

# Bastrop, TX City Council Meeting Agenda

This meeting will be live streamed on the City of Bastrop Facebook Page ([www.facebook.com/bastroptx](http://www.facebook.com/bastroptx)) and broadcast on Spectrum channel 10 and AT&T uVerse channel 99. A recording of the meeting will also be available within 72 hours after the meeting on the City's YouTube channel (Bastrop TX Network) and in the Agendas & Minutes section of the City website ([www.cityofbastrop.org](http://www.cityofbastrop.org)).



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**July 14, 2020 at 5:00 P.M.**

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

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The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed below, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development).

The City Council reserves the right to reconvene, recess, or realign the Regular Session, Executive Session, or order of business at any time prior to adjournment. All matters listed below shall be eligible for both discussion and action, unless otherwise specifically noted.

**PLEASE NOTE: ANYONE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM WITH COMMENTS AT [WWW.CITYOFBASTROP.ORG/CITIZENCOMMENTFORM](http://WWW.CITYOFBASTROP.ORG/CITIZENCOMMENTFORM) BEFORE 5:00 P.M. ON July 14, 2020. SUBMITTED COMMENTS WILL BE READ ALOUD AT THE MEETING. COMMENTS FROM EACH INDIVIDUAL WILL BE LIMITED TO THREE (3) MINUTES WHEN READ ALOUD.**

1. **CALL TO ORDER – EXECUTIVE SESSION AT 5:00 P.M.**
2. **EXECUTIVE SESSION**
  - 2A. City Council shall convene into closed executive session pursuant to Texas Government Code Sections 551.071 and 551.072, to seek the advice of legal counsel, and to deliberate upon the acquisition of real property interests associated with the construction of Wastewater Treatment Plant #3 at 385 SH 304, Unit B, Bastrop, TX 78602, and its collections systems, including all related agreements, authorizations, easements, resolutions, and associated legal actions.



2B. City Council shall convene into closed executive session pursuant to Texas Government Code Sections 551.071 and 551.072, to seek the advice of legal counsel, and to deliberate upon the Main Street Rehabilitation Project, including real property and easements, in regards to 702 and 704 Main Street (Khonsari), and pending legal proceedings for 1113 Main Street (McDonald).

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

4. **CALL TO ORDER - REGULAR SESSION AT 6:30 P.M.**

5. **PLEDGE OF ALLEGIANCE**

**TEXAS PLEDGE OF ALLEGIANCE**

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

6. **INVOCATION – Council Member Bill Peterson**

7. **PRESENTATIONS**

7A. Mayor's Report

7B. Councilmembers' Report

7C. City Manager's Report

8. **WORK SESSION/BRIEFINGS**

8A. Discussion on extending the platting exceptions into the statutory extraterritorial jurisdiction.

9. **STAFF AND BOARD REPORTS**

9A. Presentation from Organizations applying for FY2021 Community Support Funding.

10. **CITIZEN COMMENTS**

*Anyone wishing to address the Council, must complete a citizen comment form with comments at [www.cityofbastrop.org/citizencommentform](http://www.cityofbastrop.org/citizencommentform) before 5:00 p.m. on July 14, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud.*

*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 inclusion on a future agenda.*

*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 any person or*



*threaten any person. Accordingly, profane, insulting or threatening language will not be read aloud at the meeting.*

## **11. 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.*

- 11A. Consider action to approve City Council minutes from the June 23, 2020 Regular meeting.

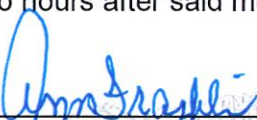
## **12. ITEMS FOR INDIVIDUAL CONSIDERATION**

- 12A. Consider and adopt on first and final reading Ordinance No. 2020-18 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.
- 12B. Public hearing and consider action to approve the first reading of Ordinance No. 2020-19 of the City Council of the City of Bastrop, Texas, amending the development standards for the Bastrop Grove Residential Planned Development District with a residential base use for 67.111 acres out of the Nancy Blakey Survey, Abstract 98, Located south of Agnes Street and east of State Highway 304, within the city limits of Bastrop, Texas; as shown in Exhibits A & B; including a severability clause; establishing an effective date; and move to include on the July 28, 2020, City Council Consent agenda for a second reading.
- 12C. Consider action to approve Resolution No. R-2020-59 of the City Council of the City of Bastrop, Texas allowing the use of internal illumination on a pylon sign, for Lakeside Phase 1 & 2, Lot 1, also known as the St. David's Hospital, located at 3201 E State Highway 71, as shown in Exhibit A, establishing a repealing clause; and establishing an effective date.
- 12D. Consider action to approve Resolution No. R-2020-60 of the City Council of the City of Bastrop, Texas, releasing the budget restrictions discussed at a City Council update on April 14, 2020; repealing all resolutions in conflict; and providing an effective date.
- 12E. Consider action to approve the first reading of Ordinance No. 2020-20 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date; and move to include on the July 28, 2020, City Council Consent agenda for a second reading.
- 12F. Hold a public hearing to review the program performance of the activities completed under the Texas Community Development Block Grant (TxCDBG) Program grant from the Texas Department of Agriculture for a Sewer Improvements Project, which will include an explanation of the actual use of the TxCDBG funds and invite comments.
- 12G. Consider action to approve Resolution No. R-2020-61 of the City Council of the City of Bastrop, Texas confirming a board appointment of the Mayor, as required in Section 3.08 of the City's Charter, and establishing an effective date.

- 12H. Consider action to approve Resolution No. R-2020-62 of the City Council of the City of Bastrop, Texas reducing mowing and other related liens filed by the City of Bastrop against 1811 Main Street to Ten-Thousand and 00/100 Dollars (\$10,000.00) authorizing the City Manager to execute all necessary documents; providing for a severability clause; and establishing an effective date.
- 12I. Consider action to approve Resolution No. R-2020-63 of the City Council of the City of Bastrop, Texas approving a list of qualified consulting firms to provide engineering services for CDBG MIT FUNDING through the GLO; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

## 12. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Thursday, July 9, 2020 at 2:00 p.m. and remained posted for at least two hours after said meeting was convened.

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





# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 2A

**TITLE:**

City Council shall convene into closed executive session pursuant to Texas Government Code Sections 551.071 and 551.072, to seek the advice of legal counsel, and to deliberate upon the acquisition of real property interests associated with the construction of Wastewater Treatment Plant #3 at 385 SH 304, Unit B, Bastrop, TX 78602, and its collections systems, including all related agreements, authorizations, easements, resolutions, and associated legal actions.

**STAFF REPRESENTATIVE:**

Trey Job, Interim City Manager





# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 2B

**TITLE:**

City Council shall convene into closed executive session pursuant to Texas Government Code Sections 551.071 and 551.072, to seek the advice of legal counsel, and to deliberate upon the Main Street Rehabilitation Project, including real property and easements, in regards to 702 and 704 Main Street (Khonsari), and pending legal proceedings for 1113 Main Street (McDonald).

**STAFF REPRESENTATIVE:**

Trey Job, Interim City Manager







# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 3

**TITLE:**

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

**STAFF REPRESENTATIVE:**

Trey Job, Interim City Manager





# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 7A

**TITLE:**

Mayor's Report

**STAFF REPRESENTATIVE:**

Trey Job, Interim 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





# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 7B

**TITLE:**

Councilmembers' Report

**STAFF REPRESENTATIVE:**

Trey Job, Interim 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.



# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 7C

**TITLE:**

City Manager's Report

**STAFF REPRESENTATIVE:**

Trey Job, Interim 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.





# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 8A

**TITLE:**

Discussion on extending the platting exceptions into the statutory extraterritorial jurisdiction.

**STAFF REPRESENTATIVE:**

Trey Job, Interim City Manager

**BACKGROUND/HISTORY:**

The Bastrop Building Block Code is a fluid document that reflects the community's values and is based on three focus areas that allow staff to make administrative changes through a warrant process when necessary to make the development process as customer friendly as possible.

There are exemptions to platting within the B<sup>3</sup> Code within the city limits. The code doesn't speak to the platting in the statutory extraterritorial jurisdiction (ETJ). With that in mind staff is bringing this discussion item to City Council for policy guidance on how to apply platting exemptions in the Statutory ETJ.

In section 1.2.005 Exceptions states:

A recorded Subdivision or development Plat is required prior to the issuance of a building permit with the following

**Exceptions:**

(a) Permits for an Accessory Building not connected to wastewater service. (b) Permits for repair or remodeling of an existing Structure that involves no increase in square footage. (c) Demolition permits, or permits for Removal of a Structure from a parcel or tract. (d) Permits for new Construction or expansion, if all the following criteria are met: (1) The current boundaries of the property existed in the same configuration on April 20, 1981; and (2) The Director of Planning & Development has determined there is no need for additional easements or right-of-way dedication.

(e) Exceptions for Infill Development: (1) For the purposes of this Subdivision Chapter, an Infill property is land that has been previously developed and/or cleared land within existing neighborhoods. (2) Exceptions to platting in these areas are for: A. Construction of a Residential Dwelling and related Accessory Structures. B. Permits for the expansion of existing Building up to a maximum of 50% of the original floor area.

Because the code does not speak on exceptions to platting in the ETJ, and an applicant does not meet the State of Texas exception to platting which is the property must be greater than 5 acres with access to a public road and municipal utilities the property owner is required to plat.



# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 9A

**TITLE:**

Presentation from Organizations applying for FY2021 Community Support Funding.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The organizations applying are:

- Austin Habitat for Humanity
- Bastrop County Child Welfare Board
- Bastrop County Emergency Food Pantry and Support Center
- Bastrop County First Responders
- Bastrop County Long Term Recovery
- Bastrop Pregnancy Resource Center
- Court Appointed Special Advocates CASA
- Children's Advocacy Center
- Combined Community Action
- Community Action, Inc. of Central Texas
- Bastrop County Women's Shelter, dba Family Crisis Center
- Feed the Need Missions

**POLICY EXPLANATION:**

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

**FUNDING SOURCE:**

Bastrop Power & Light Fund

**RECOMMENDATION:**

N/A

**ATTACHMENTS:**

- Funding Request Recap Sheet
- Applications

**CITY OF BASTROP  
COMMUNITY SUPPORT FUNDING REQUESTS FY2020-2021**

Organization	FY17-18 Approved Funding	FY18-19 Approved Funding	FY19-20 Approved Funding	COMMUNITY SUPPORT FY2020-2021	
				FY20-21 REQUESTED FUNDING	FY20-21 PROPOSED FUNDING
Austin Habitat for Humanity, Inc.	\$ 6,575.00	\$ 10,000.00	\$ 10,000.00	\$ 15,000.00	
Bastrop County Child Welfare Board	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00	
Bastrop County Emergency Food Pantry	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00	\$ 33,658.00	
Bastrop County First Responders	\$ 20,347.00	\$ -	\$ 14,787.00	\$ 15,840.50	
Bastrop County Long Term Recovery Team	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	
Bastrop County Women's Shelter, Inc. - Family Crisis Center	\$ 8,000.00	\$ 9,200.00	\$ 9,200.00	\$ 10,000.00	
Bastrop Pregnancy Resource Center	\$ 6,483.33	\$ 7,500.00	\$ 7,500.00	\$ 15,437.00	
Children's Advocacy Center of Bastrop County	\$ 5,558.00	\$ 6,400.00	\$ 6,400.00	\$ 15,000.00	
Combined Community Action, Inc.	\$ 5,567.00	\$ 6,400.00	\$ 6,400.00	\$ 8,000.00	
Community Action, Inc. of Central Texas	\$ -	\$ -	\$ -	\$ 12,000.00	
Court Appointed Special Advocate of Bastrop County (CASA)	\$ 5,558.00	\$ 6,400.00	\$ 6,400.00	\$ 6,400.00	
Feed The Need	\$ 5,992.00	\$ 6,500.00	\$ 6,500.00	\$ 8,000.00	
In the Streets-Hands Up High Ministry	\$ 5,692.00	\$ 6,200.00	\$ 6,200.00	Did not apply	
Literacy Volunteers of Bastrop	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	Did not apply	
<b>TOTAL</b>	<b>\$ 113,430.33</b>	<b>\$ 102,258.00</b>	<b>\$ 129,045.00</b>	<b>\$ 151,335.50</b>	<b>\$ -</b>





**CITY OF BASTROP**  
**2021 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION**

Austin Habitat for Humanity, Inc.			June 1, 2020
Official Name of Organization			Date
500 West Ben White Boulevard	Austin	TX	78705
Address	City	State	Zip
Kate Reznick	kreznick@ahfh.org		
Contact Person	E-mail		
512-472-8788 x117	512-476-1304		
Phone Number	Fax Number		
74-2373217	73651401		
Federal ID #	State ID #		

\$ 15,000  
 Funding Amount Requested

**If additional space is needed when filling in the application, please attach a separate sheet to the application.**

If your organization received funding last year:

Amount Requested: \$ 15,000                      Amount Funded: \$ 10,000

Provide a brief summary of your organization and the program you are requesting funds for:

Austin Habitat for Humanity helps hardworking lower-income families throughout Central Texas to maintain safe and stable housing. We build high-quality new homes for partner families, with more than 460 sold since 1985; we provide critical repairs and accessibility modifications, with nearly 350 homes repaired for seniors, people with disabilities and others; and we empowere12,000 community members to greater financial capability through our counseling program. We are requesting continued support from the City of Bastrop for our Home Repair program, supporting low-income homeowners in Bastrop and throughout the region who cannot afford the repairs and modifications they need to continue living safely and independently at home.

Describe the results you have experienced with this program and include statistics:

Since the Home Repair program launched in 2006, we have continued increasing the comprehensiveness of our repairs and expanding regionally, including to Bastrop. In 2019, we repaired 19 homes, impacting 44 household members. More than 80% of our homeowners were seniors, and nearly half of the households contained at least one member with a disability Results of recent client surveys show that 100% felt safe at home after our repairs; 96% could easily access and move around their homes; 100% took pride in their repaired homes and 100% believed Austin Habitat provided a valuable service. Comments included: "The home is 100% safe and looks very good. Thank you!" and "Austin Habitat for Humanity has taken a lot of stress off of me that I had about remaining in my home."

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

Funding will be used specifically to repair two homes within the City of Bastrop, assisting low-income households that require critical repairs and/or accessibility modifications but cannot afford to complete these repairs themselves. All funding will support costs directly related to home repairs including payments to contractors and other experienced professionals working on the homes and/or the costs of materials and supplies. All City of Bastrop support will be leveraged with support from other funding sources (such as the Texas State Affordable Housing Corporation, Habitat for Humanity International, Home Depot, the ECG Foundation, the Theodore P. Davis Trust, and others) to ensure that homeowners are able to receive the repairs they need to make their homes safe, stable and accessible.



# CITY OF BASTROP 2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

Austin Habitat is requesting a grant of \$15,000 again in FY2021, having requested \$15,000 in FY2020 and been awarded \$10,000. We believe that the greater amount is justified because we have continued to recognize the intensity of the need for critical home repairs and modifications in Bastrop. In particular, we recognize that these homeowners require significant amounts of work on their homes if they are going to continue living independently and safely in their homes and access the community. In addition, the Covid-19 pandemic has had serious negative impacts, including health and economic impacts, on our region, leaving more individuals in need and unable to pay for critical repairs. An increased grant amount will help us provide more comprehensive repairs and modifications to the households we assist in Bastrop.

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

Austin Habitat is not currently receiving in-kind services from the City of Bastrop. We most recently received in-kind services from the City of Bastrop in June 2015, when the City waived permit fees for new construction of a Habitat home. We would be interested in discussing potential opportunities for in-kind support related to our Home Repair program as appropriate.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

Austin Habitat's Home Repair team keeps detailed records and schedules for each household served, including qualification/eligibility documentation, client agreements, repair records, contractor invoices, and pre/post survey information. All clients are identified on our master tracking record by several indicators including their address and funding source(s) utilized for their reports, so we will have an easily-accessible record of the Bastrop clients and their support. Austin Habitat expects to positively impact two households, each likely consisting of one to four individuals; we are currently assisting two households in Bastrop this year as well.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations?

Yes  No

*Phyllis Snodgrass*

Authorized Signature for the Applicant

Phyllis Snodgrass

*5/28/2020*

Date

Chief Executive Officer

Title

### City of Bastrop - Finance Department Use Only

- Verified current 501(c)3 Status
- Good standing on contract reporting requirements



**CITY OF BASTROP**  
**2021 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION**

Bastrop County Child Welfare Board			06/22/2020
Official Name of Organization		Date	
804 Pecan Street	Bastrop	TX	78602
Address	City	State	Zip
Randy	mfritz@austin.rr.com		
Contact Person	E-mail		
512-985-6271			
Phone Number	Fax Number		
80-0714683			
Federal ID #	State ID #		

\$2,000.00  
 Funding Amount Requested

**If additional space is needed when filling in the application, please attach a separate sheet to the application.**

If your organization received funding last year:

Amount Requested: \$2,000.00      Amount Funded: \$2,000.00

Provide a brief summary of your organization and the program you are requesting funds for:

Bastrop County Child Welfare Board (CWB) is a governmental entity rather than a 501(c)(3). It is authorized by the commissioners court under state law. CWB raises and allocates funds for children who need basic supplies after they are removed from a dangerous home situation and placed with a relative (rather than a foster parent). The state does not provide funds for these kinds of needs for the relatives of children in DFPS care ("kinship care"). This mission does not overlap with CASA support of families in emergency financial situations. Unlike CWB, CASA does not provide funds in connection with startup situations. We also provide gift cards for birthdays and Christmas presents.

Describe the results you have experienced with this program and include statistics:

For the past several years, the CWB has spent between \$8,000 and \$10,000 for foster children in kinship care with start-up needs. CWB plays a critical role in ensuring these children have clothing, bedding, backpacks, and other basic necessities that cannot be retrieved when they are forcibly removed from a dangerous situation. CWB also provides birthday gift cards to children in foster care in Bastrop County (125-150 children) and allocates around \$3,000 for Christmas presents (depending on the level of private donations at the time).

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

On average, 15-20% of CWB expenditures help children who are removed and/or placed within the City of Bastrop. The requested funds will support children in kinship care who are placed within the City of Bastrop as well as those removed from abusive situations in the city (which is the more common situation). We believe our request is reasonable relative to the estimated \$14,000 CWB income for FY 2021 (15%). The funds will primarily support start-up situations but will also be used for birthday and Christmas gifts.





**CITY OF BASTROP**  
**2021 COMMUNITY SUPPORT FUNDING APPLICATION**

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

N/A--we are requesting the same amount.

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

None.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

Effective this fiscal year, DFPS and the CWB Treasurer collaborate to track all placement-related expenditures relative to the location of a child's removal and placement. This information is now documented by municipality as well as zip code. We also track the current location of each child who receives a birthday gift card. As a result, we are able to identify the number of children within the City of Bastrop who are benefiting from CWB funds as well as the amount of placement-related money spent on children removed from the City of Bastrop and/or placed within it. Removals from the City of Bastrop are more common than placements.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations?

Yes  No

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

6-23-2020  
\_\_\_\_\_  
Date

RANDY FRITZ  
\_\_\_\_\_

BOARD MEMBER  
\_\_\_\_\_  
Title

<b>City of Bastrop - Finance Department Use Only</b>	
<input type="checkbox"/>	Verified current 501(c)3 Status
<input type="checkbox"/>	Good standing on contract reporting requirements



## CITY OF BASTROP 2021 COMMUNITY SUPPORT FUNDING APPLICATION

### ORGANIZATION INFORMATION

Bastrop County Emergency Food Pantry		June 18, 2020	
Official Name of Organization		Date	
PO Box 953	Bastrop	Texas	78602
Address	City	State	Zip
Tresha Silva	director@bastropfoodpantry.org		
Contact Person	E-mail		
512-303-0033	512-321-4544		
Phone Number	Fax Number		
74-2485884			
Federal ID #	State ID #		

\$ 36,500

Funding Amount Requested

**If additional space is needed when filling in the application, please attach a separate sheet to the application.**

If your organization received funding last year:

Amount Requested: \$33,658

Amount Funded: \$33,658

Provide a brief summary of your organization and the program you are requesting funds for:

The Bastrop County Emergency Food Pantry & Support Center (BCEFP) respectfully requests a total of \$36,660 from the City of Bastrop to provide food, basic needs, and emergency assistance to the most impoverished and disadvantaged in our city. Your support will be actively used for programming, direct services, and operational support so we can provide for the disabled, homeless, school aged children, and low-income families who need our assistance the most. Last fiscal year the Pantry provided food to households in need 10,000 times. Through these encounters the Pantry provided 3,558 unduplicated individuals (1,451 households) with 334,774 pounds of food. The current pandemic and financial crisis created an increased demand for emergency food assistance. A peak in request occurred during the first week of April when 80% more individuals requested support from the Pantry. Our team works tirelessly to provide healthy foods and resources to our community's most vulnerable. With an estimated 13.2% of our county being food insecure, according to Feeding America, many Americans are one job loss or medical crisis away from food insecurity. Children and seniors may be at higher risk of hunger than others. These are our clients that we distribute food too.

Describe the results you have experienced with this program and include statistics:

The Food Pantry proudly serves the residents of the city of Bastrop. Last fiscal year they provided 3,558 individuals (10,000 encounters) with 334,774 pounds of food, which translates to 278,978 nutritious meals. They also provided information and referrals to 333 unique individuals, senior activities for 70 individuals, and provided 142 school aged students with out of school time food. The residents of the city of Bastrop rely on the Food Pantry in their time of crisis. Without the Food Pantry thousands of individuals and families would go without meals.

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

The Food Pantry's Emergency Food Assistance Program (EFAP) provides a nutritious 45-day supply of food based on USDA recommendations to individuals and families experiencing food insecurity. Clients also receive referral information, counseling, system navigation, and financial literacy. The Brown Bag and Open Arms Programs assist low-income seniors and individuals with physical or mental disabilities. Clients enrolled in these programs receive a monthly supplement of a nutritious bag of food, access to healthy whole grain, protein and fresh produce three times a week through our Whole Grains distribution. Normally, the Food Pantry provided transportation to the seniors without access to transportation to the distribution days and senior activity events. Since the pandemic the Food Pantry now delivers the food to the homebound seniors and no longer holds in person senior activities. Low-income seniors (60+) also receive an additional monthly box of food through the federal Department of Agriculture Commodity Supplemental Food Program. The Fresh Food for Families Program normally gives all Bastrop residents access to fresh fruits and vegetables once a month, but





# CITY OF BASTROP 2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

The Food Pantry is requesting the same amount as last years request.

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

The City of Bastrop has always been an essential partner to the Bastrop County Emergency Food Pantry's mission. The most recent in-kind support that BCEFP received was in 2020. The City provided the Food Pantry in-kind support by allowing us to host or Empty Bowl Project in the Bastrop Convention Center. We experienced new success with the donation of the beautiful space.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

Over 50% of the Food Pantry's resources benefited the City of Bastrop and its citizens. Each day, children and families throughout our city wonder where their next meal will come from. In the summers, when children can no longer access free lunches at school, the need for healthy foods is exceptional. With limited resources and little hope, families turn to cheap, fast-food options or go without. Many low-income residents in our community live in rural pockets, where access to grocery stores, Austin-based nonprofits, and other support services is incredibly limited. No child in Bastrop should wonder where their next meal will come from, and the Bastrop County Emergency Food Pantry is the largest community food bank exclusively serving Bastrop – ensuring our community's most vulnerable receive the guidance, sustenance, and support they need.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations?

Yes  No

**Tresha Silva** Digitally signed by Tresha Silva  
Date: 2020.06.29 14:40:52 -05'00'

Authorized Signature for the Applicant

June 29, 2020

Date

Executive Director

Title

### City of Bastrop - Finance Department Use Only

- Verified current 501(c)3 Status
- Good standing on contract reporting requirments





**CITY OF BASTROP**  
**2021 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION**

Official Name of Organization \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ E-mail \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Federal ID # \_\_\_\_\_ State ID # \_\_\_\_\_

\$ \_\_\_\_\_  
Funding Amount Requested

**If additional space is needed when filling in the application, please attach a separate sheet to the application.**

If your organization received funding last year:

Amount Requested: \$ \_\_\_\_\_ Amount Funded: \$ \_\_\_\_\_

Provide a brief summary of your organization and the program you are requesting funds for:

Describe the results you have experienced with this program and include statistics:

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:



**CITY OF BASTROP**  
**2021 COMMUNITY SUPPORT FUNDING APPLICATION**

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations?

Yes  No

Authorized Signature for the Applicant

Date

Title

City of Bastrop - Finance Department Use Only	
<input type="checkbox"/>	Verified current 501(c)3 Status
<input type="checkbox"/>	Good standing on contract reporting requirements



**CITY OF BASTROP  
2021 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION**

Bastrop County Long Term Recovery Team		June 25, 2020	
Official Name of Organization		Date	
P.O. Box 1975	Bastrop	TX	78602
Address		State	Zip
Sheila Lowe	City	ed@bcltrt.org	
Contact Person	E-mail		
512-521-3001 ext. 1	512-521-3001		
Phone Number	Fax Number		
45-4463754	801545916		
Federal ID #	State ID #		

\$ 10,000.00  
Funding Amount Requested

**If additional space is needed when filling in the application, please attach a separate sheet to the application.**

If your organization received funding last year:

Amount Requested: \$ 10,000.00      Amount Funded: \$ 10,000.00

Provide a brief summary of your organization and the program you are requesting funds for:

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

Describe the results you have experienced with this program and include statistics:

In 2019 we were able to reach three City of Bastrop neighborhoods for preparedness workshops, we also held a preparedness campaign and citywide event in partnership with the City of Bastrop. In 2020 we have responded to over 1800 calls by operating a county-wide hotline responding to the COVID-19 pandemic. From March 17th to date we have assisted 119 City of Bastrop residents with calls regarding symptoms for COVID-19. This is 55% of the overall calls received county-wide regarding symptoms.

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

The funds received from the City of Bastrop will be used for overhead that includes: salaries, office rental space and telecommunications. It will also allow for materials and supplies when we begin holding meetings and events again regarding preparedness.





CITY OF BASTROP
2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

N/A

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

2021 will be the 10 Year Anniversary of the Bastrop County Complex Fires. BCLTRT is planning commemoration events throughout 2021 leading up to September 4, 2021. The main event is September 4th at the Bastrop Convention Center. We would request that our rental of the facility be given in-kind if possible, to allow for our financial resources to focus on the affected families and individuals participating in the event. BCLTRT would add the City of Bastrop as the major contributor of the event if this request were granted.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

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

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations? Yes [checked] No [ ]

Handwritten signature of Sheila Lowe

Authorized Signature for the Applicant

Sheila Lowe

06/25/2020

Date

Executive Director

Title

City of Bastrop - Finance Department Use Only
[ ] Verified current 501(c)3 Status
[ ] Good standing on contract reporting requirements



# CITY OF BASTROP 2021 COMMUNITY SUPPORT FUNDING APPLICATION

## ORGANIZATION INFORMATION

Bastrop Pregnancy Resource Center		June 30, 2020	
Official Name of Organization	Bastrop	TX	78602
PO Box 2192	City	State	Zip
Address	spgwin02@yahoo.com		
Stephanie Tullos	E-mail		
Contact Person	Fax Number		
512-731-9903	3-20402-1222-0		
Phone Number	State ID #		
27-0665145			
Federal ID #			

\$ 15,437  
Funding Amount Requested

If additional space is needed when filling in the application, please attach a separate sheet to the application.

If your organization received funding last year:

Amount Requested: \$ 17,540

Amount Funded: \$ 7,500

Provide a brief summary of your organization and the program you are requesting funds for:

BPRC educates individuals and families experiencing sudden or unexpected life changes. All services are provided free of charge. We are requesting funds so that we can continue to expand our services and education within our community. As BPRC continues to grow, we would like to expand upon our educational curriculum and programs offered within the center as well as the community. Our goal is to teach families to provide loving, nurturing, caring homes where children can be led by parents healthy examples. BPRC services and educational programs include prenatal, parenting, breastfeeding, childbirth, life skills, and much more. We also educate about abstinence, risk of sex and sexually transmitted disease or illnesses. We want our community to become one where all of its people are independent and healthy. Other services provided are pregnancy testing, limited ultra sounds, coaching, material items (diapers, formula, clothing, car seats, cribs, playpens, etc.). Our ability to provide these material items gives peace of mind to the expectant mothers, caregivers and family units that otherwise may not have had the resources to provide these items to clients located in Bastrop TX.

Describe the results you have experienced with this program and include statistics:

We have watched teen pregnancy decline through Texas Health and Human Services. Our clients attending parenting classes become more relaxed and confident parents. We have assisted and educated our clients in continuing education, work related skills, finding employment, including finishing High school & GED programs so they can become and remain to be independent. Our abortion-vulnerable clients have returned through out their pregnancies and through their children's toddler years to attend offered classes and services. Clients and their families still drop by just to give us a hug, share pictures, and thank us for helping them through some low points in their lives. As a result these children are learning and receiving the nurturing love and sustaining family unit they might not have ever known.

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

The funds requested will be used to further expand our resources and programs, including the following: Our facility will provide a larger Safe distancing space to teach classes. We intend to use the funds towards our educational programs including equipment such as Laser Jet Printer, Travel Projector, Tablets, Etc. These funds will assist towards the much needed capital expenses of expanded curriculum, printed materials, and class materials. By increasing interaction with local schools, non profits, and related organizations or agencies within the community providing more classes, programs, and workshops utilizing various teaching programs and techniques as we continue in the Covid19 protocols and preventive measures. We intend to broaden and expand our services throughout Bastrop County. The desired and intended technology will allow us the ability to do so.



# CITY OF BASTROP 2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

Please see our proposed budget of funding for the 2021 fiscal year, we are increasing our educational programs and services to include and expand upon Child welfare, and the items offered in our boutique free of charge to all participating clients. We are requesting larger funding amounts to purchase the equipment and technology necessary to expand upon our curriculum, boutique items offered, as well as offering more unique and socially distant opportunities of study and services to our clients and the community during Covid 19.

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

Bastrop Power and Light 11/2014 to current.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

All services are provided free of charge. Our location is in the City of Bastrop with the majority of visits and clients residing in the 78602 zip code. We can accurately track how many classes are taken, what classes are taken, and how many attended. We are considering offering a survey of questions to each attendee following the class or program attended. New applications are purposefully assembled and budgeted to allow and provide better tracking and confirmation of allocated funds. We track our centers activities using eKryos its an on-line program specifically created for Pregnancy Resource Centers, serving centers across the nation.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations?

Yes  No

Stephanie Tullos  
Authorized Signature for the Applicant

6/30/20  
Date

Stephanie Tullos

Vice President  
Title

<b>City of Bastrop - Finance Department Use Only</b>	
<input type="checkbox"/>	Verified current 501(c)3 Status
<input type="checkbox"/>	Good standing on contract reporting requirements





CITY OF BASTROP
2021 COMMUNITY SUPPORT FUNDING APPLICATION

ORGANIZATION INFORMATION

Court Appointed Special Advocates (CASA) of Bastrop County

June 11, 2020

Official Name of Organization

Date

507 Water Street (physical) P.O.Box 623 (mailing)

Bastrop

Texas

78602

Address

City

State

Zip

Kristi Glasper

executivedirector@casabastrop.com

Contact Person

E-mail

512-303-2272

512-303-9637

Phone Number

Fax Number

74-2522961

Federal ID #

State ID #

\$ 6,400

Funding Amount Requested

If additional space is needed when filling in the application, please attach a separate sheet to the application.

If your organization received funding last year:

Amount Requested: \$ 8,000

Amount Funded: \$ 6,400

Provide a brief summary of your organization and the program you are requesting funds for:

Court Appointed Special Advocates (CASA) of Bastrop County provides advocacy for children who are removed from their homes by Child Protective Services (CPS), due to child abuse and/or neglect, in Bastrop, Fayette and Lee Counties. CASA is appointed as the Guardian Ad-Litem by the court systems. Once a child/children are removed from their homes, CPS seeks to find placement with other qualified family members, if not the child/children are placed in a licensed foster care home. Many times, family or foster care homes are not located in the same community where the children were removed. Regardless of where the children are placed in the state of Texas or outside of the state, our organization is dedicated to serving 100% of the children who are removed by CPS from the counties we serve. Recruiting community volunteers to advocate for the abused and neglected children from their communities is the fundamental foundation of CASA. Volunteers participate in a 30 hour training, educating them on the "CASA Way" for advocacy. Upon completion of the New CASA Volunteer training, the volunteers are sworn in by the local judge as CASA Advocates. The CASA Advocates are then assigned to a case and begin to advocate for what is in the Best Interest of these children. The CASA Advocates are required to advocate a minimum of 10 hours per month and are required to have face to face visits with the child/children at least once a month. (see attached)

Describe the results you have experienced with this program and include statistics:

For the past seven years, our organization has served 100% of children in the Temporary Managing Conservatorship(TMC)of the Department of Family and Protective Services (DFPS). These are children who have been removed from their homes due to child abuse and neglect. Attached is a chart showing the number of children served by our organization over a four year period. The chart indicates the breakout of children served in the communities of Bastrop County and the other counties served by the organization. Our organization currently has a total of 58 active volunteers, 26 of which are from Bastrop. (see attached chart)

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

To ensure the CASA Advocates and Staff are adequately trained to effectively advocate for children, funding plays a critical role. CASA is seeking funding to support a percentage of the following:
• Recruiting, Training, and Retention of CASA Advocates: New CASA Training supplies and materials; Professional Development opportunities for volunteers; retention activities for volunteer; snacks and beverages to support trainings)
• CASA Operations This includes utilities, phone, cellphone, and Internet.
• Child Assistance: Assistance to support the children, family/fictive kin placements who care for the children. For example: food, gas to support assistance to therapy or doctors' appointments; registration for extracurricular activities: clothes/shoes.
(see attached continuation)



CITY OF BASTROP
2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

CASA is not requesting a larger funding amount

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

Understanding that there is a pandemic that has limited the events that take place, the Volunteer Fair last year that was held at the Convention Center provided a venue for our organization to recruit volunteers. We were successful in recruiting seven New CASA Volunteers. It would be very helpful in the future, if it allows, to have another event.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

Tracking will take place in our OPTIMA data base system:
• Monthly tracking of the number of children entering the system
• Monthly tracking of the number of children exiting the system and the outcome of the exit (reunification, adoption, aging out, etc)
• Monthly tracking of the number of new volunteers to program and those who exit the program
• Number of volunteers assigned to cases
• Number of Professional Development Opportunities; number of volunteers attending
• Quarterly tracking on the number of community awareness events.
Since the beginning of this fiscal year (September 1, 2019) 70 abused and neglected children from Bastrop were served: 36 CASA Advocates from Bastrop served the abused and neglected children in Bastrop County. There is an untracked number of citizens in Bastrop that are effected by the work of our CASA Staff and Volunteers. To name a few, school teachers, placements for children, parents of the children, virtually anyone who comes in contact with the children we serve benefit from CASA.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations? Yes [checked] No [ ]

[Handwritten Signature]
Authorized Signature for the Applicant

Kristi Glasper

June 18, 2020
Date

Executive Director

Title

City of Bastrop - Finance Department Use Only
[ ] Verified current 501(c)3 Status
[ ] Good standing on contract reporting requirements



CITY OF BASTROP  
2021 COMMUNITY SUPPORT FUNDING APPLICATION

ORGANIZATION INFORMATION

Children's Advocacy Center, Serving Bastrop, Lee and Fayette Counties		June 29, 2020	
Official Name of Organization		Date	
1002 Chestnut Street	Bastrop	Texas	78602
Address	City	State	Zip
Meagan Webb	Meagan.Webb@cacbastrop.org		
Contact Person	E-mail		
512-321-6161	512-321-6164		
Phone Number	Fax Number		
74-2633011			
Federal ID #	State ID #		

\$ 15000  
Funding Amount Requested

If additional space is needed when filling in the application, please attach a separate sheet to the application.

If your organization received funding last year:

Amount Requested: \$ 14000                      Amount Funded: \$ 6400

Provide a brief summary of your organization and the program you are requesting funds for:

The Children's Advocacy Center, serving Bastrop, Lee and Fayette Counties exists to provide a coordinated, multi-disciplinary approach to the problem of child abuse in our community. We aspire to reduce trauma, seek justice, and foster healing and empowerment to child victims of abuse and their non-offending families and caregivers.

Working closely with private and community partners, the CAC ensures coordinated services and prompt, sensitive and effective responses which put the needs of child victims of abuse first. Our work extends to educating our communities in recognizing, reporting and the prevention of child abuse, supporting successful prosecution of those who perpetrate crimes against children and providing young victims and their non-offending family members the sustained specialized therapeutic support they need to heal.

Please see attached letter of explanation.

Describe the results you have experienced with this program and include statistics:

Please see attached letter of explanation.

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

Please see attached letter of explanation.





CITY OF BASTROP
2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

Please see attached letter of explanation.

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

We have previously received use of the Convention Center as an in-kind donation for law enforcement training.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

Our intake software tracks clients by jurisdiction and physical address, and those clients whose cases fall in City of Bastrop's jurisdiction are reported accordingly. Our organization has a reporting system to the City of Bastrop in place already, and would continue with that quarterly reporting model. For specific numbers, please see the attached letter of explanation.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations? Yes [checked] No [ ]

Meagan Webb Digitally signed by Meagan Webb Date: 2020.06.30 15:25:07 -05'00'

06/30/2020

Authorized Signature for the Applicant

Date

Meagan Webb

Executive Director

Title

City of Bastrop - Finance Department Use Only
[ ] Verified current 501(c)3 Status
[ ] Good standing on contract reporting requirements



# CITY OF BASTROP 2021 COMMUNITY SUPPORT FUNDING APPLICATION

## ORGANIZATION INFORMATION

Combined Community Action Inc. (Meals on Wheels - Rural Capital Area)		June 3, 2020	
Official Name of Organization		Date	
165 W. Austin St.		Giddings	TX 78942
Address		City	State
Kelly Franke		kjfranke@ccaction.com	
Contact Person		E-mail	
979/540-2980		979/542-9565	
Phone Number		Fax Number	
74-148511		N/A	
Federal ID #		State ID #	

\$8,000.00 Funding Amount Requested **If additional space is needed when filling in the application, please attach a separate sheet to the application.**

If your organization received funding last year:	
Amount Requested: <u>\$8,000.00</u>	Amount Funded: <u>\$6,400.00</u>

**Provide a brief summary of your organization and the program you are requesting funds for:**

Combined Community Action, Inc. (CCA) is a private non-profit agency that was chartered in March 1966 as Bastrop County Community Action. Programs administered by CCA in Bastrop include: Meals on Wheels, Rural Capital Area, Comprehensive Energy Assistance (\$45,270.50 paid in utility bills to the City of Bastrop in 2019), Tenant Based Rental Assistance, Weatherization Assistance Program, Community Service Block Grant Case Management Program, Case Management for Children and Pregnant Women as well as rental and emergency assistance. CCA is requesting \$8,000 in support for the Meals on Wheels Program. This program is the only program in Bastrop providing hot noon meals, 5 days a week to the senior population. CCA's congregate site is located at the Settlement Apts. Due to COVID 19, beginning in March 2020, all senior centers were closed and all participants are receiving frozen and shelf-stable meals. Meals on Wheels is a volunteer driven program, our caring volunteers deliver meals to our participants and check on each clients well-being and reports any physical or mental changes back to our local site manager.

**Describe the results you have experienced with this program and include statistics:**

Meals on Wheels provided over 9,600 meals to over 50 participants in 2019. This program allows seniors to remain at home and independent by providing nutritious meals 5 days a week. The meals provide 1/3 of the daily dietary requirements for seniors. All menus are planned and approved by a dietician. Research shows that the home delivered meals programs significantly improves diet quality, increase nutrient intakes, reduces food insecurity, and improves quality of life among the participants. Since COVID 19 we have seen an increase in participants and meals. In January and February 2020 we served 785 meals each month, March - 1129 meals, April - 1280 meals and May 1290 meals. We are currently delivering frozen and shelf stable meals, once a week to our participants to cut back on face to face contact. Our local site manager is calling the participants 3 times a week to check on their well-being and to determine if they need additional food or supplies. It is predicted that we will begin the daily hot meal delivery on July 6, 2020 unless we see a significant increase in COVID 19 cases.

**Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:**

Funds received from the City of Bastrop will be used to purchase meals for the participants. With the increase in participation due to COVID 19, these funds are even more important to continue to serve all the new participants. We currently have no waiting list and we are serving any senior that request meals. The services benefit the City of Bastrop Citizens by allowing them to remain at home and independent and avoiding nursing home assistance, saving tax payer money. CCA projects we will serve over 15,000 meals during 2020 within the City of Bastrop due to increased participation in the program. We hope to in the future work with the Bastrop Senior Citizens Group to provide meals at their center, those plans are currently on hold due to COVID 19.



# CITY OF BASTROP 2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

CCA is requesting the same amount of funding as in the previous years.

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

CCA staff was using the city offices to meet with clients for utility and rental assistance, due to COVID 19 all assistance is being provided via email, USPS, fax or by telephone. Once it is safe, we would like to utilize the offices again to receive appointments. The quarterly meetings have been beneficial to obtain information regarding other services provided within the City of Bastrop.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

CCA has a client tracking software that tracks the number of participants and meals served. The local site manager completes the daily nutrition reports, those reports are collected weekly and sent to the central office in Giddings. The daily nutrition reports are then input in the client tracking software to generate monthly reports by site, city and county. CCA reports monthly to the Capital Area Planning Council - Area Agency on Aging. CAPCOG/AAA monitors CCA annually for compliance, we have had no findings, corrections or concerns in the last 5 years.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations? Yes  No

Authorized Signature for the Applicant

Kelly Franke

June 5, 2020

Date

Executive Director

Title

City of Bastrop - Finance Department Use Only	
<input type="checkbox"/>	Verified current 501(c)3 Status
<input type="checkbox"/>	Good standing on contract reporting requirements





CITY OF BASTROP

2021 COMMUNITY SUPPORT FUNDING APPLICATION

ORGANIZATION INFORMATION

Community Action, Inc. of Central Texas

June 23, 2020

Official Name of Organization

Date

215 S. Reimer Ave. # 130 (Central Office)

San Marcos

Tx

78666

Address

City

State

Zip

Glenda L. Rose

grose@communityaction.com

Contact Person

E-mail

512 789-5131

512-396-4255

Phone Number

Fax Number

74-1541726

Federal ID #

State ID #

\$ 12,000

Funding Amount Requested

If additional space is needed when filling in the application, please attach a separate sheet to the application.

If your organization received funding last year:

Amount Requested: \$ \_\_\_\_\_

Amount Funded: \$ \_\_\_\_\_

Provide a brief summary of your organization and the program you are requesting funds for:

Community Action Inc. of Central Texas develops opportunities for people and communities to realize their potential by providing resources and services to empower Central Texans of all ages to become self-sufficient. In Bastrop, we have been providing adult education services for the last 20 years. As a grant recipient of the Texas Workforce Commission, classes are designed to help residents receive the necessary skills to obtain employment in the Bastrop area. Current classes include workforce training programs, English as a second language, English for internationally-trained professionals, preparation for citizenship interviews, digital literacy, preparation for high school equivalency exams such as the GED or HiSET, integrated education and training programs, such as Bookkeeping and Microsoft Office Specialist.

Describe the results you have experienced with this program and include statistics:

Community Action has onsite classes with space provided by Bastrop Independent School District at Genesis High School, Lost Pines Elementary, Red Rock Elementary, and Cedar Creek High School. Further in the county, we have classes at ACC in Elgin and at Smithville Elementary. We also offer high school equivalency preparation classes and training classes at the Workforce Solutions office. From July 1, 2019 to May 15, 2020, we served 229 students within BISSD's service area. Including Elgin and Smithville, we served 291 adults with literacy needs in Bastrop County. Prior to the COVID-19 change to remote services, 88 students had shown a "measurable skills gain" such as literacy level improvement, recognized certification, and/or high school equivalency completion. These numbers will likely increase as we continue to provide services remotely and work toward assessing student outcomes remotely as well.

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

The Bastrop Learning Center on Pine Street is where we have our administrative office for Bastrop County, conduct registration and orientation for many sites, and provide special tutoring such as citizenship preparation and one-on-one support for high school equivalency students. We have the opportunity to obtain the other half of the building which will allow us to provide residents with a computer lab for career training classes, digital literacy as well as independent study. Funding for the space for the computer lab will offer Bastrop residents the opportunity to receive career skills that lead to an industry recognized credential designed for in-demand occupations in the Bastrop area. Since the COVID pandemic, many Bastrop residents have lost jobs. The rented space will contribute to improving the Bastrop economy by getting residents the skills to get them back to work.



CITY OF BASTROP
2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

N/A

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

We receive class space from the Bastrop Independent School District.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

Community Action Inc., of Central Texas' adult education program is primarily funded by the Workforce Innovation and Opportunity Act (WIOA) Title II (Adult Education and Family Literacy Act) as managed by the Texas Workforce Commission. As such, we are required to maintain and submit records on student enrollment, attendance, and measurable skills gains on a monthly basis. We are able to draw reports for students who participate at specific sites, which will enable us to provide reports on participants in both the City of Bastrop and Bastrop County as requested.

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations? Yes [checked] No [ ]

Carole Belver (handwritten signature)

June 23, 2020

Authorized Signature for the Applicant

Date

Carole Belver

Executive Director

Name Printed or Typed

Title

City of Bastrop - Finance Department Use Only
[ ] Verified current 501(c)3 Status
[ ] Good standing on contract reporting requirements





**CITY OF BASTROP  
2021 COMMUNITY SUPPORT FUNDING APPLICATION**

**ORGANIZATION INFORMATION**

Bastrop County Women's Shelter, dba Family Crisis Center		June 30, 2020	
Official Name of Organization		Date	
P.O. Box 736	Bastrop	TX	78602
Address	City	State	Zip
Sherry Murphy	sherrym@familycrisiscenter.us		
Contact Person	E-mail		
512-321-7760	512-321-7771		
Phone Number	Fax Number		
74-2304542	17423045420		
Federal ID #	State ID #		

\$ 10,000  
Funding Amount Requested

**If additional space is needed when filling in the application, please attach a separate sheet to the application.**

If your organization received funding last year:	
Amount Requested: \$ 10,000	Amount Funded: \$ 9,200

Provide a brief summary of your organization and the program you are requesting funds for:

The Family Crisis Center requests \$10,000 in funding from the City of Bastrop to support services for survivors of domestic and sexual violence in Bastrop, TX. Programs and services provided by the Family Crisis Center include: community violence prevention programs for youth and adults; crisis intervention and advocacy; safety planning; emergency shelter; counseling; transitional housing; hospital and court accompaniment; assistance filing assault charges, seeking protective orders, and applying for Crime Victims' Compensation; and mandated violence intervention programs including a state-accredited Batterer's Intervention Program (BIPP) and the Protective Parenting program. The Center provides a continuum of care through its core victim service programs, which are aimed at creating sustainable change in the lives of individuals impacted by domestic violence and sexual assault.

Describe the results you have experienced with this program and include statistics:

In fiscal year 2019, the Family Crisis Center provided the following services to City of Bastrop residents: 274 individuals received crisis intervention services; 1,615 nights of emergency shelter were provided for 34 women and 18 children; transitional housing was provided for 11 women and 2 children; 25 adults were provided with violence intervention and prevention services through the Adult Intervention Violence Program (AVIP); 9 adults were provided with parenting education through the Protective Parenting Program; 210 anti-violence & anti-victimization presentations were made to 1,602 elementary and 3,009 middle and high school students, and 289 community members. The agency also coordinates and secures funding for the local Sexual Assault Nurse Examiners (SANE) Program, a collaborative initiative with Children's Advocacy Center that provides forensic medical examinations for victims of sexual assault. Additionally, the Center collaborates with other social service agencies and organizations, representatives of local government, the criminal justice system, and community groups and participates in several community initiatives aimed at increasing victim safety and maintaining offender accountability.

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

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





**CITY OF BASTROP**  
**2021 COMMUNITY SUPPORT FUNDING APPLICATION**

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

Funds will support access to core victim services for City of Bastrop residents including crisis intervention services including a 24/7 crisis hotline and on-call Advocates; emergency shelter; transitional housing; and counseling for individuals impacted by domestic and sexual violence and their families.

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

The City of Bastrop provided the agency with use of the Convention Center for a community luncheon in 2019 and 2018 and waived fees for the agency relating to various projects including construction of the agency's community thrift store in 2005, construction of the transitional housing apartment complex in 1999, and construction of the agency's direct service/administrative office in 1996.

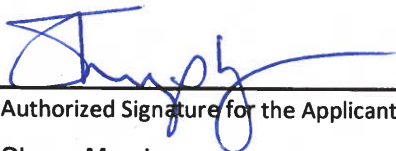
Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

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

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations?

Yes  No



Authorized Signature for the Applicant

Sherry Murphy

6/30/2020

Date

Executive Director

Title

**City of Bastrop - Finance Department Use Only**

- Verified current 501(c)3 Status
- Good standing on contract reporting requirements



CITY OF BASTROP  
2021 COMMUNITY SUPPORT FUNDING APPLICATION

ORGANIZATION INFORMATION

Feed the Need Missions	June 23, 2020		
Official Name of Organization	Date		
PO Box 1542	Bastrop	TX	78602
Address	City	State	Zip
Christine Farquhar/Jason Bray	christine.farquhar@feedtheneed.org		
Contact Person	E-mail		
888-511-7173			
Phone Number	Fax Number		
27-3419631	8013134888		
Federal ID #	State ID #		

§ 8000  
Funding Amount Requested

If additional space is needed when filling in the application, please attach a separate sheet to the application.

If your organization received funding last year:

Amount Requested: <u>§ 8000</u>	Amount Funded: <u>§ 6500</u>
---------------------------------	------------------------------

Provide a brief summary of your organization and the program you are requesting funds for:

See Attached Exhibit A

Describe the results you have experienced with this program and include statistics:

Consistently meeting every week, by providing a hot meal, has made a great impact in the community. Over the last 12 months, we provided an average of 415 meals per week at the two City of Bastrop locations, this helps to fill a physical need, but it also fosters community to help meet the social, emotional and spiritual support to the community. This comes from volunteers who provided 5,861 volunteer hours over the past 12 months.

Specify how the funds will be used for the program and how the program services benefit City of Bastrop Citizens:

The City of Bastrop funds will be used provide food, supplies and equipment for the two sites in the City of Bastrop. This program benefits the community by providing a hot meal to anyone in need, consistently every week, to help with social, spiritual, emotional, and physical needs amongst those impoverished.





CITY OF BASTROP
2021 COMMUNITY SUPPORT FUNDING APPLICATION

If requesting a larger funding amount than last year, what specifically will you spend the increase on:

Feed the Need Missions will not be requesting larger funds than last year.

Identify any in-kind services you need, currently receive, or have received in the past from the City of Bastrop:

Feed the Need Missions has not received any in-kind services from the City of Bastrop.

Describe how you will track the number of City of Bastrop citizens benefited by the program and provide the number of City of Bastrop citizens who received your services in the last 12 months.

Feed the Need Missions Site Coordinators track the number of meals served every week. In the last 12 months, based on averages we have served the following:
Bastrop South Site (Primera Baptist Church): 11,640 meals
Bastrop North Site (603 Linden St.): 9,915 meals
Total for two sites: 21,555 meals

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

Will you commit to quarterly meetings and leveraging with other non-profit organizations? Yes [checked] No [ ]

Authorized Signature for the Applicant
Jason Bray

06.24.2020
Date
Vice President
Title

City of Bastrop - Finance Department Use Only
[ ] Verified current 501(c)3 Status
[ ] Good standing on contract reporting requirements





# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 10

**TITLE:**

## **CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone wishing to address the Council, must complete a citizen comment form with comments at [www.cityofbastrop.org/citizencommentform](http://www.cityofbastrop.org/citizencommentform) before 5:00 p.m. on July 14, 2020. Submitted comments will be read aloud at the meeting. Comments from each individual will be limited to three (3) minutes when read aloud. 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.*

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



# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 11A

**TITLE:**

Consider action to approve City Council minutes from the June 23, 2020 Regular meeting.

**STAFF REPRESENTATIVE:**

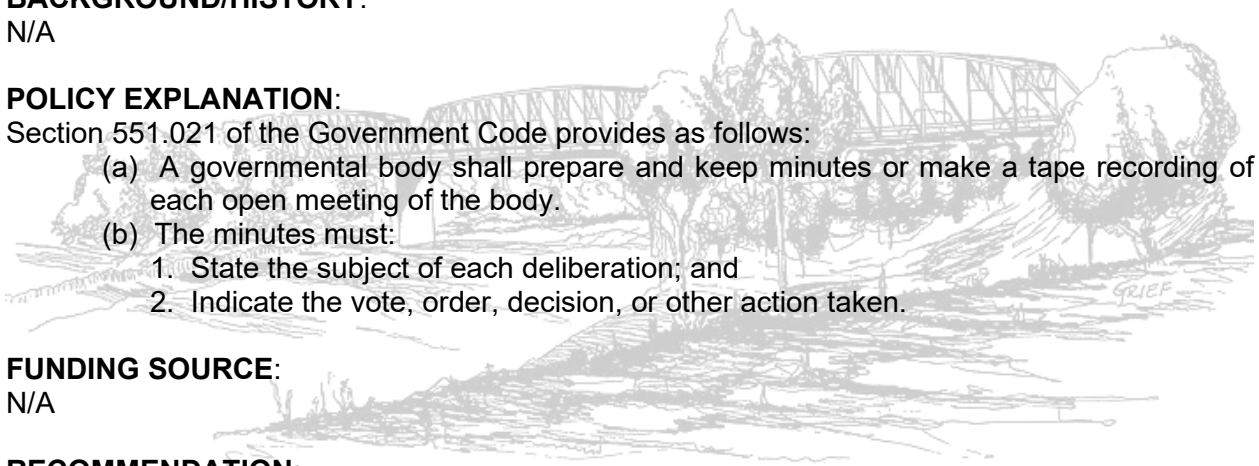
Trey Job, Interim City Manager  
Ann Franklin, City Secretary

**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 June 23, 2020 Regular meeting.

**ATTACHMENTS:**

- June 23, 2020, DRAFT Regular Meeting Minutes.

**June 23, 2020**

The Bastrop City Council met in a Regular Meeting on Tuesday, June 23, 2020, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members physically present were: Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Ennis, Peterson and Rogers. Council Member Jackson was present via video. Officers physically present were Interim City Manager, Robert Wood; City Secretary, Ann Franklin; and City Attorney, Alan Bojorquez.

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

**INVOCATION**

Council Member Jackson, gave the invocation.

**EXECUTIVE SESSION**

**Council Member Ennis recused himself.**

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

- 10A. City Council shall convene into closed executive session regarding a personnel matter, including but not limited to an update on the status of the appointment of a long-term city manager, assessment of the city manager position under the Bastrop Home Rule Charter and Bastrop Code of Ordinances, evaluation of employment alternatives, update on recruitment from executive search firm Chris Hartung Consulting, LLC, and briefing on legal issues by the City Attorney in accordance with Texas Government Code Sections 551.071 and 551.074.

**The Bastrop City Council reconvened at 6:53 p.m. into open (public) session.**

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

- 10A. City Council shall convene into closed executive session regarding a personnel matter, including but not limited to an update on the status of the appointment of a long-term city manager, assessment of the city manager position under the Bastrop Home Rule Charter and Bastrop Code of Ordinances, evaluation of employment alternatives, update on recruitment from executive search firm Chris Hartung Consulting, LLC, and briefing on legal issues by the City Attorney in accordance with Texas Government Code Sections 551.071 and 551.074.

**A motion was made by Mayor Pro Tem Nelson to authorize the Mayor to execute a contract with the City Manager Candidate, Paul Hofmann and to have his employment with the City began no later than August 3, 2020, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**



**PRESENTATIONS**

- 4A. Mayor's Report
- 4B. Councilmembers' Report
- 4C. City Manager's Report
- 4D. Proclamation of the City Council of the City of Bastrop, Texas recognizing the month of July, 2020 as Park and Recreation Month.  
**The proclamation was read into record by Mayor Schroeder and accepted by Terry Moore, Executive Director, YMCA of Austin.**

**ITEMS FOR INDIVIDUAL CONSIDERATION**

- 9D. Consider action to approve Resolution No. R-2020-56 of the City Council of the City of Bastrop, Texas approving Task Order No. 2 to Freese and Nichols, Inc. for engineering services required through design, construction, start-up and warranty period related to the construction of the new water treatment plant in the amount of Four Million Eight hundred forty-five thousand six hundred three dollars and zero cents (4,845,603.00) as attached in Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.  
**Presentation was made by Kendall King, Freese and Nichols.**

**A motion was made by Council Member Rogers to approve Resolution No. R-2020-56 without the Construction Manager at Risk (CMAR) type project delivery method, less \$60,936, bringing the total basic + special services amount to 4,784,667, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

**Mayor Schroeder recessed the meeting at 8:09 p.m.**

**Mayor Schroeder called the meeting back to order at 8:14.**

**WORK SESSION/BRIEFINGS**

- 5A. Review Rules of Procedure for the City Council of the City of Bastrop, Texas.  
**Rules were reviewed and direction was given to the City Attorney.**

**STAFF AND BOARD REPORTS**

- 6A. Receive presentation on the unaudited monthly Financial Report for the period ending May 31, 2020.  
**Presentation was made by Chief Financial Officer, Tracy Waldron.**
- 6B. Receive an update from City of Bastrop Chief Financial Officer on the forecast of FY2020 General Fund budget due to COVID-19.  
**A motion was made by Council Member Ennis to pull this item from the agenda and bring back on the July 14, 2020 Individual Consideration agenda, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.**

- 6C. Receive monthly development update.  
**Presentation was made by Assistant City Manager, Trey Job.**

**CITIZEN COMMENTS (Statements were read into record by Mayor Connie Schroeder)**

**Joan Armstrong  
1504 Water St  
Bastrop, Texas 78602  
512-629-2976**

**Christina Larson  
1411 Old Sayers Rd  
Bastrop TX 78602  
312-618-6031**

**Maria Montoya Hohenstein  
920 Main Street  
512-810-9111**

**Robin Schneider  
289 Pecan Acres Road  
512-657-7097**

**Jeffrey Stayton  
920 Main Street  
901-607-3300**

**Susan Perkins  
172 PONDEROSA RD  
832-865-7453**

**Shona Gary  
112 Wailupe Circle, Bastrop, TX. 78602  
940-328-4627**

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

- 8A. Consider action to approve City Council minutes from the June 9, 2020 Regular meeting; June 12, 2020 Special Called meeting; and June 13, 2020 Special Called meeting.
- 8B. Consider action to approve the second reading of Ordinance No. 2020-16 of the City Council of the City of Bastrop, Texas, amending the Bastrop Economic Development Corporation budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.

- 8C. Consider action to approve the second reading of Resolution No. R-2020-49 of the City Council of the City of Bastrop, Texas, supporting the Bastrop Economic Development Corporation's application for an Economic Development Administration (EDA) Grant in the amount of one million, three hundred fifty thousand dollars (\$1,350,000.00) to facilitate the capital and facilities to provide immediate workforce training and development courses and certifications; authorizing the BEDC's expenditure of two hundred seventy thousand dollars (\$270,000.00) for the required twenty percent (20%) local match; authorizing the BEDC's Chief Executive Officer to execute all necessary documentation; and establishing an effective date.

#### **ITEMS FOR INDIVIDUAL CONSIDERATION CONTINUED**

- 9A. Consider and adopt on first and final reading Ordinance No. 2020-17 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regard to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.  
**Mayor Schroeder did not approve any Emergency Order Numbers since the last Council Meeting.**

**A motion was made by Council Member Rogers to approve Ordinance No. 2020-17 with the Phased Reopening Plan, Amendment #1 in lieu of Exhibit A with the following wording, seconded by Council Member Jackson, motion was approved on a 5-0 vote.**

**The following is the wording listed at the top of Phased Reopening Plan, Amendment #1: "COUNCIL STRONGLY ENCOURAGES EVERY CITIZEN TO WEAR A MASK COVERING THEIR NOSE AND MOUTH WHILE IN PUBLIC, ESPECIALLY WHEN UNABLE TO SOCIALLY DISTANCE FROM OTHERS".**

- 9B. Consider action to approve Resolution No. R-2020-54 of the City Council of the City of Bastrop, Texas endorsing the Bird City Mural Project for Fisherman's Park; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.  
**Presentation was made by Assistant City Manager, Trey Job.**

#### **SPEAKERS (Statements were read into record by Mayor Connie Schroeder)**

**Dorothy Skarnulis  
130 Clear Water Pass  
Bastrop, TX 78602  
512-581-8258**

**Louise Ridlon  
107 Timber Hill Cv.  
Cedar Creek, TX 778612  
512-985-5064**

**Jeffrey Stayton  
920 Main Street  
901-607-3300**

**Maria Hohenstein  
920 Main Street  
512-810-9111**

**A motion was made by Council Member Jackson to approve Resolution No. R-2020-54, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

- 9C. Consider action to approve Resolution No. R-2020-55 of the City Council of the City of Bastrop, Texas, amending the contract amount for the Pine Street Drainage Improvements sewer relocation to 304 Construction, LLC in the amount of seventy-three thousand two hundred dollars (\$73,200.00) as attached as Exhibit A; authorizing the City Manager to execute all necessary documents for the Change Order; and establishing an effective date.

**Presentation was made by Assistant City Manager, Trey Job.**

**A motion was made by Council Member Rogers to approve Resolution No. R-2020-55, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.**

#### **ITEM 9A CONTINUED**

- 9A. Consider and adopt on first and final reading Ordinance No. 2020-17 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regard to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

**Mayor Schroeder did not approve any Emergency Order Numbers since the last Council Meeting.**

**A motion was made by Council Member Rogers to approve the Phased Reopening Plan, Amendment #1 in lieu of Exhibit A with the following wording, seconded by Council Member Jackson, motion was approved on a 5-0 vote.**

**The following is the wording listed at the top of Phased Reopening Plan, Amendment #1: "COUNCIL STRONGLY ENCOURAGES EVERY CITIZEN TO WEAR A MASK COVERING THEIR NOSE AND MOUTH WHILE IN PUBLIC, ESPECIALLY WHEN UNABLE TO SOCIALLY DISTANCE FROM OTHERS".**

#### **EXECUTIVE SESSION**

**The City Council met at 10:11 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

- 10A. City Council shall convene into closed executive session regarding a personnel matter, including but not limited to an update on the status of the appointment of a long-term city manager, assessment of the city manager position under the Bastrop Home Rule Charter and Bastrop Code of Ordinances, evaluation of employment alternatives, update on recruitment from executive search firm Chris Hartung Consulting, LLC, and briefing on legal issues by the City Attorney in accordance with Texas Government Code Sections 551.071 and 551.074.



- 10B. Pursuant to Texas Government Code Sections 551.071 and 551.072, to deliberate upon, seek the legal advice of, and direct its Litigation Counsel regarding the Main Street Rehabilitation Project, including pending legal proceedings for 1113 Main Street (McDonald).
  
- 10C. City Council shall convene into closed executive session pursuant to Section 551.072 of the Texas Government Code to deliberate the acquisition of property and easements associated with the construction of Wastewater Treatment Plant #3.

**The Bastrop City Council reconvened at 12:00 p.m. into open (public) session.**

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

No action taken.

**ADJOURNMENT**

**Adjourned at 12:00 p.m. without objection.**

APPROVED:

ATTEST:

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

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

**The Minutes were approved on July 14, 2020, by Council Member motion, Council Member second. The motion was approved on a vote.**



# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 12A

**TITLE:**

Consider and adopt on first and final reading Ordinance No. 2020-18 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

**STAFF REPRESENTATIVE:**

Trey Job, Interim City Manager

**BACKGROUND/HISTORY**

A declaration of local disaster and public health emergency includes the ability to take measures to reduce the possibility of exposure to disease, control the risk, prevent the spread of the disease, and promote the health and safety of individuals in the City of Bastrop; and

**POLICY EXPLANATION:**

On March 16, 2020 the City Council Confirmed a Declaration of Disaster due to the novel coronavirus (COVID-19). Within that declaration the mayor is granted the authority to take extraordinary measures to protect the health and safety of the citizens of Bastrop.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider and adopt on first and final reading Ordinance No. 2020-18 as an emergency measure ratifying temporary Emergency Orders enacted by the Mayor in her capacity as Emergency Management Director in regards to the current Local State of Disaster, for the immediate preservation of the public peace, health or safety.

**ATTACHMENTS:**

- Ordinance No. 2020-18
- Emergency order of the Mayor

## EMERGENCY ORDINANCE 2020-18

**AN EMERGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, CONFIRMING AND RATIFYING THE EMERGENCY ORDERS ISSUED BY THE MAYOR AS THE EMERGENCY MANAGEMENT DIRECTOR, AS DESCRIBED IN EXHIBIT A; PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, ENFORCEMENT, AND PENALTY; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS**, the novel coronavirus (COVID-19) has been recognized globally as a contagious respiratory virus; and

**WHEREAS**, on March 13, 2020, Texas Governor Greg Abbott declared a State of Disaster for all counties in Texas, and the President of the United States of America declared a national emergency in relation to COVID-19; and

**WHEREAS**, on March 16, 2020, the Mayor issued a Declaration of Local Disaster to allow the City of Bastrop to take measures to reduce the possibility of exposure to COVID-19 and promote the health and safety of Bastrop residents; and

**WHEREAS**, Section 418.108 of the Texas Government Code provides that a declaration of local disaster activates the City's Emergency Management Plan; and

**WHEREAS**, in furtherance of the declaration of local disaster, the Mayor issued certain orders pursuant to Chapter 418 of the Texas Government Code; and

**WHEREAS**, Section 3.15(b) of the Bastrop City Charter allows the City Council to adopt an emergency ordinance relating to the immediate preservation of the public peace, health or safety, and such emergency ordinances shall take effect immediately upon adoption and execution without a second consideration; and

**WHEREAS**, Section 54.001 of the Texas Local Government Code generally provides the maximum penalties for violations of municipal ordinances, rules, or police regulations; and

**WHEREAS**, Section 418.173 of the Texas Government Code provides that a local emergency management plan may provide that failure to comply with the plan or with a rule, order, or ordinance adopted under the plan is an offense punishable by a fine not to exceed \$1,000 or confinement in jail for a term not to exceed 180 days; and

**WHEREAS**, the City Council of the City of Bastrop, Texas, finds it reasonable and necessary for the protection of the health and safety of the residents of the City of Bastrop to confirm and ratify the orders issued by the Mayor pursuant to Chapter 418 of the Texas Government Code, as described in **Exhibit A**; and



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

**SECTION 1. FINDINGS OF FACT:** The foregoing recitals are incorporated into this Emergency Ordinance by reference as findings of fact as if expressly set forth herein.

**SECTION 2. CONFIRMATION & RATIFICATION:** The City Council of the City of Bastrop, Texas, in accordance with the authority vested in the governing body of the City of Bastrop, Texas, by Section 418.108 of the Texas Government Code, hereby confirms and ratifies the emergency orders issued by the Mayor in furtherance of the declaration of local disaster, as described in **Exhibit A**.

**SECTION 3. PUBLIC NOTICE:** The City Secretary is hereby directed to give prompt and general publicity to this Emergency Ordinance.

**SECTION 4. CONFLICTS:** In the case of any conflict between other provisions of this Emergency Ordinance and any existing Ordinance of the City, the provisions of this Emergency Ordinance will control.

**SECTION 5. SEVERABILITY:** If any provision of this Emergency Ordinance or the application thereof to any person or circumstance is held invalid, that invalidity or the unenforceability will not affect any other provisions or applications of this Emergency Ordinance that can be given effect without the invalid provision.

**SECTION 6. ENFORCEMENT:** The City shall have the power to administer and enforce the provisions of this Emergency Ordinance as may be required by governing law. Any person violating any provision of this Emergency Ordinance violates Section 1.08.011 of the Bastrop City Code. In accordance with Section 418.173 of the Texas Government Code, a violation is a misdemeanor punishable by a fine not to exceed \$1,000 or confinement in jail for a term not to exceed 180 days. Nothing in this ordinance shall be construed as a waiver of the City's right to bring a civil action to enforce the provisions of this ordinance and to seek remedies as allowed by law and/or equity.

**SECTION 7. EFFECTIVE DATE:** In accordance with Section 3.15(b) of the Bastrop City Charter, this Emergency Ordinance shall be *effective immediately* upon passage.

**SECTION 8. OPEN MEETING:** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**READ, ACKNOWLEDGED & APPROVED** on the First & Final Reading on this, the 14<sup>th</sup> day of July 2020.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

---

Alan Bojorquez, City Attorney

## Exhibit A



# EMERGENCY ORDER OF THE MAYOR

**RE: COVID-19**

E.O. # 2020- 7

June 30, 2020

1. **Masks Encouraged:** Persons interacting with others outside their households are encouraged to wear face coverings, especially when six feet (6') of separation is not feasible. Wearing face coverings is an easy, inexpensive way to protect yourself and those around you as we all strive together to halt the spread of this pandemic.
2. **Masks Required when Conducting Business:**
  - (a) **Mandate.** All Business Entities with premises within the Bastrop City Limits must develop and implement a COVID-19 Safety Policy ("Policy") in accordance with this Emergency Order. The Policy must require, at a minimum, that all employees, customers, clients, patients, staff, or visitors to the Business Entity's premises wear face coverings over their noses and mouths when on the Business Entity's premises and six feet (6') of separation from other persons is not feasible. Under the Policy, the wearing of face coverings must be a condition of accessing the premises, or receiving goods and/or services from the Business Entity. A sample policy is attached as *Exhibit "A"*.
  - (b) **Exceptions.** A Policy may provide for the following exceptions to the requirement that a face covering be worn by all employees, customers, clients, patients, staff, or visitors while on the Business Entity's premises:
    - (1) the person is under the age of ten years old (while noting that the U.S. CDC recommends face coverings for persons two years of age and older); or
    - (2) when exercising outside or engaging in physical activity outside; or
    - (3) while driving alone or with passengers who are part of the driver's household; or
    - (4) when wearing a face covering would hinder the performance of a service or procedure; or
    - (5) when doing so poses a mental or physical health, safety, or security risk; or
    - (6) while in a building or conducting an activity that requires security surveillance or screening, for example, banks; or
    - (7) when consuming food or drink; or
    - (8) when the person is unable to remove a face covering without assistance.
  - (c) **Optional.** It is recommended that the Policy also include the implementation of other mitigating measures designed to control and reduce the transmission of COVID-19,



such as physical distancing of at least six feet (6'), handwashing, temperature checks, and/or health screenings.

(d) **Posting.** Each Business Entity must post its Policy in clear view at an easily seen location that provides notice to all employees, customers, clients, patients, and visitors, including entrances. A sample notice is attached as *Exhibit "B"*.

3. **Masks Required for City Officials:** City Officials must wear face coverings when directly interacting with members of the public regarding matters of city business when maintaining at least six feet (6') of separation is not feasible.

4. **Definitions:**

(a) **Business Entity:** a corporation, sole proprietorship, partnership, unincorporated association, or nonprofit corporation conducting business or otherwise providing goods and/or services directly to the public in the Bastrop City Limits.

(b) **City Official:** members of the city council, city employees, and members of city boards, commissions, or committees for the City of Bastrop.

5. **Purpose:** This Emergency Order is intended to hinder the spread of the COVID-19 virus as advised by the U.S. CDC and Texas DSHS.

6. **Rationale:** This Emergency Order is issued in recognition of the determination by the U.S. CDC and Texas DSHA that face coverings are a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the cloth face covering coughs, sneezes, talks, or raises their voice. This Emergency Order is based on what we know about the role that respiratory droplets play in the spread of the virus that causes COVID-19, paired with emerging evidence from clinical and laboratory studies that shows cloth face coverings reduce the spray of droplets when worn over the nose and mouth.

This Emergency Order is timely in light of the following recent developments:

(a) The Bastrop County Local Health Authority and the Bastrop / Lee County Medical Society has confirmed that there has been a significant increase in the number of COVID-19 cases in Texas, and that the use of masks and face coverings can slow the spread of the virus.

(b) Reported cases of COVID-19 infections in Bastrop County rose by 80 persons in one week – an increase of over 22%.

(c) In Bastrop County, a twenty-five year old male passed away from COVID-19 related causes on or about Wednesday, June 24, 2020.


(d) In Bastrop County, a female over eighty years old passed away from COVID-19 related causes on or about Thursday, June 25, 2020.

(e) Numerous businesses have requested that the City of Bastrop establish a level playing field within which businesses can operate within a uniform set of standards.

- (f) Statistics for the Austin Metropolitan Statistical Area (MSA) indicate that COVID-19 related hospitalizations have increased 101%, Intensive Care Units (ICU) utilization has increased 35%, and use of Ventilators has increased 93%.
- (g) Executive Order GA28 by the Governor of the State of Texas, Greg Abbott (June 26<sup>th</sup>), restricted occupancy levels and many places of public accommodation (indoor and outdoor).

- 7. **Effective:** This Emergency Order is effective *Tuesday, June 30, 2020, 7:00 p.m.*
- 8. **Duration:** This Emergency Order is temporary and shall be in effect for the duration of the Local State of Disaster unless earlier repealed.
- 9. **Penalty:** It shall be unlawful for any Business Entity to fail to comply with this Emergency Order. Violations of this Emergency Order occurring on or after 8:00 a.m., Friday, July 3, 2020, shall be punishable by a fine not to exceed one thousand dollars (\$1,000.00) for each violation in accordance with City of Bastrop Code of Ordinances Section 1.08.011 and 1.01.009, and Texas Government Code Section §418.173.
- 10. **Repealer:** Any prior or conflicting Emergency Order is hereby repealed to the extent necessary to effectuate this Emergency Order.
- 11. **Authority:** This Emergency Order is hereby enacted in accordance to the authority vested in my office pursuant to:
  - Texas Government Code Chapter 418, and
  - Texas Health & Safety Code Chapter 122, and
  - City of Bastrop Home Rule Charter Section 3.08, and
  - City of Bastrop Code of Ordinances Article 1.08, and
  - City of Bastrop Emergency Management Plan, and
  - Bastrop County Preparedness & Response Plan (Pandemic Influenza), and
  - Declaration of Local Disaster executed on March 16, 2020 (as confirmed and extended by the City Council via Resolution R-2020-32 on March 16, 2020); and
  - Governor Greg Abbott's Declaration of State Disaster on March 13, 2020.
- 12. **Official Determination:** In my official capacity as Mayor, Emergency Management Director, and member of the Policy Coordination Group for Bastrop County, I consider this action to be reasonable, prudent, and necessary for the preservation of life, and disaster mitigation, response, and recovery. This Emergency Order is critical to protecting the public health, safety and welfare.

**THUS ORDERED:**

by:   
Connie B. Schroeder  
Mayor, City of Bastrop

# Sample COVID-19 SAFETY POLICY

*for a Business Entity*

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Because of the hidden nature of this threat, it is the policy of this business, as required by City of Bastrop Emergency Orders, to require the following:

1. **FACE COVERING REQUIRED IN ORDER TO ENTER PREMISES.** All persons over the age of ten (10), including employees, customers, clients, patients, and visitors ("Patrons"), who enter this business **MUST** wear a face covering over their nose and mouth, such as a commercially made or homemade mask, scarf, bandana, or handkerchief. A face covering is a reasonable and prudent condition to our business providing access to our premises, services, or goods.
2. **EXCEPTIONS.** The following exceptions will be made to the requirement that a face covering be worn by Patrons while on the premises:
  - (a) the Patron is under the age of \_\_\_\_ years old (NOTE: The U.S. CDC recommends face coverings for persons two years of age and older); or
  - (b) when exercising outside or engaging in physical activity outside; or
  - (c) when wearing a face covering would hinder the performance of a service or procedure; or
  - (d) when doing so poses a mental or physical health, safety, or security risk; or
  - (e) while in a building or doing an activity that requires security surveillance or screening, for example, banks; or
  - (f) when consuming food or drink; or
  - (g) when the person is unable to remove a face covering without assistance.
3. **SOCIAL DISTANCING PROTOCOLS.** Even with the use of appropriate face coverings, individuals should maintain six (6) feet of social distancing from others outside their own household whenever possible.
  - (a) Employees should not work within six (6) feet of one another, except to the extent necessary to provide services.
  - (b) Patrons should maintain six (6) feet of separation from others outside their own household to the extent feasible when inside these premises and must do so while queuing or waiting.
4. **VIOLATIONS.** Patrons who do not wear a face covering will be asked to leave the premises and may not be provided goods or services until the face covering requirements of this policy and City and County Orders are followed.
5. **NOTICE & SIGNAGE.** Notice of this COVID-19 Safety Policy will be posted in clear view at all entrances to the premises.

*[Note that this document is an example, only]*

# MASKS REQUIRED



**Pursuant to Emergency Order of the Mayor #2020-7:** All Business Entities must require, at a minimum, that all employees, customers, clients, patients, staff, or visitors to the Business Entity's premises wear face coverings over their noses and mouths when on the Business Entity's premises and six feet (6') of separation from other persons is not feasible.

Visit [www.cityofbastrop.org/COVID19](http://www.cityofbastrop.org/COVID19) for more information.







# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 12B

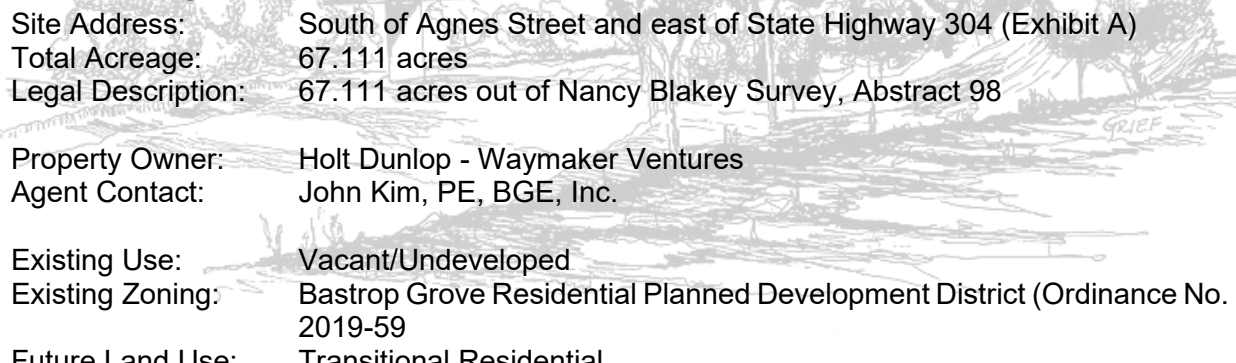
**TITLE:**

Public hearing and consider action to approve the first reading of Ordinance No. 2020-19 of the City Council of the City of Bastrop, Texas, amending the development standards for the Bastrop Grove Residential Planned Development District with a residential base use for 67.111 acres out of the Nancy Blakey Survey, Abstract 98, Located south of Agnes Street and east of State Highway 304, within the city limits of Bastrop, Texas; as shown in Exhibits A & B; including a severability clause; establishing an effective date; and move to include on the July 28, 2020 Consent Agenda.

**STAFF REPRESENTATIVE:**

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

**ITEM DETAILS:**



Site Address: South of Agnes Street and east of State Highway 304 (Exhibit A)  
Total Acreage: 67.111 acres  
Legal Description: 67.111 acres out of Nancy Blakey Survey, Abstract 98  
Property Owner: Holt Dunlop - Waymaker Ventures  
Agent Contact: John Kim, PE, BGE, Inc.  
Existing Use: Vacant/Undeveloped  
Existing Zoning: Bastrop Grove Residential Planned Development District (Ordinance No. 2019-59)  
Future Land Use: Transitional Residential

**BACKGROUND/HISTORY:**

The applicant is requesting some amendments to the language of the adopted Bastrop Grove Residential Planned Development District (Ordinance No. 2019-59). The original PDD zoning request was presented and approved at the November 12 and 26, 2019 City Council meetings.

The current ordinance has a base zoning district of Single-Family – 7 (previous zoning code) and included a Concept Plan with 337 residential and multi-family lots and eleven open space lots providing 5.36 acres of open space for the proposed development. Nothing within the main concept plan is being amended.

The applicant has requested text changes to the development standards contained within the Planned Development District document (Exhibit B).

Summary of Proposed Amendments:

- **Add an Administrative Adjustment to Development Plan process.** This will allow the Director of Planning & Development to make minor modifications to the development standards which:
  - A. Do not increase the overall density and/or traffic impacts of the development;
  - B. Allows a deviation of up to 5% in a numerical standard in the Development Plan; or
  - C. Has no significant adverse impact upon neighboring properties, the public, or persons who will occupy or use the proposed development.

Changes in allowable uses will not be approved administratively.

- **Changes to the amount and location of parking for the single-family and multifamily lots.** This complies with the intent of the Bastrop Building Block (B<sup>3</sup>) Code, which does not have a parking requirement.
- **Changes to the minimum dwelling unit sizes.**
  - 35-foot lots – reduced minimum from 1,000 square feet to 800
  - 40-foot lots – reduced from 1,000 square feet to 800
  - 50-foot lots – reduced minimum from 1,400 square feet to 1,000
  - Multiple-Family Dwelling Units – reduced from 600 square feet to 500

These changes will allow the homebuilder more flexibility with floor plans and housing products. The B<sup>3</sup> Code defaults to the minimum dwelling requirements of the International Residential Code and this change is more in line with this standard.

- **Parking along streets** - Added language that roadways 20 to 26 feet wide will have no parking allowed on both sides, and 26 feet to less than 32 feet will only allow parking on one side. These are the base standards of the 2018 International Fire Code
  - **Staff recommends adopting the Bastrop Building Block Code Article 7.3 New Street Types instead.** These cross sections were studied during the Building Bastrop process and were established to provide a multimodal, walkable environment, while being fiscally sustainable for the City.
  - Rather than design each street within the development during the Public Improvement Plan process, this would provide established cross sections that will be used in future development.
  - **Prior to the Planning & Zoning Commission meeting, the Applicant agreed to this condition. The revised language can be found on page 5, 11, and 12.**
- **Street side building setback encroachment for alley-loaded lots** – This would allow up to a one-foot protrusion from the building into the street side building setback on a corner lot.
- **Clarify the Differentiation Standards for construction.** This section was copied directly from the previous development codes. The intent of this section is to provide variety of building facades to create visual interest along the street. The new language echoes the requirements of the B<sup>3</sup> Code.
- **Removed Example Lot Elevations** – These are unnecessary. The building plans will be reviewed against the Development Standards of this Planned Development District and the International Residential Code.

**PUBLIC NOTIFICATION:**

Notifications were mailed to 14 property owners within two hundred feet (200') of the subject property (Attachment 1) and two signs were placed on site on June 12, 2020. At the time of this report, no responses have been received.

**POLICY EXPLANATION:**

Zoning requests are reviewed by the Development Review Committee, which makes a recommendation to the Planning & Zoning Commission. The zoning application and P&Z recommendations are then forwarded to City Council for final approval.

The Development Review Committee met on May 28, 2020 and made the recommendation of denial of the Planned Development District amendments unless the following conditions are met:

- Change 1.5 Area Regulations, G Parking Regulations ii) Alley-Loaded Dwelling Units to read:
  - A minimum of two (2) parking spaces behind the main structure up to the 5-foot rear setback.
- Remove 1.7 Street Width, B & C and replace with:
  - Streets shall follow the adopted Street Type cross-sections from the B<sup>3</sup> Code (Article 7.3). Any modifications to the street cross sections needed to fit in existing rights-of-way must occur between back of curb and the property line.
- **The Applicant has agreed to these conditions and have included them in Exhibit A – Bastrop Grove Residential Planned Development District (Pages 5, 11, 12).**

**PLANNING & ZONING COMMISSION RECOMMENDATION:**

The Planning & Zoning Commission considered the request and held a public hearing at the June 25, 2020 regular meeting. The Commission voted 6-1 to recommend approval of the amendments to the Bastrop Grove Residential Planned Development District with the conditions recommended by the Development Review Committee.

The Applicant was present for the meeting and agreed to revise the Bastrop Grove Residential Planned Development District document (Exhibit B) to include the changes.

**RECOMMENDATION:**

Public hearing and consider action to approve the first reading of Ordinance No. 2020-19 of the City Council of the City of Bastrop, Texas, amending the development standards for the Bastrop Grove Residential Planned Development District with a residential base use for 67.111 acres out of the Nancy Blakey Survey, Abstract 98, located south of Agnes Street and east of State Highway 304, within the city limits of Bastrop, Texas; as shown in Exhibits A & B; including a severability clause; establishing an effective date; and move to include on the July 28, 2020 Consent Agenda.

**ATTACHMENTS:**

- Ordinance No. 2020-19
- Exhibit A: Location Map
- Exhibit B: Bastrop Grove Residential Planned Development District
- Attachment 1: Surrounding Property Notification
- Attachment 2: DRC Formal Action Form
- PowerPoint Presentation

**ORDINANCE 2020-19**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE DEVELOPMENT STANDARDS FOR THE BASTROP GROVE RESIDENTIAL PLANNED DEVELOPMENT DISTRICT WITH A RESIDENTIAL BASE USE FOR 67.111 ACRES OUT OF THE NANCY BLAKEY SURVEY, ABSTRACT 98, LOCATED SOUTH OF AGNES STREET AND EAST OF STATE HIGHWAY 304, WITHIN THE CITY LIMITS OF BASTROP, TEXAS; AS SHOWN IN EXHIBITS A & B; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, WayMaker Ventures (hereinafter referred to as “Applicant”) submitted a request to amending the Bastrop Grove Residential Planned Development District development standards for 67.111 acres out of the Nancy Blakey Survey, Abstract 98, within the City limits of Bastrop, Texas, hereinafter referred to as “the Property”; and

**WHEREAS**, a location map is attached hereto as Exhibit “A” (the “Property”); and

**WHEREAS**, the Property is currently zoned as PDD, Planned Development District; and

**WHEREAS**, the Applicant is seeking to amend the development standards for a Planned Development District with a base residential use for 377 residential and multi-family units, which includes three different single-family detached lot sizes and one multi-family lot size; and

**WHEREAS**, the Bastrop Grove Residential Planned Development District attached as Exhibit B establishes the development standards, which include street connections, lot sizes, uses and open space provisions; and

**WHEREAS**, the Future Land Use Designation for this Property is Transitional Residential, which allows residential uses of varying sizes and product types as well as associated amenities that are related to and support neighborhood residential land uses; and

**WHEREAS**, pursuant to Section 10.4 of the City’s Zoning Ordinance and Texas Local Government Code Section 211, notice of the rezoning was given to all property owners located within two hundred (200) feet of the Property, and the Planning and Zoning Commission of the City of Bastrop held a public hearing on the rezoning request on June 25, 2020; and

**WHEREAS**, after notice and hearing, the Planning and Zoning Commission has recommended approval of the proposed request by a vote of 6-1; and



**WHEREAS**, the City Council of the City of Bastrop held a public hearing on July 14, 2020 to consider the Applicant's request; and

**WHEREAS**, after consideration of public input received at the hearing, the information provided by the Applicants, and all other information presented, City Council finds that it is in the public interest to approve the rezoning to amend the development standards.

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

**Section 1:** The Planned Development District, situated on 67.111 acres of the Nancy Blakey Survey, Abstract 98, located south of Agnes Street and east of State Highway 304, city limits of Bastrop, Texas as more particularly shown and described on attachments Exhibit A, shall be amended to update the development standards for the Bastrop Grove Residential Planned Development District, as attached in Exhibit B.

**Section 2:** 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 3:** This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

READ and ACKNOWLEDGED on First Reading on the 14<sup>th</sup> day of July 2020.

READ and APPROVED on the Second Reading on the 28<sup>th</sup> day of July 2020.

**APPROVED:**

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

**ATTEST:**

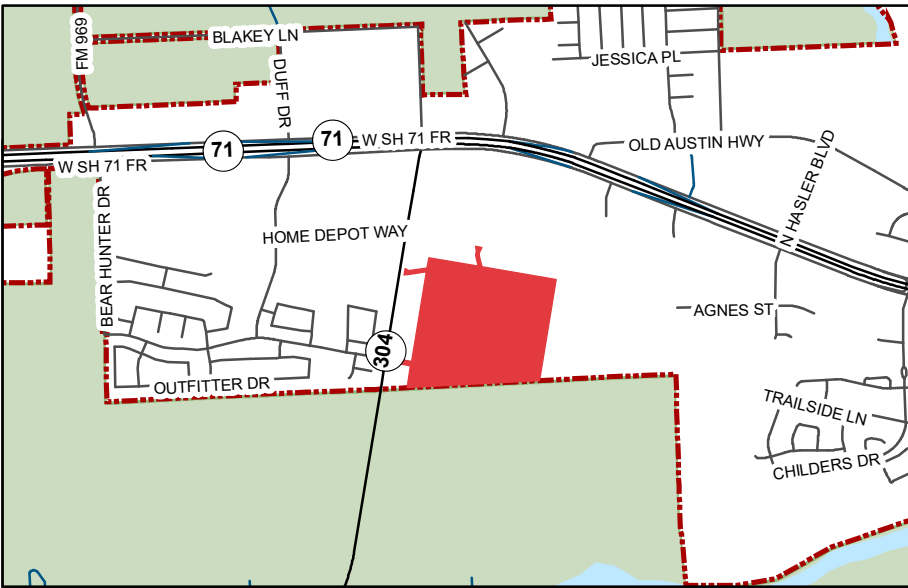
\_\_\_\_\_  
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

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Alan Bojorquez, City Attorney

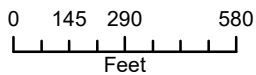
# Exhibit A Location Map



## The Grove Planned Development District

Date: 7/10/2019

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



1 inch = 500 feet



# Bastrop Grove Residential Planned Development District

Revised on June 26, 2020

by

WMV Bastrop 71, LLC

and

BGE, Inc.



# Bastrop Grove Planned Development District

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# Chapter 1 – Zoning

## Section 1 – SF-7 – Single Family Residential 7 District Base Zoning

### 1.1 General Purpose and Description

The Bastrop Grove Residential Planned Development District is a master planned neighborhood to be comprised of a mix of lots smaller than the minimum standards currently offered in the Bastrop Code of Ordinances. The Single-Family 7 (SF-7) district will act as the base-zoning district for any standard not listed in this document.

### 1.2 Administrative Adjustment to the Development Plan

The Director of Planning & Development shall have the authority to administratively approve a minor adjustment to the standards and requirements of the Planned Development. A minor adjustment is one which:

- A Does not increase the overall density and/or traffic impacts of the development;
- B Allows a deviation of up to 5% in a numerical standard in the Development Plan; or
- C Has no significant adverse impact upon neighboring properties, the public or persons who will occupy or sue the proposed development

Changes in allowable uses will not be approved administratively.

### 1.3 Permitted Uses

- A Single-family detached dwellings
- B Two-family residence (duplex)
- C Multiple-family dwelling greater than two (2) units per building

### 1.4 Height Regulations

- A Maximum Height: Two and one-half (2 ½) stories for the main building. Overall height must be less than thirty-five (35') feet
- B One story for accessory buildings without garages

### 1.5 Area Regulations

- A Size of Lots
  - i) Minimum Lot Area – three thousand eight hundred fifty (3,850) square feet
  - ii) Minimum Lot Width – Thirty-five feet (35') as measured at the building setback line
  - iii) Minimum Lot Depth – One hundred ten feet (110'), with fifteen percent (15%) of lots at ninety-five (95') minimum
  - iv) A minimum of five percent (5%) of the total number of residential lots will have a lot width of fifty feet (50') as measured at the building setback line
- B Size of Yards (See Figure #2)
  - i) Minimum Front Yard – Fifteen feet (15')
  - ii) Minimum Interior Side Yard – Five feet (5')
  - iii) Minimum Exterior (Corner) Side Yard – Fifteen feet (15')
  - iv) Minimum Rear Yard – Fifteen feet (15'); twenty feet (20') on residential properties abutting nonresidential uses; five feet (5') on lots with alley-loaded garages rear parking
- C Front yard setbacks on single-family lots wider than forty feet (40') will be required to be staggered by an additional five feet (5') every third adjoining lot on the same block
- D Building Separation (Multiple-family dwelling units) – ~~One story, fifteen feet (15'); two stories, twenty feet (20')~~ Separation distance between buildings shall meet all fire code requirements

- E Maximum Lot Coverage – Sixty percent (60%) by main buildings and accessory buildings
- F Maximum Impervious Cover – Sixty percent (60%)
- G Parking Regulations
  - i) Single-Family Dwelling Units
    - ~~1.—A minimum of two (2) uncovered spaces between the front building line and right-of-way on the same lot as the main structure.~~
    - 1. Each front loaded single-family home will have a minimum of two parking spaces, covered or uncovered, behind the front building setback. Additional uncovered parking spaces will be allowed between the building setback line and right-of-way
    - 2. On-site parking is not allowed to be located within the right-of-way and back of curb.
  - ii) Alley-Loaded Dwelling Units
    - 1. A minimum of two (2) covered parking spaces behind the rear building line on the same lot as the main structure. main structure up to the 5-foot rear setback
  - iii) Multiple-Family Dwelling Units
    - ~~1.—A minimum of two (2) covered spaces for each unit behind the front building line on the same lot as each dwelling unit~~
    - 1. A minimum of two (2) parking spaces for each dwelling unit
- H Dwelling Unit Ranges
  - i) Single-Family Dwelling Units
    - 1. Thirty-five (35) foot lot – ~~One thousand~~ eight hundred (1,000) (800) to three thousand five hundred (3,500) square feet
    - 2. Forty (40) foot lot – ~~One thousand~~ eight hundred (1,000) (800) to four thousand (4,000) square feet
    - 3. Fifty (50) foot lot – One thousand four hundred (1,400) (1,000) to four thousand three hundred (4,300) square feet
  - ii) Multiple-Family Dwelling Units – ~~Six~~ Five hundred (600) (500) to three thousand (3,000) square feet

#### 1.6 Parks and Open Space Requirements

Parks and open spaces within the subdivision will intend to provide walkable and bike-able routes, space for active and passive recreation, playscape items, and shade trees in accordance with the City of Bastrop’s approved plant list.

- A Park areas – Development to include a minimum of 1 acre of park per 100 lots
  - i) Parks within the Planned Development to be maintained by the Homeowner’s Association
  - ii) Acreage within easements will be counted at 50% credit, while unencumbered acreage will be counted at 100%
  - iii) Open space lots to include minimum one three-quarters (0.75) acre open space lot and one-three (3) acre contiguous open space lot
  - iv) Improvement within the park acreage (such as trails or dog parks) will be detailed in the preliminary plat
  - v) Open space lots should not exceed a maximum of 60% on-site impervious cover
- B One (1) tree will be required every forty (40) linear feet of street frontage

#### 1.7 Street Widths

~~Collector streets shall have a minimum dedicated right-of-way of sixty (60’) feet and a minimum paving width curb to curb of thirty-eight (38’) feet. Local streets shall have a minimum dedicated right-of-way of fifty (50’) feet and a minimum paving width curb to curb of thirty (30’) feet. See Figure #1.~~

~~A — Streets abutting the parkway shall have a minimum dedicated right-of-way of fifty (50') feet and a minimum paving width curb to curb of twenty four (24') feet.~~

- ~~i) — Parking will not be permitted on both sides of the roadway, except for the following provision;~~
- ~~1. — A bump out can be provided to allow sections of eight (8') feet parallel parking spaces.~~
  - ~~2. — Streets abutting the parkway shall have a minimum dedicated right-of-way of fifty (50') feet and a minimum paving width curb to curb of twenty four (24') feet.~~

Streets shall follow the adopted Street Type cross-sections from the B<sup>3</sup> Code (Figure #1) with the modifications listed below:

i) Primary Multimodal Streets

1. Right-of-way width shall be a minimum of sixty (60) feet
2. Sidewalk shall have a minimum width of five (5) feet
3. The remaining area between the right-of-way and curb shall be dedicated to landscape and streetscape elements as required by the B<sup>3</sup> Code

ii) Local Connector Streets

1. Right-of-way width shall be a minimum of fifty (50) feet
2. Sidewalk shall have a minimum width of four (4) feet
3. The remaining area between the right-of-way and curb shall be dedicated to landscape and streetscape elements as required by the B<sup>3</sup> Code

## 1.2 Special Requirements

- A Recreational Vehicles, travel trailers or mobile homes, may not be used for on-site dwelling purposes.
- B Electrical fencing and barbed wire are prohibited as perimeter fencing
- C Open storage is prohibited.
- D Swimming pools shall be enclosed by a security fence not less than six feet (6') in height. All swimming pools security fences shall be constructed so as not to have openings, holes or gaps larger than two inches (2") in dimension, except for doors and gates. All doors and gates shall be equipped with self-closing, self-latching devices.
- E All residential structures shall have roof slopes with a minimum 4:12 pitch.
- F Sidewalks are required on both sides of the street.
- G ~~At least 50% of the driveways will be paired on alternate lot lines to allow for additional street parking. Each lot will include a total four (4) parking spaces, two spaces in the garage and two spaces in the driveway.~~
- H Residential lots with 5-foot setbacks will need to comply with regulations listed in the currently adopted City of Bastrop fire code.
- I All drainage easements within the subdivision will be maintained by the Property Owner's Association.
- J All drainage designs and calculations shall comply with all standards and processes outlined in the City of Bastrop Drainage Manual at the time of preliminary plat submittal.
- K Utility design will comply with the City of Bastrop design standards at the time of preliminary plat submittal.
- L A minimum of five percent (5%) of the total number of dwelling units will consist of multiple-family dwelling units.
- M The northern entrance into the property along TX-304 will be a right-in-right-out access driveway.
- N For alley-loaded lots, a maximum of a one foot (1') protrusion will be allowed in the street side building setback.
- O Other regulations – as established in the Development Standards, Sections 1 and 2, except as stated here.



## Chapter 2 – Development Standards

### Section 1 – Exterior Construction Requirements

#### 1.1 Exterior Construction Standards:

A. *Definitions:* For the purpose of this section the following definitions shall apply:

1. *Masonry exterior construction* shall include all construction of stone material (including artificial stone), brick material, concrete masonry units, or concrete panel construction, which is composed of solid, cavity, faced, or veneered-wall construction.

The types of allowable masonry construction are listed below:

- a. *Stone Material:* Masonry construction using stone material may consist of granite, marble, limestone, slate, river rock, and other hard and durable naturally occurring all weather stone. Cut stone and dimensioned stone techniques are acceptable.
  - b. *Brick Material:* Brick material used for masonry construction shall be hard fired (kiln fired) clay or slate material that meets the latest standard contained within the building code. Unfired or underfired clay, sand, or shale brick are not allowed.
  - c. *Concrete Masonry Units:* Concrete masonry units used for masonry construction shall meet the latest standard contained within the building code. Concrete masonry units shall have an indented, hammered, split face finish or other similar architectural finish, and be integrally colored. Lightweight concrete block or cinder block construction is not acceptable as an exterior finish.
  - d. *Concrete Panel Construction:* Concrete finish, pre-cast panel or tilt wall construction shall be painted, fluted, or exposed aggregate. Smooth or untextured concrete finishes are not acceptable unless painted.
  - e. *Plaster Finishes:* Plaster (stucco) shall have a minimum overall thickness of 7/8".
2. *Siding* shall include fiber cement (e.g. Hardiplank) or wood products excluding vertical panels.
- B. Masonry exteriors and siding like hardiplank are acceptable exterior construction materials.

#### 1.2 Construction Standards:

A. *Construction standards:* The standards and criteria contained within this section are deemed to be minimum standards and shall apply to all new, altered or repaired construction occurring within the City.

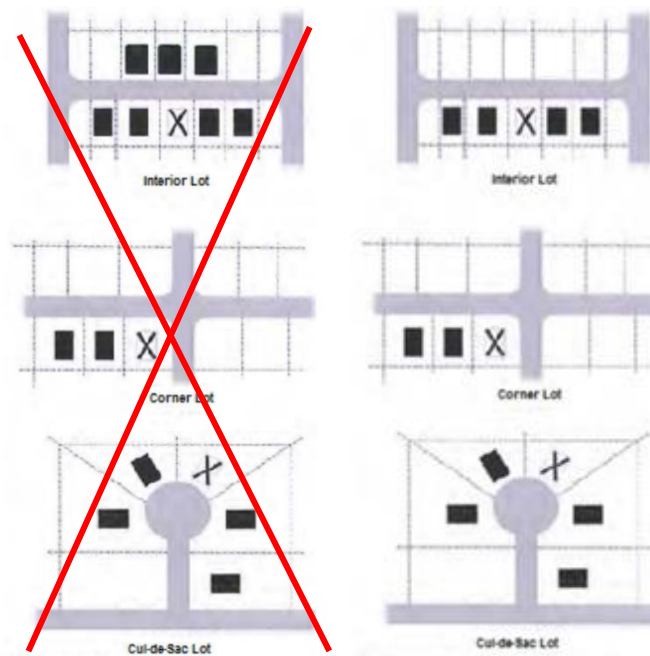
##### 1. Residential Zoning Districts:

- a. Concrete, excluding 'siding' as defined above, or metal exterior construction is not permitted on any structural exterior wall in any residential use zoning district
- b. Exemptions:
  - (1) An accessory building two hundred and forty (240) square feet or less are excluded from this prohibition.
  - (2) On temporary construction buildings with a permit issued by the City Building Official.
- c. *Residential Design Standards:*
  - (1) *Similarity Restrictions.* Except as provided in subsection (i) below, no new dwelling that is similar in appearance to a neighboring dwelling is permitted. The standards to

determine such similarity are set forth below and shown by example in the figure contained in this section.

(i) *Differences in Appearance.*

- (a) Differences in bulk and massing shall be reviewed for the lots on either side of the proposed dwelling on the same side of the street, as shown in the following figure.
- (b) Where lots are interrupted by an intervening street, public parkland, or similar feature of at least 50 feet in width, no review shall be necessary.
- (c) The proposed building shall be considered different from any vacant lot for which no Building Permit has been issued without requiring further documentation.
- (d) **X-Home under Construction, should be different than the ■homes.**



(ii) *Differentiation.* The proposed dwelling shall differ from other applicable dwellings by providing different variations in the front façade. This can be met through the use of different floor plans, mirrored building façades, or changes in plane on the front façade. All structures must have at least one articulation or change in plane, but no more than three, on the front façade of the house, or at least one architectural projection, (front porch, stoop, bay window, dormer, etc.) included on the front façade that may encroach into the front setback up to five feet. The proposed dwelling shall differ from other applicable dwellings in at least two of the four criteria listed below (see Figures 9-12).

- ~~(a) The dwelling differs in the number of full stories.~~
  - ~~Single-story; or~~
  - ~~Two-story~~
- ~~(b) The dwelling has a different type of garage.~~
  - ~~Front loaded garage (one or two car);~~

- ~~Side-loaded garage; or~~
- ~~Detached garage.~~
- ~~(c) The dwelling has a different roof type~~
  - ~~Gable;~~
  - ~~Hip;~~
  - ~~Gambrel;~~
  - ~~Mansard; or~~
  - ~~All of the above roof types are rotated 90 degrees.~~
- ~~(d) The dwelling has different variations in the front facade.~~
  - ~~The garage is set back a minimum of 4 feet from the front facades.~~
  - ~~A covered, open-walled porch at least 6 feet in depth extends a minimum of 33% of the width of the front facade; or~~
  - ~~Other articulation of the front facade at least 4 feet in depth extends at least 33% of the width of the front facade.~~

(iii) *Application Review.*

- (a) Acceptable documentation may include photographs of the other structures in question (no building elevations are required).
- (b) A subdivision or phase thereof may be reviewed as a whole for conformity with this requirement, provided that adequate documentation to ensure conformity is submitted with the plat. Such documentation is not required to be recorded as part of the plat.
- (c) The Building Official shall review the submitted documentation and any previously approved Building Permits and make a determination. Where the Building Official finds that a dwelling for which a Building Permit is being requested is similar in appearance based on the standards above, the Building Permit shall be denied.

## Section 2 – Supplemental Regulations

### 2.1 Setbacks

All setback measurements shall be made in accordance with Figures 4, 5, and 6.

### 2.2 Front Yard

- A On all corner lots, the front yard setback shall be observed along the frontage of both intersecting streets, unless approved specifically otherwise on a final plat. Where single-family lots have: double frontage, extending from one street to another, or are on a corner, a required front yard shall be provided on both streets unless a side or rear yard building line has been established along one frontage on the plat, in which event only one required front yard need be observed. The side and/or rear yards in the case of single-family uses shall be identified and the front of the structure shall not face the side or rear yard (see Figure 7). For lots on a corner, the property line having the narrowest dimension shall be considered the front.
- B The front yard shall be measured from the property line to the front face of the building, covered porch, covered terrace or attached accessory building. Eaves and roof extensions or a porch without posts or columns may project into the required front yard for a distance not to exceed four feet (4'), and subsurface structures, platforms or slabs may not project into the front yard to a height greater than thirty inches (30") above the average grade of the yard (see Figure 3).
- C Minimum lot widths for lots with predominate frontage on the curved radius of a dedicated cul-de-sac street shall be forty feet (40'), measured at the front building line.
- D Where a future right-of-way line has been established for future widening or opening of a street or thoroughfare, upon which a lot abuts, then the front, side, or rear yard shall be measured from the future right-of-way line.
- E Roof overhangs up to four feet (4') and A/C units are specifically allowed within the interior side yard.

### 2.3 Side Yards

- A. Every part of a required side yard shall be open and unobstructed except for the ordinary projections of window sills, belt courses, cornices, and other architectural features not to exceed twelve inches (12") into the required side yard, and roof eaves projecting not to exceed thirty-six inches (36") into the required side yard. Air conditioning compressors and similar equipment are permitted in the side yard.
- B. Where a future right-of-way line has been established for future widening or opening of a street or thoroughfare, upon which a lot abuts, then the front, side, or rear yard shall be measured from the future right-of-way line.

### 2.4 Rear Yards

- A. Minor building elements – including decks, patios, and terraces – may encroach into the required rear yard setback.

### 2.5 Sight Visibility

Visual clearance shall be provided in all zoning districts so that no fence, wall, architectural screen, earth mounding or landscaping three feet (3') or higher above the street center line obstructs the vision of a motor vehicle driver approaching any street, alley, or driveway intersection as follows:

- A. At a street intersection, clear vision must be maintained for a minimum of twenty-five feet (25') across any lot measured from the corner of the property line in both directions (see Figure 8).
- B. At an intersection with an alley, this clearance must be maintained for ten feet (10') (see Figure 8).



- C. Shrubs and hedges three feet (3') or less in height, as measured from the centerline of the street, may be located in the visual clearance areas of all districts.

## 2.6 Fencing and Screening

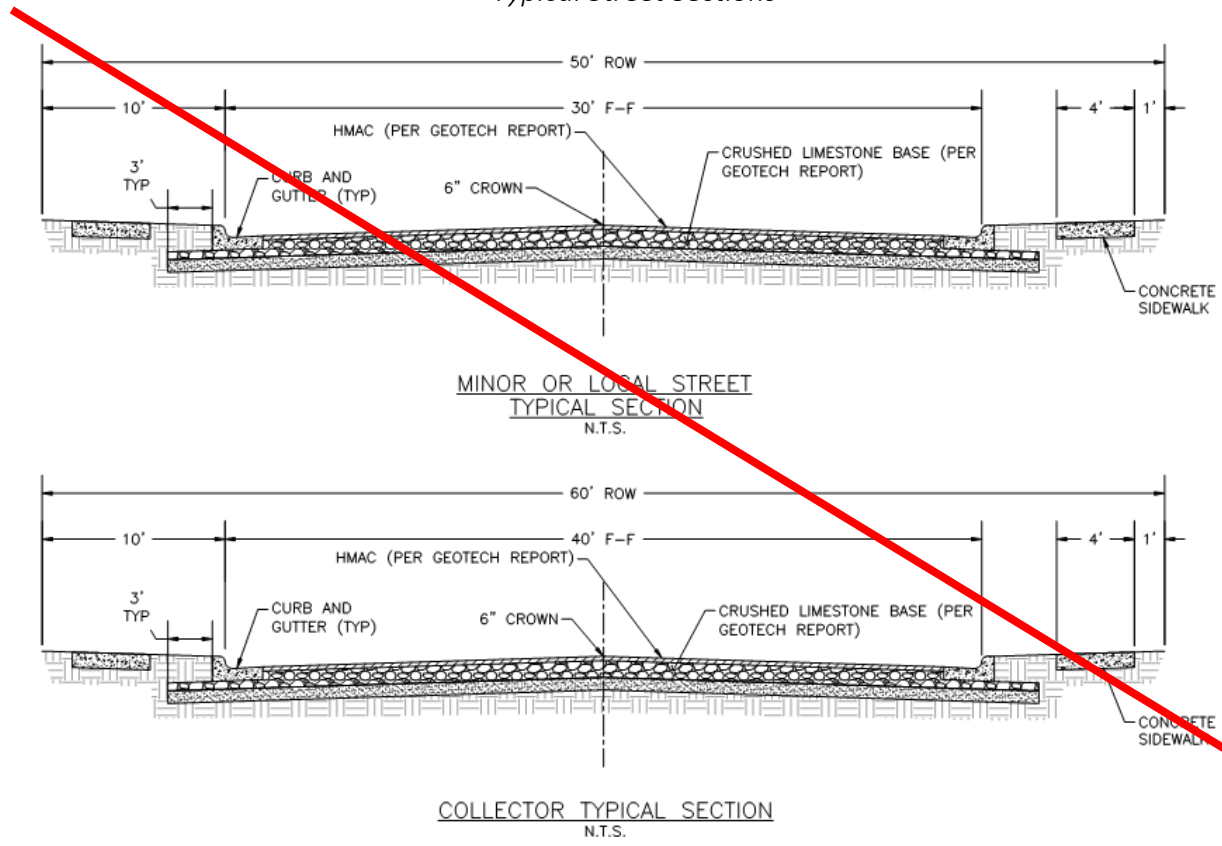
- A. Fences that abut open space must have open, metal decorative fencing.
- B. Fences for rear property lines along the right-of-way must have open, metal decorative fencing.
- C. Chain link, woven wire mesh or similar materials are not considered decorative fencing.
- D. If a screening wall has been constructed between nonresidential and residential uses, a fence will not be required on the residential property.
  - 1. If a fence is constructed for the residential use prior to the development of the nonresidential use, the fence is encouraged to be removed once the screening wall for the nonresidential use is constructed.
- E. One (1) two-inch caliper tree will be required to be planted in the rear lot of any residential property abutting a nonresidential use.

## 2.7 Street Lighting

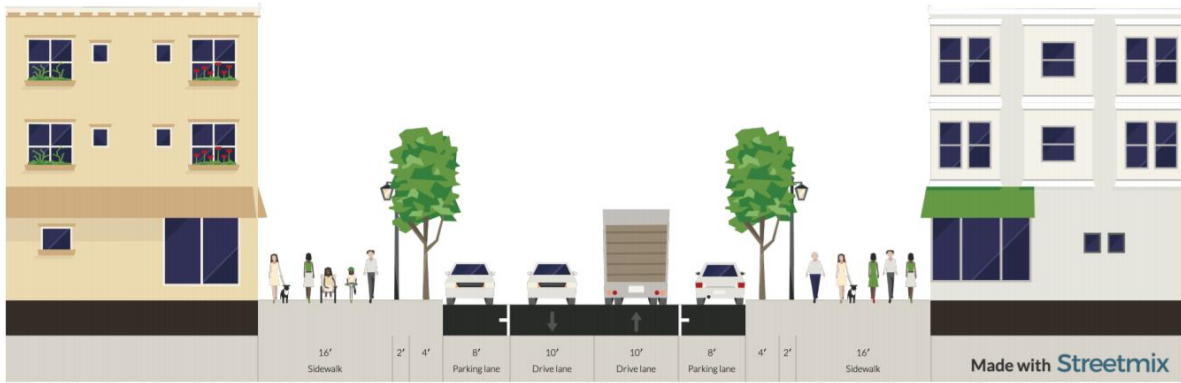
The installation of street lights and associated facilities shall be coordinated with Bluebonnet Electric Cooperative. Lighting design shall comply with the City of Bastrop lighting standards at the time of preliminary plat submittal.

Appendix A – Figures

**FIGURE #1**  
*Typical Street Sections*

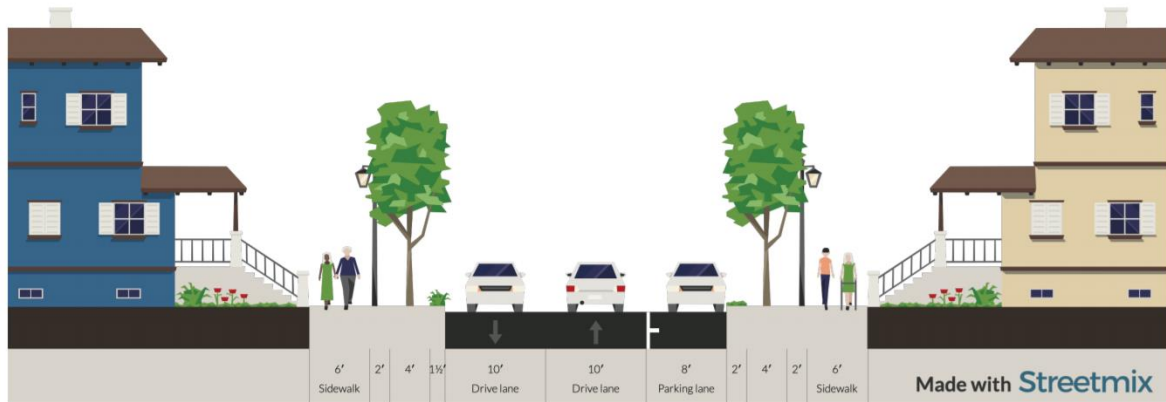


SEC. 7.3.003 PRIMARY MULTIMODAL STREET: REGIONAL COMMERCIAL



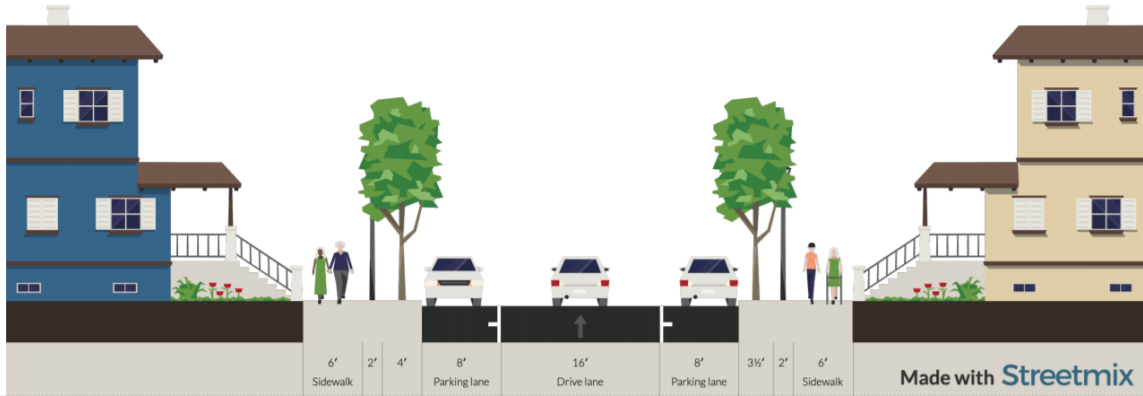
<b>Street Type:</b>	Two-way Street with parking	<b>Planter Type:</b>	Tree Well
<b>Right-of-Way Width:</b>	80 feet	<b>Curb Type:</b>	Standard 6-inch Curb
<b>Pavement Width:</b>	36 feet	<b>Landscape Type:</b>	Trees at 30 feet O.C. average
<b>Design Speed:</b>	25 MPH	<b>Building Types Allowed:</b>	See B <sup>3</sup> Code Article 6.5
<b>Traffic Lanes:</b>	Two lanes at 10 feet each	<b>Frontage Line Setback:</b>	See B <sup>3</sup> Code Sec. 6.5.003
<b>Parking Lanes:</b>	Both sides parallel at 8 feet, marked	<b>Private Frontage Allowed:</b>	See B <sup>3</sup> Code Sec. 6.5.002
<b>Curb Radius:</b>	15 feet	<b>Street Lights:</b>	Shielded Post and Column type
<b>Walkway Type:</b>	16-foot Sidewalk	<b>Place Types:</b>	P5

SEC. 7.3.005 LOCAL CONNECTOR STREET: NEIGHBORHOOD STREET A



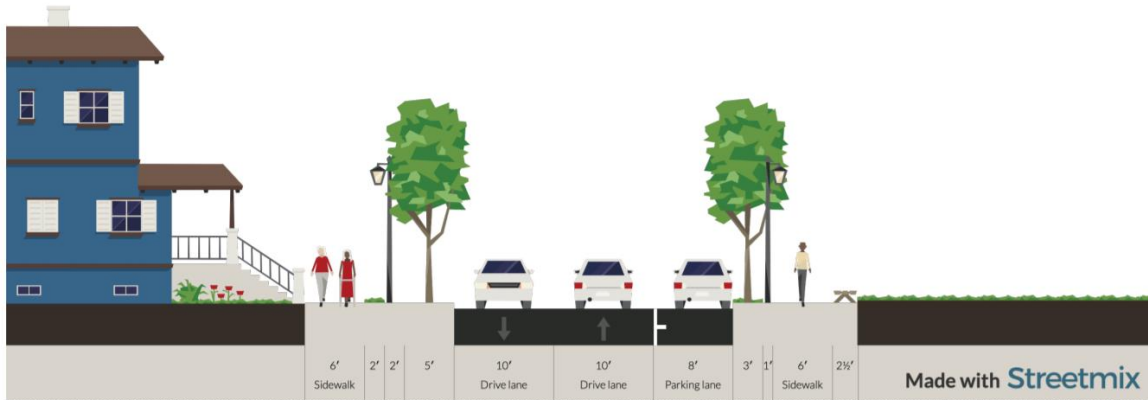
<b>Street Type:</b>	Two-way Street with parking	<b>Planter Type:</b>	Continuous planter
<b>Right-of-Way Width:</b>	55.5 feet	<b>Curb Type:</b>	Standard 6-inch Curb
<b>Pavement Width:</b>	28 feet	<b>Landscape Type:</b>	Trees at 30 feet O.C. average
<b>Design Speed:</b>	20 MPH	<b>Building Types Allowed:</b>	See B <sup>3</sup> Code Article 6.5
<b>Traffic Lanes:</b>	Two lanes	<b>Frontage Line Setback:</b>	See B <sup>3</sup> Code Sec. 6.5.003
<b>Parking Lanes:</b>	One side at 8 feet, marked	<b>Private Frontage Allowed:</b>	See B <sup>3</sup> Code Sec. 6.5.002
<b>Curb Radius:</b>	15 feet	<b>Street Lights:</b>	Shielded Post and Column type
<b>Walkway Type:</b>	6-foot Sidewalk	<b>Place Types:</b>	P3, P4

SEC. 7.3.006 LOCAL CONNECTOR STREET: NEIGHBORHOOD STREET B



<b>Street Type:</b>	Two-way Street with parking	<b>Planter Type:</b>	Continuous planter
<b>Right-of-Way Width:</b>	55.5 feet	<b>Curb Type:</b>	Standard 6-inch Curb
<b>Pavement Width</b>	28 feet	<b>Landscape Type:</b>	Trees at 30 feet O.C. average
<b>Design Speed:</b>	20 MPH	<b>Building Types Allowed:</b>	See B <sup>3</sup> Code Article 6.5
<b>Traffic Lanes:</b>	Two-way Yield Street	<b>Frontage Line Setback:</b>	See B <sup>3</sup> Code Sec. 6.5.003
<b>Parking Lanes</b>	Both sides parallel at 8 feet, marked	<b>Private Frontage Allowed:</b>	See B <sup>3</sup> Code Sec. 6.5.002
<b>Curb Radius</b>	15 feet	<b>Street Lights:</b>	Shielded Post and Column type
<b>Walkway Type</b>	6-foot Sidewalk	<b>Place Types:</b>	P3, P4

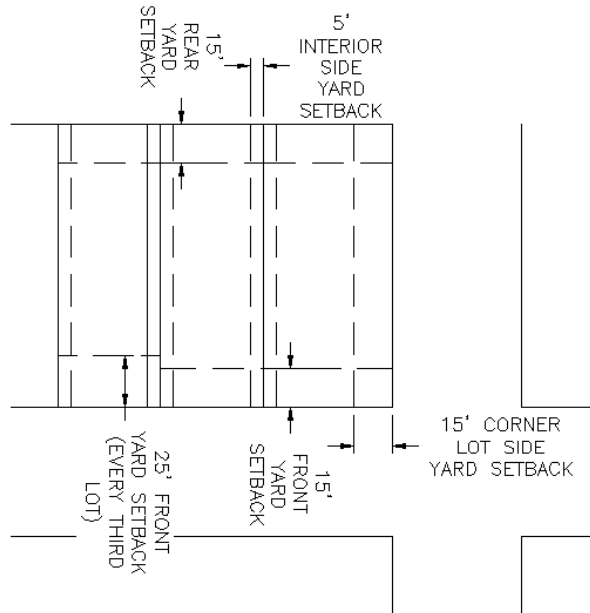
SEC. 7.3.010 LOCAL CONNECTOR STREET: PARK DRIVE



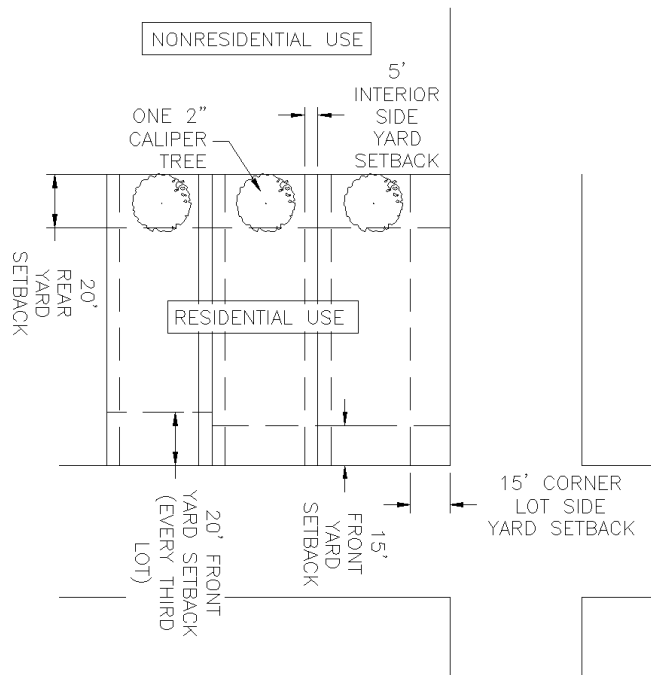
<b>Street Type:</b>	Two-way with parking on Park side	<b>Planter Type:</b>	Continuous planter
<b>Right-of-Way Width:</b>	55.5 feet	<b>Curb Type:</b>	Standard 6-inch Curb
<b>Pavement Width</b>	28 feet	<b>Landscape Type:</b>	Trees at 30 feet O.C. average
<b>Design Speed:</b>	25 MPH	<b>Building Types Allowed:</b>	See B <sup>3</sup> Code Article 6.5
<b>Traffic Lanes:</b>	Two Lanes - 10 feet wide	<b>Frontage Line Setback:</b>	See B <sup>3</sup> Code Sec. 6.5.003
<b>Parking Lanes</b>	8 feet, park side only	<b>Private Frontage Allowed:</b>	See B <sup>3</sup> Code Sec. 6.5.002
<b>Curb Radius</b>	10 feet	<b>Street Lights:</b>	Post and Column type
<b>Walkway Type</b>	6 feet sidewalk	<b>Place Types:</b>	P3, P4



**FIGURE #2**  
*Lot Setback Exhibits*



TYPICAL YARD SETBACK EXHIBIT  
 (1:50 SCALE)



TYPICAL YARD SETBACK EXHIBIT  
 (RESIDENTIAL USE ABUTTING NONRESIDENTIAL USE)  
 (1:50 SCALE)

FIGURE #3  
Front Yard Measurement Exhibit

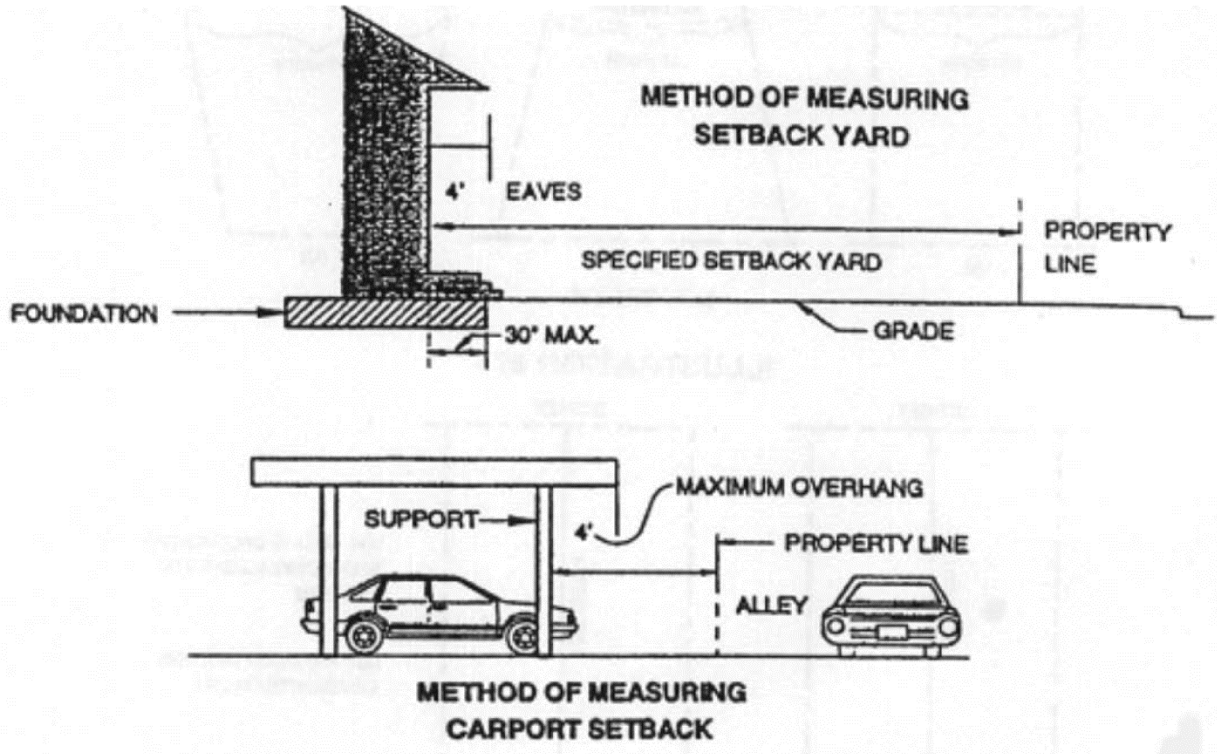


FIGURE #4  
Lot Width Exhibit

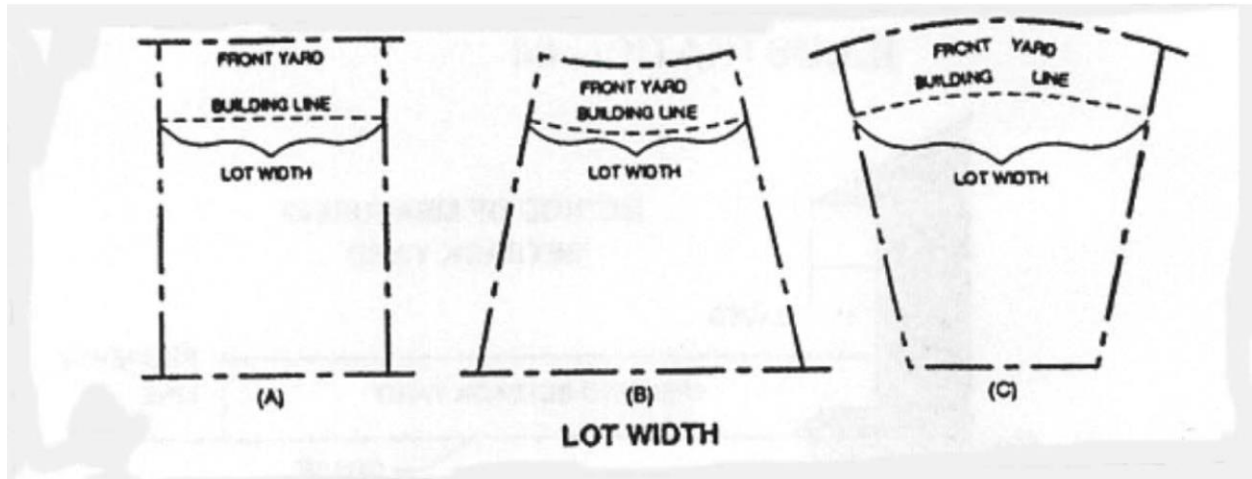


FIGURE #5  
*Lot Area & Depth Exhibit*

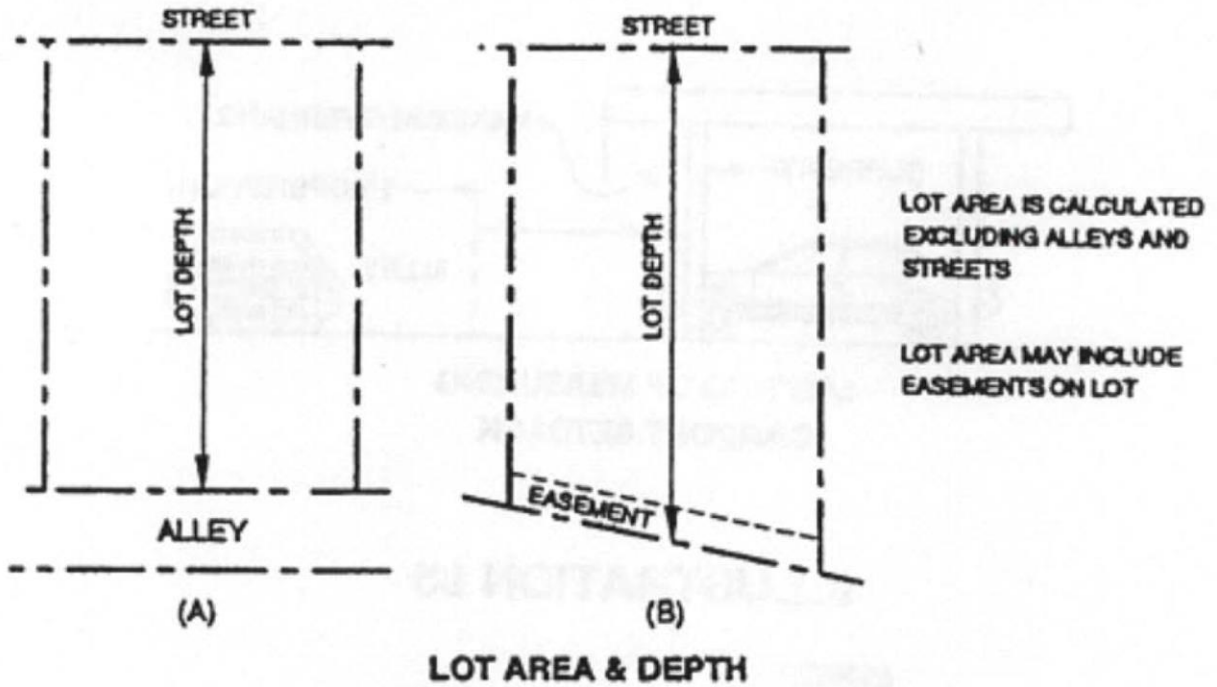


FIGURE #6  
*Lot Yard Exhibit*

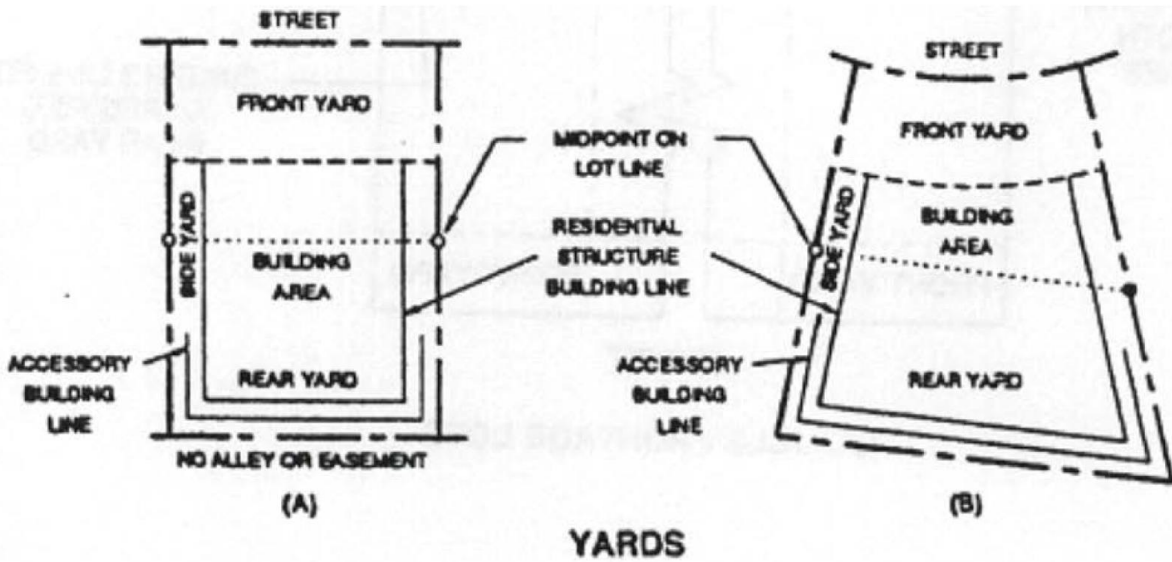


FIGURE #7

Corner Lot Exhibit

**CORNER LOT**

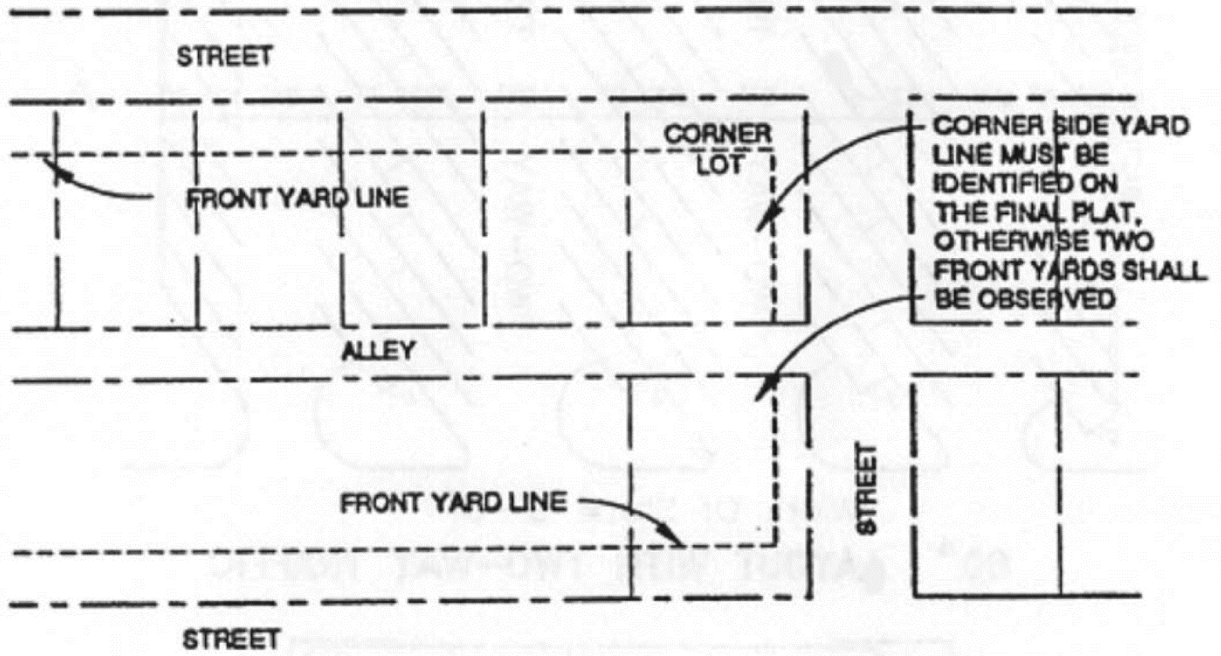
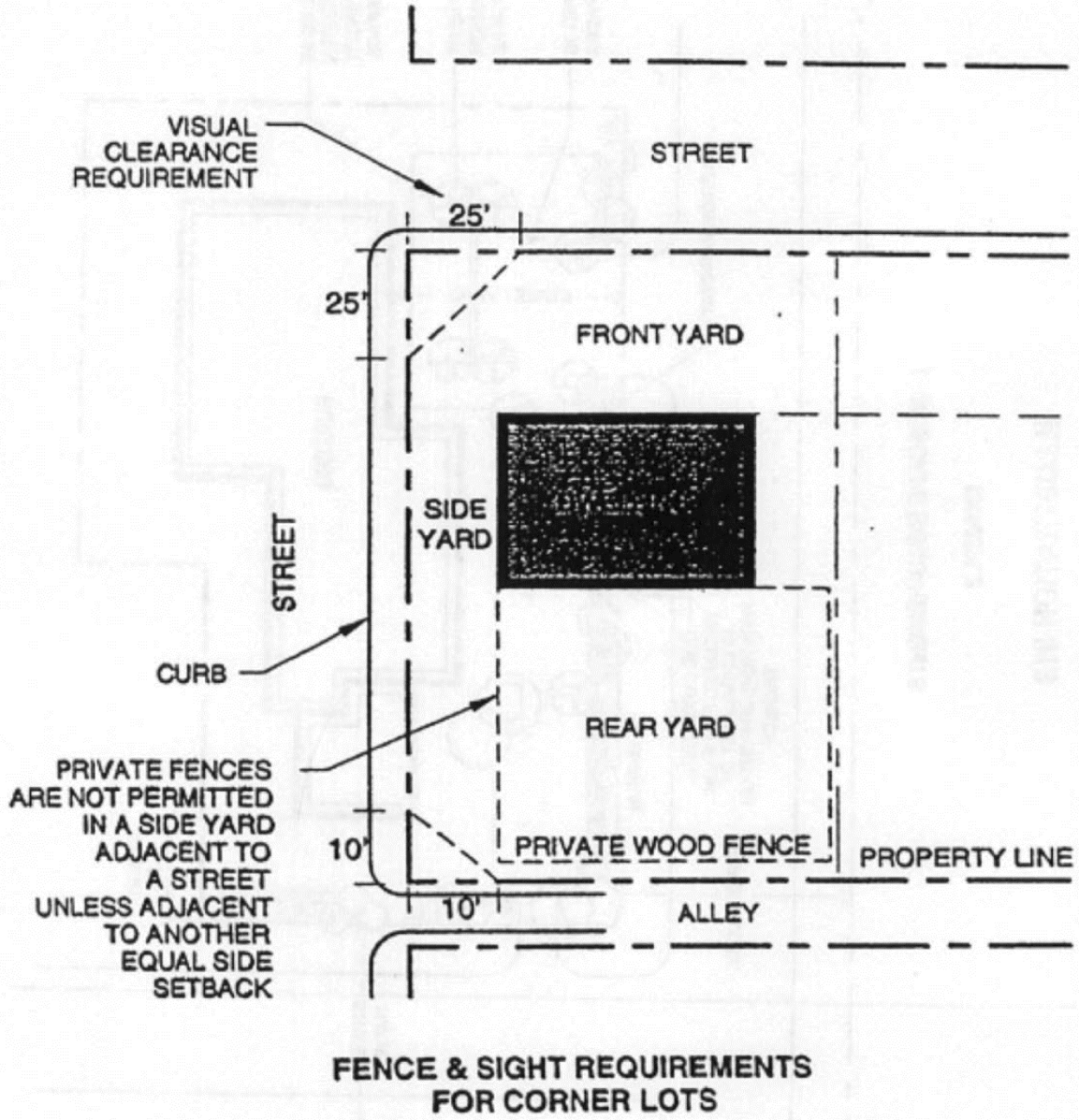


FIGURE #8

Fence & Sight Requirements for Corner Lots





**FIGURE #9**  
*Example 40' Lot Elevation*



**FRONT ELEVATION - A**



**FRONT ELEVATION - B**

**FIGURE #10**  
*Example 40' Lot Elevation*

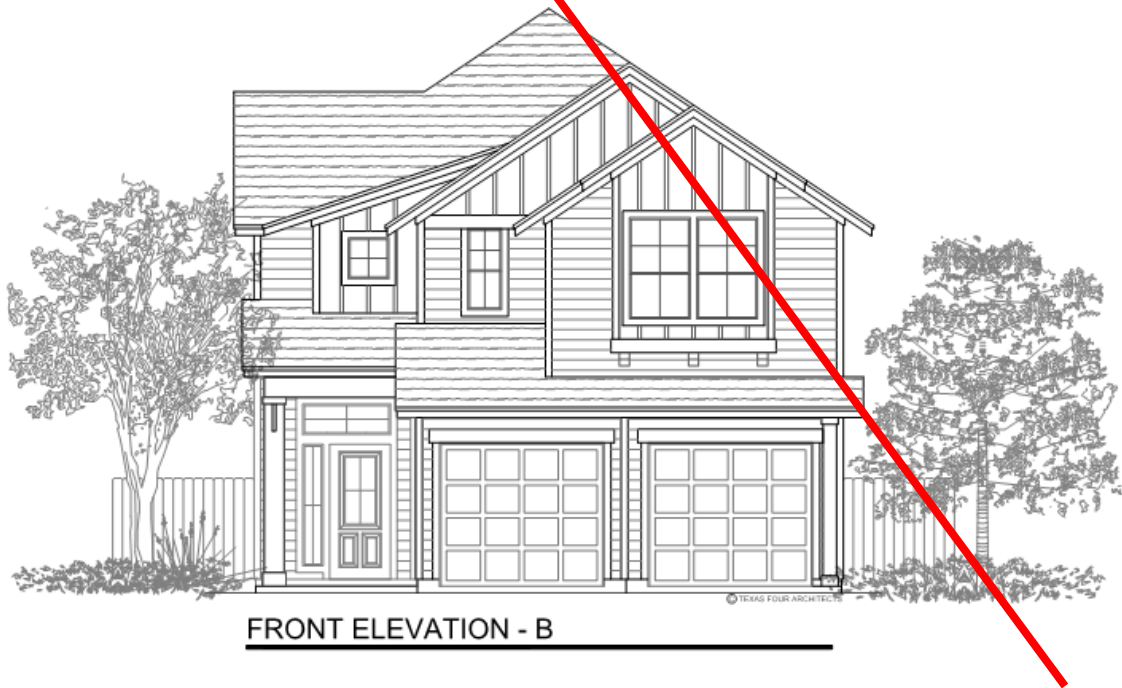
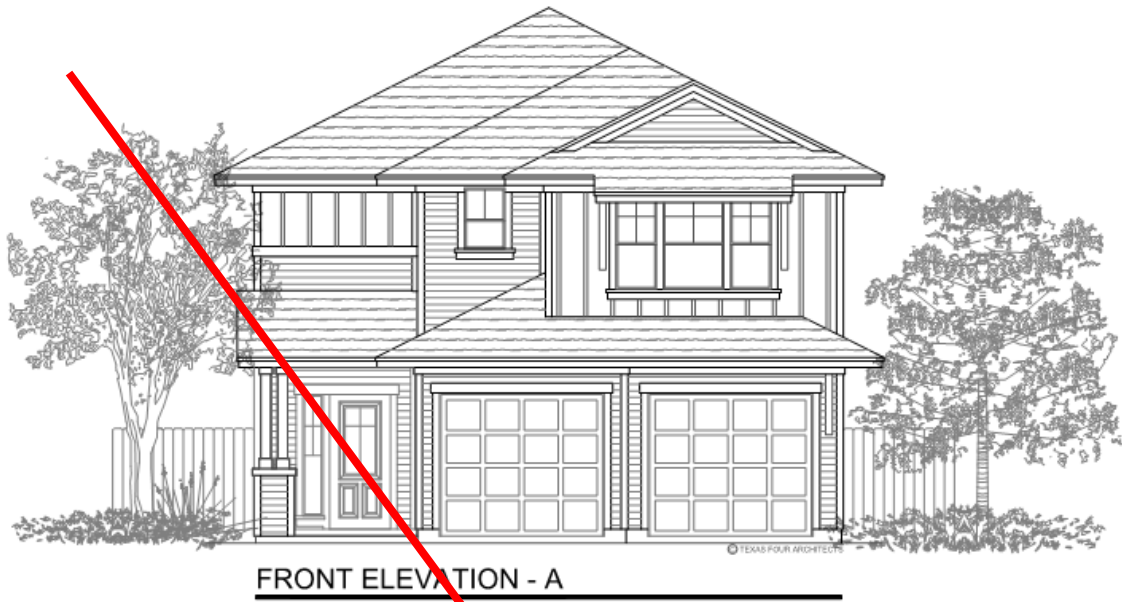


**FRONT ELEVATION - A**



**FRONT ELEVATION - B**

**FIGURE #11**  
*Example 40' Lot Elevation*



**FIGURE #12**  
*Example 40' Lot Elevation*



**FRONT ELEVATION - A**



**FRONT ELEVATION - B**

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



Dear Property Owner:

The **Planning & Zoning Commission** will conduct a public hearing on **Thursday, June 25, 2020 at 6:00 p.m.** and the **City Council** will conduct a public hearing (first reading) **Tuesday, July 14, 2020 at 6:30 p.m.** in the **City Hall Council Chambers** located at **1311 Chestnut Street, Bastrop, Texas** on the request to approve or disapprove an ordinance for an amendment to Bastrop Grove Residential Planned Development District, with a residential base use, to adjust standards for residential development on 67.111 acres, out of the Nancy Blakey Survey, Abstract 98, located south of Agnes Street and east of State Highway 304, an area currently zoned Planned Development District, within the City Limits of Bastrop.

Applicant: BGE Inc./John Kim, P.E.  
Owner: WayMaker Ventures/Holt Dunlop  
Address: South of Agnes Street and east of State Highway 304  
Legal Description: 67.11 acres out of the Nancy Blakey Survey, Abstract 98

**The site location map is attached for reference.**

As a property owner within 200 feet of the above referenced property, you are being notified of the upcoming meetings per the Bastrop Code of Ordinances Rezone Regulations. For more information on this project, you can contact the Planning & Development offices at (512) 332-8840, [plan@cityofbastrop.org](mailto:plan@cityofbastrop.org), or visit the office at 1311 Chestnut Street, Bastrop, Texas.

For additional information, please visit or call the Planning & Development offices.



**PROPERTY OWNER'S RESPONSE**

As a property owner within 200': (please check one)

- I am in favor of the request.
- I am opposed to the request.
- I have no objection to the request.

Property Owner Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Phone (optional): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email (optional): \_\_\_\_\_  
Property Owner's Signature: \_\_\_\_\_

Comments: (Optional)

---

Please provide reply to the address below, via fax (512) 332-8829, or email: [plan@cityofbastrop.org](mailto:plan@cityofbastrop.org)

RE: RZNE\_Bastrop Grove PDD Amendment

PLANNING & DEVELOPMENT





# Development Review Committee

## Formal Action – May 28, 2020

**Project:** Bastrop Grove Planned Development District Amendment

**Members Present:** **Trey Job, Assistant City Manager of Development Services**  
**Matt Lewis, Planning**  
**Eric DeArmitt, Assistant Fire Chief**  
**Tony Buonodono, City Engineer**  
**Curtis Ervin, Bastrop Power and Light**

## DECISION

The Development Review Committee reviewed the above referenced project and will make a recommendation for denial to the Planning & Zoning Commission by a vote of 5 to 0.

## BASIS OF DECISION

Unless otherwise noted, all references are from the Zoning Concept Scheme Checklist in the Development Manual adopted with Ordinance Number 2020-03.

Action Items:

1. The first comment from the last Action Form was intended to be for G.ii.1 regarding alleys instead of G.iii.1 regarding multifamily lots. Please update G.ii.1.
2. Remove Figure 1 from Appendix A. Update 1.7 Street Widths to remove all current text and replace with “Streets shall follow the adopted Street Type cross-sections from the B<sup>3</sup> Code. Any modifications to the street cross sections needed to fit in existing rights-of-way must occur between back of curb and the property line.”

Informational Items:

3. The fire lane language was a minimum requirement if the cross sections were not used.
4. The B<sup>3</sup> Code Street Type cross sections will be recommended to the Commission to consider approval.



# 3B. Items for Individual Consideration

Public hearing and consider action to approve the first reading of Ordinance No. 2020-19 of the City Council of the City of Bastrop, Texas, amending the development standards for the Bastrop Grove Residential Planned Development District with a residential base use for 67.111 acres out of the Nancy Blakey Survey, Abstract 98, Located south of Agnes Street and east of State Highway 304, within the city limits of Bastrop, Texas; as shown in Exhibits A & B; including a severability clause; and establishing an effective date, and move to include on the July 28, 2020 Consent Agenda.





# Location

- Southwest of Agnes Street and State Highway 304.





# Request

- Amendments to the Bastrop Grove Residential Planned Development District Development Plan
  - Will not change the unit/lot counts
  - Does not change the use
- Future Land Use: Professional Services
- Character District: Meadows
- Place Type: PDD (The Grove Residential) Approved November 26, 2019







# Summary of Changes

- Administrative Adjustment Process
- Parking
- Minimum Dwelling Sizes
- Setback encroachment for alley loaded corner lots
- Facade/architectural differentiation
- Removed sample lot elevations
- Parking along streets



# Summary of Changes – Recommendation to P&Z

- Parking along streets:
  - Language was included to be compliant with the International Fire Code
  - 20-26 feet no parking on either side
  - 26-32 feet parking on one side
- The Development Review Committee recommends adopting the Bastrop Building Block (B<sup>3</sup>) Code Article 7.3 New Streets
  - Already reviewed for minimum street pavements and parking requirements.
  - Will not have to design streets with each plat.



# Notification

- Mailed Notification was sent to 14 property owners within 200 feet
  - No replies at this time
- Two signs placed on the property





# Update Since DRC Action

- Applicant has chosen to use the B<sup>3</sup> Code Street Type cross sections
- Applicant and Staff will work together to address back of curb modifications for reduced ROW width (55' vs 50')
  - Sidewalk width
  - Planting area width
  - Street lighting area width
- New language has been included on pages 5, 11-12 that reflect the Street Types.



# Development Review Committee

- Recommend denial unless B<sup>3</sup> New Street Sections are adopted as part of the Planned Development District Standards.
  - Applicant updated
- Recommend approval with conditions:
  - Update G.ii.1 regarding parking on alley-loaded properties
  - Remove Figure 1 from Appendix A. Update 1.7 Street Widths with B<sup>3</sup> Code Street Type language
    - Applicant updated



# Planning & Zoning Commission Recommendation

- Recommended approval of the amendments to the Planned Development District with the conditions recommended by DRC by a vote of 6-1 at the regular June 25, 2020 meeting.





# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 12C

**TITLE:**

Consider action to approve Resolution No. R-2020-59 of the City Council of the City of Bastrop, Texas allowing the use of internal illumination on a pylon sign, for Lakeside Phase 1 & 2, Lot 1, also known as the St. David's Hospital, located at 3201 E State Highway 71, as shown in Exhibit A; establishing a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

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

**BACKGROUND/HISTORY:**

With the adoption of the Bastrop Building Block (B<sup>3</sup>) Code in November 2019, a new sign code was adopted in Chapter 8. The sign code provides regulations for several different sign types that allow businesses and facilities to provide information and guide both drivers and pedestrian to their location.

St. David's Hospital currently has a 35-foot-tall pylon sign to guide drivers from State Highway 71 to the Emergency Center. The existing sign is 160 square feet and not illuminated. They are requesting to remove the existing pylon sign and install a new pylon sign closer to the driveway. The proposed pylon sign would be 160 square feet in size with an internally illuminated cabinet. The sign standards for a freestanding pylon sign do not allow for a sign face to be internally illuminated. Permitted lighting must be provided by external lighting directed down toward the sign and fully shielded from the public right-of-way.

As internal illumination is not allowed for a freestanding pylon sign, the applicant has submitted a request to City Council with their Sign Permit Application (Attachment 1). They are requesting to deviate from the code standards to include internal illumination within the sign cabinet so the sign will be more easily visible to drivers as they exit State Highway 71 (Attachment 2). The applicant has designed the sign with a darker background to reduce any glare that may be produced by the internal light. White or lighter colored backgrounds tend to produce more glare and illumination that may create visual impairment to drivers.

In a separate request, the applicant has also requested a Sign Variance that is reviewed and approved administratively for an additional four feet of height above the maximum allowed height of 35 feet, which would provide visual clearance from a large tree at the front of the site. Section 8.2.003 Variances allows the Sign Administrator to approve a variance of up to four feet when there are specific conditions present and the applicant has provided findings of fact that support a variance. Staff has reviewed the Sign Variance and has found that the additional four feet is supported by the Approach Analysis and will provide safer visibility from the points along State Highway when drivers must exit and access the driveway.

## **POLICY EXPLANATION:**

### Section 8.1.001 Intent

The intent of regulating Signs that are visible from the Public Frontage is to ensure proper dimensioning and placement with respect to existing or planned architectural features, to maintain or improve public safety, to maintain or improve the aesthetic character of the context where they are located, and to provide legible information for pedestrians, not just drivers.

### Section 8.1.005 Prohibited Signs

(b) Signs that cannot be expressly authorized include:

(4) Signs with lights that blink, fluctuate, or move. **Light rays must shine only upon the Sign** and upon the property within the Premises where the Sign is located.

### Section 8.1.009 Signs Requiring a Permit

#### 2. General Requirements

##### b. Freestanding Signs

C. Illumination. Freestanding Signs may only be **externally illuminated**. Lighting shall be directly directed down toward the Sign and shielded so that it does not shine directly into a public right-of way and does not interfere with the safe vision of motorists or people passing by. All Standards must meet the City's Code.

## **DEVELOPMENT REVIEW COMMITTEE FORMAL ACTION:**

The DRC reviewed the applicant's request at the June 25, 2020 meeting. The committee voted to deny the request and forward to City Council on the basis that the B<sup>3</sup> Code sign standards require illumination to be external (Attachment 3).

## **RECOMMENDATION:**

Consider action to approve Resolution No. R-2020-59 of the City Council of the City of Bastrop, Texas allowing the use of internal illumination on a pylon sign, for Lakeside Phase 1 & 2, Lot 1, also known as the St. David's Hospital, located at 3201 E State Highway 71, as shown in Exhibit A; establishing a repealing clause; and establishing an effective date.

## **ATTACHMENTS:**

- Resolution R-2020-59
- Attachment 1 – Letter from Applicant
- Attachment 2 – St. David's Emergency Center Sign Analysis
- Attachment 3 – Development Review Committee Formal Action



**RESOLUTION NO. R-2020-59**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS ALLOWING THE USE OF INTERNAL ILLUMINATION ON A PYLON SIGN, FOR LAKESIDE PHASE 1 & 2, LOT 1, ALSO KNOWN AS THE ST. DAVID'S HOSPITAL, LOCATED AT 3201 E STATE HIGHWAY 71, AS SHOWN IN EXHIBIT A; ESTABLISHING A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop adopted the Bastrop Building Block (B<sup>3</sup>) Code, Chapter 8 Signs to regulate to ensure proper dimensioning and placement with respect to existing or planned architectural features, to maintain or improve public safety, to maintain or improve the aesthetic character of the context where they are located, and to provide legible information for pedestrians, not just drivers; and

**WHEREAS**, Section 8.1.009 (2)(b)(C) requires all illumination to be externally provided, directly directed down toward the Sign and shielded so that it does not shine directly into a public right-of way and does not interfere with the safe vision of motorists or people passing by; and

**WHEREAS**, the Development Review Committee reviewed the request on June 25, 2020 and determined that the request did not meet the requirements of the B<sup>3</sup> Code; and

**WHEREAS**, the City Council has the ability to review requested deviation from the code in relation to the intent of the policy and intent of the B<sup>3</sup> Code; and

**WHEREAS**, the Applicant has stated that allowing internal illumination will provide better visibility for drivers exiting State Highway 71 and the darker color of the sign background will not interfere with the safe vision of motorist or people passing by.

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

**Section 1.** The requested deviation from the Bastrop Building Block (B<sup>3</sup>) Code to allow an internally illuminated pylon sign, for Lakeside Phase 1 & 2, Lot 1, also known as St. David's Hospital, located at 3201 E State Highway 71, as shown in Exhibit A, is approved.

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

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop, Texas this 14<sup>th</sup> day of July 2020.

**APPROVED:**

---

Connie B. Schroeder, Mayor

**ATTEST:**

---

Ann Franklin, City Secretary

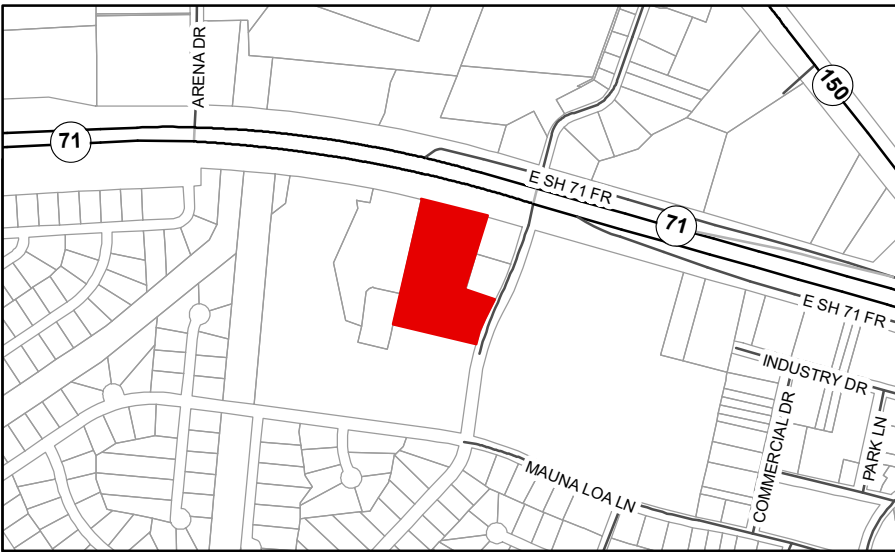
**APPROVED AS TO FORM:**

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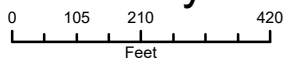
Alan Bojorquez, City Attorney



# Exhibit A Location Map



## St. David's Hospital 3201 E. State Highway 71 Pylon Sign Internal Illumination



1 inch = 313 feet



Date: 7/1/2020

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



# ARMBRUST & BROWN, PLLC

ATTORNEYS AND COUNSELORS

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512-435-2300

FACSIMILE 512-435-2360

MICHAEL J. WHELLAN  
(512) 435-2320  
*mwhellan@abaustin.com*

June 23, 2020

*Via email*

Mayor and Council  
1311 Chestnut St.  
Bastrop, TX 78602

Subject: St. David's HealthCare Emergency Center Sign Request; 3201 Hwy 71

Dear Mayor and City Council Members:

Please accept this letter on behalf of St. David's HealthCare in connection with a proposed sign that they would like to place on their property at the Emergency Center on Highway 71.

St. David's HealthCare is requesting a code modification in order to allow them to replace their existing sign with one that will better ensure people under stress can quickly identify the Emergency Center location. Specifically, this request would allow them to internally illuminate the sign. St. David's HealthCare is also submitting a concurrent request for an administrative variance for an additional 4 ft. of height for the sign.

As you might expect, people who are operating a vehicle in an emergency, even when using GPS, are often distracted, confused, and under stress – and the presence of clear and well-designed signage can be important to both alleviating this stress and helping people quickly navigate to the Emergency Center.

The proposed sign would allow enhanced visibility through interior illumination and additional height (to a total height of 39 ft., which is 4 ft. higher than currently allowed). Additionally, a tree on the site blocks the current sign's visibility from the east; as a result, we are proposing to relocate the sign closer to the property line in order to both preserve the tree and maintain the sign's visibility.

This new design and new location will better ensure the signage is visible to drivers who will need to react at high speed from the highway while navigating to the Emergency Center. As you can see from the enclosed site layout with the sign location and site triangles, the ability for vehicles exiting or entering to clearly see has a considerable margin to ensure safe ingress and egress. The sign will not interfere with the Site Visibility Requirements set forth in the Technical Manual.

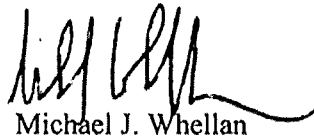
**ARMBRUST & BROWN, PLLC**

Page 2

St. David's HealthCare has also met with City of Bastrop staff to obtain initial design feedback. Based on this meeting, St. David's HealthCare has redesigned the proposed sign to minimize the areas that are lighter in color, in order to reduce the effect of the sign's internal illumination. We have also designed the sign to use LED lights.

We appreciate your consideration of this request.

Very truly yours,

A handwritten signature in black ink, appearing to read "Michael J. Whellan", with a long, sweeping flourish extending to the right.

Michael J. Whellan



---

# St. David's Emergency Center - Bastrop Monument Pylon

15 June 2020



# Approach Analysis





Multi-Tenant sign

Current St. David's  
Emergency Center

Seton Diagnostic Center

St. David's Emergency  
Center - Bastrop

**View 3.**  
Full view of Multi-Tenant sign. Full view of current St. David's sign

**View 2.**  
Full view of Multi-Tenant sign. Partial view of current St. David's sign

No Left Turn. For official or emergency vehicle use ONLY

**View 1.**  
Full view of Multi-Tenant sign





Tall trees obscure existing sign

Proposed new 39' sign

View of Multi-Tenant sign





Partial view of current St. David's sign

Tall tree partially blocking proposed 39' sign

Full view of Multi-Tenant sign







Full view of current St.David's sign

Tall tree would block proposed sign without additional sign height - 39' sign shown here.

Full view of Multi-Tenant sign





# Recommendations







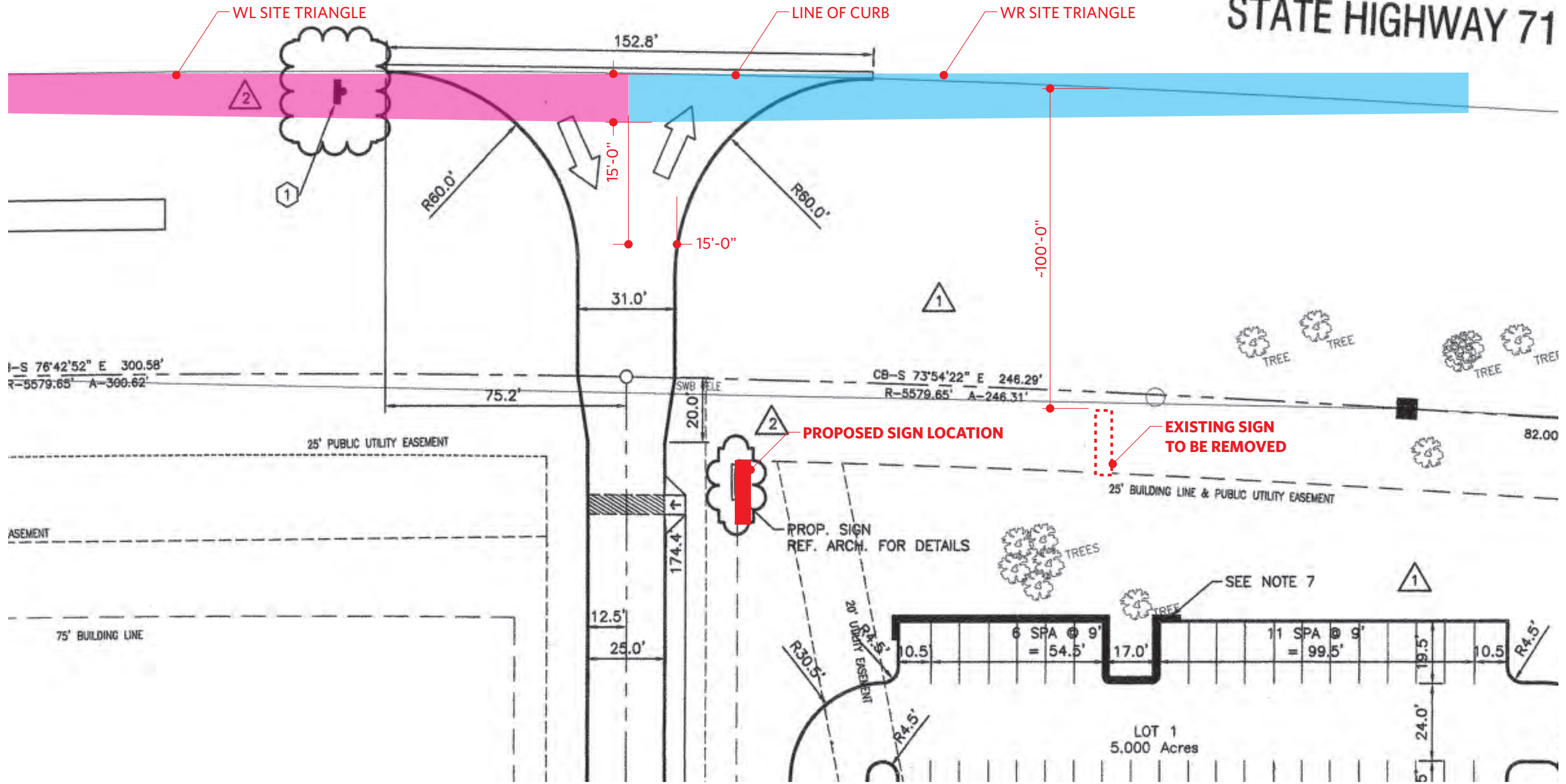


New 39'(h) proposed sign

Retain this tall tree and add 4 vertical feet to the Pylon sign to provide visibility.

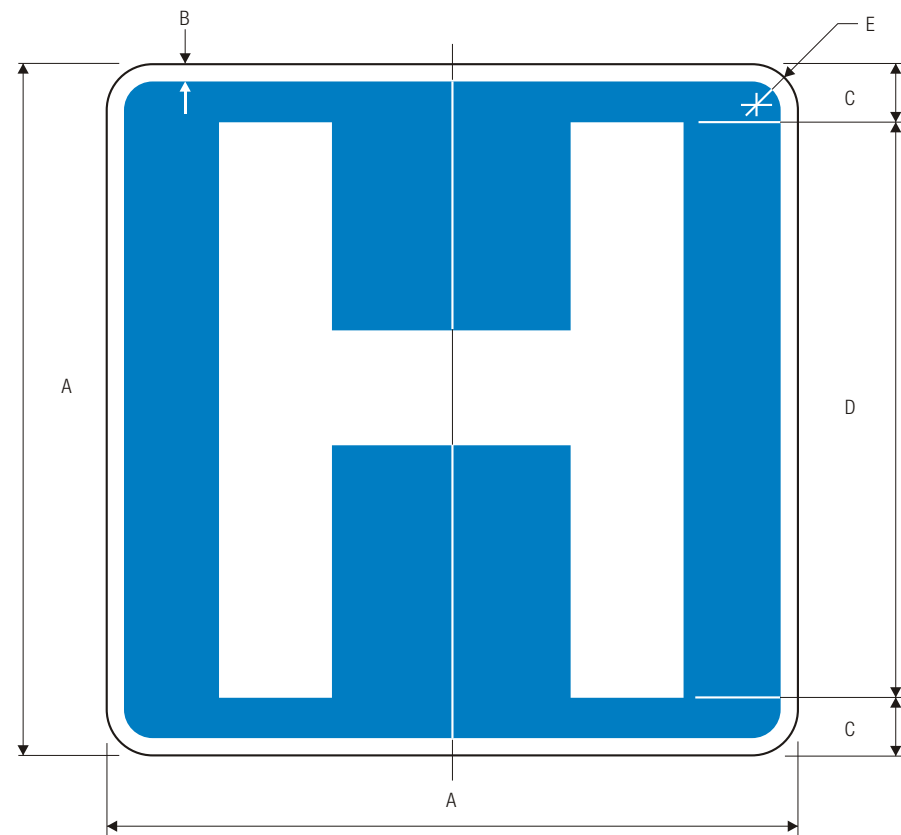


# STATE HIGHWAY 71



I-S 76°42'52" E 300.58'  
R-5579.65' A-300.62'

CB-S 73°54'22" E 246.29'  
R-5579.65' A-246.31'

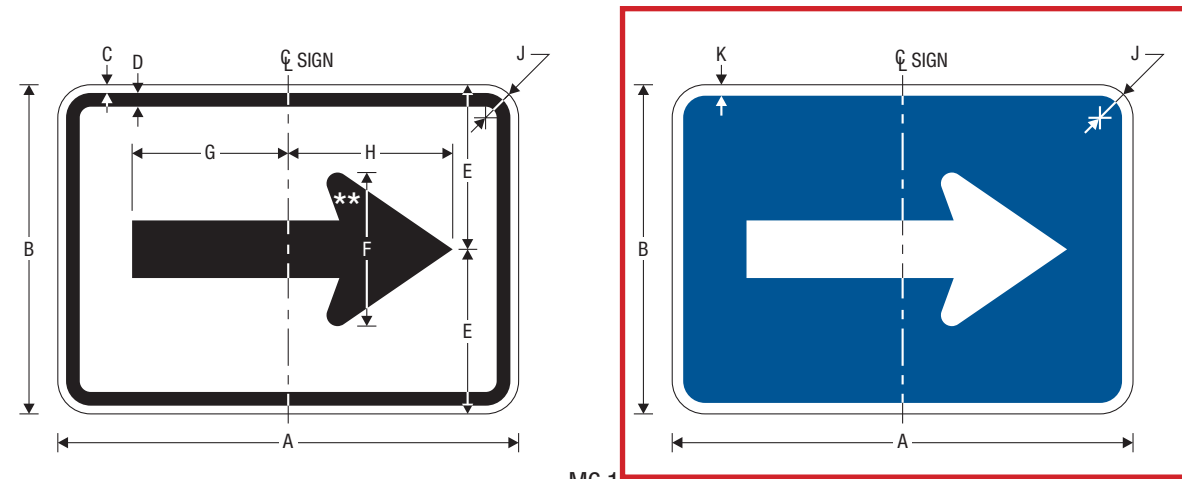


D9-2  
HOSPITAL

A	B	C	D	E
18	.5	1.5	15 EM	1.5
24	.5	2	20 EM	1.5
30	.75	2.5	25	1.875

COLORS: LEGEND —WHITE (RETROREFLECTIVE)  
BACKGROUND —BLUE (RETROREFLECTIVE)

3-59



M6-1  
DIRECTIONAL ARROW AUXILIARY

\*\* See page 6-2 for arrow design.

A	B	C	D	E	F	G	H	J	K
12*	9*	-	-	4.5	4.25	4.25	4.5	1.5	0.375
21	15	0.375	0.625	7.5	7	7.125	7.5	1.5	0.5
30	21	0.375	0.625	10.5	10	10.25	10.75	1.5	0.5

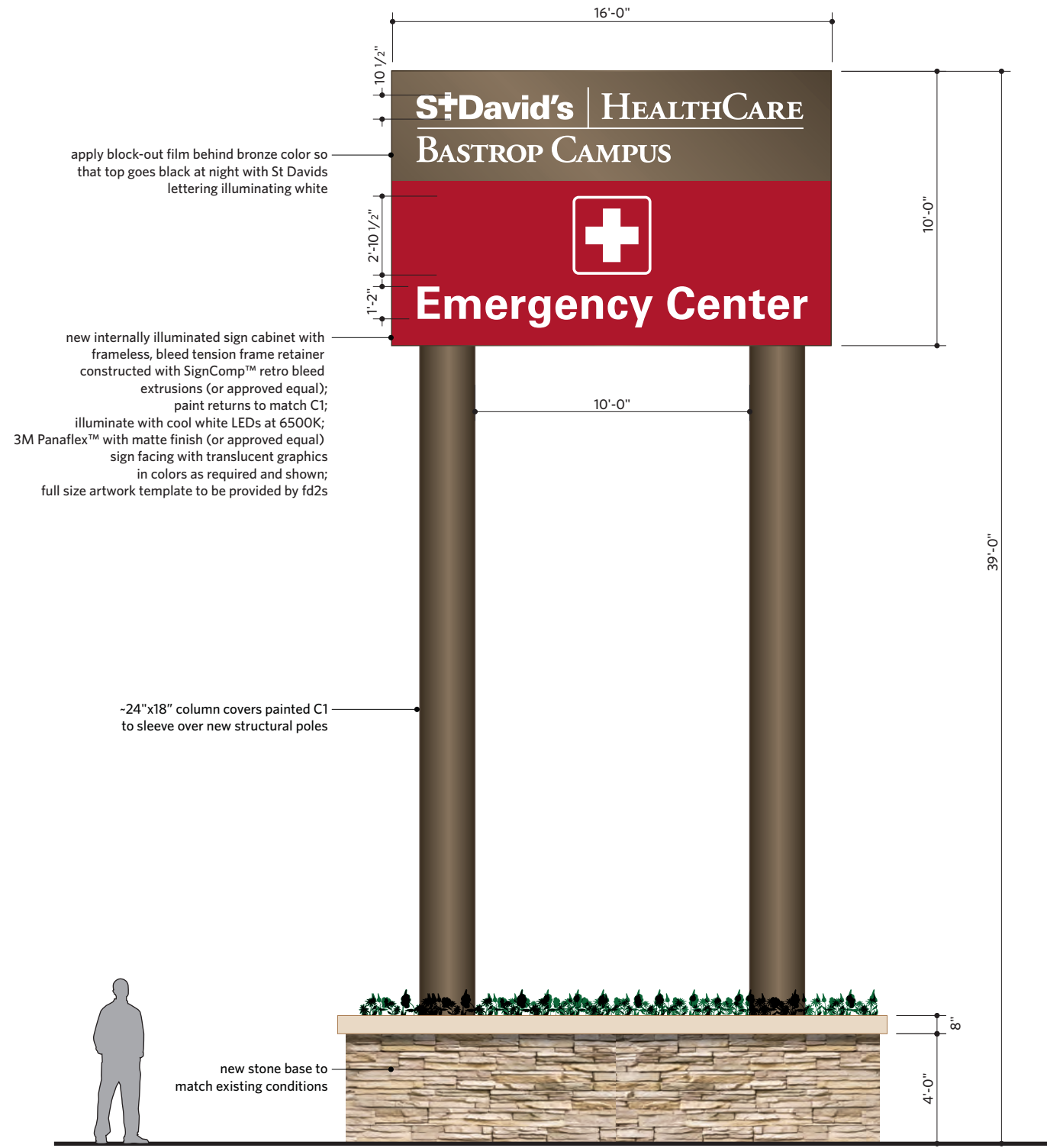
\*12 x 9 IS FOR BICYCLE AUXILIARIES ONLY AND SHALL BE WHITE ON GREEN.

COLORS: LEGEND, BORDER — BLACK  
BACKGROUND — WHITE (RETROREFLECTIVE)

COLORS: INTERSTATE ROUTE SIGN, GENERAL SERVICES:  
LEGEND, BORDER — BLUE (RETROREFLECTIVE)  
BACKGROUND — WHITE (RETROREFLECTIVE)

COLORS: COUNTY ROUTE SIGN:  
LEGEND, BORDER — YELLOW (RETROREFLECTIVE)  
BACKGROUND — BLUE (RETROREFLECTIVE)

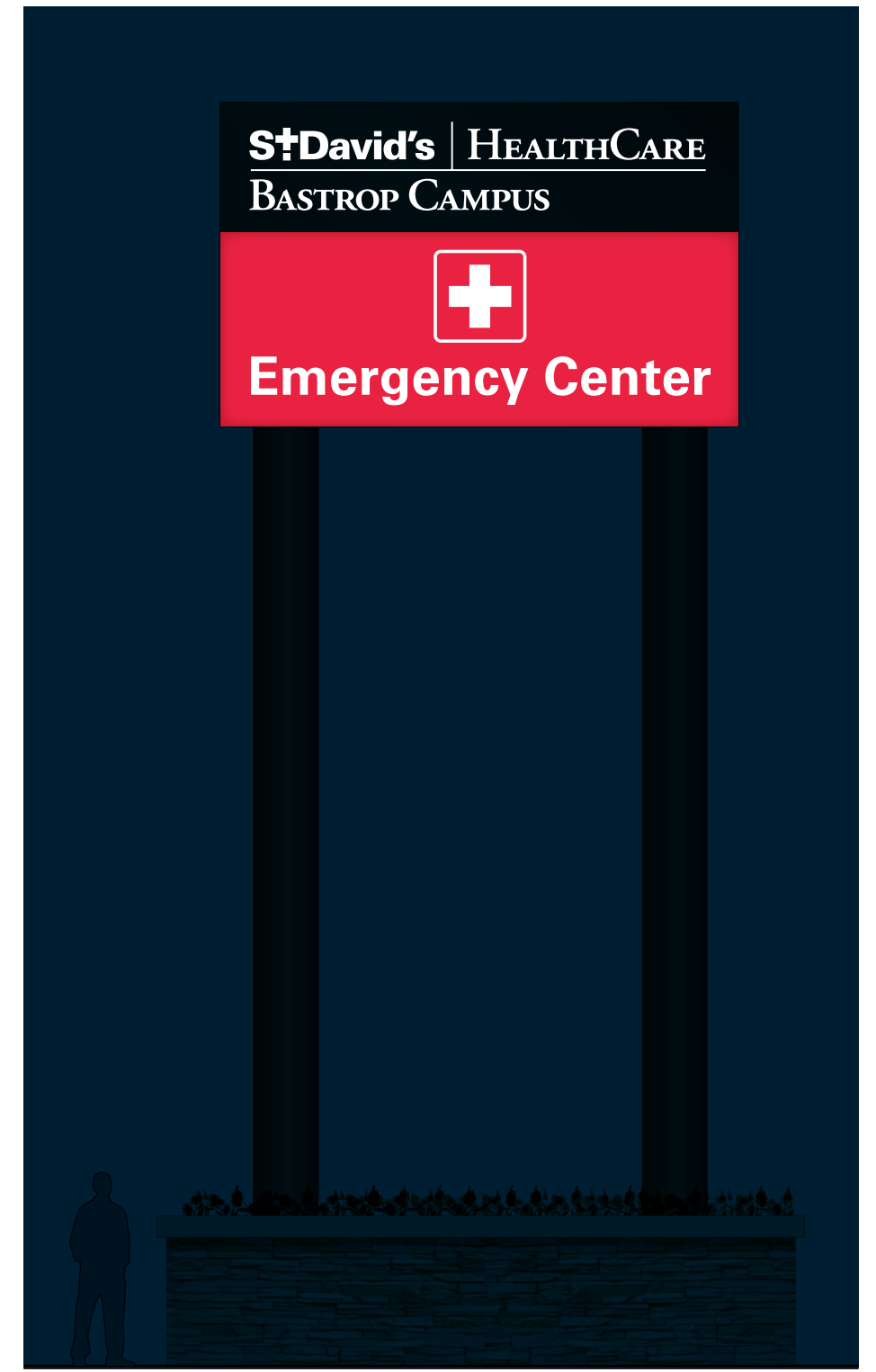
COLORS: GENERAL INFORMATION, BICYCLE\*:  
LEGEND, BORDER — GREEN (RETROREFLECTIVE)  
BACKGROUND — WHITE (RETROREFLECTIVE)



**1** Monument Pylon - Front & Back Elevation  
SCALE: 3/16"=1'-0"



**2** Monument Pylon - Side View  
SCALE: 3/16"=1'-0"



**3** Monument Pylon - Night/Illuminated View  
SCALE: 3/16"=1'-0"





St. David's Emergency Center - Bastrop  
Monument Pylon



## Formal Action – June 25, 2020

**Project:** Internal Illumination for St. David’s Pylon Sign at 3201 E SH 71

**Members Present:** Robert Wood, Interim City Manager  
Trey Job, Assistant City Manager of Development Services  
Matt Lewis, Planning  
Eric DeArmitt, Assistant Fire Chief  
Tony Buonodono, City Engineer  
Curtis Ervin, Bastrop Power and Light

### DECISION

The above referenced project has been evaluated, denied, and will be forwarded to City Council.

### BASIS OF DECISION

Unless otherwise noted, all references are from the Bastrop Building Block (B<sup>3</sup>) Code.

No.	Code	Code Reference
1	Sec. 8.1.005(b)(4): Signs with lights that blink, fluctuate, or move. Light rays must shine only upon the Sign and upon the property within the Premises where the Sign is located.	Sec. 8.1.005(b)(4)
2	Sec. 8.1.009(b)(2)C: Illumination. Freestanding Signs may only be externally illuminated. Lighting shall be directly directed down toward the Sign and shielded so that it does not shine directly into a public right-of-way and does not interfere with the safe vision of motorists or people passing by. All Standards must meet the Lighting Standards within this Code.	Sec. 8.1.009(b)(2)C



# St. David's Sign

Consider action on Resolution R-2020-59 of the City Council of the City of Bastrop, Texas allowing the use of internal illumination on a pylon sign, for Lakeside Phase 1 & 2, Lot 1, also known as the St. David's Hospital, located at 3201 E State Highway 71, establishing a repealing clause and establishing an effective date.





# Location

- 3201 E. State Highway 71



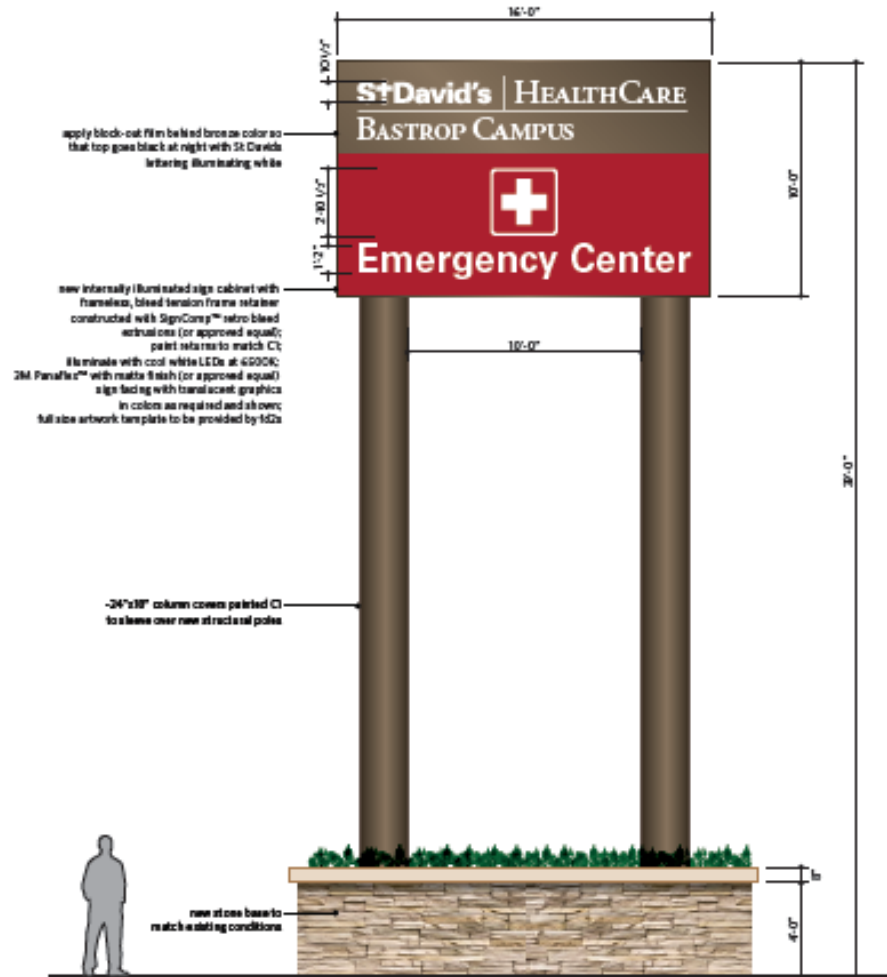
# Request

- Allow an internally illuminated pylon sign.
- Proposing to remove existing 35-foot-tall, 160 square foot, illuminated pylon sign.
- Replace with a 39-foot-tall, 160 square foot internally illuminated pylon sign closer to the driveway.
- Extra height will provide additional visibility with existing tree on site.





# Proposed Sign



1 Monument Pylon - Front & Back Elevation  
SCALE: 3/16"=1'-0"



2 Monument Pylon - Side View  
SCALE: 3/16"=1'-0"



3 Monument Pylon - Night/Illuminated View  
SCALE: 3/16"=1'-0"



# Proposed Location



New 39'(h) proposed sign

Retain this tall tree and add 4 vertical feet to the Pylon sign to provide visibility.

# Bastrop Building Block (B<sup>3</sup>) Chapter 8 Signs

## Section 8.1.005 Prohibited Signs

(b) Signs that cannot be expressly authorized include:

(4) Signs with lights that blink, fluctuate, or move. **Light rays must shine only upon the Sign** and upon the property within the Premises where the Sign is located.

## Section 8.1.009 Signs Requiring a Permit

### 2. General Requirements

#### b. Freestanding Signs

C. Illumination. Freestanding Signs **may only be externally illuminated**. Lighting shall be directly directed down toward the Sign and shielded so that it does not shine directly into a public right-of way and does not interfere with the safe vision of motorists or people passing by. All Standards must meet the City's Code.



# Development Review Committee Formal Action

- Reviewed request on June 25, 2020.
- Voted to deny the request and forward to City Council on the basis that the B<sup>3</sup> Code sign standards require illumination to be external.







# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 12D

**TITLE:**

Consider action to approve Resolution No. R-2020-60 of the City Council of the City of Bastrop, Texas, releasing the budget restrictions discussed at a City Council update on April 14, 2020; repealing all resolutions in conflict; and providing an effective date.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

Considering the restrictions put in place by the government leaders and the businesses that are having to close due to COVID-19, staff has reviewed the General Fund budgeted revenues and expenditures. Because the General Funds highest revenue category is sales tax, we have calculated what we think are conservative estimates of how much shortfall we will experience. This initial forecasted shortfall of \$761,000 and the following actions were reported to City Council at the April 14, 2020 meeting.

*This shortfall in revenue can be offset by the following savings:*

- *Freeze 12 currently vacant positions through the end of this fiscal year.*
- *Reduce available Travel & Training budgets – allow only training that is required for current certifications.*
- *Defer lease payments from General Fund into the City's Vehicle & Equipment Replacement Fund (VERF) for FY2020.*
- *Defer loan payments to BP&L from Innovation Fund.*
- *Hold off on upgrading the Website making these funds available.*
- *Transfer available funds from the Innovation Fund into the General Fund.*
- *Identify line item savings throughout the General Fund.*

Since this initial forecast, the city has received two months' worth of sales tax receipts from the state. The April sales tax deposit was received on June 12, 2020. The actual sales tax received for April was significantly higher than initially forecasted even though it was 9.8% less than current taxes collected for April 2019.

Staff has adjusted the estimated sales tax receipts for the rest of the FY2020 budget year based on the March and April actual receipts and the calculated shortfall has been reduced by approximately \$605,500.

With this updated information and the savings that has already been realized from the vacant budgeted positions, staff would like to move forward with posting and filling the budgeted vacant

positions. The internal transfers that had been put on hold can also be released. The travel and training budgets have already been significantly reduced due to cancelations from this pandemic.

With the receipt of the initial CARES funding, any costs associated with the COVID-19 incident will be covered outside of the FY2020 budget.

The following are the 7 positions staff would like to post and hire. The Director of Planning position would be posted but does not anticipate being filled before the end of the fiscal year. The estimated cost of filling the 6 positions left for the duration of this fiscal year (assuming it will take 6 weeks to hire) is \$40,000.

- Finance Specialist II (upgraded to Accountant)
- Planning Permit Tech
- Public Works Equip. Operator I
- Public Works Equip. Operator I
- Public Works Maintenance Worker II
- Police Records Tech
- Director of Planning & Development

**POLICY EXPLANATION:**

Update only

**FUNDING SOURCE:**

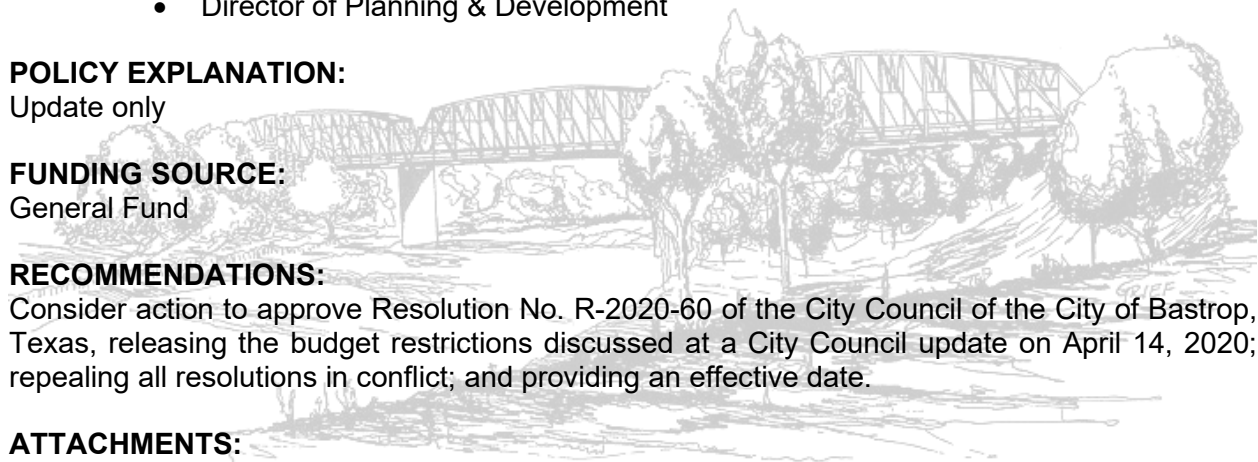
General Fund

**RECOMMENDATIONS:**

Consider action to approve Resolution No. R-2020-60 of the City Council of the City of Bastrop, Texas, releasing the budget restrictions discussed at a City Council update on April 14, 2020; repealing all resolutions in conflict; and providing an effective date.

**ATTACHMENTS:**

- Resolution R-2020-60



**RESOLUTION NO. R-2020-60**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, RELEASING THE BUDGET RESTRICTIONS DISCUSSED AT A CITY COUNCIL UPDATE ON APRIL 14, 2020; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, considering the restrictions put in place by the government leaders and the businesses that are having to close due to COVID-19, staff reviewed the General Fund budgeted revenues and expenditures; and

**WHEREAS**, because the General Funds highest revenue category is sales tax, a conservative estimate was calculated showing how much shortfall might be anticipated; and

**WHEREAS**, at the April 14, 2020, City Council was updated on the forecast of the Fiscal Year 2020, estimating a total revenue shortfall of \$761,000; and

**WHEREAS**, at this same meeting, staff brought forward recommendations to offset this shortfall that included freezing 12 currently vacant budgeted positions, deferring internal lease payments and loan payments, and identify line item savings including travel and training; and

**WHEREAS**, since this initial forecast, the city has received two months' worth of sales tax receipts from the state. The April sales tax deposit was received on June 12, 2020. The actual sales tax received for April was significantly higher than initially forecasted even though it was 9.8% less than current taxes collected for April 2019; and

**WHEREAS**, staff has adjusted the estimated sales tax receipts for the rest of the Fiscal Year 2020 budget based on the March and April actual receipts and the calculated shortfall has been reduced by approximately \$605,500; and

**WHEREAS**, with this updated information and the savings that has already been realized from the vacant budgeted positions, staff would like to move forward with posting and filling the following seven (7) budgeted vacant positions: Accountant, Director of Planning & Development, Planning Permit Tech, Public Works Equipment Operator I (2), Public Works Maintenance Worker II, and Police Records Technician. The internal transfers that had been put on hold can also be released.

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

**SECTION 1.** The City Council hereby approves the unfreezing of the following seven (7) vacant budgeted positions: Accountant, Director of Planning & Development, Planning Permit Tech, Public Works Equipment Operator I (2), Public Works Maintenance Worker II, and Police Records Technician, and the internal transfers that had been put on hold. Meetings will be posted in accordance with the Texas Open Meetings Act.

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



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

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 14<sup>th</sup> day of July 2020.

**APPROVED:**

\_\_\_\_\_  
Connie Schroeder, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



# STAFF REPORT

**MEETING DATE:** July 14,2020

**AGENDA ITEM:** 12E

**TITLE:**

Consider action to approve the first reading of Ordinance No. 2020-20 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date; and move to include on the July 28, 2020, City Council Consent agenda for a second reading.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The FY2020 budget was approved by City Council on September 24, 2019. Since that approval, situations have occurred that require the FY2020 to be amended.

The Exhibit A to the ordinance explains in detail the nature of each of the budget amendments being requested.

**POLICY EXPLANATION:**

The Financial Management Policy states that the level of budgetary control is at the department level in all Funds. If transfers are required between departments, this must be approved by Council.

The City Charter requires that when the budget is amended, that the amendment be made by Ordinance.

**FUNDING SOURCE:**

Various – See Ordinance Exhibit A

**RECOMMENDATION:**

Consider action to approve the first reading of Ordinance No. 2020-20 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2020 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date; and move to include on the July 28, 2020, City Council Consent agenda for a second reading.

**ATTACHMENTS:**

- Ordinance 2020-20
- Exhibit A
- All Funds Summary FY2020 – updated to reflect proposed amendments

**ORDINANCE NO. 2020-20**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2020 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN, AS ATTACHED IN EXHIBIT A; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND ESTABLISHING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Manager of the City of Bastrop, Texas 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 2020; 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 amendment(s) for the Fiscal Year 2020, as submitted to the City Council by the City Manager and which budget amendment(s) are attached hereto as Exhibit A, are hereby adopted and approved as the amended budget of said city for Fiscal Year 2020.

**Section 2:** 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 3:** 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 14<sup>th</sup> day of July 2020.

**READ and ADOPTED** on Second Reading on the 28<sup>th</sup> day of July 2020.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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

EXHIBIT A

**Budget Amendment #1: General Fund**

The departure of the previous city manager on Jan. 28, 2020 created expenditures that were not originally budgeted. The professional services incurred to search for a new city manager and engage an interim city manager were additional costs. The contractual payout of the previous City Manager was covered through salary savings within the department (council liaison and part-time office assistant).

**FY 2020 Budget Book (Page 121)**

**Organizational – Contractual Services**

Original Budget	\$502,008
Expected Expenditure	<u>\$588,008</u>
Difference	<b>\$ 86,000</b>

The difference needs to be applied to the following accounts:

Professional Services (101-03-00-5505) **\$86,000**

**Budget Amendment #2: General Fund**

During the Main St. Improvement project, an issue regarding property ownership was uncovered and caused the need for a survey. The estimated cost for this survey is \$17,500 and is not currently budgeted.

The Financial Management Policy allows for the contingency account to be increased from salary savings. This amendment takes the salary savings net of the \$86,000 and \$17,500 and places it in the contingency account.

**FY 2020 Budget Book (Page 117)**

**Organizational**

Original Budget	\$523,736
Expected Expenditure	<u>\$692,736</u>
Difference	<b>\$169,000</b>

The difference needs to be applied to the following accounts:

Engineering Services (101-03-00-5530) **\$17,500**  
Contingency (101-02-00-5900) **\$151,500**

EXHIBIT A

The differences reflected in budget amendments #1 and #2 will be addressed through the following:

Salary Savings from following departments due to vacancies:		
Finance	101-05-00-5101	\$25,000
Utility Customer Service	101-05-15-5101	\$15,000
Police-Administration	101-09-10-5101	\$30,000
Development Services-Planning	101-15-00-5101	\$45,000
Development Services-Building Inspection	101-15-18-5101	\$40,000
Public Works	101-18-15-5101	\$50,000
Parks	101-18-19-5101	\$50,000
Library	101-21-00-5101	
<b>Total Salary Savings</b>		<b><u>\$255,000</u></b>

Budget amendments #1 and #2 are only transfers between departments and has no effect on the General Funds fund balance.

**Budget Amendment #3: General Fund**

The city received funds from the Coronavirus Relief Fund CARES Act in the amount of \$101,321. The city will be utilizing these funds for eligible expenditures during this fiscal year and needs the expenditure budget increase by this amount.

**FY 2020 Budget Book (Page 149)**

**Emergency Management - Supplies & Materials**

Original Budget	\$ 61,620
Expected Expenditure	<u>\$162,941</u>
Difference	<b>\$101,321</b>

The difference needs to be applied to the following accounts:

Incident supplies - Emergency Event (101-09-14-5202)	<b>\$101,321</b>
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The difference will be addressed through the following increased revenue:

Emergency Management Assistance	<b>\$101,321</b>
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This amendment has no effect on the General Funds fund balance.

**Budget Amendment #4: Innovation Fund**

This amendment includes two items to consider.

The city requested funding from the Bastrop Economic Development Corporation (BEDC) for park improvements to include a new fence and gate at Delgado Park. This funding request was



EXHIBIT A

approved by the EDC board on Nov. 18, 2019. This project is now complete, and the city will be requesting a reimbursement. This budget amendment increases the revenue and expense accounts reflect no change to the ending fund balance.

The Downtown River Loop project is considered an EDC project, but the grant funding was awarded to the City. The decision was made to run the project through the City's financial records with the EDC reimbursing the portion they had budgeted to fund. The first expense incurred was for the Advance Funding Agreement with the Texas Department of Transportation. This budget amendment increases the revenue and expense accounts reflect no change to the ending fund balance.

**FY 2020 Budget Book (Page 208)**

**Revenue - Other Sources**

Original Budget	\$ 77,000
Expected Revenue	<u>\$137,137</u>
Difference	<b>\$ 60,137</b>

The difference needs to be applied to the following accounts:

EDC Special Project Funding (105-00-00-4493)	<b>\$60,137</b>
--	-----------------

**Expenditures - Capital Outlay**

Original Budget	\$ 976,059
Expected Expenditure	<u>\$1,036,196</u>
Difference	<b>\$ 60,137</b>

The difference needs to be applied to the following accounts:

Park Equipment (105-00-00-6013)	<b>\$39,200</b>
Downtown River Loop (105-00-00-6713)	<b>\$20,937</b>

## ALL FUND SUMMARY - FY 2020

	GENERAL FUND	STREET MAINTENANCE FUND	DEBT SERVICE FUNDS	HOTEL TAX FUND	SPECIAL REVENUE FUNDS	WATER/WASTEWATER FUNDS	BP&L FUND	CAPITAL IMPROVEMENT FUNDS	INTERNAL SERVICE FUND	ECONOMIC DEVELOPMENT CORP	TOTAL ALL FUNDS
<b>BEGINNING FUND BALANCES</b>	\$ 2,643,264	\$ 1,037,357	\$ 254,780	\$ 3,797,361	\$ 2,758,164	\$ 5,421,836	\$ 3,590,969	\$ 6,464,330	\$ 2,384,291	\$ 4,070,298	\$ 32,422,650
<b>REVENUES:</b>											
AD VALOREM TAXES	3,850,795		2,006,862		-	-	-	-			5,857,657
SALES TAXES	5,084,400				-	-	-	-		2,560,000	7,644,400
FRANCHISE & OTHER TAXES	467,830			2,830,500	23,250	-	-	-			3,321,580
LICENSES & PERMITS	819,032			2,000	-	-	-	-			821,032
SERVICE FEES	673,100			275,250	3,476,024 #2	6,163,064	7,037,682	-	371,192	13,800	18,010,112
FINES & FORFEITURES	349,585				12,650	-	-	-			362,235
INTEREST	65,000	10,000	20,000	65,000	44,050	117,000	72,000	110,144	15,500	80,000	598,694
INTERGOVERNMENTAL	89,878		246,548	62,312	2,863,125	-	-	-			3,261,863
OTHER	66,400			-	31,910	9,759 #5	16,880	3,265,000		1,560,000	4,949,949
<b>TOTAL REVENUES</b>	11,466,020	10,000	2,273,410	3,235,062	6,451,009	6,289,823	7,126,562	3,375,144	386,692	4,213,800	44,827,522
<b>OTHER SOURCES</b>											
Other Financing Sources	-							30,000			30,000
Interfund Transfers	570,750 #3	238,000	514,416	473,394	4,700	4,895,885	-	22,500	75,000		6,794,645
<b>TOTAL REVENUE &amp; OTHER SOURCES</b>	12,036,770	248,000	2,787,826	3,708,456	6,455,709	11,185,708	7,126,562	3,427,644	461,692	4,213,800	51,652,167
<b>TOTAL AVAILABLE RESOURCES</b>	\$ 14,680,034	\$ 1,285,357	\$ 3,042,606	\$ 7,505,817	\$ 9,213,873	\$ 16,607,544	\$ 10,717,531	\$ 9,891,974	\$ 2,845,983	\$ 8,284,098	\$ 84,074,817
<b>EXPENDITURES:</b>											
GENERAL GOVERNMENT	4,454,010				3,268,125	-	-	264,000 #4			7,986,135
PUBLIC SAFETY	4,611,708				20,950	-	-	-			4,632,658
DEVELOPMENT SERVICES	1,084,324				-	-	-	100,000			1,184,324
COMMUNITY SERVICES	1,647,736			354,150	305,327	-	-	-			2,307,213
UTILITIES					165,000	3,847,210 #5	6,054,651	-			10,066,861
DEBT SERVICE			2,790,559 #1		-	1,870,887	159,847	143,668		485,453	5,450,414
ECONOMIC DEVELOPMENT				3,339,899	-	-	-	-		2,066,445	5,406,344
CAPITAL OUTLAY		1,285,345			3,270,821 #2	4,614,323	615,000	9,215,585 #6 & 7	356,500	2,692,000	22,049,574
<b>TOTAL EXPENDITURES</b>	11,797,778	1,285,345	2,790,559	3,694,049	7,030,223	10,332,420	6,829,498	9,723,253	356,500	5,243,898	59,083,523
<b>OTHER USES</b>											
Interfund Transfers	238,992	-	-	521,916	575,395	4,335,693	884,650	211,991 #4	-		6,768,636
<b>TOTAL EXPENDITURE &amp; OTHER USES</b>	12,036,770	1,285,345	2,790,559	4,215,965	7,605,618	14,668,113	7,714,148	9,935,244	356,500	5,243,898	65,852,159
<b>ENDING FUND BALANCES</b>	\$ 2,643,264	\$ 12	\$ 252,047	\$ 3,289,852	\$ 1,608,255	\$ 1,939,431	\$ 3,003,383	\$ (43,270)	\$ 2,489,483	\$ 3,040,200	\$ 18,222,658



# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 12F

**TITLE:**

Hold a public hearing to review the program performance of the activities completed under the Texas Community Development Block Grant (TxCDBG) Program grant from the Texas Department of Agriculture for a Sewer Improvements Project, which will include an explanation of the actual use of the TxCDBG funds and invite comments.

**STAFF REPRESENTATIVE:**

Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY:**

The request for funding this wastewater project started back on January 10, 2017 when council passed Resolution R-2017-01 approving the application to TxCDBG for funding. The project was to replace deteriorated sewer lines and manholes on Main, Mesquite, Magnolia, Maple, Locust, Water and Linden Street. The City received notice of award in October 2018. The City solicited bids for construction in April 2019 and the construction of these sewer lines were completed June 11, 2020.

The City was able to upgrade the water lines and the streets and drainage on conjunction with this grant project. These upgrades were paid with city funds.

**POLICY EXPLANATION:**

It is a requirement of the grant to conduct this final public hearing.

**FUNDING SOURCE:**

N/A

**ATTACHMENTS:**

- Program Performance



**PROGRAM PERFORMANCE:** 2018 Bastrop Sewer Improvement ProjectNeeds Met with this Grant

The City of Bastrop has sewer lines that are undersized and deteriorated, resulting in excessive inflow and infiltration. This grant assisted the city in replacing an area of deteriorated sewerlines and manholes on Main, Mesquite, Maple, Magnolia, Locust, Water and Linden Street.

The City went out for construction bids in April 2019, opened bids on April 24, 2019 and awarded a construction contract for \$374,765 to the lowest bidder, Barclays Premier Services, at a City Council Meeting on June 11, 2019. Available grant funds for construction was \$228,000, to which the City allocated an additional \$150,000 in local match to increase the area of sewer lines to be repaired. A Pre-Construction meeting was held on September 11, 2019 and the Notice to Proceed issued for September 16, 2019. Construction was nearly complete in January of this year when the City realized that the repairs came in well under the contracted price, leaving additional grant funds available to expend. An additional line on Linden Street between Main and Pecan was replaced essentially utilizing most of the remaining grant funds. This project was completed June 11, 2020.

**Beneficiaries:**

This project benefitted 1,130 persons, of which 750, or 66%, are of low-moderate income.

**Actual Use of Funds:**

\$294,209.25 grant for public facilities and improvements  
\$147,104.75 obligated local match

	<u>Grant Funds</u>	<u>Local Funds*</u>	<u>Total Funds</u>
Public Facilities & Improvements			
Construction	\$222,209.25	\$147,104.75	\$369,314.00
Engineering	\$42,000.00	\$0.00	\$42,000.00
Administration	<u>\$30,000.00</u>	<u>\$0.00</u>	<u>\$30,000.00</u>
<b>TOTAL</b>	<b>\$294,209.25</b>	<b>\$147,104.75</b>	<b>\$441,314.00</b>

\*Local Funds = City of Bastrop, Water and Wastewater Funds

Public Comments?

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# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 12G

**TITLE:**

Consider action to approve Resolution No. R-2020-61 of the City Council of the City of Bastrop, Texas confirming a board appointment of the Mayor, as required in Section 3.08 of the City's Charter, and establishing an effective date.

**STAFF REPRESENTATIVE:**

Trey Job, Interim City Manager

**BACKGROUND/HIS TORY:**

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

**POLICY EXPLANATION:**

Mayor Connie Schroeder has appointed Charles Washington, Jr. to Place 6 of the Bastrop Economic Development Corporation Board. The approval of this Resolution will provide confirmation of this appointment by Council as required by the Charter.

**FUNDING SOURCE:**

N/A

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2020-61 of the City Council of the City of Bastrop, Texas confirming a board appointment of the Mayor, as required in Section 3.08 of the City's Charter, and establishing an effective date.

**ATTACHMENTS :**

- Resolution

**RESOLUTION NO. R-2020-61**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS  
CONFIRMING A BOARD APPOINTMENT OF THE MAYOR, AS REQUIRED IN  
SECTION 3.08 OF THE CITY'S CHARTER; AND ESTABLISHING AN  
EFFECTIVE DATE.**

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

**WHEREAS**, Mayor Connie Schroeder has appointed Charles Washington, Jr. to Place 6 on the Bastrop Economic Development Corporation Board; and

**WHEREAS**, City Council must confirm this appointment as required by the City Charter.

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

**Section 1:** That Mayor Connie Schroeder has appointed Charles Washington, Jr. to Place 6 on the Bastrop Economic Development Corporation Board.

**Section 2:** That the City Council of the City of Bastrop confirms Mayor Schroeder's appointment of Charles Washington, Jr. to Place 6 on the Bastrop Economic Development Corporation Board.

**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 14<sup>th</sup> day of July, 2020.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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



# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 12H

**TITLE:**

Consider action to approve Resolution No. R-2020-62 of the City Council of the City of Bastrop, Texas reducing mowing and other related liens filed by the City of Bastrop against 1811 Main Street to Ten-Thousand and 00/100 Dollars (\$10,000.00) authorizing the City Manager to execute all necessary documents; providing for a severability clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Trey Job, Interim City Manager

**BACKGROUND/HISTORY:**

The City of Bastrop has been contacted by Patrick Friedli requesting mowing liens for 1811 Main Street be reduced. In 2012, a \$9,000 lien was placed on Mr. Friedli property due to a code enforcement action that required the abatement of high weeds and grass and other related activities to bring the property to a manageable state to protect the health and safety of the surrounding properties.

That same lien has now grown to nineteen thousand dollars (\$19,000). Mr. Friedli states, due to the pandemic and current economic climate, his businesses have suffered immensely and he unable to pay the amount of nineteen thousand dollars (\$19,000.00).

He is offering to settle the amount for Ten thousand dollars and 00/100 Dollars (\$10,000.00) thereby reducing the amount from \$19,000.00 to \$10,000.00.

The amount of \$10,000.00 reimburses the tax payers for their original expense and brings us closer to solving a long-standing code enforcement nuisance.

**POLICY EXPLANATION:**

Bastrop City Charter, Section 3.01 City Council – Powers and Duties, Item 16 specifically enumerates for greater certainty that the Council has the authority to compromise and settle any and all claims and lawsuits of every kind and character in favor of or against the City. Clearly, finding a permanent solution to the ongoing care and maintenance of 1811 Street rather than continually being paid by Bastrop taxpayers through mowing liens is in the best interest of the community.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2020-62 of the City Council of the City of Bastrop, Texas reducing mowing and other related liens filed by the City of Bastrop against 1811 Main Street to Ten-Thousand and 00/100 Dollars (\$10,000.00) authorizing the City Manager to execute all necessary documents; providing for a severability clause; and establishing an effective date.



**ATTACHMENTS:**

- Resolution
- Property Location Map



**RESOLUTION NO. R-2020-62**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, REDUCING MOWING AND OTHER RELATED LIENS FILED BY THE CITY OF BASTROP AGAINST 1811 MAIN STREET TO TEN-THOUSAND AND 00/100 DOLLARS (\$10,000.00) AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the property owner is interested in settling the lien on 1811 Main Street; and

**WHEREAS**, a sizable lien by the City of Bastrop of approximately \$19,000 against the current property owner for prior cleaning of the property by Code Enforcement and accrued charges for the failure of the owner to reimburse the City; and

**WHEREAS**, the property owner has offered to be responsible for \$10,000 of the lien payment to the City, which provides reimbursement for previously expended tax dollars and resolves a long-standing code enforcement nuisance; and

**WHEREAS**, City of Bastrop City Charter, Section 3.01 City Council – Powers and Duties, Item 16 specifically enumerates for greater certainty that the Council has the authority to compromise and settle any and all claims and lawsuits of every kind and character in favor of or against the City; and

**WHEREAS**, finding a solution to the ongoing care and maintenance of 1811 Main Street rather than continually being paid by Bastrop taxpayers through mowing liens is in the best interest of the community.

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

**Section 1:** The City Manager is authorized to execute all documents necessary to reduce the outstanding liens on 1811 Main Street, owed to the City of Bastrop, to Ten-Thousand and 00/100 Dollars (\$10,000.00).

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

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 14<sup>th</sup> day of July 2020.

**APPROVED:**

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

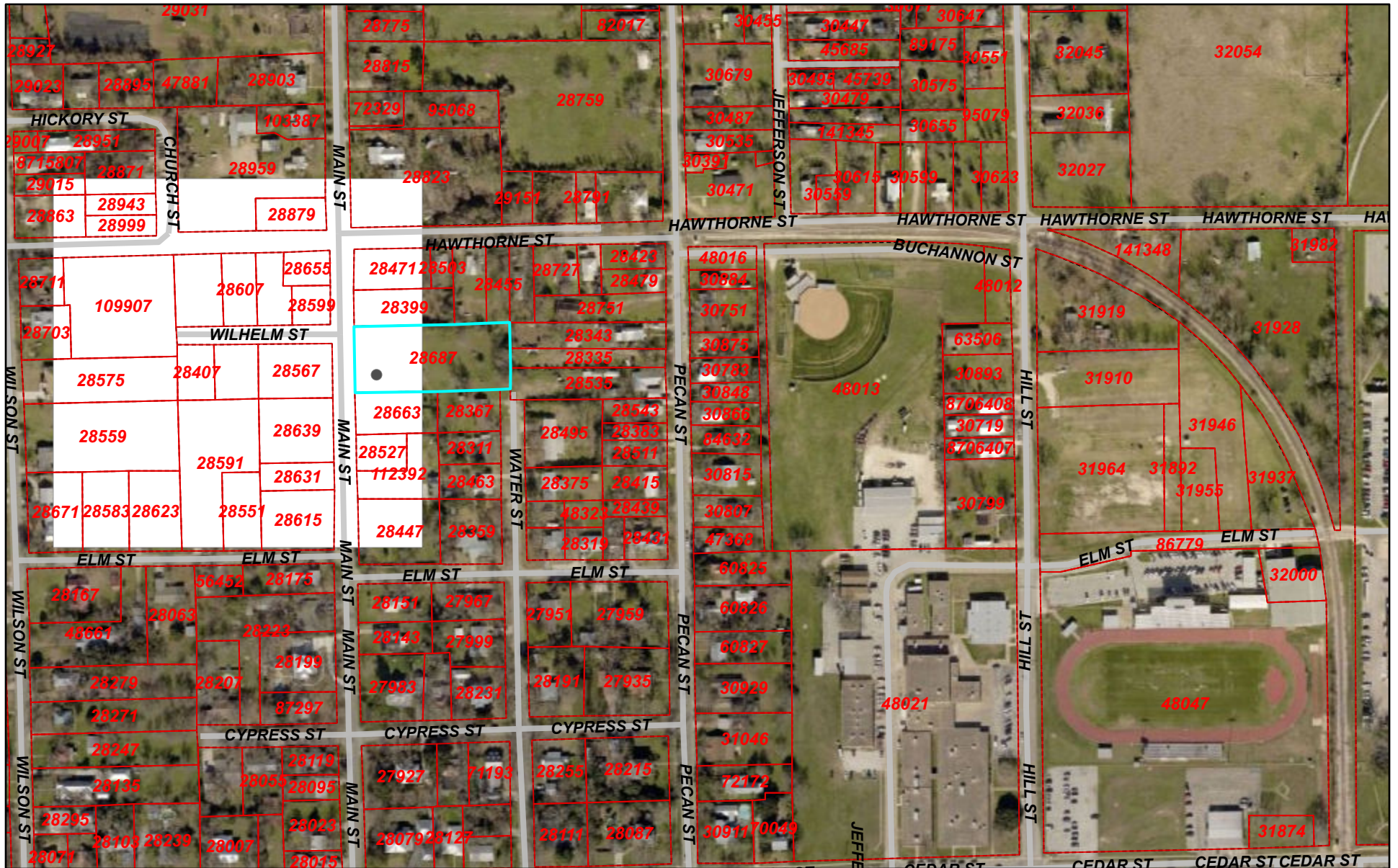
**ATTEST:**

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

**APPROVED AS TO FORM:**

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

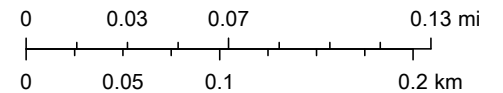
# Bastrop CAD Web Map



7/7/2020, 9:40:38 AM

- Abstracts
- Lot Lines
- Parcels
- Bastrop Roads

1:4,514



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Bastrop County Appraisal District, BIS Consulting - [www.bisconsulting.com](http://www.bisconsulting.com)

Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.





# STAFF REPORT

**MEETING DATE:** July 14, 2020

**AGENDA ITEM:** 12I

**TITLE:**

Consider action to approve Resolution No. R-2020-63 of the City Council of the City of Bastrop, Texas approving a list of qualified consulting firms to provide engineering services for CDBG MIT FUNDING through the GLO; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Trey Job, Interim City Manager

**BACKGROUND/HISTORY:**

The United States Department of Housing and Urban Development (HUD) allocated \$4,297,189,000 in Community Development Block Grant (CDBG) - Mitigation (MIT) funds to the state of Texas through their notice published in the Federal Register, 84 FR 45838 (August 30, 2019).

The Texas General Land Office (GLO) has been designated by Governor Greg Abbott to administer CDBG-MIT funds on behalf of the state of Texas. In their Federal Register notice, HUD defines mitigation as:

“Those activities that increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters.”

CDBG-MIT represents an opportunity to fund strategic and high-impact activities to mitigate disaster risks identified by a community and reduce future losses in those areas.

Title 10, Subtitle F, Chapter 2254, Subchapter A of the Government Code of Texas requires governmental entities to select a provider or a group or association of providers of professional services such as accounting, architecture, landscape architecture, land surveying, and professional engineering based on demonstrated competence and qualifications prior to negotiating on price.

The City of Bastrop, Texas has several projects it would like to submit to the GLO for funding as part of the for which various consulting services are needed that require more staff time or expertise than are currently available to handle the workload.

After careful review and deliberation staff recommends the following list of qualified firms for Council approval:

**Civil Engineering:**

- Kimley Horn
- KSA
- Halff Associates INC
- Strand Associates
- Doucet Engineering
- BEFCO Engineering
- Bleyl Engineering
- LNV LLC

**POLICY EXPLANATION:**

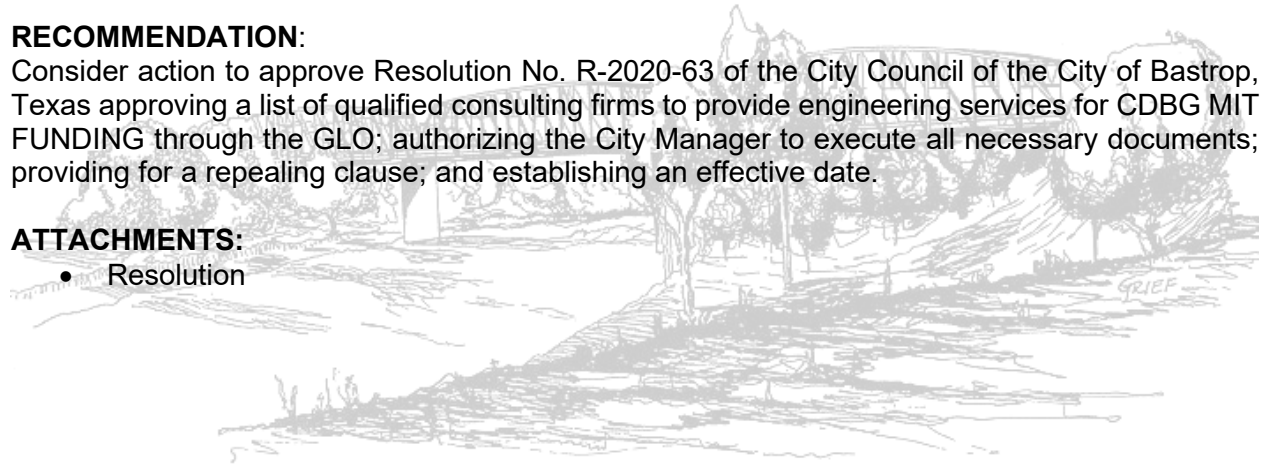
Under the Government Code, Title 10. General Government, Subtitle f. State and Local Contracts and Fund Management, Chapter 2254. Professional and Consulting Services Subchapter A. Professional Services, allows the City to select professional service providers based on the demonstrated competence and qualifications to perform the requested services; and for a fair and reasonable price.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2020-63 of the City Council of the City of Bastrop, Texas approving a list of qualified consulting firms to provide engineering services for CDBG MIT FUNDING through the GLO; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution



**RESOLUTION NO. R-2020-63**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING A LIST OF QUALIFIED CONSULTING FIRMS TO PROVIDE ENGINEERING SERVICES FOR CDBG MIT FUNDING THROUGH THE GLO; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, The City Council of the City of Bastrop, Texas is committed to improving drainage, response time, and resiliency around the City following several overwhelming flood events; and

**WHEREAS**, the City of Bastrop, Texas developed a Request for Qualifications (RFQ) for qualified consulting firms having the skills to assist with civil engineering, and has found Kimley Horn, KSA, Halff Associates INC, Strand Associates, Doucet Engineering, BEFCO Engineering, Bleyl Engineering, LNV LLC to be qualified to provide application and implementation services for grant programs including the GLO-CDBGMIT program; and

**WHEREAS**, the City of Bastrop, Texas is seeking to establish a relationship with multiple firms, who will serve as a member of the “Bastrop Team” as the City plans for and addresses the anticipated significant growth and its impact on existing and future infrastructure.

**WHEREAS**, the City of Bastrop, Texas operates with a lean staffing structure and seeks to establish a five-year relationship with firms who are interested in making a difference in the development of a community rather than simply participating in individual projects.

**WHEREAS**, the City Council has appointed the City Manager as the Chief Administrative Officer of the City; and

**WHEREAS**, The City Manager is responsible for the proper administration of all affairs of the City; and

**WHEREAS**, The City of Bastrop has thoroughly vetted each firm’s response to the Request for Qualifications, and has established a list of qualified consulting firms for approval by City Council.

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

**Section 1:** That the City of Bastrop City Council will use the list of qualified consulting firms as a means to ensure Government Code of Texas Title 10, Subtitle F, Chapter 2254, Subchapter A has been met, which is as follows:

**Civil Engineering:**

- Kimley Horn
- KSA
- Halff Associates INC
- Strand Associates
- Doucet Engineering

- BEFCO Engineering
- Bleyl Engineering
- LNV LLC

**Section 2:** That the City Manager is hereby authorized to execute all necessary documents to engage the services of the list of qualified consulting firms.

**Section 3:** All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**Section 4:** That this Resolution shall take effect immediately upon its passage, and it is so resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 14<sup>th</sup> day of July, 2020.

**APPROVED:**

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

**ATTEST:**

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

**APPROVED AS TO FORM:**

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