We need everyone to start collecting contact information and creating distribution lists for your contacts. We need you to contact them prior to the Top 5 Announcement to explain the #mybastrop movement and why we need their support.
 - We will need you to contact them again **WHEN WE NEED THEM TO VOTE** and every day for seven (7) days. Remember, there were 1,000,000 votes cast in the Season 2 selection process.
 - The City has set up an application where you can register to get daily reminders to vote as well by texting to 48421 and enter mybastrop.
 - We are also looking for celebrity contacts with state and national appeal to help us launch promotional videos the week of voting. If you can help us with these connections, please call Sarah O'Brien at 512-332-8996 or via email at sobrien@cityofbastrop.org.
 - A live watch party for the Top 5 announcement is also in the works. We will use social media to get the word out to the community.

ATTACHMENT:

- Powerpoint





STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 7A

TITLE:

Presentation and update from the Bastrop Economic Development Corporation; monthly Economic Development Corporation Board of Directors meeting update; project updates: Downtown Trail Expansion, Seton Family of Hospitals Performance Agreement and Agnes Street Extension and Drainage, Technology Drive Extension and Drainage, Bastrop County Land Sale, Granite and Stone, LLC (Project Minerals); Bastrop Business and Industrial Park Development update; 2017 sales tax update.

STAFF REPRESENTATIVE:

Shawn Kirkpatrick, Executive Director, Bastrop Economic Development Corporation

BACKGROUND/HISTORY:

The Economic Development Corporation (EDC) provides regular (monthly) updates to City Council on the activity of the EDC. Beginning in February 2018, the update will move to the first City Council meeting of each month.

Monthly Economic Development Corporation Board of Directors Meeting Update

At the December 2017 regular meeting of the EDC Board of Directors, and again at a special meeting in January 2018, the Board considered and took action on the repurchase of the Good Soul Brewing site in the Bastrop Business and Industrial Park (Business Park). The Board was provided inaccurate information at the December 2017 meeting and reconsidered the repurchase at the January 2018 special meeting, voting to revoke the Resolution to repurchase and the corresponding budget amendment. The press release related to the matter is attached for additional information.

Other action at the December 2017 meeting included approving Resolution R-2017-25, superseding Resolution R-2017-22 approving the funding of the extension of the public road known as Agnes Street as an infrastructure improvement project. Resolution R-2017-22 had a time limitation that had expired related to the execution of the Seton Family of Hospitals performance agreement. The Board also approved Resolution R-2017-28 assigning voting rights by proxy by the EDC to Noe Reyes, Esquire for the Pine Forest Property Owners' Association 2018 Annual Meeting.

The regular January 2018 meeting of the EDC Board of Directors is scheduled for Monday, January 22nd. Therefore, BEDC staff will present a brief recap of the BEDC meeting at the Council meeting on January 23rd, but an in-depth report of the meeting will not be provided to the Council until the February 13th City Council meeting.

Project Updates

Downtown Trail Expansion: 90% plan set, Texas Department of Transportation (TxDOT) meeting scheduled to discuss Keep Bastrop County Beautiful grant award related to the project. Next steps: Solidify additional funding sources to complete loop in the FY 2018 budget year, TxDOT approvals, bid plan set preparation, address two rights-of-way issues.

Seton Family of Hospitals Performance Agreement and Agnes Street Extension and Drainage: Performance Agreement approved and out for signatures. Next steps: Contract execution by all parties, Agnes St. extension to 60% plan set.

Technology Drive Extension and Drainage: Engineering has commenced, and project is under design. Next steps: 60% plan set.

Bastrop County Land Sale: Agreement is executed and receipted at the Title Company. Next steps: Completion of the Technology Drive Extension and Drainage Project.

Granite and Stone, LLC (Project Minerals): Pending financing approval. Next steps: Funding approval, Re-plat of Business Park site B-1.

Bastrop Business and Industrial Park Development Update

A brief update of the Bastrop Business and Industrial Park Development, including available site inventory, ongoing projects, and development planning. The EDC Board will hold a workshop and/or special meeting to review the current status and future direction of the Business Park.

2017 Sales Tax Update

A brief update on fiscal year 2017 sales tax collections.

POLICY EXPLANATION:

Regular update for City Council and community.

FUNDING SOURCE:

N/A

RECOMMENDATION:

No action required.

ATTACHMENTS:

- PowerPoint Presentation
- Press Release



Board Meeting Updates

December 2017 Regular Meeting and January 2018 Special Meeting

- Good Soul Brewing
- Agnes street extension resolution (R-2017-25)
- Assigning voting right by proxy by the EDC to Noe Reyes, Esquire for the Pine Forest POA 2018 annual meeting (R-2017-28)

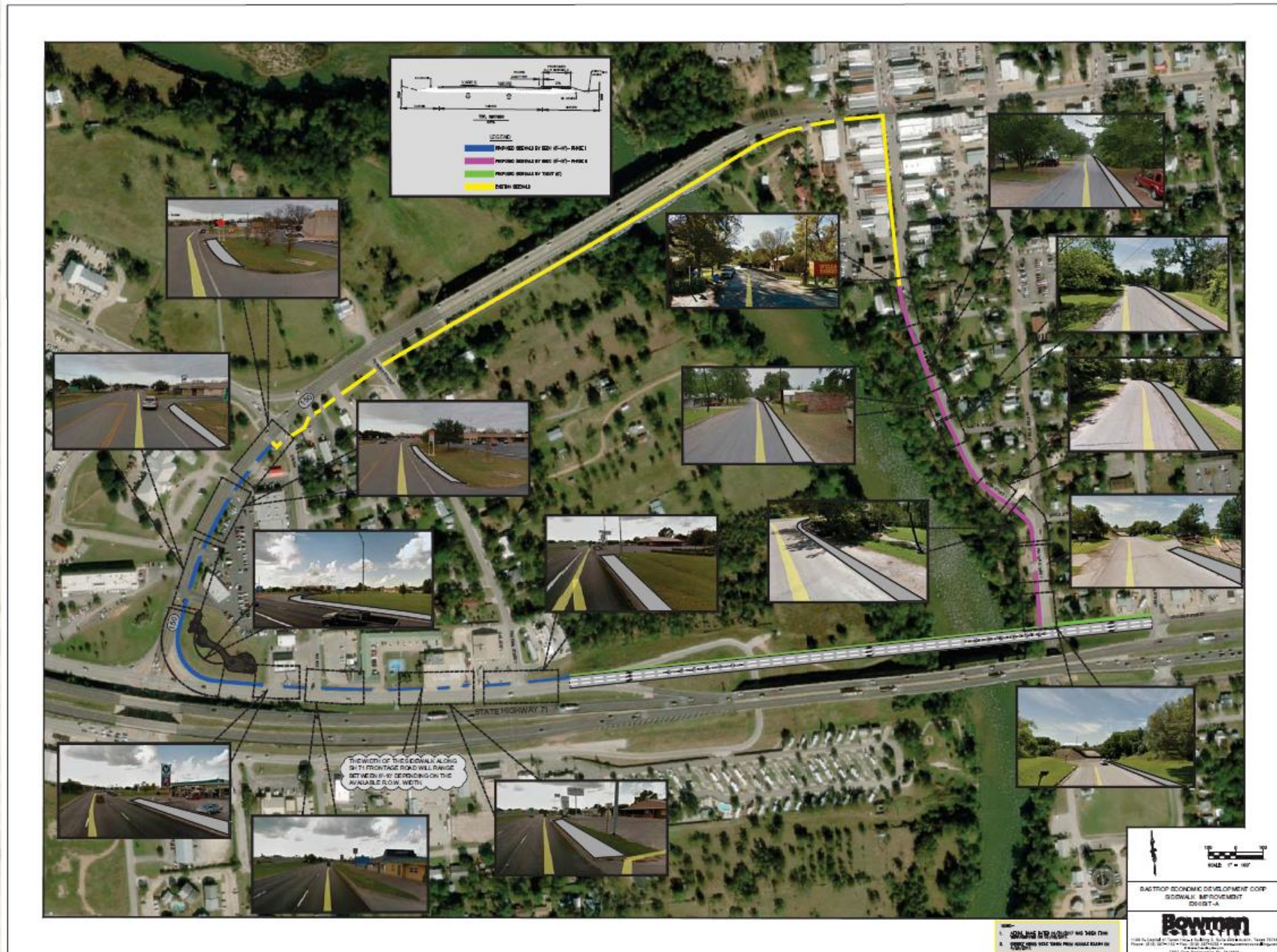
Downtown Trail Expansion

Current Status

90% Plan Set
Other Funding Sources

Next Step

TxDOT Reviews
Bid Set Preparation
ROW Issues





Seton Family of Hospitals

Current Status

PA out for signatures

Next Step

Agnes St. Plans to 60%

City of Bastrop Transportation Master Plan

Project 26

Ranking 9 of 34



PRELIMINARY

OPTION 1

WEST SIDE DRAINAGE PLANNING - MINOR ARTERIAL COLLECTION - TYPICAL SECTION	
PROJECTED EXPENSE OF PROBABLE COST	
GENERAL CONDITIONS/MINOR SERVICES	\$ 20,424
STREET IMPROVEMENTS	\$ 402,122
DRAINAGE IMPROVEMENTS	\$ 20,037
EROSION CONTROL & RESTORATION	\$ 41,901
TOTAL LAND CONSTRUCTION COST	\$ 484,484
15% CONTINGENCY	\$ 72,673
PERMITS/INSURANCE	\$ 78,426
TOTAL SOFT CONSTRUCTION COST	\$ 179,525
GRAND TOTAL	\$ 664,009

OPTION 2

WEST SIDE DRAINAGE PLANNING - TYPICAL URBAN SECTION	
PROJECTED EXPENSE OF PROBABLE COST	
GENERAL CONDITIONS/MINOR SERVICES	\$ 252,000
STREET IMPROVEMENTS	\$ 832,240
DRAINAGE IMPROVEMENTS	\$ 398,347
EROSION CONTROL & RESTORATION	\$ 78,788
TOTAL LAND CONSTRUCTION COST	\$ 1,561,375
15% CONTINGENCY	\$ 234,206
PERMITS/INSURANCE	\$ 217,000
TOTAL SOFT CONSTRUCTION COST	\$ 451,206
GRAND TOTAL	\$ 2,012,581

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF REVIEW UNDER AUTHORITY OF EREN ULUSOY, P.E. 122168 ON 7/27/2017. IT IS NOT TO BE USED FOR CONSTRUCTION PURPOSES.

CITY OF BASTROP
WEST SIDE DRAINAGE PLANNING

1130 St. Charles of Texas Hwy. • Suite 200 • Austin, Texas 78746
Phone: (512) 321-1180 • Fax: (512) 321-0200 • www.bowmanconsulting.com
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“New and Expanded Business Enterprise”



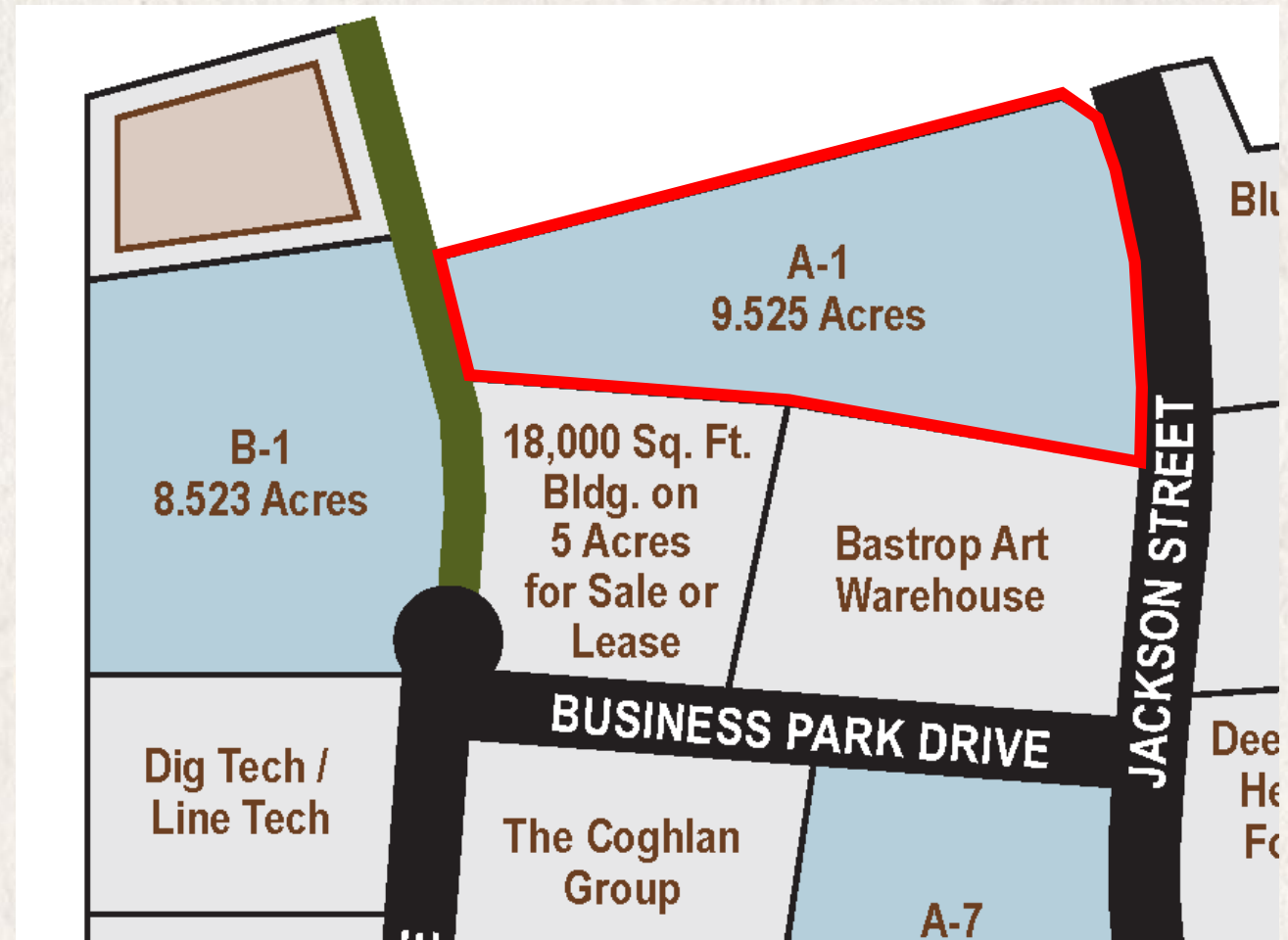
BASTROP COUNTY LAND SALE

Current Status

Executed and receipted contract at title company

Next Step

Technology/MLK Project





GRANITE & STONE, LLC

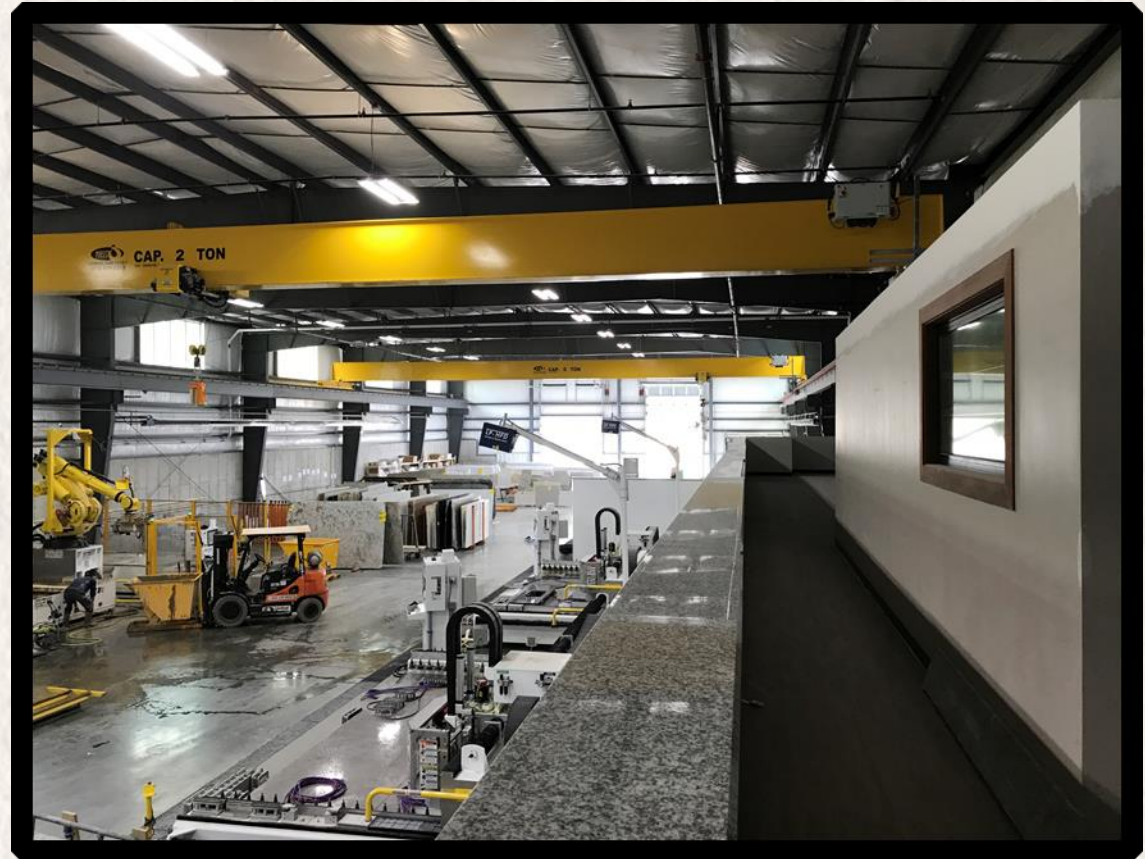
Current Status

Financing approval

Next Step

Re-plot site B-1

Technology/MLK Project





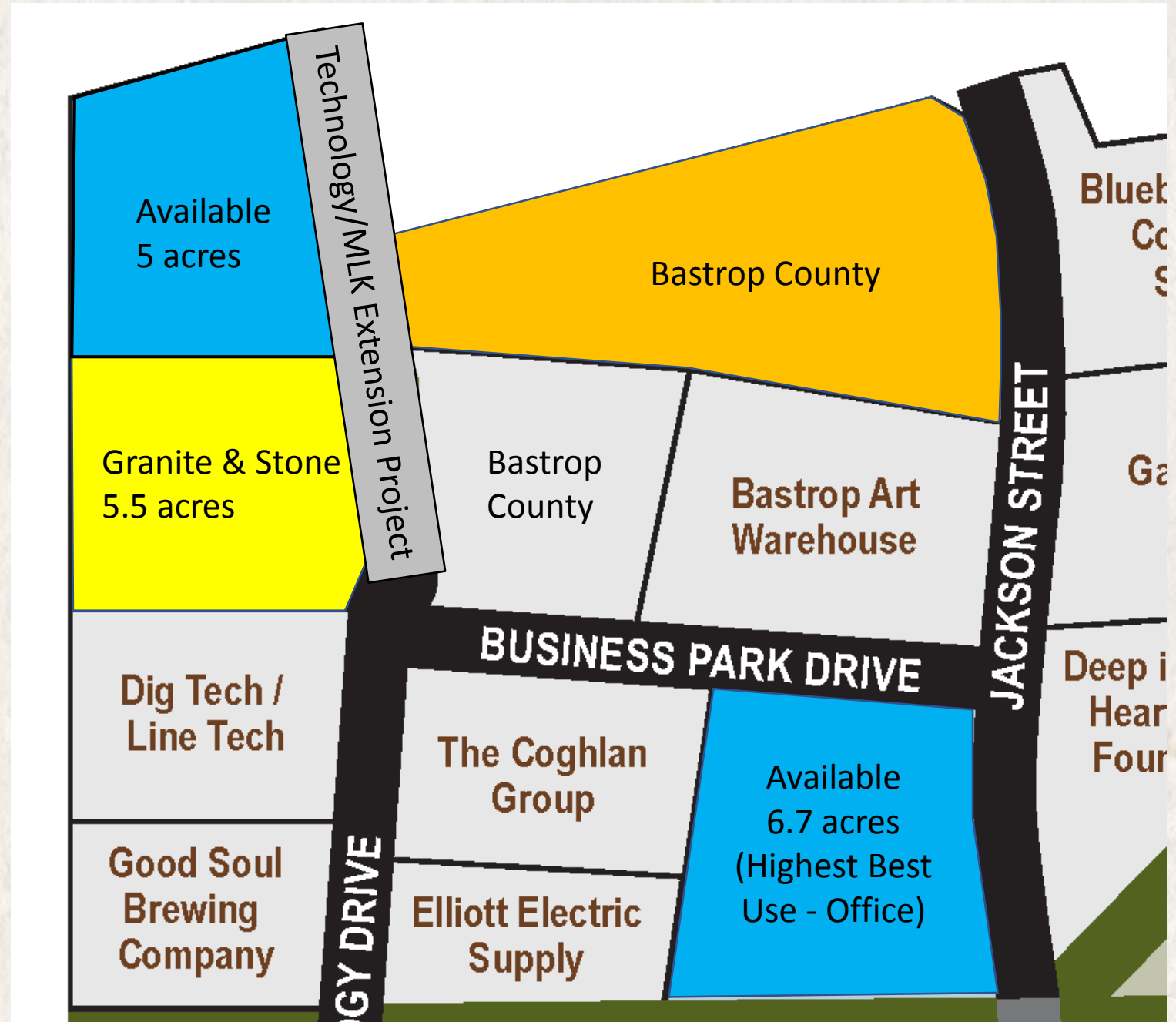
Bastrop Business and Industrial Park

Marketing Flyer



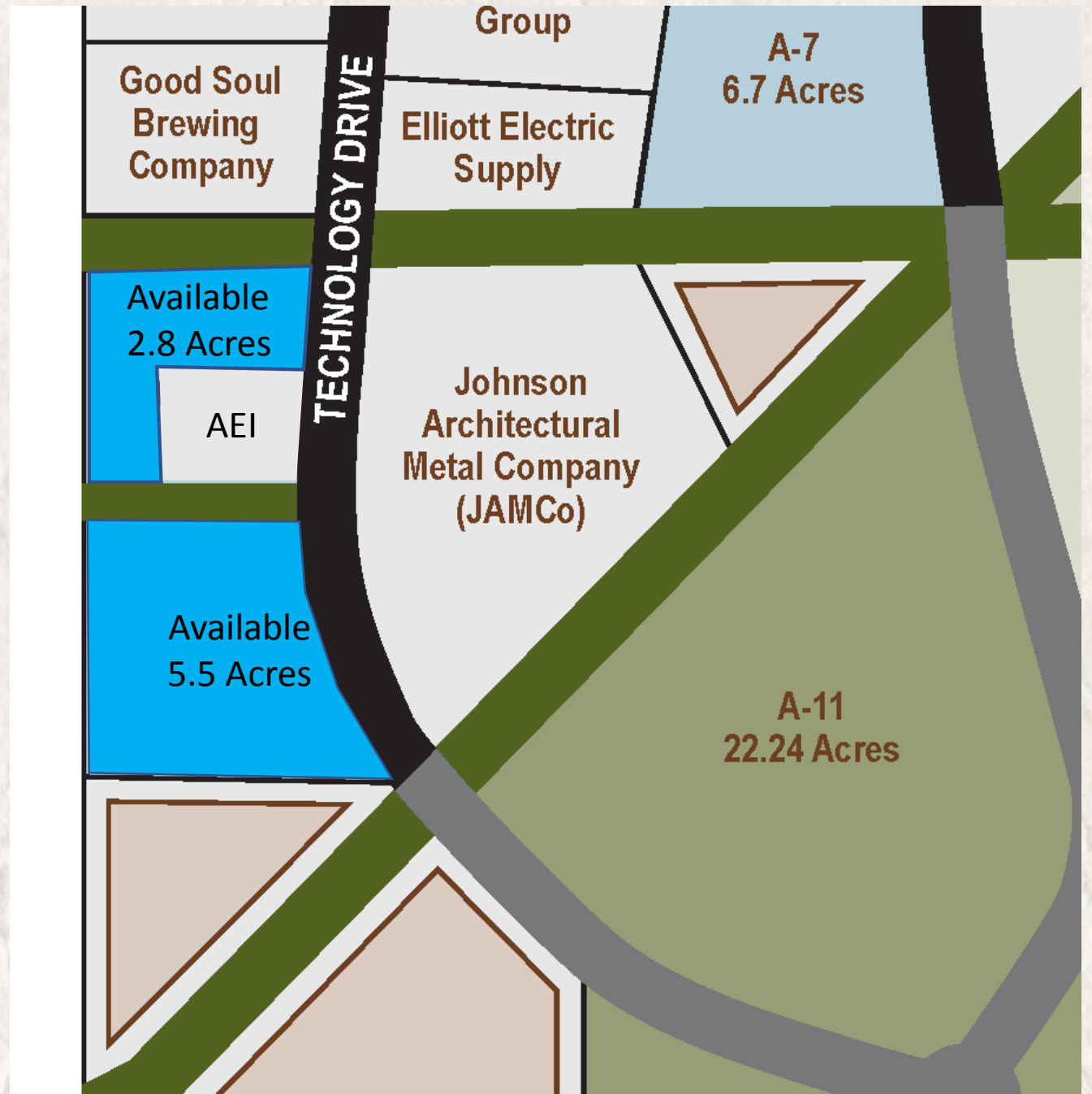


Bastrop Business and Industrial Park

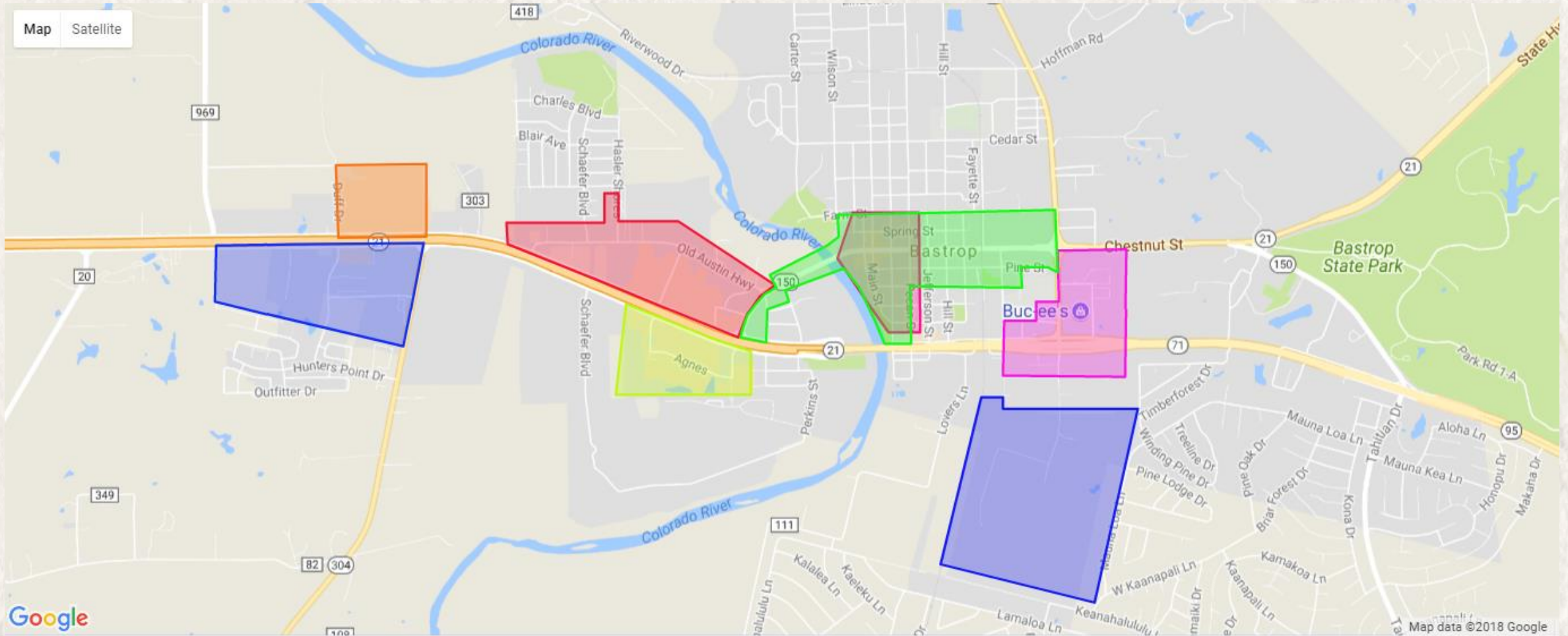




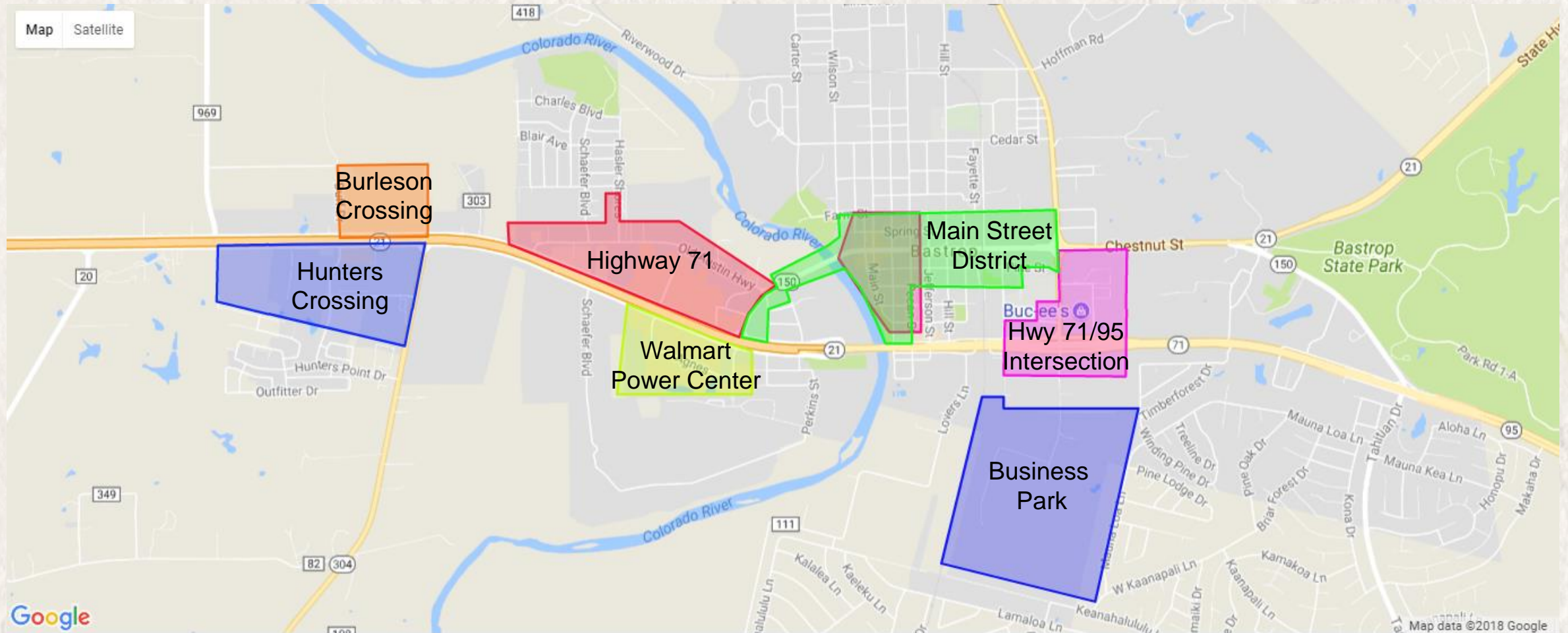
Bastrop Business and Industrial Park



FY 2017 Sales Tax



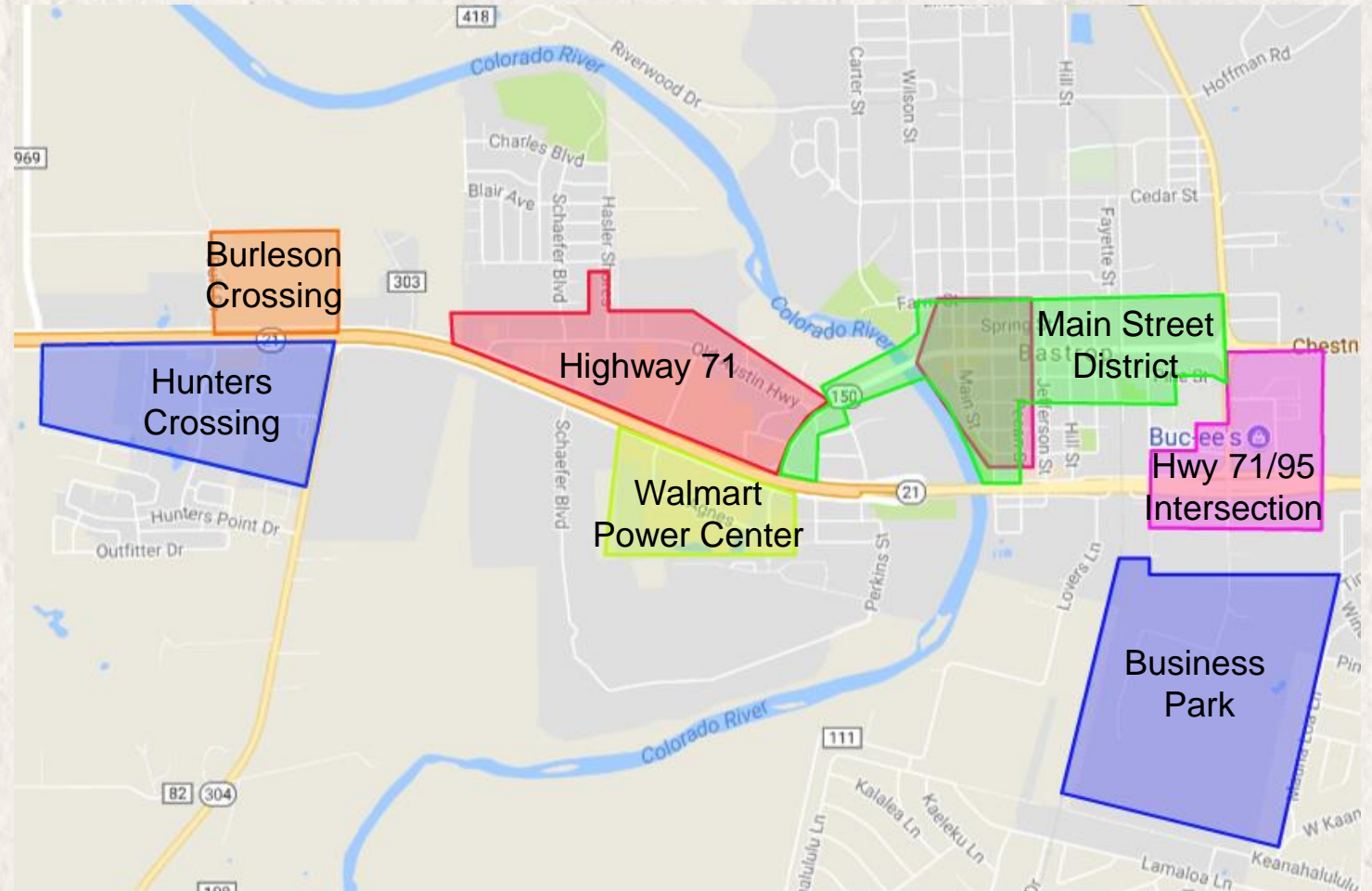
FY 2017 Sales Tax





FY 2017 Sales Tax

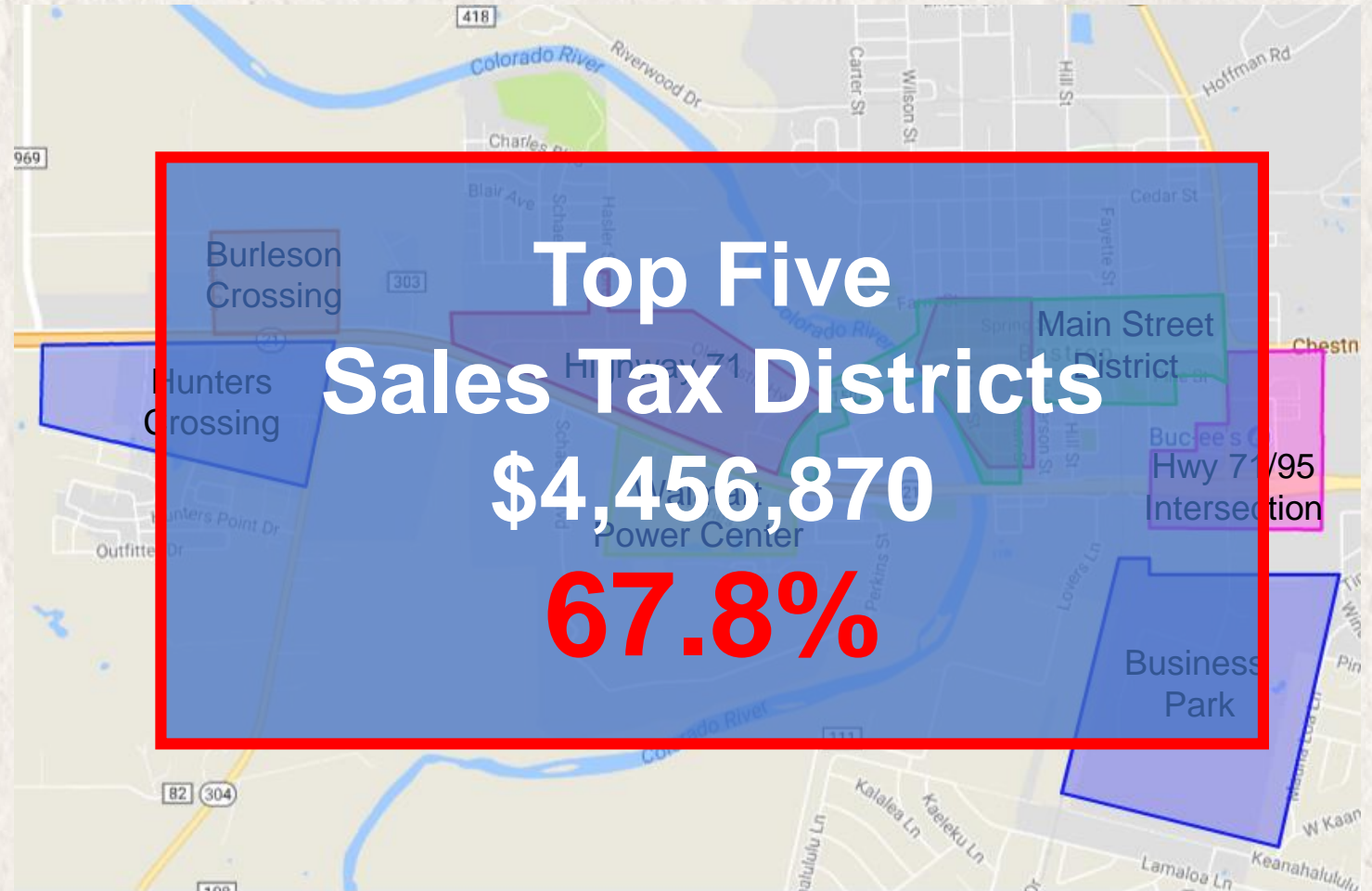
	FY 2017	%
Burleson Crossing	\$1,242,187	18.9%
Walmart Power Center	\$1,074,389	16.3%
Highway 71	\$937,897	14.3%
Hunters Crossing	\$793,136	12.1%
Hwy 71/95 Intersection	\$409,261	6.2%
Main Street District	\$308,423	4.7%
Business Park	\$46,378	0.7%





FY 2017 Sales Tax

	FY 2017	%
Burleson Crossing	\$1,242,187	18.9%
Walmart Power Center	\$1,074,389	16.3%
Highway 71	\$937,897	14.3%
Hunters Crossing	\$793,136	12.1%
Hwy 71/95 Intersection	\$409,261	6.2%
Main Street District	\$308,423	4.7%
Business Park	\$46,378	0.7%





FY 2017 Sales Tax

Corporate Limits	\$8,765,680
City of Bastrop	\$4,382,840
Bastrop EDC	\$2,191,420
Bastrop County	\$2,191,420



FOR IMMEDIATE RELEASE

Contact: Shawn Kirkpatrick
Executive Director
(512) 303-9700
shawn@bastropedc.org

Bastrop EDC Reverses the Action to Repurchase 3.745 Acres in the Bastrop Business and Industrial Park

Bastrop, Texas, January 5, 2018 – The Bastrop Economic Development Corporation met in a special meeting on January 4, 2018, to reconsider the repurchase of 3.745 acres in the Bastrop Business and Industrial Park. Following a presentation of the available options for the EDC Board to reconsider and executive session, Executive Director Shawn Kirkpatrick apologized to the Board and community for failing to provide an accurate and complete synopsis of the Good Soul Brewing (GSB) agreement at the Board’s December 18, 2017 meeting. His misstatement during the December 18th meeting provided an opportunity for the Board to take action to authorize the repurchase and necessary budget amendment with inaccurate information. “I extend my sincerest apologies to the Board and community for my error on December 18th. I failed to perform at the level expected by the Board, community and myself,” said Kirkpatrick. “It is my full intention to rebuild the trust of the Board and community in my work and that of the EDC.”

The Board of Directors approved the revocation of EDC Resolution 2017-0026 (repurchase of the GSB 3.745 acres) and EDC Resolution 2017-0027 (amendment to the EDC budget in an amount of \$200,000). Cam Chavez, EDC Board Chair, addressed the issue stemming from the December 18th meeting and provided the following additional statement: “With the revocation of both resolutions, the EDC Board has corrected the action from the December 18th meeting. At the January 22, 2018 Board meeting, the EDC Board will discuss and implement the necessary corrective action plans to avoid future decisions based on inaccurate or incomplete information. The EDC Board is committed to being open and transparent to the public, properly informed regarding matters coming before the Board, and taking actions in the best interest of the community.”

The next regular EDC Board meeting is scheduled for January 22, 2018 in the City Council Chambers beginning at 5:00 p.m.

About the Bastrop Economic Development Corporation

Established in 1995, the Bastrop Economic Development Corporation (BEDC) enhances the quality of life in Bastrop, Texas by advancing the investment, development, growth and relocation of companies within the area. In addition to providing appropriate infrastructure, it promotes and supports economic development in the community that offers the people of Bastrop sustainable, meaningful and rewarding employment opportunities, and greater access to desirable goods and services. Visit <http://bastropedc.org>.

###



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 7B

TITLE:

Receive monthly report from Visit Bastrop.

STAFF REPRESENTATIVE:

Sarah O'Brien, Hospitality & Downtown Department Director

BACKGROUND/HISTORY:

Per the management agreement with Visit Bastrop, a monthly presentation must be made to the City Council outlining its progress in implementing their annual Business Plan and meeting performance targets and the scope of services pursuant to that agreement. For FY 18 the monthly report is scheduled for the second Council meeting of the month. Due to timing Visit Bastrop's January's report will be for November's activities.

POLICY EXPLANATION:

Visit Bastrop, a 501 c6 organization, was engaged to provide Destination Marketing Services and provide brand marketing for Bastrop as a destination.

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

The annual management agreement runs from October 1, 2017 to September 30, 2018.

FUNDING SOURCE:

Visit Bastrop receives approximately 1.4 million dollars in Hotel Occupancy Tax annually from the City of Bastrop to provide destination marketing services and serve as the brand advocate for our community.

RECOMMENDATION:

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

ATTACHMENTS:

#1 November 2017 President's Report Presentation



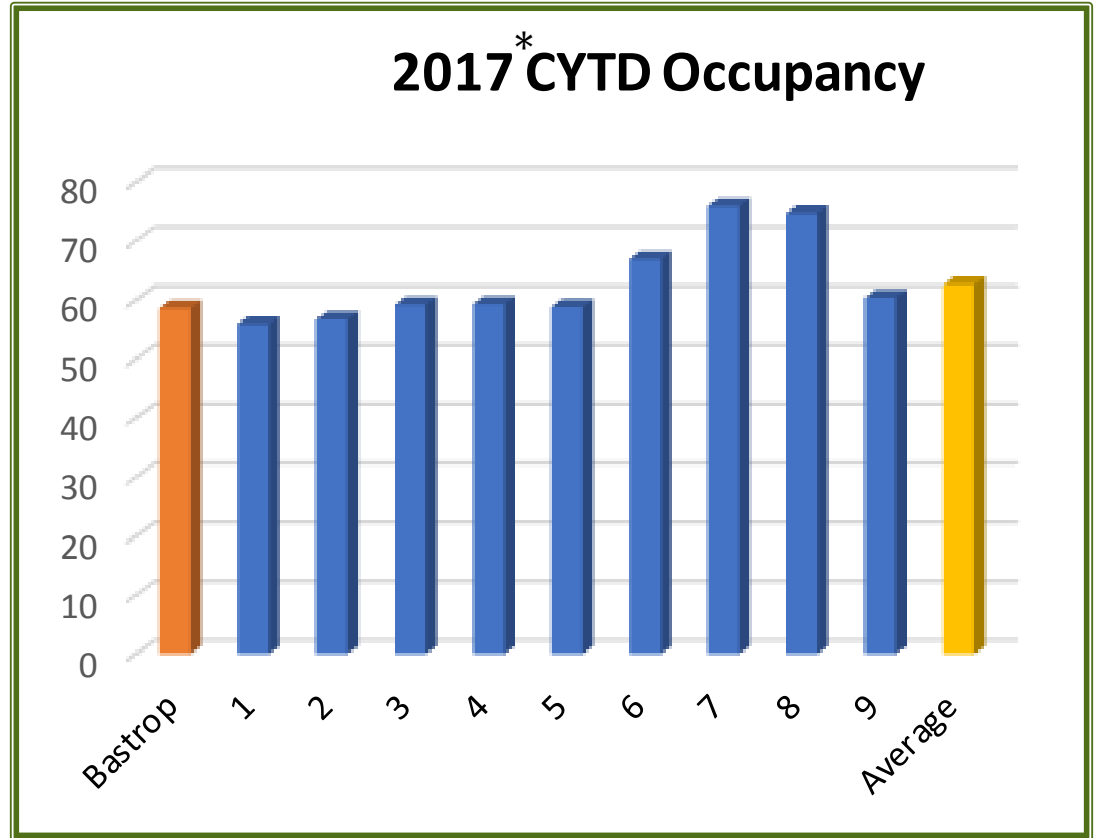
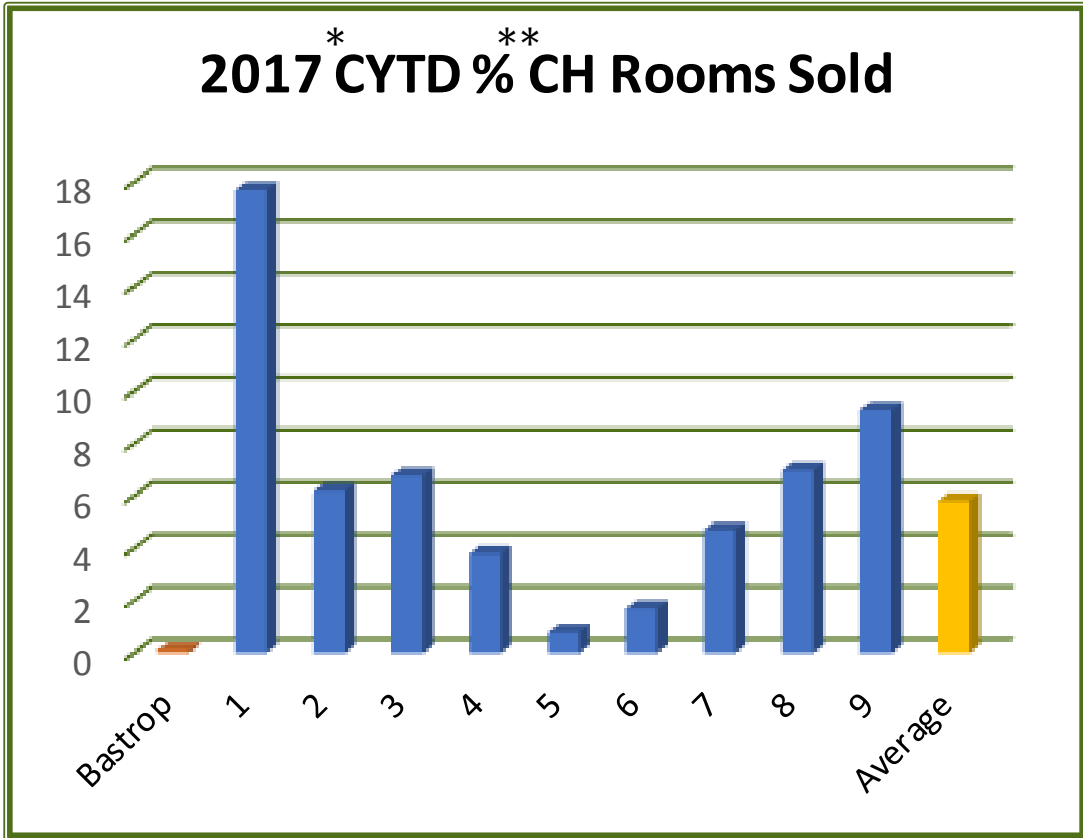
VISIT BASTROP
www.visitbastrop.com

**Visit Bastrop
President's Report
November 2017**



Lodging Industry Report

	October '17						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
Bastrop	59	3.8	85.46	-1.2	2.5	3.8	58.6	0.1	87.16	-0.8	-0.8	0.1
Comp Markets												
1	50.7	3.8	85.59	3.8	7.6	15.4	55.9	9.8	84.94	0.8	10.8	17.7
2	54.7	8.1	78.09	8.0	16.8	8.1	56.7	6.2	82.25	3.6	10.1	6.2
3	55.7	-0.8	104.07	-3.7	-4.4	-0.3	59.2	6.7	112.61	-4.4	2.0	6.8
4	60.3	7.7	109.06	-1.2	6.5	7.7	59.3	3.8	111.31	0.0	3.9	3.8
5	53.1	-7.7	97.30	0.7	-7.0	0.8	58.8	-4.7	98.94	0.3	-4.4	0.8
6	60.4	-1.2	105.45	1.0	-0.2	-0.1	67.0	0.4	113.64	3.0	3.4	1.7
7	71.5	-1.7	144.68	-2.9	-4.6	3.1	75.9	-0.3	150.81	0.3	0.0	4.7
8	70.4	2.0	123.11	-8.2	-10.0	7.6	74.7	0.3	132.91	-3.1	-2.8	7.0
9	52.8	-6.3	115.22	-6.5	-12.4	10	60.4	0.7	102.02	-1.3	-0.6	9.3
Average	58.9	.77	104.80	-1.02	-0.52	5.61	62.7	2.3	107.66	-0.16	2.16	5.81



*Calendar Year to Date

**Changed



Convention Sales

Fiscal Year Room Nights Booked

	Convention Center	Hyatt	Other	Total
October		429		429

Definite Future Room Night Bookings– November

Number of Definite Bookings	Total Room Night Production	Total Attendance	Economic Impact*

Meetings Lead Production

Number of Leads Sent	Total Room Night Potential	Total Attendance
3	450	690

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

Convention Sales Initiatives

Tradeshow/Industry Meetings:

- November 6-8 Connect Texas– in partnership with Texas Society of Association Executives; Appointment-based tradeshow with Texas association meeting planners.

Local Industry Events:

- November 21 Visit Bastrop/Convention Center/Bastrop Main Street open house at Laake House

Local Meetings:

- November 3 Meeting with Tony Poletti about Lost Pines Leathernecks Marine Battalion Reunion
- November 14 Meeting with Circuit of the Americas about partnership opportunities
- November 20 Meeting with Charlotte at Family Crisis Center to discuss Pedal Through the Pines cycling event

Upcoming Events:

- January 7-10 Professional Convention Management Association Annual Conference
- January 23-25 Southwest Showcase
- January 30– Feb 1 Religious Conference Managers Association





MARKETING

Mission

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

Advertising/Placement/ PR Outreach

- Public Relations Summary: Total article/listing features: **57**
- Impressions **18,583,180** (Bastrop Fall & Winter Events)
- Submitted calendar listings to all outlets across Greater Austin area
- Lost Pines Christmas Events: FF Art Walk, Wassail Fest, Snow Day, Lighted Christmas Parade, The Farm Street Opry, Holiday Homes Tour, River of Lights, Ugly Sweater Pub Crawl, Lost Pines Cookie Crawl all shared across calendar listings on: *Austin 360, Austin American Statesman, Austin Monthly, Culture Map, DO512, 365 Things Austin, Austin.com., Austinet, Elgin Courier, Free Fun in Austin, KXAN, KVUE, Texas Co-op Power*



November Website Overview

Audience Overview ✓

SAVE EXPORT SHARE INTELLIGENCE

All Users
100.00% Sessions

+ Add Segment

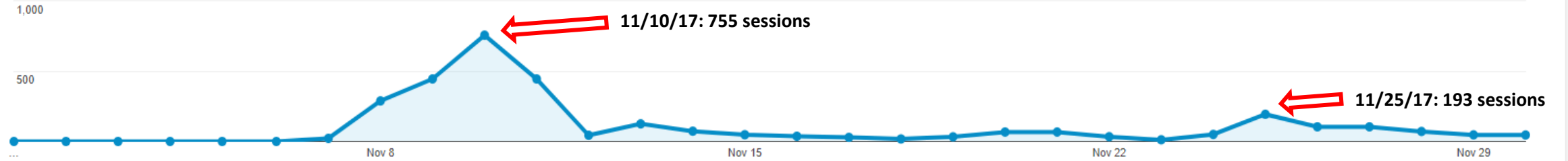
Nov 1, 2017 - Nov 30, 2017

Overview

Sessions VS. Select a metric

Hourly Day Week Month

Sessions



Sessions

3,155

Users

2,551

Pageviews

7,926

Pages / Session

2.51

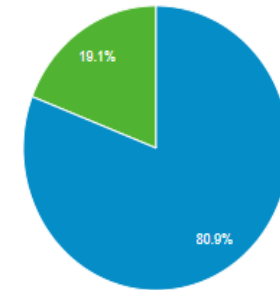
Avg. Session Duration

00:02:08

% New Sessions

80.86%

New Visitor Returning Visitor



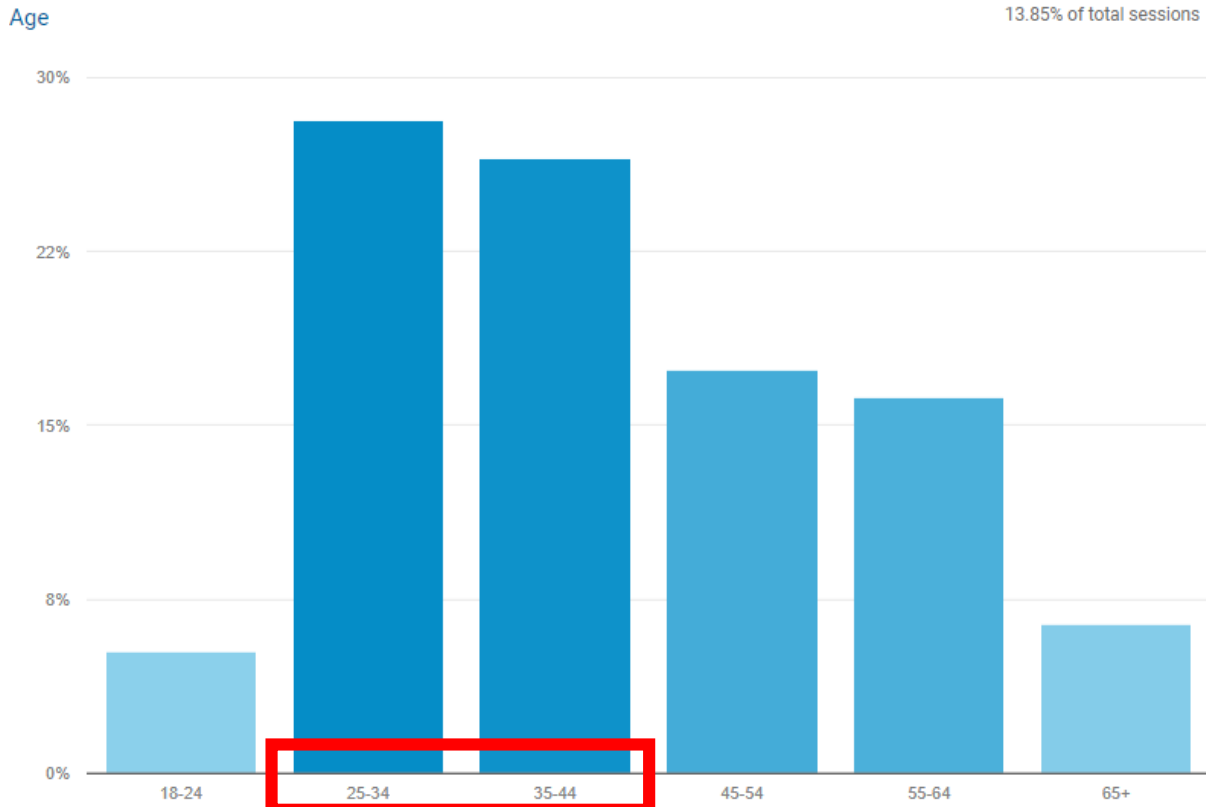
November Website Overview | Demographics (age & gender)

Nov 1, 2017 - Nov 30, 2017

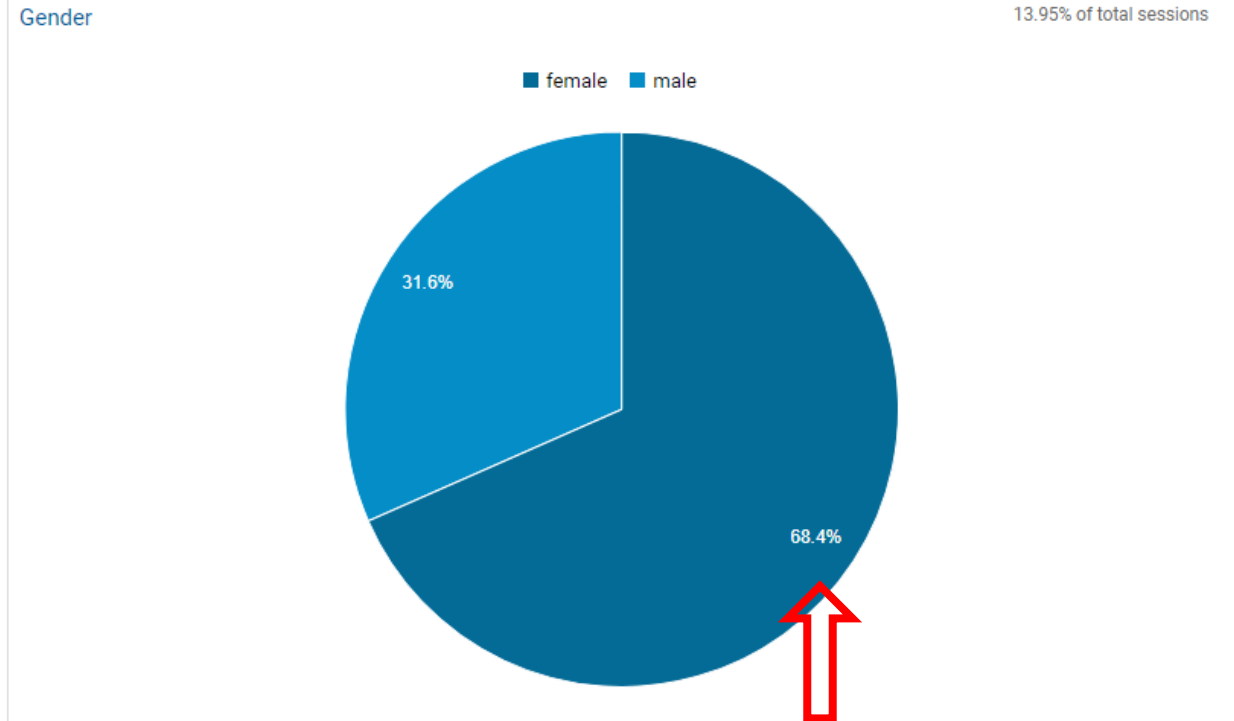
All Users
100.00% Sessions

+ Add Segment

Key Metric: Sessions



AGE: 25 - 44



68.4% female

This report was generated on 1/10/18 at 3:03:38 PM - Refresh Report

November Website Overview | Demographics (top 10 cities)

City	Sessions	% Sessions
1. Houston	674	21.36%
2. Austin	581	18.42%
3. Bastrop	376	11.92%
4. Casas Adobes	237	7.51%
5. Dallas	164	5.20%
6. San Antonio	152	4.82%
7. (not set)	36	1.14%
8. Tucson	32	1.01%
9. Round Rock	23	0.73%
10. Cypress	21	0.67%

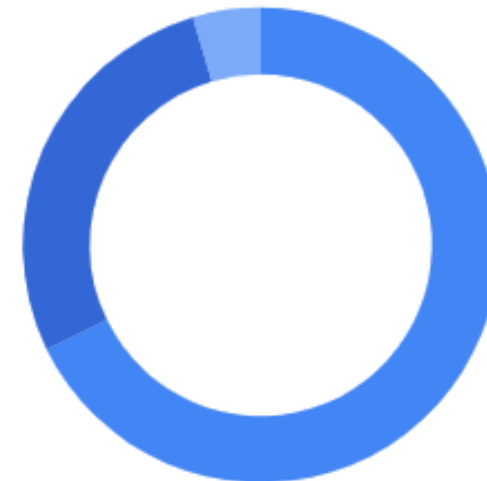


November Website Overview | Top Pages/Sessions by Device



Page	Pageviews
/	1,436
/#utm_source=Juice ...tm_content=Car Show	864
/event/heroes-&-hot-r...trops-12th-annual/10/	789
/play/calendar/	673
/play/downtown-bastrop/	201
/eat/	192
/eat/restaurants/	182
/culture/	146
/stay/	146
/play/	137

Sessions by device

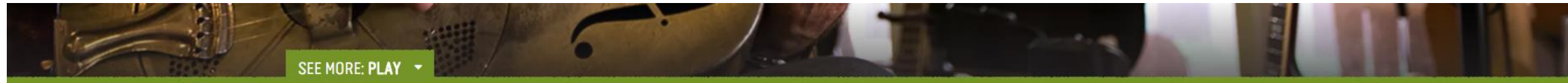


Mobile
67.8%

Desktop
27.6%

Tablet
4.6%

November Website Overview | Top Page – Calendar of Events



SHARE

EVENTS

Exit from the highway and into Historic Bastrop where you'll find a diverse mix of entertainment, activities, festivals and more all conveniently located in an historic setting. Discover your next great reason to visit Bastrop on the list of events below.

View by: [Grid](#) [List](#) [Map](#)

Sort by: [Date](#) [Recommended](#) [Distance](#)

1 - 9 of 180



180+ new & reoccurring events on calendar

VIEW BY:

[By Week](#) [By Month](#)

January 2018						
MO	TU	WE	TH	FR	SA	SU
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

CATEGORIES

Arts & Culture (18)

Bastrop 1832 Farmer's Market

[Bastrop 1832 Farmer's Market](#)

Recurring weekly on Saturday

Market on Saturdays 10am-2pm. Located at 1302 Chestnut St. in Bastrop, nestled between the Convention Center and the new Lost Pines...

[DETAILS](#)



Walkin' the Line with Bennie Wheels










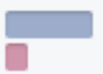






























Dates vary between January 19, 2018 - January 20, 2018



Social Media Statistics | November






















































	Followers	% Change	# Posts	Post Engagement
Facebook	44,334	.76	17	4,173
Instagram	144	14.29	6	130

■ Reach: Organic / Paid ▼
■ Post Clicks
 ■ Reactions, Comments & Shares i ▼

11/30/2017 4:37 pm	 Be merry and bright in Bastrop at the First Friday Art Walk -	 	1.5K		60 24		Boost Post
11/25/2017 9:13 am	 We're gearing up for the most wonderful time of the year, are	 	5.8K		536 143		Boost Post
11/24/2017 3:07 pm	 It's time for Wassail Fest! Join us tomorrow in the heart of historic	 	1.8K		44 24		Boost Post
11/22/2017 3:20 pm	 It's official! Big thanks to the Bastrop Chamber of Commerce	 	441		32 12		Boost Post
11/22/2017 3:17 pm	 Now it's easier to contact Visit Bastrop.	 	390		6 2		Boost Post
11/17/2017 10:57 am	 Hero's & Hot Rods Veteran's Day Car Show in Bastrop, TX	 	1.7K		78 47		Boost Post
11/17/2017 8:44 am	 Looking for the perfect way to kick-off the Thanksgiving holiday	 	747		7 12		Boost Post
11/13/2017 4:42 pm	 Visit Bastrop's cover photo	 	543		24 17		Boost Post

Social Media Statistics | November

■ Reach: Organic / Paid ▼
■ Post Clicks
 ■ Reactions, Comments & Shares i ▼

11/11/2017 2:44 pm	 Happening now: build your own custom pair of boots with Marc			2.4K		167 54	 	Boost Post
11/11/2017 11:27 am	 Bastrop Veteran's Day Car Show Weekend 2017 on Historic Main			2.3K		142 164	 	Boost Post
11/11/2017 7:59 am	 If you're not here, you need to get here! It's a great day to honor our			37.7K		211 238	 	Boost Post
11/10/2017 5:04 pm	 Visit Bastrop was live.			44K		734 370	 	Boost Post
11/09/2017 5:22 pm	 The "Night Pour." A truly unique experience hosted by Deep In The			912		29 24	 	Boost Post
11/07/2017 8:53 am	 Weekend sunset from Copper Shot Distillery showing our historic			901		17 49	 	Boost Post
11/06/2017 4:00 pm	 A little Pickin' on the Porch on a beautiful November evening in			9.5K		841 410	 	Boost Post
11/02/2017 12:24 pm	 Commercial video shoot underway at the New Republic Studios near			533		24 15	 	Boost Post
11/02/2017 11:46 am	 Visit Bastrop attended an open house last night at the New			1.2K		51 25	 	Boost Post



Visit Bastrop

Published by Ashton LaFuente [?] · November 6, 2017 · 🌐

A little Pickin' on the Porch on a beautiful November evening in Bastrop, TX. Set on the banks of the Colorado River at Copper Shot Distillery as part of First Friday's entertainment which attracts pickers and singers from all over.



👤 9,492 people reached

Boost Post

4.7K Views

👍 Like 💬 Comment ➦ Share

👍❤️ Lela Mae Derr, Lucie Dowe King and 122 others

Top Comments ▾

58 Shares



Visit Bastrop added 4 new photos.

Published by Ashton LaFuente [?] · November 2, 2017 · 🌐

Visit Bastrop attended an open house last night at the New Republic Studios, located only a few miles northwest of Bastrop. Wow! What a awesome facility with multiple sound stages, production offices and all the support for making great film and video productions. In addition to attracting film and commercial productions here, the studios can be used for special events. Did we mention, they are located on 200+ acres along the beautiful Colorado River! Congratulations to John Robison, Joe Newcomb, Mindy Raymond and the rest of the [New Republic Studios](#) team!



Facebook Highlights | November



Visit Bastrop

Published by Ashton LaFuente [?] · November 9, 2017 · Bastrop · 🌐

The "Night Pour." A truly unique experience hosted by Deep In The Heart Art Foundry. The foundry specializes in Bronze sculptures and functions as a publishing house for sculptors! #visitbastrop tx #mybastrop



🕒 People have watched this video for a total of 79 minutes

[Boost Post](#)

356 Views

👍 Like 💬 Comment ➦ Share

👍❤️ Lela Mae Derr, Dale Lockett and 10 others

1 Share



Visit Bastrop was live.

Published by Ashton LaFuente [?] · November 10, 2017 · 🌐



[Learn More](#)

👤 43,993 people reached

[Boost Post](#)

15K Views

👍 Like 💬 Comment ➦ Share

👍❤️ Richard Cano, Rose Summers and 163 others

[Top Comments](#) ▾

43 Shares



Facebook Highlights | November



Visit Bastrop shared Bastrop Chamber of Commerce's video. Published by Ashton LaFuente [?] · November 22, 2017 ·

It's official! Big thanks to the Bastrop Chamber of Commerce for helping us celebrate, ribbon cutting and all! #fancy



490 Views

Bastrop Chamber of Commerce
November 21, 2017 ·

#RibbonCutting for Visit Bastrop & the Downtown Hospitality crew! #bastroptx #chamber #redribbon

Your video is popular with women between the ages 45-54

Boost Post

Like Comment Share

Lela Mae Derr, Lizzii Lu and 10 others



Visit Bastrop
Published by Ashton LaFuente [?] · November 11, 2017 · Bastrop ·

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



2,291 people reached

Boost Post

Like Comment Share

Lela Mae Derr, Michelle LaFuente and 55 others

Top Comments

11 Shares



Facebook Highlights | November



Visit Bastrop

Published by Ashton LaFuente [?] · November 24, 2017 · 🌐

It's time for Wassail Fest! Join us tomorrow in the heart of historic downtown Bastrop as we celebrate small business Saturday, and of course - Wassail!



👤 1,830 people reached

Boost Post

👍 Like 💬 Comment ➦ Share

👍👍 Lela Mae Derr, Daryll Olsen and 6 others

Top Comments ▾

2 Shares



Write a comment...



Visit Bastrop

Published by Ashton LaFuente [?] · November 25, 2017 · 🌐

We're gearing up for the most wonderful time of the year, are you? Check out our calendar of events to see what's happening in Bastrop!
<http://bit.ly/2zZMqq5>



👤 5,821 people reached

Boost Post

👍 Like 💬 Comment ➦ Share

👍👍 Lela Mae Derr, Mary Sass and 35 others

Top Comments ▾

27 Shares



Facebook Highlights | November



Visit Bastrop

Published by Ashton LaFuente [?] · November 30, 2017 · 🌐

Be merry and bright in Bastrop at the First Friday Art Walk - Christmas Edition! This monthly event showcases the many galleries, shops, restaurants and small businesses while celebrating the holiday season during Lost Pines Christmas! <http://bit.ly/2irWpOK>



👤 1,501 people reached

Boost Post

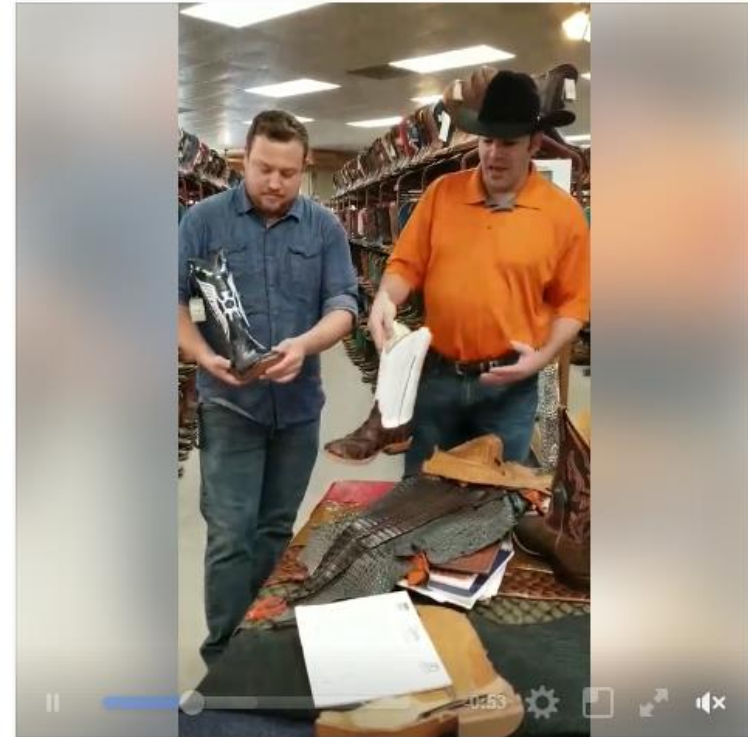
👍 Like 💬 Comment ➦ Share



Visit Bastrop

Published by Ashton LaFuente [?] · November 11, 2017 · Bastrop · 🌐

Happening now: build your own custom pair of boots with Marc Conselman and the friendly folks at Texas Boot Company! #visitbastroptx



📍 Your video is popular in Texas

Boost Post

1K Views

👍 Like 💬 Comment ➦ Share

👍👍👍 Lela Mae Derr, Dale Lockett and 37 others

Top Comments ▾





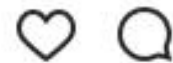
Instagram Highlights | November



visitbastrop • Following

visitbastrop Pickin' on the Porch last night at @coppershotdistillery! Join us every First Friday of the month for this event - and more! #bastrop #downtown #visitbastrop #livemusic #mybastrop

p.gillins  I love this picture  ..



12 likes

NOVEMBER 4, 2017

Add a comment...



Instagram Highlights | November



visitbastroptx Bastrop Veterans Day Weekend Car Show starts NOW! Join us tonight for the cruise-in, now until 9pm!

@downtownbastroptx

#heros #hotrods #veteransday #veterans #historicdowntown #downtownbastrop #carshow #mybastrop

goodplacesgreatthings Would love to be there and can't, but have a friend who would love this, so we will let him know. Have fun everyone!

visitbastroptx We will miss you @goodplacesgreatthings thanks for sharing with your friends! The show this year is expected to be bigger than ever - expecting over 400 cars! We hope to see you next year!



63 views

NOVEMBER 10, 2017

Instagram Highlights | November



visitbastroptx • Following

visitbastroptx Gorgeous day to celebrate and honor our Veteran's with the Heros & I Car Show! @downtownbastroptx

#veteransday #carshow #classiccars #vintagecars #texastodo #do512 #bastrop #mybastrop



34 likes

NOVEMBER 11, 2017

Add a comment...



Instagram Highlights | November



visitbastroptx • Following

visitbastroptx It's beginning to look a lot Christmas! 🎄 @downtownbastroptx

#visitbastroptx #downtownbastrop
#christmaslights #tistheseason
#merryandbright #bastroptx

goodplacesgreatthings Bastrop looks amazing all decked out for the holidays!



25 likes

NOVEMBER 30, 2017

Add a comment...





Strategic Marketing Initiatives

Lost Pines Christmas

We are working to elevate marketing efforts and drive demand to the month –long Lost Pines Christmas Celebration. We have partnered with CBS Austin for a “My Hometown” feature on Bastrop, the Lost Pines Christmas and other holiday happenings. CBS filmed a two-minute highlight video as well as a 15-second teaser. This 15-second teaser was broadcast 42 times throughout the month of December. The two-minute highlight was featured several times and can be viewed for 31 days on the CBS website. We will also begin to shift our focus towards First Fridays and other similar events happening in Bastrop.

Bastrop Music Festival

We continue to work with TX Music Magazine to prepare for the Bastrop Music Festival, May 17-20, 2018. Websites and social media platforms have been established and tickets went on sale during the first week of December. To date, we have sold 18 wristbands and 4 VIP tickets.

Social Media

We have begun to engage with our followers via social media posts highlighting the holiday experiences one might encounter in Bastrop. As we head into the new year we will shift our focus to highlight the overall Bastrop experience including dining, restaurants, shopping, history, art, nightlife, etc.



Strategic Marketing Initiatives – Cont.

Website

We're almost two months into the new-live site. This ever-changing bank of information is constantly being tweaked, revised and shifted based off of feedback that we have received regarding esthetics and content.

Brand Development

We have listed a request for proposal on our website.

My Hometown Feature

We partnered with CBS Austin for a "My Hometown" feature highlighting our Lost Pines Christmas celebration. We filmed a 2 minute highlight as well as a 15-second teaser. Our 15-second teaser was featured 42 times, and our two-minute highlight was featured eight times and can be viewed digitally on the CBS Austin website for 31 days. The Mayor did live interviews with Walt Maciborski on the 5pm and 6:30pm news on December 7, speaking to our Lost Pines Christmas happenings.

Tough Mudder

We have started working with the Tough Mudder team to position Bastrop as the preferred destination for folks participating, or supporting those participating in this year's event. We are working with their marketing teams to begin loading assets and other important information to the Tough Mudder website. This year's event will also include The Toughest Mudder which is a televised event and brings in a much larger fan base to Bastrop.



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 7C

TITLE:

Receive presentation on the unaudited Comprehensive Monthly Financial Report for the period ending December 31, 2017.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

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

POLICY EXPLANATION:

This reporting requirement is set forth by the City of Bastrop Financial Management Policies, Chapter IV. Operating Budget, Section D. Reporting, as adopted by Resolution R2017-75 on September 26, 2017.

FUNDING SOURCE:

N/A

ATTACHMENTS:

- Unaudited Comprehensive Monthly Financial Report for the period ending December 31, 2017

CITY OF BASTROP

Comprehensive Monthly Financial Report
December 2017



Performance at a Glance



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

ECONOMIC INDICATORS	December 31, 2017 – NEWS FOR YOU
ECONOMY	
<p><u>National:</u>  Real gross domestic product (GDP) increase at an annual rate of 3% in the 3rd quarter of 2017. The personal income increased by .3% in November 2017 same with disposable personal income. The personal consumption expenditures increased .4 %. All of these reported by the Bureau of Economic Analysis.</p> <p><u>State Retail Sales:</u>  State wide retail sales as of 1Q2017 is down 1.2% from 1Q2016.</p> <p><u>Texas Retail Sales:</u>  This index is a single summary statistic that sheds light on the future of the state's economy. The index is a composition of eight leading indicators. The index is at 127.18 which is up 3.28% from one year ago.</p>	<p>Attached is the Comprehensive Monthly Financial report for December 2017. This is just three months of FY2018, or 25% of the fiscal year is complete.</p> <p><u>Revenues:</u> Overall, the City has earned \$9,181,060. This amount is 27% of the approved budget of \$33,973,741 and is 3% less than forecast through the month of December.</p> <p><u>Expense:</u> Overall, the City has spent 13% less than forecasted.</p>
UNEMPLOYMENT	Noteworthy
<p><u>State-wide:</u>  The state unemployment dropped from 3.9% in Oct. to 3.8% in Nov. 2017.</p> <p><u>Bastrop:</u>  Bastrop County has an unemployment rate of 3.1% in Nov. 2017 which is up from 2.9% in Oct. 2017.</p>	<p>We have received notice of several grant awards.</p> <p>One was for ~\$13,000 for bullet proof vests for our officers.</p> <p>We also were awarded one of the drainage grants we submitted for Newton St. drainage improvement to increase pipe under the railroad track and channel improvements.</p>

BUDGET SUMMARY OF ALL FUNDS

	FY2018 <u>Budget</u>	FY2018 <u>Forecast</u>	FY2018 <u>YTD</u>	<u>Variance</u>
<u>Revenues:</u>				
General	\$ 10,712,030	\$ 3,391,159	\$ 3,450,884	1.8%
Designated	47,450	6,113	21,168	246.3%
Innovation	256,500	64,125	64,655	0.8%
Debt Service	2,565,113	903,800	926,994	2.6%
Water/Wastewater	5,121,640	1,229,674	1,219,639	-0.8%
Water/Wastewater Debt	2,007,586	501,897	431,704	-14.0%
Impact Fees	896,439	224,110	61,405	-72.6%
Vehicle & Equipment Replacement	561,371	137,843	173,028	25.5%
Electric	7,323,696	1,828,924	1,578,238	-13.7%
Hotel/Motel Tax	2,882,000	745,963	708,745	-5.0%
Hospitality & Downtown	1,034,788	241,184	258,488	7.2%
Art in Public Places	75,041	18,759	19,081	1.7%
Library Board	20,150	2,538	2,713	6.9%
Cemetery	90,700	22,674	31,470	38.8%
Hunter's Crossing PID	379,237	186,276	232,848	25.0%
TOTAL REVENUES	\$ 33,973,741	\$ 9,505,039	\$ 9,181,060	-3.4%

POSITIVE
WARNING
NEGATIVE

= Positive variance or negative variance < 1% compared to forecast

= Negative variance of 1-5% compared to forecast

= Negative variance of >5% compared to forecast

BUDGET SUMMARY OF ALL FUNDS

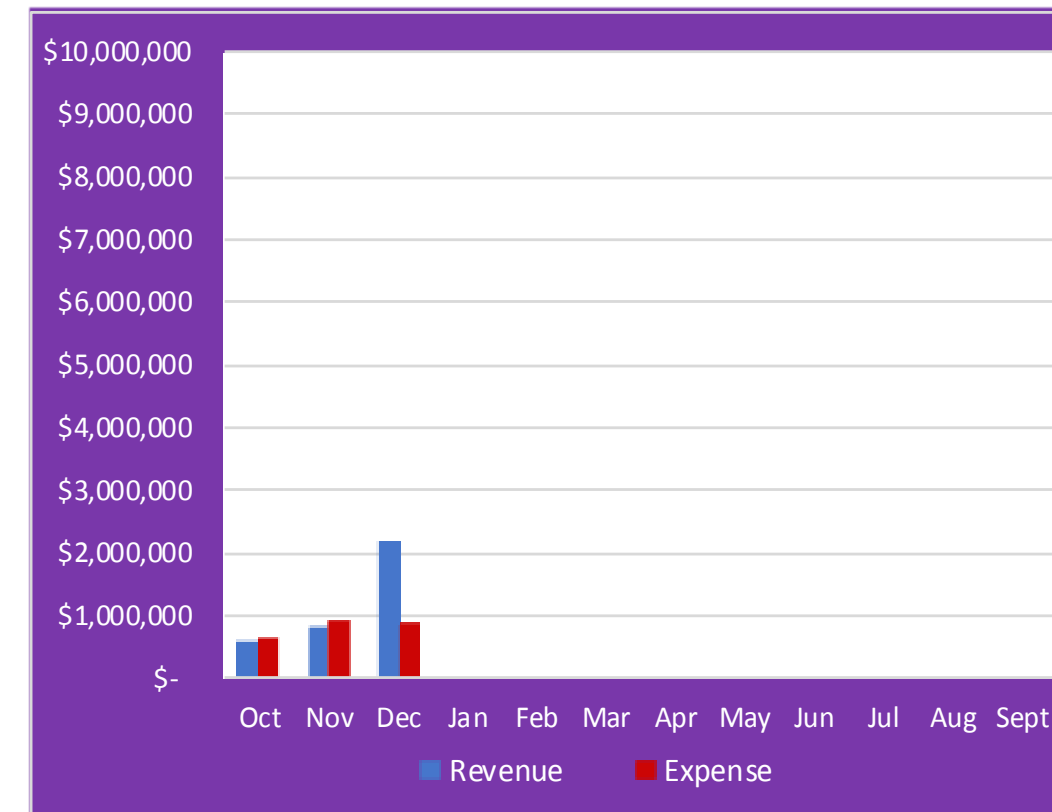
	FY2018 <u>Budget</u>	FY2018 <u>Forecast</u>	FY2018 <u>YTD</u>	<u>Variance</u>
<u>Expense:</u>				
General	\$ 10,712,030	\$ 2,713,935	\$ 2,332,887	-14.0%
Designated	612,000	41,750	29,786	-28.7%
Innovation	664,500	79,126	87,663	10.8%
Debt Service	2,354,274	3,500	3,225	-7.9%
Water/Wastewater	6,679,564	1,228,641	1,141,181	-7.1%
Water/Wastewater Debt	1,440,212	-	-	0.0%
Impact Fees	730,021	67,875	2,500	-96.3%
Vehicle & Equipment Replacement	82,000	47,000	127,675	171.6%
Electric	7,908,734	1,879,386	1,660,157	-11.7%
Hotel/Motel Tax	3,369,730	785,526	628,222	-20.0%
Hospitality & Downtown	1,027,522	343,206	181,461	-47.1%
Art in Public Places	94,050	12,375	3,516	-71.6%
Library Board	22,386	5,598	2,721	-51.4%
Cemetery	131,177	29,794	29,253	-1.8%
Hunter's Crossing PID	415,750	23,064	43,446	88.4%
TOTAL EXPENSES	\$ 36,243,950	\$ 7,260,776	\$ 6,273,693	-13.6%
Surplus/(Shortfall)	\$ (2,270,209)	\$ 2,036,385	\$ 2,717,945	33.5%

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

OVERALL FUND PERFORMANCE

GENERAL FUND REVENUES VS EXPENSES

<u>Month</u>	<u>FY2018 Revenue</u>	<u>FY2018 Expense</u>	<u>Monthly Variance</u>
Oct	\$ 547,821	\$ 589,749	\$ (41,928)
Nov	773,721	901,783	\$ (128,062)
Dec	2,129,343	841,355	\$ 1,287,988
Jan			\$ -
Feb			\$ -
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sept			\$ -
Total	\$ 3,450,885	\$ 2,332,887	\$ 1,117,998
Cumulative Forecast	\$ 3,391,159	\$ 2,713,935	\$ 677,224
Actual to Forecast \$	\$ 59,726	\$ 381,048	\$ 440,774
Actual to Forecast %	1.76%	14.04%	



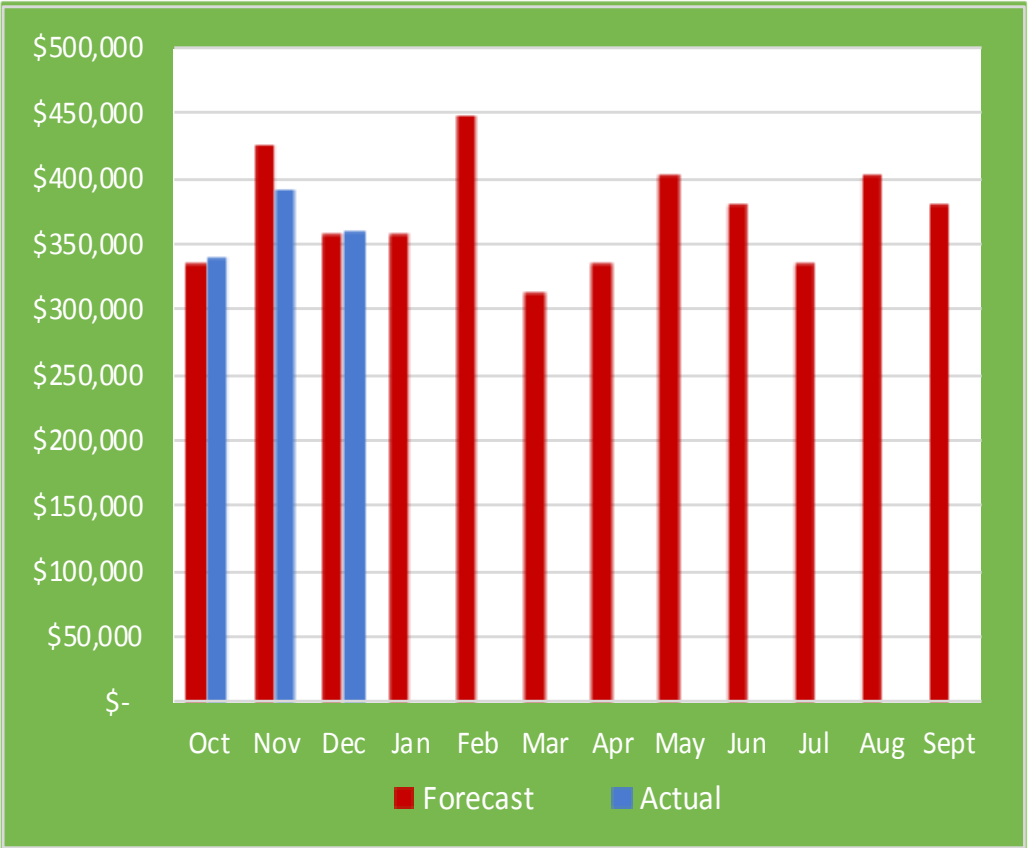
POSITIVE

Cumulatively overall, the General Fund is better than forecasted for this time of year. Revenues are 1.7% higher than forecasted and expenses are 14% lower than expected. This would be due to vacancies and forecasting assumptions.

REVENUE ANALYSIS

SALES TAX REVENUE

<u>Month</u>	<u>FY2018 Forecast</u>	<u>FY2018 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 334,264	\$ 338,511	\$ 4,247
Nov	423,401	388,767	\$ (34,634)
Dec	356,548	357,359	\$ 811
Jan	356,548		\$ -
Feb	445,685		\$ -
Mar	311,980		\$ -
Apr	334,264		\$ -
May	401,117		\$ -
Jun	378,832		\$ -
Jul	334,264		\$ -
Aug	401,117		\$ -
Sept	378,832		\$ -
Total	\$ 4,456,852	\$ 1,084,637	\$ (29,576)
Cumulative Forecast	\$ 1,114,213		
Actual to Forecast	\$ (29,576)		-2.7%



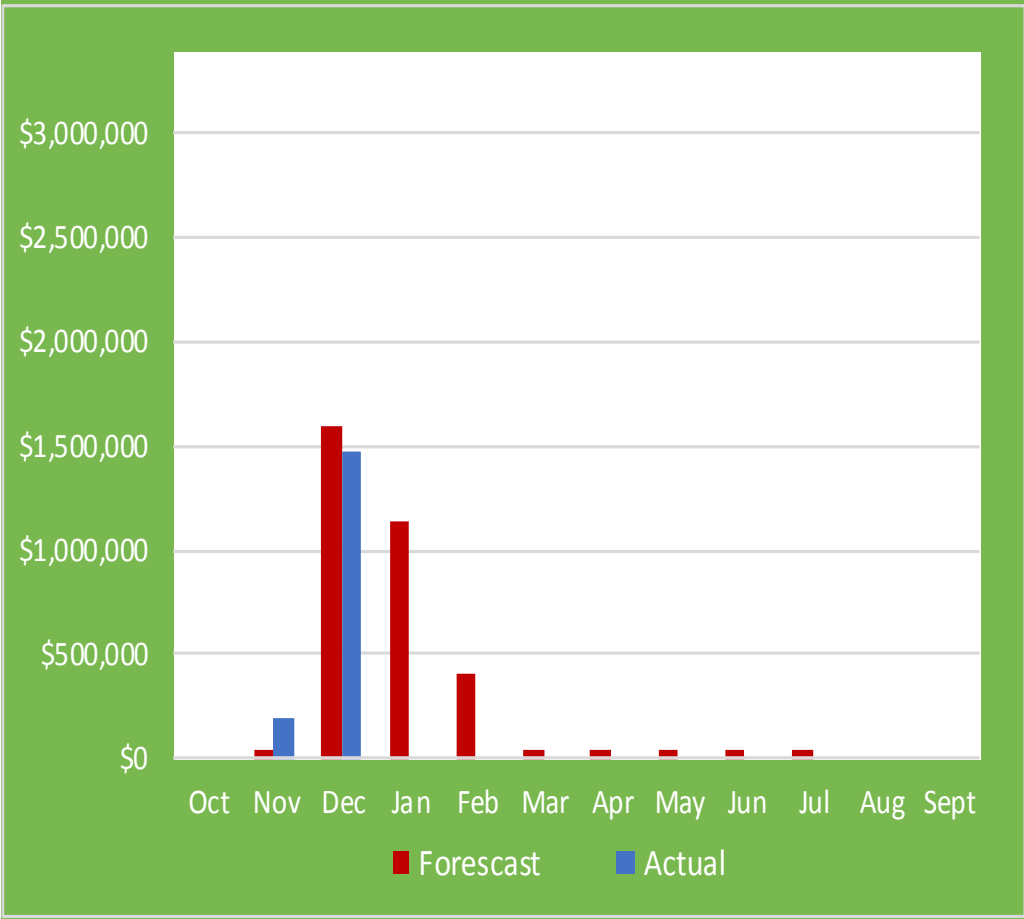
WARNING

Sales Tax is 42% of the total budgeted revenue for General Fund. The Actual amounts for Oct. and Nov. are estimated due to the State Comptrollers' two month lag in payment of these earned taxes. The actual is 2.7% less than forecasted.

REVENUE ANALYSIS

PROPERTY TAX REVENUE

Month	FY2018 Forecast	FY2018 Actual	Monthly Variance
Oct	\$ -	\$ -	\$ -
Nov	33,336	190,830	\$ (157,494)
Dec	1,600,131	1,478,112	\$ 122,019
Jan	1,133,426		\$ -
Feb	400,033		\$ -
Mar	33,336		\$ -
Apr	33,336		\$ -
May	33,336		\$ -
Jun	33,336		\$ -
Jul	33,336		\$ -
Aug	-		\$ -
Sept	-		\$ -
Total	\$ 3,333,606	\$ 1,668,942	\$ (35,475)
% of budget			50.06%



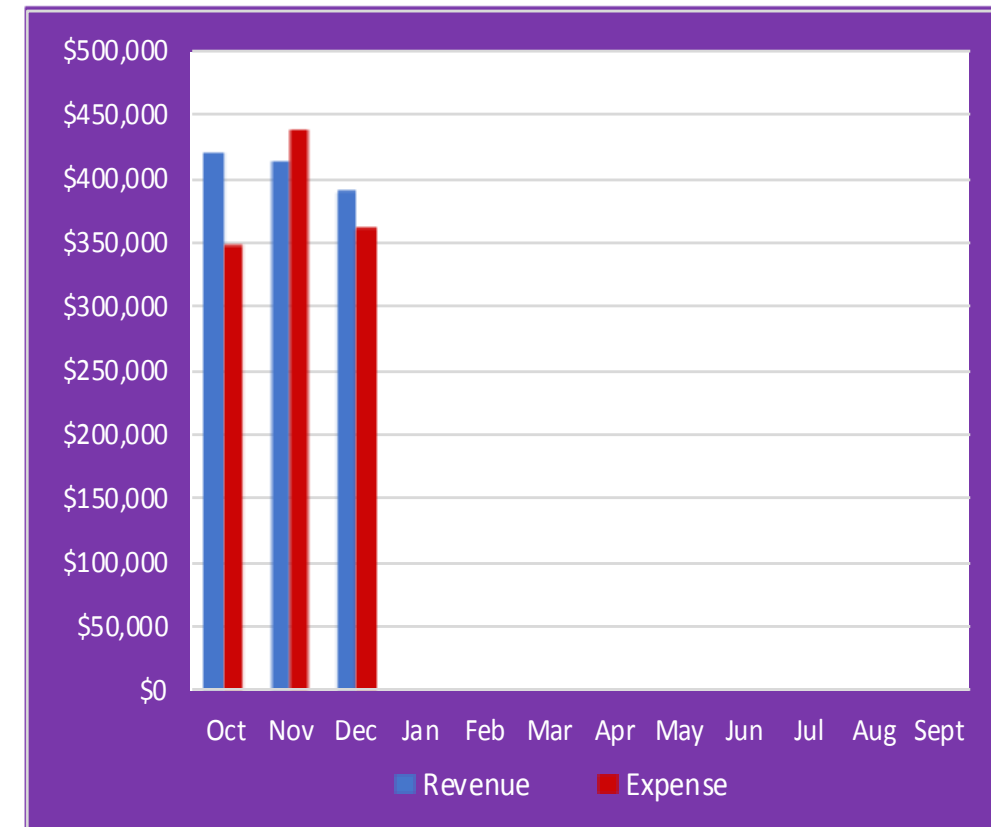
POSITIVE

Property tax represents 31% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. The forecast was based on FY17 actuals. Through the month of December we have collected 50% of budget property tax. Actual being 2% less than forecasted.

OVERALL FUND PERFORMANCE

WATER/WASTEWATER FUND REVENUES VS EXPENSES

<u>Month</u>	<u>FY2018 Revenue</u>	<u>FY2018 Expense</u>	<u>Monthly Variance</u>
Oct	\$ 419,499	\$ 345,905	\$ 73,594
Nov	411,848	435,971	\$ (24,123)
Dec	388,292	359,304	\$ 28,988
Jan			\$ -
Feb			\$ -
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sept			\$ -
Total	\$ 1,219,639	\$ 1,141,180	\$ 78,459
Cumulative Forecast	\$ 1,229,674	\$ 1,228,641	\$ 1,033
Actual to Forecast \$	\$ (10,035)	\$ 87,461	\$ 77,426
Actual to Forecast %	-0.82%	7.12%	



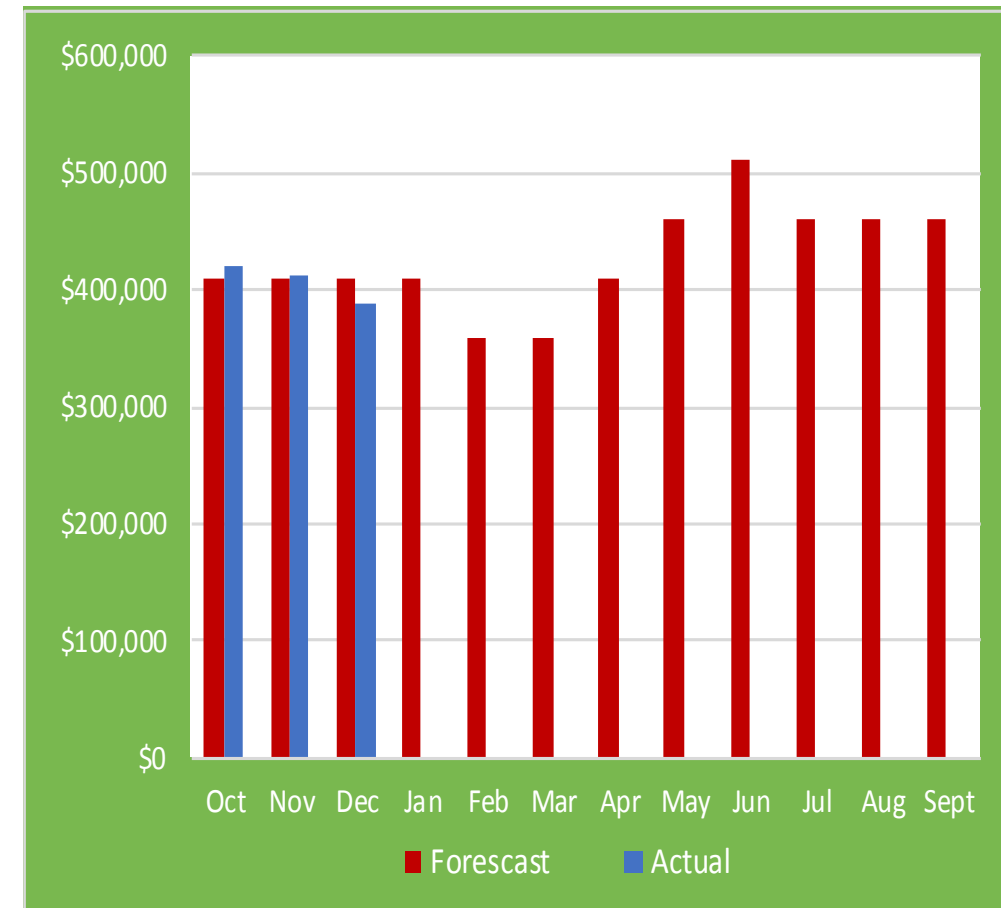
POSITIVE

Water and wastewater revenues are less than 1% lower than forecasted for this time of year. We are continuing to add homes in Pecan Park and commercial in our service area. The expense budget is 7% lower than forecasted due to vacancies and timing of expenditures.

REVENUE ANALYSIS

WATER/WASTEWATER REVENUE

<u>Month</u>	<u>FY2018 Forecast</u>	<u>FY2018 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 409,891	\$ 419,499	\$ 9,608
Nov	409,891	411,848	\$ 1,957
Dec	409,891	388,292	\$ (21,599)
Jan	409,891		\$ -
Feb	359,155		\$ -
Mar	359,155		\$ -
Apr	409,891		\$ -
May	460,628		\$ -
Jun	511,364		\$ -
Jul	460,628		\$ -
Aug	460,628		\$ -
Sept	460,628		\$ -
Total	\$ 5,121,641	\$ 1,219,639	\$ (10,034)
% of Budget			23.81%



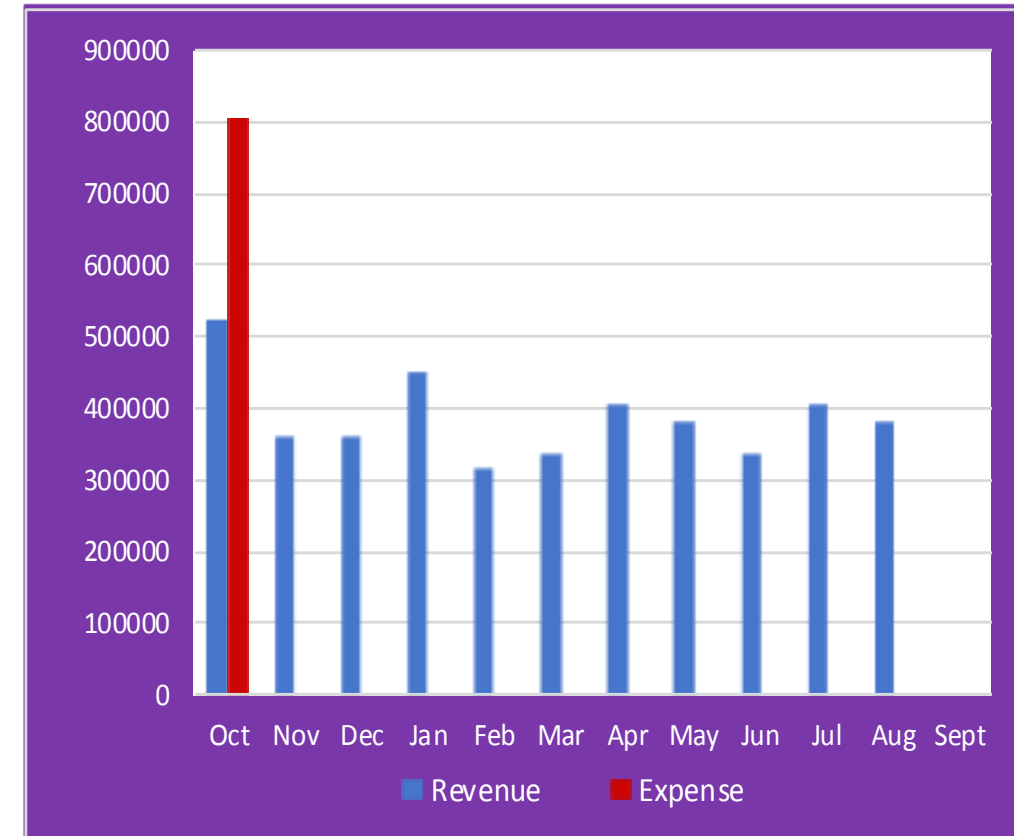
POSITIVE

The water and wastewater revenue took a dip from forecasted revenue in December. The department set 6 new meters this month (4 residential & 2 commercial).

OVERALL FUND PERFORMANCE

ELECTRIC FUND REVENUES VS EXPENSES

<u>Month</u>	<u>FY2018 Revenue</u>	<u>FY2018 Expense</u>	<u>Monthly Variance</u>
Oct	\$ 575,828	\$ 575,543	\$ 285
Nov	482,650	509,673	\$ (27,023)
Dec	519,759	574,941	\$ (55,182)
Jan			\$ -
Feb			\$ -
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sept			\$ -
Total	\$ 1,578,237	\$ 1,660,157	\$ (81,920)
Cumulative Forecast	\$ 1,828,924	\$ 1,879,386	\$ (50,462)
Actual to Forecast \$	\$ (250,687)	\$ 219,229	\$ (31,458)
Actual to Forecast %	-13.71%	11.66%	-2.04%



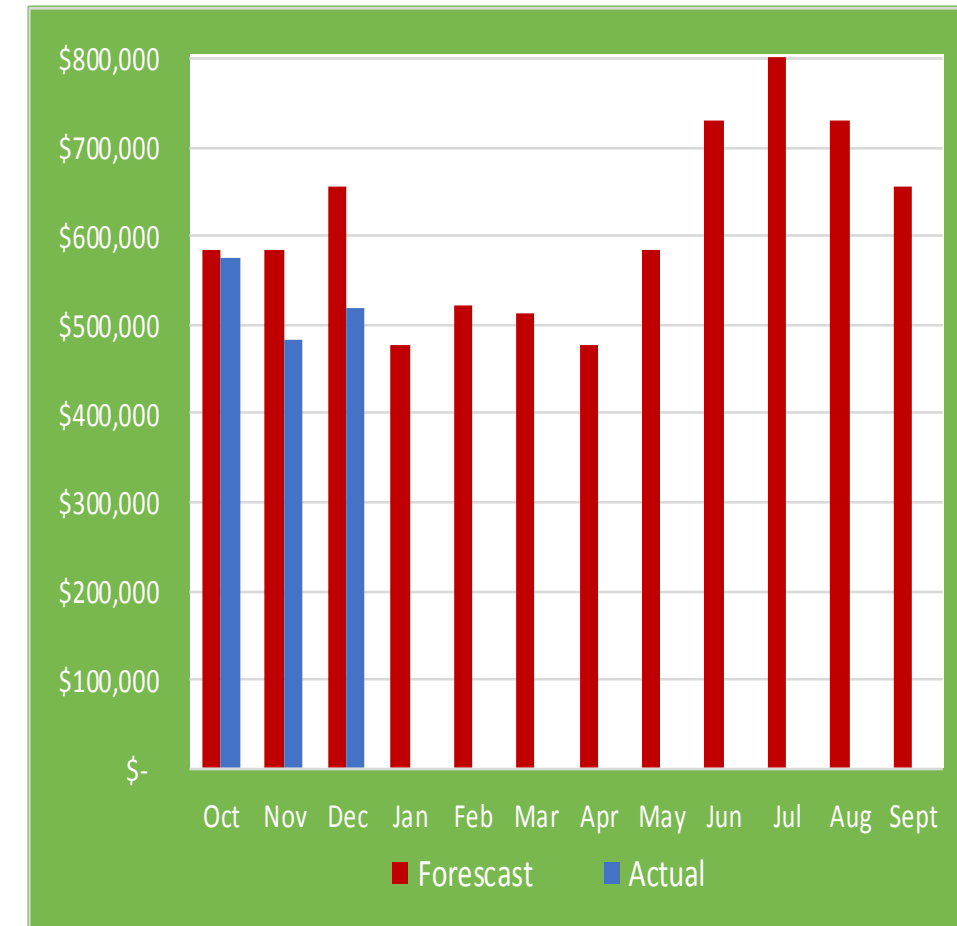
WARNING

The Electric utility fund had revenue this month that was 13% below forecast, however the actual expenditures were 11% under budgeted forecast which is a -2% net position. We will continue to fine tune the forecasting model for the revenue.

REVENUE ANALYSIS

ELECTRIC FUND REVENUE

Month	FY2018 Forecast	FY2018 Actual	Monthly Variance
Oct	\$ 585,682	\$ 575,828	\$ (9,854)
Nov	585,682	482,650	\$ (103,032)
Dec	657,559	519,759	\$ (137,800)
Jan	477,867		\$ -
Feb	521,805		\$ -
Mar	513,805		\$ -
Apr	477,867		\$ -
May	585,682		\$ -
Jun	729,436		\$ -
Jul	801,316		\$ -
Aug	729,436		\$ -
Sept	657,559		\$ -
Total	\$ 7,323,696	\$ 1,578,237	\$ (250,686)
% of budget			21.55%



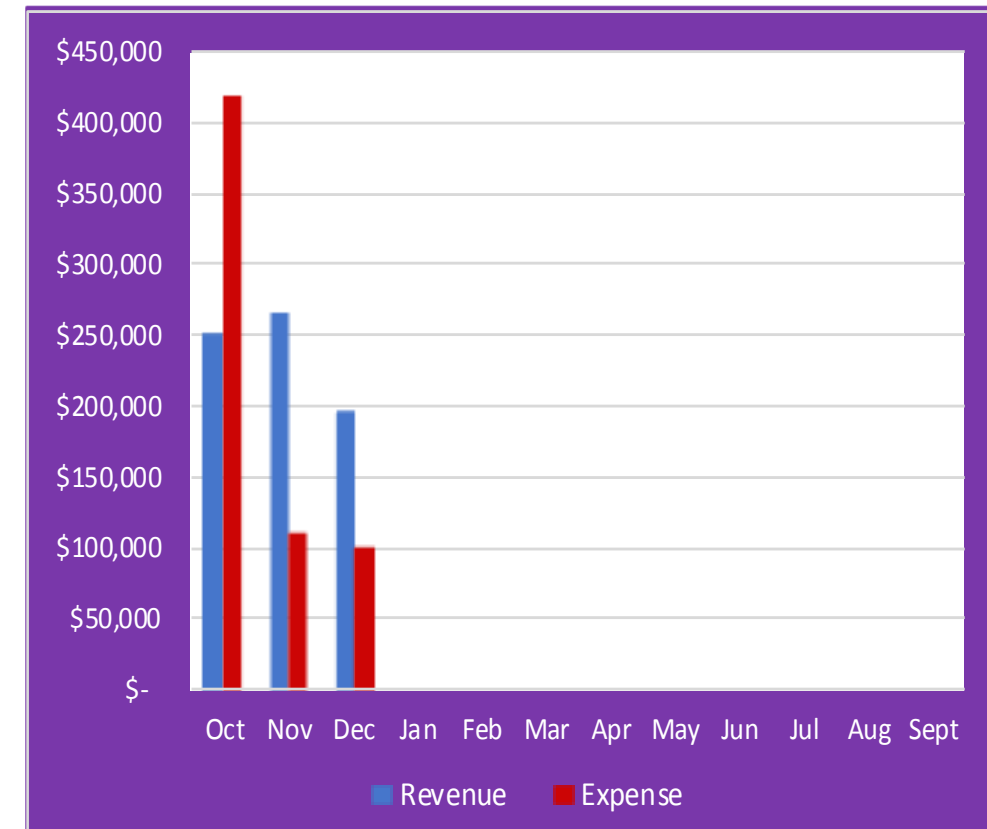
NEGATIVE

The Electric utility revenue is 13% below forecasted revenue. We project that this will be made up in hotter months but will continue to monitor. One new residential meter set this month.

OVERALL FUND PERFORMANCE

HOTEL OCCUPANCY TAX FUND REVENUES VS EXPENSES

<u>Month</u>	<u>FY2018 Revenue</u>	<u>FY2018 Expense</u>	<u>Monthly Variance</u>
Oct	\$ 250,340	\$ 416,596	\$ (166,256)
Nov	263,130	110,633	\$ 152,497
Dec	195,275	100,993	\$ 94,282
Jan			\$ -
Feb			\$ -
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sept			\$ -
Total	\$ 708,745	\$ 628,222	\$ 80,523
Cumulative Forecast	\$ 745,963	\$ 785,526	\$ (39,563)
Actual to Forecast \$	\$ (37,218)	\$ 157,304	\$ 120,086
Actual to Forecast %	-4.99%	25.04%	20.05%



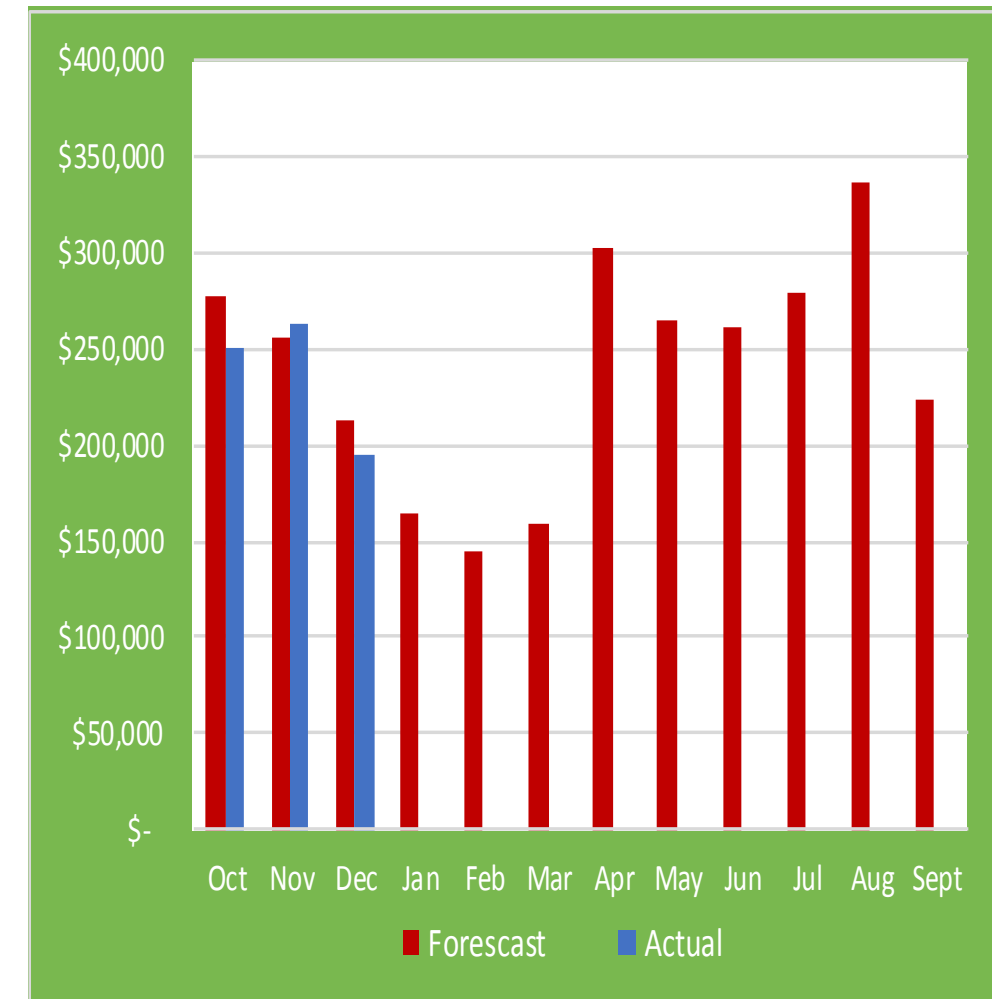
POSITIVE

The Hotel Occupancy Tax fund is overall in a positive position at a 20% net positive. The revenue is 5% lower than forecasted but the expenses are 25% lower than forecasted as well. Visit Bastrop is paid on a quarterly basis.

REVENUE ANALYSIS

HOTEL OCCUPANCY TAX REVENUE

<u>Month</u>	FY2018 <u>Forecast</u>	FY2018 <u>Actual</u>	Monthly <u>Variance</u>
Oct	\$ 277,390	\$ 250,340	\$ (27,050)
Nov	255,196	263,130	\$ 7,934
Dec	213,377	195,275	\$ (18,102)
Jan	164,985		\$ -
Feb	145,030		\$ -
Mar	158,970		\$ -
Apr	301,938		\$ -
May	265,141		\$ -
Jun	261,039		\$ -
Jul	279,344		\$ -
Aug	336,103		\$ -
Sept	223,487		\$ -
Total	\$ 2,882,000	\$ 708,745	\$ (37,218)
Actual to Forecast %			-5.0%



WARNING

The Hotel Occupancy Tax revenue is 5% lower than forecasted. This month we moved from negative status to warning. We will continue to monitor this fund closely.

Legal fees by Attorney/Category

FIRM	CASE	FY15-16	FY16-17	FY17-18
BUNDREN				
	Pine Forest Interlocal	\$ 700,800	\$ 83,620	\$ 649
	Vandiver	\$ 79,951	\$ 2,343	\$ -
	Aqua CCN	\$ 21,735	\$ 12,898	\$ -
	Red Light Camera Sui	\$ 60,279	\$ -	\$ -
TERRELL LAW FIRM				
	Water permit	\$ 482,815	\$ 37,630	\$ 135
DAVID BRAGG, P.C.				
	General legal	\$ 8,603	\$ 48,215	\$ -
	Vandiver	\$ -	\$ 9,640	\$ -
	Water Permit	\$ -	\$ 3,120	\$ -
	Pine Forest Interlocal		\$ 3,560	\$ -
BOJORQUEZ LAW FIRM				
	General legal	\$ -	\$ 3,299	\$ 16,539
	Vandiver	\$ -	\$ 4,546	\$ 873
	Pine Forest Interlocal	\$ -	\$ -	\$ -
	Prosecutor	\$ -	\$ -	\$ 1,504
	Water/Wastewater	\$ -	\$ -	\$ 3,276
MULTIPLE FIRMS				
	XS Ranch Bankruptcy		\$ 7,415	\$ 5,305
RUSSEL RODRIGUEZ HYDE				
	XS Ranch Bankruptcy		\$ 7,607	\$ 8,444
	Hunters Crossing PID		\$ 17,927	\$ 13,594
TAYLOR, OLSON, ADKINS, SRALLA & ELAM, LLP				
	Red Light Camera Sui	\$ 1,246	\$ 443	\$ 71
	Total Legal	\$ 1,355,428	\$ 242,263	\$ 50,390

Summary by Case/Type

Row Labels	SUM FY15-16	SUM FY16-17	SUM FY17-18
Aqua CCN	\$ 21,735	\$ 12,898	\$ -
General legal	\$ 8,603	\$ 51,514	\$ 16,539
Hunters Crossing PID		\$ 17,927	\$ 13,594
Pine Forest Interlocal	\$ 700,800	\$ 87,180	\$ 649
Prosecutor	\$ -	\$ -	\$ 1,504
Red Light Camera Suit	\$ 61,525	\$ 443	\$ 71
Vandiver	\$ 79,951	\$ 16,529	\$ 873
Water permit	\$ 482,815	\$ 40,750	\$ 135
Water/Wastewater	\$ -	\$ -	\$ 3,276
XS Ranch Bankruptcy		\$ 15,022	\$ 13,749
Grand Total	\$ 1,355,428	\$ 242,263	\$ 50,390



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 7D

TITLE:

Receive presentation on the Quarterly Investment Report for the period ending December 31, 2017.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

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

POLICY EXPLANATION:

This reporting requirement is set forth by the Public Funds Investment Act, Texas Government Code, Chapter 2256 and is also a requirement of the City of Bastrop Financial Management Policies, Chapter VIII. Asset Management, Section C. Investment Performance, as adopted by Resolution R2017-75 on September 26, 2017.

FUNDING SOURCE:

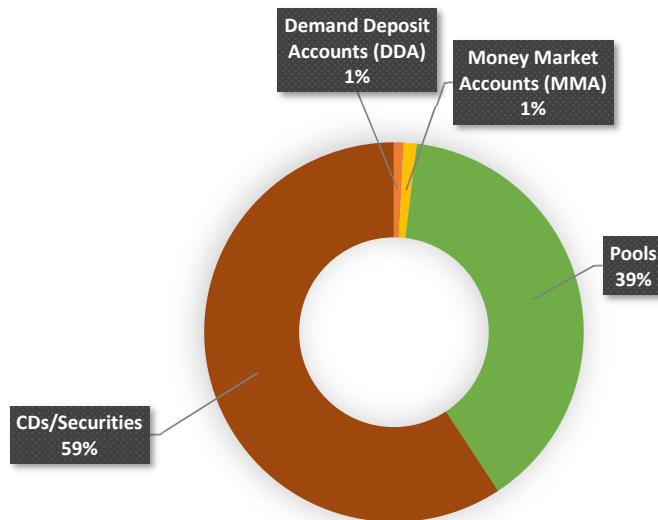
NA

ATTACHMENTS:

- Quarterly Investment Report for the period ending December 31, 2017.

City of Bastrop
Quarterly Investment Report
Portfolio Summary
 period ending December 31, 2017

Investments Description	December 31, 2017		September 30, 2017		QTD	YTD	Weighted
	Book Value	Market Value	Book Value	Market Value	Interest Earned	Interest Earned	Average Maturity
Demand Deposit Accounts (DDA)	\$ 504,973	\$ 504,973	\$ 205,030	\$ 205,030	\$ 2,368	\$ 2,368	0.01
Money Market Accounts (MMA)	\$ 290,046	\$ 290,046	\$ 272,927	\$ 272,927	\$ 243	\$ 243	0.01
Pools	\$ 11,638,867	\$ 11,638,867	\$ 9,666,681	\$ 9,666,681	\$ 27,941	\$ 27,941	0.39
CDs/Securities	\$ 14,772,201	\$ 14,728,313	\$ 14,745,173	\$ 14,726,035	\$ 49,353	\$ 49,353	-18.81
Total Investments	\$ 27,206,087	\$ 27,162,199	\$ 24,889,811	\$ 24,870,673	\$ 79,905	\$ 79,905	-18.40



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

Prepared by:

Tracy Waldron
 Tracy Waldron, Chief Financial Officer

City of Bastrop

Detail of Investment Holdings

period ending December 31, 2017

Type	BANK/ BROKER	CUSIP #/ Account #	YIELD	MATURITY DATE	September 30, 2017 Market Value	Purchase/ Adjustments	Sales/Adjust/ Call/Maturity	December 31, 2017 Book Value	December 31, 2017 Market Value
DDA	FNB-Pooled Cash				\$ 205,030			\$ 504,973	\$ 504,973
MMA	FNB-Escrow Acct				\$ 250,277			\$ 250,433	\$ 250,433
MMA	FNC-Dreyfus				\$ 11,103			\$ 36,665	\$ 36,665
MMA	MBS-MM Acct				\$ 11,547			\$ 2,948	\$ 2,948
Pools	Texpool				\$ 1,758,843			\$ 1,813,786	\$ 1,813,786
Pools	Texas Class				\$ 3,445,986			\$ 5,707,265	\$ 5,707,265
Pools	Texas Term				\$ 4,461,852			\$ 4,117,815	\$ 4,117,815
Security	FHLMC	3134GA4M3	1.13%	02/21/2020	\$ -			\$ -	\$ -
Security	FHLMC	3134GA4T8	1.13%	02/28/2020	\$ 499,900			\$ 499,181	\$ 499,820
Security	FHLMC	3134GATV6	1.73%	10/28/2019	\$ 748,755			\$ 748,797	\$ 747,345
Security	FHLMC	3134GALS1	1.51%	09/12/2019	\$ 495,865			\$ 498,122	\$ 493,210
Security	FHLMC	3134GATH7	1.43%	04/28/2020	\$ 494,970			\$ 499,486	\$ 492,605
Security	FHLMC	3130ACHA5	1.75%	09/28/2020		\$ 500,000		\$ 499,625	\$ 497,370
Security	FHLMC	3134GBG55	1.93%	09/29/2020		\$ 250,000		\$ 248,980	\$ 247,273
Security	Intern Bk	45905UQ23	2.00%	10/30/2020		\$ 520,000		\$ 520,488	\$ 516,693
CD	FNB	74778	0.70%	11/05/2017	\$ 1,500,000		\$ 1,500,000	\$ -	\$ -
CD	FNC	31985HAK2	0.75%	11/03/2017	\$ 244,983		\$ 245,000	\$ -	\$ -
CD	FNC	33732TAT9	0.75%	11/14/2017	\$ 244,980		\$ 245,000	\$ -	\$ -
CD	FNC	69478QDB3	0.75%	11/20/2017	\$ 244,975		\$ 245,000	\$ -	\$ -
CD	FNC	20033ANZ5	1.30%	01/19/2018	\$ 245,252			\$ 245,000	\$ 245,034
CD	FNC	12738RCW2	1.25%	02/12/2018	\$ 100,058			\$ 100,000	\$ 100,009
CD	FNC	04407RAX9	0.85%	02/13/2018	\$ 244,868			\$ 245,000	\$ 244,931
CD	FNC	06414QXX2	1.00%	02/27/2018	\$ 244,846			\$ 245,000	\$ 244,907
CD	FNC	20786ABK0	1.00%	02/28/2018	\$ 245,034			\$ 245,000	\$ 244,980
CD	FNC	88241TAL4	1.00%	03/12/2018	\$ 244,953			\$ 245,000	\$ 244,924
CD	FNC	32112UCC3	1.00%	03/15/2018	\$ 244,743			\$ 245,000	\$ 244,819
CD	FNC	55266CRV0	0.90%	03/26/2018	\$ 189,757			\$ 190,000	\$ 189,816
CD	FNC	PER200CW7	1.05%	05/04/2018	\$ 200,045			\$ 200,000	\$ 199,944
CD	FNC	465076JH1	1.05%	05/04/2018	\$ 244,765			\$ 245,000	\$ 244,733
CD	FNC	02006LA78	1.00%	05/07/2018	\$ 244,564			\$ 245,000	\$ 244,610
CD	FNC	46176PFA8	1.00%	05/04/2018	\$ 244,765			\$ 245,000	\$ 244,733
CD	FNC	981571CD2	1.10%	05/04/2018	\$ 199,810			\$ 200,000	\$ 199,782
CD	FNC	57116ALT3	1.00%	05/07/2018	\$ 244,757			\$ 245,000	\$ 244,723
CD	FNC	845182AM6	1.00%	05/07/2018	\$ 244,757			\$ 245,000	\$ 244,723
CD	FNC	29266N2A4	0.95%	05/07/2018	\$ 244,493			\$ 245,000	\$ 244,566
CD	FNC	59013JNX3	1.00%	05/10/2018	\$ 244,750			\$ 245,000	\$ 244,713
CD	FNC	49306SWN2	1.00%	05/11/2018	\$ 244,745			\$ 245,000	\$ 244,708
CD	FNC	140420ZA1	1.00%	05/11/2018	\$ 244,745			\$ 245,000	\$ 244,708
CD	FNC	05581WGE9	1.05%	05/25/2018	\$ 244,539			\$ 245,000	\$ 244,559
CD	FNC	466682AF8	0.90%	05/29/2018	\$ 244,527			\$ 245,000	\$ 244,539
CD	FNC	74316VEN1	0.90%	05/31/2018	\$ 244,517			\$ 245,000	\$ 244,532
CD	FNC	69413CES4	0.90%	05/31/2018	\$ 244,520			\$ 245,000	\$ 244,534
CD	FNC	307660KA7	0.90%	06/04/2018	\$ 244,503			\$ 245,000	\$ 244,515
CD	FNC	254672F86	1.00%	08/17/2018	\$ 244,047			\$ 245,000	\$ 244,130
CD	FNC	066519CA5	1.00%	08/27/2018	\$ 243,849			\$ 245,000	\$ 243,983
CD	FNC	06425KBR9	1.00%	09/14/2018	\$ 29,847			\$ 30,000	\$ 29,866
CD	FNC	05580AFE9	1.10%	09/17/2018	\$ 245,676			\$ 247,000	\$ 245,854
CD	FNC	084601GN7	1.25%	11/29/2018	\$ 247,167			\$ 248,000	\$ 247,008
CD	FNC	29976DX62	1.25%	11/30/2018	\$ 247,162			\$ 248,000	\$ 247,001
CD	FNC	58403B5P7	1.40%	12/13/2018	\$ 248,559			\$ 249,000	\$ 248,263
CD	FNC	68621KAJ0	1.50%	03/18/2019	\$ 247,648			\$ 248,000	\$ 247,117
CD	FNC	508176CH5	1.60%	03/22/2019	\$ 249,000			\$ 249,000	\$ 248,395
CD	Frontier	501272	0.95%	05/25/2018	\$ 245,587			\$ 248,522	\$ 248,522
CD	FNB	74957	0.80%	06/27/2018	\$ 130,000			\$ 130,000	\$ 130,000
CD	MBS	049060BE5	1.40%	01/14/2019	\$ 248,475			\$ 249,000	\$ 248,104
CD	FNC	02587DM88	1.65%	04/05/2019	\$ 244,873			\$ 245,000	\$ 244,388
CD	FNC	02587CEH9	1.55%	05/03/2019	\$ 247,373			\$ 248,000	\$ 246,906
CD	MBS	71270QQW9	1.60%	05/10/2019	\$ 247,898			\$ 248,000	\$ 247,211
CD	FNC	48126XW35	1.50%	05/17/2019	\$ 248,482			\$ 249,000	\$ 247,837

City of Bastrop

Detail of Investment Holdings

period ending December 31, 2017

Type	BANK/ BROKER	CUSIP #/ Account #	YIELD	MATURITY DATE	September 30, 2017 Market Value	Purchase/ Adjustments	Sales/Adjust/ Call/Maturity	December 31, 2017 Book Value	December 31, 2017 Market Value
CD	FNC	949763HU3	1.65%	06/21/2019	\$ 249,010			\$ 249,000	\$ 248,208
CD	FNC	856285BZ3	1.70%	06/24/2019	\$ 247,212			\$ 247,000	\$ 246,383
CD	FNC	06740KKN6	1.65%	07/26/2019	\$ 55,983			\$ 56,000	\$ 55,788
CD	FNC	33715LAK6	1.75%	06/17/2019	\$ 249,441			\$ 249,000	\$ 248,584
CD	FNC	06740KKW6	1.70%	09/27/2019	\$ 191,004			\$ 191,000	\$ 190,207
CD	FNC	55266CWX0	1.70%	09/27/2019	\$ 59,001			\$ 59,000	\$ 58,755
CD	FNC	14042RKA8	1.75%	11/08/2019	\$ -	\$ 247,000		\$ 247,000	\$ 245,990
CD	FNC	90352RAA3	1.80%	11/18/2019	\$ -	\$ 247,000		\$ 247,000	\$ 246,170
CD	FNC	45673KAM8	1.75%	05/21/2019	\$ -	\$ 249,000		\$ 249,000	\$ 248,676
CD	MBS	474067AGO	1.90%	11/22/2019	\$ -	\$ 247,000		\$ 247,000	\$ 246,610
TOTAL					\$ 24,870,672	\$ 2,260,000	\$ 2,235,000	\$ 27,206,087	\$ 27,162,199

		BEGINNING	TOTAL	TOTAL	ENDING	AVERAGE
		BALANCE	DEBITS	CREDITS	BALANCE	DAILY
						BALANCE
WATER/WASTEWATER FUND						
202-00-00-1010	XS RANCH WELL MI	250,276.52	156.03	0.00	250,432.55	250,334.70
FUND 202 TOTAL		250,276.52	156.03	0.00	250,432.55	250,334.70
FAIRVIEW CEMETERY-PERMAN						
526-00-00-1142	CERT OF DEPOSIT-	245,586.66	2,935.06	0.00	248,521.72	246,862.77
526-00-00-1148	CD - FNB	130,000.00	0.00	0.00	130,000.00	130,000.00
FUND 526 TOTAL		375,586.66	2,935.06	0.00	378,521.72	376,862.77
2013 COMB REV/TAX BOND						
724-00-00-1100	TEXAS TERM	1,467,874.94	6,257.82	52,944.64CR	1,421,188.12	1,430,987.85
FUND 724 TOTAL		1,467,874.94	6,257.82	52,944.64CR	1,421,188.12	1,430,987.85
CO 2014 SERIES						
725-00-00-1100	TEXAS TERM	2,993,977.37	7,799.60	305,149.65CR	2,696,627.32	2,788,821.04
FUND 725 TOTAL		2,993,977.37	7,799.60	305,149.65CR	2,696,627.32	2,788,821.04
POOLED CASH FUND						
991-00-00-1000	POOLED CASH ACCO	205,030.35	9,970,830.16	9,670,887.42CR	504,973.09	519,516.79
991-00-00-1100	TEX POOL	1,758,843.39	304,943.02	250,000.00CR	1,813,786.41	1,803,933.51
991-00-00-1105	TEXAS CLASS	3,445,985.86	2,861,450.83	600,171.93CR	5,707,264.76	3,206,439.74
991-00-00-1135	DREYFUS MM ACCT	11,103.02	33,562.04	8,000.00CR	36,665.06	20,120.53
991-00-00-1136	MULTI-BANK SECUR	11,546.66	1,507,494.42	1,516,092.83CR	2,948.25	121,689.09
991-00-00-1140	CERTIFICATE OF D	1,500,000.00	0.00	1,500,000.00CR	0.00	619,565.22
991-00-00-1141	CERTIFICATE OF D	10,127,000.00	743,000.00	735,000.00CR	10,135,000.00	10,129,782.61
991-00-00-1146	CERTIFICATES OF	497,000.00	247,000.00	0.00	744,000.00	620,500.00
991-00-00-1147	U.S. AGENCY	2,245,586.46	1,269,092.83	0.00	3,514,679.29	2,880,132.88
FUND 991 TOTAL		19,802,095.74	16,937,373.30	14,280,152.18CR	22,459,316.86	19,921,680.37
REPORT TOTALS		24,889,811.23	16,954,521.81	14,638,246.47CR	27,206,086.57	24,768,686.73
=====						



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 8

TITLE:

CITIZEN COMMENTS

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

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

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



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 9A

TITLE:

Consider action to approve City Council minutes from the January 9, 2018, meeting.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager
Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

POLICY EXPLANATION:

Section 551.021 of the Government Code provides as follows:

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

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve City Council minutes from the January 9, 2018, meeting.

ATTACHMENTS:

- January 9, 2018, DRAFT Regular Meeting Minutes.

**MINUTES OF REGULAR COUNCIL MEETING
BASTROP CITY COUNCIL
January 9, 2018**

The Bastrop City Council met in a Regular Meeting on Tuesday, January 9, 2018, at 6:00 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder and Mayor Pro Tem Schiff and Council Members Peterson, Ennis and Jones. Officers present were City Manager Lynda Humble, City Secretary Ann Franklin and City Attorney Alan Bojorquez.

CALL TO ORDER

At 6:00 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

EXECUTIVE SESSION

The City Council met at 6:01 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 551.086 of the Texas Government Code to discuss competitive rates between Lower Colorado River Authority (LCRA) and Bastrop Power & Light (BP&L).

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

No action was taken.

CONVENE INTO REGULAR SESSION

At 6:33 p.m. Mayor Schroeder convened the meeting into regular session.

PLEDGE OF ALLEGIANCE

Boys and Girls Club led the Pledge of Allegiance.

INVOCATION

Sumai Lokumbe gave the invocation.

PRESENTATIONS

- 6A. Receive a presentation from Wayne Wood, Bastrop County Constable, recognizing Officer Tamera McIntyre for being named a finalist for the Central Texas Crime Prevention Association Award.
Presentation was made by Wayne Wood, Bastrop County Constable.
- 6B. Presentation by Bastrop County First Responders showing the life safety equipment purchased through the BP&L Community Support Grant.
Presentation was made by First Responder Bastrop County Director James Green.
- 6C. Presentation of Proclamation of the City Council of the City of Bastrop, Texas, recognizing January 15, 2018 as Martin Luther King Day.
Mayor Schroeder read the proclamation into record.

- 6D. Presentation on “It’s Time Texas Community Challenge” and the City’s Happy Healthy New Year’s Bash on January 13, 2018 at Bastrop Convention Center from 9:00 a.m. – Noon.
Presentation was made by YMCA Director Terry Moore; Chamber of Commerce Membership Development Manager Vanessa Lindsley; and Parks & Recreation Coordinator Victoria Psencik.

Council Member Nelson arrived to the meeting at 6:55 p.m.

- 6E. Mayor’s Report
A Minute With The Mayor – Two “Alternate” positions on the Board of Adjustment are vacant and need to be filled; two “Alternate” positions on the Construction Standards Board are vacant; and one vacancy on the Bastrop Art in Public Places. If you are interested, please submit an application.

ACTIVITIES OF MAYOR SCHROEDER SINCE THE LAST COUNCIL MEETING:

- December 13
 - TML Region 10 Meeting
- December 16
 - Sip, Shop and Swirl
- January 4
 - Farm Street Opry
- January 7
 - Small Business Revolution team comes to town!
- January 8
 - Judged the Science Fair
 - Flash Mob to say Good bye

UPCOMING EVENTS:

- January 12
 - The HUB Open House
- January 13
 - **HAPPY HEALTHY NEW YEARS BASH**
- January 15
 - Martin Luther King Day
- January 16
 - Joint Council Meeting with Planning and Zoning
- January 17
 - BAIPP meeting
- January 18
 - City Council Joint Meeting with Parks Board
 - City Council Joint Meeting with Cemetery Board
- January 22
 - BEDC Monthly Meeting
- January 23
 - Council Meeting

- 6F. Councilmembers’ Report
Mayor Pro Tem Schiff

- **Addressed the Main Street Director, Sarah O'Brien to thank her for being key in organizing the reception for the Small Business Revolution team at the Visitor's Center.**

Council Member Ennis

- **Stated it was rewarding to see everyone participating in the "Small Business Revolution".**
- **Urged everyone to be at the "Happy Healthy New Year Bash".**
- **Reminded everyone to remember the MLK Walk on Monday, January 15, 2018.**

6G. City Manager's Report
Nothing to Report

WORK SESSION/BRIEFINGS

- 7A. Receive presentation on proposed update to Subdivision ordinance, Part 2. (postponed from December 12th)
Presentation was made by Interim Planning Department Director, Dave Gattis.
- 7B. Receive presentation and provide feedback on the Request for Proposal for a Cultural Masterplan.
Presentation was made by Main Street Director, Sarah O'Brien.

STAFF AND BOARD REPORTS

- 8A. Receive presentation on the unaudited Comprehensive Monthly Financial Report for the period ending November 30, 2017.
Presentation was made by Chief Financial Officer, Tracy Waldron.

CITIZEN COMMENTS

Judith Hoover – Thanked the City for making Bastrop look beautiful for Christmas. Referred to motion of past Council referring to local cases in litigation as to how to move forward. She quoted the amount to date in Attorney fees paid to William Bundren for the Pine Forest Section 6 case. Requested that Council look into the amount of money the City has spent on the Pine Forest Section 6 case.

CONSENT AGENDA

A motion was made by Council Member Ennis to approve Items 10A, 10C, 10D, 10E and 10F listed on the Consent Agenda after being read into the record by City Secretary, Ann Franklin. Seconded by Mayor Pro Tem Schiff, motion was approved on a 5-0 vote.

- 10A. Consider action to approve City Council minutes from the November 29, 2017, December 6, 2017 (Joint meeting with BAIPP), December 6, 2017 (Joint meeting with Main Street) and December 12, 2017 meetings.

Item 10B was pulled for discussion.

- 10C. Consider action to approve the second reading of Ordinance No. 2017-30 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, related to Chapter 12, titled "Traffic and Vehicles", Article 12.12, titled "Golf Carts" and regulating the operation of golf carts on public streets; providing for a penalty for the violation of this ordinance; providing for repealing, savings, severability clauses, and effective date.
- 10D. Consider action to approve the second reading of Ordinance No. 2017-31 of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances by amending Chapter 3, by adding article 3.21, "Streets: Public Right-of-Way Management" and adding sections to provide for definitions, municipal authorization, registration, compensation and fees; provide for administration and enforcement; provide for construction obligations; permit required; provide for construction obligations; permit required; provide for conditions of public right-of-way occupancy; provide for insurance requirements and indemnity; providing for improperly installed facilities; provide for restoration of property; provide for revocation or denial of permit; provide for appeal from denial of permit; provide for inspections; provide for abandoned facilities; provide that underground installation preferred; provide for courtesy and proper performance; provide for signage; providing for graffiti abatement; providing for alternate means or method; waiver; provide for legal action; provide for a design manual; provide for prohibited or restricted areas for wireless facilities in the right-of-way; provide for preferred locations; provide for order of preference regarding attachment to existing facilities; provide for placement requirements; provide for concealment or camouflage required when possible; provide for general requirements; provide for electrical supply; provide for installation and inspections; provide for requirements in regard to removal, replacement, maintenance and repair; provide for requirements upon abandonment; provide for general provisions; provide for insurance, indemnity, bonding and security deposits; provide for design manual updates; provide for administrative hearing – request for exemption; and providing for the following: findings of fact, enactment, repealer, severability, codification, effective date, and proper notice & meeting.
- 10E. Consider action to approve the second reading of Ordinance No. 2017-32 of the City Council of the City of Bastrop, Texas amending the Code Ordinances, Chapter 14 titled "Zoning", Section 37 titled "Exterior Construction Requirements", providing a repealing clause; providing a severability clause; providing a savings clause; and providing for an effective date.
- 10F. Consider action to approve the second reading of Ordinance No. 2017-28 of the City Council of the City of Bastrop, Texas, approving an amendment to the Bastrop Code of Ordinances, Chapter 4, Titled "Business Regulations", Article 4.02, Titled "Sale of Alcoholic Beverages" and providing for findings of fact, repealer, severability, codification, effective date, proper notice and meeting.

DISCUSSION ITEM

- 10B. Consider action to approve the second reading of Ordinance No. 2017-29 of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances to provide for creating and enacting Chapter 1, Article 1.19, of the Bastrop Code of Ordinances;

creating a Youth Advisory Council and providing for the Council's Organization, Membership, Responsibilities, and Resources; and providing for findings of fact, enactment, effective date, repealer, severability, codification, and proper notice and meeting.

A motion was made by Council Member Ennis to approve the second reading of Ordinance No. 2017-29, seconded by Council Member Nelson, motion was approved on a 5-0 vote.

ITEMS FOR INDIVIDUAL CONSIDERATION

- 11A. Consider action to approve the first reading of Ordinance No. 2018-01 amending the budget for the Fiscal Year 2018 in accordance with existing statutory requirements; appropriating the various amounts herein; repealing all prior ordinances and actions in conflict herewith; and providing an effective date; and move to include on the January 23, 2018 agenda for a second reading.

Presentation was made Chief Financial Officer, Tracy Waldron.

A motion was made by Mayor Pro Tem Schiff to approve the first reading of Ordinance No. 2018-01 and to include on the January 23, 2018, consent agenda for second reading, seconded by Council Member Peterson, motion was approved on a 5-0 vote.

- 11B. Consider action to approve Resolution No. R-2018-01 of the City Council of the City of Bastrop, Texas confirming the appointment by the Mayor to the Main Street Board, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

A motion was made by Council Member Ennis to approve Resolution No. R-2018-01, seconded by Council Member Peterson, motion was approved on a 5-0 vote.

The Resolution appointed:

Sandra Grawunder to complete the term of Place 7 on the Main Street Board, term ending 2019.

EXECUTIVE SESSION - NONE

ADJOURNMENT

Adjourned at 8:27 p.m. without objection.

APPROVED:

Mayor Connie B. Schroeder

ATTEST:

City Secretary Ann Franklin



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 9B

TITLE:

Consider action to approve the second reading of Ordinance No. 2018-01 amending the budget for the Fiscal Year 2018 in accordance with existing statutory requirements; appropriating the various amounts herein; repealing all prior ordinances and actions in conflict herewith; and providing for an effective date.

STAFF REPRESENTATIVE:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The budget amendments do, in some funds, increase the budget appropriations for Fiscal Year 2018. Funds included in these amendments are detailed below:

General Fund includes:

- There were several projects (riverfront dredging at Fisherman's Park, Delgado Park equipment and restrooms, replacement A/C for Library and Interlocal with Bastrop County for drainage study of Gills Branch and Piney Creek) that were budgeted in FY17 but did not get completed/received by fiscal year end. This budget amendment re-appropriates them from fund balance in FY2018.
- Transfer any salary vacancy savings to contingency for City Manager discretion. There were savings in Finance and Public Works.

Vehicle & Equipment Replacement Fund includes:

- There is available fund balance in this fund and there are many vehicle and equipment needs throughout the organization. This budget amendment funds two Dump Trucks, a Drum Roller, and a Truck for Public Works. The Water department is adding a new truck.

POLICY EXPLANATION:

- The City Charter requires that when the budget is amended, that the amendment be made by Ordinance.
- The Financial Management Policy states that the level of budgetary control is the department level in all funds. When budget amendments are required between departments and funds, these must be approved by City Council through an Ordinance. The Financial Management Policy further states that the contingency account can be increased by the amount available from vacancy savings on a quarterly basis.

FUNDING SOURCE:

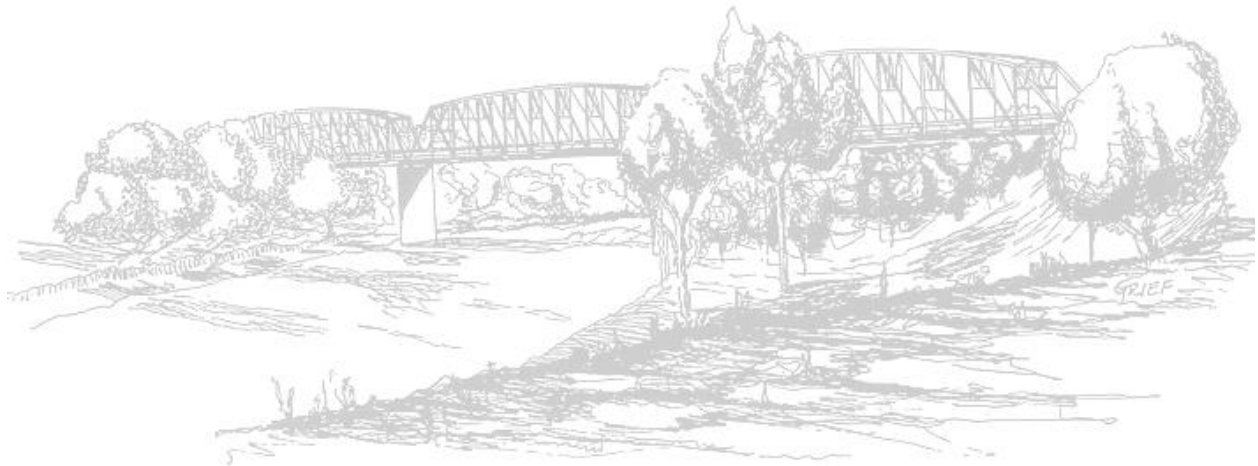
N/A

RECOMMENDATION:

Consider action to approve the second reading of Ordinance No. 2018-01 amending the budget for the Fiscal Year 2018 in accordance with existing statutory requirements; appropriating the various amounts herein; repealing all prior ordinances and actions in conflict herewith; and providing for an effective date.

ATTACHMENTS:

- Ordinance 2018-01
- Exhibit "A"



ORDINANCE NO. 2018-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2018 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN; REPEALING ALL ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Bastrop has submitted to the Mayor and City Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2018; and

WHEREAS, the Mayor and City Council have now provided for and conducted a public hearing on the budget as provided by law.

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

Section 1: That the proposed budget amendments for the Fiscal Year 2018, as submitted to the City Council by the City Manager and which budget amendments are attached hereto as Exhibit "A", are hereby adopted and approved as the amended budget of said city for Fiscal Year 2018.

Section 2: This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

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 APPROVED on First Reading on the 9th day of January 2018.

READ and ADOPTED on Second Reading on the 23rd day of January 2018.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

Exhibit "A"
FY 2018
BUDGET AMENDMENTS
GENERAL FUND

Projected Fund Balance as of 9-30-17	2,927,289	
FY 2018 Projected Revenues	10,712,030	
FY 2018 Projected Expenses	(10,712,030)	
1/2018 Budget Amendments (net)	<u>(252,328)</u>	
Ending Fund Balance	<u>2,674,961</u>	(25% policy = \$2,678,008)

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT #
------------	--------	--------	-------------	-----------

New Revenue:

Matching Revenues to Expenditures:

Total Revenues 0

Matching Expenditures to Revenues:

New Expenditures:				
Parks	Increase	(54,850)	Riverfront Capital Outlay	101-18-19-6107
Parks	Increase	(143,478)	Park Equipment	101-18-19-6013
Library	Increase	(19,000)	Equipment	101-21-00-6010
Public Works	Increase	(35,000)	Professional Services	101-18-10-5505
Finance	decrease	750	Group Insurance	101-05-00-5155
Public Works	decrease	17,635	Operating Salaries	101-18-10-5101
Organizational	Increase	(18,385)	Contingency	101-02-00-5900
Total Expenditures		<u>(252,328)</u>		
Net Change		(252,328)		

**FY 2018
BUDGET AMENDMENTS
VEHICLE & EQUIPMENT REPLACEMENT FUND**

Projected Fund Balance as of 9-30-17	801,903
FY 2018 Budgeted Revenues	561,371
FY 2018 Budgeted Appropriations	(82,000)
1/2018 Budget Amendments (net)	<u>(293,276)</u>
Ending Fund Balance	<u><u>987,998</u></u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT #
Matching Revenues to Expenditures:				
Neutral				
Total Revenue		<u>0</u>		
Matching Expenditures to Revenues:				
Neutral				
New Expenditures:				
Public Works	Increase	(89,613)	Vehicle- Freightliner 6-8YD Dump	380-00-00-6030
Public Works	Increase	(103,000)	Vehicle- Freightliner Dump Truck	380-00-00-6030
Public Works	Increase	(34,213)	Vehicle-Crew Cab Truck	380-00-00-6030
		(36,450)	Equip-Dynapac CC1200 47" Drum	
Public Works	Increase		Roller	380-00-00-6010
Water/Wastewater	Increase	(30,000)	Vehicle-1/2 Ton Truck	380-00-00-6030
Total Expense		<u>(293,276)</u>		
Net Change		(293,276)		



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 10A

TITLE:

Consider action to approve Resolution No. R-2018-03 of the City Council of the City of Bastrop, Texas, calling for and establishing the procedures for a May 5, 2018 General Election for Bastrop, Texas; and providing an effective date.

STAFF REPRESENTATIVE:

Ann Franklin, City Secretary

POLICY EXPLANATION:

Texas Election Code

Chapter 3. Ordering Election

Sec. 3.001. Order Required

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

Sec. 3.004. Election of Political Subdivision.

(a) The following authority shall order an election:

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

FUNDING SOURCE:

Estimated Amount:

- Joint Election with BISD – \$5,706.92
- Without Joint Election – \$12,203.12

This cost was approved in the 2017-2018 FY budget, in account 101 04-00-5681.

RECOMMENDATION:

Consider action to approve Resolution No. R-2018-03 of the City Council of the City of Bastrop, Texas, calling for and establishing the procedures for a May 5, 2018 General Election for Bastrop, Texas; and providing an effective date.

ATTACHMENTS:

- Resolution

RESOLUTION NO. R-2018-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, CALLING FOR AND ESTABLISHING THE PROCEDURES FOR A MAY 5, 2018, GENERAL ELECTION FOR BASTROP TEXAS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the laws of the State of Texas and the City of Bastrop, provide that on **May 5, 2018**, there shall be elected the following officials for the City at a general election:

Place 2 – Council Member at Large, for a Term of 3 years.
Place 4 – Council Member at Large, for a Term of 3 years
and,

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

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

Section 1. That all candidates, for the general election to be held on the First Saturday in **May 2018 (May 5, 2018)** for the above mentioned City offices, shall file their application to become a candidate with the City Secretary of the City of Bastrop, at City Hall, 1311 Chestnut Street, Bastrop, Texas 78602 on or before **5:00 p.m. on February 16, 2018**, the seventy-eight (78th) day before the election, and that all of the applications shall be on a form as prescribed by Section 141.031 of the Election Code of the State of Texas.

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

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

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

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

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

Section 6. The Office of the Texas Secretary of State has certified that the ES&S's AutoMark Voter Assist Terminal version 1.0 is an accessible voting system that may legally be used in Texas elections.

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

Section 8. As chief elections officer of the Bastrop City Council, the Bastrop Council Elections Administrator shall provide at least one ES&S AutoMARK Voter Assist Terminal version 1.0 in each polling place in every polling location used to conduct any election ordered on or after January 1, 2006.

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

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

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

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

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

Section 11. Bridgette Escobedo is hereby appointed Clerk for Early Voting. Early voting begins on April 23, 2018, the twelfth (12th) day before the election and ends on May 1, 2018, the fourth (4th) day preceding the date of the election.

EARLY VOTING DATES, TIMES, AND LOCATIONS

Main Location:

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
April 23 8:00 a.m.- 5:00 p.m.	April 24 8:00 a.m.- 5:00 p.m.	April 25 8:00 a.m.- 5:00 p.m.	April 26 8:00 a.m.- 5:00 p.m.	April 27 7:00 a.m.- 7:00 p.m.
April 30 8:00 a.m. – 5:00 p.m.	May 1 7:00 a.m. – 7:00 p.m.			

Branch Locations:

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
April 23 8:00 a.m.- 5:00 p.m.	April 24 8:00 a.m.- 5:00 p.m.	April 25 8:00 a.m.- 5:00 p.m.	April 26 8:00 a.m.- 5:00 p.m.	April 27 8:00 a.m.- 5:00 p.m.
April 30 8:00 a.m. – 5:00 p.m.	May 1 8:00 a.m. – 5:00 p.m.			

Section 12. Ballot applications and ballots voted by mail should be addressed to the Early Voting Clerk, Bridgette Escobedo, Bastrop County Elections Administrator, 804 Pecan Street, Bastrop, Texas 78602. Applications for ballots by mail must be received no later than the close of business on April 24, 2018, the eleventh (11th) day before the elections.

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

Section 14. The Presiding Judge and Alternate Presiding Judge will receive compensation at the rate of \$10.00 per hour. The Clerks will receive compensation at the rate of \$8.00 per hour. The Presiding Judge or his/her designee will receive an additional \$25.00 for picking up the election supplies prior to Election Day and for returning the supplies after the polls close.

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

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

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

Section 18: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 23rd day of January, 2018.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 10B

TITLE:

Consider action to approve Resolution No. R-2018-06 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop and Bastrop Independent School District for the May 5, 2018 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the Mayor to execute all necessary documents; and providing an effective date.

STAFF REPRESENTATIVE:

Ann Franklin, City Secretary

POLICY EXPLANATION:

Texas Election Code

Chapter 271. Joint Elections

Sec. 271.002. JOINT ELECTIONS AUTHORIZED.

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

FUNDING SOURCE:

Estimated Amount:

- Joint Election with BISD – 5,706.92
- Without Joint Election – 12,203.12

This cost was approved in the 2017-2018 FY budget in account 101 04-00-5681.

RECOMMENDATION:

Consider action to approve Resolution No. R-2018-06 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop and Bastrop Independent School District for the May 5, 2018 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the Mayor to execute all necessary documents; and providing an effective date.

ATTACHMENTS:

- Resolution
- Exhibit A



RESOLUTION NO. R-2018-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A JOINT AGREEMENT BETWEEN THE CITY OF BASTROP AND BASTROP INDEPENDENT SCHOOL DISTRICT FOR THE MAY 5, 2018 GENERAL ELECTION FOR BASTROP TEXAS, ATTACHED AS EXHIBIT A; AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop (“the City”) has called a general election for Saturday, May 5, 2018; and

WHEREAS, the Bastrop Independent School District (“the BISD”) has also called an election for Saturday, May 5, 2018; and

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

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

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

WHEREAS, it is necessary to authorize an agreement in accordance with Section 271.002 of the Texas Election Code, whereby the City and the BISD agree to hold a joint election on May 5, 2018.

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

Section 1. The City Council of the City of Bastrop hereby authorizes that the May 5, 2018 General Election be held jointly with the Bastrop Independent School District.

Section 2. The Mayor is hereby authorized to execute an agreement with the Bastrop Independent School District for a joint election on Saturday May 5, 2018. The agreement is attached hereto as Exhibit A.

Section 3: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 23rd day of January, 2018.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

**AGREEMENT TO CONDUCT JOINT ELECTION BETWEEN
THE CITY OF BASTROP AND
BASTROP INDEPENDENT SCHOOL DISTRICT
FOR THE MAY 5, 2018 ELECTION**

THE STATE OF TEXAS §
 §
COUNTY OF BASTROP §

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

RECITALS

WHEREAS, the CITY and the ISD each expect to call an election to be held on May 5, 2018; and

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

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

NOW, THEREFORE, the Parties agree as follows:

**ARTICLE I
PURPOSE**

1.01 The Parties have entered into this Contract to conduct a joint election on May 5, 2018. The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places, and election procedures in order to best assist the voters of the Parties.

**ARTICLE II
JOINT ELECTION**

2.01 The Parties agree to conduct their respective May 5, 2018 elections jointly pursuant to Chapter 271 of the Texas Election Code. Specifically, the Parties agree to the use of common polling places for both early voting and election day. The Parties also agree that the election officers may be appointed to serve both elections and that a common ballot may be used where appropriate and that common equipment and ballot boxes may be used for both elections for all relevant purposes as provided in Chapter 271.

**ARTICLE III
TERM**

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

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

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

**ARTICLE V
GENERAL PROVISIONS**

5.01 This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Bastrop County, Texas.

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

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

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

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

ISD:

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

CITY:

Connie Schroeder
Mayor
City of Bastrop
PO Box 427
Bastrop, TX 78602

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

Executed to be effective the ____ day of _____, 2018.

DISTRICT:

BY: _____
Bastrop Independent School District

Executed to be effective the ____ day of _____, 2018.

CITY:

BY: _____
Connie Schroeder, Mayor
City of Bastrop



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 10C

TITLE:

Consider action to approve Resolution No. R-2018-07 of the City Council of the City of Bastrop, Texas, approving a contract for election services between the Elections Administrator of Bastrop County and the City of Bastrop for the May 5, 2018 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the Mayor to execute all necessary documents; and providing an effective date.

STAFF REPRESENTATIVE:

Ann Franklin, City Secretary

POLICY EXPLANATION:

Texas Election Code

Chapter 31. Officers to Administer Elections

Sec. 31.092. Contract for Election Services Authorized.

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

FUNDING SOURCE:

Estimated Amount:

- Joint Election with BISD – \$5,706.92
- Without Joint Election – \$12,203.12

This cost was approved in the 2017-2018 FY budget in account 101 04-00-5681.

RECOMMENDATION:

Consider action to approve Resolution No. R-2018-07 of the City Council of the City of Bastrop, Texas, approving a contract for election services between the Elections Administrator of Bastrop County and the City of Bastrop for the May 5, 2018 General Election for Bastrop, Texas, attached as Exhibit A; authorizing the Mayor to execute all necessary documents; and providing an effective date.

ATTACHMENTS:

- Resolution
- Exhibit A

RESOLUTION NO. R-2018-07

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A CONTRACT FOR ELECTION SERVICES BETWEEN THE ELECTIONS ADMINISTRATOR OF BASTROP COUNTY AND THE CITY OF BASTROP FOR THE MAY 5, 2018, GENERAL ELECTION FOR, BASTROP TEXAS, ATTACHED AS EXHIBIT A; AUTHORIZING THE MAYOR TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop (“the City”) has called a general election for Saturday, May 5, 2018; and

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

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

Section 1. The City Council of the City of Bastrop hereby authorizes that the City of Bastrop enter into a contract with the Elections Administrator of Bastrop County for the May 5, 2018, General Election.

Section 2. The Mayor, is hereby authorized to execute a contract with the Elections Administrator of Bastrop County for the May 5, 2018, General Election. The contract is attached hereto as Exhibit A.

Section 3: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 23rd day of January, 2018.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

CONTRACT FOR ELECTION SERVICES
BETWEEN
THE ELECTIONS ADMINISTRATOR OF BASTROP COUNTY
AND
THE CITY OF BASTROP
FOR THE MAY 5, 2018 ELECTION

THIS CONTRACT is made and entered into by and between Bridgette Escobedo, the Elections Administrator of Bastrop County, Texas, hereinafter referred to as “Contracting Officer,” and the City of Bastrop, hereinafter referred to as the “CITY,” pursuant to the authority under Section 31.092(a) of the Texas Election Code and Chapter 791 of the Texas Government Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties agree to this interlocal agreement with regard to the coordination, supervision, and running of the CITY’s May 5, 2018 Election, hereinafter referred to as “the election”. The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places and election procedures to assist the voters of the CITY.

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

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

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

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

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

4. Notification to the election judges and alternates shall be made no later than April 20, 2018.

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

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

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

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

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

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

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

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

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

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

4. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be secured and maintained by the Contracting Officer and delivered by her or her deputy for counting in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the Bastrop County Courthouse on Election Day, May 5, 2018.

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

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

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

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

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

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

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

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

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

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

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

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

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

E. *Paper Ballots.* In advance of the March 21, 2018 date on which the Texas Secretary of State's Office encourages the mailing out of ballots for early voting by mail, the Contracting Officer shall arrange with a third party to prepare the necessary optical paper ballots for the election. The ballots shall be in English with the Spanish translation included.

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

III. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS

A. *Compensation.* The parties agree that presiding judges and alternate judges will be compensated at a rate of \$10.00/hr, and election clerks will be compensated at a rate of \$8.00/hr. They will be compensated for all hours actually worked, including the time to set up the polling location and the time to complete the counting and to wrap up the paper work, but not to exceed one hour before and two hours after the polling location is open for voting. The presiding judge, or the election worker at the polling location that he or she designates, who picks up the election supplies on May 5, 2018 from the Contracting Officer and who returns the remaining supplies, ballot boxes, and all other election records from the polling location to the Contracting Officer will be compensated with a delivery fee of \$25 at the same time that payment is made for the hours worked. The Contracting Officer will pay the election workers directly and be reimbursed for such by the CITY.

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

IV. JOINT EXPENSES AND PAYMENT

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

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

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

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

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

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

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

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

V. GENERAL PROVISIONS

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

1. the authority with whom applications of candidates for a place on the ballot are filed;
3. the authority with whom documents relating to political funds and campaigns under Title 15 of the Texas Election Code are filed; or
4. the authority to serve as custodian of voted ballots or other election records, except that the Contracting Officer, if requested in writing by the CITY, will become the custodian of the voted ballots.

B. Joint Election. The parties acknowledge that the Contracting Officer may contract with other entities holding elections at the same time as the CITY on May 5, 2018. If another election occurs in territory of the CITY, the County will notify the CITY of the existence of the situation and provide a joint election agreement.

C. Cancellation of Election. If the CITY cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall only be entitled to receive the actual expenses incurred before the date of cancellation in connection with the election and an administrative fee of \$75. The Contracting Officer shall submit an invoice for such expenses (properly supported as described in **IV. PAYMENT** above) as soon as reasonably possible after the cancellation and the CITY shall make payment therefore in a manner similar to

that set forth in **IV. PAYMENT** above. The Contracting Officer agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the CITY authorizes such major costs in writing. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the May 5, 2018 Joint Election.

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

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

For the CITY:

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

For the Contracting Officer:

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

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

G. Entire Agreement. This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and

supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force and effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

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

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

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

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2018.

Connie B. Schroeder
Mayor
City of Bastrop
Bastrop, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2018.

Paul Pape
County Judge
Bastrop County, Texas

WITNESS BY MY HAND THIS THE _____ DAY OF _____, 2018.

Bridgette Escobedo
Elections Administrator
Bastrop County, Texas

EXHIBIT "A"

EARLY VOTING DATES, TIMES, AND LOCATIONS

Time Period:

Monday, April 23, 2018 through Tuesday, May 1, 2018.

Main Location:

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
23 8:00 am – 5:00 pm	24 8:00 am – 5:00 pm	25 8:00 am – 5:00 pm	26 8:00 am – 5:00 pm	27 7:00 am – 7:00 pm
30 8:00 am – 5:00 pm	1 7:00 am – 7:00 pm	2	3	4

Branch Locations:

Bastrop High School, 1614 Chambers St., Bastrop, TX 78602

Lost Pines Elementary, 151 Tiger Woods, Bastrop, TX 78602

Cedar Creek High, 793 Union Chapel, Cedar Creek, TX 78612

Cedar Creek Middle, 125 Voss Pkwy., Cedar Creek, TX 78612

Red Rock Elementary, 2401 FM 20, Red Rock, TX 78662

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
23 8:00 am – 5:00 pm	24 8:00 am – 5:00 pm	25 8:00 am – 5:00 pm	26 8:00 am – 5:00 pm	27 8:00 am – 5:00 pm
30 8:00 am – 5:00 pm	1 8:00 am – 5:00 pm	2	3	4

Voting by Mail:

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

EXHIBIT “B”

CITY OF BASTROP ELECTION DAY POLLING LOCATION

Time Period:

Saturday, May 5, 2018

Precincts 1001, 1002, 1003, 2009, 2011

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

EXHIBIT "C"
ESTIMATED COST OF MAY 5, 2018 ELECTION
JOINT ELECTION WITH BASTROP ISD

CITY OF BASTROP

Optical Ballots and Programming Expenses	\$ 1,127.85
Rental Fee for AutoMARK and Vote Tabulator (voting equipment) Staff Time and Mileage, Early Voting Clerks, Election Judges & Clerks, and Ballot Board	\$ 3,507.08
Election Kits & other precinct supplies	\$ 200.00
SUBTOTAL	\$ 4,834.93
10% ADMINISTRATIVE FEE	\$ <u>483.49</u>
TOTAL	\$ <u>5,318.42</u>

****Optional Cost, Not included in cost estimate, -Postcard mailing to registered voters notifying them of the election. Cost dependent on entities participating. Contact the Election's Department for more information. ****

EXHIBIT "C-1"
ESTIMATED COST OF MAY 5, 2018 ELECTION
WITHOUT JOINT ELECTION

CITY OF BASTROP

Optical Ballots and Programming Expenses	\$ 1,500.00
Rental Fee for AutoMARK and Vote Tabulator (voting equipment) Staff Time and Mileage, Early Voting Clerks, Election Judges & Clerks, and Ballot Board	\$ 9,040.56
Election Kits & other precinct supplies	\$ 200.00
SUBTOTAL	\$ 10,740.56
10% ADMINISTRATIVE FEE	<u>\$ 1,074.06</u>
TOTAL	<u>\$ 11,814.62</u>

****Optional Cost, Not included in cost estimate, -Postcard mailing to registered voters notifying them of the election. Cost dependent on entities participating. Contact the Election's Department for more information. ****



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 10D

TITLE:

Consider action to approve Resolution No. R-2018-02 of the City Council of the City of Bastrop, Texas, confirming the appointment by the Mayor to the Hunter's Crossing Local Government Corporation, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

STAFF REPRESENTATIVE:

Lynda K. Humble, City Manager

BACKGROUND/HISTORY:

Section 3.08, Mayor and Mayor Pro Tem, of the City Charter states that the Mayor shall appoint members to all City boards and commissions, subject to confirmation by the City Council.

POLICY EXPLANATION:

- According to Article II, Section 1 of the Hunter's Crossing Local Government Corporation Bylaws, Stephanie White is recommended to fill Place 4 with a term set to expire June 2018.

FUNDING SOURCE:

N/A

RECOMMENDATION:

Consider action to approve Resolution No. R-2018-02 of the City Council of the City of Bastrop, Texas, confirming the appointment by the Mayor to the Hunter's Crossing Local Government Corporation, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

ATTACHMENTS:

- Resolution
- Exhibit A - PowerPoint Presentation

RESOLUTION NO. R-2018-02

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS CONFIRMING APPOINTMENTS BY THE MAYOR TO THE HUNTER'S CROSSING LOCAL GOVERNMENT CORPORATION, AS REQUIRED IN SECTION 3.08 OF THE CITY'S CHARTER, AS OUTLINED IN EXHIBIT A; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Section 3.08, Mayor and Mayor Pro Tem, of the City Charter states that the Mayor shall appoint members to all City boards and commissions, subject to confirmation by the City Council; and

WHEREAS, Mayor Connie Schroeder has completed a review of applications to the City's boards and commissions and has made appointments to the Hunter's Crossing Local Government Corporation as outlined in Exhibit A; and

WHEREAS, City Council must confirm these appointments as required by the City Charter.

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

Section 1: That Mayor Connie Schroeder appointed the following member to the Hunter's Crossing Local Government Corporation:

Hunter's Crossing Local Government Corporation: Stephanie White is appointed to fill Place 4 with a term set to expire in 2018.

Section 2: That the City Council of the City of Bastrop confirms Mayor Schroeder's appointment to the Hunter's Crossing Local Government Corporation as outlined in Exhibit A.

Section 3: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 23rd day of January, 2018.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

*Mayor Appointments
Boards, Commissions & Task Forces
January 23, 2018*





Hunters Crossing LGC

Appointments: Terms to be addressed by HC LGC Board

Place 4: Stephanie White

- Resident of Hunters Crossing
- Works for Texas Dept. of Agriculture
- First time to serve on City of Bastrop Board



Appointment Statistics

49 Appointments total in 2017:

63% New to serving on a Board

43% Downtown, 40% Other than Downtown, 17% ETJ/County

41% Male, 59% Female

I respectfully request City Council confirm these appointments



Council Liaison - Current Status

- Mayor Schroeder – BEDC and BAIPP
 - Mayor Pro Tem Schiff - Library
 - Council Member Ennis – Main Street and Cemetery
 - Council Member Jones – Construction Standards and Planning and Zoning
 - Council Member Nelson – Hunters Crossing and Parks
 - Council Member Peterson – Historic Landmark Commission
- Boards that are inappropriate for council liaison
- Ethics
 - Zoning Board of Adjustments

Note: Housing Authority, governed by Federal Law, no jurisdiction other than Board appointment





STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 10E

TITLE:

Consider action to approve Resolution No. R-2018-04 of the City Council of the City of Bastrop, Texas giving the Bastrop Police Department permission to apply for a grant from the 2018 State Homeland Security Grant Program; and establishing an effective date.

STAFF REPRESENTATIVE:

Steve Adcock, Public Safety Director

BACKGROUND/HISTORY:

The Police Department does not have adequate ballistic helmets. By getting this grant, we would be able to issue one per officer for their safety.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

This grant does not require any matching amount. It is a 100% funding grant.

RECOMMENDATION:

Consider action to approve Resolution No. R-2018-04 of the City Council of the City of Bastrop, Texas giving the Bastrop Police Department permission to apply for a grant from the 2018 State Homeland Security Grant Program; and establishing an effective date.

ATTACHMENTS:

Resolution

RESOLUTION NO. R- 2018-04

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, GIVING THE BASTROP POLICE DEPARTMENT PERMISSION TO APPLY FOR A GRANT FROM THE 2018 STATE HOMELAND SECURITY GRANT PROGRAM; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, The City of Bastrop City Council finds it in the best interest of the citizens of Bastrop, that the Bastrop Police Department utilize a grant from the 2018 State Homeland Security Grant Program for twenty (20) ballistic helmets at a total cost of \$8,280 with no matching funds from the City of Bastrop; and

WHEREAS, The City of Bastrop City Council agrees that in the event of loss or misuse of the 2018 State Homeland Security Grant, the City of Bastrop City Council assures that the funds will be returned to the State Homeland Security Grant Program in full; and

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

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

SECTION 1. That the City Council approves submission of the grant application for the Bastrop Police Department's 2018 State Homeland Security Grant Program.

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 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 on the 23rd day of January, 2018.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 10F

TITLE:

Consider action to approve Resolution No. R-2018-05 of the City Council of the City of Bastrop, Texas giving the Bastrop Fire Department permission to apply for a grant from the 2018 State Homeland Security Grant Program; and establishing an effective date.

STAFF REPRESENTATIVE:

Steve Adcock, Public Safety Director

BACKGROUND/HISTORY:

The fire department does not have adequate protection in an emergency situation from firearms such as protective ballistic blankets, vests or ballistic helmets. By getting this grant, we would have a level of protection for their safety.

POLICY EXPLANATION:

N/A

FUNDING SOURCE:

This grant does not require any matching amount. It is a 100% funding grant. The total amount requested will be \$9,495.50.

RECOMMENDATION:

Consider action to approve Resolution No. R-2018-05 of the City Council of the City of Bastrop, Texas giving the Bastrop Fire Department permission to apply for a grant from the 2018 State Homeland Security Grant Program; and establishing an effective date.

ATTACHMENTS:

Resolution

RESOLUTION NO. R- 2018-05

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS,
GIVING THE BASTROP FIRE DEPARTMENT PERMISSION TO APPLY FOR A
GRANT FROM THE 2018 STATE HOMELAND SECURITY GRANT PROGRAM;
AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, The City of Bastrop City Council finds it in the best interest of the citizens of Bastrop, that the Bastrop Fire Department utilize a grant from the 2018 State Homeland Security Grant Program for two (2) ballistic vests, (2) ballistic helmets, and two (2) ballistic blankets at a total cost of \$9,495.50 with no matching funds from the City of Bastrop; and

WHEREAS, The City of Bastrop City Council agrees that in the event of loss or misuse of the 2018 State Homeland Security Grant, the City of Bastrop City Council assures that the funds will be returned to the State Homeland Security Grant Program in full; and

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

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

SECTION 1. That the City Council approves submission of the grant application for the Bastrop Fire Department's 2018 State Homeland Security Grant Program.

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 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 on the 23rd day of January, 2018.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 11A

TITLE:

City Council shall convene into closed executive session pursuant to Section 551.071 of the Texas Government Code to discuss and deliberate litigation matters with the City Attorney regarding Pine Forest 6, et al vs. City of Bastrop, et al.

STAFF REPRESENTATIVE:

Lynda Humble, City Manager





STAFF REPORT

MEETING DATE: January 23, 2018

AGENDA ITEM: 12

TITLE:

Take any necessary or appropriate action on matters posted for consideration in closed/executive session

STAFF REPRESENTATIVE:

Lynda Humble, City Manager

