

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



April 26, 2022

Works Session at 4:00 P.M.

Regular Meeting at 6:30 P.M.

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

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

PLEASE NOTE: ANYONE IN ATTENDANCE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM AND GIVE THE COMPLETED FORM TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING. ALTERNATELY, IF YOU ARE UNABLE TO ATTEND THE COUNCIL MEETING, YOU MAY COMPLETE A CITIZEN COMMENT FORM WITH YOUR COMMENTS AT WWW.CITYOFBASTROP.ORG/CITIZENCOMMENTFORM BEFORE 5:00 P.M. ON APRIL 26, 2022. COMMENTS SUBMITTED BY THIS TIME WILL BE DISTRIBUTED TO THE CITY COUNCIL PRIOR TO MEETING COMMENCEMENT, REFERENCED AT THE MEETING, AND INCLUDED WITH THE MEETING MINUTES. COMMENTS FROM EACH INDIVIDUAL WILL BE LIMITED TO THREE (3) MINUTES WHEN READ ALOUD.

1. CALL TO ORDER
 2. WORK SESSION – 4:00 P.M.
 - 2A. Discuss Comprehensive Plan
 - 2B. Discuss Capital Improvements Plan
 - 2C. Discuss Fiscal Forecast Assumptions
-

3. CALL TO ORDER – REGULAR SESSION – 6:30 P.M.

- 4. PLEDGE OF ALLEGIANCE** – Citlali Mata Hernandez and Daniel Lopez Perez with Cedar Creek High School Ballet Folklorico

TEXAS PLEDGE OF ALLEGIANCE

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

- 5. INVOCATION** – Pastor Bernie Jackson, Trinity Zion Church

6. PRESENTATIONS

- 6A. Presentations acknowledging the service and contributions of outgoing Mayor Pro Tem Bill Peterson and Council Member Dock Jackson.

RECEPTION FOR OUTGOING COUNCIL MEMBERS

- 6B. Mayor's Report

- 6C. Council Members' Report

- 6D. City Manager's Report

- 6E. A proclamation of the City Council of the City of Bastrop, Texas, welcoming the Best Warrior Competition to Bastrop. (Submitted by: Ann Franklin, City Secretary)

- 6F. A proclamation of the City Council of the City of Bastrop, Texas, recognizing May 1-7, 2022, as Public Service Recognition Week. (Submitted by: Ann Franklin, City Secretary)

- 6G. A proclamation of the City Council of the City of Bastrop, Texas, recognizing May 4, 2022 as Firefighter Day. (Submitted by: Ann Franklin, City Secretary)

- 6H. A proclamation of the City Council of the City of Bastrop, Texas, recognizing May 2-6, 2022 as Air Quality Awareness Week. (Submitted by: Ann Franklin, City Secretary)

- 6I. A proclamation of the City Council of the City of Bastrop, Texas, recognizing the month of May as Older Americans Month. (Submitted by: Ann Franklin, City Secretary)

7. WORK SESSION/BRIEFINGS - NONE

8. STAFF AND BOARD REPORTS

- 8A. Receive presentation on the unaudited Monthly Financial Report for the period ending March 31, 2022. (Submitted by: Tracy Waldron, Chief Financial Officer)

- 8B. Receive Mid-Year Report from Visit Bastrop. (Submitted by: Rebecca Gleason, Assistant City Manager)

9. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Council must complete a citizen comment form and give the completed form to the City Secretary prior to the start of the City Council meeting. Alternately, if you are unable to attend the council meeting, you may complete a citizen comment form with your comments at www.cityofbastrop.org/citizencommentform before 5:00 p.m. on April 26, 2022. Comments submitted by this time will be distributed to the city council prior to meeting commencement, referenced at the meeting, and included with the meeting minutes. 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 Manager 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.

10. CONSENT AGENDA

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

- 10A. Consider action to approve City Council minutes from the April 12, 2022, Regular meeting and April 19, 2022 Special meeting. (Submitted by: Ann Franklin, City Secretary)
- 10B. Consider action to approve Resolution R-2022-42 of the City Council of the City of Bastrop, Texas adopting various policies and procedures required in conformity with the Civil Rights Act, and the Fair Housing Act, as shown in Exhibit A, required under the 2021 Texas Community Development Block Grant program, contract number CDV21-0276, through the Texas Department of Agriculture; providing for a repealing clause and establishing an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)
- 10C. Consider action to approve Resolution No. R-2022-43 of the City Council of the City of Bastrop, Texas, designating authorized signatories for contractual documents and documents for requesting funds pertaining to the 2021 Texas Community Development Block Grant Program (TxCDBG), contract number CDV21-0276; providing for a repealing clause; and establishing an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)
- 10D. Consider action to approve Resolution No. R-2022-45 of the City Council of the City of Bastrop, Texas committing the City to provide local matching funds to secure and complete the FEMA Hazard Mitigation Assistance Grant applications; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)

- 10E. Consider action to approve Resolution No. R-2022-46 of the City Council of the City of Bastrop, Texas authorizing the submission of hazard mitigation assistance grant applications and appointment of the Mayor and City Manager as the Chief Executive Officers and authorized representatives to act in all matters in connection with the FEMA Mitigation Grants; providing for a repealing clause; and establishing an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)

11. ITEMS FOR INDIVIDUAL CONSIDERATION

- 11A. Consider action to approve the second reading of Ordinance No. 2022-13 of the City Council of the City of Bastrop, Texas adopting amendments to Chapter 8 – Signs, Section 8.4.001 Standards for Temporary Signs (b) Banner Signs of the Bastrop Building Block B3 code (adopted by reference in Chapter 14.01 of the Code of Ordinances), as attached in Exhibit A; and providing for findings of fact, adoption, repealer, severability, and enforcement; and establishing an effective date. (Submitted by: Jennifer C. Bills, Director of Planning & Development)

12. EXECUTIVE SESSION

- 12A. 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
1. 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;
 2. Acquisition of real property rights to provide utility service to the Veridian Development, including all related agreements, authorizations, easements, resolutions, and associated legal actions; and
 3. Acquisition of right of way for the extension of Agnes Street related to the Agnes Street Hazard Mitigation Grant, including all related agreements, authorizations, easements, resolutions, and associated legal actions.

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

14. ADJOURNMENT

All items on the agenda are eligible for discussion and action unless specifically stated otherwise.

The Bastrop 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 above, 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 551.087 (Economic Development), and §551.086 (Competitive Matters regarding Electric Utility).

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Thursday, April 21, 2022 at 6:30 p.m. and remained posted for at least two hours after said meeting was convened.

Ann Franklin

Ann Franklin, City Secretary





STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 6B

TITLE:

Mayor's Report

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, 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.

Mayor's Report
April 26, 2022



Latest Activities

Apr 8 - 21

Events in 2022: 93



Panelist –
Institute for Leadership
In Capital Projects



Sandy's Southern
Spice Boutique



BMS – Mini Pitch



15 Reasons NOT
to be in a Play



Youth Career Day



Planned Events

April 22 - 26

- April 22 –
 - Ambassador’s Meeting
 - Bob Bryant Disc Golf Course Grand Opening!
 - CAPCOG Executive Committee Orientation
- April 23 – Spring Fest
- April 26 –
 - TML Training Governing Ethically
 - Council Workshop
 - City Council Meeting



Upcoming Events & City Meetings

- April 27 – Spark River Entertainment
- April 30 – Boots and Bling; Kragh’s Jewelry
- May 1 – Table on Main
- May 2 – Special BEDC Board Meeting
- May 4 – Chamber Luncheon
- May 5 –
 - National Day of Prayer Event (Courthouse)
 - Farm Street Opry
- May 6 – Best Warrior Luncheon
- May 7 – Movies in the Park “Moana”
- May 10
 - Government Affairs
 - Swearing in Ceremony
 - City Council Meeting
- May 12 – Budget Workshop





STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 6C

TITLE:

Council Members' Report

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager

POLICY EXPLANATION:

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

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- (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: April 26, 2022

AGENDA ITEM: 6D

TITLE:

City Manager's Report

AGENDA ITEM SUBMITTED BY:

Paul A. Hofmann, City Manager

POLICY EXPLANATION:

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

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

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- (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: April 26, 2022

AGENDA ITEM: 6E

TITLE:

A proclamation of the City Council of the City of Bastrop, Texas, welcoming the Best Warrior Competition to Bastrop.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary



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ROCLAMATION



WHEREAS, the “Best Warrior” Competition is an annual state-wide and International event that will take place 2 May 2022 through 6 May, 2022 at the Camp Swift Training Center in Bastrop, Texas; and

WHEREAS, this friendly contest puts the best Soldiers and Airmen from all National Guard units within the State of Texas along with Soldiers from the countries of Republic of Chile and Czech Republic, against each other to win the Best Non-Commissioned Officer and Best Junior Enlisted for both the Army and Air National Guard; and

WHEREAS, the U.S. winners of these four categories go onto Regional competition and hopefully on to represent the State of Texas at National competitions; and

WHEREAS, to honor the winners, their families, employers and supporters, the Texas Army National Guard Senior Enlisted Advisor, Command Sergeant Major Michelle L. Thompson, will hold a banquet on 6 May, 2022.

NOW, THEREFORE, we, the City of Bastrop, welcome the “Best Warrior” Competition to Bastrop County and appreciate the presence of the Texas National Guard in our County and encourage our citizens to support this event by welcoming these Guard members into their businesses and our grateful community.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Bastrop, Texas to be affixed this 12th day of April, 2022.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 6F

TITLE:

A proclamation of the City Council of the City of Bastrop, Texas, recognizing May 1-7, 2022, as Public Service Recognition Week.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary



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ROCLAMATION



WHEREAS, Americans are served every single day by public servants at the federal, state, county and city levels. These unsung heroes do the work that keeps our nation working; and

WHEREAS, Public employees take not only jobs, but oaths; and

WHEREAS, Many public servants, including military personnel, police officers, firefighters, border patrol officers, embassy employees, health care professionals and others, risk their lives each day in service to the people of the United States and around the world; and

WHEREAS, Day in and day out they provide the diverse services demanded by the American people of their government with efficiency and integrity; and

WHEREAS, Without these public servants at every level, continuity would be impossible in a democracy that regularly changes its leaders and elected officials;

NOW, THEREFORE, I, Connie B. Schroeder, Mayor of the City of Bastrop, Texas, do hereby proclaim May 1-7, 2022 as:

PUBLIC SERVICE RECOGNITION WEEK

All citizens are encouraged to recognize the accomplishments and contributions of government employees at all levels — federal, state, county and city.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Bastrop, Texas to be affixed this 26th day of April, 2022.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 6G

TITLE:

A proclamation of the City Council of the City of Bastrop, Texas, recognizing May 4, 2022 as Firefighter Day.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary



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ROCLAMATION



WHEREAS, International Firefighter's Day is observed each year on May 4th to honor and remember past firefighters who have lost their lives while serving their communities, to express gratitude to those that have served in this line of work, and to show support and appreciation for those who presently serve; and

WHEREAS, firefighters follow a long line of tradition and honor that inspires them to help colleagues, neighbors, and strangers alike; and

WHEREAS, at a moment's notice, thousands of firefighters, both career and volunteer, risk their lives every day by quickly responding to uncertain situations, to mitigate danger through such efforts as search and rescue, hazardous materials response, and combating the threat of destructive fire in order to protect individuals, families, and the economic being of our community; and

WHEREAS, firefighters make the ultimate sacrifice to protect the citizens they serve whether danger is the result of natural or manmade disasters as witnessed by fire suppression deaths and other contributing causes;

NOW, THEREFORE, I, Connie Schroeder, Mayor of the City of Bastrop, do hereby proclaim May 4th, 2022 as:

FIREFIGHTER'S DAY IN BASTROP, TEXAS

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 26th day of April 2022.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 6H

TITLE:

A proclamation of the City Council of the City of Bastrop, Texas, recognizing May 2-6, 2022 as Air Quality Awareness Week.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary





PROCLAMATION



BASTROPTX
Heart of the Lost Pines / Est. 1832

WHEREAS, air quality can threaten our environment, economy, and the health of the residents of the City of Bastrop; and

WHEREAS, air pollution levels in Central Texas were considered “moderate” or worse on thirty-six percent of days in 2021, according to the National Air Quality Index; and

WHEREAS, children, older adults, people with lung disease and people with heart disease are particularly affected by poor air quality, and make up about two out of every five residents in Central Texas; and

WHEREAS, ground-level ozone (O₃) levels in the Austin-Round Rock-Georgetown Metropolitan Statistical Area (MSA) remain close to exceeding the O₃ National Ambient Air Quality Standard (NAAQS); and

WHEREAS, fine particulate matter levels cause the majority of the “moderate” air pollution days in the MSA; and

WHEREAS, remaining in compliance with the NAAQS is important not only for public health, but also for the region’s economy and ability to conduct transportation planning; and

WHEREAS, the U.S. Environmental Protection Agency has designated May 2 - 6, 2022, as National Air Quality Awareness Week; and

WHEREAS, the City of Bastrop supports the efforts of the Central Texas Clean Air Coalition and the U.S. Environmental Protection Agency to promote air quality.

NOW, THEREFORE, I, Connie B. Schroeder, Mayor of the City of Bastrop, Texas, do hereby proclaim May 2-6, 2022 as:

“AIR QUALITY AWARENESS WEEK”

in the City of Bastrop and encourages our residents and employees to educate themselves about air quality, including visiting CAPCOG’s Air Central Texas website at AirCentralTexas.org, and promote air quality and air quality awareness within our community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 26th day of April, 2022.

Connie B. Schroeder, Mayor





STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 6I

TITLE:

A proclamation of the City Council of the City of Bastrop, Texas, recognizing the month of May as Older Americans Month.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary



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ROCLAMATION



WHEREAS, The City of Bastrop includes a growing number of older Americans who have built resilience and strength over their lives through successes and difficulties; and

WHEREAS, The City of Bastrop benefits when people of all ages, abilities, and backgrounds are included and encouraged to share their successes and stories of resilience; and

WHEREAS, The City of Bastrop recognizes our need to nurture ourselves, reinforce our strength, and continue to thrive in times of both joy and difficulty; and

WHEREAS, The City of Bastrop can foster communities of strength by:

- creating opportunities to share stories and learn from each other;
- engaging older adults through education, recreation, and service; and
- encouraging people of all ages to celebrate connections and resilience

NOW, THEREFORE, I, Connie B. Schroeder, Mayor of the City of Bastrop, Texas, do hereby proclaim May 2022 as:

OLDER AMERICANS MONTH

We urge every resident to recognize older adults and the people who support them as essential contributors to the strength of our community.

IN WITNESS WHEREOF, I have here unto set my hand and caused the Seal of the City of Bastrop, Texas to be affixed this 26th day of April, 2022.

Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 8A

TITLE:

Receive presentation on the unaudited Monthly Financial Report for the period ending March 31, 2022.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

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

REVENUE

General Fund exceeded the forecast by 6%

- Sales tax is 12% above forecast and 17% over same period prior year
- Development fees are 20% above forecast
- There are other categories that are below forecast – specifically court fines and interest

Debt Service shows a slight negative and this is due to timing of property tax receipts

Impact Fee Fund is in negative status – the revenue projections were based on the timing of specific developments paying into this fund – these developments are behind the projected schedule causing the fund to be short of forecast.

All other funds are performing positive to forecast.

EXPENDITURES

All funds are positive to forecast amounts.

This reporting requirement is set forth by the City of Bastrop Financial Management Policies, Chapter IV. Operating Budget, Section D. Reporting, as adopted by Resolution R-2021-80 on August 24, 2021.

ATTACHMENTS:

- Unaudited Monthly Financial Report for the period ending March 31, 2022

CITY OF BASTROP

Comprehensive Monthly Financial Report
March 2022



Performance at a Glance as of March 31, 2022



	YEAR TO DATE	REFERENCE
ALL FUNDS SUMMARY		
ALL FUNDS SUMMARY	POSITIVE	Page 3-4
SALES TAXES	POSITIVE	Page 5
PROPERTY TAXES	WARNING	Page 6
GENERAL FUND EXPENSE BY DEPARTMENT	POSITIVE	Page 7
WATER/WASTEWATER REVENUES	POSITIVE	Page 8
WATER/WASTEWATER EXPENDITURES BY DIVISION	POSITIVE	Page 9
ELECTRIC REVENUES	POSITIVE	Page 10
HOTEL OCCUPANCY TAX REVENUES	POSITIVE	Page 11
HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION	POSITIVE	Page 12
LEGAL FEES BY ATTORNEY/CATEGORY	POSITIVE	Page 13
PERFORMANCE INDICATORS		
POSITIVE	= Positive variance or negative variance < 1% compared to seasonal trends	
WARNING	= Negative variance of 1-5% compared to seasonal trends	
NEGATIVE	= Negative variance of > 5% compared to seasonal trends	

BUDGET SUMMARY OF ALL FUNDS

	FY2022 Approved Budget	FY2022 Forecast YTD	FY2022 Actual YTD	Variance
Revenues:				
General	\$ 15,481,868	\$ 9,535,222	\$ 10,142,655	6.4%
Designated	66,908	22,850	23,342	2.2%
Innovation	445,500	295,500	296,152	0.2%
Street Maintenance	3,000	1,350	1,362	0.9%
Debt Service	3,358,143	2,990,331	2,952,177	-1.3%
General Gov's Projects	457,000	75,000	75,000	0.0%
Water/Wastewater	6,958,580	3,089,011	3,596,265	16.4%
Water/Wastewater Debt	3,619,436	1,362,093	1,361,987	0.0%
Water/Wastewater Capital Proj	481,000	240,500	238,576	-0.8%
Impact Fees	4,505,950	1,689,731	934,918	-44.7%
Vehicle & Equipment Replacement	1,560,236	1,302,832	1,324,229	1.6%
Electric	6,877,639	2,948,024	3,280,507	11.3%
HOT Tax Fund	2,226,904	926,963	1,113,843	20.2%
Library Board	20,600	7,800	10,524	34.9%
Cemetery	108,200	51,600	62,302	20.7%
Capital Bond Projects	1,027,708	6,196	3,686,194	59393.1%
Grant Fund	100,000	12,960	12,960	0.0%
Park/Trail Land Dedicaiton	1,365	683	711	4.1%
Hunter's Crossing PID	575,879	566,665	572,636	1.1%
Bastrop EDC	5,074,414	1,661,472	2,640,335	58.9%
TOTAL REVENUES	\$ 52,950,330	\$ 26,786,783	\$ 32,326,675	20.7%

POSITIVE
WARNING
NEGATIVE

= Positive variance or negative variance < 1% compared to forecast
 = Negative variance of 1-5% compared to forecast
 = Negative variance of >5% compared to forecast

BUDGET SUMMARY OF ALL FUNDS

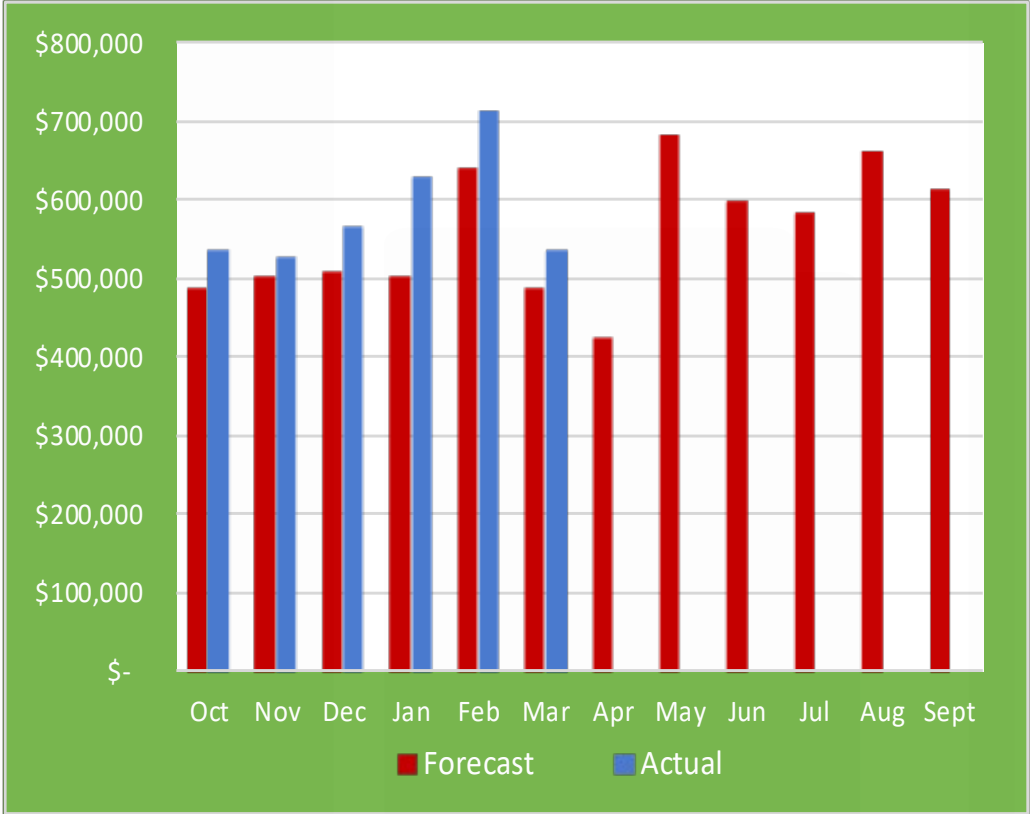
	FY2022	FY2022	FY2022	Variance
<u>Expense:</u>	<u>Approved Budget</u>	<u>Forecast YTD</u>	<u>Actual YTD</u>	
General	\$ 16,111,889	\$ 8,366,742	\$ 7,986,570	-4.5%
Designated	298,100	3,408	2,225	-34.7%
Innovation	445,500	42,287	42,282	0.0%
Street Maintenance	655,000	32,404	32,686	0.9%
Debt Service	3,494,221	610,615	610,900	0.0%
General Gov't Projects	457,000	35,500	17,657	-50.3%
Water/Wastewater	7,442,749	3,787,386	3,642,847	-3.8%
Water/Wastewater Debt	3,992,281	1,074,337	1,075,143	0.0%
Water/Wastewater Capital Proj.	352,500	231,300	231,816	0.2%
Revenue Bond, Series 2020	8,343,830	3,078,053	3,085,682	0.2%
CO, Series 2021	35,720,000	7,472,115	7,488,339	0.2%
Impact Fees	910,250	540,000	540,629	0.1%
Vehicle & Equipment Replacement	1,231,430	252,000	251,271	-0.3%
Electric	7,495,049	3,335,255	3,339,479	0.1%
HOT Tax Fund	2,780,873	1,790,802	1,613,031	-9.9%
Library Board	87,950	43,975	10,087	-77.1%
Cemetery	148,828	74,414	48,546	-34.8%
Hunter's Crossing PID	572,547	454,992	452,678	-0.5%
CO, Series 2013	299,450	-	-	0.0%
CO, Series 2018	655,500	50,000	41,289	-17.4%
Limited Tax Note, Series 2020	424,043	85,000	83,184	-2.1%
CO, Series 2022	-	76,249	76,249	0.0%
Grant Fund	100,000	477,803	345,155	-27.8%
Bastrop EDC	5,296,378	1,149,694	1,056,009	-8.1%
TOTAL EXPENSES	\$ 97,315,368	\$ 33,064,331	\$ 32,073,754	-3.0%

POSITIVE = Negative variance or positive variance < 1% compared to forecast

REVENUE ANALYSIS

SALES TAX REVENUE

<u>Month</u>	<u>FY2022 Forecast</u>	<u>FY2022 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 485,995	\$ 533,267	\$ 47,272
Nov	499,587	525,903	\$ 26,316
Dec	507,178	564,058	\$ 56,880
Jan	500,737	625,837	\$ 125,100
Feb	638,271	708,736	\$ 70,465
Mar	485,980	532,549	\$ 46,569
Apr	423,143		\$ -
May	680,505		\$ -
Jun	597,880		\$ -
Jul	581,620		\$ -
Aug	658,217		\$ -
Sept	611,983		\$ -
Total	\$ 6,671,096	\$ 3,490,350	\$ 372,602
Cumulative Forecast	\$ 3,117,748		
Actual to Forecast	\$ 372,602	12.0%	

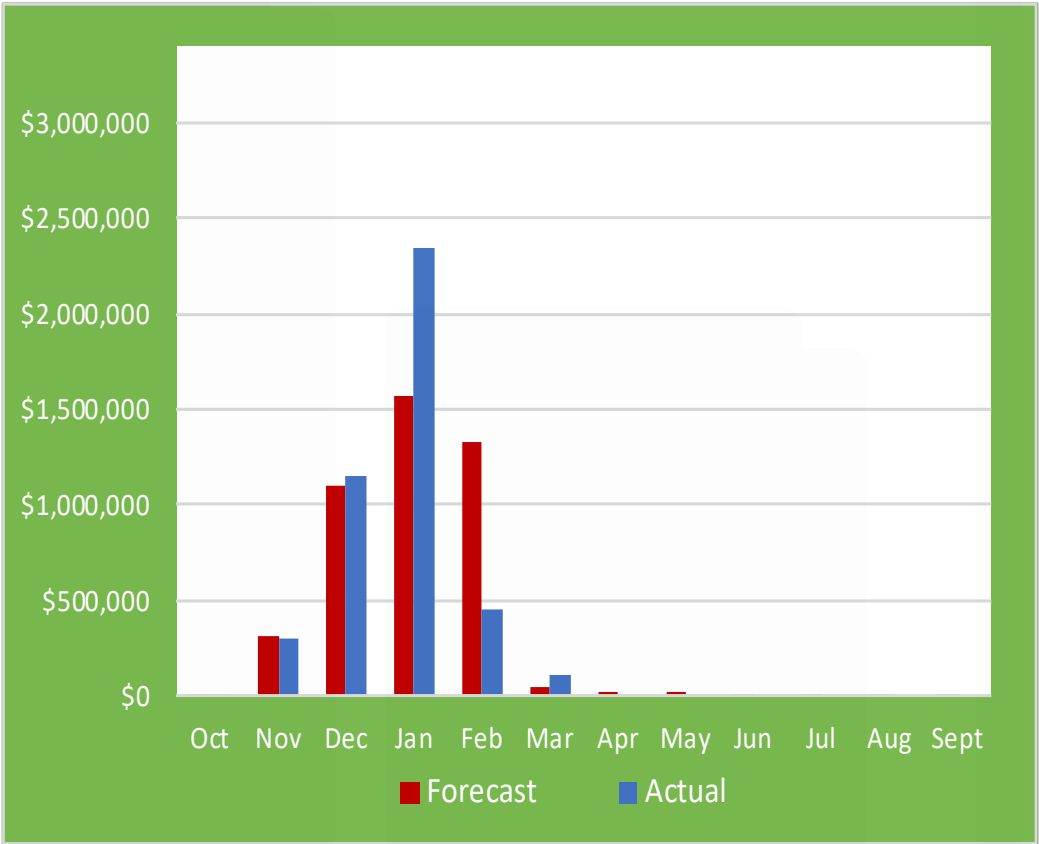


POSITIVE

Sales Tax is 42% of the total budgeted revenue for General Fund. The actual amounts for Oct. and Nov. are estimated due to the State Comptroller's two month lag in payment of these earned taxes. The actual is almost 12% greater than forecasted and almost 17% over the same period last year.

PROPERTY TAX REVENUE

<u>Month</u>	<u>FY2022 Forecast</u>	<u>FY2022 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 150	\$ 182	\$ 32
Nov	309,543	300,872	\$ (8,671)
Dec	1,105,509	1,147,364	\$ 41,855
Jan	1,565,401	2,340,230	\$ 774,829
Feb	1,326,611	453,211	\$ (873,400)
Mar	44,220	115,780	\$ 71,560
Apr	17,688		
May	17,688		
Jun	8,844		
Jul	8,844		
Aug	8,844		
Sept	8,694		
Total	\$ 4,422,036	\$ 4,357,639	\$ 6,205
Cumulative Forecast	\$ 4,351,434		
Actual to Forecast	\$ 6,205	0.14%	



WARNING

Property tax represents 31% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. The forecast has been updated based on actual payment patterns this fiscal year. The Actual is just slightly over forecast.

GENERAL FUND EXPENDITURES BY DEPT.

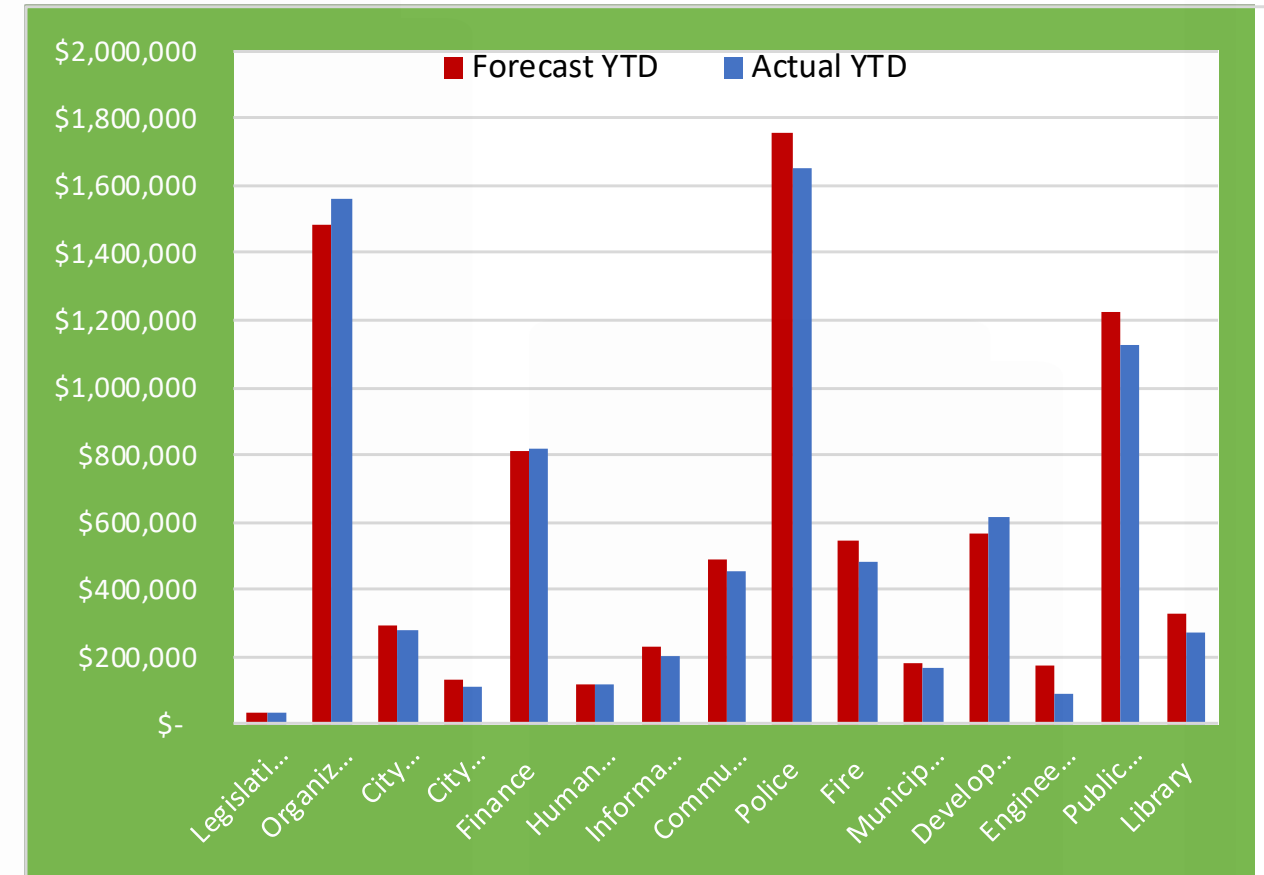
<u>Division</u>	<u>FY2022 Forecast YTD</u>	<u>FY2022 Actual YTD</u>	<u>Variance</u>
Legislative	\$ 31,050	\$ 31,181	\$ 131
Organizational	1,484,818	1,562,095	\$ 77,277
City Manager	290,797	280,983	\$ (9,814)
City Secretary	129,543	112,860	\$ (16,683)
Finance	814,876	816,260	\$ 1,384
Human Resources	121,304	119,081	\$ (2,223)
Information Technology	227,555	200,482	\$ (27,073)
Community Engagemen	492,573	455,754	\$ (36,819)
Police	1,759,946	1,650,389	\$ (109,557)
Fire	544,402	484,215	\$ (60,187)
Municipal Court	178,283	165,611	\$ (12,672)
Development Services	564,046	615,771	\$ 51,725
Engineering	174,988	87,917	\$ (87,071)
Public Works	1,227,347	1,129,462	\$ (97,885)
Library	325,214	274,507	\$ (50,707)
Total	\$ 8,366,742	\$ 7,986,568	\$ (380,174)

Actual to Forecast

95.5%

POSITIVE

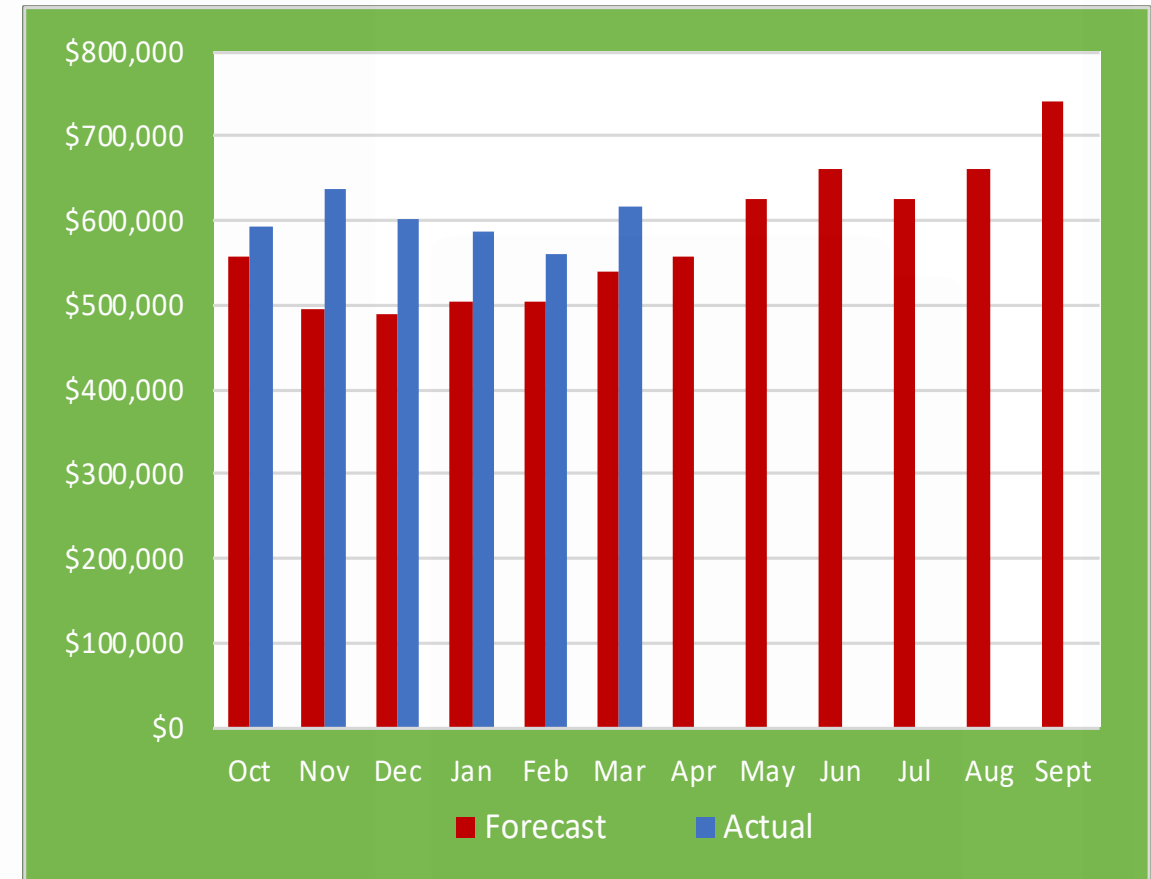
This page in the financial report looks at forecast to actual by department within the General Fund. YTD the actual is 95.5% of forecast. The Organizational department is running over forecast due to elevated legal expenses along with 380 reimbursement overages and Development Services due to increased inspection fee services.



REVENUE ANALYSIS

WATER/WASTEWATER REVENUE

Month	FY2022 Forecast	FY2022 Actual	Monthly Variance
Oct	\$ 556,791	\$ 592,481	\$ 35,690
Nov	494,957	637,628	\$ 142,671
Dec	487,757	602,279	\$ 114,522
Jan	505,193	587,955	\$ 82,762
Feb	504,957	560,158	\$ 55,201
Mar	539,355	615,764	\$ 76,409
Apr	556,791		
May	626,062		
Jun	660,698		
Jul	625,826		
Aug	660,461		
Sept	739,732		
Total	\$ 6,958,580	\$ 3,596,265	\$ 507,255
Cumulative Forecast	\$ 3,089,010		
Actual to Forecast	\$ 507,255	16.42%	



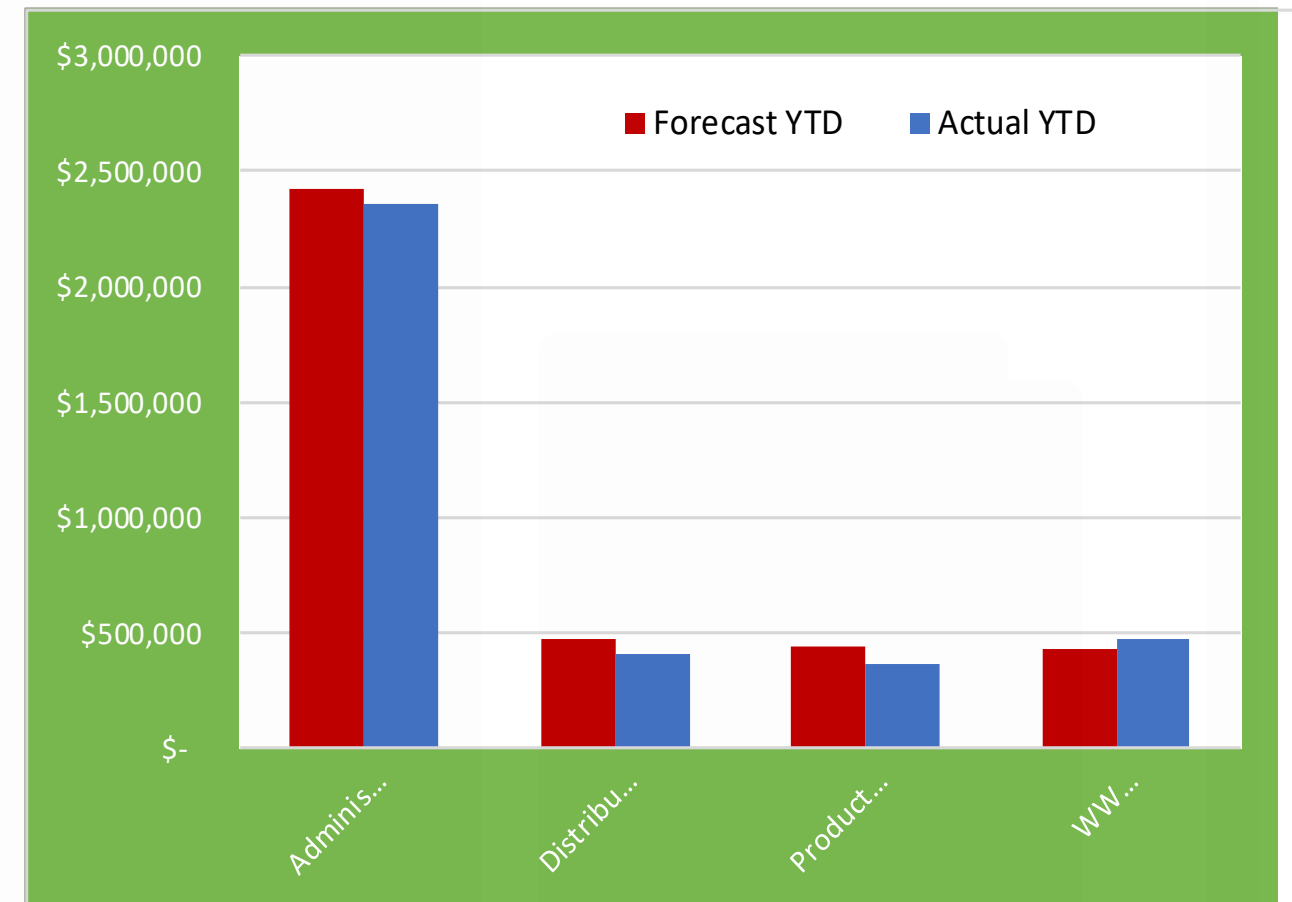
POSITIVE

The water and wastewater actual revenue is higher than forecast almost 17%. There were 29 new meters set this month all residential.

EXPENSE ANALYSIS

WATER/WASTEWATER EXPENDITURES BY DIVISION

<u>Division</u>	<u>FY2022 Forecast YTD</u>	<u>FY2022 Actual YTD</u>	<u>Variance</u>
Administration	\$ 2,428,676	\$ 2,359,346	\$ (69,330)
Distribution/Collection	476,980	414,054	\$ (62,926)
Production/Treatment	445,734	369,481	\$ (76,253)
WW Treatment Plant	<u>435,996</u>	<u>471,397</u>	<u>\$ 35,401</u>
Total	<u>\$ 3,787,386</u>	<u>\$ 3,614,278</u>	<u>\$ (173,108)</u>
Actual to Forecast		95.4%	



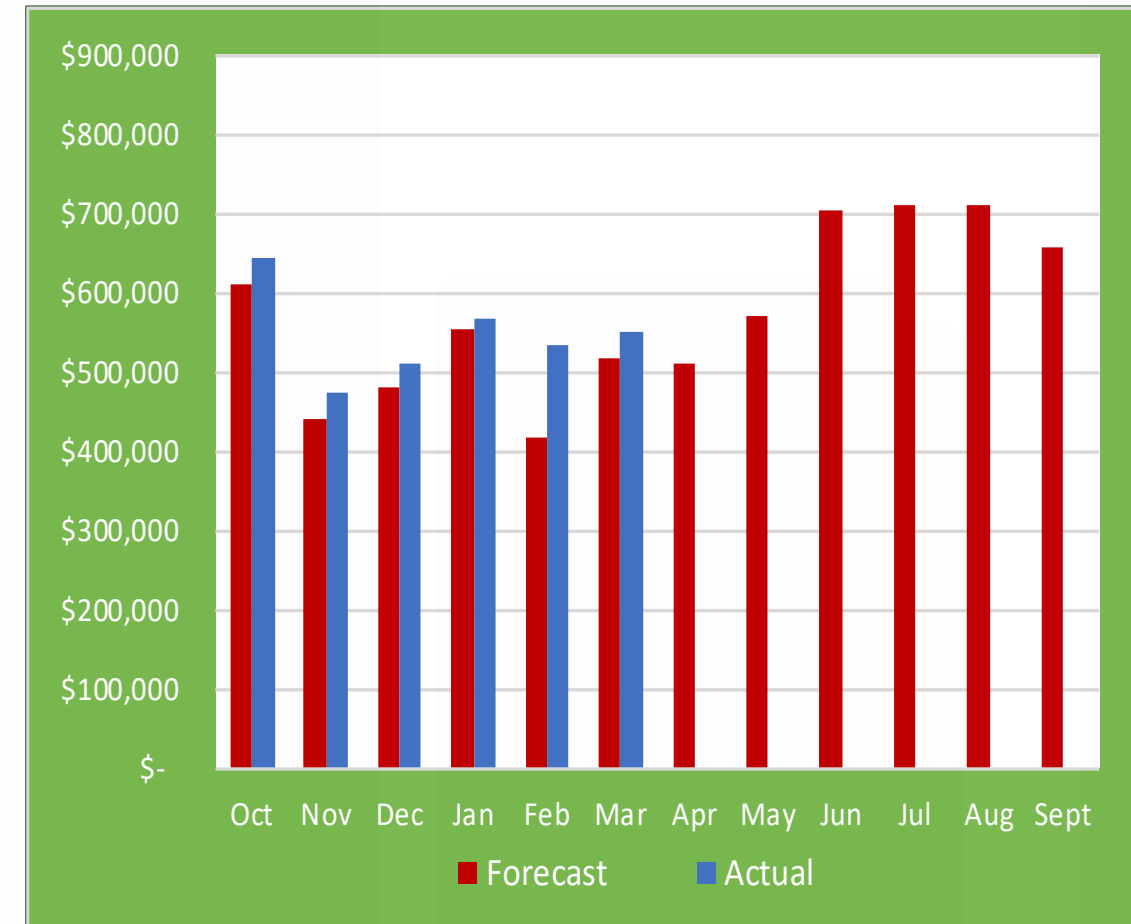
POSITIVE

This page tracks the actual to forecast by divisions within the Water/Wastewater department. The actual is 93% of forecast. Most of the variance is related to salary savings.

REVENUE ANALYSIS

ELECTRIC FUND REVENUE

<u>Month</u>	<u>FY2022 Forecast</u>	<u>FY2022 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 609,386	\$ 643,338	\$ 33,952
Nov	441,560	475,082	\$ 33,522
Dec	481,473	510,608	\$ 29,135
Jan	554,648	567,579	\$ 12,931
Feb	418,436	534,178	\$ 115,742
Mar	516,256	549,722	\$ 33,466
Apr	509,604		
May	569,473		
Jun	702,515		
Jul	709,167		
Aug	709,167		
Sept	655,954		
Total	\$ 6,877,639	\$ 3,280,507	\$ 258,748
Cumulative Forecast	\$ 3,021,759		
Actual to Forecast	\$ 258,748	8.56%	



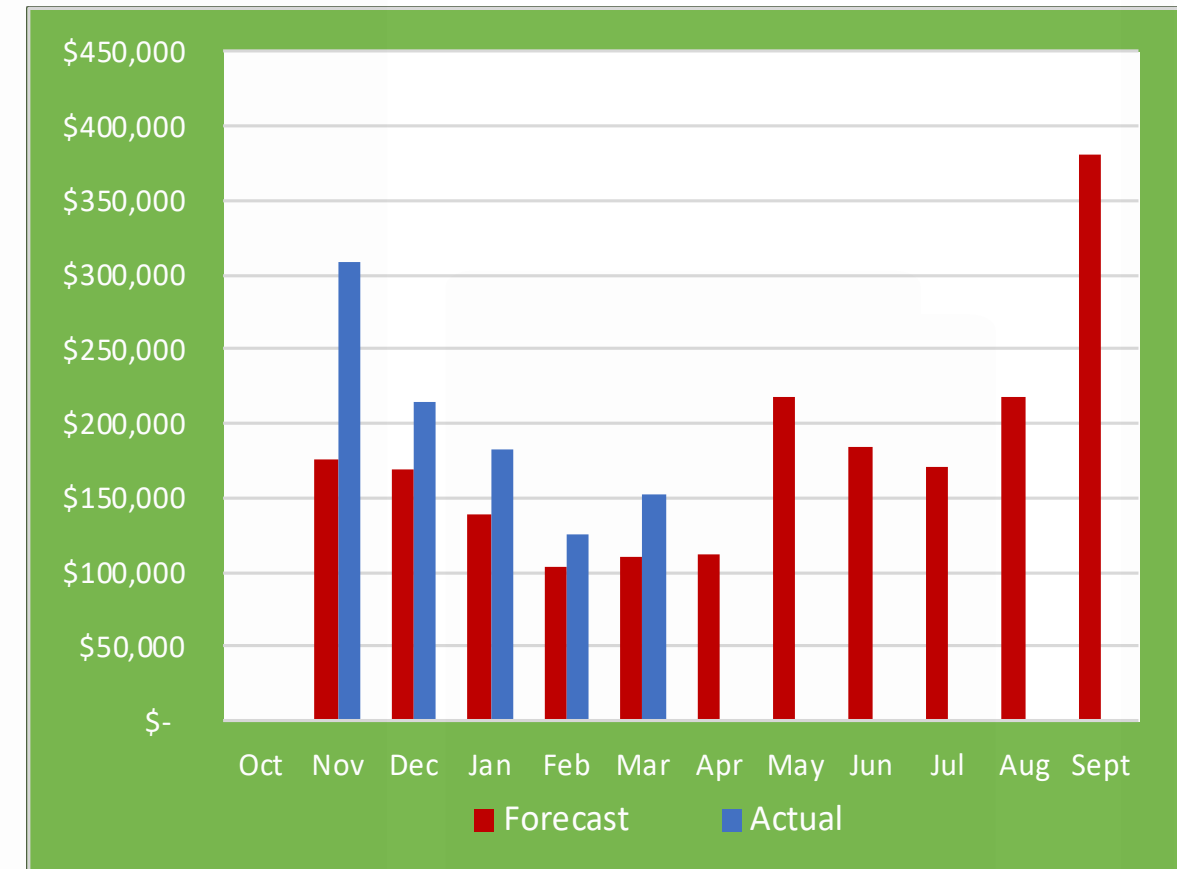
POSITIVE

The Electric utility revenue is almost 8.5% above forecasted revenue. There was 11 new meters set this month, 10 residential and 1 commercial.

REVENUE ANALYSIS

HOTEL OCCUPANCY TAX REVENUE

<u>Month</u>	<u>FY2022 Forecast</u>	<u>FY2022 Actual</u>	<u>Monthly Variance</u>
Oct	\$ -	\$ -	\$ -
Nov	175,141	308,282	\$ 133,141
Dec	169,815	213,812	\$ 43,997
Jan	139,201	182,958	\$ 43,757
Feb	103,751	125,124	\$ 21,373
Mar	109,813	151,620	\$ 41,807
Apr	111,466		
May	217,859		
Jun	183,880		
Jul	171,572		
Aug	217,551		
Sept	381,299		
Total	\$ 1,981,348	\$ 981,796	\$ 284,075
Cumulative Forecast	\$ 697,721		
Actual to Forecast %	\$ 284,075	40.7%	



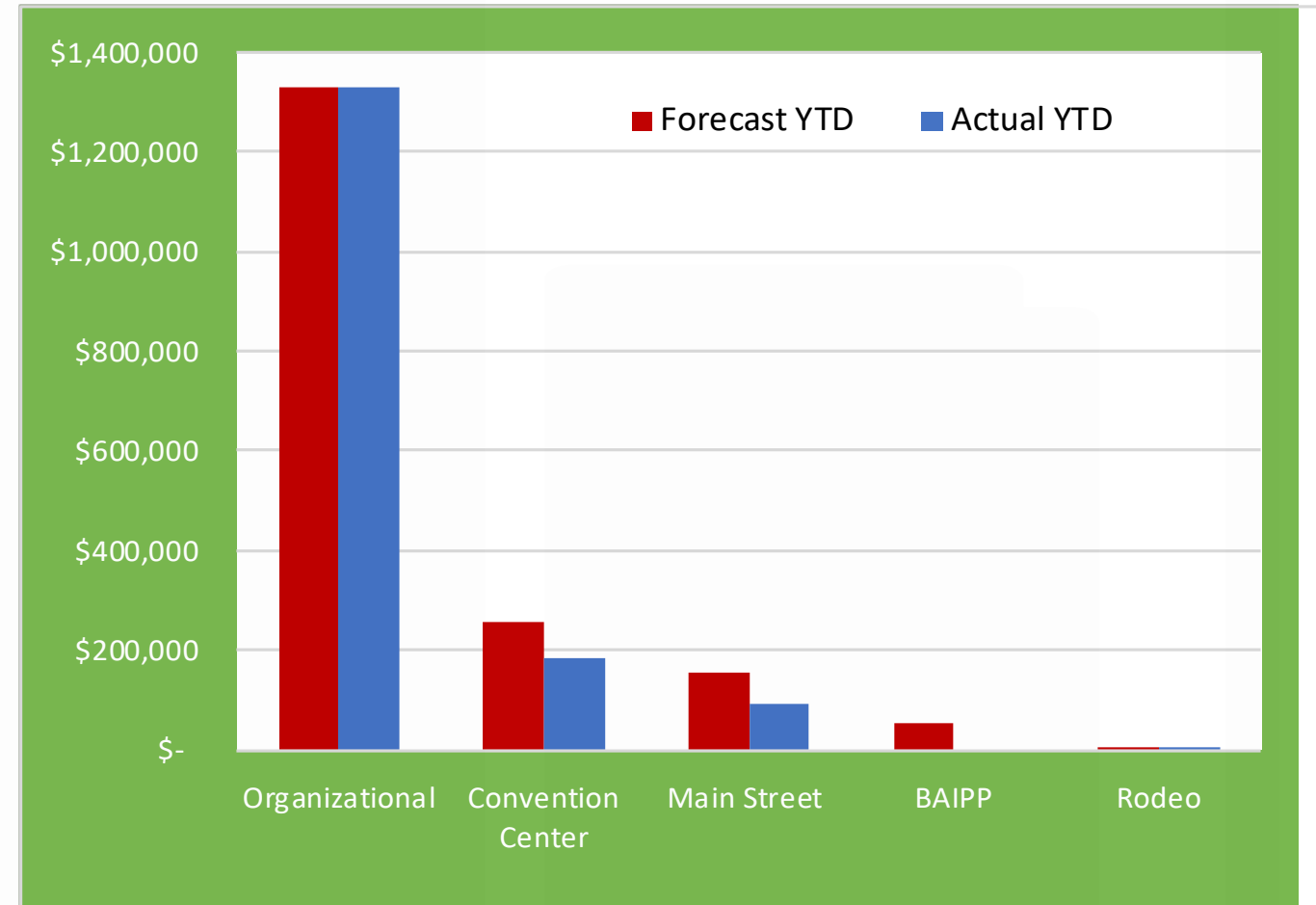
POSITIVE

This page has been updated to reflect cash method and remove accrual method to better reflect the funds true collections. So far YTD we are almost 41% positive actual to forecast. ***The Hotel Tax revenue YTD is \$409,777 more than same time last year.***

EXPENSE ANALYSIS

HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION

<u>Division</u>	<u>FY2022 Forecast YTD</u>	<u>FY2022 Actual YTD</u>	<u>Variance</u>
Organizational	\$ 1,327,669	\$ 1,327,994	\$ 325
Convention Center	254,324	184,483	\$ (69,841)
Main Street	153,034	91,478	\$ (61,556)
BAIPP	54,325	-	\$ (54,325)
Rodeo	<u>1,450</u>	<u>1,615</u>	<u>\$ 165</u>
Total	<u>\$ 1,790,802</u>	<u>\$ 1,605,570</u>	<u>\$ (185,232)</u>
Actual to Forecast		89.7%	



POSITIVE

This report shows the actual to forecast for each division located in the Hotel Occupancy Tax Fund. YTD is reporting actual is almost 91% of forecast.

Legal fees by Attorney/Category

COMPREHENSIVE MONTHLY FINANCIAL REPORT - March 2022

FIRM	CASE	FY19-20	FY20-21	FY21-22
BUNDREN				
	Pine Forest Interlocal	\$ 1,298	\$ 944	\$ 2,596
BOJORQUEZ				
	General Legal	\$ 185,102	\$ 166,756	\$ 133,126
	NEU Review	\$ -	\$ 8,493	\$ -
	Bastrop 552	\$ -	\$ 2,810	\$ 3,064
	Crouch Suit	\$ -	\$ -	\$ 1,979
	Cox Suit	\$ -	\$ -	\$ 11,122
	COVID-19	\$ 8,687	\$ 186	\$ -
	Pine Forest Interlocal	\$ 1,275	\$ -	\$ -
	Prosecutor (Municipal Court)	\$ 15,526	\$ 16,331	\$ 14,186
	Water/W/W	\$ 57,168	\$ 96,362	\$ 43,188
RUSSEL RODRIGUEZ HYDE				
	Hunter's Crossing PID	\$ 7,378	\$ 10,466	\$ 2,134
MULTIPLE FIRMS				
	XS Ranch Water Rights	\$ 4,888	\$ -	\$ -
	Hunter's Crossing PID	\$ 10,391	\$ -	\$ -
	W/W/W Contract reviews	\$ -	\$ 1,425	\$ 6,441
	Cox Suit	\$ -	\$ -	\$ 11,994
TAYLOR, OLSON, ADKINS, SRALLA & ELAM				
	71 Bastrop & MC Bastrop 71	\$ -	\$ 7,333	\$ 9,838
	Red Light Camera Suit	\$ 64	\$ -	\$ -
		\$ 291,777	\$ 311,106	\$ 239,667

SUMMARY OF CASE/TYPE

Row Labels	Sum of FY19-20	Sum of FY20-21	Sum of FY21-22
71 Bastrop & MC Bastrop 71	\$ -	\$ 7,333	\$ 9,838
Bastrop 552	\$ -	\$ 2,810	\$ 3,064
COVID-19	\$ 8,687	\$ 186	\$ -
General Legal	\$ 185,102	\$ 166,756	\$ 133,126
Hunter's Crossing PID	\$ 17,769	\$ 10,466	\$ 2,134
NEU Review	\$ -	\$ 8,493	\$ -
Pine Forest Interlocal	\$ 2,573	\$ 944	\$ 2,596
Prosecutor (Municipal Court)	\$ 15,526	\$ 16,331	\$ 14,186
Red Light Camera Suit	\$ 64	\$ -	\$ -
W/WW Contract reviews	\$ -	\$ 1,425	\$ 6,441
Water/WW	\$ 57,168	\$ 96,362	\$ 43,188
XS Ranch Water Rights	\$ 4,888	\$ -	\$ -
Crouch Suit	\$ -	\$ -	\$ 1,979
Cox Suit	\$ -	\$ -	\$ 23,116
Grand Total	\$ 291,777	\$ 311,106	\$ 239,667



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 8B

TITLE:

Receive Mid-Year Report from Visit Bastrop.

ATTACHMENT(S):

- PowerPoint



Visit Bastrop 2021 - 2022

Mid Year Report



Marketing HIGHLIGHTS.



PUBLIC RELATIONS	2021-2022 ANNUAL GOALS	2021-2022 MID-YEAR RESULTS*
GENERATED COVERAGE & PR PITCHES	+12% YOY (88 pitches)	54 generated coverage (73 pitches)
MEDIA ALERTS & PRESS RELEASES	+12% YOY (8 pieces)	2 pieces

*through March 31, 2022

Marketing HIGHLIGHTS.



WEBSITE	2021-2022 ANNUAL GOALS	2021-2022 MID-YEAR RESULTS*
PAID SEARCH	7% + YOY (53,219 sessions)	46,327 sessions
OVERALL TRAFFIC	7% + YOY (211,521 sessions)	129,345 sessions
ORGANIC TRAFFIC	7% + YOY (104,614 sessions)	56,278 sessions
REPEAT VISITORS	7% + YOY (51,023 sessions)	32,921 sessions
BLOG TRAFFIC	7% + YOY (5,701 sessions)	4,387 sessions
VISITOR GUIDE REQUESTS	7% + YOY (1,612 requests)	3,320 requests
VISITOR GUIDE DISTRIBUTIONS	-----	9,000 guides distributed through 3 RD party

*through March 31, 2022

Marketing HIGHLIGHTS.



SOCIAL MEDIA	2021-2022 ANNUAL GOALS	2021-2022 MID-YEAR RESULTS*
FACEBOOK ENGAGEMENTS	20% + YOY (36,800 engagements)	6,384 engagements
INSTAGRAM FOLLOWERS	3% + YOY (2,628 followers)	226 followers

NEWSLETTERS	2021-2022 ANNUAL GOALS	2021-2022 MID-YEAR RESULTS*
E-NEWSLETTER SENDS	20% + YOY (2,118 avg. sends)	2,213 avg. sends
E-NEWSLETTER OPENS	Exceed Industry Standard of 27%	33% avg. open rate
E-NEWSLETTER CLICK-THRUS	Exceed Industry Standard of 1%	4% avg. click-thru rate

*through March 31, 2022

Marketing HIGHLIGHTS.



October Pitches

- *Halloween Activities*
- *Lost Pines Christmas*
- *Outdoor Activities*
- *Fishing Destinations*

November Pitches

- *Veterans Day Car Show*
- *Lost Pines Christmas*
- *Holiday Events*

December Pitches

- *Lost Pines Christmas*
- *Holiday Events*
- *Austin Roadtrips*

January Pitches

- *Get Fit*
- *Start a New Hobby: Birdwatching*
- *Things to do in Austin (or nearby)*
- *Best Small Towns in America*

February Pitches

- *Best Camping Locations*
- *Unique Lodging*
- *Bird-friendly City*
- *Meet Up in Bastrop*

March Pitches

- *Free Fun In Bastrop*
- *Bastrop's Dinosaur Park*
- *Incredible Mom & Pop Shops*
- *Tubing In Bastrop*

Marketing HIGHLIGHTS.



MEDIA CONVERSATIONS

Austin 360
Austin American-Statesman
Austin Chronicle
Austin Fit Magazine
Austin Travels
Do512 Family
Famadillo
FishingBooker
Fodor's Travel
Free Fun Austin
Heart Media

HGTV
Houston Chronicle
KEYE-TV (CBS)
KTBC-TV (Fox)
KVUE (ABC)
KXAN (NBC)
Orlando Sentinel
Spectrum News Austin
Texas Lifestyle Magazine
TEXAS Lifestyle Magazine
Texas Town & City Magazine

Texas Travel
Communicators
The Daily Beast
The Scout Guide
Thrillist
Time Out Magazine
Travel Awaits
Travel Texas Thrillist
Time Out Magazine
Travel Awaits
Travel Texas

Marketing HIGHLIGHTS.



COVERAGE HIGHLIGHT LINKS - October

Travel Awaits - [7 Adventurous Texas Treehouse Cabins To Stay In](#)

MYSA - [Are you brave enough to stay at the gas station from 'The Texas Chain Saw Massacre'?](#)

Chron - [Are you brave enough to stay at the gas station from 'The Texas Chain Saw Massacre'?](#)

Chron - [Treehouses for rent offer adults chance to relive their childhoods](#)

MYSA - [Treehouses for rent offer adults chance to relive their childhoods](#)

LMT Online - [Treehouses for rent offer adults chance to relive their childhoods](#)

KPRC2 Houston - [Book a spooky stay at the gas station featured in 'The Texas Chainsaw Massacre'](#)

CBS Austin - [Fall season is upon us - here's a list of Central Texas events happening near you](#)

Live It Magazine - [Plan a Spooky Texas Halloween](#)

Kids Are a Trip – [Best Places to Celebrate Christmas in Texas](#)

Austin 360 - [A guide to Halloween parties, costume contests and movies in Austin](#)

Well + Good - [The 9 Best Glamping Spots in the Country for a Luxe Nature-Filled Escape](#)

Marketing HIGHLIGHTS.



COVERAGE HIGHLIGHT LINKS - November

Austin American-Statesman - [Bastrop honors veterans with 15th annual classic car show](#)

Elgin Courier - [Veterans, car enthusiasts enjoy Bastrop car show](#)

NewsBreak - [Veterans, car enthusiasts enjoy Bastrop car show](#)

Culture Map Austin - [Heroes & Hot Rods Veterans Day Car Show](#)

Austonia - [9 ways to spend Veterans Day in the Austin area](#)

Fort Hood Sentinel - [Veterans Day Calendar of Events](#)

KVUE - [LIST: Veterans Day events happening throughout Austin area](#)

KXAN - [LIST: Veterans Day events, celebrations across Central Texas](#)

Austin.com - [Heroes & Hot Rods Veteran's Day Car Show](#)

Visit Austin - [Lost Pines Christmas Tree Lighting Party](#)

Austin.com - [Massive List Of All Austin Holiday Lights, Photo Ops, Festivals, and More](#)

KXAN - [LIST: Christmas light displays in Central Texas](#)

NewsBreak - [LIST: Christmas light displays in Central Texas](#)

Austin 360 - [A 2021 guide to holiday lights in and around Central Texas](#)

Texas Travel Communications -Travel News From Around Texas (e-blast)

**through March 31, 2022*

Marketing HIGHLIGHTS.



COVERAGE HIGHLIGHT LINKS - December

Austin.com - [Bastrop River of Lights](#)

365 Things Austin - [Bastrop River of Lights](#)

Do512 - [Bastrop River of Lights](#)

Texas Highways - [How Artists and Ex-Austinites are Changing Bastrop](#)

NewsBreak- [Bastrop River of Lights](#)

Texas Artisans - [Bastrop: Lost Pines Christmas Parade](#)

Move to Austin - [Austin, TX Holiday Guide](#)

Do512 Family - [Bastrop River of Lights](#)

Marketing HIGHLIGHTS.



COVERAGE HIGHLIGHT LINKS - January

[Thrillist](#) - Perfect Winter Road Trips for When You Need to Escape Austin

[TravelAwaits.com](#) - 13 Small Towns in Texas Perfect For Retirees

Flagged Coverage:

[Atlanta Traveler](#) - 17 Amazing Resorts in Texas Perfect For Pampering

[TravelingMom.com](#) - 15 Best Family Resorts in Texas

Marketing HIGHLIGHTS.



COVERAGE HIGHLIGHT LINKS - February

Texas Travel Talk: [Things To Do In Bastrop TX With Kids](#)

Do512 Family: [Glamping at Lake Bastrop North Shore Park](#)

Flagged coverage:

FOX 7 Austin: [Camping options at Lake Bastrop](#)

Marketing HIGHLIGHTS.



COVERAGE HIGHLIGHT LINKS - March

Only in Your State: [The View From This Little-Known Overlook In Texas Is Almost Too Beautiful For Words](#)

San Antonio Current: [25 small towns within driving distance of San Antonio that are worth a weekend road trip](#)

My San Antonio: [Three nature-filled staycation destinations near San Antonio](#)

Time Out Texas: [Best things to do with kids in Austin right now](#)

Flagged coverage:

Houstonia Magazine: [Take a Day Trip Away from the City at One of These Farms](#)

365 Things Austin: [Lake Bastrop North Shore Park Getaway](#)

Marketing HIGHLIGHTS.



COVERAGE HIGHLIGHT LINKS - March

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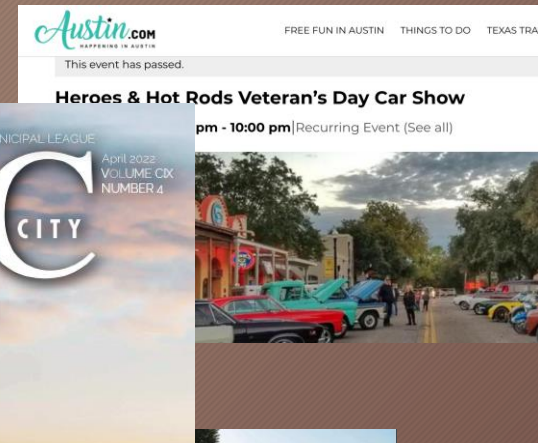
Time Out Texas: [Best things to do with kids in Austin right now](#)

Flagged coverage:

Houstonia Magazine: [Take a Day Trip Away from the City at One of These Farms](#)

365 Things Austin: [Lake Bastrop North Shore Park Getaway](#)

Marketing HIGHLIGHTS.



Our Hustle MAKES IT HAPPEN.



2021 - 2022 Annual Lead Goal	2021 - 2022 Annual Lead Room Night Goal	2021 - 2022 Annual Goal Convention Center	2021 - 2022 Annual Definite Goal	2021 - 2022 Annual Definite Room Night Goal
0	0	8	28	5,120

2021 - 2022* Mid-Year Lead Results	2021 - 2022* Mid-Year Lead Room Night Results	2021 - 2022* Mid-Year Convention Center Results	2021 - 2022* Mid-Year Definite Results	2021 - 2022* Mid-Year Definite Room Night Results
30	10,450	9	29	9,480

*Data through October 1, 2021 - April 13, 2022

Economic IMPACT.



2020 - 2021 YTD	2021 - 2022* Mid Year
\$3,423,723	\$5,547,257

*Data through October 1, 2021 - April 13, 2022

Visit Bastrop		Updated 4/13/22	
Approved Budget 2021 - 2022			
Revenue			
Board Approved - Cash on Hand	\$ 225,000.00	\$ 52,332.00	
City Contract	\$ 717,824.00	\$ 890,492.00	\$172,668.00 Budget Amendment
Hot Special Event Funding	\$ 75,000.00	\$ 75,000.00	
Total Revenue	\$ 1,017,824.00	\$ 1,017,824.00	
Expenses			
Client Development	\$ 15,000.00	\$ 15,000.00	
Total Client Development	\$ 15,000.00	\$ 15,000.00	
Dues, Memberships, Subscriptions	\$ 16,832.00	\$ 16,832.00	
Total Dues, Memberships, Subscriptions	\$ 16,832.00	\$ 16,832.00	
Local Meetings/Transportation	\$ 8,000.00	\$ 8,000.00	
Total Local Meetings/Transportation	\$ 8,000.00	\$ 8,000.00	
Marketing/Advertising/PR	\$ 388,827.00	\$ 388,827.00	
HOT Special Event	\$ 75,000.00	\$ 75,000.00	
Total Marketing/Advertising/PR	\$ 463,827.00	\$ 463,827.00	
Office Expenses	\$ 31,554.00	\$ 31,554.00	
Total Office Expenses	\$ 31,554.00	\$ 31,554.00	
Information Technology	\$ 2,868.00	\$ 2,868.00	
Total Information Technology	\$ 2,868.00	\$ 2,868.00	
Personnel Costs	\$ 407,284.00	\$ 407,284.00	
Total Personnel Costs	\$ 407,284.00	\$ 407,284.00	
Operational Costs	\$ 72,459.00	\$ 72,459.00	
Total Operational Costs	\$ 72,459.00	\$ 72,459.00	
Total Expenses	\$ 1,017,824.00	\$ 1,017,824.00	



On TRACK.



- Revenue Enhancement Plans
- Visit Bastrop Destinations International Accreditation - Application submit date April 1, 2022
- Strategic Plan Updated - October 2021
- Advocacy Efforts
- Downtown Website
- Convention Center Website
- Safe. Clean. Ready.
- GO! Bastrop Discount Card



On the HORIZON.



- FAM Tours - **hold**
- Social Influencers
- YouTube Videos
- Photo and Video Assets - **hold**
- Trade Shows
- Statewide Eblasts
- Collateral
- Extranet Training Video
- Virtual Itineraries
- Increased Local Signage - **hold**
- Content Development
- Increase Staff
- Host Industry Webinars - **hold**
- Conversion Study - **hold**
- Sustainable Tourism - **hold**
- Ambassador Program - **hold**
- Visitor Guide Distribution
- Increase Digital Presence
 - Trip Advisor
 - Texas Monthly
 - Texas Highways
 - TSAE





STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 9

TITLE:

CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Council must complete a citizen comment form and give the completed form to the City Secretary prior to the start of the City Council meeting. Alternately, if you are unable to attend the council meeting, you may complete a citizen comment form with your comments at www.cityofbastrop.org/citizencommentform before 5:00 p.m. on April 26, 2022. Comments submitted by this time will be distributed to the city council prior to meeting commencement, referenced at the meeting, and included with the meeting minutes. 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 Manager 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: April 26, 2022

AGENDA ITEM: 10A

TITLE:

Consider action to approve City Council minutes from the April 12, 2022, Regular meeting and April 19, 2022 Special meeting.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary

BACKGROUND/HISTORY:

N/A

FISCAL IMPACT:

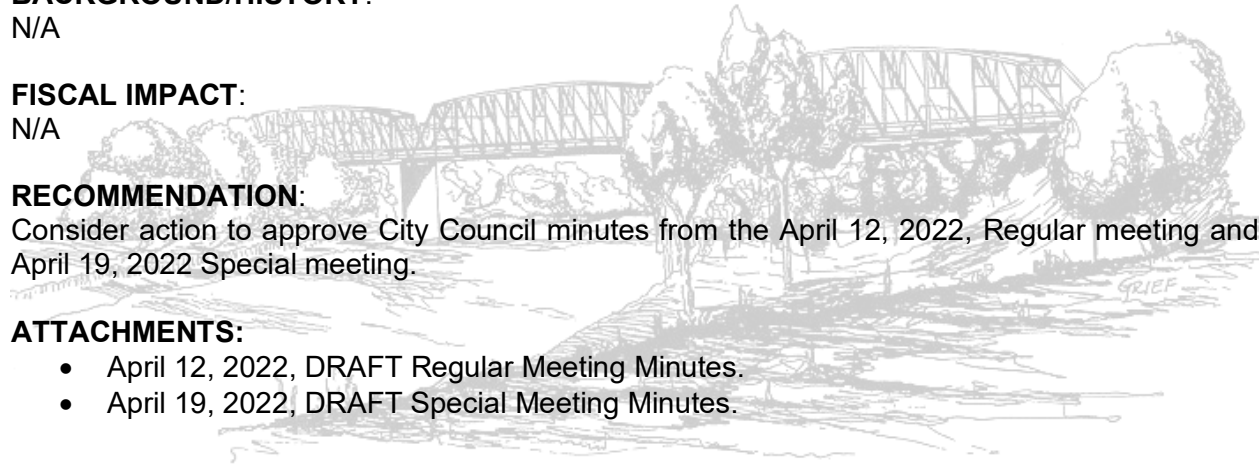
N/A

RECOMMENDATION:

Consider action to approve City Council minutes from the April 12, 2022, Regular meeting and April 19, 2022 Special meeting.

ATTACHMENTS:

- April 12, 2022, DRAFT Regular Meeting Minutes.
- April 19, 2022, DRAFT Special Meeting Minutes.



APRIL 12, 2022

The Bastrop City Council met in a regular meeting on Tuesday, April 12, 2022, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder and Mayor Pro Tem Peterson and Council Members Jackson, Crouch, Rogers, and Plunkett. Officers present were City Manager, Paul A. Hofmann; Deputy City Secretary, Victoria Psencik; and City Attorney, Alan Bojorquez.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Kyler Redmon, PALS Club, Lost Pines Elementary and Micah Widstrup, Boy Scout Pact 180

INVOCATION

Pastor Phil Woods, Bastrop First Assembly of God, gave the invocation.

PRESENTATIONS

4C. City Manager's Report

4B. Council Members' Report

4A. Mayor's Report

4D. A proclamation of the City Council of the City of Bastrop, Texas, recognizing April as Child Abuse Prevention Month. (Submitted by: Ann Franklin, City Secretary)
The proclamation was read into record by Mayor Schroeder and accepted by Meagan Webb with the Children Advocacy Center.

4E. A proclamation of the City Council of the City of Bastrop, Texas, recognizing April as National Sexual Assault Awareness Month. (Submitted by: Ann Franklin, City Secretary)
The proclamation was read into record by Mayor Schroeder and accepted by the Family Crisis Center staff member.

4F. A proclamation of the City Council of the City of Bastrop, Texas, recognizing April 10-16, 2022 as National Public Safety Telecommunicators Week. (Submitted by: Ann Franklin, City Secretary)
The proclamation was read into record by Mayor Schroeder and accepted by Andres Rosales, Fire Chief and Christina Heifner, Bastrop County Texas 9-1-1 Emergency Communication.

4G. A proclamation of the City Council of the City of Bastrop, Texas, recognizing April 18, 2022 as National Lineman Appreciation Day. (Submitted by: Ann Franklin, City Secretary)
The proclamation was read into record by Mayor Schroeder and accepted by Curtis Ervin, Bastrop Power & Light Director and Bastrop Power & Light staff.

WORK SESSION/BRIEFINGS – NONE

STAFF AND BOARD REPORTS – NONE

CITIZEN COMMENTS

Dan Hepker
1002 Main St.
Bastrop, TX 78602

Martha Miles
127 N. Kaupo Dr.
Bastrop, TX 78602
713-819-7123

Terra Ferguson
213 Hidden Springs Dr.
Bastrop, TX 78602
214-773-4635

Omar Fuentes
1110 Main St.
Bastrop, TX 78602

CONSENT AGENDA

A motion was made by Council Member Jackson to approve Items 8A, 8B, 8C, 8D, 8E, 8F, 8G, and 8H as listed on the Consent Agenda after being read into the record by Deputy City Secretary, Victoria Psencik. Seconded by Council Member Plunkett, motion was approved on a 5-0 vote.

- 8A. Consider action to approve City Council minutes from the March 22, 2022, Regular Meeting and April 5, 2022 Special Meeting. (Submitted by: Ann Franklin, City Secretary)
- 8B. Consider action to approve the second reading of Ordinance No. 2022-12 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2022 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; establishing an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)
- 8C. Consider action to approve Resolution No. R-2022-35 of the City Council of the City of Bastrop, Texas, approving an Interlocal Participation Agreement with GoodBuy Purchasing Cooperative; attached as Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing for an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)
- 8D. Consider action to approve Resolution No. R-2022-39 of the City Council of the City of Bastrop, Texas approving a Public Improvement Plan Agreement with Hunt Communities for The Colony MUD 1C Section 6, as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing

- clause; and establishing an effective date. (Submitted by: Jennifer C. Bills, Director of Planning and Development)
- 8E. Consider action to approve Resolution No. R-2022-40 of the City Council of the City of Bastrop, Texas approving a Public Improvement Plan Agreement with Hunt Communities for The Colony MUD 1C Section 7, as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date. (Submitted by: Jennifer C. Bills, Director of Planning and Development)
- 8F. Consider action to approve Resolution No. R-2022-41 of the City Council of the City of Bastrop, Texas approving a Public Improvement Plan Agreement with 71 Retail Partners, L.P. for Bastrop Grove, Section 3, Lot 8, as attached in Exhibit A; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date. (Submitted by: Jennifer C. Bills, Director of Planning and Development)
- 8G. Consider action to approve the second reading of Ordinance No. 2022-10 of the City Council of the City of Bastrop, Texas, amending Chapter 9, "Personnel," by adopting Chapter 9, Article 9.05, Division 2; and amending Divisions 3 and 6; and Chapter 9, Article 9.09, Divisions 2, 3, and 4; by creating the Chief of Police position and removing the remaining references to the repealed Director of Public Safety position; and by reassigning duties formerly delegated to the Director of Public Safety and clarifying the duties and authority of the Chief of Police and Fire Chief; and providing for findings of fact, enactment, a repealer, and severability; establishing an effective date; proper notice and meeting. (Submitted by: Tanya L. Cantrell, Human Resources Director)
- 8H. Consider action to approve Resolution No. R-2022-38 by the City Council of the City of Bastrop, Texas ("City") regarding the application of CenterPoint Energy Resources Corp., South Texas Division, to increase rates under the gas reliability infrastructure program; suspending CenterPoint's proposed effective date for forty-five days; authorizing the city's continued participation in a coalition of cities known as the "Alliance of CenterPoint Municipalities;" determining that the meeting at which the resolution was adopted complied with the Texas Open Meetings Act; making such other findings and provisions related to the subject; and declaring an effective date.(Submitted by: Ann Franklin, City Secretary)

ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Hold a public hearing and consider action to approve the first reading of Ordinance No. 2022-13 of the City Council of the City of Bastrop, Texas adopting amendments to Chapter 8 – Signs, Section 8.4.001 Standards for Temporary Signs (b) Banner Signs of the Bastrop Building Block B3 code (adopted by reference in Chapter 14.01 of the Code of Ordinances), as attached in Exhibit A; and providing for findings of fact, adoption, repealer, severability, and enforcement; and establishing an effective date. (Submitted by: Jennifer Bills, Director of Planning & Development)
Presentation was made by Jennifer Bills, Director of Planning & Development.

Public hearing was opened.

Public hearing was closed.

A motion was made by Council Member Rogers to approve the first reading of Ordinance No. 2022-13, seconded by Mayor Pro Tem Peterson, motion was approved on a 4-1 vote. Council Member Jackson voted nay.

- 9B. Consider action to approve Resolution No. R-2022-13 of the City Council of the City of Bastrop, Texas, approving a contract with PHI Health, LLC dba PHI Air Medical for annual membership for emergency air medical transport in an amount of Thirty-One Thousand Two Hundred Sixty-Two Dollars (\$31,262), authorizing the City Manager to execute all necessary documents, and providing for an effective date. (Submitted by: Tracy Waldron, Chief Financial Officer)

Presentation was made by Tracy Waldron, Chief Financial.

A motion was made by Council Member Plunkett to approve Resolution No. R-2022-13, seconded by Council Member Rogers, motion was approved on a 5-0 vote.

- 9C. Consider action to approve Resolution No. R-2022-37 of the City Council of the City of Bastrop, Texas, approving a professional engineering services contract with Walker Partners for the Old Austin Highway Pavement Rehabilitation to a not-to-exceed amount of Sixty-Six Thousand Eight Hundred and Forty Dollars (\$66,840.00); authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date. (Submitted by: Fabiola M. de Carvalho, MIAM Director of Engineering and Capital Project Management Department)

Presentation was made by Fabiola M. de Carvalho, MIAM Director of Engineering and Capital Project Management Department and Alan Munger, Walker Partners.

A motion was made by Council Member Rogers to approve Resolution No. R-2022-37 with the following direction: the construction will not conflict with the BISD calendar, seconded by Council Member Jackson, motion was approved on a 5-0 vote.

EXECUTIVE SESSION

The City Council met at 8:00 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 pursuant to Texas Government Code section 551.086 regarding Resolution No. R-2022-36 of the City Council of the City of Bastrop, Texas, assigning certain rights of first refusal to the Lower Colorado River Authority, attached as Exhibit A, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

Mayor Schroeder recessed the Executive Session at 8:26 p.m.

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

No action taken.

Adjourned at 8:26 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

Deputy City Secretary Victoria Psencik

The Minutes were approved on April 26, 2022, by Council Member motion, Council Member second. The motion was approved on a vote.

**MINUTES OF SPECIAL BASTROP CITY COUNCIL MEETING
APRIL 19, 2022**

The Bastrop City Council met in a special workshop on Tuesday, April 19, 2022, at 4:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder and Mayor Pro Tem Peterson and Council Members Jackson, Crouch, Rogers, and Plunkett. Officers present were City Manager, Paul A. Hofmann; City Secretary, Ann Franklin; and City Attorney, Rezzin Pullum.

CALL TO ORDER

Mayor Schroeder called the meeting to order with a quorum being present at 4:30 p.m.

CITIZEN COMMENTS - NONE

EXECUTIVE SESSION

The City Council met at 4:31 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 3A. City Council shall convene into closed executive session pursuant to Texas Government Code sections 551.071 (Consultation with Attorney) and 551.074 (Personnel Matters) to discuss the recruitment of a city manager to replace Paul Hofmann upon his retirement.

Mayor Schroeder recessed the Executive Session at 4:48 p.m.

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

- 3A. City Council shall convene into closed executive session pursuant to Texas Government Code sections 551.071 (Consultation with Attorney) and 551.074 (Personnel Matters) to discuss the recruitment of a city manager to replace Paul Hofmann upon his retirement.

A motion was made by Council Member Crouch to approve Resolution No. R-2022-47, authorizing the City Manager to execute an agreement with Chris Hartung Consulting to recruit a city manager for the City of Bastrop; in an amount not to exceed \$22,000, seconded by Mayor Pro Tem Peterson, motion was approved on a 5-0 vote.

5. ADJOURNMENT

ADJOURNMENT

Mayor Schroeder adjourned the Bastrop City Council workshop meeting at 4:50 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie B. Schroeder

City Secretary Ann Franklin

The Minutes were approved on April 26, 2022, by Council Member motion, Council Member second. The motion was approved on a vote.



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 10B

TITLE:

Consider action to approve Resolution R-2022-42 of the City Council of the City of Bastrop, Texas adopting various policies and procedures required in conformity with the Civil Rights Act, and the Fair Housing Act, as shown in Exhibit A, required under the 2021 Texas Community Development Block Grant program, contract number CDV21-0276, through the Texas Department of Agriculture; providing for a repealing clause and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City of Bastrop, Texas has received the 2021 Texas Community Development Block Grant award to provide Water/Sewer system improvements in Bastrop. This funding will replace a section of water line on Riverwood Drive. All grantees of Texas Community Development Block Grant (TxCDBG) funds are required to demonstrate compliance with all State and Federal requirements to ensure equal opportunity and access to all benefits derived from the TxCDBG Program.

The State and Federal requirements include:

- Taking steps to ensure that equal opportunities are afforded to all persons and that no person shall be excluded or denied program benefits on the basis of race, color, religion, sex, national origin, age, and/or disability.
- Taking steps to provide opportunities, to the greatest extent feasible, to low and very low income (Section 3) residents and businesses in employment, training, and contracting for construction contracts.
- Taking affirmative steps to ensure minority, small business, and female-owned businesses are informed of grant funded contracts.
- Prohibiting the use of Excessive Force against individuals engaged in non-violent Civil Rights demonstrations.
- Prohibiting discrimination on the basis of disability.
- Taking steps to Affirmatively Further Fair Housing (AFFH).
- Taking steps to assure meaningful access for persons with “Limited English Proficiency” (LEP).

This grant award requires a resolution be passed by City Council adopting and/or affirming these policies and procedures.

Exhibit A of this Resolution includes the following policies and procedures:

- Citizen Participation Plan and Grievance Procedures
- Excessive Force Policy
- Section 504 Policy and Grievance Procedures
- Code of Conduct Policy
- Fair Housing Policy
- Section 3 Economic Proficiency
- Limited English Proficiency Plan
- Affirmatively Further Fair Housing

FISCAL IMPACT:

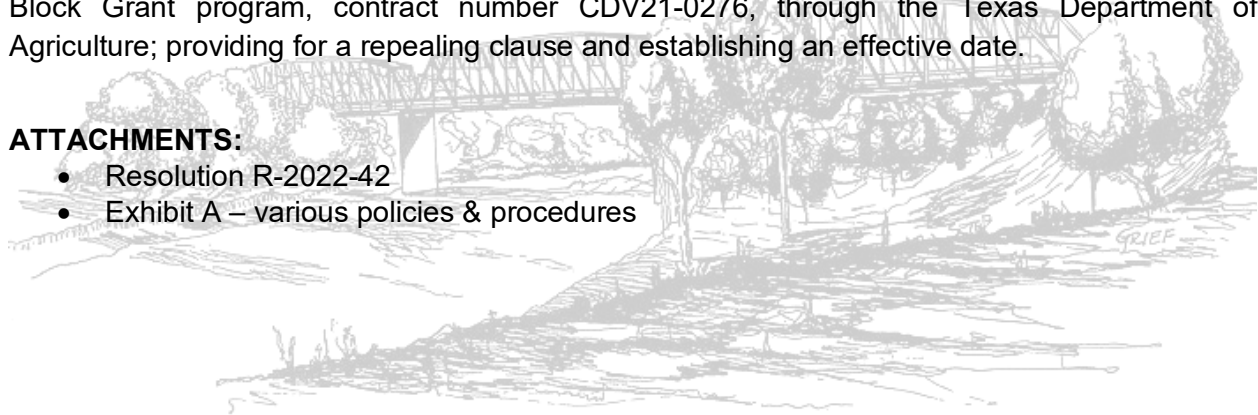
NA

RECOMMENDATION:

Consider action to approve Resolution R-2022-42 of the City Council of the City of Bastrop, Texas adopting various policies and procedures required in conformity with the Civil Rights Act, and the Fair Housing Act, as shown in Exhibit A, required under the 2021 Texas Community Development Block Grant program, contract number CDV21-0276, through the Texas Department of Agriculture; providing for a repealing clause and establishing an effective date.

ATTACHMENTS:

- Resolution R-2022-42
- Exhibit A – various policies & procedures



RESOLUTION No. R-2022-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS ADOPTING VARIOUS POLICIES AND PROCEDURES REQUIRED IN CONFORMITY WITH THE CIVIL RIGHTS ACT, AND THE FAIR HOUSING ACT, AS SHOWN IN EXHIBIT A, REQUIRED UNDER THE 2021 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM, CONTRACT NUMBER #CDV21-0276, THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE; PROVIDING FOR A REPEALING CLAUSE AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop, Texas, (hereinafter referred to as “City of Bastrop”) has been awarded 2021 TxCDBG funding through a TxCDBG grant from the Texas Department of Agriculture (hereinafter referred to as “TDA”);

WHEREAS, the City of Bastrop, in accordance with Section 109 of the Title I of the Housing and Community Development Act. (24 CFR 6); the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107); and Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and for construction contracts greater than \$10,000, must take actions to ensure that no person or group is denied benefits such as employment, training, housing, and contracts generated by the TxCDBG activity, on the basis of race, color, religion, sex, national origin, age, or disability;

WHEREAS, the City of Bastrop, in consideration for the receipt and acceptance of federal funding, agrees to comply with all federal rules and regulations including those rules and regulations governing citizen participation and civil rights protections;

WHEREAS, the City of Bastrop, in accordance with Section 3 of the Housing and Urban Development Act of 1968, as amended, and 24 CFR Part 135, is required, to the greatest extent feasible, to provide training and employment opportunities to lower income residents and contract opportunities to businesses in the TxCDBG project area;

WHEREAS, the City of Bastrop, in accordance with Section 104(1) of the Housing and Community Development Act, as amended, and State’s certification requirements at 24 CFR 91.325(b)(6), must adopt an excessive force policy that prohibits the use of excessive force against non-violent civil rights demonstrations;

WHEREAS, the City of Bastrop, in accordance with Executive Order 13166, must take reasonable steps to ensure meaningful access to services in federally assisted programs and activities by persons with limited English proficiency (LEP) and must have an LEP plan in place specific to the locality and beneficiaries for each TxCDBG project;

WHEREAS, the City of Bastrop, in accordance with Section 504 of the Rehabilitation Act of 1973, does not discriminate on the basis of disability and agrees to ensure that qualified individuals with disabilities have access to programs and activities that receive federal funds; and

WHEREAS, the City of Bastrop, in accordance with Section 808(e)(5) of the Fair Housing Act (42 USC 3608(e)(5)) that requires HUD programs and activities be administered in a manner affirmatively to further the policies of the Fair Housing Act, agrees to conduct at least one activity during the contract period of the TxCDBG contract, to affirmatively further fair housing;

WHEREAS, the City of Bastrop, agrees to maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

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

Section 1: The City Council hereby adopts the following polices and procedures, as shown in the attached Exhibit A:

1. Citizen Participation Plan and Grievance Procedures (Form A1013);
2. Excessive Force Policy (Form A1003);
3. Section 504 Policy and Grievance Procedures (Form A1004);
4. Code of Conduct Policy (FormA1002); and
5. Fair Housing Policy (Form 1015).

The City of Bastrop affirms its commitment to conduct a project-specific analysis and take all appropriate action necessary to comply with program requirements for the following:

6. Section 3 economic opportunity;
7. Limited English Proficiency; and
8. Affirmatively Further Fair Housing

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop, Texas this 26th day of April, 2022.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

**CITY OF BASTROP
CITIZEN PARTICIPATION PLAN
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Note to Grant Recipients regarding Limited English Proficiency (LEP) requirements:

In accordance with federal law, if there is a significant number of the population who are non-English speaking residents and are affected by the TxCDBG project, such citizens should have "meaningful access" to all aspects of the TxCDBG project. To provide 'meaningful access', Grant Recipients may need to provide interpreter services at public hearings or provide non-English written materials that are routinely provided in English. Examples of such vital documents include Citizen Participation notices (e.g. complaint procedures, hearing notices) civil rights notices, and any other published notice that may allow an eligible person with limited English proficiency to participate in discussing proposed CDBG activities.

For more information, see LEP.gov.

COMPLAINT PROCEDURES

These complaint procedures comply with the requirements of the Texas Department of Agriculture's Texas Community Development Block Grant (TxCDBG) Program and Local Government Requirements found in 24 CFR §570.486 (Code of Federal Regulations). Citizens can obtain a copy of these procedures at The City of Bastrop offices, 1311 Chestnut Street, Bastrop, TX 78602-0427, (512) 332-8800 during regular business hours.

Below are the formal complaint and grievance procedures regarding the services provided under the TxCDBG project.

1. A person who has a complaint or grievance about any services or activities with respect to the TxCDBG project, whether it is a proposed, ongoing, or completed TxCDBG project, may during regular business hours submit such complaint or grievance, in writing to the Mayor, at City of Bastrop at 1311 Chestnut Street or PO Box 427, Bastrop TX 78602-0427, or may call (512) 332-8800.

A copy of the complaint or grievance shall be transmitted by the Mayor to the entity that is the subject of the complaint or grievance and to The City of Bastrop

2. Attorney within five (5) working days after the date of the complaint or grievance was received.
3. The Mayor shall complete an investigation of the complaint or grievance, if practicable, and provide a timely written answer to person who made the complaint or grievance within ten (10) days.
4. If the investigation cannot be completed within ten (10) working days per 3. above, the person who made the grievance or complaint shall be notified, in writing, within fifteen (15) days where practicable after receipt of the original complaint or grievance and shall detail when the investigation should be completed.
5. If necessary, the grievance and a written copy of the subsequent investigation shall be forwarded to the TxCDBG for their further review and comment.
6. If appropriate, provide copies of grievance procedures and responses to grievances in both English and Spanish, or other appropriate language.

TECHNICAL ASSISTANCE

When requested, The City of Bastrop shall provide technical assistance to groups that are representative of persons of low- and moderate-income in developing proposals for the use of TxCDBG funds. The City of Bastrop, based upon the specific needs of the community's residents at the time of the request, shall determine the level and type of assistance.

PUBLIC HEARING PROVISIONS

For each public hearing scheduled and conducted by The City of Bastrop, the following public hearing provisions shall be observed:

1. Public notice of all hearings must be published at least seventy-two (72) hours prior to the scheduled hearing. The public notice must be published in a local newspaper. Each public notice must include the date, time, location, and topics to be considered at the public hearing. A published newspaper article can also be used to meet this requirement so long as it meets all content and timing requirements. Notices should also be prominently posted in public buildings and distributed to local Public Housing Authorities and other interested community groups.
2. When a significant number of non-English speaking residents are a part of the potential service area of the TxCDBG project, vital documents such as notices should be published in the predominant language of these non-English speaking citizens.

Each public hearing shall be held at a time and location convenient to potential or actual beneficiaries and will include accommodation for persons with disabilities. Persons with disabilities must be able to attend the hearings and The City of Bastrop

3. must make arrangements for individuals who require auxiliary aids or services if contacted at least two days prior to the hearing.
4. A public hearing held prior to the submission of a TxCDBG application must be held after 5:00 PM on a weekday or at a convenient time on a Saturday or Sunday.
5. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City of Bastrop

shall comply with the following citizen participation requirements for the preparation and submission of an application for a TxCDBG project:

At a minimum, The City of Bastrop

1. shall hold at least one (1) public hearing to prior to submitting the application to the Texas Department of Agriculture.

The City of Bastrop

2. shall retain documentation of the hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the proposed use of funds for three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.
3. The public hearing shall include a discussion with citizens as outlined in the applicable TxCDBG application manual to include, but is not limited to, the development of housing and community development needs, the amount of funding available, all eligible activities under the TxCDBG program, and the use of past TxCDBG contract funds, if applicable. Citizens, with particular

emphasis on persons of low- and moderate-income who are residents of slum and blight areas, shall be encouraged to submit their views and proposals regarding community development and housing needs. Citizens shall be made aware of the location where they may submit their views and proposals should they be unable to attend the public hearing.

4. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, an interpreter should be present to accommodate the needs of the non-English speaking residents.

The City of Bastrop

must comply with the following citizen participation requirements in the event that the City of Bastrop

receives funds from the TxCDBG program:

The City of Bastrop

1. shall also hold a public hearing concerning any substantial change, as determined by TxCDBG, proposed to be made in the use of TxCDBG funds from one eligible activity to another again using the preceding notice requirements.

Upon completion of the TxCDBG project, The City of Bastrop

2. shall hold a public hearing and review its program performance including the actual use of the TxCDBG funds.
3. When a significant number of non-English speaking residents can be reasonably expected to participate in a public hearing, for either a public hearing concerning substantial change to the TxCDBG project or for the closeout of the TxCDBG project, publish notice in both English and Spanish, or other appropriate language and provide an interpreter at the hearing to accommodate the needs of the non-English speaking residents.

The City of Bastrop

4. shall retain documentation of the TxCDBG project, including hearing notice(s), a listing of persons attending the hearing(s), minutes of the hearing(s), and any other records concerning the actual use of funds for a period of three (3) years three (3) years from closeout of the grant to the state. Such records shall be made available to the public in accordance with Chapter 552, Texas Government Code.

Signature

Connie Schroeder, Mayor
Name, Title

Date

**LA CIUDAD DE CITY OF BASTROP
PLAN DE PARTICIPACIÓN CIUDADANA
PROGRAMA DE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

Nota a los receptores de subvención en relación a requisitos de Dominio Limitado del inglés:

De acuerdo con la ley federal hay un número significativo de población que son residentes y que no hablan inglés y son afectados por el proyecto TxCDBG, estos ciudadanos deben tener "acceso significativo" a todos los aspectos del proyecto TxCDBG. Para proporcionar "acceso significativo", receptores de la subvención pueden ser utilizados para proporcionar servicios de interpretación en las audiencias públicas o proporcionar materiales no escritos en inglés que se proporcionan de manera rutinaria en inglés.

Para obtener más información, consulte LEP.gov.

PROCEDIMIENTOS DE QUEJA

Estos procedimientos de queja cumplen con los requisitos del Departamento de Programa de Agricultura de Texas Community Development Block Grant (TxCDBG) y los requisitos del gobierno local de Texas se encuentran en 24 CFR §570.486 (Código de Regulaciones Federales). Los ciudadanos pueden obtener una copia de estos procedimientos en La Ciudad de dirección postal City of Bastrop, 1311 Chestnut Street, Bastrop, TX 78602-0427, (512) 332-8800, en horario de oficina.

A continuación se presentan los procedimientos formales de quejas y quejas relativas a los servicios prestados en el marco del proyecto TxCDBG.

1. Una persona que tiene una queja o reclamación sobre cualquiera de los servicios o actividades en relación con el proyecto TxCDBG, o si se trata de una propuesta, en curso o determinado proyecto TxCDBG, pueden durante las horas regulares presentar dicha queja o reclamo, por escrito a la Mayor, a City of Bastrop, 1311 Chestnut Street or PO Box 427, Bastrop, TX 78602-0427, (512) 332-8800.
2. Una copia de la queja o reclamación se transmitirá por el alcalde a la entidad que es encargada de la queja o reclamación y al Abogado de La Ciudad dentro de los cinco (5) días hábiles siguientes a la fecha de la queja o día que la reclamación fue recibida.
3. El alcalde deberá cumplir una investigación de la queja o reclamación, si es posible, y dará una respuesta oportuna por escrito a la persona que hizo la denuncia o queja dentro de los diez (10) días.
4. Si la investigación no puede ser completada dentro de los diez (10) días hábiles anteriormente, la persona que hizo la queja o denuncia será notificada, por escrito, dentro de los quince (15) días cuando sea posible después de la entrega de la queja original o quejas y detallará cuando se deberá completar la investigación.
5. Si es necesario, la queja y una copia escrita de la investigación posterior se remitirán a la TxCDBG para su posterior revisión y comentarios.

6. Se proporcionará copias de los procedimientos de queja y las respuestas a las quejas, tanto en inglés y español, u otro lenguaje apropiado.

09/01/2020

ASISTENCIA TÉCNICA

Cuando lo solicite, La Ciudad proporcionará asistencia técnica a los grupos que son representantes de las personas de bajos y moderados ingresos en el desarrollo de propuestas para el uso de los fondos TxCDBG. La Ciudad, en base a las necesidades específicas de los residentes de la comunidad en el momento de la solicitud, deberá determinar el nivel y tipo de asistencia.

DISPOSICIONES AUDIENCIA PÚBLICA

Para cada audiencia pública programada y llevada a cabo por La Ciudad, se observarán las disposiciones siguientes de audiencias públicas:

1. Aviso público de todas las audiencias deberá publicarse al menos setenta y dos (72) horas antes de la audiencia programada. El aviso público deberá publicarse en un periódico local. Cada aviso público debe incluir la fecha, hora, lugar y temas a considerar en la audiencia pública. Un artículo periodístico publicado también puede utilizarse para cumplir con este requisito, siempre y cuando cumpla con todos los requisitos de contenido y temporización. Los avisos también deben ser un lugar prominente en los edificios públicos y se distribuyen a las autoridades locales de vivienda pública y otros grupos interesados de la comunidad.
2. Cuando se tenga un número significativo de residentes que no hablan inglés serán una parte de la zona de servicio potencial del proyecto TxCDBG, documentos vitales como las comunicaciones deben ser publicados en el idioma predominante de estos ciudadanos que no hablan inglés.
3. Cada audiencia pública se llevará a cabo en un momento y lugar conveniente para los beneficiarios potenciales o reales e incluirá alojamiento para personas con discapacidad. Las personas con discapacidad deben poder asistir a las audiencias y La Ciudad debe hacer los arreglos para las personas que requieren ayudas o servicios auxiliares en caso de necesitarlo por lo menos dos días antes de la audiencia pública.
4. Una audiencia pública celebrada antes de la presentación de una solicitud TxCDBG debe hacerse después de las 5:00 pm en un día de semana o en un momento conveniente en sábado o domingo.
5. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad deberá cumplir con los siguientes requisitos de participación ciudadana para la elaboración y presentación de una solicitud para un proyecto TxCDBG:

1. Como mínimo, La Ciudad deberá tener por lo menos un (1) audiencia pública antes de presentar la solicitud al Departamento de Agricultura de Texas.
2. La Ciudad conservará la documentación de la convocatoria(s) audiencia, un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otra documentación relativa a la propuesta de utilizar los fondos para tres (3) años a partir de la liquidación de la

subvención para el Estado. Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.

09/01/2020

3. La audiencia pública deberá incluir una discusión con los ciudadanos como se indica en el manual correspondiente de aplicación TxCDBG, pero no se limita a, el desarrollo de las necesidades de vivienda y desarrollo comunitario, la cantidad de fondos disponibles, todas las actividades elegibles bajo el programa TxCDBG y el uso de fondos últimos contratos TxCDBG, en su caso. Los ciudadanos, con especial énfasis en las personas de bajos y moderados ingresos que son residentes de las zonas de tugurios y tizón, se fomentará a presentar sus opiniones y propuestas sobre el desarrollo de la comunidad y las necesidades de vivienda. Los ciudadanos deben ser conscientes de la ubicación en la que podrán presentar sus puntos de vista y propuestas en caso de que no pueda asistir a la audiencia pública.
4. Cuando un número significativo de residentes que no hablan inglés se registra para participar en una audiencia pública, un intérprete debe estar presente para dar cabida a las necesidades de los residentes que no hablan inglés.

La Ciudad debe cumplir con los siguientes requisitos de participación ciudadana en el caso de que La Ciudad recibe fondos del programa TxCDBG:

1. La Ciudad celebrará una audiencia pública sobre cualquier cambio sustancial, según lo determinado por TxCDBG, se propuso que se hará con el uso de fondos TxCDBG de una actividad elegible a otro utilizando de nuevo los requisitos de notificación
2. Una vez finalizado el proyecto TxCDBG, La Ciudad celebrará una audiencia pública y revisará el desempeño del programa incluyendo el uso real de los fondos TxCDBG.
3. Cuando un número significativo de residentes que no hablan inglés se puede registra para participar en una audiencia pública, ya sea para una audiencia pública sobre el cambio sustancial del proyecto TxCDBG o para la liquidación del proyecto TxCDBG, publicará un aviso en inglés y español u otro idioma apropiado y se proporcionara un intérprete en la audiencia para dar cabida a las necesidades de los residentes.
4. La Ciudad conservará la documentación del proyecto TxCDBG, incluyendo aviso de audiencia(s), un listado de las personas que asistieron a la audiencia(s), acta de la vista(s), y cualquier otro registro concerniente al uso real de los fondos por un período de a tres (3) años a partir de la liquidación del proyecto al estado.

Dichos registros se pondrán a disposición del público, de conformidad con el Capítulo 552, Código de Gobierno de Texas.

Firma/Signature

Connie Schroeder, Mayor
Nombre, Título /Name, Title

Fecha/Date

09/01/2020

Excessive Force Policy

In accordance with 24 CFR 91.325(b)(6), The City of Bastrop hereby adopts and will enforce the following policy with respect to the use of excessive force:

1. It is the policy of The City of Bastrop to prohibit the use of excessive force by the law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations;
2. It is also the policy of The City of Bastrop to enforce applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction; and
3. The City of Bastrop will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Bastrop, we the undersigned have read and fully agree to this plan, and become a party to the full implementation of this program.

Signature

Connie Schroeder, Mayor
Name, Title

Date

Section 504 Policy Against Discrimination Based on Handicap and Grievance Procedures

In accordance with 24 CFR Section 8, Nondiscrimination based on Handicap in federally assisted programs and activities of the Department of Housing and Urban Development, Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Section 109 of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5309), City of Bastrop hereby adopts the following policy and grievance procedures:

1. Discrimination prohibited. No otherwise qualified individual with handicaps in the United States shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance from the Department of Housing and Urban Development (HUD).
2. City of Bastrop does not discriminate on the basis of handicap in admission or access to, or treatment or employment in, its federally assisted programs and activities.
3. City of Bastrop's recruitment materials or publications shall include a statement of this policy in 1. above.
4. City of Bastrop shall take continuing steps to notify participants, beneficiaries, applicants and employees, including those with impaired vision or hearing, and unions or professional organizations holding collective bargaining or professional agreements with the recipients that it does not discriminate on the basis of handicap in violation of 24 CFR Part 8.
5. For hearing and visually impaired individuals eligible to be served or likely to be affected by the TxCDBG program, City of Bastrop shall ensure that they are provided with the information necessary to understand and participate in the TxCDBG program.
6. Grievances and Complaints
 - a. Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for City of Bastrop to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.
 - b. Complaints should be addressed to the Mayor, PO Box 427, Bastrop, TX, 78602-0427 or call (512) 332-8800, who has been designated to coordinate Section 504 compliance efforts.
 - c. A complaint should be filed in writing or verbally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
 - d. A complaint should be filed within thirty (30) working days after the complainant becomes aware of the alleged violation.
 - e. An investigation, as may be appropriate, shall follow a filing of a complaint. The investigation will be conducted by the Mayor. Informal but thorough investigations will afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

- f. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mayor, and a copy forwarded to the complainant with fifteen (15) working days after the filing of the complaint where practicable.

09/01/2020

- g. The Section 504 coordinator shall maintain the files and records of The City of Bastrop relating to the complaint files.
- h. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the determination/resolution as described in f. above. The request for reconsideration should be made to The City of Bastrop within ten working days after the receipt of the written determination/resolution.
- i. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the U.S. Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.
- j. These procedures shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and assure that The City of Bastrop complies with Section 504 and HUD regulations.

Signature

Connie Schroeder, Mayor
Name, Title

Date

09/01/2020

Code of Conduct Policy of The City of Bastrop

As a Grant Recipient of a TxCDBG contract, City of Bastrop shall avoid, neutralize or mitigate actual or potential conflicts of interest so as to prevent an unfair competitive advantage or the existence of conflicting roles that might impair the performance of the TxCDBG contract or impact the integrity of the procurement process.

For procurement of goods and services, no employee, officer, or agent of The City of Bastrop shall participate in the selection, award, or administration of a contract supported by TxCDBG funds if he or she has a real or apparent conflict of interest. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No officer, employee, or agent of The City of Bastrop shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements.

For all other cases, no employee, agent, consultant, officer, or elected or appointed official of the state, or of a unit of general local government, or of any designated public agencies, or subrecipients which are receiving TxCDBG funds, that has any CDBG function/responsibility, or is in a position to participate in a decision-making process or gain inside information, may obtain a financial interest or benefit from the TxCDBG activity.

The conflict-of-interest restrictions and procurement requirements identified herein shall apply to a benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet the National Program Objective.

Any person or entity including any benefitting business, utility provider, or other third-party entity that is receiving assistance, directly or indirectly, under a TxCDBG contract or award, or that is required to complete some or all work under the TxCDBG contract in order to meet a National Program Objective, that might potentially receive benefits from TxCDBG awards may not participate in the selection, award, or administration of a contract supported by CDBG funding.

Any alleged violations of these standards of conduct shall be referred to The City of Bastrop Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

Signature

Connie Schroeder, Mayor
Name, Title

Date

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the Texas Community Development Block Grant (TxCDBG) Program. The regulations related to conflict of interest and nepotism may be found at the Texas Government Code Chapter 573, Texas Local Government Code Chapter 171, Uniform Grant Management Standards by Texas Comptroller, 24 CFR 570.489(g) &(h), and 2 CFR 200.318

03/01/2022

Fair Housing Policy

In accordance with Fair Housing Act, The City of Bastrop hereby adopts the following policy with respect to the Affirmatively Furthering Fair Housing:

1. City of Bastrop agrees to affirmatively further fair housing choice for all seven protected classes (race, color, religion, sex, disability, familial status, and national origin).
2. City of Bastrop agrees to plan at least one activity during the contract term to affirmatively further fair housing.
3. City of Bastrop will introduce and pass a resolution adopting this policy.

As officers and representatives of City of Bastrop, we the undersigned have read and fully agree to this plan and become a party to the full implementation of this program.

Signature

Connie Schroeder, Mayor
Name, Title

Date

A1007

PROCLAMATION OF APRIL AS FAIR HOUSING MONTH

WHEREAS Title VIII of the Civil Rights Act of 1968, as amended, prohibits discrimination in housing and declares it a national policy to provide, within constitutional limits, for fair housing in the United States; and

WHEREAS The principle of Fair Housing is not only national law and national policy, but a fundamental human concept and entitlement for all Americans; and

WHEREAS The National Fair Housing Law, during the month of April, provides an opportunity for all Americans to recognize that complete success in the goal of equal housing opportunity can only be accomplished with the help and cooperation of all Americans.

NOW, THEREFORE, WE, the City Council of The City of Bastrop, do proclaim April as Fair Housing Month in City of Bastrop and do hereby urge all the citizens of this locality to become aware of and support the Fair Housing law.

Passed and adopted by The City of Bastrop, Bastrop County, State of Texas, on the _____ day of _____, 2022.

APPROVED:

Connie Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

09/01/2020



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 10C

TITLE:

Consider action to approve Resolution No. R-2022-43 of the City Council of the City of Bastrop, Texas, designating authorized signatories for contractual documents and documents for requesting funds pertaining to the 2021 Texas Community Development Block Grant Program (TxCDBG), contract number CDV21-0276; providing for a repealing clause; and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City of Bastrop, Texas has received the 2021 Texas Community Development Block Grant award contract number CDV21-0276, to provide water/sewer system improvements in Bastrop, and it is necessary to appoint persons to execute contractual documents and documents for requesting funds from the Texas Department of Agriculture. This funding will replace a section of water line on Riverwood Drive.

It is a requirement of the grant that an original signed copy of the TxCDBG Depository/Authorized Signatories Designation Form (Form A202) be submitted along with a copy of the approved Resolution approving these signatories.

FISCAL IMPACT:

NA

RECOMMENDATION:

Consider action to approve Resolution No. R-2022-43 of the City Council of the City of Bastrop, Texas, designating authorized signatories for contractual documents and documents for requesting funds pertaining to the 2021 Texas Community Development Block Grant Program (TxCDBG), contract number CDV21-0276, as shown in Exhibit A; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution R-2022-43
- Exhibit A - TXCDBG Depository/Authorized Signatories Designation (Form A202)

RESOLUTION NO. R-2022-43

A RESOLUTION BY THE CITY COUNCIL OF CITY OF BASTROP DESIGNATING AUTHORIZED SIGNATORIES FOR CONTRACTUAL DOCUMENTS AND DOCUMENTS FOR REQUESTING FUNDS PERTAINING TO THE 2021 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (TXCDBG) GRANT CONTRACT NUMBER CDV21-0276; PROVIDING FOR A REPEALING CLAUSE AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, The City of Bastrop has received a 2021 Texas Community Development Block Grant award to provide 03J - Water/Sewer Improvements; and

WHEREAS, it is necessary to appoint persons to execute contractual documents, environmental review documents, and documents requesting grant funds from the Texas Department of Agriculture; and

WHEREAS, all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

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

Section 1: The City of Bastrop directs and designates the following to act in all matters in connection with this grant:

- The City Manager and Mayor shall serve as the Chief Executive Officer and Authorized Representative to execute contractual documents; and
- The City Manager and Mayor are authorized to review and execute environmental review documents between the Texas Department of Agriculture and the City of Bastrop; and
- The City Manager, City Secretary, and the Chief Financial Officer, are authorized to execute the Request for Payment Form documents and/or other forms required for requesting funds to reimburse project costs.

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop,
Texas this 26th day of April, 2022.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 10D

TITLE:

Consider action to approve Resolution No. R-2022-45 of the City Council of the City of Bastrop, Texas committing the City to provide local matching funds to secure and complete the FEMA Hazard Mitigation Assistance Grant applications; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City of Bastrop, Texas is considering the submission of FEMA Hazard Mitigation Assistance (HMA) grant applications to provide the City with funding to develop multiple project applications, including the Gills Branch Flood Mitigation project and the Riverbank Stabilization project.

FISCAL IMPACT:

The City must commit to providing the 25% or more local share for the FEMA HMA grant for the Gills Branch Flood Mitigation and Riverbank Stabilization projects. The City may utilize CDBG-DR, CDBG-MIT, Texas Infrastructure Resiliency Fund, or all possible funding sources identified or not identified at this time that are acceptable sources of match for HMA.

RECOMMENDATION:

Consider action to approve Resolution No. R-2022-45 of the City Council of the City of Bastrop, Texas committing the City to provide local matching funds to secure and complete the FEMA Hazard Mitigation Assistance Grant applications; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution No. R-2022-45

RESOLUTION NO. R-2022-45

A RESOLUTION OF CITY OF BASTROP, TEXAS, COMMITTING CITY TO PROVIDE LOCAL MATCHING FUNDS TO SECURE AND COMPLETE THE FEMA HAZARD MITIGATION ASSISTANCE GRANT APPLICATIONS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, certain conditions exist which represent a threat to public health and safety;and

WHEREAS, the City of Bastrop finds it in the best interest of the citizens of Bastrop, Texas, to apply for a FEMA Hazard Mitigation Assistance grant to meet the focus areas of Community Safety and Fiscal Responsibility identified by the City Council of Bastrop, Texas; and

WHEREAS, the City of Bastrop has applied for FEMA Hazard Mitigation Assistance (HMA) grant applications to provide the City with funding to develop multiple project applications, including the Gills Branch Flood Mitigation project and the Riverbank Stabilization project

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

Section 1: The City of Bastrop directs and designates the following to act in all matters in connection with this grant:

- The City Manager and Mayor are authorized representatives to execute contractual documents; and
- The City Manager, City Secretary, and the Chief Financial Officer, are authorized to execute the Request for Payment Form documents and/or other forms required for requesting funds to reimburse project costs.

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 26th day of April 2022.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 10E

TITLE:

Consider action to approve Resolution No. R-2022-46 of the City Council of the City of Bastrop, Texas authorizing the submission of hazard mitigation assistance grant applications and appointment of the Mayor and City Manager as the Chief Executive Officers and authorized representatives to act in all matters in connection with the FEMA Mitigation Grants; providing for a repealing clause; and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City of Bastrop, Texas is considering the submission of FEMA Hazard Mitigation Assistance (HMA) grant applications to provide the City with funding to develop multiple project applications, including the Gills Branch Flood Mitigation project and the Riverbank Stabilization project.

FEMA Mitigation Fund applicants are required to appoint an official to act as the Authorized Representative in all matters in connection with the Mitigation Grants.

FISCAL IMPACT:

The City must commit to providing the 25% or more local share for the FEMA HMA grant.

RECOMMENDATION:

Consider action to approve Resolution No. R-2022-46 of the City Council of the City of Bastrop, Texas authorizing the submission of hazard mitigation assistance grant applications and appointment of the Mayor and City Manager as the Chief Executive Officers and authorized representatives to act in all matters in connection with the FEMA Mitigation Grants; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

- Resolution No. R-20022-46

RESOLUTION R-2022-46

A RESOLUTION OF THE CITY OF BASTROP, TEXAS, AUTHORIZING THE SUBMISSION OF HAZARD MITIGATION ASSISTANCE GRANT APPLICATIONS AND APPOINTING THE MAYOR AND CITY MANAGER AS THE CHIEF EXECUTIVE OFFICERS AND AUTHORIZED REPRESENTATIVES TO ACT IN ALL MATTERS IN CONNECTION WITH THE FEMA MITIGATION GRANTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, certain conditions exist which represent a threat to public health and safety;
and

WHEREAS, the City of Bastrop finds it in the best interest of the citizens of Bastrop, Texas, to apply for a FEMA Hazard Mitigation Assistance grant to meet the focus areas of Community Safety and Fiscal Responsibility identified by the City Council of Bastrop, Texas; and

WHEREAS, The City of Bastrop, Texas is considering the submission of FEMA Hazard Mitigation Assistance (HMA) grant applications to provide the City with funding to develop multiple project applications; including the Gills Branch Flood Mitigation project and the Riverbank Stabilization project; and

WHEREAS, FEMA Mitigation Fund applicants are required to appoint an official to act as the Authorized Representative in all matters in connection with the Mitigation Grants.

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

Section 1: The City of Bastrop directs and designates the following to act in all matters in connection with this grant:

- The City Manager and Mayor shall serve as the Chief Executive Officer and Authorized Representative to execute contractual documents; and
- The City Manager, City Secretary, and the Chief Financial Officer, are authorized to execute the Request for Payment Form documents and/or other forms required for requesting funds to reimburse project costs.

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 26th day of April 2022.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 11A

TITLE:

Consider action to approve the second reading of Ordinance No. 2022-13 of the City Council of the City of Bastrop, Texas adopting amendments to Chapter 8 – Signs, Section 8.4.001 Standards for Temporary Signs (b) Banner Signs of the Bastrop Building Block B3 code (adopted by reference in Chapter 14.01 of the Code of Ordinances), as attached in Exhibit A; and providing for findings of fact, adoption, repealer, severability, and enforcement; and establishing an effective date.

STAFF REPRESENTATIVE:

Jennifer C. Bills, AICP, LEED AP, Director of Planning & Development

BACKGROUND/HISTORY:

At the March 8, 2022, City Council provided direction to staff to bring back amendments to the B³ Code, Chapter 8 Signs, regarding temporary Banner Signs. Below are the amendments being proposed at this time:

- Article 8.4 Temporary Signs
 - Increase the amount of time that a site can have a banner for one year.
 - Banner can be changed within the permitted period as long as banner location on the site does not change **and does not exceed the size/dimensions of the banner permitted.**
 - Included requirement that banners cannot be placed in the right-of-way.

PLANNING & ZONING COMMISSION RECOMMENDATION:

The P&Z held a public hearing and considered the amendments at their regular meeting on March 31, 2022 and unanimously recommended approval.

RECOMMENDATION:

Consider action to the second reading of Ordinance No. 2022-13 of the City Council of the City of Bastrop, Texas adopting amendments to Chapter 8 – Signs, Section 8.4.001 Standards for Temporary Signs (b) Banner Signs of the Bastrop Building Block B3 code (adopted by reference in Chapter 14.01 of the Code of Ordinances), as attached in Exhibit A; and providing for findings of fact, adoption, repealer, severability, and enforcement; and establishing an effective date

ATTACHMENTS:

- Ordinance 2022-13
- Exhibit A - Amendments to Bastrop Building Block (B3) Code: Chapter 8 – Signs, Section 8.4.001 Standards for Temporary Signs (b) Banner Signs
- Presentation

ORDINANCE NO. 2022-13

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS ADOPTING AMENDMENTS TO CHAPTER 8 – SIGNS, SECTION 8.4.001 STANDARDS FOR TEMPORARY SIGNS (B) BANNER SIGNS OF THE BASTROP BUILDING BLOCK B3 CODE (ADOPTED BY REFERENCE IN CHAPTER 14.01 OF THE CODE OF ORDINANCES), AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, ADOPTION, REPEALER, SEVERABILITY, AND ENFORCEMENT; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop, Texas (“City”) is a Home-Rule City acting under its Charter adopted by the electorate pursuant to Article XI, Section 5 of the Texas Constitution and Chapter 9 of the Local Government Code; and

WHEREAS, the City seeks to ensure that impending and future development is conducted in a fiscally-sustainable and environmentally responsible manner that honors the City’s rich heritage and unique ecological makeup; and

WHEREAS, controlled placement of signs could have a positive impact on the businesses and economic development of the City; and

WHEREAS, the uncontrolled placement of signs could have a negative impact on the health, safety, and aesthetics of the City; and

WHEREAS, regulation of signs in the City will substantially promote the City’s interest in preserving the aesthetic beauty of the City while also promoting economic development; and

WHEREAS, the Bastrop Building Block (B³) Code, was adopted on November 12, 2019, which included Chapter 8 - Signs; and

WHEREAS, Chapter 8 – Signs was amended on June 22, 2021; and

WHEREAS, through implementation of the B³ Code Chapter 8 – Signs, amendments have been identified to improve the regulation of signs; and

WHEREAS, the amendments to the B³ Code, Chapter 8 - Signs was recommended for approval by the Planning and Zoning Commission on March 31, 2022.

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 Ordinance by reference as findings of fact as if expressly set forth herein.

Section 2: Adoption and Amendment

The City Council hereby adopts the amendments to the Bastrop Building Block (B3) Code, as attached in Exhibit A.

Section 3: Repealer

In the case of any conflict between other provisions of this Ordinance and any existing Ordinance of the City, the provisions of this Ordinance will control.

Section 4: Severability

If any provision of this 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 Ordinance that can be given effect without the invalid provision.

Section 5: Enforcement

The City shall have the power to administer and enforce the provisions of this ordinance as may be required by governing law. Any person violating any provision of this ordinance is subject to suit for injunctive relief as well as prosecution for criminal violations, and such violation is hereby declared to be a nuisance.

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 6: Effective Date

This Ordinance shall be effective immediately upon passage and publication.

READ & ACKNOWLEDGED on First Reading on the 12th day of April 2022.

READ & APPROVED on the Second Reading on the 26th day of April 2022.

APPROVED:

by

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

.....
ARTICLE 8.4 TEMPORARY SIGNS
.....

SEC. 8.4.001 STANDARDS FOR TEMPORARY SIGNS

Temporary signs are allowed for a limited time period in accordance with the permitting requirements.

(a) Permits Required for:

- (1) Banner Signs
- (2) Construction Site Signs
- (3) Development Information Signs

(b) Banner Signs

- (1) Maximum sign area is forty-eight (48) square feet and not to exceed 75% of the building or lease space width upon which the sign is to be located.
- (2) Maximum banner height dimension is four (4) feet.
- (3) ~~One~~ **A banner sign may be placed on a property at a single location for a maximum of one year. The Banner can be changed within the permitted period as long as banner location on the site does not change or exceed the sign area or dimensions on the approved permit. ~~two (2) weeks, four (4) times per calendar year. The periods may be combined.~~** Each tenant space or building located on a single lot or in a complex shall be allowed an individual banner

as allowed per this article.

- (4) All four (4) corners of a banner sign shall be securely attached to the building, fence, or yard stakes less than 5 feet in height.
- (5) **Banner signs shall not be placed on the public right-of-way, or Sight Triangle. Signs cannot be located within the Sight Triangle, as defined in the B³ Technical Manual Section 2.0.011.**

(c) Bandit Signs

- (1) Bandit signs shall not exceed four (4) square feet and shall not be more than three (3) feet above the natural grade.
- (2) Bandit signs shall be authorized for new residential subdivisions during the development and sale phases only.
- (3) Bandit signs shall not be placed on the public right-of-way, or within the sight visibility triangle of an intersection.
- (4) The posting of bandit signs shall only be allowed between the hours of 5:00 a.m. Saturday through 6:00 a.m. Monday.
- (5) The bandit signs shall be set back from the

Items for Individual Consideration

Consider action to approve the second reading of Ordinance No. 2022-13 of the City Council of the City of Bastrop, Texas adopting amendments to Chapter 8 – Signs, Section 8.4.001 Standards for Temporary Signs (b) Banner Signs of the Bastrop Building Block B3 code (adopted by reference in Chapter 14.01 of the Code of Ordinances), as attached in Exhibit A; and providing for findings of fact, adoption, repealer, severability, and enforcement; and establishing an effective date.



Background

- March 8, 2022 - City Council meeting
 - Received feed back from the public
 - Directed Staff to bring back amendments to the B³ Code, Chapter 8 Signs, regarding temporary Banner Signs.
- Amendments being proposed at this time:
 - Article 8.4 Temporary Signs
 - Increase the amount of time that a site can have a banner for one year.
 - Banner can be changed within the permitted period as long as banner location on the site does not change.
 - Included requirement that banners cannot be placed in the right-of-way.

City Council Recommendation – April 12th

- Clarify language for allowed banner sign that can be changed out over the course of the year.
 - Banner sign cannot exceed size of sign originally permitted.



Planning & Zoning Commission Recommendation:

The P&Z held a public hearing and considered the amendments at their regular meeting on March 31, 2022, and unanimously recommended approval.



Exhibit A

(3) ~~One~~ **A** banner sign may be placed on a property **at a single location for a maximum of one year. The Banner can be changed within the permitted period as long as banner location on the site does not change or exceed the sign area or dimensions on the approved permit.** ~~two (2) weeks, four (4) times per calendar year. The periods may be combined.~~ Each tenant space or building located on a single lot or in a complex shall be allowed an individual banner as allowed per this article.

(5) **Banner signs shall not be placed on the public right-of-way, or Sight Triangle.** ~~Signs cannot be located within the Sight Triangle, as defined in the B3 Technical Manual Section 2.0.011.~~



STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 12A

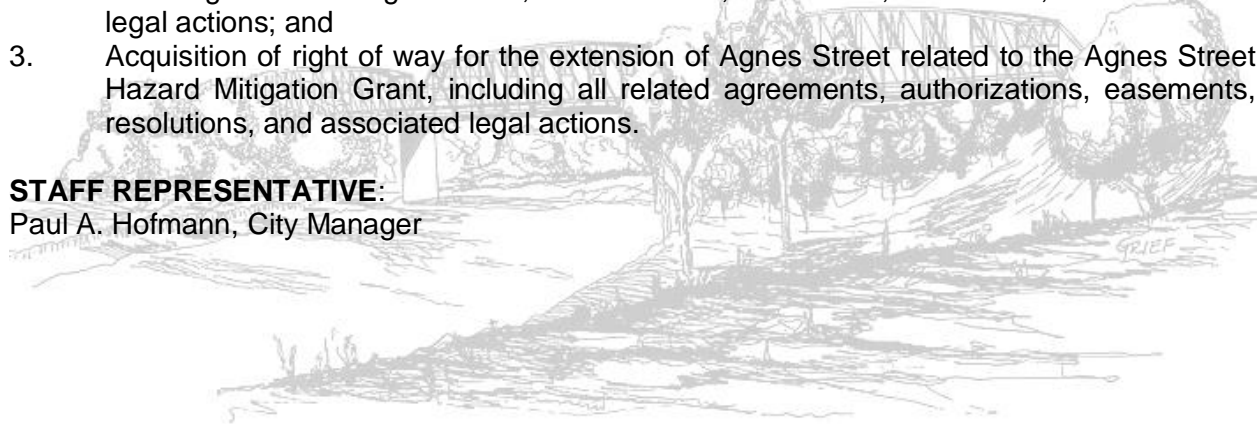
TITLE:

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

1. 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;
2. Acquisition of real property rights to provide utility service to the Veridian Development, including all related agreements, authorizations, easements, resolutions, and associated legal actions; and
3. Acquisition of right of way for the extension of Agnes Street related to the Agnes Street Hazard Mitigation Grant, including all related agreements, authorizations, easements, resolutions, and associated legal actions.

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager





STAFF REPORT

MEETING DATE: April 26, 2022

AGENDA ITEM: 13

TITLE:

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

STAFF REPRESENTATIVE:

Paul A. Hofmann, City Manager

