# Bastrop, TX City Council Meeting Agenda

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

BASTROPTX
Heart of the Lost Pines / Est. 1832

## September 10, 2019 at 6:30 P.M.

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

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

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

***PLEASE NOTE: ANYONE 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.***

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE** – First Responders

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

3. **INVOCATION** – Phil Woods, Police Chaplain

4. **PRESENTATIONS**

4A. Mayor's Report

4B. Councilmembers' Report

4C. City Manager's Report

## 5. WORK SESSION/BRIEFINGS

5A. Discuss letter received from the Texas Department of Transportation (TxDOT) regarding their concerns about the State Park Trail Project.

5B. Annual review of the Financial Policy by City Council.

5C. Receive update on the Boards and Commissions Ordinance.

5D. Discuss the Fairview Cemetery Memorial Tree Program.

5E. Receive briefing on Easement Acquisition on Main Street Rehabilitation Project.

5F. Receive a presentation and discuss incorporated changes to the Bastrop Building Block Code updates, technical manual, and pattern book with Matt Lewis.

5G. Receive presentation and discuss the Cultural Arts Master Plan.

5H. Annual review of the Purchasing Policy by City Council.

5I. Receive presentation on the City of Bastrop Emergency Shelter Open House being conducted on Saturday, September 21, 2019.

## 6. STAFF AND BOARD REPORTS - NONE

## 7. CITIZEN COMMENTS

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

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

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

## 8. CONSENT AGENDA

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

8A. Consider action to approve City Council minutes from the August 20 and 21, 2019, Special Budget Workshop meetings; August 26, 2019 Board and Commission Interviews; August 27, 2019, regular meeting; and August 28, 2019 Board and Commission Interviews.

8B. Consider action to approve Resolution No. R-2019-80 of the City Council of the City of Bastrop, Texas, approving the Pecan Park, Section 1B, 2, and 7 Preliminary Plat, being 117.695 acres out of the Mozea Rousseau Survey, Abstract 56, located south of the future extension of Sterling Drive, and west of Childers Drive, within the city limits of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause and establishing an effective date.

8C. Consider action to approve Resolution No. R-2019-78 of the City Council of the City of Bastrop, Texas, approving Bluebonnet Acres, Lots 6A & 7A, Block 4, Section 1, a Replat of Lots 6 & 7, Block 4, Section 1, being 7.404 acres located at 437 & 443 Union Chapel Road, within the City of Bastrop Voluntary Extraterritorial Jurisdiction as shown in Exhibit A; providing for a repealing clause; and establishing and effective date.

8D. Consider action to approve Resolution No. R-2019-69 of the City Council of the City of Bastrop, Texas, approving XS Ranch Road Subdivision, Section One Final Plat being 6.284 acres out of the Leman Barker Survey, Number 3, Abstract 6 and 11.468 acres out of the Jose Manuel Bangs Survey, Abstract 5, located north of FM 969 within Area A of the Extra-Territorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause; and establishing an effective date.

## 9. ITEMS FOR INDIVIDUAL CONSIDERATION

9A. Consider action to approve Resolution No. R-2019-83 of the City Council of the City of Bastrop, Texas confirming board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

9B. Consider action to approve Resolution No. R-2019-79 of the City Council of the city of Bastrop, Texas, allowing an alternative lighting plan for QuikTrip #4128, being 0.638 acres of Building Block 119, East of Water Street, 0.602 acres out of Building Block 118, East of Water Street, 0.319 acres out of Building Block 118, East of Water Street, and 3.233 acres of of the TREM Subdivision, Phase 1, Block A, Lot 1, located at the southeast corner of Jackson Street and State Highway 71, within the City Limits of Bastrop, Texas, as shown in Exhibit A; setting out conditions; providing for a repealing clause and establishing an effective date.

9C. Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-38 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2019-2020 (October 1, 2019 through September 30, 2020) attached as Exhibit A; providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

9D. Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-39 of the City Council of the City of Bastrop, Texas, adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2019-2020 to provide revenue for the payment of current expenditures: providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

9E. Consider action to approve Resolution No. R-2019-81 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies attached as Exhibit A; approving the list of Qualified Brokers attached as Exhibit B; making various provisions related to the subject; and establishing an effective date.

9F. Consider action to approve Resolution No. R-2019-82 of the City Council of the City of Bastrop, Texas expressing official intent to reimburse certain expenditures including Fire Pumper Truck, Fire Aerial Ladder Truck and Self-Contained Breathing Apparatus attached as Exhibit A; providing a severability clause; and providing an effective date.

9G. Consider action to approve the first reading of Ordinance No. 2019-43 of the City Council of the City of Bastrop, Texas authorizing the issuance of City of Bastrop, Texas Tax Note, Series 2019 to be used to fund drainage projects; prescribing the form of the note; levying an ad valorem tax to pay the note; awarding the sale thereof; and enacting other provisions relating thereto; and move to include on the September 24, 2019 agenda for a second reading.

9H. Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-45 of the City Council of the City of Bastrop, Texas adopting the "Bastrop Power & Light Electrical Service Standards for Underground Electric Secondary Service", attached as Exhibit A, the "Bastrop Power & Light Electrical Service Standards for Underground Electric Primary Service", attached as Exhibit B and the "Bastrop Power & Light Electrical Construction Service Standards", attached as Exhibit C in compliance with H.B. 3167; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for second reading.

9I. Consider action to approve Resolution R-2019-87 of the City Council of the City of Bastrop, Texas approving a License to Encroach at 702 and 704 Main Street; and providing for an effective date.

9J. Consider action to approve Ordinance No. 2019-42 of the City Council of the City of Bastrop, Texas amending Appendix A, the Master Fee Schedule for the City of Bastrop, attached as Exhibit A; providing that other fees not listed but now charged pursuant to other ordinances and resolutions shall remain in effect until transferred to the Master Fee schedule by amendment; Excluding sections A13.02 and A13.07; providing for findings of fact, enactment; enforcement; a repealer and severability; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

9K. Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-40 of the City Council of the City of Bastrop, Texas related to the Hunters Crossing Public Improvement District; approving a 2019 amended and restated service and assessment plan, including Fiscal Year 2020 assessment roll for the district, attached as Exhibit A; ratifying and confirming prior actions of the City Council in connection with the District; resolving all matters incident and related thereto; providing for an effective date and move to include on the September 24, 2019 City Council Meeting for a second reading.

9L. Consider action to approve Ordinance No. 2019-44 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 1, titled "General Provisions", Article 1.02, titled "Administration," Section 1.02.002, Article 1.04, titled "Boards, Committees and Commissions," Sections 1.04.001 and 1.04.002, Article 1.05, titled "Housing Authority," Section 1.05.002, Article 1.10, titled "Parks," Section 1.10.001, Article 1.12, titled "Libraries," Division 2, titled "Library Board," Section 1.12.062, Article 1.15, titled "Code of Ethics," Division 3, titled "Implementation," Section 1.15.013, Article 1.16, titled "Art in Public Places," Section 1.16.002 and 1.16.003; Chapter 3, titled "Building Regulations," Article 3.02, titled "Construction Standards Board of Adjustments and Appeals," Sections 3.02.001, 3.02.002, and 3.02.003; Chapter 14, titled "Zoning," Article 14.03, titled "Historic Landmark Preservation," Section 14.03.001; Chapter 15, titled "Cemeteries," Article 15.01, titled, "Fairview Cemetery," Section. 15.01.002; unifying appointments, terms, number of members, residency requirements, and the filling of vacancies for city boards and commissions attached as Exhibit A; providing for findings of fact; enactment; dissolution; repealer; severability; providing an effective date, proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading. Edits were made to the ordinance by Ann, edit marks were left in red for approval.

9M. Consider action to approve Resolution No. R-2019-69 of the City Council of the City of Bastrop, Texas, adopting a wholesale water agreement with the West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village Ltd.; attached in Exhibit A; providing for a repealing clause; and establishing an effective date.

9N. Consider action to approve Resolution No. R-2019-68 of the City Council of the City of Bastrop, Texas, adopting a wholesale wastewater agreement with West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village, Ltd.; attached in Exhibit A; providing for a repealing clause; and establishing an effective date.

## 10. EXECUTIVE SESSION

10A. City council shall convene into closed executive session for an update from the City Attorney pursuant to Texas Government Code Section 551.071, regarding Cause No. 1:19-cv-482, Bastrop Estates, LLC v. City of Bastrop.

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

## 12. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, September 6, 2019 at 7:30 p.m. and remained posted for at least two hours after said meeting was convened.

James K. Altgelt, Acting City Manager

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 4A

**TITLE:**
Mayor's Report

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

**POLICY EXPLANATION:**

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

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

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

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

**ATTACHMENTS:**

- Power Point Presentation

# *Mayor's Report*
# *September 10, 2019*

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# *Latest Activities*

*Aug 16 - 29*

Events in 2019: 219

**FCI – 40th Anniversary**

**Mount Rose Missionary Baptist Church 133rd Anniversary**

**New Hope Christian Academy Graduation**

**Agnes Street Ribbon Cutting**

**Ma'Coco Ribbon Cutting**

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# *Planned Events*

*August 30 - September 10*

- August 30 – BEST Breakfast
- September 2 – Labor Day (City Offices Closed)
- September 4 – Chamber Luncheon
- September 5 – Farm Street Opry
- September 9 – Library Board Meeting/Joint Meeting with Visit Bastrop
- September 10 – City Council Meeting

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# *Upcoming Events & City Meetings*

- September 12 – Governors Small Business Workshop (BEDC Event)
- September 16 – BEDC Board Meeting
- September 17 – AFLAC Ribbon Cutting
- September 19
  - Come and Go Developer Questions – B3 Codes
  - Open House – Public Input Wastewater Plant #3
  - Come and Go Property Owner Related Questions – B3 Codes
- September 24 – City Council Meeting

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# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 4B

**TITLE:**
Councilmembers' Report

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

**POLICY EXPLANATION:**

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

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

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

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

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 4C

**TITLE:**
City Manager's Report

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

**POLICY EXPLANATION:**

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

(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;
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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:** September 10, 2019 **AGENDA ITEM**: 5A

**TITLE:**
Discuss letter received from the Texas Department of Transportation (TxDOT) regarding their concerns about the State Park Trail Project.

**STAFF REPRESENTATIVE:**
Trey Job, Assistant City Manager of Development Services

**BACKGROUND/HISTORY:**
This project is from a previously submitted application to Capital Area Metropolitan Planning Organization (CAMPO). It was one of multiple pedestrian enhancement projects that were applied for by the City of Bastrop in the 2015 cycle. The project was reviewed by Horizon Environmental Services, Inc. Once the trail project was approved and funded, an advanced funding agreement was executed in 2017.

In 2017, the City issued a Request for Qualifications (RFQ) for the design and construction of the trail. MWM DesignGroup was awarded the contract for design and construction in February of 2018. Recently, TxDOT has brought up the following concerns:

- Impacts to expanding SH 21 in the future.
- Requirements to reimburse CAMPO if the trail is removed due to SH 21 right-of-way improvements.
- Impacts to traffic flow on SH 95.

**POLICY EXPLANATION:**
This project became part of the 2018 work plan and has been discussed briefly at City Council meetings. However, it requires a greater level of discussion to include pedestrian safety and the possible future expansion of SH 21.

**RECOMMENDATION:**
Discuss letter received from the Texas Department of Transportation (TxDOT) regarding their concerns about the State Park Trail Project.

**ATTACHMENTS:**
- Letter from TxDOT.
- Map of Proposed trail alignment.

Texas Department of Transportation

125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

August 16, 2019

Lynda Humble
City Manager
City of Bastrop
PO Box 427
Bastrop, Texas 78602

Dear Ms. Humble:

During the meeting on Monday, July 15th, TxDOT expressed concerns after reviewing the State Park Trail project in regards to the route selected at the intersection of SH95/SH21 (Chestnut) to Bastrop State Park along SH21. TxDOT feels that this has potential to be a great project but suggests the city evaluate alternative alignments that do not pose as many safety challenges.

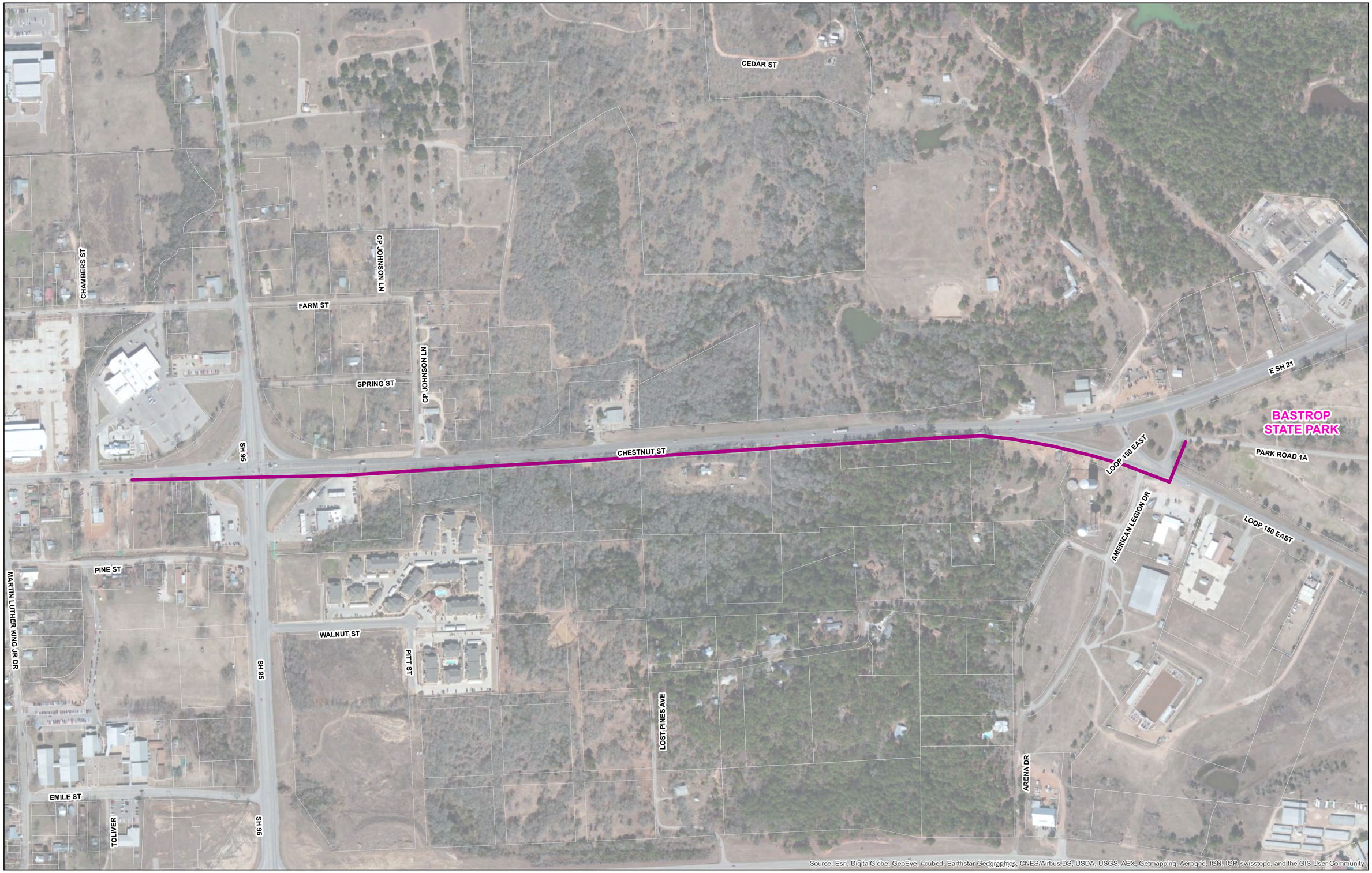
Should the City of Bastrop choose to evaluate other alternatives, I would ask the City present their findings for TxDOT concurrence. I would also recommend the City of Bastrop confirm with CAMPO on the limitations/requirements associated with this project as awarded.

As we recently discussed, TxDOT has a consultant on board who will also be looking at the intersection of SH95/SH21 for solutions of the best possible operational improvements. This will include evaluating and balancing multimodal transportation needs at this very busy intersection. These solutions could be used in support of future projects for consideration by all parties. TxDOT will continue to work and partner with the City of Bastrop to enhance the safety and efficiency of the roadway network in Bastrop.

Sincerely,

Diana Schulze, P.E.

Diana Schulze, P.E.
Bastrop Area Engineer




0 300 600 Feet

1 inch = 300 feet

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

## Legend

State Park Pedestrian Path

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 5B

**TITLE:**
Annual review of the Financial Policy by City Council.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
The City of Bastrop Financial Policy was last approved by Council on September 26, 2017. This policy provides guidelines for managing risk and assisting the City in complying with established public management best practices, while ensuring compliance with federal, state and local laws, and reporting requirements

**POLICY EXPLANATION**:
The Financial Policy will be reviewed annually, as a part of the budget, and adopted by the City Council each year as a part of that process.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Annual review of the Financial Policy by City Council.

**ATTACHMENTS:**
- Financial Policy

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> Financial policies provide guidelines for managing risk and assisting the City in complying with established public management best practices, while ensuring compliance with federal, state and local laws and reporting requirements.

# Financial Policy

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## I. Purpose Statement

The overriding goal of the Financial Management Policies is to enable the city to achieve a long- term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The watchwords of the city's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the city's day-to-day financial affairs and in developing recommendations to the City Manager.

The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control and debt management.

## II. Accounting, Auditing, And Financial Reporting

**A. Accounting –** The City of Bastrop finances shall be accounted for in accordance with generally accepted accounting principles as established by the Governmental Accounting Standards Board. The fiscal year of the City shall begin on October first of each calendar year and shall end on September thirtieth of the following calendar year. This fiscal year shall also be established as the accounting and budget year. Governmental fund types use the modified accrual basis of accounting, revenues are recognized when susceptible to accrue (i.e., when they are measurable and available. Expenditures are recognized when the related funds liability is incurred, if measurable, except for principle and interest on general long- term debt, which are recorded when due.

Proprietary fund types are accounted for on a full accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred

**B. Funds –** Self-balancing groups of accounts are used to account for city financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund, which is used to account for all transactions not accounted for in other funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project funds.

**C. External Auditing –** The city will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation and must demonstrate that they have the breadth and depth of staff to conduct the city's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the city's financial statements including any federal grant single audits will be completed within 120 days of the city's fiscal year end, and the auditors' management letter will be presented to the city staff within 150 days after the city's fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The city staff and auditors will jointly review the management letter with the City Council within 60 days of its receipt by the staff.

**D. External Auditors Responsible to City Council** - The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the city staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

**E. External Auditor Rotation –** The city will not require external auditor rotation, but will circulate requests for proposal for audit services periodically, normally at five-year

intervals or less.

**F. External Financial Reporting –** The city will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and may be presented annually to the Government Finance Officers Association (GFOA) for evaluation and possibly awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing and auditor availability limitations may preclude such timely reporting. In such case, the Chief Financial Officer will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons therefore.

## III. Internal Controls

**A. Written Policies & Procedures –** The Finance Department is responsible for developing city-wide written policies & procedures on accounting, cash handling, and other financial matters. The Policies will be reviewed by the City Manager and approved by the City Council. The procedures will only need approval by the City Manager.

The Finance Department will assist department managers as needed in tailoring these written procedures to fit each department's requirements.

**B. Internal Audit –** The Finance Department may conduct reviews of the departments to determine if the departments are following the written procedures as they apply to the departments.

Finance will also review the written policies and procedures on accounting, cash handling and other financial matters. Based on these reviews Finance will recommend internal control improvements as needed.

**C. Department Managers Responsible –** Each department manager is responsible to the City Manager to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal control recommendations are addressed.

## IV. Operating Budget

**A. Preparation –** The city's "operating budget" is the city's annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation debt service fund. The budget is prepared using the same basis of accounting as the audited financial statements. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and cooperation of all city departments. The City Manager transmits the document to the City Council thirty (30) days prior to the commencement of the fiscal year per the City Charter. The budget should be enacted by the City Council prior to the fiscal year beginning.

The budget document presented to Council will be in compliance with Article VI Section 6.02 of the City Charter.

A copy of the proposed budget shall be filed with the City Secretary, at the Public Library and available on the City's website when it is submitted to the City Council in accordance with the provisions of the City Charter Article VI Section 6.03.

At the Council meeting at which time the budget is submitted, the Council shall, in conformance with the requirements of state law, shall cause to be published the date, time and place of a Public Hearing. At this hearing, interested citizens may express their opinions concerning items of expenditure, giving reasons for wishing to increase or decrease any such items. This is in accordance with the provisions of the City Charter Article VI Section 6.04.

After public hearing, the Council shall analyze

the budget, making any additions or deletions considered appropriate, and shall, at least three (3) days prior to the beginning of the fiscal year, adopt the budget by a favorable vote. This in accordance with the provisions of the City Charter Article VI Section 6.05.

On final adoption, the budget shall be in effect for the budget year. Final adoption of the budget by Council shall constitute the official appropriations of proposed expenditures for the year and shall constitute the basis of the official levy of the property tax as the amount of tax to be assessed and collected for that tax year. This in accordance with City Charter Article VI Section 6.06.

The annual budget shall be published in a format that satisfies all criteria established by the Government Finance Officers Association's Distinguished Budget Program and shall be submitted for consideration of this award. The final budget document shall be published no later than ninety days following the date of the budget's adoption by City Council.

**B. Balanced Budgets –** An operating budget will be balanced, with current revenues, inclusive of beginning resources, greater than or equal to current operating expenditures/expenses.

**C. Planning –** The budget process will begin with a Staff Budget Retreat followed by a Council Budget Workshop to provide direction to the City Manager on goals of the organization. From Jan. – April, each Department Director will enter their line item budgets into the budget software. ~~submitting Expanded Level of Service (ELS) forms accompanied by a summary form ranking their requests by priority. The Chief Financial Officer will use the current budget as a base line and enter all ELS requests into the accounting system.~~ Meetings are scheduled with the City Manager, Chief Financial Officer and Department Directors, to review their draft budgets. A summary of this draft budget is presented to City Council by the City Manager, at a Budget workshop There will be several more Council budget workshops as the City Manager and staff work through estimating revenue and making the necessary expense cuts to prepare a balanced budget for final approval.

**D. Reporting –** Periodic financial reports are available within INCODE to enable the department managers to manage their budgets and to enable the Finance Department to monitor and control the budget as approved by the City Council. Summary monthly financial reports will be presented to the City Council within 45 days after the end of each month, if council meetings do not interfere with reporting requirement. Such reports will include current year revenue and expenditure budgets and year-to-date actual figures for all major funds.

**E. Control –** Operating Expenditure Control is addressed in another section of the Policies.

**F. Performance Measures –** Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process.

## V. Capital Budget

**A. Preparation –** The city's capital budget will be included in the city's operating budget. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city departments.

**B. Appropriation –** An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned

**C. Control –** All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented

by the City Manager to the City Council for approval.

**D. Alternate Resources –** Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

**E. Debt Financing –** Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

**F. Reporting –** Financial reports will be available to enable the department managers to manage their capital budgets and to enable the finance department to monitor the capital budget as authorized by the City Manager.

## VI. Revenue Management

**A. Simplicity –** The city will strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

**B. Certainty –** An understanding of the revenue source increases the reliability of the revenue system. The city will understand its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.

**C. Equity –** The city will strive to maintain equity in the revenue system structure. It is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., Over 65 property tax exemptions.

**D. Administration –** The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed annually for cost effectiveness as a part of the indirect cost, and cost of services analysis.

**E. Revenue Adequacy –** The city will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.

**F. Cost/Benefit of Abatement –** The city will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as a part of such analysis and presented to the appropriate entity considering using such incentive.

**G. Diversification and Stability –** In order to protect the government from fluctuations in revenue source due to fluctuations in the economy, and variations in weather (in the case of water and wastewater), a diversified revenue system will be sought.

**H. Non-Recurring Revenues –** One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.

**I. Property Tax Revenues –** **For every annual budget, the City shall levy two property tax rates: Maintenance/Operations and Interest/Sinking (debt service). The debt service levy shall be sufficient for meeting all principle and interest payments associated with the City's outstanding general debt obligations for that budget year. The debt service levy and related debt service expenditures shall be accounted for in the Debt Service Fund. The maintenance and operations levy shall be accounted for in the General Fund. The**

City will adhere to state law when calculating these tax rates. Property shall be assessed at 100% of the fair market value as appraised by the Bastrop Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 97% collection rate will serve as a minimum goal for tax collection, with the delinquency rate of 4% or less. The 97% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year.

All delinquent taxes will be pursued as part of the collection contract the City has with the Bastrop County Tax Assessor/Collector.

**J. User-Based Fees –** For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs and services.

**K. General and Administrative Charges –** A method will be maintained whereby the General Fund can impose a charge to the enterprise/ proprietary funds for general and administrative services ( overhead allocation) performed on the funds' behalf. The details will be documented and said information will be maintained in the Finance Department.

**L. Utility Rates –** The city will strive to review utility rates annually and, if necessary, adopt new rates to generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.

**M. Interest Income –** Interest earned from investment of available monies that are pooled will be distributed to the funds monthly in accordance with the claim on cash balance of the fund from which monies were provided to be invested.

**N. Revenue Monitoring –** Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

## VII. Expenditure Control

**A. OPERATING EXPENDITURES -** Shall be accounted, reported and budgeted for in the following categories:

1. **Personnel Costs**
2. **Supplies and Materials**
3. **Maintenance and Repairs**
4. **Occupancy**
5. **Contractual Serives**
6. **Other Charges**
7. **Contingency**

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**B. Appropriations –** The level of budgetary control is the department level budget in all Funds. Transfers between expenditure accounts within a department may occur with the approval of the Department Director. City Manager approval is required if transferring from a personnel or capital accounts within a department. When budget adjustments (i.e., amendments), are required between departments and/or funds, these must be approved by the City Council through an Ordinance

**C. Vacancy Savings/Contingency Account –** The General Fund Contingency Account will be budgeted at a minimal amount ($35,000). The contingency account balance for expenditures may be increased quarterly by the amount of available vacancy savings.

**~~C~~D. Contingency Account Expenditures –** The City Council must approve all

contingency account expenditures over $50,000. The City Manager must approve all other contingency account expenditures.

**E. Central Control –** Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled by the City Manager.

**F. Purchasing Control –** All purchases shall be made in accordance with the city's Purchasing Policy. Authorization levels for appropriations previously approved by the City Council are as follows: below Directors $1,000 (Directors can request to have this amount raised by submitting a written request to the Finance Department), for Directors up to $9,999, for Chief Financial Officer up to $14,999, and with any purchases exceeding $15,000 to be approved by the City Manager.

**G. Professional Services –** Professional services will generally be processed through a request for proposals process, except for smaller contracts. The City Manager may execute any professional services contract less than $50,000 provided there is an appropriation for such contract.

**H. Prompt Payment –** All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the city's investable cash, where such delay does not violate the agreed upon terms.

## VIII. Asset Management

**A. Investments –** The city's investment practices will be conducted in accordance with the City Council approved Investment Policies.

**B. Cash Management –** The timing and amount of cash needs and availability shall be systematically projected in order to maximize interest earnings from investments.

**C. Investment Performance –** A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Council.

**D. Fixed Assets and Inventory –** These assets will be reasonably safeguarded properly accounted for, and prudently insured. The City will perform an annual inventory of all assets with a value greater than $1,000. Asset control will be conducted in accordance with the City Council approved Purchasing Policy Sec. IV.

## IX. Financial Condition and Reserves

**A. No Operating Deficits –** Current expenditures should be paid with current revenues. Deferrals, short-term loans, or one-time sources should be avoided as budget balancing technique. Reserves will be used only for emergencies on non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.

**B. Operating Reserves –** Failure to meet these standards will be disclosed to the City Council as soon as the situation is recognized and a plan to replenish the ending resources over a reasonable time frame shall be adopted.

1. The General Fund ending fund balance will be maintained at an amount up to three months' worth of estimated expenditures or at a level of 25% of budgeted operating expenditures.

2. The Enterprise/ Proprietary Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.

3. Fund balances which exceed the minimum level established for each fund may be appropriated for non-recurring capital projects.

**C. Risk Management Program –** The city will aggressively pursue every opportunity to

provide for the public's and city employees' safety and to manage its risks.

**D. Loss Financing –** All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported claims, and actuarial determinations and such reserves will not be used for any purpose other than for financing losses.

**E. Enterprise/ Proprietary Fund Self-Sufficiency –** The city's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in- lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in- lieu-of-property taxes and/or franchise fees until the fund is able to pay them.

**F. Hotel Occupancy Tax Fund –** This fund has a long-term effect on the City's economy and the reserve level needs to be sufficient to allow the fund to operate if a downturn in the economy occurred. Sufficient level of reserves should be a minimum of one year of expenditures to allow the City to ensure continuity of the organizations promoting tourism. Policy makers will need to determine priorities and funding levels should the economic downturn be expected to exceed the current adopted budget plus one-year reserves.

## X. Debt Management

**A. Self-Supporting Debt –** When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

**B. Analysis of Financing Alternatives –** The city will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves or current monies.

**C. Voter Authorization –** The city shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the city may elect to obtain voter authorization for Revenue Bonds.

**D. Bond Debt** – The City of Bastrop will attempt to maintain base bond ratings of AA2(Moody's Investors Service) and AA (Standard & Poor's) on its general obligation debt, and AA- on its revenue bonds. In an attempt to keep the debt service tax rate flat, retirement of debt principal will be structured to ensure constant annual debt payments when possible.

**E. IRS Compliance** – The City will have a written policy for monitoring compliance with IRS laws and regulations for tax exempt debt.

## XI. Staffing and Training

**Adequate Staffing –** Staffing levels will be adequate for the fiscal functions of the city to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload scheduling alternatives will be explored before adding staff.

**Training –** The city will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

## XII. Grants Financial Management

**A. Grant Solicitation –** Each department is responsible for researching and applying for grants that support needs within their department. The purpose of this policy is to

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ensure grant funding is solicited with prior approval of the City Manager. The grant application should only be made with input from pertinent departments. ~~The City Manager will be informed about available grants by the departments. The City Council will have final approval Over which grants are applied for~~. The grants should be cost beneficial and meet the city's objectives.

**B. Grant Acceptance – All grants awarded to the City of Bastrop must be accepted by action of the City Council. If the grant opportunity is identified early enough for inclusion in the annual budget, is shall be identified and budgeted in revenue and expenditure accounts. If the grant is accepted but has not been included in the annual budget, a budget amendment shall be requested to reflect the revenues and expenditures associated with the grant.**

~~B~~C. **Responsibility** – Departments will oversee the day to day operations of grant programs, will monitor performance and compliance, and will also keep the Finance Department informed of significant grant-related plans and activities. Finance Department staff members will serve as liaisons with grantor financial management personnel, will prepare invoices, and will keep the books of account for all grants.

## XIII. Annual Review and Reporting

**A. Annual Review** - These Policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget.

**B. Reporting** - The Chief Financial Officer will report annually to the City Manager on compliance with these policies.

**Lynda K. Humble, City Manager**

**Tracy Waldron, CFO**

**History of Financial Policies:**
Previously Approved 9/23/14
Previously Approved 10/25/16
Previously Approved 5/9/17
Previously Approved 9/26/17

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# Financial Policy

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 5C

**TITLE:**
Receive update on the Boards and Commissions Ordinance.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
On September 26, 2017, the City Council discussed proposed changes to the Boards & Commissions Ordinance. Staff has taken the recommendations discussed at this meeting and incorporated them into a draft ordinance.

After a review of the ordinances in collaboration with Bojorquez Law Firm, the decision was made to create an ordinance that amends all the sections of the Code of Ordinance with the updates recommended by City Council.

**POLICY EXPLANATION**:
In order to update this Ordinance, Staff is seeking direction and input on the following items:

1. Residency Requirements – the recommendation was made to allow residency in the city limits or its extraterritorial jurisdiction on each board or commission unless overwise controlled and mandated by state or federal law or exception stated in the code.

2. Number of Members on Each Board or Commission - the recommendation was made to have 7 members on each board or commission and shall be assigned a “place” unless overwise controlled and mandated by state or federal law or exception stated in the code.

3. Terms - Two (2) consecutive terms of three (3) years with a full term abstained for that same board. They would be eligible for appointment on a different board. Term limits would encourage new ideas and allow for broader citizen participation on each board over time.

4. There were two (2) boards that Mayor Schroeder did not appoint members, which included the Vision Task Force and North Area Form Based Codes. Council was in agreement to dissolve these two committees through the appropriate action.

5. Board and Commission appointments are being aligned with the City’s fiscal year. This ordinance is being updated to reflect the current schedule of providing notices of vacancies in July and appointments being approved in September for ratification effective October 1st of each year.

6. Attendance of Board & Commission Members should be updated monthly to the City Secretary. If attendance by a specific member becomes an issue, it will be addressed according to policy during the year with timely communication between the Staff Liaison, City Secretary, and Mayor.

7. Any additional suggested change by Council Members for inclusion in the Board & Commission Ordinance and/or Resolution.

Staff is seeking input and direction on the items listed above in order to update the City's Board & Commission Ordinance.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Receive update on the Boards and Commissions Ordinance.

**ATTACHMENTS:**

- PowerPoint

# Boards & Commissions Ordinance Update

- September 26, 2017 – Council workshop session
- Recommendations were made at that meeting
- Staff has worked with legal to draft an Ordinance streamlining the membership criteria and appointment process

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# Boards & Commissions Ordinance Update

## Chapter 1, Article 1.02.002 Administration

(b)(1)(D)(5) Attendance records will be provided to the City Secretary monthly and once a member is not in compliance with the attendance requirements, she will inform the Mayor.

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# Boards & Commissions Ordinance Update

## Chapter 1, Article 1.04.001 Attendance at meetings; appointments

(c)(2) City will provide notice of openings in July (previously was April)

(c)(5) Appointments will be made in Sept. of each year with an effective date of Oct 1st

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# Boards & Commissions Ordinance Update

## Chapter 1, Article 1.04.002 Membership, terms and filling of vacancies

(1) Can only serve three (2) consecutive terms, must abstain from that board for at least one full term
(2) 7 members – unless controlled by federal or state law, or note an exception in the code.

(3) Three (3) year terms – staggering of membership, by place, will begin after first meeting in October (previously July)

(6) Board members shall reside within the City limits or the City's ETJ unless otherwise noted

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# Boards & Commissions Ordinance Update

## Boards controlled by rules set in Chapter 1, Article 1.04.002 Membership, terms and filling of vacancies

- Bastrop Art in Public Places
- Construction Standards Board of Adjustments and Appeals
- Fairview Cemetery Advisory Board
- Library Board
- Main Street Advisory Board
- Parks and Public Tree Advisory Board

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# Boards with Exceptions

| BOARD | EXCEPTION |
|---|---|
| Ethics Commission | No Change in # of members |
| Bastrop Housing Authority Commission | Controlled by Local Government Code 392.0331 |
| Zoning Board of Adjustments/Sign Review Board | Controlled by Local Government Code Chp. 211 |
| Economic Development Corp. | Resolution created the initial board, governed by own By-laws referencing Dev. Corp Act of 1979 as amended |
| Hunter's Crossing Local Gov. Corp. | City approved Articles of Inc. Dec. 9, 2003, governed by own By-laws & Local Gov't. Code Chp. |
| Planning & Zoning Commission | Controlled by Local Government Code Chp. 211 |
| Youth Advisory Council | No Change in # of members, terms & residency |
| Historic Landmark Commission | City residence only (not open to ETJ) |

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 5D

**TITLE:**
Discuss the Fairview Cemetery Memorial Tree Program.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
City of Bastrop Code of Ordinances, Chapter 15 – Cemeteries, Article 15.01 - Fairview Cemetery restricts the planting of trees by plot owners and their heirs to ensure that any trees that are planted are both native to the area and proper for the cemetery and local environment.

Due to this restriction, a replacement plan became critical to maintaining the future beauty of Fairview Cemetery as the original trees were lost to age, disease, and weather-related causes.

As many families wish to donate something long-lasting and meaningful in their loved ones' memory, the Fairview Cemetery Memorial Tree Program was designed to meet the desire to provide something long-lasting and the need to ensure the selection and placement of proper trees for Fairview Cemetery.

The Fairview Cemetery Advisory Board met on March 27, 2019 and June 26, 2019, to review and discuss the Fairview Cemetery Memorial Tree Program. After discussion, the Board was in favor of the program and recommended it be brought to City Council for approval as represented in the brochure.

**POLICY EXPLANATION**:
City of Bastrop Code of Ordinances, Chapter 15 – Cemeteries, Article 15.01 - Fairview Cemetery restricts the planting of trees by plot owners and their heirs. All trees planted are to be planted by the City of Bastrop.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Discuss the Fairview Cemetery Memorial Tree Program.

**ATTACHMENTS:**
- Memorial Tree Program Brochure

## About the Cemetery

Fairview Cemetery is located at 1408 Highway 95 N in Bastrop, Texas. With beautiful, unique, and historic gravesites dating back to the 1800's, Fairview is listed on the State of Texas Historic Cemetery Listing.

## Memorial Tree Program

After reviewing the Fairview Cemetery Ordinance in 2017, it was decided to continue restricting the planting of trees by plot owners and their heirs to ensure that any trees that are planted are both native to the area and proper for the cemetery and local environment.

Due to this restriction, a replacement plan became critical to maintaining the future beauty of Fairview Cemetery as the original trees were lost to age, disease and weather related causes.

As many families wished to donate something long-lasting and meaningful in their loved ones' memory, the Fairview Cemetery Memorial Tree Program was designed to meet the desire to give something long-lasting and the need to ensure the selection and placement of proper trees for Fairview Cemetery.

## Fairview Cemetery

Name: _____

Address: _____

_____

Telephone: _____

Email: _____

Desired Tree (see approved list, opposite side):

_____

The donation to the Memorial Tree Program is $650. This includes one 30 gallon tree, a 4" X 8" memorial plaque and 2 years maintenance.

Mail this form along with your donation (payable to City of Bastrop) to:
Fairview Cemetery Memorial Tree Program
c/o City of Bastrop—Finance Dept.
PO Box 427
Bastrop, TX 78602

<u>Tree Plaque Format</u>

All plaques for trees will be inscribed using the following format:

In memory/Loving memory/Honor of
Bob Smith
April 3, 1945—October 15, 2015

Inscription:

Name: _____

Dates: _____

_____

*Thank you for supporting the Fairview Cemetery Memorial Tree Program.*

# FAIRVIEW CEMETERY

# Memorial Tree Program

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www.cityofbastrop.org

Chinquapin Oak

Texas Mountain Laurel

Lacey Oak

Monterrey Oak

Mexican Plum

To ensure a higher survival rate, your tree will be planted between October and April. Specific locations have been identified for the planting of trees and you may choose from one of the designated locations. The newly planted tree will be cared for by city staff for 2 years. If the tree dies within that time, it will be replaced by another tree at no additional cost.

Approved trees for the Fairview Cemetery Memorial Tree Program are listed and pictured here.

Chinquapin Oak
Texas Mountain Laurel
Lacey Oak
Monterrey Oak
Mexican Plum
Cedar Elm
Texas or Mexican Redbud
Crepe Myrtle
Pecan

Your donation of $650 will cover the cost of one 30 gallon tree, a 4”X8” plaque, as well as care and maintenance while the tree becomes established.

Cedar Elm

Texas or Mexican Redbud

Crepe Myrtle

Pecan

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 5E

**TITLE:**
Receive briefing on Easement Acquisition on Main Street Rehabilitation Project.

**STAFF REPRESENTATIVE**:
Rebecca Gleason, Main Street Manager

**BACKGROUND/HISTORY**:
In June 2018, a presentation was made to the Council concerning the "Main Street Road Project". It provided a history of the Main Street Rehabilitation Project going back to the 2014 City Bond. This presentation will provide an update to that Project concerning the status of signed/unsigned easements.

The Main Street Manager was brought onto this project at the end of April 2019. The easement standings were as follows at that time:

| | |
|---|---|
| TOTAL EASEMENTS | **54** |
| TOTAL OWNERS | **40** |
| SIGNED EASEMENTS | **30** |
| SIGNED OWNERS | **22** |
| UNSIGNED EASEMENTS | **24** |
| UNSIGNED OWNERS | **18** |
| PERCENTAGE SIGNED | **55.56%** |
| PERCENTAGE MISSING | **44.44%** |

On July 9, 2019, the Main Street Manager went before Council to update them on the above standings and lay out a plan to attempt to collect the remaining easements. The City has worked with both the City Attorney and our Engineer on the project to draft individual easements for each of the necessary properties. It was determined that we would not need to collect any easements along Pine Street which were included in the original scope therefore brining the total necessary easements from 54 to 52. After several weeks of collecting signatures, the current standings are outlined below:

| | |
|---|---|
| TOTAL EASEMENTS | **54** |
| SIGNED EASEMENTS | **30** |
| UNSIGNED EASEMENTS | **24** |
| PERCENTAGE SIGNED | **76.92%** |
| PERCENTAGE MISSING | **23.08%** |

*Note that numbers are as of Staff Report date of 9/5/19

**ATTACHMENT:**

- PowerPoint Presentation

# Briefing and Discussion on Main Street Rehabilitation Project Easement Acquisitions

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# Easement Acquisition Update

| | |
|---|---|
| TOTAL EASEMENTS | 52 |
| SIGNED EASEMENTS | 40 |
| UNSIGNED EASEMENTS | 12 |
| START PERCENTAGE SIGNED | 55.56% |
| START PERCENTAGE MISSING | 44.44% |
| CURRENT PERCENTAGE SIGNED | 76.92% |
| CURRENT PERCENTAGE MISSING | 23.08% |

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# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM:** 5F

**TITLE:**
Receive a presentation and discuss incorporated changes to the Bastrop Building Block Code updates, technical manual, and pattern book with Matt Lewis.

**STAFF REPRESENTATIVE**:
Matt Jones, Director of Planning and Development

# BASTROP BUILDING BLOCK (B³) CODE

**CITY OF BASTROP, TEXAS**
ADOPTION: MONTH, YEAR

Draft B3 Code 9-5-19

simplecity.design

# THE CITY OF BASTROP, TEXAS

## BASTROP CITY COUNCIL

Connie Schroeder, Mayor
Lyle Nelson, Mayor Protem
Willie Lewis "Bill" Peterson
Drusilla Rogers
Bill Ennis
Doc Jackson

## BASTROP PLANNING & ZONING COMMISSION

Cheryl Lee
Patrick Connell
Tom Dawson
Richard Gartman
Cynthia Meyer
Matt Lassen
Debbie Moore
Greg Sherry
Pablo Serna
Dawn Kana

## CITY STAFF

Lynda Humble, City Manager
Alan Bojorquez, City Attorney
Matt Jones, Planning Director
Jennifer Bills, Assistant Planning Director
Trey Job, Public Works Director
James Altgelt, Police Chief
Andres Rosales, Fire Chief
Jerry Palady, City Engineer

## SIMPLECITY DESIGN TEAM

Matt Lewis, CEO
Jordan Feldman, Planner
John Foreman, Planner
Milosav Cekic, Architect
Dede Christopher, Architect & Illustrator
Contributors :
Howard Blackson
Geoff Dyer
Dan Bartman
Buie & Co.
Kimley-Horn and Associates

# FOREWORD

### EXECUTIVE SUMMARY:

The creation of the Bastrop Building Block (B³) Code was guided by the following City Council purpose statement:

**"To create a fiscally sustainable community through land-use regulations that are authentically Bastrop and geographically sensitive."**

The patterns of the built and natural environment of Bastrop, the Comprehensive Plan, the Iredell map and the DNA of downtown captured in the DNA Report were used to inform and shape the standards of the B³ Code. Public feedback loops were handled through a series of Rodeos, focusing city design, and the B³ Code specific standards. The Rodeos provided a fun, open platform for participation and for real conversations to be held in many public forums. The standards which makeup the basic Building Blocks of Bastrop were extracted during the DNA analysis process. The standards were then translated into modern times and assembled into the B³ Code to shape the Bastrop of the future: A city of complete neighborhoods.

**Bastrop welcomes development through the B³ Code standards.**

## EXPLANATION OF THE CODE:

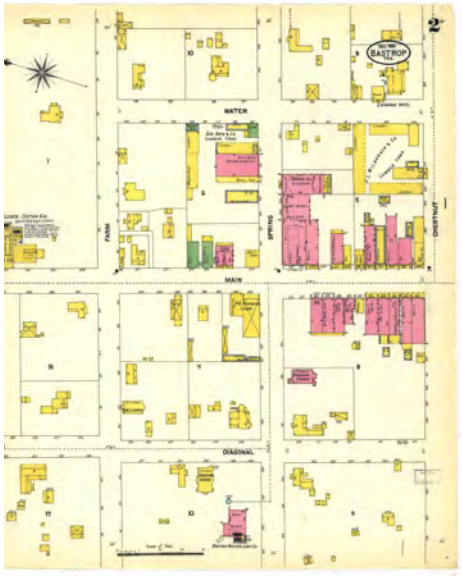
B³ Code is organized in a hierarchal structure from the highest scale, citywide planning, to the smallest scale, the lot and building. This Code builds neighborhoods inclusive of all place types necessary to live in close proximity to services, a variety of housing types, and relief from the city through the integration of nature. The location of place types is handled by geographically determined standards. The place types, align with the street types, the frontage types and building types to ensure all the components of the neighborhood work together in harmony. Each section of the Code uses standards which guide development to be holistic to each building, street, block, and neighborhood.

## THE B3 STANDARDS ARE ORGANIZED BY:

**Bastrop Subdivision Ordinance-** The standards and processes used to divide land into complete and walkable neighborhoods and places. The standards are organized by public and private realms and align with the characteristics of the individual sites, character districts, and place types.

**Character Districts-** Character Districts are the largest regulating geographic boundary in the Code. They guide standards for the geography they represent.

**Development Patterns-** Different geographies support varying styles of human settlements. There are three distinct development patterns introduced in the code: Traditional Neighborhood Devlopment (TND), Cluster Land Development (CLD) and Village Center Development (VCD).



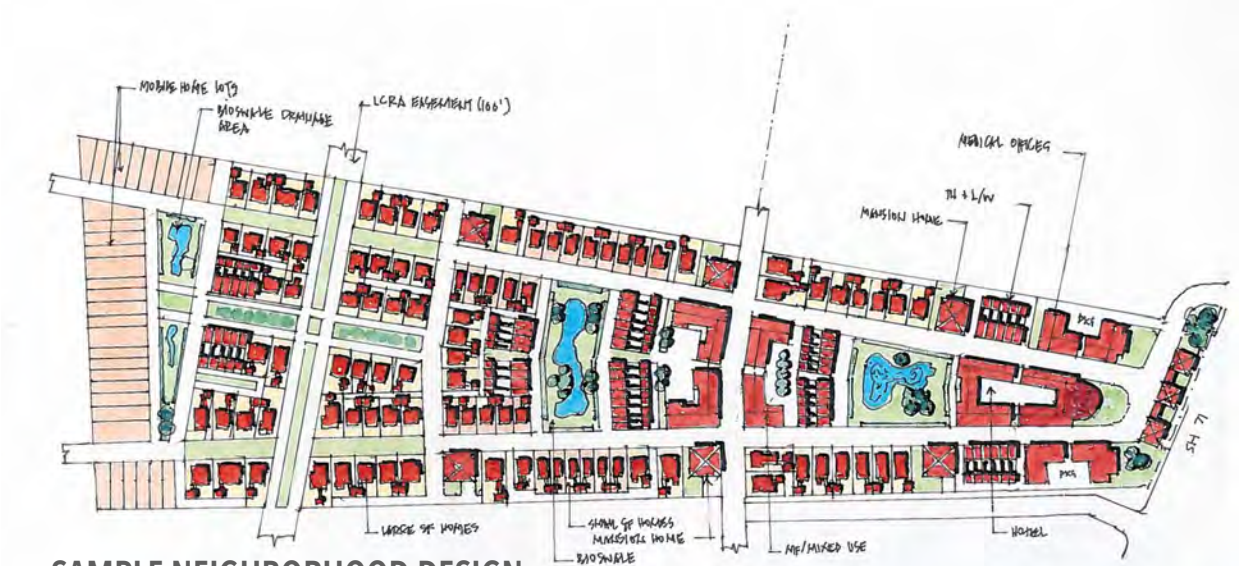
1901 Sanborn Map of Bastrop

**Place Types-** Place types replace conventional zoning with identifiable characteristics which represent a five arrangements of places. Place types begin with nature and intensify to urban settings.

**Street Types-** Street types serve as the connections between places, and therefore they too transition from natural form to urban form. All bodes of transportation are supported by the variety of street types presented in the B3 Code.

**Block Types-** Blocks are the foundation for development in Bastrop. Block types, too match the level of intensity of development they are serving. The block types will vary from rural to urban becoming more formal as the urbanity increases. See the Pattern Book for more examples of block types.

**Building Types-** Building types correspond with the place types and street types. Building types are contained within each place type to confirm the intensity of development aligns with the infrastructure and building forms to support the wide variety of building types.




SAMPLE NEIGHBORHOOD DESIGN

## B3 CODE INTENT:

The intent of the Code is to establish the standards which enable, encourage, and ensure the community achieves:

- ✓ Fiscal Sustainability
- ✓ Geographically Sensitive Developments
- ✓ Walkability

The intent Article of this Code is organized into three categories, from largest scale to smallest:

1. The City
2. The Neighborhoods
3. The Building Blocks & Buildings

## THE CITY

### THE CITY OF BASTROP WILL:

- Adopt standards and processes that result in fiscally sustainable development and promote incremental development with intentional character by focusing on the intersection of the Public and Private Realms;
- Retain its natural infrastructure and visual character derived from topography, woodlands, farmlands and waterways;
- Encourage Infill and redevelopment growth strategies along with new neighborhoods;
- Develop properties contiguous to an existing built environment in the pattern of Infill Traditional Neighborhood Development (TND) or Infill Village Center Development (VCD) and be integrated with the existing grid pattern;
- Develop properties non-contiguous to an existing built environment organized in the pattern of Traditional Neighborhood Development (TND), Cluster Land Development (CLD), or Village Center Development (VCD);
- Plan and reserve transportation corridors in coordination with land development;
- Define and connect the built environment with trails and greenways; and,
- Create a framework of transit, pedestrian, and bicycle systems that proved alternatives to the automobile.

## THE NEIGHBORHOOD

### THE CODE PROMOTES:

- Complete neighborhood developments, not residential subdivisions;
- Traditional Neighborhood Development as the preferred Development Pattern where the natural landscape allows;
- Development along the frontage of the Colorado River, the greatest and most attractive natural feature of the City, using the natural topography as a public amenity;
- Ordinary activities of daily living to occur within walking distance of most dwellings, allowing independence to those who do not drive;
- Interconnected networks of streets designed to disperse traffic and reduce the length of automobile trips;
- A range of housing types and price levels within neighborhoods to accommodate diverse ages and incomes;
- Civic, institutional, and commercial activity to be included in P4 Mix and P5 Core, not isolated in remote single-use complexes;
- Schools to be sized and located to enable children to walk or bicycle to them; and,
- A range of Civic Spaces including parks, squares, plazas, and playgrounds to be distributed throughout the City.

## THE BUILDING BLOCK AND THE BUILDING

### WITHIN THE CODE:

- The Building Block scale is key to creating walkable, timeless places which can evolve with shifting trends;
- Buildings and landscaping should contribute to the physical definition of streets as Civic Spaces;
- Development should adequately accommodate automobiles while respecting the pedestrian in the Public Frontage;
- The design of streets and buildings should reinforce safe environments, but not at the expense of accessibility;
- Architecture and landscape design should grow from local climate, topography, history, and building practice;
- Public gathering places should be provided as locations that reinforce community identity and ownership;
- Civic Buildings should be distinctive and appropriate to a role more important than the other buildings that constitute the fabric of the city; and,
- The preservation and renewal of historic buildings should be facilitated, to affirm the continuity and evolution of the City.

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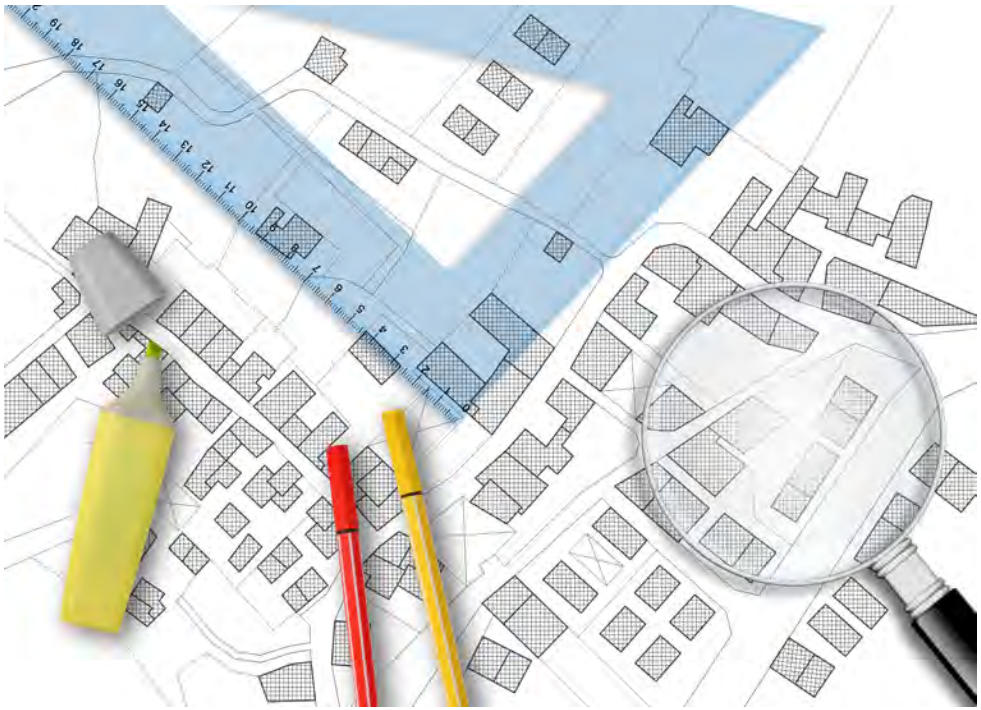
# CHAPTER 1 SUBDIVISIONS

This chapter presents an overview of the City of Bastrop's (City's) Subdivision Ordinance to assist design professionals and applicants in preparing plats and reports needed for plat recordation. It identifies requirements for preparing preliminary plats, final plats and minor plats.



## ARTICLE 1.1 GENERAL

These regulations shall govern every person, firm, entity, association or corporation owning any tract of land within the corporate limits or extraterritorial jurisdiction (ETJ) of the City of Bastrop who proposes to:

(a) Divide the tract into two (2) or more parts for the purpose of:

(1) Laying out any subdivision of land or any addition to the City, or

(2) Laying out suburban lots, building lots, or any lots, streets, alleys, parks or other portions of property intended for public use, or

(3) Using lots fronting thereon or adjacent thereto, by purchasers [or] owners of such lots or property.

(b) Modify any instrument previously adopted for any of the purposes noted herein.

There are two type of processes available through the city by which one may subdivide or modify prior subdivisions. They are:

(a) Standard Plat- Generally applicable for initial platting and modifications of plats when any parcel is less than five acres in size;

(b) Administrative Plat - Generally applicable for initial platting and minor modifications where no more than four (4) lots are involved and other criteria set by the City are met.

### SEC. 1.1.001: DORMANT FINAL SUBDIVISION PLATS

(a) Expiration of Dormant Final Plats: Council approval of a final subdivision plat expires at the end of three hundred and sixty-five days (365) from the date of City Council approval, unless: (1) the subdivider has recorded the final plat in the County deed records of Bastrop County, or (2) in the sole discretion of the City, substantial progress has been made on the development approved, as per the final subdivision plat. The City Council may, if written request from the subdivider is received prior to the end of the 365-day period, grant an extension for up to 180 additional days. Only one such extension shall be granted. If any major changes are requested by the subdivider and/or are required by the City Council, the Council may require submission of either a new preliminary and/or a new final plat.

## ARTICLE 1.2 DEFINITIONS

### SEC. 1.2.001: GENERAL

For the purposes of this Code, certain terms and words are hereby defined; terms not defined herein shall be constructed in accordance with customary usage in municipal planning and engineering practices.

Administrative Procedure - the procedure to be followed for the approval of the subdivision or re-subdivision of an existing lot(s) when such subdivision meets certain limited conditions set by the City.

Amending Plat – plat as defined in § 212.016 of the Texas Local Government Code and the procedure for such plats shall be the same as the procedure as defined herein.

Applicant/Subdivider – the owner or his appointed representative(s) that proposes to subdivide a tract of land within the corporate City limits of [or] ETJ of the City of Bastrop.

City Engineer – a registered Engineer or his representative employed by the City and shall not be employed by the developer/subdivider without prior approval of the City Council.

City or The City – City of Bastrop.

City Secretary – the City Secretary of the City of Bastrop or the authorized representative of the secretary.

City Zoning & Planning Commission – the commission appointed by the City Council of the City of Bastrop to assist the City Council in zoning and planning within the City's corporate boundary.

Extraterritorial Jurisdiction (ETJ) – that area adjacent to the corporate limits of the City over which the City is authorized to control, among other things, subdivision as prescribed or defined by law.

Filed – A plan or permit application shall be reviewed for completeness and be deemed administratively complete to be considered filed.

Homeowners Association – an incorporated or unincorporated association that is designated as the representative of the owners of the property in the Suburban Subdivision that: (1) has a membership primarily consisting of the owners of the property covered by the dedicatory instrument for the Suburban Subdivision, and (2) manages and/or regulates the Suburban Subdivision for the benefit of the owners of property in the subdivision.

Major Street – a principal traffic thoroughfare which continues or is intended to continue across the City and which serves to connect remote parts of the City. It may also be a principal connecting street with state or US highways.

Minor or Residential Streets – all streets not otherwise indicated.

OSSF – on-site wastewater disposal systems and facilities, commonly referred to as septic systems, whether of a traditional or "engineered" design.

Plat – a map or chart of the subdivision. It shall include plan, plat or replat, both singular and plural.

Public Wastewater Treatment and Collection System – a system that is installed and maintained by an entity which holds a wastewater CCN from the State and is served by a wastewater Treatment Facility which holds a discharge permit from the TCEQ, or successor entity.

Replat – a plat as defined in § 212.014 or § 212.015 of the Local Government Code and the procedure for such plats shall be the same as Standard Procedure as defined herein.

Resubdivision – the division of any part of an existing subdivision, including any change of lot(s) size therein, and/or with relocation of any street lines.

Rural Subdivision – a subdivision where the average area of platted lot(s) is two (2) acre(s) or greater excluding streets and public areas with a minimum area of one (1) acre for each and every lot. Where a portion of a lot lies within the 100 year flood plain or within a drainage easement, the one (1) acre minimum shall exclude the area located within the flood plain or drainage easement. In no case can more than fifteen (15) percent of the total number of lots in the rural subdivision be less than one and one-half (1.5) acres each.

Secondary or Collector Street – a continuous street through several residential districts intended as a connecting street between residence districts and major streets or business districts.

Shall, Must or Will – The word “shall, must or will” shall be deemed mandatory,

Should or May - The word “should or may " shall be deemed permissive.

Small Rural Subdivision – a rural subdivision containing four (4) or fewer lots fronting on an existing state highway or county road and not requiring the creation of any new street or road nor require drainage facilities. A small rural subdivision does not have to meet the average lot size of two (2) acres or greater but each and every lot must have a

minimum area of one (1) acre excluding areas within the 100 year flood plain. The entire parent tract being subdivided must comprise the entire area of the four (4) or fewer lots created. Subsequent subdividing of any tract to create subdivisions of four (4) or fewer lots is prohibited.

Sketch Drawing - a preliminary design of a subdivision and/or development that illustrates the layout of rights-of-way, blocks, lots, easements, civic/open spaces, drainage areas, and land uses. A sketch drawing is preliminary in nature but provides enough detail to define the physical form of a subdivision and/or development to allow staff to provide relative feedback to an applicant.

Standard Procedure – the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided.

Standard Subdivision – the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided.

Subdivision – the division of any lot, tract or parcel of land into two or more parts in order to lay out a subdivision of the tract, including an addition to the City, to lay out a neighborhood, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts. A division of a tract under this subsection includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method. A division of land under this subsection does not include a division of land into parts greater than five acres each, where each part has access to a public road, and no public improvement is being dedicated. Further, divisions of land resulting from sales, conveyances, or transfers of easements or parcels of land to public entities for public utility right of way, drainage, or similar public purposes, shall not be included within this definition of "subdivision." Each subdivision shall be classified as a rural or standard subdivision.

Suburban Subdivision – a subdivision in which the minimum lot width is one hundred and twenty-five feet (125') and the minimum lot size is one (1) acre, if on-site sewer facilities are to be used on the lot; or the minimum lot size is 0.6 acres if the public sewer collection and treatment system serves the lot.

Texas Department of Transportation and/or TxDOT – the state agency authorized by the State Legislature, or its successor agency, to regulate matters related to highway and road construction. (Note: When any TxDOT standard, "Item" regulation, definition or other matter is referenced, utilized, or adopted herein, the City also specifically adopts by this note of reference, and shall automatically apply without further amendment to this Code, the applicable successor TxDOT standard(s), "Item(s)", regulation(s), definition(s) or other matter(s), as amended by State law over time).

Total Construction Cost – the direct cost to the applicant of all construction contracts for the subdivision; items on [of] construction, including labor, materials and equipment necessary to complete all work (including extras) for final acceptance by the City.

Transmission lines – Electric transmission lines are electric power lines operated at 50 KV or above as further described in Section 25.5 Substantive rules applicable to Electric Service Providers, Subchapter A, "General Provisions, Definitions" (#140). Gas, petroleum or like transmission pipelines are those facilitating transfer from one storage facility to another and more fully described in definition (25) Transportation or to transport under Texas Administrative Code Rule Title 16 Economic Regulation, Part 1 Railroad Commission, Chapter 3 Oil and Gas Division, Rule 3.79 Definitions.

## ARTICLE 1.3 PURPOSE, AUTHORITY AND JURISDICTION

### SEC. 1.3.001 PURPOSE

Under the authority of the Texas Local Government Code Chapter 212, which is hereby made a part of these regulations, the City Council of the City of Bastrop does hereby adopt the following regulations to hereafter control the subdivision of land within the corporate limits of the City of Bastrop and in the unincorporated areas lying within the extraterritorial jurisdiction of the City of Bastrop, in order to provide for the orderly development of the areas and to secure adequate provision for traffic, light, air, recreation, transportation, water, drainage, sewage and other facilities.

### SEC. 1.3.002 AUTHORITY

It shall be unlawful for any land owner or the agent of any landowner to lay out, subdivide, plat or replat any land into lots, blocks and streets within the jurisdictional limits of the City or its extraterritorial jurisdiction without the approval of the City Council. It shall also be unlawful for any such owner or agent to offer for sale or to sell any such property therein or thereby which has not been laid out, subdivided, platted

or replatted in accordance with this Code, and furnished with all of the street, drainage, utility, and other improvements required by the City of Bastrop ordinances, and such improvements approved by the City Engineer or representative in accordance with Section 1.4.007.

### SEC. 1.3.003 JURISDICTION

The City will make no improvements nor will the City maintain any streets or furnish any public utility service in any addition or subdivision for which approved preliminary and final plats are not on file with the City Secretary and the County Clerk. Likewise, the City will make no improvements, nor will the City maintain any streets or furnish any public utility service in any addition or subdivision which has not been provided with all streets, drainage, utilities, and other required improvements, all of which having been approved by the City Engineer or representative in accordance with Section 1.4.007.

### SEC. 1.3.004 PERMITTING

No street number and no building permit shall be issued for the construction of any building on any piece of property subdivided after April 20, 1981, unless said property has been subdivided in accordance with this Code, and all required streets, utilities, drainage, and other required improvements have been completed and approved by the City Engineer or representative in accordance with Section 1.4.007.

### SEC. 1.3.005 BUILDING BASROP TECHNICAL MANUAL (B3TM)

The B3TM is hereby adopted by reference as if set forth in full. The B3TM shall contain specifications and policy guidance necessary to comply with the Texas Local Government Code Chapter 212 and the City's Subdivision and Zoning Ordinances. The B3TM may be amended administratively from time to time by the Director of Planning & Development to maintain compliance with state law provisions and City ordinances.

## ARTICLE 1.4 PLATTING PROCEDURES

### SEC. 1.4.001 STANDARD PROCEDURE - PLATTING

(a) Plat Required

Refer to Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.004 – Plat Required. All plats shall meet the requirements of Ordinance No. 2019-27, Enhanced Permit Review Process, as a condition prior to submitting a plat to the City.

(b) Delegation of Approval Responsibility

The City Council hereby delegates approval authority to the Director of Planning and Development in accordance with Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.0065.

(c) Vacating Plat

Refer to Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.013 – Vacating Plat.

(d) Replat

Refer to Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.014 – Replatting without Vacating Preceding Plat; Section 212.0145 – Replatting without Vacating Preceding Plat: Certain Subdivisions; Section 212.015 – Additional Requirements for Certain Replats.

(e) Amending Plat

Refer to Texas Local Government Code Chapter 212, Subchapter A. Regulations of Subdivisions, Section 212.016 - Amending Plat.

*Reference B3 Technical Manual for submittal requirements, checklists, timelines and public notification.*

## SEC. 1.4.002 PRELIMINARY PLAT

(a) Preliminary Plat is required if a property is being subdivided into five (5) or more lots or right-of-way dedication with roadway improvements is required. The purpose is to present a detailed layout of the proposed subdivision in order to facilitate review by the Planning & Zoning Commission of the proposed subdivision's street and drainage system, easements, utilities, building lots, and other lots including parkland.

(b) Preliminary plats shall be submitted for approval, in accordance with Sections 3.1.2 Submittal of the B3TM after complying with 3.1.3 Plat Requirements of the B3TM and prior to the approval of a final plat.

## SEC. 1.4.003 PRELIMINARY PLAT SUBMISSION & REVIEW REQUIREMENTS

(a) Step One: Pre-Development Meeting

(1) In order to file a Preliminary Plat, a Pre-Development Meeting shall be required.

(A) To schedule a Pre-Development Meeting, applicants must submit:

i. Sketch drawing of lots, blocks, and street layout

ii. Concept drainage plan, as required in Section 2.B.3 of the Stormwater Drainage Design Manual.

iii. Completed Pre-Development Meeting Application

(2) Staff will review for compliance with all existing and applicable State Law and City requirements and provide written feedback to the applicant within five (5) days of the conclusion of the meeting.

(b) Step Two: Preliminary Drainage Plan

(1) A preliminary drainage plan, as required in Section 2.b.4 of the Stormwater Drainage Manual, shall be submitted and approved by the City Engineer along with a geotechnical report by a qualified professional testing laboratory to determine the engineering characteristics of soil, rock and/or fill material such that a geotechnical engineer can then determine and design the type of foundations, earthworks, drainage infrastructure design, and/or pavement subgrades required for the intended man-made structures to be built.

(2) Once Step Two is completed, the applicant can proceed to Step Three.

(c) Step Three: Infrastructure Plan

(1) An Infrastructure Plan shall be submitted and approved by the City Engineer in accordance with Section 3.5.1.

(2) Once Step Three is completed, the applicant can proceed to Steps Four - Six.

(d) Step Four: TxDOT

(1) All TxDOT requirements in Section 3.2.1 Administration and Review of the B3TM must be

met and all required TxDOT permits shall be obtained and submitted to the City as a part of the Preliminary Plat submittal.

(e) Step Five: Lost Pines Habitat Conservation Area

(1) If the preliminary plat is for property located in the Lost Pines Habitat Conservation Area, a copy of an approved Certification of Participation to Landowners from Bastrop County shall be obtained and submitted to the City as a part of the Preliminary Plat submittal.

(f) Step Six: Temporary Construction Easements

(1) Temporary Construction Easements for all infrastructure shall be acquired and submitted to the City as a part of the Preliminary Plat submittal.

## SEC. 1.4.004 FINAL PLAT

Provides detailed geographic information and associated text indicating property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land. A Final Plat shall be submitted for approval by the Planning & Zoning Commission, in accordance with Sections 3.1.2 Submittal and 3.1.3 Plat Requirements of the B3TM only after a Preliminary Plat is submitted and approved by the Planning & Zoning Commission and all requirements of Section 3-2 - Standard Division Design Requirements are met. The Preliminary Plat must be valid at the time the final plat for the subdivision is submitted to the City for consideration by the Planning & Zoning Commission.

## SEC. 1.4.005 INCOMPLETE SUBMISSIONS

All plat submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed. All incomplete submissions will be returned to applicant on the date listed for completeness checks on the Plat Schedule of Uniform Submittal Dates adopted annually by City Council.

## SEC. 1.4.006 AUTHORITY RESPONSIBLE FOR APPROVAL

The municipal authority responsible for approving plats is the City of Bastrop Planning & Zoning Commission unless authority is granted to the Director of Planning & Development in Section 1.4.001.b.

### SEC. 1.4.007 ACTION TAKEN BY PLANNING & ZONING COMMISSION

The Planning & Zoning Commission shall act on a plat within 30 days after the date the plat is filed in accordance with Chapter 212, Section 212.009. A plat is considered approved by the municipal authority unless it is disapproved within that period.

### SEC. 1.4.008 EXPIRATION OF PRELIMINARY PLAT APPROVAL

Approval of the preliminary plat does not constitute acceptance of the subdivision, but is authority to proceed with the preparation of the final plat. Any work done on the subdivision before the final plat is accepted and recorded is done at the risk of the subdivider. The approved preliminary plat shall expire two (2) years from the date such plat was approved if no progress has been made towards completion of the project pursuant to Texas Local Government Code Chapter 245, Issuance of Local Permits, Section 245.005 – Dormant Projects.

### SEC. 1.4.009 RECORDATION

After approval of the plat and only after the approval statement set forth in paragraph 3.1.3.c in the B3TM has been executed, the City shall file the original of the plat in the Bastrop County Clerk's office. One (1) copy of the plat shall be provided to the Director of Planning and Development for filing. The plat shall be submitted on a 24" x 36" mylar sheet(s) with all appropriate signatures provided on the City of Bastrop signature blocks. A current copy of a tax certificate showing all taxes have been paid will be required prior to the City filing the plat with the County.

### SEC. 1.4.010 RESPONSIBILITY

Notwithstanding the approval of any final plat by the Planning & Zoning Commission, the applicant and the engineer that prepares and submits such plats shall be and remain responsible for the adequacy of the design and nothing in this chapter shall be deemed or constructed to relieve or waive the responsibility of the applicant or his/her engineer for or with respect to any plat submitted.

## SEC. 1.4.011 LOTS OF RECORD

(a) Lots of Record are land areas created and sold by meets and bounds or another mechanism without the creation of a platted and recorded lot.

(2) Legal Lot of Record Determination:

(1) A legal Lot of Record determination maybe made to the Director of the Planning and Development Department.

(b) Existing Lot of Record

1. Existing lots of record may continue in the same configuration without the requirement to plat until:

(a) infrastructure extensions or upgrades are required to serve the lot.

(b) A building expansion, renovation or addition is being made over 50% of the assessed valuation existing building or structure.

(c) A change of use to a more intense use or a use from residential to any other use.

## SEC. 1.4.012 FEES

Platting fees shall be paid at the time of the submittal in accordance with the Code of Ordinances, Appendix A – Fee schedule in the B3TM, as amended.

# CHAPTER 2
# ZONING PROCEDURES

## ARTICLE 2.1 GENERAL

### SEC. 2.1.001 FEES FOR REVIEW OF ZONING CHANGE APPLICATIONS

Fees shall be as provided for in section A14.01.001 of the fee schedule in appendix A of the B3TM.

### SEC. 2.1.002 FEES FOR REVIEW OF VARIANCE REQUEST OR APPEAL OF SITE PLAN

Fees shall be as provided for in section A14.01.002 of the fee schedule in appendix A of the B3TM.

## ARTICLE 2.2 ZONING ORDINANCE

The comprehensive zoning ordinance, Ordinance XX, adopted by the city on XXX, is included at the end of this chapter as exhibit A. Due to the nature of the zoning ordinance and the technicalities involved in adopting or amending it, such ordinance is printed herein as enacted, with only nonsubstantive formatting and style changes. Capitalization, punctuation and numbering of articles, sections and subsections have been retained as enacted. Subsequent amendments will be inserted in their proper place and denoted by a history note following the amended provisions. The absence of a history note indicates the material is unchanged from the original. Obviously misspelled words have been corrected without notation. Any other material added for purposes of clarification is enclosed in brackets.

## ARTICLE 2.3 ENACTING PROVISIONS

### SEC. 2.3.001 ENACTING CLAUSE

THAT THE COMPREHENSIVE ZONING ORDINANCE, CHAPTER 2 AND CHAPTER 3 OF THE BASTROP BUILDING BLOCK CODE , OF THE CITY OF BASTROP, TEXAS, AS PASSED AND APPROVED ON THE XXX, TOGETHER WITH ALL AMENDMENTS THERETO IS HEREBY AMENDED AND REPLACED IN ITS ENTIRETY TO READ AS FOLLOWS:

### SEC. 2.3.002 PURPOSE

(a) As authorized by Chapter 211 of the Texas Local Government Code, the Place Type Zoning regulations and Districts as herein established have been made in accordance with an adopted comprehensive plan for the purpose of promoting the public health, safety, morals and general welfare, and protecting and preserving places and areas of historical, cultural or architectural importance and significance in the City.

(b) They have been designed to lessen the congestion in the streets; to secure safety from fire, panic and other

dangers; to ensure adequate light and air; to prevent the overcrowding of land, to avoid undue concentration of population; to facilitate the adequate provision of transportation, water, wastewater treatment, schools, parks, and other public requirements.

(c) They have been made through the required distribution of Place Types, to provide lifestyle and living variation that define distinct physical environments of varying degrees of urbanity and development intensity. The "P" designation represents each Place Type's relative place on a continuum of low intensity to high intensity from rural-to-urban, with the character and associated standards of "P5" being more urban than those of "P4". Through the required distribution of Place Types, the City of Bastrop provides lifestyle and living variation that define distinct physical environments of varying degrees of urbanity and development intensity. The "P" designation represents each Place Type's relative place on a continuum of low intensity to high intensity from rural-to-urban, with the character and associated standards of "P5" being more urban than those of "P4".

### SEC. 2.3.003 COMPLIANCE REQUIRED

All land, buildings, structures or appurtenances thereon located within the City of Bastrop, Texas which are hereafter occupied, used, constructed, erected, removed, placed, demolished, or converted shall be occupied, used, erected, altered, removed, placed, demolished or converted in conformance with the zoning regulations prescribed for the zoning district in which such land or building is located as hereinafter provided or subject to penalties as per Article 2.4 of this Code. All of the standards and regulations prescribed herein shall be considered as the minimum requirement unless explicitly stated otherwise.

No uses shall be allowed which are prohibited by State Law or which operate in excess of State or National environmental or pollution standards as determined by the U.S. Environmental Protection Agency, Texas Air Control Board, Texas State Department of Health, or The Texas Natural Resource Conservation Commission, as the case may be.

### SEC. 2.3.004 ZONING UPON ANNEXATION

All territory hereinafter annexed to the City of Bastrop shall be classified as "P2" Rural until other place type zoning is established by the City. The procedure for establishing zoning other than "P2" if or [on] annexed territory shall conform to the procedure set forth in Chapter 2 of this Code.

(a) Following annexation, the Director of Planning and Development shall schedule public hearings to zone the recently annexed land.

(b) In an area classified as "P2" Rural:

(1) No permit for the construction of a building or use of land shall be issued by the Building Official other than a permit which will allow the construction of a building or use permitted in the "P2" District, unless and until such territory has been classified in a zoning district other than the "P2" District, by the City Council in the manner prescribed by Section 2.4.004.

(2) An application for a building permit for any proposed use other than those specified in the "P2" District must be made to the Director of Planning and Building of the City of Bastrop within, three (3) months after annexation. If the applicant shows that plans and other preparation for developing the property commenced prior to annexation by the City, the City Council may authorize the construction of the project by a majority vote. The action of the City Council concerning any such permit shall take into consideration the appropriate land use for the area. Upon approval by the City Council, the City Manager shall notify the Director of Planning and Development.

### SEC. 2.3.005 DEVELOPMENT MANUAL "B3TM"

The Development Manual, known as "B3TM" (Bastrop Building Block Code Technical Manual), prepared by the City's Planning Department is hereby adopted by reference as if set forth in full. The Development Manual shall contain specifications and policy guidance necessary to comply with the City's Subdivision and Zoning Ordinances. The Development Manual may be amended administratively from time to time by the Director of the City's Planning Department following published notice in the Bastrop Advertiser of the intent to amend the Development Manual and a 30-day public comment period.

### SEC. 2.3.006 ANNUAL ADOPTION OF SCHEDULE OF UNIFORM SUBMITTAL DATES FOR SITE PLANS AND ZONING CHANGES

City Council will annually adopt a Schedule of Uniform Submittal Dates in order to comply with Texas Local Government Code Chapter 212 for Zoning Change & CUP applications and Site Plan applications. The Schedule of Uniform Submittal Dates will include dates when applications will be accepted, when review for completeness checks will occur, when the Planning & Zoning Commission will meet, and/or when administrative decisions by the Director of Planning & Development will occur.

## ARTICLE 2.4 ADMINISTRATION

### SEC. 2.4.001 NONCONFORMING USES AND STRUCTURES

(a) Intent of Provisions

(1) Within the districts established by this Code or amendments thereto, there exist lots, structures, uses of land, and characteristics of use which were lawful before this Code was enacted, amended or otherwise made applicable to such lots, structures or uses, but which do not now conform to the standards of the Code in which they are located. It is the intent of this Code to permit such nonconforming uses to continue, as long as the conditions within this Section and other applicable sections are met.

(2) It is further the intent of this Code that nonconforming uses shall not be enlarged upon, expanded or extended, intensified and not be used as a basis for adding other structures or uses prohibited elsewhere in the same district.

(3) Nonconforming uses are hereby declared to be incompatible with the permitted uses in the districts involved.

(b) Nonconforming Status

(1) Any use, platted lot, or structure which does not conform with the standards of the Place Type description in which it is located shall be deemed a nonconforming use or structure when:

A. Such use, platted lot, or structure was in existence and lawfully operating at the time of the passage of the previous Code passed September 14, 1999, and has since been in regular and continuous use; or

B. Such use, platted lot, or structure is a lawful use at the time of the adoption of any amendment to this Code but by such amendment is placed in a district wherein such use, platted lot, or structure is not otherwise permitted and has since been in regular and continuous use; or

C. Such use, platted lot, or structure was in existence at the time of annexation to the City and has since been in regular and continuous use.

(c) Continuing Lawful Use of Property & Existence of Structures

(1) The lawful use of land or lawful existence of structures at the time of the passage of this Code, although such do not conform to the provisions hereof, may be continued; but if said nonconforming use or structure is discontinued or abandoned, any future use of said premises shall be in conformity with the provisions of this Code.

(2) Discontinuance of a nonconforming use shall commence on the actual act or date of discontinuance. Abandonment of a nonconforming structure shall commence on the act or date of abandonment.

(3) When a nonconforming use or structure which does not meet the development standards in this Code ceases to be used in such manner as stated in Section 2.4.001.b for a period of six (6) months, such use shall not be resumed and proof of such event shall constitute prima facie evidence of an act of abandonment. Any nonconforming use which does not involve a permanent type of structure or operation and which is moved from the premises shall be considered to have been abandoned. This includes manufactured homes.

(4) No nonconforming use or structure may be expanded, reoccupied with another nonconforming use, or increased as of the effective date of this Code.

(5) Conforming single-family residential uses on platted lots approved prior to this Code, which may now be nonconforming due to stricter standards, shall be deemed in conformance with this Code as long as the use of the lot is allowed in the respective district. All standards of this Code shall be met or the lot shall be considered nonconforming.

(6) Any existing vacant lot platted prior to the adoption of this Code, which was legally conforming, shall be deemed a conforming lot.

(d) Changing Nonconforming Use

(1) An expansion of a nonconforming use or structure is allowed in accordance with the following:

A. A nonconforming use located within a Building may be extended throughout the existing Building, provided:

i. No structural alteration may be made on or in the Building except those required by law to preserve such Building in a structurally sound condition.

ii. No nonconforming use within a Building may be extended to occupy any land outside the Building.

B. Buildings or structures which have been vacant or abandoned for more than six (6) months and do not meet the standards of this Code shall be allowed to be reoccupied by a conforming use the public health and safety concerns are resolved and allowed by the Place Type.

(e) Restoration of Nonconforming Structure

If a structure occupied by a nonconforming use is destroyed by fire, the elements, or other cause, it may not be rebuilt except to conform to the provisions of this Code. In the case of partial destruction of a nonconforming use structure not exceeding sixty percent (60%) of its total appraised value as determined by the Bastrop County Central Appraisal District, reconstruction will be permitted, but the existing square footage or function of the nonconforming use cannot be expanded.

(f) Completion of Structures

Nothing herein contained shall require any change in the plans, construction, or designated use of (1) a Building or structure for which a Building permit has been issued or a site plan approved prior to the effective date of these B3 standards, or (2) a Building or structure for which a substantially complete application for a Building permit was accepted by the Building Official on or before the effective date of these standards, provided however that such Building permit shall comply with all applicable Codes of the City of Bastrop in effect on the date such application was filed and the Building permit is issued within thirty (30) days of the effective date of these standards.

## SEC. 2.4.002 PLANNING & ZONING COMMISSION

(a) General:

The Planning and Zoning Commission (also referred to as the Commission) shall function according to the following criteria which establishes membership and operating procedures. The powers and duties of the Planning and Zoning Commission are further defined in Section 2.4.004.

(b) Created, Membership, Officers:

(1) There is hereby created, in accordance with Subchapter 211.007 of Vernon's Texas Local Government Code and the City Charter, a Planning and Zoning Commission which shall consist of nine (9) citizens form [from] the City of Bastrop. Members shall be appointed by the Mayor and confirmed by City Council for a term of three (3) years. Terms of one-third (1/3) of the Commission shall expire each year upon June 30th, or until a successor is appointed. Vacancies and unexpired terms of members shall be filled by the appointment of the Mayor and confirmed by Council. These appointments shall be for the remainder of the term.

(2) Members may be removed from office at any time by a majority vote of the City Council for any reason. All members shall serve without compensation.

(3) Attendance requirements for the Board members are set forth in the Bastrop Code of Ordinances, Section 1.02.002(b), et seq.

(4) The City staff shall keep minutes of all meetings held by the Planning and Zoning Commission and full record of all recommendations to be made by the

Planning and Zoning Commission to the City Council. A Chairman and Vice-chairman shall be elected by the Planning and Zoning Commission from its membership, each to hold office for one (1) year or until replaced by a majority vote of the Commission.

(c) Quorum; Voting

Five members of the Planning and Zoning Commission shall constitute a quorum, and all members, including the presiding chairman, shall have the right of one (1) vote each, a quorum being present. All actions by the Planning and Zoning Commission shall be by a majority vote of those members present and an affirmative vote of five (5) members shall be necessary for the passage of any recommendation to the City Council. If any member has a conflict of interest in review of any item on the Commission's agenda, he or she shall state such for the record and abstain from any discussion and from voting on the matter.

(d) Meetings:

The Planning and Zoning Commission shall convene for regular meetings on the last Thursday of January through October, and on the last Thursday prior to Thanksgiving and Christmas holidays in November and December. The meetings shall be in the City Hall or other specified locations as may be designated by the Chairman or Vice Chairman, in the absence of the chairman. Special meetings shall be held at such intervals as may be necessary to orderly and properly transact the business of the Commission as called by the Chairman or the Director of Planning and Development.

(e) Powers and Duties:

The Planning and Zoning Commission shall be an advisory body to the City Council and shall make recommendations regarding amendments to the Comprehensive Plan, changes of zoning and zoning to be given to newly annexed areas, and shall make recommendations regarding the approval of the plats of subdivisions as may be submitted to it for review and other planning related matters. The Planning and Zoning Commission shall conduct an annual review of the City's Comprehensive Plan and be prepared to make such recommendations to the City Council as deemed necessary to keep the City's Comprehensive Plan current with the needs and uses of the City. The Planning and Zoning Commission shall serve in an advisory capacity on any planning related item(s) in the City.

(f) Procedure on Zoning Hearings:

The procedure and process for zoning changes and/or amendments shall be in accordance with Section 2.4.004.

## SEC. 2.4.003 ZONING BOARD OF ADJUSTMENTS (ZBA)

(a) Creation:

There is hereby created and established a Board to be called the City of Bastrop Zoning Board of Adjustment. This Board shall hear appeals from administrative decisions regarding zoning, and in appropriate cases, subject to appropriate conditions and safeguards, may authorize variances from the terms of City of Bastrop B3 Code.

(b) Membership; Terms of Office:

(1) The Zoning Board of Adjustment shall consist of five (5) regular members and two (2) alternate members who shall be appointed by the Mayor and confirmed by the City Council, in accordance with the City Charter and State law.

(2) Board members shall serve for a period of two (2) years and until their successors are duly appointed and qualified. Three (3) regular Board members and one (1) alternate member shall be appointed to serve for the two (2) year term on the odd-numbered years, and two (2) regular Board members and one (1) alternate Board member shall be appointed to serve for the two (2) year terms on the even-numbered years. Notwithstanding any other ordinance or prohibition to the contrary, a member of the Board may also be a member of another City board or commission.

(3) Members of the Board shall regularly attend meetings and public hearings of the Board, and shall serve without compensation. Attendance requirements for the Board members are set forth in the Bastrop Code of Ordinances, Section 1.02.002(b), et seq.

(4) Members may be removed by majority vote of the members of the City Council, for cause on a written charge after a public hearing. Board members may be appointed to succeed themselves.

(5) Any vacancy of a regular member shall be filled by an alternate member only for the unexpired term of the member whose term becomes vacant.

(c) Authority of Board:

(1) The Board of Adjustment shall have the authority, subject to the standards established in Sections 211.008 to 211.011 of the Texas Local Government Code and those established herein, to exercise the following powers and perform the following duties:

A. Hear and decide an appeal that alleges error in an order, requirement, decision, or determination made by an administrative official in the enforcement of this Code;

B. Authorize the expansion or continuation of a nonconforming structure; and

C. Authorize in specific cases a variance from the terms of this Code if the variance is not contrary to the public interest and, due to special conditions, a literal enforcement of the ordinance would result in unnecessary hardship, and so that the spirit of this Code is observed and substantial justice is done.

D. In exercising its authority under "A" above, the Board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision, or determination from which an appeal is taken and make the correct order, requirement, decision, or determination, and for that purpose the Board has the same authority as the administrative official.

(2) The concurring vote of 75 percent of the members of the Board is necessary to:

A. Reverse an order, requirement, decision, or determination of an administrative official;

B. Decide in favor of an applicant on a matter on which the Board is required to review under this zoning Code; or

C. Authorize a variation from the terms of this B3 Code.

(d) Limitations on Authority of Board:

(1) The Board may not grant a variance authorizing a use or building type other than those permitted in the district for which the variance is sought.

(2) The Board shall have no power to grant a zoning amendment. In the event that a request for a zoning amendment is pending before the Planning and

Zoning Commission or the City Council, the Board shall neither hear nor grant any variances with respect to the subject property until final disposition of the zoning amendment.

(3) The Board shall not grant a variance (except as stated in "5" below) for any parcel of property or portion thereof upon which a Site Plan, Preliminary Plat, or Final Plat, where required, is pending on the agenda of the Planning and Zoning Commission and, where applicable, by the City Council. All administrative remedies available to the applicant shall have been exhausted prior to hearing by the ZBA.

(4) If a proposed site does not conform to the zoning district standards and a variance has been requested, the Planning and Zoning Commission and/or the City Council may defer its actions until the Zoning Board of Adjustment has acted on the variance requests.

(e) Quorum and Voting:

Each case before the Board of Adjustment must be heard by at least 75 percent of its members or alternate members. Meetings of the Board are held at the call of the presiding officer. All meetings of the Board shall be open to the public. The Board shall keep minutes of its proceedings that indicate the vote of each member. The minutes and records of the Board shall be filed promptly in the City Secretary's Office and are public records.

(f) **Variances**:

(1) The Board of Adjustment may authorize a variance from these regulations when, in its opinion, undue hardship will result from requiring strict compliance. In granting a variance, the Board shall prescribe only those conditions that it deems necessary to or desirable in the public interest. In making the findings hereinafter required, the Board shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed use, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity.

(2) In order to grant a variance from these zoning regulations, the Board of Adjustments must make written findings that undue hardship exists, using the following criteria:

A. Special circumstances or conditions exist which affect the land involved such that the strict

application of the provisions of this Code would deprive the applicant of the reasonable use of the land.

B. The variance is necessary for the preservation and enjoyment of a substantial property right of the applicant.

C. Granting of the variance will not be detrimental to the public health, safety or welfare or injurious to other property in the area, and the spirit of the ordinance will be observed. Variances may be granted only when in harmony with the general purpose and intent of this Code.

D. Granting of a variance will not have the effect of preventing the orderly use of other land in the area in accordance with the provisions of this Code.

E. Granting of a variance must be predicated on a finding that the applicant's practical difficulties or unnecessary hardship arise from unusual conditions or circumstances, such as exceptional irregularity of the land involved, which are not shared generally by other parcels in the neighborhood or district.

F. A variance is to be denied if conditions or circumstances relied on for a variance were created by a person having an interest in the property.

G. Financial hardship to the applicant, standing alone, shall not be deemed to constitute a hardship.

H. The applicant bears the burden of proof in establishing the facts justifying a variance.

(g) Nonconforming Uses and Structures:

(1) The ZBA shall have the authority to authorize the expansion or enlargement of a nonconforming use, or the expansion, enlargement or structural alteration to a structure containing a nonconforming use, when such an expansion, enlargement or alteration would not tend to prolong the life of the nonconforming use. Upon review of the facts, the ZBA may establish a specific period of time for the occupancy to revert to a conforming use; and

(2) To authorize the reconstruction and occupancy of a nonconforming structure, or a structure containing a nonconforming use, where such structure has been damaged by fire or other causes to the extent of more

than sixty percent (60%), but less than the total, of the replacement cost of the structure on the date of the damage. Such action by the Zoning Board of Adjustment shall have due regard for the property rights of the person or persons affected, and shall be considered in regard to the public welfare, character of the area surrounding such structure, and the conservation, preservation and protection of property; and

(3) To authorize the enlargement, expansion or repair of a nonconforming structure in excess of sixty percent (60%) of its current value. In such instance, current value shall be established at the time of application for a hearing before the ZBA.

A. If such expansion or enlargement is approved by the ZBA, all provisions of the district in which such structure is located shall apply to the new construction on the lot or parcel.

(4) To authorize a change of use from one nonconforming use to another nonconforming use, provided that [if] such change is to a use of a more restrictive classification, the building or structure containing such nonconforming use shall not revert to the former lower or less restricted classification. The ZBA may establish a specific period of time for the conversion of the occupancy to a conforming use. Any change of a nonconforming use consistent with this section shall be in accordance with the provisions of Section 7 of this Code.

(5) To authorize the occupancy of an abandoned nonconforming structure. Such action by the ZBA shall have due regard for the property rights of the person or persons affected, and shall be considered in regard to the public welfare and safety, character of the area surrounding such structure, and the conservation, preservation and protection of property.

(h) Procedure:

(1) An application for a variance shall be made in writing in a form prescribed by the Board and shall be accompanied by the required fee, a site plan and additional information may be requested in order to properly review the application. Such information may include, but is not limited to, plat plans, site building plans and contour maps.

(2) The Director of Planning and Development or other authorized official shall visit the site and the

surrounding area where the proposed variance will apply and shall report his findings to the Board.

(3) The Zoning Board of Adjustment shall hold a public hearing no later than forty-five (45) days after the date the application for action or an appeal is filed. Notice of a public hearing shall be provided to all property owners within two hundred feet (200') of the affected property within ten (10) days prior to the public hearing and also published in the official local newspaper within ten (10) days prior to the public hearing.

(4) The Board shall not grant a variance unless it finds, based on competent evidence, that each of the conditions in requirements for granting the variance has been established. The Board's findings, together with the specific facts upon which findings are based, shall be incorporated into the official minutes of the Board meeting at which a variance is granted or denied.

(5) The Board may impose such additional conditions, limitations and safeguards as it deems appropriate upon the granting of any variance. Violation of any such condition, limitation or safeguard shall constitute a violation of this Code.

(6) Any rights authorized by a variance which are not exercised within one (1) year from the date of granting such variance shall lapse and may be reestablished only after application and a new hearing in accordance with this article.

(i) Appeals:

(1) An appeal may be taken from the decision of an administrative official by an applicant for the permit on which the decision is rendered, by any person or persons directly aggrieved by the decision (the appellant must show, as a condition of bringing an appeal, that he has been injured or damaged directly, and not just as a member of the general public), or by any officer, department, board or office of the municipality affected by the decision.

(2) The appellant must file with the Board and the official against whom the appeal is taken a written notice of appeal specifying the grounds for the appeal within fifteen (15) days after the decision has been rendered. The officer to whom the appeal is made shall forthwith transmit to the Board all papers constituting the record of the action that is appealed.

(3) An appeal stays all proceedings in furtherance of the action that is appealed unless the official from whom the appeal is taken certifies in writing to the Board that facts supporting the official's opinion that a stay would cause imminent peril to life or property. In that case, the proceedings may be stayed only by a restraining order granted by the Board or a court of record on application, after notice to the official, if due cause is shown.

(4) The appellant party may appear at the appeal hearing in person or by agent or attorney.

(5) The Board may reverse or affirm, in whole or in part, or modify the administrative official's order, requirement, decision or determination from which an appeal is taken, and make the correct order, requirement, decision, or determination.

(j) Judicial Review of Board Decisions:

(1) Pursuant to Local Government Code, Section 211.011, "Judicial Review of Board Decision," persons aggrieved by a decision of the Board may present to a court of record a verified petition stating that the decision of the Board is illegal in whole or in part and specifying the grounds of the alleged illegality.

(2) Pursuant to State law, any such petition complaining of the Board's decision must be filed with a court of record within ten (10) days after the date of the Board's decision is filed in the Board's office.

(k) Fees:

(1) Fees shall be as provided for in the Fee Schedule found in the appendix of the Code of Ordinances.

## SEC. 2.4.004 CHANGES & AMENDMENTS TO ALL ZONING ORDINANCES & DISTRICTS

(a) Declaration of Policy and Review Criteria

The City declares the enactment of these regulations governing the use and development of land, buildings, and structures as a measure necessary to the orderly development of the community. Therefore, no change shall be made in these regulations or in the boundaries of the place types zoning districts except:

(1) To correct any error in the regulations or map.

(2) To recognize changed or changing conditions or circumstances in a particular locality.

(3) To recognize changes in technology, the style of living, or manner of conducting business.

(4) To change the property to uses in accordance with the approved Comprehensive Plan. In making a determination regarding a requested zoning change, the Planning and Zoning Commission and City Council shall consider the following factors:

In making a determination regarding a requested zoning change, the Planning and Zoning Commission and City Council shall consider the following factors:

(1) Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole.

(2) Whether the proposed change is in accord with any existing or proposed plans for providing public schools, streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings.

(3) The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development.

(4) The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.

(5) How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.

(6) Any other factors which will substantially affect the public health, safety, morals, or general welfare.

(b) Authority to Amend Ordinance:

(1) The City Council may from time to time, after receiving a final report thereon by the Planning and Zoning Commission and after public hearings required by law, amend, supplement, or change the regulations herein provided or the boundaries of the place types zoning districts specified on the Place Type Zoning Map. Any Ordinance regulations or Zoning District boundary amendment may be ordered for consideration by the City Council, be initiated by the Planning and Zoning Commission, or be requested by the owner of real property, or the authorized representative of an owner of real property.

(2) Consideration for a change in any district boundary line or special zoning regulation may be initiated only with written consent of the property owner, or by the Planning and Zoning Commission or City Council on its own motion when it finds that public benefit will be derived from consideration of such matter. In the event the ownership stated on an application and that shown on the City records are different, the applicant shall submit proof of ownership.

(3) No person who owes delinquent taxes, delinquent paving assessments, impact fees, or any other delinquent debts or obligations to the City of Bastrop, and which are directly attributable to a piece of property requested for zoning shall be allowed to submit a zoning request until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully discharged by payment, or until an arrangement satisfactory to the City has been made for the payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.

## SEC. 2.4.005 ADMINISTRATIVE PROCEDURES

(a) Application:

(1) Each application for zoning or for an amendment or change to the existing provisions of this Zoning Ordinance shall be made in writing on an application form available at the City, filed with the City and shall be accompanied by payment of the appropriate fee as established by the City of Bastrop, Texas fee schedule as adopted.

(2) Any application for zoning or for an amendment or change shall require a Zoning Concept Scheme – The concept scheme shall be submitted by the applicant at the time of the zoning request. The scheme shall show the applicant's intent for the use of the land within the proposed area in a graphic manner, as required, and supported by written documentation of proposals and standards for development. The City may prepare application form(s) which further describe and explain the below requirements.

(3) The Zoning Concept Scheme shall include:

A. Boundary of the proposed area

B. A scaled drawing showing types and location of proposed place types and building types

C. Thoroughfares and preliminary lot arrangements

D. A sketch drawing that shows the size, type and location of buildings and building sites, access, density, building height, fire lanes, screening, parking areas, landscaped areas, and project scheduling

E. Physical features of the site including a scaled drawing showing major existing vegetation, natural water courses, creeks or bodies of water and an analysis of planned changes in such natural features as a result of the development. This shall include a delineation of any flood prone areas

F. Any existing thoroughfares and easements

G. Location of proposed public open spaces or civic spaces

H. The points of ingress and egress from existing and proposed streets

I. A landscape plan showing turf areas, screening walls, ornamental planting, wooded areas to be preserved, and trees to be planted. The landscape plan should provide types of plantings to be used and give a general landscape design scheme for the development

J. A conceptual infrastructure plan showing the location of any existing or proposed utilities needed to adequately serve the development

K. Architectural drawings (elevations, etc.) showing elevations and architectural style to be used throughout the development

L. A parks and trails plan showing any proposed parks, trails, hardscape, playscape, water feature or any other proposed improvements to any civic or open space

M. A Conceptual Drainage Plan as required by Appendix A, the City of Bastrop Stormwater Drainage Design Manual.

(d) Public Hearing and Notice:

Prior to making its report to the City Council, the Planning and Zoning Commission shall hold at least one public hearing on each application as applicable by state law (Texas Local Government Code Chapter 211 as so may be amended). Written notice of all public hearings on proposed changes in district boundaries shall be sent to all owners of property, or to the person rendering the same for City taxes, located within the area of application and within two hundred feet (200') of any property affected thereby, within not less than ten (10) days before such hearing is held. Such notice may be served by using the last known address as listed on the latest approved tax roll and depositing the notice, postage paid, in the United States mail. Notice of hearings on proposed changes in the text of the Zoning Ordinance shall be accomplished by one publication not less than fifteen (15) days prior thereto in the official newspaper of the City. Changes in the ordinance text which do not change zoning district boundaries do not require written notification to individual property owners.

(e) Failure to Appear:

Failure of the applicant or his representative to appear before the Planning and Zoning Commission or City Council for more than one hearing without an approved delay by the City Manager shall constitute sufficient grounds for the Planning and Zoning Commission or the City Council to table or deny the application unless the City is notified in writing by the applicant at least seventy-two (72) hours prior to the hearing.

(f) Planning and Zoning Commission Consideration and Report:

The Planning and Zoning Commission shall function in accordance with Section 8 of this Code. The Planning and Zoning Commission, after the public hearing is closed, shall prepare its report and recommendations on the proposed change stating its findings, its evaluation of the request and of the relationship of the request to the Comprehensive Plan. The Planning and Zoning Commission may defer its report for not more than forty-five (45) days from the time it is posted on the agenda or until it has had an opportunity to consider other proposed changes which may have a direct bearing thereon unless a postponement is requested by the applicant. If the Planning and Zoning Commission has not acted, the request shall be sent to the City Council as a recommendation to deny.

(g) Denial:

If the Planning and Zoning Commission recommends denial of the zoning change request, it shall offer reasons to the applicant for the denial, if requested by the applicant.

(h) City Council Consideration:

(1) Applications Recommended for Approval by the Planning and Zoning Commission: Every application or proposal which is recommended for approval by the Planning and Zoning Commission shall be automatically forwarded to the City Council for setting and holding of public hearing thereon. No change, however, shall become effective until after the adoption of an ordinance for same and its publication as required by law.

(2) Applications Recommended for Denial by the Planning and Zoning Commission: When the Planning and Zoning Commission makes a recommendation that a proposal should be denied, the request, in its original form, will automatically be placed on the City Council agenda unless requested not to by the applicant within ten (10) days of such action.

(3) Resubmission of Applications - Similar Applications Within One (1) Year Prohibited: No applications for a change of zoning classification, variance or Conditional Use Permit shall be accepted if a similar application for the same property has been denied by the Council or Zoning Board of Adjustment within the preceding twelve (12) month period. However, the City Council or the Zoning Board of Adjustment may, if requested in writing, reconsider an application previously denied within a period of thirty (30) days from such denial if such denial was based upon erroneous or omitted information or if substantial new information is discovered. Such reconsideration shall only be heard if agreed by four or more members of the City Council or the Zoning Board of Adjustment. No previous denial shall be overturned except by a 4/5ths vote of the City Council or the Zoning Board of Adjustment. Written notice of any such reconsideration shall be given to all property owners within two hundred feet (200') of the subject property at least ten (10) days prior to any reconsideration hearing. All costs of such notices shall be paid by the applicant for reconsideration prior to any vote on the matter.

(4) City Council Hearing and Notice for Zoning Changes: Notice of the City Council public hearing shall be given by publication in the official newspaper of the City, stating the time and place of such hearing, which shall be at least fifteen (15) days after the date of publication.

(5) Three-Fourths Vote:

A. A favorable vote of three-fourths (3/4) of all members of the City Council shall be required to approve any change in zoning when written objections are received from twenty percent (20%) of the area of the adjacent landowners which comply with the provisions of Section 211.006 of the Local Government Code of the State of Texas commonly referred to as the "twenty percent (20%) rule." If a protest against such proposed amendment, supplement or change has been filed with the City Secretary, duly signed and acknowledged by the owners of twenty percent (20%) or more, either of the area of the lots included in such a proposed change or those immediately adjacent to the area thereof extending two hundred feet (200') therefrom or of those directly opposite thereto extending two hundred feet (200') from the street frontage of such opposite lots, such amendments shall not become effective except by a three-fourths (3/4) vote of the City Council.

B. When the Planning and Zoning Commission makes a recommendation(s) that a proposed zoning change or site plan be denied, the request (in its original form) shall require a three-fourths (3/4) majority vote from City Council for it to be approved.

(6) Final Approval and Ordinance Adoption: Upon approval of the zoning request by the City Council, the applicant shall submit all related material with revisions, if necessary, to the City for the preparation of the amending ordinance. A metes and bounds description of all property and appropriate exhibits must be submitted with the zoning change request application. The amending ordinance will not be approved until a correct description has been prepared. The zoning request shall be approved at the time the City Council makes a decision to approve the request as submitted or with certain conditions.

(i) Joint Public Hearings:

(1) As authorized in Section 211.007 of the Texas Local Government Code, the City Council may, by a two-thirds (2/3) vote, prescribe the type of notice to be given of the time and place of a public hearing held jointly by the City Council and Planning and Zoning Commission. If the notice provisions are different than Section 2.4.005.b above, then the provisions of Section 2.4.005.i do not apply.

(j) Procedure for Newly Annexed Land:

(1) As soon as reasonable, after an annexation ordinance is approved by the City Council, the Director of Planning and Development shall prepare an application for zoning the newly annexed land from "P2 " Rural to a more permanent zoning district. The application shall be placed on the Planning and Zoning Commission's agenda. All procedures as set forth in this section shall apply.

(k) Fees:

(1) Fees shall be as provided for in the Fee Schedule found in the appendix of the Code of Ordinances.

## SEC. 2.4.006 CERTIFICATES OF OCCUPANCY AND COMPLIANCE

(a) Certificates of Occupancy shall be Required for Any of the Following:

(1) Occupancy and use of a building hereafter erected or structurally altered.

(2) Change in use of an existing building to a use of a different classification.

(3) Change in the use of land to a use of a different classification.

(4) Change in occupant or business within a building.

No such use, or change of use, shall take place until a Certificate of Occupancy therefor shall have been issued by the Building Official. A fee shall be established by separate ordinance.

(b) Procedure for New or Altered Buildings:

Written application for a Certificate of Occupancy for a new building or for an existing building which is to be altered shall be made at the same time as the application for the Building Permit for such building. Said Certificate shall be issued after the Building Official orders the building or structure inspected and finds no violations of

the provisions of this Code or other regulations which are enforced by the Building Official. Said Certificate shall be issued by the Building Official or his agent after the erection or alteration of such building or part thereof has been completed in conformity with the provisions of this Code.

(c) Procedure for vacant land or a change in building use:

Written application for a Certificate of Occupancy for the use of vacant land, a change in the use of land or a change in the use of a building, or for a change from a nonconforming use to a conforming use, shall be made to said Building Official or his agent. If the proposed use is a conforming use, as herein provided, written application shall be made to said Building Official. If the proposed use is found to be in conformity with the provisions of this Code, the Certificate of Occupancy shall be issued after the application for same has been made and all required inspections are completed and approved by the Building Official.

(d) Contents:

Every Certificate of Occupancy shall contain the following: 1) building permit number, 2) the address of the building, 3) the name and address of the owner, 4) a description of that portion of the building for which the Certificate is issued, 5) a statement that the described portion of the building has been inspected for compliance with the requirements of the SBCCI, group and division of occupancy, 6) the name of the Building Official, 7) use (uses) allowed, and 8) issue date of Certificate of Occupancy.

(e) Conditional Certificate of Occupancy:

If the Building Official or his agents find that no substantial hazard will result from occupancy of any building or portion thereof before the same is completed, a Conditional Certificate of Occupancy may be issued for a period not to exceed six (6) months, for the use of a portion or portions of a building or structure prior to the completion of the entire building or structure. Such Conditional Certificate of Occupancy shall not be construed as in any way altering the respective rights, duties, or other obligations of the owners/tenants relating to the use or occupancy of the premises or any other provision of this Code.

(f) Posting:

The Certificate of Occupancy shall be posted in a conspicuous place on the premises and shall not be

removed except by the Building Official or his authorized agent.

(g) Revocation:

The Building Official may, in writing, suspend or revoke a Certificate of Occupancy issued under the provisions of this Code whenever the Certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provision of this Code or the building code and other codes adopted by the City, and any amendments thereto.

## ARTICLE 2.4 PENALTIES AND NONCONFORMITIES

### SEC. 2.4.001 EFFECT OF INTERPRETATION

(a) Applying Provisions:

In interpreting and applying the provisions of this Ordinance, they shall be held to [be] the minimum requirements for the promotion of the public safety, health, convenience, comfort, prosperity, or general welfare. It is not intended by this Ordinance to interfere with or abrogate or annul any easements, covenants or other agreements between parties, provided, however, that where this Ordinance imposes a greater restriction upon the use of buildings or premises or upon height of buildings, or requires larger open spaces than are imposed or required by agreements, the provisions of this Ordinance shall govern.

### SEC. 2.4.002 PRESERVING RIGHTS IN PENDING LITIGATION AND VIOLATIONS UNDER EXISTING ORDINANCES

(a) Existing Illegal Use

By the passage of this Ordinance, no presently illegal use shall be deemed to have been legalized unless specifically such use falls within a use district where the actual use is a conforming use. Otherwise, such uses shall remain nonconforming uses where recognized, or an illegal use, as the case may be. It is further the intent and declared purpose of this Ordinance that no offense committed, and no liability, penalty, or forfeiture, either civil or criminal, incurred prior to the time the existing zoning ordinance was repealed and this Place Type Zoning Ordinance adopted, shall be discharged or affected by such repeal; but prosecutions and suits for such offenses, liabilities, penalties, or forfeitures may be instituted or causes presently pending proceeded with in

all respects as if such prior ordinance had not been repealed.

### SEC. 2.4.003 ACTIONS AND PENALTIES FOR VIOLATIONS

(a) Stop Work Order: The Director of Planning and Development, or other duly authorized city official may order all work, including site clearing or other site preparation, stopped on any site where a significant violation of this ordinance is found.

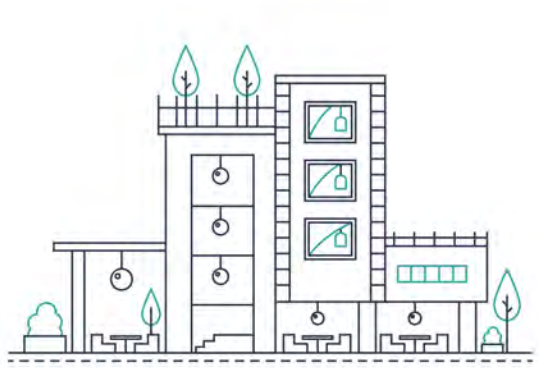
(b) Legal Action: The Council may direct the City Attorney to initiate injunction, mandamus, abatement or any other action available in law or equity to prevent, enjoin, abate correct or remove such unlawful structure, use or work.

(c) Fines for Violations: Any person or corporation violating any of the provisions of this Ordinance shall, upon conviction, be fined any sum not exceeding two thousand dollars ($2,000.00) and each and every day that the provisions of this Ordinance are violated shall constitute a separate and distinct offense. In addition to the said penalty provided for, the right is hereby conferred and extended upon any property owner owning property in any district, where such property owner may be affected or invaded, by a violation of the terms of the Ordinance, to bring suit in such court or courts having jurisdiction thereof and obtain such remedies as may be available at law and equity in the protection of the rights of such property owners

### SEC. 2.4.004 VALIDITY

(a) Effect of Invalid Sections: If any section, paragraph, subdivision, clause, phrase, or provision of this Ordinance shall be adjudged invalid or held unconstitutional, the same shall not affect the validity of this Ordinance as a whole or any part or provision thereof other than the part so decided to be invalid or unconstitutional.

# CHAPTER 3 PLACE TYPE ZONING DISTRICTS



## ARTICLE 3.1 PLACE TYPE ZONING DISTRICTS

### SEC. 3.1.001 GENERAL

The establishment of Place Types in the City of Bastrop, Texas, are intended to promote compatible patterns of land use and site development consistent with the City's Comprehensive Plan.

### SEC. 3.1.002 PLACE TYPES ESTABLISHED

The City of Bastrop is hereby divided into seven (7) Place Types that are established in Section 3.1.005. All land within the City limits shall be classified into one of the following Place Type Zoning Districts in Section 3.1.005.

(a) A summary of the regulations of the place type zoning districts is included in 3.2 Place Type Standards, Article 6.5, Building Types by Place Type, and Article 6.7 Building Standards by Place Type.

(b) Place Types form the foundation of how building intensities will be distributed throughout new neighborhood and infill development.

(c) Place Types establish areas from rural to urban and provide for the creation of holistic human settlements.

### SEC. 3.1.003 - PLACE TYPE ZONING MAP

The boundaries of Place Type districts set out herein are delineated upon a Place Type Zoning Map of the City, adopted as part of this Code as fully as if the same were set forth herein in detail.

(a) One original of the Place Type Zoning Map shall be filed in the office of the City Secretary. This copy shall be the official Place Type Zoning Map and shall bear the signature of the Mayor and attestation of the City Secretary. This copy shall not be changed in any manner. In case of any question, this copy, together with amending ordinances, shall be controlling.

(b) A copy of the original Place Type Zoning Map shall be placed in the office of the Director of Planning and Development. The copy shall be used for reference and shall be maintained up-to-date by posting thereon all subsequent amendments. Reproductions for informational purposes may be made of the official Place Type Zoning Map or this copy.

## SEC. 3.1.004 - PLACE TYPE ZONING MAP BOUNDARIES

(a) The district boundary lines shown on the Place Type Zoning Map are usually along streets, alleys, property lines, or extensions thereof. Where uncertainty exists as to the boundaries of districts as shown on the Official Place Type Zoning Map:

(1) Boundaries indicated as approximately following the centerline of streets, highways or alleys shall be construed to follow such centerline.

(2) Boundaries indicated as approximately following platted lot lines shall be construed as following such lot lines.

(3) Boundaries indicated as approximately following city limits shall be construed as following city limits.

(4) Boundaries indicated as following railroad lines shall be construed to be midway between the right-of-way lines.

(5) Boundaries indicated as following the centerline of all creeks, streams or drainageways shall be construed to follow such centerline, and in the event of change in the centerline, shall be construed to move with such centerline.

(6) Boundaries indicated as parallel to or extensions of features indicated in Subsections 1 through 5 above shall be so construed. Distances not specifically indicated on the official zoning maps shall be determined by the scale of the map.

(7) Whenever any street, alley, or other public way is vacated by official action of the City Council or whenever such area is franchised for building purposes, the zoning district line adjoining each side of such street, alley, or other public way shall be automatically extended to the centerline of such vacated street, alley, or way and all areas so involved shall then and henceforth be subject to all regulations of the extended districts.

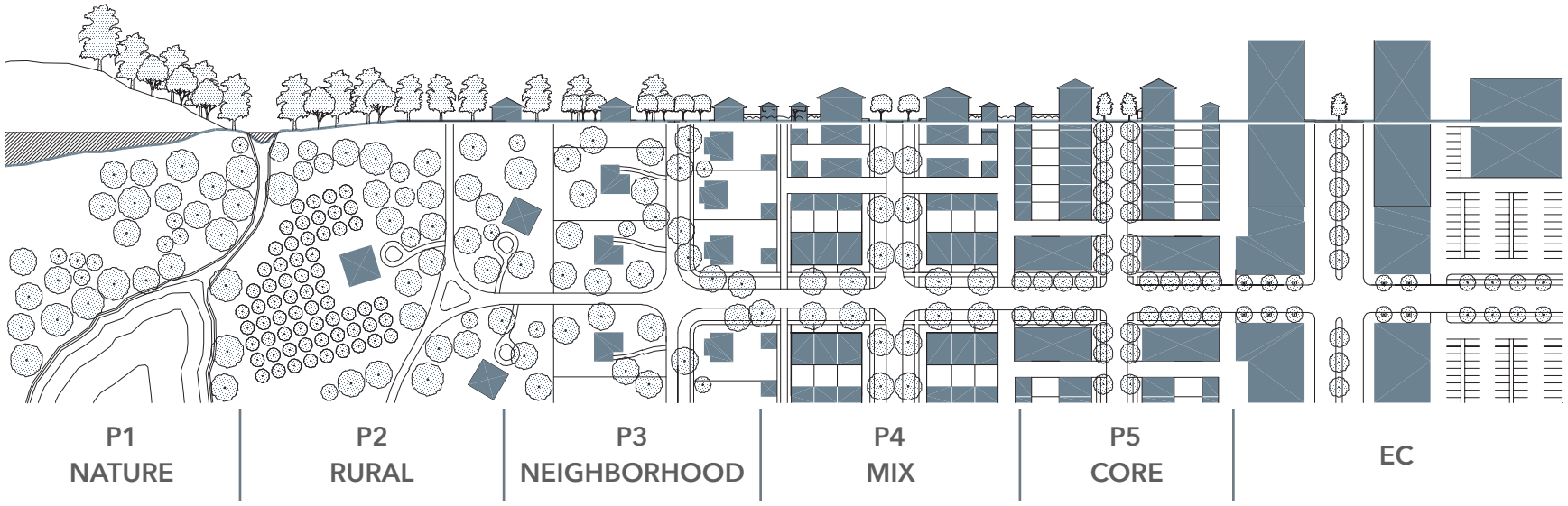
(8) The zoning classification applied to a tract of land adjacent to a street shall extend to the centerline of the street, unless as a condition of zoning approval, it is stated that the zoning classification shall not apply to the street.

(9) Where physical features on the ground are at variance with information shown on the official zoning district map or when there arises a question as to how or whether a parcel of property is zoned and such question cannot be resolved by the application of

Subsections 1 through 8, the property shall be considered as classified, "P2" Rural, in the same manner as provided for newly annexed territory.

(10) Zoning changes which are still valid made between April 30, 1991 and the date of passage of this Code are indicated in approximate locations on the Place Type Zoning Map. For exact legal descriptions, refer to adopting ordinances for each particular zoning change.

## SEC 3.1.005 PLACE TYPE ZONING DISTRICTS TABLE



### P-1 Nature

Lands in a natural state or reverting to a wilderness condition, including lands unsuitable for settlement due to topography, hydrology or vegetation. P1 is intended to preserve areas that contain sensitive habitats, active or passive open spaces, parks and limited agriculture uses.

**P-2 Rural**

Rural living, food production, and to be located in a manner which does not cause a nuisance to more intensely inhabited areas. P2 consists of sparsely settled lands in open or cultivated states.

**P-3 Neighborhood**

Low density residential areas. P3 is adjacent to higher Place Types which have some mixed use Buildings. Planting is naturalistic and setbacks vary from relatively deep to shallow. The roads and blocks may be irregular to accommodate natural conditions.

**P-4 Mix**

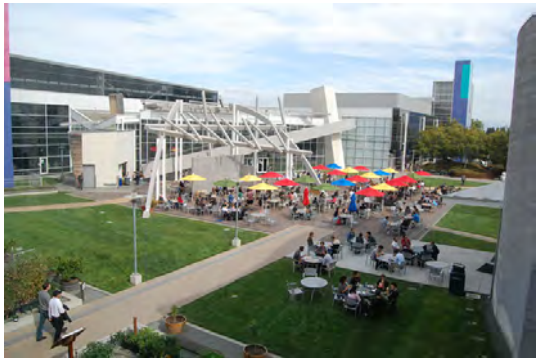
More intense Building Types which provide more lifestyle choices. It provides for a mix of Residential Building Types. Commercial and Office uses are allowed in this District only in house form structures. Street Types consists of multimodal streets but are primarily residential urban fabric.

### P-5 Core

Higher density mixture of Building Types that accommodate retail, offices, row houses and apartments. It has a tight network of streets, with wide sidewalks, steady street tree plantings and buildings set close to the sidewalks. P5 is a highly walkable area. A continuous line of buildings is critical to define the Public Frontage and allow for visible activity along the street edge.

### P-CS Civic Space/Civic Building

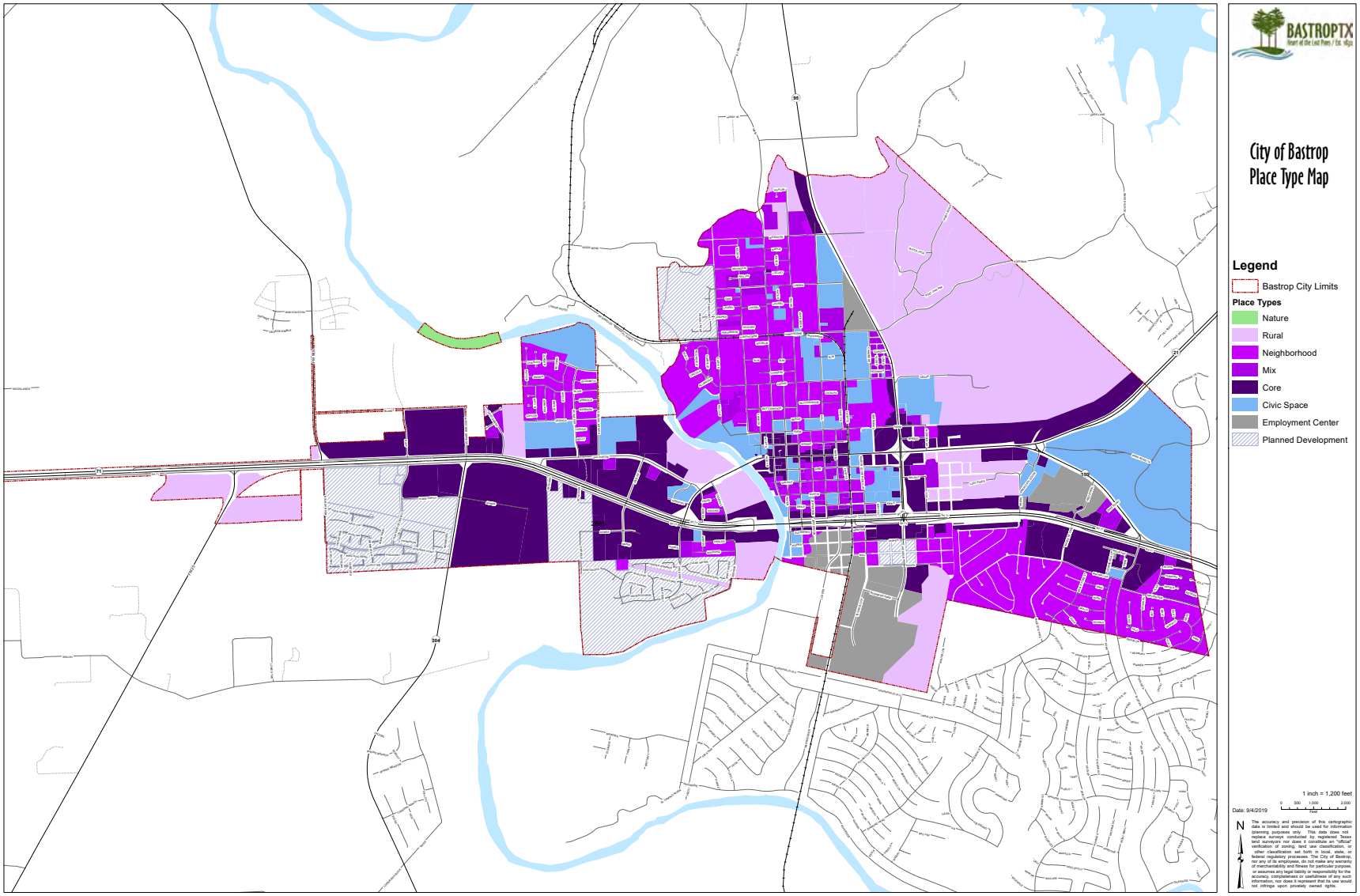
Civic Spaces and/or Civic Buildings serve as community features appropriate to their Place Types. Civic Spaces provide relief from the urban environment inside each neighborhood.



### P-EC Employment Center

Areas that by their function, deposition, or configuration cannot, or should not, conform to one or more of the Place Types.

## SEC 3.1.006 PLACE TYPE ZONING MAP



## ARTICLE 3.2 PLACE TYPE STANDARDS

### SEC 3.2.001 NEIGHBORHOOD CONCEPT SCHEME

(a) All areas within the City of Bastrop assigned one Place Type over 2.4 acres with adoption of the B³ Code, will be known as "Greenfield," and will develop as Neighborhood Concept Schemes. Place Types shall be assigned through the creation of a Neighborhood Concept Scheme

(b) The process for creating a Neighborhood Concept Scheme is described in the B3TM Section 2.4 Neighborhood Concept Scheme.

(c) Neighborhood Concept Schemes must contain a Place Type allocation as defined in Section 3.2.001.b and be reflective of Section 4.2.001 Character District Descriptions & Additional Standards.

### SEC 3.2.002 ALLOCATION & SEQUENCE OF PLACE TYPE DETERMINATION

(a) Determination of Place Type designations shall be made in the following sequence:

(1) Geographically sensitive Development Patterns;

(2) The existing streets and Master Thoroughfare Plan Mandatory Street Network;

(3) Proximity to existing Place Types (built or entitled); and,

(4) Size of new development.

(b) The City of Bastrop shall have the following assigned percentages of each Pedestrian Shed allocated to the established Place Types. Review permitted Development Patterns and the associated standards. Place Type percentage allocation per Pedestrian Shed as described in Article 3.3 :

| | |
|---|---|
| P1- Nature | Varies |
| P2- Rural | Varies |
| P3 - Neighborhood | 10-35% |
| P4 - Mix | 25-75% |
| P5 - Core | 5-20% |
| CS - Civic Space | 10% min |
| EC - Employment Center | No Minimum |

(c) EC- Employment Center Place Type

(1) Requests shall be required to collaboratively work with the City to determine the appropriate standards and development parameters for the selected site.

(A) The determinations for standards shall follow the sequences as stated in Section 3.2.001.b.

(B) EC must be allowed in the Character District.

(C) When determining the base standards, the treatment of the Public Frontage shall align with the intent of this Code.

(D) EC applications must submit a Zoning Concept Scheme as defined in 2.4.005.(a)(3).

## ARTICLE 3.3 PEDESTRIAN SHED

Every 1/4 mile radius or "Pedestrian Shed," i.e. approx. 80 acres or 6 Farm Lots, is to contain a mix/allocation of Place Types that reflect the Character District. Measuring development by the pedestrian shed will ensure walkable neighborhoods are created. The pedestrian shed is the area encompassed by the walking distance from a town or neighborhood center. They are often defined as the area covered by a 5-minute walk (about 0.25 miles or 1,320 feet) from the center. They may be drawn as perfect circles or have irregular shapes covering the actual distance walked, not the linear (aerial) distance.

# New Neighborhood Regulating Plan
# Pedestrian Shed Example

B3 Code Requirements

| | |
|---|---|
| P1- Nature | no minimum |
| P2- Rural | no minimum |
| P3 - Neighborhood | 10-35% |
| P4 - Mix | 25-75% |
| P5 - Core | 5-20% |
| CS - Civic Space | 10% min |

Neighborhood 1

| P2 | P3 | P4 | P5 | CIVIC | EC | Total |
|---|---|---|---|---|---|---|
| 25.9 | 16.9 | 19.7 | 8.1 | 6.1 | 0.0 | 76.8 |
| 34% | 22% | 26% | 11% | 8% | 0% | 100% |

Neighborhood 2

| P2 | P3 | P4 | P5 | CIVIC | EC | Total |
|---|---|---|---|---|---|---|
| 11.2 | 17.8 | 26.3 | 7.0 | 5.8 | 0.0 | 68.0 |
| 16% | 26% | 39% | 10% | 9% | 0% | 100% |

Neighborhood 3

| P2 | P3 | P4 | P5 | CIVIC | EC | Total |
|---|---|---|---|---|---|---|
| 13.0 | 9.7 | 22.6 | 11.9 | 19.5 | 18.7 | 95.3 |
| 14% | 10% | 24% | 12% | 20% | 20% | 100% |

Total

| P2 | P3 | P4 | P5 | CIVIC | EC | Total |
|---|---|---|---|---|---|---|
| 50.1 | 44.4 | 68.5 | 27.0 | 31.4 | 18.7 | 240.0 |
| 21% | 18% | 29% | 11% | 13% | 8% | 100% |

PLACE TYPES
- PDD
- P1 - Nature
- P2 - Rural
- P3 - Neighborhood
- P4 - Mix
- P5 - Core
- Employment Center
- Railroads

CIVIC SPACES
- Civic Building
- Civic Space
- Civic Parking

1/4 Mile Pedestrian Shed

0 400 800 1600

## ARTICLE 3.4 DEVELOPMENT STANDARDS PER PLACE TYPE

| | P1 | P2 | P3 | P4 | P5 |
|---|---|---|---|---|---|
| **Blocks** | | | | | |
| Block Length Max. | UNLIMITED | 720 FT | 330 FT | 330 FT | 330 FT |
| Block Perimeter Max. | UNLIMITED | 2,863 FT | 1,320 FT | 1,320 FT | 1,320 FT |
| **Civic Space (Article 7.3)** | | | | | |
| Park | P | P | P | NP | NP |
| Green | NP | NP | P | P | P |
| Square | NP | NP | NP | P | P |
| Plaza | NP | NP | NP | NP | P |
| Playground | P | P | P | P | P |
| **Public Lighting Types (Article 7.5)** | | | | | |
| Cobra Head | P | | | | |
| Pipe | P | P | P | | |
| Post | | P | P | P | |
| Column | | | P | P | P |
| Double Column | | | | P | P |
| **Building Types (Sec. 6.5.003)** | | | | | |
| Commercial | NP | NP | NP | NP | P |
| Apartment | NP | NP | NP | P | P |

| | P1 | P2 | P3 | P4 | P5 |
|---|---|---|---|---|---|
| Rowhouse | NP | NP | NP | P | P |
| Sideyard | NP | NP | NP | P | P |
| Courtyard House | NP | NP | NP | P | P |
| Ranch House, Villa | NP | P | P | NP | NP |
| House | NP | P | P | P | NP |
| Duplex | NP | P | P | P | NP |
| **Encroachment Types (Sec. 6.5.002)** | | | | | |
| Porch | N/A | N/A | P | P | NP |
| Dooryard | N/A | N/A | NP | P | P |
| Terrace | N/A | N/A | NP | P | P |
| Stoop | N/A | N/A | NP | P | P |
| Lightwell | N/A | N/A | NP | P | P |
| Gallery | N/A | N/A | NP | P | P |
| Arcade | N/A | N/A | NP | NP | P |
| **Lot Occupation (Sec. 6.3.008)** | | | | | |
| Lot Coverage | n/a | 40% max | 60% max | 70% max | 80% max |
| Facade Buildout at Build-to-Line | n/a | 40% min | 40% min | 60% min | 80% min |
| Build-to-Line | n/a | 10 ft - no max | 10 ft - 25 ft* | 5 ft - 15 ft | 2 ft - 15 ft |

* Lots exceeding 1/2 acre may extend Build-to-Line up to 60 ft from the Frontage Line.

| | P1 | P2 | P3 | P4 | P5 |
|---|---|---|---|---|---|
| **Building Height (Sec. 6.5.003)** | | | | | |
| Principal Building | n/a | 2 max | 2 max | 3 max | 5 max / 3 max Downtown |
| Accessory Dwelling Unit | n/a | 2 max | 2 max | 2 max | 2 max |
| **First Layer Encroachments (Sec. 6.5.002)** | | | | | |
| Open Porch | n/a | 50% max | 50% max | 80% max | n/a |
| Balcony and/or Bay Window | n/a | 25% max | 25% max | 50% max | 100% max |
| Stoop, Lightwell, Terrace or Dooryard | n/a | n/a | n/a | 100% max | 100% max |
| **R.O.W. Encroachments (Sec. 6.5.002)** | | | | | |
| Awning, Gallery, or Arcade | n/a | n/a | n/a | to within 2 ft. of the Curb | to within 2 ft. of the Curb |
| **Encroachment Depths (Sec. 6.5.002)** | | | | | |
| Porch | n/a | 5 ft min | 8 ft min | 8 ft min | n/a |
| Gallery | n/a | n/a | n/a | 10 ft min | 10 ft. min. |
| Arcade | n/a | n/a | n/a | n/a | 12 ft. min. |
| **Parking Location (Sec. 6.3.006)** | | | | | |
| 2nd Layer | n/a | P | P | NP | NP |
| 3rd Layer | n/a | P | P | P | P |
| Open Porch | n/a | 50% max | 50% max | 80% max | n/a |
| **Signage (Chapter 8)** | | | | | |

| | P1 | P2 | P3 | P4 | P5 |
|---|---|---|---|---|---|
| Address Sign | P | P | P | P | P |
| Awnings & Signs | NP | NP | NP | P | P |
| Band Signs | NP | NP | NP | P | P |
| Blade Signs | NP | NP | NP | P | P |
| Marquee Signs | NP | NP | NP | NP | P |
| Name Plate Signs | NP | NP | NP | P | P |
| Outdoor Display Case | NP | NP | NP | P | P |
| Sidewalk Signs | NP | NP | NP | P | P |
| Window Signs | NP | NP | NP | P | P |
| Yard Signs | NP | NP | NP | P | NP |

P = PERMTTED NP = NOT PERMITTED

## ARTICLE 3.5 NUISANCE REGULATIONS

# CHAPTER 4
# CHARACTER DISTRICTS

## ARTICLE 4.1 GENERAL

### SEC. 4.1.001 INTENT OF CHARACTER DISTRICTS

(a) Intent

(2) Character Districts are the largest regulating geographic boundary in the Code. The boundaries are intended to have standards which align with the natural landscape and the patterns of development established on the land. Development Patterns, Place Types, and Streets Types are localized and represented in the standards.

(3) This Article governs the preparation of a Character District Map that allocates identity and special standards to areas within the City of Bastrop. For lands within the City of Bastrop that have been mapped pursuant to Article 4.1, Development Patterns prescribe the Development Pattern types permitted in each Character District.

(4) Character Districts shall integrate the largest practical geographic area, overlapping property lines as necessary and municipal boundaries, if possible.

### SEC. 4.1.002 CHARACTER DISTRICTS ESTABLISHED

(a) Generally

(1) The City Council hereby adopts the City of Bastrop Character District Map (hereafter referred to as the "Character District Map"), which is on file with the Director of Planning and Development. The Character District Map is hereby incorporated into this Code by reference as though it were fully included here.

(b) B3 Character Districts Established

(1) The location and boundaries of the districts in this Article are hereby established, and will be shown on the Character District Map.

(c) Interpretation of District Boundaries

(1) The Planning and Development Director will be initially responsible for interpretations of the official Character District Map. The following standards will govern the interpretation of District Boundaries:

i. Boundaries indicated as approximately following the centerlines or right-of-way lines of streets, highways, alley, railways, or public utility easements will be construed to follow such lines.

ii. Boundaries indicated as approximately following platted lot or tract lines will be construed as following such lines, whether public or private.

iii. Boundaries indicated as approximately following the City Limit line will be construed to follow such City Limit line.

iv. Boundaries indicated as approximately following the center, mean high water mark, or shoreline of streams, rivers, canals, lakes, marsh areas, or other bodies of water, lowland, or tidal areas, will be construed to follow such boundaries.

(d) Record Keeping

The original and all revised versions of the Character District Map will be certified as such by the signature of the Administrator, and will be kept on file, in either hardcopy or digital form, in the office of the Department of Planning & Development Services.

(e) Public Access

Copies of the Character District Map will be made available for public inspection in the office of the Department of Planning & Development Services during normal business hours.

## ARTICLE 4.2 GENERAL

### SEC. 4.2.001 CHARACTER DISTRICTS DESCRIPTIONS & ADDITIONAL STANDARDS

(a) Intent

(1) The Character District descriptions and standards are guiding development recommendations which coordinate with the individual Character District for each other corresponding Development Patterns, Place Types, Street Types, Building and Block Types.

(b) Descriptions and Additional Standards

(1) **Bastrop State Park** - Development in this district blends seamlessly into the natural environment. Preservation of urban wild lands and cultural history are the forefront of all design. Road networks and buildings focus attention toward scenic views and harmonize with nature.

(2) **The Bluffs District** - Characterized by scenic vistas of the Colorado River, this district is positioned along the rolling hills of the Lost Pines. The natural geography in the district provides both opportunity for commerce and residential neighborhoods. The built environment will harmoniously integrate with the natural environment, creating inviting open spaces with storefronts and residences.

(3) **Cattleman's District** - Ranching has been a cornerstone of the Texas economy for the last 300 years. The northwestern edge of the City and beyond continues to honor the long tradition of the cattle industry. The open range of the Cattleman's District lends itself to village centers. A mix of retail, restaurant and office Buildings, that incorporate residential around community agriculture, open fields, and water features being reminiscent of meandering streams and stock tanks that once served livestock.

(4) **Cultural Arts District** - Arts and culture are the centerpiece of this district. Located in one of the oldest parts of the City, this district will pay homage to the rich culture of Bastrop by providing a physical landscape to share the human experience. A sophisticated mix of theater, music, and art will blend with a mix of housing, while also providing shopping and dining opportunities. Situated along two state highways, this district will be a destination for tourists and locals alike sharing a cultural experience.

(5) **District 71** - District 71 promotes regional trade and easy vehicular access from major thoroughfares. Developments become destinations unto themselves, with parking areas nearby for visitor access. Elements within the public realm encourage walk- or bike-ability bringing large developed areas back to the human scale.

(6) **Downtown District** - Downtown Bastrop is laid out in an almost perfect series of small gridded blocks. The gridded network of streets is a fundamental element which creates the most effective and efficient structure for cities to be walkable, flexible and timeless. It contains human scale streets and buildings organized in a uniform manner. Parks and Civic Spaces integrated into the built form of the City. The shopfronts and ground floor characteristics at the street edge are made up of glass and directly relate to the street. The residential lot sizes, house sizes, housing types, and setbacks vary throughout the district.

(7) **Historic Highway District** - As one of the oldest towns in Texas, Bastrop has served travelers going from Austin to Houston for over 100 years. The Historic Highway District demonstrates a pattern of development that provided commercial and retail business for both residents and travelers. As Bastrop continues to be a destination for out of town visitors, this area provides a route that parallels State Highway 71 and leads to Historic Downtown Bastrop.

(8) **Lost Pines District** - The Lost Pines has special geographic features, such as the stand of Loblolly Pines that is more than 100 miles from similar forests. Additionally, the towering trees and sandy soil in this district provides an optimal environment for the Houston Toad. The rolling hills provide breathtaking vistas and deep valleys that provide an opportunity for clustered developments that will preserve the natural environment while allowing urban neighborhoods to interact with nature.

i. Development must comply with the standards and processes within the Lost Pines Habitat Conservation Plan, as amended.

(9) **Mayfest Hill District** - Anchored by Civic Space, Mayfest Hill provides a gateway into town where drivers are treated to a glimpse of Bastrop's geographically sensitive design and views of the Colorado River Basin. Residential roads and buildings

are tucked away into the hills, providing a tranquil space between the major roadways. The Civic Spaces pull neighborhood and area residents together into lively events and gatherings, utilizing the available road network.

(10) **The Meadows District** - Large rolling meadows still dominate the landscape as Bastrop extends towards the west. The natural landscape is an open canvas creating an integrated community of assorted retail, service, and residential with walkability as a main feature. Civic Spaces and meandering trails are easily incorporated to connect the community to the Colorado River to the south.

(11) **New Addition District** - Just west of Historic Downtown Bastrop, you will find the "New" Addition. Nestled between the banks of the Colorado River and the historic residences of Downtown, this district is primarily residential in nature. Bound by the winding river to the west you will find similar curvilinear streets and winding trails within this district. Neighborhood markets and boutique services will be mixed into the residential fabric providing a true community feeling.

(12) **North End Park District** - The North End is defined by the distinct geographical boundaries of Union Pacific Railroad, State Highway 95, and Piney Creek. Originally laid out in the pattern of Farm Lots, residential growth has happened Incrementally, creating a diverse mix of lot sizes and housing styles. The addition of neighborhood commercial along established streets and the inclusion of housing type variation will add to the vitality and timeless nature of the community. Continued development should focus on establishing additional east/west connectivity to continue the Building Block pattern originally established in Downtown Bastrop.

(13) **North Water District** - This district follows the Colorado River north of SH 71. People may seamlessly access both riverine resources and shopfronts. Shopfronts directly interact with the street where topography allows or are clustered into accessible destinations along the river providing entertainment in scenic setting. Walkable trail connections to other districts, with shade from mature trees and structural features of the public realm, are key elements of development.

(14) **Old Town District** - Old Town has a rich history based on the Building Block and Farm Lot configuration of the 1920 Iredell Map. The gridded street network is

well connected, and a variety of lot types, setbacks, and Building Types are present. Human scale and tree shaded streets encourage comfortable multimodal connectivity to the surrounding neighborhoods, while discrete and rural-style infrastructure functions steadily.

(15) **PDD District** - Planned Development Districts are existing master planned developments created under previous Codes that allow a mix of land uses and design standards. Each area has specific concept and development plans that determine street connectivity, lot layout, and Building design.

(16) **River District** - The Colorado River serves as the focal point of this district. Ample commercial and residential opportunities are present, interacting with the natural environment, giving an uptown feel along the banks of the river. Open space, Civic Spaces, and trails will bring people to the district while they enjoy dining, retail, and entertainment opportunities. The natural geography will inform the Building pattern blending the urban and natural form.

(17) **Riverside Grove District** - Situated between a city park and a commercial corridor, Riverside Grove provides a classic opportunity to connect people to places. Mobility is promoted via the tree-lined streets in a semi-grid pattern that allow multiple modes of transportation. A trail system further encourages pedestrian traffic and provides connectivity between the park, residences, and retail opportunities.

(18) **South River District** - This district follows the Colorado River south of SH 71. People may freely and seamlessly access both riverine resources and shopfronts. Shopfronts directly interact with the street where topography allows or are clustered into accessible destinations along the river providing entertainment in scenic setting. Walkable trail connections to other districts with shade from mature trees and structural features of the public realm are key elements of development. This district is geographically sensitive to the confluence of Gill's Branch and the Colorado River.

(19) **The Vista District** - The Vista District is a collection of people and places that provides an urban lifestyle. Capitalizing on its location along two major transportation corridors, this district will be an eclectic blend of shops, office spaces, residences, and entertainment venues. Its diverse mix of uses creates a true live, work, and play environment for the

community. Civic Spaces anchor the Public Frontage and storefronts are scattered throughout the walkable street grid, producing an inviting built environment.

### SEC. 4.2.002 CHARACTER DISTRICT DEVELOPMENT PATTERNS

Each Character District is comprised of different natural environments, built pattens, and have a wide range of other physical and topographic attributes which add to their district nature. To protect and enhance these natural and existing features, each character district allows for different development patterns as defined in Article 5.2.

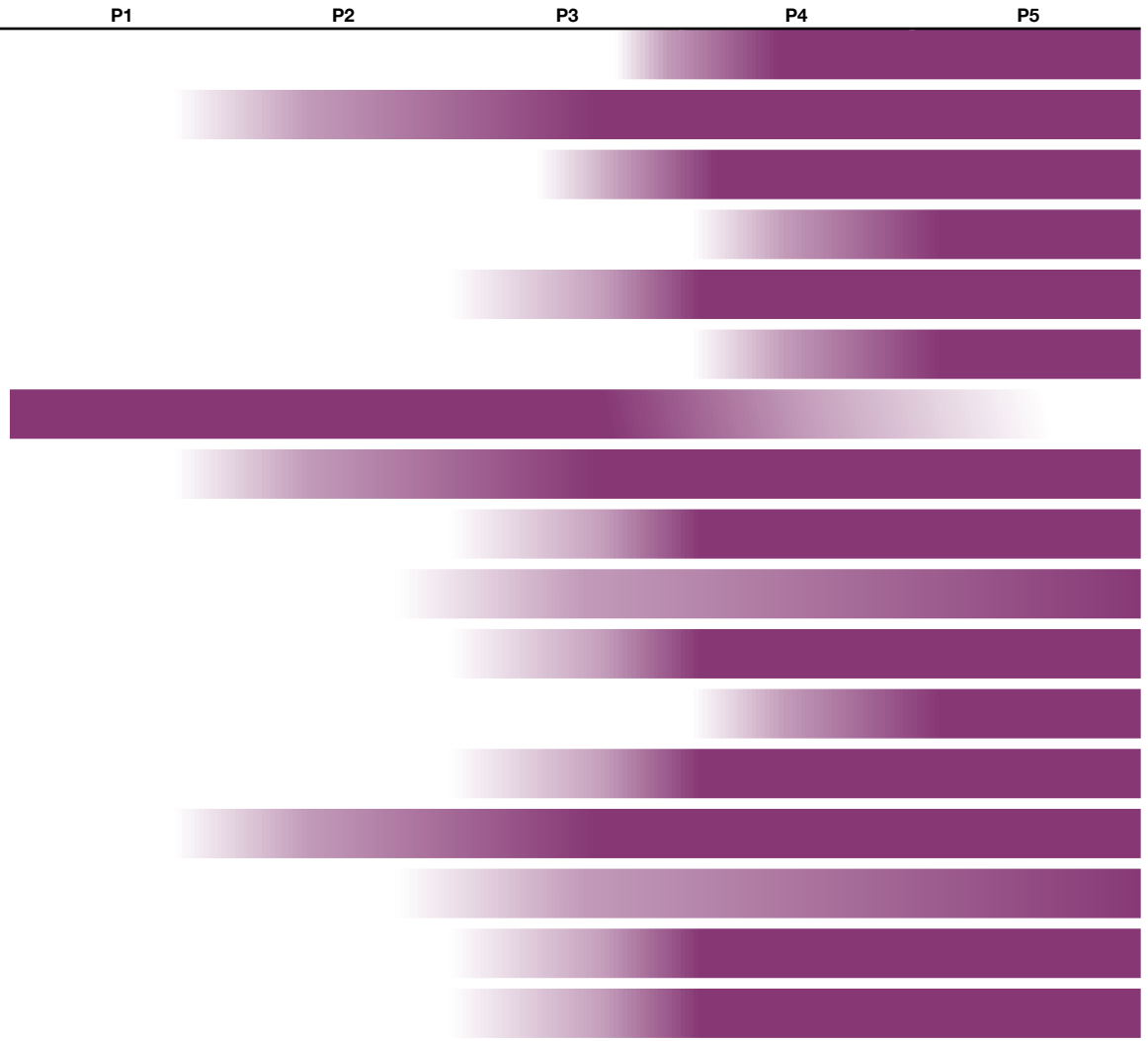
### SEC. 4.2.003 ZONING CONCEPT SCEMES BY CHARACTER DISTRICT

(a) Multiple Place Type change requests within each Character District shall be reviewed collectively.

(b) Multiple Neighborhood Concept Schemes submitted at one time shall be reviewed collectively to evaluate phasing, infrastructure demands, public safety and drainage impacts.

## SEC. 4.2.004 ZONING CONCEPT SCEMES BY CHARACTER DISTRICT

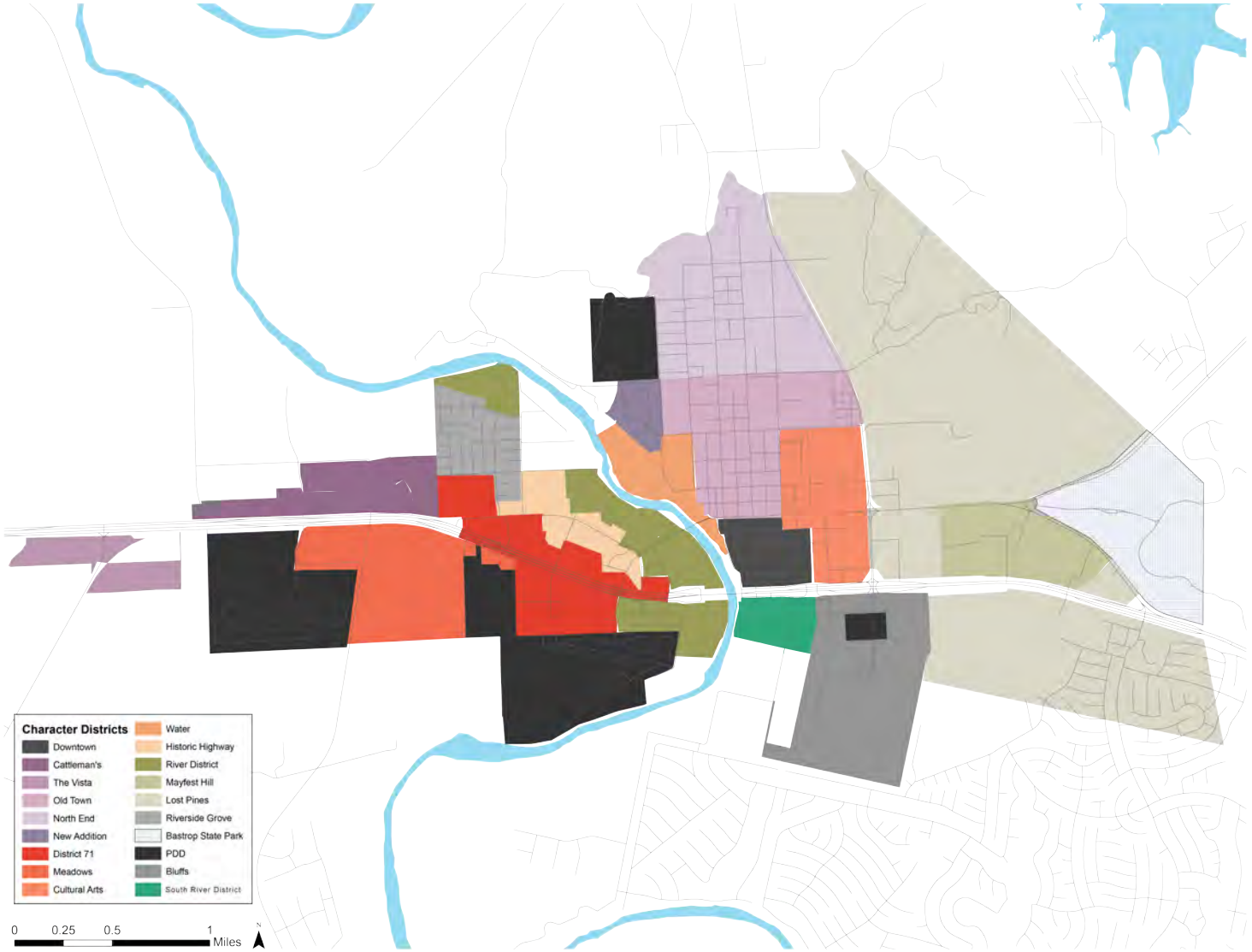
| | TND | CLD | VCD |
|---|---|---|---|
| The Bluffs | P | NP | NP |
| Cattleman's | P | NP | P |
| Cultural Arts District | P | NP | NP |
| District 71 | P | NP | P |
| Downtown | P | NP | NP |
| Historic Highway | P | NP | NP |
| Lost Pines | NP | P | P |
| Mayfest Hill | P | P | P |
| Meadows | P | NP | P |
| New Addition | P | NP | NP |
| North End | P | NP | NP |
| North Water | P | NP | P |
| Old Town | P | NP | NP |
| River | P | P | P |
| Riverside Grove | P | NP | NP |
| South River | P | NP | NP |
| Vista | P | NP | P |




P = PERMTTED NP = NOT PERMITTED

PURPLE SCALE: THE DARKER THE PURPLE THE GREATER THE ALLOCATION PERCENTAGE OF THAT PLACE TYPE

## ARTICLE 4.3 CHARACTER DISTRICT MAP



# CHAPTER 5
# DEVELOPMENT PATTERNS

Renderings by Geoff Dyer

## ARTICLE 5.1 INTENT OF DEVELOPMENT PATTERNS

(a) Development Patterns are the manor in which a neighborhood is configured. Different geographies accept different development patterns. To accommodate Bastrop's wide range of landscapes, there are three (3) Development Patterns which provide adequate facilitation of development.

(b) The development pattern type will be used to guide the creation of the Neighborhood Concept Scheme (see Section 2-4 Neighborhood Concept Schemes in B3TM) configurations suitable for different geographies and Character Districts.

(c) The B³ Code is a tool that guides the form of the built environment in order to create Development Patterns which are compact and walkable with a variety of Place Types. The Code supports a connected network of streets to relieve traffic congestion and preserves open lands in ecologically sensitive locations.

(d) The Character Districts each permit one or more of the three Development Patterns:

(1) Cluster Land Development (CLD)

(2) Traditional Neighborhood Development (TND)

(3) Village Center Development (VCD).

(e) See the Development Pattern Table for permitted Development Patterns within each Character District.

## ARTICLE 5.2 DEVELOPMENT PATTERN STANDARDS

### SEC. 5.2.001 TRADITIONAL NEIGHBORHOOD DEVELOPMENT (TND)

(a) Intent: TND may occur in Infill areas and involve adaptive reuse of existing Buildings, or can involve new construction on previously undeveloped land.

(b) TND characteristics include the continuation of the Grid as the basic platform of arrangement of the New Community Plans. They contain a range of housing types, a network of well connected streets and blocks, well defined public spaces, and have amenities such as stores, schools, and Third Places within walking distance of residences.

(c) TND is the preferred and default development pattern in the City of Bastrop.

### SEC. 5.2.002 TND STANDARDS

(a) Location: The TND is located within a Character District that allows for the Development Pattern.

(b) 1,320' preferred max block perimeter.

(c) 333'x333' preferred block size.

(d) If block dimensions exceed the preferred block perimeter and size, approval will be required by the Director of Planning and Development and a determination will be made if a 20' pedestrian walkway will need to be included at mid-block.

(e) Smaller blocks are allowed By Right.

(f) In the P4 Mix, a minimum residential mix of three building types (not less than 20%) shall be required.

(g) A TND shall be structured by one standard or Linear Pedestrian Shed (see Article 3.2.2 Place Types by Pedestrian Shed) and shall be no fewer than 13.6 acres and no more than 160 acres.

(h) A TND shall include Place Types as allocated in Section 3.2.002.b.

(i) Sites larger than 80 circular acres or 160 linear acres shall be designed and developed as multiple Neighborhood Concept Schemes. Each NCS is subject to the individual Place Type requirements for its development pattern type as allocated Section 3.2.002.b or associated standards.

## SEC. 5.2.003 CLUSTER LAND DEVELOPMENT (CLD)

(a) Intent: CLD offers a compulsory alternative to conventional neighborhoods for the purpose of:

(1) Encouraging the use of land in accordance with its character and adaptability;

(2) Assuring the permanent preservation of open space, agricultural lands, and other natural resources through land reservations or Conservation Easements;

(3) Allowing innovation and greater flexibility in the design of residential developments to ensure the same overall amount of development normally permitted with the conventional home lot size;

(4) Facilitating the construction and maintenance of streets, utilities, and public services in a more economical and efficient manner increasing affordability and reducing the cost of building and maintaining infrastructure;

(5) Ensuring compatibility of design and use between neighboring properties; and,

(6) Encouraging a less sprawling from of development, thus preserving open space as undeveloped land.

## SEC. 5.2.004 CLD STANDARDS

(a) See 4.3 Character District Map to determine if Cluster Land Development is an allowed Development Pattern.

(b) A CLD shall be structured by one standard Pedestrian Shed and shall consist of no fewer than 30 acres and no more than 80 acres or 160 linear acres.

(c) A CLD shall include Place Types as allocated in Section 3.2.002.b. A minimum of 50 % of the New Community Plan shall be permanently allocated to P1 Nature and/or P2 Rural Place Types.

(d) The dedicated P1 lands shall be deemed Open Space and will be set aside by the applicant through an irrevocable Conservation Easement or similarly determined method, as approved by the City.

(e) Areas not considered Open Space:

(1) The area of any street right-of-way proposed to be dedicated to the public.

(2) Any submerged land area.

## SEC. 5.2.005 VILLAGE CENTER DEVELOPMENT (VCD)

(a) Intent: A VCD is a series of small streets lined with builds at the street edge creating a unique village style community.

B. Description: VCD consists of a small dense grouping of predominately P4 and P5 building serving as residential, live/ work and commercial and office buildings organized in a vernacular, curvilinear grid, or grid network of blocks and streets. The streets are small and serve as shared streets. Vehicles are kept on the exterior of the developments. Buildings are located directly to the street edge.

## SEC. 5.2.006 VCD STANDARDS

(a) Streets Types are narrow and serve as shared streets in the development.

(b) Vehicles are kept on the exterior of the developments to create plazas and civic spaces throughout the development.

(c) Buildings are located directly to the street at the frontage line with all.

(d) Parking shall be located in the third (3rd) layer of the lot.

(e) P3 shall be limited to 10% of the development.

(f) P1 and CS shall be more than 40% of the development.

(g) P4 and P5 shall make up the remaining 50% of the development.

(h) A VCD shall be structured by one Long Pedestrian Shed or Linear Pedestrian Shed and shall consist of no fewer than 13.6 acres and no more than 80 acres.

## SEC. 5.2.007 DEVELOPMENT PATTERNS PERMITTED PER CHARACTER DISTRICT

| | TND | CLD | VCD |
|---|---|---|---|
| **The Bluffs** | P | NP | NP |
| **Cattleman's** | P | NP | P |
| **Cultural Arts District** | P | NP | NP |
| **District 71** | P | NP | P |
| **Downtown** | P | NP | NP |
| **Historic Highway** | P | NP | NP |
| **Lost Pines** | NP | P | P |
| **Mayfest Hill** | P | P | P |
| **Meadows** | P | NP | P |
| **New Addition** | P | NP | NP |
| **North End** | P | NP | NP |
| **Riverside Grove** | P | NP | NP |
| **Water** | P | NP | P |
| **Vista** | P | NP | P |

P = PERMTTED NP = NOT PERMITTED

# CHAPTER 6 PRIVATE REALM DEVELOPMENT STANDARDS

## ARTICLE 6.1 GENERAL

### SEC. 6.1.001 INTENT

The Private Realm is intended to support the Public Realm with its standards. The configuration of the Private Realm contains endless opportunities based on the minimum standards of use, lot requirements, and with a wide variety of Building Types. Character Districts and Place Types determine the intensity of Building Types which can occur on the private lots

### SEC. 6.1.002 INSTRUCTIONS

(a) Lots and buildings located in the Private Realm within the City of Bastrop shall be subject to the requirements of this section.

(1) Lots and buildings shall be regulated according to the building type, lot occupation, building placement, building height, private frontage, use, parking spaces, parking placement, landscaping and signage standards.

(b) Regulatory terminology related to private lots used in this section is diagrammed for illustrative purposes only.

(1) Building Types diagrammed are provided for illustrative purposes only.

(c) Development Process

The development processes for all application types can be found within the B3TM. See 1.2.3 Development Process in the B3TM for requirements.

## ARTICLE 6.2 PERMITTING REQUIREMENTS

(a) Building or construction permits shall not be issued for development or redevelopment of private lots prior to the approval of a Building or Site Development Plan down to scale showing the following:

(1) For preliminary site and building approval:

A. Site Development Plan Area

i) Lot Lines

1) Building Placement

2) Lot Occupation

3) Setbacks

4) Private Frontage

5) Building use, height, and fenestration

6) Parking location & number of parking spaces

7) Drainage study

(2) For final site and building approval, in addition to the items above in 6.2.1.A:

(A) Landscaping plan

(B) Signage

(3) Individual home applications in P3 shall be exempt from the following requirements:

(A) Landscape

(A) Signage

(B) Drainage study

(4) Building and Site Development Plans submitted under this Chapter shall be prepared by the applicant, and shall be approved by administrative approval once all Code standards are met.

## ARTICLE 6.3 GENERAL LOT STANDARDS

### SEC. 6.3.001 LOT DIMENSIONS

(a) Lot width is measured between the side lot line at the street setback line.

Lots may have multiple Frontages as illustrated on Table 6.1. One Frontage Line is designated the Primary Frontage Line and all remaining Frontage Lines are designated as Secondary Frontage Lines.

Lots shall be divided into regulatory Layers as illustrated on Table 6.1 and Table 6.2. Standards for the second and third Layers pertain only to the Primary Frontage. Standards for the first Layer pertain to both Frontages.

(1) The First Layer is the area of a lot from the Frontage Line to the Facade of the Principal Building.

(2) The Second Layer is the area of the lot set behind the 1st Layer to a depth of 20 feet in all Place Types.

(3) The Third Layer is the area of a lot set behind the 2nd Layer and extending to the rear lot Line.

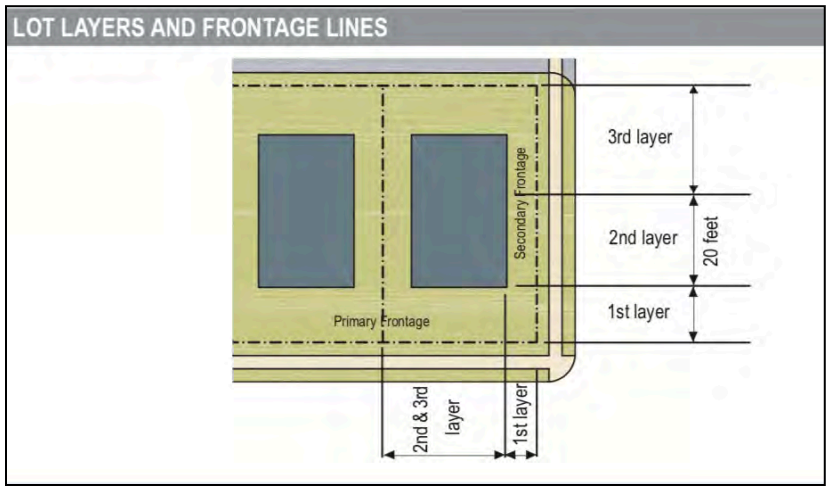
i. The location of the Build-to-Line, on Infill properties, is established on Section

6.5.003 Building Standards per Place Type, and, for new neighborhoods, on the Neighborhood Concept Scheme.

(b) All buildings and structures must be located at or behind the side or rear IBC separation line.

(1) Side and rear setbacks are measured from the side or rear property line.

## SEC. 6.3.002 LOT LAYERS & FRONTAGE LINES




## SEC. 6.3.003 BUILDING PLACEMENT

(a) Principal buildings shall be positioned on a lot in accordance with Section 6.5.003 Building Standards per Place Type.

(1) The First Layer is the area of land between the Frontage Line and the Build-to-Line. The First Layer is measured from the Frontage Line.

(2) The required Build-to-Line is the minimum percentage of the front Building Facade that must be located within the First Layer, measured based on the width of the building divided by the width of the lot.

(3) A building facade must be placed within the First Layer for the first 30 feet along the street extending from any block corner.

i) All structures and uses customarily allowed on the lot are permitted in the First Layer, with the exception of parking.

## SEC. 6.3.004 BUILDING SEPARATION

(a) Fences and screening walls may extend into the IBC building separation line and Alley setback.

(b) Side and rear building separation will be determined by the IBC as adopted by the City.

## SEC. 6.3.005 ALLEYS & DRIVEWAY LOCATIONS

(a) Intent: Building walkable cities means that while vehicles are part of modern life, they should have minimal disruption to the Public Realm. The standards of the Code intend to ensure all modes of Transportation are respected.

(b) The preferred means of vehicular access to lots is through the use of Alleys. Alleys provide a location to hide unsightly functions of our communities such as garages, garbage cans, transformers, electric meters, and telephone equipment

(c) Other benefits of Alleys include:

(1) They make it possible for narrower lots as garages are now accessed from the rear, as opposed to being a prominent feature in front of a residence.

(2) Safety as sidewalks and pedestrians become separated from the access requirements of vehicles.

(3) They create a more casual neighborhood space adjacent to backyard activity centers, which leave the front of the house as a more formal community space.

(e) Driveways:

(1) Where Alleys are present, all vehicular access shall be provided from the alley.

(2) Where a lot does not have access to an alley, driveways are allowed in accordance with this section.

(3) For corner lots, all driveways shall be located at the Secondary Frontage.

(4) Driveways shall be located as far from the adjacent public street intersection as practical to achieve maximum available corner clearance, with consideration of property limits, adjacent Curb cuts, topography, and existing drainage facilities. Non-alley loaded driveways may intersect a street no closer than twenty (20) feet from the intersection of two (2) street rights-of-way in P1, P2, and P3, and forty (40) feet in P4 and P5.

(5) Mid-block lots greater than 40′ in width at the Frontage are allowed one driveway with a maximum width of 24′ for two-way and 12′ for one-way driveways.

(6) In P4 and P5, driveways accessing up to eighty (80) foot wide street rights-of-way must be spaced two hundred (200) feet apart centerline to centerline, and

driveways accessing more than an eighty (80) foot wide street right-of-way must be spaced three hundred (300) feet apart centerline to centerline.

(7) Nothing in this section shall prevent all site access to any property.

## SEC. 6.3.006 PARKING

(a) Intent: Parking shall not be the driver of site planning. The standards in the Code support this notion through limited and eliminating parking. The intent of building a walkable, bikeable, and an easily navigable City ensures all mode of transportation are available to reduce the reliance on the car.

(b) The location of the parking is established and shown on the Neighborhood Concept Scheme and/or Site Development Plan

(1) Shared parking is available with the Site Development Plan in P2, and P4. Impervious cover shall not exceed the place type standards.

(2) Parking requirements in P3 will be market driven. Impervious cover shall not exceed the place type standards.

(3) Parking in EC shall be recommended by the DRC and approved through a public consultation process.

(4) P5 shall establish parking maximums based on the market demands per use as determined by the DRC at the time of application.

(1) On-site surface parking must be located in the Second Layer or Third Layer of each lot as defined by the Place Types standards.

i. Residential garage access is permitted from the public street or from an Alley. Access may be taken from the street on corner lots, in which case the garage doors may face the side street.

ii. Residential garage front Facades must begin in the third layer.

iii. Open parking areas shall be masked from the Frontage by building or street screening and will be regulated in size by impervious cover requirements of the Place type.

iv. Parking spaces provided internal to a lot shall be located entirely behind the minimum rear setback as specified by building Type and Place Type.

### SEC. 6.3.007 CROSS ACCESS CONNECTIONS

(a) Cross-access easements and connections to adjoining properties shall be required to connect driveways and parking lots where no Alley is present.

(b) Internal vehicular circulation areas shall be designed and installed to allow for cross-access between abutting lots;

(c) In the event these conditions cannot be met without undue hardship, or if such connections would create undesirable traffic flow, the Planning and Development Director may waive the connection requirement.

(d) Where a parking lot connection is required, an easement for ingress and egress to adjacent lots shall be recorded on the plat or by separate instrument as appropriate.

(e) Additional standards shall be found in the B3TM.

### SEC. 6.3.008 LOT OCCUPATION

(a) Three buildings may be built on each lot, one principal building and two Accessory Units or Accessory Dwelling Units as generally illustrated on Article 6.4 Lot Structure Description & Diagram.

(b) Lot coverage by buildings (i.e. impervious surface requirements) are specified in Section 6.5.003.A.

(a) For building height see standard by Place Type and Character District. If undefined in International Building Code as adopted by the City of Bastrop.

(b) Stories may not exceed 14 feet in height from finished floor to finished ceiling, except for a first floor commercial use, which shall be a minimum of 11 feet with a maximum of 25 feet.

(c) In Special Flood Hazard Areas, a first level residential or lodging shall be raised a minimum of two (2) feet from the Base Flood Elevation.

### SEC. 6.3.009 PRIVATE FRONTAGE

(a) Permitted Encroachments into the First Layer of any lot are specified in Section 6.5.002, Permitted Encroachments per Place Type. Terminology used to identify these elements is diagrammed for illustrative purposes only.

(b) The Facade of the Principal building shall be built parallel to the Frontage Line or to the tangent of a curved Frontage Line of a lot, and along a minimum percentage of the Frontage width at the Build-to-Line as specified as Facade Buildout in Section 6.5.003, Building Standards per Place Type.

(c) All Facades shall be glazed with clear glass not less than 20% of the first story. Glazing shall be calculated as the total combined area of window glazing (lights or panes within each window's casing) divided by the total area of the Facade for the target story of a building.

(d) Buildings with a first floor commercial use shall be glazed with clear glass no less than 70% of the first story.

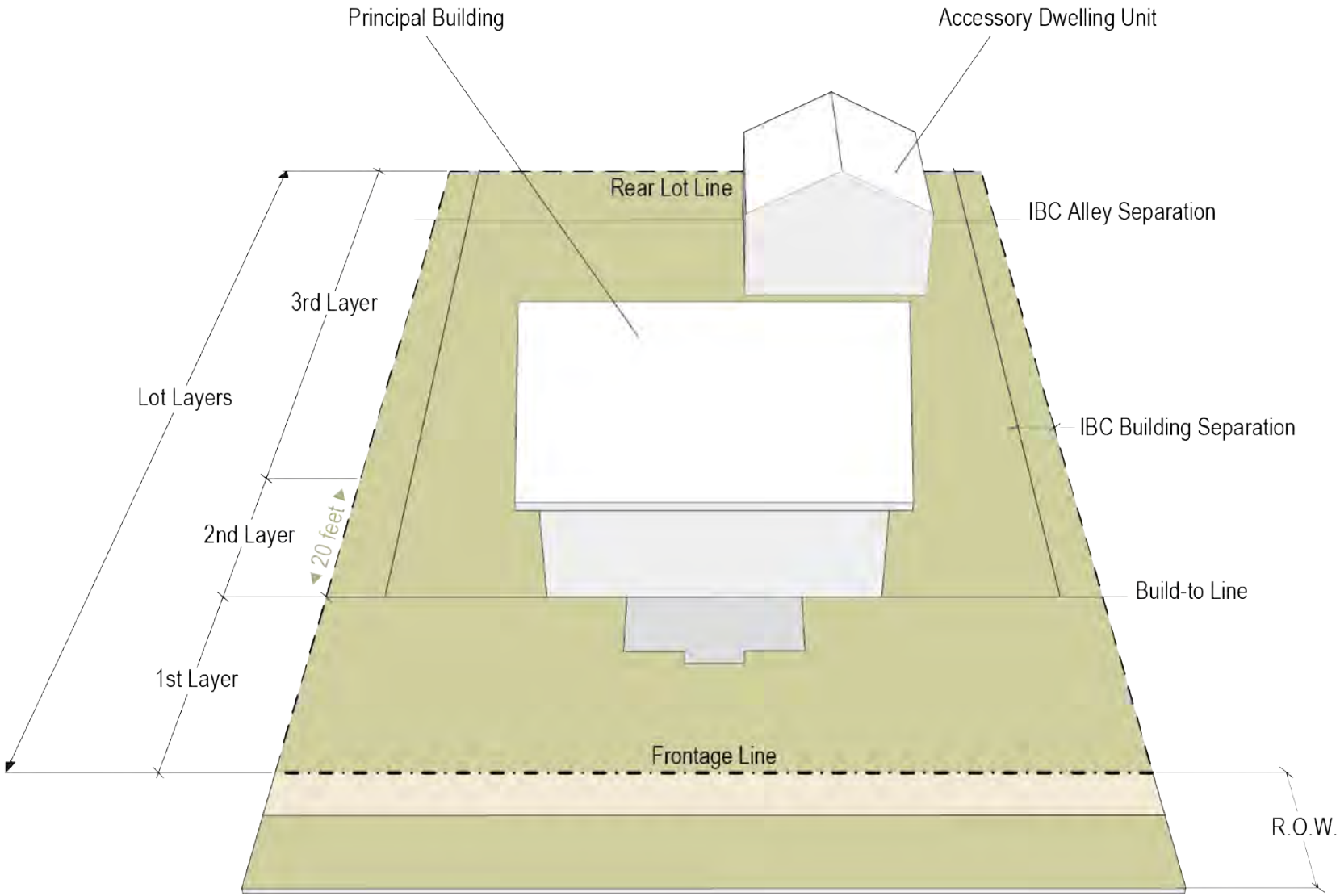
(e) Openings above the first story shall not exceed 50% of the total building wall area, with each Facade being calculated independently.

(f) All opening, including porches, galleries, Arcades, and windows, with the exception of shopfronts, shall be square or vertical in proportion.

## ARTICLE 6.4 LOT STRUCTURE DESCRIPTION & DIAGRAM

| | |
|---|---|
| **BUILDINGS** | |
| Principal Building | The main building on a lot. |
| Accessory Structures | A secondary building usually located toward the rear of the same lot as a Principal building such as a garage, carport, or workshop and may include a dwelling unit. *No more than two per lot. |
| **LOT LAYERS** | |
| First Layer | The area of a lot from the Frontage Line to the Facade of the Principal Buidling. |
| Second Layer | The area of a lot set behind the 1st Layer to a depth of 20 feet in all Place Types. |
| Third Layer | The area of a lot set behind the 2nd Layer and extending to the rear lot Line. |
| **LOT** | |
| Build-to-Line | The minimum percentage of the front building Facade that must be located within the First Layer. |
| Lot Width | The length of the Principal Frontage Line of a lot |
| Frontage Line | Where the Property Line meets R.O.W. |
| Rear Lot Line | Where the Property Line meets Alley R.O.W. or an adjoining side/ rear property line. |

## LOT STRUCTURE DIAGRAM



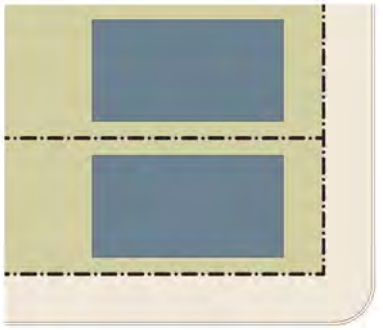
## ARTICLE 6.5 BUILDING TYPES

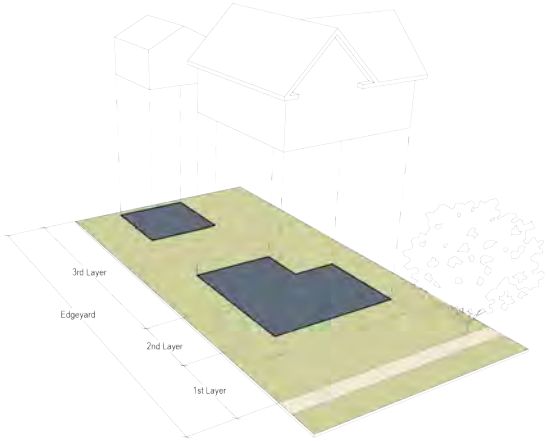
### (a) EDGEYARD

The placement of a building within the boundaries of its lot to create an Edgeyard around the building, with IBC separation on all sides. This is the least urban of types as the front yard sets the building back from the Public Frontage, while the side yards weaken the spatial definition of the Thoroughfare in front of the building.

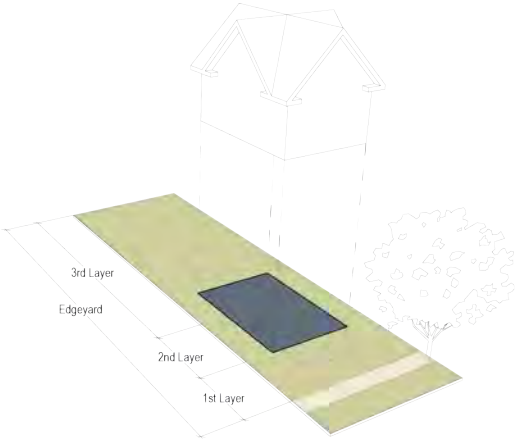
Variants: Villa, House, Ranch House, Cottage, Duplex, Triplex, Fourplex

**GENERAL PLACEMENT**

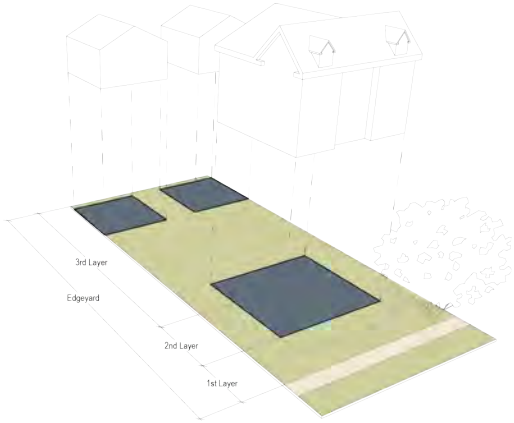





**VILLA**




**HOUSE**



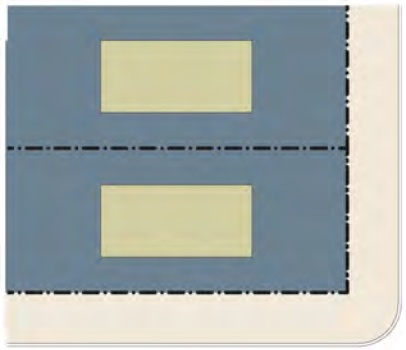

**DUPLEX, TRIPLEX, FOURPLEX**

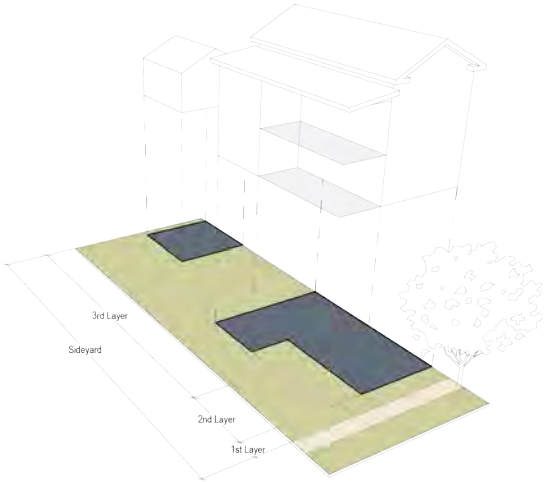
**(b) SIDEYARD**

The placement of a building within the boundaries of its lot to create a private Sideyard, with a Setback to one side. A shallow Front Setback defines a more urban condition. If the adjacent building is similar with a blank side wall, the yard can be quite private. This type permits systematic climatic orientation response to the sun or the breeze. If a Sideyard House abuts a neighboring Sideyard House, the type is known as a twin or double House.

Variants: Courtyard House, Courtyard Apartment Building

**GENERAL PLACEMENT**





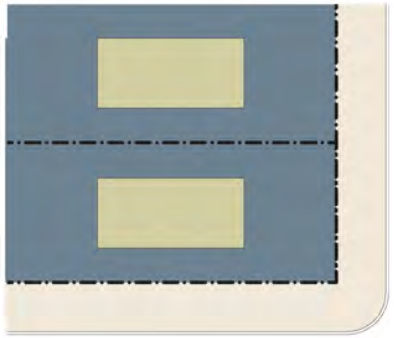

**SIDEYARD**

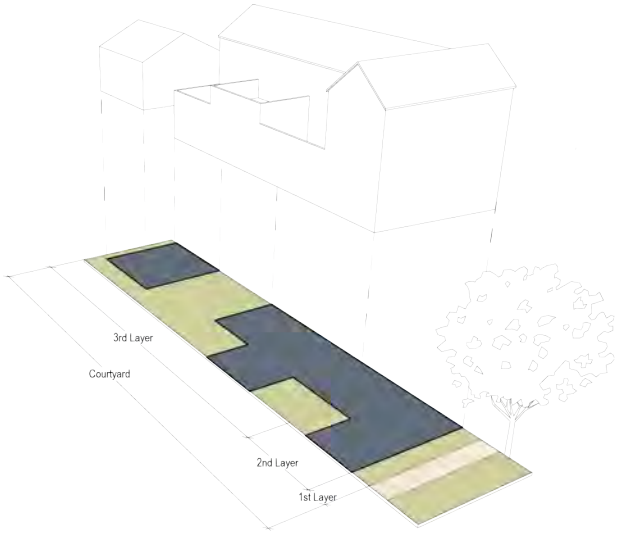
**(c) COURTYARD**

A building placed within the boundaries of its lot to create a private Courtyard, while internally defining one or more private patios. Common walls shared with adjacent buildings create a continuous Facade along the Frontage Line that steadily defines the public Thoroughfare in front of the building. This is the most urban of types, as it is able to shield the private realm from all sides.

Variants: Courtyard House, Courtyard Apartment Building

**GENERAL PLACEMENT**





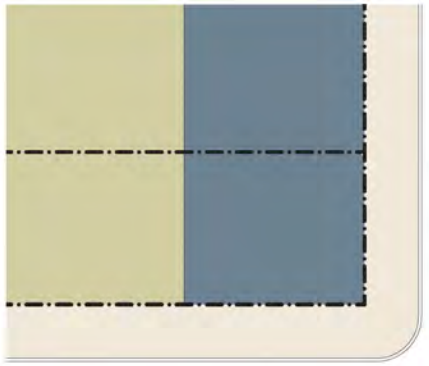

**COURTHOUSE**

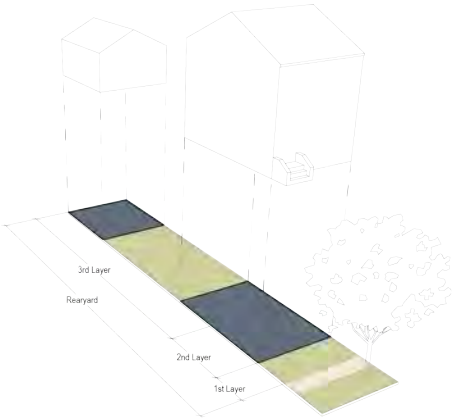
## (d) REARYARD

The placement of a building within the boundaries of its lot to create a Rearyard, leaving the rear of the lot as private space or available for dedicated parking in its commercial form. Common walls shared with adjacent buildings create a continuous facade along the Frontage Line that steadily defines the pubic Thoroughfare in front of the building. Rear elevations may be articulated for functional purposes.

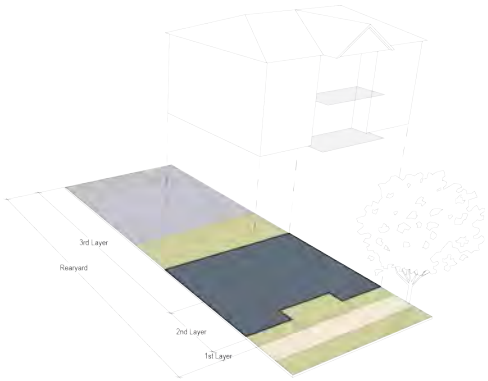
Variants: Rowhouse, Apartment Building (5+ Units), Commercial Building, Live-Work Building, Mixed-Use Building,

**GENERAL PLACEMENT**

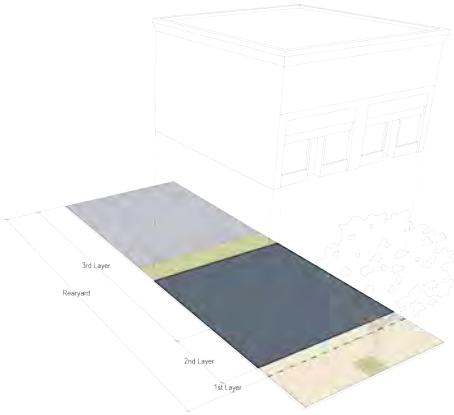





**ROWHOUSE**




**APARTMENT BUILDING**



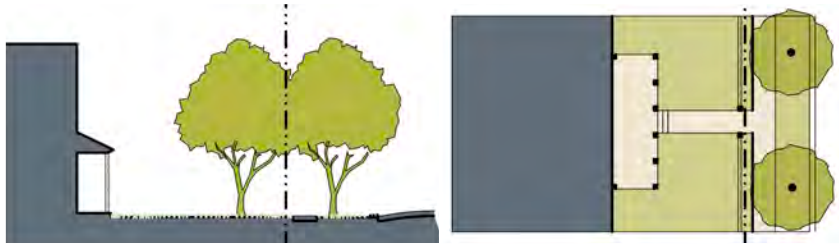
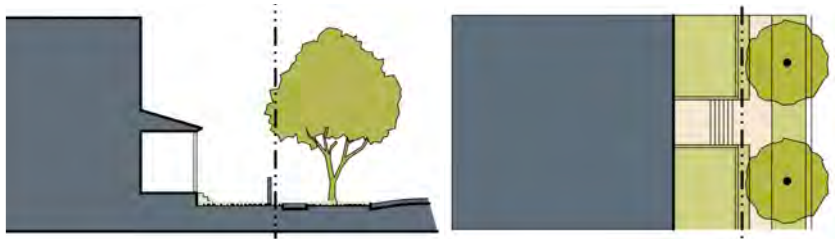
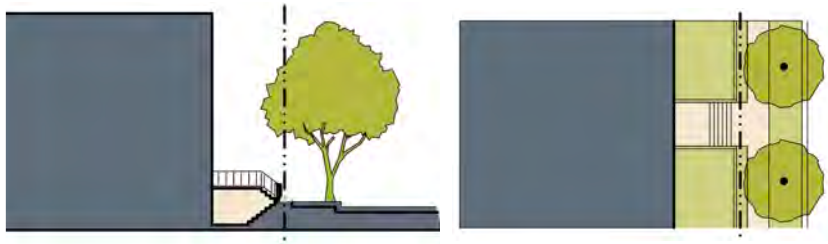

**COMMERCIAL BUILDING**

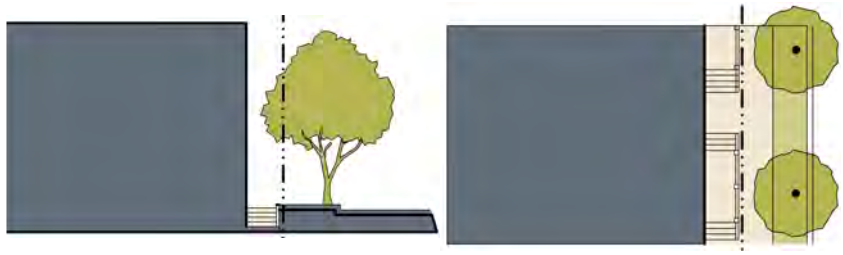
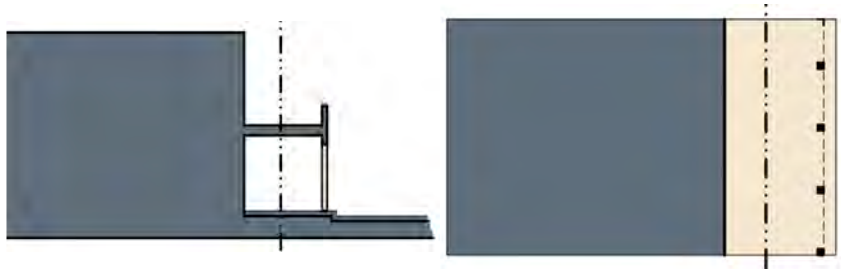
## SEC 6.5.001 PERMITTED BUILDING TYPES PER PLACE TYPE

| | P1 | P2 | P3 | P4 | P5 |
|---|---|---|---|---|---|
| A: REARYARD | | | | | |
| COMMERCIAL BUILDING | NP | NP | NP | NP | P |
| APARTMENT BUILDING | NP | NP | NP | P | P |
| ROWHOUSE | NP | NP | NP | P | P |
| B: SIDEYARD | | | | | |
| SIDEYARD | NP | NP | NP | P | P |
| C: COURTYARD | | | | | |
| COURTYARD HOUSE | NP | NP | NP | P | P |
| D: EDGEYARD | | | | | |
| RANCH HOUSE, VILLA | NP | P | P | NP | NP |
| HOUSE | NP | P | P | P | NP |
| DUPLEX | NP | P | P | P | NP |

P = PERMTTED NP = NOT PERMITTED

## SEC. 6.5.002 PERMITTED ENCROACHMENTS PER PLACE TYPE

| | Private Realm \| Public Realm | P3 | P4 | P5 | DESCRIPTION |
|---|---|---|---|---|---|
| PORCH |  | P | P | NP | A porch covered raised platform at the entrance to a building. |
| DOORYARD |  | NP | P | P | An elevated front yard extending to the Frontage Line, buffering it from pedestrian activity of the sidewalk. |
| TERRACE |  | NP | P | P | An elevated, paved patio or veranda at the entrance to a building. This type is suitable for first floor Commercial Uses as outdoor seating space. |
| STOOP | | NP | P | P | An exterior stair and landing leading to an elevated first story of a building. |

| | Private Realm \| Public Realm | P3 | P4 | P5 | DESCRIPTION |
|---|---|---|---|---|---|
| LIGHTWELL |  | NP | P | P | An exterior stair and landing leading to a below grade story of a building. |
| GALLERY |  | NP | P | P | An attached cantilevered shed or a lightweight colonnade extending from a building Facade to overlap the sidewalk. |
| ARCADE | | NP | NP | P | Colonnade supported upper stories of a building projecting over the sidewalk, where the Facade of the first story remains or behind the Frontage Line. |

P = PERMTTED NP = NOT PERMITTED

## SEC. 6.5.003 BUILDING STANDARDS PER PLACE TYPE

| Place Types | P1 | P2 | P3 | P4 | P5 |
|---|---|---|---|---|---|
| **A. LOT OCCUPATION** | | | | | |
| Lot Coverage | n/a | 40% max | 60% max | 70% max | 80% max |
| Facade Buildout at Build-to-Line | n/a | 40% min | 40% min | 60% min | 80% min |
| Build-to-Line | n/a | 10 ft - no max | 10 ft - 25 ft* | 5 ft - 15 ft | 2 ft - 15 ft |
| * Lots exceeding 1/2 acre may extend the 1 Layer of the lot up to 60 ft from the Frontage Line. | | | | | |
| **B. BUILDING HEIGHT (STORIES)** | | | | | |
| Principal Building | n/a | 2 max | 2 max | 3 max | 5 max / 3 max* |
| Accessory Dwelling Unit | n/a | 2 max | 2 max | 2 max | 2 max |
| | | | | | * CD Downtown/ Old Town |
| **C. ENCROACHMENTS** | | | | | |
| **First Layer Encroachments** | | | | | |
| Open Porch | n/a | 50% max | 50% max | 80% max | n/a |
| Balcony and/or Bay Window | n/a | 25% max | 25% max | 50% max | 100% max |
| Stoop, Lightwell, Terrace or Dooryard | n/a | n/a | n/a | 100% max | 100% max |
| **R.O.W. Encroachments** | | | | | |

| Place Types | P1 | P2 | P3 | P4 | P5 |
|---|---|---|---|---|---|
| Awning, Gallery, or Arcade | n/a | n/a | n/a | to within 2 ft. of the Curb | to within 2 ft. of the Curb |
| **First Layer Encroachment Depths** | | | | | |
| Porch | n/a | 5 ft min | 8 ft min | 8 ft min | n/a |
| Gallery | n/a | n/a | n/a | 10 ft min | 10 ft. min. |
| Arcade | n/a | n/a | n/a | n/a | 12 ft. min. |
| **D. PARKING LOCATION** | | | | | |
| 2nd Layer | n/a | P | P | NP | NP |
| 3rd Layer | n/a | P | P | P | P |

# CHAPTER 7
# PUBLIC REALM DEVELOPMENT STANDARDS

## ARTICLE 7.1 STREETS & PUBLIC REALM

### SEC. 7.1.001 INTENT

(a) The Public Frontage is the space where public investments and land is used to connect people to places.

(b) The Pedestrian comfort shall be the primary consideration for the design of Streets. Design conflicts between vehicular and pedestrian movement shall be decided in favor of the pedestrian.

(c) A diversity of Street Tree Species should be planted throughout the City of Bastrop to promote resistance to disease and insect blight.

(d) Street Trees should be planted to create a visually unified streetscape.

### SEC. 7.1.002 GENERAL

(a) Development located within the City shall be subject to the requirements of this section. Development in the ETJ shall comply with the ETJ standards outlined in the 1445 Inter-local Agreement with the Counties.

(b) Streets are intended for use by vehicular and pedestrian traffic and to provide access to lots and Civic Spaces.

(c) New Streets shall be required when shown on the City's adopted Master Thoroughfare Plan. In addition, each Farm Lot shall include internal streets to create Building Blocks.

### SEC. 7.1.003 COMPLIANCE WITH THE MASTER THOROUGHFARE PLAN

(a) Intent

The pattern of Streets on the Master Thoroughfare Plan is intended to create a connected street network that provides a variety of routes for pedestrian and vehicular traffic while respecting the conditions of the natural environment.

(b) Within a Neighborhood Concept Scheme, the location of internal Streets may vary from their locations on the Thoroughfare Plan, subject to the following conditions:

(1) The proposed arrangement meets the intent of this Code.

(2) The proposed street configuration promotes active, safe, and healthy transportation.

(3) No block perimeter shall exceed 1,800'.

(4) Overall connectivity to adjacent tracts shall not be decreased.

(c) Within a Neighborhood Concept Scheme, streets that divide Farm Lots into Building Blocks are required, except in Place Type P1 and P2, subject to the following conditions:

(1) Civic Spaces may be incorporated on streets which are not critical for vehicle traffic.

(2) Alternative arrangements shall be considered as shown in the Pattern Book.

(d) When a Street is associated with certain proposed Place Types, additional right-of-way will be required as follows:

(1) When the P5 Place Type is proposed on both sides of a Street, each side of the Street shall provide an additional 7' of right-of-way.

(2) When necessary for Main Civic Space.

(e) Property where new Streets or a Neighborhood Concept Scheme are not required, Building and/or Site Development Permits shall not be issued for the development or redevelopment of any Street within the City of Bastrop, prior to the approval of a Public Frontage plan showing the following, in compliance with the Public Realm standards of this Chapter:

(1) Type of Drainage

A. Width and Design of the Furnishing Zone

i. Planting Technique, tree species, and spacing of Street Trees;

ii. Public Infrastructure, including Public Lighting; and,

iii. Public Furniture.

## SEC. 7.1.004 PUBLIC FRONTAGE STANDARDS

(a) The Public Frontage of Streets contributes to the character of each Place Type and Character District. See Street Types for Character District standards. The Street Types may be configured a varieties of methods. Street designs and must include:

(1) The type of Drainage located adjacent to the vehicle lane;

1. The Furnishing Zone area provided to accommodate Street Trees, Public Infrastructure, and Public Furniture; and,

2. Walkways provided for pedestrians serving as a block break may be approved by the DRC.

(b) The Public Frontage of Streets shall be designed as specified in the B3TM. Public Frontage that passes from one Place Type to another shall be adjusted as specified by the Public Works Director.

(c) For planting within the Furnishing Zone, the permitted species of Street Trees are specified in the B3TM.

(1) Street Trees shall be planted in P3,P4, and P5.

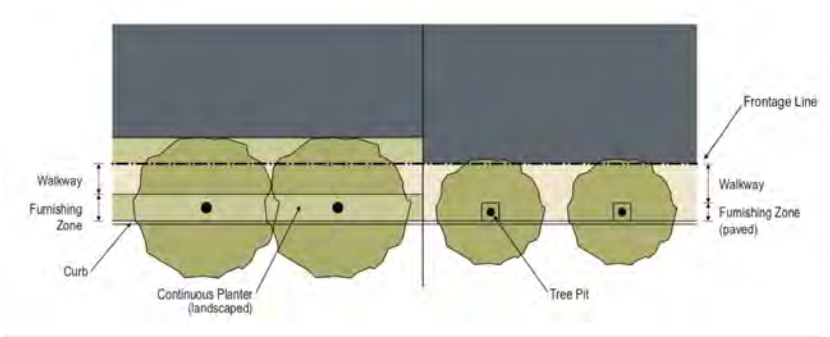
(2) Street Trees shall be planted in a regularly-spaced pattern in P4 and P5 and;

(3) When planted, Street Trees shall be a minimum height of ten (10) feet and /or two (2) inches in caliper.

(4) Public Frontage from of a Terminated Vista or Civic Space may be exempt from Street Tree requirements by Warrant.

(5) To keep walkways and driveways clear from tree branch obstructions, Street Tree Canopy, at maturity with minor pruning, shall provide a minimum vertical clearance of eight (8) feet for Sidewalk and Paths, driveways, parking spaces, Streets, and loading areas. Vertical clearance measurements shall be taken from the bottom branches of the main Canopy to the ground surface below.

(6) Spacing of trees can be adjusted by Warrant to accommodate specific site conditions and for the allowance of Encroachments.




(d) For installation within the Frontage Zone, the prescribed types of Public Lighting and spacing shall be shown on the Public Lighting Table. The spacing may be adjusted by Warrant to accommodate site specific conditions.

(e) The paving design of the Walkway shall be continuous for the extent of each Block Face.

(f) Sidewalks shall be required where shown on the Master Thoroughfare Plan. The width and location of sidewalks shall be as identified on the appropriate street cross-section on the Master Thoroughfare Plan. The area between Curb and sidewalk shall be excavated or filled to provide a uniform grade to match with the longitudinal street grade. The ground Elevation at the right-of-way line

shall be not more than two (2) feet nor less than three (3) inches above the Elevation of the top of the adjacent Curb. All sidewalks shall be of a continuing common surface, not interrupted by steps or abrupt changes in level. Wherever sidewalks end, at cross streets or parking areas, they shall bend to a common level by constructing handicapped ramps in compliance with ADA dimensions and standards. All sidewalks shall be broom-swept smooth and uniform to provide a non-slip surface. Construction details shall be in accordance with the City's standard specifications and B3TM.

### SEC 7.1.005 TRAFFIC & MITIGATION

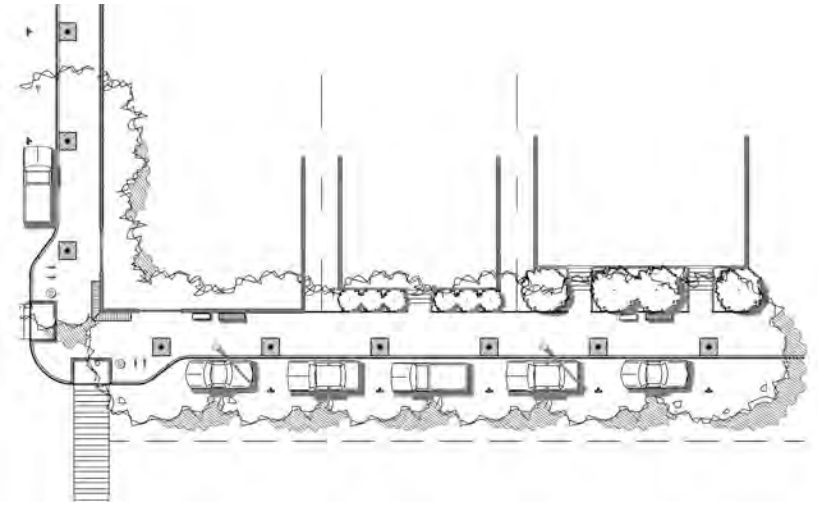
(a) The purpose of this section is to require that development within the Bastrop jurisdictional area is supported by an adequate roadway network to accommodate the continuing growth and development of the City and its jurisdictional area. Acquisition of new rights-of-way for off-site, abutting and internal streets to support new development is necessary and desirable. The City requires that:

(1) Development impacts are mitigated through contributions of street rights-of-way and/or improvements to existing and new roadways; and

(2) New developments contribute their fair share of the costs of needed transportation improvements; and

(3) Adequate infrastructure for new development is adequately evaluated and addressed.

(b) There must be a rough proportionality between the traffic impacts created by a new development and requirements placed on the property owner or applicant



for new development to dedicate and improve off-site, abutting and internal street rights-of-way to City standards. The City will evaluate the project and determine what dedications, if any, are required to address both the nature and extent of the impact that

results from the proposed development. The City desires to assure both that development impacts are mitigated through contributions of street rights-of-way and transportation system improvements and those new developments contribute their fair share of the costs of transportation improvements. It is the City's intent to institute a procedure to assure that mandatory dedications of street rights-of-way and street construction requirements are proportional to the transportation demands created by a new development.

(c) If the traffic impact will affect a state controlled highway then the applicant must coordinate the necessary improvements with the Texas Department of Transportation (TxDOT). When a final plat is submitted the applicant must have obtained an agreement on the necessary road improvements and submitted an agreement between the City of Bastrop and the applicant to meet the requirements established by TxDOT. This will require the applicant to coordinate with TxDOT and request TxDOT to submit the necessary contract documents between TxDOT and the City of Bastrop to use as a basis for the transportation agreement between the City of Bastrop and the applicant. A final plat cannot be recorded until the agreement has been finalized and the necessary funds (or, alternatively, approved fiscal assurance instruments) are deposited with the City of Bastrop.

(d) The City Manager or designee shall be the primary point of contact with the landowner or applicant and has considerable authority and responsibility for administering the provisions of this section of the Code. However, all final decisions concerning participation in costs and completion of improvements affecting City streets and any County roads that will be annexed into the City as part of the development must be specified in a capital improvements plan or mitigation plan as required in this section and shall presented to the Planning & Zoning Commission for its evaluation and recommendation to the City Council, and, ultimately, shall be submitted to the City Council for its review, evaluation, and action (e.g., approval or denial).

## SEC. 7.1.006 ALLEY CONSTRUCTION

(a) Intent

Alleys serve developments of Building Blocks well to distribute services and vehicles to the rear of the lots. Limiting the interruptions into the Public Realm adds to walkability. Alley developments are preferred therefore construction standards are flexible to encourage the inclusion of Alleys.

(b) Alleys surface types will vary by Character District and Place Type and can be found in the B3TM.

(1) Width: A minimum width of twelve (12) feet and a minimum right-of-way of sixteen (16) feet shall be required for all Alleys.

(2) Drainage: Adequate drainage shall be provided with paved sections or by swales to drain all lots to streets without drainage easements through lots where possible. The depth of swale shall be as required for drainage with a minimum longitudinal slope of one-half (1/2) of one (1) percent toward a street or drainage easement.

## SEC. 7.1.007 STREET NAMES & SIGNS

(a) Street Names: New streets shall be named so as to provide continuity of name with existing streets and so as to prevent conflict with identical or similar names in other parts of the City as determined by the 911 coordinator for the City and/or County.

(b) Street Signs: Street signs are required at all intersections. Signs should be of a type that meets the current City sign standard or match the existing street signs of the adjacent joining streets.

## ARTICLE 7.2 ALLOCATION & STRUCTURE OF BLOCKS

### SEC. 7.2.001 INTENT

The Bastrop Building Block is the foundation of Bastrop and of the Code. The TND pattern of blocks is the preferred configuration of land development where the land provides for the acceptance of such pattern. Blocks are encouraged to be different and unique while respecting the patterns defined within the standards, in the Pattern Book.

### SEC. 7.2.002 BLOCKS

(a) The Master Thoroughfare Plan provides the basic framework for the block at a Farm Lot scale. The internal Street Network, shall be structured to define blocks with the following maximum block lengths and block Perimeters (not including exterior R.O.W. dedications:

P1 unlimited / unlimited

P2 720 ft. max / 2863 ft. perimeter

P3 333 ft. max / 1320 ft. perimeter

P4 333 ft max / 1320 ft. perimeter

P5. 333 ft max / 1320 ft. perimeter

CD 715.5 ft. max / n/a

(b) Block Faces, within P3, P4, and P5, exceeding 330 feet shall be equipped with a Passage Way.

(c) Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete blocks may be exempt from Block Face length and block perimeter requirements by Warrant.

(d) Blocks with more than one Place Type designation shall use the most intense designation to inform the Block Face length and Block Perimeter.

(e) Creative and alternative block configurations can be located in the Pattern Book.

## ARTICLE 7.3 CIVIC SPACE & CIVIC BUILDING STANDARDS

### SEC. 7.3.001 CIVIC SPACE INTENT

(a) Civic Space is the dedication for public use requirements to be provided for each development over 13.6 acres (A Farm Lot) and designated on the Neighborhood Concept Scheme as Civic Space (CS).

(b) Planning Staff will review surrounding existing and/or entitled developments to determine if Civic Space dedication is necessary to fulfill the intent of a Pedestrian Shed.

(1) Civic Space are public sites permanently dedicated for public activities.

(2) Parking for Civic Spaces shall be approved by the DRC. Civic parking lots may remain unpaved if graded, compacted and landscaped.

(3) Civic Space shall conform with specifications on 7.3.004 Civic Space Table.

(4) Where the DRC determines it to be feasible, land along floodplains, tributaries, and creeks, or where identified in the Master Transportation Plan shall be dedicated as Civic Space.

### SEC. 7.3.002 CRITERIA

(a) Each Pedestrian Shed shall assign at least 10% of its area to Civic Space.

(b) Civic Spaces shall be designed as generally described in Civic Space Table, approved by DRC and distributed throughout the Place Types.

(c) Those portions of P1 that occur within a development parcel shall be part of the Civic Space allocation and should conform to the Civic Space standards.

(1) The Neighborhood Concept Scheme shall designate at least one Main Civic Space per Pedestrian Shed. The Main Civic Space shall be within 660 feet of the geographic center of each Pedestrian Shed, unless topographic conditions, pre-existing Thoroughfare alignments or other circumstances.prevent such location and shall be developed as a Green, Square, Park, and/or Plaza.

(2) Within 1,320 feet of every lot in residential use, a Civic Space designed and equipped as a playground shall be provided.

(d) Storm Drainage Facilities, if equipped to provide Civic Space, may be counted toward the 10% Civic Place Type allocation requirement by Warrant.

(e) The Neighborhood Concept Scheme shall designate Civic Place Types dedicated for public use within six hundred-sixty (660) feet of every lot with a residential use

### SEC. 7.3.003 CIVIC BUILDINGS

(a) The owner shall covenant to construct a Meeting Hall or a Third Place in proximity to the Main Civic Space of each Pedestrian Shed. Its corresponding Public Frontage shall be equipped with a shelter and bench for a transit stop.

(b) One Civic Building Lot shall be reserved for an elementary school. Its area shall be one (1) acre for each increment of 100 dwelling units provided by the Neighborhood Concept Scheme, with a minimum of 3 acres for the school. The school site may be within any Place Type other than P1 or EC.

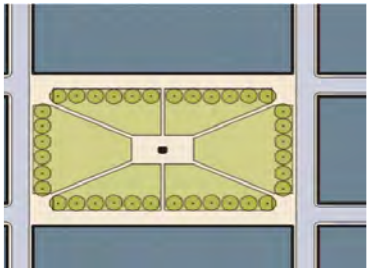
(c) One Civic Building Lot suitable for a childcare building shall be reserved within each Pedestrian Shed. The owner or a homeowners' association or other community group may organize, fund and construct an appropriate building as the need arises.

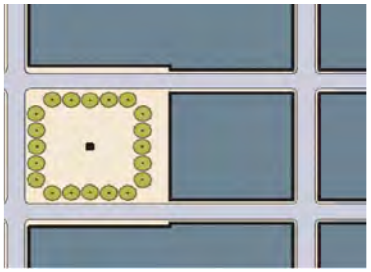
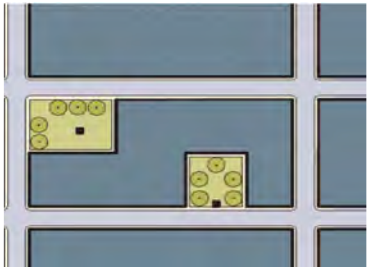
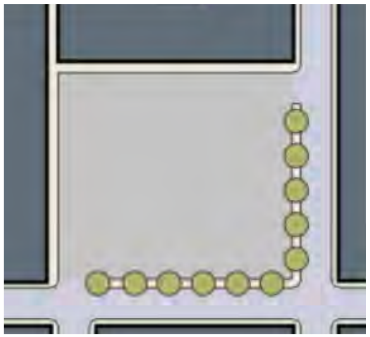
(d) Civic Building sites shall not occupy more than 20% of the area of each Pedestrian Shed.

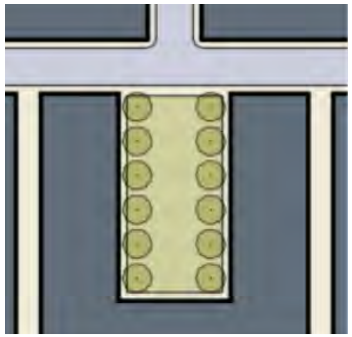
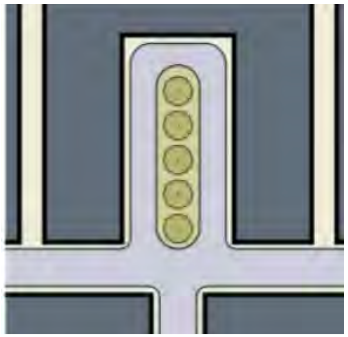
(e) Civic Building sites should be located within or adjacent to a Civic Space, or at the axial termination of a significant Thoroughfare.

(f) Civic Buildings may be permitted within EC- Employment Centers by Warrant.

## SEC. 7.3.004 CIVIC SPACE TABLE

| | | P1 | P2 | P3 | P4 | P5 | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| **PARK** | | P | P | P | NP | NP | A natural preserve available for unstructured recreation. A park may be independent of surrounding building frontages. Its landscape shall consist of paths and trails, meadows, water bodies, woodlands and open shelters, all naturalistically disposed. Parks may be lineal, following the trajectories of natural corridors.<br><br>The minimum size shall be 8 acres. Larger parks may be approved by Warrant as Special Districts in all zones. |
| **GREEN** | | NP | NP | P | P | P | An open space, available for unstructured recreation. A Green may be spatially defined by landscaping rather than building frontages. Its landscape shall consist of lawn and trees, naturalistically disposed.<br><br>The minimum size shall be 1/2 acre and the maximum shall be 8 acres. |
| **SQUARE** |  | NP | NP | NP | P | P | An open space available for unstructured recreation and Civic purposes. A Square is spatially defined by building frontages. Its landscape shall consist of paths, lawns and trees, formally disposed. Squares shall be located at the intersection of important thoroughfares.<br><br>The minimum size shall be 1/2 acre and the maximum shall be five (5) acres. |

| | | P1 | P2 | P3 | P4 | P5 | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| **PLAZA** |  | NP | NP | NP | NP | P | An open space available for civic purposes and commercial activities. A Plaza shall be spatially defined by building frontages. Its landscape shall consist primarily of pavement. Trees are optional. Plazas should be located at the intersection of important streets.<br><br>The minimum size shall be 1/2 acre and the maximum shall be two (2) acres. |
| **PLAYGROUND** |  | P | P | P | P | P | An open space designed and equipped for the recreation of children. A Playground should be fenced and may include an open shelter. Playgrounds shall be interspersed within residential areas and may be placed within a block. Playgrounds may be included within parks and greens.<br><br>There shall be no minimum or maximum size. |
| **COMMERCIAL PLAZA** |  | NP | NP | NP | P | P | A multi-purpose open space available for Civic purposes. Commercial activities and as flex parking space. The parking area is designed as a Plaza with brick, gravel, cobbles or artistically jointed concrete. The Commercial Plaza should be separated from adjacent thoroughfares and spatially defined by a landscaped buffer including street trees. Removable bollards are suggested to delineate parking from non-parking areas. |

| | | P1 | P2 | P3 | P4 | P5 | DESCRIPTION |
|---|---|---|---|---|---|---|---|
| **POCKET PARK** | | NP | NP | P | P | P | An open space, available for unstructured recreation. A Pocket Park provides greenery and a place to sit outdoors and is typically spatially defined by buildings because in most cases it is located within a block. Pocket Parks may be created around a monument, historic marker or art project and/or may be designed specifically for the recreation of children. |
| **COURT** |  | NP | NP | P | P | P | A semi-public open space available for unstructured recreation by those occupying the adjacent buildings. Access to abutting residential lots is from a sidewalk that circumnavigates a central landscaped area. Landscaping consists of lawn and trees, formally disposed. May include ornamental species. |
| **CLOSE** |  | NP | NP | P | P | P | A semi-public open space available for unstructured recreation by those occupying the adjacent buildings. A Close is circumnavigated by a one-way thoroughfare with parking on one side. Landscape includes lawn and trees, formally disposed. May include ornamental species. |

P = PERMTTED NP = NOT PERMITTED

## ARTICLE 7.4 EASEMENTS

(a) The person platting property shall dedicate or grant easements as follows:

(1) All easements or fee strips created prior to the subdividing of any tract of land must be shown on the plat. The applicant shall plat lots and dedicate or grant easements for utilities and drainage ways in the following manner:

(2) Easements for utilities, drainage ways or transmission lines shall be retained on front, side, and/or rear lot lines as required by the City and utility companies. Easements across parts of a lot other than as described above shall be required as deemed necessary and most appropriate by the City. The DRC shall require access for ease of maintenance of all easements.

(3) No lot less than 0.6 acres shall contain easements for transmission lines or surface drainage facilities including but not limited to ditches, channels and ponds. In developments containing such lots, easements shall be contained in a dedicated right-of-way or separate reserve as deemed necessary and most appropriate by the City.

(4) Easements shall be retained along drainage ways, which carry drainage away from roads or which convey main drainage from and through the lots or tracts. Easements shall be a minimum of twenty-five feet (25) wide for open drainage channels, or sized to accommodate the 100-year flood plain. A suitable note on the plat must restrict all properties within the development, ensuring that drainage easements within the plat boundaries shall be kept clear of fences, Building, planting that would obstruct the flow of water, and other obstructions to the operations and maintenance of the drainage facility.

(5) Off-site Easements. Easements in areas adjoining a proposed development necessary to provide adequate drainage thereof or to serve such development with utilities, shall be obtained by the applicant prior to final plat approval.

(b) Privately-owned Easements, Fee Strips

(c) See the B3TM for standards.

## ARTICLE 7.5 PUBLIC LIGHTING

### SEC. 7.5.001 INTENT

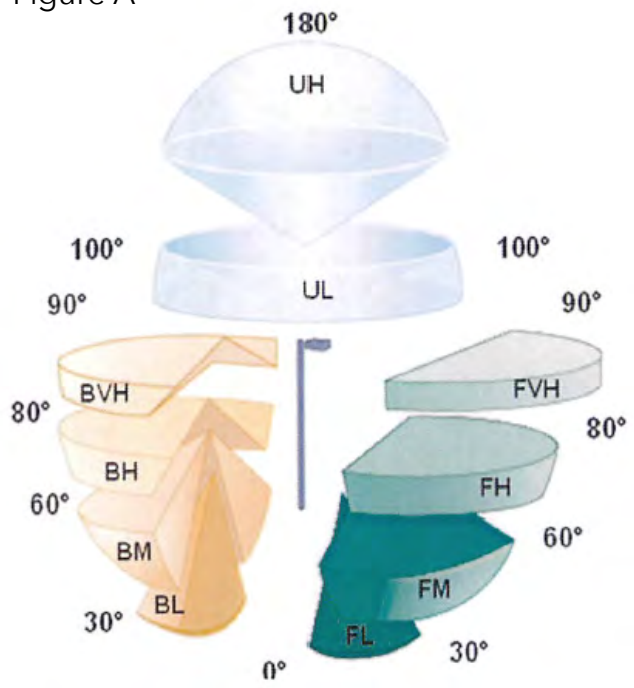
(a) Public Lighting is intended to illuminate the Public Realm with the appropriate lumen per Place Type. The standards of this section are intended to provide adequate lumen output to safely light sidewalks, streets, and Civic Spaces or other Public Realm features. Dark Skys are a key part of Bastrop's authentic nature. The lighting standards promote a future dark sky for the community.

### SEC 7.5.002 DEFINITIONS

Words and phrases used in this article shall have the meanings set forth in this section. Terms that are not defined below, but are defined elsewhere in this code, shall be given the meanings set forth in the code. Words and phrases not defined in this code shall be given their common, ordinary meaning unless the context clearly requires otherwise. When not inconsistent with the context, words used in the present tense shall include the future tense; words in the plural number shall include the singular number (and vice versa); and words in the masculine gender shall include the feminine gender (and vice versa). Headings and captions are for reference purposes only.

**B-U-G Ratings.** A luminaire classification system with ratings for backlight (B), uplight (U), and glare (G). The backlight component of the rating system takes into account the amount of light in the BL, BM, BH and BVH zones depicted in (Figure A) on the following page. The uplight component takes into account the amount of light in the UH and UL zones. The glare component takes into account the amount of light in the FH, FVH, BH and BVH zones.

Figure A



**Full Cut-Off Fixtures.** Fixtures, as installed, that are designed or shielded in such a manner that all light rays emitted by the fixture, either directly from the lamps or indirectly from the fixture, are projected below a horizontal plane running through the lowest point on the fixture where light is emitted.

**Light Trespass**. Light emitted from fixtures designed or installed in a manner that unreasonably causes light to fall on a property other than the one where the light is installed, in a motor vehicle drivers' eyes, or upwards toward the sky.

**Lighting**. Any source of light that does not include natural light emitted from celestial objects or fire. The term includes any type of lighting, fixed or movable, designed or used for outdoor illumination of buildings or homes, including lighting for billboards, streetlights, canopies, gasoline station islands, searchlights used for advertising purposes, externally or internally illuminated on- or off-premises advertising signs, and area-type lighting. The term includes luminous elements or lighting attached to structures, poles, the earth, or any other location.

**Logo**. A representation or symbol adopted by a business, organization, or an individual used to promote instant public recognition.

**Lumen**. The unit of measurement used to quantify the amount of light produced by a bulb or emitted from a fixture (as distinct from "watt," a measure of power consumption). For the purposes of this article, the lumen output values shall be the initial lumen output ratings of a lamp as defined by the manufacturer, multiplied by the lamp efficiency. Lamp efficiency of 95% shall be used for all solid-state lamps and 80% for all other lamps, unless an alternate efficiency rating is supplied by the manufacturer. The initial lumen rating associated with a given lamp is generally indicated on its packaging or may be obtained from the manufacturer. (Abbreviated lm)

**Lumens per acre**. The total number of lumens produced by all lamps utilized in outdoor lighting on a property divided by the number of acres, or part of an acre, with outdoor illumination on the property.

**Luminous elements (of a light fixture)**. The lamp (light bulb), any diffusing elements, and surfaces intended to reflect or refract light emitted from the lamp individually or collectively comprise the luminous elements of a light fixture (luminaire).

**Nonresidential**. Property used for purposes other than to residential.

**Outdoor Lighting**. Temporary or permanent lighting that is installed, located or used in such a manner to cause light rays to shine outdoors. Nonresidential fixtures that are installed indoors that cause light to shine outside are considered outdoor lighting for the intent of this article. (See Figure B), residential fixtures installed indoors generating more than 6,200 lumens (approximately equal to a 300 watt incandescent bulb) that cause light to shine outside are also considered outdoor lighting for the intent of this article.

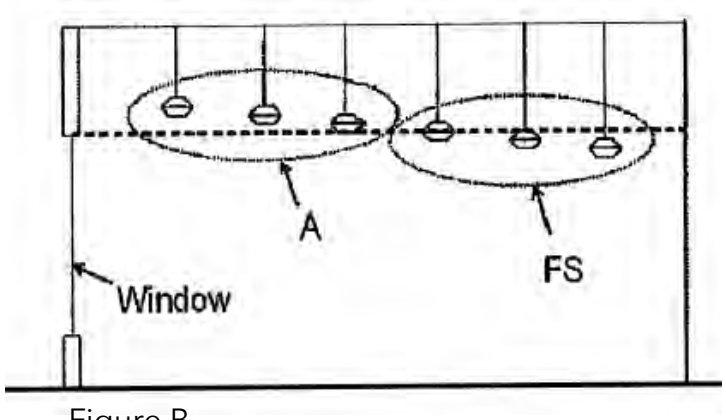



Figure B

**Figure B**: Elevation view showing a nonresidential application of indoor lighting, labeled FS, which will be subject to this article, labeled A, which is installed so that it is not subject to this article. This example presumes the structure in question is not elevated such that any of the luminaries labeled A in the figure above may be seen from any other property. If the structure is elevated such that the luminaries labeled A are visible from another property then, they are subject to this article.

**Temporary Lighting**. Lighting intended for uses which by their nature are of limited duration; for example holiday decorations, civic events, or construction projects.

**Total Outdoor Light Output**. The total amount of light, measured in lumens, from all outdoor light fixtures within the illuminated area of a property. The lumen value to be used in the calculation is the lumen value as defined in this article. To get the total, add the lumen output attributed to each light fixture.

**Uplighting**. Lighting that is directed in such a manner as to project light rays above the horizontal plane running through the lowest point on the fixture where light is emitted.

### SEC. 7.5.003 SCOPE

(a) This article applies within the city limits.

(2) Nothing herein shall be construed as preventing or limiting the city from applying this article to the ETJ through agreements with property owners, or as a term affixed to a conditional approval (such as a variance).

### SEC. 7.5.004 EXEMPTION

(a) The following are exempt from the application of the regulations of this article:

(1) Lighting equipment required by law to be installed on motor vehicles; or

(2) Lighting required for the safe take-off and landing of aircrafts.

### SEC. 7.5.005 PROHIBITION

(a) A person commits an offense by doing the following:

(1) Installs outdoor lighting contrary to this article.

Fails to comply with any terms or conditions set forth in a permit issued under this article.

Installs outdoor lighting without obtaining a permit when the total number of the lumen outputs for all lights installed within any 90-day period is greater than 2,500 lumens.

### SEC. 7.5.006 OUTDOOR LIGHTING PERMITS

(a) An outdoor lighting permit is required for:

(1) Luminaires installed as part of new construction; or,

New sport court lighting.

(b) Building permits and site plans for new construction can only be issued concurrently with or subsequent to the issuance of an outdoor lighting permit.

(3) Outdoor lighting permits for new construction will be issued upon the city's approval of an outdoor lighting plan: (i) that conforms to the standards established by this article; or (ii) for which a variance was approved by the board of adjustment.

(4) Nonresidential lighting plans require city council approval.

(5) Residential lighting plans for new construction require approval of the city administrator or city inspector.

### SEC. 7.5.007 APPLICATIONS:

(a) All outdoor lighting permit applications relating to new construction shall include an outdoor lighting plan to be reviewed for compliance with this article. To be deemed administratively complete, outdoor lighting plans must include the following:

(1) A layout of the property with the location and mounting height of each proposed and/or existing luminaire.

Nonresidential properties must also include the square footage of the area to be illuminated, and the square footage of each permanent structure within or adjacent to the illuminated area.

Residential properties must also include the square footage of the property, the perimeter of each permanent structure on the property, and the number of exterior doors on each permanent structure.

(b) For each type of proposed or existing luminaire provide:

(1) The manufacturer's specification sheet or, for an existing fixture, a daytime photograph and a nighttime photograph with the fixture illuminated.

(2) Fixture description or catalog number, including the lamp type.

(3) Initial lumens produced by the luminaire.

(4) Quantity of fixtures with the specific catalog description.

(5) Luminaire efficiency rating or 'LLF' for the specific luminaire. If the efficiency is not known for a residential luminaire, assume 70%.

(6) Total luminaire lumens for the fixtures with the specific catalog description type.

(7) Total luminaire lumens for all outdoor lights, both existing and proposed.

(c) Where a permit is required by this article, it is an offense for a person to install luminaires without having applied for and received an outdoor lighting permit from the city.

(d) All luminaires must comply with this article without regard to whether a permit is required for installation.

### SEC. 7.5.008 NEW LIGHTING

(a) General. All outdoor lighting shall be installed in conformance with the provisions of this article, applicable electrical codes, energy codes, and building codes, except as provided herein.

(b) Prohibition. A person commits an offense by doing the following:

(1) Installs outdoor lighting contrary to this article;

(2) Fails to comply with any terms or conditions set forth in a permit issued under this article; AND/OR,

(3) Installs outdoor lighting without obtaining a permit when the total number of the lumen outputs for all lights installed within any 90-day period is greater than 2,500 lumens.

(c) Nonresidential. All outdoor lighting installed on nonresidential properties shall conform to the standards by this article, except as provided herein.

(d) Residential. All outdoor lighting installed on residential properties that is affixed to a construction project for which a building permit is required under this code shall conform to the standards established by this article.

### SEC. 7.5.009 NONCONFORMING EXISTING LIGHTING

(a) All existing outdoor lighting that was legally installed before the enactment of this article, that does not conform with the standards specified imposed by this article shall be considered nonconforming. Nonconforming outdoor lighting is allowed to remain until required to be replaced pursuant to the terms of this article.

(b) If more than fifty percent (50%) of the total appraised value of a structure (as determined from the records of the county's appraisal district), has been destroyed, the nonconforming status expires and the structure's previously nonconforming outdoor lighting must be removed and may only be replaced in conformity with the standards of this article.

(c) Nonconforming outdoor lighting shall be brought into conformance with this article as follows:

(1) Nonresidential Application. All existing outdoor lighting located on a subject property that is part of an application for a rezoning application, conditional use permit, subdivision approval, or a building permit for a major addition is required to be brought into conformance with this article before final inspection, issuance of a certificate of occupancy, or final plat recordation, when applicable. For the following permits issued by the city, the applicant shall have a maximum of 90 days from date of permit issuance to bring the lighting into conformance: site development permit, sign permit for an externally or internally illuminated outdoor sign, initial alcoholic beverage permit, initial food establishment permit, and on-site sewage facility permit.

(2) Residential addition or remodel. Nothing herein shall be construed to terminate a residential property's nonconforming status as a result of an addition or remodel.

(3) Abandonment of nonconforming. A nonconforming structure shall be deemed abandoned if the structure remains vacant for a continuous period of six (6) months. In that instance, the nonconforming status expires and the structure's previously nonconforming outdoor lighting must be removed and may only be replaced in conformity with the standards of this article.

(d) It is unlawful to expand, repair or replace outdoor lighting that was previously nonconforming, but for which the prior nonconforming status has expired, been forfeited, or otherwise abandoned.

(e) Outdoor lighting on property used for commercial purposes that is not in conformance with this article shall be brought into conformance with this article within ten (10) years from the date of adoption of this article. For property annexed into the city limits after September 2016, the ten-year period established by this subsection shall commence upon the effective date of the annexation. Nothing in this subsection may be construed to allow light trespass or any other form of nuisance from outdoor lighting. A new purchaser of property may request a three-year extension to come into compliance if property is purchased within ten (10) years of the enactment of this article.

## SEC. 7.5.010 SHIELDING & TOTAL OUTDOOR LIGHT OUTPUT STANDARDS

(a) Governmental owned streetlights, if rated by the B-U-G classification system:

(1) Shall be rated and installed with the maximum backlight component limited to the values in Table 1 based on location of the light fixture where the property line is considered five (5) feet beyond the actual property line.

| Table 1 | Governmental Owned Rating |
|---|---|
| Fixture is greater than 2 mounting heights from property line | B3 |
| Fixture is 1 to less than 2 mounting heights from property line | B2 |
| Fixture is -.5 to 1 mounting heights from property line | B1 |
| Fixture is less than 0.5 mounting height to property line | BO |

(2) Shall be rated and installed with the uplight component of zero (UO); and

(3) Shall be rated and installed with the glare component of no more than G1 unless four sided external shielding is provided so that the luminous elements of the fixture are not visible from any other property. Mounting height or topography may cause the luminous elements of a G1 or G0 rated governmental owned streetlight to require additional shielding to reduce glare.

(b) Governmental owned streetlights, if not rated by the B-U-G classification system, shall meet the qualifications to be full cutoff fixtures. (See Figure C). Mounting height or topography may cause the luminous elements of a governmental owned streetlight to require additional shielding to reduce glare.

(c) All outdoor lighting, except governmental owned streetlights, shall be shielded so that the luminous elements of the fixture are not visible from any other property. Mounting height or proximity to property lines may cause the luminous elements of a light fixture to require additional shielding (See Figure D and Figure E).

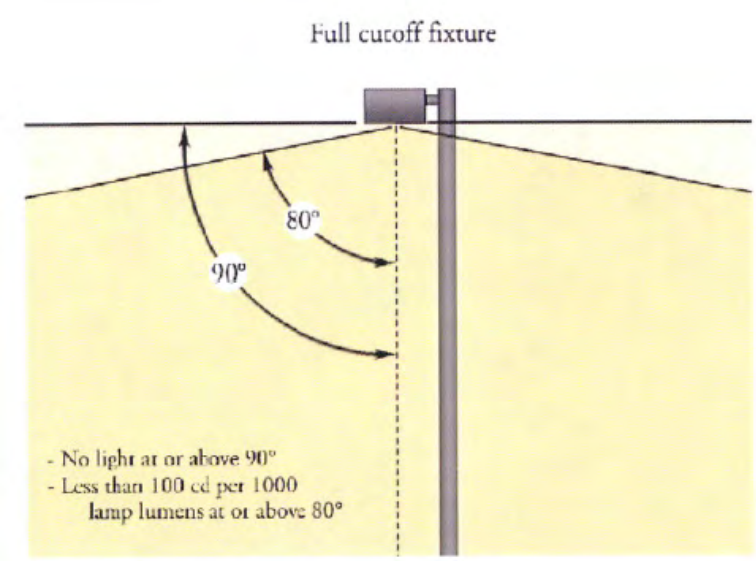
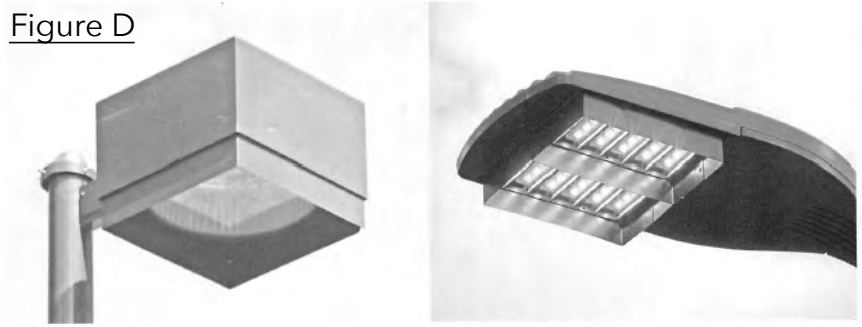



Figure C

Figure C: Full cutoff fixtures do not allow any light to be emitted above the fixture. The fixture limits the light output in the first 10 degrees below the horizontal, to less than 10% of the total light output.

Figure D



(d) Nongovernmental light fixtures, if rated by the B-U-G classification system:

(1) Shall be rated and installed with the maximum backlight component limited to the values in Table 1 based on location of the light fixture where the property line is considered to be five (5) feet beyond the actual property line;

(2) Shall be rated and installed with the uplight components of zero (U0), except for uplighting covered in this article;

(3) Shall be rated and installed with the glare component no more than G0 unless four sided external shielding is provided so that the luminous elements of the fixture are not visible from any other property; and

Shall be shielded in accordance with this article.

(e) Outdoor uplighting is prohibited, except in cases where the fixture is shielded by a roof overhang or similar structural shield and a licensed architect or engineer has stamped a prepared lighting plan that ensures that the light fixtures(s) will not cause light to extend beyond the structural shield, and except as specifically permitted in this article.

Outdoor lighting fixtures, except uplighting covered in subsection (c) above, are not allowed to have light escape above a horizontal plane running through the lowest point of the luminous elements. (See Figure F and Figure G).

Figure E

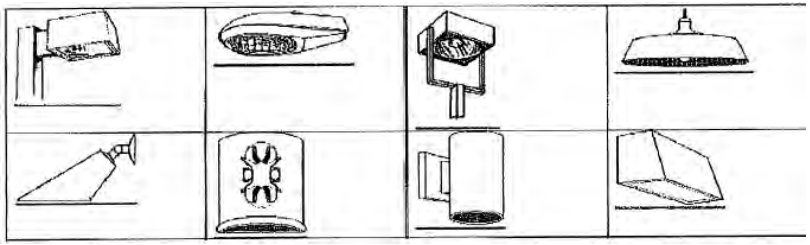


Figure F

Figure F: This figure shows examples of fixtures that may conform to the provision to not allow light to escape above a horizontal plane running through the lowest point of the luminous elements if they are closed on top and mounted such that the bottom opening is horizontal. Note that the mounting height and proximity to the property line, or internal optics may cause them to need additional shielding to prevent the luminous elements from being visible from any other property.

A practical way to determine if a light fixture will conform to the provision to not allow light to escape above a horizontal plane running through the lowest point of the luminous elements: the lamp or tube, any reflective surface or lens cover (clear or prismatic) must not be visible when viewed from above or the side.

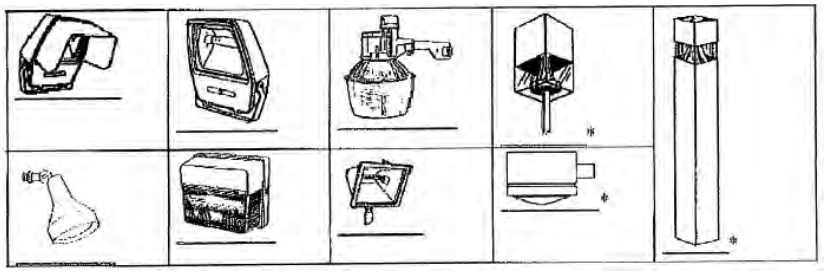


Figure G

Figure G: This figure illustrates examples of fixtures that do not conform to the provision to not allow light to escape above a horizontal plane running through the lowest point of the luminous elements.

*Note: Even though the lamps in these fixtures are shielded from direct view when viewed from the side or above, reflective surfaces within the fixtures and/or lens covers are directly visible from the side.

(f) Total outdoor light output (excluding governmental owned streetlights used for illumination of public rights-of-way and outdoor recreation facilities) of any nonresidential property shall not exceed 100,000 lumens per net acre in any contiguous illuminated area. This lumen per net acre value is an upper limit and not a design goal; design goals should be the lowest levels that meet the requirement of the task.

Total outdoor light output (excluding governmental owned streetlights used for illumination of public rights-of-way and outdoor recreation facilities) of any residential property shall not exceed 25,000 lumens per net acre in any contiguous illuminated area.

### SEC. 7.5.011 OUTDOOR RECREATION FACILITIES

(a) Lumen cap exemption.

(1) Outdoor recreational facilities are not subject to the lumens per net acre limit.

(2) Outdoor lighting for sports facilities shall be designed to create minimum off-site spill, glare, and sky glow while honoring the guidelines for class IV play, as defined by the Illuminating Engineering Society of North America (IESNA) publication IES RP-06 or guidelines of a recognized sports organization such as the Texas University Interscholastic League (UIL), Little League, or the United States Soccer League. To be considered a recognized sports organization, the city administrator must first approve such organizations guidelines.

(3) Class IV levels of illumination, as defined by IESNA, are encouraged to be utilized during practices if the competition lighting is established at a higher illumination level than class IV.

(4) Shielding. Fixtures used for non-aerial sports, such as track and field, shall be fully shielded. Fixtures used for aerial sports, such as baseball and softball shall be shielded to the full extent possible while also allowing the minimum of vertical illuminance needed by the players to track the ball as stated in writing by a sports lighting engineer recognized by peers as being an expert in that field. The sports lighting vendor must meet the guidelines for the specific sport and have the lowest available off-site spill, glare, and sky glow values.

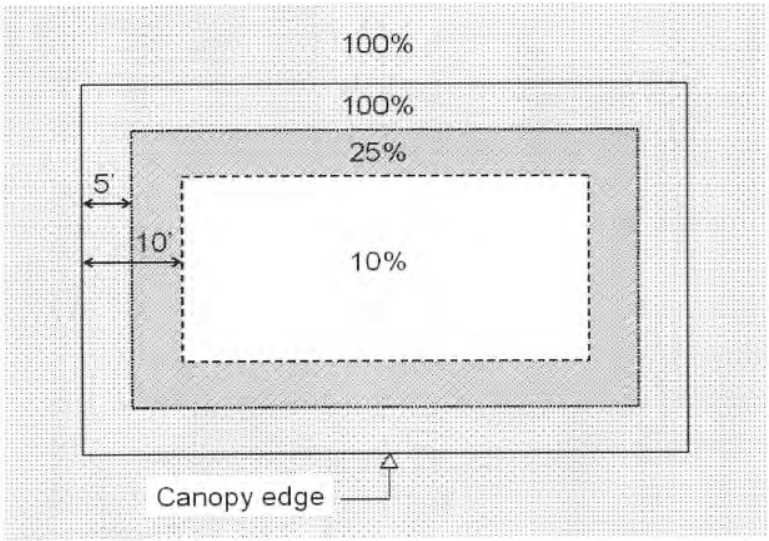



Figure I.

Figure I: Plan view of a canopy, showing fixture location and initial lamp output percentage counted toward total lumens.

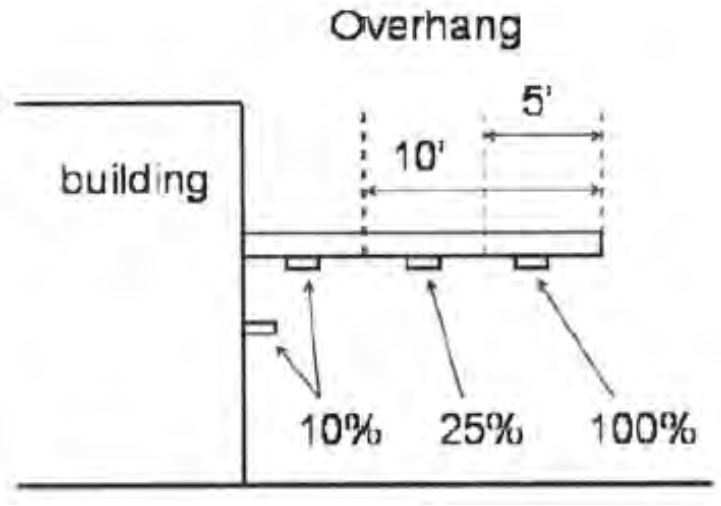



Figure J.

(b) Certification. Lighting systems for outdoor recreational facilities shall be designed and certified by an engineer registered in the state as conforming to all applicable restrictions of this code before construction commences. Further, after installation is complete, an engineer registered in the state shall certify that the lighting system installation is consistent with the certified design.

(c) Curfew. No sports facility shall be illuminated between 10:30 p.m. and sunrise, except to conclude a scheduled recreational or sporting event in progress that began prior to 9:30 p.m. Lighting under canopies, building overhangs, or roof eaves.

(d) All outdoor light fixtures located under canopies, under building overhangs, or under roof eaves must conform to all provisions of this article.

(e) Outdoor light fixtures located under canopies, under building overhangs, or under roof eaves where the center of the lamp or luminaire is located at 5 feet, but less than 10 feet from the nearest edge of the canopy or overhang are to be included in the total outdoor light output as though they produced only one-quarter (1/4) of the lamp's rated lumen output. (See Figure I and Figure J).

## SEC. 7.5.012 NEON LIGHTING

(a) Neon lighting is permitted, so long as lumen calculations from such lighting are included in the total outdoor light output calculations for the site. Lumens are calculated on a per foot basis, rather than per "fixture." Such lighting shall also be subject to the shielding requirements of this section, unless exempted under the Exemptions Section of this article.

## SEC. 7.5.013 FLAGPOLES

(a) If the flag of the United States of America is displayed during the hours of darkness, it should be illuminated as recommended in the Federal Flag Code.

(b) Lighting of up to a total of two (2) flags per property is permitted with the following conditions:

(1) The flags must either be the flag of the United States of America, a flag of the state, a flag of a military branch of the United States of America or a flag of a branch of military of the state in order for illumination to be permitted.

(2) Flagpoles with a height greater than 20 feet above ground level shall be illuminated from above, if illuminated at all. This may be achieved by utilizing a light fixture attached to the top of the flagpole or a

fixture mounted above the top of the flagpole on a structure within 15 feet of the flagpole and must comply with all sections of this article except for lights such as the ones in Figure K. The total number of lumens initially output from any light fixture mounted on top of or above a flagpole is limited to 800.

Figure K.

(3) Flagpoles with a height equal to or less than 20 feet above ground level may be illuminated from below. They are to be illuminated with up to 2 spot type fixtures utilizing shields or diffusers to reduce glare, whose maximum combined lumen output is 78 lumens per foot of pole height, measured from the light fixture to the top of the flagpole. The fixture is to be mounted so that the lens is perpendicular to the flagpole and the light output points straight up at the flag.

(4) Lamps used for flagpole illumination shall be included in the total outdoor light output.

## SEC. 7.5.014 LIGHTING CURFEWS

(a) Nonresidential outdoor lighting intended to be left on more than 30 minutes after closing, or the completion of activities, must be reduced to 25% or less of the total outdoor light output allowed.

(b) Motion sensor activation may be allowed to cause the light to resume total outdoor light output allowed only when activated and to be reduced back to 25% or less of total outdoor light output allowed within 5 minutes after activation has ceased, and the light shall not be triggered by activity off the property.

(c) The 75% reduction in illumination may be accomplished by dimming, by turning off 75% of the light fixtures, by a combination of the two, or by any other method that results in a total outdoor light output of no more than 25% of the total outdoor light output allowed.

(d) Illumination for all advertising signs, both externally and internally illuminated, shall be turned off by the later of

closing time or 10:00 p.m., provided, however, that such signs may be turned back on prior to sunrise, but no more than one hour prior to opening.

(e) Street lighting, other than at the intersection of roadways, shall utilize half night photocells or timers to turn off the lights halfway between dusk and dawn. Passive reflective roadway markings are encouraged.

(f) Outdoor recreational facilities must follow the curfew as defined in the Shielding and total outdoor light output standards Section of this article.

(g) All outdoor lighting is encouraged to be turned off when no one is present to use the light.

### SEC. 7.5.015 PROHIBITIONS

(a) The installation of any mercury vapor fixture or lamp for use as outdoor lighting is prohibited.

(b) Luminaries rated at more than 3000 Kelvin (K) are prohibited with the exception of luminaries installed prior to the enactment of this revised article rated no more than 4000K, which are shielded on every side so that the source of light is not visible from any other property and the combination of all such fixtures within any ten-foot by ten-foot area does not produce more than 4100 lumens for a pole mounted fixture or 2050 lumens for a wall mounted fixture. Luminaries with a higher Kelvin ratings are permitted if the Scotopic-to-Photopic (S/P) ratio is no greater than 1.2.

(c) The installation of any barn-light style fixture for use as outdoor lighting is prohibited unless the fixture includes a full opaque reflector instead of the standard translucent lens. An example of barn-light style with and without the required opaque reflector is shown in Figure L.

(d) The operation of searchlights for advertising purposes is prohibited.

Figure L.

Figure L: Acceptable shielding of barn-style light fixtures.

### SEC. 7.5.016 SUBMISSION OF PLANS & EVIDENCE OF COMPLIANCE

(a) All building permit applications must include an outdoor lighting plan which includes the following information:

(1) The location of all existing and proposed light fixtures (may be included on-site plan).

(2) A lumen calculation sheet to determine lumens per net acre. It must include the square footage of the total area to be illuminated, the light fixture catalog descriptions or ordering number, lamp types (i.e., incandescent, low pressure sodium, compact fluorescent, LED, etc.), the Kelvin rating for the lamp, the B-U-G rating for the selected fixture (if available); the number of fixtures or lamps (use the same unit corresponding to the unit used to determine how many lumens are produced), fixture or lamp initial lumens, the location from the edge of a canopy (if applicable), and mounting height of all existing and proposed lamps.

(3) Manufacturer's specification sheets for all existing and proposed light fixtures.

(4) Elevations with notes where light fixtures are to be installed indoors which may be seen from the exterior.

(5) Site plan with specific measurements in feet for the area to be illuminated. A scale notation is not sufficient.

(6) Acknowledgement that the applicant has received notification of the provisions of this article.

(b) Upon receipt of residential building permit applications, city staff shall provide the homebuilder and/or applicant with educational materials about this article. The city's submission of educational materials shall be prima facie evidence that the applicant has received notification of the provisions of this article.

(c) Verification that a residential or commercial construction project requiring a building permit application has complied with the provisions of this article shall occur during the final electrical inspection by the city building inspector.

(d) For the first 60 days after the enactment of this article, residential building permit applicants may postpone the submission of the plans and evidence of compliance defined in this section for a maximum of 30 business days after the submission of their building permit application.

## SEC. 7.5.017 EXEMPTIONS

(a) The following lighting instances are exempt from this article:

(1) Outdoor light fixtures with a maximum output of 180 lumens per fixture, regardless of the number of bulbs, may be left unshielded provided the fixture has a diffuser installed, and the source of the light is not visible from any other property. The output from these fixtures shall not exceed 10% of the total outdoor light output allowed.

(2) Outdoor light fixtures with a maximum output of 360 lumens per fixture, regardless of the number of bulbs, which are shielded with a medium to dark tone lens provided said lens reduces the lumen output approximately in half, and the source of the light is not visible from any other property. The output from these fixtures shall not exceed 10% of the total outdoor light output allowed.

(3) Outdoor lighting for which light is produced directly by the combustion of fossil fuels.

(4) Lighting required by law to be installed on motor vehicles.

(5) Lighting needed during activities of law enforcement, fire and other emergency services.

(6) Lighting employed during emergency repairs of roads and utilities may be unshielded provided the lights are positioned so they do not shine in the eyes of passing drivers.

(7) Lighting required for the safe operation of aircraft.

(8) Temporary lighting required to save life or property from imminent peril provided the lights are positioned so they do not shine in the eyes of passing drivers.

(9) Festoon type low-output lamps, limited to small individual bulbs on a string with a maximum output of 56 lumens within any square foot. The bulbs must have a rating of no more than 2800 Kelvin, may not be located within three (3) feet of a reflective surface such as a light colored or metal wall, and the bulbs may not be visible from any residential property within 50 feet of the installed lights. The lumen output from these lamps shall be doubled for inclusion in the total outdoor light output calculations and that doubled lumen value shall not exceed 20% of the total outdoor light output allowed for the property.

(10) Low-intensity mini-lights or rope-type lights in amber, gold, yellow, cream, red, orange, or warm white wrapped on a tree, post, or other similar object provided the layers are at least six (6) inches apart. The output from these mini-lights shall not exceed 2% of the total outdoor light output allowed for the property and will be included in the lumens calculation for the total outdoor light output allowed.

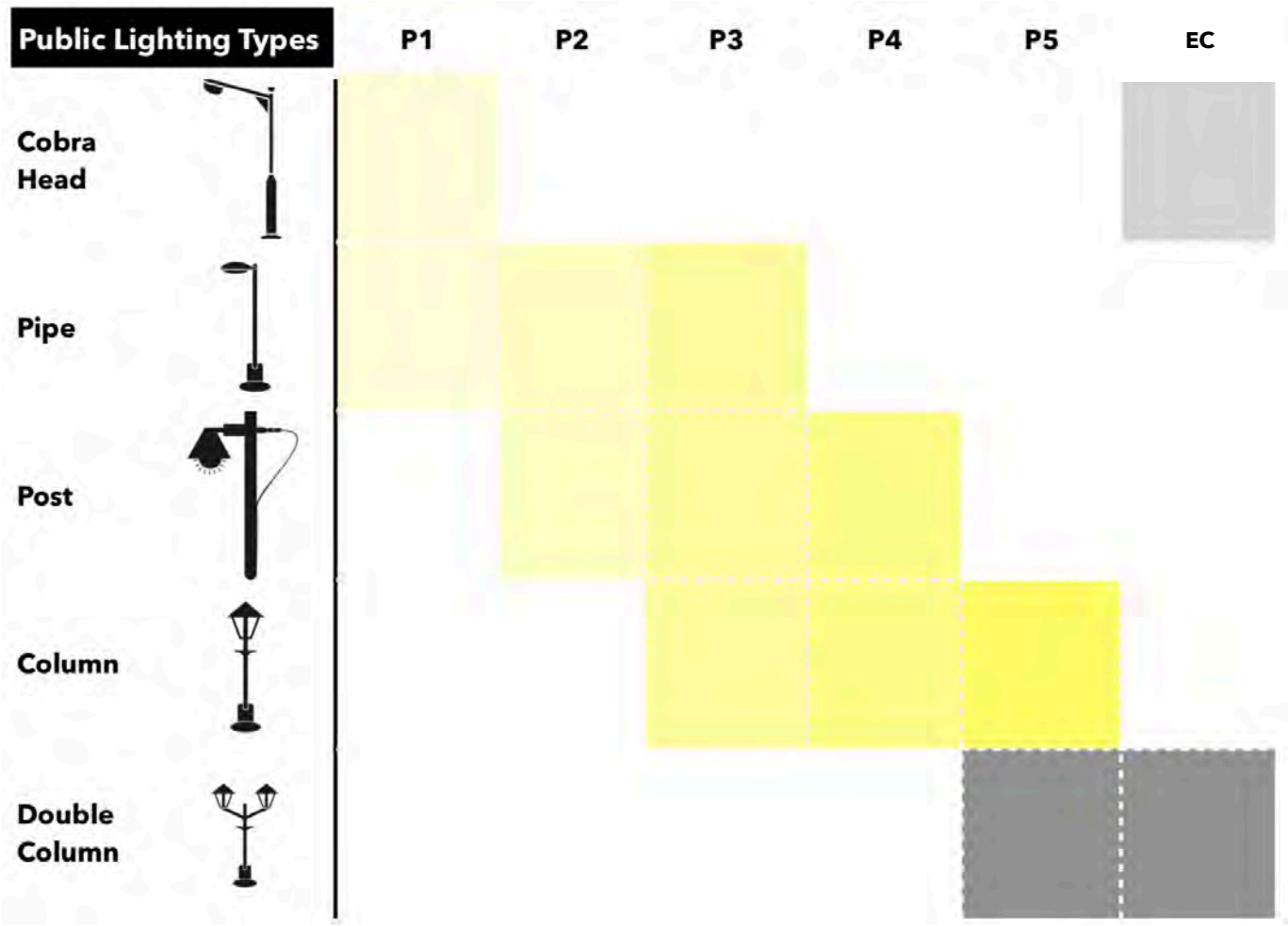
(11) Temporary lighting for theatrical, television, performance areas, events, or construction areas provided the lights are positioned so they do not shine in the eyes of passing drivers and the source of the illumination is shielded from any other property. This temporary lighting must not allow any light to be projected or reflect above the structures or trees on the property.

(12) Lighting required by federal or state laws or regulations.

## SEC. 7.5.018 PUBLIC LIGHTING TYPES

(a) Intent: The chart below lists the style of fixtures with regards to the appropriate Place Type Zoning District.

(b) Shield fixture types are required, but no illustrated.



## ARTICLE. 7.6 WATER & WASTEWATER

(a) Water Lines:The subdivider shall provide all water lines necessary to properly serve each lot of the development and ensure that existing, and/or new water facilities can supply the required demand for domestic use and for fire protection at the desired pressure. The subdivider shall bear all costs for extending water service from existing City water lines to the development. All water lines and service connections shall meet the current City of Bastrop Construction standards. The subdivider shall submit a certificate to the Director of Public Works certifying that the system has been designed in accordance with the current requirements of the State regulatory agency and the City of Bastrop.

(b) Fire Hydrants: Fire hydrants will be provided at a maximum spacing of six hundred (600) feet in residential areas and three hundred (300) feet in commercial or industrial areas. All hydrants shall be standard three-way post-type dry barrel hydrants complying to AWWA standards with six (6) inch or larger connections to mains. Fire hydrants shall be in accordance with current City of Bastrop Construction standards.

C. Wastewater Lines:The subdivider shall provide all sewer lines necessary to properly serve each lot of the development and ensure that existing lines and facilities can adequately serve the proposed development. The applicant shall bear all costs for extending existing City sewer lines and facilities to service the proposed development. All sewer lines and service connections shall meet the current City of Bastrop Construction standards. Connection to the City's wastewater collection system shall only be permitted if the recipient of City sewer service is also a recipient of City of Bastrop water service at the location being connected.

D. Septic tanks will not be permitted within a standard division of land. Septics systems must comply with the City Utility standards, permits, and process.

E. See the B3TM for additional standards.

## ARTICLE. 7.7 STREET MONUMENTS & PROPERTY MARKERS

(a) Street Monuments and Property Markers

(1) Property subject to platting shall follow the standards for street monuments and property markers in the B3TM.

(2) Exceptions: Street Monument and Property Marker requirements shall not apply to lots meeting the requirements of Administrative Plat and/or being processed under the  procedure.

## ARTICLE. 7.8 BICYCLE PARKING

### SEC. 7.8.001 LOCATIONS

(a) Short-term bicycle parking must be located within 100 feet of the main public entrance of the building or facility.

(b) Long-term bicycle parking must be located within 500 feet of the main public entrance of the building or facility.

(c) Bicycle parking facilities shall not interfere with accessible paths of travel or accessible parking as required by the Americans with Disabilities Act, as amended.

(d) When a rack is placed within a sidewalk or pedestrian right-of- way, a minimum of four (4) feet from the required rack dimension shall be provided for pedestrian clearance.

(e) Bicycle racks shall be located in highly visible and well-lit areas to minimize theft and vandalism.

(f) When automobile parking spaces are provided in a structured parking garage, all required long-term and short-term bicycle spaces shall be located inside the garage on the ground level. Alternative layout and design of racks to maximize space may be approved by the Director of Planning and Development.

(g) Alternative Locations: In the event that compliance may not be feasible because of demonstrable hardship, the Director of Planning and Development may approve an alternative location.

## SEC. 7.8.002 LAYOUT AND DESIGN

(a) Each bicycle rack shall be designed to accommodate two bicycle parking spaces (two bicycle spaces per rack) while using the allowed bike rack designs below:

(1) Racks shall be designed to accommodate "U"-shaped locking devices and support the bicycle horizontally in two places.

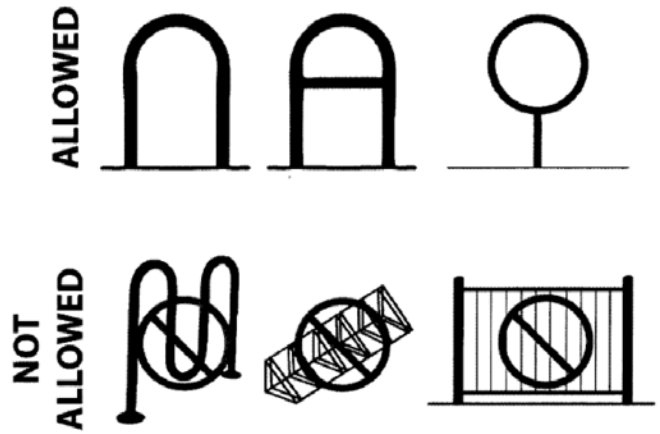
(2) The racks shall be constructed of durable materials to withstand permanent exposure to the elements, such as powder-coated metal or stainless steel.

(3) All bicycle parking spaces must be hard-surfaced or at minimum a compact gravel base.

(4) All bicycle racks shall be securely anchored to the ground using a concrete footing and tamper-proof anchors.

(5) Decorative bicycle racks that enhance the sense of place and contribute to the character of the development are encouraged but are subject to approval by the Director of Planning and Development.

*Fig. 1: Examples of Typical Bicycle Parking Designs Allowed and Not Allowed:*



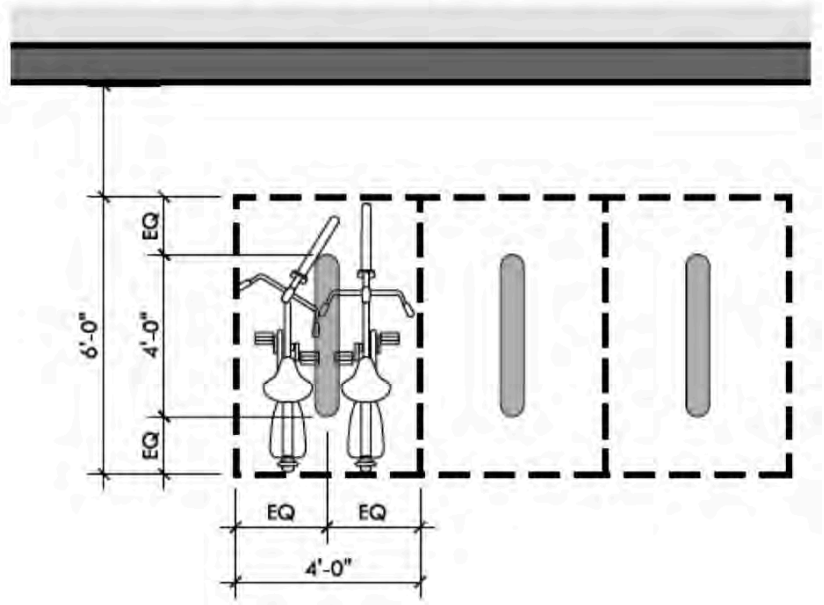

(b) Bicycle Parking Space Size, Access Aisles and Vertical Clearance

(1) Bicycle racks shall provide clearance from other objects by using a standard footprint that is at least four (4) feet wide by six (6) feet long, as depicted below, and shall hold at least two bicycles.

(c) In cases where bicycle parking spaces are not visible from the primary drive aisle approaching the building, signage shall be used to direct cyclists safely to bicycle parking areas (Manual for Uniform Traffic Devices sign D4-3). These signs shall not be placed in the public right-of-way.

D4-3

*Fig. 2: Examples of Bicycle Parking Footprint and Dimensions*




## SEC. 7.8.003 BICYCLE PARKIING REQUIREMENT

The number of bicycle parking racks shall be based on the amount of automobile parking spaces and shall be provided in accordance with the following. Where fractional bicycle parking spaces result, the spaces required shall be rounded up to the nearest whole number.

*Fig. 4: Bicycle Parking Standard Chart*

| | |
|---|---|
| **P5 & P4**<br><br>**Non-Residential** | 0-40 required auto spaces = 2 short-term bicycle parking spaces minimum<br><br>41-60 required auto spaces = 4 short-term bicycle parking spaces minimum<br><br>61-80 required auto spaces = 6 short-term bicycle parking spaces minimum<br><br>81-100 required auto spaces = 8 short-term bicycle parking spaces minimum<br><br>101+ required auto spaces = minimum 10 short-term bicycle parking spaces or 2.5% of required automobile spaces, whichever is greater, will be provided as short-term bicycle parking spaces |
| **MULTIFAMILY** | The minimum number of long-term bicycle parking spaces shall be equal to 10% of the required auto spaces. |

(a) Bicycle parking is required in all P5 and P4 Place Types with non-residential uses.

(b) Bicycle parking for residential uses is only required with multifamily building types.

(c) The number of provided automobile parking spaces and bicycle parking spaces shall be shown in a chart format on the site plan. The location and footprints of bicycle racks corrals shall be shown on the site, as well as the location of any bicycle parking signage.

(d) In all cases where bicycle parking is required, no fewer than two (2) spaces (one rack) shall be required.

(e) Up to half of the required short-term bicycle parking spaces may be substituted with long-term bicycle parking spaces.

## SEC. 7.8.004 TERMS AND WORDS DEFINED

| | |
|---|---|
| Bicycle Corral | A group of either short-term or long-term bicycle parking spaces that are located in the vehicular parking area adjacent to the curb. The corral is generally surrounded by a painted white box on the street with flexible vertical delineators and a wheel stop where vehicles are likely to back into the adjacent parking spot. |
| Bicycle Rack, Long-Term | A bicycle parking fixture that provides at least two bicycle spaces and includes at least a four-foot-wide by six-foot-long dimension, intended for parking more than three hours, and is fully protected from the elements. |
| Bicycle Rack, Short-Term | A bicycle parking fixture that provides at least two bicycle spaces and includes at least a four-foot-wide by six-foot-long dimension, intended for parking less than three hours. |

## ARTICLE. 7.9 MOBILE FOOD VENDOR

### SEC. 7.9.001 REQUIREMENTS APPLICABLE TO ALL MOBILE FOOD VENDORS

(a) No person shall act as a Mobile Food Vendor in the City without a permit issued by the City.

(b) Each Mobile Food Vendor shall display at all times in a conspicuous place where it can be read by the general public the City of Bastrop permit under this article and permit number.

(c) Mobile Food Vendors shall not operate within a public park, public right-of-way, publicly owned property or site without written permission from the City Manager or the City Manager's designee.

(d) Mobile Food Vendors must meet all applicable state and local laws and regulation, including but not limited to the Rules.

(e) Mobile Food Vendors must meet all applicable laws regarding Mobile Food Vendors as described in the International Fire Code (IFC), 2018 edition.

(f) Mobile Food Vendors must operate from an approved commissary in good standing as defined in and required by the Texas Food Establishment Rules. An existing food establishment may serve as a commissary if approved by the City. The commissary shall have an approved vehicle storage facility, approved potable water hookups, approved wastewater drainage facilities, approved grease interceptor hookup(s) and size, and any other accommodations as determined necessary by the City to ensure compliance with all regulatory codes, including but not limited to the local health authority. The commissary shall comply with all Food Establishment Rules and hold all current licenses and permits as required by the Rules. Valid copies of the commissary's current licenses and permits used under the Food Establishment Rules and most recent health inspection report must be kept on file with the City. Mobile Food Vendors shall provide documentation of each visit to or service by the commissary and shall have that documentation immediately available for inspection by the City.

(g) The Mobile Food Vendor shall secure and display at all times in a conspicuous place where it can be read by he general public a health permit from Bastrop County.

(h) All employees of the permit holder must have a valid food handler's training certificate.

1. When required, Mobile Food Vending Units must be equipped with commercial mechanical facilities sufficient to provide proper cooking ventilation and fire suppression for eating establishments, as established under the City's adopted building codes. All equipment on the vehicle is to be NSF International (formerly National Sanitation Foundation) approved, American National Standards Institute (ANSI) approved, or of commercial grade.

2. Any Mobile Food Vendor that will be in one location for more than four (4) hours shall provide covered garbage and storage facilities for employee and customer use of sufficient size that refuse is fully contained in a manner that prevents litter and remains insect- and rodent-proof.

3. The Mobile Food Vending Unit must meet the following plumbing standards:

    All liquid waste shall be discharged to an approved sanitary sewage disposal system at the commissary or through an authorized service provider. All used fats, oil, or grease shall be discharged to an approved grease interceptor at the commissary or through an authorized service provider. Used fats, oils or grease shall not be discharged to any unauthorized food establishment grease interceptor.

    a. Liquid waste shall not be discharged from the retention tank when the Mobile Food Vending Unit is open to the public or in the process of preparing food.

    b. The waste connection shall be located below the water connection to preclude contamination of the potable water system.

    c. Connections to a water or sewage system on site is prohibited.

The Mobile Food Vendor shall display at all times in a conspicuous place where it can be read by the general public a copy of a Texas sales tax and use certificate.

Mobile Food Vending Units shall be separated from existing buildings and other mobile food vehicles by a minimum of ten (10) feet. Food Vendors shall not set up in fire lanes or parking spaces that are required for the use of an existing business.

The Mobile Food Vending Unit and any parking areas used by the Mobile Food Vendor or its customers, should be located on a paved surface, or an alternative all-weather surface as approved by the City Engineer or their designee. Where providing paved or all-weather surface would be impractical or not provide a public benefit, alternative methods may be approved with a concept plan. Alternative methods may include but are not limited to portable spill berms, environmentally sensitive materials, and other methods to mitigate property damage and environmental hazards.

4. Each Mobile Food Vending Unit shall be clearly marked with the food establishment's name or a distinctive identifying symbol and shall display the name while in service within the City.

5. Except as shown on an approved concept plan, the Mobile Food Vendor shall prepare, serve, store and display food and beverages on or in the Mobile Food Vending Unit itself; and shall not attach, set up, or use any other device or equipment intended to increase the selling, serving, storing or displaying capacity of the Mobile Food Vendor.

6. No Mobile Food Vendor may operate outside of the hours of 8:00 AM to 10:00 PM, unless otherwise authorized within the permit.

7. Mobile Food Vendors must comply with City Code Section 44.1, "Noise Standards."

8. Mobile Food Vendors must comply with City Code Section 43.1, "Outdoor Lighting Standards."

9. Drive-through service from Mobile Food Vendors is prohibited.

10. Alcohol sales from Mobile Food Vendors is prohibited.

11. Access to Restroom Facilities.

    Any Mobile Food Vendor that will be in one location for more than four (4) hours must submit to the City written proof of a restroom facility agreement that provides the availability of a fixed establishment restroom or a portable restroom facility for the use of the Mobile Food Vendor employees and customers located in a business establishment within one hundred fifty

(150) feet of each location where the Mobile Food Vending Unit will be in operation.

a. Proof of availability of a fixed establishment restroom shall be in the form of a written and notarized statement from the property owner, or owner's authorized agent, including the name, address, and telephone number of the property owner or authorized agent, and the type of business and hours of operation of the business, granting permission for the use of the facilities. If the business owner is a partnership or corporation, the statement shall include the name, address and telephone number of one (1) of the partners or officers.

b. Proof of availability of a portable restroom facility shall be in the form of a service contract, which includes a maintenance schedule, and a receipt showing the last maintenance performed.

c. A copy of the records shall be immediately available for inspection by the City on the Mobile Food Vending Unit.

Mobile Food Vehicles must be movable by motorized or non-motorized means.

## SEC. 7.9.002 MOBILE FOOD VENDORS ON PRIVATE PROPERTY

(a) Mobile Food Vending Units located on private property must comply with the following:

(1) The private property must be developed and improved, and contain an existing permanent business operating in a building with a certificate of occupancy at all times while the Mobile Food Vending Unit occupies the property. Alternatively, a Mobile Food Vendor may operate from a Mobile Food Vendor Food Court site that is designed and intended for mobile food use as the primary use of the property. A concept plan will be required for a Mobile Food Vendor Court that is the primary use on a property.

(2) Electricity shall be from a generator and the Mobile Food Vendor shall utilize electrical cords in conformance with the National Electrical Code as adopted and amended by the City.

(3) The Mobile Food Vendor must submit with the permit application, written authorization, or other suitable documentation showing that the owner of the property, or the owner's authorized agent, consents to the Mobile Food Vendor operating on said property.

(4) Any permanent structure will require a building permit and be subject to any applicable regulations.

(5) Two Sidewalk Signs (see Sec. 8.1.012 On-Premise Sign Types & Standards) may be used on-site during business hours. All other signage must be on the truck or trailer and mounted flush to the surface of the unit.

### SEC. 7.9.003 MOBILE FOOD VENDORS ON CONSTRUCTION SITES

For subdivisions or sites in any zoning districts that are actively under construction and have not yet been issued a Certificate of Occupancy, a Mobile Food Vendor may operate for less than one (1) hour.

### SEC. 7.9.004 MOBILE FOOD VENDORS PERMIT APPLICATION

(a) The application for a Mobile Food Vendor permit shall include the following information:

i. An application fee of $400;

ii. Name, legal name of business or entity, business address, telephone number, and email address of the applicant;

1. The applicant's identification number as shown on a current and valid government-issued identification document that includes a photograph of the applicant;

2. If the applicant represents a corporation, association or partnership, the names and addresses of the officers or partners;

3. Name, legal name of business or entity, business address, telephone number, and email address of the owner if the owner is not the applicant;

4. Signed and notarized permission from all private property owners where the Mobile Food Vending Unit will be stationed;

5. The manner of mobile food vending operation to be conducted (for example, foot vending, truck, trailer, pushcart, etc.); the make, model, year, license or registration, and vehicle identification number of each vehicle to be used in the mobile food vending operation;

6. Proof of motor vehicle insurance for each vehicle to be used in the mobile food vending operation;

7. An itinerary of locations where sales will occur; and a location map and sketch of site location for each location to be used by the Mobile Food Vendor;

8. A concept plan, if applicable;

9. A copy of the vendor's current health permit from Bastrop County;

10. If the mobile vending unit will be placed in one (1) location for more than four (4) hours, a written agreement from a business within one hundred fifty (150) feet for employees of the mobile food establishment to have use of flushable restrooms (or other facilities as approved by the health authority) during hours of operation;

11. Proof of water/wastewater service;

12. Documentation indicating the volume capacity of any required water and wastewater storage tanks either on the tank itself or in writing;

13. Description of the type of food or the specific foods to be vended;

14. A notarized statement from the owner of the commissary stating that the mobile food establishment will use the facility as its base of operation and providing the address and food establishment permit number of the facility;

15. A valid copy of the applicant's sales tax and use tax permit; and,

16. Any other information reasonably required by the Director of Planning and Development.

## SEC. 7.9.005 MOBILE FOOD VENDOR PERMITS

(a) Permit Determinations. The City will evaluate the data furnished by the applicant and may require additional information. Within fourteen (14) days of receipt of a completed permit application, the City will determine whether or not to issue a Mobile Food Vendor permit. The City may deny an application for a permit on any of the following grounds:

a) Failing to provide all of the information required by the City;

a. The applicant's past record of ordinance violations;

b. Safety record of the applicant or any driver, based on such things as civil and criminal lawsuits and violations of environmental laws and ordinances; and,

c. Providing false, misleading or inaccurate information to the City.

(b) Permits are not transferable.

(c) Mobile Food Vendor permits expire on October 31, 2019.

4. Permit fees will not be prorated. Other fees related to the construction of a Mobile Food Vendor Food Court will be required during the review and construction of the Mobile Food Vendor Food Court.

### SEC. 7.9.006 PERMIT REVOCATION AND APPEAL

(b) The City Manager or City Manager's designee may revoke a permit issued under this Code by a Mobile Food Vendor if the permit holder or the permit holder's employee:

1. Commits critical or repeated violations of applicable law; or

2. Knowingly provides false information on an application; or

3. Interferes with the Health Authority in the performance of the Health Authority's duties; or

4. If a permitted establishment under this Article changes ownership and there are violations that must be corrected to meet applicable standards.





ii. Before revoking a permit, the City shall provide the permit holder or person in charge with written notice of the pending permit revocation.

iii. The written notice shall include:

i. The reason(s) the permit is subject to revocation; and

ii. If applicable:

a. The date on which the permit is scheduled to be revoked; and,

b. A statement that the permit will be revoked on the scheduled date unless the permit holder files a written request for a meeting with the City no later than the tenth (10th) day after the date the notice is served.

c. The applicant may appeal the revocation of a permit by submitting a written request for appeal along with any evidence supporting the appeal to the Board of Appeals within ten (10) days of receiving the notice of

revocation. The Board of Appeals will make a decision within a reasonable time of receipt of the appeal, but no later than thirty (30) days after receipt. The Board of Appeals' decision shall be final.

### SEC. 7.9.007 INSPECTIONS

(a) The City may inspect a Mobile Food Vendor during regular business hours and at other reasonable times to determine compliance with this Code.

1. After conducting an inspection, the City shall inform the Mobile Food Vendor of findings.

2. If a violation is found, the City shall:

(A) Close the unit; or,

(B) Prescribe a reasonable time period for correction of violations. Re-inspections at prescribed time intervals will be conducted to determine whether required corrections have been made.

### SEC. 7.9.008 PENALTY

A violation of this Code is considered a violation pertaining to fire safety, zoning, public health and/or sanitation and is punishable by a fine not to exceed two thousand dollars ($2,000.00) in accordance with City Code Section 1.01.009.

## SEC. 7.9.009 DEFINITIONS

**Concept Plan:** means a diagramed plan that includes property lines, adjacent rights-of-way, location of all Mobile Food Vending Units, parking areas and surface material, maneuvering areas and surface material, seating areas, and any other information reasonably required by the Director of Planning and Development. Concept plans will be approved by the Director of Planning and Development.

**Commissary:** means a central preparation facility or other fixed food establishment that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption to mobile, temporary and portable food vendors.

**Health Authority:** means the Bastrop County Environmental and Sanitation Services, or its designee, or any other agency charged with enforcement of regulations applicable to establishments regulated under this ordinance.

**Mobile Concession Trailer:** means a vending unit selling items defined as edible goods, which is pulled by a motorized unit and has no power to move on its own.

**Mobile Food Cart or Concession Cart:** means a mobile vending unit, selling items defined as edible goods, that must be moved by non-motorized means.

**Mobile Food Truck:** means a self-contained motorized unit selling items defined as edible goods.

**Mobile Food Vending Unit:** means a Mobile Food Truck, Mobile Food Cart, Concession Cart, or Mobile Concession Trailer.

**Mobile Food Vendors:** shall mean any business that operates or sells food for human consumption, hot or cold, from a Mobile Food Vending Unit.

**Mobile Food Vendor Food Court:** means a site designed for the operation of one or more Mobile Food Vendors as the primary use.

**Texas Food Establishment Rules or the Rules:** means 25 Texas Administrative Code chapter 228, as amended.

# CHAPTER 8
# SIGNS

## ARTICLE 8.1 SIGNS

### SEC. 8.1.001 INTENT

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

### SEC. 8.1.002 PURPOSE

The purpose of a sign permit is to authorize the display, erection, rebuilding, restructuring, expansion, relocation, or structural alteration of any on-premise or off-premise sign.

### SEC. 8.1.003 APPLICABILITY

These regulations apply to all property within the incorporated boundaries (i.e., City Limits) and the Extra Territorial Jurisdiction (ETJ) of the City of Bastrop as it exists at the time this code was adopted and as it may be amended and expanded in the future.

### SEC. 8.1.004 ENFORCEMENT

(a) It is an offense for a person to violate, a section of this chapter designated as an offense commits a misdemeanor punishable by a fine. A violation occurs when a person violates or causes, allows, or permits a violation of this chapter.

(b) Each violation of this chapter designated as an offense constitutes a separate offense.

(c) No culpable mental state is required to prove an offense under this chapter if this offense involves:

(1) Placement of a sign in the right-of-way;

(2) Placement of a sign in another person's property without the person's permission; or,

(3) Placement of a sign that encumbers access to a person's property or encumbers use of a street, sidewalk, trail, path, or driveway.

## SEC. 8.1.005 PROHIBITED SIGNS

(a) All Signs are prohibited in the City Limits and the extra territorial jurisdiction (ETJ) unless:

(1) Constructed, maintained, structurally altered, or improved pursuant to a valid permit when required under this Code; and,

2. Expressly authorized under the City of Bastrop's B3 Code.

(b) Signs which cannot be expressly authorized include:

(1) Signs located in or projected over any public right-of-way or across the public right-of-way line extended across a railroad right-of-way, except when attached to and projecting no more than 18 inches from a building wall legally located at or near the right-of-way line in the City Limits or in the Extraterritorial Jurisdiction.

(2) Portable Signs.

(3) Off-Premise sign (including Billboards) containing commercial advertising for the sale, rent, or lease of goods, real property, or services.

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

(5) Signs of a size, location, movement, coloring, or manner of illumination which may be confused with or construed as a traffic control device or which hide from view any traffic or street sign or signal.

(6) Signs that are attached to any utility pole or wire, traffic sign, or public easement or are placed on government-owned property unless placed by written permission of the governmental entity.

(7) Signs that obstruct any fire escape, required exit, window, or door opening intended as a means of egress.

(8) Boxes, tires, or other goods stored in view of the street, etc. which have large product identification that serves as a sign.

(9) Feather Banners.

(10) Commercial signs or advertising materials that are worn, held, or attached to a person's body advertising the sale of goods, real property, or services.

(11) Balloon Signs.

(12) Inflatable Signs.

(13)Banners.

(14) Pennants.

(15)Pole Signs except as otherwise specifically allowed.

(16)Roof Signs (including signs that are otherwise authorized but are placed on a roof or on a mobile food vendor or vehicle).

(17) Changeable copy signs.

(18)Signs placed or attached to trees, bushes, planters, benches, or other pedestrian elements.

(19)Signs on trash receptacles except for signs that are required by law, provide direction on the trash receptacle's use, provide safety instructions, or are otherwise customarily found on trash receptacles as a means of identifying the trash collection company.

(20) Flags with a commercial message.

## SEC. 8.1.006 OFF-PREMISE SIGNS (BILLBOARDS)

(a) No permit for alteration or relocation may be issued for an off-premises signs

(b) Alteration. An off-premises sign may not be altered regarding amount of surface area, shape, orientation, height, illumination, or location without the prior issuance of a sign alteration or relocation permit. Ordinary and routine necessary repairs that do not change the size, shape, orientation, height, illumination, or location of an inventoried off-premises sign do not require an alteration permit. A sign alteration permit expires if the approved modifications are not completed within ninety (90) days of permit issuance.

(c) Maintenance. If the City finds that any off-premises sign is not maintained in good repair, the City will notify and order the owner to repair the sign within thirty (30) calendar days. If the City finds that the sign structure or sign area of an off-premises sign has deteriorated more than sixty percent (60%) of its replacement value, or is not repaired within thirty (30) calendar days, the City shall notify the owner of the off-premises sign and the owner of the real property on which the off-premises sign is located to remove the off-premises sign or poster panel from the property within a specified time. Replacement of more

than sixty (60) percent of an off-premises sign during one calendar year shall void the legal nonconforming status of the sign and require immediate removal or conformance with current standards. All off-premises signs ordered to be removed shall be stricken from the authorized list.

(d) No existing billboard shall exceed forty (40) feet in height from the ground level. No existing billboard shall interfere with the visibility of pedestrians or drivers of motor vehicles at street intersections or otherwise obstruct traffic or create a traffic hazard.

### SEC. 8.1.007 NONCONFORMING SIGNS

(a) Signs in Existence Prior to this Code. A sign existing on the effective date of the Development Code that violates this Article or any other ordinance, and a sign that comes under the jurisdiction of this Chapter due to the expansion of the City, is a legal nonconforming sign and may be continued, repaired, and maintained in good condition, but may not be otherwise altered.

(b) Voluntary Removal. Voluntary removal of a nonconforming sign for purposes other than maintenance shall terminate its status as a legal nonconforming sign. Replacing a sign cabinet is not considered maintenance.

### SEC. 8.1.008 EXEMPTED SIGNS

(a) The following signs authorized under this Section are authorized in every Place Type or property in the ETJ without a permit, unless specifically required below:

(1) Government Signs including signs placed by the city, state, or federal governing in their governmental capacity.

(2) Traffic Control Devices that are erected and maintained to comply with the Texas Manual on Uniform Traffic Control Devices.

(3) Signs required by this section.

(4) Signs required by other law, including federal, state, or local law, including a sign that a property owner is required to post on the owner's property to warn of a danger or to prohibit access to the property either generally or specifically; the owner must comply with the federal, state, or local law to post a sign on the property.

(5) Official governmental notices and notices posted by governmental officers in the performance of their duties for regulatory purposes such as neighborhood crime watch areas, to identify streets, or to warn of

danger including those placed by the City, County, Federal or State.

(6) Signs displayed on trucks, buses, trailers, mobile food vendors, or other vehicles that are less than thirty-two (32) square feet and are being operated as motor vehicles, provided that the primary purpose of the vehicles is not for display of signs and provided that they are parked in areas appropriate to their use as vehicles, are in operable condition, and carry a current and valid license plate and state inspection tag. Vehicle signs shall conform to the following restrictions:

i. Vehicular signs shall contain no flashing or moving elements;

ii. Vehicular signs shall not be attached to a vehicle so that the driver's vision is obstructed from any angle; and,

iii. Signs, lights and signals used by authorized emergency vehicles shall not be restricted.

(7) Vending machine signs where the sign face is not larger than the normal dimensions of the machine to which the sign is attached.

(8) Memorial signs or tablets when cut into any masonry surface or attached to a building when constructed of bronze or other metal up to six square feet as part of a building.

(9) Real Estate Signs.

i. Signs containing the message that the real estate on which the sign is located is for sale, lease, or rent together with information identifying the owner or agent.

ii. A real estate sign may not exceed four square feet in size for residential properties, or 16 square feet in size for nonresidential properties.

(10) Any sign wholly within the confines of a building, and oriented to be out of view from outside the building.

(11) Any sign who wholly within the confines of a sports field or court and oriented to be out of view from outside the field or court. No sign under this section may be larger than thirty-two (32) square feet. The maximum height for a field sign shall not exceed six (6) feet.

(12)A non-commercial sign that is carried by a person or is a bumper sticker on a vehicle.

(13)Business-related signs on or visible through doors or windows indicating: store hours, security systems, trade organization memberships, credit cards accepted, no solicitation, and open/closed. These signs will not count towards the cumulative sign area limits so long as their total cumulative sign area does not exceed five (5) square feet.

(14)Changing a commercial message to a noncommercial message on any legal sign surface. Any sign surface on which a commercial message may contain a noncommercial message.

## SEC. 8.1.009 SIGNS REQUIRING A PERMIT

(a) Building Signs

A building sign is an on-premises sign that is directly attached to, erected on, or supported by a building or other structure having a principal function other than the support of such sign.

(1) Building Signs Types:

i. Address sign

ii. Awning Sign

iii. Band Sign

iv. Blade Sign

v. Marquee Sign

vi. Nameplate Sign

vii. Outdoor Display Case Sign

viii. Window Sign

(2) General Requirements:

(A) Size. The maximum size of the sum of the area of all building signs may not exceed 15% of the Facade area of the tallest floor.

(B) Number. More than one building sign may be erected, provided the total surface area allowed is not exceeded.

(C) Height. No building sign may extend above the parapet wall or roof line of the building.

(D) Projection / Clearance. With the exception of a blade sign, no building sign may project more

than six inches from the building wall. All signs that project more than six inches from the wall must maintain a clear height of eight feet above the ground.

E. Illumination. Building signs may only be externally illuminated. No sign may be illuminated except during operating hours of the use with which it is associated. Lighting shall be directly directed down toward the sign, and shielded so that it does not shine directly into a public right-of-way and does not interfere with the safe vision of motorists or people passing by. All standards must meet the City's lighting ordinance.

(b) Freestanding Signs.

A freestanding sign is an on-premises sign that is not directly attached to, erected on, or supported by a building or other structure having a principal function other than the support of such sign, but instead attached to, erected on, or supported by some structure such as a pole, frame, or other structure that is not a part of the building.

(1) Freestanding Signs Types:

i. Sidewalk sign

ii. Yard Sign

(2) General Requirements:

A. Size. Allocation of sign area is based on the linear Frontage of the project site. A maximum sign area of one square foot for each two linear feet of Frontage, provided that the maximum surface area does not exceed 16 square feet.

B. Number. One freestanding sign is allowed on any lot. If a common sign plan is approved, two freestanding signs may be allowed on a lot or project having a minimum Frontage of 300 feet.

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

(c) Monument Signs

A freestanding sign with single or multiple tenants, no more than thirty-five (35) feet in height and having a ratio of less than four to one sign width to narrowest width of support structure.

## SEC. 8.1.010 ON-PREMISES FREESTANDING SIGNS (MONUMENT SIGN)

(a) Allowed Signs and Standards. Permanent on-premises freestanding signs are subject to the following standards:

(1) The number of these signs on a premises is limited to one per street frontage. The following are not counted in this limitation:

i. Directional signs up to 12 square feet in area, provided the number of these signs does not exceed the number of driveways; and

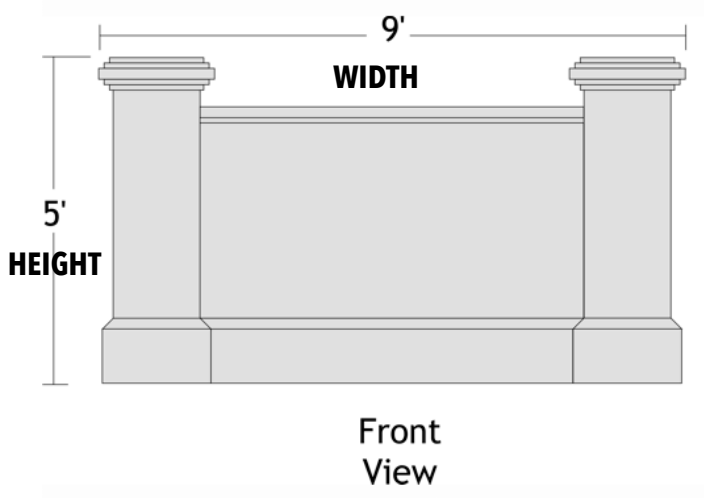
(b) Maximum height

(1) The maximum height of any on-premises signs shall not exceed the following:

i. Thirty-five (35) feet along all thoroughfares within P5 Place Types.

(c) Maximum Sign Area.

a. A signs height to width ratio may not exceed 4:1.




MONUMENT SIGN DIMENSIONS

### SEC. 8.1.011 SIGN PERMIT REQUIREMENTS

(a) Applications for a sign permit much be processed through the City pursuant to the Technical Manual.

(b) Requirements. Except as otherwise provided for herein, no sign shall be erected, posted, painted, or otherwise produced, changed, or reconstructed, in whole or in part, within the City Limits and ETJ of the City without first obtaining a permit.

(c) Applications: Application for a permit required by this Code shall be made upon forms provided by the City. The application for sign permits shall contain all information, drawings, and specifications necessary to fully advise the City, of the type, size, shape, location, zoning district if within City Limits, construction, and materials of the proposed sign and the building structure or premises upon which it is to be placed. Drawings shall also show all existing signs on the property. An application is not considered complete until all necessary information listed in this Code are provided with the application.

(d) Application for permit. An application for a sign permit must be filed with the City. An application for any sign must state the date when the owner intends to erect the sign.

(e) All applicants must provide sufficient proof, to be determined by the City, showing a real property ownership interest in the property on which the sign will be located or sufficient proof of authorization from the real property owner for sign placement on the property.

(f) An application shall include:

1. Name, address, and telephone number of the owner of the sign;
2. Name, address, and telephone of lessor sponsoring the sign, if any;
3. Name, address, and telephone number of the contractor, if any, installing the sign;
4. Name, address, and telephone number of the property where the sign is to be installed;
5. Date on which it is to be installed;
6. Place Type Zoning District, if in the city limits, in which the proposed sign will be located;
7. Any warrant that will be requested or has been approved; and,

8. An illustration or photograph including the location, appearance, and dimensions of the proposed sign.

9. An illustration or photograph of the position of the sign on a building or on the ground in plain view, drawn to scale, and elevation views, drawn to scale.

10. If required by the City, a copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction and in any amount required by this chapter or by the building code or other laws adopted by the City.

11. An application is not considered complete unless all the above information is provided with the application.

(g) The City shall promptly process the sign permit application and approve the application, reject the application, or notify the applicant of deficiencies in the application within twenty-one (21) calendar days after receipt or within seven (7) days if the sign requested is a real estate sign. Any application that complies with all provisions of this Code, the building code, the lighting ordinance, and other applicable laws, regulations, and ordinances shall be approved after inspection and approval of the plans and the site.

(1) If the application is rejected, the City shall provide in writing a list of the reasons for the rejection. An application shall be rejected for non-compliance with the terms of this Code, building code, B3TM or other applicable law, standards, or ordinance. If the permit application does not comply with the city ordinances after resubmission and review by City, and no variances have been applied for, the applicant must pay a reapplication fee before the City will review the application again.

(2) If no action is taken by the City within twenty-one (21) calendar days after receipt, the City shall not collect a fee for the sign permit application. The City then shall approve or reject the application as soon as practical after the twenty-one (21) day deadline. A new twenty-one (21) day deadline begins at each submission. However, if the City has not approved or rejected the permit within forty-five (45) calendar days after the completed application is filed, the applicant can file a complaint as an to the Board of adjustment as if the permit had been denied.

(h) Duration and revocation of permit. If a sign is not completely installed within six months following the issuance of a sign permit, the permit shall be void. The

City may revoke a sign permit under any of the following circumstances:

(1) The City determines that information in the application was materially false or misleading;

(2) The sign as installed does not conform to the sign permit application;

(3) The sign violates this Code, the Unified Development Code, building code, Technical Manual, or other applicable law, regulation, or ordinance; or

(4) The City determines that the sign is not being properly maintained or has been abandoned.

(i) Appeals. If the City denies a permit, the applicant may appeal to through Warrant granted by the Planning and Zoning Commission.

(j) All applications for permits shall include a drawing to scale of the proposed sign and all existing signs maintained on the premises and visible from the right-of-way, a drawing of the lot plan or building facade indicating the proposed location of the sign, and specifications for its construction, lighting, motion, and wiring, if any. All drawings shall be of sufficient clarity to show the extent of the work.

(k) Qualifications. Only those individuals who properly obtained a permit by the City, the City's designee, or other statutorily required permit or approval shall receive a permit to erect or alter any sign. Permits for the installation, erection, or alteration of any electrical components on a sign shall be issued only to those individuals who hold a commercial sign operator's license and master electrician's license. It is an offense for any person licensed under the provisions of this Code to obtain a permit on behalf of, or for the benefit of, any unlicensed person whose business activities are such that such unlicensed person would need a license to obtain a permit.

(l) Conditions for issuing permits. No permit for the erection or alteration of any sign over any sidewalk, alley, or other public property, or on or over any roof or building shall be issued to any person except upon the condition that the permit may be withdrawn at any time, in which case the sign shall be immediately removed by the Responsible Party, who will also be liable under the penalties provided for in this Code.

(m) Issuance. A new permit shall not be issued when:

(1) An existing billboard (off-premises) sign is in a deteriorated, unsafe, or unsightly condition.

(2) A sign on the premises is not in compliance with this Code.

(3) Authorization of the property owner on which the sign is to be placed has not been obtained.

(4) Inspection. Any sign for which a permit is issued shall be inspected after its erection for conformity to the provisions of this Code.

(5) Fees. No permit shall be issued until applicable fees have been paid to the City. Fees may be subject to change without prior notification. The sign permit fee schedule shall be in accordance with the fee schedule enacted by the City Council and located at City Hall.

(6) Before any permit may be issued for a new sign under this chapter, the responsible party shall modify or remove any of its own nonconforming signs and sign structures displayed or erected on the same property for which the permit is being sought, so that all the signs and sign structures they are responsible for on the property conform to the provisions of this chapter. This provision does not apply to real estate signs, banners, temporary signs, or sidewalk signs. This provision does not apply to nonconforming signs with a variance.

## SEC. 8.1.012 ON-PREMISE SIGN TYPES & STANDARDS

| | PLACE TYPES ▶ | P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ | DETAILS ▼ |
|---|---|---|---|---|---|---|---|
| ADDRESS SIGN | | P | P | P | P | a. Quantity (max) - 1 PER ADDRESS<br>b. Area - MAX 2 SF<br>c. Width - MAX 24 IN<br>d. Height - MAX 12 IN<br>e. Depth / Projection - MAX 3 IN<br>f. Clearance - MIN 4.5 FT<br>g. Letter Height - MAX 6" | i. Address Sign numerals applied to a House-form residential, commercial, or office buildings shall be between four (4) and six (6) inches tall. Address Sign numerals applied to individual dwelling units in apartment buildings shall be at least two (2) inches tall.<br>ii. Address signs shall be easily visible by using colors or materials that contrast with their background.<br>iii. Address signs shall be constructed of durable materials.<br>iv. The address sign shall be attached to the front of the building in proximity to the principal entrance or at a mailbox. |
| | Address Signs shall be made easily visible through the use of colors or materials that contrast with their background and shall be attached to the Facade or Principal Entrance of the unit they identify. | | | | | | |
| HOW TO MEASURE: | | | | | | | |

| PLACE TYPES ▶ | P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ | DETAILS ▼ |
|---|---|---|---|---|---|---|
| **AWNINGS & SIGNS** | | | P | P | a. Quantity (max) - 1 PER WINDOW<br>b. Area - N/A<br>c. Width - MAX EQUALS WIDTH OF FACADE<br>d. Height - N/A<br>e. Depth / Projection - MIN 4 FT<br>f. Clearance - MIN 8 FT<br>g. Letter Height - MIN 5 IN, MAX 10 IN<br>a. Valance Height - MAX 12 IN<br>b. Distance from Curb - MIN 2 FT | i. a. The following variations of awnings, with or without Sign Bands, are permitted:<br>- Fixed or retractable awnings<br>- Shed awnings<br>- Dome awnings<br>ii. Other awning types may be permitted by Warrant.<br>iii. Signage shall be limited to the Valance of the awning or the vertical portion of a dome awning.<br>iv. No portion of an awning shall be lower than eight (8) feet Clearance,<br>v. Awnings shall be a minimum of 4 feet in depth.<br>vi. Awnings shall not extend beyond the width of the building or tenant space, nor encroach above the roof line or the story above.<br>vii. The height of the valance shall not exceed twelve (12) inches.<br>viii. Awning Signs shall contain only the business name, logo, and/or |

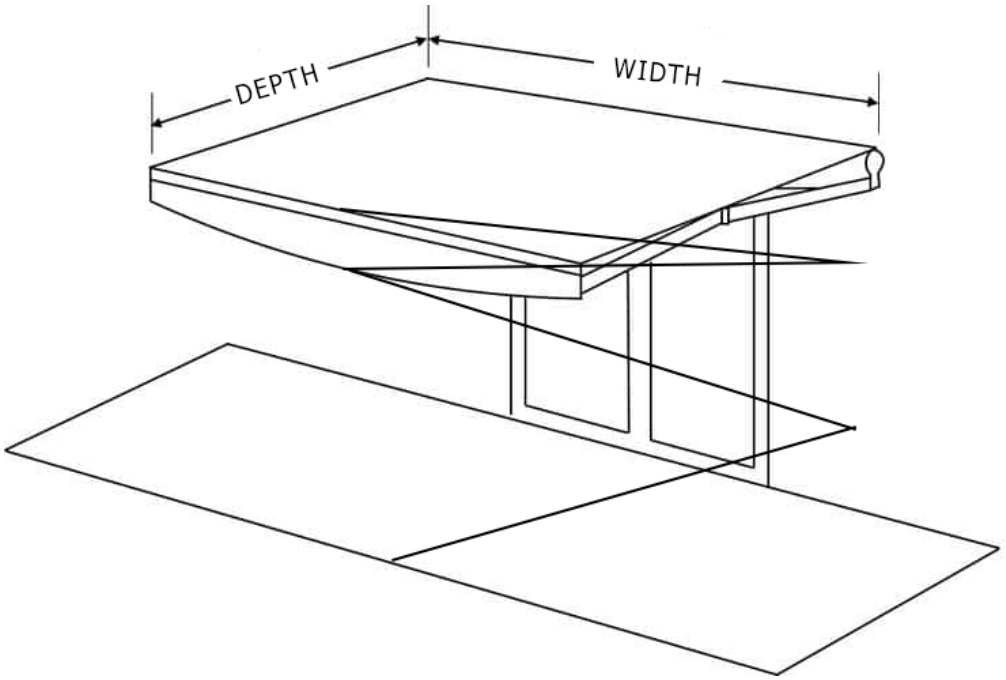
Awning Signage shall be limited to no more than seventy percent (70%) of the the valance of the awning or the vertical portion of a dome awning. The height of the valance shall not exceed twelve (12) inches. Awning Signs shall contain only the business name, logo, and/or street address.

the business name, logo, and/or street address.

ix. Letters, numbers, and graphics shall cover no more than seventy percent (70%) of the valance area.

x. Awning Signs shall not be internally illuminated or backlit.

HOW TO MEASURE:



| PLACE TYPES ▶ | P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ |
|---|---|---|---|---|---|
| BAND SIGN | | | P | P | a. Quantity (max) - 1 (2 FOR CORNER BUILDINGS)<br>b. Area - 1.5 SF PER LINEAR FT FACADE<br>c. Width - MAX 90% WIDTH OF FACADE<br>d. Height - MAX 3 FT<br>e. Depth / Projection - MAX 7 IN<br>f. Clearance - MIN 7 FT<br>g. Apex - N/A<br>h. Letter Height - MAX 18 IN |

One (1) Band Sign limited to 90% of the width of the building facade shall be permitted for each building with a commercial use. Information shall consist only of the name and/or logo of the business.

## DETAILS ▼

i. All businesses are permitted one (1) Band Sign on each first story facade.

ii. Band Signs shall include only letters, background, lighting, and an optional logo. Information shall consist only of the name and/or logo of the business. Band Signs shall not list products, sales, or other promotional messages, or contact information.

iii. The following Band Sign construction types are permitted: Cut-out Letters. Letters shall be individually attached to the wall or on a separate background panel, and shall be externally illuminated.

iv. Flat Panel. Letters shall be printed or etched on same surface as the background, which is then affixed to the wall and externally illuminated.

v. Channel Letters by Warrant. Each letter shall have its own internal lighting element, individually attached to the wall or onto a separate background panel. The

letter shall be translucent, or solid to create a backlit halo effect.

| | PLACE TYPES ▶ P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ |
|---|---|---|---|---|---|
| BLADE SIGN | | | P | P | a. Quantity (max) - 1 PER FACADE, 2 MAX<br>b. Area - 4 SF P2, P3, ; 6 SF P4, P5<br>c. Width - MAX 4 FT<br>d. Height - MAX 4 FT<br>e. Depth / Projection - MAX 4 FT<br>f. Clearance - MIN 8 FT<br>g. Apex - N/A<br>h. Letter Height - MAX 8 IN |

Blade Signs shall be permitted only for businesses that have a principal entrance on the first story. One (1) Blade Sign shall be permitted for each business if the facade is no more than five (5) feet from the Principal Frontage Line. Blade Signs may encroach into the Public Frontage up to four (4) feet, shall clear the sidewalk by at least eight (8) feet, and shall not encroach above the bottom of any second story windows. Blade Signs shall be limited to the name and/or logo of the business.

## DETAILS ▼

i. Blade Signs may be double-sided.

ii. Blade Signs shall be permitted only for businesses that have a principal entrance on the first story.

iii. Businesses shall be permitted one (1) Blade Sign where its Principal Frontage Line is no more than five (5) feet from the facade. Businesses that have a secondary frontage line that is no more than two (2) feet from the facade shall be permitted one (1) additional blade sign on that facade.

iv. Blade Signs may encroach into the Public Frontage up to four (4) feet and shall clear the sidewalk by at least eight (8) feet.

v. Blade Signs shall not encroach above the roof line nor above the bottom of the second story window.

vi. Text and graphics on the Blade Sign shall be limited to the name and/or logo of the business

and/or logo of the business. Slogans, address labels, operating hours and contact information shall not be permitted.

vii. Mounting hardware, such as supports and brackets, may be simple and unobtrusive or highly decorative, but shall complement the design of the sign, the building, or both.

viii. For buildings with multiple signs, mounting hardware or sign shapes, sizes and colors shall be coordinated.

| PLACE TYPES ▶ | P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ | DETAILS ▼ |
|---|---|---|---|---|---|---|
| **MARQUEE SIGNS** | | | | P | a. Quantity (max) - 1 PER BUSINESS<br>b. Area - N/A<br>c. Width - ENTRANCE PLUS 2 FT EACH SIDE<br>d. Height - MAX 50% STORY HEIGHT<br>e. Depth / Projection - MIN 4 FT, MAX 10 FT<br>f. Clearance - MIN 10 FT<br>g. Apex - N/A<br>h. Letter Height - N/A<br>i. Distance from Curb - MIN 3 FT | i. Marquees shall be located only above the Principal Entrance of a building.<br>ii. No Marquee shall be wider than the entrance it serves, plus two (2) feet on each side thereof.<br>iii. No portion of a Marquee shall be lower than ten (10) feet Clearance.<br>iv. No Marquee shall extend closer to the Curb than three (3) feet.<br>v. Columns or posts may be used as supports for Marquees eight (8) feet deep or or deeper if approved by the DRC.<br>vi. All Marquees, including anchors, bolts, supporting rods, and braces, shall be constructed of non-combustible materials and shall be designed by a structural engineer and approved by the Building Inspector.<br>vii. Marquee components and materials may vary. Anchors |

Marquees shall be located only above the Principal Entrance of a building, shall provide a minimum clearance of ten (10) feet, and may Encroach the Public Frontage to within two (2) feet of the Curb. Message Boards shall be permitted as part of Marquees.

materials may vary. Anchors, bolts, and supporting rods should be limited to the interior of the Marquee.

viii. Message Boards shall be permitted as part of Marquees.

ix. A Band Sign shall be permitted above a Marquee.

| | PLACE TYPES ▶ | P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ | DETAILS ▼ |
|---|---|---|---|---|---|---|---|
| **NAMEPLATE** | | | | P | P | a. Quantity (max) - 1<br>b. Area - MAX 3 SF<br>c. Width - MAX 18 IN<br>d. Height - MAX 2 FT<br>e. Depth / Projection - MAX 3 IN<br>f. Clearance - MIN 4 FT<br>g. Apex - MAX 7 FT<br>h. Letter Height - N/A | i. Nameplates shall consist of either a panel or individual letters applied to a building wall within ten (10) feet of an entrance to the building.<br>ii. One Nameplate shall be permitted per address.<br>iii. Nameplates shall not exceed three (3) square feet.<br>iv. Nameplates shall be constructed of durable materials. |

One (1) Nameplate per address limited to three (3) square feet may be attached to a building wall within ten (10) feet of a Principal Entrance.

## OUTDOOR DISPLAY CASES

| PLACE TYPES ▶ | P2 | P3 | P4 | P5 |
|---|---|---|---|---|
| | | | P | P |

**SPECIFICATIONS ▼**

a. Quantity (max) - 1
b. Area - MAX 6 SF
c. Width - MAX 3.5 FT
d. Height - MAX 3.5 FT
e. Depth / Projection - MAX 5 IN
f. Clearance - MIN 4 FT
g. Apex - N/A
h. Letter Height - N/A

**DETAILS ▼**

i. Each outdoor display case shall not exceed six (6) square feet.

ii. Outdoor display cases may be externally or internally illuminated.

iii. Theaters may be permitted larger outdoor display cases by Warrant.

iv. Outdoor display cases shall not be attached to Shopfront windows.

Outdoor Display Cases shall not exceed six (6) square feet and may be internally illuminated.

| | PLACE TYPES ▶ | P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ | DETAILS ▼ |
|---|---|---|---|---|---|---|---|
| **SIDEWALK SIGN** | | | | P | P | a. Quantity (max) - 1 BUILDING<br>b. Area - MAX 3 SF<br>c. Width - MAX 18 IN<br>d. Height - MAX 2 FT<br>e. Depth / Projection - MAX 3 IN<br>f. Clearance - MIN 4 FT<br>g. Apex - MAX 7 FT<br>h. Letter Height - N/A | i. Each outdoor display case shall not exceed six (6) square feet.<br>ii. Outdoor display cases may be externally or internally illuminated.<br>iii. Theaters may be permitted larger outdoor display cases by Warrant.<br>iv. Outdoor display cases shall not be attached to Shopfront windows. |

One (1) freestanding, double-sided, temporary Sidewalk Sign may be placed within the Parking Strip of the Public Frontage for each business. Sidewalk Signs shall be removed at the close of business each day.

| | PLACE TYPES ▶ | P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ | DETAILS ▼ |
|---|---|---|---|---|---|---|---|
| **WINDOW SIGN** | | | | P | P | a. Quantity (max) - 1 PER WINDOW<br>b. Area - 25% COVERAGE PER WINDOW<br>c. Width - N/A<br>d. Height - N/A<br>e. Depth / Projection N/A<br>f. Clearance - 4 FT<br>g. Apex - N/A<br>h. Letter Height - MAX 8 IN | i. Only the following Window Sign types shall be permitted:<br>ii. Vinyl applique letters applied to the window. Appliques shall consist of individual letters or graphics with no visible background.<br>- Letters painted directly on the window.<br>- Hanging signs that hang from the ceiling behind the window.<br>- Neon signs.<br>- Door signs applied to or hanging inside the glass portion of an entrance doorway.<br>iii. Window signs shall not interfere with the primary function of windows, which is to enable passersby and public safety personnel to see through windows into premises and view product displays. |

Window signs shall not interfere with the primary function of windows, which is to enable passersby and public safety personnel to see through windows into premises and view product displays.

iv. Window signs shall be no larger than 25% of the total area of the window onto which they are applied. Sign area shall be measured using smallest rectangle that fully encompasses the entire extent of letters, logo and background.

v. Window signs may list services and/or products sold on the premises, or provide phone numbers, operating hours or other messages, provided that the total aggregate area of these messages not exceed the limit provided above.

vi. Letters on window signs shall be no taller than eight (8) inches.

| | PLACE TYPES ▶ | P2 | P3 | P4 | P5 | SPECIFICATIONS ▼ | DETAILS ▼ |
|---|---|---|---|---|---|---|---|
| **YARD SIGN** | | | | P | | a. Quantity (max) - 1 MAX PER Lot<br>b. Area - MAX 6 SF<br>c. Width - MAX 3 FT (NOT COUNTING POST)<br>d. Height - MAX 2 FT (NOT COUNTING POST)<br>e. Depth / Projection - N/A<br>f. Clearance - MIN 3 FT TO SIGN EDGE<br>g. Apex - MAX 6 FT TO TOP OF POST<br>h. Letter Height - MAX 8 IN | i. One single- or double-post yard sign for each business may be permitted by Warrant, provided it is set back at least six (6) feet from the Frontage Line, does not exceed six (6) square feet excluding posts, and does not exceed six (6) feet high including posts, measured from the yard at the post location. |

One (1) single- or double-post Yard Sign may be placed with the Private Frontage

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|---|---|---|---|---|---|
| **MONUMENT SIGN** | | | P* | P | a. Quantity (max) - 1 MAX PER FRONTAGE<br>b. Height - MAX 35 FT IN P5 on HWY 71**<br>c. Max height to width ratio - 4:1<br>d. *MAX 4 FT IN P4 |

(a) A monument sign can be defined as a ground sign generally having a low profile with little or no open space between the ground and the sign and having a structure constructed of masonry, wood, or materials similar in appearance.

(b) How to Measure:

(1) Maximum total height is measured from the finished grade at the center of the sign. If the finished grade at the center of the sign is higher than the finished grade of the closest paved surface, then the height shall be measured from the finished grade of the closest paved surface.

(2) The monument base shall be a maximum of 2 feet in height and shall be included in the calculation of total height.

(3) A monument sign width cannot exceed 2 times (2x) the allowable sign height

(c) 35 Feet is the max Heigh allowed for properties along Hwy. 71.

(d) The max height for Hwy. 150 and Hwy. 95 shall not exceed 20 Feet

## ARTICLE 8.2 SIGN DEFINITIONS

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| **Applicant** | The person or entity requesting sign permit approval, a variance, or a master sign plan from the City. |
| **Awning** | A cloth, plastic, or other nonstructural covering that either is permanently attached to a building or can be raised or retracted to a position against the building when not in use. This term does not include canopies. |
| **Band Sign** | A sign in which sign copy is printed onto a flexible material and fastened supported to a building or pole. |
| **Billboard Sign** | A sign that is freestanding, attached to or part of a building, and is an off-premises sign that is designed for a change in copy, so that the characters, letters, display, or illustrations can be changed or rearranged within a fixed sign face. |
| **Building** | A structure having a roof supported by columns or walls for the shelter, support or enclosure of persons, animals, real property, and business activity. |
| **Business** | A place where a person practices their regular occupation, profession, or trade. |

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| **Changeable Copy Sign** | A sign on which message copy is changed manually through the utilization of changeable letters, numbers, symbols, and other similar characters or pictorial panels. |
| **Commercial Uses** | Commercial uses are structures used for Office, Local Retail, General Retail, and Commercial Services, property in a Planned Development District that allow for a commercial use, or property in the Extraterritorial Jurisdiction that is appraised as commercial property. Commercial uses are those used for the sale, lease, or rent of goods, services, or property. |
| **Common Sign Plan** | A comprehensive document containing specific regulations for an entire project or property's signs. |
| **Construction/ Development Sign** | A commercial sign placed on a piece of property advertising planned construction and providing related information, including but not limited to the name of the contractor, the name of the owner, the planned date of completion, and information indicating the future use or occupation of the site. |
| **Dilapidation** | Dilapidation includes any sign where elements of the sign area or background have portions of the finished material missing, broken, or illegible; where the structural support is visibly bent, broken, dented, rusted, corroded, or loose; or where the sign or its elements are not in compliance with the adopted electrical code and/or the building code. |

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| **Electronic Sign** | Any sign for which the text, letters, numbers, pictures, or symbols forming the informational portion of the sign consists of flashing, intermittent, or moving lights, including any LED screen or any other type of video display. Illumination of a sign, by itself, does not create an electronic sign. |
| **Façade** | The principal face of a building, including parapet walls and omitted wall lines, or any part of a building which encloses or covers usable space. Where separate faces are oriented in the same direction, or in directions within 45 degrees of one another, they are to be considered as part of a single facade. |
| **Feather Banner** | A sign that is constructed of lightweight material (such as cloth, canvas, or vinyl) affixed to a pole or building which is similar to a flag, except that it is longer than it is wide. A feather banner resembles a feather, in that it is tall and narrow, having more surface area vertically than horizontally when fully extended. |
| **Freestanding** | A sign that is not attached to a wall or building. A sign that is supported by a structure primarily designed for display of the sign. |

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| **Government Sign** | A government sign is a sign that is constructed, placed, or maintained by the federal, state, or local government or a sign that is required to be constructed, placed, or maintained by the federal, state, or local government, including a water district, either directly or to enforce a property owner's rights. Local Government includes any political subdivision including the county, the city, the school district, the water district, or an emergency services district. |
| **Hanging Sign** | A sign that is affixed to the underside of a roof, canopy, awning, or porch. |

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| Height | 1. Except as applied to a monument sign, height refers to the vertical distance between the highest attached component of the sign or of its supporting structure (whichever is higher) and the lowest attached component of the sign or of its supporting structure (whichever is lower).<br>2. As applied to a monument sign, height refers to the vertical distance between the highest attached component of the sign or of its supporting structure (whichever is higher) and the natural grade of the ground at the point where the sign is located.<br>3. If any sign, temporary or permanent, sits on property that is adjacent to a public right-of-way, and the natural grade of the property is lower than the average grade of the public right-of-way, the responsible party may raise the grade of the property on which the sign is located up to four (4) feet, in accordance with development and all other ordinances, and height will be measured from the highest attached component of the sign or of its supporting structure (whichever is higher) and the increased grade. The responsible party may only increase the grade an amount equal to the difference between the average grade of the right-of-way and the natural grade of the property on which the sign is located. A responsible party may also apply for a variance from the Sign Administrator to raise the height of the sign. |
| Inflatable Sign | An inflatable device, with or without a message, figure, or design attached to its surface designed to attract attention. |

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| **Logo** | Graphic symbols used to represent or identify a commercial, institutional, or non-profit entity or organization. |
| **Marquee Sign** | A canopy or covering structure bearing a signboard or copy projecting from and attached to a building. |
| **Master Sign Plan** | A comprehensive document containing specific regulations for an entire project or property's signs. |
| **Monument Sign** | A sign permanently affixed to the ground at its base or by poles that are enclosed by natural stone, stucco, brick, or wood and not mounted to a part of a building. Pole(s) may be used to construct a monument sign so long as the poles are not visible below the sign. |
| **Nonconforming Sign** | A sign lawfully in existence on the date the provisions of this Code are adopted that do not conform to the provisions of this Code, but which were in compliance with the applicable regulations at the time they were constructed, erected, affixed, or maintained. |
| **Off-premise Sign** | Any commercial sign that advertises a business, person, or activity that involves the sale, lease, or rent of goods, products, real property, or services not located on the property where the sign is installed, or that directs persons to a location other than the property where the sign is located. Also, commonly referred to as a billboard. |

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| **Outdoor Display Case** | A structure containing other items, storing products, or serving another purpose related to the business. It includes a vending machine or an automated teller machine. |
| **Pole Sign** | A sign that is permanently supported in a fixed location by a structure of poles, posts, stakes, uprights, or braces from the ground and is not supported by a building, fence, vehicle, base structure, or other support. |
| **Portable Sign** | Any sign without a permanent foundation, or otherwise permanently attached to a fixed location, that can be carried, towed, hauled, or driven and is primarily designed to be moved rather than be limited to a fixed location regardless of modifications that limit its movability. Sidewalk signs as defined below are excluded from this definition. |
| **Responsible Party** | The owner/operator of the business being identified on the sign; the owner of the property upon which the sign or sign structure is located; the owner of the sign or sign structure; the person who installs a sign or sign structure, contracts with or directs a person to accomplish the installation; and/or the person who retrieves a sign from the impound. |
| **Roof sign** | A sign that is displayed about the eaves and under the peak of a building. This term includes a sign painted, erected, constructed, or maintained on the roof of a building. |

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| **Shingle Sign** | A suspended sign used to identify and indicate pertinent facts concerning a business or professional services conducted on the premises. |
| **Sidewalk Sign** | An A-framed, hinged, folding sign that is freestanding and portable and that is not affixed to a base or pole structure. A sidewalk sign can be in the form of a board or an easel. |
| **Sign** | A structure, sign, display, light device, figure, painting, drawing, message, plaque, poster, billboard, or other object that is designed, intended, or used that includes text or images designed to communicate. Signs located completely within an enclosed building and not exposed to view from outside the building or structure shall not be considered a sign. Each display surface of a sign or sign face shall be a sign. |
| **Sign Administrator** | The officer appointed by the City Council with the authority to enforce this Code. The Sign Administrator or designee shall review sign regulations and applications. In the absence of designation by the City Council, the City Administrator shall serve as the Sign Administrator. The term also includes any person designated to act on behalf of the Sign Administrator. |
| **Sign Face** | The entire display surface area of a sign upon, against, or through which copy is placed. |

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| **Signable Area** | The total surface including frame and mounting. The actual area of the sign shall be calculated using trigonometric methods when the sign is not a simple rectangle. The allowed area of the sign as stated in the ordinance equals one side of a freestanding back-to-back sign, provided the freestanding sign's sides are back to back or angled with no greater separation between sides at its widest point than four feet and provided that both sides have the identical sign. Frame and mounting shall not exceed thirty (30) percent of the total surface area of sign. When referring to area limitations of monument signs, area and signable area refers to an area within a continuous perimeter that includes the sign structure as well as the lettering, illustrations, ornamentations, or other figures, but does not include the sign base. Required landscaping does not count towards signable area. |
| **Temporary Sign** | A banner, pennant, poster, or advertising display constructed of paper, cloth, canvas, plastic sheet, cardboard, wallboard, plywood, or other like materials and that appears to be intended or is determined by the Sign Administrator or the Administrator's designee to be displayed for a limited period. |
| **Vending Machine** | Any sign integrated into or placed on a coin, cash, credit card, or debit card operated self-service machine that dispenses such goods or services as propane cages, ice, DVDs, or cash automated teller machines (ATMs). |

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| **Window Sign** | Signs that are painted on, etched in, or visible through a window or transparent door of a building that are oriented in a manner establishing an intent to be viewed off-premises or from public or private roadways. This term excludes signs displayed inside of buildings primarily for patrons on the premises. |
| **Yard Sign** | Signs in which freestanding sign hardware is mounted to one or more poles or posts anchored o the ground, and is locked in the front of the building. |

# CHAPTER 9
# DEFINITIONS

**Accessory Building/Structure:** An outbuilding behind the main structure on the lot.

**Accessory Dwelling Unit (ADU)** An outbuilding behind the main structure on the lot with services for residential living.

**Addition.** Any construction that increases the size of a structure in terms of site coverage, height, or gross floor area.

**Administrator:** The City Manager and or his or her designee.

**Alley**. A vehicular drive located to the rear of lots providing access to service areas, parking, accessory structures or ADU, or containing utility easements.

**Alteration.** Any construction that changes the size or appearance of a structure.

**Amending Plat.** Means a plat being amended from its original configuration as defined in § 212.016 of the Texas Local Government Code.

**American Grid.** The grid plan, grid street plan, or gridiron plan is a type of city plan in which streets run at right angles to each other, forming a grid.

**Apex.** The highest point of a sign as measured from the point on the ground where its structure is located, or, if no sign structure is present, from the point on the ground directly below the sign itself.

**Appeal.** A means for obtaining review of a decision, determination, order, or failure to act.

**Applicant.** A property owner, a person holding an option or contract to purchase a property, or any other person authorized in writing to act for such persons, who submits an application under the provisions of this Code.

Arcade. Colonnade supported upper Stories of a building projecting over the Sidewalk, where the Facade of the first story remains at or behind the Frontage Line.

**Bastrop Building Block (B³) Code.** The standards and process governing all elements of development in the Public and Private Realms of the City of Bastrop and its extraterritorial jurisdiction.

**Block.** An aggregate land area circumscribed by Thoroughfares.

**Block Face**. The aggregate of all the Principal Frontage Lines, or alternatively the building Facades, on one side of a block.

**Building**. Man-made construction completely enclosed by a roof, window, doors and solid exterior walls, and designed, built, or occupied as a shelter or enclosure for persons, animals, or property, and for the legal occupancy of which a Certificate of Occupancy approved is required, or has been issued prior to the effective date of hereof.

**Building Block.** The 330' X 330' block, created by dividing a Farm Lot. It is the foundation of the walkable environment.

**Building Official.** The inspector or administrative official charged with responsibility for issuing permits and enforcing the building Code and the B3 Code where indicated.

**Building Types.** A range of structures with different standards to create a variety of options for human settlements. The three Building Types in the Code include, Edgeyard, Rearyard and Courtyard.

**By Right.** Characterizing a proposal or component of a proposal for a Neighborhood Concept Scheme or Site Development Plan that complies with the this Code and is permitted and processed administratively, without public hearing.

**Certificate of Occupancy.** An official certificate issued by the City through the Building Official which indicates conformance with the zoning regulations and building Codes and authorizes legal use of the premises for which it is issued; may be referred to as an Occupancy Permit.

**Character District Map.** The official map or maps that are part of the B³ Code and delineate the boundaries of individual Characters Districts.

**City or the City.** The City of Bastrop.

**City Council.** The governing body of the City of Bastrop, Texas.

**City Engineer.** A registered Engineer or his representative employed by the City and not employed by the applicant/ applicant without prior approval of the City Council.

**Civic.** Designation for public sites dedicated for Civic Buildings and Civic Space.

**Civic Building.** A building operated by not-for-profit organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking, or for use approved by the Planning and Zoning Commission and City Council.

**Civic Space.** An outdoor area dedicated for public use. Civic Space types are defined by the combination of certain physical constants including the relationships among their intended use, their size, their landscaping, and the buildings which front them.

**Clustered Land Development or CLD.** A Development Pattern structured by a Pedestrian Shed oriented toward a Common Destination such as a general store, Meeting Hall, schoolhouse, or church clustered together in order to preserve open space. CLD takes the form of a small settlement standing free in the countryside.

**Common Destination.** An area of focused community activity, usually defining the approximate center of a Pedestrian Shed. It may include without limitation one or more of the following: a Civic Space, a Civic Building, a Commercial center, or a transit station, and may act as the social center of a neighborhood.

**Common Green.** A landscaped Courtyard that serves as a pedestrian "street" on which housing lots front.

**Comprehensive Plan.** Document adopted by the City that consists of graphic and textual policies which govern the future development of the City and which consists of various components governing specific geographic areas and functions and services of the City

**Conservation Easement.** A voluntary legal agreement between a landowner and a land trust or government agency that permanently limits uses of the land in order to protect its conservation values.

**Cottage.** A small Edgeyard building on a regular lot.

**Courtyard.** The placement of a building within the boundaries of its lot to create a private Courtyard, while internally defining one or more private patios. Courtyard is a Building Type.

**Curb:** The edge of the vehicular pavement that may be raised or flush to a Swale. It usually incorporates the drainage system.

**Development Pattern.** Options for land configuration for Neighborhood Concept Schemes. The three types addressed in this Code are Cluster Land Development (CLD), Traditional Neighborhood Development (TND), and Village Cluster Development (VCD).

**Development Review Committee (DRC).** Staff members from each department overseeing development, infrastructure and public safety which administer the provisions of this Code.

Disposition. The placement of a building on its lot.

**Dooryard**. An elevated front yard extending to the Frontage Line, buffering it from pedestrian activity of the Sidewalk.

**Driveway.** A vehicular lane within a lot, often leading to a garage.

**Duplex.** A building with two (2) units within one structure on a lot. The configuration can be side by side, stacked, front to back, etc.

**Dwelling.** Any building or portion thereof, which is designed or used as living quarters for one or more families.

**Edgeyard Building:** A building that occupies the center of its lot with Setbacks on all sides. Edgeyard is a Building Type.

**Elevation.** The exterior wall of a building that is set along a Frontage Line. Syn. Facade.

**Encroachment.** Any structural element that breaks the plane of a vertical or horizontal regulatory limit, extending into a Setback, into the Public Frontage, or above a height limit.

**Extraterritorial Jurisdiction (ETJ).** That area adjacent to the corporate limits of the City over which the City is authorized to control, among other things, subdivision as prescribed or defined by law

**Facade.** The exterior wall of a building that is set along a Frontage Line. Syn. Elevation.

**Farm Lot.** The original unit dividing land in the City of Bastrop. A Farm Lot is bounded by streets and measures approximately 722' by 722'.

**Floodplain.** An area of land subject to inundation by a 100-year frequency flood as determined using standard engineering practices and generally as shown on the FIRM (Flood Insurance Rate Map) of the City of Bastrop.

**Frontage.** The area between a building Facade and the vehicular lanes, inclusive of its built and planted components. Frontage is divided into Private Frontage and Public Frontage.

**Frontage Line.** A lot line bordering a Public Frontage. Facades facing Frontage Lines define the public realm and are therefore more regulated than the Elevations facing other lot Lines.

**Gallery.** An attached cantilevered shed or a lightweight colonnade extending from a building Facade to overlapping the Sidewalk.

**Green:** A Civic Space type for unstructured recreation, spatially defined by landscaping rather than building Frontages.

**Greenfield.** An area that consists of open or wooded land or farmland that has not been previously developed.

**Greenway.** A linear connection in largely natural conditions which may include trails for bicycles and pedestrians.

**Homeowner's Association.** An incorporated or unincorporated association that is designated as the representative of the owners of property that: (1) has a membership primarily consisting of the owners of the property covered by the dedicatory instrument, and (2) manages and/or regulates the property for the benefit of the owners of property.

**House.** A single dwelling unit Edgeyard building on a regular lot.

**Incremental.** Characterizing progress, such as the evolution of a building parcel or a city, accomplished one small step at a time.

**IBC/ ICC (International Building Code/ International Code Council)**. The Code or Codes adopted by the City of Bastrop to ensure public health and safety of buildings, including all related Codes.

**Infill/ Infill Development.** Noun- new development on land that had been previously developed, including most Greyfield and Brownfield sites and cleared land within Urbanized areas. *verb*- to develop such areas.

**Layer.** A range of depth of a lot within which certain elements are permitted.

**Liner Building.** A building specifically designed to mask a parking lot or a Parking Structure from a Frontage.

**Lightwell.** A Private Frontage type that is a below grade entrance or recess designed to allow light into basements.

**Lot.** An undivided tract or parcel of land having Frontage on a Public right-of-way or on an approved Civic Space or Open Space having direct Thoroughfare access, and which is or may be offered for sale, conveyance, transfer or Improvement, which is designated as a distinct and separate tract, and which is identified by a tract, or lot number or symbol in a duly approved Plat that has been properly filed of record.

**Lot Line:** The boundary that legally and geometrically demarcates a lot.

**Lot of Record.** A lot which is part of a plat which has been recorded in the office of the County Clerk of Bastrop County.

**Lot Width:** The length of the Principal Frontage Line of a lot. Mandatory Street Network. The system of Thoroughfares identifying the physical location of each Thoroughfare and its Street Type.

**Main Civic Space.** The primary outdoor gathering place for a community. The Main Civic Space is often, but not always, associated with an important Civic Building.

**Meeting Hall.** A building available for gatherings, including conferences, that accommodates at least one room equivalent to a minimum of 10 square feet per projected dwelling unit within the Pedestrian Shed in which it is located.

**Neighborhood Concept Scheme.** A neighborhood design plan created through a series of maps defining the physical form, place type allocation, block types, and extent of a settlement as required the Code. The three Development Patterns addressed in this Code are CLD, TND, and VCD allow for the creation of a variety of Neighborhood Concept Schemes patterns.

**On Premise Signs.** An on-premise sign is a free-standing sign that advertises products or services that are sold, produced, manufactured or furnished on the property where the sign is located. On-premise signs can also identify or advertise a business or person that maintains a business on the same premises.

**Off Premise Signs.** A sign displaying advertising that pertains to a business, person, organization, activity, event, place, service or product not principally located or primarily manufactured or sold on the premises on which the sign is located.

**Open Space.** Land intended to remain undeveloped; it may be for Civic Space, left natural or integrate trials or other activities.

**OSSF.** Shall mean on-site wastewater disposal systems and facilities, commonly referred to as septic systems, whether of a traditional or "engineered" design.

**Park.** A Civic Space type that is a natural preserve available for unstructured recreation.
Path. A pedestrian way traversing a Park or rural area, with landscape matching the contiguous Open Space, ideally connecting directly with the urban Sidewalk network.

**Pattern Book.** A supplemental set of standards, information and inspiration supporting this Code. Architecture, urban design and landscape design are housed within its contents.

**Place Types.** Are geographic boundaries that use standards to establish the Building Types density, height, and other elements of the intended habitat. Each Place Type is has associated standards relating to the Private and Public Frontages.

**Place Type Zoning Map.** The official map or maps that are part of the B³ Code and delineate the boundaries of individual districts.

**Plaza:** A Civic Space type designed for Civic purposes

and commercial activities in the more urban Place Types, generally paved and spatially defined by building Frontages.

**Planning & Zoning Commission.** A board, appointed by the City Council, authorized to recommend changes in the zoning and other planning functions as delegated by the City Council. Also referred to as the "Commission."

**Plat.** A plan of a division of land creating building lots or tracts and showing all essential dimensions and other information essential to comply with the standards of the City of Bastrop and approved by the City of Bastrop and recorded in the plat records of Bastrop County. It shall include plan, plat or replat, both singular and plural.

**Premises.** Land together with any buildings or structures situated thereon.

(g)

(h) **Primary Frontage.** The Private Frontage designed to bear the address and Principal Entrance(s) of a building

(i)

(j) **Principal Building.** The main building on a Lot

**Principal Entrance**. The main point(s) of access for pedestrians into a building or unit within a building.

**Principal Building Facade.** The primary street side of the building facing the public realm.

**Principal Frontage.** The Private Frontage designed to bear the address and Principal Entrance(s) of a building.

**Private Frontage.** The privately held first Lot Layer and the Facade of the building

**Private Realm.** The privately owned Lot Layers, land and /or structures.

**Public Frontage.** The area between the Curb of the vehicular lanes and the Frontage Line.

**Public Realm.** Comprises the streets, parks, squares, green spaces and other interconnected outdoor places that require no key to access them and are available, without charge for everyone to use.

**Ranch House.** Is a detached home on a large lot with low rooflines. See Edgeyard Building Type and the Pattern Book.

**Rearyard Building.** A building that occupies the full Frontage Line, leaving the rear of the lot as the sole yard.

**Replat.** A plat as defined in § 212.014 or § 212.015 of the Local Government Code and the procedure for such plats shall be the same as standard Procedure as defined herein.

**Resubdivision.** The division of any part of an existing subdivision, including any change of lot(s) size therein, and/or with relocation of any street lines.

**Residence or Residential.** A structure designated and built for a someone to live . Same as Dwelling.

**Rowhouse.** A single or multi-unit building that shares a party wall with another of the same type and a Facade along 100% of the Frontage Line.

**Roof signs.** A sign erected or constructed wholly upon or above the roof of a building and supported on the roof structure.

**Screened.** Shielded, concealed, and effectively hidden from view by a person standing at ground level on an abutting site, or outside the area or feature so screened, by a fence, wall, hedge, berm, or similar architectural or landscape feature.

**Secondary Frontage**. On corner lots, the Private Frontage that is not the Principal Frontage**.**

**Setback.** The area of a lot measured from the lot line to a building Facade or Elevation that is maintained clear of permanent structures, with the exception of encroachments listed in this Code.

**Sidewalk.** A type of Walkway paved with concrete or Pavers.

**Sidewalk Sign.** A.movable freestanding sign that is typically double-sided, placed at the entrance to a business to attract pedestrians. (Var: sandwich board, A-frame sign.)

**Sideyard.** The placement of a building within the boundaries of its lot to create a private Sideyard, with a Setback to one side. Sideyard is a Building Type.

**Square.** A Civic Space designed for unstructured recreation and Civic purposes, circumscribed by Thoroughfares, spatially defined by building Frontages, and consisting of Paths and/or Sidewalks, lawn and trees, formally lining the space.

**Standards.** The mandatory requirements or rules of this Code.

**Stoop.** An exterior stair and landing leading to an elevated first story of a building.

**Story.** A habitable level within a building, excluding an Attic or raised basement.

**Street.** A local urban Thoroughfare of low speed and low to moderate capacity.

**Street Screen.** A freestanding wall or living fence or combination fence built along the Frontage Line or in line with the building façade along the street. It may mask a parking lot or a loading/service area from view or provide privacy to a side yard and/or strengthen the spatial definition of the public realm.

**Street Type.** A particular type of Street and its characteristics, including right-of-way width, number and dimensions of elements, and the intended purpose of the Street.

**Structure.** Anything constructed or erected, the use of which requires location on the ground or which is attached to something having a location on the ground.

**Substantial Modification.** Alteration to a building that is valued at more than 50% of the assessed value of the building.

**Swale.** A low or slightly depressed area for drainage, usually vegetated.

**Terminated Vista.** A location at the axial conclusion of a thoroughfare or pedestrian way. A building located at a Terminated Vista designated on a Neighborhood Concept Scheme is required or recommended to be designed in response to the axis.

**Terrace.** An elevated, paved patio or veranda at the entrance to a building. This type is suitable for first floor Commercial Uses as outdoor seating space.

**Texas Department of Transportation and/or TxDOT.** The state agency authorized by the State Legislature, or its successor agency, to regulate matters related to highway and road construction. (Note: When any TxDOT standard, "Item" regulation, definition or other matter is referenced, utilized, or adopted herein, the City also specifically adopts by this note of reference, and shall automatically apply without further amendment to this Code, the applicable successor TxDOT standard(s), "Item(s)", regulation(s), definition(s) or other matter(s), as amended by State law over time.)

**Third Place.** A public location that hosts regular, voluntary, and informal gatherings of people separate from the two usual social environments of home ("first place") and the workplace ("second place") such as churches, cafes, clubs, public libraries, or parks.

**Thoroughfare.** A way for use by vehicular and pedestrian traffic and to provide access to lots and Open Spaces, consisting of vehicular lanes and the Public Frontage.

**Transition Development.** A point when the development no longer meets the standards of this Code and will Incrementally make modifications to achieve compliance.

**Transportation Corridor.** A linear area that is defined by one or more modes of transportation like highways, railroads or public transit which share a common course.

**Urbanized.** Generally, developed in a . Specific to the B3 Code, developed at P3 or higher.

**Villa.** A large residential dwelling unit Edgeyard building on a large lot.

**Valance.** The portion of an awning that hangs perpendicular to the Sidewalk.

**Variance.** A ruling that would permit a practice that is not consistent with either a specific provision or the Intent of this Code. Variances are granted by the Board of Appeals in a public hearing.

**Walkability.** A measure of how easy it is to travel a place by walking. Walkable places are safe, comfortable, interesting, and have useful destinations. Walkability is core principle of the Bastrop Community, as walking is the quickest route to independence.

**Walkway.** The section of the Public Frontage dedicated exclusively to pedestrian activity.

**Warrant:** A ruling that would permit a practice that is not consistent with a specific provision of this Code, but that is justified by its Intent. Warrants are granted administratively by the DRC.

**Window Sign.** A sign placed or painted on the interior of a shopfront window or the window of a business door.

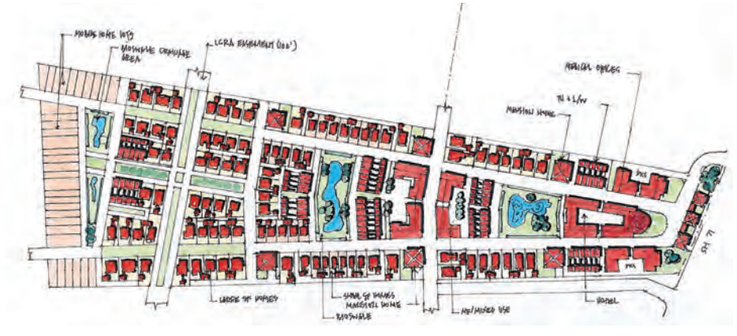
**Yard Sign.** A permanent freestanding sign in the Private Frontage, including a supporting post or posts.

**Zoning Map.** See Place Type Zoning Map.

References:

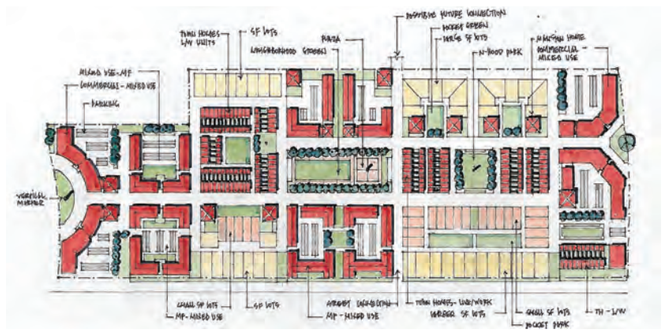
Smartcode, Zoning and structure
Scottsdale, Tech Manual
City of Frisco, Bike Ordinance
San Diego, Bike and
City of Austin, Street Design Guide
City of Southlake, Sign Ordinance
City of Dripping Springs, Dark Sky

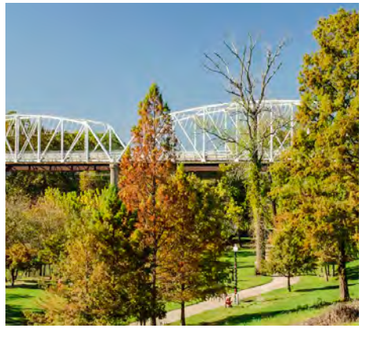
simplecitydesign

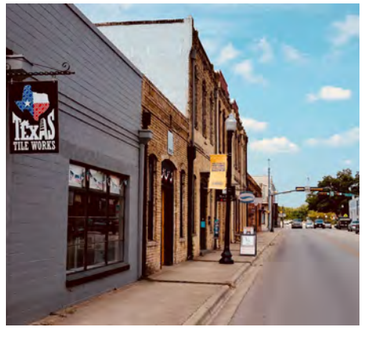


# AUTHENTIC BASTROP COMMUNITY DESIGN HANDBOOK

BASTROPTX
Heart of the Lost Pines / Est. 1832

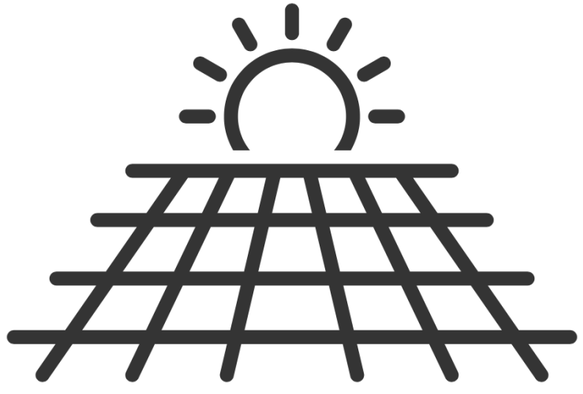






*We live in a time of increased awareness surrounding the inefficiencies of suburban development patterns (i.e. suburban sprawl). Suburban sprawl is a major part of mainstream discussions regarding future fiscal and environmental sustainability of current human settlement patterns. The suburban sprawl lifestyle has led to obesity and health issues, challenges regarding safety and delivery of services, inefficient use of infrastructure, car dominated life and culture, lack of pedestrian friendly streets and public spaces, and isolation. The effects of these factors have forced those who plan and design neighborhoods, towns and cities to fundamentally rethink their approach to future development.*

*Bastrop's B3 Code presents an alternative to current day development patterns and processes. Given the great amount of acreage of developable land and the infill opportunities within the historic pattern of existing square blocks, we have conceived the future development in Bastrop as a carefully laid out quilt of geographically sensitive development patterns, identifiable place types, and a series of well-enclosed and safe public places – parks and plazas – surrounded by building blocks of varying building types and densities. Human-scaled clusters of buildings (i.e. pocket neighborhoods) with well-enclosed public spaces create potential for unscheduled human interactions and provide the physical framework for the formation of an appropriate sense of urbanity. Development patterns, like the one described, are conducive to genuine human contact currently absent from conventional suburban development patterns, but essential for creating a sense of community.*



Authentic Bastrop-Community Design Book

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## WHY A PATTERN BOOK

The principal focus of urban design is the public realm, with the ultimate goal of creating a sense-of-place through well-connected, proportionate and harmoniously designed streets, parks, squares and buildings. Traditional Neighborhood Development is found in nearly every American city, where a sense-of-place is reached through collections of interesting and diverse houses and sequences of small shops working together to create beautiful streets and public spaces.

America's traditional neighborhoods were built post Industrial Revolution, between 1880 and 1930, as part of the great urban expansion building boom. The neighborhoods exhibit architectural diversity and formal richness seldom found in contemporary developments. The work of many different builders is woven together into a various, but consistent series of public spaces without limiting the creativity of each builder or homeowner.

**Three aspects of traditional neighborhoods that are instructional for current development, design and construction practices* today:**

(1) Each neighborhood has its own unique qualities that distinguish it from other neighborhoods;

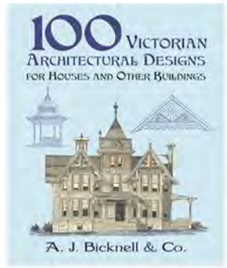
(2) The individual house has a clear relationship to the street or public space and makes a meaningful gesture to the public realm; and,

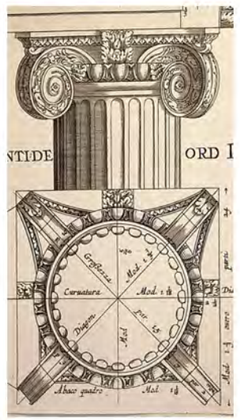
(3) There are no discordant or ill-proportioned houses. Although they are done in a variety of architectural styles, the houses and the small shops are true to the rules of their particular style and to the scale of the street.

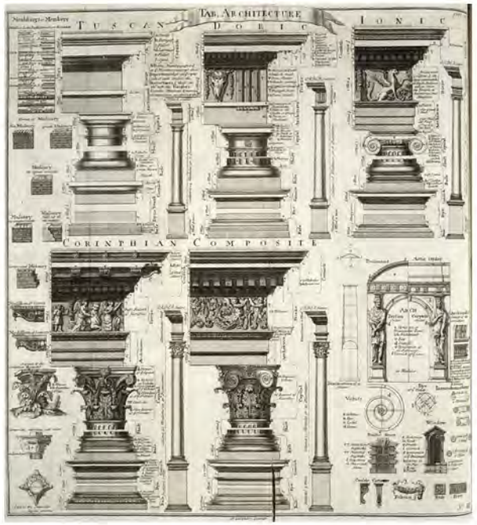
**How did this happen then and why is it not happening today?**

At the turn of the century, development was limited by technology. So, developers relied on a shared consensus regarding the nature of the public realm, specifically the street, and the existence of numerous architectural pattern books developed by architects and used by builders as guides to a good design.

The Authentic Bastrop Pattern Book respects this tradition and is offered as a useful collection of regional urban design and traditional architectural and construction patterns to guide future development in the Bastrop area. The purpose of the book is to help implement the Authentic Bastrop vision, while serving as inspiration and providing an educational and informative document useful for prospective developers, architects and City staff. Its core value is its expected and historically proven ability to link all participants in the development process together as the vision of the place is translated into the built environment.





## THE AMERICAN GRID

Nearly 200 years ago, surveyor-engineer Geo Iredell superimposed the 722x722 ft Farm-Lot-Grid over a pre-historic, picturesque prairie tucked into a bend on the Colorado River. At this moment, raw land was transfigured into the origins of a human settlement, i.e. Bastrop. It started as an abstract collection of lines on the land intended to organize portions into manageable chunks. The grid was neutral, even universal. It is an open book and offers opportunities for all kinds of stories to be written on it.

- It is efficient, rational, and equitable. It is an expression of Quaker values, such as, equality and brotherhood, as seenin William Penn's original plan for Philadelphia.
- It provides a framework for farming. Thomas Jefferson used the Cartesian grid to occupy and organize the American west with the Land Ordinance of 1785.
- It is finacially sustainable. In 1811 New York adopted the grid, because "strait sided and right-angled houses are the cheapest to build and the most convenient to live in".

## WHAT DO WE WANT OUR GRID TO BECOME

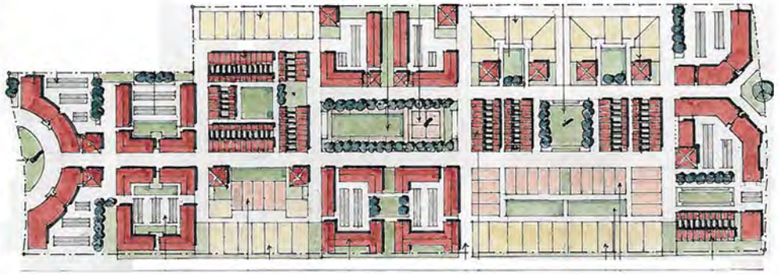
The grid is typically associated with highly developed urban centers. However, the grid has been used as the founding framework for many American towns and cities. Over time, some cities were built to their full urban density levels while others remained barren grids. The grid pattern allows cities to occupy a full range of build-out and variation, from farms to booming metropolises. It is what WE make out of them.

**In summary, benefits of the grid:**

- **Walkable:** With the proper block size, the grid provides an inherently walkable street network.
- **Navigable:** Never have to ask for directions again.
- **Adaptable:** Land uses change constantly. With blocks and lots, a new land use can simply plug-in to the existing infrastructure.
- **Historical:** The grid is a fundamental part of the American heritage.
- **Economical/Sustainable:** A block allows you to do the most with the least. A block can accommodate everything from a farm to a skyscraper.
- **Orthogonal:** The orthogonal grid thrives because of the way we live our lives.

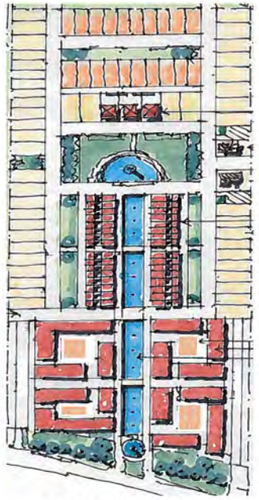
*Pocket Neighborhood Enclave*

*Balancing Open Spce and Density*

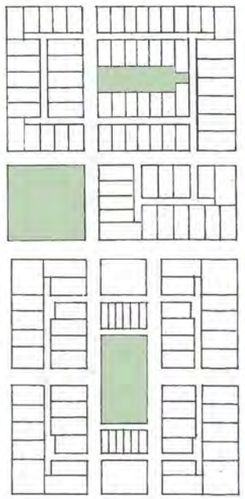


*Neighnorhood Park with Pavillion - Marketplace*

*Place Types*

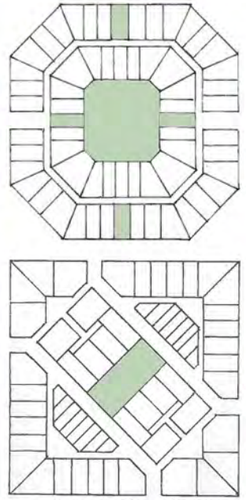


*Testing the Tools*



*Farm Lot Grid*

*Variety of Housing Types*



*Unique Block Design*

*Testing the Tools*

*Place Types*

## DEVELOPMENT PHILOSOPHY

We envision future Bastrop as a self-sustaining, walkable, and authentic community. Our initial approach to the project has been to mitigate primary factors affecting development, such as, geographic constraints - topography, floodplain, drainage, dense vegetation - and to create an appropriate variety of urban developement across the City.

**We have done this by implementing the following strategies:**

(1) Laying out a network of different street types within the existing and expanded block structure based on the original Iredell grid and applying it across the city with context-sensitive street and building design. This street-building-type relationship is vitally important for the definition and regulation of the public realm, the distinction between the public and the private realms, and ultimately for the creation of urban space.

(2) Selecting a series of geographically appropriate development patterns of different densities and various building types to be applied where appropriate. See Development Pattern page for a detailed description of Traditional Neighborhood, Cluster Land, and Village Center Development.

## PROMOTING INTENDED PHYSICAL OUTCOME

(3) Selecting Place Types that define the character of the built environment based on its location within the continuum from rural to urban. Place Types approach represents a method of classification of the built environment as a continuum of five conditions (P1, P2, P3, P4 and P5), ranging from rural to urban. It is proposed as an alternative coding tool to the suburban codes that are threatening to completely eradicate the organic and delicate pre-war structure of American towns and cities. Each point along the continuum has distinctive unifying characteristics that are reflected in street patterns, building form, urban design, relationships to the natural world and public infrastructure. The continuum of the Place Types, when subdivided, lends itself to the creation of zoning categories and, when the different aspects of the continuum are systematized into a land use code, the Place Type approach becomes a comprehensive alternative to conventional zoning.

## TOOLS - PLACE TYPES, BLOCKS, STREETS

(4) Identifying and recommending building types that facilitate the creation of immersive environments. Immersive environments are coherent and harmonious assemblages of physical patterns that make villages, towns and cities, the character of which is determined by their location within the Place Type system. Successful immersive environments are based and depend on the proper selection and arrangement of all the components that contribute to a particular type of environment. For example, a ranch house fits well in the rural section of the Place Types, while a five-story urban dwelling is appropriate in the urban zone.

Based on the principles extrapolated from the most loved historic neighborhoods and towns that still exist in North America, the Place Type approach promotes a desired physical outcome, eliminate adjacency unpredictability, and through the system of gradation of natural and human environments from rural to urban attempt to restore the mix of uses, the pedestrian scale, and the formal richness and diversity of the best places to live.

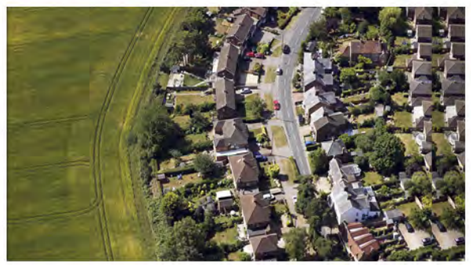
## TRADITIONAL NEIGHBORHOOD DEVELOPMENT

This approach to development has produced some of the most livable neighborhoods in the US. Their social and environmental benefits result from certain physical and organizational characteristics, including:

(A) The neighborhood has a discernable center. This is often a square or green, and sometimes a busy or memorable street intersection. Most of the dwellings are within five-minute walk of the center. There are a variety of dwelling types within the neighborhood. These usually take the form of houses, row houses, and apartments so that younger and older people, singles and families, the poor and the wealthy may find a place to live in it. A small ancillary building is permitted within the backyard of each house.

(B) There are shops and offices at the edge of the neighborhood. The shops are sufficiently varied to supply the weekly needs of a household, ideally within a mile from every residence.

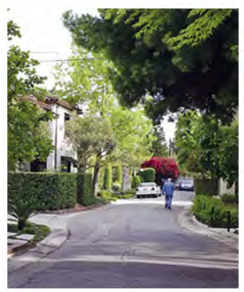
(C) The streets within the neighborhood are well-connected, relatively narrow, and are shaded. Parking garages and lots rarely front on the streets.



## CLUSTER LAND DEVELOPMENT

The principle of cluster development groups new buildings onto a portion of the development parcel so that the remaining land is preserved as open space. This approach can save a significant portion of the land and provide an attractive living environment. Cluster development has been probably the optimal compromise between preservation of the rural landscape and economic pressure to develop the land.

The images shown here illustrate the concept of building groupings as well as the opportunity for the creation of well enclosed and protected public space critical for developing social contacts and for the feeling of community.



## VILLAGE CENTER DEVELOPMENT

A village has all the elements of the neighborhood. It is a mixed-use settlement located mostly in the rural landscape. The center is defined by its proximity to a transportation corridors or crossroads. The development boundary of the village is clearly visible. Unlike suburbia, the limits are clear and distinct from its surroundings and therefore an identifiable place.

There are two predominant types of village forms: the “roadside” and the “squared”. The roadside consists of a string of buildings on either side of the road, usually near a junction but it could also be a collection of buildings on a single road. The form has a definite beginning and end, and is relatively short in length.

The squared village type can be almost any shape, and is always irregular due to its natural pattern of growth over time. Public buildings are usually free standing and demarcate key locations on the plan and are often located on the central green or open space. The view down the approaching road is commonly terminated by buildings and there is a strong sense of enclosure and arrival.

## USES AND BUILDINGS IN P2

**Land Uses:** Agricultural, woodlands

**Buildings:** Farmhouses, agricultural buildings. cabins and villas, one to two story

**Private Frontages:** Not applicabel

**Public Frontages:** Not applicable

**Thoroughfares:** Roads, rear lanes, some unpaved

**Open Spaces:** Parks, Greenways

*Place Type 2*

*Place Type 3*

## USES AND BUILDINGS IN P3

**Land Uses:** Low density residential and home occupations.

**Buildings:** Houses and outbuildings.

**Private Frontages:** Common lawns, porches, fences and naturalistic tree planting.

**Public Frontages:** Open swales, some flat curbs, bike lanes and naturalistic tree planting.

**Thoroughfares:** Roads and a few streets; rear lanes, some unpaved.

**Open Spaces:** Orchard, parks and greens.

## USES AND BUILDINGS IN P4

**Land Uses:** Medium density residential and home occupations; limited commercial and lodging.

**Buildings:** Houses and outbuildings, sideyard houses, townhouses, live/work units, corner stores, inns.

**Private Frontages:** Porches and fences.

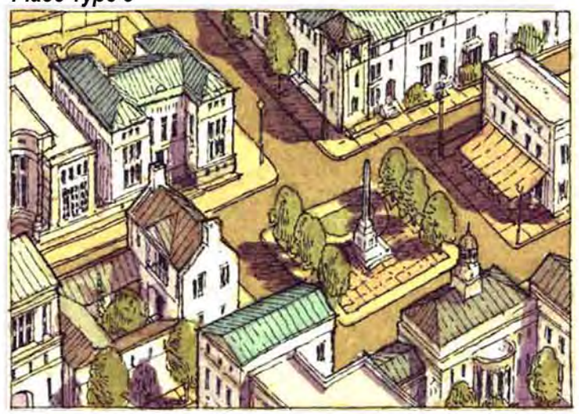
**Public Frontages:** Rased curbs, narrow sidewalks, bike lanes, continuous planters, street trees in alley.

**Thoroughfares:** Streets and rear lanes.

**Open Spaces:** Squares and playgrounds.

*Place Type 4*

*Place Type 5*



## USES AND BUILDINGS IN P5

**Land Uses:** Medium intensity residential & commercial (retail & offices), lodging, civic buildings

**Buildings:** Townhouses, apartment houses, live/work units, shopfront buildings, office buildings, hotels, churches and schools

**Private Frontages:** Stoops, dooryards, shopfronts & galleries

**Public Frontages:** Raised curbs, wide sidewalks, bike routes, continuous or discontinuous planters, and trees in alleys

**Thoroughfares:** Boulevards, avenues, couplets, main streets, streets and rear alleys

**Open Spaces:** Squares, plazas and playgrounds

*Place Type Illustrations by James Wassell*

## PLANNING WITH PLACE TYPES

One of the key objectives of Place Type planning is the creation of immersive environments. Successful immersive environments are based on the selection and arrangement of all the components that contribute to a particular type of environment.

Each environment, or Place Type zone, is comprised of elements that support and intensify its locational character. So, patterns and buildings that may be appropriate for P3 are not appropriate for P5. This approach prevents inappropriate intermixing of rural and urban characters through a proper balance between the two, and creates more-or-less fixed but identifiable physical characteristics for each Place Type zone.

The Place Types exist as places and evolves over time. A hamlet may evolve into a village and then into a town with an increase in density in its P-zones over a period of many years.

## PLACE TYPE SYSTEM ILLUSTRATED

LESS DENSITY, LARGER BLOCKS, PRIMARILY RESIDENTIAL. SMALLER BUILDINGS, MORE GREENSCAPE, DETACHED BUILDINGS, ROTATED FRONTAGES, YARDS AND PORCHES, DEEP SETBACKS, ARTICULATED MASSING, WOODEN BUILIDNGS, GENERALLY PITCHED ROOFS, SMALL YARD SIGNS, LIVESTOCK, ROADS AND LANES, PARKS AND GREENS.

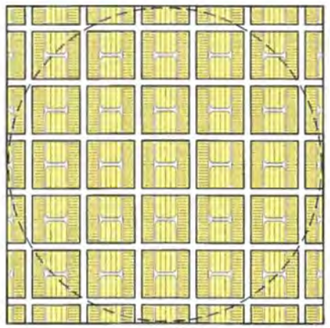
MORE DENSITY, SMALLER BLOCKS, PRIMARILY MIXED-USE, LARGER BUILDINGS, MORE HARDSCAPE, ATTACHED BUILDINGS, ALLIGNED FRONTAGE, STOOPS AND SHOPFRONTS, SHALLOW SETBACKS, SIMPLE MASSING, MASONRY BUILDINGS, GENERALLY FLAT ROOFS, BUILDING-MOUNTED SIGNAGE, DOMESTIC ANIMALS, STREETS AND ALLEYS, PLAZAS AND SQUARES.

## HOW PLACE TYPE SYSTEM WORKS

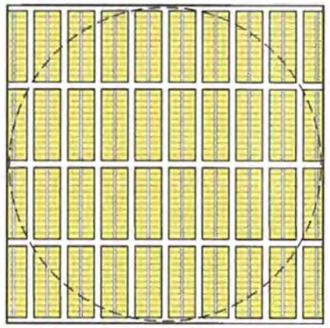
The Place Type System is both a conceptual and physical framework that identifies a continuous range of habitats from the most rural to the most urban.

The continuum of the Place Types, when subdivided, lends itself to the creation of zoning categories. These zoning categories include standards that encourage diversity similar to that of organically evolved settlements. The standards specified by the zoning categories overlap, reflecting the successsional eco-zones of naturally developed human communities.

The Place Types integrate environmental and zoning methodologies enabling environmentalists to assess the design of social habitats and urbanists to support the viability of natural zones.

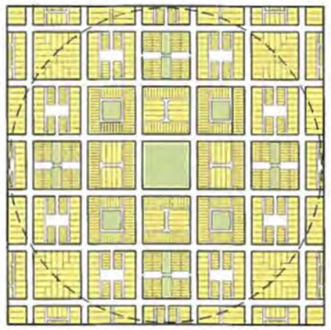


Square Blocks

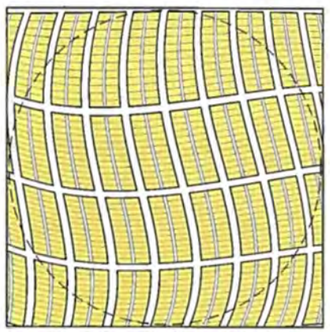


Elongated Blocks

Irregular Organic Blocks



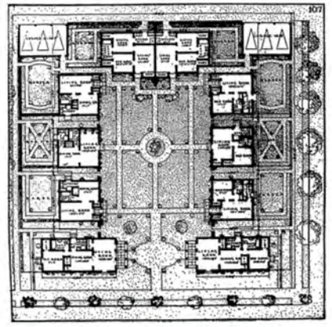
Square Blocks Open Spaces



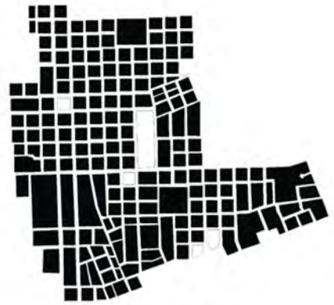
Elongated Cirvilinear Blocks

Irregular Curvilinear Blocks

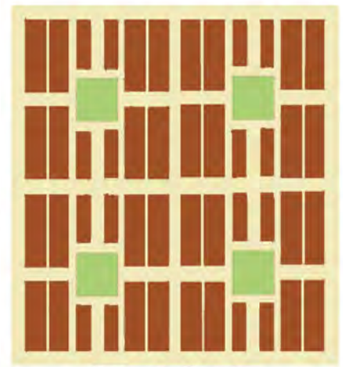
***Block variations are many. The block types shown here represent the types that, in one variation or another, appear in many gridded cities and neighborhoods and may be called prototypical. Each type, unwittingly or intentionally, has an undeniable impact on the resulting physical patterns and consequently human behavior.***



Pocket Neighborhood Block

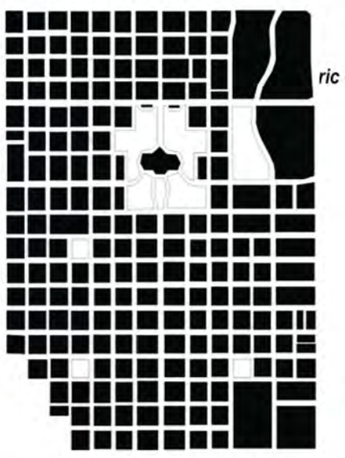


Historic Georgetown



Savannah, Georgia

Cerda Blocks, Barcelona



Original Waller Plan, Austin

Oak Park Blocks

## BLOCK TYPOLOGY

Blocks are the key ingredient of the realization of urban form, representing an intermediate increment of planning between the scale of the building and the scale of the town. They are the lines demarcating the private from the public realm and are determined by the circumscribing streets. One of the biggest advantages of planning a town or city based on blocks is flexibility. Blocks permit incremental change and gradual increase in density. Blocks with a minimum dimension of 225 ft can be configured for almost all uses and building types.

There are three types of blocks:

(1) Square
(2) Elongated (usually north-south)
(3) Irregular

A tight, repetitive **square street grid** can be found in many places in the US. The grid pattern produces a consistent module of lot width and depth. One of the best examples is found in Portland, OR, with square blocks sized 225x225 ft.

Advantage: Extremely conducive to a pedestrian environment and can disperse traffic with great efficiency.
Disadvantage: Lack of variety in view corridors.

The **vertically elongated** block pattern provides equal exposure to both sides of the north-south thoroughfares. They also provide light to both the front and the rear of the lot and limit exposure to western sun and heat gain. A variation of a repetitive grid pattern is the insertion of public parks that interrupt major thoroughfares. Civic structures can be located on these public parks as is the case in Savannah, GA.

## BLOCK CHARACTERISTICS

**Irregular or organic blocks** can typically be found in Medieval cities, such as Paris, but also in some isolated examples in the US, such as Boston and Nantucket.

Advantage: Dispersal of traffic through the network, responsiveness to topography, and terminated vistas.
Disadvantage: The resulting variety of block and lot sizes makes uniformity and installation of modern infrastructure rather difficult.

**Radial geometric** block pattern produces terminated vistas that can be used for civic buildings.

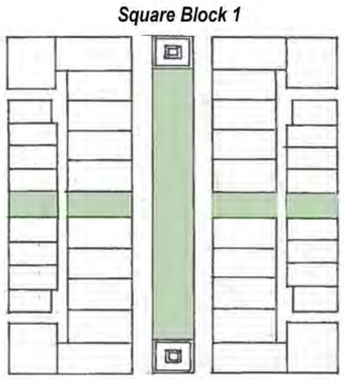
Advantage: Clear hierarchy of streets with diagonals carrying the trough traffic and an even dispersal of traffic through the web.
Disadvantage: It is disorienting and difficult to navigate and remember. Similar to the organic block structure, the resulting block and lot shapes are diverse and challenging to resolve architecturally.

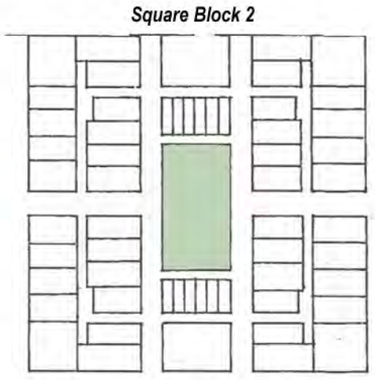
**Cul-De-Sac** pattern is found in most suburban developments and is supported by a dendritic thoroughfare system.

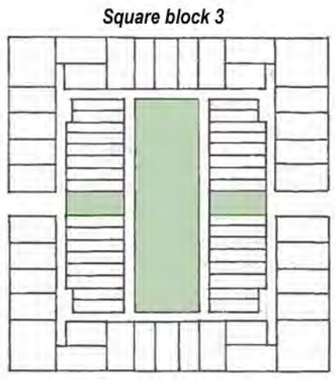
Advantage: Clear hierarchy of streets with diagonals carrying the trough traffic and an even dispersal of traffic through the web.
Disadvantage: Absence of a well-connected network, which leads to isolated streets and neighborhoods, auto dependency, oversized traffic arterials, and traffic congestion.

**Curvilinear Organic** pattern consists of curved roads that create an abundance of deflected vistas.

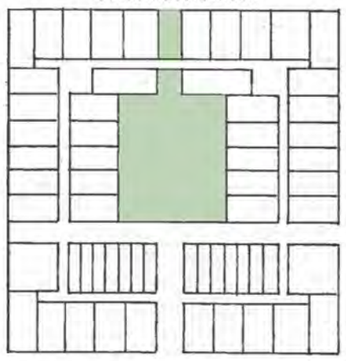
Advantage: Responsive to topography, mediates environmental interruptions, and can disperse traffic through its network.
Disadvantage: The structure is extremely disorienting, and it is difficult to keep track of which direction one is traveling. In addition, lot sizes vary and consistency is hard to achieve.

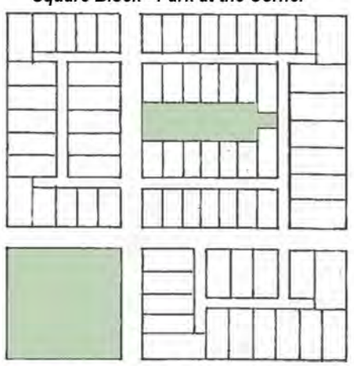

Square Block 1

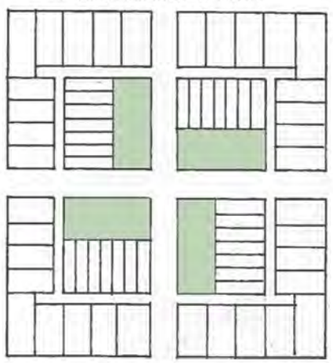

Square Block 2

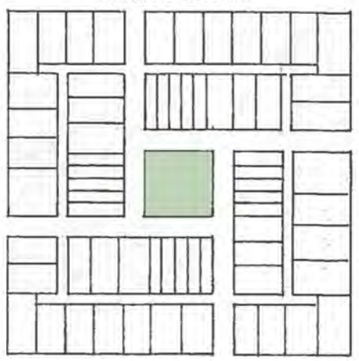

Square block 3

45 Degree Interor Streets

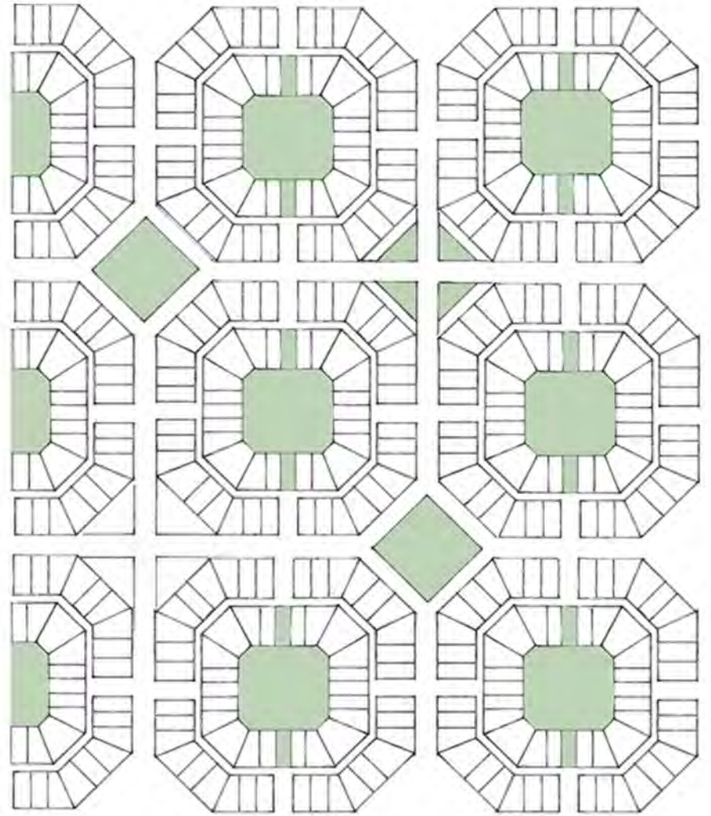

Garden Court Block


Square Block - Park at the Corner


Four Small Interior Parks


Small Pocket Park

***Bastrop Farm Lot Block is sufficiently large to be both flexible and versatile and to allow formation of smaller blocks within it, with a variety of layouts conducive to placing multiple housing types as well as accommodating interior parks and pocket neighborhoods critical for the sense of community.***


*Octagonal Blocks Combined*

## THE BASTROP BLOCK

The square 720x720 ft **Bastrop farm lot block** is flexible and allows for the inclusion of the variety of block layouts. It exhibits all characteristics of the square grid pattern and permits the creation of smaller blocks from 225 ft squares to 330 ft squares. It is conducive to the creation of neighborhood parks and the pattern of Pocket Neighborhoods, which is an expressed preference of the Bastrop community as one of the ways of increasing the sense of community, walkability and opportunities for social contact. Any of the block patterns mentioned on the block page can be juxtaposed inside the Bastrop block network depending on geographic or topographic constraints, Development Pattern and Place Type selected. See some examples of possible block layouts above.

**Square Block 1:** This option makes the creation of a major street within the grid such as an avenue or a boulevard possible. Farm lot block is divided in half in one direction to allow the needed ROW for a divided major street and the median. Depending on the Place Type there is still sufficient width left to line up larger lots 60-8- ft wide and 120-150 ft deep with some stately houses along the street or other structures appropriate for this type of street. This block is drawn for alley-loaded lots but is one of the blocks in which front lot access is likely. Block perimeter is larger than allowed and needs to be broken by a green pedestrian passage.

**Square Block 2:** This block is one of the several examples of pocket neighborhood blocks. Lined around the pocket park at the center of the block are small lots and town home lots following the principle that parks are needed where there is density. Narrow streets, such as court street, from which alleys are accessed, run on either side of the park. Street in the other direction are on axis with the park creating opportunities for terminated vistas. This is one of the blocks that accommodates at least four housing types – medium SF homes, small SF homes or cottage homes, town homes or live/work units, and multi-unit homes.

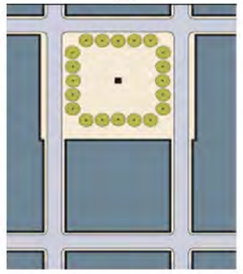
## BASTROP BLOCK VARIATIONS

**Square Block 3:** The streets enter this block option at one third of the length on all four sides and create a small pocket park at the center lined with small lots or town homes. Narrow street types are recommended such as court street or slip street. This block can also accommodate 3-4 different housing types.

**Block with the park at the corner:** This block layout is also created by streets entering the large block one third of the length on two sides. Doing that divides the 720x720 ft block into two smaller and one larger sub-block and creates an opportunity for a park at the corner. The block is well suited for higher density housing types or commercial buildings fronting on the park. Also, the larger sub-block is large enough to accommodate green court housing with small cottage homes around an enclosed common green space ideal for families with small children. It sits off axis and offers a desirable level of privacy.

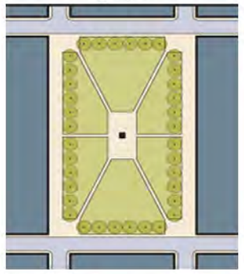
**Octagonal Block**. Bastrop block is large enough to allow cutting off the four corners and creating an octagonal block reminiscent of the Barcelona block. The interesting thing about the octagonal block is that it creates a myriad of possibilities for organizing the area left over by cutting the corners into a park or a square, or four small corner parks, or four small triangular plazas or parks. Other arrangements are also possible and that makes this block versatile and flexible. The inside of the block could be a pocket park or a plaza as well. Lots could be alley fed or accessible from the front. The pocket park could have an interior street, in which case the lots are front-loaded and the park is slightly less accessible to pedestrians and less safe especially for children. Or, it can have only a pedestrian path along the green and be directly accessible from the front porches.

**Square block with 45 degree interior streets:** An interesting alternative to the other square blocks, the layout of this block keeps the outer edges of the block aligned with the square grid but turns the streets on the inside 45 degrees to the main grid. It is also a variation on the pocket neighborhood theme with an angled park fronted by town homes and small lots.



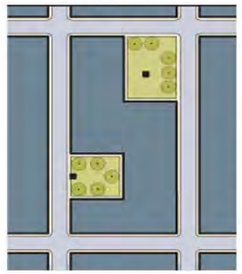
Plaza

Park

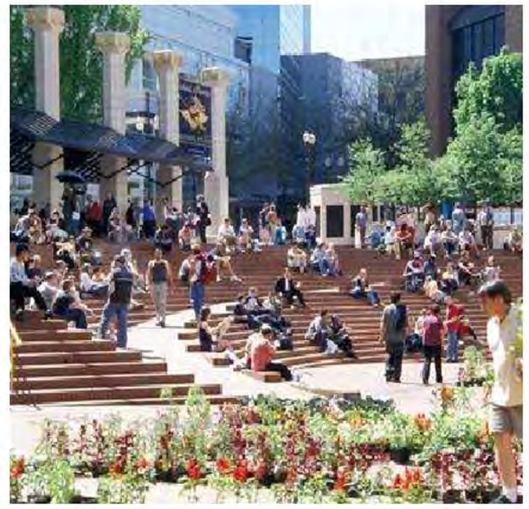


Square

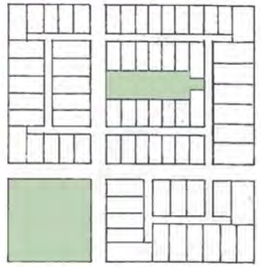
Green

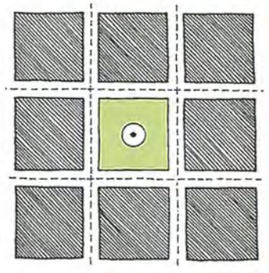


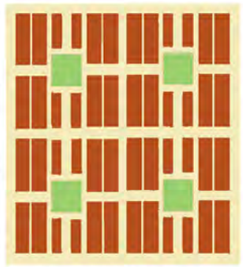
Playground



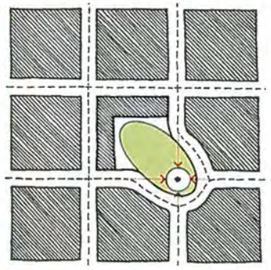
*Park at the Corner - Market Place*







*Grid and Open Spce*



*Interior Block - Pocket Neighborhood*

## PROPER LOCATIONS WITHIN THE COMMUNITY

Public, open or civic space is an outdoor area designated for public use. Civic space types are generally defined by the combination of certain physical constraints including the relationship among its intended use, its size, its landscaping and the buildings fronting on it. The term civic generally applies to the not-for-profit organizations dedicated to arts, culture, education, recreation, government, transit, and municipal parking.

As public spaces are being carved out of the city fabric, it is important that they are not leftover areas of development parcels or portions of parcels ill suited for development, but rather specific in terms of their size and type determined by their location within the rural to urban continuum and their use. There are a rich variety of public spaces built all over the world in all shapes, sizes and forms. Other than streets, public spaces are where cities live. In many cases they determine the overall social experience, spirit and an overall character of a city or town.

Although there are countless variations on the theme of open and civic space, we identify five (5) specific types of open space: Park, Green, Square, Plaza and Playground.

**Park.** A natural preserve available for unstructured recreation. Its landscape generally consists of paths and trails, meadows, water bodies, and woodlands, naturalistically disposed. Could be lineal, following natural corridors. Minimum size is 8 acres.

**Green.** A space for unstructured recreation. Spatially defined by landscaping or buildings. Landscaping consists of lawn and trees, naturalistically disposed. Minimum size is ½ acre and maximum 8 acres.

## OPEN SPACES AND PUBLIC BUILDINGS

**Square.** Available for recreation and civic purposes. Usually spatially defined by buildings. Landscaping consists of paths, lawns and trees, formally disposed. Commonly at the intersection of important thoroughfares. Minimum size is ½ acre and maximum 5 acres.

**Plaza.** Space for civic purposes and commercial activities. Spatially defined by buildings. Landscape consists primarily of pavement. Trees are optional. Should be located at the intersection of important streets. Minimum size is ½ acre, maximum 2 acres.

**Playground.** Space designated and equipped for the recreation of children. Should be fenced and may include an open shelter. Should be dispersed and may be placed within a block. Can also be included in parks or greens. No minimum or maximum size.

### Public Space and the Grid

The common American square or park within a grid of streets has no visual presence beyond the immediate environment. It is usually not visible until one reaches the street bordering the park, or the intersections at its corners. One way to make the park more visible and figural within the urban fabric is to alter its shape and move it into the intersection, so that traffic is slowed and deflected around its borders. The shift transforms existing cross-shaped intersection into one or more T-intersections and creates a place for a statue or a fountain to be aligned with major streets and to act as vista termination and sometimes as point of reference within the city.

## SOCIAL RELEVANCE

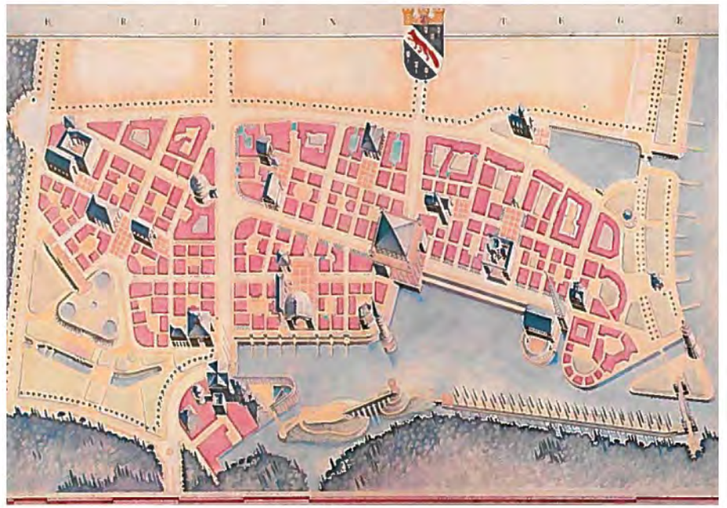
An interesting version of the grid, and arguably one of the most creative, is found in Savannah, GA where in one direction the streets run as tangents to the public space and in the other the public space is on street axis and often terminates it with a fountain, statue, or a monument.

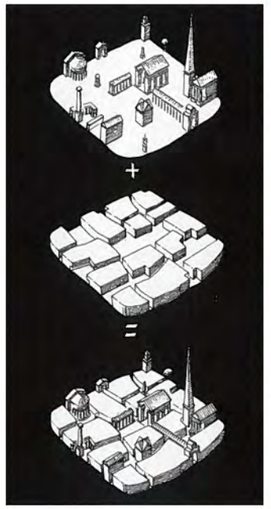
*"When public spaces are successful they will increase opportunities to participate in a communal activity. In the parks, plazas, markets, waterfronts, and natural areas of our cities, people from different cultural groups come together in a supportive context of mutual enjoyment. As these experiences are repeated, public spaces become vessels to carry positive communal meaning".* (Stephen Carr in ***Public Space***).

Public spaces give us a sense of freedom and safety and we do not perceive the space as a threat. We don't always feel like being ourselves outside of our homes when we are alone in a big city. In public places, though, there is an element of play and interaction that opens us up to communication with other people.

At their best, public spaces are microcosms of urban life, offering excitement and repose, markets and public ceremonies, a place to meet friends and watch the world go by. The origins and the types of open space are as different as the people who created them. But they all have one fundamental function in human life – they offer and facilitate unique and rare opportunity for a genuine human contact between strangers.

*Public Buildings Bind the City Together*





## PUBLIC BUILDINGS OCCUPY OR FACE PUBLIC SPACES

A livable city consists of public civic realm and of private realm; both are essential. Civic spaces and buildings are for public use and are symbolic reflection of social values and aspirations.

The civic realm can be exuberantly embellished to express the values that a society cherishes. In contrast, the buildings in the private realm are less adorned and quieter, as their role is to establish the fabric of the city. In every great city there is a balance between the foreground structures of the public institutions and the background structures of the private realm.

The motivations for erecting public buildings and the social and cultural values they represent change over time and vary from culture to culture and from one era to another. They can be religious, political or cultural. However, regardless of the institution they express, public buildings are always associated with a well-defined, appropriately scaled, and sensibly enclosed public space. In the traditional city, these public spaces are a break in the urban fabric, a place with a fountain, monument or simply a place to seat and watch the world go by.

## LANDMARK BUILDINGS

Where within the urban fabric public spaces and buildings are deployed is as often a matter of accident as it is of forethought and planning. The persistence of open space over time is an important factor. A large public monument of one period with an open usable space may become a public square in another period regardless of the shifts in the urban fabric in the interim. In cities planned anew, the choice of placement of square or plaza is deliberate. However, one of the criticisms of modern public spaces and building is that they are "often simply spaces marked on the plans and maps" and are too open and amorphous to define a positive volume of humanly scaled public space.

Public buildings are the glue that holds the city image together, very important for both mental mapping of a place as well as physical way finding. In many cities they act as visual points of reference and help visitors properly orient themselves without maps and guides.

Centrality and axiality are two principles evident in the design and location of public spaces and buildings. Public buildings are the most prominent terminated vistas and are placed intentionally where they are to reflect and communicate their importance and role in public, cultural or religious life. These vistal are thoughtfully framed to create a clear and sometime dramatic and inspiring views of buildings that might otherwise be unnoticed regardless of their relevance in daily life.

## DESIGN CAN BE TRADITIONAL OR MODERN

The American urban and rural grid is often furnished with buildings of extraordinary quality, and yet they often seem to be merely parked along thoroughfares reaching from horizon to horizon. Rather than being focal points as they merit, landmark buildings merely line modestly their street frontages. Modifications of the grid and inventive block layouts should aim to create axiality within a gridded network to give greater exposure and visual expression to structures of social and cultural significance. Modern public buildings have for the most part abandoned the principles of axiality, centrality and visual points of reference and are sometimes undistinguishable from surrounding commercial buildings even when they are prominently located.

It is difficult and unwise to code, legislate or limit the architectural expression of public buildings. However, what he community can request from the selected public building designer is to create a building that is dignified, expressive of the regional cultural, architectural and building traditions, that it enhances public space it is a part of, enlivens the street life, and reflect the essential character and values of the institution or organization it represents.

**C. Neighborhood Design**
**D. Building Types**

## NEIGHBORHOOD DESIGN

*Well designed neighborhoods contain different lot types for single-family homes. They are intended to respond to the needs of different households and provide diversity in house size and price. Those are large, medium, small and cottage type homes, and they are dispersed throughout the area. The largest homes are located generally along the edges of the patterns and the project, while the smaller homes are on the interior of patterns often fronting on open space. Parking and garages are accommodated in various ways that allow for both front and rear access.*

### STREETSCAPE DIVERSITY

- Each block face should have a minimum of three different home design models. Different models are defined as those with significant variation in floor plan configuration and massing, and minor variation in size and number of bedrooms.
- Each of the three models must have at least two architectural styles and color schemes, which can be employed to create visual interest and respond to homeowner preferences.
- Not more than two of the same model with the same architectural style can be employed on a block face.
- Similar models with similar architectural styles should not be placed next to one another.
- Materials and colors should be varied to further differentiate one model from another. Use different colors on adjacent buildings. Treat a block face as a unified composition.
- Coordinate building wall colors with roof colors.

### BUILDING SIDES

- Side yards are important in helping to create usable outdoor space and insure privacy. On lots 50 feet or less wide, each building must have an open and closed side. This concept establishes a more harmonious relationship between adjacent buildings.
- The open side contains the most and the largest windows, and has the most usable side yard. The closed side has fewer and smaller windows to ensure greater privacy for the neighbors.
- Where possible, orient open sides towards the south and east.

### CORNER TREATMENT

- The relationship of buildings to one another and the street is especially important at corners.
- Buildings on corner lots must address both streets. Corner lots are typically wider to accommodate the side yard setback along the streets and allow for building articulation and side porches.
- Wrap around porches on corner lots are greatly encouraged.

### SIDE DRIVE GARAGES

- Front loaded lots require a layout that lessens the visual impact of garage doors and parked cars facing the street. On front loaded lots garages are accessed by a side drive with 5 ft radius at the curb.
- Driveway width needs to be kept at 10 ft. Driveway may be widened to 20 ft at a distance of no less than 30 ft from the property line.
- In some cases a common drive may be allowed to serve two houses.

## DETACHED HOUSE TYPES

The formal richness and diversity of traditional American neighborhoods derives its character from the multiple types of single-family residences within it and the presence and consistency of well-executed different historic or contemporary home styles. We identify, recommend and will permit the following house types:

1. **The Ranch House** – 4,000 SF and above. Outskirts of neighborhoods and P2.
2. **Large Size Home** – 3,200 SF to 4,000 SF. On neighborhood greens.
3. **Medium Size Home** – 2,400 SF to 3,200 SF. On n-hood greens and parkways.
4. **Compact Size Home** – 1,800 SF to 2,500 SF. Suited for many household types.
5. **Cottage Style Home** – 1,400 SF to 1, 800 SF. First time homebuyers.
6. **Bungalow Court Home** – 1,200 SF to 1,600 SF. Retirees, couples and singles.
7. **Garden Court Home** – 1,200 SF to 1,800 SF. Active adults and empty nesters.
8. **Accessory Dwelling Unit** – 400 SF to 1,200 SF.
9. **Manufactured or Modular Homes** – Single wide 1,800 SF.
10. **Tiny Houses** – 1,000 SF or less.

These housing types are typically located in place types P2, P3 and P4, with the ranch house and large homes being primarily in P2 and P3, while the smaller homes are appropriate and represent the bulk of P4. Different size homes should be thoughtfully dispersed throughout the residential areas to avoid the stigma and differentiation into rich and poor neighborhoods.

## MULTI-UNIT HOMES, TOWNHOMES, APARTMENTS

Housing types missing from contemporary subdivisions are the transitional home types between the monocultures of single-family detached homes and multi family units in large apartment buildings. Those are:

1. **Town Houses,** also called town homes or brownstones.
2. **Live/Work Units** with commercial space on the first floor and living quarters on the upper one or two floors.
3. **Duplexes**, side-by-side or stacked.
4. **Multiplex - Small,** with 3-6 units on 2 or 3 floors, side-by-side or stacked.
5. **Bungalow Courts,** with homes 1,200 to 1,600 SF facing an interior green.
6. **Courtyard Apartments** with open space for pedestrian activities.

These housing types are found in P3, P4 and some in P5. They are generally located within medium-density neighborhoods or in locations transitioning from a primarily single-family neighborhood into a neighborhood main street. All of them enable appropriately scaled, well-designed higher densities and are important for providing a broad choice of housing types and promoting walkability.

## COMMERCIAL., MIXED USE, LOFTS OVER RETAIL

Mixed-use buildings are strong generators of street life. They accommodate 2-3 uses or more within a single structure such as residential, hotel, retail, cultural or entertainment. Commonly they are multi-story buildings placing a mix of apartments on the upper floors, retail on the street level, and parking or transportation in the basement.

Mixed-use buildings offer several benefits

1. Greater housing variety and density.
2. Stronger neighborhood character.
3. Greater energy efficiency.
4. Better integration with city services, such as public transportation.
5. Active street life.

Stacked flats are usually a medium-to-large size structure containing multiple dwelling unit types accessed from a courtyard or series of courtyards. Unit entries could be common or individual. Appropriate in places serving main streets and walkable urban neighborhoods.

Commercial buildings are structures used specifically for business purpose and include the following categories: Office buildings, retail buildings, hotels and motels, multi-family housing, warehouses, and industrial buildings. In urban locations commercial buildings may combine functions such as retail and offices or retail and apartments.

## E. Architectural Standards

1. Detached House Standards
2. Accessory Dwelling Unit (ADU) Standards
3. Rooftop Tower Standards
4. Townhomes and Live/Work Unit Standards
5. Multi-Unit Home standards
6. Apartments And Mixed Use Building Standards
7. Commercial Building Standards

## DETACHED HOUSES ARCHITECTURAL STANDARDS

*The proposed mix of densities and lot sizes requires careful attention to design details to ensure the desired sense of place and community is achieved. What we learn from the older single-family neighborhoods is that although they contain many architectural styles they still work together to create unity, harmony and formal richness absent from contemporary developments. The efforts of individual designers and builders in the course of this project should contribute to the creation of graceful varied, yet unified streetscapes. The main purpose of these standards is to facilitate the achievement of that goal. Diagrams and images in this section of architectural standards illustrate key architectural considerations for single-family detached homes.*

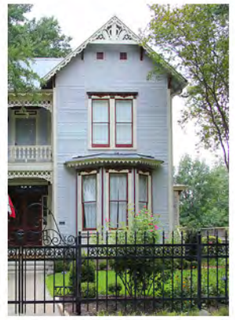
### BUILDING ARTICULATION ALONG A STREET

Historic neighborhoods derive ther character from the simplicity of architectural forms. Buildings should emphasize one primary architectural form with supporting secondary elements. Too much complexity or competing primary forms will undermine this goal.

- An articulation is the connection of an open porch to the building, a dormer facing the street, a well defined entry element, a horizontal offset of at least 2 feet in the principal building wall for a minimum 4 feet in width, or a change in the height of front elevation rooflines by at least one story.
- For single family detached homes, the primary building elevation towards the street needs at least one articulation or change in plane. For lots less than 50 feet wide, the primary building elevation should not have more than three articulations, unless approved by the DRC. Lots 50 feet and wider should not have more than four articulations, unless approved by the DRC.
- Side elevations facing a street are subject to the articulations requirements for the primary facade of that building type.

### INTERIOR ARTICULATION

- For single family detached homes on lots less than 50 feet wide, a minimum of one articulation is required along each side building elevation.
- Acceptable side articulations include a 2 foot offset for a minimum of 4 feet in width, a change in height of one story, a side or rear porch with a minimum length of 6 feet, or a detached garage.



### HALF STORIES PREFERRED

- Roofs must strive to contain habitable space. This can be accomplished by lowering second story plate heights and or using dormers. Incorporate third stories within the principal roof.

### PORCH HEIGHT ABOVE WALK

- Elevate front porches for single family detached houses above the front walk by at least 18 inches. Heights between 18 inches and 30 inches are preferred.

### BAYS & PROJECTIONS

- Bays and projections must have at least three sides. They must be supported by structural brackets or extend to the ground.
- Projecting balconies must use the same architectural vocabulary of design, material, and color as the front porch. If no front porch is provided, these balconies must reflect the overall design of the building. Balcony supports must be provided in the form of columns or brackets.

## ROOF TYPES AND PRIMARY ROOF FORMS

- Principal roofs for single family detached houses shall be symmetrical gable or hip. Other principal roof types, such as gambrel or mansard, are acceptable if historically appropriate and approved by the ARC.
- Mono pitches (shed roofs) are permitted only as secondary roofs when attached to a vertical wall.
- The alternating placement of 1 1/2 - story and 2 - story building masses on adjacent lots is strongly encouraged.
- Each building should strive to present one primary roof form. Secondary roofs include porch roofs, dormers, bays, cross gables, and hips.
- The arrangement of different roof forms, such as primary front gable alternating with primary side gable or primary hip roof, is highly encouraged.

## ROOF PITCHES

- The range of permitted roofs pitches for the selected architectural styles are stated in the Architectural Style chapter.
- Secondary roof slopes can be as shallow as 3:12. Flat roofs on single family detached homes are permitted only when they are intended for occupancy and can be accessed directly from an interior room. Flat roofs must have railings or parapet walls.

## TINY HOUSES AND MANUFACTURED HOMES

Tiny houses and manufactured homes should be integrated into the neighborhood. They should be placed around an open space typologically identified in the B3 Code and the Pattern Book and sharing that space with other housing types. There should be no more than twelve (12) mobile homes in such a grouping. The intent is to avoid conventional mobile home parks and make these groupings a part of the neighborhood and the larger community.

Tiny houses and manufactured homes should be adjusted to the site both in terms of function and also aesthetics. This should be done by adding a porch to the manufactured or mobile home, by adding a masonry skirt up to 3-4 ft of height, by strategically placed landscaping, by adding roof extensions or roof windows, and by being creative in making these structures look more like regular neighborhood homes.

Tiny houses and manufactured homes should have exterior siding and roofing, in color, materials and appearance similar and comparable to the exterior materials and roofing commonly used on residential dwellings within the community. They should have pitched or rounded roofs.

## PRIMARY FACADE

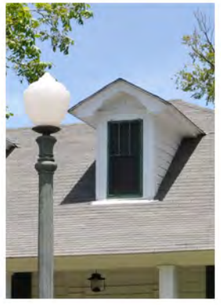
- Much of a neighborhood's character is derived from elevations that face the street. When the buildings "play by the same rules," gracious streetscapes can be created.
- Each building should present a welcoming face to the street. Each building facade along the street should contribute to the visual quality of the neighborhood.

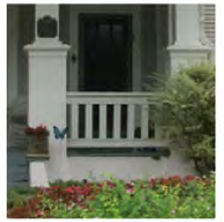
## DOORS

- Doors create a human scale for buildings serving as a welcoming signature. Care should be given to the type, scale, and quality of the selection.
- Hinge all doors (except the garage).
- Sliding glass doors permitted only on rear or interior side yard.
- Permitted door materials are painted or stained wood, hardboard, fiberglass, or metal. Door color selection shall be coordinated with house composition and style.
- Double front doors shall be used only on larger homes. The door style must complement the architectural style of the building.

## WINDOW TYPES AND COMPOSITION

- Window type, composition, and proportion are key character-giving elements of the building facade. The characteristics described here are derived from older neighborhoods and selected architectural styles.
- The following window types are permitted: Double hung, singe-hung, casement, and awning. Horizontal slider windows are not permitted.
- The following window materials are permitted: Wood, metal or vinyl-clad wood, vinyl, enameled metal, or aluminum. Mill finished aluminum is not permitted.
- Individual window proportions shall not be less than 1.6 vertical to 1 horizontal. (Example: A window 30 inches wide must be a minimum of 48 inches high.) Proportions from 2 vertical to 1 horizontal up to 2.5 vertical to 1 horizontal are preferred. Window openings with horizontal proportions should be divided into vertically proportioned or square segments. Separate, small windows (less than 5 square feet) and transom windows are exempted from this regulation.
- Windows may be mulled together horizontally up to a maximum total width of 9 feet (or greater if approved by DRC).
- Divided-light windows are encouraged. They must either be true divided light or have properly proportioned muntin bars applied to the exterior of the window. Individual panes must be vertically proportioned or square.
- Exterior shutters should be in proportion to the window opening. (Example: closed shutters would fully cover the window.)
- Specialty windows, such as arches, half rounds, quarter circles, diamonds, and rounds are limited to a maximum of one per elevation unless approved by the DRC.





## OVERALL ROOF CHARACTER AND DORMERS

Much of a neighbordhood's character derives from the simplicity of the roof forms. Great variety can be achived with a handful of primary roof forms combined with smaller secondary accents.

- Different roof types may require different roofing material compatible with the chosen architectural style.
- Place large flues, swamp coolers, satellite dishes, and other significiant appurtenances towards the rear of the home and lot to minimize visibility from public streets.

The placement and character of dormers are important tools in creating architectural interest. Because they are smaller than primary roof forms, dormers give the building a human scale.

- Dormers must be habitable and have a symmetrical gable, hip, shed, or curved form.
- Place dormers at least 3 feet from the side wall of the dormer to any outside building wall.
- Paint roof penetrations and appurtenances to match or be compatible with the roof color to minimize their visibility (brick and stucco chimneys excepted).

## ROOF MATERIALS & COLOR

Color variation with roofing materials is especially important to create diversity and architectural interest.

- Primary pitched roofs may be asphalt shingle, standing seam or Channel-Drain metal roof, clay tile or concrete tile, depending on the architectural style of the house.
- For single - family detached houses, use at least three roof colors per block face.
- Coordinate the roof color with the building's wall colors and architectural style.

## OVERHANGS & EAVES

- Deatail and proportion overhangs and eaves to complement the architectural style of the building. Specific suggestions for overhangs can be found in Architectural Style chapter.
- Coordinate appropriate eave treatment (open rafters or closed soffits) with the architectural style.

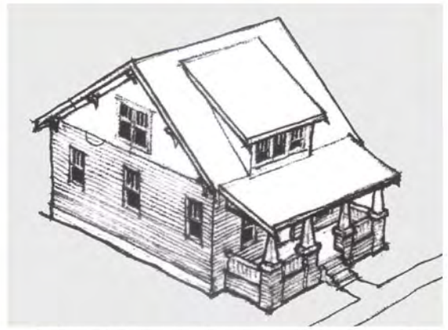
## SKIRTING

- Porch slabs on grade are not permitted, except for stoops 18 inches or less in height.
- Enclose the area underneath the porch with skirting consisting of masonry, wood boards, or lattice.
- Construct porch steps of wood or masonry to appear solid. Open risers are not allowed.
- The use of drop-lugs is encouraged to bring masonry to grade level.

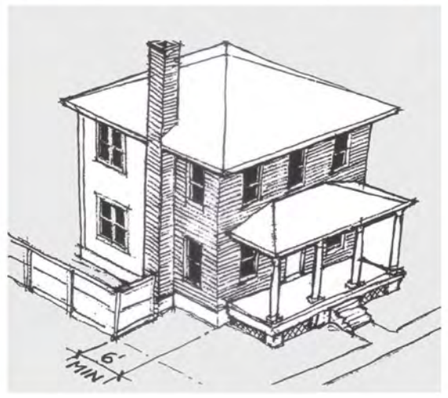
*Various massing arrangements showing gable, dormer and porch*

## MASSING

- Side gable; center gable facing the street; or cross gable with dormers
- 1-1/2 Story and 2 Story massing compositions are encouraged
- Symmetrical or asymmetrical facade composition
- Emphasis on horizontal rather than vertical lines
- Simple volumes facing the street, more complex configurations in back
- Massing sets the overall aesthetics of the building as well as its presence on the street.
- Hip with Center Dormer
- One Story Front Gable
- 2-Story "L" with Porch and Gable
- Hip with Dormers and 2nd Story Porch
- Single hip with projections
- Main building with wings and side hips
- Compose buldings as Principal Buildings, Backbuildings, and Outbuildings. Consider buildings as simple gable-ftont masses with a porch, usually with the porch across the entire front. Number of porch bays varies up to five, depending on the lot width.



*Horizontal change and corner wraping of materials*

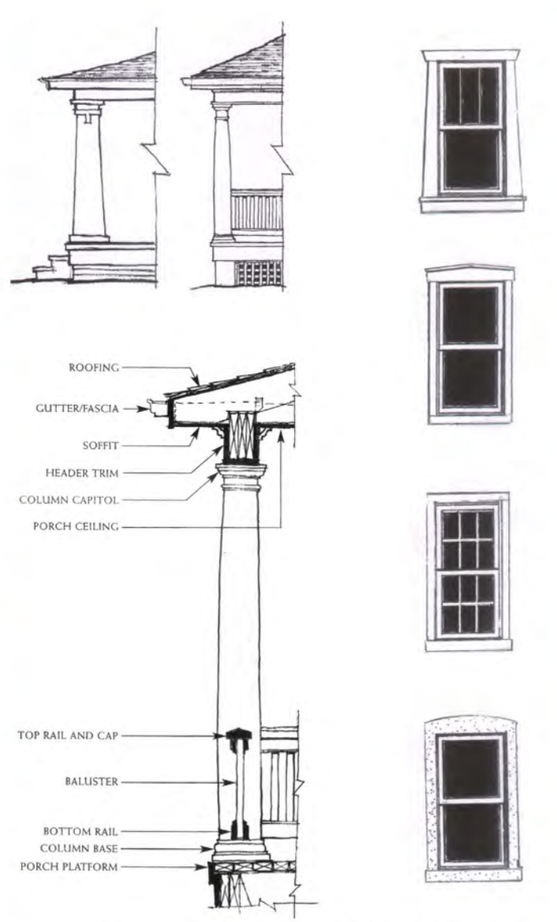


*Reducing the number of materials and using them throughout, creates simplicity and harmony*

## WALL MATERIALS

- Older neighborhoods benefited from a simple vocabulary of materials, including brick, stone, stucco, and wood clapboard and drop siding patterns. Today, many more materials are available to clad buildings. Some are designed to simulate older-style materials at a lower cost or with less maintenance. Reducing the number of options available, as illustrated here, promotes simplicity and harmony.
- Wall materials exposed to the weather shall be: Brick, stone, stucco, painted smooth (nontextured) hardboard, smooth-face fiber reinforced cement board, stained cedar shingles, or painted wood.
- The number of wall materials used in an elevation, must complement the architectural style. Material changes must generally occur along a horizontal line only, typically at the floor line or a gable end. Vertical changes must occur at logical articulations of the building wall, typically at inside corners only. Place lighter materials above those of heavier weight.
- Apply all wall materials horizontally. Permitted siding patterns include: clapboard, shiplap, drop siding, tongue and groove, and shingle coursing.
- Wrap material around corners a minimum of 6'.
- Historic neighborhoods typically display great consistency in the choice and application of materials to all four elevations of the building.
- Build all elevations of an individual principal building of the same (one or two) materials in similar configurations. Semi-detached connectors and accessory buildings are excepted from this standard, but take care that these structures are compatible with the principal building.

*A gracious front porch is raised above the sidewalk, providing a welcoming face to the street.*




*Porch detail*



*Window trim options*

*Example of homes with embellisments*

*Exterior trim treatments*

## FRONT PORCH

- Generous front porches raised above the sidewalk make a strong statement about each home's relationship to the street and the community. Particularly on small lots, front porches can serve as outdoor living rooms, hosting family events and providing social places for the street.
- The front porch is the place to create architectural interest and variety. Be creative in the use of column brackets, railing pickets, trim and moldings, entry door transoms, sidelights & door trim.
- Coordinate column and other detailing with the chosen architectural style. A variety of porch sizes and details is encouraged, particularly for Green and Garden Court homes.
- Front porches may be either appended or recessed. Provide at least the minimum quantities and sizes stated in the Neighborhood Design chapter. Porches are encouraged to reflect the design qualities outlined in the Architectural Style chapter.
- A variety of porch sizes and details is encouraged, particularly for Green and Garden Court homes.
- Establish a desirable human scale next to pedestrian routes and at building entrances with porches, arcades, and other one story elements.
- Oversized entry or porch elements, exceeding one story in height, are not permitted.

## EXPRESSION OF ELEMENTS

To ensure that elements on the primary facade are presented with authenticity, cerfully select quality materials and techniques to assemble them.

- Each porch element should be expressed, with clear articulation of the deck platform, railings, columns, header trim surround, porch ceiling, soffit, fascia, gutter and roof. Enclose porch rafters and/or ceiling joists with a porch ceiling. If plywood is used for porched ceiling, cover visible butt joints with an orderly batten pattern.
- Railings need a top cap, top and bottom rails, and balusters or pickets spanning between. The openings between balusters cannot exceed 4 inches.

## EXTERIOR TRIM & EMBELLISHMENTS

Trim elements like windows and doors contribute to a building's expression of style and quality.

- Trim windows and doors with a minimum of 2 inch wide brickmold, or a minimum of 1 by 4 inch painted wood or smooth (nontextured) hardboard trim. With stucco walls, a minimum 1-inch deep raised relief around the window may be used instead of trim.
- Make trim, rake, and eave moldings consistent with the building's architectural style.
- Do not link windows on the first and second stories with exterior trim and/or different siding treatments.
- Exterior column dimensions must be at lest 6 by 6 inches in nominal size. See the architectural Style chapter for examples of column styles.

## ADU AS DETACHED STRUCTURE

An ADU, or accessory dwelling unit, is a secondary housing unit on a single-family lot. It usually is an independently accessed secondary residential unit that shares ownership, site, and utilities with the primary residence. It can take several different forms. Those are:

1. Detached new construction ADU, also sometimes called a backyard cottage, carriage house, garage apartment or granny flat.
2. AFDU above garage or workshop, or attached to it.
3. Addition ADU or "bump-out" ADU directly attached to the primary residence.
4. Basement conversion ADU, also commonly called basement apartments, mother-in-law suites, and other names.
5. Internal ADU, where a part of the primary residence is converted to an ADU.

The numbers of individuals living alone in the US exceeds the number of homes occupied by families with children. To meet the demand of this change in the US family structure, ancillary units have become very popular and should be encouraged whenever possible. It is estimated that there are 13 Million ADUs in the US at this time, which is roughly 10% of all housing units. They provide great social benefit by interspersing smaller market-rate units and affordable housing within established or new neighborhoods. Conventional zoning forbids ancillary dwelling units, fearing an overload of parking, traffic and sewer capacity. To overcome this concern, ancillary units, until recently have been limited to a maximum of 600 SF so that the unit can accommodate an individual or a couple but not a family.

## ADU ABOVE GARAGE OR WORKSHOP

The fact that ADUs are secondary housing units on a single family zoned residential lots places ADUs into a unique category of housing. They also have some other distinguishing characteristics that help further define, differentiate and distinguish them from other housing types. And while their structure may vary, ADUs share some common traits.

1. ADUs are accessory and adjacent to a primary housing unit.
2. ADUs are significantly smaller than the average US house.
3. ADUs tend to be one of two units owned by one owner on a single family residential lot.
4. ADUs tend to be primarily developed at different time than the primary house and usually by homeowner developers

The obvious benefits of ADUs to both the city and the homeowners are:

1. They are an affordable type of home to construct because they do not require paying for the land, new infrastructure, structured parking or elevators.
2. They can be a source of income for the homeowners.
3. ADUs are built with cost-effective wood frame construction, which is significantly less costly than units in new multi family infill buildings.

ADUs allow extended families to be near one another while maintaining privacy.

## BUMP-OUT - ADU AS MAIN HOUSE ADDITION

1. ADUs provide as much living space as many new built apartments and condominiums, and they are well suited for couples, small families, friends, young people and seniors.
2. ADUs give homeowners the flexibility to share independent living areas with family members and others, allowing seniors to age in place as they require more care.

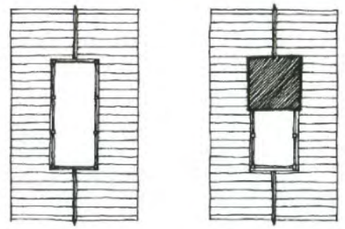
**ADU architectural standards**

ADUs play an important role in neighborhoods both in terms of their functional use but also their ability to shape the positive outdoor space of each lot.

Design accessory units so that they are clearly secondary to the principal building. Whenever possible, use windows, doors, balconies and dormers to create architectural interest and "eyes" on the backyard and the alley, if there is one. Accessory buildings must employ similar materials, building and roof forms, and window types and proportions to the principal building's architectural style.

Retain all or some second story footage of the second story roof. Achieve this by using dormers and by lowering the plate height.

*An example of tower design well coordinated with the rest of the house*



*Open deck*



*Open/Enclosed*

## THE IDEA

People living near a large body of water like it even better when they have a view of it from where they live. One of the ingenious ways to allow houses in the interior blocks to have water view, invented by the designers of Seaside, Florida, is to build small towers on top of the roof without the height limit.

In addition to increasing the property value of interior blocks, these towers offer an opportunity for a variety of designs and give additional richness and a special character to the neighborhood streetscape.

Towers are not permitted along the river edge, but are encouraged in the rest of the river-oriented developments.

## CHARACTER

Towers are usually an extension of the floors below and can be located symmetrically or asymmetrically on the main body of the house.

Architectural style, details, and roof and wall materials should be in accord with the rest of the house.

Towers may be used as a compositional element and are particularly appropriate for Victorian style houses.

Present day applications also show that towers can be built in any style provided there is a formal connection with the rest of the house and an architectural consistency in their design.

## TYPE AND SIZE

Size of towers shall vary with the type of the house as shown below:

On large single-family homes and Mansion Homes – maximum 150 SF of enclosed space and 200 SF of open space, excluding the stairway.

Medium size houses – maximum 100 SF of enclosed space and 150 SF of open space, excluding the stairway.

On Cottage homes, Garden Court homes, Green Court houses and Town Homes – maximum 150 SF of either open or enclosed space.

For building flat roof terrace there is no limit.

## MATERIALS

Towers shall have openings of no less that 50% of the surface of the tower walls.

General character, shape, proportions, elements, details, and materials of the tower should be derived from the overall design, type and character of the house.

Towers can be completely open, a combination of open and enclosed space, or completely enclosed, all within the sizes as specified.

Building with flat roofs (as allowed in the Code) may allow access to the entire roof area with no size limitation.

## DETAILS

Finished floor of the tower (or deck) shall be no more than 16" above the highest portion of the roof on which it sits.

Portions of tower decks can be used to locate air conditioning condensing units.

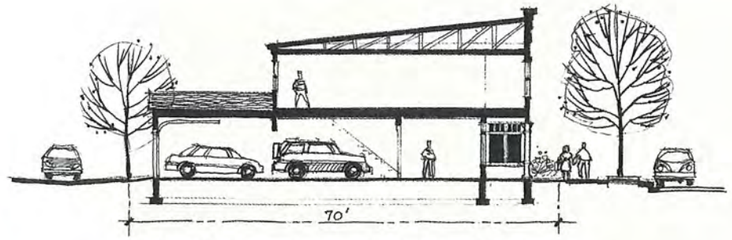
In Town Home buildings, not all the units have to have towers. Towers should be located in such a way as to increase the architectural appeal of the building.

The degree of enclosure or openness of the tower should correspond to the degree of enclosure or openness of the rest of the house.

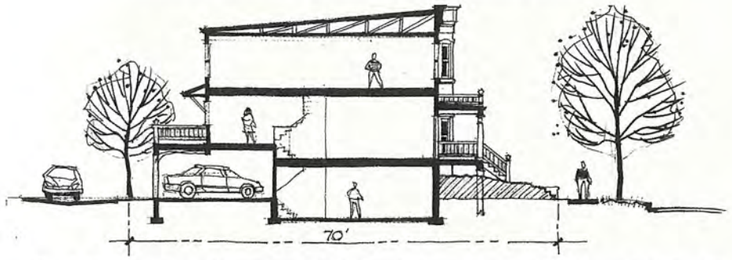
**Rooftop Towers**

## TOWN HOUSES

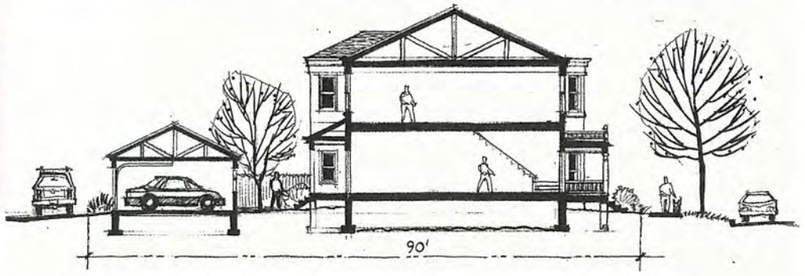
*The three row house prototypes employ a similar lot configuration to respond to different use and amenity preferences. The Split Level Town House provides the convenience of an attached garage tucked underneath second-floor dining, kitchen, and outdoor living areas. Entry porches and raised front yards create a strong presence along the street. The Backyard Town House uses a detached garage to create small and intimate courtyards. Finally, a Live/Work version allows for a large portion of the first floor to be used for studio or workspace with direct access from the street. Living space is located conveniently above the work space.*




*The Live/Work entry is immediately accessible at grade*




*The Split Level Town House entry is higher above and further back from the sidewalk*




*The Backyard Town House entry is closer to the ground and sidewalk*

## TOWN HOUSE TYPES

### SPLIT LEVEL TOWN HOUSE

- The following standards gracefully accommodate the split-level design that allows for garages to be tucked under row house living areas.
- Provide a raised front yard at least 2 feet above the sidewalk.
- Elevate covered entries for Split Level Town Houses from 4 feet to 7 feet above the abutting sidewalk.
- Provide private exterior space for Split Level Town Houses on the second floor at the rear above the garage.

### BACKYARD TOWN HOUSE

- Elevate covered entries at least 18 inches above the abutting sidewalk. This is similar to patterns for single-family houses.
- Provide private exterior space for Backyard Town Houses by creating a garden/terrace between the garage and row house.

### LIVE/WORK TOWN HOUSE

- Front entrances must employ a recessed arcade or awnings, allowing direct access at grade. This is similar to Main Street storefront patterns.

## BREAKS BETWEEN GROUPS

- Break up long lines of row houses to provide visual relief and pedestrian access to alleys.
- Create a separation of at least 12 feet every 200 feet or every 10 row houses.
- Do not place separations where row houses create terminated vistas at a perpendicular street.

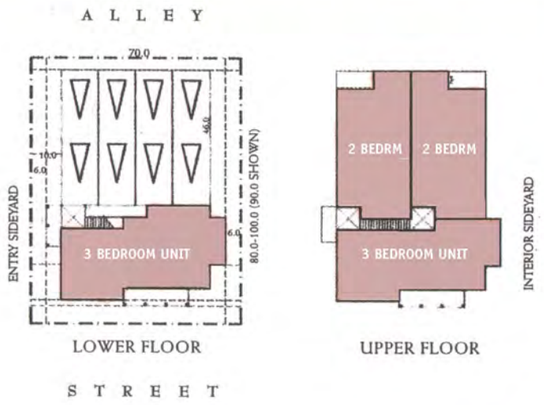
## PRESENTATION AT CORNERS

- The relationship of buildings to one another and the street is especially important at corners.
- Buildings on corner lots must address both streets. All corner lots are typically slightly wider for the sideyard setback along the street and to allow for building articulation and side porches.
- Carefully consider the articulation used where a line of row houses reaches the street corner.
- Celebrate the corner with an angled facet addressing the corner, a recessed entry, a tower form, or similar architectural treatment.
- At the end of a line of Town Houses (side elevation), include appropriate articulation, windows, and interesting architectural elements. Appropriate articulation for side elevations is equal to that called for on front elevations.
- Place garages for end units towards the street to shield any adjacent surface parking spaces.

*Street Corner Type Multi-Unit Home*

## MULTI-UNIT HOMES

*The Multi-Unit Home combines several residences within one structure designed to resemble a large single-family home. The prototype illustrated here is for a four-unit building that provides attached garages accessed from rear alleys. Different-sized buildings may be combined along a block face. When located on corners, Multi-Unit Homes provide porches and entries on both elevations facing the street. When located on the block interior, a "family" of entrances between two buildings provides gracious access to the upper-floor residences.*




*Typical four-unit Multi-Unit Home organization*

### ARCHITECTURE AND ENTRY ARTICULATION

- One goal for Verano is to create a handsome and timeless architecture based on San Antonio's historic neighborhoods. These neighborhoods derive much of their character from the simplicity of architectural forms. Buildings at Verano should emphasize one primary architectural form with supporting secondary elements. Too much complexity or competing primary forms undermine this goal.
- An articulation is defined as the connection of an open porch to the building, a dormer facing the street, a well defined entry element, a horizontal offset of at least 2 feet in the principal building wall for a minimum 4 feet in width, or a change in the height of front elevation rooflines by at least one story.
- The primary building elevation of Multi-Unit Homes on lots 80 feet wide or narrower require at least two articulations, but not more than four.
- The primary building elevation of Multi-Unit Homes on lots greater than 80 feet wide requires at least four articulations, but not more than six, unless approved.

### PRESENTATION AT CORNERS

- The relationship of buildings to one another and the street is especially important at corners.
- Buildings on corner lots must address both streets. All corner lots are typically slightly wider to accommodate the side yard setback along a street and allow for building articulation and side porches.
- Multi-Unit Homes with attached garages on corner lots must have entry porches on both elevations facing the street.
- Side elevations facing a street are subject to the articulation requirements for the primary facade of that building.

### ENTRY AREAS

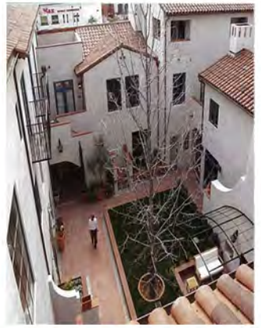
- For Multi-Unit Homes with attached garages, public access is provided via a common entry and porch on the side of the building, while direct private access occurs from the garages.
- Place individual entries at ground level facing the street.
- Any Multi-Unit Homes with attached garages that are located on a corner lot must have side entries to upper floor units placed facing the street.
- Pairs of Multi-Unit Homes with attached garages on the interior lots have entry porches placed facing each other and common pedestrian access from the street.

### PRIVATE EXTERIOR SPACE

- Each Multi-Unit Home will provide one outdoor space directly accessible from living/dining areas. This space may be provided as a covered porch, patio, or balcony. It must be at least 6 feet deep and a total of 72 square feet.

### COMMON AREAS

- Locate common areas, circulation paths, and building entries and porches where they are most visible from the street and from home interiors.



## APARTMENT BUILDINGS

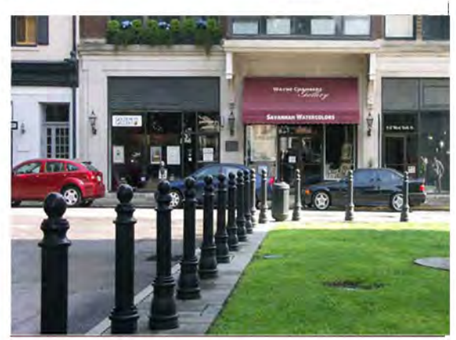
*Apartment buildings are one of the principal housing types in any project. They fall into the category of medium-high residential density. With town homes and live-work units, apartment buildings are usually associated with open public space and contribute principally to the scale and definition of the street edge. They are instrumental in creating the sense of enclosure and form a moderately busy street. A courtyard is a design feature traditionally found in hot and arid climate.*

### MASSING, FACADE DESIGN, MATERIALS

Buildings should have a coherent formal vocabulary and exhibit a hierarchy in their composition. Buildings fronting major public spaces should have relatively simple fronts and roofs, with wings and plan articulations on secondary sides. Buildings should have a distinctly different bottom, top, and middle. Well defined roof lines are greatly encouraged. An expression line should delineate division between the ground floor and upper floors. The ground floor should have higher plate height than the upper floors. Pitched roofs are recommended for smaller buildings. A cornice should delineate the tops of facades for buildings with a flat roof. The use of arcades, porches, and colonnades is strongly recommended. Corner conditions need to be distinguished by a specially articulated portion of the building addressing both frontages in a similar manner. Buildings should be 2-4 stories high. Entries to the buildings should be well expressed (covered, recessed) and should be apparent.

Windows should be vertically proportioned and utilize distinct frames, materials, and colors for window surrounds. Awnings and shutters are recommended in accord with the building style selected. Wall-to-roof transition is a strong flavor giver and should be given special care to create a regionally appropriate expression. Building planes should avoid the large monolithic appearance of uninterrupted sameness; rather, they should be differentiated for reasons of scale, light control, and relatedness to the space they face or enclose. No mechanical equipment should be mounted on the exterior of the building in public view.

Acceptable wall materials for courtyard apartments are: stone, brick or a combination of the two, stucco, cast stone, rock, marble, granite, tile, and glass block. Also acceptable are Hardi planks and sheets, and textured or patterned pored-in-place concrete with integrated color. EIFS can be used only as accent material. Acceptable roofing materials are: standing seam metal roof, stone and clay roof tile.



## MIXED USE BLOCKS (LOFT OR OFFICE OVER RETAIL)

*A Mixed Use Block is the quintessential P5 block that makes active urban life possible. The first 20-30 ft on the ground are used for public or commercial functions, upper levels are generally residential. The lower part of the building changes over time, the higher part is generally unchanged. This is a high-density building type and is found in city centers. The ground level is permeable for a seamless connection between inside and outside necessary for a continuous pedestrian experience.*

### GROUND FLOOR, ADDRESSING OPEN SPACE, DETAILS

Many provisions applicable to courtyard apartment buildings also apply to mixed-use blocks. What is listed below are additional requirements specific to this building type:

A. Ground floor openness is critical for the street experience. Its height needs to be 15 ft or more and 60% of the walls at this level should have transparent storefront windows. For colonnades, arcades, and porches column spacing should be equal or less than the column height. Buildings facing major open space should relate to it by using porches, arcades or colonnades as well as have a meaningful functional connection. Buildings should relate to each other in terms of scale and materials. Building surrounding the same public space should utilize: 1) The same architectural character, 2) Similar floor or cornice height, 3) Similar treatment of wall-to-roof transition, and 4) Similar treatment of door and window openings.

B. Buildings should be interwoven with landscaping for desired aesthetic and functional results. Open space between buildings should not be a leftover space but rather typologically identifiable as pedestrian ways, forecourts, urban gardens, courtyards and playgrounds. Additions and expansions to buildings should be inspired by the original building character and be in harmony with the original design intent. Buildings at street terminations and building at corners should acknowledge their special location by specific design elements. Such elements may be more than one story high and may be enhanced by towers and arcades.

C. Windows, doors, and trim should be compatible with the architectural style. Specialty windows, such as circles, ovals, and fans, can be used but sparingly and for accent purposes only and should be of the same materials as the rest of the windows. Awnings are encouraged. Roofing and exterior materials are the same as courtyard apartments.

## MASSING, FACADE DESIGN, MATERIALS

Buildings should have a coherent formal vocabulary and exhibit a hierarchy in their composition. Buildings fronting major public spaces should have relatively simple fronts and roofs, with wings and plan articulations on secondary sides. Buildings should have a distinctly different bottom, top, and middle. Well defined roof lines are greatly encouraged. An expression line should delineate division between the ground floor and upper floors. The ground floor should have higher plate height than the upper floors. Pitched roofs are recommended for smaller buildings. A cornice should delineate the tops of facades for buildings with a flat roof. The use of arcades, porches, and colonnades is strongly recommended. Corner conditions need to be distinguished by a specially articulated portion of the building addressing both frontages in a similar manner. Buildings should be 2-4 stories high. Entries to the buildings should be well expressed (covered, recessed) and should be apparent.

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## GROUND FLOOR, ADDRESSING OPEN SPACE, PARKING

A. Ground floor openness is critical for the street experience. Its height needs to be 15 ft or more and 60% of the walls at this level should have transparent storefront windows. For colonnades, arcades, and porches column spacing should be equal or less than the column height. Buildings facing major open space should relate to it by using porches, arcades or colonnades as well as have a meaningful functional connection. Buildings should relate to each other in terms of scale and materials. Building surrounding the same public space should utilize: 1) The same architectural character, 2) Similar floor or cornice height, 3) Similar treatment of wall-to-roof transition, and 4) Similar treatment of door and window openings.

B. Buildings should be interwoven with landscaping for desired aesthetic and functional results. Open space between buildings should not be a leftover space but rather typologically identifiable as pedestrian ways, forecourts, urban gardens, courtyards and playgrounds. Additions and expansions to buildings should be inspired by the original building character and be in harmony with the original design intent. Buildings at street terminations and building at corners should acknowledge their special location by specific design elements. Such elements may be more than one story high and may be enhanced by towers and arcades.

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D. Visual impact of surface parking lots, loading, and service areas should be minimized. Parking lots should be located to the side or rear of buildings to allow building fronting on primary public streets. Loading areas should not be visible from any primary streets.

E. Roof-mounted equipment should be screened from view with enclosures that are consistent with the building architecture.

## F. Architectural Styles

1. Primary Architectural Styles
2. Classical Style
3. VictorianStyle
4. Texas Hill Country Style
5. Craftsman Style
6. Modern Architectural Style
7. Minor Architectural Styles
8. Working With Tradition

*Classical Style*

*Victorian Style*

*Texas Hill Country Style*

*Craftsman Style*

## PRIMARY ARCHITECTURAL STYLES

Architectural styles are some of the most visible signs of historical and cultural values of any era. The term “style” refers to the consistent qualities and features that link different works together into groups. The history of styles in American housing is as complex and rich as the history of the nation and its people. There is no one single American style of architecture; different immigrant groups and individuals have adapted their own national traditions to the new land, and many have borrowed or combined with other stylistic traditions to create hybrid designs so hard to classify sometimes. In the heyday of eclecticism, about 1865-1930, the entire spectrum of historical styles was revived at one point or another. The important point here is that every time a style is revived, it is different.

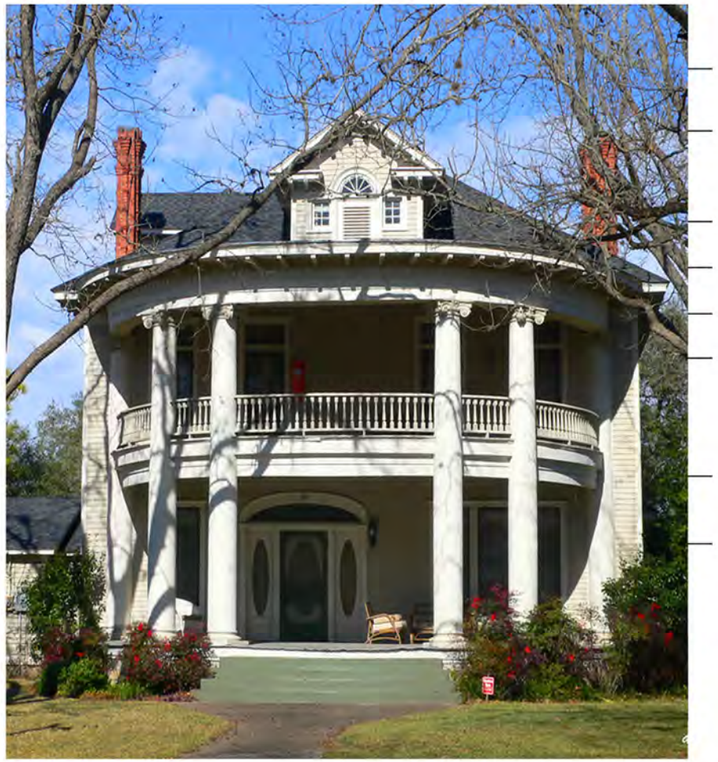
Stylistic labels are frequently associated with value judgments. In many cases, the style chosen was meant to signify the allegiance or aspirations of the homeowner. When making a conscious choice, Americans have tended to pick revival styles on the basis of moral values attributed to them. Thomas Jefferson felt that Classical architecture promoted clear thinking and civic virtues, and so it was the style most suited of the new republic. Exotic styles, on the other hand, appealed to a spirit of adventure and discovery. At any time, more than one style might be fashionable, and when the style changes it usually does so gradually as architects learn to adapt to new ideas. Styles often spread to places other than the place of their origin and do so in a variety of ways.

The goal of the architectural style guidelines is to help create the memorable character, identity and appeal found in the historic neighborhoods of Central Texas, not to provide exact replicas of historic buildings. The four primary styles historically prevalent in Bastrop are Classical, Victorian, Texas Hill Country and Craftsman. In addition, there are also a few examples of other minor styles such as Colonial, Foursquare, Prairie style and a good number of examples of hybrids containing elements of more than one style.

Many elements contribute to defining a particular style. In some cases the use of just a handful of appropriate elements can be successful in defining a style and creation an authentic composition. The key in working with the styles presented here, as in all traditional architecture, is to work within general massing rules, maintain proper proportions and formal consistency among building components, utilize appropriate selection and placement of details, and select building materials historically appropriate for the style and if possible regionally available.

Although more than one style is selected as being appropriate for this area, once the home style is chosen the building design proposed must be coherent within the selected style. Indiscriminate borrowing and exchange of elements between different styles creates confusion, muddles the clarity of architectural expression, and will generally not be acceptable. However, if a coherent design is presented in modern style or a minor regional style not listed in the pattern book, such a project may be considered by the authority designated for review and approval of architectural projects.

To be executed well, Classical, Victorian and especially Modern style require a degree of design and craftsmanship not commonly available today. In order to prevent oversimplification of the style’s basic principles, erroneous detailing and misuse of materials, projects electing to use these styles will undergo a more thorough scrutiny before they are approved. In case of such a project, contact and coordination with the designated permitting authority (Town Architect or Design Review Committee) at the early stages of the project is strongly encouraged.



CONSTANT ROOF SLOPES

DORMER PROPORTIONED FOR A SINGLE WINDOW

ELABORATE BRACKETS WITH NICELY DETAILED ENTABLATURE

MULTI-PANE WINDOWS

CONSISTENT RAIL DESIGN

FULL WIDTH TWO STORY "TEMPLE" PORCH WITH PEDIMENTED GABLE ROOF ABOVE AND SYMMETRICAL FRONT FACADE

SLIM VERSION OF CORINTHIAN ORDER COLUMNS

UNEVEN NUMBER OF OPENINGS AT PORCH (3 OR 5)

ORDERLY RELATIONSHIP BETWEEN DOORS, WINDOWS, PORCH & ROOF

## CLASSICAL - CHARACTERISTICS OF THE STYLE

The basic classical house has a simple rectangular volume, either one or two stories, with hip or gable roofs. Often, it has a "temple" front porch facing the street but remaining the part of the main body of the house. The porch is the most important element for the classical house, can be one or two stories, strait or curved, and often utilizes Greek or Roman columns and a variety of detailing of the entablature above.

Houses are usually symmetrical though carefully balanced asymmetrical compositions are also possible. Wings are generally narrow and of similar proportions added to the side or the back. Roof pitches are consistent and can vary from 6:12 to 12:12, most common being 8:12.

Windows are multi-pane, most commonly 6 over 6 or 9 over 9, with the first floor windows being taller than the second floor windows. Dormers occur in both gable and hip roof types, usually proportioned for a single window.

There is an orderly relationship among columns, windows, doors, porches and roof forms. Eaves and cornices are usually well-detailed. Materials used for this style include stone, brick, stucco, shingles (for accent), and horizontal siding.

## HISTORY, CONTEXT AND VARIATIONS

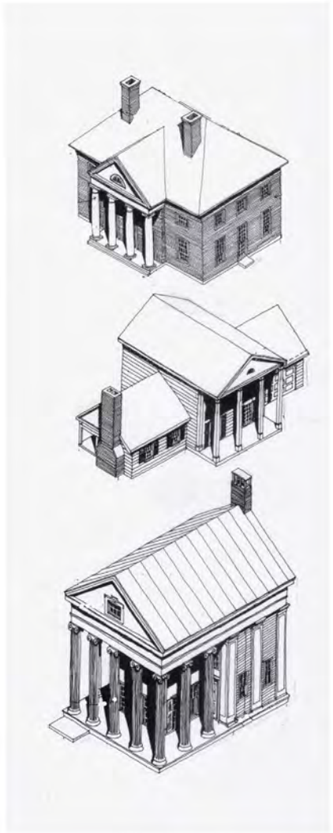
The Classical style in the US draws primarily from Greek precedents and less so from classical Roman prototypes and its appearance and vocabulary was greatly inspired by the 1893 Columbian Exposition in Chicago. Moldings are more severe rather than ornamentally enriched, there is no statuary along the roofline or on the façade, and the round (Roman) arch appears infrequently. The impression is one of grace combined with post-and-lintel construction, although modern, reinforced materials were used.

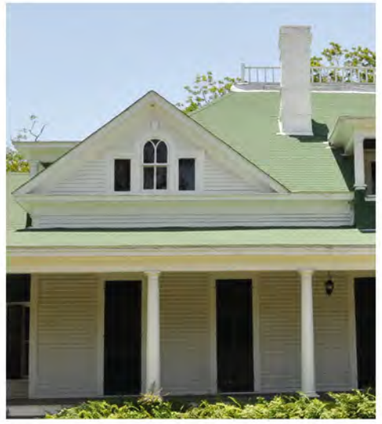
The scale and proportions of the style are suitably massive, but it also became quite popular in the middle-class housing where the scale was refined to reflect a more modest demeanor of the buildings, and orders can be of both single and double height.

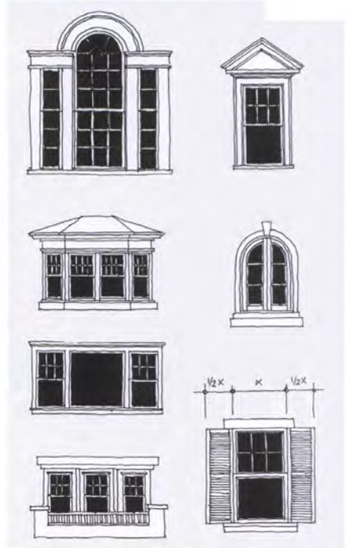
The frontage is usually dominated by a pedimented portico supported by an even number of free-standing columns, and the whole composition was characterized by rational and symmetrical distribution of parts. The style typically uses slim, simplified columns of the Ionic or Corinthian orders, and may well combine the two. Such admixture was facilitated by the debut of readily available, mass-manufactured architectural details produced of industrial composites.

Between six and eight sub-styles have been identified. The most common were 1) a principal full-height porch of about one third of the length of the façade, and colonnaded with pedimented gable roof above, or 2) the same double-height porch motif occupying the full length of the façade and bearing flat roof. The later type was especially popular between 1925 and 1950.

During this same period, the one-story cottage with a dominant centralized dormer, hipped roof, and colonnaded porch of either part of full width, was also fashionable for smaller homes. This style was popular in the South. There are also a number of other sub-types that appear less frequently. The style continues to be popular to this day, particularly in large style urban and suburban houses.







## MASSING

- The basic house is typically a simple rectangular volume, one or two stories, with hip or gable roofs.
- The porch is the most important element and commonly it is a "temple" like front porch facing the street but remaining part of the main body of the house.
- Houses are usually symmetrical, but carefully balanced asymmetrical compositions are also possible.
- Wings are generally narrow and of similar proportions.

## ROOF DETAILS

- Roof pitches are consistent and vary from 6:12 to 12:12. Most common are 8:12.
- Gable dormers facing the sides are most appropriate for this style.
- Overhangs are consistent, generally 1-2 ft wide. Eaves are usually with closed soffits.
- Repetitive ornate brackets are common under the primary roof eaves.

## DOORS & WINDOWS

- Symmetrically placed doors and windows are most common, but well balanced non-symmetrical compositions are possible.
- Use individual, paired, or triple windows. Bay windows are common, and round windows, combined or by themselves, are often used for façade accent.
- Use double hung windows with divided lights in both sashes. Typically 6 over 6 or 9 over 9 but other combinations can be found as well.
- First floor windows are usually higher than the second floor windows. Dormers occur in both hip and gable roofs, usually proportioned for a single window.

## PORCH / ENTRY

- Use strong front porch/entry, usually with a "temple" look, but could also be in front of the full façade.
- Porch can be one or two stories.
- Often utilizes Greek or Roman columns, sometimes combined (round or square), and a variety of detailing to the entablature. Column size is typically no less than 8 inches in diameter or 8-inch square.
- Bottom porch is commonly without rail and elevated from the sidewalk.

## DETAILS

- Eaves and cornices are usually well detailed.
- Windows are commonly trimmed by 1x4 boards with the cap molding sometimes intricately detailed.
- Nicely detailed balusters are used for stair and porch rail.
- Wood picket fences are common as well as black metal

## MATERIALS

- Wall materials used for this style include stone, brick, stucco, decorative shingles (accent) & horizontal siding.
- Most common roofing materials are standing seam metal, and asphalt and fiberglass shingles.
- Windows are usually wood or wood with metal cladding with traditional profiles. Doors are typically made out of wood and are stained or painted.
- Wood or fiberglass porch columns with straight or turned wood balusters.

## VICTORIAN - CHARACTERISTICS OF THE STYLE

Victorian style homes are dominated by a steeply pitched gable roof facing the street. The main gable may be combined with wings on one or two sides, or emerge from a larger hip-roofed rectangular volume. Symmetry is optional.

Usually generous one-story porch is integrated into the front façade. Gable, hip, shed, or special dormers are typically employed to provide additional floor area, daylight, and architectural interest. Overall composition usually features symmetrically placed, vertically proportioned, double hung windows.

Simplified ornamentation occurs at porches, gable ends, and at special features such as bay windows and towers. Appropriate materials include primarily horizontal siding and more rarely, at least in this area, brick.

The application of the style is seldom pure and borrowing from different stylistic approaches is evident in the Central Texas Victorian. In both Georgetown and New Braunfels there are hybrids that borrow from both the Classical as well as the Arts and Crafts movement. This mix of various styles components is what creates an interesting character, which blends with other styles and yet stands out on its own.

## HISTORY AND CONTEXT

The Victorian style was prevalent for residential buildings in the United States from about 1860 to 1910. Although under the same name, the actual applications of the style vary from region to region. As opposed to High Victorian, characterized by the exuberant and sometimes hardly discriminating use of applied ornament as well as very eclectic compositions, the Central Texas version of the style may be called the Folk Victorian.

This variation of the basic style flourished as railroads spread across the country providing a steady supply of pre-made Victorian millwork. The Folk Victorian version resulted from the application of the stylistic principles to more modest residences. Forms were simplified, and ornamentation was applied chiefly to the porches, gable ands, and cornices.

## VARIATIONS

In general, the Victorian style allowed the form of the house to be more organic, freeing the builder to incorporate exotic extensions, roof overhangs, and more complex massing types.

By 1910, other styles such as Colonial Revival and Craftsman began to compete for the homebuilder's attention. Yet application of Victorian style remained popular throughout much of the 20th century.

## MASSING

- Front facing gable with or without side wings
- Gabled wings protruding from principal hip-roof form
- Hipped or conical roof tower elements on front elevations
- Use of projecting bays & turrets
- 1 1/2 to 2 stories typical
- Symmetrical or asymmetrical facade composition
- Main level floor-to-ceiling height typically 9-10 feet

## ROOF DETAILS

- Steeply sloping gable roofs from 8:12 to 12:12
- Secondary hip and shed roofs from 3:12 to 8:12 and gable roofs from 6:12 to 12:12
- Generous use of gable, hip, shed or special dormers
- Roof overhangs typically 12 inches but up to 30 inches are acceptable
- Closed soffits and eaves with ogee or half round gutters

## DOORS & WINDOWS

- Vertical double-hung windows
- Individual or paired window treatments typical
- Square and angled bay window treatments
- Limited use of accent windows and multi-pane sashes with true divided lites
- Wide (4 to 6 inches) or embellished exterior trim with cap moldings

## PORCH / ENTRY

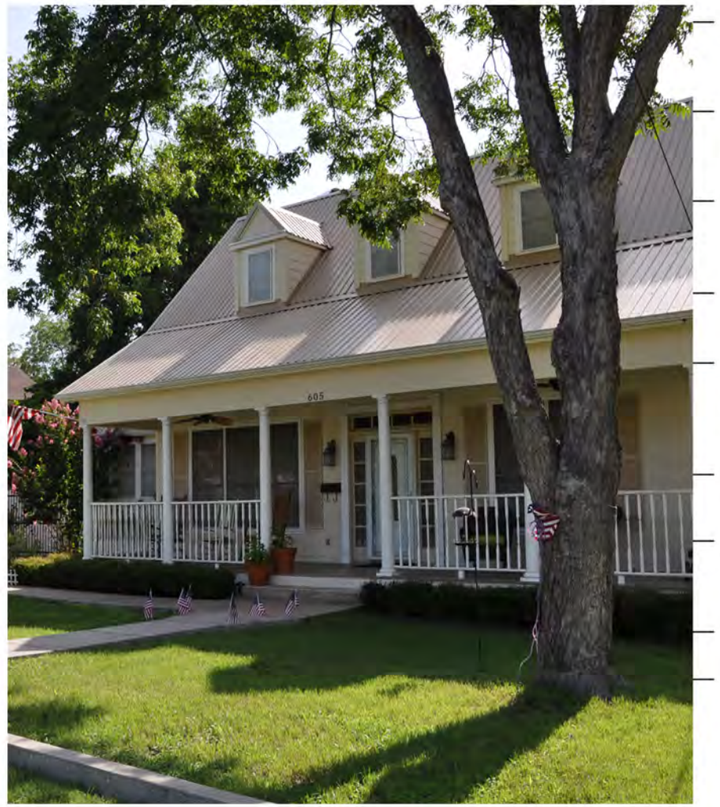
- Full or generous partial porch, with wrap-around at corner encouraged
- Turned column styles 6" nominal
- Round coulmn styles to include Doric, Ionic and Tuscan, with a minimum diameter of 8 inches nominal size
- Square column styles with chamfers and moldings at least 6" in width
- Delicate railings to include square or turned 2 inch by 2 inch balusters or scroll saw cut patterns
- Lattice treatments to screen area under the porch

## DETAILS

- Decorative gable end truss work
- Decorative brackets at porch columns
- Rake moldings
- Ogee profile gutters at horizontal facia

## MATERIALS

- Horizontal wood, simulated wood or shingle siding with actual or expressed coursing not to exceed 6 inches (4 to 5 inches preferred)
- Siding patterns to include bevel (clapboard) and drop siding
- Full brick or brick up to the second floor line
- Decorative wood or shingle patterns in gable ends
- Brick and stone or textured concrete foundation base with approval of Town Architect



DOOR CENTERED ON THE MAIN SPACE AND ASYMMETRICAL WINDOW

HIGHER PITCHED ROOF OVER MAIN SPACE WITH METAL ROOFING MATERIAL

WINDOWS IN THE KNEE WALL BETWEEN THE EAVE AND THE ROOF OF THE PORCH

LOCAL STONE FOR WALL MATERIAL

ROOF ACROSS FULL FRONT FACADE WITH WOOD POSTS, EXPOSED OR CONCEALED RAFTER TAILS, LOWER PITCH ON SHED ROOF

WOOD POST FROM CEDAR POLES TO DECORATIVE

GENEROUS FRONT PORCH ELEVATED FROM THE GROUND

RAILS ARE OPTIONAL

EXTERIOR STAIR TO UPPER LEVEL; BACK PORCH

BEND IN THE ROOF PITCH "CAT SLIDE"

## TEXAS HILL COUNTRY - CHARACTERISTICS OF THE STYLE

The primary characteristic of this style is that the buildings are composed through simple juxtaposition of pure Euclidian geometric forms – rectangles and triangles in a variety of combinations. The two principal components of the house are the main space and the porch or the "lean-on" rooms. The main space is usually an elongated rectangle with the porches commonly placed along the longer sides of the main space. Sometimes, the main space has an "L" configuration with the porch and the entry placed at the inside corner of the "L".

Porch is a crucial architectural component in the hot Texas climate. While in more urban settings porch serves as a demarcation line between the public and the private, in the Texas Hill Country the porch is a necessary transitional space between the inside and outside absolutely necessary for the proper functioning of the building. A special kind of porch is sometimes placed in the middle of the house to separate the sleeping quarters from the cooking areas in the hot Texas climate – the "dog trot".

It is in the interplay between the main space and the porch or the "lean-to" that the variety of expressions can be created. Porches can be added on to the main space (either full length or not), carved out of it, and added perpendicular to the main space. Porches can also be one or two-story. Porches added directly to the main space create a fold in the roof pitch commonly called "the cat slide". In two-story buildings the eave of the main space and the top of the porch can also be separated with small square windows placed in the knee wall between them.

Roof pitches are low to moderate over the porches and higher (8:12 and even 12:12) over the main space.

## HISTORY AND CONTEXT

There are two living traditions of architecture in Texas today. One is Mediterranean, imported first through the Missions from the south. The other active architectural tradition developed in the last 200 years represents a unique blend of German ingenuity and the climatic and geological ruggedness of the Texas Hill Country into geometrically simple, efficient, and functional architecture. There is a clear and uncomplicated structural integrity expressive of the space within that makes the structures built in this style architecturally honest to the point that some of them could be called an expression of the "aesthetics of necessity". Especially in its early examples this style of architecture is first and foremost functional. Form follows function and nothing is left over.

The greatest number of these simple buildings can be found in the German towns of central Texas such as Fredericksburg, New Braunfels, Boerne, and Gruene, Colonized by Germans in the first half of the nineteenth century, these towns today still exhibit a great degree of discipline and rigor in their architectural production strongly influenced by the tradition within and around them.

The works of some prominent Texas architects have been inspired by the traditional residential but also agricultural structures of the Hill Country, and this architectural style has gotten the attention on the national level as one of the more authentic directions in American architecture.

Over the years, the purity and simplicity of the early pioneer buildings has been somewhat lost, due to the popularity of other styles from which components are sometimes borrowed, new technological advances such as air conditioning, as well as the current practice of architecture and its dubious relationship with tradition. However, the simplicity and the power of the Hill Country style in the face of contemporary mass produced homes has not diminished its popularity not only in the Hill Country but across Texas and beyond. To the contrary.

## MASSING

Massing is simple and comprised of basic geometric forms. Two principal components of the house are the main space and the porch or "lean-to" rooms.

The main space is usually an elongated rectangle with the porch placed along the longer side of the main space.

The main space can also have an "L" configuration with the porch and entry placed inside the corner of the "L".

Homes are most commonly one or two story and often with the attic type space on the second level. Smaller homes and "Sunday houses" are usually one-and-a-half story.

## ROOF DETAILS

Moderately steep gable roofs (6:12 to 10:12) for principal roof.

Slope changes are common as the roof transitions from main space to secondary rooms or the porch ("cat slide").

Gabled dormer facing the street is most common, but shed dormers are a part of the language too.

Overhangs are generally about 12 inches and eaves usually have open rafters.

## DOORS & WINDOWS

Symmetrically placed doors and windows are typical, but well- balanced asymmetrical compositions are possible.

Windows are mostly individual with very occasional pairing.

Double hung windows with divided lights in both sashes (6 over 6, 4 over 4, and 2 over 2 are typical).

Small (sometimes square) awning or single-hung windows between the porch roof and the main roof are one of the characteristics of this style.

Trim is commonly wide, 4 to 6 inches on wood siding, brick moulding on masonry walls, with lintel often expressed.

## PORCH / ENTRY

Generous front porch across full façade typically with low sloping roof.

Porches can be added to the main space or carved out of it. One or two stories.

Main entry is most common through the front porch.

Columns and beams are simple wood construction, sometimes with notching.

Porch flooring is typically wood or stone.

Porches are open and elevated from the sidewalk. Porch rail is an exception rather than the rule.

## DETAILS

Chimneys are an important part of the house massing, usually placed at gable end.

Outdoor stair leading to the second story space is common, typically placed at the gable end and occasionally within the two-story porch.

Simple, almost austere detailing of homes is most prevalent. Occasional Victorian detailing and components can be found mixed with the basic style.

Painted shutters can be found (panel or louver) on single windows.

## MATERIALS

Stone, in a variety of cuts and patterns, is the most common building material.

Other acceptable materials include wood siding (vertical and horizontal), wood logs (hewn), plaster (stucco), and Fackwerk (timber-framed walls with areas between timbers filled with small rock and then plastered).

Combinations of materials are also common – stone and logs, stone and siding, stone and plaster.

Most common roofing material is standing seam metal roof; natural or painted.

MODERATE PITCHE ROOFS WITH GENEROUS OVERHANGS; 1-1/2 STORY MASS WITH GABLE OR SHED DORMERS

EXPRESSION OF STRUCTURAL COMPONENTS

OPEN EAVES WITH EXPOSED RAFTER TAILS

PAIRED OR TAPERED COLUMNS ON STONEY BASES OR LOW WALLS

GENEROUS FRONT PORCH, USUALLY ELEVATED FROM THE GROUND

## CRAFTSMAN - CHARACTERISTICS OF THE STYLE

The principal features of the style are low-to-moderate pitch usually multiple gable roofs with wide overhangs, unenclosed eaves with exposed rater tails, False beams, triangular knee braces and brackets are often applied at gable ends.

Generous porches with substantial columns and bases, usually elevated from the ground 3-4 feet. Columns are double or tapered and sit on strong bases or low walls. Bases are typically made of solid masonry construction. Sometimes railings are replaced by low walls.

Most front façade compositions are asymmetrical but symmetry is also an option and depends on the orientation of the principal roof. The base of the house is usually emphasized with a different and heavier material than the siding above. Stone, brick, or stucco are preferred.

Dormers are typical on 1 1/2 story designs, either gable or shed type. Usually they are not mixed. Wall materials include stone, brick, stucco, shingles, and horizontal siding. Ornamentation is restrained. Structural members are exposed where possible.

## HISTORY AND CONTEXT

Stylistic eclecticism reached particular intensity in American architecture during the initial decades of the twentieth century. In other words, styles were influenced by each other and selective borrowing of components between the styles was not so unusual. By the end of the first decade of the new century, however, a uniquely different style called Craftsman bungalow was developing in California, the center of economic prosperity at the time.

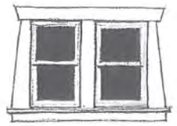
The bungalow type small-to-medium-sized suburban house had emerged by about 1903, dramatically departing from customary American architectural practice in not borrowing from recognized antecedents. The bungalow takes its name from a remote predecessor, a vernacular cottage prototype found in Bengal, with which it shred vague formal similarities. It had been recognized as an especially suitable solution to the needs of the current housing boom, which required an unlimited individual variety in a basic prototype for reasonably priced domestic architecture appropriate to the climate.

With the design insight and talent of the Greene brothers in Pasadena, and Bernard Maybeck in Berkeley, the Craftsman bungalow grew into a significant statement of Arts and Crafts values skillfully adapted to the California life-style.

Typically of one-story, the standard form featured both a covered porch and a patio, and good size rooms configured in an open floor plan, which eliminated poorly lit entry halls. The plan was both functional and comparatively inexpensive in its wood, local stone, and often shingle construction.

As a result of bungalow's popularity in California, an abundance of pattern books was published. As the style spread, builders and developers throughout the country constructed whole neighborhoods with streets lined with this single-family house. Further, "kit" houses were manufactured and sold complete with precut timber, plans, fixtures and fittings.

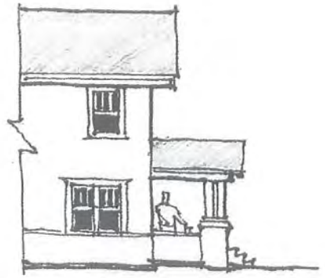
As a result of these various factors, a large portion of American towns came to include bungalow suburbs before the end of the 1920s. The Craftsman bungalow was a dominant form of smaller-scale vernacular housing in America from about 1903 through the mid 1920s when it began to diminish in popularity.



*Typical double-hung paired windows with tapered side trim and angled head trim*

*Picture window with flanking double-hungs with divided lites in upper sash*

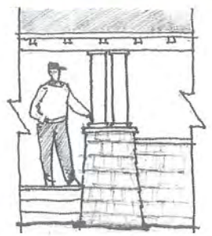
*A shed-roof porch continues the line of the primary roof with a change in the slope*



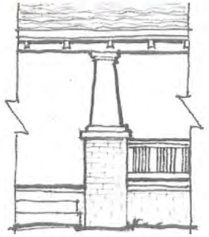
*A gable-roof over an appended front porch*

*A small accent window*

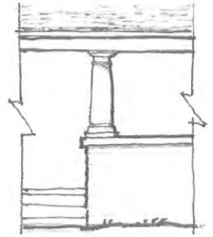
*Arts and Crafts-style front doors*



*Short paired boxed columns on top of shingled, tapered pedestal*



*Wide tapered box column on brick base with wood railing*



*A round Tuscan column on top of a wood-sided low wall*

## MASSING

- Side gable, center gable facing the street, or cross gable with dormers
- 1-1/2 story massing compositions are encouraged
- Symmetrical or asymmetrical facade composition
- Emphasis on horizontal rather than vertical lines

## ROOF DETAILS

- Medium-pitch gables (6:12 to 10:12) for principal roofs
- Principal roof ridge when parallel to street may continue down to cover porch, sometimes with a change in slope
- Gable or shed dormers only, but not mixed together
- Wide overhangs (24 to 30 inch) with unenclosed eaves
- Exposed rafter tails and soffits, with decorative cut ends encouraged

## DOORS & WINDOWS

- Windows mulled together in pairs or threes
- Double-hung windows with divided lites in upper sash only
- Limited use of small accent windows and angled bays
- Wide trim (5 to 6 inch) with head trim extended past jamb trim or head trim with cap moulding
- Tapered side trim with head trim flared at ends

## PORCH / ENTRY

- Full or generous porches, rarely less than one half the facade
- Tapered or double columns at least 10 inches wide may sit on wider tapered bases or low walls
- Porch bases are typically of solid masonry construction. Lattice treatments generally not appropriate.
- Porch masonry bases may continue as columns or as low walls instead of railings

## DETAILS

- The base of the house (up to 1st floor level) should be emphasized with a different and heavier material than the siding above, utilizing stone, brick, or stucco
- False beams, triangular knee braces, and brackets applied at gable ends
- Half timber trusses or stick work in gable ends, porches, and dormers

## MATERIALS

- Wall materials include stucco, horizontal painted wood, simulatd wood siding, or shingles
- Heavier materials such as stone and brick are encouraged at the base
- Gable ends may be treated with stucco and half-timbered elements
- Use of masonry confined to foundations, porch bases/columns, and chimneys

CURVED ROOF

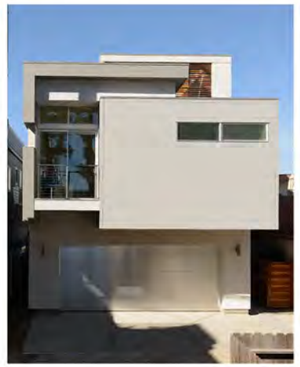
MODERN USE OF WOOD
LACK OF ORNAMENT

CLEAN LINES
HORIZONTAL EMPHASIS

OPEN TO THE STREET

VISIBLE INTERIOR
SPACE

DYNAMIC RELATIONSHIP
BETWEEN PARTS



## HISTORY AND CONTEXT

Modern and contemporary are the two words used interchangeably to describe the architecture being built now as well what was called the International Style that originated in Europe in the late 19th and the first half of the 20th Century. However, even though there are some similarities and overlapping characteristics, there is a fundamental difference between the two. Contemporary architectural style is, literally, what is being created and built right now, contemporary way of building is not tied to one specific style – it is of the moment and borrows bits and pieces from a variety of styles and eras.

International style modern architecture, on the other hand, is described as an era-specific design style that breaks away from the pre-Industrial Revolution styles. Simply put, modern design is connected to the machine age and is typically referred to the period between 1920s and the late 20th Century.

The overlapping characteristics of both are:

1. Lack of ornament. Decorative moldings and elaborate trim are eliminated or greatly simplified, giving way to a clean aesthetic where materials meet in simple, well-executed joints.

2. Emphasis on rectangular forms and horizontal and vertical lines. Materials are often used in well-defined planes with vertical forms juxtaposed against horizontal elements for dramatic effect.

## COMMON CHARACTERISTICS

3. Low, horizontal massing, flat roofs, emphasis on horizontal planes and broad roof overhangs. Modern homes tend to be on generous sites and tend to have meandering single-story plans. Many examples tend to blend with the ground and appear to be of the site, not in contrast to it.

4. Use of traditional materials in new ways. Materials such as woo, brick and stone are used in simplified ways reflecting a modern aesthetic. Traditional clap board siding is replaced with simple vertical board cladding used in large, smooth planes. Brick and stone are simple, unornamented and used in rectilinear masses and planes.

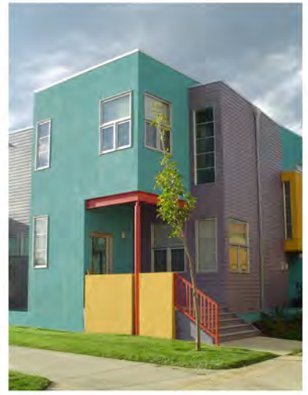
5. Use of modern materials and systems. Steel columns are used in exposed applications, concrete block is used as a finished material, concrete floors are stained and exposed, long-span steel trusses permit open column-free spaces, and radiant heating systems enhance human comfort.

6. Emphasis on honesty of materials. Wood is often stained rather than painted to express its natural character in both interior and exterior uses.

7. Emphasis on open, flowing interior spaces. Living spaces are no longer defined by walls, doors and hallways. Living, dining and kitchen spaces tend to flow together as part of one continuous interior space, reflecting a more casual and relaxed way of life.

8. Relationship between inside and outside. Use of large expanses of glass in effect brings the building's site into the building, taking advantage of the dramatic views and natural landscaping.

9. Generous use of glass and natural light. Windows are no longer portholes to the outside, but large expenses of floor to ceiling glass providing dramatic views and introducing natural light deep into the interior of homes.



## WORKING WITH TRADITION

How we use tradition in our designs without degrading it, and how we make a meaningful contribution to it, are tantalizing conundrums for many of us. Products and materials used in the 19th century are not readily available today, and the craft of home building that created historic Texas neighborhoods and towns is all but lost in today's construction industry.

The approach that seems to be instructional in designing new houses and other buildings can be called "imitation and innovation." By imitating, we try to penetrate into the underlying reasons and principals behind the design, and by innovation, we try to contextualize today's technology to reflect and serve tradition and at the same time take advantage of modern materials and means of production and construction. The point is not to copy, but to emulate. Our attempts should be not to reproduce details to a "tee," but rather to recreate the scale and formal richness of traditional homes and neighborhoods.

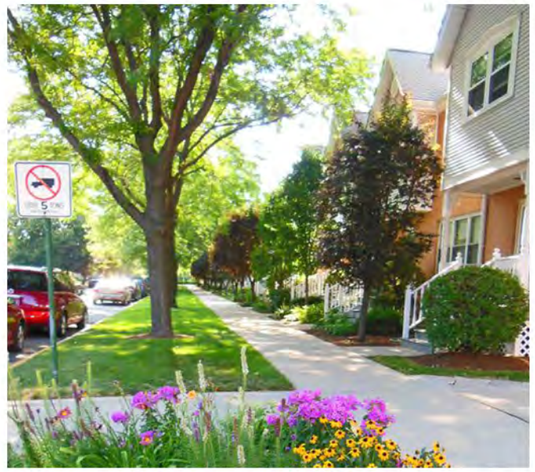
## IMITATION AND INNOVATION

Traditionally inspired architecture, also called Neotraditional, does not copy historic architecture. We could say it engages the past in both dialog and competition. Imitation is both an engagement with tradition and an opportunity to expand, redefine or illuminate a part of it. Imitation is working from precedent; it enables architect to absorb the experience of the past and use it to complete the task at hand. Traditional solutions, however, are not always appropriate and an informed rejection of traditional design principles, after due consideration, is always an option. What is critical, though, is the understanding that the precedent represent a norm of some sort and that without the norm there could be no innovation.

The power of the past to inspire and instruct is significant and should not be easily discarded. In the time of sweeping changes in the design and construction of the built environment, drastic technological innovations in the production of architectural design and death of hand drawing as we know it, acceptance and use of traditional design principals can have a deeply humanizing effects on our work today.

**F. General Landscape Standards**

1. Horizontal Layering, Vertical Layering
2. Street Trees, Front Lawn, Alley Landscape
3. Fence Design, Fence Types, Height, Materials



## GENERAL LANDSCAPE STANDARDS

*These landscape standards outline the essential landscape components that complement and enhance neighborhood character. Their purpose is to ensure the quality development of a pedestrian friendly environment and help create dynamic places that support a sense of place and livability within the neighborhoods. As it matures, well-executed landscape creates intimate outdoor rooms, defines and reinforces entrances to homes, and enhances the architecture. These minimum standards help define and express the private realm, as well as ensure that public space reflects the neighborhood identity and offers physical and psychological comfort.*

### GENERAL

- Residential landscape design usually includes three social realms used to organize space – public, semi-public, and semi-private. The landscape in these social realms enhances the streetscape and creates comfortable urban environments for pedestrians
- Landscape should be designed in a series of sections to provide clear distinctions between spaces of different privacy levels

### HORIZONTAL LAYERING

- Horizontal layering. The first horizontal layer starts at the curb and includes the sidewalk and the tree lawn. It provides continuity along the street
- Second horizontal layer (transitional) starts at the back of the sidewalk and extends to the base of the porch. Here, the front yard lawns, plant beds, and fences establish privacy boundaries
- The semi private realm is defined by the front edge of the porch and the face of the building. Elevated above the sidewalk and set back, this space allows for hanging planters, window boxes, and private furnishings

### VERTICAL LAYERING

- Vertical layers are overhead elements, eye-level elements, and ground-level elements.
- Trees provide spatial structure and shade to the street. Their canopies also offer a sense of enclosure and create framework for smaller gardens.
- The second layer adds color and human scale with hedges, walls, fences and perennial borders. It links the house to the ground.
- The third layer, groundcover and paving, generally respect the edges of home and the porch, and should support architecture and frame private entrances.

### SUSTAINABLE DESIGN PRINCIPLES

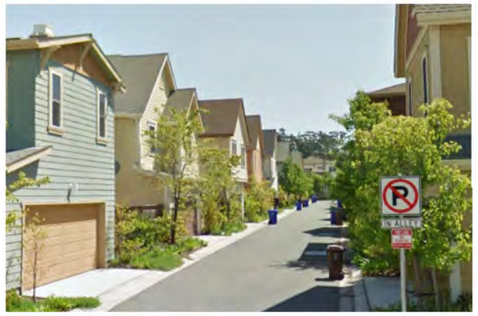
*Increase the use of vegetation and shade to minimize impervious surfaces. Using native and drought-tolerant plant species to conserve water, minimize maintenance, and support wildlife. Using materials and construction methods specific to the region and referencing history, culture, and climate. Maximizing the use of renewable and indigenous resources in site development and management. Minimizing the demand for and recycling resources such as water, energy, and materials. Using state and local Best Management Practices (B.M.P.) to reduce storm water run-off.*

**Structural BMP:**

- Porous landscape detention
- Porous pavement detention
- Grass swales
- Grass buffers

**Non-structural BMP:**

- Recyling organic materials
- Disposal of household waste and toxics
- Control of erosion during construction
- Preventive maintenance



## STREET TREES

Street tree plantings are required along all public streets. Trees should be aligned in strait rows, parallel to the curb, and centered on the tree lawn.

Approximate distance between street trees should be 30 ft or less.

All trees must be at least 10 ft from adjacent utility lines and street light posts.

Use the following minimum tree sizes:
Boulevard – min 3" caliper
Residential streets – min 2.5" caliper
Courts – 2.5" caliper.

## FRONT LAWN

Use native grasses as much as possible for front and tree lawn planting.

Adjust tree spacing to accommodate side-driveways for front loaded lots, while maintaining a regular tree pattern.

For both front lawn and tree lawn widths consult Street Sections and Street Matrix.

## ALLEY LANDSCAPE

Plant in the 4-foot utility easement with one shrub every two feet of alley frontage per lot. Plant groundcovers in areas not covered with shrubs.

Plant shrubs 2 feet from the property line.

Drip-irrigate the shrubs and sub-surface drip for groundcover.

Use of native and drought-tolerant plants in the alley is greatly encouraged.

Landscaping shall be provided to adequately screen utility pedestals and transformers.

## UTILITIES

Transformers and pedestals should be accommodated within the 4-foot easement. Encroachments into private yards, if needed, are allowed.

Building and fences must be placed with adequate distance from utility structures.

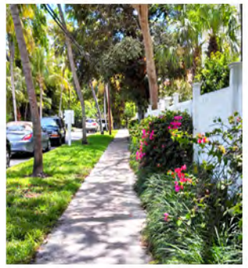
Plant shrubs near the base of utility structures to enhance or camouflage their appearance.

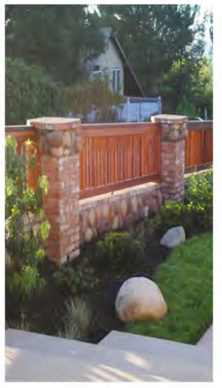
## CHARACTER

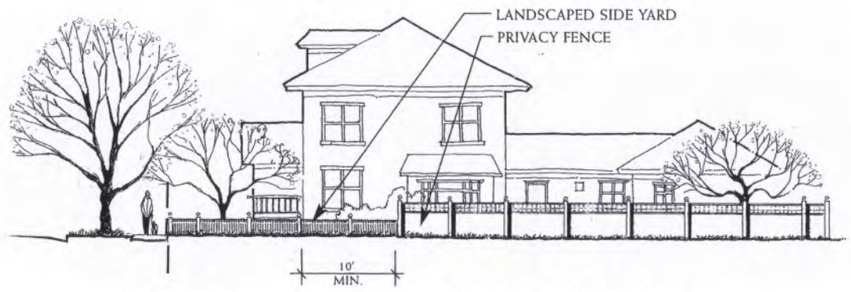
Use of native plants is greatly encouraged. Wherever possible, plant fruit-bearing trees and small orchards.

Use low hedges (max 36" high) and to delineate property boundaries. When used, they should be continuous along the front and side property line along the street.

Use walls to create privacy and extend architectural elements into the landscape.








*Setting the privacy fence a minimum distance from the front buildng wall allows for a better landscape area between homes.*

## FENCE DESIGN

Fences and walls further define private areas around a residential structure. Coordinate the design and materials of these elements with the design and materials of the house in terms of color, materials, scale, and quality and detail.

The design and installation of front yard, side yard, and rear yard fencing, as well as low walls and hedges, should not interfere with street visibility and distance requirements.

Fence design needs to be approved by the DRC or the Town Architect.

## FENCE TYPES

There are three parts of the perimeter fence – front yard fence, transition fence, and privacy fence.

Front yard fence is located at the front of the lot and on the sides back 10 feet from the building facade.

On corner lots the fence should run 20 feet from the front of the building façade and perpendicular to it.

Rear fence can be on the property line, or within 4 feet of it.

## FENCE HEIGHT

Front yard fence should be no more than 36 inches high.

Transition fence is 12" to 18" higher than the front yard fence.

Privacy fence is usually 72" high.

A variety of fence design is encouraged and extended runs of similar fence design is discouraged.

## MATERIALS

Picket fence shall be made of painted wood. A 20% transparency rate is required for front yard picket fences.

Transition fence is typically stone or masonry or material appropriate to the principal building materials.

## TRASH ENCLOSURE

Screen all trash receptacles from the alley. Place containers behind the privacy fence, within an enclosed trash storage area, or in the garage.

Make the trash enclosure of similar material and color as the privacy fence or primary structure.

Screening must be 12" higher than the object being screened, up to a maximum of 72".

# Bastrop Building Block Technical Manual (B3TM)

Draft 1.1 B3TM 9-5-19

BASTROPTX
Heart of the Lost Pines
Est. 1832

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# Chapter 1: Introduction

This chapter presents an overview of the City of Bastrop's development process to assist design professionals and project applicants in preparing plans and reports needed for project development. It identifies requirements for preparing improvement plans and documents to submit for City review and approval.

1-1 DESIGN STANDARDS & POLICIES

1-2 DEVELOPMENT PROCEDURES

1-3 CONSTRUCTION DOCUMENT REQUIREMENTS

New neighborhood with a range of place types, P3-P5 and CS with EC surroundings.

Rendering by Dede Christopher

Section 1-1

# DESIGN STANDARDS & POLICIES

## 1.1.1 Purpose of the B3TM

Bastrop has maintained its authentic heritage through the city's 187 year existence. The Bastrop Building Block Tech Manual, referred to as B3TM, aligns and supports standards, requirements, and processes within the B3 Code and all associated chapters within the City of Bastrop Code of Ordinances, relating to or involving development, health, and safety of the City.

The B3TM ensures construction of both the public and private realms built environments achieve the longevity and vitality representative of Downtown Bastrop.

The B3TM is intended to be geographically sensitive, fiscally sustainable and authentic to ensure development complies with the long term goals of the community

## 1.1.2 Adoption & Modifications to B3TM

(a) Adoption

This manual has been adopted by a resolution by the City Council, in its current form on XXXX. The City Council's Resolution with a copy of the B3TM are maintained on file with the City Secretary.

(b) Modifications

The Development Review Committee, referred to as the DRC, must review these standards annually. If modifications are necessary, the DRC shall consolidate a list of recommendations to be prepared for City Council. City Council may adopt modifications to B3TM by Ordinance.

Section 1-2

# DEVELOPMENT PROCEDURES

This section provides details of the city's development process, which includes a pre-application meeting, development application, construction document review and permits, temporary construction fencing, inspections and/or issuance of a certificate of occupancy (C of O). This section also includes information about the city's public hearing process and public notification requirements.

## 1.2.1 Development Review Committee (DRC)

The City of Bastrop Development Review Committee (DRC) is made-up of City staff who oversee the development process. The DRC can approve applications which meet the intent, standards and requirements, if no public consultation is required by state law or by the Code. The DRC is committed to working with each applicant throughout the process to meet the intent of the project, Code, and goals of the community.

Development in Bastrop will be facilitated by the DRC, a collaborative team of staff members dedicated to project success. The DRC will conduct a series of technical reviews and analysis of each project in a holistic manner. The intent is to provide quick turnaround reviews, reduce comment conflicts, and to provide consistent feedback to each applicant and project.

## 1.2.2 Uniform Submittal Dates

(a) Annual Adoption of Schedule of Uniform Submittal Dates for Site Plans, Place Type Changes, and Conditional Use Permits

(b) City Council will annually adopt a Schedule of Uniform Submittal Dates in order to comply with Texas Local Government Code Chapter 212 for Zoning Change & CUP applications and Site Plan applications. The Schedule of Uniform Submittal Dates will include dates when applications will be accepted, when review for completeness checks will occur, when the Planning & Zoning Commission will

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meet, and/or when administrative decisions by the Director of Planning & Development will occur.

### 1.2.3 Development Process

(a) The development application submittal and review process consists of submitting a development application to the City and obtaining review of the development proposal by the DRC.

The submittal and review process includes:

(1) A pre-submittal meeting and site visit;

(2) Application submittal and review, which may include public participation;

Application approval:

i. Administrative decision; or

ii. A recommendation and subsequent decision from one or more of the following public hearing bodies:

- Board of Adjustment,
- City Council, and/or
- Planning and Zoning Commission.

iii. Refer to Table A for the specific review processes.

(3) Application for construction document review and permits;

(4) Inspections; and,

(5) Certificate of Occupancy.

(b) Detailed Development Process:

**Step 1: Pre-submittal meeting and site visit**

(1) Development activities begin with a pre-submittal meeting request to the City. Go to the City of Bastrop website at https://www.cityofbastrop.org/page/plan.home. for pre-submittal application details and scheduling.

(2) The primary purpose of the pre-submittal meeting is for staff to help identify the scope of the development proposal, so that the City can

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determine the appropriate submittal requirements and process(es), including whether the project will require administrative or public approval.

(3) The site visit will:

i. Identify the geographic center of the development;

ii. Key features to be preserved on the lot(s);

iii. The appropriate Development Patterns

iv. Environmental/infrastructure constraints; and,

v. Placement of the mandatory street network.

**Step 2: Development application submittal and review**

(1) After submission of a complete development application, Planning and Development Department will distribute the application to members of the DRC and begin the review process. Review times vary upon whether approval is achieved administratively or through the public hearing process.

ii. See Table 1.2.A to determine if public notification is necessary before submitting a complete development application.

iii. Once a complete development application is accepted, the Planning and Development Department manages the application and follows the specific review processes per application type identified in Table 1.2.B.

iv. See timeline of review in Table 1.2.C.

(2) After review of a development application that requires only an administrative decision, staff will notify the applicant with the following:

i. List of issues to be resolved before a decision will be made on the application; or

ii. A written decision on the application.

(3) The development of a detached residential building in place type Neighborhood "P3" or

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Neighborhood Mix "P4" on a platted lot or a lot of record, which complies with current place type district development standards, may proceed with construction document review and permits.

(4) All other development proposals must submit a development application through the Planning and Development Department and complete the required review with DRC approval before obtaining approval of construction document review and permits.

**Step 3: Application for construction document review and permits**

Step three consists of preparing and submitting construction documents for review and obtaining permits for construction activities.

(1) Refer to Section 1-3 below for the detailed requirements for applications and submittals.

(2) Construction Documents may be submitted with the second review of the Development Application to the Planning and Development Department.

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**Step 4: Inspections**

(1) All permitted construction activities must be inspected by the City.

(2) Inspections forms and checklist will be provided by the Planning and Development Department.

(3) Refer to Section 1.2.9 for Inspection information below.

**Step 5: Certificate of Occupancy and Certification of Shell Building**

The Certificate of Occupancy (C of O) or Certification of Shell Building is issued in accordance with the City's adopted building and fire codes once the City has determined that all requirements have been satisfied.

See International Fire Code and local amendments for requirements..

## 1.2.4 Application Types

1. **Pre-Application**

The specific pre-application submittal requirements vary by application type. Refer to the Pre-Application checklist in the Office at the Planning and Development Department or the website here, or at https://www.cityofbastrop.org/page/plan.forms_planning.

**(a) All pre-applications require the following:**

(1) Completed pre-application checklist; and,

(2) Application narrative.

**(b) Optional items:**

(1) Site map and photos

(2) Conceptual plans

(3) Aerial photo

(4) Existing utilities

(5) Drainage

**(c) Format**

(1) The pre-application meeting between city staff and the applicant to discuss a proposed development application typically lasts 30 to 60 minutes.

(2) Staff will contact the applicant to schedule the pre-application meeting within one week of receipt of the pre-application request.

(3) In general, the pre-application meeting is scheduled within two to three weeks of the receipt of the pre-application request. Information exchanged at the pre-application meeting allows city staff and the applicant to come to a more complete understanding of the size, scope and feasibility of the proposal.

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(d) Outcomes

Based on the discussion at the meeting and site visit, the proposal will be processed in one of three ways. The Planning and Development Department:

1. Determines if the application may be processed administratively or require a public hearing to obtain a decision on the application once submitted.

2. Provides the applicant with the appropriate development application checklist(s) and any related information; or,

3. Requires additional information to be submitted, and a subsequent pre-application meeting to be conducted for further review.

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**2. Place Type Change ("Zoning") Application**

(a) A Place Type is commonly known as a "Zoning Change". The Place Type change submittal shall include the following documents in order to be considered a complete submittal. All submittals shall be delivered to the Planning and Development Department in accordance with the approved submittal schedule. Incomplete submittals will not be accepted by the Planning and Development Department.

**(b) The Place Type Change Submittal Requirements for site less than 3.4 acres:**

(1) Boundary of the proposed area.

(2) A scaled drawing showing types and location of proposed building types.

(3) Thoroughfares and preliminary lot arrangements.

(4) A sketch drawing that depicts:

i. Size;

ii. Building type;

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iii. Building(s) location;

iv. Access;

v. Place type allocations

vi. Building height;

vii. Fire lanes;

viii. Screening;

ix. Parking areas;

x. Landscaped areas; and,

xi. Project scheduling/phasing.

**(c) The Place Type Change Submittal Requirements for site greater than 3.4 acres:**

**Site over 3.4 acres requires a the creation of a Neighborhood Concept Scheme:**

(1) Boundary of the proposed area.

(2) A scaled drawing showing types and location of proposed building types.

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(3) Thoroughfares and preliminary lot arrangements.

(4) A sketch drawing that depicts:

i. Size;

ii. Building type;

iii. Building(s) location;

iv. Access;

v. Place type allocations

vi. Building height;

vii. Fire lanes;

viii. Screening;

ix. Parking areas;

x. Landscaped areas; and,

xi. Project scheduling/phasing.

(5) Physical features of the site, including:

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i. A scaled drawing showing major existing vegetation, natural water courses, creeks or bodies of water; and,

ii. An analysis of planned changes in such natural features as a result of the development.

iii. This shall include a delineation of any flood prone areas.

(6) Any existing thoroughfares and easements.

(7) Location of proposed public open spaces and/or civic spaces.

(8) The points of ingress and egress from existing and proposed streets.

(9) A landscape plan, including:

- Turf areas;
- Screening walls;
- Ornamental planting;
- Wooded areas to be preserved;

- Trees to be planted; and/or,
- Types of vegetation.

i. Give a general landscape design scheme for the development.

(10) A conceptual infrastructure plan showing the location of any existing or proposed utilities needed to adequately serve the development.

(11) Architectural drawings (elevations, etc.) showing elevations and architectural style to be used throughout the development.

(12) A parks and trails plan showing any proposed parks, trails, hardscape, playscape, water feature or any other proposed improvements to any civic or open space.

(13) A Conceptual Drainage Plan as required by the City of Bastrop Stormwater Drainage Design Manual.

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**3. Site Development Plan Application**

(a) A Site Development Plan submittal shall include the following documents in order to be considered a complete submittal. All submittals shall be delivered to the Planning and Development Department in accordance with the approved submittal schedule. Incomplete submittals will not be accepted by the Planning and Development Department.

(b) Site Development Plan Submittal Requirements:

(1) Completed and signed Application.

(2) Agent Authorization Form if Applicant is not the Property Owner.

(3) Location map highlighting the subject property in context of the surrounding area.

(4) Copy of deed showing current ownership.

(5) Copy of current statement of account showing taxes have been paid.

(6) Six (6) paper copies of the Site Development Plan with all Required Details listed in the section below.

i. Plans shall be on 24" x 36" sheets collated and folded into 8 ½" x 11."

(7) Copy of the Approved Final Drainage Plan – attached to the plan sheets.

(8) Copy of the Approved Final Utility Plan – attached to the plan sheets.

(9) Paper copy of a Bastrop Fire Dept. (BFD) witnessed fire hydrant flow test report that is less than 1 year old (IFC 507.1 and 507.4).

(10) Digital Submittal – Labeled CD/DVD or flash drive.

i. PDF 1 – Combined Application and Checklist Items

ii. PDF2 – Combined plan sheets for required details

(11) Site Development Plan filing fee.

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(12) Three (3) copies of a letter outlining Development Requirements and how those requirements are addressed on the site development plan when required

(13) If any required fire code requirements cross into a property other than the owners, a joint-use access agreement or unified development agreement shall be provided and recorded

(14) For projects involving an Alternative Method of Compliance (AMoC); documentation showing that an alternate method has been approved per IFC 104.8 and 104.9.

## 1.2.5 Public Hearing & Notice

Prior to making its report to the City Council, the Planning and Zoning Commission shall hold at least one public hearing on each application as applicable by state law (Texas Local Government Code Chapter 211 as so may be amended). Written notice of all public hearings on proposed changes in district boundaries shall be sent to all owners of property, or to the person rendering the same for City taxes, located within the area of application and within two hundred feet (200') of any property affected thereby, within not less than ten (10) days before such hearing is held. Such notice may be served by using the last known address as listed on the latest approved tax roll and depositing the notice, postage paid, in the United States mail. Notice of hearings on proposed changes in the text of the Zoning Ordinance shall be accomplished by one publication not less than fifteen (15) days prior thereto in the official newspaper of the City. Changes in the ordinance text which do not change zoning district boundaries do not require written

## 1.2.6 Notice Requirements

A. For public notice and hearing requirements see Table 1.2.B.

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1.2.A: Development Application Approval Process

| Approval Process | Review and Approval Authority | | | Notice | | | |
|---|---|---|---|---|---|---|---|
| Source | BOA | P&Z | CC | Application Notice | Published Notice | Personal Notice | Posted Notice |
| **Legislative** | | | | | | | |
| Comprehensive Plan Map Amendment | | R/PH/ PM | D/PH/ PH/PM | Y | Y | Y | Y |
| B3 Text Amendment | | R/PH | D/PH/ PM | Y | Y | N | N |
| Zoning Concept Scheme | | R/PH | D/PH/ PM* | Y | Y | Y | Y |
| Place Type Zoning Map Amendments | | R/PH | D/PH/ PM* | Y | Y | Y | Y |
| Employment Center Concept Scheme | | | D/PH | | Y | N | N |
| Land Division Concept Plan | | D/PM | | | N | N | N |
| Preliminary Plat | | D/PM | | | N | N | N |
| Final Plat | | D/PM | | | N | N | N |
| Residential Replat | | D/PH | | | Y | Y | Y |

| Approval Process | Review and Approval Authority | | | Notice | | | |
|---|---|---|---|---|---|---|---|
| Source | BOA | P&Z | CC | Application Notice | Published Notice | Personal Notice | Posted Notice |
| Change in status of nonconforming uses or structures | | D/PH | | | N | Y | N |
| Variance | D/PH | | | | N | Y | N |
| **Administrative** | | | | | | | |
| Site Plan | | A | | | N | N | N |
| Minor or Amending Plat | | A | | | N | N | N |
| Public Improvement Construction Plans | | A | | | N | N | N |
| Drainage Plan | | A | | | N | N | N |
| Building Permits | | A | | | N | N | N |
| Floodplain Permit | | A | | | N | N | N |
| Neighborhood Concept Scheme | | A | | | N | N | N |
| Warrant | | A | | | N | N | N |
| Administrative Adjustment | | A | | | N | N | N |

**Legend**

| Action | | Meeting Type | | Committees | | | |
|---|---|---|---|---|---|---|---|
| R | Review/ Recommend | PM | Public Meeting | BOA | Board of Adjustments | Y | Required |
| D | Decision | PM* | May Require Initial Authorization | P&Z | Planning & Zoning Commission | N | Not Required |
| A | Appeal | PH | Public Hearing | CC | City Council | | |

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1.2.B: Notification Requirements

| | Published Notice | Personal Notice | Posted Notice |
|---|---|---|---|
| **Notification Location** | Newspaper | United States Mail | Subject Property |
| **Time Before Set Hearing** | 15 days | A. General: 10 days<br>B. Comprehensive Plan or Place Type Change: 10 days | A. General: 10 days<br>B. Comprehensive Plan or Place Type Change: 10 days |
| **Include in Notice** | A. Date, time, and location of hearing;<br>B. Purpose of the hearing; and<br>C. Identification of the subject property if the decision concerns an individual tract or parcel of land. | A. Name of the applicant;<br>B. Date time, and location of the hearing;<br>C. Purpose of the hearing;<br>D. Identification of the subject property; and,<br>E. The name of the appellant if an appeal. | A. Purpose of the request; and<br>B. All public hearing dates. |
| **Notification Instructions** | Planning & Development Deoartment will be responsible for posting the notice in the a newspaper of general circulation. | A. Each owner of real property located within two hundred (200) feet of the exterior boundary of the property in question and any other persons deemed by the Lead Officer or decision-maker to be be affected by this application;<br>B. The applicant and/or property owner; and<br>C. The appellant if an appeal. | A. Minimum 2'x2' sign placed on the street frontage in visible unobstructed location.<br>B. Utilize a minimum 6" lettering.<br>C. Shall stay in place until final action is taken or request is withdrawn |

1.2.C: Review Timeline

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## 1.2.7 Appeals

Please refer to Section 2.4.003 (i) within the B3 Code pertaining to a property owner's right to appeal a dedication or exaction.

## 1.2.8 Permitting

To ensure compliance with the intent and standards of the B3 Code and to safeguard the health, safety, and welfare of the public, the City requires the approval of construction documents for most development and construction activity within the City. In addition to the approval of the construction documents, the City requires the issuance of a Building, Permission to Work in the Right-of-way, or when applicable a Permission to Place Private Improvements in the Right-of-way permits for most all development and construction activities.

(a) An Infill development application, less than 3.4 acres, which complies with the intent and standards of the B3 Code with existing utilities requires the least amount of permits.

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(b) Maintenance and minor modifications to existing structures may not require the approval of construction documents or the issuance of permits, as determined by the Building Official and Fire Chief or their designee.

## 1.2.9 Inspections

Inspections are made for building, electrical, mechanical, plumbing, and Place Type compliance for residential, commercial and industrial development, and for the remodeling of existing buildings. Water, sewer, paving, concrete and grading activities also require city inspection. As part of the development process all permitted construction activities must be inspected by the city's Inspection Services staff. The review of plans and issuance of permits do not authorize code or ordinance violations that may be discovered by city inspectors at the job site.

## 1.2.10 Certificate of Occupancy (CO)

(a) Before any development can be occupied or used, an applicant must apply for a CO.

(b) Additionally, all DRC stipulations must be complied with before the city will issue a Certification-of-Shell Building or a final CO.

(c) Typically, within three staff working days of submitting an application, the CO or Certification of Shell Building will be issued, provided the project passes a Final Inspection.

(d) The issuance of a CO shall not be construed as an approval of a violation of the provisions of any city code or ordinance.

(e) The city's building code requires certain information to be included on the CO:

(1) Project address; and,

(2) Name of the owner of the property at the time the certificate was issued.

(f) The CO stays with the property for in perpetuity, even with changes in ownership. If the property ownership changes during construction, documentation of that fact can be submitted, and a change made to the permit. Refer to the city's Building Code, and amendments for additional information.

## 1.2.11 Temporary Certificate of Occupancy

Under certain conditions, the issuance of a TCO allows temporary occupancy, with the approval of the City Manager, until the building is completed and a Final CO is issued. Should the TCO expire prior to the issuance of the Final CO, the expiration will require the City to take appropriate steps as outlined in the City's Building Code and the associated amendments.

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Section 1-3

# CONSTRUCTION DOCUMENT REQUIREMENTS

This section identifies requirements for preparing construction documents for civil plans that are submitted to City for approval. It includes cover sheet and plan sheet information, specifics for digital submittals, various approval blocks and special requirements.

## 1.3.1 Submittal Requirements

Prepare all civil plans for submittal to city approval to construct grading and drainage, landscape, water, wastewater, and streets according to the following standards.

### (a) Sheet Size

Prepare plans on 24-inch x 36-inch sheets, unless otherwise approved by Building Official, prior to the first submittal of construction documents.

### (b) Scale

Requirements for scale depend on the type of submittal. See the City of Bastrop Drainage Manual for grading and drainage plan requirements. Plan and profile sheets shall use a horizontal scale of 1 inch = 40 feet and a vertical scale of 1 inch = 4 feet, unless otherwise approved by the Building Official prior to the first submittal of construction documents.

### (c) Lettering

All lettering, numbering and line work must be uniform and legible. Use a minimum 10-point font for all lettering.

### (d) Plan Review Submittals

(1) The number and types of plans sets to be submitted for review are identified in the construction document requirement checklist provided after the approval of a Development Review application.

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(2) Present plan layout, graphics and call-outs in a clear and an uncluttered manner acceptable to engineering and planning staffs.

(3) Provide cross-referencing between all plan sheets that have details, detail call- outs, notes, cross-sections, etc.

(4) Orient north at the top or right side of each sheet. Provide a north arrow and bar scale.

**(e) Seal/Signature**

Include appropriate professional State of Texas seal, signature and date on each sheet. Copies of this information are acceptable on the improvement plans submitted during the review cycles to the Planning Department. When original plans are submitted for approval at the end of plan review, the originals shall bear the registrant's seal with a wet signature and date. Except for capital improvement plans, a registered landscape architect is not required to prepare and seal landscape and irrigation plans.

**(f) Plan Approval Submittal**

Upon approval of the civil plans, an additional plans set may be required for staff signature.

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### 1.3.2 Cover Sheet

(a) The following information must be included on the cover sheet:

(1) Title - Include the project name and the plan set content

(2) City Name - Below the title, include the city name "City of Bastrop, TX"

(3) Vicinity Map - Locate the project relative to a minimum of 2 intersecting arterial streets

(4) Legal Description - Provide project property legal description. When a legal description is not feasible, list the township, range, section and location

(5) Benchmark

(6) Civil Plan Signature Blocks

### 1.3.3 Record Drawings

The applicant will provide the city with the original (4-mil) Mylar drawings or photographic (4-mil) Mylars required for the "record drawings" of construction within all public rights-of-way or easements dedicated to the city.

The Engineer representing the applicant shall present to the City Engineer, reproducible complete record drawing plans for all paving, drainage structures, and water and sewer lines within thirty (30) days after completion of all contracts and as a condition of final acceptance of the subdivision.

### 1.3.4 Survey Requirements

Monuments consisting of one-half (½) inch iron pipe or one-half (½) inch reinforced steel or larger, twenty-four (24) inches in length, shall be placed at all corners of the block lines, and at the point of intersection of curves and tangents of the subdivision.

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# Chapter 2: Site Planning & Private Realm

This chapter describes design standards and procedures to guide site plans and the creation of the private realm. The private realm is space on private property. Spaces where the private realm interacts with the public realm will high level of requirements than space which is unseen by the public. These standards focus on private property or where the private and public properties join.

2-1 GENERAL STANDARDS & REQUIREMENTS

2-2 GEOGRAPHICALLY SENSITIVE LANDS

2-3 NEIGHBORHOOD ZONING CONCEPT

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Rendering by James Wassel

Section 2-1

# GENERAL STANDARDS & REQUIREMENTS

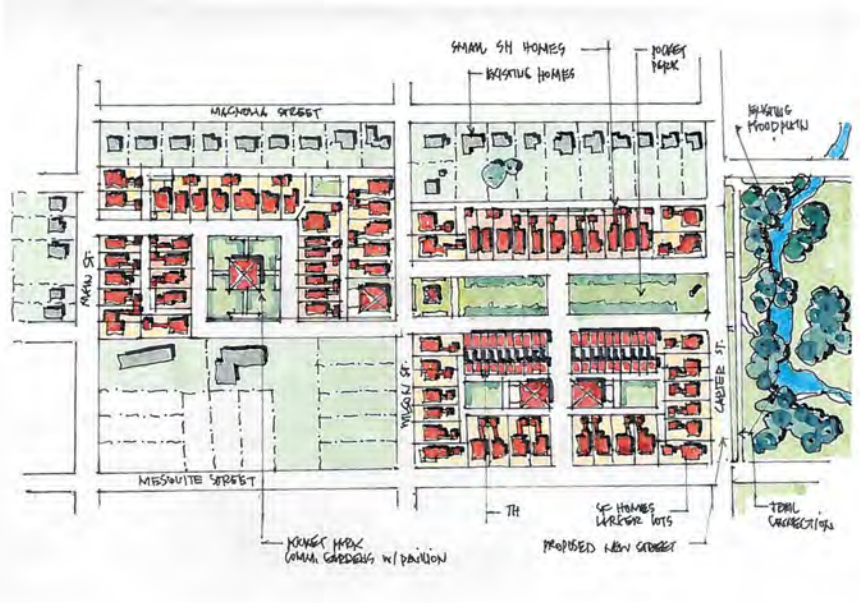
This section provides general guidance and standards for most projects and conditions in the city, including:

- Design guidelines for specific areas
- Site context considerations
- Parking
- On- site circulation
- Landscape
- Land division
- Neighborhood design
- Refuse collection
- Outdoor lighting

Furthermore, this section describes site design and development of neighborhoods. These guidelines supplement B3 Code provisions and provide basic approaches and preferred standards.

## 2.1.1 Site Design

The following standards focus on the relationship of a proposed site plan to the natural terrain of the property, as well as the relationships the proposed project will have with existing or planned development around the site. The goal is to fit development into the natural site with minimal intrusion to the environment and surrounding properties.

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## 2.1.2 Terrain

(a) Incorporate the natural site features, such as natural drainage systems and native vegetation into the site design.

(b) Orient common recreational, patio, outdoor dining, and other such facilities toward natural features.

(c) Incorporate major vistas and view corridors that give special emphasis to the river, tree canopy, and other natural features or open space areas into the site and building design.

## 2.1.3 Buildings

(a) Buildings are to be built according to the B3 Code. The B3 Code ensures intensity transitions by place type and building type. Buildings should represent their function in design.

(b) Minimum building materials are established by the IBC, as adopted by the City.

(c) Buildings interacting with the public realm should enhance the public spaces they abut and face.

## 2.1.4 Landscape Design in the Private Realm

(a) Landscape design in the private realm must comply with the standards of this Section.

(b) Refer to Table 2.1.4.A: Preferred Plant List for approved types of plants and trees.

(c) The maximum height of any shrubs, ornamental plants, boulders, walls or other such materials within designated sight distances and traffic safety triangles is 18 inches. For plants, this shall be the natural height of the plant. Any trees that are to be placed in the sight distances and traffic safety triangles shall have a canopy that is kept 8 feet above the curb height and a maximum mature trunk diameter of 8 inches. If the tree canopy overhangs the roadway, then the canopy shall be a minimum of 14.5 feet above the road.

(d) Utilize a palette of plants in a landscape design that adhere to native plants. Low Water Use/Drought Tolerant plants is encouraged.

(e) Plant and tree placement shall consider the natural culture of that type of plant or tree.

(f) Do not place trees within a Public Utility Easement (PUE), Emergency Vehicle Access Easement or their equivalent.

(g) Place trees at least seven (7) feet back from any underground public water or sewer lines, power line conduit, or drainage pipes within a dedicate drainage easement dedicated to the City.

(h) All Place Types

(1) The introduced landscape shall consist primarily of native species requiring minimal irrigation, fertilization and maintenance.

(i) Specific to Place Types P1, P2, P3:

(1) Private frontages may choose of various landscapes; naturalistically, lawn, garden, etc.

(j) Place Type EC, P5:

(1) The introduced landscape shall consist primarily of durable species tolerant of soil compaction.

(2) Landscape Plans shall be prepared by a Landscape Architect and submittals shall include the following information:

i. Minimum scale of one-inch (1") equals thirty feet (30') or appropriate scale for legibility.

ii. Location, size, and species of all existing trees to be preserved indicating true size as measured four and one half feet (41⁄2') above natural soil level.

iii. Location of all plant and landscaping material to be used, including plants, paving, benches, screens, fountains, statues, earthen berms, ponds (to include depth of water), topography of site, or other landscape features.

iv. Identification of all plant material to be used (Common and/or Botanical).

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v. Size of all plant material to be used at time of planting, appropriate spacing shall be indicated on plan and approved by the City.

vi. Layout and description of irrigation, sprinkler, or water systems including placement of water sources. A Texas license irrigation seal is necessary on all irrigation plans that require certification.

vii. All common areas, non-residential, and multi-family landscape areas will be irrigated with a mechanical irrigation system including turf and ground cover areas.

viii. North indicating mark.

ix. Date of the Landscape Plan and any revisions.

x. Size and location of all existing and proposed utilities, including easements.

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xi. Details and/or cross sections as required for clarification by the City.

xii. Topography shall include final grade at one-foot (1') intervals using spot elevations and/or contours to define proposed drainage patterns as required by the City.

xiii. Parkways and medians shall have a minimum of six inches (6") of topsoil.

xiv. Detailed Street Tree Requirements are located below in Section

xv. A certified landscape architect shall be required for the preparation and submission of the Landscape Plan. (A dry seal with signature is acceptable for the Landscape Plan).

## 2.1.4.A: Preferred Plant List

| Canopy | | Accent | Grasses and Shrubs |
|---|---|---|---|
| American Elm | Texas Hickory | Crape Myrtle | Anthony Waterer Spirea |
| Austrian Pine | Texas Red Oak | Deciduous Magnolia | Apache Plume |
| Bald Cypress | Western Soapberry | Eastern Red Cedar | Autumn Sage |
| Black Jack Oak | | Eve's Necklace | Dwarf Wax Myrtle |
| Bur Oak | | Mexican Buckeye | Gray Santolina |
| Caddo Maple | | Mexican Plum | Gulf Muhly |
| Cedar Elm | | Red Bud | Indian Grass |
| Chinese Pistache | | Smoke Tree | Inland Sea Oats |
| Chinquapin Oak | | Vitex | Lindheimer Muhly |
| Lacebark Elm | | Wichita Blue Juniper | Little Bluestem Grass |
| Live Oak | | | Little Bunny Fountain Grass |
| Loblolly Pine | | | Mexican Feather Grass |
| Magnolia | | | Rose Creek Abelia |
| Post Oak | | | Rosemary |
| Red Cedar | | | Seep Muhly |
| Shumard Red Oak | | | Texas Sage |
| Southern Magnolia | | | |

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| Canopy | Accent | Grasses and Shrubs |
| --- | --- | --- |
| Sweetgum | | |

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## 2.1.5 Emergency Access & Fire Lanes

(a) Emergency Access Provisions

The DRC will review all proposed developments for safe and appropriate access, parking lanes, private streets, driveway access points, and other emergency access items.

(b) Fire Lanes shall meet the standards of the IFC as adopted by the City.

## 2.1.6 Drive-Through Facilities

(a) Drive-throughs are required to be located in the 2nd or 3rd layer of the lot or located from an alley.

(b) Where allowed, locate and design drive-through facilities according to the following criteria:

(1) Do not locate drive-through facilities adjacent residential uses.

(2) Screen vehicular storage areas for drive-through facilities placed on the street side of a building, or any other location which is directly visible from adjacent properties with screen walls, mounding, and/or dense landscaping at least three (3) feet in height at the time of planting.

A. Provide a minimum vertical clearance of eight (8) feet for drive-through facilities. Provide a minimum vertical clearance of ten (10) feet for drive-through facilities that include a passenger loading zone.

## 2.1.7 Parking Areas

(a) Parking Spaces

(1) Designed parking spaces and drive aisles locations shall be placed in the 2nd or 3rd layer of the lot, in accordance with the B3 Code.

(b) Accessible (Handicapped) Parking Spaces

(1) Adequate designed accessible parking spaces shall be provided as required by the IBC and designed in accordance with the parking area landscaping.

(c) Parking Landscaping

(1) Incorporate parking lot landscaped areas and median in accordance with Section 2.1.4 Landscape.

(2) Use landscape plant material that are heat tolerant, have minimal dropping of pods and sap, and have canopies that can have a canopy bottom at least 10 feet above the ground.

(3) Use single trunk tree in parking lot landscape areas in accordance with the approved tree list by the City of Bastrop

(4) Parking areas must provide at least 50% tree canopy coverage for parking areas.

(d) Traffic Control Devices in On-site Parking lots

When traffic control devices are utilized in on-site parking lots, it is recommended that the general principles and standard traffic control device designs be used to regulate the flow of traffic.

(e) Dead-End Parking Aisles

The maximum dead-end parking aisle for designated emergency access length is 150 feet for fire-sprinklered structures, 150 feet for non-sprinklered structures, unless a turn-around is provided for emergency access. It is encouraged all parking aisles be connected to the next through access point, particularly if there is a public street.

(f) Parking Surfacing

(1) Use asphaltic pavement, concrete, or a similar material approved by the DRC for all parking areas for in P5 and EC.

(2) At a minimum, use dust palliative or other surfacing materials that minimize the generation of fine dust particulates for P2, P3 and P4.

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(3) At a minimum, use a stable dust-free material on drive aisles of civic spaces and other recreational facilities. The DRC may require an alternative surface such as concrete or asphalt in some circumstances.

(4) The parking stalls may be improved with a soil mix treated with a dust palliative.

## 2.1.8 Bicycle Parking Facilities

The City will install bicycle parking facilities in infill development areas, downtown, and where not installed on existing developments.

See Article 7.8 of the B3 Code for all bicycle facility requirements for new development.

## 2.1.9 Outdoor Lighting

The lighting standards are contained within Article 7.5 of the B3 Code

## 2.1.10 Refuse Collection

Unless otherwise approved by the DRC, all solid waste collection methods for commercial and residential services shall be designed to these City standards.

(a) Place Type P4 and P5: Non-Residential, Mixed-Use, and Multi-Family Residential refuse and recycling enclosure location and design.

(1) Locate and design the refuse and recycling enclosures based on the following criteria:

A. All restaurants and bars that serve food must provide enclosures with grease containment areas.

ii. The grease containment area must be physically separated from the refuse container portion of the enclosure.

iii. The Public Worked Director, or designee may approve alternative grease containment area locations or designs.

(b) Locate and position the enclosure(s):

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(1) Approach pad so that the refuse truck route to and from the public street has a minimum unobstructed vertical clearance of fourteen (14) feet is required, and unobstructed minimum vertical clearance above the approach pad and refuse enclosure of twenty-five (25) feet (The vertical clearances are subject to modification based on enclosure container size, location and positioning).

(2) In a location that is easily accessible for collection, and does not require the refuse truck to "backtrack";

(A) A maximum 100 feet distance for building service exit to refuse enclosure;

(B) So that collection vehicles do not backtrack more than twenty (20) feet; or,

(C) So that path of travel for the refuse truck accommodates a minimum vehicle of turning radius of 45 feet, and vehicle length of 40 feet.

(c) Design the refuse enclosure(s) and approach pad to be level, with a maximum of a two (2) percent slope.

(d) Do not place the enclosure(s):

(1) Between the on-site buildings and adjacent lower density residential uses unless there is no reasonable alternative. In these situations, orient the enclosure toward the interior of the property;

(2) Next to drainage ways or basins, unless there is no reasonable alternative as determined by the Public Works Director;

(3) Between the street and the front of the building unless there is no reasonable alternative; or,

E. At the end of a dead-end parking aisle.

(f) Multi-story buildings with elevators shall design internal trash chutes to service refuse. Roll out dumpsters must be provided for removal.

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(f) Place Type P3 Residential Refuse and Recycling:

(1) Detached residential homes shall be designed to accommodate the city residential collection requirements as described in the City of Bastrop Utility Ordinance.

Design dedicated storage areas for refuse and recycling containers that are screened from view from the adjacent street, and not within enclosed livable areas.

Design development so that the refuse and recycling containers have a location that is accessible for service.

## 2.1.11 Mechanical and Utility Equipment Screening

The purpose of these screening regulations is to ensure that mechanical and utility equipment associated with a development is appropriately screened from public vantage points. The intent of these regulations is to minimize visual impacts to surrounding properties and public realm.

(a) When Mechanical and Utility Equipment Screening Regulations Apply

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(1) This Division applies to all all place types and development that proposes mechanical or utility equipment, whether or not a permit or other approval is required for the development.

(b) Mechanical and Utility Equipment Screening Regulations.

The following equipment and appurtenances shall be contained within a completely screened and enclosed structure that is integrated with the primary building on the premises:

(1) Mechanical equipment

(2) Tanks

(3) Ducts

(4) Elevator enclosures

(5) Cooling towers

(6) Mechanical ventilators

(7) Air conditioners

(8) Other similar appurtenances

(b) All utilities, such as gas meters, electrical meters and panels, fire control panels, telephone, cable television panels, and similar devices shall be screened from public view unless other Code regulations require that visibility be maintained. Landscape screening may be used to screen utilities.

(c) Equipment and appurtenances associated with industrial development that is classified as a manufacturing use shall be exempt from the screening requirements in Section, if located on a premises that is not abutting residential property.

(d)Site utility structures, such as transformers, shall not be located in the first lot layer at frontages. Utility structures shall be screened from frontages using landscaping or fences, hedges or walls. Utility boxes and conduits on exterior walls facing frontages shall be painted to match the wall or their visibility otherwise minimized.

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Section 2-2

# GEOGRAPHICALLY SENSITIVE LANDS

The natural environment within the city limits of Bastrop consists of the Colorado River, the lost loblolly pines, the Houston toad habitat, the grasslands , and the edges of the hill country.

Each of the natural features comes with challenges and rewards. The natural environment attracts people from all over the country to Bastrop. However its wild beauty, comes with seasonal droughts and floods, and with detrimental interference by the built environment, can prove destructive.

In these geographically sensitive lands, nature must be the first consideration to protect the health, safety, and welfare of the City.

## 2.2.1 Site Development Requirements

The intent of these guidelines is to promote creative design and innovative methods for site development within sensitive areas. Modified grading guidelines may

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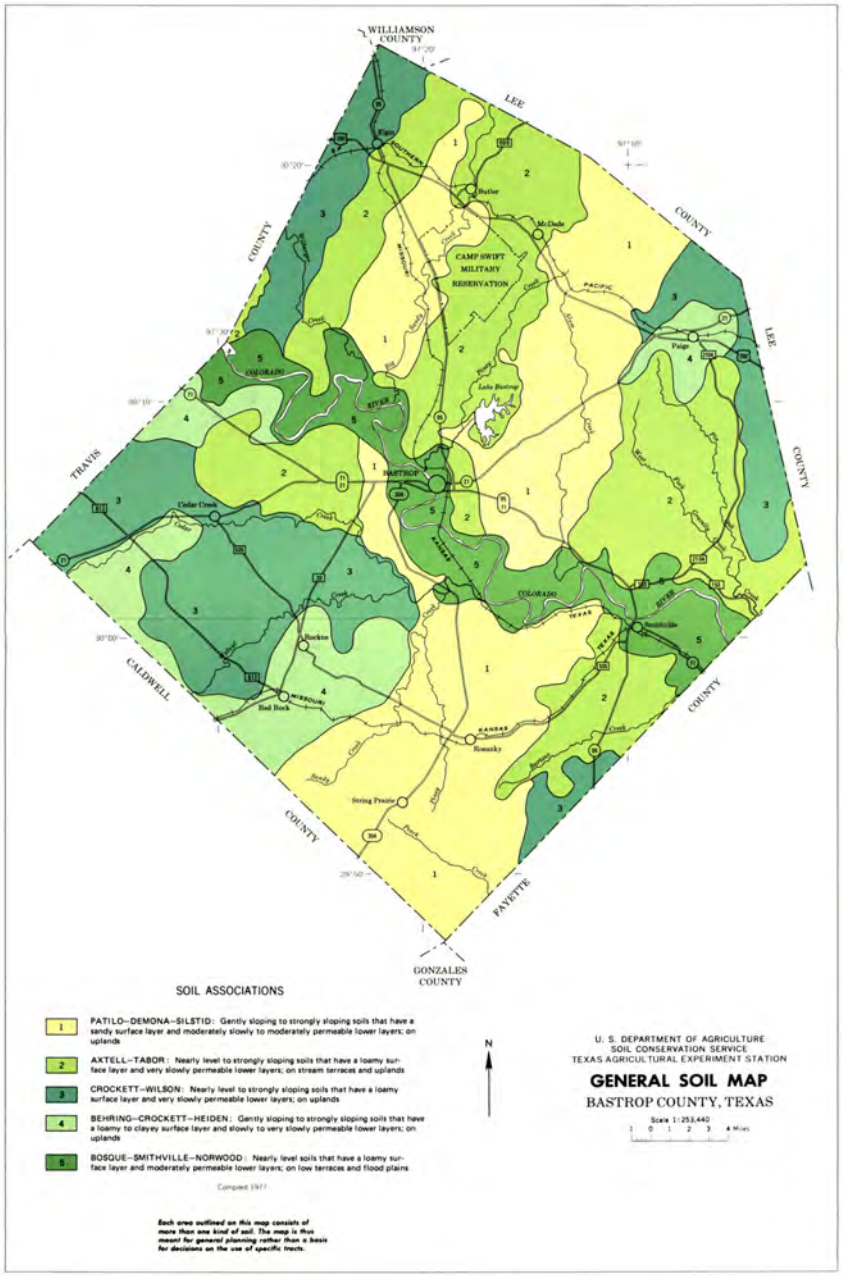

be allowed where it can be demonstrated that they achieve the goals and purposes of the Village Development Center or Cluster Land Development patterns within following Character Districts:

- Lost Pines, Mayfest Hill, River District, Water District or sensitive lands in other districts as determined by the DRC.

(a) Grading includes initial clearing, grubbing, excavating and placement of fill associated with any form of development.

(b) This section establishes guidelines for grading which are intended to:

(1) Regulate the development of potentially hazardous terrain;

2. Preserve the general visual character of graded sites; and

3. Preserve native vegetation and wildlife habitat.

(c) The following key elements must be integrated during the design and implementation of all grading activities:

(1) Conserve the natural environmental features and functions of the site.

(2) Design and construct grading to be compatible with the surrounding natural land.

3. Use construction techniques that result in no slope movement or subsidence and the stabilization of hillsides, slopes or other areas subject to erosion or mass movement.

4. Preserve the natural capacity of drainage courses and protect natural drainage ways, including the native vegetation associated with them.

5. Control dust pollution and surface water runoff and related erosion during construction operations.

(6) Maintain the stability of underlying geological conditions wherever development is proposed,

unless specific mitigation measures are proposed to assure safe development of the land.

(7) Do not alter drainage basin boundaries.

(8) Do not create any obstructions within any drainage channels.

(9) Do not increase the movement of sediment in volume or velocity as a result of any modifications to natural channels.

(10) Do not obstruct scenic, riparian or vista corridors. Preserve or restore them to a natural desert condition.

(11) Minimize topsoil and vegetation removal.

(12) Design and finish graded cuts and fills that are visible from adjacent properties in a manner that matches the surrounding native soils and rocks.

(13) Leave significant natural boulders, rock formations, fence rows or tree clusters intact and minimize any damage.

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Section 2-4

## NEIGHBORHOOD CONCEPT SCHEMES

Neighborhood Concept Schemes are used as the process to create new complete neighborhoods. Each neighborhood will be made of of a series of blocks created for a variety of street types, building types, and place types.

Before preparing a neighborhood concept scheme, review the B3 Code, Section 3, Character Districts, and Section 4, Development Patterns to ensure the neighborhood complies standards set forth in those sections.

Neighborhoods include a mix of place types. Different types of neighborhoods have different allocations of place types. Urban Neighborhoods would have a larger land area designated as place types P4 or P5. Lower intensity neighborhoods would allocate more place types P3 and P4. The Place type allocation ranges can be found in Section 5 of the B3 Code.

The unique Character Districts in Bastrop provide for a wide range of neighborhood options. While most districts prefer a guided network of streets and blocks some districts promote rural with less intense development standards.

Neighborhood concept schemes using the Traditional Neighborhood Design (TND) pattern may use the downtown Bastrop grid blocks as helpful new neighborhood examples. See the Pattern Book for the Bastrop Block and other block examples.

Neighborhood Concept Scheme with 5 Neighborhoods
Rendering by Geoff Dyer

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Neighborhood Concept Schemes in Character Districts with allow for Cluster Land Development (CLD), or Village Center Development (VCD); may create alternative designs to the block which best integrate with the existing site conditions. For more information on Development Patterns, see Section 4 in the B3 Code.

Creating a neighborhood concept scheme is a three-step process. Specific requirements, standards, recommendations and  are outline in the Code and the pattern book. Additional requirements may be determined at pre-application meeting and site visit.

The specific requirements for an application will be determined at the pre-submittal meeting.

### 2.4.1 Step One: Zoning Concept Plan

(a) Submission includes: Legal description & geographic location map:

(1) Block and Place Type Designation

(2) Demonstrate the structure of the proposed neighborhood based on the standards associated with the site.

A. The proposed neighborhood must allocate a variety of place types on sites over 3.4 acres or per block of development, as defined in the B3 Code.

B. Each block may vary in design. Natural conditions, physical barriers, special site features or existing development shall be used to inform the patterns of the block. See the Pattern Book for alternative block configurations.

(2) Street network

A. The street network plan must show existing streets and the transition street types into the proposed neighborhood.

B. A network of streets shall show street to and through the development.

(3) Street Types

A. Each street type is scaled propositional to the associated place types and building types.

B. Blocks with street types with wider than 55.5 ft of right-of-way can chose to create smaller blocks or propose to adjust the grid to accommodate the selected pattern of street types.

C. Blocks with street types wider than 55.5 ft of right-of-way must also demonstrate the fiscal sustainability of the requested place types and street types.

- Blocks adjacent to undeveloped land, areas unsuitable for development, or pre-existing incomplete Blocks may be exempt from Block Face length and Block perimeter requirements by Warrant.

(3) Refer to the Transportation Masterplan and Thoroughfare Masterplan for street network requirements.

## 2.4.2 Step Two: Subdivision Plat Submittal

(a) Subdivision Plat,

(b) See Chapter 3, Subdivisions Applications.

## 2.4.3 Step Three: Building Permitting

(a) Public Frontage Plan

Illustrate compliance with the Drainage, Park Strip, Walkway, Street Tree, Public Infrastructure, and Public Furniture

(b) Site Plan

See Chapter 2, Site Planning and Private Realm, below for requirements.

(1) Site Plan Area and Lot Lines

A. Lot width

B. Frontage Line Setback

C. Building Placement and Lot Occupation

D. Private Frontage Plan

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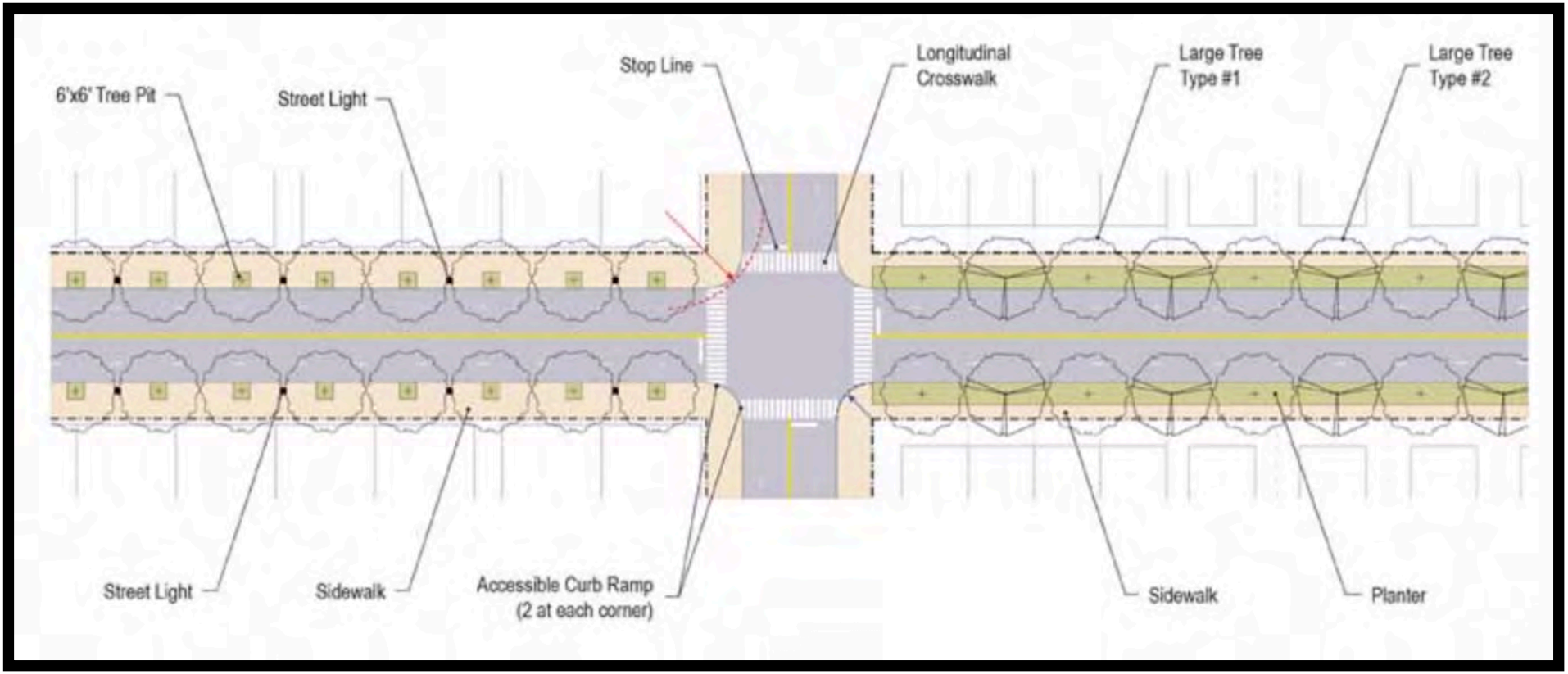
Diagram 1.1 Public Frontage Diagram Example

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# Chapter 3: Subdivision Applications

This chapter presents an overview of the City of Bastrop's (City's) Land Division Ordinance to assist design professionals and applicants in preparing plats and reports needed for plat recordation. It identifies requirements for preparing preliminary plats, final plats and minor plats.

3-1 DEFINITIONS

3-2 STANDARD DIVISION DESIGN REQUIREMENTS

3-3 REQUIREMENT FOR ENGINEERING LICENSE

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Section 3-1

# DEFINITIONS

## 3.1.1 General

For the purposes of this Ordinance, certain terms and words are hereby defined; terms not defined herein shall be constructed in accordance with customary usage in municipal planning and engineering practices.

**Administrative Procedure** – the procedure to be followed for the approval of the subdivision or re-subdivision of an existing lot(s) when such subdivision meets certain limited conditions set by the City.

**Amending Plat** – plat as defined in § 212.016 of the Texas Local Government Code and the procedure for such plats shall be the same as the Short Form procedure as defined herein.

**City Engineer** – a registered Engineer or his representative employed by the City and shall not be employed by the developer/subdivider without prior approval of the City Council.

**City or The City** – City of Bastrop.

**City Secretary** – the City Secretary of the City of Bastrop or the authorized representative of the secretary.

**City Zoning and Planning Commission** – the commission appointed by the City Council of the City of Bastrop to assist the City Council in zoning and planning within the City's corporate boundary.

**Developer/Subdivider** – the owner or his appointed representative(s) that proposes to subdivide a tract of land within the corporate City limits of [or] ETJ of the City of Bastrop.

**Extraterritorial Jurisdiction (ETJ)** – that area adjacent to the corporate limits of the City over which the City is authorized to control, among other things, subdivision as prescribed or defined by law.

**Filed** – A plan or permit application shall be reviewed for completeness and be deemed administratively complete to be considered filed.

**Homeowners Association** – an incorporated or unincorporated association that is designated as the representative of the owners of the property in the Suburban Subdivision that: (1) has a membership primarily consisting of the owners of the property covered by the dedicatory instrument for the Suburban Subdivision, and (2) manages and/or regulates the Suburban Subdivision for the benefit of the owners of property in the subdivision.

**Major Street** – a principal traffic thoroughfare which continues or is intended to continue across the City and which serves to connect remote parts of the City. It may also be a principal connecting street with state or US highways.

**Minor or Residential Streets** – all streets not otherwise indicated.

**Neighborhood Concept Scheme.** A map or set of maps that shows the block structure, street network,

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Place Types, Civic Spaces, Thoroughfares and special requirements if any, of areas subject to standards by the B³ Code.

**OSSF** – on-site wastewater disposal systems and facilities, commonly referred to as septic systems, whether of a traditional or "engineered" design.

**Plat** – a map or chart of the subdivision. It shall include plan, plat or replat, both singular and plural.

**Public Wastewater Treatment and Collection System** – a system that is installed and maintained by an entity which holds a wastewater CCN from the State and is served by a wastewater Treatment Facility which holds a discharge permit from the TCEQ, or successor entity.

**Replat** – a plat as defined in § 212.014 or § 212.015 of the Local Government Code and the procedure for such plats shall be the same as Standard Procedure as defined herein.

**Resubdivision** – the division of any part of an existing subdivision, including any change of lot(s) size therein, and/or with relocation of any street lines.

**Rural Subdivision** – a subdivision where the average area of platted lot(s) is two (2) acre(s) or greater excluding streets and public areas with a minimum area of one (1) acre for each and every lot. Where a portion of a lot lies within the 100 year flood plain or within a drainage easement, the one (1) acre minimum shall exclude the area located within the flood plain or drainage easement. In no case can more than fifteen (15) percent of the total number of lots in the rural subdivision be less than one and one-half (1.5) acres each.

**Shall, Must or Will**– The word "shall, must or will" shall be deemed mandatory,

**Should or May-** The word "should or may " shall be deemed permissive.

**Small Rural Subdivision** – a rural subdivision containing four (4) or fewer lots fronting on an existing state highway or county road and not requiring the creation of any new street or road nor require drainage facilities. A small rural subdivision does not have to meet the average lot size of two (2) acres or greater but each and every lot must have a minimum area of one (1) acre excluding areas within the 100 year flood plain. The entire parent tract being subdivided must comprise the entire area of the four (4) or fewer lots created. Subsequent subdividing of any tract to create subdivisions of four (4) or fewer lots is prohibited.

**Sketch Drawing** - a preliminary design of a subdivision and/or development that illustrates the layout of rights-of-way, blocks, lots, easements, civic/ open spaces, drainage areas, and land uses. A sketch drawing is preliminary in nature but provides enough detail to define the physical form of a subdivision and/or development to allow staff to provide relative feedback to an applicant.

**Standard Procedure** – the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided does not meet the conditions of the short form procedure.

**Standard Subdivision** – the procedure to be followed for the approval of a subdivision when the land proposed to be subdivided does not meet the conditions of the short form procedure.

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**Subdivision** – the division of any lot, tract or parcel of land into two or more parts in order to lay out a subdivision of the tract, including an addition to the City, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts. A division of a tract under this subsection includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method. A division of land under this subsection does not include a division of land into parts greater than five acres each, where each part has access to a public road, and no public improvement is being dedicated. Further, divisions of land resulting from sales, conveyances, or transfers of easements or parcels of land to public entities for public utility right of way, drainage, or similar public purposes, shall not be included within this definition of

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"subdivision." Each subdivision shall be classified as a rural or standard subdivision.

**Suburban Subdivision** – a subdivision in which the minimum lot width is one hundred and twenty-five feet (125') and the minimum lot size is one (1) acre, if on-site sewer facilities are to be used on the lot; or the minimum lot size is 0.6 acres if the public sewer collection and treatment system serves the lot.

**Texas Department of Transportation and/or TxDOT** – the state agency authorized by the State Legislature, or its successor agency, to regulate matters related to highway and road construction. (Note: When any TxDOT standard, "Item" regulation, definition or other matter is referenced, utilized, or adopted herein, the City also specifically adopts by this note of reference, and shall automatically apply without further amendment to this Code, the applicable successor TxDOT standard(s), "Item(s)", regulation(s), definition(s) or other matter(s), as amended by State law over time).

**Total Construction Cost** – the direct cost to the developer of all construction contracts for the

subdivision; items on [of] construction, including labor, materials and equipment necessary to complete all work (including extras) for final acceptance by the City.

**Transmission lines** – Electric transmission lines are electric power lines operated at 50 KV or above as further described in Section 25.5 Substantive rules applicable to Electric Service Providers, Subchapter A, "General Provisions, Definitions" (#140). Gas, petroleum or like transmission pipelines are those facilitating transfer from one storage facility to another and more fully described in definition (25) Transportation or to transport under Texas Administrative Code Rule Title 16 Economic Regulation, Part 1 Railroad Commission, Chapter 3 Oil and Gas Division, Rule 3.79 Definitions.

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### 3.1.2 Submittal

(a) The subdivider shall submit a plat of the entire area being subdivided. Each Submittal Package shall contain the following documents in order to be deemed complete. If all items are not present, the submission will not be accepted.

(1) Completed and signed Planning Application.

(2) Agent Authorization Letter.

(3) Signed Project Description Letter explaining proposed project, including number of lots existing and proposed, and if those lots are residential or commercial. If submission is for Vacating Plat, the Project Description Letter must provide evidence that the current plat does not meet the proposed development, granting the vacation would not be detrimental to the public health, safety, or welfare or otherwise injurious to the other property in the area, does not substantially conflict with the Comprehensive Plan and the purposes of the Code, and would not generally apply to other properties in the

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area, and contain signatures of owners of all lots within the original subdivision, if not under common ownership.

(4) Bastrop Central Appraisal District Map highlighting the subject property.

(5) Copy of deed showing current ownership.

(6) Copy of current tax statement of account or tax receipt showing taxes have been paid.

(7) Plat prints, collated and folded:

- One (1) 11"X17"
- Eight (8) 24" X 36"

(8) Six (6) prints of the approved Preliminary Drainage Study as required in Section 4.10.6, if submitting a preliminary plat.

(9) Three (3) prints of the utility schematic/plan.

(10) Three (3) copies of letter outlining Planned Development requirements and how those

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required are addressed on the plat, if zoning is derived from a Planned Development.

(11) Utility Easement Release approvals from all utility providers.

(12) Digital Submittal: Digital submittals shall be provided on a labeled CD/DVD or flash drive in the format specified below in addition to the hard copy submittal. Application will not be accepted if not in the specified format listed below. The CD/DVD or flash drive will not be returned to the applicant.

A. PDF 1: Main Application materials shall be one document and include:

- Title page called *Application* (Specify Project Name),
- Completed Application,
- Agent Authorization Form,
- Waiver Letter, and,
- Project Description Letter.

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B. PDF 2: Plats & Utilities shall be one document and include:

- Title page called *Plat Details* (Specify Project Name),
- Plat(s),
- Drainage study, and
- Utility schematics.

C) PDF 3: Remaining Checklist Items shall be one document and include:

D) Title page called *Checklist Items* (Specify Project Name),

E) Tax map,

F) Deed(s),

G) Tax certificate, and

H) Planned Development Information (if applicable).

D) GIS or AutoCAD Files must include:

- Files that show new parcel layout and easements formatted in a GIS geodatabase file or shape file;

- AutoCAD dwg file spatially referenced using NAD 1983 StatePlane Texas Central FIPS 4203 Feet; and

- Titles must be Parcels_ProjectName and Easements_ProjectName.

(13) Plat filing fee shall be paid at the time of the submission as set forth in City of Bastrop Code of Ordinances – Appendix A.

(14) Copy of original plat, if filing an amending plat or replat.

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## 3.1.3 Plat Requirements

For the below chart abbreviations:

AP - Amending Plat

MP - Minor Plat

RP - Replat

PP - Preliminary Plat

FP - Final Plat

The plat shall be drawn to scale and shall show or be accompanied by the following information:

| **(a) Plat Detail** | **AP** | **MP** | **RP** | **PP** | **FP** |
|---|---|---|---|---|---|
| **1.** The name of the subdivision, which shall not duplicate an existing or pending subdivision. | **X** | **X** | **X** | **X** | **X** |
| **2.** The total acreage and the proposed total number of lots and blocks within the subdivision and the total acreage of rights-of-way. | **X** | **X** | **X** | **X** | **X** |
| **3.** The name of the owner and address. If the owner is a partnership, corporation or other entity other than an individual, the name of the responsible individual such as president or vice-president must be given. | **X** | **X** | **X** | **X** | **X** |

| (a) Plat Detail | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **4.** The name of the licensed public surveyor and licensed engineer, when required, responsible for preparing the plat. | X | X | X | X | X |
| **5.** Scale: 1" = 100'. | X | X | X | X | X |
| **6.** North arrow, north to be at top of sheet, if possible. | X | X | X | X | X |
| **7.** Legend, depicting all symbols, located beside the plat sketch. | X | X | X | X | X |
| **8.** Date, revision block, and each revision shall bear a new date. | X | X | X | X | X |
| **9.** Applicable Plat Notes as shown in Section 4.10.4 | X | X | X | X | X |
| **10.** Ownership boundaries shall be drawn in very heavy lines and shall include overall dimension and bearings. | X | X | X | X | X |
| **11.** Adjacent boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines. | X | X | X | X | X |
| **12.** A tie to an original corner of the tract of land of which subdivision is a part. | X | X | X | X | X |
| **13** Name and location of adjacent subdivision, streets, easements, pipelines, water courses, etc. and the property lines and name of all adjoining property owners. | | X | X | X | X |
| **14.** Name and location of adjacent subdivisions, streets, and property lines. | X | | | | |

| (a) Plat Detail | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **15.** Existing and proposed topographic and planimetric features within the subdivision, including water courses and ravines, high banks, width of existing and proposed easements and any other physical features pertinent to the subdivision. Contour lines at two (2) foot intervals in terrain with a slope of two (2) percent or less and five (5) foot intervals in terrain with slope greater than two (2) percent. | | X | X | X | X |
| **16.** Existing transportation features within the subdivision including the location and width of right-of-way, streets, alleys and easements. | X | X | X | X | X |
| **17.** Proposed features to be dedicated for public use including location, right-of-way, pavement width, surfacing, and name of streets; approximate width and depth of all lots; and location of building lines, alleys, parks, squares, public easements, sanitary facilities, utilities, and sanitary control easements. | X | X | X | X | X |
| **18.** Lot and block lines and numbers of all lots and blocks proposed to be created with complete dimensions for front, rear and side lot lines. | X | X | X | X | X |
| **19.** Floodway, 100-year flood plain and finish floor elevation. | X | X | X | X | X |
| **20.** Locations and size of dimensions of existing utilities, drainage facilities, streets, alleys, and easements. | X | X | X | X | X |
| **21.** Location of City limits line, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the subdivision, or are contiguous to such boundary. | X | X | X | X | X |

| (a) Plat Detail | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **22.** Key Map. A key map showing relation of subdivision to well-known streets in all directions to a distance of at least one (1) mile. | X | X | X | X | X |
| **23.** An accurate on-the-ground boundary survey of the property with bearing and distances and showing the lines of all adjacent land, streets, easements and alleys with their names and width. (Streets, alleys and lot lines in adjacent subdivisions shall be shown dashed). All necessary data to reproduce the plat on the ground must be shown on the plat. | | X | X | X | X |
| **24.** A complete legal description by metes and bounds of the land being subdivided (field notes). | | X | X | X | X |
| **25.** For streets to be dedicated: Complete curve data (delta, length of curve, radius, point of reverse curvature, point of tangency, chord length and bearing) shown on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided. | | | X | | X |
| **26.** For water courses and easements to be dedicated: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Travers line to be provided along the edge of all large water courses in a convenient location, preferably along a utility easement or drainage if paralleling the easement or stream. The 100-year flood plain easement shall be shown where applicable. A note shall be provided prohibiting construction within the 100-year flood plain except for public streets or roads or utilities. | | | X | | X |

| (a) Plat Detail | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **27.** A Certificate of ownership and dedication to the public of all streets, easements, alleys, parks, playgrounds, or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land. | | | X | | X |
| **28.** A certificate of approval to be signed by the Planning & Zoning Chairman shall be placed on the face of the plat. See Section 4.10.7C1. | | | X | | X |
| **29.** The certificate of the licensed public surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat. | | | X | | X |
| **30.** Phasing Plan | | | | X | |

| (b) Standard Plat Notes | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **1.** The Benchmarks used are INSERT BENCHMARK DATA AND MONUMENT DATA. | X | X | X | X | X |
| **2.** Water service is provided by the INSERT NAME OF PROVIDER. | | | X | X | X |
| **3.** Wastewater service is provided by INSERT NAME OF PROVIDER. | | | X | X | X |
| **4.** Electric service is provided by INSERT NAME OF PROVIDER. | | | X | X | X |
| **5.** All easements of record as indicated on the most recent title run, dated INSERT DATE, conducted by INSERT NAME for this property are shown on this plat. | X | X | X | X | X |
| **6.** This Plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on INSERT APPROVAL DATE. | | | | | X |
| **7.** All subdivision permits shall conform to the City of Bastrop Code of Ordinances, public improvement standards, and generally accepted engineering practices per Section 5.10 of the Subdivision Ordinance. | | | X | X | X |
| **8.** Construction Plans and Specifications for all subdivision improvements shall be reviewed and accepted by the City of Bastrop prior to any construction within the subdivision. | | | | X | X |

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| (b) Standard Plat Notes | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **9.** The owner of this subdivision, and his or her successors and assigns, assumes sole responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of Bastrop. The owner understands and acknowledges that plat vacation or re-platting may be required, at the owner's sole expense, if plans to construct this subdivision do not comply with such codes and requirements. | | | X | X | X |
| **10.** By approving this plat, the City of Bastrop assumes no obligation to construct any infrastructure in connection with this subdivision. Any subdivision infrastructure required for the development of the lots in this subdivision is the sole responsibility of the developer and/or the owners of the lots. Failure to construct any required infrastructure to City standards may be just cause for the City to deny applications for certain development permits including building permits, site plan approvals and/or Certificate of Occupancy. | | | | X | X |
| **11.** Fiscal surety for subdivision construction, in a form acceptable to the City of Bastrop, shall be provided prior to plat approval by the City. | | | | X | X |
| **12.** No lot in this subdivision shall be occupied until connected to the approved water distribution and wastewater connection facilities. | | | X | X | X |
| **13** Wastewater and Water systems shall conform to Texas Commission on Environmental Quality (TCEQ). | | | X | X | X |
| **14.** All utilities will be underground. | X | X | X | X | X |
| **15.** Impact fees shall be assessed in accordance with the ordinance effective at the time of platting. | | X | X | X | X |

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| (b) Standard Plat Notes | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **16.** Developer or property owner shall be solely responsible for all relocation and modifications to existing utilities. | X | X | X | X | X |
| **17.** A portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # STATE NUMBER for Bastrop County, Effective INSERT DATE, INSERT COMMUNITY NUMBER Community Number, and is on Zone INSERT ZONE. | X | X | X | X | X |
| **18.** Temporary and permanent easements to be provided, as required at the City's sole discretion for off-site improvements. | | | X | X | X |
| **19.** As shown hereon, a ten (10) foot wide public utility easement (P.U.E.) is hereby dedicated adjacent to street Rights-of-Way on all lots. A five (5) foot wide P.U.E. is hereby dedicated along each street and rear lot line. (Change to 20 foot adjacent to ROW in BP&L service area.) | X | X | X | X | X |
| **20.** Property owner shall provide for access to all easements as may be necessary and shall not prohibit access by government authorities. | X | X | X | X | X |
| **21.** No building, fences, landscaping or other structures are permitted within drainage easements shown, except as approved by the City of Bastrop and/or Bastrop County. | X | X | X | X | X |
| **22.** All easements on private property shall be maintained by the property owner or his or her assignees. | X | X | X | X | X |

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| (b) Standard Plat Notes | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **23.** No lot or structure shall be occupied prior to the Applicant submitting to the City of Bastrop documentation of subdivision/site registration with the Texas Department of Licensing and Regulations (TDLR) and provide documentation of review and compliance of the subdivision construction plans with Texas Architectural Barriers Act (TABA). | | | | | X |
| **24.** Erosion and sedimentation controls constructed in accordance with the Subdivision Ordinance of the City of Bastrop are required for all construction on each lot, including single family and duplex construction. | | X | X | X | X |
| **25.** Public utility and drainage easements where shown and/or described hereon are intended to indicate an easement for construction, operation, and maintenance of public utilities and drainage ways; including, but not limited to, sanitary sewers, force mains, water lines, telephone signal conduits, electric conductors, drainage pipes, and natural gas lines. | | X | X | X | X |
| **STANDARD PLAT NOTES SPECIFIC TO CITY LIMITS:** | | | | | |
| **26.** Sidewalks shall be constructed in accordance with the Subdivision Ordinance of the City of Bastrop. | X | X | X | X | X |
| **27.** Prior to construction of any improvements on lots in the subdivision, building permits will be obtained from the City of Bastrop. | | X | X | X | X |
| **28.** Building setbacks shall be in accordance with City of Bastrop Subdivision Ordinance. | X | X | X | X | X |

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| (b) Standard Plat Notes | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **STANDARD PLAT NOTES SPECIFIC TO EXTRATERRITORIAL JURISDICTION:** | | | | | |
| **29** A Bastrop County development permit is required prior to any site development. | X | X | X | X | X |
| **STANDARD PLAT NOTES SPECIFIC TO BASTROP POWER & LIGHT:** | | | | | |
| **30** Blanket Temporary Access and Construction Easement Document # INSERT NUMBER has been provided for construction access. | | X | X | X | X |
| **31** Upon completion of construction and installation of the Electric Facilities on the Property, the developer/owner shall have the Permanent Utility Easement (20 foot easement, to include a 10 foot buffer around all non-opening sides and a 20 foot buffer around opening sides of equipment) surveyed by metes and bounds, at its sole cost and expense, and a copy of that Permanent Easement survey provided to BP&L for the granting and recording of a Permanent Public Utility Easement. The Blanket Temporary Access and Construction Easement shall be vacated as such time BP&L accepts and records the Permanent Public Utility Easement. | | X | | X | X |
| **32** Any public utility has the right to prune and/or remove trees, shrubbery vegetation and other obstructions to the extent necessary to keep the easements clear. The owner/developer of this subdivision/lot shall provide such providers with any easement and or access required, in addition to those indicated, for the installation and ongoing maintenance of public utilities. | X | X | X | X | X |

| (b) Standard Plat Notes | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **33** The owner shall be responsible for installation of temporary erosion control, re-vegetation and tree protection for electric utility work required to provide electric service to this project. | | X | | X | X |
| **34** All fees must be paid before materials are ordered or construction of electric facilities will be scheduled. | | X | | X | X |
| **35** Line extension fees are required to be assessed at the time of platting. Provide electric load calculations, number of services, or plans for review. | | X | X | X | X |
| **STANDARD PLAT NOTES, WHEN APPLICABLE:** | | | | | |
| **36** Variance from INSERT CODE AND VARIANCE DESCRIPTION was approved by the City of Bastrop on INSERT DATE. | X | X | X | X | X |
| **37** Residential corner lots on unequal class street shall only access the street with the lower classification. Access for INSERT LOT is prohibited to INSERT STREET NAME. | X | X | X | | X |
| **38** All restrictions and notes from the previous existing subdivision, INSERT SUBDIVISION NAME, recorded in INSERT RECORDATION NUMBER, plat records, Bastrop County, Texas, shall apply to this plat. | X | | X | | X |

| (c) Signature Block | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **(1)** Planning & Zoning Commission Approval Format | | | X | X | X |

**Approved this INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D. by the Planning & Zoning Commission of the City of Bastrop, Texas.**

**Approved:** **Attest:**

_____ _____

**Planning & Zoning Commission** **City Secretary**

**Chairman**

| (c) Signature Block | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **(2)** Administrative Approval Format | X | X | | | |

**Administratively approved and accepted by the City of Bastrop this INSERT DAY day of INSERT MONTH, INSERT YEAR.**

**Approved:** **Attest:**

_____ _____

**City Manager** **City Secretary**

_____

**Director of Planning**

| (c) Signature Block | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **(3)** Certificate of the Licensed Public Surveyor | X | X | X | X | X |

**The State of Texas§**

**County of Bastrop§**

**KNOW ALL MEN BY THESE PRESENTS**

**That I, INSERT NAME, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Bastrop, Texas.**

_____ _____

**Signature and Seal of Registered Public Surveyor** **Date**

| (c) Signature Block | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **(4)** Certificate of the Licensed Engineer | X | X | X | X | X |

**The State of Texas§**

**County of Bastrop§**

**KNOW ALL MEN BY THESE PRESENTS**

**That I, INSERT NAME, do hereby certify that the information contained on this plat complies with the subdivision regulations for the City of Bastrop, Texas and that the 100 year flood plain is as shown and will be contained within the drainage easement and or drainage right-of-way, as shown hereon.**

_____ _____

**Signature and Seal of Registered Engineer Date**

| (c) Signature Block | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| **(5)** Owner's Signature Block | X | X | X | | X |

**The State of Texas§**

**County of Bastrop§**

**KNOW ALL MEN BY THESE PRESENTS**

**That we, INSERT NAME(S) OF OWNER(S), being the owners of INSERT NUMBER OF ACRES acres out of INSERT LEGAL DESCRIPTION, according to the map or plat recorded in Plat Cabinet INSERT NAME, Page INSERT NUMBER, plat records of Bastrop County, Texas and as conveyed to us by deeds recorded in Instrument Number INSERT NUMBER of the official public records of said county do hereby subdivide said land with the plat shown hereon, to be known as INSERT SUBDIVISION NAME subject to easements and restrictions heretofore granted and not released and do hereby dedicate any streets and/or easements shown hereon to the public.**

**Witness my hand this INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D.**

_____

**Property Owner Name**

**Property Owner Address**

| (c) Signature Block | AP | MP | RP | PP | FP |
|---|---|---|---|---|---|
| 6 County Clerk Signature Block | X | X | X | X | X |

The State of Texas§

County of Bastrop§

I, INSERT COUNTY CLERK'S NAME, County Clerk of Bastrop County, Texas, do hereby certify that the foregoing instrument of writing and its certificate of authentication was filed for record in my office on the INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D. at INSERT HOUR o'clock INSERT AM BEFORE NOON or PM AFTER NOON, in the plat records of Bastrop County, Texas in Plat Cabinet INSERT NAME, Page INSERT NUMBER.

Filed for record on the INSERT DAY day of INSERT MONTH, INSERT YEAR, A.D.

_____ _____

Deputy County Clerk, Bastrop County,

Texas

### 3.1.4 Incomplete Submissions

All plat submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed. All incomplete submissions will be returned to applicant on the date listed for completeness checks on the Plat Schedule of Uniform Submittal Dates adopted annually by City Council.

### 3.1.5 Authority Responsible for Approval

The municipal authority responsible for approving plats is the City of Bastrop Planning & Zoning Commission unless authority is granted to the Director of Planning & Development in Section 4.10.2.

### 3.1.6 Action Taken by Planning & Zoning Commission

The Planning & Zoning Commission shall act on a plat within 30 days after the date the plat is filed in accordance with Chapter 212, Section 212.009. A plat is considered approved by the municipal authority unless it is disapproved within that period.

### 3.1.7 Expiration of Preliminary Plat Approval

Approval of the preliminary plat does not constitute acceptance of the subdivision, but is authority to proceed with the preparation of the final plat. Any work done on the subdivision before the final plat is accepted and recorded is done at the risk of the subdivider. The approved preliminary plat shall expire two (2) years from the date such plat was approved if no progress has been made towards completion of the project pursuant to Texas Local Government Code Chapter 245, Issuance of Local Permits, Section 245.005 – Dormant Projects.

### 3.1.8 Recordation

After approval of the plat and only after the approval statement set forth in paragraph 4.10.8C has been executed, the City shall file the original of the plat in the Bastrop County Clerk's office. One (1) copy of the plat shall be provided to the Director of Planning and Development for filing. The plat shall be submitted on a

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24" x 36" mylar sheet(s) with all appropriate signatures provided on the City of Bastrop signature blocks. A current copy of a tax certificate showing all taxes have been paid will be required prior to the City filing the plat with the County.

### 3.1.9 Fees

Platting fees shall be paid at the time of the submittal in accordance with the Code of Ordinances, Appendix A – Fee schedule.





## STANDARD DIVISION DESIGN REQUIREMENTS

### 3.2.1 Administration and Review

(a) Development Review Committee

(1) Purpose.

A. The Development Review Committee (DRC) shall be organized to generally ensure compliance by site owners with all applicable codes, regulations, laws, ordinances and plans and to coordinate examination of development proposals to ensure that all City requirements, established by Ordinance, resolution or policy, have been met without conflict.

B. The Development Services Committee shall have all the power and duties specifically provided for herein.

(2) Organization and Membership.

A. The Development Review Committee shall consist of City staff meetings including, but not limited to representatives from:

- Planning & Zoning Department
- Engineering
- Public Works
- Water/Wastewater
- Electric
- Fire
- Parks
- Building Inspections
- City Manager's Office

(3) Powers and Duties.

A. Provide a series of technical reviews and analysis of each project in a holistic manner to provide quick turnaround reviews, reduce comment conflicts, provide consistent feedback to each applicant and project, and ensure all recommendations for disapproval have clear and convincing evidence to meet the requirements of Texas Local Government Code Chapter 212.0097.

B. Approve applications which meet the intent, standards, and requirements, if no public consultation is required by state law or by City ordinances.

C. Recommend approval or disapproval of exceptions or waivers to City Council in accordance with the City's Code of Ordinances, Chapter 16 – Stormwater Drainage, Section 16.01.013.

D. Conduct annual reviews of all technical manuals and provide a consolidated list of recommendations for City Council considerations, if needed.

## 3.2.2 Infrastructure Plan

(a) Format.

Drawings shall be on twenty-two-inch by thirty-four-inch (22"x34") sheets at generally accepted horizontal and vertical engineering scales.

(b) Content.

An Infrastructure Plan shall be submitted and approved by the City Engineer in accordance with Section 5.05.1 as Step 3 prior to submitting a Preliminary Plat. The Infrastructure Plan shall be drawn to scale and shall show or be accompanied by the following information:

## 3.2.3 Infrastructure Plan Requirements

The Infrastructure Plan shall show or be accompanied by the following information:

**(a) COVER SHEET**

- Title of Project, Location, and Type of Plans
- Sheet Index/Table of Contents
- Vicinity Map of the Project including surrounding streets with a north arrow pointing in the correct direction

**(b) NOTE SHEETS**

- City of Bastrop general construction notes, water notes, wastewater notes, and erosion, sedimentation control and tree protection notes.
- Project Specific Notes (Must not conflict with other required notes).
- Street Summary Design Table with Pavement

**(c) EROSION, SEDIMENTATION AND TREE PROTECTION SHEET**

- Drainage flow arrows/patterns
- Clearly marked limits of construction
- Location of all known underground storage tanks
- Location of all critical environmental features and their required setbacks
- All areas of cut and fill > or = 4' clearly labeled

**(d) DEMOLITION PLAN**

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- Show all structures being demolished
- Will there be a need for infill, call-outs for infill material and positions?

**(e) STREET PLAN AND PROFILE**

- Street names, lot and block numbers
- Benchmarks that are spotted in plain view, conveniently spaced (500'±), located outside construction limits, set on permanent structure
- Match lines for continuations of streets on other streets
- Clearly show the beginning and ending of project
- All fill areas shaded/hatched on profile
- Sidewalks and approved ADA ramps
- Existing street slopes at tie-ins to existing
- Verify sufficient clearance exists for driveways from inlet transitions, streetlights, fire hydrants, etc.
- ADA ramp wings shown
- Street end barricades shown

- Intersecting and adjacent streets: type and width of private, walks, alleys
- Mailbox locations

**(f) OVERALL WASTEWATER LAYOUT**

- Street names, lot names, and block letters
- Lot dimensions
- Surrounding subdivision names/property owners
- Services applied to lateral to each lot
- Street names, street/alley widths, fences, and right-of-way widths
- Existing pavements (type) and existing/ proposed easements (type and width)
- Adjoining buildings and improvements
- "Connect to" note to an existing wastewater main
- Wastewater designation, size, and direction of flow
- Manholes at all future stub outs
- Easements for all offsite sewer lines

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- Centerline station every 300', deflection angles at points of intersection
- Detail for water/wastewater crossing
- Main lines between manholes must be straight, with no more than 300 feet between manholes

**(g)WASTEWATER PLAN AND PROFILE**

- All wastewater main overall plan
- Vertical scale of 1" = 5'
- Existing ground and proposed ground/ subgrade/top of curb
- Direction, length, size and type of pipe
- Elevations of all crossing utilities in the wastewater overall plan
- Size of manholes
- Drop manholes identified
- Existing/proposed manholes, pipes and sizes (parallel to mains)
- Existing/proposed bridges, culverts and drainage channels

**(h) OVERALL WATER PLAN**

- Water service at each lot

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- Existing/proposed main lines
- Street names, lot numbers, and block letters
- Street/alley widths, rights-of-way, and lot dimensions
- Valves provided on all legs of pipe intersections
- All bends are 45 degrees or less
- Automatic flush valves at all dead ends
- Air release valves at all high points
- Utility easements for all pipes off-site
- Fittings, fire hydrants, manholes, services, and taps are shown
- Utility crossing details
- Main designation with stationing
- Material call-out for water main(s)
- All existing pavements (type), existing and proposed easements (type and width)
- Show location and size of existing/proposed water meter(s)
- All fire lines must be ductile iron , =>6"

**(i) WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)**

- Clearly labeled vertical scale of 1" = 5' (All plans must be drawn to scale)
- Direction, linear foot, size, and material callout for all water mains
- Existing underground utilities (parallel)
- Existing and proposed storm sewer manhole, pipes, sizes (parallel to mains)
- All existing and proposed utilities (including gas lines, buried or overhead power or telephone lines)

**(j) SIGN, STRIPING, AND SLEEVE LAYOUT**

- Stop bars at all stop sign locations
- "No through truck" signs at all subdivision entrances
- Note for all signs and striping to be installed per TX Manual on Uniform Traffic Control
- Show all sleeves and conduit for dry utilities (i.e. gas, cable, phone)

**(k) LIGHTING PLAN**

- Street Light Locations with coverage areas
- All utility lines must be installed underground.

**(l) PHASING PLAN**

- Provide Applicable Phasing Plan

**(m) TRAFFIC CONTROL PLAN**

- Provide applicable traffic control and detour details

**(n) WASTEWATER DETAILS**

- Current City of Bastrop detail (when inside Bastrop CCN)
- Current Utility Provider detail (when outside Bastrop CCN)

**(o) WATER DETAILS**

- Current City of Bastrop detail (when inside Bastrop CCN)
- Current Utility Provider detail (when outside Bastrop CCN)

## 3.2.4 Infrastructure Plan Submittal

An Infrastructure Plan Submittal shall contain the following:

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(a) Completed and signed Planning Application.

(b) Agent Authorization Letter.

(c) Six (6) copies of the Infrastructure Plan in compliance with Section 5.05.1 a and b.

(d) Six (6) prints of the approved preliminary drainage study by the City Engineer as required in Section 4.10.6 Step 2.

### 3.2.5 Incomplete Submissions

(a) All Infrastructure Plan submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed.

(b) All incomplete submissions will be returned to applicant.

### 3.2.6 Approval

(a) Within 30 days of the date on which all required information been accepted by review, the City Engineer shall approve or disapprove in compliance with the requirements of this Ordinance.

## 3.2.7 Public Improvement Plan

(a) Public Improvement Plans shall consist of detailed specifications and diagrams illustrating the location, design, and composition of all improvements identified in the preliminary plan phase and required by this chapter and other applicable city ordinances, codes and policies.

(b) Public Improvement Plans shall be submitted to the City for approval by the City Engineer.

(c) In addition, any project that necessitates the construction, reconstruction or modification of existing city infrastructure shall also be submitted to the city for approval.

(d) The plans shall be kept by the city as a permanent record of required improvements in order to:

(1) Provide better records that facilitate the operation and maintenance of, and any future modifications to existing city infrastructure.

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(2) Provide data for evaluation of materials, methods of construction and design.

(3) Provide documentation of approved public improvements to ensure that all such improvements are built to city standards and specifications.

(4) No construction activities shall commence, until such time as construction plans completely describing the on-site and off-site improvements required by this chapter and other applicable city ordinances and codes have been approved by the City Engineer and Notice to Proceed as been granted in accordance with Section 5.05.5.

(e) Format.

Drawings shall be on twenty-four-inch by thirty-six-inch (24"x36") sheets at generally accepted horizontal and vertical engineering scales.

(f) Content.

Public Improvement Plans shall include all on- and off-site improvements required to serve the

proposed development as indicated on the approved preliminary plat and in compliance with applicable ordinances, codes, standards and policies of the city, and other applicable governmental entities. All Public Improvement Plans shall be signed and sealed by a licensed professional engineer, licensed to practice in the State of Texas, in compliance with Section 5.10.1. The Public Improvement Plan shall be submitted for approval by the City Engineer, in accordance with Section 5.05.2 of this Code AFTER complying with Step One and Two below:

(1) Step One:

a. A final drainage plan, as required in Section 2.b.5 of the Stormwater Drainage Manual, shall be submitted and approved by the City Engineer along with a geotechnical report by a qualified professional testing laboratory to determine the engineering characteristics of soil, rock and/or fill material such that a geotechnical engineer can then determine and design the type of foundations, earthworks, drainage infrastructure design, and/or pavement subgrades required for the intended man-made structures to be built.

b. Once Step One is completed, the applicant can proceed to Step Two.

(2) Step Two:

a. A Public Improvement Plan Submittal shall contain the following:

i. Completed and signed Planning Application.

ii. Agent Authorization Letter.

iii. Six (6) copies of the Public Improvement Plan in compliance with Section 5.05.2 a and b.

iv. Six (6) prints of the approved final drainage study by the City Engineer as required in Section 4.10.6 Step 2.

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## 3.2.8 Public Improvement Plan Requirements

(a) The Public Improvement Plan shall show or be accompanied by the following information:

**1. COVER SHEET**

- Title of Project, Location, and Type of Plans
- City Approval Signature Block
- City Approval Signature Notes
- Sheet Index/Table of Contents
- Vicinity Map of the Project including surrounding streets with a north arrow pointing in the correct direction

**2. PRELIMINARY PLAT SHEET**

- Legible Copy of Planning & Zoning Commission Approved, Preliminary Plat

**3. NOTE SHEET**

- City of Bastrop general construction notes, water notes, wastewater notes, and erosion, sedimentation control and tree protection notes.
- Current TCEQ Notes.

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- Project Specific Notes (Must not conflict with other required notes).
- Temporary survey monuments
- Permanent survey monuments
- Street Summary Design Table with Pavement
- Description of proposed brass benchmark(s) locations

**4. DEMOLITION PLAN**

- Show all structures being demolished
- Will there be a need for infill, call-outs for infill material and positions?
- Will there be a need for infill, call-outs for infill material and positions?

**5. EROSION, SEDIMENTATION AND TREE PROTECTION SHEET**

- Drainage flow arrows/patterns
- Stabilized construction entrance
- Existing and proposed grade(s)
- Clearly marked limits of construction
- Contractor staging area(s) with silt fence on downstream side

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- Location and type of all proposed temporary and permanent erosion controls
- Location of all known underground storage tanks
- Location of all critical environmental features and their required setbacks
- Location of all tree protection measures
- Survey of all trees six (6) inches in diameter or larger
- Indicate trees by circles with radius of 1' per inch of trunk diameter
- Dashed/broken circles for trees to be removed
- Solid/unbroken circles for trees to remain
- All areas of cut and fill > or = 4' clearly labeled
- Limits and type of slope stabilization

**6. OVERALL DRAINAGE**

- Submit Approved & Signed Copy of Final Drainage Plan by City Engineer

**7. STREET PLAN AND PROFILE**

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- Clearly labeled horizonal scale of 1" – 50' and vertical scale of 1" – 5' (All plans MUST be drawn to scale)
- Street names, lot and block numbers
- Benchmarks that are spotted in plain view, conveniently spaced (500'±), located outside construction limits, set on permanent structure
- Drainage facilities within or intersecting right-of-way and indicate stationing (show inlet type)
- Drainage flow arrows
- Grade breaks (high and low points)
- Match lines for continuations of streets on other streets
- Labeled concrete valley gutter at intersections where appropriate
- Clearly show the beginning and ending of project
- Limits of inlet transition
- All point of curve, point of tangency, compound curvature, point of reverse curvature stations and vertical curve information
- All fill areas shaded/hatched on profile

- Sidewalks and approved ADA ramps
- Existing street slopes at tie-ins to existing
- Labeled set-backs, face-of-curb to face-of-curb width, and right-of-way width (all proposed right-of-way dedications)
- Verify sufficient clearance exists for driveways from inlet transitions, streetlights, fire hydrants, etc.
- Erosion matting on all slopes 3:1 or steeper
- ADA ramp wings shown
- Street end barricades shown
- Buildings on developed property with addresses
- Intersecting and adjacent streets: type and width of private, walks, alleys
- Show spot elevation in ditches and gutters to clarify drainage and transitions
- Existing concrete paving clearly shown according to standard symbols and accurately dimensioned. Curb and gutter dimension. Pavement thickness indicated.
- Size and construction of fences
- Signs; if commercial in right-of-way, state if electrical
- Mailbox locations

**8. OVERALL WASTEWATER LAYOUT**

- Street names, lot names, and block letters
- Existing contours
- Lot dimensions
- Surrounding subdivision names/property owners
- Services applied to lateral to each lot
- Street names, street/alley widths, fences, and right-of-way widths
- Existing pavements (type) and existing/ proposed easements (type and width)
- Adjoining buildings and improvements
- Minimum finished floor elevation for each lot
- “Connect to” note to an existing wastewater main
- Wastewater designation, size, and direction of flow

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- "Construct" notes for sewer and sewer appurtenances
- Manholes at all future stub outs
- Easements for all offsite sewer lines
- Centerline station every 300', deflection angles at points of intersection
- Centerline station at points of curvature, points of tangency, and C.O.s
- Centerline curve data
- Note for all existing manholes modified by construction to be tested, repaired, and recoated
- Detail for water/wastewater crossing
- Main lines between manholes must be straight, with no more than 300 feet between manholes
- Easements that need separate instruments
- Minimum finished floor elevation(s)

**9. WASTEWATER PLAN AND PROFILE**

- All wastewater main profiled
- Vertical scale of 1" = 5'

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- Existing ground and proposed ground/ subgrade/top of curb
- Special notes and references to appurtenance sheet numbers
- Direction, grade, length, size and type of pipe
- Embedment of pipe
- Identify elevation of the invert, flow out, flow in, and rim
- Minimum drop of 0.1' across manhole
- Elevations of all crossing utilities in the wastewater profile
- Size of manholes
- Drop manholes identified
- Stationing and manhole numbers
- Existing/proposed manholes, pipes and sizes (parallel to mains)
- Existing/proposed bridges, culverts and drainage channels

**10. OVERALL WATER PLAN**

- Water service at each lot
- Existing/proposed main lines

- Street names, lot numbers, and block letters
- Street/alley widths, rights-of-way, and lot dimensions
- Valves provided on all legs of pipe intersections
- All bends are 45 degrees or less
- Thrust restraints on dead ends
- Restraints on dead ends
- Automatic flush valves at all dead ends
- Air release valves at all high points
- Utility easements for all pipes off-site
- Fittings, fire hydrants, manholes, services, and taps are shown
- Utility crossing details
- Main designation with stationing
- Material call-out for water main(s)
- All existing pavements (type), existing and proposed easements (type and width)
- Show location and size of existing/proposed water meter(s)
- All fire lines must be ductile iron , =>6"

**11. WATER PLAN AND PROFILE (ALL WATER LINES MUST BE PROFILED)**

- Clearly labeled vertical scale of 1" = 5' (All plans must be drawn to scale)
- References to appurtenance sheet numbers
- Show all mains
- Existing and proposed ground at Water Main Centerline
- Direction, linear foot, size, grade and material callout for all water mains
- Embedment for water main
- Wastewater/storm sewer crossing with stations and elevation
- Existing underground utilities (parallel)
- Existing and proposed storm sewer manhole, pipes, sizes (parallel to mains)
- Existing and proposed bridges, culverts and drainage channels
- Elevation of existing and proposed storm sewer pipes and drainage

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- All existing and proposed utilities (including gas lines, buried or overhead power or telephone lines)

**12. SIGNS, STRIPING, AND SLEEVE LAYOUT**

- Stop bars at all stop sign locations
- Speed limit signs at all entrances (Maximum 30 mph)
- "No through truck" signs at all subdivision entrances
- Note for all signs and striping to be installed per TX Manual on Uniform Traffic Control
- Show all sleeves and conduit for dry utilities (i.e. gas, cable, phone)

**13. LIGHTING PLAN**

- Street Light Locations with coverage areas
- All utility lines must be installed underground.

**14. PHASING PLAN**

- Provide Applicable Phasing Plan

**15. TRAFFIC CONTROL PLAN**

- Provide applicable traffic control and detour details

**16. WASTEWATER DETAILS**

- Current City of Bastrop detail (when inside Bastrop CCN)
- Current Utility Provider detail (when outside Bastrop CCN)

**17. WATER DETAILS**

- Current City of Bastrop detail (when inside Bastrop CCN)
  Current Utility Provider detail (when outside Bastrop CCN)

**18. EROSION CONTROL AND TREE PROTECTION DETAILS**

- All applicable details

**19. PUBLIC IMPROVEMENT PLAN NOTES:**

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GENERAL NOTES:

1. All construction shall be in accordance with the City of Bastrop Construction Technical Manual.
2. Any existing utilities, pavement, curbs, sidewalks, structures, trees, etc., not planned for demolition that are damaged or removed shall be repaired or replaced at the Applicant's expense.
3. The Contractor shall verify all depths and locations of existing utilities prior to any construction. Any discrepancies with the construction plans found in the field shall be brought immediately to the attention of the Engineer who shall be responsible for revising the plans are appropriate.
4. Manhole frames, covers, valves, cleanouts, etc. shall be raised to finished grade after to final paving construction. A concrete square shall be poured around all appurtenances.
5. The Contractor shall give the City of Bastrop 48 hours notice before beginning each phase of construction. Notice shall be given to the Planning and Development Department: 512-332-8840.
6. All areas disturbed or exposed during construction shall follow the required best management practices.
    a. Each site shall provide an access drive and parking area of sufficient dimensions and design, surfaced with a material that will prevent erosion and minimize tracking or washing of soil onto public or private roadways. All non-paved access drives shall be designed so that stormwater runoff from adjacent areas does not flow down the drive surface.

b. Any significant amount of runoff from upslope land area, rooftops, or other surfaces that drain across the proposed land disturbance shall be diverted around the disturbed area, if practical. Any diversion of upslope runoff shall be done in a manner that prevents erosion of the flow path and the outlet.

c. Any cuts and fills shall be planned and constructed to minimize the length and steepness of slope and stabilized in accordance with the approved erosion control plan timelines and standards of this document.

d. Open channels shall be stabilized as required to prevent erosion.

e. Inlets to storm drains, culverts, and other stormwater conveyance systems shall be protected from siltation until final site stabilization.

f. Water pumped from the site shall be treated by temporary sedimentation basins or other appropriate controls designed for the highest dewatering pumping rate. Water may not be discharged in a manner that causes erosion of the site or receiving channels.

g. All waste and unused building materials shall be properly disposed of and not allowed to be carried by runoff into a receiving channel or storm sewer system.

h. All off-site sediment deposits occurring as a result of a storm event shall be cleaned up by the end of the next workday. All other off-site sediment deposits occurring as a result of land-disturbing activities shall be cleaned up by the end of the workday. Flushing may not be used unless the sediment will be controlled by a filter fabric barrier, sediment trap, sediment basin, or equivalent.

i. All activities on the site shall be conducted in a logical sequence to minimize the area of bare soil exposed at one time. Existing vegetation shall be maintained as long as possible.

j. Soil stockpiles shall be located no closer than 25-feet from lakes, streams, wetlands, ditches, drainage ways, or roadway drainage systems. Stockpiles shall be stabilized by mulching, vegetative cover, tarps, or other means if remaining for

7. Prior to any construction, the Applicant's Engineer shall convene a pre-construction conference between himself, the City of Bastrop, the Contractor, utility companies, any affected parties and any other entity the City or the Engineer may require. Reference Development Packet for guidance on how to schedule a pre-construction conference.

8. The Contractor and the Engineer shall keep accurate records of all construction that deviates from the plans. The Engineer shall furnish the City of Bastrop accurate "As-Built" drawings following completion of all construction. These "As-Built" drawings shall meet with the satisfaction of the City Engineer prior to final acceptance.

9. The Bastrop City Council shall not be petitioned for acceptance until all necessary easement documents have been signed and recorded.

10. When construction is being carried out within easements, the Contractor shall confine his work to within the permanent and any temporary easements. Prior to final acceptance, the Contractor shall be responsible for removing all trash and debris within the permanent and temporary easements. Clean-up shall be to the satisfaction of the City Engineer.

11. Prior to any construction, the Contractor shall apply for and secure all proper permits from the appropriate authorities.

12. Available benchmarks that may be utilized for the construction of this project are described as follows: (INSERT HERE)

TRENCH SAFETY NOTES

1. In accordance with the Laws of the State of Texas and the U. S. Occupational Safety and Health Administration regulations, all trenches over 5 feet in depth in either hard and compact or soft and unstable soil shall be sloped, shored, sheeted, braced or otherwise supported. Furthermore, all trenches less than 5 feet in depth shall also be effectively protected when hazardous ground movement may be expected. Trench safety systems to be utilized for this project will be provided by the contractor to the City. Trench safety system plans are on sheet of the plan set.

2. In accordance with the U. S. Occupational Safety and Health Administration regulations, when persons are in trenches 4-feet deep or more, adequate means of exit, such as a ladder or steps, must be provided and located so as to require no more than 25 feet of lateral travel.

3. If trench safety system details were not provided in the plans because trenches were anticipated to be less than 5 feet in depth and during construction it is found that trenches are in fact 5 feet or more in depth or trenches less than 5 feet in depth are in an area where hazardous ground movement is expected, all construction shall cease, the trenched area shall be barricaded and the Engineer notified immediately. Construction shall not resume until appropriate trench safety system details, as designed by a professional engineer, are retained and copies submitted to the City of Bastrop.

STREET AND DRAINAGE NOTES

1. All testing shall be done by an independent laboratory at the Applicant's expense. A City Inspector shall be present during all tests. Testing shall be coordinated with the City of Bastrop Construction Manager and he shall

be given a minimum of 24 hours notice prior to any testing. Contact the Planning and Development Department with notice 512-332-8840.

2. Backfill behind the curb shall be compacted to obtain a minimum of 85% maximum density to within 3 inches of top of curb. Material used shall be primarily granular with no rocks larger than 3 inches in the greatest dimension. The remaining 3 inches shall be clean topsoil free from all clods and suitable for sustaining plant life.

3. Depth of cover for all crossings under pavement including gas, electric, telephone, cable TV, water services, etc., shall be a minimum of 36 inches below subgrade unless approved by the City Engineer.

4. Street rights-of-way shall be graded at a slope of 1/4 inch per foot toward the curb unless otherwise indicated. However, in no case shall the width of right-of-way at 1/4 inch per foot slope be less than 10 feet unless a specific request for an alternate grading scheme is made to and accepted by the City of Bastrop Planning and Development Department.

5. Barricades built to City of Bastrop standards shall be constructed on all dead-end streets and as necessary during construction to maintain job and public safety.

6. All RCP shall be minimum Class III.

7. The subgrade material for the streets shown herein was tested by _____. The paving sections were designed by _____ in accordance with the current City of Bastrop design criteria. The paving sections are to be constructed as follows:

| Street | Station | Flex. Base Thickness | HMAC Thickness | Lime Stab. Thickness |
|---|---|---|---|---|

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8. The Geotechnical Engineer shall inspect the subgrade for compliance with the design assumptions made during preparation of the Soils Report. Any adjustments that are required shall be made through revision of the construction plans.

9. Where PI's are over 20, subgrades must be stabilized utilizing a method acceptable to the City Engineer. The Geotechnical Engineer shall recommend an appropriate subgrade stabilization if sulfates are determined to be present.

WATER AND WASTEWATER NOTES

1. Pipe material for water mains shall be PVC (AWWA C-900, minimum Class 200), or Ductile Iron (AWWA C-100, minimum Class 200). Water services (2 inches or less) shall be polyethylene tubing (black, 200 psi, DR 9).

2. Pipe material for pressure wastewater mains shall be PVC, or Ductile Iron (minimum Class 250). Pipe material for gravity wastewater mains shall be PVC (ASTM D2241 or D3034, maximum DR-26), Ductile Iron (AWWA C-100, minimum Class 200).

3. Unless otherwise accepted by the City Engineer, depth of cover for all lines out of the pavement shall be 42 inches minimum, and depth of cover for all lines under pavement shall be a minimum of 30 inches below subgrade.

4. All fire hydrant leads shall be PVC (AWWA C-900, minimum Class 200) or ductile iron pipe (AWWA C-100, minimum Class 200). as approved by the Director of Water and Wastewater during plan review.

5. All iron pipe and fittings shall be wrapped with minimum 8-mil polyethylene and sealed with duct tape or equal accepted by the City Engineer.

6. The Contractor shall contact the City Inspector, telephone at 512-332-8840 to coordinate utility tie-ins and notify him at least 48 hours prior to connecting to existing lines.

7. All manholes shall be concrete with cast iron ring and cover. All manholes located outside of the pavement shall have bolted covers. Tapping of fiberglass manholes shall not be allowed.

8. The Contractor must obtain a bulk water permit or purchase and install a water meter for all water used during construction. A copy of this permit must be carried at all times by all who use water.

9. Line flushing or any activity using a large quantity of water must be scheduled with the City Inspector, telephone at 512-332-8840.

10. The Contractor, at his expense, shall perform sterilization of all potable water lines constructed and shall provide all equipment (including test gauges), supplies (including concentrated chlorine disinfecting material), and necessary labor required for the sterilization procedure. The sterilization procedure shall be monitored by City of Bastrop personnel. Water samples will be collected by the City of Bastrop to verify each treated line has attained an initial chlorine concentration of 50 ppm. Where means of flushing is necessary, the Contractor, at his expense, shall provide flushing devices and remove said devices prior to final acceptance by the City of Bastrop.

11. Sampling taps shall be brought up to 3 feet above grade and shall be easily accessible for City personnel. At the Contractor's request, and in his presence, samples for bacteriological testing will be collected by the City of Bastrop not less than 24 hours after the treated line has been flushed of the concentrated chlorine solution and charged with water approved by the City. The Contractor shall supply a check or money order, payable to the City of Bastrop, to cover the fee charged for testing each water sample. City of Bastrop fee amounts may be obtained by calling the Water and Wastewater Department, telephone at 512-332-8960.

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12. The Contractor, at his expense, shall perform quality testing for all wastewater pipe installed and pressure pipe hydrostatic testing of all water lines constructed and shall provide all equipment (including pumps and gauges), supplies and labor necessary to perform the tests. Quality and pressure testing shall be monitored by City of Bastrop personnel.

13. The Contractor shall coordinate testing with the City of Inspector and provide no less than 24 hours notice prior to performing sterilization, quality testing or pressure testing.

14. The Contractor shall not open or close any valves unless authorized by the City of Bastrop.

15. All valve boxes and covers shall be in accordance with the City of Bastrop Construction Technical Manual.

16. Contact the Water and Wastewater Department, telephone at 512-332-8960 for assistance in obtaining existing water and wastewater locations.

17. The Planning and Development Department, telephone at 512-332-8840, shall be notified 48 hours prior to testing of any building sprinkler piping in order that the Building Official and/or Fire Department may monitor such testing.

18. Sand, as described in Specification item 510 pipe, shall not be used as bedding for wastewater lines. Acceptable bedding materials are pipe bedding stone, pea gravel and in lieu of sand, a naturally occurring or manufactured stone material conforming to ASTM C33 for stone quality and meeting the following gradation specification:

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| Sieve Size | Percent Retained by Weight |
|---|---|
| 1/2" | 0 |
| 3/8" | 0-2 |
| #4 | 40-85 |
| #10 | 95-100 |

19. The Contractor is hereby notified that connecting to, shutting down, or terminating existing utility lines may have to occur at off-peak hours. Such hours are usually outside normal working hours and possibly between 12 a.m. and 6 a.m.

20. All wastewater construction shall be in accordance with the Texas Commission on Environmental Quality (TCEQ) Regulations, 30 TAC Chapter 213 and 317, as applicable. Whenever TCEQ and City of Bastrop Specifications conflict, the more stringent shall apply.

TRAFFIC MARKING NOTES

1. Any methods, street markings and signage necessary for warning motorists, warning pedestrians or diverting traffic during construction shall conform to the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest edition.

2. All pavement markings, markers, paint, traffic buttons, traffic controls and signs shall be installed in accordance with the Texas Department of Transportation Standard Specifications for Construction of Highways, Streets and Bridges and, the Texas Manual of Uniform Traffic Control Devices for Streets and Highways, latest editions.

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EROSION AND SEDIMENTATION CONTROL NOTES

1. Erosion control measures, site work and restoration work shall be in accordance with the City of Bastrop Code of Ordinances.

2. All slopes shall be sodded or seeded with approved grass, grass mixtures or ground cover suitable to the area and season in which they are applied.

3. Silt fences, rock berms, sedimentation basins and similarly recognized techniques and materials shall be employed during construction to prevent point source sedimentation loading of downstream facilities. Such installation shall be regularly inspected by the City of Bastrop for effectiveness. Additional measures may be required if, in the opinion of the City Engineer, they are warranted.

4. All temporary erosion control measures shall not be removed until final inspection and approval of the project by the City Inspector. It shall be the responsibility of the Contractor to maintain all temporary erosion control structures and to remove each structure as approved by the City Inspector.

5. All mud, dirt, rocks, debris, etc., spilled, tracked or otherwise deposited on existing paved streets, drives and areas used by the public shall be cleaned up immediately.

ELECTRIC

1. All utilities are to be underground.
2. A Blanket Temporary Access and Construction Easement for the construction of Electric Facilities is currently on file for the property.
3. A plat note referencing the Blanket Temporary Access and Construction Easement to be added to the final plat.
4. Upon completion of construction and installation of the Electric Facilities on the Property the developer/owner shall have the Permanent Utility Easement Area (20-foot easement, to include a 10-foot buffer around all non-opening sides and a 20-foot buffer around opening sides of equipment) surveyed by metes and bounds, at its sole cost and expense, and a copy of that Permanent Easement survey provided to BP&L for the granting and recording of a Permanent Public Utility Easement. The Blanket Temporary Access and Construction Easement shall be vacated at such time as BP&L accepts and records the Permanent Public Utility Easement.
5. As shown herein, a twenty (20) foot wide Public Utility Easement is hereby dedicated adjacent to street ROW on all lots.
6. The electric utility has the right to prune and/or remove trees, shrubbery vegetation and other obstructions to the extent necessary to keep the easements clear. The owner/developer of this subdivision/lot shall provide the City of Bastrop electric utility department with any easement and/or access required, in addition to those indicated, for the installation and ongoing maintenance of overhead and underground electric facilities.
7. The owner shall be responsible for installation of temporary erosion control, re-vegetation and tree protection for electric utility work required to provide electric service to this project

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8. All fees must be paid before materials are ordered or construction of Electric Facilities will be scheduled.

9. Provide electric schedule and load calculations.

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(j) Incomplete Submissions. All Public Improvement Plan submittals shall be reviewed for completeness and must be deemed administratively complete to be considered filed. All incomplete submissions will be returned to applicant on the date listed for completeness checks on the Public Improvement Plan Schedule of Uniform Submittal Dates adopted annually by City Council.

(k) Approval. Within 30 days of the date on which all required information been accepted by review, the City Engineer shall approve or disapprove in compliance with Texas Local Government Code Chapter 212.009.

### 3.2.9 Public Improvement Plan Agreement

### 3.2.10 Pre-Construction Meeting

### 3.2.11 Notice to Proceed

A Notice to Proceed Letter will be issued by the City Engineer after the approval of the Public Improvement Plan has been given by the City Engineer, a Public Improvement Plan Agreement has been approved by the City Council, and a Pre-Construction Meeting has been conducted by the City Engineer.

### 3.2.12 Infrastructure Acceptance

Once construction of public infrastructure is completed, a walk-through will be conducted by the City Engineer with authorized representative(s). A punch-list will be created and must be completed. At the completion of all items on the punch-list, a two (2) year maintenance bond must be filed in accordance with approved Public Improvement Plan Agreement. A letter shall be submitted to the City from the developer's Engineer certifying that the improvements were built in accordance with the approved Public Improvement Plan. A letter of concurrence will be issued by the City Engineer stating that the improvements were built in accordance with the approved Public Improvement Plan, after which a final plat can be submitted to the City in accordance with Section 4.10.6b. Approval of a final plat constitutes acceptance of the infrastructure by the City.

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### 3.2.13 Record Drawings

Record Drawings shall include the full set of construction plans with the improvements shown as it was actually constructed. Normally the record drawings are the original site development plans modified to reflect the actual construction. The plans shall include grading, entrance locations, pavement layout, striping, curb and gutter, storm sewers in plan and profile, building location(s), etc. Detention facilities grading and outlet works shall be shown with a certification that the pond complies with the original design. A digital copy of the as-built plans shall also be submitted in a format and coordinate system compatible with the city's geographic information system. Record drawing plans shall be submitted along with an engineer's concurrence letter prior to issuance of a temporary certificate of occupancy or certificate of occupancy.

### 3.2.14 Expiration Date

(a) A Public Improvement Plan shall expire two (2) years from the date such plan was approved if no progress has been made towards completion of the project, pursuant to Section 245.005 of the Texas Local Government Code, as amended.

(b) Any project, as defined under Chapter 245 of the Texas Local Government Code, as amended, shall expire on the fifth anniversary of the date the first permit application was filed for the project, pursuant to Section 245.005 of the Texas Local Government Code, as amended.

### 3.2.15 Changes in Approved Plans and Specifications

After approval by the City Engineer, any changes in the plans and specifications shall be in compliance with the Preliminary Plat. If not, an amendment to the Preliminary Plat shall be required requiring the approval of the Planning & Zoning Commission. Any changes in the plans and specifications, requiring an amended Preliminary Plat, shall have the recommendation of the City Engineer.

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### 3.2.16 Fees.

All fees shall be paid at the time of the submittal in accordance with the Code of Ordinances, Appendix A – Fee schedule.

### 3.2.17 TxDOT Permit Required.

No person, firm or corporation shall construct, reconstruct, alter or repair, remove or replace any sidewalk, drive approach, or any concrete work on any Texas Departments of Public Safety (TxDOT) right-of-way within the city without first obtaining an approved TxDOT permit. A copy of the approved TxDOT permit is required before a Preliminary Plat application may be submitted.

## Section 3-3

## REQUIREMENT FOR ENGINEERING LICENSE IN STATE OF TEXAS

The subdivider shall retain the services of an Engineer, licensed in the State of Texas, whose seal shall be placed on each sheet of the drawings, and who shall be responsible for the design and inspection of the drainage, roads and streets, and sewer and water facilities within the subdivision. The services performed by the Engineer shall be designated conformance with the most current rules established by the Texas Board of Professional Engineers (or successor agency) and shall include both design and inspection as defined therein.

### 3.3.1 Engineering Seal

The engineering seal used by an Engineer licensed in the State of Texas must be in compliance with Texas Board of Professional Engineers.

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# Chapter 4: Streets & Alleys

Streets are key public spaces for the community. Streets provide connections from block to block and from neighborhood to neighborhood through a range street types. Street design is the most important component of the public realm. This chapter provide a variety of street types to appropriately serve each place type. Street types are aligned with place and building types to provide for a context sensitive built environment.

4-1 GENERAL

4-2 NEW STREETS & ALLEYS

4-3 STREET TYPES

Main Street: Bastrop, TX

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Section 4-1

## GENERAL

(a) Street Arrangement:

The Bastrop Master Transportation Plan and Thoroughfare Master Plan establish the foundation for the mandatory street network. Unless otherwise approved by the City Council, provision shall be made for the extension of major streets through any new neighborhood. Off-center street intersections with streets in adjacent neighborhoods shall be avoided. All streets shall be continuous or in alignment with existing streets unless variations are deemed advisable by the Council due to topography and requirements of traffic circulation.

(b) Street Design:

To assure adequate and proper streets, a soils evaluation report by a licensed Engineer shall be required. This report shall be submitted with the plans and specifications for street improvements. Generally, all streets shall be surfaced with one of the surfaces indicated below with curb and gutter as set forth below and built according to the current City of Bastrop Construction Standards Manual and Details.

(1) Eight (8) inches of compacted flexible base and one and one-half (1½) inches of compacted hot mix asphaltic concrete.

(2) Six (6) inches of reinforced concrete.

(3) Concrete curb and gutters shall be provided on all streets and parking lots. Curb shall be standard six (6) inch height and to the exact dimensions and shape of the City of Bastrop construction standards with reinforcing steel as shown.

(4) Rural place types and neighborhoods may seek relive from these standards with a proposal of alternative compliance.

(c) Street Widths:

Major streets serving place types P5 or EC shall have a minimum dedicated right-of way of eighty (80) feet and a minimum paving width curb to curb

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of sixty (60) feet. Streets primarily used to connect neighborhoods and serving place types P4 or P5 shall have a minimum dedicated right-of-way of sixty (60) feet and a minimum (paving) width curb to curb of forty (40) feet. Streets primarily serving Place Type P3 shall have a minimum dedicated right-of-way of fifty (50) feet with a minimum paving width curb to curb of twenty eight (28) feet.

(d) Intersections:

(1) All streets, major, neighborhood connector or P3 streets must intersect at a ninety (90) degree angle, unless existing site constraints will not allow for this alignment.

(2) Curbs at acute angle intersections, if approved, shall have twenty-five (25) foot radii at acute corners.

(3) Each new street intersection with, or extending to meet, an existing street, shall be tied to the existing street on center line.

(4) Minimum curb radius at intersections:

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- Major Streets - 20'
- Collector Streets - 20'
- Residential Streets - 10’

(e) Cul-De-Sacs:

(1) Dead-end streets must be avoided unless approved due to geographically sensitive areas, topography, railroad tracts or another physical barrier as approved by the DRC.

(2) Dead-end streets may be platted where the land being divided adjoins property not being divided, in which case the streets shall be carried to the boundaries thereof. Streets designed to be permanently dead-end shall not be longer than five hundred (500) feet and shall be provided at the closed end with a paved cul-de-sac at least eighty (80) feet in diameter.

(3) Temporary turnarounds are to be used at the end of a street more than 300 hundred (300) feet long that will be extended in the future.

The following note shall be placed on the plat:

> Cross-hatched area is temporary easement for turnaround until street is extended (direction) in a recorded plat.

(f) Partial or Half-Streets:

Partial or half-streets may be provided where the City Council feels that a street should be located on a property line.

(g) Street Names:

New streets shall be named so as to provide continuity of name with existing streets and so as to prevent conflict with identical or similar names in other parts of the City as determined by the 911 coordinator for the City and/or County.

(h) Private Streets:

To prevent future conflicts regarding street maintenance, private streets are prohibited, except where justified by special considerations. Private streets may be permitted by approval of the City Council after evaluation of such considerations.

(i) Street Signs: Street signs are required at all intersections. Signs will be of a type that meets the current City sign standard or match the existing street signs of the adjacent joining streets.

(j) Alleys

(1) Pavement Type: Alleys shall be paved with reinforced concrete conforming to street paving requirements.

i. Alternative construction methods may be approved by the Director of Engineering.

2. Width: A minimum paved width of sixteen (16) feet and a minimum right-of-way of twenty (20) feet shall be required for all alleys.

3. Drainage: Adequate drainage shall be provided with paved sections or by swales to drain all lots to streets without drainage easements through lots where possible. The depth of swale shall be as required for drainage with a minimum

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longitudinal slope of one-half (1/2) of one (1) percent toward a street or drainage easement.

4. Streets and Alleys shall be designed by a register engineer meeting the specifications of this manual and the City of Bastrop Construction Standards Manual.

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Section 4-2

## NEW STREETS

(a) General Provisions

The new streets section establishes and documents the policies, procedures, and practices for how the City manages physical improvements in the street right-of-way and on public property. It attempts to provide a comprehensive resource for all procedures, standards, and guidelines affecting physical changes in the street right-of-way.

The Streets section summarizes the City of Bastrop's B3 Code requirements for street and alley improvements and presents specific criteria for design and installation. In addition to requirements, Streets Illustrated includes additional resources and guidelines for doing work in the street right-of-way including information on project permitting, construction requirements, and street design guidelines.

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(b) Intent

(1) The intent of the new street regulations is to provide a palette of street typologies and design elements that reflect the character of different areas within the City.

(2) The new street regulations provide adequate travel lanes for vehicles, cyclists and pedestrians.

(3) The City supports the use of context sensitive design solutions and complete streets and will review projects on a case-by-case basis for conformance with these concepts.

(4) The street typical cross-sections displayed in this Section provide a guide to balancing the needs of all modes of travel. Modifications to these typical cross sections may be made by the Project Lead.

(5) The appropriate street typical cross-section will be selected by the Project Lead based on both engineering and land use context factors, including anticipated vehicle volumes.

(6) Administrative design adjustments approved by the Project Lead may be appropriate when an existing building would impede roadway expansion; when transitioning from a different street section; or where strict compliance with this Development Code would pose a safety hazard.

(b) Street Right-of-Way Width

(1) Street right-of-way width for Thoroughfare Master Plan streets must be dedicated as specified in the Transportation Master Plan.

(2) Alignments may be adjusted as approved by the DRC.

(3) Applicants must dedicate sufficient right-of-way to the City for streets and sidewalks. Typical street right-of way widths are illustrated in this Section.

(4) The City may require turn lanes, and additional right-of-way beyond that shown in the applicable street typical cross-section to accommodate these lanes when warranted.

(c) Measurement of Streets and Public Realm

(1) Face of Curb. All measurements of parking spaces and lane widths are taken from the face of curb and are inclusive of the gutter.

2. Pavement Markings. All measurements of parking spaces and lane widths are made to the center of pavement markings.

P4 Street Rendering by Geoff Dyer

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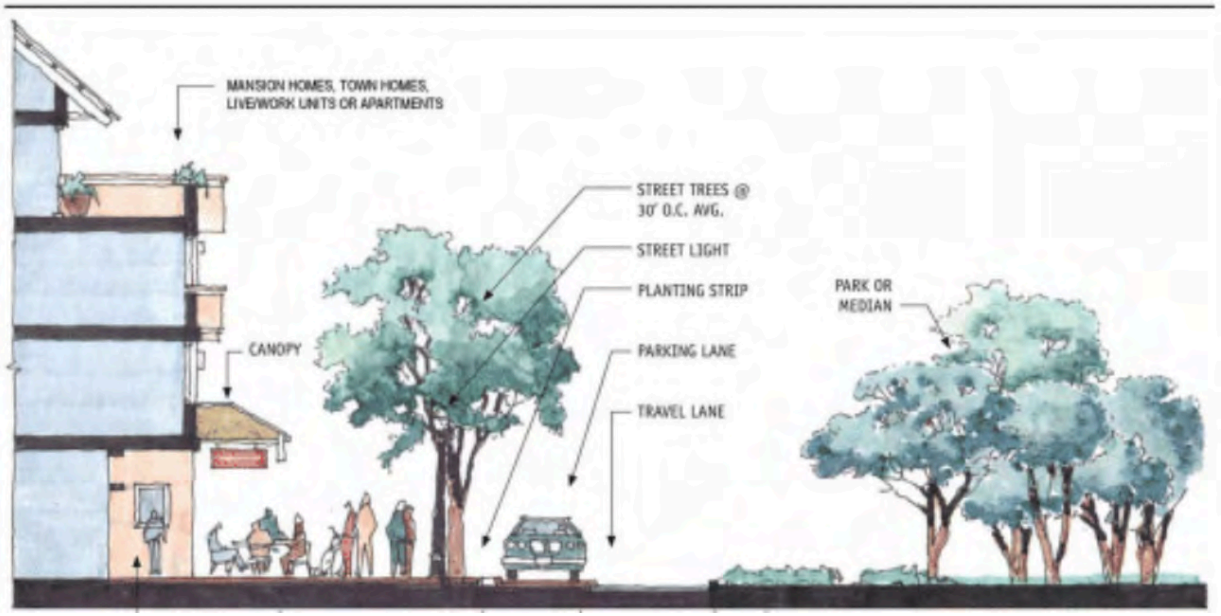
Section 4-3

## STREET TYPES

A range of Streets Types have been provided which correspond back to the built environment they serve. Street types were created in conjunction with all other B3 Code sections to promote longterm fiscally sustainability and a walkable environment. Each street type contains characteristics which correspond with the place types and building types in the B3 Code.

The following street illustrations are to be used as a guide when designing streets for Neighborhood Concept Schemes and infill street designs.

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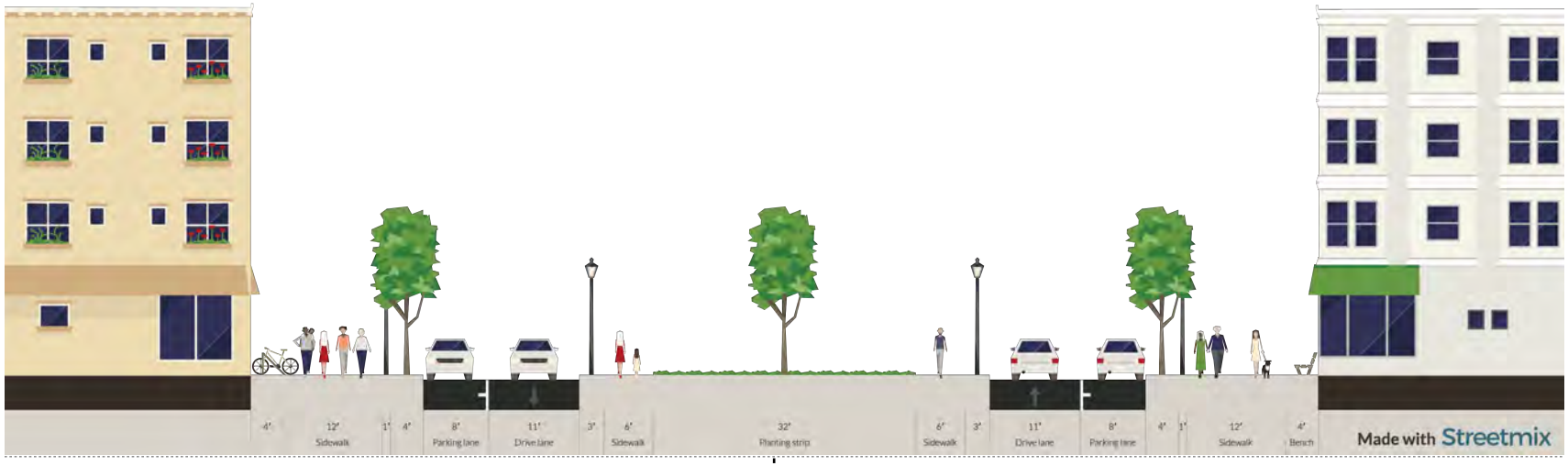
## 4.3.1 Boulevard




| | | | |
|---|---|---|---|
| **Street Type:** | Two-way street with a median, parking on both sides, and bike lanes | **Planter Type:** | Continuous planter |
| **Right-of-Way Width:** | 130 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 50 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 30 MPH | **Building Types Allowed:** | See B3 Code Sec. 6.5 |
| **Traffic Lanes:** | Two lanes at 11 feet each | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | Both sides parallel at 8 feet, marked | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 15 feet | **Street Lights:** | Shielded Post and Column type |
| **Walkway Type** | 10-15 feet sidewalk | **Place Types:** | P4, P5 |

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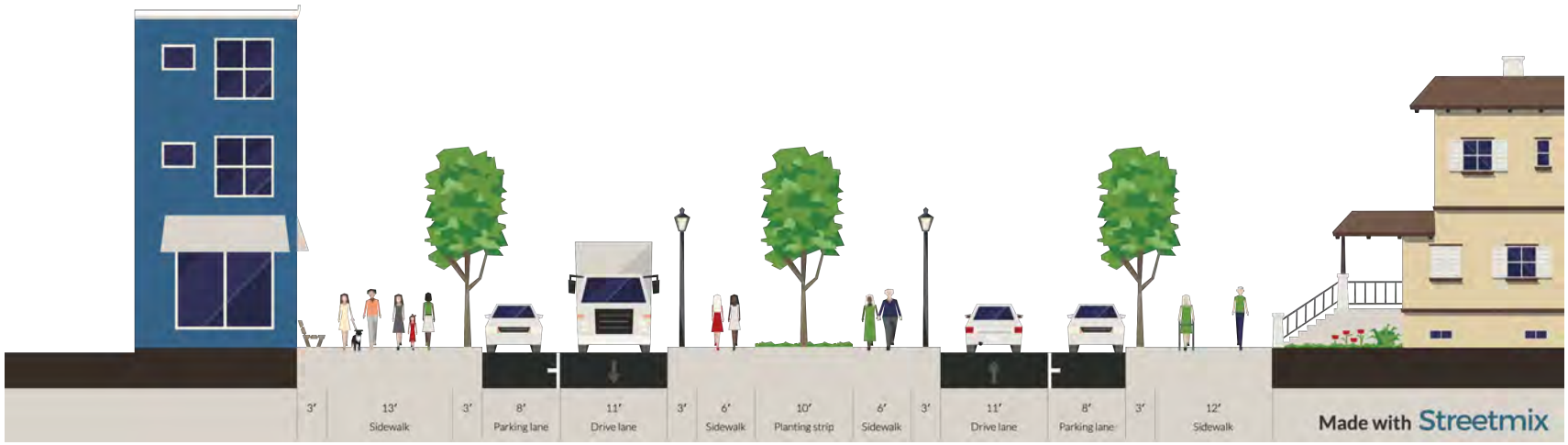
## 4.3.2 Avenue




| | | | |
|---|---|---|---|
| **Street Type:** | Two-way street with Parking | **Planter Type:** | Continuous planter |
| **Right-of-Way Width:** | 100 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 50 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 30 MPH | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Traffic Lanes:** | Two lanes at 11 feet each | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Parking Lanes** | Both sides parallel at 8 feet, marked | **Street Lights:** | Shielded Post and Column type |
| **Curb Radius** | 10 feet | **Place Type** | P3, P4, P5 |
| **Walkway Type** | 6-15 feet sidewalk | **Building Types Allowed** | See B3 Code Article 6.5 |

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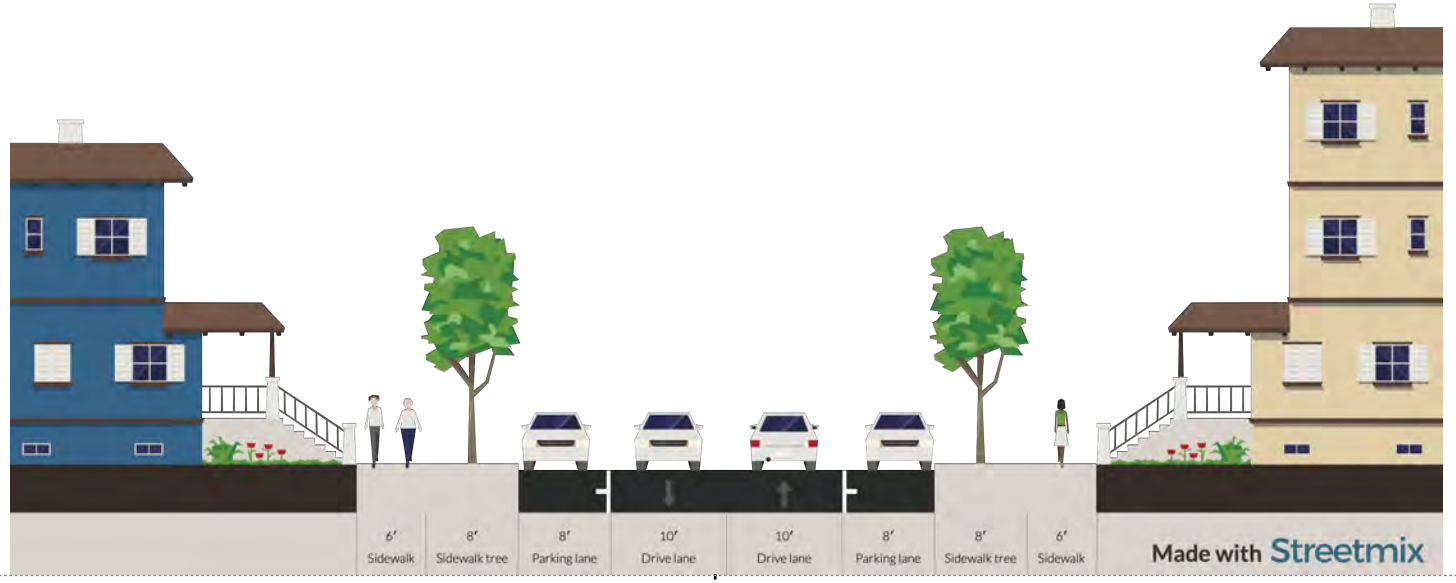
## 4.3.3 Connector




| | | | |
|---|---|---|---|
| **Street Type:** | Two-way street with parking | **Planter Type:** | Continuous planter |
| **Right-of-Way Width:** | 64 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 35 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 25 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | Two lanes at 10 feet each | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | Both sides parallel at 8 feet, marked | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 15 feet | **Street Lights:** | Shielded Post and Column type |
| **Walkway Type** | 6-feet sidewalk | **Place Types:** | P3, P4, P5 |

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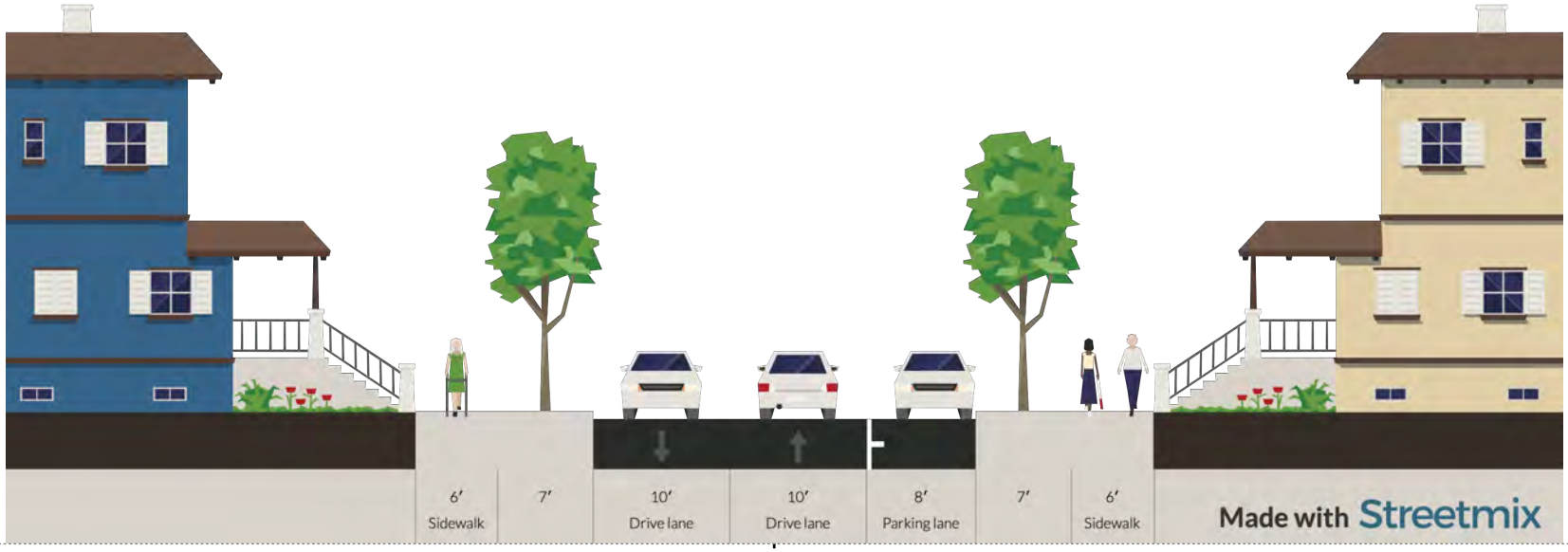
## 4.3.4 Neighborhood Street I




| | | | |
|---|---|---|---|
| **Street Type:** | Two-way street with parking | **Planter Type:** | 7 foot Continuous planter |
| **Right-of-Way Width:** | 62 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 36 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 20 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | Two lanes | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | Both side at 7 feet, marked | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 15 feet | **Street Lights:** | Shielded Post and Column type |
| **Walkway Type** | 6-feet sidewalk | **Place Types:** | P3, P4 |

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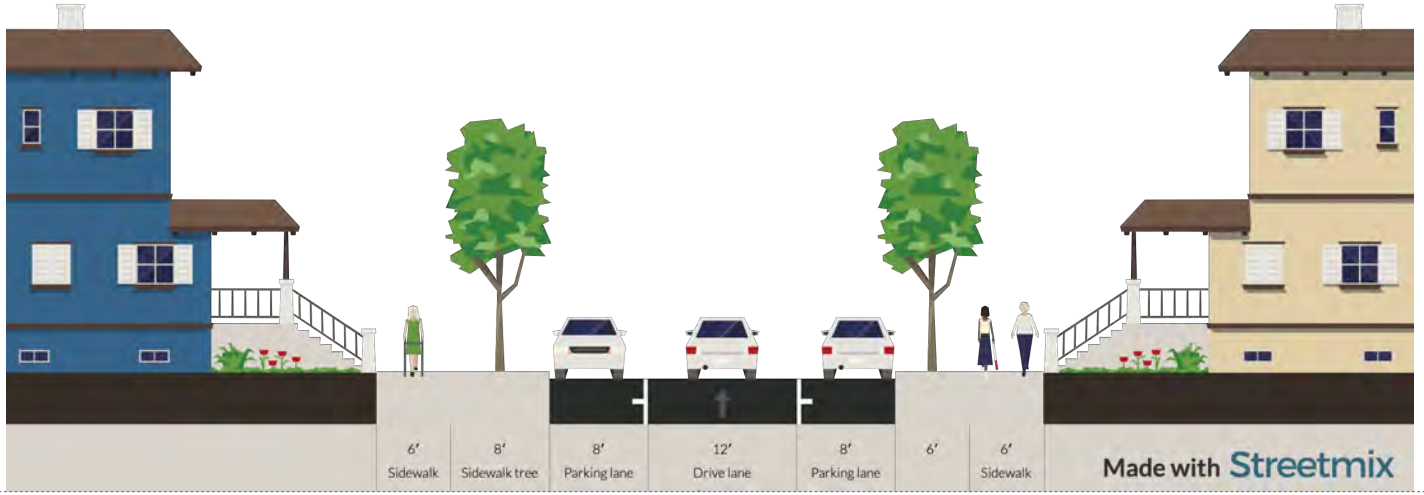
## 4.3.5 Neighborhood Street II




| | | | |
|---|---|---|---|
| **Street Type:** | Two-way street with parking | **Planter Type:** | Continuous planter |
| **Right-of-Way Width:** | 56 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 30 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 20 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | Two lanes (Yield Street) | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | Both sides parallel at 7 feet, marked | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 15 feet | **Street Lights:** | Shielded Post and Column type |
| **Walkway Type** | 6-feet sidewalk | **Place Types:** | P3, P4 |

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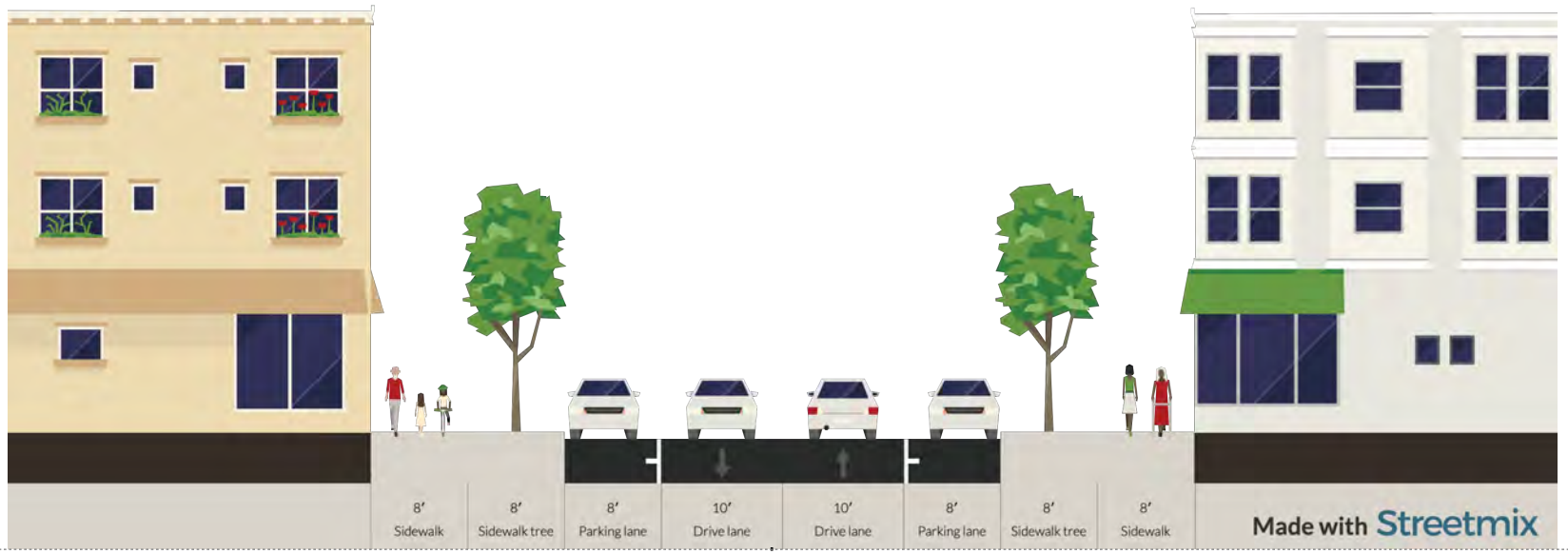
## 4.3.6 Commercial Street I




| | | | |
|---|---|---|---|
| **Street Type:** | Two-way street with parking | **Planter Type:** | Tree Well |
| **Right-of-Way Width:** | 68 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 36 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 25 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | Two lanes at 10 feet each | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | Both sides parallel at 8 feet, marked | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 15 feet | **Street Lights:** | Shielded Post and Column type |
| **Walkway Type** | 16-feet sidewalk | **Place Types:** | P5 |

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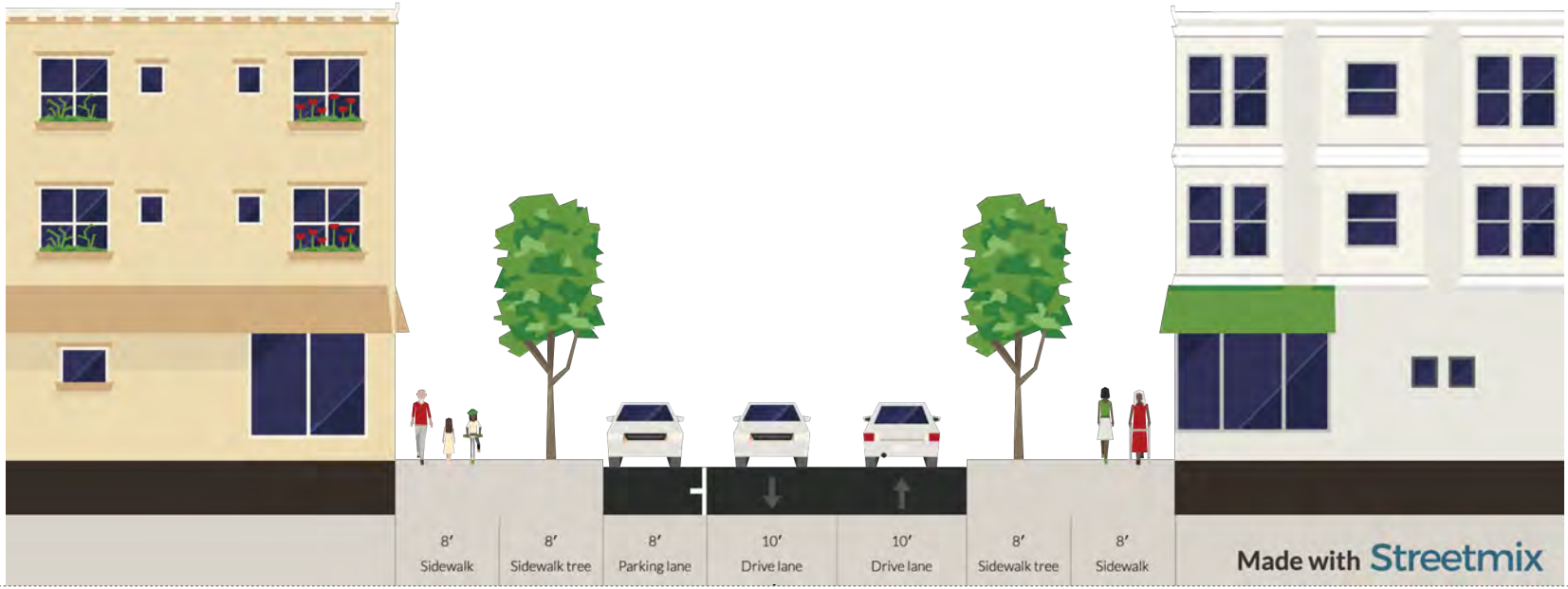
## 4.3.7 Commercial Street II




| | | | |
|---|---|---|---|
| **Street Type:** | Two-way commercial street | **Planter Type:** | Tree Well |
| **Right-of-Way Width:** | 60 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 28 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 25 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | Two lanes at 10 feet each | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | Parallel on one side at 8 feet, marked | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 15 feet | **Street Lights:** | Shielded Post and Column type |
| **Walkway Type** | 16-feet sidewalk | **Place Types:** | P5 |

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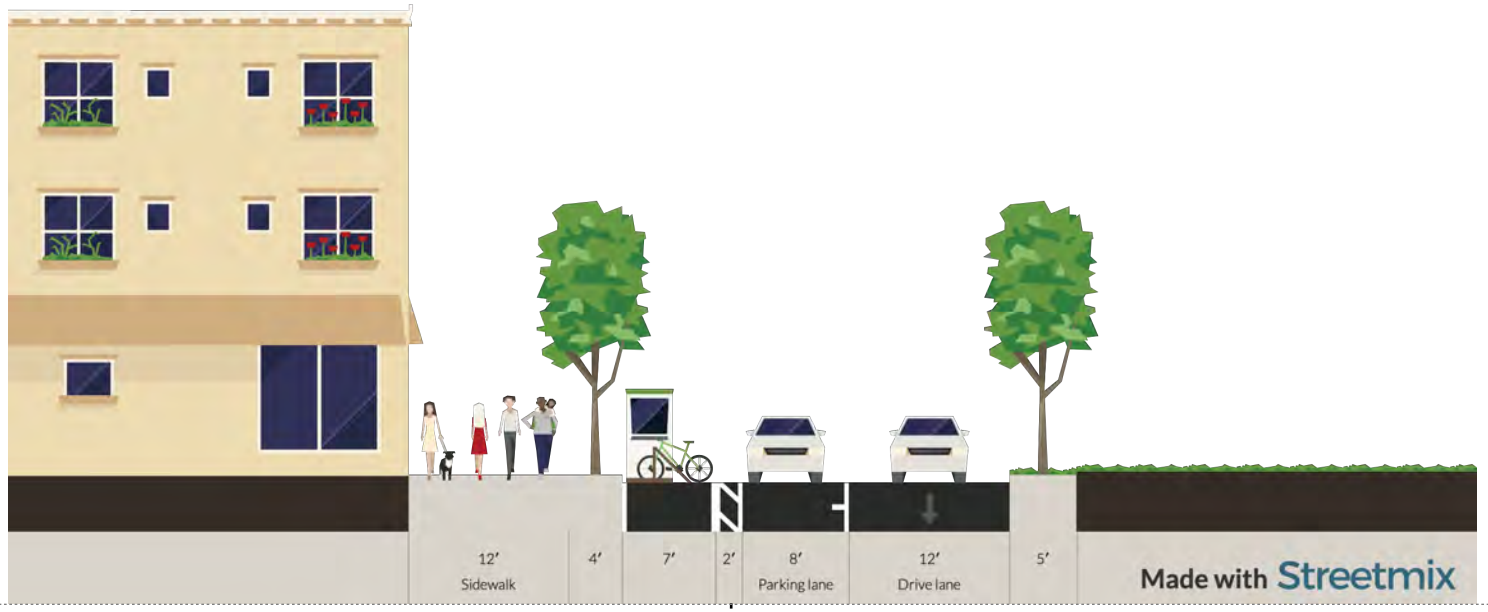
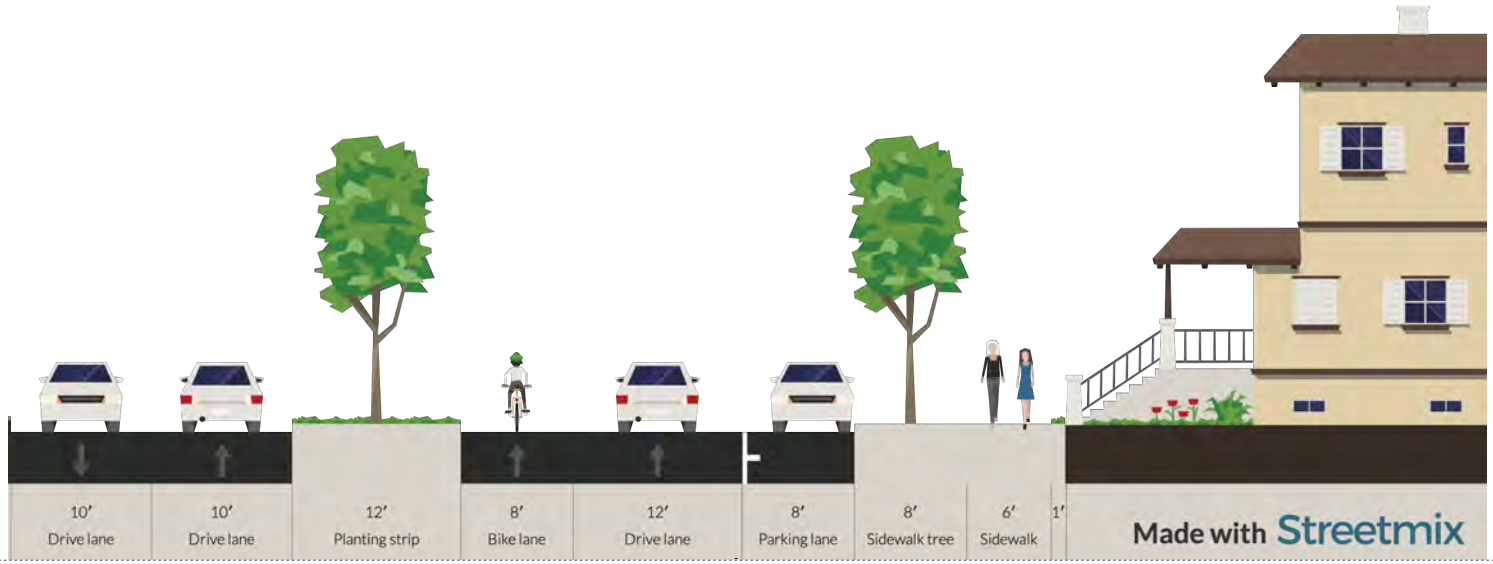
## 4.3.8 Court Street




| | | | |
|---|---|---|---|
| **Street Type:** | One-way with parking | **Planter Type:** | Continuous planter |
| **Right-of-Way Width:** | 50 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 29 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 20 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | One lane 12 feet wide | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | 8 feet, building side only | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 20 feet | **Street Lights:** | Shielded Post and Column type |
| **Walkway Type** | 8 to 16-feet sidewalk along buildings | **Place Types:** | P3,P4, P5 |

## 4.3.9 Slip Street




| | | | |
|---|---|---|---|
| **Street Type:** | One-way with parking | **Planter Type:** | Continuous planter |
| **Right-of-Way Width:** | 43 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 20 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 20 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | One lane 12 feet wide | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | 8 feet, building side only | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 20 feet | **Street Lights:** | Post and Column type |
| **Walkway Type** | 6-feet sidewalk | **Place Types:** | P3,P4, P5 |

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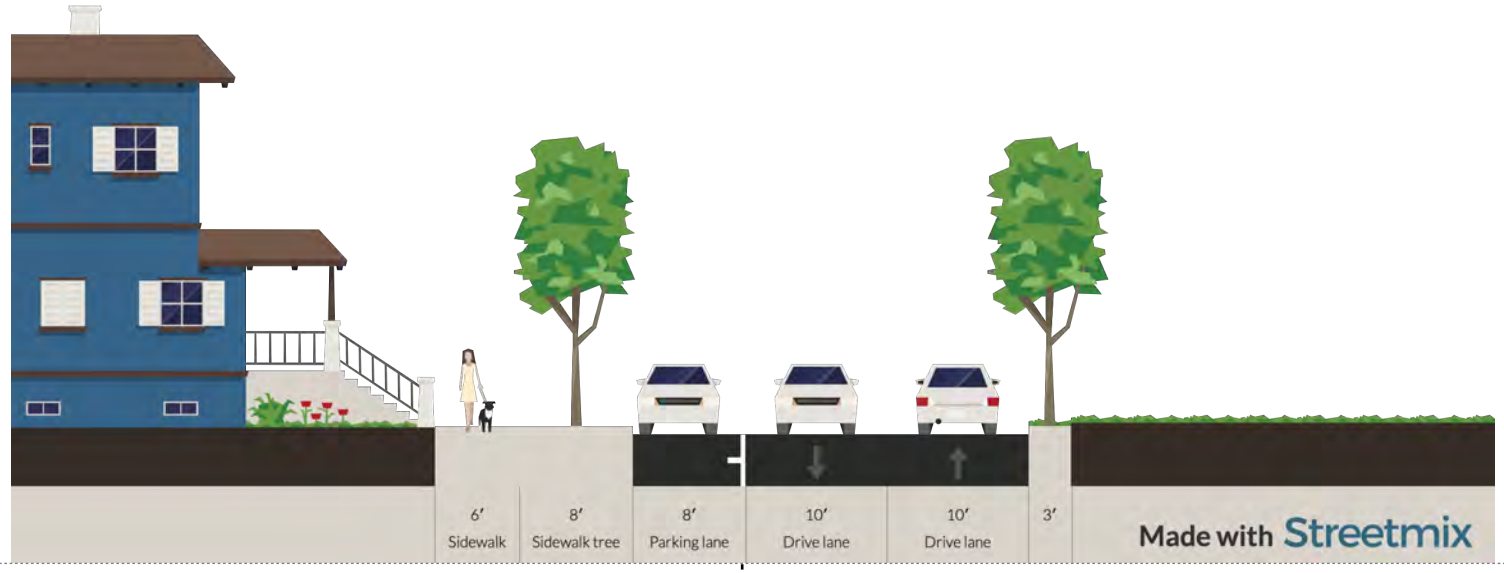
## 4.3.10 Park Drive




| | | | |
|---|---|---|---|
| **Street Type:** | One-way with parking | **Planter Type:** | Continuous planter |
| **Right-of-Way Width:** | 45 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 28 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 25 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | One lane 12 feet wide | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | 8 feet, building side only | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 10 feet | **Street Lights:** | Post and Column type |
| **Walkway Type** | 6 feet sidewalk | **Place Types:** | P3, P4 |

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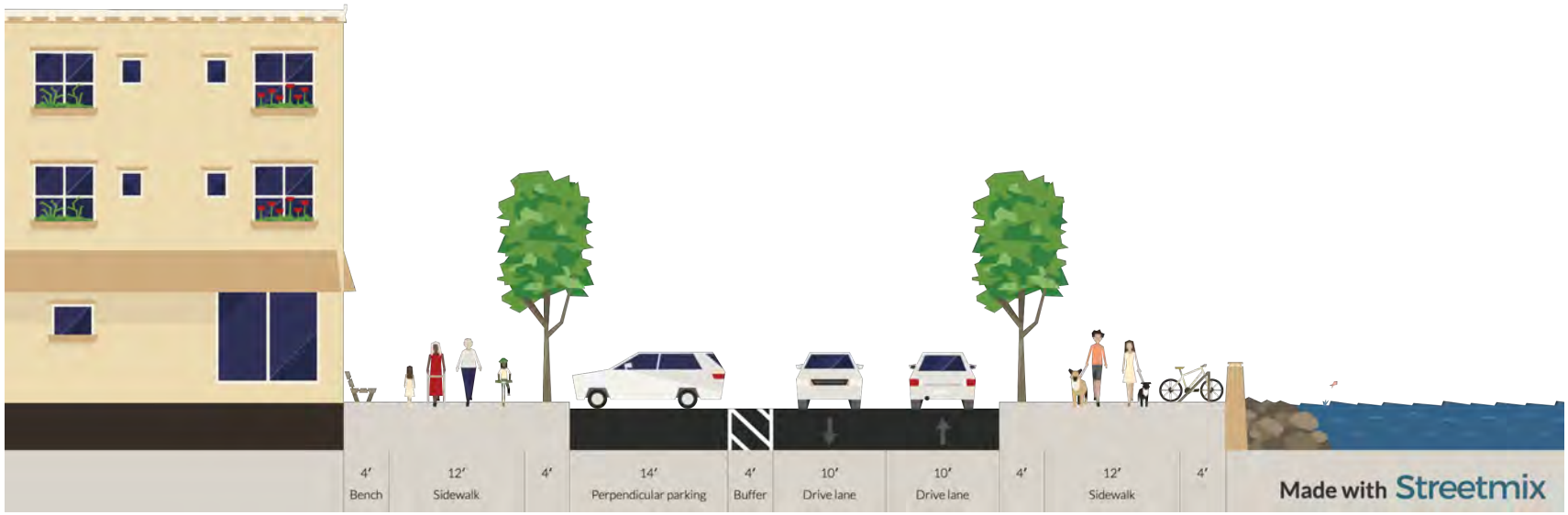
## 4.3.11 Boardwalk




| | | | |
|---|---|---|---|
| **Street Type:** | Two-way, Commercial | **Planter Type:** | Tree Well |
| **Right-of-Way Width:** | 78 feet | **Curb Type:** | Standard 6-inch curb |
| **Pavement Width** | 38 feet | **Landscape Type:** | Trees at 30 feet O.C. average |
| **Design Speed:** | 25 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | Two lanes; 10 feet wide | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | 8 feet, parking on both sides; head-in | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 15 feet | **Street Lights:** | Post and Column type |
| **Walkway Type** | 20 foot sidewalk | **Place Types:** | P5 |

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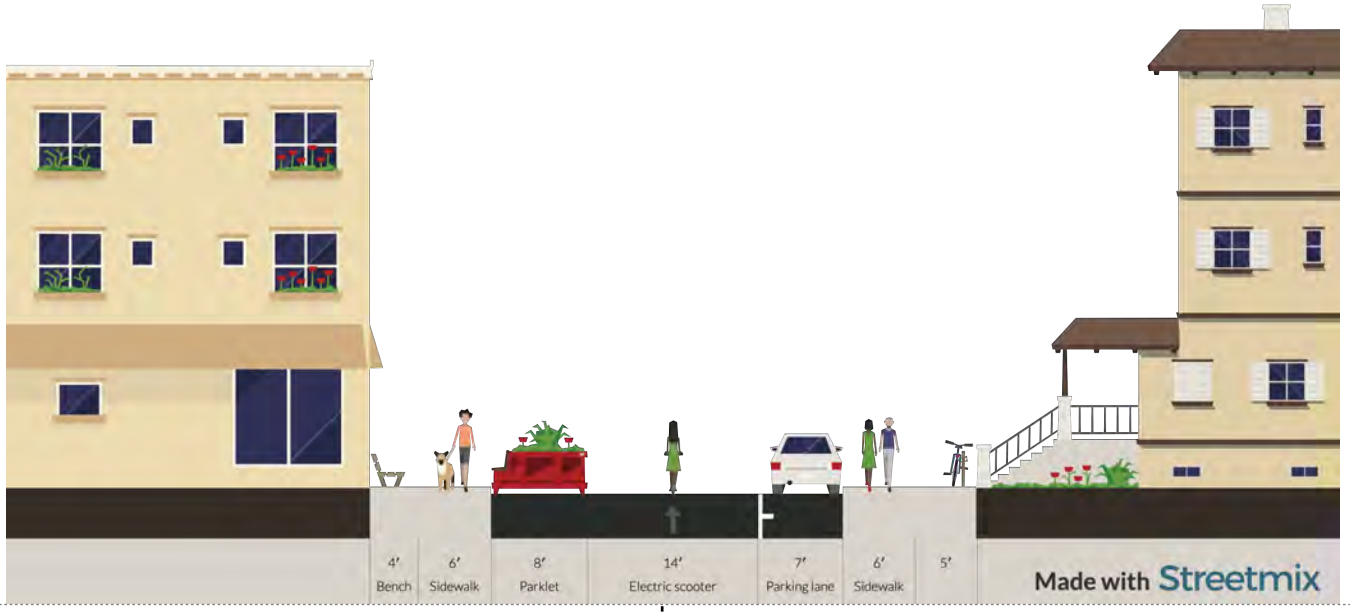
## 4.3.12 Pedestrian Street




| | | | |
|---|---|---|---|
| **Street Type:** | Shared/ Ped street | **Planter Type:** | Tree Well |
| **Right-of-Way Width:** | 40 feet | **Curb Type:** | No curb, Mountable |
| **Pavement Width** | 29 feet | **Landscape Type:** | Smaller Trees at 20 feet O.C. average |
| **Design Speed:** | 10 MPH | **Building Types Allowed:** | See B3 Code Article 6.5 |
| **Traffic Lanes:** | One lane; 14 feet wide | **Frontage Line Setback:** | See B3 Code Sec. 6.5.003 |
| **Parking Lanes** | Interspersed, marked | **Private Frontage Allowed:** | See B3 Code Sec. 6.5.002 |
| **Curb Radius** | 10 feet at entrance | **Street Lights:** | Column type |
| **Walkway Type** | 6 foot sidewalk | **Place Types:** | P4 & P5 |

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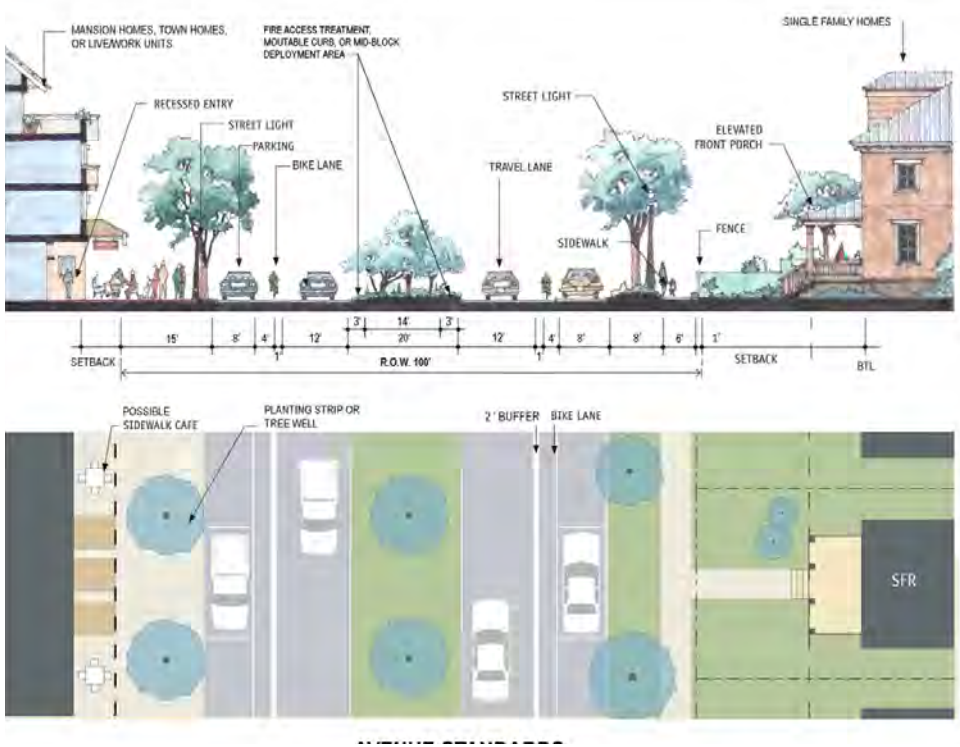
# Chapter 5: Public Improvement Plans (PIPs) & The Public Realm

This chapter presents an overview of the City's Public Improvement Plans (PIP's) and public realm standards and procedures to assist design professionals and applicants in preparing PIP's, plans and designs for a well defined public realm.

5-1 GENERAL

5-2 INFRASTRUCTURE REQUIREMENTS

5-3 CONSTRUCTION STANDARDS MANUAL

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Section 5-1

# GENERAL

The owner is responsible for planning, constructing and financing all public improvements associated with land divisions and land development. The owner must have an engineer registered in the State of Texas prepare a complete set of improvement plans for constructing required improvements. Such plans shall be based on the approved preliminary plat, place type, building types, and DRC approval stipulations. The owner must prepare these plans in conjunction and in conformance with the final plat. Improvement plans shall be subject to City approval prior to recordation of the final plat.

## 5.1.1 Reasons for Public Improvements

(a) Capital improvements

(b) Land divisions

(c) Relocations for buildings, utility conflicts, infrastructure improvements, etc.

(d) New building construction, building improvements

(e) Connecting existing buildings to infrastructure

## 5.1.2 Types of Public Improvements

(a) Streets, sidewalks, signals, intersection, streetscape, paving

(b) Storm Sewer, detention (See City of Bastrop Drainage Manual Chapter 6)

(c) Water, Sanitary Sewer, trunklines, extensions

(d) Erosion Control

Section 5-2

# INFRASTRUCTURE REQUIREMENTS

## 5.2.1 Water System

(a) The developer shall provide all water lines necessary to properly serve each lot of the neighborhood and ensure that existing, and/or new water facilities can supply the required demand for domestic use and for fire protection at the desired pressure. The developer shall bear all costs for extending water service from existing City water lines to the subdivision. All water lines and service connections shall meet the current City of Bastrop Construction Standards. The developer shall submit a certificate to the Director of Planning and Development certifying that the system has been designed in accordance with the current requirements of the State regulatory agency and the City of Bastrop.

## 5.2.2 Water Lines

(a) Piping for water mains and connections shall be ductile iron, or AWWA C900 polyvinyl chloride pipe. Service piping shall be copper for all commercial services and polyethylene for all residential services as approved by the City Engineer. All pipe and fittings shall be new and unused. All pipe and fittings shall conform to the latest standards as adopted by the City in Chapter 6, Construction Standards.

B. When recommended by the City Engineer and approved by the City Council and so noted in the preliminary plat or final plat review, larger lines shall be installed.

## 5.2.4 Valves

(a) At intersections of water distribution lines, the number of valves shall be one less than the number of radiating lines (two valves for tee connection and three for cross connection). Valves shall be located at the P.C. or P.T. of the nearest property line. All valves shall

conform to the latest standards of the American Water Works Association.

### 5.2.5 Fire Hydrants

(a) Fire hydrants will be provided at a maximum spacing of shall meet the specifications per the IFC as adopted by the City. Hydrants shall be standard three-way post-type dry barrel hydrants complying to AWWA Standards with six (6) inch or larger connections to mains.

### 5.2.6 On-Site Wastewater Systems

(a) No lot having a surface area of less than one acre shall be henceforth permitted to utilize individual on-site sewage facility methods for sewage disposal; except that lots in subdivisions properly platted, approved, and recorded prior to April 20, 1981, shall be exempt from this one acre minimum lot size requirement, to the extent permitted by current design criteria for on-site sewage facilities and administrative rules of the state commission on environmental quality, or any successive agency.

(b) All individual surface and subsurface methods for sewage disposal (including septic systems) within the City jurisdiction shall have a site-specific design by a registered professional engineer or a registered sanitarian; and such engineer or sanitarian shall, upon project completion, certify that the installation has been completed in accordance with that engineer's or sanitarian's approved design plans. Such certification and plans shall be satisfactory to the city's designated representative (City Engineer).

(c) Septic tanks will not be permitted within the Waste Water CCN service territory on the City. No person may cause or allow the installation of an on-site sewage facility when any part of the facility is to be within three hundred (300) feet in horizontal distance (measured on the closest practical access route) of an existing state commission on environmental quality or any successive agency approved organized sewage disposal/collection system, unless one of the following requirements has been met.

(1) The person has received a written denial of service from the owner or governing body of the

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state commission on environmental quality or any successive agency approved organized disposal/collection system; or

(2) A request maybe made to the Director of Public Works for exemptions.

### 5.2.7 Street Lighting

Street lighting shall be provided by the developer and shall be coordinated with the Bastrop Power and Light or the electrical service provider department. Lighting levels and fixtures vary by place type. For more information see Article 7.5 Public Lighting in the B3 Code.

### 5.2.8 Streets and Alleys

The owner shall grade and construct all streets and alleys within the land division to cross sections, grades and standards approved by the city, refer Chapter 6: Construction Standards.

### 5.2.9 Sidewalks

Sidewalks vary by street type and place type, and shall be determined by neighborhood zoning concept designs. The neighborhood zoning concept scheme may submit the request for alternative sidewalk compliance to the DRC.

(a) Place Type P1and P2 will have meandering sidewalks or trails located into the natural setting within the public right-of-way. Design approval will be determined by the DRC.

(b) P3 and P4, shall have a minimum of five (5) foot sidewalks on both sides of the street or one ten (10) foot sidewalk located on one side of the street. Design approval will be determined by the DRC.

(c) P5 shall have sidewalks on both sides of the street, parallel to and not more than two (2) feet above or below adjacent curb grade, inside the dedicated right-of-way line and situated wholly within the dedicated right-of-way.

(1) P5 Sidewalks shall be not less than ten (10) feet in width, parallel to and not more than two (2) feet above or below adjacent curb grade, and shall be located according to the street type selected and inside the dedicated right-of-way line and situated wholly within the dedicated right-of-way.

(d) The area between curb and sidewalk shall be excavated or filled to provide a uniform grade to match with the longitudinal street grade.

(e) The ground elevation at the right-of-way line shall be not more than two (2) feet nor less than three (3) inches above the elevation of the top of the adjacent curb.

(f) All sidewalks shall be of a continuing common surface, not interrupted by steps or abrupt changes in level.

(g) Wherever walks end, cross streets or parking areas, they shall bend to a common level by constructing handicapped ramps in compliance with ADA dimensions and regulations.

(h) All sidewalks shall be and uniform to provide a non-slip surface. Construction details shall be in accordance with the City's standard specifications.

## 5.2.10 Street Trees

These standards and guidelines are designed to optimize conditions for street trees in all place types categories as defined in the B3 Code.

They address these key items :

(a) Soil Volumes based on place type and street type and soil availability.

(b) 1,000 cubic feet for an individual large deciduous canopy tree. Alternative soil volume standards are defined for urban place types where recommended soil volume is not available.

(c) Design Methods to create soil volume where soil is not available. Design methods include soil cells to achieve soil volume, open soil areas, covered soil areas, and utility integration.

(d) Evaluate based on the Geographic Sensitive Nature of the B3 Code, theses items shall be reviewed:

(1) Height and Spread. Will the tree bump into anything such as power lines, awnings, tall trucks etc. when mature?

(2) Is the tree deciduous or coniferous? Will it lose its leaves in the winter?

(3) Form or shape. A columnar tree will grow in less space. Round and V-Shaped species provide the most shade.

(4) Growth rate. How long will it take for your tree to reach its full height? Slow growing species typically live longer than fast growing species.

(5) Soil, sun, and moisture requirements.

(6) Hardiness zone indicates the temperature extremes in which a tree can grow.

## 5.2.11 Soil Volume

(a) A tree's ability to grow and stay healthy is largely dependent on available rooting space. Trees in highly urbanized areas, where trees exist in small planting spaces with little available soil, tend to be short-lived with stunted growth. Trees in typical urban tree boxes rarely reach their full growth potential and cannot provide the wide range of environmental services that mature, healthy trees offer.

(b) Trees need 2 cubic feet of soil volume for every square foot of crown area spread. A tree in a typical 4-foot by 6-foot street tree space has 72 cubic feet of available soil. This is not adequate space. When the roots cannot grow out of the box, the tree is expected to grow to a canopy spread of 8 feet before declining. Larger soil volumes will yield larger trees.

(c) These guidelines focus on increased soil volumes as one of the best ways to enable larger and healthier trees to grow in cities.

(d) Design Methods for Achieving Soil Volume

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To achieve the required soil volume in areas where native soil is available, several methods can be used.

(1) Continuous Trenches

In areas where several trees are to be planted, the area shall be treated as one continuous trench, that connects several tree pits, to provide extra soil volume for root growth by allowing trees to share soil space, unless there are site constraints, and must be approved by the City Engineer

(2) Shallow Geocelluar Sandwich System

a. For uses with lightweight traffic, the sandwich system creates rootable soil volume for trees, underneath the hardscapes in urban areas. This system, also know as a suspended pavement system consists of shallow, high-strength modular cells suitable for sub-base replacement which spread weight loads over a large area, preventing compaction of soil in the tree's root zone. At the same time, the open structure of the system prevents roots from causing any damage to the pavement and serves as a distribution and delivery mechanism for air and water for the entire rootable soil volume. This system can be used underneath sidewalks, bike-lanes, light weight traffic, and parking lots without reducing the available above ground urban space.

b. Soil Cells are plastic structures designed to be filled between the voids with soil and covered with pavement. Tree roots grow in the soil between the structural supports. There are many brands on the market. Install per manufacturer's instructions.

(3) Root Paths

A. Native soils under or at back of sidewalk may count towards soil volume if there is an opportunity provided for the tree roots to pass under the paved area where they can grow at a normal rate and connect the tree to the adjacent open soil area. Root paths can make this connection.

B. Root paths are narrow trenches, roughly 4" wide by 1' deep, installed in a compacted subgrade before the gravel base for pavement is added.

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C. A commercially available aeration mat material and quality topsoil can be added to the trench to support drainage. Root paths will be installed for new plantings during construction, at the time of subgrade preparation and before the paved surface is installed.

D. Root paths extend radially from the tree pit and may connect to adjacent tree pits, and/or other nearby planting areas such as native soil, lawns, or civic space on the opposite side of the sidewalk from the street.

E. Root paths may be most applicable in P4 and P5 areas where tree roots need to be directed around utilities and planting space is limited.

## 5.2.12 Design Methods

(a) Creating Soil Volume in place types some P5 or EC and some designs for P4:

(1) For areas where little or no native soil is available, current research shows that soil cells are the best method for creating soil volume under pavement.

(2) An open soil area is an unpaved area of soil surrounding a tree, which contains existing, new or amended soil. An open soil area may be planted or covered with mulch.

(3) Open soil areas and benefit impervious surfaces and stormwater runoff.

(b) Root Barrier

Root barrier must be used in areas adjacent to sidewalks and buildings. Deflector barriers are acceptable. They must be 30" deep minimum and installed per manufacturer's instructions.

(c) Tree Well Openings

(1) There must be space between the curb and the tree trunk. The opening around the base of the tree must allow a transition zone for the at maturity. For a 4' x 6' tree well opening at the mature trunk to flare as the tree matures. The minimum opening allowed is 4' x 6'.

(2) A variety of pavements, both solid and permeable, can be used to create a covered tree space. Pavers, such as granite cobbles and

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permeable paver blocks, placed with gaps between the stones allow water to flow to the soil below. Tree grates are not encouraged. If used, they must have removable center rings so the tree opening can expand as the tree grows. A long-term maintenance plan is required to address issues such as a trunk growing into a grate, watering, mulch and soil that needs replenishing, pavers that must be leveled, etc.

### 5.2.13 Coordination of Utilities with Soil Cells

(a) Using the Soil Cells in areas with utilities requires good coordination. The respective utility owners need to be involved in the conversation. They may have specific requirements that need to be addressed, such as vertical and/or horizontal separation, minimum depth/cover, or protective measures such as encapsulating their lines in granular bedding or insulating them to prevent freezing.

(b) In the event that Soil Cells will be installed over utility lines it is also important to discuss what level of loading or ground pressure the utility line can withstand.

(c) Soil Cells must have openings on all four sides and because there is a considerable amount of void space in each frame, running utilities through the Cell frames is a simple way to integrate utilities directly in to the system. This approach can be applied to new or existing utilities.

(d) Each frame is its own separate component and can be maneuvered to leave the utility inside of the frame.

Note: This method is not applicable to storm, sanitary sewer or water mains.

### 5.2.14 Street Tree Specifications

These standards are for all street trees, regardless of place type.

(a) Spacing

One 4" caliper canopy tree shall be planted in the public right-of-way along the length of the lot frontage at a minimum spacing of thirty feet (30').

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(b) Overhead Conflict

Where there are conflicts with overhead lines, Understory trees shall be planted in the public right-of-way along the length of the lot frontage at a minimum spacing of fifteen feet (15') and a maximum spacing of thirty feet (30').

(c) Tree Species

Shall be chosen from the Native Tree List by the Lady Bird Johnson Wildflower Center.

(1) Only use nursery-grown material that complies with all required inspection, grading, standards and plant regulations in accordance with the latest edition of the 'American Standard for Nursery Stock'.

(2) Provide sound, healthy, vigorous, freshly dug, nursery-grown stock, free from plant diseases and insect eggs. Heeled-in stock or stock from cold storage will not be accepted.

(d) Provide plants:

(1) With healthy, normal root systems.

(2) Which have been grown for at least 2 years under climatic conditions similar to those where scheduled for planting.

(3) Which have been grown in properly spaced blocks.

(4) Which have been transplanted or root pruned at least twice, and at least once in the past three years.

(5) With a habit of growth normal for the species.

(6) With symmetrical growth typical for the variety and species. Match plants for symmetry of a grouping where required.

(e) Delivery, Storage, and Handling

(1) All plant materials shall be handled and packed in accordance with good nursery practices. Material shall be adequately protected during transit to prevent windburn, drying, or overheating. Upon delivery, plant materials will be adequately protected from the sun, freezing, and/or drying winds.

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(2) When plants cannot be planted immediately after delivery:

(A) Place plants on clean surface, in protected area, away from heat-gaining materials such as pavements and masonry.

(B) Cover roots and root crowns with moist sod or approved mulch to protect them from sun and wind.

(C) Water as necessary to keep them in good condition.

(D) Where required, plant materials may be stored in a temporary shed or by heeling- in, using good nursery practice.

(3) Plant materials which are not adequately protected, left out of the ground un-protected overnight, left with roots exposed to the sun, improperly protected during transit, unloading, heeling-in, or during the planting operation shall be rejected and removed from the project.

(f) Protection of Plant Materials

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(1) Protect existing trees and other vegetation indicted to remain in place against unnecessary cutting, breaking, and skinning of roots, skinning and bruising of bark, smothering of trees by stockpiling construction materials or excavated materials within the drip line, excess foot or vehicular traffic, or parking of vehicles within the drip line. Provide temporary fences, barricades, or guards as required to protect trees and vegetation to be left standing.

(2) Provide protection for roots over 1-1/2 inches in diameter that are cut during construction operations.

(3) Temporarily cover all exposed roots with wet burlap to prevent roots from drying out. Provide earth cover as within 24 hours, making sure that burlap is kept wet until such time.

(4) Repair or replace trees and vegetation damaged by construction. Damaged trees are to be repaired and restored to full growth status, as determined by a qualified tree expert or arborists.

(5) No equipment, materials, trash, or other debris will be stored under trees to remain.

(g) Tree Pits

(1) Pits shall be circular in outline. Pit depths shall be measured in relation to finished grade.

(2) Planter boxes and container grown plants:

A. Diameter: 2 times wider than rootball.

B. Depth: as deep as rootball.

C. Where pit depth is over-excavated, backfill with prepared topsoil to fill depth so that balls will be at correct height.

(h)Planting Trees

(1) In individual pits, set plants so that after settlement they will be one quarter above finished grade.

(2) Center plants in pits and place them upright.

(3) Face each plant to give best appearance to closest observation point.

(4) Cut off broken, frayed, and dead roots.

(5) Handle plants so as to prevent damage.

(6) Set tree in pit. Thoroughly wet burlap. Loosen tie material and carefully roll back burlap so that ball is not broken. Cut the loose burlap and tie material. Pull back one-third of burlap. Do not pull tie material or burlap out from under balls.

(7) Before planting container grown plants, carefully remove from container and unwind any circulating roots; if bent cut back just behind the bend; or cut the roots back 1 inch on all sides and the bottom.

(i) Backfilling Tree Pits

(1) Place prepared soil mixture medium until pit is approximately 3/4 full.

(2) Compact and settle soil by watering thoroughly. After water has soaked in, complete backfilling to finished grade and again compact and settle soil by thoroughly soaking.

(3) If further settling occurs, add additional soil so that finished backfilling is even with finished grade. Do not fill above root flare.

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(4) Form ridge of soil around individual trees to form ring to hold water.

(5) Reinspect trees to ensure they take root over the next three (3) weeks.

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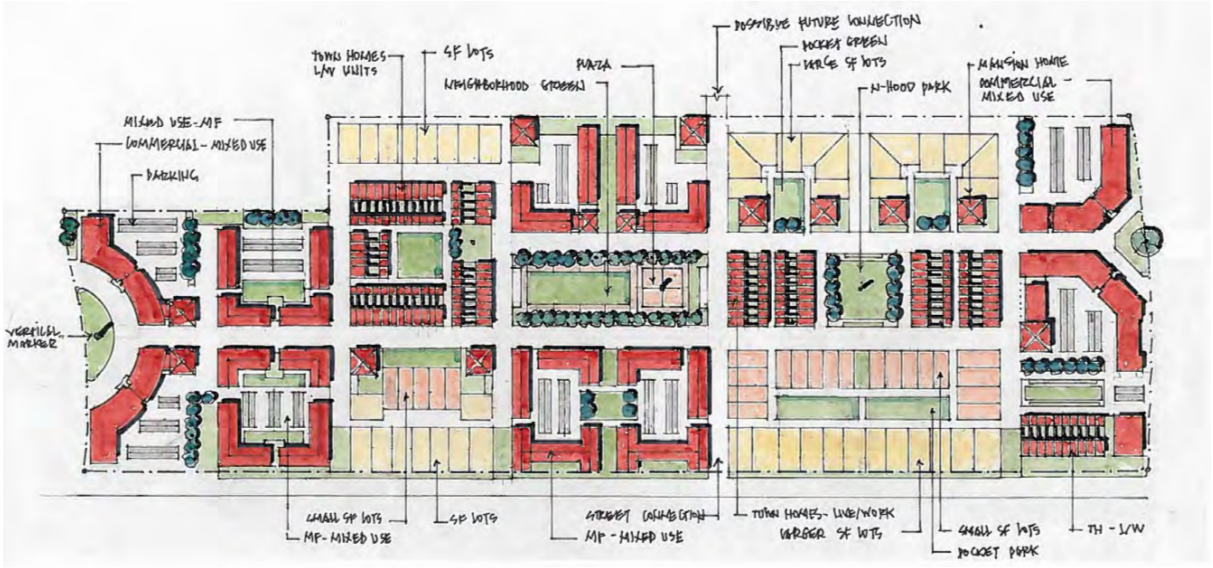
# Chapter 6: Construction Standards

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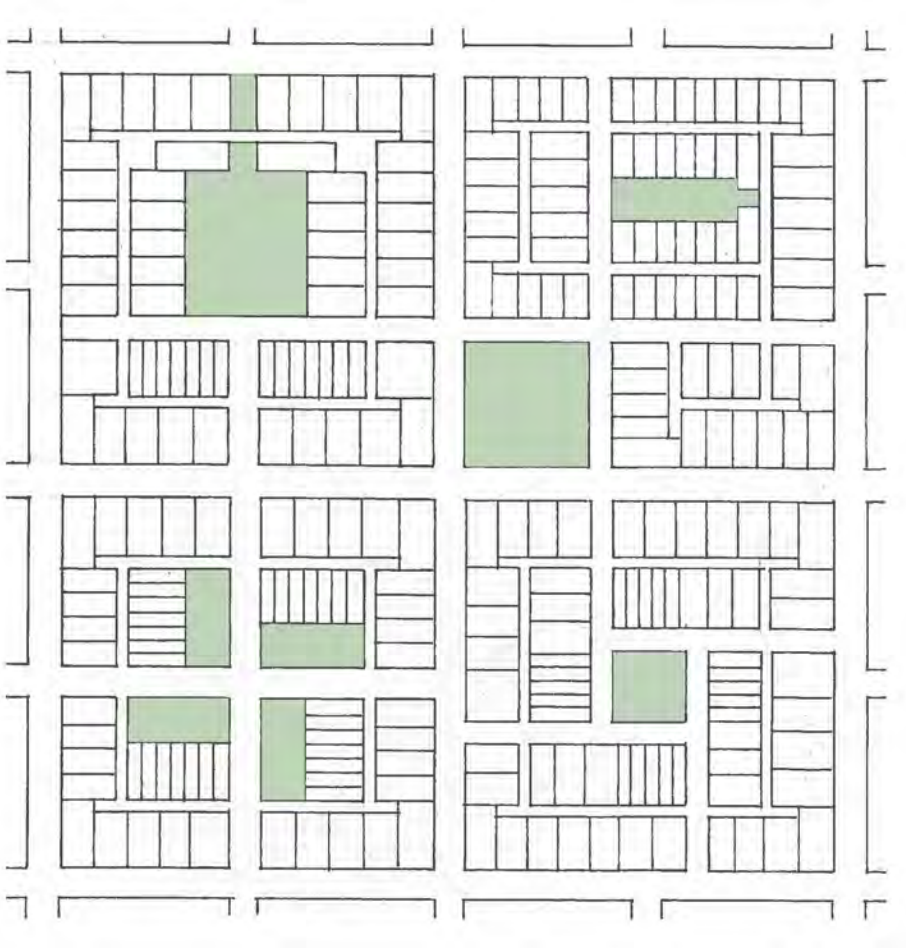
# Chapter 7:
# Drainage Manual



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# Appendix "A" Fee Schedule

| APPLICATION | FEE |
|---|---|
| Administration fee (per application) | 5% of total fee |
| Completeness Check | $250 |
| **SUBDIVISION** | |
| Preliminary Plat | $1,700 + $125 per acre |
| Final Plat/Short Form Final Plat | $1,275 + 125 per acre |
| Replats/Vacation | $1,275 + $25 per acre |
| Administrative Plat: Amended or Minor | $1,275 + 125 per Acre |
| Plat Recordation with the County | $150+ fees charged by Bastrop County |
| Lot of Record Verification | $50 |
| Construction Plan Review | $5,000 minimum + all professional fees* |
| Construction Plan Inspections | 3.5% of total cost of improvement, $2,500 minimum |
| Subdivision Variance | $1000 |
| Traffic Impact Analysis | $525 + all professional fees* |
| Right-of-Way Vacation | $1,700 |
| Easement Vacation | $ 1,700 |
| License Agreement, Easement | $500 + all professional fees* |
| Preliminary Drainage Plan review | $2,300 |
| Final Drainage Plan Review | $1,500 |
| Infrastructure Plan Review | $1,900 |
| Meeting Re-Notification | $500, if required by applicant action |
| Parkland Dedication: | |
| Less than 4 dwelling units per building | $500 per Unit |
| 4 or more dwelling units per building | $400 per Unit |

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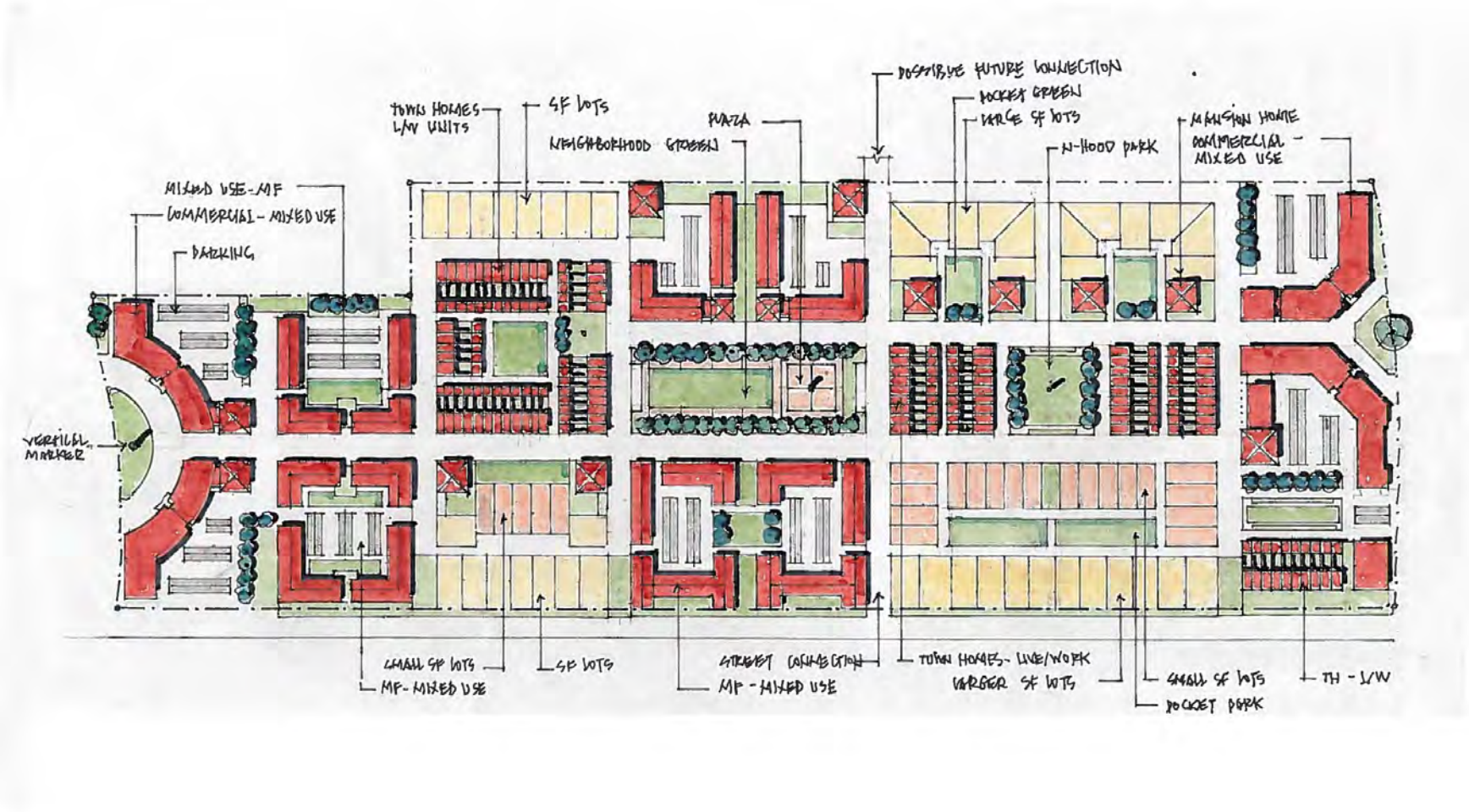
# City of Bastrop, B3TM

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## Site Development

| | |
|---|---|
| Site Development Plan | $1700 + $125 per acre |
| Site Development Plan Revision | $500 |
| Site Development Inspection | $200 |
| Final Drainage Plan Review | $1,500 |
| Misc. Administrative Plan Review | $500 |

## Zoning

| | |
|---|---|
| Standard Zoning | $3,000 |
| Planned Development Zoning | $9,000 + $200 per acre (rounded up) |
| Conditional Use Permit | $2,500 |
| Zoning Variance | $3,500 |
| Appeal of Administrative Decision | $500 |

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| | |
|---|---|
| Development, License, Agreement | $3,000 + professional fees* |
| Consent agreements for MUD, PID, SUD, WCID, etc….. | $25,000 + Professional fees* |
| Zoning Verification Letter | $250 |
| Meeting Re-notification | $500, if required by applicant action |
| Certificate of Appropriateness | $50 |
| Certificate of Appropriateness - Demolition or Relocation | $100 |

## GIS Mapping Fees

| | |
|---|---|
| Map Printing | $6.67 per square foot + $50 an Hour |
| Custom Map | $250 per hour |
| Public Improvement Plan Digitizing | $250 per hour<br>May be waived if digital plans provided per City specifications |

*Per Bastrop Code of Ordinances, Chapter 1, Article 1.14

# Chapter 8: References

The B3TM was created through the use of several sources to ensure best management practices were used during the creation of the document. The standards have been localized to the City of Bastrop to match the standards in the B3 Code and the desired outcomes for the community.

Source:
City of Frisco, TX

City of San Diego, CA

City of Austin, TX

City of Southlake, TX

The SmartCode: The original SmartCode was released by Duany Plater-Zyberk & Company (DPZ) in 2003, after two decades of research and implementation. It has been continually updated with input from scores of practitioners from numerous disciplines. Since 2004, the model code has been completely open source and free of charge.

Ordinance language from these cities help inform or shape some of the technical language in the B3TM

City of Dripping Springs, TX

City of Scottsdale, AZ

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# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 5G

**TITLE:**
Receive presentation and discuss the Cultural Arts Master Plan.

**STAFF REPRESENTATIVE**:
Ed Skarnulis, Chairman, Bastrop Arts in Public Places Board
James K. Altgelt, Assistant City Manager for Public Safety & Community Support

**BACKGROUND/HISTORY**:
On December 6, 2017, a Joint Workshop was held between the City Council and the Bastrop Art in Public Places (BAIPP). After discussion, the City Council affirmed that BAIPP was the appropriate board to oversee the development of a Cultural Arts Master Plan (CAMP).

On January 3, 2018, BAIPP reviewed the Request for Proposal (RFP) seeking the services of a consultant team that would develop a plan to leverage existing assets, to help focus future funding for cultural arts, and to increase Bastrop's appeal as a tourist destination. BAIPP, through a Master Plan Committee, would review and evaluate all the submitted proposals and select a recommendation for the City Council. The Master Plan Committee would be comprised of representatives from the following community partners: BAIPP, Bastrop Opera House, School District Performing Arts, Film, Music, Historical Society Board, Lost Pines Arts Center Board, Arts at Large, Culinary, Parks Board, Main Street Board, Visit Bastrop, and Ms. Sarah O'Brien as the City Staff Liaison.

On January 9, 2018, City Council approved the RFP and proper notice was submitted for publication.

The Master Plan Committee was subsequently comprised of Mr. Ed Skarnulis (BAIPP), Ms. Terry Moore (Bastrop Opera House), Mr. Chico Portillo (School District Performing Arts), Ms. Debbie Moore (Film), Ms. Brenda Bush (Music), Mr. Dan Hays-Clark (Historical Society Board), Mr. Mark Rose ( Lost Pines Arts Center Board), Ms. Karen Sterling (Arts at Large), Ms. Barbara Wolanski (Parks Board), Mr. Dick Smith (Main Street Board), Ms. Susan Smith (Visit Bastrop), and Ms. Sarah O'Brien (City Staff Liaison). The Master Plan Committee reviewed all the RFPs that were submitted and conducted in-person interviews with the respondents. After careful deliberation, the Master Plan Committee recommended that GO Collaborative be awarded the contract to develop the CAMP.

On March 13, 2018, the City Council approved Resolution R-2018-17 authorizing the contract between the City of Bastrop and Go Collaborative to develop the CAMP at a cost not to exceed eighty thousand dollars and 00/100 ($80,000).

After being awarded the contract, Go Collaborative requested a task force be created for the duration of the project to oversee the overall planning process and to assist with providing feedback and ideas as the various planning processes were mapped out.

On April 24, 2018, the City Council approved a motion creating the Cultural Arts Master Plan Task Force as requested by Go Collaborative. City Council appointed Mr. Skarnulis (BAIPP), Ms. T. Moore (Bastrop Opera House), Ms. D. Moore (Film), Ms. Bush (Music), Mr. Hays-Clark (Historical Society Board), Mr. Rose (Lost Pines Arts Center Board), Ms. Sterling (Arts at Large), Ms. Barbara Wolanski (Parks Board), Ms. O'Brien (City Staff Liaison), and Mr. Colin Guerra (City Staff Liaison) as the Cultural Arts Master Plan Task Force.

From May 2018 through September 2019, the creation of the CAMP took place. Ms. Lynn Osgood (Go Collaborative) conducted various forms of public engagement, interviews with stakeholders, and research. Ms. Osgood also crafted several drafts of the CAMP to ensure the CAMP was accurate and complete.

On Monday, August 26, 2019, during s Special Meeting, Ms. Osgood presented her final version of the CAMP to BAIPP.

On September 4, 2019, BAIPP conducted its regularly scheduled monthly meeting. The final version of the CAMP was discussed, and the board unanimously voted for Chairman Skarnulis to make the following statement during his presentation to the Bastrop City Council on September 10, 2019:

> *"The Cultural Arts Master Plan meets the requirement of the RFQ that was submitted. The BAIPP unanimously endorses this Cultural Arts Master Plan as a way forward to develop the cultural arts in Bastrop. The plan uses a broad brush to guide the vision and coordination of the arts and potential operational way forward with many options for the City Council to utilize this living document and make choices that are appropriate for our City. The BAIPP stands eager to assist with implementation."*

**FUNDING SOURCE**:
The CAMP was funded using Hotel Occupancy Funds (HOT).

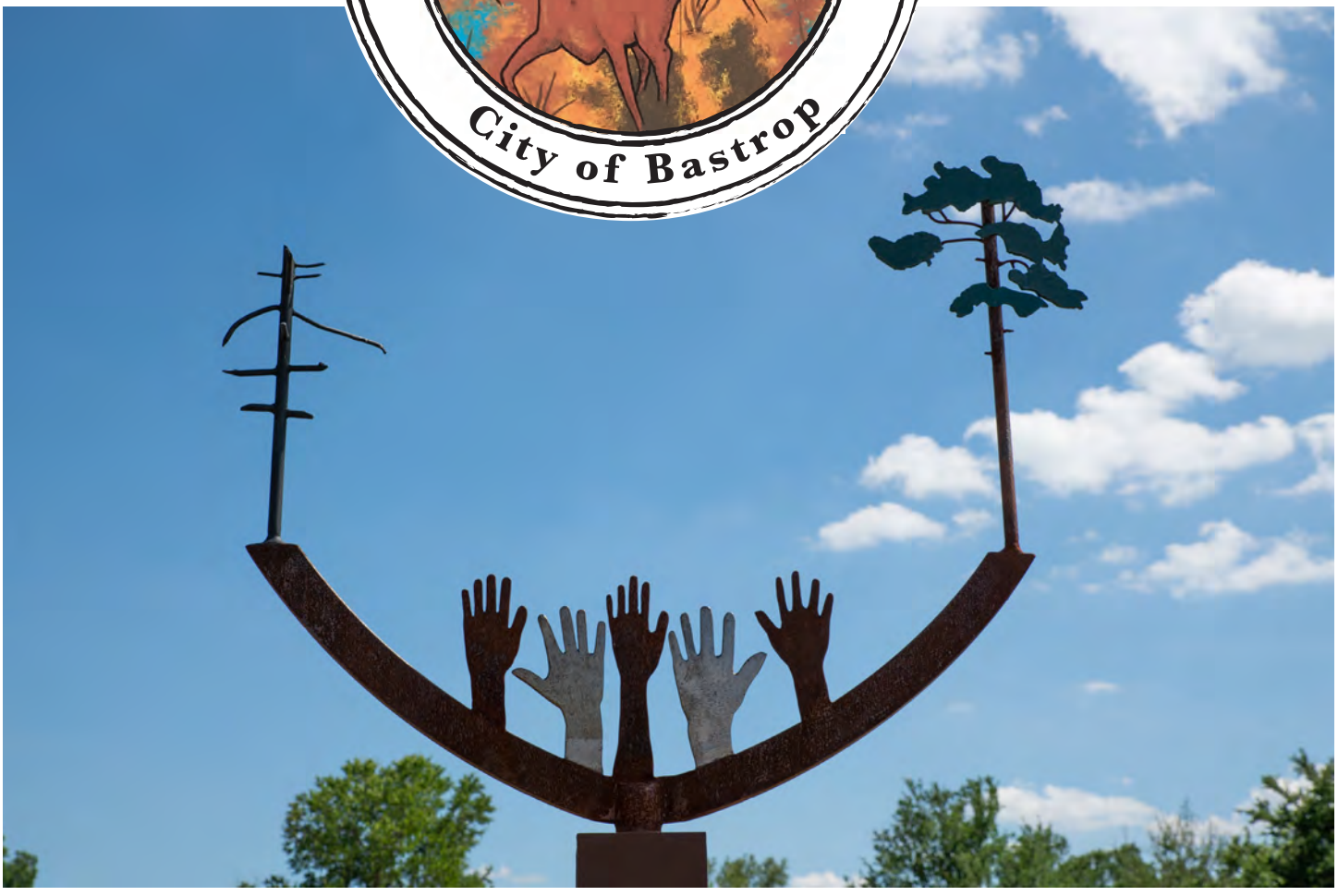
**ATTACHMENT:**

- Cultural Arts Master Plan

City of Bastrop

# CULTURAL ARTS MASTER PLAN

DRAFT August 2019



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Percent for Art: Ordinance Example

Consultant Profile

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# Planning Context

Bastrop City Hall

# Letter from the Mayor

As Mayor of the City of Bastrop, it gives me great pleasure to present the Bastrop Cultural Arts Master Plan. This plan provides a roadmap for the City of Bastrop's Arts and Culture Commission to follow over the next 10 years, as we as a City work to nurture and grow our arts and culture offerings. The arts and culture have always been an integral part of our City. From the Bastrop Opera House and the Bastrop Museum and Visitors Center, to the Lost Pines Arts Center and the Heart of Texas Foundry, Bastrop is known for the strength and diversity of its cultural organizations and institutions.

This plan arose from the input and effort of its citizens. Through interviews, task force conversations, an online survey, pop-up meetings, and extensive community events the team worked to gather the ideas and visions of the City's residents. The result is a plan that gives direction to the City of Bastrop in setting policy and allotting the resources needed to advance municipal arts and culture.

Our City's cultural life is the cornerstone of its identity and a fundamental component of its economy. Whether it is the jobs created by cultural organizations, or the sense of authenticity supported through the efforts of our many artists, writers, performers,and artistic entrepreneurs, our City's economy and cultural vitality are intimately linked.

We encourage you to read the plan, get inspired, and get involved.

Sincerely,

Connie Schroeder

Mayor

City of Bastrop

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# Why a Focus on Arts & Culture?

The City of Bastrop has a story to tell about its Arts and Culture sector - it is a story of **resiliency, community, and creative production**. From its early frontier history of families along the Colorado River, to the establishment of Mexican-American communities to help grow the lignite mining-industry, to the Civilian Conservation Corps production of pine-wood furniture, Bastrop's story has always woven together culture, place, and the natural environment.

Today this story of resiliency, community, and creative production is one you see in efforts to grow the Lost Pines Arts Center after the devastating fires in 2011 and 2015, in the long-standing community-based efforts to grow the Bastrop Opera House, and in deep-rooted creative entrepreneurs like Clint Howard and the Deep in the Heart Art Foundry.

Bastrop's story lays the foundation for the City's Cultural Arts Master Plan. With this foundation, the planning process began with a clear sense of both the local and national reasons for developing the plan.

**Local.** Locally, the City of Bastrop recognized the need to create a long-term strategy for visual and performing arts within the City in its Comprehensive Plan, which was adopted November 2016. This goal pulled from an in-depth understanding that the vibrant and authentic nature of the Bastrop community is a vital resource that needs to be tended to like other essential city functions.

Within this larger goal is the City's central objective to position itself as a regional tourism destination. With its ever-increasing list of attractions, events, and exhibition spaces, along with its investments in Visit Bastrop, the City is developing a 'critical mass' of tourism assets designed to solidify its community brand.

**National.** Parallel to these growing local needs, the national conversation about arts and culture has grown dramatically over the past decade. Arts and culture have always been an essential part of what it means to be human. Through image, stories, dance and other forms of expression, we become inspired, delighted and connected to each other as a community. Until recently the arts were viewed as enhancements or special extras within our daily lives. However, that understanding is now shifting on multiple fronts. Scientific research has shown the arts stimulate a child's brain development; we see new and increased funding for cross-sector partnerships to develop vibrant urban areas; and there has been a fundamental shift in business toward creativity and innovation. As a result, we see arts and culture taking a critical role in guiding how we develop as cities, communities and individuals.

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# Today, within the United States, we know that[1]:

**Arts unify communities.** 67 percent of Americans believe "the arts unify our communities regardless of age, race and ethnicity."

**Arts improve academic performance.** The arts contribute to lower dropout rates.

**Arts strengthen the economy.** In the United States today, the arts and culture sector is a $730 billion industry representing 4.2 percent of the nation's GDP - a larger share of the economy than transportation, tourism and agriculture.

**Arts are good for local businesses.** Attendees at nonprofit arts events spend $24.60 per person, per event, beyond the cost of admission on items such as meals, parking and babysitters.

**Arts drive tourism.** Arts travelers stay longer and spend more to seek out authentic cultural experiences.

**Arts spark creativity and innovation.** Creativity is among the top five applied skills sought by business leaders - with 72 percent saying creativity is of high importance when hiring.

**Arts improve healthcare.** Nearly one-half of the nation's healthcare institutions provide arts programming for patients, families and even staff. More than two-thirds believe these programs provide healing benefits to patients - shorter hospital stays, better pain management and less medication.

**Arts foster healing in the military.** The arts are part of the military continuum—promoting readiness during pre-deployment as well as aiding in the successful reintegration and adjustment of veterans and military families into community life.

During conversations with local stakeholders, many said this is the time for arts and culture in the City of Bastrop. Given the opportunities, needs and political will, aligning arts and culture-based strategies with other community priorities just makes sense.

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[1]Ten Reasons to Support the Arts. Randy Cohen, 2017. The Americans for the Arts, https://www.americansforthearts.org/by-program/reports- and-data/legislation- policy/naappd/ten-reasons- to- support-the- arts-2017

Yarn bomb at Fisherman's Park

## Defining Terms and Concepts

Planning for the arts and cultural sector of our cities can be tricky, because the field is shifting dramatically, and even the terms themselves have many meanings. For that reason, we have used a broad understanding of these terms during the formulation of the Cultural Arts Master Plan.

Traditionally, the arts have conjured images of companies and institutions – the ballet, the opera, the symphony, theaters, art galleries and museums. Today, the arts mean much more. With greater access to both new and traditional media, inspired entrepreneurship and venture capital, downtown revitalization and the fusion of culture and cuisine, the arts can be more immediate. They are as likely to be in the form of crafts, community art, digital media or food as in painting, fim, sculpture, dance, theater and music.

***This plan takes a broad view of arts and culture and recognizes that the diversity of media and modes of expression is a strength of the arts sector and deserving of support.***

Like the term art, culture refers to the way in which a group of people express their ideas, values and hopes. At its core culture embodies all the activities that we do as a community and help to form our knowledge of and attachment to the places in which we live. Captured in architecture, histories and the shared events that bring people together, a community's culture is its unique stamp upon the world. Art and culture are how we express ourselves as individuals and how we engage each other as a community.

*[For a list of specific terms see the Appendix.]*

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## Cultural Arts Master Plan Goals

Bastrop has arts and culture written into its DNA, and the City takes great pride in knowing the quality of local talent greatly out-scales its size.

***The goal of the Cultural Arts Master Plan is to harness the ideas and energy of local-residents and combine them with national best practices.***

The result is a vision for the City of Bastrop that can support the development of authentic environments and vibrant experiences for everyone. It is also a roadmap that can help the City grow and develop the City's vision in partnership with local artists and arts and culture organizations and strategically align resources, goals and actions among the City, community partners, and the creative community.

Planning for arts and culture is a bit different than planning for other municipal departments. While this plan pulls from multiple disciplines, from the arts and business administration, to marketing and education, it arrives at a different type of plan. This plan is not so much about physical things, like roads, parks or utility lines, as it is about people, and how we experience culture in our community.

With that in mind, this plan presents many aspects that are essential in arts and culture planning. You will find:

- What arts and culture looks like in the nation and how it applies to the community.
- The many stages of input and feedback from the community that led to crafting this plan.
- Outcomes prompted by listening to the community, leading to the following:
- Four strategies organized into specific goals and actions which are necessary to realize the vision of the plan. (creative economy, cultural inclusion, creative placemaking, place competitiveness)
- Based on community feedback, there are ten items that rose to the top; each incorporates a variety of tactics representing input from numerous sectors such as business, education and nonprofit.
- Finally, we outline an implementation strategy with recommendations for resources that will be required to bring this vision to life.

As you read the Cultural Arts Master Plan, you will learn about the many ideas brought forward by the residents on how the current state of arts and culture could grow to its fullest potential. We invite the reader to find your own place in this effort to build the larger system that will be benefit all.

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# Building On Strengths

Old Iron Bridge over the Colorado River

# Building on Strengths

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The story of the Arts and Culture in Bastrop is surprisingly robust for a city it's size. Recognized by the Texas Commission on the Arts as a Cultural Arts District in 2012, it is a community that can proudly boast that it houses three major cultural organizations (Bastrop Museum and Visitors Center, Bastrop Opera House, and the Lost Pines Arts Center), a Convention and Exhibit Center, and Visit Bastrop, it's destination marketing organization.

Economically, the City of Bastrop also shows a strong foundation of creative industry employment in areas such as art galleries, design, and film production. A significant number of Bastrop residents work in creative industries, at a rate equal to or higher than in the State of Texas as a whole [see the Appendix for a more detailed economic analysis.]

When we lay out these different elements, we see that Bastrop has the pieces it needs to put itself on the map.

**A city of regional cultural tourism**

Like, other areas in Texas, the City of Bastrop draws visitors from around the state and beyond to experience the history and contemporary culture, arts, and special character of the City. From observing a night-pour at the Art Foundry, to exploring the heritage architecture of downtown, to partaking in art classes at the Lost Pines Art Center's new facilities, visitors and residents know that Bastrop's story of resiliency, community, and creative production is alive in the community today.

**A city for new families and creative entrepreneurs**

The City also has what it needs to put itself on the map of places that can draw in new talent and new families. Today young families and creative entrepreneurs are not looking to places like New York and Chicago, but rather to places like Oklahoma City and Salt Lake City. They want a sense of place, a sense of community, and sense of creative potential that are grounded in the authenticity and history that Bastrop offers.

## Building a Healthy Local Arts & Culture Ecosystem

Want to grow the arts sector? First you need to understand how it functions as an ecosystem. Like a natural ecology, an arts and culture ecosystem is made up of different physical, programmatic, organizational, and individual elements that all take on different roles, and support the larger system in different ways. Together they make a dynamic system that can support a City's goals for both economic development and diverse cultural life for its residents.

The diagram below illustrates how the arts and culture ecosystem parts come together and partner within the City of Bastrop. Here we show how all the elements of culture (the blue bullets) have a relationship with the plan strategies (shown in green). The overlapping areas show how elements are inter-related among the strategies.

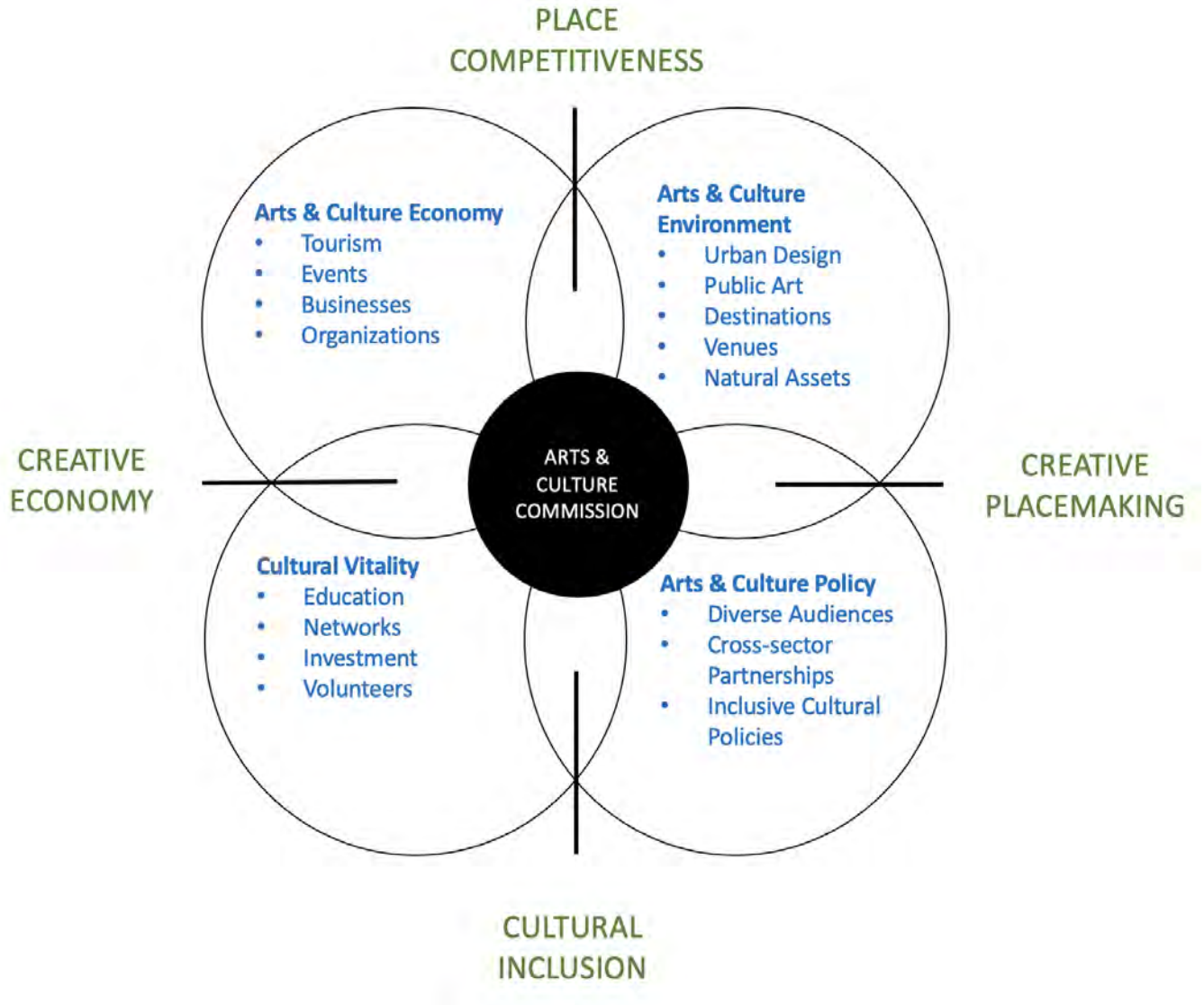


Diagram of Bastrop's Art Ecology

Transformer mural

## Key Strategies

The Key Strategies that make up Bastrop's arts ecology can be thought of as:

- Place Competitiveness
- Creative Placemaking
- Cultural Inclusion
- Creative Economy

***The Authentic Art of Place Competitiveness***

The City of Bastrop is deeply aware of how closely its arts and culture ecology is related to its vision of Place Competitiveness. From Lost Pines Christmas, to the Veterans Car Show, to the Lost Pines Art League "Art After Dark", both residents and arts and culture organizations desire to bring together others in celebration of all the city has to offer. The ability to harness the power of the arts and culture to create both a unique and authentic expression of the community is one of the essential strategies for attracting both new residents and weekend visitors.

***The Expanding Field of Creative Placemaking***

The City's planning efforts also take place within a national groundswell of interest in the ways in which arts and culture can advance diverse community strategies. For instance, since 2010, the National Endowment for the Arts, ArtPlace (a consortium of 12 philanthropic foundations and six major financial institutions, with diverse federal agencies participating as strategic partners) and the Kresge Foundation have invested over $80 million in creative placemaking projects across the country. Creative Placemaking is an area of city planning that connects with the arts and culture sector to develop the quality and vitality of a place.

***A Growing Understanding of Cultural Inclusion***

One of the strongest developing trends in recent years within the arts and culture field has been the growing understanding of how important the issues of diversity and access are to the healthy functioning of an arts and culture ecology. If an arts ecology serves as both a foundation of economic

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development strategies and a vital component of the self-expression of a community, then all members must both have access to the larger system and feel that they are in some way a part of it. Whether that comes through creative hobbies, the ability to take a theater class, or partaking in a holiday festival, all residents should feel a part of the large system of expression that makes up the City.

*The Benefits of the Creative Economy*

The success of new arts-based economic development approaches has prompted cities to reassess the role and value of arts and culture within their communities and to examine the types of skills, connections and capacities needed to harness the potential of their arts and culture assets. Even smaller towns and cities are engaging the arts and culture community in economic development initiatives to achieve the following:

- Support for the development of downtown assets and cultural renewal.
- Increase in business attraction and expansion of the tax base.
- Increase in the attractiveness of the area to knowledge-based and creative-sector employees.
- Increase cultural tourism and its resulting revenue stream.

These national trends tie in closely with Bastrop's goals to position itself regionally and strengthen the City's economy by developing its sales tax revenue while growing its property tax base.

## Key Civic Structures

For the City of Bastrop, what unites the different parts of the arts and culture ecology are the civic forms of local governance. Within the Plan it is recommended that the City of Bastrop set up an Arts and Culture Commission with an Arts in Public Places panel that would continue its work to commission public art and report to the Arts and Culture Commission. Together these bodies will be able to strongly coordinate a local collective vision and strategize on the allocation of resources.

*Essential New Roles*

Given the changing landscape of arts and culture across the United States, many cities are also looking closely at the question of what role their local arts-oversight organizations and governing bodies need to serve. Traditionally, cities have served as Providers of events and artworks. Today these functions are expanding to the roles of Connector, Leader and Partner in order to meet the new capacities that the arts bring to community development efforts. We define these terms as follows:

- **Provider:** to ensure that the City's role of providing arts and culture funding to the community remains strong.
- **Partner:** to form cross-sector collaborations that can increase the impact of arts and culture.
- **Leader:** to advocate for arts and culture with innovative ideas and stimulating conversations with partners throughout the city and region.
- **Connector:** to bring together diverse entities to pursue mutual goals.

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Historic Downtown Bastrop

# Bastrop's Cultural Landscape

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## Cultural Foundations: Art, History, and the Environment

The City of Bastrop is fortunate to have at its core three equally strong dimensions of its identity: art, history, and the environment. Each of these three core dimensions can help support a dynamic understanding of what the City of Bastrop is about, where it has come from in history, and how it can chart its future. Always intertwined, it is important to recognize how a broad understanding of arts and culture can bring together these interrelated parts of the City, and create spaces and events that contribute to a fuller and more authentic sense of place and create a comprehensive set of asset-based growth strategies.

"Think with Square" by Jen Forman

Bastrop historical district

Bastrop State Park

### *The Art of the City*

For a small city, Bastrop has an immense wealth of arts and culture institutions and offerings. Designated by the Texas Commission on the Arts as a Cultural Arts District in 2012, it also created the Bastrop Art in Public Places (BAIPP) board which has been instrumental in creating a strong display of public art in the downtown area. Home to Deep in the Heart Art Foundry, the Lost Pines Art Center, the Bastrop Opera House, Bastrop has already developed the organizations and institutions that are essential to building a vital arts economy. In addition to these specific places, the City also plays host to several events, such as the Patriotic Festival, Homecoming & Rodeo, Trick or Treat Trail, Veteran's Day Car Show, Juneteenth Celebration, and Lost Pines Christmas including a lighted parade, river of lights and holidy homes tour. 2018 also marked the first year of the Bastrop Music Festival.

### *The History of the Area*

The City takes pride in its cultural heritage, and is among the oldest towns in Texas. Originally the area served as a meeting ground for the Tonkawa and other Southwestern Indians. It also provided a vital Colorado River crossing on the Old San Antonio Road, a major part of the El Camino Real de los Tejas. The area was settled in 1804 and the City was officially established on June 8, 1832. Bastrop founder Stephen F. Austin named the City for his longtime friend and co-worker, the Baron de Bastrop. Today a rich harvest of classic Texas folklore and well-preserved architecture and artifacts provide both visitors and residents a glimpse into Bastrop's past. With the Bastrop County Historical Society Museum and Visitor Center in the heart of downtown, the City not only has a unique history, but also has the capacity to engage visitors and residents directly in that history.

### *The Natural Environment of the Region*

Bastrop's setting in the Central Texas' Lost Pines region includes extensive Colorado River frontage and abundant recreational opportunities. The Colorado River runs through Bastrop and is used for kayaking, canoeing, and fishing. The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Other nearby attractions include three golf courses, two state parks, a nature preserve, Lake Bastrop, and the world-renowned Hyatt Regency Lost Pines Resort, which draws many tourists from all over the world. As regional growth continues over the next few years, the City's ability to maintain and highlight its natural resources along with its arts and culture offerings will become an essential part of its equation as a regional destination both for visitors, as well as new businesses and residents.

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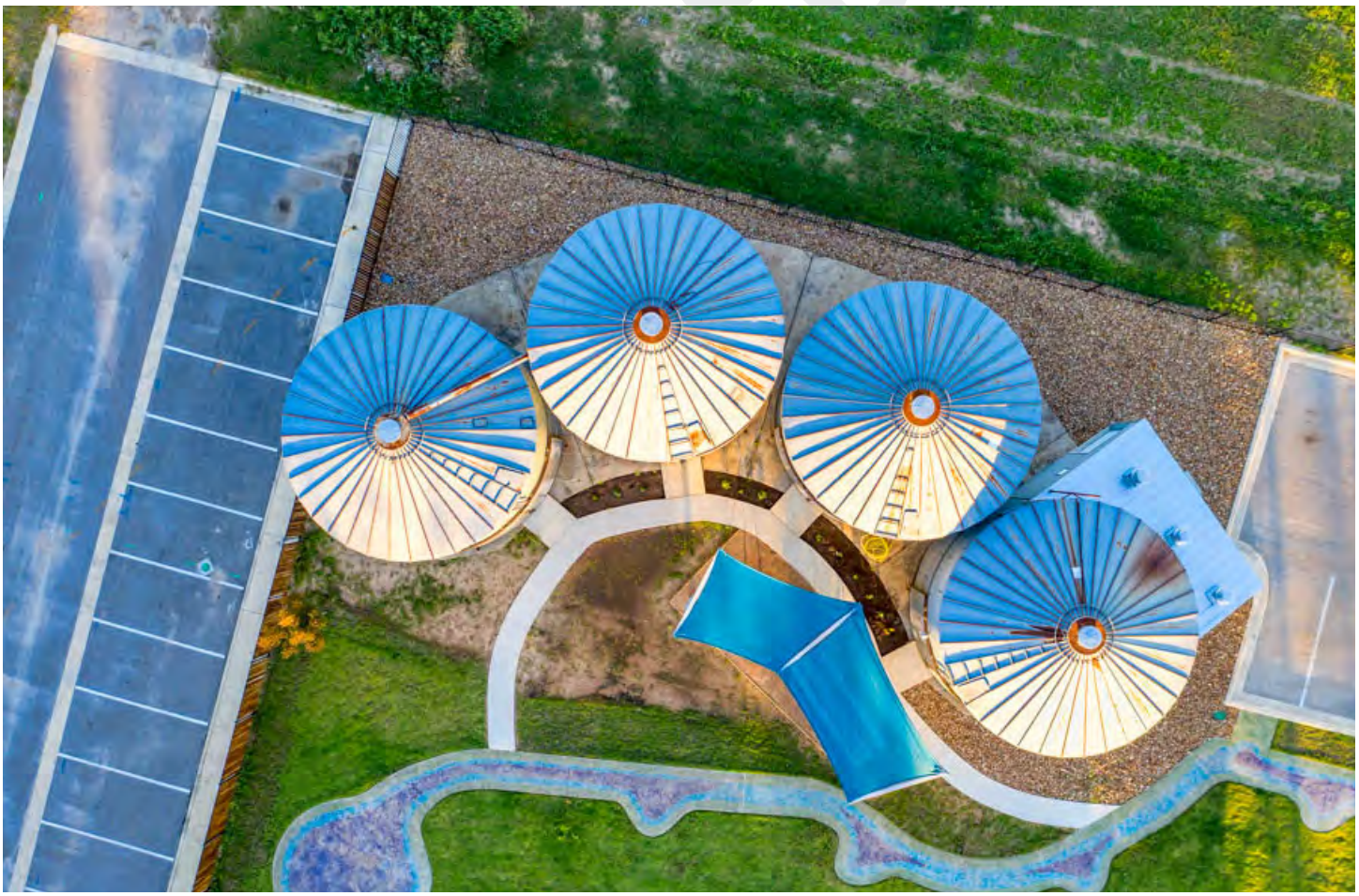
## Bastrop's Arts and Culture DNA

The world of arts and culture are changing and developing rapidly across the nation. No longer can cities assume that individual arts and culture organizations will function as separate civic entities with programs that merely "add to" a city's offerings. Rather, arts and culture are now becoming part of cities' core areas of economic and infrastructure development. Today arts and culture are beginning to be understood as an essential dimension of city life that need to be at the table when making critical decisions about how a city will grow and develop.

At the core of this new role for the arts and culture sector is the ability to offer both high quality aesthetic experiences, as well as the simultaneous ability to meet and support larger city goals for community development, economic development, entrepreneurship, public health and civic engagement. The City of Bastrop is fortunate to have at its core, examples of how the local arts community has been functioning in this way for many years.



Lost Pines Arts Center

*Coming from the Heart*

One of the essential characteristics of the arts and culture sector that can easily be seen is the fact that those involved - from volunteers to founding directors - have a great desire for the arts to deeply serve the community. From the Honor Choir, where students learn about how they can lend their artistic talents to serve those in need, to the ever-developing series of music, theater, and arts classes that reach out to underserved communities, an ethic of support for others can be found at the heart of many arts and culture offerings.

*World Class Talent*

Another key characteristic that defines Bastrop's arts and culture community is its deep well of talent. From award winning musicians, to nationally recognized sculpture, the small City of Bastrop packs a big punch and provides broad offerings that far out-scale its size and location in rural Texas.

*History & Entrepreneurship*

Another key characteristic of the City of Bastrop's arts and culture sector is its deeply embedded sense of entrepreneurship. Being the location of a regionally acclaimed theater, robust historical foundation, growing arts center, and numerous festivals, events, and businesses, the City has from its beginning brought an entrepreneurial fervor to the development of its identity and venues for expression.

*For the Community, By the Community*

Volunteerism is a final critical dimension of Bastrop's creative community, and the glue that holds it together. The list of people that make up Bastrop's cadre of creative sector volunteers is too extensive to list, but their efforts are everywhere one looks. From the coordination of the Bastrop Arts in Public Places program, to the Veterans Car Show, to the Lost Pines LIghted Christmas Parade, there are both long-standing and newly arrived individuals who typify the tenacity and spirit of people who give their time to ensure that the Bastrop community is strong and vital.

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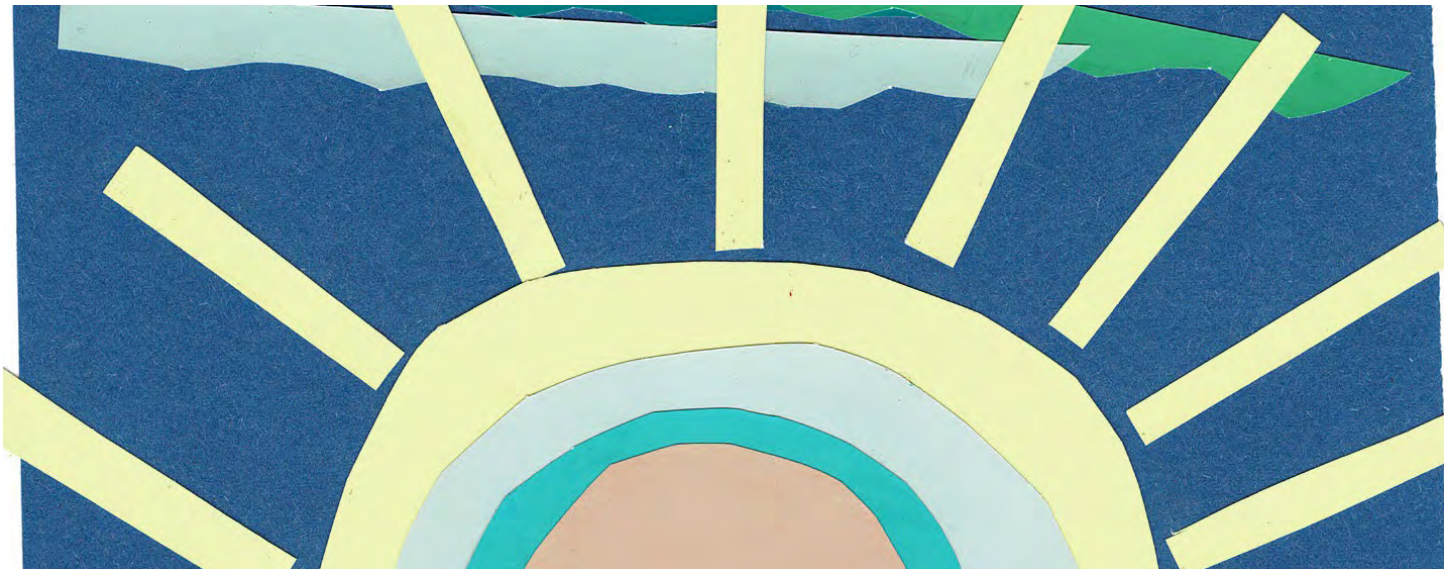
# Planning Process



Art postcard by a student at Cedar Creek Elementary

# Engaging the Community

In the spring of 2018, the City of Bastrop began working with the Cultural Arts Master Plan Task Force, which was composed of residents, artists, arts and culture organizations, and other key stakeholders, on developing a plan to deepen and expand an arts and culture environment. These efforts built upon vision and policies for arts and culture established by the Comprehensive Plan and nurtured by a long-standing understanding about the role that arts and culture play in establishing an authentic and vital community.

The planning process was divided into three phases: Discover, Envision and Develop. Through public outreach in the Discover and Envision phases, the City gathered input from the community about specific ideas and priorities for arts and culture. These recommendations and ideas emerged as the framework of the draft Cultural Arts Master Plan. Additional ideas and inspiration were taken from national best practice models.

The public engagement component of the project employed numerous outreach methods:

- Key Stakeholder Interviews
- Public Open Houses
- In-person and Online Survey
- Community Pop-Up Meetings
- Focus Group Discussions
- Community Gatherings with Elementary School Families
- Targeted Workshops with Key Stakeholders

Each individual engagement component played a specific part in the development of the Cultural Arts Master Plan. The initial stakeholder interviews and survey helped to create the overall strategy framework, while the community gatherings provided a chance to update the larger public on the planning process and test ideas that were emerging from those stakeholder discussions. Further in-person meetings and Task Force discussions helped to deepen the team's understanding of how the larger public viewed each of the ideas and what specific ideas they might like to see develop as part of the plan.

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## Engagement Events

### Surveys/Questionnaires

To help us understand Bastrop residents' desires for the local creative community, a community survey was made available during the summer of 2018. Major takeways from the survey include:

- Residents recognize the large number of arts and culture assets within the City including the Colorado River, the sense of history, and the small town feel.
- There are general concerns about the accessibility of the arts (in terms of cost or the (mostly) downtown location). Additionally there were concerns about how to find information for events and shows.
- A number of respondents spoke hopefully about opportunities to develop additional family oriented activities as well as classes for both youth and adults.
- One of the greatest concerns was about the need to travel to Austin to access the types of arts and culture events that people were looking for.

### Pop-Up Events

In the fall of 2018, pop-up events were held at the following locations:

- Art Walk Outreach
- Art After Dark
- Movies in in the Park
- The Schulman Theatres
- YMCA Kerr Center

At the events, project staff were available to answer questions about the planning process and deliver paper-based surveys which were later compiled with the digital survey results.

### Workshops #1

*September 26, 2018*

The first workshop focused on the topic of Creative Placemaking and convened key stakeholders in the business sector, non-profit sector, and arts and culture communities in Bastrop to explore what other similar cities with similar challenges are doing in the field of arts-based community development. In attendance at the meeting was Julie Burros, Principal Cultural Planner at Metris Arts Consulting who helped participants brainstorm potential ideas for cross-sector projects and discussed the role that the City should take in those projects. The list of invitees included members of the Chamber of Commerce, various business owners, members of the Opera House, the director of the Bastrop Museum and Visitors Center, and other individuals that could facilitate cross-sector conversations. Invitees also included staff from the Parks department to discuss planning ideas relevant to the Colorado River, environmental and health organizations, and local artists. Over fifty people attended the meeting and a number of ideas were discussed, particularly concerning the development of the pedestrian bridge as a future location for performances and arts and culture gatherings.

### Workshop #2

*November 15, 2018*

This workshop was tailored towards developing specific policy recommendations for the Cultural Arts Master Plan that could build on the themes and ideas developed to date by the community. Milwaukee-based consultant Christine Harris, who

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specializes in cultural planning work across the United States, was on hand to lead discussions and brainstorm with participants about specific policies and programs that the City might embark upon in order to build capacity within the arts sector.

### Community School Gatherings

*Cedar Creek Elementary, October 18, 2018*

*Emile Elementary, November 2, 2018*

In the month of October the consultant team worked with BISD to coordinate community events at two local elementary schools. The project coordinated the creation of handmade postcards by school students that were be "sent" to their families. Each group was asked to draw an image that responds to one of the CAMP primary engagement questions:

- When I imagine art and creativity in my neighborhood I think of.....
- My favorite way to express myself is by (dancing, singing, writing....)
- If I had a magic wand I would bring more of this type of creativity to my city.....

The creation of the postcards was done in coordination with local art teachers and Natalia Rochefuerte, a teaching artist from Austin, TX. Each handmade card carried the child's drawing on one face of the card with the other side of the card holding room for address, postage, and information about the community potluck. Over 1,500 cards were created and sent to local families!

At the school gatherings, bi-lingual planners facilitated conversations about people's own experiences with creative expression, and their desires for their children. The overall goal was to seek input from students and their families about the planning process and what they would like to see happen within the community.

### Open House 1 and 2

To round out the planning process before the final drafting of recommendations began, two open houses were held in the month of November. The first was held during the day at the Lost Pines Art Center. The second was held in the evening at the Bastrop Museum and Visitors Center,

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## What We Heard

The community engagement process revealed just how strongly Bastrop residents want arts and culture to be part of their daily lives. There is support for seeing the arts beyond the traditional settings of galleries and concert halls and placed along natural trails, downtown, and within different neighborhoods to provide fuller opportunity for engagement with works of expression and creativity.

These ideas and others, gathered in interviews with individual residents, creative professionals, group discussion, and community meetings painted a picture of Bastrop residents who are deeply engaged in both the traditional visual and performing arts as well as their own individual forms of creative expression which can often include a wide array of crafts and creative hobbies.

During the engagement process with arts and culture community stakeholders and city residents, there emerged a general picture of current opportunities and challenges.

### Weaknesses

- Artists themselves are loosely affiliated in town.
- The relationship with regional hospitality industry has gone through many different phases of development and could be strengthened further in the future.
- Conversations on arts and culture have traditionally been siloed from other municipal planning conversations (such as urban design or economic development.)
- There are currently many residents that go to Austin (or other nearby areas) to access art classes and cultural opportunities.

### Strengths

- The abundance of arts and culture assets within the City, such as the Old Iron Bridge, combined with its small town feel.
- The presence of many natural assets, in particular the Colorado River and the riverfront.
- A strong history of cultural festivalsa nd events within the City - ranging from Veterans Weekend and Lost Pines Christmas to the now annual Bastrop Music Festival - from which to build further opportunities for distinguishing Bastrop as a cultural arts destination.
- City government supportive of arts and culture sector development.

### Threats

- Historically, the arts community within the City of Bastrop has seen many periods of both coming together and splitting apart which creates an impression of having a fractured coalition of arts sector actors.
- There is a strong understanding that economic changes within the region are creating a fast rate of change within the City and that the arts sector has not yet responded with both policies and programs that can keep pace with the rate of growth.

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**Opportunities**

- Harnessing arts and culture to activate a sense of creativity throughout the City.
- Using visual, performing, and other arts genres to help define a sense of place for the City.
- Coordinating local organizations in order to create on-going experiences within the City for visitors and residents alike.
- Work with local organizations (such as the Bastrop Opera House) to expand facilities available for arts education for youth and adults today and in the future in ever evolving relationships.
- There is a growing Hispanic/Latino part of the community that needs to be brought more fully into the larger policy conversations about arts and culture.
- Similarly, there is a strong and historic African American community in the City that also has a great deal to offer to future policy discussions.
- The BIAPP Board takes on many responsibilities but there is the opportunity to further differentiate their tasks and define their roles.

*[For a full list of community responses see the Appendix]*

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# VISION AND VALUES

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Bastrop's Song on the River at Night mural in Fisherman's Park

# Vision for Arts & Culture in Bastrop

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The vision for arts and culture in Bastrop is built on what we heard from parents, performers, artisans, and advocates. Each pointed to a community defined by resiliency, community, and creative production – and all in a way that reflects the authentic sense of place in Bastrop.

***Bastrop's art and culture – historic, artistic, and natural assets generating a dynamic and diverse creative economy, harnessing local talent and the strength of its environment, creating a vital, authentic sense of place.***

This master plan vision is built directly from the City's existing vision:

*"The Vision of the City of Bastrop is to be a welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment."*

The City of Bastrop's vision for arts and culture recognizes residents' desire to support and grow an arts and culture community that is wholly different from its neighbors in Elgin, Smithville, and Austin. It is a vision that builds on the City's variety and strength of its arts and culture assets and recognizes that its economy, sense of place, and authentic character are all deeply intertwined.

# Vision for Arts and Culture in Bastrop

BAIPP Art Awards 2018

## Values

This vision is also supported by the core values articulated by residents who feel that the City, at its core, is community focused, inclusive, authentic, and entrepreneurial. These central values provide groundwork for the priorities and action items within the Cultural Arts Master Plan and establish guideposts for implementing the Plan recommendations over the next ten years.

- **Community Focused.** Building on a history of civic engagement and volunteerism in and around arts and culture, the City will work to enhance its reputation for vibrant, creative community expression and gathering.
- **Inclusive.** As a historic community known for its authentic qualities of place, the City will work towards access and inclusion to arts and culture for all Bastrop residents.
- **Authentic.** Known for its unique history that can be seen and understood within the very fabric of the City, Bastrop's arts and cultural communities will contribute to the creation of vital neighborhoods, a vibrant downtown area, and an authentic sense of place for residents and visitors alike.
- **Entrepreneurial.** Within its own proud heritage of Texas entrepreneurship, the City will help the arts and culture sector participate in developing new pathways for business, government, education and philanthropic sectors.

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# Building A Roadmap

Bastrop Opera House performance

# Building a Roadmap

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In building a roadmap that leads to the City's core vision for its arts and culture sector, the master plan recognizes four primary strategies that weave together the City's arts and culture assets:

- Place Competitiveness
- Creative Placemaking
- Creative Economy
- Cultural Inclusion

Central to its overall strategy, the master plan proposes new governance structure that includes:

- A new Arts and Culture Commission
- The continuation of the Bastrop Art in Public Places Panel as an advisory panel to the Arts and Culture Commission.

The recommendations contained in the plan build from local ideas and inspiration which are then combined with national best practices. Recognizing the dynamic nature of the arts and culture sector, as the City moves forward with implementation, it will be not only be important to periodically review opportunities and priorities, but also to spend the energy and resources needed to create educational and capacity building opportunities. Much like environmental planning, planning for arts and culture is as much about building the soil as it is about planting the seeds.

# Strategy One
# PLACE COMPETITIVENESS

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# Strategy 1: Place Competitiveness

## Where Tourism Meets the Built Environment

During the planning process, we often heard from residents about their desire to let Bastrop's authenticity lead the way in stewarding a sense of place. As was often quoted:

*"On this is certain: If you do it for the local, the visitor will come; if you do it for the visitor, you will lose the local and, eventually, the visitor because it is the local who gives a place character."*

*- (Robert Brandes Gratz – CityLab, "The Jane Jacobs Century")*

Guiding the growth of a city requires the ability to build from what is authentic, and to develop the city's own broad range of unique arts and culture assets so that the community can continually retell its own story and engage in the creation of the place they call home. The City of Bastrop knows that residents (and visitors) increasingly desire to connect with the authentic nature of place through different types of arts and culture experiences. Supporting the arts and culture as part of residents' everyday lives - both in the physical environment and the ways in which they experience it - will help to foster local identity and grow a deeper sense of place that resonates for everyone.

### Indicators of a Healthy System

- **Relying on Fundamentals:** Nature, History, and Art are considered foundational elements when creating programs, events, venues and artworks.
- **Dynamic Environments:** Arts and culture support local businesses and enhance the experiences of residents and visitors by creating visually and programmatically dynamic environments.
- **Connected Experiences:** Destinations are understood to be a set of connected experiences that are animated by arts- and culture-infused programming.
- **Arts-supported Urban Design:** Urban design goals harness the power of the arts to create a vital physical realm for residents and visitors.

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Bastrop Museum and Vistor's Center Coal Mine Exhibit

# Strategy 1: Place Competitiveness

## Where Tourism Meets the Built Environment

### Strategic Goals

• **Place Competitiveness Goal - Creating Dynamic Environments:** Continue the work of Visit Bastrop to build on the City of Bastrop's strong tradition of arts and culture events and festivals to create year-round offerings for residents and visitors alike.

• **Place Competitiveness Goal - Fostering Cultural Space Development:** Ensure that non-traditional, temporary, and pop-up performance spaces are available for arts entrepreneurs and performers in order to meet the needs to current artistic practices and the expectations of contemporary visitors.

• **Place Competitiveness Goal - Ensuring Arts-supported Urban Design:** Create an alignment between public art, park development, code development, and public works to enhance the physical realm.

### Strategic Partners

- Art Institute of Austin
- Bastrop Art in Public Places
- Bastrop Arts and Culture Commission
- Bastrop Chamber of Commerce
- Bastrop County Office of Art & Cultural Tourism
- City of Bastrop departments
- Lost Pines Arts Center
- New Republic Stuidos
- Main Street Program
- Visit Bastrop
- Community Based Partners
    - local arts organizations and arts retailers
    - local film professionals
    - local congregational leaders
    - local event producers
    - local music and event professionals

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# Strategy 1: Place Competitiveness

## Where Tourism Meets the Built Environment

## Place Competitiveness Goal 1

**Creating Dynamic Environments: Continue the work of Visit Bastrop to build on the City of Bastrop's strong tradition of arts and culture events and festivals to create year-round offerings for residents and visitors alike.**

- **Place Competitiveness Action 1.01:** Explore the potential for a signature annual festival during the Spring based on the history and natural assets of the City of Bastrop and building from the same networks as the Lost Pines Christmas Festival.

    - New Hampshire Ave: This is a Place To...., Takoma Park, MD (https://www.arts.gov/exploring-our-town/new-hampshire-ave-place-to). Focused on building a sense of place through storytelling and multiple forms of art, this local area celebration harnessed the power of artmaking and performance to transform spaces. Although the space itself would not be parallel to Bastrop's Main Street or Colorado River location, the multidisciplinary, and place-based storytelling can serve as inspiration for how a Bastrop-specific festival could be structured.

- **Place Competitiveness Action 1.02**: Support the establishment of regular seasonal, family-friendly market festivals for the Downtown area that incorporate culinary and entertainment offerings, and bring together the primary cultural organizations in town.

    - Farmers Market, Easton, PA (https://eastonfarmersmarket.com/) Easton, PA's farmers market has been operating since 1752 – the oldest continuously operating farmers market in the United States. The market "themes" each weekend with highlighted ingredients and a rotating entertainment schedule. Easton's Main Street Initiative strategically plans and promotes the market as an opportunity for local healthy food and cultural offerings.

- **Place Competitiveness Action 1.03:** Encourage temporary artworks to enliven the public realm and that have the potential to be included in the planning of community celebrations and special events.

    - Seattle (Shunpike) Store Fronts (https://storefrontsseattle.com/) Seattle's Pioneer Square hosts a "store-front program" that activates vacant storefront space with rotating temporary installations from local artists, funded by a consortium of public and private donors.

- **Place Competitiveness Action 1.04:** Support city-wide recognition of October as Arts and Humanities Month.

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- Arts and Humanities Month (https://www.americansforthearts.org/events/national-arts-and-humanities-month): Since 1993, American for the Arts has managed and promoted a national Arts and Humanities Month celebration. Arts and Humanities month is an opportunity for cities and towns to celebrate their local creativity. AFTA helps interested cities develop events and activities ranging from open houses to forums to fundraising events. Their website features a toolkit of event ideas and how-to's.

- **Place Competitiveness Action 1.05:** Continue work with Visit Bastrop to create a city-wide event listing with current art offerings around Bastrop that will serve as a resource to local arts organizations, and support more awareness of their events, resources and services.

    - Arts KC Go, Kansas City, MO (https://artskc.org/artskcgo/) The "Arts KC Go" website allows artists and cultural organizations to connect with audiences by creating publically accessible profiles and event listings.

    - Only in Ogden, Ogden, UT (http://onlyinogden.com/calendars/community-calendars/ogden-city-arts.html) Only in Ogden" is a city managed comprehensive event calendar of all the cultural activities happening in the city and region.

    - Easthampton City Arts, Easthampton, MA (https://www.easthamptoncityarts.com/events/) In addition to sponsoring public art and youth art events, the city organization Easthampton City Arts promotes a calendar of art event and activity listings.

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## Place Competitiveness Goal 2

**Fostering Cultural Space Development: Ensure that non-traditional, temporary, and pop-up performance spaces are available for arts entrepreneurs and performers in order to meet the needs of current artistic practices and the expectations of contemporary visitors.**

**Place Competitiveness Action 1.06:** Continue streamlining city regulations related to street festivals, performances in the parks, and street performers and designate specific performance appropriate places around the city. Create a FAQ sheet for potential performers, artists, and downtown merchants.

**Place Competitiveness Action 1.07:** Create an Arts and Culture Commission Working Group to explore the use of under-utilized spaces in the city that can be used on a temporary basis for arts and culture events for Bastrop artists and other artists from the region.

- Activating Vacant Spaces with the Kalamazoo, MI Land Bank (https://www.artplaceamerica.org/blog/creative-strategies-activating-vacant-spaces) The Art Council of Greater Kalamazoo and the Kalamazoo County

Land Bank team up for an annual "Art Hop," which activates local vacant spaces with events like African drum and dance, Zumba classes, and mariachi bands.

- Activating Downtown Alleys, Austin, TX (https://austintexas.gov/sites/default/files/files/EGRSO/Activating_Austins_Downtown_Alleys_as_Public_Spaces.pdf) In order to address the larger issue of lack of activated public space in downtown Austin, the City of Austin Downtown Commission mounted an "alley activation project," using art and temporary activation to envision alternative, vibrant uses for un-loved alleyway space.

- Activating the Downtown, Springfield, MA (https://businesswest.com/blog/activating-the-downtown/) Springfield helps "downtown revitalization through the arts," linking vacant space with arts and cultural incubators and activities to spur overall revitalization and redevelopment in the downtown area.

**Place Competitiveness Action 1.08** Ensure Bastrop's Food Truck Pilot Project ties in with efforts to identify and assess downtown, as well as "non-traditional", spaces for creative performances.

**Place Competitiveness Action 1.09:** Work with downtown business and local volunteer legal counsel to create a uniform "temporary lease" for short-term (for example six-weeks) rentals of unoccupied spaces in the downtown area.

- Project Storefronts, New Haven, CT (https://www.arts.gov/exploring-our-town/project-storefronts) New Haven, CT identified two problems: too many empty storefronts in its central business district, and artists who struggled to find reliable space. It bridged these two issues through the Project Storefront program, which manages short-term leases for local artists and makers in vacant, rentable spaces.

**Place Competitiveness Action 1.10:** Work with the local faith-based community to expand use of available congregational spaces for cultural activity.

- Arts in Sacred Places, Austin, TX (http://www.austintexas.gov/page/arts-sacred-places) Austin's Art in Sacred Spaces pilot program finds common ground between faith communities who seek to develop community relationships and have underutilized space, and arts organizations with compatible values who need spaces to work and perform.

- Partners for Sacred Places (https://sacredplaces.org/) The national non-profit initiative Partners for Sacred Places works with faith organizations and arts organizations to develop overlapping relationships that amplify civic contributions and assets of both communities.

draft

## Place Competitiveness Goal 3

**Ensuring Arts-supported Urban Design: Create an alignment between public art, park development, code development, and public works to enhance the physical realm.**

- **Place Competitiveness Action 1.11:** Encourage and assist local businesses to support the creation of privately-sponsored murals within the Downtown area and new developments throughout the city. Explore the creation of a "rotating art wall" with a downtown business in collaboration with the City of Bastrop BAIPP program.
    - Oklahoma Mural Syndicate, Oklahoma City, OK (https://newsok.com/article/5608304/needs-and-deeds-oklahoma-mural-syndicate-promotes-public-street-art-with-plaza-walls-mural-expo) The Oklahoma City nonprofit "Oklahoma Mural Syndicate" manages and programs "Plaza Walls," a rotating gallery of outdoor murals in the city's Plaza District.
    - Carlsbad Arts Wall, Carlsbad, CA (https://snyderartdesign.com/carlsbad-art-wall/) In Carlsbad, NM, Snyder Art Design and local business Señor Grubby's collaborate on a rotating art wall on one of the walls of the restaurant's building, in order to celebrate the community, amplify local business, and support local artists.
- **Place Competitiveness Acton 1.12:** Work with City of Bastrop departments to ensure that new designs for the bridge can incorporate the needed infrastructure for public art displays, including sufficient load capacity for sculpture installation, electricity for light displays, and projection capacity under the bridge,
    - Arts-Integrated Bridge Repairs, Lansing, MI (https://statenews.com/article/2017/11/infrastructure-as-art) On the MSU campus in Lansing, a required bridge repair was strategized as an opportunity for art and community building. The university held a contest for local artists to submit artistic designs for railings to be integrated into the repairs.

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# Place Competitiveness

## Implementation Tactic: Create Signature Festivals

Signature festival programs celebrate the culture of the local community, and draw in tourism and outside visitors.

**Case Study:** Farm/Art DTour

*Reedsburg, WI*

- Festival breaks down boundaries between craft and contemporary art
- Celebrates local creativity, culture, and assets
- Educates participants about local food systems
- Drives outside tourism
- Developed as an additional program of pre-existing Fermentation Festival

Partnerships: Project leads Donna Neuwirth and Jay Salinas, the Annual Fermentation Festival, the Chamber of Commerce, county extension agents, County staff, artists, curators, local farmers and businesses

Farm/Art DTour, a ten-day festival, is a self-guided driving tour through scenic working farm land of Sauk County, Wisconsin punctuated with temporary art installations, educational signs, artist-built mobile farm stands, creative participation by landowners, pasture performances and roadside poetry. The Farm/Art DTour was as part of the Annual Fermentation Fest – A Live Culture Convergence that included a wide variety of classes, workshops, demonstrations, dinners, and performances – highlighting live culture in all its forms. The 50 mile DTour route had twenty-seven stops, representing agreements with many landowners. For the Farm/Art Dtour contemporary art happenings and events (for instance, an opera performance) were hosted on rural farms right next to craft stands selling the work and produce of local farmers, dissolving barriers between rural and urban, and contemporary- and craft-art. The festival celebrated the creativity of the Reedsburg community, and magnetized tourism to the area from as far away as Madison and Chicago. The festival taught both locals and visitors alike about food systems.

***Opportunities for Bastrop***: Develop festivals that celebrate Bastrop's intrinsic artistic heritage and strong craft culture. Explore ways to dissolve boundaries between craft art and fine art, and celebrate both. Use festivals to drive tourism and draw people from surrounding communities into Bastrop by developing and amplifying what makes Bastrop authentic.

Farm/Art DTour installation

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# Place Competitiveness

## Implementation Tactic: Foster Temporary Venues

Short-term, temporary activation of space creates low-risk opportunities for creative businesses and artists, as well as landlords and property owners.

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**Case Study:** Project Storefronts

*New Haven, CT*

- Program links creative businesses in need of space with vacant buildings and spaces for temporary leases
- City department coordinates the program and relationships
- Activates and revitalizes neighborhoods
- Gives creative businesses low-risk opportunity to test out viability and strategy
- A temporary occupation and activation of spaces entices future renters, a win for landlords

***Partners:*** City of New Haven Department of Arts, Culture and Tourism, landlords/property owners, local creative businesses and artists

New Haven, CT is blessed with plenty of artists, however artists have struggled to find suitable spaces to host their creative businesses and activities. Meanwhile, the city's underutilized 9th Square neighborhood suffered from too many empty storefronts. The City wanted to encourage vitality and commercial attractiveness in the district and saw an opportunity to link artists with these vacant spaces. However, even though artists needed space, many couldn't necessarily support permanent leases. With "Project Storefronts," the City's Department of Arts Culture and Tourism filled empty retail space with temporary "galleries, studios, and arts-related offices," which produced "creative low-budget ways for entrepreneurs to test business plans in real conditions" while simultaneously activating the neighborhood. The department acted as coordinator and organizer between cultural businesses and property owners, and helped work through legal issues. "Project Storefronts" provided opportunities for local creative businesses and artists to temporarily lease properties that were sitting vacant. The leases were short term and low risk, which allowed these businesses to test out their missions and strategies. For landlords, it brought in temporary revenue (with reduced-rate leases), while also increasing the use of the spaces and area and enticing future tenants.

***Opportunities for Bastrop:*** Pursue a program that links creative businesses and artists with unoccupied downtown space for temporary leases. This will provide opportunities for these artists and businesses, provide some income for landlords with empty buildings, and foster vibrancy in the downtown area.

Project Storefronts, New Haven, CT

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# Strategy Two
# CREATIVE PLACEMAKING

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# Strategy 2: Creative Placemaking

## When Arts and Culture Serves Broad Community Needs

Many trends have defined urban planning over the years. Several decades ago the idea of Sustainability (and now Resiliency) helped us to understand that our city systems are deeply complex and interconnected. More recently, New Urbanism helped us identify the importance of the physical realm to our sense of place and belonging. Today, Creative Placemaking is turning our attention to the need to bring arts and culture into the creation of a vital physical realm and a larger sense of identity.

As part of this trend, expectations about art - where we see it, and what we experience - have changed. Whether this means more artwork along city trails, new murals in unexpected locations, or local neighborhood events, Bastrop residents would like to expand upon traditional experiences of seeing art inside galleries and performance spaces, to seeing art in new and surprising ways all around them. They want to see arts and culture as infused within the very fabric of the city itself.

At the core of this understanding is the knowledge that arts and culture not only bring beauty and delight, but they also bring the power to address the city's most pressing needs. Today we see the growing trend of cities helping to establish the cross-sector partnerships needed to harness the power of the arts to directly address local issues and create authentic and vital responses. From issues such as downtown development, to community health, to environmental stewardship, to housing - the power to engage our most pressing issues with empathy, story, and imagination are essential to finding new and creative solutions to entrenched problems.

### Indicators of a Healthy System

- **Cross-Sector Partnerships:** Cross-sector partnerships are encouraged as a means of bringing in new types of arts, and new cultural experiences. Local organizations bring cross-sector partnerships that leverage City funding to address community needs. (Example: Lost Pines Arts Center work with local health initiatives.)
- **Physical Realm:** The physical realm is perceived as vibrant, connected and inviting for all members of the community.
- **Community Needs:** Arts and culture are thought of as essential strategies for addressing broad community needs such as health, the natural environment, safety, and the development of the physical realm.
- **Arts at the Table:** Arts and culture are at the table when planning projects for the future of the City.

Yarn Bomb at Fisherman's Park

draft

# Strategy 2: Creative Placemaking

## When Arts and Culture Serves Broad Community Needs

### Strategic Goals

- **Creative Placemaking Goal - Creating Cross-sector Partnerships**: Support the exploration of creative placemaking initiatives that bring together the visual and performing arts along with the natural and recreational resources of the City.

- **Creative Placemaking Goal - Creating a Vibrant Physical Realm:** Tie-in arts-based strategies to the development of all City capital projects related to the development of the public realm.

- **Creative Placemaking Goal - Addressing Community Needs:** Support the creation of local collaborative creative partnerships focused on fostering place-based, health-oriented projects.

### Strategic Partners

- Art Institute of Austin
- Bastrop Art in Public Places
- Bastrop Arts and Culture Commission
- Bastrop Chamber of Commerce
- Bastrop County Office of Art & Cultural Tourism
- Bastrop Museum and Visitor Center
- Bastrop Economic Development Corporation
- Bastrop Opera House
- Bastrop Parks and Recreation Department
- Bastrop Public Works
- Boys and Girls Club
- Film Alley Bastrop
- Local area businesses
- Lost Pines Arts Center
- Main Street Program
- Visit Bastrop
- YMCA
- Non-profits and public service advocates
    - local disability advocates
    - local health-based organizations
    - mental health advocates
    - public health officials
    - local military community

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# Strategy 2: Creative Placemaking

## When Arts and Culture Serves Broad Community Needs

### Creative Placemaking Goal 1

**Creating Cross-sector Partnerships: Support the exploration of creative placemaking initiatives that bring together the visual and performing arts along with the natural and recreational resources of the City.**

- **Creative Placemaking Action 1.01**: Create an Arts and Cultural Commission Grants Workgroup to pursue cross-department creative placemaking initiatives to improve the built environment in partnership with the arts, and build on the goals of the Parks and Open Space Master Plan.
    - Field Guide for Creative Placemaking and Parks (https://www.tpl.org/field-guide-creative-placemaking-and-parks#sm.0000pcb3w67vkevzyht1w3506p66c) The Trust for Public Land and the City Parks Alliance have developed this exploration and best practices guide for supporting parks through creative placemaking.
- **Creative Placemaking Action 1.02:** Create a match-funded collaboration between local businesses and the Parks and Recreation Department to create Trail Art program that encourage wellness and enhance the experience. Prototype program at Fisherman's Park for implementation model that can be used at other park facilities.
    - Karl Stirner Arts Trail, in Easton, PA (https://karlstirnerartstrail.org/) The Karl Stirner Arts Trail is a walking trail featuring public art, ranging from the works of its namesake Karl Stirner to sponsored work from local schoolchildren. The trail connects the town's urban core with nature and supports a holistic mission of healthy, culturally activated space, and economic development.

### Creative Placemaking Goal 2

**Creating a Vibrant Physical Realm: Ensure that art and creative expression are integrated into the creation of the physical realm by tying-in arts-based strategies to the development of City capital projects related to the development of the public realm, and encouraging public-private partnerships that can leverage City funding.**

- **Creative Placemaking Action 1.03:** Explore the creation of a "Permission Wall" into the design of the future Fisherman's Park Wheeled Skate Park to create healthy and sanctioned points of self-expression for Bastrop youth.
    - Denver Permission Wall, Denver, CO (https://www.denverpost.com/2011/02/09/permission-walls-help-create-a-canvas-for-managing-graffiti/) At a former lumber yard, permission walls sanction spray art in designated areas, which provides an outlet for expression for local youth, activates the area, and helps dissuade unsanctioned tagging and graffiti elsewhere.

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- Minneapolis Youth Spray Wall, Minneapolis, MN (https://www.tcdailyplanet.net/not-your-typical-gang-youth-spray-painting-inner-city-minneapolis-walls/) A local high school teams with community partners to develop an educational spray mural project for local students.

- **Creative Placemaking Action 1.04:** Integrate more art into city crosswalks in the Downtown area based on best-practices from other cities.

    - Neighborhood Creative Crosswalks, Austin, TX (http://www.austintexas.gov/creativecrosswalks) Austin's Trnasportation Department organizes a "Creative Crosswalks" program, where community members can organize and propose ideas for artistic crosswalk designs to beautify the neighborhood, enliven streets, and enhance traffic safety.

- **Creative Placemaking Action 1.05:** Explore commissioning iconic public art to use a part of a larger urban design strategies within the Downtown area and Chestnut Street corridor.

    - Denver Airport "Cloudscape", Denver, CO (https://www.flydenver.com/about/art_culture/cloudscape) Iconic, "cartoony" cloud sculptures greet visitors to Denver as they approach the city from the Denver International Airport.

- **Creative Placemaking Action 1.06**: Work with City of Bastrop departments to implement annual arts-based wayfinding banner program along Chestnut / Main Street / and leading to Interstate 171. Banners can be made annually by local artists and auctioned off at end of year to pay for the follow-year's program.

    - Arts Alive, Encinitas, CA (http://101artistscolony.com/arts-alive-encinitas/) An annual lamp post banner art installation supports the work of local artists, draws tourists, and creates a colorful, eye-catching display along historic Coast Highway 1.

- **Creative Placemaking Action 1.07:** Explore the creation of a visual-arts billboard campaign parallel to Austin's that showcases local talent to riders on Interstate 71.

    - Austin Art Boards, Austin, TX (http://austinartboards.org/) Austin Art Boards, sponsored by an outdoor advertising company, celebrates local artists by displaying their work on billboards in different high-profile areas around the city.

- **Creative Placemaking Action 1.08:** Create an Arts in Development policy to help frame conversations between the City and private developers who might be looking to include artwork (both permanent and temporary) within their own developments. Policy should address: Strategy for creating public art on private development sites, proposed contribution (typically .5-2%), definition of appropriate art, artists selection criteria, and project selection criteria.

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- Public Art in Private Development (https://www.americansforthearts.org/by-program/reports-and-data/legislation-policy/naappd/public-art-in-private-development-a-guide-for-local-arts-agencies-and-municipalities) Americans for the Arts offers a strong set of resources for municipalites wanting to encouraging developers to include public art in private development projects.

## Creative Placemaking Goal 3

**Addressing Community Needs: Support the creation of local collaborative creative partnerships focused on fostering place-based, health-oriented projects.**

- **Creative Placemaking Action 1.09**: Explore potential partnerships between interested artists and local social service providers such as with nursing homes, assisted living homes, senior centers, and hospice facilities for paid or volunteer artist residencies. Help in the identification of grant resources to foster those residencies as part of a comprehensive City of Bastrop "Arts and Health" initiative.
    - Creating Healthy Communities (https://arts.ufl.edu/sites/creating-healthy-communities/overview/) The University of Florida Center for Arts in Medicine's "Creating Healthy Communities" initiative is actively working to develop resources to expand the field at the intersection of art and public health.
- **Creative Placemaking Action 1.10:** Work with local social service providers to explore opportunities for Collaborative Partnership Programming where people with physical or other types of challenges can be supported by the arts to explore their own creativity and connect with the greater community. Help in the identification of grant resources to foster those services as part of a comprehensive City of Bastrop "Arts and Health" initiative.
    - IDEAS xLab, Louisville, KY (http://www.ideasxlab.com) IDEAS xLab is a non-profit organization that brings the power of the arts together with community organziations to help address issues of health and wellbeing.
- **Creative Placemaking Action 1.11:** Explore opportunities to advance artist relationships with the local military community [Camp Swift], including funding for the exploration of a specific place-based, healing-oriented project. Help in the identification of grant resources to foster those places as part of a comprehensive City of Bastrop "Arts and Health" initiative.
    - National Initiative for Arts and Health in the Military (https://www.americansforthearts.org/by-program/reports-and-data/legislation-policy/the-national-initiative-for-arts-health-in-the-military) The National Initiative for Arts and Health in the Military researches, provides resources, and connections groups and organizations who use art for military health, healing, and well-being.

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# Creative Placemaking

## Implementation Tactic: Use Arts for Wayfinding

**Case Study:** Arts Alive

*Encinitas, CA*

- Annual installation of one hundred original art banners along Highway 101
- Banners are sold at auction to support local arts organization and artists
- Wayfinding and placemaking activation economically supports local arts community

Every year, a six mile stretch of Highway 101 in and near Encinitas, CA is brought to life by a hundred works of original banner art by local artists, hung from lampposts. The annual Arts Alive banner project is produced by the 101 Artists' Colony, who organizes the artists call, fabrication, and installation of the artworks. After the banners have been taken down, these original works of art are auctioned off. This is the main fundraiser and source of income for the 101 Artists' Colony. This annual installation and celebration of local arts also serves to keep the local artist community thriving and sustainable.

***Partners:*** 101 Artists' Colony, Leucadia 101 (Encinitas Main Street Association)

***Opportunities for Bastrop:*** Enliven sense of place and wayfinding while also providing high-visibility opportunity for local artists that provides direct financial impact for these creators.

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Arts Alive banners in Encinitas, CA

# Creative Placemaking

## Implementation Tactic: Align with Community Health Initiatives

There is fertile ground and opportunity for developing projects at the intersection of the arts and community health. Look for potential partners in the community health sector.

**Case Study**: StreetsAlive

*Fargo, ND and Moorhead, MN*

- Annual cultural festival creates sense of place in downtown
- Event is a public health initiative to support active transportation
- Blue Cross of Minnesota is a primary funding partner
- Partners and organizers tailor festival and marketing to values of the community
- Temporary placemaking activities also build strategic partnerships and cross-sector relationships

***Partners:*** Cass-Clay Alive, Dakota Medical Foundation, City of Moorhead, City of Fargo, Blue Cross of Minnesota (funder)

The annual StreetsAlive festival in Fargo, ND and Moorhead, MN closes off portions of the adjoining downtowns to car traffic for a pedestrian- and bike-only cultural festival that celebrates the community and encourages active transportation, physical activity, and healthy food. The event is part of a public health campaign spearheaded by the organization Cass-Clay Alive (named after Clay County and Cass County) to promote health and safety in schools, child care centers, work sites, and residential communities. The organization applied for funding through Blue Cross of Minnesota, who have earmarked funds for preventative health campaigns. StreetsAlive is about more than just a temporary festival; it's intended to "encourage holistic thinking about healthy living, from better food choices, to more physical activity, to more play," for area residents. Fargo and Moorhead are socially and politically conservative cities, so although the festival is meant to encourage active transportation like walking and biking, organizers were mindful about making sure that the event was not seen as "anti-car" to residents. Rather, the event is promoted as a pro-community and pro-health celebration. The event draws between 6,000 to 8,000 people annually. StreetsAlive activates the downtowns of Fargo and Moorhead, while also tying in shared values – and crucially, funding – from local and state health organizations.

***Opportunities for Bastrop:*** Look for institutional partners in the health profession and community health sector. Pursue opportunities at the intersection of arts and cultural celebration and community health.

Streets Alive Festival

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# Strategy Three
# CREATIVE ECONOMY

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# Strategy 3: Creative Economy

## When Vital Creative Businesses Connect with Rich Cultural Networks

The City of Bastrop knows that it is poised to expand its economic base through the development of its local creative sector, and to go beyond traditional notions of an arts economy that is secondary to, or off to the side of, its regular economy.

Today we can see the creative economy growing when artists form mutually beneficial partnerships with local businesses that help them gain awareness within the community and grow the economy. At the same time we can see segments of the local arts economy, such as film, take a leading role both locally and state-wide. To fully realize the potential of the City of Bastrop's creative economy, the City can develop strategies that both support the larger more informal networks that are at the foundation of the creative community, and create professional development opportunities for local artists that allow them to develop as entrepreneurs within the market economy.

### Indicators of a Healthy System

- **Community Investment:** Opportunities for investing financially in the creative community, and growing creative networks are fostered.
- **Continuing Education:** Educational opportunities promote the development of creative residents as arts professionals.
- **Volunteer Growth:** The City's base of volunteers grows its diversity and capacity to support the creation of events and artwork that delight residents and bring in out-of-town visitors.
- **Strong Networks:** Local businesses and the creative community have deep and mutually supportive relationships.

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Bastrop's historic Main Street

# Strategy 3: Creative Economy

## When Vital Creative Businesses Connect with Rich Cultural Networks

### Strategic Goals

- **Creative Economy Goal - Fostering Community Investment:** Help to support arts and culture philanthropy within the City by creating fiscal structures and community gatherings that cannot be instituted by individual arts and culture organizations.

- **Creative Economy Goal - Growing Opportunities for Continuing Education:** Help support the formation of local creative businesses, and early career arts and culture entrepreneurs, by creating opportunities for training, technical assistance, and other capacity building measures.

- **Creative Economy Goal - Suporting Strong Networks:** Identify strategic opportunities to provide the technical support needed to ensure strong relationships between the creative and business communities including the creation of artist rosters and small-scale private venues for exhibits and performances..

### Strategic Partners

- Art Institute of Austin
- Bastrop Chamber of Commerce
- Bastrop County Office of Art & Cultural Tourism
- Bastrop Independent School District
- Downtown Bastrop
- Local arts advocacy organizations
- New Republic Stuidos
- Main Street Program
- Regional hospitality industry
- Visit Bastrop
- New Republic Stuidos

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# Strategy 3: Creative Economy

## When Vital Creative Businesses Connect with Rich Cultural Networks

### Creative Economy Goal 1

**Fostering Community Investment: Help to support arts and culture philanthropy within the city by creating the fiscal structures and community gatherings that cannot be instituted by individual arts and culture organizations.**

- **Creative Economy Action 1.01:** Create an annual workplace giving and corporate philanthropy day for arts and culture.
    - Arts Giving Day, Greensborough, NC (https://www.greensboro.com/blogs/gotriad_extra/arts-giving-day-aims-to-give-boost-to-artsfund-fundraising/article_985b80e9-4dd2-52e3-8a01-dbbaae95daeb.html) Every year, ArtsGreensboro promotes "Arts Giving Day," a fundraising marathon that in 2017 exceeded its $1 million funding goal for support for artists, organizations, and educators.
- **Creative Economy Action 1.02:** Develop an annual award event for contributions (cash, in-kind, and volunteer) to the City's arts and cultural events and organizations.
    - Amplify Austin, Austin, TX (https://ilivehereigivehere.org/amplify-austin/ ) Although scaled for the city at larger, Amplify Austin is a well choreographed example of how a community can think of a locally-oriented "giving day."
- **Creative Economy Action 1.03:** Establish a Community Arts Fund that supports local arts and culture initiatives; publicize to the community and encourage donations.
- **Creative Economy Action 1.04:** Explore the creation of an Annual State of the Arts events for Bastrop County, to provide opportunities for community-building and shared learning and to generate interest and create a dialogue and ideas around the arts, culture, and creative industries within Bastrop County.
    - Mayor's Art Award, Seattle, WA (http://www.seattle.gov/arts/programs/mayors-arts-awards ) The Seattle Office of Arts & Culture's (ARTS) Mayor's Arts Awards recognize and celebrate the people and organizations that broaden the city's horizons and humanize the city.

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## Creative Economy Goal 2

**Growing Opportunities for Continuing Education: Help support the formation of local creative businesses, and early career arts and culture entrepreneurs, by creating opportunities for training, technical assistance, and other capacity building measures.**

- **Creative Economy Action 1.05:** Develop annual "Careers in the Arts" event in conjunction with the local schools and the local arts organizations to help facilitate local artists and creative professionals to connect middle and high school students about careers in the creative sector.
    - E4Youth, Austin, TX (https://e4youth.org/get-creative/) E4Youth's "Get Creative Clubs" provide early career training for high school students in creative sector work such as audio/video production and visual design.
- **Creative Economy Action 1.06**: Work with the local school system to create a Youth Arts Council to assist in public art projects, engage in mentorship opportunities, and participate in a cohort group to assist in their development within creative industries. Assign teen arts representative to BAIPP and the newly created Arts and Culture Commission
    - BOPA Youth Arts Council, Baltimore, MD (http://www.promotionandarts.org/arts-council/bopa-youth-arts-council) The Baltimore Office of Promotion & The Arts (BOPA) is inviting teen creatives to join the BOPA Youth Arts Council in order for Baltimore's youth perspective to be heard in arts programming and policy.

## Creative Economy Goal 3

**Supporting Strong Networks: Identify strategic opportunities to provide the technical support needed to ensure strong relationships between the creative and business communities including the creation of artist rosters and small-scale private venues for exhibits and performances.**

- **Creative Economy Action 1.07:** Develop a Working with Local Artists training program to help the local business community increase exposure for visual and performing art by local artists in hotels and businesses. Create a directory of participating businesses.
    - pARTnership Movement (http://www.partnershipmovement.org) In 2012, Americans for the Arts launched the pARTnership Movement to provide businesses and arts organizations with the tools they need to create meaningful partnerships that support a healthy, creative, and artistic community, but that also give businesses a competitive advantage.

draft

## When Vital Creative Businesses Connect with Rich Cultural Networks

- **Creative Economy Action 1.08:** Create a partnership program between for-profits and non-profits where businesses donate time, expertise, and/or services, providing opportunities for businesses to get involved in the creative community. In return, creatives and arts/culture groups offer creative solutions, ideas, and/or experiences to the business.
    - Find a Partner (http://www.partnershipmovement.org/find-a-partner/ ) Part of the pARTnership Movement program that lays out ideas for how businesses can partner with the arts.
- **Creative Economy Action 1.09.** Help artists to work with the regional hospitality industry by developing a master list of teaching artists and creative facilitators who can help to highlight Bastrop through targeted art classes at different locations.

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# Creative Economy

## Implementation Tactic: Foster Connections

Cities have an opportunity to act as matchmakers between arts professionals and local businesses and organizations in need of their services. Online directories of artists and professional opportunities are an impactful way to organize and broadcast information about the local arts economy, encouraging and fostering professional relationship building.

**Case Study:** Seattle, WA Office of Arts & Culture Opportunities Page and Mercer Island, WA Artist Directory

- Seattle's Office of Arts & Culture hosts an updated page of professional opportunities for artists
- Mercer Island, WA's website hosts an Artist Directory that can be browsed by local businesses and individuals

***Partners:*** City arts department, local professional artists, local businesses and organizations

Mercer Island art show

Cities and towns around the country are experimenting with different ways to link professional artists with businesses and organizations who need their services. The Seattle Office of Arts & Culture "Opportunities" page is a "one-stop shop" for arts-related jobs, funding, and training opportunities for working artists. The site features a directory of current opportunities for artists and arts organizations, as well flexible search parameters, allowing artists to search for different types of opportunities.

The City of Mercer Island, WA has taken the opposite approach: The Mercer Island Artist Directory is an index of professional artists in Mercer Island, featuring examples of work, professional experience, and contact information of registered artists. Businesses and organizations who wish to work with artists can browse the directory and reach out directly to artists.

***Opportunities for Bastrop:*** Work with local businesses and artists to develop a directory of Bastrop businesses, artists, or both, in order to develop opportunities, communication, and sustainable professional relationships between these communities.

Draft

# Creative Economy

## Implementation Tactic: Provide Technical Assistance

Provide resources, guidance, and training for artists.

**Case Study:** The Contemporary Austin - Creative Capital "Strategic Planning" Professional Workshop

*Austin, TX*

- Philanthropic organization facilitates gatherings for artist professional development
- Offers in-person and online workshops on a variety of topics
- Artists develop a variety of career-building skills
- Emerging creative professionals are mentored by established artists

***Partners:*** The Contemporary Austin, Creative Capital, Herradura Tequila (sponsor)

The philanthropy Creative Capital supports artists through artist career development gatherings, peer-to-peer learning initiatives, and funding. In 2015, Creative Capital hosted a "Strategic Planning" workshop at the Contemporary Austin. At this one day gathering, artists were guided through conversations and activities designed to develop skills such as balancing time and money, creative a business plan, financial planning 101, and communication and marketing techniques. The workshop also provided opportunities for emergent artists to have conversations with established artists and learn from their experiences. Creative Capital workshops expose artists to useful, practical skills for creative career development. The events provide opportunities for making connections with established artists, other stakeholders and gatekeepers, and peers. Creative Capital offers both in-person and online workshops.

***Opportunities for Bastrop:*** Work with specialized organization to host training for Bastrop artists tailored to the specific needs of the community.

Contemporary Austin Creative Capital "Strategic Planning" Professional Workshop

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# Strategy Four
# CULTURAL INCLUSION

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# Strategy 4: Cultural Inclusion

## Creating a Broad Tent that Fits Everyone

As human beings, we all have a need to express ourselves. Ensuring that every person has access to creative venues, while also promoting a city's expression of its own distinct history and identity, is an essential function of cities today. Artists have unique tools and talents that can provide insights into the city's collective history. By taking a leadership role in promoting numerous cultural legacies, the City of Bastrop can help to widely share and celebrate these historic assets.

One of a city's greatest assets is also the ability of all residents to take part in the creation – and re-creation – of its own stories, histories, and understanding of their unique place and environment. Harnessing the power of the arts to create vital experiences that residents and visitors can connect to socially, emotionally, and imaginatively, ensures that the city can maintain its sense of authenticity and the ability of all residents to take an active role in creating and experiencing an ever-deepening sense of place.

### Indicators of a Healthy System

- **Neighborhood Stories:** Local history and narratives are woven into the physical and programmatic fabric of the City. (Example: Bastrop History and Vistor's Center recent "Freedom Colonies" exhibit.)
- **Learning Access:** Arts and culture education opportunities exist for supporting the life-long development of residents' capacity for creative expression.
- **Broad Tent:** City and organizational policies reflect the need to create a broad and inclusive "tent" so that all residents may partake in programs, events, and planning for the physical realm.

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Bastrop AIPP transformer mural

# Strategy 4: Cultural Inclusion

## Creating a Broad Tent that Fits Everyone

### Strategic Goals

- **Cultural Inclusion Goal - Telling Local Stories:** Enable local residents to create neighborhood-specific visual and performing arts and culture experiences.

- **Cultural Inclusion Goal - Providing Arts Education Access:** Ensure that City of Bastrop residents - both youth and adults - have access to arts and culture learning opportunities.

- **Cultural Inclusion Goal - Ensuring Broad Tent:** Ensure that the full demographic range of Bastrop residents are able to have access to arts and culture opportunities, and are represented in arts and culture decision-making bodies.

### Strategic Partners

- Arts educators
- Bastrop Art in Public Places
- Bastrop Main Street Program
- Bastrop Museum and Visitor Center
- Bastrop Independent School District
- Bastrop Opera House
- Boys and Girls Club
- local arts and culture organizations
- Local arts education providers
- Local business and development leaders
- Local neighborhood leaders
- Lost Pines Arts Center
- Regional centers of higher education
- YMCA

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# Strategy 4: Cultural Inclusion

## Creating a Broad Tent that Fits Everyone

## Cultural Inclusion Goal 1

**Telling Local Stories: Enable local residents to create neighborhood-specific visual and performing arts and culture experiences.**

- **Cultural Inclusion Action 1.01:** Create a neighborhood arts grant program to provide seed money and formalize a technical assistance program to help local volunteer groups to create visual arts installations and projects.

    - Berlington City Arts Community Fund, Burlington, VT (https://www.burlingtoncityarts.org/BCACommunityFund) The Burlington City Arts Community Fund supports local artists and organizations with $35,000 in primary funding from the city, as well as additional fundraising and gives local artists grants of $3000 to create community based art projects.

- **Cultural Inclusion Action 1.02:** Provide technical assistance to neighborhood-based organizations working to develop hyper-local cultural activities and support neighborhood leaders to plan for small-scale neighborhood arts and culture events.

- **Cultural Inclusion Action 1.03:** Work with the City's different arts organizations to create a Bastrop Stories initiative that captures diverse stories around the city and captures them in interpretive plaques as well as online portals.

    - Our Austin Story (http://www.downtownaustin.com/daa/ouraustinstory) Our Austin Story is a comprehensive interpretive strategy for several of Austin's most historic public spaces. The program documents the stories of the people and places who shaped these important civic spaces and offers an important framework for celebrating, expressing and growing with respect for Austin's diverse heritage.

## Cultural Inclusion Goal 2

**Providing Arts Education Access: Ensure that City of Bastrop residents - both youth and adults - have access to arts and culture learning opportunities.**

- **Cultural Inclusion Action 1.04:** Create an Arts and Cultural Commission Education Workgroup to work with local school districts, higher education institutions, private schools, non-traditional education groups, and others to collect available data and identify where there are gaps with outside-of-school arts programs and potential partners that can help to fill those gaps. Examine data on both an annual and seasonal basis to account for the school calendar.

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## Creating a Broad Tent that Fits Everyone

- **Cultural Inclusion Action 1.05:** Work with BISD and arts providers to develop partnerships that focus on the creation of a Community Arts Learning Plan, promotes lifelong learning in the arts, and identifies and reduce gaps in arts learning opportunities for students, adults, seniors, etc.,
    - CPS Arts Education Plan, Chicago, IL (https://www.ingenuity-inc.org/cps-arts-education-plan) Although focused on school-based solutions, the Chicago Arts Education Plan gives a good outline for strategic ideas and essential questions to ask when thinking about a Bastrop-specific initiative.
- **Cultural Inclusion Action 1.06:** In response to public demand, work with higher education organizations in the region, and The Art Institute of Austin to identify opportunities for art and design students to teach classes at City of Bastrop/BISD facilities and assist the colleges/universities with locating applied learning opportunities that can help bridge gaps in life-long arts education.

## Cultural Inclusion Goal 3

**Ensuring a Broad Tent: Ensure that the full demographic range of Bastrop residents are able to have access to arts and culture opportunities, and are represented in arts and culture decision-making bodies.**

- **Cultural Inclusion Action 1.07:** Create an "Access to the Art" program and seek opportunities to expand scholarships, subsidies, and passes for seniors and other groups identified as having financial barriers to arts and culture access.
    - Universal Access & the Arts, Raleigh, NC (https://www.raleighnc.gov/parks/content/Arts/Articles/UniversalAccess.html) In 2015 the City of Raleigh Arts Commission and United Arts Council of Raleigh and Wake County partnered on a new initiative to increase the engagement of people with disabilities in the arts. The Arts Learning Community for Universal Access consists of arts and cultural organizations that collaborate to advocate for and improve access to the arts for deaf and disability community members.
- **Cultural Inclusion Action 1.08** Ensure that the Bastrop Arts and Culture Commission and the Bastrop Art in Public Places Panel reflect Bastrop's diverse culture, age groups, and arts and culture expertise.
- **Cultural Inclusion Action 1.09:** Explore the creation of a Diverse History framework for the first few years of the new Bastrop Art in Public Places work that focuses calls for local art work to help narrate the diverse histories of the Bastrop region and celebrate the contributions of Bastrop's many cultural communities.

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# Cultural Inclusion

## Implementation Tactic: Celebrate Cultural History

**Case Study:** "We Are Portland"

*Portland, OR*

- Initiative educating residents on how to create family portraits
- Inclusive opportunity for residents from different backgrounds
- Community building between dissimilar groups
- Grassroots outreach utilized and strengthened community organizational and social networks
- Reflected and celebrated Portland's growing diversity

***Partners:*** My Story (non-profit), Portland Mayor's Office, Our Town (grant), neighborhood organizations and schools

Portland, OR has become steadily more diverse in the 21st century. In response to this shift, the arts non-profit My Story spearheaded a project intended to showcase and celebrate the changing face of Portland, while providing opportunities for community building between different cultural pockets and populations. For My Story's "We Are Portland" project, the group facilitated bringing community members together to learn how to create family portraits. Many families came to the event series dressed in traditional wardrobe. The photos produced provided an object of value and meaning to participants. My Story collaborated with the Mayor's office to make connections in local communities for different event sessions. Community organizations and schools were key partners for getting the word out about these events. Through the "We Are Portland" project community members were able to celebrate their own families and heritage. Equally exciting, families from different cultural backgrounds came face to face with each other's values and traditions; conversations and exchanges were sparked. Altogether, the collection of family portraits reflects and celebrates the growing diversity of Portland.

***Opportunities for Bastrop:*** Pursue inclusive arts opportunities that allows Bastropians of all backgrounds to celebrate both their own culture, and also learn about and celebrate each other's cultures.

"We Are Portland" family portraits

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# Cultural Inclusion

## Implementation Tactic: Involve Youth

Projects that involve and center young people provide create an opportunity for neighborhood beautification, innovation, education, and community building.

**Case Study:** Whittier Neighborhood Mural Project

*Sioux Falls, SD*

***Partners:*** Students, educators, Sioux Falls Arts Council, City of Sioux Falls, Department of Parks and Recreation, Arts Council, residents, community leaders, Whittier Residents Association, local artists

In the Whittier neighborhood of Sioux Falls, SD, a barren wall in the public park that served the city's most diverse neighborhood had become a site for graffiti. Whittier Middle School teacher Lela Himmerich asked to class to imagine what could be done to improve the park, a project which they took to with great enthusiasm, researching and developing a series of proposals. The students presented a proposal for a mural to city staff and the Sioux Falls Arts Council, who at the time was also considering ways to improve the park. The Arts Council responded positively to the students' idea that a mural would activate the space and serve as a beacon and symbol for the community. The Arts Council worked closely with the eighth graders to procure the support of the mayor and the Department of Parks and Recreation. Residents and community leaders were also consulted through an extensive outreach effort. A call-for-artists produced muralist Dave Loewenstein, who guided the design and fabrication during a 56-day residency. Over 250 students and residents directly participated in helping paint the mural. An Arts Council Member remarks that "the mural was a vehicle" for community empowerment, value sharing, and civic participation. "It gave the neighborhood space to think about itself." Since the mural was installed, the graffiti has not returned to the park. This idea, which began with the initiative and imagination of an eighth-grade class, improved Whittier park and brought neighborhood residents together.

***Opportunities for Bastrop:*** Develop initiatives that center young people in the activation of underutilized public space. The mural wall concept in Sioux Falls is an example of the way that youthful energy and imagination can drive impactful neighborhood change. Partner with local schools and educators to develop these opportunities.

Whittier Neighborhood Mural Project

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# Implementation

Bastrop County Courthouse

# Building New Civic Structures

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## A New Arts and Culture Commission

As the City of Bastrop grows, its municipal structures for supporting arts and culture must grow as well. The City has benefited for decades from the tremendous labor of individuals within the community who have been capable stewards for many local arts organizations and institutions. Now however, the growth of the City and its vision for the future, requires the creation of more formal civic infrastructure that can shepherd its vision and help harness the full strength of the arts and culture sector..

This plan recommends is the creation of a City of Bastrop Arts and Culture Commission. Appointed by the Mayor, the Commissioners will apply their diverse experience in culture and creative life, and assist with meeting Bastrop's goals related to arts and culture. The Commissioners will have the option of serving on specific Workgroups that might

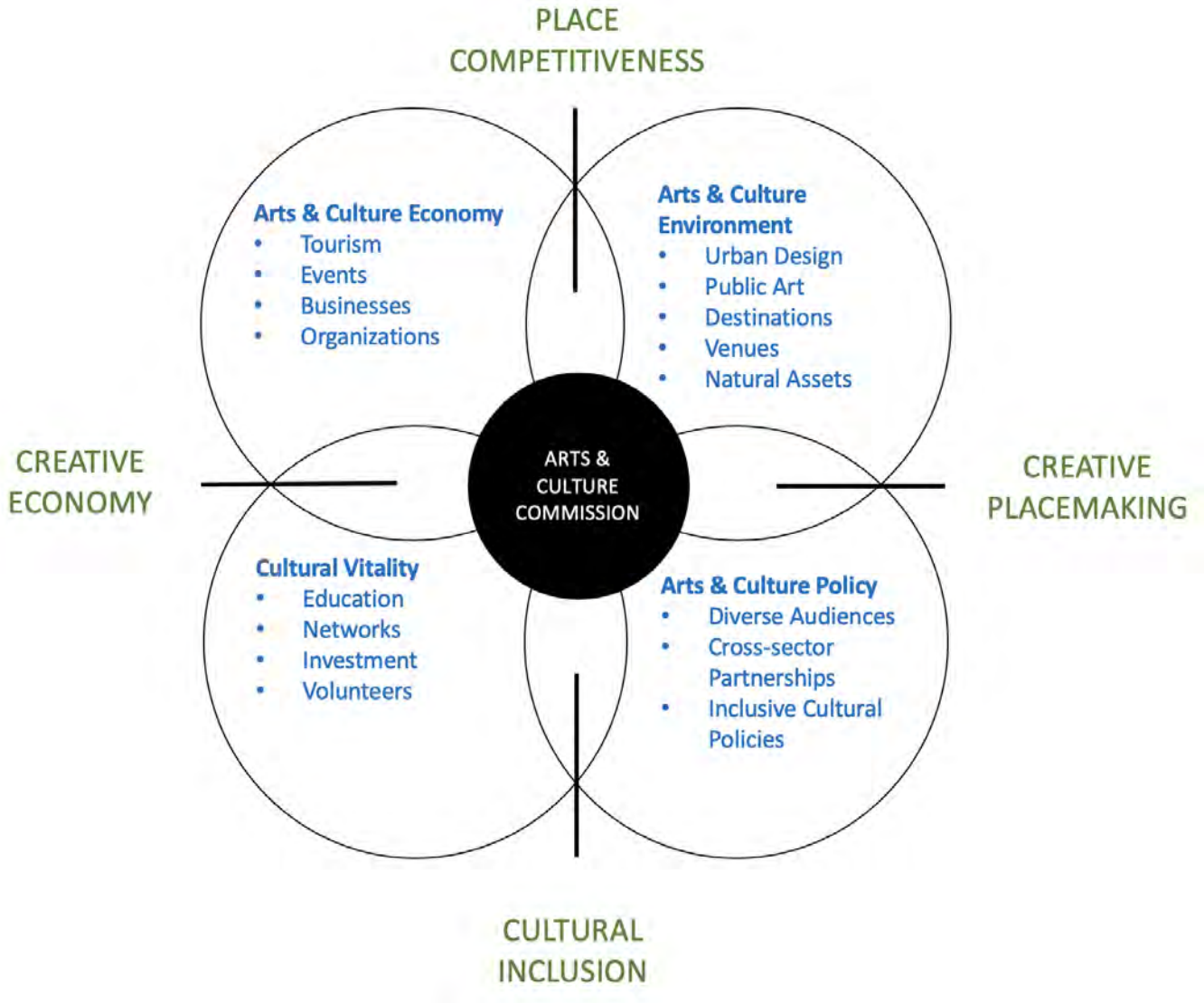


Diagram of "Civic Center" of Bastrop's Art Ecology

include such tasks as reviewing and recommending funding on community grants, or convening and steering a community conversation about arts education. By identifying targeted activities that support the City's development of arts and culture sector, and connecting residents with those efforts, the Bastrop Arts and Culture Commission will serve an important role of continually reassessing the City's goals and strategies for the arts.

The future Arts and Culture Commission will need to establish early on its relationship to the City of Bastrop Film Commission. In the coming years, the film industry is likely to grow rapidly within the Central Texas region and it will be important for the City of Bastrop to stay abreast of film industry needs. Balancing that concern, It will also be important for the City to consider the amount of burden it places on staff to support its different commissions.

Specific areas for the Arts and Culture Commission to explore in its early formation include:

- How the composition of the Arts and Culture Commission can work to represent a balance of both the wide range of communities within the City and the diversity of the creative sector.
- How Arts and Culture Commissioners may consider serving on other boards and commissions in order to keep the "arts 'at the table" in early conversations about projects and program developments across the City's different departments.
- How posting meeting minutes, or other means, can serve to keep the larger creative community informed about developments within City related arts policy discussions.

## New Roles for an Evolving Landscape

Within the Cultural Arts Master Plan, there are numerous recommendations that will take the City in new directions. As they prioritize recommendations and shepherd through new ideas, Commissioners will be asked to explore ideas for collaboration with other City departments and community partners. Yet, at this stage, it is recognized that not all of the pieces of the puzzle can be known up front; specific details for what will become an annual Commission Work Plan will need to be created directly by the Commission members.

Many of the action items include a directive such as "explore, develop or launch." Over the next ten years, these action items have the potential to be crafted into initial pilot programs that can incorporate best practices from the arts and culture sector. Throughout planning and implementation, results-oriented evaluation practices should be utilized to assess outputs and ensure that the outcomes measure up against the original programmatic goals.

It is recommended that the City's Arts and Culture Commission report to the City Council annually to provide an update on the Cultural Arts Master Plan's progress, launch new action items and request financial support. This incremental approach will assist City Council members in staying current on recent developments and provide feedback in supporting arts and culture as a core value in Bastrop.

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**New Roles: Provider, Leader, Connector, Partner**

During the creation of the Cultural Arts Master Plan, it also became apparent that the City of Bastrop needed to take on new roles that expand upon its current role of being a Provider of public art. These expanded roles mirror the roles being taken on by cities across the United States and they look to harness the power of the local government in order to create a more vibrant arts and culture destination.

Under the guidance of the Arts and Culture Commission the City will evolve from Provider of public art to the broader functions of being a **Connector, Leader** and **Partner**. These four roles factor into each objective but come into play in different combinations.

- **Connector:** as a Connector, the City will look to use its position within the region and between local organizations to ensure that the right actors are coming to the table to create cross-disciplinary projects. Bringing together stakeholders from the arts, real estate, health, and other sectors can ensure that the City is meeting best practices for Creative Placemaking initiatives.

- **Leader:** as a Leader the City will help to set the direction on local and regional discussions through the venue of the Arts and Culture Commission and in dialogue with the Mayor and Council. Given the City of Bastrop current standing as a regional arts leader with its strong base of arts and culture instutions, it will be important for the commission to continually foster opportunities to lead conversations on how different interests can work together to help local arts and culture economies thrive.

- **Partner:** as a Partner the City will look to frame its funding initiatives in terms of their ability to either leverage additional outside resources, or build capacity for local artists and arts agencies.

**Proposed Arts and Culture Commission Structure** The new Arts and Culture Commission will be appointed by the Mayor and should seek to identify 5-7 individuals who are both representatives of Bastrop's different coommunities as well as representatives of the broad spectrum of the arts and culture community of the City. Key areas of representation to consider include:

- Bastrop Art in Public Places
- Bastrop Opera House
- Bastrop Independent School District
- Film
- Music
- Bastrop County Historical Society
- The Art Institute of Austin
- Lost Pines Arts Center
- Parks Board
- Culinary Industry
- Main Street Board
- Visit Bastrop Board
- Arts and Culture Administrator
- Cultural Creative Artist/Organization

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## Bastrop Art in Public Places

The City of Bastrop is fortunate to have a dedicated and talented cadre of local volunteers that created and developed the Bastrop Art in Public Places program. Serving in an advisory role to the City Council, BAIPP carries the vision of *creating an environment where the City of Bastrop is locally and nationally recognized as an art and cultural center.* To reach this vision, and its concurrent mission of *increasing awareness and appreciation of art, as well as increase civic pride through the display of art in the City,* BAIPP is following the following mission, vision, and goals:

**Proposed New BAIPP Structure.** To help the City grow in its system of local governance for its creative sector, it is recommended that BAIPP adopt a municipal public art program structure that is tied by specific percentage to the City's capital improvement projects (CIP). The newly structured BAIPP Panel would be establied through the creation of a Percent for Art ordinance and function as a reporting Advisory Panel to the newly created Bastrop Arts and Culture Commission. This structure will allow the panel to focus its efforts on the development of visually-based public art, and not take on the additional tasks of shepherding through the other policy and program recommendations that are part of this plan.

This new CIP-related public art process would allow the current BAIPP efforts to continue in their same goals which are listed as:

- Use the display of public works of art to further the Bastrop community's sense of civic pride.
- Use the display of public works of art as an educational opportunity for the public, as well as to enhance art education with artists in the community and beyond.
- Contribute to cultural tourism.
- Support diversity through art.
- Make art accessible to all individuals, including those with special needs.
- Encourage early collaboration on civic projects with design professionals and artists.

The advantage of the new structure is that it would remove the funding source from (often mercurical) HOT fund allocations and make a clear link in the public mind about why specific art projects are being created - namely, in support of new, publically accessible, municipal capital improvement projects.

### List of Initial Recommendations

- Arts and Culture Commission Action: Explore the implementation of a Public Art Policy that pulls from traditional models of municipal public art programs and allocates 0.5 - 2% for capital projects for the creation of public art work throughout the City.
- BAIPP Action: Once a Percent for Art program is established, have a BAIPP representative take part in preliminary concept development conversations about upcoming capital improvement projects in order to ensure art has an appropriate "place at the table" for all City projects.

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## Establishing an Art in Public Places Percent for Art Ordinance

Percent-for-art programs were first utilized in Philadelphia in 1959 and have since grown to over 350 nationwide. Because of their strong presence there are numerous resources that can help the newly formed Arts and Culture Commission craft the appropriate language needed to create a Percent for Art ordinance:.

**National Assembly of State Art Agencies.** The NASAA has a listing of Percent for Art programs from all 50 states with links to their programs, funding sources, and artist selection processes: https://nasaa-arts.org/nasaa_research/state-percent-art-programs/

**The Maine Arts Commission:** MAC was one of the early adopters for Percent for art programs and today their website holds a rich array of resources including flowcharts for Percent for Art Programs: https://mainearts.maine.gov/Pages/Programs/Public-Arts

**Portland, OR Percent for Arts Guidelines:** A strong and clear example of a Percent for Art Ordinance was created by the City of Portland, OR. This specific ordinacecan be found in the appendix. https://racc.org/wp-content/uploads/2016/01/Percent-for-Art-Guidelines.pdf

It is also recommended that the City of Bastrop engage in conversations with other near-by municipalities about their own public art ordinances. Because such programs are enabled by different state-level legistlation and each state has different specific langauge around HOT fund allocations, such conversations with "neighbors" can be helpful in crafting ordinance langugage that has met the test of time within the State of Texas.

## In the Future

Once a Percent for Art public art program is established and underway, BAIPP members can begin to look for additional opportunities to extend the program's reach. Some of ways in which public art can potentially contribute to larger City of Bastrop goals include the creation of:

**Iconic Artwork.** Iconic artwork is significant, large-scale permanent artwork serving as defining landmarks at major gateways, at civic centers, and on major boulevards and intersections. The presence of the Deep in the Heart Art Foundry make the exploration of this type of work a strong opportunity for the City to celebrate its local talent.

**Wayfinding Artwork**. Wayfinding artwork is permanent artwork located in active vehicular and pedestrian intersections. It serves to connect key locations and enhance pedestrian circulation. As efforts to develop the Downtown and Chestnut Street corridors continue, public/private partnerships can be sought to bring in more public art in the service of wayfinding.

**Neighborhood-Identity Artwork**. Neighborhood-identity artwork is located in neighborhood centers and parks where people congregate, interact and engage in social activities. The artwork augments a sense of neighborhood identity and signals a community gathering place. As the City of Bastrop works to create opportunities for creative and cultural expression for a wide-range of residents, BAIPP members can find inspiration from many public art programs across the United States that create large and small opportunities for neighborhood-level expressions of place.

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Larryland's Pickin' on the Porch

# Funding Strategies

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## Funding Strategies For The Arts And Culture Sector

To help support the arts and culture sector, local governments can raise raise funds through 1) property, sales, and other taxes, 2) charges and fees, and 3) grants from both public and private sources.

As the City continues developing long-term sustainable funding streams for its growing creative sector, it will most likely also seek to identify additional dedicated funding streams. Other jurisdictions have been successful in creating citizen ballot initiatives that allocate a particular percentage of property or sales tax to fund arts and culture. However, given the State of Texas' most recent legislation that creates a requirement that municipalities hold an election if they wish to raise 3.5% more property tax revenue than the previous year (Senate Bill 2, Texas Property Tax Reform and Relief Act of 2019), the idea of tapping into possible tax increases for the arts and culture sector is not a strong option for the City of Bastrop.

Fortunately, the City has access to robust Hotel Occupancy Tax (HOT) funds which support its Visit Bastrop and larger tourism efforts. In addition to these HOT funds, the City can also explore additional ideas around increased fees and pursue public / private partnerships that can help bring in additional philanthropic dollars.

**Hotel Occupancy Tax**. Because of the direct link between successful tourism and a dynamic and vibrant arts and culture sector, the Texas Legislature authorizes municipalities to dedicate up to 15% of Municipal Hotel Occupancy Tax to, "... the encouragement, promotion, improvement, and application of the arts." Currently, the City of Bastrop supports Bastrop Art in Public Places and its programming through the HOT taxes. With the goal of creating a more sustainable and scalable public art program, this report recommends establishing a more traditional Percent-for-Art program (see below for more details).

**Item of Note:** Recently the HOT funds enabling legistlation has removed "heads in beds" language from the statute. This change allows municipalites to extend the reach of their HOT funds to non "overnight stay" types of offereings. Many municipalities (such as nearby Austin, TX) have used these broader understandings to create more neighborhood-based arts and culture programs that can foster creative expression and enjoyment for both residents and visitors. A future workgroup of the Arts and Culture Commission could be formed to meet with Texans for the Arts to explore future small grants programs for local artists and/or community groups that would be administered by the Commission and funded with HOT funds. (Texans for the Arts work closely with the Texas Hotel Lodging Association and will soon be jointly releasing a "Tool Kit" which will provide municipalities, arts organizations, and the convention and hotel venues with new ideas, best practices, and how-tos, in order to ensure that municipalities are meeting the legislative intent of investing tax dollars to promote the arts and cultural tourism and contributing to positive economic growth in their area.)

It should also be noted that 2017 the State Legislature passed Senate Bill 1221 with the intent of increasing local government transparency. To comply

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with Tax Code Section 351.009, municipalities that impose a municipal HOT must now annually report their tax rates and revenue amounts, including the percentage of revenue allocated for specific uses, from the preceding fiscal year. See the following for further details:

https://comptroller.texas.gov/transparency/local/hotel-receipts/

**1% for Public Art Policy.** One of the primary recommendations of the Cultural Arts Master Plan is that the City look to establish a more traditional Arts in Public Places Program tied to capital projects. While municipal funding for public art can come in many differnt shapes and forms, one of the most often created forms is one that allocates 0.5% - 2.0% for public art. One of the benefits of creating a traditional Arts in Public Places program is the fact that program funding is tied to City budgets. Thus as City projects grow in scale and location, so do the funds available for public art.

[More detailed background information on how the City of Bastrop can established public art percentage program can be found on page 73 and in the report appendix.]

**Fees for Service.** Additional funding sources can come through potential earned income through fees for services (such as art camps) and admission to City events. As the City looks to develop strategic partnerships that can support the creation of a broad range of programs and services, such as after-school art programs for school children, potential fee for service models can be explored.

**Potential Longer-Term Dedicated Revenue Sources.** Focused on the creation of special taxing districts or specific sales tax levies, these taxes require state legislative authority. However, one caution with tax levies: The use of these levies for arts and culture funding, especially sales taxes, can have a regressive impact on low-income families unless exemptions or other policies are adopted to minimize the impact on these families.

One example of a voluntary tax done in collaboration with other sectors is Cedar City, Utah's RAP Tax. Taxpayers voted in the RAP Tax (Recreation, Arts and Parks) in 2004 for an additional one-tenth-of-one-percent sales tax levied on all purchases within the City. Revenues are allocated equally between recreation, arts and parks. Initially the tax levy was for a seven-year term but state law has expanded that timeframe to ten-year renewable cycles. The most recent renewal was in 2014 and was supported by more than 67% of voters.

https://www.cedarcity.org/DocumentCenter/Home/View/267

Another example of an arts and culture tax is the county level cigarette tax in Cuyahoga County, Ohio, which helps to support the arts and culture sector in Cleveland. The county ordinance places a one-and-a-half percent tax of every pack of cigarettes sold in the county. In 2015, a vote was taken to renew the county's ordinance and passed by 75.2% – a higher margin of support than any other county issue in the decade since its inception, the tax has provided between $15 million and $20 million

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annually, although that amount is decreasing given the fact that the number of smokers is currently declining.

https://tinyurl.com/y79e64gb

The cultural sector can also look to ideas from other sectors such as parks and the environment that historically have received additional funding from specific (often voluntary) fees added onto City utility bills. Recently these types of fees have also been targeted towards arts and culture as well. One specific program is in Belle Plaine, Minnesota where the Belle Plaine Parks Board and City Council have sought additional ways to support youth recreational and community programming. To help bolster general funds that go towards grants assisting in registration costs for youth activities, they have created the Round-Up Program. It gives utility billing customers the option of "rounding up" their utility bill to the nearest dollar. The funds gathered from the program go directly towards the Youth Activity Grant Program.

http://www.belleplainemn.com/utility-bill-round-program

In another example from Cedar Park, Texas, the local Parks, Arts and Community Enrichment (PACE) Advisory Board is funded in part by a voluntary monthly donation on City water utility bills. Residents set the amount and all funds are directed towards the public art program.

http://www.cedarparktexas.gov/Home/ShowDocument?id=3891

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## Additional Funding and Financing Opportunities

The potential partnerships outlined within this plan are at the heart of what many current state and national funders – such as the National Endowment for the Arts – are seeking to support. Looking to identify projects that function inside and outside traditional spheres of artistic production, national, state and local funders often support communities that can leverage arts and culture to help achieve goals in areas such as the environment, health and transportation.

One of the primary implementation recommendations is to provide the services of a grant writer that would help an Arts and Culture Commission Workgroup more fully develop an overall strategy for arts and culture grants and create the initial round of applications. The goal for the initial grant cycle would be to fund specific programs and develop the administrative tools needed to identify, write and administer joint public/private arts projects on an on-going basis in the future. For example, the Arts and Culture Commission Workgroup could help to find cross-sector funding for a community health initiative that would bring together City of Bastrop Parks, the local YMCA, and the three local arts and culture organizations in an effort to both improve the local trail system and animate it with arts and culture events that could encourage movement and community connections.

As the Workgroup surveys the local, state and national funding landscape, it is important to note that specific grants will most often not cover annual operating costs. They will however be able to help with the funding of capital projects, and seed funding and cross-sector placemaking projects that can bring many local partners to the table and leverage other community improvements. One source of creative placemaking funding is the National Endowment for the Arts Our Town program[4] and the Art Works program[5], both of which have funded numerous Texas cities. For a comprehensive set of Our Town program examples see the Exploring Our Town website[6].

It is also important to note that, as the City and its supporting organizations embark upon the development of a larger arts funding strategy, opportunities can be sought outside of the arts world and traditional arts-based funders. In the same way that the National Endowment for the Arts and the Texas Commission on the Arts seek to fund cross-sector partnerships that bring artists into community development contexts, many funding agencies that traditionally support other

[4]National Endowment for the Arts Our Town program: https://www.arts.gov/grants-organizations/our-town/introduction

[5]National Endowment for the Arts Art Works program: https://www.arts.gov/grants-organizations/art-works/grant-program-description

[6]National Endowment for the Arts Exploring Our Town website: http://arts.gov/exploring-our-town

[7]The Americans for the Arts Transportation Enhancements: https://www.americansforthearts.org/sites/default/files/pdf/get_involved/advocacy/TransportationGuide07.pdf

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disciplines and other sectors can also be tapped for arts support. One such example can be found in the area of transportation, where funders are now realizing the important role that the arts can play in creating visual enhancements, community outreach and project ideation. For example, the Americans for the Arts offers a guide on federal funding for arts-based Transportation Enhancements[7]. Additionally, Transportation for the Arts, a transportation advocacy group, has written a Creative Placemaking Field Scan[8] and started State of the Art Transportation Trainings[9], in which communities receive tailored technical assistance to equip themselves to utilize arts, culture and other creative approaches for solving specific transportation problems.

**Recent TCA Opportunities.** In the recent Texas Legislative session additional funds have been allocated to the Texas Commission on the Arts budget. These additions include $10 million for TCA's "Cultural District" grant program as well as a new appropriation of $250,000 for TCA's new arts-and-military initiative as part of Arts Respond / Health & Human Services.

**Partnership Contributions.** The collaborative relationships created within cross-sector initiatives can also help bring additional resources to City efforts such as volunteers, sponsorships, in-kind donations and additional staff support. As the Cultural Arts Master Plan continues to be implemented it will be important to foster strong ties with the private sector, which has traditionally served in a major support role for cultural organizations. Bastrop is fortunate to have a business sector that understands the critical importance of arts and culture for creating the vital and authentic sense of place. This existing support should be further cultivated through the creation of strong ties between the Arts and Culture Commission and the Economic Development Corporation along with fostering support and recognition for the critical role that arts and culture play within private sector networks.

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[8]Transportation for the Arts Creative Placemaking Field Scan: http://t4america.org/maps-tools/creative-placemaking-field-scan/

[9]Transportation for the Arts State of the Art Transportation Trainings: http://t4america.org/creative-placemaking-workshops/

## Private Development Incentives and Fees

Given the dynamic and interconnected nature of the arts and culture sector to the larger economy, general support for the creative economy sector is critical for the growth and sustainability of arts and culture within Bastrop. The City can play an important role in fostering relationships between the creative economy sector and private sector industries. These relationships can take many forms including philanthropic support, partnerships, in-kind donations and project staff support. Additionally, the City can implement specific policies that will help to steer private investment towards the support of the creative economy sector.

**Create an Arts in Development policy.** This policy would outline parameters for private developers when they incorporate artwork into new large-scale residential, commercial and institutional projects. Although it would be voluntary, the policy can help to frame the language used in conversations between the City and private developers looking to place artwork or sponsor ongoing arts and culture events within their own developments. The policy should address a strategy for creating art on private development sites, proposed contribution (typically 0.5-2%), definition of appropriate public art, artist selection criteria and project selection criteria.

- Example of City of Suwanee: http://www.suwanee.com/pdfs/public%20art%20developer%20guide.pdf

**Offer development incentives.** The City of Bastrop can also encourage the identification of specific arts and culture contributions (such as public art or ongoing support for temporary displays or performances) as part of Community Benefit Agreement (CBA) conversations for future in-fill projects. CBAs require new developments to be in conversations with neighborhood organizations and identify tangible benefits for residents who live near a project, before the City offers tax incentives or other development supportive services.

- National CBA examples: http://somervillecdc.org/sites/default/files/scc-minimal/files/national_examples_of_community_benefits_agreements_cbas.pdf

**Sponsorship of events and programs.** The City of Bastrop can create a corporate marketing partnership policy that enables corporate entities to support City programs, events and services while generating exposure for their brands among city audiences. These specific policies can be reviewed as part of a larger effort to identify new and creative funding streams for the programs and initiatives directed by the Arts and Culture Commission. To tailor the policy to the needs of the Bastrop's creative community, the policy can be reviewed and compared to best practices of larger scale arts and culture organizations for the sponsorship and underwriting of artistic productions.

- Carlsbad, CA Corporate Marketing Partnership Policy: http://edocs.carlsbadca.gov/HPRMWebDrawer/RecordHTML/392427

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**Naming Opportunities.** The naming of specific venues can be another way that the City of Bastrop can enter into supportive relationships with private individuals or organizations. Traditionally, naming policies review geographic, historical and other culturally significant criteria to ensure that discussions on the naming of civic assets reflects the desires and norms of the community. The City's Naming Rights Policy can be examined to ensure that it is tailored to meet the opportunities that may present themselves within the development of the City's creative sector.

- Carlsbad, CA Naming Rights Policy: http://edocs.carlsbadca.gov/HPRMWebDrawer/RecordHTML/392299

**Working with Outside Developers for Live/Work Spaces.** As cited earlier, city residents wish to encourage arts and culture and enhance community character and historic resources within the downtown area. Arts and culture can be a key component in developing this strategy, particularly with the development of affordable live/work housing for local artists. Often unable to afford both residential and studio space, artists may need to live outside of the areas that would benefit most from their presence. The development of affordable live/work artist housing can thus help to support both the creative community and the local community in having access to rich traditions of cultural and expression within their neighborhood. However, the development of affordable spaces for artists is complicated and it is recommended that the City of Bastrop reach out to experienced and respected national organizations such as ArtSpace, to learn how to best create workable strategies for larger scale projects. In the iterim, a working group of the Arts and Culture Commission can be charged with gathering local stakeholders to investigate the creation of short terms (6 week) pop-up lease agreements for visiting artists and arts vendors.

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Bastrop Opera House production

# Next Steps

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The Bastrop Cultural Arts Master Plan is based on the understanding that the strongest long-term effects can be created through partnerships between the City and the community. While the City, through the Arts and Culture Commission, will take the lead for most of the action items, it cannot bring the community's long-term vision to life without the involvement of the business community, artists, arts and culture organizations, schools and neighborhood residents. The actions that form the foundation of the plan came from input by Bastrop residents. It is with their energy, ideas and passion that the City can see those visions come to life.

## Primary Implementation Recommendations

Although there will be some need for additional staff support for the proposed Arts and Culture Commission, the majority of recommendations within this plan can be addressed by the strong volunteer based found within the City. As the City continues to grow and the Percent for Art program develops, funds will become available for increasing the city's staff capacity around its arts and culture development initiatives. In the future, the growing understanding about the role that arts and culture plays within the local economy will require re-evaluating and expanding the staff structure in order to meet the demands for growing and supporting the local creative community.

### Recommended Operational Strategies

- Create an Arts and Culture Commission's annual workplan.
- Schedule an annually occurring presentation by the Arts and Culture Commission to the City Council recapping progress on the Cultural Arts Master Plan and detailing next year's annual workplan
- Utilize an incremental approach to address the action items by requesting specific annual funding for the next set of projects and priorities through the City's budget process.
- Recommend that staff explore the potential for creating both a Corporate Marketing Partnership policy and Naming of City Assets policy to support the development of a broad funding strategy that is allows for support from private enterprise as part of future public-private partnership arrangements.
- Have a workgroup of the newly formed Arts and Culture Commission investigate opportunities for more creative funding streams and encourage the creation of partnerships across both the private and non-profit sectors.

## Ten Priority Actions

Through key stakeholder discussions ten strategic priorities have been identified for the next three years. The following list should be used to help inform the Arts and Culture Commission's First Year Work Plan:

- Place Competitiveness Action 1.02: Support the establishment of regular seasonal, family-friendly market festivals for the Downtown area that incorporate culinary and entertainment offerings, and bring together the primary cultural organizations in town.
- Place Competitiveness Action 1.07: Create an Arts and Culture Commission Working Group to explore the use of under-utilized spaces in the city that can be used on a temporary basis for arts and culture events for Bastrop artists and other artists from the region.
- Place Competitiveness Action 1.09: Work with downtown business and local volunteer legal counsel to create a uniform "temporary lease" for short-term (for example six-weeks) rentals of unoccupied spaces in the downtown area.

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- Place Competitiveness Action 1.11: Encourage and assist local businesses to support the creation of privately-sponsored murals within the Downtown area and new developments throughout the City. Explore the creation of a "rotating art wall" with a downtown business in collaboration with the City of Bastrop BAIPP program.

- Creative Placemaking Action 1.01: Create an Arts and Cultural Commission Grants Workgroup to pursue cross-department creative placemaking initiatives to improve the built environment in partnership with the arts, and build on the goals of the Parks and Open Space Master Plan.

- Creative Placemaking Action 1.03: Explore the creation of a "Permission Wall" into the design of the current Fisherman's Park Wheeled Skate Park to create healthy and sanctioned points of self-expression for Bastrop youth.

- Creative Placemaking Action 1.09: Explore potential partnerships between interested artists and local social service providers such as with nursing homes, assisted living homes, senior centers, and hospice facilities for paid or volunteer artist residencies. Help in the identification of grant resources to foster those residencies as part of a comprehensive City of Bastrop "Arts and Health" initiative.

- Creative Economy Action 1.02: Develop an annual award event for contributions (cash, in-kind, and volunteer) to the City's arts and cultural events and organizations.

- Creative Economy Action 1.09: Help artists to work with the regional hosptality industry by developing a master list of teaching artists and creative facilitators who can help to highlight Bastrop through targeted art classes at different locations.

- Cultural Inclusion Action 1.04: Create an Arts and Cultural Commission Education Workgroup to work with local school districts, higher education institutions, private schools, non-traditional education groups, and others to collect available data and identify where there are gaps with outside-of-school arts programs and potential partners that can help to fill those gaps. Examine data on both an annual and seasonal basis to account for the school calendar.

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## Initial Launching Point

As with all changes, considered and methodical steps are recommended for achieving robust ends. The following Two Year Plan is offered to help the current BAIPP members shepherd the transition process through to the extablishment of the recommended forms of arts and culture sector oversight,

### YEAR ONE

- **Structuring:** BAIPP members will make recommendations to council on the composition of the future Arts and Culture Commission members.

- **Strategizing:** BAIPP members will begin to research potential percent-for-art programs and ordinances which can meet City of Bastrop needs.

- **Educating:** BAIPP members will being efforts to educate the general public about the need for greater municipal involvement in the arts and culture sector (through the creation of the Arts and Culture Commission) and the need to find creative and appropriate funding mechanisms for such efforts.

- **Implementing:** BAIPP members will identity 2-3 top priorities that they feel are within in the purview of the current BAIPP group, and as identified within the Master Plan, and create an Arts and Culture Transition Workplan (Year One / Year Two) to present to council.
    - Potential ideas include leveraging monies allocated within the budget for initial CAMP efforts (approximately 50K) to hire a grant writer who would be able to bring in additional future funding towards targeted local efforts.

- **Financing:** BAIPP members will create a Year One / Year Two Finance Plan for the transition phase of the master plan implementation within given budget allocations to be included as part of the Arts and Culture Transition Workplan

### YEAR TWO

- **Structuring:** Mayor, with the advice of City Council, will nominate 5-7 new Arts and Culture Commission members who will work alongside BAIPP for the first year of their development.

- **Strategizing:** BAIPP members will make recommendations to council on potential percent-for-art programs and ordinances which can meet City of Bastrop needs.

- **Educating:** BAIPP members will continue efforts to educate the general public about the need for greater municipal involvement in the arts and culture sector (through the creation of the Arts and Culture Commission) and the need to find creative and appropriate funding mechanisms for such efforts.

- **Implementing - BAIPP**: BAIPP members continue work on their Year One / Year Two goals.

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• **Implementing - Arts and Culture Commission:** The Arts and Culture Commission will work during Year Two to create an Arts and Culture Commission Action Plan, based on the Cultural Arts Master Plan recommendations, and that will commence with the completion of Year Two BAIPP Transition Plan.

• **Financing:** BAIPP members pass off budget allocation conversations to the newly appointed Arts and Culture Commission who will serve as the general oversite body of the BAIPP Panel moving forward.

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# Appendices

# Acknowledgments

Thank you to all the residents and professionals in the City of Bastrop who gave of their time, energy and ideas through individual interviews, community conversations, focus groups and surveys. This plan is by you and for you.

**City of Bastrop**

Mayor Connie Schroeder
Mayor Pro-Tem Lyle Nelson
Council Member Bill Peterson
Council Member Drusilla Rogers
Council Member Bill Ennis
Council Member Dock Jackson

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**Metris Arts Consulting**

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# List of Terms

Within the plan the following terms are used[10]:

**Arts.** Within the Cultural Arts Master Plan, art is broadly defined and includes an understanding of personal and creative expression through many forms such as music, dance, drama, fine arts, folk art, literary arts, design and architecture, film, radio and television, cuisine, digital media and many others. These different forms of expression can be undertaken professionally or solely for individual reasons.

**Artist.** Individual amateur or professional creative worker engaged in any of the arts disciplines including, but not limited to painting, printmaking, sculpture, crafts, music, dance, theatre, electronic media, storytelling, writing, etc.

**Arts Ecology.** The general system of individual artists and arts organizations found within a city that has an impact on the social and economic systems of the area. The goal of a healthy arts ecology is to create strong arts organizations with stable and increasing audiences that can in turn help to strengthen local business economies, local hiring potential and job retention.

**Creative Businesses.** Consists of those for-profit businesses that have their origin in individual creativity, skill, and talent, and which have a potential for wealth and job creation through the generation of ideas, products, or services.

**Creative Placemaking.** A cross-sector practice found within city planning and community development that intentionally creates partnerships between the arts and culture sector to develop the quality and vitality of a place. Often working with partners from public, private, nonprofit and community sectors, these efforts look to create equitable places and strategically shape the physical dimensions of a place through arts and culture activities.

**Creative Economic Development.** Plans, programs, and projects that tap creative individuals, nonprofits, small businesses, and industries that draw on creativity to create wealth and jobs through the generation of ideas, products, and services.

**Cultural Institution.** Not-for-profit institutions and community associations including, but not limited to, museums, arts centers, arts education, performing arts, visual arts, humanities organizations, theaters, libraries, historical societies, ethnic associations, etc..

**Cultural Resources.** Includes history and historic buildings and sites; visual and performing arts producers and presenters; artists and craftspeople; museums, galleries, shops and studios; historic inns and restaurants; library, writers, and bookstores; and specialty food producers and retail shops. Creative workers and businesses include designers, architects,

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[10]Various Definitions Adapted From: Dreeszen, Craig, Stephanie Fortunate, Tom Borrup, Lynne McCormack, *Providence Department of Art, Culture + Tourism*, Transportation Corridors to Livable Communities Creative Community Development and Placemaking Strategies, 2012; and Borrup, T. (2006). The Creative Community Builder's Handbook: How to Transform Communities Using Local Assets, Arts, and Culture. St. Paul: Fieldstone Alliance.

**Culture.** Broadly speaking, culture is both the expression and celebration of the values of a community through its traditions, geography, cuisine, oral traditions, fashion, literature, music and religious expression. Recognized through the sharing of history, language and place, the arts are often a fundamental component in the development and expression of a local sense of place.

**Historic Asset.** Includes historic buildings, sites, house museums, and historic organizations.

**Innovation.** The process of iterative change that occurs for the development of ideas, goods or services. Often with the intention of solving a problem, innovation is a major topic in fields of business, economic development and policy creation.

**Natural Assets.** Includes publicly accessible parks, cemeteries, community gardens, plazas, playgrounds, waterways, bike paths, parkways, and other open spaces.

**Public Art.** Refers to artistic creations created or placed in public spaces and usually paid for, at least in part, with public funds. Sculptures, murals, and artist-designed building amenities are most common, but the term increasingly refers to the process of engaging members of the public in both permanent and temporary (or event-based) arts projects.

**Religious Organization.** Includes churches, synagogues, mosques, faith-based services, and other religious institutions.

**Service Organizations.** Cultural service organizations include nonprofit organizations serving children, youth or families, specific cultures or ethnic groups; education; fitness, health, or recreation; seniors; special needs; housing; community development, etc..

**Special Event.** Regularly scheduled, publicly accessible events such as festivals and parades.

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White Family Reunion - part of the Bastrop Museum and Visitor Center Freedom Colonies Project

# Mapping Bastrop's Cultural Assets

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For a city of its size, the City of Bastrop has a tremendous wealth of arts and culture assets. Not only can it boast about being home to three strong cultural organizations - the Bastrop Museum and Visitor Center, the Bastrop Opera House, and the Lost Pines Art Center - it also is home to a substantial number of historic assets, creative businesses, a larger number of annual events, and a growing public art collection. Combined these assets make a strong foundation for a vibrant public realm.

This strong foundation also has room for growth, as can be seen on the accompanying maps, the downtown and central city area house the predominant number of cultural assets. The density of assets in this area has the potential to serve both visitors and residents. However, it was noted in conversations with City of Bastrop residents, that many do not frequent the downtown area on a regular basis. At the same time, a great number of residents also noted pride in their own creative practices. Combined, these factors speak to an opportunity to create more neighborhood-based projects that could begin to create a sense of neighborhood identity and speak strongly to potential future residents.

| Cultural Asset | Category |
|---|---|
| Bastrop 1832 Farmers Market | Arts & Culture Organization |
| Bastrop Chamber of Commerce | Arts & Culture Organization |
| Bastrop County Historical Society | Arts & Culture Organization |
| Bastrop County Museum & Visitor Center | Arts & Culture Organization |
| Bastrop Opera House | Arts & Culture Organization |
| First Friday Art Walk | Arts & Culture Organization |
| Lost Pines Art Center | Arts & Culture Organization |
| Lost Pines Art League | Arts & Culture Organization |
| Lumberyard Music Hall | Arts & Culture Organization |
| Bastrop Academy of Music | Arts Education |
| Bastrop High School | Arts Education |
| Bastrop Intermediate School | Arts Education |
| Bastrop Middle School | Arts Education |
| Bluebonnet Elementary School | Arts Education |
| Calvary Episcopal School | Arts Education |
| Cedar Creek Elementary School | Arts Education |
| Cedar Creek High School | Arts Education |
| Cedar Creek Intermediate School | Arts Education |
| Cedar Creek Middle School | Arts Education |
| Colorado River Collegiate Academy | Arts Education |
| Emile Elementary School | Arts Education |
| Genesis High School | Arts Education |
| Lost Pines Elementary School | Arts Education |
| Mina Elementary School | Arts Education |
| Red Rock Elementary School | Arts Education |
| Bastrop Convention & Exhibit Center | City Venue |
| Bastrop Public Library | City Venue |
| Jerry Fay Wilhelm Center for the Performing Arts | BISD Venue |

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| Cultural Asset | Category |
|---|---|
| 4 Views Art Gallery | Creative Business |
| Abri Gallery | Creative Business |
| AMC Creations | Creative Business |
| Anita's Cafe | Creative Business |
| Apothecary's Hall Antiques | Creative Business |
| Barbara's Corner | Creative Business |
| Bastrop Beer Company | Creative Business |
| Bastrop Florist | Creative Business |
| Bastrop Goldsmith Silversmith | Creative Business |
| Bastrop River Company | Creative Business |
| Brenda Abbott Floral + Event Design | Creative Business |
| Caledonia Cottage Quilts & More | Creative Business |
| Cedar's Mediterranean Grill | Creative Business |
| Cherry Blossoms Spa | Creative Business |
| Coffee Dog Roastery | Creative Business |
| Colorado River Winery | Creative Business |
| Copper Shot Distillery | Creative Business |
| Cripple Creek Wine and Gifts | Creative Business |
| Donna's by Design | Creative Business |
| El Corral Lozano | Creative Business |
| Fandango Cat Furniture | Creative Business |
| Film Alley Bastrop | Creative Business |
| Hollyhocks and Hand me Downs | Creative Business |
| John's Hair Design | Creative Business |
| Larryland Music | Creative Business |
| Liberty Glenn Home Decor & Boutique | Creative Business |
| Linda Kjelberg Artworks | Creative Business |
| Lost Pines Art Bazaar | Creative Business |
| Ma'Coco | Creative Business |
| Margie'z Place | Creative Business |
| Maxine's Cafe & Bakery | Creative Business |
| Neighbors Kitchen & Yard | Creative Business |
| Old Town Restaurant & Bar | Creative Business |

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| Cultural Asset | Category |
|---|---|
| Paw Paw's Catfish House | Creative Business |
| Pinesong Art Gallery | Creative Business |
| Piney Creek Chophouse | Creative Business |
| Quicksilver Mining Company | Creative Business |
| R.A. Green Mercantile | Creative Business |
| Relics Jewelry & Gifts | Creative Business |
| Rising Phoenix Adventures Tours & Events | Creative Business |
| Salon 1018 | Creative Business |
| Schulman Theatres Lost Pines 8 | Creative Business |
| Simply Sweet | Creative Business |
| Southern Edge Boutique | Creative Business |
| Spoiled Sisters Boutique | Creative Business |
| Studio 71 Art Gallery | Creative Business |
| Sugar Shack Bastrop | Creative Business |
| Telling Your Story | Creative Business |
| Texas Boot Company | Creative Business |
| The 602 on Main | Creative Business |
| The Bastrop Flower Shoppe | Creative Business |
| The Grace Miller | Creative Business |
| The Kleinert Building | Creative Business |
| Tough Cookie Bakery | Creative Business |
| Vibe Tribe | Creative Business |
| Works of Heart | Creative Business |
| Yoli's Tacos & More | Creative Business |

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| Cultural Asset | Category |
|---|---|
| El Camino Real Trail | Historic Assets |
| Historic Fairview Cemetary | Historic Assets |
| Old Iron Bridge | Historic Assets |
| Bastrop Bark Park | Natural Assets |
| Bastrop State Park | Natural Assets |
| Bob Bryant Community Park | Natural Assets |
| El Camino Real Paddling Trail | Natural Assets |
| Ferry Pocket Park | Natural Assets |
| Fireman's Park | Natural Assets |
| Fisherman's Community Park | Natural Assets |
| Hunter's Crossing Neighborhood Park | Natural Assets |
| Hunter's Crossing Pool | Natural Assets |
| Jewel Park | Natural Assets |
| June Hill Paper Riverwalk Trail | Natural Assets |
| Kerr Community Neighborhood Park | Natural Assets |
| Lake Bastrop North Shore Park | Natural Assets |
| Lake Bastrop South Shore Park | Natural Assets |
| Lost Pines Nature Trails | Natural Assets |
| Lovers Lane Fields | Natural Assets |
| Mayfest Park | Natural Assets |
| Paul C. Bell Field | Natural Assets |
| Pine Forest Golf Club | Natural Assets |
| Rusty Reynolds Park | Natural Assets |
| "A Mother's Love" by Jay Schaan | Public Art |
| "A River Runs Through It" by Patricia Rendulic | Public Art |
| "Alter Ego" by Pokey Park | Public Art |
| "Beckham" | Public Art |
| "Broken Heart" | Public Art |
| "Croakio and Juliet" | Public Art |
| "Flight" by Laura Sturtz | Public Art |
| "Gary Toad" | Public Art |
| "Hither, Dither" by Benjamin McVey | Public Art |

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| Cultural Asset | Category |
|---|---|
| "Ira Hayes" | Public Art |
| "Kudu" | Public Art |
| "Mon Ami Pierce" | Public Art |
| "Night Song" by John Maisano | Public Art |
| "Pappy and Rolly" | Public Art |
| "Paradise" by David Phelps | Public Art |
| "Paradox of Bling" | Public Art |
| "Paths We Choose" by Anthony St. James | Public Art |
| "Poco a Poco" by Pokey Park | Public Art |
| "Rings of Contrition" by Lee Groff | Public Art |
| "Rings of Lofty Admiration" | Public Art |
| "Rising from the Ashes" by Anthony St. James | Public Art |
| "Sitatunga" by Dan Pogue | Public Art |
| "Sky Shaman" by Rebecca & Gene Tobey | Public Art |
| "Thaddeus T. Toad" | Public Art |
| "The Conspirators" by Joshua Tobey | Public Art |
| "The Scarlet Heart" by Alex Porter | Public Art |
| "The School" by Warren Cullar | Public Art |
| "Think with Square" | Public Art |
| "Tiana and Tad" | Public Art |
| "Toad Frog" by Karmien Bowman | Public Art |
| "Wailin' Willie" | Public Art |
| "Warrior Spirit" by Don Pogue | Public Art |

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# Cultural Organizations and Programs

**Primary Cultural Organizations**

Bastrop County Museum and Visitors Center
Bastrop Opera House
Lost Pines Arts Center

**Anual Events**

Patriotic Festival
Homecoming & Rodeo
Trick or Treat Trail
Veteran's Day Car Show
Juneteenth Celebration
Lost Pines Christmas: Lighted Parade, River of Lights, and historic home tours.
Bastrop Music Festival

**Performance Venues**

Bastrop Museum and Visitor Center
Bastrop Opera House
Copper Shot Distillery
Larryland Music
Lost Pines Arts Center
Neighbor's Kitchen and Yard
The 1832 Bastrop Farmer's Market
The 602 on Main
The Grace Miller "Gracie's"
The Old Town Restaurant & Bar
The Sugar Shack

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# Cultural Asset Maps

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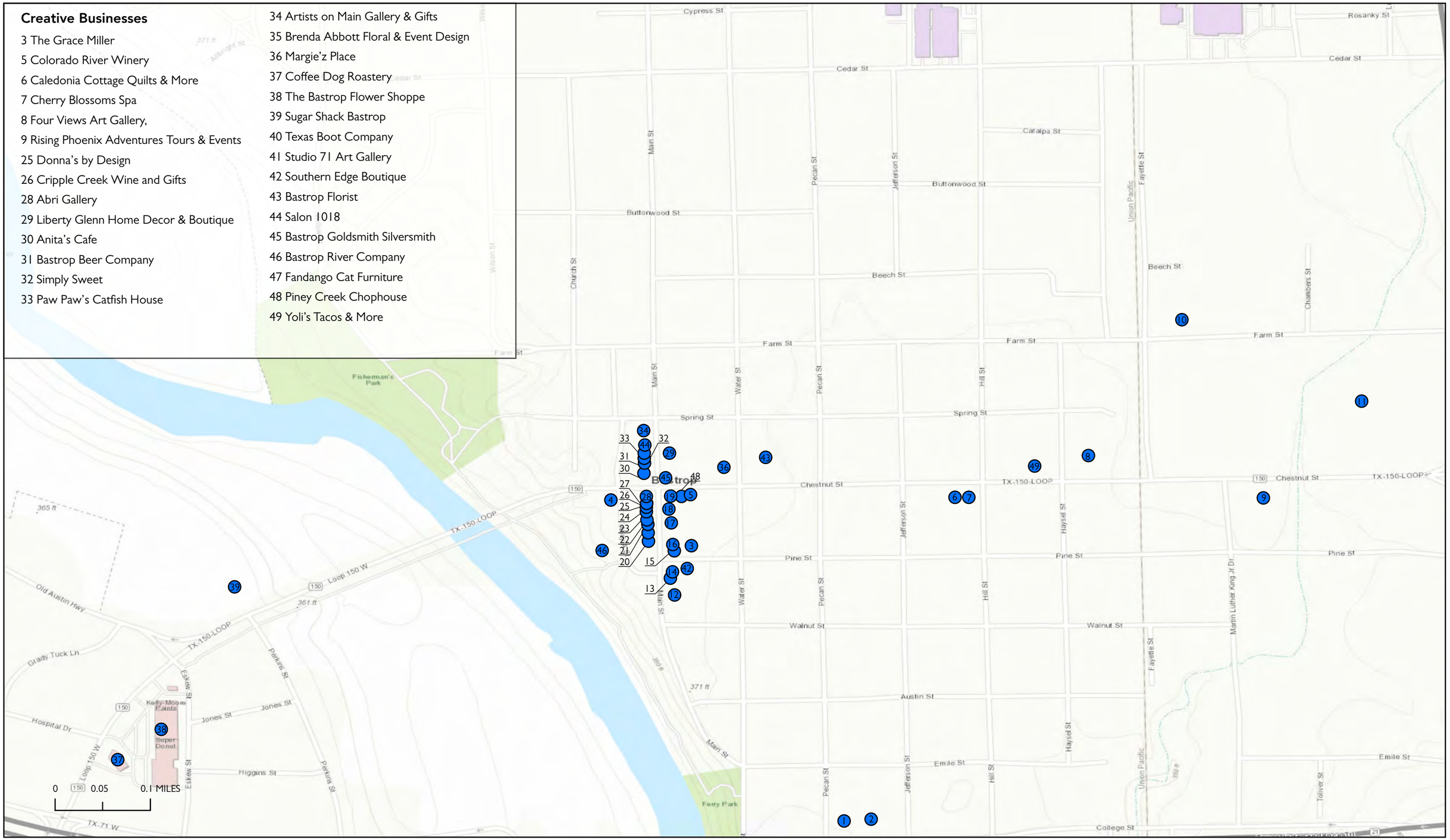
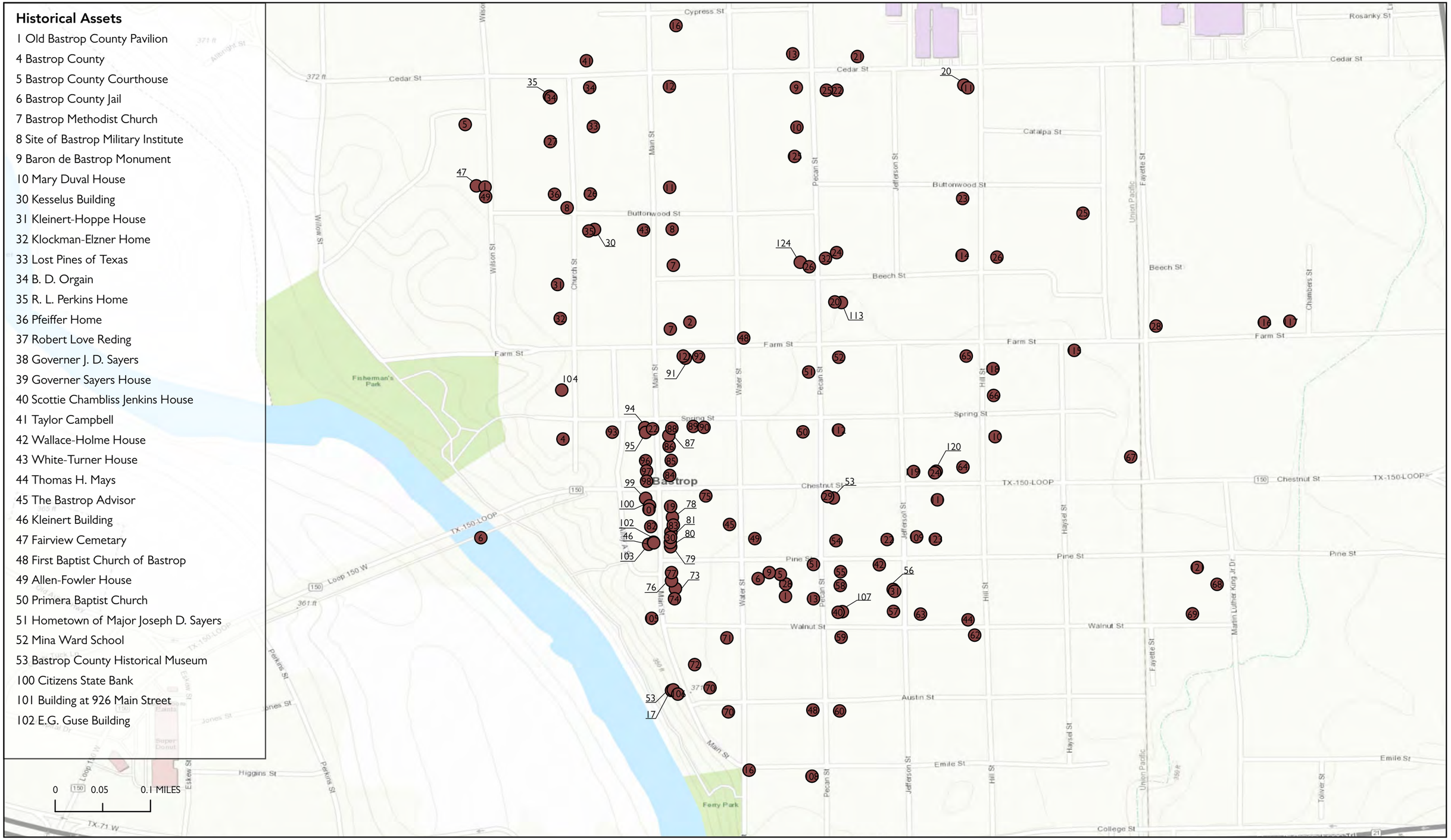
# Creative Businesses

**Creative Businesses**

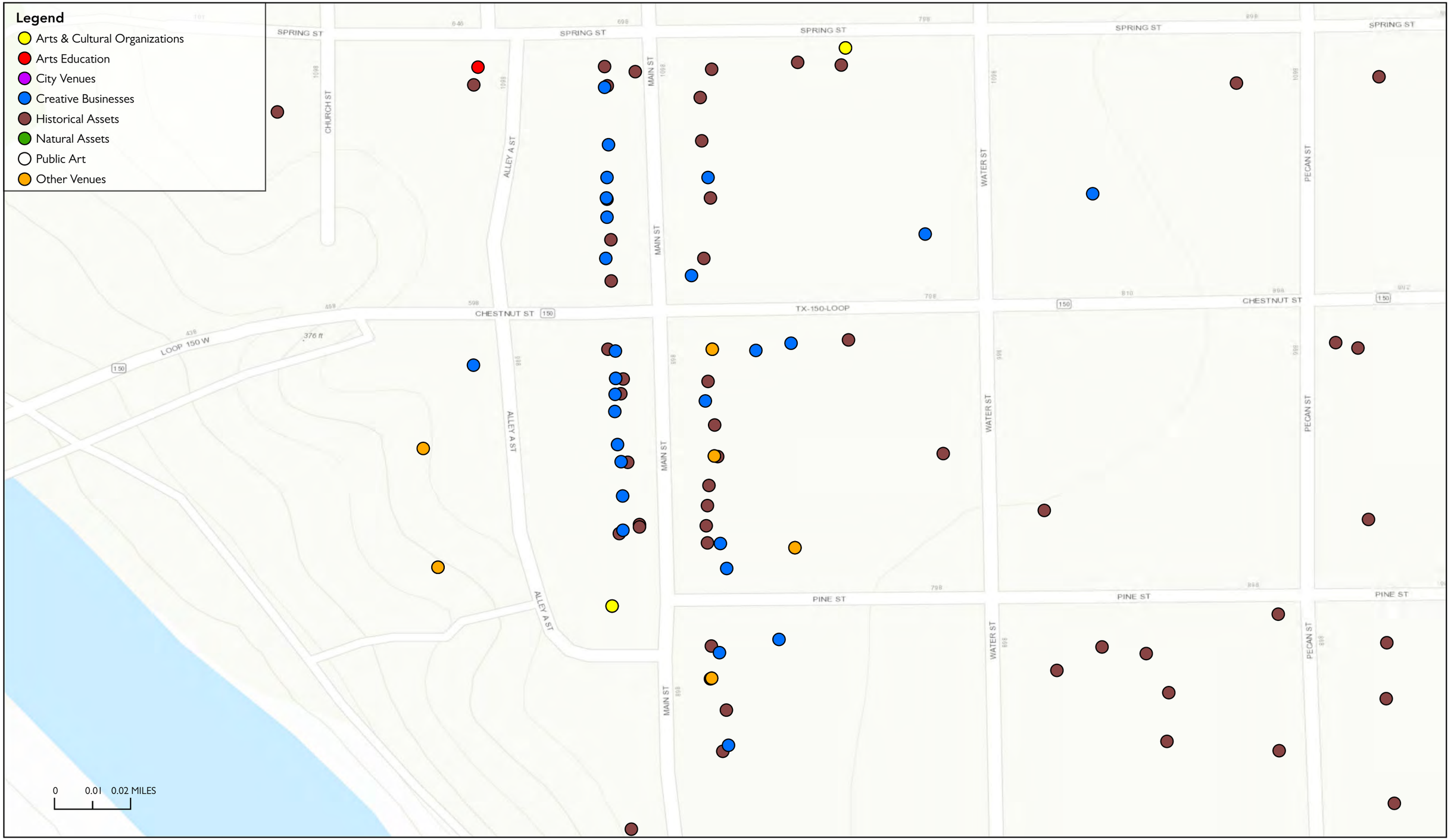
3 The Grace Miller
5 Colorado River Winery
6 Caledonia Cottage Quilts & More
7 Cherry Blossoms Spa
8 Four Views Art Gallery,
9 Rising Phoenix Adventures Tours & Events
25 Donna's by Design
26 Cripple Creek Wine and Gifts
28 Abri Gallery
29 Liberty Glenn Home Decor & Boutique
30 Anita's Cafe
31 Bastrop Beer Company
32 Simply Sweet
33 Paw Paw's Catfish House
34 Artists on Main Gallery & Gifts
35 Brenda Abbott Floral & Event Design
36 Margie'z Place
37 Coffee Dog Roastery
38 The Bastrop Flower Shoppe
39 Sugar Shack Bastrop
40 Texas Boot Company
41 Studio 71 Art Gallery
42 Southern Edge Boutique
43 Bastrop Florist
44 Salon 1018
45 Bastrop Goldsmith Silversmith
46 Bastrop River Company
47 Fandango Cat Furniture
48 Piney Creek Chophouse
49 Yoli's Tacos & More



# Historical Assets



# All Assets (Downtown)



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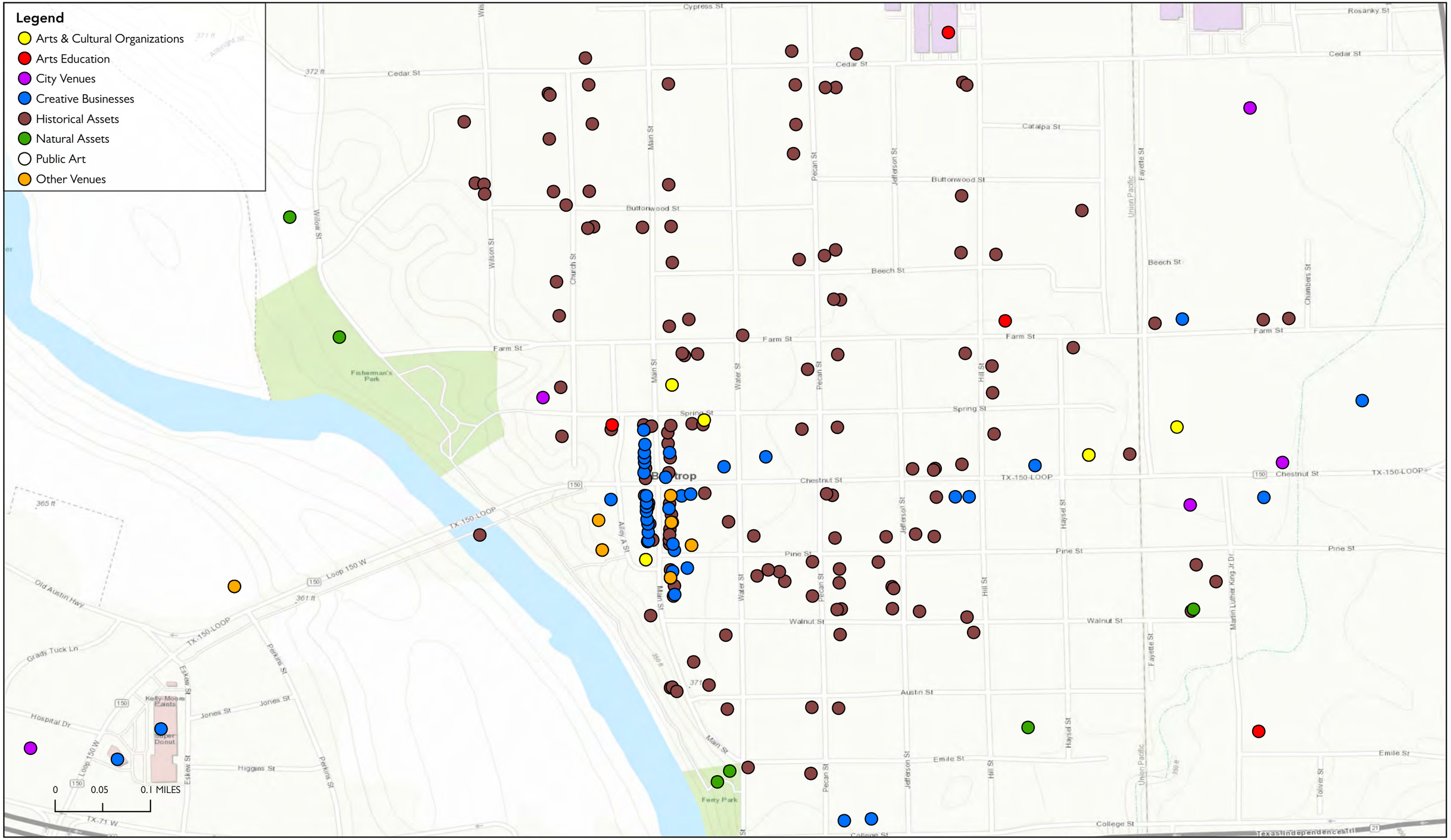
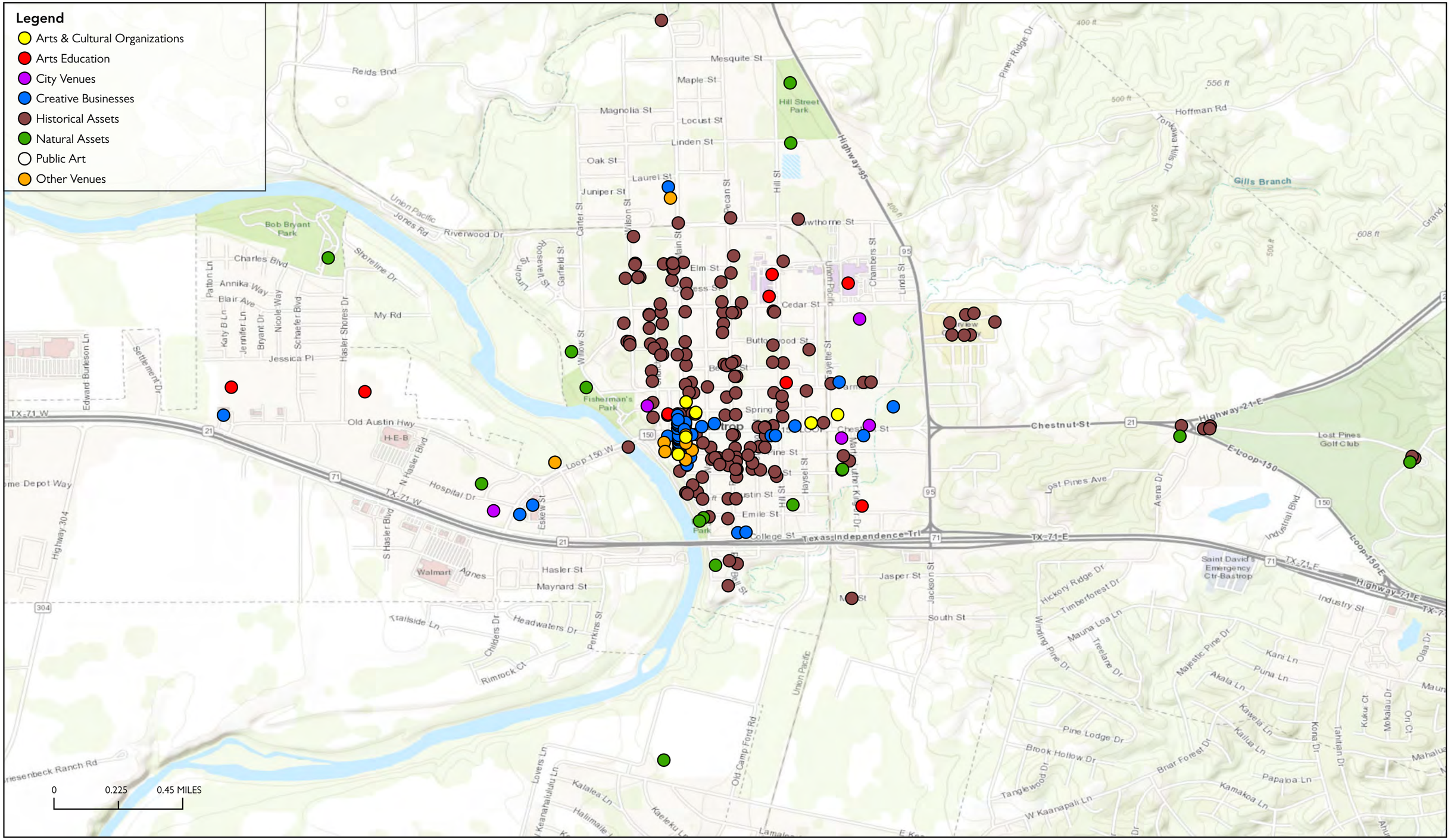


# All Assets (City Limits)



# Community Demographic Summary

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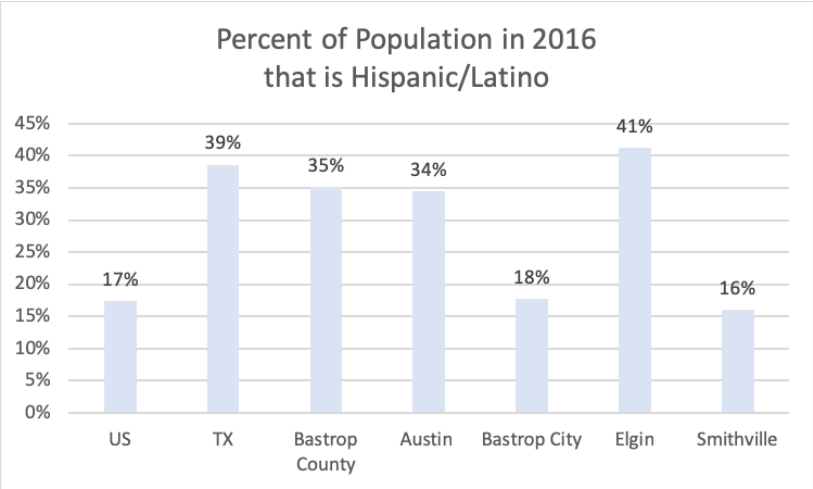
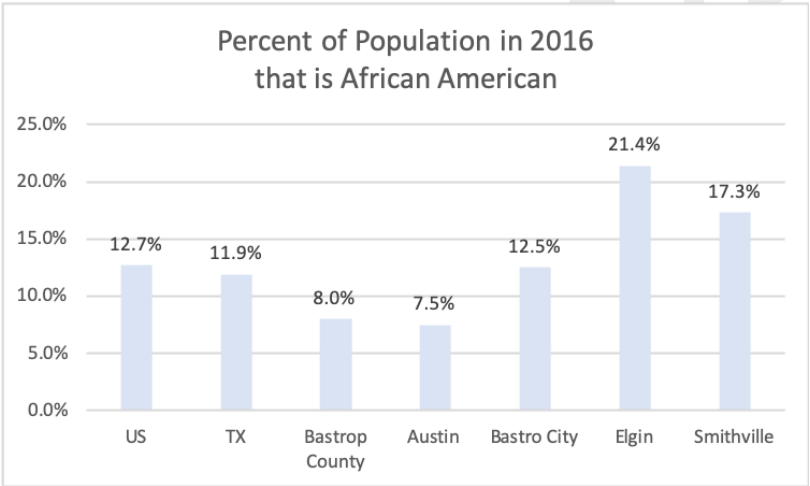
## Introduction

Making sure that we develop the right arts and culture strategies for the City of Bastrop requires us to have a strong understanding of the overall demographic trends at play within the City and the region as a whole. The following information is a snap-shot of some current trends that are at play.

**Population:** The City of Bastrop is experiencing significant demographic change. Between 2010 and 2016, the City's population grew by almost 13%, from just over 7,200 to just under 8,000. Bastrop's population growth between 2010 and 2016 is almost on par with Austin's; Austin's population grew by 15% in this period.

However, this change has not occurred evenly across demographic groups. For the City of Bastrop, the population of white residents has increased by 27%, while the population of Hispanic or Latino residents has decreased by 20%, and the population of black residents has decreased by 23%. For Bastrop County, in contrast, the population of all demographic groups grew slightly (under 5%), with the exception of the Hispanic or Latino population, which grew significantly by 14%. However, White residents still make up the majority of the population – Hispanic or Latino residents are roughly one fifth of the White population, whereas Black residents are 15% of the White population.

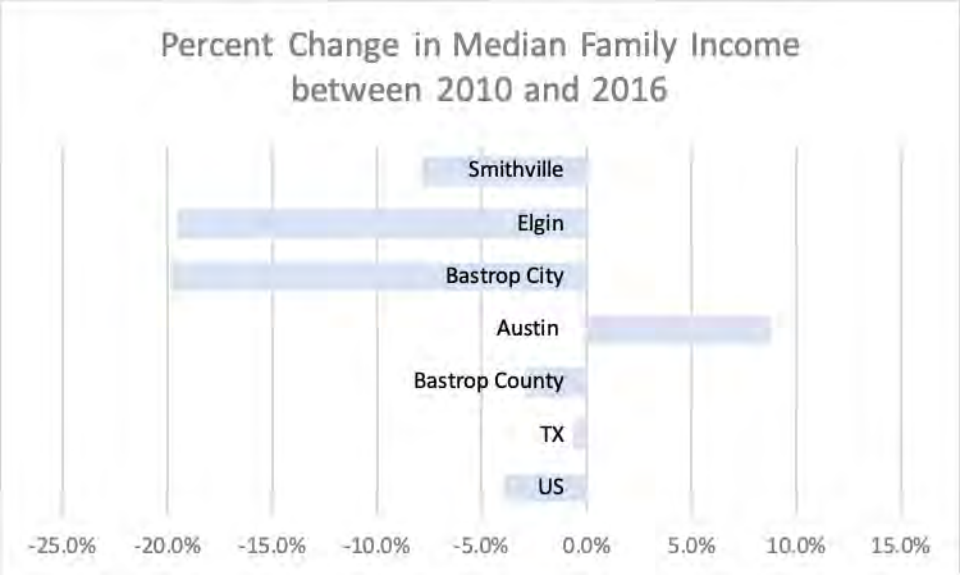


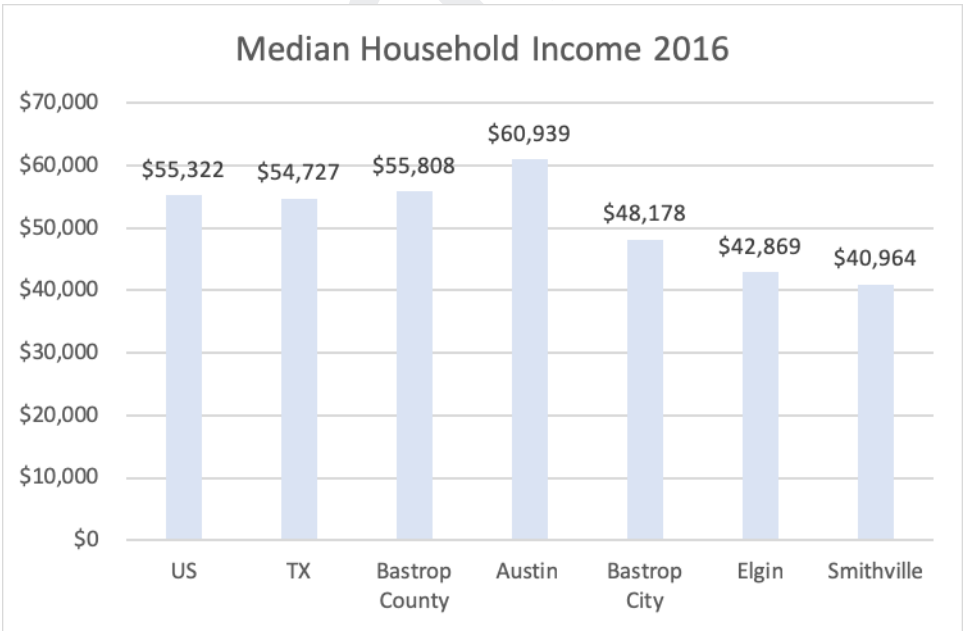

**Age:** In terms of age, the breakdown of the City of Bastrop is similar to surrounding communities.

- 40 percent of Bastrop's population is between 35 and 65.
- 22 percent is under 18.
- 19 percent is between 18 and 34.
- 19 percent is over 65.

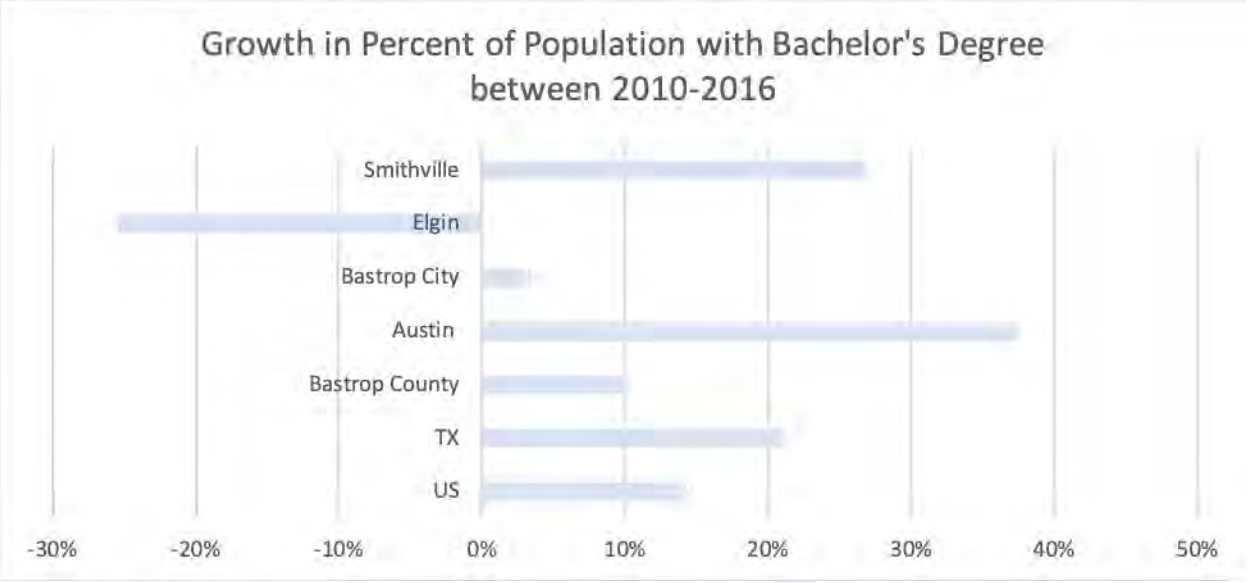
**Income:** Median family incomes in Bastrop City are declining. Between 2010 and 2016, the median household income in Bastrop City declined by nearly 20%, compared to a 3% decline in the county, and a 1% decline in the State of Texas as a whole. This decline higher than nearby towns Elgin and Smithville, which saw a 19% and 8% drop, respectively. However, as we see in the next chart, although Bastrop has seen a steeper decline, the median household income in the City is still higher than in Elgin and Smithville.




Bastrop City median household incomes are lower than in the county, state, and country. Although it is lower than nearby Austin, the median household income in Bastrop County is slightly higher and roughly comparable to that of Texas and the United States as a whole, at about $55,000. The median household income in Bastrop City, however, is notably lower at $48,178. Elgin and Smithville are lower still at $42,869 and $40,964.



**Education:** Bastrop City has seen modest growth in the percentage of residents with a bachelor's degree. Texas as a whole, especially Central Texas, is attracting a higher educated population and workforce, although these gains in Bastrop City (3%) have been less significant than in the county (10%) or nearby Austin (37%). Bastrop City employs the national average rate of creative industry workers. The percent of the total workforce in the United States employed in creative industries is approximately 10%. Bastrop County has a smaller proportion of arts-employed workers (7%), but Bastrop City meets the national average (10%). That number is slightly lower in Texas (9%), and slightly higher in Austin (11%).

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# Community Engagement Summary

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## Introduction

The City of Bastrop is currently developing a Cultural Arts Master Plan. This goal of the plan is to provide a blueprint that lays out the policies, programs, and ideas that will enable the City to best harness its resources to grow and support the local arts and culture sector for residents and visitors alike.

As Bastrop begins a new citywide plan for the development of its creative energies, there is an opportunity to build on the work that has previously been done. Bastrop's Arts and Culture Master Plan will provide a clear strategy for the future of arts planning throughout the City that is aspirational, yet achievable.

As Bastrop's population continues to grow and the creative sector is being valued more highly for its ability to provide amenities to residents, attract visitors, and spur economic activity, the plan will ensure a coordinated vision and common framework for the future of Bastrop's creative sector – one that continues to enrich residents' quality of life.

The Public Engagement Plan (PEP) is designed to provide a guidebook for stakeholder and public involvement in the various phases of the planning process. Opportunities to engage in the process will include: community meetings, pop-up events, surveys, social media, working groups, and stakeholder interviews. The PEP is intended to be flexible in its implementation, and as the planning process progresses, the PEP may be adjusted if needed to meet the project goals.

## Engagement Responses

**Initial Interviews**: In order to understand the broad range of issues facing the City of Batrop's arts and culture sector, the planning team looked to understand the history, trends, and groups of the area. To do this, the team conducted numerous one-on-one interviews with key stakeholders, created an overview report of the cultural economy, examined current demographic trends, and identified potential case studies to serve as inspiration for future ideas. Within that original research, findings included:

### Internally

- Historically, the arts community within the City of Bastrop has seen many periods of both coming together and splitting apart over the years.
- Artists themselves are loosely affiliated in town. There is the opportunity to make this a more centralized community.
- There is a strong and growing Hispanic set of communities within the city that can be brought more fully into the larger policy conversations about arts and culture.
- Similarly, there is a strong and historic African American community in the city that also has a great deal to offer to future policy discussions.
- There is a strong and historic festival culture within the city from which to build future opportunities and respond to regional destination marketing demands.

### Externally

- The relationship with Hyatt Resort has gone through many different phases of development and could be strengthened further in the future.
- There is a strong understanding that economic changes within the region are creating a fast rate of change within the city and that the arts sector must respond to.

### Structurally

- The BIAPP Board takes on many responsibilities for arts-related policy decisions and there is the opportunity to further differentiate their tasks and define their roles.
- Given the historic nature of downtown, there is the opportunity to continue developing arts-infrastructure projects (such as benches and statues) in the spirit of the existing Art Boxes.
- There is a potential to grow even stronger connections between the Museum/Historic Society and a larger arts strategy within the city.

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Economic growth from the Austin area will continue to have a strong impact on the City of Bastrop bringing both positive (growth in number of residents, growth in number of artists, growth in regional tourism), and negative economic forces (potential retail drop). Fortunately, Bastrop shows a strong foundation of creative industry employment, and a significant number of Bastrop residents work in creative industries.

The team has found that Bastrop has a number of key arts institutions and individuals who have worked for decades to establish the arts economy as a key component of the city. However, given the smaller size of the primary arts stakeholders, there is an opportunity (as well as some recognized challenges) for creating a more cohesive strategy that can enable the arts to serve as an essential component of Bastrop's larger economic development strategy. It is also recognized that the smaller number of key arts and culture stakeholders provides an opportunity for fostering new arts-leadership within the community.

### Online Surveys and Elementary School Conversations

### Overall Takeaways:

- Relationship with Austin – people identify one of Bastrop's strengths as its uniqueness from Austin, but more people also take advantage of many of Austin's arts and culture opportunities
- Many people highlighted a need for more diverse arts and culture opportunities, in terms of both representation of artists from different backgrounds as well as variety of type of arts and culture experiences
- Bastrop's arts and culture venues were often identified as strengths and/or opportunities: Bastrop Opera House, Lost Pines Art Center, the Foundry, the old iron bridge, the Bastrop County Museum, and the Performing Arts Center
- Many people are searching for activities for the whole family – end up going to places in Austin like the Thinkery
- Many people want more affordable arts/culture classes of all types (and for all ages)

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**Topic: Creative Expression**

*Examples of Questions Asked:*

- Do you have any creative hobbies or consider yourself to be an artist? (such as quilting, singing, writing, dancing, playing an instrument)
- If yes, what forms of creative expression do you practice?

*All Responses:*

- Music (24)
- Painting (23)
- Not an artist / no creative hobbies (22)
- Crafting - general (20)
- Attends activities with whole family (19)
- Drawing (16)
- Fiber Arts (16)
- Writing (15)
- Sports - general (13)
- Dancing (11)
- Movies, film, radio (11)
- Cooking (9)
- Singing (8)
- Going to parks (7)
- Building or making -general (6)
- Photography (6)
- Attends activities by myself (5)
- Soccer (5)
- Gardening (5)
- Carpentry and woodworking (4)
- Sculpture (4)
- Jewelry (4)
- Video games (4)

draft

- Attends activities with friends (3)
- Architecture/interior design (3)
- Walking and bike-riding (3)
- Reading (3)
- Technology/graphic design (3)
- Metalwork (2)
- Visual Art -general (2)
- Coloring (2)
- Fishing and hunting (2)
- Theater (1)

draft

*In addition to looking at the general topic of Creative Expression, survey results were also examined in terms of understanding the City of Bastrop's strengths, weaknesses, opportunities, and threats.*

**Topic: Strengths of Arts and Culture in Bastrop**

Examples of Questions Asked:

- What are two things that make Bastrop unique?
- What makes Bastrop unique in terms of arts and culture?
- What do you think are the current strengths about art, culture, and creative opportunities in the City of Bastrop?

*Themes:*

- Colorado River (46)
- Lost Pines Art Center (46)
- History/historic buildings (44)
- Opera House (33)
- Local venues (31)
- Nature/landscape (31)
- Small town feel (23)
- Downtown/central location (21)
- Variety of art/artists (17)
- People (15)
- Foundry (12)
- Music (12)
- Community support for arts (11)
- Bastrop County Museum (10)
- Cultural events/festivals (9)
- Old Iron Bridge (9)
- Quality or quantity of artists (9)
- Parks/public spaces (8)
- Diversity (6)

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- First Friday (6)
- Bastrop State Park (5)
- Performing Arts Center (4)
- Proximity to Austin (4)
- City support for the arts (3)
- Community – general (3)
- Larryland Music (3)
- Location – general (3)
- Restaurants/Food (3)
- Bastrop Public Library (2)
- Historic Chickens (2)
- Convention center (2)
- Film Industry (2)
- Healthcare (2)
- Main Street (2)
- Main Street Farmer's Market (2)
- Not like Austin (2)
- Places to sell/buy art (2)
- Bastrop Cinema (1)
- Hobby Lobby meeting spaces (1)
- Multi-generational (1)
- Walk-ability and bike-ability (1)

*Selected Responses:*

- I moved to Bastrop because I believe it will inspire and encourage me to continue to create theatre and art
- All the transformer boxes are painted. Also, statues that get cute things added to them. For example the scarves last winter.
- Love the power boxes being painted, murals on buildings
- The Museum/Visitors Center is great and has a lot of history and culture in a small space.
- There are designated businesses and locations that support them, and the City is actively involved with art in public places
- Growing interest in and commitment to visual and performance art by City administrators
- Feeling of community and ease in getting involved

draft

- I think there is a growing community of people who are interested and willing to invest in Bastrop's creative future. Especially younger professionals
- The inclusiveness and encouragement from the creative community.
- Love the special events (parade, local things) and the Christmas stuff (traditional bazaar, parade, shops open late, wine swirl).
- The festivals that used to be downtown
- Downtown has a great heartbeat
- Over 120 historic homes & buildings on national register
- We have taken steps to protect our historic architecture & places
- Quite a few high quality venues for a smaller town
- Unique Stores & Cafes Downtown
- Several local music venues
- The art center classes are wonderful. My husband and I aren't artists but we have a lot of fun trying new things and having the cafe attached really makes it easy to hang out and fun to invite family and friends.
- Our art center offers varied activities for visitor and artists.
- The abundance of live musical talent/venues
- The natural inspiration all around. The river and the pines are beautiful.
- Nature draws out personal expressions and there are so many spots to be in nature here
- Bastrop Opera House has expanded creative opportunities for attending as well as participating in theater--kudos to them!
- The revitalization of the Bastrop Opera House is very encouraging
- Friendly people
- The small town feel so close to a large city
- Bastrop is full of amazing talent and provides many outlets for those talents to be expressed
- Beautiful small town with lots of local artisans
- Small town feel with big town amenities
- Small town charm
- A diverse media of arts for such a small community.
- Theatre, fine art, and music are all celebrated equally and community involvement is welcomed.

draft

**Topic: Weaknesses of Arts and Culture in Bastrop**

Examples of Questions Asked:

- What do you feel is generally missing for arts, culture, and creative opportunities in the City of Bastrop?

*Themes:*

- Lack of communication/promotion (31)
- Arts/culture opportunities are too expensive (12)
- Lack of support for the arts (10)
- Arts/culture is not representative of everyone (9)
- Arts/culture is centered downtown (8)
- Scheduling concerns (8)
- Issues with downtown/Main Street (7)
- Lack of arts – general (7)
- Lack of diversity (7)
- Not enough funding for arts/culture (7)
- Issues with playgrounds/parks (6)
- Lack of variety of arts (6)
- Issues with quality of art (5)
- Complaints about specific venues (4)
- Lack of venues/spaces (4)
- Not caring about the arts (4)
- Arts/culture is too local (3)
- Lack of accessible opportunities (3)
- Lack of childcare (3)
- Lack of information or resources (3)
- No time for arts/culture (2)
- Natural disasters (1)
- Not enough people buying art (1)

*Selected Responses:*

- More art displayed throughout and not concentrated just downtown.
- To include the entire city in the arts

draft

- Everything happens "in town" and that there is not much where they live "on the other side"
- Music and dance. Not just from the majority population. African, Hispanic, and other cultures not traditionally experienced in Bastrop.
- I would like to see more available for people in the lower income brackets in order to include young people in all the arts available.
- Art Center has potential but lacks shows with widely recognized artists.
- Think more LOW cost/FREE art classes/ once-a-month free public participation opportunities could be offered.
- Rents are high. No real art gallery other than the non profit that the city subsidizes
- The First Friday Art Walk is pretty much dead. There is not much actual art left on Main St.
- The art scene downtown is waining.
- Takes kids to Fisherman's Park but there isn't enough shade, so it is difficult in the summer.
- Takes the kids a lot to Chik-Fil-A because there is a playground there; there aren't enough playgrounds in Bastrop.
- Bastrop is making an effort to be an arts destination. This is a good thing. But, would like to see more quality music venues and concerts. Not just bar bands.
- Make sure lifelong learning covers seniors, those with PTSD/other issues, and not just kids
- Nothing much in arts really - lots of places have galleries, museums and the things we have - often bigger, better and more famous.
- There is a large need and desire of many adults for English classes, but that schedules and the availability of child-care are large barriers.
- Need for communicating what activities do happen
- I truly think there are lots of arts opportunities but sometimes people don't know about them. Not everyone is on Facebook
- Advance notice of cultural opportunities is lacking. I need more that a week or two notice to be able to attend any events or to places that are hosting anything. maybe I don't follow the right social or advertising places
- Diversity of kinds of art experiences, insufficient stimulating public art. We are playing it too safe.
- More art and music festivals that showcase other cultures from around the world
- Poor internet access affects their ability to engage
- There is not enough coordinated effort for all the arts to schedule around each other and provide support for each other
- Bastrop has a problem with collaboration in the arts - we tried to do the % for art in the beginning with public art but it didn't stick
- Art events/classes for kids, family events emphasizing art that is contemporary/interesting. Most of the art around town is very "traditional Texas", nothing wrong with it, just variety is good, especially art that will be more engaging for teenagers. I think our youth is often forgotten in the art community, and they are the ones who could benefit the most from having a framework to be expressive/creative in a healthy & productive way
- Music that is good not just because it's live....all live music is not necessarily good--it should be in a wide variety of styles
- Nothing. I really don't care about the arts

draft

- More monetary support by city and its citizen.
- I like the art walk, but if I miss the one time, I am sad that I have to wait a whole month for it to happen again.
- Classes with different schedules - variety of options

**Topic: Opportunities for Arts and Culture in Bastrop**

- Examples of Questions Asked:
- What new kind of art (visual, musical, theatric, etc.) would you like to see within the city?
- Where would you like to see this new art within the city, and why should it be there?

*Themes:*

- Parks and outdoor spaces (53)
- Music (48)
- Downtown Bastrop (37)
- Youth arts activities (34)
- Cultural events/festivals (33)
- Theater or performance art (20)
- BAiPP (17)
- Misc types of art (17)
- Adult arts activities (15)
- Lost Pines Art Center (15)
- Classes – general (14)
- Local venues (13)
- Dance (12)
- Opera House (10)
- Dance classes (9)
- Galleries and art shows (9)
- City support (8)
- Interactive art (8)
- Old Iron Bridge (8)
- Pools or water park (8)
- Sports activities and facilities (8)
- Family activities/events (7)

draft

- Performing Arts Center (7)
- The Thinkery (7)
- Cooking classes (6)
- Diversity (6)
- Growth (6)
- Movies (6)
- School arts programming (6)
- Bastrop Public Library (5)
- Murals (5)
- Restaurants (5)
- Churches (4)
- Convention Center (4)
- English classes (4)
- Exploration (4)
- Fisherman's Park (4)
- Historic buildings/markers (4)
- Latin culture/activities (4)
- Learning from online tutorials (4)
- Music classes (4)
- Rec center or community center (4)
- YMCA (3)
- Foundry (2)
- Friday Art Walk (2)
- Hiring artists (2)
- Interdisciplinary arts (2)
- Main Street Farmer's Market (2)
- Rodeos (2)
- Writing/books (2)
- Tourism (1)

*Selected Responses:*

- Place where kids can play "field day" type games (relay races, etc)

draft

- In 1999 when I arrived in Bastrop, there were more Latino activities. I would like to see more activities for the Hispanic culture in Downtown. Listen to more Latin voices, to celebrate holidays, such as May 5, September 16. In the sister cities of the (MEX-US) border, for example, the "Friendship Party" was celebrated. That could be done here in Bastrop.
- Things for families- where kids and adults can do things at the same time (like pottery)
- 'Leisure courses" for retirees, etc. and young people
- Wants to see adult exercise classes and English classes.
- Love the sculpture around the city--that should continue--it is in view of many citizens. Paintings in the library are nice and should continue so many can enjoy these works.
- On our walls, our sidewalks, our trash cans, our public places. Right now it feels that we want to confine art to the size and shape of a transformer box.
- The library has had "no love put into it" and it's on the periphery
- Strong partnership opportunity with new Arts and Culture Commission
- An Arts council that could invite notable artists, writers and experts for special events.
- Would like to take arts and crafts classes, learn how to use recycled materials to make new things.
- Affordable/free art/crafts classes and groups
- The art is there...it is difficult to see or access. Perhaps a festival of some sort with hands on booths, well advertised, sidewalk chalk art. Something to involve local people and get the word out.
- WE NEED TO HOST AN ART FESTIVAL! A good one, with professional artists who travel the country and work in all different mediums, in addition to local artists.
- Family-oriented dance halls/ places for music- not just catering to the "country" crowd or honky-tonks.
- Music and dance. Not just from the majority population. African, Hispanic, and other cultures not traditionally experienced in Bastrop.
- bastrop should have more activities that celebrate diversity
- Downtown is very accessible, but there isn't enough going on, and it should not all be concentrated downtown
- More downtown events
- Anything that gives children the chance to explore
- Given that the families are large and there might be a great variety of age groups, parents expressed that having a variety of activity types in order to include all ages would be beneficial, like in a community center.
- More opportunities to show work - there are artists who go elsewhere to show their work
- Since it is still small, it has the chance to include and involve all of the arts in the growth of the city
- Works intended to be interactive and engaged physically or from a multi-sensory format
- All kinds of art! Not just seeing them but having compelling experiences in which our locals and guests would want to participate.
- Hispanic music and folklore.
- One interesting thing is that when I asked about art a few families mentioned liking to do arts and crafts, and so they watch YouTube videos to learn how.
- Concerts. I would like to have more venues options, with more variety of shows. Concerts and movies outdoors.

draft

- Dance Hall, more restaurants, music venues
- Lost Pines can connect to the artists to know who needs what
- Art Center has potential but lacks shows with widely recognized artists.
- Carpentry workshop/woodworking
- Culinary arts opportunities
- Good painting/photography,
- Would like to see a graffiti wall like Austin has
- Music in the park
- Music. The orchestra/symphony kind. That normal people could go and do.
- Both sides of the river - use old iron bridge as focal point
- The bridge can hold many opportunities for us: venue, performance, access to river
- Continued expanded programming at Bastrop Opera House
- In the park. Because not everyone can afford to attend performances and it is wonderful to introduce this to as many people as possible
- The park. It is such a beautiful space to bring the community together.
- The PAC, because it's also a beautiful facility, that I personally feel is severely under-utilized.
- Would love to see a rec center!! A place for kids with pool, ping pong, basketball, volleyball, arts and crafts, somewhere for fun outside the home.
- The school is always a good location because families know it and generally feel comfortable.
- Something like the Thinkery, hands on for kids. Like a science center.
- Touring theatre would be nice. Quality professional musical acts would be welcome
- Theatrical productions that engage community members of all ages, and are held in public places.
- Outdoor theater
- I would like to see more activities for kids like workshops, classes
- Community art projects for teenagers/kids that are outside of school.

draft

**Topic: Threats to Arts and Culture in Bastrop**

Highest Frequency Responses:

- Travel to Austin for arts/culture (16)
- Arts/culture funding should not come from taxpayers (10)

*Themes:*

- Travel to Austin for arts/culture (16)
- Arts/culture funding should not come from taxpayers (10)
- Bad environment at middle school (2)
- Doesn't want change (1)

*Selected Responses:*

- I guess I don't understand why it's the city's job to provide artist opportunities.
- Whatever entrepreneurs and citizens bring. No one from government should be involved and no public money should be expended.
- The middle school has problems with drugs and bullying.
- They do everything family. Almost every weekend they go to Austin to the Thinkery. Aquarium, artistic shows.
- Goes to plays in Austin at Bass Concert Hall sometimes
- As a family they go to Thinkery, Blanton, IMAX in Austin

draft

**Workshops #1 Attendee Responses**

*September 26, 2018*

In September 2018, invited community members participated in a Creative Placemaking Workshop that led participants through a series of conversations and brainstorming exercises to help create ideas for the future of arts and culture in Bastrop. There was noticeable excitement in the room around the idea of making the Colorado River Bridge a key component of the Bastrop arts and cultural experience. Out of five table discussion, four focused on the bridge specifically, and participants shared the idea of the bridge as a central symbol of Bastrop. One of the key recommendations that emerged was capitalizing on the current engineering review process for the bridge to do something more -- a "Fix Plus" plan -- that would purposefully integrate arts as a part of the infrastructure improvements process.

Workshop participants referred to the bridge as a "connector to everywhere in Bastrop," and as the "broach in the cultural necklace" of what Bastrop has to offer. One group suggested that the bridge could become the "Bastrop Broadway." Another noted that in lieu of a town square, the bridge could be the "town triangle." Additionally, participants imagined art and activities on the bridge itself, but also below it and along the river. They emphasized connections between the bridge, the river, trails, and downtown.

Many ideas emerged for programming, including:

- Marching band competitions
- Art on the bridge
- Sculpture
- Light shows
- Laser lights
- Concerts
- Drone racing competitions
- "Dinner on the bridge" (a la Highline)
- Cycling and running events should integrate the bridge
- "selfie moments" from murals (temporary?) on the ends of the bridge
- Films under the bridge
- Dancing groups
- Performing arts
- Theater
- Interactive wifi or Bluetooth installations
- The bridge as a venue rather than just "a strip of cement that sometimes has a special event permit"
- Children's art

draft

- Banners
- Fundraisers and causes
- Yoga and exercise events
- Parades and processionals
- Tying in bridge to downtown through creative wayfinding, and using that as a city-wide creative wayfinding initiative

Participants expressed understanding of the process that it would take to bring these visions to fruition, and they discussed the need for involvement and buy in from a variety of stakeholders, including private and public advocates, possible city staffing, the city as a project partner, TXDOT, LCRA, funding partners, community members, neighborhoods, art groups, and the historical society.

### Workshop #2 Attendee Responses

*November 15, 2018*

The second workshop was tailored towards developing specific policy recommendations for the Cultural Arts Master Plan that could build on the themes and ideas developed to date by the community. Milwaukee-based consultant Christine Harris, who specializes in cultural planning work across the United States, was on hand to lead discussions and brainstorm with participants about specific policies and programs that the city might embark upon in order to build capacity within the arts sector.

*Physical Space: Create Artist Housing:*

*What does success look like?*

- We have a new Form Based Code which provides for more live/work options
- Artists subsidies to afford it right away
- Need to understand what an ArtSpace can do; bring them in?
- Add a % for artists housing in all housing developments
- Provides visibility for everyone's business
- Visiting musicians performing on the streets
- Using available space, e.g. Jeff's available space could be converted?

*Who needs to be at the table?*

- Downtown business alliance
- BAIPP and the cultural commission

draft

- EDC (they have more flexibility than other parts of the city)
- Parking needs to be addressed – maybe a trolley?

*How can the City of Bastrop help to support the efforts?*

- Financial assistance to artists (different categories of support)
- Lost Pines can connect to the artists to know who needs what
- City needs to find the resources for the housing
- Galveston lowered property taxes so larger businesses would support helping develop other space

*What can your contribution be?*

- Support artists in doing this
- Offering space
- Providing opportunities for artists in other venues, such as artist-in-residence in hotels, corporations, etc

*Physical Space: Wayfinding*

*What does success look like?*

- Making local artists visible
- Attention getting; will really make wayfinding visible
- New earned revenue for artists
- Use the original mosaics??

*Who needs to be at the table?*

- City Planning
- Main St Cte
- BAIPP
- Historic Landmark Commission
- Master Naturalists
- Lost Pines

*How can the City of Bastrop help to support the efforts?*

- Planning Dept look at city ordinances
- Strong partnership opportunity with new Arts and Culture Commission

*Other Thoughts:*

- How do you connect with the social service arts and cultural programming?
- Is there an opportunity for creative tourism/creative participation

draft

- There may be an opportunity for more sub-committees for ACC than BAIPP to support the initiatives
- Is it valuable to get more public input, such as on a draft?
- It would be really great to see this workshop continue for the other initiatives as it yielded SO much valuable information

**Open Houses Attendee Responses**

To round out the planning process before the final drafting of recommendations began, two open houses were held in the month of November. The first was held during the day at the Lost Pines Art Center. The second was held in the evening at the Bastrop Museum and Visitors Center,

*Students:*

- Provide more opportunities for high school students to perform around the city
- Give exposure opportunity at every age level so all kids see what is possible
- Would like to see more arts out and about the community
- Too many people think arts are elitist and show too much emotion

*Other Attendee Comments:*

- Make sure lifelong learning covers seniors, those with PTSD/other issues, and not just kids
- Bastrop has a problem with collaboration in the arts
- We tried to do the % for art in the beginning with public art but it didn't stick

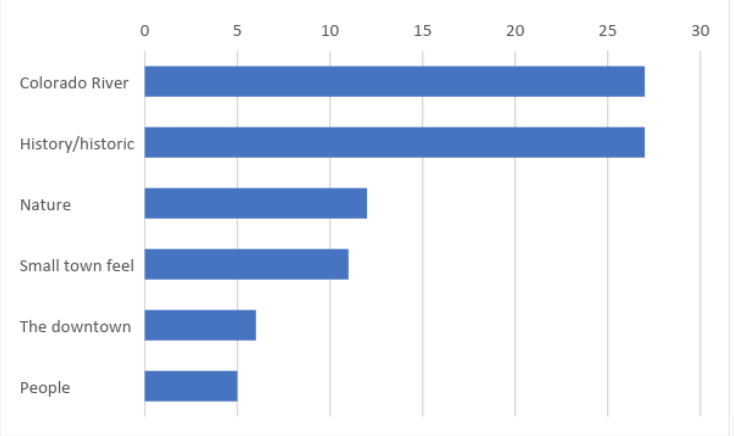
draft

## Survey Results.

To get a broad view of community ideas to accompany key stakeholder observations an online survey was created and distributed. A total of 104 responses were gathered.

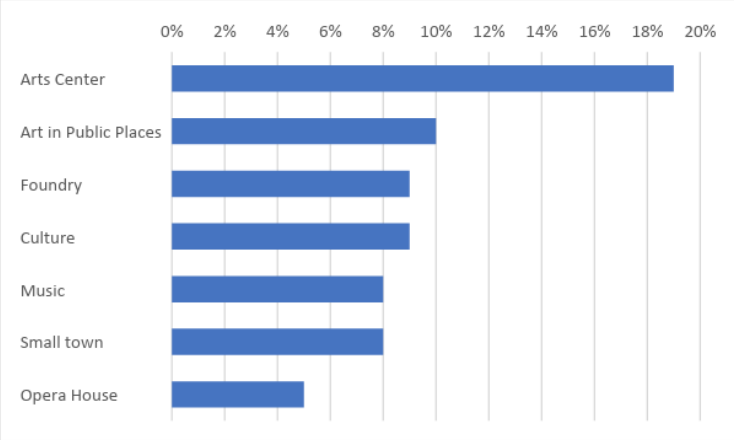
**Q1 What makes Bastrop unique? (top responses)**

- "The river and walking path along it."
- "The balance of historical and new."
- "The small town feel and friendly neighbors."
- "Rich natural resources and green areas.

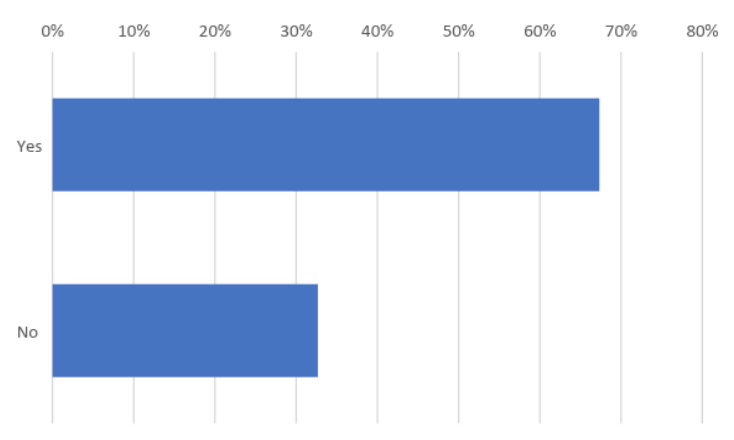



**Q2 What makes Bastrop unique in terms of arts and culture?**

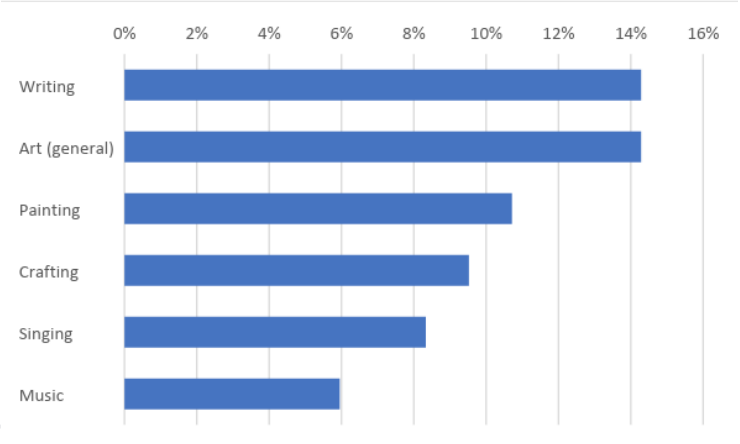
- "The number and diversity of artists."
- "I adore the art installations."
- "Blend of small town charm and architecture with a growing artist class."



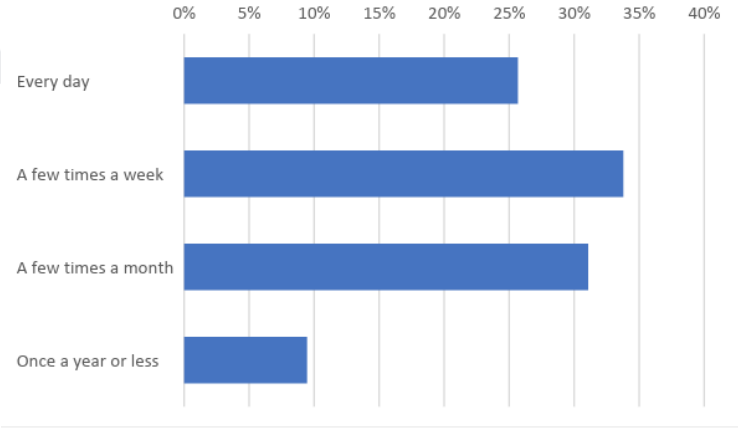

**Q3 Do you have any creative hobbies or consider yourself to be an artist?**



**Q4 What forms of expression do you practice? (top responses)**




**Q5 If yes, how often do you practice this form of expression?**




**Q6 What do you think are the current strengths about art, culture, and creative opportunities in the City of Bastrop?**

- "Lots going on at the Art Center."
- "Support of the community and what I consider to be a significant percentage of the population with above average talent."
- "The Museum/Visitor Center is great and has a lot of history and culture in a small space."
- "I enjoy the live music venues on Main Street."

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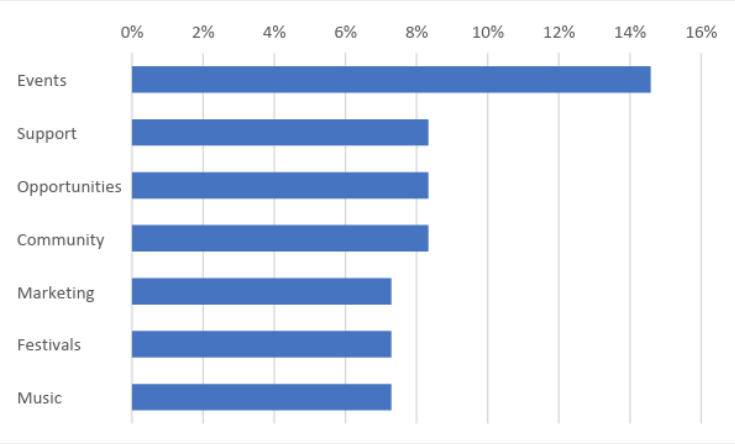
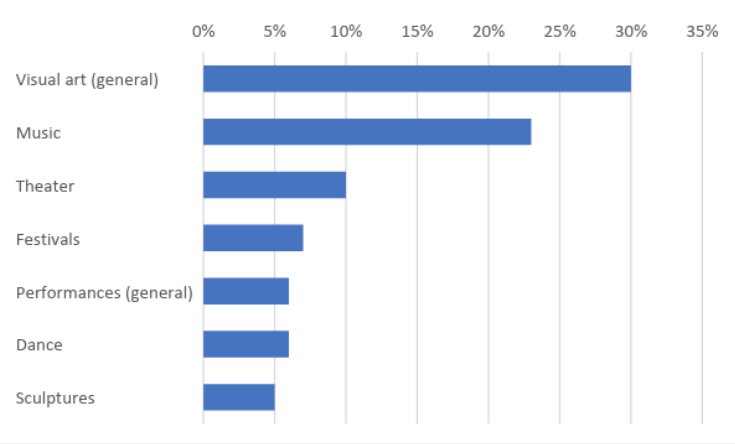
**Q7 What do you feel is generally missing for arts, culture, and creative opportunities in the City of Bastrop?**

- "We need events – exciting destination events. Events to put us on the state and national map."
- "Opportunities for kids to be exposed to arts."
- "Lack of performance arts support and diversity of performance arts."
- "Public participation opportunities."
- "Marketing to locals to get locals out to take advantage of what we have."

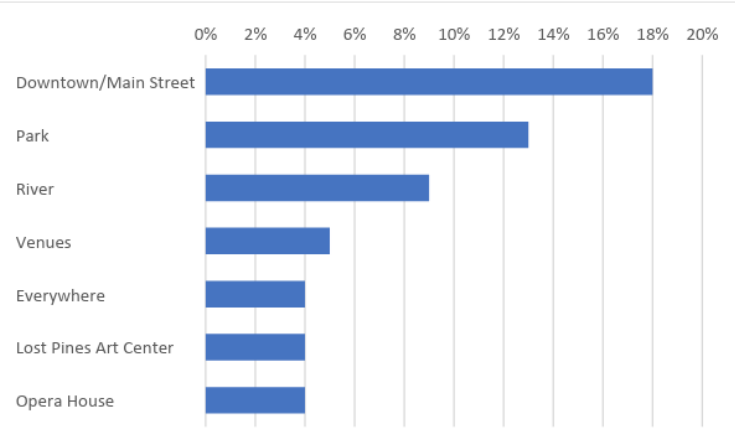



**Q8 What new kind of art (visual, musical, theatric, etc.) would you like to see within the city?**



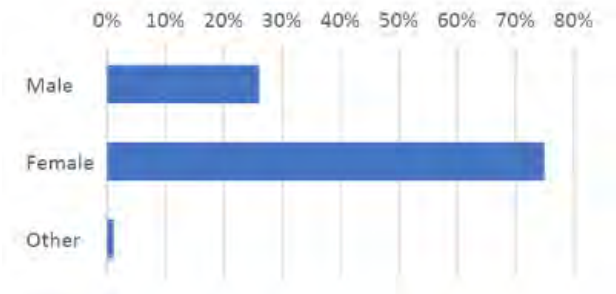

**Q9 Where would you like to see this new art within the city, and why should it be there?**

- "The culture should be on both sides of the river."
- "Use the old iron bridge as the focal point."
- "Our downtown is unique and could be a real destination for tourists and residents alike"
- "The park is such a beautiful space to bring the community together."



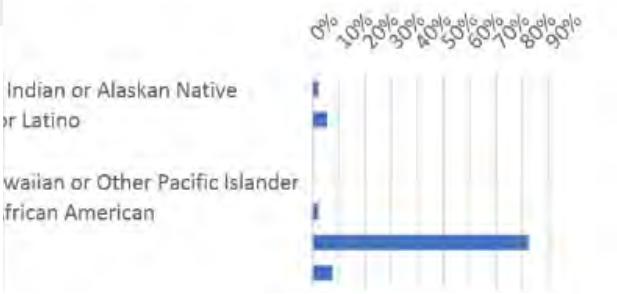
**Q10 Gender**

**Q10**



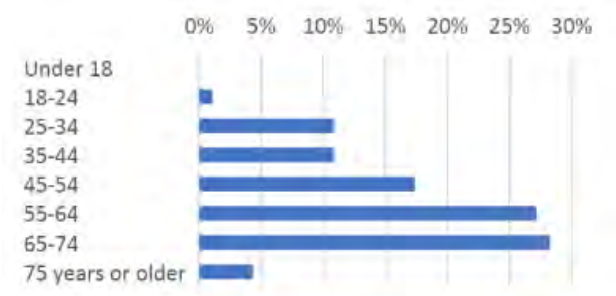

**Q11 Race/Ethnicity**

**Q11**




**Q12 Age**

**Q12**

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# Bastrop's Creative Economy

We know that for the City of Bastrop, finding ways in which the arts and culture economy can grow and mature is one of the key goals of the planning process. As such, it is important to have a solid understanding of the basic characteristics of the current creative economy and how it is functioning.

Known as the "Heart of the Lost Pines," Bastrop, Texas, is a unique community that couples historic small-town charm with big-city amenities and an exceptional quality of life. The city covers approximately 11 square miles and is the county seat of Bastrop County. Bastrop is strategically and centrally located on State Highway 71, with convenient access to Austin-Bergstrom International Airport, and within an easy distance of three major metropolitan areas. With Austin just 30 miles to the west, Houston two hours southeast, and San Antonio one -and-a-half hours to the south, Bastrop is in a very advantageous position for cultural and economic development.

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## Bastrop County and the Creative Economy

To understand the creative economy of the City, we need to first understand the larger trends of the creative economy happening at the county level. Bastrop County boasts a diverse workforce of nearly 3,500 employed workers over the age of 16. These workers fill an array of positions, with some of the greatest proportions of jobs falling in the public administration, retail trade, and educational and health care services sectors. While Bastrop County has a diverse economy, as of 2016 its unemployment rate was 8 percent – slightly higher than the nation's rate, Texas' rate, but lower than the county's.

When looking at the creative economy we can see (with 2016 data) that Bastrop County's economy also has a robust arts and culture sector which earns nearly $17 million each year and supports 1,227 jobs. Notably, Bastrop County has a higher proportion of creative jobs than both Texas and the nation. Art gallery/dealer & independent artists earnings in Bastrop County ($3.4 million) make up the largest share of the county's total creative industry (i.e. arts and culture industry) earnings (20.1%) and architectural and design services come in at a close second ($3.3 million, 19.7%). Within the architectural and design services umbrella industry, "architectural services" ($1.0 million, or 31.7% of total architectural and design services earnings) and "interior design services" ($746K, or 22.6%) constitute the largest shares of industry earnings. The median hourly wage for creative occupations is $17.84, which is lower than Hood County, Kerr County, and Texas overall.

Compared to creative industry earnings in the State of Texas, Bastrop County has a competitive advantage in the following creative industries:

- Art gallery/dealer & independent artists earnings (20.1% of Bastrop County's creative industry earnings, compared to 11.2% of Texas' creative industry earnings)
- Construction (16.1% of Bastrop County's creative industry earnings, compared to 10.1% of Texas' creative industry earnings)
- Jewelry stores and jewelry, watch, precious stone, and precious metal merchant wholesalers (8.5% of Bastrop County's creative industry earnings, compared to 7.3% of Texas' creative industry earnings)
- Photography services (5.8% of Bastrop County's creative industry earnings, compared to 3.8% of Texas' creative industry earnings)
- Stores (book, musical instrument & supplies, sewing & needlework) (4.4% of Bastrop County's creative industry earnings, compared to 3.1% of Texas' creative industry earnings)

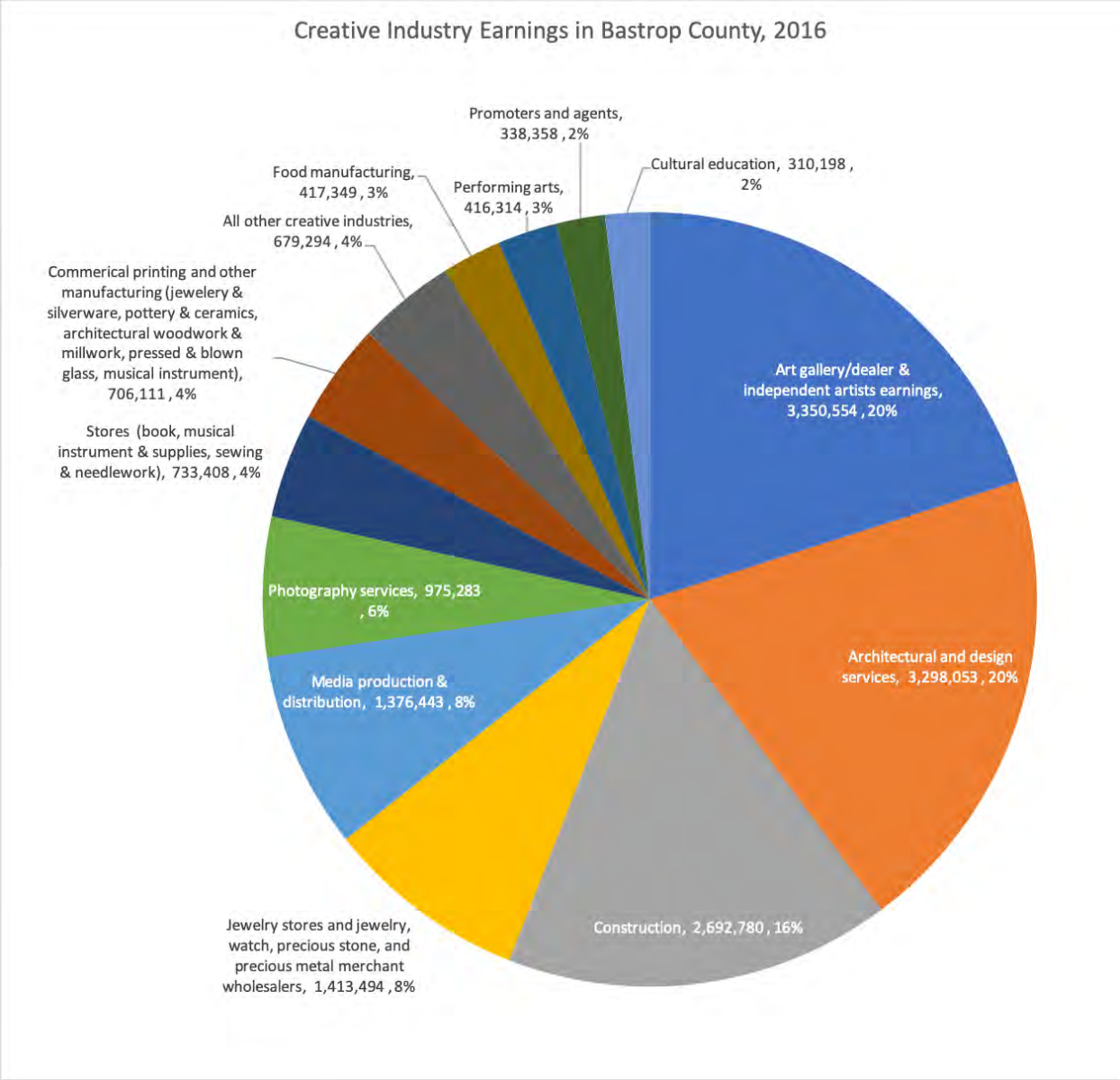
| Creative Industry Earnings (2016) | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | Bastrop County | | Hood County | | Kerr County | | State of Texas | |
| | $ | % | $ | % | $ | % | $ | % |
| Art gallery/dealer & independent artists earnings | 3,350,554 | 20.1 | 3,928,541 | 24.8 | 5,642,870 | 9.7 | 1,520,742,192 | 11.2 |
| Architectural and design services | 3,298,053 | 19.7 | 3,286,342 | 20.7 | 3,098,618 | 5.3 | 3,369,593,685 | 24.7 |
| Construction | 2,692,780 | 16.1 | 2,755,443 | 17.4 | 1,318,641 | 2.3 | 1,371,294,183 | 10.1 |
| Jewelry stores and jewelry, watch, precious stone, and precious metal merchant wholesalers | 1,413,494 | 8.5 | 1,069,536 | 6.7 | 2,382,728 | 4.1 | 989,677,048 | 7.3 |
| Media production & distribution | 1,376,443 | 8.2 | 284,530 | 1.8 | 2,001,314 | 3.4 | 1,330,647,621 | 9.8 |
| Photography services | 975,283 | 5.8 | 272,476 | 1.7 | 614,491 | 1.1 | 517,096,216 | 3.8 |
| Stores (book, musical instrument & supplies, sewing & needlework) | 733,408 | 4.4 | 454,617 | 2.9 | 280,375 | 0.5 | 425,298,173 | 3.1 |
| Commerical printing and other manufacturing (jewelery & silverware, pottery & ceramics, architectural woodwork & millwork, pressed & blown glass, musical instrument) | 706,111 | 4.2 | 575,714 | 3.6 | 37,948,336 | 65.4 | 1,066,941,695 | 7.8 |
| All other creative industries | 679,294 | 4.1 | 1,862,116 | 11.7 | 2,535,501 | 4.4 | 933,562,776 | 6.8 |
| Food manufacturing | 417,349 | 2.5 | 140,250 | 0.9 | 56,948 | 0.1 | 495,824,851 | 3.6 |
| Performing arts | 416,314 | 2.5 | 376,231 | 2.4 | 1,636,806 | 2.8 | 460,746,076 | 3.4 |
| Promoters and agents | 338,358 | 2.0 | 297,057 | 1.9 | 322,521 | 0.6 | 518,263,494 | 3.8 |
| Cultural education | 310,198 | 1.9 | 568,596 | 3.6 | 199,280 | 0.3 | 634,937,696 | 4.7 |
| **Total** | **16,707,639** | | **15,871,448** | | **58,038,428** | | **13,634,625,705** | |

Creative Economy Table 1: County Comparison of Creative Industry Earnings (2016)

## About Cultural Industries in Bastrop County

Within Bastrop County there has been significant creative sector growth in many creative industries between 2012 and 2016 and the numbers of individuals who work within these industries as photographers, graphic designers, in the food service industry, interpreters and translators, editors, and interior designers have all grown significantly in the three-year period observed.

**Takeaway:** Bastrop County shows a strong foundation of creative industry employment, and a significant number of Bastrop residents work in creative industries.




Creative Economy Chart 1: Bastrop County, Creative Industry Earnings (2016)

**Note on film-related industries and occupations**: The motion picture and video production industry is made up of businesses primarily engaged in producing, or producing and distributing motion pictures, videos, television programs, or television commercials. This industry accounted for $336,837 in earnings in Bastrop County.

If we look at 2016 reportings for creative occupations, Bastrop County supported four jobs for film and video editors; their median hourly earnings is $22.53. Bastrop County supported three jobs for camera operators (television, video, and motion picture); their median hourly earnings is $17.42. With New Republic Studios located within the City's ETJ, these numbers are posied to increase greatly..

## About Creative Jobs in Bastrop County

With the county-level data we can also look more closely at creative occupation growth. One important issue with looking at creative sector data is rcognizing the difference between "workers" and "jobs" when talking about occupations. Most occupation data reflect filled jobs, whether full or part-time, temporary or permanent, by place of work. Extended proprietor jobs (these can be thought of as secondary jobs) data are based on tax returns; self-employed and extended proprietors may represent jobs outside of the region. It's important to count extended proprietor jobs for the creative economy because of the prevalence of creative people having multiple sources of secondary income through side jobs and gigs.

It is incorrect to say that the Bastrop County supports 1,227 creative workers. Instead, it's accurate to say that the area supports nearly 1,227 creative *jobs,* or nearly 1,227 *instances of employment*. Jobs are considered instances of employment, not workers since an individual may have multiple jobs. We can think of the number of instances of employment or jobs as reflective of the demand for certain kinds of work.

For example, say I work full-time as a bank teller and do photography gigs on the side. In 2017, I got paid for four photography jobs, one in every quarter (winter, spring, etc.). The number of my instances of employment or jobs reflected in the data will depend on when I report the money I received from these jobs. If I report money I received from each of my four photography jobs in the quarters I completed them, my work in 2017 as a photographer will count as four instances of employment or four jobs. If I report the money I receive from all four jobs in Quarter 4, my work as a photographer will count as one instant of employment, or one job. Unfortunately, we don't know if people are reporting those four jobs every quarter or all at once in one quarter.

**Total Creative Jobs in Bastrop County in 2016 : 1,227**

Creative occupations with the most jobs in Bastrop County

- Photographers: 192 jobs
- Musicians and singers: 92 jobs
- Writers and authors: 85 jobs
- Interpreters and translators: 66 jobs

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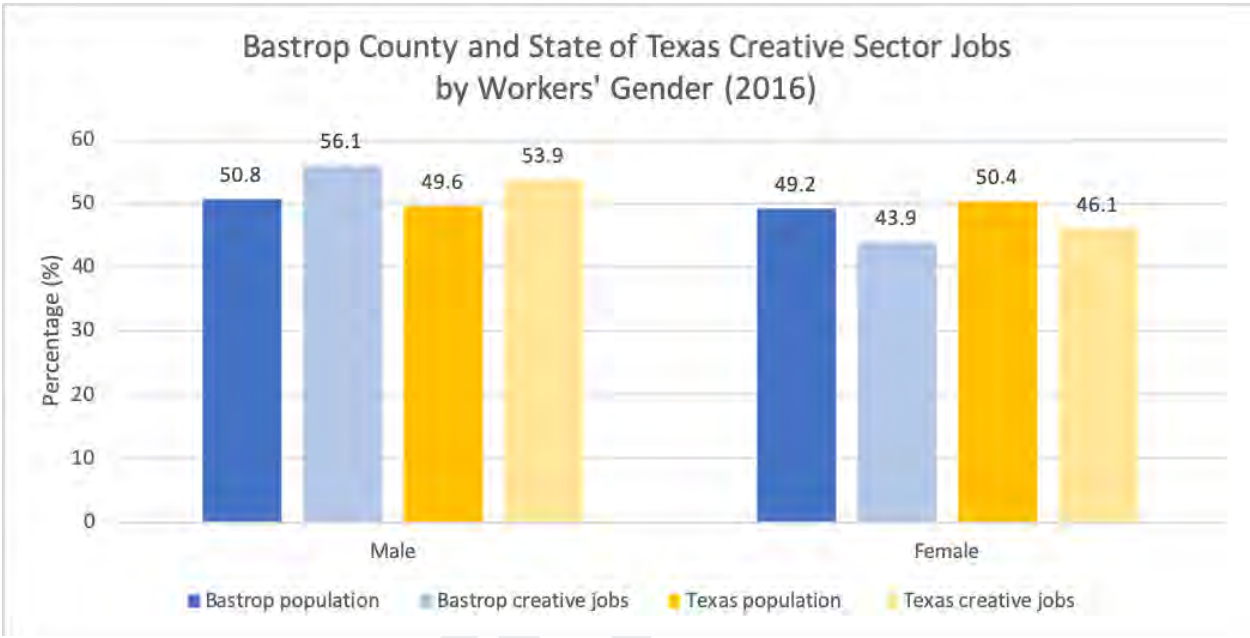
- Graphic designers: 59 jobs

| Creative Workers in Bastrop County | | | |
|---|---|---|---|
| | 2013 Jobs | 2016 Jobs | % Change |
| Photographers | 157 | 192 | 18.3% |
| Musicians and singers | 91 | 92 | 0.5% |
| Writers and authors | 81 | 85 | 4.9% |
| Interpreters and translators | 51 | 66 | 22.6% |
| Graphic designers | 49 | 59 | 17.7% |
| Molders, shapers, and casters (except metal and plastic) | 46 | 49 | 5.8% |
| Fine artists, including painters, sculptors, and illustrators | 41 | 42 | 3.1% |
| Chefs and head cooks | 27 | 34 | 19.5% |
| Tile and marble setters | 31 | 33 | 5.8% |
| Architects, except landscape and naval | 28 | 30 | 7.2% |
| Tailors, dressmakers, and custom sewers | 32 | 30 | -7.8% |
| Editors | 25 | 29 | 14.6% |
| Cabinetmakers and bench carpenters | 27 | 29 | 6.2% |
| Art directors | 25 | 28 | 11.1% |
| Craft artists | 26 | 27 | 3.0% |
| Interior designers | 21 | 25 | 15.4% |
| Librarians | 23 | 24 | 5.1% |
| Marketing managers | 22 | 24 | 9.1% |
| Jewelers and precious stone and metal workers | 21 | 23 | 7.9% |
| Entertainers and performers, sports, and related workers | 24 | 23 | -4.8% |
| Music directors and composers | 22 | 22 | -1.2% |

Creative Economy Table 2: Bastrop County, Creative Sector Jobs (2016)

**Gender of Creative Workers:**

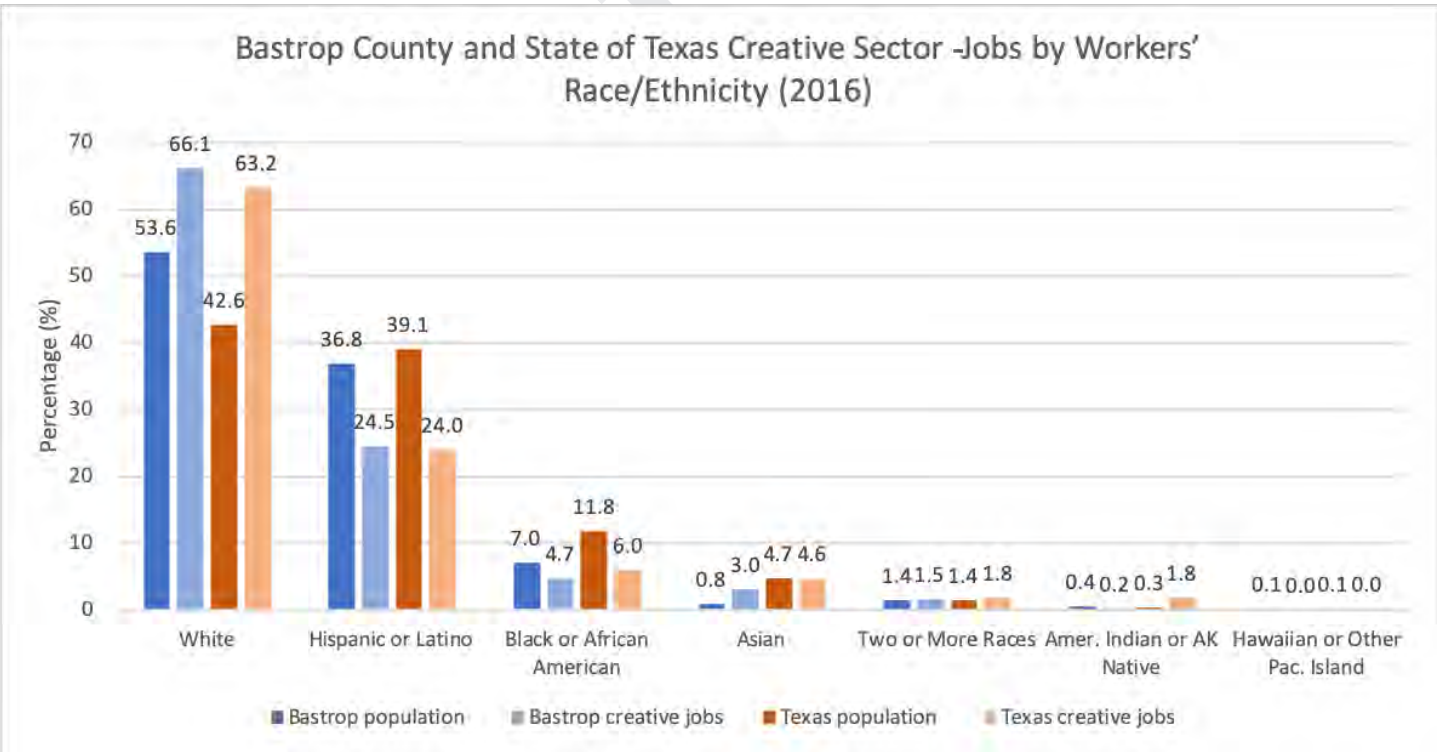
- Men hold more than half (56.1%) of all creative occupations in Bastrop. In comparison, men only make up 50.8% of Bastrop's population
- At the state level, men are also over-represented in the creative workforce compared to the state's population




Creative Economy Graph 2: Bastrop County and State of Texas Creative Sector Jobs by Workers' Gender (2016)

**Race and Ethnicity of Creative Creative Workers:**

- The majority of creative jobs in Bastrop County are held by white workers (66.1%).
- White people make up 53.6% of Bastrop County's population, so are over-represented in the creative workforce.
- About a quarter of Bastrop County's creative jobs (24.5%) are held by Hispanic or Latino workers; 4.7% are held by Black or African American workers; 3.0% are held by Asian workers; and 1.5% are held by people who identify as two or more races.
- People who identify as Hispanic or Latino and Black or African American are also under-represented in the creative workforce, but the discrepancies are more pronounced in Texas than in Bastrop.
- If we look at the state of Texas, white people are also over-represented in the creative workforce (42.6% of the population is white, compared to 63.2% of the creative workforce). People who identify as Hispanic or Latino and Black or African American are also under-represented in the creative workforce, but the discrepancies are more pronounced than in Bastrop.




Creative Economy Graph 3: Bastrop County and State of Texas Creative Sector Works by Race/Ethnicity (2016)

## About Art Sector Occupations in the City of Bastrop

To get a better idea about the City of Bastrop's own creative economy we can look to 2017 American Community Survey 5 year data[1]. Although such an analysis will not allow for as fine a grained analysis as can be accessed at the county level with WESTAF data, we can still get a strong picture of how the City of Bastrop compares to other arts-vibrant cities within the State of Texas.

If we look at occupational data (here identified by gender), we can see that overall the State of Texas has a strong arts-sector economy in its larger cities, and in particular in the neighboring City of Austin. Looking more closely we can also see that, by percentage, **both the Bastrop County and the City of Bastrop have a higher percentage of creative sector jobs than other Texas counties and cities known for their arts and culture economies.**

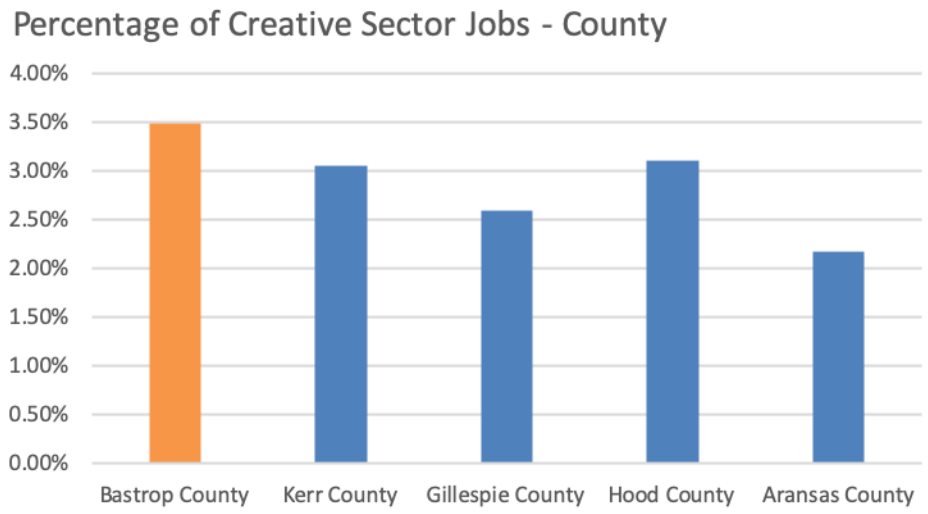
| C24010 Sex by Occupation for the Civilian Employed Population 16 Years and Over | | | | |
|---|---|---|---|---|
| | Dallas, TX | Houston, TX | San Antonio, TX | Austin, TX |
| Total Jobs: | 641391 | 1109301 | 672684 | 518867 |
| Male: | 352707 | 621305 | 356666 | 285227 |
| Architecture and engineering occupations | 7748 | 26420 | 7097 | 12118 |
| Arts, design, entertainment, sports, and media occupations | 7126 | 10412 | 5705 | 11642 |
| Female: | 288684 | 487996 | 316018 | 233640 |
| Architecture and engineering occupations | 1453 | 5444 | 1435 | 2529 |
| Arts, design, entertainment, sports, and media occupations | 6808 | 8368 | 4468 | 9259 |
| **Total Creative Sector Jobs** | **23135** | **50644** | **18705** | **35548** |
| **Total Percentage of Jobs** | **3.61%** | **4.57%** | **2.78%** | **6.85%** |

Creative Economy Table 3: Large Cities in the State of Texas - Creative Sector Jobs (2017)

1 U.S. Census Bureau; American Community Survey, 2017 American Community Survey 5-Year Estimates, Table C24010; using American FactFinder; <http://factfinder.census.gov>. - It should be noted that arts sector data from the American Community Survey, within this report, is only specific to the design and arts sectors and does not include other cultural sectors such as food which can be brought in when allowed a finer grain of anlysis.

| C24010 Sex by Occupation for the Civilian Employed Population 16 Years and Over | Bastrop County, TX | Kerr County, TX | Gillespie County, TX | Hood County, TX | Aransas County, TX |
|---|---|---|---|---|---|
| Total Jobs: | 33500 | 21475 | 11800 | 22905 | 10387 |
| Male: | 18766 | 11268 | 6199 | 12708 | 5784 |
| Architecture and engineering occupations | 619 | 130 | 112 | 388 | 102 |
| Arts, design, entertainment, sports, and media occupations | 287 | 282 | 65 | 123 | 34 |
| Female: | 14734 | 10207 | 5601 | 10197 | 4603 |
| Architecture and engineering occupations | 95 | 54 | 0 | 8 | 0 |
| Arts, design, entertainment, sports, and media occupations | 168 | 191 | 130 | 192 | 90 |
| **Total Creative Sector Jobs** | **1169** | **657** | **307** | **711** | **226** |
| **Total Percentage of Jobs** | **3.49%** | **3.06%** | **2.60%** | **3.10%** | **2.18%** |

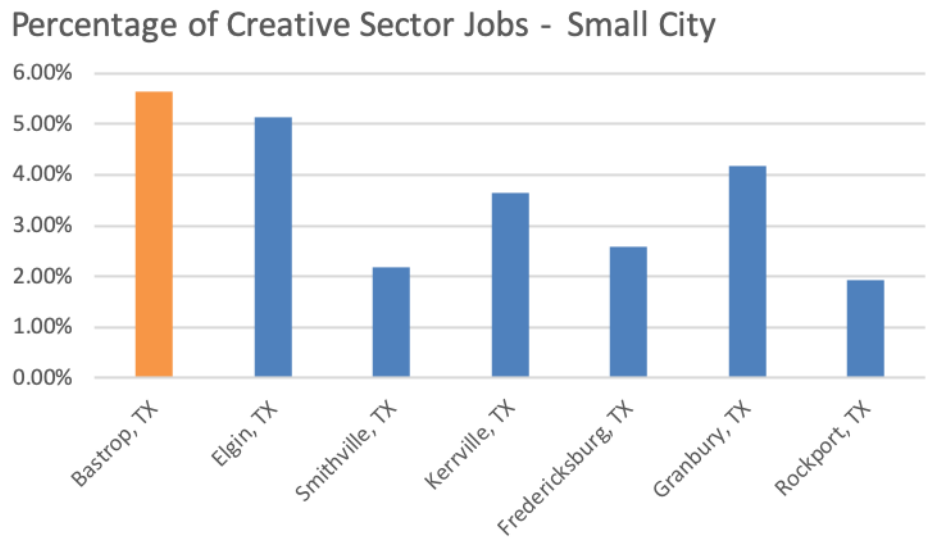
Creative Economy Table 4: Arts-vibrant Counties in the State of Texas - Creative Sector Jobs (2017)




Creative Economy Graph 4: Arts-vibrant Counties in the State of Texas - Creative Sector Jobs by Percentage (2017)

| C24010 Sex by Occupation for the Civilian Employed Population 16 Years and Over | Bastrop, TX | Elgin, TX | Smithville, TX | Kerrville, TX | Fredericksburg, TX | Granbury, TX | Rockport, TX |
|---|---|---|---|---|---|---|---|
| Total Jobs: | 3365 | 3707 | 1609 | 9448 | 4858 | 3625 | 4726 |
| Male: | 1923 | 2180 | 823 | 4843 | 2455 | 1919 | 2328 |
| Architecture and engineering occupations | 73 | 97 | 20 | 63 | 47 | 79 | 0 |
| Arts, design, entertainment, sports, and media occupations | 63 | 63 | 0 | 62 | 19 | 33 | 34 |
| Female: | 1442 | 1527 | 786 | 4605 | 2403 | 1706 | 2398 |
| Architecture and engineering occupations | 23 | 13 | 0 | 46 | 0 | 0 | 0 |
| Arts, design, entertainment, sports, and media occupations | 31 | 17 | 15 | 173 | 60 | 39 | 57 |
| **Total Creative Sector Jobs** | **190** | **190** | **35** | **344** | **126** | **151** | **91** |
| **Total Percentage of Jobs** | **5.65%** | **5.13%** | **2.18%** | **3.64%** | **2.59%** | **4.17%** | **1.93%** |

Creative Economy Table 5: Arts-vibrant and Neighboring Cities - Creative Sector Jobs (2017)




Creative Economy Graph 5: Arts-vibrant and Neighboring Cities - Creative Sector Jobs by Percentage (2017)

## Notes on County Level Data Source and Methodology

### About the Creative Vitality™ Suite

All the data we used for the analysis of Bastrop County creative economy data was from Western States Arts Federation's (WESTAF) online tool, The Creative Vitality™ Suite (CVSuite™). WESTAF compiles many data sources for the CVSuite™. The CVSuite™ provides a highly reliable, nationally vetted, annually updateable measure of arts participation (demand for arts products and services) and occupational employment in creative jobs.

WESTAF updates the data in the tool multiple times each year. With every new data version, WESTAF not only updates the current year (2016 in the case of these analyses) but also historical data. WESTAF updates current and historical data because data sources often take years to collect information for a single year. The Bureau of Labor Statistics, for example, takes 2-3 years to collect all of the data for their jobs numbers and finalize the data set for a given year; plus, they make adjustments to data as methodologies change and new industries emerge. For our analyses, we pulled data from the 2018.1 data version.

### Occupational Data

Occupation data in the CVI come from Economic Modeling Specialist Intl. (EMSI). EMSI's proprietary labor market data and modeling provide data on creative workers who are full-time, part-time, and contract workers. This is referred to as their "complete" employment set. Including part-time and contract workers is important when reporting on the creative workforce because of the prevalence of gig workers in the workforce. CVSuite occupation data comes from multiple sources. Most notably, the Quarterly Census of Employment and Wages (QCEW) from the Bureau of Labor Statistics and U.S. Bureau of Economic Analysis. The QCEW employment count is a total derived from quarterly contribution reports filed by almost every employer in the U.S., Puerto Rico and the U.S. Virgin Islands.

WESTAF selected occupations to be included in the CVSuite™ through a process of cross-walking occupations by Standard Occupational Classification code with Department of Labor resources for matching particular skill sets with occupations. The original CVSuite™ measured 36 selected occupational categories that are highly correlated with measured skill sets in thinking creatively, originality, and fine arts knowledge as measured by the Employment and Training Administration's "O*NET" occupational network database.

WESTAF continues to expand the list of creative occupations available through the CVSuite™. WESTAF does so by conducting a comparative analysis of creative economy reports from the Creative Arts Coalition, the National Endowment for the Arts, and Americans for the Arts. WESTAF also adds some occupations upon request from clients and partnering organizations. Currently, users have the option of analyzing 85 creative occupations.

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### Industry Data

Industry sales data is also from Economic Modeling Specialist Intl. (EMSI). Federal statistical agencies use NAICS codes for the collection, tabulation, presentation, and analysis of economic statistics. WESTAF selected industries offered in the CVSuite™ based on relevance to the creative economy and input from CVSuite™ clients. In 2014, WESTAF expanded the list of creative industries available through the CVSuite™ from nine to 72; and in 2016, it expanded the list to 97.

### Nonprofit Data

Information about nonprofit arts activity is secured from the Urban Institute's National Center for Charitable Statistics and Economic Modeling Specialists, Intl. The Urban Institute's National Center for Charitable Statistics aggregates information from the Internal Revenue Service's 990 forms. Nonprofit 501(c) organizations with annual gross receipts of $25,000 or

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more must submit these forms.

**Creative Industry Listings**

To identify the industries to include in these analyses, a list of industries was complied based on conversations with the project Advisory Group. The finalized list included:

**Construction**

Glass and glazing contractors

Tile and terrazzo contractors

Other building finishing contractors

**Food Manufacturing**

Non-chocolate confectionery manufacturing

Dried and dehydrated food manufacturing

Tortilla manufacturing

Coffee and tea manufacturing

Flavoring syrup and concentrate manufacturing

Mayonnaise, dressing, and other prepared sauce manufacturing

Spice and extract manufacturing

**Commercial Printing and Other Manufacturing**

Commercial screen printing

Books printing

Support activities for printing

Pottery, ceramics, and plumbing fixture manufacturing

Other pressed and blown glass and glassware manufacturing

Ornamental and architectural metal work manufacturing

Custom architectural woodwork and millwork manufacturing

Jewelry and silverware manufacturing

Musical instrument manufacturing

**Stores**

Sewing, needlework, and piece goods stores

Musical instrument and supplies stores

Book stores

**Media Production & Distribution**

Motion picture and video production

Motion picture and video distribution

Teleproduction and other postproduction services

Other motion picture and video industries

Sound recording studios

Record Production and Distribution

Other sound recording industries

Internet publishing and broadcasting and web search portals

Music publishers

**Architectural & Design Services**

Architectural services

Landscape architectural services

Drafting services

Interior design services

Industrial design services

Graphic design services

Other specialized design services

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**Photography Services**

Photography studios, portrait

Commercial photography

Photofinishing laboratories (except one-hour)

One-hour photofinishing

**Promoters and Agents**

Promoters of performing arts, sports, and similar events with facilities

Promoters of performing arts, sports, and similar events without facilities

Agents and managers for artists, athletes, entertainers, and other public figures

**Performing Arts**

Promoters of performing arts, sports, and similar events with facilities

Promoters of performing arts, sports, and similar events without facilities

Agents and managers for artists, athletes, entertainers, and other public figures

**Cultural Education**

Museums

Historical sites

Zoos and botanical gardens *

Nature parks and other similar institutions *

Libraries and archives

Fine arts schools (private)

**Art Gallery/Dealer & Independent Artist**

Independent artists, writers, and performers

Art dealers

**Jewelry Store and Wholesalers**

Jewelry, watch, precious stone, and precious metal merchant wholesalers

Jewelry stores

**Other**

Reupholstery and furniture repair

Civic and social organizations

Florists

draft

# National Case Study Assessment

draft

In order to better identify opportunities for Bastrop, the team looked at various cities around the country that seek to bring and culture to the forefront of new development, both to bolster opportunities for current residents and increase tourism from outside the community. Our guiding questinos were:

1. How can the arts and culture sector help to define a sense of place for the City?
2. How can this sense of place become an ever-evolving experience within the City for visitors and residents alike?

Given the fact that there are not many smaller-sized cities that have undergone robust arts and culture planning efforts, the team looked to identify communities that, to varying degrees, aim to:

1. Take advantage of nearby rapidly growing large metropolitan areas
2. Promote strong and distinctive historical identity
3. Increase tourism but not be defined by it
4. Create actionable funding strategies

The research process distinguished 20 case studies, of which 6 were identified as "primary" case studies for their particular relevance to Bastrop's goals related to cultural and arts development. They are listed and described below as potential sources of inspiration.

## Brighton, Colorado

Brighton, only roughly 30 minutes away from Denver by car, aims to provide local access to arts and culture to make the municipality both a local and regional destination for creativity and cultural resources. Released in 2014, their Cultural Strategic Plan seeks to highlight Brighton's assets, resources, and cultural development needs, improves marketing for cultural activities, minimizes barriers to cultural access for all area residents, and measures and tracks public participation in cultural programming.

**Relevant Priorities:**

- Promote best practices and new tools for collaborative marketing (list-sharing, cross-promotion, etc.) with nonprofits, agencies, and creative industries
- Create online, real-time database in Brighton Arts, Cultural and Tourism website (of arts media contacts, events and deadlines) and tap into other useful data bases
- Work with neighborhood organizations and HOA's to plan their own creative activities and public art providing toolkits and standards
- Measure, evaluate, and then establish incremental goals for the number of ticket giveaways to performing arts events for military, senior and under-served populations
- Increase arts/design representation on community-planning boards/commissions/ committees
- Develop three new versatile performance spaces within new or existing spaces throughout the community with affordable seating for 50-200 people for arts and cultural events
- Build a quality indoor, mid-size conference/performing arts venue with a seating range of 750-1,200.
- Create an outdoor venue accommodating 800-plus attendees for performances
- Develop new venues and opportunities for visual artists to exhibit work
- Identify the arts and culture sector as an economic driver.
- Create arts and culture volunteer database and network.
- Grow and support artist guilds.
- Better coordinate with existing organizations and individuals to assist emerging artists to create incubation opportunities.

**Funding Strategies:**

- Advocate for financial planning specific to the cultural assets and resources needed for the use and enjoyment of the community
- Encourage workplace giving and corporate philanthropy for arts and culture.
- Prepare an annual "State of the Arts" report for BCIA and a social occasion for funders/donors and non-profits (page 20)
- Conduct continuing research to develop, qualify, and fund cultural district(s).
- Coordinate full participation in SCFD funding to city agencies (Office of Arts and Culture, special events, etc.) and the Lodging Tax Advisory Committee, collaborative strategies for GOS and project funding, visual (public) art) and facilitate partnering and assisting in qualifying non-profits as 501 C 3 designations, preparing proposals, and providing financial and management mentoring.

draft

## Taos, New Mexico

After successfully applying for a New Mexico Arts and Cultural District program and designation in 2009, the town of Taos undertook an Arts and Cultural District strategy to spur economic development efforts that emphasize the unique qualities of Taos (including its cultural assets, downtown character, and numerous entertainment amenities), its strategic location in a beautiful natural environment, and its highly nuanced cultural landscape. Through the town's Arts and Cultural District Plan, it aims to attract talented "knowledge workers" and creative entrepreneurs to Taos, further develop physical infrastructure and distinctive urban design, enhance organizational capacity, and create signature art events to stimulate the economy.

**Relevant Priorities:**

- Enhance historic walking tours of Taos historic sites and districts
- Develop a hospitality training program for local hotel and restaurant service providers for service tips and professional enhancement and also knowledge of local attractions
- Assess current offerings and programs in participatory or experiential tourism (aka Creative Tourism)
- Develop artists in residency program
- Develop an entrepreneurs and artists forum or "salon" such as Santa Fe's ArtMIX to exchange ideas, savvy, technology and dialogue
- The Taos Artist Lofts Project, a 35-unit affordable live/work project for artists in Taos' historic downtown district. Project is a partnership between the Town and Artspace Projects, the nation's leading nonprofit developer of affordable arts facilities.
- Historic rehabilitations – Plaza Theater, various plazas
- Creation of civic district
- Enhance historic walking tours
- Create merchants marketing campaign
- Development of a small grants program to support local arts production and creative entrepreneurs
- Consider forming local Arts Council
- Create and sponsor Arts Leadership Institute

**Funding Strategies:**

- Gross Receipts Tax Increments: New Mexico Counties are eligible to enact a County Quality of Life Gross Receipts Tax Option to fund the promotion and expansion of cultural programs at a maximum rate of one-fourth of one percent (0.25%)
- Business Improvement Districts – assess annual contributions on property owners within a designated PID for public improvement and infrastructure projects.
- Public Improvement Districts – assess annual contributions on property owners within a designated PID for public improvement and infrastructure projects.
- Certified Local Governments (CLG) program for historic preservation programs administered by the state's Historic Preservation Division (HPD).
- Creative enterprise projects, fund raising, grants
- Lodger's tax

draft

## Silver City, New Mexico

Another Arts and Cultural District designee in New Mexico, Silver City is a town of roughly 10,000 residents that houses more than 50 galleries and art spaces. Silver City is also in very close proximity to Gila National Forest, and maintains a year-round schedule of festivals and events focused on the natural beauty of the area, local art and artisans, local music, and film.

**Relevant Priorities:**

- The Silver City Arts and Cultural District is a distinctive area in Silver City where historic architecture, an excellent eclectic mix of design, niche businesses, and a concentration of artistic and cultural activities foster civic pride, provide opportunities for local creative enterprise, and contribute to a unique, authentic, and stimulating experience for residents and visitors.
- CLAY Festival - As a mandated event through the New Mexico Arts & Cultural District office, the festival brings together artists, educators, entrepreneurs, families, youth, adventurers, and life-long learners to explore clay in its many forms, as well as its impact on our history, present, and future. With the first festival in 2012, the Silver City CLAY Festival now attracts regional, national, and international attention, creating expansive economic opportunities.
- Arts Trail - The Southwest New Mexico Clay Arts Trail is an innovative art and economic development initiative designed to market clay artist communities in Grant, Catron, Hidalgo, and Luna counties as a premier destination for cultural tourism in the Southwest region. As a collaborative marketing effort, the Clay Arts Trail combines and leverages our region's unique educational, historical, and commercial community assets related to clay.
- Adopt an Art in Public Places ordinance for the Town of Silver City.
- Facilitate cross-promotion of arts and cultural events and presentations
- Foster coordination and collaboration among arts and cultural groups.
- Advance historic preservation and adaptive reuse
- Centralized arts and events calendar

**Funding Strategies:**

- Expand use of lodger's tax to support operational as well as promotional costs.

## Mankato, Minnesota

Often highly ranked among communities in the United States for being kid-friendly and very livable, Mankato has centered the arts, cultural heritage, and creativity as ways to enhance the quality of life for residents and attract visitors. Mankato has specifically designated approaches that cater to the needs of creative businesses, individuals, and nonprofits while demonstrating high standards of design and accessibility in public spaces.

**Relevant Priorities:**

- Develop criteria to recognize naturally occurring creative and cultural districts; provide formal recognition of current and potential creative districts in Mankato.
- Create a master list of current venues/facilities; include types of activities spaces can support (i.e. performance, studio space, maker space, etc.), costs, and contact.

draft

- Designate Heritage landmarks and districts.
- In partnership with the Tourism and Economic Vitality goals, develop new, interactive modes of communicating historically significant places, people and experiences to residents and visitors
- Explore programming to communicate the city's heritage, including interpretive plaques, gateway signage, historic designation markers, mapping of historic resources, historic walking tours and brochures, audio tours, historical performances, and mobile apps
- Establish a city Artist in Residence program
- Develop a list of teaching artists and facilitators who can provide ongoing training to creatives.
- Conduct a comprehensive survey to determine who identifies as a "hobby" artist, "emerging" artist and "professional" artist. Determine through the survey the number of artists who want to remain hobby vs those who want to earn a sustainable income from their art.
- Encourage small retail businesses to carry local artists' artwork.
- Research an artist co-op gallery and develop a network of artists to manage it.
- Create a series of sub-brands to market specific local creative silos and use these sub-brands to draw attention to the talents and capabilities of the overall art and culture community
- Create an Arts Mobile gallery on wheels; bring multiple art forms to various parts of the community.
- Develop comprehensive index of current arts and cultural experiences offered (and who they are offered by), with gaps in offerings identified. Update index to reflect additions and share information with the community
- Convene a gathering of tourism, arts and culture professionals to discuss best means of communication between arts and culture organizations, Twin Rivers Council for the Arts and Visit Mankato.
- Create a large-scale, unique piece of public art, as a tourism draw
- Develop priority listing of creative elements to enhance the visitor and resident experience throughout Mankato (i.e. decorative lighting, artistic alleyway enhancements, and art in parking lots and ramps). Identify frequently used key areas where these elements should be placed.

**Funding Strategies:**

- Percent for Art program where a predetermined percentage of budget for public facilities is used to incorporate public art into the project
- Establish a Community Arts Fund that supports local arts and culture initiatives, including a "wish list" of public art projects; publicize to the community and encourage donations. Develop criteria for use and dispersal of Community Arts Fund donations; these criteria should incorporate means to support diverse and underserved artists and organizations
- Investigate a Round-Up for the Arts program, which provides residents the option of rounding up their utility bill for arts/culture activities/programming. Direct donations to Community Arts Fund.
- Identify nonprofit arts and culture organizations willing to combine fundraising efforts.
- Create a comprehensive marketing sell sheet on annual arts/culture sponsorship needs and target to individuals and businesses who are interested in sponsoring arts and culture events, programming and projects.
- Provide financial workshops (i.e. grant writing, business plan development, independent contractor proposals, fundraising/development skills, information sharing for creative entrepreneurs and nonprofits) on a regular basis according to the needs and interests of the creative community.
- Create a partnership program between for-profits and non-profits where businesses donate time, expertise, and/or services, providing opportunities for businesses to get involved in the creative community and give back. In return, creatives and arts/culture groups offer creative solutions, ideas, and/or experiences to the business.
- Develop Artist in Residence model for businesses (related to Arts and Culture Access Section)

draft

## Dubuque, Iowa

Dubuque is home to a wide array of arts and cultural events and attractions. It boasts an arboretum, botanical gardens, an active theater scene, and many creative events. The City estimates that Dubuque residents experience an economic and quality of life impact of around $47 million per year as a result of its creative sector.

**Relevant Priorities:**

- Provide information and guidance on how to developer competitive applications for funding.
- Provide, facilitate, or support professional development for artists and creative professionals.
- Recruit creative leaders from other communities to settle in Dubuque.
- Ensure new development agreements are geared towards retaining arts, culture and local character inherent in the neighborhood in which the new development will occur.
- Develop a public art policy and implement public art program funded by a "percent for art" mechanism.
- Create a city department and agency-wide approach to infuse arts and culture throughout municipal activities as appropriate/possible.
- Study repurposing of existing spaces
- Provide and support technical training to organizations and artists
- Make arts and cultural resources and activities available in every neighborhood in the city and country
- Create artists-in-residence programs
- Establish artist exchange or visiting artists programs to bring leading professional artists in from elsewhere
- Make art more visible in all aspects of daily life
- Facilitate the presence and participation of arts and culture at non-cultural activities and venues

**Funding Strategies:**

- Establish a Percent for Art mechanism in support of public art and/or of grant funding for other arts and culture initiatives.
- Increase municipal investment through dedicated staffing and budget, grants, and other initiatives.
- Amplify private and corporate philanthropy within the community.
- Seek philanthropic support from sources outside Dubuque (at state and federal levels).
- Identify and create revenue streams.
- Create a funding source for individual artists or informal groups who could apply for a grant through a fiscal sponsor (as an alternative to creating a non-profit that has to be sustained).

draft

# Secondary Arts and Cultural Case Studies

## Silverthorne, Colorado

**Relevant Priorities:**

- Encourage Silverthorne's first live-work space for artists
- Create an Events & Activities calendar, to include at least one annual participatory art project, one signature event, four additional events/activities
- Food Truck Festival
- Silverthorne Storytelling Festival

## Edmonds, Washington

**Relevant Priorities:**

- Encourage the City to review/develop zoning and permitting incentives that actively encourage developments that sustain the vision for a people-friendly, culture-oriented community, which includes public art and public space, and adds to a rich network of cultural resources (page 18 of Cultural Plan)
- Engage Edmonds' existing, new, and growing ethnically specific communities to develop events, programs or exhibits (page 19 of Cultural Plan)
- Foster and support partnerships and cooperative programming among Edmonds Arts Commission, Edmonds Community College, ECA, EAFF, Edmonds Library, Edmonds Senior Center, other nonprofits, and the Edmonds School District to promote classes and activities aimed at building new audiences for culture (page 20 of Cultural Plan)
- Convene artists and arts businesses to discuss and explore establishing an "art recycling center" or similar mechanism to promote trading/sharing of resources between artists and encourage "upcycling" of materials by community members (page 20 of Cultural Plan)
- Maximize youth engagement with professional artists by encouraging arts organizations and the School District to coordinate opportunities for visiting artists to engage with youth and students through workshops or events (page 20 of Cultural Plan)
- Advocate for affordable forms of live/work development that can accommodate and support working artists in Edmonds (page 21 of Cultural Plan)
- Bundle dining/drinking, recreation, and lodging opportunities with arts and cultural experiences (page 2 of Impact Recommendations)

## Vancouver, Washington

**Relevant Priorities:**

- Expand the City's public art program, including installing pieces throughout the city, and clarify roles for decision-making and artist selection (page 7)
- Expand the popular Summer Concert Series to include additional performances in East Vancouver and/or Clark College and the new Waterfront Park (2019), including additional staff to support programming and permitting (page 7)
- Expand practice of making space available in City Hall for art and heritage exhibits to other City-owned facilities
- Design and implement art-based streetscape improvements targeted at the heart of the Arts District, which may include increased pedestrian and amenity space, or partial street closure to support arts uses

draft

- Dedicate a portion of the Historic Reserve properties to makers or live/work artist space at rates that are below market-rate

**Funding Strategies:**

- Hire two full-time staff positions to coordinate and champion the City's culture, art & heritage programs
- Under the direction of the Cultural Commission, restore the Cultural Grant program which provides small grants for culture, art & heritage organizations
- Expand neighborhood grant program to include culture, art & heritage projects, allowing neighborhoods to plan for desired enrichment specific to their community

## Louisville, Colorado

**Relevant Priorities:**

- Establish locations for small-scale arts uses, such as creative businesses, artists' studios, small performing and exhibition spaces, and other cultural uses
- Support programming in non-traditional venues such as community centers, parks, and other public spaces
- Evaluate City-owned and private facilities to determine possible partnership for use of existing inventory within the community
- Develop policies and ordinances that enable the creation of affordable artist live/work and studio spaces (
- Explore the benefits of creating a designated cultural district
- Develop and support collaborative advertising efforts among community arts organizations to reach all segments of the population and consolidate resources

## Park Rapids, Minnesota

**Relevant Priorities:**

- Explore developing creative maker spaces in the community
- Create an inventory of historic and cultural assets.
- Establish an annual festival celebrating innovation, arts, and creativity.
- Develop an award for contributions to the City's arts and cultural amenities
- Hold an annual open house to get feedback from the public on community needs.

**Funding Strategies:**

- Utilize the Park Rapids Community Fund to support Arts and Culture Advisory Commission work.
- Allow residents to volunteer financial support of the arts through their utility bills by filling out a "Check Yes for Arts and Culture" on their bill.
- Explore development of City impact fees to fund public Arts and Culture Advisory Commission work

draft

## Eau Claire, Wisconsin

**Relevant Priorities:**

- Create opportunities for professionals, artists and cultural workers to interact, network and/or work together
- Foster food industries based on local products and markets.
- Support potential for growth of music industry
- Map Eau Claire County's cultural resources
- Link residents' "Quality of Life" with "Quality of Experience" for visitors
- Understand our "Quality of Place." Articulate what is distinctive about Eau Claire County culture/heritage. From this, develop a vision for visitor experience in the future (x years away).
- Secure a mix of "every day" and "special occasion" options so that there is never a time not to visit Eau Claire County.
- Respect and protect historic buildings and neighborhood character

**Funding Strategies:**

- Develop (or add) to the criteria for receiving public support (room tax funding, County Ec. Dev. Funding) for cultural venues and programming
- Work with the Eau Claire Community Foundation on a Giving Circle or other methods of mobilizing more philanthropic support for the cultural sector

## Valparaiso, Indiana

**Relevant Priorities:**

- Develop an artist residency program.
- Develop a student internship program between Valparaiso University and local artists/ art-focused businesses.
- Explore idea of developing a "makerspace."
- Develop artist live/work spaces.
- Create a Valparaiso Theater Festival.
- Install free district-wide WiFi.
- Create a smart device application that summarizes all events going on in the community.
- Build an art playground.
- Develop a digital/interactive historic tour of downtown Valparaiso (including architecture, memorials, sites, etc.)
- Expand current culinary arts activities and events.
- Create, maintain and publicize a comprehensive arts, culture and creativity assets inventory.

draft

## Marquette, Michigan

**Relevant Priorities:**

- Develop and administer a public art investment policy for all buildings under the auspices of the City; help organize a City appointed Public Art Committee to administer the public art process.
- Partner with local nonprofits and artist associations to produce and increase programming; Arts and Culture staff to help develop curatorial committee for exhibition
- Serve as a resource location for the artists and arts organizations; provide a clearing house for information the creative community needs to better support and promote themselves.
- Design policies for local art exhibits in city spaces, which includes a clear, congruent curatorial and juried strategy that the City Arts and Culture staff implements.
- Conduct a study comparing rental rates for housing and studio space in the Marquette area versus other similar areas along Lake Superior. Assess viability of developing a subsidized housing/space plan that would be supportive of more artists living and working in downtown Marquette; explore o ffering ongoing help for artists looking for work/ live space.

## Kingston, NY

***Relevant Priorities:***

- Institute a Mayor's Arts Awards, a high-profile annual community-wide juried event where awards are presented by the Mayor in a number of categories sponsored and funded by local businesses, individuals, and organizations.
- Aim to have cultural infrastructure in every neighborhood
- Incorporate the work of artists into public works projects, such as transit shelters, hydro boxes, manhole covers, culverts, bridges, railings, etc – create an artful public realm
- Endorse the "placemaking for cultural vitality" checklist
- Create a new civic exhibition space
- Create a subsidized space for cultural incubation and creative collaboration
- Establish summer or seasonal festival
- Establish an interdepartmental staff group to support collaborative working relationships and provide advice on the use of cultural resources to achieve city-wide strategic objectives and support the adoption of a cultural lens by all City departments.
- Develop cohesive tourism strategy

**Funding Strategies:**

- Increase City of Kingston Arts Fund from $3.84 to $5.00 over the next five years beginning in 2011.
- Pursue multi-year funding for eligible projects
- Increase annual funding to the Kingston Arts Council

draft

## Peach Tree Corners, Georgia

**Relevant Priorities:**

- The City should build a City-operated 150 - 500 seat theater, with a 50 -100 seat black box theater, and adjoining community meeting space. Begin with a business plan/feasibility study to identify programming and funding strategies.
- Create an arts/technology innovation festival.
- Create a music festival and locate it along the river to take advantage of its natural and beautiful setting.
- Consider developing a theater festival.
- Coordinate Temporary Performances in highly visible public spaces, such as the Town Center or the trail.
- The city is encouraged to coordinate performances in key public spaces, such as the Town Center, the trail, and Technology Park.
- Consider functional art such as creative street lights, benches, and bike racks.
- Develop arts programming in vacant spaces.
- Consider Artists-in-Residency programs.
- Design and Develop Functional Art

**Funding Strategies:**

- Dedicate a percentage of Capital Projects towards arts initiatives. All City Capital Projects will be required to allocate 1% to the arts.
- Volunteer a percentage of private development projects towards the arts. New developments can choose to provide 1% of construction cost to the arts.
- Tax Allocation District (TAD) - in key redevelopment areas consider implementing a TAD, to encourage redevelopment. A portion of TAD investment dollars can be used for the arts - such as functional street art.
- As many of the arts initiatives discussed can promote tourism and attract visitors to stay in Peachtree Corners' hotels, consider Hotel/Motel taxes for implementation.
- Consider use of SPLOST funds for public art projects - such as a theater and functional art.
- Environmental mitigation funds could be utilized to enhance the arts.
- Pursue additional funding from local commissions or chambers of commerce, as well as grant funders.
- Pursue private funding from citizens who live in the city and will be the primary beneficiary of these programs; a "FriendRaising" campaign.
- Crowd-source funding.

draft

## Sugar Land, Texas

***Relevant Priorities:***

- Incorporate responsibility for cultural arts within an existing City decision-making board or commission by ordinance or resolution to coordinate and lead cultural arts activities in Sugar Land and partner with community organizations on appropriate collaborative efforts
- Consider contracting with an existing community organization to partner together on the leadership and oversight of collaborative efforts; if pursued, establish a clearly outlined scope of work and list of outcome expectations
- Through a granting program overseen by the City, award funding to cultural arts organizations and initiatives and individual artists. Utilize a variety of funding mechanisms (grants, program-related investments, fellowships, etc.) and through fair, peer-reviewed processes.
- Incorporate cultural arts-specific performance measures for City departments
- Periodically reassess the need for future facilities, such as the community theater recommended by the Visioning Task Force as part of the Comprehensive Planning Process completed in 2008.
- In possible partnership with a community organization, establish or become part of a cultural space brokerage (see example below) to market affordable or low-cost spaces that are currently available for rent to cultural arts practitioners – these could include storefronts, surplus office inventory, etc.
- Support cultural arts providers financially through numerous and varied sources, including City departments, a City-led granting program, partnerships with community non-profit organizations, private and corporate foundations, for-profit businesses, and private donors
- Create a grant program to be approved by the City Council to establish clear guidelines for awarding grants at least annually through a fair, confidential, peer-review process. Grant guidelines should reference the priorities of the Cultural Arts Strategic Plan where applicable
- In possible partnership with a community organization, provide monthly or quarterly professional development and capacity building training for cultural arts organizations and individual artists.
- In possible partnership with a community organization, encourage cultural arts activity and volunteerism at local cultural arts nonprofits through corporate social responsibility programs, including volunteer and mentor programs.
- Build a critical mass of artists and arts organizations in areas with existing cultural arts entities and supporting amenities.
- In possible partnership with a community organization, promote Sugar Land's history – including Imperial Sugar heritage, the city's connection to Stephen F. Austin, historic cemeteries – through cultural arts to distinguish the city and relevant neighborhoods.
- In possible partnership with a community organization, create and implement a media campaign promoting local cultural arts targeted both to Sugar Land residents and businesses and other area residents and businesses. The campaign could include testimonials from local residents and businesses regarding the value of cultural arts in Sugar Land.
- Develop and implement a City Council-approved public art plan and ongoing program by the City.
- Attract cultural arts participants from outside of Sugar Land
- In possible partnership with a community organization, create a catalogue of cultural arts offerings that is accessible in multiple formats: online, in print and via social media outlets.

**Funding Strategies:**

draft

- Designate a "Percent for Art Fund"2 for municipal works of art (public art) so that all City-funded construction projects include an amount equal to at least one (1) percent of the estimated cost of the project for works of art to be located in public spaces throughout the city

- Develop and incorporate an arts component for the City's development process (e.g. Planned Developments) that would further encourage the inclusion of public art in future developments within the City. Additionally, if pursued, consider offering developers an "in-lieu" fee that could be paid instead of installing original art work in the development to go toward funding for City cultural arts efforts – including the granting program.

- Include cultural arts projects in Tax Increment Reinvestment Zones (TIRZ) to support the development of arts facilities and programming.3

- Designate a portion of hotel room tax revenue (HOT tax) to benefit cultural arts activities – to be dispersed.

- Allow city residents to volunteer financial support of the arts through their utility bills. For example, city utility customers could opt to add $2, $5 or $10 a month to their utility bill by filling out a "Check Yes for Arts and Culture" on their bill.4

- Utilize the Sugar Land Legacy Foundation to maximize dollars available for capital projects supporting the development of arts.

- Fund City's financial support of cultural arts through a variety of streams, such as: Sugar Land Legacy Foundation5 , HOT funds, property tax and Sugar Land 4B Corporation.

## Roswell, Georgia

**Relevant Priorities:**

- Provide and facilitate a range of more sophisticated and contemporary programming.

- Provide programs and events to better engage underserved populations and celebrate cultural diversity.

- Create a signature festival of arts, culture and creativity that reflects aspects of Roswell's unique identity.

- Balance Roswell's historic and contemporary identities.

- Provide more programming in East Roswell.

- Create a marketing collaborative among arts providers.

- Develop a comprehensive arts web portal and social media program.

- Engage an artist in the Cultural Affairs Division who is available to all City departments, to provide an aesthetic design perspective and identify opportunities for art projects.

- Create a program of temporary public art.

- Provide technical assistance and capacity-building programs for cultural organizations and artists.

- Provide incentives for creative businesses to locate in Roswell and provide small business support.

- Develop creative sector live-work spaces.

- Develop a creative "maker space."

- Develop a creative sector incubator, or include a creative focus within broader incubator space.

- Provide internships and mentorships in creative businesses.

- Create an arts education council to promote information sharing and coordination among stakeholders.

draft

- Create a directory of arts programs and resources available to schools.
- Provide and facilitate performance and exhibition opportunities to showcase student achievement in the community.
- Develop a mini-grants program for teachers, to support their arts education work in classrooms.
- Improve performance and festival venues along the riverfront.
- Develop smaller, flexible performance and exhibition venues in diverse locations in the city.

**Funding Strategies:**

- Enact a 2% for art requirement for all new public capital improvement projects and new private development including commercial, industrial and multi-unit residential projects whose permit valuation exceeds $1 million.
- Support the development of a new nonprofit cultural council for arts, culture and creativity.
- Support the development of a new nonprofit cultural council to provide leadership and funding for Roswell's arts, cultural and other creative programs.

## Waterville, Maine

**Relevant Priorities:**

- Establish a comprehensive marketing and communications plan to amplify Waterville's brand as an arts destination.
- Develop co-op advertising opportunities to expand reach and impact.
- Seek editorial coverage outside of the region and the state through targeting outreach and pitching of special programs and news releases.
- Coordinate marketing roundtable meetings 2-3 times per year to communicate and strategize about future marketing plans and review results of past efforts.
- Create and maintain a comprehensive inventory of arts and cultural assets.
- Enhance the Waterville Creates! website to include engaging and interactive features and improve the usability of the cultural calendar
- Develop improved signage and wayfinding for arts and cultural assets.
- Identify key events, such as the Maine International Film Festival and the Taste of Waterville, that would benefit from complimentary arts programming and work with partners to integrate multi-disciplinary offerings
- Establish a Public Art Task Group to develop and implement a plan for public art in the City of Waterville
- Create a public art policy for the city that addresses temporary public art options, maintenance plans for permanent or semi-permanent public art, and necessary ordinance changes.
- Develop and promote a proposal process for public art projects.
- Advocate for the integration of public art in the Riverwalk project, downtown streetscape projects, recreational trails and parks, and other highly visible locations and projects.
- Establish a Live Music Task Group to help match venues with musicians of all skill levels.
- Work with downtown and surrounding businesses to coordinate a Waterville Art Walk or similar event.
- Work with artists to create colorful street furniture.

draft

- Establish a local pool of funding to support school field trips to arts institutions
- Create opportunities for networking by hosting gatherings for artists and creative professionals.
- Develop artist-in-residency and fellowship programs that are integrated with the programming of multiple local arts institutions.
- Explore the possibility of an awards or recognition program for local artists and/or creative businesses.
- Work with businesses to coordinate periodic weekend demos by artists, crafters, and musicians.
- Partner with established organizations to offer workshops and trainings for volunteer board members, staff, and community members
- Track monthly and annual attendance figures at arts and cultural institutions and events and use data to raise public awareness of the value of arts and culture in the community.
- Conduct and/or participate in economic impact studies to measure the activity generated by arts and cultural institutions and events.

**Funding Strategies:**

- Develop cross-institutional sponsorship opportunities to consolidate "asks" to local businesses.
- Encourage collaboration between organizations to develop larger scale, national grant requests.
- Explore the use of TIF funds to establish a public art fund.

## Freeport, Maine

**Relevant Priorities:**

- Establish ongoing communication strategies and networking opportunities to better connect Freeport arts, cultural, and heritage providers
- Maintain a shared list of relevant parties involved in furthering implementation of the cultural plan
- Establish relationships with the business community that have an art, cultural, and heritage-based component
- Establish an online cultural asset map
- Explore options for placement of a community bulletin board and cultural kiosk
- Collaborate to design a printed art, cultural, and heritage map/guide that highlights signature events and resources
- Provide hospitality-based businesses with a cultural tourism toolkit
- Work with school teachers to make community-based arts, culture, and heritage opportunities known to students and parents by creating a list of local destinations for school field trips
- Create and share with teachers a directory of local artists and performers who are interested in collaborating with the schools and mentoring youth
- Research and pursue artist-in-residence opportunities
- Facilitate student performances and displays in public spaces, such as the Library and Community Center
- Have events and activities within walking distance of schools

draft

- Consider enhancing festivals and fairs by making Freeport's downtown streets temporarily pedestrian-only
- Consider incorporating buskers in festivals
- Create an annual civic award recognizing a business or artist adding to the vibrancy of Freeport
- Utilize empty spaces and storefronts for temporary artist displays and pop-up shops
- Organize a youth art venue to increase family participation
- Maintain an inventory of empty commercial spaces appropriate for cultural use in Freeport's downtown
- Work with property owners and realtors to offer affordable rents for creative enterprises
- Explore the feasibility of establishing a program that provides incentives to property owners to lease second floor spaces as live/work space for artists and makers

**Funding Strategies:**

- Explore options such as: funding for culture as part of infrastructure projects, real estate development incentives toward cultural contributions, percent for the arts programs, and incentives for commercial buildings to include public art
- Establish incentives that encourage investment in cultural activity in Freeport's arts district

draft

# Strategy Recommendation Charts

draft

## Bastrop Cultural Arts Master Plan

# Action Matrix - Place Competitiveness

**Where Tourism Meets the Built Environment**

| Goal | Action | *WHO* **Potential Partners** | *WHEN* **Timeframe** | *WHAT* **Outcomes** | *HOW MUCH* **Estimated Resources** |
|---|---|---|---|---|---|
| **Creating Dynamic Environments:** Build on the City of Bastrop's strong tradition of arts and culture events and festivals to create year-round offerings for residents and visitors alike. | Place Competitiveness Action 1.01: Explore the potential for a signature annual festival during the Spring based on the history and natural assets of the City of Bastrop, and building from the same networks as the Lost Pines Christmas Festival. | Bastrop Chamber of Commerce, Visit Bastrop, Downtown Bastrop, Main Street Program | Short-term | Annual Spring-time signature festival | Arts Commission Led: Utilize existing staffing with potential impact on current programming. Potential HOT fund support to be determined by the Commission. |
| | Place Competitiveness Action 1.02: Support the establishment of regular seasonal, family-friendly market festivals for the Downtown area that incorporate culinary and entertainment offerings, and bring together the primary cultural organizations in town. | Bastrop Chamber of Commerce, Visit Bastrop, Downtown Bastrop, Main Street Program | Short-term | Reoccurring, multi-organization events for residents and visitors | Arts Commission Led: Utilize existing staffing with potential impact on current programming. Potential HOT fund support to be determined by the Commission. |
| | Place Competitiveness Action 1.03: Encourage temporary artworks to enliven the public realm and that have the potential to be included in the planning of community celebrations and special events. | local event producers | Mid-term | Temporary public artworks and performance | Arts Commission Led: Utilize existing staffing with potential impact on current programming. Potential HOT fund support to be determined by the Commission. |
| | Place Competitiveness Action 1.04: Support city-wide recognition of October as Arts and Humanities Month. | cross-department partners | Short-term | October as Arts and Humanities celebration | Utilize existing staffing with potential impact on current programming. Staff time for development and continued oversight and delivery. |
| | Place Competitiveness Action 1.05: Continue work with Visit Bastrop to create a city-wide event listing with current art offerings around Bastrop that will serve as a resource to local arts organizations, and support more awareness of their events, resources and services. | Visit Bastrop, local arts organizations, and arts retailers | Mid-term | City-wide arts and event listing | Look to form partnership arrangements to support the effort. |
| **Fostering Cultural Space Development:** Ensure that non-traditional, temporary, and pop-up performance spaces are available for arts entrepreneurs and performers in order to meet the needs to current artistic practices and the expectations of contemporary visitors. | Place Competitiveness Action 1.06: Continue streamlining city regulations related to street festivals, performances in the parks, and street performers and designate specific performance appropriate places around the city. Create a FAQ sheet for potential performers, artists, and downtown merchants. | local music and event professionals, Economic Development Department | Short-term | FAQ sheet for street performers and event organizers | Arts Commission Led: Utilize existing staffing with potential impact on current programming. |
| | Place Competitiveness Action 1.07: Create an Arts and Culture Commission Working Group to explore the use of under-utilized spaces in the city (such as the Convention Center, congregational spaces, downtown spaces) that can be used on a temporary basis for arts and culture events. | Bastrop Arts Commission, City, Bastrop Public Works, Bastrop Chamber of Commerce, Visit Bastrop, Downtown Bastrop, Main Street Program, Lost Pines Arts Center | Short-term | "Non-Traditional" Venue Study | Arts Commission Led: Utilize existing staffing with potential impact on current programming. |
| | Place Competitiveness Action 1.08 Ensure Bastrop's Food Truck Pilot Project ties in with efforts to identify and assess downtown, as well as "non-traditional", spaces for creative performances. | City of Bastrop departments | Short-term | Non-traditional Cultural Venue Food Truck Analysis | Utilize existing staffing to support Arts Commission with potential impact on current programming. |
| | Place Competitiveness Action 1.09: Work with downtown business and local volunteer legal counsel to create a uniform "temporary lease" for short-term (for example six-weeks) rentals of unoccupied spaces in the downtown area. | Bastrop Arts Commission, Downtown Bastrop | Short-term | Arts Commission Workgroup: Pop-up Temporary Lease Template | Arts Commission Led: Utilize existing staffing with potential impact on current programming. |
| | Place Competitiveness Action 1.10: Work with the local faith-based community to expand use of available congregational spaces for cultural activity. | local congregational leaders | Long-term | Congregational Space Sharing program | Arts Commission Led: Utilize existing staffing with potential impact on current programming. |
| **Ensuring Arts-supported Urban Design:** Create an alignment between public art, park development, code development, and public works to enhance the physical realm. | Place Competitiveness Action 1.11: Encourage and assist local businesses to support the creation of privately-sponsored murals within the Downtown area and new developments throughout the city. Explore the creation of a "rotating art wall" with a downtown business in collaboration with the City of Bastrop BAIPP program. | Main Street Program, Downtown Bastrop, BAIPP | Long-term | Downtown and neighborhood murals | Expand staff to incorporate this new effort. Staff time needed to work with local businesses on an ongoing basis and provide technical assistance as needed. |
| | Place Competitiveness Acton 1.12: Work with City of Bastrop departments to ensure that new designs for the bridge can incorporate the needed infrastructure for public art displays, including sufficient load capacity for sculpture installation, electricity for light displays, and projection capacity under the bridge, | City of Bastrop departments | Short-term | Pedestrian Bridge Cultural Arts Feasibility Plan | Utilize existing staffing and consultants with potential impact on current programming. |

## Bastrop Cultural Arts Master Plan

# Action Matrix - Creative Placemaking

**Where Arts and Culture Serve Broad Community Needs**

| Goal | Action | *WHO* **Potential Partners** | *WHEN* **Timeframe** | *WHAT* **Outcomes** | *HOW MUCH* **Estimated Resources** |
|---|---|---|---|---|---|
| **Creating Cross-sector Partnerships:** Support the exploration of creative placemaking initiatives that bring together the visual and performing arts along with the natural and recreational resources of the city. | Creative Placemaking Action 1.01: Create an Arts and Cultural Commission Grants Workgroup to pursue cross-department creative placemaking initiatives to improve the built environment in partnership with the arts, and build on the goals of the Parks and Open Space Master Plan. | Parks and Recreation Department, local arts organizations | Short-term | Cross-sector creative placemaking initiatives | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Placemaking Action 1.02: Create a match-funded collaboration between local businesses and the Parks and Recreation Department to create Trail Art program that encourage wellness and enhance the experience. Prototype program at Fisherman's Park for implementation model that can be used at other park facilities. | Park and Recreation Department, local area businesses, YMCA, Boys and Girls Club | Short-term | Trail Art program | Arts and Culture Commission led along with City of Bastrop staff, plus - 25K for initial match between City of Bastrop and outside businesses. |
| **Creating a Vibrant Physical Realm:** Tie-in arts-based strategies to the development of all city capital projects related to the development of the public realm. | Creative Placemaking Action 1.03: Explore the creation of a "Permission Wall" into the design of the current Fishman's Park Wheeled Skate Park to create healthy and sanctioned points of self-expression for Bastrop youth. | Bastrop Arts Commission, City of Bastrop Public Works, Bastrop Parks and Recreation Department, Boys and Girls Club, YMCA | Short-term | "Permission Wall" Feasibility Plan | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Placemaking Action 1.04: Integrate more art into city crosswalks in the Downtown area based on best-practices from other cities. | Public Works Department | Short-term | Vibrant downtown cross-walks | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Placemaking Action 1.05: Explore commissioning iconic public art to use a part of a larger urban design strategies within the Downtown area and Chestnut Street corridor. | Bastrop Art in Public Places, Public Works, Main Street Program, Downtown Bastrop | Long-term | BAIPP Gateway Workgroup Study | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Placemaking Action 1.06: Work with City of Bastrop departments to implement annual arts-based wayfinding banner program along Chestnut / Main Street / and leading to Interstate I71. Banners can be made annually by local artists and auctioned off at end of year to pay for the follow-year's program.ff | City of Bastrop Public Works, Bastrop Chamber of Commerce, Visit Bastrop, Downtown Bastrop, Main Street Program, Bastrop Economic Development Corporation, Lost Pines Arts Center | Mid-term | Bastrop Banner Wayfinding Program | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Placemaking Action 1.07: Explore the creation of a visual-arts billboard campaign parallel to Austin's that showcases local talent to riders on I 71. | local arts organizations, BAIPP | Long-term | Arts Billboards Workgroup Study | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Placemaking Action 1.08: Create an Arts in Development policy to help frame conversations between the City and private developers who might be looking to include artwork (both permanent and temporary) within their own developments. Policy should address: Strategy for creating public art on private development sites, proposed contribution (typically .5-2%), definition of appropriate art, artists selection criteria, and project selection criteria. | City of Bastrop Planning Commission | Short-term | Strategic Framework for Arts and Culture input on city development projects | Arts and Culture Commission led along with City of Bastrop staff. |
| **Addressing Community Needs:** Support the creation of local collaborative creative partnerships focused on fostering place-based, health-oriented projects. | Creative Placemaking Action 1.09: Explore potential partnerships between interested artists and local social service providers such as with nursing homes, assisted living homes, senior centers, and hospice facilities for paid or volunteer artist residencies. Help in the identification of grant resources to foster those residencies as part of a comprehensive City of Bastrop "Arts and Health" initiative. | non-profit and public service agencies and local health-based organizations | Mid-term | Collaborative Partnership Programming - Community Artists Residencies (Arts and Health Initiative) | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Placemaking Action 1.10: Work with local social service providers to explore opportunities for Collaborative Partnership Programming where people with physical or other types of challenges can be supported by the arts to explore their own creativity and connect with the greater community. Help in the identification of grant resources to foster those services as part of a comprehensive City of Bastrop "Arts and Health" initiative. | local disability advocates, public health officials, mental health advocates | Mid-term | Collaborative Partnership Programming - Arts and the Disability Community (Arts and Health Initiative) | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Placemaking Action 1.11: Explore opportunities to advance artist relationships with the local military community [Camp Swift], including funding for the exploration of a specific place-based, healing-oriented project. Help in the identification of grant resources to foster those places as part of a comprehensive City of Bastrop "Arts and Health" initiative. | representatives from local military community | Short-term | Collaborative Partnership Programming - Arts and the Military Community (Arts and Health Initiative) | Arts and Culture Commission led along with City of Bastrop staff. |

## Bastrop Cultural Arts Master Plan

# Action Matrix - Creative Economy

**When Vital Creative Businesses Connect with Rich Cultural Networks**

| Goal | Action Items | *WHO* Potential Partners | *WHEN* Timeframe | *WHAT* Outcomes | *HOW MUCH* Estimated Resources |
|---|---|---|---|---|---|
| **Fostering Community Investment:** Help to support arts and culture philanthropy within the city by creating fiscal structures and community gatherings that cannot be instituted by individual arts and culture organizations. | Creative Economy Action 1.01: Create an annual workplace giving and corporate philanthropy day for arts and culture. | Bastrop Chamber of Commerce, local arts organizations | Short-term | Arts and Culture in Bastrop Annual Day of Giving | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Economy Action 1.02: Develop an annual award event for contributions (cash, in-kind, and volunteer) to the City's arts and cultural events and organizations. | Bastrop Chamber of Commerce | Short-term | Arts and Culture in Bastrop Annual Award Event | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Economy Action 1.03: Establish a Community Arts Fund that supports local arts and culture initiatives; publicize to the community and encourage donations. | internal staff discussion input from local organizations on exact nature of start-up needs | Mid-term | Community Arts Fund | Arts and Culture Commission led along with City of Bastrop staff. |
| | Creative Economy Action 1.04: Explore the creation of an Annual State of the Arts events for Bastrop County, to provide opportunities for community-building and shared learning and to generate interest and create a dialogue and ideas around the arts, culture, and creative industries within Bastrop County. | Bastrop Chamber of Commerce, Visit Bastrop, Downtown Bastrop, local arts anchor institutions | Short-term | Annual State of the Arts event | Arts and Culture Commission led along with City of Bastrop staff. |
| **Growing Opportunities for Continuing Education:** Help support the formation of local creative businesses, and early career arts and culture entrepreneurs, by creating opportunities for training, technical assistance, and other capacity building measures. | Creative Economy Action 1.05: Develop annual "Careers in the Arts" event in conjunction with the local schools and the local arts organizations to help facilitate local artists and creative professionals to connect middle and high school students about careers in the creative sector. | Bastrop Independent School District | Mid-term | Careers in the Arts event | Expand staff to incorporate this new effort. Staff time for development and continued oversight and delivery. |
| | Creative Economy Action 1.06: Work with the local school system to create a Youth Arts Council to assist in public art projects, engage in mentorship opportunities, and participate in a cohort group to assist in their development within creative industries. Assign teen arts representative to BAIPP and the newly created Arts Commission | Bastrop Independent School District | Long-term | Youth Arts Council | Arts and Culture Commission led along with City of Bastrop staff. |
| **Supporting Strong Networks:** Identify strategic opportunities to provide the technical support needed to ensure strong relationships between the creative and business communities including the creation of artist rosters and small-scale private venues for exhibits and performances. | Creative Economy Action 1.07: Develop a Working with Local Artists training program to help the local business community increase exposure for visual and performing art by local artists in hotels and businesses. Create a directory of participating businesses. | Local arts advocacy organizations | Mid-term | Working with Local Artists training program | Expand staff to incorporate this new effort. Staff time for development and continued oversight and delivery. |
| | Creative Economy Action 1.08: Create a partnership program between for-profits and non-profits where businesses donate time, expertise, and/or services, providing opportunities for businesses to get involved in the creative community. In return, creatives and arts/culture groups offer creative solutions, ideas, and/or experiences to the business. | Bastrop Chamber of Commerce | Long-term | Technical Assistance Partnership Program for local artists | Expand staff to incorporate this new effort. Staff time for development and continued oversight and delivery. |
| | Creative Economy Action 1.09. Help artists to work with the regional hospitality industry by developing a master list of teaching artists and creative facilitators who can help to highlight Bastrop through targeted art classes at different locations. | Hospitality industry partners, and local arts organizations | Short-term | Teaching Artist Master List for local tourism sector. | Utilize existing staffing with potential impact on current programming. |

## Bastrop Cultural Arts Master Plan

# Action Matrix - Creative Economy

**When Vital Creative Businesses Connect with Rich Cultural Networks**

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# Percent for Art: Ordinance Example

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Regional Arts & Culture Council

# PERCENT FOR ART GUIDELINES

**City of Portland and Multnomah County**
**Revised October 2006**

Throughout history art has been instrumental in creating unique public places that have yielded physical, social and economic benefits for a community. These guidelines outline the processes for selecting, commissioning, placing, maintaining and deaccessioning artworks purchased through the City of Portland and Multnomah County Percent for Art Programs. The Regional Arts & Culture Council (RACC) is the non-profit entity responsible for administering the program.

## I. PURPOSE

The purpose of the Public Art Program (of which the Percent for Art is a part) is to integrate a wide range of art into public spaces in the community and reflect the diversity of artistic disciplines, and points of view. The program promotes education about the arts through its collection and related programming and serves to raise the public's awareness of their environment and to expand their knowledge and understanding of the arts.

Through the Percent for Art Program, RACC advocates for artists and cares for the collection by:

- providing opportunities for artists to advance their art forms.
- developing a public collection of artworks with strong inherent aesthetic qualities.
- encouraging early collaboration with artists on planning or design teams that contribute to the revitalization of neighborhoods and redevelopment areas throughout the region.
- encouraging public dialogue about art and the various roles of artists.
- encouraging the preservation of cultural traditions.
- including public agency and community representatives in the selection process.
- building the collection through gifts and donations.
- ensuring proper cataloguing of the Public Art Collection.
- providing proper display, storage, handling and maintenance of artworks in the collection.

## II. PUBLIC ART ADVISORY COMMITTEE

The Public Art Advisory Committee (PAAC) is the standing RACC committee that oversees the Public Art Program. The PAAC oversees policies, sets goals and provides curatorial guidance for the selection, placement and maintenance of works of art acquired through the Percent for Art

Program and other public/private programs. Membership includes no more than 2 RACC Board members, the RACC designee on the Design Commission, and 6-8 arts professionals who are artists, architects, landscape architects, curators or individuals with considerable experience in the visual arts. The RACC Board Chair approves final appointments to the PAAC. Members serve 3-year terms with one 18-month appointment reserved, when possible, for an artist with public art experience. Meetings are held monthly.

For City/County Percent for Art projects, oversight responsibilities include:

- responding to briefing(s) by RACC staff, agency representatives and project designers
- recommending selection panel members
- recommending and/or approving direction of project
- approving semi-finalists
- monitoring all final artworks added to the collections.

In addition to overseeing the Percent for Art Program, the PAAC also oversees the following programs that fall under the auspices of RACC's Public Art Program:

A. Artist selection for the Design Team Roster

B. Temporary programs: Portland Building Installation Space, in situ PORTLAND, and *intersections*: public art residencies

C. Proposals submitted as part of the Public Art Murals Program *(*see *Public Art Murals Application & Guidelines)*

D. Donations of artwork to the public collection (see *Guidelines for Donations of Artwork*)

E. Floor Area Ratio (FAR) Bonus Program (see *FAR Procedures and Guidelines for Private Developers*)

F. Memorials for public parks (see *Accepting Gifts and Memorials, Administrative Rules* adopted by Portland Parks & Recreation)

G. Private parties substituting public art for street level windows (see *Art Substitute for Ground Floor Windows Guidelines*)

**III. IDENTIFICATION OF PERCENT FOR ART PROJECTS**

A. Item 5.74.020 (download document) of the attached Percent for Art Ordinance 179869 outlines qualifying improvement projects for the City of Portland. Multnomah County Ordinance Nos. 7.450 through 7.456 (download document).

B. Chapter 5.74 Acquisition of Public Art Administrative Rule will outline the Administrative Rule by the Office of Management and Finance (in process).

## IV. CONFLICT OF INTEREST

A. No artist sitting on RACC's Board of Directors or the PAAC may submit for public art projects over which RACC has approval authority or administrative responsibility during his/her tenure.

B. No RACC staff member or member of his/her household may submit for public art projects for which RACC has approval authority or administrative responsibility.

C. No member of the project architect's firm or design team may apply for a Percent for Art project being designed by that firm.

D. No artist sitting on a selection panel may submit for the project for which the panel was formed.

E. Panelists are required by RACC's Articles of Incorporation and Oregon statutes to disclose direct or indirect financial or non-financial conflict of interest. Disclosure should occur prior to consideration and discussion of artist selection process. Following disclosure of financial or non-financial conflict of interest, the panelist must refrain from voting on the artist in question. The panelist may also choose to refrain from discussion although both discussion and voting is permissible under RACC bylaws and Oregon statutes. (See RACC's *Conflict of Interest Policy* for definitions.)

## V. SELECTION PANEL APPOINTMENTS

A. Method of Appointment

The PAAC recommends selection panel members from a reference list that is continually updated by public art staff in conjunction with PAAC recommendations. The PAAC takes into account the established formula listed below, requests by individuals to serve, and staff recommendations. Selection panel members serve at the discretion of RACC.

B. Panel Structure

Panels may be composed of the following:

1. Voting members
   a. Three arts professionals, two of whom must be artists
   b. The project's building and/or landscape architect or engineer
   c. A representative of the participating bureau
   d. A citizen preferably from the neighborhood affected by the project

2. Non-voting members
   a. RACC public art staff
   b. Project manager for participating bureau

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Each panel serves through the completion of one public art project. For complex projects, a selection panel may appoint a sub-committee to make recommendations to the full panel. At least two of the sub-committee members must be artists.

## VI. SELECTION PANEL PROCEDURES, RESPONSIBILITY

A. Public Art staff holds an orientation for each Selection Panel including a presentation of completed and relevant public art projects, review of program guidelines, a project overview and a review of any goals already established by the PAAC and the participating bureau.

B. The Selection Panel:

1. Develops the project's goals, sites for artwork, and suitable art forms, taking into account goals and sites already recommended.

2. Decides to commission site specific work, purchase works of art for the City/County Portable Collection, or commission temporary works that would be documented for future reference after the life of the piece.

3. Determines a method for artist selection:
   a. *Open Competition*: Any artist applies, subject to limitations established by the Selection Panel or PAAC.
   b. *Invitational*: One or more artists are invited to submit proposals.
   c. *Direct Purchase*: A completed work of original art is purchased from submitted applications or other appropriate methods.
   d. *Design Team*: Artists are selected from an open competition if time allows or from RACC's Design Team Roster.

4. Narrows the selected artists through paid competitive proposals or interview.

5. Reserves the option to make no selection from submitted applications and to reopen the competition or propose other methods of selection if no proposal is accepted.

6. Approves all selections by a majority vote or consensus.

7. Presents the semi-finalists to the PAAC for recommendation to the RACC Board for approval.

8. Reports the finalists and their work to the PAAC.

9. Approves artist's final proposal and subsequent changes in concept or media during the duration of the artist's contract.

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## VII. SELECTION CRITERIA

A. Criteria to be used for acquisition of artwork by either purchase or commission shall include:

1. **Artistic quality.** Strength of the concept, vision and craftsmanship of the artwork.

2. **Context**. The architectural, historical, geographical and/or socio-cultural context of the site.

3. **Media.** All art forms including disciplines and media that are temporary and which survive only through documentation after the life of the piece has ended.

4. **Longevity**. The structural and surface soundness and inherent resistance to theft, vandalism, weathering, and excessive maintenance or repair costs.

5. **Public Safety**. Meets City building, electrical and other codes for safety.

6. **Diversity.** Artwork that is diverse in style, scale, and media, and ranges from experimental to established art forms; also refers to artists from assorted backgrounds and ranges of experience.

7. **Feasibility.** Artist's ability to successfully complete the work as proposed based on experience, durability of materials, project budget, timeline, and city/county zoning/construction/design guidelines.

8. **Duplication**. Artwork is unique and an edition of one or of a limited edition.

B. Design Team Projects
Additional criteria for selecting artists for design teams include:

1. Proven ability to work effectively in collaborative art and design projects.

2. Strong communication skills and a willingness to learn.

C. Public Art Murals Program
Murals approved as part of the Public Art Murals Program must remain in place for a minimum of five years. Additional criteria for approving public art murals include:

1. **Artistic merit.** Demonstrated strength of artist's concept and craftsmanship as well as originality of proposed mural; appropriateness of scale to the wall upon which mural will be painted/attached and/or to the surrounding neighborhood; and architectural, geographical, socio-cultural and/or historical relevance to the site scale.

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2. **Community Support.** General support/advocacy from building owner/user, surrounding neighborhood, adjacent businesses and arts community.

3. **Feasibility.** Demonstrated ability to complete the proposed mural on time and within budget.

## VIII. APPROVAL PROCESS

A. The PAAC approves semi-finalists recommended by the Selection Panel.

B. The RACC Board approves all contracts for percent for art projects and public art murals.

C. RACC staff accessions the work into the public art collection.

D. When an artist is hired from a PAAC approved roster, the PAAC may serve as the Selection Panel or recommend a Selection Panel, and approves the budget, the selected artist(s) and the proposed artwork.

E. Except as limited by the Percent for Art ordinance, the PAAC's decisions about the selection, acquisition, siting, maintenance, disbursement of Public Art Trust Fund, deaccessioning, administration, education and registration of Public Art will be final.

## IX. PLACEMENT OF WORKS OF ART

A. While it is the intent that a site specific work will remain in the location for which it was created, RACC reserves the right to move a piece if circumstances dictate (see XI below).

B. Works of art that are part of the Portable Works Collection will move throughout City/County facilities at the discretion of RACC, taking into account requests from the various bureaus.

C. Temporary works of art commissioned will be documented with appropriate media either by the artist(s) or by RACC.

## X. RESITING SITE SPECIFIC WORKS OF ART

A. The PAAC may consider resiting a site specific artwork for one or more of the following reasons:

1. The condition or security of the artwork can no longer be reasonably guaranteed at its current site.

2. The artwork has become a danger to public safety in its current site.

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3. The site has changed so that the artwork is no longer compatible as placed.

B. Once the PAAC has determined that an artwork meets one or more of the above criteria, it initiates the following process:

1. RACC public art staff makes a good faith attempt to discuss resiting with the artist.

2 If the artist agrees to the proposed resiting, staff refers the recommendation to the PAAC for approval.

3. If the artist does not agree to the proposed resiting, he/she has the right to prevent the use of his/her name as the author of the artwork.

## XI. COLLECTIONS MANAGEMENT AND MAINTENANCE OF PUBLIC ART

A. RACC is responsible for the public art collections' documentation and management, as well as the care, handling and long-term maintenance for all works or art acquired through the Percent for Art program and/or accepted as a gift.

1. For these purposes, Collections Management is defined as the process of managing the information and disposition of all objects for which RACC has permanently or temporarily assumed responsibility. This includes developing, maintaining and enforcing collection policies and procedures that address the care, handling, placement and storage of artwork.

2. Collections documentation includes such information as: collections inventory, acquisition records, incident reports, condition reports, legal ownership papers and histories, artist biographies, location histories and photographic images.

3. A professional art conservator(s) will be consulted and/or hired to provide conservation assessments and/or perform treatments for the City/County's public art collection as needed.

4. Maintenance technicians, who have been trained by a professional conservator, will be hired to provide routine and emergency maintenance for the City/County's public art collection.

## XII. DEACCESSIONING

In the event a work of art needs to be deaccessioned, staff refers it to the PAAC for consideration according to RACC's adopted *Deaccessioning Policy* and in accordance with the artist's contract or purchase agreement.

## XIII. APPLICATION OF PERCENT FUNDS: INCLUSIONS

The Percent for Art ordinances for both the City of Portland and Multnomah County contain formulas that distribute the available funds into three categories: (1) artwork acquisition; (2) project management and public outreach; (3) ongoing care and conservation.

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**A. Artwork Acquisition funds may be spent for:**

1. Semi-finalist proposals and travel expenses

2. Selected artist's fees for design team work, including travel expenses, conceptual development, and proposals

3. Creation of a work of art, including:
   a. artist's design fee
   b. city required permits
   c. labor and materials
   d. operating costs
   e. insurance
   f. project related travel
   g. transportation of the work to the site
   h. installation
   i. documentation

4. Frames, mats, mounting, anchorage, pedestals, cases or other materials necessary for the installation and/or security of the work

5. Fees for consultants to a selection panel or the PAAC

Any unused project funds remain in the Public Art Trust Fund and are used at the discretion of RACC.

**B. Management and Public Outreach funds may be spent for:**

1. Project, program and collections management

2. Education activities

5. Dedications

6. Publicity

7. Identification plaques and labels

6. Special projects approved by RACC

**C. Ongoing Care and Conservation funds may be spent for:**

1. Collections Management

2. Routine maintenance

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3. Conservation

4. Storage

5. Rotation of artwork

**XIV. APPLICATION OF PERCENT FUNDS: EXCLUSIONS**

Percent for Art funds may *not* be spent for:

A. Reproductions of original artworks

B. Decorative or functional elements designed by the project architects, landscape architects or their consultants, without artist collaboration

C. Art objects which are mass-produced of standard design, such as playground equipment or fountains

D. Directional elements such as signs, maps, color coding, unless designed and/or executed by an artist

E. Architect's fees

**XV. DEFINITIONS**

Architect/Engineer: The person or firm designing the improvement project to which the Percent funding applies.

Artist: A person generally recognized by his/her peers, critics and other arts professionals as producing works of art on a regular basis.

Deaccessioning: The formal procedure for removal of an accessioned artwork from the public collection.

Design Team: The collaborative team consisting of the architect, landscape architect, engineer and artist. Through the incorporation of the artist's perspective into materials selection, spatial considerations, overall design approach, and the inclusion of artwork, facilities can become more aesthetically fulfilling and humanly oriented places.
Design Team Roster: A list of artists selected by the PAAC (i.e., pre-approved) utilized for both private and public projects that request an artist's early involvement or on a fast track.

Design Team Roster: A list of artists selected by the PAAC (i.e., preapproved) utilized for both private and public projects that request an artist's early involvement or on a fast track.

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Improvement Project (CITY): Any project paid for wholly or in part by a Participating Bureau in which the Participating Bureau's contribution of Eligible Funds equals $50,000 or more for the construction, rehabilitation, remodeling, improvement or purchase for a public use of any building, structure, park, public utility, street, sidewalk or parking facility or any portion thereof within the limits of the City of Portland. This includes funds contributed by the City towards the completion of construction projects for public use managed by other public or private entities.

Improvement Project (COUNTY): Any project with an estimated construction cost of $50,000 or more involving construction or alteration of a county building except service facilities not normally visited by the public, such as maintenance sheds, bridges and similar structures, and does not include roads. Funding sources include construction costs, capital improvement budgets in the Division of Facilities Management, the general fund portions of the Parks Development Account and the Recreational Facilities Fund devoted to parks development, and the purchase price of any building acquired on or after July 1, 1990, by the county for use in whole or part by the county.

Participating Agency: 0An agency, bureau or commission of the City of Portland Bureau or Multnomah County subject to the Percent for Art ordinance by virtue of its undertaking an improvement project.

Percent for Art: A percentage of capital construction costs for public buildings mandated by City and County ordinances to be set aside for art.

Portable Works Collection: A collection of two- and three-dimensional artwork rotated through City and County building and displayed in public spaces within those buildings.

Public Art: Original works of art that are accessible to the public and which may possess functional as well as aesthetic qualities (see Work of Art for further clarification).

Public Art Collection: All accessioned works of art owned by the City of Portland and/or Multnomah County that are either site specific, part of the Portable Works Collection, Visual Chronicle of Portland collection or documentation of temporary works of art.

Public Art Murals Program: The program adopted by the City of Portland in 2005 that expanded RACC's public art program to include reviewing submissions for public art murals to be placed on public walls and administered by RACC. Refer to the *Public Art Murals Program As Adopted Report* and the *Public Art Murals Program Guidelines and Application*.

Public Art Staff: The staff person(s) hired by RACC to oversee development and execution of Percent for Art projects.

Public Art Trust Fund: The RACC fund that receives all Percent for Art monetary contributions derived from improvement projects and public art funds from other sources.

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Selection Panel: The panel appointed by RACC responsible for the artist selection, reviewing proposed works of art and recommending to the PAAC and to RACC specific expenditures for Percent for Art funds for each project.

Total Costs: The participating bureau's contribution toward the price for the completion of the improvement project. Exclusions (City of Portland): design and engineering, administration, fees and permits, building demolition, relocation of tenants, environmental testing, environmental remediation, non-construction contingency or indirect costs, such as interest during construction, advertising and legal fees. When an improvement project involves the acquisition of real property, costs attributable to land

Work of Art: All forms of art conceived in any discipline or medium, including visual, performance, literary, media and temporary works.

**XVI. ORDINANCES PASSED BY THE CITY OF PORTLAND AND MULTNOMAH COUNTY. (See Section III.)**

**XVII. ADMINISTRATIVE RULES PASSED BY THE CITY OF PORTLAND AND THE PORTLAND DEVELOPMENT COMMISSION. (See Section III.)**

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# Consultant Profiles

Located in Austin, TX, **GO collaborative** works at the intersection of art, urban planning, and community engagement to find creative solutions for complex local challenges. We harness the power of local arts and culture sector to help inform, inspire, and create collective responses to current urban and rural needs. Working as policy makers, researchers, and community engagement specialists we know that community challenges are in essence deeply complex opportunities, and that the arts can take an important role in addressing those opportunities. With cities across the United States, arts organizations, and community development organizations we work with our partners to make sure that the arts have a place at the table and can harness their power to create, inspire, and connect to local and structural community needs.

**Christine Harris, Cultural Planner,** has been working with creative enterprises and community development for over 30 years. After two decades in executive arts leadership, in 2010 Christine co-founded the National Creative Economy Coalition following the design and execution of the nation's first review of defining the creative economy with the seminal work America's Creative Economy: A Study of Recent Conceptions, Definitions, and Approaches to Measurement Across the USA. This study has been a resource for Americans for the Arts, the National Endowment for the Arts and many other agencies. Prior to her consulting work, Christine was CEO of Creative Alliance Milwaukee, United Performing Arts Fund, and Milwaukee Ballet, and sat on many arts organization boards. Christine is considered a key national figure in this work, with her significant background in cultural administration leadership, cultural economy research and field leadership.

**Metris Arts Consulting** believes in the power of culture to enrich people's lives and help communities thrive. We believe those benefits should be broadly shared and inclusively developed. Metris seeks to provide high caliber planning, research, and evaluation services to reveal arts' impacts and help communities equitably improve cultural vitality. To accelerate change, we seek to share knowledge and amplify the voices of those closest to the work. Although we are best known for principal Anne Gadwa Nicodemus' leading work in the realm of creative placemaking, Metris' core service offerings also include place-based arts and culture ecology studies, arts and culture plans for cities and towns, and robust project evaluations. Since Metris' founding in 2009, its ability to undertake rigorous research (both quantitative and qualitative) and effectively connect it to big-picture trends quickly garnered the field's respect. Recent Metris projects include leading a planning process for a national network organization of nearly 250 community development organizations, an evaluation of a national program that supports dance creation and touring, a creative economy snapshot of the city of Minneapolis, and an arts and culture plan for Grand Rapids, Minnesota. We work with a range of national and international clients, including philanthropic organizations, government agencies (local to federal), and community development and arts nonprofits. Our approach is collaborative—Metris views clients as active partners and desires relationships with entities that are open to critical learning and innovation. We also seek opportunities to deepen our commitments to racial and cultural equity through our work products and practices. We serve a national client base from our location in Easton, PA.

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# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 5H

**TITLE:**
Annual review of the Purchasing Policy by City Council.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
The City of Bastrop Purchasing Policy was last adopted by Council in October 23, 2018.

**POLICY EXPLANATION**:
City Council requests that the Purchasing Policy be reviewed and adopted annually by Council as a part of the Budget Adoption Process to ensure the policy is current with State Law and appropriately addresses operational needs.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Annual review of the Purchasing Policy by City Council.

**ATTACHMENTS:**
- Purchasing Policy

BASTROPTX
Heart of the Lost Pines
Est. 1832

**The mission of the City of Bastrop is to continuously strive to provide innovative and proactive service that enhance our authentic way of life to achieve the vision.**

# Purchasing Policy

**Draft Dated: September 10, 2019**

# City of Bastrop Purchasing Policy
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## I. PURPOSE

It is the policy of the City of Bastrop that all purchasing shall be conducted strictly on the basis of economic and business merit. This policy is intended to promote the best interest of the citizens of the City of Bastrop, Texas.

The City of Bastrop intends to maintain a cost-effective purchasing system conforming to good management practices. The establishment and maintenance of a good purchasing system is possible only through cooperative effort. It must be backed by proper attitudes and cooperation of not only every department head and official, but also every supervisor and employee of the City of Bastrop.

The purchasing process is not instantaneous. Time is required to complete the steps required by State law. In order to accomplish timely purchasing of products and services at the least cost to the City of Bastrop, all departments must cooperate fully. Prior planning and the timely submission of requisitions are essential to expedite the purchasing process and to assure that the process is orderly and lawful.

This Policy reaffirms the City of Bastrop's commitment to strengthen purchasing and property controls to reasonably assure that assets are received and retained in the custody of the City of Bastrop.

## II. CODE OF ETHICS

It is important to remember that when employees are participating in the purchasing process, they represent the City of Bastrop. By participating in the purchasing process, employees of the City of Bastrop agree to:

A. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
B. Demonstrate loyalty to the City of Bastrop by diligently following the lawful instructions of the employer, using reasonable care, and only authority granted.
C. Refrain from any private business or professional activity that would create a conflict between personal interests and the interest of the City of Bastrop.
D. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence purchasing decisions.
E. Handle confidential or proprietary information belonging to employer or suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
F. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
G. Expose corruption and fraud wherever discovered.
H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.

I. Adherence to the City's Ethics Ordinance is mandatory. If there is a conflict between the two Ethics policies, the stricter of the two would apply.

## III. COMPETITVE PURCHASING REQUIREMENTS

The City of Bastrop policy requires three quotes for purchases over $3,000. The only exceptions to this rule are for items purchased under a cooperative contract, sealed bid award, sole source purchases or purchases for an emergency situation.

Under no circumstances shall multiple requisitions be used in combination to avoid otherwise applicable bidding requirements or City Council approval.

### A. Who is authorized to make purchases?

Purchases will only be processed if authorized by a Department Head or approved representative in an employee's direct chain of command.

### B. Instructions for Soliciting Bids

When soliciting bids, City of Bastrop buyers must follow the steps below:

1. Give the same exact specifications to each vendor.

2. Give each bidder same deadline for turning in bids.

City of Bastrop buyers must inform vendors that bids submitted are all inclusive. Any charges for freight and handling, fuel fees or other costs must be included in the bid. In order to obtain contract status, the Department Head is responsible for first adhering to the procurement requirements stated below. City Manager approval or his designee is required.

### C. Purchasing Control

Authorization levels established within INCODE for appropriations previously approved by the City Council are as follows:

Directors' or their designee not to exceed $9,999.99
Chief Financial Officer or designee up to $14,999.99
City Manager or designee approving purchases exceeding $15,000.00

All purchases requiring a purchasing summary must have an approved purchase order before placing the order.

### D. Fleet Purchases

The Finance Department will create a Fleet Appropriations List at the beginning of every fiscal year based on the adopted budget. A unit number will be assigned to each vehicle and equipment included on this list. This list will be distributed to each department with vehicles and equipment on the list.

Each department will complete and submit their purchasing summaries to the Finance Department, which should include the unit number assigned, as close to October 1st as possible. The purchasing summaries will be checked against the Fleet Appropriations List and reviewed for accuracy and completeness. Once reviewed by the Finance Department, the summaries will go to the City Manager for approval.

Upon approval by the City Manager, a purchase order will be created and authorized by the Finance Department for each approved purchasing summary. At the time of issuance of the purchase order, budgeted funds will be encumbered to prevent the funds from being reallocated.

Approved purchase orders will be sent to each department with authorized vehicles and equipment on the Fleet Appropriations List. Once the department has received the approved purchase order, fleet orders can be placed with the selected vendor.

### E. Dollar Limitations

The following dollar limitations should be used as a guideline. These limitations may not apply in all cases. Dollar limitations pertain to total purchase or invoice total not per single item cost. It is the Department Directors responsibility to insure Purchasing policies are being adhered to.

**$0.01-$3,000:** Purchases of non-contract goods or services totaling $3,000 or less require no quotation but are recommended.

If invoices for a single service contractor combine to total greater than $3,000 in a fiscal year, the city will require the standards of $3,001 to $49,999 for purchasing to apply. As clearly identified in the II. Code of Ethics H. Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.

Note that an employee does not commit an offense by making or authorizing component, separate, or sequential purchasing to address unexpected circumstances (such as unanticipated repairs) rather than to avoid competitive bidding requirements. Accordingly, if invoices for a single service contractor combine to total greater than $3,000 in a fiscal year due to unexpected circumstances (and not to avoid competitive bidding requirements), the standards that apply to purchase totaling $3,001 to $49,999 will not apply.

If you have questions about which standards apply, contact the Finance Department.

**$3,001-$49,999:** Except where otherwise exempted by applicable State law, purchases totaling $3,001 to $49,999 require three (3) written quotes attached to a Purchasing Summary Form and a purchase order provided to the Finance Department.

No purchase orders of non-contract goods or services will be issued in excess of $15,000 without City Manager or his designee prior approval.

If the lowest quote is not selected an explanation should be provided on the Purchasing Summary Form and approval by the City Manager will be required, no matter the dollar amount. Only the City Manager or his designee may determine “Best Value”. The City Manager may elect to accept less than three quotes from a Director if due diligence has been documented by the Director in trying to adhere to the purchasing policy. A memo will be required from the Director providing a reason for their inability to obtain three written quotes and the scope of services being provided if applicable. It must be approved and signed by the City Manager and attached to each Purchasing Summary Form and purchase order provided to the Finance Department.

According to State Law, two (2) Historically Underutilized Businesses (HUBs) are to be contacted on a rotating basis. HUB vendors are obtained from the Texas Comptroller of Public Accounts website. If the list fails to identify a historically underutilized business in the county in which the municipality is situated, the municipality is exempt.

If purchasing through a cooperative purchasing alternative, i.e. BuyBoard, DIR, TXMAS provide only one (1) written quote; proof or identification that the quote is from a cooperative source, complete a Purchasing Summary Form and a purchase order. Any vendor specific contracts should be on file with the Finance Department prior to final approval being given if applicable. It is the Department Director’s responsibility to insure the cooperative information is on file with the Finance Department.

**$50,000+:** Except as otherwise exempted by applicable State law, requisitions for item(s) whose aggregate total cost is more than $50,000 must be processed as competitive solicitations (e.g. sealed bids, request for proposals, and request for offers). Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

The Code requires that sealed bids and request for proposals (RFP) are advertised in a local newspaper for two consecutive weeks prior to the bid opening. All bids must be received sealed and turned in to the City Secretary’s Office by the date and time listed in the bid. Any bids received after the stated time will be returned unopened. The bid opening process is open to the public and all vendors that respond to the specific are invited to attend. Questions concerning pricing will not be addressed at the opening. Contracts for services require Errors & Omissions coverage.

If purchasing through a cooperative purchasing alternative, i.e. BuyBoard, DIR, TXMAS provide only one (1) written quote; proof or identification that the quote is from a cooperative source, complete a Purchasing Summary Form and a purchase order. All cooperative vendor specific contracts should be on file with the Finance Department prior to final approval being given if applicable. It is the Department Director’s responsibility to ~~insure~~ensure the cooperative information is on file with the Finance Department. City Manager written approval is required.

Rental Agreement: Vendors who provide rental items to the city are required to carry insurance. The type and amounts of insurance required vary based on the item rented. The Chief Financial Officer must review all rental contracts before the contract is awarded.

## F. Personal or Professional Services

Under the Professional Services Procurement Act, a contract for the purchase of a personal or professional service is exempt from competitive bidding requirements. The City also provides exemption for the purchasing of planning services.

The City may not select providers of professional services based on competitive bids. In these situations, the City must make the selection and award based on demonstrated competence and qualifications for performing the services for a fair and reasonable price.

Professional services may include:
- Accounting.
- Architecture.
- Landscape architecture.
- Land surveying.
- Medicine.
- Optometry.
- Engineering.
- Real estate appraisal.
- Nursing.

According to the Texas Attorney General's Office professional services may include "members of disciplines requiring special knowledge or attainment and a high order of learning, skill and intelligence,"

## G. Other Exemptions

State law authorizes other categories of exempt purchases. Purchases from other governments, some auctions and going-out-of-business sales, and other purchases are exempt under provisions of the Local Government Code and Vernon's Statutes.

The following is a list of other areas that are exempt from competitive bidding requirements:

1. Land or right-of-way.
2. Items that can be obtained from only one source, including:
    a. items for which competition is precluded because of the existence of patents, copyrights, secret processes or monopolies;
    b. films, manuscripts or books;
    c. electric power, gas, water, and other utility services; and
    d. captive replacement parts or components for equipment;
3. Food
4. Personal property sold:
    a. at an auction by a state licensed auctioneer;
    b. at a going-out-of-business sale; or
    c. by a political subdivision of the state, a state agency, or an entity of the federal government.
5. Any work performed and paid for by the day is exempt from the competitive bidding process.

6. Work performed under a contract for community and economic development made by a county designed to reasonably increase participation by historically underutilized businesses in public contract awards by establishing a contract percentage goal for HUB businesses.

## H. Sole Source Purchases

Sole Source purchases must be approved by the City Manager before purchasing. These conditions occur when the purchase involves compatibility of equipment, accessories or replacement parts or when the goods or services is a one-of-a kind or protected by a patent, copyright, secret process. The product is only available from a regulated or natural monopoly. The product is a component or repair part that may only be purchased from the original supplier. The following items are necessary to provide sufficient justification for sole source purchase:

1. A memorandum to the City Manager with a statement must be attached to the Purchasing Summary Form that says a sufficient number of vendors have been contacted to determine that only one practical source of supply exists or states the reasons only one source exists. This memorandum should include the City Manager's signature signifying his approval.
2. A bid from the sole source provider on company letterhead.
3. A letter from the vendor stating they are the sole supplier of the good.

A Purchasing Summary Form and purchase order is still required with the above information attached.

## I. Change Orders

According to purchasing law, the City of Bastrop may make changes to plans, specifications or quantities after award of the contract, if necessary. However, no increase may exceed 25% of the original contract amount and any decrease of 25% or more must have the consent of the contractor.

Increases that cause a change in dollar limitations or purchasing law may supersede the 25% rule:

> Example: If a contract is awarded for $45,000, the allowable increase under the 25% rule would be $11,250. However, this would cause the new price to exceed $50,000, which by State law requires sealed bids and advertising. Increase would be limited.

Any change in a purchasing contract that exceeds 25% of the original amount will void the original contract.

## J. Making the Purchase

City of Bastrop buyers' are responsible for making sure that the purchased good or service is received as specified. Under no circumstance should a buyer accept more goods or services than ordered. Employees are only authorized to purchase items that have been approved by their Department Head. A purchase over the original amount requires additional approval.

### K. 30 Day Accounts Payable Cycle

Texas law requires municipalities to pay invoices within 30 days or be subject to the payment of interest.

It is the responsibility of each department to make sure the signed invoices, purchase orders and any other required paperwork is submitted to the Finance Department as soon as the product is received, or service rendered.

It is the responsibility of Accounts Payable to pay all vendor invoices within 30 days of ~~invoice date~~the date services or products are received. If the invoice date is different from the service/product receipt date, the department will need to note on the invoice the date of receipt of the product or service. Any Variance between the purchase order and the vendor invoice must be reconciled and documented on the purchase order. Vendor payments can only be made for the original or modified purchase order amount.

### L. Emergency Procedures

Valid emergencies are those that occur as a result of the breakdown of equipment which must be kept in operation to maintain the public's safety or health, or whose breakdown would result in the disruption of City operations. It is required to get City Manager or his designee approval on any emergency purchases.

The Legislature exempted certain items from sealed bidding in the **Texas Local Government Code Section 252.022(a)**, including, but not limited to:

1. *A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;*
2. *A procurement necessary to preserve or protect the public health or safety of the municipality's residents;*
3. *Procurement necessary because of unforeseen damage to public machinery, equipment or other property.*

The following steps must be taken when making emergency purchases:

1. Employee must receive approval from the City Manager or his designee.
2. Employee will make every effort to solicit bids unless circumstances prevent employee from doing so.
3. A written statement concerning the emergency must be provided following the incident to provide necessary documentation in Accounts Payable and must include the City Managers signature or his designees.

## IV. ASSET CONTROL

## A. Inventory Control

The purpose of inventory control is to create and maintain a record/inventory of all fixed assets of the City of Bastrop. Fixed assets include all items over $5,000 with a life expectancy of two (2) or more years. "Minor Capital Outlay" items must also be inventoried. These items will include assets purchased for $1,000 to $4,999.

When a fixed asset is received by the city, it is tagged with a City of Bastrop property tag if feasible and added to the Departments master list.

Each Department shall keep an inventory list of all fixed assets permanently assigned to employee.

A wall to wall inventory of all fixed assets shall be performed every year or as deemed necessary. It is recommended that Departments perform an annual fixed assets inventory of equipment permanently assigned to employees.

## B. Use of Property

City of Bastrop employees should be aware that the use of City property for personal gain is strictly prohibited. City vehicles should only be used for official City business. City Personnel Policies list theft and unauthorized use of City property as grounds for immediate dismissal.

In addition, employees are not to use personal property for the performance of their job or at their work site. Personal items such as radios, coffee pots, picture frame, books, etc. is permissible: however, the City of Bastrop is not responsible for damage to or theft of these items.

## C. Disposal of Surplus Materials and Equipment/ Donations

City surplus materials and equipment (a/k/a 'surplus items') includes any City owned personal property such as furniture, fixtures, equipment, computers, vehicles, tools, clothing, or other such items, which have lost useful value to the City, have become non-functional or are obsolete. Such surplus items may be disposed of by one of the following methods:

- Sold competitively, by accepting sealed bids or by public auction;
- Traded in for acquisition of new equipment;
- Donated by the City to a recognized charitable organization;
- Provided to other governmental entities (donation or exchange).
- Sold as 'scrap' (for cash), if the items have no value except for salvage and the City Manager or his designee has authorized the sale for scrap; or
- Disposed of through solid waste collection services, if the item has no salvage or other value and the City Manager or his designee has authorized such disposal.

Trade-In or Donation: Before *trading-in* and/or *donating* surplus items, the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department stating: 1) the identity of the surplus items to be disposed of, traded-in or donated, 2) the reasons for the surplus items being declared surplus, 3) the original purchase price (if ascertainable) of the surplus items, and 4) the value of proposed "trade-in" or "donation", in the estimation of the Department Head. If the Department Head receives approval by City Manager to proceed, the Department Head must coordinate their *trading-in* and/or *donating* surplus items with the Finance Department to insure a Disposed Fixed Asset Form is completed and any other ancillary paperwork.

[Note: All property is owned in the name of the City of Bastrop and is not vested in any specific department.]

Sales: If the surplus items are to be sold, then the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department. The memo should include: 1) the identity of the items to be sold to include year, make, model, and any other identification characteristics, 2) a brief description providing why it is necessary to dispose of the item. The Department Head having received approval to sell a surplus item may then utilize one of the following options: 1) post notice in the local newspaper and/or through an approved on-line auction provider 2) advertise in the local newspaper, 3) request sealed bids, or 4) sell through a public auction, which may take place at a specified location or, by means of an on-line sale.

Preferred Disposition: Whenever reasonably feasible, it is the City's preference that the Department Head dispose of the surplus equipment by means of a public auction or sale held in cooperation with other City departments and surrounding government entities.

Procedures: The City Manager shall have the authority to approve the disposal, sale, trade-in or donation of surplus items when the value of same is less than $50,000, in total. If the total value exceeds $50,001, then the City Manager shall obtain Council approval of the proposed disposal, sale, trade-in or donation of surplus items.

Once approved by either the City Manager or Council, as appropriate, in order to document the disposal, sale, trade-in or donation of surplus items a Disposed Fixed Asset Form must be prepared and submitted to the Finance Department in addition to providing the license plates for any vehicles or equipment disposed of. The Finance Department manages the change of ownership and the receipt of funds.

City decals must be removed from all surplus City vehicles, machinery, and equipment before disposal, donation, trade-in or sale.

City employees may participate, on their own time, in public auctions for the purchase of surplus City items.

### D. Lost Property

After conducting an annual inventory and property is discovered to be lost, an explanation for the lost must be provided immediately to the Department Head using the

Fixed Asset Form. Property losses that come to the attention of the employee before the annual inventory should be reported within 24 hours using the Fixed Asset Form.

All thefts are to be reported to a supervisor or Department Head as soon as possible. The City of Bastrop, Police Department must be notified immediately. Stolen fixed asset must be removed from the Master Inventory List and a copy of the police report attached to the Fixed Asset Form.

### E. Security Measures

All equipment will be kept in a secure area when not is use. Access to this area will be limited to the employees assigned to the secure area. In case of theft, the security of the area should be evaluated to determine if changes or re-keying of locks should be necessary.

## V. RESPONSIBILITIES OF PARTIES

A. Department Heads
1. Monitor and approve overall purchases to ensure that funds are spent judiciously and that budgeted resources are within their control and available for all procurement.
2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Approve all purchases up to $9,999 excluding budgeted capital.
4. Adhere to the Purchasing Policies and the Code of Ethics.
5. Place cooperative agreements and RFP's on file with Finance and monitor purchases to ensure that supply agreements are used.
6. Ensure that sole source requests meet the guidelines and include required documentation.
7. Inventory all fixed assets every year.
8. Verify goods and services are received as ordered before approving payment.
9. Annually inventory equipment assigned to employee.
10. Keep records of losses occurring in their areas to detect patterns of theft in one area or individual employee.

B. Supervisors
1. Maintain security of equipment on-site
2. Keep a log of equipment issued to employees on a long-term basis.
3. Keep a log of equipment issued to employees on a short-term basis.
4. Forward all receipts and invoices to Department Head as soon as possible.
5. Check that equipment and supplies are returned upon termination of an employee.

C. City of Bastrop Accounts Payable
1. Pay bills in an accurate and timely manner.

2. Reject requests for purchases that do not have proper authorization or include required documentation.
3. Monitor purchases to ensure that supply agreements are used.
4. Ensure that purchasing policy requirement guidelines are met and required documentation included.

D. City of Bastrop Accounting
1. Maintain the master fixed asset property list.
2. Assign inventory tags for fixed assets.
3. Provide Fixed Assets Forms.
4. Produce Master Inventory List as needed.
5. Process fixed asset transfers and retirements.
6. Review, approve and enter all purchase orders for budgeted fleet purchases.

## VI. DEFINITION OF TERMS

**Component Purchases –** Purchases of component parts of an item that in normal purchasing practices would be accomplished by one purchase. (Purchasing parts and assembling a finished product.)

**Pecuniary Benefit –** Any form of economic gain (money, gifts, etc.).

**Fixed Assets -** A piece of equipment with a value of $5,000 or more and a life expectancy of two (2) year or more.

**Separate Purchases –** Purchases made separately of items that in normal purchasing practices would be accomplished by one consolidated purchase. (Multiple purchase orders of similar items to avoid bidding procedures.)

**Sequential Purchases –** Purchases, made over a period, of items in normal purchasing practices would be combined and bid as one purchase. (Similar to above but multiple purchases of the same items to avoid bids.)

_____
**Lynda K. Humble, City Manager**

_____
**Tracy Waldron, CFO**

**History of Financial Policies:**
Previously Approved 09/23/2014
Previously Approved 10/23/2018

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 5I

**TITLE:**
Receive presentation on the City of Bastrop Emergency Shelter Open House being conducted on Saturday, September 21, 2019.

**STAFF REPRESENTATIVE**:
James K. Altgelt, Assistant City Manager for Public Safety & Community Support

**BACKGROUND/HISTORY**:
The City of Bastrop received grant funding through Bastrop County from the U.S. Department of Housing and Urban Development administered by the Texas General Land Office for the purpose of constructing an emergency shelter.

In 2018, the City completed construction on its 5,935 square foot facility, which is located at 1311 Linden Street. At a cost of $1,460,000, the emergency shelter can accommodate 50 people during what many will consider as the worst time in their lives. On a day to day basis, the emergency shelter is utilized by the members of the Bastrop Senior Center for their gatherings, activities, and fellowship. Members of the Bastrop Senior Center have received shelter training and are ready to augment City Staff as volunteers with various aspects of shelter operations.

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

In support of National Preparedness Month, the City of Bastrop is partnering with the Bastrop County Long Term Recovery Team and hosting an open house at the emergency shelter. The open house will take place on Saturday, September 21, 2019, from 10:00 AM until 2:00 PM. During the open house, visitors will receive presentations from the following organizations:

- ***City of Bastrop Office of Emergency Management***
  - How your local government is prepared to assist you before, during, and after a disaster
  - Shelter Operations
- ***Bastrop County Long Term Recovery***
  - How to prepare a “Go Bag”
  - Completing a Family Preparedness / Disaster Plan
- ***City of Bastrop Office of Emergency Management & Bastrop County Long Term Recovery Team***
  - Assisting with onsite scanning of vital documents
  - Assisting with onsite completion of a Family Preparedness / Disaster Plan
- ***Bastrop Fire Department***
  - Teaching children fire safety and prevention

- ***Bastrop County Emergency Food Pantry***
    - Hosting non-perishable ingredient cook-off
- ***Red Cross***
    - Pillowcase Project – providing information to you on what they should include in their “Go Bag”
- ***Community Organizations Active in Disaster***
    - Providing information how businesses and our citizens can aid during an emergency

**ATTACHMENT:**

- PowerPoint Presentation

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 8A

**TITLE:**
Consider action to approve City Council minutes from the August 20 and 21, 2019, Special Budget Workshop Meetings; August 26, 2019 Board and Commission Interviews; August 27, 2019, Regular Meeting; and August 28, 2019 Board and Commission Interviews.

**STAFF REPRESENTATIVE**:
Lynda Humble, City Manager
Ann Franklin, City Secretary

**BACKGROUND/HISTORY**:
N/A

**POLICY EXPLANATION**:
Section 551.021 of the Government Code provides as follows:

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

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve City Council minutes from the August 20 and 21, 2019, Special Budget Workshop Meetings; August 26, 2019 Board and Commission Interviews; August 27, 2019, Regular Meeting; and August 28, 2019 Board and Commission Interviews.

**ATTACHMENTS:**

- August 20, 2019 DRAFT Special Budget Workshop Meeting Minutes
- August 21, 2019 DRAFT Special Budget Workshop Meeting Minutes
- August 26, 2019, DRAFT Board and Commission Interviews Minutes
- August 27, 2019, DRAFT Regular Meeting Minutes
- August 28, 2019, DRAFT Board and Commission Interviews Minutes

**MINUTES OF SPECIAL BUDGET WORKSHOP**
**AUGUST 20, 2019**

The Bastrop City Council met on Tuesday, August 20, 2019 at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder, Mayor Pro Tem Nelson, and Council Members Jackson, Ennis, Rogers and Peterson.

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

**CITIZEN COMMENTS – NONE**

**WORK SESSION**

2A. Receive Questions from Council regarding FY 2020 Budget and City Manager's Budget Overview at the August 13, 2019 Council Meeting.
**Questions were received from Council regarding FY 2020 Budget and City Manager's Budget Overview.**

**Mayor Schroeder recessed the Council Meeting at 7:59 p.m.**

**Mayor Schroeder called the Council Meeting back to order at 8:06 p.m.**

2B. Receive briefing on Fire Department Budgetary Needs, including the purchase and financing of new equipment, and provide feedback to staff.
**Presentation was made by Fire Chief, Andres Rosales; Chief Financial Officer, Tracy Waldron; and Director of Public Safety/Chief of Police, James Altgelt.**

2C. Receive briefing on Drainage needs, including the sale of a $485,000 short-term tax note, and provide feedback to staff.
**Presentation was made by Managing Director of Public Works & Leisure Services, Trey Job.**

2D. Discuss August 21st Budget Meeting to provide feedback to staff regarding additional information needs on specific items, if needed.
**Discussion was held.**

**ADJOURNMENT**

**Mayor Schroeder adjourned the Bastrop City Council meeting at 9:22 p.m. without objection.**

APPROVED: ATTEST:

_____ _____

Mayor Connie B. Schroeder City Secretary Ann Franklin

**The Minutes were approved on September 10, 2019, by motion, Council Member second. The motion was approved on a vote.**

**MINUTES OF SPECIAL BUDGET WORKSHOP**
**AUGUST 21, 2019**

The Bastrop City Council met on Tuesday, August 21, 2019 at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder, Mayor Pro Tem Nelson, and Council Members Jackson, Ennis, Rogers and Peterson.

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

**CITIZEN COMMENTS – NONE**

**WORK SESSION**

2A. Discuss Proposed FY 2020 Budget and provide feedback to staff.
**Presentation was made by City Manager, Lynda Humble.**

**Discussion was held.**

**ADJOURNMENT**

**Mayor Schroeder adjourned the Bastrop City Council meeting at 7:54 p.m. without objection.**

APPROVED: ATTEST:

_____ _____
Mayor Connie B. Schroeder City Secretary Ann Franklin

**The Minutes were approved on September 10, 2019, by motion, Council Member second. The motion was approved on a vote.**

**MINUTES OF SPECIAL BUDGET WORKSHOP**
**AUGUST 26, 2019**

The Bastrop City Council met on Tuesday, August 26, 2019 at 6:00 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder, Mayor Pro Tem Nelson, and Council Members Jackson, Ennis, Rogers and Peterson. Officer present was City Secretary, Ann Franklin.

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

**CITIZEN COMMENTS – NONE**

**ITEMS FOR INDIVIDUAL CONSIDERATION**

2A. Conduct board and commission interviews for the following boards and commissions.
Bastrop Arts In Public Places
Bastrop Housing Authority
Board of Zoning and Adjustment/Sign Review Board
Construction Standards Board
Economic Development Corporation Board
Ethics Commission
Fairview Cemetery Advisory Board
Historic Landmark Commission
Hunters Crossing Local Government Corporation
Public Library Board
Main Street Program Advisory Board
Parks Board/Public Tree Advisory Board
Planning & Zoning Commission
**Board and commission interviews were conducted.**

**ADJOURNMENT**

**Mayor Schroeder adjourned the Bastrop City Council meeting at 8:34 p.m. without objection.**

APPROVED: ATTEST:

_____ _____
Mayor Connie B. Schroeder City Secretary Ann Franklin

**The Minutes were approved on September 10, 2019, by motion, Council Member second. The motion was approved on a vote.**

# BASTROP CITY COUNCIL
## August 27, 2019

The Bastrop City Council met in a Regular Meeting on Tuesday, August 27, 2019, at 5:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Schroeder, Mayor Pro Tem Nelson and Council Members Jackson, Ennis, Rogers and Peterson. Officers present were City Manager Lynda Humble, City Secretary Ann Franklin and City Attorney Alan Bojorquez.

## EXECUTIVE SESSION - CALL TO ORDER

At 5:30 p.m. Mayor Schroeder called the meeting to order with a quorum being present.

**The City Council met at 5:32 p.m. in closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

2A. City Council shall convene into closed executive session pursuant to Section 551.074 to discuss scope of authority of the Director of Public Safety with City Manager.

2B. City Council shall convene into closed executive session pursuant to Tex. Gov't Code 551.071 to confer with City Attorney to receive legal guidance on and provide direction regarding the drafting of a policy for future City Council consideration of proposed proclamations and resolutions.

**The City Council came out of closed/executive session at 6:33 p.m.**

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

2B. City Council shall convene into closed executive session pursuant to Tex. Gov't Code 551.071 to confer with City Attorney to receive legal guidance on and provide direction regarding the drafting of a policy for future City Council consideration of proposed proclamations and resolutions.

**A motion was made by Council Member Ennis to approve the following amendment to the Council's Rules of Procedures, seconded by Council Member Rogers, motion was approved on a 5-0 vote.**

The following is the amendment to the Council's *Rules of Procedure*.

**Proclamations & Resolutions:**

Proposed proclamations and resolutions will not be placed on an agenda or brought before the City Council for discussion or action that:

(a) Take a position on a matter of religious or spiritual values or principles, including ones that advance one religion, denomination or article of faith over another;
(b) Promote political partisanship favoring one party over another;
(c) Advocate outcomes in legal matters in which the City of Bastrop is not a party and are pending before a court or administrative law body (e.g., State Office of Hearings Examiners);

(d) Is contrary to a policy position stated in an ordinance previously adopted by the Council (unless the Council is in the process of amending or repealing the prior ordinance).

**REGULAR SESSION - CALL TO ORDER**
**At 6:34 p.m. Mayor Schroeder called the meeting to order with a quorum being present.**

**PLEDGE OF ALLEGIANCE**
Sheila Lowe and Perry Lowe led the pledges.

**INVOCATION**
The Rev. Matt Stone, Rector, Calvary Episcopal Church gave the invocation.

**PRESENTATIONS**

7A. Mayor's Report

7B. Councilmembers' Report

7C. City Manager's Report

7D. Proclamation of the City Council of the City of Bastrop, Texas recognizing the Month of September as National Preparedness Month.
**The proclamation was read into record by Mayor Schroeder and received by Director of Public Safety/Chief of Police, James Altgelt and Sheila Lowe, Executive Director, Bastrop Long Term Recovery.**

**WORK SESSION/BRIEFINGS**

8A. Discuss development related fees, the recommended fee recovery policy of 75%-25%; and a hardship process for fee assistance.
**Presentation was made by Director of Planning and Development, Matt Jones, discussion was held.**

**INDIVIDUAL CONSIDERATION**

12E. Consider action to approve the second reading of Ordinance No. 2019-25 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Appendix A – "Fee Schedule", Sec. A3.01. – "General provisions", Sec. A3.04. – "Building Code", Sec. A3.05. – "Electricity—Electrical Code", Sec. A3.06. – "Plumbing Code", Sec. A3.07. – "Mechanical Code", Sec. A3.15. – "Swimming Pools", Sec. A3.16. – "Moving of Structures, Demolition and Site Work", Sec. A3.20. – "Signs", Sec. A3.21. – "Streets, Rights-of-Way and Public Property", Sec. A10-03. – "Subdivision Ordinance", Sec. A14.01. – "Zoning—General Provisions" and Adding Section A5.10 – "Fire Planning Review and Inspection Fees"; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Council Member Ennis to approve the second reading of Ordinance No. 2019-25, seconded by Council Member Rogers, motion was approved on a 5-0 vote.**

**WORK SESSION/BRIEFINGS CONTINUED**

8B. Discuss the Wastewater Treatment Plant #3 design and receive presentation from Bob Lane, KSA Engineering.
**Presentation was made by Bob Lane, KSA Engineering, discussion was held.**

8C. Discuss the Street Maintenance Plan Strategy for FY 2020 and receive presentation from Walker Partners Engineering.
**Presentation was made by Jed Walker, Walker Partners Engineering, discussion was held.**

**INDIVIDUAL CONSIDERATION CONTINUED**

12O. Consider action to approve Resolution No. R-2019-77 of the City Council of the City of Bastrop, Texas, rejecting all bids for the 2019 Streets Program Maintenance and Preventative Maintenance Project; repealing all resolutions in conflict; providing severability; and providing an effective date.
**A motion was made by Council Member Jackson to approve Resolution No. R-2019-77, seconded by Mayor Pro Tem Nelson, motion was approved on a 5-0 vote.**

12R Hold a Public Hearing and consider action to approve Resolution No. R-2019-76 of the City Council of the City of Bastrop, Texas, approving the City of Bastrop Updated Drought Contingency Plan; repealing all resolutions in conflict; providing severability; and providing an effective date.
**Presentation was made by Daniel Frazier, Walker Partners.**

**Public hearing was opened.**

**Public hearing was closed.**

**A motion was made by Mayor Pro Tem Nelson to approve Resolution No. R-2019-76, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

**WORK SESSION/BRIEFINGS CONTINUED**

8D. Discuss and provide policy direction regarding street standards in the City of Bastrop Extraterritorial Jurisdiction.
**Presentation was made by Director of Planning and Development, Matt Jones, discussion was held.**

**Mayor Schroeder recessed the Council Meeting at 8:50 p.m.**

**Mayor Schroeder called the Council Meeting back to order at 8:57 p.m.**

**STAFF AND BOARD REPORTS**

9A. Receive Monthly Report from Visit Bastrop.

**Presentation was made by President and CEO, Susan Smith and Director of Sales, Ashton LaFuente of Visit Bastrop.**

9B. Receive Monthly Development Update.
**Presentation was made by Director of Planning and Development, Matt Jones.**

9C. Receive presentation on the unaudited monthly Financial Report for the period ending July 31, 2019.
**Presentation was made by Chief Financial Officer, Tracy Waldron.**

**CITIZEN COMMENTS – NONE**

**CONSENT AGENDA**

**A motion was made by Mayor Pro Tem Nelson to approve Items 11A, 11B, and 11C listed on the Consent Agenda after being read into the record by City Secretary, Ann Franklin. Seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

11A. Consider action to approve City Council minutes from the August 13 and 14, 2019, Regular meetings.

11B. Consider action to approve the second reading of Resolution No. R-2019-66 of the City Council of the City of Bastrop, Texas, approving the 921 Main Street Project; repealing all resolutions in conflict; providing severability; and providing an effective date.

11C. Consider action to approve the second reading of Resolution No. R-2019-67 of the City Council of the City of Bastrop, Texas ("City"), approving (i) the Resolution of the Board of Directors of Bastrop Economic Development Corporation ("Corporation") regarding a loan in the amount not to exceed $1,420,000; (ii) a Sales Tax Remittance Agreement between the City and the Corporation (iii) resolving other matters incident and related to the loan; and (iv) the authority of the Mayor to execute, on behalf of the City, a General Certificate of the City and the Sales Tax Remittance Agreement.

**INDIVIDUAL CONSIDERATION CONTINUED**

12A. Consider action to approve the second reading of Ordinance No. 2019-24 of the City Council of the City of Bastrop, Texas updating and amending the Bastrop City Code of Ordinances, Chapter 10, Article 10.02, entitled "Impact Fees", updating the land use assumptions, capital improvement plan and amending impact fees for water and wastewater utilities, as attached in Exhibits A-D, and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**Presentation was made by Chief Financial Officer, Tracy Waldron.**

**A motion was made by Council Member Peterson to approve the second reading of Ordinance No. 2019-24, seconded by Council Member Rogers, motion was approved on a 5-0 vote.**

12B. Consider action to approve the second reading of Ordinance No. 2019-29 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 14, Exhibit A – "Zoning Ordinance", Article II – "Administration", Section 8 – "Planning & Zoning Commission", Subsection 8.4 – "Meetings", to change the November & December Planning & Zoning Commission meeting dates to comply with Texas Local Government Code Chapter 212; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.

**A motion was made by Mayor Pro Tem Nelson to approve the second reading of Ordinance No. 2019-29, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

12C. Consider action to approve the second reading of Ordinance 2019-32 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances Chapter 10 – "Subdivisions," Article 10.03 – "Subdivision Ordinance," Section 1 – "General," by adding a new Section 1.1, "Annual Adoption of Schedule of Uniform Submittal Dates for Public Improvement Plans", and Amending Chapter 14 – "Zoning," Section I – "Enacting Provisions," by adding a new Section 6.2, "Annual Adoption of Schedule of Uniform Submittal Dates for Site Plans, Zoning Changes, and Conditional Use Permit (CUP),", and adopting Schedules of Uniform Submittal Dates for 2019/2020 for Site Plans, Plats, Zoning Change, CUP, and Public Improvement Plans as shown as Exhibit A, in order to comply with Texas Local Government Code Chapter 212, which requires Plats, Site Plans, and Public Improvement Plans to be reviewed within thirty (30) days of submittal or deemed approved; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.

**A motion was made by Mayor Pro Tem Nelson to approve the second reading of Ordinance No. 2019-32, seconded by Council Member Jackson, motion was approved on a 5-0 vote.**

12D. Consider action to approve the second reading of Ordinance No. 2019-30 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances Chapter 16, "Stormwater Drainage," Sections 16.01.002, 16.01.007, 16.01.009, 16.01.010, 16.01.013, and 16.01.015; by defining stormwater pollution prevention plans, and establishing requirements for maintenance plans, erosion control plans, and easements as part of construction process for stormwater control, giving the City Council the responsibility of approving or disapproving recommendations from the Development Review Committee (DRC) and the authority to hear appeals regarding the administration of this chapter, and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; proper notice and meeting.

**A motion was made by Mayor Pro Tem Nelson to approve the second reading of Ordinance No. 2019-30, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

12F. Consider action to approve the second reading of Ordinance No. 2019-26 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 10, Article 10.03 – Subdivision Ordinance, Section 2 – General, Section 3 – Purpose, Authority & Jurisdiction, Section 4 – Platting Procedure and Section 5 –

Standard Division Design Requirements; approving a Standardized Public Improvement Plan Agreement, attached as Attachment A; and providing for findings of fact, enactment, enforcement, a repealer, and severability, establishing an effective date; and proper notice and meeting.
**A motion was made by Mayor Pro Tem Nelson to approve the second reading of Ordinance No. 2019-26, seconded by Council Member Jackson, motion was approved on a 4-1 vote. Council Member Ennis voted nay.**

12G. Consider action to approve the second reading of Ordinance No. 2019-27 of the City Council of the City of Bastrop, Texas amending Ordinance No. 2019-16 - Enhanced Permit Process – Chapter 5 Definitions; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Mayor Pro Tem Nelson to approve the second reading of Ordinance No. 2019-27, seconded by Council Member Jackson, motion was approved on a 5-0 vote.**

12H. Consider action to approve the second reading of Ordinance No. 2019-28 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 14, "Zoning," Exhibit A, "Zoning Ordinance," Section 42 – "Site Development Plan Review"; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Council Member Jackson to approve the second reading of Ordinance No. 2019-28 accepting the Site Development Plan recommended by the Planning and Zoning Commission, seconded by Council Member Rogers, motion was approved on a 5-0 vote.**

12I. Consider action to approve the second reading of Ordinance No. 2019-31 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 14, "Zoning," Exhibit A "Zoning Ordinance", Section 32 – "PD – Planned Development District"; repealing conflicting provisions, and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Council Member Ennis to approve the second reading of Ordinance No. 2019-31, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

12J. Consider action to approve the second reading of Ordinance No. 2019-37 of the City Council of the City of Bastrop, Texas amending the Bastrop Code of Ordinances, Chapter 14 "Zoning", Exhibit A, "Zoning Ordinance", Section 33 – "CUP or C – Conditional Use Permit"; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Council Member Jackson to approve the second reading of Ordinance No. 2019-37, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

12K. Consider action to approve the second reading of Ordinance No. 2019-33 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 14, "Zoning," Exhibit A, "Zoning Ordinance" Section 10 – "Changes and

Amendments to all Zoning Ordinances and Districts, and Administrative Procedures"; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Council Member Rogers to approve the second reading of Ordinance No. 2019-33, seconded by Council Member Ennis, motion was approved on a 5-0 vote.**

12L. Consider action to approve the second reading of Ordinance No. 2019-34 of the City Council of the City of Bastrop, Texas adopting a Development Manual in compliance with Chapter 14, "Zoning", Exhibit A, "Zoning Ordinance," Section I – "Enacting Provisions", Section 6.1 – "Development Manual" and Chapter 10 – "Subdivisions", Article 10.03 – "Subdivision Ordinance," Section 3 – "Purpose, Authority and Jurisdiction," as shown as Exhibit A; and providing for findings of fact, adoption, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Council Member Peterson to approve the second reading of Ordinance No. 2019-34, seconded by Council Member Jackson, motion was approved on a 5-0 vote.**

12M. Consider action to approve the second reading of Ordinance No. 2019-35 of the City Council of the City of Bastrop, Texas adopting Construction Standards Technical Manual dated January 2012, amending Chapter 1 – Section II References, Abbreviations, and Definitions and adding Street Sign Standard, as attached in Exhibit A; and providing for findings of fact, adoption, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Mayor Pro Tem Nelson to approve the second reading of Ordinance No. 2019-35, seconded by Council Member Peterson, motion was approved on a 5-0 vote.**

12N. Consider action to approve the second reading of Ordinance No. 2019-36 of the City Council of the City of Bastrop, Texas amending the City of Bastrop Stormwater Drainage Design Manual, Section 2 – "Stormwater Drainage Policy", B – "Stormwater Drainage Design Process"; and providing for findings of fact, amendment, enforcement, a repealer, and severability; establishing an effective date; and proper notice and meeting.
**A motion was made by Council Member Rogers to approve the second reading of Ordinance No. 2019-36, seconded by Council Member Jackson, motion was approved on a 5-0 vote.**

12P. Conduct a Public Hearing (1st) on the Proposed Ad Valorem Tax Rate for Fiscal Year 2019-2020.
**Presentation was made by Chief Financial Officer, Tracy Waldron.**

**Public hearing was opened.**

**Public hearing was closed.**

12Q. Consider action to approve Resolution No. R-2019-75 of the City Council of the City of Bastrop, Texas, consenting to the creation of Bastrop County Municipal Utility

District No. 2.; repealing all resolutions in conflict; providing severability; and providing an effective date.

**Presentation was made by Managing Director of Public Works & Leisure Services, Trey Job.**

**A motion was made by Council Member Jackson to approve Resolution No. R-2019-75, seconded by Council Member Rogers, motion was approved on a 5-0 vote.**

**ADJOURNMENT**

**Adjourned at 10:03 p.m. without objection.**

APPROVED: ATTEST:

_____ _____

Mayor Connie B. Schroeder City Secretary Ann Franklin

**The Minutes were approved on September 10, 2019, by Council Member motion, Council Member second. The motion was approved on a vote.**

**MINUTES OF SPECIAL BUDGET WORKSHOP**
**AUGUST 28, 2019**

The Bastrop City Council met on Tuesday, August 28, 2019 at 6:00 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder, Mayor Pro Tem Nelson, and Council Members Jackson, Ennis, Rogers and Peterson. Officer present was Deputy City Secretary, Traci Chavez.

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

**CITIZEN COMMENTS – NONE**

**ITEMS FOR INDIVIDUAL CONSIDERATION**

2A. Conduct board and commission interviews for the following boards and commissions.
Bastrop Arts In Public Places
Bastrop Housing Authority
Board of Zoning and Adjustment/Sign Review Board
Construction Standards Board
Economic Development Corporation Board
Ethics Commission
Fairview Cemetery Advisory Board
Historic Landmark Commission
Hunters Crossing Local Government Corporation
Public Library Board
Main Street Program Advisory Board
Parks Board/Public Tree Advisory Board
Planning & Zoning Commission
**Board and commission interviews were conducted.**

**ADJOURNMENT**

**Mayor Schroeder adjourned the Bastrop City Council meeting at 6:37 p.m. without objection.**

APPROVED: ATTEST:

_____ _____
Mayor Connie B. Schroeder City Secretary Ann Franklin

**The Minutes were approved on September 10, 2019, by motion, Council Member second. The motion was approved on a vote.**

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM:** 8B

**TITLE:**
Consider action to approve Resolution No. R-2019-80 of the City Council of the City of Bastrop, Texas, approving the Pecan Park, Section 1B, 2, and 7 Preliminary Plat, being 117.695 acres out of the Mozea Rousseau Survey, Abstract 56, located south of the future extension of Sterling Drive, and west of Childers Drive, within the city limits of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause and establishing an effective date.

**STAFF REPRESENTATIVE:**
Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

**ITEM DETAILS:**

| | |
|---|---|
| Site Address: | South of Sterling Drive, west of Childers Drive (Attachment 1) |
| Total Acreage: | 117.695 acres |
| Legal Description: | 117.695 acres out of the Mozea Rousseau Survey, Abstract 56 |
| Property Owner: | Ranch Road Development, LLC/Scott Miller |
| Agent Contact: | Carlson, Brigance, & Doering/Christine Methvin |
| Existing Use: | Vacant/Undeveloped |
| Existing Zoning: | Pecan Park Residential Planned Development |
| Planned Development District: | Single Family Select (PD-SFS), Patio Home (PD-PH) |
| Future Land Use: | Neighborhood Residential |

**BACKGROUND/HISTORY:**
The applicant has submitted a new Preliminary Plat for the Pecan Park, Section 1B, 2 & 7. These are the final sections that will complete the Pecan Park Residential Planned Development. The plat is creating 299 single-family lots, five landscape lots, five open space and drainage easement lots and one Homeowners Association lot (Exhibit A). The development has a mix of single-family detached lots allowed in the Planned Development zoning with the Patio Homes and Single-Family Select districts. The Patio Homes have a minimum width of 40 feet and a minimum of size of 4,600 square feet and the Single-Family Select have a minimum width of 50 feet and a minimum size of 6,000 square feet.

Traffic Impact and Streets
The Preliminary Plat proposes to extend two collector streets, Sterling Drive and Childers Drive, which will complete the primary access points for the development. A total of 15 streets for a total of 11,515 linear feet of street. Sidewalks will be installed along all proposed streets, and will connect to the proposed neighborhood trail system.

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

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

Drainage
The Preliminary Plat proposes to install an underground storm sewer system designed to drain runoff generated from the development into an open channel system to the west and drainage easements between lots to outlet to the floodway to the south. The existing system was designed to accommodate this increase in peak flows, and connects to the Colorado River.

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

Recreation and Open Space
A 1.2 acre lot will be reserved for a Homeowner's Association managed lot that will include recreation opportunities, including an outdoor pool. Along the Colorado River, 38.083 acres of the floodway will be dedicated to the city as open space, and 17.224 acres will be owned and maintained by the Homeowner's Association, both with natural trails and picnic/benches. As the area is regulated by the Federal Emergency Management Agency, minimal improvements will be allowed, but having the open space dedicated to the city will provide access and future management to the river.

**PUBLIC COMMENTS:**
Notifications to property owners within 200 feet were mailed on August 9, 2019. (Attachment 2)

**POLICY EXPLANATION:**
All Preliminary Plats must be reviewed by the Planning & Zoning Commission and are then forwarded to City Council for approval.

Compliance with 2036 Comprehensive Plan:

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

  *This preliminary plat complies with the Future Land Use Plan. The plat includes 299 single-family lots that will provide single-family detached units. There are also five open space lots that provide open space and drainage areas for this plat. This section is part of the Pecan Park development, in which the total development includes multiple phases that include parks, trails, and recreation facilities. One lot will be used for the Homeowners Association managed amenity lot, which will include recreation opportunities, including an outdoor pool.*

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

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

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

  *The Pecan Park Development includes six different residential lot standards. This plat utilizes the Patio Homes district, which allows 4,600 square foot lots and Single-Family Select district, which allows 6,000 square foot lots, both with with reduced rear and side setbacks to allow various single-family product types and with varied 20 and 25 foot front setbacks to provide visual appeal.*

Local Government Code

- Sec. 212.002. Rules.

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

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

  Section 212.004 Plat Required

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

  *The applicant has proposed dividing an undeveloped 117.695 acre tract into 299 single-family lots. Public improvements within the subdivision (streets, drainage, and other utilities) will be dedicated to the City upon their completion.*

- Sec. 212.010. Standards for Approval

  (a) The municipal authority responsible for approving plats shall approve a plat if:

  (1) it conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;

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

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

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

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

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

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

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

Code of Ordinances Chapter 10 – Subdivisions

- Section 4.10 – Standard Procedure – Preliminary Plat

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

*Planning and Engineering staff have reviewed the Pecan Park Section 1B, 2, & 7 Preliminary Plat for compliance with subdivision and utility standards and have deemed the plat administratively complete.*

**PLANNING & ZONING COMMISSION RECOMMENDTION:**
The Planning and Zoning Commission recommended approval of the Pecan Park Section 1B, 2, and 7 Preliminary Plat by a vote of 8-0 at the August 27, 2019 meeting.

One member of the public spoke about the maintenance plan for the open space/drainage area between the homes and the river. Staff replied that this area is under review with the Public Improvement Plans and the long-term management of the area will be addressed in the plans.

**RECOMMENDATION:**
Consider action to approve Resolution No. R-2019-80 of the City Council of the City of Bastrop, Texas, approving the Pecan Park, Section 1B, 2, and 7 Preliminary Plat, being 117.695 acres out of the Mozea Rousseau Survey, Abstract 56, located south of the future extension of Sterling Drive, and west of Childers Drive, within the city limits of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause and establishing an effective date.

**ATTACHMENTS:**

- Resolution R-2019-80
- Exhibit A: Pecan Park 1B, 2, & 7 Preliminary Plat
- Attachment 1: Location Map
- Attachment 2: Surrounding Property Owner Notification

**RESOLUTION NO. R-2019-80**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE PECAN PARK, SECTION 1B, 2, AND 7 PRELIMINARY PLAT, BEING 117.695 ACRES OUT OF THE MOZEA ROUSSEAU SURVEY, ABSTRACT 56, LOCATED SOUTH OF THE FUTURE EXTENSION OF STERLING DRIVE, AND WEST OF CHILDERS DRIVE, WITHIN THE CITY LIMITS OF BASTROP, TEXAS, AS SHOWN IN EXHIBIT A; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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

**WHEREAS,** Ranch Road Development L.L.C. ("the Applicant") has submitted a Preliminary Plat for Pecan Park 1B, 2, and 7, a residential subdivision; and

**WHEREAS,** the Preliminary Plat is consistent with the Comprehensive Plan designation of Neighborhood Residential and requirements of the Pecan Park Planned Development (Ordinance 2015-15 and 2017-14); and

**WHEREAS,** the Preliminary Plat for Pecan Park Section 1B, 2, and 7 was recommended for approval by the Planning & Zoning Commission on August 27, 2019; and

**WHEREAS,** the Bastrop Planning and Development Department has reviewed the above-referenced Preliminary Plat and found it is in compliance with the Subdivision Ordinance, and the Pecan Park Planned Development standards (Ordinance 2015-15 and 2017-14); and

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

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

**Section 1:** The Preliminary Plat known as Pecan Park 1B, 2 and 7, being 117.695 acres of the Mozea Rousseau Survey, Abstract 56, located south of the future extension of Sterling Drive and west of Childers Drive, within the City Limits of Bastrop, Texas is hereby approved, a copy of same being attached hereto as Exhibit "A" and incorporated herein for all purposes.

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

**Section 3:** This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 10th day of September, 2019.

APPROVED:

_____
Connie B. Schroeder, Mayor

ATTEST:

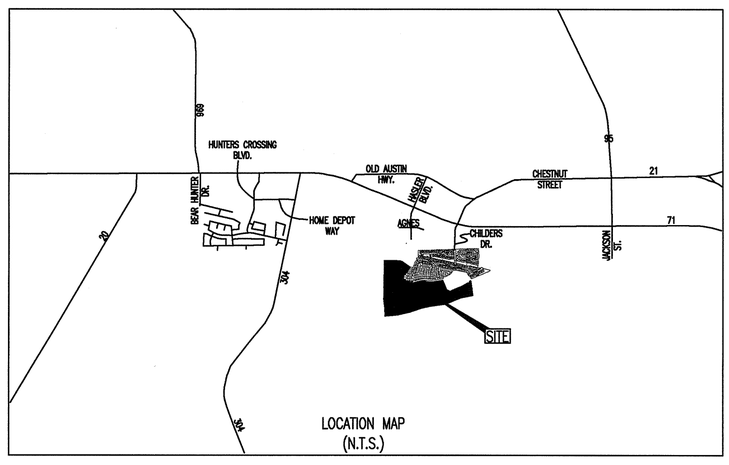
_____
Ann Franklin, City Secretary

APPROVED AS TO FORM:

_____
Alan Bojorquez, City Attorney

THE PRELIMINARY PLAT OF

# PECAN PARK SECTIONS 1B, 2, & 7




LOCATION MAP
(N.T.S.)

GRAPHIC SCALE

100 0 50 100 200 400

( IN FEET )
1 inch = 100 ft.

SCALE: 1" = 100'

north

LEGEND

- ○ 1/2" CAPPED IRON ROD SET
- ● CAPPED IRON ROD FOUND
- △ CALCULATED POINT
- 2 LOT NUMBER
- D.E. DRAINAGE EASEMENT
- L.S.E. LANDSCAPE EASEMENT
- APPROXIMATE FEMA 100 YEAR FLOODPLAIN
- REGULATORY FLOODWAY AREA

POINT OF COMMENCMENT

POINT OF BEGINNING

JO ANN CANTRELL
146.025 ACRES
VOL. 445, PG. 684

30' UNDERGROUND & OVERHEAD ELECTRIC VOL. 1790, PG. 618

30' ACCESS ESMT. VOL. 314, PG. 741 & VOL. 555, PG. 138 *TO BE VACATED PRIOR TO PLAT RECORDATION.*

MOZEA ROUSSEAU SURVEY
ABSTRACT No. 56

TEMP DRAINAGE EASEMENT DOC # _____

16 L.S.E. 0.060 ACRES

98 L.S.E. & D.E. 1.212 ACRES

DRAINAGE EASEMENT DOC # _____

30' ACCESS ESMT. VOL. 314, PG. 741 & VOL. 555, PG. 138 (TO BE VACATED)

JODIE DANYALE RHODES
48.891 ACRES
VOL. 2112, PG. 380

BOUNDARY LINE AGREEMENT VOL. 1473, PG. 89

H.O.A. & L.S.E.

P.U.E. & L.S.E.

STERLING DRIVE (60' R.O.W.)

DRIFTWOOD LN (50' R.O.W.)

SEC. 1-A

SEC. 1B

SEC. 3E

SEC. 3F

SEC. 7

SEC. 2

ASTER PLACE (50' R.O.W.)

SHALLOWFORD PLACE (50' R.O.W.)

HAMILTON POOL LANE (50' R.O.W.)

HAMILTON POOL LN (50' R.O.W.)

TRAILSIDE LANE (50' R.O.W.)

CHILDERS DRIVE (60' R.O.W.)

ROARING FORK LANE (50' R.O.W.)

BARON CREEK TRAIL (50' R.O.W.)

TRIBUTARY WAY (50' R.O.W.)

STRAND LANE (50' R.O.W.)

BLUFFVIEW DRIVE (50' R.O.W.)

RAINMAKER LANE (50' R.O.W.)

OXBOW TERRACE (50' R.O.W.)

MARINERS LANDING (50' R.O.W.)

RANCH ROAD DEVELOPMENT, LLC
174.334 ACRES
DOC. #201717048

H.O.A. PARK 1.201 ACRES

CLOMR TO REMOVE THIS AREA FROM THE FEMA FLOODPLAIN WAS APPROVED BY FEMA 7-31-06 CASE #06-06-B025R

L.S.E. 0.256 ACRES

L.S.E. 0.078 ACRES

L.S.E. 0.245 AC.

L.S.E. 0.776 ACRES

L.S.E. 0.076 ACRES

1.963 ACRES
OPEN SPACE, GREENBELT, D.E. & P.U.E.

3.194 ACRES
OPEN SPACE, GREENBELT, D.E. & P.U.E.

38.083 ACRES
PUBLIC OPEN SPACE, GREENBELT, D.E., & P.U.E.

REGULATORY FLOODWAY

FEMA 100 YEAR FLOOD PLAIN

MATCH LINE SHEET 2

COLORADO RIVER

N01°19'35"W 590.15'

N01°19'35"W 625.79'

N01°57'39"W 350.02'

N01°14'45"W 781.27'

N07°09'47"W 313.26'

S86°37'19"E 94.35'

S86°37'19"E 202.95'

S86°37'19"E 402.28'

S86°37'19"E 335.65'

N88°13'05"E 481.63'

S87°19'15"E 234.10'

S74°52'47"E 107.86'

S56°10'10"E 432.79'

S26°07'07"W 320.27'

S87°51'01"E 236.61'

N74°14'38"E 279.32'

S75°55'45"W 346.22'

S70°04'04"W 506.08'

S74°14'36"W 638.98'

S84°06'49"W 554.84'

N04°55'34"W 418.69'

S81°40'57"W 194.72'

S81°40'57"W 195.83'

S81°40'57"W 670.20'

N79°32'40"E 896.13'

N86°52'49"E 517.07'

S85°34'11"W 200.72'

N83°13'17"E 665.8

S84°34'00"W 925.14'

N84°34'00"E 236.59'

N84°34'00"E 816.21'

N84°34'00"E 271.83'

N84°34'00"E 236.82'

N84°34'00"E 109.50'

N84°34'00"E 147.44'

N84°34'00"E 134.91'

N84°34'00"E 118.30'

N84°34'00"E 119.91'

TOTAL ACREAGE: 117.695 ACRES
SURVEY: MOZEA ROUSSEAU SURVEY, ABSTRACT No. 56

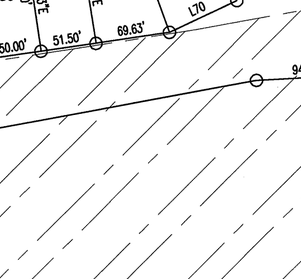
| | | |
|---|---|---|
| OPEN SPACE, GREENBELT, D.E., & P.U.E. LOTS: | 2 | TOTAL: 5.157 ACRES |
| PUBLIC OPEN SPACE, GREENBELT, D.E., & P.U.E. LOTS: | 2 | TOTAL: 55.307 ACRES |
| RESIDENTIAL LOTS: | 299 | TOTAL: 40.034 ACRES |
| LANDSCAPE EASEMENT LOTS: | 4 | TOTAL: 1.168 ACRES |
| LANDSCAPE & D.E. LOTS: | 1 | TOTAL: 1.212 ACRES |
| P.U.E. & L.S.E. LOTS: | 1 | TOTAL: 0.078 ACRES |
| H.O.A. PARK LOTS: | 1 | TOTAL: 1.201 ACRES |
| NO. OF BLOCKS: | 10 | |
| R.O.W.: | | TOTAL: 13.544 ACRES |

DATE: JUNE 21, 2019

OWNER:
RANCH ROAD DEVELOPMENT, LLC.
3951 HIGHWAY 71 EAST, BLDG. A
BASTROP, TX 78602

ENGINEER & SURVEYOR:
CARLSON, BRIGANCE & DOERING, Inc.
5501 WEST WILLIAM CANNON
AUSTIN, TX 78749
(512) 280-5160
(512) 280-5165 fax

F.E.M.A. MAP NO. 48021 C 0355E
BASTROP COUNTY, TEXAS DATED: JANUARY 19, 2006




TYPICAL
BUILDING LINE &
P.U.E. DETAIL

BENCHMARK INFORMATION:

BM #1: COTTON SPINDLE SET IN THE SOUTHWEST EDGE OF PAVEMENT OF TRAILSIDE LANE, +/- 160' SOUTHWEST OF INTERSECTION OF DEERFOOT TRAIL. ELEVATION (NAVD88) = 358.31'

LINEAR FOOTAGE OF RIGHT-OF-WAY

| | | | | | |
|---|---|---|---|---|---|
| ASTER PLACE | 50' R.O.W. | 30'F-F | 677 | FT | LOCAL |
| BARON CREEK TRAIL | 50' R.O.W. | 30'F-F | 733 | FT | LOCAL |
| BLUFFVIEW DRIVE | 50' R.O.W. | 30'F-F | 934 | FT | LOCAL |
| CHILDERS DRIVE | 60' R.O.W. | 40'F-F | 1,356 | FT | COLLECTOR |
| HAMILTON POOL LANE | 50' R.O.W. | 30'F-F | 669 | FT | LOCAL |
| MARINERS LANDING | 50' R.O.W. | 30'F-F | 408 | FT | LOCAL |
| MERCER STREET | 50' R.O.W. | 30'F-F | 487 | FT | LOCAL |
| OXBOW TERRACE | 50' R.O.W. | 30'F-F | 414 | FT | LOCAL |
| RAINMAKER COVE | 50' R.O.W. | 30'F-F | 727 | FT | LOCAL |
| RAINMAKER LANE | 50' R.O.W. | 30'F-F | 1,694 | FT | LOCAL |
| ROARING FORK LANE | 50' R.O.W. | 30'F-F | 636 | FT | LOCAL |
| SHALLOWFORD PLACE | 50' R.O.W. | 30'F-F | 908 | FT | LOCAL |
| STERLING DRIVE | 50' R.O.W. | 30'F-F | 643 | FT | LOCAL |
| STRAND LANE | 50' R.O.W. | 30'F-F | 408 | FT | LOCAL |
| TRIBUTARY WAY | 50' R.O.W. | 30'F-F | 821 | FT | LOCAL |
| TOTAL | | | 11,515 | FT | |

## SHEET NO. 1 OF 3


Carlson, Brigance & Doering, Inc.
FIRM ID #F3791 ◆ REG. # 10024900
Civil Engineering ◆ Surveying
5501 West William Cannon ◆ Austin, Texas 78749
Phone No. (512) 280-5160 ◆ Fax No. (512) 280-5165


PATH-J: AC3D\5061\SURVEY\PRELIMINARY PLAT - PECAN PARK SECTION 1B, 2, & 7.DWG

THE PRELIMINARY PLAT OF

# PECAN PARK SECTIONS 1B, 2, & 7

GRAPHIC SCALE

100 0 50 100 200 400

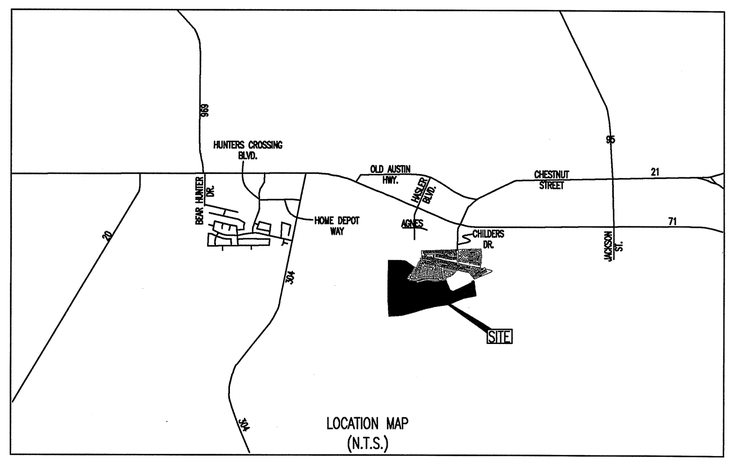
( IN FEET )
1 inch = 100 ft.

SCALE: 1" = 100'

north

LEGEND

- ○ 1/2" CAPPED IRON ROD SET
- ● CAPPED IRON ROD FOUND
- ◬ CALCULATED POINT
- 2 LOT NUMBER
- D.E. DRAINAGE EASEMENT
- L.S.E. LANDSCAPE EASEMENT
- APPROXIMATE FEMA
- 100 YEAR FLOODPLAIN
- REGULATORY FLOODWAY AREA




LOCATION MAP
(N.T.S.)

SEC. 3C

CLOMR TO REMOVE THIS AREA FROM THE FEMA FLOODPLAIN WAS APPROVED BY FEMA 7-31-06 06-06-B025R

CHILDERS DRIVE (60' R.O.W.)

N79°27'47"E 351.58'

126.52'

65.74'

L7

S25°30'52"E 247.11'

L8

L9

L10 N64°37'59"E 180.01'

L11 N65°22'44"E 128.89'

L12 N55°47'10"E 157.45'

L13 N60°56'51"E 102.19'

L14

L15

L16

L17 S75°40'31"W 481.30'

S09°19'14"E 650.79'

N18°30'34"W 549.52'

N25°14'00"W 85.80'

N05°26'00"W 122.09'

S74°34'00"E 260.19'

N84°34'00"E 925.14'

N83°13'17"E 665.8'

N76°35'25"E 174.87'

N45°08'21"E 172.49'

N19°30'37"E 254.72'

N17°45'14"W 335.54'

S65°43'00"W 758.29'

S79°50'42"W 670.03'

S75°55'45"W 346.22'

S72°00'30"W 53.45'

MATCH LINE SHEET 1

MERCER STREET (50' R.O.W.)

RAINMAKER COVE (50' R.O.W)

RAINMAKER LANE (50' R.O.W.)

RIMROCK COURT (50' R.O.W.)

BREAKWATER DRIVE (50' R.O.W.)

EDGEWATER

CHILDERS

PECAN PARK RESIDENTIAL SECTION 6B CAB. 6, PAGE 99A

DRAINAGE ESMT. DOC. No. 201709496

DRAINAGE ESMT. DOC. No. 201709495

ZONE "AE"

SEC. 2

97 K
17.224 ACRES
PUBLIC OPEN SPACE, GREENBELT, D.E., & P.U.E.

REGULATORY FLOODWAY

94 K
3.194 ACRES
OPEN SPACE, GREENBELT, D.E. & P.U.E.

38.083 ACRES
PUBLIC OPEN SPACE, GREENBELT, D.E., & P.U.E.

REGULATORY FLOODWAY

LYNN OUALLINE
1.626 ACRES
VOL. 421, PG. 607

LYNN OUALLINE
4.555 ACRES
VOL. 770, PG. 328

COLORADO RIVER

| LOT ELEVATIONS | | | |
|---|---|---|---|
| LOT NO. | BLOCK | B.F.E. | MIN. F.F.E. |
| 17 | K | 350.0 | 352.0 |
| 18 | K | 350.0 | 352.0 |
| 19 | K | 350.0 | 352.0 |
| 20 | K | 350.0 | 352.0 |
| 21 | K | 350.0 | 352.0 |
| 22 | K | 350.0 | 352.0 |
| 23 | K | 350.0 | 352.0 |
| 24 | K | 350.0 | 352.0 |
| 25 | K | 350.0 | 352.0 |
| 26 | K | 350.0 | 352.0 |
| 27 | K | 350.0 | 352.0 |
| 28 | K | 350.0 | 352.0 |
| 29 | K | 350.0 | 352.0 |
| 30 | K | 350.0 | 352.0 |
| 31 | K | 350.0 | 352.0 |
| 32 | K | 350.0 | 352.0 |
| 33 | K | 350.0 | 352.0 |
| 34 | K | 350.0 | 352.0 |
| 35 | K | 350.0 | 352.0 |
| 36 | K | 350.0 | 352.0 |
| 37 | K | 350.0 | 352.0 |
| 38 | K | 350.0 | 352.0 |
| 39 | K | 350.0 | 352.0 |
| 40 | K | 350.0 | 352.0 |
| 41 | K | 350.0 | 352.0 |
| 42 | K | 350.0 | 352.0 |
| 43 | K | 350.0 | 352.0 |
| 44 | K | 350.0 | 352.0 |
| 45 | K | 350.0 | 352.0 |
| 46 | K | 350.0 | 352.0 |
| 47 | K | 350.0 | 352.0 |
| 48 | K | 350.0 | 352.0 |
| 49 | K | 350.0 | 352.0 |
| 50 | K | 350.0 | 352.0 |
| 51 | K | 350.0 | 352.0 |
| 52 | K | 350.0 | 352.0 |
| 53 | K | 350.0 | 352.0 |
| 54 | K | 350.0 | 352.0 |
| 55 | K | 350.0 | 352.0 |
| 56 | K | 350.0 | 352.0 |
| 57 | K | 350.0 | 352.0 |
| 58 | K | 350.0 | 352.0 |
| 59 | K | 350.0 | 352.0 |
| 60 | K | 350.0 | 352.0 |
| 61 | K | 350.0 | 352.0 |
| 62 | K | 350.0 | 352.0 |
| 63 | K | 350.0 | 352.0 |
| 64 | K | 350.0 | 352.0 |
| 65 | K | 350.0 | 352.0 |
| 66 | K | 350.0 | 352.0 |
| 67 | K | 350.0 | 352.0 |
| 68 | K | 350.0 | 352.0 |
| 69 | K | 350.0 | 352.0 |
| 76 | K | 350.0 | 352.0 |
| 77 | K | 350.0 | 352.0 |
| 91 | K | 350.0 | 352.0 |
| 92 | K | 350.0 | 352.0 |

| LOT ELEVATIONS | | | |
|---|---|---|---|
| LOT NO. | BLOCK | B.F.E. | MIN. F.F.E. |
| 7 | M | 350.0 | 352.0 |
| 8 | M | 350.0 | 352.0 |
| 9 | M | 350.0 | 352.0 |
| 10 | M | 350.0 | 352.0 |
| 11 | M | 350.0 | 352.0 |
| 12 | M | 350.0 | 352.0 |
| 13 | M | 350.0 | 352.0 |
| 14 | M | 350.0 | 352.0 |
| 15 | M | 350.0 | 352.0 |
| 16 | M | 350.0 | 352.0 |
| 23 | M | 350.0 | 352.0 |
| 24 | M | 350.0 | 352.0 |
| 25 | M | 350.0 | 352.0 |
| 26 | M | 350.0 | 352.0 |
| 27 | M | 350.0 | 352.0 |
| 41 | M | 350.0 | 352.0 |
| 42 | M | 350.0 | 352.0 |
| 43 | M | 350.0 | 352.0 |
| 44 | M | 350.0 | 352.0 |
| 45 | M | 350.0 | 352.0 |
| 46 | M | 350.0 | 352.0 |
| 47 | M | 350.0 | 352.0 |
| | | | |
| 5 | L | 350.0 | 352.0 |
| 6 | L | 350.0 | 352.0 |
| 7 | L | 350.0 | 352.0 |
| 8 | L | 350.0 | 352.0 |
| 10 | L | 350.0 | 352.0 |
| 11 | L | 350.0 | 352.0 |
| 12 | L | 350.0 | 352.0 |
| 13 | L | 350.0 | 352.0 |
| 14 | L | 350.0 | 352.0 |
| 15 | L | 350.0 | 352.0 |
| 16 | L | 350.0 | 352.0 |
| | | | |
| 1 | N | 350.0 | 352.0 |
| 2 | N | 350.0 | 352.0 |
| 3 | N | 350.0 | 352.0 |
| 4 | N | 350.0 | 352.0 |
| 5 | N | 350.0 | 352.0 |
| 6 | N | 350.0 | 352.0 |
| 7 | N | 350.0 | 352.0 |
| 8 | N | 350.0 | 352.0 |
| 9 | N | 350.0 | 352.0 |
| 10 | N | 350.0 | 352.0 |
| 11 | N | 350.0 | 352.0 |
| 12 | N | 350.0 | 352.0 |
| 13 | N | 350.0 | 352.0 |
| 14 | N | 350.0 | 352.0 |
| 15 | N | 350.0 | 352.0 |
| 16 | N | 350.0 | 352.0 |
| 17 | N | 350.0 | 352.0 |
| 18 | N | 350.0 | 352.0 |
| 19 | N | 350.0 | 352.0 |
| 20 | N | 350.0 | 352.0 |
| 21 | N | 350.0 | 352.0 |

| LOT ELEVATIONS | | | |
|---|---|---|---|
| LOT NO. | BLOCK | B.F.E. | MIN. F.F.E. |
| 1 | 0 | 350.0 | 352.0 |
| 2 | 0 | 350.0 | 352.0 |
| 3 | 0 | 350.0 | 352.0 |
| 4 | 0 | 350.0 | 352.0 |
| 5 | 0 | 350.0 | 352.0 |
| 6 | 0 | 350.0 | 352.0 |
| 7 | 0 | 350.0 | 352.0 |
| 8 | 0 | 350.0 | 352.0 |
| 9 | 0 | 350.0 | 352.0 |
| 10 | 0 | 350.0 | 352.0 |
| 11 | 0 | 350.0 | 352.0 |
| 12 | 0 | 350.0 | 352.0 |
| 13 | 0 | 350.0 | 352.0 |
| 17 | 0 | 350.0 | 352.0 |
| 18 | 0 | 350.0 | 352.0 |
| 19 | 0 | 350.0 | 352.0 |
| 20 | 0 | 350.0 | 352.0 |
| 21 | 0 | 350.0 | 352.0 |
| 22 | 0 | 350.0 | 352.0 |
| 23 | 0 | 350.0 | 352.0 |
| 24 | 0 | 350.0 | 352.0 |
| 25 | 0 | 350.0 | 352.0 |
| 26 | 0 | 350.0 | 352.0 |
| 27 | 0 | 350.0 | 352.0 |
| 28 | 0 | 350.0 | 352.0 |
| 29 | 0 | 350.0 | 352.0 |

FIELD NOTES

BEING ALL THAT CERTAIN 117.695 ACRES TRACT OR PARCEL OF LAND OUT OF AND A PART OF THE MOZEA ROUSSEAU SURVEY, ABSTRACT NUMBER 56, SITUATED IN BASTROP COUNTY, TEXAS, SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS BEING A PORTION OF THAT CERTAIN 174.334 ACRE TRACT OF LAND, CONVEYED TO RANCH ROAD DEVELOPMENT AND DESCRIBED IN DOCUMENT NUMBER 201717048, OFFICIAL PUBLIC RECORDS, BASTROP COUNTY, TEXAS, (O.P.R.B.C.TX.) SAID 117.695 ACRE TRACT OF LAND BEING MORE FULLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

COMMENCING, AT A CAPPED IRON ROD FOUND FOR THE NORTHWEST CORNER OF SAID 174.334 ACRE TRACT OF LAND, SAME BEING AT THE NORTHEAST CORNER OF A CALLED 146.025 ACRE TRACT OF LAND CONVEYED TO JO ANN CANTRELL AND DESCRIBED IN VOLUME 445, PAGE 684, DEED RECORDS BASTROP COUNTY, TEXAS (O.P.R.B.C.TX.), ALSO BEING IN THE SOUTH LINE OF A CALLED 64.482 ACRE TRACT OF LAND CONVEYED TO DM PECAN PARK ASSOCIATES, LTD., IN SAID VOLUME 1482, PAGE 70 (O.P.R.T.C.TX.), FOR THE NORTHWEST CORNER AND THE POINT OF COMMENCEMENT OF THE HEREIN DESCRIBED TRACT,

THENCE, S01°19'35"E, WITH THE WEST LINE OF SAID 174.334 ACRE TRACT OF LAND AND THE EAST LINE OF SAID 146.025 ACRE TRACT, A DISTANCE OF 390.26 FEET TO CALCULATED POINT FOR THE NORTHWEST CORNER AND POINT OF BEGINNING OF THE HEREIN DESCRIBED TRACT OF LAND,

THENCE, OVER AND ACROSS SAID 174.334 ACRE TRACT OF LAND, THE FOLLOWING EIGHTEEN (18) COURSES AND DISTANCES, NUMBERED 1 THROUGH 18,

1) N88°13'05"E, A DISTANCE OF 481.63 FEET TO A CALCULATED POINT FOR CORNER,
2) S87°19'15"E, A DISTANCE OF 234.10 FEET TO A CALCULATED POINT FOR CORNER,
3) S74°52'47"E, A DISTANCE OF 107.86 FEET TO A CALCULATED POINT FOR CORNER,
4) S56°10'10"E, A DISTANCE OF 432.79 FEET TO A CALCULATED POINT FOR CORNER,
5) S28°07'07"W, A DISTANCE OF 320.27 FEET TO A CALCULATED POINT FOR CORNER,
6) S69°41'58"W, A DISTANCE OF 50.99 FEET TO A CALCULATED POINT FOR CORNER,
7) S33°49'50"W, A DISTANCE OF 119.69 FEET TO A CALCULATED POINT FOR CORNER,
8) S20°12'13"W, A DISTANCE OF 120.55 FEET TO A CALCULATED POINT FOR CORNER,
9) S30°09'24"W, A DISTANCE OF 28.32 FEET TO A CALCULATED POINT FOR CORNER,
10) S59°50'36"E, A DISTANCE OF 108.71 FEET TO A CALCULATED POINT FOR CORNER AT THE BEGINNING OF A CURVE TO THE LEFT,
11) ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 470.00 FEET, AN ARC LENGTH OF 352.38 FEET, AND A CHORD THAT BEARS S81°19'18"E, A DISTANCE OF 344.18 FEET TO A CALCULATED POINT,
12) S12°48'08"E, A DISTANCE OF 60.00 FEET TO A CALCULATED POINT AT THE BEGINNING OF A CURVE TO THE LEFT,
13) ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 530.00 FEET, AN ARC LENGTH OF 27.34 FEET, AND A CHORD THAT BEARS N75°43'18"E, A DISTANCE OF 27.34 FEET TO A CALCULATED POINT,
14) N74°14'38"E, A DISTANCE OF 279.32 FEET TO A CALCULATED POINT AT THE BEGINNING OF A CURVE TO THE RIGHT,
15) ALONG SAID CURVE TO THE RIGHT, HAVING A RADIUS OF 720.00 FEET, AN ARC LENGTH OF 225.01 FEET, AND A CHORD THAT BEARS N83°11'48"E, A DISTANCE OF 224.09 FEET TO A CALCULATED POINT,
16) S87°51'01"E, A DISTANCE OF 236.61 FEET TO A CALCULATED POINT AT THE BEGINNING OF A CURVE TO THE LEFT,
17) ALONG SAID CURVE TO THE LEFT, HAVING A RADIUS OF 1030.00 FEET, AN ARC LENGTH OF 228.07 FEET, AND A CHORD THAT BEARS N85°48'23"E, A DISTANCE OF 227.60 FEET TO A CALCULATED POINT, AND
18) N79°27'47"E, A DISTANCE OF 351.58 FEET TO A 1/2 INCH IRON ROD FOUND FOR A NORTHERN CORNER OF THE HEREIN DESCRIBED TRACT OF LAND, BEING AT THE NORTHWEST CORNER OF LOT 2 OF PECAN PARK RESIDENTIAL, SECTION 6B, AS RECORDED IN CABINET 6, SLIDE 99A, PLAT RECORDS OF BASTROP COUNTY, TEXAS, SAME BEING AT THE SOUTHWEST TERMINUS OF CHILDERS DRIVE (60' R.O.W.),

THENCE, WITH THE COMMON LINE OF SAID PECAN PARK RESIDENTIAL, SECTION 6B AND OF THE HEREIN DESCRIBED TRACT OF LAND, THE FOLLOWING FOURTEEN (14) COURSES AND DISTANCES, NUMBERED 1 THROUGH 14,

1) S23°55'32"E, A DISTANCE OF 72.29 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
2) S25°30'52"E, A DISTANCE OF 247.11 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
3) S21°15'39"E, A DISTANCE OF 138.80 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
4) S66°35'36"E, A DISTANCE OF 149.21 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
5) N64°10'19"E, A DISTANCE OF 137.98 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
6) N64°37'59"E, A DISTANCE OF 180.01 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
7) N64°46'09"E, A DISTANCE OF 60.00 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
8) N65°22'44"E, A DISTANCE OF 128.89 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
9) N55°47'10"E, A DISTANCE OF 157.45 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
10) N60°56'51"E, A DISTANCE OF 102.19 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
11) N61°16'41"E, A DISTANCE OF 60.83 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
12) N70°21'20"E, A DISTANCE OF 86.66 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER,
13) N06°58'32"W, A DISTANCE OF 63.14 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER, AND
14) N64°11'18"E, A DISTANCE OF 75.07 FEET TO A 1/2 INCH IRON ROD FOUND FOR CORNER, BEING AT THE EASTERNMOST CORNER OF SAID PECAN PARK RESIDENTIAL, SECTION 6B, SAME BEING AT THE SOUTHERNMOST CORNER OF LOT 32, PECAN PARK RESIDENTIAL, SECTION 6A, AS RECORDED IN CABINET 6, SLIDE 54-A, PLAT RECORDS OF BASTROP COUNTY, TEXAS,

THENCE, OVER AND ACROSS SAID 174.334 ACRE TRACT OF LAND, THE FOLLOWING TWO (2) COURSES AND DISTANCES, NUMBERED 1 AND 2,

1) S45°27'42"E, A DISTANCE OF 48.19 FEET TO A CALCULATED POINT FOR CORNER,
2) S09°19'14"E, A DISTANCE OF 650.79 FEET TO A CALCULATED POINT AT THE LOW BANK OF THE COLORADO RIVER,

THENCE, WITH LOW BANK OF THE COLORADO RIVER, THE FOLLOWING EIGHT (8) COURSES AND DISTANCES, NUMBERED 1 THROUGH 8,

1) S72°00'30"W, A DISTANCE OF 53.45 FEET TO A CALCULATED POINT,
2) S75°40'31"W, A DISTANCE OF 481.30 FEET TO A CALCULATED POINT,
3) S65°43'00"W, A DISTANCE OF 758.29 FEET TO A CALCULATED POINT,
4) S79°50'42"W, A DISTANCE OF 670.03 FEET TO A CALCULATED POINT,
5) S75°55'45"W, A DISTANCE OF 346.22 FEET TO A CALCULATED POINT,
6) S70°04'04"W, A DISTANCE OF 506.08 FEET TO A CALCULATED POINT,
7) S74°14'36"W, A DISTANCE OF 638.98 FEET TO A CALCULATED POINT, AND
8) S84°06'49"W, A DISTANCE OF 554.84 FEET TO A CALCULATED POINT AT THE SOUTHWEST CORNER OF SAID 174.334 ACRE TRACT OF LAND, SAME BEING THE SOUTHEAST CORNER OF A CALLED 48.891 ACRE TRACT OF LAND CONVEYED TO JODIE DANYALE RHODES AND DESCRIBED IN IN VOLUME 2112, PAGE 380, (O.P.R.B.C.TX.),

THENCE, WITH THE WEST LINE OF SAID 174.334 ACRE TRACT OF LAND, THE EAST LINE OF SAID 48.891 ACRE TRACT OF LAND, AND THE EAST LINE OF THE AFOREMENTIONED 146.025 ACRE TRACT OF LAND, THE FOLLOWING FIVE (5) COURSES AND DISTANCES, NUMBERED 1 THROUGH 5,

1. N04°55'34"W, A DISTANCE OF 418.69 FEET TO A CAPPED ½" IRON ROD FOUND,
2. N07°39'47"W, A DISTANCE OF 313.26 FEET TO A ½" IRON ROD FOUND,
3. N01°14'45"W, A DISTANCE OF 781.27 FEET TO A ½" IRON ROD FOUND,
4. N01°57'39"W, A DISTANCE OF 350.02 FEET TO A ½" IRON ROD FOUND, AND
5. N01°19'35"W, A DISTANCE OF 625.79 FEET TO THE POINT OF BEGINNING AND CONTAINING 117.695 ACRES OF LAND.

**SHEET NO. 2 OF 3**


Carlson, Brigance & Doering, Inc.
FIRM ID #F3791 ◆ REG. # 10024900
Civil Engineering ◆ Surveying
5501 West William Cannon ◆ Austin, Texas 78749
Phone No. (512) 280-5160 ◆ Fax No. (512) 280-5165


PATH–J: AC3D\5061\SURVEY\PRELIMINARY PLAT – PECAN PARK SECTION 1B, 2, & 7.DWG

THE PRELIMINARY PLAT OF

# PECAN PARK SECTIONS 1B, 2, & 7

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C1 | 352.38 | 470.00 | S81°19'18"E | 344.18 | 184.93 | 42°57'25" |
| C2 | 27.34 | 530.00 | N75°43'18"E | 27.34 | 13.67 | 2°57'20" |
| C3 | 225.01 | 720.00 | N83°11'48"E | 224.09 | 113.43 | 17°54'20" |
| C4 | 228.07 | 1030.00 | N85°48'23"E | 227.60 | 114.50 | 12°41'12" |
| C5 | 160.32 | 430.00 | S11°58'18"E | 159.39 | 81.10 | 21°21'43" |
| C6 | 113.81 | 370.00 | N13°50'27"W | 113.36 | 57.36 | 17°37'24" |
| C7 | 29.71 | 370.00 | N02°43'44"W | 29.70 | 14.86 | 4°36'02" |
| C8 | 219.64 | 470.00 | N73°14'02"W | 217.65 | 111.86 | 26°46'33" |
| C9 | 39.27 | 25.00 | N14°50'46"W | 35.36 | 25.00 | 90°00'00" |
| C10 | 44.07 | 325.00 | S26°16'09"W | 44.04 | 22.07 | 7°46'10" |
| C11 | 37.31 | 25.00 | N65°08'30"E | 33.94 | 23.12 | 85°30'51" |
| C12 | 71.04 | 275.00 | N79°30'05"W | 70.84 | 35.72 | 14°48'01" |
| C13 | 21.03 | 25.00 | S62°48'24"E | 20.41 | 11.18 | 48°11'23" |
| C14 | 162.65 | 50.00 | S48°05'55"W | 99.85 | 897.21 | 186°22'46" |
| C15 | 21.03 | 25.00 | N20°59'47"W | 20.41 | 11.18 | 48°11'23" |
| C16 | 39.74 | 325.00 | S00°24'16"E | 39.72 | 19.90 | 7°00'22" |
| C17 | 19.02 | 25.00 | N17°53'32"E | 18.57 | 10.00 | 43°35'59" |
| C18 | 162.49 | 50.00 | S53°24'27"E | 99.85 | 923.31 | 186°11'58" |
| C19 | 21.03 | 25.00 | S57°35'16"W | 20.41 | 11.18 | 48°11'23" |
| C20 | 129.42 | 250.00 | N66°51'06"E | 127.98 | 66.20 | 29°39'42" |
| C21 | 21.05 | 15.00 | N87°46'35"W | 19.36 | 12.68 | 80°24'21" |
| C22 | 187.95 | 225.00 | S71°30'12"E | 182.53 | 99.85 | 47°51'36" |
| C23 | 91.46 | 525.00 | N79°34'33"E | 91.35 | 45.85 | 9°58'55" |
| C24 | 21.03 | 25.00 | N81°19'13"W | 20.41 | 11.18 | 48°11'23" |
| C25 | 153.94 | 50.00 | N34°34'33"E | 99.95 | 1589.87 | 176°23'51" |
| C26 | 21.03 | 25.00 | S28°31'41"E | 20.41 | 11.18 | 48°11'23" |
| C27 | 22.12 | 15.00 | S36°48'56"W | 20.17 | 13.62 | 84°29'51" |

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C28 | 267.75 | 58.00 | N53°11'04"W | 85.87 | 63.86 | 264°29'51" |
| C29 | 20.95 | 15.00 | N34°34'33"E | 19.29 | 12.59 | 80°01'05" |
| C30 | 72.73 | 475.00 | N78°58'17"E | 72.66 | 36.44 | 8°46'23" |
| C31 | 23.88 | 15.00 | S51°02'16"E | 21.44 | 15.32 | 91°12'32" |
| C32 | 40.40 | 25.00 | S40°51'27"W | 36.14 | 26.15 | 92°34'54" |
| C33 | 35.96 | 25.00 | N46°38'30"W | 32.94 | 21.89 | 82°25'02" |
| C34 | 23.56 | 15.00 | S39°34'00"W | 21.21 | 15.00 | 90°00'00" |
| C35 | 23.56 | 15.00 | S50°26'00"E | 21.21 | 15.00 | 90°00'00" |
| C36 | 14.86 | 15.00 | S22°57'13"W | 14.26 | 8.11 | 56°46'26" |
| C37 | 297.16 | 58.00 | S84°34'00"W | 63.56 | 37.99 | 293°32'52" |
| C38 | 14.86 | 15.00 | N33°49'13"W | 14.26 | 8.11 | 56°46'26" |
| C39 | 23.56 | 15.00 | N39°34'00"E | 21.21 | 15.00 | 90°00'00" |
| C40 | 23.56 | 15.00 | S50°26'00"E | 21.21 | 15.00 | 90°00'00" |
| C41 | 267.75 | 58.00 | S42°19'05"W | 85.87 | 63.86 | 264°29'51" |
| C42 | 22.12 | 15.00 | N47°40'55"W | 20.17 | 13.62 | 84°29'51" |
| C43 | 23.56 | 15.00 | N39°34'00"E | 21.21 | 15.00 | 90°00'00" |
| C44 | 267.51 | 175.00 | S51°38'29"E | 242.21 | 167.77 | 87°35'00" |
| C45 | 54.32 | 225.00 | S00°56'00"E | 54.19 | 27.29 | 13°49'59" |
| C46 | 37.06 | 25.00 | S48°27'21"W | 33.76 | 22.89 | 84°56'43" |
| C47 | 125.89 | 530.00 | N84°00'42"E | 125.59 | 63.24 | 13°36'32" |
| C48 | 39.27 | 25.00 | S14°50'46"E | 35.36 | 25.00 | 90°00'00" |
| C49 | 28.02 | 325.00 | N36°17'07"E | 28.01 | 14.02 | 4°56'23" |
| C50 | 66.98 | 325.00 | N27°54'41"E | 66.86 | 33.61 | 11°48'29" |
| C51 | 56.75 | 275.00 | S27°55'08"W | 56.65 | 28.47 | 11°49'23" |
| C52 | 67.09 | 325.00 | S27°55'00"W | 66.97 | 33.67 | 11°49'40" |
| C53 | 44.42 | 25.00 | N72°54'41"E | 38.80 | 30.77 | 101°48'29" |
| C54 | 157.80 | 275.00 | N72°37'24"W | 155.65 | 81.14 | 32°52'39" |

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C55 | 114.96 | 325.00 | S80°48'14"W | 114.37 | 58.09 | 20°16'03" |
| C56 | 37.82 | 25.00 | S65°59'28"E | 34.32 | 23.59 | 86°40'38" |
| C57 | 138.46 | 370.00 | S11°55'55"E | 137.66 | 70.05 | 21°26'30" |
| C58 | 37.05 | 25.00 | S28°12'44"W | 33.75 | 22.87 | 84°54'58" |
| C59 | 97.28 | 275.00 | S80°48'14"W | 96.77 | 49.15 | 20°16'03" |
| C60 | 129.11 | 225.00 | N72°37'24"W | 127.35 | 66.39 | 32°52'39" |
| C61 | 38.67 | 25.00 | N11°52'29"W | 34.93 | 24.40 | 88°37'10" |
| C62 | 23.71 | 275.00 | N36°17'07"E | 23.70 | 11.86 | 4°56'23" |
| C63 | 37.11 | 25.00 | N81°17'07"E | 33.80 | 22.93 | 85°03'37" |
| C64 | 146.09 | 275.00 | N71°24'12"W | 144.38 | 74.81 | 30°26'14" |
| C65 | 47.69 | 325.00 | S89°10'28"W | 47.65 | 23.89 | 8°24'26" |
| C66 | 39.27 | 25.00 | S50°01'45"E | 35.36 | 25.00 | 90°00'00" |
| C67 | 69.17 | 430.00 | N09°38'15"W | 69.10 | 34.66 | 9°13'00" |
| C68 | 39.27 | 25.00 | S39°58'15"W | 35.36 | 25.00 | 90°00'00" |
| C69 | 40.35 | 275.00 | S89°10'28"W | 40.32 | 20.21 | 8°24'26" |
| C70 | 119.53 | 225.00 | N71°24'12"W | 118.13 | 61.21 | 30°26'14" |
| C71 | 39.38 | 25.00 | N11°03'30"W | 35.43 | 25.11 | 90°15'09" |
| C72 | 22.20 | 325.00 | S32°06'39"W | 22.20 | 11.11 | 3°54'50" |
| C73 | 39.27 | 25.00 | N75°09'14"E | 35.36 | 25.00 | 90°00'00" |
| C74 | 247.68 | 530.00 | N73°14'02"W | 245.43 | 126.15 | 26°46'33" |
| C75 | 38.01 | 25.00 | S43°03'53"E | 34.45 | 23.77 | 87°06'52" |
| C76 | 41.44 | 430.00 | N02°16'06"W | 41.42 | 20.74 | 5°31'18" |
| C77 | 39.27 | 25.00 | S75°09'14"W | 35.36 | 25.00 | 90°00'00" |
| C78 | 175.78 | 530.00 | S69°20'25"E | 174.98 | 88.70 | 19°00'10" |
| C79 | 37.01 | 25.00 | N36°25'45"W | 33.72 | 22.84 | 84°48'29" |
| C80 | 66.39 | 275.00 | S00°56'00"E | 66.23 | 33.36 | 13°49'59" |
| C81 | 80.64 | 225.00 | S18°07'03"E | 80.21 | 40.76 | 20°32'07" |

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C82 | 21.05 | 15.00 | N11°49'04"E | 19.36 | 12.68 | 80°24'21" |
| C83 | 103.54 | 200.00 | N66°51'06"E | 102.39 | 52.96 | 29°39'42" |
| C84 | 23.56 | 15.00 | S53°19'03"E | 21.21 | 15.00 | 90°00'00" |
| C85 | 54.79 | 275.00 | S02°36'34"E | 54.70 | 27.49 | 11°24'58" |
| C86 | 33.76 | 175.00 | S08°37'31"W | 33.71 | 16.93 | 11°03'13" |
| C87 | 24.23 | 25.00 | S41°55'02"W | 23.29 | 13.16 | 55°31'49" |
| C88 | 147.21 | 50.00 | N14°39'36"W | 99.51 | 504.71 | 168°41'05" |
| C89 | 21.03 | 25.00 | S74°54'27"E | 20.41 | 11.18 | 48°11'23" |
| C90 | 102.18 | 275.00 | N61°27'25"W | 101.59 | 51.69 | 21°17'19" |
| C91 | 42.01 | 25.00 | S23°57'29"E | 37.24 | 27.91 | 96°17'10" |
| C92 | 28.65 | 275.00 | S27°10'10"W | 28.64 | 14.34 | 5°58'08" |
| C93 | 44.50 | 25.00 | S54°05'12"W | 38.85 | 30.86 | 101°58'34" |
| C94 | 94.69 | 225.00 | N62°52'09"W | 93.99 | 48.06 | 24°06'46" |
| C95 | 31.61 | 25.00 | N14°35'30"W | 29.55 | 18.31 | 72°26'32" |
| C96 | 72.77 | 225.00 | S12°21'50"W | 72.45 | 36.71 | 18°31'52" |
| C97 | 64.76 | 325.00 | S02°36'34"E | 64.65 | 32.49 | 11°24'58" |
| C98 | 23.56 | 15.00 | N36°40'57"E | 21.21 | 15.00 | 90°00'00" |
| C99 | 39.27 | 25.00 | S53°19'03"E | 35.36 | 25.00 | 90°00'00" |
| C100 | 54.79 | 275.00 | S02°36'34"E | 54.70 | 27.49 | 11°24'58" |
| C101 | 32.81 | 25.00 | N34°30'05"W | 30.51 | 19.25 | 75°11'59" |
| C102 | 64.76 | 325.00 | S02°36'34"E | 64.65 | 32.49 | 11°24'58" |
| C103 | 39.27 | 25.00 | N36°40'57"E | 35.36 | 25.00 | 90°00'00" |
| C104 | 41.39 | 25.00 | S50°53'20"E | 36.82 | 27.21 | 94°51'26" |
| C105 | 31.48 | 275.00 | S00°10'51"E | 31.46 | 15.76 | 6°33'32" |
| C106 | 39.27 | 25.00 | S48°05'55"W | 35.36 | 25.00 | 90°00'00" |
| C107 | 58.12 | 225.00 | N79°30'05"W | 57.96 | 29.22 | 14°48'01" |
| C108 | 34.26 | 275.00 | N75°40'15"W | 34.24 | 17.15 | 7°08'20" |

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C109 | 36.77 | 275.00 | N83°04'15"W | 36.74 | 18.41 | 7°39'41" |
| C110 | 10.75 | 325.00 | S02°09'03"W | 10.75 | 5.38 | 1°53'43" |
| C111 | 28.99 | 325.00 | S01°21'08"E | 28.98 | 14.50 | 5°06'38" |
| C112 | 6.22 | 50.00 | S36°07'41"W | 6.22 | 3.11 | 7°07'42" |
| C113 | 48.18 | 50.00 | S04°57'33"W | 46.34 | 26.14 | 55°12'35" |
| C114 | 33.98 | 50.00 | S42°07'01"E | 33.33 | 17.68 | 38°56'33" |
| C115 | 15.26 | 50.00 | S70°19'59"E | 15.20 | 7.69 | 17°29'24" |
| C116 | 45.21 | 50.00 | N75°01'12"E | 43.68 | 24.28 | 51°48'13" |
| C117 | 13.64 | 50.00 | N41°18'20"E | 13.59 | 6.86 | 15°37'32" |
| C118 | 3.75 | 250.00 | N81°15'11"E | 3.75 | 1.87 | 0°51'31" |
| C119 | 46.36 | 250.00 | N75°30'40"E | 46.30 | 23.25 | 10°37'32" |
| C120 | 46.36 | 250.00 | N64°53'08"E | 46.30 | 23.25 | 10°37'32" |
| C121 | 31.29 | 250.00 | N55°59'14"E | 31.27 | 15.67 | 7°10'16" |
| C122 | 1.66 | 250.00 | N52°12'40"E | 1.66 | 0.83 | 0°22'51" |
| C123 | 40.61 | 225.00 | S52°44'38"E | 40.55 | 20.36 | 10°20'28" |
| C124 | 46.00 | 225.00 | S63°46'16"E | 45.92 | 23.08 | 11°42'48" |
| C125 | 46.00 | 225.00 | S75°29'04"E | 45.92 | 23.08 | 11°42'48" |
| C126 | 46.00 | 225.00 | S87°11'52"E | 45.92 | 23.08 | 11°42'48" |
| C127 | 9.34 | 225.00 | N85°45'22"E | 9.34 | 4.67 | 2°22'43" |
| C128 | 3.62 | 525.00 | N84°22'09"E | 3.62 | 1.81 | 0°23'43" |
| C129 | 48.05 | 525.00 | N81°32'59"E | 48.03 | 24.04 | 5°14'38" |
| C130 | 39.79 | 525.00 | N76°45'23"E | 39.78 | 19.91 | 4°20'34" |
| C131 | 24.72 | 50.00 | S71°23'16"E | 24.47 | 12.62 | 28°19'29" |
| C132 | 41.60 | 50.00 | N70°36'57"E | 40.41 | 22.09 | 47°40'04" |
| C133 | 36.52 | 50.00 | N25°51'26"E | 35.71 | 19.12 | 41°50'59" |
| C134 | 50.05 | 50.00 | N23°44'33"W | 47.98 | 27.35 | 57°20'59" |
| C135 | 1.05 | 50.00 | N53°01'12"W | 1.05 | 0.53 | 1°12'20" |

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C136 | 14.04 | 15.00 | S21°23'09"W | 13.54 | 7.58 | 53°38'17" |
| C137 | 8.08 | 15.00 | S63°38'04"W | 7.98 | 4.14 | 30°51'34" |
| C138 | 194.78 | 58.00 | N17°08'30"W | 115.32 | 533.38 | 192°24'43" |
| C139 | 40.79 | 58.00 | S46°30'11"W | 39.96 | 21.28 | 40°17'55" |
| C140 | 32.18 | 58.00 | S10°27'37"W | 31.77 | 16.51 | 31°47'13" |
| C141 | 28.40 | 25.00 | N55°18'36"W | 26.89 | 15.95 | 65°04'51" |
| C142 | 7.56 | 25.00 | N14°06'05"W | 7.54 | 3.81 | 17°20'11" |
| C143 | 8.56 | 15.00 | S10°55'12"W | 8.45 | 4.40 | 32°42'23" |
| C144 | 6.30 | 15.00 | S39°18'25"W | 6.25 | 3.20 | 24°04'03" |
| C145 | 44.40 | 58.00 | N29°24'35"E | 43.32 | 23.35 | 43°51'42" |
| C146 | 41.20 | 58.00 | N12°52'16"W | 40.34 | 21.51 | 40°42'00" |
| C147 | 38.16 | 58.00 | N52°04'03"W | 37.47 | 19.80 | 37°41'36" |
| C148 | 46.58 | 58.00 | S86°04'44"W | 45.34 | 24.63 | 46°00'49" |
| C149 | 41.22 | 58.00 | S42°42'48"W | 40.36 | 21.52 | 40°43'03" |
| C150 | 41.20 | 58.00 | S02°00'16"W | 40.34 | 21.51 | 40°42'00" |
| C151 | 44.40 | 58.00 | S40°16'34"E | 43.32 | 23.35 | 43°51'42" |
| C152 | 6.30 | 15.00 | N50°10'24"W | 6.25 | 3.20 | 24°04'03" |
| C153 | 8.56 | 15.00 | N21°47'11"W | 8.45 | 4.40 | 32°42'23" |
| C154 | 14.64 | 58.00 | N12°39'58"W | 14.60 | 7.36 | 14°27'58" |
| C155 | 27.43 | 58.00 | N33°26'51"W | 27.17 | 13.98 | 27°05'47" |
| C156 | 27.89 | 58.00 | N60°46'09"W | 27.62 | 14.22 | 27°32'48" |
| C157 | 46.57 | 58.00 | S82°27'24"W | 45.33 | 24.62 | 46°00'07" |
| C158 | 53.07 | 58.00 | S33°14'36"W | 51.24 | 28.56 | 52°25'29" |
| C159 | 41.25 | 58.00 | S13°20'33"E | 40.38 | 21.54 | 40°44'50" |
| C160 | 56.91 | 58.00 | S61°49'24"E | 54.65 | 30.98 | 56°12'53" |
| C161 | 16.83 | 15.00 | N57°47'12"W | 15.96 | 9.43 | 64°17'16" |
| C162 | 5.29 | 15.00 | N15°32'17"W | 5.26 | 2.67 | 20°12'35" |

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C163 | 90.62 | 175.00 | S80°35'55"E | 89.61 | 46.35 | 29°40'09" |
| C164 | 127.82 | 175.00 | S44°50'21"E | 125.00 | 66.91 | 41°50'59" |
| C165 | 49.07 | 175.00 | S15°52'56"E | 48.91 | 24.70 | 16°03'53" |
| C166 | 89.91 | 1030.00 | N89°38'56"E | 89.88 | 44.98 | 5°00'05" |
| C167 | 138.16 | 1030.00 | N83°18'20"E | 138.06 | 69.18 | 7°41'07" |
| C168 | 37.62 | 25.00 | S16°44'26"E | 34.17 | 23.40 | 86°12'41" |
| C169 | 1.65 | 25.00 | S28°15'34"W | 1.65 | 0.83 | 3°47'19" |
| C170 | 40.93 | 25.00 | N46°28'29"E | 36.51 | 26.72 | 93°48'25" |
| C174 | 36.67 | 275.00 | N60°00'17"W | 36.64 | 18.36 | 7°38'25" |
| C175 | 36.69 | 275.00 | N67°38'51"W | 36.67 | 18.37 | 7°38'42" |
| C176 | 36.69 | 275.00 | N75°17'33"W | 36.67 | 18.37 | 7°38'42" |
| C177 | 36.69 | 275.00 | N82°56'16"W | 36.67 | 18.37 | 7°38'42" |
| C178 | 11.05 | 275.00 | N87°54'40"W | 11.05 | 5.52 | 2°18'07" |
| C179 | 17.64 | 325.00 | S89°22'58"W | 17.64 | 8.82 | 3°06'35" |
| C180 | 38.04 | 325.00 | S84°28'30"W | 38.02 | 19.04 | 6°42'22" |
| C181 | 37.37 | 325.00 | S77°49'39"W | 37.35 | 18.71 | 6°35'19" |
| C182 | 21.91 | 325.00 | S72°36'06"W | 21.91 | 10.96 | 3°51'47" |
| C183 | 8.09 | 25.00 | N79°56'27"E | 8.06 | 4.08 | 18°32'29" |
| C184 | 29.73 | 25.00 | S56°43'14"E | 28.01 | 16.91 | 68°08'08" |
| C185 | 22.83 | 275.00 | S73°02'56"W | 22.83 | 11.42 | 4°45'27" |
| C186 | 62.99 | 275.00 | S81°59'24"W | 62.86 | 31.64 | 13°07'29" |
| C187 | 19.24 | 225.00 | N86°36'43"W | 19.24 | 9.63 | 4°54'02" |
| C188 | 72.31 | 225.00 | N74°57'17"W | 72.00 | 36.47 | 18°24'50" |
| C189 | 2.78 | 275.00 | N56°28'26"W | 2.78 | 1.39 | 0°34'44" |
| C190 | 37.70 | 275.00 | N60°41'25"W | 37.67 | 18.88 | 7°51'14" |
| C191 | 38.36 | 275.00 | N68°36'50"W | 38.33 | 19.21 | 7°59'35" |
| C192 | 37.70 | 275.00 | N76°32'15"W | 37.67 | 18.88 | 7°51'14" |

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C193 | 29.55 | 275.00 | N83°32'35"W | 29.54 | 14.79 | 6°09'27" |
| C194 | 37.35 | 325.00 | S89°51'01"W | 37.33 | 18.70 | 6°35'08" |
| C195 | 9.00 | 325.00 | S85°45'51"W | 9.00 | 4.50 | 1°35'12" |
| C196 | 20.28 | 275.00 | S87°05'02"W | 20.28 | 10.15 | 4°13'35" |
| C197 | 20.07 | 275.00 | N88°42'45"W | 20.06 | 10.04 | 4°10'52" |
| C198 | 35.48 | 225.00 | N82°06'15"W | 35.44 | 17.78 | 9°02'07" |
| C199 | 77.25 | 225.00 | N67°45'01"W | 76.87 | 39.01 | 19°40'21" |
| C200 | 6.79 | 225.00 | N57°02'57"W | 6.79 | 3.40 | 1°43'46" |
| C201 | 19.35 | 275.00 | N70°05'07"W | 19.35 | 9.68 | 4°01'56" |
| C202 | 37.32 | 275.00 | N64°10'54"W | 37.29 | 18.69 | 7°46'30" |
| C203 | 37.32 | 275.00 | N56°24'24"W | 37.29 | 18.69 | 7°46'30" |
| C204 | 8.19 | 275.00 | N51°39'57"W | 8.19 | 4.10 | 1°42'24" |
| C205 | 8.66 | 50.00 | S85°57'42"W | 8.65 | 4.34 | 9°55'40" |
| C206 | 42.48 | 50.00 | N64°44'13"W | 41.21 | 22.62 | 48°40'30" |
| C207 | 96.06 | 50.00 | N14°38'29"E | 81.96 | 71.52 | 110°04'55" |
| C208 | 68.97 | 200.00 | N71°48'13"E | 68.63 | 34.83 | 19°45'28" |
| C209 | 34.57 | 200.00 | N56°58'22"E | 34.53 | 17.33 | 9°54'14" |
| C210 | 36.84 | 225.00 | S16°56'21"W | 36.80 | 18.46 | 9°22'52" |
| C211 | 35.93 | 225.00 | S07°40'25"W | 35.89 | 18.00 | 9°09'00" |
| C212 | 30.92 | 325.00 | S00°22'21"W | 30.91 | 15.47 | 5°27'06" |
| C213 | 33.83 | 325.00 | S05°20'07"E | 33.82 | 16.93 | 5°57'51" |
| C214 | 25.21 | 325.00 | S00°52'35"W | 25.20 | 12.61 | 4°26'40" |
| C215 | 39.55 | 325.00 | S04°49'54"E | 39.52 | 19.80 | 6°58'18" |
| C216 | 29.17 | 275.00 | S00°25'17"E | 29.16 | 14.60 | 6°04'42" |
| C217 | 2.31 | 275.00 | S02°51'29"W | 2.31 | 1.15 | 0°28'50" |
| C218 | 5.57 | 25.00 | S12°21'45"W | 5.56 | 2.80 | 12°45'30" |
| C219 | 31.50 | 25.00 | S54°50'06"W | 29.46 | 18.23 | 72°11'12" |

| Curve Table | | | | | | |
|---|---|---|---|---|---|---|
| Curve # | Length | Radius | Chord Direction | Chord Length | Tangent | DELTA |
| C220 | 37.67 | 25.00 | N16°40'54"W | 34.20 | 23.45 | 86°19'44" |
| C221 | 1.60 | 25.00 | N28°19'06"E | 1.60 | 0.80 | 3°40'16" |
| C222 | 16.09 | 25.00 | S48°35'20"W | 15.81 | 8.33 | 36°52'12" |
| C223 | 23.18 | 25.00 | N86°24'40"W | 22.36 | 12.50 | 53°07'48" |
| C224 | 17.49 | 50.00 | N48°44'07"W | 17.41 | 8.84 | 20°02'48" |
| C225 | 35.22 | 50.00 | N79°02'25"W | 34.49 | 18.37 | 40°21'17" |
| C226 | 28.98 | 50.00 | S64°10'50"W | 28.57 | 14.91 | 33°12'11" |
| C227 | 26.99 | 50.00 | S32°06'47"W | 26.67 | 13.83 | 30°55'55" |
| C228 | 35.06 | 50.00 | S03°26'23"E | 34.34 | 18.28 | 40°10'24" |
| C229 | 18.82 | 50.00 | S34°18'32"E | 18.71 | 9.52 | 21°33'53" |
| C230 | 11.45 | 275.00 | S89°44'42"W | 11.45 | 5.73 | 2°23'07" |
| C231 | 37.56 | 225.00 | N60°57'59"W | 37.51 | 18.82 | 9°33'48" |
| C232 | 1.33 | 325.00 | N86°44'22"W | 1.33 | 0.67 | 0°14'06" |
| C233 | 30.50 | 275.00 | S33°19'52"W | 30.48 | 15.26 | 6°21'15" |
| C234 | 10.79 | 275.00 | S37°37'54"W | 10.78 | 5.39 | 2°14'50" |
| C235 | 11.77 | 325.00 | N37°43'05"E | 11.77 | 5.88 | 2°04'28" |
| C236 | 16.25 | 325.00 | N35°14'53"E | 16.25 | 8.13 | 2°51'56" |
| C237 | 37.12 | 325.00 | N30°32'37"E | 37.10 | 18.58 | 6°32'37" |
| C238 | 29.86 | 325.00 | N24°38'23"E | 29.85 | 14.94 | 5°15'52" |
| C239 | 41.36 | 275.00 | S26°18'59"W | 41.32 | 20.72 | 8°37'05" |
| C240 | 15.38 | 275.00 | S32°13'41"W | 15.38 | 7.69 | 3°12'18" |
| C241 | 41.28 | 275.00 | S34°27'16"W | 41.24 | 20.68 | 8°36'05" |
| C242 | 6.63 | 275.00 | N33°07'31"E | 6.63 | 3.31 | 1°22'50" |

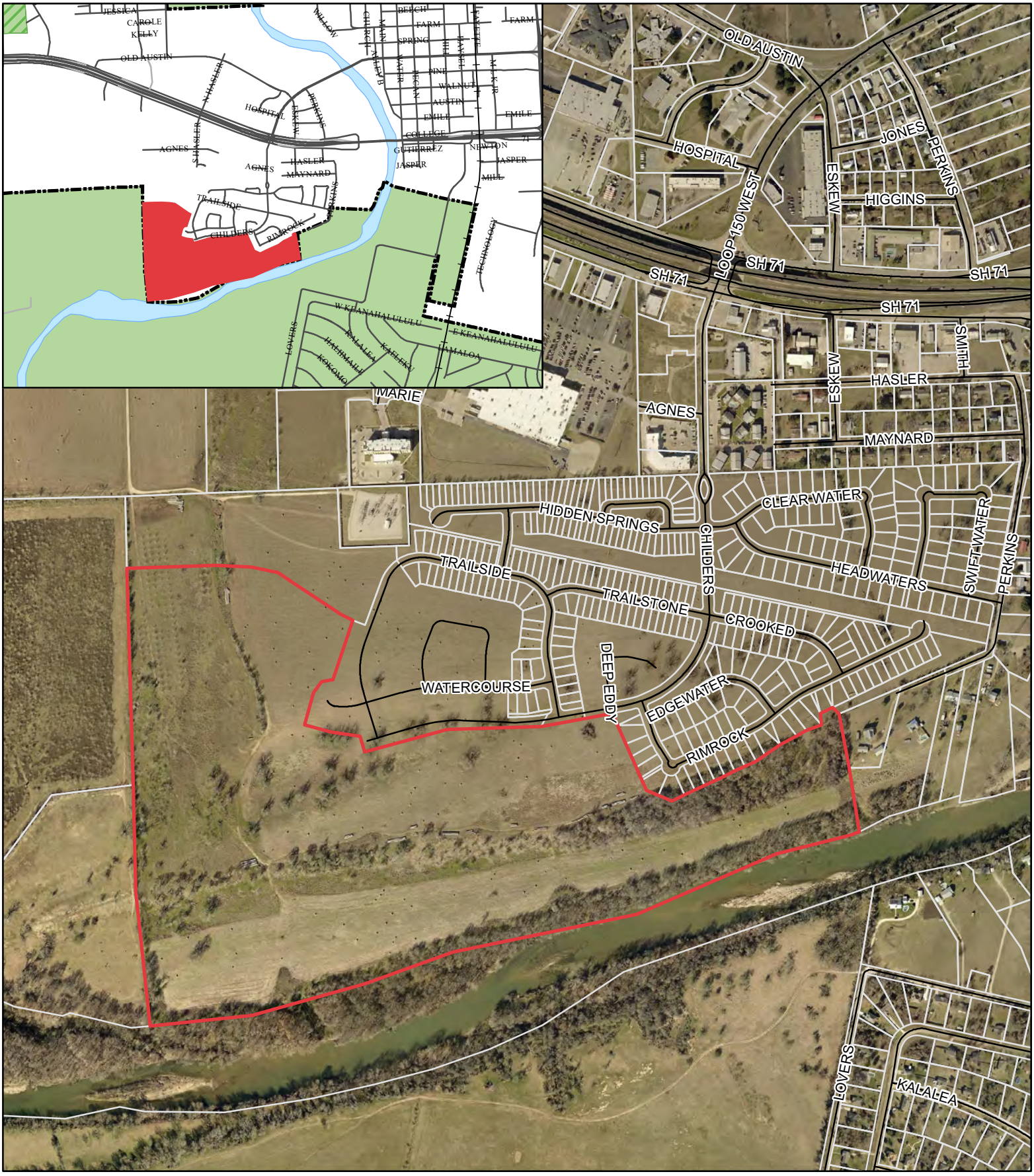
| Line Table | | |
|---|---|---|
| Line # | Length | Direction |
| L1 | 50.99 | S69°41'58"W |
| L2 | 119.69 | S33°49'50"W |
| L3 | 120.55 | S20°12'13"W |
| L4 | 28.32 | S30°09'24"W |
| L5 | 108.71 | S59°50'36"E |
| L6 | 60.00 | S12°48'08"E |
| L7 | 72.29 | S23°55'32"E |
| L8 | 138.80 | S21°15'39"E |
| L9 | 149.21 | S66°35'36"E |
| L10 | 137.98 | N64°10'19"E |
| L11 | 60.00 | N64°46'09"E |
| L12 | 60.83 | N61°16'41"E |
| L13 | 86.66 | N70°21'20"E |
| L14 | 63.14 | N06°58'32"W |
| L15 | 75.07 | N64°11'18"E |
| L16 | 48.19 | S45°27'42"E |
| L17 | 53.45 | S72°00'30"W |
| L18 | 49.45 | N22°39'09"W |
| L20 | 12.69 | N59°50'46"W |
| L21 | 53.03 | S30°09'14"W |
| L22 | 7.60 | N86°54'05"W |
| L23 | 54.73 | S05°59'00"W |
| L24 | 24.63 | S33°49'50"W |
| L25 | 24.63 | N33°49'50"E |
| L27 | 10.11 | S70°40'13"W |
| L27 | 10.11 | S70°40'13"W |
| L28 | 16.09 | N22°39'09"W |
| L29 | 9.20 | S70°40'13"W |
| L29 | 9.20 | S70°40'13"W |
| L31 | 31.35 | S56°11'04"E |
| L32 | 32.00 | S84°58'15"W |
| L33 | 103.77 | S05°01'45"E |
| L34 | 32.00 | S84°58'15"W |
| L35 | 23.88 | S56°11'04"E |
| L36 | 92.48 | S30°09'14"W |
| L37 | 12.69 | N59°50'46"W |
| L38 | 27.27 | S05°01'45"E |
| L39 | 54.69 | S05°59'00"W |

| Line Table | | |
|---|---|---|
| Line # | Length | Direction |
| L40 | 141.56 | N07°50'59"W |
| L41 | 52.62 | S81°40'57"W |
| L42 | 39.11 | S08°19'03"E |
| L43 | 19.03 | N72°06'05"W |
| L44 | 53.03 | N30°09'14"E |
| L45 | 39.11 | S08°19'03"E |
| L46 | 28.20 | S08°19'03"E |
| L47 | 28.20 | S08°19'03"E |
| L48 | 13.50 | N86°54'05"W |
| L49 | 29.99 | S37°40'29"E |
| L50 | 17.10 | S27°59'49"W |
| L51 | 15.22 | N36°14'10"W |
| L52 | 22.50 | S39°13'11"W |
| L53 | 49.09 | N29°23'23"E |
| L54 | 14.98 | N79°15'41"W |
| L55 | 50.57 | N73°39'55"W |
| L56 | 56.19 | N73°39'55"W |
| L57 | 4.43 | N73°39'55"W |
| L58 | 35.68 | N86°37'19"W |
| L59 | 61.05 | N86°37'19"W |
| L60 | 33.18 | N86°37'19"W |
| L61 | 74.60 | S59°17'43"W |
| L62 | 19.53 | S59°17'43"W |
| L63 | 60.44 | S16°18'49"W |
| L64 | 21.22 | S04°32'58"W |
| L65 | 61.76 | S04°32'58"W |
| L66 | 41.77 | S13°39'28"E |
| L67 | 50.60 | S05°42'15"E |
| L68 | 53.46 | S06°15'08"W |
| L69 | 54.59 | S05°09'20"E |
| L70 | 69.91 | N64°48'36"E |
| L71 | 96.14 | N47°36'43"W |
| L72 | 71.78 | N63°08'52"W |
| L73 | 71.86 | N75°30'02"W |
| L74 | 104.95 | N74°35'05"E |
| L75 | 99.30 | N46°46'56"E |
| L76 | 76.91 | S13°41'18"W |
| L77 | 67.88 | N05°26'00"W |

| Line Table | | |
|---|---|---|
| Line # | Length | Direction |
| L78 | 50.00 | N05°26'00"W |
| L79 | 51.69 | N20°07'49"W |
| L80 | 51.69 | N20°07'49"W |
| L81 | 50.00 | N05°26'00"W |
| L82 | 50.00 | N05°26'00"W |
| L83 | 50.00 | S05°26'00"E |
| L84 | 50.00 | S05°26'00"E |
| L85 | 50.00 | S05°26'00"E |
| L86 | 50.00 | S05°26'00"E |
| L87 | 50.00 | S05°26'00"E |
| L88 | 50.00 | S05°26'00"E |
| L89 | 50.00 | S05°26'00"E |
| L90 | 77.83 | S05°26'00"E |
| L91 | 47.59 | N05°26'00"W |
| L92 | 40.00 | N05°26'00"W |
| L93 | 40.24 | N05°26'00"W |
| L94 | 40.00 | N05°26'00"W |
| L95 | 40.00 | N05°26'00"W |
| L96 | 40.00 | N05°26'00"W |
| L97 | 40.00 | N05°26'00"W |
| L98 | 40.00 | N05°26'00"W |
| L99 | 40.00 | N05°26'00"W |
| L100 | 40.00 | N05°26'00"W |
| L101 | 40.00 | S05°26'00"E |
| L102 | 40.00 | S05°26'00"E |
| L103 | 40.00 | S05°26'00"E |
| L104 | 40.00 | S05°26'00"E |
| L105 | 40.00 | S05°26'00"E |
| L106 | 40.00 | S05°26'00"E |
| L107 | 40.00 | S05°26'00"E |
| L108 | 40.00 | S05°26'00"E |
| L109 | 40.00 | S05°26'00"E |
| L110 | 40.00 | S05°26'00"E |
| L111 | 50.00 | S05°26'00"E |
| L112 | 40.00 | S05°26'00"E |
| L113 | 40.00 | S05°26'00"E |
| L114 | 40.00 | S05°26'00"E |
| L115 | 40.00 | S05°26'00"E |

| Line Table | | |
|---|---|---|
| Line # | Length | Direction |
| L116 | 40.00 | S05°26'00"E |
| L117 | 40.00 | S05°26'00"E |
| L118 | 40.00 | S05°26'00"E |
| L119 | 40.00 | S05°26'00"E |
| L120 | 40.00 | S05°26'00"E |
| L121 | 40.00 | S05°26'00"E |
| L122 | 50.00 | S05°26'00"E |
| L123 | 40.81 | S05°59'00"W |
| L124 | 19.04 | S05°59'00"W |
| L125 | 21.36 | S07°50'59"E |
| L126 | 24.70 | S07°50'59"E |
| L127 | 34.66 | S07°50'59"E |
| L128 | 5.48 | S16°54'55"E |
| L129 | 40.82 | S16°54'55"E |
| L130 | 40.82 | S16°54'55"E |
| L131 | 41.65 | S16°54'55"E |
| L132 | 41.80 | S88°01'09"W |
| L133 | 36.97 | N16°54'55"W |
| L134 | 41.16 | N16°54'55"W |
| L135 | 50.63 | N16°54'55"W |
| L136 | 50.00 | N07°50'59"W |
| L137 | 46.06 | N07°50'59"W |
| L138 | 59.84 | N05°59'00"E |
| L139 | 39.17 | S89°03'44"E |
| L140 | 40.00 | S89°03'44"E |
| L141 | 40.00 | S89°03'44"E |
| L142 | 40.00 | S89°03'44"E |
| L143 | 40.00 | S89°03'44"E |
| L144 | 40.00 | S89°03'44"E |
| L145 | 40.00 | S89°03'44"E |
| L146 | 40.00 | S89°03'44"E |
| L147 | 40.00 | S89°03'44"E |
| L148 | 15.92 | S89°03'44"E |
| L149 | 24.64 | S76°50'35"E |
| L150 | 38.05 | S76°50'35"E |
| L151 | 29.64 | S76°50'35"E |
| L152 | 17.67 | S76°50'35"E |
| L153 | 18.12 | S56°11'04"E |

| Line Table | | |
|---|---|---|
| Line # | Length | Direction |
| L154 | 40.00 | S56°11'04"E |
| L155 | 40.00 | S56°11'04"E |
| L156 | 55.00 | S56°11'04"E |
| L157 | 66.76 | N56°11'29"W |
| L158 | 54.73 | N56°10'34"W |
| L159 | 31.63 | N56°11'04"W |
| L160 | 25.08 | N76°50'35"W |
| L161 | 55.24 | N76°50'35"W |
| L162 | 29.67 | N76°50'35"W |
| L163 | 25.59 | N89°03'44"W |
| L164 | 41.04 | N89°03'44"W |
| L165 | 41.04 | N89°03'44"W |
| L166 | 41.04 | N89°03'44"W |
| L167 | 41.04 | N89°03'44"W |
| L168 | 41.04 | N89°03'44"W |
| L169 | 41.04 | N89°03'44"W |
| L170 | 41.04 | N89°03'44"W |
| L171 | 41.04 | N89°03'44"W |
| L172 | 42.46 | N89°03'44"W |
| L173 | 12.45 | S77°46'14"W |
| L174 | 41.33 | S77°46'14"W |
| L175 | 25.20 | S77°46'14"W |
| L176 | 40.00 | S86°37'19"E |
| L177 | 40.00 | S86°37'19"E |
| L178 | 40.00 | S86°37'19"E |
| L179 | 42.00 | S86°37'19"E |
| L180 | 42.00 | S86°37'19"E |
| L181 | 42.00 | S86°37'19"E |
| L182 | 42.00 | S86°37'19"E |
| L183 | 42.00 | S86°37'19"E |
| L184 | 42.38 | S78°59'11"E |
| L185 | 39.02 | S78°59'11"E |
| L186 | 32.25 | S63°20'15"E |
| L187 | 57.76 | S63°20'15"E |
| L188 | 48.26 | N59°50'46"W |
| L189 | 52.37 | N59°50'46"W |
| L190 | 52.26 | N59°50'46"W |




BASTROPTX
Heart of the Lost Pines
Est. 1832

0 175 350 700 Feet

# Location Map
# Preliminary Plat
# Pecan Park Sections 1B, 2, 7

Date: 2/13/2019

N

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

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

Dear Property Owner:

The **Planning & Zoning Commission** will hold a meeting **Tuesday, August 27, 2019 at 4:30 p.m.** and the **City Council** will hold a meeting on **Tuesday, September 10, 2019 at 6:30 p.m.** in the **City Hall Council Chambers** located at **1311 Chestnut Street**, **Bastrop, Texas** to consider approval of the Pecan Park Sections 1B, 2 & 7 Preliminary Plat, being 117.695 acres out of the Mozea Rousseau Survey, Abstract 56, located at the south extension of Sterling Drive and west of the extension of Childers Drive, within the City Limits of Bastrop.

| | |
|---|---|
| Owner/Applicant: | Ranch Road Development/Carlson, Brigance & Doering Inc. |
| Address: | South extension of Sterling Drive and west of the extension of Childers Drive |
| Legal Description: | 117.695 acres out of the Mozea Rousseau Survey, Abstract 56 |
| Number of Lots: | 299 single family lots, 5 landscape, 5 open space and drainage easement lots and 1 HOA lot |

**The site location map and preliminary plat are attached for reference.**

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

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

https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=CH10SU

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

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM:** 8C

**TITLE:**
Consider action to approve Resolution No. R-2019-78 of the City Council of the City of Bastrop, Texas, approving Bluebonnet Acres, Lots 6A & 7A, Block 4, Section 1, a Replat of Lots 6 & 7, Block 4, Section 1, being 7.404 acres located at 437 & 443 Union Chapel Road, within the City of Bastrop Voluntary Extraterritorial Jurisdiction as shown in Exhibit A; providing for a repealing clause; and establishing and effective date.

**STAFF REPRESENTATIVE:**
Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

**ITEM DETAILS:**

| | |
|---|---|
| Site Address: | 437 and 443 Union Chapel Road (Attachment 1) |
| Total Acreage: | 7.404 acres |
| Legal Description: | Bluebonnet Acres, Section 1, Block 4, portions of Lot 6 & 7 |
| Property Owners: | Clint Frerich & Na Li/Equity Trust Company |
| Agent Contact: | Rachel Clampffer |
| Existing Use: | Vacant/Previous Single-Family |
| Existing Zoning: | None. Voluntary Extraterritorial Jurisdiction |
| Future Land Use: | None. |

**BACKGROUND/HISTORY:**
The applicant has submitted a replat for portions of two lots within a recorded subdivision. Bluebonnet Acres was recorded in 1961. When platted, Lots 6 and 7 were 4.60 acres and 4.567 acres, respectively. Since the original plat, portions of lots 6 and 7 to the south were deed divided and sold to adjacent property owners. As the adjacent property owners were not willing to be a part of the plat, the process for correcting this issue is a replat with public review, which notifies the surrounding property owners. The applicant attempted to contact the current owners of the portions of Lots 6 and 7 to participate in an amended plat but was unsuccessful.

Utilities
Water service is served by Aqua Water Supply Corporation. No new improvements are required with the replat.

Wastewater is served by on-site sewer facilities that will be reviewed and approved by Bastrop County.

Drainage

The engineer submitted a drainage study with during the Temporary Drainage Moratorium and received approval from City Council with Resolution R-2019-44 on May 14, 2019. The site is proposing to add 26,750 square feet of impervious cover for two single family houses with tow driveways, which would create 2.6 cubic feet per second of runoff, which can be contain onsite. Additional improvements will be necessary to reduce post-development flows if the property is developed at a greater intensity at a later date.

**PUBLIC COMMENTS:**

Notifications to property owners within 200 feet were mailed on August 9, 2019. (Attachment 2).

**POLICY EXPLANATION:**

Some replats can be approved administratively. However, since not all of the original area of the platted lots is included in this plat, it is being reviewed by the Planning & Zoning Commission and are then forwarded to City Council for approval.

Compliance with 2036 Comprehensive Plan:

- Future Land Use Plan – The Voluntary Extraterritorial is not included in the Future Land Use Plan.

Local Government Code

- Sec. 212.002. Rules.

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

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

  Section 212.004 Plat Required

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

  *The applicant has proposed replatting two lots within Bluebonnet Acres to correct the lot lines through the official subdivision plat process.*

- Sec. 212.010. Standards for Approval

  (a) The municipal authority responsible for approving plats shall approve a plat if:

  (1) it conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;

  *The replat conforms to the intent of the Comprehensive Plan to appropriately manage subdivision of land.*

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

*There are no new transportation or utility improvements required with this replat.*

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

*No improvements or bonds are required for the approval of the replat.*

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

*The replat complies with the requirements the Local Government Code and the adopted Subdivision Ordinance.*

Code of Ordinances Chapter 10 – Subdivisions

4.40.1 General: A. The administrative procedure may be followed for the approval of an Amending Plat, replat or a subdivision when the land proposed to be subdivided or resubdivided meets the following conditions and requirements in accordance with Local Government Code Section 212.0065:

(3) A replat under Section 212.0145 that does not require the creation of any new street or the extension of municipal facilities.

*This replat does not require the creation of new streets or facilities.*

4.40.2 Submission:
B. Any proposed plat may be removed from the administrative process and placed in either the short form or standard process at the sole discretion of the director of planning.

*Due to the fact that not all of Lots 6 and 7 within the original Bluebonnet Acres plat are participating in the replat process, requiring public review through the standard review process rather than the administrative process gives the opportunity for the neighboring properties to be notified of the changes to the subdivision.*

**PLANNING & ZONING COMMISSION RECOMMENDATION:**
The Planning & Zoning Commission recommended approval of Bluebonnet Acres, Lots 6A 7A, Block 4, Section 1, a Replat of Lots 6 & 7, Block 4, Section 1 by a vote of 7-1 at the meeting on August 27, 2019.

**RECOMMENDATION:**
Consider action to approve Resolution No. R-2019-78 of the City Council of the City of Bastrop, Texas, approving Bluebonnet Acres, Lots 6A & 7A, Block 4, Section 1, a Replat of Lots 6 & 7, Block 4, Section 1, being 7.404 acres located at 437 & 443 Union Chapel Road, within the City of Bastrop Voluntary Extraterritorial Jurisdiction as shown in Exhibit A; providing for a repealing clause; and establishing and effective date.

**ATTACHMENTS:**

- Resolution R-2019-78
- Exhibit A:  Bluebonnet Acres, Section 1, Block 4, Lots 6A and 7A Replat
- Attachment 1:  Location Map
- Attachment 2:  Surrounding Property Owner Notification

**RESOLUTION NO. R-2019-78**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING BLUEBONNET ACRES, LOTS 6A & 7A, BLOCK 4, SECTION 1, A REPLAT OF LOTS 6 & 7, BLOCK 4, SECTION 1, BEING 7.404 ACRES LOCATED AT 437 & 443 UNION CHAPEL ROAD, WITHIN THE CITY OF BASTROP VOLUNTARY EXTRATERRITORIAL JURISDICTION AS SHOWN IN EXHIBIT A; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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

**WHEREAS,** Rachel Clampffer ("the Applicant") has submitted a replat of Lots 6 & 7 of Bluebonnet Acres, Block 4, Section1, an existing subdivision; and

**WHEREAS,** the replat creating Lots 6A & 7A corrects the deed division that happened previously and establishes lots of record for the two parcels; and

**WHEREAS,** Bluebonnet Acres, Lots 6A & 7A, Block 4, Section 1, was recommended for approval by the Planning & Zoning Commission on August 27, 2019; and

**WHEREAS,** the Bastrop Planning and Development Department has reviewed the above-referenced Relat and found it is in compliance with the Subdivision Ordinance; and

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

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

**Section 1:** The Replat Plat known as Bluebonnet Acres, Lots 6A & 7A, Block 4, Section 1, a replat of Lots 6 & 7, Block 4, Section 1, being 7.404 acres, located at 437 and 443 Union Chapel Road, within the Voluntary Extraterritorial Jurisdiction of Bastrop, Texas is hereby approved, a copy of same being attached hereto as Exhibit "A" and incorporated herein for all purposes.

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

**Section 3:** This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 10th day of September, 2019.

APPROVED:

_____
Connie B. Schroeder, Mayor

ATTEST:

_____
Ann Franklin, City Secretary

APPROVED AS TO FORM:

_____
Alan Bojorquez, City Attorney

# Exhibit A

**GENERAL NOTES:**

1. **THIS PLAT DOES NOT ATTEMPT TO AMEND OR REMOVE ANY COVENANTS OR RESTRICTIONS FROM THE PREVIOUS SUBDIVISON BLUEBONNET ACRES, SECTION 1, AS RECORDED IN CABINET No. 1, PAGE 26B, PLAT RECORDS OF BASTROP COUNTY, TEXAS.**

2. **RESERVATIONS AND RESTRICTIONS OF BLUEBONNET ACRES, SECTION 1, ARE RECORDED IN VOLUME 199, PAGE 649, DEED RECORDS OF BASTROP COUNTY, TEXAS.**

3. **PERMITS: PROPERTY IN THIS SUBDIVISION SHALL BE DEVELOPED IN ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL REGULATIONS. INCLUDING, BUT NOT LIMITED TO: CITY OF BASTROP AND BASTROP COUNTY 9-1-1 ADDRESSING ASSIGNMENT, DIVEWAY/CULVERT, DEVELOPMENT, FLOODPLAIN, ON-SITE SEWAGE FACILITY, AND LOST PINES HABITAT CONSERVATION PLAN. COUNTY PERMITS ARE OBTAINED AND ISSUED THROUGHT THE BASTROP COUNTY DEVELOPMENT SERVICES DEPARTMENT**

4. **INDIVIDUAL ON-SITE SEWAGE FACILITY DESIGNS MUST BE SUBMITTED FOR APPROVAL FOR EACH LOT AND BUILT TO TEXAS COMMISSION ON ENVIORNMENTAL QUALITY (TCEQ) RULES AND THE REQUIREMENTS OF THE BASTROP COUNTY ORDER FOR ON-SITE SEWAGE FACILITIES PRIOR TO OCCUPATION OF THE RESIDENCE.**

5. **NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNECTED TO THE APPROVED WATER AND ELECTRIC DISTRIBUTION SYSTEMS AND WASTEWATER COLLECTION FACILITIES.**

6. **IT IS UNDERSTOOD THAT ON APPROVAL OF THIS PLAT BY THE CITY OF BASTROP COUNTY, TEXAS, THAT THE CONSTRUCTION OF ALL BRIDGES, CULVERTS, STREETS ROADS, AND OTHER PUBLIC THROUGHFARES DELINATED AND SHOWN ON THIS PLAT, SHALL REMAIN THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT, IN ACCORDANCE WITH PLANS AND SPECIFICATIONS PRESCRIBED BY THE CITY OF BASTROP OF BASTROP COUNTY, TEXAS. THE COURT ASSUMES NO OBLIGATION TO CONSTRUCT ANY BRIDGES, CULVERTS, STREETS ROADS, OR PUBLIC THROUGHFARES SHOWN ON THIS PLAT, OR OF CONSTRUCTING ANY BRIDGES OR CULVERTS IN CONNECTION THEREWITH.**

7. **UPON APPROVAL OF THE PLAT BY THE CITY OF BASTROP FOR FILING AND SUBSEQUENT ACCEPTANCE OF MAINTAINCE OF STREETS BY BASTROP COUNTY, IT IS UNDERSTOOD THAT PLACEMENT OF ANY AND ALL TRAFFIC COTROL DEVICES REQUIRING SIGNAGE SUCH AS STREET NAMES, SPEED LIMITS, STOP SIGNS, YEILD SIGNS, ETC., SHALL BE THE SOLE RESPONSIBILITY OF THE DEVELOPER UNDER THE DIRECTION OF THE CITY OF BASTROP AND/OR THE COUNTY ENGINEER.**

8. **NEITHER THE APPROVAL OF A SUBDIVISION PLAT BY THE BASTROP COUNTY ORTHE CITY OF BASTROP, NOR FILING/RECORDING OF AN APPROVED SUBDIVISION PLAT CONSTITUTES ACCEPTANCE BY BASTROP COUNTY OF ANY DEDICATION OF THE ROADS/STREETS DEPICTED ON THE PLAT. ONLY THE BASTROP COUNTY COMMISIONERS COURT, ACTING AS A BODY, HAS THE AUTHORITY TO ACCEPT ROADS/STREETS INTO THE BASTROP COUNTY ROAD SYSTEM FOR COUNTY MAINTAINCE. INDIVIDUAL MEMBERS OF THE BASTROP COUNTY COMMISSINERS COURT HAVE NO AUTHORITY TO BIND BASTROP COUNTY, THROUGH ITS CITY OF BASTROP, OR ACCEPT A ROAD/STREET THAT HAS BEEN DEDICATED IN A PLAT. SAID ROAD/STREET IS NOT A COUNTY ROAD, AND IS NOT SUBJECT TO COUNTY MAINTAINCE.**

9. **ANY OBSTRUCTION IN THE CITY, COUNTY AND/OR TXDOT R/O/W MUST BE REMOVED AT THE OWNERS EXPENSE.**

10. **NO STRUCTURES MAY BE BUILT IN ANY EASEMENT. AND EXISTING STRUCTURES LOCATED IN A PUBLIC UTITIES EASEMENT MUST BE REMOVED AT THE UTILITY COMPANY DISCRETION.**

11. **ALL DRIVEWAYS IN THIS SUBDIVISION MUST BE CONSTRUCTED TO FACILITATE DRAINAGEALONG THE R/O/W. THE DEVELOPER AND/OR OWNER SHALL BE RESPONSIBILE FOR THE INSTALLATION AND MAINTAINCE OF DRIVEWAYS IN ACCORDANCE WITH CITY OF BASTROP AND/OR BASTROP COUNTY SPECIFICATIONS. WHICH MAY INCLUDE CULVERT PIPE INSTALLATION. A PERMIT MUST BE OBTAINED FROM BASTROP COUNTY PRIOR TO THE CREATION OF A DRIVEWAY. ACCESS TO STATE HIGHWAYS IS REGULATED BY TXDOT AND THERFORE MUST BE APPROVED AND CONSTRUCTED TO IT'S STANDARDS.**

12. **THIS SUBDIVISON IS WITHIN THEVOLUNTARY EXTRATERRITORIAL JURISDICTION OF THE CITY OF BASTROP, TEXAS.**

13. **BUILDING SETBACKS SHALL BE IN ACCORDANCE WITH THE CITY OF BASTROP SUBDIVISION ORDINANCE.**

14. **BENCH MARK DATA: HARN TXBS NAD88 ELEV. 549.59**

15. **ON-SITE STORM WATER DETENTION FACILITIES WILL BE PROVIDED TO REDUCE POST-DEVELOPMENT PEAK RATES OF DISCHARGE OF THE 5, 10, 25, 50 AND 100-YEAR STORM EVENTS.**

16. **EROSION AND SEDIMENTATRION CONTOLS CONSTRUCTED IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF BASTROP ARE REQUIRED FOR ALL CONSTRUCTION ON BCH LOT, INCLUDING SINGLE FAMILY AND DUPLEX CONSTRUCTION.**

17. **IT IS THE RESPONSIBILITY OF EACH BUILDER TO DESIGN AND CONSTRUCT A SUITABLE GRADING AND DRAINAGE SCHEME, WHICH WILL CONVEY SURFACE WATER, WITHOUT PONDING IN THE LOT OR UNDER THE STRUCTURE, FROM HIS STRUCTURE TO THE DRAINAGE SYSTEM CONSTRUCTED BY THE SUBDIVISION DEVELOPER.**

18. **A BASTROP COUNTY DEVELOPMENT PERMIT IS REQUIRED PRIOR TO ANY SITE DEVELOPMENT.**

STATE OF TEXAS }
COUNTY OF BASTROP }

I, James W. Starcher, that I do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Bastrop, Texas.

Texas Registered Professional Land Surveyor
Reg. No. 5394

101 Laguna
Smithville, Texas 78957
(ph) 512-332-0396

STATE OF TEXAS · REGISTERED · JAMES W. STARCHER · 5394 · PROFESSIONAL LAND SURVEYOR

OWNERS STATEMENT
COUNTY OF BASTROP }
STATE OF TEXAS }

KNOW ALL MEN BY THESE PRESENTS:

That I, CLINT FRERICH, OWNER OF, 3.687 ACRES (OUT OF AN A PORTION OF LOT 7, BLUEBONNET ACRES, SECTION ONE,AS SHOWN ON THE PLAT FILED IN CABINET 1, PAGE 26B, PLAT RECORDS OF BASTROP COUNTY, TEXAS) AS RECORDED IN DOCUMENT No. 201701945, OFFICIAL RECORDS OF BASTROP COUNTY TEXAS, DO HEREBY SUBDIVIDE SAID LAND IN ACCORDANCE WITH THE PLAT SHOWN HEREON, SUBJECT TO ANY EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED, TO BE KNOWN AS: **BLUEBONNET ACRES, LOT'S 6A & 7A, BLOCK 4, SECTION ONE, REPLAT OF LOT'S 6 & 7, BLOCK 4, SECTION ONE,** WITH ALL STREETS AND EASEMENTS AS SHOWN HEREON.

Witness my hand this the day of _____ , 20_____ , A.D.

(Owner / Representative)

_____
CLINT FRERICH
(Address) 12308 LIMERICK AVE. AUSTIN, TEXAS, 78758
STATE OF TEXAS }
COUNTY OF BASTROP }

Before me, the undersigned authority, on this day personally appeared CLINT FRERICH, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this the day of_____ , 20_____ , A.D.

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS (SEAL)

Printed Nome of Notary / Expires

_____

That I, NA LI, (ACTING AS CUSTODIAN FOR EQUITY TRUST COMPANY), owner of 3.717 ACRES (OUT OF AND A PORTION OF LOT 6, BLUEBONNET ACRES , SECTION ONE, AS SHOWN ON THE PLAT FILED IN CABINET 1, PAGE 26B, PLAT RECORDS OF BASTROP COUNTY, TEXAS), RECORDED IN VOLUME 2364, PAGE 775, OFFICIAL RECORDS OF BASTROP COUNTY, TEXAS, AS RECORDED IN DOCUMENT No. 201701945, OFFICIAL RECORDS OF BASTROP COUNTY TEXAS, DO HEREBY SUBDIVIDE SAID LAND IN ACCORDANCE WITH THE PLAT SHOWN HEREON, SUBJECT TO ANY EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED, TO BE KNOWN AS : **BLUEBONNET ACRES, LOT'S 6A & 7A, BLOCK 4, SECTION ONE, REPLAT OF LOT'S 6 & 7, BLOCK 4, SECTION ON,** WITH ALL STREETS AND EASEMENTS AS SHOWN HEREON.

Witness my hand this the day of _____ , 20_____ , A.D.

(Owner / Representative)

_____
NA LI (CUSTODIAN FOR EQUITY TRUST COMPANY)
(Address) 4709 RIVER PLACE BLVD., #4, AUSTIN, TX. 78730

STATE OF TEXAS }
COUNTY OF TRAVIS }

Before me, the undersigned authority, on this day personally appeared NA LI, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this the day of_____ , 20_____ , A.D.

NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS (SEAL)
COUNTY OF TRAVIS

Printed Name of Notary / Expires

_____

**FLOODPLAIN PLAT NOTES:**
**FLOOD ZONE UNSHADED "X", AREAS DETERMINED TO BE OUTSIDE THE 0.2%ANNUAL CHANCE FLOODPLAIN.**
**FIRM PANEL NUMBER 48021C0190F**
**FIRM PANEL EFFECTIVE DATE 01/06/2016**
**COMMUNITY NUMBER 481193 (BASTROP COUNTY)**

**NO PORTION OF THIS SUBDIVISION LIES WITHIN THE 100 YEAR SPECIAL FLOOD HAZARD AREA (1% ANNUAL CHANCE OF FLOODING AREA) AS IDENTIFIED BY THE FLOOD INSURANCE RATE MAP, PANEL NO. 48021C0250E, EFFECTIVE JANUARY 6, 2016 FOR THE COMMUNITY BASTROP COUNTY, COMMUNITY NUMBER 481193.**

**. FLOOD WARNING: THE DEGREE OF FLOOD PROTECTION REQUIRED BY THE BASTROP COUNTY FLOOD DAMAGE PREVENTION ORDER IS CONSIDERED REASONABLE FOR REGULATORY PURPOSES AND IS BASED ON SCIENTIFIC AND ENGINEERING CONSIDERATIONS. ON RARE OCCASIONS, GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. ACCEPTANCE OF THIS PLAT BY THE COMMISSIONERS COURT DOES NOT IMPLY THAT LAND OUTSIDE THE AREAS OF SPECIAL FLOOD HAZARDS OR USES PERMITTED WITHIN SUCH AREAS WILL BE FREE FROM FLOODING OR FLOOD DAMAGES. NOR SHALL ACCEPTANCE OF THIS PLAT CREATE LIABILITY ON THE PART OF BASTROP COUNTY OR ANY OFFICIAL OR EMPLOYEE THEREOF FOR ANY FLOOD DAMAGES THAT RESULT FROM RELIANCE ON THE INFORMATION CONTAINED WITHIN THIS PLAT OR ANY ADMINISTRATION DECISION LAWFULLY MADE THEREUNDER.**

**. EROSION AND SEDIMENTATION CONTROLS ARE REQUIRED FOR CONSTRUCTION ON EACH LOT, INCLUDING SINGLE-FAMILY, DUPLEX, AND MULTI-FAMILY CONSTRUCTION.**

.

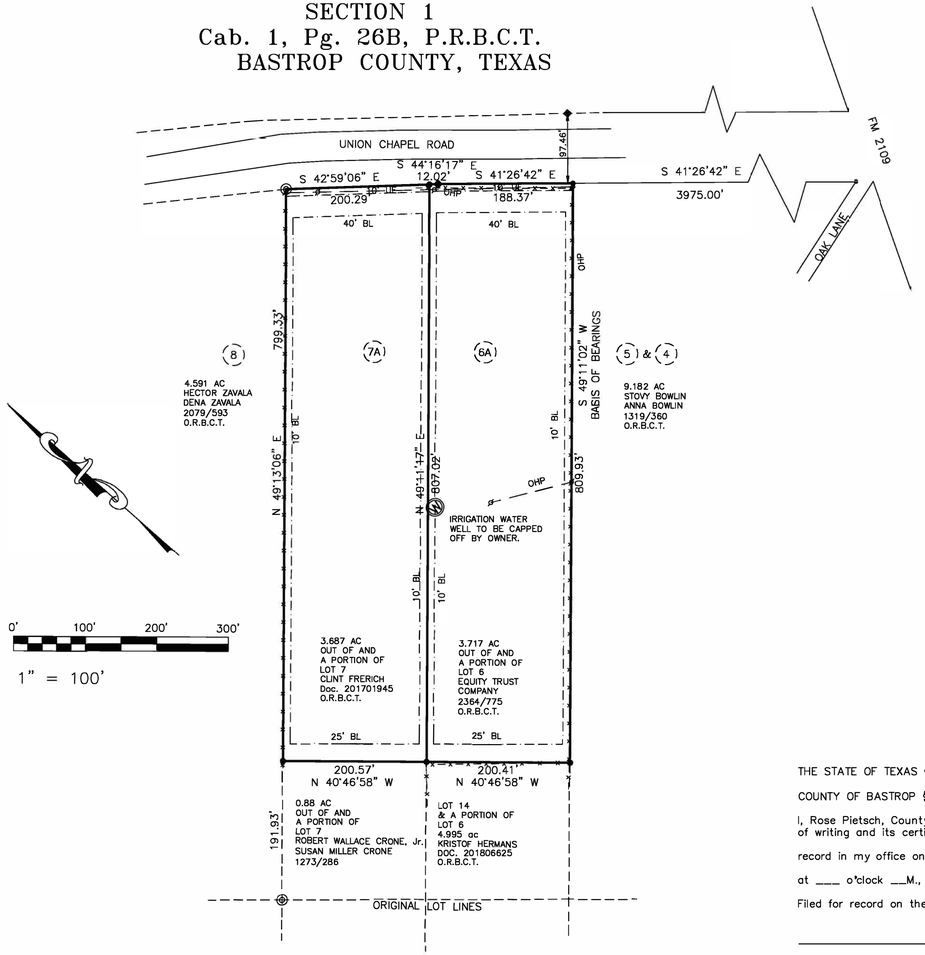
Approved and accepted by the City of Bastrop this day of _____ , 2019.

Approved: Attest:

_____ _____

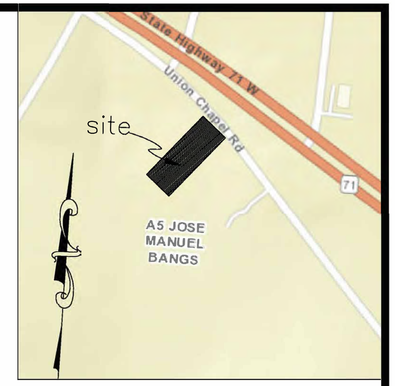
Connie B. Schroeder, Mayor City Secretary

# BLUEBONNET ACRES
## LOT'S 6A & 7A
## BLOCK 4
## SECTION 1
## A REPLAT OF
## LOT'S 6 & 7
## BLOCK 4
## SECTION 1
## Cab. 1, Pg. 26B, P.R.B.C.T.
## BASTROP COUNTY, TEXAS




0' 100' 200' 300'

1" = 100'




VICINITY MAP (not to scale)

LEGEND

| | |
|---|---|
| CONC. R/O/W MARKER | ■ |
| FENCE CORNER POST | ▲ |
| IRON ROD W/CAP SET | ◉ |
| IRON ROD FOUND | ● |
| OVERHEAD ELECTRIC | —OHP— |
| POWER POLE | ø |
| WIRE / WOOD FENCE | x x x x |
| BUILDING SETBACK | BL |
| UTILITY EASEMENT | UE |

AS OF THE DATE INDICATED BELOW, AQUA WATER SUPPLY CORPORATION HAS NOT AGREED TO PROVIDE WATER SUPPLY SERVICE TO THIS SUBDIVISION BECAUSE THE SUBDIVISION HAS NOT COMPLIED WITH THE TARIFF OF AQUA WATER SUPPLY CORPORATION, INCLUDING SPECIFICALLY THE RULES AND REGULATIONS CONCERNING AQUA'S SERVICE TO SUBDIVISIONS. UNDER THE AQUA TARIFF, RETAIL WATER SERVICE IS NOT AVAILABLE TO ANY LOT IN A SUBDIVISION THAT IS NOT IN COMPLIANCE WITH ALL OF SUCH RULES AND REGULATIONS, INCLUDING THE PAYMENT OF APPLICABLE FEES. NO LOT IN THIS SUBDIVISION WILL BE ELIGIBLE TO RECEIVE RETAIL WATER SERVICE FROM AQUA'S DISTRIBUTION SYSTEM UNTIL THE SUBDIVISION FULLY COMPLIES WITH ALL OF THE PROVISIONS OF AQUA'S TARIFF, INCLUDING THE RULES AND REGULATIONS CONCERNING AQUA'S SERVICE TO SUBDIVISIONS.

_____ _____
ALAN DAVID MCMURRY DATE:
GENERAL MANAGER
AQUA WATER SUPPLY CORPORATION

THE STATE OF TEXAS §

COUNTY OF BASTROP §

I, Rose Pietsch, County Clerk of Bastrop County, Texas, do hereby certify that the foregoing instrument of writing and its certificate of authentication was filed for

record in my office on the ____ day of _____, 2019, A.D.

at ____ o'clock __M., in the plat records of Bastrop County, Texas in plat cabinet ____, page ____.

Filed for record on the ____ day of ____, 2019, A.D.

_____ _____
Deputy Rose Pietsch
County Clerk
Bastrop County, Texas

W01782 AMENDED PLAT
1-SUBMITTAL 07/01/2015
2-SUBMITTAL 07/01/2019
1-SUBMITTAL 05/01/2019


STAR SURVEYING
101 LAGUNA
SMITHVILLE, TX 78957

PH (512) 332-0396

# Attachment 1
# Location Map

BASTROPTX
Heart of the Lost Pines
Est. 1832

# Replat
# Bluebonnet Acres
# Section 1, Block 4, Lots 6A & 7A

0 100 200 400
Feet

1 inch = 300 feet

N

Date: 7/15/2019

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

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

Dear Property Owner:

The **Planning & Zoning Commission** will hold a meeting **Tuesday, August 27, 2019 at 4:30 p.m.** and the **City Council** will hold a meeting on **Tuesday, September 10, 2019 at 6:30 p.m.** in the **City Hall Council Chambers** located at **1311 Chestnut Street**, **Bastrop, Texas** to consider approval of the Bluebonnet Acres, Lots 6A & 7A, Block 4, Section 1, a Replat of Lots 6 & 7, Block 4, Section 1, being 7.404 acres, located at 437 & 443 Union Chapel Road, within the City of Bastrop Voluntary Extraterritorial Jurisdiction.

| | |
|---|---|
| Owner/Applicant: | Clint Frerich & Equity Trust Company/ Na Li |
| Address: | 437 & 443 Union Chapel Road |
| Legal Description: | Bluebonnet Acres, Lots 6A & 7A, Block 4, Section 1, a Replat of Lots 6 & 7, Block 4, Section 1, being 7.404 acres |
| Number of Lots: | 2 lots |

**The site location map and plat are attached for reference.**

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

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

https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=CH10SU

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

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM:** 8D

**TITLE:**
Consider action to approve Resolution No. R-2019-69 of the City Council of the City of Bastrop, Texas, approving XS Ranch Road Subdivision, Section One Final Plat being 6.284 acres out of the Leman Barker Survey, Number 3, Abstract 6 and 11.468 acres out of the Jose Manuel Bangs Survey, Abstract 5, located north of FM 969 within Area A of the Extra-Territorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**
Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

**ITEM DETAILS:**

| | |
|---|---|
| Site Address: | North of FM 969 and southwest of the intersection at FM 1209 (Attachment 1) |
| Total Acreage: | 17.752 acres |
| Legal Description: | 6.284 acres of the Leman Barker Survey, Number 3, Abstract 6<br>11.468 acres of the Jose Manuel Bangs Survey, Abstract 5 |
| Property Owner: | James Foster/XS Ranch Fund VI, LP |
| Agent Contact: | Joseph Longaro, P.E./LJA Engineering Inc. |
| Existing Use: | Vacant/Undeveloped |
| Existing Zoning: | None. Extra-Territorial Jurisdiction, Area A |
| Adopted Plan: | XS Ranch Development Agreement, 3rd Amendment, Approved November 17, 2014 |
| Future Land Use: | None |

**BACKGROUND/HISTORY:**
The applicant has submitted a Final Plat for XS Ranch Road Section One. The plat is creating the right-of-way for the future XS Ranch Road, and five reserve lots that will be landscape medians/easements (Exhibit A). This road will be the future southern access to the 8,737.4-acre XS Ranch Municipal Utility District development that can include up to 10,000 residential units and 505,000 square feet of commercial space, per the 3rd Amendment to the XS Ranch Development Agreement approved on November 17, 2014.

Traffic Impact and Streets
This section includes 3.084 acres of right-of-way for XS Ranch Road, and includes a bridge over the Colorado River. The right-of-way is 120 feet, but varies along the route as it meanders and splits around medians. This road will serve as the main entrance to the development from FM

969. A Traffic Impact Analysis was submitted with the Preliminary Plat that was approved for the residential section of XS Ranch River Camp Section 1. The developer is in the process of updating the Traffic Impact Analysis for the entire development with the Texas Department of Transportation and will need to be submitted to the city with the plat applications for future residential sections. As the road and bridge do not create a traffic impact the updated TIA can be delayed until approve of the residential or commercial plats.

City staff utilized Kimley-Horn and Associates to review and approve the structural elements of the Public Improvement Plans to ensure the bridge structure has been appropriately designed.

Utilities
Electricity for street lighting will be provided by Bluebonnet Electric. The reserve lots will not be habitable so they will not be served by wastewater or potable water service.

Drainage
Due to the property's proximity to the Colorado River, detention is not required and stormwater runoff generated from the road will direct discharge to the river.

**PUBLIC NOTIFICATION:**
Notifications were mailed to seven adjacent property owners on August 23, 2019 (Attachment 2). At the time of this report, no comments have been received.

**POLICY EXPLANATION:**
Final Plats are approved by City Council.

Compliance with 2036 Comprehensive Plan:

Future Land Use Plan – No Designation
*The Future Land Use Plan only extends to the Statutory Extraterritorial Jurisdiction.*

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

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

Local Government Code

Sec. 212.002. Rules.
After a public hearing on the matter, the governing body of a municipality may adopt rules governing plats and subdivisions of land within the municipality's jurisdiction to promote the health, safety, morals, or general welfare of the municipality and the safe, orderly, and healthful development of the municipality.

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

Section 212.004 Plat Required
(a) The owner of a tract of land located within the limits or in the extraterritorial jurisdiction of a municipality who divides the tract in two or more parts to lay out a subdivision of

the tract, including an addition to a municipality, to lay out suburban, building, or other lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a plat of the subdivision prepared.

*The applicant has proposed subdividing an undeveloped 17.752 acre tract into 3.084 acres of right-of-way and five reserve lots around the road. The streets are to be maintained by the XS Ranch Road developer and can only be dedicated to Bastrop County through the approval of the Bastrop County Commissioners Court. All other improvements within the subdivision will be dedicated to the XS Ranch Road Municipal Utility District upon their completion.*

Sec. 212.010. Standards for Approval

(a) The municipal authority responsible for approving plats shall approve a plat if:

(1) it conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;

*The final plat conforms to the intent of the Comprehensive Plan to appropriately manage subdivision of land.*

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

*A traffic impact analysis (TIA) for the overall development of the XS Ranch Road Municipal Utility District has been previously approved by the City, and will be updated as future sections with residential and commercial lots are submitted. The overall development has two other major thoroughfares connecting to the east to State Highway 95.*

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

*Before the Final Plat can be approved, the City Engineer must approve the Public Improvement Construction Plan. Required improvements and bonds will be furnished before the recordation of the Final Plat.*

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

*The final plat complies with the requirements of the adopted Subdivision Ordinance and Development Agreement.*

<u>Code of Ordinances Chapter 10 – Subdivisions</u>

- Section 4.20 – Standard Procedure – Final Plat

4.20.1 Submission

C. The final plat shall be filed with the Director of Planning and Development at least fifteen (15) days prior to the meeting at which approval is requested. Prior to the plat

being placed before the Council for consideration, the plat must be accepted as administratively complete by the Director of Planning and Development. A plat that contains the information set forth in paragraph 4.20.2 is considered complete.

*Planning and Engineering staff have reviewed the XS Ranch Road Subdivision Section One Final Plat for compliance with subdivision and utility standards, have deemed the plat administratively complete and that it meets all of the Subdivision Ordinance requirements.*

D. The Director of Planning and Development will mail a notice to each property owner named as required by Section 4.10.1A hereof each and every time that a subdivision proposal is pending before the City Planning and Zoning Commission or City Council which notice shall include the date, place and time of each subdivision, consideration.

*A mailed notice was sent to all property owners within 200 feet on August 23, 2019.*

**RECOMMENDATION:**
Consider action to approve Resolution No. R-2019-69 of the City Council of the City of Bastrop, Texas, approving XS Ranch Road Subdivision, Section One Final Plat being 6.284 acres out of the Leman Barker Survey, Number 3, Abstract 6 and 11.468 acres out of the Jose Manuel Bangs Survey, Abstract 5, located north of FM 969 within Area A of the Extra-Territorial Jurisdiction of Bastrop, Texas, as shown in Exhibit A; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution R-2019-69
- Exhibit A: XS Ranch Road Subdivision Section One Final Plat
- Attachment 1: Location Map
- Attachment 2: Surrounding Property Owner Notification

**RESOLUTION NO. R-2019-69**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING XS RANCH ROAD SUBDIVISION, SECTION ONE FINAL PLAT BEING 6.284 ACRES OUT OF THE LEMAN BARKER SURVEY, NUMBER 3, ABSTRACT 6 AND 11.468 ACRES OUT OF THE JOSE MANUEL BANGS SURVEY, ABSTRACT 5, LOCATED NORTH OF FM 969 WITHIN AREA A OF THE EXTRA-TERRITORIAL JURISDICTION OF BASTROP, TEXAS, AS SHOWN IN EXHIBIT A; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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

**WHEREAS,** XS Ranch Fund VI, LP ("the Applicant") has submitted a Final Plat for XS Ranch Road Subdivision, Section One Final Plat for a future road and bridge extension; and

**WHEREAS,** the Final Plat is consistent with the requirements of the XS Ranch Development Agreement, 3rd Amendment, Approved November 17, 2014; and

**WHEREAS,** the Preliminary Plat XS Ranch Road, Section One was approved by City Council on February 12, 2013 and the XS Ranch Phase I Construction Plans were previously approved on November 5, 2015 and a Final Plat was previously approved on November 11, 2015; and

**WHEREAS,** the Applicant has been holding meetings and working to complete the project; and

**WHEREAS,** the Applicant resubmitted the Final Plat and Construction Plans for review due to expired applications; and

**WHEREAS,** the Bastrop Planning and Development Department has reviewed the above-referenced Final Plat and found it is in compliance with the Subdivision Ordinance, and the XS Ranch Development Agreement, 3rd Amendment, Approved November 17, 2014 standards; and

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

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

**Section 1:** The Final Plat known as the XS Ranch Road Subdivision, Section One Final Plat, being 6.284 acres out of the Leman Barker Survey, Number 3, Abstract 6 and 11.468 acres out of the Jose Manuel Bangs Survey, Abstract 5, located north of FM 969 within Area A of the Extra-Territorial Jurisdiction of Bastrop, Texas is hereby approved, a copy of same being attached hereto as Exhibit "A" and incorporated herein for all purposes.

**Section 2:** All orders, ordinances and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such

conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

**Section 3:** This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 10th day of September, 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

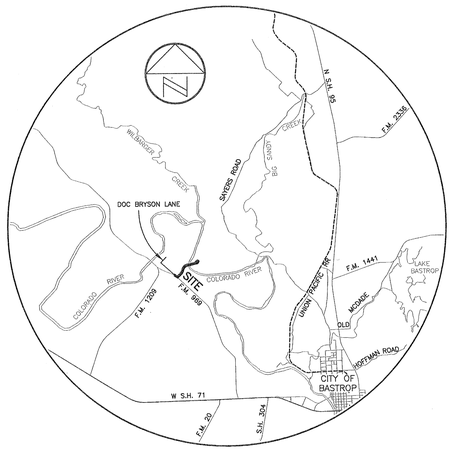
**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

# FINAL PLAT
# XS RANCH ROAD SUBDIVISION
# SECTION ONE




LOCATION MAP
N.T.S.

MATCHLINE SHEET 2
MATCHLINE SHEET 1

RESERVE 2
11.356 ACRES

JOSE MANUEL BANGS SURVEY
ABS. 5

XS RANCH FUND VI, L.P.
PORTION OF 8.944 ACRES
(200907876)

XS RANCH
FUND VI, L.P.
PORTION OF
12.286 ACRES
(200907875)

ALFRED H. ROBINSON
& GEORGE E. ROBINSON
99.23 ACRES
(134/466)

XS RANCH FUND VI, L.P.
TRACT ONE-D
5,566.770 ACRES
(200619026)

COLORADO RIVER

FEMA ZONE X (SHADED)
FEMA ZONE AE
FEMA ZONE X

10' P.U.E.

P.U.E.

JASON E. ALLEY
222.235 ACRES
(201209780)

RESERVE 3
0.697 ACRES

JEFFREY OSBORN,
TERRY OSBORN
& LANCE OSBORN
(1610/1)

PORTION OF 0.460 ACRES
DESCRIBED IN
(746/215)

47.334 ACRES
DESCRIBED IN
(746/215)

BASTROP & ELGIN ROAD
REFERENCED IN (106/469)
OLD ELGIN-UTLEY ROAD
REFERENCED IN (746/215)
NO APPARENT DEFINED
RIGHT-OF-WAY WIDTH
PORTION OF EXISTING
DOC BRYSON LANE
*TO REMAIN*

BASTROP & ELGIN ROAD
REFERENCED IN (106/469)
OLD ELGIN-UTLEY ROAD
REFERENCED IN (746/215)
NO APPARENT DEFINED
RIGHT-OF-WAY WIDTH
PORTION OF
DOC BRYSON LANE
*TO BE VACATED*

*PROPOSED*
*DOC BRYSON LANE*
*RE-ROUTE*
RIGHT-OF-WAY WIDTH VARIES

XS RANCH FUND VI, L.P.
0.112 ACRES
(201008753)

RESERVE 1
0.648 ACRES

XS RANCH ROAD
RIGHT-OF-WAY WIDTH VARIES

F.M. 969
(80' R.O.W.)(149/39)

1305+95.45
40' LT.

1305+95.45
40' RT.

1316+83.8
40' LT.

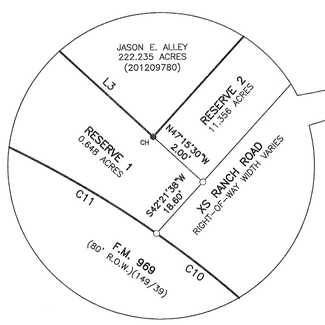
1316+83.8
40' RT.

60.50'

N47°15'30"W
2.00'

S42°21'38"E
16.80'

CH




| LINE TABLE | | |
|---|---|---|
| No. | BEARING | LENGTH |
| L1 | N24°19'20"E | 15.41' |
| L2 | N43°08'35"E | 3.18' |
| L3 | S47°15'30"E | 552.83' |
| L4 | N42°21'38"E | 950.00' |
| L5 | N17°55'22"E | 360.99' |
| L6 | N17°55'22"E | 66.36' |
| L7 | N76°04'45"E | 250.00' |
| L8 | N76°04'45"E | 131.04' |
| L9 | S16°29'48"W | 142.82' |
| L10 | S14°02'33"W | 46.20' |
| L11 | S76°10'30"W | 216.86' |
| L12 | S13°51'48"W | 240.26' |
| L13 | S52°43'45"W | 221.51' |
| L14 | S42°21'38"W | 234.41' |
| L15 | S21°07'40"W | 80.00' |
| L16 | S42°53'27"W | 80.00' |
| L17 | S61°42'51"E | 264.66' |
| L18 | S76°10'30"W | 284.76' |
| L19 | S16°58'31"W | 225.11' |
| L20 | S42°21'38"W | 953.74' |
| L21 | N76°10'30"E | 695.60' |
| L22 | S54°49'15"E | 178.16' |
| L23 | S76°10'30"W | 1004.00' |
| L24 | N34°17'46"E | 179.76' |
| L25 | N24°19'20"E | 13.45' |
| L26 | N43°08'35"E | 11.30' |
| L27 | S46°54'50"E | 101.36' |
| L28 | N42°21'38"E | 680.68' |
| L29 | N16°58'31"E | 161.32' |
| L30 | S15°55'36"W | 269.55' |
| L31 | S50°32'20"W | 301.61' |
| L32 | S84°51'31"E | 62.21' |
| L33 | S10°27'04"E | 74.69' |
| L34 | S76°10'30"W | 67.39' |
| L35 | S30°58'13"E | 67.50' |
| L36 | N71°22'14"W | 103.42' |
| L37 | N07°55'50"E | 89.29' |
| L38 | S28°27'45"W | 73.57' |

| CURVE TABLE | | | | | |
|---|---|---|---|---|---|
| CURVE | RADIUS | DELTA | ARC | BEARING | CHORD |
| C1 | 130.00' | 19°56'44" | 45.26' | N14°20'58"E | 45.03' |
| C2 | 130.00' | 30°32'57" | 69.31' | N10°53'52"W | 68.50' |
| C3 | 130.00' | 20°41'04" | 46.93' | N36°30'53"W | 46.68' |
| C4 | 900.00' | 24°26'16" | 383.87' | N30°08'30"E | 380.96' |
| C5 | 900.00' | 58°09'23" | 913.52' | N47°00'03"E | 874.80' |
| C6 | 940.00' | 62°18'43" | 1022.29' | S45°01'09"W | 972.65' |
| C7 | 1141.00' | 38°51'59" | 773.99' | S33°17'46"W | 759.24' |
| C8 | 959.00' | 10°22'08" | 173.55' | S47°32'41"W | 173.31' |
| C9 | 2904.79' | 1°22'34" | 69.77' | N52°53'56"W | 69.77' |
| C10 | 2904.79' | 1°00'11" | 50.85' | N54°05'18"W | 50.85' |
| C11 | 2904.79' | 4°14'40" | 215.19' | N56°42'44"W | 215.14' |
| C12 | 2904.79' | 4°22'36" | 221.89' | N61°01'22"W | 221.83' |
| C13 | 2904.79' | 1°11'03" | 60.03' | N63°48'11"W | 60.03' |
| C14 | 2904.79' | 5°06'06" | 258.64' | S49°39'36"E | 258.55' |
| C15 | 1060.00' | 59°11'58" | 1095.22' | S46°34'30"W | 1047.15' |
| C16 | 971.00' | 25°23'06" | 430.21' | S29°40'04"W | 426.70' |
| C17 | 342.00' | 51°38'26" | 308.24' | N50°21'17"E | 297.92' |
| C18 | 354.00' | 46°51'24" | 289.50' | N47°57'46"E | 281.50' |
| C19 | 346.00' | 16°14'36" | 98.09' | N63°16'10"E | 97.76' |
| C20 | 596.00' | 6°50'47" | 71.22' | S12°36'25"W | 71.17' |
| C21 | 368.00' | 78°00'24" | 501.02' | S48°11'14"W | 463.21' |
| C22 | 592.00' | 11°00'55" | 113.81' | S81°40'58"W | 113.64' |
| C23 | 70.00' | 71°10'45" | 86.96' | N11°16'02"W | 81.48' |
| C24 | 2904.79' | 4°28'37" | 226.97' | N66°38'01"W | 226.91' |
| C25 | 1031.50' | 25°23'06" | 457.01' | N29°40'04"E | 453.28' |
| C26 | 1070.50' | 34°36'44" | 646.69' | N33°13'58"E | 636.90' |
| C27 | 1019.50' | 5°38'26" | 100.37' | S47°43'07"W | 100.33' |
| C28 | 406.50' | 21°44'01" | 154.19' | N51°56'56"E | 153.27' |
| C29 | 2.50' | 129°52'16" | 5.67' | S73°58'56"E | 4.53' |
| C30 | 111.50' | 33°26'09" | 65.07' | S25°45'53"E | 64.15' |
| C31 | 2.50' | 126°16'40" | 5.51' | S20°39'23"W | 4.46' |
| C32 | 656.50' | 7°37'13" | 87.31' | S79°59'07"W | 87.25' |
| C33 | 293.50' | 73°33'07" | 376.77' | S45°47'28"W | 351.43' |
| C34 | 72.50' | 108°57'32" | 137.87' | N42°57'12"W | 118.02' |
| C35 | 307.50' | 68°31'48" | 367.79' | N45°47'28"E | 346.26' |
| C36 | 72.50' | 108°57'32" | 137.87' | S45°27'51"E | 118.02' |

N

SCALE: 1" = 100'

GRAPHIC SCALE
100 50 0 100

LEGEND

- ● 1/2" REBAR FOUND (OR AS NOTED)
- CH● 1/2" REBAR WITH "CHAPARRAL" CAP FOUND
- ○ 1/2" REBAR WITH "CHAPARRAL" CAP TO BE SET
- ■ TxDOT TYPE I MONUMENT FOUND
- △ CALCULATED POINT
- ⊕ CONTROL POINT/BENCHMARK LOCATION
- ( ) RECORD INFORMATION

STATE OF TEXAS
REGISTERED
PAUL J. FLUGEL
5096
PROFESSIONAL
LAND SURVEYOR

Paul J. Flugel
R.P.L.S. No. 5096

Chaparral
Professional Land Surveying, Inc.
Surveying and Mapping
3500 McCall Lane
Austin, Texas 78744
512-443-1724
Firm No. 10124500

PROJECT NO.:
457-001

DRAWING NO.:
457-001-PL-BRIDGE

PLOT DATE:
06/12/19

PLOT SCALE:
1" = 100'

DRAWN BY:
JBE/JDB

SHEET
1 OF 3

# FINAL PLAT
# XS RANCH ROAD SUBDIVISION
# SECTION ONE

N

SCALE: 1" = 100'

GRAPHIC SCALE

100 50 0 100

LEGEND

- ● 1/2" REBAR FOUND (OR AS NOTED)
- CH● 1/2" REBAR WITH "CHAPARRAL" CAP FOUND
- ○ 1/2" REBAR WITH "CHAPARRAL" CAP TO BE SET
- ■ TxDOT TYPE I MONUMENT FOUND
- △ CALCULATED POINT
- ⊕ CONTROL POINT/BENCHMARK LOCATION
- ( ) RECORD INFORMATION

LEMAN BARKER SURVEY NO. 3
ABS. NO. 5

FEMA ZONE X (SHADED)

XS RANCH FUND VI, L.P.
TRACT ONE-D
5,566.770 ACRES
(200619026)

RESERVE 5
1.669 ACRES

RESERVE 4
0.088 ACRES

JOHN H. WIETING &
BETTY EVERETT WIETING
LESS AND EXCEPT TRACT
TRACT IV
20.001 ACRES
(561/808)

BENCHMARK 4242

RAILROAD SPIKE IN 15"
CEDAR ELM TREE WITH TAG NO. 4242
ELEVATION 363.82'
DATUM: NAVD 88 (GEOID 99)

COLORADO RIVER

FEMA ZONE AE

FEMA ZONE X (SHADED)

N85°40'51"E
267.19'

91.70'

51.12'

XS RANCH ROAD
RIGHT-OF-WAY WIDTH VARIES

10' P.U.E.

N76°10'30"E
223.38'

2.044 ACRE
MISCELLANEOUS
EASEMENT
(201006716)

REFERENCE TIE
S01°14'30"E 608.99'

JOHN H. WIETING, JR.
SECOND TRACT
PORTION OF 107 ACRES
(561/808)

RESERVE 2
11.356 ACRES

XS RANCH
FUND VI, L.P.
PORTION OF
12.286 ACRES
(200907875)

XS RANCH FUND VI, L.P.
PORTION OF 5.934 ACRES
(200907876)

ALFRED H. ROBINSON
& GEORGE E. ROBINSON
99.23 ACRES
(134/466)

XS RANCH FUND VI, L.P.
TRACT ONE-D
5,566.770 ACRES
(200619026)

LEMAN BARKER SURVEY NO. 3
ABS. NO. 5

JOSE MANUEL BANGS SURVEY
ABS. 5

60.50'

P.U.E.

MATCHLINE SHEET 2
MATCHLINE SHEET 1

THIS IS A SURFACE DRAWING.

BEARING BASIS: THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83), CENTRAL ZONE, BASED ON 1983/93 HARN VALUES FROM LCRA CONTROL NETWORK FOR CHAPARRAL CONTROL POINT "STN4".

4" ALUMINUM DISK SET IN CONCRETE

SURFACE COORDINATES:
N 10036819.81
E 3229464.86

TEXAS STATE PLANE COORDINATES:
N 10036403.24
E 3229330.83

ELEVATION = 378.68'
VERTICAL DATUM: NAVD 88 (GEOID 99)

COMBINED SCALE FACTOR = 0.999958496
(FOR SURFACE TO GRID CONVERSION)

INVERSE SCALE FACTOR = 1.000041506
(FOR GRID TO SURFACE CONVERSION)

SCALED ABOUT 0,0
THETA ANGLE: 1°31'13"

STATE OF TEXAS
REGISTERED
PAUL J. FLUGEL
5096
PROFESSIONAL
LAND SURVEYOR

Paul J. Flugel
R.P.L.S. No. 5096


Chaparral
Professional Land Surveying, Inc.
Surveying and Mapping
3500 McCall Lane
Austin, Texas 78744
512-443-1724
Firm No. 10124500


PROJECT NO.: 457-001
DRAWING NO.: 457-001-PL-BRIDGE
PLOT DATE: 06/12/19
PLOT SCALE: 1" = 100'
DRAWN BY: JBE/JDB

# FINAL PLAT
# XS RANCH ROAD SUBDIVISION
# SECTION ONE

STATE OF TEXAS
COUNTY OF BASTROP

KNOW ALL MEN BY THESE PRESENTS:

THAT XS RANCH FUND VI, L.P., BEING OWNER OF 5,566.770 ACRES IN THE LEMAN BARKER SURVEY NO. 3, ABS. NO. 6, BASTROP COUNTY, TEXAS, CONVEYED BY DEED OF RECORD IN DOCUMENT NO. 200619026;

12.286 ACRES IN THE JOSE MANUEL BANGS SURVEY, ABS. 5, BASTROP COUNTY, TEXAS, CONVEYED BY DEED OF RECORD IN DOCUMENT NO. 200907875;

8.944 ACRES IN THE JOSE MANUEL BANGS SURVEY, ABS. 5, BASTROP COUNTY, TEXAS, CONVEYED BY DEED OF RECORD IN DOCUMENT NO. 200907876;

0.034 ACRES IN THE JOSE MANUEL BANGS SURVEY, ABS. 5, BASTROP COUNTY, TEXAS, CONVEYED BY DEED OF RECORD IN DOCUMENT NO. 200908334;

0.112 ACRES, 0.140 ACRES AND 0.156 ACRES IN THE JOSE MANUEL BANGS SURVEY, ABS. 5, BASTROP COUNTY, TEXAS, CONVEYED BY DEED OF RECORD IN DOCUMENT NO. 201008753;

ALL OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS;

DO HEREBY SUBDIVIDE 6.284 ACRES IN THE LEMAN BARKER SURVEY NO. 3, ABS. NO. 6 AND 11.468 ACRES IN THE JOSE MANUEL BANGS SURVEY, ABS. 5 FOR A TOTAL OF 17.752 ACRES IN ACCORDANCE WITH THE MAP OR PLAT ATTACHED HERETO, TO BE KNOWN AS:

FINAL PLAT XS RANCH ROAD SUBDIVISION SECTION ONE

SUBJECT TO ANY AND ALL EASEMENTS OR RESTRICTIONS HERETOFORE GRANTED AND NOT RELEASED.

WITNESS MY HAND THIS THE _____ DAY OF _____, 20___ A.D.

XS RANCH FUND VI, L.P., a Delaware limited partnership

By: XS Ranch VI Manager, L.P.
its General Partner

By: Coast Ranch Investments, LLC,
its General Partner

By:_____
James P. Foster, Manager

STATE OF _____

COUNTY OF _____

BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED _____, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND HE ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

WITNESS MY HAND AND SEALED IN MY OFFICE, THIS THE _____ DAY OF _____, 20___, AD.

_____

NOTARY PUBLIC, STATE OF _____

_____ _____
PRINTED NAME MY COMMISSION EXPIRES

SURVEYOR'S CERTIFICATION

I, PAUL J. FLUGEL, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF SURVEYING AND HEREBY CERTIFY THIS PLAT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND WAS PREPARED FROM AN ACTUAL SURVEY OF THE PROPERTY MADE BY ME OR MADE UNDER MY SUPERVISION ON THE GROUND DECEMBER 14, 2011.

Paul J. Flugel 6-12-2019
PAUL J. FLUGEL, R.P.L.S.
REGISTERED PROFESSIONAL LAND SURVEYOR, STATE OF TEXAS NO. 5096

STATE OF TEXAS
REGISTERED
PAUL J. FLUGEL
5096
PROFESSIONAL
LAND SURVEYOR

CHAPARRAL PROFESSIONAL LAND SURVEYING, INC.
3500 McCALL LANE
AUSTIN, TX 78744
512-443-1724
FIRM NO. 10124500

ENGINEER'S CERTIFICATION:

I, JOSEPH LONGARO, AM AUTHORIZED UNDER THE LAWS OF THE STATE OF TEXAS TO PRACTICE THE PROFESSION OF ENGINEERING, AND HEREBY CERTIFY THAT THIS PLAT IS FEASIBLE FROM AN ENGINEERING STANDPOINT AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

A PORTION OF THIS TRACT IS WITHIN THE BOUNDARIES OF THE 100-YEAR FLOOD (ZONE AE) OF A WATERWAY THAT IS WITHIN THE FEDERAL EMERGENCY MANAGEMENT AGENCY, NATIONAL FLOOD INSURANCE PROGRAM, AS SHOWN ON MAP NO. 48021C0195E, DATED JANUARY 19, 2006, FOR BASTROP COUNTY, TEXAS AND INCORPORATED AREAS.

JOSEPH LONGARO, P.E.
PROFESSIONAL ENGINEER
NO. 65617 STATE OF TEXAS

STATE OF TEXAS
JOSEPH LONGARO
65617
LICENSED
PROFESSIONAL ENGINEER
6/13/19

ENGINEERING BY:
LJA ENGINEERING, INC.
3839 BEE CAVE ROAD, SUITE 150
AUSTIN, TEXAS 78746
(512) 306-0228
(512) 306-0338-FAX
TBPE REG. NO. F-1386

STANDARD PLAT NOTES:

1) THE BENCHMARKS USED ARE: BENCHMARKS STN 4 AND 4242 AS SHOWN ON THE FACE OF THE PLAT.

2) THE DEVELOPMENT AND CONSTRUCTION OF PROPERTY IS SUBJECT TO THE XS RANCH DEVELOPMENT AGREEMENT DATED NOVEMBER 19, 2009 INCLUDING THE 1ST, 2ND AND 3RD AMENDMENTS DATED APRIL 12, 2011, SEPTEMBER 15, 2011 AND NOVEMBER 17, 2014 RESPECTIVELY.

3) ALL SUBDIVISION PERMITS SHALL CONFORM TO THE CITY OF BASTROP CODE OF ORDINANCES, CONSTRUCTION STANDARDS, AND GENERALLY ACCEPTED ENGINEERING PRACTICES.

4) CONSTRUCTION PLANS AND SPECIFICATIONS FOR ALL SUBDIVISION IMPROVEMENTS SHALL BE REVIEWED AND ACCEPTED BY THE CITY OF BASTROP PRIOR TO ANY CONSTRUCTION WITHIN THE SUBDIVISION.

5) PRIOR TO CONSTRUCTION OF ANY IMPROVEMENTS ON LOTS IN THIS SUBDIVISION, DEVELOPMENT PERMITS WILL BE OBTAINED FROM BASTROP COUNTY.

6) SITE DEVELOPMENT CONSTRUCTION PLANS SHALL BE REVIEWED AND ACCEPTED BY THE CITY OF BASTROP AND BASTROP COUNTY.

7) FISCAL SURETY FOR SUBDIVISION CONSTRUCTION, IN A FORM ACCEPTABLE TO THE CITY OF BASTROP, SHALL BE PROVIDED PRIOR TO FINAL PLAT APPROVAL BY THE CITY.

8) THE OWNER OF THIS SUBDIVISION, AND HIS OR HER SUCCESSORS AND ASSIGNS, ASSUMES SOLE RESPONSIBILITY FOR PLANS FOR CONSTRUCTION OF SUBDIVISION IMPROVEMENTS WHICH COMPLY WITH APPLICABLE CODES AND REQUIREMENTS OF THE CITY OF BASTROP. THE OWNER UNDERSTANDS AND ACKNOWLEDGES THAT PLAT VACATION OR RE-PLATTING MAY BE REQUIRED, AT THE OWNER'S SOLE EXPENSE, IF PLANS TO CONSTRUCT THIS SUBDIVISION DO NOT COMPLY WITH SUCH CODES AND REQUIREMENTS.

9) ELECTRIC SERVICE IS PROVIDED BY BLUEBONNET.

10) DEVELOPER SHALL BE SOLELY RESPONSIBLE FOR ALL RELOCATION AND MODIFICATIONS TO EXISTING UTILITIES.

11) TEMPORARY AND PERMANENT EASEMENTS TO BE PROVIDED, AS REQUIRED AT THE CITY'S SOLE DISCRETION FOR OFF-SITE DRAINAGE IMPROVEMENTS.

12) PROPERTY OWNER SHALL PROVIDE FOR ACCESS TO ALL EASEMENTS AS MAY BE NECESSARY AND SHALL NOT PROHIBIT ACCESS BY GOVERNMENTAL AUTHORITIES.

13) NO BUILDINGS, FENCES, LANDSCAPING OR OTHER STRUCTURES ARE PERMITTED WITHIN DRAINAGE EASEMENTS SHOWN, EXCEPT AS APPROVED BY THE CITY OF BASTROP AND/OR BASTROP COUNTY.

14) ALL EASEMENTS ON PRIVATE PROPERTY SHALL BE MAINTAINED BY THE PROPERTY OWNER OR HIS OR HER ASSIGNS.

15) THE ELECTRIC UTILITY HAS THE RIGHT TO PRUNE AND/OR REMOVE TREES, SHRUBBERY VEGETATION AND OTHER OBSTRUCTIONS TO THE EXTENT NECESSARY TO KEEP THE EASEMENTS CLEAR. THE OWNER/DEVELOPER OF THIS SUBDIVISION/LOT SHALL PROVIDE THE ELECTRIC UTILITY DEPARTMENT WITH ANY EASEMENT AND/OR ACCESS REQUIRED, IN ADDITION TO THOSE INDICATED, FOR THE INSTALLATION AND ONGOING MAINTENANCE OF OVERHEAD AND UNDERGROUND ELECTRIC FACILITIES.

16) THE OWNER SHALL BE RESPONSIBLE FOR INSTALLATION OF TEMPORARY EROSION CONTROL, REVEGETATION AND TREE PROTECTION FOR ELECTRIC UTILITY WORK REQUIRED TO PROVIDE ELECTRIC SERVICE TO THIS PROJECT.

17) RESERVE LOTS 1, 2, 3, 4 AND 5 ARE NOT DEVELOPABLE; WILL BE USED ONLY FOR LANDSCAPING, LANDSCAPE FENCING AND WALLS, PROJECT SIGNAGE, AND UNINHABITABLE STRUCTURES; AND DO NOT REQUIRE POTABLE WATER AND/OR WASTEWATER SERVICE'.

18) A TEN (10) FOOT WIDE P.U.E. IS HEREBY DEDICATED ALONG EACH SIDE AND REAR LOT LINE WHERE AVAILABLE.

19) ALL SIGNS SHALL COMPLY WITH THE XS RANCH EXHIBIT DA-7 OF THE XS RANCH DEVELOPMENT AGREEMENT.

20) BY APPROVING THIS PLAT, THE COUNTY/CITY OF BASTROP ASSUMES NO OBLIGATION TO CONSTRUCT ANY INFRASTRUCTURE IN CONNECTION WITH THIS SUBDIVISION. ANY SUBDIVISION INFRASTRUCTURE REQUIRED FOR THE DEVELOPMENT OF THE LOTS IN THIS SUBDIVISION IS THE SOLE RESPONSIBILITY OF THE DEVELOPER AND/OR THE OWNERS OF THE LOTS. FAILURE TO CONSTRUCT ANY REQUIRED INFRASTRUCTURE TO COUNTY/CITY STANDARDS MAY BE JUST CAUSE FOR THE COUNTY/CITY TO DENY APPLICATIONS FOR CERTAIN DEVELOPMENT PERMITS INCLUDING BUILDING PERMITS, SITE PLAN APPROVALS AND/OR CERTIFICATES OF OCCUPANCY.

21) CABLE SERVICE IS PROVIDED BY THE ATT.

22) ALL EASEMENTS OF RECORD AS INDICATED ON THE MOST RECENT TITLE RUN (DATED: SEPTEMBER 4, 2018, CONDUCTED BY STEWART TITLE GUARANTY COMPANY) FOR THIS PROPERTY ARE SHOWN ON THIS PLAT.

23) THIS SUBDIVISION LIES WITHIN THE VOLUNTARY EXTRATERRITORIAL JURISDICTION OF THE CITY OF BASTROP..

24) ALL DRIVEWAYS IN THIS SUBDIVISION MUST BE CONSTRUCTED TO FACILITATE DRAINAGE ALONG THE ROW. THE DEVELOPER AND/OR PROPERTY OWNER SHALL BE RESPONSIBLE FOR THE INSTALLATION AND MAINTENANCE OF DRIVEWAYS IN ACCORDANCE WITH BASTROP COUNTY SPECIFICATIONS, WHICH MAY INCLUDE CULVERT PIPE INSTALLATION. A PERMIT MUST BE OBTAINED FROM BASTROP COUNTY PRIOR TO THE CREATION OF A DRIVEWAY.

25) THE XS RANCH MUD OR ITS ASSIGNS WILL BE RESPONSIBLE FOR THE MAINTENANCE OF RESERVED LOTS 1, 2, 3, 4, AND 5.

26) CONSTRUCTION OF ALL BRIDGES, CULVERTS, STREETS, ROADS AND OTHER PUBLIC THOROUGHFARES DELINEATED AND SHOWN ON THIS PLAT (THE "IMPROVEMENTS") SHALL REMAIN THE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER OF THE TRACT OF LAND COVERED BY THIS PLAT IN ACCORDANCE WITH THE PLANS AND SPECIFICATIONS APPROVED BY THE CITY OF BASTROP AND IN COMPLIANCE WITH THE CITY OF BASTROP CODE OF ORDINANCES, CONSTRUCTION STANDARDS AND GENERALLY ACCEPTED ENGINEERING PRACTICES.

27) THE PLACEMENT OF ANY AND ALL TRAFFIC CONTROL DEVICES REQUIRING SIGNAGE SUCH AS STREET NAMES, SPEED LIMITS, STOP SIGNS, YIELD SIGNS, ETC. SHALL BE THE SOLE RESPONSIBILITY OF THE OWNER AND/OR DEVELOPER IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF BASTROP.

28) UNTIL SUCH TIME AS BASTROP COUNTY, THROUGH THE BASTROP COUNTY COMMISSIONERS COURT, ACCEPTS THE DEDICATION OF THE IMPROVEMENTS DELINEATED AND SHOWN ON THIS PLAT, SAID IMPROVEMENTS ARE NOT BASTROP COUNTY IMPROVEMENTS AND ARE NOT SUBJECT TO BASTROP COUNTY MAINTENANCE.

29) THE OWNER AND/OR DEVELOPER SHALL PROVIDE A TWO (2) YEAR MAINTENANCE BOND FOR THE IMPROVEMENTS TO BASTROP COUNTY FOR APPROVAL BY THE BASTROP COUNTY COMMISSIONERS COURT.

30) THE FEDERAL EMERGENCY MANAGEMENT AGENCY ("FEMA") ISSUED A CONDITIONAL LETTER OF MAP REVISION ("CLOMR") FOR THE XS RANCH BRIDGE PROJECT (CASE #13-06-0204R). OWNER AND/OR DEVELOPER SHALL SUBMIT A FOLLOW-UP LETTER OF MAP REVISION ("LOMR") FOLLOWING THE COMPLETION OF THE PROJECT. OWNER AND/OR DEVELOPER SHALL PROVIDE A) A COPY OF THE LOMR TO BOTH THE COUNTY OF BASTROP AND THE CITY OF BASTROP PRIOR TO POSTING A PUBLIC NOTICE AND B) LEGAL NOTICES TO ALL PROPERTY OWNERS IMPACTED BY THE CHANGES TO THE FLOODPLAIN.

FLOODPLAIN NOTES:

1) A PORTION OF THIS SUBDIVISION LIES WITHIN THE 100 YEAR SPECIAL FLOOD HAZARD AREA (1% ANNULA CHANCE OF FLOODING) AS IDENTIFIED BY THE FLOOD INSURANCE RATE MAP, PANEL NO. 48021C0195E, DATED JANUARY 19, 2006, FOR THE COMMUNITY OF BASTROP COUNTY, COMMUNITY NO. 481193.

2) FLOOD WARNING: THE DEGREE OF FLOOD PROTECTION REQUIRED BY THE CITY OF BASTROP AND/OR BASTROP COUNTY FLOOD DAMAGE PREVENTION ORDINANCE IS CONSIDERED REASONABLE FOR REGULATORY PURPOSES AND IS BASED ON SCIENTIFIC AND ENGINEERING CONSIDERATIONS. ON RARE OCCASIONS, GREATER FLOODS CAN AND WILL OCCUR AND FLOOD HEIGHTS MAY BE INCREASED BY MAN-MADE OR NATURAL CAUSES. ACCEPTANCE OF THIS PLAT BY THE CITY COUNCIL AND/OR COMMISSIONERS COURT DOES NOT IMPLY THAT LAND OUTSIDE THE AREAS OF SPECIAL FLOOD HAZARDS OR USES PERMITTED WITHIN SUCH AREAS WILL BE FREE FROM FLOODING OR FLOOD DAMAGES. NOR SHALL ACCEPTANCE OF THIS PLAT CREATE LIABILITY ON THE PART OF THE CITY OF BASTROP AND/OR BASTROP COUNTY OR ANY OFFICIAL OR EMPLOYEE THEREOF FOR ANY FLOOD DAMAGES THAT RESULT FROM RELIANCE ON THE INFORMATION CONTAINED WITHIN THIS PLAT OR ANY ADMINISTRATION DECISION LAWFULLY MADE HEREUNDER.

3) EROSION AND SEDIMENTATION CONTROLS CONSTRUCTED IN ACCORDANCE WITH THE SUBDIVISION ORDINANCE OF THE CITY OF BASTROP ARE REQUIRED FOR ALL CONSTRUCTION ON EACH LOT, INCLUDING SINGLE FAMILY AND DUPLEX CONSTRUCTION.

4) THE DEVELOPER, BUILDER, SELLER, OR AGENT SHALL INFORM, IN WRITING, EACH BUYER OF SUBDIVISION LOTS OR PROPERTY LOCATED WITHIN FLOOD HAZARD AREAS THAT SUCH PROPERTY IS AN IDENTIFIED FLOOD HAZARD AREA AND THAT A CERTIFICATE OF COMPLIANCE WILL BE REQUIRED TO BE SUBMITTED TO THE CITY OF BASTROP/COUNTY BUILDING INSPECTOR PRIOR TO THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY OF A STRUCTURE.

APPROVED THIS _____ DAY OF _____, 20___ BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS.

APPROVED: ATTEST:

_____ _____
CONNIE B. SCHROEDER, MAYOR ANN FRANKLIN, CITY SECRETARY

THE STATE OF TEXAS
COUNTY OF BASTROP

I, ROSE PIETSCH, CLERK OF BASTROP COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE

ON THE _____ DAY OF _____ A.D. 20___ AT _____ O'CLOCK _____ M., AND DULY

RECORDED ON THE _____ DAY OF _____, A.D. 20___ AT _____ O'CLOCK _____ M., IN SAID COUNTY

AND STATE, IN DOCUMENT NUMBER _____ OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS,

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THE _____ DAY OF _____,

20___ A.D.

ROSE PIETSCH, COUNTY CLERK, BASTROP COUNTY, TEXAS

BY _____
DEPUTY

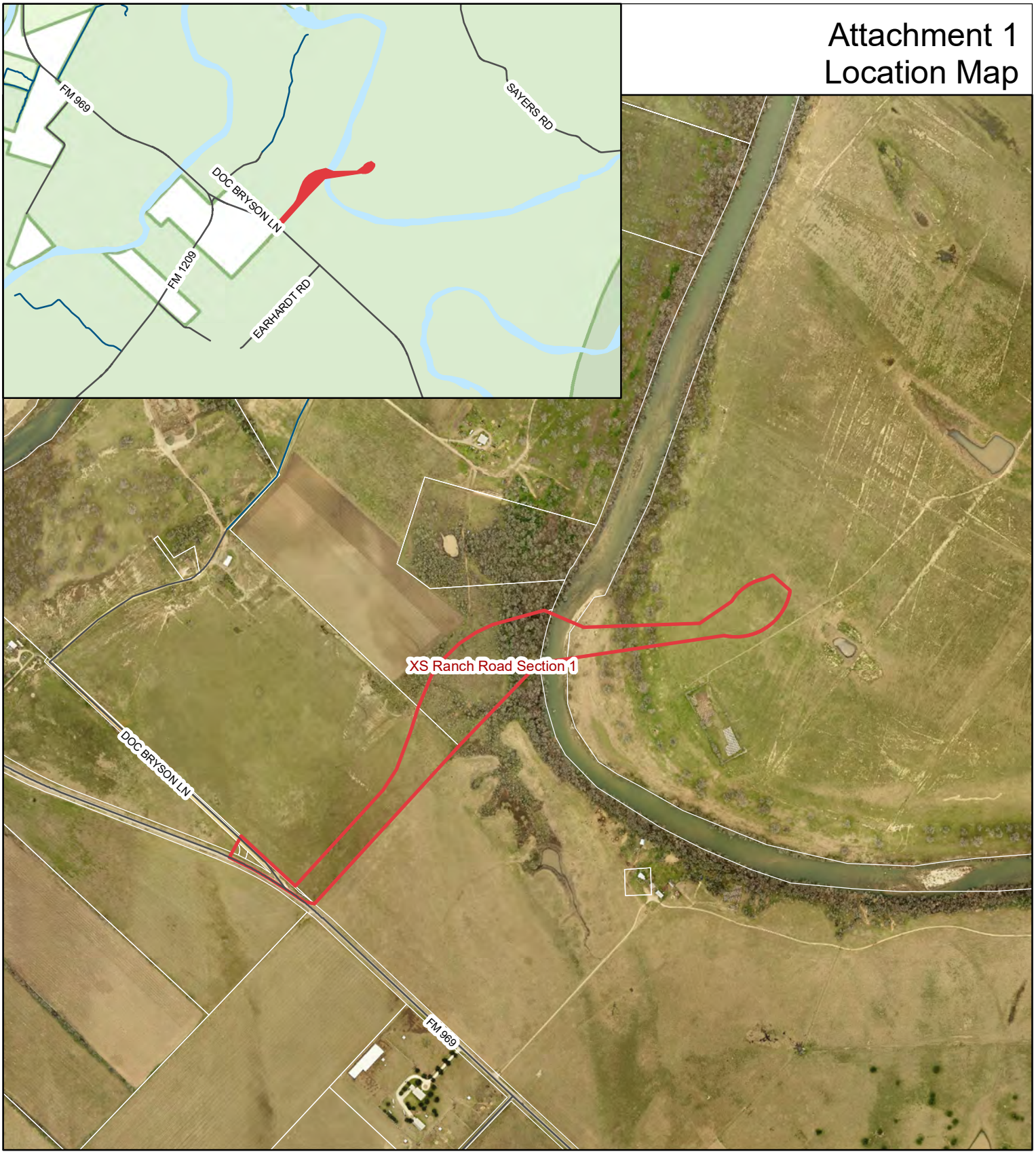
STATE OF TEXAS
REGISTERED
PAUL J. FLUGEL
5096
PROFESSIONAL
LAND SURVEYOR

Paul J. Flugel
R.P.L.S. No. 5096

Chaparral
Professional Land Surveying, Inc.
Surveying and Mapping
3500 McCall Lane
Austin, Texas 78744
512-443-1724
Firm No. 10124500

PROJECT NO.: 457-001
DRAWING NO.: 457-001-PL-BRIDGE
PLOT DATE: 06/12/19
PLOT SCALE: 1" = 100'
DRAWN BY: JBE/JDB
SHEET 3 OF 3

# Attachment 1
# Location Map




BASTROPTX
Heart of the Lost Pines
Est. 1832

## Final Plat
## XS Ranch Road Subdivision
## Section 1

0 335 670 1,340
Feet

1 inch = 1,000 feet

N

Date: 8/1/2019

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

**Notice of Pending Subdivision Approval**
**City of Bastrop**
**City Council**

Dear Property Owner:

The **City Council** will hold a meeting on **Tuesday, September 10, 2019 at 6:30 p.m.** in the **City Hall Council Chambers** located at **1311 Chestnut Street**, **Bastrop, Texas** to consider approval of the XS Ranch Road Subdivision, Section One, Final Plat, being 6.284 ac, out of the Leman Baker Survey No. 3, Abstract No. 6, and 11.468 ac out if the Jose Manuel Bangs Survey, Abstract No. 5, located within the City of Bastrop Voluntary Extraterritorial Jurisdiction.

| | |
|---|---|
| Owner: | XS Ranch Fund VI, LP / James Foster |
| Applicant: | LJA Engineering Inc. / Joseph Longaro |
| Address: | FM 969, Southwest of the intersection of FM 1209 |
| Legal Description: | 6.284 ac, out of the Leman Baker Survey No. 3, Abstract No. 6<br>11.468 ac out if the Jose Manuel Bangs Survey, Abstract No. 5 |
| Number of Lots: | 5 Reserve Lots |

**The site location map and plat are attached for reference.**

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

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

https://library.municode.com/tx/bastrop/codes/code_of_ordinances?nodeId=CH10SU

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

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9A

**TITLE:**
Consider action to approve Resolution No. R-2019-83 of the City Council of the City of Bastrop, Texas confirming board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

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

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

**POLICY EXPLANATION**:
Mayor Connie Schroeder has reviewed all applications and has made appointments to various City boards and commissions. In an effort to be open and transparent, Mayor Schroeder has prepared a detailed PowerPoint presentation outlining her appointments. The PowerPoint presentation is attached as Exhibit A to the Resolution seeking confirmation of Council as required by the Charter.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve Resolution No. R-2019-83 of the City Council of the City of Bastrop, Texas confirming board appointments of the Mayor, as required in Section 3.08 of the City's Charter, as outlined in Exhibit A; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- Exhibit A – PowerPoint Presentation

**RESOLUTION NO. R-2019-83**

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

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

**WHEREAS,** Mayor Connie Schroeder has completed her review process of all applications to the City's boards and commissions and has made her appointments to each board and commission as attached in Exhibit A; and

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

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

**Section 1:** That Mayor Connie Schroeder appointed members to each Board and Commission of the City, as attached in Exhibit A.

**Section 2:** That the City Council of the City of Bastrop confirms Mayor Schroeder's appointments to all of the City's boards and commissions as outlined in Exhibit A.

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 10th day of September, 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

*Mayor Appointments*
*Boards and Commissions*
*September 10, 2019*

BASTROPTX
Heart of the Lost Pines / Est. 1832

# *Guidelines for application review*

- Council Interviews conducted August 26 & 28th
- Maximize the number of citizens engaged
- Board composition reflecting our community
- Seek to fill places with needed skills and knowledge
- Address attendance issues
- Solicit input from Staff liaison and/or Executive Directors of each Board regarding skills needed

➢ *Goal for online application remains for 2020*

BASTROPTX
Heart of the Lost Pines / Est. 1832

# *Overview*

- Categorized Boards based on frequency of meetings
  - Meets Regularly (Monthly or Quarterly)
  - Meets “As Needed”

Boards that meet Regularly:

- Bastrop Art in Public Places
- Bastrop Economic Development Corporation
- Fairview Cemetery
- Historic Landmark Commission
- Housing Authority
- Hunters Crossing Local Government Corporation
- Library
- Main Street
- Parks
- Planning and Zoning

- Boards that meet “As Needed”:
  - Board of Zoning and Adjustment
  - Construction Standards Board
  - Ethics Commission

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Bastrop Art in Public Places

*Appointments:*

Place 3: **Daniel Bailey** (Hunters Crossing) Term ends 2021

- Blacksmithing expert with desire to share trade

Place 5: **Kaye Sapikas** (Downtown) Term ends 2022

- Active in community, recent resident

***Note: Terms may be revised per CAMP transition***

# Bastrop Economic Development Corporation

*Appointments: Term ends 2021*

Place 1: **Connie Schroeder** (Piney Ridge)

- Mayor, Requested to serve by 2017 Council

Place 3: **Sam Keir** (ETJ)

- Current Treasurer of BEDC

Place 5: **Ron Spencer** (ETJ)

- Extensive EDC, Real Estate and Logistics background, currently serves on Board

Place 7: **Kathryn Nash**(Downtown)

- Current Chair of BEDC

*NOTE: BEDC terms are two years by State statute*

# *Fairview Cemetery Advisory Board*

*Appointments:*

Place 1: **Anna Schneider** (Hunters Crossing) Term ends 2020

- Previously served on Parks Board in 2000, Family members in cemetery

Place 5: **Tom Scott** (Downtown) Term ends 2022

- Reappointment

BASTROPTX
Heart of the Lost Pines / Est. 1832

# *Historic Landmark Commission*

*Appointments:*

Place 2: **Pablo Serna** (Downtown) Term ends 2022

- Design Professional

Place 6: **Janean Whitten** (Downtown) Term ends 2022

- General Resident
- Reappointment

Place 7: **Cheryl Long**(Downtown) Term ends 2020

- Owner of Historical Residential Structure
- Completing unexpired term

*NOTE:* ***Planning & Zoning Commission to fill place 5 per ordinance***

BASTROPTX
Heart of the Lost Pines / Est. 1832

# *Bastrop Housing Authority*

*Appointments: Term ends 2021*

Place 1: **Dolores DeHoyos** (Downtown)

- Reappointment

Place 2: **Bernie Jackson** (Riverside Grove)

- Reappointment

Place 3: **Carlton Harris** (CP Johnson)

- Reappointment

*NOTE: Housing Authority terms are two years*

BASTROPTX
Heart of the Lost Pines / Est. 1832

# *Hunters Crossing LGC*

***Appointments: Term ends 2022***

Place 3: **Rick Womble** Commercial Business

- Reappointment

BASTROPTX
Heart of the Lost Pines / Est. 1832

# *Library Board*

***Appointments: Terms end 2022***

Place 2: **Jennifer Leisure** (Pecan Park)

- Recently retired 3rd Grade BISD Teacher

Place 3: **Mary Jo Jenkins** (Maynard)

- Reappointment

*NOTE: Place 6 pending*

BASTROPTX
Heart of the Lost Pines / Est. 1832

# *Main Street Advisory Board*

***Appointments:***

Place 1: **Steph Lewis** (ETJ) Term ends 2021
- Employed by business in Main Street District

Place 2: **Terry Lyne Moore** (Riverside Grove) Term ends 2022
- Currently serving first of two year term as Chair, Reappointment

Place 3: **Melinda Ortega** (ETJ) Term ends 2022
- Owns business on Main Street

Place 4: **Nancy Wood** (Downtown) Term ends 2020
- Previously served as Main Street Director

Place 7: **Rhonda Potter** (Downtown) Term ends 2022
- Lives and Works Downtown, Active Community Member

Place 9: **Ed Skarnulis** (Pecan Park) Term ends 2021
- Previously served as Chair of BAIPP

# *Parks Board*

***Appointments:  Term ends 2022***

Place 2: **Dorothy Skarnulis** (Pecan Park)

- Reappointment
- Bird City Champion

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# *Planning & Zoning Commission*

***Appointments: Term ends 2022***

Place 1: **Cheryl Lee** (North Park)

- Reappointment

Place 2: **Ishmael Harris** (Riverside Grove)

- Active community member, long term resident

Place 4: **Glen Johnson** (Downtown)

- Active community member, practicing attorney

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# *Construction Standards Board*

*Appointments: Term ends 2021*

Place 2: **Dave McKenzie** (Downtown)
- Reappointment, Home Construction

Place 3: **Joel Bauman** (ETJ)
- Reappointment

Place 5: **Cliff Copeland** (Piney Ridge)
- Reappointment, HVAC

*NOTE: Construction Standards Board terms are two years*
*Requesting all members continue to serve based on significant project underway*

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# *Ethics Commission*

*Appointment:*

Place 5: **Judge Chris Duggan** (Downtown)

- Respected 423rd District Court Judge

*Note: Terms for places to be addressed as part of orientation by City Attorney*

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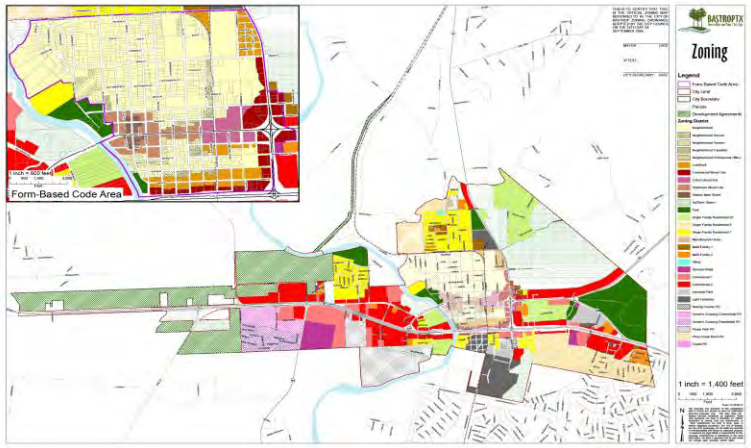


# *Zoning Board of Adjustments*

***Appointment:***

Place 1: **James Crouch** (Downtown) Term ends 2021

- Reappointment

Place 3 : **Gary Moss** (Downtown) Term ends 2021

- Extensive construction background

*NOTE: Zoning Board of Adjustment terms are two years*
*Place 5 pending*

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# *Council Liaisons - 2019/2020*

- Mayor Schroeder – BEDC and Library
- Mayor Pro Nelson – Planning & Zoning and Construction Standards
- Council Member Ennis – BAIPP and Historic Landmark Commission
- Council Member Jackson – Parks & Recreation
- Council Member Peterson – Cemetery
- Council Member Rogers – Main Street

➢ Boards that are inappropriate for Council Liaison
  - Ethics
  - Zoning Board of Adjustments
  - Housing Authority

➢ Nelson/Rogers serve on Hunters Crossing Board

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# *Confirmation*

Appointments to City Boards are among the most consequential responsibilities of the Mayor. I appreciate Council for being a part of the interview process this year. I have spent additional time reviewing applications and visiting with citizens prior to making my appointments.

33 Appointments presented:

36% New to serving on a Board
39% Downtown, 43% Other than Downtown, 18% ETJ
48% Male, 52% Female

I respectfully request City Council confirm these appointments

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# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9B

**TITLE:**
Consider action to approve Resolution No. R-2019-79 of the City Council of the City of Bastrop, Texas, allowing an alternative lighting plan for QuikTrip #4128, being 0.638 acres of Building Block 119, East of Water Street, 0.602 acres out of Building Block 118, East of Water Street, 0.319 acres out of Building Block 118, East of Water Street, and 3.233 acres of the TREM Subdivision, Phase 1, Block A, Lot 1, located at the southeast corner of Jackson Street and State Highway 71, within the City Limits of Bastrop, Texas, as shown in Exhibit A; setting out conditions; providing for a repealing clause and establishing an effective date.

**STAFF REPRESENTATIVE:**
Jennifer C. Bills, AICP, LEED AP, Assistant Planning Director

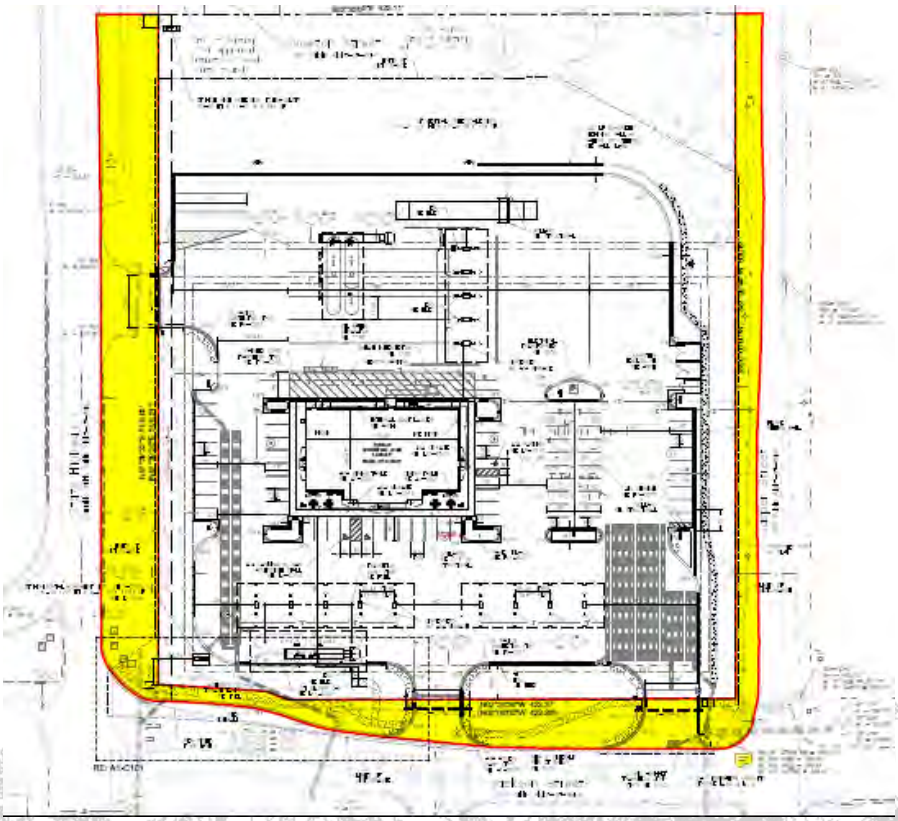
**ITEM DETAILS:**

| | |
|---|---|
| Site Address: | Southeast corner of Jackson Street and State Highway 96 (Attachment 1) |
| Total Acreage: | 4.854 acres |
| Legal Description: | 0.638 acre tract of Building Block 119, East of Main, 0.319 acre tract of Building Block 118, East of Water Street, Trem Subdivision, Phase 1, Block A, Lot 1 |
| Property Owner: | CL Thomas Holdings, LLC |
| Agent Contact: | David Meyer, Jr./QuikTrip |

**BACKGROUND/HISTORY:**
The Quiktrip Travel Center has site development plan under review for a new convenience store with gasoline sales on a currently undeveloped lot. One of the review elements in Chapter 14 – Zoning – V. Development Standards is an Outdoor Lighting Plan that details the types of light fixtures, installation criteria, and output maximums. This section is sometimes referred to as the "dark sky ordinance." The intent of the code is to limit the amount of light pollution, which is an excessive amount of light shining into the night sky or spilling onto adjacent property. Excessive lighting can cause a nuisance to surrounding property owners, increase energy consumption, and obscure the night sky. The total light output of a site is limited to 100,000 lumens per net acre.

The QuikTrip site is 4.854 acres, which allows 485,400 lumens. Due to standards set by the developer for site lighting for visibility and safety, they are requesting 579,062 lumens, which is an overage of 93,662 lumens or 19.3% (Attachment 2).

In addition to the 4.854 acres, there is 0.96 of space within the right-of-way along Jackson Street, Jasper Street and SH 71 that does not contain any existing lighting.



*Site Plan with Proposed Space within Right-of-Ways*

The applicant has requested approval of an alternative lighting plan based on two mitigating factors:

1. When the existing right-of-way buffer is included, the gross acreage of the area would allow the additional light without exceeding the lumens per acre limit.

2. The applicant will provide funding for upgrades to 15 existing streetlights throughout the city in order to mitigate the proposed increase in light output. The current cost per light with labor for Bastrop Power and Light to replace an existing light is $500 per light, for $7,500 for 15 total lights.

*Example of Existing Light*

The applicant calculated that upgrading approximately 15 existing streetlights would account for the extra output produced by the canopy lights. New LED fixtures are more energy efficient, provide the ability to accurately direct light and minimize unintended spillover, and reduce glare. The City would determine type/brand of new fixture and the specific lights to be upgraded.

*Example of New Light*

**POLICY EXPLANATION:**
Chapter 14, Zoning, V. Development Standards, Section 45.5 gives the City Council the authority to approve an alternative lighting plan if it provides a plan equivalent to the code requirements.

A. The provisions of this Ordinance are not intended to prevent the use of any design, material or method of installation or operation not specifically prescribed by this Ordinance, provided any such alternate has been approved by the City Council.

B. The City Council may approve any such proposed alternate provided that such alternate:

(i) Provides at least equivalence to the applicable specific requirements of this Ordinance.
*Accounting for the additional buffer space along Jackson Street, Jasper Street and State Highway 71 for the light calculations and upgrading existing City streetlights to more efficient LED will ensure that the effect of new canopy lights will be equivalent under the existing standards.*

(ii) Is otherwise satisfactory and complies with the intent of this Ordinance.
*The proposed lighting plan meets the intent of the Ordinance to keep light output to minimal levels throughout the city.*

Previously approved Alternative Lighting Plan

City Council approved an alternative lighting plan for Buc-ee's Travel Center on July 25, 2017. The alternative lighting plan allowed the 13.431-acre site to exceed the maximum lumen allowance of 1,343,100 lumen by 335,775 lumen with consideration of 3.83 acres of right-of-way around the site and a payment of $25,000 to upgrade 50 existing Bastrop Power & Light streetlights ($500 per light).

**RECOMMENDATION**:

Consider action to approve Resolution No. R-2019-79 of the City Council of the city of Bastrop, Texas, allowing an alternative lighting plan for QuikTrip #4128, being 0.638 acres of Building Block 119, East of Water Street, 0.602 acres out of Building Block 118, East of Water Street, 0.319 acres out of Building Block 118, East of Water Street, and 3.233 acres of of the TREM Subdivision, Phase 1, Block A, Lot 1, located at the southeast corner of Jackson Street and State Highway 71, within the City Limits of Bastrop, Texas, as shown in Exhibit A; setting out conditions; providing for a repealing clause and establishing an effective date.

**ATTACHMENTS:**

- Resolution R-2019-79
- Exhibit A: Location Map
- Attachment 1: Letter from Applicant
- Attachment 2: Site Plan with right-of-way area

**RESOLUTION NO. R-2019-79**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ALLOWING AN ALTERNATIVE LIGHTING PLAN FOR QUIKTRIP #4128, BEING 0.638 ACRES OF BUILDING BLOCK 119, EAST OF WATER STREET, 0.602 ACRES OUT OF BUILDING BLOCK 118, EAST OF WATER STREET, 0.319 ACRES OUT OF BUILDING BLOCK 118, EAST OF WATER STREET, AND 3.233 ACRES OF THE TREM SUBDIVISION, PHASE 1, BLOCK A, LOT 1, LOCATED AT THE SOUTHEAST CORNER OF JACKSON STREET AND STATE HIGHWAY 71, WITHIN THE CITY LIMITS OF BASTROP, TEXAS, AS SHOWN IN EXHIBIT A; SETTING OUT CONDITIONS; PROVIDING FOR A REPEALING CLAUSE AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS,** the City of Bastrop Zoning Ordinance requires new development to submit plans demonstrating compliance with Section 45 – Outdoor Lighting Standards; and

**WHEREAS,** the David Meyer, Jr. with QuikTrip #4128, (the "Applicant") is in the process of developing a site development plan for a convenience store with gasoline sales; and

**WHEREAS,** the Applicant is allowed to have a maximum of 100,000 lumens per acre for 4.584 acres for a total of 458,400 lumens; and

**WHEREAS,** the Applicant is requesting 579,062 total lumens, which will exceed the maximum lumens per acre by 93,662 lumens; and

**WHEREAS,** the City Council can approve a proposed alternative provided it is equivalent to the applicable specific requirements and complies with the intent of the ordinance (Section 45.5 (B)); and

**WHEREAS,** the property owner has provided calculations demonstrating compliance when considering undeveloped adjacent rights-of-way; and

**WHEREAS,** the property owner has proposed to provide funding that will be used to upgrade existing public streetlights to increase energy efficiency, control light direction and reduce glare; and

**WHEREAS,** the City Council has determined that the proposed alternative light plan complies with the intent of Section 45 – Outdoor Lighting Standards.

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

**Section 1.** The alternative lighting plan requested by the property owner at the southeast corner of Jackson Street and State Highway 71, being 0.638 acres out of Building Block 119, East of Water Street, 0.602 acres out of Building Block 119, East of Water Street, 0.3190 acres, out of Building Block 118, East of Water Street, and 3.233 acres out of Trem Subdivision Phase 1, Block A, Lot 1, within the city limits of Bastrop, Texas is hereby approved subject to compliance with the following condition:

**Section 2:** The Applicant will provide $500 per light in funding to replace 15 existing Bastrop Power & Light streetlights ($7,500) with new LED lights that can provide better positioning and direction of the light spill over.

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

**Section 4:** This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 10th of September, 2019.

APPROVED:

_____

Connie B. Schroeder, Mayor

ATTEST:

_____

Ann Franklin, City Secretary

APPROVED AS TO FORM:

_____

Alan Bojorquez, City Attorney

# Attachment 1
# Location Map

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## Variances
## QuikTrip
## Sign Type, Height, and Area

0 50 100 200
Feet

1 inch = 150 feet

N

Date: 8/1/2019

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

**QuikTrip Corporation**

*AUSTIN DIVISION*
1 Chisholm Trail Rd, Suite 450
Round Rock, TX 78681
704-604-3475

August 2, 2019

City of Bastrop
City Council
1311 Chestnut Street
Bastrop, TX 78602

Re:

**QuikTrip # 4128 – SEC Hwy 71 & Jackson St.**
**Alternative Plan**
**45.8(J) – Lighting Requirements**

To Whom It May Concern:

QuikTrip Corporation is asking the City to make a determination regarding the lighting ordinance. We have prepared this letter to summarize: 1) Proposed development, 2.) Impact strict reading of the lighting ordinance has on our proposed development 3) Proposed Mitigation.

1. QT is proposing to develop a Convenience Store w/Gas Sales at the SWC of Hwy 71 & Jackson St. Due to QT's strict internal requirements to uphold our customer's safety to the upmost importance, our developments are well-lighted. This is to further ensure safe traffic movements through & around the gas canopies and building, while also providing better visibility for customers operating a vehicle, of our customers walking to and from the canopy to the building. Furthermore, a well-lighted establishment deters theft to further promote our customer and employee's personal safety.
2. The intent of the lighting ordinance allows for the use of a private property without impeding upon other citizens desiring a more pristine nighttime environment free from light pollution, waste, trespass, or clutter". The limit of "100,000 lumens per net acre" of a private development is an effective way of limiting the overall light emitted by the development relative to its

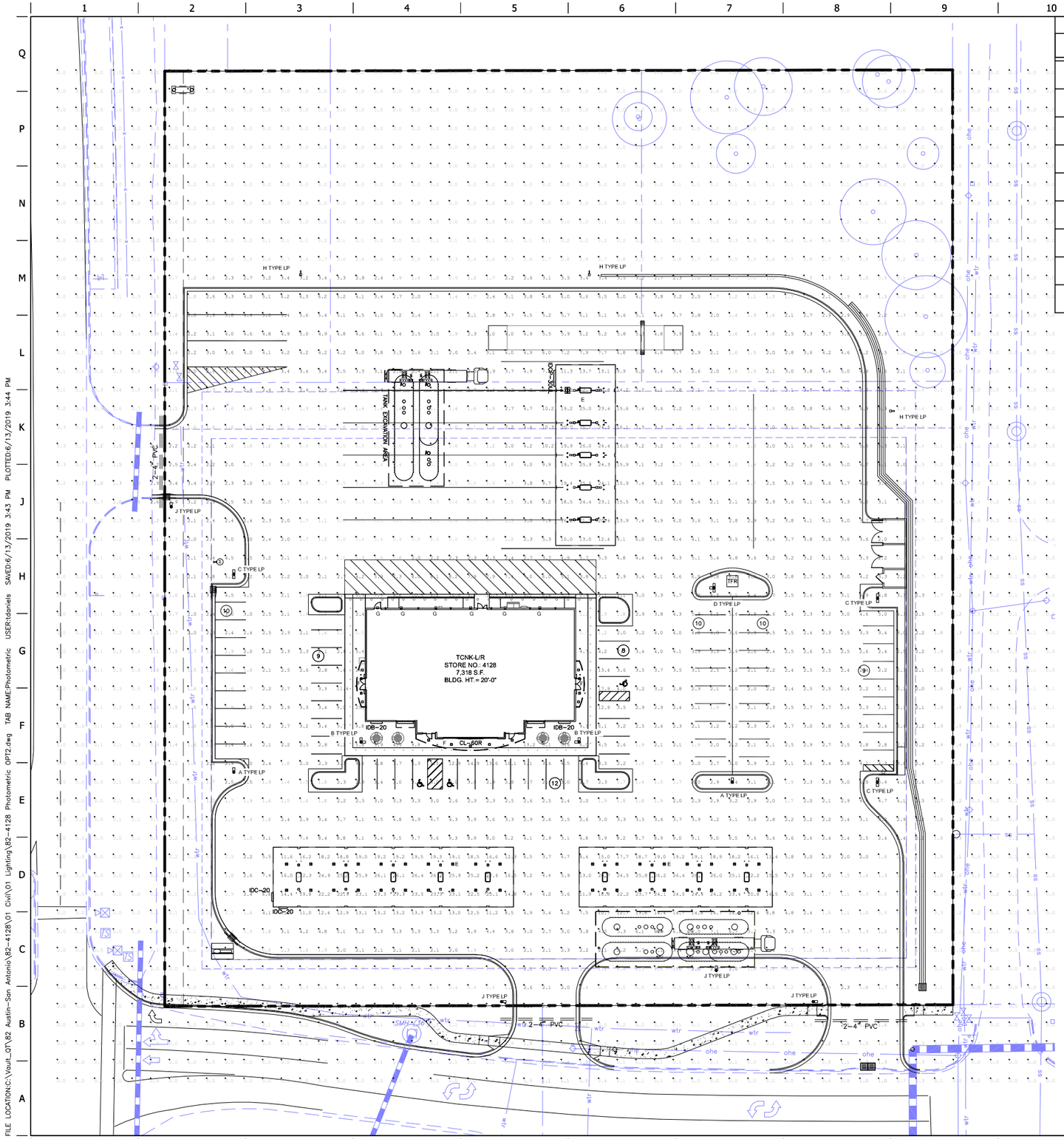
size. Our proposed development is around 4.854 acres. At 4.854 acres, our development is limited to 485,400 lumens. In order to try to comply with City code, yet still maintain customer safety, we have reduced our overall lumen production to 579,062 lumens. This is an overage of about 93,662 lumens or 19.3%. However, our site is surrounded by 0.96 acres of ROW. If the surrounding ROW is considered in our overall acreage, our site is then able to comply with City code; 581,400 lumens allowed with addition of ROW.

3. Our proposed mitigation is to work with BP&L to mitigate all lumens that our development exceeds over the code threshold by the replacement of non-compliant public outdoor lighting fixtures with compliant LED fixtures. This would more than mitigate for the overage that our proposed development produces by further eradicating non-conforming outdoor lighting fixtures.

Thank you for your consideration.

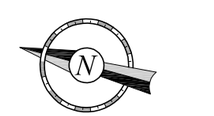
Sincerely,

David Meyer, Jr.
Real Estate Project Manager
QuikTrip Corporation – Austin Division




LUMINAIRE SCHEDULE

| SYMBOL | LABEL | QTY | ARRANGEMENT | MOUNTING HEIGHT | LUMENS PER LAMP | LLF | DESCRIPTION | TOTAL WATTS |
|---|---|---|---|---|---|---|---|---|
| | A | 02 | SINGLE | 22' | 12,591 | 0.90 | SLM-LED-12L-SIL-FT-40-70-CRI | 93.1 |
| | B | 02 | 2 @ 90° | 22' | 12,591 | 0.90 | SLM-LED-12L-SIL-FT-40-70-CRI | 93.1 |
| | C | 03 | 2 @ 180° | 22' | 12,591 | 0.90 | SLM-LED-12L-SIL-FT-40-70-CRI | 93.1 |
| | D | 01 | 3 @ 90° | 22' | 12,591 | 0.90 | SLM-LED-12L-SIL-FT-40-70-CRI | 93.1 |
| | E | 51 | SINGLE | 15' TO 19' | 12,793 | 0.50 | SCV-LED-13L-SC-40 | 83.6 |
| | F | 13 | SINGLE | 10' TO 12' | 5,326 | 0.90 | XSL2-S-LED-50-SS-40 | 59.9 |
| | G | 06 | SINGLE | 12' | 6,275 | 0.90 | XWM-3-LED-06-40 | 54.0 |
| | H | 03 | SINGLE | 35' | 44,741 | 0.90 | MRL-LED-65L-SIL-FT-40-70CRI-IL | 592 |
| | J | 04 | SINGLE | 22' | 8,048 | 0.90 | SLM-LED-12L-SIL-FT-40-70-CRI-IL | 93.1 |




20 10 0 20 40

PROJECT NO.: ######

# QuikTrip No. 4128

SEC HIGHWAY 71 & JACKSON STREET
BASTROP, TX

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PROTOTYPE:
DIVISION: 08
VERSION: 001
DESIGNED BY:
DRAWN BY: TDD
REVIEWED BY:

| REV | DATE | DESCRIPTION |
|---|---|---|

ORIGINAL ISSUE DATE:

SHEET TITLE:
PHOTOMETRIC SITE PLAN

SHEET NUMBER:
C160

FILE LOCATION:C:\Vault_QT\82 Austin-San Antonio\82-4128\01 Civil\01 Lighting\82-4128 Photometric OPT2.dwg TAB NAME:Photometric USER:tdaniels SAVED:6/13/2019 3:44 PM PLOTTED:6/13/2019 3:44 PM

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9C

**TITLE:**
Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-38 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2019-2020 (October 1, 2019 through September 30, 2020) attached as Exhibit A; providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
The City Council held a Budget Workshop on April 24, 2019 to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2019-2020 on August 13, 2019. The City Council held Budget Workshops on August 20, 2019 and August 21, 2019 to go over the budget in more detail and answer any questions from Council.

All changes and recommendations have been incorporated into this final version. This version has been uploaded to the website, provided to City Secretary and placed at the Bastrop Public Library.

Changes made since the last budget workshop are as follows:

- Bastrop Economic Development Corp (BEDC) – final budget numbers provided by BEDC were updated
- Hunter's Crossing Public Improvement District (PID) – final budget numbers provided by Local Government Corp. board
- Vehicle Equipment Replacement Fund (VERF) – BP&L truck that was projected to carry-over to FY2020 came in during FY 2019 so this fund has been updated to reflect that change

**POLICY EXPLANATION**:
Section 6.05 of the City Charter states: "After public hearing, the Council shall analyze the budget, making any additions or deletions considered appropriate, and shall, at least three (3) days prior to the beginning of the fiscal year, adopt the budget by a favorable vote."

Since the Charter requires two readings for an Ordinance to be effective, the second reading of this Ordinance adopting the budget for FY 2019-2020 will be on September 24, 2019 at the regular scheduled Council meeting.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-38 of the City Council of the City of Bastrop, Texas adopting a budget for the Fiscal Year 2019-2020 (October 1, 2019 through September 30, 2020) attached as Exhibit A; providing that expenditures for said Fiscal Year be made in accordance with said budget; providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

**ATTACHMENTS:**

- Ordinance No. 2019-38
- Exhibit A – Annual Proposed Operating Budget for FY2019-2020

**ORDINANCE NO. 2019-38**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A BUDGET FOR THE FISCAL YEAR 2019-2020 (OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020), ATTACHED AS EXHIBIT A; PROVIDING THAT EXPENDITURES FOR SAID FISCAL YEAR BE MADE IN ACCORDANCE WITH SAID BUDGET; PROVIDING A SEVERABILITY CLAUSE; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS**, the City Manager and staff have prepared and filed with the City Secretary a proposed budget for the operation of the City during Fiscal Year 2019-2020; and

**WHEREAS**, the City Manager of the City of Bastrop has submitted to the Mayor and Council a proposed budget of the revenues and expenditures/expenses of conducting the affairs of said City and providing a complete financial plan for Fiscal Year beginning October 1, 2019 and ending September 30, 2020; and

**WHEREAS**, the City Council on September 10, 2019 conducted a public hearing to receive input from citizens of the City concerning the content of the budget, and for which notices were duly posted in the *Bastrop Advertiser*; and

**WHEREAS**, the City has acknowledged that this budget will raise more total property taxes than last year's budget by $307,781 or 8.7%, and of that amount $124,315 is tax revenue to be raised from new property added to the tax roll this year; and

**WHEREAS**, the City Council having considered the proposed budget and minor changes, at length, and having provided input in its preparation, has determined that the proposed budget and the revenues and expenditures contained therein are in the best interest of the City and, therefore, the Council desires to approve and adopt the budget by formal action.

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

**Section 1:** The proposed budget for the fiscal year beginning October 1, 2019 and ending September 30, 2020, as submitted to the City Council by the City Manager, which budget is attached hereto as Exhibit "A," for all purposes is hereby approved and adopted as the City's budget of all revenue and expenditures/expenses of the City of Bastrop, Texas for Fiscal Year 2019-2020; and

**Section 2**: The sum of sixty-one million, six hundred seventy-eight thousand and eight hundred fourteen U.S. Dollars ($61,678,814) is hereby appropriated for the City's FY2019-2020 Budget. Further, these funds are for payment of operating, capital, and debt service expenses associated with the operation and administration of the City, according to the various purposes and intents described in the FY 2019-2020 budget document.

**Section 3:** Should any paragraph, sentence, subdivision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect

the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

**Section 4:** This Ordinance shall be in full force and effect from and after its adoption by the City Council, pursuant to applicable State and local laws and the City Charter.

**Section 5**: All other ordinances and Code provisions that are in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency.

**Section 6**: It is hereby officially found and determined that the meeting at which this Ordinance was passed with a majority vote as shown below, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

| | | | | |
|---|---|---|---|---|
| Mayor Pro Tem Lyle Nelson | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |
| Council Member Bill Peterson | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |
| Council Member Drusilla Rogers | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |
| Council Member Bill Ennis | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |
| Council Member Dock Jackson | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |

READ and APPROVED on First Reading on the 10th day of September 2019.

READ and ADOPTED on Second Reading on the 24th day of September 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

# FY 2019-20 Budget

## Proposed

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# CITY OF BASTROP, TEXAS

## Annual Proposed Operating Budget

### Fiscal Year 2019-2020

*"The property tax revenue to be raised from the same property as previous year is $183,466".*

# CITY OF BASTROP, TEXAS

## Annual Proposed Operating Budget

### Fiscal Year 2019-2020

City Council Record Vote
The members of the governing body voted on the adoption of the budget as follows:

William Ennis-
Dock Jackson-
Lyle Nelson, Mayor Pro-Tem-
Willie Peterson-
Drusilla Rogers-

*"This budget will raise more revenue from property taxes than last year's budget by an amount of $307,781, which is an 8.7% increase from last year's budget. The property tax revenue to be raised from new property added to the tax roll this year is $124,315".*

| TAX RATE | | | | | |
|---|---|---|---|---|---|
| Fiscal Year | Property Tax Rate | Effective Tax Rate | Effective M&O Tax Rate | Rollback Tax Rate | Debt Rate |
| 2019-2020 | 0.5640 | 0.5322 | 0.3477 | 0.5704 | 0.1949 |
| 2018-2019 | 0.5640 | 0.5534 | 0.3575 | 0.5809 | 0.1949 |

| Municipal Debt Obligations – Principal & Interest | | |
|---|---|---|
| Tax Supported | Revenue Supported | Total |
| $28,651,919 | $22,569,884 | $51,221,801 |

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Boards & Commissions
Volunteer Fair – July 2018

# Introduction

## Introduction

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Heart of the Lost Pines

Est. 1832

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Heart of the Lost Pines
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"The mission of the City of Bastrop is to continuously strive to provide innovative and proactive services that enhance our authentic way of life to achieve our vision."

# Mission Statement

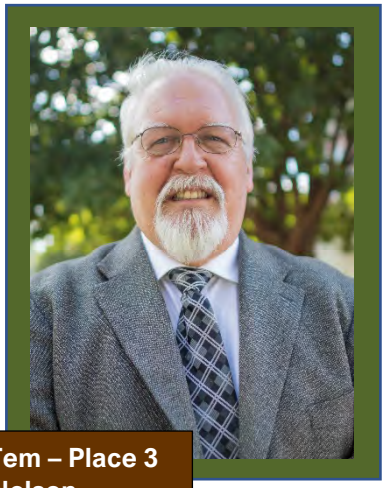
# City Council

The City of Bastrop is governed by a Council-Manager form of government in which the Council establishes City policy through ordinances and resolutions and the City Manager carries out City policy and is responsible for City operations. The Bastrop City Council consists of the Mayor and five Council members. The Mayor and Council are elected at-large, which means they represent the entire City and that all registered voters may vote for all six places.

**Mayor**
**Connie Schroeder**

**Council Member – Place 2**
**Drusilla Rogers**

**Council Member – Place 1**
**Bill Peterson**



**Mayor Pro Tem – Place 3**
**Lyle Nelson**

**Council Member – Place 4**
**Bill Ennis**

**Council Member – Place 5**
**Dock Jackson**

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Est. 1832

# Executive Team

Lynda Humble
City Manager

James Altgelt
Assistant City Manager of Public Safety & Community Support

Tanya Cantrell
Director of Human Resources

Trey Job
Assistant City Manager of Development Services

Matt Jones
Director of Planning & Development

Jerry Palady
City Engineer

Tracy Waldron
Chief Financial Officer

GOVERNMENT FINANCE OFFICERS ASSOCIATION

# *Distinguished Budget Presentation Award*

**PRESENTED TO**

## City of Bastrop

## Texas

For the Fiscal Year Beginning

**October 1, 2018**

Christopher P. Morrill

Executive Director

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# USERS GUIDE TO THE BUDGET

The primary purpose of the budget document is to develop both the operating and capital improvement plans in accordance with the policies of the City of Bastrop. By adopting this budget, the City Council establishes the level of services to be provided, the amount of taxes and utility rates to be charged, and various programs and activities to be undertaken.

The **OVERVIEW** section includes the City Manager's transmittal letter to the Mayor and City Council highlighting significant changes in the adopted budget. It also provides the reader with a synopsis of the Adopted Budget, including information on expenditures and revenues, major program changes, and a schedule of staffing levels detailing changes in the City's authorized positions. This section also includes an in-depth Community Profile.

The **STRATEGIC VISION** section gives an overview of the City's long-range strategic plan by providing an overview of Comprehensive Plan accomplishments, FY 2019 Achievements, and the Organizational FY 2020 Workplan as well as our Budget calendar.

The **FINANCIAL SUMMARY** section includes information about organizational structure as well as financial information as it relates to the functional divisions and departments of our city. It also provides revenue and expense information in both summary and detail format.

The City's budgeted governmental funds include the **GENERAL FUND**, which accounts for all financial resources except those required to be accounted for in another fund, and includes basic governmental services such as Police, Fire, and Parks functions.

Funds such as **BP&L, HOTEL OCCUPANCY TAX, INNOVATION FUND, STREET MAINTENANCE FUND, WATER/WASTEWATER FUND AND OTHER FUNDS** are specific revenue funds and/or proprietary funds. Each fund provides details on its purpose, and provides a brief summary highlighting the FY 2020 priorities.

The **CAPITAL PROJECTS** section provides information about the upcoming capital improvement program (CIP), including five-year capital improvement plans for all utility and general capital improvements.

The **DEBT** section provides summary schedules for each of the City's bond types, such as tax supported and self-supporting certificates of obligation, and utility revenue bonds. The City's debt management policy and an overall outstanding debt summary are also included.

The **STATISTICAL** section includes various miscellaneous data, as well as, graphs illustrating the historical property tax revenue and related information.

The **REFERENCE** section includes the City's Fiscal and Budgetary Policy, which guides not only the development of the City's annual budget, but also much of the City's financial operations. This policy is updated annually as part of the budget process. This section also includes utility rate schedules and copies of the ordinances adopting both the budget and tax rate. Finally, this section includes the detailed listing of authorized full-time equivalent positions.

An **ACRONYMS/GLOSSARY** section is included to provide definitions of budget terminology along with a listing of acronyms used throughout the budget.

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BASTROPTX
Heart of the Lost Pines
Est. 1832

# Overview

**Overview**

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**Picture: Bastrop Music Festival May 2019**

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# MEMORANDUM

TO: Honorable Mayor & City Council Members

FROM: Lynda K. Humble, City Manager

DATE: August 13, 2019

RE: Proposed FY 2020 Budget

The City Charter, Article VI – Financial Procedures, Section 6.02 Preparation & Submission of Budget states that "The City Manager, at least 30 days (August 31st) prior to the commencement of the fiscal year, shall prepare and submit a budget to Council, which shall contain Items 1 - 5. I am pleased to submit FY 2020 Budget in compliance with this provision.

## Cities under assault at the 86th Legislative Session:

Cities across the State of Texas came under assault by the Texas Legislature in the recent 86th Legislative Session. There are six (6) specific pieces of approved legislation that have detrimental impacts to local control and long-term fiscal sustainability of municipalities across this state.

Since my hiring in March 2017, under the direction of City Council, we have embarked on building a long-term strategic plan to make Bastrop fiscally sustainable, while planning for the next 100 years. **Literally with the stroke of a pen, whether actually signed by the Governor or just allowed to go into effect, the future of cities changed overnight. And in doing so, our strategic plan was significantly altered.** Because the State Legislature ended on May 27th and the Governor has twenty (20) days to sign or veto a bill, it was late June before we could truly start to understand the impact of the 86th Legislative Session.

The FY 2020 Budget for the City of Bastrop must be completed and presented to Council on August 13th, which is less than six (6) weeks after the passage of legislation requiring cities, especially smaller ones, to feverously modify operations to accommodate these requirements. **Because the impact of these bills is significant and there is such a limited time to understand all of the ramifications to our long-term fiscal sustainability, we are going to essentially present the FY 2019 budget with several modifications**.

Staff will immediately start the FY2021 budget process to understand the long-term implications of these bills and present Council with policy options to address long-term fiscal sustainability as a part of the FY2021 budget adoption process next spring/summer.

# Impacts of 86th Legislative Session on Local Government Control & Long-Term Fiscal Sustainability:

Without a doubt, this legislative session dealt a blow to municipality's ability to provide local control on local issues. There are numerous bills adopted that impact cities. However, these six (6) bills are highlighted because of the detrimental impact to local control and future fiscal sustainability.

To provide a specific example on the detrimental impact to local control, Texas Municipal League, Legislative Update – June 7, 2019 put S.B. 2 into perspective:

> *"Consider that the state budget passed this session will grow state general revenues, supported by state taxes, by at least 9.5% more than the budget passed two years ago (and perhaps higher, depending on how the numbers are calculated). No vote of the people was held to sanction that growth, yet cities must take increases over 3.5% to their voters. The only possible explanation for that cognitive dissonance is that the state legislature thinks their decisions are superior to those of local officials."*

The elimination of unilateral annexation is extremely detrimental to our future. Bastrop is a community with an unusually large extraterritorial jurisdiction (ETJ), spanning 145.7 square miles. As development occurred, it was logical to assume that some portions of the City's ETJ would be annexed over the next 50 - 100 years or so. Building Bastrop and the adoption of Bastrop Building Block Codes, which has been a SIGNIFICANT portion of our FY 2019 workload, is being created to serve as an important foundation for long-term fiscal sustainability as the City grows through development of its existing 9.11 square miles and annexation of its ETJ.

Annexation has always been a key component to any City's ability to expand while growing its tax base. Bastrop is currently 9.11 square miles and will stay that way for the foreseeable future. If I conducted a SWOT (strengths, weaknesses, opportunities, and threats) Analysis, our ability to no longer utilize our ETJ is a significant threat for several reasons: (1) upstream development will be a serious threat to downstream flooding of Bastrop; (2) our infrastructure continues to age so we will have to become fiscally sustainable within our existing 9.11 square miles; and (3) now that we cannot annex, we must re-evaluate current development standards in the ETJ. As we work through this issue and its impact on future development, I anticipate the list of threats will grow.

There are two (2) bills, H.B. 3167 (Effective September 1, 2019) and H.B. 852 (Effective Immediately) that deal with development processes and have required significant operational changes to our development process. Council is having a Special Council Meeting on August 14th to hear presentations on the proposed changes and adopt multiple ordinances by August 27th to ensure compliance with these new rules.

Lastly, S.B. 1152 allows companies that provide both cable and phone services to stop paying the lesser of their state cable franchise or telephone access line fees. This bill will cost the City of Bastrop $50,000 in franchise fees in FY 2020. Council recently authorized the City to join a statewide lawsuit of other cities suing the State of Texas as we believe this law is unconstitutional. Cities are prohibited by the Texas Constitution from using public tax dollars to fund private purposes.

**S.B. 2 – (Yea Vote – Representative John Cyrier (Listed as a Bill Sponsor); Nay Vote – Senator Kirk Watson)**

Summary:

- This bill takes effect January 1, 2020 and lowers the city property tax rollback from 8% to 3.5%, with an automatic election required to exceed that percentage.
- As a concession, the bill allows three (3) years "banking" of any unused rollback increment.
- It guaranteed a $500,000 levy increase threshold for most cities under 30,000 population without triggering a rollback election.

**H.B. 347 – (Yea Vote – Representative John Cyrier; Nay Vote – Senator Kirk Watson)**

Summary:

- Effective immediately, most unilateral annexations ended by any city, regardless of population or location.
- Annexation now allowed (1) on request of each owner of the land, (2) an area with a population of less than 200 by petition of voters and, if required, owners in the area; and (3) an area with a population of at least 200 by election of voters and, if required, petition of landowners.

**H.B. 852 - (Yea Vote – Representative John Cyrier; Senator Kirk Watson):**

Summary:

- Effective immediately, residential building permit fees can not be based on the value of the dwelling, the cost of constructing or improving the dwelling.
- The City cannot require the disclosure of information related to the value or cost of constructing or improving a residential dwelling as a condition for obtaining a building permit except as required by FEMA for participation in the National Flood Insurance Program.

**S.B. 1152 – (Nay Vote – Representative John Cyrier; Senator Kirk Watson did not vote):**

Summary:

- Effective September 1, 2019, companies that provide both cable and phone services will be allowed to stop paying the lesser of their state cable franchise or telephone access line fees.
- This bill will cost the City of Bastrop $50,000 in franchise fees in FY 2020.
- **The City Council recently authorized the City joining other cities statewide to sue the State of Texas on the basis of unconstitutionality. Cities are prohibited by the Texas Constitution from using public tax dollars to fund private purposes.**

**H.B. 2439 - (Yea Vote – Representative John Cyrier; Nay Vote – Senator Kirk Watson)**

Summary:

- Effective September 1, 2019, cities may not adopt or enforce a "rule, charter provision, ordinance, order, building code or other regulation that prohibits or limits the use or installation of a building product or material that is approved for use by a national model code published within the last (3) code cycles.
- Exemptions were made to accommodate historical preservation.

**H.B. No. 3167 – (Yea Vote – Representative John Cyrier; Senator Kirk Watson):**

Summary:

- Effective September 1, 2019, State Law requires that a subdivision development plan, subdivision construction plan, site plan, land development application, site development plan, preliminary plat, general plan, final plat, and replat be approved, approved with

conditions, or disapproved by staff and/or Planning & Zoning Commission within 30 days of submission or it is deemed approved by inaction.

- A municipal authority must provide a written statement clearly articulating each specific condition for conditional approval or reason for denial.
- If legal action is taken challenging the disapproval of a plan or plat, the burden of providing clear and convincing evidence that the disapproval meets the requirements of this subchapter lies with the municipality.

## FY 2019 – Foundation for FY 2020 Budget:

As noted above, there is limited time to understand all of the ramifications from the recent 86th Legislative Session and its impact on the City's future fiscal sustainability. Therefore, we are going to essentially present the FY 2019 Budget with several modifications.

**Last year, staff made substantial improvements to the FY 2019 Budget Book in an effort to achieve a Fiscal Responsibility workplan goal of obtaining the Government Finance Officers Association Distinguished Budget Presentation Award. We are PROUD to announce that the City of Bastrop did indeed win this award for FY 2019, the first time the City has ever achieved this recognition**.

The FY 2020 Budget Book will follow the same format as well. We started with FY2019 as the base budget for FY 2020 with the following changes:

- Last year, we budgeted salary savings of $172,254 in Organizational, which was achieved. We have zeroed out all salary savings because we will be fully staffed in FY 2020, so 100% of salary expenditures are included in full FY 2020. Once the unfinished portion of City Hall has been renovated, which is estimated to be completed in October, and office space is available, the Council Liaison position will be filled.

- There are two vacant positions that are frozen and not funded in FY 2020. Those positions include Assistant Finance Director Position and the Hospitality & Downtown Director, which was funded 25% by General Fund.

- Part-time fire personnel, funded at $82,000 in the Innovation Fund in FY 2019, is now included in FY 2020 General Fund in the Fire Department as a part of reoccurring expenses.

- LaserFiche Licenses, funded at $11,495 in the Innovation Fund in FY 2019, is now included in the FY 2020 General Fund in the Information Technology Department as a part of reoccurring expenses. These licenses are used for our paperless Records Management system.

- In FY 2019, there was $315,000 in unbudgeted expenses that have been covered by additional salary savings and unspent expenditures. Staff anticipated in the April/May timeframe that these expenditures could occur. An operational plan was established to monitor monthly. There is $100,000 in litigation expenses that paid for the Vandiver settlement, which was not budgeted due to the unknown timing of payments per the agreement. City Attorney legal fees are projected to be $415,000, which is $215,000 more than budgeted due to the significant amount of work accomplished in FY2019 associated with Building Bastrop codes, the moratorium, the 1445 Ordinance, the Grandfathering

Ordinance, the Storm Drainage Ordinance, and contract reviews for all new engineering contracts and CIP projects, just to name a few. The increase in attorney fees are due to one-time projects and not anticipated to be a reoccurring expense in FY 2020 at the FY 2019 level. A budget amendment will be required in September to cover these expenses, once we have a better grasp of final numbers.

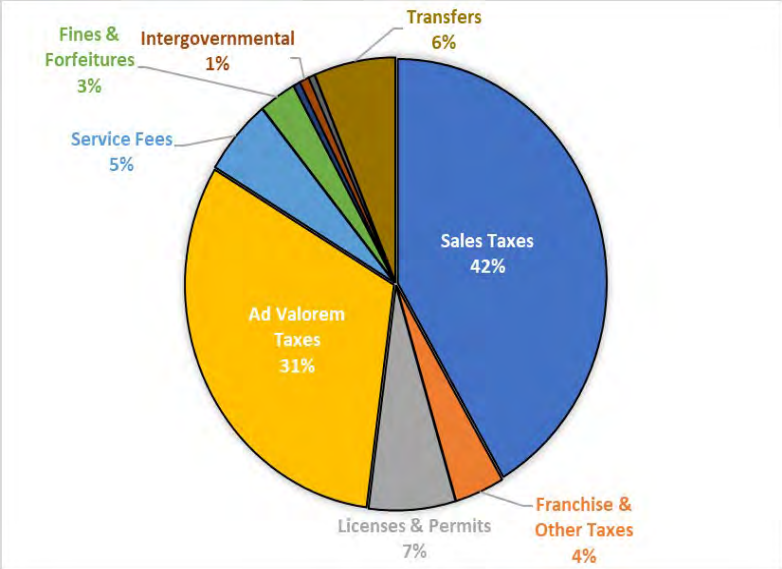
In Organizational, there is a $537,625 increase in FY 2019 Year-In Projected when compared to the FY 2019 Original Budget. As noted above, $215,000 is allocated for legal fees, $100,000 is allocated to the payment of the Vandiver settlement, $172,254 is allocated to Salary Savings, and the remaining $69,400 is allocated to the update to the Thoroughfare Plan, Chapter 5 of the Regional Transportation Plan and expenses related to Ramos Restaurant being declared a dangerous building.

# FY 2020 Revenue Assumptions – General Fund Overview:

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2020 are $12,229,361 which represents a 6.25% increase or $719,543 over FY 2019 year-end projected.** This includes $198,991 transfer in from the Innovation Fund. Funding in the City's General Fund is derived from 10 major categories, with Sales Tax being the largest category at 42% and Ad Valorem taxes the second largest at 32%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.

## CHART 1

The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Proposed FY 2020 Sales Tax revenue is forecasted to be $5,084,400, which is a 1.7% increase or $85,007 more than FY 2019 year-end budget projections, which includes the addition of new businesses, including Home Goods, which opened in July, and James Avery, scheduled to open in 2020.




Ad Valorem Taxes is the second largest General Fund revenue source, which is split between the General Fund (Operations & Maintenance tax rate), and Debt Service (Interest & Sinking tax rate). Ad Valorem Taxes total 32% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Values for FY 2020 show a net taxable value of $967,932,907, which is a 7.8% increase over FY 2019.** Property values will generate $3,850,795 in revenue, which is $279,306 more than FY 2019 year-end budget projections. The property tax rate will remain $0.5640, which has been the City's tax rate since 2015.

A detailed summary of all sources of General Fund revenue can be found in the Budget Summary, located at the beginning of the General Fund section of the FY 2020 Budget.

# FY 2020 Revenue – Cost Recovery through Fees:

## Proposed Increase in Development Fees to cover 75% of Actual Costs:

The City is prohibited by the Texas Constitution from using public tax dollars to fund private purposes, which is why development fees are necessary. The State Legislature is prohibited from granting public money to any private entity. It is also prohibited from authorizing political subdivisions from making any grants of money to any private entity. The City is both authorized and obligated to assess reimbursement expenses for services with a public purpose.

Total costs allocated to development related activities in the FY 2020 budget is approximately $1,085,324. **In FY 2019, Licenses & Permit Fees are projected to be $518,367, which is less than 50% of the actual costs. City of Bastrop residents are subsidizing development by more than 50%. Therefore, Staff is recommending a policy that fees will be established to offset development costs by 75%.** At 75%, approximately $814,000 will be generated to cover development related fees, which represents an increase of $295,633 over FY 2019 year-end budget projections. The remaining 25% will be imbedded in our current tax collections and allow day-to-day permit fees for small trade permits such as plumbing, mechanical, electrical or fees for items like certificates of appropriateness, and lot of record review to remain at today's low cost. These services are primarily used by residents and would be covered by taxes paid by residents.

**Staff will do a detailed presentation of the proposed fee increase at the August 14th Special Council Meeting to meet the 75% fee recovery. Normally fees are adopted as a part of the budget adoption process. However, a new Master Fee Ordinance must be approved prior to September 1st in order to update existing fees and add new fees necessary to comply with H.B. 3167, which requires a 30-day approval on certain plans and plats, or they are deemed approved.** Proposed fees were established based on time allocation associated with each permit. Staff's proposed fees are still substantially less than those charged by the City of Austin. A copy of Austin's existing fees is included in the August 14th agenda packet.

## Proposed Non-Resident Library Fee Effective January 1, 2020:

The FY 2020 budget for the Library is $741,267. There are 11,649 registered users of the Library:

### CHART 2

| Library Registered Users | Number of Users | % of Total | FY 2020 Budget Allocation |
|---|---|---|---|
| City | 2,567 | 21.7% | $160,855 |
| County | 8,093 | 68.5% | $507,768 |
| Other* | 989 | 9.8% | $72,644 |
| **TOTAL** | **11,649** | **100%** | **$741,267** |

**Other includes faculty, staff, Friends of the Library, Library Board, non-residents, and TexShare cards*

As Chart 2 shows above**, City of Bastrop residents make up 22% of the total registered users that pay $732,767 of the total budget**. The County contributes $8,500 in an annual County grant.

While there is not an expectation that the Library will see a 100% cost recovery through fees, **staff is proposing a Non-Resident Fee in FY 2020 effective January 1, 2020. The fee would generate $75,000 annually in Service Fee revenue, assuming that 3,000 non-City library cards were issued.** This revenue projection is built on a very conservative estimation that 37% of the County would be willing to pay the fee. The proposed fee is as follows;

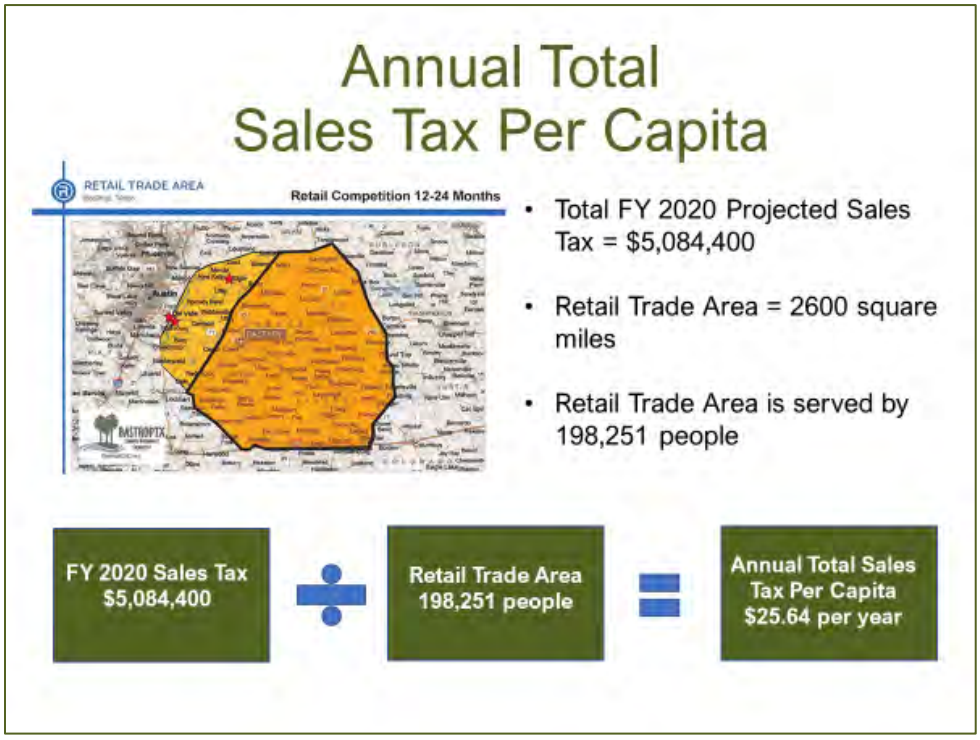
- Annual Non-City Library Card Fee - $25
- Six (6) Month Non-City Library Card Fee - $15

As noted above, the effective date of the fee is January 1, 2020. **The first quarter of FY 2020 staff would build a public education campaign and notify all non-city registered users of the new fee and explain the value of the card.** The $25 non-city library card fee of $2.08 per month would be defined and then compared to Netflix or some other popular monthly subscription, which can easily run $15.00 or more per month.

**Sales Tax Per Capital Contribution:**

County residents are quick to point out that they do pay taxes to the City of Bastrop in the form of sales tax. Therefore, it is important to understand Annual Sales Tax Per Capital Contribution**. As you can see from Chart 3 below, the annual total sales tax per capita is $25.64, which represents the 1% sales tax paid to the City annually**. Services utilized by non-residents include the Library, parks, emergency services, streets, etc. **In comparison, citizens will pay on average $1,156 in property taxes in 2019, based on the average home value of $204,937.**

## CHART 3

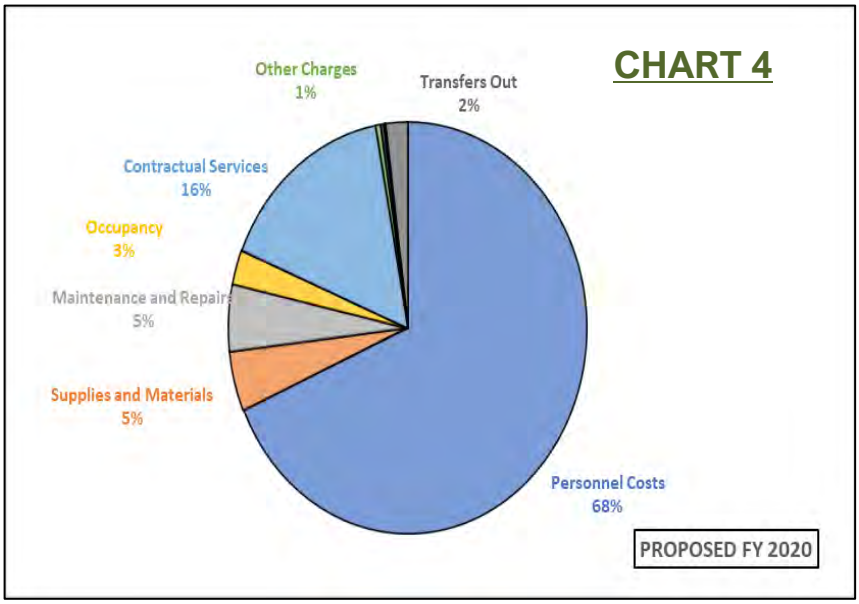



In the April 2017 issue of libraryjournal.com, a survey was published of national fees and fines. Of those responding, 48% of the reporting libraries charged a non-resident fee. Prices varied depending upon the circumstances.

# FY 2020 Expenditure Synopsis – General Fund Overview:

**Proposed General Fund expenditures for FY 2020 are $12,030,370, which represents a 4.8% increase or $556,137 over FY 2019 year-end projected.** The increase is largely attributed to the addition of 4.4 new positions and a 2.5% step increase in accordance with the City's compensation plan. **The City received a 3% reduction in healthcare costs, which produced a slight decrease in health insurance expenditures in FY 2020.**

## CHART 4



As shown in Chart 4 above, the General Fund is broken into nine (9) major categories, which are personnel, supplies and materials, maintenance and repairs, occupancy, contractual services, other charges, contingency, capital outlay, and transfers out.

There is an increase of $820,206 in FY 2020 Personnel costs when compared to FY 2019 year-end projections. In FY 2019, there was $445,342 in salary savings. In FY 2020, all salary savings are funded at 100% and $374,861 represents 4.4 new positions and a 2.5% step increase for employees.

There is an increase of $106,776 in FY 2020 Supplies & Materials costs when compared to FY 2019 year-end projections. In FY 2019, there is $29,000 earmarked for Emergency Management that has not been needed. The remaining $77,776 represents savings that all departments in FY 2019 to cover Organizational expenses noted above.

There is an increase of $172,254 in FY 2020 Contingency costs when compared to FY 2019 year-end projections. In FY 2019, there is $172,254 in salary savings, which have been funded at 100% in FY 2020. The City's financial policy requires that $35,000 be allocated annually for contingency, which was budgeted for $35,000 in FY 2019 and $35,363 in FY 2020.

Outlined below is a brief overview of the new expenditures, which are included in the FY 2020 Budget:

## Salary Increase:

**There is a 2.5% salary increase, which totals $79,551.62 in the General Fund, to maintain the City's compensation plan.** In addition, the City has received a 3% reduction in health insurance, which can be attributed to our employees' utilization of Compass Medical Services, which has saved the City over $130,000 in claims since its inception last year!

## Fire Department - #1 Budget Priority

During the April Budget workshop, Chief Rosales made a compelling presentation regarding the needs of the Fire Department. At that time, I indicated that the Fire Department would be my number one (1) budget priority. The FY 2020 Budget contains the following items:

- Part-Time Fire Personnel for Night Coverage – There will be two (2) part-time fire personnel on duty at night to ensure appropriate response times are maintained.
- New Fire equipment – 1 Pumper and 1 Aerial Ladder Truck - $2,592,319. There is available capacity in the City's Debt Fund in FY 2020, 2021, and part of 2022 to purchase $2.8 million in Fire equipment without raising taxes. We are truly living on borrowed time in regard to our fire equipment. **Engine 11 has been down 152 days this year. We are blessed that ESD#2 has been willing to lend us their reserve engine.**
- Self-Contained Breathing Apparatus - $208,000. This equipment would be included in the Certificate of Obligation Bond sale referenced above.
- Police dual certification - $20,000 has been included to cover the certification pay that will be extended to those officers on night shift that receive a dual certification (police and fire) and will be able to respond to fire calls during their night shift.

**At the August 20th Budget Workshop, Chief Rosales will do a detailed presentation on the proposed equipment purchases. Tracy Waldron will do a detailed presentation on the proposed financing arrangements.**

## New Positions – Adding 4.40 Full-Time Equivalents

There are 4.40 full-time equivalents included in the FY 2020 budget:

- **Full-time Construction Manager** – Responsible for inspecting all new construction, whether it is a City project or a Public Improvement Project, to ensure asset is being built to meet or exceed it's expected useful life.
- **Full-time Fire Inspector/Assistant Fire Chief.** Since the Bastrop Building Block Code relies heavily on the International Code Council Codes, including the Fire Code, it is imperative that we have a full-time fire inspector. This position represents the second full-time position in the fire department. As such, this position will serve as Assistant Fire Chief to provide relief for Chief Rosales, who currently responds 24/7/365 to serve as Incident Commander.
- **Part-Time Fire Personnel – Work Nights (Round-the-clock coverage) – 2.1 equivalent.**
- **Increased Hours for Part-Time Human Resources Executive Administrative Assistant - .0125 equivalent.** This will expand this position's hours from 25 to 30 per week and provide needed depth for Human Resources.
- **Library Personnel Library Associate – 0.2 equivalent.** This will expand this position from 32 hours per week to 40 hours.
- **Seasonal Park Maintenance Decrease due to a calculation error.** (–.02)

## Information Technology:

There is funding for 15 new LaserFiche licenses and the City's records management software, in the amount of $13,000, $14,000 for replacement of battery backups, and additional Microsoft Office license totaling $5,000 included in FY 2020.

## Police:

There are two (2) expenditures funded in the Police Department:

- Field Training Officer Pay - $7,500. It is customary to pay Officers, who step up and serve as Field Training Officers to train new hires, an additional stipend during the training period.
- Rifle resistant helmets - $16,212. Ballistic head protection for officers.

## Solid Waste Charges:

Included in the City's Financial Policy is the requirement to pass through fee increases associated with external services such as Sanitation Fees. Effective October 1, 2019, Solid Waste charges will be as follows:

| | Before 10/1/2019 | After 10/1/2019 |
|---|---|---|
| Residential | **$16.05** | **$16.85** |
| Additional Cart | **$5.25** | **$5.51** |
| Additional Recycling Bin | **$2.10** | **$2.20** |

## Vehicle Equipment Replacement Fund (VERF):

At the April 2019 Budget Workshop, Chief Nagy made a detailed presentation on the need for new Police Patrol & Command vehicles. There was very little difference between the assessment of a Dodge or a Ford. Therefore, the decision was made to diversify the fleet and determine which manufacturer produced the best vehicle as a basis for future purchases.

- Emergency Management Command Vehicle - $55,768
- Patrol Vehicle (Dodge) - $62,549
- Patrol Vehicle (Ford) - $65,183

Also included in this fund is a Fire Command vehicle in the amount of $73,000.

## Drainage Projects – $465,000 Short Term Tax Note

The City has the ability to sell a $465,000 Certificate of Obligation without raising taxes. Therefore, staff recommends selling a short-term tax note for seven (7) years to fund a Master Drainage Plan and design Phase #1 of the Gills Branch Improvement Project. Both projects will be completed by Halff Associates. The City's Financial Advisor will be present at the August 13th Council meeting to discuss the sale of this tax note and schedule.

A Master Drainage Plan will be conducted of the entire City. Since Halff Associates have already studied Gills Branch and Piney Creek, their efforts will be spent understanding localized flooding concerns, seeking public input, developing a ranking system for a future Drainage Capital Improvement Program, and establishing an on-going maintenance program. This study will serve as the basis for creating a Drainage Utility Fund in FY 2021.

In addition, the first section of Gills Branch Improvements will be designed. It is important to have a "shovel-ready" project available given the funding for flood improvements that will be available soon.

Staff has a meeting with Halff Associates representatives in the next few weeks to finalize task orders. This effort will help Halff to better project costs between the Master Plan and Gills Branch Improvements. This information will be known before Council approves the 1st reading of the Ordinance to adopt the budget on September 10th.

## Possible Projects in FY 2020

There are several projects identified for FY 2020 that are not included in the FY 2020 budget. At this point, we will not know what the actual carry-over for FY 2019 will be until the fiscal year is closed out in November. IF there is additional fund balance available over and above the 25% reserve requirement, Staff will bring Council a budget amendment to fund the following projects:

- Computer Replacement Program - $65,000. Given the speed in which technology changes, we have a 3-year replacement for desktop and laptop computers. This funding is needed for the one-third of the organization's computers that need to be replaced in FY 2020.
- Computer Network System Improvements - $76,000. The current system is approaching ten (10) years old and reaching the end of its useful life. In order to ensure continued system reliability, system improvements are required.
- Customer Relations Management System - $25,000 - $30,000. The system will significantly improve our ability to track customer concerns as well as provide citizens' access to track their concerns 24/7/365 with on-line notification capabilities.

# BP&L:

BP&L Summary, in the BP&L Section, will provide revenue and expenditure detail for FY 2020. **BP&L Electric Sales Revenue for FY 2020 is budgeted at $6,678,682, which is $99,190 less than FY 2019 year-end projected.** As you are aware, revenue is significantly impacted by weather conditions, so staff took a conservative approach in these projections. Outlined below are highlights of the expenditure changes in FY 2020:

## Streetlight Improvements

The proposed $250,000 dollars for street lighting will promote pedestrian safety, traffic safety, enhanced walkability, and an opportunity to address citizen concerns regarding the need for more lighting in residential neighborhoods.

At the April 9, 2019 City Council Meeting, City Council provided consensus to improve street lighting for walkability. During this discussion, the current street lighting policy was explained, which places streetlights at all intersections, dangerous curves, and at all dead-end roadways to guide vehicular traffic. Policy consensus was provided to improve lighting for pedestrian safety, after dark, but limit light pollution and light trespass as much as possible. There was also Council consensus to start streetlight improvements, especially along pedestrian corridors, in North Bastrop. Therefore, $250,000 has been allocated for new streetlights in FY 2020.

Staff is developing a simple plan that addresses adding lighting to existing neighborhoods based on the neighborhood's needs and the assigned place type in the Bastrop Building Block Codes. Infill development and lighting existing neighborhoods will be the biggest challenge, but the best approach will be to just be consistent. The draft policy will state that street lighting will be placed as necessary to achieve an approximate spacing between lights of 200 feet, except along a City Park where the spacing will be reduced to 150 feet. This plan will take care of the majority of the gaps in the lighting in existing neighborhoods. Additionally, once the pedestrian corridors are identified, a lighting standard to include spacing, and lighting type will be established to meet the goals adopted in the Bastrop Building Block Codes in November.

## Community Support

In FY 2020, there will be a $240,000 Transfer-Out to Special Projects. Projects in this line item include:

- Christmas Lights - $125,000
- Patriotic Festival - $25,000
- Bastrop Homecoming & Rodeo - $20,000
- Juneteenth Celebration - $5,000
- Bastrop County Long-Term Recovery $10,000
- YMCA - $30,000
- Food Pantry Nibbles Program $17,500
- Shared cost of New Website $7,500

Community Support Funding Requests for FY 2020 are as follows:

**CITY OF BASTROP**
**COMMUNITY SUPPORT FUNDING REQUESTS FY2019-2020**

| Organization | FY17-18 Approved Funding | FY18-19 Approved Funding | COMMUNITY SUPPORT FY2019-2020 FY19-20 REQUESTED FUNDING | COMMUNITY SUPPORT FY2019-2020 FY19-20 PROPOSED FUNDING |
|---|---|---|---|---|
| Austin Habitat for Humanity, Inc. | $ 6,575.00 | $ 10,000.00 | $ 15,000.00 | $ 10,000.00 |
| Bastrop County Child Welfare Board | $ - | $ - | $ 2,000.00 | $ 2,000.00 |
| Bastrop County Emergency Food Pantry and Support Center, Inc. | $ 33,658.00 | $ 33,658.00 | $ 33,658.00 | $ 33,658.00 |
| Bastrop County First Responders | $ 20,347.00 | | $ 14,787.00 | $ 14,787.00 |
| Bastrop County Women's Shelter, Inc.-Family Crisis Center | $ 8,000.00 | $ 9,200.00 | $ 10,000.00 | $ 9,200.00 |
| Bastrop Pregnancy Resource Center | $ 6,483.33 | $ 7,500.00 | $ 17,540.00 | $ 7,500.00 |
| Boys and Girls Club of Austin | $ - | $ 2,500.00 | Did not apply | $ - |
| Children's Advocacy Center of Bastrop County | $ 5,558.00 | $ 6,400.00 | $ 14,000.00 | $ 6,400.00 |
| Combined Community Action, Inc. | $ 5,567.00 | $ 6,400.00 | $ 8,000.00 | $ 6,400.00 |
| Court Appointed Special Advocate of Bastrop County (CASA) | $ 5,558.00 | $ 6,400.00 | $ 8,000.00 | $ 6,400.00 |
| Feed The Need | $ 5,992.00 | $ 6,500.00 | $ 9,823.20 | $ 6,500.00 |
| In the Streets-Hands Up High Ministry | $ 5,692.00 | $ 6,200.00 | $ 12,000.00 | $ 6,200.00 |
| Literacy Volunteers of Bastrop | $ 10,000.00 | $ 10,000.00 | $ 10,000.00 | $ 10,000.00 |
| TOTAL | $ 113,430.33 | $ 104,758.00 | $ 154,808.20 | $ 119,045.00 |

## PHI Cares

The City has received a quote from **PHI Cares for a membership fee of $8.00 per household to provide medical air transport services.** This membership total of $29,000 has been included in the Community Support line item of the FY 2020 budget.

Currently, Bastrop County EMS is served by Acadian. There are on-going challenges by Acadian to contractually meet required response times, including occasions when there are zero ambulances in the County. When there is a serious medical emergency, time is essential. Having to wait on an ambulance and deal with traffic congestion can create significant life-safety challenges. When life-safety is in question and an air medic is requested, a cost for one transport can be $10,000+. This financial cost, which can save lives, can also create a financial challenge for patients with limited or no health insurance coverage. **Because access to an ambulance is not always timely and/or available, this nominal fee will provide life-safety measures through FREE timely emergency air transport for City of Bastrop residents.**

# Hotel Occupancy Tax (HOT) Fund:

Hotel Occupancy Tax is set at a rate of 13.5% in the City of Bastrop and our ETJ. Of the tax collected, 6% goes to the State, 7% goes to the City, and .5% goes to the County, if in the City's ETJ. Hotel Occupancy Tax is budgeted at $2,830,500. **This is 3.5% higher than FY 2019 budget or $94,500 but only $200 more than FY 2019 year-end projection.** A detailed summary of all revenue and expenses can be found in the Hotel Tax Fund in the FY 2020 budget. Outlined below are the significant highlights:

Funding provided to Visit Bastrop is established in Section III. Compensation to Visit Bastrop (B) Beginning on October 1, 2017, the City shall target 50% of the net HOT revenue collected, defined as HOT revenue minus the provision of payment satisfying the City's outstanding debt secured by HOT. The amount should not be less than 45% of the total HOT revenues. **The FY 2020 payment was calculated per the contract $1,278,192.**

- **$157,000 Contract Mowing was moved from the Innovation Fund to the HOT Fund.** If the streets' rights-of-way are not mowed, the "curb appeal" of Bastrop would be diminished and drastically impact Visit Bastrop's ability to market Bastrop as "One of the top ten coolest small cities in America – 2019."

- **Community Asset Funding Increases are as follows:**

    - The Bastrop County Visitor's Center & Museum met all the requirements of this year's contract. They received $146,937 in funding in FY 2019. **They have increased their request in FY 2020 to $169,124, which has been included in this budget.**
    - Bastrop Opera House met all of the requirements of this year's contract. They received $92,000 in FY 2019. **A request of $126,000 was submitted for FY 2020 consideration, which has been included in this budget.**
    - This is the first year the Art Center has requested this funding. **A request of $142,837 was submitted for FY 2020 consideration, included in this budget is $85,000.**

# Innovation Fund:

In the Innovation Fund section of the Budget, there is a reconciliation of projects with a detailed description of the status. Many projects included have been completed or will carry-over for completion in FY 2020. There are only two (2) programs/projects funded in FY 2020, which are:

- Continued CARTS Funding - $20,000
- New Website - $30,000, which is funded by ALL funds (General, Water/Wastewater, BP&L, and Hotel Occupancy Tax)
- New Permit Tracking Software - $30,000. We need an easy, uncomplicated permit tracking system to ensure compliance with all H.B. 3167 changes and provide consistent customer service throughout the development and construction processes.

## Street Maintenance Fund:

There is a significant amount of large-scale regional construction projects occurring in the Austin region, which has caused both bids issued for the FY 2019 for Street Maintenance Programs to be significantly higher (50% - 100%) than the Engineer's Opinion of Probable Cost. According to Walker Partners, Engineer of Record for our Street Maintenance, they are seeing a 25% increase in all construction related costs this year when compared to 2018.

With that in mind, the Mayor and City Council tasked staff with bringing forward an option that allowed more streets to receive maintenance and better-utilize available tax dollars, while still addressing the needs of Old Austin Highway. Therefore, a two-point approach will be utilized to achieve this objective: (1) Identify trouble areas on Old Austin Highway and MLK Drive and provide necessary flexible pavement repair, and (2) use an appropriate surface treatment to seal the roadway to extend the life of the roads for 12-24 months. This approach will protect the roads from further deterioration, while providing time for market conditions to improve.

Through $64,000 of available funding from the 2013 Bond Issue for Alley D, MLK Drive is being added to the Street Maintenance Program List. The 2018 Pavement Condition Index showed MLK Drive as a failed street. Failed streets need to be reconstructed in order to improve their grade. However, MLK Drive, like Old Austin Highway, receives a large amount of traffic due to its proximity to a school and auxiliary facilities. In addition, both Old Austin Highway and MLK Drive both intersect with S.H. 71 frontage roads. While the whole street will not see improvements, the worst sections will be identified around Emile Street to help handle the school traffic. This maintenance will add some much needed life to MLK Drive until a future Capital Improvement Program can be established to fund full rehabilitation.

As noted above, there is $154,000 funding remaining in 2013 Bond Issue for Alley D, which has been transferred into the Street Maintenance Fund in FY 2020. Approximately $90,000 has been allocated to purchase an Asphalt Recycler "Hot Box," as shown in Chart 5 below. It is the goal of the Public Works Department to provide a timely response to all work orders. However, that is not always possible in a small town where it takes at least 30-45 minutes to travel one way to the asphalt plant. If you have ever driven over a large utility cut across a road more than twice in one week and think to yourself why doesn't the City fix that? Well here is why. Small towns, such as Bastrop, do not purchase enough hot mix type asphalt at one time for the large asphalt plants to even turn on their machines unless a large paving job is happening somewhere else. So, when there is a utility cut or a pothole needs to be patched, staff makes a list of utility cuts to repair until the list gets long enough to justify a full-load of hot mix type asphalt and coordinate all repairs at one time. While this plan sounds efficient, unfortunately it puts the City at risk. Once the City is

made aware of a potential traffic hazard (large pot holes etc.) our goal is to have it repaired with 24-48 hours for several reasons such as providing good customer service, protecting further deterioration of the street's existing base, risk mitigation, life safety, and prevention of vehicular damage.

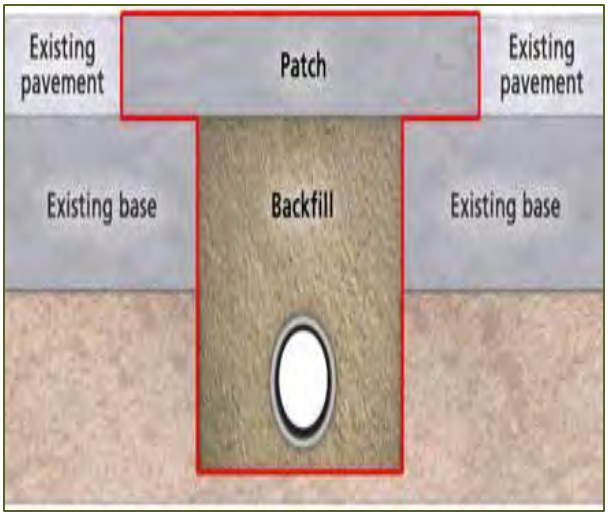
By purchasing an Asphalt Recycler "Hot Box" machine, staff will be able to meet the 24 - 48 hour goal. It allows staff to take old asphalt that has been excavated and is normally hauled off site and disposed of at a cost and instead rejuvenate it and use it the same day. This process takes just a few hours to reheat/rejuvenate the old asphalt and have it ready to use, which is about the same time as making a round trip to the asphalt plant in Buda. It will also keep the asphalt warm, therefore reducing the waste. It is a good long-term investment in keeping our "good streets good."

## CHART 5

Street Maintenance Section of the Budget.

## CHART 6

A detailed overview of the Street Maintenance Program for FY 2020, which is now FY 2019 and FY 2020 combined into one project, located in the




## Water/Wastewater Fund:

In the Water/Wastewater Section, there is a summary of revenue and expenditure detail for FY 2020. **Water/Wastewater Revenue for FY 2020 is budgeted at $7,437,806, which is $534,703 more than FY 2019 year-end projected.**

Knowing that a significant rate increase will be required to cover debt payments for the wastewater treatment plant by FY 2021, when the plant is expected to go on-line, Council determined that the expected rate increase should be spread over the three (3) years. **Therefore, the minimum charge for wastewater will be $41.97 per month, an increase of $5.00 per month, effective January 1, 2020.** This increase is expected to generate an additional $163,215 in revenue this budget.

Expenditures include additional funding for annual maintenance for the Wastewater system, except for wastewater line rehabilitation. **The largest expenditures are the Debt Service Transfer, which is $1,303,193, and $1,025,000 transfer of excess fund balance over the required reserve amount, to the Capital Project Fund in FY 2020 to cover expenses**

**associated with the Water/Wastewater capital projects.** The CIP Section has detailed information on each Water and Wastewater project.

# Capital Improvement Projects (CIP)

Many of the projects included in the FY 2019 CIP have been designed and/or are close to being designed and will start construction in FY 2020. Those projects include Main Street Rehabilitation, Wastewater Treatment Plant #3, Centralized Water Treatment Plant, Elevated Storage Tank, street maintenance, sidewalks, trails, Jasper/Newton Drainage, Public Works Detention Pond, Pine Street Channel Improvements, and a skatepark.

The CIP Section provides a Project Summary and provides individual project sheets on all drainage, quality of life, transportation, wastewater, and water projects. Representatives from KSA Engineering will attend the August 27th Council Meeting to discuss the status of Wastewater Treatment Plant and transmission/distribution pipelines. Representatives from Walker Partners will also attend the August 27th Council Meeting to provide an update on the FY 2020 Street Maintenance Plan.

# Strategic Vision

I am very proud of the strategic vision provided by City Council and the level of results achieved through this vision. The Strategic Vision Section of the FY 2020 Budget contains all of the accomplishments we have made in implementing Bastrop 2036 Comprehensive Plan. It also contains a summary of the FY 2019 Achievements relative to our workplan along with the FY 2020 Workplan.

### Highlights of FY 2019 Achievements include:

**Public Recognition:**

- Obtained the Government Finance Officer Association Distinguished Budget Presentation Award for the FY 2019 Budget, first time the City of Bastrop has achieved this award.
- Won Great Places – APA Texas Award for Downtown Bastrop.
- Won 2018 Texas Downtown Association "Spirit of Downtown' President's Award.

**Building Bastrop:**

- Significant work on Bastrop Building Block Codes ($B^3$) to ensure Bastrop is fiscally sustainable, including hosting a Pop-Up Project of the codes. (Anticipated adoption – October 2019.)
- Reviewed 2018 International Code Council Codes with Construction Standards Board (Anticipated adoption – November 2019).
- Revised Chapter 5, Thoroughfare Master Plan, to include a gridded street network. (Anticipated adoption – October 2019).
- Adopted 1445 Ordinance with Bastrop County.
- Adopted a Grandfathering Ordinance.

**Communication:**

- Conducted extensive public input for Building Bastrop to include community walking and bike tours; mobility tour of Downtown; Developer Forum; 2-day Design Rodeo; 2-day Code Rodeo; Transportation &

Drainage Rodeo; Final Code Update Rodeo; and "Come & Go" Public Input Meeting and HBA (Home Builders of Austin) Form.

- Implemented Moratorium & Developed Enhanced Permit Review Process.
- Improved presence on Social Media with standardized branding to include emergency management, public works, special events, and public safety.

**Capital Projects:**

- Completed Agnes Drive from SH 304 to Seton Hospital.
- Completed drainage and water portion of the North Main Community Rehabilitation
- 90% Design of Wastewater Treatment Plant – Construction Completion – September 2021.

**Drainage:**

- Updated Drainage Ordinance and Technical Manual.
- Completed 2-D Drainage Analysis of Gills Branch.

**Long-Term Water Capacity:**

- Bought additional 3,000 acre-feet of water rights in the Simsboro Aquifer.
- Sold Revenue Bond for Water/Wastewater Utility and received AA- rating from Standard & Poor.
- Executed long-term agreement wholesale water agreement with Aqua Water Supply.

**Organizational Excellence:**

- Removed 250+ roaming chickens/roosters from Downtown by year-end.
- Had a 54% increase in Convention Center revenue when comparing FY 2019 to FY 2018.
- Conducted a Food Truck Pilot Program and adopted ordinance.
- Received a 3% reduction for FY 2020 on medical insurance rates.
- Participated in Compass Medical Concierge Services with savings in excess of $130,000 in medical costs to-date with 39% employee engagement.

**While the FY2020 Workplan is established by the nine (9) focus areas established by Council, there are three (3) main operational objectives:**

- **BUILD Capital Improvement Program. Many of the projects placed in the FY 2019 CIP have been designed and/or are close to being designed, and will start construction in FY 2020. Those projects include Main Street Rehabilitation, Wastewater Treatment Plant #3, Centralized Water Treatment Plant, Elevated Storage Tank, street maintenance, sidewalks, trails, Jasper/Newton Drainage, Public Works Detention Pond, Pine Street Channel Improvements, and a skatepark.**

- **EDUCATE citizens on the challenges and impact to our future fiscal sustainability resulting from the states elimination of our ability to annex. We must determine a long-term strategy quickly to ensure long-term sustainability of future "greenfield" development and optimize in-fill development.**

- **FOCUS on process improvements through the implementation of performance measures, which will translate into improved customer service. With the adoption of Bastrop Building Block Codes, the 2018 International Code Council Codes, the overhaul of all development-related submittals, we have completed and overhauled our development process. Significant improvements will occur in the consistency and timeliness in every step of the process. Each department has determined a set**

**of performance measures and will put in appropriate processes to consistently deliver service expectations.**

## Highlights of the FY 2020 Workplan by Focus Area include:

### Authentic Bastrop:

- Complete Main Street Rehabilitation Project-*CIP Street Project*. (Comp Plan 6.3)
- Acquire Funding to Complete Old Iron Bridge Rehabilitation Project – *CIP Street Project*. (Comp Plan 7.1.3)
- Obtain Certified Local Government designation. (Comp Plan 4.5.1)
- Build Phase I of Skate Park in Fisherman's Park. (Comp Plan 7.2)
- Implement Cultural Arts Masterplan. (Comp Plan – 8.4.1)
- Complete North Main Community Rehabilitation Project including water and wastewater line replacement, street rehabilitation, and drainage improvements – *CIP Project.* (Comp Plan 2.5, 2.2, 2.6, 6.3)
- Implement Sidewalk Improvement Plan in North Bastrop
- Implement Streetlight Improvement Plan in North Bastrop.

### Communication:

- Develop & Implement an Education Plan on Bastrop's Long-Term Fiscal Sustainability.
- Partner with TxDOT to communicate impacts of SH 71 Construction on Traffic, River Traffic, Emergency Management, and Special Events.
- Purchase and Implement New Website.
- Purchase and Implement New Citizens Relationship Management Software. (if funding is available in November)

### Community Safety:

- Design and Build Wastewater Treatment Plant #3 – *CIP Wastewater Project*. (Comp Plan 2.4)
- Complete Water Tower at SH20 & SH71 – *CIP Water Project*. (Comp Plan 2.2)
- Complete Drainage Master Plan.
- Complete design of Gills Branch Improvement Projects.
- Complete construction of Public Works Detention Pond. – *CIP Drainage Projects* (Comp Plan 2.6)
- Complete construction of Pine Street Drainage Improvements. – *CIP Drainage Projects* (Comp Plan 2.6)
- Complete construction of Jasper/Newton Drainage Improvements. – *CIP Drainage Projects* (Comp Plan 2.6)

### Economic Vitality:

- Implement Fiscal Impact Analysis Model to determine development related financial sustainability. (Comp Plan 2.1)
- Complete Food Truck Pilot Program, address concerns, and finalize Ordinance. (Comp 8.6.1)

### Fiscal Responsibility:

- Implement Years 1 & 2 of Street Maintenance Program. (Comp Plan 6.3)
- Train Night-Shift Police Officers to become dual certified Police/Firefighters.
- Partner with BISD to develop Emile Elementary Traffic Management Plan to alleviate significant traffic congestion on MLK Drive & Pine Street and anticipated changes due to SH 71 Improvements.
- Purchase and implement Permit Management Software to ensure all state-required mandates for 30-day review or otherwise approved are met. (If funding is available in November).

### Manage Growth:

- Implement new Bastrop Building Block Codes, Hold Joint Workshop with Council/Planning & Zoning Commission to discuss recommended changes, & Adopt annual changes to ensure $B^3$ Codes remain fiscally sustainable.

### Multi-Modal:

- Partner with CARTS to develop secondary bus route and implement other multi-modal options.

### Organization Excellence:

- Develop process improvements for all performance measures.
- Continue completion of tasks necessary to obtain Texas Police Chiefs' Recognition Program. (Comp Plan 3.1)
- Develop a 20-year building maintenance plan including inspections and annual contracts. (Comp Plan 3.2)
- Develop a 10-year park maintenance plan including inspections and annual contracts. (Comp Plan 3.2, 7.2)
- Complete Improvements to the Citywide Network System. (Comp Plan 3.2) (If funding is available in November)

**Unique Environment:**

- Create memorial tree program for Fairview Cemetery. (Comp Plan 7.1)

# Closing:

As I have said many, many times, the budget document is the single most important communication tool that a City creates because of its tremendous impact on program and service delivery to the community. To be a strategic document, it takes input from all Stakeholders including Council, the Community, and Staff.

Thanks to Council for the considerable time participating in multiple special workshops to understand the needs and related challenges identified in this proposed budget. THANKS again for funding the $63 million Capital Improvement Program in the FY 2019 budget. Many of those projects have been completed or are close to being designed. FY 2020 will be the year of building, where these projects will come to fruition emphasizing your BOLD commitment of "doing nothing is no longer an option!"

Thanks to our citizens for their input. There are several projects in this budget that are directly tied to their requests such as streetlighting in North Bastrop, adding street repairs for MLK Drive, and working with Emile Elementary to address traffic congestion on MLK Drive and Pine Street. With the adoption of Bastrop Building Block Codes in November, sidewalk improvements will start in North Bastrop with connectivity for pedestrian safety in concert with future street design improvements.

I want to extend a HUGE THANKS to Tracy Waldron, Mary Dearing, Halee DelaRosa, and Trina Miller in our Finance Department. They have spent a tremendous amount of time on the FY 2020 budget and it shows! GREAT effort! As always, I remain EXTRAORDINARILY proud of the Cabinet and their staff. FY 2019 Budget had its challenges, as all of them do, but they have worked together to ensure all expenditures were met within the allocated resources. FY 2020 Budget has proven to be another challenge, thanks to the significant changes from the 86th Legislative Session. In spite of our incredible workload, everyone has stepped up to make significant operational changes in a very short period of time to meet the September 1st deadlines. Outstanding effort!!!

# Community Profile

Known as the "Heart of the Lost Pines," Bastrop, Texas, is a unique community that couples' historic small-town charm with big-city amenities and an exceptional quality of life. The City covers approximately 9.4 square miles and is the county seat of Bastrop County. Bastrop is strategically and centrally located on State Highway 71, with convenient access to Austin-Bergstrom International Airport, and within an easy distance of three major metropolitan areas. With Austin just 30 miles to the west, Houston two hours southeast, and San Antonio one-and-a-half hours to the southwest, Bastrop is in an advantageous position for cultural and economic development.

## Historic by Nature

Bastrop is among the oldest towns in Texas. Originally the site served as a meeting ground for the Tonkawa and other Southwestern Indians. It also provided a vital Colorado River crossing on the Old San Antonio Road, a major part of the El Camino Real de los Tejas. The area was settled in 1804 and the City was officially established on June 8, 1832. Bastrop founder Stephen F. Austin named the City for his longtime friend and co-worker, the Baron de Bastrop.

Downtown Bastrop represents a unique blending of the old and new. Nestled on the banks of the Colorado River, the historic district is filled with a variety of shops and restaurants. Bastrop has more than 130 registered historic sites and beautifully restored 19th and early 20th century homes. Its picturesque Main Street downtown district bustles with an eclectic mix of retail shops and restaurants. In 2010, the National Trust for Historic Preservation named Bastrop one of its Dozen Distinctive Destinations™. The Bastrop Main Street Program is a proud participant of the Texas Main Street Program and Main Street America. Bastrop's Main Street Program celebrated its 10th anniversary in 2017 with a continued vision of preservation, enhancement, and commercial vitality of our historic downtown as a distinctive destination that engages and inspires both residents and visitors.

## Embracing the Future

Today, this dynamic city is growing. With a current population of approximately 9,159, Bastrop proudly preserves its historic past while embracing the challenges of modern-day growth and economic needs. The 2010 census showed the City of Bastrop's population increased 30.93% from the previous census in 2000. It is estimated the City will have grown an additional 30% since 2010. The projected population for 2020 is 9,383. The City has about 18 square miles under annexation agreements and an additional 154.7 square miles of extraterritorial jurisdiction. Austin was named the Number 1 place to live in 2017 by *the U.S. News and World Report,* which will have a direct impact on the growth that Bastrop will experience throughout the next decade.

There are several major development projects currently underway. Seton Family of Hospitals has started construction on a $30 million, 40,000 square foot medical facility slated to be completed by fall 2019. This facility will include an emergency room, imaging services, at least eight (8) inpatient beds, 12

treatment rooms, and medical office space for primary and specialty care services.

Construction continues several residential and multi-family developments. Pecan Park is a 222-lot residential development offering new residential homes by David Weekly Homes, Scott Felder Homes, and Pacesetter Homes. Piney Creek Bend is a 244-lot development by KB Homes. The Preserve at Hunters Crossing, 140 units of multi-family development, will open in fall of 2019. The Villages at Hunters Crossing, 182 units of multi-family development, opened in spring of 2019.

There were several new commercial projects in FY 2019 including Home Goods, James Avery, Rapid Express, 365 Mini Storage and Lost Pines Professional Building are opened or opening fall of 2019.

## Recreation

Bastrop's tranquil setting amid the natural beauty of Central Texas' Lost Pines region includes extensive Colorado River frontage and abundant recreational opportunities. The Colorado River runs through Bastrop and is perfect for kayaking, canoeing, and fishing. The El Camino Real Paddling Trail is about six miles long and runs from Fisherman's Park to a take-out point near Tahitian Village. Other nearby attractions include three golf courses, two state parks, a nature preserve, Lake Bastrop, and the world-renowned Hyatt Regency Lost Pines Resort, which draws many tourists from all over the world who were previously unaware of this charming little town.

Annually, Bastrop plays host to numerous events, such as the Patriotic Festival, Homecoming & Rodeo, Halloween Festival, Wine Swirl, Veteran's Day Car Show, Corvette invasion, Juneteenth Celebration, Lost Pines Christmas that includes a Lighted Parade, River of Lights, and Historic Homes Tour. Several events are hosted on the Colorado River throughout the year, including the Colorado River 100 and the SUP Cup.

## Cultural Arts

Bastrop has been recognized as a Texas Cultural Arts District by the Texas Commission on the Arts since 2012. Since that time, Bastrop Art in Public Places (BAIPP) has been instrumental in creating a public art scene with 2-D art and sculpture calls annually.

The Lost Pines Art Center features several rotating galleries, a sculpture garden, classes, shops, a cafe, and hosts many events throughout the year. Jerry Fay Wilhelm Center for the Performing Arts Center is owned and operated by the Bastrop Independent School District. This versatile state-of-the-art facility includes a 1,500-seat auditorium, 250-seat black box theatre, and a multi-purpose room.

The historic 1889 Bastrop Opera House, known as the Strand Theatre during World War II, offers stage performances of vaudeville, melodramas, musicals, and comedies year-round. They also host classes in acting, theatre, musical theatre, and improv for both children and adults.

Live music and entertainment can also be found at various locations around town.

## Employment

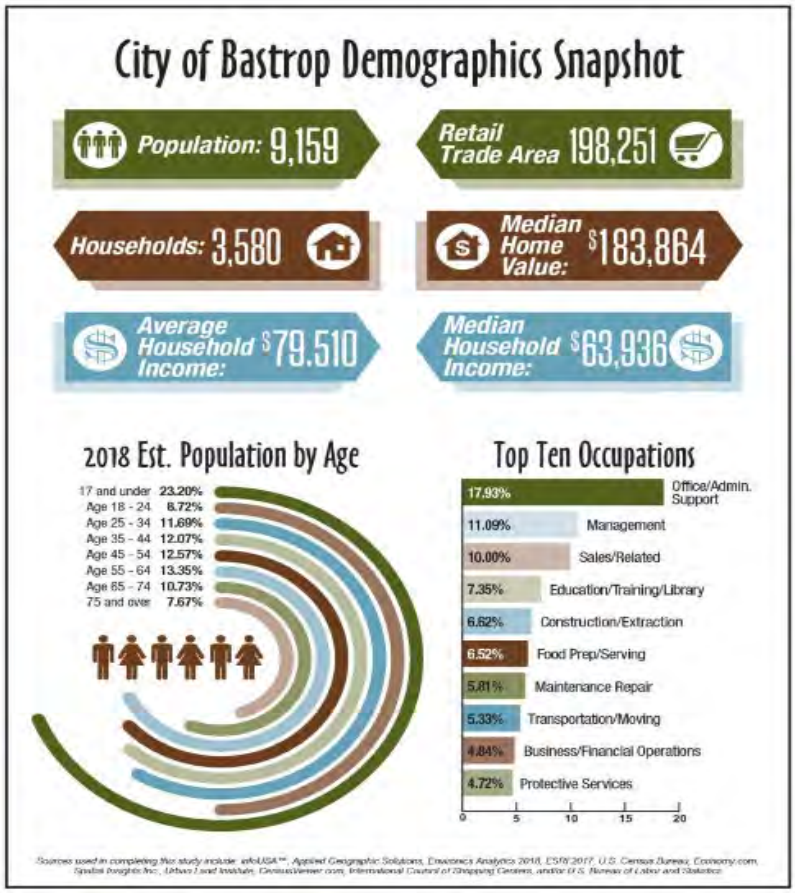
As part of a greater metro area of more than 2 million people, Bastrop has experienced tremendous economic growth and is poised for future growth and development. Major area employers include Bastrop Independent School District, Hyatt Regency Lost Pines Resort, Bastrop County, MD Anderson Cancer Center, Walmart, Bastrop Federal Correction Institute, and H.E.B. Food Stores.

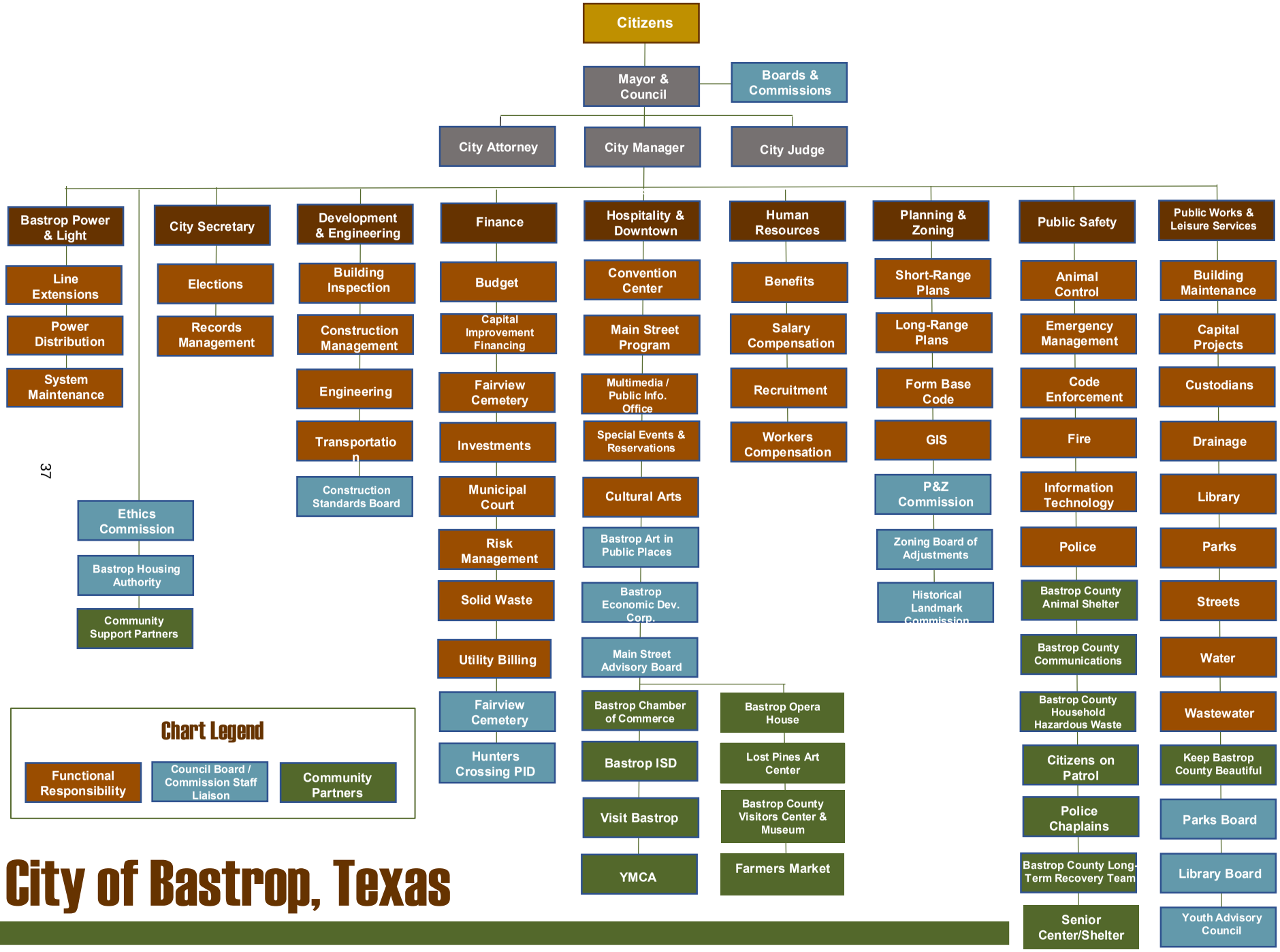
## Education

Area students are served by Bastrop Independent School District, which has an enrollment of over 11,000. One of the largest geographically in the state of Texas, Bastrop ISD's boundary covers an area of nearly 450 square miles and includes the communities of Bastrop, Cedar Creek, Red Rock, Rockne, Paige, and vast rural areas of Bastrop County.

Calvary Episcopal School is a private school serving children from Pre-K through 6th grade located in Downtown Bastrop.

Six colleges and universities are within an hour's drive of Bastrop: Austin Community College, University of Texas, St. Edward's University, Concordia University, Texas A&M, and Texas State University.






# City of Bastrop, Texas

# Strategic Vision

BASTROPTX
Heart of the Lost Pines
Est. 1832

## Strategic Vision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> Bastrop – a welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment.

# Vision Statement

# Comprehensive Plan

## Goals & Objectives – Updated August 2019

Bastrop Comprehensive Plan 2036 was adopted in November 2016 and serves as only the second Comprehensive Plan adopted by the City. The first plan, Bastrop Comprehensive Plan 2020, was adopted in 2001. Much had changed in the community during this 15 year period. Therefore, an extensive citizen engagement process was initiated including over 2,545 cumulative survey responses throughout the planning process. The online response to the survey elicited responses from 975 city residents, which is a response rate of nearly 14% of Bastrop's total population. There is a strong commitment on the part of Bastrop's current Council to ensure this document serves as a significant cornerstone to the strategic planning intiatives under taken by the organization. This document highlights the adopted goals and any anticipated or completed progress.

## Community Growth

BUILDING BASTROP
HONORING OUR AUTHENTIC PAST.
PLANNING FOR OUR SUSTAINABLE FUTURE.

### Goal 2.1 - Maintain and enable a policy of "measured growth" as represented by the Bastrop Growth Program.

**Goal 2.1 Status – In Progress – November 2019 Completion**

City Council has taken the following action to achieve this goal:

- Created an initiative known as "Building Bastrop" to guide responsible development that honors our authentic past and prepares for our sustainable future.
- Hired Simplecity Design (SCD) to update all existing land-use and development related codes and align them to the Comprehensive Plan.
- Protecting Bastrop's authentic past by "coded the DNA" of Downtown Bastrop to document regulations that work and have proven to be sustainable for more than a century, which serves as the foundation for Bastrop Building Block Codes.
- Implemented a Drainage Moratorium on all development to stop all development that is detrimental to community while new Stormwater Drainage Ordinance and Stormwater Drainage Technical Manual could be written and adopted by Council.
- Building Bastrop Policy Statement adopted by Council: "Create a fiscally sustainable community through land-use regulations that are authentic Bastrop and geographically sensitive."
- Bastrop Building Block Codes are scheduled for adoption in October 2019, which will address zoning, subdivision, sign, and development technical standards.
- 2018 International Code Council codes will be adopted in November 2019.
- Funded the development of a Fiscal Impact Analysis model to ensure financial sustainability in FY 2019.
- Approved updated Interlocal 1445 Agreement with Bastrop County that establishes development standards in City's ETJ.

### Goal 2.2 - Ensure long-term water system capacity and water quality for existing customers while accommodating incremental growth and development.

**Goal 2.2 Status – In Progress - FY 2021 Completion**

City Council has taken the following action to achieve this goal:

- City now owns 7,613-acre feet in Simsboro Aquifer, which provides long-term water system capacity for decades into the future.

- Reached consensus at March 24, 2018 Special Workshop to build consolidated water treatment plant that treats for improved aesthetics in water quality.
- Approved a wholesale water agreement with Aqua Water Corporation to manage excess demand until plant is complete.
- Approved Engineering Scope of Service with Freese & Nichols on September 11, 2018 to design and manage construction of consolidated water treatment plant at XS Ranch and distribution lines to Willow Plant.
- Estimated timeline for water plant production is FY 2021.

## Goal 2.3 - Mitigate expected increases in water demand through enhanced conservation practices.

### Goal 2.3 Status – No Action

.

## Goal 2.4 - Expand wastewater collection and treatment capacity in a cost-effective manner

### Goal 2.4 Status – In Progress – FY 2021 Completion – Phase 1

City Council has taken the following action to achieve this goal:

- Reached consensus at March 24, 2018 Special Workshop to build a consolidated activated sludge wastewater treatment facility on 26-acre site, owned by City of Bastrop for this purpose.
- Approved Engineering Scope of Service with KSA Engineering on August 28, 2018 to design and manage construction of consolidated wastewater treatment plant and related distribution system.
- KSA Engineering has designed the footprint for a regional wastewater treatment plant at ultimate build-out (initial phase plus 3 expansions) will treat 8 million gallons daily for 32,000 homes.
- Construction of Phase 1 will begin in early 2020 Phase 1, a 2-million-gallon facility.
- Design of Phase 2, a 2nd 2-million-gallon facility, will immediately start upon completion of Phase 1.

## Goal 2.5 - Enhance Wastewater System Efficiency.

### Goal 2.5 Status – Completed Planning; Ongoing Implementation

The following action has been taken to achieve this goal:

- Developed a 10-year replacement schedule for all pumps, lift stations, and manholes, which is fully funded in the adopted rates. Year 1 was completed in FY 2019.
- Evaluating all wastewater collection lines associated with failed streets to be replaced at time of street reconstruction.
- Replaced wastewater lines, as a part of North Bastrop Community Rehabilitation Project, completed October 2019.
- Developed three (3) year plan to routinely test for Inflow & Infiltration into wastewater system. Completed Year 1 in FY 2018 by testing 56,000 feet and identifying/fixing 166 deficiencies.

## Goal 2.6 - Reduce Flood Hazards in Bastrop through the programmed improvement of the City storm water system.

### Goal 2.6 Status – On-Going

City Council has taken the following action to achieve this goal:

- Received Drainage Study from Halff Associates on February 20, 2018.
- Enacted a Drainage Moratorium on August 14, 2018. (Repealed May 2019).
- Adopted updated Stormwater Drainage Regulations with Stormwater Drainage Technical Manual in May 2014 that included updated Atlas 14 data.

- Completed 2-D model of Gills Branch, developed by Halff Associates, which identified a 3-phase improvement project to increase capacity in Gills Branch.
- Funding a Drainage Master Plan (DMP) in FY 2020 to evaluate all localized drainage concerns, rank projects for a future Capital Improvement Program, and develop a drainage maintenance program. DMP will serve as the foundation for creating a Drainage Utility Fund in FY 2021.
- Funding for the 1st phase of the Gills Branch Improvement Project is included in the FY 2020 Budget to be designed by Halff Associates. Having the 1st phase designed will allow the City to apply for grants or low interest funding with a "shovel-ready" project.
- Funded City's match for three (3) drainage improvement programs including Public Works Detention Pond, Pine Street Drainage Improvements, and Jasper/Newton Drainage Improvements. Pine Street Drainage and Public Works Detention projects are waiting for approval from the TX Department of Emergency Management for funding of construction.
- Jasper/Newton Drainage has been approved for construction and will start in Fall 2019.

## Goal 2.7 - Protect water quality in the Lower Colorado River Watershed by mitigating storm water discharges associated with growth and development.

### Goal 2.7 Status – No action

.

# Public Facilities

## Goal 3.1 - Provide adequate and appropriate public facilities and services to maintain the safety and quality of life for residents, visitors, and workers in Bastrop.

### Goal 3.1 Status – Ongoing

The following action has been taken to achieve this goal:

- Renovations of the unfinished area at City Hall will be completed in October 2019 improving Planning & Zoning space and adding additional offices.
- Will include a Public Works facility study in FY 2021 budget for inclusion in a future CIP.
- Conducted over 2,350 hours of emergency management training organization-wide in FY 2018.
- Updating Equipment Replacement Schedule and reviewing replacement policies with Council – FY 2020.
- Completing necessary tasks to obtain Texas Police Chiefs' Recognition Program – FY 2020.

## Goal 3.2 - Improve the long-term fiscal and environmental efficiency of public facilities.

### Goal 3.2 Status – Ongoing

The following action has been taken to achieve this goal:

- Hired additional staff in FY 2019 to implement citywide electronic records management. In addition to adding much needed staff capacity, additional space will be freed up in all facilities that will no longer be required for physical records storage.
- Conducting a perpetual care actuarial study for Fairview Cemetery in FY 2020 to ensure long-term financial sustainability.
- Developing a 10-year building maintenance plan including inspections and annual contracts in FY 2020-2021
- Developing a 10-year park maintenance plan including inspections and annual contracts in FY 2020-21
- Update Citywide Network Systems in FY 2020.

## Goal 3.3 - Engage in partnership with other public entities to maximize the utilization of and accessibility to public buildings and grounds.

| Goal 3.3 Status – Ongoing |
|---|
| City Council has taken the following action to achieve this goal:<br>• Expanded YMCA contract in FY 2019 to include Movies in the Park and two (2) sessions of tennis lessons, which will be held at Bastrop Independent School District (BISD) facilities.<br>• Approved a lease to the Bastrop Senior Center in FY 2018 of the Bastrop Activity Center (i.e. Emergency Shelter) for senior programming in turn for assistance when providing shelter services.<br>• Approved an Adopt-a-Street Program with Keep Bastrop County Beautiful, who have adopted 12 streets since inception in early 2018.<br>• Funding a Partnership Agreement with Bastrop County Long-Term Recovery Team to provide support services to Bastrop Emergency Shelter in times of emergency situations – FY 2019. |

# Housing and Neighborhoods

## Goal 4.1 - Provide a greater diversity of housing options in Bastrop while protecting the character of the City's existing neighborhoods.

| Goal 4.1 Status – On-going |
|---|
| City Council has taken the following action to achieve this goal:<br>• Council approved a Resolution of No Objection supporting The Preserve at Hunters Crossing, LP, a development of 140 affordable rental housing units, on property zoned for multi-family development.<br>• Bastrop Building Block Codes will allow a variety of housing options, including accessory dwelling units.<br>• Building fees are based on square footage and provides a reduced fee for housing 1,000 square foot or less. |

## Goal 4.2 – Maintain the overall quality of existing housing stock in Bastrop.

| Goal 4.2 Status - No Action |
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| . |

## Goal 4.3 - Develop housing targets that align with local demand.

| Goal 4.3 Status – No Action |
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## Goal 4.4 - Provide home ownership opportunities to Bastrop's low-to-moderate income and special needs populations

| Goal 4.4 Status - No Action |
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| . |

## Goal 4.5 - Maintain or enhance the health of Bastrop's older and historic neighborhoods.

| Goal 4.5 Status – On-Going |
|---|
| The following action has been taken to achieve this goal:<br>• Strengthened Local Preservation Ordinance in FY 2018.<br>• Will obtain Certified Local Government designation in Fall 2019. |

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# Land Use and Community Image

## Goal 5.1 -- Utilize the Future Land Use Plan to guide decisions regarding proposed development and redevelopment activities in Bastrop and the City's ETJ.

| Goal 5.1 - Status – On-going |
|---|
| The following action has been taken to achieve this goal:<br>• Planning & Zoning Staff reference the Future Land Use Plan in all staff reports, which provides basis for recommendations to Planning & Zoning Commission and City Council.<br>• The Future Land Use Plan will be incorporated into the Code Updates – Phase I and II, updated the zoning ordinance and technical design standards.<br>. |

## Goal 5.2 – Enhance community character and design through the amendment of city land development regulations and projects to improve the function and aesthetics of public properties.

| Goal 5.2 - Status – In Progress – FY 2020 Completion |
|---|
| City Council has taken the following action to achieve this goal: (Please see Goal 2.1 for additional information)<br>• Bastrop Building Block Codes are designed around "Character Districts," which represent specific neighborhoods throughout Bastrop. Each Character District recognizes the geographic attributes and its history, which serve as the foundation for decisions regarding future development and increased public realm.<br>• TxDOT has created landscaped gateways at SH 71 & Tahitian and SH 71 & Childers.<br>. |

# Transportation

## Goal 6.1 - Manage traffic congestion and improve system reliability.

| Goal 6.1 - Status – On-going |
|---|
| The following action has been taken to achieve this goal:<br>• TxDOT completed overpass improvements at SH 71 and SH 95, which significantly improved traffic congestion.<br>• TxDOT will award bids for SH71 Package 4 in July 2019: Phase 1- Construction of service roads over the Colorado River – Estimated completion 8 -12 months; Phase 2 – Main Lane Construction; Phase 3 – Old Bridge demolition. Completion – 2022. |

## Goal 6.2 – Enhance transportation system connectivity.

### Goal 6.2 - Status – On-going

The following action has been taken to achieve this goal:

- Chapter Five (5), Thoroughfare Master Plan of the Transportation Master Plan will be updated in November 2019 and will require a gridded street network as new development occurs. This action will significantly improve connectivity throughout the community.
- Agnes Street has been constructed from SH 304 to the eastern boundary of the Seton Hospital property.
- BEDC staff are negotiating with property owners along the aligned Agnes route to complete this connection as development occurs.

## Goal 6.3 - Preserve and maintain existing transportation assets.

### Goal 6.3 - Status – On-going

The following action has been taken to achieve this goal:

- Completed a Pavement Condition Index Study in January 2018.
- Developed a multi-year Street Maintenance Program to "Keep the Good Streets Good."
- Funded Year 1 and 2 of the Street Maintenance Program in the 2018 Certificate of Obligations Series.
- Implementing Year 1 and 2 of Street Maintenance Program in FY 2020.
- Reconstructing Main Street from Water Street to Spring Street as a part of the Main Street Rehabilitation Project.
- Multiple sections of failing streets, including parts of Maple, Magnolia, and Locust, will be completed as a part of North Main Community Rehabilitation Project by October 2019.

## Goal 6.4 – Improve the safety of the Bastrop Transportation System for all users.

### Goal 6.4 - Status – On-going

The following action has been taken to achieve this goal:

- Ensuring compliance with City's access management policies during site plan review on all development.
- Utilize traffic counter data, provided by Public Works, to address identified priority locations for targeted enforcement of speeding and other unsafe behaviors by the Police Department on an as needed basis.

## Goal 6.5 – Improve active transportation options.

### Goal 6.5 - Status – On-going

The following action has been taken to achieve this goal:

- Completing gaps in residential sidewalks for traffic safety in the downtown corridor – FY 2020.
- Addressing ADA enhancements along Main Street as a part of the Main Street Rehabilitation Program, which is considered a high pedestrian traffic corridor.

## Goal 6.6 – Expand and enhance transit services.

### Goal 6.6 - Status – On-going

The following action has been taken to achieve this goal:

- Interlocal Agreement with CARTS was executed in FY 2018.
- A bus stop has been designed at Spring/Main Street, which will be completed as a part of Main Street Rehabilitation Project.
- A Planning Retreat between CARTS and City Staff is planned in October 2019 to develop a multi-year strategic plan to enhance transit services in the City of Bastrop.

## Goal 6.7 – Enhance multi-modal freight capacity

### Goal 6.7 - No action

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## Goal 6.8 – Build a network of complete streets and preserve quality of place.

### Goal 6.8 - Status – In Progress – FY 2020 Completion

The following action has been taken to achieve this goal:

- Bastrop Building Block Codes, scheduled for adoption in October 2019, will require complete streets to ensure walkability. The B3 Technical Manual will have street cross sections, which incorporate Complete Street principles.
- Pop-up Project of Bastrop Building Block Codes was held on June 8, 2019 on Main Street to show how context of public space, sidewalks, and roadway will interface with the Main Street Rehabilitation Project. Main Street Rehabilitation Project is scheduled to start January 2020, pending the completion of all property owner easement agreements.

## Goal 6.9 – Support the land use, economic development and urban design goals of the Comprehensive Plan.

### Goal 6.9 - Status – In Progress – FY 2020 Completion

The following action has been taken to achieve this goal:

- Addressed in other goals throughout this report.

# Parks and Recreation

## Goal 7.1 – Provide a sufficient amount of public park land and open space for current and future residents

### Goal 7.1 - Status – On-going

The following action has been taken to achieve this goal:

- Pecan Park Developers have installed a linear trail along the Colorado River, providing access to homeowners and the public, and serving as a future trail connection.
- Council awarded Professional Services Agreement to Kimley-Horn on August 28, 2018 for the design and construction management of the rehabilitation of the Old Iron Bridge.
- Funding of $2 million was included in the $4.7 million Certificate of Obligations Series to rehabilitate the Old Iron Bridge.
- Construction of Downtown River Trail loop has been funded through a CAMPO Grant of $485,000, Keep Bastrop County Beautiful - $130,000; and BEDC - $65,000. Pedestrian crossing over River will occur with the completion of the TxDOT Service Roads and the rehabilitation of Old Iron Bridge.

## Goal 7.2 – Address current and future recreation needs through the provision and maintenance of indoor and outdoor recreational facilities.

### Goal 7.2 - Status – On-going

The following action has been taken to achieve this goal:

- Developing a plan for private initiative to program and operate the City's rodeo arena – FY 2021.
- Developing a 10-year park maintenance plan including inspections and annual contracts – FY 2020.
- Construction of a Skate Park – Phase 1 in Fisherman's Park will begin in October 2019.

## Goal 7.3 – Meet future recreational demand through adjustments to the City's operational capacity.

### Goal 7.3 - Status – No Action

## Goal 7.4 – Ensure that residents have access to recreational opportunities through the equitable distribution of park land and open space.

### Goal 7.4 - Status – On-going

The following action has been taken to achieve this goal:

- Bastrop Building Block Codes will require open space and public realm as a part of new and infill developments, which are key elements to building a fiscally sustainable community.

# Cultural Arts and Tourism

## Goal 8.1 – Leverage existing downtown assets to spur additional business activity.

### Goal 8.1 - Status – On-going

The following action has been taken to achieve this goal:

- Provide funding from Hotel Occupancy Tax to support offerings provided by the Bastrop Museum & Visitor Center and the Bastrop Opera House on an annual basis.
- Visit Bastrop has developed great relationships with the Museum & Visitor Center, Bastrop Opera House, Lost Pines Art Center, and the Bastrop Convention Center. Visit Bastrop promotes downtown assets throughout the year.

## Goal 8.2 – Diversify supply chain of natural assets.

### Goal 8.2 - Status – No action

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## Goal 8.3 – Bolster family and heritage tourism assets.

### Goal 8.3 - Status – On-going

The following action has been taken to achieve this goal:

- Increased rentals at the Bastrop Convention Center by 50% in FY 2019 over FY 2018, with repeat conventions booked through FY 21.
- Revised contracts, marketing materials, and time offerings making renting the Bastrop Convention Center competitive.
- Provide full-service rentals at the Bastrop Convention Center including catering services (through contractual services with outside vendors), room setups and teardowns, tablecloths, table decorations, and drink stations.
- Provide successful programming including Farm Street Opry monthly, Boogie Back to Bastrop annually, and Red White & You Dance annually.

## Goal 8.4 – Create a long-term strategy for placement of visual and performing arts assets.

### Goal 8.4 - Status – On-going

The following action has been taken to achieve this goal:

- Cultural Arts Master Plan should be adopted by Council in Fall 2019.

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## Goal 8.5 – Strengthen Bastrop's brand throughout the region and the rest of the country.

### Goal 8.5 - Status – On-going

The following action has been taken to achieve this goal:

- Council approved a contract with Visit Bastrop on September 12, 2017 to provide specific services related to providing "brand" marketing for Bastrop as a destination, to serve as primary brand advocate, and to better utilize existing facilities.
- Visit Bastrop has created a robust website to enhance visitors' experience with consistent results.
- Visit Bastrop has implemented their "branding" strategy for Bastrop, which has already netted results including Bastrop being designated as "One of the Top 10 Coolest Small Towns in America."
- Continue ongoing development of the Bastrop visitor experience to include the community's culinary and cultural assets.
- City continues relations and connectivity with the Hyatt Lost Pines Resort through various methods.

## Goal 8.6 – Adjust City ordinances to accommodate arts, entertainment, and recreation uses; and to manage their impact on the community.

### Goal 8.6 - Status – On-going

The following action has been taken to achieve this goal:

- A Food Truck Pilot Program was adopted in April 2019 to allow food trucks for 6-8 months, address any concerns, and adopt final ordinance in October 2019.
- Revising Special Events Ordinance and Procedures to meet the City's Financial Policy requirement of fees covering costs of service and streamline process for customers in September 2019.

# Policy & Operational FY 2019 Strategic Review

The City Council adopted nine (9) focus areas to provide structure around how organizational resources should be allocated to achieve their Vision. A Five (5) Year Operational Workplan was created in September 2017 and built around these nine (9) areas. Outlined below is a summary highlighting the FY 2019 Work Plan accomplishments by focus area, which underscores the strong partnership between policy and operations.

## Authentic Bastrop

Maintain and enhance our historic community feel by leveraging the combination of community, cultural, and recreational assets that make Bastrop a special place to live and work.

### FY 2019 Achievements:

- Won Great Places – APA Texas Award for Downtown Bastrop.
- Provided coordination/logistical support for 50+ special events.
- Removed roaming 250+ chickens/roosters from Downtown by year-end.
- Completed drainage and water portion of the North Main Community Rehabilitation.
- Acquired Easements for Main Street Rehabilitation Project.
- Won 2018 Texas Downtown Association "Spirit of Downtown' President's Award.

## Communication

Support and enhance open two-way communication between the City and Its residents and businesses

### FY 2019 Achievements:

- Established Monthly Electronic Newsletter.
- Improved presence on Social Media with standardized branding to include emergency management, public works, special events, and public safety.
- Conducted extensive public input for Building Bastrop to include community walking and bike tours; mobility tour of Downtown; Developer Forum; 2 day Design Rodeo; 2 day Code Rodeo; Transportation & Drainage Rodeo; Final Code Update Rodeo; and "Come & Go" Public Input Meeting.

## Community Safety

Keep citizens, businesses, and visitors safe.

### FY 2019 Achievements:

- 90% Design of Wastewater Treatment Plan – Construction Completion – September 2021.
- Updated Drainage Ordinance and Technical Manual.
- Completed 2-D Drainage Analysis of Gills Branch.
- Approved construction bids for Water Tower at SH 20.
- Designed Public Works Detention Pond, Jasper/Newton Drainage & Pine Street Channel Improvements and submitted projects to TDEM for construction funding.
- Finalized water treatment process for new Water Treatment Plant.
- Implemented Moratorium & Developed Expanded Review Process.

■ Revised checklists, processes, and development fees` to meet State-Mandated 30 day review or its approved legislation.
■ Installed generators at Gills Branch & Central Lift Stations.
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## Economic Vitality

Create sustainability by leveraging infrastructure renewals and investment, enhancing public/private partnerships, and fostering an inclusive and diverse environment that encourages entrepreneurial ventures and tourism.

### FY 2019 Achievements:

■ Developed Fiscal Impact Analysis Model to determine development related financial sustainability.
■ Had a 54% increase in Convention Center revenue when comparing FY 2019 to FY 2018.
■ Conducted a Food Truck Pilot Project and adopted ordinance.
■ Executed long-term agreement wholesale water agreement with Aqua Water Supply.
■ Bought additional 3,000 acre-feet of water rights in the Simsboro Aquifer.

## Fiscal Responsibility

Prepare and manage budget; fiduciary responsibility.

### FY 2019 Achievements:

■ Obtained the Government Finance Officer Association Distinguished Budget Presentation Award for the FY 2019 Budget, first time the City of Bastrop has achieved this award.
■Adopted Standardized Wholesale Water & Wastewater Customer Contracts.
■ Adopted Wholesale Water & Wastewater Rate Categories.
■ Received less than 25 Workers' Compensation claims with less than five (5) loss-time claims.
■ Revised Special Events Ordinance and Established Fee Policy.
■ Completed Banking Depository Contract.
■ Transitioned to 100% in-house building inspections.
■ Sold Revenue Bond for Water/Wastewater Utility and received AA- rating from Standard & Poors.

## Manage Growth

Plan for and manage growth, development, and redevelopment to maintain Bastrop's authentic feel and character.

### FY 2019 Achievements:

■ Significant work on Bastrop Building Block Codes ($B^3$) to ensure Bastrop is fiscally sustainable including hosting a Pop-Up Project of the codes. (Anticipated adoption – October 2019.)
■ Reviewed 2018 International Code Council Codes with Construction Standards Board (Anticipated adoption – November 2019).
■ Adopted 1445 Ordinance with Bastrop County.
■ Adopted a Grandfathering Ordinance.

## Multi-Modal Mobility

Improved mobility for all modes of transit to integrate the community through connectivity.

### FY 2019 Achievements:

- Completed Agnes Drive from SH 304 to Seton Hospital.
- Designed River Loop Trail around Downtown.
- Designed State Park Trail.
- Revised Chapter 5, Thoroughfare Master Plan, to include a gridded street network. (Anticipated adoption – October 2019).

## Organizational Excellence

Organize governance; progressive operational policies and procedures; employee and citizen volunteer recognition.
.

### FY 2019 Achievements:

- Received a 3% reduction for FY 2020 on medical insurance rates.
- Participated in Compass Medical Concierge Services with savings in excess of $130,000 in medical costs to-date with 39% employee engagement.
- Held 2nd t Annual Boards & Commission & Volunteer Banquet.
- Held 2nd Annual Boards, Commissions, and Volunteer Fair.
- Participated in NIBBLES Backpack program building food bags feeding 100 food insecure BISD students each weekend during school year.
- Evaluated police vehicle criteria for fleet replacement for the FY 2020 budget.
- Evaluated fire equipment and staffing needs to ensure ability to provide appropriate response times in the future.

## Unique Environment

Continue beautification of natural areas, parks, river, and landscape.

### FY 2019 Achievements:

- Continued the Adopt-a-Street program with Keep Bastrop County Beautiful, which has adopted out 12 streets.
- Improved Christmas Lighting in Downtown and Fisherman's Park.
- Cleaned Fisherman Park five (5) times due to high river (October, December, April, May).

# Strategic Focus - FY 2020

The FY 2020 Organizational Work Plan, built around City Council's nine (9) focus areas, has four (4) themes: (1) **BUILDING** all Capital Improvement Projects with identified funding sources, (2) **COMMUNICATING** to our citizens and visitors about important news and events in Bastrop, (3) **IMPLEMENTING PROCESS** and (4) **CUSTOMER SERVICE IMPROVEMENTS** to transform our organization to achieve our mission statement. **There are multiple items included in this workplan that will take several years to complete and will be carried over in future years.**

| Authentic Bastrop | |
|---|---|
| **Maintain and enhance our historic community feel by leveraging the combination of community, cultural and recreational assets that make Bastrop a special place to live and work.** | |
| AB #1 | Complete Main Street Rehabilitation Project-*CIP Street Project*. (Comp Plan 6.3) |
| AB #2 | Acquire Funding to Complete Old Iron Bridge Rehabilitation Project – *CIP Street Project*. (Comp Plan 7.1.3) |
| AB #3 | Obtain Certified Local Government designation. (Comp Plan 4.5.1) |
| AB #4 | Build Phase I of Skate Park in Fisherman's Park. (Comp Plan 7.2) |
| AB #5 | Implement Cultural Arts Masterplan. (Comp Plan – 8.4.1) |
| AB #6 | Complete North Main Community Rehabilitation Project including water and wastewater line replacement, street rehabilitation, and drainage improvements – *CIP Project.* (Comp Plan 2.5, 2.2, 2.6, 6.3) |
| AB #7 | Implement Sidewalk Improvement Plan in North Bastrop |
| AB #8 | Implement Streetlight Improvement Plan in North Bastrop |

| Communication | |
|---|---|
| **Support and enhance open 2-way communication between the City and its residents and businesses.** | |
| C #1 | Develop & Implement an Education Plan on Bastrop's Long-Term Fiscal Sustainability. |
| C #2 | Create and implement robust Capital Improvement Program Communication Program. |
| C #3 | Partner with TxDOT to communicate impacts of SH 71 Construction on Traffic, River Traffic, Emergency Management, and Special Events. |
| C #4 | Create and maintain an annual calendar of City & Community Events for Council use. |
| C #5 | Develop a robust social media policy and metrics. |
| C #6 | Purchase and Implement New Website. |
| C #7 | Purchase and Implement New Citizens Relationship Management Software. |

| Community Safety | |
|---|---|
| **Keep citizens, businesses, and visitors safe.** | |
| CS #1 | Design and Build Wastewater Treatment Plant #3 – *CIP Wastewater Project*. (Comp Plan 2.4) |
| CS #2 | Complete Well J, Design and Construct Water Plant & Water Line to Willow Plant – *CIP Water Project.* (Comp Plan 2.2) |
| CS #3 | Complete Water Tower at SH20 & SH71 – *CIP Water Project*. (Comp Plan 2.2) |
| CS #4 | Complete Drainage Master Plan. |
| CS #5 | Complete design of Gills Branch Improvement Projects. |

# Organizational Work Plan - FY 2020

| | |
|---|---|
| CS #6 | Complete construction of Public Works Detention Pond. – *CIP Drainage Projects* (Comp Plan 2.6) |
| CS #7 | Complete construction of Pine Street Drainage Improvements. – *CIP Drainage Projects* (Comp Plan 2.6) |
| CS #8 | Complete construction of Jasper/Newton Drainage Improvements. – *CIP Drainage Projects* (Comp Plan 2.6) |
| CS #9 | Complete repairs to Gills Branch at Lovers' Lane. |
| CS #10 | Train Night-Shift Police Officers to become dual certified Police/Firefighters. |
| CS #11 | Replace Fire Equipment to ensure a responsible fire response time is achievable. |
| CS #12 | Conduct Fire Investigations & Certificate of Occupancy Inspections to mitigate fire risk. |
| CS #13 | Partner with BISD to develop Emile Elementary Traffic Management Plan to alleviate significant traffic congestion on MLK Drive & Pine Street and anticipated changes due to SH 71 Improvements. |
| CS #14 | Continue Emergency Management & Shelter training on a quarterly basis |
| CS #15 | Purchase and implement Permit Management Software to ensure all state-required mandates for 30-day review or otherwise approved are met. |

## Economic Vitality

**Create sustainability by infrastructure renewal and investment; enhancing public/private partnerships; efficient planning and development processes; and fostering an inclusive and diverse environment that encourages entrepreneurial ventures and tourism.**

| | |
|---|---|
| EV #1 | Implement Fiscal Impact Analysis Model to determine development related financial sustainability. (Comp Plan 2.1) |
| EV #2 | Complete Food Truck Pilot Project, address concerns, and finalize Ordinance. (Comp 8.6.1) |

## Fiscal Responsibility

**Prepare and manage budget; fiduciary responsibility.**

| | |
|---|---|
| FR #1 | Implement Years 1 & 2 of Street Maintenance Program. (Comp Plan 6.3) |
| FR #2 | Implement Revised Special Events Ordinance and Procedures to meet the City's Financial Policy requirement of fees covering cost of service. (Comp Plan 8.6) |
| FR #3 | Update Equipment Replacement Schedule and review replacement policies with Council. (Comp Plan 3.1) |
| FR #4 | Evaluate convention center rental rates based on rental history and actual costs of service. (Comp Plan 8.3.2) |
| FR #5 | Conduct a perpetual care actuarial study for Fairview Cemetery to ensure long-term financial sustainability. (Comp Plan 3.2) |
| FR #6 | Develop a Right-of-Way Acquisition/Management Policy. |

## Manage Growth

**Plan for and manage growth, development, and redevelopment to maintain Bastrop's authentic feel and character.**

| | |
|---|---|
| MG #1 | Implement new Bastrop Building Block Codes, Hold Joint Workshop with Council/Planning & Zoning Commission to discuss recommended changes, & Adopt annual changes to ensure $B^3$ Codes remain fiscally sustainable. |

| Multi-Modal Mobility | |
|---|---|
| Improved mobility for all modes of transit to integrate the community through connectivity. | |
| MM #1 | Complete gaps in residential sidewalks for traffic safety in the downtown corridor. (Comp Plan 6.2) |
| MM #2 | Complete the downtown trail expansion in partnership with Bastrop Economic Development Corporation. – *CIP Quality of Life Project* (Comp Plan 7.1.3, 8.2.2) |
| MM #3 | Address mobility challenges on west side of river on the north and south sides of SH 71. (Comp Plan 6.2.4) |
| MM #4 | Partner with CARTS to develop secondary bus route and implement other multi-modal options. |

| Organizational Excellence | |
|---|---|
| Organize governance; progressive operational policies and procedures; employee and citizen volunteer recognition. | |
| OE #1 | Develop process improvements for all performance measures. |
| OE #2 | Develop an organization-wide strategy to be paperless by 2021. (Comp Plan 3.1) |
| OE #3 | Continue completion of tasks necessary to obtain Texas Police Chiefs' Recognition Program. (Comp Plan 3.1) |
| OE #5 | Develop indexing system for Council Meeting Video Archives using LaserFiche. |
| OE #6 | Create a record retention policy. |
| OE #7 | Complete award process for financial advisor services. |
| OE #8 | Develop a 20-year building maintenance plan including inspections and annual contracts. (Comp Plan 3.2) |
| OE #9 | Develop a 10-year park maintenance plan including inspections and annual contracts. (Comp Plan 3.2, 7.2) |
| OE #10 | Complete Improvements to the Citywide Network System. (Comp Plan 3.2) |
| OE #11 | Convert all on-line forms to a fillable pdf format. |
| OE #12 | Amend Appendix B – Comprehensive Plan to reflect Council's preference for creation of a Capital Improvement Program. |
| OE #13 | Complete Neo-Gov, Phase II. |

| Unique Environment | |
|---|---|
| Continue beautification of natural areas, parks, river, and landscape. | |
| UE #1 | Create memorial tree program for Fairview Cemetery. (Comp Plan 7.1) |
| UE #2 | Develop plan to lease or purchase rights-of-way owned by Union Pacific to improve aesthetics in highly visible locations. |

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# CITY OF BASTROP

## FY 2019-20 Planning Calendar

| | | |
|---|---|---|
| **Preparation** | January 14 | Staff Budget/CIP Planning Retreat. |
| | March 5 | Budget Kick-Off Meeting (Manuals Available). |
| | April 25 | Mid-Year Budget Workshop. |
| | May 1 | Receive preliminary notices of appraised value from Chief Appraiser. |
| | May 9 | Budgets due from departments. |
| | May 13 | Cabinet review of budget submittals. |
| | May 15 | Community Support Applications available at City Hall and on City's website. |
| | May 20 | Cabinet review of department pages including performance measures. |
| | May 28-30 | Verify revenue projections of all funds; Meet with Non-Special Event HOT Tourism Related Non-Profits. |
| | June 10 | Budget book to City Manager. |
| | June 18-20 | City Manager & Directors - Discuss budget submittals and priorities. |
| | June 24 | Cabinet review of budget priorities and 5 Year Financial Forecast. |
| | June 28 | Deadline - Community Support & Non-Special Event HOT Applications to Finance Office at 5:00 p.m. |
| | July 11 | Special Council Budget Workshop. |
| | July 15 | Final Review of Revenue Projections of All Funds. |
| | July 23 | Community Support Organizations present their funding request to Council (limit to 3 minutes). |
| | July 25 | Deadline for Chief Appraiser to Certify Rolls to Taxing Units. |
| **Adoption** | August 6 | Meeting of Governing Body to discuss tax rate; if proposed tax rate will exceed the rollback rate or the effective tax rate (whichever is lower), take record vote and schedule public hearing. |
| | August 13 | Council Meeting - Distribute Budget to Council in Work Session and highlight major topics. Set date, time, and place of public hearing. (Budget considered filed with City Secretary.) |
| | August 14 | Hunters Crossing Local Government Corporation Meeting to review budget and propose special assessments. |
| | August 17 | Notice of Proposed Tax Rate (must be posted 10 days prior to Public Hearing - deadline for newspaper is August 13 at noon.) |
| | August 20 | Budget Workshop - Review Proposed Budget. |
| | August 21 | Budget Workshop #2 - Review Proposed Budget, if needed. |
| | August 23 | Last day for proposed budget to be filed with the City Secretary. |
| | August 27 | Council Meeting - First Public Hearing on Tax Rate. |
| | August 31 | Publish Notice of Budget Hearing (Must be 10 days prior to Public Hearing; Publish Notice of Public Hearing for Special Assessments for Hunters Crossing - deadline for newspaper is August 27). |
| | September 10 | Council Meeting - Second Public Hearing on Tax Rate; First Reading on Tax Rate Ordinance; Budget Hearing; First Reading Budget Ordinance; Public Hearing Special Assessments for Hunters Crossing PID First Reading Ordinance. |
| | September 24 | Council Meeting - Adopt tax rate and budget. Must adopt budget before tax rate. City Council must take a separate ratification vote to adopt any budget that will raise total property tax revenue. Adoption of the special assessments for Hunters Crossing PID. Public presentation of Visit Bastrop's Budget and Business Plan. |
| **Implementation** | October 1 | Fiscal Year begins. |
| | November 12 | Distribute Final FY 2019 Adopted Budget. |
| | November 15 | Submit budget document to Government Finance Officers Association (GFOA) for consideration of Distinguished Budget Presentation Award. |
| | December 2 | Begin FY 2018 Audit. |
| | December 10 | Presentation of preliminary unaudited year-end financial report. |

**NOTE: This calendar is a planning document. Dates subject to change.*

# Annual Budget Process

## Operating Budget

**PLANNING & PREPARATION** – The City's "operating budget" is the City's annual financial operating plan. It is based on Council goals, anticipated revenues, level of service desired and capital equipment needs. It consists of all funds. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and in cooperation with all City Departments. The preparation process starts in January of each year. Staff meets to discuss priorities and Councils goals and objectives. There is a mid-year budget workshop held with City Council in April. All department budget submittals are due early May. The City Manager and Chief Financial Officer meet with each department to review their budget requests. The months of June and July are used to prioritize the requests, discuss financing options and finalize the revenue projections. The City Manager submits a budget to City Council in August and conducts a work session to discuss the highlights. Budget workshops are schedule with Council following the initial presentation to of the budget, to address any questions and receive feedback.

**ADOPTION** – The budget with all the supporting schedules will be filed with the City Secretary and available for public inspection. At the Council meeting at which time the budget is submitted, the Council will name the time and place of the public hearing. A notice of the public hearing will be published in the local newspaper and on the City's website. The City Council will adopt the budget by Ordinance after the second reading. Final adoption will constitute the official appropriations as proposed expenditures for the current year and shall constitute the basis of the official levy of the ad valorem tax to be assessed and collected for the corresponding tax year. The operating budget may be submitted to GFOA annually for evaluation and possible recognition with the Award for Distinguished Budget Presentation.

**BALANCED BUDGETS** – An operating budget will be balanced, with current revenues, inclusive of beginning resources, and greater than or equal to current expenditures/expenses.

**CONTROL –** The level of budgetary control is at the department in all funds. Department Heads can make transfers between accounts within their budget through a budget transfer. When budget adjustments must be made between departments and/or funds, they must be approved by City Council through a budget amendment.

**REPORTING** – Periodic financial reports are available within the City's financial software to enable the department managers to manage their budgets and to enable the Finance Department to monitor and control the budget as approved by the City Council. Summary monthly financial reports will be presented to the City Council within 45 days after the end of each month, if Council meetings do not interfere with the reporting requirement. Such reports will include current year revenue and expenditure budgets and year-to-date actual figures.

**PERFORMANCE MEASURES** – Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process and reported to the City Council at least quarterly.

# Annual Budget Process

## Capital Budget

**PREPARATION** – The City's capital budget will be included in the City's operating budget. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city departments.

**APPROPRIATION** – An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three years pass without any disbursement from, or encumbrance of, the appropriation. Any funds not expended, disbursed, or encumbered shall be deemed excess funds.

**CONTROL** – All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

**ALTERNATE RESOURCES** – Where applicable, assessments, impact fees, or other user-based fees should be used to fund capital projects which have a primary benefit to certain property owners.

**DEBT FINANCING** – Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

**REPORTING** – Financial reports will be available to enable the department managers to manage their operating budgets and to enable the Finance Department to monitor the operating budget as authorized by the City Manager.

BASTROPTX
Heart of the Lost Pines
Est. 1832

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# Financial Strategy

## Financial Strategy

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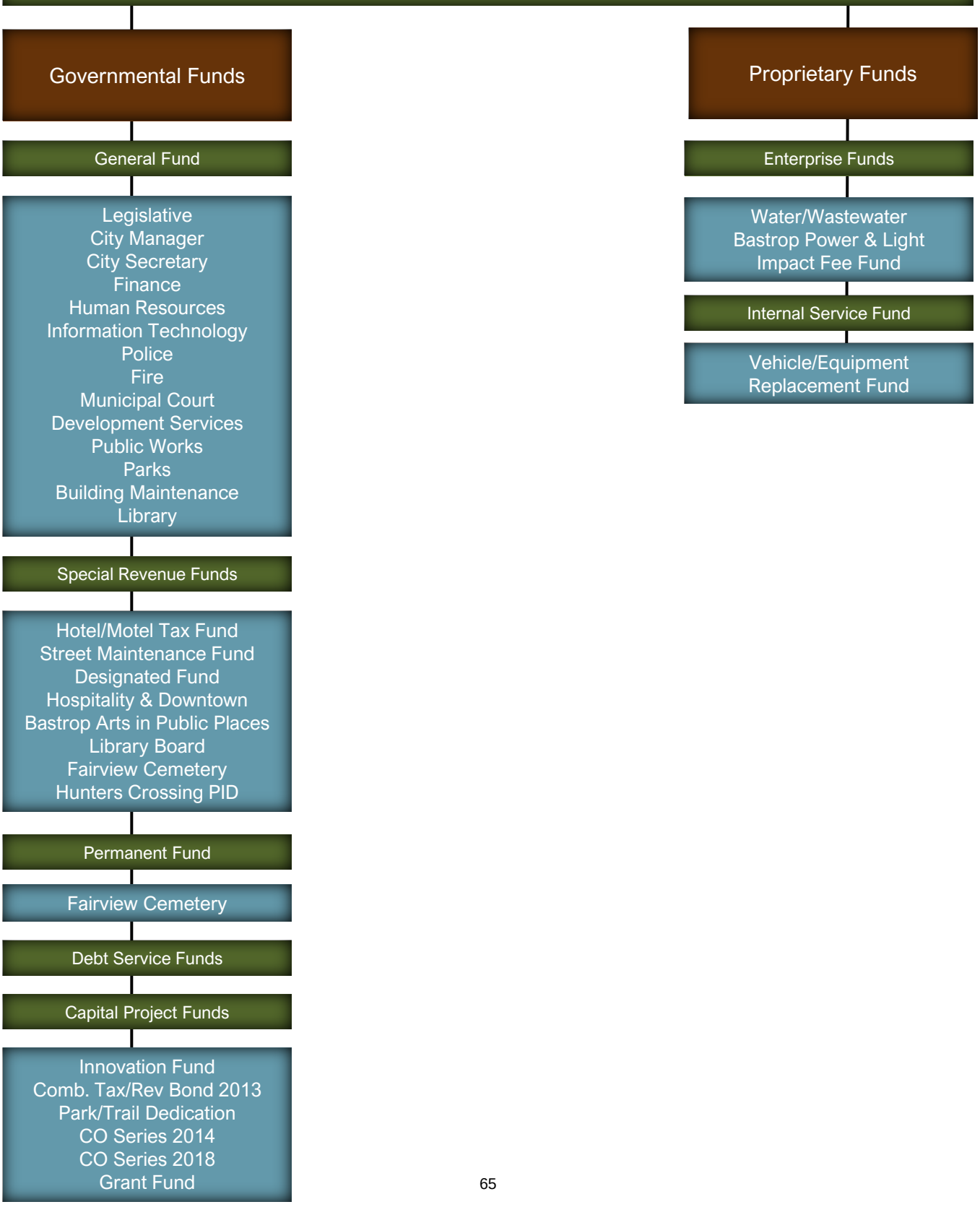
# ALL FUND SUMMARY - FY 2020

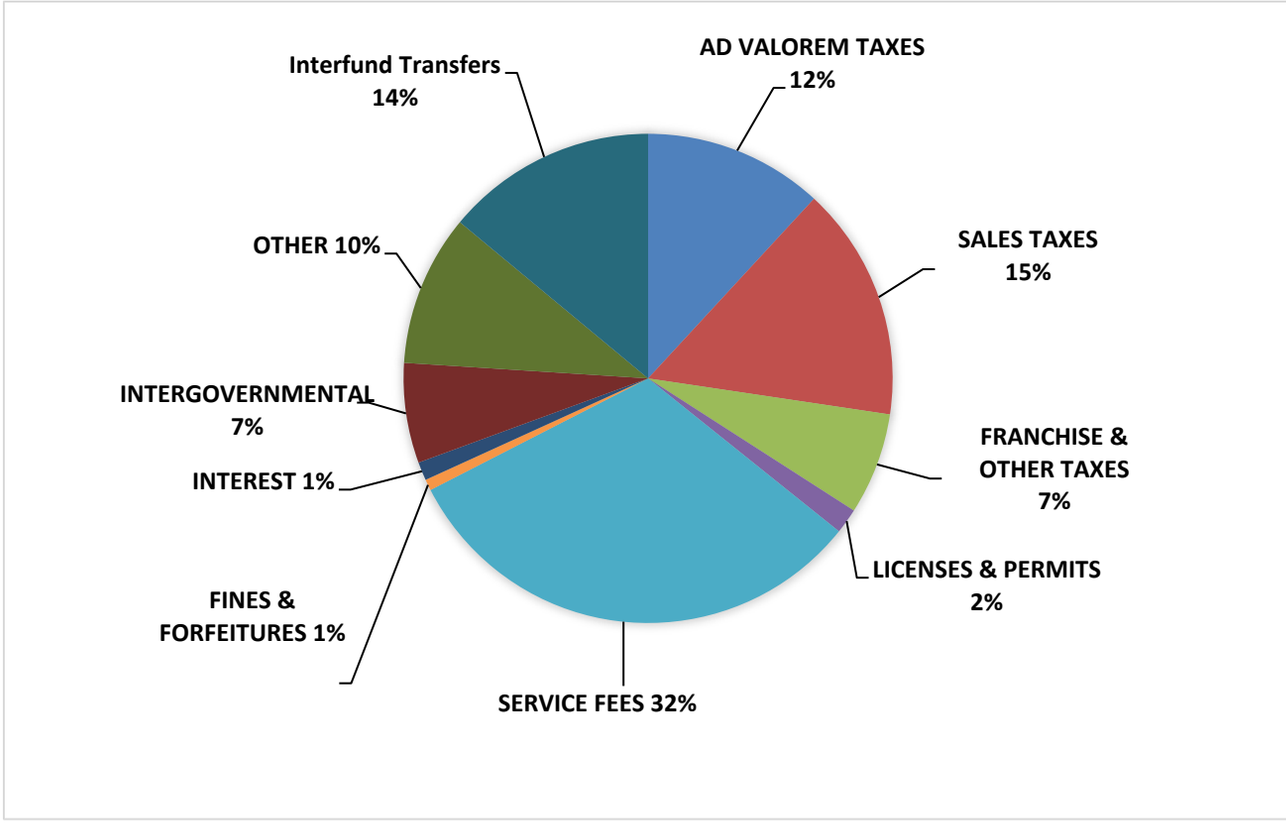
| | GENERAL FUND | STREET MAINTENANCE FUND | DEBT SERVICE FUNDS | HOTEL TAX FUND | SPECIAL REVENUE FUNDS | WATER/ WASTEWATER FUNDS | BP&L FUND | CAPITAL IMPROVEMENT FUNDS | INTERNAL SERVICE FUND | ECONOMIC DEVELOPMENT CORP | TOTAL ALL FUNDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCES** | $ 2,643,264 | $ 1,019,945 | $ 254,780 | $ 3,797,361 | $ 2,758,164 | $ 5,050,257 | $ 3,590,969 | $ 5,393,832 | $ 2,384,291 | $ 4,070,298 | $ 30,963,161 |
| **REVENUES:** | | | | | | | | | | | |
| AD VALOREM TAXES | 3,850,795 | | 2,006,862 | | - | - | - | - | | | 5,857,657 |
| SALES TAXES | 5,084,400 | | | | - | - | - | - | | 2,560,000 | 7,644,400 |
| FRANCHISE & OTHER TAXES | 467,830 | | | 2,830,500 | 23,250 | - | - | - | | | 3,321,580 |
| LICENSES & PERMITS | 819,032 | | | 2,000 | - | - | - | - | | | 821,032 |
| SERVICE FEES | 673,100 | | | 275,250 | 1,116,203 | 6,163,064 | 7,037,682 | - | 371,192 | 13,800 | 15,650,291 |
| FINES & FORFEITURES | 349,585 | | | | 12,650 | - | - | - | | | 362,235 |
| INTEREST | 65,000 | 10,000 | 20,000 | 65,000 | 44,050 | 117,000 | 72,000 | 110,144 | 15,500 | 80,000 | 598,694 |
| INTERGOVERNMENTAL | 89,878 | | 246,548 | 62,312 | 2,863,125 | - | - | - | | | 3,261,863 |
| OTHER | 60,000 | | | - | 31,910 | 6,500 | 16,880 | 3,265,000 | | 1,560,000 | 4,940,290 |
| **TOTAL REVENUES** | 11,459,620 | 10,000 | 2,273,410 | 3,235,062 | 4,091,188 | 6,286,564 | 7,126,562 | 3,375,144 | 386,692 | 4,213,800 | 42,458,042 |
| **OTHER SOURCES** | | | | | | | | | | | |
| Other Financing Sources | - | | | | | | | 30,000 | | | 30,000 |
| Interfund Transfers | 769,741 | 154,000 | 514,416 | 461,494 | 4,700 | 4,895,885 | - | 22,500 | 75,000 | | 6,897,736 |
| **TOTAL REVENUE & OTHER SOURCES** | 12,229,361 | 164,000 | 2,787,826 | 3,696,556 | 4,095,888 | 11,182,449 | 7,126,562 | 3,427,644 | 461,692 | 4,213,800 | 49,385,778 |
| **TOTAL AVAILABLE RESOURCES** | $ 14,872,625 | $ 1,183,945 | $ 3,042,606 | $ 7,493,917 | $ 6,854,052 | $ 16,232,706 | $ 10,717,531 | $ 8,821,476 | $ 2,845,983 | $ 8,284,098 | $ 80,348,939 |
| EXPENDITURES: | | | | | | | | | | | |
| GENERAL GOVERNMENT | 4,454,010 | | | | 3,268,125 | - | - | 123,000 | | | 7,845,135 |
| PUBLIC SAFETY | 4,605,308 | | | | 20,950 | - | - | - | | | 4,626,258 |
| DEVELOPMENT SERVICES | 1,084,324 | | | | - | - | - | 100,000 | | | 1,184,324 |
| COMMUNITY SERVICES | 1,647,736 | | | 354,150 | 305,327 | - | - | - | | | 2,307,213 |
| UTILITIES | | | | | 165,000 | 3,839,046 | 6,054,651 | - | | | 10,058,697 |
| DEBT SERVICE | | | 2,752,618 | | - | 1,870,887 | 159,847 | 143,668 | | 485,453 | 5,412,473 |
| ECONOMIC DEVELOPMENT | | | | 3,327,999 | - | - | - | - | | 2,066,445 | 5,394,444 |
| CAPITAL OUTLAY | | 1,183,945 | | | 911,000 | 4,150,400 | 615,000 | 8,043,689 | 356,500 | 2,692,000 | 17,952,534 |
| **TOTAL EXPENDITURES** | 11,791,378 | 1,183,945 | 2,752,618 | 3,682,149 | 4,670,402 | 9,860,333 | 6,829,498 | 8,410,357 | 356,500 | 5,243,898 | 54,781,078 |
| **OTHER USES** | | | | | | | | | | | |
| Interfund Transfers | 238,992 | - | - | 521,916 | 575,395 | 4,335,693 | 872,750 | 352,991 | - | | 6,897,736 |
| **TOTAL EXPENDITURE & OTHER USES** | 12,030,370 | 1,183,945 | 2,752,618 | 4,204,065 | 5,245,797 | 14,196,026 | 7,702,248 | 8,763,348 | 356,500 | 5,243,898 | 61,678,814 |
| **ENDING FUND BALANCES** | $ 2,842,255 | $ - | $ 289,988 | $ 3,289,852 | $ 1,608,255 | $ 2,036,680 | $ 3,015,283 | $ 58,128 | $ 2,489,483 | $ 3,040,200 | $ 18,670,125 |

# City of Bastrop Fund Structure



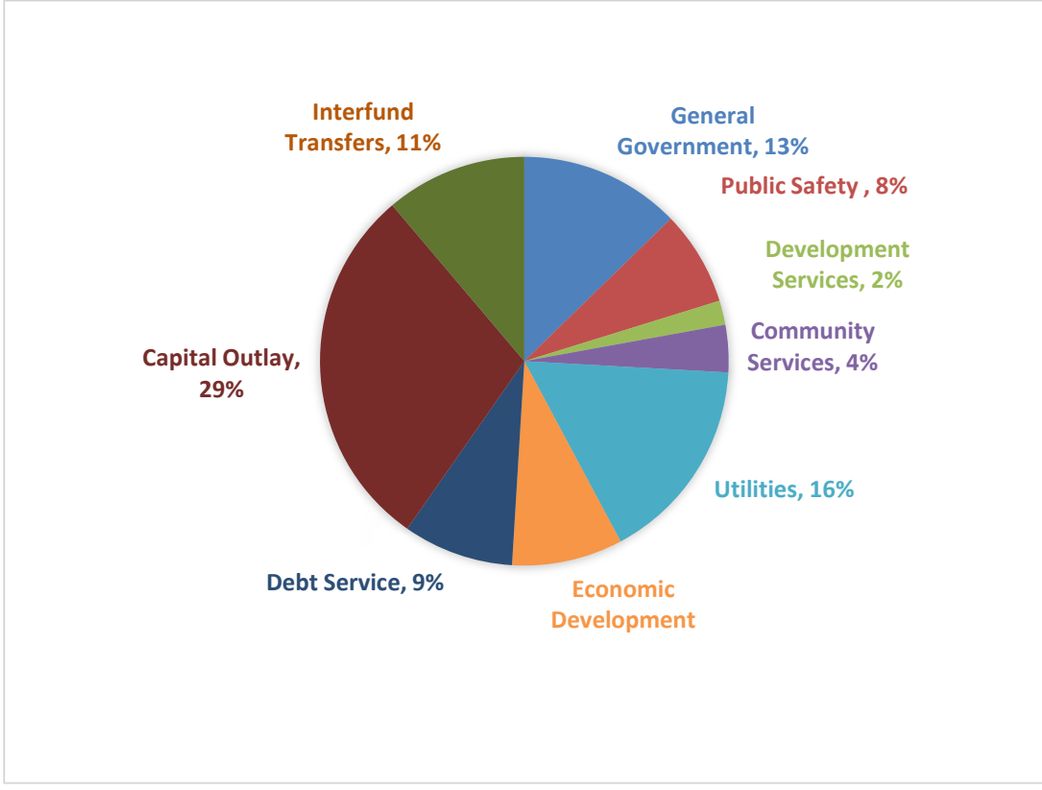
# Consolidated Summary of Revenue

| | Actual FY 2017-2018 | Budget FY 2018-2019 | Projected FY 2018-2019 | Proposed FY 2019-2020 |
|---|---|---|---|---|
| **REVENUES** | | | | |
| AD VALOREM TAXES | 5,198,768 | 5,396,523 | 5,444,081 | 5,857,657 |
| SALES TAXES | 7,242,380 | 7,309,610 | 7,486,393 | 7,644,400 |
| FRANCHISE & OTHER TAXES | 3,753,889 | 3,716,632 | 3,361,180 | 3,321,580 |
| LICENSES & PERMITS | 744,028 | 701,500 | 520,297 | 821,032 |
| SERVICE FEES | 14,527,904 | 15,037,270 | 14,666,567 | 15,650,291 |
| FINES & FORFEITURES | 303,807 | 348,000 | 396,050 | 362,235 |
| INTEREST | 467,088 | 446,586 | 690,623 | 598,694 |
| INTERGOVERNMENTAL | 1,388,359 | 1,551,766 | 403,706 | 3,261,863 |
| OTHER | 892,598 | 1,514,919 | 1,022,468 | 4,940,290 |
| **TOTAL REVENUES** | 34,518,821 | 36,022,806 | 33,991,365 | 42,458,042 |
| **OTHER SOURCES** | | | | |
| Other Sources | - | - | - | 30,000 |
| Interfund Transfers | 7,795,005 | 5,959,301 | 5,930,831 | 6,897,736 |
| **TOTAL REVENUE & Other Sources** | 42,313,826 | 41,982,107 | 39,922,196 | 49,385,778 |



# Consolidated Summary of Expenditures

| | Actual FY 2017-2018 | Budget FY 2018-2019 | Projected FY 2018-2019 | Proposed FY 2019-2020 |
|---|---|---|---|---|
| **EXPENDITURES** | | | | |
| General Government | $ 4,170,765 | 6,851,217 | 5,770,835 | 7,845,135 |
| Public Safety | 3,926,213 | 5,162,334 | 4,166,673 | 4,626,258 |
| Development Services | 866,492 | 1,539,699 | 1,007,786 | 1,184,324 |
| Community Services | 2,022,357 | 2,991,124 | 2,249,270 | 2,307,213 |
| Utilities | 9,309,549 | 9,921,729 | 9,494,464 | 10,058,697 |
| Economic Development | 6,705,823 | 5,797,493 | 4,782,467 | 5,412,473 |
| Debt Service | 2,467,965 | 3,364,882 | 4,347,737 | 5,394,444 |
| Capital Outlay | 4,801,340 | 9,169,153 | 8,358,149 | 17,952,534 |
| **Total Expenditures** | 34,270,504 | 44,797,631 | 40,177,381 | 54,781,078 |
| **OTHER FINANCING USES** | | | | |
| Other Financing Uses | | - | | |
| Interfund Transfers | 7,795,005 | 5,959,301 | 5,930,831 | 6,897,736 |
| **Total Expenditures & Other Uses** | 42,065,509 | 50,756,932 | 46,108,212 | 61,678,814 |



# Department Base Adjustments

## FY 2020 Proposed Program Changes

| Bastrop Power & Light | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Fuel and Lube**<br>Added funding for inflation in fuel costs and the addition of vehicles | $2,500 | $2,500 | 0 |
| **Equipment Maintenance**<br>Added funding for inflation in maintenance costs and the addtion of equipment | $5,000 | $5,000 | 0 |
| **Vehicle**<br>Added funding for inflation in maintenance costs and the addition of vehicles | $3,000 | $3,000 | 0 |
| **Building**<br>Added funding to purchase a CONEX unit for storage | $3,000 | $3,000 | 0 |
| **Professional Services**<br>Finance added funding for Council-designated Special Projects (Public Relations) | $37,000 | $37,000 | 0 |
| **Legal Services**<br>Reduced budget to match actual costs | -$1,500 | -$1,500 | 0 |
| **LCRA Power**<br>Projected lower rates | -$327,281 | -$327,281 | 0 |
| **LCRA Testing**<br>Added funding for inflation in testing costs | $1,000 | $1,000 | 0 |
| **Vehicle/Equipment Replacement fee**<br>Added additional vehicles and equipment to the fund | $29,194 | $29,194 | 0 |
| **Sponsorships**<br>Increased funding to accommodate additional sponsorship opportunities | $1,000 | $1,000 | 0 |

| Bastrop Power & Light | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Community Support**<br>Added funding for PHI Cares- medical air transport | $25,745 | $25,745 | 0 |
| **Line Extensions**<br>Added funding for Piney Creek Bend Phase II line extension fee | $2,000 | $2,000 | 0 |
| **Transfer Out - Special Project Fund**<br>Most of the funding transfer in FY 2019 was for one-time expense | -$443,825 | -$443,825 | 0 |
| **Transfer Out - Vehicle/Equip Replacement Fund**<br>Reduced the amount of contribution for future vehicle and equipment purchases | -$25,000 | -$25,000 | 0 |
| **System Study Improvements**<br>Projects #5 and #11 will carry over into FY 20. However, we have already started ordering materials and believe some will be received and paid this year, thereby reducing the amount of funds needed to roll over. | -$70,000 | -$70,000 | |
| **Bastrop Power & Light Total** | **-$758,167** | **-$758,167** | **$0** |

# Department Base Adjustments

## FY 2020 Proposed Program Changes

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Legislative** | | | |
| **Professional Services**<br>Reduced funding to reflect actual costs | -$6,000 | -$6,000 | 0 |
| **Travel & Training**<br>Added funding to cover all of the training and conferences for all Council members | $6,000 | $6,000 | 0 |
| **Legislative Total** | **$0** | **$0** | **0** |
| **Organizational** | | | |
| **Group Insurance**<br>FY 2019 included a discount that is not included in FY 2020 | $3,980 | $3,980 | 0 |
| **Retiree Benefits**<br>FY 2019 included projections for employee's eligible for retirement but didn't choose to retire yet | -$27,835 | -$27,835 | 0 |
| **Supplies**<br>Increased funding to reflect actual costs | $800 | $800 | 0 |
| **Equipment Maintenance**<br>Reduce funding to reflect actual costs | -$350 | -$350 | 0 |
| **Maintenance of Vehicle**<br>Reduce funding to reflect actual costs | -$425 | -$425 | 0 |
| **Communications**<br>Increased funding to reflect actual costs | $1,000 | $1,000 | 0 |
| **Property Tax Collection/Appraisal Services**<br>Added funding to cover the increase in fees by Bastrop Central Appraisal District for appraisal services | $3,916 | $3,916 | 0 |
| **Engineering and Consulting**<br>Added cost to cover unplanned engineering projects | $4,969 | $4,969 | 0 |
| **Property and Liability Insurance**<br>FY2019 budget was short, this increase is to cover two years of premium increases | $12,322 | $12,322 | 0 |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Contractual Services**<br>FY 2019 not offset by County contribution to Water St. parking lot contract | -$3,000 | -$3,000 | 0 |
| **Advertising**<br>Increased funding to reflect actual costs | $1,000 | $1,000 | 0 |
| **Travel & Training**<br>Added funding for PIO training | $2,125 | $2,125 | 0 |
| **380 Agreement Reimb-Sales Taxes**<br>Added funding for increase sales tax rebate due to new businesses in Burleson Crossing | $12,000 | $12,000 | 0 |
| **380 Agreement Reimb-Property Taxes**<br>Reduced funding due to properties being sold in Burleson Crossing | -$2,000 | -$2,000 | 0 |
| **Overhead Allocation**<br>Increase in allocation of administrative support from W/WW, BP&L and HOT fund due to salary adjustments | $7,275 | $7,275 | 0 |
| **Contingency** | $363 | $363 | 0 |
| **Salary Adjustment Savings**<br>Removed salary adjustment savings from budget due to positions being filled | $172,254 | $0 | 0 |
| **Transfer Out - Hotel Occupancy Fund**<br>Reduced funding to cover the General Fund portion of the Multi-media and Special Event & Reservation departments | -$27,090 | $0 | 0 |
| **Organizational Total** | **$161,304** | **$16,140** | **0** |

## City Manager

| | | | |
|---|---|---|---|
| **Vehicle/Equip Replacement Fee**<br>Reduced funding due to adjustment to life of the assets in VERF fund reducing the lease payment due | -$2,250 | -$2,250 | 0 |
| **Travel & Training**<br>Added funding to cover all of the training and conferences | $500 | $500 | 0 |
| **Dues, Subscriptions, and publications**<br>Added funding to cover additional dues | $500 | $500 | 0 |
| **City Manager Total** | **-$1,250** | **-$1,250** | **0** |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **City Secretary NO Changes** | | | |
| **Finance** | | | |
| **Office Equipment**<br>FY 2019 budget included one-time expenses | -$500 | -$500 | 0 |
| **Forms Printing**<br>Reduced to reflect one-time purchases | -$150 | -$150 | 0 |
| **Equipment/Software Maintenance**<br>Added funding to cover Increase in maintenance cost of software | $3,930 | $3,930 | 0 |
| **Utilities**<br>Reduced funding to reflect actual costs | -$400 | -$400 | 0 |
| **Audit**<br>Added expense for new auditor contract | $120 | $120 | 0 |
| **Advertising**<br>Increased public notice requirements | $975 | $975 | 0 |
| **Travel & Training**<br>Reduced funding since Director's CPM classes are almost finished & assitant position on hold | -$2,000 | -$2,000 | 0 |
| **Dues Subscriptions & Publications**<br>Increased funding to reflect actual costs | $775 | $775 | 0 |
| **City Finance Total** | **$2,750** | **$2,750** | **0** |
| **Finance-Utility Customer Service** | | | |
| **Postage**<br>Increased funding to reflect actual costs | $1,320 | $1,320 | 0 |
| **Office Equipment**<br>Added funding for replacement of scanners | $350 | $0 | 0 |
| **Equipment/Software Maintenance**<br>Added funding due to increased annual maintenance of new customer portal | $4,455 | $4,455 | 0 |
| **Communications**<br>Reduced funding to reflect actual costs | -$840 | -$840 | 0 |
| **Professional Services**<br>Reduction in cost with new third party billing vendor | -$1,640 | -$1,640 | 0 |
| **Contractual Services**<br>Added funding for Solid Waste contract rate increase of 5%, plus additional homes being served | $33,474 | $33,474 | 0 |
| **City Finance-Utility Customer Service Total** | **$37,119** | **$36,769** | **0** |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Human Resources** | | | |
| **Supplies**<br>Purchasing expandable banner & monogrammed tablecloth | $450 | $450 | 0 |
| **Office Equipment**<br>New Phone for Director | $700 | $700 | 0 |
| **Forms Printing**<br>Reflects price increases | $100 | $100 | 0 |
| **Travel & Training**<br>Annual TMHRA Conference is in Georgetown | -$2,700 | -$2,700 | 0 |
| **City Pins/Appreciation**<br>Reflects pricing increase | $650 | $650 | 0 |
| **Human Resources Total** | **-$800** | **-$800** | **0** |
| **Information Technology** | | | |
| **Supplies**<br>Reduced funding to reflect actual costs | -$300 | -$300 | 0 |
| **IT Supplies**<br>Reduced funding to reflect actual costs | -$2,000 | -$2,000 | 0 |
| **Office Equipment**<br>Added storage shelving expense | $400 | $0 | 0 |
| **Equipment**<br>Added funding for tablet and workstation for system administrator | $2,350 | $0 | 0 |
| **Small Tools**<br>Reduced funding to reflect actual costs | -$980 | -$980 | 0 |
| **Equipment/Software Maintenance**<br>Added software and license fees to increase efficiency and security | $17,280 | $17,280 | 0 |
| **Vehicle Maintenance & Repair**<br>Reduced funding to reflect actual costs | -$120 | -$120 | 0 |
| **Communications**<br>Reduced funding to reflect actual costs | -$1,280 | -$1,280 | 0 |
| **Utilities**<br>Reduced funding to reflect actual costs | -$1,052 | -$1,052 | 0 |
| **Professional Services**<br>Added funding for increased server consulting | $1,000 | $1,000 | 0 |
| **Vehicle Equipment Replacement Fee**<br>Added the servers purchased in FY 2019 to the VERF fund and added lease payments for future replacement | $11,856 | $11,856 | 0 |
| **Information Technology Total** | **$27,154** | **$24,404** | **0** |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Police Administration** | | | |
| **Supplies**<br>Added funding to reflect actual costs | $4,680 | $4,680 | 0 |
| **Office Equipment**<br>Added funding for equipment replacement | $3,400 | $0 | 0 |
| **Janitorial Supplies/Admin.**<br>Reduced funding to reflect actual costs | -$1,276 | -$1,276 | 0 |
| **Special Printing/Admin.**<br>Added funding for reprint of policy manual | $2,600 | $0 | 0 |
| **Fuel Admin**<br>Added funding to project increase in costs of fuel. | $250 | $250 | 0 |
| **Maintenance - Vehicles/Admin**<br>Reduce funding due to replacement of aging fleet | -$3,210 | -$3,210 | 0 |
| **Communication/Admin.**<br>Added funding due to radio contract increase | $3,228 | $3,228 | 0 |
| **Dues, Subscriptions, & Publications/Admin.**<br>Increased funding to reflect actual costs | $723 | $723 | 0 |
| **Prisoner Housing**<br>Reduced funding due to actual cost historically | -$1,200 | -$1,200 | 0 |
| **Police Administration Total** | **$9,195** | **$3,195** | **0** |
| **Police - Code Enforcement & Animal Control** | | | |
| **Supplies- Code**<br>Increased funding to reflect actual costs | $203 | $203 | 0 |
| **Fuel - Code**<br>Reduced funding to reflect actual costs | -$312 | -$312 | 0 |
| **Maintenance of Equipment - Code**<br>Increased funding to maintain chicken traps | $500 | $500 | 0 |
| **Maintenance - Vehicles - Code**<br>Decreased funding to reflect actual costs | -$152 | -$152 | 0 |
| **Uniforms - Code**<br>Increased funding to provide addition safety boots | $225 | $225 | 0 |
| **Travel & Training**<br>Added funding due to increased cost in tuition and lodging for annual training. | $215 | $215 | 0 |
| **Police - Code Enforcement & Animal Control Total** | **$679** | **$679** | **0** |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Police - Emergency Management** | | | |
| **Supplies - EM**<br>Added funding to cover training material | $1,100 | $1,100 | 0 |
| **Utilities**<br>Added funding for operating cost of running the Shelter/Senior Center | $1,250 | $1,250 | 0 |
| **Police - Emergency Management Total** | **$2,350** | **$2,350** | **0** |
| **Police - Criminal Investigations** | | | |
| **Office Equipment -CID**<br>Added funding for a Mobile Data Terminal | $3,150 | $0 | 0 |
| **Police Equipment - CID**<br>Added funding for iPads for each detective to aid in criminal investigations. | $2,900 | $0 | 0 |
| **Maintenance - Equipment - CID**<br>Added funding for contingency | $500 | $500 | 0 |
| **Maintenance - Vehicles - CID**<br>Added funding to reflect actual costs | $658 | $658 | 0 |
| **Medical - CID**<br>Added contingency for sexual assault kits | $1,400 | $1,400 | 0 |
| **Uniforms - CID**<br>Added funding for uniforms for Records Clerks | $2,084 | $2,084 | 0 |
| **Travel & Training CID**<br>Added funding for additional training | $2,400 | $2,400 | 0 |
| **Dues, Subscriptions, & Publications -CID**<br>Added additional funding for additional dues | $586 | $586 | 0 |
| **Police - Criminal Investigations Total** | **$13,678** | **$7,628** | **$0** |
| **Police - Patrol** | | | |
| **Supplies**<br>Reduced funding to reflect actual costs | -$626 | -$626 | 0 |
| **Special Printing-Patrol**<br>Reduced funding to reflect actual costs | -$322 | -$322 | 0 |
| **Ammunition/Targets-Patrol**<br>Added funding to reflect actual costs | $590 | $590 | 0 |
| **Police Equipment-Patrol**<br>Added funding to reflect actual costs | $110 | $110 | 0 |
| **Fuel-Patrol**<br>Added funding due to projected inflation in prices | $4,636 | $4,636 | 0 |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Maintenance of Vehicle-Patrol**<br>Added funding due to Increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles. | $6,156 | $6,156 | 0 |
| **Uniforms-Patrol**<br>Added funding to reflect actual costs | $223 | $223 | 0 |
| **Travel & Training-Patrol**<br>Added funding for additional training | $2,650 | $2,650 | 0 |
| **Dues, Subscriptions and Pub-Patrol**<br>Added additional funding for additional dues | $1,691 | $1,691 | |
| **Police - Patrol Total** | **$15,108** | **$15,108** | **$0** |
| **Police - Crime Prevention** | | | |
| **Special Printing - CP**<br>Reduced funding to reflect actual costs | -$1,900 | -$1,900 | 0 |
| **Fuel - CP**<br>Reduced funding to reflect actual costs | -$450 | -$450 | 0 |
| **Maintenance of Vehicles - CP**<br>Reduced funding to reflect actual costs | -$1,332 | -$1,332 | 0 |
| **Uniforms**<br>Reduced funding to reflect actual costs | -$1,959 | -$1,959 | 0 |
| **Travel & Training**<br>Reduced funding to reflect actual costs | -$1,000 | -$1,000 | 0 |
| **Police - Crime Prevention Total** | **-$6,641** | **-$6,641** | **$0** |
| **Fire - Admin** | | | |
| **Office Equipment**<br>Added equipment for Fire Inspector position | $1,500 | $0 | 1 |
| **Wildland Clothing**<br>Added equipment for Fire Inspector position | $1,350 | $0 | 1 |
| **Protective Gear**<br>Added equipment for Fire Inspector position | $3,190 | $0 | 1 |
| **Equipment Maintenance**<br>Moved from small equip. and small tools to consolidate them here, reduced budget overall | $650 | $650 | 0 |
| **Communications**<br>Increase in radio contract, full portion of tower rent (partial coverd by ESD#2 in the past) | $6,488 | $6,488 | 0 |
| **Uniforms**<br>Increased funding for new position | $550 | $550 | 1 |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Travel & Training**<br>Increased funding for new position | $2,000 | $2,000 | 1 |
| **Equipment Rental**<br>Added funding for new copier rental expense | $2,525 | $2,525 | 0 |
| **Equipment**<br>Increased funding for new position | $7,500 | $0 | 1 |
| **Police - Fire Admin. Total** | **$25,753** | **$12,213** | **1** |

## Fire - Operational

| | | | |
|---|---|---|---|
| **Small Equipment**<br>Added funding for much needed life safety equipment | $4,215 | $0 | 0 |
| **Wildland Clothing**<br>Added funding for safety clothing | $1,700 | $1,700 | 0 |
| **Equipment**<br>Reduced funding to reflect alignment of needs | -$3,740 | -$3,740 | 0 |
| **Protective Gear**<br>Reduced funding to reflect alignment of needs | -$18,430 | -$18,430 | 0 |
| **Equipment Maintenance**<br>Added funding for maintaining safety equipment to high standards | $6,905 | $6,905 | 0 |
| **Uniforms**<br>Added funding for additional shift | $950 | $950 | 2.1 |
| **Travel & Training**<br>Reduced funding to reflect alignment of needs | -$1,000 | -$1,000 | 0 |
| **Police - Fire Operational Total** | **-$9,400** | **-$13,615** | **2.1** |

## Municipal Court

| | | | |
|---|---|---|---|
| **Postage**<br>Increased notices for warrant roundup and past dues | $800 | $800 | 0 |
| **Office Equipment**<br>Reduce line item from one-time expense in FY 2019 | -$500 | $0 | 0 |
| **Software Maintenance**<br>FY 2019 had increased cost due to transition to new software | -$8,822 | -$8,822 | 0 |
| **Maintenance of Equipment**<br>Increased funding to reflect actual costs | $400 | $400 | 0 |
| **Professional Services**<br>Added funding to transition from salaried Judge to contracted | $47,904 | $47,904 | 0 |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Credit Card Processing Fee**<br>Reduce to align with actual cost | -$7,000 | -$7,000 | 0 |
| **Jury Expense**<br>Added funding for contingency | $300 | $300 | 0 |
| **Legal Services**<br>Moved Prosecutor expense to this line item and increased for actual cost | $4,000 | $4,000 | 0 |
| **Debt Collection Services**<br>Increase in fees due to increased collections (offset by fee revenue collected) | $3,000 | $3,000 | 0 |
| **Travel and Training**<br>Added funding for additional training for associate judges | $1,500 | $1,500 | 0 |
| **Dues, Subscriptions, & Publications**<br>Increased funding to reflect actual costs | $140 | $140 | 0 |
| **Municipal Court Total** | **$41,722** | **$42,222** | **$0** |

## Development Services-Planning & Zoning

| | | | |
|---|---|---|---|
| **Supplies**<br>Decreased funding to reflect actual costs | -$1,470 | -$1,470 | |
| **Equipment/Software Maintenance**<br>Added funding for additional software maintenance | $1,643 | $1,643 | 0 |
| **Communications**<br>Reduced funding to reflect actual costs | -$664 | -$664 | 0 |
| **Travel & Training**<br>Reduction due to transfer of partial budget to Building Inspector division | -$5,888 | -$5,888 | 0 |
| **Dues & Subscriptions**<br>Increased annual dues to more associations | $1,067 | $1,067 | 0 |
| **Development Services-Planning & Zoning Total** | **-$5,312** | **-$5,312** | **$0** |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Development Services-Engineering & Dev.** | | | |
| **Maps**<br>Additional funding for this line item | $500 | $500 | 0 |
| **Equipment/Software Maintenance**<br>Reduced line item due to transfer to Building Inspector division | -$5,350 | -$5,350 | 0 |
| **Maintenance - Vehicles**<br>Added funding for increase in vehicle maintenance requirements (preventative and actual) because of aging vehicles. | $1,000 | $1,000 | 0 |
| **Communications**<br>Reduced funding to reflect actual costs | -$500 | -$500 | 0 |
| **Professional Serivces**<br>Reduction due to proposed Construction Manager position | -$81,744 | -$81,744 | 0 |
| **Credit Card Processing Fee**<br>Reduced funding to reflect actual costs | -$300 | -$300 | 0 |
| **Uniforms**<br>Reduced funding to reflect actual costs | -$300 | -$300 | 0 |
| **Travel & Training**<br>Reduced funding to reflect actual costs | -$568 | -$568 | 0 |
| **Dues & Subscriptions**<br>Reduced funding to reflect actual costs | -$1,795 | -$1,795 | 0 |
| **Development Services-Eng. & Dev. Total** | **-$89,057** | **-$89,057** | **$0** |
| **Development Services-Building Inspection** | | | |
| **Supplies**<br>Change due to creation of new division | **$1,500** | **$1,500** | **$0** |
| **Fuel & Lube**<br>Change due to creation of new division | **$3,000** | **$3,000** | **$0** |
| **Maintenance of Vehicle**<br>Change due to creation of new division | **$6,000** | **$6,000** | **$0** |
| **Communications**<br>Change due to creation of new division | **$2,592** | **$2,592** | **$0** |
| **Uniforms**<br>Change due to creation of new division | **$900** | **$900** | **$0** |
| **Travel & Training**<br>Change due to creation of new division | **$6,456** | **$6,456** | **$0** |
| **Dues & Subscriptions**<br>Change due to creation of new division | **$728** | **$728** | **$0** |
| **Development Services-Bldg Insp. Total** | **$21,176** | **$21,176** | **$0** |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Public Works - Administration** | | | |
| **Chemicals**<br>Reduced funding to reflect actual costs | -$100 | -$100 | 0 |
| **Small Tools**<br>Reduced funding to reflect actual costs | -$800 | -$800 | 0 |
| **Utilities**<br>This line item originally included the senior center utilities but this has been moved to Emergency Management dividion in the Police budget | -$4,800 | -$4,800 | 0 |
| **Professional Services**<br>Moved this mowing contract to the HOT fund | -$157,668 | -$157,668 | 0 |
| **Uniforms**<br>Increasing funding to provide additional shirts and other uniform items | $1,580 | $1,580 | 0 |
| **Vehicle/Equip Replacement Fee**<br>Added funding for new vehicle/equipment lease payment | $2,974 | $2,974 | 0 |
| **Advertising**<br>Increased funding to reflect actual costs | $100 | $100 | 0 |
| **Travel & Training**<br>Additional Superintendent training | $2,056 | $2,056 | 0 |
| **Dues, Subscriptions & Publications**<br>Additional memberships in TPWA | $640 | $640 | 0 |
| **Equipment Rental**<br>Reduced funding to reflect actual costs | -$1,400 | -$1,400 | 0 |
| **Public Works - Administration Total** | **-$157,418** | **-$157,418** | **0** |
| **Public Works - Streets & Drainage** | | | |
| **Supplies**<br>Added funding for needed supplies | $2,600 | $0 | 0 |
| **Small Tools**<br>Added funding for needed tools | $2,000 | $2,000 | 0 |
| **Equipment Rental**<br>Contingency for unforseen rentals | $1,400 | $1,400 | 0 |
| **Public Works - Streets & Drainage Total** | **$6,000** | **$3,400** | **0** |
| **Public Works - Parks** | | | |
| **Equipment Maintenance**<br>Reduced funding to reflect actual costs | -$1,000 | -$1,000 | 0 |
| **Dog Bark Park Expense**<br>FY 2019 included one-time expenses | -$4,500 | -$4,500 | 0 |

| General Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Delgado Park Maintenance**<br>Added funding for new park | $300 | $300 | 0 |
| **Old Iron Bridge**<br>Reduction for less maintenance due to closer | -$250 | -$250 | 0 |
| **Pecan Park Maintenance**<br>Added funding for new park | $5,450 | $5,450 | 0 |
| **Little League Utilities**<br>Added funding to reflect actual costs | $200 | $200 | 0 |
| **Parks & Trails Utilities**<br>Reduced funding to reflect actual costs | -$200 | -$200 | 0 |
| **Public Works - Parks Total** | **$0** | **$0** | **0** |

## Public Works - Building Maintenance NO Changes

## Library

| | | | |
|---|---|---|---|
| **Supplies**<br>Added funding to reflect actual costs | $710 | $710 | 0 |
| **Small Equipment**<br>Added funding for replacement of printers | $2,400 | $0 | 0 |
| **Books**<br>Increase funding of eBooks | $2,500 | $2,500 | 0 |
| **Audio Visuals**<br>Reduced funding to reflect actual costs | -$100 | -$100 | 0 |
| **Computer Maintenance**<br>Reduced funding to reflect actual costs | -$782 | -$782 | 0 |
| **Building Maintenance**<br>Increased funding to reflect actual costs | $1,500 | $1,500 | 0 |
| **Communication**<br>Increased funding to reflect actual costs | $200 | $200 | 0 |
| **Utilities**<br>Increased funding to reflect actual costs | $500 | $500 | 0 |
| **Professional Services**<br>Increased funding to reflect actual costs | $200 | $200 | 0 |
| **Advertising**<br>Increased funding to reflect actual costs | $130 | $130 | 0 |
| **Travel & Training**<br>Added funding for additional conference | $1,400 | $1,400 | 0 |
| **Equipment Rental**<br>Reduced funding to reflect actual costs | -$1,350 | -$1,350 | 0 |
| **Library Total** | **$7,308** | **$4,908** | **$0** |
| **TOTAL GENERAL FUND** | **$75,665** | **-$93,364** | **$2** |

# Department Base Adjustments

## FY 2020 Proposed Program Changes

| Hospitality & Downtown | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Bastrop Art in Public Places** | | | |
| **Professional Services**<br>Removed Old Iron Bridge Development. Will re-appropriate when funding is secured for Old Iron Bridge Rehabilitation. | -$20,000 | $0 | 0 |
| **Special Projects**<br>Removed funding for Transformer project | -$1,420 | -$1,420 | 0 |
| **Bastrop Art in Public Places Total** | **-$21,420** | **-$1,420** | **0** |
| **Convention Center** | | | |
| **Supplies**<br>Added funding due to the increased costs | $500 | $500 | 0 |
| **Postage**<br>Added funding due to additional Farm Street Opry mail outs | $200 | $200 | 0 |
| **Janitorial Supplies**<br>Reduced funding to reflecting actual costs | -$5,000 | -$5,000 | 0 |
| **Equipment Maintenance**<br>This line item includes software maintenance and this amount increased. | $500 | $500 | 0 |
| **Building Maintenance**<br>Line increase due to recommended roof repair. | $12,000 | $0 | 0 |
| **Communications**<br>Increased cost in internet monthly fees | $4,140 | $4,140 | 0 |
| **Utilities**<br>Increased funding to reflecting actual costs | $838 | $838 | 0 |

| Hospitality & Downtown | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Professional Services**<br>Several sponsored events eliminated | -$6,200 | -$6,200 | 0 |
| **Client Contracted Expense**<br>This is a pass-thru expense from client. Reduced based on FY 2019 actual. | -$3,500 | -$3,500 | 0 |
| **Advertising**<br>Increased due to additional promotion of the Center | $10,000 | $10,000 | 0 |
| **Convention Center Total** | **$13,478** | **$1,478** | **0** |
| **Main Street Program** | | | |
| **Supplies**<br>Added funding for storage requirements | $1,250 | $1,250 | 0 |
| **Equipment**<br>Needs in this line decreased | -$350 | -$350 | 0 |
| **Forms**<br>Added additional print material for Main St. | $1,900 | $1,900 | 0 |
| **Communication**<br>Reduced funding to reflect actual costs | -$500 | -$500 | 0 |
| **Professional Services**<br>Needs in this line increased | $2,450 | $2,450 | 0 |
| **Advertising**<br>Increased Advertising for Main Street District | $2,850 | $2,850 | 0 |
| **Promotional Activities**<br>Decreased promotional activities | -$6,850 | -$6,850 | 0 |
| **Business Development**<br>Slight increase to business development expense | $300 | $300 | 0 |
| **Travel and Training**<br>Slight increase to travel and training | $1,050 | $1,050 | 0 |
| **Sponsored Events**<br>Slight increase to sponsored events | $2,000 | $2,000 | 0 |
| **Community Partners**<br>New category to accurately track our support of community partners | $1,500 | $1,500 | 0 |

| Hospitality & Downtown | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Downtown Beautification**<br>Reduced funding to reflect actual costs | -$4,000 | -$4,000 | 0 |
| **Main Street Program Total** | **$1,600** | **$1,600** | **0** |
| **Multi-Media Department** | | | |
| **Supplies**<br>Added funding for supplies required for all equipment being utilized | $1,150 | $1,150 | 0 |
| **Office Equipment**<br>Added funding for iPads for both staff members | $3,100 | $0 | 0 |
| **Communications**<br>Increase funding for additional data for iPads | $435 | $435 | 0 |
| **Professional Services**<br>Reduce funding to align with needs | -$1,250 | -$1,250 | 0 |
| **Advertising**<br>Reduce funding to align with needs | -$1,000 | -$1,000 | 0 |
| **Travel & Training**<br>Reduce funding based on actual costs | -$150 | -$150 | 0 |
| **Dues, Subscriptions, & Publications**<br>Reduction in costs due to programming decision change | -$6,900 | -$6,900 | 0 |
| **Multi-Media Department Total** | **-$4,615** | **-$7,715** | **0** |
| **Organizational** | | | |
| **Professional Services**<br>Moved Right-a-way mowing to this fund and increased the | $235,109 | $235,109 | 0 |
| **Organization Funding**<br>Added increased funding to the non-special event community assets being funded out of HOT funds | $141,000 | $141,000 | 0 |
| **Destination Marketing Corp**<br>Additional funding in relation to increased Hotel tax revenue and projected audit adjustment | $166,285 | $166,285 | 0 |

| Hospitality & Downtown | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Special Event Expense**<br>Funding reduced and this line item to match actual costs | -$3,000 | -$3,000 | 0 |
| **Opportunity Funds**<br>Funding reduced as this line item adjusted to comply with Fund Balance requirement policy | -$219,814 | -$219,814 | 0 |
| **Transfer Out - Innovation Fund**<br>HOT funds share of the new website | $7,500 | $0 | 0 |
| **Organizational Total** | **$327,080** | **$319,580** | **0** |

## Special Events & Reservations

| | | | |
|---|---|---|---|
| **Supplies**<br>The enhanced programming requires additional supplies | $1,900 | $1,900 | 0 |
| **Office Equipment**<br>Added one-time purchases for iPad and office furniture | $1,050 | $0 | 0 |
| **Communications**<br>Added additional amount for data for the iPad | $1,032 | $1,032 | 0 |
| **Professional Services**<br>Added funding is the difference between Keep Bastrop County Beautiful funding dropping off and NIBBLES program being added | $2,500 | $2,500 | 0 |
| **Uniforms**<br>There was not any funding in FY 2019 for uniforms | $700 | $700 | 0 |
| **Dues, Subscriptions, & Publications**<br>Eliminated as no longer need Recreation membership | $200 | $200 | 0 |
| **Recreation Programs**<br>Reduced funding as YMCA taking over Summer Camp and Movies in the Park | -$2,000 | -$2,000 | 0 |
| **Special Events & Reservations Total** | **$5,382** | **$4,332** | **0** |
| **TOTAL HOT FUND** | **$321,505** | **$317,855** | |

# Department Base Adjustments

## FY 2020 Proposed Program Changes

| Water Wastewater Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **Administration** | | | |
| **Supplies**<br>Reduce funding to reflect actual cost | -$2,700 | -$2,700 | 0 |
| **Office Equipment**<br>Purchase needed laptops and printers | $5,900 | $0 | 0 |
| **Safety/First Aid**<br>Reduce funding as there is a surplus of supplies. | -$450 | -$450 | 0 |
| **Special Printing**<br>Additional cost of posters and signs to communicate better with the public on projects in the community | $1,800 | $1,800 | 0 |
| **Small Tools**<br>Replace needed hand tools | $200 | $0 | 0 |
| **Fuel and Lube**<br>Additional cost for increase fuel prices | $2,000 | $2,000 | 0 |
| **Professional Services**<br>Added cost of the connection to Aqua at HWY 20 and unforseen projects | $51,125 | $0 | 0 |
| **Uniforms**<br>Added funding to replace items not covered by contract i.e. Rain suits, T-shirts, Hats etc.… | $700 | $700 | 0 |
| **Administrative Support**<br>Added funding for administrative support provided by General fund and Multi-Media department | $11,332 | $11,332 | 0 |
| **Transfer Out-Debt Service Fund**<br>Only transferring what is needed to meet current debt payments | -$338,372 | $0 | 0 |
| **Water Wastewater Administration Total** | **-$268,465** | **$12,682** | **0** |

| Water Wastewater Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **W/WW Distribution & Collection** | | | |
| **Fuel and Lube**<br>Added funding to project increase in fuel prices. | $4,784 | $4,784 | 0 |
| **System Maintenance**<br>FY 2019 included some one-time projects | -$18,386 | $0 | 0 |
| **Uniforms**<br>Added funding for items not covered under contract i.e. Caps, T-shirts & Rain suits. | $1,069 | $1,068 | 0 |
| **Vehicle Equip. Replacement fee**<br>Added additional vehicles to the fund therefore increasing the annual payments for replacement of the assets | $10,715 | $10,715 | 0 |
| **Travel and Training**<br>Added funding for additional training for technicians | $536 | $536 | 0 |
| **W/WW Distribution & Collection Total** | **-$1,282** | **$17,103** | **0** |
| **Water Production & Treatment** | | | |
| **Fuel & Lube**<br>Reduced funding to reflect projected year end amount plus inflation | -$340 | -$340 | 0 |
| **System Maintenance**<br>Reduced funding due to FY 2019 having large maintenance projects that are not reflected in FY 2020 budget | -$104,259 | $0 | 0 |
| **Equipment Maintenance**<br>Added additional funding for maintenance program | $12,645 | $12,645 | 0 |
| **Vehicle Maintenance**<br>Reduced due to recent replacement of older fleet | -$500 | -$500 | |
| **Utilities**<br>Added funding to cover additional cost of XS Ranch water well | $11,000 | $11,000 | 0 |
| **Professional Services**<br>Added funding due to increased TCEQ Fees. | $11,477 | $11,477 | 0 |
| **Uniforms**<br>Added funding for items not covered under contract i.e. Caps, T-shirts & Rain suits. | $345 | $345 | 0 |
| **Water Production & Treatment Total** | **-$69,632** | **$34,627** | **0** |

| Water Wastewater Fund | FY 2020 Change | Recurring Amount | New Positions |
|---|---|---|---|
| **WW Treatment Plant** | | | |
| **Chemicals**<br>Added funding as increase in influent requires an increase in chemicals. | $1,208 | $1,208 | 0 |
| **System Maintenance**<br>Reduced funding due to FY 2019 having large maintenance projects that are not reflected in FY 2020 budget | -$114,865 | $0 | 0 |
| **Equipment Maintenance**<br>Added additional funding for maintenance program | $10,400 | $10,400 | 0 |
| **Building Maintenance**<br>Reduced funding due to FY 2019 having large maintenance projects that are not reflected in FY 2020 budget | **-$5,486** | **$0** | |
| **Vehicle Maintenance**<br>Reduced due to recent replacement of older fleet | **-$3,500** | **$0** | 0 |
| **WW Treatment Plant Total** | **-$112,243** | **$11,608** | **0** |
| **Water/Wastewater Fund Totals** | **-$451,622** | **$76,020** | 0 |

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# Department Enhancements

## FY 2020 Proposed Program Changes

| Bastrop Power & Light | Amount of Change in FY 2020 | Recurring Amount | New Positions |
|---|---|---|---|
| **Additional Special Projects funding** | $250,000 | $0 | 0 |
| Added funding for North Bastrop Light Installation Project | | | |
| **Bastrop Power & Light Total** | **$250,000** | **$0** | **$0** |

# Department Enhancements

## FY 2020 Proposed Program Changes

| General Fund | Amount of Change in FY 2020 | Recurring Amount | New Positions |
|---|---|---|---|
| **Information Technology** | | | |
| **Battery Backup replacements**<br>Added funding for replacement battery backups the are critical during a power outage | $14,000 | $0 | 0 |
| **Additional Laser Fiche license**<br>Added funding for an additional 15 licenses for continued progress with paperless working environment | $13,000 | $13,000 | 0 |
| **Information Technology Total** | **$27,000** | **$13,000** | **0** |
| **Police - Patrol** | | | |
| **Operational Salary**<br>Added funding for field training officer pay | $7,500 | $7,500 | 0 |
| **Equipment**<br>Added funding for (14) ballistic helmets for life safety | $16,212 | $0 | 0 |
| **Police - Patrol Total** | **$23,712** | **$7,500** | **0.0** |
| **Fire - Administration** | | | |
| **Fire Inspector Position**<br>Added funding for a Fire Inspector to increase full time coverage and add a plan examiner that will allow plan review within the new state law required timeline. | $132,040 | $132,040 | 1.0 |
| **Fire Total** | **$132,040** | **$132,040** | **1.0** |

| General Fund | Amount of Change in FY 2020 | Recurring Amount | New Positions |
|---|---|---|---|
| **Fire - Operational** | | | |
| **Additional Night Staff Personnel**<br>Added funding for one extra night staff position 12 hours a day/7 days a week | $66,708 | $66,708 | 2.1 |
| **Fire Total** | **$66,708** | **$66,708** | **2.1** |
| **Public Works - Administration** | | | |
| **Construction Manager**<br>Added funding to add a Construction Manager position to manager all of the many capital projects the City has undertaken | $130,000 | $130,000 | 1.0 |
| **Public Works - Parks Total** | **$130,000** | **$130,000** | **1.00** |
| **TOTAL GENERAL FUND** | **$379,460** | **$349,248** | **4.1** |

# Department Enhancements

## FY 2020 Proposed Program Changes - HOT Fund

| Hospitality & Downtown | Amount of Change in FY 2020 | Recurring Amount | New Positions |
|---|---|---|---|
| **Multi-Media Department** | | | |
| **Office Equipment** | $16,772 | $0 | 0 |
| Additional storage to centralize records management | | | |
| **Multi-Media Department** | **$16,772** | **$0** | **0** |
| **Hotel Occupancy Fund Total** | **$16,772** | **$0** | **0** |

# Department Enhancements

## FY 2020 Proposed Program Changes

| Water Wastewater Fund | Amount of Change in FY 2020 | Recurring Amount | New Positions |
|---|---|---|---|
| **Administration** | | | |
| **Capital Reserve Fund**<br>Transferring excess fund balance to the capital project fund to be used for future projects | $900,000 | $0 | 0 |
| **W/WW Distribution & Collection** | | | |
| **New Meters**<br>New 16" meter for connection with Aqua | $25,000 | $0 | 0 |
| **Mapping**<br>Added funding to catch up our GIS mapping of projects. | $25,000 | $0 | 0 |
| **Water/Wastewater Fund Totals** | **$950,000** | **$0** | **0** |

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# BP&L Fund


**BP&L Fund**

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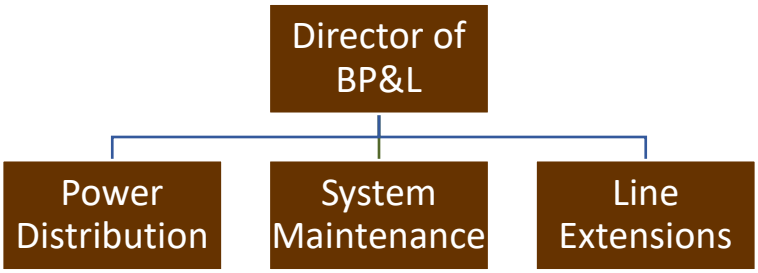
"Provide safe, reliable electric service to the citizens of Bastrop, Texas in a cost-effective, efficient manner through careful maintenance, and thoughtful capital improvements to the system."

# BP&L Fund Summary

## Department Description

Bastrop Power & Light (BP&L) Fund is utilized to account for the financial activities related to the provision of electricity services to residents in the BP&L service territory. BP&L is responsible for the City's 7200-volt electric distribution system. There are 41.4 miles of overhead electrical lines and 4.8 miles of underground electrical lines, which provide services to approximately 2,735 customers. Lower Colorado River Authority (LCRA) generates the electricity purchased by BP&L, acts as the liaison to the Electric Reliability Council of Texas (ERCOT) on behalf of BP&L and provides engineering studies and infrared and visual inspections that helps pinpoint required system maintenance. LCRA also provides mutual assistance during disasters providing manpower and equipment, when needed.

## Organizational Chart




## Goals and Objectives for FY 2020

- Maintain system reliability of 99.996% or better.
- Complete system maintenance according to LCRA Annual Engineering Study.
- Complete line extensions in a timely manner.

## Recent Accomplishments for FY 2019

✔ Complete all work orders same day and within a couple of hours of receipt.

# BP&L Fund Summary

## *BP&L Fund Summary*

| | ACTUAL FY-18 | ORIG BUDGET FY-19 | ESTIMATE FY-19 | PROPOSED FY-20 | PLANNING FY-21 |
|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE** | **$ 4,264,411** | **$ 4,308,148** | **$ 4,308,148** | **$ 3,590,969** | **$ 3,015,283** |
| Electric Sales | $ 7,140,226 | $ 7,280,740 | $ 6,777,872 | $ 6,678,682 | $ 6,603,253 |
| Service Fees | $ 31,028 | $ 32,300 | $ 28,000 | $ 31,000 | $ 32,000 |
| Extension Fees | $ 270,626 | $ 335,000 | $ 165,000 | $ 328,000 | $ 100,000 |
| Pole Attachment | $ 7,865 | $ 8,000 | $ 7,880 | $ 7,880 | $ 8,000 |
| Interest | $ 67,533 | $ 56,000 | $ 70,000 | $ 72,000 | $ 73,000 |
| Other | $ 42,068 | $ 9,000 | $ 11,486 | $ 9,000 | $ 9,000 |
| Total Revenues | $ 7,559,346 | $ 7,721,040 | $ 7,060,238 | $ 7,126,562 | $ 6,825,253 |
| **Total Resources** | **$ 11,823,757** | **$ 12,029,188** | **$ 11,368,386** | **$ 10,717,531** | **$ 9,840,536** |
| Operating Expense | $ 5,923,913 | $ 6,152,910 | $ 5,834,549 | $ 5,924,106 | $ 5,808,087 |
| Debt Service | $ 159,196 | $ 160,493 | $ 160,493 | $ 159,847 | $ 169,283 |
| Community Support | $ 155,930 | $ 104,800 | $ 104,800 | $ 130,545 | $ 100,000 |
| Line Extensions | $ 161,075 | $ 183,000 | $ 129,000 | $ 185,000 | $ 60,000 |
| System Study Improvements | $ 48,551 | $ 250,000 | $ 222,000 | $ 180,000 | $ - |
| Special Project | $ - | $ - | $ - | $ 250,000 | $ - |
| Transfer out - GF (lieu of taxes) | $ 557,748 | $ 557,750 | $ 557,750 | $ 557,750 | $ 557,750 |
| Trandfer out - Special Projects | $ 409,200 | $ 683,825 | $ 668,825 | $ 240,000 | $ 232,500 |
| Transfer out - VERF | $ 99,996 | $ 100,000 | $ 100,000 | $ 75,000 | $ 65,000 |
| **Total Operating Expenditures** | **$ 7,515,609** | **$ 8,192,778** | **$ 7,777,417** | **$ 7,702,248** | **$ 6,992,620** |
| **NET INCOME (LOSS)** | **$ 43,737** | **$ (471,738)** | **$ (717,179)** | **$ (575,686)** | **$ (167,367)** |
| **ENDING FUND BALANCE** | **$ 4,308,148** | **$ 3,836,410** | **$ 3,590,969** | **$ 3,015,283** | **$ 2,847,916** |
| *Fund Balance %* | *57%* | *47%* | *46%* | *39%* | *41%* |

# BP&L Fund Summary

## FY 2020 Revenue Fund Summary

| CITY OF BASTROP | | |
|---|---|---|
| FUND | DEPARTMENT | DIVISION |
| 404 BASTROP POWER AND LIGHT | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CHARGES FOR SERVICES | $5,029 | $3,000 | $3,000 | $3,000 | $3,000 |
| ELECTRIC REVENUES | $7,480,204 | $7,662,040 | $6,984,752 | $7,051,562 | $6,749,253 |
| INTEREST INCOME | $67,533 | $56,000 | $70,000 | $72,000 | $73,000 |
| MISCELLANEOUS | $6,577 | $0 | $2,486 | $0 | $0 |
| **TOTAL REVENUE** | **$7,559,343** | **$7,721,040** | **$7,060,238** | **$7,126,562** | **$6,825,253** |

# Revenue Summary- BP&L

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 404 BASTROP POWER AND LIGHT | 60 POWER AND LIGHT DEPT | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $676,466 | $716,406 | $713,163 | $734,689 | $747,289 |
| SUPPLIES AND MATERIALS | $31,265 | $39,000 | $36,500 | $41,500 | $44,000 |
| MAINTENANCE AND REPAIRS | $239,441 | $226,000 | $226,900 | $237,000 | $237,000 |
| OCCUPANCY | $9,182 | $10,780 | $9,200 | $10,780 | $10,780 |
| CONTRACTUAL SERVICES | $4,895,450 | $5,071,502 | $4,763,034 | $4,809,915 | $4,581,296 |
| OTHER CHARGES | $228,039 | $194,022 | $190,552 | $220,767 | $287,722 |
| CAPITAL OUTLAY | $209,626 | $433,000 | $351,000 | $615,000 | $60,000 |
| DEBT SERVICE | $159,196 | $160,493 | $160,493 | $159,847 | $169,283 |
| TRANSFERS OUT | $1,066,944 | $1,341,575 | $1,326,575 | $872,750 | $855,250 |
| **404-60-00 TOTAL** | **$7,515,609** | **$8,192,778** | **$7,777,417** | **$7,702,248** | **$6,992,620** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| DIRECTOR OF BP&L | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| ELECTRIC SUPERINTENDENT | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| EXEC. ADMIN ASSIST | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| FOREMAN | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| LINEMAN APPRENTICE | 2.000 | 2.000 | 2.000 | 2.000 | 2.000 |
| LINEWORKER-JOURNEYMAN | 3.000 | 3.000 | 3.000 | 3.000 | 3.000 |
| **TOTAL FTEs** | **9.000** | **9.000** | **9.000** | **9.000** | **9.000** |

# Expenditure Summary - BP&L

# Performance Measures

## Bastrop Power & Light

| | FY 2017 | FY 2018 | Goal FY 2019 | Goal FY 2020 |
|---|---|---|---|---|
| Reliability % of Electrical System | 99.995% | 99.988% | 99.50% | 99.50% |
| Provide same-day response to customer requests and work orders | 100% | 100% | 100% | 100% |
| Average time of Power Outage | 59 minutes | 74 minutes | >60 minutes | >60 minutes |
| | | | | |

# BP&L Fund Summary

# BP&L Community Support

The Bastrop County Child Welfare Board's received the funding level requested. Their funding goes to support Bastrop children in kinship care. Bastrop County Emergency Food Pantry and Support Center received 100% of their funding request, which was the same funding level in FY 2019. The City of Bastrop considers themselves a partner for the NIBBLES program and has moved this funding to a transfer out in FY 2020. The following organizations received the same funding level as FY 2019: Austin Habitat for Humanities, Family Crisis Center, Bastrop Pregnancy Resource Center, Children's Advocacy Center of Bastrop, Combined Community Action, Feed the Need, In the Streets-Hands up High Ministry, Literacy Volunteers of Bastrop and CASA.

The City has received a quote from PHI Cares for a membership fee of $8.00 per household to provide medical air transport services. This membership total of $29,000 has been included in the Community Support line item of the FY 2020 budget. This nominal fee will provide free timely emergency air transport at a huge savings for the residents of the City of Bastrop.

The City relies on several organizations to provide on-going programming that augments City Staff. Therefore, the City will have separate partnership agreements with YMCA, Emergency Food Pantry's NIBBLES program and Bastrop County Long-Term Recovery Team in lieu of funding through BP&L Community Support. YMCA and NIBBLES program are funded in the Hospitality & Downtown budget. Bastrop County Long-Term Recovery Team is funded in Emergency Management – Police budget.

**CITY OF BASTROP**
**COMMUNITY SUPPORT FUNDING REQUESTS FY2019-2020**

| Organization | FY17-18 Approved Funding | FY18-19 Approved Funding | COMMUNITY SUPPORT FY2019-2020 | |
|---|---|---|---|---|
| | | | FY19-20 REQUESTED FUNDING | FY19-20 PROPOSED FUNDING |
| Austin Habitat for Humanity, Inc. | $ 6,575.00 | $ 10,000.00 | $ 15,000.00 | $ 10,000.00 |
| Bastrop County Child Welfare Board | $ - | $ - | $ 2,000.00 | $ 2,000.00 |
| Bastrop County Emergency Food Pantry and Support Center, Inc. | $ 33,658.00 | $ 33,658.00 | $ 33,658.00 | $ 33,658.00 |
| Bastrop County First Responders | $ 20,347.00 | | $ 14,787.00 | $ 14,787.00 |
| Bastrop County Women's Shelter, Inc.-Family Crisis Center | $ 8,000.00 | $ 9,200.00 | $ 10,000.00 | $ 9,200.00 |
| Bastrop Pregnancy Resource Center | $ 6,483.33 | $ 7,500.00 | $ 17,540.00 | $ 7,500.00 |
| Boys and Girls Club of Austin | $ - | $ 2,500.00 | Did not apply | $ - |
| Children's Advocacy Center of Bastrop County | $ 5,558.00 | $ 6,400.00 | $ 14,000.00 | $ 6,400.00 |
| Combined Community Action, Inc. | $ 5,567.00 | $ 6,400.00 | $ 8,000.00 | $ 6,400.00 |
| Court Appointed Special Advocate of Bastrop County (CASA) | $ 5,558.00 | $ 6,400.00 | $ 8,000.00 | $ 6,400.00 |
| Feed The Need | $ 5,992.00 | $ 6,500.00 | $ 9,823.20 | $ 6,500.00 |
| In the Streets-Hands Up High Ministry | $ 5,692.00 | $ 6,200.00 | $ 12,000.00 | $ 6,200.00 |
| Literacy Volunteers of Bastrop | $ 10,000.00 | $ 10,000.00 | $ 10,000.00 | $ 10,000.00 |
| **TOTAL** | **$ 113,430.33** | **$ 104,758.00** | **$ 154,808.20** | **$ 119,045.00** |

## System Study Improvements

In FY 2019, BP&L ordered material to complete projects included in the 2014-2019 Electric System Study. Estimated costs include labor, material, and engineering for each project. FY 2019 projects will complete the current system study. However, the ordered materials will not arrive before then end of FY 2019. Therefore, we will carry over the balance of the funds to FY 2020. The next Electric System Study should be completed in FY 2021 to identify capital improvements in future years.

The first project is rebuilding the northern portion of the tap line (approximately 2,200 feet) near the intersection of Loop 150 & Perkins Street, ending near Hospital Drive utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles at an estimated cost of $118,000.

The second project is rebuilding the southern portion of the tap line near the intersection of Loop 150 & Perkins Street, along Eskew and across to Perkins Street (approximately 1,700 feet) utilizing 1/0 ASCR (aluminum conductor, steel reinforced) and steel poles at an estimated cost of $126,000.

## Line Extensions

Line Extension are projected to increase 37% over FY 2019 Projected. The increase is attributed to the construction of Piney Creek Subdivision - Phase Two. All payments of the line extensions have been paid by KB Homes for Phase Two of the project.

## Special Projects

This budget includes $250,000 for the North Bastrop light installation. The proposed street lighting will promote pedestrian safety, traffic safety, enhanced walkability and an opportunity to address citizen concerns regarding the need for more lighting in residential neighborhoods.

The City Council gave some general guidance at the April 9, 2019 City Council Meeting. The policy discussion was to provide adequate lighting for pedestrian safety after dark, but limit light pollution and light trespass as much as possible. While that sounds simple enough, it can be problematic when that amount of lighting is not specific. So, with that in mind staff has begun developing a simple plan that addresses adding lighting to existing neighborhoods, based on the neighborhoods needs and the assigned place type. Infill development & lighting existing neighborhoods will be the biggest challenge, but the best approach will be to just be consistent. BP&L currently places lights at all intersections, dangerous curves and at all dead-end roadways. That is great for vehicular safety but can still leave the pedestrian with some concerns. The policy to be drafted will state that street lighting will be placed as necessary to achieve an approximate spacing between lights of 200 feet, except that along a City park where the spacing will be reduced to 150 feet. This will take care if the majority if the gaps in the lighting in existing neighborhoods. Additionally, a discussion about adopting pedestrian corridors was mentioned at the Council Meeting. Once those roads are identified a lighting standard to include spacing, and lighting type will be established to meet the goals established by City Council.

## Transfer Out – Special Projects

In FY 2020, there will be a $240,000 Transfer-Out to Special Projects. Projects in this line item include:

- Christmas Lights - $125,000
- Patriotic Festival - $25,000
- Bastrop Homecoming & Rodeo - $20,000
- Juneteenth Celebration - $5,000
- Bastrop County Long-Term Recovery $10,000
- YMCA - $30,000
- Food Pantry Nibbles Program $17,500
- Shared cost of New Website $7,500

Boards & Commissions Banquet
November 2018

# General Fund

## General Fund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*Note: Departments located in the General Fund include Legislative, Organizational, City Manager's Office, City Secretary's Office, Finance, Human Resources, Information Technology, Police, Fire, Municipal Court, Planning, Development & Engineering, Public Works, Park Maintenance, Building Maintenance, and Library. Extensive attention is given to this fund due to the critical issues affecting the community. Issues can vary annually from establishing a tax rate to determining employee staffing and benefits.*

**The General Fund is the City's primary operating fund. It is utilized to account for all financial resources, except those required to be accounted for in other funds. Primary sources of revenue for this fund include taxes, fees, and permits.**

# Budget Summary

## GENERAL FUND SUMMARY
## REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE

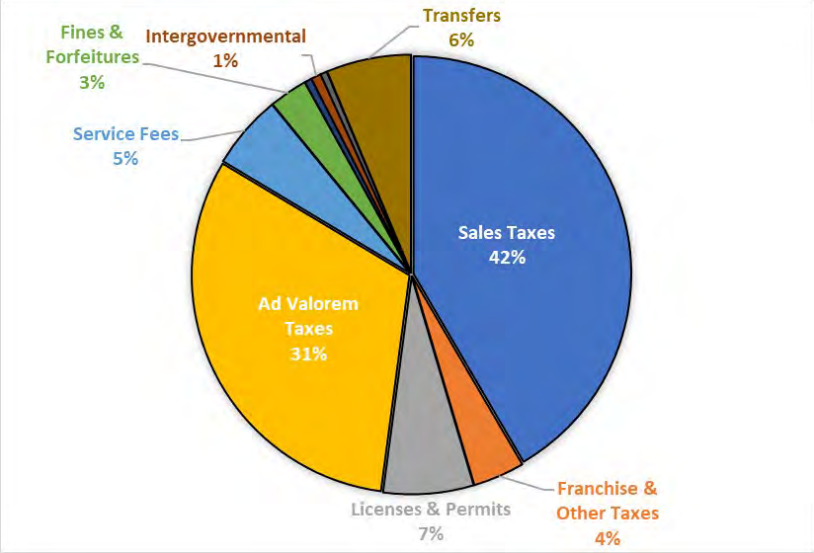
| | ACTUAL 2017-2018 | ORIGINAL BUDGET 2018-2019 | PROJECTED 2018-2019 | PROPOSED 2019-2020 | PROPOSED 2020-2021 |
|---|---|---|---|---|---|
| **BEGINNING BALANCE** | **$ 3,261,143** | **$ 2,566,858** | **$ 2,607,679** | **$ 2,643,264** | **$ 2,842,255** |
| **REVENUES:** | | | | | |
| Ad Valorem Taxes | 3,363,901 | 3,533,514 | 3,571,489 | 3,850,795 | 3,992,000 |
| Sales Taxes | 4,828,513 | 4,864,390 | 4,999,393 | 5,084,400 | 5,237,000 |
| Franchise & Other Taxes | 509,566 | 517,966 | 507,630 | 467,830 | 467,830 |
| Licenses & Permits | 743,628 | 699,500 | 518,367 | 819,032 | 829,032 |
| Service Fees | 555,019 | 543,936 | 571,250 | 673,100 | 681,550 |
| Fines & Forfeitures | 289,614 | 334,000 | 313,400 | 349,585 | 349,585 |
| Interest | 57,705 | 50,000 | 85,000 | 65,000 | 68,000 |
| Intergovernmental | 97,747 | 72,878 | 67,878 | 89,878 | 89,878 |
| Other | 53,592 | 82,000 | 65,661 | 60,000 | 60,000 |
| **Total Revenues** | **10,499,285** | **10,698,184** | **10,700,068** | **11,459,620** | **11,774,875** |
| Transfer from EDC | - | - | - | - | - |
| Transfer from Library Board | 2,412 | 3,000 | 3,000 | 3,000 | 3,000 |
| Transfer from Innovation Fund | 187,112 | 239,000 | 239,000 | 198,991 | |
| Transfers from Electric (ILOT) & Spe | 557,750 | 567,750 | 567,750 | 567,750 | 557,750 |
| **Total Transfers** | 747,274 | 809,750 | 809,750 | 769,741 | 560,750 |
| 198,991 | 11,246,559 | 11,507,934 | 11,509,818 | 12,229,361 | 12,335,625 |
| **TOTAL AVAILABLE RESOURCES** | **$ 14,507,702** | **$ 14,074,792** | **$ 14,117,497** | **$ 14,872,625** | **$ 15,177,880** |
| **EXPENDITURES:** | | | | | |
| General Government: | | | | | |
| Legislative | 37,810 | 40,357 | 36,333 | 40,357 | 40,959 |
| Organizational | 297,505 | 110,747 | 648,372 | 284,745 | 290,282 |
| City Manager | 360,063 | 453,157 | 391,988 | 502,008 | 511,396 |
| City Secretary | 136,022 | 143,832 | 156,520 | 148,629 | 152,489 |
| Finance | 1,239,730 | 1,370,743 | 1,302,802 | 1,336,502 | 1,424,488 |
| Human Resource | 179,955 | 192,029 | 204,431 | 223,626 | 229,310 |
| Information Technology | 363,950 | 406,610 | 341,887 | 426,382 | 411,999 |
| Public Works | 1,276,297 | 1,221,841 | 1,181,278 | 1,201,861 | 1,385,190 |
| Building Maintenance | 279,433 | 285,968 | 283,430 | 289,900 | 301,024 |
| Public Safety: | | | | | |
| Police | 2,987,774 | 3,376,220 | 3,201,390 | 3,406,413 | 3,486,860 |
| Fire | 528,619 | 614,115 | 621,003 | 862,042 | 975,971 |
| Court | 315,896 | 343,249 | 323,330 | 336,853 | 345,908 |
| Development Services: | | | | | |
| Planning | 557,334 | 586,883 | 546,469 | 618,720 | 656,218 |
| Engineering/Building Inspection | 309,158 | 438,491 | 461,317 | 152,405 | 214,727 |
| Building Inspection | - | - | - | 313,199 | 253,304 |
| Community Services: | | | | | |
| Parks | 816,374 | 892,653 | 832,088 | 906,469 | 926,331 |
| Library | 722,593 | 764,955 | 689,011 | 741,267 | 741,658 |
| **Total Operating Expenditures** | 10,408,513 | 11,241,850 | 11,221,649 | 11,791,378 | 12,348,114 |
| Transfer to Hotel Tax Fund | | 266,084 | 252,584 | 238,992 | 238,992 |
| ***Excess of Revenue over (under) Exp*** | *838,046* | - | *35,585* | *198,991* | *(251,481)* |
| **Fund Balance before One-time captial** | **$ 4,099,189** | **$ 2,832,942** | **$ 2,643,264** | **$ 2,842,255** | **$ 2,829,766** |
| **Reserves % (incl Innovation Fund Balance)** | 39% | 25% | 32% | 25% | 24% |
| Capital Outlay | 267,901 | | | | |
| Transfer to Innovation Fund | 1,000,000 | | | | |
| **Fund Balance before One-time captial** | **$ 2,831,288** | **$ 2,832,942** | **$ 2,643,264** | **$ 2,842,255** | **$ 2,829,766** |

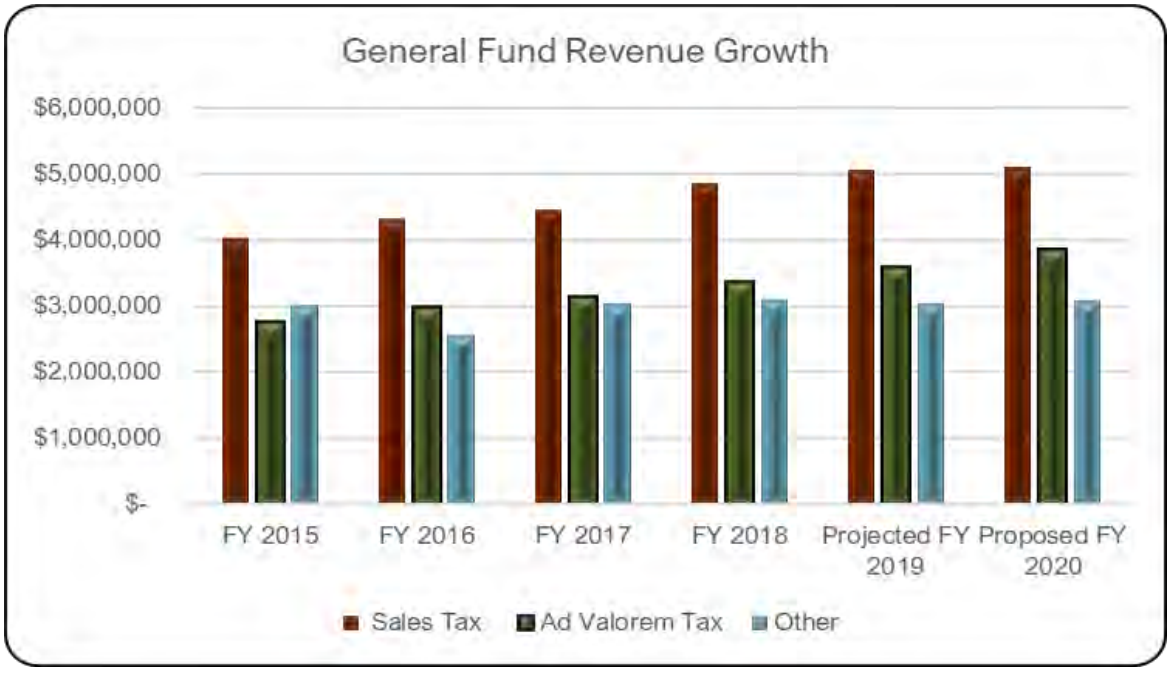
# Overview

The General Fund Budget Summary section includes revenue summary information, expenditure summary information, and departmental detail information for the FY 2020 proposed budget, while providing a comparison to FY 2019 year-end budget projections. Professional and technical vocabulary and abbreviations are defined in the Budget Glossary of Terms located in the Acronyms / Glossary / Index section. Operational accomplishments are reported within the departmental narratives.

# Revenue Assumptions

This budget takes a conservative approach in forecasting revenues. **Proposed revenues for FY 2020 are $12,229,361 which represents a 6.25% increase or $719,543 over FY 2019 year-end projected.** Funding in the City's General Fund is derived from 10 major categories, with Sales Tax being the largest category at 42% and Ad Valorem taxes the second largest at 32%. The pie chart shows the revenue percentage breakdown by category and the bar graph shows the growth of Sales Tax, Ad Valorem Tax, and all other revenues over five years.



# Sales and Use Tax Collection

The largest General Fund revenue source is Sales Tax, which totals 42% of General Fund Revenue. Proposed FY 2020 Sales Tax revenue is forecasted to be $5,084,400, which is a 1.7% increase or $85,007 more than FY 2019 year-end budget projections.

## Sales Tax Forecast

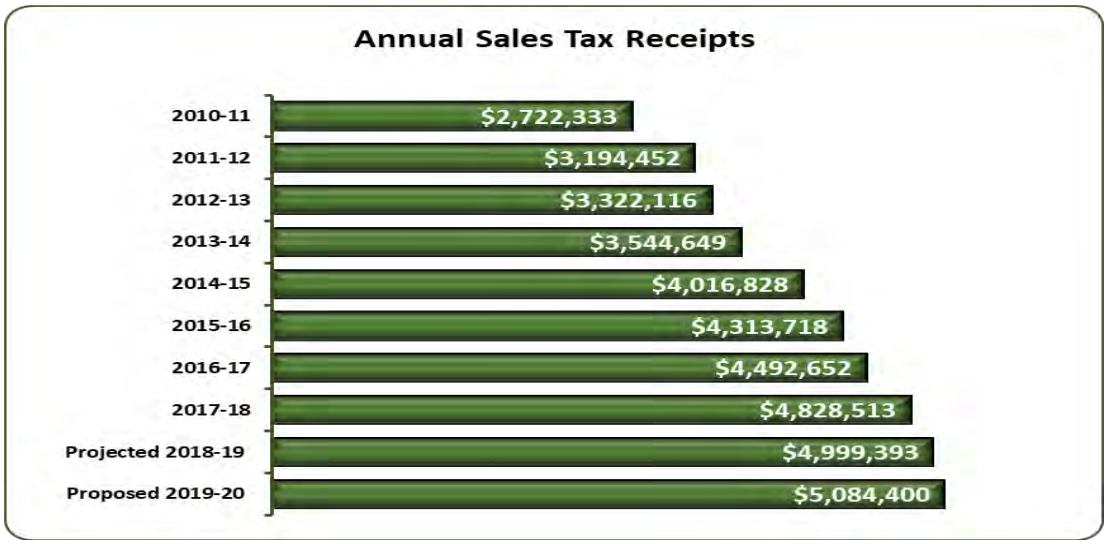
Sales Tax revenue budget for FY 2018 took a conservative approach resulting in a flat growth projection. Actual FY 2018 sales tax revenue was 8.3% greater than budgeted. The actual to forecast so far in FY 2019 has been slightly up showing a 3.5% positive variance as of June 2019.

Sales Tax collections have a strong correlation to consumer confidence. Wikipedia defines consumer confidence "as the degree of optimism on the state of the U.S. economic that consumers are expressing through their activities of savings and spending." Consumer confidence declined in June to its lowest level since September 2017, with unemployment rates continuing to stay low. 2019 year-over-year US retail sales increased 2.7% as of March 2019.

The City is continuing a conservative approach for the FY 2020 budget, using the FY 2019 projections increased by the addition of new business's including Home Goods and James Avery.

## Sales Tax Allocation

Sales Tax in the City of Bastrop is collected at a rate of 8.25% of the good and services sold within the City's boundaries. The tax is collected by businesses making the sale and is remitted to the State's Comptroller of Public Accounts on a monthly, and in some cases, quarterly basis. The State retains 6.25%, the County retains .5%, Bastrop Economic Development Corporation retains .5%, and the remaining 1% is distributed to the City of Bastrop within 40 days following the period for which the tax is collected by the businesses. Therefore, the Sales Tax reported on the City's monthly financial statement is typically two (2) months in arrears. However, at the end of the year, collections are aligned by fiscal year.



# Ad Valorem Taxes

Ad Valorem Taxes is the second largest General Fund revenue source, which is split between the General Fund (Operations & Maintenance tax rate), and Debt Service (Interest & Sinking tax rate). Ad Valorem Taxes total 32% of General Fund Revenue. Property values for the City of Bastrop are certified by the Bastrop County Appraisal District. **Values for FY 2020 show a net taxable value of $967,932,907, which is a 7.8% increase over FY 2019.** Property values will generate $3,847,295 in revenue, which is $283,171 more than FY 2019 year-end budget projections.

## Ad Valorem Tax Forecast

The Ad Valorem tax roll will continue to grow in the next few years. The City issued 106 new construction permits in FY 2019. Of the 106, 96% were new residential and 4% were new commercial. The Preserve at Hunters Crossing, a multi-family apartment, is currently under construction. Pecan Park and Piney Creek subdivisions have new sections under construction, which provides additional opportunities for new home construction. All construction completed after January 1, 2019 will be on future tax rolls.

## Appraisal Process

Ad Valorem (Property) Taxes attach as an enforceable lien on property as of January 1st of each year. The City's property tax is levied each October 1st on the assessed value listed as of the prior January 1st for all real and business personal property located in the City. Assessed values are established by the Bastrop County Central Appraisal District at 100% of the estimated market value and certified by the Appraisal Review Board.

The assessed taxable value of the tax roll on January 1, 2019, upon which the tax levy is based, is $967,932,907. The City is permitted by Article XI, Section 5 of the State of Texas Constitution to levy taxes up to $2.50 per $100 of assessed valuation for general government services including the payment of principal and interest on general obligation long-term debt.

## Property Tax Calculation

| | FY2020<br>TAX YEAR 2019 |
|---|---|
| TAX ROLL: | |
| Assessed Valuation (100%) | $967,932,907 |
| Rate per $100 | 0.5640 |
| Tax Levy Freeze Adjusted | 5,459,142 |
| Tax Levy - Frozen (Disabled / over 65)* | 479,064 |
| Total Tax Levy | 5,938,206 |
| Percent of Collection | 99.0% |
| SUMMARY OF TAX COLLECTIONS: | |
| Current Tax | 5,404,550 |
| Revenue From Tax Freeze Property | 474,273 |
| Delinquent Tax | 43,500 |
| Penalty and Interest | 39,000 |
| TOTAL TAX COLLECTIONS | $5,961,323 |

Taxes are due by January 31st following the October 1st levy date and are considered delinquent after January 31st of each year. Based upon historical collection trends, current tax collections are estimated to be 99% of the levy and will generate $5,878,823 in revenues, which includes $474,273 of frozen tax levy. Delinquent taxes, penalties less 380 reimbursements are expected to add an additional $22,500 in revenues.

In Texas, countywide central appraisal districts are required to assess all property within the appraisal district based on 100% of its appraised value and are prohibited from applying any assessment ratios. The value of property within the appraisal district must be reviewed every five years; however, the City may, at its own expense, require annual reviews of appraised values.

## Truth-in-Taxation

The Truth-in-Taxation laws of the State of Texas require notices to be published and hold two public hearings if an entity's proposed tax rate exceeds the effective or rollback tax rate. The purpose of the public hearing is to give the taxpayers an opportunity to express their views on the tax rate. The City of Bastrop effective tax rate is $0.5322/ $100, rollback tax rate is $0.5704/ $100, and the proposed/ adopted rate is $0.5640/ $100. The proposed rate did exceed the effective or rollback rate therefore the City was required to publish certain notices and hold two public hearings on the tax rate.

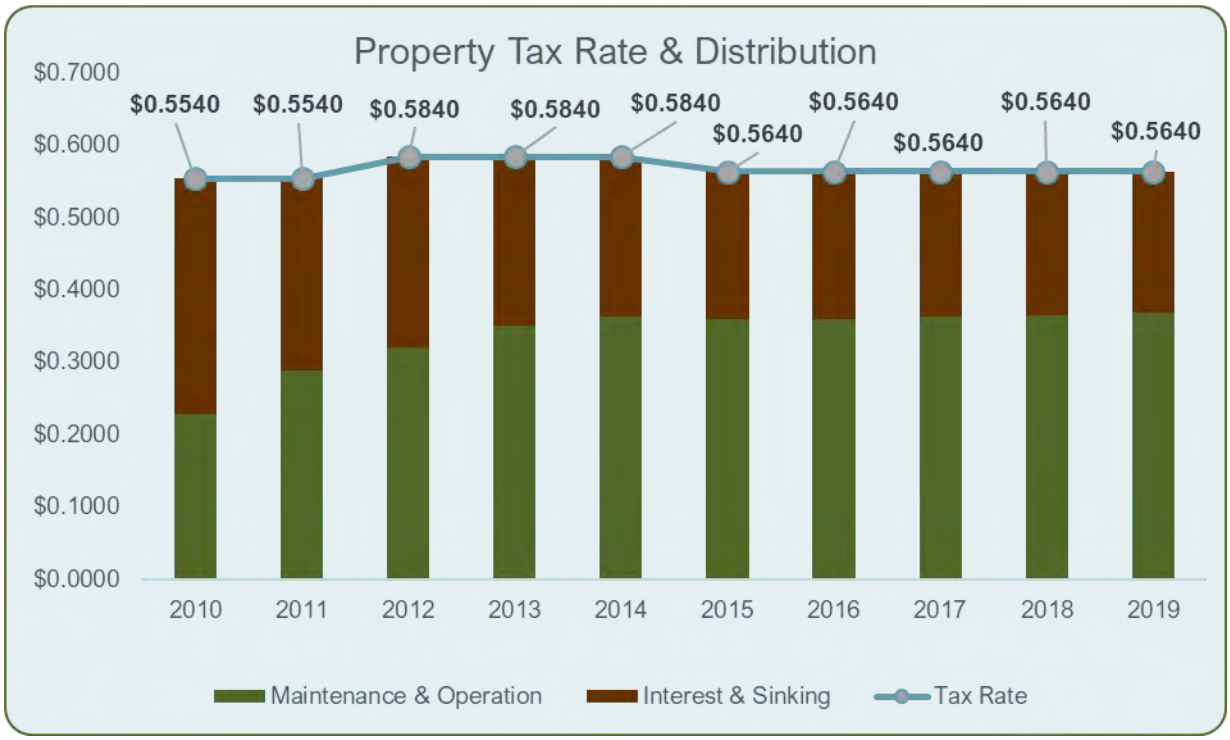
## FY 2020 Tax Rate

The proposed tax rate for the year ending September 30, 2020, is $0.5640 per $100 assessed valuation. The amount allocated for general government operations is $0.3691, while the remaining $0.1949 is allocated for general obligation long-term debt service.

## Property Tax Distribution

| | TAX RATE | PERCENT OF TOTAL | |
|---|---|---|---|
| **GENERAL FUND:** | | | |
| Current Tax | $0.3691 | | 3,536,915 |
| Revenue From Tax Freeze Property | | | 310,380 |
| Delinquent Tax | | | 33,500 |
| Penalty and Interest | | | 30,000 |
| **Total General Fund** | **$0.3691** | **65.44%** | **$3,910,795** |
| **DEBT SERVICE FUND:** | | | |
| Current Tax | $0.1949 | | 1,867,635 |
| Revenue From Tax Freeze Property | | | 163,893 |
| Delinquent Tax | | | 10,000 |
| Penalty and Interest | | | 9,000 |
| **Total Debt Service** | **$0.1949** | **34.56%** | **$2,050,528** |
| **DISTRIBUTION** | **$0.5640** | **100.00%** | **$5,961,323** |

## Property Tax Rate Distribution History



## Franchise & Other Taxes

Franchise fees represent those revenues collected from utilities operating within the City's rights-of-way to conduct business including Time Warner, AT&T, Bluebonnet Electric, and CenterPoint Energy. This revenue source was significantly changed by Senate Bill 1152.

| FY 2020 Budget | $467,830 | |
|---|---|---|
| % of Fund Revenue | 3.9% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | -$50,136 | -10.7% |
| 2019 Projection | -$39,800 | -8.5% |

## License & Permits

Licenses and permits are based on construction such as plan review, business permits, construction inspections, and permit fees. During FY 2019, the City saw a significant increase in construction and development activity compared to prior years. For FY 2020, the City anticipates this growth will continue. This budget includes a proposed increase in these fees.

| FY 2020 Budget | $819,032 | |
|---|---|---|
| % of Fund Revenue | 6.9% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$119,532 | +18.5% |
| 2019 Projection | +$300,665 | +59.9% |

## Service Fees

Service Fees represent revenue generated through fees associated with receiving a specific service. The largest fee in this category is Sanitation, the charge for curbside solid waste and recycling pick-up. This fee is proposed to increase by 5% effective 10/1/2019. A library fee for non-residence is new this year and proposed to be approved effective 1/1/2020. Other fees are animal control, and accident reports.

| FY 2020 Budget | $673,100 | |
|---|---|---|
| % of Fund Revenue | 5.6% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$129,164 | +23.7% |
| 2019 Projection | +$101,850 | +17.8% |

## Fines & Forfeitures

Fines and forfeitures represent revenue generated through the Municipal Court. FY 2020 is anticipating revenue to increase slightly over previous year due to increasing number of warrant round ups.

| FY 2020 Budget | $349,585 | |
|---|---|---|
| % of Fund Revenue | 2.9% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$15,585 | +4.7% |
| 2019 Projection | +$36,185 | +11.5% |

## Interest

The interest earned from City investments in Money Market accounts, Government Pools, Certificates of Deposit and Agency Securities. FY 2019 saw an increase in rate of return peaking in Dec. 2018. These rates have started to drop so the FY 2020 budget is reflecting a reduction in this funding source for that reason.

| FY 2020 Budget | $65,000 | |
|---|---|---|
| % of Fund Revenue | 0.5% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$15,000 | +30.0% |
| 2019 Projection | -$20,000 | -30.8% |

## Intergovernmental

This revenue represents funding received from federal, state and local sources due to grants, interlocal agreements and funding agreements. It also includes any funding provided by Bastrop Economic Development Corp. to the City.

| FY 2020 Budget | $89,878 | |
|---|---|---|
| % of Fund Revenue | 1.0% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$17,000 | +23.3% |
| 2019 Projection | +$22,000 | +32.4% |

## Other

Revenue not included in another category are classified as other. The largest source in this category is the Citibank rebate the City receives for using the purchasing cards through the state program.

| FY 2020 Budget | $60,000 | |
|---|---|---|
| % of Fund Revenue | 0.5% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | -$22,000 | -36.7% |
| 2019 Projection | -$5,661 | -9.4% |

## Transfers In

This revenue represents funding received from other funds as follows: Library Board $3,000 to cover summer reading interns, Innovation fund $198,991 to bring General Funds fund balance back up to 25%, BP&L $567,750 of which $10,000 is for Bastrop County Long Term Recovery and the rest is payment in lieu of taxes.

| FY 2020 Budget | $769,741 | |
|---|---|---|
| % of Fund Revenue | 0.5% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | -$40,009 | -5.2% |
| 2019 Projection | -$40,009 | -5.2% |

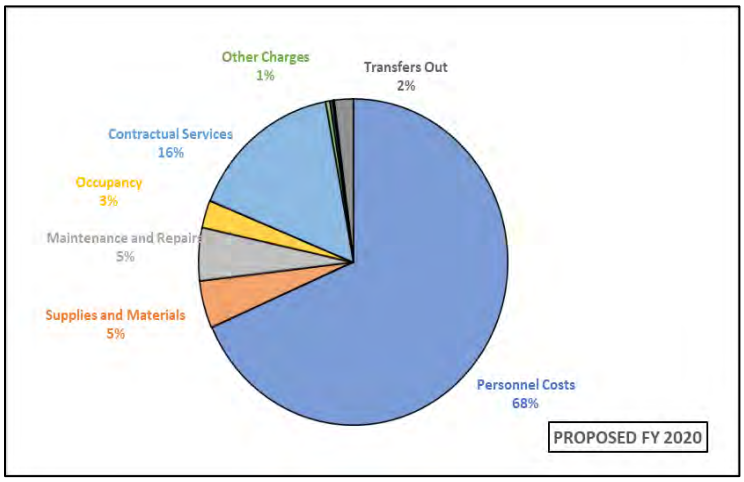
# Expenditure Synopsis

**Proposed General Fund expenditures for FY 2020 are $12,030,370, which represents a 4.8% increase or $556,137 over FY 2019 year-end projected.** The increase is largely attributed to a 2.5% step increase in accordance with the City's compensation plan, and the addition of several new positions. A breakdown and description of the General Fund expenditures by account category and by function is provided below.

## Expenditures by Account Category

The General Fund is broken into nine (9) major categories, which are personnel, supplies and materials, maintenance and repairs, occupancy, contractual services, other charges, contingency, capital outlay, and transfers out.

The Human Resources Department calculates personnel costs, including any increases in compensation rates. Information on increases to base adjustments and program enhancements are highlighted in separate documents, provided later in this section.




## Personnel

Since the City is a service organization, Personnel is the single largest expenditure category for the General Fund and includes the costs related to salaries, insurance, and retirement benefits. The FY 2020 Budget includes a 2.5% step increase for all employees. In addition, 4.4 full-time equivalent positions were added to Personnel. There was a 3% decrease for health insurance in FY 2020.

| **FY 2020 Budget** | **$8,319,200** | |
|---|---|---|
| % of Fund Expense | 69% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$374,862 | +4.7% |
| 2019 Projection | +$820,205 | +10.9% |

## Supplies and Materials

These object classifications are expendable materials and operating supplies necessary to conduct departmental activities. The increase is costs in classification is attributed to fuel prices going up and specific items needed for new positions.

| **FY 2020 Budget** | **$571,036** | |
|---|---|---|
| % of Fund Expense | 5% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$38,240 | +7.2% |
| 2019 Projection | +$106,776 | +23.0% |

## Maintenance and Repairs

This object classifications are for expendable upkeep of physical properties which are used in carrying out operations and include building maintenance, vehicle repair, and computer and equipment repair. It also includes the maintenance paid for software utilized in the course of business. The FY 2020 budget is due to increase software maintenance agreements and needed equipment upkeep.

| FY 2020 Budget | $632,769 | |
|---|---|---|
| % of Fund Expense | 5% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$44,024 | +7.5% |
| 2019 Projection | +$99,710 | +18.7% |

## Occupancy

These object classifications are for the utilities and related expenses required to maintain a building such as electricity, water, telephone, and gas. There is a slight increase in this classification due to telecommunication costs going up.

| FY 2020 Budget | $333,940 | |
|---|---|---|
| % of Fund Expense | 3% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$4,772 | +1.4% |
| 2019 Projection | +$23,163 | +7.5% |

## Contractual Services

These object classifications include services rendered to City activities by private firms or other outside agencies. FY 2019 projected significantly more due to legal services and a lawsuit settlement. The FY 2020 budget estimates legal services at a lower amount due to project completions.

| FY 2020 Budget | $1,939,346 | |
|---|---|---|
| % of Fund Expense | 16% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | -$86,309 | -4.5% |
| 2019 Projection | -$538,410 | -27.8% |

## Other Charges

These object classifications are expenditures that do not apply to other expenditure classifications and includes travel and training, membership dues, printing and publications. There is a decrease due to an increase in the amount to be rebated back for the City's 380 development agreements.

| FY 2020 Budget | ($58,778) | |
|---|---|---|
| % of Fund Expense | -0.5% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$24,801 | +42.2% |
| 2019 Projection | +34,423 | +58.5% |

## Contingency

The Contingency category is funding for any unforeseen expenditures that may occur during the fiscal year. The Financial Management Policy states a minimum of $35,000 must be appropriated in the budget. Expenses are not charged to this account directly; the budget is moved to the appropriate account for the expenditure.

| FY 2020 Budget | $35,363 | |
|---|---|---|
| % of Fund Expense | 0.3% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$172,254 | +2.88% |
| 2019 Projection | +$35,363 | +100% |

## Capital Outlay

Capital Outlay expenditures have a useful life longer than a year and are value of over $5,000. This budget includes additional radios for Fire Services.

| FY 2020 Budget | $18,500 | |
|---|---|---|
| % of Fund Expense | 0.2% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$7,500 | +68% |
| 2019 Projection | -$11,500 | -62% |

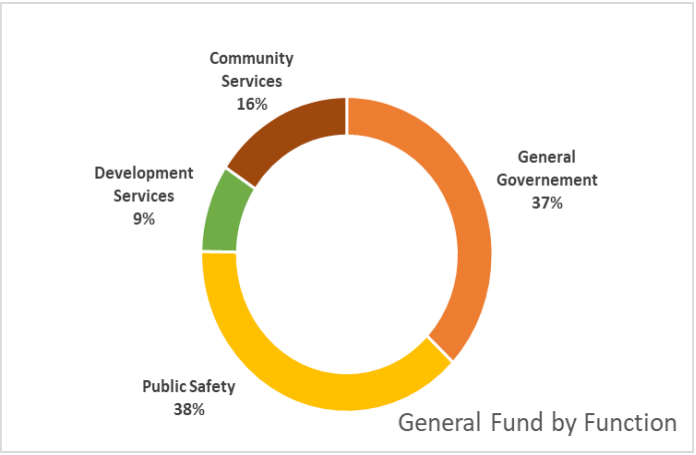
## Transfers Out

Transfers Out reflect a transfer from the General Fund to another fund within the City's operating and capital budgets. In FY 2020, funding for Multi-Media and Special Events and Reservations is being transferred to the Hotel Occupancy Tax Fund. These divisions are associated with Hospitality & Downtown Department, which is primarily funded through Hotel Occupancy Tax.

| FY 2020 Budget | $238,994 | |
|---|---|---|
| % of Fund Expense | 2% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | -$27,090 | -11.3% |
| 2019 Projection | -$13,590 | -5.7% |

## Expenditures by Function

There are four main categories in the General Fund including General Government, Public Safety, Development Services, and Community Services. A breakdown of FY 2020 proposed departmental expenditures and a brief description is giving comparing the functions to the FY 2019 budget and year-end projections. The pie chart, General Fund by Function, shows the percentage breakdown of each function.




## General Government

General Government handles the administrative functions of the City and is comprised of Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance. FY 2020 Proposed Budget increase is attributed to a 2.5% salary adjustment and 1 full-time equivalent positions added to this category.

| **FY 2020 Budget** | **$4,454,010** | |
|---|---|---|
| % of Fund Expense | 37% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$228,726 | +5.4% |
| 2019 Projection | -$93,031 | -2.08% |

## Public Safety

Public Safety function handles all aspects related to citizen protection and is made up of Police Services, Fire Services, and Municipal Court. FY 2020 Proposed Budget increase is attributed to the addition of a Fire Inspector, fourth paid position added to Fire Services, a 2.5% salary adjustment and increase in equipment associated with life safety.

| **FY 2020 Budget** | **$4,605,308** | |
|---|---|---|
| % of Fund Expense | 38% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$271,724 | +6.3% |
| 2019 Projection | +$459,585 | +10,5% |

## Development Services

Development Services function handles both commercial and residential development through the Departments of Engineering and Development, Building Inspection and Planning & Zoning. FY 2020 Proposed Budget increase is attributed to a 2.5% salary adjustment and several salary adjustments made in FY 2019.

| **FY 2020 Budget** | **$1,084,324** | |
|---|---|---|
| % of Fund Expense | 9% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$58,950 | +5.74% |
| 2019 Projection | +$76,538 | +7.59% |

## Community Services

Community Services function includes Parks and Library services. During FY 2019 the Library had several vacant positions which explains the increase from FY 2019 projection. Proposed Budget increase is attributed to 2.5% salary adjustment.

| **FY 2020 Budget** | **$1,886,728** | |
|---|---|---|
| % of Fund Expense | 16% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | -$36,964 | -1.9% |
| 2019 Projection | +$113,045 | +6.4% |

# FY 2020 Fund Summary

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| AD VALOREM TAXES | $3,363,998 | $3,533,514 | $3,571,489 | $3,850,795 | $3,992,000 |
| FRANCHISE AND OTHER TAXES | $509,568 | $517,966 | $507,630 | $467,830 | $467,830 |
| SALES TAX | $4,828,513 | $4,864,390 | $4,999,393 | $5,084,400 | $5,237,000 |
| LICENSES AND PERMITS | $743,628 | $699,500 | $518,367 | $819,032 | $829,032 |
| CHARGES FOR SERVICES | $555,019 | $543,936 | $571,250 | $673,100 | $681,550 |
| FINES AND FORFEITURES | $289,610 | $334,000 | $313,400 | $349,585 | $349,585 |
| INTEREST | $57,707 | $50,000 | $85,000 | $65,000 | $68,000 |
| INTERGOVERNMENTAL | $97,747 | $72,878 | $67,878 | $89,878 | $89,878 |
| OTHER | $76,702 | $82,000 | $65,661 | $60,000 | $60,000 |
| **TOTAL REVENUE** | **$10,522,492** | **$10,698,184** | **$10,700,068** | **$11,459,620** | **$11,774,875** |
| TRANSFERS IN | $747,276 | $809,750 | $809,750 | $769,741 | $560,750 |
| **TOTAL REVENUE & TRANSFER IN** | **$747,276** | **$809,750** | **$809,750** | **$769,741** | **$560,750** |

# General Fund - Revenue

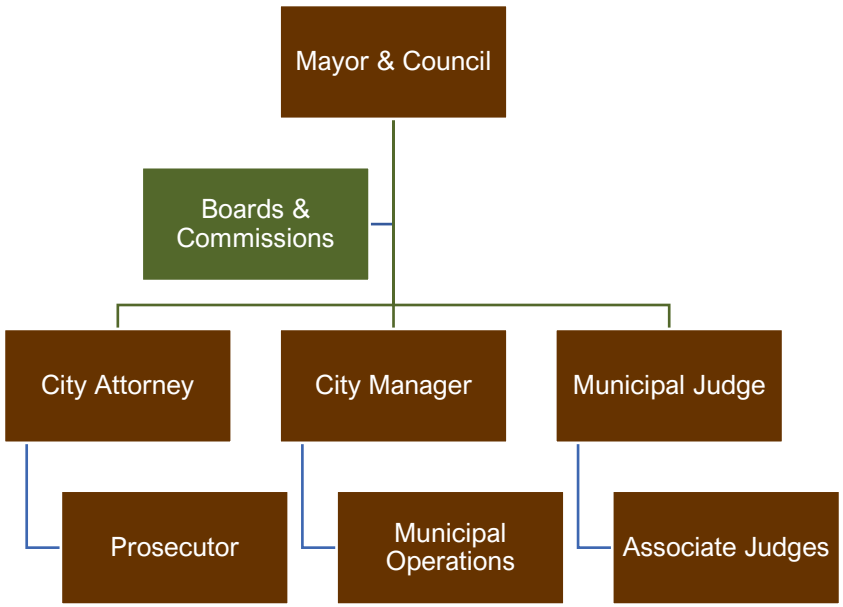
**“Bastrop – A welcoming community with a compassion for our diversity, a tapestry of people, arts, and structures; preserving our history and character while embracing progress around our unique environment.”**

# Legislative

## Department Description

The City of Bastrop is a home-rule city. The City Council consists of five (5) Council Members and a Mayor. The Mayor only votes in the instance of a tie-vote. The City Council operates under a City Charter, City Ordinances, and State Law. They are charged with appointing the City Manager, City Attorney, Municipal Court Judge, and various citizen boards and commissions. The City Council are elected officials. They shall enact local legislation, adopt the annual budget, and determine policies. The City Council adopts the City's ad valorem tax rate and authorizes the issuance of bonds.

## Organizational Chart




## Goals and Objectives for FY 2020

**MANAGE GROWTH** - Ensure the implementation of the Comprehensive Plan 2036.

**ORGANIZATIONAL EXCELLENCE:**

- Support the outstanding employees that work diligently to implement the City's Vision and Mission.
- Continue to establish policies that support the City's Vision and Mission and nine (9) focus areas.
- Continue to provide positive and pro-active leadership.

## Recent Accomplishments for FY 2019

- ✔ Appointed Presiding Municipal Judge and an Associate Judge.
- ✔ Met with all Boards & Commissions, who are scheduled to regularly meet, in Joint Workshops to discuss Vision / Mission and Board goals.
- ✔ Updated the Council's Rules of Procedure.
- ✔ Participated in numerous local, regional, and state events representing the City of Bastrop.
- ✔ Participated in Building Bastrop.

# Legislative

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 01 LEGISLATIVE | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $6,791 | $6,807 | $6,810 | $6,807 | $6,807 |
| SUPPLIES AND MATERIALS | $4,814 | $2,700 | $2,500 | $2,700 | $3,071 |
| OCCUPANCY | $7,752 | $7,500 | $6,826 | $7,500 | $7,650 |
| CONTRACTUAL SERVICES | $6,533 | $10,100 | $2,850 | $4,100 | $4,318 |
| OTHER CHARGES | $11,652 | $13,250 | $17,350 | $19,250 | $19,113 |
| **TOTAL EXPENDITURES** | **$37,542** | **$40,357** | **$36,336** | **$40,357** | **$40,959** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| COUNCIL MEMBER | 5.000 | 5.000 | 5.000 | 5.000 | 5.000 |
| MAYOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **6.000** | **6.000** | **6.000** | **6.000** | **6.000** |

# Legislative

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"Organizational Department serves as the conduit to administer expenditures to the overall organization including legal, professional, incentive agreements, retiree benefits, tax appraisal, and tax collection services."

# Organizational

## Department Description

The City Manager and Chief Financial Officer oversee the programs established in the Organizational section of the budget.

## Organizational Chart

N/A

## Goals and Objectives for FY 2020

N/A

## Recent Accomplishments for FY 2019

N/A

# Organizational

# FY 2020 Fund Summary & Personnel Schedule

| CITY OF BASTROP | | |
|---|---|---|
| FUND | DEPARTMENT | DIVISION |
| 101 GENERAL FUND | 02 ORGANIZATIONAL | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $55,046 | $90,103 | $68,240 | $66,248 | $84,120 |
| SUPPLIES AND MATERIALS | $22,626 | $12,400 | $12,340 | $13,350 | $12,725 |
| MAINTENANCE AND REPAIRS | $450 | $1,000 | $70 | $225 | $225 |
| OCCUPANCY | $71,028 | $72,000 | $73,060 | $73,000 | $73,500 |
| CONTRACTUAL SERVICES | $517,770 | $437,957 | $852,556 | $456,164 | $470,500 |
| OTHER CHARGES | ($369,418) | ($365,458) | ($357,894) | ($359,608) | ($385,790) |
| CONTINGENCY | $0 | ($137,254) | $0 | $35,363 | $35,000 |
| **TOTAL EXPENDITURES** | **$297,502** | **$110,748** | **$648,372** | **$284,742** | **$290,280** |
| TRANSFERS OUT | $1,000,000 | $266,084 | $252,584 | $238,994 | $238,994 |
| **TOTAL EXPENDITURES & TRANSFERS OUT** | **$1,297,502** | **$376,832** | **$900,956** | **$523,736** | **$529,274** |

# Organizational

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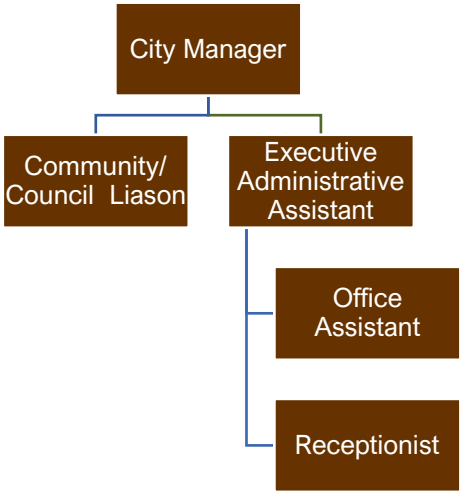
"The City Manager is the Chief Administrative Officer of the City of Bastrop and is appointed by the Council. The City Manager is responsible for the implementation and administration of policies, making recommendations concerning policies and programs to the Council, and developing methods to ensure the efficient operation of city services."

# City Manager

## Department Description

The City Manager is appointed by and reports to the City Council and advises the City Council on present conditions and future City requirements. The City Manager is ultimately responsible for all services provided by the City. The City Manager's Office creates and presents the City budget, administers policies established by the City Council, and has administrative oversight of all City departments, programs, and projects. The City Manager represents the interests and positions of the City in dealing with other governmental entities and agencies, with various business interests, and within the community at large.

## Organizational Chart




## Goals and Objectives for FY 2020

- **COMMUNITY SAFETY:** Lead the Capital Improvement Programs for FY 2020 including the design of Water and Wastewater Treatment Plants, rehabilitation of Old Iron Bridge, and Main Street Redevelopment Project.
- **ORGANIZATIONAL EXCELLENCE:** Lead the implementation of the FY 2020 Organizational Work Plan to that focuses on Building.
- **FISCAL RESPONSIBILITY:** Lead the development of multi-year budgets and financial planning as part of the annual budget process.

## Recent Accomplishments for FY 2019

- ✔ Held New Council Candidate Orientation.
- ✔ Held New Council Member Orientation.
- ✔ Held quarterly employee meetings to communicate the Organization's Vision, Mission, Work Plan, and accomplishments.
- ✔ Lead the Bastrop Building Block Codes Update.
- ✔ Developed multi-year financial and operational work plans as a part of the annual budget process to implement City Council's Strategic Goals.
- ✔ Established partnerships with other local, regional, and state agencies.

# City Manager

# FY 2019 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 03 CITY MANAGER | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $341,882 | $437,607 | $376,588 | $487,858 | $497,071 |
| SUPPLIES AND MATERIALS | $4,638 | $3,600 | $3,450 | $3,450 | $3,100 |
| OCCUPANCY | $4,012 | $4,900 | $4,700 | $4,900 | $4,975 |
| CONTRACTUAL SERVICES | $3,372 | $2,450 | $2,350 | $200 | $100 |
| OTHER CHARGES | $6,151 | $4,600 | $4,900 | $5,600 | $6,150 |
| **TOTAL EXPENDITURES** | **$360,055** | **$453,157** | **$391,988** | **$502,008** | **$511,396** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CITY MANAGER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| COMMUNITY/COUNCIL LIAISON | 0.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| EXEC. ADMIN ASSIST | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| OFFICE ASSISTANT | 0.000 | 0.625 | 0.625 | 0.625 | 0.625 |
| RECEPTIONIST | 0.625 | 0.625 | 0.625 | 0.625 | 0.625 |
| **TOTAL FTEs** | **2.625** | **4.250** | **4.250** | **4.250** | **4.250** |

# City Manager

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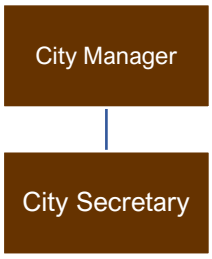
"The City Secretary's Office provides documented accountability of the City of Bastrop's policies, functions, and transactions in order to protect both the legal and financial rights of the citizens of Bastrop."

# City Secretary

## Department Description

The City Secretary prepares and maintains the agendas and minutes of all City Council and posts and maintains all agendas for Boards & Commissions meetings and maintains the minutes. Prepares and maintains ordinances, resolutions, proclamations, and election orders. Acts as Chief Election Officer. Serves as Records Management Officer. Responsible for the preservation of City records, including storage, retention, and destruction. Keeps current in changes of the law and technology and the practices of job responsibilities through continued participation in professional associations and education.

## Organizational Chart




## Goals and Objectives for FY 2020

ORGANIZATIONAL EXCELLENCE

- Continued digitalization and organization of historic records.
- Post all meeting agendas in compliance with regulations and statutes.
- Conduct a Boards & Commission Application and Appointment process.
- Hold 3rd Annual Boards & Commission Volunteer Appreciation Banquet.
- Administer May 2020 General Election.

## Recent Accomplishments for FY 2019

- ✔ Held 2nd Annual Boards & Commission Volunteer Appreciation Banquet.
- ✔ Administered the May 2019 General and Run-off Election.
- ✔ Posted all meeting agendas in compliance with regulations and statutes.
- ✔ Conducted a Boards & Commission Application and Appointment process.

# City Secretary

# FY 2020 Fund Summary & Personnel Schedule

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 04 CITY SECRETARY | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $103,148 | $107,327 | $107,326 | $112,124 | $115,613 |
| SUPPLIES AND MAINTENANCE | $3,139 | $2,775 | $2,356 | $2,775 | $2,831 |
| MAINTENANCE AND REPAIRS | $0 | $0 | $0 | $0 | $0 |
| OCCUPANCY | $1,280 | $1,580 | $1,393 | $1,580 | $1,611 |
| CONTRACTUAL SERVICES | $8,017 | $8,700 | $8,016 | $8,700 | $8,762 |
| OTHER CHARGES | $20,444 | $23,450 | $37,428 | $23,450 | $23,672 |
| **TOTAL EXPENDITURES** | **$136,028** | **$143,832** | **$156,520** | **$148,629** | **$152,489** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CITY SECRETARY | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **1.000** | **1.000** | **1.000** | **1.000** | **1.000** |

# City Secretary

## Performance Measures

| | FY 2017 | FY 2018 | Goal FY 2019 | Goal FY 2020 |
|---|---|---|---|---|
| Open Records Request | N/A | N/A | N/A | Fulfill within 10 days of receipt |
| Resolutions/Ordinances | N/A | N/A | N/A | Post online within 5 days of final Council action |
| Minutes | N/A | N/A | N/A | Approved without error 95% of the time. |

# City Secretary

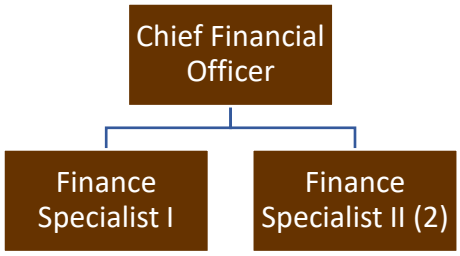
"Maintaining financial integrity through compliance, transparency, and efficiency while providing excellent service to our City as well as the community."

# Finance Administration

## Department Description

The Finance Department consists of Finance Administration and Utility Customer Service. Finance Administration is responsible for managing all financial affairs of the City including payroll, accounts receivable, accounts payable, fixed assets, inventory, audit, revenue collection and reconciliation, cash management, debt management, purchasing compliance, risk management, and cemetery administration. Utility Customer Service is responsible for meter reading, billing and collections of the City-owned utilities, and the sanitation service offered through a third-party provider.

## Organizational Chart




## Goals and Objectives for FY 2020

**FISCAL RESPONSIBILITY -** continue to receive an unmodified audit opinion and award from GFOA for CAFR.

**COMMUNICATION** - Apply for and receive the GFOA award for Distinguished Budget Presentation for the FY 2020 budget. This award requires the budget document to be of the highest quality and reflect excellent financial transparency to our citizens.

**COMMUNICATION** - Continue to provide high level of financial transparency on the City's website by uploading monthly expense registers, funding information, tax ordinances, and debt detail.

**ORGANIZATIONAL EXCELLENCE** – Create a training program for new employee's in positions that interact with financial functions.

**FISCAL RESPONSIBILITY –** Increase the Citibank rebate amount by utilizing the use of credit card payments for eligible purchases.

## Recent Accomplishments for FY 2019

- ✔ Received the Government Finance Officers Association Award for the Comprehensive Annual Finance Report (CAFR) for FY2018 for the 8th straight year.
- ✔ Received an unmodified audit opinion with no findings.
- ✔ City continues to receive the highest credit rating on its general obligation debt of "AA" from Standard & Poors.
- ✔ Received "AA-" on the first Revenue Bond issuance for Water and Wastewater infrastructure financing.
- ✔ Maintained two (2) of five (5) Transparency Stars in the Texas Comptroller's transparency program.
- ✔ Submitted to Government Finance Officers Association for recognition of the Distinguished Budget Presentation Award for the FY2019 Budget Document.
- ✔ Sold __ plots, schedule ___ burials, located __ plots in Fairview Cemetery.
- ✔ Processed ___ payments, ____ Insurance claims, ___
- ✔ Processed RFQ's for Associate Judge, Audit services, and Bank Depository services.

# Finance Administration

# Performance Measures

## Finance – Administration

| | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|
| Maintain General Obligation Bond rating | AA | AA | AA |
| Awarded the GFOA Certificate of Achievement for Excellence in Financial Reporting | YES | | YES |
| Awarded the GFOA Distinguished Budget Presentation | YES | YES | YES |
| Have website transparency updated within 30 days of the effective date (end of month, audit completion, end of fiscal year) | 95% | | 95% |
| Cemetery deeds filed within 31 days of the plot sale date | 95% | | 95% |
| Bank Reconciliations complete by 10th of each month | 92% | | 92% |
| Previous month closed by 12th of each month | 92% | | 92% |
| Complete a training packet for new employees that interact with Finance to set them up for success | N/A | N/A | JAN 2020 |
| Increase the amount received through Citibank rebate program | 10% | | 25% |

# Finance Administration

# FY 2020 Fund Summary & Personnel Schedule

| CITY OF BASTROP | | |
|---|---|---|
| **FUND** | **DEPARTMENT** | **DIVISION** |
| 101 GENERAL FUND | 05 FINANCE | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $371,714 | $429,839 | $353,498 | $348,461 | $381,744 |
| SUPPLIES AND MATERIALS | $3,187 | $2,650 | $2,570 | $1,950 | $2,100 |
| MAINTENANCE AND REPAIRS | $25,353 | $26,570 | $29,300 | $30,500 | $31,775 |
| OCCUPANCY | $3,143 | $3,600 | $3,100 | $3,200 | $3,300 |
| CONTRACTUAL SERVICES | $47,573 | $41,330 | $48,110 | $41,500 | $54,000 |
| OTHER CHARGES | ($3,809) | ($4,160) | ($2,150) | ($4,410) | ($2,400) |
| **101-05-00 TOTAL** | **$447,161** | **$499,829** | **$434,428** | **$421,201** | **$470,519** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CHIEF FINANCIAL OFFICER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| FINANCE SPEC I | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| FINANCE SPEC II | 2.000 | 2.000 | 2.000 | 2.000 | 2.000 |
| **TOTAL FTEs** | **4.000** | **4.000** | **4.000** | **4.000** | **4.000** |

# Finance Administration

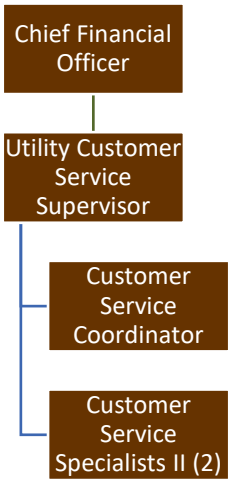
"To administer accurate and timely billing, while providing exemplary customer service and education of utilities to the City of Bastrop's utility customers."

# Utility Customer Service

## Department Description

Utility Customer Service is responsible for processing new account applications and disconnection requests, meter reading, billing and collections of the City-owned utilities, data analysis for leak detection, bill collections and customer service for the sanitation service offered through a third-party provider.

## Organizational Chart




## Goals and Objectives for FY 2020

**MANAGE GROWTH** – Offer online and remote options for utility customers, enhancement and development of fillable forms for connect and disconnect of service.
**ORGANIZATIONAL EXCELLENCE** – Provide education and utility facts and tips to customers using the customer portal platform.
**FISCAL RESPONSIBILITY** - Increase customers using ebills and online billing.
**FISCAL RESPONSIBILITY** – Reduce bad debt total by working delinquent-closed accounts prior to turning over to collections.

## Recent Accomplishments for FY 2019

- ✔ Launched a new Customer Portal to strengthen communications to customers by providing incremental consumption, election of notifications, request services and assistance, and payment of their bill.
- ✔ Processed ___ payments monthly
- ✔ Set ____ new accounts
- ✔ Review leak reports weekly and sent out ____ leak notices and calls. Continue reminder calls until leak is resolved.
- ✔ Promoted Christina Davis to Customer Service Coordinator to cross-train with Supervisor
- ✔ Processed ___ work orders
- ✔ Serve as the liaison for commercial solid waste customers to provide excellent customer service.
- ✔ Improved process for receiving impact fees and line extension fees with planning and utility departments.
- ✔ Processed and turned over ____ accounts to collection agent.
- ✔ Serve as customer service for all departments within the City by fielding calls and either addressing their questions or directing them to the right department.

# Utility Customer Service

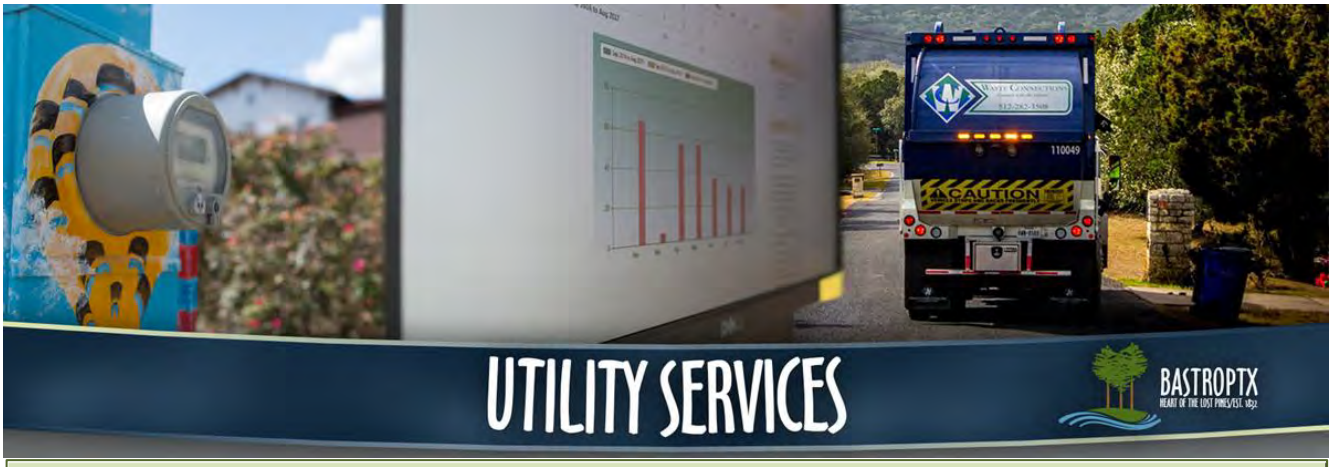
# Performance Measures

## Utility Customer Service

| | FY 2017 | FY 2018 | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|---|---|
| Minimal manual reads caused by misfunctioning registers. (1% or 60 meters) | 35 average .006% (5,881 meters) | 35 average .006% (6.070 meters) | 30 average .004% (6,200 meters) | | 30 average .004% |
| Increasing the number of active customers on our utility customer portal. (Customer count 3,625) | N/A | 1,564 (web payments) | 1,700 | | 1,900 |
| Leak reports produced and reviewed weekly | | | 100% | | 100% |
| Produce bills in 28-31 days | | | 100% | | 100% |
| Development of fillable forms for Connect and Disconnect services to upload data to CIS | | | | | May 2020 |

# Utility Customer Service

# FY 2020 Fund Summary & Personnel Schedule




| CITY OF BASTROP | | |
|---|---|---|
| FUND | DEPARTMENT | DIVISION |
| 101 GENERAL FUND | 05 FINANCE | 15 UTILITY CUSTOMER SERVICE |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $236,508 | $248,623 | $249,224 | $255,391 | $260,149 |
| SUPPLIES AND MATERIALS | $22,217 | $22,200 | $22,100 | $23,870 | $23,870 |
| MAINTENANCE AND REPAIRS | $22,565 | $34,175 | $36,100 | $38,630 | $38,630 |
| OCCUPANCY | $9,028 | $10,590 | $9,250 | $9,750 | $10,100 |
| CONTRACTUAL SERVICES | $499,878 | $552,626 | $548,200 | $584,460 | $618,020 |
| OTHER CHARGES | $2,369 | $3,200 | $3,500 | $3,200 | $3,200 |
| **TOTAL EXPENDITURES** | **$792,565** | **$871,414** | **$868,374** | **$915,301** | **$953,969** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CS SPECIALIST II | 2.000 | 2.000 | 2.000 | 2.000 | 2.000 |
| CUSTOMER SERV SUPERVISOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| CUSTOMER SERVICE COORDINATOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **4.000** | **4.000** | **4.000** | **4.000** | **4.000** |

# Utility Customer Service

"Human Resources supports the City in attracting and retaining a qualified, capable, diverse, and citizen-centered workforce to provide the highest quality of exemplary services to the citizens of Bastrop."

# Human Resources

## Department Description

Human Resources provides responsible leadership and direction in human resource services, including managing and administering recruitment, compensation, benefits, employee relations, training and records management program. Monitors personnel policies and practices for compliance with local, state, and federal laws that govern municipal employment practices. Conducts and / or coordinates training and seminars for employee orientation, policies, and procedures, performance management, safety and other programs that benefit the organization and employees.

## Organizational Chart

## Goals and Objectives for FY 2020

COMMUNICATION

- Launch Neogov Onboarding module.
- Update Human Resources website.
- Increase and be bold with social media.
- Continue to update all job descriptions.

ORGANIZATIONAL EXCELLENCE

- Continue scanning all HR documents into Laser fiche.
- Continue compliance training.
- Enhance safety training for all personnel.
- Maintain pay plan integrity.
- Monitor and maintain personnel policies for compliance with local, state, and federal laws that govern municipal employment practices.
- Strive to be a cultural change agent within the organization.

## Recent Accomplishments for FY 2019

- ✔ Medical insurance rates received a -3% reduction for FY 2020!!
- ✔ 2nd Year for Compass Medical Concierge Services: Saving $130,000 in medical costs YTD, with 39% employee engagement.
- ✔ NIBBLES Backpack Program: City employees-built food bags, feeding 138 food insecure BISD students each weekend during the school year bridging the gap between Fridays and Mondays. Forty-three employees participated, logging 42.25 volunteer hours.
- ✔ Updated 20 job descriptions.
- ✔ Received 6 Workers Compensation claims with no lost time claims.
- ✔ Implemented Neogov Software to improve efficiency related to on-line job applications.
- ✔ Tanya Cantrell attended the Certified Public Communicator Program at TCU.

# Human Resources

# Performance Measures

## Human Resources

| Objective | Performance Measure | FY 2017 | FY 2018 | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|---|---|---|
| Continue to update job descriptions | A total of 107 Job Descriptions | 15 | 20 | 20 | 20 | 25 |
| Contribute to low turnover rate through recognition of employees | Recognize 100% of all employees who reach employment milestones in 5 year increments | 100% | 100% | 100% | 100% | 100% |
| Ensure Bastrop meets high safety standards for city employees | Continue to have less than 25 claims with less than 5 lost time claims annually | 7 | 16 | <25 <5 lost claims | <25 <5 lost claims | 25 |
| | Employee Safety/Compliance Trainings through HR | n/a | n/a | 4 | 4 | 4 |
| Continue to scan existing employee documents in to Laserfiche | We have approximately 340 employee folders | n/a | n/a | A-F | A-F | G-L |

# Human Resources

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 06 HUMAN RESOURCE | 00 NON-DIVISION |

### SUMMARY

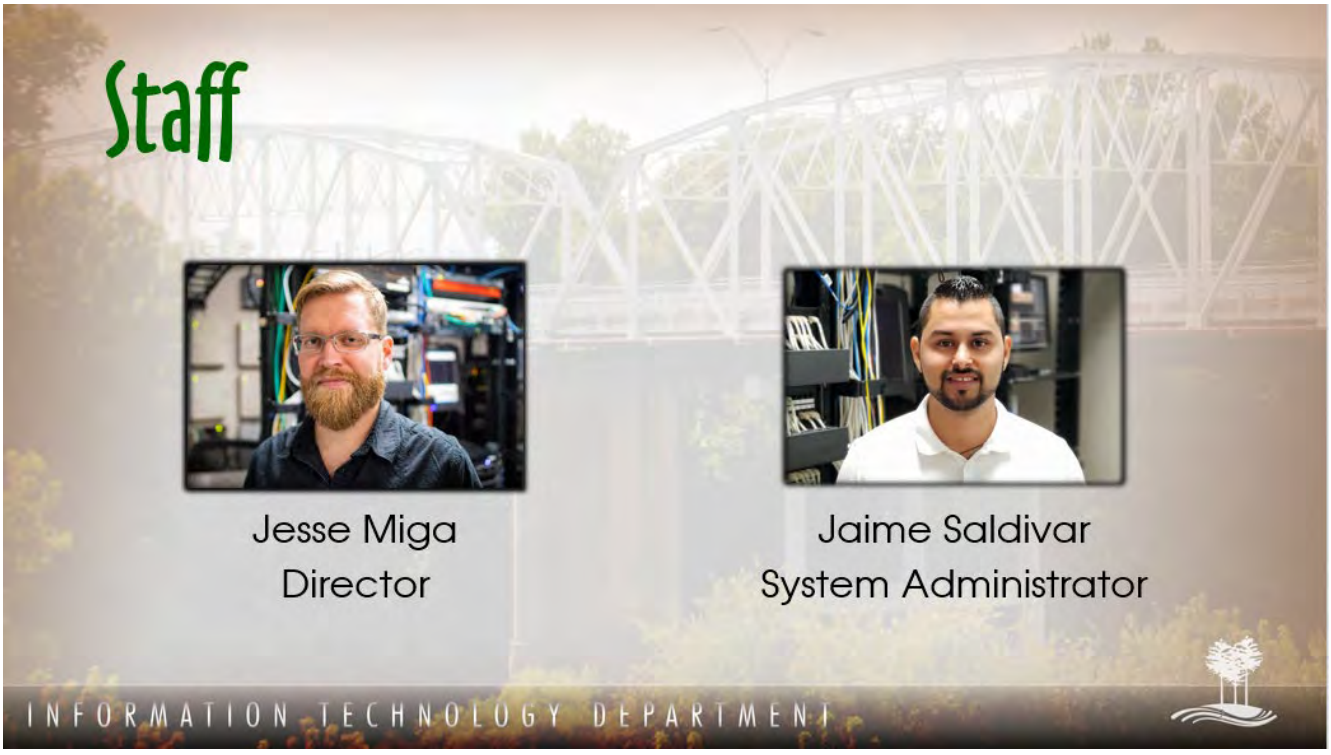
| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $155,279 | $157,278 | $172,995 | $189,675 | $193,259 |
| SUPPLIES AND MATERIALS | $3,094 | $1,750 | $1,700 | $3,000 | $2,300 |
| MAINTENANCE AND REPAIRS | $0 | $8,803 | $8,803 | $8,803 | $8,803 |
| OCCUPANCY | $1,910 | $2,268 | $2,268 | $2,268 | $2,268 |
| CONTRACTUAL SERVICES | $0 | $2,000 | $1,000 | $2,000 | $2,000 |
| OTHER CHARGES | $19,672 | $19,930 | $17,665 | $17,880 | $20,680 |
| **TOTAL EXPENDITURES** | **$179,955** | **$192,029** | **$204,431** | **$223,626** | **$229,310** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| EXEC. ADMIN ASSIST | 0.625 | 0.625 | 0.625 | 0.625 | 0.625 |
| HR DIRECTOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **1.625** | **1.625** | **1.625** | **1.625** | **1.625** |

# Human Resources

**"Information Technology Department provides technical support to the organization, implements state-of-the-art technology, and plans for future technology initiatives . . . because failure is NOT an option!"**

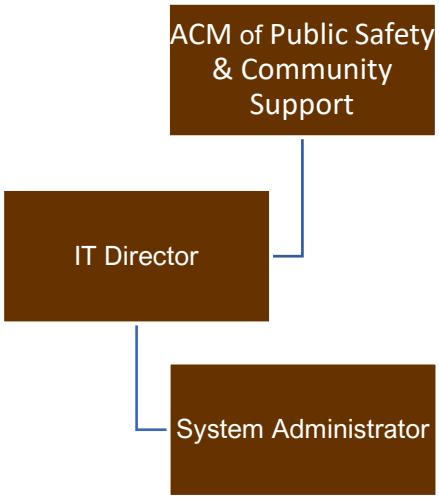



# Information Technology

## Department Description

Information Technology Department provides automated solutions that are effectively aligned with business requirements and tailored to provide support and service to internal and external customers. Our customers are diverse, ranging from elected officials, city management and staff, to citizens, businesses, and visitors.

## Organizational Chart




## Goals and Objectives for FY 2020

**COMMUNICATION -** Manage various interconnected local-area networks that form the City's wide-area network.
**COMMUNICATION -** Upgrade City network infrastructure and wireless access hardware.
**ORGANIZATIONAL EXCELLENCE -** Ensure security, redundancy and availability requirements continue to be met and improved.
**ORGANIZATIONAL EXCELLENCE -** Install and maintain IT equipment (such as workstations, printers, servers, and network / telecommunications hardware).
**FISCAL RESPONSIBILITY -** Analyze emerging technology and determine how and when its application becomes relevant and cost effective to City business.

## Recent Accomplishments for FY 2019

- ✔ Installed new servers and storage, improving redundancy and failover.
- ✔ Implemented automated desktop deployment and asset tracking software.
- ✔ Implemented a ten-year technology replacement schedule program to ensure replacement of hardware before it becomes obsolete.
- ✔ Expanded Laserfiche with web access services
- ✔ Hired Jaime Saldivar as full-time Systems Administrator, a position added in the FY 2018 budget.

# Information Technology

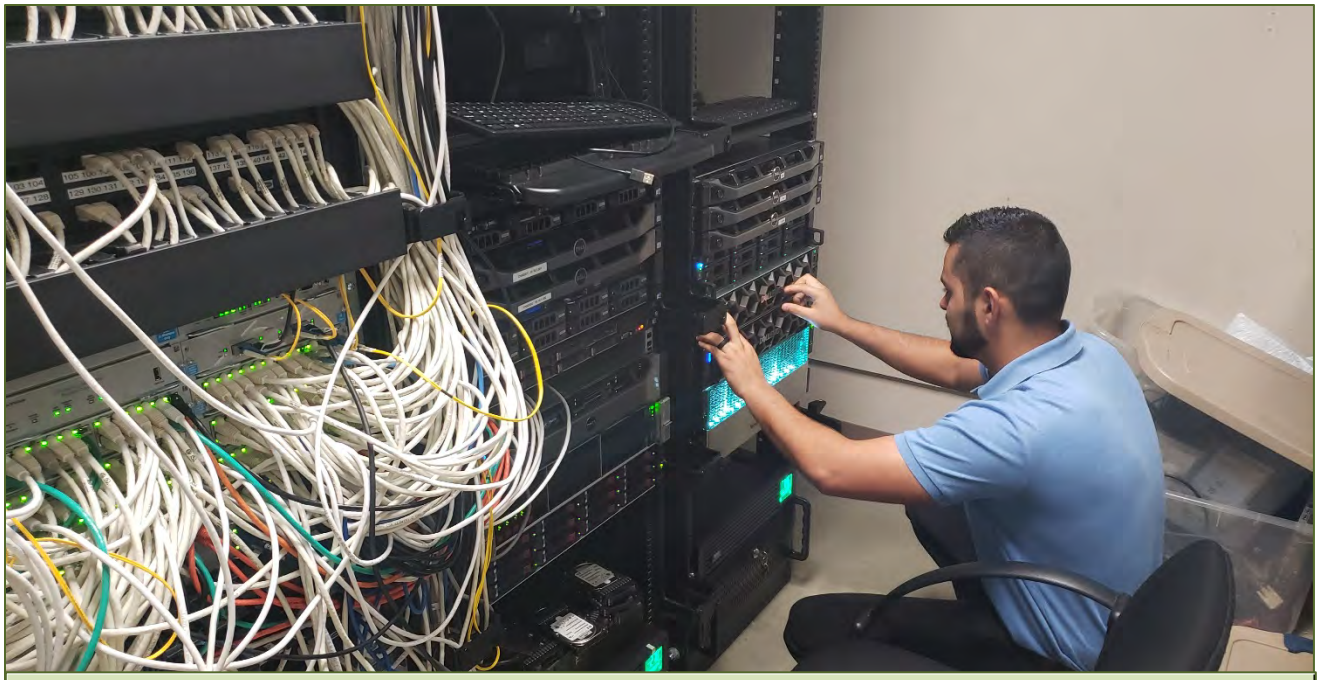
# Performance Measures

## Information Technology

| | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|
| Resolution Time Compliance: Percentage of service desk incidents resolved within the time frame specified for their priority level | 100% | 99% | 100% |
| Server Uptime: Availability of City servers for use | 98% | 99.6% | 98% |
| Project Completion: Guide technology decision making to ensure consistency with the City-wide business direction. Percent of completed projects meeting identified business priorities and standards that are identified in the workplan. | 100% | 100% | 100% |
| Main server memory capacity used (before upgrades) | <66% | 90% | <66% |
| Storage capacity used (before upgrades) | <66% | 55% | <66% |
| Main server memory capacity used (after upgrades) | <66% | 19% | <66% |
| Storage capacity used (after upgrades) | <66% | 33% | <66% |

# Information Technology

# FY 2020 Fund Summary & Personnel Schedule



**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 07 INFORMATION | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $198,110 | $232,895 | $161,964 | $198,513 | $203,410 |
| SUPPLIES AND MATERIALS | $16,119 | $12,900 | $14,169 | $26,370 | $11,974 |
| MAINTENANCE AND REPAIRS | $104,703 | $119,930 | $119,830 | $150,090 | $143,714 |
| OCCUPANCY | $12,435 | $11,112 | $9,820 | $8,780 | $9,269 |
| CONTRACTUAL SERVICES | $16,806 | $20,773 | $28,604 | $33,629 | $34,312 |
| OTHER CHARGES | $4,229 | $9,000 | $7,500 | $9,000 | $9,320 |
| **TOTAL EXPENDITURES** | **$352,402** | **$406,610** | **$341,887** | **$426,382** | **$411,999** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| IT DIRECTOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| IT SYSTEM ADMINISTRATOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **2.000** | **2.000** | **2.000** | **2.000** | **2.000** |

# Information Technology

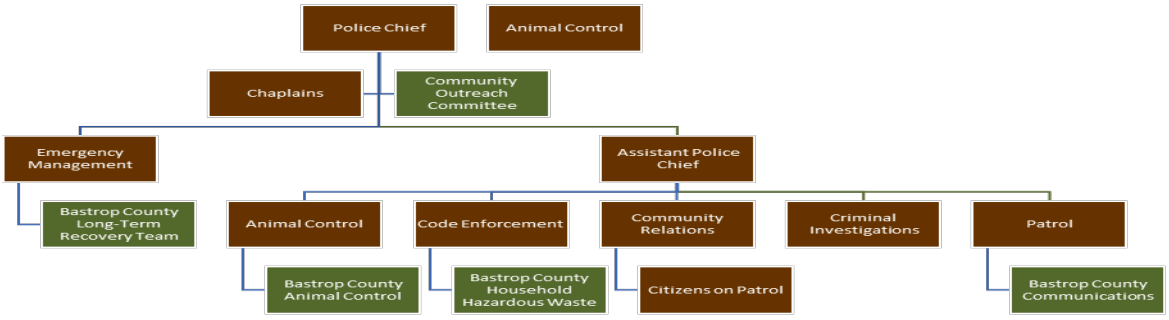
"The sole reason we exist is to protect and serve the citizens of Bastrop."

# Police

# Department Description

Providing enhanced safety and an overwhelming sense of security to our community is what the dedicated men and women of the Bastrop Police Department strive to accomplish every minute of every day. The twenty-four (24) sworn officers, three (3) Reserve Officers and four (4) civilians compose this premier law enforcement agency and are committed to integrity, service, and professionalism. The Bastrop Police Department consists of the following Divisions/Sections: Police Administration, Patrol Division, Criminal Investigations Division, Community Resource/Crime Prevention, Animal Control/Code Compliance, and Emergency Management.

# Organizational Chart




# Goals and Objectives for FY 2020

ORGANZATIONAL EXCELLENCE –

- Begin Texas Chief's Association Best Practice Recognition Program.
- Perfect gathering and utilizing data to form decisions.
- Continue to enhance the City's ability to prepare, mitigate, respond and recover in an Emergency Management Incident through discussion-based/operational-based training and exercises.
- Create code Compliance Strategic Plan to address code violation nuisances with an emphasis on junk vehicles, rubbish and high weeds and grass.
- Maintain an above average clearance rate greater than 9% the State of Texas' clearance rate.
- 25% of Sex Offender verifications will be done without prior notification to the offender.

COMMUNICATION –

- Expand community education (e.g. Neighborhood Watch) to all Apartment Complexes and facilitate more than eight National Night Out parties

# Recent Accomplishments for FY 2019

- ✔ Implemented the Fatality Crash Response Team.
- ✔ Forty-seven percent (47%) clearance rate for all crimes this year compared to the State of Texas' twenty-six percent (26%).
- ✔ 54% of all officers have achieved the highest Peace Officer Certification, Master Peace Officer.
- ✔ 32% of all officers are certified Mental Health Officers.
- ✔ 158 chickens removed during the feral chicken program for a total of 251.
- ✔ 94 children attended Teen & Junior Police Academies.

# Police

# Performance Measures by Police Division

## Administration - Police

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| Community Event Participation | N/A | N/A | | |
| Formal Cases Processed - Records | 1567 | | | |
| Open Records Requests - Records | 63 | | | |
| Crash Investigations Tracked - Records | 1003 | | | |
| Formal Crash Investigations completed | | | | |
| Self-Reported Crashes completed. | | | | |

## Code Compliance/ Animal Services

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| Animal Service Calls | 678 | | | |
| Code Enforcement Calls | 592 | | | |
| Patrol Officer Processed Animal Services | | | | |
| Patrol Officer processed Code Compliance calls. | | | | |
| Total Calls for Service | 1270 | | | |
| % Voluntary Code Compliance | | | | |
| % Voluntary Animal Services | | | | |
| % of time as Code Compliance Compared Animal Services | | | | |
| Total number of Chickens captured and relocated. | | | | |

## Emergency Management

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| Training Hours (Formal or Independent Course Study) | | | | |
| Training Hours (Exercises) | | | | |
| Training Hours (shelter) | N/A | N/A | | |
| % Employees Receiving Emergency Management Training | | | | |
| Incident/Event Action Plans Implemented | | | | |
| Total # of personnel hours. | | | | |
| Incidents Debriefed | | | | |
| # of informational social media posts | | | | |
| # of Individuals who received Social Media Posts. | | | | |

# Performance Measures by Police Division (con't)

## Criminal Investigations

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| Total Uniform Crime Reports (Part I and II) | 993 | 993 | | |
| % Clearance Rate for all crimes (Part I and II) | 41.6 | 41.6 | | |
| Average Case Load per Detective | 85 | | | |
| % Clearance Rate for Part I Index Crimes | | | | |
| Cases submitted to District Attorney within 60 days. | | | | |

## Patrol

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| Dispatched Calls for Service | 9626 | | | |
| Formal Crashes Investigated | | | | |
| Crash reports (injury and non-injury) | | | | |
| Self-Initiated Contacts | | | | |
| | | | | |
| Community Patrols | N/A | N/A | | 2500 |
| Emergency Call Response Time | | | | |
| % Response to all Priority One and Priority Two calls within 6 minutes of being dispatched | | | | |

## Crime Prevention

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| Drug Buyback Program | | | | |
| Total # of Neighborhoods / Groups participating in National Night Out | | | | |
| Crime Prevention Meeting w/ Apartment Complexes | | | 9 | |
| Total # of Neighborhood Watch Meetings | | | | |
| Citizen Police Academy Participants | | | | |
| Junior Police Academy Participants | | | 90 | |
| # of Sex Offenders Verifications Completed | | | | |
| # of register Sex offenders in the city limits | | | | |
| # of Unannounced Sex Offender Verifications. | | | | |
| # of hours of Citizens on Patrol a year | | | | |

# FY 2020 Fund Summary & Personnel Schedule

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 09 POLICE | 10 ADMINISTRATION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $545,469 | $585,546 | $563,130 | $544,965 | $535,577 |
| SUPPLIES AND MATERIALS | $31,328 | $30,537 | $27,609 | $40,191 | $35,986 |
| MAINTENANCE AND REPAIRS | $26,327 | $47,362 | $42,352 | $44,152 | $45,243 |
| OCCUPANCY | $43,896 | $45,846 | $41,914 | $49,074 | $49,074 |
| CONTRACTUAL SERVICES | $401,094 | $358,811 | $358,811 | $358,886 | $358,886 |
| OTHER CHARGES | $25,887 | $37,335 | $31,350 | $36,808 | $36,185 |
| CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$1,074,001** | **$1,105,437** | **$1,065,166** | **$1,074,076** | **$1,060,951** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ADMIN ASSIST | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| ADMIN. OFFICER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| ASST. POLICE CHIEF | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| DIR OF PUBLIC SAFETY | 1.000 | 1.000 | 1.000 | 0.650 | 0.650 |
| RECORDS TECHNICIAN | 2.000 | 2.000 | 2.000 | 2.000 | 2.000 |
| **TOTAL FTEs** | **6.000** | **6.000** | **6.000** | **5.650** | **5.650** |

# Administration - Police

# FY 2020 Fund Summary & Personnel Schedule

| CITY OF BASTROP | | |
|---|---|---|
| FUND | DEPARTMENT | DIVISION |
| 101 GENERAL FUND | 09 POLICE | 12 CODE ENFORCEMENT |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $60,342 | $63,992 | $54,267 | $62,462 | $64,365 |
| SUPPLIES AND MATERIALS | $2,814 | $5,276 | $3,697 | $5,172 | $4,347 |
| MAINTENANCE AND REPAIRS | $381 | $3,754 | $1,500 | $4,102 | $2,102 |
| OCCUPANCY | $0 | $0 | $0 | $0 | $0 |
| CONTRACTUAL SERVICES | $4,420 | $10,390 | $7,050 | $10,615 | $10,390 |
| OTHER CHARGES | $19,511 | $20,135 | $14,435 | $20,350 | $20,439 |
| **TOTAL EXPENDITURES** | **$87,468** | **$103,547** | **$80,949** | **$102,701** | **$101,643** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CODE COMPLIANCE | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **1.000** | **1.000** | **1.000** | **1.000** | **1.000** |

# Code Enforcement & Animal Control

## FY 2020 Fund Summary (No personnel assigned to this division)

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 09 POLICE | 14 EMERGENCY MANAGEMENT |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| SUPPLIES AND MATERIALS | $66,945 | $34,500 | $5,142 | $35,600 | $35,600 |
| MAINTENANCE AND REPAIRS | $384 | $3,200 | $2,750 | $3,200 | $3,200 |
| OCCUPANCY | $2,913 | $7,820 | $7,820 | $9,070 | $9,070 |
| CONTRACTUAL SERVICES | $0 | $10,000 | $10,000 | $10,000 | $10,000 |
| OTHER CHARGES | $2,350 | $3,750 | $3,750 | $3,750 | $3,750 |
| **TOTAL EXPENDITURES** | **$72,592** | **$59,270** | **$29,462** | **$61,620** | **$61,620** |

# Emergency Management

# FY 2020 Fund Summary & Personnel Schedule

| CITY OF BASTROP | | |
|---|---|---|
| FUND | DEPARTMENT | DIVISION |
| 101 GENERAL FUND | 09 POLICE | 21 CID |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $245,711 | $268,790 | $261,884 | $276,708 | $282,719 |
| SUPPLIES AND MATERIALS | $3,935 | $6,640 | $6,640 | $12,818 | $5,831 |
| MAINTENANCE AND REPAIRS | $3,277 | $3,954 | $2,000 | $5,112 | $5,914 |
| CONTRACTUAL SERVICES | $1,842 | $3,602 | $3,600 | $7,086 | $5,286 |
| OTHER CHARGES | $3,932 | $7,090 | $6,390 | $10,076 | $6,776 |
| **TOTAL EXPENDITURES** | **$258,697** | **$290,076** | **$280,514** | **$311,800** | **$306,526** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| POLICE DETECTIVE | 3.000 | 3.000 | 3.000 | 3.000 | 3.000 |
| **TOTAL FTEs** | **3.000** | **3.000** | **3.000** | **3.000** | **3.000** |

# Criminal Investigations

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 09 POLICE | 22 PATROL |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $1,290,964 | $1,545,485 | $1,497,484 | $1,573,434 | $1,619,728 |
| SUPPLIES AND MATERIALS | $65,091 | $96,011 | $96,011 | $100,399 | $154,262 |
| MAINTENANCE AND REPAIRS | $19,717 | $22,674 | $21,474 | $28,830 | $28,830 |
| CONTRACTUAL SERVICES | $11,263 | $16,948 | $16,948 | $17,171 | $17,171 |
| OTHER CHARGES | $5,888 | $11,070 | $11,070 | $15,411 | $13,720 |
| CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$1,392,923** | **$1,692,188** | **$1,642,987** | **$1,735,245** | **$1,833,711** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| POLICE OFFICER | 3.000 | 3.000 | 3.000 | 3.000 | 3.000 |
| POLICE OFFICER I | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| SENIOR OFFICER | 6.000 | 8.000 | 8.000 | 8.000 | 8.000 |
| SERGEANT | 5.000 | 5.000 | 5.000 | 5.000 | 5.000 |
| **TOTAL FTEs** | **15.000** | **17.000** | **17.000** | **17.000** | **17.000** |

# Patrol

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 09 POLICE | 23 CRIME PREVENTION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $92,597 | $102,075 | $101,076 | $104,035 | $107,127 |
| SUPPLIES AND MATERIALS | $3,384 | $10,570 | $8,520 | $8,170 | $8,230 |
| MAINTENANCE AND REPAIRS | $1,697 | $4,476 | $3,448 | $3,144 | $3,144 |
| CONTRACTUAL SERVICES | $1,917 | $3,922 | $3,382 | $1,963 | $1,338 |
| OTHER CHARGES | $1,321 | $4,659 | $3,450 | $3,659 | $2,570 |
| **TOTAL EXPENDITURES** | **$100,916** | **$125,702** | **$119,876** | **$120,971** | **$122,409** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| SENIOR OFFICER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **1.000** | **1.000** | **1.000** | **1.000** | **1.000** |

# Crime Prevention

BASTROPTX
Heart of the Lost Pines
Est. 1832

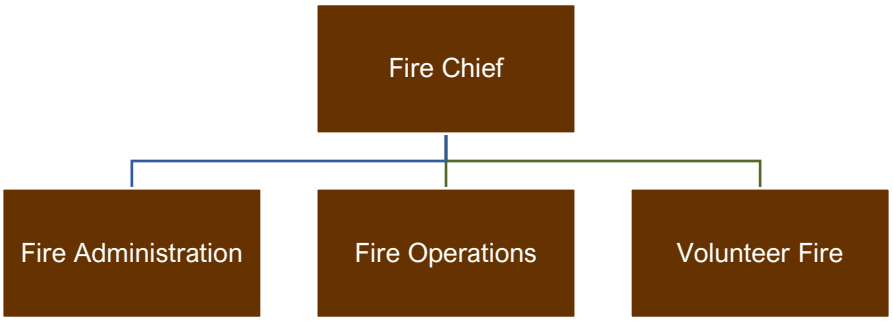
"Our purpose is to protect the lives and property of the citizens, businesses, and visitors to our community."

# Fire

## Department Description

The Fire Department's primary purpose is to protect the lives and property of the citizens, businesses, and visitors to our community. The department is called on to handle anything from minor emergencies to major disasters and continually seeks opportunities to serve and engage our community through outstanding customer service. Service is accomplished through the delivery of fire suppression operations, fire prevention, and public education.

## Organizational Chart




## Goals and Objectives for FY 2020

ORGANIZATIONAL EXCELLENCE

- Hire a full-time fire inspector and plains reviewer.
- Complete renovations to Stations to accommodate overnight staffing.
- Respond to all requests for service with a high level of efficiency and preparedness.
- Manage all scenes to ensure the safety of all citizens and fire personnel.
- Conduct training for operational effectiveness and standardization for all personnel.
- Provide and promote fire safety education to all.

## Recent Accomplishments for FY 2019

✔Increased paid coverage by increasing part-time shift coverage from 2 to 3 per shift.

✔Received a grant and installed smoke detectors for senior citizens from the Insurance Council of Texas.

✔Received a grant from State Farm to purchase fire alarms for the hearing impaired.

✔Moved Fire Inspections and Plans Review from third party to in-house.

# Performance Measures
## Fire

| | FY 2017 | FY 2018 | Goal FY 2019 | Goal FY 2020 |
|---|---|---|---|---|
| ***Response Times*** | | | | |
| Average amount of time for Daytime response to Calls for Service (CFS) | | | | |
| Daytime % of arrival to CFS within 10 minutes | | | | |
| Average amount of time for Nighttime response to Calls for Service (CFS) | | | | |
| Nighttime % of arrival to CFS within 10 minutes | | | | |
| ***Educational Programs*** | | | | |
| Number of "Sound the Alarm" educational programs conducted for the elderly and/or disabled population | | | | |
| Number of "Staying Safe & Staying Alive" educational programs conducted for children in kindergarten through 5th grade students | | | | |
| Number of "Staying Safe & Staying Alive" educational programs conducted for middle school and high school students | | | | |
| ***Training*** | | | | |
| Total number of training hours conducted this year | | | | |
| % of firefighters who received a minimum of 56 hours of training this year | | | | |
| % of total training hours dedicated to specialty training (i.e., swift water rescue, high & low angle rescue, hazardous materials training, etc.) | | | | |
| ***Fire Inspections & Planning Review*** | | | | |
| # of fire inspections conducted | | | | |
| # of violations identified during the fire inspection | | | | |
| % of voluntary compliance after receiving education and assistance was received and further enforcement actions were not required | | | | |
| # of planning reviews conducted | | | | |
| Average time to complete planning review | | | | |

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 11 FIRE | 10 ADMIN |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $110,123 | $116,723 | $130,715 | $245,892 | $277,760 |
| SUPPLIES AND MATERIALS | $15,946 | $16,300 | $10,800 | $22,340 | $31,635 |
| MAINTENACE AND REPAIRS | $6,444 | $7,300 | $7,300 | $7,900 | $9,814 |
| OCCUPANCY | $33,209 | $40,512 | $40,512 | $47,000 | $55,510 |
| CONTRACTUAL SERVICES | $75,575 | $57,041 | $54,190 | $57,590 | $56,090 |
| OTHER CHARGES | $6,337 | $12,500 | $12,500 | $17,025 | $18,549 |
| CAPITAL OUTLAY | $0 | $11,000 | $11,000 | $18,500 | $0 |
| **TOTAL EXPENDITURES** | **$247,634** | **$261,376** | **$267,017** | **$416,247** | **$449,358** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| FIRE CHIEF | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| FIRE INSPECTOR | 0.000 | 0.000 | 0.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **1.000** | **1.000** | **1.000** | **2.000** | **2.000** |

# Fire Administration

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 11 FIRE | 11 OPERATIONAL |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $147,021 | $207,762 | $215,510 | $310,215 | $342,365 |
| SUPPLIES AND MATERIALS | $54,486 | $54,190 | $47,690 | $37,935 | $46,435 |
| MAINTENACE AND REPAIRS | $40,932 | $48,800 | $48,800 | $55,705 | $75,738 |
| CONTRACTUAL SERVICES | $0 | $0 | $0 | $950 | $0 |
| OTHER CHARGES | $3,494 | $6,025 | $6,025 | $5,025 | $4,000 |
| CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$245,933** | **$316,777** | **$318,025** | **$409,830** | **$468,538** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| FIREFIGHTER | 6.300 | 6.300 | 6.300 | 8.400 | 8.400 |
| **TOTAL FTEs** | **6.300** | **6.300** | **6.300** | **8.400** | **8.400** |

# Fire Operations

# FY 2020 Fund Summary & Personnel Schedule

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 11 FIRE | 13 VOLUNTEER |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $3,000 | $1,961 | $1,961 | $1,965 | $2,005 |
| SUPPLIES AND MATERIALS | $0 | $0 | $0 | $0 | $15,570 |
| CONTRACTUAL SERVICES | $23,945 | $24,000 | $24,000 | $24,000 | $28,000 |
| OTHER CHARGES | $8,101 | $10,000 | $10,000 | $10,000 | $12,500 |
| **TOTAL EXPENDITURES** | **$35,046** | **$35,961** | **$35,961** | **$35,965** | **$58,075** |

# Fire Volunteers

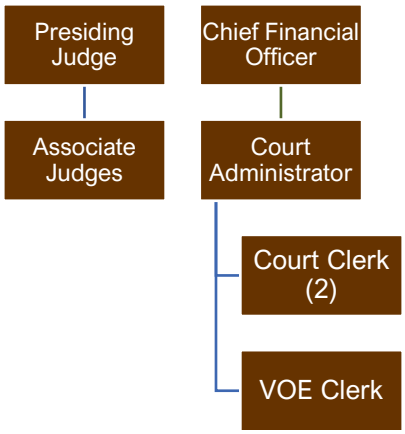
"Our purpose is to provide a fair and equitable Court of Record in a user-friendly environment."

# Municipal Court

## Department Description

Municipal Court is a Court of Record and processes approximately 2,200 cases annually, which translates into this Court sees more people than any other court in the County. This Court processes complaints filed by Bastrop Police Department, Citizens of the City, Bastrop Independent School District, and Officials of the City of Bastrop. After adjudication, the Court is responsible to impose collection of all fines, maintain all records regarding court cases, prepare reports as required, to magistrate, set bonds or fines, manage payment plans, track community service hours, sign warrants for failure to comply with Court Orders, Failure to Appear or Violation of Promise to Appear and issue warrants on A and B misdemeanor and felony cases originating in the City of Bastrop.

## Organizational Chart




## Goals and Objectives for FY 2020

ORGANIZATIONAL EXCELLENCE - Treat all internal and external customers with professional courtesy and respect.

ORGANIZATIONAL EXCELLENCE - Complete the life cycle of cases where defendants are actively engaging as simply and expeditiously as possible.

COMMUNICATION - Provide more education – Juvenile Case Manager will provide education to reduce the percentage of recidivism.

FISCAL RESPONSIBILITY – Work in cooperation with the Bastrop Police Dept. to hold multiple warrant roundups each year to reduce the amount of outstanding warrants.

## Recent Accomplishments for FY 2019

- ✔ Appointed Judge Coy as Presiding Judge after Judge Hinds retirement.
- ✔ Appointed a new Associate Judge
- ✔ As of February 2019, all clerks are state certified.
- ✔ Closed court cases from 1996, 2000, 2001, and 2003
- ✔ Managed 216 payment plans and 16 community service
- ✔ Administered monthly pre-trials
- ✔ Coordinated with Bastrop Police Dept. to conduct two warrant round ups
- ✔ Processed ___ payments
- ✔ Issued ____ warrants
- ✔ Mailed ____ notices

# Municipal Court

# Performance Measures

## Municipal Court

| | FY 2017 | FY 2018 | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|---|---|
| | | | | | |
| Organizational Excellence - monitor open docket report and reduce open cases (589) | Unable to calculate | 672 | 10% | | 10% |
| Time to disposition – within 30 days | | | 50% | 46% | 50% |
| Juvenile Case Manager making contact with Teen Court participant, school, and/or parent once per month | | | 100% | 90% | 100% |
| Reduce the # of outstanding warrants (2,543) | 2,599 | 2,601 | 10% | | 10% |

# Municipal Court

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 12 MUNICIPAL COURT | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $240,942 | $248,089 | $210,254 | $199,971 | $207,204 |
| SUPPLIES AND MATERIALS | $9,003 | $7,500 | $8,200 | $7,800 | $7,900 |
| MAINTENANCE AND REPAIRS | $7,187 | $17,000 | $8,617 | $8,578 | $8,900 |
| OCCUPANCY | $4,227 | $4,200 | $4,200 | $4,250 | $4,350 |
| CONTRACTUAL SERVICES | $48,590 | $60,450 | $85,353 | $108,604 | $109,904 |
| OTHER CHARGES | $5,953 | $6,010 | $6,706 | $7,650 | $7,650 |
| **TOTAL EXPENDITURES** | **$315,902** | **$343,249** | **$323,330** | **$336,853** | **$345,908** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| COURT ADMINISTRATOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| COURT CLERK/JUVENILE CASES | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| COURT CLERK/TRIAL COORD | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| JUDGE | 1.000 | 1.000 | 1.000 | 0.000 | 0.000 |
| MC VOE CLERK | 0.250 | 0.250 | 0.250 | 0.250 | 0.250 |
| **TOTAL FTEs** | **4.250** | **4.250** | **4.250** | **3.250** | **3.250** |

# Municipal Court

BASTROPTX
Heart of the Lost Pines
Est. 1832

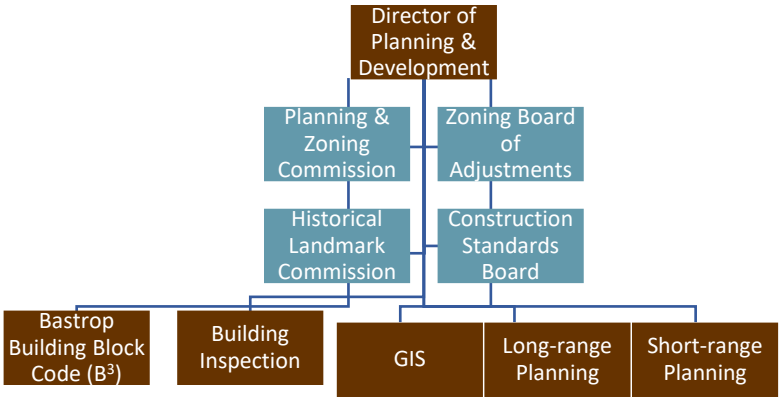
"Preserving the past while facilitating growth and quality of life in harmony with the vision for the City of Bastrop."

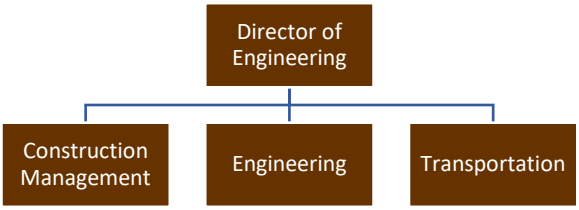
# Development Services

## Department Description

Development Services consists of the Building & Permitting, Engineering, and Planning & Development. **Engineering** facilitates development and ensures the implementation of a plan through development by providing project engineering analysis, guidance and direction to assure projects meet objectives and sound fail-safe engineering practices, and transportation planning. **Planning & Development** facilitates land planning related to zoning, conditional use, platting, historical significance and variances. Planning staff accepts and processes development applications as they relate to land planning; and provides expertise and guidance on the update of codes and ordinances. The development process provides document review for compliance with building codes and standards. **Building Inspection** includes the permitting and inspections of private improvements to maintain consistency in field directives and assures construction and building code compliance are met.

## Organizational Chart




## Goals and Objectives for FY 2020

- **MANAGE GROWTH** - Continue with the Building Bastrop Code revision process to update the Zoning Code, Sign Code, and Subdivision Ordinance.
- **COMMUNITY SAFETY** - Adopt the 2018 International Building Codes.
- **COMMUNITY SAFETY** - Ensure life-safety measures for infrastructure and construction are being upheld throughout the community.
- **ORGANIZATIONAL EXCELLENCE** - Meet scheduled plan review completion dates through new processes and development schedule.
- **ORGANIZATIONAL EXCELLENCE** - Implement new Development Review Process in conjunction with the adoption of the new codes.
- **MANAGE GROWTH** - Complete annual Comprehensive Plan Review with the P&Z Commission.
- **AUTHENTIC BASTROP** - Complete application and achieve Certified Local Government Status with the Texas Historical Commission

## Recent Accomplishments for FY 2019

- ✔ Drafted and adopted a Mobile Food Vendor Pilot Program.
- ✔ Established an Enhanced Permit Review Process.
- ✔ Issued __ permits totaling $___ in revenue. (Residential – ___; Commercial – ____)
- ✔ Successfully hired a new Building Official, Building Inspector, and Planner.
- ✔ Updated building and development fees.
- ✔ Awarded the Great Places in Texas designation for Downtown Bastrop from the Texas Chapter of the American Planning Association
- ✔ Applied for and received a Safe Routes to School Grant for sidewalk improvements to MLK Street.
- ✔ Transitioned to in-house permit review and inspections.

# Development Services

# Performance Measures by Development Services Division

## Building and Permitting

| | Goal FY 2019 | FY 2019 Completed | Goal FY 2020 | FY 2020 Completed |
|---|---|---|---|---|
| Maintain 14-day turnaround on building plan review (non-trade) | N/A | | 95% | |
| Complete permit application completeness checks within 24 hours | N/A | | 100% | |
| Turnaround trade permits within 2 business days | N/A | | 100% | |
| Complete daily digital catalog for all building permits and inspections | N/A | | 95% | |
| Develop records management policy for permit and inspections records | N/A | | Complete | |
| Provide building inspections within 48 hours of request | N/A | | 95% | |

## Engineering

| | FY 2017 | FY 2018 | Goal FY 2019 | Goal FY 2020 |
|---|---|---|---|---|
| Review Construction Standard Details Annually and Update as Appropriate for Quality Assurance | | | 60% Review and Update | 100% Review and Update |
| Develop, Review and Monitor a R.O.W. Permitting Process for Franchising Utilities (i.e. Gas, Electric and Communications). | | | 100% | 100% |

## Planning and Development

| | Goal FY 2019 | FY 2019 Completed | Goal FY 2020 | FY 2020 Completed |
|---|---|---|---|---|
| Percentage of Development Reviews completed within 14 days | 100% | | 100% | |
| Percentage of required development applications processed on time under HB 3167 | N/A | | 100% | |
| Achieve Certified Local Government designation | In Progress | | Complete | |
| Implement new Development Process and Schedule | In Progress | | Complete | |
| Develop records management policy for development records | N/A | | Complete | |
| Record and update GIS mapping to reflect new development | N/A | | 100% | |

# Development Services

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 15 DEVELOPMENT SERVICES | 16 ENGINEERING AND DEVELOPMENT |

### SUMMARY

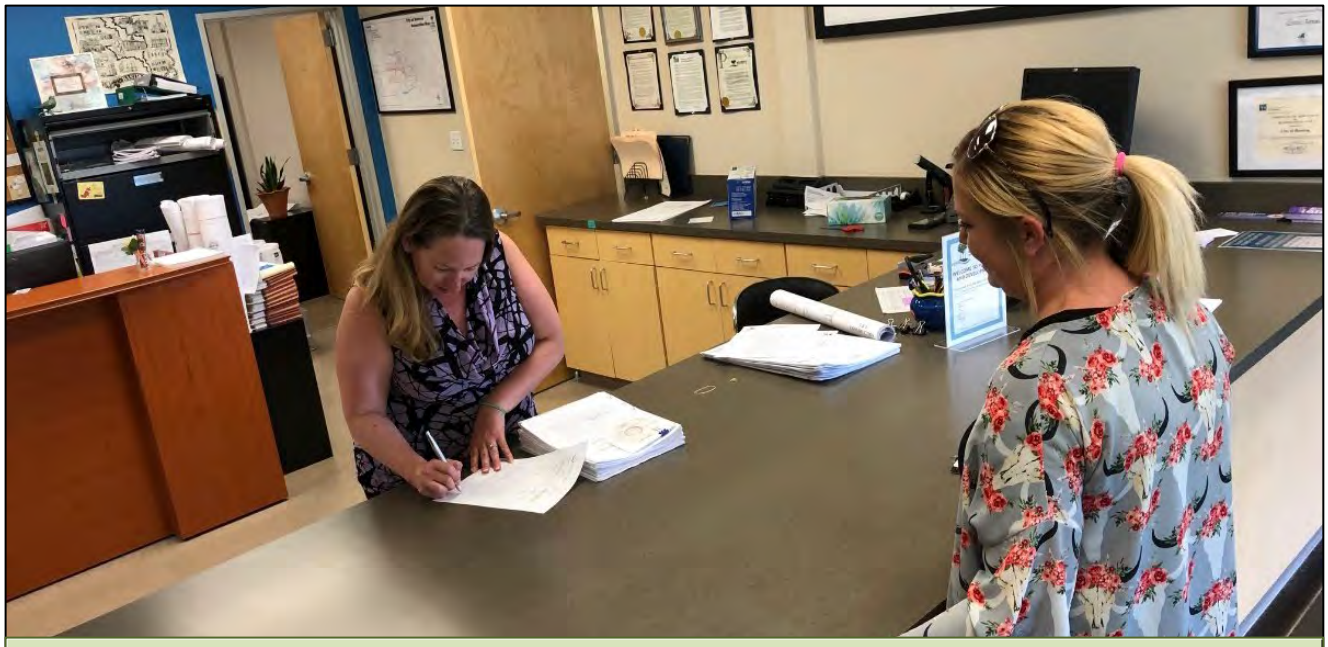
| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $200,104 | $322,202 | $321,057 | $80,473 | $81,177 |
| SUPPLIES AND MATERIALS | $1,845 | $3,262 | $3,430 | $3,732 | $5,850 |
| MAINTENANCE AND REPAIRS | $7,228 | $13,350 | $2,800 | $9,000 | $9,100 |
| OCCUPANCY | $1,752 | $2,000 | $0 | $1,500 | $2,100 |
| CONTRACTUAL SERVICES | $96,996 | $132,844 | $132,045 | $50,500 | $105,600 |
| OTHER CHARGES | $1,233 | $9,563 | $1,985 | $7,200 | $10,900 |
| **TOTAL EXPENDITURES** | **$309,158** | **$483,221** | **$461,317** | **$152,405** | **$214,727** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CITY ENGINEER (50%) | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| **TOTAL FTEs** | **0.500** | **0.500** | **0.500** | **0.500** | **0.500** |

# Engineering

# FY 2020 Fund Summary & Personnel Schedule



## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 15 DEVELOPMENT SERVICES | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $176,777 | $460,383 | $464,867 | $532,212 | $536,581 |
| SUPPLIES AND MATERIALS | $9,638 | $7,980 | $8,999 | $6,510 | $8,370 |
| MAINTENANCE AND REPAIRS | $9,562 | $14,627 | $14,627 | $16,270 | $17,270 |
| OCCUPANCY | $6,202 | $6,600 | $6,764 | $5,936 | $5,936 |
| CONTRACTUAL SERVICES | $310,107 | $9,987 | $3,388 | $10,037 | $24,000 |
| OTHER CHARGES | $45,048 | $52,576 | $47,824 | $47,755 | $64,061 |
| CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$557,334** | **$552,153** | **$546,469** | **$618,720** | **$656,218** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ASST. PLANNING DIRECTOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PLANNER | 1.000 | 2.000 | 2.000 | 2.000 | 2.000 |
| PLANNING DIRECTOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PLANNING TECH | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **4.000** | **5.000** | **5.000** | **5.000** | **5.000** |

# Planning & Zoning

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 15 DEVELOPMENT SERVICES | 18 BUILDING INSPECTION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $0 | $0 | $0 | $292,024 | $226,297 |
| SUPPLIES AND MATERIALS | $0 | $0 | $0 | $4,500 | $10,331 |
| MAINTENANCE AND REPAIRS | $0 | $0 | $0 | $6,000 | $6,000 |
| OCCUPANCY | $0 | $0 | $0 | $2,592 | $2,592 |
| CONTRACTUAL SERVICES | $0 | $0 | $0 | $900 | $900 |
| OTHER CHARGES | $0 | $0 | $0 | $7,184 | $7,184 |
| CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$0** | **$0** | **$0** | **$313,199** | **$253,304** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| BUILDING INSPECTOR | 0.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| BUILDING OFFICIAL | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PERMIT TECHNICIAN | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **2.000** | **3.000** | **3.000** | **3.000** | **3.000** |

# Building Inspection

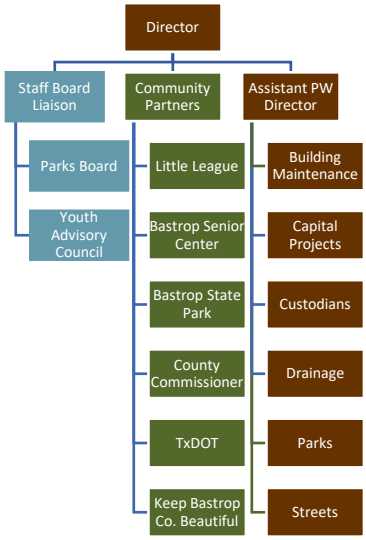
"Public Works, through its dedicated employees, strive to plan, design, build, maintain, and operate public infrastructure in a manner that respects the environment and the ability of government to adequately preserve these assets for succeeding generations."

# Public Works

## Department Description

Public Works maintains all City street surfaces, street signage, storm drainage, and building maintenance. Streets & Drainage maintains 60.5 miles of paved streets, 50 miles of open drainage ditches, 78 miles of storm sewer, 1450 street signs, 98,562 linear feet of sidewalk, and mow 25.5 miles of rights-of-way. Building Maintenance maintains 11 public facilities, 115,000 square feet of space, daily cleaning, property maintenance including painting, lighting, and inspections of roofing, HVAC, foundations, etc. Parks mows 106.1 acres of parkland, 10.5 acres of facilities, perform rodeo arena maintenance and rental, and maintain trails.

## Organizational Chart




## Goals and Objectives for FY 2020

ORGANIZATIONAL EXCELLENCE

- Design and Bid Yr. 3 of the Street Maintenance Program.
- Continue quarterly Street striping schedule.
- Complete phase one of a design to improve flow and capacity in Gills Branch.
- Provide monthly CIP updates at the 1st Council meeting of each month to update community on progress of each project.
- Implement a Public Works Procurement schedule to ensure all materials are ordered timely in accordance to state law requirements.
- Develop a 10-year maintenance schedule for Parks.
- Develop a 10-year maintenance schedule for Building Maintenance.
- Oversee the Sidewalk Improvement Program.

## Recent Accomplishments for FY 2019

- ✔ Completed the Gills Branch 2D Analysis.
- ✔ Successfully constructed and installed elements of the Building Bastrop Pop-up event.
- ✔ Completed installation of new street signage.
- ✔ Completed year 2 of Right-of-Way mowing contract.
- ✔ Reconstructed all streets associate with the North Main Street Sewer Relocation Project.
- ✔ Completed Delgado Park, Phase I.
- ✔ Completed Year 1 & 2 of Street Maintenance Plan with the exception of Old Austin Hwy. based on PCI Study completed in January 2018.
- ✔ Awarded the Skate Park bid for final design and construction.
- ✔ Completed quarterly Street striping schedule.

# Public Works

# FY 2020 Fund Summary & Personnel Schedule

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 18 PUBLIC WORKS | 10 ADMINISTRATION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $775,582 | $177,702 | $170,953 | $309,635 | $317,883 |
| SUPPLIES AND MATERIALS | $42,540 | $10,800 | $9,500 | $9,980 | $13,840 |
| MAINTENANCE AND REPAIRS | $120,962 | $0 | $0 | $0 | $0 |
| OCCUPANCY | $9,921 | $16,800 | $12,000 | $12,000 | $12,000 |
| CONTRACTUAL SERVICES | $288,998 | $239,700 | $238,275 | $86,586 | $77,456 |
| OTHER CHARGES | $7,977 | $8,650 | $6,850 | $10,046 | $11,675 |
| CAPITAL OUTLAY | $42,255 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$1,288,235** | **$453,652** | **$437,578** | **$428,247** | **$432,854** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ASSISTANT PW DIRECTOR | 0.250 | 0.250 | 0.250 | 0.250 | 0.250 |
| DIR OF PW/UTIL/LEISURE SERVICES | 0.250 | 0.250 | 0.250 | 0.250 | 0.250 |
| MECHANIC | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| CONSTRUCTION MANAGER | 0.000 | 0.000 | 0.000 | 1.000 | 1.000 |
| PW TECHNICIAN | 0.375 | 0.375 | 0.375 | 0.375 | 0.375 |
| **TOTAL FTEs** | **1.875** | **1.875** | **1.875** | **2.875** | **2.875** |

# Administration – Public Works

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 18 PUBLIC WORKS | 15 STREETS / DRAINAGE |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL | $0 | $626,189 | $620,190 | $625,614 | $642,131 |
| SUPPLIES AND MATERIALS | $0 | $59,525 | $53,100 | $64,125 | $214,380 |
| MAINTENANCE AND REPAIRS | $0 | $70,100 | $59,910 | $70,100 | $78,100 |
| CONTRACTUAL SERVICES | $0 | $12,375 | $10,500 | $12,375 | $16,225 |
| OTHER CHARGES | $0 | $0 | $0 | $1,400 | $1,500 |
| **TOTAL EXPENDITURES** | **$0** | **$768,189** | **$743,700** | **$773,614** | **$952,336** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| EQUIPMENT OPERATOR I | 3.000 | 3.000 | 3.000 | 3.000 | 3.000 |
| EQUIPMENT OPERATOR II | 3.000 | 3.000 | 3.000 | 3.000 | 3.000 |
| PW CREW LEADER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PW-MAINT II | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PW-MAINTENANCE WORKER II | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| UTIL. FIELD SUPERINTENDENT | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **10.000** | **10.000** | **10.000** | **10.000** | **10.000** |

# Streets & Drainage

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 18 PUBLIC WORKS | 19 PARKS |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $626,354 | $687,762 | $675,423 | $701,578 | $723,210 |
| SUPPLIES AND MATERIALS | $42,651 | $36,150 | $30,015 | $36,150 | $37,400 |
| MAINTENANCE AND REPAIRS | $65,152 | $84,650 | $58,300 | $84,650 | $78,250 |
| OCCUPANCY | $62,445 | $56,420 | $52,450 | $56,420 | $59,400 |
| CONTRACTUAL SERVICES | $16,692 | $21,921 | $11,100 | $21,921 | $21,921 |
| OTHER CHARGES | $3,145 | $5,750 | $4,800 | $5,750 | $6,150 |
| CAPITAL OUTLAY | $187,881 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$1,004,320** | **$892,653** | **$832,088** | **$906,469** | **$926,331** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ASSISTANT PW DIRECTOR | 0.000 | 0.250 | 0.250 | 0.250 | 0.250 |
| ATHLETIC FIELD MAINT. TECH | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| DIR OF PW/UTIL/LEISURE SERVICES | 0.250 | 0.250 | 0.250 | 0.250 | 0.250 |
| EQUIP OPERATOR I | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| FACILITIES MAINT WORKER II | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| MAINTENANCE SPECIALIST | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PARKS & REC SUPERINTENDENT | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PARKS CREW LEADER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PARKS MAINT WORKER II | 5.000 | 5.000 | 5.000 | 5.000 | 5.000 |
| PW TECHNICIAN | 0.500 | 0.375 | 0.375 | 0.375 | 0.375 |
| SEASONAL EMPLOYEES | 0.200 | 0.185 | 0.185 | 0.185 | 0.185 |
| **TOTAL FTEs** | **11.950** | **12.060** | **12.060** | **12.060** | **12.060** |

# Parks

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 18 PUBLIC WORKS | 20 BUILDING MAINTENANCE |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $157,616 | $200,979 | $196,038 | $204,911 | $211,083 |
| SUPPLIES AND MATERIALS | $25,206 | $26,100 | $22,500 | $26,100 | $25,900 |
| MAINTENANCE AND REPAIRS | $52,439 | $51,120 | $58,600 | $51,120 | $56,022 |
| OCCUPANCY | $832 | $1,200 | $500 | $1,200 | $600 |
| CONTRACTUAL SERVICES | $6,567 | $5,269 | $5,492 | $5,269 | $6,119 |
| OTHER CHARGES | $0 | $1,300 | $300 | $1,300 | $1,300 |
| CAPITAL OUTLAY | $18,902 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$261,562** | **$285,968** | **$283,430** | **$289,900** | **$301,024** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CUSTODIAN | 3.000 | 3.000 | 3.000 | 3.000 | 3.000 |
| CUSTODIAN CREW LEADER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **4.000** | **4.000** | **4.000** | **4.000** | **4.000** |

# Building Maintenance

# Performance Measures by Public Works Division

## Administration – Public Works

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## Streets & Drainage

| | FY 2018 | FY 2019 Target Outcome | Outcome FY 2019 | Goal FY 2020 |
|---|---|---|---|---|
| Provide quality road infrastructure and maintenance programs for our community (Continuous PCI assessment and identification of road segments: 50% annually) | 60.5 Linear Miles Evaluated | 70 PCI | 30.5 Linear Miles | 30 Linear Miles |
| | | | | |
| Provide responsive service to customer requests and inquiries within prescribed parameters (Response times: severe potholes 2-days; stop signs down two hours.) | 480 Work orders | 98% | | |
| | | | | |
| | | | | |

## Special Events and Reservations

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## Parks

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

## Building Maintenance

| | FY 2018 | FY 2019 | Goal FY 2020 | Goal FY 2021 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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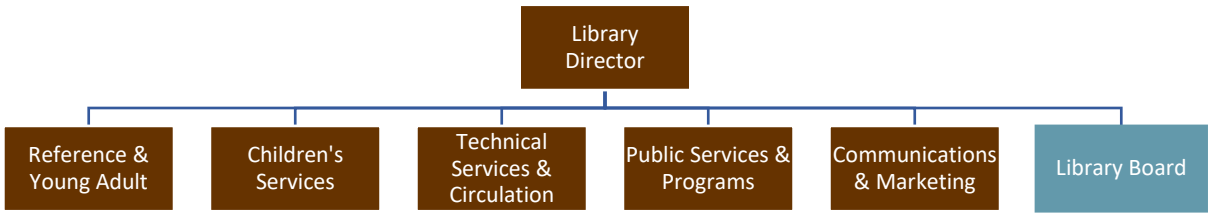
"The Library provides free and unrestricted access to informational, educational, cultural, and recreational library materials and services in a clean, comfortable, secure environment for people of all ages."

# Library

## Department Description

The Library collects, classifies, organizes, and makes available information in all formats, including print, non-print, and digital materials, for the community. The Library encourages reading by providing materials and enrichment programs for patrons of all ages along with access to local history and genealogical resources, and on-line access via Internet to the TexShare databases. The Library provides a variety of programs, including regular preschool story time and summer reading programs, public access to computers, meeting rooms for the general public, clubs, and non-profit corporations.

## Organizational Chart




## Goals and Objectives for FY 2020

**COMMUNICATION**

- Increase community outreach by visiting day care centers, Head Start and schools.
- Develop community awareness of library services by participating in local events and organizational meetings.
- Promote and educate the community about our materials, special collections and electronic resources.
- Partner with the Multimedia Department, Hospitality & Downtown, Parks & Rec and other city departments to disseminate vital, educational and recreational information to the community.

**ORGANIZATIONAL EXCELLENCE**

- Continue to provide and develop programs for children, tweens, teens and adults.

## Recent Accomplishments for FY 2019

- ✔ Hired a new Library Director.
- ✔ Circulated 150,677 items.
- ✔ Welcomed 106,111 visitors.
- ✔ Provided 384 programs for children, tweens, teens and adults, including a new monthly adult crafting program.
- ✔ Provided a seven-week Summer Reading Program which attracted over 4,000 people to the planned activities and events.
- ✔ Reorganized and reclassified all adult fiction into genre categories.
- ✔ Added a circulating cake pan collection.

# Library

# Performance Measures

## Library

| | FY 2017 | FY 2018 | Goal FY 2019 | Goal FY 2020 |
|---|---|---|---|---|
| Ensure the Library fulfills its role as a popular materials center | Circulated 145,827 items | Circulated 142,956 items | Circulate over 150,000 items | Circulate over 155,000 items |
| Engage Citizens in the use of the Library | 115,461 visitors | 114,567 visitors | Over 116,000 visitors | Over 118,000 visitors |
| Increase participation in Library programming | 14,349 Program participants | 13,633 Program participants | Over 14,500 Program participants | Over 15,000 Program participants |
| Expand partnerships and outreach activities | 7 Program partners 11 Outreach activities | 8 Program partners 15 Outreach activities | 10 Program Partners 20 Outreach activities | 12 Program Partners 20 Outreach activities |
| Expand education and use of eBooks | 10,370 eBooks accessed | 12,256 eBooks accessed | Over 15,000 eBooks accessed | Over 18,000 eBooks accessed |

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 101 GENERAL FUND | 21 LIBRARY | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $588,408 | $618,220 | $545,447 | $588,029 | $596,578 |
| SUPPLIES AND MATERIALS | $65,868 | $66,480 | $61,222 | $72,050 | $63,190 |
| MAINTENANCE AND REPAIRS | $4,928 | $5,900 | $6,478 | $6,658 | $7,450 |
| OCCUPANCY | $31,006 | $34,220 | $34,200 | $33,920 | $34,220 |
| CONTRACTUAL SERVICES | $20,885 | $23,940 | $21,936 | $24,140 | $24,400 |
| OTHER CHARGES | $11,496 | $16,195 | $11,065 | $16,470 | $15,820 |
| CAPITAL OUTLAY | $18,865 | $0 | $19,000 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$741,456** | **$764,955** | **$699,348** | **$741,267** | **$741,658** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTERIM LIBRARY SERVICES SUPERVISOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| LIBRARY ASSOCIATE | 1.950 | 1.950 | 1.950 | 2.000 | 2.000 |
| LIBRARY ASSOCIATE II/ADMIN SVCS | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| LIBRARY ASSOCIATE/CHLD SRVS | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| LIBRARY ASSOCIATE/WEB & GRAPHICS | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| LIBRARY CLERK-VOE | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| LIBRARY DIRECTOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| SUPERVISOR OF PUBLIC SERVICE | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| YOUNG ADULT LIBRARIAN | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **9.950** | **9.950** | **9.950** | **10.000** | **10.000** |

# Library

# Hotel Tax Fund

## Hotel Tax Fund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BASTROPTX
Heart of the Lost Pines
Est. 1832

"To foster an improved Bastrop experience based on cooperation, partnerships, and strong teamwork that provides a strategic approach to increased tourism, open and two-way communication, and enhancing the Bastrop experience."

# Hotel Occupancy Tax Fund Summary

## CITY OF BASTROP, TEXAS
## HOTELTAX FUNDS

| | ACTUAL FY2017-2018 | BUDGET FY2018-2019 | PROJECTED FY2018-2019 | PROPOSED FY2019-2020 | PLANNING FY2020-2021 |
|---|---|---|---|---|---|
| **BEGINNING FUND BALANCES** | $ 3,667,738 | $ 3,671,599 | $ 3,606,721 | $ 3,797,361 | $ 3,289,852 |
| **REVENUES:** | | | | | |
| HOTEL OCCUPANCY TAX | 2,844,403 | 2,736,000 | 2,830,300 | 2,830,500 | 2,830,500 |
| LICENSE & PERMITS | - | 2,000 | 1,930 | 2,000 | 2,000 |
| SERVICE FEES | 214,350 | 240,350 | 268,285 | 275,250 | 276,500 |
| INTEREST | 53,623 | 44,500 | 70,000 | 65,000 | 65,000 |
| INTERGOVERNMENTAL | 30,408 | 62,312 | 62,312 | 62,312 | 62,312 |
| OTHER | 125,456 | - | | - | - |
| **TOTAL REVENUES** | 3,268,240 | 3,085,162 | 3,232,827 | 3,235,062 | 3,236,312 |
| **OTHER SOURCES** | | | | | |
| Interfund Transfers - General Fund | - | 266,084 | 252,584 | 238,994 | 238,994 |
| Interfund Transfers - Electric Fund | 152,700 | 220,000 | 205,000 | 222,500 | 222,500 |
| **TOTAL REVENUE & OTHER SOURCES** | 3,420,940 | 3,571,246 | 3,690,411 | 3,696,556 | 3,697,806 |
| **TOTAL AVAILABLE RESOURCES** | $ 7,088,678 | $ 7,242,845 | $ 7,297,132 | $ 7,493,917 | $ 6,987,658 |
| EXPENDITURES: | | | | | |
| ORGANIZATIONAL | 1,870,774 | 1,709,083 | 1,473,134 | 1,970,119 | 1,877,313 |
| CONVENTION CENTER | 612,167 | 687,254 | 655,580 | 761,506 | 756,630 |
| MAIN STREET PROGRAM | 411,930 | 550,520 | 456,256 | 471,642 | 488,548 |
| MULTI-MEDIA | - | 179,907 | 155,596 | 173,712 | 180,642 |
| SPECIAL EVENTS & RESERVATIONS | - | 167,087 | 149,437 | 180,438 | 182,175 |
| BAIPP | 41,084 | 146,152 | 93,582 | 124,732 | 167,234 |
| RODEO ARENA | 30,636 | - | - | - | - |
| **TOTAL EXPENDITURES** | 2,966,591 | 3,440,003 | 2,983,585 | 3,682,149 | 3,652,542 |
| **OTHER USES** | | | | | |
| TRANSFER TO INNOVATION FUND | | | | 7,500 | |
| DEBT SERVICE TRANSFER | 515,366 | 516,186 | 516,186 | 514,416 | 545,688 |
| **TOTAL EXPENDITURE & OTHER USES** | 3,481,957 | 3,956,189 | 3,499,771 | 4,204,065 | 4,198,230 |
| **BAIPP - RESTRICTED FB - LT PROJECTS** | 40,000 | 60,000 | 60,000 | $ 80,000 | $ 80,000 |
| **ENDING UNRESTRICTED FUND BALANCES** | $ 3,566,721 | $ 3,226,656 | $ 3,737,361 | $ 3,209,852 | $ 2,709,428 |
| *Fund balance Policy Amount* | | | | $ 3,289,853 | $ 3,274,101 |

# Hotel Occupancy Tax Fund Summary

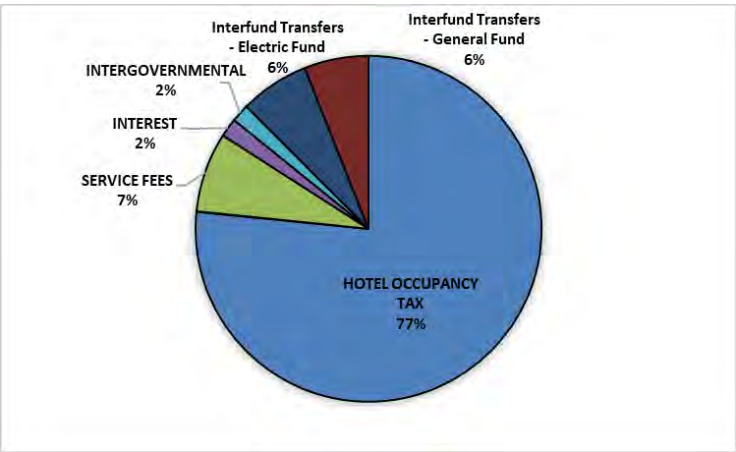
# Hotel Occupancy Tax Fund Overview

With more than $3,600,000 in Hotel Occupancy Tax Fund Revenue, the City of Bastrop enjoys a robust cultural arts program. Recognizing the need to maximize the community's cultural art resources, a Cultural Arts Master Plan was commissioned in FY 2018. The City hired Go Collaborative to conduct this study. During a recent meeting, **Go Collaborative indicated that it is rare for a City the size of Bastrop to have such a robust cultural arts plan in place. They are having to use much larger cities as a comparison for benchmarking in the creation of our Cultural Arts Master Plan!**

## Revenue Assumptions

Total Revenue & Other Sources are budgeted to be $3,696,556 for FY 2020, which is 1.6% or $6,145 more than FY 2019 year-end budget projections.

Outlined below are explanations on three (3) major sources that 96% of the Fund's revenue.




## Hotel Occupancy Tax

Hotel Occupancy Tax is set at a rate of 13.5% in the City of Bastrop and our ETJ. Of the tax collected, 6% goes to the State, 7% goes to the City, and .5% goes to the County, if in the City's ETJ. Hotel Occupancy Tax is budgeted at $2,830,500. **This is 3.5% higher than FY 2019 budget or $94,500 but only $200 more than FY 2019 year-end projection.**

| FY 2020 Budget | $2,830,500 | |
|---|---|---|
| % of Fund Revenue | 77% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$94,500 | +3.5% |
| 2019 Projection | $200 | 0% |

## Service Fees

Service Fees represents those revenues collected from Convention Center sponsored events, such as Farm Street Opry and Western Swing Festival; Main Street sponsored events, such as Table on Main, Wine Swirl, Pub Crawls, and Trick or Treat Trail; Convention Center rentals, and catering services. The increase is due to catering services.

| FY 2020 Budget | $275,250 | |
|---|---|---|
| % of Fund Revenue | 7.4% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | +$34,900 | +14.5% |
| 2019 Projection | +$6,965 | +2.6% |

## Interfund Transfers

This category represents those revenues transferred internally from the General Fund and BP&L Fund. The General Fund transfer totals $238,994, which covers $111,527 for Film & Broadcasting, $127,467 for Special Events and Reservations, and a portion of the Director of Hospitality & Development's salary. BP&L transfers totals $222,500, which covers $125,000 for Christmas Lights, $25,000 for Patriotic Festival, $20,000 for Bastrop Homecoming & Rodeo, $5,000 for Juneteenth Celebration, $30,000 for YMCA programming and $17,500 for the Food Pantry NIBBLES program.

| FY 2020 Budget | $461,494 | |
|---|---|---|
| % of Fund Revenue | 13.6% | |
| | | |
| **Compared to** | **$ Growth** | **% Growth** |
| 2019 Budget | -$24,590 | -5.0% |
| 2019 Projection | +$3,910 | +0.8% |

# Program Considerations

## Bastrop Art In Public Places (BAIPP)

At the center of Bastrop Art in Public Places FY 2020 budget is the funding for the two-dimensional and three-dimensional art calls. This undertaking requires an enormous effort from the board's subcommittee and places nearly 50 pieces of art in public spaces around the city.

A major component of BAIPP's future is the Cultural Arts Master Plan (CAMP) which we hope to see adopted in the very beginning of FY 2020. A $50,000 allocation is being made for the implementation of the CAMP which will include initiatives lined out by the plan itself.

## Non-Special Event Community Assets

There are two (3) non-special event community assets that receive support from the HOT Fund. Those community assets include the **Bastrop Opera House,** the **Bastrop County Historical Society Visitor Center & Museum** and **the Lost Pines Art Center**. These organizations had record programs of work in FY 2019 and are actively engaged in planning for FY 2020.

## Bastrop County Historical Society Visitor Center & Museum

The Bastrop County Historical Society Museum in FY 2018 offered free downtown walking tours each Saturday in May, created a family focused scavenger hunt and firefighter dress up area continued to assist and provided an annual calendar of events. The Visitor Center provided visitor center facility amenities including brochures and maps, "goodie bag" services, train volunteers on "tourism" amenities, remain open during Downtown special events, partnering with the Main Street Program for Table on Main and Summer in the City, worked with Bastrop County and Visit Bastrop to create "programming", increased social media reach, and provided volunteer coordination.

The Bastrop County Visitor's Center & Museum met all the requirements of this year's contract. They received $146,937 in funding in FY 2019. They have increased their request in FY 2020 to $169,124, which has been included in this budget.

## Bastrop Opera House

Bastrop Opera House (BOH) had an incredible FY 2018-2019 season, which contained eight (9) full productions and nine (8) touring shows and over 6,000 tickets sold. More than half of the tickets were sold outside of Bastrop County. BOH is also home to the Bastrop Opera House Youth Performing Arts Academy, which has approximately 50 youth ages 3 through high school enrolled. Each season, two (2) major youth productions are performed. BOH also hosts several community events throughout the year and rented out their facility 7 time for events. FY 2019-20 season is already booked and contains 17 productions and touring shows.

BOH met all of the requirements of this year's contract. They received $92,000 in FY 2019. A request of $126,000 was submitted for FY 2020 consideration, which has been included in this budget.

## Lost Pines Art Center

The Lost Pines Art Center supports local artists, hosts community events and classes, and promotes cultural arts awareness and appreciation within the City of Bastrop. FY 2019 saw numerous exhibits, Art After Dark events, Wine & Unwind events, Art Bites educational courses, Art Getaway music events, artist led courses, and children and teen art classes. FY 2019 also saw the opening of the first silo within the Silo District which features four fully renovated silos that will serve as art studios for various mediums. The first, the Glassblowing Silo is a unique and historical space located behind the Art Center which houses glass blowing classes, presentations, and private artist use. The Art Center is an asset to our Bastrop Community partnering with other local organizations including the City of Bastrop Main Street Program and Visit Bastrop to host events for both our local community and visitors.

This is the first year the Art Center has requested this funding. A request of $142,837 was submitted for FY 2020 consideration, included in this budget is $85,000.

# Special Events

The City of Bastrop will coordinate approximately 40 permitted and non-permitted special events in 2019. The administration of these events requires significant man-hours on the part of Public Works, which includes Streets, Parks, Water, and Wastewater. Overall, we anticipate Public Works will dedicate in excess of 2300 hours toward events in FY 2019. Since December 2017, staff has tracked hours for Police, Parks, Fire, and Hospitality & Downtown for all permitted special event. In FY 2019-2020 Work Plan, staff is going to be revising the Special Events permit process and developing recommendation for an Ordinance revision and fees that cover all costs. BP&L provides funding through an Internal Transfer to HOT for Bastrop Patriotic Festival, Bastrop Homecoming & Rodeo, and Juneteenth Celebration. This funding is located in the Main Street Budget.

## Bastrop Patriotic Festival

The Patriotic Festival is a 1-day event, which occurs annually the last weekend of June. Saturday festivities start early and end late with a 5-K race, Fireworks Display, and Concert. In FY 2019, the Patriotic Festival was granted $25,000 from BP&L. In FY 2020, the requested amount remains the same. Staff tracked all hours and costs associated with this year's event. **We provided 314 hours of staff support/equipment usage totaling $9,610.88 in "in-kind" services between Police, Parks, Fire, and Hospitality & Downtown. Per the Chamber's Post Event Analysis, there were 160 volunteers, 228 runners and well over 4,000 in attendance. Bastrop's total support for this event $10,349.30.**

## Bastrop Homecoming & Rodeo

Bastrop Homecoming & Rodeo is five (5) day event that ends the 1st Saturday of August. This year marks the 72nd Anniversary of this event. There are several special events including a rodeo and parade. In FY 2018, the Bastrop Homecoming received $20,000 in HOT Funds. Last year, given the historical significance of the event, funding in the amount of $20,000 was moved to BP&L because most of the participants do not stay in hotels. The FY 2020 funding level will remain at $20,000. Due to the timing of this event, staff costs have not been calculated.

## Juneteenth Celebration

Juneteenth Celebration is always the 3rd Saturday in June. This year marks the 32nd anniversary of this event. Saturday events include a parade, car show, and scheduled entertainment throughout the day. In FY 2019, the Juneteenth Celebration received $5,000 from BP&L. **We provided 183.25 hours of staff support/equipment usage totaling $5,349.30 in "in-kind" services between Police, Parks, and Hospitality & Downtown, which makes**

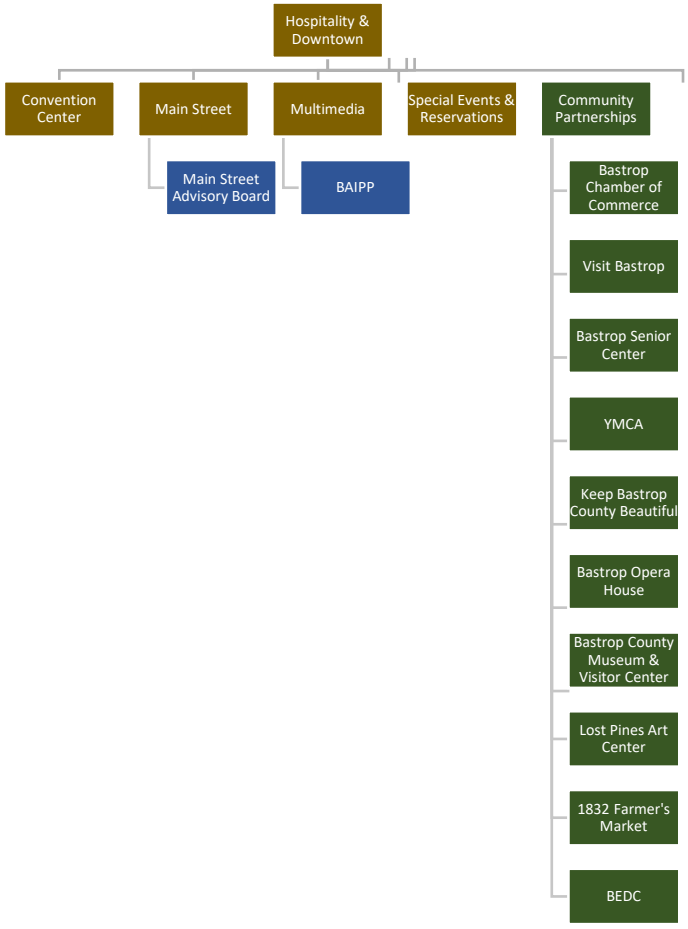
## Visit Bastrop

Funding provided to Visit Bastrop is established in Section III. Compensation to Visit Bastrop (B) Beginning on October 1, 2017, the City shall target 50% of the net HOT revenue collected, defined as HOT revenue minus the provision of payment satisfying the City's outstanding debt secured by HOT. The amount should not be less than 45% of the total HOT revenues. The FY 2020 payment was calculated per the contract $1,278,192. Per the City's contract, Visit Bastrop must present a Business Plan and Budget for public consideration in September prior to the adoption of the City's budget. This Business Plan should include Visit Bastrop's Plan of Work for the next fiscal year based on contract funding requirements.

## Department Description

The Hotel Occupancy Fund is utilized to account for the receipt and expenditures of funds received by the City from the assessment of hotel and motel occupancy tax. This fund contains Multi-Media, Special Events, Convention Center, Main Street Program, Bastrop Art In Public Places, and the Rodeo Arena. All but the Rodeo Arena are managed under the Hospitality & Downtown Department that was created October 1, 2018 to provide a more strategic approach to HOT investments and to tell the City's Story.

## Organizational Chart




# Hotel Occupancy Tax Fund Summary

# Convention Center

Nestled in the heart of the historical district of Bastrop, Texas the 26,000sq. ft. Convention and Exhibit Center opened in April of 2011. This facility was built to host meetings, regional conferences, tradeshows, weddings, concerts and local special events. State-of-the-art technical amenities, Wi-Fi, a flexible Main Ballroom, multiple meeting rooms, and additional outdoor venue space make this facility both attractive and affordable to local and regional associations, event planners, brides, special event planners. Staff sells and services all events at the Convention Center including day to day operations, event coordination, layout, set-up and tear down, on site event customer service, building and ground maintenance and assist with Main Street programs, projects, and events. Convention Center staff are known for their exemplary customer service, receiving outstanding comments from event coordinators and participants. They are known for their 110% drive to make every event a pleasurable experience. Repeat business is a large percentage of the yearly rentals and Convention Center Staff take pride in satisfying the community. This department also produces several events designed to entertain locals and attract out of town visitors like the Farm Street Opry, Boogie Back to Bastrop & the Western Swing Festival along with the newly created Red White and You Dance. The Convention Center staff actively assists the Hospitality & Downtown department in all aspects of event planning and production as well as special projects.

## Goals and Objectives for FY 2020

- Increase rental revenue.
- Increase occupancy.
- Increase catering service revenue.
- Maintain and enhance our relationship with Visit Bastrop to increase overall tourism for the City of Bastrop.

## Recent Accomplishments for FY 2019

✔Met and exceeded our 2019 established Goals & Objectives.

✔Increased weekday rentals with New Business Meeting Packages.

✔New business accounted for over 50% of rental revenue.

✔New event layout software allows for clients to have direct input and ability to make real-time adjustments to layouts ensuring a positive and engaged experience for both staff and clients.

# Main Street

The City of Bastrop Main Street Program has been driven by an active Main Street Advisory Board and volunteer army, public and private partnerships, and community support for over a decade. The program has contributed almost $35 million in reinvestment into the 62-block program area and tracked 14,000+ volunteer hours since 2007. Bastrop Main Street is part of the Texas Historical Commission's Texas Main Street Program and the national Main Street America network, which provides a time-tested framework for community driven, comprehensive preservation-based downtown revitalization.

The current Main Street Manager, Rebecca Gleason, took on the role of Main Street Manager in January of 2019 and brought several changes to the Main Street Program including a re-envisioning project for the Main Street Advisory Board with the help of the Texas Main Street program. In 2019, as in the past, the Main Street program hosted the annual Sip, Shop & Swirl, Table on Main, and assisted with Lost Pines Christmas. They also hosted a new event this year in June called Summer in the City to allow the community to come together and spend the day enjoying activities on Main Street. In addition to events, the Main Street Program has worked hard to increase communication and improve relationships with businesses within the Main Street District and provide comprehensive Downtown Bastrop marketing through our website and social media channels.

## Goals and Objectives for FY 2020

- For fiscal year 2020, the City of Bastrop Main Street Program, through our new Committee Structure, will be focusing on vacancy in our Main Street District through business retention and business expansion.
- For fiscal year 2020, the City of Bastrop Main Street Program will be partnering with Visit Bastrop to market Downtown Bastrop as a destination for both visitors and locals.
- For fiscal year 2020, the City of Bastrop Main Street Program will be working closely with our partners to ensure that our Downtown Bastrop business owners, building owners, and residents have amble communication and input into the construction of 921 Main Street and the Main Street Rehabilitation Project.

## Recent Accomplishments for FY 2019

✔ The Main Street Program hosted four Sponsored Events in 2019 including the Sip, Shop & Swirl, Summer in the City, Table on Main and Lost Pines Christmas.

✔ The Main Street Program moved to a data centric system with the help of the Bastrop Economic Development Corporation. The Program has collected data on the more than 200 businesses which are within the Main Street District which is now housed in Synchronist. Synchronist will be used as both a CRM software and resource to make data driven decisions around economic development.

✔ The Main Street Program worked closely with the Texas Main Street Program to go through a Re-envisioning Process and relaunch our Program with a new Project Based Committee Structure.

# Multi-Media

The City of Bastrop Multimedia Department was founded October 1, 2017. In the time since its foundation, the department has organized the City's voice across diverse platforms, reached millions of people through its promotional campaigns and outreach efforts, and connected the citizens to the actions of City Council, City Hall, and the activities of the City's departments in ways never before done in Bastrop. Looking ahead to the FY 2020 budget year, the Multimedia Department strives to tell the City's story with creative ideas that will reach our diverse audience, educating our tax-payers, citizens, businesses, and visitors about the programs, initiatives, challenges, and solutions that often get taken for granted. Our Goals and Objectives focus on consistent service in the delivery of **government transparency, quality service** to our **social media** audience, and **increased production output** through **processes and policies** that help standardize the way staff, council, and our customers communicate with each other.

Chief Storyteller Colin Guerra and Digital Media Manager Rick Gullikson have standardized the City's public alerts and messaging protocol, from park and road closures to serious weather threats, to traffic accidents and public event promotions. Now, when citizens on web and social media platforms see a message from the City of Bastrop, they know it is coming from a source they can trust, who is consistent, and most importantly, responsive to queries and requests for understanding.

## Goals and Objectives for FY 2020

- For fiscal year 2020, develop a Guide to the Multimedia Department (working title) that will establish policies, procedures, and best practices detailing how the Department will conduct operations that is standardized for ease of use and understanding by both internal and external (public) customers of the City.
- For fiscal year 2020, leverage The Multimedia Department's in-house video production capabilities to shine light on each department's most important and compelling stories.
- For fiscal year 2020, develop closer, more structured relationships with City Departments to ensure collaboration and transparency across all City initiatives and outreach efforts.

## Recent Accomplishments for FY 2019

✔ Launched 1832: The Official City of Bastrop Magazine! This electronic publication is distributed over social media and the city website and features an employee spotlight and feature stories about topics of public interest.

✔ Oversaw the installation of a new presentation system in the City Council chambers (with Information Technology) and continue to develop best practices for operation, maintenance, and creative uses for the system.

✔New Established protocols for working with other departments in the effort of releasing timely, sometimes immediate alerts to the public. Graphic standards were created to unify the look and feel of any message coming from the City of Bastrop with the result being a higher level of trust and reliability between City departments and our audience of citizens and visitors alike.

Multi-Media

# Special Events & Reservations

Special Events and Reservations is a newly created branch of the Hospitality and Downtown Department comprising four main responsibilities: Departmental Account Payables, Special Event permit processing/Event Action Plans, booking and reservation processes for the Bastrop Exhibit & Convention Center, and City Park/Pavilion Rentals. Each of these four areas provides support to not only the Hospitality and Downtown Department but other City Departments to promote the mission, vision, and value of the City of Bastrop.

City Reservationist Victoria Psencik is currently the staff member responsible for the duties of this branch of the Department.

## Goals and Objectives for FY 2020

- For fiscal year 2020, create and implement a Park Reservations campaign designed to increase rental revenue
- Create and implement a Special Events online submission and payment portal
- Create a Special Event "incentive" program for city staff working the events

## Recent Accomplishments for FY 2019

✔ Consolidated and streamlined the Department Accounts Payable process, creating a uniform look and increasing the timeliness of Purchase Order Packet submission for the Department by 90%.

✔ Acquired responsibility for the collection, administration, and follow-up of the Bastrop Convention & Exhibit Center's booking processes to ensure a memorable and customer service-oriented experience that reflects the friendly, unique, and authentic feel of Bastrop.

✔ Researched, created, and produced 17 Event Action Plans detailing City Departmental responsibilities, assigned duties, safety standards, emergency response actions, contact information, and organizational details.

Special Events & Reservations

# Performance Measures

## Convention Center

| Objective | Performance Measure | FY 2017 | FY 2018 | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|---|---|---|
| Increase Rental Revenue | Increase rental revenue by 15%. | $110,699 | $122,244 | N/A | *$139,000 | $143.750 |
| Increase Occupancy | Increase occupancy by 15%. | 92 | 134 | N/A | *160 | 184 |
| Increase Catering Service Revenue | Increase catering service revenue by 40%. | $6,194 | $7,355 | N/A | *$10,900 | **$56,500 |
| Maintain/Enhance Relationship with Visit Bastrop | Increase Visit Bastrop partnership by board engagement and brand awareness promotion. Attend 12 VB Board Meetings and 1 Annual Retreat. | *N/A | *N/A | N/A | *N/A | 13 |

* Extrapolated from August through end of year **(included new package- client catering services)

## Main Street

| Objective | Performance Measure | FY 2017 | FY 2018 | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|---|---|---|
| Maintain the City of Bastrop Main Street Program Accreditation in both the State and National Main Street Associations. | Actively engaging and maintaining Main Street Accreditation status (17 Reports per year) | N/A | N/A | N/A | *17 | 17 |
| Increase the Economic Vitality of the District by increasing private investment. | Reinvestment ratio (ratio of public and private investment) | $.67 | $2.00 | N/A | *$2.48 | $2.20 |
| Increase the Economic Vitality of the District by increasing efforts around Business Retention, Expansion and Relocation. | Number of new businesses oriented into Main Street District | N/A | N/A | N/A | *10 | 12 |

*Extrapolated from August through end of year

## Multimedia

| Objective | Performance Measure | FY 2017 | FY 2018 | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|---|---|---|
| Social media reach and engagement are good indicators that the content that we share is both valuable and interesting to our audience. | We seek a 10% per post average increase year-to-year in the categories of reach across our social media platforms. | N/A | N/A | N/A | *2,351 Average per post | 2,351 Average per post |
| Response rate is another very important social media measurement. Currently we have a 100% response rate. This means we respond to | We seek to keep this number at 100% and do our very best to keep the average response time under 5 hours. | N/A | N/A | N/A | *100% | 100% |

| | | | | | | |
|---|---|---|---|---|---|---|
| 100% of the inquiries that come into our page. | | | | | | |
| Open transparency and communication with the community is important to establish trust, morale, and citizen awareness. | Release a monthly newsletter and 2 accompanying public interest stories a month that feature the latest in city business, initiatives, and updates on projects. | N/A | N/A | N/A | *8 Issues | 12 Issues |
| Open transparency and communication with the community is important to establish trust, morale, and citizen awareness. | Meetings that are subject to the Open Meeting Act will be filmed live, broadcast to the City PEG channel, and live streamed to the City Facebook page. Within 72 hours, these meetings will also be edited for sound and video clarity and posted to the City's Facebook page as well as linked to the City Website. | N/A | N/A | N/A | *100% | 100% |

* Extrapolated from August through end of year

## Special Events & Reservations

| Objective | Performance Measure | FY 2017 | FY 2018 | Goal FY 2019 | Actual FY2019 | Goal FY 2020 |
|---|---|---|---|---|---|---|
| Rental Revenue from parks and pavilion rental not only allows a small revenue stream to help maintain our parks but also is a good indicator of park usage by the community. | Increase the number of park and pavilion rentals by 10%. | N/A | 66 | N/A | *66 | 71 |
| Well-developed Event Action Plans are an important feature of ensuring an event is successful and efficient. | Have all Event Action Plan Packages published within 24 hours of the event. | N/A | N/A | N/A | *86% | 100% |
| Efficiency in the ability to rental agreements to Convention Center clients increases client satisfaction. | Have all Convention Center rental agreements completed within 72 hours of submission | N/A | N/A | N/A | *96% | 100% |

* Extrapolated from August through end of year

# FY 2020 Revenue Fund Summary

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 501 HOTEL TAX FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| TAXES AND PENALTIES | $2,844,404 | $2,736,000 | $2,830,300 | $2,830,500 | $2,830,500 |
| LICENSES AND PERMITS | $400 | $2,000 | $1,930 | $2,000 | $2,000 |
| CHARGES FOR SERVICES | $214,150 | $240,350 | $268,285 | $275,250 | $276,500 |
| INTEREST INCOME | $53,623 | $44,500 | $70,000 | $65,000 | $65,000 |
| INTERGOVERNMENTAL | $130,408 | $62,312 | $62,312 | $62,312 | $62,312 |
| MISCELLANEOUS | $25,256 | $0 | $0 | $0 | $0 |
| TRANSFERS IN | $0 | $266,084 | $252,584 | $238,994 | $238,994 |
| TRANFSERS IN | $152,700 | $220,000 | $205,000 | $222,500 | $222,500 |
| **TOTAL REVENUE** | **$3,420,941** | **$3,571,246** | **$3,690,411** | **$3,696,556** | **$3,697,806** |

# Revenue Summary- Hotel Occupancy Tax Fund

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 501 HOTEL TAX FUND | 80 ORGANIZATIONAL | 00 NON-PROGRAM |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CONTRACTUAL SERVICES | $939,220 | $1,380,126 | $1,448,134 | $1,837,654 | $1,852,313 |
| OTHER CHARGES | $50,122 | $28,000 | $25,000 | $25,000 | $25,000 |
| CONTINGENCY | $0 | $300,957 | $0 | $107,465 | $0 |
| TRANSFERS OUT | $966,222 | $516,186 | $516,186 | $521,916 | $545,688 |
| **TOTAL EXPENDITURE** | **$1,955,564** | **$2,225,269** | **$1,989,320** | **$2,492,035** | **$2,423,001** |

# Hotel Occupancy Fund - Organizational

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 501 HOTEL TAX FUND | 83 MULTI-MEDIA | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $0 | $199,007 | $168,646 | $207,549 | $212,933 |
| SUPPLIES AND MATERIALS | $0 | $900 | $2,400 | $5,150 | $5,113 |
| MAINTENANCE AND REPAIRS | $0 | $7,748 | $6,748 | $7,650 | $8,233 |
| OCCUPANCY | $0 | $5,680 | $5,680 | $6,115 | $6,115 |
| CONTRACTUAL SERVICES | $0 | $13,750 | $12,000 | $12,500 | $13,500 |
| OTHER CHARGES | $0 | ($47,178) | ($39,878) | ($65,252) | ($65,252) |
| **TOTAL EXPENDITURES** | **$0** | **$179,907** | **$155,596** | **$173,712** | **$180,642** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CHIEF STORY TELLER | | 1.000 | 1.000 | 1.000 | 1.000 |
| DIGITAL MEDIA SPECIALIST | | 1.000 | 1.000 | 1.000 | 1.000 |
| DOWNTOWN & HOSPITALITY DIRECTOR | | 0.150 | 0.150 | 0.000 | 0.000 |
| ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT | | 0.000 | 0.000 | 0.100 | 0.100 |
| TEMP ASST. CHIEF STORYTELLER | | 0.481 | 0.481 | 0.481 | 0.481 |
| **TOTAL FTEs** | | **2.631** | **2.631** | **2.581** | **2.581** |

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 501 HOTEL TAX FUND | 84 SPECIAL EVENTS AND | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $0 | $53,937 | $53,087 | $61,906 | $64,593 |
| SUPPLIES AND MATERIALS | $0 | $1,300 | $1,300 | $4,250 | $3,500 |
| OCCUPANCY | $0 | $250 | $250 | $1,282 | $1,282 |
| CONTRACTUAL SERVICES | $0 | $94,800 | $79,800 | $98,000 | $97,800 |
| OTHER CHARGES | $0 | $16,800 | $15,000 | $15,000 | $15,000 |
| **TOTAL EXPENDITURES** | **$0** | **$167,087** | **$149,437** | **$180,438** | **$182,175** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT | | 0.000 | 0.000 | 0.075 | 0.075 |
| DOWNTOWN & HOSPITALITY DIRECTOR | | 0.100 | 0.100 | 0.000 | 0.000 |
| RECREATION COORDINATOR | | 0.667 | 0.667 | 0.667 | 0.667 |
| **TOTAL FTEs** | | **0.767** | **0.767** | **0.742** | **0.742** |

# Hotel Occupancy Tax Fund – Special Events & Reservations

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 501 HOTEL TAX FUND | 85 HOSPITALITY AND | 75 CONVENTION CENTER |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL | $0 | $302,476 | $301,014 | $356,908 | $362,398 |
| SUPPLIES AND MATERIALS | $0 | $44,000 | $35,036 | $52,500 | $71,000 |
| MAINTENANCE AND REPAIRS | $0 | $42,650 | $36,550 | $49,350 | $47,350 |
| OCCUPANCY | $0 | $58,698 | $61,500 | $62,838 | $63,838 |
| CONTRACTUAL SERVICES | $0 | $195,730 | $184,980 | $186,130 | $158,264 |
| OTHER CHARGES | $0 | $43,700 | $36,500 | $53,780 | $53,780 |
| **TOTAL EXPENDITURES** | **$0** | **$687,254** | **$655,580** | **$761,506** | **$756,630** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ADMINISTRATIVE ASSISTANT | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| CONVENTION CENTER DIRECTOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT | 0.000 | 0.000 | 0.000 | 0.075 | 0.075 |
| FACILITY ATTENDANT | 2.000 | 2.000 | 2.000 | 2.000 | 2.000 |
| MAINTENANCE SUPERVISOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| RECREATION COORDINATOR | 0.333 | 0.333 | 0.333 | 0.333 | 0.333 |
| **TOTAL FTEs** | **4.833** | **4.833** | **4.833** | **4.908** | **4.908** |

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 501 HOTEL TAX FUND | 85 HOSPITALITY AND | 80 MAIN STREET PROGRAM |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL | $0 | $216,300 | $147,601 | $143,372 | $166,028 |
| SUPPLIES AND MATERIALS | $0 | $9,100 | $8,585 | $11,900 | $11,150 |
| OCCUPANCY | $0 | $2,300 | $1,500 | $1,800 | $1,800 |
| CONTRACTUAL SERVICES | $0 | $14,000 | $14,000 | $16,450 | $26,450 |
| OTHER CHARGES | $0 | $267,820 | $265,370 | $261,120 | $266,120 |
| CONTINGENCY | $0 | $41,000 | $19,200 | $37,000 | $17,000 |
| **TOTAL EXPENDITURES** | **$0** | **$550,520** | **$456,256** | **$471,642** | **$488,548** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ADMINISTRATIVE ASSISTANT | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| DOWNTOWN & HOSPITALITY DIRECTOR | 0.750 | 0.750 | 0.750 | 0.000 | 0.000 |
| ACM OF PUBLIC SAFETY & COMMUNITY SUPPORT | 0.000 | 0.000 | 0.000 | 0.100 | 0.100 |
| MAIN STREET MANAGER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **2.250** | **2.250** | **2.250** | **1.600** | **1.600** |

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 501 HOTEL TAX FUND | 86 BASTROP ART IN PUBLIC | 00 NON-PROGRAM |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| MAINTENACE AND REPAIRS | $0 | $5,000 | $5,000 | $5,000 | $5,000 |
| CONTRACTUAL SERVICES | $0 | $67,232 | $64,732 | $47,232 | $65,814 |
| OTHER CHARGES | $0 | $23,920 | $23,850 | $22,500 | $46,420 |
| CONTINGENCY | $0 | $50,000 | $0 | $50,000 | $50,000 |
| **TOTAL EXPENDITURES** | **$0** | **$146,152** | **$93,582** | **$124,732** | **$167,234** |

# Hotel Occupancy Tax Fund – BAIPP

## FY 2020 Fund Summary & Personnel Schedule

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 501 HOTEL TAX FUND | 87 RODEO ARENA | 00 NON-PROGRAM |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| SUPPLIES AND MATERIALS | $0 | $0 | $0 | $0 | $0 |
| MAINTENACE AND REPAIRS | $0 | $0 | $0 | $0 | $0 |
| OCCUPANCY | $0 | $0 | $0 | $0 | $0 |
| CONTRACTUAL SERVICES | $0 | $0 | $0 | $0 | $0 |
| OTHER CHARGES | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | $0 | $0 | $0 | $0 | $0 |

# Hotel Occupancy Tax Fund – Rodeo Arena

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# Innovation Fund

BASTROPTX
Heart of the Lost Pines
Est. 1832

## Innovation Fund


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"The Innovation Fund is funded from excess fund balance from the General Fund and Bastrop Power & Light, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations."

# Innovation Fund Summary

# Fund Description

The Innovation Fund is funded from excess fund balance from the General Fund and Bastrop Power & Light, representing one-time sources of revenue used to increase the efficiency and effectiveness of operations.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 105 INNOVATION FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $5,070 | $10,000 | $24,500 | $24,500 | $5,000 |
| OTHER SOURCES | $186,916 | $300,000 | $465,000 | $30,000 | $0 |
| OTHER REVENUE | $136,293 | $0 | $66,944 | $0 | $0 |
| TRANSFER IN | $1,256,500 | $453,825 | $453,825 | $22,500 | $0 |
| **TOTAL REVENUE** | **$1,584,779** | **$763,825** | **$1,010,269** | **$77,000** | **$5,000** |
| SUPPLIES AND MATERIALS | $3,604 | $101,400 | $14,186 | $0 | $0 |
| MAINTENANCE AND REPAIRS | $534 | $15,575 | $11,495 | $60,000 | $0 |
| CONTRACTUAL SERVICES | $161,119 | $1,003,604 | $793,113 | $63,000 | $0 |
| CAPITAL OUTLAY | $213,427 | $756,160 | $400,896 | $510,400 | $0 |
| DEBT SERVICE | $42,002 | $42,002 | $42,002 | $143,668 | $143,668 |
| TRANSFERS OUT | $224,616 | $276,500 | $276,500 | $198,991 | $0 |
| **TOTAL EXPENDITURES** | **$645,302** | **$2,195,242** | **$1,538,192** | **$976,059** | **$143,668** |

# Innovation Fund Reconciliation

| Proposed Expenditure | FY 2019 Budget | FY 2019 Projection | FY 2020 Proposed Budget | FY 2021 Proposed Budget | Explanation |
|---|---|---|---|---|---|
| Beginning Fund Bal | $1,431,417 | $1,426,982 | $899,059 | $0 | |
| Total Revenue | $763,825 | $1,010,269 | $77,000 | $5,000 | |
| RMS System for PD & Court | -- | $(16,705) | -- | -- | Received credit from this project budgeted in FY 2018 |
| Loan Payment- BP&L | $42,000 | $42,002 | $42,002 | $42,002 | Year 3 of 5 – Payment for purchase of Tyler Technology RMS/CAD System |
| Loan Payment- BP&L | -- | -- | $101,666 | $101,666 | Year 1 of 5 – Payment for loan to remodel City Hall. |
| State Park Trail | $166,679 | $59,899 | -- | -- | Projection only includes the balance of Engineering Contract for design. Balance available for re-allocation. |
| Server Replacements | $37,500 | $37,500 | -- | -- | Completed. |
| Parking Delgado Park | $60,000 | $56,696 | -- | -- | Completed. |
| Fire Dept. Staff PT | $82,000 | $82,000 | -- | -- | $131,040 Total; $49,000 pd. By General Fund, $82,000 Innovation Fund. FY2020 – Moved to General Fund. |
| Mowing Contract | $157,000 | $157,000 | -- | -- | Year 2 of Contract – Moved to Hotel Occupancy Tax Fund. |
| CART Funding | $20,000 | $20,000 | $20,000 | -- | Continued Support of CART. |
| VoteLynx System | -- | $13,000 | -- | -- | VoteLynx System was not user-friendly. Will search for alternative. |
| Professional Services | $155,000 | $155,915 | -- | -- | 2D Drainage Study, Drainage Code Review, Fire Inspection Services. – Completed. |
| New Website | -- | -- | $30,000 | -- | New website – cost shared by all funds |
| Grant Match | $40,000 | $28,800 | -- | -- | Match for all drainage grant design phase only. Complete |
| Code Update – Phase 1 (Codes /Public Engagement) | $310,500 | $365,109 | -- | -- | Phase I code update, public engagement and Main St. Pop-up event. Complete |
| Code Update – Phase 2 | $153,825 | $110,825 | $43,000 | -- | Design Manuals, Update to 2018 International Building / Fire Codes, New Forms & Staff Training |

# Innovation Fund Reconciliation – Page 2

| Proposed Expenditure | FY 2019 Budget | FY 2019 Projection | FY 2020 Proposed Budget | FY 2021 Proposed Budget | FY 2019 Explanation |
|---|---|---|---|---|---|
| Fiscal Impact Analysis Model | $50,000 | $35,000 | -- | -- | Fiscal Impact Analysis to determine fiscal sustainability of future development. $15,000 paid out of General Fund in FY 2018. Complete |
| Fire Feasibility Study | $75,000 | -- | -- | -- | These funds were reallocated to the Building Bastrop project |
| Public Relations | $20,000 | $20,000 | -- | -- | Used for Building Bastrop Public Relations assistance. |
| Skate Park Phase 1 | $250,000 | $39,600 | $210,400 | -- | Construction of Phase 1 of Skate Park. Scheduled to complete Fall of 2019. |
| City Hall/Studio Remodel | $300,000 | $165,000 | $300,000 | -- | Remodel of City Hall & Studio. A Budget Amendment was taken to increase the budget amount. Scheduled to complete fall 2019. |
| GovSpend License | $7,500 | -- | -- | | Used to fund additional Laser fiche licenses |
| Storage Appliance for City Hall | $64,160 | $64,160 | -- | -- | Current 12 TB of storage is inadequate, which significantly slows processing speed of server and creates organization-wide inefficiencies. Increasing storage of 48 TB. - Completed |
| Replacement Computers | $10,000 | 9,897 | -- | -- | FY 2019 Computer Replacement Schedule – Completed. |
| Replacement Zero Turn Mower | $10,000 | $8,799 | -- | -- | Replacement of Worn-out equipment – Completed. |
| Chicken Capture / Relocate – FY 2019 | $12,600 | $1,270 | -- | -- | Continuation of relocation of chickens / roosters from Downtown. |
| Replace SCBA Bottles | $16,400 | -- | -- | -- | The decision was made to go with new SCBA packs which would require more funds. Held off on this purchase until the new packs are purchased. |

# Innovation Fund Reconciliation – Page 3

| Proposed Expenditure | FY 2019 Budget | FY 2019 Projection | FY 2020 Proposed Budget | FY 2021 Proposed Budget | FY 2019 Explanation |
|---|---|---|---|---|---|
| Makers Space Furniture | $4,000 | -- | -- | -- | Furniture specific to Makers Space equipment & space. – Is being re-appropriated from other Library funds. |
| Bob Bryant Replacement Slides | $11,000 | $10,248 | -- | | Life-safety. Completed. |
| SCBA Refurbishment | $71,000 | -- | -- | -- | This amount was for refurbishing the packs we currently have which would only give us 2 more years of service. New packets will be good for 15 years and are compatible with ESD 2 during mutual aid calls. New packs will require additional funding. |
| Trailer | $7,000 | $4,290 | -- | -- | Replacement trailer in Public Works. – Completed. |
| Radios | $11,000 | $11,000 | -- | -- | Equipment needed for Emergency Management. – Completed. |
| Computer Reservation System | $4,175 | -- | -- | -- | This was corrected to be for the Library - Is being re-appropriated from other Library funds. |
| New Utility Vehicle | $8,000 | $12,663 | -- | -- | Park Maintenance – Completed. |
| New Maintenance Truck | $35,000 | $32,729 | -- | -- | Public Works – Replacement Vehicle – Completed. |
| LaserFiche – Additional Licenses | $3,903 | $11,495 | -- | -- | Additional licenses needed for Records Management organization wide. – Completed. |
| New Permit Software | - | - | $30,000 | | New permit tracking software to ensure compliance with HB 3167. |
| Transfer to General Fund to meet 25% Requirement | | | $198,991 | | The available fund balance in this fund was being combined with General fund to meet the 25% requirement. Moving the balance back to General fund reduces confusion as to funds available. |
| **TOTAL** | **$2,195,242** | **$1,538,192** | **$976,059** | **$143,668** | |
| **Ending Fund Bal** | **$0** | **$899,059** | **$0** | **($138,668)** | |

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# Water/Wastewater Fund

BASTROPTX
Heart of the Lost Pines
Est. 1832

## Water/Wastewater Fund


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"Protection of the public's health is the most essential functions of the Water and Wastewater Department."

# Water/Wastewater Fund Summary

| Water/Wastewater Fund Summary<br>5 YEAR PLAN | BUDGET<br>FY-19 | PROJECTED<br>FY-19 | PROPOSED<br>FY-20 | PROPOSED<br>FY-21 | PROPOSED<br>FY-22 | PROPOSED<br>FY-23 |
|---|---|---|---|---|---|---|
| **BEGINNING BALANCE** | $ 2,220,508 | $ 1,733,347 | $ 1,843,954 | $ 1,880,779 | $ 2,452,303 | $ 2,565,438 |
| **REVENUES:** | | | | | | |
| **WATER** | | | | | | |
| Water Service | $ 3,103,730 | $ 3,013,137 | $ 3,176,945 | $ 3,282,685 | $ 3,343,593 | $ 3,405,853 |
| Water Service Fees | $ 19,800 | $ 19,410 | $ 19,800 | $ 20,200 | $ 20,604 | $ 21,016 |
| Penalties | $ 39,500 | $ 38,300 | $ 39,500 | $ 40,600 | $ 41,412 | $ 42,240 |
| Water Tap Fees | $ 40,000 | $ 9,000 | $ 40,000 | $ 40,000 | $ 23,850 | $ 23,850 |
| Interest | $ 19,200 | $ 24,300 | $ 25,200 | $ 26,400 | $ 26,928 | $ 27,467 |
| Other | $ 7,500 | $ 5,500 | $ 6,500 | $ 6,500 | $ 7,500 | $ 7,500 |
| **WATER TOTAL** | $ 3,229,730 | $ 3,109,647 | $ 3,307,945 | $ 3,416,385 | $ 3,463,887 | $ 3,527,926 |
| **WASTEWATER** | | | | | | |
| Sewer Service | $ 2,280,660 | $ 2,228,440 | $ 2,702,819 | $ 3,282,608 | $ 3,763,937 | $ 4,419,408 |
| Sewer Tap Fees* | $ 10,000 | $ 5,000 | $ 10,000 | $ 10,000 | $ 12,000 | $ 12,000 |
| Penalties | $ 25,500 | $ 25,000 | $ 25,500 | $ 26,010 | $ 26,530 | $ 27,061 |
| Wholesale Sewer Contracts | $ 148,000 | $ 146,000 | $ 148,000 | $ 150,000 | $ 153,000 | $ 156,060 |
| Interest | $ 12,800 | $ 16,200 | $ 16,800 | $ 17,600 | $ 17,952 | $ 18,311 |
| Other | $ 500 | $ 500 | $ 500 | $ 500 | $ 500 | $ 500 |
| **WASTEWATER TOTAL** | $ 2,477,460 | $ 2,421,140 | $ 2,903,619 | $ 3,486,718 | $ 3,973,919 | $ 4,633,340 |
| **TOTAL REVENUES** | $ 5,707,190 | $ 5,530,787 | $ 6,211,564 | $ 6,903,103 | $ 7,437,806 | $ 8,161,266 |
| **TOTAL RESOURCES** | $ 7,927,698 | $ 7,264,134 | $ 8,055,518 | $ 8,783,882 | $ 9,890,109 | $ 10,726,704 |
| **EXPENDITURES:** | | | | | | |
| Administration | $ 1,107,195 | $ 1,114,947 | $ 1,264,918 | $ 1,222,019 | $ 1,317,219 | $ 1,354,258 |
| Distribution/ Collection/ Liftstation | $ 758,758 | $ 742,000 | $ 815,815 | $ 801,972 | $ 878,855 | $ 903,319 |
| Production/ Treatment | $ 1,152,183 | $ 949,955 | $ 971,774 | $ 1,058,229 | $ 1,032,467 | $ 1,060,152 |
| Wastewater Treatment Plant | $ 905,283 | $ 729,713 | $ 786,539 | $ 798,116 | $ 841,211 | $ 863,601 |
| (1) Debt Service Transfer | $ 1,641,565 | $ 1,641,565 | $ 1,303,193 | $ 2,326,243 | $ 2,629,919 | $ 3,052,911 |
| Capital replacement Reserve | $ 125,000 | $ 125,000 | $ 125,000 | $ 125,000 | $ 125,000 | $ 125,000 |
| **TOTAL EXPENDITURES** | $ 5,689,984 | $ 5,303,180 | $ 5,267,239 | $ 6,331,579 | $ 6,824,671 | $ 7,359,241 |
| **NET INCOME (LOSS)** | $ 17,206 | $ 227,607 | $ 944,325 | $ 571,524 | $ 613,135 | $ 802,024 |
| **ENDING FUND BALANCE** | $ 2,237,714 | $ 1,960,954 | $ 2,788,279 | $ 2,452,303 | $ 3,065,438 | $ 3,367,462 |
| *Fund Balance % of Operating Expense* | *39%* | | *53%* | *39%* | *45%* | *46%* |
| Transfer to VERF - New Trucks | $ 117,000 | $ 117,000 | $ - | | | |
| Other Capital Projects | $ 15,000 | $ - | | | | |
| **Total Capital Projects** | $ 132,000 | $ 117,000 | $ - | $ - | $ - | $ - |
| **Fund Balance after One-time Expenses** | $ 2,105,714 | $ 1,843,954 | $ 2,788,279 | $ 2,452,303 | $ 3,065,438 | $ 3,367,462 |
| *Fund Balance %* | *37%* | *35%* | *53%* | *39%* | *45%* | *46%* |
| Transfer to Innovation Fund | $ - | $ - | $ 7,500 | | | |
| Transfer to W/WW Capital Fund | $ - | $ - | $ 900,000 | | $ 500,000 | |
| *Reserve Requirement 35%* | *$ 1,991,494* | *$ 1,856,113* | *$ 1,843,534* | *$ 2,216,053* | *$ 2,388,635* | *$ 2,575,735* |
| **ENDING FUND BAL AFTER TRANSFERS** | $ 2,105,714 | $ 1,843,954 | $ 1,880,779 | $ 2,452,303 | $ 2,565,438 | $ 3,367,462 |

# Water/Wastewater Fund Summary

# Utility System Overview

On March 24, 2018, Council held a five (5)-hour Special Work Session to discuss current conditions and reached consensus on a plan of action. Consensus was reached to construct a new consolidated Wastewater Treatment Plant on the City's 26-acre site on Market 304 and a consolidated Water Treatment Plant at XS Ranch. Since that time several of the projects to reach those broad goals have been completed or are underway. The Wastewater plant will be submitted the Texas Commission on Environmental Quality (TCEQ) by the end of September 2019 in order to award a contract for construction by July 2020. Additionally, the preliminary design technical memorandum for the water treatment plant will be completed and presented to City Council in November of 2019 bringing us one step closer to building the plant located at XS Ranch.

# Water/Wastewater Rates

## Proposed Wastewater Rate Increase

Knowing that a significant rate increase will be required to cover debt payments for the wastewater treatment plant by FY 2021, when the plant is expected to go on-line, Council determined that the expected rate increase should be spread over the three (3) years. **Therefore, the minimum charge for wastewater will be $41.97 per month, an increase of $5.00 per month, effective January 1, 2020.** This increase is expected to generate an additional $163,215 in revenue this budget.

## Rate Modeling

During FY 2019, the City contracted to have a rate model created to help forecast rates based on growth projections, capital costs and debt requirements. This model is complete and being used to forecast projected revenue and expenditures. The model allows staff to plug in rate increases as needed to meet the debt coverage requirements. This model will be updated several times during the year to confirm or change the projections moving forward.

## Sale of Revenue Bonds in FY 2020

Prior to FY 2019, all debt issued for water and wastewater facilities has been Certificates of Obligations (C.O.'s). Payments for these C.O.'s have been made from the Water/Wastewater Fund. However, given the length of the useful life of both the water and wastewater treatment facilities and the difference in coverage areas included in the Certificate of Convenience and Necessity (CCN), it is prudent to issue revenue bonds to fund the debt of both facilities. **In FY 2019, $1.9 million in Revenue bonds were sold to fund capital needs. These bonds were rated AA- by Standard & Poor, which is an excellent rating for a first-time sale given our size.** Staff anticipates that there will be a need to sell additional revenue bonds in FY 2020 to cover the costs of construction for the wastewater plant. However, there are some available funds in the Water and Wastewater Capital Fund to start the construction prior to the bond sale.

## Steel Tariff – 25% Increase in Price

On March 8, 2018, President Trump signed an order to place a 25% tariff on steel imports. China is reducing its steel production by 20%, which is approximately 165 million tons by 2020. This has caused demand to outweigh supply for the first time in over a decade, causing a sharp rise in steel prices that could last at least through 2021. Raw steel is used in the construction of numerous different building components including reinforcing steel in structural concrete, structural steel framing, and miscellaneous metal framing and supports. Until domestic production of steel can ramp up, it is likely that prices will continue to increase.

**Given the uncertainty of steel prices in our future, we can expect to see significant increases in bid prices. Preliminary costs estimates received from KSA Engineering already reflect a sharp increase in the cost of construction of the wastewater treatment plant.** Proposed costs for both water and wastewater treatment plants are covered in the Capital Improvement Program (CIP) section of this budget.

# Utility System Improvements

## Water System Improvements

### Water System – Willow Plant

Staff conducted an operational assessment on the Willow Plant in FY 2018. There are five (5) alluvial wells on the Colorado River that serve the Willow Plant. The Colorado River has numerous water sources upstream that vary daily due to agricultural and effluent discharges. Different pH levels can change dramatically daily, making treatment challenging.

All five alluvial (5) wells are permitted for 5,796,000 gallons per day. However, given the challenges with alluvial wells and the production capabilities of the pumps, Willow Plant can only produce 2,872,800 gallons per day, which is roughly 50% of permit, running the plant 24 hours a day. To ensure maximum functionality of the pumps, they are run 18 hours per day, which reduces the capacity even further.

**BASTROP COMPREHENSIVE PLAN 2036 – GOAL 2.2:**
Ensure long-term water system capacity for existing customers, while accommodating incremental growth and development.

In addition to being extremely inefficient, the water is considered corrosive prior to treatment. Iron bacteria grows, which can reduce flow, which requires an acid wash to fix at $150,000 per treatment. The screens used to filter water can become clogged as well.

### Water System – Bob Bryant Park Plant

An operational assessment was also conducted on the Bob Bryant Park Plant in FY 2018, which has two (2) wells. One (1) well is alluvial and the other well is a deep well in the Simsboro Aquifer. This plant requires both wells to be blended at a 50/50 ratio due to a high level of dissolved solids. This process is not efficient and expensive to maintain. Because the treatment process requires blending, it limits pumping because the blending source dictates the amount available to pump. The plant was never set up with appropriate treatment, which includes filtration to treat quality and aesthetics. The plant requires a scrubber to treat methane. The water source has iron manganese, which requires a high chlorine demand.

### Water System "Game Changer"

The operational assessment concluded that existing water sources are challenging and have high maintenance costs depending upon season, river depth, and water demands. Peak summer demand is very close to the system's maximum peak daily demand. There are NO options for improvement.

In FY 2018, City Council authorized the purchase of an additional 3,000-acre feet of water in the Simsboro Aquifer, which was completed in FY 2019. Combined with the 3,000-acre feet already purchased and the 1,613 acre feet in the Simsboro Aquifer used in Bob Bryant Park Plant, the City now owns 7,613 acre feet of water in the Simsboro Aquifer, providing future combined water availability of 6.8 million gallons per day pumping capacity.

Engineer estimates suggest that a consolidated water treatment plant can be built at XS Ranch for the same water rate or with a minimum increase to provide a long-term water system and improve water quality and aesthetics. Therefore, Council has authorized the building of a new water treatment plant at XS Ranch to improve water quality and ability to meet future water demands. The preliminary findings show the water quality to be far superior to the original test wells at XS Ranch. That being said the water plant will be built to be scalable and flexible as possible. As the well field expands in the future, it is important that the plant is nimble enough to combat changes in water quality.

## Strategic Partnership with Aqua Water Supply Corporation

Our strategic partnership with Aqua, approved in FY 2019, provides a long-term opportunity to expand our Water Certificate of Convenience & Necessity (CCN) to match our Wastewater CCN through a long-term wholesale water agreement. In addition, it provides the City with immediate water supply redundancy that we currently do not have and helps manage peak demand until a new plant can be built.

With the agreement finalized and three emergency connections to Aqua, staff has mitigated some risk. However, with a wholesale connection point planned to be at the intersection of S.H. 20 and Hwy 71, it will ensure the long-term redundancy needed to protect our customers.

## Water System Maintenance

One of the most important ways to meet Goal 2.2 of the City's Comprehensive Plan is to maintain the water system to industry standards. In FY 2019, staff executed a ten (10) year replacement schedule for all water system elements, as noted in Water System Facts.

There were 1272 valves exercised, 601 fire hydrants maintenance and approximately 3,424 customers served this year. As the system continues to grow, maintenance needs will increase for several years to come. However, as changes are made and the new plant and system component are replaced within the system, it will only become more efficient.

### Water System Facts

- 70 miles of water mains
- 8 high service pumps and motors
- 10 filter canisters housing 8 filters each
- Methane stripper with 2 transfer pumps and motors
- 601 fire hydrants
- Maintain 3433 meters
- 7 water wells
- 9 system pressure release valves
- 8 turbidity meters to monitor the canisters
- 6 water storage facilities totaling 2.76 million gallons of capacity
- 1272 main line water valves
- Serve 3424 customers

# Wastewater System Improvements

## Wastewater Treatment Plant #1 & #2

Wastewater Treatment Plant (WWTP) #1 and #2 are in a state of disrepair and are operating beyond their useful life. WWTP #2 is a pre-manufactured system, purchased from the City of Austin for $1 in the mid-1980's. A study by Texas Tank Services, conducted in December 2017, suggests localized metal loss in the tank wall exceeds 70% at each of the five (5) levels investigated. Metal loss at one (1) measurement location, approximately five (5) feet above the base, measured at 87%. The losses were computed using estimated plate thicknesses for the original tank as no record drawings are available.

If a safety factor of 2.0 was used in the original construction, as is common for tank design, many areas currently have a safety factor of less than 1.0 based on the December 2017 assessment. A safety factor of less than 1.0 indicates a significant and immediate deficiency in the structural integrity of the tank. With so much of the wall thickness compromised, in-service rehabilitation involving adding new plates is not a prudent approach. Welding temporarily reduces the steel strength at the weld site, so the process of attaching the supplemental plates could initiate a failure. Over the next several years, significant capital projects would be required to rehabilitate the equipment and structures at WWTP #1 and WWTP #2, if these plants were to remain operational.

## TCEQ Rules on Wastewater Treatment Capacity

TAC Title 30. Environmental Quality Part 1. TECQ Chapter 305. Consolidated Permits Subchapter F. Permit Characteristics and Conditions. Section 305.126 (a): At 75% of daily average flow for three (3) consecutive months, start designing. At 90% of the daily average flow for three (3) consecutive months, a new plant must be permitted to be built.

The City currently processes 1,011,200 gallons per day, which is 75% of 1.4 million gallons per day (MGD). At 75%, the trigger to design a new plant, which is under design. At 90%, the trigger to permit the construction of a new plant. Construction is scheduled to start on the new plant in July 2020. The City will reach its current service unit credit (SUEs) allocation by 2021, based on anticipated growth, not including West Bastrop Village.

## Wastewater Treatment Plant #3 (WWTP #3)

The City has a TCEQ permit to build a new plant under 317 rule, which expires September 1, 2019. Our application for a three (3) year extension is currently under review by TCEQ and should be approved by the end of September 2019. TCEQ issued new rule 217 in August 2008 requiring more stringent quality of water discharge. The plans for Wastewater Treatment Plant #3 are on schedule and will be let for construction in FY 2020.

## Wastewater Treatment and Ancillary Components

Realizing the cost of the new wastewater treatment plant will be a large purchase for the current customers, staff realizes the need to be able to grow. With that in mind, all design decisions incorporated into WWTP #3 ensure the plant and its components are scalable and ready to grow when the demand is present.

A standardized wholesale wastewater agreement has been developed and will bring the City one step closer to meeting the City Council's goal of fiscal responsibility and sustainability.

**BASTROP COMPREHENSIVE PLAN 2036 – GOAL 2.5:**
Enhance wastewater system efficiency.

## Wastewater System Maintenance

One of the most important ways to meet Goal 2.2 of the City's Comprehensive Plan is to maintain the system to industry standards. In FY 2018, staff developed a ten (10) year replacement schedule for all wastewater system elements, as noted in Wastewater System Facts.

**Additional funding has been appropriated for annual maintenance in this budget for everything but wastewater line rehabilitation.** All wastewater lines associated with failed streets will be cameraed by next year and scheduled for replacement as streets are rehabilitated as well.

Processes have been created to ensure that daily operational schedules now include required system annual maintenance. System maintenance will be scheduled throughout the year to ensure all required maintenance is conducted annually prior to year-end.

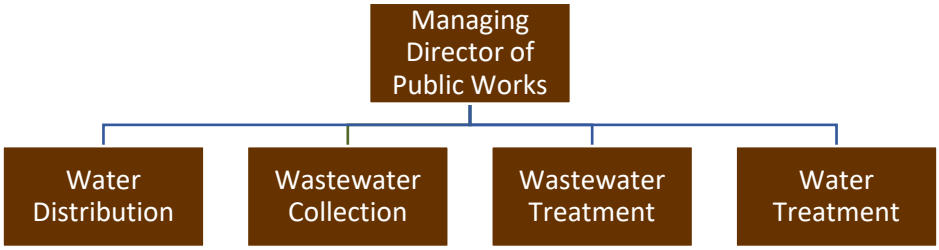
### Wastewater System Facts

- 2 Wastewater Treatment Plants, WWTP #1 & #2
- 57 miles of wastewater collection lines
- 8 miles of force main lines
- 19 lift stations
- 650 manholes
- Has 2 meters (WCID and By the Way RV Park)
- 7 water wells
- Serve 3038 customers

## Department Description

Water/Wastewater Fund is utilized to account for the financial activities related to the provision of water and wastewater services to residents in the City's service territory. The City's Water and Wastewater divisions are separated into four (4) subcategories: Water Distribution, Wastewater Collection, Wastewater Treatment, and Water Treatment. Water distribution is provided through 70 miles of water main. It provides clean water to approximately 3,433-meter connections. The system pressure helps lower cost of insurance by providing adequate fire flow at one of 601 fire hydrants. Wastewater collection conveys the wastewater leaving our homes and businesses to a wastewater treatment plant through approximately 57 miles of sewer main lines. Wastewater treatment is vital to maintaining a safe and clean drinking water source and protection of our river's ecosystem.

## Organizational Chart




## Goals and Objectives for FY 2020

- Provide maintenance on 70 miles of water mains, 57 miles of wastewater lines, 658 manholes, 6 alluvial wells, 1 deep well, 19 lift stations, 3433-meter connections from ¾" to 10", and 601 fire hydrants.
- Provide safe drinking water.
- Conserve the City's water source.
- Collect and treat approximately 1 million gallons of wastewater per day.
- Maintain a 98% compliance with TCEQ required drinking water standards annually.
- Maintain accuracy of well entry point meters at 97% annually.
- Maintain 3%-meter accuracy between gallons of water produced and gallons of water distributed.
- Maintain a 98% compliance rate with TCEQ required effluent discharge quality standards annually.
- Track reliability and response time to work orders for water leaks, after hours call outs and sewer stoppages.
- Ensure Wastewater Treatment Plant is under construction by end of FY 2019.

## Recent Accomplishments for FY 2019

✔ Installed generators at Gills Branch and Central lift stations

✔ Continued to provide logistical support for 50+ special events.

✔ Started design of a new wastewater treatment plant.

✔ Started design of a new water treatment plant.

✔ Completed year 1 comprehensive list and maintenance schedules for equipment at Water & Wastewater Treatment Facilities and Lift Stations.

✔ Began process to camera City sewer lines based on streets requiring rehabilitation per Pavement Condition Index Report.

✔ Toilets continued to flush.

✔ Water continued to run.

✔ Completed Smoke Testing Schedule for FY 2019 by testing 90,200 feet (17.08 miles) of sewer main using 244 employee-hours at a cost of $0.13 per foot. Found and repaired 60 defects.

# Water/Wastewater Fund Summary

# FY 2020 Revenue Fund Summary

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 202 WATER/WASTEWWATER FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| WATER REVENUES | $3,050,636 | $3,203,030 | $3,079,847 | $3,276,245 | $3,383,485 |
| WASTEWATER REVENUES | $2,049,952 | $2,464,660 | $2,404,940 | $2,886,819 | $3,469,118 |
| INTEREST INCOME | $71,894 | $32,000 | $40,500 | $42,000 | $44,000 |
| MISCELLANEOUS | $6,785 | $7,500 | $5,500 | $6,500 | $6,500 |
| OTHER SOURCES | $9,028 | $0 | $0 | $0 | $0 |
| **TOTAL REVENUE** | **$5,188,295** | **$5,707,190** | **$5,530,787** | **$6,211,564** | **$6,903,103** |

# Revenue Summary- Water/Wastewater Fund

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 202 WATER/WASTEWWATER FUND | 35 WATER/WASTEWATER | 10 ADMINISTRATION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $193,070 | $307,460 | $323,649 | $415,277 | $424,402 |
| SUPPLIES AND MATERIALS | $23,158 | $22,660 | $19,516 | $29,410 | $28,050 |
| MAINTENANCE AND REPAIRS | $4,254 | $10,430 | $7,805 | $10,430 | $8,930 |
| OCCUPANCY | $15,652 | $16,032 | $14,058 | $16,032 | $16,032 |
| CONTRACTUAL SERVICES | $748,832 | $679,392 | $729,130 | $742,549 | $721,385 |
| OTHER CHARGES | $34,780 | $41,220 | $20,789 | $41,220 | $23,220 |
| CONTINGENCY | $0 | $10,000 | $0 | $10,000 | $0 |
| TRANSFERS OUT | $4,169,181 | $1,883,565 | $1,883,565 | $2,335,693 | $2,451,243 |
| **TOTAL EXPENDITURES** | **$5,188,927** | **$2,970,759** | **$2,998,512** | **$3,600,611** | **$3,673,262** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ASSISTANT PW DIRECTOR | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| CITY ENGINEER (50%) | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| DIR OF PW/UTIL/LEISURE SERVICES | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| PW TECHNICIAN | 0.000 | 0.250 | 0.250 | 0.250 | 0.250 |
| SPECIAL PROGRAMS COORD. | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **2.500** | **2.750** | **2.750** | **2.750** | **2.750** |

# Water/Wastewater Fund - Administration

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 202 WATER/WASTEWWATER FUND | 35 WATER/WASTEWATER | 41 W/WW DISTRIBUT/COLLECT |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $431,028 | $457,525 | $477,041 | $465,767 | $478,143 |
| SUPPLIES AND MATERIALS | $64,107 | $66,382 | $68,014 | $96,263 | $73,262 |
| MAINTENANCE AND REPAIRS | $133,903 | $168,885 | $132,201 | $150,499 | $168,885 |
| CONTRACTUAL SERVICES | $56,919 | $61,467 | $60,493 | $98,251 | $77,182 |
| OTHER CHARGES | $1,922 | $4,500 | $4,251 | $5,036 | $4,500 |
| CAPITAL OUTLAY | $14,095 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITTURES** | **$701,974** | **$758,759** | **$742,000** | **$815,815** | **$801,972** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| FOREMAN | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| UTILITY FIELD SUPERINTENDENT | 0.250 | 0.000 | 0.000 | 0.000 | 0.000 |
| W/WW SYSTEMS TECH | 6.000 | 6.000 | 6.000 | 6.000 | 6.000 |
| W/WW SYSTEMS TECH CREW LEADER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **8.250** | **8.000** | **8.000** | **8.000** | **8.000** |

# Water/Wastewater Fund – Distribution & Collections

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 202 WATER/WASTEWWATER FUND | 35 WATER/WASTEWATER | 43 WATER PRODUCTION/TREAT |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $241,305 | $282,708 | $122,674 | $277,529 | $287,203 |
| SUPPLIES AND MATERIALS | $77,273 | $82,626 | $70,305 | $82,286 | $83,750 |
| MAINTENANCE AND REPAIRS | $254,027 | $366,014 | $453,697 | $273,900 | $265,233 |
| OCCUPANCY | $89,756 | $130,000 | $131,964 | $141,000 | $220,000 |
| CONTRACTUAL SERVICES | $180,981 | $179,555 | $168,723 | $191,377 | $196,361 |
| OTHER CHARGES | $2,786 | $5,680 | $2,592 | $5,682 | $5,682 |
| **TOTAL EXPEDITURES** | **$846,128** | **$1,046,583** | **$949,955** | **$971,774** | **$1,058,229** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CHIEF PLANT OPERATOR | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| W/WW PLANT OPERATOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| W/WW SUPERINTENDENT | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| WWW OPERATOR C | 2.000 | 2.000 | 2.000 | 2.000 | 2.000 |
| **TOTAL FTEs** | **4.000** | **4.000** | **4.000** | **4.000** | **4.000** |

# Water/Wastewater Fund – Water Production/Treatment

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 202 WATER/WASTEWWATER FUND | 35 WATER/WASTEWATER | 46 WW TREATMENT PLANT |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $237,641 | $280,428 | $182,492 | $273,927 | $284,202 |
| SUPPLIES AND MATERIALS | $39,886 | $38,910 | $36,756 | $40,118 | $38,919 |
| MAINTENANCE AND REPAIRS | $238,344 | $331,465 | $268,855 | $218,014 | $216,500 |
| OCCUPANCY | $190,834 | $167,548 | $160,256 | $167,548 | $167,548 |
| CONTRACTUAL SERVICES | $86,020 | $81,252 | $77,757 | $81,252 | $85,267 |
| OTHER CHARGES | $1,202 | $5,680 | $3,597 | $5,680 | $5,680 |
| CAPITAL OUTLAY | $8,217 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$802,144** | **$905,283** | **$729,713** | **$786,539** | **$798,116** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CHIEF PLANT OPERATOR | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| W/WW PLANT OPERATOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| W/WW SUPERINTENDENT | 0.500 | 0.500 | 0.500 | 0.500 | 0.500 |
| WWW OPERATOR B | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| WWW PLANT OPERATOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **4.000** | **4.000** | **4.000** | **4.000** | **4.000** |

# Water/Wastewater Fund – Treatment Plant

# FY 2020 Fund Summary & Personnel Schedule

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 250 CIP W/WW UTILITY FUND | 00 NON-DEPT | 00 NON-DIV |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $0 | $30,000 | $55,000 | $45,000 | $5,000 |
| TRANSFERS IN | $2,725,000 | $125,000 | $125,000 | $3,025,000 | $125,000 |
| **TOTAL REVENUE** | **$2,725,000** | **$155,000** | **$180,000** | **$3,070,000** | **$130,000** |
| CAPITAL OUTLAY | $0 | $2,400,000 | $1,607,105 | $2,300,400 | $200,000 |
| TRANSFERS OUT | $0 | $0 | $0 | $0 | $0 |
| **TOTAL WATER CIP EXPENDITURES** | **$0** | **$2,400,000** | **$1,607,105** | **$2,300,400** | **$200,000** |
| CAPITAL OUTLAY | $0 | $182,500 | $169,292 | $1,850,000 | $0 |
| **TOTAL WASTEWATER CIP EXPENDITURES** | **$0** | **$182,500** | **$169,292** | **$1,850,000** | **$0** |

# Water/Wastewater Fund – Capital Improvement Program

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# Capital Improvement Projects

BASTROPTX
Heart of the Lost Pines
Est. 1832

## Capital Improvement Projects


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"The Capital Improvement Program (CIP) Budget is a separate budget from the Operating Budget. Items included in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets."

# Capital Improvement Project (CIP) Fund Summary

# Capital Improvement Program (CIP) Fund Summary

All water, wastewater, drainage, and transportation projects in this CIP Program are considered essential. Given current conditions and existing inefficiencies of infrastructure, Council has clearly stated that providing funding to meet the fiscal stewardship and maintenance responsibilities of the City's assets is a policy decision. Not completing any of these projects is not considered an option. There are two (2) quality of life projects included in this CIP due to awarded grant funding and previous Council commitments made to the community.

The CIP Program is well underway and multiple projects are in an advanced stage of design or ready to let for construction. Council and Staff build multi-year maintenance plans for all City infrastructure, it is important that the asset meets or exceeds it's the

useful life of the asset. Many of the projects in this multi-year CIP are simply essential to providing everyday services to the public and are the foundation of which cities are built. The Water, Wastewater, Transportation and Drainage projects are strategically planned to provide services to our city for the 100 years.

There are five (5) sections in this year's CIP. Those sections include (1) Drainage, (2) Quality of Life, (3) Transportation, (4) Water, and (5) Wastewater and are presented in alphabetical order. Each section project has its own individual sheet that includes a Project Description/Location, Justification, Picture, Estimated Project Costs, and Funding Sources.

The outstanding cost estimate increased from FY 2019 amounts due to Gills Branch Improvement and Old Iron Bridge estimate of probably costs received during FY 2019.

A summary of this CIP by category is as follows:

| CIP Category | Total Outstanding Cost |
|---|---|
| Drainage CIP – 5 Projects | $6,858,522 |
| Quality of Life CIP – 4 Projects | $2,959,537 |
| Transportation CIP – 5 Projects | $14,088,874 |
| Water CIP – 6 Projects | $14,518,269 |
| Wastewater CIP – 7 Projects | $38,941,154 |
| **TOTAL CIP Outstanding Costs** | **$77,366,356*** |

**ALL Project totals are subject to change once individual project design is complete and an Engineer's Opinion of Probable Cost is issued. Water/Wastewater Projects are currently being engineered. Engineer's Opinion of Probable Cost will be determined and future rates identified before the City sells revenue bonds to cover any costs of constructions. Price of steel has significantly increased recently. More information regarding the Water/Wastewater Projects can be found in the Water/Wastewater Fund Summary. BEDC is providing funding for Agnes Road expansion.*

## SUMMARY OF ALL DRAINAGE PROJECTS

| | Total Proj | Exp YTD | Total O/S |
|---|---|---|---|
| Public Works Detention Pond | $ 549,500 | $ 43,700 | $ 505,800 |
| Pine St. Drainage Improv. | $ 576,025 | $ 49,500 | $ 526,525 |
| Gills Branch Drainage Channel Repair | $ 157,825 | $ 15,900 | $ 141,925 |
| Gills Branch Improvements | $ 5,492,872 | $ - | $ 5,492,872 |
| Jasper/Newton Drainage Improv. | $ 213,400 | $ 22,000 | $ 191,400 |
| | $ 6,989,622 | | $ 6,858,522 |

# SUMMARY OF ALL DRAINAGE PROJECTS FY2017-FY2022

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $131,100 | $229,500 | $385,000 | $435,000 | $1,180,600 |
| **Construction (+10%)** | $0 | $0 | $0 | $1,276,025 | $974,599 | $3,333,273 | $5,583,897 |
| **Other** | $12,325 | $0 | $0 | $62,800 | $0 | $150,000 | $225,125 |
| **Total Project Cost** | **$12,325** | **$0** | **$131,100** | **$1,568,325** | **$1,359,599** | **$3,918,273** | **$6,989,622** |

**Cost Notes:** *See individual project sheets for detail.*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $15,900 | $317,042 | $1,359,599 | $3,918,273 | $5,610,814 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $3,081 | $0 | $28,800 | $0 | $0 | $0 | $31,881 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $9,244 | $0 | $86,400 | $1,251,283 | $0 | $0 | $1,346,927 |
| **Total Project Funding** | **$12,325** | **$0** | **$131,100** | **$1,568,325** | **$1,359,599** | **$3,918,273** | **$6,989,622** |

**Funding Source Notes:** See individual project sheets for detail.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## PUBLIC WORKS DETENTION POND

**Project Category:** Utilities | **Sub-category:** Drainage

**Recommended by:** *Engineer / Public Works* | **Responsible Dept.: Public Works**

**Project Description/Location:** Mitigate flooding impacts by expanding the existing detention pond adjacent to the City of Bastrop Public Works facility. TDEM is reviewing from June - Aug. 2019. If Funded the Bid package will be prepared by the end of September 2019.October-November 2019 we will open bids and award the contract. December execute contracts and issue a notice to proceed. Construction will be Jan- June of 2020.

**Justification:** The north area of Bastrop has experienced flooding during previous rain events. Expanding the capacity of the existing detention pond will accommodate larger storm events.

**Notes:** Phase I has been approved for funding through HMGP DR-4272-024. This phase only funds design of the project. Phase II is for construction and will be awarded once the design is complete. BEFCO is the Engineer of Record.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $43,700 | $14,500 | $0 | $0 | $58,200 |
| **Construction (+10%)** | $0 | $0 | $0 | $462,000 | $0 | $0 | $462,000 |
| **Other** | $4,000 | $0 | $0 | $25,300 | $0 | $0 | $29,300 |
| **Total Project Cost** | **$4,000** | **$0** | **$43,700** | **$501,800** | **$0** | **$0** | **$549,500** |

**Cost Notes:** *Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $125,450 | $0 | $0 | $125,450 |
| **GO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $1,000 | $0 | $10,925 | $0 | $0 | $0 | $11,925 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $3,000 | $0 | $32,775 | $376,350 | $0 | $0 | $412,125 |
| **Total Project Funding** | **$4,000** | **$0** | **$43,700** | **$501,800** | **$0** | **$0** | **$549,500** |

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP**.** The City's portion will be paid by 2018 Certificate of Obligations Series.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## PINE STREET DRAINAGE IMPROVEMENTS

**Project Category:** Utilities | **Sub-category:** Drainage

**Recommended by:** *Engineering* | **Responsible Dept.:** Engineering

**Project Description/Location:** To improve the flow conditions along Pine Street between SH 95 and Gills Branch. The Pine St. drainage channel will be improved. Currently TDEM is reviewing from June - Aug. 2019. If Funded the Bid package will be prepared by the end of September 2019.October-November 2019 we will open bids and award the contract. December execute contracts and issue a notice to proceed. Construction will be Jan- June of 2020.

**Justification:** Areas along Gills Branch have experienced flooding due to inadequate drainage structures. This project will improve the capacity of of the channel along Pine Street between SH 95 and Gills Branch.

**Notes:** Phase I has been approved for funding through HMGP DR-4272-028. This phase only funds design of the project. Phase II is for construction and will be awarded once the design is complete. BEFCO is the Engineer of Record.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $49,500 | $0 | $0 | $0 | $49,500 |
| **Construction (+10%)** | $0 | $0 | $0 | $495,000 | $0 | $0 | $495,000 |
| **Other** | $4,025 | $0 | $0 | $27,500 | $0 | $0 | $31,525 |
| **Total Project Cost** | **$4,025** | **$0** | **$49,500** | **$522,500** | **$0** | **$0** | **$576,025** |

**Cost Notes:** *Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $130,625 | $0 | $0 | $130,625 |
| **GO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $1,006 | $0 | $12,375 | $0 | $0 | $0 | $13,381 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $3,019 | $0 | $37,125 | $391,875 | $0 | $0 | $432,019 |
| **Total Project Funding** | **$4,025** | **$0** | **$49,500** | **$522,500** | **$0** | **$0** | **$576,025** |

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP. City's portion will be paid by 2018 Certificate of Obligation Series.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## GILLS BRANCH DRAINAGE CHANNEL REPAIR

**Project Category:** Utilities | **Sub-category:** Drainage

**Recommended by:** *Engineering* | **Responsible Dept.:** Engineering

**Project Description/Location:** This repair is to Gills Branch concrete side wall between Lover's Lane and 71 frontage. There will also be 200 CY of earthen embankment replaced. The project will advertise/bid from Aug.-Sep. 2019 and will be comleted by the end of Jan. 2020.

**Justification:** This project was necessary after Hurricane Harvey. The concrete side wall in Gills Branch was destroyed when the flooding in the channel occurred.

**Notes:** The City received the subgrant award letter August 29, 2018. This project is funded 90% by FEMA out of DR-4332-PW258.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| Acquistions (ROW/Easements/Land) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Design | $0 | $0 | $15,900 | $0 | $0 | $0 | $15,900 |
| Construction (+10%) | $0 | $0 | $0 | $141,925 | $0 | $0 | $141,925 |
| Other | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$15,900** | **$141,925** | **$0** | **$0** | **$157,825** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| Impact Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Revenue Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CO Bonds (2013 Series) | $0 | $0 | $15,900 | $14,192 | $0 | $0 | $30,092 |
| GO Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Fund Balance | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Interest | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Source(s) | $0 | $0 | $0 | $127,733 | $0 | $0 | $127,733 |
| **Total Project Funding** | **$0** | **$0** | **$15,900** | **$141,925** | **$0** | **$0** | **$157,825** |

**Funding Source Notes:** Additional funding (up to 90%) will be provided through FEMA. City's portion is unidentified.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## GILLS BRANCH DRAINAGE CHANNEL REPAIR

**Project Category:** Utilities | **Sub-category:** Drainage

**Recommended by:** *Engineering* | **Responsible Dept.:** Engineering

**Project Description/Location:** Excavation of the channel and increased culvert size at choke points to possibly include some detention ponds.

**Justification:** Mitigate localized flooding.

**Notes:** Preliminary Design for the proposed drainage improvements to Gill's Branch are being funded in FY 2020.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| Acquistions (ROW/Easements/Land) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Design | $0 | $0 | $0 | $215,000 | $385,000 | $435,000 | $1,035,000 |
| Construction (+10%) | $0 | $0 | $0 | $0 | $974,599 | $3,333,273 | $4,307,872 |
| Other | $0 | $0 | $0 | $0 | $0 | $150,000 | $150,000 |
| **Total Project Cost** | **$0** | **$0** | **$0** | **$215,000** | **$1,359,599** | **$3,918,273** | **$5,492,872** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| Impact Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Revenue Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CO Bonds | $0 | $0 | $0 | $0 | $1,359,599 | $3,918,273 | $5,277,872 |
| GO Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Fund Balance | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Interest | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Source(s) | $0 | $0 | $0 | $215,000 | $0 | $0 | $215,000 |
| **Total Project Funding** | **$0** | **$0** | **$0** | **$215,000** | **$1,359,599** | **$3,918,273** | **$5,492,872** |

**Funding Source Notes:** Other funding in FY 2020 is a Limited Tax Note

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## JASPER & NEWTON STREET DRAINAGE IMPROVEMENTS

| | |
|---|---|
| **Project Category: Utilities** | **Sub-category: Drainage** |
| **Recommended by:** *Engineering* | **Responsible Dept.:** Engineering |

**Project Description/Location:** Mitigate flooding impacts by improving the flow conditions at the intersection of Jasper Street and MLK Drive, as well as along the railroad near Newton Street. General improvements include re-building the street intersection and installing new ditches to route stormwater flows more efficiently. Schedule: Kick off meeting Aug. 16th Sep/Oct 2019 bid & award. Construction Oct. 2019- Jan. 2020

**Justification:** Areas along Gills Branch have experienced flooding due to inadequate drainage structures. This project will improve the capacity of of the channel along Pine Street between SH 95 and Gills Branch.

**Notes:** Phase I was approved for funding through HMGP DR-4269-010. This phase only funded the design of the project. Phase II was also awarded for construction. BEFCO is the Engineer of Record.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $22,000 | $0 | $0 | $0 | $22,000 |
| **Construction (+10%)** | $0 | $0 | $0 | $177,100 | $0 | $0 | $177,100 |
| **Other** | $4,300 | $0 | $0 | $10,000 | $0 | $0 | $14,300 |
| **Total Project Cost** | **$4,300** | **$0** | **$22,000** | **$187,100** | **$0** | **$0** | **$213,400** |

**Cost Notes:** *Design costs include engineering design and environmental permitting. Other costs include grant administration fees. These costs are for both Phase I & Phase II*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds (2013 & 2018)** | $0 | $0 | $0 | $46,775 | $0 | $0 | $46,775 |
| **GO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance (105)** | $1,075 | $0 | $5,500 | $0 | $0 | $0 | $6,575 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $3,225 | $0 | $16,500 | $140,325 | $0 | $0 | $160,050 |
| **Total Project Funding** | **$4,300** | **$0** | **$22,000** | **$187,100** | **$0** | **$0** | **$213,400** |

**Funding Source Notes:** Additional funding (up to 75%) will be provided through the FEMA HMGP. City's portion of construction will be paid by 2018 Certificate of Obligation Series.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

## SUMMARY OF ALL QUALITY OF LIFE PROJECTS

| | Total Proj | Exp YTD | Total O/S |
|---|---|---|---|
| State Park Trail | $ 1,539,590 | $ 115,346 | $ 1,424,244 |
| Skate Park - Phase I | $ 366,000 | $ 56,100 | $ 309,900 |
| Sidewalk Connectivity | $ 484,750 | $ - | $ 484,750 |
| Downtown Trail Expansion (EDC) | $ 796,080 | $ 55,437 | $ 740,643 |
| | $ 3,186,420 | | $ 2,959,537 |

# SUMMARY OF ALL QUALITY OF LIFE PROJECTS FY2017-FY2022

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $57,707 | $128,233 | $107,465 | $0 | $0 | $293,405 |
| **Construction (+10%)** | $0 | $0 | $0 | $2,691,790 | $0 | $0 | $2,691,790 |
| **Other** | $0 | $20,006 | $20,937 | $160,282 | $0 | $0 | $201,225 |
| **Total Project Cost** | **$0** | **$77,713** | **$149,170** | **$2,959,537** | **$0** | **$0** | **$3,186,420** |

**Cost Notes:** *See individual project sheets for detail.*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $71,947 | $99,499 | $210,400 | $0 | $0 | $381,846 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $5,766 | $49,671 | $2,749,137 | $0 | $0 | $2,804,574 |
| **Total Project Funding** | **$0** | **$77,713** | **$149,170** | **$2,959,537** | **$0** | **$0** | **$3,186,420** |

**Funding Source Notes:** See individual project sheets for detail.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## STATE PARK TRAIL

| | |
|---|---|
| **Project Category: Quality of Life** | **Sub-category: Trails** |
| **Recommended by:** *Planning Dept.* | **Responsible Dept.:** *Engineering Dept.* |

**Project Description/Location:** 1.0-mile multi-use pedestrian path between the Bastrop State Park and Chestnut Street along State HWY 21 with pedestrian crossings at SH 95 and SH Loop 150. TxDOT is currently reviewing the final alignment. The pedesrtian crossing at SH 95 has been proposed. We are currently waiting on a letter from TxDOT to determine the fesibility of the final alignment on SH 21 and concerns with the future expansion.

**Justification:** Provide pedestrian connectivity between the State Park and the City's existing sidewalk network.

**Notes:** MWM is the Engineer of Record and is currently working on the design. Estimated project time is 14-16 months.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $35,441 | $59,899 | $77,565 | $0 | $0 | $172,905 |
| **Construction (+10%)** | $0 | $0 | $0 | $1,300,000 | $0 | $0 | $1,300,000 |
| **Other** | $0 | $20,006 | $0 | $46,679 | $0 | $0 | $66,685 |
| **Total Project Cost** | **$0** | **$55,447** | **$59,899** | **$1,424,244** | **$0** | **$0** | **$1,539,590** |

**Cost Notes:** *Text*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance (105)** | $0 | $55,447 | $59,899 | $0 | $0 | $0 | $115,346 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $1,424,244 | $0 | $0 | $1,424,244 |
| **Total Project Funding** | **$0** | **$55,447** | **$59,899** | **$1,424,244** | **$0** | **$0** | **$1,539,590** |

**Funding Source Notes:** Project construction is partially funded (80%) by TxDOT STP-MM grant. Design costs are funded by the Innovation Fund. The Construction phase is partially funded through a grant of $1,040,000 with the balance of funding unidentified.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## SIDEWALK CONNECTIVITY

**Project Category:** Quality of Life | **Sub-category:** Public Works

**Recommended by:** *Public Works Dept.* | **Responsible Dept.:** *Public Works Dept.*

**Project Description/Location:** Provide better connectivity from North Bastrop to local Parks by completing gaps in sidewalks from Linden Street to Bob Bryant Park. This project has been on hold while the walkability of the entire city is being revaluated. However, the funding while secure is finite and the goal is to make sure the best possible location is determined. Once the Transportation Master plan is updtaed we will proceed with the project.

**Justification:** Walkability will be a vital part of Bastrops future. It promotes fiscal sustainability and connects people not just neighborhoods.

**Notes:** Annual maintenance estimates will be determined as part of the Public Realm budget

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Construction (+10%)** | $0 | $0 | $0 | $420,000 | $0 | $0 | $420,000 |
| **Other** | $0 | $0 | $0 | $64,750 | $0 | $0 | $64,750 |
| **Total Project Cost** | **$0** | **$0** | **$0** | **$484,750** | **$0** | **$0** | **$484,750** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $484,750 | $0 | $0 | $484,750 |
| **Total Project Funding** | **$0** | **$0** | **$0** | **$484,750** | **$0** | **$0** | **$484,750** |

**Funding Source Notes:** This project is being funded through traffic safety funds through the designated fund up to $435,000. The rest of the funding is unidentified at this time.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## SKATE PARK - PHASE I

**Project Category:** Quality of Life | **Sub-category:** Park

**Recommended by:** *Parks Board* | **Responsible Dept.:** *Parks Dept.*

**Project Description/Location:** This project is to design and construct a Wheeled Sports Complex at Fisherman's Park. Phase I of this complex will include 5" sidewalk, covered seating/staging, retainage/seat walls, drainage, multi-use skate plaza, stage, lighting and water fountain. The proposed schedule is as follows: Sep. 2019-Nov. Bidding and award phase. December-Jan. Award and Notice to proceed. Final design Feb-March 2020 April-July construction.

**Justification:** The City held two public forums for citizen response and the their was 82% in favor of a skatepark. The funds were set aside in the FY2019 budget.

**Notes:**
Design phase complete. Contruction schedule is Sept-Nov. 2019. Minimal annual maintenance required.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $16,500 | $39,600 | $9,900 | $0 | $0 | $66,000 |
| **Construction (+10%)** | $0 | $0 | $0 | $300,000 | $0 | $0 | $300,000 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$16,500** | **$39,600** | **$309,900** | **$0** | **$0** | **$366,000** |

**Cost Notes:** *The design fee associated with observation of construction will carry over the FY2020*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance (105)** | $0 | $16,500 | $39,600 | $210,400 | $0 | $0 | $266,500 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $99,500 | $0 | $0 | $99,500 |
| **Total Project Funding** | **$0** | **$16,500** | **$39,600** | **$309,900** | **$0** | **$0** | **$366,000** |

**Funding Source Notes:** Construction costs are funded by the Innovation Fund and the Park Dedication Fund.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## DOWNTOWN RIVER LOOP PROJECT (EDC)

**Project Category:** Quality of Life | **Sub-category:** Trails

**Recommended by:** *EDC* | **Responsible Dept.:** *Engineering Dept.*

**Project Description/Location:** Design, engineering and construction of a trail along Loop 150, Hwy 71 W., Hwy 71 E., Water Street and Main Street. This project is an EDC project. However the current schedule is as follows: TxDOT review complete by 8/30/19. Award project by 10/31/19. Notice to proceed by December 2019. Project completion Mat 2020.

**Justification:** Additional trails enhancing the walkability factor of the community.

**Notes:** MWM is the engineer on record for this project. It is still in design.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Acquistions (ROW/Easements/Land) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Design | $0 | $5,766 | $28,734 | $20,000 | $0 | $0 | $54,500 |
| Construction (+10%) | $0 | $0 | $0 | $671,790 | $0 | $0 | $671,790 |
| Other | $0 | $0 | $20,937 | $48,853 | $0 | $0 | $69,790 |
| **Total Project Cost** | **$0** | **$5,766** | **$49,671** | **$740,643** | **$0** | **$0** | **$796,080** |

**Cost Notes:** *TXDOT advanced funding is "other".*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Impact Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Revenue Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CO Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Current Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Fund Balance | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Interest | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Source(s) | $0 | $5,766 | $49,671 | $740,643 | $0 | $0 | $796,080 |
| **Total Project Funding** | **$0** | **$5,766** | **$49,671** | **$740,643** | **$0** | **$0** | **$796,080** |

**Funding Source Notes:** CAMPO grant for $475,200, Keep Bastrop County Beautiful Governor's Award $130,000, and BEDC the balance.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

## SUMMARY OF ALL TRANSPORTATION PROJECTS

| | Total Proj | Exp YTD | Total O/S |
|---|---|---|---|
| Agnes St Partial Extension (EDC) | $ 1,425,839 | $ 1,425,839 | $ - |
| Main St. Street & Sidewalk Improv | $ 1,978,009 | $ 151,380 | $ 1,826,629 |
| North Main St. & Side Street Improve. | $ 164,000 | $ - | $ 164,000 |
| Street Maintenance | $ 1,287,500 | $ 103,555 | $ 1,183,945 |
| Old Iron Bridge Rehab. | $ 11,115,103 | $ 200,803 | $ 10,914,300 |
| | $ 15,970,451 | $ 1,881,577 | $ 14,088,874 |

# SUMMARY OF ALL TRANSPORTATION PROJECTS FY2017-FY2022

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $10,371 | $72,942 | $347,597 | $853,555 | $0 | $0 | $1,284,465 |
| **Construction (+10%)** | $0 | $0 | $1,053,609 | $1,990,629 | $5,871,095 | $4,687,150 | $13,602,483 |
| **Other** | $0 | $250,000 | $43,503 | $0 | $395,000 | $395,000 | $1,083,503 |
| **Total Project Cost** | **$10,371** | **$322,942** | **$1,444,709** | **$2,844,184** | **$6,266,095** | **$5,082,150** | **$15,970,451** |

**Cost Notes:** *See individual project sheets for details.*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $10,371 | $0 | $341,812 | $2,844,184 | $1,183,945 | $0 | $4,380,312 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $322,942 | $1,102,897 | $0 | $5,082,150 | $5,082,150 | $11,590,139 |
| **Total Project Funding** | **$10,371** | **$322,942** | **$1,444,709** | **$2,844,184** | **$6,266,095** | **$5,082,150** | **$15,970,451** |

**Funding Source Notes: See individual project sheets for details.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## OLD IRON BRIDGE REHABILITATION

| | |
|---|---|
| **Project Category: Transportation** | **Sub-category: Roadway** |
| **Recommended by:** *Engineering* | **Responsible Dept.: Engineering** |

**Project Description/Location:** The Old Iron Bridge has been insoected and has an expected cost of approximately 12-14 million dollars for repair. The 2018 Bond series that funded the inspection also has enough funds to begin the 12 month design process. However the design & construction need to be coupled with an agressive fund rasing program. Once that is identified design can begin.

**Justification:** Studies conducted in 1992, 2001, 2009, 2011 and 2014 all show significant deterioration of structural components. Considered a public safety hazard.

**Notes:** Kimley-Horn is Engineer of Record. The below schedule is subject to funding availability:
Aug. 2019-July 2020 Engineering
May-Oct. 2020 Bidding & Awarding
Oct 2020-Sept. 2022 Construction

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $199,700 | $750,000 | $0 | $0 | $949,700 |
| **Construction (+10%)** | $0 | $0 | $0 | $0 | $4,687,150 | $4,687,150 | $9,374,300 |
| **Other** | $0 | $0 | $1,103 | $0 | $395,000 | $395,000 | $791,103 |
| **Total Project Cost** | **$0** | **$0** | **$200,803** | **$750,000** | **$5,082,150** | **$5,082,150** | **$11,115,103** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $200,803 | $750,000 | $0 | $0 | $950,803 |
| **GO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $0 | $5,082,150 | $5,082,150 | $10,164,300 |
| **Total Project Funding** | **$0** | **$0** | **$200,803** | **$750,000** | **$5,082,150** | **$5,082,150** | **$11,115,103** |

**Funding Source Notes:** This project will be funded with 2018 Certificate of Obligation Series and other unidentified sources at this time.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## MAIN ST. STREET & SIDEWALK IMPROVEMENTS

| | |
|---|---|
| **Project Category: Transportation** | **Sub-category: Roadway** |
| **Recommended by:** *Public Works* | **Responsible Dept.: Public Works** |

**Project Description/Location:** This project is moving forward and gained momentum from the Pop-up event. However we are waiting on the final easements necessary to begin construction. If the easement are secured by Sep. 2019 the estimated schedule will be Finalize Exhibits/Prepare Project Manual: 1-2 mo. Advertisement/bidding Phase: 2 mo. construction Phase: 9 mo. ending Sep. 2020

**Justification:** The sidewalks along Main Street have fallen into disrepair due to a multitude of factors such as a lack of maintenance on private property and vegatative growth. The improvements will provide ADA compliance, improved pedstrian safety and economic sustainability downtown.

**Notes:** MWM Design is the Engineer of Record. Acquisition of sidewalk easements must be completed before construction can start. Construction scheduled to begin Jan 2020.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $10,371 | $0 | $141,009 | $0 | $0 | $0 | $151,380 |
| **Construction (+10%)** | $0 | $0 | $0 | $1,826,629 | $0 | $0 | $1,826,629 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$10,371** | **$0** | **$141,009** | **$1,826,629** | **$0** | **$0** | **$1,978,009** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $10,371 | $0 | $141,009 | $1,826,629 | $0 | $0 | $1,978,009 |
| **GO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Funding** | **$10,371** | **$0** | **$141,009** | **$1,826,629** | **$0** | **$0** | **$1,978,009** |

**Funding Source Notes:** BEDC will pay $800,000, funded by 2014 Certificate of Obligations Series. The City will fund $1,100,000 with 2018 Certificate of Obligation Series.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## NORTH MAIN ST. AND SIDE STREETS IMPROVEMENTS

| | |
|---|---|
| **Project Category: Transportation** | **Sub-category: Roadway** |
| **Recommended by:** *Public Works* | **Responsible Dept.: Public Works** |

**Project Description/Location:** This project is contingent upon the completion of the Wastewater line replacement project. However the projected schedule should be from Sep.2019-Nov. 2019.

**Justification:** The City has received a TX Community Development Block Grant to replace wastewater lines on Maple, Magnolia, Locust and a portion of North Main Street. Once the lines are replaced, street repair will be a must. Leveraging this project with street repair provides an opportunity to greatly improve the overall pavement condition scores for this local neighborhood.

**Notes:** This project is being performed in conjunction with the sewer line replacement for multiple streets off N. Main St. (grant funded)

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Construction (+10%)** | $0 | $0 | $0 | $164,000 | $0 | $0 | $164,000 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$0** | **$164,000** | **$0** | **$0** | **$164,000** |

**Cost Notes:** *Surface replacement for Main street $108,000, Reclamation and pavement of Maple, Locust,& Magnolia Street $45,000 each.Work includes regrading ditches replacing driveway culverts and adding a ribbon curb to prevent future raveling of the pavement edge*.

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $164,000 | $0 | $0 | $164,000 |
| **GO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Funding** | **$0** | **$0** | **$0** | **$164,000** | **$0** | **$0** | **$164,000** |

**Funding Source Notes:** $164,000 is funded through 2018 Certificate of Obligations Series.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## STREET MAINTENANCE PROGRAM

| | |
|---|---|
| **Project Category: Transportation** | **Sub-category: Roadway** |
| **Recommended by:** *Public Works* | **Responsible Dept.: Public Works** |

**Project Description/Location:** This project has been designed and will be bid in Oct. 2019, awarded in Nov. 2019 and begin in Dec. 2019 and continue until Sep. 2020

**Justification:** In FY18 the City funded a Concrete Penetration Index study to access the condition of all City streets. Staff used this information to establish an annual maintenance program.

**Notes:**

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $0 | $103,555 | $0 | $0 | $103,555 |
| **Construction (+10%)** | $0 | $0 | $0 | $0 | $1,183,945 | $0 | $1,183,945 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$0** | **$103,555** | **$1,183,945** | **$0** | **$1,287,500** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $103,555 | $1,183,945 | $0 | $1,287,500 |
| **GO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Funding** | **$0** | **$0** | **$0** | **$103,555** | **$1,183,945** | **$0** | **$1,287,500** |

**Funding Source Notes:**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## AGNES STREET PARTIAL EXTENSION (BEDC Funded Project)

| | |
|---|---|
| **Project Category:** Transportation | **Sub-category:** Roadway |
| **Recommended by:** *Engineering* | **Responsible Dept.:** BEDC |

**Project Description/Location:** Extension of Agnes Street from Seton property to SH 304 at Home Depot Way. COMPLETE.

**Justification:** This infrastructure street improvement and extension will promote the development of new and expanded business projects.

**Notes:** Ongoing maintenance will require an additional $12,000 annually be added to street maintenance fund upon acceptance of the street by the City. This project is complete.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $72,942 | $6,888 | $0 | $0 | $0 | $79,830 |
| **Construction (+10%)** | $0 | $0 | $1,053,609 | $0 | $0 | $0 | $1,053,609 |
| **Other** | $0 | $250,000 | $42,400 | $0 | $0 | $0 | $292,400 |
| **Total Project Cost** | **$0** | **$322,942** | **$1,102,897** | **$0** | **$0** | **$0** | **$1,425,839** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 20/21 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **GO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $322,942 | $1,102,897 | $0 | $0 | $0 | $1,425,839 |
| **Total Project Funding** | **$0** | **$322,942** | **$1,102,897** | **$0** | **$0** | **$0** | **$1,425,839** |

**Funding Source Notes:** This project is funded by the Bastrop Economic Development Corporation.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# SUMMARY OF ALL WATER PROJECTS

| | Total Proj | Exp YTD | Total O/S |
|---|---|---|---|
| Elevevated Storage Tank HWY20 | $ 2,925,489 | $ 532,034 | $ 2,393,455 |
| Water Purchase - 3000 acre ft. | $ 1,000,000 | $ 200,000 | $ 800,000 |
| Water Plant - XS Ranch | $ 9,696,635 | $ 571,115 | $ 9,125,520 |
| Water Transmission Line | $ 2,458,179 | $ 258,885 | $ 2,199,294 |
| 16" River Crossing Water Line | $ 2,382,135 | $ 2,382,135 | $ - |
| Well J & Monitoring Well | $ 781,652 | $ 781,652 | $ - |
| | $ 19,244,090 | $ 4,725,821 | $ 14,518,269 |

# SUMMARY OF ALL WATER PROJECTS FY2017-FY2022

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | >YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $70,000 | $0 | $0 | $70,000 |
| **Design** | $318,724 | $181,491 | $908,250 | $0 | $0 | $0 | $1,408,465 |
| **Construction (+10%)** | $392,911 | $2,239,500 | $691,566 | $5,480,400 | $7,800,000 | $0 | $16,604,377 |
| **Financing Costs** | $0 | $0 | $0 | $52,829 | $107,135 | $0 | $159,964 |
| **Other** | $0 | $0 | $201,284 | $200,000 | $200,000 | $400,000 | $1,001,284 |
| **Total Project Cost** | **$711,635** | **$2,420,991** | **$1,801,100** | **$5,803,229** | **$8,107,135** | **$400,000** | **$19,244,090** |

**Cost Notes:** *See individual project sheets for details.*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | >YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $217,655 | $52,250 | $79,534 | $150,000 | $0 | $0 | $499,439 |
| **Revenue Bonds** | $0 | $0 | $0 | $3,300,000 | $7,800,000 | $0 | $11,100,000 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $493,980 | $2,216,717 | $0 | $0 | $0 | $0 | $2,710,697 |
| **Fund Balance** | $0 | $152,024 | $1,721,566 | $2,305,550 | $200,000 | $400,000 | $4,779,140 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $47,679 | $107,135 | $0 | $154,814 |
| **Total Project Funding** | **$711,635** | **$2,420,991** | **$1,801,100** | **$5,803,229** | **$8,107,135** | **$400,000** | **$19,244,090** |

**Funding Source Notes: See individual project sheets for details.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# ELEVATED/GROUND STORAGE TANKS HWY 20

**Project Category:** Utilities | **Sub-category:** Water

**Recommended by:** *Water/wastewater Dept.* | **Responsible Dept.: Water/Wastewater Dept.**

**Project Description/Location:** Elevated storage tank (250 GAL) and Ground storage tank (250 GAL), HWY 20 and HWY 71- The site has been clear and hydro excavation on near by fiber optic cable is being performed. The project has a 360 day constrcution schedule and is scheduled to be completed May of 2020.

**Justification:**
This project will provide increased pressure and storage on the westside of the river. The improvements will not only provide improved fireflow, but will allow the city to serve water west of Hwy 20.

**Notes:**
BEFCO is the engineer of record. Design was completed May 2019 and constuction has commenced with a completion of May 2020.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $155,655 | $52,250 | $78,250 | $0 | $0 | $0 | $286,155 |
| **Construction (+10%)** | $0 | $0 | $452,500 | $2,180,400 | $0 | $0 | $2,632,900 |
| **Financing Costs** | $0 | $0 | $0 | $5,150 | $0 | $0 | $5,150 |
| **Other** | $0 | $0 | $1,284 | $0 | $0 | $0 | $1,284 |
| **Total Project Cost** | **$155,655** | **$52,250** | **$532,034** | **$2,185,550** | **$0** | **$0** | **$2,925,489** |

**Cost Notes:** *Elevated Tank $1,490,000, Ground storage tank $1,142,000*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees (Fund 305)** | $155,655 | $52,250 | $79,534 | $150,000 | $0 | $0 | $437,439 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance (Fund 250)** | $0 | $0 | $452,500 | $2,035,550 | $0 | $0 | $2,488,050 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Funding** | **$155,655** | **$52,250** | **$532,034** | **$2,185,550** | **$0** | **$0** | **$2,925,489** |

**Funding Source Notes:**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# ADDITIONAL WATER SUPPLY (XS RANCH)

| | |
|---|---|
| **Project Category:** Utilities | **Sub-category:** Water |
| **Recommended by:** *Water/Wastewater Dept.* | **Responsible Dept.: Water/Wastewater Dept.** |

**Project Description/Location:** Purchase additional 3,000 acre feet of water from the XS Ranch well site. COMPLETE!

**Justification:** By purchasing this additional water supply, the City can consolidate all of its water production at one plant.

**Notes:** This agreement was executed during FY 2019 and the first installment payment processed.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | >YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Construction (+10%)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Financing Costs** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other** | $0 | $0 | $200,000 | $200,000 | $200,000 | $400,000 | $1,000,000 |
| **Total Project Cost** | **$0** | **$0** | **$200,000** | **$200,000** | **$200,000** | **$400,000** | **$1,000,000** |
| **Cost Notes:** | | | | | | | |

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 19/20 | YR 20/21 | YR 21/22 | >YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance (Fund 250)** | $0 | $0 | $200,000 | $200,000 | $200,000 | $400,000 | $1,000,000 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Funding** | **$0** | **$0** | **$200,000** | **$200,000** | **$200,000** | **$400,000** | **$1,000,000** |
| **Funding Source Notes:** *Text* | | | | | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

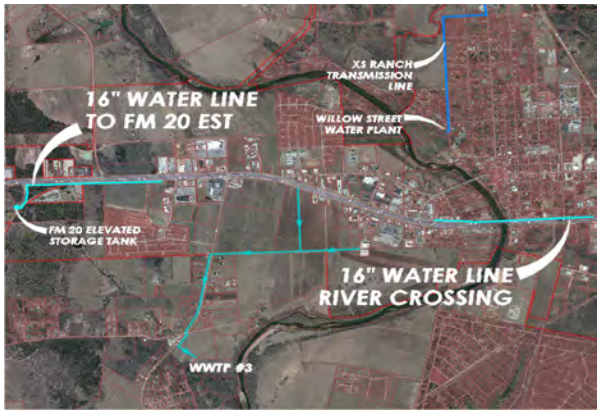
# 16" RIVER CROSSING WATER LINE

| | |
|---|---|
| **Project Category:** Utilities | **Sub-category:** Water |
| **Recommended by:** *Water/Wastewater Dept.* | **Responsible Dept.: Water/Wastewater Dept.** |

**Project Description/Location:** 16" water line (Popeyes to Sonic) and Hwy 20 to Lost Pines Toyota. COMPLETE!

**Justification:** This project provides system redundancy. Currently, the Bob Bryant Water Treatment Plant provides provides the majority of the water west of the colorado river. This line will connect zones 2 & 3. Zone 2 has a more prolific water source.

**Notes:**
This project must be done in conjuction with the elevated tank at HWY 20. This project is 95% complete.




| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $62,000 | $90,000 | $0 | $0 | $0 | $0 | $152,000 |
| **Construction (+10%)** | $0 | $2,115,674 | $114,461 | $0 | $0 | $0 | $2,230,135 |
| **Financing Costs** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$62,000** | **$2,205,674** | **$114,461** | **$0** | **$0** | **$0** | **$2,382,135** |

**Cost Notes:** *Text*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees (Fund 303 & 305)** | $62,000 | $0 | $0 | $0 | $0 | $0 | $62,000 |
| **Revenue Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $2,053,650 | $0 | $0 | $0 | $0 | $2,053,650 |
| **Fund Balance** | $0 | $152,024 | $114,461 | $0 | $0 | $0 | $266,485 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Funding** | **$62,000** | **$2,205,674** | **$114,461** | **$0** | **$0** | **$0** | **$2,382,135** |

**Funding Source Notes:** *Text*

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

# WELL J & MONITORING WELL

| | |
|---|---|
| **Project Category: Utilities** | **Sub-category: Water** |
| **Recommended by:** *Water/Wastewater Dept.* | **Responsible Dept.: Water/Wastewater Dept.** |

**Project Description/Location:** Construction site of Well J located at XS Ranch & monitoring well location.
COMPLETE!

**Justification:** By purchasing this additional water supply, the City can consolidate all of its water production at one plant.

**Notes:** This project is 100% complete.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Acquistions (ROW/Easements/Land) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Design | $101,069 | $39,241 | $0 | $0 | $0 | $0 | $140,310 |
| Construction (+10%) | $392,911 | $123,826 | $124,605 | $0 | $0 | $0 | $641,342 |
| Financing Costs | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$493,980** | **$163,067** | **$124,605** | **$0** | **$0** | **$0** | **$781,652** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Impact Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Revenue Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CO Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Current Bonds | $493,980 | $163,067 | $0 | $0 | $0 | $0 | $657,047 |
| Fund Balance (250) | $0 | $0 | $124,605 | $0 | $0 | $0 | $124,605 |
| Interest | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Source(s) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Funding** | **$493,980** | **$163,067** | **$124,605** | **$0** | **$0** | **$0** | **$781,652** |

**Funding Source Notes:**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

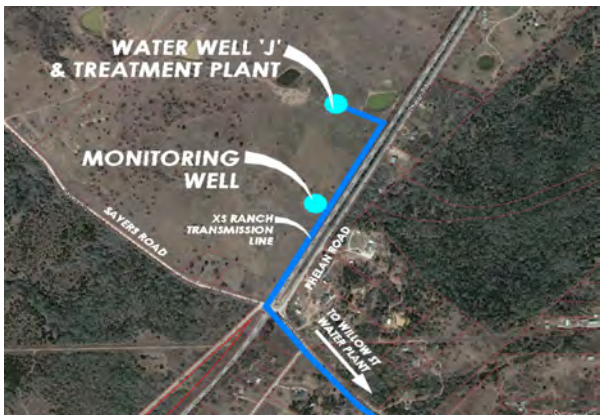
# WATER PLANT (XS RANCH)

**Project Category: Utilities** | **Sub-category: Water**

**Recommended by:** *Water/Wastewater Dept.* | **Responsible Dept.: Water/Wastewater Dept.**

**Project Description/Location:** Construction of water plant at XS Ranch site. The preliminary design report is scheduled for completion on 11-2-19. Final design services will be brought to council on 11-26-19

**Justification:** This project will allow us to consolidate all of our water production from one plant by agregating our water permit from Bob Bryant Park with the 6,000 acre feet at XS Ranch. Overall production and maintenance costs will be reduced over the useful life of the asset by constructing a consolidated plant using efficient production methods.




**Notes:**
This project must be done in conjuction with the Well J and tramission line to Willow Plant. The engineer of record is Freese & Nichols. The scope of work is being determined for this project.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $571,115 | $0 | $0 | $0 | $571,115 |
| **Construction (+10%)** | $0 | $0 | $0 | $2,250,000 | $6,750,000 | $0 | $9,000,000 |
| **Financing Costs** | $0 | $0 | $0 | $31,380 | $94,140 | $0 | $125,520 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$571,115** | **$2,281,380** | **$6,844,140** | **$0** | **$9,696,635** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $2,250,000 | $6,750,000 | $0 | $9,000,000 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance (Fund 250)** | $0 | $0 | $571,115 | $0 | $0 | $0 | $571,115 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $31,380 | $94,140 | $0 | $125,520 |
| **Total Project Funding** | **$0** | **$0** | **$571,115** | **$2,281,380** | **$6,844,140** | **$0** | **$9,696,635** |

**Funding Source Notes:** Other souce includes premium on bond sale.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

# WATER TRANSMISSION LINE FROM XS RANCH TO WILLOW

| | |
|---|---|
| **Project Category: Utilities** | **Sub-category: Water** |
| **Recommended by:** *Water/Wastewater Dept.* | **Responsible Dept.: Water/Wastewater Dept.** |

**Project Description/Location:** 18" Transmission line from XS Ranch water plant to Willow Plant. This project is in conjunction with the Water treatment plant and will be part of the final design contract. The final dsign is scheduled for award at a Nov. Council meeting.

**Justification:** The transmission main will deliver the water from the newly installed well and treatment plant. The waterline will also provide an opportunity for infill development.

**Notes:** This project must be done in conjunction with Well J and the new water plant. The Engineer of Record is Freese & Nichols. The scope of work is being determined for this project.

| Estimated Project Cost(s) | YR 18/19 | YR 19/20 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $70,000 | $0 | $0 | $70,000 |
| **Design** | $0 | $0 | $258,885 | $0 | $0 | $0 | $258,885 |
| **Construction (+10%)** | $0 | $0 | $0 | $1,050,000 | $1,050,000 | $0 | $2,100,000 |
| **Financing Costs** | $0 | $0 | $0 | $16,299 | $12,995 | $0 | $29,294 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$258,885** | **$1,136,299** | **$1,062,995** | **$0** | **$2,458,179** |

**Cost Notes:**

| Funding Source(s) | YR 18/19 | YR 19/20 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $0 | $1,050,000 | $1,050,000 | $0 | $2,100,000 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance (Fund 250)** | $0 | $0 | $258,885 | $70,000 | $0 | $0 | $328,885 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $0 | $16,299 | $12,995 | $0 | $29,294 |
| **Total Project Funding** | **$0** | **$0** | **$258,885** | **$1,136,299** | **$1,062,995** | **$0** | **$2,458,179** |

**Funding Source Notes: Other souce includes premium on bond sale.**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

## SUMMARY OF ALL WASTEWATER PROJECTS

| | Total Proj | Exp YTD | Total O/S |
|---|---|---|---|
| Lift Station Generators | $ 249,169 | $ 249,169 | $ - |
| Sewer Line Replace. - N. Main | $ 450,000 | $ 57,000 | $ 393,000 |
| HWY 71 Sewer Line Relocate | $ 155,324 | $ 155,324 | $ - |
| Transfer LS & Forcemain to WWTP#3 | $ 6,533,421 | $ 324,976 | $ 6,208,445 |
| WWTP#3 | $ 24,906,958 | $ 1,384,252 | $ 23,522,706 |
| Westside Collection System | $ 8,278,311 | $ 727,808 | $ 7,550,503 |
| Decommision Plants 1&2 | $ 1,266,500 | $ - | $ 1,266,500 |
| | $ 41,839,683 | $ 2,898,529 | $ 38,941,154 |

# SUMMARY OF ALL WASTEWATER PROJECTS FY2017-FY2022

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $250,000 | $0 | $0 | $0 | $250,000 |
| **Design** | $14,141 | $24,609 | $2,388,411 | $1,534,258 | $1,317,181 | $796,785 | $6,075,385 |
| **Construction (+10%)** | $0 | $0 | $320,364 | $9,535,000 | $25,705,000 | $1,790,000 | $37,350,364 |
| **Financing Costs** | $0 | $0 | $79,504 | $166,189 | $334,681 | $0 | $580,374 |
| **Other** | $17,849 | $27,359 | $58,250 | $34,000 | $6,000 | $18,500 | $161,958 |
| **Total Project Cost** | **$31,990** | **$51,968** | **$3,096,529** | **$11,269,447** | **$27,362,862** | **$2,605,285** | **$44,418,081** |

**Cost Notes:** *See individual project sheets for detail.*

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $262,405 | $0 | $0 | $0 | $262,405 |
| **Revenue Bonds** | $0 | $0 | $1,911,207 | $10,710,258 | $27,028,181 | $2,605,285 | $42,254,931 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $433,920 | $0 | $0 | $0 | $433,920 |
| **Fund Balance** | $17,641 | $27,317 | $169,292 | $150,000 | $0 | $0 | $364,250 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $14,349 | $24,651 | $319,705 | $409,189 | $334,681 | $0 | $1,102,575 |
| **Total Project Funding** | **$31,990** | **$51,968** | **$3,096,529** | **$11,269,447** | **$27,362,862** | **$2,605,285** | **$44,418,081** |

**Funding Source Notes:** See individual project sheets for details.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/ (Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## WASTEWATER TREATMENT PLANT #3

**Project Category:** Utilities | **Sub-category:** Wastewater

**Recommended by:** *Water / Wastewater* | **Responsible Dept.:** *Water / Wastewater*

**Project Description/Location:** *Construction of a Wastewater Treatment Plant #3 on SH 304. The plant's initial design capacity 2MGD, but will be designed with opportunities to expand its capacity in the future. The site has a current operating permit issued by the Texas Commission on Environmental Quality (TCEQ), which will expire in September 2019. 60% design to be presented in Aug. 2019. Construction schedule is July 2019- Sep. 2021.*

**Justification:** *This project will provide reliable wastewater treatment and additional capacity needed to accommodate the current and future demands on Bastrop's wastewater treatment system.*

**Notes:**
1) This project must be done in conjunction with other projects (Transfer lift station & Force Main) (West side collectors & Interceptors)
2) The TCEQ requires additional capacity when the City's treatment level reaches 90% of its current treatment capacity. KSA Engineering is Engineer of Record. Scope of work being determined.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $1,303,000 | $706,525 | $528,525 | $251,950 | $2,790,000 |
| **Construction (+10%)** | $0 | $0 | $0 | $6,750,000 | $17,450,000 | $0 | $24,200,000 |
| **Financing Costs** | $0 | $0 | $39,752 | $115,983 | $222,663 | $0 | $378,398 |
| **Other (Citizen engagement)** | $15,593 | $16,365 | $41,500 | $19,000 | $6,000 | $18,500 | $116,958 |
| **Total Project Cost** | **$15,593** | **$16,365** | **$1,384,252** | **$7,591,508** | **$18,207,188** | **$270,450** | **$27,485,356** |

**Cost Notes:** Land was purchased in 2004 for $667,836 with $855,245 (P&I) of debt still outstanding as 9/30/19.

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees (Fund 306 only)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $910,580 | $7,475,525 | $17,984,525 | $270,450 | $26,641,080 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $433,920 | $0 | $0 | $0 | $433,920 |
| **Fund Balance** | $15,593 | $16,365 | $0 | $0 | $0 | $0 | $31,958 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $39,752 | $115,983 | $222,663 | $0 | $378,398 |
| **Total Project Funding** | **$15,593** | **$16,365** | **$1,384,252** | **$7,591,508** | **$18,207,188** | **$270,450** | **$27,485,356** |

**Funding Source Notes:** Sold 2019 Revenue bonds for FY19 funding, other source is the premium and interest on the bonds.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

# Westside Collection System Gravity Sewer Improvements

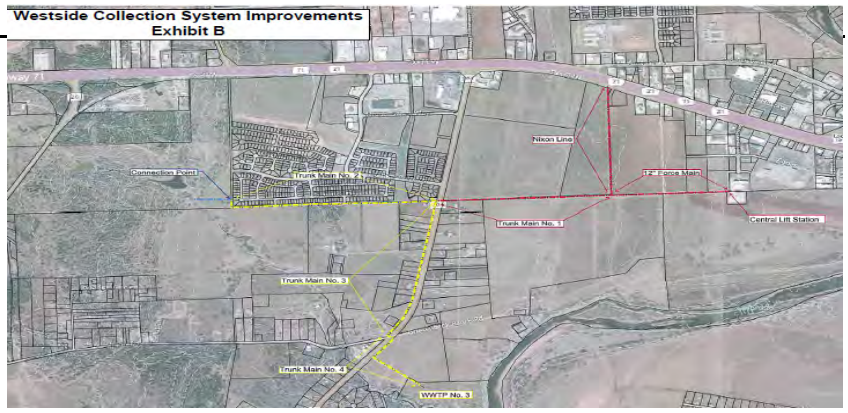
**Project Category:** Utilities | **Sub-category:** Wastewater

**Recommended by:** *Water / Wastewater* | **Responsible Dept.:** *Water / Wastewater*

**Project Description/Location:** Installation of multiple diameter wastewater lines, allowing multiple lift stations to go offline and gravity flow wastewater to proposed Wastewater Treatment Plant #3 This project is a60% design and schdeuled for constrution from Sep. 2020 and has an 18mo. construction ime.

**Justification:** *This project will provide the final segment of infrastructure necessary to re-direct existing and future wastewater flows to the new wastewater treatment plant.*

**Notes:** This project must be constructed in conjunction with the proposed Wastewater Treatment Plant #3 project. KSA Engineering is the Engineer of Record. The location of all distribution lines will be evaluated with updated costs and project schope as a part of design of WWTP #3.




| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Design** | $0 | $0 | $707,932 | $397,093 | $464,341 | $77,000 | $1,646,366 |
| **Construction (+10%)** | $0 | $0 | $0 | $2,407,000 | $4,105,000 | $0 | $6,512,000 |
| **Financing Costs** | $0 | $0 | $19,876 | $43,508 | $56,561 | $0 | $119,945 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$727,808** | **$2,847,601** | **$4,625,902** | **$77,000** | **$8,278,311** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees (306)** | $0 | $0 | $262,405 | $0 | $0 | $0 | $262,405 |
| **Revenue Bonds** | $0 | $0 | $445,527 | $2,804,093 | $4,569,341 | $77,000 | $7,895,961 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $19,876 | $43,508 | $56,561 | $0 | $119,945 |
| **Total Project Funding** | **$0** | **$0** | **$727,808** | **$2,847,601** | **$4,625,902** | **$77,000** | **$8,278,311** |

**Funding Source Notes:** Sold 2019 Revenue bonds for FY19 funding, other source is the premium and interest on the bonds.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

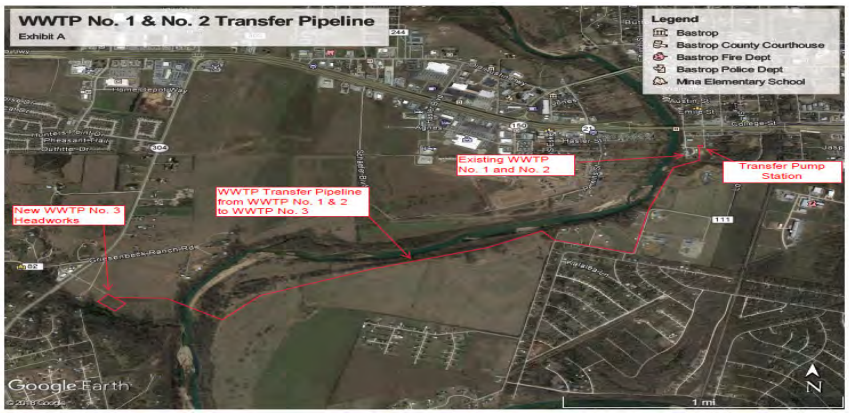
# TRANSFER LIFT STATION & FORCEMAIN TO WWTP#3

**Project Category:** Utilities | **Sub-category:** Wastewater

**Recommended by:** *Water / Wastewater* | **Responsible Dept.:** *Water / Wastewater*

**Project Description/Location:** Installation of a Transfer Pump Station and Wastewater force main directing the flow from Wastewater Treatment Plants 1 & 2 to the new Wastewater Treatment Plant # 3 allowing for the decommission of plants 1 & 2. this project is at 60% design and is scheduled for completion Sep. 2021.

**Justification:** *This project will provide a portion of the infrastructure necessary to re-direct existing and future wastewater flows to the new wastewater treatment plant.*




**Notes:** This project must be constructed in conjunction with the proposed Wastewater Treatment Plant #3 project. KSA Engineering is the Engineer of Record. The location of all distribution lines will be evaluated with updated costs and project schope as a part of design of WWTP #3.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Acquistions (ROW/Easements/Land)** | $0 | $0 | $250,000 | $0 | $0 | $0 | $250,000 |
| **Design** | $0 | $0 | $305,100 | $430,640 | $324,315 | $191,335 | $1,251,390 |
| **Construction (+10%)** | $0 | $0 | $0 | $0 | $4,150,000 | $800,000 | $4,950,000 |
| **Financing Costs** | $0 | $0 | $19,876 | $6,698 | $55,457 | $0 | $82,031 |
| **Other** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$574,976** | **$437,338** | **$4,529,772** | **$991,335** | **$6,533,421** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| **Impact Fees** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Revenue Bonds** | $0 | $0 | $555,100 | $430,640 | $4,474,315 | $991,335 | $6,451,390 |
| **CO Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Current Bonds** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Fund Balance** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Interest** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Other Source(s)** | $0 | $0 | $19,876 | $6,698 | $55,457 | $0 | $82,031 |
| **Total Project Funding** | **$0** | **$0** | **$574,976** | **$437,338** | **$4,529,772** | **$991,335** | **$6,533,421** |

**Funding Source Notes:** Sold 2019 Revenue bonds for FY19 funding, other source is the premium and interest on the bonds.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

# DECOMMISSION OF PLANTS 1 & 2

**Project Category:** Utilities | **Sub-category:** Wastewater

**Recommended by:** *Water / Wastewater* | **Responsible Dept.:** *Water / Wastewater*

**Project Description/Location:** This project is for decomissioning Wastewater Plants 1 & 2 after the WWTP#3 is online. This is currently scheduled for Jan 2022- Jan. 2023.

**Justification:** Once the new plant comes online it will not be fiscally responsible to operate both plants.

**Notes:** This project must be constructed in conjunction with the proposed Wastewater Treatment Plant #3 project. KSA Engineering is the Engineer of Record.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Acquistions (ROW/Easements/Land) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Design | $0 | $0 | $0 | $0 | $0 | $276,500 | $276,500 |
| Construction (+10%) | $0 | $0 | $0 | $0 | $0 | $990,000 | $990,000 |
| Financing Costs | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$0** | **$0** | **$0** | **$1,266,500** | **$1,266,500** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Impact Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Revenue Bonds | $0 | $0 | $0 | $0 | $0 | $1,266,500 | $1,266,500 |
| CO Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Current Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Fund Balance | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Interest | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Source(s) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Funding** | **$0** | **$0** | **$0** | **$0** | **$0** | **$1,266,500** | **$1,266,500** |

**Funding Source Notes:** Plan to sell revenue bonds as needed, other source is the premium and interest on the bonds.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | $0 | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

# LIFT STATION EMERGENCY GENERATORS

**Project Category:** Utilities | **Sub-category:** Wastewater

**Recommended by:** *Water / Wastewater* | **Responsible Dept.:** *Water / Wastewater*

**Project Description/Location:** Install emergency generators at the Central Lift Station and Gills Branch Lift Station. COMPLETE!

**Justification:** *This project will provide emergency power during outage periods, allowing the wastewater lift stations to remain operational.*

**Notes:** This project is complete. These generators will have ongoing maintenance costs due to annual maintenance contract.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Acquistions (ROW/Easements/Land) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Design | $14,141 | $24,609 | $11,250 | $0 | $0 | $0 | $50,000 |
| Construction (+10%) | $0 | $0 | $184,169 | $0 | $0 | $0 | $184,169 |
| Financing Costs | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other | $2,256 | $10,994 | $1,750 | $0 | $0 | $0 | $15,000 |
| **Total Project Cost** | **$16,397** | **$35,603** | **$197,169** | **$0** | **$0** | **$0** | **$249,169** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Impact Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Revenue Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CO Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Current Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Fund Balance | $2,048 | $10,952 | $49,292 | $0 | $0 | $0 | $62,292 |
| Interest | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Source(s) | $14,349 | $24,651 | $147,877 | $0 | $0 | $0 | $186,877 |
| **Total Project Funding** | **$16,397** | **$35,603** | **$197,169** | **$0** | **$0** | **$0** | **$249,169** |

**Funding Source Notes:** This project has received grant funding through the FEMA Hazard Mitigation Grant Program (DR-4223-045 and DR-4245-011) for 75% with a 25% match.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | **$0** | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

# RELOCATION OF WW LINE HWY 71

**Project Category:** Utilities | **Sub-category:** Wastewater

**Recommended by:** *Water / Wastewater* | **Responsible Dept.:** *Water / Wastewater*

**Project Description/Location:** There is a wastewater line that is in the way of the front road bridges that will be constructed by TXDOT. This project is to move the wastewater line. Completion date Aug. 15, 2019.

**Justification:** See description

**Notes:** This project is complete.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Acquistions (ROW/Easements/Land) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Design | $0 | $0 | $19,129 | $0 | $0 | $0 | $19,129 |
| Construction (+10%) | $0 | $0 | $136,195 | $0 | $0 | $0 | $136,195 |
| Financing Costs | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| **Total Project Cost** | **$0** | **$0** | **$155,324** | **$0** | **$0** | **$0** | **$155,324** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Impact Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Revenue Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CO Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Current Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Fund Balance (250) | $0 | $0 | $120,000 | $0 | $0 | $0 | $120,000 |
| Interest | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Source(s) | $0 | $0 | $35,324 | $0 | $0 | $0 | $35,324 |
| **Total Project Funding** | **$0** | **$0** | **$155,324** | **$0** | **$0** | **$0** | **$155,324** |

**Funding Source Notes:** The project was appropriated through a budget amendment after the RFP was completed. The lowest bid came in at $118,000 and so $120,000 was appropriated. That vendor did not complete all required paperwork and the second bidder was selected at $136,000.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | **$0** | **$0** |

# CITY OF BASTROP, TEXAS
## CAPITAL IMPROVEMENTS PROGRAM

## SEWER LINE REPLACEMENT (MAIN ST & MAPLE, MESQUITE, MAGNOLIA, LOCUST)

**Project Category:** Utilities | **Sub-category:** Wastewater

**Recommended by:** *Water / Wastewater* | **Responsible Dept.:** *Water / Wastewater*

**Project Description/Location:** Replace 4,350 linear feet of sewer line from 6" to 8" and 1,550 linear feet of 10" to replace existing 6" and 8" lines to allow for future growth that is planned to tie into this line. This project will also replace 14 deteriorating manholes and reconnect the existing sanitary sewer services along the route. Construction schedule 8-31-19 through Nov. 2019. final record drawing late December.

**Justification:** *This project is important to replace old sewer lines due to deteriorating condition which leads to inflow and infiltration in the City's sanitary sewer system.*

**Notes:** City is planning to perform street improvements and water line replacement in conjunction with this project. This project should be completed by 9/30/19.

| Estimated Project Cost(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Acquistions (ROW/Easements/Land) | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Design | $0 | $0 | $42,000 | $0 | $0 | $0 | $42,000 |
| Construction (+10%) | $0 | $0 | $0 | $378,000 | $0 | $0 | $378,000 |
| Financing Costs | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other | $0 | $0 | $15,000 | $15,000 | $0 | $0 | $30,000 |
| **Total Project Cost** | **$0** | **$0** | **$57,000** | **$393,000** | **$0** | **$0** | **$450,000** |

**Cost Notes:**

| Funding Source(s) | YR 16/17 | YR 17/18 | YR 18/19 | YR 19/20 | YR 20/21 | > YR 21/22 | TOTAL |
|---|---|---|---|---|---|---|---|
| Impact Fees | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Revenue Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| CO Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Current Bonds | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Fund Balance | $0 | $0 | $0 | $150,000 | $0 | $0 | $150,000 |
| Interest | $0 | $0 | $0 | $0 | $0 | $0 | $0 |
| Other Source(s) | $0 | $0 | $57,000 | $243,000 | $0 | $0 | $300,000 |
| **Total Project Funding** | **$0** | **$0** | **$57,000** | **$393,000** | **$0** | **$0** | **$450,000** |

**Funding Source Notes:** TDA funding approved. Design & Admin funded 100% from grant. Construction will be the City's match, which will be paid out of fund balance.

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Funding Surplus/(Deficit)** | $0 | $0 | $0 | $0 | $0 | **$0** | **$0** |

# Street Maintenance

BASTROPTX
Heart of the Lost Pines
Est. 1832

## Street Maintenance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"The Street Maintenance Fund is being created to contain revenue generated specifically for street maintenance to improve the City's overall Pavement Condition Index."

# Street Maintenance Fund Summary

# Street Maintenance Fund Summary

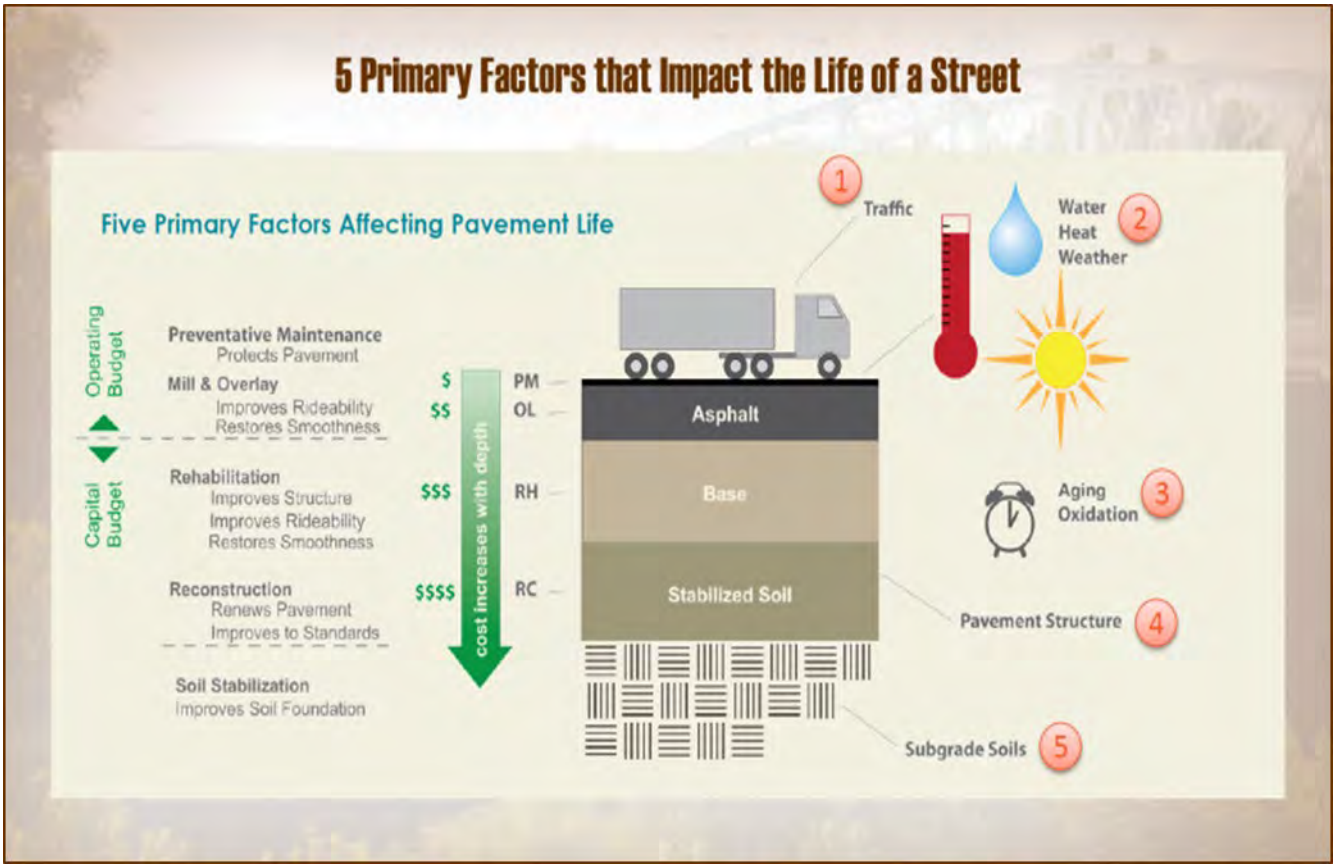
The City of Bastrop's street system has 54.6 miles of asphaltic concrete, 2.1 miles of Portland cement, and 3.8 miles of gravel surface. In FY 2018, the City Council funded a Pavement Condition Index study to evaluate and grade the City's street infrastructure. Applied Pavement Technology was hired to conduct the study using enhanced data gathering equipment. Results of the study indicate that the City's asphaltic concrete streets have an overall score of 66. The City's 2.1 miles of Portland cement concrete have an overall score of 89. The City's combined overall score is 68.

## Condition of 54.6 Miles of Asphaltic Concrete:

- 12.9 Miles in Excellent Condition
- 12.4 Miles in Good Condition
- 10.38 Miles in Fair Condition
- 6.64 Miles in Poor Condition
- 6.48 Miles in Very Poor Condition
- 2.3 Miles in Serious Condition
- .09 Miles in Failed Condition

## Condition of 2.1 Miles of Portland Cement Concrete:

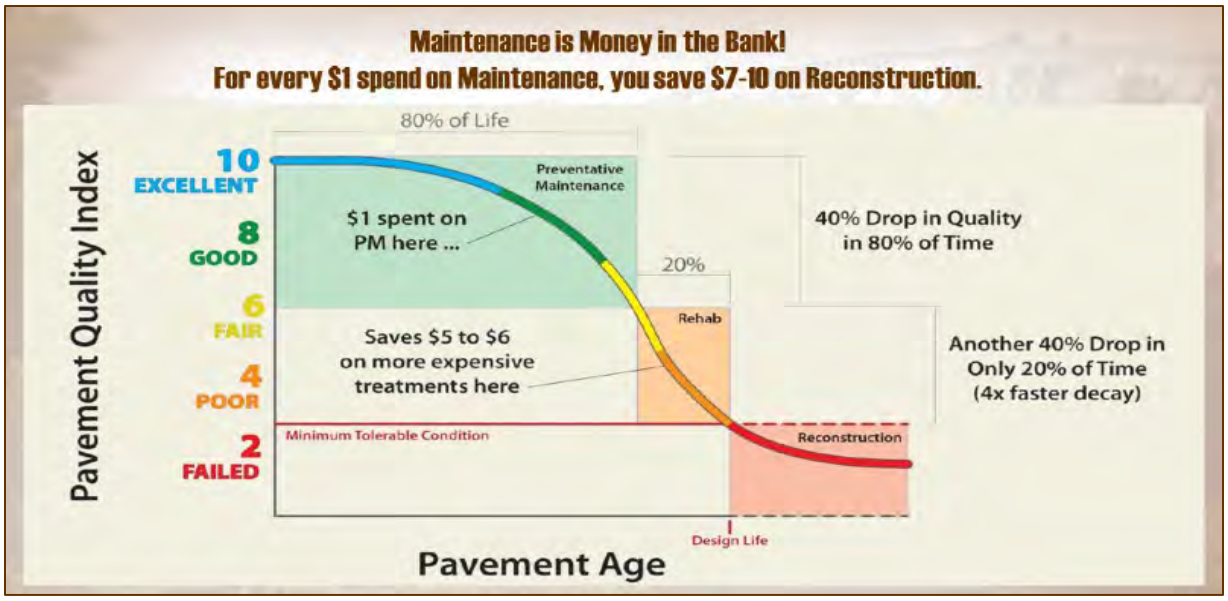
- 1.5 Miles in Excellent Condition
- .6 Miles in Good Condition



## Street Maintenance is a Good Investment:

Every year the City's streets do not receive maintenance, the quicker the street will deteriorate. Therefore, Staff has put together a five (5) year strategy to stabilize road conditions.

The proven method to stabilize road conditions and minimize additional deterioration is to "keep the good streets good." Therefore, the Street Maintenance Fund will focus on streets in excellent, good, and fair conditions to minimize the need for road rehabilitation and reconstruction.




## Street Maintenance Techniques:

Asphalt maintenance techniques include crack sealing, fog sealing, seal coat, and asphalt overlay. A chart outlining treatments and purposes are shown below.

### Categories & Purposes of Major Street Activities

| Source | Strategy Type | Treatment | Grade | Purpose |
|---|---|---|---|---|
| O&M | Maintenance | Crack seal | E,G,F | Seal cracks from water intrusion. |
| | | Fog Seal | E,G | Protect surface from aging. |
| | | Seal coat | E,G,F | Seal cracks from water, protect surface from aging. |
| | | Slurry seal | E,G | Seal cracks from water protect surface from aging. |
| | | Ha5 | E,G,F | Seal cracks from water protect surface from aging. |
| | | Thin overlay | Fair | Protect surface, improve rideability, restore smoothness. |
| | | Overlay | Fair | Protect surface, improve rideability, restore smoothness. |
| | | Structural Overlay | PCI 54-64 | Repair spot damage, improve rideability, restore smoothness. |
| Capital | Rehabilitation | Minor Rehabilitation | PCI 0-54 | Repair spot damage, improve rideability, restore smoothness. |
| | | Major Rehabilitation | VP/Failed | Repair spot damage, improve rideability, restore smoothness. |
| | Reconstruction | Reconstruction – Residential | VP/Failed | Restore pavement back to new condition. |
| | | Reconstruction – Collector | VP/Failed | Restore pavement back to new condition. |
| | | Reconstruction – Arterial | VP/Failed | Restore pavement back to new condition. |
| | | Reconstruction - Downtown | VP/Failed | Restore pavement back to new condition. |

## Fund Description:

The Street Maintenance Fund is being created to contain revenue generated specifically for street maintenance to improve the City's overall Pavement Condition Index.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 110 STREET MAINTENANCE FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $0 | $6,000 | $23,500 | $10,000 | $0 |
| TRANSFERS IN | $0 | $1,100,000 | $1,100,000 | $154,000 | $0 |
| **TOTAL REVENUE** | **$0** | **$1,106,000** | **$1,123,500** | **$164,000** | **$0** |
| MAINTENANCE AND REPAIRS | $0 | $566,797 | $0 | $463,242 | $0 |
| CONTRACTUAL SERVICES | $0 | $0 | $103,555 | $0 | $0 |
| CAPITAL OUTLAY | $0 | $0 | $0 | $720,703 | $0 |
| **TOTAL EXPENDITURES** | **$0** | **$566,797** | **$103,555** | **$1,183,945** | **$0** |

# Street Maintenance Fund Summary

## Year One: (Not completed in FY 2019 - Combined with FY 2020 to provide a bigger project to improve bid pricing.)

.

# FY 2019 Street Maintenance Program

| Street Name | PCI Score | Lane Miles |
|---|---|---|
| Bryant | 70 | .462 |
| Charles Blvd. | 62 | 1.942 |
| Nicole Way | 69 | .89 |
| Kelly | 67 | .18 |
| Hasler Shores | 63 | 1.136 |
| Pony Pass | 57 | 0.1 |
| Trapper | 58 | 0.19 |
| Annika Way | 78 | .593 |
| Belinda Court | 74 | .069 |
| Blair | 75 | 1.197 |
| Carole | 74 | 0.154 |
| Jessica | 84 | 1.487 |
| Jordan | 81 | 0.2 |
| Lori | 72 | 0.077 |
| Patton | 79 | 0.212 |
| Rebecca | 82 | 0.369 |
| Schaefer | 78 | 2.074 |
| Bowstring | 83 | 0.183 |
| Browning | 77 | 0.1 |
| Buck Shot | 75 | 1.119 |
| Hunters Point | 84 | 1.26 |
| Javelina | 83 | 0.162 |
| Outfitter | 80 | 0.828 |
| Pheasant | 76 | 0.792 |
| Pronghorn | 81 | 0.079 |
| Remington | 79 | 0.299 |
| Thompson | 85 | 0.309 |
| Trophy | 73 | 0.3 |
| | | |
| | **Crack Seal** | |
| | **Structural Overlay** | |
| | **Seal Coat** | |

| Street Name | PCI Score | Lane Miles |
|---|---|---|
| Wildcat | 81 | 0.04 |
| Barbara | 87 | 0.362 |
| Bills | 100 | 0.013 |
| Caylor | 91 | 0.134 |
| Elizabeth | 86 | 0.369 |
| Jennifer | 96 | 0.516 |
| Katy B | 98 | 0.227 |
| Marino | 100 | 0.136 |
| Antelope | 92 | 0.215 |
| Bear Hunter | 99 | 1.06 |
| Big Horn | 87 | 0.189 |
| Bird Dog | 89 | 0.183 |
| Bushmaster | 98 | 0.196 |
| Caliber | 97 | 0.13 |
| Carbine | 100 | 0.134 |
| Grutsch | 91 | 0.134 |
| Hunters Crossing | 86 | 2.09 |
| Magnum | 97 | 0.192 |
| Maverick | 94 | 0.497 |
| Mossberg | 100 | 0.134 |
| Pack Horse | 87 | 0.134 |
| Peccary | 86 | 0.111 |
| Steel Shot | 99 | 0.134 |
| Bob Bryant Park Road | 56 | 0.213 |
| | | |
| Old Austin Hwy | 68.5 | 4.24 |
| Pecan Street | 79 | 4.651 |
| Persimmon | 99 | 0.349 |
| Schaefer | | 2.074 |

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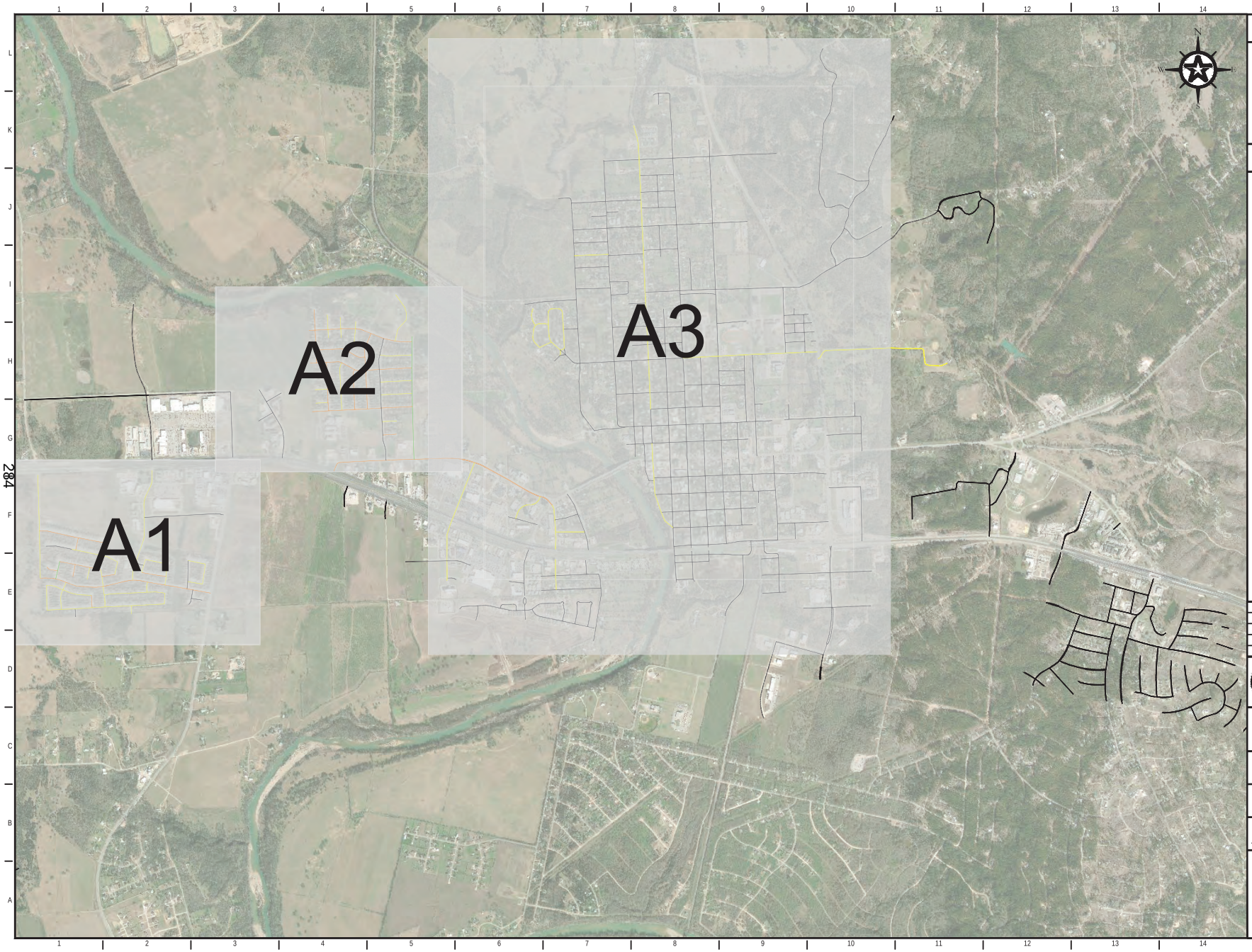


## LEGEND

- CRACK SEAL ONLY (TxDOT 712)
- 4" FLEXIBLE PAVEMENT REPAIR ONLY (TxDOT 351)
- 4" FLEXIBLE PAVEMENT REPAIR AND CRACK SEAL (TxDOT 351 & TxDOT 712)

## GENERAL NOTES

1. CRACK SEAL WORK WILL BE SUBSEQUENT TO FLEXIBLE PAVEMENT REPAIR WHEN BOTH ACTIVITIES REQUIRED ON SAME STREET.

| REV. | DESCRIPTION | DATE |
|---|---|---|

Walker Partners engineers ★ surveyors
T.B.P.E. Registration No. 9053

# CITY OF BASTROP

## 2019 MAINTENANCE PROGRAM

PROGRAM MAINTENANCE OVERVIEW

07/01/19
DATE

R. Alan Munger, PE
R. ALAN MUNGER

STATE OF TEXAS
R. ALAN MUNGER
85341
LICENSED
PROFESSIONAL ENGINEER

| | |
|---|---|
| PM | RAM |
| DESIGNED | RAM |
| DRAFTED | KPD/MPP |
| CHECKED | RAM |
| PROJECT NO | 4-01126 |

DRAWING NO.
A



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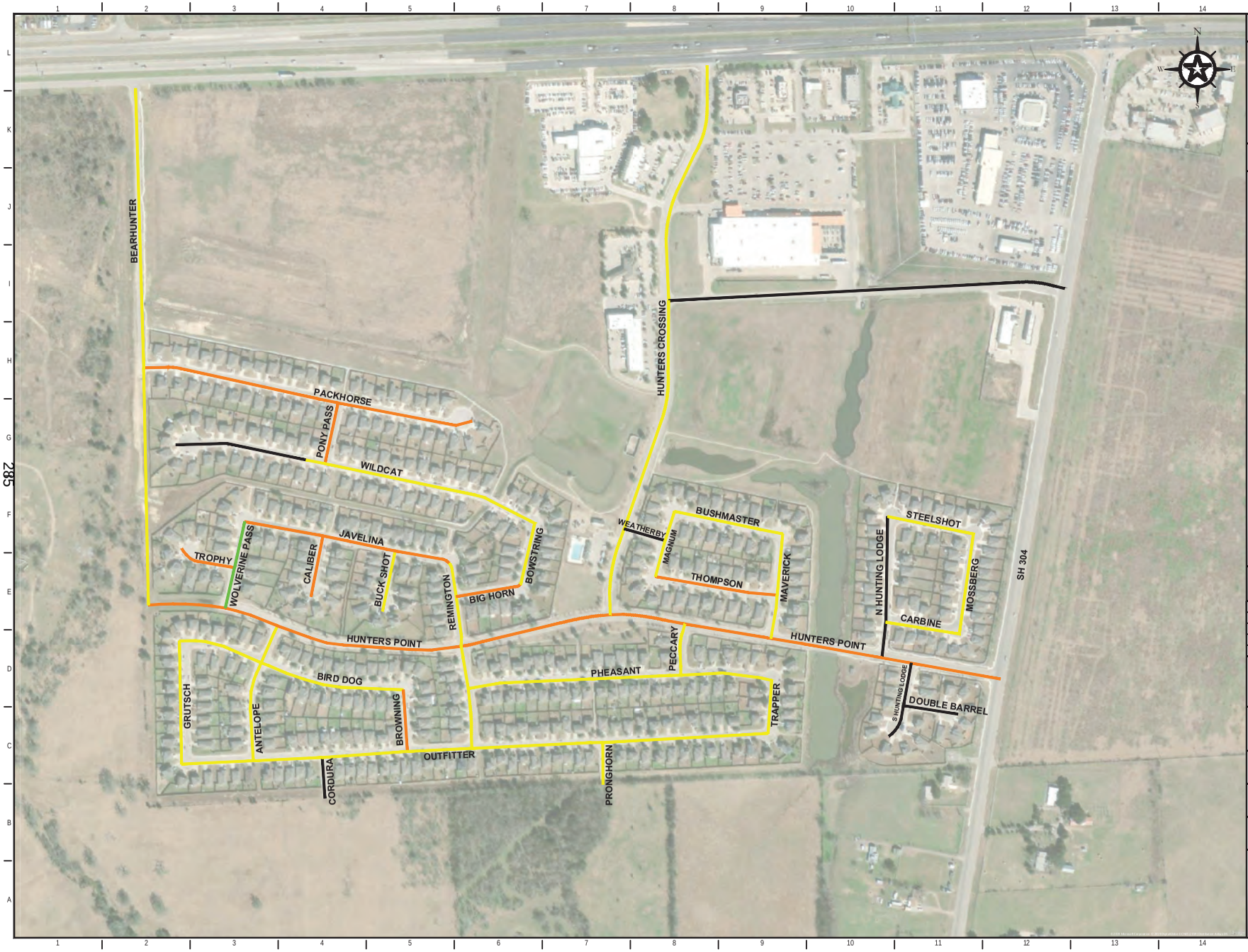


## LEGEND

- CRACK SEAL ONLY (TxDOT 712)
- 4" FLEXIBLE PAVEMENT REPAIR ONLY (TxDOT 351)
- 4" FLEXIBLE PAVEMENT REPAIR AND CRACK SEAL (TxDOT 351 & TxDOT 712)

## GENERAL NOTES

1. CRACK SEAL WORK WILL BE SUBSEQUENT TO FLEXIBLE PAVEMENT REPAIR WHEN BOTH ACTIVITIES REQUIRED ON SAME STREET.

0 100 200 400
GRAPHIC SCALE (FEET)

| REV. | DESCRIPTION | DATE |
|---|---|---|

Walker Partners engineers ★ surveyors
T.B.P.E. Registration No. 6953

# CITY OF BASTROP

## 2019 MAINTENANCE PROGRAM

PROGRAM MAINTENANCE MAP A1

07/01/19 DATE

R. Alan Munger, PE
R. ALAN MUNGER

STATE OF TEXAS
R. ALAN MUNGER
68341
LICENSED PROFESSIONAL ENGINEER

| | |
|---|---|
| DRN | RAM |
| DESIGNED | RAM |
| DRAWN | KPD/MPP |
| CHECKED | RAM |
| PROJECT NO. | 4-01126 |

DRAWING NO.
A1

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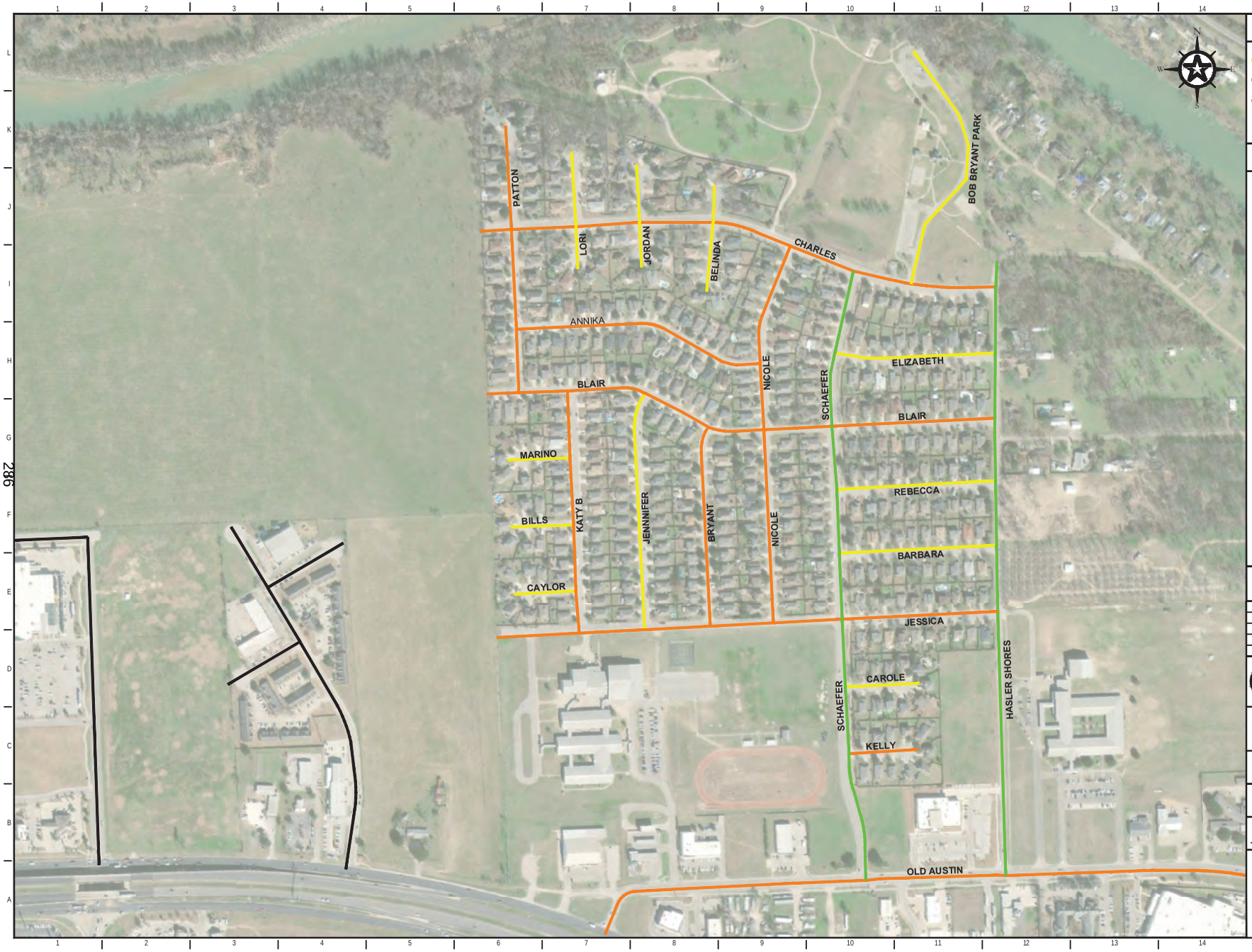


## LEGEND

- CRACK SEAL ONLY (TxDOT 712)
- 4" FLEXIBLE PAVEMENT REPAIR ONLY (TxDOT 351)
- 4" FLEXIBLE PAVEMENT REPAIR AND CRACK SEAL (TxDOT 351 & TxDOT 712)

## GENERAL NOTES

1. CRACK SEAL WORK WILL BE SUBSEQUENT TO FLEXIBLE PAVEMENT REPAIR WHEN BOTH ACTIVITIES REQUIRED ON SAME STREET.

0 100 200 400
GRAPHIC SCALE (FEET)

| REV. | DESCRIPTION | DATE |
|---|---|---|

Walker Partners engineers ★ surveyors
T.B.P.E. Registration No. 6953

# CITY OF BASTROP

## 2019 MAINTENANCE PROGRAM

PROGRAM MAINTENANCE MAP A2

07/01/19
DATE

R. Alan Munger, PE
R. ALAN MUNGER

STATE OF TEXAS
R. ALAN MUNGER
68341
LICENSED PROFESSIONAL ENGINEER

| | |
|---|---|
| PM | RAM |
| DESIGNED | RAM |
| DRAWN | KPD/MPP |
| CHECKED | RAM |
| PROJECT NO | 4-01126 |

DRAWING NO.
A2

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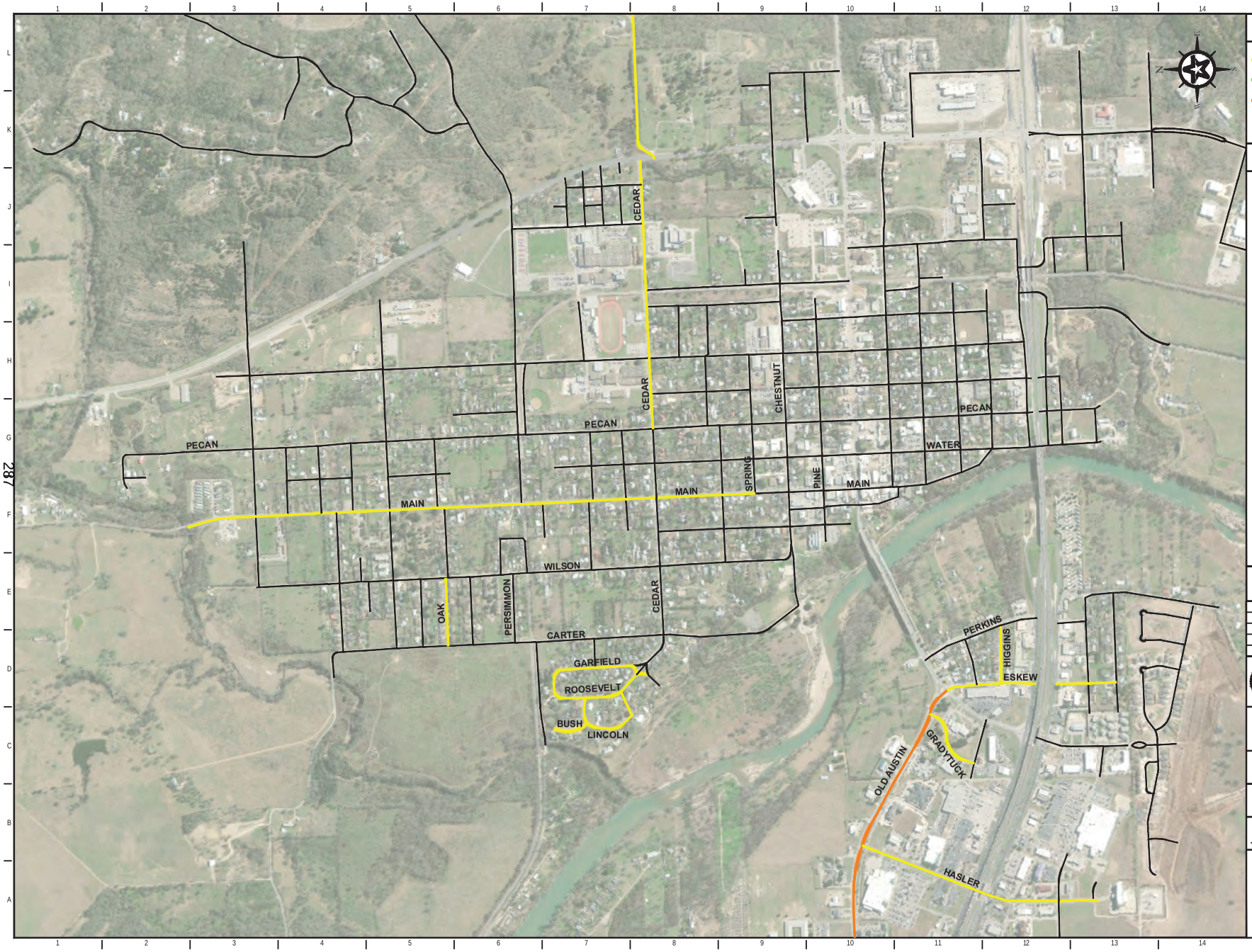


## LEGEND

- CRACK SEAL ONLY (TxDOT 712)
- 4" FLEXIBLE PAVEMENT REPAIR ONLY (TxDOT 351)
- 4" FLEXIBLE PAVEMENT REPAIR AND CRACK SEAL (TxDOT 351 & TxDOT 712)

## GENERAL NOTES

1. CRACK SEAL WORK WILL BE SUBSEQUENT TO FLEXIBLE PAVEMENT REPAIR WHEN BOTH ACTIVITIES REQUIRED ON SAME STREET.

0 250 500 1000

GRAPHIC SCALE (FEET)

| REV. | DESCRIPTION | DATE |
|---|---|---|

Walker Partners engineers ★ surveyors

T.B.P.E. Registration No. 6053

# CITY OF BASTROP

## 2019 MAINTENANCE PROGRAM

PROGRAM MAINTENANCE MAP A3

07/01/19 DATE

R. Alan Munger, PE

R. ALAN MUNGER

| | |
|---|---|
| DRN | RAM |
| DESIGNED | RAM |
| DRAWING | KPD/MPP |
| CHECKED | RAM |
| PROJECT NO. | 4-01126 |

DRAWING NO. A3



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# FY 2019 STREETS PROGRAM MAINTENANCE - CRACK SEAL AND FLEXIBLE PAVEMENT REPAIR

| ROAD NAME | FROM | TO | LENGTH OF PAY - CRACK SEAL (L-MI) | FLEXIBLE PAVEMENT REPAIR (4 INCH DEPTH) (SY) |
|---|---|---|---|---|
| **Map A1** | | | | |
| ANTELOPE | HUNTERS POINT | OUTFITTER | 0.22 | None |
| BEARHUNTER | SH 71 | END | 1.06 | None |
| BIG HORN | BOWSTRING | REMINGTON | 0.19 | 13 |
| BIRD DOG | GRUTSCH | BROWNING | 0.18 | None |
| BOWSTRING | WILDCAT | REMINGTON | 0.18 | None |
| BROWNING | BIRD DOG | OUTFITTER | 0.10 | 57 |
| BUCK SHOT | END | JAVELINA | 1.12 | None |
| BUSHMASTER | MAGNUM | MAVERICK | 0.20 | None |
| CALIBER | END | JAVELINA | 0.13 | 453 |
| CARBINE | N HUNTING LODGE | MOSSBERG | 0.13 | None |
| CORDURA | END | OUTFITTER | None | None |
| DOUBLEBARREL | END | S HUNTING LODGE | None | None |
| GRUTSCH | BIRD DOG | OUTFITTER | 0.13 | None |
| HUNTERS CROSSING | SH 71 | HUNTERS POINT | 2.09 | None |
| HUNTERS POINT | BEARHUNTER | SH 304 | 1.26 | 810 |
| JAVELINA | WOLVERINE | REMINGTON | 0.16 | 974 |
| MAGNUM | BUSHMASTER | THOMPSON | 0.19 | None |
| MAVERICK | BUSHMASTER | HUNTERS POINT | 0.50 | None |
| MOSSBERG | STEELSHOT | CARBINE | 0.13 | None |
| N HUNTING LODGE | STEELSHOT | HUNTERS POINT | None | None |
| OUTFITTER | GRUTSCH | TRAPPER | 0.83 | None |
| PACKHORSE | BEARHUNTER | END | 0.13 | 40 |
| PECCARY | HUNTERS POINT | PHEASANT | 0.11 | None |
| PHEASANT | REMINGTON | TRAPPER | 0.79 | None |
| PONY PASS | PACKHORSE | WILDCAT | 0.10 | 10 |
| PRONGHORN | END | OUTFITTER | 0.08 | None |
| REMINGTON | JAVELINA | OUTFITTER | 0.30 | None |
| S HUNTING LODGE | HUNTERS POINT | END | None | None |
| STEELSHOT | N HUNTING LODGE | MOSSBERG | 0.13 | None |
| THOMPSON | MAGNUM | MAVERICK | 0.31 | 27 |
| TRAPPER | PHEASANT | OUTFITTER | 0.19 | None |
| TROPHY | END | WOLVERINE | 0.30 | 353 |
| WEATHERBY | HUNTERS CROSSING | MAGNUM | None | None |
| WILDCAT | END | BOWSTRING | 0.40 | None |
| WOLVERINE PASS | JAVELINA | HUNTERS POINT | None | 1654 |
| Sub Total Sheet A1 | | | 11.64 | 4391 |

# FY 2019 STREETS PROGRAM MAINTENANCE - CRACK SEAL AND FLEXIBLE PAVEMENT REPAIR

| ROAD NAME | FROM | TO | LENGTH OF PAY - CRACK SEAL (L-MI) | FLEXIBLE PAVEMENT REPAIR (4 INCH DEPTH) (SY) |
|---|---|---|---|---|
| **Map A2** | | | | |
| ANNIKA | PATTON | NICOLE | 0.59 | 8 |
| BARBARA | SCHAEFFER | HASLER SHORES | 0.36 | NONE |
| BELINDA | END | END | 0.07 | NONE |
| BILLS | END | KATY B | 0.02 | NONE |
| BLAIR | END | HASLER SHORES | 1.20 | 32 |
| BOB BRYANT PARK | END | CHARLES | 0.21 | NONE |
| BRYANT | BLAIR | JESSICA | 0.46 | 150 |
| CAROLE | SCHAEFFER | END | 0.15 | NONE |
| CAYLOR | END | KATY B | 0.13 | NONE |
| CHARLES | END | HASLER SHORES | 1.94 | 641 |
| ELIZABETH | SCHAEFFER | HASLER SHORES | 0.37 | NONE |
| HASLER SHORES | END | OLD AUSTIN | NONE | 364 |
| JENNIFER | BLAIR | JESSICA | 0.52 | NONE |
| JESSICA | END | HASLER SHORES | 1.49 | 224 |
| JORDAN | END | END | 0.20 | NONE |
| KATY B | BLAIR | JESSICA | 0.23 | 4 |
| KELLY | SCHAEFFER | END | 0.18 | 8 |
| LORI | END | END | 0.08 | NONE |
| MARINO | END | KATY B | 0.14 | NONE |
| NICOLE | CHARLES | JESSICA | 0.89 | 703 |
| OLD AUSTIN HIGHWAY | SH 71 | LP 150 | 4.24 | 648 |
| PATTON | END | BLAIR | 0.08 | 46 |
| REBECCA | SCHAEFFER | HASLER SHORES | 0.37 | NONE |
| SCHAEFFER | CHARLES | OLD AUSTIN | NONE | 245 |
| Sub Total Sheet A2 | | | 13.92 | 3073 |

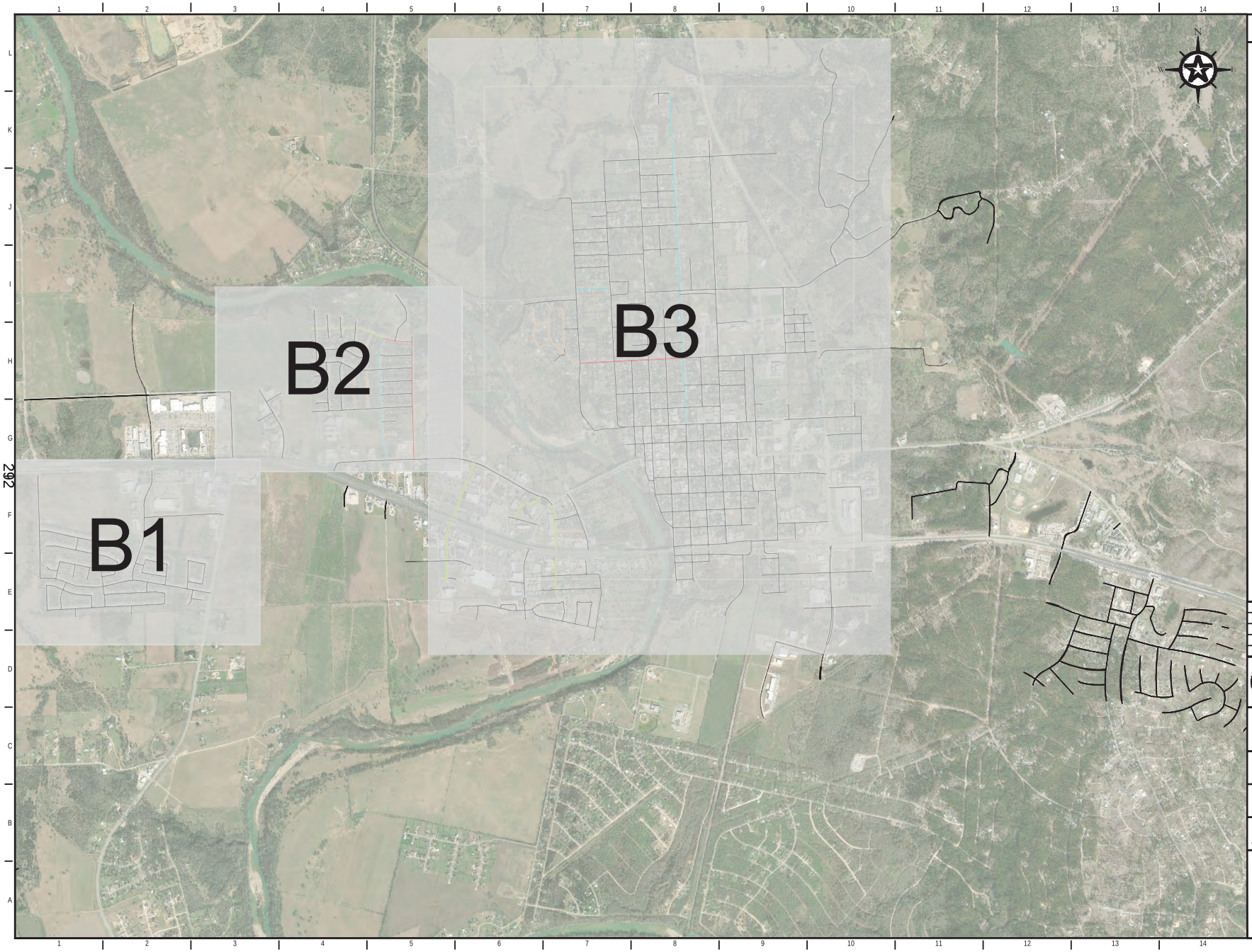
# FY 2019 STREETS PROGRAM MAINTENANCE - CRACK SEAL AND FLEXIBLE PAVEMENT REPAIR

| ROAD NAME | FROM | TO | LENGTH OF PAY - CRACK SEAL (L-MI) | FLEXIBLE PAVEMENT REPAIR (4 INCH DEPTH) (SY) |
|---|---|---|---|---|
| **Map A3** | | | | |
| BUSH | END | LINCOLN | 0.20 | NONE |
| CEDAR | PECAN | RR | 0.58 | NONE |
| CEDAR | RR | SH 95 | 0.60 | NONE |
| CEDAR | SH 95 | HOUSTON | 0.49 | NONE |
| ESKEW | LP 150 | SH 71 | 0.43 | NONE |
| ESKEW | SH 71 | MAYNARD | 0.25 | NONE |
| GRADYTUCK | OLD AUSTIN | HOSPITAL | 0.52 | NONE |
| HASLER | OLD AUSTIN | SH 71 | 1.00 | NONE |
| HASLER | SH 71 | END | 0.97 | NONE |
| HIGGINS | ESKEW | PERKINS | 0.21 | NONE |
| LINCOLN | ROOSEVELT | ROOSEVELT | 0.53 | NONE |
| MAIN | BRIDGE | RR | 1.38 | NONE |
| MAIN | RR | SPRING | 1.28 | NONE |
| OAK | CARTER | WILSON | 0.36 | NONE |
| ROOSEVELT - GARFIELD | CEDAR | CEDAR | 0.94 | NONE |
| Sub Total Sheet A3 | | | 9.74 | 0 |
| TOTAL | | | 35.30 | 7464.00 |

## Year Two: (Combined with Year 1 - FY 2019 to provide a bigger project to improve bid pricing.)

# FY 2020 Street Maintenance Program

| Street Name | PCI Score | Square Yards | Street Name | PCI Score | Square Yards |
|---|---|---|---|---|---|
| Bryant | 70 | 150 | Katy B | 98 | 3.3 |
| Charles Blvd. | 62 | 641 | Big Horn | 87 | 0.1812.29 |
| Nicole Way | 69 | 703 | Caliber | 97 | 0.13453 |
| Kelly | 67 | 8 | Pack Horse | 87 | 0.13440 |
| Hasler Shores | 63 | 364 | Wolverine Pass | 56 | 1654 |
| Pony Pass | 57 | 10 | Browning | 77 | 56.8 |
| Annika Way | 78 | 8 | Hunters Point | 84 | 810 |
| Blair | 75 | 32 | Javelina | 83 | 974 |
| Jessica | 84 | 224 | Thompson | 85 | 27 |
| Patton | 79 | 46 | Trophy | 73 | 353 |
| **Street Name** | **PCI Score** | **Lane Miles** | **Street Name** | **PCI Score** | **Lane Miles** |
| Main | 60 | 5.51 | Oak | 68 | .361 |
| Cedar | 68 | 3.411 | Grady Tuck | 77 | .523 |
| Bush | 87 | .196 | Roosevelt | 83 | .597 |
| Eskew | 89 | .685 | Hasler | 99 | 1.973 |
| Higgins | 96 | .213 | | | |
| | **Crack Seal** | | | | |
| | **Structural Overlay** | | | | |
| | **Surface Treatment &/or Patch Repair** | | | | |




## LEGEND

- SEAL COAT (TxDOT 316)
- SCRUB SEAL (TxDOT 3005)
- FOG SEAL (TxDOT 315)
- FRICTIONAL ASPHALTIC SURFACE PRESERVATION TREATMENT (TxDOT 3028)

| REV. | DESCRIPTION | DATE |
|---|---|---|
| | | |

Walker Partners engineers ★ surveyors
T.B.P.E. Registration No. 6053

# CITY OF BASTROP

## 2019 MAINTENANCE PROGRAM

## PREVENTATIVE MAINTENANCE OVERVIEW

07/01/19
DATE

R. Alan Munger, PE
R. ALAN MUNGER

STATE OF TEXAS
R. ALAN MUNGER
85341
LICENSED
PROFESSIONAL ENGINEER

| | |
|---|---|
| PM | RAM |
| DESIGNED | RAM |
| DRAFTED | KPD/MPP |
| CHECKED | RAM |
| PROJECT NO | 4-01126 |

DRAWING NO.
B

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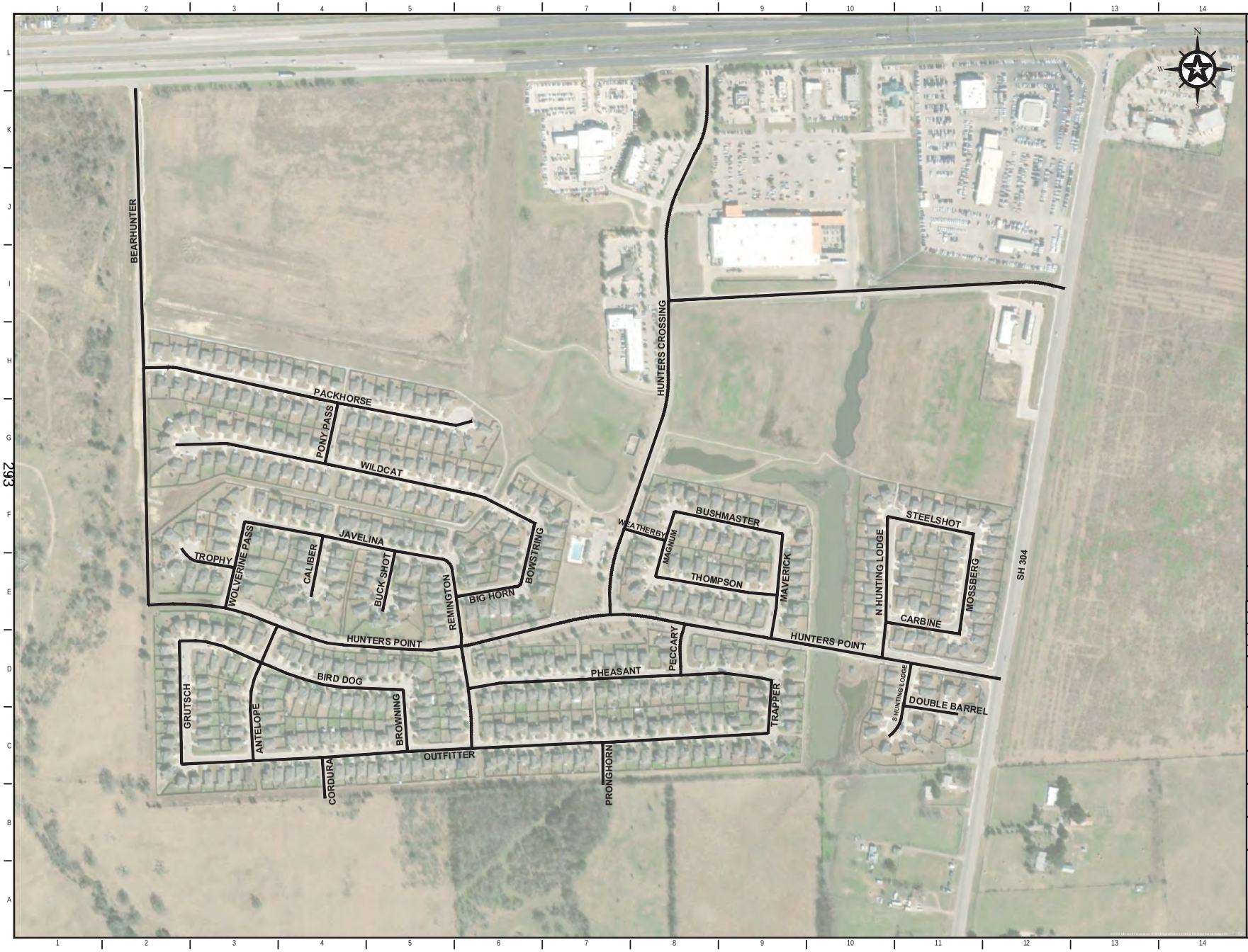


## LEGEND

- SEAL COAT (TxDOT 316)
- SCRUB SEAL (TxDOT 3005)
- FOG SEAL (TxDOT 315)
- FRICTIONAL ASPHALTIC SURFACE PRESERVATION TREATMENT (TxDOT 3028)

0 100 200 400

GRAPHIC SCALE (FEET)

| REV. | DESCRIPTION | DATE |
|---|---|---|

Walker Partners engineers ★ surveyors

T.B.P.E. Registration No. 6953

# CITY OF BASTROP

## 2019 MAINTENANCE PROGRAM

PREVENTATIVE MAINTENANCE MAP B1

07/01/19 DATE

R. Alan Munger, PE

R. ALAN MUNGER

| | |
|---|---|
| DRN | RAM |
| DESIGNED | RAM |
| DRAWN | KPD/MPP |
| CHECKED | RAM |
| PROJECT NO. | 4-01126 |

DRAWING NO. B1



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## LEGEND

- SEAL COAT (TxDOT 316)
- SCRUB SEAL (TxDOT 3005)
- FOG SEAL (TxDOT 315)
- FRICTIONAL ASPHALTIC SURFACE PRESERVATION TREATMENT (TxDOT 3028)

## GENERAL NOTES

1. FOG SEAL (CSS-1) SHALL BE PLACED AT ALL FLEXIBLE PAVEMENT REPAIRS PRIOR TO PLACEMENT OF SCRUB SEAL.

0 100 200 400
GRAPHIC SCALE (FEET)

| REV. | DESCRIPTION | DATE |
|---|---|---|

Walker Partners engineers ★ surveyors
T.B.P.E. Registration No. 6953

# CITY OF BASTROP

## 2019 MAINTENANCE PROGRAM

PREVENTATIVE MAINTENANCE MAP B2

07/01/19
DATE

R. Alan Munger, PE
R. ALAN MUNGER

STATE OF TEXAS
R. ALAN MUNGER
68341
LICENSED PROFESSIONAL ENGINEER

| | |
|---|---|
| DRN | RAM |
| DESIGNED | RAM |
| DRAWTED | KPD/MPP |
| CHECKED | RAM |
| PROJECT NO | 4-01126 |

DRAWING NO.
B2



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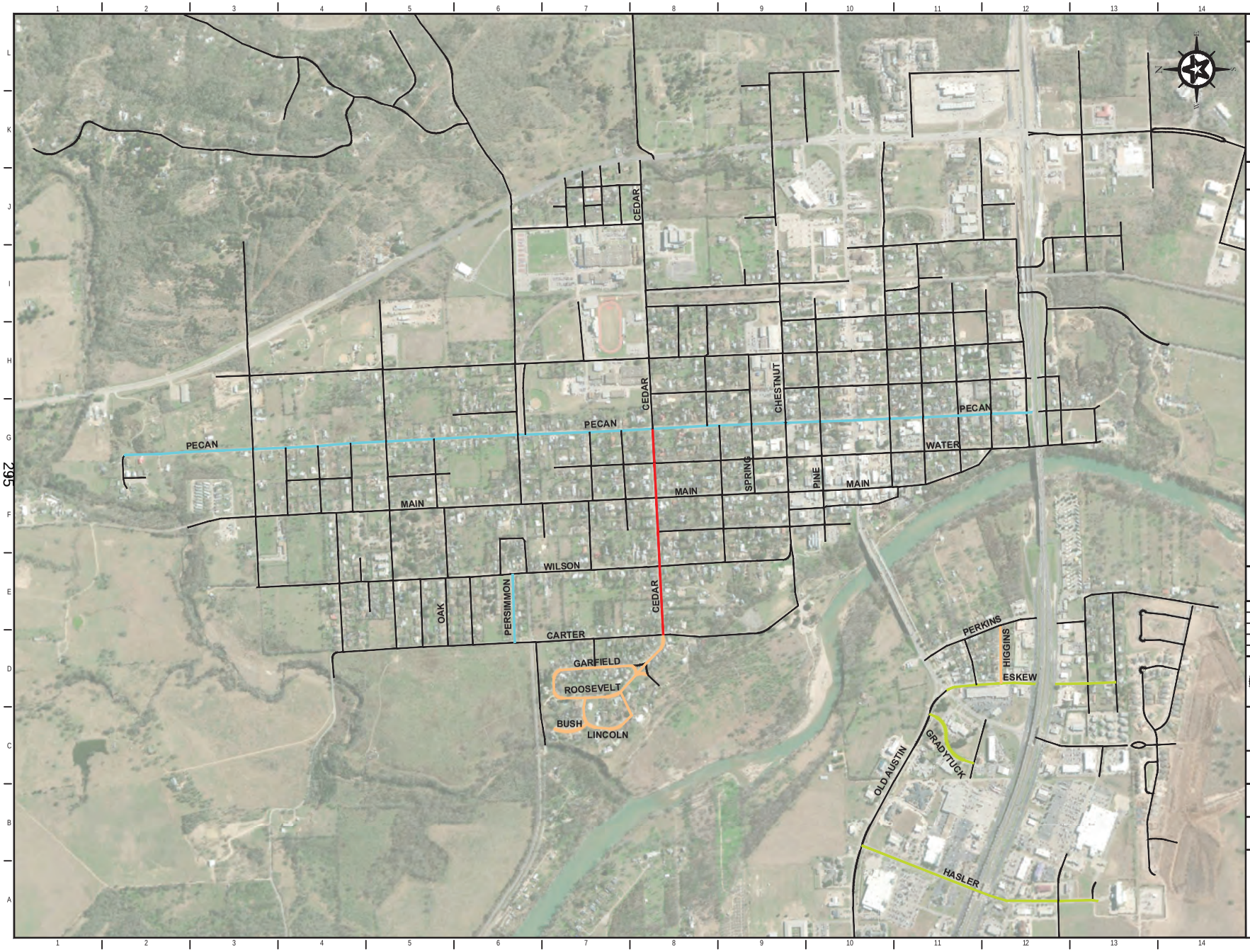


## LEGEND

- SEAL COAT (TxDOT 316)
- SCRUB SEAL (TxDOT 3005)
- FOG SEAL (TxDOT 315)
- FRICTIONAL ASPHALTIC SURFACE PRESERVATION TREATMENT (TxDOT 3028)

## GENERAL NOTES

1. FOG SEAL (CSS-1) SHALL BE PLACED AT ALL FLEXIBLE PAVEMENT REPAIRS PRIOR TO PLACEMENT OF SCRUB SEAL.

0 250 500 1000

GRAPHIC SCALE (FEET)

| REV. | DESCRIPTION | DATE |
|---|---|---|

Walker Partners engineers ★ surveyors
T.B.P.E. Registration No. 6053

# CITY OF BASTROP

## 2019 MAINTENANCE PROGRAM

PREVENTATIVE MAINTENANCE MAP B3

07/01/19
DATE

R. Alan Munger, PE
R. ALAN MUNGER

STATE OF TEXAS
R. ALAN MUNGER
68341
LICENSED PROFESSIONAL ENGINEER

| | |
|---|---|
| DRN | RAM |
| DESIGNED | RAM |
| QA/QC'ED | KPD/MPP |
| CHECKED | RAM |
| PROJECT NO. | 4-01126 |

DRAWING NO.
B3



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## FY 2019 STREETS PROGRAM PREVENTATIVE MAINTENANCE - SEAL COAT TREATMENT (CHFRS-2P with TY E or TY L GRADE 5 AGGR)

| ROAD NAME | FROM | TO | LENGTH (FT) | WIDTH (FT) | AREA (SY) |
|---|---|---|---|---|---|
| **Map B1** | | | | | |
| NONE | NONE | NONE | | | 0 |
| **Map B2** | | | | | |
| SCHAEFFER | CHARLES | OLD AUSTIN | 2731 | 41.5 | 12592.94 |
| **Map B3** | | | | | |
| PECAN | MESQUITE | RR | 3009 | 24 | 8024 |
| PECAN | RR | CHESTNUT | 3770 | 27 | 11310 |
| PECAN | CHESTNUT | SH 71 WBFR | 1925 | 35 | 7486.111 |
| PERSIMMON | WILSON | CARTER | 744 | 28 | 2314.667 |
| Sub Total SEAL COAT | | | | | 41727.72 |

## FY 2019 STREETS PROGRAM PREVENTATIVE MAINTENANCE - SCRUB SEAL TREATMENT (CMS-2P with TY E or TY L GR 5 AGGR)

| ROAD NAME | FROM | TO | LENGTH (FT) | WIDTH (FT) | AREA (SY) |
|---|---|---|---|---|---|
| **Map B1** | | | | | |
| NONE | NONE | NONE | 0 | 0 | 0 |
| **Map B2** | | | | | |
| CHARLES | SCHAEFFER | HASLER SHORES | 670 | 47 | 3498.889 |
| HASLER SHORES | CHARLES | OLD AUSTIN | 2656 | 23 | 6787.556 |
| **Map B3** | | | | | |
| CEDAR | CARTER | PECAN | 2347 | 28 | 7301.778 |
| Sub Total SCRUB SEAL | | | | | 17588.22 |

## FY 2019 STREETS PROGRAM PREVENTATIVE MAINTENANCE - FRICTIONAL ASPHALTIC SURFACE PRESERVATION TREATMENT

| ROAD NAME | FROM | TO | LENGTH (FT) | WIDTH (FT) | AREA (SY) |
|---|---|---|---|---|---|
| **Map B1** | | | | | |
| NONE | NONE | NONE | 0 | 0 | 0 |
| **Map B2** | | | | | |
| BRYANT | BLAIR | JESSICA | 868 | 28 | 2700.444 |
| KELLY | SCHAEFFER | END | 220 | 27 | 1185 |
| NICOLE | CHARLES | JESSICA | 1695 | 28 | 5273.333 |
| **Map B3** | | | | | |
| BUSH | END | LINCOLN | 317 | 28 | 1264.222 |
| CEDAR | GARFIELD | CARTER | 371 | 28 | 1154.222 |
| HIGGINS | ESKEW | PERKINS | 631 | 28 | 1963.111 |
| LINCOLN | ROOSEVELT | ROOSEVELT | 1158 | 28 | 3602.667 |
| ROOSEVELT - GARFIELD | CEDAR | CEDAR | 2480 | 28 | 7715.556 |
| Sub Total (FASPT) | | | | | 24858.56 |

## FY 2019 STREETS PROGRAM PREVENTATIVE MAINTENANCE - FOG SEAL (CMS-1PF)

| ROAD NAME | FROM | TO | LENGTH (FT) | WIDTH (FT) | AREA (SY) |
|---|---|---|---|---|---|
| **Map B1** | | | | | |
| NONE | NONE | NONE | 0 | 0 | 0 |
| **Map B2** | | | | | |
| CHARLES | END | SCHAEFFER | 1714 | 47 | 8950.889 |
| **Map B3** | | | | | |
| ESKEW | LP 150 | SH 71 | 925 | 28 | 2877.778 |
| ESKEW | SH 71 | MAYNARD | 664 | 19 | 1401.778 |
| GRADYTUCK | OLD AUSTIN | HOSPITAL | 794 | 34 | 2999.556 |
| HASLER | OLD AUSTIN | SH 71 | 1112 | 36 | 5482 |
| HASLER | SH 71 | END | 1223 | 36 | 4892 |
| Sub Total (FOG SEAL CMS-1PF) | | | | | 26604 |

BASTROPTX
Heart of the Lost Pines
Est. 1832

## Debt

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# Debt

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# Bond & Debt Summary

# Overview of Bonds

Major capital improvements such as streets, drainage, buildings, and other major infrastructure projects are often financed by bonds. This funding mechanism allows payment for infrastructure improvements to be made over multiple years, usually over the life of the improvement.

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## Debt Management Policy

The Financial Management Policies include debt financing and debt management. Debt financing is recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

The debt management policy states that self-supporting debt will be supported by self-supporting revenues. Other financing alternatives might be grants, leasing, developer contributions, impact fees, and use of reserves. The City shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the City may elect to obtain voter authorization for Revenue Bonds. The City will attempt to maintain base bond ratings of AA (Standard & Poor's) on its General Obligation debt. In an attempt to keep the debt service tax rate flat, retirement of debt principle will be structured to ensure constant annual debt payments when possible. The City will have a written policy for monitoring compliance with IRS laws and regulations as they relate to tax exempt debt.

## City's Current Bond Ratings

### General Obligation Bonds:

Standard & Poor's "AA"
Fitch Ratings "AA-"

### Revenue Bonds:

Standard & Poor's "AA-"

# Debt Service Funds

## General Debt Service

This fund derives its revenue from property taxes. The amount of the taxes levied is determined by the City Council. The function of this fund is to retire bonded indebtedness and pay the interest on the indebtedness. The debt, which this fund retires, was issued by the City for General Fund capital equipment and infrastructure.

## Debt and Tax Rate Limitations

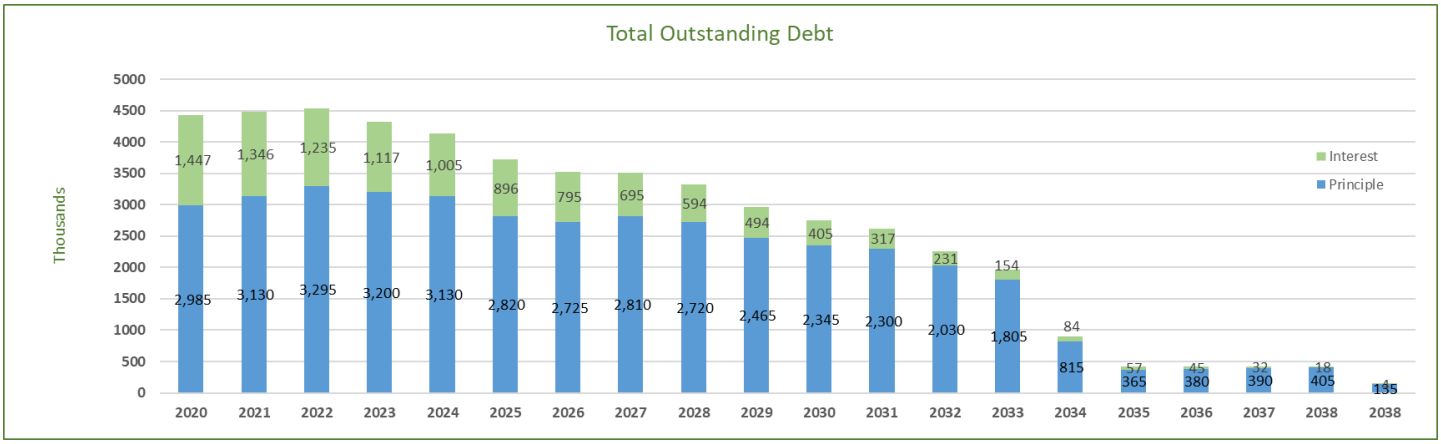
All taxable property within the City is subject to the assessment, levy and collection by the City of a continuing, direct annual ad valorem tax, sufficient to provide for the payment of principal and interest on the Bonds within the limits prescribed by law. Article XI, Section 5, of the Texas Constitution is applicable to the City and limits its maximum ad valorem tax rate to $2.50 per $100 of assessed valuation for the City purposes.

## Calculation of Legal Debt Margin
## October 1, 2019

| | |
|---|---|
| Taxable Assessed Valuation | $967,705,908 |
| Constitutional Limit | 2.50% of assessed value |
| Maximum Constitutional Revenue Available | $24,192,648 |
| Tax Rate t0 Achieve Maximum Tax Revenue | $2.50 per $100 of valuation |
| Tax Rate for FY 2019-2020 | $0.5640/$100 of valuation |
| Available unused Constitutional Max Tax Rate | 77.44% of assessed valuation |

## Utility Debt Service

This fund derives its revenue from rates determined by City Council. The function of this fund is to retire bonded indebtedness for water and wastewater capital equipment and infrastructure. The Electric fund bond indebtedness is not recorded and tracked in a separate debt service fund.



## Fund Description

The 2019 Limited Tax Note, in the amount of $465,000, were sold on September 26, 2019 **WITHOUT INCREASING TAXES**.

The debt from this issuance will be paid from the Interest & Sinking (I&S) portion of the City's tax rate. Of the City's $0.5640 tax rate, $0.1949 is allocated to I&S, which goes to fund all outstanding debt owed by the General Fund. The I&S portion of the tax rate represents 34.56% of the total tax rate.

This issuance will fund much needed drainage improvements. The Drainage Master Plan will identify and priorities localized drainage improvement needs, take the existing data from previous studies and help develop a maintenance and operations plan, and will provide additional information to help establish a drainage utitity fund in the future. The Gills Branch Channel Improvement is to excavate the channel and increase the culvert size at choke points to possibly include some dentention ponds. This bond amount will be for design only.

| Project Description | Certificate of Obligations Issuance Amount |
|---|---|
| Drainage Master Plan | $250,000 |
| Gills Branch Channel Improvements | $215,000 |
| | |
| Total Amount of Issuance | $465,000 |

# 2019 Limited Tax Note

## Fund Description

General Fund – Debt Service is funded by the Interest & Sinking (I&S) portion of the City's tax rate. Of the City's $0.5640 tax rate, $0.1949 is allocated to I&S, which goes to fund all outstanding debt owed by the General Fund. The I&S portion of the tax rate represents 34.56% of the total tax rate.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 120 GENERAL FUND-DEBT SERVICE | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| AD VALOREM TAXES | $1,834,770 | $1,863,009 | $1,872,592 | $2,006,862 | $2,208,495 |
| OTHER REVENUE | $9,842 | $0 | $0 | $0 | $0 |
| INTEREST INCOME | $11,216 | $10,850 | $18,500 | $20,000 | $20,000 |
| MISCELLANEOUS INCOME | $243,600 | $247,619 | $247,619 | $246,548 | $250,661 |
| TRANSFERS IN | $515,366 | $516,185 | $516,185 | $514,416 | $545,688 |
| **TOTAL REVENUE** | **$2,614,794** | **$2,637,663** | **$2,654,896** | **$2,787,826** | **$3,024,844** |
| OTHER CHARGES | $16,491 | $17,500 | $16,411 | $16,500 | $17,000 |
| DEBT SERVICE | $2,345,727 | $2,370,703 | $2,699,103 | $2,736,118 | $2,780,883 |
| **TOTAL EXPENDITURES** | **$2,362,218** | **$2,388,203** | **$2,715,514** | **$2,752,618** | **$2,797,883** |

# General Fund – Debt Service

## Fund Description

Water/Wastewater Fund – Debt Service is funded by a portion of the rate allocated to fund all outstanding debt, interest and principle, owed by the Utility Fund.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 220 W/WW DEBT SERVICE | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $12,852 | $26,386 | $26,386 | $30,000 | $600 |
| TRANSFERS IN | $1,444,181 | $1,641,565 | $1,641,565 | $1,303,193 | $2,325,097 |
| TRANSFEERS IN | $812,139 | $567,692 | $567,374 | $567,692 | $567,692 |
| **TOTAL REVENUE** | **$2,269,172** | **$2,235,643** | **$2,235,325** | **$1,900,885** | **$2,893,389** |
| DEBT SERVICE | $1,441,015 | $1,425,805 | $1,441,920 | $1,870,887 | $2,116,720 |
| TRANSFERS OUT | $0 | $0 | $0 | $2,000,000 | $0 |
| **TOTAL EXPENDITURES** | **$1,441,015** | **$1,425,805** | **$1,441,920** | **$3,870,887** | **$2,116,720** |

# Water/Wastewater Fund – Debt Service

## Fund Description

2013 Combination Revenue/Tax Bond was issued for (i) constructing, improving, extending, and/or expanding City streets, including drainage, sidewalks, parking and right-of-way's; (ii) constructing, improving, extending, and/or expanding the City's water and wastewater system including an additional water supply well and related pipeline, and improvements for storm water drainage and detention and related roadway improvements; and (iii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the Certificates. The FY 2020 projects include Main St. Improvements and improvements in the Bastrop Industrial Park (EDC funded).

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 724 2013 COMB REV/TAX BOND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $20,575 | $15,000 | $30,000 | $26,644 | $0 |
| **TOTAL REVENUE** | **$20,575** | **$15,000** | **$30,000** | **$26,644** | **$0** |
| CONTRACTUAL SERVICES | $2,253 | $0 | $0 | $0 | $0 |
| CAPITAL OUTLAY | $116,657 | $1,317,356 | $186,010 | $1,035,407 | $0 |
| TRANSFER OUT | $0 | $0 | $0 | $154,000 | $0 |
| **TOTAL EXPENDITURES** | **$118,910** | **$1,317,356** | **$186,010** | **$1,189,407** | **$0** |

# 2013 Comb. Revenue/Tax Bond

## Fund Description

2014 Certificate of Obligation Series was issued for (i) constructing, improving, extending, and/or expanding the City's water and wastewater system including equipment, vehicles, additional water supply well and related pipeline, and improvements for storm water drainage and detention and related roadway improvements; (ii) constructing improvements and upgrading the City's electric system including equipment and vehicles; and (iii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the Certificates.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 725 CO 2014 SERIES | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| OTHER REVENUE | $0 | $0 | $0 | $0 | $0 |
| INTEREST INCOME | $24,361 | $15,000 | $4,500 | $0 | $0 |
| **TOTAL REVENIE** | **$24,361** | **$15,000** | **$4,500** | **$0** | **$0** |
| CONTRACTUAL SERVICES | $0 | $0 | $0 | $0 | $0 |
| OTHER CHARGES | $0 | $0 | $0 | $0 | $0 |
| CAPITAL OUTLAY | $2,116,089 | $833,776 | $433,920 | $0 | $0 |
| DEBT SERVICE | $0 | $0 | $0 | $0 | $0 |
| TRANSFERS OUT | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$2,116,089** | **$833,776** | **$433,920** | **$0** | **$0** |

# 2014 Certificate of Obligation Series

## Fund Description

2018 Certificate of Obligation Series was issued for (i) constructing, improving, and upgrading the City's streets including drainage, sidewalks, right-of-way and bridge repair; and (ii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of the issuing the Certificates. The FY 2020 projects include match for drainage projects, Old Iron Bridge engineering, and Main St. Improvement.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 726 CO 2018 SERIES | 00 NON-DEPARTMENTAL | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $0 | $45,000 | $75,000 | $50,000 | $0 |
| **TOTAL REVENUE** | **$0** | **$45,000** | **$75,000** | **$50,000** | **$0** |
| CAPITAL OUTLAY | $0 | $2,300,000 | $364,803 | $3,175,697 | $0 |
| TRANSFERS OUT | $0 | $1,100,000 | $1,100,000 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$0** | **$3,400,000** | **$1,464,803** | **$3,175,697** | **$0** |

# 2018 Certificate of Obligation Series

## Fund Description

2019 Water and Wastewater Utility System Revenue Series Bonds were issued for (1) paying costs of acquiring, purchasing, constructing, improving, renovating, enlarging or equipping the City's Utility System including constructing, acquiring, improving, renovating and equipping City waterworks and sewer system facilities and (2) paying the costs of issuing such Bonds.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 2019 REVENUE BONDS | 00 NON-DEPARTMENTAL | 00 NON-PROGRAM |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $0 | $0 | $10,000 | $8,000 | $0 |
| TRANSFERS IN | $0 | $0 | $1,911,207 | $0 | $0 |
| **TOTAL REVENUE** | **$0** | **$0** | **$1,921,207** | **$8,000** | **$0** |
| CONTRACTUAL SERVICES | $0 | $0 | $41,500 | $0 | $0 |
| CAPITAL OUTLAY | $0 | $0 | $1,872,022 | $57,185 | $0 |
| **TOTAL EXPENDITURES** | **$0** | **$0** | **$1,913,522** | **$57,185** | **$0** |

# 2019 Revenue Bond Series

## Fund Description

2019 Limited Tax Note was issued for (i) constructing, improving, and upgrading the City's streets including drainage, sidewalks, right-of-way and bridge repair; and (ii) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of the issuing the Notes.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 727 2019 CO SERIES | 00 NON-DEPARTMENTAL | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| OTHER REVENUE | $0 | $0 | $0 | $465,000 | $0 |
| **TOTAL REVENUE** | **$0** | **$0** | **$0** | **$465,000** | **$0** |
| CAPITAL OUTLAY | $0 | $0 | $0 | $465,000 | $0 |
| **TOTAL EXPENDITURES** | **$0** | **$0** | **$0** | **$465,000** | **$0** |

# 2019 Limited Tax Note

## Fund Description

2019 Certificate of Obligation will be issued to purchase much needed fire equipment to include: (1) Aerial Platform Engine; (2) PUC Pumper Engine; and replacement of Self-Contained Breathing Apparatus equipment.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 728 CO 2019 SERIES | 00 NON-DEPARTMENTAL | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| OTHER REVENUE | $0 | $0 | $0 | $2,800,000 | $0 |
| **TOTAL REVENUE** | **$0** | **$0** | **$0** | **$2,800,000** | **$0** |
| CAPITAL OUTLAY | $0 | $0 | $0 | $2,800,000 | $0 |
| **TOTAL EXPENDITURE** | **$0** | **$0** | **$0** | **$2,800,000** | **$0** |

# 2019 Certificate of Obligation

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | General Obligation Series 2005 - $2,445,000 Maturity Date 2/1/2025 Interest Rate 3.67% | | | General Obligation Series 2006 - $345,000 Maturity Date 2/1/2026 Interest Rate 4.24% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | $ 145,000 | $ 21,410 | $ 166,410 | $ 20,000 | $ 4,123 | $ 24,123 |
| 8/1/2020 | | $ 18,176 | $ 18,176 | | $ 3,607 | $ 3,607 |
| 2/1/2021 | $ 150,000 | $ 18,176 | $ 168,176 | $ 20,000 | $ 3,607 | $ 23,607 |
| 8/1/2021 | | $ 14,831 | $ 14,831 | | $ 3,092 | $ 3,092 |
| 2/1/2022 | $ 155,000 | $ 14,831 | $ 169,831 | $ 20,000 | $ 3,092 | $ 23,092 |
| 8/1/2022 | | $ 11,374 | $ 11,374 | | $ 2,577 | $ 2,577 |
| 2/1/2023 | $ 165,000 | $ 11,374 | $ 176,374 | $ 25,000 | $ 2,577 | $ 27,577 |
| 8/1/2023 | | $ 7,694 | $ 7,694 | | $ 1,932 | $ 1,932 |
| 2/1/2024 | $ 170,000 | $ 7,694 | $ 177,694 | $ 25,000 | $ 1,932 | $ 26,932 |
| 8/1/2024 | | $ 3,903 | $ 3,903 | | $ 1,288 | $ 1,288 |
| 2/1/2025 | $ 175,000 | $ 3,903 | $ 178,903 | $ 25,000 | $ 1,288 | $ 26,288 |
| 8/1/2025 | | | | | $ 644 | $ 644 |
| 2/1/2026 | | | | $ 25,000 | $ 644 | $ 25,644 |
| 8/1/2026 | | | | | | |
| 2/1/2027 | | | | | | |
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| 8/1/2038 | | | | | | |
| 2/1/2039 | | | | | | |
| 8/1/2039 | | | | | | |
| TOTAL | $ 960,000 | $ 133,368 | $ 1,093,368 | $ 160,000 | $ 30,404 | $ 190,404 |

| | | | |
|---|---|---|---|
| *Issue Date:* | *12/6/2005* | *Issue Date:* | *12/21/2006* |
| *Rate of Interest:* | *3.67%* | *Rate of Interest:* | *4.24%* |

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | Certificate of Obligation Series 2006 - $725,000 Maturity Date 2/1/2026 Interest Rate 4.19% | | | General Obligation Series 2007 - $1,220,000 Maturity Date 2/1/2027 Interest Rate 4.08% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | $ 30,000 | $ 5,856 | $ 35,856 | $ 70,000 | $ 12,852 | $ 82,852 |
| 8/1/2020 | | $ 5,092 | $ 5,092 | | $ 11,424 | $ 11,424 |
| 2/1/2021 | $ 30,000 | $ 5,092 | $ 35,092 | $ 70,000 | $ 11,424 | $ 81,424 |
| 8/1/2021 | | $ 4,329 | $ 4,329 | | $ 9,996 | $ 9,996 |
| 2/1/2022 | $ 30,000 | $ 4,329 | $ 34,329 | $ 75,000 | $ 9,996 | $ 84,996 |
| 8/1/2022 | | $ 3,565 | $ 3,565 | | $ 8,466 | $ 8,466 |
| 2/1/2023 | $ 35,000 | $ 3,565 | $ 38,565 | $ 75,000 | $ 8,466 | $ 83,466 |
| 8/1/2023 | | $ 2,674 | $ 2,674 | | $ 6,936 | $ 6,936 |
| 2/1/2024 | $ 35,000 | $ 2,674 | $ 37,674 | $ 80,000 | $ 6,936 | $ 86,936 |
| 8/1/2024 | | $ 1,782 | $ 1,782 | | $ 5,304 | $ 5,304 |
| 2/1/2025 | $ 35,000 | $ 1,782 | $ 36,782 | $ 85,000 | $ 5,304 | $ 90,304 |
| 8/1/2025 | | $ 891 | $ 891 | | $ 3,570 | $ 3,570 |
| 2/1/2026 | $ 35,000 | $ 891 | $ 35,891 | $ 85,000 | $ 3,570 | $ 88,570 |
| 8/1/2026 | | | | | $ 1,836 | $ 1,836 |
| 2/1/2027 | | | | $ 90,000 | $ 1,836 | $ 91,836 |
| 8/1/2027 | | | | | | |
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| 8/1/2039 | | | | | | |
| TOTAL | $ 230,000 | $ 42,522 | $ 272,522 | $ 630,000 | $ 107,916 | $ 737,916 |

| | | | |
|---|---|---|---|
| *Issue Date:* | *12/21/2006* | *Issue Date:* | *6/13/2007* |
| *Rate of Interest:* | *4.19%* | *Rate of Interest:* | *4.08%* |

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | Certificate of Obligation Series 2007 - $2,320,000 Maturity Date 2/1/2027 Interest Rate 4.04% | | | Certificate of Obligation Series 2010 - $7,400,000 Maturity Date 8/1/2022 Interest Rate 3.5-4.25% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | $ 130,000 | $ 24,139 | $ 154,139 | | $ 22,159 | $ 22,159 |
| 8/1/2020 | | $ 21,513 | $ 21,513 | $ 360,000 | $ 22,159 | $ 382,159 |
| 2/1/2021 | $ 135,000 | $ 21,513 | $ 156,513 | | $ 15,859 | $ 15,859 |
| 8/1/2021 | | $ 18,786 | $ 18,786 | $ 425,000 | $ 15,859 | $ 440,859 |
| 2/1/2022 | $ 140,000 | $ 18,786 | $ 158,786 | | $ 8,156 | $ 8,156 |
| 8/1/2022 | | $ 15,958 | $ 15,958 | $ 450,000 | $ 8,156 | $ 458,156 |
| 2/1/2023 | $ 145,000 | $ 15,958 | $ 160,958 | | | $ - |
| 8/1/2023 | | $ 13,029 | $ 13,029 | | | $ - |
| 2/1/2024 | $ 150,000 | $ 13,029 | $ 163,029 | | | $ - |
| 8/1/2024 | | $ 9,999 | $ 9,999 | | | $ - |
| 2/1/2025 | $ 160,000 | $ 9,999 | $ 169,999 | | | $ - |
| 8/1/2025 | | $ 6,767 | $ 6,767 | | | $ - |
| 2/1/2026 | $ 165,000 | $ 6,767 | $ 171,767 | | | $ - |
| 8/1/2026 | | $ 3,434 | $ 3,434 | | | $ - |
| 2/1/2027 | $ 170,000 | $ 3,434 | $ 173,434 | | | $ - |
| 8/1/2027 | | | | | | $ - |
| 2/1/2028 | | | | | | $ - |
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| 2/1/2039 | | | | | | |
| 8/1/2039 | | | | | | |
| TOTAL | $ 1,195,000 | $ 203,111 | $ 1,398,111 | $ 1,235,000 | $ 92,350 | $ 1,327,350 |
| | *Issue Date:* | *6/13/2007* | | *Issue Date:* | *2/10/2010* | |
| | *Rate of Interest:* | *4.04%* | | *Rate of Interest:* | *3.5 - 4.25%* | |

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | General Obligation Refunding Series 2010 - $2,560,000 Maturity Date 8/15/2024 Interest Rate 3.0-4.0% | | | General Obligation Refunding Series 2011 - $4,260,000 Maturity Date 8/1/2022 Interest Rate 3.5-4.0% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | | $ 19,546 | $ 19,546 | | $ 19,800 | $ 19,800 |
| 8/1/2020 | $ 195,000 | $ 19,546 | $ 214,546 | $ 395,000 | $ 19,800 | $ 414,800 |
| 2/1/2021 | | $ 16,231 | $ 16,231 | | $ 11,900 | $ 11,900 |
| 8/1/2021 | $ 200,000 | $ 16,231 | $ 216,231 | $ 415,000 | $ 11,900 | $ 426,900 |
| 2/1/2022 | | $ 12,606 | $ 12,606 | | $ 3,600 | $ 3,600 |
| 8/1/2022 | $ 210,000 | $ 12,606 | $ 222,606 | $ 180,000 | $ 3,600 | $ 183,600 |
| 2/1/2023 | | $ 8,800 | $ 8,800 | | $ - | $ - |
| 8/1/2023 | $ 215,000 | $ 8,800 | $ 223,800 | $ - | $ - | $ - |
| 2/1/2024 | | $ 4,500 | $ 4,500 | | $ - | $ - |
| 8/1/2024 | $ 225,000 | $ 4,500 | $ 229,500 | $ - | $ - | $ - |
| 2/1/2025 | | | | | | |
| 8/1/2025 | | | | | | |
| 2/1/2026 | | | | | | |
| 8/1/2026 | | | | | | |
| 2/1/2027 | | | | | | |
| 8/1/2027 | | | | | | |
| 2/1/2028 | | | | | | |
| 8/1/2028 | | | | | | |
| 2/1/2029 | | | | | | |
| 8/1/2029 | | | | | | |
| 2/1/2030 | | | | | | |
| 8/1/2030 | | | | | | |
| 2/1/2031 | | | | | | |
| 8/1/2031 | | | | | | |
| 2/1/2032 | | | | | | |
| 8/1/2032 | | | | | | |
| 2/1/2033 | | | | | | |
| 8/1/2033 | | | | | | |
| 2/1/2034 | | | | | | |
| 8/1/2034 | | | | | | |
| 2/1/2035 | | | | | | |
| 8/1/2035 | | | | | | |
| 2/1/2036 | | | | | | |
| 8/1/2036 | | | | | | |
| 2/1/2037 | | | | | | |
| 8/1/2037 | | | | | | |
| 2/1/2038 | | | | | | |
| 8/1/2038 | | | | | | |
| 2/1/2039 | | | | | | |
| 8/1/2039 | | | | | | |
| TOTAL | $ 1,045,000 | $ 123,368 | $ 1,168,368 | $ 990,000 | $ 70,600 | $ 1,060,600 |
| | *Issue Date:* | *7/14/2010* | | *Issue Date:* | *7/12/2011* | |
| | *Rate of Interest:* | *2 - 4%* | | *Rate of Interest:* | *2 - 4%* | |

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | General Obligation Refunding Series 2012 - $2,015,000 Maturity Date 8/1/2024 Interest Rate 2.0-3.0% | | | Certificate of Obligation Series 2012 - $4,300,000 Maturity Date 8/1/2032 Interest Rate 2.0-4.0% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | | $ 17,100 | $ 17,100 | | $ 51,625 | $ 51,625 |
| 8/1/2020 | $ 215,000 | $ 17,100 | $ 232,100 | $ 195,000 | $ 51,625 | $ 246,625 |
| 2/1/2021 | | $ 13,875 | $ 13,875 | | $ 48,700 | $ 48,700 |
| 8/1/2021 | $ 220,000 | $ 13,875 | $ 233,875 | $ 200,000 | $ 48,700 | $ 248,700 |
| 2/1/2022 | | $ 10,575 | $ 10,575 | | $ 45,700 | $ 45,700 |
| 8/1/2022 | $ 230,000 | $ 10,575 | $ 240,575 | $ 210,000 | $ 45,700 | $ 255,700 |
| 2/1/2023 | | $ 7,125 | $ 7,125 | | $ 42,550 | $ 42,550 |
| 8/1/2023 | $ 230,000 | $ 7,125 | $ 237,125 | $ 215,000 | $ 42,550 | $ 257,550 |
| 2/1/2024 | | $ 3,675 | $ 3,675 | | $ 39,325 | $ 39,325 |
| 8/1/2024 | $ 245,000 | $ 3,675 | $ 248,675 | $ 220,000 | $ 39,325 | $ 259,325 |
| 2/1/2025 | | | | | $ 36,025 | $ 36,025 |
| 8/1/2025 | | | | $ 235,000 | $ 36,025 | $ 271,025 |
| 2/1/2026 | | | | | $ 32,500 | $ 32,500 |
| 8/1/2026 | | | | $ 245,000 | $ 32,500 | $ 277,500 |
| 2/1/2027 | | | | | $ 28,825 | $ 28,825 |
| 8/1/2027 | | | | $ 250,000 | $ 28,825 | $ 278,825 |
| 2/1/2028 | | | | | $ 25,075 | $ 25,075 |
| 8/1/2028 | | | | $ 260,000 | $ 25,075 | $ 285,075 |
| 2/1/2029 | | | | | $ 21,175 | $ 21,175 |
| 8/1/2029 | | | | $ 265,000 | $ 21,175 | $ 286,175 |
| 2/1/2030 | | | | | $ 17,200 | $ 17,200 |
| 8/1/2030 | | | | $ 270,000 | $ 17,200 | $ 287,200 |
| 2/1/2031 | | | | | $ 11,800 | $ 11,800 |
| 8/1/2031 | | | | $ 290,000 | $ 11,800 | $ 301,800 |
| 2/1/2032 | | | | | $ 6,000 | $ 6,000 |
| 8/1/2032 | | | | $ 300,000 | $ 6,000 | $ 306,000 |
| 2/1/2033 | | | | | | $ - |
| 8/1/2033 | | | | | | $ - |
| 2/1/2034 | | | | | | |
| 8/1/2034 | | | | | | |
| 2/1/2035 | | | | | | |
| 8/1/2035 | | | | | | |
| 2/1/2036 | | | | | | |
| 8/1/2036 | | | | | | |
| 2/1/2037 | | | | | | |
| 8/1/2037 | | | | | | |
| 2/1/2038 | | | | | | |
| 8/1/2038 | | | | | | |
| 2/1/2039 | | | | | | |
| 8/1/2039 | | | | | | |
| TOTAL | $ 1,140,000 | $ 104,700 | $ 1,244,700 | $ 3,155,000 | $ 813,000 | $ 3,968,000 |

*Issue Date:* *3/14/2012*
*Rate of Interest:* *2 - 3%*

*Issue Date:* *3/14/2012*
*Rate of Interest:* *2 - 4%*

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | Certificate of Obligation Series 2013 - $11,000,000 Maturity Date 8/1/2033 Interest Rate 3.0-4.25% | | | Certificate of Obligation Series 2014 - $7,000,000 Maturity Date 8/1/2034 Interest Rate 2.0-3.5% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | | $ 188,725 | $ 188,725 | | $ 81,438 | $ 81,438 |
| 8/1/2020 | $ 325,000 | $ 188,725 | $ 513,725 | $ 300,000 | $ 81,438 | $ 381,438 |
| 2/1/2021 | | $ 182,225 | $ 182,225 | | $ 78,438 | $ 78,438 |
| 8/1/2021 | $ 325,000 | $ 182,225 | $ 507,225 | $ 310,000 | $ 78,438 | $ 388,438 |
| 2/1/2022 | | $ 175,725 | $ 175,725 | | $ 75,338 | $ 75,338 |
| 8/1/2022 | $ 510,000 | $ 175,725 | $ 685,725 | $ 320,000 | $ 75,338 | $ 395,338 |
| 2/1/2023 | | $ 165,525 | $ 165,525 | | $ 72,138 | $ 72,138 |
| 8/1/2023 | $ 535,000 | $ 165,525 | $ 700,525 | $ 330,000 | $ 72,138 | $ 402,138 |
| 2/1/2024 | | $ 157,500 | $ 157,500 | | $ 68,425 | $ 68,425 |
| 8/1/2024 | $ 555,000 | $ 157,500 | $ 712,500 | $ 340,000 | $ 68,425 | $ 408,425 |
| 2/1/2025 | | $ 149,175 | $ 149,175 | | $ 64,388 | $ 64,388 |
| 8/1/2025 | $ 610,000 | $ 149,175 | $ 759,175 | $ 350,000 | $ 64,388 | $ 414,388 |
| 2/1/2026 | | $ 136,975 | $ 136,975 | | $ 59,794 | $ 59,794 |
| 8/1/2026 | $ 630,000 | $ 136,975 | $ 766,975 | $ 360,000 | $ 59,794 | $ 419,794 |
| 2/1/2027 | | $ 124,375 | $ 124,375 | | $ 54,394 | $ 54,394 |
| 8/1/2027 | $ 685,000 | $ 124,375 | $ 809,375 | $ 370,000 | $ 54,394 | $ 424,394 |
| 2/1/2028 | | $ 110,675 | $ 110,675 | | $ 48,844 | $ 48,844 |
| 8/1/2028 | $ 790,000 | $ 110,675 | $ 900,675 | $ 380,000 | $ 48,844 | $ 428,844 |
| 2/1/2029 | | $ 94,875 | $ 94,875 | | $ 43,144 | $ 43,144 |
| 8/1/2029 | $ 845,000 | $ 94,875 | $ 939,875 | $ 390,000 | $ 43,144 | $ 433,144 |
| 2/1/2030 | | $ 77,975 | $ 77,975 | | $ 37,294 | $ 37,294 |
| 8/1/2030 | $ 890,000 | $ 77,975 | $ 967,975 | $ 405,000 | $ 37,294 | $ 442,294 |
| 2/1/2031 | | $ 60,175 | $ 60,175 | | $ 30,713 | $ 30,713 |
| 8/1/2031 | $ 930,000 | $ 60,175 | $ 990,175 | $ 420,000 | $ 30,713 | $ 450,713 |
| 2/1/2032 | | $ 41,575 | $ 41,575 | | $ 23,625 | $ 23,625 |
| 8/1/2032 | $ 970,000 | $ 41,575 | $ 1,011,575 | $ 435,000 | $ 23,625 | $ 458,625 |
| 2/1/2033 | | $ 21,569 | $ 21,569 | | $ 16,013 | $ 16,013 |
| 8/1/2033 | $ 1,015,000 | $ 21,569 | $ 1,036,569 | $ 450,000 | $ 16,013 | $ 466,013 |
| 2/1/2034 | | | | | $ 8,138 | $ 8,138 |
| 8/1/2034 | | | | $ 465,000 | $ 8,138 | $ 473,138 |
| 2/1/2035 | | | | | | |
| 8/1/2035 | | | | | | |
| 2/1/2036 | | | | | | |
| 8/1/2036 | | | | | | |
| 2/1/2037 | | | | | | |
| 8/1/2037 | | | | | | |
| 2/1/2038 | | | | | | |
| 8/1/2038 | | | | | | |
| 2/1/2039 | | | | | | |
| 8/1/2039 | | | | | | |
| TOTAL | $ 9,615,000 | $ 3,374,138 | $ 12,989,138 | $ 5,625,000 | $ 1,524,238 | $ 7,149,238 |

*Issue Date:* *11/12/2013* *Issue Date:* *5/15/2014*
*Rate of Interest:* *3-4.25%* *Rate of Interest:* *2-3.5%*

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | General Obligation Refunding Series 2014 - $2,275,000 Maturity Date 8/1/2031 Interest Rate 2.0-4.0% | | | General Obligation Refunding Series 2016 - $2,525,000 Maturity Date 8/1/2028 Interest Rate 2.0-4.0% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | | $ 40,625 | $ 40,625 | | $ 33,800 | $ 33,800 |
| 8/1/2020 | $ 110,000 | $ 40,625 | $ 150,625 | $ 205,000 | $ 33,800 | $ 238,800 |
| 2/1/2021 | | $ 39,525 | $ 39,525 | | $ 31,750 | $ 31,750 |
| 8/1/2021 | $ 115,000 | $ 39,525 | $ 154,525 | $ 210,000 | $ 31,750 | $ 241,750 |
| 2/1/2022 | | $ 37,800 | $ 37,800 | | $ 28,600 | $ 28,600 |
| 8/1/2022 | $ 120,000 | $ 37,800 | $ 157,800 | $ 215,000 | $ 28,600 | $ 243,600 |
| 2/1/2023 | | $ 35,400 | $ 35,400 | | $ 25,375 | $ 25,375 |
| 8/1/2023 | $ 125,000 | $ 35,400 | $ 160,400 | $ 230,000 | $ 25,375 | $ 255,375 |
| 2/1/2024 | | $ 32,900 | $ 32,900 | | $ 21,925 | $ 21,925 |
| 8/1/2024 | $ 135,000 | $ 32,900 | $ 167,900 | $ 230,000 | $ 21,925 | $ 251,925 |
| 2/1/2025 | | $ 30,200 | $ 30,200 | | $ 18,475 | $ 18,475 |
| 8/1/2025 | $ 140,000 | $ 30,200 | $ 170,200 | $ 250,000 | $ 18,475 | $ 268,475 |
| 2/1/2026 | | $ 27,400 | $ 27,400 | | $ 14,725 | $ 14,725 |
| 8/1/2026 | $ 140,000 | $ 27,400 | $ 167,400 | $ 255,000 | $ 14,725 | $ 269,725 |
| 2/1/2027 | | $ 24,600 | $ 24,600 | | $ 10,900 | $ 10,900 |
| 8/1/2027 | $ 155,000 | $ 24,600 | $ 179,600 | $ 265,000 | $ 10,900 | $ 275,900 |
| 2/1/2028 | | $ 21,500 | $ 21,500 | | $ 5,600 | $ 5,600 |
| 8/1/2028 | $ 155,000 | $ 21,500 | $ 176,500 | $ 280,000 | $ 5,600 | $ 285,600 |
| 2/1/2029 | | $ 18,400 | $ 18,400 | | | $ - |
| 8/1/2029 | $ 110,000 | $ 18,400 | $ 128,400 | | | $ - |
| 2/1/2030 | | $ 16,200 | $ 16,200 | | | $ - |
| 8/1/2030 | $ 470,000 | $ 16,200 | $ 486,200 | | | $ - |
| 2/1/2031 | | $ 6,800 | $ 6,800 | | | $ - |
| 8/1/2031 | $ 340,000 | $ 6,800 | $ 346,800 | | | $ - |
| 2/1/2032 | | | $ - | | | $ - |
| 8/1/2032 | | | $ - | | | $ - |
| 2/1/2033 | | | $ - | | | $ - |
| 8/1/2033 | | | $ - | | | $ - |
| 2/1/2034 | | | $ - | | | $ - |
| 8/1/2034 | | | $ - | | | $ - |
| 2/1/2035 | | | | | | |
| 8/1/2035 | | | | | | |
| 2/1/2036 | | | | | | |
| 8/1/2036 | | | | | | |
| 2/1/2037 | | | | | | |
| 8/1/2037 | | | | | | |
| 2/1/2038 | | | | | | |
| 8/1/2038 | | | | | | |
| 2/1/2039 | | | | | | |
| 8/1/2039 | | | | | | |
| TOTAL | $ 2,115,000 | $ 662,700 | $ 2,777,700 | $ 2,140,000 | $ 382,300 | $ 2,522,300 |

*Issue Date:* *5/15/2014*
*Rate of Interest:* *2-4%*

*Issue Date:* *5/26/2014*
*Rate of Interest:* *2-4%*

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | General Obligation Refunding Series 2017 - $3,745,000 Maturity Date 8/1/2029 Interest Rate 3.0-4.0% | | | Certificate of Obligation Series 2018 - $4,605,000 Maturity Date 8/1/2038 Interest Rate 3.75-4.0% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | | $ 73,500 | $ 73,500 | | $ 79,319 | $ 79,319 |
| 8/1/2020 | $ 25,000 | $ 73,500 | $ 98,500 | $ 200,000 | $ 79,319 | $ 279,319 |
| 2/1/2021 | | $ 73,125 | $ 73,125 | | $ 75,319 | $ 75,319 |
| 8/1/2021 | $ 30,000 | $ 73,125 | $ 103,125 | $ 210,000 | $ 75,319 | $ 285,319 |
| 2/1/2022 | | $ 72,675 | $ 72,675 | | $ 71,119 | $ 71,119 |
| 8/1/2022 | $ 25,000 | $ 72,675 | $ 97,675 | $ 335,000 | $ 71,119 | $ 406,119 |
| 2/1/2023 | | $ 72,300 | $ 72,300 | | $ 64,419 | $ 64,419 |
| 8/1/2023 | $ 455,000 | $ 72,300 | $ 527,300 | $ 350,000 | $ 64,419 | $ 414,419 |
| 2/1/2024 | | $ 63,200 | $ 63,200 | | $ 57,419 | $ 57,419 |
| 8/1/2024 | $ 475,000 | $ 63,200 | $ 538,200 | $ 170,000 | $ 57,419 | $ 227,419 |
| 2/1/2025 | | $ 53,700 | $ 53,700 | | $ 54,019 | $ 54,019 |
| 8/1/2025 | $ 495,000 | $ 53,700 | $ 548,700 | $ 180,000 | $ 54,019 | $ 234,019 |
| 2/1/2026 | | $ 43,800 | $ 43,800 | | $ 50,419 | $ 50,419 |
| 8/1/2026 | $ 520,000 | $ 43,800 | $ 563,800 | $ 185,000 | $ 50,419 | $ 235,419 |
| 2/1/2027 | | $ 33,400 | $ 33,400 | | $ 46,719 | $ 46,719 |
| 8/1/2027 | $ 545,000 | $ 33,400 | $ 578,400 | $ 195,000 | $ 46,719 | $ 241,719 |
| 2/1/2028 | | $ 22,500 | $ 22,500 | | $ 42,819 | $ 42,819 |
| 8/1/2028 | $ 570,000 | $ 22,500 | $ 592,500 | $ 200,000 | $ 42,819 | $ 242,819 |
| 2/1/2029 | | $ 11,100 | $ 11,100 | | $ 39,819 | $ 39,819 |
| 8/1/2029 | $ 555,000 | $ 11,100 | $ 566,100 | $ 210,000 | $ 39,819 | $ 249,819 |
| 2/1/2030 | | | $ - | | $ 36,669 | $ 36,669 |
| 8/1/2030 | | | $ - | $ 215,000 | $ 36,669 | $ 251,669 |
| 2/1/2031 | | | $ - | | $ 33,444 | $ 33,444 |
| 8/1/2031 | | | $ - | $ 220,000 | $ 33,444 | $ 253,444 |
| 2/1/2032 | | | $ - | | $ 30,144 | $ 30,144 |
| 8/1/2032 | | | $ - | $ 225,000 | $ 30,144 | $ 255,144 |
| 2/1/2033 | | | $ - | | $ 26,769 | $ 26,769 |
| 8/1/2033 | | | $ - | $ 235,000 | $ 26,769 | $ 261,769 |
| 2/1/2034 | | | $ - | | $ 22,950 | $ 22,950 |
| 8/1/2034 | | | $ - | $ 240,000 | $ 22,950 | $ 262,950 |
| 2/1/2035 | | | | | $ 19,050 | $ 19,050 |
| 8/1/2035 | | | | $ 250,000 | $ 19,050 | $ 269,050 |
| 2/1/2036 | | | | | $ 14,675 | $ 14,675 |
| 8/1/2036 | | | | $ 260,000 | $ 14,675 | $ 274,675 |
| 2/1/2037 | | | | | $ 10,125 | $ 10,125 |
| 8/1/2037 | | | | $ 265,000 | $ 10,125 | $ 275,125 |
| 2/1/2038 | | | | | $ 5,156 | $ 5,156 |
| 8/1/2038 | | | | $ 275,000 | $ 5,156 | $ 280,156 |
| 2/1/2039 | | | | | | |
| 8/1/2039 | | | | | | |
| TOTAL | $ 3,695,000 | $ 1,038,600 | $ 4,733,600 | $ 4,420,000 | $ 1,560,738 | $ 5,980,738 |

*Issue Date:* *3/2/2017* *Issue Date:* *9/20/2018*
*Rate of Interest:* *3-4%* *Rate of Interest:* *3-4%*

CITY OF BASTROP
SCHEDULE OF DEBT SERVICE

| Payment Date | Water & Wastewater Utility Sys Rev Bonds Series 2019 - $1,900,000 Maturity Date 8/1/2039 Interest Rate 3.0-4.0% | | | Limited Tax Note Series 2019 - $465,000 Maturity Date 8/1/2026 Interest Rate 2.25% | | |
|---|---|---|---|---|---|---|
| | Principal | Interest | Total | Principal | Interest | Total |
| 2/1/2020 | | $ 31,875 | $ 31,875 | | $ 4,156 | $ 4,156 |
| 8/1/2020 | $ 65,000 | $ 31,875 | $ 96,875 | $ 15,000 | $ 4,156 | $ 19,156 |
| 2/1/2021 | | $ 30,575 | $ 30,575 | | $ 5,062 | $ 5,062 |
| 8/1/2021 | $ 65,000 | $ 30,575 | $ 95,575 | $ 15,000 | $ 5,062 | $ 20,062 |
| 2/1/2022 | | $ 29,275 | $ 29,275 | | $ 4,894 | $ 4,894 |
| 8/1/2022 | $ 70,000 | $ 29,275 | $ 99,275 | $ 85,000 | $ 4,894 | $ 89,894 |
| 2/1/2023 | | $ 27,875 | $ 27,875 | | $ 3,938 | $ 3,938 |
| 8/1/2023 | $ 70,000 | $ 27,875 | $ 97,875 | $ 85,000 | $ 3,938 | $ 88,938 |
| 2/1/2024 | | $ 26,475 | $ 26,475 | | $ 2,981 | $ 2,981 |
| 8/1/2024 | $ 75,000 | $ 26,475 | $ 101,475 | $ 85,000 | $ 2,981 | $ 87,981 |
| 2/1/2025 | | $ 24,975 | $ 24,975 | | $ 2,025 | $ 2,025 |
| 8/1/2025 | $ 80,000 | $ 24,975 | $ 104,975 | $ 90,000 | $ 2,025 | $ 92,025 |
| 2/1/2026 | | $ 23,375 | $ 23,375 | | $ 1,013 | $ 1,013 |
| 8/1/2026 | $ 80,000 | $ 23,375 | $ 103,375 | $ 90,000 | $ 1,013 | $ 91,013 |
| 2/1/2027 | | $ 21,775 | $ 21,775 | | | $ - |
| 8/1/2027 | $ 85,000 | $ 21,775 | $ 106,775 | | | $ - |
| 2/1/2028 | | $ 20,075 | $ 20,075 | | | $ - |
| 8/1/2028 | $ 85,000 | $ 20,075 | $ 105,075 | | | $ - |
| 2/1/2029 | | $ 18,375 | $ 18,375 | | | $ - |
| 8/1/2029 | $ 90,000 | $ 18,375 | $ 108,375 | | | $ - |
| 2/1/2030 | | $ 17,025 | $ 17,025 | | | $ - |
| 8/1/2030 | $ 95,000 | $ 17,025 | $ 112,025 | | | $ - |
| 2/1/2031 | | $ 15,600 | $ 15,600 | | | $ - |
| 8/1/2031 | $ 100,000 | $ 15,600 | $ 115,600 | | | $ - |
| 2/1/2032 | | $ 14,100 | $ 14,100 | | | $ - |
| 8/1/2032 | $ 100,000 | $ 14,100 | $ 114,100 | | | $ - |
| 2/1/2033 | | $ 12,600 | $ 12,600 | | | $ - |
| 8/1/2033 | $ 105,000 | $ 12,600 | $ 117,600 | | | $ - |
| 2/1/2034 | | $ 11,025 | $ 11,025 | | | $ - |
| 8/1/2034 | $ 110,000 | $ 11,025 | $ 121,025 | | | $ - |
| 2/1/2035 | | $ 9,375 | $ 9,375 | | | $ - |
| 8/1/2035 | $ 115,000 | $ 9,375 | $ 124,375 | | | $ - |
| 2/1/2036 | | $ 7,650 | $ 7,650 | | | $ - |
| 8/1/2036 | $ 120,000 | $ 7,650 | $ 127,650 | | | $ - |
| 2/1/2037 | | $ 5,850 | $ 5,850 | | | $ - |
| 8/1/2037 | $ 125,000 | $ 5,850 | $ 130,850 | | | $ - |
| 2/1/2038 | | $ 3,975 | $ 3,975 | | | $ - |
| 8/1/2038 | $ 130,000 | $ 3,975 | $ 133,975 | | | $ - |
| 2/1/2039 | | $ 2,025 | $ 2,025 | | | |
| 8/1/2039 | $ 135,000 | $ 2,025 | $ 137,025 | | | |
| TOTAL | $ 1,900,000 | $ 707,750 | $ 2,607,750 | $ 465,000 | $ 48,138 | $ 513,138 |

*Issue Date:* *4/30/2019* *Issue Date:* *TBD*
*Rate of Interest:* *3-4%* *Rate of Interest:* *2.25%*

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BASTROPTX
Heart of the Lost Pines
Est. 1832

# Other Funds

## Other Funds


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# Fund Description

The mission of the Economic Development Corporation is to enhance the quality of life in the City of Bastrop, by providing appropriate infrastructure and by promoting and assisting the kind of economic development in our community which will provide the people of Bastrop meaningful and rewarding employment opportunities and greater access to desirable goods and services.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 601 BASTROP E.D.C. FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| SALES TAX | $2,413,867 | $2,445,220 | $2,487,000 | $2,560,000 | $2,640,000 |
| CHARGES FOR SERVICES | $13,800 | $13,800 | $13,800 | $13,800 | $13,800 |
| OTHER INCOME | $0 | $0 | $0 | $0 | $0 |
| INTEREST INCOME | $77,666 | $54,000 | $100,125 | $80,000 | $75,000 |
| MISCELLANEOUS INCOME | $2,911 | $715,000 | $118,848 | $40,000 | $161,500 |
| TRANSFER IN | $0 | $0 | $0 | $0 | $0 |
| OTHER SOURCES | $0 | $0 | $0 | $1,520,000 | $0 |
| **TOTAL REVENIUE** | **$2,508,244** | **$3,228,020** | **$2,719,773** | **$4,213,800** | **$2,890,300** |

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# Bastrop EDC

# FY 2020 Fund Summary & Personnel Schedule

## CITY OF BASTROP

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 601 BASTROP E.D.C. FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

### SUMMARY

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| PERSONNEL COSTS | $304,563 | $359,379 | $428,764 | $490,151 | $503,921 |
| SUPPLIES AND MATERIALS | $12,984 | $23,360 | $21,050 | $22,360 | $22,560 |
| MAINTENANCE AND REPAIRS | $9,170 | $25,533 | $13,150 | $26,200 | $26,200 |
| OCCUPANCY | $49,490 | $123,405 | $48,700 | $54,000 | $52,800 |
| CONTRACTUAL SERVICES | $382,525 | $898,050 | $511,088 | $448,200 | $476,735 |
| OTHER CHARGES | $618,282 | $1,002,264 | $646,433 | $1,000,534 | $868,200 |
| CONTINGENCY | $0 | $25,000 | $0 | $25,000 | $25,000 |
| CAPITAL OUTLAY | $339,527 | $1,786,218 | $1,627,572 | $2,692,000 | $0 |
| DEBT SERVICE | $307,218 | $462,328 | $422,538 | $485,453 | $447,803 |
| **TOTAL EXPENDITURES** | **$2,023,759** | **$4,705,537** | **$3,719,295** | **$5,243,898** | **$2,423,219** |

### PERSONNEL SCHEDULE

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| ASSISTANT DIRECTOR / BEDC | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| BEDC MARKETING & COMMUNICATIONS MANAGER | 0.000 | 0.000 | 0.000 | 1.000 | 1.000 |
| DIRECTOR | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| OFFICE MANAGER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| PROJ MGR/ECO DEV COORD | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **4.000** | **4.000** | **4.000** | **5.000** | **5.000** |

## Fund Description

The Designated Fund contains revenue generated from fees collected for specific uses. Fees include Traffic Safety (Red Light Camera Fees), Court Technology, Court Security, Juvenile Diversion (Case Manager), Public Education & Government (PEG), Police Seizure, and Police Donations. **There is $405,000 in Red Light Camera Funds designated for Sidewalk Connectivity to improve pedestrian safety.**

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 102 DESIGNATED FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| FRANCHISE AND OTHER TAXES | $22,890 | $23,000 | $23,000 | $23,250 | $23,500 |
| CHARGES FOR SERVICES | $2,901 | $1,900 | $3,231 | $1,900 | $1,900 |
| FINES AND FORFEITURES | $14,197 | $14,500 | $12,650 | $12,650 | $12,650 |
| INTEREST INCOME | $10,462 | $8,000 | $13,800 | $10,000 | $6,000 |
| INTERGOVERNMENTAL | $13,381 | $0 | $1,000 | $0 | $0 |
| OTHER | $23,917 | $10,700 | $11,413 | $11,910 | $12,433 |
| **TOTAL REVENUE** | **$87,748** | **$58,100** | **$65,094** | **$59,710** | **$56,483** |
| CONTRACTUAL SERVICES | $45,367 | $435,000 | $45,000 | $405,000 | $0 |
| OTHER CHARGES | $26,757 | $42,450 | $26,500 | $51,950 | $28,000 |
| CAPITAL OUTLAY | $21,800 | $57,700 | $54,000 | $15,000 | $15,000 |
| **TOTAL EXPENDITURES** | **$93,924** | **$535,150** | **$125,500** | **$471,950** | **$43,000** |

# Designated Fund #102

## Fund Description

Fairview Cemetery #525 is used for the operations of the cemetery. This fund collects all fees associated with plot sales and the expenses associated with the perpetual care and upkeep of plots and graves in the cemetery.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 525 FAIRVIEW CEMETERY-OPERAT | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $2,629 | $2,700 | $4,700 | $4,800 | $5,000 |
| MISCELLANEOUS INCOME | $124,725 | $101,600 | $88,290 | $92,050 | $92,140 |
| TRANSFERS IN | $4,347 | $4,700 | $5,400 | $4,700 | $4,700 |
| **TOTAL REVENUE** | **$131,701** | **$109,000** | **$98,390** | **$101,550** | **$101,840** |
| PERSONNEL COSTS | $46,793 | $48,640 | $48,590 | $49,439 | $51,049 |
| SUPPLIES AND MATERIALS | $8,032 | $8,400 | $2,800 | $3,400 | $3,100 |
| MAINTENANCE AND REPAIRS | $3,262 | $9,300 | $3,000 | $9,200 | $9,300 |
| OCCUPANCY | $2,475 | $2,600 | $2,600 | $2,600 | $2,600 |
| CONTRACTUAL SERVICES | $43,285 | $19,640 | $14,555 | $44,890 | $18,550 |
| OTHER CHARGES | $1,234 | $1,200 | $3,200 | $1,200 | $1,200 |
| CONTINGENCY | $0 | $3,000 | $0 | $3,000 | $3,000 |
| CAPITAL OUTLAY | $10,880 | $0 | $117,900 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$115,961** | **$92,780** | **$192,645** | **$113,729** | **$88,799** |

**PERSONNEL SCHEDULE**

| POSITION TITLE | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| GROUNDKEEPER | 1.000 | 1.000 | 1.000 | 1.000 | 1.000 |
| **TOTAL FTEs** | **1.000** | **1.000** | **1.000** | **1.000** | **1.000** |

# Fairview Cemetery #525

## Fund Description

Fairview Cemetery #526 is used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the cemetery operating fund.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 526 FAIRVIEW CEMETERY-PERMAN | 00 NON-DEPARTMENT | 00 NON-DIVISION |

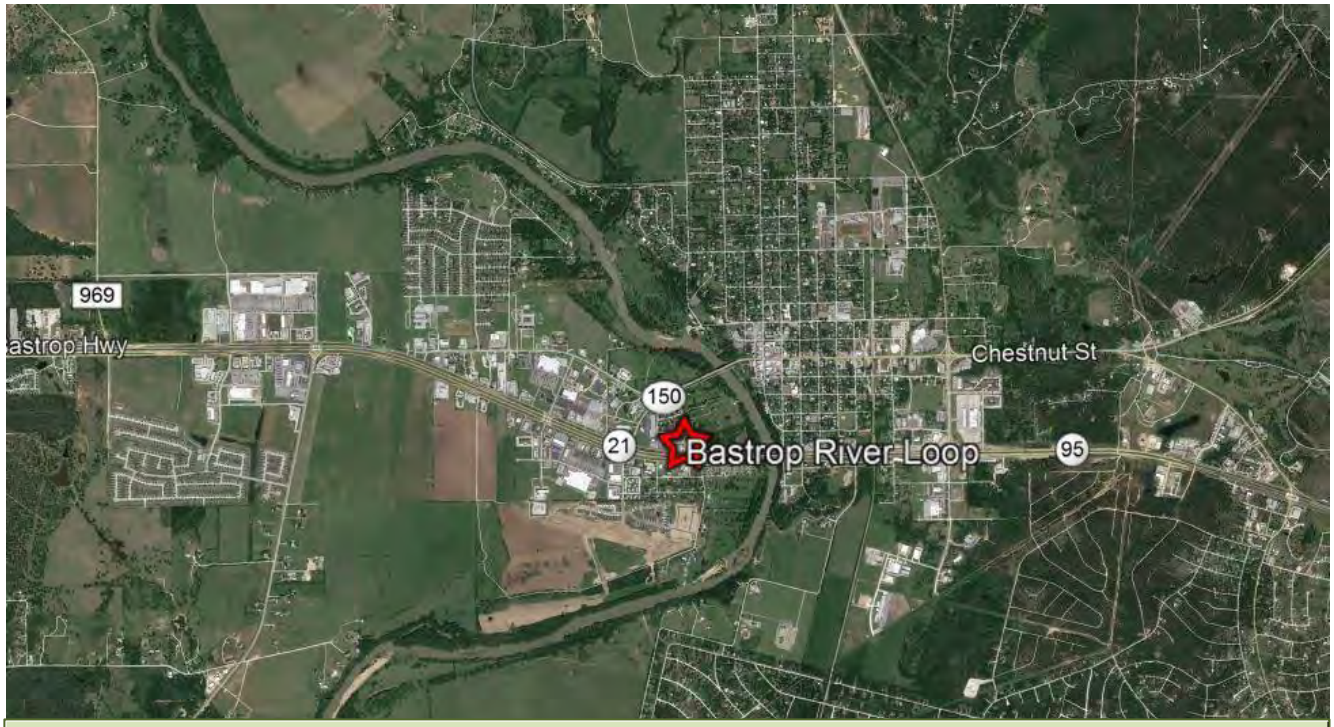
**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $5,143 | $4,700 | $4,700 | $4,700 | $4,800 |
| **TOTAL REVENUE** | **$5,143** | **$4,700** | **$4,700** | **$4,700** | **$4,800** |
| TRANSFER OUT | $4,347 | $4,700 | $4,700 | $4,700 | $4,800 |
| **TOTAL EXPENDITURES** | **$4,347** | **$4,700** | **$4,700** | **$4,700** | **$4,800** |

# Fairview Cemetery #526

## Fund Description

The Grant Fund is used to account for grants received from local, state and federal agencies for capital projects and the application of the funds in accordance with stated requirements.




**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 801 GRANT FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $0 | $0 | $0 | $0 | $0 |
| INTERGOVERNMENTAL | $1,146,823 | $187,500 | $146,752 | $745,000 | $0 |
| MISCELLANEOUS INCOME | $0 | $1,229,076 | $189,076 | $2,118,125 | $0 |
| TRANSFERS IN | $0 | $0 | $0 | $0 | $0 |
| **TOTAL REVENUE** | **$1,146,823** | **$1,416,576** | **$335,828** | **$2,863,125** | **$0** |
| SUPPLIES AND MATERIALS | $0 | $0 | $0 | $0 | $0 |
| MAINTENANCE AND REPAIRS | $0 | $0 | $0 | $0 | $0 |
| CONTRACTUAL SERVICES | $0 | $117,076 | $0 | $0 | $0 |
| CAPITAL OUTLAY | $1,105,734 | $1,299,500 | $335,828 | $2,863,125 | $0 |
| TRANSFERS OUT | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$1,105,734** | **$1,416,576** | **$335,828** | **$2,863,125** | **$0** |

# Grant Fund #801

## Fund Description

The Hunters Crossing PID Fund was established as a Public Improvement District under Chapter 372, Texas Local Government Code, to fund public infrastructure improvements within the Hunter's Crossing Improvement District. This fund collects the assessments approved by the City Council of the City of Bastrop and paid for by the property owners within the District. The assessments fund the expenses associated with maintaining the assets of the District and reimbursing the developer annually from the capital portion of the assessment.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 710 HUNTERS CROSSING PID | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| TAXES AND PENALTIES | $377,027 | $439,666 | $576,130 | $620,403 | $620,403 |
| CHARGES FOR SERVICES | $0 | $0 | $0 | $0 | $0 |
| INTEREST INCOME | $891 | $1,000 | $5,000 | $5,000 | $5,000 |
| **TOTAL REVENUE** | **$377,918** | **$440,666** | **$581,130** | **$625,403** | **$625,403** |
| MAINTENANCE/REPAIRS | $83,866 | $80,470 | $78,026 | $82,898 | $87,898 |
| CONTRACTUAL SERVICES | $109,974 | $32,250 | ($7,936) | $42,250 | $57,250 |
| OTHER CHARGES | $323,761 | $0 | $0 | $911,000 | $468,860 |
| CONTINGENCY | $0 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$517,601** | **$112,720** | **$70,090** | **$1,036,148** | **$614,008** |

# Hunters Crossing PID

## Fund Description

The Impact Fee Funds were established under Chapter 395, Texas Local Government Code, to finance water and wastewater capital improvements required by new development.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 306 IMPACT FEE | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| WATER REVENUES | $298,029 | $135,300 | $135,300 | $135,300 | $135,300 |
| WASTEWATER REVENUES | $454,312 | $355,400 | $231,010 | $266,550 | $266,550 |
| INTEREST INCOME | $27,787 | $18,900 | $23,000 | $19,000 | $18,000 |
| **TOTAL REVENUE** | **$780,128** | **$509,600** | **$389,310** | **$420,850** | **$419,850** |
| CONTRACTUAL SERVICES | $0 | $9,250 | $9,250 | $7,500 | $7,500 |
| CAPITAL OUTLAY | $80,500 | $124,050 | $79,534 | $150,000 | $0 |
| TRANSFER OUT | $442,128 | $227,419 | $227,419 | $249,784 | $249,784 |
| **TOTAL WATER CIP EXPENDITURES** | **$522,628** | **$360,719** | **$316,203** | **$407,284** | **$257,284** |
| CONTRACTUAL SERVICES | $0 | $9,250 | $9,250 | $7,500 | $7,500 |
| TRANSFER OUT | $725,604 | $340,273 | $340,273 | $317,907 | $317,907 |
| **TOTAL WASTEWATER CIP EXPENDITURES** | **$725,604** | **$349,523** | **$349,523** | **$325,407** | **$325,407** |

# Impact Fee Fund

## Fund Description

The Library Board Fund is used to account for the application of any gifts and donations received for the benefit of the Library.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 505 LIBRARY BOARD FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| INTEREST INCOME | $481 | $550 | $500 | $550 | $600 |
| MISCELLANEOUS INCOME | $30,849 | $20,000 | $30,000 | $20,000 | $20,000 |
| **TOTAL REVENUE** | **$31,330** | **$20,550** | **$30,500** | **$20,550** | **$20,600** |
| PERSONNEL COSTS | $0 | $0 | $0 | $0 | $0 |
| SUPPLIES AND MATERIALS | $13,169 | $17,275 | $19,100 | $18,750 | $17,600 |
| MAINTENANCE AND REPAIRS | $0 | $200 | $2,110 | $200 | $200 |
| CONTRACTUAL SERVICES | $2,078 | $500 | $550 | $1,000 | $500 |
| OTHER CHARGES | $0 | $500 | $400 | $500 | $500 |
| CAPITAL OUTLAY | $0 | $0 | $0 | $0 | $0 |
| TRANSFERS OUT | $2,412 | $3,000 | $2,800 | $3,030 | $3,030 |
| **TOTAL EXPENDITURES** | **$17,659** | **$21,475** | **$24,960** | **$23,480** | **$21,830** |

# Library Board Fund #505

## Fund Description

The Park / Trail Land Dedication is used to account for receipts and disbursement of funds received designated for special improvement projects related to City parks and trails. The FY 2020 project is the Skate Park at Fisherman's Park.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 520 PARK/TRAIL LAND DEDICAT | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CHARGES FOR SERVICES | $0 | $102,291 | $0 | $0 | $0 |
| INTEREST INCOME | $553 | $500 | $2,400 | $1,000 | $0 |
| **TOTAL REVENUE** | **$553** | **$102,791** | **$2,400** | **$1,000** | **$0** |
| CAPITAL OUTLAY | $0 | $107,977 | $0 | $100,000 | $0 |
| **TOTAL EXPENDITURES** | **$0** | **$107,977** | **$0** | **$100,000** | **$0** |

# Park/Trail Land Dedication Fund #520

## Fund Description

The Vehicle and Equipment Replacement Fund has been established to account for activities related to vehicle and equipment replacement services provided to other departments within the City on a cost-reimbursement basis.

**CITY OF BASTROP**

| FUND | DEPARTMENT | DIVISION |
|---|---|---|
| 380 VEHICLE AND EQUIP REPL FUND | 00 NON-DEPARTMENT | 00 NON-DIVISION |

**SUMMARY**

| CATEGORIES | ACTUAL 2018 | BUDGET 2019 | ESTIMATE 2019 | PROPOSED 2020 | PLANNING 2021 |
|---|---|---|---|---|---|
| CHARGES FOR SERVICES | $403,872 | $311,563 | $311,563 | $371,192 | $371,192 |
| INTEREST INCOME | $16,645 | $15,500 | $15,000 | $15,500 | $16,000 |
| TRANSFERS IN | $137,496 | $254,500 | $254,500 | $75,000 | $65,000 |
| OTHER SOURCES | $41,030 | $30,000 | $5,000 | $0 | $0 |
| **TOTAL REVENUE** | **$599,043** | **$611,563** | **$586,063** | **$461,692** | **$452,192** |
| CAPITAL OUTLAY | $484,880 | $400,764 | $320,112 | $356,500 | $195,000 |
| **TOTAL EXPENDITURES** | **$484,880** | **$400,764** | **$320,112** | **$356,500** | **$195,000** |

# Vehicle/Equipt. Replacement Fund

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# Annual Budget Ordinance

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# Annual Tax Rate Ordinance

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# Boards & Commissions

**BASTROP ART IN PUBLIC PLACES (BAIPP)** expands the enjoyment, access, and appreciation of art in Bastrop, as well as assists the Bastrop City Council in developing guidelines and standards for the selection, display, acquisition, and maintenance of public art in the City.

**FAIRVIEW CEMETERY ADVISORY BOARD** serves as a policy advisory board to the City Council recommending rules and policies concerning the use, care, control, management, restriction, and protection of Fairview Cemetery.

**CONSTRUCTION STANDARDS BOARD OF ADJUSTMENTS AND APPEALS** hears any appeals of decisions and interpretations of the Building Official and considers variances of the technical codes.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION** serves as a catalyst for community development and economic opportunity that enhances the competitiveness of Bastrop and increases property values, sales tax revenue, job opportunities, and quality of life.

**ETHICS COMMISSION** ensures the implementation and enforcement of the City's Code of Ethics.

**HISTORIC LANDMARK COMMISSION** is empowered to adopt criteria for Council recommendation that protects, enhances, and perpetuates the sites, landmarks or districts of historical and cultural importance and significance. The City represents a unique confluence of time and place that has shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute Bastrop's heritage.

**BASTROP HOUSING AUTHORITY** strives to improve the community by working for better housing and to improve the living standards of the community's low-income families.

**HUNTERS CROSSING LOCAL GOVERNMENT CORPORATION BOARD** was organized for the purpose of aiding, assisting, and acting on behalf of the City of Bastrop, TX to implement the City-approved Service Plan for the Hunters Crossing Public Improvement District and to perform such other functions as the City from time to time lawfully may delegate to the Corporation.

**LIBRARY BOARD** makes recommendations regarding present and future needs of the library such as materials, policy and fees, and hears appeals or challenges to library rules, policies, fines, or acquisitions of library materials.

**MAIN STREET ADVISORY BOARD** serves to foster a vision for Bastrop's future that will establish goals and priorities for the Bastrop Main Street Program and foster revitalization of the Main Street Program Area, coordinate activities of the Program's standing and special committees, and recommend projects and activities to Council and the Bastrop Economic Development Corporation Board of Directors that are directly beneficial to achievement of economic vitality of the Program Area.

**PARKS BOARD/PUBLIC TREE ADVISORY BOARD** has two purposes. As the Park Board, this body provides recommendations on plans and programs designed to assist the Parks and Recreation Department in maintaining and improving the City parks and providing recreation programs for the general welfare of the people of the City. As the Public Tree Advisory Board, this body promotes the protection of healthy trees on public property, maintains the City's designation as Tree City USA, coordinates and promotes Arbor Day activities, and develops public awareness and education programs relating to trees in the city community.

**PLANNING & ZONING COMMISSION** promotes economic and community development and neighborhood preservation through the review, study, and consideration of zoning issues relative to state and local laws. Examples include recommendations to Council regarding zoning requests by individuals or developers and any updates to current zoning ordinances.

**YOUTH ADVISORY COUNCIL (YAC)** promotes the interest and receives input from the youth in the community, researches what other communities are doing to involve the youth in the development of the community and promotes the involvement of YAC to other communities.

**ZONING BOARD OF ADJUSTMENTS** hears appeals from administrative decisions regarding zoning, and in appropriate cases, subject to appropriate conditions and safeguards, may authorize variances from the terms of City of Bastrop Zoning Ordinance.

# Detailed Employee Listing

| Position | Department | FY 2018 Actual | FY 2019 Actual | FY 2020 Proposed |
|---|---|---|---|---|
| City Manager | Administration | 1.000 | 1.000 | 1.000 |
| Executive Assistant/Deputy City Secretary | Administration | 1.000 | 1.000 | 1.000 |
| Receptionist/Office Assistant | Administration | 0.625 | 1.250 | 1.250 |
| Community/Council Liaison | Administration | 0.000 | 1.000 | 1.000 |
| City Secretary | City Secretary | 1.000 | 1.000 | 1.000 |
| Assistant Finance Director | Finance | 1.000 | 1.000 | 0.000 |
| Chief Financial Officer | Finance | 1.000 | 1.000 | 1.000 |
| Finance Specialist I | Finance | 1.000 | 1.000 | 1.000 |
| Finance Specialist II | Finance | 2.000 | 2.000 | 2.000 |
| Customer Service Coordinator | Finance | 0.000 | 1.000 | 1.000 |
| Customer Service Specialist II | Finance | 3.000 | 2.000 | 2.000 |
| Customer Service Supervisor | Finance | 1.000 | 1.000 | 1.000 |
| Director | Human Resources | 1.000 | 1.000 | 1.000 |
| Executive Administrative Assistant | Human Resources | 0.625 | 0.625 | 0.750 |
| Director | IT | 1.000 | 1.000 | 1.000 |
| System Administrator | IT | 1.000 | 1.000 | 1.000 |
| Chief Story Teller | Filming/Broadcasting | 1.000 | 0.000 | 0.000 |
| Temporary Assistant Chief Story Teller | Filming/Broadcasting | 0.475 | 0.000 | 0.000 |
| Administrative Assistant | Police | 1.000 | 1.000 | 1.000 |
| Administrative Officer | Police | 1.000 | 1.000 | 1.000 |
| Assistant Police Chief | Police | 1.000 | 1.000 | 1.000 |
| Director of Public Safety | Police | 1.000 | 1.000 | 0.650 |
| Records Clerk | Police | 0.500 | 1.000 | 1.000 |
| Records Technician | Police | 1.000 | 1.000 | 1.000 |
| Code Compliance/Animal Control Officer | Police | 1.000 | 1.000 | 1.000 |
| Police Detective | Police | 3.000 | 3.000 | 3.000 |
| Corporal | Police | 2.000 | 0.000 | 0.000 |
| Police Officers | Police | 4.000 | 4.000 | 3.000 |
| Police Officer I | Police | 2.000 | 2.000 | 1.000 |
| Senior Officer | Police | 4.000 | 6.000 | 9.000 |
| Sergeant | Police | 3.000 | 5.000 | 5.000 |
| Fire Chief | Fire | 1.000 | 1.000 | 1.000 |
| Assistant Fire Chief/Inspector | Fire | 0.000 | 0.000 | 1.000 |
| Firefighter | Fire | 4.200 | 6.300 | 8.400 |
| Court Administrator | Municipal Court | 1.000 | 1.000 | 1.000 |

| Position | Department | FY 2018 Actual | FY 2019 Actual | FY 2020 Proposed |
|---|---|---|---|---|
| Court Clerk/Juvenile Cases | Municipal Court | 1.000 | 1.000 | 1.000 |
| Court Clerk/Trial Coordinator | Municipal Court | 1.000 | 1.000 | 1.000 |
| Judge | Municipal Court | 1.000 | 1.000 | 1.000 |
| Court VOE Clerk | Municipal Court | 0.250 | 0.250 | 0.250 |
| Assistant Planning Director | Development Services | 1.000 | 1.000 | 1.000 |
| Planner | Development Services | 1.000 | 2.000 | 1.000 |
| Planner II | Development Services | 0.000 | 0.000 | 1.000 |
| Planning Director | Development Services | 1.000 | 1.000 | 1.000 |
| Planning Technician | Development Services | 1.000 | 1.000 | 1.000 |
| Permit Technician | Development Services | 0.000 | 0.000 | 1.000 |
| Building Inspector | Development Services | 0.000 | 1.000 | 1.000 |
| Building Official | Development Services | 1.000 | 1.000 | 1.000 |
| City Engineer (50%) | Development Services | 0.500 | 0.500 | 0.500 |
| GIS/Permit Specialist | Development Services | 1.000 | 1.000 | 0.000 |
| Director of Public Works/Utilities/Leisure Services | Public Works | 0.250 | 0.250 | 0.250 |
| Assistant Public Works Director | Public Works | 0.500 | 0.250 | 0.250 |
| Construction Manager | Public Works | 0.000 | 0.000 | 1.000 |
| Mechanic | Public Works | 1.000 | 1.000 | 1.000 |
| Public Works Technician | Public Works | 0.500 | 0.375 | 0.375 |
| Equipment Operator I | Public Works | 3.000 | 3.000 | 3.000 |
| Equipment Operator II | Public Works | 3.000 | 3.000 | 3.000 |
| Public Works Crew Leader | Public Works | 1.000 | 1.000 | 1.000 |
| Public Works Maintenance Worker II | Public Works | 2.000 | 2.000 | 2.000 |
| Utility Field Superintendent | Public Works | 0.750 | 1.000 | 1.000 |
| Assistant Public Works Director | Parks | 0.000 | 0.250 | 0.250 |
| Athletic Field Maintenance Technician | Parks | 1.000 | 1.000 | 1.000 |
| Director of Public Works/Utilities/Leisure Services | Parks | 0.250 | 0.250 | 0.250 |
| Equipment Operator I | Parks | 1.000 | 1.000 | 1.000 |
| Facilities Maintenance Worker II | Parks | 1.000 | 1.000 | 1.000 |
| Maintenance Specialist | Parks | 1.000 | 1.000 | 1.000 |
| Parks & Recreation Superintendent | Parks | 1.000 | 1.000 | 1.000 |
| Parks Crew Leader | Parks | 1.000 | 1.000 | 1.000 |
| Parks Maintenance Worker II | Parks | 5.000 | 5.000 | 5.000 |
| Public Works Technician | Parks | 0.500 | 0.375 | 0.375 |
| Seasonal Employees | Parks | 0.200 | 0.200 | 0.180 |
| Custodian | Parks | 3.000 | 3.000 | 3.000 |
| Custodian Crew Leader | Parks | 1.000 | 1.000 | 1.000 |
| Library Associate Supervisor | Library | 1.000 | 1.000 | 0.000 |
| Library Associate II/Circulations | Library | 1.800 | 1.000 | 2.000 |
| Library Associate II/Administrative Services | Library | 1.000 | 1.000 | 1.000 |
| Library Associate I/Childrens Services | Library | 1.000 | 1.000 | 1.000 |
| Library Associate II/Communications | | 0.000 | 0.800 | 0.000 |
| Library Associate II/Web & Graphics | Library | 1.000 | 1.000 | 1.000 |
| Library Clerk - VOE | Library | 1.000 | 1.000 | 1.000 |

| Position | Department | FY 2018 Actual | FY 2019 Actual | FY 2020 Proposed |
|---|---|---|---|---|
| Library Director | Library | 1.000 | 1.000 | 1.000 |
| Supervisor of Public Service | Library | 1.000 | 1.000 | 1.000 |
| Young Adult Librarian | Library | 1.000 | 1.000 | 1.000 |
| Interim Library Services Supervisor | Library | 0.000 | 0.000 | 1.000 |
| Assistant Public Works Director | Water/Wastewater | 0.500 | 0.500 | 0.500 |
| City Engineer (50%) | Water/Wastewater | 0.500 | 0.500 | 0.500 |
| Director of Public Works/Utilities/Leisure Services | Water/Wastewater | 0.500 | 0.500 | 0.500 |
| Public Works Technician | Water/Wastewater | 0.000 | 0.250 | 0.250 |
| Special Programs Coordinator | Water/Wastewater | 1.000 | 1.000 | 1.000 |
| Foreman | Water/Wastewater | 1.000 | 1.000 | 1.000 |
| Utility Field Superintendent | Water/Wastewater | 0.250 | 0.000 | 0.000 |
| W/WW Systems Technician | Water/Wastewater | 6.000 | 6.000 | 6.000 |
| W/WW Systems Technician Crew Leader | Water/Wastewater | 1.000 | 1.000 | 1.000 |
| Chief Plant Operator | Water/Wastewater | 0.500 | 0.500 | 0.500 |
| W/WW Plant Operator C | Water/Wastewater | 2.000 | 2.000 | 2.000 |
| W/WW Plant Operator | Water/Wastewater | 1.000 | 1.000 | 1.000 |
| W/WW Superintendent/Production | Water/Wastewater | 0.500 | 0.500 | 0.500 |
| Chief Plant Operator | Water/Wastewater | 0.500 | 0.500 | 0.500 |
| W/WW Plant Operator B | Water/Wastewater | 0.000 | 1.000 | 1.000 |
| W/WW Plant Operator C | Water/Wastewater | 1.000 | 1.000 | 1.000 |
| W/WW Plant Operator | Water/Wastewater | 1.000 | 1.000 | 1.000 |
| W/WW Superintendent/Treatment | Water/Wastewater | 0.500 | 0.500 | 0.500 |
| Director | BP&L | 1.000 | 1.000 | 1.000 |
| Electric Superintendent | BP&L | 1.000 | 1.000 | 1.000 |
| Executive Administrative Assistant | BP&L | 1.000 | 1.000 | 1.000 |
| Foreman | BP&L | 1.000 | 1.000 | 1.000 |
| Lineman Apprentice | BP&L | 1.000 | 1.000 | 2.000 |
| Lineman Trainee | BP&L | 1.000 | 1.000 | 0.000 |
| Lineworker - Journeyman | BP&L | 3.000 | 3.000 | 3.000 |
| Director of Public Safety | Multi-Media | 0.000 | 0.000 | 0.350 |
| Chief Story Teller & Resident Artist | Multi-Media | 0.000 | 1.000 | 1.000 |
| Digital Media Manager | Multi-Media | 0.000 | 1.000 | 1.000 |
| Downtown & Hospitality Director | Multi-Media | 0.000 | 0.150 | 0.000 |
| Temporary Assistant Chief Storyteller | Multi-Media | 0.000 | 0.475 | 0.475 |
| Downtown & Hospitality Director | Special Events & Reservations | 0.000 | 0.100 | 0.000 |
| Recreation Coordinator | Special Events & Reservations | 0.000 | 0.667 | 0.667 |
| Convention Center Director | Hospitality & Downtown | 1.000 | 1.000 | 1.000 |
| Facility Attendant/Hospitality & Downtown Ambassador | Hospitality & Downtown | 2.000 | 2.000 | 2.000 |
| Maintenance Supervisor | Hospitality & Downtown | 1.000 | 1.000 | 1.000 |
| Recreation Coordinator | Hospitality & Downtown | 1.000 | 0.333 | 0.333 |
| Administrative Assistant | Hospitality & Downtown | 1.000 | 1.000 | 1.000 |
| Assistant Director | Hospitality & Downtown | 0.000 | 1.000 | 1.000 |

| Position | Department | FY 2018 Actual | FY 2019 Actual | FY 2020 Proposed |
|---|---|---|---|---|
| Chief Story Teller | Hospitality & Downtown | 0.000 | 0.000 | 0.000 |
| Downtown & Hospitality Director | Hospitality & Downtown | 1.000 | 0.750 | 0.000 |
| Groundskeeper | Cemetery | 1.000 | 1.000 | 1.000 |
| Director | BEDC | 1.000 | 1.000 | 1.000 |
| Assistant Director | BEDC | 1.000 | 1.000 | 1.000 |
| Office Assistant | BEDC | 1.000 | 1.000 | 1.000 |
| Project Manager/Economic Development Coordinator | BEDC | 1.000 | 1.000 | 1.000 |
| Marketing & Communications Manager | BEDC | 0.000 | 0.000 | 1.000 |
| | **Total Authorized Positions** | **135.675** | **145.900** | **150.305** |

# Account Numbers by Category

| Category | Account |
|---|---|
| | **REVENUE** |
| TAXES & PENALTIES | |
| | CURRENT TAXES M&O |
| | DELINQUENT TAXES M&O |
| | PENALTIES & INTEREST M&O |
| | FRANCHISE TAX |
| | CITY SALES TAX |
| | OCCUPATION TAX |
| | MIXED BEVERAGE TAX |
| | MOTEL/HOTEL TAX RECEIPTS |
| | 380 AGREEMENT PROP REFUND |
| | INSPECTION FEES |
| | FIRE INSPECTION FEES |
| | DEVELOPMENT AGREEMENTS |
| | PUBLIC IMPROVEMENT FEES |
| | SITE DEVELOPMENT PLANNING |
| | FIRE REVIEW FEE |
| | BUILDING PERMITS-RESIDENTIAL |
| LICENSES & PERMITS | |
| | BUILDING PERMITS-COMMERCIAL |
| | ZONING FEES |
| | PLATTING FEES |
| | SPECIAL EVENT PERMIT FEE |
| | CATERING PERMITS -CC |
| CHARGES FOR SERVICES | |
| | ANIMAL SERVICE RECEIPTS |
| | PARK RENTALS & FEES |
| | PD ACCIDENT REPORTS |
| | SPECIAL EVENTS HOT REIMB |
| | PROJ ESCROW REIMB |
| | LIBRARY FEES |
| | SANITATION REVENUE |
| | SANITATION PENALTIES |
| | FILMING/BROADCASTING FEES |
| | SPECIAL EVENTS HOT REIMB |
| | VEHICLE/EQUIP RPLC FEE |
| | CC - SPONSORED EVENT |

| Category | Account |
|---|---|
| | MS - SPONSORED EVENT |
| | PARK RENTALS AND FEES |
| | CC- RENTAL REVENUE |
| | CATERING SERVICES |
| FINES & FORFEITURES | |
| | MUNICIPAL COURT FINES |
| | LIBRARY RECEIPTS |
| | JUVENILE CASE MANAGER-M/C |
| | TEEN COURT (MC) |
| INTEREST INCOME | |
| | INTEREST RECEIPTS |
| INTERGOVERNMENTAL | |
| | BASTROP CO/EMERG MGMT ASSIST |
| | BASTROP CO/LIBRARY |
| | DEPT OF JUSTICE GRANT REIMB |
| | EMERGENCY MANAGEMENT |
| | WCID REIMBURSEMENT |
| | PROPERTY LIEN PAYMENTS |
| | ADMIN SERVICES DMO |
| | SERVICES TO OTHER FUNDS |
| | BEDC ADMIN SUPPORT REIMB |
| | DMO ADMIN SERVICES |
| | DONATION IN-KIND |
| MISCELLANEOUS | |
| | GENERAL DONATIONS |
| | SALE OF FIXED ASSETS |
| | OTHER FINANCING SOURCES |
| | WORKERS COMP. REIMBURSE |
| | PARKS/RECREATION DONATIONS |
| | CLEAN SWEEP |
| | MISCELLANEOUS |
| | INSURANCE PROCEEDS |
| | DEVELOPER REIMBURSEMENT |
| | FIRE DEPT CALLS - REIMB |
| | CAPITAL CONTRIBUTIONS |
| | DONATIONS |
| | LOT SALES |

| Category | Account |
|---|---|
| **EXPENDITURES** | |
| PERSONNEL COSTS | |
| | OPERATIONAL SALARIES |
| | OVERTIME |
| | LONGEVITY |
| | SOCIAL SECURITY |
| | RETIREMENT |
| | GROUP INSURANCE |
| | WORKER'S COMPENSATION |
| | PRE-EMPLOYMENT EXPENSE |
| SUPPLIES & MATERIALS | |
| | SUPPLIES |
| | POSTAGE |
| | OFFICE EQUIPMENT |
| | FORMS PRINTING |
| | FUEL |
| | SAFETY/FIRST AID |
| | SMALL TOOLS |
| | JANITORIAL SUPPLIES |
| | AMMUNITION/TARGETS |
| | SPECIAL CLOTHING/PROTECTIVE GEAR |
| | CHEMICALS |
| | STREET SIGNS & 911 ADDRESSING |
| | HOT MIX, ASPHALT, GRAVEL |
| | BOOKS/AUDIO VISUAL |
| MAINTENANCE & REPAIRS | |
| | EQUIPMENT/SOFTWARE MAINTENANCE |
| | MAINT OF VEHICLES |
| | MAINT OF EQUIPMENT |
| | MAINT OF BUILDING |
| | SENIOR CENTER BUILDING MAINT |
| | CITY HALL BUILDING MAINTENANCE |
| | SIDEWALKS |
| | STREETS & BRIDGES |
| | DRAINAGE |
| | PUBLIC PARKING LOT MAINTENANCE |
| | PARK MAINTENANCE |
| | MAINTENANCE OF SYSTEM |
| OCCUPANCY | |
| | COMMUNICATIONS |
| | UTILITIES |
| OTHER CHARGES | |

| Category | Account |
|---|---|
| | ADVERTISING |
| | TRAVEL & TRAINING |
| | DUES, SUBSCRIPTIONS & PUB |
| | SPECIAL EVENTS |
| | EQUIPMENT RENTAL |
| | OVERHEAD ALLOCATION |
| | |
| CONTRACTUAL SERVICES | |
| | PROFESSIONAL SERVICES |
| | EMERGENCY MANAGEMENT |
| | PROPERTY TAX COLLECT/APPRAISAL |
| | LEGAL SERVICES |
| | LEGAL SERVICES - TAXES |
| | LEGAL SERVICES-SETTLEMENT |
| | ENGINEERING & CONSULTING |
| | PROPERTY & LIABILITY INSURANCE |
| | YMCA |
| | C.A.R.T.S. |
| | CONTRACTUAL SERVICES |
| | UNEMPLOYMENT TAX |
| | EMPLOYEE BOND |
| | VEHICLE/EQUIP REPLACEMENT FEE |
| | CODIFICATION OF ORDINANCE |
| | RECORDS RETENTION |
| | CREDIT CARD PROCESSING FEES |
| | UNIFORMS |
| | DEBT COLLECTION FEES |
| | DISPATCH SERVICES |
| | ADMINISTRATIVE SUPPORT |
| | LCRA POWER |
| | ORGANIZATION FUNDING |
| | |
| OTHER CHARGES | |
| | DEPRECIATION EXP |
| | ADVERTISING |
| | TRAVEL & TRAINING |
| | DUES, SUBSCRIPTIONS & PUB |
| | 380 AGREEMENT REIMB-SALES TAX |
| | 380 AGREEMENT REIMB-PROP TAX |
| | SPECIAL EVENTS |
| | EQUIPMENT RENTAL |
| | OVERHEAD ALLOCATION |
| | BASTROP CO JUVENILE BOOTCAMP |
| | CLEAN SWEEP |
| | BAD DEBTS |
| | ELECTION SERVICES |

| Category | Account |
| --- | --- |
| | PRISONER HOUSING |
| | ANIMAL SHELTER |
| | HISTORICAL STRUCTURE REFUND |
| | COMMUNITY SUPPORT |
| | RECREATION PROGRAMS |
| | ADMINISTRATIVE SUPPORT |
| | REIMBURSEMENT TO DEVELOPER |
| CONTINGENCY | |
| | CONTINGENCY |
| | SALARY ADJUSTMENT PLAN |
| | OPPORTUNITY FUNDS-HOT |
| CAPITAL OUTLAY | |
| | CAPITAL OUTLAY |
| | EQUIPMENT |
| | BUILDING IMPROVEMENTS |
| | BUILDING |
| | REAL PROPERTY |
| | STREET IMPROVEMENTS |

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> Financial policies provide guidelines for managing risk and assisting the City in complying with established public management best practices, while ensuring compliance with federal, state and local laws and reporting requirements.

# Financial Policy

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## I. Purpose Statement

The overriding goal of the Financial Management Policies is to enable the city to achieve a long- term stable and positive financial condition while conducting its operations consistent with the Council-Manager form of government established in the City Charter. The watchwords of the city's financial management include integrity, prudent stewardship, planning, accountability, and full disclosure.

The purpose of the Financial Management Policies is to provide guidelines for the financial management staff in planning and directing the city's day-to-day financial affairs and in developing recommendations to the City Manager.

The scope of the policies spans accounting, auditing, financial reporting, internal controls, operating and capital budgeting, revenue management, cash management, expenditure control and debt management.

## II. Accounting, Auditing, And Financial Reporting

**A. Accounting –** The City of Bastrop finances shall be accounted for in accordance with generally accepted accounting principles as established by the Governmental Accounting Standards Board. The fiscal year of the City shall begin on October first of each calendar year and shall end on September thirtieth of the following calendar year. This fiscal year shall also be established as the accounting and budget year. Governmental fund types use the modified accrual basis of accounting, revenues are recognized when susceptible to accrue (i.e., when they are measurable and available. Expenditures are recognized when the related funds liability is incurred, if measurable, except for principle and interest on general long- term debt, which are recorded when due.

Proprietary fund types are accounted for on a full accrual basis of accounting. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred

**B. Funds –** Self-balancing groups of accounts are used to account for city financial transactions in accordance with generally accepted accounting principles. Each fund is created for a specific purpose except for the General Fund, which is used to account for all transactions not accounted for in other funds. Governmental funds are used to account for the government's general government activities and include the General, Special Revenue, Debt Service and Capital Project funds.

**C. External Auditing –** The city will be audited annually by outside independent auditors. The auditors must be a CPA firm of national reputation and must demonstrate that they have the breadth and depth of staff to conduct the city's audit in accordance with generally accepted auditing standards, generally accepted government auditing standards, and contractual requirements. The auditors' report on the city's financial statements including any federal grant single audits will be completed within 120 days of the city's fiscal year end, and the auditors' management letter will be presented to the city staff within 150 days after the city's fiscal year end. An interim management letter will be issued prior to this date if any materially significant internal control weaknesses are discovered. The city staff and auditors will jointly review the management letter with the City Council within 60 days of its receipt by the staff.

**D. External Auditors Responsible to City Council** - The external auditors are accountable to the City Council and will have access to direct communication with the City Council if the city staff is unresponsive to auditor recommendations or if the auditors consider such communication necessary to fulfill their legal and professional responsibilities.

**E. External Auditor Rotation –** The city will not require external auditor rotation, but will circulate requests for proposal for audit

services periodically, normally at five-year intervals or less.

**F. External Financial Reporting –** The city will prepare and publish a Comprehensive Annual Financial Report (CAFR). The CAFR will be prepared in accordance with generally accepted accounting principles and may be presented annually to the Government Finance Officers Association (GFOA) for evaluation and possibly awarding of the Certification of Achievement for Excellence in Financial Reporting. The CAFR will be published and presented to the City Council within 180 days after the end of the fiscal year. City staffing and auditor availability limitations may preclude such timely reporting. In such case, the Chief Financial Officer will inform the City Manager and the City Manager will inform the City Council of the delay and the reasons therefore.

## III. Internal Controls

**A. Written Policies & Procedures –** The Finance Department is responsible for developing city-wide written policies & procedures on accounting, cash handling, and other financial matters. The Policies will be reviewed by the City Manager and approved by the City Council. The procedures will only need approval by the City Manager.

The Finance Department will assist department managers as needed in tailoring these written procedures to fit each department's requirements.

**B. Internal Audit –** The Finance Department may conduct reviews of the departments to determine if the departments are following the written procedures as they apply to the departments.

Finance will also review the written policies and procedures on accounting, cash handling and other financial matters. Based on these reviews Finance will recommend internal control improvements as needed.

**C. Department Managers Responsible –** Each department manager is responsible to the City Manager to ensure that good internal controls are followed throughout his or her department, that all guidelines on accounting and internal controls are implemented, and that all independent and internal control recommendations are addressed.

## IV. Operating Budget

**A. Preparation –** The city's "operating budget" is the city's annual financial operating plan. It consists of governmental and proprietary funds, including the general obligation debt service fund. The budget is prepared by the City Manager with the assistance of the Chief Financial Officer and cooperation of all city departments. The City Manager transmits the document to the City Council. The budget should be enacted by the City Council prior to the fiscal year beginning. The operating budget may be submitted to the GFOA annually for evaluation and possible awarding of the Award for Distinguished Budget Presentation.

**B. Balanced Budgets –** An operating budget will be balanced, with current revenues, inclusive of beginning resources, greater than or equal to current operating expenditures/expenses.

**C. Planning –** The budget process will begin with each Department Director submitting Expanded Level of Service (ELS) forms accompanied by a summary form ranking their requests by priority. The Chief Financial Officer will use the current budget as a base line and enter all ELS requests into the accounting system. Meetings are scheduled with the City Manager, Chief Financial Officer and Department Directors, to review their draft budgets. A summary of this draft budget is presented to City Council by the City Manager, at a Budget workshop There will be several more Council budget workshops as the City Manager and staff work through estimating revenue and making the necessary expense cuts to prepare a balanced budget for final approval.

**D. Reporting –** Periodic financial reports are available within INCODE to enable the department managers to manage their budgets and to enable the Finance Department to monitor and control the budget as approved by the City Council. Summary monthly financial reports will be presented to the City Council within 45 days after the end of each month, if council meetings do not interfere with reporting requirement. Such reports will include current year revenue and expenditure budgets and year-to-date actual figures for all major funds.

**E. Control –** Operating Expenditure Control is addressed in another section of the Policies.

**F. Performance Measures –** Where appropriate, performance measures and productivity indicators will be used as guidelines and reviewed for efficiency and effectiveness. This information will be included in the annual budgeting process.

## V. Capital Budget

**A. Preparation –** The city's capital budget will be included in the city's operating budget. The capital budget will be prepared by the City Manager with assistance from the Finance Department and involvement of all required city departments.

**B. Appropriation –** An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned

**C. Control –** All capital project expenditures must be appropriated in the capital budget. Finance must certify the availability of resources so an appropriation can be made before a capital project contract is presented by the City Manager to the City Council for approval.

**D. Alternate Resources –** Where applicable, assessments, impact fees, or other user- based fees should be used to fund capital projects which have a primary benefit to certain property owners.

**E. Debt Financing –** Recognizing that debt is usually a more expensive financing method, alternative financing sources will be explored before debt is issued. When debt is issued, it will be used to acquire major assets with expected lives that equal or exceed the average life of the debt issue. The exceptions to this requirement are the traditional costs of marketing and issuing the debt, capitalized labor for design and construction of capital projects, and small component parts which are attached to major equipment purchases.

**F. Reporting –** Financial reports will be available to enable the department managers to manage their capital budgets and to enable the finance department to monitor the capital budget as authorized by the City Manager.

## VI. Revenue Management

**A. Simplicity –** The city will strive to keep the revenue system simple which will result in a decrease of compliance costs for the taxpayer or service recipient and a corresponding decrease in avoidance to pay.

**B. Certainty –** An understanding of the revenue source increases the reliability of the revenue system. The city will try to understand its revenue sources and enact consistent collection policies so that assurances can be provided that the revenue base will materialize according to budgets and plans.

**C. Equity –** The city will strive to maintain equity in the revenue system structure. It is recognized that public policy decisions may lead to subsidies in certain circumstances, e.g., Over 65 property tax exemptions.

**D. Administration –** The benefits of revenue will exceed the cost of producing the revenue. The cost of collection will be reviewed annually for cost effectiveness as a

part of the indirect cost, and cost of services analysis.

**E. Revenue Adequacy –** The city will require that there be a balance in the revenue system. That is, the revenue base will have the characteristic of fairness and neutrality as it applies to cost of service, willingness to pay, and ability to pay.

**F. Cost/Benefit of Abatement –** The city will use due caution in the analysis of any tax, fee, or water and wastewater incentives that are used to encourage development. A cost/benefit (fiscal impact) analysis will be performed as a part of such analysis and presented to the appropriate entity considering using such incentive.

**G. Diversification and Stability –** In order to protect the government from fluctuations in revenue source due to fluctuations in the economy, and variations in weather (in the case of water and wastewater), a diversified revenue system will be sought.

**H. Non-Recurring Revenues –** One-time revenues will not be used for ongoing operations. Non-recurring revenues will be used only for non-recurring expenditures. Care will be taken not to use these revenues for budget balancing purposes.

**I. Property Tax Revenues –** Property shall be assessed at 100% of the fair market value as appraised by the Bastrop Central Appraisal District. Reappraisal and reassessment shall be done regularly as required by State law. A 97% collection rate will serve as a minimum goal for tax collection, with the delinquency rate of 4% or less. The 97% rate is calculated by dividing total current year tax collections for a fiscal year by the total tax levy for the fiscal year.

All delinquent taxes will be aggressively pursued by being turned over to an attorney, and a penalty assessed to compensate the attorney as allowed by State law, and in accordance with the attorney's contract.

**J. User-Based Fees –** For services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs and services.

**K. General and Administrative Charges –** A method will be maintained whereby the General Fund can impose a charge to the enterprise/ proprietary funds for general and administrative services (indirect costs) performed on the funds' behalf. The details will be documented and said information will be maintained in the Finance Department.

**L. Utility Rates –** The city will strive to review utility rates annually and, if necessary, adopt new rates to generate revenues required to fully cover operating expenditures, meet the legal restrictions of all applicable bond covenants, and provide for an adequate level of working capital needs. This policy does not preclude drawing down cash balances to finance current operations. However, it is best that any extra cash balance be used instead to finance capital projects.

**M. Interest Income –** Interest earned from investment of available monies that are pooled will be distributed to the funds monthly in accordance with the claim on cash balance of the fund from which monies were provided to be invested.

**N. Revenue Monitoring –** Revenues actually received will be regularly compared to budgeted revenues and variances will be investigated. This process will be summarized in the appropriate budget report.

## VII. Expenditure Control

**A. Appropriations –** The level of budgetary control is the department level budget in all Funds. Transfers between expenditure accounts within a department may occur with the approval of the Chief Financial Officer. City Manager approval is required if transferring from a personnel or capital

accounts within a department. When budget adjustments (i.e., amendments), are required between departments and/or funds, these must be approved by the City Council through an Ordinance

**B. Vacancy Savings and Contingency Account –** The General Fund Contingency Account will be budgeted at a minimal amount ($35,000). The contingency account balance for expenditures may be increased quarterly by the amount of available vacancy savings.

**C. Contingency Account Expenditures –** The City Council must approve all contingency account expenditures over $50,000. The City Manager must approve all other contingency account expenditures.

**D. Central Control –** Significant vacancy (salary) and capital budgetary savings in any department will be centrally controlled by the City Manager.

**E. Purchasing Control –** All purchases shall be made in accordance with the city's Purchasing Policy. Authorization levels for appropriations previously approved by the City Council are as follows: below Directors $1,000 (Directors can request to have this amount raised by submitting a written request to the Finance Department), for Directors up to $9,999, for Chief Financial Officer up to $14,999, and with any purchases exceeding $15,000 to be approved by the City Manager.

**F. Professional Services –** Professional services will generally be processed through a request for proposals process, except for smaller contracts. The City Manager may execute any professional services contract less than $50,000 provided there is an appropriation for such contract.

**G. Prompt Payment –** All invoices will be paid within 30 days of receipt in accordance with the prompt payment requirements of State law. Procedures will be used to take advantage of all purchase discounts where considered cost effective. However, payments will also be reasonably delayed in order to maximize the city's investable cash, where such delay does not violate the agreed upon terms.

## VIII. Asset Management

**A. Investments –** The city's investment practices will be conducted in accordance with the City Council approved Investment Policies.

**B. Cash Management –** The timing and amount of cash needs and availability shall be systematically projected in order to maximize interest earnings from investments.

**C. Investment Performance –** A quarterly report on investment performance will be provided by the Chief Financial Officer to the City Council.

**D. Fixed Assets and Inventory –** These assets will be reasonably safeguarded properly accounted for, and prudently insured. The City will perform an annual inventory of all assets with a value greater than $1,000.

## IX. Financial Condition and Reserves

**A. No Operating Deficits –** Current expenditures should be paid with current revenues. Deferrals, short-term loans, or one-time sources should be avoided as budget balancing technique. Reserves will be used only for emergencies on non-recurring expenditures, except when balances can be reduced because their levels exceed guideline minimums.

**B. Operating Reserves –** Failure to meet these standards will be disclosed to the City Council as soon as the situation is recognized and a plan to replenish the ending resources over a reasonable time frame shall be adopted.

1. The General Fund ending fund balance will be maintained at an amount up to

three months' worth of estimated expenditures or at a level of 25% of budgeted operating expenditures.

2. The Enterprise/ Proprietary Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.

3. Fund balances which exceed the minimum level established for each fund may be appropriated for non-recurring capital projects.

**C. Risk Management Program –** The city will aggressively pursue every opportunity to provide for the public's and city employees' safety and to manage its risks.

**D. Loss Financing –** All reasonable options will be investigated to finance losses. Such options may include risk transfer, insurance and risk retention. Where risk is retained, reserves will be established based on a calculation of incurred but not reported claims, and actuarial determinations and such reserves will not be used for any purpose other than for financing losses.

**E. Enterprise/ Proprietary Fund Self-Sufficiency –** The city's enterprise funds' resources will be sufficient to fund operating and capital expenditures. The enterprise funds will pay (where applicable) their fair share of general and administrative expenses, in- lieu-of-property taxes and/or franchise fees. If an enterprise fund is temporarily unable to pay all expenses, then the City Council may waive general and administrative expenses, in- lieu-of-property taxes and/or franchise fees until the fund is able to pay them.

**F. Hotel Occupancy Tax Fund –** This fund has a long-term effect on the City's economy and the reserve level needs to be sufficient to allow the fund to operate if a down turn in the economy occurred. Sufficient level of reserves should be a minimum of one year of expenditures to allow the City to ensure continuity of the organizations promoting tourism. Policy makers will need to determine priorities and funding levels should the economic downturn be expected to exceed the current adopted budget plus one-year reserves.

## X. Debt Management

**A. Self-Supporting Debt –** When appropriate, self-supporting revenues will pay debt service in lieu of tax revenues.

**B. Analysis of Financing Alternatives –** The city will explore all financing alternatives in addition to long-term debt including leasing, grants and other aid, developer contributions, impact fees, and use of reserves or current monies.

**C. Voter Authorization –** The city shall obtain voter authorization before issuing General Obligation Bonds as required by law. Voter authorization is not required for the issuance of Revenue Bonds and Certificates of Obligation. However, the city may elect to obtain voter authorization for Revenue Bonds.

**D. Bond Debt** – The City of Bastrop will attempt to maintain base bond ratings of AA2(Moody's Investors Service) and AA (Standard & Poor's) on its general obligation debt. In an attempt to keep the debt service tax rate flat, retirement of debt principal will be structured to ensure constant annual debt payments when possible.

**E. IRS Compliance** – The City will have a written policy for monitoring compliance with IRS laws and regulations for tax exempt debt.

## XI. Staffing and Training

**Adequate Staffing –** Staffing levels will be adequate for the fiscal functions of the city to function effectively. Overtime shall be used only to address temporary or seasonal demands that require excessive hours. Workload scheduling alternatives will be explored before adding staff.

**Training** – The city will support the continuing education efforts of all financial staff including the investment in time and materials for maintaining a current perspective concerning financial issues. Staff will be held accountable for communicating, teaching, and sharing with other staff members all information and training materials acquired from seminars, conferences, and related education efforts.

## XII. Grants Financial Management

**A. Grant Solicitation** – The City Manager will be informed about available grants by the departments. The City Council will have final approval Over which grants are applied for. The grants should be cost beneficial and meet the city's objectives.

**B. Responsibility** – Departments will oversee the day to day operations of grant programs, will monitor performance and compliance, and will also keep the Finance Department informed of significant grant-related plans and activities. Finance Department staff members will serve as liaisons with grantor financial management personnel, will prepare invoices, and will keep the books of account for all grants.

## XIII. Annual Review and Reporting

**A. Annual Review** - These Policies will be reviewed administratively by the City Manager at least annually, prior to preparation of the operating budget.

**B. Reporting** - The Chief Financial Officer will report annually to the City Manager on compliance with these policies.

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**Lynda K. Humble, City Manager**

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**Tracy Waldron, CFO**

**History of Financial Policies:**
Previously Approved 9/23/14
Previously Approved 10/25/16
Previously Approved 5/9/17

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BASTROPTX
Heart of the Lost Pines
Est. 1832

"The mission of the City of Bastrop is to continuously strive to provide innovative and proactive services that enhance our authentic way of life to achieve our vision."

# Purchasing Policy

# City of Bastrop Purchasing Policy
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## I. PURPOSE

It is the policy of the City of Bastrop that all purchasing shall be conducted strictly on the basis of economic and business merit. This policy is intended to promote the best interest of the citizens of the City of Bastrop, Texas.

The City of Bastrop intends to maintain a cost-effective purchasing system conforming to good management practices. The establishment and maintenance of a good purchasing system is possible only through cooperative effort. It must be backed by proper attitudes and cooperation of not only every department head and official, but also every supervisor and employee of the City of Bastrop.

The purchasing process is not instantaneous. Time is required to complete the steps required by State law and local rules. In order to accomplish timely purchasing of products and services at the least cost to the City of Bastrop, all departments must cooperate fully. Prior planning and the timely submission of requisitions are essential to expedite the purchasing process and to assure that the process is orderly and lawful.

This Policy reaffirms the City of Bastrop's commitment to strengthen purchasing and property controls to reasonably assure that the taxpayer dollars are spent efficiently and effectively..

## II. CODE OF ETHICS

It is important to remember that when employees are participating in the purchasing process, they represent the City of Bastrop. By participating in the purchasing process, employees of the City of Bastrop agree to:

A. Avoid the intent and appearance of unethical or compromising practices in relationships, actions, and communications.
B. Demonstrate loyalty to the City of Bastrop by diligently following the lawful instructions of their employer, using reasonable care and only authority granted to them by the City.
C. Refrain from engaging in any private business or professional activities that would create a conflict between personal interests and the interest of the City of Bastrop.
D. Will not except soliciting or accepting money, loans, credit, or prejudicial discounts with a value over $25. Will not accept gifts, entertainment, favors, or services from current or potential suppliers that might influence, or appear to influence, purchasing decisions with a value over $25.
E. Handle confidential or proprietary information belonging to the City or its suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.
F. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.
G. Expose corruption and fraud wherever discovered.

Texas Law prohibits *component purchasing, separate purchasing and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate or sequential purchasing to avoid the competitive bidding requirements.

Adherence to the City's Ethics Ordinance is mandatory. If there is a conflict between the City's Ethics Ordinance and this Purchasing Policy, the stricter of the two applies.

## III. COMPETITIVE PURCHASING REQUIREMENTS

The City of Bastrop Purchasing Policy requires obtaining three quotes for purchases over $3,000. The only exceptions to this rule are for items purchased under a cooperative contract, items awarded through sealed bids, sole source purchases, or purchases for an emergency situation.

Under no circumstances shall multiple requisitions be used in combination to avoid otherwise applicable bidding requirements or City Council approval.

### A. Who is authorized to make purchases?

Purchases will only be processed if authorized by a Department Head or an approved representative in an employee's direct chain of command.

### B. Instructions for Soliciting Bids

When soliciting bids, City of Bastrop buyers must:

1. Give the same exact specifications to each vendor.

2. Give each bidder the same deadline for turning in bids.

City of Bastrop buyers must inform vendors that bids submitted are all inclusive. Any charges for freight and handling, fuel fees, or other costs must be included in the bid.

### C. Purchasing Control

Authorization levels established within INCODE for appropriations previously approved by the City Council are as follows:

| | |
|---|---|
| Directors or their designee | not to exceed $9,999.99 |
| Chief Financial Officer or designee | between $10,000.00 and $14,999.99 |
| City Manager or designee | exceeding $15,000.00 |

All purchases requiring a purchasing summary must have an approved purchase order before placing the order.

### D. Fleet Purchases

The Finance Department will create a Fleet Appropriations List at the beginning of every fiscal year based on the adopted budget. A unit number will be assigned to each vehicle and piece of equipment included on this list. This list will be distributed to each department with vehicles and equipment on the list.

Each department will complete and submit their Purchasing Summary(s) which should include the unit number assigned to each vehicle and piece of equipment, to the Finance Department as close to October 1st as possible. The Purchasing Summary(s) will be checked against the Fleet Appropriations List and reviewed for accuracy and completeness. Once reviewed by the Finance Department, the summaries will go to the City Manager for approval.

Upon approval by the City Manager, a purchase order will be created and authorized by the Finance Department for each approved purchasing summary. At the time of issuance of the purchase order, budgeted funds will be encumbered to prevent the funds from being reallocated.

Approved purchase orders will be sent to each department with authorized vehicles and equipment on the Fleet Appropriations List. Once the department has received the approved purchase order, fleet orders can be placed with the selected vendor.

### E. Dollar Limitations

The following dollar limitations should be used as a guideline. These limitations may not apply in all cases. ***Dollar limitations refer to total purchase or invoice total, not single item cost.*** It is the Department Director's responsibility to ensure adherence to purchasing policies.

**$0.01-$3,000:** Quotations are recommended but not required for purchases of non-contract goods or services totaling $3,000 or less.

If invoices for a single vendor or service contractor total more than $3,000 in a fiscal year, the city will use the requirements applicable to the total amount of all of the invoices received in the fiscal year. As stated in Section II., Code of Ethics (above), state law prohibits *component purchasing, separate purchasing, and sequential purchasing* of any kind. An employee commits an offense by intentionally or knowingly making or authorizing component, separate, or sequential purchasing to avoid the competitive bidding requirements.

**$3,001-$49,999:** Except when exempt under state law, purchases totaling $3,001 to $49,999 require three written quotes attached to a Purchasing Summary Form and a purchase order provided to the Finance Department.

No purchase orders of non-contract goods or services will be issued in excess of $15,000 without prior approval from the City Manager or the City Manager's designee.

If the vendor or contract service provider offering the lowest quote is not selected by the department, an explanation must be provided on the Purchasing Summary Form, and approval by the City Manager is required, no matter the dollar amount. Only the City Manager or the City Manager's designee may determine "Best Value." The City Manager may elect to accept fewer than three quotes from a Director if due diligence has been documented by the Director in trying to adhere to the purchasing policy. A memo will be required from the Director providing a reason for their inability to obtain three written quotes, and describing the scope of services being provided, if applicable.

The memo must be approved and signed by the City Manager and attached to each Purchasing Summary Form and purchase order provided to the Finance Department.

State law requires that two Historically Underutilized Businesses (HUBs) are to be contacted on a rotating basis for all purchases totaling $3,001 to $49,999. A list of HUB vendors is available from the Texas Comptroller of Public Accounts website. If the list does not identify a HUB vendor in the county in which the municipality is situated, the municipality is exempt from this requirement. If you need assistance in complying with this requirement, contact the Finance Department.

If purchasing through a cooperative purchasing alternative (e.g., BuyBoard, DIR, or TXMAS), only one written quote is required, provide proof or identification that the quote is from a cooperative source, and complete a Purchasing Summary Form and a purchase order. Any vendor specific contracts should be on file with the Finance Department prior to final approval being given, if applicable. It is the Department Director's responsibility to ensure that the cooperative information is on file with the Finance Department.

**$50,000+:** Except when exempt under state law, requisitions for item(s) whose aggregate total cost is $50,000 or more must be processed as competitive solicitations (e.g., sealed bids, request for proposals, or request for offers). Texas Local Government Code, Subchapter B, Section 252.021 defines the requirements for competitive bids.

State law requires that sealed bids and requests for proposals (RFP) be advertised in a local newspaper for two consecutive weeks prior to the bid opening. All bids or proposals must be received sealed and turned in to the City Secretary's Office by the date and time listed in the solicitation (invitation to bid or RFP). Any bids or proposals received after the stated time will be returned unopened. The bid opening process is open to the public and all vendors are invited to attend. Questions concerning pricing will not be addressed at the opening.

If purchasing through a cooperative purchasing alternative (e.g., BuyBoard, DIR, or TXMAS), provide only one written quote, proof or identification that the quote is from a cooperative source, and complete a Purchasing Summary Form and a purchase order. All cooperative vendor specific contracts should be on file with the Finance Department prior to final approval being given if applicable. It is the Department Director's responsibility to ensure that the cooperative information is on file with the Finance Department. City Manager written approval is required.

### F. Personal or Professional Services

Under the Professional Services Procurement Act, a contract for the purchase of a personal or professional service is exempt from competitive bidding requirements. The City also provides an exemption for the purchasing of planning services.

The City may not select providers of professional services based on competitive bids. In these situations, the City must make the selection and award based on demonstrated

competence and qualifications for performing the services for a fair and reasonable price.

Professional services include:
• Accounting;
• Architecture;
• Landscape architecture;
• Land surveying;
• Medicine;
• Optometry;
• Engineering;
• Real estate appraisal;
• Nursing;

According to the Texas Attorney General's Office professional services may include "members of disciplines requiring special knowledge or attainment and a high order of learning, skill and intelligence."

## G. Other Exemptions

State law authorizes other categories of exempt purchases. Purchases from other governments, some auctions and going-out-of-business sales, and certain other purchases are exempt under provisions of the Texas Local Government Code.

The following is a list of other types of contracts that are exempt from competitive bidding requirements:

1. The purchase of land or a right-of-way.
2. Items that can be obtained from only one source, including:
    a. items for which competition is precluded because of the existence of patents, copyrights, secret processes or monopolies;
    b. films, manuscripts, or books;
    c. electric power, gas, water, and other utility services; and
    d. captive replacement parts or components for equipment.
3. Food.
4. Personal property sold:
    a. at an auction by a state licensed auctioneer;
    b. at a going-out-of-business sale; or
    c. by a political subdivision of the state, a state agency, or an entity of the federal government.
5. Any work performed and paid for by the day.
6. Work performed under a contract for community and economic development made by a county designed to reasonably increase participation by historically underutilized businesses in public contract awards by establishing a contract percentage goal for HUB businesses.

## H. Sole Source Purchases

Sole Source purchases must be preapproved by the City Manager. A sole source purchase may be appropriate when the purchase involves compatibility of equipment,

accessories, or replacement parts; when the goods or services are one-of-a kind or protected by a patent, copyright, or secret process; If the good or service is only available from a regulated or natural monopoly; or if the product is a component or repair part that may only be purchased from the original supplier. The following items are necessary to provide sufficient justification for sole source purchase:

1. A memorandum to the City Manager with a statement attached to the Purchasing Summary Form stating that a sufficient number of vendors have been contacted to determine that only one practical source of supply exists or providing the reasons that only one source exists. This memorandum should include the City Manager's signature signifying approval.
2. A bid from the sole source provider on company letterhead.
3. A letter from the vendor stating they are the sole supplier of the good.

A Purchasing Summary Form and purchase order are still required with the above information attached.

## I. Change Orders

According to purchasing law, the City of Bastrop may make changes to plans, specifications or quantities after awarding the contract, if necessary. However, no change may exceed 25% of the original contract amount and any decrease of 25% or more must have the consent of the contractor.

Increases that cause a change in dollar limitations or purchasing law may supersede the 25% rule:

> Example: If a contract is awarded for $45,000, the allowable increase under the 25% rule would be $11,250, resulting in a total contract price of $56,250. However, this would cause the new price to exceed $50,000, which by State law requires sealed bids and advertising. The allowable increase would be limited to below $50,000.

Any change in a purchasing contract that exceeds 25% of the original amount will void the original contract.

## J. Making the Purchase

City of Bastrop buyers are responsible for making sure that the purchased good or service is received as specified. Under no circumstance should a buyer accept more goods or services than ordered. Employees are only authorized to purchase items that have been approved by their Department Head. A purchase over the original amount requires additional approval.

## K. 30-Day Accounts Payable Cycle

Texas law requires municipalities to pay invoices within 30 days or be subject to the payment of interest.

It is the responsibility of each department to make sure the signed invoices, purchase orders, and any other required documents are submitted to the Finance Department as soon as the product is received, or the service is rendered.

It is the responsibility of Accounts Payable to pay all vendor invoices within 30 days of the invoice date. Any variance between the purchase order and the vendor invoice must be reconciled. Vendor payments can only be made for the original or modified purchase order amount.

### L. Emergency Procedures

Texas Local Government Code Section 252.022(a) exempts certain items from sealed bidding, including, but not limited to:

1. *A procurement made because of a public calamity that requires the immediate appropriation of money to relieve the necessity of the municipality's residents or to preserve the property of the municipality;*
2. *A procurement necessary to preserve or protect the public health or safety of the municipality's residents;*
3. *A procurement necessary because of unforeseen damage to public machinery, equipment or other property.*

The following steps must be taken when making emergency purchases:

1. Employee must receive approval from the City Manager or the City Manager's designee;
2. Employee will make every effort to solicit bids unless circumstances prevent employee from doing so; and
3. The employee must provide a written statement explaining the emergency following the incident to provide necessary documentation in Accounts Payable. This statement must be signed by the City Manager or the City Manager's designee.

## IV. ASSET CONTROL

### A. Inventory Control

The purpose of inventory control is to create and maintain a record/inventory of all fixed assets of the City of Bastrop. Fixed Assets include all Capital Asset items over $5,000 with a life expectancy of two or more years, and "Minor Capital Outlay" items which include assets purchased for $1,000 to $4,999.

When a fixed asset is received by the city, it is tagged with a City of Bastrop property tag and added to the Department's master list by the Finance Department.

Each Department shall keep an inventory list of all fixed assets permanently assigned to each employee.

An inventory of all fixed assets shall be performed every year. The Finance Department will provide each department with their fixed asset list by September 30th annually. The

Director or their designee will conduct the inventory and make a note for items that can't be located. The Director will sign the list, once the inventory is complete, indicating their review of the inventory. Once signed, the list will be returned to the Finance Department, no later than October 15th, so that the master list can be updated. It is recommended that Departments perform an annual fixed assets inventory of equipment permanently assigned to each employee.

## B. Use of Property

City of Bastrop employees should be aware that the use of City property for personal purposes is strictly prohibited. City vehicles should only be used for official City business. City Personnel Policies list theft and unauthorized use of City property as grounds for immediate dismissal.

In addition, employees are not to use personal property for the performance of their job or at their work site. Personal items such as radios, coffee pots, picture frames, books, etc. are permissible; however, the City of Bastrop is not responsible for damage to or theft of these items.

## C. Disposal of Surplus Materials and Equipment/ Donations

City surplus materials and equipment (a/k/a "surplus items") include any City owned personal property such as furniture, fixtures, equipment, computers, vehicles, tools, clothing, or other such items, which have lost useful value to the City, have become non-functional, or are obsolete. Such surplus items may be disposed of by one of the following methods:

- Sold competitively, by accepting sealed bids or by public auction;
- Traded in for acquisition of new equipment;
- Donated by the City to a recognized charitable organization;
- Provided to other governmental entities (donation or exchange);
- Sold as 'scrap' (for cash), if the items have no value except for salvage and the City Manager or his designee has authorized the sale for scrap; or
- Disposed of through solid waste collection services, if the item has no salvage or other value and the City Manager or his designee has authorized such disposal.

Trade-In or Donation: Before *trading-in* and/or *donating* surplus items, the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department stating: 1) the identity of the surplus items to be disposed of, traded-in, or donated; 2) the reasons for the surplus items being declared surplus; 3) the original purchase price (if ascertainable) of the surplus items; and 4) the value of proposed "trade-in" or "donation", in the estimation of the Department Head. If the Department Head receives approval from the City Manager to proceed, the Department Head must coordinate the *trading-in* and/or *donating* of surplus items with the Finance Department to ensure a Disposed Fixed Asset Form is completed along any other necessary paperwork.

Note: All property is owned in the name of the City of Bastrop and is not vested in any specific department.

Sales: If the surplus items are to be sold, the Department Head must prepare a memorandum to the City Manager and remit a copy to the Finance Department. The memo should include: 1) the identity of the items to be sold (including the year, make, model, or any other identifying characteristics) and 2) a brief explanation of why it is necessary to dispose of the item. The Department Head, having received approval to sell a surplus item, may then utilize one of the following options: 1) sell through an approved on-line public auction provider, 2) donate to a non-profit organization, 3) donate to another political subdivision, or 4)

Preferred Disposition: Whenever reasonably feasible, it is the City's preference that the Department Head dispose of the surplus equipment by means of a public auction or sale held in cooperation with other City departments and surrounding government entities.

Procedures: The City Manager shall have the authority to approve the disposal, sale, trade-in, or donation of surplus items when the value of the items is less than $50,000 in total. If the total value is $50,000 or more, then the City Manager shall obtain Council approval of the proposed disposal, sale, trade-in or donation of surplus items.

Once approved by either the City Manager or Council, as appropriate, a Disposed Fixed Asset Form must be prepared and submitted to the Finance Department in addition to providing the license plates for any vehicles or equipment being disposed. The Finance Department manages the change of ownership and the receipt of funds.

City decals must be removed from all surplus City vehicles, machinery, and equipment before disposal, donation, trade-in, or sale.

## D. Lost Property

If, after conducting an annual inventory, property is discovered to be lost, an explanation for the loss must be provided immediately to the Department Head using the Fixed Asset Form. Property losses that come to the attention of the employee before the annual inventory should be reported within 24 hours using the Fixed Asset Form.

All thefts are to be reported to a supervisor or Department Head immediately. Once a theft is reported to a Supervisor or Department Head, he or she must notify the City of Bastrop Police Department immediately so a crime report generated. Stolen fixed assets must be removed from the Master Inventory List and a copy of the police report must be attached to the Fixed Asset Disposal Form.

## E. Security Measures

All equipment must be kept in a secure area when not in use. Access to this area will be limited to the employees assigned to the secure area. In case of theft, the security of the area should be evaluated to determine if changes or re-keying of locks is necessary.

## V. RESPONSIBILITIES OF PARTIES

A. Department Heads
   1. Monitor and approve overall purchases to ensure that funds are spent judiciously and that budgeted resources are within their control and available for all procurements.
   2. Reject requests for purchases that do not have proper authorization or are missing required documentation.
   3. Approve all purchases up to $9,999, excluding budgeted capital.
   4. Adhere to the Purchasing Policies and the Code of Ethics.
   5. Place cooperative agreements and RFPs on file with the Finance Department and monitor purchases to ensure that supply agreements are used.
   6. Ensure that sole source requests meet the guidelines and include required documentation.
   7. Verify that goods and services are received as ordered before approving payment.
   8. Annually inventory equipment assigned to each employee.
   9. Keep records of losses to detect patterns of theft.

B. Supervisors
   1. Maintain security of equipment on-site
   2. Keep a log of equipment issued to employees on a long-term basis.
   3. Keep a log of equipment issued to employees on a short-term basis.
   4. Forward all receipts and invoices to Department Head as soon as possible.
   5. Verify that equipment and supplies are returned upon termination of an employee.

C. City of Bastrop Accounts Payable
   1. Pay bills in an accurate and timely manner.
   2. Reject requests for purchases that do not have proper authorization or include required documentation.
   3. Monitor purchases to ensure that supply agreements are used.
   4. Ensure that purchasing policy requirement guidelines are met and required documentation included.

D. City of Bastrop Accounting
   1. Maintain the master fixed asset property list.
   2. Assign inventory tags for fixed assets.
   3. Provide Fixed Assets Forms.
   4. Produce Master Inventory List as needed.
   5. Process fixed asset transfers and retirements.
   6. Review, approve, and enter all purchase orders for budgeted fleet purchases.

## VI. DEFINITION OF TERMS

**Component Purchases –** Purchases of component parts of an item that in normal purchasing practices would be accomplished by one purchase. (For example, purchasing parts separately to avoid bidding requirements and then assembling the item.)

**Fixed Assets -** An item with a value of $5,000 or more and a life expectancy of two years or more is a capital asset. An item with a value of $1,000 to $4,999 is a minor capital outlay. Both tracked for inventory purposes.

**Purchasing Summary** – A form required for purchases over $3,000 in total that documents the adherence of this purchase to the Purchasing Policy (i.e. quotes documented or exemptions utilized.

**Separate Purchases –** Purchases made separately of items that in normal purchasing practices would be accomplished by one consolidated purchase. (For example, issuing multiple purchase orders of similar items to avoid bidding requirements.)

**Sequential Purchases –** Purchases made over a period of time, of items that in normal purchasing practices would be combined and bid as one purchase. (Similar to separate purchases but made over a period of time to avoid bidding requirements.)

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# Operating Reserves

## General Fund

General Fund ending balance will be maintained at an amount up to three (3) months' worth of estimated expenditure or at a level of 25% of budgeted operating expenditures.

## Enterprise/Proprietary Funds

Enterprise Funds will be maintained at a minimum level of 35% of budgeted operating expenditures.

## Hotel Occupancy Tax

The Hotel Occupancy Tax Fund is equal to one year of expenditures to all the City to ensure the continuity of the organizations promoting tourism.

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# Utility Rates

## Solid Waste Charges

### Effective 10/1/18

| | Before 10/1/2019 | After 10/1/2019 |
|---|---|---|
| Residential | **$16.05** | **$16.85** |
| Additional Cart | **$5.25** | **$5.51** |
| Additional Recycling Bin | **$2.10** | **$2.20** |

## Bastrop Power & Light Service Charges

### Effective 12/13/05

| TYPE OF ACCOUNT | MONTHLY CUSTOMER CHARGE | WIRE CHARGE |
|---|---|---|
| Residential | $10.00 | $0.0328 per KWH |
| Commercial | $16.00 | $0.0326 per KWH |
| Key Accounts | $16.00 | $0.0318 per KWH |
| Municipal | - | $0.0048 per KWH |

Generation Charge (same for all Types) - This rate, which may vary from month to month, is set by the City's Wholesale Power provider, and is passed directly through to the customer.

## Wastewater Service Charges

### Effective 10/1/2018

| | | | | |
|---|---|---|---|---|
| Minimum Charge | $36.97 | | Minimum Charge | $41.97 |
| Per 1,000 gallons: | | | Per 1,000 gallons: | |
| 0-5,000 | $2.45 | | 0-10,000 | $2.45 |
| 5,001-10,000 | $2.77 | | 10,001-30,000 | $2.95 |
| 10,001-20,000 | $2.95 | | Over 30, 000 | $3.47 |
| 20,001-50,000 | $3.18 | | | |
| Over 50, 000 | $3.47 | | | |

### Proposed change 1/1/2020

# Water Service Charges

## Effective 11/1/2015

**Residential & Commercial – Inside City Limits**

| Meter Size | Minimum Charge |
|---|---|
| ¾” (or smaller) | $27.72 |
| 1” | $47.13 |
| 1 ½” | $79.47 |
| 2” | $118.28 |
| 3” | $221.78 |
| 4” | $255.07 |
| 6” | $661.68 |
| Per 1,000 gallons | |
| 0-3,000 | $2.85 |
| 3,001-5,000 | $3.04 |
| 5,001-10,000 | $3.22 |
| 10,001-20,000 | $3.42 |
| 20,001-50,000 | $3.69 |
| Over 50, 000 | $3.87 |

**Residential & Commercial – Outside City Limits**

| Meter Size | Minimum Charge |
|---|---|
| ¾” (or smaller) | $41.59 |
| 1” | $70.69 |
| 1 ½” | $119.22 |
| 2” | $177.43 |
| 3” | $332.68 |
| 4” | $507.34 |
| 6” | $992.48 |
| Per 1,000 gallons | |
| 0-3,000 | $4.13 |
| 3,001-5,000 | $4.42 |
| 5,001-10,000 | $4.70 |
| 10,001-20,000 | $4.98 |
| 20,001-50,000 | $5.39 |
| Over 50, 000 | $5.66 |

## Proposed Change 1/1/2020

**Residential & Commercial – Inside City Limits**

| Meter Size | Minimum Charge |
|---|---|
| ¾” (or smaller) | $27.72 |
| 1” | $47.13 |
| 1 ½” | $82.06 |
| 2” | $124.19 |
| 3” | $232.86 |
| 4” | $296.46 |
| 6” | $714.14 |
| Per 1,000 gallons | |
| 0-10,000 | $2.85 |
| 10,001-30,000 | $3.42 |
| Over 30, 000 | $3.87 |
| | |
| | |
| | |

**Residential & Commercial – Outside City Limits**

| Meter Size | Minimum Charge |
|---|---|
| ¾” (or smaller) | $41.59 |
| 1” | $70.69 |
| 1 ½” | $123.09 |
| 2” | $186.29 |
| 3” | $349.29 |
| 4” | $444.69 |
| 6” | $1,071.21 |
| Per 1,000 gallons | |
| 0-10,000 | $4.28 |
| 10,001-30,000 | $5.13 |
| Over 30, 000 | $5.81 |
| | |
| | |
| | |

# Statistical Data

BASTROPTX
Heart of the Lost Pines
Est. 1832

**Statistical Data**
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# Statistical Data

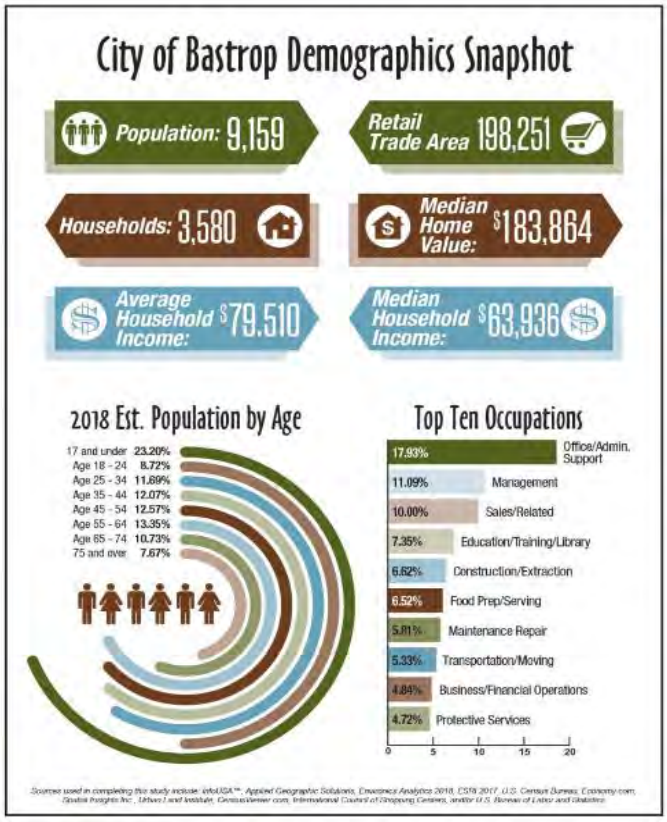
## Location

Just 30 minutes southeast of Austin via State Highway 71, Bastrop, Texas, is close to all the action, but worlds away from the congestion. It is centrally located in the heart of the Texas Triangle, offering easy access to Houston, San Antonio and Dallas/Fort Worth. Bastrop offers a cost-effective labor force of 72,000-plus within a 45-minute commute.

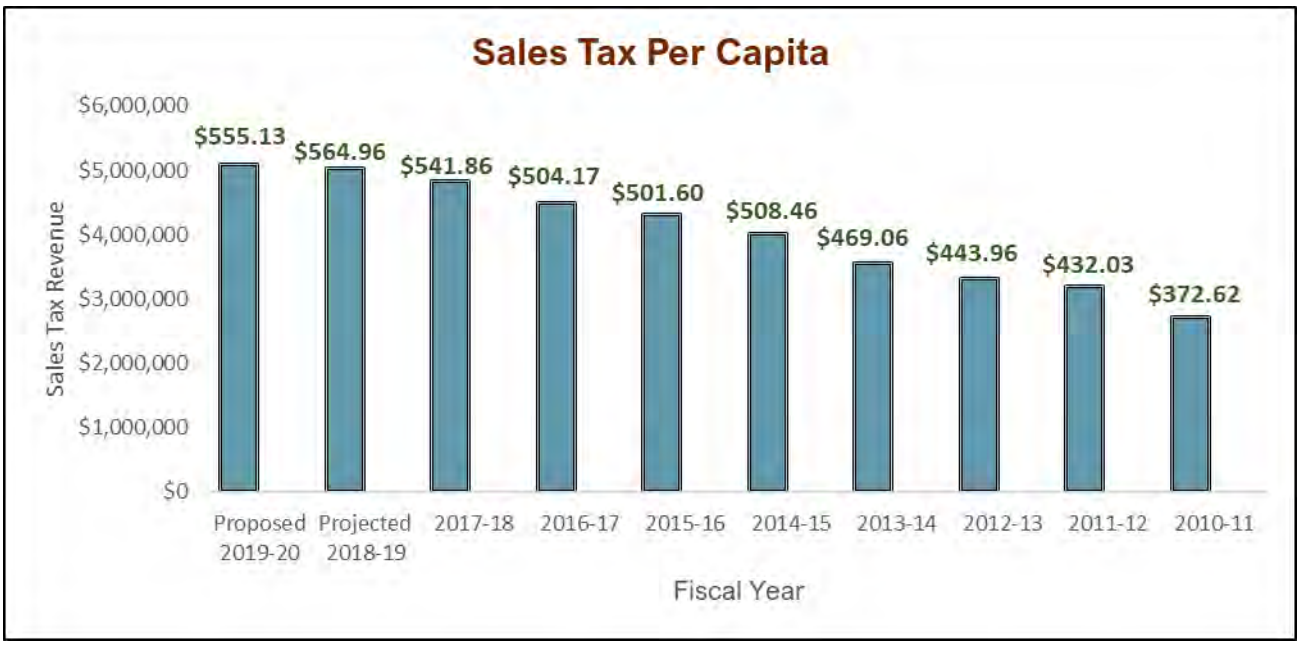
Bastrop is just 22 miles from Austin-Bergstrom International Airport, providing companies with convenient air transportation around the globe. Bastrop sits at the intersection of three major divided highways - SH 21, 71 and 95 - for outstanding regional connectivity, while the Union Pacific rail line is directly adjacent to the Bastrop Business and Industrial Park. Bastrop and its business park are served by the Highway 71 fiber corridor, with 1/10 Gigabit Ethernet fiber cable available at key locations.

## Demographic Snapshot

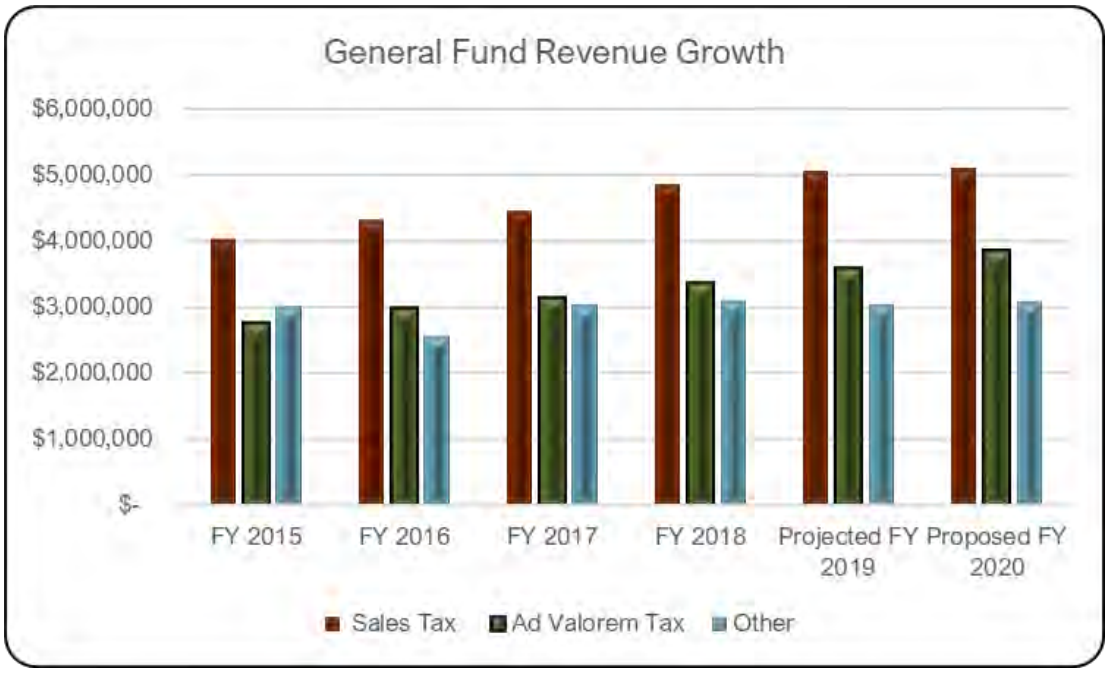
The City of Bastrop is 9.11 square miles, has a population of 9,159, and a median age of 40.5 years. There are 3,580 households with an average household income of $79,510. The City enjoys a retail trade area of 9,600 square miles with over 198,000 people.



# Sales Tax Per Capita




# General Fund Revenue Growth



# Top 10 City of Bastrop Employers & Property Taxpayers

The Bastrop Independent School District (BISD) is the largest employer in the City of Bastrop with 1,300 employees. BISD covers nearly 450 square miles and has a student enrollment over more than 11,000 students and serves the communities of Bastrop, Cedar Creek, Paige, Red Rock, and the vast rural areas of Bastrop County.

Burleson Crossing Shopping Centers is the largest property taxpayer by more than double the value of the second largest property taxpayer.

## Top 10 City of Bastrop Employers

| Employer Name | Number of Employees |
|---|---|
| Bastrop Independent School District | 1,427 |
| Hyatt Recency Lost Pines Resort & Spa | 650 |
| Bastrop County | 464 |
| M.D. Anderson Cancer Center | 439 |
| H-E-B Food Store | 408 |
| Walmart | 311 |
| Agilent Technologies | 306 |
| Bastrop Federal Correctional Institution | 276 |
| Buc-ee's | 169 |
| Bluebonnet Electric Cooperative | 168 |

## Top 10 City of Bastrop Property Taxpayers

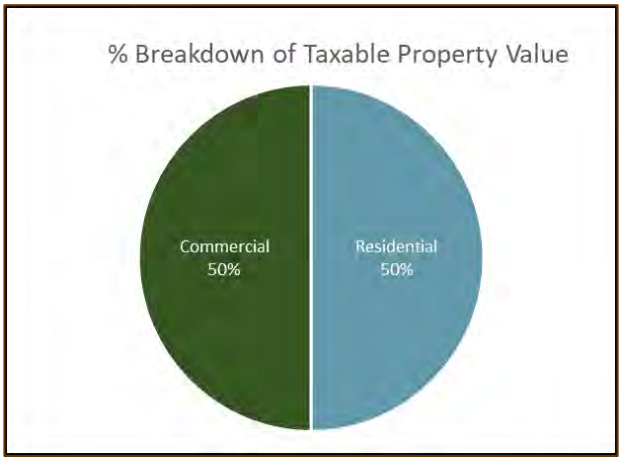
| Taxpayer Name | Taxable Value |
|---|---|
| Burleson Crossing Shopping Centers | $30,614,163 |
| Covert Chevrolet-Oldsmobile | $15,254,386 |
| The Lodge at Lost Pines LLP | $14,868,620 |
| Bastrop Walnut Ridge LLC | $12,464,156 |
| Walmart Real Estate Trust | $10,243,733 |
| Buc-ee's LTD | $10,135,376 |
| H E Butt Grocery Company | $10,075,470 |
| Time Warner Cable TX LLC | $7,815,923 |
| Lowe's Home Centers | $7,617,320 |
| First National Bank of Bastrop | $7,195,729 |

## Average Taxable Home Value

In 2019, the City of Bastrop experienced a 5.2% increase in average taxable homestead value. Average taxable homestead value in 2018 was $194,715. In 2019, the average taxable homestead value is $204,937.

## Breakdown of Taxable Property Value

The City of Bastrop enjoys a good balance in the breakdown of taxable property values. Approximately 50% of the tax base is commercial and 50% is residential.



# City Services Data

| | | | |
|---|---|---|---|
| **GENERAL** | | **PUBLIC SAFETY** | |
| City Area (Sq. Miles) | 9.47 | Number of Fire Stations and Substation | 2 |
| Miles of Paved Streets | 179 | Number of Volunteer Firefighters | 20 |
| City Facility Square Footage | 101,857 | Number of Police Stations | 1 |
| Number of City Departments | 17 | Number of Police Officers | 22 |
| Number of Advisory Boards/Commissions | 14 | | |
| | | **UTILITIES** | |
| **RECREATION AND CULTURE** | | Number of Electric Accounts | 2,688 |
| Park Acres Maintained | 123 | Number of Water Accounts | 3,469 |
| Number of Playgrounds | 5 | Number of Wastewater Accounts | 3,029 |
| Number of Athletic Fields | 12 | Number of Garbage Accounts | 2,756 |
| Water Play Areas | 1 | Gallons of Water Produced (Million) | 585 |
| | | Gallons of Wastewater Treated (Million) | 401 |
| **LIBRARY** | | | |
| Circulation | 208,256 | **PLANNING AND DEVELOPMENT** | |
| Cataloged Collection | 52,110 | Number of Residential Building Permits | 73 |
| User Population | 9,204 | Number of Commercial Building Permits | 10 |

# Acronyms / Glossary

BASTROPTX
Heart of the Lost Pines
Est. 1832


**Acronyms / Glossary**

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# Acronyms

**ADA** ..... American Disability Act
**AMR** ..... Automatic Meter Reading
**APPA** .....American Public Power Association
**ASE** .....Automotive Service Excellence
**BAIPP** ..... Bastrop Arts in Public Places
**BCAD** .....Bastrop Central Appraisal District
**BISD** ..... Bastrop Independent School District
**BRE** .....Business Retention Expansion
**BCWCID** .....Bastrop County Water Control & Improvement District #2
**CAD** .....Computer Aided Dispatch
**CAFR** ..... Comprehensive Annual Finance Report
**CAMPO** . Capital Area Metro Planning Organization
**CAPCOG** ..... Capital Area Council of Governments
**CCN** ..... Certificates of Convenience & Necessity
**CDBG** ..... Community Development Block Grants
**CJIS** .....Criminal Justice Information Services
**CIP** .....Capital Improvement Plan (Program)
**CO** ..... Certificate of Obligation
**COP** ..... Citizens on Patrol Program
**DFIRM** ..... Digitized Flood Insurance Rate Maps
**DMO** ..... Destination Marketing Organization
**EOC**.....Emergency Operations Center
**EPA** .....Environmental Protection Agency
**ERCOT** .....Electric Reliability Council of Texas
**ESD** .....Emergency Services District
**EST** .....Elevated Storage Tank
**ETJ** .....Extra-territorial Jurisdiction
**FAA** ..... Federal Aviation Administration
**FEMA** ..... Federal Emergency Management Agency
**FERC** .....Federal Energy Regulatory Commission
**FSLA** ..... Fair Standard Labor Act
**FTE** .....Full Time Equivalent
**GAAP** .....Generally Accepted Accounting Principles
**GASB** . Governmental Accounting Standards Board
**GFOA** ..... Government Finance Officers Association
**GIS** .....Geographic Information System
**GPS** .....Global Positioning System
**HEB** .....H.E. Butt (Grocery)
**HMAC** .....Hot Mix Asphalt Concrete
**HOT** .....Hotel Occupancy Tax
**HR** ..... Human Resources
**HRIS** .....Human Resources Information System
**HVAC** .....Heating Ventilating and Air Conditioning
**IAP** ..... Incident Action Plan
**IRS** .....Internal Revenue Service
**ISF** .....Internal Service Fund
**ISO** .....Insurance Services Office
**IT** .....Information Technology
**IVR** .....Interactive Voice Response
**LCRA** ..... Lower Colorado River Authority
**MSAB** .....Main Street Advisory Board
**MOU** ..... Memorandum of Understanding
**NIBBLES** Nutrition in Back-Packs Before Littles Exit School Program.
**ORR** ..... Open Records Request
**pCARD**.....Purchasing Procurement Card
**PCI** .....Pavement Condition Index
**PIO** ..... .Public Information Officer
**PID** .....Public Improvement District
**RFP** .....Request for Proposal
**RFQ** ..... Request for Qualifications
**ROW** ..... Rights-of-Way
**RMS** .....Records Management System
**SAN** .....Storage Area Network
**SCADA** ... Supervisory Control and Data Acquisition
**SOP** .....Standard Operating Procedure
**TAMIO** .....Texas Association of Municipal Information Officers.
**TATAO**.....Texas Association of Telecommunications Officers and Advisors
**TCEQ** Texas Commission on Environmental Quality
**TCLEOSE** . Texas Commission of Law Enforcement Office Standards and Education
**TDEM** ..... Texas Department of Emergency Management
**TEEX** .....Texas Engineering Extension Service
**TML** ..... Texas Municipal League
**TMRS** ..... Texas Municipal Retirement System
**TLETS** .... Texas Law Enforcement Telecom System
**TXDOT** ..... Texas Department of Transportation
**WTP** .....Water Treatment Plant
**WWTP** .....Wastewater Treatment Plant
**ZBA** ..... .Zoning Board of Adjustments

# Glossary of Terms

**Account Number** – A code made up of numbers used to classify how specific dollar amounts come into the City or how they are being spent.

**Accounting System** – The methods and records established to identify, assemble, analyze, classify, record, and report the City's transactions and to maintain accountability for the related assets and liabilities.

**Accounts Payable** – A short-term (one year or less) liability reflecting amounts owed for goods and services received by the City.

**Accounts Receivable** – An asset reflecting amounts due from other person(s) or organization(s) for goods and services furnished by the City.

**Accrual Accounting** - The basis of accounting where transactions are recognized in the financial statements when they occur, regardless of when cash is received or spent.

**Adopted** – Adopted, as used in fund summaries and department and division summaries within the budget document, represents the budget as approved by formal action of the City Council, which sets the spending limits for the fiscal year.

**Ad Valorem Tax** - A tax computed from the assessed valuation of land and improvements (See Property Tax).

**Amended Budget** – The adopted budget for a fiscal year plus any budget amendments or budget transfers.

**Amortize** – Provide for the gradual extinguishment of a liability (as a mortgage) usually by contribution to a sinking fund at the time of each periodic period.

**Appropriation** - A legal authorization granted by a legislative body to make expenditures and incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

**Appropriation Ordinance** - An ordinance which gives appropriations legal effect. It is the method by which the expenditure side of the annual operating budget is enacted into law by the City Council.

**Assessed Valuation** - Valuation set upon real estate or other property by a government as a basis for levying taxes (Note: Property values in Bastrop are established by the Bastrop County Appraisal District).

**Assets** - Resources owned or held by the City which have monetary value.

**Audit** - An examination of organization financial statements and the utilization of resources.

**Available Cash** – Unobligated cash and cash equivalents.

**Balance Sheet** - A financial statement that presents the assets, liabilities, reserves and balances of a specific governmental fund as of a specified date.

**Balanced Budget** - A budget adopted by the legislative body and authorized by ordinance where the proposed expenditures are equal to or less than the proposed resources.

**Benchmarking** – A process for measuring progress from a point in time and is something that serves as a standard by which others may be measured.

**Bond** - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue. Bonds are most frequently used to finance the construction of large capital projects.

**Bonded Debt** – The portion of indebtedness represented by outstanding (unpaid) bonds.

**Bonds Issued** – Bonds sold by the City.

**Bonds Payable** – The face value of bonds issued and unpaid.

**Budget** - A plan of financial operation that links all planned revenues and expenditures with various municipal services. The term "budget" usually indicates a financial plan for a single fiscal year.

**Budget Document** - The instrument used by the budget-making authority to present a comprehensive financial program to the appropriating body.

**Budgetary Control** - The control or management

of a government or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available resources.

**Capital Expenditure** – Funds spent for the acquisition of a long-term asset.

**Capital Improvement Program Budget** - A Capital Improvement Program (CIP) budget is a separate budget from the operating budget. Items in the CIP are usually construction projects or major capital purchases designed to improve and maintain the value of the City's assets.

**Capital Outlay** - Expenditures that result in the acquisition of or addition to fixed assets. Fixed assets are defined as a piece of equipment, vehicle, furniture or fixture that cost at least $5,000.

**Cash Management** - The management of cash necessary to pay for government services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporary cash balances.

**Certificate of Obligations** - Legal debt instruments used to finance capital improvement projects, which are authorized by City Council and backed by the full faith and credit of the government entity and are fully payable from a property tax levy.

**City Charter** – The document that establishes the City as an incorporated political subdivision (municipal government) in accordance with the statutes of the State of Texas. The charter provides the form, roles and power of the municipal government that is the City of Bastrop.

**"Cloud" Computing** – On-demand computing, known as "Cloud" computing, is a kind of Internet-based computing that provides shared processing resources and data to computers and other devices on demand.

**Comprehensive Plan** – It is an all-inclusive approach to addressing a community's future growth and change. The final product of the comprehensive planning process is a document, which is official in nature, used as a policy guide regarding community development and enhancement.

**Contingency Fund** -A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

**Coverage Ratio** – A term defined by revenue bond indenture, which refers to the ratio of net revenues of an Enterprise Fund after all maintenance and operations expenses are considered, to total debt service.

**Current Taxes** -Taxes that are levied and due within one year.

**Debt Service** - The City's obligation to pay the principal and interest of all bonds or other debt instruments according to a pre-determined payment schedule.

**Debt Service Fund** - A fund established to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. May also be called a sinking fund.

**Debt Service Requirement** - The amount of money required to pay interest and principal for a specified period on outstanding debt.

**Delinquent Taxes** -Taxes remaining unpaid on and after the date on which a penalty for non-payment is attached.

**Department** - A functional group of the City with related activities aimed at accomplishing a major City service or program.

**Depreciation** - (1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy or obsolescence. (2) That portion of the cost of a capital asset which is charged as an expense during a particular period.

**Disbursement** - Payment for goods and services in cash or by check.

**Division** – A grouping of related activities within a particular department.

**Effective Tax Rate:** The rate that produces the same effect in terms of the total amount of taxes as compared to the prior year. The computation of the effective rate is governed by the State of Texas.

**Employee Benefits** – For the purpose of budgeting, this term refers to the City's cost of medical, dental, and life insurance, pension contributions, social security contributions, workers' compensation, and unemployment insurance costs.

**Encumbrances** - The pledge to expend appropriated funds to purchase an item or service. To encumber funds means to set aside funds for future expenditures.

**Enterprise Fund** - A governmental accounting fund in which the services provided are financed

and operated similarly to those of a private business. The rates for these services are established to ensure that revenues are adequate to meet all necessary expenditures.

**Equity** - The difference between assets and liabilities of the fund.

**Escrow Agent** – A person or entity that holds property in trust for third parties while a transaction is finalized, or a disagreement is resolved.

**Escrow** – A contractual arrangement in which a third party receives and disburses money or documents for the primary transacting parties, with the disbursement dependent on conditions agreed to by the transacting parties.

**Estimated Revenue** – The amount of revenue expected to be collected during the year.

**Expenditure** - The actual outflow of funds paid for an asset obtained or goods and services obtained.

**Expense** – Charges incurred, whether paid or unpaid, for operation, maintenance, interest and other charges which are presumed to benefit the current fiscal period.

**Extraterritorial Jurisdiction** – It is the legal ability of a government to exercise authority beyond its normal boundaries.

**Fiscal Year** - A 12-month period to which the annual operating budget applies and at the end of which the City determines its financial position and the results of its operations. The Fiscal Year for Bastrop begins October 1 and ends September 30.

**Fixed Assets** - Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery and equipment.

**Franchise Fee** – A fee paid by public service businesses for use of City streets, alleys, and property in providing their services to a community. Services requiring a franchise include electricity, natural gas, telecommunications, water, wastewater, and cable television.

**Full Faith and Credit** - A pledge of the general taxing power of a government to repay debt obligations. This term is typically used in reference to general obligation bonds.

**Full-Time Equivalent** – A quantifiable unit of measure utilized to convert hours worked by part-time, seasonal or temporary employees into hours worked by full-time employees. Full-time employees work 2080 hours annually. A part-time employee working 1040 hours annually presents a 0.5 F.T.E.

**Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions.

**Fund Balance** - The excess in a fund of current assets over current liabilities; sometimes called working capital in enterprise funds. A negative fund balance is often referred to as a deficit.

**General Fund** - The fund used to account for all financial resources except those required to be accounted for in another fund. This fund includes most of the basic operating services such as police protection, finance, parks, libraries, street maintenance, and general administration.

**General Ledger** - A file that contains the accounts needed to reflect the financial positions and the results of operations of the City.

**General Obligation Debt** - Monies owed on interest and principal to holders of the City's general obligation bonds. The debt is backed by the full faith and credit of the City and requires voter approval.

**Generally Accepted Accounting Principles** - Detailed accounting standards and practices for state and local governments as prescribed by the Governmental Accounting Standards Board (GASB).

**Geographic Information System** – A computer system used to collect, store, manipulate, analyze, and display spatial or geographic data.

**Goals** - Targets or plans that are reflective of major departmental activities.

**Governmental Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Governmental Funds include the General Fund, Special Revenue funds, Debt Service funds, and Capital Projects funds.

**Grants** - Contributions of assets from another government to be used or expended for a specified purpose, activity, or facility.

**Hotel Occupancy Tax** – Hotel occupancy tax is imposed on the rental of a room or space in a hotel costing $15 or more each day. The tax not only applies to hotels and motels, but also to bed and breakfasts, condominiums, apartments, and houses. Texas Tax Code, Title 3 – Local Taxation, Chapter 351 – Municipal Hotel Occupancy Taxes is the statute governing the collection of and expenditure related to HOT Tax.

**Indirect Costs** – Those costs that are fully expensed within one fund or division that can be allocated to another fund or division. Human Resources is fully expensed to the General Fund,

but services relate to the Electric Utility Fund as well.

**Information Technology** – It is the use of computers to store, retrieve, transmit, and manipulate data, or information, often in the context of a business, government, or other enterprise.

**Interest and Sinking Funds** – See Debt Service Fund.

**Interfund Transfers** - Amounts transferred from one fund to another.

**Intergovernmental Revenue** – Revenues received from another governmental entity, such as county, state, or federal governments.

**Internal Service Fund** - A fund used to account for the financing of goods or services provided by one department to another on a cost reimbursement basis.

**Inventory** - A detailed listing of property currently held by the City.

**Levy** - To impose taxes, special assessments or service charges for the support of City activities.

**Liabilities** - Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date. This term does not include encumbrances.

**Limited Tax Note** – Short-term interest-bearing note issued by a government in anticipation of tax revenues to be received at a later date. The note is retired from the tax revenue to which it is related.

**Line-Item Budget** - A budget that lists each expenditure category (personnel, supplies, services, etc.) separately, along with the dollar amount budgeted for each specified category.

**Long-Term Debt** - Any un-matured debt that is not a fund liability with a maturity of more than one year.

**Maintenance** - The act of keeping assets in a state of good repair. It includes preventive maintenance, normal periodic repairs, part replacement and so forth needed to maintain the asset so that it continues to provide normal service.

**Mission** – The basic purpose of the department/division; the reason for its existence.

**Modified Accrual Accounting** - A basis of accounting in which expenditures are accrued but revenues are accounted when they are measurable and available to pay current liabilities. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are measurable and available to pay current liabilities. This type of accounting basis is conservative and is recommended as the standard for most governmental funds.

**Non-Operating Expenditures** – The costs of government services which are not directly attributable to a specific City program or operation. An example would be debt service obligations.

**Non-Operating Revenues** – The incomes, not received by the government, which are directly attributable to providing a service. An example would be interest on investments.

**O&M** – Operations and Maintenance.

**Objectives** – A specific, measurable, and observable result of an organization's activity which advances the organization toward a goal.

**Operating Budget** - The plan for current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing, acquisition, spending, and service delivery activities of a government are controlled. The use of annual operating budgets is usually required by law.

**Operating Expenses** – Proprietary fund expenses related directly to the fund's primary activities.

**Operating Income** – The excess of operating revenues over operating expenses.

**Operating Revenue** – Proprietary fund revenues directly related to the fund's primary activities. They consist primarily of user charges for goods and services.

**Operating Transfers** – Legally authorized transfers from a fund receiving revenue to the fund through which the resources are to be expended.

**Ordinance** - A formal legislative enactment by the governing board of a municipality. If it is not in conflict with any higher form of law, such as a state statute or constitutional provision, it has the full force and effect of law within the boundaries of the municipality to which it applies.

**Pavement Condition Index** – It is a numerical index between 0 and 100 which is used to indicate the general condition and expected life of a specific section of road pavement.

**Paying Agent** – An entity responsible for paying of bond principal and interest on behalf of the City.

**Performance Measure** - Measurements that reflect the service that is being provided and permit objective evaluation of the service program.

**Policy** - A plan, course of action, or guiding principle design to set parameters for decisions and

actions.

**Principal** – The face value of a bond, payable on stated dates of maturity.

**Property Tax** - Taxes are levied on both real and personal property according to the property's valuation and tax rate.

**Proprietary Fund** - A fiscal and accounting entity with a self-balancing set of accounts that records all financial transactions for specific activities or government functions. Proprietary Funds include Enterprise funds and Internal Service funds.

**Public Improvement District** – A defined geographical area established to provide specific types of improvements or maintenance within the area which are financed by assessments against property owners within the area.

**Refunding** – The issuance of new debt whose proceeds are used to repay previously issued debt. The proceeds may be used immediately for this purpose (a current refunding) or they may be placed with an escrow agent and invested until they are used to pay principal and interest on the old debt at a future time (an advance refunding).

**Reimbursements** – Interfund transactions that constitute reimbursements to a fund for expenditures or expenses initially made from it, but that properly apply to another fund.

**Reserve** - An account used to earmark a portion of fund balance to indicate that it is not appropriated for expenditure. A reserve may also be an account used to earmark a portion of fund equity as legally segregated for a specific future use.

**Resolution** – A special or temporary order of the City Council.

**Retained Earnings** – An equity account reflecting the accumulated earning of a proprietary fund.

**Revenue** - Funds that the City receives as income. It includes such items as tax payments, fees from specific services, receipts from other governments, fines, forfeitures, grants, shared revenues, and interest income.

**Revenue Bonds** - Bonds whose principal and interest are payable exclusively from earnings of an Enterprise Fund.

**Risk Management** – An organized effort to protect the City's assets against loss, utilizing the most economical methods.

**Sales Tax** – Tax collected on goods and services sold within the City's boundaries and remitted to the State's Comptroller of Public Accounts.

**Sinking Fund** - See Debt Service Fund.

**Special Revenue Fund** – Accounts for the proceeds of specific revenue sources that are legally restricted to expenditure for specific purposes.

**Surplus** – The excess of the assets of a fund over its liabilities; or if the fund has other resources and obligations, the excess of resources over the obligations.

**Tax Base** – The total taxable value of all real and personal property in the City as of January 1st of each year as certified by the Tax Appraisal District, less any exemptions.

**Tax Levy** – The resultant product when the tax rate per one hundred dollars is multiplied by the tax base.

**Tax Rate** – The amount of tax levied for each $100 of taxable value.

**Tax Roll** – The official list showing the amount of taxes levied against each taxpayer of property.

**Taxes** - Compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges, for example, sanitation service charges.

**Texas Municipal League** – It is a voluntary coalition of Texas municipalities created for the purpose of furthering and enhancing causes of mutual interest to Texas cities.

**Texas Municipal Retirement System** – It provides retirement plans to its member cities. Each city selects its own plan and its contributions are computed on each individual city's plan and actuarial information. The City of Bastrop currently offers its employees a retirement plan with 2:1 matching, 5-year vesting, and retirement eligibility at age 60 with 5 years of service and at any age with 25 years of service.

**Transfers In/Out** - Amounts transferred from one fund to another to assist in financing the services or programs for the recipient fund.

**Unencumbered Fund Balance** – It is the amount of undesignated fund balance of a fund available for allocation.

**User Fees** – The payment of a fee for the direct receipt of a public service by the party benefiting from the service.

**Working Capital** – Current assets less current liabilities.

# FY2019-2020 Budget
# Public Hearing
# September 10, 2019

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Budget Highlights

## Cost Recovery through Fees:

- Proposed increase in Development Fees to cover 75% of actual cost – this budget includes $300,665 more than FY 2019 projection)

- Proposed Non-Resident Library Fee (Effective Jan. 1, 2020) – This will be a $25 fee annually and totals $75,000 in this proposed budget

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Budget Highlights

## Service Organizations Require People

- Proposed 2.5% step increase
- Police Field Training Officer Pay

New positions proposed – 4.4 FTE's (All General Fund)

- Construction Manager
- Fire Inspector/Assistant Fire Chief
- Part-time fire for night shift
- Increased hours for Human Resources Executive Assistant
- Library Associate moved to full time from part time

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Budget Highlights

## Additional Proposed Funding

- Rifle Resistant Helmets
- Emergency Management Command Vehicle
- Patrol Vehicle (2)
- Fire Command Vehicle
- Fire Aerial Engine
- Fire Pumper Engine
- Drainage Master Plan
- New website
- New Permit tracking software

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Budget Highlights

## Proposed Rate Increases

### Solid Waste Charges

#### Effective 10/1/19

| | Before 10/1/2019 | After 10/1/2019 |
|---|---|---|
| Residential | $16.05 | $16.85 |
| Additional Cart | $5.25 | $5.51 |
| Additional Recycling Bin | $2.10 | $2.20 |

Contract allowed 5% increase

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# Budget Highlights

## Proposed Rate Increases

### Wastewater Service Charges

| Effective 10/1/2018 | | | Proposed change 1/1/2020 | |
|---|---|---|---|---|
| Minimum Charge | $36.97 | | Minimum Charge | $41.97 |
| Per 1,000 gallons: | | | Per 1,000 gallons: | |
| 0-5,000 | $2.45 | | 0-10,000 | $2.45 |
| 5,001-10,000 | $2.77 | | 10,001-30,000 | $2.95 |
| 10,001-20,000 | $2.95 | | Over 30, 000 | $3.47 |
| 20,001-50,000 | $3.18 | | | |
| Over 50, 000 | $3.47 | | | |

Increase of $5 allocated to debt service

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Heart of the Lost Pines / Est. 1832

# ALL FUND SUMMARY - FY 2020

| | GENERAL FUND | STREET MAINTENANCE FUND | DEBT SERVICE FUNDS | HOTEL TAX FUND | SPECIAL REVENUE FUNDS | WATER/ WASTEWATER FUNDS | BP&L FUND | CAPITAL IMPROVEMENT FUNDS | INTERNAL SERVICE FUND | ECONOMIC DEVELOPMENT CORP | TOTAL ALL FUNDS |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCES** | $ 2,643,264 | $ 1,019,945 | $ 254,780 | $ 3,797,361 | $ 2,668,721 | $ 5,050,257 | $ 3,590,969 | $ 5,393,832 | $ 2,524,545 | $ 4,070,298 | $ 31,013,972 |
| **REVENUES:** | | | | | | | | | | | |
| AD VALOREM TAXES | 3,850,795 | | 2,006,862 | | - | - | - | - | | | 5,857,657 |
| SALES TAXES | 5,084,400 | | | | - | - | - | - | | 2,560,000 | 7,644,400 |
| FRANCHISE & OTHER TAXES | 467,830 | | | 2,830,500 | 23,250 | - | - | - | | | 3,321,580 |
| LICENSES & PERMITS | 819,032 | | | 2,000 | - | - | - | - | | | 821,032 |
| SERVICE FEES | 673,100 | | | 275,250 | 1,116,203 | 6,163,064 | 7,037,682 | - | 371,192 | 13,800 | 15,650,291 |
| FINES & FORFEITURES | 349,585 | | | | 12,650 | - | - | - | | | 362,235 |
| INTEREST | 65,000 | 10,000 | 20,000 | 65,000 | 44,050 | 117,000 | 72,000 | 110,144 | 15,500 | 80,000 | 598,694 |
| INTERGOVERNMENTAL | 89,878 | | 246,548 | 62,312 | 2,863,125 | - | - | - | | | 3,261,863 |
| OTHER | 60,000 | | | - | 131,910 | 6,500 | 16,880 | 3,265,000 | | 1,560,000 | 5,040,290 |
| **TOTAL REVENUES** | 11,459,620 | 10,000 | 2,273,410 | 3,235,062 | 4,191,188 | 6,286,564 | 7,126,562 | 3,375,144 | 386,692 | 4,213,800 | 42,558,042 |
| **OTHER SOURCES** | | | | | | | | | | | |
| Other Financing Sources | - | | | | | | | 30,000 | | | 30,000 |
| Interfund Transfers | 769,741 | 154,000 | 514,416 | 461,494 | 4,700 | 4,895,885 | - | 22,500 | 75,000 | | 6,897,736 |
| **TOTAL REVENUE & OTHER SOURCES** | 12,229,361 | 164,000 | 2,787,826 | 3,696,556 | 4,195,888 | 11,182,449 | 7,126,562 | 3,427,644 | 461,692 | 4,213,800 | 49,485,778 |
| **TOTAL AVAILABLE RESOURCES** | $ 14,872,625 | $ 1,183,945 | $ 3,042,606 | $ 7,493,917 | $ 6,864,609 | $ 16,232,706 | $ 10,717,531 | $ 8,821,476 | $ 2,986,237 | $ 8,284,098 | $ 80,499,750 |
| EXPENDITURES: | | | | | | | | | | | |
| GENERAL GOVERNMENT | 4,454,010 | | | | 3,268,125 | - | - | 123,000 | | | 7,845,135 |
| PUBLIC SAFETY | 4,605,308 | | | | 20,950 | - | - | - | | | 4,626,258 |
| DEVELOPMENT SERVICES | 1,084,324 | | | | - | - | - | 100,000 | | | 1,184,324 |
| COMMUNITY SERVICES | 1,647,736 | | | 354,150 | 325,327 | - | - | - | | | 2,327,213 |
| UTILITIES | | | | | 165,000 | 3,839,046 | 6,054,651 | - | | | 10,058,697 |
| DEBT SERVICE | | | 2,752,618 | | - | 1,870,887 | 159,847 | 143,668 | | 485,453 | 5,412,473 |
| ECONOMIC DEVELOPMENT | | | | 3,327,999 | - | - | - | - | | 4,816,045 | 8,144,044 |
| CAPITAL OUTLAY | | 1,183,945 | | | 911,000 | 4,150,400 | 615,000 | 8,043,689 | 496,754 | | 15,400,788 |
| **TOTAL EXPENDITURES** | 11,791,378 | 1,183,945 | 2,752,618 | 3,682,149 | 4,690,402 | 9,860,333 | 6,829,498 | 8,410,357 | 496,754 | 5,301,498 | 54,998,932 |
| **OTHER USES** | | | | | | | | | | | |
| Interfund Transfers | 238,992 | - | - | 521,916 | 575,395 | 4,335,693 | 872,750 | 352,991 | - | | 6,897,736 |
| **TOTAL EXPENDITURE & OTHER USES** | 12,030,370 | 1,183,945 | 2,752,618 | 4,204,065 | 5,265,797 | 14,196,026 | 7,702,248 | 8,763,348 | 496,754 | 5,301,498 | 61,896,668 |
| **ENDING FUND BALANCES** | $ 2,842,255 | $ - | $ 289,988 | $ 3,289,852 | $ 1,598,812 | $ 2,036,680 | $ 3,015,283 | $ 58,128 | $ 2,489,483 | $ 2,982,600 | $ 18,603,082 |

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9D

**TITLE:**
Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-39 of the City Council of the City of Bastrop, Texas, adopting the tax rate and levying ad valorem taxes for the Fiscal Year 2019-2020 to provide revenue for the payment of current expenditures: providing a severability clause; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
The City Council held a Budget Workshop on April 24, 2019 to discuss budget challenges and needs of the community.

The City Manager presented the proposed budget for FY2019-2020 on August 13, 2018. The City Council held a Budget Workshop on August 20, 2019 and August 21, 2019 to go through all funds in detail.

Ad valorem taxes are made up of two components: (1) operations and maintenance (O&M); (2) interest and sinking fund (I&S). The proposed budget was prepared with an O&M rate of $0.3691 and an I&S rate of $0.1949 for a total tax rate of $0.5640 per $100 of taxable value.

The proposed tax rate is effectively a tax increase of 6.0% which is the difference between the effective tax rate and the proposed tax rate.

**POLICY EXPLANATION**:
Adoption of the tax rate is an important part of the budget process. Adoption of the tax rate per state law must be a separate item on the agenda and occurs after the adoption of the budget.

The State of Texas Truth in Taxation Law requires that the City Council conduct two public hearings on its proposed ad valorem tax rate each year if such rate exceeds the rollback tax rate or effective tax rate, whichever is lower. The effective tax rate and the rollback tax rate have been calculated and the Notice of Proposed Tax Rate has been published in the local newspaper and on the City's website and Public Access Channel as required by law. The following table illustrates the proposed tax rate, the rollback tax rate, and the effective tax rates appropriately split between the I&S and the O&M rate. The proposed tax rate to be considered is $0.5640, which is more than the effective tax rate.

| TAX RATE | FY 2018-2019 | FY 2019-2020 |
|---|---|---|
| Property Tax Rate | 0.5640 | 0.5640 |
| Effective Rate | 0.5534 | 0.5322 |
| Rollback Rate | 0.5809 | 0.5704 |
| Effective M&O Rate | 0.3575 | 0.3477 |
| I&S Rate | 0.1949 | 0.1949 |

**FUNDING SOURCE**:
This item is the annual ad valorem tax assessment for FY 2019-2020.

**RECOMMENDATION**:
Consider action to adopt the ad valorem tax rate. Tax Code requires that the motion be read as follows:

> **"I MOVE THAT THE PROPERTY TAX RATE BE INCREASED BY THE ADOPTION OF A TAX RATE OF $0.5640, WHICH IS EFFECTIVELY A 5.98 PERCENT INCREASE IN THE TAX RATE."**

**ATTACHMENTS:**

- Ordinance No. 2019-39
- PowerPoint Presentation

**ORDINANCE NO. 2019-39**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE TAX RATE AND LEVYING AD VALOREM TAXES FOR THE FISCAL YEAR 2019-2020 TO PROVIDE REVENUE FOR THE PAYMENT OF CURRENT EXPENDITURES; ENACTMENT; ENFORCEMENT; A REPEALER; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS**, the City Council of Bastrop, Texas has on this date, by way of separate Ordinance, duly approved and adopted a Budget for the operation for the City for fiscal year 2019-2020 (FY 2019-2020); and

**WHEREAS**, the aforesaid Ordinance anticipates and requires the levy of an ad valorem tax on all taxable property in the City of Bastrop; and

**WHEREAS**, the Chief Appraiser of Bastrop County Tax Appraisal District has prepared and certified the appraisal roll for the City of Bastrop, Texas, that roll being that portion of the approved appraisal roll of the Bastrop County Tax Appraisal District which lists property taxable by the City of Bastrop, Texas; and

**WHEREAS**, it is necessary to levy such an ad valorem tax at a given rate to generate revenues sufficient to meet the projected expenses of the City for FY 2019-2020; and

**WHEREAS**, the City has fully and timely complied with all notice and other requirements relative to the adoption of a tax rate for FY 2019-2020.

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

**Section 1:** There is hereby levied for the FY 2019-2020 upon all real property situated within the corporate limits of the City of Bastrop, Texas, and upon all personal property which was owned within the corporate limits of the City of Bastrop, Texas, on January 1, 2019, except so much thereof as may be exempt by the Constitution or laws of the State of Texas, a total tax of $0.5640 on each $100 of assessed valuation on all taxable property, which total tax herein so levied shall consist and be comprised of the following components:

a) An ad valorem tax rate of $0.3691 on each $100 of assessed valuation of all taxable property is hereby levied for general City purposes and to pay the current operating expenses of the City of Bastrop, Texas, for the fiscal year ending September 30, 2020, which tax, when collected shall be appropriated to and for the credit of the General Fund of the City of Bastrop, Texas.

b) An ad valorem tax rate of $0.1949 on each $100 of assessed valuation of taxable property is hereby levied for the purpose of creating an Interest and Sinking Fund with which to pay the interest and principal of the valid bonded indebtedness, and related fees of the City of Bastrop, now outstanding and such tax, when collected, shall be appropriated and deposited in and to the credit of the General Debt Service Fund of the City of Bastrop, Texas, for the fiscal year ending September 30, 2020.

**Section 2**: The City of Bastrop shall have lien on all taxable property located in the City of Bastrop to secure the payment of taxes, penalty, and interest, and all costs of collection, assessed and levied hereby.

**Section 3:** Taxes are payable in Bastrop, Texas at the Office of the Tax Assessor Collector of Bastrop County. The City shall have available all the rights and remedies provided by law for the enforcement of the collection of taxes levied under this Ordinance.

**Section 4:** The tax roll presented to the City Council, together with any supplements thereto, are hereby accepted and approved.

**Section 5**: Should any paragraph, sentence, provision, clause, phrase or section of this Ordinance be adjudged or held to be unconstitutional, illegal, or invalid, the same shall not affect the validity of this Ordinance, as a whole, or any part or provision thereof, other than the part or parts adjudged to be invalid, illegal, or unconstitutional.

**Section 6**: This ordinance shall be in full force and effect from and after its adoption by the City Council and publication of its caption as the law and the City Charter provide in such cases.

**Section 7:** All other ordinances and Code provisions in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency and all other provisions of the Bastrop City Code not in conflict herewith shall remain in full force and effect.

**Section 8:** The repeal of any ordinance or parts thereof by the enactment of this Ordinance, shall not be construed as abandoning any action now pending under or by virtue of such ordinance; nor shall it have the effect of discontinuing, abating, modifying or altering any penalty accruing or to accrue, nor as affecting any rights of the City under any section or provision of any ordinances at the time of passage of this Ordinance.

THE TAX RATE WILL RAISE MORE TAXES FOR MAINTENANCE AND OPERATIONS THAN LAST YEARS TAX RATE; AND THE TAX RATE WILL EFFECTIVELY BE RAISED BY 5.98 PERCENT AND WILL RAISE TAXES FOR MAINTENANCE AND OPERATIONS ON A $100,000 HOME BY APPROXIMATELY $0.00.

**Section 9:** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. The City Council of the City of Bastrop, Texas adopted this ordinance with a majority vote as follows:

| | | | | |
|---|---|---|---|---|
| Mayor Pro Tem Lyle Nelson | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |
| Council Member Bill Peterson | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |
| Council Member Drusilla Rogers | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |
| Council Member Bill Ennis | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |
| Council Member Dock Jackson | YEA____ | NAY____ | ABSTAIN____ | ABSENT____ |

READ and APPROVED on First Reading on the 10th day of September 2019.

READ and ADOPTED on Second Reading on the 24th day of September 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

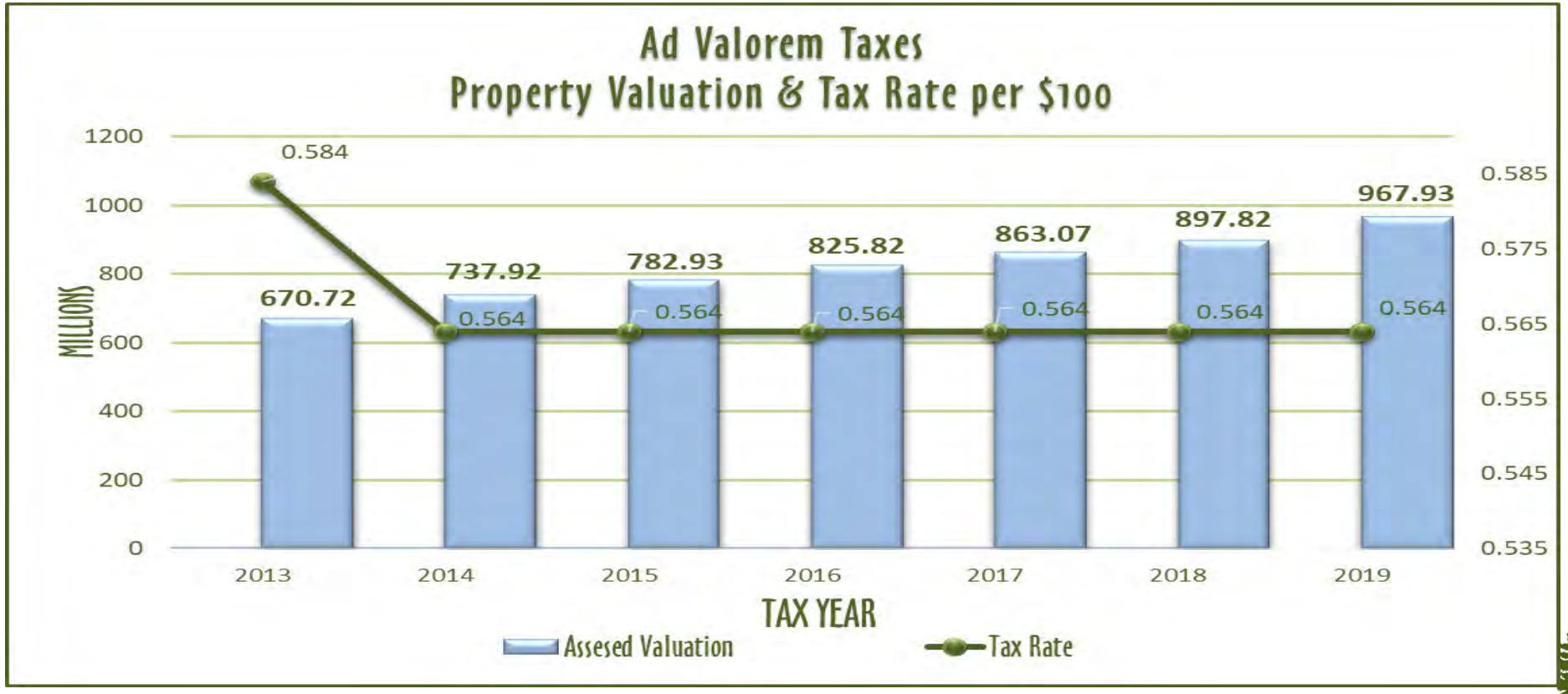
_____
Alan Bojorquez, City Attorney

# Proposed Tax Rate
# September 10, 2019

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Assessed Value Overview

| | FY2018-2019 | FY2019-2020 |
|---|---|---|
| Assessed Value | $897,823,408 | $967,932,907 |
| | | *This is a taxable base increase of 7.8%* |




BASTROPTX
Heart of the Lost Pines / Est. 1832

# Tax Rate Overview

| TAX RATE | FY 2018-2019 | FY 2019-2020 |
|---|---|---|
| Property Tax Rate | 0.5640 | 0.5640 |
| Effective Rate | 0.5534 | 0.5322 |
| Rollback Rate | 0.5809 | 0.5704 |
| M&O Rate | 0.3691 | 0.3691 |
| Debt Service (I&S Rate) | 0.1949 | 0.1949 |

**Effective Tax Rate** – the rate would generate the same amount of revenue than last year based on the value of the same properties from both years.

**Rollback Tax Rate** – this rate is the maximum rate allowed by law without voter approval.

**The proposed tax rate will generate $307,803 more revenue than the effective rate. The amount generated from new property added to the tax roll this year is $124,315. This leaves $183,488 increase coming from the same property as last year.**

BASTROPTX
Heart of the Lost Pines / Est. 1832

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9E

**TITLE:**
Consider action to approve Resolution No. R-2019-81 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies attached as Exhibit A; approving the list of Qualified Brokers attached as Exhibit B; making various provisions related to the subject; and establishing an effective date.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
This policy is required to be reviewed and approved annually by the governing body. The Public Funds Investment Act, Chapter 2256 has had no changes since the last time this policy was reviewed. The policy still serves the needs of the City and needs no recommended changes.

**POLICY EXPLANATION**:
Provided in the Public Funds Investment Act section 2256.005(e) the governing body will review the Investment Policy annually and provide a written instrument stating that it has reviewed the Policy. The Act requires that a list of qualified brokers be approved annually. No changes are recommended to this list.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve Resolution No. R-2019-81 of the City Council of the City of Bastrop, Texas approving and adopting the Investment Policy and Investment Strategies attached as Exhibit A; approving the list of Qualified Brokers attached as Exhibit B; making various provisions related to the subject; and establishing an effective date.

**ATTACHMENTS:**
- Resolution No. R-2019-81
- Investment Policy and Investment Strategies – Exhibit A
- List of Qualified Brokers – Exhibit B

**RESOLUTION NO. R-2019-81**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AND ADOPTING THE INVESTMENT POLICY AND INVESTMENT STRATEGIES ATTACHED AS EXHIBIT A; APPROVING THE LIST OF QUALIFIED BROKERS ATTACHED AS EXHIBIT B; MAKING VARIOUS PROVISIONS RELATED TO THE SUBJECT; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Public Funds Investment Act, Texas Government Code Ann., Chapter 2256 (the "Act"), provides that the governing body of an investment entity shall adopt a written investment policy and investment strategies regarding the investment of its funds; and

**WHEREAS**, the Act provides that the governing body of an investing entity shall review its investment policy and investment strategies not less than annually; and

**WHEREAS**, the City Council has reviewed the investment policy and investment strategies; and

**WHEREAS**, the Act provides that the governing body of an investing entity shall review, revise and adopt its list of qualified brokers at least annually.

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

**Section 1:** The City Council of the City of Bastrop, Texas, approves and adopts the Investment Policy and Investment strategies attached hereto as Exhibit A and list of Qualified Brokers Exhibit B made a part hereof by this reference.

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

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

**Section 4:** This resolution shall take effect immediately from and after its passage, and duly resolved.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop, Texas this 10th day of September 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

**Exhibit A**

# City of Bastrop, Texas

# Investment Policy

Draft dated
September 10, 2019

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## I. INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Bastrop in order to achieve the goals of safety, liquidity, yield, and public trust for all investment activity. The City Council of the City of Bastrop shall review its investment strategies and policy annually. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act. Texas Government Code, Chapter 2256 (the "Act") to define, adopt and review a formal investment strategy and policy. The policy provides conformance to all statutes, rules, and regulations governing the investment of public funds.

## II. INVESTMENT STRATEGY

The City of Bastrop may maintain separate portfolios, or one commingled portfolio which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios. The investment objective for each portfolio will maintain the following priorities in order of importance: preservation and safety of principle, liquidity, diversification, understanding of the suitability of the investment to the financial requirements of the City, marketability of the investment and lastly yield.

Operating funds and commingled pools containing operating funds objective will assure that anticipated cash flows are matched with adequate investment liquidity. An additional objective is to create a diversified portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short- to medium-term securities, which will complement each other in a laddered or barbell maturity structure. The maximum dollar weighted average maturity of 1 year or less will be calculated using the stated final maturity date of each security.

Debt service funds shall have as their objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. No extended investment may be made unless the prior debt service dates are fully funded.

Debt service reserve funds primary objective is the ability to generate a revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities, within the desired maturity and quality range.

Special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The state final maturity dates of securities held should not exceed the estimated project completion date.

## III. SCOPE

This investment policy applies to all financial assets of the City of Bastrop. These funds are accounted for in the City's Annual Financial Report and include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise/ Proprietary Funds and any new fund unless specifically exempted by the City Council.

## IV. OBJECTIVES

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and local law.

The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements, by investing in securities with active secondary markets.

The City's cash management portfolio shall be designed with the objective of regularly matching or exceeding the yield on comparable U.S. Treasury Bill. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

## V. DELEGATION OF RESPONSIBILITY

A. Investment Officer

Under the direction of the City Manager, the Chief Financial Officer is designated as investment officer of the City and is responsible for investment decisions and activities. The investment officer shall attend at least one training session relating to the officer's responsibility under the Act within 12 months after assuming duties. Thereafter, eight hours of training must be completed every two fiscal years. The training cycle is concurrent with the city's fiscal year.

The Investment Officer shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

B. City Council

The City Council holds ultimate fiduciary responsibility for the portfolio. It will receive and review quarterly reporting, approve broker/dealers, and review and adopt the Investment Policy and Strategy at least annually.

## VI. PRUDENCE

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states:

> "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the City's control, over which the officer has responsibility rather than a consideration as to the prudence of single investment.

2. Whether the investment decision was consistent with the written investment policy of the City.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately, and that appropriate action is taken to control adverse developments.

## VII. REPORTING

The Chief Financial Officer shall submit a written and signed quarterly investment report of investment transactions for the preceding reporting period to the City Manager and City Council. The report will include a description in detail of the investment position of the City. To include:

1. a summary of investments, and their beginning market value, additions and changes to the market value during the period, ending market value;
2. fully accrued interest for the reporting period;
3. a description of each investment;
4. The market value of the portfolio must be determined at least monthly. Market prices will be obtained from an independent source.
5. state the book value and market value of each separately invested asset at the end of the reporting period by the type of asset and fund type invested;
6. state the maturity date of each separately invested asset that has a maturity date;
7. state the compliance of the investment portfolio to the investment policy and strategy and the Act.

If the City invests in other than money market mutual funds, investment pools or bank time and demand accounts in any bank the reports prepared by the investment officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

## VIII. INVESTMENT PORTFOLIO

A. Active Portfolio Management

The City shall pursue a conservative pro-active versus passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly. The City is not required to liquidate investments that were authorized investments at the time of the purchase.

B. Investments

Assets of the City of Bastrop may be invested only in the following instruments; as further defined in the Act. At least 3 competitive offers or bids must be obtained for all individual security purchases and sales. (Transactions with money market mutual funds, local government investment pools and when-issued securities shall also be evaluated with comparable investments.

1. Authorized

   a. Obligations of the United States Government, its agencies and instrumentalities with a maximum stated maturity of three years, excluding mortgage backed securities.

   b. General debt obligations of any US state or political subdivision rated AA or better with a stated maturity not to exceed two years.

   c. Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America or their respective agencies or insured by, or backed by the full faith and credit with a maximum maturity of three years.

   d. FDIC insured or collateralized depository certificates of deposit from banks collateralized in accordance with this policy and with a maximum maturity of two years.

   e. FDIC insured brokered certificate of deposit securities issued by any US state delivered versus payment to the City's safekeeping agent not to exceed two years to maturity. Before purchase, the investment officer must verify the FDIC status of the bank on www.fdic.gov to assure the bank is FDIC insured.

   f. AAA-rated, Local government investment pools in Texas which strive to maintain a $1 net asset value (NAV) as defined by the Act and authorized by resolution of the City Council.

g. Commercial paper rated A1/P1 or equivalent by two rating agencies with a maximum maturity of ninety days.

h. FDIC insured or collateralized Interest bearing and money market accounts in any bank in Texas.

i. AAA-rated, SEC registered money market funds striving to maintain a $1 NAV.

2. Not Authorized

The City's authorized investments options are more restrictive than those allowed by state law. State law specifically prohibits investment in the following investment securities:

a. An obligation whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.

b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.

c. Collateralized mortgage obligations that have a state final maturity date of greater than 10 years.

d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

C. Holding Period

The City of Bastrop intends to match the maturities with liability and liquidity needs of the City. In no case, will the average dollar-weighted maturity of investments of the City's operating funds exceed one year. The maximum final stated maturity of any investment shall not exceed three years.

D. Risk and Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification, which shall be achieved by the following general guidelines:

Risk of issuer default is controlled by limiting investments to those high credit quality instruments allowed by the Act, further restricted by policy.

Market risk can be limited by avoiding over-concentration assets in a specific maturity sector and limitation of average maturity of operating funds investment to two years.

## IX. SELECTION OF BANKS AND DEALERS

A. Depository

At least every five years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). In selecting a depository, the services, costs, earning potential and credit worthiness of institutions shall be considered. The Chief Financial Officer shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

B. Security Broker/Dealers

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- audited financial statements
- proof of Financial Industry Regulatory Authority (FINRA) certification
- proof of Texas registration
- policy certification of review of the City's investment policy signed by an authorized representative of the organization to include acknowledgment that the firm has implemented reasonable procedures and controls in an effort not to sell investments to the City unauthorized by policy.

C. List of Qualified Brokers

The City Council will annually adopt, by resolution a list of authorized brokers to engage in investment transactions with the City. Each broker/dealer will provide the required policy certification before any transaction can be executed.

## X. COLLATERAL, SAFEKEEPING AND CUSTODY

A. Time and Demand Deposit Pledged Collateral

All bank time and demand deposits shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits less an amount insured by the FDIC. Evidence of the pledged collateral shall be provided by the Custodian. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Monthly reports of collateral shall be provided directly from the custodian on a monthly basis.

Collateral pledged to secure deposits of the City shall be held by an independent financial institution outside the holding company of the depository in accordance with a written safekeeping agreement under the terms of FIRREA. The safekeeping agreement shall clearly define the procedural steps for gaining access to the collateral should the City determine that the City's funds are in jeopardy. The safekeeping institution shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral.

B. Repurchase Agreements Owned Collateral

Collateral under a repurchase agreement is owned by the City. It will be held by an independent third-party safekeeping agent approved by the City under an executed Bond Market Association Master

Repurchase Agreement. Collateral with a market value totaling 102% of the principal and accrued interest is required and the counterparty is responsible for the monitoring and maintaining of collateral and margins at all times.

C. Authorized Collateral Defined

The City of Bastrop shall accept only the following securities as collateral:

1. FDIC insurance coverage.

2. Obligations of the US Government, its agencies and instrumentalities including mortgage-backed securities and CMO which pass the bank test.

3. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.

4. Securities from any US state and its subdivisions rated as A or better by two national recognized rating agencies.

D. Subject to Audit

All collateral shall be subject to inspection and audit by the Chief Financial Officer or the City's independent auditors.

## XI. INTERNAL CONTROLS

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the Chief Financial Officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- ✓ Control of collusion.
- ✓ Separation of transaction authority from accounting and record keeping.
- ✓ Custodial safekeeping.
- ✓ Clear delegation of authority to subordinate staff members.
- ✓ Written confirmation for telephone (voice) transactions for investments and wire transfers.

Annually the Investment Officer shall perform an internal compliance audit to assure compliance with requirements of this Policy and the Act. Annually, the City's external auditor shall review the quarterly reports.

A. Cash Flow Forecasting

Cash flow forecasting is designed to protect and sustain cash flow requirements of the City. The Investment Officer will analyze and maintain a cash flow plan to monitor and forecast cash positions for Investment purposes.

B. Delivery vs. Payment Security Settlement

All securities shall be settled into City safekeeping using the delivery vs. payment method. That is, payments shall not be made until the correct security was received by the safekeeping agent. The security shall be held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City by the safekeeping agent.

C. Loss of Credit Rating

The investment officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio requiring ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Manager of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available.

D. Monitoring FDIC Coverage

The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the City based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the investment officer shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

## XII. INVESTMENT POLICY ADOPTION

The City of Bastrop investment policy shall be reviewed and adopted by resolution of the City Council on at least an annual basis. Any changes made to the policy shall be reflected in the adopting resolution.

*Adopted: 9/10/2019*

## XIII. GLOSSARY OF TREASURY TERMS

Agencies: Federal agency securities.

Asked: The price at which securities are offered to be sold to the City.

Bid: The price at which the City would sell its securities.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position.

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies and used to define the securities bought and sold under a repurchase agreement signifying ownership by the City.

Comprehensive Annual Financial Report (CAFR): The official annual report for the City of Bastrop. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and detailed statistical section.

Coupon: (a) The annual rate interest that a bonds' issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, carries an inventory of securities and may act as a principal in all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment (DVP): Delivery versus payment means delivery of securities with a simultaneous exchange of money for the securities. It guarantees that the City always has control of its security or its fund.

Discount: The difference between the cost price of security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, for example: U.S. Treasury bills.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Federal Credit Agencies: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, for example: S&L's, small business firms, students, farmers, farm cooperatives, and exporters.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per depositor.

Federal Funds Rate (the “Fed Rate”): The rate of interest at which Federal funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

Federal Home Loan Banks (FHLB): The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks in relation to member commercial banks.

Federal National Mortgage Association (FNMA or Fannie Mae): FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae is a private stockholder-owned corporation. The corporation’s purchases include a variety of adjustable mortgages and secondary loans in addition to fixed-rate mortgages. FNMA’s securities are highly liquid and widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

Federal Open Market Committee (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The president of the New York Federal Reserve Bank is a permanent member while the other presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of government securities in the open market as a means of influencing the volume of bank credit and money.

Federal Reserve System: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors in Washington, D.C., twelve (12) regional banks, and about 5,700 commercial banks that are members of the system.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable quantities can be purchased at those quotes.

Local Government Investment Pool (LGIP): A local cooperative of a political subdivisions allowing for joint investment and reinvestment of assets.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Master Repurchase Agreement: A simultaneous buy-sell transaction used primarily for short term investing performed only under a Bond Market Association Master Repurchase Agreement. The master agreement defines the transaction, identifies the relationship between the parties, establishes practices regarding ownership and custody of the securities during the term of the investment, provides remedies in the case of default, and clarifies ownership.

Maturity: The date on which the principal or stated value of an investment becomes due and payable.

Money Market: The market in which short-term debt instruments (bills, commercial paper, bankers’ acceptances, etc.) are issued and traded.

Open Market Operations: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

Portfolio: Collection of securities held by an investor.

Primary Dealer: A primary dealer is designated by the NY Fed with strong restrictions which submits daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and is subject to its formal oversight. The list of current primaries is found on the www.nyfed.gov.

Prudent Person Rule: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The rate obtainable on a portfolio or security based on its purchase price or its current market price. A rate of return portfolio is based on and traded to parallel an index and indicates active trading of the portfolio.

Repurchase Agreement (RP or REPO): A buy-sell transaction in which a holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SEC Rule 15C3-1: See uniform net capital rule.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Treasury Bills (T Bills): A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bond: The longest U.S. Treasury securities being auctioned at the time – usually 30-year maturity.

Treasury Notes: Intermediate-term, coupon-bearing U.S. Treasury securities having initial maturities from two to ten years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid

capital of 15 to 1; also called *net capital rule* and *net capital ratio.* Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income returns on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price of the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par.

EXHIBIT B

Eligible Broker/Dealer List
*September 10, 2019*

| **BROKER** |
| --- |
| Financial Northeastern Companies |
| Multi-Securities, Inc. |
| |
| |
| |
| |

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9F

**TITLE:**
Consider action to approve Resolution No. R-2019-82 of the City Council of the City of Bastrop, Texas expressing official intent to reimburse certain expenditures including Fire Pumper Truck, Fire Aerial Ladder Truck, and Self-Contained Breathing Apparatus attached as Exhibit A; providing a severability clause; and providing an effective date.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
At a City Council Budget Workshop held on August 20, 2019, a presentation was made regarding the need for fire equipment and the funding required to make these purchases. The total for an Aerial Engine, PUC Pumper Engine, and replacement Self-Contained Breathing Apparatus equipment was approximately $2.8M. This would require the City to issue a bond that future payments would be covered under the current debt tax rate without an increase. The initiation of the order and pre-payment to take advantage of the discount will need to happen before the City can initiate a bond process and sale. This reimbursement resolution allows the City to move forward with the placement of the order for the equipment and insurers that the City will be reimbursed once the bond sale is complete.

**POLICY EXPLANATION**:
City Charter Sec. 7.01 – Powers to Issue
In keeping with state law, the City shall have the power to borrow money on the credit of the City for any public purpose not now or hereafter prohibited by state law.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve Resolution No. R-2019-82 of the City Council of the City of Bastrop, Texas expressing official intent to reimburse certain expenditures including Fire Pumper Truck, Fire Aerial Ladder Truck, and Self-Contained Breathing Apparatus attached as Exhibit A; providing a severability clause; and providing an effective date.

**ATTACHMENTS:**
- Resolution R-2019-82

**RESOLUTION NO. R-2019-82**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, EXPRESSING OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES INCLUDING FIRE PUMPER TRUCK, FIRE AERIAL LADDER TRUCK AND SELF-CONTAINED BREATHING APPARATUS ATTACHED AS EXHIBIT A; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** the City Council of the City of Bastrop, Texas (the "Issuer") expects to pay expenditures in connection with the projects described on Exhibit A attached hereto (the "Project") prior to the issuance of obligations to finance the Project;

**WHEREAS,** the Issuer finds, considers and declares that the reimbursement of the Issuer for the payment of such expenditures will be appropriate and consistent with the lawful objectives of the Issuer and, as such, chooses to declare its intention, in accordance with the provisions of Section 1.150-2 of the Treasury Regulations, to reimburse itself for such payments at such time as it issues obligations to finance the Project;

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

**Section 1.** The Issuer reasonably expects to incur debt, as one or more separate series of various types of obligations, with an aggregate maximum principal amount not to exceed $2,800,000 for the purpose of paying the costs of the Project.

**Section 2.** All costs to be reimbursed pursuant hereto will be capital expenditures. No tax-exempt obligations will be issued by the Issuer in furtherance of this Resolution after a date which is later than 18 months after the later of (1) the date the expenditures are paid or (2) the date on which the property, with respect to which such expenditures were made, is placed in service.

**Section 3.** The foregoing notwithstanding, no tax-exempt obligation will be issued pursuant to this Resolution more than three years after the date any expenditure which is to be reimbursed is paid.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 10th day of September 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

## EXHIBIT A

To pay costs related to (1) acquiring the City's fire department equipment, and (2) paying professional services in connection therewith including legal, fiscal, consulting, engineering fees and other related costs.

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9G

**TITLE:**
Consider action to approve the first reading of Ordinance No. 2019-43 of the City Council of the City of Bastrop, Texas authorizing the issuance of City of Bastrop, Texas Tax Note, Series 2019 to be used to fund drainage projects; prescribing the form of the note; levying an ad valorem tax to pay the note; awarding the sale thereof; and enacting other provisions relating thereto; and move to include on the September 24, 2019 agenda for a second reading.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
The debt service 5-year forecast showed available capacity for bonding in 2019 without raising the debt service tax rate. The need for a Drainage Master Plan and drainage design to be ready for grant opportunities is a good use of this available capacity.

This tax note is only a short-term note paid in 7 years.

**POLICY EXPLANATION**:
City Charter Sec. 7.01 – Powers to Issue
In keeping with state law, the City shall have the power to borrow money on the credit of the City for any public purpose not now or hereafter prohibited by state law.

It should be noted Bond Council has advised that state law supersedes the City Charter in only requiring one reading for a Bond Ordinance.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve the first reading of Ordinance No. 2019-43 of the City Council of the City of Bastrop, Texas authorizing the issuance of City of Bastrop, Texas Tax Note, Series 2019 to be used to fund drainage projects; prescribing the form of the note; levying an ad valorem tax to pay the note; awarding the sale thereof; and enacting other provisions relating thereto; and move to include on the September 24, 2019 agenda for a second reading.

**ATTACHMENTS:**
- Ordinance No. 2019-43

**ORDINANCE NO. 2019-43**

**ORDINANCE AUTHORIZING THE ISSUANCE OF CITY OF BASTROP, TEXAS TAX NOTE, SERIES 2019 TO BE USED TO FUND DRAINAGE PROJECTS; PRESCRIBING THE FORM OF THE NOTE; LEVYING AN AD VALOREM TAX TO PAY THE NOTE; AWARDING THE SALE THEREOF; AND ENACTING OTHER PROVISIONS RELATING THERETO**

**Adopted September 10, 2019**

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**Ordinance No. 2019-43**

**ORDINANCE AUTHORIZING THE ISSUANCE OF CITY OF BASTROP, TEXAS TAX NOTE, SERIES 2019; PRESCRIBING THE FORM OF THE NOTE; LEVYING AN AD VALOREM TAX TO PAY THE NOTE; AWARDING THE SALE THEREOF; AND ENACTING OTHER PROVISIONS RELATING THERETO**

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**THE STATE OF TEXAS §**
**COUNTY OF BASTROP §**
**CITY OF BASTROP §**

**WHEREAS**, the City Council of the City of Bastrop, Texas (the "City") deems it advisable to issue tax notes (the "Note") for the purpose of: (i) drainage and flood control improvements, (ii) street improvements, and (iii) paying the professional services including fiscal, engineering, architectural and legal fees including the costs associated with the issuance of the Note; and

**WHEREAS**, the Note is hereinafter authorized and designated are to be issued and delivered pursuant Chapter 1431, Texas Government Code, as amended; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code; and

**WHEREAS**, it is considered to be in the best interest of the City that the interest bearing Note be issued.

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

**Section 1. RECITALS, AMOUNT, PURPOSE OF THE NOTE AND DEFINITIONS**. (a) Recitals and Purpose. The recitals set forth in the preamble hereof are incorporated by reference herein and shall have the same force and effect as if set forth in this Section. The Note of the City of Bastrop, Texas (the "City") are hereby authorized to be issued and delivered in the aggregate principal amount not to exceed $465,000 (the "Note") for the purpose of (i) drainage and flood control improvements, (ii) street improvements, and (iii) paying the professional services including fiscal, engineering, architectural and legal fees including the costs associated with the issuance of the Note.

(b) Definitions. For all purposes of this Ordinance, except as otherwise expressly provided or unless the context otherwise requires, the terms defined in Exhibit A to this Ordinance have the meanings assigned to them in Exhibit A.

**Section 2. DESIGNATION, DATE, DENOMINATIONS, NUMBERS, AND MATURITY OF NOTE**. The Note shall have the Dated Date of September 26, 2019, shall be in

fully registered form, without coupons, and initially there shall be issued, sold, and delivered hereunder one fully registered Note, in the denomination of $465,000, numbered R-1 with notes issued in replacement thereof being in a like denomination and numbered consecutively from R-2 upward, payable to the registered owner thereof, or to the registered assignee or assignees of the Note or any portion or portions thereof (in each case, the "Registered Owner"), and the Note shall mature and be payable in annual installments as set forth in the FORM OF NOTE set forth in this Ordinance. The term "Note" as used in this Ordinance shall mean and include collectively the note initially issued and delivered pursuant to this Ordinance and all substitute notes exchanged therefor, as well as all other substitute notes and replacement notes issued pursuant hereto.

**Section 3. INTEREST.** The Note shall bear interest on the unpaid balance of the principal amount thereof from the Dated Date to the date of maturity or redemption prior to maturity at the respective rates for each outstanding principal installment as set forth in the FORM OF NOTE contained in this Ordinance. Said interest shall be payable in the manner provided and on the dates stated in the FORM OF NOTE set forth in this Ordinance.

**Section 4. CHARACTERISTICS OF THE NOTE**. (a) Registration, Transfer, Conversion and Exchange; Authentication. The City shall keep or cause to be kept at Broadway Bank, (the "Paying Agent/Registrar") books or records for the registration of the transfer, conversion and exchange of the Note (the "Registration Books"), and the City hereby appoints the Paying Agent/Registrar as its registrar and transfer agent to keep such books or records and make such registrations of transfers, conversions and exchanges under such reasonable regulations as the City and Paying Agent/Registrar may prescribe; and the Paying Agent/Registrar shall make such registrations, transfers, conversions and exchanges as herein provided. The Paying Agent/Registrar shall obtain and record in the Registration Books the address of the Registered Owner of each Note to which payments with respect to the Note shall be mailed, as herein provided; but it shall be the duty of each Registered Owner to notify the Paying Agent/Registrar in writing of the address to which payments shall be mailed, and such interest payments shall not be mailed unless such notice has been given. The City shall have the right to inspect the Registration Books during regular business hours of the Paying Agent/Registrar, but otherwise the Paying Agent/Registrar shall keep the Registration Books confidential and, unless otherwise required by law, shall not permit their inspection by any other entity. The Paying Agent/Registrar shall make the Registration Books available within the State of Texas. The City shall pay the Paying Agent/Registrar's standard or customary fees and charges for making such registration, transfer, conversion, exchange and delivery of a substitute Note or Notes. Registration of assignments, transfers, conversions and exchanges of Notes shall be made in the manner provided and with the effect stated in the FORM OF NOTE set forth in this Ordinance. Each substitute Note shall bear a letter and/or number to distinguish it from each other Note.

Except as provided in Section 4(c) of this Ordinance, an authorized representative of the Paying Agent/Registrar shall, before the delivery of any such Note, date and manually sign said Note, and no such Note shall be deemed to be issued or outstanding unless such Note is so executed. The Paying Agent/Registrar promptly shall cancel all paid Note and Note surrendered for conversion and exchange. No additional ordinances, orders, or resolutions need be passed or adopted by the governing body of the City or any other body or person so as to accomplish the foregoing conversion and exchange of any Note or portion thereof, and the Paying Agent/Registrar

shall provide for the printing, execution, and delivery of the substitute Note in the manner prescribed herein, and said Note shall be printed or typed on paper of customary weight and strength. Pursuant to Chapter 1201, Texas Government Code, as amended, and particularly Subchapter D thereof, the duty of conversion and exchange of Note as aforesaid is hereby imposed upon the Paying Agent/Registrar, and, upon the execution of said Note, the converted and exchanged Note shall be valid, incontestable, and enforceable in the same manner and with the same effect as the Note which initially was issued and delivered pursuant to this Ordinance, approved by the Attorney General and registered by the Comptroller of Public Accounts.

(b) Payment of Note and Interest. The City hereby further appoints the Paying Agent/Registrar to act as the paying agent for paying the principal of and interest on the Note, all as provided in this Ordinance. The Paying Agent/Registrar shall keep proper records of all payments made by the City and the Paying Agent/Registrar with respect to the Note, and of all conversions and exchanges of the Note, and all replacements of the Note, as provided in this Ordinance. However, in the event of a nonpayment of interest on a scheduled payment date, and for thirty (30) days thereafter, a new record date for such interest payment (a "Special Record Date") will be established by the Paying Agent/Registrar, if and when funds for the payment of such interest have been received from the City. Notice of the past due interest shall be sent at least five (5) business days prior to the Special Record Date by United States mail, first-class postage prepaid, to the address of each Registered Owner appearing on the Registration Books at the close of business on the last business day next preceding the date of mailing of such notice.

(c) In General. The Note (i) shall be issued in fully registered form, without interest coupons, with the principal of and interest on such Note to be payable only to the Registered Owners thereof, (ii) may be converted and exchanged for other Note, (iii) may be transferred and assigned, (iv) shall have the characteristics, (v) shall be signed, sealed, executed and authenticated, (vi) the principal of and interest on the Note shall be payable, and (vii) shall be administered and the Paying Agent/Registrar and the City shall have certain duties and responsibilities with respect to the Note, all as provided, and in the manner and to the effect as required or indicated, in the FORM OF NOTE set forth in this Ordinance. The Note initially issued and delivered pursuant to this Ordinance are not required to be, and shall not be, authenticated by the Paying Agent/Registrar, but on each substitute Note issued in conversion of and exchange for any Note issued under this Ordinance the Paying Agent/Registrar shall execute the PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE, in the form set forth in the FORM OF NOTE.

(d) Substitute Paying Agent/Registrar. The City covenants with the Registered Owner of the Note that at all times while the Note is outstanding the City will provide a competent and legally qualified bank, trust company, financial institution, or other agency to act as and perform the services of Paying Agent/Registrar for the Note under this Ordinance, and that the Paying Agent/Registrar will be one entity. The City reserves the right to, and may, at its option, change the Paying Agent/Registrar upon not less than 30 days written notice to the Paying Agent/Registrar, to be effective at such time which will not disrupt or delay payment on the next principal or interest payment date after such notice. In the event that the entity at any time acting as Paying Agent/Registrar (or its successor by merger, acquisition, or other method) should resign or otherwise cease to act as such, the City covenants that promptly it will appoint a competent and legally qualified bank, trust company, financial institution, or other agency to act as Paying Agent/Registrar

under this Ordinance. Upon any change in the Paying Agent/Registrar, the previous Paying Agent/Registrar promptly shall transfer and deliver the Registration Books (or a copy thereof), along with all other pertinent books and records relating to the Note, to the new Paying Agent/Registrar designated and appointed by the City. Upon any change in the Paying Agent/Registrar, the City promptly will cause a written notice thereof to be sent by the new Paying Agent/Registrar to each Registered Owner of the Note, by United States mail, first-class postage prepaid, which notice also shall give the address of the new Paying Agent/Registrar. By accepting the position and performing as such, each Paying Agent/Registrar shall be deemed to have agreed to the provisions of this Ordinance, and a certified copy of this Ordinance shall be delivered to each Paying Agent/Registrar.

**Section 5. FORM OF NOTE**. The form of the Note, including the form of Paying Agent/Registrar's Authentication Note, the form of Assignment and the form of Registration Certificate of the Comptroller of Public Accounts of the State of Texas to be attached to the Note issued and delivered pursuant to this Ordinance, shall be, respectively, substantially as follows, with such appropriate variations, omissions or insertions as are permitted or required by this Ordinance.

**FORM OF NOTE**

**NO. R-** **UNITED STATES OF AMERICA** **PRINCIPAL**
**STATE OF TEXAS** **AMOUNT**
**$**

**CITY OF BASTROP, TEXAS**
**TAX NOTE**
**SERIES 2019**

**DATED DATE:** **SEPTEMBER 26, 2019**

**REGISTERED OWNER:**

**PRINCIPAL AMOUNT:** **THOUSAND DOLLARS**

**INTEREST RATE:** **SEE BELOW**

**MATURITY DATE:** **AUGUST 1, 2026**

**BASRTOP, TEXAS** (the "City"), being a political subdivision of the State of Texas, for value received, promises to pay, from the sources described herein, to the registered owner specified above, or registered assigns, the principal amount specified above, and to pay interest thereon, from the Dated Date set forth above (calculated on the basis of a 360-day year of twelve 30-day months), on the balance of said principal amount from time to time remaining unpaid, at the applicable rates per annum for each outstanding principal installment as set forth below on each February 1 and August 1 of each year commencing February 1, 2020. The principal of this Note shall be paid in installments on each August 1 in the years and in the amounts and bearing interest at the respective per annum rates, all as set forth in the table below:

| Year | Principal Installment | Interest Rates |
|---|---|---|
| 2020 | | |
| 2021 | | |
| 2022 | | |
| 2023 | | |
| 2024 | | |
| 2025 | | |
| 2026 | | |

**THE PRINCIPAL OF AND INTEREST ON** the Note is payable in lawful money of the United States of America, without exchange or collection charges. The principal of this Note shall be paid to the Registered Owner hereof upon presentation and surrender of this Note at maturity, at _____, which is the "Paying Agent/Registrar" for this Note at its designated office in San Antonio, Texas (the "Designated Payment/Transfer Office). The payment of interest on this Note shall be made by the Paying Agent/Registrar to the Registered Owner hereof on each interest payment date by check or draft, dated as of such interest payment date, drawn by the Paying Agent/Registrar on, and payable solely from, funds of the City required by the Ordinance authorizing the issuance of this Note (the "Ordinance") to be on deposit with the Paying Agent/Registrar for such purpose as hereinafter provided; and such check or draft shall be sent by the Paying Agent/Registrar by United States mail, first-class postage prepaid, on each such interest payment date, to the Registered Owner hereof, at its address as it appeared at the close of business on the fifteenth day of the preceding month each such date (the "Record Date") on the registration books kept by the Paying Agent/Registrar (the "Registration Books"). In addition, interest may be paid by such other method, acceptable to the Paying Agent/Registrar, requested by, and at the risk and expense of, the Registered Owner. In the event of a non-payment of interest on a scheduled payment date, and for 30 days thereafter, a new record date for such interest payment (a "Special Record Date") will be established by the Paying Agent/Registrar, if and when funds for the payment of such interest have been received from the City. Notice of the Special Record Date and of the scheduled payment date of the past due interest (which shall be 15 days after the Special Record Date) shall be sent at least five business days prior to the Special Record Date by United States mail, first-class postage prepaid, to the address of each owner of a Note appearing on the Registration Books at the close of business on the last business day next preceding the date of mailing of such notice. Notwithstanding the foregoing, during any period in which ownership of the Note is determined only by a book entry at a securities depository for the Note, any payment to the securities depository, or its nominee or registered assigns, shall be made in accordance with existing arrangements between the City and the securities depository.

**ANY ACCRUED INTEREST** due at maturity as provided herein shall be paid to the Registered Owner upon presentation and surrender of this Note for redemption and payment at the Designated Payment/Transfer Office of the Paying Agent/Registrar. The City covenants with the Registered Owner of this Note that on or before each principal payment date, interest payment date, and accrued interest payment date for this Note it will make available to the Paying Agent/Registrar, from the "Interest and Sinking Fund" created by the Ordinance, the amounts required to provide for the payment, in immediately available funds, of all principal of and interest on the Note, when due.

**IF THE DATE** for the payment of the principal of or interest on this Note shall be a Saturday, Sunday, a legal holiday or a day on which banking institutions in the City where the principal corporate trust office of the Paying Agent/Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not such a Saturday, Sunday, legal holiday or day on which banking institutions are authorized to close; and payment on such date shall have the same force and effect as if made on the original date payment was due.

**THIS NOTE** is dated September 26, 2019, authorized in accordance with the Constitution and laws of the State of Texas in the principal amount of $465,000, for the purpose of: drainage and flood control improvements, (ii) street improvements, and (iii) paying the professional services including fiscal, engineering, architectural and legal fees including the costs associated with the issuance of the Note.

**THE NOTE** are subject to redemption prior to stated maturity on or after August 1, 2020 at the option of the City at the par value thereof plus accrued interest to the date fixed for redemption.

**WHENEVER** the beneficial ownership of this Note is determined by a book entry at a securities depository for the Note, the foregoing requirements of holding, delivering or transferring this Note shall be modified to require the appropriate person or entity to meet the requirements of the securities depository as to registering or transferring the book entry to produce the same effect.

**IN THE EVENT** any Paying Agent/Registrar for the Note is changed by the City, resigns, or otherwise ceases to act as such, the City has covenanted in the Ordinance that it promptly will appoint a competent and legally qualified substitute therefor, and cause written notice thereof to be mailed to the Registered Owners of the Note.

**IT IS HEREBY** certified, recited and covenanted that this Note has been duly and validly authorized, issued and delivered; that all acts, conditions and things required or proper to be performed, exist and be done precedent to or in the authorization, issuance and delivery of this Note have been performed, existed and been done in accordance with law; and that annual ad valorem taxes sufficient to provide for the payment of the interest on and principal of this Note, as such interest comes due and such principal matures, have been levied and ordered to be levied against all taxable property in said City, and have been pledged for such payment, within the limit prescribed by law; and that annual ad valorem taxes sufficient to provide for the payment of the interest on and principal of this Note, as such interest comes due and such principal matures, have been levied and ordered to be levied against all taxable property in said City, and have been pledged for such payment, within the limit prescribed by law.

**BY BECOMING** the Registered Owner of this Note, the Registered Owner thereby acknowledges all of the terms and provisions of the Ordinance, agrees to be bound by such terms and provisions, acknowledges that the Ordinance is duly recorded and available for inspection in the official minutes and records of the governing body of the City, and agrees that the terms and provisions of this Note and the Ordinance constitute a contract between each Registered Owner hereof and the City.

**IN WITNESS WHEREOF**, the City has caused this Note to be signed with the manual or facsimile signature of the Mayor of the City and countersigned with the manual or facsimile signature of the City Secretary of said City, and has caused the official seal of the City to be duly impressed, or placed in facsimile, on this Note.

City Secretary, City of Bastrop, Texas

Mayor, City of Bastrop, Texas

(CITY SEAL)

**FORM OF PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE**

**PAYING AGENT/REGISTRAR'S AUTHENTICATION CERTIFICATE**
(To be executed if this Note is not accompanied by
an executed Registration Certificate of the Comptroller
of Public Accounts of the State of Texas)

It is hereby certified that this Note has been issued under the provisions of the Ordinance described in the text of this Note; and that this Note has been issued in conversion or replacement of, or in exchange for, a Note, Notes, or a portion of a Note or Notes of a Series which originally was approved by the Attorney General of the State of Texas and registered by the Comptroller of Public Accounts of the State of Texas.

Dated _____,

Paying Agent/Registrar

By_____
Authorized Representative

**FORM OF PAYMENT RECORD**

**PAYMENT RECORD**

| Date of Payment | Principal Payment (amount and installment(s) to which payment is applied) | Remaining Principal Balance | Name and Title of Authorized Officer making Entry | Signature of Authorized Officer |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
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|---|---|---|---|---|
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| | | | | |

**FORM OF ASSIGNMENT**

**ASSIGNMENT**

For value received, the undersigned hereby sells, assigns and transfers unto

_____

_____
Please insert Social Security or Taxpayer
Identification Number of Transferee

_____

_____
(Please print or typewrite name and address,
including zip code, of Transferee)

_____

the within Note and all rights thereunder, and hereby irrevocably constitutes and appoints _____, attorney, to register the transfer of the within Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a member firm of the New York Stock Exchange or a commercial bank or trust company.

NOTICE: The signature above must correspond with the name of the Registered Owner as it appears upon the front of this Note in every particular, without alteration or enlargement or any change whatsoever.

**FORM OF REGISTRATION CERTIFICATE OF**
**THE COMPTROLLER OF PUBLIC ACCOUNTS**

**COMPTROLLER'S REGISTRATION CERTIFICATE: REGISTER NO.**

I hereby certify that this Certificate has been examined, certified as to validity and approved by the Attorney General of the State of Texas, and that this Certificate has been registered by the Comptroller of Public Accounts of the State of Texas.

Witness my signature and seal this

_____
Comptroller of Public Accounts
of the State of Texas

(COMPTROLLER'S SEAL)

**Section 6. INTEREST AND SINKING FUND**. A special "Interest and Sinking Fund" is hereby created and shall be established and maintained by the City at an official depository bank of said City. Said Interest and Sinking Fund shall be kept separate and apart from all other funds and accounts of said City, and shall be used only for paying the interest on and principal of said Note. All ad valorem taxes levied and collected for and on account of said Note shall be deposited, as collected, to the credit of said Interest and Sinking Fund. During each year while any of said Note are outstanding and unpaid, the governing body of said City shall compute and ascertain a rate and amount of ad valorem tax which will be sufficient to raise and produce the money required to pay the interest on said Note as such interest comes due, and to provide and maintain a sinking fund adequate to pay the principal of said Note as such principal matures (but never less than 2% of the original principal amount of said Note as a sinking fund each year); and said tax shall be based on the latest approved tax rolls of said City, with full allowances being made for tax delinquencies and the cost of tax collection. Said rate and amount of ad valorem tax is hereby levied, and is hereby ordered to be levied, against all taxable property in said City, for each year while any of said Note are outstanding and unpaid, and said tax shall be assessed and collected each such year and deposited to the credit of the aforesaid Interest and Sinking Fund. Said ad valorem taxes sufficient to provide for the payment of the interest on and principal of said Note, as such interest comes due and such principal matures, are hereby pledged for such payment, within the limit prescribed by law. Accrued interest on the Note shall be deposited in the Interest and Sinking Fund and used to pay interest on the Note.

**Section 7. ESTABLISHMENT OF PROJECT FUND.** (a) Project Fund. The City's Tax Note Series 2019 Project Fund is hereby created and shall be established and maintained by the City at an official depository bank of the City. Proceeds from the sale of the Note, including any premium, but excluding accrued interest, shall be deposited into the Project Fund.

(b) Investment of Funds. The City hereby covenants that the proceeds of the sale of the Note will be used as soon as practicable for the purposes for which the Note is issued. Obligations purchased as an investment of money in any fund shall be deemed to be a part of such fund. Any money in any fund created by this Ordinance may be invested as permitted by the TexasPublic Funds Investment Act, as amended.

(c) Security for Funds. All funds created by this Ordinance shall be secured in the manner and to the fullest extent required by law for the security of funds of the City.

(d) Maintenance of Funds. Any funds created pursuant to this Ordinance may be created as separate funds or accounts or as subaccounts of the City's General Fund held by the City's

depository, and, as such, not held in separate bank accounts, such treatment shall not constitute a commingling of the monies in such funds or of such funds and the City shall keep full and complete records indicating the monies and investments credited to each such fund.

(e) Interest Earnings. Interest earnings derived from the investment of proceeds from the sale of the Note shall be used along with the Note proceeds for the purpose for which the Note is issued as set forth in Section 1 hereof or to pay principal or interest payments on the Note; provided, however, that after completion of such purpose, if any of such interest earnings remain on hand, such interest earnings shall be deposited in the Interest and Sinking Fund. It is further provided, however, that any interest earnings on bond proceeds which are required to be rebated to the United States of America pursuant to Section 11 hereof in order to prevent the Note from being arbitrage bonds shall be so rebated and not considered as interest earnings for the purposes of this Section.

(f) Perfection. Chapter 1208, Texas Government Code, applies to the issuance of the Note and the pledge of the ad valorem taxes granted by the City under this Section, and is therefore valid, effective, and perfected. If Texas law is amended at any time while the Note is outstanding and unpaid such that the pledge of the ad valorem taxes granted by the City under this Section is to be subject to the filing requirements of Chapter 9, Business & Commerce Code, then in order to preserve to the Owners of the Note the perfection of the security interest in said pledge, the City agrees to take such measures as it determines are reasonable and necessary under Texas law to comply with the applicable provisions of Chapter 9, Business & Commerce Code and enable a filing to perfect the security interest in said pledge to occur.

**Section 8. DEFEASANCE OF NOTE**. (a) The Note and the interest thereon shall be deemed to be paid, retired and no longer outstanding ("Defeased Note") within the meaning of this Ordinance, except to the extent provided in subsections (c) and (e) of this Section, when payment of the principal of such Note, plus interest thereon to the due date or dates (whether such due date or dates be by reason of maturity, upon redemption, or otherwise) either (i) shall have been made or caused to be made in accordance with the terms thereof (including the giving of any required notice of redemption) or (ii) shall have been provided for on or before such due date by irrevocably depositing with or making available to the Paying Agent/Registrar or a commercial bank or trust company for such payment (1) lawful money of the United States of America sufficient to make such payment, (2) Defeasance Securities, certified by an independent public accounting firm of national reputation to mature as to principal and interest in such amounts and at such times as will ensure the availability, without reinvestment, of sufficient money to provide for such payment and when proper arrangements have been made by the City with the Paying Agent/Registrar or a commercial bank or trust company for the payment of its services until all Defeased Note shall have become due and payable or (3) any combination of (1) and (2). At such time as Notes shall be deemed to be a Defeased Note hereunder, as aforesaid, such Note and the interest thereon shall no longer be secured by, payable from, or entitled to the benefits of, the ad valorem taxes herein levied as provided in this Ordinance, and such principal and interest shall be payable solely from such money or Defeasance Securities.

(b) The deposit under clause (ii) of subsection (a) shall be deemed a payment of Note as aforesaid when proper notice of redemption of such Note shall have been given, in accordance with

this Ordinance. Any money so deposited with the Paying Agent/Registrar or a commercial bank or trust company as provided in this Section may, at the discretion of the City Council, also be invested in Defeasance Securities, maturing in the amounts and at the times as hereinbefore set forth, and all income from all Defeasance Securities in possession of the Paying Agent/Registrar or a commercial bank or trust company pursuant to this Section which is not required for the payment of such Note and premium, if any, and interest thereon with respect to which such money has been so deposited, shall be remitted to the City Council.

(c) Notwithstanding any provision of any other Section of this Ordinance which may be contrary to the provisions of this Section, all money or Defeasance Securities set aside and held in trust pursuant to the provisions of this Section for the payment of principal of the Note and premium, if any, and interest thereon, shall be applied to and used solely for the payment of the particular Note and premium, if any, and interest thereon, with respect to which such money or Defeasance Securities have been so set aside in trust. Until all Defeased Note shall have become due and payable, the Paying Agent/Registrar shall perform the services of Paying Agent/Registrar for such Defeased Note the same as if they had not been defeased, and the City shall make proper arrangements to provide and pay for such services as required by this Ordinance.

(d) Notwithstanding anything elsewhere in this Ordinance, if money or Defeasance Securities have been deposited or set aside with the Paying Agent/Registrar or a commercial bank or trust company pursuant to this Section for the payment of the Note and the Note shall not have in fact been actually paid in full, no amendment of the provisions of this Section shall be made without the consent of the registered owner of the Note affected thereby.

(e) Notwithstanding the provisions of subsection (a) immediately above, to the extent that, upon the defeasance of any Defeased Note to be paid at its maturity, the City retains the right under Texas law to later call that Defeased Note for redemption in accordance with the provisions of the Ordinance authorizing its issuance, the City may call such Defeased Note for redemption upon complying with the provisions of Texas law and upon the satisfaction of the provisions of subsection (a) immediately above with respect to such Defeased Note as though it was being defeased at the time of the exercise of the option to redeem the Defeased Note and the effect of the redemption is taken into account in determining the sufficiency of the provisions made for the payment of the Defeased Note.

**Section 9. DAMAGED, MUTILATED, LOST, STOLEN, OR DESTROYED NOTES**. (a) Replacement Note. In the event any outstanding Note is damaged, mutilated, lost, stolen or destroyed, the Paying Agent/Registrar shall cause to be printed, executed and delivered, a new Note of the same principal amount, maturity and interest rate, as the damaged, mutilated, lost, stolen or destroyed Note, in replacement for such Note in the manner hereinafter provided.

(b) Application for Replacement Note. Application for replacement of a damaged, mutilated, lost, stolen or destroyed Note shall be made by the Registered Owner thereof to the Paying Agent/Registrar. In every case of loss, theft or destruction of a Note, the Registered Owner applying for a replacement Note shall furnish to the City and to the Paying Agent/Registrar such security or indemnity as may be required by them to save each of them harmless from any loss or

damage with respect thereto. Also, in every case of loss, theft or destruction of a Note, the Registered Owner shall furnish to the City and to the Paying Agent/Registrar evidence to their satisfaction of the loss, theft or destruction of such Note, as the case may be. In every case of damage or mutilation of a Note, the Registered Owner shall surrender to the Paying Agent/Registrar for cancellation the Note so damaged or mutilated.

(c) No Default Occurred. Notwithstanding the foregoing provisions of this Section, in the event any such Note shall have matured, and no default has occurred which is then continuing in the payment of the principal of, redemption premium, if any, or interest on the Note, the City may authorize the payment of the same (without surrender thereof except in the case of a damaged or mutilated Note) instead of issuing a replacement Note, provided security or indemnity is furnished as above provided in this Section.

(d) Charge for Issuing Replacement Note. Prior to the issuance of any replacement Note, the Paying Agent/Registrar shall charge the Registered Owner of such Note with all legal, printing, and other expenses in connection therewith. Every replacement Note issued pursuant to the provisions of this Section by virtue of the fact that any Note is lost, stolen or destroyed shall constitute a contractual obligation of the City whether or not the lost, stolen or destroyed Note shall be found at any time, or be enforceable by anyone, and shall be entitled to all the benefits of this Ordinance equally and proportionately with any and all other Note duly issued under this Ordinance.

(e) Authority for Issuing Replacement Note. In accordance with Subchapter B of Texas Government Code, Chapter 1206, this Section of this Ordinance shall constitute authority for the issuance of any such replacement Note without necessity of further action by the governing body of the City or any other body or person, and the duty of the replacement of such Note is hereby authorized and imposed upon the Paying Agent/Registrar, and the Paying Agent/Registrar shall authenticate and deliver such Note in the form and manner and with the effect, as provided in Section 9(a) of this Ordinance for Note issued in conversion and exchange for other Note.

**Section 10. CUSTODY, APPROVAL, AND REGISTRATION OF NOTE; BOND COUNSEL'S OPINION; AND CONTINGENT INSURANCE PROVISION, IF OBTAINED**. The Mayor of the City is hereby authorized to have control of the Note issued and delivered hereunder and all necessary records and proceedings pertaining to the Note pending their delivery and their investigation, examination, and approval by the Attorney General of the State of Texas, and their registration by the Comptroller of Public Accounts of the State of Texas. Upon registration of the Note said Comptroller of Public Accounts (or a deputy designated in writing to act for said Comptroller) shall manually sign the Comptroller's Registration Notes attached to the Note, and the seal of said Comptroller shall be impressed, or placed in facsimile, on the Note. The approving legal opinion of the City's Bond Counsel may, at the option of the City, be printed on the Note issued and delivered under this Ordinance, but neither shall have any legal effect, and shall be solely for the convenience and information of the Registered Owners of the Note. In addition, if bond insurance is obtained, the Note may bear an appropriate legend as provided by the insurer.

**Section 11. COVENANTS REGARDING TAX EXEMPTION OF INTEREST ON THE NOTE.** (a) Covenants. The City covenants to take any action necessary to assure, or refrain from

any action which would adversely affect, the treatment of the Note as an obligation described in section 103 of the Internal Revenue Code of 1986, as amended (the "Code"), the interest on which is not includable in the "gross income" of the holder for purposes of federal income taxation. In furtherance thereof, the City covenants as follows:

(1) to take any action to assure that no more than 10 percent of the proceeds of the Note or the projects financed therewith (less amounts deposited to a reserve fund, if any) are used for any "private business use," as defined in section 141(b)(6) of the Code or, if more than 10 percent of the proceeds or the projects financed therewith are so used, such amounts, whether or not received by the City, with respect to such private business use, do not, under the terms of this Ordinance or any underlying arrangement, directly or indirectly, secure or provide for the payment of more than 10 percent of the debt service on the Note, in contravention of section 141(b)(2) of the Code;

(2) to take any action to assure that in the event that the "private business use" described in subsection (1) hereof exceeds 5 percent of the proceeds of the Note or the projects financed therewith (less amounts deposited into a reserve fund, if any) then the amount in excess of 5 percent is used for a "private business use" which is "related" and not "disproportionate," within the meaning of section 141(b)(3) of the Code, to the governmental use;

(3) to take any action to assure that no amount which is greater than the lesser of $5,000,000, or 5 percent of the proceeds of the Note (less amounts deposited into a reserve fund, if any) is directly or indirectly used to finance loans to persons, other than state or local governmental units, in contravention of section 141(c) of the Code;

(4) to refrain from taking any action which would otherwise result in the Note being treated as "private activity bonds" within the meaning of section 141(b) of the Code;

(5) to refrain from taking any action that would result in the Note being "federally guaranteed" within the meaning of section 149(b) of the Code;

(6) to refrain from using any portion of the proceeds of the Note, directly or indirectly, to acquire or to replace funds which were used, directly or indirectly, to acquire investment property (as defined in section 148(b)(2) of the Code) which produces a materially higher yield over the term of the Note, other than investment property acquired with --

(A) proceeds of the Note invested for a reasonable temporary period of 3 years or less or, in the case of a refunding bond, for a period of 90 days or less until such proceeds are needed for the purpose for which the Note is issued,

(B) amounts invested in a bona fide debt service fund, within the meaning of section l.148-1(b) of the Treasury Regulations, and

(C) amounts deposited in any reasonably required reserve or replacement fund to the extent such amounts do not exceed 10 percent of the proceeds of the Note;

(7) to otherwise restrict the use of the proceeds of the Note or amounts treated as proceeds of the Note, as may be necessary, so that the Note does not otherwise contravene the requirements of section 148 of the Code (relating to arbitrage) and, to the extent applicable, section 149(d) of the Code (relating to advance refundings)

(b) Rebate Fund. In order to facilitate compliance with the above covenant (8), a "Rebate Fund" is hereby established by the City for the sole benefit of the United States of America, and such fund shall not be subject to the claim of any other person, including without limitation the Noteholders. The Rebate Fund is established for the additional purpose of compliance with section 148 of the Code.

(c) Proceeds. The City understands that the term "proceeds" includes "disposition proceeds" as defined in the Treasury Regulations and, in the case of refunding bonds, transferred proceeds (if any) and proceeds of the refunded bonds expended prior to the date of issuance of the Note. It is the understanding of the City that the covenants contained herein are intended to assure compliance with the Code and any regulations or rulings promulgated by the U.S. Department of the Treasury pursuant thereto. In the event that regulations or rulings are hereafter promulgated which modify or expand provisions of the Code, as applicable to the Note, the City will not be required to comply with any covenant contained herein to the extent that such failure to comply, in the opinion of nationally recognized bond counsel, will not adversely affect the exemption from federal income taxation of interest on the Note under section 103 of the Code. In the event that regulations or rulings are hereafter promulgated which impose additional requirements which are applicable to the Note, the City agrees to comply with the additional requirements to the extent necessary, in the opinion of nationally recognized bond counsel, to preserve the exemption from federal income taxation of interest on the Note under section 103 of the Code. In furtherance of such intention, the City hereby authorizes and directs the City Manager or Director of Finance to execute any documents, Notes or reports required by the Code and to make such elections, on behalf of the City, which may be permitted by the Code as are consistent with the purpose for the issuance of the Note. This Ordinance is intended to satisfy the official intent requirements set forth in Section 1.150-2 of the Treasury Regulations.

(d) Allocation Of, and Limitation On, Expenditures for the Project. The City covenants to account for the expenditure of sale proceeds and investment earnings to be used for the purposes described in Section 1 of this Ordinance (the "Project") on its books and records in accordance with the requirements of the Code. The City recognizes that in order for the proceeds to be considered used for the reimbursement of costs, the proceeds must be allocated to expenditures within 18 months of the later of the date that (1) the expenditure is made, or (2) the Project is completed; but in no event later than three years after the date on which the original expenditure is paid. The foregoing notwithstanding, the City recognizes that in order for proceeds to be expended under the Code, the sale proceeds or investment earnings must be expended no more than 60 days after the earlier of (1) the fifth anniversary of the delivery of the Note, or (2) the date the Note is retired. The

City agrees to obtain the advice of nationally-recognized bond counsel if such expenditure fails to comply with the foregoing to assure that such expenditure will not adversely affect the tax-exempt status of the Note. For purposes of this subsection, the City shall not be obligated to comply with this covenant if it obtains an opinion of nationally-recognized bond counsel to the effect that such failure to comply will not adversely affect the excludability for federal income tax purposes from gross income of the interest.

(e) Disposition of Project. The City covenants that the property constituting the Project will not be sold or otherwise disposed in a transaction resulting in the receipt by the City of cash or other compensation, unless the City obtains an opinion of nationally-recognized bond counsel that such sale or other disposition will not adversely affect the tax-exempt status of the Note. For purposes of this subsection, the portion of the property comprising personal property and disposed of in the ordinary course shall not be treated as a transaction resulting in the receipt of cash or other compensation. For purposes of this subsection, the City shall not be obligated to comply with this covenant if it obtains an opinion of nationally-recognized bond counsel to the effect that such failure to comply will not adversely affect the excludability for federal income tax purposes from gross income of the interest.

(f) Reimbursement. This Ordinance is intended to satisfy the official intent requirements set forth in section 1.150-2 of the Treasury Regulations.

**Section 12. SALE OF NOTE.** The Note is hereby sold and shall be delivered to _____, (the "Purchaser") pursuant to a Letter of Investment in substantially the form attached hereto as Exhibit B, which the Mayor and Mayor Pro-Tem of the City are hereby authorized to execute and deliver and which the City Secretary of the City is hereby authorized to attest. The City will initially deliver to the Purchaser the Note authorized under this Ordinance. The Note shall initially be registered in the name of Broadway Bank.

**Section 13. NO CONTINUING DISCLOSURE UNDERTAKING; ANNUAL AUDIT.** The City will not enter into a continuing disclosure undertaking with respect to the Obligations, however to the extent the City's annual audited financial statements are not available on the Municipal Securities Rulemaking Board's Electronic Municipal Market Access website or the website of the Texas Municipal Advisory Council, the City shall send the Purchaser such annual audited financial statements within twelve months after the end of each fiscal year.

**Section 14. AMENDMENT OF ORDINANCE.** The City hereby reserves the right to amend this Ordinance subject to the following terms and conditions, to-wit:

(a) The City may from time to time, without the consent of any holder, except as otherwise required by paragraph (b) below, amend or supplement this Ordinance to (i) cure any ambiguity, defect or omission in this Ordinance that does not materially adversely affect the interests of the holders, (ii) grant additional rights or security for the benefit of the holders, (iii) add events of default as shall not be inconsistent with the provisions of this Ordinance and that shall not materially adversely affect the interests of the holders, (iv) qualify this Ordinance under the Trust Indenture Act of 1939, as amended, or corresponding provisions of federal laws from time to time in effect, (v)

obtain insurance or ratings on the Bonds, (vi) obtain the approval of the Attorney General of the State Texas, or (vii) make such other provisions in regard to matters or questions arising under this Ordinance as shall not be inconsistent with the provisions of this Ordinance and that shall not in the opinion of the City's Bond Counsel materially adversely affect the interests of the holders.

(b) Except as provided in paragraph (a) above, the holders of Bonds aggregating in principal amount 51% of the aggregate principal amount of then outstanding Bonds that are the subject of a proposed amendment shall have the right from time to time to approve any amendment hereto that may be deemed necessary or desirable by the City; provided, however, that without the consent of 100% of the holders in aggregate principal amount of the then outstanding Bonds, nothing herein contained shall permit or be construed to permit amendment of the terms and conditions of this Ordinance or in any of the Bonds so as to:

(1) Make any change in the maturity of any of the outstanding Bonds;

(2) Reduce the rate of interest borne by any of the outstanding Bonds;

(3) Reduce the amount of the principal of, or redemption premium, if any, payable on any outstanding Bonds;

(4) Modify the terms of payment of principal or of interest or redemption premium on outstanding Bonds or any of them or impose any condition with respect to such payment; or

(5) Change the minimum percentage of the principal amount of any series of Bonds necessary for consent to such amendment.

(c) If at any time the City shall desire to amend this Ordinance under this Section, the City shall send by U.S. mail to each registered owner of the affected Bonds a copy of the proposed amendment and cause notice of the proposed amendment to be published at least once in a financial publication published in The City of New York, New York or in the State of Texas. Such published notice shall briefly set forth the nature of the proposed amendment and shall state that a copy thereof is on file at the office of the City for inspection by all holders of such Bonds.

(d) Whenever at any time within one year from the date of publication of such notice the City shall receive an instrument or instruments executed by the holders of at least 51% in aggregate principal amount of all of the Bonds then outstanding that are required for the amendment, which instrument or instruments shall refer to the proposed amendment and that shall specifically consent to and approve such amendment, the City may adopt the amendment in substantially the same form.

(e) Upon the adoption of any amendatory Ordinance pursuant to the provisions of this Section, this Ordinance shall be deemed to be modified and amended in accordance with such amendatory Ordinance, and the respective rights, duties, and obligations of the City and all holders of such affected Bonds shall thereafter be determined, exercised, and enforced, subject in all respects to such amendment.

(f) Any consent given by the holder of a Bond pursuant to the provisions of this Section shall be irrevocable for a period of six months from the date of the publication of the notice provided for in this Section, and shall be conclusive and binding upon all future holders of the same Bond during such period. Such consent may be revoked at any time after six months from the date of the publication of said notice by the holder who gave such consent, or by a successor in title, by filing notice with the City, but such revocation shall not be effective if the holders of 51% in aggregate principal amount of the affected Bonds then outstanding, have, prior to the attempted revocation, consented to and approved the amendment.

**Section 15. DEFAULT AND REMEDIES.** (a) Events of Default. Each of the following occurrences or events for the purpose of this Ordinance is hereby declared to be an Event of Default:

(i) the failure to make payment of the principal of or interest on any of the Bonds when the same becomes due and payable; or

(ii) default in the performance or observance of any other covenant, agreement or obligation of the City, the failure to perform which materially, adversely affects the rights of the Registered Owners of the Bonds, including, but not limited to, their prospect or ability to be repaid in accordance with this Ordinance, and the continuation thereof for a period of 60 days after notice of such default is given by any Registered Owner to the City.

(b) Remedies for Default.

(i) Upon the happening of any Event of Default, then and in every case, any Registered Owner or an authorized representative thereof, including, but not limited to, a trustee or trustees therefor, may proceed against the City, or any official, officer or employee of the City in their official capacity, for the purpose of protecting and enforcing the rights of the Registered Owners under this Ordinance, by mandamus or other suit, action or special proceeding in equity or at law, in any court of competent jurisdiction, for any relief permitted by law, including the specific performance of any covenant or agreement contained herein, or thereby to enjoin any act or thing that may be unlawful or in violation of any right of the Registered Owners hereunder or any combination of such remedies.

(ii) It is provided that all such proceedings shall be instituted and maintained for the equal benefit of all Registered Owners of Bonds then outstanding.

(c) Remedies Not Exclusive.

(i) No remedy herein conferred or reserved is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or under the Bonds or now or hereafter existing at law or in equity; provided, however, that notwithstanding any other provision of this Ordinance, the right to accelerate the debt evidenced by the Bonds shall not be available as a remedy under this Ordinance.

(ii) The exercise of any remedy herein conferred or reserved shall not be deemed a waiver of any other available remedy.

(iii) By accepting the delivery of a Bond authorized under this Ordinance, such Registered Owner agrees that the certifications required to effectuate any covenants or representations contained in this Ordinance do not and shall never constitute or give rise to a personal or pecuniary liability or charge against the officers, employees or trustees of the City or the City Council.

(iv) None of the members of the City Council, nor any other official or officer, agent, or employee of the City, shall be charged personally by the Registered Owners with any liability, or be held personally liable to the Registered Owners under any term or provision of this Ordinance, or because of any Event of Default or alleged Event of Default under this Ordinance.

**Section 16. APPROVAL OF PAYING AGENT/REGISTRAR AGREEMENT.** Attached hereto as Exhibit C is a substantially final form of Paying Agent/Registrar Agreement. Each of the Mayor, the City Manager and the Director of Finance are hereby authorized to amend, complete or modify such agreement as necessary and are further authorized to execute such agreement.

**Section 17. NO PERSONAL LIABILITY.** No covenant or agreement contained in the Note, this Ordinance or any corollary instrument shall be deemed to be the covenant or agreement of any member of the City Council or any officer, agent, employee or representative of the City Council in his individual capacity, and neither the directors, officers, agents, employees or representatives of the City Council nor any person executing the Note shall be personally liable thereon or be subject to any personal liability for damages or otherwise or accountability by reason of the issuance thereof, or any actions taken or duties performed, whether by virtue of any constitution, statute or rule of law, or by the enforcement of any assessment or penalty, or otherwise, all such liability being expressly released and waived as a condition of and in consideration for the issuance of the Note.

**Section 18. FURTHER ACTIONS.** The officers and employees of the City are hereby authorized, empowered and directed from time to time and at any time to do and perform all such acts and things and to execute, acknowledge and deliver in the name and under the corporate seal and on behalf of the City all such instruments, whether or not herein mentioned, as may be necessary or desirable in order to carry out the terms and provisions of this Ordinance, the Note, the initial sale and delivery of the Note, the Paying Agent/Registrar Agreement, any insurance commitment letter or insurance policy and the Official Statement. In addition, prior to the initial delivery of the Note, the City Manager or Assistant City Manager are each hereby authorized and directed to approve any technical changes or corrections to this Ordinance or to any of the instruments authorized and approved by this Ordinance necessary in order to (i) correct any ambiguity or mistake or properly or more completely document the transactions contemplated and approved by this Ordinance and as described in the Official Statement or (ii) obtain the approval of the Note by the Texas Attorney General's office.

In case any officer of the City whose signature shall appear on the Note shall cease to be such officer before the delivery of the Note, such signature shall nevertheless be valid and sufficient for all purposes the same as if such officer had remained in office until such delivery.

**Section 19. INTERPRETATIONS**. All terms defined herein and all pronouns used in this Ordinance shall be deemed to apply equally to singular and plural and to all genders. The titles and headings of the articles and sections of this Ordinance and the Table of Contents of this Ordinance have been inserted for convenience of reference only and are not to be considered a part hereof and shall not in any way modify or restrict any of the terms or provisions hereof. This Ordinance and all the terms and provisions hereof shall be liberally construed to effectuate the purposes set forth herein and to sustain the validity of the Note and the validity of the lien on and pledge of the Pledged Revenues to secure the payment of the Note.

**Section 20. INCONSISTENT PROVISIONS.** All ordinances, orders or resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict and the provisions of this Ordinance shall be and remain controlling as to the matters contained herein.

**Section 21. INTERESTED PARTIES.** Nothing in this Ordinance expressed or implied is intended or shall be construed to confer upon, or to give to, any person or entity, other than the City and the registered owners of the Note, any right, remedy or claim under or by reason of this Ordinance or any covenant, condition or stipulation hereof, and all covenants, stipulations, promises and agreements in this Ordinance contained by and on behalf of the City shall be for the sole and exclusive benefit of the City and the registered owners of the Note.

**Section 22. INCORPORATION OF RECITALS.** The City hereby finds that the statements set forth in the recitals of this Ordinance are true and correct, and the City hereby incorporates such recitals as a part of this Ordinance.

**Section 23. SEVERABILITY**. If any provision of this Ordinance or the application thereof to any circumstance shall be held to be invalid, the remainder of this Ordinance and the application thereof to other circumstances shall nevertheless be valid, and this governing body hereby declares that this Ordinance would have been enacted without such invalid provision.

**Section 24. REPEALER**. All orders, resolutions and ordinances, or parts thereof, inconsistent herewith are hereby repealed to the extent of such inconsistency.

**Section 25. EFFECTIVE DATE.** This Ordinance shall become effect immediately from and after its passage on first and final reading in accordance with Section 1201.028, Texas Government Code, as amended.

**Section 26. PERFECTION.** Chapter 1208, Government Code, applies to the issuance of the Note and the pledge of ad valorem taxes and surplus net revenues granted by the City under Sections 6 and 7 of this Ordinance, and such pledge is therefore valid, effective and perfected. If Texas law is amended at any time while the Note is outstanding and unpaid such that the pledge of

ad valorem taxes and surplus net revenues granted by the City under Sections 6 and 7 of this Ordinance is to be subject to the filing requirements of Chapter 9, Business & Commerce Code, then in order to preserve to the registered owners of the Note the perfection of the security interest in said pledge, the City agrees to take such measures as it determines are reasonable and necessary under Texas law to comply with the applicable provisions of Chapter 9, Business & Commerce Code and enable a filing to perfect the security interest in said pledge to occur.

**Section 27. REIMBURSEMENT**. The City expects to pay expenditures in connection with the purposes set forth in the Section 1 of this Ordinance prior to the issuance of the Note. The City finds, considers and declares that the reimbursement of the City for the payment of such expenditures will be appropriate and consistent with the lawful objectives of the City and, as such, chooses to declare its intention, in accordance with the provisions of Section 1.150-2 of the Treasury Regulations, to reimburse itself for such payments at such time as it issues Note to accomplish the purposes set forth in Section 1 of this Ordinance. All costs to be reimbursed pursuant hereto will be capital expenditures. No Note will be issued by the City in furtherance of this Ordinance after a date which is later than 18 months after the later of (1) the date the expenditures are paid or (2) the date on which the property, with respect to which such expenditures were made, is placed in service. The foregoing notwithstanding, no Note will be issued pursuant to this Ordinance more than three years after the date any expenditure which is to be reimbursed is paid.

**Section 28. PAYMENT OF ATTORNEY GENERAL FEE.** The City hereby authorizes the disbursement of a fee equal to the lesser of (i) one-tenth of one percent of the principal amount of the Note or (ii) $9,500, provided that such fee shall not be less than $750, to the Attorney General of Texas Public Finance Division for payment of the examination fee charged by the State of Texas for the Attorney General's review and approval of public securities and credit agreements, as required by Section 1202.004 of the Texas Government Code. The appropriate member of the City's staff is hereby instructed to take the necessary measures to make this payment. The City is also authorized to reimburse the appropriate City funds for such payment from proceeds of the Note.

**IN ACCORDANCE WITH SECTION 1201.028,** Texas Government Code, finally passed, approved and effective on this 10th day of September 2019.

**APPROVED:**

Connie B. Schroeder, Mayor

**ATTEST:**

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

Alan Bojorquez, City Attorney

## EXHIBIT A

## DEFINITIONS

As used in this Ordinance, the following terms and expressions shall have the meanings set forth below, unless the text hereof specifically indicates otherwise:

"*Authorized Denominations*" means the denomination of $5,000 or any integral multiple thereof with respect to the Note and in the denomination of $5,000 in maturity amount or any integral multiple thereof with respect to the Note.

"*Bond Insurer"* or "*Insurer*" means the provider of a municipal bond insurance policy for the Note or any other entity that insures or guarantees the payment of principal and interest on any Note.

"*Book-Entry-Only System*" means the book-entry system of note registration provided in Section 3, or any successor system of book-entry registration.

"*Business Day*" means any day which is not a Saturday, Sunday or a day on which the Paying Agent/Registrar is authorized by law or executive order to remain closed.

"*Cede & Co.*" means the designated nominee and its successors and assigns of The Depository Trust Company, New York.

"*City*" and "*Issuer*" mean the City of Bastrop, Texas, and where appropriate, the City Council.

"*City Council*" means the governing body of the City.

"*Closing Date*" means the date of initial delivery of and payment for the Note.

"*Defeasance Securities*" means (i) Federal Securities, (ii) noncallable obligations of an agency or instrumentality of the United States of America, including obligations that are unconditionally guaranteed or insured by the agency or instrumentality and that, on the date the City Council adopts or approves proceedings authorizing the issuance of refunding notes or otherwise provide for the funding of an escrow to effect the defeasance of the Note is rated as to investment quality by a nationally recognized investment rating firm not less than "AAA" or its equivalent, (iii) noncallable obligations of a state or an agency or a county, municipality, or other political subdivision of a state that have been refunded and that, on the date the City Council adopts or approves proceedings authorizing the issuance of refunding notes or otherwise provide for the funding of an escrow to effect the defeasance of the Note, are rated as to investment quality by a nationally recognized investment rating firm no less than "AAA" or its equivalent and (iv) any other then authorized securities or obligations under applicable State law that may be used to defease obligations such as the Note.

"*Depository*" means one or more official depository banks of the City.

"*DTC*" means The Depository Trust Company, New York, New York and its successors and assigns.

"*DTC Participant*" means securities brokers and dealers, banks, trust companies, clearing corporations, and certain other organizations on whose behalf DTC was created to hold securities to facilitate the clearance and settlement of securities transactions among DTC Participants.

"*Federal Securities*" as used herein means direct, noncallable obligations of the United States of America, including obligations that are unconditionally guaranteed by the United States of America (including Interest Strips of the Resolution Funding Corporation).

"*Fiscal Year*" means the twelve-month accounting period used by the City in connection with the operation of the System, currently ending on September 30 of each year, which may be any twelve consecutive month period established by the City, but in no event may the Fiscal Year be changed more than one time in any three calendar year period.

"*Holder*," "*Holders,*" "*Owners*" or "*Registered Owners*" means any person or entity in whose name a Note is registered in the Security Register.

"*Initial Note*" means the Note authorized, issued, and initially delivered as provided in Section 3 of this Ordinance.

"*Insurance Policy*" means an insurance policy issued by any Insurer guaranteeing the scheduled principal of and interest on the Note when due.

"*Interest and Sinking Fund*" means the special fund maintained by the provisions of Section 5 of this Ordinance.

"*Interest Payment Date*" means a date on which interest on the Note is due and payable.

"*Issuance Date*" means the date of delivery of the Note.

"*MSRB*" means the Municipal Securities Rulemaking Board.

"*Note*" means the "City of Bastrop, Texas Tax Note, Series 2019."

"*Ordinance*" means this ordinance finally adopted by the City Council on September 10, 2019.

"*Outstanding*", when used with respect to Note, means, as of the date of determination, all Note theretofore delivered under this Ordinance, except:

(1) Note theretofore cancelled and delivered to the City or delivered to the Paying Agent/Registrar for cancellation;

(2) Note deemed paid pursuant to the provisions of Section 9 of this Ordinance;

(3) Note upon transfer of or in exchange for and in lieu of which other Note has been authenticated and delivered pursuant to this Ordinance

(4) Note under which the obligations of the City have been released, discharged or extinguished in accordance with the terms thereof.

"*Rating Agency*" means any nationally recognized securities rating agency which has assigned, at the request of the City, a rating to the Note.

"*Record Date*" means Record Date as defined in Section 4 the Form of Note.

"*Redemption Date*" means a date fixed for redemption of any Note pursuant to the terms of this Ordinance.

"*Register*" or "*Registration Books*" means the registry system maintained on behalf of the City by the Registrar in which are listed the names and addresses of the Registered Owners and the principal amount of Note registered in the name of each Registered Owner.

"*Rule*" means SEC Rule 15c2-12, as amended from time to time.

"*SEC*" means the United States Securities and Exchange Commission.

# EXHIBIT B

# FORM OF LETTER OF INVESTMENT

# EXHIBIT C

# PAYING AGENT\REGISTRAR AGREEMENT

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9H

**TITLE:**
Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-45 of the City Council of the City of Bastrop, Texas adopting the "Bastrop Power & Light Electrical Service Standards for Underground Electric Secondary Service", attached as Exhibit A, the "Bastrop Power & Light Electrical Service Standards for Underground Electric Primary Service", attached as Exhibit B and the "Bastrop Power & Light Electrical Construction Service Standards", attached as Exhibit C in compliance with H.B. 3167; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for second reading.

**STAFF REPRESENTATIVE**:
Trey Job, Assistant City Manager of Development Services
Curtis Ervin, Director, Bastrop Power & Light

**BACKGROUND/HISTORY**:
Bastrop Power & Light developed the following Electric Service Standards in 2014 as guidance for residents and builders in the City. They are as follows:

- Bastrop Power & Light Electrical Service Standards for Underground Electric Secondary Service
- Bastrop Power & Light Electrical Service Standards for Underground Primary Service
- Bastrop Power & Light Electrical Construction Service Standards

These standards were never adopted as part of an ordinance. It is especially important to have the standards codified with the passage of HB 3167, which places limits on a city's ability to approve/disprove Plats and Construction plans within 30 days of receipt. We must be able to specifically cite the appropriate ordinance when disproving these items.

Therefore, we are seeking to do so with this Ordnance. This will be a stop gap that will ultimately be incorporated into the B³ codes.

**POLICY EXPLANATION**:
Texas Local Government Code Section 51.001 provides the City general authority to adopt an Ordinance or police regulations that are for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-45 of the City Council of the City of Bastrop, Texas adopting the “Bastrop Power & Light Electrical Service Standards for Underground Electric Secondary Service”, attached as Exhibit A, the “Bastrop Power & Light Electrical Service Standards for Underground Electric Primary Service”, attached as Exhibit B and the “Bastrop Power & Light Electrical Construction Service Standards”, attached as Exhibit C in compliance with H.B. 3167; and providing for findings of fact, enactment, enforcement, a repealer, and severability; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for second reading.

**ATTACHMENTS:**

- Ordinance No 2019-45

# ORDINANCE NO. 2019-45

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS ADOPTING THE "BASTROP POWER & LIGHT ELECTRICAL SERVICE STANDARDS FOR UNDERGROUND ELECTRIC SECONDARY SERVICE,", ATTACHED AS EXHIBIT A, THE "BASTROP POWER & LIGHT ELECTRICAL SERVICE STANDARDS FOR UNDERGROUND ELECTRIC PRIMARY SERVICE,", ATTACHED AS EXHIBIT B AND THE "BASTROP POWER & LIGHT ELECTRICAL CONSTRUCTION SERVICE STANDARDS", ATTACHED AS EXHIBIT C IN COMPLIANCE WITH H.B. 3167; AND PROVIDING FOR FINDINGS OF FACT, AMENDMENT, ENFORCEMENT, A REPEALER, AND SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS**, Bastrop Power & Light developed the "Electrical Standards in 2014 as guidance for builders in the City of Bastrop; and

**WHEREAS,** these standards must be adopted as an ordinance to meet the requirements of HB 3167, so the City can cite the proper ordinance when review Plats and Construction Plans; and

**WHEREAS,** Texas Local Government Code Section 51.001 provides the City general authority to adopt an Ordinance or police regulations that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS,** the City Council finds that adopting these standards is reasonable and necessary for the good government, peace, and order of the City.

**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** That the City of Bastrop adopts the "Bastrop Power & Light Electrical Service Standards for Underground Electric Secondary Service," as described and attached hereto as Exhibit "A"; the "Bastrop Power & Light Electrical Service Standards for Underground Electric Primary Service," as described and attached hereto as Exhibit "B"; and the "Bastrop Power & Light Electrical Construction Service Standards," as described and attached hereto as Exhibit "C."

**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.

**SECTION 7. OPEN MEETINGS** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

**READ & ACKNOWLEDGED** on First Reading on the 10th day of September 2019.

**READ & APPROVED** on the Second Reading on the 24th day of September 2019.

**APPROVED:**

*by* _____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

**EXHIBIT A**

**EXHIBIT B**

**EXHIBIT C**

# BASTROP POWER & LIGHT
# ELECTRICAL CONSTRUCTION SERVICE STANDARDS

## STREET LIGHTING

Installation of electrical infrastructure in the City, including light fixtures and poles, shall be performed exclusively by BP&L, as designed or planned by the Director or an electrical engineer retained by the City. The Director shall: 1) oversee all installation(s) of electrical infrastructure; 2) be solely responsible for determining/approving the applicable technical standards, and 3) have sole authority to resolve all electrical issues related to an installation. Only BP&L, or their electrical contractor, shall be allowed to install Line Extensions in BP&L's distribution system.

City lights are activated automatically by use of a photocell and should be on when dark. If you notice a light out when it is dark or a light on during the day, please contact City of Bastrop Utility Customer Service at (512) 332-8830, M-F between 8am to 4pm to have the light repaired. Please include the pole number and address location.

a) **Existing Development:**
In the discretion of the Director, BP&L will provide lighting along the right-of-ways of dedicated streets consistent with the certified service are of PB&L. BP&L shall have the sole authority to determine the location of street light fixtures. However, street lights will generally be located at: 1) street intersections; 2) dead-end streets; and 3) dangerous curves. BP&L may elect, at any time, to adjust pole spacing, pole height, lamp wattage, or arm length depending on service conditions, street width, and other design factors.

b) **New Development:**
BP&L will install street lighting as requested by the developer, and agreed to by the Director, in accordance with all BP&L lighting standards. The developer shall pay 100% of the estimated cost of the installation of street lighting system and facilities in advance of the installation by BP&L. Street lighting system and facilities includes poles, fixtures, controls, wiring, and other electric equipment and devices required for the installation and operation of the lighting system. Poles and fixtures to be installed by BP&L will be the standard poles and fixtures available at the time. The estimated cost to be paid by the developer for the lighting facilities and electric system is the total cost attributable to the installation, including but not limited to labor, materials, engineering costs, right-of-way acquisition, and clearing.

c) **Additional Lighting – Night Watchman (Private Lighting):**
If determined by the Director, in his sole discretion, to be reasonable and practical based on factors such as system capacity and maintenance, Night Watchman lighting may be requested by a Customer and installed on existing BP&L power poles. Please contact Utility Customer Service at (512) 332-8830 on M-F between 8am to 4pm to request a site inspection to determine if Night Watchman Lighting is possible. Customers requesting Night Watchman Lighting shall complete/obtain the following:
    a) The written approval of the Director for the Night Watchman lighting, including the type and location of the fixture to be installed; and

b) Completion of a Night Watchman light application and execution of a Night Watchman light contract in which the customer agrees to pay all installation and usage fees (application and contract may be obtained from the Utility Department.);
c) Pre-Payment of all associated costs and fees, in accord with the City of Bastrop Fee Schedule provided in the Code of Ordinances;

If an application for Night Watchman lighting is approved, the installation shall be performed solely by BP&L and all costs associated with the installation shall be borne by the requester, including installation fees and monthly usage fees. Line Extension cost will be quoted based on the site inspection.

At the time of transfer or sale of the property that had been contracted by the Night Watchman lighting, BP&L's service shall be discontinued until the new property owner/user enters into a separate Night Watchman contract with the City agreeing to pay the then applicable monthly usage fee(s). Please contact Utility Customer Service at (512) 332-8830 on M_F between 8am to 4pm to request a change of service. Night Watchman lighting service will be disconnected in the event a utility account becomes delinquent. When an account returns to 'good standing', reconnection of the Night Watchman lighting will occur. Please refer to the City of Bastrop Utility Policy for all applicable fees.

d) **Previously Installed Lighting:**
Light fixtures located on poles that are owned by BP&L, but do not meet all of the requirements of Sections a, b, & c above, will not be repaired and/or replaced by BP&L and may not be repaired by the customer. Furthermore, during BP&L's routine system maintenance, any light fixture located by BP&L that fails to comply with the terms of these standards, or is a safety concern, shall be immediately disconnected. When safety allows, every attempt will be made to contact the customer prior to disconnection.

This Department Standard was controlling beginning January 1998 and is now fully effective as of April 24, 2014.

**APPROVED:**

Curtis Ervin, Director of BP&L

Michael H. Talbot, City Manager

# BASTROP POWER & LIGHT
# ELECTRICAL SERVICE STANDARDS

## UNDERGROUND ELECTRIC PRIMARY SERVICE

1. Electric service from underground distribution facilities is available to Customers who meet the requirements of these Electric Service Standards. In areas served by BP&L's underground distribution system, phase and voltage of electric service may be limited to what is available from existing BP&L's facilities.
2. Prior to construction, BP&L must approve in writing the electrical plans showing the route, the location and the size of the underground electric primary service.
3. BP&L will calculate a line extension fee, payment of which is required before materials will be ordered and construction can begin.
4. A Blanket Temporary Access and Construction Easement is required prior to construction. Upon completion of construction and installation of the Electric Facilities on the Property the owner shall have the Permanent Utility Easement Area (20 foot easement, to include a 10 foot buffer around all non-opening sides and a 20 foot buffer around opening sides of equipment) surveyed by metes and bounds, at the property owner's sole cost and expense, and a copy of that Permanent Easement survey provided to BP&L for the granting and recording of a Permanent Public Utility Easement. The Blanket Temporary Access and Construction Easement shall be vacated at such time as BP&L accepts and records the Permanent Public Utility Easement.
5. Customers must complete the following prior to the installation of underground distribution facilities:
   a. Clear the area of all obstructions
   b. Sub-grade to be established prior to BP&L installation at the site
   c. Establish final grade along conductor route
   d. Clearly mark, or if required by BP&L, expose to view all underground installation service lines, including gas, water, wastewater, and communication.
   e. Following installation, the grade may not be changed along the conductor route without the consent of BP&L
6. Only BP&L, or their electrical contractor, will be allowed to install underground electric primary service within the BP&L service area.
7. Customer is responsible for installing the secondary service from the transformer to the meter point of service. Please refer to the *Underground Electric Secondary Service Standard.*

8. Any waiver or change to this policy must be approved by the Director of BP&L, in writing, in advance of performing the change or waiver.

This Department Standard was controlling beginning January 1998 and is now fully effective as of April 24, 2014.

**APPROVED:**

Curtis Ervin, Director of BP&L

Michael H. Talbot, City Manager

# BASTROP POWER & LIGHT
# ELECTRICAL SERVICE STANDARDS

## UNDERGROUND ELECTRIC SECONDARY SERVICE

1. Any new electric secondary services from BP&L's power transformer to the Customer's meter location shall be installed in an underground electric conduit system.
2. When anyone requests an upgrade of service or relocation to an existing overhead electric secondary service it shall be placed in an underground electric conduit system. This applies to all new and existing single-phase and three-phase electric secondary services in the BP&L service area. The person requesting such changes is responsible for all costs related to the installation of any underground electric secondary service.
3. Electric service from underground distribution facilities is available to Customers who meet the requirements of these Electric Service Standards. In areas served by BP&L's underground distribution system, phase and voltage of electric service may be limited to what is available from existing BP&L's facilities.
4. Prior to construction, BP&L must approve; 1) any third party installer to work in our service area; 2) the proposed route; and 3) the location of the underground electric secondary service. When possible, meters should be located on the building. If the meter cannot be mounted on the building, BP&L may approve placement of the meter on a rack outside of the public right-of-way or easement. Under no circumstances, however, can a meter be mounted on a BP&L pole. Anyone requiring more than 200amps must contact BP&L for a quote on a CT meter. Customer is responsible for CT meter expense; payment is required before materials will be ordered.
5. Prior to beginning construction, the person(s) requesting or requiring a secondary service route may be required to provide to BP&L, at their sole cost and expense, payment for line extension fees.
6. Only licensed, pre-approved electrical contractors registered with the City will be allowed to install underground electric secondary service.
7. Technical Installation Requirements:
    a. The electric secondary service shall be placed in Schedule 40 PVC, electric grade conduit a minimum of 18" below final grade.
    b. Electrical warning tape shall be placed in the trench 12" above the conduit.
    c. The electrical conduit shall be installed with a minimum of 12" horizontal and vertical clearance to all other underground utilities or structures.
    d. The electric service wire shall be insulated copper conductor approved for installation in conduit.

e. The size of conduit for service shall be determined by the preapproved licensed electrical contractor in accordance with the National Electric Code.
f. Galvanized steel rigid conduit risers shall be attached to BP&L poles. Height to be determined by BP&L.
g. The preapproved electrical contractor shall terminate all conductors in the meter socket.
h. BP&L shall terminate all conductors at the transformer.
i. The new electric secondary service will not be energized until the City's electrical inspector has inspected and approved, in writing, the entire installation.
j. Once the installation has been approved and energized, BP&L shall have sole ownership of the secondary service and shall be solely responsible for maintenance of same.

8. The City of Bastrop Chief Building Official agrees and supports this as the overriding electrical service standard for "Underground Electric Secondary Service".
9. Any waiver or change to this policy must be approved by the Director of BP&L, in writing, in advance of performing the change or waiver.

This Department Standard was controlling beginning January 1998 and is now fully effective as of April 21, 2014.

**APPROVED:**

Curtis Ervin, Director of BP&L

Ted Bowers

Ted Bowers, Chief Building Official

Michael H. Talbot

Michael H. Talbot, City Manager

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9I

**TITLE:**
Consider action to approve Resolution R-2019-87 of the City Council of the City of Bastrop, Texas approving a License to Encroach at 702 and 704 Main Street; and providing for an effective date.

**STAFF REPRESENTATIVE**:
Matt Jones, Director of Planning and Development
Trey Job, Assistant City Manager of Development Services

**BACKGROUND/HISTORY**:
This property was one of the first projects built within the form based code area. Form based code, much like the new code, will allow encroachments into the right-of-way (ROW), if it truly serves a public purpose. This property has sat vacant for some time while the necessary retaining walls were being rebuilt after failing twice. Now that all the repairs have been inspected and approved, the property owner is ready for a Certificate of Occupancy.

The final step to receive a Certificate of Occupancy is a license to encroach. The property owner of 702 and 704 Main Street has applied for a License to Encroach into the ROW along their property frontage located on the west side of Main Street.

The following improvements are located within the City's ROW:

- Parking spaces
- A 5' and 6' sidewalk
- Lamp posts
- A 12" culvert pipe
- A drainage grate
- An irrigation system

**POLICY EXPLANATION**:
Historically, a License to Encroach has been reviewed and approved by Council.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve Resolution R-2019-87 of the City Council of the City of Bastrop, Texas approving a License to Encroach at 702 and 704 Main Street; and providing for an effective date.

**ATTACHMENTS:**
- Resolution

- Encroachment Agreement
- Application – 702 Main Street
- Application – 704 Main Street

**RESOLUTION NO. R-2019-87**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING A LICENSE TO ENCROACH AT 702 AND 704 MAIN STREET; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop City Council understands the benefit of having viable, on-going commercial enterprises operated in its downtown; and

**WHEREAS**, the City of Bastrop City Council understands particularly on Main Street, that sales tax revenue provides a direct, financial benefit to City; and

**WHEREAS**, the City of Bastrop understands such commercial activities attract visitors and shoppers to the downtown area, thereby increasing commerce overall; and

**WHEREAS**, the City of Bastrop City Council has unequivocally committed to fiscal sustainability, responsibly managing growth, and taking definitive action towards lasting solutions.

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

**Section 1.** That the City Council has found this agreement to be mutually beneficial to the City of Bastrop, Texas.

**Section 2.** The City Manager is hereby authorized to execute a contract between the City of Bastrop and Baham Interest Limited Partnership, Texas (attached as Exhibit A) as well as all other necessary documents.

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

**Section 4.** 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 10th day of September 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Planning Application

**Select your Plan***

Subdivision
- ☐ Amending Plat
- ☐ Minor Plat
- ☐ Replat
  - ☐ Residential
  - ☐ Non-Residential
- ☐ Short Form Final Plat
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Plat Vacation
- ☐ Public Improvement Construction Plans
- ☐ Subdivision Variance

Zoning & Development
- ☐ Zoning Map Amendment (Rezone)
- ☐ New Planned Development (PD)
- ☐ Site Development Plan
  - ☐ Amendment
- ☐ Zoning Variance
- ☐ Site Development Plan
- ☐ Conditional Use Permit (CUP)
- ☐ Site Work (On-Site Infrastructure)
- ☐ New Agreement: _____
- ☐ Alternative Plan: _____
- ☐ Agreement/PD Amendment

Other
- ☐ Abandonment – Easement
- ☐ Abandonment – ROW
- ■ License to Encroach
  - ■ ROW
  - ■ Easement
- ☐ Nonconforming Structure
- ☐ Nonconforming Use
- ☐ Planning Appeal
- ☐ Voluntary Annexation
- ☐ Land Disturbance
- ☐ Work in the ROW

***See associated checklists to ensure a complete submittal.**

**Project Information**

Project Name (if any): Old Bastrop Museum

Project Address: 702 Main St BCAD Property ID: R55931

Legal Description: Baham Interests Subdivision LOT 2 .227

Land Use Category (what is the property being used for now?): NHO

Existing Zoning District: NHO Proposed Zoning District (If rezoning): _____

Name of Overarching Regulation (PD, MUD, DA, etc.): _____

Total Acreage: 2.27 Total Lots: 1

Acreage Not Designated as Lots: _____ Lots Subject to Parkland Fee: _____

**Property Owner**

Name/Entity/Trustee: Baham Interest Limited Partnership

Address: 407 1/2 Laurel Dr Friendswood, TX 77546

Phone Number: (281) 687-7346 E-mail Address david@darask.com

RECEIVED
AUG 21 2019
By

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Planning Application

**Applicant**

Name: Lenny Adams Role (i.e. developer, agent, etc.): Owner Rep

Company Name: Baham Interest Limited Partnership

Address: 250 Johnson Rd Bastrop, TX 78602

Phone Number: (512) 308-7407 E-mail Address lenny@darask.com

**Additional Contact (Optional)**

Name: _____ Role (i.e. engineer, architect, etc.): _____

Company Name: _____

Address: _____

Phone Number: _____ E-mail Address _____

The applicant certifies that the facts stated herein and exhibits attached hereto are true, correct, and complete. **If this application is filed by anyone other than the property owner, an Agent Authorization form signed by all property owners must accompany this application.** Signature below also authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted.

[signature] owners Rep — 8/16/2019

Signature and Title — Date

**Staff Use Only**

☐ Received By: Date:

Fees Paid $

Comments:

Administratively Complete Date:

Paper: Prop. Owner Notification: P&Z: City Council:

# License to Encroach Checklist

## A. Process Overview

| Right-of-Way (ROW) Encroachment | Easement Encroachment |
|---|---|
| 1. Complete Submittal Package, which includes Paper Application, all items on the Submittal Package Checklist, and all items on the Survey Checklist, and Digital Submittal<br>a. Incomplete submittals will not be accepted<br>2. Staff review, with comments issued as needed<br>3. City Council consideration (by Resolution) | 1. Complete Submittal Package, which includes Paper Application, all items on the Submittal Package Checklist, and all items on the Survey Checklist, and Digital Submittal<br>a. Incomplete submittals will not be accepted<br>2. Staff review, with comments issued as needed<br>3. Project Approval |

## B. General Notes

- A License to Encroach permit is required for the following to be allowed in the public right-of-way (ROW) or another Easement:
  - Flatwork (parking, privately maintained sidewalks, other concrete work)
  - Private street lights
  - Signage
  - Awnings
  - Any other structure or improvement not covered above

## C. Submittal Package Checklist Items

All of the following items must be included with the submittal. If any of the items are not included, the submittal will not be accepted.

| Staff | Applicant | Item |
|---|---|---|
| ☐ | ☑ | Completed and signed Application |
| ☐ | ☑ | Agent Authorization Form if someone other than the property owner is submitting the Application. **If not applicable, check this box:** ☐ |
| ☐ | ☑ | Project Description Letter detailing the proposed work |
| ☐ | ☑ | Exhibit 1: Survey with metes and bounds description highlighting the subject property and encroachment into the ROW or easement and relation to the public infrastructure – See requirements in Section D. below |
| ☐ | ☑ | Utility Providers Release signature page signed by all applicable stakeholders |
| ☐ | ☑ | Copy of deed showing current ownership |
| ☐ | ☑ | Copy of current statement of account showing taxes have been paid |
| ☐ | ☐ | Digital Submittal – See requirements in Section E. below |
| ☐ | ☐ | License to Encroach Fee (Cash, Check, Visa or Mastercard accepted) |



Project Name_____
Project #_____

# Owner's Agent Authorization

**Property Owner's Information**

Owner's Name(s): Baham Interests Limited Partnership

Property Address(s): 702 & 704 Main St Bastrop, TX 78602

Owner's Email Address: kazem@darask.com

Owner's Phone Number: ( )(713)539-5322

The individuals listed below are hereby authorized to apply for, sign for, and conduct business for permits, plan, and/or other legal documents with the City of Bastrop Planning and Development Department on behalf of the above identified property owner(s).

The City of Bastrop Planning and Development Department may retain a copy of this form for our records and maintain a file as a courtesy. The form with the most recent date shall supersede all previous authorizations on file and **remain in effect for one (1) year, or until a new form is filed by the property owners, whichever is shorter**.

All signatories understand that it is the property owner's responsibility to provide a copy of this form every time they would like to add or remove authorized agents, and that this form expires one (1) year after it is signed. The property owner's signature designates the agent as the official contact person for projects and the single point of contact. All correspondence and communication will be conducted with the agent.

**Print full name(s) and title(s) of authorized agent(s):**

1. Lenny Adams - Owners Rep
2. 

Signature(s) of Property Owner(s) — Date: 8-16-19

Signature(s) of Property Owner(s) — Date

Signature(s) of Agent(s) — Date: 8-16-19

Signature(s) of Agent(s) — Date

# 702 Main St – Project Description Letter

**Address:** Old Bastrop Museum
702 Main St
Bastrop, TX 78602

**Owner:** Baham Limited Interests LLC
407 ½ Laurel Dr
Friendswood, TX 77546

**Subject:** Certificate of Occupancy for 704 Main St

1. August 18th 2015 - Pre-Plan Review Approval
2. December 13th 2016 - Site Development & Building Permit Released
3. January 21st 2019 - Project Completed & Approved
4. August 15th 2019 – Made aware of License to Encroach paperwork
5. August 21st 2019 – License to Encroach paperwork submitted to C.O.B.

**Project Description:**

Old museum was renovated into 3 separate retail spaces along with 1 apartment. The City of Bastrop required parking to be installed. These items were approved by the City of Bastrop to be installed in the Right Of Way:

6 Angled parking spaces (inspected & approved by COB)
5' Sidewalk (inspected & approved by Public Works)
Irrigation Backflow Preventer (inspected & approved by COB)
1 Sewer Connection Cleanout
4 Water Meter Connections
All power lines are overhead
All telecom lines are located overhead
Utility Easement Granted (2016)

**Exhibits Attached:**

1. Exhibit 1 - AsBuilt Plan showing locations of all above listed items located in R.O.W.
2. Exhibit 2 - C1.0 – C6.2 Site Plan for civil drawings
3. Exhibit 3 – Utility Easement (August 2016)

# Utility Providers' Release

I, THE UNDERSIGNED, (Utility/Owner/Director) in the City of Bastrop, certify that I have carefully considered the Application to Release a Utility Easement or License to Encroach from the standpoint of present and future needs of the Utility/City of Bastrop with respect to utilities, and I see no objection to the requested release of the Public Utility Easement or License to Encroach.

Property Address or Legal Description: 702 MAIN ST

If served by City of Bastrop:

Signed: _____
Authorized Agent for Public Works

Signed: _____ EASEMENT GRANTED AUGUST 2016
Authorized Agent for Bastrop Power and Light

If served by other providers:

Signed: N/A
Authorized Agent for Aqua Water Supply Corp.

Signed: N/A
Authorized Agent for Bluebonnet Electric

Signed: N/A
Authorized Agent for Bastrop County WCID #2

If these providers are in the area:

Signed: N/A
Authorized Agent for Centerpoint Energy

Signed: _____ NEEDS ENCROACHMENT GRANTED
Authorized Agent for AT&T

Signed: _____ NEEDS ENCROACHMENT GRANTED
Authorized Agent for Time Warner Cable / Spectrum

# Bastrop CAD

## Property Search > 55931 BAHAM INTEREST LIMITED PARTNERSHIP for Year 2019

Tax Year: 2019

## Property

### Account

| | | | |
|---|---|---|---|
| Property ID: | 55931 | Legal Description: | Baham Interests Subdivision LOT 2 .227 |
| Geographic ID: | R55931 | Zoning: | |
| Type: | Real | Agent Code: | |
| Property Use Code: | | | |
| Property Use Description: | | | |

### Location

| | | | |
|---|---|---|---|
| Address: | 702 MAIN ST, SUITE 101<br>BASTROP, TX 78602 | Mapsco: | |
| Neighborhood: | COMMERCIAL PROPERTIES | Map ID: | |
| Neighborhood CD: | NBHD0313 | | |

### Owner

| | | | |
|---|---|---|---|
| Name: | BAHAM INTEREST LIMITED PARTNERSHIP | Owner ID: | 762104 |
| Mailing Address: | 4071/2 LAUREL DR<br>FRIENDSWOOD, TX 77546 | % Ownership: | 100.0000000000% |
| | | Exemptions: | |

## Values

| | | | | |
|---|---|---|---|---|
| (+) Improvement Homesite Value: | + | $0 | | |
| (+) Improvement Non-Homesite Value: | + | $470,563 | | |
| (+) Land Homesite Value: | + | $0 | | |
| (+) Land Non-Homesite Value: | + | $127,161 | Ag / Timber Use Value | |
| (+) Agricultural Market Valuation: | + | $0 | | $0 |
| (+) Timber Market Valuation: | + | $0 | | $0 |
| (=) Market Value: | = | $597,724 | | |
| (–) Ag or Timber Use Value Reduction: | – | $0 | | |
| (=) Appraised Value: | = | $597,724 | | |
| (–) HS Cap: | – | $0 | | |
| (=) Assessed Value: | = | $597,724 | | |

## Taxing Jurisdiction

Owner: BAHAM INTEREST LIMITED PARTNERSHIP
% Ownership: 100.0000000000%
Total Value: $597,724

| Entity | Description | Tax Rate | Appraised Value | Taxable Value | Estimated Tax |
|---|---|---|---|---|---|
| C04 | CITY OF BASTROP | 0.564000 | $597,724 | $597,724 | $3,371.16 |
| CAD | APPRAISAL DISTRICT | 0.000000 | $597,724 | $597,724 | $0.00 |
| G01 | BASTROP COUNTY | 0.474900 | $597,724 | $597,724 | $2,838.59 |
| RD1 | COUNTY ROAD | 0.105000 | $597,724 | $597,724 | $627.61 |
| S04 | BASTROP ISD | 1.441000 | $597,724 | $597,724 | $8,613.20 |
| | Total Tax Rate: | 2.584900 | | | |
| | | | | Taxes w/Current Exemptions: | $15,450.56 |
| | | | | Taxes w/o Exemptions: | $15,450.57 |

## Improvement / Building

**Improvement #1:** COMMERCIAL **State Code:** F1 **Living Area:** 3873.0 sqft **Value:** $371,293

| Type | Description | Class CD | Exterior Wall | Year Built | SQFT |
|---|---|---|---|---|---|
| COMMERCIAL | COMMERCIAL | POM - 2 | | 2017 | 3873.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 432.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 264.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 18.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 36.0 |
| PAVING | CONCRETE WALKS/PAVING | PVC | | 2017 | 2521.0 |

**Improvement #2:** COMMERCIAL **State Code:** F1 **Living Area:** 1056.0 sqft **Value:** $99,270

| Type | Description | Class CD | Exterior Wall | Year Built | SQFT |
|---|---|---|---|---|---|
| COMMERCIAL | COMMERCIAL | POM - 2 | Stucco | 2017 | 1056.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 264.0 |

## Land

| # | Type | Description | Acres | Sqft | Eff Front | Eff Depth | Market Value | Prod. Value |
|---|---|---|---|---|---|---|---|---|
| 1 | C | COMMERCIAL | 0.2270 | 9888.12 | 0.00 | 0.00 | $127,161 | $0 |

## Roll Value History

| Year | Improvements | Land Market | Ag Valuation | Appraised | HS Cap | Assessed |
|---|---|---|---|---|---|---|
| 2020 | N/A | N/A | N/A | N/A | N/A | N/A |
| 2019 | $470,563 | $127,161 | 0 | 597,724 | $0 | $597,724 |
| 2018 | $500,338 | $45,400 | 0 | 545,738 | $0 | $545,738 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 2017 | $180,189 | $45,400 | 0 | 225,589 | $0 | $225,589 |
| 2016 | $184,835 | $153,400 | 0 | 338,235 | $0 | $338,235 |
| 2015 | $184,835 | $153,400 | 0 | 338,235 | $0 | $338,235 |
| 2014 | $184,835 | $115,050 | 0 | 299,885 | $0 | $299,885 |
| 2013 | $184,835 | $345,150 | 0 | 529,985 | $0 | $529,985 |
| 2012 | $144,526 | $114,975 | 0 | 259,501 | $0 | $259,501 |
| 2011 | $54,232 | $114,975 | 0 | 169,207 | $0 | $169,207 |
| 2010 | $54,232 | $114,975 | 0 | 169,207 | $0 | $169,207 |
| 2009 | $54,232 | $114,975 | 0 | 169,207 | $0 | $169,207 |
| 2008 | $43,858 | $114,975 | 0 | 158,833 | $0 | $158,833 |
| 2007 | $40,159 | $61,320 | 0 | 101,479 | $0 | $101,479 |

## Deed History - (Last 3 Deed Transactions)

| # | Deed Date | Type | Description | Grantor | Grantee | Volume | Page | Deed Number |
|---|---|---|---|---|---|---|---|---|
| 1 | 5/3/2013 | WD | WARRANTY DEED | BASTROP COUNTY HISTORICAL SOCIETY AND MUSEUM | BAHAM INTEREST LIMITED PARTNERSHIP | 2230 | 284 | 0 |

## Tax Due

Property Tax Information as of 08/20/2019

Amount Due if Paid on:

| Year | Taxing Jurisdiction | Taxable Value | Base Tax | Base Taxes Paid | Base Tax Due | Discount / Penalty & Interest | Attorney Fees | Amount Due |
|---|---|---|---|---|---|---|---|---|

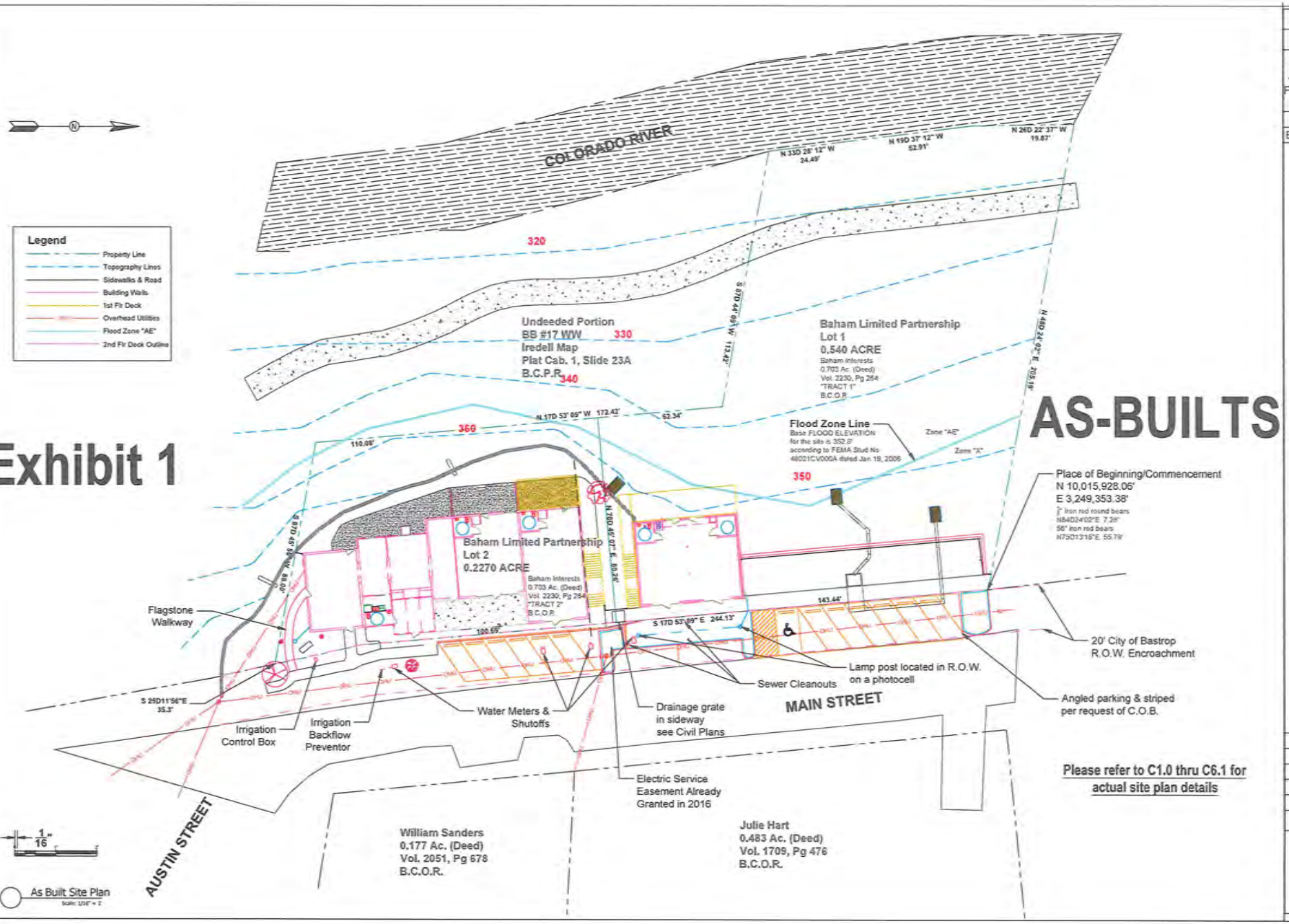
NOTE: Penalty & Interest accrues every month on the unpaid tax and is added to the balance. Attorney fees may also increase your tax liability if not paid by July 1. If you plan to submit payment on a future date, make sure you enter the date and RECALCULATE to obtain the correct total amount due.

Questions Please Call (512) 303-1930

Website version: 1.2.2.31 Database last updated on: 8/19/2019 8:34 PM © N. Harris Computer Corporation

# Exhibit 1

# AS-BUILTS




AS-BUILTS
9/11/2017

Baham LLC
407 ½ Laurel Dr
Friendswood, TX 77546
702 Main
Bastrop TX 78602

# Old Bastrop Museum Remodel

| REV | DATE |
|---|---|
| REV3 | |
| REV2 | |
| PCM3 | 5/11 |

LDA

SHEET

Site Plan

SITE PLAN NOTES:

1. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN THESE PLANS AND ONSITE FIELD CONDITIONS OR SPECIFICATIONS OF OTHER DISCIPLINES.
2. THE CONTRACTOR IS REQUIRED TO OBTAIN ALL NECESSARY PERMITS, AS WELL AS INSPECTION APPROVALS.
3. A COPY OF APPROVED CONSTRUCTION PLANS SHALL BE KEPT ON SITE AT ALL TIMES THROUGHOUT CONSTRUCTION. THE CONTRACTOR SHALL MAINTAIN A SET OF REDLINE DRAWINGS TO RECORD AS-BUILT CONDITIONS.
4. REFER TO ARCHITECTURAL PLANS FOR COMPLETE SUB DIMENSIONS.
5. REF. ARCHITECTURAL PLANS FOR PROPOSED SITE SIGNAGE AS APPLICABLE.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTAINMENT AND PROPER DISPOSAL OF ALL LIQUID AND SOLID WASTE ASSOCIATED WITH THIS PROJECT. THE CONTRACTOR SHALL USE ALL MEANS NECESSARY TO PREVENT THE OCCURRENCE OF WIND BLOWN LITTER FROM THE PROJECT SITE.
7. DURING CONSTRUCTION, THE CONTRACTOR SHALL MAINTAIN AN ORDERLY PROJECT SITE. THE CONTRACTOR SHALL CLEAN AND REMOVE ANY SURPLUS OR DISCARDED MATERIALS, TEMPORARY STRUCTURES, AND DEBRIS FROM THE PROJECT SITE.
8. SITE IS REQUIRED TO PROVIDE CONTAINMENT FOR WASTE PRIOR TO AND DURING DEMOLITION/ CONSTRUCTION. SOLID WASTE ROLL OFF BOXES AND / OR METAL DUMPSTERS SHALL BE SUPPLIED BY THE CITY OF BASTROP OR CITY PERMITTED CONTRACTOR(S) ONLY.
9. THE CONTRACTOR IS RESPONSIBLE FOR STORAGE AND SAFE-GUARDING OF ALL MATERIALS AND EQUIPMENT AT THE PROJECT SITE TO MAINTAIN A SAFE AND SECURE PROJECT.
10. THE CONTRACTOR SHALL COORDINATE SITE STORAGE WITH THE OWNER TO NOT OBSTRUCT DRIVES, ACCESS, OR OTHER OPERATIONAL REQUIREMENTS.
11. ANY ADJACENT RIGHT-OF-WAY (R.O.W.) OR PROPERTY AFFECTED DURING CONSTRUCTION, SHALL BE RETURNED TO PRE-CONSTRUCTION CONDITION AT THE CONTRACTOR'S EXPENSE.
12. THE CONTRACTOR SHALL PROTECT ALL SURVEY MONUMENTATION, BENCHMARKS, AND MARKERS DURING CONSTRUCTION.
13. THE CONTRACTOR MUST PROVIDE CONSTRUCTION STAKING SERVICES BASED ON THE INFORMATION PROVIDED IN THE PLANS.
14. ALL ROOF AND GROUND-MOUNTED MECHANICAL EQUIPMENT SHALL BE SCREENED FROM VIEW OR ISOLATED SO AS NOT TO BE VISIBLE FROM ANY PUBLIC RIGHT-OF-WAY OR RESIDENTIAL DISTRICT WITHIN 25'-0" OF THE SUBJECT LOT, MEASURED FROM A POINT FIVE FEET ABOVE GRADE. SUCH SCREENING SHALL BE COORDINATED WITH THE BUILDING ARCHITECTURE AND SCALE TO MAINTAIN A UNIFIED APPEARANCE.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES OR SERVICE LINES DURING THE CONSTRUCTION PROCESS. WHERE EXISTING UTILITIES OR SERVICE LINES ARE DAMAGED, THE CONTRACTOR SHALL REPAIR OR REPLACE THE UTILITY OR SERVICE LINE WITH THE SAME TYPE OF MATERIAL AND CONSTRUCTION, OR BETTER. ALL MATERIAL AND LABOR SHALL BE AT THE CONTRACTOR'S EXPENSE.
16. THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL STATE AND FEDERAL REGULATIONS REGARDING CONSTRUCTION ACTIVITIES NEAR ENERGIZED OVERHEAD ELECTRIC LINES.
17. THE CONTRACTOR ACKNOWLEDGES THAT THE LOCATION AND/OR ELEVATION OF THE EXISTING UTILITIES SHOWN ON THE PLANS IS BASED ON RECORDS OF VARIOUS UTILITY COMPANIES, CITY MAPS, AND, WHEN POSSIBLE, FIELD MEASUREMENTS. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE.
18. THE CONTRACTOR SHALL NOTIFY THE APPROPRIATE UTILITY COMPANY 48 HOURS PRIOR TO EXCAVATION, AND SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS.
19. ALL WATER LINES TO BE CL 235 DR 14 PVC, MEETING AWWA C-900 OR C-905 STANDARDS.
20. ALL SANITARY SEWER LINES TO BE SDR-26 PVC.
21. SANITARY SEWER LINES SHALL BE CONSTRUCTED IN ACCORDANCE WITH TCEQ REQUIREMENTS FOR SEPARATION AND CROSSINGS, AND IN ACCORDANCE WITH THE 2012 INTERNATIONAL PLUMBING CODE.
22. ALL TRASH RECEPTACLES ARE TO BE STORED UNDER THE STAIRS OF THE 2ND FLOOR APARTMENTS.

| SITE DATA | Lot 1 | Lot 2 |
|---|---|---|
| BUILDING AREA: | 2156 SF | 7822 SF |
| RETAIL AREA: | 750? SF | 1820 SF |
| LODGING UNITS: | 1 | 2 |
| PARKING REQ'D RETAIL: | 1 SPACE / 300 SQ. FT. = 5 STALLS | 1 SPACE / 300 SQ. FT. = 6 STALLS |
| PARKING REQ'D LODGING: | 1 SPACE / UNIT = 1 STALLS | 1 SPACE / UNIT = 2 STALLS |
| PARKING REQ'D TOTAL: | 6 STALLS | 8 STALLS |
| PARKING PROVIDED TOTAL: | 16 STALLS | |
| COVERAGE DATA | | |
| LOT AREA | 24348 SF | 9804 SF |
| EXST BUILDINGS | 240 SF / 1% | 3843 SF / 40% |
| PROPOSED BUILDINGS | 1374 SF / 6% | 3843 SF / 40 % |
| TOTAL COVERAGE | 3907 SF / 16% | 4872 SF / 50% |

LEGEND

- BUILDING
- PROPOSED PAVEMENT (SEE SHEET C6.0 FOR ACCEPTABLE PAVEMENT SECTION OPTIONS)
- DIRECTION OF FLOW
- PROPERTY LINE
- BUILDING SETBACK LINE
- EXISTING PAVEMENT EDGE
- FIRELANE (RED CURB WITH 4" WHITE LETTERS: "FIRELANE NO PARKING TOW-AWAY ZONE")
- EXISTING CONTOURS
- EXISTING WATER LINE
- PROPOSED WATER LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING MANHOLE
- PROPOSED HANDICAP PARKING
- PROPOSED WATER VALVE
- PROPOSED WATER METER
- PROPOSED SS DOUBLE CLEANOUT

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

TRIP GENERATION CALCS:

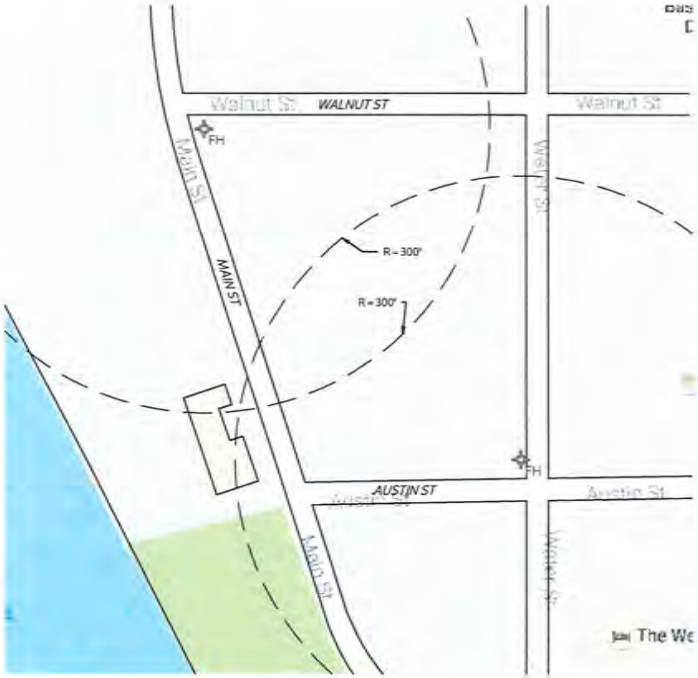
EXISTING:

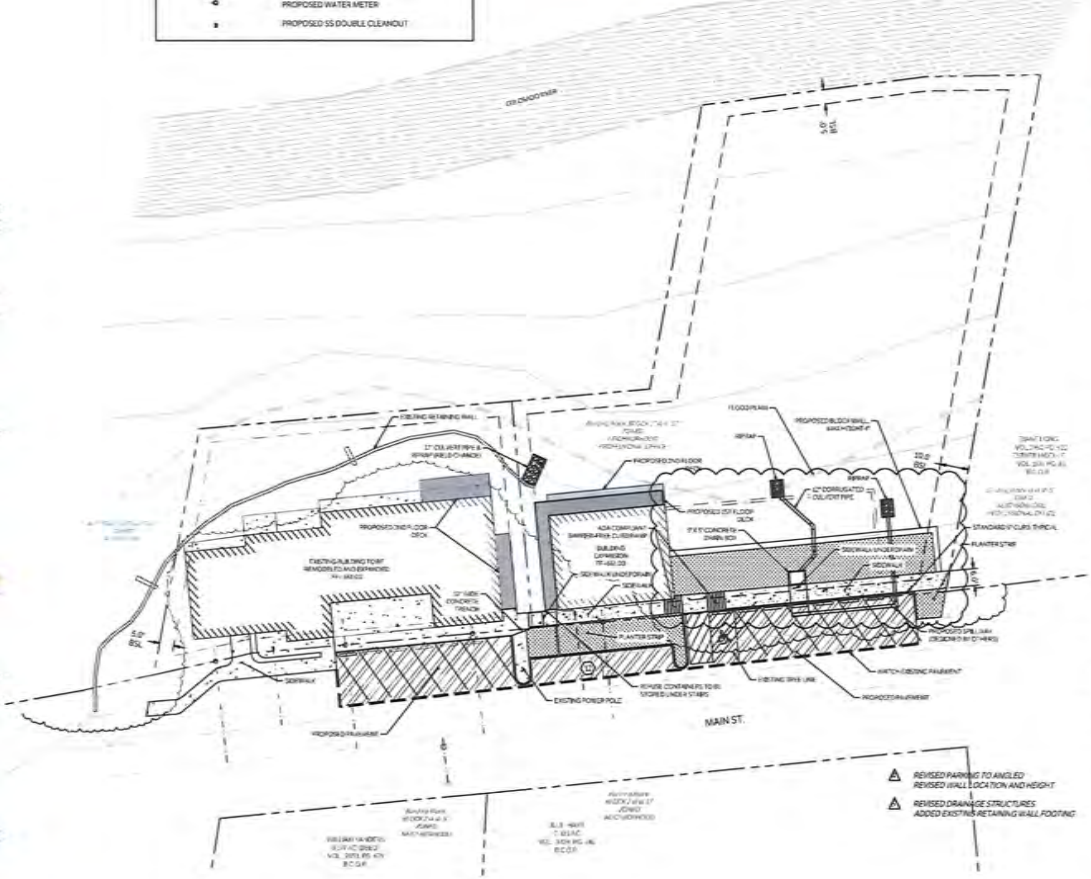
| TRACT NUMBER | TRACT ACRES | BLDG SQ.FT. | ZONING | LAND USE | I.T.E CODE | TRIP RATE | TRIP PER DAY |
|---|---|---|---|---|---|---|---|
| 1 | 0.79 | 4,173 | NPO | MUSEUM | 580 | 9.18/1,000 SF HR | 38 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | | | | | | | 38 |

PROPOSED:

| TRACT NUMBER | TRACT ACRES | BLDG SQ.FT. | ZONING | LAND USE | I.T.E CODE | TRIP RATE | PHT |
|---|---|---|---|---|---|---|---|
| 1 | 0.56 | 1,221 | NPO | VARIETY STORE | 815 | 6.82/1,000 SF HR | 8 |
| 1 | 0.56 | 1,142 | NPO | APARTMENT | 220 | 0.62/ UNIT HR | 1 |
| TRACT 1 TOTAL | | | | | | | 9 |
| 2 | 0.23 | 3,589 | NPO | VARIETY STORE | 815 | 6.82/1,000 SF HR | 24 |
| 2 | 0.23 | 1,611 | NPO | APARTMENT | 220 | 0.62/ UNIT HR | 1 |
| TRACT 2 TOTAL | | | | | | | 25 |
| TRACT 1 & 2 TOTAL | | | | | | | 34 |

0 20 40 60
SCALE: 1"= 20'





GESSNER ENGINEERING

PLAN | DESIGN | VERIFY

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BRENHAM 979.830.6805
FORT WORTH 817.405.2774
SAN ANTONIO 210.994.4024


KYLE R. HARVEY
125954
LICENSED
PROFESSIONAL ENGINEER
7-20-18

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

SITE PLAN

Issue Date: 07/20/2018
Drawn By: JMM
Checked By: KRH
Project Number: 15-0364

Revisions:
- CITY CMTS 09/12/18
- CITY CMTS 10/24/18
- OWNER EDITS 06/13/18
- OWNER EDITS 06/13/18
- CITY CMTS 07/09/18
- CITY CMTS 07/20/18

C1.0

DIMENSION CONTROL NOTES:

1) THE CONTRACTOR MAY OBTAIN AN ELECTRONIC COPY OF PROJECT PLANS FOR CONSTRUCTION PURPOSES, WITH THE PERMISSION OF THE OWNER. THE ELECTRONIC FILE AND INFORMATION GENERATED, BY GESSNER ENGINEERING, FOR THIS PROJECT IS CONSIDERED BY GESSNER ENGINEERING, TO BE CONFIDENTIAL. WHEN ISSUED, IT'S USE IS INTENDED SOLELY FOR THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED. THE MATERIAL IS INTENDED FOR USE BY THE RECIPIENT NAMED, ONLY, AND PERMISSION IS NOT GRANTED TO THE RECIPIENT FOR DISTRIBUTION OF THIS DOCUMENTS IN ANY FORM OR FASHION. THE RECIPIENT UNDERSTANDS THAT THIS DATA IS AUTHORIZED "AS IS" WITHOUT ANY WARRANTY AS TO ITS PERFORMANCE, ACCURACY, FREEDOM FROM ERROR, OR AS TO ANY RESULTS GENERATED THROUGHOUT ITS USE. THE RECIPIENT ALSO UNDERSTANDS AND AGREES THAT GESSNER ENGINEERING, UPON RELEASE OF SUCH DATA, IS NOT LONGER RESPONSIBLE FOR THEIR USE OR MODIFICATION. THE USER AND RECIPIENT OF THE ELECTRONIC DATA ACCEPTS FULL RESPONSIBILITY AND LIABILITY FOR ANY CONSEQUENCES ARISING OUT OF ITS USE.

2) ALL DIMENSIONS SHOWN ARE TO BE USED IN CONJUNCTION WITH THE PLANS FOR LOCATING ALL IMPROVEMENTS AND SHALL BE FIELD VERIFIED BY THE CONTRACTOR FOR WORKABILITY PRIOR TO CONSTRUCTION OF THE IMPROVEMENTS.

3) UNLESS OTHERWISE NOTED, ALL DIMENSION ARE TO BACK OF CURB.

4) REFER TO ARCHITECTURAL PLANS FOR DETAILED BUILDING DIMENSIONS.

5) ALL PARKING SPACES SHOWN ARE 9'X18' UNLESS NOTED OTHERWISE.

6) ALL DIMENSIONS SHOWN ARE IN 2-DIMENSIONAL SPACE.

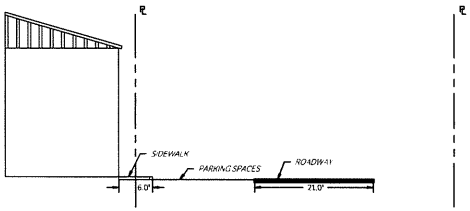
LEGEND

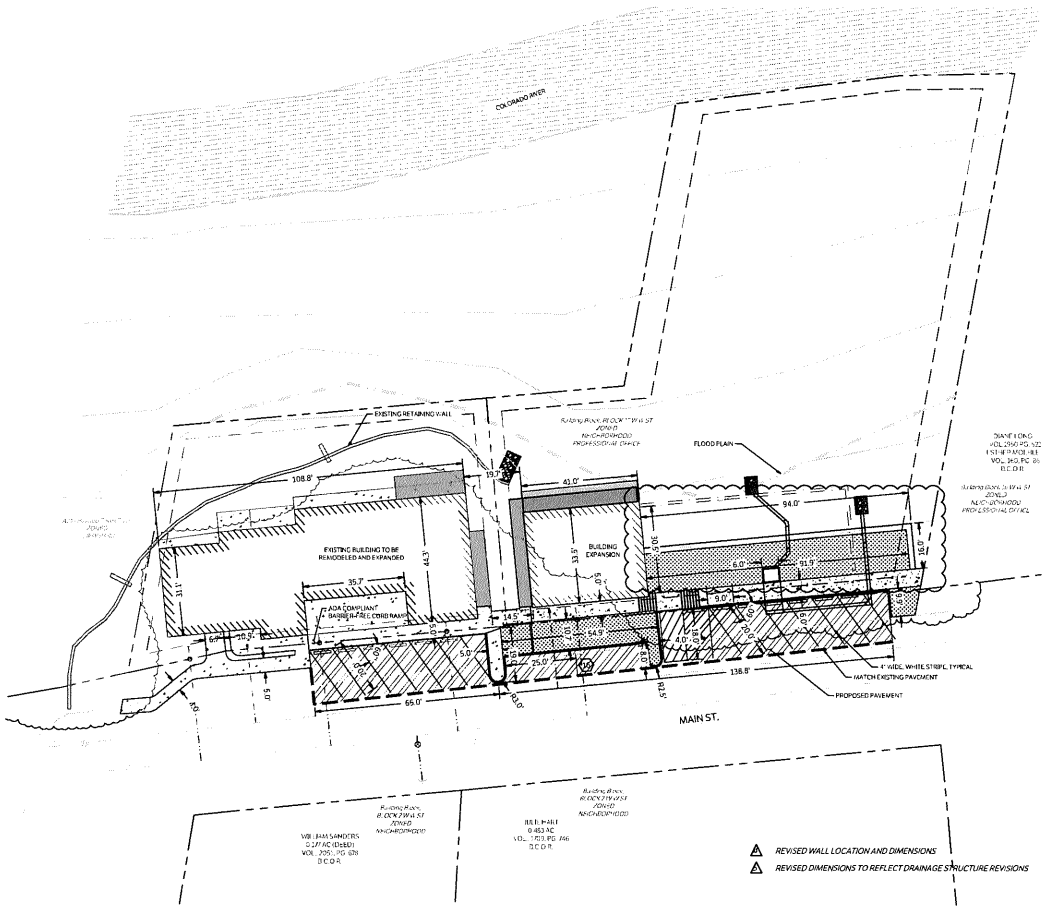
- BUILDING
- PROPOSED PAVEMENT
- DIRECTION OF FLOW
- PROPERTY LINE
- BUILDING SETBACK LINE
- EXISTING PAVEMENT EDGE
- PROPOSED HANDICAP PARKING

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

N

0 20 40 60
SCALE: 1" = 20'




A REVISED WALL LOCATION AND DIMENSIONS
A REVISED DIMENSIONS TO REFLECT DRAINAGE STRUCTURE REVISIONS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SAN ANTONIO 210.556.4124


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STATE OF TEXAS
KYLE R. HARVEY
125954
LICENSED
PROFESSIONAL ENGINEER
7-20-18

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

DIMENSION CONTROL PLAN

| | |
|---|---|
| Issue Date: | 07/20/2018 |
| Drawn By: | JMM |
| Checked By: | KRH |
| Project Number: | 15-0364 |

Revisions:
- CITY CMTS 09/12/16
- CITY CMTS 10/14/16
- OWNER EDITS 06/01/17
- OWNER EDITS 06/11/18
- CITY CMTS 07/06/18
- CITY CMTS 07/20/18

C2.0

| AREA 1 | Time of Concentration - Kirby Method | |
|---|---|---|
| | Surface Description (Table 4-5, TxDOT) | Pavement (roof) |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 90 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.02 |
| | Slope, S (-) | 0.02 |
| | Overland Flow Time, tov (min) | 2.7 |
| | Shallow Concentrated Flow | |
| | Surface Description (Table 4-5, TxDOT) | Dense grass, forest |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 170 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.6 |
| | Slope, S (-) | 0.3 |
| | Overland Flow Time, tov (min) | 9.5 |
| | **Time of Concentration, Tc (min)** | 12.3 |

| AREA 2 | Time of Concentration - Kirby Method | |
|---|---|---|
| | Surface Description (Table 4-5, TxDOT) | Pavement |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 140 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.02 |
| | Slope, S (-) | 0.02 |
| | Overland Flow Time, tov (min) | 3.4 |
| | Shallow Concentrated Flow | |
| | Surface Description (Table 4-5, TxDOT) | Poor grass |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 64 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.2 |
| | Slope, S (-) | 0.3 |
| | Overland Flow Time, tov (min) | 3.6 |
| | **Time of Concentration, Tc (min)** | 7.0 |

| AREA 3 | Time of Concentration - Kirby Method | |
|---|---|---|
| | Surface Description (Table 4-5, TxDOT) | Pavement (roof) |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 28 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.02 |
| | Slope, S (-) | 0.02 |
| | Overland Flow Time, tov (min) | 1.6 |
| | Shallow Concentrated Flow | |
| | Surface Description (Table 4-5, TxDOT) | Dense grass, forest |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 32 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.6 |
| | Slope, S (-) | 0.3 |
| | Overland Flow Time, tov (min) | 4.4 |
| | **Time of Concentration, Tc (min)** | 6.0 |

| Runoff Coefficients Utilized* | |
|---|---|
| **Description** | **Curve Number** |
| Business: Downtown Areas - Minimally Impervious | 0.70 - 0.75 |
| Business: Downtown Areas - Moderately Impervious | 0.80 - 0.85 |
| Business: Downtown Areas - Highly Impervious | 0.95 |

* TxDOT Table 4-10

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | EXISTING PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 1 | 2 | 12.3 | 0.70 | 1.52 | 0.524 | 0.6 |
| | 5 | 12.3 | 0.70 | 2.78 | 0.524 | 1.0 |
| | 10 | 12.3 | 0.70 | 2.85 | 0.524 | 1.0 |
| | 25 | 12.3 | 0.70 | 3.24 | 0.524 | 1.2 |
| | 50 | 12.3 | 0.70 | 3.36 | 0.524 | 1.2 |
| | 100 | 12.3 | 0.70 | 3.75 | 0.524 | 1.4 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 1 | 2 | 12.3 | 0.75 | 1.52 | 0.524 | 0.6 |
| | 5 | 12.3 | 0.75 | 2.78 | 0.524 | 1.1 |
| | 10 | 12.3 | 0.75 | 2.85 | 0.524 | 1.1 |
| | 25 | 12.3 | 0.75 | 3.24 | 0.524 | 1.3 |
| | 50 | 12.3 | 0.75 | 3.36 | 0.524 | 1.3 |
| | 100 | 12.3 | 0.75 | 3.75 | 0.524 | 1.5 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | EXISTING PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 2 | 2 | 10 | 0.80 | 1.71 | 0.228 | 0.3 |
| | 5 | 10 | 0.80 | 3.13 | 0.228 | 0.6 |
| | 10 | 10 | 0.80 | 3.20 | 0.228 | 0.6 |
| | 25 | 10 | 0.80 | 3.64 | 0.228 | 0.7 |
| | 50 | 10 | 0.80 | 3.78 | 0.228 | 0.7 |
| | 100 | 10 | 0.80 | 4.23 | 0.228 | 0.8 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 2 | 2 | 10 | 0.90 | 1.71 | 0.228 | 0.4 |
| | 5 | 10 | 0.90 | 3.13 | 0.228 | 0.6 |
| | 10 | 10 | 0.90 | 3.20 | 0.228 | 0.7 |
| | 25 | 10 | 0.90 | 3.64 | 0.228 | 0.7 |
| | 50 | 10 | 0.90 | 3.78 | 0.228 | 0.8 |
| | 100 | 10 | 0.90 | 4.23 | 0.228 | 0.9 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | EXISTING PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 3 | 2 | 10 | 0.85 | 1.71 | 0.224 | 0.3 |
| | 5 | 10 | 0.85 | 3.13 | 0.224 | 0.6 |
| | 10 | 10 | 0.85 | 3.20 | 0.224 | 0.6 |
| | 25 | 10 | 0.85 | 3.64 | 0.224 | 0.7 |
| | 50 | 10 | 0.85 | 3.78 | 0.224 | 0.7 |
| | 100 | 10 | 0.85 | 4.23 | 0.224 | 0.8 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 3 | 2 | 10 | 0.85 | 1.71 | 0.224 | 0.3 |
| | 5 | 10 | 0.85 | 3.13 | 0.224 | 0.6 |
| | 10 | 10 | 0.85 | 3.20 | 0.224 | 0.6 |
| | 25 | 10 | 0.85 | 3.64 | 0.224 | 0.7 |
| | 50 | 10 | 0.85 | 3.78 | 0.224 | 0.7 |
| | 100 | 10 | 0.85 | 4.23 | 0.224 | 0.8 |

DRAINAGE AREA MAP NOTES

1) THIS SHEET IS FOR SITE PLANNING PURPOSES ONLY, IT IS NOT TO BE USED AS A DOCUMENT FOR CONSTRUCTION.
2) DRAINAGE CALCULATIONS WERE PREFORMED UTILIZING THE RATIONAL METHOD.
3) ALL ONSITE NATURAL AND IMPROVED DRAINAGE FACILITIES SHALL BE MAINTAINED BY THE OWNER.

LEGEND:

- DRAINAGE AREA BOUNDARY
- EXISTING CONTOURS
- PROPERTY LINE
- DRAINAGE PATH

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

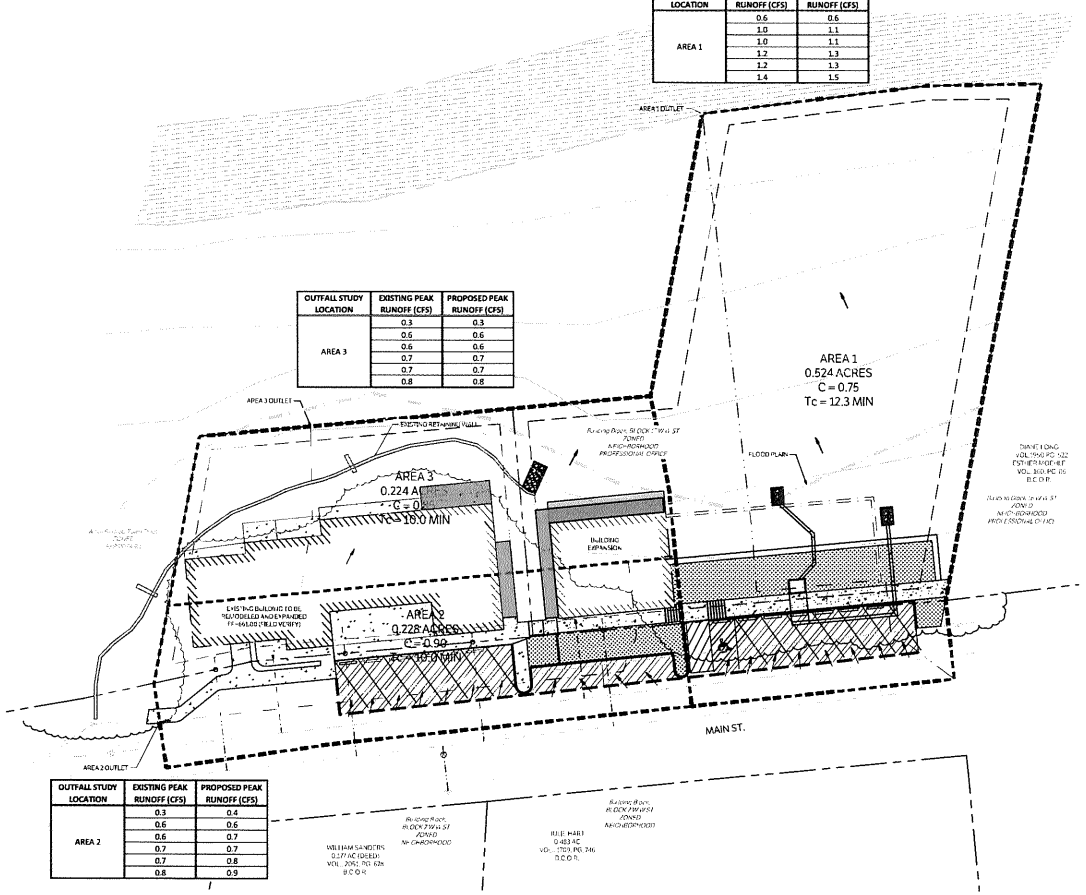
N

0 20 40 60
SCALE: 1" = 20'

| OUTFALL STUDY LOCATION | EXISTING PEAK RUNOFF (CFS) | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|
| AREA 1 | 0.6 | 0.6 |
| | 1.0 | 1.1 |
| | 1.0 | 1.1 |
| | 1.2 | 1.3 |
| | 1.2 | 1.3 |
| | 1.4 | 1.5 |

| OUTFALL STUDY LOCATION | EXISTING PEAK RUNOFF (CFS) | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|
| AREA 3 | 0.3 | 0.3 |
| | 0.6 | 0.6 |
| | 0.6 | 0.6 |
| | 0.7 | 0.7 |
| | 0.7 | 0.7 |
| | 0.8 | 0.8 |

| OUTFALL STUDY LOCATION | EXISTING PEAK RUNOFF (CFS) | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|
| AREA 2 | 0.3 | 0.4 |
| | 0.6 | 0.6 |
| | 0.6 | 0.7 |
| | 0.7 | 0.7 |
| | 0.7 | 0.8 |
| | 0.8 | 0.9 |





GESSNER ENGINEERING

PLAN | DESIGN | VERIFY

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College Station, Texas 77840
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**BRENHAM** 979.836.6855
**FORT WORTH** 817.405.0774
**SAN ANTONIO** 210.556.4124


STATE OF TEXAS
KYLE R. HARVEY
125954
LICENSED PROFESSIONAL ENGINEER
7-20-18

**PERMIT**

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

**DRAINAGE AREA MAP**

| | |
|---|---|
| **Issue Date:** | 07/20/2018 |
| **Drawn By:** | JMM |
| **Checked By:** | KRH |
| **Project Number:** | 15-0364 |

**Revisions:**
- CITY CMTS 09/12/16
- CITY CMTS 10/14/16
- OWNER EDITS 06/01/17
- OWNER EDITS 06/11/18
- CITY CMTS 07/06/18
- CITY CMTS 07/20/18

C3.0

GRADING NOTES:

1) ALL UNPAVED AREAS SHALL BE ADEQUATELY GRADED TO DRAIN AT A MINIMUM OF 2.0% SLOPE, UNLESS OTHERWISE NOTED, SO THAT NO PONDING OCCURS.

2) WHEN TOP OF CURB ELEVATIONS ARE SHOWN, THE CURB IS A STANDARD 6" CURB, UNLESS OTHERWISE NOTED.

3) THE CONTRACTOR SHALL FOLLOW THE GENERAL INTENT OF THE GRADING PLANS. MINOR ADJUSTMENTS TO THE ACTUAL ELEVATIONS SHOWN ON THE GRADING PLAN MAY BE REQUIRED TO MATCH EXISTING GROUND ELEVATIONS AND STRUCTURES. CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO ANY MODIFICATIONS.

4) ADEQUATE DRAINAGE SHALL BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION AND ANY DRAINAGE DITCH OR STRUCTURE DISTURBED DURING CONSTRUCTION SHALL BE RESTORED TO EXISTING CONDITIONS OR BETTER.

5) THE APPROVAL OF THE PLANS IS NOT AN AUTHORIZATION TO GRADE ADJACENT PROPERTIES. WHEN FIELD CONDITIONS WARRANT OFF-SITE GRADING, PERMISSION MUST BE OBTAINED FROM AFFECT PROPERTY OWNER(S). ANY ADJACENT PROPERTY OR RIGHT-OF-WAY DISTURBED DURING CONSTRUCTION WILL BE RETURNED TO EXISTING CONDITIONS OR BETTER.

6) UNLESS OTHERWISE DETERMINED BY APPLICABLE GEOTECHNICAL REPORT, UNDER PROPOSE STREETS, PAVEMENT, AND STRUCTURES (INCLUDING SIDEWALKS), BACKFILL SHALL BE FINELY DIVIDED SOIL OR LIME TREATED SOIL AND SHALL BE COMPACTED IN LIFTS NO GREATER THAN 8" LOOSE THICKNESS TO A DENSITY OF AT LEAST 95% OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR (ASTM D698) WITH A MOISTURE CONTENT OF +/- 2% OF OPTIMUM.

7) TREATMENT SHALL BE ACCOMPLISHED SUCH THAT A UNIFORM SUBGRADE MIX IS OBTAINED. PRIOR TO THE APPLICATION OF LIME TO THE SUBGRADE, THE OPTIMUM PERCENTAGE TO BE ADDED SHOULD BE DETERMINED BASED ON TEX-121-E LABORATORY TESTS CONDUCTED ON MIXTURES OF THE SUBGRADE SOILS WITH VARYING PERCENTAGES. SUBGRADE SOIL SAMPLES SHOULD BE OBTAINED FROM THE PAVEMENT AREA AT THE PROPOSED FINAL SUBGRADE ELEVATION. THE LIME SHOULD INITIALLY BE BLENDED WITH A MIXING DEVICE SUCH AS PULVERMIXER AND SUFFICIENT WATER ADDED.

8) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT ALL MANHOLES, CLEANOUTS, VALVE BOXES, FIRE HYDRANTS, ETC. WITHIN THE AREA OF CONSTRUCTION. THEY MUST BE ADJUSTED TO PROPER GRADE BY THE CONTRACTOR PRIOR TO AND AFTER THE PLACING OF PAVEMENT AND GRADING.

9) SIDEWALKS SHALL HAVE A SLOPE NO GREATER THAN 5% AND A CROSS SLOPE NOT GREATER THAN 2%, UNLESS OTHERWISE NOTED.

10) HANDICAP ACCESSIBLE PARKING SPACES AND ACCESS ISLES SHALL HAVE A MAXIMUM OF 2% SLOPE IN ALL DIRECTIONS.

11) ALL SPOTS ARE TOP OF CURB ELEVATIONS, UNLESS OTHERWISE NOTED.

12) CONTRACTOR SHALL CONTACT GESSNER ENGINEERING IF DISCREPANCIES EXIST AT EXISTING GRADE TIE-INS.

13) PROOF OF TDLR SUBMITTAL IS REQUIRED TO BE SUBMITTED TO THE CITY OF BASTROP AT THE TIME OF BUILDING PERMIT APPLICATION.

14) ALL DISTURBED AREAS NOT TO BE PAVED ARE TO HAVE ESTABLISHMENT OF GRASS AS OUTLINED IN THE DESCRIPTION OF CONTROLS, STABILIZATION PRACTICES NOTES.

15) CONTRACTOR IS TO MAINTAIN EROSION CONTROL THROUGHOUT DURATION OF THE PROJECT AND UNTIL VEGETATION IS ESTABLISHED. INSURE SEDIMENT IS NOT TRANSPORTED DOWNSTREAM FROM PROJECT VIA GRAVEL FILTER BAGS AND SILT FENCE INSTALLATIONS. IF EXCESSIVE EROSION IS OBSERVED IN THE FIELD, ADDITIONAL EROSION CONTROLS SHALL BE INSTALLED.

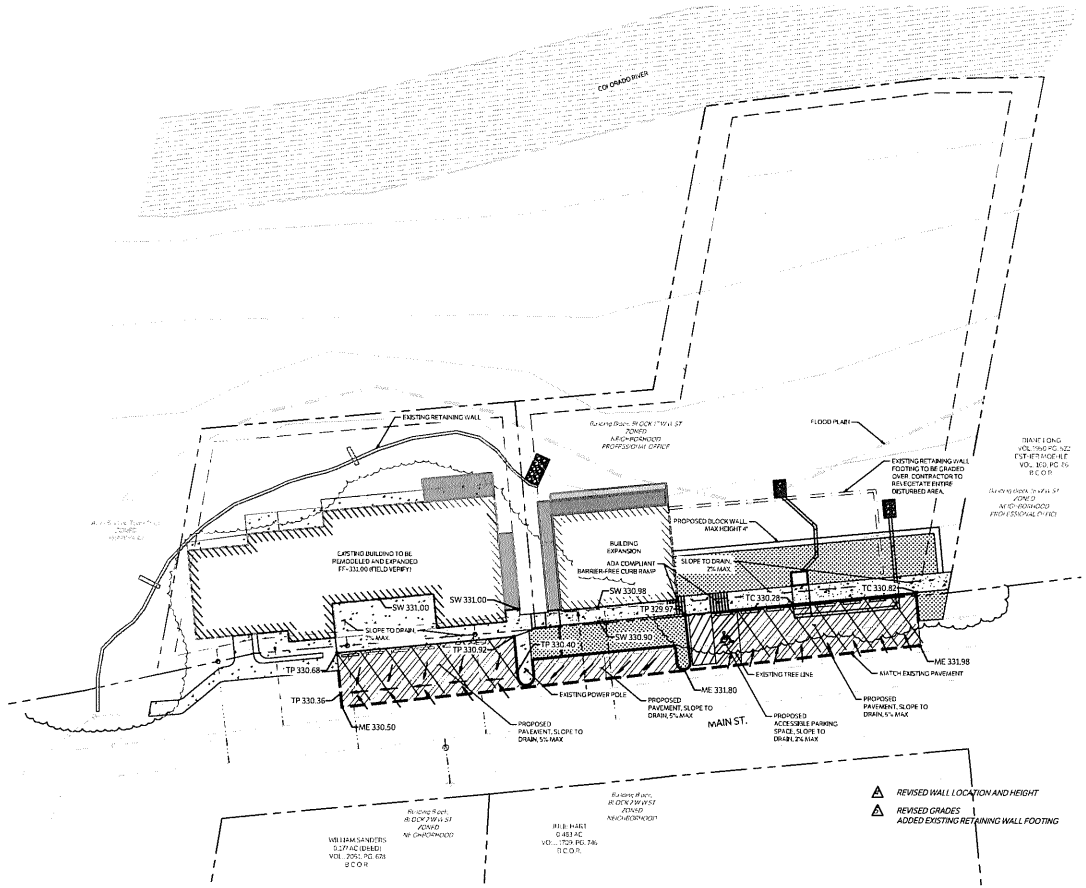
LEGEND

- BUILDING
- PROPOSED PAVEMENT
- DIRECTION OF FLOW
- PROPERTY LINE
- BUILDING SETBACK LINE
- EXISTING PAVEMENT EDGE
- EXISTING CONTOURS

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

N

0 20 40 80
SCALE: 1"= 20'




REVISED WALL LOCATION AND HEIGHT

REVISED GRADES ADDED EXISTING RETAINING WALL FOOTING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FIRM REGISTRATION NUMBER:
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COLLEGE STATION 979.690.6840
BRENHAM 979.836.6855
FORT WORTH 817.405.0774
SAN ANTONIO 210.556.4124


STATE OF TEXAS
KYLE K. HARVEY
125954
LICENSED PROFESSIONAL ENGINEER
7-20-18

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

GRADING PLAN

| | |
|---|---|
| Issue Date: | 07/20/2018 |
| Drawn By: | JMM |
| Checked By: | KRH |
| Project Number: | 15-0364 |

Revisions:

- CITY CMTS 09/12/16
- CITY CMTS 10/14/16
- OWNER EDITS 06/01/17
- OWNER EDITS 05/11/18
- CITY CMTS 07/06/18
- CITY CMTS 07/20/18

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GENERAL UTILITY NOTES:

1) EXISTING WATER AND SANITARY SEWER LINES SHOWN ARE BASED ON LIMITED AVAILABLE INFORMATION. CONTRACTOR TO FIELD VERIFY TIE-IN LOCATIONS AND FLOWLINES OF EXISTING LINES.

2) ALL PLUMBING LINES 6 INCHES OR SMALLER SHALL BE PVC SCHEDULE 40, AND PIPE SIZES 8 INCHES OR LARGER MAY BE SDR 35.

3) DUCTILE IRON FITTINGS SHALL BE USED WITH PVC PIPE. FITTINGS SHALL BE WRAPPED WITH EIGHT-MIL POLYWRAP AND SEALED ON THE EDGES WITH AN APPROVED TAPE.

4) SEPARATION OF PUBLIC WATER AND WASTEWATER MAINS SHALL BE CONSISTENT WITH THE CURRENT RULES & REGULATIONS FOR PUBLIC WATER SYSTEMS OF THE TCEQ.

5) SEPARATION OF PUBLIC WATER AND WASTEWATER MAINS FROM OTHER UNDERGROUND UTILITIES (STORM, GAS, ETC.) SHALL BE A MINIMUM OF THREE (3) FEET LONGITUDINALLY.

6) WATER SERVICE LINES SHALL MAINTAIN A MINIMUM COVER OF FOUR (4) FEET AND A MAXIMUM COVER OF FIVE (5) FEET UNLESS OTHERWISE SPECIFIED ON PLANS AND/ OR REQUIRED FOR UTILITY CROSSINGS.

7) METERS TO BE IN A VAULT AND TOUCH-READ. ALL METERS TO BE LOCATED WITHIN THE P.U.E.

8) SANITARY SEWER LINES SHALL BE CONSTRUCTED IN ACCORDANCE WITH TCEQ REQUIREMENTS FOR SEPARATION AND CROSSINGS, AND IN ACCORDANCE WITH THE 2009 INTERNATIONAL PLUMBING CODE.

9) MINIMUM BURY OR COVER SPECIFIED IS TO BE MEASURED FROM FINISHED GRADE. WHERE UTILITY LINES EXTEND UNDER PAVEMENT, THE BURY OR COVER SHALL BE MEASURED FROM THE BOTTOM OF THE STRUCTURE.

10) BACKFILL OVER PIPING SHALL COMPACTED TO 95% OF THE MAXIMUM DRY DENSITY, AS DETERMINED BY THE STANDARD PROCTOR (ASTM D698).

11) MANHOLE RIMS, CLEAN-OUT COVERS, OR GRATES IN PAVED AREAS SHALL BE PLACED FLUSH WITH PAVEMENT ELEVATIONS AND SLOPES. MANHOLES AND CLEANOUTS IN UNPAVED AREAS SHALL BE PLACED A MINIMUM OF 3" ABOVE GRADE.

12) CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY UTILITY CONFLICTS.

13) THE CONTRACTOR SHALL COORDINATE ALL UTILITY CONSTRUCTION.

14) THE CONTRACTOR SHALL COORDINATE ALL UTILITY CONNECTIONS TO EXISTING, IN-SERVICE SYSTEMS.

15) A BLUE REFLECTIVE TRAFFIC MARKER, APPROXIMATELY 4 INCHES BY 4 INCHES, SHALL BE PLACED ON THE STREET OR DRIVEWAY IN A PERMANENT MANNER TO INDICATE A FIRE HYDRANT. THE MARKER SHOULD BE PLACED OFF THE CENTERLINE OF THE STREET 4 TO 6 INCHES TO INDICATE ON WHICH SIDE OF THE STREET THE FIRE HYDRANT IN LOCATED.

SANITARY SEWER NOTES:

1) MATERIALS USED FOR GRAVITY PIPE JOINTS MUST PREVENT INFILTRATION AND ROOT ENTRANCE. A JOINT MUST INCLUDE RUBBER GASKETS, POLYVINYL CHLORIDE (PVC) COMPRESSION JOINTS, HIGH DENSITY POLYETHYLENE COMPRESSION JOINS, BE WELDED, BE HEAT INFUSED, OR INCLUDE OTHER TYPES OF FACTORY-MADE JOINS AS APPROVED BY TCEQ REQUIREMENTS. CHAPTER 217

2) SEWER LINES SHALL BE TESTED FOR EXFILTRATION, OR IF PVC PIPE, MANDREL; TESTED PRIOR TO ACCEPTANCE. THE TOTAL EXFILTRATION, AS DETERMINED BY A HYDROSTATIC HEAD TEST, MUST NOT EXCEED 50 GALLONS PER INCH OF DIAMETER PER MILE OF PIPE PER 24 HOURS AT A MINIMUM TEST HEAD OF 2.0 FEET ABOVE THE CROWN OF A PIPE AT AN UPSTREAM MANHOLE.

3) ALL ASPECTS OF THE SEWER LINE, INCLUDING PIPE JOINTS AND MANHOLES, SHALL HAVE A DESIGN LIFE CYCLE OF NO LESS THAN FIFTY YEARS. IF A PIPE OR AN INTEGRAL STRUCTURAL COMPONENT OF A PIPE WILL DETERIORATE WHEN SUBJECTED TO CORROSIVE INTERNAL CONDITIONS OR IF A PIPE OR COMPONENT DOES NOT HAVE A CORROSIVE RESISTANT LINER INSTALLED BY THE MANUFACTURER, THE OWNER MUST DEMONSTRATE THE STRUCTURAL INTEGRITY OF THE PIPE DURING THE MINIMUM 50-YEAR DESIGN LIFE CYCLE.

4) CLEANOUT INSTALLATIONS MUST PASS ALL APPLICABLE TESTING REQUIREMENTS OUTLINED FOR GRAVITY COLLECTION PIPES IN TCEQ § 217.57 (RELATING TO TESTING REQUIREMENT'S FOR INSTALLATION OF GRAVITY COLLECTION SYSTEM PIPES).

WATER NOTES:

1) ALL NEWLY INSTALLED PIPES AND RELATED PRODUCTS MUST CONFORM TO AMERICAN NATIONAL STANDARDS INSTITUTE/NATIONAL SANITATION FOUNDATION (ANS/NSF) STANDARD 61 AND MUST BE CERTIFIED BY AN ORGANIZATION ACCREDITED BY ANSI.

2) ALL PLASTIC PIPE FOR USE IN PUBLIC WATER SYSTEMS MUST ALSO BEAR THE NATIONAL SANITATION FOUNDATION SEAL OF APPROVAL (NSF-PW) AND HAVE AN ASTM DESIGN PRESSURE RATING OF AT LEAST 150 PSI OR A STANDARD DIMENSION RATION OF 26 OR LESS.

3) NO PIPE WHICH HAS BEEN USED FOR ANY PURPOSE OTHER THAN THE CONVEYANCE OF DRINKING WATER SHALL BE ACCEPTED OR RELOCATED FOR USE IN ANY PUBLIC DRINKING WATER SUPPLY.

4) THE USE OF PIPES AND PIPE FITTINGS THAT CONTAIN MORE THAN 8.0% LEAD OR SOLDERS AND FLUX THAT CONTAINS MORE THAN 0.2% LEAD IS PROHIBITED.

5) POTABLE WATER DISTRIBUTION LINES AND WASTEWATER MAINS OR LATERALS THAT FORM PARALLEL UTILITY LINES SHALL BE INSTALLED IN SEPARATE TRENCHES.

6) NO PHYSICAL CONNECTION SHALL BE MADE BETWEEN A DRINKING WATER SUPPLY AND A SEWER LINE, ANY APPURTENANCE SHALL BE DESIGNED AND CONSTRUCTED SO AS TO PREVENT ANY POSSIBILITY OF SEWAGE ENTERING THE DRINKING WATER SYSTEM.

7) WHERE THE NINE-FOOT SEPARATION DISTANCE CANNOT BE ACHIEVED, THE FOLLOWING CRITERIA SHALL APPLY.

A. WHERE A NEW POTABLE WATERLINE PARALLELS AN EXISTING, NON-PRESSURE OR PRESSURE RATED WASTEWATER MAIN OR LATERAL AND THE LICENSED PROFESSIONAL ENGINEER LICENSED IN THE STATE OF TEXAS IS ABLE TO DETERMINE THAT THE EXISTING WASTEWATER MAIN OR LATERAL IS NOT LEAKING, THE NEW POTABLE WATERLINE SHALL BE LOCATED AT LEAST TWO FEET ABOVE THE EXISTING WASTEWATER MAIN OR LATERAL, MEASURED VERTICALLY, AND AT LEAST FOUR FEET AWAY, THE MEASURED HORIZONTALLY, FROM THE EXISTING WASTEWATER MAIN OR LATERAL. EVERY EFFORT SHALL BE EXERTED NOT TO DISTURB THE BEDDING AND BACKFILL OF THE EXISTING WASTEWATER MAIN OR LATERAL.,

B. WHERE A NEW POTABLE WATERLINE CROSSES AN EXISTING, NON-PRESSURE RATED WASTEWATER MAIN OR LATERAL, ONE SEGMENT OF THE WATERLINE PIPE SHALL BE CENTERED OVER THE WASTEWATER MAIN OR LATERAL SUCH THAT THE JOINTS OF THE WATERLINE PIPE ARE EQUIDISTANT AND AT LEAST NINE FEET HORIZONTALLY FROM THE CENTERLINE OF THE WASTEWATER MAIN OR LATERAL. THE POTABLE WATERLINE SHALL BE AT LEAST TWO FEET ABOVE THE WASTEWATER MAIN OR LATERAL WHENEVER POSSIBLE. THE CROSSING SHALL BE CENTERED BETWEEN THE JOINTS OF THE WASTEWATER MAIN OR LATERAL. IF THE EXISTING WASTEWATER MAIN OR LATERAL IS DISTURBED OR SHOWS SIGNS OF LEAKING, IT SHALL BE REPLACED FOR AT LEAST NINE FEET IN BOTH DIRECTION S(18 FEET TOTAL) WITH AT LEAST 150 PSI PRESSURE RATED PIPE.

8) ALL SECTIONS OF WASTEWATER MAIN OR LATERAL WITHIN NINE FEET HORIZONTALLY OF THE WATERLINE SHALL BE ENCASED IN AN 18-FOOT (OR LONGER) SECTION OF PIPE. FLEXIBLE ENCASING PIPE SHALL HAVE A MINIMUM PIPE STIFFNESS OF 115 PSI AT 5.0% DEFLECTION. THE ENCASING PIPE SHALL BE CENTERED ON THE WATERLINE AND SHALL BE AT LEAST TWO NOMINAL PIPE DIAMETERS LARGER THAN THE WASTEWATER MAIN OR LATERAL. THE SPACE AROUND THE CARRIER PIPE SHALL BE SUPPORTED AT FIVE-FOOT (OR LESS) INTERVALS WITH SPACERS OR BE FILLED TO THE SPRINGLINE WITH WASHED SAND. EACH END OF THE CASING SHALL BE SEALED WITH WATERTIGHT NON-SHRINK CEMENT GROUT OR A MANUFACTURED WATERTIGHT SEAL. AN ABSOLUTE MINIMUM SEPARATION DISTANCE OF SIX INCHES BETWEEN THE ENCASEMENT PIPE AND THE WATERLINE SHALL BE PROVIDED. THE WASTEWATER LINE SHALL BE LOCATED BELOW THE WATERLINE.

9) AFTER THE PIPE HAS BEEN LAID AND BACKFILLED, BUT PRIOR TO THE REPLACEMENT OF PAVEMENT, EACH VALVED SECTION OF NEWLY LAID PIPE SHALL BE SUBJECTED TO A HYDROSTATIC PRESSURE TEST. FOR ANY SECTION BEING TESTED, THE PRESSURE APPLIED SHALL BE 150 POUNDS PER SQUARE INCH. ADJUSTMENT SO REQUIRED SHALL BE MADE FOR DIFFERENTIAL IN ELEVATION BETWEEN THE LOWPOINT OF THE SECTION BEING TESTED AND THE CENTERLINE OF THE PRESSURE TEST GAUGE.

10) EACH VALVED SECTION OF PIPE SHALL BE SLOWLY FILLED WITH WATER, AND THE SPECIFIED TEST PRESSURE, MEASURED TO THE POINT OF LOWEST ELEVATION, SHALL BE SUPPLIED BY MEANS OF A PUP CONNECTED TO THE PIPE IN A SATISFACTORY MANNER. THE PUMP, PIPE CONNECTION, AND ALL NECESSARY APPARATUS, INCLUDING GAUGES AND METERS SHALL BE FURNISHED BY THE CONTRACTOR. THE DURATION OF EACH PRESSURE TEST SHALL BE FOUR (4) HOURS.

11) NO PIPE INSTALLATION WILL BE ACCEPTED UNTIL THE LEAKAGE IS LESS THAN A RATE EQUAL TO TWENTY-FIVE (25) GALLONS PER INCH OF NOMINAL DIAMETER OF PIPE LINE PER MILE OVER A TWENTY-FOUR (24) HOUR PERIOD.

12) THE LINE SHALL BE THOROUGHLY STERILIZED. CHLORINE WILL BE INJECTED INTO THE SECTION OF LINE BEING STERILIZED SO THAT ITS ENTIRE CAPACITY WILL BE FILLED WITH WATER CONTAINING CHLORINE IN THE AMOUNT OF 50 P.P.M OR IN SUCH OTHER QUANTITY AS DETERMINED BY THE ENGINEER. THE STERILIZING AGENT SHALL BE INTRODUCED AT ONE END OF THE SECTION AND THE WATER RELEASED FROM THE OPPOSITE END UNTIL THE STERILIZING AGENT IS PRESENT AT THE DISCHARGE END IN SUCH QUANTITY AS TO INDICATE A RESIDUAL CHLORINE OF 50 P.P.M. OR AS OTHERWISE DETERMINED BY THE ENGINEER. ALL VALVES SHALL THEN BE CLOSED AND THE STERILIZING SOLUTION PERMITTED TO REMAIN IN THE PIPE SECTION FOR NOT LESS THAN 24 HOURS. ALTERNATELY, DRY TREATMENT MAY BE CONDUCTED DURING INSTALLATION. FOR 6" WATER LINE 0.061 LBS OR 100% CHLORINE PER 100 LINEAR FEET OF LINE IS REQUIRED, AND FOR THE 4" WATER LINE IN 0.027 LBS. OF 100% CHLORINE PER 100 LINEAR FEET OF LINE IS REQUIRED. THE REQUIRED AMOUNTS OF SOLUTION SHALL BE ADDED AT THE BELL OF EACH PIPE AS IT IS INSTALLED.

LEGEND

- BUILDING
- PROPOSED PAVEMENT
- DIRECTION OF FLOW
- PROPERTY LINE
- BUILDING SETBACK LINE
- EXISTING PAVEMENT EDGE
- EXISTING WATER LINE
- PROPOSED WATER LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING MANHOLE
- PROPOSED HANDICAP PARKING
- PROPOSED WATER VALVE
- PROPOSED WATER METER
- PROPOSED SS DOUBLE CLEANOUT

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

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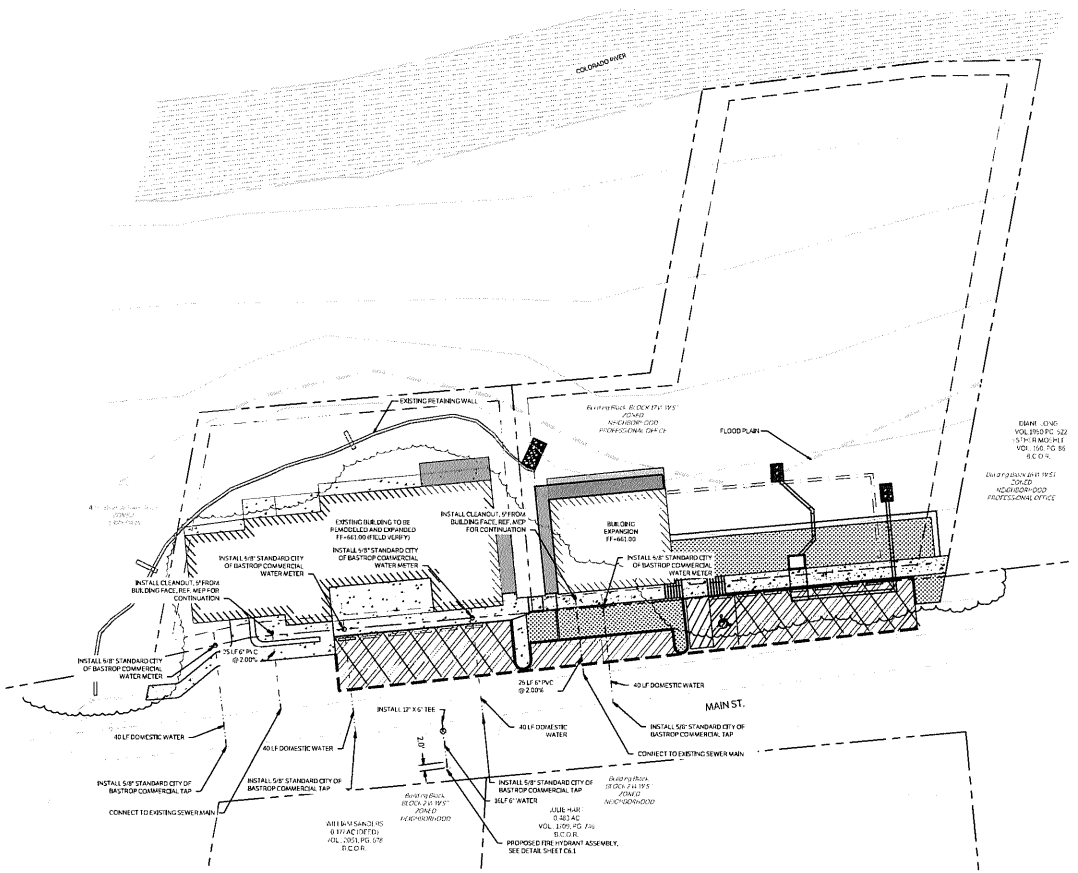
0 20 40 60
SCALE: 1"= 20'

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PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

UTILITY PLAN

| | |
|---|---|
| Issue Date: | 07/20/2018 |
| Drawn By: | JMM |
| Checked By: | KRH |
| Project Number: | 15-0364 |

Revisions:

- CITY CMTS 09/12/16
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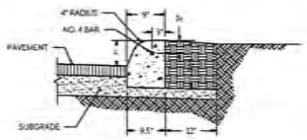
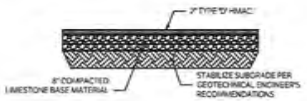



STANDARD CURB
NTS




2" HMAC PAVEMENT
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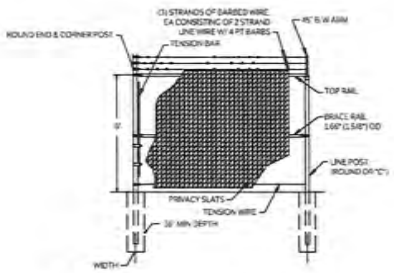


SCREENING FENCE
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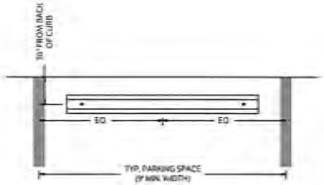
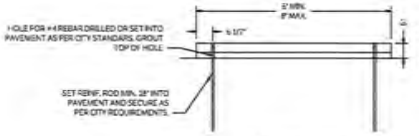
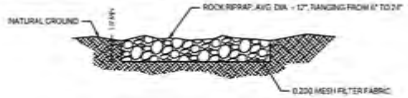


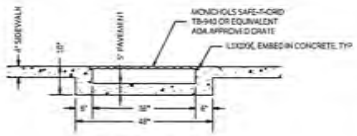

TYP. WHEEL STOP
NTS



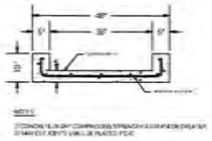

GATE
NTS




ROCK RIPRAP DISSIPATION BED
NTS




SIDEWALK UNDERDRAIN
NTS




UNDERDRAIN SECTION B-B
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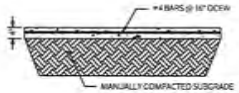


SIDEWALK SECTION
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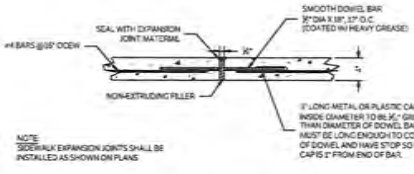
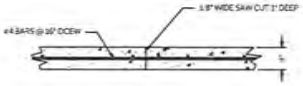


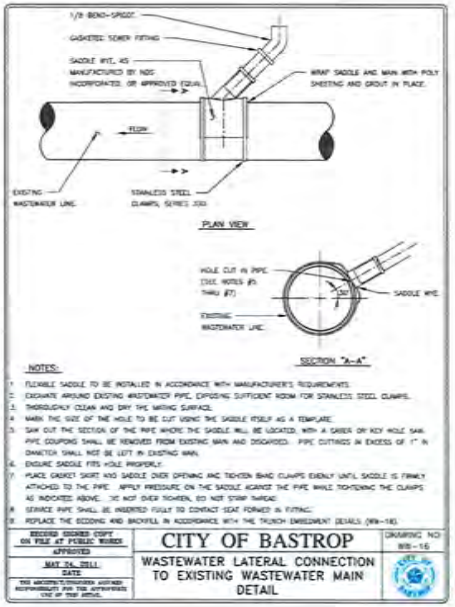

NOTE:
SIDEWALK EXPANSION JOINTS SHALL BE INSTALLED AS SHOWN ON PLANS

SIDEWALK EXPANSION JOINT
NTS



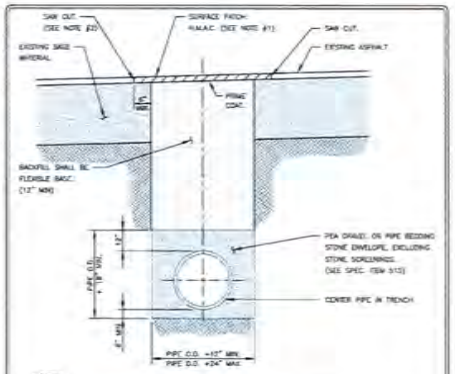

NOTE: SIDEWALK CONTRACTION JOINT SPACING SHALL BE EQUAL TO SIDEWALK WIDTH.

SIDEWALK CONTRACTION JOINT
NTS




NOTES:
1. FLEXIBLE SADDLE TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS.
2. EXCAVATE AROUND EXISTING WASTEWATER PIPE, EXPOSING SUFFICIENT ROOM FOR STAINLESS STEEL CLAMPS.
3. THOROUGHLY CLEAN AND DRY THE MATING SURFACE.
4. MARK THE SIZE OF THE HOLE TO BE CUT USING THE SADDLE ITSELF AS A TEMPLATE.
5. SAW CUT THE SECTION OF THE PIPE WHERE THE SADDLE WILL BE LOCATED, WITH A SAWZE OR KEY HOLE SAW. PIPE COUPONS SHALL BE REMOVED FROM EXISTING MAIN AND DISCARDED. PIPE CUTTINGS IN EXCESS OF 1" IN DIAMETER SHALL NOT BE LEFT IN EXISTING MAIN.
6. ENSURE SADDLE FITS HOLE PROPERLY.
7. PLACE GASKET SKIRT AND SADDLE OVER OPENING AND TIGHTEN BAND CLAMPS EVENLY UNTIL SADDLE IS FIRMLY ATTACHED TO THE PIPE. APPLY PRESSURE ON THE SADDLE AGAINST THE PIPE WHILE TIGHTENING THE CLAMPS AS INDICATED ABOVE. DO NOT OVER TIGHTEN, DO NOT STRIP THREADS.
8. SERVICE PIPE SHALL BE INSERTED FULLY TO CONTACT SEAT FORMED IN FITTING.
9. REPLACE THE BEDDING AND BACKFILL IN ACCORDANCE WITH THE TRENCH EMBEDMENT DETAILS (WW-18).

| RECORD SIGNED COPY ON FILE AT PUBLIC WORKS APPROVED | CITY OF BASTROP | DRAWING NO: WB-16 |
|---|---|---|
| MAY 24, 2011 DATE | WASTEWATER LATERAL CONNECTION TO EXISTING WASTEWATER MAIN DETAIL | |
| THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR THE APPROPRIATE USE OF THIS DETAIL. | | |




NOTES:
1. H.M.A.C. THICKNESS SHALL MATCH EXISTING ASPHALT THICKNESS, AND NO LESS THAN 2".
2. THE CONTRACTOR SHALL SAW CUT, REMOVE AND REPLACE EXISTING PAVEMENT A MINIMUM OF 6" BEYOND EITHER THE EDGE OF THE WATERLINE TRENCH OR THE POINT WHERE EXISTING PAVEMENT IS DAMAGED DUE TO TRENCHING OPERATIONS, WHICHEVER IS GREATER. FINISHED PATCH SHALL BE NEAT AND UNIFORM.
3. INSTALLATION OF BACKFILL, SAW CUTTING AND REMOVAL OF EXISTING PAVEMENT, AND SURFACE PATCH SHALL NOT BE PAID FOR SEPARATELY. COSTS FOR THESE ITEMS SHALL BE INCLUDED IN UNIT PRICE BID FOR WATERLINE PIPE.
4. THE CONTRACTOR SHALL PROVIDE STEEL PLATES TO SPAN THE TRENCH AS NECESSARY OR TO ALLOW BACKFILL TO CURE. SUCH PLATES SHALL BE SUITABLE FOR VEHICLE PASSAGE OVER THE TRENCH AND SHALL BE SATISFACTORILY ANCHORED IN PLACE. COSTS FOR THIS ITEM SHALL BE INCLUDED IN UNIT PRICE BID FOR WATERLINE PIPE.
5. ALL TRENCHING AND TRENCH SAFETY SHALL COMPLY WITH APPLICABLE FEDERAL, STATE AND LOCAL REGULATIONS.

| RECORD SIGNED COPY ON FILE AT PUBLIC WORKS APPROVED | CITY OF BASTROP | DRAWING NO: WT-07 |
|---|---|---|
| MAY 24, 2011 DATE | WATERLINE BEDDING AND PAVEMENT REPAIR DETAIL (EXISTING PAVED SURFACE) | |
| THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR THE APPROPRIATE USE OF THIS DETAIL. | | |

GESSNER ENGINEERING
PLAN | DESIGN | VERIFY
GESSNER ENGINEERING
Corporate Office
2505 Admiral Drive
Suite 202
College Station, Texas 77845
www.gessnerengineering.com
FIRM REGISTRATION NUMBER:
TBPE F-7401, TBPLS F-10193910
COLLEGE STATION 979.680.0630
DEER PARK 713.936.6844
FORT WORTH 817.405.0714
SAN ANTONIO 210.504.4924

FRANK DESROCHES 113989 LICENSED PROFESSIONAL ENGINEER 5/05/2016

PERMIT

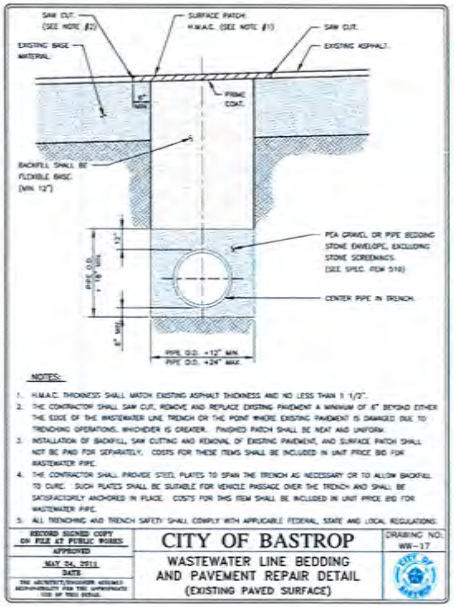
**OLD BASTROP MUSEUM REMODEL**
**702 MAIN ST.**
**BASTROP, TX**

DETAILS

| | |
|---|---|
| Issue Date: | 05/05/2016 |
| Drawn By: | PMM |
| Checked By: | FJD |
| Project Number: | 15-0364 |

Revisions:
1 _____
2 _____
3 _____
4 _____
5 _____

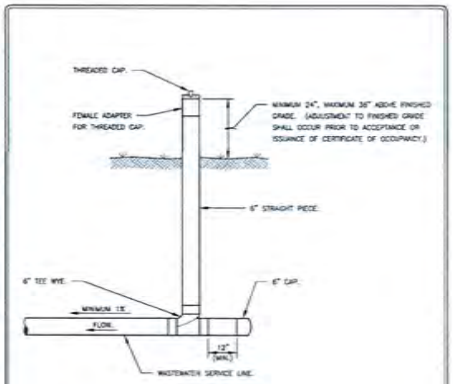
C6.0




NOTES:

1. H.M.A.C. THICKNESS SHALL MATCH EXISTING ASPHALT THICKNESS AND NO LESS THAN 1 1/2".
2. THE CONTRACTOR SHALL SAW CUT, REMOVE AND REPLACE EXISTING PAVEMENT A MINIMUM OF 6" BEYOND EITHER THE EDGE OF THE WASTEWATER LINE TRENCH OR THE POINT WHERE EXISTING PAVEMENT IS DAMAGED DUE TO TRENCHING OPERATIONS, WHICHEVER IS GREATER. FINISHED PATCH SHALL BE NEAT AND UNIFORM.
3. INSTALLATION OF BACKFILL, SAW CUTTING AND REMOVAL OF EXISTING PAVEMENT, AND SURFACE PATCH SHALL NOT BE PAID FOR SEPARATELY. COSTS FOR THESE ITEMS SHALL BE INCLUDED IN UNIT PRICE BID FOR WASTEWATER PIPE.
4. THE CONTRACTOR SHALL PROVIDE STEEL PLATES TO SPAN THE TRENCH AS NECESSARY OR TO ALLOW BACKFILL TO CURE. SUCH PLATES SHALL BE SUITABLE FOR VEHICLE PASSAGE OVER THE TRENCH AND SHALL BE SATISFACTORILY ANCHORED IN PLACE. COSTS FOR THIS ITEM SHALL BE INCLUDED IN UNIT PRICE BID FOR WASTEWATER PIPE.
5. ALL TRENCHING AND TRENCH SAFETY SHALL COMPLY WITH APPLICABLE FEDERAL, STATE AND LOCAL REGULATIONS.

| RECORD SIGNED COPY ON FILE AT PUBLIC WORKS | CITY OF BASTROP | DRAWING NO: |
|---|---|---|
| APPROVED | WASTEWATER LINE BEDDING AND PAVEMENT REPAIR DETAIL (EXISTING PAVED SURFACE) | WW-17 |
| MAY 24, 2011 | | |
| DATE | | |
| THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR THE APPROPRIATE USE OF THIS DETAIL. | | |

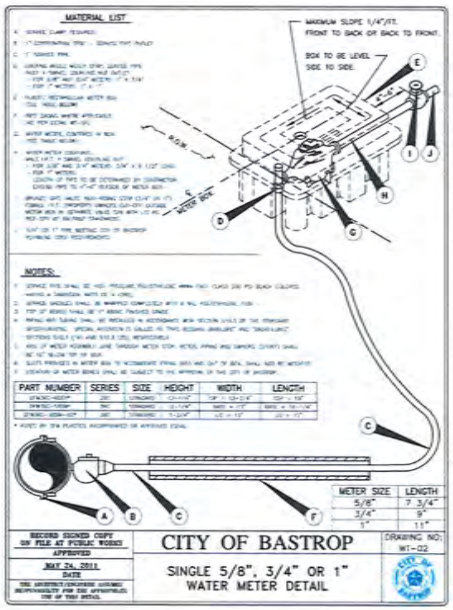



PROFILE VIEW

NOTES:

1. ALL PIPE AND FITTINGS TO BE SDR 26.
2. ALL FITTINGS SHALL BE SOLVENT WELD. CLEAR GLUE WILL NOT BE ACCEPTABLE.

| RECORD SIGNED COPY ON FILE AT PUBLIC WORKS | CITY OF BASTROP | DRAWING NO: |
|---|---|---|
| APPROVED | WASTEWATER CLEAN-OUT DETAIL (NON-PAVED SURFACE) | WW-14 |
| MAY 24, 2011 | | |
| DATE | | |
| THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR THE APPROPRIATE USE OF THIS DETAIL. | | |

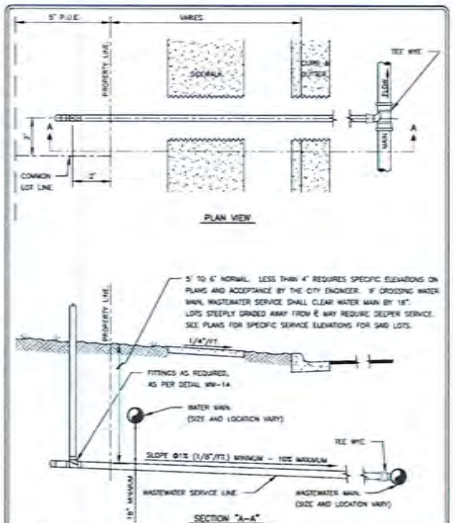



NOTES:

| PART NUMBER | SERIES | SIZE | HEIGHT | WIDTH | LENGTH |
|---|---|---|---|---|---|
| | | | | | |

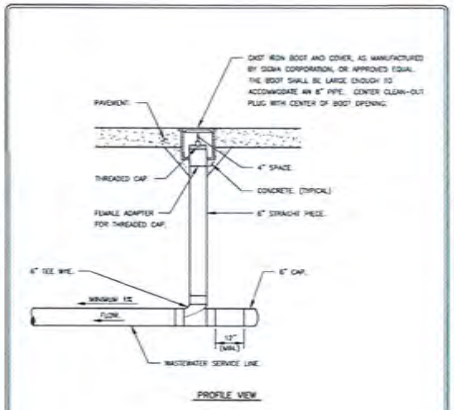
| METER SIZE | LENGTH |
|---|---|
| 5/8" | 7 3/4" |
| 3/4" | 9" |
| 1" | 11" |

| RECORD SIGNED COPY ON FILE AT PUBLIC WORKS | CITY OF BASTROP | DRAWING NO: |
|---|---|---|
| APPROVED | SINGLE 5/8", 3/4" OR 1" WATER METER DETAIL | WT-02 |
| MAY 24, 2011 | | |
| DATE | | |
| THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR THE APPROPRIATE USE OF THIS DETAIL. | | |




SECTION "A-A"

| RECORD SIGNED COPY ON FILE AT PUBLIC WORKS | CITY OF BASTROP | DRAWING NO: |
|---|---|---|
| APPROVED | WASTEWATER SERVICE DETAIL | WW-12 |
| MAY 24, 2011 | | |
| DATE | | |
| THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR THE APPROPRIATE USE OF THIS DETAIL. | | |




PROFILE VIEW

NOTES:

1. ALL PIPE AND FITTINGS TO BE SDR 26.
2. ALL FITTINGS SHALL BE SOLVENT WELD. CLEAR GLUE WILL NOT BE ACCEPTABLE.

| RECORD SIGNED COPY ON FILE AT PUBLIC WORKS | CITY OF BASTROP | DRAWING NO: |
|---|---|---|
| APPROVED | WASTEWATER CLEAN-OUT DETAIL (PAVED SURFACE) | WW-13 |
| MAY 24, 2011 | | |
| DATE | | |
| THE ARCHITECT/ENGINEER ASSUMES RESPONSIBILITY FOR THE APPROPRIATE USE OF THIS DETAIL. | | |


GESSNER ENGINEERING

PLAN | DESIGN | VERIFY

GESSNER ENGINEERING
Corporate Office
2400 Ashford Drive
Suite 202
College Station, Texas 77840
www.gessnerengineering.com

FIRM REGISTRATION NUMBER:
TBPE F-7401, TBPLS F-10151510

COLLEGE STATION 979.680.8540
BRENHAM 979.836.6855
FORT WORTH 817.405.1574
SAN ANTONIO 210.555.4224


THIS SHEET PROVIDED FOR INFORMATIONAL PURPOSES ONLY. CITY OF BASTROP STANDARD DETAILS

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

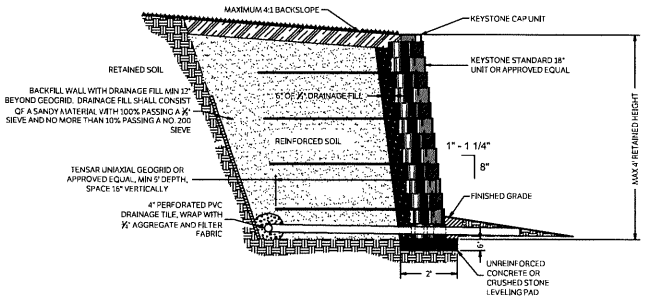
DETAILS

| | |
|---|---|
| Issue Date: | 05/05/2016 |
| Drawn By: | PMM |
| Checked By: | FJD |
| Project Number: | 15-0364 |

Revisions:

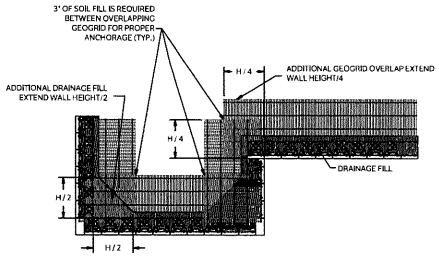
△ _____
△ _____
△ _____
△ _____
△ _____

C6.1




## REINFORCED RETAINING WALL SECTION

NTS




## GEOGRID INSTALLATION AT CORNERS

RETAINING WALL NOTES:

1) INSTALL UNITS AS SPECIFIED BY MANUFACTURER.
2) GEOGRID SHALL BE ORIENTED WITH THE HIGHEST STRENGTH AXIS PERPENDICULAR TO THE WALL ALIGNMENT.
3) REINFORCED BACKFILL SHALL BE PLACED, SPREAD, AND COMPACTED IN SUCH A MANNER THAT MINIMIZES THE DEVELOPMENT OF SLACK IN THE GEOGRID AND INSTALLATION DAMAGE.
4) REINFORCED BACKFILL SHALL BE COMPACTED IN LIFTS NO GREATER THAN 8" LOOSE THICKNESS TO A DENSITY OF AT LEAST 95% OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR (ASTM D698) WITH A MOISTURE CONTENT OF +/- 2% OF OPTIMUM.
5) ONLY LIGHTWEIGHT HAND-OPERATED EQUIPMENT SHALL BE ALLOWED WITHIN 3 FEET FROM THE TAIL OF THE MODULAR CONCRETE UNIT.
6) TRACKED CONSTRUCTION EQUIPMENT SHALL NOT BE OPERATED DIRECTLY UPON THE GEOGRID REINFORCEMENT. A MINIMUM FILL THICKNESS OF 6 INCHES IS REQUIRED PRIOR TO OPERATION OF TRACKED VEHICLES OVER THE GEOGRID. TRACKED VEHICLE TURNING SHOULD BE KEPT TO A MINIMUM TO PREVENT TRACKS FROM DISPLACING THE FILL AND DAMAGING THE GEOGRID.
7) RUBBER TIRED EQUIPMENT MAY PASS OVER GEOGRID REINFORCEMENT AT SLOW SPEEDS, LESS THAN 10 MPH. SUDDEN BRAKING AND SHARP TURNING SHALL BE AVOIDED

DESCRIPTION OF CONTROLS:

EROSION AND SEDIMENT CONTROL:

1. SILT FENCE

2. ROCK CONSTRUCTION ENTRANCE

3. SEDIMENT TRAP

4. GRAVEL FILTER BAGS

INSTALL EROSION & SEDIMENT CONTROL DEVICES PER DETAILS HERE ON

SEDIMENT MUST BE REMOVED FROM SEDIMENT CONTROL DEVICES PRIOR TO SEDIMENT REACHING 1/2 THE HEIGHT OF THE DEVICE OR STRUCTURE.

IF SEDIMENT ESCAPES FROM THE SITE AREA, ACCUMULATIONS MUST BE REMOVED AT A FREQUENCY TO MINIMIZE FURTHER NEGATIVE EFFECTS, AND WHENEVER FEASIBLE, PRIOR TO THE NEXT RAIN EVENT.

STABILIZATION PRACTICES:

TEMPORARY STABILIZATION: ALL STOCK PILED AND OTHER DISTURBED AREAS WHERE CONSTRUCTION ACTIVITIES TEMPORARILY CEASE FOR AT LEAST 21 DAYS WILL BE SEEDED NO LATER THAN 14 DAYS FROM THE LAST CONSTRUCTION ACTIVITY IN THAT AREA.

MAINTENANCE: SHALL CONSIST OF WEEDING, FERTILIZING, INSECT CONTROL, WATERING, REPLANTING, MOVING, MAINTAINING OF EXISTING GRADES, AND REPAIR OF ANY EROSION DAMAGES FOR ALL AREAS WHERE SEEDING AND MULCHING WORK IS COMPLETED. MAINTENANCE TO BE CONDUCTED DURING THE PLANTING PERIOD THROUGH 90 DAYS AFTER THE WORK IS COMPLETED, INSPECTED AND APPROVED BY THE ENGINEER AND OWNER.

GUARANTEE: CONTRACTOR IS RESPONSIBLE FOR WATERING, MAINTENANCE AND ESTABLISHMENT OF GRASS FOR A PERIOD OF 90 DAYS AFTER FINAL REVEGETATION APPLICATION FOR PERMANENT EROSION CONTROL. CONTRACTOR IS TO GUARANTEE ALL PLANTED MATERIAL GROWTH AND COVERAGE FOR A PERIOD OF 6 MONTHS. GROWTH AND COVERAGE SHALL BE DEFINED AS 95% OF THE PLANTED AREA WITH UNIFORM COVERAGE OF GRASS GREATER THAN 1" IN HEIGHT WITH NO BARE SPOTS GREATER THAN 2 SQUARE FEET.

RECORD KEEPING: CONTRACTOR IS RESPONSIBLE FOR RECORDING & MAINTAINING THE FOLLOWING:

1. DATES WHEN MAJOR GRADING ACTIVITIES OCCUR
2. DATES WHEN CONSTRUCTION ACTIVITIES TEMPORARILY OR PERMANENTLY CEASE ON A PORTION OF THE SITE.
3. DATES WHEN STABILIZATION MEASURES ARE INITIATED.

RECORDS MUST BE KEPT WITH THE SWP3 AND MADE READILY AVAILABLE UPON REQUEST TO THE PARTIES IN PART III D.1 OF THE TPDES GENERAL PERMIT TXR150000.

STRUCTURAL CONTROL PRACTICES:

TEMPORARY EROSION CONTROLS TO INCLUDE INSTALLATION OF SILT FENCE, CONSTRUCTION ENTRANCE(S) AND GRAVEL FILTER BAGS. CONTRACTOR SHALL PREVENT TRANSPORT OF SEDIMENT TO DOWNSTREAM AREAS AND IS RESPONSIBLE FOR CLEANUP AND RESTORATION IF SUCH SHOULD OCCUR.

SILT FENCE TO BE INSTALLED PER DETAIL AT TOE OF DOWNHILL SLOPES AS SHOWN ON PLAN. HAY BALE CHECK STRUCTURES (IF NEEDED) ARE TO BE INSTALLED .

ALL EROSION CONTROL DEVICES ARE TO BE MAINTAINED UNTIL ESTABLISHMENT OF GRASS OCCURS.

PERMANENT STORM WATER CONTROLS:

STORM WATER WILL DRAIN TO THE SUBDIVISION SPECIFIC DETENTION POND AND DRAINAGE FACILITY.

OTHER CONTROLS:

OFFSITE VEHICLE TRACKING:

CONTRACTOR IS TO INSURE NO CONSTRUCTION DEBRIS OR MUD IS TRACKED OR DISCARDED ONTO ANY PUBLIC OR PRIVATE STREETS OR LANDS AND IS RESPONSIBLE FOR CLEANUP AFTER EACH DAYS WORK. INSTALL ROCK CONSTRUCTION ENTRANCE AS INDICATED WITH CURB PROTECTION. CONTRACTOR IS RESPONSIBLE TO RESTORE ANY DAMAGE DONE TO EXISTING STREETS OR INFRASTRUCTURE

WASTE MATERIALS:

ALL WASTE MATERIALS ARE TO BECOME PROPERTY OF THE CONTRACTOR AND ARE TO BE REMOVED AND DISPOSED OF OFF-SITE. NO ON-SITE BURYING OF WASTE MATERIALS IS ALLOWED. AT THE END OF EACH WORKING DAY, THE CONTRACTOR SHALL GATHER AND COLLECT ALL RUBBISH AND DEBRIS AND STORE IN AN ACCEPTABLE MANNER WHICH PREVENTS MATERIALS FROM BEING BLOWN OR OTHERWISE REDISTRIBUTED ACROSS THE SITE OR ADJACENT LANDS OR WATER COURSES.

HAZARDOUS WASTE: ALL HAZARDOUS WASTE MATERIALS SHALL BE DISPOSED OF AS PER LOCAL OR STATE REGULATIONS AND IN ACCORDANCE WITH MFR'S SPECIFICATIONS.

TIMING OF CONTROLS/MEASURES

- INSTALL SILT FENCING.
- INSTALL ROCK CONSTRUCTION ENTRANCE(S)
- INSTALL GRAVEL FILTER BAGS WHERE NECESSARY
- DISTURBED AREAS WHERE CONSTRUCTION ACTIVITY TEMPORARILY CEASES FOR MORE THAN 21 DAYS ARE TO BE STABILIZED WITH HYDROMULCH SEEDING OR BROADCAST SEEDING NO LATER THAN 14 DAYS FROM THE LAST CONSTRUCTION ACTIVITY IN THAT AREA.
- DURING CLEARING/GRADING ACTIVITIES, SEDIMENT COLLECTING AT CHECK STRUCTURES AND SILT FENCE SHALL BE REMOVED AS IT REACHES 1/2 THE HEIGHT OF THE STRUCTURE.

INSPECTION OF CONTROLS:

IN THE EVENT OF FLOODING OR OTHER UNCONTROLLABLE SITUATIONS WHICH PROHIBIT ACCESS TO THE INSPECTION SITES, INSPECTIONS MUST BE CONDUCTED AS SOON AS ACCESS IS PRACTICABLE.

CONTRACTOR PERSONNEL FAMILIAR WITH THE SWP3 MUST INSPECT DISTURBED AREAS THAT HAVE NOT BEEN FINALLY STABILIZED, AREAS USED FOR STORAGE OF MATERIALS EXPOSED TO PRECIPITATION, AND STRUCTURAL CONTROLS FOR EVIDENCE OF, OR POTENTIAL FOR, POLLUTANTS ENTERING THE DRAINAGE SYSTEM. SEDIMENT & EROSION CONTROL DEVICES MUST BE INSPECTED TO ENSURE PROPER OPERATION. VEHICLE ENTRANCE/EXIT LOCATIONS MUST BE INSPECTED FOR EVIDENCE OF OFF-SITE SEDIMENT TRACKING.

INSPECTIONS MUST BE CONDUCTED AT LEAST ONCE EVERY SEVEN (7) CALENDER DAYS OR ONCE EVERY FOURTEEN (14) CALENDER DAYS AND WITHIN TWENTY FOUR (24) HOURS OF THE END OF A STORM EVENT OF 0.5 INCHES OR GREATER.

THE SWP3 MUST BE MODIFIED BASED ON RESULTS OF INSPECTIONS, AS NECESSARY, TO BETTER CONTROL POLLUTANTS IN RUNOFF. REVISIONS TO THE SWP3 TO BE COMPLETED WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING THE INSPECTION IN ACCORDANCE WITH THE TPDES GENERAL PERMIT.

A REPORT IN ACCORDANCE WITH THE TPDES GENERAL PERMIT MUST BE MAINTAINED BY THE CONTRACTOR AND RETAINED AS PART OF THE SWP3.

A ADDED SHEET
A ADDED NOTES

GESSNER ENGINEERING

PLAN | DESIGN | VERIFY

GESSNER ENGINEERING
Corporate Office
2501 Ashford Drive
Suite 102
College Station, Texas 77840
www.gessnerengineering.com

FIRM REGISTRATION NUMBER:
TBPE F-7451, TBPLS F-10193910

COLLEGE STATION 979.690.8840
BRENHAM 979.836.5855
FORT WORTH 817.405.0774
SAN ANTONIO 210.556.4124

STATE OF TEXAS
KYLE R. HARVEY
125954
LICENSED
PROFESSIONAL ENGINEER
6-6-18

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

DETAILS

| | |
|---|---|
| Issue Date: | 06/11/2018 |
| Drawn By: | JMM |
| Checked By: | KRH |
| Project Number: | 15-0364 |

Revisions:

A CITY CMTS 09/12/16
A CITY CMTS 10/14/16
A OWNER EDITS 06/01/17
A OWNER EDITS 06/11/18
A CITY CMTS 07/06/18

C6.2

**A BLANKET TEMPORARY ACCESS AND CONSTRUCTION EASEMENT**
**AND**
**PERMANENT UTILITY EASEMENT**

---

**STATE OF TEXAS** §
§ **KNOW ALL MEN BY THESE PRESENTS:**
**COUNTY OF BASTROP** §

---

This Agreement (this "**Agreement**") is made on the 23 day of August, 2016, by and between Baham Interest Limited Partnership, (hereinafter referred to as "**Grantors**"), with an address at 702 Main St. and the City of Bastrop, Texas (herein referred to as "**Grantee**"), for the purpose of providing the Grantee with a blanket temporary access and construction easement and a permanent utility easement for access, ingress, egress, construction, installation, expansion, use and maintenance of municipal electrical utility infrastructure, and for the Grantee to perform such other functions from time to time as lawfully may be undertaken by the City of Bastrop related to the provision of City electrical service to the customers of the Grantee.

1. For the good and valuable consideration described in Paragraph 2 below, Grantors hereby GRANT, SELL and CONVEY to Grantee, and its successors and assigns: (1) a Blanket Temporary Access and Construction Easement, as described herein on Exhibit "A", and (2) a continuing, exclusive and Permanent Utility Easement for the placement, construction, operation, repair, maintenance, replacement, upgrade, rebuilding, relocation and/or removal of municipal electric infrastructure and related components, which electric infrastructure shall be used by the City to provide utility service to the customers of Grantee (the "Electric Facilities") on, over, under, and across the property of the Grantors, as described on Exhibit "B" attached hereto and incorporated herein for all purposes. The tracts described on Exhibits A and B are herein sometimes referred to as the "**Easement Area(s)**" or the "**Property**". (the Blanket Temporary Access and Construction and the Permanent Utility Easement may be jointly referred to herein as the "**Easement(s)**")

2. At the completion of construction and installation of the Electric Facilities on the Property the Grantors shall have the Permanent Utility Easement Area surveyed by metes and bounds, at its sole cost and expense, and a copy of that Permanent Easement survey will be appended hereto, as Exhibit "B". The Permanent Utility Easement Area will replace in its entirety, the Blanket Temporary Access and Construction Easement.

3. The Easements and the rights and privileges herein conveyed, are granted for and in consideration of the sum of One and No/100 Dollars ($1.00) and other good and valuable consideration to Grantors in hand paid by Grantee, as described herein, the receipt and sufficiency of which is hereby acknowledged and confessed.

4. The Easements, with their rights and privileges, shall be used for the purpose of accessing, placing, constructing, operating, repairing, maintaining, rebuilding, replacing, upgrading, relocating, and/or removing the Electric Facilities.

5. The duration of the Blanket Temporary Access and Construction Easement shall continue for such period of time necessary for the construction and installation of the Electric Facilities, and any related appurtenances, and the one time removal of debris from the Grantors' Property, and shall expire at such time as the Grantee accepts dedication of the Electric Facilities and related infrastructure for the control and ownership of the Grantee, and the Grantors acknowledge receipt of the survey detailing the Permanent Utility Easement.

6. The duration of the Permanent Utility Easement shall be perpetual, and shall continue for so long as the Grantee determines that a public need for the Permanent Utility Easement exists.

7. Grantors agree to and shall indemnify and hold harmless Grantee, its officers, agents and employees, from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to person (whether they be third persons, contractors, or employees of either of the parties hereto) or for damage to property (whether the claim be that of either of the parties hereto or of third parties), caused by or alleged to be caused by, Grantee's use of the Easements and/or performance of activities therein, regardless of whether such loss, injury or damage was caused in whole or in part by the Grantee and regardless of whether or not said claims, demands and causes of action in whole or in part are covered by insurance.

8. Grantors and Grantors' heirs, personal representatives, successors, and assigns are and shall be bound to WARRANT and FOREVER DEFEND the Easements and the rights conveyed in this Agreement to Grantee and Grantee's successors and assigns, against every person lawfully claiming or to claim all or any part thereof.

9. The Easements, and the rights and privileges granted by this Agreement, are exclusive to Grantee, and Grantee's successors and assigns, and Grantors

covenant that Grantors shall not convey any other easement, license, or conflicting right to use in any manner the Easement Area (or any portion of the Easement Area) covered by this grant, unless otherwise approved by the Grantee.

10. This Agreement contains the entire agreement between the parties relating to its subject matter. Any oral representations or modifications concerning this Agreement shall be of no force and effect. Any subsequent amendment or modification must be in writing and agreed to by all parties.

11. The terms of this Agreement shall be binding upon Grantors and Grantors' heirs, personal representatives, successors, and assigns and shall bind and inure to the benefit of the Grantee and any successors or assigns of Grantee, and shall be deemed to be a covenant running with the land.

IN WITNESS WHEREOF, Grantors have caused this instrument to be executed on this 23 day of August, 2016.

GRANTORS:

**STATE OF TEXAS** §
§
**COUNTY OF BASTROP** §

This instrument was acknowledged before me on this the 23 day of August, 2016, by Kazem Khansari, President of Baham Interests

DAVID H. ANDRE, III.
Notary Public, State of Texas
Comm. Expires 12-28-2019
Notary ID 130478945

Notary Public, State of Texas

RETURN TO GRANTEE:
City of Bastrop
Bastrop Power & Light
P.O. Box 427
Bastrop, Texas 78602

**EXHIBIT "A"**

ALL OF THOSE TRACTS DESCRIBED AS 0.703 ACRE ("TRACT 1") AND 2,784 SQUARE FEET ("TRACT 2") IN A DEED FROM THE BASTROP COUNTY HISTORICAL SOCIETY TO BAHAM INTERESTS LIMITED PARTNERSHIP DATED MAY 3, 2013 AND RECORDED IN VOLUME 2230, PAGE 284 OF THE OFFICIAL RECORDS OF BASTROP COUNTY.

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Planning Application

## Select your Plan*

Subdivision
- ☐ Amending Plat
- ☐ Minor Plat
- ☐ Replat
  - ☐ Residential
  - ☐ Non-Residential
- ☐ Short Form Final Plat
- ☐ Preliminary Plat
- ☐ Final Plat
- ☐ Plat Vacation
- ☐ Public Improvement Construction Plans
- ☐ Subdivision Variance

Zoning & Development
- ☐ Zoning Map Amendment (Rezone)
- ☐ New Planned Development (PD)
- ☐ Site Development Plan
  - ☐ Amendment
- ☐ Zoning Variance
- ☐ Site Development Plan
- ☐ Conditional Use Permit (CUP)
- ☐ Site Work (On-Site Infrastructure)
- ☐ New Agreement: _____
- ☐ Alternative Plan: _____
- ☐ Agreement/PD Amendment

Other
- ☐ Abandonment – Easement
- ☐ Abandonment – ROW
- ■ License to Encroach
  - ■ ROW
  - ■ Easement
- ☐ Nonconforming Structure
- ☐ Nonconforming Use
- ☐ Planning Appeal
- ☐ Voluntary Annexation
- ☐ Land Disturbance
- ☐ Work in the ROW

***See associated checklists to ensure a complete submittal.**

## Project Information

Project Name (if any): Old Bastrop Museum

Project Address: 704 Main St BCAD Property ID: R55931

Legal Description: Baham Interests Subdivision LOT 1 .500

Land Use Category (what is the property being used for now?): NHO

Existing Zoning District: NHO Proposed Zoning District (If rezoning): _____

Name of Overarching Regulation (PD, MUD, DA, etc.): _____

Total Acreage: .500 Total Lots: 1

Acreage Not Designated as Lots: _____ Lots Subject to Parkland Fee: _____

## Property Owner

Name/Entity/Trustee: Baham Interest Limited Partnership

Address: 407 1/2 Laurel Dr Friendswood, TX 77546

Phone Number: (281) 687-7346 E-mail Address david@darask.com

BASTROPTX
Heart of the Lost Pines / Est. 1832

# Planning Application

**Applicant**

Name: Lenny Adams Role (i.e. developer, agent, etc.): Owner Rep

Company Name: Baham Interest Limited Partnership

Address: 250 Johnson Rd Bastrop, TX 78602

Phone Number: (512) 308-7407 E-mail Address lenny@darask.com

**Additional Contact (Optional)**

Name: _____ Role (i.e. engineer, architect, etc.): _____

Company Name: _____

Address: _____

Phone Number: _____ E-mail Address _____

The applicant certifies that the facts stated herein and exhibits attached hereto are true, correct, and complete. **If this application is filed by anyone other than the property owner, an Agent Authorization form signed by all property owners must accompany this application.** Signature below also authorizes the City of Bastrop and its agents to visit and inspect the property for which this application is being submitted.

Signature and Title: Owners Rep

Date: 8/16/2019

**Staff Use Only**

☐ Received By: Date:

Fees Paid $

Comments:

Administratively Complete Date:

Paper: Prop. Owner Notification: P&Z: City Council:

BASTROPTX
Heart of the Lost Pines / Est. 1832

# License to Encroach Checklist

## A. Process Overview

| Right-of-Way (ROW) Encroachment | Easement Encroachment |
|---|---|
| 1. Complete Submittal Package, which includes Paper Application, all items on the Submittal Package Checklist, and all items on the Survey Checklist, and Digital Submittal<br>a. Incomplete submittals will not be accepted<br>2. Staff review, with comments issued as needed<br>3. City Council consideration (by Resolution) | 1. Complete Submittal Package, which includes Paper Application, all items on the Submittal Package Checklist, and all items on the Survey Checklist, and Digital Submittal<br>a. Incomplete submittals will not be accepted<br>2. Staff review, with comments issued as needed<br>3. Project Approval |

## B. General Notes

- A License to Encroach permit is required for the following to be allowed in the public right-of-way (ROW) or another Easement:
  - Flatwork (parking, privately maintained sidewalks, other concrete work)
  - Private street lights
  - Signage
  - Awnings
  - Any other structure or improvement not covered above

## C. Submittal Package Checklist Items

All of the following items must be included with the submittal. If any of the items are not included, the submittal will not be accepted.

| Staff | Applicant | Item |
|---|---|---|
| ☐ | ☑ | Completed and signed Application |
| ☐ | ☑ | Agent Authorization Form if someone other than the property owner is submitting the Application. **If not applicable, check this box:** ☐ |
| ☐ | ☑ | Project Description Letter detailing the proposed work |
| ☐ | ☑ | Exhibit 1: Survey with metes and bounds description highlighting the subject property and encroachment into the ROW or easement and relation to the public infrastructure – See requirements in Section D. below |
| ☐ | ☐ | Utility Providers Release signature page signed by all applicable stakeholders |
| ☐ | ☑ | Copy of deed showing current ownership |
| ☐ | ☑ | Copy of current statement of account showing taxes have been paid |
| ☐ | ☐ | Digital Submittal – See requirements in Section E. below |
| ☐ | ☐ | License to Encroach Fee (Cash, Check, Visa or Mastercard accepted) |



Project Name_____
Project #_____

# Owner's Agent Authorization

**Property Owner's Information**

Owner's Name(s): Baham Interests Limited Partnership

Property Address(s): 702 & 704 Main St Bastrop, TX 78602

Owner's Email Address: kazem@darask.com

Owner's Phone Number: (713)539-5322

The individuals listed below are hereby authorized to apply for, sign for, and conduct business for permits, plan, and/or other legal documents with the City of Bastrop Planning and Development Department on behalf of the above identified property owner(s).

The City of Bastrop Planning and Development Department may retain a copy of this form for our records and maintain a file as a courtesy. The form with the most recent date shall supersede all previous authorizations on file and **remain in effect for one (1) year, or until a new form is filed by the property owners, whichever is shorter**.

All signatories understand that it is the property owner's responsibility to provide a copy of this form every time they would like to add or remove authorized agents, and that this form expires one (1) year after it is signed. The property owner's signature designates the agent as the official contact person for projects and the single point of contact. All correspondence and communication will be conducted with the agent.

**Print full name(s) and title(s) of authorized agent(s):**

1. Lenny Adams - Owners Rep
2. _____

_____ 8-16-19
Signature(s) of Property Owner(s) Date

_____ _____
Signature(s) of Property Owner(s) Date

_____ 8-16-19
Signature(s) of Agent(s) Date

_____ _____
Signature(s) of Agent(s) Date

# 704 Main St – Project Description Letter

**Address:** Old Bastrop Museum
702 Main St
Bastrop, TX 78602

**Owner:** Baham Limited Interests LLC
407 ½ Laurel Dr
Friendswood, TX 77546

**Subject:** Certificate of Occupancy for 704 Main St

1. August 18th 2015 - Pre-Plan Review Approval
2. December 13th 2016 - Site Development & Building Permit Released
3. January 21st 2019 - Project Completed & Approved
4. August 15th 2019 – Made aware of License to Encroach paperwork
5. August 21st 2019 – License to Encroach paperwork submitted to C.O.B.

**Project Description:**

This property was subdivided from the old Bastrop Museum original property to install a new retail space with the option for splitting into 2. It also has an apartment on the 2nd floor. These items were approved by the City of Bastrop to be installed in the Right Of Way:

2 Parallel parking spaces (inspected & approved by COB)
1 Handicap parking space (inspected & approved by COB)
6 Angled parking spaces (inspected & approved by COB)
6' Sidewalk (inspected & approved by Public Works) Most of the side walk is on BAHAM property
Irrigation Backflow Preventer (inspected & approved by COB)
1 Sewer Connection Cleanout
2 Water Meter Connections
All power lines are Overhead
All telecom lines are located overhead
2 Lamp Posts (inspected & approved by COB)-power supplied by property owner
12" culvert pipe for drainage per the Civil drawings
1 drainage grate for parking area
Utility Easement granted (August 2016)

**Exhibits Attached:**

1. Exhibit 1 - AsBuilt Plan showing locations of all above listed items located in R.O.W.
2. Exhibit 2 - C1.0 – C6.2 Site Plan for civil drawings
3. Exhibit 3 – Utility Easement (August 2016)

# Utility Providers' Release

I, THE UNDERSIGNED, (Utility/Owner/Director) in the City of Bastrop, certify that I have carefully considered the Application to Release a Utility Easement or License to Encroach from the standpoint of present and future needs of the Utility/City of Bastrop with respect to utilities, and I see no objection to the requested release of the Public Utility Easement or License to Encroach.

Property Address or Legal Description: 704 MAIN ST

If served by City of Bastrop:

Signed: _____
Authorized Agent for Public Works

Signed: _____ EASEMENT GRANTED AUGUST 2016
Authorized Agent for Bastrop Power and Light

If served by other providers:

Signed: N/A
Authorized Agent for Aqua Water Supply Corp.

Signed: N/A
Authorized Agent for Bluebonnet Electric

Signed: N/A
Authorized Agent for Bastrop County WCID #2

If these providers are in the area:

Signed: N/A
Authorized Agent for Centerpoint Energy

Signed: _____ NEED ENCROACHMENT GRANTED
Authorized Agent for AT&T

Signed: _____ NEED ENCROACHMENT GRANTED
Authorized Agent for Time Warner Cable / Spectrum

# Bastrop CAD

## Property Search Results > 8702337 BAHAM INTEREST LIMITED PARTNERSHIP for Year 2019

Tax Year: 2019

### Property

#### Account

| | | | |
|---|---|---|---|
| Property ID: | 8702337 | Legal Description: | Baham Interests Subdivision LOT 1, .5400 ACRES |
| Geographic ID: | R55931 | Zoning: | |
| Type: | Real | Agent Code: | |
| Property Use Code: | | | |
| Property Use Description: | | | |

#### Location

| | | | |
|---|---|---|---|
| Address: | 704 MAIN STREET, SUITE 101 BASTROP, TX 78602 | Mapsco: | |
| Neighborhood: | COMMERCIAL PROPERTIES | Map ID: | |
| Neighborhood CD: | NBHD0313 | | |

#### Owner

| | | | |
|---|---|---|---|
| Name: | BAHAM INTEREST LIMITED PARTNERSHIP | Owner ID: | 762104 |
| Mailing Address: | 4071/2 LAUREL DR FRIENDSWOOD, TX 77546 | % Ownership: | 100.0000000000% |
| | | Exemptions: | |

### Values

| | | | | |
|---|---|---|---|---|
| (+) Improvement Homesite Value: | + | $0 | | |
| (+) Improvement Non-Homesite Value: | + | $267,853 | | |
| (+) Land Homesite Value: | + | $0 | | |
| (+) Land Non-Homesite Value: | + | $302,498 | Ag / Timber Use Value | |
| (+) Agricultural Market Valuation: | + | $0 | | $0 |
| (+) Timber Market Valuation: | + | $0 | | $0 |
| (=) Market Value: | = | $570,351 | | |
| (–) Ag or Timber Use Value Reduction: | – | $0 | | |
| (=) Appraised Value: | = | $570,351 | | |
| (–) HS Cap: | – | $0 | | |
| (=) Assessed Value: | = | $570,351 | | |

## Taxing Jurisdiction

Owner: BAHAM INTEREST LIMITED PARTNERSHIP
% Ownership: 100.0000000000%
Total Value: $570,351

| Entity | Description | Tax Rate | Appraised Value | Taxable Value | Estimated Tax |
|---|---|---|---|---|---|
| C04 | CITY OF BASTROP | 0.564000 | $570,351 | $570,351 | $3,216.78 |
| CAD | APPRAISAL DISTRICT | 0.000000 | $570,351 | $570,351 | $0.00 |
| G01 | BASTROP COUNTY | 0.474900 | $570,351 | $570,351 | $2,708.60 |
| RD1 | COUNTY ROAD | 0.105000 | $570,351 | $570,351 | $598.87 |
| S04 | BASTROP ISD | 1.441000 | $570,351 | $570,351 | $8,218.76 |
| | Total Tax Rate: | 2.584900 | | | |
| | | | | Taxes w/Current Exemptions: | $14,743.01 |
| | | | | Taxes w/o Exemptions: | $14,743.00 |

## Improvement / Building

**Improvement #1:** COMMERCIAL **State Code:** F1 **Living Area:** 1353.0 sqft **Value:** $130,118

| Type | Description | Class CD | Exterior Wall | Year Built | SQFT |
|---|---|---|---|---|---|
| COMMERCIAL | COMMERCIAL | POM - 2 | Brick Veneer | 2017 | 1353.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 36.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 36.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 410.0 |

**Improvement #2:** COMMERCIAL **State Code:** F1 **Living Area:** 1353.0 sqft **Value:** $128,652

| Type | Description | Class CD | Exterior Wall | Year Built | SQFT |
|---|---|---|---|---|---|
| COMMERCIAL | COMMERCIAL | POM - 2 | Stucco | 2017 | 1353.0 |
| CANOPY | COVERED PORCH/CANOPY | CNS2 | | 2017 | 410.0 |

**Improvement #3:** COMMERCIAL **State Code:** F1 **Living Area:** sqft **Value:** $9,083

| Type | Description | Class CD | Exterior Wall | Year Built | SQFT |
|---|---|---|---|---|---|
| PAVING | CONCRETE WALKS/PAVING | PVC | | 2017 | 1966.0 |

## Land

| # | Type | Description | Acres | Sqft | Eff Front | Eff Depth | Market Value | Prod. Value |
|---|---|---|---|---|---|---|---|---|
| 1 | C | COMMERCIAL | 0.5400 | 23522.40 | 0.00 | 0.00 | $302,498 | $0 |

## Roll Value History

| Year | Improvements | Land Market | Ag Valuation | Appraised | HS Cap | Assessed |
|---|---|---|---|---|---|---|

| | | | | | | |
|---|---|---|---|---|---|---|
| 2020 | N/A | N/A | N/A | N/A | N/A | N/A |
| 2019 | $267,853 | $302,498 | 0 | 570,351 | $0 | $570,351 |
| 2018 | $284,474 | $108,000 | 0 | 392,474 | $0 | $392,474 |
| 2017 | $8,302 | $108,000 | 0 | 116,302 | $0 | $116,302 |

## Deed History - (Last 3 Deed Transactions)

| # | Deed Date | Type | Description | Grantor | Grantee | Volume | Page | Deed Number |
|---|---|---|---|---|---|---|---|---|
| 1 | 5/3/2013 | WD | WARRANTY DEED | BASTROP COUNTY HISTORICAL SOCIETY AND MUSEUM | BAHAM INTEREST LIMITED PARTNERSHIP | 2230 | 284 | 0 |

## Tax Due

Property Tax Information as of 08/20/2019

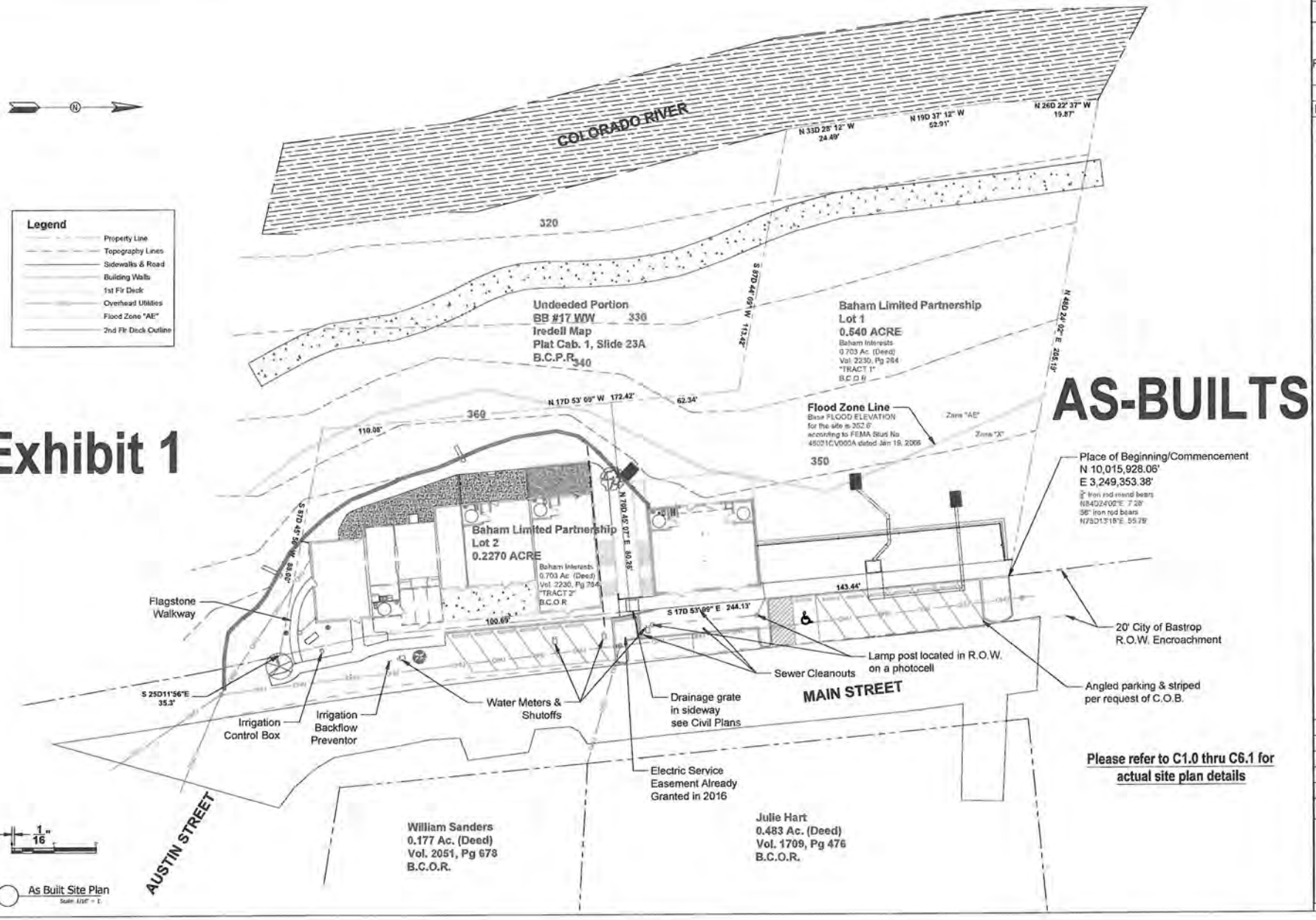
Amount Due if Paid on:

| Year | Taxing Jurisdiction | Taxable Value | Base Tax | Base Taxes Paid | Base Tax Due | Discount / Penalty & Interest | Attorney Fees | Amount Due |
|---|---|---|---|---|---|---|---|---|

NOTE: Penalty & Interest accrues every month on the unpaid tax and is added to the balance. Attorney fees may also increase your tax liability if not paid by July 1. If you plan to submit payment on a future date, make sure you enter the date and RECALCULATE to obtain the correct total amount due.

Questions Please Call (512) 303-1930

# Exhibit 1




**AS-BUILTS**

**Please refer to C1.0 thru C6.1 for actual site plan details**

1" = 16'

As Built Site Plan
Scale: 1/16" = 1'

| AS-BUILTS |
|---|
| 9/11/2017 |
| Baham LLC<br>407 ½ Laurel Dr<br>Friendswood, TX 77546 |
| 702 Main |
| Bastrop TX 78602 |

# Old Bastrop Museum Remodel

| REV | DATE |
|---|---|
| REV3 | |
| REV2 | |
| PCM3 | 5/11 |
| LDA | |
| SHEET | |

**Site Plan**

SITE PLAN NOTES:

1. CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES BETWEEN THESE PLANS AND ONSITE FIELD CONDITIONS OR SPECIFICATIONS OF OTHER DISCIPLINES.
2. THE CONTRACTOR IS REQUIRED TO OBTAIN ALL NECESSARY PERMITS, AS WELL AS INSPECTION APPROVALS.
3. A COPY OF APPROVED CONSTRUCTION PLANS SHALL BE KEPT ON SITE AT ALL TIMES THROUGHOUT CONSTRUCTION. THE CONTRACTOR SHALL MAINTAIN A SET OF REDLINE DRAWINGS TO RECORD AS-BUILT CONDITIONS.
4. REFER TO ARCHITECTURAL PLANS FOR COMPLETE BUILDING DIMENSIONS.
5. REF. ARCHITECTURAL PLANS FOR PROPOSED SITE SIGNAGE AS APPLICABLE.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONTAINMENT AND PROPER DISPOSAL OF ALL LIQUID AND SOLID WASTE ASSOCIATED WITH THIS PROJECT. THE CONTRACTOR SHALL USE ALL MEANS NECESSARY TO PREVENT THE OCCURRENCE OF WIND BLOWN LITTER FROM THE PROJECT SITE.
7. DURING CONSTRUCTION, THE CONTRACTOR SHALL MAINTAIN AN ORDERLY PROJECT SITE. THE CONTRACTOR SHALL CLEAN AND REMOVE ANY SURPLUS OR DISCARDED MATERIALS, TEMPORARY STRUCTURES, AND DEBRIS FROM THE PROJECT SITE.
8. SITE IS REQUIRED TO PROVIDE CONTAINMENT FOR WASTE PRIOR TO AND DURING DEMOLITION. CONSTRUCTION SOLID WASTE ROLL OFF BOXES AND / OR METAL DUMPSTERS SHALL BE SUPPLIED BY THE CITY OF BASTROP OR CITY PERMITTED CONTRACTOR(S) ONLY.
9. THE CONTRACTOR IS RESPONSIBLE FOR STORAGE AND SAFE-GUARDING OF ALL MATERIALS AND EQUIPMENT AT THE PROJECT SITE TO MAINTAIN A SAFE AND SECURE PROJECT.
10. THE CONTRACTOR SHALL COORDINATE SITE STORAGE WITH THE OWNER TO NOT OBSTRUCT DRIVES, ACCESS, OR OTHER OPERATIONAL REQUIREMENTS.
11. ANY ADJACENT RIGHT-OF-WAY (R.O.W.) OR PROPERTY AFFECTED DURING CONSTRUCTION, SHALL BE RETURNED TO PRE-CONSTRUCTION CONDITION AT THE CONTRACTOR'S EXPENSE.
12. THE CONTRACTOR SHALL PROTECT ALL SURVEY MONUMENTATION, BENCH MARKS, AND MARKERS DURING CONSTRUCTION.
13. THE CONTRACTOR MUST PROVIDE CONSTRUCTION STAKING SERVICES BASED ON THE INFORMATION PROVIDED IN THE PLANS.
14. ALL ROOF AND GROUND-MOUNTED MECHANICAL EQUIPMENT SHALL BE SCREENED FROM VIEW OR ISOLATED SO AS NOT TO BE VISIBLE FROM ANY PUBLIC RIGHT-OF-WAY OR RESIDENTIAL DISTRICT WITHIN 150' OF THE SUBJECT LOT, MEASURED FROM A POINT 5 FEET ABOVE GRADE. SUCH SCREENING SHALL BE COORDINATED WITH THE BUILDING ARCHITECTURE AND SCALE TO MAINTAIN A UNIFIED APPEARANCE.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES OR SERVICE LINES DURING THE CONSTRUCTION PROCESS. WHERE EXISTING UTILITIES OR SERVICE LINES ARE DAMAGED, THE CONTRACTOR SHALL REPAIR OR REPLACE THE UTILITY OR SERVICE LINE WITH THE SAME TYPE OF MATERIAL AND CONSTRUCTION, OR BETTER. ALL MATERIAL AND LABOR SHALL BE AT THE CONTRACTOR'S EXPENSE.
16. THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL STATE AND FEDERAL REGULATIONS REGARDING CONSTRUCTION ACTIVITIES NEAR ENERGIZED OVERHEAD ELECTRIC LINES.
17. THE CONTRACTOR ACKNOWLEDGES THAT THE LOCATION AND/OR ELEVATION OF THE EXISTING UTILITIES SHOWN ON THE PLANS IS BASED ON RECORDS OF VARIOUS UTILITY COMPANIES, CITY MAPS AND, WHEN POSSIBLE, FIELD MEASUREMENTS. THE INFORMATION IS NOT TO BE RELIED UPON AS BEING EXACT OR COMPLETE.
18. THE CONTRACTOR SHALL NOTIFY THE APPROPRIATE UTILITY COMPANY 48 HOURS PRIOR TO EXCAVATION, AND SHALL NOTIFY THE ENGINEER OF ANY CONFLICTS.
19. ALL WATER LINES TO BE CL 250 OR 14 PVC, MEETING AWWA C-900 OR C-909 STANDARDS.
20. ALL SANITARY SEWER LINES TO BE SDR-26 PVC.
21. SANITARY SEWER LINES SHALL BE CONSTRUCTED IN ACCORDANCE WITH TCEQ REQUIREMENTS FOR SEPARATION AND CROSSINGS, AND IN ACCORDANCE WITH THE 2012 INTERNATIONAL PLUMBING CODE.
22. ALL TRASH RECEPTACLES ARE TO BE STORED UNDER THE STAIRS FOR THE 2ND FLOOR APARTMENTS.

| SITE DATA | LOT 1 | LOT 2 |
|---|---|---|
| BUILDING AREA: | 3195 SF | 3923 SF |
| RETAIL AREA: | 1560 SF | 1820 SF |
| LODGING UNITS: | 1 | 3 |
| PARKING REQ'D RETAIL: | 1 SPACE / 300 SQ. FT. = 5 STALLS | 1 SPACE / 300 SQ. FT. = 6 STALLS |
| PARKING REQ'D LODGING: | 1 SPACE / UNIT = 1 STALLS | 1 SPACE / UNIT = 2 STALLS |
| PARKING REQ'D TOTAL: | 6 STALLS | 8 STALLS |
| PARKING PROVIDED TOTAL | 16 STALLS | |
| COVERAGE DATA | | |
| LOT AREA | 20,368 SF | 9804 SF |
| EXIST BUILDINGS: | 2400 SF / 12% | 3943 SF / 40% |
| PROPOSED BUILDINGS: | 1374 SF / 6% | 3943 SF / 40% |
| TOTAL COVERAGE | 3900 SF / 18% | 4022 SF / 50% |

LEGEND

- BUILDING
- PROPOSED PAVEMENT (SEE SHEET C6.0 FOR ACCEPTABLE PAVEMENT SECTION OPTIONS)
- DIRECTION OF FLOW
- PROPERTY LINE
- BUILDING SETBACK LINE
- EXISTING PAVEMENT EDGE
- 18IN LAID CURB WITH 4" WHITE LETTERS "FIRE LANE NO PARKING TOW-AWAY ZONE"
- EXISTING CONTOURS
- EXISTING WATER LINE
- PROPOSED WATER LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING MANHOLE
- PROPOSED HANDICAP PARKING
- PROPOSED WATER VALVE
- PROPOSED WATER METER
- PROPOSED 6" DOUBLE CLEANOUT

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

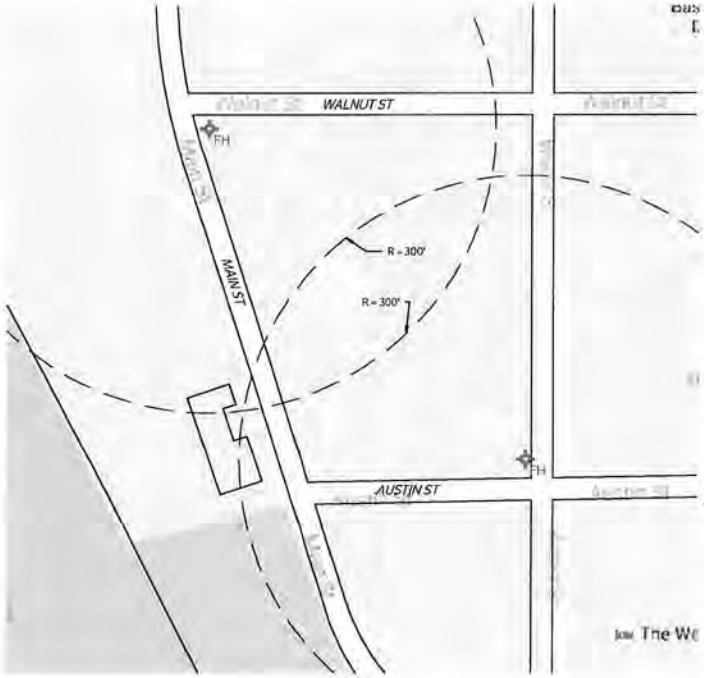
TRIP GENERATION CALCS.

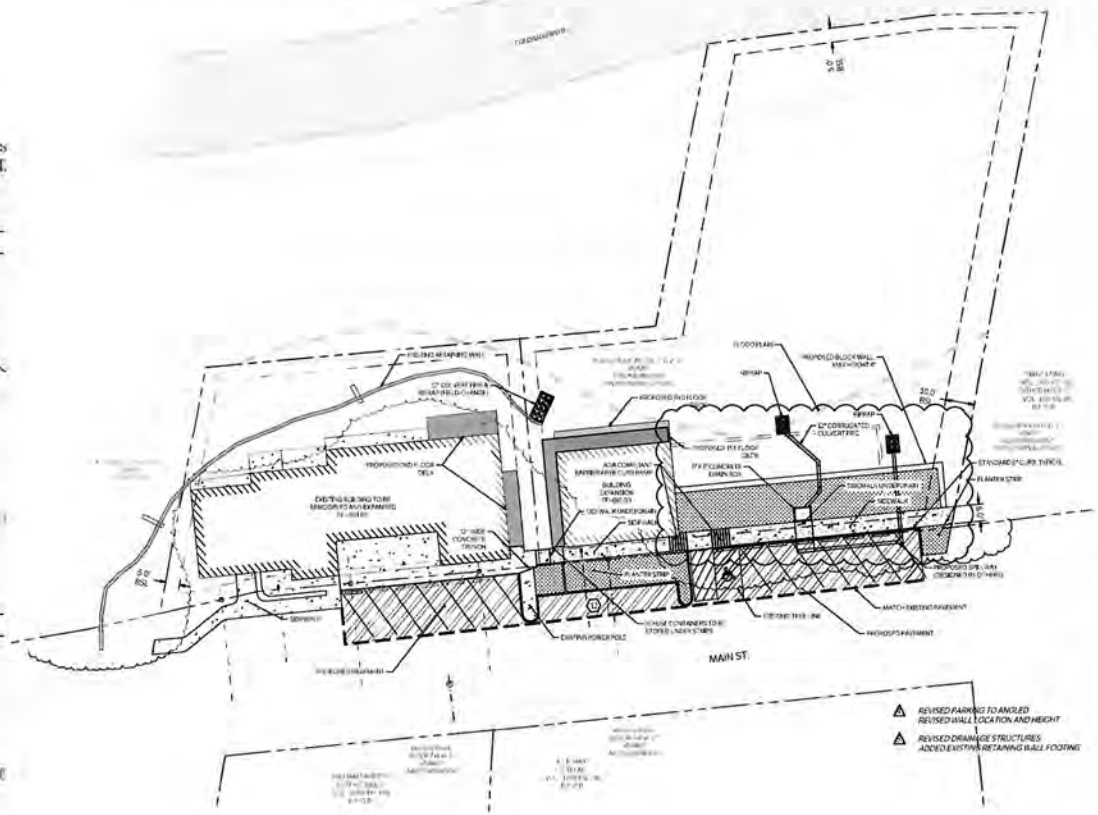
**EXISTING:**

| TRACT NUMBER | TRACT ACRES | BLDG SQ FT | ZONING | LAND USE | I.T.E CODE | TRIP RATE | TRIP PER DAY |
|---|---|---|---|---|---|---|---|
| 1 | 0.79 | 4,171 | NPO | MUSEUM | 580 | 9.18 / 1,000 SF/HR | 38 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | | | | | | | 38 |

**PROPOSED:**

| TRACT NUMBER | TRACT ACRES | BLDG SQ FT | ZONING | LAND USE | I.T.E CODE | TRIP RATE | PHT |
|---|---|---|---|---|---|---|---|
| 1 | 0.56 | 1,221 | NPO | VARIETY STORE | 815 | 6.82 / 1,000 SF/HR | 8 |
| 1 | 0.56 | 1,182 | NPO | APARTMENT | 220 | 0.62 / UNIT/HR | 1 |
| TRACT 1 TOTAL | | | | | | | 9 |
| 2 | 0.23 | 1,589 | NPO | VARIETY STORE | 815 | 6.82 / 1,000 SF/HR | 24 |
| 2 | 0.23 | 1,811 | NPO | APARTMENT | 220 | 0.62 / UNIT/HR | 1 |
| TRACT 2 TOTAL | | | | | | | 25 |
| TRACT 1 & 2 TOTAL | | | | | | | 34 |




- REVISED PARKING TO ANGLED REVISED WALL LOCATION AND HEIGHT
- REVISED DRAINAGE STRUCTURES ADDED EXISTING RETAINING WALL FOOTING


GESSNER ENGINEERING

PLAN | DESIGN | VERIFY

GESSNER ENGINEERING
Chisholm Drive
2516 Ashford Drive
Suite 101
College Station, Texas 77845
www.gessnerengineering.com

TBPAE REGISTRATION NUMBER:
TBPE F-9451, TBPLS F-10103950

COLLEGE STATION 979.260.6940
BRYAN/A&M 979.431.5855
FORT WORTH 817.429.0774
SAN ANTONIO 210.896.4524


KYLE R. HAFFEY
125954
LICENSED PROFESSIONAL ENGINEER
STATE OF TEXAS

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

SITE PLAN

| | |
|---|---|
| Issue Date: | 07/20/2018 |
| Drawn By: | JMM |
| Checked By: | KRH |
| Project Number: | 15-0364 |

Revisions:

- CITY CMTS 09/13/18
- CITY CMTS 10/24/18
- OWNER EDITS 06/03/19
- OWNER EDITS 06/17/19
- CITY CMTS 07/05/19
- CITY CMTS 07/20/19

C1.0

DIMENSION CONTROL NOTES

1) THE CONTRACTOR MAY OBTAIN AN ELECTRONIC COPY OF PROJECT PLANS FOR CONSTRUCTION PURPOSES, WITH THE PERMISSION OF THE OWNER. THE ELECTRONIC FILE AND INFORMATION GENERATED BY GESSNER ENGINEERING, FOR THIS PROJECT IS CONSIDERED BY GESSNER ENGINEERING TO BE CONFIDENTIAL. WHEN YOU ELECT AND IS INTENDED SOLELY FOR THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED. THE MATERIAL IS INTENDED FOR USE BY THE RECIPIENT NAMED, ONLY AND PERMISSION IS NOT GRANTED TO THE RECIPIENT FOR DISTRIBUTION OF THE DOCUMENTS IN ANY FORM OR FASHION. THE RECIPIENT UNDERSTANDS THAT THIS DATA IS AUTHORIZED "AS IS" WITHOUT ANY WARRANTY AS TO ITS PERFORMANCE, ACCURACY, FREEDOM FROM ERROR, OR AS TO ANY RESULTS GENERATED THROUGHOUT ITS USE. THE RECIPIENT ALSO UNDERSTANDS AND AGREES THAT GESSNER ENGINEERING, UPON RELEASE OF SUCH DATA, IS NOT LONGER RESPONSIBLE FOR THEIR USE OR MODIFICATION. THE USER AND RECIPIENT OF THE ELECTRONIC DATA ACCEPTS FULL RESPONSIBILITY AND LIABILITY FOR ANY CONSEQUENCES ARISING OUT OF ITS USE.

2) ALL DIMENSIONS SHOWN ARE TO BE USED IN CONJUNCTION WITH THE PLANS FOR LOCATING ALL IMPROVEMENTS AND SHALL BE FIELD VERIFIED BY THE CONTRACTOR FOR WORKABILITY PRIOR TO CONSTRUCTION OF THE IMPROVEMENTS.

3) UNLESS OTHERWISE NOTED, ALL DIMENSION ARE TO BACK OF CURB.

4) REFER TO ARCHITECTURAL PLANS FOR DETAILED BUILDING DIMENSIONS.

5) ALL PARKING SPACES SHOWN ARE 9'X18' UNLESS NOTED OTHERWISE.

6) ALL DIMENSIONS SHOWN ARE IN 2-DIMENSIONAL SPACE.

LEGEND

BUILDING

PROPOSED PAVEMENT

DIRECTION OF FLOW

PROPERTY LINE

BUILDING SETBACK LINE

EXISTING PAVEMENT EDGE

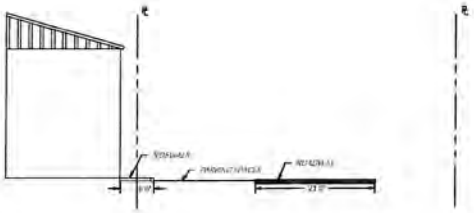
PROPOSED HANDICAP PARKING

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

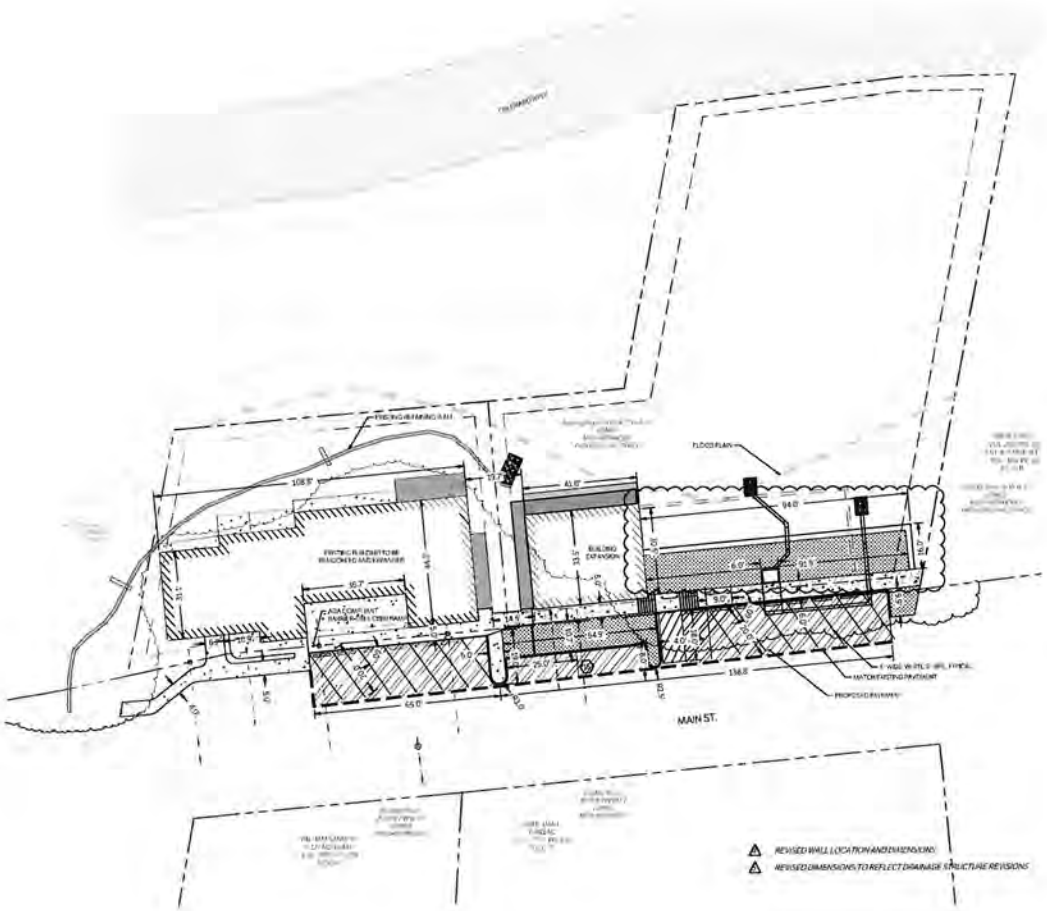
N

0 20 40 80

SCALE 1" = 20'






EXISTING BUILDING
FLOOD PLAIN
108.9'
41.0'
94.0'
BUILDING EXPANSION
EXISTING BUILDING TO BE DEMOLISHED AND REMOVED
10.7'
C.I.P. ADA COMPLIANT RAMP W/ 5.5% CROSS SLOPE
94.9'
33.1'
10.0'
10.0'
10.0

| AREA 1 | Time of Concentration - Kirby Method | |
|---|---|---|
| | Surface Description (Table 4-5, TxDOT) | Pavement (roof) |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 90 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.02 |
| | Slope, S (-) | 0.02 |
| | Overland Flow Time, tov (min) | 2.7 |
| | Shallow Concentrated Flow | |
| | Surface Description (Table 4-5, TxDOT) | Dense grass, forest |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 170 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.6 |
| | Slope, S (-) | 0.3 |
| | Overland Flow Time, tov (min) | 9.5 |
| | **Time of Concentration, $T_c$ (min)** | 12.3 |

| AREA 2 | Time of Concentration - Kirby Method | |
|---|---|---|
| | Surface Description (Table 4-5, TxDOT) | Pavement |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 140 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.02 |
| | Slope, S (-) | 0.02 |
| | Overland Flow Time, tov (min) | 3.4 |
| | Shallow Concentrated Flow | |
| | Surface Description (Table 4-5, TxDOT) | Poor grass |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 64 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.2 |
| | Slope, S (-) | 0.3 |
| | Overland Flow Time, tov (min) | 3.6 |
| | **Time of Concentration, $T_c$ (min)** | 7.0 |

| AREA 3 | Time of Concentration - Kirby Method | |
|---|---|---|
| | Surface Description (Table 4-5, TxDOT) | Pavement (roof) |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 28 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.02 |
| | Slope, S (-) | 0.03 |
| | Overland Flow Time, tov (min) | 1.6 |
| | Shallow Concentrated Flow | |
| | Surface Description (Table 4-5, TxDOT) | Dense grass, forest |
| | Unit Conversion, K (-) | 0.828 |
| | Overland Flow Length, L (ft) | 32 |
| | Dimensionless retardence coefficient, N (Table 4-5) | 0.6 |
| | Slope, S (-) | 0.3 |
| | Overland Flow Time, tov (min) | 4.4 |
| | **Time of Concentration, $T_c$ (min)** | 6.0 |

| Runoff Coefficients Utilized* | |
|---|---|
| **Description** | **Curve Number** |
| Business: Downtown Areas - Minimally Impervious | 0.70 - 0.75 |
| Business: Downtown Areas - Moderately Impervious | 0.80 - 0.85 |
| Business: Downtown Areas - Highly Impervious | 0.95 |

* TxDOT Table 4-10

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | EXISTING PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 1 | 2 | 12.3 | 0.70 | 1.52 | 0.524 | 0.6 |
| | 5 | 12.3 | 0.70 | 2.78 | 0.524 | 1.0 |
| | 10 | 12.3 | 0.70 | 2.85 | 0.524 | 1.0 |
| | 25 | 12.3 | 0.70 | 3.24 | 0.524 | 1.2 |
| | 50 | 12.3 | 0.70 | 3.36 | 0.524 | 1.2 |
| | 100 | 12.3 | 0.70 | 3.75 | 0.524 | 1.4 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 1 | 2 | 12.3 | 0.75 | 1.52 | 0.524 | 0.6 |
| | 5 | 12.3 | 0.75 | 2.78 | 0.524 | 1.1 |
| | 10 | 12.3 | 0.75 | 2.85 | 0.524 | 1.1 |
| | 25 | 12.3 | 0.75 | 3.24 | 0.524 | 1.3 |
| | 50 | 12.3 | 0.75 | 3.36 | 0.524 | 1.3 |
| | 100 | 12.3 | 0.75 | 3.75 | 0.524 | 1.5 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | EXISTING PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 2 | 2 | 10 | 0.80 | 1.71 | 0.228 | 0.3 |
| | 5 | 10 | 0.80 | 3.13 | 0.228 | 0.6 |
| | 10 | 10 | 0.80 | 3.20 | 0.228 | 0.6 |
| | 25 | 10 | 0.80 | 3.64 | 0.228 | 0.7 |
| | 50 | 10 | 0.80 | 3.78 | 0.228 | 0.7 |
| | 100 | 10 | 0.80 | 4.23 | 0.228 | 0.8 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 2 | 2 | 10 | 0.90 | 1.71 | 0.228 | 0.4 |
| | 5 | 10 | 0.90 | 3.13 | 0.228 | 0.6 |
| | 10 | 10 | 0.90 | 3.20 | 0.228 | 0.7 |
| | 25 | 10 | 0.90 | 3.64 | 0.228 | 0.7 |
| | 50 | 10 | 0.90 | 3.78 | 0.228 | 0.8 |
| | 100 | 10 | 0.90 | 4.23 | 0.228 | 0.9 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | EXISTING PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 3 | 2 | 10 | 0.85 | 1.71 | 0.224 | 0.3 |
| | 5 | 10 | 0.85 | 3.13 | 0.224 | 0.6 |
| | 10 | 10 | 0.85 | 3.20 | 0.224 | 0.6 |
| | 25 | 10 | 0.85 | 3.64 | 0.224 | 0.7 |
| | 50 | 10 | 0.85 | 3.78 | 0.224 | 0.7 |
| | 100 | 10 | 0.85 | 4.23 | 0.224 | 0.8 |

| OUTFALL STUDY LOCATION | STORM (YR) | tc | C | I | A | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|---|---|---|---|
| AREA 3 | 2 | 10 | 0.85 | 1.71 | 0.224 | 0.3 |
| | 5 | 10 | 0.85 | 3.13 | 0.224 | 0.6 |
| | 10 | 10 | 0.85 | 3.20 | 0.224 | 0.6 |
| | 25 | 10 | 0.85 | 3.64 | 0.224 | 0.7 |
| | 50 | 10 | 0.85 | 3.78 | 0.224 | 0.7 |
| | 100 | 10 | 0.85 | 4.23 | 0.224 | 0.8 |

DRAINAGE AREA MAP NOTES:

1) THIS SHEET IS FOR SITE PLANNING PURPOSES ONLY, IT IS NOT TO BE USED AS A DOCUMENT FOR CONSTRUCTION
2) DRAINAGE CALCULATIONS WERE PREFORMED UTILIZING THE RATIONAL METHOD
3) ALL ONSITE NATURAL AND IMPROVED DRAINAGE FACILITIES SHALL BE MAINTAINED BY THE OWNER

LEGEND:

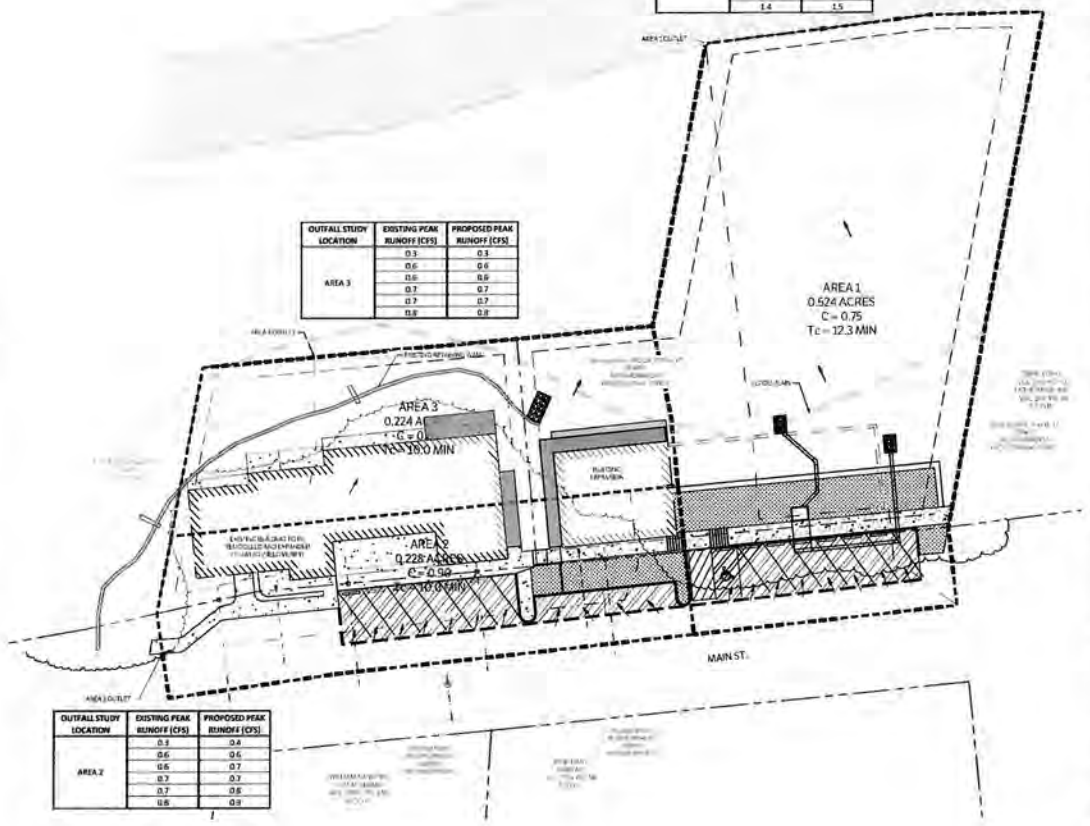
- DRAINAGE AREA BOUNDARY
- EXISTING CONTOURS
- PROPERTY LINE
- DRAINAGE PATH

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

SCALE: 1" = 20'

| OUTFALL STUDY LOCATION | EXISTING PEAK RUNOFF (CFS) | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|
| AREA 1 | 0.6 | 0.6 |
| | 1.0 | 1.1 |
| | 1.0 | 1.1 |
| | 1.2 | 1.3 |
| | 1.2 | 1.3 |
| | 1.4 | 1.5 |

| OUTFALL STUDY LOCATION | EXISTING PEAK RUNOFF (CFS) | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|
| AREA 3 | 0.3 | 0.3 |
| | 0.6 | 0.6 |
| | 0.6 | 0.6 |
| | 0.7 | 0.7 |
| | 0.7 | 0.7 |
| | 0.8 | 0.8 |




| OUTFALL STUDY LOCATION | EXISTING PEAK RUNOFF (CFS) | PROPOSED PEAK RUNOFF (CFS) |
|---|---|---|
| AREA 2 | 0.3 | 0.4 |
| | 0.6 | 0.6 |
| | 0.6 | 0.7 |
| | 0.7 | 0.7 |
| | 0.7 | 0.8 |
| | 0.8 | 0.8 |

GESSNER ENGINEERING

PLAN | DESIGN | VERIFY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STATE OF TEXAS
KYLE R. HARVEY
125954
LICENSED PROFESSIONAL ENGINEER
7-20-18

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

DRAINAGE AREA MAP

| | |
|---|---|
| Issue Date: | 07/20/2018 |
| Drawn By: | JMM |
| Checked By: | KRH |
| Project Number: | 15-0364 |

Revisions:

- CITY CMTS 09/27/18
- CITY CMTS 10/24/18
- OWNER EDITS 08/03/17
- OWNER EDITS 08/10/18
- CITY CMTS 07/05/18
- CITY CMTS 03/20/18

C3.0

GRADING NOTES:

1) ALL UNPAVED AREAS SHALL BE ADEQUATELY GRADED TO DRAIN AT A MINIMUM OF 2.0% SLOPE, UNLESS OTHERWISE NOTED, SO THAT NO PONDING OCCURS.

2) WHEN TOP OF CURB ELEVATIONS ARE SHOWN, THE CURB IS A STANDARD 6" CURB, UNLESS OTHERWISE NOTED.

3) THE CONTRACTOR SHALL FOLLOW THE GENERAL INTENT OF THE GRADING PLANS. MINOR ADJUSTMENTS TO THE ACTUAL ELEVATIONS SHOWN ON THE GRADING PLAN MAY BE REQUIRED TO MATCH EXISTING GROUND ELEVATIONS AND STRUCTURES. CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO ANY MODIFICATIONS.

4) ADEQUATE DRAINAGE SHALL BE MAINTAINED AT ALL TIMES DURING CONSTRUCTION AND ANY DRAINAGE DITCH OR STRUCTURE DISTURBED DURING CONSTRUCTION SHALL BE RESTORED TO EXISTING CONDITIONS OR BETTER.

5) THE APPROVAL OF THE PLANS IS NOT AN AUTHORIZATION TO GRADE ADJACENT PROPERTIES. WHEN FIELD CONDITIONS WARRANT OFF-SITE GRADING, PERMISSION MUST BE OBTAINED FROM AFFECT PROPERTY OWNER(S). ANY ADJACENT PROPERTY OR RIGHT-OF-WAY DISTURBED DURING CONSTRUCTION WILL BE RETURNED TO EXISTING CONDITIONS OR BETTER.

6) UNLESS OTHERWISE DETERMINED BY APPLICABLE GEOTECHNICAL REPORT, UNDER PROPOSE STREETS, PAVEMENT, AND STRUCTURES (INCLUDING SIDEWALKS), BACKFILL SHALL BE FINELY DIVIDED SOIL OR LIME TREATED SOIL AND SHALL BE COMPACTED IN LIFTS NO GREATER THAN 8" LOOSE THICKNESS TO A DENSITY OF AT LEAST 95% OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR (ASTM D698) WITH A MOISTURE CONTENT OF +/- 2% OF OPTIMUM.

7) TREATMENT SHALL BE ACCOMPLISHED SUCH THAT A UNIFORM SUBGRADE MIX IS OBTAINED. PRIOR TO THE APPLICATION OF LIME TO THE SUBGRADE, THE OPTIMUM PERCENTAGE TO BE ADDED SHOULD BE DETERMINED BASED ON TEX-121-E LABORATORY TESTS CONDUCTED ON MIXTURES OF THE SUBGRADE SOILS WITH VARYING PERCENTAGES. SUBGRADE SOIL SAMPLES SHOULD BE OBTAINED FROM THE PAVEMENT AREA AT THE PROPOSED FINAL SUBGRADE ELEVATION. THE LIME SHOULD INITIALLY BE BLENDED WITH A MIXING DEVICE SUCH AS PULVERMIXER AND SUFFICIENT WATER ADDED.

8) IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO PROTECT ALL MANHOLES, CLEANOUTS, VALVE BOXES, FIRE HYDRANTS, ETC. WITHIN THE AREA OF CONSTRUCTION. THEY MUST BE ADJUSTED TO PROPER GRADE BY THE CONTRACTOR PRIOR TO AND AFTER THE PLACING OF PAVEMENT AND GRADING.

9) SIDEWALKS SHALL HAVE A SLOPE NO GREATER THAN 5% AND A CROSS SLOPE NOT GREATER THAN 2%, UNLESS OTHERWISE NOTED.

10) HANDICAP ACCESSIBLE PARKING SPACES AND ACCESS ISLES SHALL HAVE A MAXIMUM OF 2% SLOPE IN ALL DIRECTIONS.

11) ALL SPOTS ARE TOP OF CURB ELEVATIONS, UNLESS OTHERWISE NOTED.

12) CONTRACTOR SHALL CONTACT GESSNER ENGINEERING IF DISCREPANCIES EXIST AT EXISTING GRADE TIE-INS.

13) PROOF OF TDLR SUBMITTAL IS REQUIRED TO BE SUBMITTED TO THE CITY OF BASTROP AT THE TIME OF BUILDING PERMIT APPLICATION.

14) ALL DISTURBED AREAS NOT TO BE PAVED ARE TO HAVE ESTABLISHMENT OF GRASS AS OUTLINED IN THE DESCRIPTION OF CONTROLS: STABILIZATION PRACTICES NOTES.

15) CONTRACTOR IS TO MAINTAIN EROSION CONTROL THROUGHOUT DURATION OF THE PROJECT AND UNTIL VEGETATION IS ESTABLISHED. INSURE SEDIMENT IS NOT TRANSPORTED DOWNSTREAM FROM PROJECT VIA GRAVEL FILTER BAGS AND SILT FENCE INSTALLATIONS. IF EXCESSIVE EROSION IS OBSERVED IN THE FIELD, ADDITIONAL EROSION CONTROLS SHALL BE INSTALLED.

LEGEND

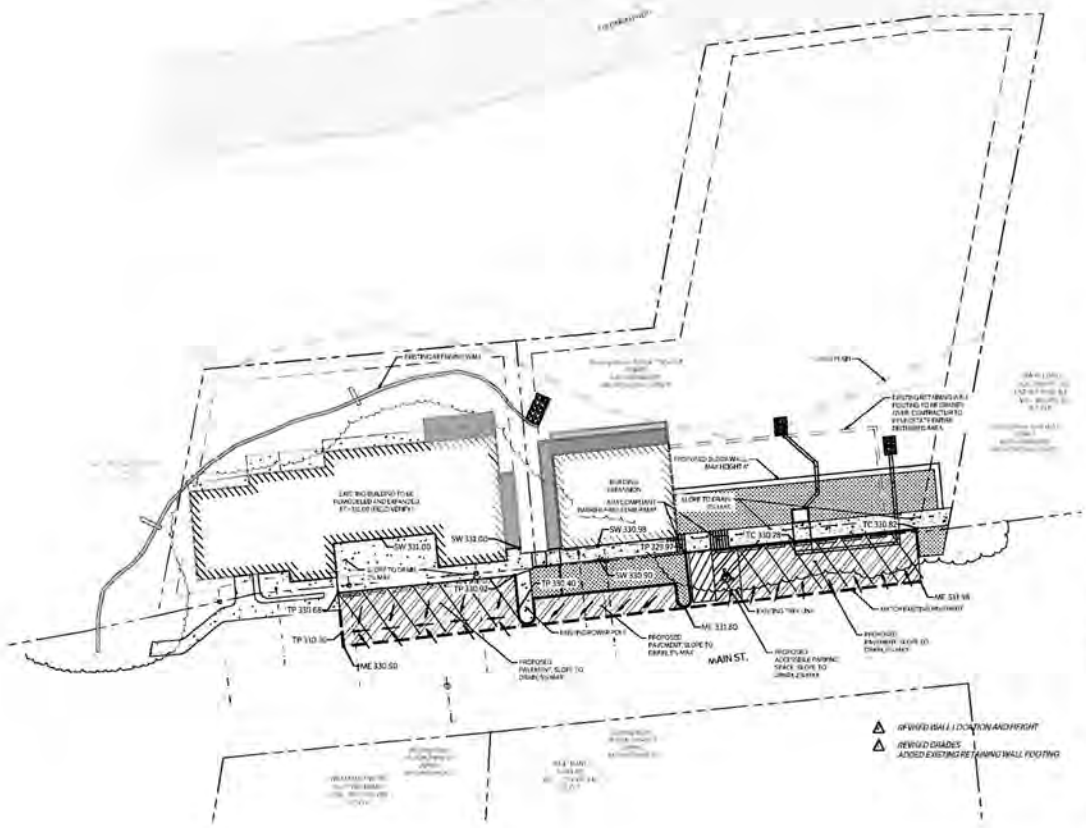
- BUILDING
- PROPOSED PAVEMENT
- DIRECTION OF FLOW
- PROPERTY LINE
- BUILDING SETBACK LINE
- EXISTING PAVEMENT EDGE
- EXISTING CONTOURS

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (ONE-CALL) AT 1-800-344-8377 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

N

0 20 40 60

SCALE: 1"=20'




6/19/2018 REVISED WALL LOCATION AND HEIGHT

6/19/2018 REVISED GRADES ADDED EXISTING RETAINING WALL FOOTING

GESSNER ENGINEERING

PLAN | DESIGN | VERIFY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BRENHAM 979.836.8600
FORT WORTH 817.405.0774
SAN ANTONIO 210.504.4424

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

GRADING PLAN

| | |
|---|---|
| Issue Date: | 07/20/2018 |
| Drawn By: | JMM |
| Checked By: | KRH |
| Project Number: | 15-0364 |

Revisions:

- CITY CMTS 09/02/16
- CITY CMTS 10/24/16
- OWNER EDITS 05/31/17
- OWNER EDITS 05/31/18
- CITY CMTS 07/06/18
- CITY CMTS 07/20/18

C4.0

GENERAL UTILITY NOTES:

1) EXISTING WATER AND SANITARY SEWER LINES SHOWN ARE BASED ON LIMITED AVAILABLE INFORMATION. CONTRACTOR TO FIELD VERIFY TRUE LOCATIONS AND FLOWLINES OF EXISTING LINES.

2) ALL PLUMBING LINES 6 INCHES OR SMALLER SHALL BE PVC SCHEDULE 40, AND PIPE SIZED 8 INCHES OR LARGER MAY BE SDR 35.

3) DUCTILE IRON FITTINGS SHALL BE SOLD WITH PVC PIPE. FITTINGS SHALL BE WRAPPED WITH EIGHT-MIL POLYWRAP AND SEALED ON THE ENDS WITH AN APPROVED TAPE.

4) SEPARATION OF PUBLIC WATER AND WASTEWATER MAINS SHALL BE CONSISTENT WITH THE CURRENT RULES & REGULATIONS FOR PUBLIC WATER SYSTEMS OF THE TCEQ.

5) SEPARATION OF PUBLIC WATER AND WASTEWATER MAINS FROM OTHER UNDERGROUND UTILITIES (STORM, GAS, ETC.) SHALL BE A MINIMUM OF THREE (3) FEET LONGITUDINALLY.

6) WATER SERVICE LINES SHALL MAINTAIN A MINIMUM COVER OF FOUR (4) FEET AND A MAXIMUM COVER OF FIVE (5) FEET UNLESS OTHERWISE SPECIFIED ON PLANS AND/OR REQUIRED FOR UTILITY CROSSINGS.

7) METERS TO BE IN A VAULT AND TOUCH READ. ALL METERS TO BE LOCATED WITHIN THE P.U.E.

8) SANITARY SEWER LINES SHALL BE CONSTRUCTED IN ACCORDANCE WITH TCEQ REQUIREMENTS FOR SEPARATION AND CROSSINGS, AND IN ACCORDANCE WITH THE 2009 INTERNATIONAL PLUMBING CODE.

9) MINIMUM BURY OR COVER SPECIFIED IS TO BE MEASURED FROM FINISHED GRADE. WHERE UTILITY LINES EXTEND UNDER PAVEMENT, THE BURY OR COVER SHALL BE MEASURED FROM THE BOTTOM OF THE STRUCTURE.

10) BACKFILL OVER PIPING SHALL BE COMPACTED TO 95% OF THE MAXIMUM DRY DENSITY, AS DETERMINED BY THE STANDARD PROCTOR (ASTM D698).

11) MANHOLE RIMS, CLEAN-OUT COVERS, OR GRATES IN PAVED AREAS SHALL BE PLACED FLUSH WITH PAVEMENT ELEVATIONS AND SLOPES. MANHOLES AND CLEANOUTS IN UNPAVED AREAS SHALL BE PLACED A MINIMUM OF 3" ABOVE GRADE.

12) CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY UTILITY CONFLICTS.

13) THE CONTRACTOR SHALL COORDINATE ALL UTILITY CONSTRUCTION.

14) THE CONTRACTOR SHALL COORDINATE ALL UTILITY CONNECTIONS TO EXISTING IN SERVICE SYSTEMS.

15) A BLUE REFLECTIVE TRAFFIC MARKER, APPROXIMATELY 4 INCHES BY 4 INCHES, SHALL BE PLACED ON THE STREET OR DRIVEWAY IN A PERMANENT MANNER TO INDICATE A FIRE HYDRANT. THE MARKER SHOULD BE PLACED ON THE CENTERLINE OF THE STREET 6 TO 8 INCHES TO INDICATE ON WHICH SIDE OF THE STREET THE FIRE HYDRANT IS LOCATED.

SANITARY SEWER NOTES:

1) MATERIALS USED FOR GRAVITY PIPE JOINTS MUST PREVENT INFILTRATION AND ROOT ENTRANCE. A JOINT MUST INCLUDE RUBBER GASKETS, POLYVINYL CHLORIDE (PVC) COMPRESSION JOINTS, HIGH DENSITY POLYETHYLENE COMPRESSION JOINS, BE WELDED, BE HEAT INFUSED, OR INCLUDE OTHER TYPES OF FACTORY-MADE JOINTS AS APPROVED BY TCEQ REQUIREMENTS, CHAPTER 217.

2) SEWER LINES SHALL BE TESTED FOR EXFILTRATION, GRAVITY PVC PIPE, MANDREL TESTED PRIOR TO ACCEPTANCE. THE TOTAL EXFILTRATION, AS DETERMINED BY A HYDROSTATIC HEAD TEST, MUST NOT EXCEED 50 GALLONS PER INCH OF DIAMETER PER MILE OF PIPE PER 24 HOURS AT A MINIMUM TEST HEAD OF 2.0 FEET ABOVE THE CROWN OF A PIPE AT AN UPSTREAM MANHOLE.

3) ALL ASPECTS OF THE SEWER LINE, INCLUDING PIPE JOINTS AND MANHOLES, SHALL HAVE A DESIGN LIFE CYCLE OF NO LESS THAN FIFTY YEARS. IF A PIPE OR ANY INTEGRAL STRUCTURAL COMPONENT OF A PIPE WILL DETERIORATE WHEN SUBJECTED TO CORROSIVE INTERNAL CONDITIONS OR IF A PIPE OR COMPONENT SOLD OR NOT HAVE A CORROSIVE RESISTANT LINER INSTALLED BY THE MANUFACTURER, THE OWNER MUST DEMONSTRATE THE STRUCTURAL INTEGRITY OF THE PIPE DURING THE MINIMUM 50-YEAR DESIGN LIFE CYCLE.

4) CLEANOUT INSTALLATIONS MUST PASS ALL APPLICABLE TESTING REQUIREMENTS OUTLINED FOR GRAVITY COLLECTION PIPES IN TCEQ § 217.57 RELATING TO TESTING REQUIREMENTS FOR INSTALLATION OF GRAVITY COLLECTION SYSTEM PIPES.

WATER NOTES:

1) ALL NEWLY INSTALLED PIPES AND RELATED PRODUCTS MUST CONFORM TO AMERICAN NATIONAL STANDARDS INSTITUTE/NATIONAL SANITATION FOUNDATION (ANSI/NSF) STANDARD 61 AND MUST BE CERTIFIED BY AN ORGANIZATION ACCREDITED BY ANSI.

2) ALL PLASTIC PIPE FOR USE IN PUBLIC WATER SYSTEMS MUST BEAR THE NATIONAL SANITATION FOUNDATION SEAL OF APPROVAL (NSF-PW) AND HAVE AN ASTM DESIGN PRESSURE RATING OF AT LEAST 150 PSI FOR A STANDARD DIMENSION RATION OF 26 OR LESS.

3) NO PIPE WHICH HAS BEEN USED FOR ANY PURPOSE OTHER THAN THE CONVEYANCE OF DRINKING WATER SHALL BE ACCEPTED OR RELOCATED FOR USE IN ANY PUBLIC DRINKING WATER SUPPLY.

4) THE USE OF PIPES AND PIPE FITTINGS THAT CONTAIN MORE THAN 8.0% LEAD OR SOLDERS AND FLUX THAT CONTAINS MORE THAN 0.2% LEAD IS PROHIBITED.

5) POTABLE WATER DISTRIBUTION LINES AND WASTEWATER MAINS OR LATERALS THAT FORM PARALLEL UTILITY LINES SHALL BE INSTALLED IN SEPARATE TRENCHES.

6) NO PHYSICAL CONNECTION SHALL BE MADE BETWEEN A DRINKING WATER SUPPLY AND A SEWER LINE. ANY APPURTENANCE SHALL BE DESIGNED AND CONSTRUCTED SO AS TO PREVENT ANY POSSIBILITY OF SEWAGE ENTERING THE DRINKING WATER SYSTEM.

7) WHERE THE NINE-FOOT SEPARATION DISTANCE CANNOT BE ACHIEVED, THE FOLLOWING CRITERIA SHALL APPLY:
A. WHERE A NEW POTABLE WATERLINE PARALLELS AN EXISTING NON-PRESSURE OR PRESSURE RATED WASTEWATER MAIN OR LATERAL AND THE LICENSED PROFESSIONAL ENGINEER LICENSED IN THE STATE OF TEXAS IS ABLE TO DETERMINE THAT THE EXISTING WASTEWATER MAIN OR LATERAL IS NOT LEAKING, THE NEW POTABLE WATERLINE SHALL BE LOCATED AT LEAST TWO FEET ABOVE THE EXISTING WASTEWATER MAIN OR LATERAL, MEASURED VERTICALLY, AND AT LEAST FOUR FEET AWAY, THE MEASURED HORIZONTALLY, FROM THE EXISTING WASTEWATER MAIN OR LATERAL. EVERY EFFORT SHALL BE EXERTED NOT TO DISTURB THE BEDDING AND BACKFILL OF THE EXISTING WASTEWATER MAIN OR LATERAL.

B. WHERE A NEW POTABLE WATERLINE CROSSES AN EXISTING, NON-PRESSURE RATED WASTEWATER MAIN OR LATERAL, ONE SEGMENT OF THE WATERLINE PIPE SHALL BE CENTERED OVER THE WASTEWATER MAIN OR LATERAL SUCH THAT THE JOINTS OF THE WATERLINE PIPE ARE EQUIDISTANT AND AT LEAST NINE FEET HORIZONTALLY FROM THE CENTERLINE OF THE WASTEWATER MAIN OR LATERAL. THE POTABLE WATERLINE SHALL BE AT LEAST TWO FEET ABOVE THE WASTEWATER MAIN OR LATERAL WHENEVER POSSIBLE. THE CROSSING SHALL BE CENTERED BETWEEN THE JOINTS OF THE WASTEWATER MAIN OR LATERAL. IF THE EXISTING WASTEWATER MAIN OR LATERAL IS DISTURBED OR SHOWS SIGNS OF LEAKING, IT SHALL BE REPLACED FOR AT LEAST NINE FEET IN BOTH DIRECTIONS (SEVEN FEET TOTAL) WITH AT LEAST 150 PSI PRESSURE RATED PIPE.

8) ALL SECTIONS OF WASTEWATER MAIN OR LATERAL WITHIN NINE FEET HORIZONTALLY OF THE WATERLINE SHALL BE ENCASED IN AN 18-FOOT (OR LONGER) SECTION OF PIPE. FLEXIBLE ENCASING PIPE SHALL HAVE A MINIMUM PIPE STIFFNESS OF 115 PSI AT 5% DEFLECTION. THE ENCASING PIPE SHALL BE CENTERED ON THE WATERLINE AND SHALL BE AT LEAST TWO NOMINAL PIPE DIAMETERS LARGER THAN THE WASTEWATER MAIN OR LATERAL. THE SPACE AROUND THE CARRIER PIPE SHALL BE SUPPORTED AT FIVE-FOOT (OR LESS) INTERVALS WITH SPACERS OR BE FILLED TO THE SPRINGLINE WITH WASHED SAND. EACH END OF THE CASING SHALL BE SEALED WITH WATERTIGHT NON-SHRINK CEMENT GROUT OR A MANUFACTURED WATERTIGHT SEAL. AN ABSOLUTE MINIMUM SEPARATION DISTANCE OF SIX INCHES SHALL BE MAINTAINED BETWEEN THE ENCASEMENT PIPE AND THE WATERLINE. SHALL BE PROVIDED. THE WASTEWATER LINE SHALL BE LOCATED BELOW THE WATERLINE.

9) AFTER THE PIPE HAS BEEN LAID AND BACKFILLED, BUT PRIOR TO THE REPLACEMENT OF PAVEMENT, EACH VALVED SECTION OF NEWLY LAID PIPE SHALL BE SUBJECTED TO A HYDROSTATIC PRESSURE TEST. FOR ANY SECTION BEING TESTED, THE PRESSURE APPLIED SHALL BE 150 POUNDS PER SQUARE INCH. ADJUSTMENT SHALL BE REQUIRED SHALL BE MADE FOR DIFFERENTIAL IN ELEVATION BETWEEN THE LOW POINT OF THE SECTION BEING TESTED AND THE ELEVATION OF THE PRESSURE TEST GAUGE.

10) EACH VALVED SECTION OF PIPE SHALL BE SLOWLY FILLED WITH WATER, AND THE SPECIFIED TEST PRESSURE, MEASURED TO THE POINT OF LOWEST ELEVATION, SHALL BE SUPPLIED BY MEANS OF A PUMP CONNECTED TO THE PIPE IN A SATISFACTORY MANNER. THE PUMP, PIPE CONNECTION, AND ALL NECESSARY APPARATUS, INCLUDING GAUGES AND METERS SHALL BE FURNISHED BY THE CONTRACTOR. THE DURATION OF EACH PRESSURE TEST SHALL BE FOUR (4) HOURS.

11) NO PIPE INSTALLATION WILL BE ACCEPTED UNTIL THE LEAKAGE IS LESS THAN A RATE EQUAL TO TWENTY-FIVE (25) GALLONS PER INCH OF NOMINAL DIAMETER OF PIPE LINE PER MILE OVER A TWENTY-FOUR (24) HOUR PERIOD.

12) THE LINE SHALL BE THOROUGHLY STERILIZED. CHLORINE WILL BE INJECTED INTO THE SECTION OF LINE BEING STERILIZED SO THAT ITS INITIAL CAPACITY WILL BE FILLED WITH WATER CONTAINING CHLORINE IN THE AMOUNT OF 50 P.P.M. OR IN SUCH OTHER QUANTITY AS DETERMINED BY THE ENGINEER. THE STERILIZING AGENT SHALL BE INTRODUCED AT ONE END OF THE SECTION AND THE WATER RELEASED FROM THE OPPOSITE END UNTIL THE STERILIZING AGENT IS RELEASED AT THE DISCHARGE END IN SUCH QUANTITY AS TO INDICATE A RESIDUAL CHLORINE OF 50 P.P.M. OR AS OTHERWISE DETERMINED BY THE ENGINEER. ALL VALVES SHALL THEN BE CLOSED AND THE STERILIZING SOLUTION PERMITTED TO REMAIN IN THE PIPE SECTION FOR NOT LESS THAN 24 HOURS. ALTERNATELY, DRY TREATMENT MAY BE CONDUCTED DURING INSTALLATION. FOR 6" WATERLINE 0.20 LBS OR 10.0% CHLORINE PER 100 LINEAR FEET OF LINE IS REQUIRED, AND FOR THE 4" WATERLINE 0.07 LBS. OF 100% CHLORINE PER 100 LINEAR FEET OF LINE IS REQUIRED. THE REQUIRED AMOUNTS OF SOLUTION SHALL BE ADDED AT THE INLET OF EACH PIPE AS IT IS INSTALLED.

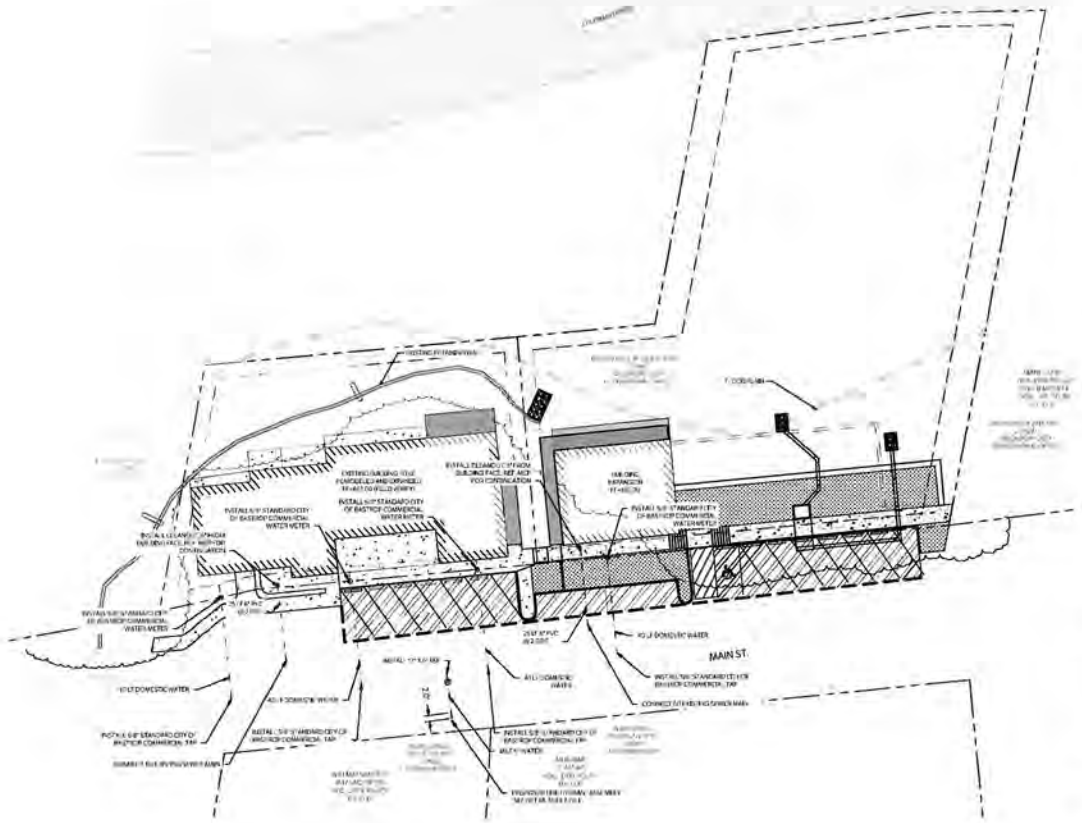
LEGEND

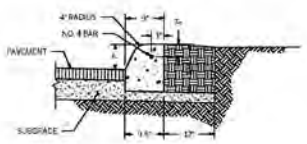
- SAW CUT
- PROPOSED PAVEMENT
- DIRECTION OF FLOW
- PROPERTY LINE
- BUILDING SETBACK LINE
- EXISTING PAVEMENT EDGE
- EXISTING WATER LINE
- PROPOSED WATER LINE
- EXISTING SANITARY SEWER
- PROPOSED SANITARY SEWER
- EXISTING MANHOLE
- PROPOSED HANDICAP PARKING
- PROPOSED WATER VALVE
- PROPOSED WATER METER
- PROPOSED SS DOUBLE CLEANOUT

CAUTION: CONTACT THE TEXAS EXCAVATION SAFETY SYSTEM (DIG-TESS) AT 1-800-MAY811 TO LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION. CONTACT GESSNER ENGINEERING IF CONFLICTS OCCUR.

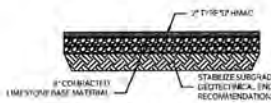
N

0 20 40 80
SCALE: 1" = 20'

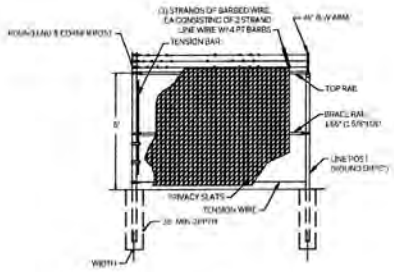

EXISTING BUILDING TO BE DEMOLISHED AND REBUILT AS SHOWN (TYP.)
INSTALL 1" STANDARD CITY OF BASTROP COMMERCIAL WATER METER
INSTALL 1" STANDARD CITY OF BASTROP COMMERCIAL WATER METER
INSTALL 1" STANDARD CITY OF BASTROP COMMERCIAL WATER METER
INSTALL 1" STANDARD CITY OF BASTROP COMMERCIAL WATER METER
EXISTING 8" PVC SEWER
EXISTING 6" PVC SEW




STANDARD CURB
NTS

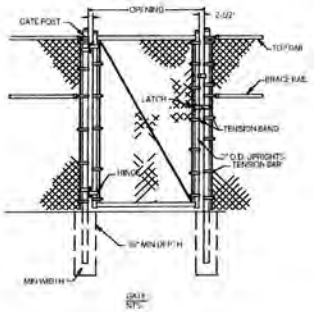



2" HMAC PAVEMENT
NTS

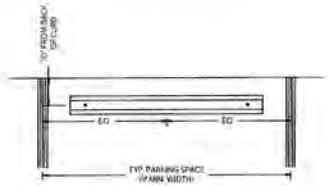


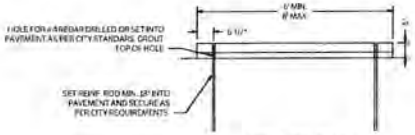

NOTES:
1. FENCING WIDTH I.D.M. FOR POST WIDTH.
2. PWM-LINK-LACE, FLIGHT LOCK, LOOP.
3. STANDARD FABRIC IS 9 GA. WITH 1.2 OZ. /SQ.YD COATING.

SCREENING FENCE
NTS

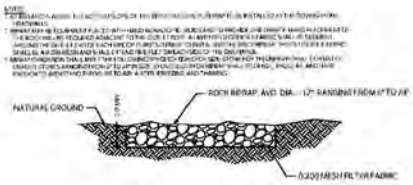



GATE
NTS

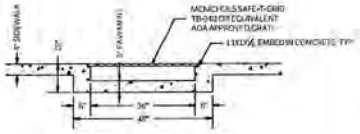


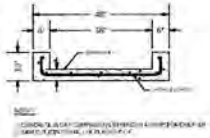

TYP. WHEEL STOP
NTS



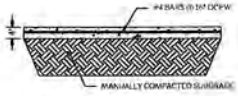

ROCK RIPRAP DISSIPATION BED
NTS



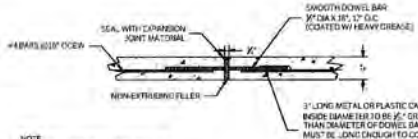

SIDEWALK UNDERDRAIN
NTS



UNDERDRAIN SECTION B-B
NTS




SIDEWALK SECTION
NTS

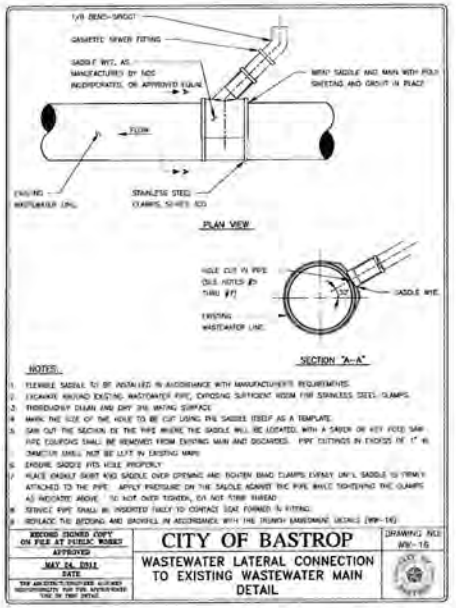



NOTE
SIDEWALK EXPANSION JOINTS SHALL BE INSTALLED AS SHOWN ON PLANS

SIDEWALK EXPANSION JOINT
NTS

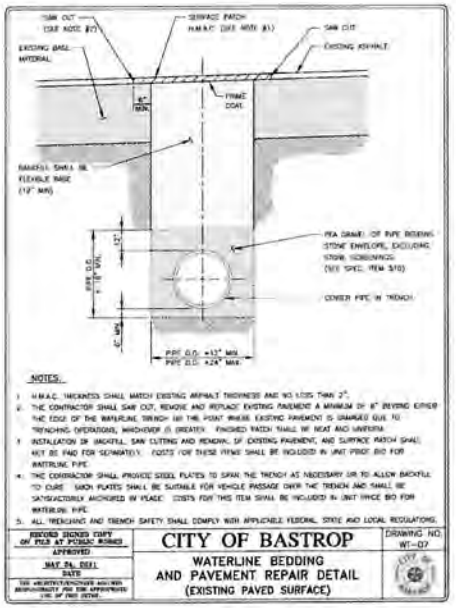
NOTE: SIDEWALK CONTRACTION JOINT SPACING SHALL BE EQUAL TO SIDEWALK WIDTH.

SIDEWALK CONTRACTION JOINT
NTS




NOTES:
1. FLEXIBLE SADDLE TO BE INSTALLED IN ACCORDANCE WITH MANUFACTURER'S REQUIREMENTS.
2. EXCAVATE AROUND EXISTING WASTEWATER PIPE, EXPOSING SUFFICIENT WORK FOR STAINLESS STEEL CLAMPS.
3. THOROUGHLY CLEAN AND DRY PIPE MATING SURFACE.
4. MARK THE SIZE OF THE HOLE TO BE CUT USING THE SADDLE ITSELF AS A TEMPLATE.
5. SAW CUT THE SECTION OF THE PIPE WHERE THE SADDLE WILL BE LOCATED, WITH A SAWZALL OR KEY HOLE SAW. PIPE COUPONS SHALL BE REMOVED FROM EXISTING MAIN AND DISCARDED. PIPE CUTTINGS IN EXCESS OF 1" IN DIAMETER SHALL NOT BE LEFT IN EXISTING MAIN.
6. ENSURE SADDLE FITS HOLE PROPERLY.
7. PLACE GASKET SHEET AND SADDLE OVER OPENING AND TIGHTEN BAND CLAMPS EVENLY UNTIL SADDLE IS FIRMLY ATTACHED TO THE PIPE. APPLY PRESSURE ON THE SADDLE AGAINST THE PIPE WHILE TIGHTENING THE CLAMPS AS INDICATED ABOVE. DO NOT OVER TIGHTEN, OR NOT STRIP THREAD.
8. SERVICE PIPE SHALL BE INSERTED FULLY TO CONTACT SEAT FORMED IN FITTING.
9. REPLACE THE BEDDING AND BACKFILL IN ACCORDANCE WITH THE TRENCH SAFETY DETAIL (WW-14).

| RECORD SIGNED COPY ON FILE AT PUBLIC WORKS | CITY OF BASTROP | DRAWING NO. |
|---|---|---|
| APPROVED | WASTEWATER LATERAL CONNECTION TO EXISTING WASTEWATER MAIN DETAIL | WW-16 |
| MAY 24, 2011 | | |
| DATE | | |




NOTES:
1. H.M.A.C. THICKNESS SHALL MATCH EXISTING ASPHALT THICKNESS AND NO LESS THAN 2".
2. THE CONTRACTOR SHALL SAW CUT, REMOVE AND REPLACE EXISTING PAVEMENT A MINIMUM OF 6" BEYOND EITHER THE EDGE OF THE WATERLINE TRENCH OR THE POINT WHERE EXISTING PAVEMENT IS DAMAGED DUE TO TRENCHING OPERATIONS, WHICHEVER IS GREATER. FINISHED PATCH SHALL BE NEAT AND UNIFORM.
3. INSTALLATION OF SAWCUTS, SAW CUTTING AND REMOVAL OF EXISTING PAVEMENT, AND SURFACE PATCH SHALL NOT BE PAID FOR SEPARATELY. COSTS FOR THESE ITEMS SHALL BE INCLUDED IN UNIT PRICE BID FOR WATERLINE PIPE.
4. THE CONTRACTOR SHALL PROVIDE STEEL PLATES TO SPAN THE TRENCH AS NECESSARY OR TO ALLOW BACKFILL TO CURE. SAID PLATES SHALL BE SUITABLE FOR VEHICLE PASSAGE OVER THE TRENCH AND SHALL BE SATISFACTORILY ANCHORED IN PLACE. COSTS FOR THIS ITEM SHALL BE INCLUDED IN UNIT PRICE BID FOR WATERLINE PIPE.
5. ALL TRENCHING AND TRENCH SAFETY SHALL COMPLY WITH APPLICABLE FEDERAL, STATE AND LOCAL REGULATIONS.

| RECORD SIGNED COPY OF FILE AT PUBLIC WORKS | CITY OF BASTROP | DRAWING NO. |
|---|---|---|
| APPROVED | WATERLINE BEDDING AND PAVEMENT REPAIR DETAIL (EXISTING PAVED SURFACE) | WT-07 |
| MAY 24, 2011 | | |
| DATE | | |


GESSNER ENGINEERING

PLAN | DESIGN | VERIFY

GESSNER ENGINEERING
Corporate Office
2910 Ashford Drive
Suite 102
College Station, Texas 77845
www.gessnerengineering.com

FIRM REGISTRATION NUMBER:
TBPE F-7681, TBPLS F-10193913

COLLEGE STATION 979.693.3839
BRENHAM 979.830.2800
FORT WORTH 817.840.1274
SAN ANTONIO 210.590.4224


STATE OF TEXAS
FRANK DESBOCHES
113088
LICENSED PROFESSIONAL ENGINEER
5/20/2016

PERMIT

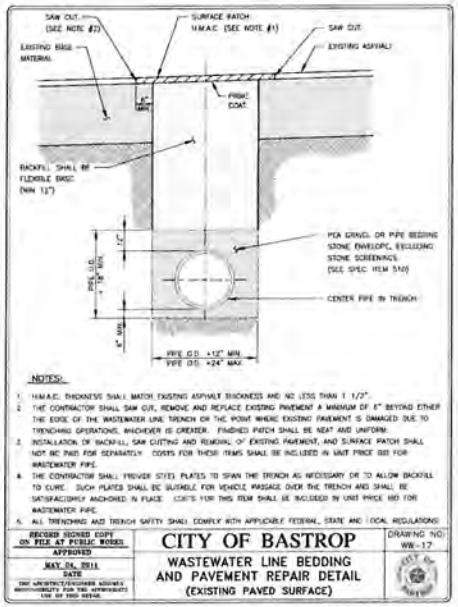
# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

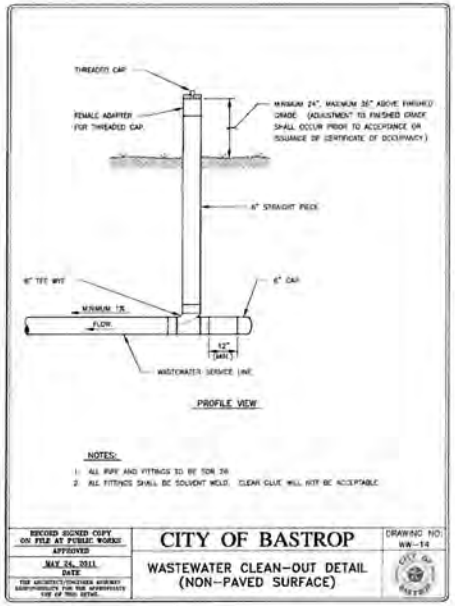
DETAILS

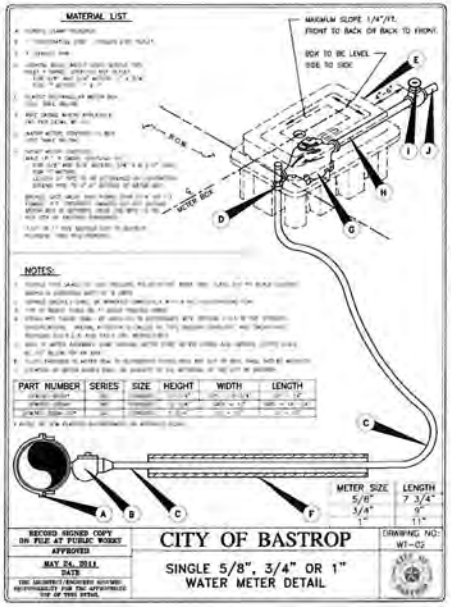
| | |
|---|---|
| Issue Date: | 05/05/2016 |
| Drawn By: | PMM |
| Checked By: | FJD |
| Project Number: | 15-0364 |

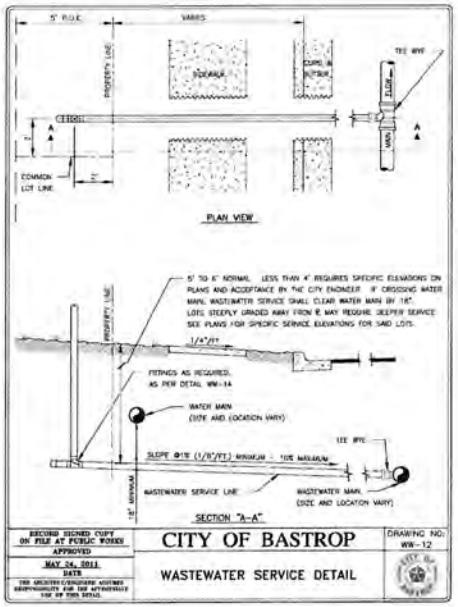
Revisions:

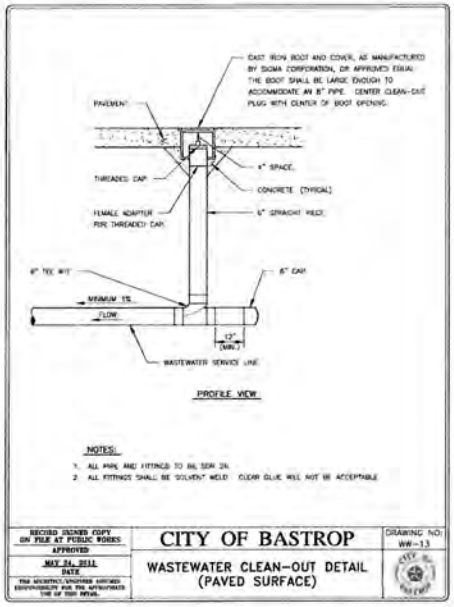
C6.0




GESSNER ENGINEERING
PLAN | DESIGN | VERIFY
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www.gessnerengineering.com
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COLLEGE STATION 979.680.9940
BRENHAM 979.836.6900
FORT WORTH 817.405.1294
SAN ANTONIO 210.655.4124

THIS SHEET PROVIDED FOR INFORMATIONAL PURPOSES ONLY. CITY OF BASTROP STANDARD DETAILS

PERMIT

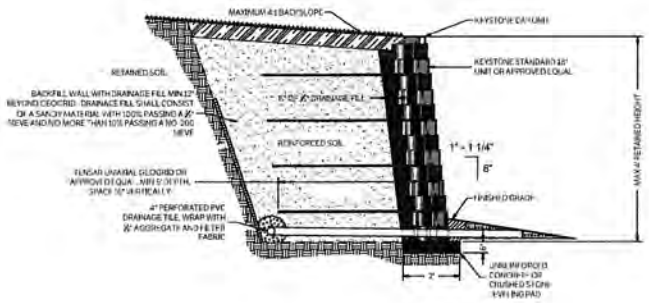
**OLD BASTROP MUSEUM REMODEL**
**702 MAIN ST.**
**BASTROP, TX**

DETAILS

| | |
|---|---|
| Issue Date: | 05/05/2016 |
| Drawn By: | PMM |
| Checked By: | FJD |
| Project Number: | 15-0364 |

Revisions:
1.
2.
3.
4.
5.

C6.1

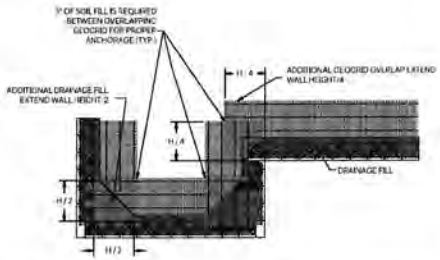



## REINFORCED RETAINING WALL SECTION

NTS

RETAINING WALL NOTES

1) INSTALL UNITS AS SPECIFIED BY MANUFACTURER.
2) GEOGRID SHALL BE ORIENTED WITH THE HIGHEST STRENGTH AXIS PERPENDICULAR TO THE WALL ALIGNMENT.
3) REINFORCED BACKFILL SHALL BE PLACED, SPREAD, AND COMPACTED IN SUCH A MANNER THAT MINIMIZES THE DEVELOPMENT OF SLACK IN THE GEOGRID AND INSTALLATION DAMAGE.
4) REINFORCED BACKFILL SHALL BE COMPACTED IN LIFTS NO GREATER THAN 8" LOOSE THICKNESS TO A DENSITY OF AT LEAST 95% OF THE MAXIMUM DRY DENSITY AS DETERMINED BY THE STANDARD PROCTOR (ASTM D698) WITH A MOISTURE CONTENT OF +/- 2% OF OPTIMUM.
5) ONLY LIGHTWEIGHT HAND-OPERATED EQUIPMENT SHALL BE ALLOWED WITHIN 3 FEET FROM THE TAIL OF THE MODULAR CONCRETE UNIT.
6) TRACKED CONSTRUCTION EQUIPMENT SHALL NOT BE OPERATED DIRECTLY UPON THE GEOGRID REINFORCEMENT. A MINIMUM FILL THICKNESS OF 6 INCHES IS REQUIRED PRIOR TO OPERATION OF TRACKED VEHICLES OVER THE GEOGRID. TRACKED VEHICLE TURNING SHOULD BE KEPT TO A MINIMUM TO PREVENT TRACKS FROM DISPLACING THE FILL AND DAMAGING THE GEOGRID.
7) RUBBER TIRED EQUIPMENT MAY PASS OVER GEOGRID REINFORCEMENT AT SLOW SPEEDS, LESS THAN 10 MPH. SUDDEN BRAKING AND SHARP TURNING SHALL BE AVOIDED.




## GEOGRID INSTALLATION AT CORNERS

DESCRIPTION OF CONTROLS:

EROSION AND SEDIMENT CONTROLS:

1. SILT FENCE
2. ROCK CONSTRUCTION ENTRANCE
3. SEDIMENT TRAP
4. GRAVEL FILTER BAGS

INSTALL EROSION & SEDIMENT CONTROL DEVICES PER DETAILS HEREIN.

SEDIMENT MUST BE REMOVED FROM SEDIMENT CONTROL DEVICES PRIOR TO SEDIMENT REACHING 1/2 THE HEIGHT OF THE DEVICE OR STRUCTURE.

IF SEDIMENT ESCAPES FROM THE SITE AREA, ACCUMULATIONS MUST BE REMOVED AT A FREQUENCY TO MINIMIZE FURTHER NEGATIVE EFFECTS, AND WHENEVER FEASIBLE, PRIOR TO THE NEXT RAIN EVENT.

STABILIZATION PRACTICES:

TEMPORARY STABILIZATION: ALL STOCK PILES AND OTHER DISTURBED AREAS WHERE CONSTRUCTION ACTIVITIES TEMPORARILY CEASE FOR AT LEAST 21 DAYS WILL BE SEEDED NO LATER THAN 14 DAYS FROM THE LAST CONSTRUCTION ACTIVITY IN THAT AREA.

MAINTENANCE: SHALL CONSIST OF WEEDING, FERTILIZING, INSECT CONTROL, WATERING, REPLANTING, MOWING, MAINTAINING OF EXISTING GRADES, AND REPAIR OF ANY EROSION DAMAGES FOR ALL AREAS WHERE SEEDING AND MULCHING WORK IS COMPLETED. MAINTENANCE TO BE CONDUCTED DURING THE PLANTING PERIOD THROUGH 30 DAYS AFTER THE WORK IS COMPLETED, INSPECTED AND APPROVED BY THE ENGINEER AND OWNER.

GUARANTEE: CONTRACTOR IS RESPONSIBLE FOR WATERING, MAINTENANCE AND ESTABLISHMENT OF GRASS FOR A PERIOD OF 90 DAYS AFTER FINAL REVEGETATION APPLICATION FOR PERMANENT EROSION CONTROL. CONTRACTOR IS TO GUARANTEE ALL PLANTED MATERIAL GROWTH AND COVERAGE FOR A PERIOD OF 6 MONTHS. GROWTH AND COVERAGE SHALL BE DEEMED AS 95% OF THE PLANTED AREA WITH UNIFORM COVERAGE OF GRASS GREATER THAN 1" IN HEIGHT WITH NO BARE SPOTS GREATER THAN 2 SQUARE FEET.

RECORD KEEPING: CONTRACTOR IS RESPONSIBLE FOR RECORDING & MAINTAINING THE FOLLOWING:

1. DATES WHEN MAJOR GRADING ACTIVITIES OCCUR
2. DATES WHEN CONSTRUCTION ACTIVITIES TEMPORARILY OR PERMANENTLY CEASE ON A PORTION OF THE SITE
3. DATES WHEN STABILIZATION MEASURES ARE INITIATED.

RECORDS MUST BE KEPT WITH THE SWP3 AND MADE READILY AVAILABLE UPON REQUEST TO THE PARTIES IN PART III.D.1 OF THE TPDES GENERAL PERMIT (TXR150000)

STRUCTURAL CONTROL PRACTICES:

TEMPORARY EROSION CONTROLS TO INCLUDE INSTALLATION OF SILT FENCE, CONSTRUCTION ENTRANCE(S) AND GRAVEL FILTER BAGS. CONTRACTOR SHALL PREVENT TRANSPORT OF SEDIMENT TO DOWNSTREAM AREAS AND IS RESPONSIBLE FOR CLEANUP AND RESTORATION IF SUCH SHOULD OCCUR.

SILT FENCE TO BE INSTALLED PER DETAIL AT TOE OF DOWNHILL SLOPES AS SHOWN ON PLAN. HAY BALE CHECK STRUCTURES (IF NEEDED) ARE TO BE INSTALLED

ALL EROSION CONTROL DEVICES ARE TO BE MAINTAINED UNTIL ESTABLISHMENT OF GRASS OCCURS.

PERMANENT STORM WATER CONTROLS:

STORM WATER WILL DRAIN TO THE SUBDIVISION STREET, DETENTION POND AND DRAINAGE FACILITY.

OTHER CONTROLS:

OFFSITE VEHICLE TRACKING:

CONTRACTOR IS TO ENSURE NO CONSTRUCTION DEBRIS OR MUD IS TRACKED OR DISCARDED ONTO ANY PUBLIC OR PRIVATE STREETS OR LANDS AND IS RESPONSIBLE FOR CLEAN UP AFTER EACH DAY'S WORK. INSTALL ROCK CONSTRUCTION ENTRANCE AS INDICATED WITH CURB PROTECTION. CONTRACTOR IS RESPONSIBLE TO RESTORE ANY DAMAGE DONE TO EXISTING STREETS OR INFRASTRUCTURE.

WASTE MATERIALS:

ALL WASTE MATERIALS ARE TO BECOME PROPERTY OF THE CONTRACTOR AND ARE TO BE REMOVED AND DISPOSED OF OFF-SITE. NO ON-SITE BURYING OF WASTE MATERIALS IS ALLOWED. AT THE END OF EACH WORKING DAY, THE CONTRACTOR SHALL GATHER AND COLLECT ALL RUBBISH AND DEBRIS AND STORE IN AN ACCEPTABLE MANNER WHICH PREVENTS MATERIALS FROM BEING BLOWN OR OTHERWISE REDISTRIBUTED ACROSS THE SITE OR ADJACENT LANDS OR WATER COURSES.

HAZARDOUS WASTE: ALL HAZARDOUS WASTE MATERIALS SHALL BE DISPOSED OF AS PER LOCAL OR STATE REGULATIONS AND IN ACCORDANCE WITH MFR'S SPECIFICATIONS.

TIMING OF CONTROLS/MEASURES:

- INSTALL SILT FENCING
- INSTALL ROCK CONSTRUCTION ENTRANCE(S)
- INSTALL GRAVEL FILTER BAGS WHERE NECESSARY
- DISTURBED AREAS WHERE CONSTRUCTION ACTIVITY TEMPORARILY CEASES FOR MORE THAN 21 DAYS ARE TO BE STABILIZED WITH HYDROMULCH SEEDING OR BROADCAST SEEDING NO LATER THAN 14 DAYS FROM THE LAST CONSTRUCTION ACTIVITY IN THAT AREA.
- DURING CLEARING/GRADING ACTIVITIES, SEDIMENT COLLECTING AT
  CHECK STRUCTURES AND SILT FENCE SHALL BE REMOVED AS IT
  REACHES 1/2 THE HEIGHT OF THE STRUCTURE.

INSPECTION OF CONTROLS:

IN THE EVENT OF FLOODING OR OTHER UNCONTROLLABLE SITUATIONS WHICH PROHIBIT ACCESS TO THE INSPECTION SITES, INSPECTIONS MUST BE CONDUCTED AS SOON AS ACCESS IS PRACTICABLE.

CONTRACTOR PERSONNEL FAMILIAR WITH THE SWP3 MUST INSPECT DISTURBED AREAS THAT HAVE NOT BEEN FINALLY STABILIZED, AREAS USED FOR STORAGE OF MATERIALS EXPOSED TO PRECIPITATION, AND STRUCTURAL CONTROLS FOR EVIDENCE OF, OR POTENTIAL FOR, POLLUTANTS ENTERING THE DRAINAGE SYSTEM. SEDIMENT & EROSION CONTROL DEVICES MUST BE INSPECTED TO ENSURE PROPER OPERATION. VEHICLE ENTRANCE/EXIT LOCATIONS MUST BE INSPECTED FOR EVIDENCE OF OFF-SITE SEDIMENT TRACKING.

INSPECTIONS MUST BE CONDUCTED AT LEAST ONCE EVERY SEVEN (7) CALENDER DAYS OR ONCE EVERY FOURTEEN (14) CALENDER DAYS AND WITHIN TWENTY FOUR (24) HOURS OF THE END OF A STORM EVENT OF 0.5 INCHES OR GREATER.

THE SWP3 MUST BE MODIFIED BASED ON RESULTS OF INSPECTIONS, AS NECESSARY, TO BETTER CONTROL POLLUTANTS IN RUNOFF. REVISIONS TO THE SWP3 TO BE COMPLETED WITHIN SEVEN (7) CALENDAR DAYS FOLLOWING THE INSPECTION IN ACCORDANCE WITH THE TPDES GENERAL PERMIT.

A REPORT IN ACCORDANCE WITH THE TPDES GENERAL PERMIT MUST BE MAINTAINED BY THE CONTRACTOR AND RETAINED AS PART OF THE SWP3.

A ADDED SHEET
A ADDED NOTES


GESSNER ENGINEERING

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FIRM REGISTRATION NUMBER:
TBPE F-2401, TBPLS F-10035110

COLLEGE STATION 979 690 8810
BRENHAM 979 836 8808
FORT WORTH 817 928 0774
SAN ANTONIO 210 996 8229


PLAN | DESIGN | VERIFY

KYLE R. HARVEY
125954
LICENSED PROFESSIONAL ENGINEER

PERMIT

# OLD BASTROP MUSEUM REMODEL
## 702 MAIN ST.
## BASTROP, TX

DETAILS

| | |
|---|---|
| Issue Date: | 06/11/2018 |
| Drawn By: | JMM |
| Checked By: | KRH |
| Project Number: | 15-0364 |

Revisions:

A CITY COMMENTS 09/27/18
A CITY COMMENTS 10/24/18
A OWNER EDITS 10/31/18
A OWNER EDITS 05/13/19
A CITY COMMENTS 07/08/19

C6.2

**A BLANKET TEMPORARY ACCESS AND CONSTRUCTION EASEMENT**
**AND**
**PERMANENT UTILITY EASEMENT**

---

**STATE OF TEXAS** §
§ **KNOW ALL MEN BY THESE PRESENTS:**
**COUNTY OF BASTROP** §

---

This Agreement (this "**Agreement**") is made on the 23 day of August, 2016, by and between Baham Interest Limited Partnership, (hereinafter referred to as "**Grantors**"), with an address at 702 Main St. and the City of Bastrop, Texas (herein referred to as "**Grantee**"), for the purpose of providing the Grantee with a blanket temporary access and construction easement and a permanent utility easement for access, ingress, egress, construction, installation, expansion, use and maintenance of municipal electrical utility infrastructure, and for the Grantee to perform such other functions from time to time as lawfully may be undertaken by the City of Bastrop related to the provision of City electrical service to the customers of the Grantee.

1. For the good and valuable consideration described in Paragraph 2 below, Grantors hereby GRANT, SELL and CONVEY to Grantee, and its successors and assigns: (1) a Blanket Temporary Access and Construction Easement, as described herein on Exhibit "A", and (2) a continuing, exclusive and Permanent Utility Easement for the placement, construction, operation, repair, maintenance, replacement, upgrade, rebuilding, relocation and/or removal of municipal electric infrastructure and related components, which electric infrastructure shall be used by the City to provide utility service to the customers of Grantee (the "Electric Facilities") on, over, under, and across the property of the Grantors, as described on Exhibit "B" attached hereto and incorporated herein for all purposes. The tracts described on Exhibits A and B are herein sometimes referred to as the "**Easement Area(s)**" or the "**Property**". (the Blanket Temporary Access and Construction and the Permanent Utility Easement may be jointly referred to herein as the "**Easement(s)**")

2. At the completion of construction and installation of the Electric Facilities on the Property the Grantors shall have the Permanent Utility Easement Area surveyed by metes and bounds, at its sole cost and expense, and a copy of that Permanent Easement survey will be appended hereto, as Exhibit "B". The Permanent Utility Easement Area will replace in its entirety, the Blanket Temporary Access and Construction Easement.

3. The Easements and the rights and privileges herein conveyed, are granted for and in consideration of the sum of One and No/100 Dollars ($1.00) and other good and valuable consideration to Grantors in hand paid by Grantee, as described herein, the receipt and sufficiency of which is hereby acknowledged and confessed.

4. The Easements, with their rights and privileges, shall be used for the purpose of accessing, placing, constructing, operating, repairing, maintaining, rebuilding, replacing, upgrading, relocating, and/or removing the Electric Facilities.

5. The duration of the Blanket Temporary Access and Construction Easement shall continue for such period of time necessary for the construction and installation of the Electric Facilities, and any related appurtenances, and the one time removal of debris from the Grantors' Property, and shall expire at such time as the Grantee accepts dedication of the Electric Facilities and related infrastructure for the control and ownership of the Grantee, and the Grantors acknowledge receipt of the survey detailing the Permanent Utility Easement.

6. The duration of the Permanent Utility Easement shall be perpetual, and shall continue for so long as the Grantee determines that a public need for the Permanent Utility Easement exists.

7. Grantors agree to and shall indemnify and hold harmless Grantee, its officers, agents and employees, from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, court costs, and attorney's fees, for injury to person (whether they be third persons, contractors, or employees of either of the parties hereto) or for damage to property (whether the claim be that of either of the parties hereto or of third parties), caused by or alleged to be caused by, Grantee's use of the Easements and/or performance of activities therein, regardless of whether such loss, injury or damage was caused in whole or in part by the Grantee and regardless of whether or not said claims, demands and causes of action in whole or in part are covered by insurance.

8. Grantors and Grantors' heirs, personal representatives, successors, and assigns are and shall be bound to WARRANT and FOREVER DEFEND the Easements and the rights conveyed in this Agreement to Grantee and Grantee's successors and assigns, against every person lawfully claiming or to claim all or any part thereof.

9. The Easements, and the rights and privileges granted by this Agreement, are exclusive to Grantee, and Grantee's successors and assigns, and Grantors

covenant that Grantors shall not convey any other easement, license, or conflicting right to use in any manner the Easement Area (or any portion of the Easement Area) covered by this grant, unless otherwise approved by the Grantee.

10. This Agreement contains the entire agreement between the parties relating to its subject matter. Any oral representations or modifications concerning this Agreement shall be of no force and effect. Any subsequent amendment or modification must be in writing and agreed to by all parties.

11. The terms of this Agreement shall be binding upon Grantors and Grantors' heirs, personal representatives, successors, and assigns and shall bind and inure to the benefit of the Grantee and any successors or assigns of Grantee, and shall be deemed to be a covenant running with the land.

IN WITNESS WHEREOF, Grantors have caused this instrument to be executed on this 23 day of August, 2016.

GRANTORS:

**STATE OF TEXAS** §
§
**COUNTY OF BASTROP** §

This instrument was acknowledged before me on this the 23 day of August, 2016, by Kazem Khansari, President of Baham Interests

DAVID H. ANDRE, III.
Notary Public, State of Texas
Comm. Expires 12-28-2019
Notary ID 130478945

Notary Public, State of Texas

RETURN TO GRANTEE:
City of Bastrop
Bastrop Power & Light
P.O. Box 427
Bastrop, Texas 78602

**EXHIBIT "A"**

ALL OF THOSE TRACTS DESCRIBED AS 0.703 ACRE ("TRACT 1") AND 2,784 SQUARE FEET ("TRACT 2") IN A DEED FROM THE BASTROP COUNTY HISTORICAL SOCIETY TO BAHAM INTERESTS LIMITED PARTNERSHIP DATED MAY 3, 2013 AND RECORDED IN VOLUME 2230, PAGE 284 OF THE OFFICIAL RECORDS OF BASTROP COUNTY.

# LICENSE TO ENCROACH AGREEMENT

This is a license agreement for the use of certain Right of Way ("ROW") along Main Street also known as 702 & 704 Main Street for parking between the City of Bastrop, acting by and through its City Manager (hereinafter "City") and Baham Interest Limited Partnership (hereinafter "Licensee"). Either may herein be referred to individually as "Party"; collectively, City and Licensee will be referred to as the "Parties."

## RECITALS

The Parties acknowledge and agree on the following:

1. City is the owner of certain real property as described on Exhibit A ("the Property").
2. The Property is located immediately in front of a building in which Licensee conducts commercial activities.
3. Without this Agreement, parking would be required along the length of the roadway.
4. It is in the best interests of City and the public to have viable, on-going commercial enterprises operated in its downtown, particularly on Main Street, not only because of sales tax revenue that provides a direct, financial benefit to City, but also because such commercial activities attract visitors and shoppers to the downtown area, thereby increasing commerce overall.
5. The benefits to be derived by City and the public from this Agreement far outweigh the negligible negative impact this Agreement will have on the public's use of City's right of way in which the parking is located.
6. This Agreement is supported by full and adequate consideration.

## TERMS OF THE AGREEMENT

In consideration of the recitals and mutual covenants and agreements contained in this Agreement, the Parties agree to the following terms:

## ARTICLE 1

## PREMISES AND PRIVILEGES

For and in consideration of the terms, conditions and covenants of this Agreement to be performed by Licensee, all of which Licensee accepts, City authorizes and permits Licensee to have the non-exclusive use of the Right of Way for its parking. The herein described privileges are non-transferable and shall not convey with the sale of the property for the term of the agreement described in Article 2 Licensee accepts the condition of the Property as is, where is, in its condition as of the effective date of this Agreement with no expectation that City will incur any expense in connection with the Property, including expenses for the repair of the Property necessitated by any damage that might occur to the Property under the use and scope of this Agreement by Licensee for commercial enterprises.

## ARTICLE 2

## TERM

The term of this Agreement shall be for a period of one (1) year, beginning on the effective date of this Agreement. Unless and until the Agreement is terminated, this Agreement will renew itself automatically on each anniversary of the Agreement for an additional one (1) year term.

## ARTICLE 3

## OBLIGATIONS OF LICENSEE

In addition to any other obligations imposed by this Agreement, Licensee accepts and will perform the following obligations:

1. Licensee shall not deny parking to the public.
2. Licensee shall neither construct nor permit any buildings or structures located on the Property without the written approval of the City of Bastrop.
3. Licensee shall be responsible for the enforcement and removal of unauthorized vehicles.
4. Licensee shall maintain the Property and keep it clear of trash and other debris.
5. Licensee shall not use the Property for storage.
6. Licensee agrees to remove all other obstructions out of the Right of Way.
7. Licensee agrees all future work within the right of way will require a request in writing by Licensee answered with written approval by the City Manager.
8. Licensee acknowledges that City may desire to repair, repave, or otherwise improve the Right of Way on which the parking is located. In this event, Licensee shall remove any vehicles parked on the Property for such amount of time as is necessary for the City to perform such repairs, repaving, or improvements. The City also retains the right to access the property for all other rights incidental to and necessary in connection with any utility lines or facilities which may be located on or under the Property. The City will perform all ordinary maintenance related to the Property, and it shall be noted that the following improvements are located within the City's Right of Way of the Property:
    - Parking spaces
    - A 5' and 6' sidewalk
    - Lamp posts
    - A 12" culvert pipe
    - A drainage grate
    - An irrigation system

## ARTICLE 4

## NOT A CONVEYANCE OF REAL PROPERTY INTEREST

The Parties agree and acknowledge that this Agreement is not a conveyance or transfer of any tenancy, leasehold or ownership interest of any kind in the Property or the Right of Way.

## ARTICLE 5

## NO LIABILITY FOR CITY

The Parties agree that the City shall have no liability for any losses or damages, neither direct nor consequential, resulting from the loss of any things on the Property, real or personal, whether by theft, vandalism, negligence, act of God, or other event or occurrence.

## ARTICLE 6

## NO ASSIGNMENT

Licensee shall not assign this Agreement without the prior written consent of the City.

## ARTICLE 7

## TERMINATION

This Agreement shall terminate upon the occurrence of any of the following:

1. Either the City or the Licensee may terminate this Agreement without cause by submitting 30 (thirty) days written notice of such to the other Party.
2. Licensee defaults in the performance of its obligations under this Agreement, if such default continues for a period of ten (10) days after written notice to Licensee by the City of the default.

Upon termination of this Agreement, Licensee shall remove all things placed within the Right of Way by Licensee or its agents, servants or employees. Licensee shall restore the right of way as nearly as practical to its condition prior to the initial execution of this Agreement.

The failure of the City to declare this Agreement in default shall not operate to bar or waive the right of the City to terminate this Agreement because of any subsequent violation of the Agreement.

## ARTICLE 8

## MISCELLANEOUS GENERAL PROVISIONS

1. Attorney's Fees. In any action brought for the enforcement of the obligations in this Agreement, the prevailing party shall be entitled to recover interest and reasonable attorney's fees.
2. Misrepresentation. All terms and conditions with respect to this Agreement are expressly contained in this document. Licensee agrees that no representative or agent of the City has made any representation or promise with respect to this Agreement not expressly contained in the Agreement.
3. Paragraph Headings. The paragraph headings are for convenience and reference and are not intended to define or limit the scope of any provision of this Agreement.
4. Notices. Notices that are sent pursuant to any provision of this Agreement, at a minimum, shall be sent to the following:
5. Choice of Law and Venue. This Agreement is made and entered into by the Parties in the City of Bastrop, Bastrop County, Texas. This Agreement shall be construed in accordance with the laws

of the State of Texas and the venue of any suits arising from this Agreement shall be Bastrop County, Texas.

6. Entire Agreement Amendment: This Agreement including any exhibits constitutes the full and entire understanding and agreement between the Parties and supersedes any prior or contemporaneous written or oral agreements between the Parties. This Agreement may not be amended except by a written instrument agreed to and signed by both Parties.
7. Rights and Remedies Cumulative: The rights and remedies provided by this Agreement are cumulative; and the use of any one right or remedy by either Party shall not preclude or waive its right to use any or all other remedies. The rights and remedies provided in this Agreement are given in addition to any other rights the Parties may have by law, statute, ordinance, or otherwise.
8. Agreement Approval: Each Party represents and warrants that all necessary approvals for this Agreement have been obtained, and the persons whose signatures appear below have the authority necessary to execute this Agreement on behalf of the Parties indicated.
9. Originals: This Agreement may be executed in multiple or duplicate originals. A duplicate original or copy of this Agreement is as fully enforceable as an Original, whether the document is a "hard copy" or an electronic copy. This Agreement may be signed and a .pdf copy of the document transmitted electronically which shall then constitute an original signature on the document.
10. Effective Date: This Agreement shall become effective and enforceable upon the date on which both Parties signatures are collected and so attested.

**SIGNATURE PAGE TO FOLLOW.**

**AGREED**:

City of Bastrop, Texas

By: _____ Date Signed: _____
Lynda Humble, City Manager

**ATTEST**:

_____
Ann Franklin, City Secretary for Bastrop, Texas

**AGREED**:

By: _____ Date Signed: _____

Title: Baham Interest Limited Partnership

ATTEST:

By: _____ Date Signed: _____

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9J

**TITLE:**
Consider action to approve Ordinance No. 2019-42 of the City Council of the City of Bastrop, Texas amending Appendix A, the Master Fee Schedule for the City of Bastrop, attached as Exhibit A; providing that other fees not listed but now charged pursuant to other ordinances and resolutions shall remain in effect until transferred to the Master Fee schedule by amendment; Excluding sections A13.02 and A13.07; providing for findings of fact, enactment; enforcement; a repealer and severability; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
On September 25, 2018, City Council adopted Ordinance No. 2018-21 creating a Master Fee Schedule and establishing the process of amending this schedule annually as a part of the budget process.

**POLICY EXPLANATION**:
Th Financial Management Policy states:

> ***User-based fees** – for services associated with a user fee or charge, the direct and indirect costs of that service will be offset by a fee where possible. There will be an annual review of fees and charges to ensure that fees provide adequate coverage of costs and services.*

This fee schedule will be reviewed and updated annually as a part of the budget process. Each department will be responsible for reviewing their fees as a part of the budget and making sure the fees cover the cost of the service provided.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve Ordinance 2019-42 of the City Council of the City of Bastrop, Texas amending Appendix A, the Master Fee Schedule for the City of Bastrop, attached as Exhibit A; providing that other fees not listed but now charged pursuant to other ordinances and resolutions shall remain in effect until transferred to the Master Fee schedule by amendment; Excluding sections A13.02 and A13.07; providing for finding of fact, enactment; enforcement; a repealer and severability; establishing an effective date; proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

**ATTACHMENTS:**
- Ordinance 2019-42

**ORDINANCE NO. 2019-42**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING APPENDIX A, THE MASTER FEE SCHEDULE FOR THE CITY OF BASTROP ATTACHED AS EXHIBIT A; PROVIDING THAT OTHER FEES NOT LISTED BUT NOW CHARGED PURSUANT TO OTHER ORDINANCES AND RESOLUTIONS SHALL REMAIN IN EFFECT UNTIL TRANSFERRED TO THE MASTER FEE SCHEDULE BY AMENDMENT; EXCLUDING SECTIONS A13.02 AND A13.07; PROVIDING FOR FINDINGS OF FACT, ENACTMENT, ENFORCEMENT, A REPEALER, AND SEVERABILITY; ESTABLISHING AN EFFECTIVE DATE; AND PROPER NOTICE AND MEETING.**

**WHEREAS,** on September 25, 2018, the City Council of the City of Bastrop adopted a Master Fee Schedule, Ordinance No. 2018-21, for the purpose of setting forth the comprehensive fees assessed and collected by the City for a range of applications, permits, licenses, services and activities; and

**WHEREAS,** Ordinance No. 2018-21 provides that the City Council will amend the Master Fee Schedule annually during the budget process; and

**WHEREAS,** although the purpose of this ordinance is to amend the Master Fee Schedule, this ordinance is not intended to amend, abolish, or change any fee heretofore established that is not listed in the Master Fee Schedule.

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

**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. ENACTMENT** That from and after the effective date of this Ordinance, the fees and charges set out in the Master Fee Schedule, Appendix A of the Code of Ordinances, as amended to read as described in Exhibit "A" shall be collected on behalf of the City. Other sections, fees or charges not referenced in Exhibit “A” shall remain unaffected by this Ordinance.

**SECTION 3. CONFLICTS** That in the event of a conflict between a fee set out in the Master Fee Schedule and the provisions of any other City ordinance or resolution, the provisions of the Master Fee Schedule shall prevail; however, this Ordinance shall not amend, abolish or change any fee heretofore established that is not listed in the Master Fee Schedule and such fees shall continue in effect for all purposes until amended by ordinance or resolution or transferred to the Master Fee Schedule.

**SECTION 4. 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 5. 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 6. 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 7. EFFECTIVE DATE** That the fees provided for in this Ordinance relative to the various proposed rates and fees shall become effective on the 1st day of October 2019, except for the Library Membership fees, which shall become effective on the 1st day of January 2020.

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

**READ & APPROVED** on First Reading on the 10th day of September 2019.

**READ & ADOPTED** on the Second Reading on the 24th day of September 2019.

**APPROVED:**

_____

Connie B. Schroeder, Mayor

**ATTEST:**

_____

Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____

Alan Bojorquez, City Attorney

# GENERAL PROVISIONS

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A1.07 | | **RECORDS MANAGEMENT PROGRAM** | |
| A1.07.017 | 1995 Code | Charges for printing copies for public information | |
| | | Standard size paper copy (per page) | $0.10 |
| | | Non-standard-size copy-Diskette (each) | $1.00 |
| | | Non-standard-size copy-Magnetic tape (each) | $10.00 |
| | | Non-standard-size copy-VHS videocassette (each) | $2.50 |
| | | Non-standard-size copy-Audio cassette (each) | $1.00 |
| | | Non-standard-size copy-Paper (each) | $.50 |
| | | Non-standard-size copy-Other | Actual Cost |
| | | Personnel Charge per hour | $15.00 |
| | | Overhead charge-20% of personnel charge | Actual |
| | | Microfiche or Microfilm-paper copy | $.10 |
| | | Microfiche or Microfilm-copy | Actual Cost |
| | | Remote document retrieval charge | Actual Cost |
| | | Computer resource charge-Mainframe-per minute | $17.50 |
| | | Computer resource charge-Midsize- per minute | $ 3.00 |
| | | Computer resource charge: Client/server-per minute | $1.00 |
| | | Computer resource charge-PC or LAN-per minute | $.50 |
| | | Programming time charge-per hour | $26.00 |
| | | Miscellaneous supplies | Actual Cost |
| | | Postage and shipping charge | Actual Cost |
| | | Fax charge-Local per page | $.10 |
| | | Fax charge-long distance- same area code-per page | $.50 |
| | | Fax charge-long distance-different area code-per page | $1.00 |
| | | Other costs | Actual Cost |

# PARKS

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| 1.10 | | **PARKS** | |
| 1.10.002 | Ord. No. 2016-06 3/22/2016 | **Noncommercial fees and deposits**: Pavilions (including BBQ pits when available) and concession stand. Schedule for noncommercial fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park. | |
| | | Less than 100 Patrons | $50.00/$50.00 |
| | | 101-200 Patrons | $100.00/$150.00 |
| | | 201-300 Patrons | $150.00/$250.00 |
| | | Concession Stands (The concession stand at the splash pad may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fee may apply (see chapter 4 of this code). | $0.00/$50.00 |
| | | **Multipurpose fields:** Schedule for noncommercial fees and deposits for multipurpose fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park. | |
| | | Less than 100 Patrons | $50.00/$100.00 |
| | | 101-300 Patrons | $75.00/$150.00 |
| | | 301-500 Patrons | $100.00/$200.00 |
| | | **Additional park amenities fees non-commercial use.** | |
| | | Softball fields -daily/practice use | $20.00 per hour/$50.00 flat fee |
| | | Softball fields-additional lighting (6-10 pm) | $10.00 per hour |
| | | Softball fields-tournament use | $150.00 per day/$100.00 flat fee |
| | | Softball fields-tournament use-additional lighting (6-10pm) | $10.00 per hour |
| | | Sand volleyball court (no lighting available) | $40.00 per 4- hour block |

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| | | Pier/scenic outlook | $40.00 per 4-hour block |
| | | Pier/scenic outlook-seating at additional cost | $2.00 per chair |
| | | Tennis & Basketball courts | $4.00 per 4 hour block |
| | | Tennis & Basketball courts-limited lighting available | $10.00 per hour (6-10pm) |
| | | City Staff-required with 100+patrons | $25.00 per hour |
| | | Additional equipment required | Standard FEMA rates apply |
| | | Barricades – Type I | $3.00 each |
| | | Barricades – Type II | $10.00 each |
| | | Barricades – Type III | $20.00 each |
| | | Cones 24-36 inches | $1.00 each |
| | | Cones 48 inches | $2.00 each |
| | | **Commercial fees and deposits:** | |
| | | Pavilions (including BBQ pits when available). Schedule for commercial use fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park. | |
| | | Less than 100 patrons | $100.00/$200.00 |
| | | 101-200 patrons | $200.00/$300.00 |
| | | 201-300 patrons | $300.00/$400.00 |
| | | Greater than 300 | Special event permit required |
| | | **Multipurpose fields** | |
| | | Schedule for commercial use fees and deposits for the multipurpose fields in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park. | |
| | | 0-100 patrons | $100.00/$200.00 |
| | | 101-200 patrons | $250.00/$400.00 |
| | | 201-500 patrons | $400.00/$600.00 |
| | | **Additional park amenities fees commercial use.** | |
| | | Softball fields-daily practice use | $30.00 per hour/$100.00 deposit |
| | | Softball fields-additional lighting (6-10pm) | $10.00 per hour |
| | | Softball fields-tournament use | $250.00 per day/$200.00 deposit |
| | | Softball fields-additional lighting (6-10pm) | 10.00 per hour |

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| | | Sand volleyball court – 4-hour block (no lighting) | $80.00 |
| | | Pier/Scenic outlook -4-hour block | $80.00 |
| | | Pier/Scenic outlook – additional seating | $3.00 per chair |
| | | Tennis & Basketball courts – 4-hour block | $80.00 |
| | | Tennis & Basketball courts-limited lighting available (6-10 pm) | $10.00 per hour |
| | | City staff – required with 100+ | $25.00 per hour |
| | | Additional equipment required | Standard FEMA rates |
| | | Barricades Type I | $5.00 each |
| | | Barricades Type II | $20.00 each |
| | | Barricades Type III | $25.00 each |
| | | Cones 24-36" | $2.00 each |
| | | Cones 48" | $4.00 each |
| | | The fees and deposits provided for in this section are for one (10) week period of the commercial use. Each ten (10) week period shall require a new fee and deposit. | |
| | | **Rodeo Arena Rental Fees** | |
| | | Rodeo Arena Rental includes lighting | $200.00 per day |
| | | Security Deposit for entire event | $400.00 |
| | | Rodeo Arena Rental-4-hour block before dark | $50.00 |
| | | 4-hour block before dark security deposit | $100.00 per 4 hr block |
| | | Rodeo Arena Rental-4-hour block after dark | 100.00 |
| | | 4-hour block after dark security deposit | $200.00 per 4 hr block |
| | | **Services required during event** | **See Fee Schedule** |
| | | Arena dirt work-City crew-tractor, drag | $50.00 per hour |
| | | City Staff (litter, assistance, etc.) | $20.00 per hour, per person |
| | | Electricity for arena lights | $10.00 per hour |
| | | Water for arena dirt work | $5.00 per 1,000 gallons |
| | | RV and/or campsites with hook-ups (includes water/electric) | $35.00 per day |
| | | Concession stand/kitchen | See concession stand agreement |

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| | | **Dog training** | |
| | | Dog training classes in Bark Park only per class | $25.00 |
| | | Deposit | $50.00 |

## LIBRARIES

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| A1.12 | | **Membership Fees** | |
| | | Annual Membership | Resident: $0.00<br>Non-Resident: $25.00 |
| | | Six-month Membership | Resident: $0.00<br>Non-Resident: $15.00 |
| | | **Circulating Material Fines & Fees** | |
| | | Material Returned After Due Date | $0.10 per item per day after a five-day grace period, $5.00 cap per item. |
| | | Replacement of Bastrop Public Library materials lost or damaged beyond repair | Manufacturer's suggested retail price (MSRP) |
| | | Replacement of Interlibrary Loan materials lost or damaged beyond repair | Set by lending library |
| | | Interlibrary Loan return shipping costs | $3.00 per item |
| | | **Meeting Rooms** | |
| | | Maynard Conference Room | General: $25.00 per hour |
| | | Pressley Meeting Room | General: $50.00 per hour |
| | | **Supply and Equipment Fees** | |
| | | Printing – Black & White, Letter-sized paper | $0.10 per page |
| | | Printing – Color, Letter-sized paper | $1.00 per page |
| | | Printing – Black & White, Ledger-sized paper (11X17") | $0.20 per page |

| | | | |
|---|---|---|---|
| | | 3D Printing, except as part of an official Library program | $0.10 per gram |
| | | **Miscellaneous Fees** | |
| | | Replacement library card | $1.00 |

# FILM AND BROADCASTING

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| A1.18 | | **FILM AND BROADCASTING** | |
| A1.18.002 | Ord. No. 2016-32 11/8/2016 | **Film and Broadcasting** | |
| | | **BTXN field production rates** | |
| | | Preproduction (Crew coordination, call sheet, and one meeting) | $35.00 |
| | | Raw show transfer (*No charge if BTXN is editing requires approximately ½ hour each for set-up and breakdown) | $20.00* |
| | | Administration charge | 12% of total bill |
| | | **BTXN crew member studio production rates per hour (2-hour minimum)** | |
| | | Producer | $50.00 |
| | | Director/technical director | $35.00 |
| | | Audio technician | $35.00 |
| | | Floor manager | $30.00 |
| | | Camera operator | $30.00 |
| | | Graphics and CG technician/teleprompter operator | $30.00 |
| | | Audio assistant | $25.00 |
| | | Production assistant | $20.00 |
| | | **BTXN studio editing rates per hour (2-hour minimum)** | |
| | | Editor | $40.00 per hour |
| | | Graphics/audio mix/color correct | $50.00 per hour |
| | | **BTXN studio miscellaneous rates** | |
| | | Additional DVDs (first one no charge with editing time) | $15.00 |

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|---|---|---|---|
| | | Additional video files (one full quality high resolution file included with editing time) | $15.00 |
| | | Additional ½ hour editor review session (first one included with editing time) | $20.00 |

## ANIMAL CONTROL

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| A2.02 | | **VACCINATION AND LICENSING OF DOGS AND CATS** | |
| A2.02.005 | Ord. No. 2005-15 03/22/2005 | Guard dog permit | $35.00 |
| A2.02.008 | Ord. No. 2008-10 02/26/2008 | License fee | |
| | | Altered dog | $5.00 |
| | | Unaltered dog per animal | $25.00 per animal, per year |
| A2.03 | Ord. No. 2005-15 03/22/2005 | **KENNELS AND MULTIPLE PET OWNERSHIP** | |
| A2.03.002 | | Kennel permit | $35.00 |
| | | Multiple pet owner's permit | $35.00 |
| | | Private breeder's permit | $35.00 |
| A2.003.006 | | Commercial animal sales permit | $35.00 |
| A2.04 | Ord. No. 2005-15 03/22/2005 | **IMPOUNDMENT** | |
| A2.04.001 | | **Authorized fees** | |
| | | Initial impoundment fee | $40.00 per animal |
| | | Dog or cat per additional day | $3.50 per animal |
| A2.04.002 | | **Owner surrender fees** | |
| | | Animals surrendered by owner/harborer: | |
| | | owner surrender one pet | $20.00 |
| | | Owner surrender pets in litter, 8 weeks-3 months | $25.00 per litter |
| | | Owner surrender under 8 weeks of age | $10.00 per animal |

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|---|---|---|---|
| A2.04.007 | | **Adoption of impounded animals** | |
| | | Adoption fee with mandatory spay/neuter agreement | $15.00 |
| A2.04.035 | | **Livestock and estray impoundment fees** | |
| | | Cattle, per head | $40.00 each |
| | | Equine, per head | $40.00 each |
| | | Goats/sheep, per head | $40.00 each |
| | | Swine, per head | $40.00 each |
| | | Exotic fowl, per bird | $40.00 each |
| | Ord. No. 2005-15 | | |
| A2.08 | 03/22/2005 | **DANGEROUS DOGS** | |
| A2.08.010 | | **Permit and tag** | |
| | | Dangerous dog, unsprayed/unneutered | $100.00 each |
| | | Dangerous dog, spayed/neutered | $50.00 each |
| | | Dangerous dog, renewal, unsprayed/unneutered | $50.00 each |
| | | Dangerous dog, renewal, spayed/neutered | $25.00 each |

## BUILDING REGULATIONS

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| A3.01 | | **GENERAL PROVISIONS** | |
| A3.01.002 | Ord. No. 2017-23 09/27/2017 | Charges for consulting services | |
| | | Professional fees and related charges incurred by the City for the services of consultant(s): | Actual fee plus 15% administrative fee |
| A3.01.003 | Ord. No. 2017-23 09/27/2017 | Work commencing prior to permit issuance- The greater of: | 100% of the calculated permit and inspection fees or $150, in addition to the required permit and inspection fees |
| A3.01.004 | Ord. No. 2017-23 09/27/2017 | Re-inspection and certificate fees: | |

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| | | Failed inspections or re-inspections | $75.00 per inspection |
| | | ~~Certificate of Occupancy (change in use)~~ | ~~$150.00~~ |
| | | Certificate of Occupancy | $250 |
| | | ~~Certificate of Occupancy (change in ownership)~~ | ~~$75.00~~ |
| | | Copies/Re-issue Certificates of Occupancies, inspections copies | ~~$10.00~~$25 |
| | | Courtesy Inspections | $25.00 |
| | | Administration fee (per permit application) | %5 of permit fee |
| | | Emergency Repair | 50% reduction (must be verified by Building Official) |
| | | Permit Technology Fee | $6.00 per permit |
| A3.04 | | **BUILDING CODE** | |
| A3.04.002 | Ord. No. 2017-23 09/27/2017 | Schedule of permit fees | |
| | | All permit and inspection fees shall be based on the following schedule, unless otherwise stated or authorized by state law: | |
| | | **~~Total Valuation~~ New Construction Permit - Commercial** | **~~Fee~~ *SF Value based on ICC Building Valuation Data** |
| | | $1,000,000.00 and less | $7.50 per $1,000.00 of valuation |
| | | $1,000,001.00 and up | $7,500 for the first $1,000,000.00 plus $4.00 per additional $1,000 |
| | | ~~Inspection fee~~ | ~~25% of the permit fee~~ |
| | | ~~For buildings with a calculated value of greater than $2,000,000.00, the Building Official, at their discretion, may use an alternative valuation. e.g. the declared project value.~~ | |

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|---|---|
| ~~Residential permit and inspection fees will be assessed using the Primary Use Chart, based off the current International Code Council (ICC) Building Valuation Data.~~ | |
| New Construction Permit - Residential | Less than 900 sf; $650 (includes trade permits)<br>901 to 1,500 sf; $1,200 plus $0.25 per sf<br>1,500 to 4,999 sf; $1,500 plus $0.25 per sf<br>Greater than 5,000 sf; $2,000 plus $0.25 per sf |
| ~~Non-Licenses Trade Permit Fee~~ | ~~$75.00 per building~~ |
| ~~Failed inspections, re-inspections over inspection allowance~~ | ~~$75.00 each~~ |
| ~~Residential remodel permit. Using square footage affected only~~ | ~~35% of new building cost Using Primary Use Chart~~ |
| ~~Minimum Permit Fee~~ | ~~$50.00, plus $75.00 per inspection~~ |
| ~~Commercial permit and inspection fees will be assessed using the Primary Use Chart, based off the current International Code Council (ICC) Building Valuation Data.~~ | |
| ~~Non-Licenses Trade Permit Fee~~ | ~~$75.00 per building, plus $75.00 per additional floor of multi-story buildings~~ |
| ~~Failed inspections, re-inspections, or inspections over inspection allowance~~ | ~~$75.00 per each~~ |
| **Minimum (Base) Permit Fees if no fees mentioned are applicable:** | |
| Residential | $100 |
| Commercial | $500 |
| ~~Shell Building Permit (using the Primary Use Chart)~~ | ~~65% of new building fee~~ |
| ~~Tenant Finish-out permit (using the Primary Use Chart)~~ | ~~35% of new building costs, Per finish-out area~~ |
| ~~Commercial remodel permit (using the Primary Use Chart)~~ | ~~35% of new building cost Using square footage affected only~~ |
| Commercial Shell Building Permit | 65% of the New Construction Permit Fee |
| Commercial Tenant Finish out | 65%of the New Construction Permit Fee, per finish out area |
| Commercial Remodel Permit Fee | $1,000 plus $.50 per sqft. |
| ~~Minimum Permit Fee:~~ | ~~$100.00, plus $75.00 per inspection~~ |

| | |
|---|---|
| Residential Inspection Fee (with New Construction Permit) | 35% of New Construction Permit Fee |
| Commercial Inspection Fee (with New Construction Permit) | 35% of New Construction Permit Fee |
| Miscellaneous Inspections Commercial | $75 per inspection; After hours $75 per hour 2 hour min. |
| Miscellaneous Inspections Residential | $25 |
| Failed re-inspections | $75 per inspection |
| Other fees not listed above: | |
| Roofing permit – Residential | $150.00 |
| Roofing permit – Commercial | $500.00 + $.10 s Sqft. |
| Construction Trailer – includes hookup fee for electrical and plumbing, excludes fees charged by other utility entities) | ~~$150.00~~$500 *Does not include fees from other utilities* |
| ~~Accessory buildings:~~ | |
| ~~Above 240 square feet~~ | ~~Fee will be calculated using the Primary Use Chart~~ |
| ~~Garages will use the Storage Low hazard (S-2) use~~ | |
| ~~Accessory building under 240 sq. ft.~~ | ~~$75.00~~ |
| Accessory Buildings | 160 sf or less: $75<br>Over 160 sf: $300 |
| Accessory Dwelling Unit Finish-Out | $500 (includes trade permits) |
| Accessory Structure (non-habitable) | $75 (No 5% Admin fee) |
| Accessory Building (electric, plumbing, etc.) | $200 (No 5% Admin fee) |
| Residential Kitchen Remodel | $100 (includes trade permits) (No 5% Admin fee) |
| Residential Bathroom Remodel | $75 (includes trade permits) (No 5% Admin fee) |
| Residential Misc. Remodel | $75 (includes trade permits) (No 5% Admin fee) |
| Fences –Commercial | $175.00 |
| Fences - Residential | $25.00 |
| ~~Fire related fees:~~ | |
| ~~Residential fire sprinkler permit~~ | ~~$175.00~~ |
| ~~Commercial Fire sprinkler permit~~ | ~~$500.00~~ |
| ~~Fire alarm system~~ | ~~$200.00~~ |
| ~~Fire suppression system~~ | ~~$150.00~~ |
| ~~Inspection fee~~ | ~~$75.00~~ |
| Floodplain Development Permits: | |
| Single Family, community facility | $150.00 |
| Multifamily, commercial, industrial | $250.00 |

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| | | Appeal to Construction Standards Board | $150.00 |
| A3.04.005 | | Amendment to schedule of permit fees: | |
| | | B102. Moving fees will be divided into 2 categories: | |
| | | For the moving of a portable building or structure | $25.00 |
| | | For the moving of a permanent building or structure | $100.00 |
| A.3.05 | | **ELECTRICITY - ELECTRICAL CODE** | |
| A.3.05.035 | Ord. No. 2017-23 9/26/17 | **Electrician licensing fees.** | |
| | | Commercial trades will pay an attachment fee to a general construction contract. Each subcontractor company will pay this fee for all project on which work is performed. | $150.00 |
| | | Residential trades will pay an attachment fee to a general construction contract. Each subcontractor company will pay this fee for all projects on which work is performed. | $75.00 |
| | Ord. No. 2017-23 9/26/17 | **Permit and Inspection fees:** | |
| | | ~~Commercial electric permit:~~ | ~~$150.00~~ |
| | | ~~Residential electric permit:~~ | ~~$75.00~~ |
| | | Residential Trade Fee (each project/permit) | $75 |
| | | Commercial Trade Fee (each project/permit) | $200 per building, plus $150 per additional floor (+1 stories) |
| | | Inspection Fees (Re-inspect or Failed) | $100 |
| | | Emergency Electric Repair (upgrade required) | No Fee |
| A3.06 | | **PLUMBING CODE** | |
| | | ~~Commercial Plumbing Permit~~ | ~~$150~~ |
| | | ~~Residential Plumbing Permit~~ | ~~$75~~ |
| | | Residential Trade Fee (each project/permit) | $75 |
| | | Commercial Trade Fee (each project/permit) | $200 per building, plus $150 per additional floor (+1 stories) |

| | | | |
|---|---|---|---|
| | | Inspection Fees (Re-inspect or Failed) | $100 |
| | | Water Heater Replacement | $50 (No 5% Admin fee) |
| A3.06.037 | Ord. No. 2017-23 9/26/17 | Plumbing inspection fees. | |
| | | Commercial Irrigation Permit | $200.00 |
| | | Residential Irrigation Permit | $75.00 |
| | | Inspection Fees (Re-inspect or Failed) | $100 |
| A.3.07 | | **MECHANICAL CODE** | |
| A3.07.001 | Ord. No. 2017-23 9/26/17 | Inspection and mechanical trade fees. | |
| | | Residential Trade Fee (each project/permit) | $75 |
| | | Commercial Trade Fee (each project/permit) | $200 per building, plus $150 per additional floor (+1 stories) |
| | | Inspection Fees (Re-inspect or Failed) | $100 |
| | | HVAC Replacement | $50 (No 5% Admin fee) |
| | | ~~Commercial Mechanical Permit~~ | ~~$150.00~~ |
| | | ~~Residential Mechanical Permit~~ | ~~$75.00~~ |
| A3.15 | | **SWIMMING POOLS** | |
| A3.15.001 | Ord. No. 2017-23 9/26/17 | Permit and inspection fees. | |
| | | Commercial Swimming pool permit | ~~$500.00~~$750 |
| | | Residential Swimming Pool Permit | $200.00 |
| | | Inspection Fees (Re-inspect or Failed) | $100 |
| A3.16 | | **MOVING OF STRUCTURES, DEMOLITION AND SITE WORK** | |
| A3.16.001 | Ord. No. 2017-23 9/26/17 | Permit and inspection fees. | |
| | | ~~Demolition permit above 5,000 sq. ft.~~ | ~~$250.00~~ |
| | | ~~Demolition permit 5,000 sq. ft. or less~~ | ~~$75.00~~ |
| | | Demolition Permit: | |

| | | | |
|---|---|---|---|
| | | Residential | $350 |
| | | Commercial | $500 |
| | | ~~Moving permit – Over 240 SQFT.~~ | ~~$150.00~~ |
| | | ~~Moving Permit – 240 SQFT or less~~ | ~~$25.00~~ |
| | | Moving Permit: | |
| | | 160 sq. ft. or less | $25 |
| | | Over 160 sq. ft. | $200 |
| | | ~~Site work permit~~ | ~~$150.00 plus~~ ~~$50.00 for each additional acre over 1 acre~~ |
| | | Road Closure/ROW obstruction | $150 |
| | | Inspection fee | $75.00 per inspection |
| A3.18 | | **MOBILE HOME PARKS** | |
| A3.18.002 | 1995 Code | New Mobile Home Park Permit | $500.00 plus $25 per space |
| A3.18.003 | 1995 Code | License. | |
| | | Original license | $1,000.00 |
| | | Annual Renewal License | $500.00 |
| | | Transfer of Mobile Home license fee. | $500.00 |
| | | **SIGNS** | |
| A3.20.053 | 1995 Code | Signs: Fees | |
| | | New free-standing sign permit application: | ~~$50 plus $1 per foot of height and $1 per foot of sign area~~ $200 plus $2/ft. of sign height and $2/sq. ft. of sign area |
| | | New wall sign permit application: | ~~$50~~$100 plus $1 per square foot |
| | | [Note electrical permit are in addition, see A3.05.0385] | |
| | | Temporary signs | ~~$25~~$50 per month |
| | | Repair or reface of existing sign cabinet | ~~$25~~$75 |
| | | Comprehensive Sign Plan | $500.00 |

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|---|---|---|---|
| A3.20.054 | Ord. No. 2017-23 9/26/17 | | |
| A3.21 | | **STREETS, RIGHTS-OF-WAY AND PUBLIC PROPERTY** | |
| A3.21.064 | | ~~Construction of public rights-of-way fee – work within the Right-Of-Way (driveway, sidewalks, culvert or drainage channel modification etc.)~~ | ~~$125.00~~ |
| | | Work within the Right-of-Way Permit (driveway, sidewalks, culvert or drainage channel mod., etc.) | $200 |
| A3.22 | Ord. No. 2017-23 09-26-2017 | | |
| A3.22.022 | | | |

## BUSINESS REGULATIONS

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| A4.03 | Ord. No. 2017-03 | **TAXICABS, SHUTTLES AND TOURING VEHICLES** | |
| A4.03.001 | | License Fee – Annual license and inspection fee for taxicabs, shuttles, touring and alternative vehicles. | $25.00 Per Vehicle<br>$12.00 Additional fee, per driver. |
| A4.04 | Ord. No. 2005-7 | **PEDDLERS, SOLICITORS AND VENDORS** | |
| A4.04.033 | | Fees | |
| | | Individual peddler, solicitor and vendor permit (60 days). | $30.00 |
| | | Individual peddler, solicitor, vendor permit (each agent or employee). | $10.00 |
| | | Renewal of individual peddler, solicitor and vendor permit. | $15.00 |
| | | Replacement permit. | $10.00 |

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|---|---|---|---|
| A4.04.073 | Ord. No. 2005-7 | Permit for temporary/seasonal and multiple vendors – Fee; right of city to refuse permit | |
| | | Temporary/seasonal and/or multiple vendors or events permit (30 days). | $100.00 |
| | | Temporary/seasonal and/or multiple vendors or events permit (60 days). | $150.00 |
| | | Temporary/seasonal and/or multiple vendors or events permit (90 days). | $200.00 |
| | | Replacement permit. | $10.00 |
| A4.05 | 1995 Code | **COIN-OPERATED MACHINES** | |
| A4.05.001 | | Occupation Tax – Charge for release of machine sealed for nonpayment. | $5.00 |
| A4.06 | | **SPECIAL EVENTS PERMITS, PUBLIC GATHERINGS AND PARADES** | |
| A4.06.008 | Ord. No. 2009-12, 6/9/09 | Application Processing Fee | |
| | | With proof of non-profit status (i.e., 501-C) | $100.00 |
| | | Processing fee all others. | $300.00 |
| | | Security deposit for damages/cleanup. Refundable if the location of the special event is clean and free of litter and damage. | $500.00 |
| | | Inspection fee required for amusement rides, temporary structures, and special electrical and water/wastewater needs. | $50.00 |
| | | Re-inspection fee required for above-described items. | $75.00 |
| A4.07 | 1995 Code | **SEXUALLY ORIENTED BUSINESSES** | |
| A4.07.033 | | Division 2. License - Fee | |
| | | Initial Application | $2,000.00 |
| | | Annual Fee | $500.00 |

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|---|---|---|---|
| A4.10 | Ord. No. 2014-5, 4/22/14 | **VEHICLE TOWING** | |
| A4.10.011 | | Fees for non-consent tows. (Maximum fees allowed) | |
| | | Regular towing charge (for vehicles not requiring the use of heavy-duty wrecker) for vehicles 10,000 pounds or less. | $150.00 |
| | | If medium duty or heavy-duty wrecker is used to tow vehicles in excess of 10,000 pounds. | $300.00 |
| | | The following additional fees may be charged if verified by the peace officer in charge of the accident scene: | |
| | | Exceptional labor such as clearing debris. Exceptional labor does not include normal hook-up procedure or routine cleanup not to exceed 30 minutes. and does not include the disposal of classified hazardous waste or vehicle cargo. | $75.00 per hour |

| SEC Reference | Last updated | Description | Amount of fee/Deposit |
|---|---|---|---|
| | | Winching, one-hour minimum, only if normal hook-up is not possible because of conditions or location of vehicle | $75.00 per hour |
| | | Wait time, if it exceeds 30 minutes from time of arrival at the accident scene. | $35.00 per hour |
| | | Flat fee for use of medium duty or heavy-duty wrecker, if it exceeds 30 minutes from time of arrival. | $100.00 per hour |
| | | If an additional operator is required to complete a tow, the second operator may charge a fee. | $35.00 per hour |
| | | Towing fee study: Towing company(ies) requesting a towing fee study from the city shall deposit prior to the city beginning the study. | $500.00 |

## FIRE PREVENTION AND PROTECTION

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A5.08 | Ord. No. 2017-18, Exh. A, 7/11/17 | **EMERGENCY, FIRE AND RESCUE SERVICES** | |
| A5.08.001 | | **Fees and Charges** | |

| Unit of Measure | Apparatus | Price per Hour |
|---|---|---|
| Per engine | Class A engine | $500.00 |
| Per aerial | Aerial | $500.00 |
| Per rescue unit | Rescue (heavy) | $600.00 |
| Per brush unit | Brush truck | $400.00 |
| Per command unit | Command car/truck | $200.00 |
| Per PPV fan | PPV fan | $55.00 |
| Per generator | Generator, portable | $55.00 |
| Per generator | Generator | $55.00 |
| Per saw | Chain saw | $45.00 |
| Per pump | Portable pump | $95.00 |
| Per pump | Float pump | $65.00 |

| Unit of Measurement | Tool | Price |
|---|---|---|
| Per incident | Foam nozzle | $55.00 |
| Per incident | Foam eductor | $50.00 |
| Per gallon | AFFF foam | $40.00 |
| Per gallon | Class A foam | $25.00 |
| Per incident | Piercing nozzle | $40.00 |
| Per incident | M/S fog nozzle | $55.00 |

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|---|---|---|
| Per incident | M/S straight bore nozzle | $30.00 |
| Each used | Salvage cover | $28.00 |
| Each used | SCBA pack | $85.00 |
| Per incident | Hall runner | $18.00 |
| Per incident | Portable tank | $75.00 |
| Per incident | Water extinguisher | $22.00 |
| Per incident | Dry chemical extinguisher | $45.00 |
| Per incident | $CO_2$ extinguisher | $45.00 |
| Each used | Scene lights | $22.00 |
| Each used | Water vests | $30.00 |
| Per incident | Thermal imaging camera | $75.00 |
| Per incident | Sawzall | $55.00 |
| **Unit of Measurement** | **Supplies/Service** | **Price** |
| Per bag | Absorbent | $17.00 |
| Each used | Absorbent booms | $40.00 |
| Each used | Top sol | $35.00 |
| Each used | Disposable coveralls | $30.00 |
| Each used | Neoprene gloves | $20.00 |
| Each used | Latex gloves | $6.00 |
| Each used | Over boots | $25.00 |
| Each used | Disposable goggles | $15.00 |
| Each used | Gas plug kit | $50.00 |
| Each used | Plug and dike | $65.00 |
| Each used | Drum liners | $10.00 |

| | | |
|---|---|---|
| Each used | Barricade tape | $22.00 |
| Each used | Poly sheeting | $55.00 |
| Per incident | Removal of hazardous material | $150.00 |
| Per incident | Disposal of hazardous material | $150.00 |
| Per incident | Gas multimeter | $65.00 |
| Per incident | $CO_2$ meter | $65.00 |
| Per quart | Microblaze | $10.00 |
| Per 5 gallons | Microblaze | $150.00 |
| **Unit of Measurement** | **Tool** | **Price** |
| Per incident | Spreaders | $250.00 |
| Per incident | Cutters | $250.00 |
| Per incident | Rams | $250.00 |
| Per incident | Air bags | $250.00 |
| Per incident | K-12 saw | $55.00 |
| Per incident | Target saw | $55.00 |
| Per incident | Ajax tool | $25.00 |
| Per incident | K-tool | $25.00 |
| Per incident | Windshield tool | $15.00 |
| Each used | Rescue blanket | $32.00 |
| Each used | Rope | $25.00 |
| Collision investigation fee. Charged in responses where no mitigation services, debris removal, or rescue services are performed: | | $275.00 |

# MUNICIPAL COURT

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A7.01 | | **MUNICIPAL COURT - GENERAL PROVISIONS** | |
| A7.01.014 | 1995 Code | Jurors - Jury fee. Jury fee for defendant convicted after requesting jury trial | $5.00 |
| A7.01.023 | 1995 Code | Fee for person requesting driving safety course. | $10.00 |
| A7.02 | | **MUNICIPAL COURT – BUILDING SECURITY FUND** | |
| A7.02.002 | 1995 Code | Assessment of fee – Security fee for defendants convicted in a trial for a misdemeanor offense (except for parking ticket offenses) in the municipal court. | $3.00 |
| A7.03 | | **TECHNOLOGY FUND** | |
| A7.03.002 | 1995 Code | Assessment of fee - Technology fee for defendants convicted of a misdemeanor offense in the municipal court. | $4.00 |
| A.7.04 | | **JUVENILE CASE MANAGER FUND** | |
| A.7.04.002 | Ord. No. 2005-40, 11/22/05 | Assessment of fee - Juvenile case manager fee for defendants convicted of a fine-only misdemeanor offense (except for parking citations) in municipal court. | $5.00 |

# OFFENSES AND NUISANCES

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A8.05.091 | 1995 Code | **ABANDONED AND JUNKED VEHICLES** | |
| | | Fee to accompany report of garage keeper to police department | $5.00 |

# SUBDIVISIONS

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A10.03.002 | Ord. No. 2017-23 9/26/2017 | **SUBDIVISION ORDINANCE - FILING FEES AND CHARGES** | |
| | | Preliminary Plat | ~~$1,025.00, plus $25.00 per lot, and $25.00 per acre of right-of-way, $1,200.00 minimum~~$1700 + $125 per acre |
| | | Administration fee (per application) | 5% of application fee |
| | | Completeness Check | $250 |
| | | Final Plat | ~~$825.00, plus $20.00 per lot and $20.00 per acre of right-of-way~~$1,275 + $125 per acre |
| | | ~~Construction Plan Review~~ | ~~0.5% of total cost of improvements, $1,000.00 minimum*~~ |
| | | ~~Construction Plan Inspection~~ | ~~2.5% of total cost of improvement, $2,500.00 minimum*~~ |
| | | Amended/Administrative Plat | ~~$525.00 per plat~~$1,275 + $125 per acre |
| | | Replats/Vacation | ~~$700.00 per plat~~$1,275 + $25 per acre |

| | | | |
|---|---|---|---|
| | | Public Improvement Plan Review | $5,000 minimum + all professional fees* |
| | | Public Improvement Inspections | 3.5% of total cost of improvement, $2,500 minimum |
| | | Public Improvement Plan Agreement Review | $3,000 + all professional fees* |
| | | Conceptual Drainage Plan Review | $1,200 |
| | | Preliminary Drainage Plan review | $2,300 |
| | | Final Drainage Plan Review | $1,500 |
| | | Infrastructure Plan Review | $1,900 |
| | | Technology Fee (per application) | $~~25.00~~6.00 |
| | | Site Development | |
| | | Site Development Plan Review | $1700 + $125 per acre |
| | | Site Development Plan Revision | $500 |
| | | Site Development Inspection | $200 |
| | | Final Drainage Plan Review | $1,500 |
| | | Misc. Administrative Plan Review | $500 |
| | | ~~**Site Development Plan:**~~ | |
| | | ~~Less than or equal to ½ acre~~ | ~~$500.00~~ |
| | | ~~Greater than ½ acre~~ | ~~$1,000.00, plus $200.00 per acre over 1 acre~~ |
| | | ~~Site Development Plan Revision~~ | ~~$225.00, plus $0.05 per square foot of impervious cover~~ |

| | | | |
|---|---|---|---|
| | | ~~Site Development Inspection Fee~~ | ~~$200.00, plus $0.02 per square foot of impervious cover (excluding buildings)~~ |
| | | Subdivision Variances | ~~$500.00 per request~~$1,000 |
| | | Plat Recordation with the County | $150 + fees charged by the County |
| | | Legal Lot of Record Determination, Zoning Determination Letter | $50.00 |
| SEC Reference | Last updated | Description | Amount of fee |
| | | Development/License -Agreement | ~~$2,000.00~~$3,000, plus professional fees*** |
| | | ~~Public Hearing~~Meeting Re-notification | ~~$200.00~~$500, if required by applicant action |
| | | Land Disturbance Permit | $200.00 |
| | | ~~License Agreement, Easement~~License to Encroach, Easement/ROW | ~~$200.00~~$500, plus professional fees*** |
| | | Traffic Impact Analysis Review | $5250~~0~~.00, plus professional fees*** |
| | | Right-of-way Vacation | ~~$500.00~~$1,700 |
| | | Easement Vacation | ~~$300.00~~$1,700 |
| | | Parkland Dedication: | |
| | | Less than 4 dwelling units per building | $500 per Unit |
| | | 4 or more dwelling units per building | $400 per Unit |
| | | GIS Mapping Fees: | |

| | | | |
|---|---|---|---|
| | | Map Printing ~~Fee:~~ | $6.67 per square foot + $50 an hour |
| | | Custom Map ~~Fee:~~ | ~~$100.00~~$250 per hour |
| | | Improvement Plan Digitizing** | ~~$150.00~~ $250 per hour May be waived if digital plans provided per City specifications |
| | | | |
| | | * Based on certified cost estimate provided by engineer of record and approved by the City | |
| | | ** Charged on projects requiring public infrastructure improvements. Fee may be waived if information provided per City specifications. | |

## UTILITIES

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A13.04.010 | Ord. No. 2005-44 11/22/05 | **On-Site Sewage Facilities Permit Fees** | |
| | | Standard System | $250 |
| | | Designed System | $400 |
| | | Modification to Standard Permit | $100 |
| | | Modification to Designed Permit | $100 |
| | | Adjustment from Standard to Design | $100 |
| | | Holding Tank | $200 |
| | | Septic Tank Replacement | $125 |
| | | Reinspection (Failed installation Inspection) | $125 |
| | | Maintenance Contract Renewal | $25 |

| | | | |
|---|---|---|---|
| A13.05.005 | 1995 Code | **Creation of Water Districts** | |
| | | Filing Fee for application to create Water Control District or Municipal Utility District | $10,000 |
| A13.08.015 | Ord. No. 2018-21 9/25/2018 | **Solid Waste** | |
| | | Residential Service monthly charge | ~~$16.05~~$16.85 |
| | | Residential Additional Cart monthly charge | ~~$5.25~~$5.51 |
| | | Residential Additional Recycling Cart monthly charge | ~~$2.10~~$2.20 |

**Progressive Waste Solutions directly invoices Commercial Customers for the following Services:**

**Commercial Solid Waste Dumpster Services**

| Container Size | Weekly Collection Frequency [1] | | | | | | Extra Pickups [1] |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 96-Gallon Cart | ~~$24.21~~ $25.42 | | | N/A | N/A | N/A | |
| 2 CY Dumpster | ~~$69.95~~ | ~~$190.67~~ | ~~$234.76~~ | ~~$249.51~~ | ~~$286.93~~ | ~~$301.28~~ | ~~$65.10~~ |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| | $73.45 | $200.20 | $246.50 | $261.99 | $301.28 | $316.34 | $68.35 |
| 3 CY Dumpster | ~~$76.12~~ $79.93 | ~~$141.10~~ $148.15 | ~~$223.40~~ $234.57 | ~~$297.59~~ $312.47 | ~~$371.74~~ $390.33 | ~~$395.89~~ $415.68 | ~~$70.35~~ $73.87 |
| 4 CY Dumpster | ~~$104.64~~ $109.87 | ~~$152.53~~ $160.16 | ~~$244.03~~ $256.23 | ~~$324.96~~ $341.21 | ~~$406.18~~ $426.49 | ~~$497.38~~ $522.25 | ~~$73.50~~ $77.17 |
| 6 CY Dumpster | ~~$114.64~~ $120.37 | ~~$187.42~~ $196.79 | ~~$316.71~~ $332.55 | ~~$397.90~~ $417.79 | ~~$497.37~~ $522.24 | ~~$596.84~~ $626.68 | ~~$87.15~~ $91.51 |
| 8 CY Dumpster | ~~$130.78~~ $137.32 | ~~$226.82~~ $238.16 | ~~$339.23~~ $356.19 | ~~$441.49~~ $463.56 | ~~$551.86~~ $579.45 | ~~$662.22~~ $695.33 | ~~$99.75~~ $104.74 |
| 10 CY Dumpster | ~~$139.32~~ $146.29 | ~~$229.96~~ $241.46 | ~~$359.98~~ $377.98 | ~~$480.80~~ $504.84 | ~~$601.00~~ $631.05 | ~~$721.20~~ $757.26 | ~~$111.30~~ $116.86 |

**Commercial Recycling Dumpster Services (Non-Exclusive)**

| Container Size | Weekly Collection Frequency | | | | | | Extra Pickups |
|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | |
| 96-Gallon Cart | ~~$19.17~~ $20.13 | | | N/A | N/A | N/A | |
| 2 CY Dumpster | ~~$62.95~~ $66.10 | ~~$171.60~~ $180.18 | ~~$210.85~~ $221.39 | ~~$224.55~~ $235.78 | ~~$258.25~~ $271.16 | ~~$271.15~~ $284.71 | ~~$65.10~~ $68.35 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 3 CY Dumpster | ~~$68.51~~ $71.94 | ~~$126.98~~ $133.33 | ~~$205.26~~ $215.52 | ~~$255.18~~ $267.94 | ~~$342.11~~ $359.22 | ~~$410.53~~ $431.06 | ~~$70.35~~ $73.87 |
| 4 CY Dumpster | ~~$82.48~~ $86.60 | ~~$148.55~~ $155.98 | ~~$222.83~~ $233.97 | ~~$297.11~~ $311.97 | ~~$371.38~~ $389.95 | ~~$445.65~~ $467.93 | ~~$73.50~~ $77.17 |
| 6 CY Dumpster | ~~$85.98~~ $90.28 | ~~$140.56~~ $147.59 | ~~$237.54~~ $249.42 | ~~$298.43~~ $313.35 | ~~$373.02~~ $391.67 | ~~$447.64~~ $470.02 | ~~$87.15~~ $104.74 |
| 8 CY Dumpster | ~~$91.55~~ $96.13 | ~~$158.77~~ $166.71 | ~~$237.46~~ $249.33 | ~~$309.04~~ $324.49 | ~~$386.30~~ $405.61 | ~~$463.55~~ $486.73 | ~~$99.75~~ $104.74 |
| 10 CY Dumpster | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | ~~$111.30~~ $116.86 |

**Additional Fee Commercial Services**

| Description of Service | Fee |
|---|---|
| Lock | ~~$11.55~~$12.13 per month |
| Set of casters | ~~$21.00~~$22.05 per month |
| Opening and closing of enclosures | No Charge |
| Excessive maintenance | $~~105.00~~$110.25 per swap more than 1× per year |

**Temporary Refuse Roll-off Services (Maximum allowable fee)**

| Roll-off Type and Size | Container Rental Fee [2] (Per Day) | Initial Delivery Fee One-time) | Collection Fee (Per Pull) | Disposal Fee [3] (Per Ton) | Processing Fee [4] (Per Ton) |
|---|---|---|---|---|---|
| 10 CY Roll-off [1] | ~~$4.99~~ $5.24 | ~~$136.22~~ $143.03 | ~~$327.94~~ $344.24 | ~~$24.39~~ $25.61 | $0.00 |
| 15 CY Roll-off [1] | ~~$4.99~~ $5.24 | ~~$136.22~~ $143.03 | ~~$327.94~~ $344.24 | ~~$24.39~~ $25.61 | $0.00 |
| 20 CY Roll-off | ~~$4.99~~ $5.24 | ~~$136.22~~ $143.03 | ~~$327.94~~ $344.24 | ~~$24.39~~ $25.61 | $0.00 |
| 30 CY Roll-off | ~~$4.99~~ $5.24 | ~~$136.22~~ $143.03 | ~~$327.94~~ $344.24 | ~~$24.39~~ $25.61 | $0.00 |
| 40 CY Roll-off | ~~$4.99~~ $5.24 | ~~$136.22~~ $143.03 | ~~$327.94~~ $344.24 | ~~$24.39~~ $25.61 | $0.00 |

*Could be subject to fees associated with contamination of materials.

**Permanent Refuse Roll-off Services (Maximum Allowable Fees)**

| Roll-off Type and Size | Container Rental Fee (Per Month) | Compactor Rental Fee [1] (Per Month) | Collection Fee (Per Pull) | Disposal Fee [2] (Per Ton) | Processing Fee [3] (Per Ton) |
|---|---|---|---|---|---|
| 10 CY Roll-off | ~~$105.00~~ $110.25 | N/A | ~~$327.94~~ $344.34 | ~~$24.39~~ $25.61 | $0.00 |

| | | | | | |
|---|---|---|---|---|---|
| 15 CY Roll-off | ~~$105.00~~ $110.25 | N/A | ~~$327.94~~ $344.34 | ~~$24.39~~ $25.61 | $0.00 |
| 20 CY Roll-off | ~~$105.00~~ $110.25 | N/A | ~~$327.94~~ $344.34 | ~~$24.39~~ $25.61 | $0.00 |
| 30 CY Roll-off | ~~$105.00~~ $110.25 | N/A | ~~$327.94~~ $344.34 | ~~$24.39~~ $25.61 | $0.00 |
| 40 CY Roll-off | ~~$105.00~~ $110.25 | N/A | ~~$327.94~~ $344.34 | ~~$24.39~~ $25.61 | $0.00 |
| 25 CY Roll-off Compactor | N/A | ~~$315.00~~ $330.75 | ~~$327.94~~ $344.34 | ~~$24.39~~ $25.61 | $0.00 |
| 30 CY Roll-off Compactor | N/A | ~~$341.25~~ $358.31 | ~~$327.94~~ $344.34 | ~~$24.39~~ $25.61 | $0.00 |
| 40 CY Roll-off Compactor | ~~$131.25~~ $137.81 | ~~$367.50~~ $385.87 | ~~$327.94~~ $344.34 | ~~$24.39~~ $25.61 | $0.00 |

[1] Does not apply if the customer owns the compactor unit.
[2] Based on actual tonnage hauled to the disposal location. Tonnage must be reported to the customer as part of the customer billing.
[3] Recycling services are provided on a non-exclusive basis. Processing fee is based on actual tonnage hauled to the processing location. Tonnage must be reported to the customer as part of the customer billing.

- Container Rental fee only applies if the customer has less than a minimum of 2 pulls per month.
- Processing Fee may be subject to charges relating to contamination.

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A13.09 | | **UTILITY FEES AND DEPOSITS** | |

| | | | |
|---|---|---|---|
| A13.09.003 | Ord. No. 2015-16 9/22/15 | Return Trip – Failure to have presence of responsible person for connection | $25 |
| A13.09.004 | Ord. No. 2015-16 9/22/15 | Credit Check | Actual Cost |
| A13.09.005 | Ord. No. 2015-16 9/22/15 | Residential Electric Deposit | $200 |
| | | Residential Water Deposit | $75 |
| | | Commercial Deposit | Equivalent of twelve (12) months average times two (2), plus fifteen (15)% |
| | | Temporary Deposit follows same rules for Residential and commercial above | |

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| | | Temporary Services – nonrefundable fee | $50 |
| | | Solid Waste Deposit | $50 |
| A13.09.006 | Ord. No. 2015-16 9/22/15 | Deferred Payment Plan – Administration Fee | $25 |
| A13.09.007 | Ord. No. 2015-16 9/22/15 | New Application Fee | $50 |
| | | Disconnect Fee | $50 |
| | | Reconnect Fee | $50 |
| | | After Hours Reconnect Fee | $75 |
| | | Trip Fee – Investigation during regular business hours | $50 |
| | | Trip Fee – Investigation after hours | $100 |
| | | Miscellaneous Service Fee | $50 |
| | | Meter Re-reading Fee | $25 |
| | | Meter Inaccessible Fee | $25 |
| | | Transfer of Service Fee (per account) | $20 |
| | | Returned Check Fee | Actual cost to the City |
| | | Meter Testing Fee – unless City initiated | Actual cost plus $25 fee |
| | | Tampering with City Meter Charge – Actual costs could include cost of actual amounts of service | Minimum $500 or actual damages or both |

| | | | |
|---|---|---|---|
| | | used without City authorization, and cost associated with investigating the tampering claim. | |
| A13.11.001 | Ord. No. 2015-05 3/24/15 | Reclaimed Water for Irrigation – per 1,000 gallons | $5<br>Minimum $5 |
| A13.11.002 | Ord. No. 2015-05 3/24/15 | Reclaimed Water – Cost related to permitting, inspecting and application | |
| | | Application Fee | $150 |
| | | Resubmission/application review Fee | $50 |
| | | Volume Charges per 1,000 gallons | $5 |
| | | Engineering and other Professional Services | Actual Costs |
| | | Security Deposit | $500 |

## ZONING

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A14.01 | | **ZONING – GENERAL PROVISIONS** | |
| A14.01.001 | Ord. No. 2017-23 9/26/17 | ~~Fees associated with review of Zoning Change and Conditional Use permit application~~ | |
| | | ~~Less than or equal to 30 acres~~ | ~~$750~~ |
| | | ~~Greater than 30 acres~~ | ~~$900~~ |
| | | Administration fee (per application) | 5% of application fee |
| | | Completeness Check | $250 |
| | | Standard Zoning | $3,000 |
| | | Planned Development Zoning | ~~$2,000, plus $200 per acre~~<br>~~$5,000 Max.~~ $9,000 + $200 per acre (rounded up) |
| | | Conditional Use Permit (CUP) | ~~$350~~$2,500 |
| | | Zoning Variance | $3,500 |
| | | Appeal of Administrative Decision | $500 |

| | | | |
|---|---|---|---|
| | | Zoning Text Amendment | $250.00 |
| | | Comprehensive Plan Amendment | $250.00 |
| | | Technology Fee (per application) | $~~256~~ |
| | | Development, License, Agreement | $3,000 + professional fees* |
| | | Consent agreements for MUD, PID, SUD, WCID, etc. | $25,000 + Professional fees* |
| | | Zoning Verification Letter | $250 |
| | | Meeting Re-notification | $500, if required by applicant action |
| | | Certificate of Appropriateness | $50 |
| | | Certificate of Appropriateness - Demolition or Relocation | $100 |
| A14.01.002 | Ord. No. 2017-23 9/26/17 | Fees for review of variance request or appeal for site plan | $350 per request |

## CEMETERIES

| SEC Reference | Last updated | Description | Amount of fee |
|---|---|---|---|
| A15.01 | | **FAIRVIEW CEMETERY** | |
| A15.01.012 | Ord. No. 2015-13 9/8/15 | Cost of one (1) plot – Resident of the City of Bastrop | $1,000 |
| | | Cost of one (1) plot – Non-Resident of the City of Bastrop | $1,500 |
| | | 100% of the fee is deposited into the Operating fund | |
| | | Recording Fee | $30 |
| | | Permit Fee | $25 |

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9K

**TITLE:**
Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-40 of the City Council of the City of Bastrop, Texas related to the Hunters Crossing Public Improvement District; approving a 2019 amended and restated service and assessment plan, including Fiscal Year 2020 assessment roll for the district, attached as Exhibit A; ratifying and confirming prior actions of the City Council in connection with the District; resolving all matters incident and related thereto; providing for an effective date and move to include on the September 24, 2019 City Council Meeting for a second reading.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer
Lynda K. Humble, City Manager

**BACKGROUND/HISTORY**:
Texas Local Government Code Section 372.013 requires the ongoing service plan to be presented to the governing body of the municipality for review and approval, which was done in 2003. The statute further requires the ongoing service plan be reviewed and updated annually for determining the annual budget for improvements. As there have been no changes to the Service Plan, City Staff prepared a proposed Fiscal Year 2020 Budget and Proposed Assessments for the Operations and Maintenance Project Costs for Fiscal year 2020 based on the existing service plan and presented it to the public and the Hunters Crossing Local Government Corporation (LGC) for consideration. The LGC on September 4, 2019, by Resolution of the Board, recommended approval of its proposed service plan, assessment levy, and annual budget for Fiscal Year 2020 by Resolution. The LGC recommended assessment roll is incorporated into the Ordinance for City Council adoption as required by law.

Texas Local Government Code section 372.016-.017 requires the governing body to prepare an assessment roll and adopt it by ordinance or order. The required procedure provided by law is:

1) Give proper notice;
2) Conduct a public hearing;
3) At the close of the hearing, hear and pass on any objection to the proposed assessments;
4) Amend any proposed assessment if warranted; and
5) Pass the ordinance to levy the assessment.

**POLICY EXPLANATION**:
The Hunters Crossing Public Improvement District (the “PID”) was created by the City of Bastrop, Texas and is operating under the authority of Chapter 372, Texas Local Government Code. The City previously determined the estimated cost of certain public improvements for the PID and the

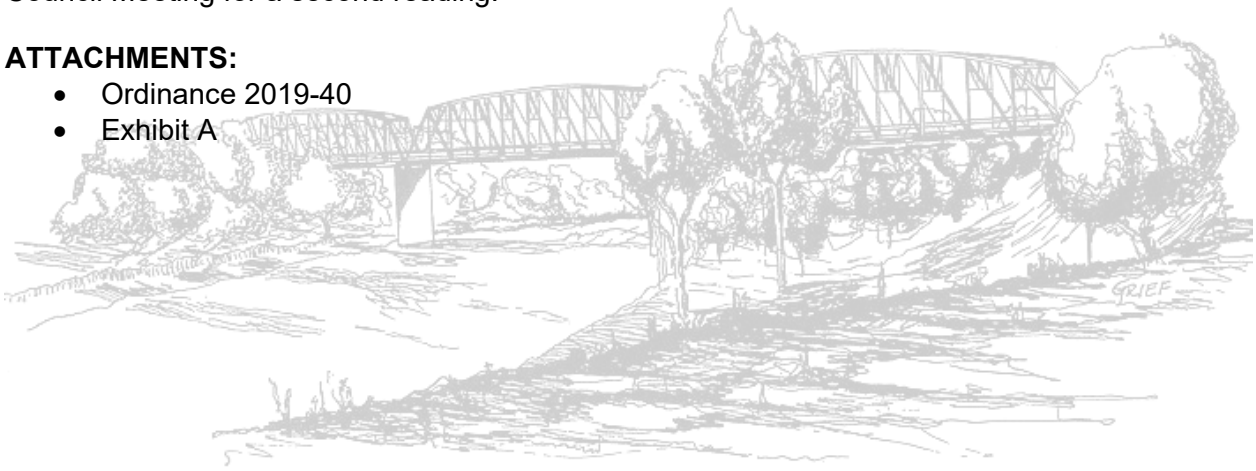
method of assessment for the costs of such Public Improvements and adopted a Service and Assessment Plan for the PID. Each year, the Hunters Crossing Local Government Corporation, to implement the Service Plan for the PID, reviews the service plan and proposes the assessment necessary to carry out the PID for purposes of the annual budget. This action fulfills the duty of the Corporation in carrying out its duties. Texas law requires the City Council approve the assessment roll by ordinance.

**FUNDING SOURCE**:
PID Assessments for FY2020

**RECOMMENDATION**:
Hold public hearing and consider action to approve the first reading of Ordinance No. 2019-40 of the City Council of the City of Bastrop, Texas related to the Hunters Crossing Public Improvement District; approving a 2019 amended and restated service and assessment plan, including Fiscal Year 2020 assessment roll for the district, attached as Exhibit A; ratifying and confirming prior actions of the City Council in connection with the District; resolving all matters incident and related thereto; providing for an effective date and move to include on the September 24, 2019 City Council Meeting for a second reading.

**ATTACHMENTS:**

- Ordinance 2019-40
- Exhibit A



**ORDINANCE NO. 2019-40**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS RELATED TO THE HUNTERS CROSSING PUBLIC IMPROVEMENT DISTRICT; APPROVING A 2019 AMENDED AND RESTATED SERVICE AND ASSESSMENT PLAN, INCLUDING FISCAL YEAR 2020 ASSESSMENT ROLL FOR THE DISTRICT; RATIFYING AND CONFIRMING PRIOR ACTIONS OF THE CITY COUNCIL IN CONNECTION WITH THE DISTRICT; RESOLVING ALL MATTERS INCIDENT AND RELATED THERETO; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop, Texas (the "City"), pursuant to and in accordance with the terms, provisions, and requirements of the Public Improvement District Assessment Act, Chapter 372, Texas Local Government Code, as amended (the "PID Act"), has previously established the "Hunters Crossing Public Improvement District" (the "District"), pursuant to Resolution No. R-2001-19 adopted by the City Council of the City (the "City Council") on September 11, 2001 (the "Original Creation Authorization"); and

**WHEREAS**, on November 11, 2003, the City Council passed and approved Resolution No. R-2003-34 amending the Original Creation Authorization by reducing the estimated costs of the public improvements for the PID (the "Public Improvements") and modifying the method of assessment; and

**WHEREAS**, on December 9, 2003, the City Council passed and approved Ordinance No. 2003-35 (the "Original Assessment Ordinance") levying assessments and adopting the Service and Assessment Plan, including the Assessment Roll for the PID attached thereto (collectively, the "Service and Assessment Plan"); and

**WHEREAS,** on December 14, 2004, the City Council passed and approved Ordinance No. 2004-42 (the Original Assessment Ordinance as amended by Ordinance No. 2004-42, and as the same may be amended from time to time, is referred to collectively as the "Assessment Ordinance"), to correct omissions or mistakes discovered in the Assessment Roll consisting of scrivener's and mathematical errors as well as a failure to denote the effects of rounding in the conversion of square feet; and

**WHEREAS**, the service plan and assessment roll contained in the Service and Assessment Plan are required to be reviewed and updated annually pursuant to the PID Act; and

**WHEREAS**, the "Hunters Crossing Public Improvement District 2019 Amended and Restated Service and Assessment Plan," dated September 10, 2019 (the "Amended and Restated Service and Assessment Plan"), attached hereto as Exhibit A, is the annual update to the Service and Assessment Plan; and

**WHEREAS**, the City Council now desires to proceed with the adoption of this Ordinance as the annual update to the Service and Assessment Plan, in conformity with the requirements of the PID Act; and

**WHEREAS**, the City Council finds the passage of this Ordinance to be in the best interest for the citizens of Bastrop.

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

**Section 1**. **Terms**.

Terms not otherwise defined herein, including in the preambles to this Ordinance, have the meanings ascribed thereto as set forth in the Amended and Restated Service and Assessment Plan.

**Section 2. Findings**.

The findings and determinations set forth in the recitals hereof are hereby incorporated by reference and made a part of this Ordinance for all purposes as if the same were restated in full in this Section.

**Section 3. Ratification of Previous City Council Actions.**

The City Council does hereby approve and ratify all prior actions of the City Council taken related to the Hunters Crossing Public Improvement District, including the creation of the District and the levy of assessments.

**Section 4. Amended and Restated Service and Assessment Plan**.

The City Council of the City of Bastrop, Texas does hereby approve and adopt the Amended and Restated Service and Assessment Plan, dated September 10, 2019, as the service and assessment plan for the District, a copy of which is attached hereto as **Exhibit A** and is incorporated herein for all purposes.

**Section 5. Assessment Roll**.

The Assessment Roll attached to the Amended and Restated Service and Assessment Plan is hereby accepted and approved pursuant to the PID Act as the assessment roll of the District.

**Section 6**. **Method of Assessment**.

The method of apportioning the Costs of the Authorized Improvements is set forth in the Amended and Restated Service and Assessment Plan.

**Section 7**. **Penalties and Interest on Delinquent Assessments**.

Delinquent Assessments shall be subject to the penalties, interest, procedures, and foreclosure sales set forth in the Amended and Restated Service and Assessment Plan and as allowed by law.

**Section 8**. **Lien Priority**.

The City Council intends for the obligations, covenants and burdens on the landowners of the Assessed Property, including without limitation such landowners' obligations related to payment of the Assessment and the Annual Installments thereof, to constitute covenants that shall run with the land. The Assessment and Annual Installments thereof, which were levied by the Assessment Ordinance and which are described in and apportioned by the Amended and Restated Service and Assessment Plan, shall be binding upon the landowners of the Assessed Property, and their respective transferees, legal representatives, heirs, devisees, successors and assigns in the same manner and for the same period as

such parties would be personally liable for the payment of ad valorem taxes under applicable law. The Assessment shall have lien priority as specified in the PID Act.

**Section 9**. **Appointment of Administrator and Collector of Assessments**.

(a) Appointment of Administrator.

The Hunters Crossing Local Government Corporation was designated by the City as the initial Administrator of the Amended and Restated Service and Assessment Plan and of the Assessment levied by the Assessment Ordinance (the "Administrator"). The Administrator shall perform the duties of the Administrator described in the Amended and Restated Service and Assessment Plan and in this Ordinance. The Administrator's fees, charges and expenses for providing such service shall constitute an Operational and Maintenance Supplemental Service. The City delegates authority to the City Manager (or her designee) to appoint the Administrator or a replacement Administrator.

(b) Appointment of Collector.

The Bastrop County Tax Assessor-Collector is hereby appointed and designated as the collector of the Assessment (the "Collector"). The City Manager, or her assignee, is directed to provide the Assessment Roll to the Collector no later than close of business on September 27, 2019, and to request that such assessments be assessed to and collected from Assessed Property in the PID.

**Section 10**. **Applicability of Tax Code.**

To the extent not inconsistent with this Ordinance, and not inconsistent with the PID Act or the other laws governing public improvement districts, the provisions of the Texas Tax Code shall be applicable to the imposition and collection of Assessment by the City.

**Section 11**. **Filing in Land Records**.

The City Secretary is directed to cause a copy of this Ordinance, including the Amended and Restated Service and Assessment Plan and Assessment Roll, to be recorded in the real property records of Bastrop County. The City Secretary is further directed to similarly file each Annual Service Plan Update approved by the City Council.

**Section 12. Severability.**

If any provision, section, subsection, sentence, clause, or phrase of this Ordinance, or the application of same to any person or set of circumstances is for any reason held to be unconstitutional, void, or invalid, the validity of the remaining portions of this Ordinance or the application to other persons or sets of circumstances shall not be affected thereby, it being the intent of the City Council that no portion hereof, or provision or regulation contained herein shall become inoperative or fail by reason of any unconstitutionality, voidness, or invalidity or any other portion hereof, and all provisions of this Ordinance are declared to be severable for that purpose.

**Section 13. Conflict**.

All other ordinances in conflict herewith are hereby repealed, but only to the extent of any such conflict or inconsistency.

**Section 14**. **Public Meeting**.

The City Council met in a public meeting on September 24, 2019, and adopted this ordinance with a majority of vote.

**Section 15. Effective Date**.

This Ordinance shall take effect and the provisions and terms of the Amended and Restated Service and Assessment Plan shall be and become effective upon passage and execution hereof.

[*Remainder of Page Intentionally Left Blank; Signatures to Follow*]

READ and ACKNOWLEDGED on First Reading on the 10th day of September 2019.

READ and ADOPTED on the Second Reading on the 24th day of September 2019.

**APPROVED:**

By:_____

Connie Schroeder, Mayor

**ATTEST:**

By:_____

Ann Franklin, City Secretary

**APPROVED AS TO FORM AND LEGALITY:**

By:_____

George Hyde, Special Legal Counsel to City of Bastrop, Texas

**EXHIBIT A**

**HUNTERS CROSSING PUBLIC IMPROVEMENT DISTRICT**

**2019 AMENDED AND RESTATED Service and Assessment Plan**

**[Attached]**

# HUNTERS CROSSING
# PUBLIC IMPROVEMENT DISTRICT
# 2019 AMENDED AND RESTATED
# SERVICE AND ASSESSMENT PLAN

## CITY OF BASTROP, TEXAS

September 10, 2019

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT:**

**ADMINISTRATOR FOR THE DISTRICT:**

Hunters Crossing Local Government Corporation
c/o City of Bastrop Texas
Attention: City Manager
1311 Chestnut Street
P.O. Box 427
Bastrop, Texas 78602
(512) 332 – 8820

## SECTION I: INTRODUCTION AND DEFINITIONS

### A. Introduction

**1.** On September 11, 2001, the City of Bastrop, Texas (the "**City**") passed and approved Resolution No. R-2001-19 (the "**Original Creation Authorization**") authorizing the establishment of the Bastrop Hunters Crossing Public Improvement District (the "**District**") in accordance with Chapter 372, Texas Local Government Code, as amended (the "**Act**"), which authorization was effective upon publication as required by the Act. On November 11, 2003, the City Council of the City (the "**City Council**") approved Resolution No. R-2003-34 amending the Original Creation Authorization by reducing the estimated costs of the Authorized Improvements from $14,500,000 to $12,476,000 and modifying the method of assessment (as amended, the "**Creation Authorization**").

**2.** On December 9, 2003 the City passed and approved Ordinance No. 2003-35 (the "**Original Assessment Ordinance**"), the initial levy of assessments, at $7.365M for commercial and multi-family developed property, $4.597M for residential developed property (aggregate total cost of the Authorized Improvements is approximately $11.962M) and $5.4M for the operation and maintenance of the District (Assessment levied is a grand total of $17.362M in the aggregate). The purpose of the District is to finance certain public improvement projects that confer a special benefit on approximately 283.001 acres within the corporate limits of the City, located south of State Highway No. 71, west of State Highway No. 304, and east of Bear Hunter Drive. A metes and bounds description of the property within the District is attached as **Exhibit A** and a depiction of the District is attached as **Exhibit B**. Copies of the final plats as recorded in the real property records of Bastrop County, Texas (the "**County**") are listed on **Exhibit C**. The actions of the City Council relating to the creation of the District, the approval of the original service and assessment plan, and the levy of assessments within the District are outlined in **Exhibit G**.

**3.** Incorporated in the Original Assessment Ordinance was the initially adopted Service and Assessment Plan (the "**2003 SAP**") and Assessment Roll for the District and levied the assessments shown on the assessment roll attached as Exhibit C to the Original Assessment Ordinance (the "**2003 Assessment Roll**") on assessable property within the District in accordance with the Act. On December 14, 2004, the City Council passed and approved Ordinance No. 2004-42 (the Original Assessment Ordinance as amended by Ordinance No. 2004-42, and as the same may be amended from time to time, is referred to collectively as the "**Assessment Ordinance**"), to correct omissions or mistakes discovered in the Assessment Roll consisting of scrivener's and mathematical errors as well as a failure to denote the effects of rounding in the conversion of square feet.

**4.** Under the 2003 SAP, assessments were levied on 83.82 acres of commercial property,

34.32 acres of multi-family property, and 464 single family lots. Under this Amended and Restated Service and Assessment Plan, the assessments pertain to 27.434 acres of commercial property, 24.523 acres of multi-family property, 510 single family lots, and 37.937 acres of undeveloped land. Parcel 90301 is excluded from the Capital Assessment portion of this Amended and Restated Service and Assessment Plan because that property's Capital Assessment was reduced to zero by a developer contribution payment. Parcel 98555 is also excluded from this Amended and Restated Service and Assessment Plan because its use is limited to drainage, so its Assessment was reduced to zero as it is non-benefitted property. The 37.937 acres of undeveloped property is anticipated to be developed with multi-family uses.

**5.** The 2003 SAP has not been modified. Texas Local Government Code Chapter 372 provides that the Service Plan shall be reviewed and updated annually for the purpose of determining the annual budget for improvements. Tex. Loc. Gov't Code §372.013. An assessment plan must be included in an annual service plan. The preparation of the SAP may be delegated to an advisory body, but the City Council as the governing body of the municipality is responsible to annually consider the proposed plan, apportion the cost of the improvements assessed against the property in the District and prepare a proposed assessment roll. The municipality must conduct a public hearing on the proposed assessment roll, and upon concluding the public hearing, pass on any objections to the proposed assessments and must, by ordinance or order, levy the assessments. Tex. Loc. Gov't Code 372.016-.017.

**6.** In the Fall of 2017, property owner inquiries regarding the operation of the District resulted in the Hunters Crossing Local Government Corporation and the new City Council to engage professionals to examine the state of the District and engage with the Original Developer and subsequently the current Developer to reconcile the District operation.

**7.** Contemporaneously, approximately 15 residents of the District initiated legal action against a host of civil defendants alleging liability for flood damage to their homes in the District. The legal action placed the City, Hunters Crossing Local Government Corporation, the Original Developer, among several others in litigation as Defendants.

**8.** Municipal records prior to the Fall of 2017 do not demonstrate statutory compliance in the operation of the District. Legal counsel for the City, the Hunters Crossing Local Government Corporation and the Developer have found several provisions of the existing 2003 SAP unworkable, necessitating this amendment and restatement.

**9.** The Original Developer issued written notice of assignment of the District Development and Reimbursement Agreement to TF Hunters Crossing, LP., the current Developer in February 2018, placing addition complexities into the examination.

**10.** After months of examination, evaluation, and development of materials to reconcile the

District operation, the preparation of amended and restated documentation including this Amended and Restated Service and Assessment Plan, are necessary to support of the continued operation of the District to its conclusion.

**11.** On September 10, 2019, the City Council approved Ordinance No. 2019-___-___, and on September 24, 2019, City Council adopted Ordinance No. 2019-___-___, which approved and accepted this Amended and Restated Service and Assessment Plan, including the updated Assessment Roll attached as **Exhibit F** (as amended and updated from time to time, the "**SAP**"), which replaces the 2003 SAP in its entirety.

**12.** Capitalized terms used in this SAP shall have the meanings given to them in **Section I.B** unless otherwise defined in this SAP or unless the context in which a term is used clearly requires a different meaning. Unless otherwise defined, a reference to a "Section" or an "Exhibit" shall be a reference to a Section of this SAP or an Exhibit attached to and made a part of this SAP for all purposes.

**13.** The Act governs the creation of public improvement districts within the corporate limits and extraterritorial jurisdiction of Texas municipalities and counties. The Act, among other things, governs the process by which Costs of Authorized Improvements are apportioned to and assessed against the Property based on the special benefit conferred on the Property by the Authorized Improvements.

**14.** The Act requires a service plan covering a period of at least five (5) years and defining the annual indebtedness and projected cost of the Authorized Improvements (as updated, from time to time, a "**Service Plan**"). The Updated Service Plan is contained in **Section IV**.

**15.** The Act requires that the Service Plan include an assessment plan that assesses the Costs of the Authorized Improvements against the Property based on the special benefits conferred on the Property by the Authorized Improvements (as updated, from time to time, an "**Assessment Plan**"). The Assessment Plan is contained in **Section V**.

**16.** The Act requires an assessment roll, which may be in one or more parts, that states the assessment against each Parcel of Assessed Property determined by the method chosen by the City Council (as updated, from time, the "**Assessment Roll**"). The assessment against each Assessed Parcel must be sufficient to pay the share of the Costs apportioned to the Parcel and cannot exceed the special benefit conferred on the Parcel by the Authorized Improvements. The Assessment Roll is attached as **Exhibit F**.

## B. Definitions

**1.** **"Act"** is defined in **Section I.A.1**.

**2.** **"Administrator"** means the person or independent firm designated by the City Council to perform the duties and obligations of the "Administrator" in this SAP. The City Council has currently designated the Hunters Crossing Local Government Corporation as the administrator of the District, but may designate others in its discretion in the future.

**3.** **"Annual Installment"** means the annual installment payments of an Assessment calculated by the Administrator and approved by the City Council, including: (1) annual Costs of the Capital Improvements, including the Capital Improvement Supplemental Services; and (2) the annual Costs of the Operational and Maintenance Supplemental Services. The Annual Installments will be reviewed and adjusted each year as part of the Annual Service Plan Update; provided, however, the total Assessment related to the Costs of the Capital Improvements, including the Capital Improvement Supplemental Services, may not be increased. The portion of the Annual Installment related to the Costs of the Operational and Maintenance Supplemental Services shall be adjusted each year as described in **Section III** and **Section V** below.

**4.** **"Annual Service Plan Update"** means an update to the Service Plan prepared no less frequently than annually by the Administrator and approved by the City Council.

**5.** **"Assessed Property"** or **"Assessed Parcels"** means any Parcel or Lot against which an Assessment is levied.

**6.** **"Assessment"** means an assessment levied against a Parcel pursuant to the Act, including specifically the Commercial Assessments, the Undeveloped Lot Assessment, the Multi-Family Assessments, and the Single-Family Assessments.

**7.** **"Assessment Ordinance"** mean Ordinance No. 2003-35 adopted by the City Council in accordance with the Act on December 9, 2003, and recorded as Instrument No. 200401641 in the real property records of the County, as supplemented by Ordinance No. 2004-42 adopted by the City Council on December 14, 2004 and recorded as Instrument No. 200420005 in the real property records of the County to correct omissions or mistakes discovered in the Assessment Roll consisting of scrivener's and mathematical errors as well as a failure to denote the effects of rounding in the conversion of square feet pursuant to Section 372.019 of the Act.

**8.** **"Assessment Roll"** means the assessment roll, in one or more parts, for the Assessed Property within the District, as updated, modified or amended from time to time in accordance with the procedures set forth herein and in the Act, including updates prepared in connection with the issuance of PID Bonds or in connection with any Annual Service Plan Updates. The Assessment Roll is attached as **Exhibit F** to this SAP.

**9.** **"Assessment Plan"** is defined in **Section I.A.15**.

**10.** **"Authorized Improvements"** mean, collectively, the public improvements and

supplemental services described in **Section III** and **Exhibit D** of this SAP and any updates and/or amendments that are authorized by the Act to be undertaken for the benefit of the Assessed Property.

**11. "Capital Assessment"** means, Assessments levied against Parcels for Capital Improvements and Capital Improvement Supplemental Services.

**12. "Capital Improvements"** are listed in **Section III.B**.

**13. "Capital Improvement Supplemental Services"** is defined in **Section III.C**.1.

**14. "City"** is defined in **Section I.A.1**.

**15. "City Council"** is defined in **Section I.A.1**.

**16. "Commercial Assessment"** means an assessment levied against a Commercial Lot pursuant to the Assessment Ordinance and the Act.

**17. "Commercial Lots"** means a Parcel shown on the Final Plat or a subsequent final plat approved by the City designated for use as a commercial lot. Such term does not include the Undeveloped Lot (defined below) until a building permit for vertical improvement is issued for such lot.

**18. "Costs"** mean, with respect to Authorized Improvements, the actual costs paid or incurred by or on behalf of owners and developers of the Property: (1) to plan, finance, design, acquire, construct, install, and dedicate such improvements to the City; (2) to prepare plans, specifications (including bid packages), contracts, and as-built drawings; (3) to obtain zoning, licenses, plan approvals, permits, inspections, and other governmental approvals; (4) to acquire easements and other right-of-way; (5) for both city and developer third-party professional consulting services including, but not limited to, engineering, surveying, geotechnical, land planning, architectural, landscaping, legal, accounting, and appraisals; (6) of labor, materials, equipment, fixtures, payment and performance bonds and other construction security, and insurance premiums; (7) of fees charged by the City or any other political subdivision or governmental authority; and (8) to implement, administer, and manage the above-described activities.

**19. "County"** means Bastrop County, Texas.

**20. "Delinquent Collection Costs"** mean, for a Parcel, interest, penalties, and other costs and expenses authorized by the Act that directly or indirectly relate to the collection of delinquent Assessments, delinquent Annual Installments, or any other delinquent amounts due under this

Annual Service Plan Update, including costs and expenses to foreclose liens.

**21.** **"Developer"** means TF Hunters Crossing, L.P., a Delaware limited partnership, including its related entities and its successors and assigns.

**22.** **"Development Agreement"** means the *Public Improvements District Development and Reimbursement Agreement*, effective February 24, 2004, by and between the City, Hunters Crossing Local Government Corporation (the "Corporation"), and Sabine Investment Company assigned to Developer on February 8, 2018, for purposes of acquiring all or part of the Original Developer's assets, and such assignment does not relieve the Original Developer of liability under the Original Agreement; and as amend and restated to be effective on September 24, 2019.

**23.** **"District"** is defined in **Section I.A.1**.

**24.** **"Final Plat"** means the Final Plat of *Hunters Crossing Sections 1A – 9C,* as re-subdivided and approved by the City Council.

**25.** **"Hunters Crossing Local Government Corporation" or "HCLGC"** means the entity acting as an advisory body to the District under the Act and that the City has appointed as the Administrator.

**26.** **"Indenture"** means an indenture of trust, trust agreement, ordinance or similar document between the City and the Trustee setting forth terms and conditions relating to a series of PID Bonds, as the same may be modified, amended and/or supplemented from time to time.

**27.** **"Land Use Category"** means classification of a Parcel by its intended use (commercial, multi-family, single-family residential, Public Property, etc.).

**28.** **"Multi-Family Assessment"** means an assessment levied against a Multi-Family Lot pursuant to the Assessment Ordinance and the Act.

**29.** **"Multi-Family Lot"** means a Parcel shown on the Final Plat designated for use as a multi-family lot.

**30.** **"Non-Benefited Property"** means Parcels (or any other portions of the Property) that receive no special benefit from the Authorized Improvements, including but not limited to Public Property and LOT 3-B, RESUB. of LOT 3, HUNTERS CROSSING SEC ONE-A.

**31.** **"Original Developer"** means the predecessors to the Developer consisting of Sabine Investment Company, a Delaware corporation, and Forestar (USA) Real Estate Group Inc., a Delaware corporation, as applicable.

**32.** **"Operational and Maintenance Supplemental Services"** is defined in **Section III.C**.2.

**33.** **"Parcel"** or **"Parcels"** means a portion of the Property identified by either a property identification number assigned by the Bastrop Central Appraisal District for real property tax purposes, by lot and block number in a final subdivision plat, or by a metes and bounds description.

**34.** **"PID Bonds"** mean bonds, notes or other obligations, if any, issued by the City, in one or more series, to finance the Authorized Improvements and secured by Assessments, including Annual Installments thereof.

**35.** **"Prepayment Costs"** mean, to the extent allowed by the Act: (1) costs, and expenses, if any, arising under the Indenture and resulting from the prepayment of an Assessment; and (2) third-party costs and expenses, if any, paid or incurred by the City and resulting from the prepayment of an Assessment.

**36.** **"Property"** is defined in **Section II.A.**

**37.** **"Public Property"** means real property, whether conveyed or dedicated in fee simple, as an easement, license, or otherwise, to the Federal Government, to Bastrop County, to the City, to the HCLGC or to any other political subdivision, public or government agency, or public utility.

**38.** **"SAP"** is defined in **Section I.A.11**.

**39.** **"Service Plan"** is defined in **Section I.A.14**.

**40.** **"Single-Family Assessments"** means an assessment levied against a Single-Family Residential Lot pursuant to the Assessment Ordinance and the Act.

**41.** **"Single-Family Residential Lot"** means a Parcel shown on the Final Plat designated for use as a single-family residential lot.

**42.** **"Supplemental Services"** are listed in **Section III**.

**43.** **"Trustee"** means the trustee (or successor trustee) under an Indenture.

**44.** **"Undeveloped Lot Assessment"** means an assessment levied against the Undeveloped Lot pursuant to the Assessment Ordinance and the Act.

**45.** **"Undeveloped Lot"** means that Parcel shown on the April 2017 Final Plat or a subsequent final plat approved by the City designated for use as a commercial lot which is all or part of that certain 37.937 acres (originally 43 acres) assigned tax parcel # 47760. Upon the issuance of a building permit for vertical improvement on the Undeveloped Lot, such lot shall become either

a Commercial Lot or a Multi-Family Lot (as defined above) for all purposes under this SAP.

## SECTION II: THE PROPERTY

**A.** The Property includes approximately 283.001 contiguous acres within the corporate limits of the City as generally described in **Section I.A.2** and more particularly described by metes and bounds on **Exhibit A** and depicted in **Exhibit B** (the "**Property**"). Development of the Authorized Improvements has been completed, and the vertical development on all but the Undeveloped Lot has been completed or has already begun. The final plats as recorded in the real property records of Bastrop County, Texas (the "**County**") and listed on **Exhibit C**.

**B.** Since the inception of the District, the Parcels within the District have undergone changes that the 2003 SAP did not anticipate or properly account for. This Amended and Restated Service and Assessment Plan addresses and resolves any discrepancies.

**1. Changes to the Residential Property**

Under the 2003 SAP assessment roll, the principal Capital Assessment amount per lot was $9,907, but a $6,192 lump-sum payment option was allowed. The option to pay this $6,192 amount expired when the first Annual Installment payment was made. In the 2003 SAP assessment roll, the Annual Installment payments for 25 years totals $8,799. As the option to pay $6,192 has expired, the amount levied for Capital Assessments per Single-Family Residential Lot is $8,799. The 2003 SAP also anticipated 464 Single-Family Residential Lots (464 lots x $9,907 assessment = $4,596,717 total Capital Assessment levied for all Single-Family Residential Lots). Even though 464 lots were anticipated, actual development resulted in 510 Single-Family Residential Lots. Due to change in use of certain Parcels, under this Amended and Restated Service and Assessment Plan, there are 510 Single-Family Residential Lots.

**2. Changes to the Commercial Property**

Under the 2003 SAP, assessments were levied on 83.82 acres of commercial property. Due to change in use of certain Parcels, under this Amended and Restated Service and Assessment Plan, the Commercial Lots total 27.434 acres.

**3. Changes to the Multi-Family Property**

Under the 2003 SAP, assessments were levied on 34.32 acres of multi-family property. Due to change in use of certain Parcels, under this Amended and Restated Service and Assessment Plan, the Multi-Family Lots total 24.523 acres.

**4. Changes to the Undeveloped Lot**

Under the 2003 SAP, the Undeveloped Lot was anticipated to be developed as 14.84 acres multi-family use and 27.58 acres commercial use. Due to change in use of certain Parcels, under this Amended and Restated Service and Assessment Plan, the Undeveloped Lot totals 37.937 acres and is anticipated to be developed with multi-family uses.

## SECTION III: AUTHORIZED IMPROVEMENTS; COSTS

**A.** As described in this **Section III,** the Authorized Improvements consist of: (1) Capital Improvements and (2) Supplemental Services. The City Council has previously reviewed and approved the Costs of the Authorized Improvements set forth in **Exhibit D**. The Costs of the Capital Improvement and related Capital Improvement Supplemental Services approved for reimbursement to the Developer equals $11,961,260, subject to any continuing Supplemental Services expenses incurred by the City or the District. The City also approved $5,400,000 in total Costs for the Operational and Maintenance Supplemental Services.

**B. Capital Improvements**.

The Authorized Improvements consisting of Capital Improvements are listed below and have been completed and accepted by the City, except for the completion of Bear Hunter Drive to be constructed in accordance with the Development Agreement, as amended. The City Council, based on information provided by the Original Developer, its engineer and reviewed by the City staff, determined that the Capital Improvements described below, and itemized in the opinion of probable costs attached as **Exhibit D-1**, are public improvements authorized by the Act that confer a special benefit on the Assessed Property. The City Council further determined that the Costs of the Capital Improvements shown on **Exhibit D-1** were determined based on engineering reports prepared on behalf of the Original Developer. The completed Capital Improvements consisted of the following:

1. **WATER DISTRIBUTION SYSTEM IMPROVEMENTS** consisting of improvements necessary to provide water services to the Assessed Property.
2. **WASTEWATER COLLECTION SYSTEM IMPROVEMENTS** consisting of improvements necessary to provide wastewater services to the Assessed Property.
3. **STORM DRAINAGE AND DETENTION IMPROVEMENTS** consisting of improvements necessary to provide storm drainage to the Assessed Property.
4. **PUBLIC STREET IMPROVEMENTS** consisting of improvements necessary to provide the Assessed Property with access within the District as well as to provide

necessary access to community roads and state highways.

5. **LANDSCAPING, OPEN SPACE, RECREATIONAL AND PARK IMPROVEMENTS** consisting of installation of landscaping in public rights-of-way and public open spaces, public signage and establishment and improvement of open spaces, including dedication of land to the City for Hunters Crossing Park, construction of Hunters Crossing Park, and construction of a hike/bike trail system.

**C.** **Supplemental Services**. The Authorized Improvements consisting of Supplemental Services are listed below and the Costs of such Supplemental Services have been approved by the City. The Supplemental Services consist of two parts:

1. Costs related to the Capital Improvements consisting of planning, legal, administrative, and civil engineering, which include the creation of the District and District activities in connection with the Developer during ongoing operations (collectively, the "**Capital Improvement Supplemental Services**"). Assessments related to Capital Improvement Supplemental Services will be pledged to the PID Bonds; and

2. Costs related to operation and maintenance of the District by the City, consisting of: (a) the on-going administration and operation of Hunters Crossing PID until dissolution, which may include (but are not limited to), general administration, financial, legal and assessment collection services, including those related to: (i) annual collection costs, costs of the Administrator related to Annual Service Plan Updates, the calculation, billing and collection of Assessments or the Annual Installments thereof; (ii) legal counsel, engineers, accountants, financial advisors, and other consultants engaged by the City or the Administrator; (iii) maintaining records with respect to the ongoing operations of the District, including Annual Service Plan Updates and Updated Assessment Rolls; (iv) depositing and investing Assessments, including Annual Installments thereof, in accordance with City policies and applicable laws; complying with this SAP and the Act; and (v) costs related to the issuance of PID Bonds, if issued, including costs of the paying agent/registrar, Trustee, and other legal and financial consultants in connection with the issuance and sale of such PID Bonds, costs related to continuing disclosure requirements related to such PID Bonds, and costs relate to the refunding of such PID Bonds, if applicable; and (b) operation, maintenance, and repair of all Capital Improvements, including but not limited to the park and landscaping improvements, public rights-of-way, easements, and Hunters Crossing Park (collectively, the "**Operational and Maintenance Supplemental Services**"). The

Costs of the Operational and Maintenance Supplemental Services vary each year and will be collected as a distinct annual amount of the Annual Installment of the Assessments, which are updated each year as part of the Annual Service Plan Update. Assessments related to Operational and Maintenance Supplemental Services will not be pledged to the PID Bonds.

**D. Developer Reimbursement Payments for Authorized Improvements**.

Consistent with the terms of the Development Agreement, the Original Developer has received reimbursements in the aggregate totaling $2,205,097.71 for approved expenditures for Authorized Improvements. Prior to the issuance of PID Bonds or if PID Bonds are never issued, the portions of the Assessments, including the Annual Installments thereof, related to the Capital Improvements (including the Capital Improvement Supplemental Services) will be collected each year and paid on an annual basis by the Administrator to the Developer, until the expiration of the time period for the collection of the Assessments as shown in **Section VI.A**. If PID Bonds are issued, the portion of Assessments, including the Annual Installments thereof, related to the Capital Improvements (including the Costs of the Capital Improvement Supplemental Services) will be pledged to the PID Bonds and the Developer will be reimbursed for the total remaining Costs of the Capital Improvements (including the Costs of the Capital Improvement Supplemental Services) from the net proceeds of the PID Bonds.

**E. Supplemental Services Reimbursement Payments.**

Consistent with the terms of the Service and Assessment Plan, as of February 2019, the District collected $1,258,900 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original $5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 76.69% remains levied, but uncollected and available for collection, on an as needed basis, annually for the operation and maintenance of the District as defined in Section III.C.2. Contracted third parties and the City are paid from these funds for the above described expenditures in the course of operating the District. All budgets and expenditures are approved annually at City Council meetings open to the public, and all owners are provided notice of the public hearing date, times and location, as well as the anticipated amount of the Operational and Maintenance Supplemental Services levy for the respective fiscal year. The City shall collect the portion of the Assessments, including the Annual Installments thereof, related to the Operational and Maintenance Supplemental Services on an annual basis

for payment of the Costs of such Operational and Maintenance Supplemental Services until the expiration of the time period for the collection of assessments as shown in **Section VI.A**.

## SECTION IV: SERVICE PLAN

The PID Act requires the service plan to cover a period of at least five years. The service plan is required to define the annual projected costs and indebtedness for the Authorized Improvements undertaken within the District during the five-year period. The Updated Service Plan attached as **Exhibit E** covers a period of at least five years, including the expended costs of the Authorized Improvements and the projected annual indebtedness for the Authorized Improvements. The Service Plan must be reviewed and updated by the City Council at least annually.

## SECTION V: ASSESSMENT PLAN

The Act allows the City Council to apportion the District costs on the basis of special benefit conferred upon the property because of the Authorized Improvements. The Act provides that such costs may be apportioned: (i) equally per front foot or square foot; (ii) according to the value of property as determined by the City Council, with or without regard to improvements constructed on the property; or (iii) in any other manner approved by the City Council that results in imposing equal shares of such costs on property similarly benefited. The Act further provides that the City Council may establish by ordinance or order reasonable classifications and formulas for the apportionment of the cost between the municipality and the area to be assessed and the methods of assessing the special benefits for various classes of improvements.

The determination by the City Council of the assessment methodologies set forth below is the result of the discretionary exercise by the City Council of its legislative authority and governmental powers and is conclusive and binding on the current property owner and all future property owners and developers of the Assessed Property.

The Assessment for each property owner may be adjusted following each Annual Service Plan Update. The Costs of the Authorized Improvements have been allocated as follows:

**A. Allocation of Costs of Capital Improvements and Capital Improvement Supplemental Services)**: The City Council has allocated the Costs of the Capital Improvements (including Costs of Capital Improvement Supplemental Services) to the Assessed Property by Land Use Category

based on engineering reports and cost allocation analysis provided by the Original Developer[1].

1. **Commercial Lots**: The Costs of the Capital Improvements (including Costs of Capital Improvement Supplemental Services) equaling $5,282,078[2] are allocated to the Commercial Lots pro rata based on square footage of each Parcel at an Annual Installment rate of $0.071 per square foot.

2. **Multi-Family Lots**: The Costs of the Capital Improvements (including Costs of Capital Improvement Supplemental Services) equaling $2,082,464[3] are allocated to the Multi-Family Lots pro rata based on square footage of each Parcel at an Annual Installment rate of $0.068 per square foot.

3. **Single-Family Residential Lot**: The Costs of the Capital Improvements (including Costs of Capital Improvement Supplemental Services) equaling $4,596,717[4] are allocated to the Residential Lots on a per lot basis in Annual Installments. The published 25-year payment schedule totaled a maximum payment of $8,799 for each of the Residential Lots.

4. **Undeveloped Lot**: The Costs of the Capital Improvements (including Costs of Capital Improvement Supplemental Services) allocated to the Undeveloped Lot required re-allocation due to the change in use of the Undeveloped Lot. Under the 2003 SAP, the Undeveloped Lot was anticipated to be developed as 14.84 acres multi-family use and 27.58 acres commercial use. The Undeveloped Lot totals 37.937 acres and is anticipated to be developed with multi-family uses and, as a result, will pay a Capital Assessment of $2,564,916.92.

**B.** **Allocation of Costs of Operational and Maintenance Supplemental Services**: The City Council has allocated the Costs of the Operational and Maintenance Supplemental Services related to operation and maintenance estimated to be approximately $5,400,000 over 25 years based on value per square foot for Commercial Lots and Multi-Family Lots and per Lot for Single-Family Residential Lots based on schedules from the Original Developer.[5] Such Costs of the Operational and Maintenance Supplemental Services may increase or decrease each year based on the actual operation and maintenance costs of the Capital Improvements and costs of administering and operating the District, including the costs of collecting the Assessments.

[1] See Original Assessment Ordinance, SAP Exhibit F, Table A.
[2] See Original Assessment Ordinance, SAP Exhibit F, Table A.
[3] See Original Assessment Ordinance, SAP Exhibit F, Table A.
[4] See Original Assessment Ordinance, SAP Exhibit F, Table A.
[5] See Original Assessment Ordinance, SAP, Section III.

**C. Findings of Special Benefit.** Assessed Property must receive a direct and special benefit from the Authorized Improvements, and this benefit must be equal to or greater than the amount of the Assessments. The Authorized Improvements are provided specifically for the benefit of the Assessed Property. The City Council, acting in its legislative capacity based on information provided by the Original Developer and its engineer and reviewed by the City staff and by third-party consultants retained by the City, find and determine that the Costs of the Capital Improvements are greater than the $11,961,260 Capital Assessment amount. The City acknowledges that the Developer invested over $18 million in Capital Improvements.[6] To date, the Developer has incurred a total of $17,863,456 in PID improvement costs, which includes: (i) $17,317,898 through June 30, 2010 and (ii) an additional $545,558 paid to construct Bear Hunter Drive. The Developer is estimated to spend an additional $256,443 required to construct the remaining portion of Bear Hunter Drive.

**1.** The Costs of the Capital Improvements (including Costs of Capital Improvement Supplemental Services) that were levied as Assessments equal $11,961,260 consisting of:

a. The Capital Improvement portion of the Commercial Assessments representing 44.16% of the Costs of the Capital Improvements levied totaling $5,282,078 which amount required re-allocation based in the change in use of the Undeveloped Lot; and

b. The Capital Improvement portion of the Multi-Family Assessments representing 17.41% of the Costs of the Capital Improvements levied totaling $2,082,464; and

c. The Capital Improvement portion of the Single-Family Assessments levied totaling $4,596,717. The City Council in its legislative capacity has found and determined that properties purchased in earlier years benefitted more from the Capital Improvements than properties purchased in later years and, therefore, assuming no collection delinquencies, any unpaid portion of an Assessment remaining after January 31, 2030 shall be reduced to zero and all liens related to any remaining unpaid Assessments shall be released; and

d. The Capital Improvement portion of the Undeveloped Lot totaling $2,564,916.92.

Further, the City Council, acting in its legislative capacity based on information provided by the Original Developer and its engineer and reviewed by the City staff found and determined that the projected Costs of the Operational and Maintenance Supplemental Services for 25 years

[6] See Original Assessment Ordinance, SAP Exhibit F, Table A. The Developer's investment includes Costs paid directly by the Original Developer in the amount of $1,868,947.

totaled $5,400,000[7]; however, such Costs of the Operational and Maintenance Supplemental Services may increase or decrease each year based on the actual operating and maintenance costs including all administration costs and the costs of collecting the Assessments.

1. The Operational and Maintenance Supplemental Services portion of the Commercial Assessments representing approximately $4,590,000 of the Costs of the Operational and Maintenance Supplemental Services has been levied on an annual basis against the Commercial Lots and the Undeveloped Lot based on a square footage basis at $0.045 per square foot. Since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to $0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update; and

2. The Operational and Maintenance Supplemental Services portion of the Multi-Family Assessments and the Undeveloped Lot Assessments representing approximately $469,825 of the Costs of the Capital Improvement Supplemental Services has been levied each year against the Multi-Family Lots based on a square footage basis at $0.056 per square foot. Since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to $0.0317 per square foot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update; and

3. The Operational and Maintenance Supplemental Services portion of the Single-Family Assessments representing approximately $340,175 of the Costs of the Operational and Maintenance Supplemental Services has been levied against the Single-Family Residential Lots each year based on a per lot basis at $26.00 per Single-Family Residential Lot per year. Since 2015, the City Council reduced that the Costs of the Operational and Maintenance Supplemental Services to $23.16 per lot. It is anticipated to be levied in the same amount each year unless the City Council determines that the Costs of the Operational and Maintenance Supplemental Services should be adjusted in an Annual Service Plan Update.

The Costs of the Authorized Improvements, including the Capital Improvements, the Capital Improvement Supplemental Services and the Operational and Maintenance Supplemental Services total $23,528,899. The Costs of the Capital Improvements and Capital Improvement

[7] See Original Assessment Ordinance, SAP Exhibit E-2 - Summary of All PID Costs.

Supplemental Services portion of the have been levied as Assessments of $11,961,260 against the Assessed Property. The Costs of the Operational and Maintenance Supplemental Services have been levied and collected prior to this Amended and Restated Service and Assessment Plan in the aggregate amount of $1,258,900 to pay actual costs of the operation and maintenance of the District. The special benefit received by the Commercial Lots, Multi-Family Lots, Single-Family Residential Lots and Undeveloped Lot is greater than the aggregate principal amount of Assessments levied. The special benefit received by the Commercial Lots, Multi-Family Lots, Single-Family Residential Lots and Undeveloped Lot is greater than the Costs of the Authorized Improvements levied as Assessments against the Assessed Property.

**D. Annual Costs of Operational and Maintenance Supplemental Services**. Annual Costs of Operational and Maintenance Supplemental Services shall be shared pro-rata among all Parcels. Amounts collected each year for Costs of Operational and Maintenance Supplemental Services that are not expended shall be carried forward and applied to projected Costs of Operational and Maintenance Supplemental Services for the upcoming year to reduce the amount collected for such Costs in the upcoming year so as to avoid over-collection.

## SECTION VI: ASSESSMENTS AND ANNUAL INSTALLMENTS

**A. Assessments and Annual Installments.** Assessments, including the Annual Installments thereof, shall be calculated and collected each year in an amount sufficient to pay the indebtedness for the Authorized Improvements, including amounts owed to the Developer under the Development Agreement for the Costs of the Capital Improvements and all Supplemental Services, whether paid from PID Bonds or paid from the annual collection of Assessments. The City reserves the right to refund PID Bonds in accordance with the Act. To the extent Assessments are not paid in full, they shall be collected as follows:

1. If not paid in full, Commercial Assessments shall be collected in Annual Installments with each Annual Installment becoming delinquent if not paid on or before January 31st and shall continue until the amount of such Commercial Assessment is paid in full or through January 31, 2034. The City Council in its legislative capacity has found and determined that properties purchased in earlier years benefitted more from the Capital Improvements than properties purchased in later years and, therefore, any unpaid portion of an Assessment remaining after January 31, 2034, which is not delinquent, shall be reduced to zero and all liens related to any remaining unpaid Assessments shall be released.

2. If not paid in full, Multi-Family Assessments and Undeveloped Lot Assessment shall be collected in Annual Installments with each Annual Installment becoming

delinquent if not paid on or before January 31st and shall continue until the amount of such Multi-Family Assessments and Undeveloped Lot Assessment are paid in full or through January 31, 2041. The City Council in its legislative capacity has found and determined that properties purchased in earlier years benefitted more from the Capital Improvements than properties purchased in later years and, therefore, any unpaid portion of an Assessment remaining after January 31, 2041, which is not delinquent, shall be reduced to zero and all liens related to any remaining unpaid Assessments shall be released.

**3.** If not paid in full, Single-Family Assessments shall be collected in Annual Installments with each Annual Installment becoming delinquent if not paid on or before January 31st and shall continue until January 31, 2030. The City Council in its legislative capacity has found and determined that properties purchased in earlier years benefitted more from the Capital Improvements than properties purchased in later years and, therefore, any unpaid portion of an Assessment remaining after January 31, 2030, which is not delinquent, shall be reduced to zero and all liens related to any remaining unpaid Assessments shall be released.

**4.** The following table summarizes the Capital Assessment Rate by Lot Type.

| Lot Type | Collected Through FY[8] | Paid January 31 | Capital Assessment Rate[9] |
|---|---|---|---|
| Single-Family Residential | 2029 | 2030 | $380 / lot |
| Commercial | 2033 | 2034 | .071 / sq. ft. |
| Multi-Family | 2040 | 2041 | .068 / sq. ft. |
| Undeveloped Lot | 2040 | 2042 | .068 / sq. ft. |

**B. <u>Reallocation of Assessments</u>.**

**1.** *Upon Division of Commercial, Undeveloped or Multi-Family Lots*.

Upon the division of any Assessed Property consisting of a Commercial, Undeveloped or Multi-Family Lot, the Administrator shall reallocate the Assessment for such Commercial, Undeveloped or Multi-Family Lot prior to the division among the newly divided Assessed Properties according to the following formula:

$$A = B \times (C \div D)$$

[8] Assessments due by January 31st, the following fiscal year.

[9] Same assessment rates collected for Fiscal Year 2019 for Commercial, Multi-Family, and Undeveloped.

Where the terms have the following meanings:

A = the Assessment for the newly divided Assessed Property

B = the Assessment for the Assessed Property prior to division

C = the estimated square footage of the newly divided Assessed Property

D = the sum of the estimated square footage for all of the newly divided Assessed Properties

The calculation of the buildout value of an Assessed Property shall be performed by the Administrator based on information from the Developer, homebuilders, market studies, appraisals, official public records of the County, and any other relevant information regarding the Assessed Property. The calculation as confirmed by the City Council shall be conclusive.

**2.** *Upon Consolidation of Commercial, Undeveloped or Multi-Family Lots*.

If two or more Parcels of Assessed Property consisting of Commercial, Undeveloped, or Multi-Family Lots are consolidated, the Administrator shall allocate the Assessments against the Parcels before the consolidation to the consolidated Parcel, which allocation shall be approved by the City Council in the next Annual Service Plan Update.

**3.** *Reallocation for Residential Single-Family Lots.*

Reallocation of an Assessment levied against Assessed Property consisting of a Single-Family Residential Lot upon division or consolidation of such Single-Family Residential Lot shall be pro-rata based on square footage.

**C. Mandatory Prepayment of Assessments.**

**1.** If Assessed Property is transferred to a person or entity that is exempt from payment of the Assessment, the owner transferring the Assessed Property shall pay the full amount of the Assessment, plus Prepayment Costs and Delinquent Collection Costs to the City, prior to the transfer unless the transfer is made in lieu of condemnation in which case the Assessment will be re-allocated to the portion of the Assessed Property not transferred under threat of condemnation, if any. If the owner of Assessed Property causes the Assessed Property to become Non-Benefited Property as the result of a change in use, the owner causing the change in status shall pay the full amount of the Assessment, plus Prepayment Costs and Delinquent Collection Costs, prior to the change in status.

**D. Adjustment of Assessments.**

**1.** If the Costs of Operational and Maintenance Supplemental Services each year are less than the Costs used to calculate the portion of the Annual Installment of the

Assessments for such Operational and Maintenance Supplemental Services, then City Council shall adjust the portion of the Annual Installment of the Assessment for the following year on a pro-rata basis such that the sum of the resulting adjusted Assessments for all Assessed Property equals the adjusted Costs. Excess PID Bond proceeds shall be applied to redeem outstanding PID Bonds. Assessments shall never be reduced to an amount less than the outstanding PID Bonds, if issued, or the remaining unpaid Costs of the Capital Improvements and Supplemental Services if no bonds are issued.

**2.** The Administrator shall update (and submit to the City Council for review and approval as part of the next Annual Service Plan Update) the Assessment Roll and corresponding Annual Installments to reflect the adjusted Assessments.

**E. Payment of Assessments.**

**1.** The owner of Assessed Property may pay, at any time and without penalty, all or any part of a Capital Assessment in accordance with the Act. If an Annual Installment has been billed prior to payment, the Annual Installment shall be due and payable and shall be applied against the payment of any amount due then to the remaining balance.

**2.** In the event an owner of an Assessed Property desires to pay the Capital Assessment portion of the Assessment:

**a.** In full: (1) the Administrator shall cause the Capital Assessment to be reduced to zero and the Assessment Roll to be revised accordingly; (2) the Administrator shall cause the revised Assessment Roll to be approved by the City Council as part of the next Annual Service Plan Update; (3) the obligation to pay the Capital Assessment and corresponding Annual Installments shall terminate; (4) the City shall provide the owner with a recordable "Notice of PID Capital Assessment Termination"; and (5) the Administrator shall work with the City to file in the real property records of the County a Release of Lien in the form attached hereto as **Exhibit H**.

**b.** In part: (1) the Administrator shall cause the Capital Assessment to be reduced and the Assessment Roll revised accordingly; (2) the Administrator shall cause the revised Assessment Roll to be approved by the City Council as part of the next Annual Service Plan Update; and (3) the outstanding obligation of the Capital Assessment shall be reduced.

**F. Annual Installments.**

**1.** Assessments that are not paid in full shall be due and payable in Annual Installments. **Exhibit F-1** show the Fiscal Year 2020 Annual Installments for (a) the

Commercial Lots, (b) Multi-Family Lots, (c) the Undeveloped Lot, and (d) the Single-Family Residential Lots, respectively. Annual Installments are subject to adjustment in each Annual Service Plan Update.

**2.** The Administrator shall prepare and submit to the City Council for its review and approval an Annual Service Plan Update to allow for the billing and collection of Annual Installments. Each Annual Service Plan Update shall include an updated Assessment Roll and updated calculations of unpaid Assessments. Annual Costs of Operational and Maintenance Supplemental Services shall be allocated pro rata among Parcels for which the Assessments remain unpaid. Annual Installments shall be reduced by any credits applied under the Indenture, such as interest earnings on account balances, and any other funds available to the Trustee for such purposes. Annual Installments shall be collected by the City in the same manner and at the same time as ad valorem taxes. Annual Installments shall be subject to the penalties, procedures, and foreclosure sale in case of delinquencies as set forth in the Act and in the same manner as ad valorem taxes for the City. The City Council may provide for other means of collecting Annual Installments. Assessments shall have the lien priority specified in the Act.

**3.** Sales of Assessed Property for nonpayment of Annual Installments shall be subject to the lien for the remaining unpaid Annual Installments against the Assessed Property, and the Assessed Property may again be sold at a judicial foreclosure sale if the purchaser fails to timely pay the non-delinquent Annual Installments as they become due and payable.

**4.** Each Annual Installment of an Assessment shall be updated annually. Each Annual Installment shall be delinquent if not paid prior to February 1 of the following year.

## SECTION VII: ASSESSMENT ROLL

The Assessments for the Commercial, Multi-Family, Undeveloped Lot, and Single-Family Residential Lots are shown on the Assessment Roll attached as **Exhibit F**. The Administrator shall prepare and submit to the City Council for review and approval proposed revisions to the Assessment Roll and Annual Installments as part of each Annual Service Plan Update.

## SECTION VIII: ADDITIONAL PROVISIONS

**A.** **Calculation Errors.** An owner of Assessed Property claiming that an error has been made

in calculating the Assessment Roll or Annual Installments must send written notice of the alleged error to the Administrator within 30 days after the date the Assessment Roll or Annual Installments were made available for public inspection with the City Secretary. If the owner fails to give such notice, the owner shall be deemed to have accepted the calculations and to have waived any objections. The Administrator shall meet with the owner alleging the error, consider evidence regarding the alleged error, and decide whether an error has been made.

**1.** If the Administrator determines that no error has occurred, the owner may appeal the determination to the City Council within 30 days after notice of the determination is given to the owner. If the owner fails to appeal within such 30-day period, the owner shall be deemed to have accepted the determination of Administrator and to have waived any objections. If an appeal is timely taken, the City Council shall determine whether or not an error has occurred. If the City Council determines that an error has occurred, the Assessment Roll and Annual Installments shall be revised to correct the error.

**2.** If the Administrator determines that an error has occurred, notice of the error shall be given to the City Council, and the Administrator shall revise the Assessment Roll and Annual Installments accordingly.

**3.** Overpayments of Annual Installments shall reduce Annual Installments for following years as determined by the Administrator. Cash refunds shall not be allowed except in the final year that Annual Installments are collected. Except as provided in this Section, determinations by the Administrator shall be final and binding on the owner of the Assessed Property and on the successors and assigns of the owner. Determinations by the City Council shall be final and binding on the owner of the Assessed Property and on the successors and assigns of the owner.

**C.** **Confirmation and Ratification of Proceedings**. The City Council has approved, confirmed and ratified in all respects the prior actions taken by the City Council relating to the creation of the District, the approval of the original service and assessment plan, and the levy of assessments within the District as outlined in **Exhibit G**.

**D.** **Amendments.** Amendments to this Annual Service Plan Update must be made by the City Council in accordance with the Act. To the extent permitted by the Act, this Annual Service Plan Update may be amended without notice to owners of Assessed Property: (1) to correct mistakes and clerical errors; (2) to clarify ambiguities; and (3) to provide procedures to collect Assessments, Annual Installments, and other charges imposed by this Annual Service Plan Update.

**E.** **Administration and Interpretation**. The Administrator shall: (1) perform the obligations of the Administrator as set forth in this Annual Service Plan Update; (2) administer the District

for and on behalf of and at the direction of the City Council; and (3) interpret the provisions of this Annual Service Plan Update. Interpretations of this Annual Service Plan Update by the Administrator shall be in writing and shall be appealable to the City Council by owners or developers adversely affected by the interpretation. Appeals shall be decided by the City Council after holding a public hearing at which all interested parties have an opportunity to be heard. Decisions by the City Council shall be final and binding on the owners and developers and their successors and assigns.

**F.** **Severability**. If any provision of this Annual Service Plan Update is determined by a court to be unenforceable, the unenforceable provision shall be deleted and, to the maximum extent possible, shall be rewritten to be enforceable. Every effort shall be made to enforce the remaining provisions.

**G.** **Exhibits**. The following Exhibits are attached to and made a part of this Annual Service Plan Update for all purposes:

| | |
|---|---|
| **Exhibit A** | Legal Description of the Property |
| **Exhibit B** | Depiction of the Property |
| **Exhibit C** | Final Plats |
| **Exhibit D** | Authorized Improvement Costs |
| **Exhibit D-1** | Engineer's Opinion of Probable Costs of Capital Improvements |
| **Exhibit E** | Service Plan |
| **Exhibit F** | Assessment Roll |
| **Exhibit F-1** | Fiscal Year 2020 Annual Installments |
| **Exhibit G** | Hunters Crossing Public Improvement District Timeline of Proceedings |
| **Exhibit H** | Form Notice of PID Assessment Termination |

[Remainder of page left blank intentionally.]

## EXHIBIT A: LEGAL DESCRIPTION OF THE PROPERTY

FIELD NOTES FOR A 283.001 ACRE TRACT IN THE NANCY BLAKEY SURVEY, BASTROP COUNTY, TEXAS.

BEING a 283.001 acre tract or parcel of land out of and being a part of the Nancy Blakey Survey, A-98, in Bastrop County, Texas, and being a part of that certain 497.81 acre tract described in a deed from Dr. J. Gordon Bryson to Lloyd F. Ketha, dated September 9, 1950, recorded in Volume 129, Page 493, Bastrop County Deed Records. Herein described tract or parcel of land being more particularly described by metes and bounds as follows:

BEGINNING at a 3/8 inch iron rod found at a fence corner post on the south line of State Highway No. 71, the northeast corner of that certain 166 acre tract, called First Tract, described in a deed from Ivor W. Young to John Dale Weaver and wife, Charlotte Weaver, dated December 29, 1960, recorded in Volume 153, Page 338, Bastrop County Deed Records, for the northwest corner of said 497.81 acre tract and this tract.

THENCE with the south line of State Highway No. 71 and north line of said 497.81 acre tract, N 88 deg. 49 min. 00 sec. E, 2272.94 feet to a 5/8 inch iron rod set near a fence corner post for angle.

THENCE leaving said line, S 01 deg. 21 min. 51 sec. E, 286.46 feet to a 5/8 inch iron rod set for angle.

THENCE N 89 deg. 26 min. 22 sec. E, 241.62 feet to a 5/8 inch iron rod set for angle.

THENCE N 01 deg. 12 min. 09 sec. W, 289.08 feet to a 5/8 inch iron rod set on the south line of State Highway No. 71 and north line of said 497.81 acre tract for an angle corner.

THENCE with said line, N 88 deg. 49 min. 00 sec. E, 1019.24 feet to a 5/8 inch iron rod set near a fence corner post, the northwest corner of Lot 1, Covert Automobile Dealership Subdivision, as recorded in Plat Cabinet 2, Page 365A, Bastrop County Plat Records, for the upper northeast corner of this tract.

THENCE with the west line of said Lot 1, S 01 deg. 21 min. 33 sec. E, 846.82 feet to a 5/8 inch iron rod set near a fence corner post, the southwest corner of said Lot 1, for an interior corner of this tract.

THENCE with the south line of said Lot 1, S 79 deg. 14 min. 25 sec. E, 628.56 feet to a 5/8 inch iron rod found near a fence corner post, the southeast corner of Lot 1, on the west line of State Highway No. 304, for the lower northeast corner of this tract.

THENCE with the west line of State Highway No. 304, S 10 deg. 44 min. 28 sec. W, 2287.68 feet to a 1/2 inch iron rod found, near a fence corner post, on the south line of the said Nancy Blakey Survey and said 496.81 acre tract, the north line of the Mozea Rousseau Survey, A-56, the northeast corner of that certain 0.994 acre tract described in a deed from William Howard Dahse and wife, Carolyn D. Dahse, to William N. Selstad, dated April 27, 1998, recorded in Volume 908, Page 871, Bastrop County Deed Records, for the southeast corner of this tract.

THENCE with the north line of the 0.994 acre tract, S 88 deg. 35 min. 34 sec. W, 230.01 feet to a 2 inch steel fence corner post, the northwest corner of said 0.994 acre tract, the northeast corner of that certain 3.800 acre tract described in a deed from Michael S. Compton and wife, Georgia L. Compton, to William Howard Dahse and wife, Carolyn Dowdy Dahse, dated April 30, 1998, recorded in Volume 908, Page 843, Bastrop County Deed Records, for an angle in the south line of this tract.

THENCE continuing with said line, S 88 deg. 55 min. 06 sec. W, 459.21 feet to a 1/2 inch iron rod found at a fence corner post, the northwest corner of the Dahse 3.800 acre tract, the northeast corner of that certain 126.297 acre tract described in a deed from C.D. Fitzwilliam M.D. to Reid Sharp and wife, Cindy

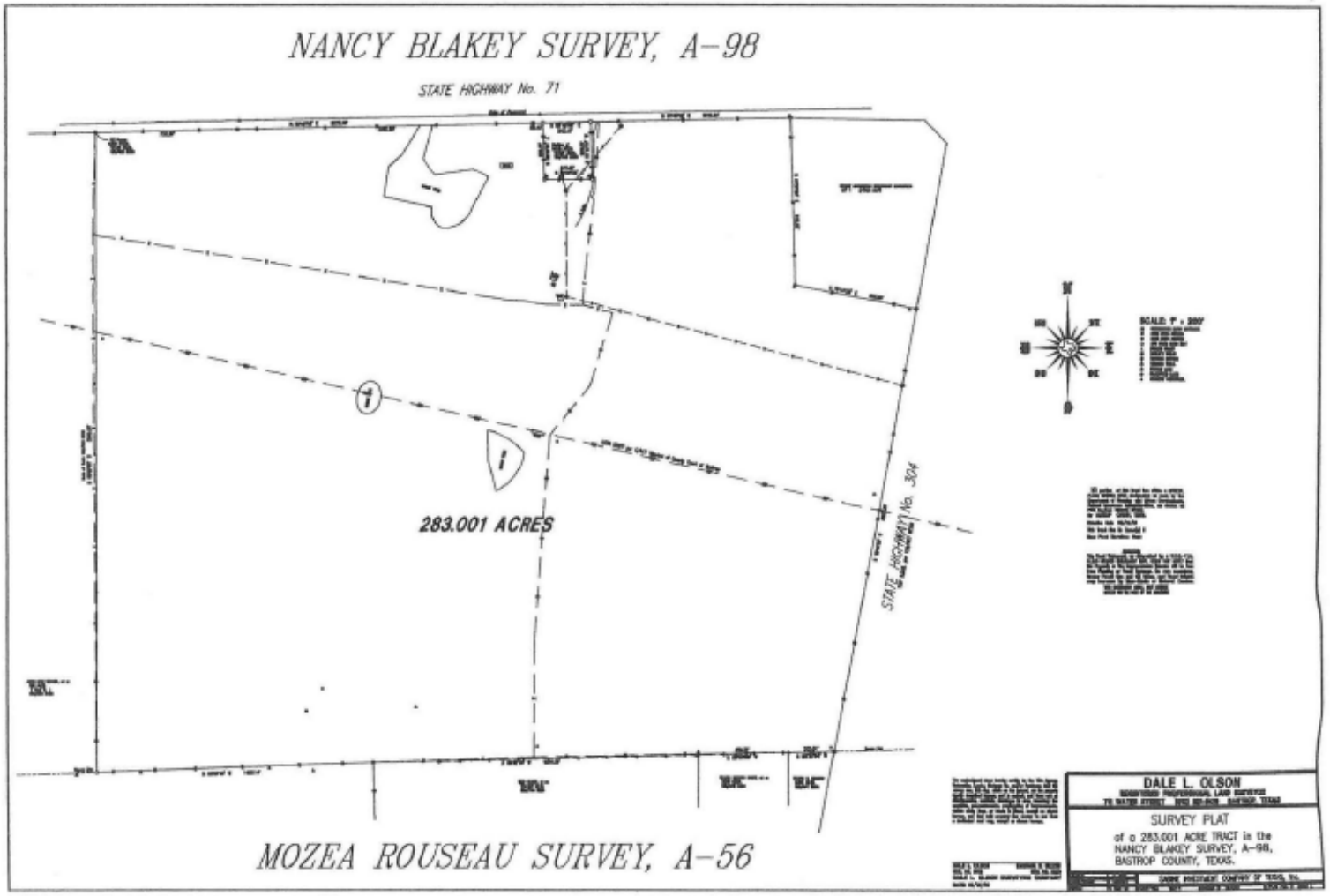
Sharp, dated August 24, 1990, recorded in Volume 580, Page 770, Bastrop County Deed Records, for an angle corner in the south line of this tract.

THENCE continuing with said line, S 88 deg. 32 min. 30 sec. W, 1654.22 feet to a 1/2 inch iron rod found at a fence corner post, the northwest corner of the Sharp 126.297 acre tract, the lower northeast corner of the before mentioned Weaver 166 acre tract, for an angle in the south line of this tract.

THENCE continuing with said line, S 88 deg. 03 min. 49 sec. W, 1403.14 feet to a 5/8 inch iron rod set at a fence corner post, an interior corner of the Weaver 166 acre tract, for the southwest corner of said 497.81 acre tract and this tract.

THENCE with the upper east line of the Weaver 166 acre tract and west line of said 497.81 acre tract, N 00 deg. 00 min. 00 sec. E, 3242.36 feet to the POINT OF BEGINNING, containing 283.001 acres of land.

## EXHIBIT B: DEPICTION OF THE PROPERTY



# EXHIBIT C: FINAL PLATS SECTIONS 1A-9C

| Plat | Plat Cabinet/Page |
|---|---|
| Hunters Crossing Section One-A | 4/50-B |
| Resubdivision of Lot 2, Hunters Crossing Section One-A | 4/58-B |
| Resubdivision of Lot 2-B, Hunters Crossing Section One-A | 4/137-B |
| Resubdivision of Lot 3, Hunters Crossing Section One-A | 4/149-A |
| Hunters Crossing Section Two A | 4/107-A |
| Hunters Crossing Section Two B | 4/105-B |
| Hunters Crossing Section Two C | 5/21-A |
| Hunters Crossing Section Two D | 5/90-A |
| Hunters Crossing Section Three A | 4/111-B |
| Hunters Crossing Section Three B | 4/130-B |
| Hunters Crossing Section Three C | 4/159-B |
| Hunters Crossing Section Three D | 4/175-B |
| Hunters Crossing Section Three E | 5-143-A |
| Resubdivision of Lots 11-14, Block A, Hunters Crossing Section Three E | 5/151-A |
| Hunters Crossing Section Three G | 5/11-A |
| Hunters Crossing Section Four A | 4-131-B |
| Hunters Crossing Section Four B | 4/187-A |
| Hunters Crossing Section Five A | 4/153-B |
| Hunters Crossing Section Five B | 5/143-B |
| Resubdivision of Lots 21-33, Block A, Hunters Crossing Section Five B | 5/151-B |
| Hunters Crossing Section Seven A | 5/21-B |
| Hunters Crossing Section Seven B | 5/113-A |
| Hunters Crossing Section Nine A | 6/77-A |
| Hunters Crossing Section Nine B | 6/41-A |
| Hunters Crossing Section Nine C | 5/142-B |

# EXHIBIT D: AUTHORIZED IMPROVEMENT COSTS

## CAPITAL IMPROVEMENT COSTS

| Category | Per Original Estimate and Ordinance | Project Totals Through 6/30/2010 | Note | Variance | % Var. |
|---|---|---|---|---|---|
| 1. Engineers estimate of probable construction costs | $ 8,277,969 | $ 12,338,635 | (1) | $4,060,666 | 49% |
| 2. Portion of WW-6 within the area of the ORCA grant | (27,757) | (27,757) | (5) | - | 0% |
| 3. City contribution for water/ww line oversizing | (343,408) | (343,408) | (5) | - | 0% |
| 4. Engineering, planning, and surveying | 771,592 | 826,007 | (1) | 54,415 | 7% |
| 5. Cost of land | 551,338 | 551,338 | (5) | - | 0% |
| 6. Legal fees | 75,000 | 184,793 | (1) | 109,793 | 146% |
| 7. PID consultant fees | 40,000 | - | (2) | (40,000) | -100% |
| Sub-total | 9,344,734 | 13,529,608 | | 4,184,874 | 45% |
| Less developers contribution (20%) | (1,868,947) | (2,705,922) | (3) | (836,975) | 45% |
| Capital recovery amount before interest | 7,475,787 | 10,823,686 | | 3,347,899 | 45% |
| Interest capitalization rate of 6% for 10 years | 4,485,473 | 6,494,212 | (4) | 2,008,739 | 45% |
| Total net capital recovery amount | $ 11,961,260 | $ 17,317,898 | | $5,356,638 | 45% |

(1) Sum of (1) equals total reviewed costs of $13,349,435
(2) PID consultant fee most likely coded with legal fees
(3) Used 20% of sub-total here based on original ordinance percentage
(4) Estimated at 60% of Capital Recovery amount before interest
(5) These amounts not verified and are based on original ordinance

## CAPITAL IMPROVEMENT AND SUPPLEMENTAL SERVICES COSTS

| Tract (from Master Plan) | Land Use | Acres | Capital Improvements | Subtotals | Annual Supplemental Services O & M | Annual Supplemental Services Admin | 25 Year Total | Grand Total |
|---|---|---|---|---|---|---|---|---|
| HXC-1 (Section One-A) | Commercial | 23.60 | $ 1,487,335 | | $ 45,715 | $ 5,984 | $ 1,292,458 | $ 2,779,794 |
| HXC-2 | Commercial | 19.21 | 1,210,512 | | 37,206 | 4,870 | 1,051,906 | 2,262,418 |
| HXC-3 | Commercial | 11.46 | 722,148 | | 22,196 | 2,905 | 627,829 | 1,349,977 |
| HXC-4 | Commercial | 16.12 | 1,015,796 | | 31,222 | 4,087 | 882,703 | 1,898,499 |
| HXC-5 | Commercial | 5.80 | 365,485 | | 11,234 | 1,470 | 317,598 | 683,083 |
| HXC-6 | Commercial | 4.20 | 264,682 | | 8,135 | 1,065 | 229,985 | 494,667 |
| HXC-7 | Commercial | 2.42 | 152,496 | | 4,687 | 613 | 132,515 | 285,010 |
| HXC-8 | Commercial | 1.01 | 63,645 | 5,282,078 | 1,956 | 256 | 55,306 | 118,951 |
| HXM-1 | Multi-Family | 9.00 | 546,101 | | 4,358 | 570 | 123,206 | 669,307 |
| HXM-2 | Multi-Family | 10.48 | 635,904 | | 5,074 | 664 | 143,466 | 779,370 |
| HXM-3 | Multi-Family | 14.84 | 900,459 | 2,082,464 | 7,186 | 940 | 203,153 | 1,103,612 |
| HXR-1 | Single Family | 22.61 | 961,975 | | 2,518 | 330 | 71,190 | 1,033,165 |
| HXR-2 | Single Family | 12.38 | 526,725 | | 1,379 | 180 | 38,980 | 565,705 |
| HXR-3A | Single Family | 11.16 | 474,818 | | 1,243 | 163 | 35,138 | 509,956 |
| HXR-3B | Single Family | 8.31 | 353,561 | | 925 | 121 | 26,165 | 379,726 |
| HXR-3B | Single Family | 3.32 | 141,254 | | 370 | 48 | 10,453 | 151,707 |
| HXR-4A | Single Family | 22.41 | 953,466 | | 2,496 | 327 | 70,560 | 1,024,026 |
| HXR-4B | Single Family | 8.24 | 350,583 | | 918 | 120 | 25,945 | 376,528 |
| HXR-5 | Single Family | 19.81 | 834,336 | 4,596,718 | 2,184 | 286 | 61,744 | 896,080 |
| HXP-1 thru HXP-9 | Parks & Trails | 36.96 | N.A. | | | | | |
| Collector Street ROW | Right of Way | 19.86 | N.A. | | | | | |
| TOTALS | | 283.00 | $ 11,961,260 | $ 11,961,260 | $ 191,000 | $ 25,000 | $ 5,400,000 | $ 17,361,260 |

*Notes*
1. Costs may vary and PID reimbursements are based on actual expenditures by the Developer
2. All costs noted above are a combination of estimates, and actual costs incurred. All costs and estimates will be updated annually and appropriate adjustments to assessments will be made in accordance with regulations and statutes under Chapter 372 of the Texas Local Government Code for Hunters Crossing Public Improvement District.
3. All costs are in 2003 dollars
4. No inflation is assumed
5. Costs in the PID include: water, sanitary sewer, storm sewer/drainage, streets, erosion control, electricity/gas, entry features, City fees, engineering/surveying, legal, design/planning, PID consulting, and contingency

## EXHIBIT D-1: OPINION OF PROBABLE COSTS[1]

### Exhibit G
### Hunters Crossing PID Summary Information
19-Nov-03

### PID Summary Schedule of Capital Recovery Costs

| | |
|---|---|
| 1. Engineers Estimate of Probable Construction Costs (Exhibit 1) | $ 8,277,969 |
| 2. Portion of WW-6 within the area of the ORCA Grant | (27,757) |
| 3. City Contribution for Water & Wastewater Line Oversizing | (343,408) |
| 4. Engineering, Planning and Surveying | 771,592 |
| 5. Cost of Land (53.63 Acres @ $10,280/Acre) | 551,338 |
| 6. Legal Fees | 75,000 |
| 7. PID Consultant Fees | 40,000 |
| | $ 9,344,734 |
| Less Developer Contribution of 20% | $ (1,868,947) |
| | $ 7,475,787 |
| Interest Capitalization Rate of 6% for 10 Years | 4,485,473 |
| Total Net Capital Recovery Amount | $ 11,961,260 |

### Hunters Crossing
### Summary Schedule of PID Costs by Zoning
### Plus Operations and Maintenance and Administration
### At Full Buildout

| Master Plan Zoning Designation | Total Capital Recovery Costs | Annual Assessments | | | Total Annual Assessments | Units At Buildout |
|---|---|---|---|---|---|---|
| | | Capital | O & M | Admin | | |
| | | Note 2 | Per Table F | | | |
| Commercial | $ 5,282,078 | $211,283 | $ 162,350 | $ 11,040 | $384,673 | 174 |
| Multifamily | 2,082,464 | 83,299 | 16,618 | 4,353 | 104,269 | 755 |
| Single Family | 4,596,717 | 183,869 | 12,032 | 9,608 | 205,508 | 464 |
| See Table B | $ 11,961,260 | $ 478,450 | $ 191,000 | $ 25,000 | $ 694,450 | 1,393 |

**Additional information on numbered items above:**
1. **SeeEngineers Estimate of Probable Costs**
2. **See City of Bastrop ORCA contract.**
3. **See Bastrop/Sabine Investment Company Development Agreement**
4. **Engineering estimate based on 10% of estimated construction costs.**
5. **Cost of land contributed for drainage, detention, parks and other pulic areas based on comparable land values in the area.**
6. **Legal fees based on an estimte of necessary hours to complete PID formation.**
7. **PID Consultant Fees based on contract between Sabine and Park Patterson.**

Note 1: O & M Expenses are based on full buildout. To review annual costs until full buildout see Operations and Maintenance Schedule (Table F)

Note 2: Based on Capital Recovery Including 10-Year 6% Interest Reserve Straightlined Over 25 Years Plus Annual Expenses of O & M and Administration.

[1] See Assessment Ordinance, Exhibit B "Hunters Crossing Public Improvement District Service and Assessment Plan, City of Bastrop Texas, dated November 19, 2003", Section III and Exhibits G and H. Numbers shown are in 2003 dollars and assume no inflation.

Exhibit H-1

## Hunters Crossing
## Engineers Opinion of Probable Construction Cost
## Detailed Cost Breakdown
TP-011E
May 7, 2003

| STREET AND DRAINAGE | | | | |
|---|---|---|---|---|
| Description | Estimated Quantity | Units | Bid Unit Price | Bid Total |
| SCE | 1 | EA | $1,500.00 | $1,500.00 |
| Silt Fence | 1,983 | LF | $2.10 | $4,164.30 |
| Inlet Protection | 8 | EA | $75.00 | $600.00 |
| Rock Berm | 211 | LF | $16.00 | $3,376.00 |
| Saw Cut Asphalt | 41 | LF | $4.00 | $164.00 |
| Excavate & Embank | 5,302 | CY | $2.75 | $14,580.50 |
| Backfill Curb | 5,130 | LF | $2.50 | $12,825.00 |
| Respread Topsoil | 1,042 | CY | $6.00 | $6,252.00 |
| Hydromulch | 12,730 | SY | $0.30 | $3,819.00 |
| Water Hydromulch | 12,730 | SY | $0.50 | $6,365.00 |
| 4" Pavement Stripe | 5,136 | LF | $0.50 | $2,568.00 |
| 24" Pavement Stripe | 60 | LF | $7.00 | $420.00 |
| Street Signs | 5 | EA | $7.50 | $37.50 |
| Subgrade Prep | 13,620 | SY | $0.75 | $10,215.00 |
| 12" Flex Base | 9,080 | TON | $16.00 | $145,280.00 |
| 2" Asphalt Paving | 11,890 | SY | $4.40 | $52,316.00 |
| Curb & Gutter w/. Rebar | 4,890 | LF | $8.00 | $39,120.00 |
| Curb Inlet Transitions | 240 | LF | $12.00 | $2,880.00 |
| Sidewalk | 17,500 | SF | $3.15 | $55,125.00 |
| HC Ramps | 12 | EA | $400.00 | $4,800.00 |
| Traffic Control | 1 | LS | $1,000.00 | $1,000.00 |
| 18" RCP | 450 | LF | $36.00 | $16,200.00 |
| 18" Bend | 3 | EA | $240.00 | $720.00 |
| 24" RCP | 75 | LF | $48.00 | $3,600.00 |
| 24" Wye | 1 | EA | $495.00 | $495.00 |
| 30" RCP | 130 | LF | $63.00 | $8,190.00 |
| 36" RCP | 90 | LF | $82.00 | $7,380.00 |
| 36" Wye | 2 | EA | $1,000.00 | $2,000.00 |
| 42" RCP | 600 | LF | $118.00 | $70,800.00 |
| 42" Wye | 3 | EA | $1,400.00 | $4,200.00 |
| Trench Protection | 1,345 | LF | $0.75 | $1,008.75 |
| Remove 42" RCP | 58 | LF | $6.00 | $348.00 |
| 36" Headwall | 1 | EA | $1,650.00 | $1,650.00 |
| 42" Headwall | 1 | EA | $2,000.00 | $2,000.00 |
| 4 Sided Inlet | 1 | EA | $3,000.00 | $3,000.00 |
| 10' Inlet | 5 | EA | $2,400.00 | $12,000.00 |
| 8' Inlet SPL | 2 | EA | $2,000.00 | $4,000.00 |
| Temporary Diversion Swale | 860 | LF | $10.00 | $8,600.00 |
| 18" & 24" Plugs | 4 | EA | $160.00 | $640.00 |
| 5' Manhole | 4 | EA | $2,600.00 | $10,400.00 |
| Street End Barricade | 90 | LF | $27.00 | $2,430.00 |
| | | | Subtotal: | $527,069.05 |
| | | | 10% Contingency: | $52,706.91 |
| | | | Total Street and Drainage: | $579,775.96 |
| | | | Cost per linear foot (2583 L.F.)= | $224.46 |

**WASTEWATER**

| WW-1 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 18" SDR-35 PVC Pipe (0-8' deep) | 354 | L.F. | $44.00 | $15,576.00 |
| 4 ft. Dia. Wastewater Manhole | 2 | Ea. | $2,500.00 | $5,000.00 |
| Trench Protection | 354 | L.F. | $1.50 | $531.00 |
| | | | Subtotal: | $21,107.00 |
| | | | 10% Contingency: | $2,110.70 |
| | | | Total Line WW-1: | $23,217.70 |
| | | | **Cost per linear foot=** | **$65.59** |

| WW-2 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 18" SDR-35 PVC Pipe (0-8' deep) | 660 | L.F. | $44.00 | $29,040.00 |
| 18" Ductile Iron (0-8' deep) | 160 | L.F. | $59.00 | $9,440.00 |
| Concrete Encasement | 95 | CY | $100.00 | $9,500.00 |
| 4 ft. Dia. Wastewater Manhole | 3 | Ea. | $2,500.00 | $7,500.00 |
| Trench Protection | 820 | L.F. | $1.50 | $1,230.00 |
| | | | Subtotal: | $56,710.00 |
| | | | 10% Contingency: | $5,671.00 |
| | | | Total Line WW-2: | $62,381.00 |
| | | | **Cost per linear foot=** | **$76.07** |

| WW-3 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 15" SDR-35 PVC Pipe (0-8' deep) | 1,120 | L.F. | $35.00 | $39,200.00 |
| 4 ft. Dia. Wastewater Manhole | 2 | Ea. | $2,500.00 | $5,000.00 |
| Trench Protection | 1,120 | L.F. | $1.50 | $1,680.00 |
| | | | Subtotal: | $45,880.00 |
| | | | 10% Contingency: | $4,588.00 |
| | | | Total Line WW-3: | $50,468.00 |
| | | | **Cost per linear foot=** | **$45.06** |

| WW-4 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 12" SDR-35 PVC Pipe (0-8' deep) | 1,150 | L.F. | $31.00 | $35,650.00 |
| 12" Ductile Iron (0-8' deep) | 321 | L.F. | $45.00 | $14,445.00 |
| 4 ft. Dia. Wastewater Manhole | 5 | Ea. | $2,500.00 | $12,500.00 |
| Trench Protection | 321 | L.F. | $1.50 | $481.50 |
| | | | Subtotal: | $63,076.50 |
| | | | 10% Contingency: | $6,307.65 |
| | | | Total Line WW-4: | $69,384.15 |
| | | | **Cost per linear foot=** | **$47.17** |

| WW-5 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 10" SDR-35 PVC Pipe (0-8' deep) | 1,189 | L.F. | $28.00 | $33,292.00 |
| 4 ft. Dia. Wastewater Manhole | 3 | Ea. | $2,500.00 | $7,500.00 |
| Trench Protection | 1,189 | L.F. | $1.50 | $1,783.50 |
| | | | Subtotal: | $42,575.50 |
| | | | 10% Contingency: | $4,257.55 |
| | | | Total Line WW-5: | $46,833.05 |
| | | | **Cost per linear foot=** | **$39.39** |

| WW-6 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 12" SDR-35 PVC Pipe (0-8' deep) | 3,354 | L.F. | $31.00 | $103,974.00 |
| 4 ft. Dia. Wastewater Manhole | 11 | Ea. | $2,500.00 | $27,500.00 |
| Trench Protection | 3,354 | L.F. | $1.50 | $5,031.00 |
| | | | Subtotal: | $136,505.00 |
| | | | 10% Contingency: | $13,650.50 |
| | | | Total Line WW-6: | $150,155.50 |
| | | | **Cost per linear foot=** | **$44.77** |

| WW-7 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 8" SDR-35 PVC Pipe (0-8' deep) | 970 | L.F. | $25.00 | $24,250.00 |
| 4 ft. Dia. Wastewater Manhole | 2 | Ea. | $2,500.00 | $5,000.00 |
| Trench Protection | 970 | L.F. | $1.50 | $1,455.00 |
| | | | Subtotal: | $30,705.00 |
| | | | 10% Contingency: | $3,070.50 |
| | | | Total Line WW-7: | $33,775.50 |
| | | | **Cost per linear foot=** | **$34.82** |

| WW-8 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 8" SDR-35 PVC Pipe (0-8' deep) | 970 | L.F. | $25.00 | $24,250.00 |
| 4 ft. Dia. Wastewater Manhole | 3 | Ea. | $2,500.00 | $7,500.00 |
| Trench Protection | 970 | L.F. | $1.50 | $1,455.00 |
| | | | Subtotal: | $33,205.00 |
| | | | 10% Contingency: | $3,320.50 |
| | | | Total Line WW-8: | $36,525.50 |
| | | | **Cost per linear foot=** | **$37.66** |

| WW-9 (Existing)[1] Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 8" SDR-35 PVC Pipe (0-8' deep) | 1,618 | L.F. | $25.00 | $40,450.00 |
| 10" SDR PVC Casing Pipe | 120 | L.F. | $18.00 | $2,160.00 |
| 4 ft. Dia. Wastewater Manhole | 5 | Ea. | $1,500.00 | $7,500.00 |
| Connect to Exsiting Manhole | 1 | Ea. | $2,000.00 | $2,000.00 |
| | | | Total Line WW-9: | $52,110.00 |
| | | | **Cost per linear foot=** | **$32.21** |

| WW-10 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 6" SDR-35 PVC Pipe (0-8' deep) | 1,227 | L.F. | $22.00 | $26,994.00 |
| 4 ft. Dia. Wastewater Manhole | 6 | Ea. | $1,500.00 | $9,000.00 |
| Connect to Exsiting Manhole | 1 | Ea. | $2,000.00 | $2,000.00 |
| | | | Subtotal: | $37,994.00 |
| | | | 10% Contingency: | $3,799.40 |
| | | | Total Line WW-8: | $41,793.40 |
| | | | **Cost per linear foot=** | **$34.06** |

| FM-1 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 8" PVC WW-Forcemain | 2,974 | L.F. | $25.00 | $74,350.00 |
| 16" Jack and Bore | 50 | L.F. | $400.00 | $20,000.00 |
| Pavement Repair | 588 | S.Y. | $31.00 | $18,228.00 |
| Connect to existing manhole | 1 | Ea. | $2,000.00 | $2,000.00 |
| | | | Subtotal: | $114,578.00 |
| | | | 10% Contingency: | $11,457.80 |
| | | | Total Line FM-1: | $126,035.80 |
| | | | **Cost per linear foot=** | **$42.38** |

| FM-2 (Existing)[1] Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 3" PVC WW-Forcemain | 1,657 | L.F. | $15.50 | $25,683.50 |
| | | | Total Line FM-2: | $25,683.50 |
| | | | **Cost per linear foot=** | **$15.50** |

| LS-1 Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| Lift Station | 1 | LS | $150,000.00 | $150,000.00 |

| LS-2 (Existing)[1] Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| Lift Station | 1 | LS | $105,000.00 | $105,000.00 |

**WATER**

| W-1<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 16" Waterline | 1,848 | L.F. | $61.00 | $112,728.00 |
| Fire Hydrant Assembly | 7 | Ea. | $2,400.00 | $16,800.00 |
| | | | Subtotal: | $129,528.00 |
| | | | 10% Contingency: | $12,952.80 |
| | | | Total Line W-1: | $142,480.80 |
| | | | **Cost per linear foot=** | **$77.10** |

| W-2<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 16" Waterline | 1,339 | L.F. | $61.00 | $81,679.00 |
| Fire Hydrant Assembly | 5 | Ea. | $2,400.00 | $12,000.00 |
| | | | Subtotal: | $93,679.00 |
| | | | 10% Contingency: | $9,367.90 |
| | | | Total Line W-2: | $103,046.90 |
| | | | **Cost per linear foot=** | **$76.96** |

| W-3<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 16" Waterline | 2,572 | L.F. | $61.00 | $156,892.00 |
| Fire Hydrant Assembly | 9 | Ea. | $2,400.00 | $21,600.00 |
| | | | Subtotal: | $178,492.00 |
| | | | 10% Contingency: | $17,849.20 |
| | | | Total Line W-3: | $196,341.20 |
| | | | **Cost per linear foot=** | **$76.34** |

| W-4 (Existing)[1]<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 16" Waterline | 1,186 | L.F. | $51.00 | $60,486.00 |
| 24" PVC Casing Pipe | 65 | L.F. | $46.00 | $2,990.00 |
| Roadbore & 24' Steel Encase Pipe | 300 | L.F. | $290.00 | $87,000.00 |
| 16" Gate Valve w/ valve box | 5 | Ea. | $4,500.00 | $22,500.00 |
| 2" Air Release Valve Assembly | 1 | Ea. | $2,000.00 | $2,000.00 |
| 18" PVC Casing Pipe | 65 | L.F. | $30.50 | $1,982.50 |
| Pavement Repair | 1,011 | SY | $29.00 | $29,319.00 |
| Fire Hydrant Assembly | 3 | Ea. | $2,840.00 | $8,520.00 |
| | | | Total Line W-4: | $214,797.50 |
| | | | **Cost per linear foot=** | **$138.49** |

| W-5<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 12" Waterline | 2,140 | L.F. | $43.00 | $92,020.00 |
| Fire Hydrant Assembly | 8 | Ea. | $2,400.00 | $19,200.00 |
| | | | Subtotal: | $111,220.00 |
| | | | 10% Contingency: | $11,122.00 |
| | | | Total Line W-5: | $122,342.00 |
| | | | **Cost per linear foot=** | **$57.17** |

| W-6<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 12" Waterline | 2,494 | L.F. | $43.00 | $107,242.00 |
| Fire Hydrant Assembly | 9 | Ea. | $2,400.00 | $21,600.00 |
| | | | Subtotal: | $128,842.00 |
| | | | 10% Contingency: | $12,884.20 |
| | | | Total Line W-6: | $141,726.20 |
| | | | **Cost per linear foot=** | **$56.83** |

| W-7<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 12" Waterline | 956 | L.F. | $43.00 | $41,108.00 |
| Fire Hydrant Assembly | 4 | Ea. | $2,400.00 | $9,600.00 |
| | | | Subtotal: | $50,708.00 |
| | | | 10% Contingency: | $5,070.80 |
| | | | Total Line W-7: | $55,778.80 |
| | | | **Cost per linear foot=** | **$58.35** |

| W-8 (Existing)[1]<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 12" Waterline | 682 | L.F. | $25.00 | $17,050.00 |
| Tie into existing 12" watermain | 1 | Ea. | $3,400.00 | $3,400.00 |
| Fire Hydrant Assembly | 2 | Ea. | $2,840.00 | $5,680.00 |
| | | | Total Line W-8: | $26,130.00 |
| | | | **Cost per linear foot=** | **$38.31** |

| W-9<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 12" Waterline | 1,727 | L.F. | $43.00 | $74,261.00 |
| Fire Hydrant Assembly | 6 | Ea. | $2,400.00 | $14,400.00 |
| | | | Subtotal: | $88,661.00 |
| | | | 10% Contingency: | $8,866.10 |
| | | | Total Line W-9: | $97,527.10 |
| | | | **Cost per linear foot=** | **$56.47** |

| W-10<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 12" Waterline | 461 | L.F. | $43.00 | $19,823.00 |
| Fire Hydrant Assembly | 2 | Ea. | $2,400.00 | $4,800.00 |
| | | | Subtotal: | $24,623.00 |
| | | | 10% Contingency: | $2,462.30 |
| | | | Total Line W-10: | $27,085.30 |
| | | | **Cost per linear foot=** | **$58.75** |

| W-11 (Existing)[1]<br>Description | Estimated<br>Quantity | Units | Estimated<br>Unit Price | Estimated<br>Total |
|---|---|---|---|---|
| 12" Waterline | 1,777 | L.F. | $25.00 | $44,425.00 |
| 12" Gate Valve w/. Valve box | 8 | Ea. | $1,300.00 | $10,400.00 |
| Cut in 12" Tee w/. (2) 12" Valves | 1 | Ea. | $6,500.00 | $6,500.00 |
| 10" Service Connection | 60 | L.F. | $22.00 | $1,320.00 |
| 10" Gate Valve w/. Valve box | 1 | Ea. | $1,200.00 | $1,200.00 |
| Fire Hydrant Assembly | 3 | Ea. | $2,840.00 | $8,520.00 |
| | | | Total Line W-11: | $72,365.00 |
| | | | **Cost per linear foot=** | **$40.72** |

**BOX CULVERTS**

Hunter's Crossing (7 boxes @ 8' wide x 4' high)[2]

| Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| 8'x4' Box Culvert | 749 | L.F. | $230.00 | $172,270.00 |
| Upstream headwall | 1 | EA | $5,000.00 | $5,000.00 |
| Downstream headwall | 1 | EA | $7,800.00 | $7,800.00 |
| 6" Concrete Riprap | 450 | SF | $3.50 | $1,575.00 |
| 4" Concrete Riprap | 4,001 | SF | $3.00 | $12,003.00 |
| Concrete Wall | 187 | LF | $225.00 | $42,075.00 |
| 18" Rock Riprap | 1,275 | SF | $4.60 | $5,865.00 |
| Guardrail | 200 | L.F. | $26.00 | $5,200.00 |
| Terminal Anchor Section | 2 | Ea. | $400.00 | $800.00 |
| | | | Subtotal: | $252,588.00 |
| | | | 10% Contingency: | $25,258.80 |
| | | | Total: | $277,846.80 |

Buffalo Hunter (13 boxes @ 8' wide x 4' high)[2]

| Description | Estimated Quantity | Units | Estimated Unit Price | Estimated Total |
|---|---|---|---|---|
| Box Culvert | 910 | L.F. | $230.00 | $209,300.00 |
| Headwall | 2 | EA | $8,000.00 | $16,000.00 |
| Guardrail | 400 | L.F. | $26.00 | $10,400.00 |
| Terminal Anchor Section | 2 | Ea. | $400.00 | $800.00 |
| | | | Subtotal: | $236,500.00 |
| | | | 10% Contingency: | $23,650.00 |
| | | | Total: | $260,150.00 |
| | | | **Cost per linear foot=** | **$285.88** |

[1] Information provided by Chasco Contracting, *Final Pay Request for Hunters Crossing, Section 1A*, dated September 30, 2002 (Attachment A)

[2] Information provided by Chasco Contracting, *Hunters Crossing Extension-Box Culvert-KSA Improvements*, dated March 18, 2003

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**Exhibit H -2 HUNTERS CROSSING ANALYSIS OF PROBABLE COSTS FOR EXCAVATION & EMBANKMENT TO CREATE MAJOR CHANNELS**
**4-Apr-03**

| PARCEL DESCRIPTION | AREA (acres) | C factor | CA | CA as a % of Subtotal CA | IMPROVEMENT COST | Drainage Channel Acres | Drainage Channel $ Amount | Total Costs |
|---|---|---|---|---|---|---|---|---|
| **ITEM 1 Channel from Section A to Section B** | | | | | **$68,328** | **1.146** | | |
| Lot 1 Section One-A | 14.032 | 0.85 | 11.93 | 59.46 | $40,626 | 0.88138 | 17,035 | 57,661 |
| Lot 2 Section One-A | 3.711 | 0.85 | 3.15 | 15.72 | $10,744 | 0.18020 | 4,505 | 15,249 |
| Lot 3 Section One-A | 5.857 | 0.85 | 4.98 | 24.82 | $16,958 | 0.28441 | 7,110 | 24,068 |
| SUBTOTALS | 23.600 | | 20.06 | 100.00 | $68,328 | 1.146 | $ 28,650 | $ 96,978 |
| **ITEM 2 Box culverts under Home Depot Way** | | | | | **$0** | | | |
| Lot 1 Section One-A | 14.032 | 0.85 | 11.93 | 59.46 | $0 | | | - |
| Lot 2 Section One-A | 3.711 | 0.85 | 3.15 | 15.72 | $0 | | | - |
| Lot 3 Section One-A | 5.857 | 0.85 | 4.98 | 24.82 | $0 | | | - |
| Covert Dealership | | 0.85 | 0.00 | 0.00 | $0 | | | - |
| SUBTOTALS | 23.600 | | 20.06 | 100.00 | $0 | | | $ - |
| **ITEM 3 Channel from Section C to Section D** | | | | | **$155,616** | **2.61** | | |
| Lot 1 Section One-A | 14.032 | 0.85 | 11.93 | 29.97 | $46,641 | 0.74925 | 18,731 | 65,372 |
| Lot 2 Section One-A | 3.711 | 0.85 | 3.15 | 7.93 | $12,335 | 0.19815 | 4,954 | 17,289 |
| Lot 3 Section One-A | 5.857 | 0.85 | 4.98 | 12.51 | $19,468 | 0.31274 | 7,819 | 27,287 |
| Covert Dealership | - | 0.85 | 0.00 | 0.00 | $0 | 0.00000 | - | - |
| Multifamily HXM-2 | 10.480 | 0.76 | 7.96 | 20.01 | $31,146 | 0.55959 | 13,990 | 45,136 |
| Multifamily HXM-1 | 9.000 | 0.76 | 6.84 | 17.19 | $26,748 | 0.48056 | 12,014 | 38,762 |
| Commercial HXC-5 | 5.800 | 0.85 | 4.93 | 12.39 | $19,279 | 0.30970 | 7,742 | 27,021 |
| SUBTOTALS | 48.880 | | 39.79 | 100.00 | $ 155,616 | 2.61 | 65,250 | $ 220,866 |
| **ITEM 4 Channel from Section D to Section E** | | | | | **$179,466** | **3.01** | | |
| Lot 1 Section One-A | 14.032 | 0.85 | 11.93 | 9.08 | $16,302 | 0.23834 | 5,959 | 22,260 |
| Lot 2 Section One-A | 3.711 | 0.76 | 2.82 | 2.15 | $3,855 | 0.06303 | 1,576 | 5,431 |
| Lot 3 Section One-A | 5.857 | 0.76 | 4.45 | 3.39 | $6,084 | 0.09948 | 2,487 | 8,571 |
| Covert Dealership | - | 0.85 | 0.00 | 0.00 | $0 | 0.00000 | - | - |
| Multifamily HXM-2 | 10.480 | 0.76 | 7.96 | 6.07 | $10,886 | 0.17801 | 4,450 | 15,336 |
| Multifamily HXM-1 | 9.000 | 0.76 | 6.84 | 5.21 | $9,349 | 0.15287 | 3,822 | 13,170 |
| Multifamily HXM-3 | 14.840 | 0.76 | 11.28 | 8.59 | $15,415 | 0.25206 | 6,302 | 21,717 |
| Single Family HXR-3A | 11.160 | 0.60 | 6.70 | 5.10 | $9,152 | 0.18956 | 4,739 | 13,891 |
| Single Family HXR-3B | 8.310 | 0.60 | 4.99 | 3.80 | $6,815 | 0.14115 | 3,529 | 10,343 |
| Single Family HXR-4A | 22.410 | 0.60 | 13.45 | 10.24 | $18,378 | 0.38064 | 9,516 | 27,894 |
| Single Family HXR-5 | 19.610 | 0.60 | 11.77 | 8.96 | $16,081 | 0.33309 | 8,327 | 24,409 |
| Commercial HXC-8 | 1.010 | 0.85 | 0.86 | 0.65 | $1,173 | 0.01716 | 429 | 1,602 |
| Commercial HXC-2 | 19.210 | 0.85 | 16.33 | 12.44 | $22,317 | 0.32629 | 8,157 | 30,475 |
| Commercial HXC-3 | 11.460 | 0.85 | 9.74 | 7.42 | $13,314 | 0.19465 | 4,866 | 18,180 |
| Commercial HXC-4 | 16.120 | 0.85 | 13.70 | 10.44 | $18,728 | 0.27381 | 6,845 | 25,573 |
| Commercial HXC-5 | 5.800 | 0.85 | 4.93 | 3.75 | $6,738 | 0.09852 | 2,463 | 9,201 |
| Commercial HXC-6 | 4.200 | 0.85 | 3.57 | 2.72 | $4,879 | 0.07134 | 1,783 | 6,663 |
| SUBTOTALS | 177.210 | | 131.31 | 100.00 | $179,466 | 3.01 | $75,250 | $254,715 |

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| PARCEL DESCRIPTION | AREA (acres) | C factor | CA | CA as a % of Subtotal CA | IMPROVEMENT COST | Drainage Channel | | Total Costs |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Acres | $ Amount | |
| | | | | | $0 | | | - |
| **ITEM 6 Box Culverts Under Bear Hunter** | | | | | $0 | | | - |
| Lot 1 Section One-A | 14.032 | 0.85 | 11.93 | 9.02 | $0 | | | - |
| Lot 2 Section One-A | 3.711 | 0.85 | 3.15 | 2.39 | $0 | | | - |
| Lot 3 Section One-A | 5.857 | 0.85 | 4.98 | 3.77 | $0 | | | - |
| Covert Dealership | - | 0.85 | 0.00 | 0.00 | $0 | | | - |
| Multifamily HXM-2 | 10.480 | 0.76 | 7.96 | 6.03 | $0 | | | - |
| Multifamily HXM-1 | 9.000 | 0.76 | 6.84 | 5.18 | $0 | | | - |
| Multifamily HXM-3 | 14.840 | 0.76 | 11.28 | 8.53 | $0 | | | - |
| Single Family HXR-3A | 11.160 | 0.60 | 6.70 | 5.07 | $0 | | | - |
| Single Family HXR-3B | 8.310 | 0.60 | 4.99 | 3.77 | $0 | | | - |
| Single Family HXR-4A | 22.410 | 0.60 | 13.45 | 10.17 | $0 | | | - |
| Single Family HXR-5 | 19.610 | 0.60 | 11.77 | 8.90 | $0 | | | - |
| Commercial HXC-8 | 1.010 | 0.85 | 0.86 | 0.65 | $0 | | | - |
| Commercial HXC-2 | 19.210 | 0.85 | 16.33 | 12.35 | $0 | | | - |
| Commercial HXC-3 | 11.460 | 0.85 | 9.74 | 7.37 | $0 | | | - |
| Commercial HXC-4 | 16.120 | 0.85 | 13.70 | 10.37 | $0 | | | - |
| Commercial HXC-5 | 5.800 | 0.85 | 4.93 | 3.73 | $0 | | | - |
| Commercial HXC-6 | 4.200 | 0.85 | 3.57 | 2.70 | $0 | | | $0 |
| SUBTOTALS | 177.210 | | 132.17 | 100.00 | - | | | |
| | | | | | $184,832 | 3.1 | | |
| **ITEM 6 Channel from Section F to Section G** | | | | | $13,590 | 0.19224 | 4,806 | 18,396 |
| Lot 1 Section One-A | 14.032 | 0.85 | 11.93 | 7.35 | $3,594 | 0.05084 | 1,271 | 4,865 |
| Lot 2 Section One-A | 3.711 | 0.85 | 3.15 | 1.94 | $5,673 | 0.08024 | 2,006 | 7,679 |
| Lot 3 Section One-A | 5.857 | 0.85 | 4.98 | 3.07 | $0 | 0.00000 | - | - |
| Covert Dealership | - | 0.85 | 0.00 | 0.00 | $9,075 | 0.14357 | 3,589 | 12,665 |
| Multifamily HXM-2 | 10.480 | 0.76 | 7.96 | 4.91 | $7,794 | 0.12330 | 3,082 | 10,876 |
| Multifamily HXM-1 | 9.000 | 0.76 | 6.84 | 4.22 | $12,851 | 0.20331 | 5,083 | 17,934 |
| Multifamily HXM-3 | 14.840 | 0.76 | 11.28 | 6.95 | $7,630 | 0.15289 | 3,822 | 11,452 |
| Single Family HXR-3A | 11.160 | 0.60 | 6.70 | 4.13 | $5,681 | 0.11385 | 2,846 | 8,527 |
| Single Family HXR-3B | 8.310 | 0.60 | 4.99 | 3.07 | $15,321 | 0.30701 | 7,675 | 22,996 |
| Single Family HXR-4A | 22.410 | 0.60 | 13.45 | 8.29 | $13,407 | 0.26865 | 6,716 | 20,123 |
| Single Family HXR-5 | 19.610 | 0.60 | 11.77 | 7.25 | $978 | 0.01384 | 346 | 1,324 |
| Commercial HXC-8 | 1.010 | 0.85 | 0.86 | 0.53 | $18,605 | 0.26317 | 6,579 | 25,185 |
| Commercial HXC-2 | 19.210 | 0.85 | 16.33 | 10.07 | $11,099 | 0.15700 | 3,925 | 15,024 |
| Commercial HXC-3 | 11.460 | 0.85 | 9.74 | 6.01 | $15,612 | 0.22084 | 5,521 | 21,133 |
| Commercial HXC-4 | 16.120 | 0.85 | 13.70 | 8.45 | $5,617 | 0.07946 | 1,986 | 7,604 |
| Commercial HXC-5 | 5.800 | 0.85 | 4.93 | 3.04 | $4,068 | 0.05754 | 1,438 | 5,506 |
| Commercial HXC-6 | 4.200 | 0.85 | 3.57 | 2.20 | $2,338 | 0.04685 | 1,171 | 3,509 |
| Single Family HXR-3C | 3.420 | 0.60 | 2.05 | 1.26 | $15,457 | 0.30975 | 7,744 | 23,201 |
| Single Family HXR-1 | 22.610 | 0.60 | 13.57 | 8.36 | $8,464 | 0.16960 | 4,240 | 12,704 |
| Single Family HXR-2 | 12.380 | 0.60 | 7.43 | 4.58 | $5,633 | 0.11289 | 2,822 | 8,456 |
| Single Family HXR-4B | 8.240 | 0.60 | 4.94 | 3.05 | $2,344 | 0.03315 | 829 | 3,173 |
| Commercial HXC-7 | 2.420 | 0.85 | 2.06 | 1.27 | $184,832 | 3.1 | 77,500 | 262,332 |
| SUBTOTALS | 226.280 | | 162.21 | 100.00 | **$162,039** | **2.55** | | |
| **ITEM 7 Channel from Section AA to Section BB** | | | | | $66,471 | 1.07837 | 26,909 | 93,381 |
| Commercial HXC-2 | 19.210 | 0.85 | 16.33 | 43.72 | $39,554 | 0.64212 | 16,053 | 55,708 |
| Commercial HXC-3 | 11.460 | 0.85 | 9.74 | 26.08 | $45,913 | 0.83151 | 20,788 | 66,701 |
| Multifamily HXM-3 | 14.840 | 0.76 | 11.28 | 30.20 | $152,039 | 2.55 | $63,750 | $215,789 |
| SUBTOTALS | 45.510 | | 37.35 | 100.00 | | | | |

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| PARCEL DESCRIPTION | AREA (acres) | C factor | CA | CA as a % of Subtotal CA | IMPROVEMENT COST | Drainage Channel Acres | Drainage Channel $ Amount | Total Costs |
|---|---|---|---|---|---|---|---|---|
| **ITEM 8 Channel from Section CC to Section DD** | | | | | **$167,405** | **2.64** | | |
| Commercial HXC-2 | 19.210 | 0.85 | 16.33 | 19.68 | $30,982 | 0.44172 | 11,043 | 42,025 |
| Commercial HXC-3 | 11.460 | 0.85 | 9.74 | 11.74 | $18,483 | 0.26352 | 6,588 | 25,071 |
| Commercial HXC-4 | 16.120 | 0.85 | 13.70 | 16.52 | $25,998 | 0.37067 | 9,267 | 35,265 |
| Multifamily HXM-3 | 14.840 | 0.76 | 11.28 | 13.60 | $21,400 | 0.34124 | 8,531 | 29,931 |
| Single Family HXR-5 | 19.610 | 0.60 | 11.77 | 14.18 | $22,325 | 0.45092 | 11,273 | 33,598 |
| Single Family HXR-4A | 22.410 | 0.60 | 13.45 | 16.21 | $25,513 | 0.51531 | 12,883 | 38,395 |
| Single Family HXR-3A | 11.160 | 0.60 | 6.70 | 8.07 | $12,705 | 0.25882 | 6,415 | 19,121 |
| SUBTOTALS | 114.810 | | 82.96 | 100.00 | $157,405 | 2.64 | $66,000 | $223,405 |
| **ITEM 9 Channel from Section EE to Section FF** | | | | | **$225,971** | **3.79** | | |
| Single Family HXR-4B | 8.240 | 0.60 | 4.84 | 19.06 | $43,072 | 0.72241 | 18,060 | 61,132 |
| Single Family HXR-2 | 12.380 | 0.60 | 7.43 | 28.64 | $64,713 | 1.08536 | 27,134 | 91,847 |
| Single Family HXR-1 | 22.610 | 0.60 | 13.57 | 52.30 | $118,187 | 1.98223 | 49,556 | 167,743 |
| SUBTOTALS | 43.230 | | 25.94 | 100.00 | $225,971 | 3.79 | $94,750 | $320,721 |
| **ITEM 10 Channel from Section GG to Section HH** | | | | | **$130,575** | **2.19** | | |
| Single Family HXR-4A | 22.410 | 0.60 | 13.45 | 53.33 | $69,638 | 1.16797 | 29,199 | 98,837 |
| Single Family HXR-5 | 19.610 | 0.60 | 11.77 | 46.67 | $60,937 | 1.02203 | 25,551 | 86,488 |
| SUBTOTALS | 42.020 | | 25.21 | 100.00 | $130,575 | 2.19 | $54,750 | $185,325 |
| ITEMS 1-10 CHANNEL SUBTOTAL | | | | | $1,254,231 | 21.04 | $525,900 | $1,780,131 |
| **ITEM 11 Detention** | | | | | **$872,286** | **14.63** | | |
| Lot 1 Section One-A | 14.032 | 0.60 | 8.42 | 5.39 | $47,000 | 0.9076318 | 21,985 | 68,985 |
| Lot 2 Section One-A | 3.711 | 0.60 | 2.23 | 1.42 | $12,430 | 0.2400386 | 5,814 | 18,244 |
| Lot 3 Section One-A | 5.857 | 0.60 | 3.51 | 2.25 | $19,618 | 0.3788483 | 9,177 | 28,795 |
| Covert Dealership | - | 0.85 | 0.00 | 0.00 | $0 | 0 | - | - |
| Multifamily HXM-2 | 10.480 | 0.76 | 7.96 | 5.10 | $44,463 | 0.6778778 | 16,420 | 60,883 |
| Multifamily HXM-1 | 9.000 | 0.76 | 6.84 | 4.38 | $38,184 | 0.582147 | 14,101 | 52,285 |
| Multifamily HXM-3 | 14.840 | 0.76 | 11.28 | 7.22 | $62,961 | 0.9598957 | 23,251 | 86,213 |
| Single Family HXR-3A | 11.160 | 0.60 | 6.70 | 4.29 | $37,380 | 0.7218622 | 17,485 | 54,866 |
| Single Family HXR-3B | 8.310 | 0.60 | 4.99 | 3.19 | $27,834 | 0.5375157 | 13,020 | 40,854 |
| Single Family HXR-4A | 22.410 | 0.60 | 13.45 | 8.61 | $75,062 | 1.4495459 | 35,112 | 110,174 |
| Single Family HXR-5 | 19.610 | 0.60 | 11.77 | 7.53 | $65,683 | 1.2684335 | 30,725 | 96,408 |
| Commercial HXC-8 | 1.010 | 0.85 | 0.86 | 0.55 | $4,793 | 0.0653298 | 1,582 | 6,375 |
| Commercial HXC-2 | 19.210 | 0.85 | 16.33 | 10.45 | $91,154 | 1.2425604 | 30,098 | 121,251 |
| Commercial HXC-3 | 11.460 | 0.85 | 9.74 | 6.23 | $54,379 | 0.7412871 | 17,955 | 72,334 |
| Commercial HXC-4 | 16.120 | 0.85 | 13.70 | 8.77 | $76,491 | 1.0426899 | 25,257 | 101,748 |
| Commercial HXC-5 | 5.800 | 0.85 | 4.93 | 3.16 | $27,522 | 0.3751614 | 9,087 | 36,609 |
| Commercial HXC-6 | 4.200 | 0.85 | 3.57 | 2.28 | $19,929 | 0.2716686 | 6,580 | 26,510 |
| Single Family HXR-3C | 3.320 | 0.60 | 1.99 | 1.27 | $11,120 | 0.2147475 | 5,202 | 16,322 |
| Single Family HXR-1 | 22.610 | 0.60 | 13.57 | 8.68 | $75,732 | 1.4624825 | 35,425 | 111,157 |
| Single Family HXR-2 | 12.380 | 0.60 | 7.43 | 4.75 | $41,467 | 0.8007755 | 19,397 | 60,863 |
| Single Family HXR-4B | 8.240 | 0.60 | 4.94 | 3.16 | $27,600 | 0.5329879 | 12,910 | 40,510 |
| Commercial HXC-7 | 2.420 | 0.85 | 2.06 | 1.32 | $11,483 | 0.1565328 | 3,792 | 15,275 |
| SUBTOTALS | 226.180 | | 156.25 | 100.00 | $872,286 | 14.63 | $ 354,375 | $1,226,661 |
| **TOTAL DIRECT COSTS ITEMS 1-11** | | | | | **$ 2,126,517** | **35.666** | **$ 880,275** | **$ 3,006,792** |

| PARCEL DESCRIPTION | AREA (acres) | C factor | CA | CA as a % of Subtotal CA | IMPROVEMENT COST | Drainage Channel Acres | Drainage Channel $ Amount | Total Costs |
|---|---|---|---|---|---|---|---|---|

| **CHANNELS, POND & RIGHTS OF WAY** | |
|---|---|
| channels and parkland | 23.5 |
| detention ponds | 14.6 |
| collector streets right of way | 18.7 |
| SUBTOTALS | 56.8 |

| TOTALS IN PID | 283.0 |
|---|---|

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**Exhibit H-2**

**Hunters Crossing**
**Engineers Estimate of Probable Construction Cost**
**Prepared by KSA Engineers, Inc.**
**19-Nov-03**

| Street and Drainage[2] Street | Section | Length (L.F.) | Cost/LF | Total Cost |
|---|---|---|---|---|
| ROW-1a (Hunters Crossing Blvd.)[1] | 44' F-F | 1,102 | $281.99 | $310,750 |
| ROW-1b (Hunters Crossing Blvd.) | 44' F-F | 904 | 224.46 | 202,922 |
| ROW-1b (Hunters Point) | 44' F-F | 1,679 | 224.46 | 376,854 |
| ROW-2 (Hunters Point) | 44' F-F | 851 | 224.46 | 191,014 |
| ROW-3 (Hunters Point) | 44' F-F | 1,346 | 224.46 | 302,121 |
| ROW-4 (Hunters Point) | 44' F-F | 529 | 224.46 | 118,738 |
| ROW-5a (Bear Hunter) | 44' F-F | 1,853 | 224.46 | 415,921 |
| ROW-5b (Bear Hunter) | 24' F-F | 1,600 | 143.15 | 229,037 |
| **Total for Street and Drainage** | | **9,864** | **$217.70** | **$2,147,358** |

| Wastewater[2] Line | Size | Length (L.F.) | Cost/LF | Total Cost |
|---|---|---|---|---|
| WW-1 | 18" | 354 | $65.59 | $23,218 |
| WW-2 | 18" | 820 | 76.07 | 62,381 |
| WW-3 | 15" | 1,120 | 45.06 | 50,468 |
| WW-4 | 12" | 1,471 | 47.17 | 69,384 |
| WW-5 | 10" | 1,189 | 39.39 | 46,833 |
| WW-6 | 12" | 3,354 | 44.77 | 150,156 |
| WW-7 | 8" | 970 | 34.82 | 33,776 |
| WW-8 | 8" | 970 | 37.66 | 36,526 |
| WW-9[1] | 8" | 1,618 | 32.21 | 52,110 |
| WW-10 | 6" | 1,227 | 34.06 | 41,793 |
| FM-1 | 8" | 2,974 | 42.38 | 126,036 |
| FM-2[1] | 3" | 1,657 | 15.50 | 25,684 |
| LS-1 | | | | 150,000 |
| LS-2[1] | | | | 105,000 |
| **Total Wastewater** | | **17,724** | **$ 54.92** | **$973,363** |

| Water[2] Line | Size | Length (L.F.) | Cost/LF | Total Cost |
|---|---|---|---|---|
| W-1 | 16" | 1,848 | $77.10 | $142,481 |
| W-2 | 16" | 1,339 | 76.96 | 103,047 |
| W-3 | 16" | 2,572 | 76.34 | 196,341 |
| W-4[1] | 16" | 1,551 | 138.49 | 214,798 |
| W-5 | 12" | 2,140 | 57.17 | 122,342 |
| W-6 | 12" | 2,494 | 56.83 | 141,726 |
| W-7 | 12" | 956 | 58.35 | 55,779 |
| W-8[1] | 12" | 682 | 38.31 | 26,130 |
| W-9 | 12" | 1,727 | 56.47 | 97,527 |
| W-10 | 12" | 461 | 58.75 | 27,085 |
| W-11[1] | 12" | 1,777 | 40.72 | 72,365 |
| **Total Water** | | **17,647** | **$ 68.37** | **$1,199,621** |

| Major Drainage Infrastructure | Length (L.F.) | Cost/LF | Total Cost |
|---|---|---|---|
| Pond Outlet Structure including Hunter's Crossing Box Culverts[2] | | | $277,847 |
| Hunters Point (was Buffalo Hunter) (13 boxes @ 8'x4')[4] | 910 | $285.88 | 260,150 |
| **Total Outlet Structure and Box Culverts** | | | **$537,997** |

| Excavation, Irrigation, and Park Improvements | |
|---|---|
| Excavation & Embankment required to create Channels for site drainage system[3] | $2,126,517 |
| Excavation for Detention Pond[1] | 152,775 |
| ROW Irrigation (8700 LF)[5] | 180,000 |
| Entry Signage[6] | 210,000 |
| Parkland and Public Space Improvements[7] | 750,338 |
| **Total Excavation, Irrigation, and Park Improvements** | **$3,419,630** |

| Total Estimate of Probable Construction Cost | $8,277,969 |
|---|---|

| Exhibit H - 3 - Hunters Crossing Parks | | | | LARSON BURNS & SMITH INC. | |
|---|---|---|---|---|---|
| Design Phase | | | | 1108 WEST AVE | |
| Opinion of Probable Construction Cost | | | | AUSTIN, TEXAS 78701 | |
| 21-Apr-03 | | | | 512.476.1559 | |
| **K FEATURES** | **Quantity** | | **Unit Cost** | **Cost** | **Total** |
| **A. Erosion Control** | | | | | **$2,100.00** |
| 1. Erosion Control Fencing | 1,000 | LF | $1.35 | $1,350.00 | |
| 3. Construction Entrance | 1 | EA | $750.00 | $750.00 | |
| **B. Concrete Walks and Trails** | | | | | **$231,887.00** |
| 1. Concrete Walks around central detention (5'wide 4" thick) | 3,312 | LF | $15.00 | $49,680.00 | |
| 2. Concrete Trail in power line esmt. (5' wide 4" thick) | 2783 | LF | $15.00 | $41,445.00 | |
| 3. Concrete Trail through single family (4' wide 4" thick) | 10,461 | LF | $12.00 | $125,532.00 | |
| 4. Playscape walks (5' wide 4" thick) | 1,022 | LF | $15.00 | $15,330.00 | |
| **C. Parking and Drives** | | | | | **$21,897.64** |
| 1. Asphalt for drives and parking | 1,819 | SY | $10.00 | $18,188.89 | |
| 2. Standard Curb and gutter 24" | 695 | LF | $3.25 | $2,908.75 | |
| 3. Accessibility Ramp | 1 | LS | $800.00 | $800.00 | |
| **D. Pavilion** | | | | | **$62,600.00** |
| 1. Structure By Classic Recreation Systems (60'x40' Cheyenne) | 1 | LS | $20,000.00 | $20,000.00 | |
| 2. Installation | 1 | LS | $12,000.00 | $12,000.00 | |
| 3. Concrete Pad & Footings | 660 | SF | $10.00 | $6,600.00 | |
| 4. Water Fountain | 1 | LS | $2,000.00 | $2,000.00 | |
| 5. 4 - 6' picnic tables 3 - benches 4 trash cans | 1 | LS | $7,000.00 | $7,000.00 | |
| 6. Stone Columns wrapped around steel post & chimney | 1 | LS | $15,000.00 | $15,000.00 | |
| **E. Baseball Field** | | | | | **$17,500.00** |
| 1. Backstop | 1 | LS | $5,000.00 | $5,000.00 | |
| 2. Grading | 39,000 | SF | $0.20 | $7,800.00 | |
| 3. Hydromulch seeding | 47,000 | SF | $0.10 | $4,700.00 | |
| **F. Soccer Field** | | | | | **$17,900.00** |
| 1. Goals | 2 | EA | $2,500.00 | $5,000.00 | |
| 2. Grading | 40,000 | SF | $0.20 | $8,000.00 | |
| 3. Hydromulch seeding | 49,000 | SF | $0.10 | $4,900.00 | |
| **G. Restroom** | | | | | **$60,625.00** |
| 1. Minimum requirements | 675 | SF | $75.00 | $50,625.00 | |
| **H. Playscape** | | | | | **$160,300.00** |
| 1. Playscape & Swings Equipment (2-12 yr) + Installation | 1 | LS | $80,000.00 | $80,000.00 | |
| 2. Concrete Curb | 515 | LF | $20.00 | $10,300.00 | |
| 4. Fiber Fall Surfacing | 12,000 | SF | $5.00 | $60,000.00 | |
| 6. Drainage gravel/filter fabric/drainlines | 1 | LS | $10,000.00 | $10,000.00 | |
| **I. ADA Ramp/Fishing Pier** | | | | | **$23,900.00** |
| 1. Fishing Pier | 200 | SF | $50.00 | $10,000.00 | |
| 2. Concrete Ramp to wet pond | 1 | LS | $7,500.00 | $7,500.00 | |
| 3. Retaining Walls along trail (average 3ht) | 800 | SF | $8.00 | $6,400.00 | |
| **J. Sand Volleyball Court** | | | | | **$15,000.00** |
| 1. Sand/Sitework | 3,750 | SF | $2.00 | $7,500.00 | |
| 2. Equipment Post & Net | 1 | LS | $2,500.00 | $2,500.00 | |
| 3. Landscape Berms | 1 | LS | $2,500.00 | $2,500.00 | |
| 4. Drainage System/Headwall | 1 | LS | $2,500.00 | $2,500.00 | |
| **K. Picnic Tables & Grills** | | | | | **$7,266.25** |
| 1. Concrete Pads | 575 | SF | $1.75 | $1,006.25 | |
| 16062.6398 | 1 | LS | $2,750.00 | $2,750.00 | |
| 3. Shade structure over ADA table | 1 | LS | $3,500.00 | $3,500.00 | |
| **L. Signage** | | | | | **$5,000.00** |
| 1. Entry Signage | 1 | LS | $5,000.00 | $5,000.00 | |
| **M. Utilities** | | | | | **$12,500.00** |
| 1. Water/Wastewater | 1 | LS | $5,000.00 | $5,000.00 | |
| 2. Electric/Lighting | 1 | LS | $7,500.00 | $7,500.00 | |
| **N. Landscaping** | | | | | **$53,560.00** |
| 1. Shade Trees | 40 | EA | $200.00 | $8,000.00 | |
| 1. Shade trees | 50 | EA | $200.00 | $10,000.00 | |
| 2. Hydromulch (Common Bermuda Grass) Disturbed areas only | 435600 | SF | $0.10 | $43,560.00 | |
| **Total** | | | | | **$682,125.89** |
| **Contingency 10%** | | | | | **$68,212.59** |
| **Grand Total** | | | | | **$750,338.48** |

## EXHIBIT E: SERVICE PLAN – FIVE YEAR BUDGET FORECAST

The Act requires the Service Plan, including the annual indebtedness and projected costs for the Authorized Improvements, to be reviewed and updated in the Annual Service Plan Update, and the projection shall cover a period of not less than five years.

| | 1/31/2020 | 1/31/2021 | 1/31/2022 | 1/31/2023 | 1/31/2024 |
|---|---|---|---|---|---|
| Capital Assessment Installments Due[1] | $463,659.56 | $463,659.56 | $463,659.56 | $463,659.56 | $463,659.56 |
| Operational and Maintenance Installments Due[2] | $155,318.57 | $155,318.57 | $155,318.57 | $155,318.57 | $155,318.57 |
| TOTAL | $618,978.13 | $618,978.13 | $618,978.13 | $618,978.13 | $618,978.13 |

[1] All capital improvements have been constructed with the exception of a portion of Bear Hunter Drive, which is to be paid by the Developer. The annual indebtedness will be paid to the Developer for reimbursement of such costs unless PID bonds are issued, then the annual indebtedness will pay debt service on the PID bonds.

[2] Operational and Maintenance Supplemental Services costs are levied annually at the City's discretion and subject to change.

# EXHIBIT F: ASSESSMENT ROLL

## COMMERCIAL, MULTI-FAMILY AND UNDEVELOPED LOTS

| Property ID | Capital Assessment Unpaid[1] | O&M Assessment Levied[2] |
|---|---|---|
| **COMMERCIAL LOTS** | | |
| 90301[3] | $0.00 | $27,505.53 |
| 90754 | $53,164.50 | $56,159.75 |
| 90302 | $46,901.70 | $49,544.00 |
| 97463 | $27,417.30 | $28,962.00 |
| 97464 | $44,628.60 | $47,142.75 |
| 90303 | $71,860.35 | $75,908.75 |
| 92325 | $58,870.65 | $62,187.25 |
| 95378 | $45,417.15 | $47,976.00 |
| 95379 | $72,370.65 | $76,447.75 |
| 115192 | $69,633.45 | $73,556.50 |
| 30102 | $297,944.40 | $314,730.00 |
| 114958 | $339,399.45 | $358,520.50 |
| 127995 | $143,906.10 | $152,013.50 |
| 114957 | $1,206.15 | $1,274.25 |
| **MULTI-FAMILY LOTS** | | |
| 104899 | $817,113.66 | $764,678.50 |
| 113268 | $780,946.47 | $730,832.25 |
| **UNDEVELOPED LOT[4]** | | |
| 47760 | $2,472,193.44 | $2,201,060.72 |
| **TOTAL** | **$5,342,974.02** | **S5,068,500.00** |

[1] Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The original assessment levied against Commercial Lots, Multi-Family Lots and the Undeveloped Lot totaled $7,364,542; the $5,342,974.02 shown in this Assessment Roll is the unpaid balance of the Capital Assessments on such lots after taking into consideration City reallocations of such amounts.

[2] Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as .045/property square foot annually for Commercial Lots and .056/property square foot annually for Multi-Family Lots. The City has the discretion to adjust the amount collected annually as part of the Annual Service Plan Update. To date, the District has collected $1,258,900 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original $5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 76.69% of remains to be levied on an annual basis for the operation and maintenance of the District.

[3] *Parcel 90301 assessment was reduced to zero by a developer contribution payment.

[4] Currently, the intended use of the Undeveloped Lot is for multi-family use.

## SINGLE-FAMILY RESIDENTIAL LOTS

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 98372 | $ 4,180.00 | $650.00 |
| 98370 | $ 4,180.00 | $650.00 |
| 95416 | $ 4,180.00 | $650.00 |
| 98355 | $ 4,180.00 | $650.00 |
| 98380 | $ 4,180.00 | $650.00 |
| 98354 | $ 4,180.00 | $650.00 |
| 95395 | $ 4,180.00 | $650.00 |
| 95386 | $ 4,180.00 | $650.00 |
| 98373 | $ 4,180.00 | $650.00 |
| 95415 | $ 4,180.00 | $650.00 |
| 95390 | $ 4,180.00 | $650.00 |
| 98356 | $ 4,180.00 | $650.00 |
| 95396 | $ 4,180.00 | $650.00 |
| 98374 | $ 4,180.00 | $650.00 |
| 95414 | $ 4,180.00 | $650.00 |
| 95389 | $ 4,180.00 | $650.00 |
| 98359 | $ 4,180.00 | $650.00 |
| 98352 | $ 4,180.00 | $650.00 |
| 95397 | $ 4,180.00 | $650.00 |
| 95384 | $ 4,180.00 | $650.00 |
| 98351 | $ 4,180.00 | $650.00 |
| 95398 | $ 4,180.00 | $650.00 |
| 95412 | $ 4,180.00 | $650.00 |
| 95387 | $ 4,180.00 | $650.00 |
| 98350 | $ 4,180.00 | $650.00 |
| 95399 | $ 4,180.00 | $650.00 |
| 95411 | $ 4,180.00 | $650.00 |
| 98627 | $ 4,180.00 | $650.00 |

[5] Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is calculated as the aggregate annual installment payments. The original assessment levied against Single Family Residential Lots totaled $8,799 per Lot and $4,596,717 for all; the $2,131,800 shown in this Assessment Roll is the unpaid balance of the Capital Assessments on such lots after taking into consideration City reallocations of such amounts. Ordinance No. 2003-35 was based on 464 single-family homes. There are 510 single-family homes.

[6] Pursuant to Ordinance No. 2003-35 levying the assessments on December 9, 2003 and as amended by Ordinance No. 2004-42 on December 14, 2004, the levied amount is a total of $650.00 per Single Family Residential Lot. To date, the District has collected $1,258,900 in the aggregate for the payment of Operational and Maintenance Supplemental Services. Of the original $5,400,000 of the estimated Costs of the Operational and Maintenance Supplemental Services, 76.69% of remains to be levied on an annual basis for the maintenance and operation of the District.

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 95400 | $ 4,180.00 | $650.00 |
| 95410 | $ 4,180.00 | $650.00 |
| 98626 | $ 4,180.00 | $650.00 |
| 95401 | $ 4,180.00 | $650.00 |
| 95409 | $ 4,180.00 | $650.00 |
| 98625 | $ 4,180.00 | $650.00 |
| 95402 | $ 4,180.00 | $650.00 |
| 98601 | $ 4,180.00 | $650.00 |
| 95408 | $ 4,180.00 | $650.00 |
| 95407 | $ 4,180.00 | $650.00 |
| 95404 | $ 4,180.00 | $650.00 |
| 98622 | $ 4,180.00 | $650.00 |
| 98621 | $ 4,180.00 | $650.00 |
| 98619 | $ 4,180.00 | $650.00 |
| 98617 | $ 4,180.00 | $650.00 |
| 104777 | $ 4,180.00 | $650.00 |
| 98338 | $ 4,180.00 | $650.00 |
| 98346 | $ 4,180.00 | $650.00 |
| 104871 | $ 4,180.00 | $650.00 |
| 95391 | $ 4,180.00 | $650.00 |
| 98361 | $ 4,180.00 | $650.00 |
| 98369 | $ 4,180.00 | $650.00 |
| 95392 | $ 4,180.00 | $650.00 |
| 98347 | $ 4,180.00 | $650.00 |
| 98337 | $ 4,180.00 | $650.00 |
| 98345 | $ 4,180.00 | $650.00 |
| 104870 | $ 4,180.00 | $650.00 |
| 98371 | $ 4,180.00 | $650.00 |
| 98360 | $ 4,180.00 | $650.00 |
| 98379 | $ 4,180.00 | $650.00 |
| 104854 | $ 4,180.00 | $650.00 |
| 98353 | $ 4,180.00 | $650.00 |
| 95381 | $ 4,180.00 | $650.00 |
| 95385 | $ 4,180.00 | $650.00 |
| 95393 | $ 4,180.00 | $650.00 |
| 98336 | $ 4,180.00 | $650.00 |
| 98344 | $ 4,180.00 | $650.00 |
| 98357 | $ 4,180.00 | $650.00 |
| 98378 | $ 4,180.00 | $650.00 |
| 95394 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 98335 | $ 4,180.00 | $650.00 |
| 98343 | $ 4,180.00 | $650.00 |
| 98375 | $ 4,180.00 | $650.00 |
| 95413 | $ 4,180.00 | $650.00 |
| 95388 | $ 4,180.00 | $650.00 |
| 98358 | $ 4,180.00 | $650.00 |
| 98377 | $ 4,180.00 | $650.00 |
| 98366 | $ 4,180.00 | $650.00 |
| 98342 | $ 4,180.00 | $650.00 |
| 98376 | $ 4,180.00 | $650.00 |
| 98365 | $ 4,180.00 | $650.00 |
| 98333 | $ 4,180.00 | $650.00 |
| 98341 | $ 4,180.00 | $650.00 |
| 98364 | $ 4,180.00 | $650.00 |
| 98340 | $ 4,180.00 | $650.00 |
| 98602 | $ 4,180.00 | $650.00 |
| 98339 | $ 4,180.00 | $650.00 |
| 104857 | $ 4,180.00 | $650.00 |
| 104856 | $ 4,180.00 | $650.00 |
| 98624 | $ 4,180.00 | $650.00 |
| 95403 | $ 4,180.00 | $650.00 |
| 98600 | $ 4,180.00 | $650.00 |
| 98623 | $ 4,180.00 | $650.00 |
| 98599 | $ 4,180.00 | $650.00 |
| 95405 | $ 4,180.00 | $650.00 |
| 98598 | $ 4,180.00 | $650.00 |
| 98638 | $ 4,180.00 | $650.00 |
| 98620 | $ 4,180.00 | $650.00 |
| 98628 | $ 4,180.00 | $650.00 |
| 98597 | $ 4,180.00 | $650.00 |
| 98604 | $ 4,180.00 | $650.00 |
| 98639 | $ 4,180.00 | $650.00 |
| 98596 | $ 4,180.00 | $650.00 |
| 98640 | $ 4,180.00 | $650.00 |
| 98618 | $ 4,180.00 | $650.00 |
| 98630 | $ 4,180.00 | $650.00 |
| 98595 | $ 4,180.00 | $650.00 |
| 98641 | $ 4,180.00 | $650.00 |
| 98631 | $ 4,180.00 | $650.00 |
| 98594 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 98616 | $ 4,180.00 | $650.00 |
| 98632 | $ 4,180.00 | $650.00 |
| 98593 | $ 4,180.00 | $650.00 |
| 98643 | $ 4,180.00 | $650.00 |
| 98615 | $ 4,180.00 | $650.00 |
| 98592 | $ 4,180.00 | $650.00 |
| 98644 | $ 4,180.00 | $650.00 |
| 98614 | $ 4,180.00 | $650.00 |
| 98634 | $ 4,180.00 | $650.00 |
| 98591 | $ 4,180.00 | $650.00 |
| 98645 | $ 4,180.00 | $650.00 |
| 98613 | $ 4,180.00 | $650.00 |
| 98635 | $ 4,180.00 | $650.00 |
| 98590 | $ 4,180.00 | $650.00 |
| 98646 | $ 4,180.00 | $650.00 |
| 98612 | $ 4,180.00 | $650.00 |
| 98647 | $ 4,180.00 | $650.00 |
| 98611 | $ 4,180.00 | $650.00 |
| 98637 | $ 4,180.00 | $650.00 |
| 98648 | $ 4,180.00 | $650.00 |
| 95202 | $ 4,180.00 | $650.00 |
| 104881 | $ 4,180.00 | $650.00 |
| 99616 | $ 4,180.00 | $650.00 |
| 98362 | $ 4,180.00 | $650.00 |
| 104855 | $ 4,180.00 | $650.00 |
| 104889 | $ 4,180.00 | $650.00 |
| 104872 | $ 4,180.00 | $650.00 |
| 104863 | $ 4,180.00 | $650.00 |
| 104882 | $ 4,180.00 | $650.00 |
| 99617 | $ 4,180.00 | $650.00 |
| 104890 | $ 4,180.00 | $650.00 |
| 98368 | $ 4,180.00 | $650.00 |
| 104873 | $ 4,180.00 | $650.00 |
| 104869 | $ 4,180.00 | $650.00 |
| 104862 | $ 4,180.00 | $650.00 |
| 104883 | $ 4,180.00 | $650.00 |
| 99618 | $ 4,180.00 | $650.00 |
| 104853 | $ 4,180.00 | $650.00 |
| 104891 | $ 4,180.00 | $650.00 |
| 98367 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 104874 | $ 4,180.00 | $650.00 |
| 104868 | $ 4,180.00 | $650.00 |
| 104861 | $ 4,180.00 | $650.00 |
| 104884 | $ 4,180.00 | $650.00 |
| 99619 | $ 4,180.00 | $650.00 |
| 104852 | $ 4,180.00 | $650.00 |
| 104892 | $ 4,180.00 | $650.00 |
| 104875 | $ 4,180.00 | $650.00 |
| 98334 | $ 4,180.00 | $650.00 |
| 104867 | $ 4,180.00 | $650.00 |
| 104860 | $ 4,180.00 | $650.00 |
| 104885 | $ 4,180.00 | $650.00 |
| 99620 | $ 4,180.00 | $650.00 |
| 104851 | $ 4,180.00 | $650.00 |
| 104893 | $ 4,180.00 | $650.00 |
| 104876 | $ 4,180.00 | $650.00 |
| 104859 | $ 4,180.00 | $650.00 |
| 104886 | $ 4,180.00 | $650.00 |
| 99621 | $ 4,180.00 | $650.00 |
| 104850 | $ 4,180.00 | $650.00 |
| 109244 | $ 4,180.00 | $650.00 |
| 104877 | $ 4,180.00 | $650.00 |
| 104865 | $ 4,180.00 | $650.00 |
| 104858 | $ 4,180.00 | $650.00 |
| 104887 | $ 4,180.00 | $650.00 |
| 99622 | $ 4,180.00 | $650.00 |
| 104849 | $ 4,180.00 | $650.00 |
| 109243 | $ 4,180.00 | $650.00 |
| 104846 | $ 4,180.00 | $650.00 |
| 104878 | $ 4,180.00 | $650.00 |
| 104888 | $ 4,180.00 | $650.00 |
| 99623 | $ 4,180.00 | $650.00 |
| 104847 | $ 4,180.00 | $650.00 |
| 104879 | $ 4,180.00 | $650.00 |
| 109241 | $ 4,180.00 | $650.00 |
| 104848 | $ 4,180.00 | $650.00 |
| 109240 | $ 4,180.00 | $650.00 |
| 95406 | $ 4,180.00 | $650.00 |
| 98629 | $ 4,180.00 | $650.00 |
| 98605 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 98606 | $ 4,180.00 | $650.00 |
| 98607 | $ 4,180.00 | $650.00 |
| 98642 | $ 4,180.00 | $650.00 |
| 98608 | $ 4,180.00 | $650.00 |
| 109258 | $ 4,180.00 | $650.00 |
| 98633 | $ 4,180.00 | $650.00 |
| 98609 | $ 4,180.00 | $650.00 |
| 98610 | $ 4,180.00 | $650.00 |
| 98636 | $ 4,180.00 | $650.00 |
| 98589 | $ 4,180.00 | $650.00 |
| 104809 | $ 4,180.00 | $650.00 |
| 104766 | $ 4,180.00 | $650.00 |
| 104773 | $ 4,180.00 | $650.00 |
| 104767 | $ 4,180.00 | $650.00 |
| 104774 | $ 4,180.00 | $650.00 |
| 104768 | $ 4,180.00 | $650.00 |
| 104791 | $ 4,180.00 | $650.00 |
| 104812 | $ 4,180.00 | $650.00 |
| 104769 | $ 4,180.00 | $650.00 |
| 104792 | $ 4,180.00 | $650.00 |
| 104813 | $ 4,180.00 | $650.00 |
| 104793 | $ 4,180.00 | $650.00 |
| 104814 | $ 4,180.00 | $650.00 |
| 104771 | $ 4,180.00 | $650.00 |
| 104794 | $ 4,180.00 | $650.00 |
| 104815 | $ 4,180.00 | $650.00 |
| 104772 | $ 4,180.00 | $650.00 |
| 104795 | $ 4,180.00 | $650.00 |
| 104796 | $ 4,180.00 | $650.00 |
| 104834 | $ 4,180.00 | $650.00 |
| 104797 | $ 4,180.00 | $650.00 |
| 104833 | $ 4,180.00 | $650.00 |
| 104798 | $ 4,180.00 | $650.00 |
| 104832 | $ 4,180.00 | $650.00 |
| 104799 | $ 4,180.00 | $650.00 |
| 104831 | $ 4,180.00 | $650.00 |
| 104800 | $ 4,180.00 | $650.00 |
| 104830 | $ 4,180.00 | $650.00 |
| 104801 | $ 4,180.00 | $650.00 |
| 104829 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 104828 | $ 4,180.00 | $650.00 |
| 104802 | $ 4,180.00 | $650.00 |
| 104827 | $ 4,180.00 | $650.00 |
| 104803 | $ 4,180.00 | $650.00 |
| 104826 | $ 4,180.00 | $650.00 |
| 104804 | $ 4,180.00 | $650.00 |
| 104825 | $ 4,180.00 | $650.00 |
| 104806 | $ 4,180.00 | $650.00 |
| 104866 | $ 4,180.00 | $650.00 |
| 104864 | $ 4,180.00 | $650.00 |
| 95380 | $ 4,180.00 | $650.00 |
| 95383 | $ 4,180.00 | $650.00 |
| 95382 | $ 4,180.00 | $650.00 |
| 104845 | $ 4,180.00 | $650.00 |
| 109242 | $ 4,180.00 | $650.00 |
| 109263 | $ 4,180.00 | $650.00 |
| 109251 | $ 4,180.00 | $650.00 |
| 109239 | $ 4,180.00 | $650.00 |
| 109262 | $ 4,180.00 | $650.00 |
| 109252 | $ 4,180.00 | $650.00 |
| 109238 | $ 4,180.00 | $650.00 |
| 109261 | $ 4,180.00 | $650.00 |
| 109253 | $ 4,180.00 | $650.00 |
| 109237 | $ 4,180.00 | $650.00 |
| 109260 | $ 4,180.00 | $650.00 |
| 109254 | $ 4,180.00 | $650.00 |
| 109236 | $ 4,180.00 | $650.00 |
| 109259 | $ 4,180.00 | $650.00 |
| 109250 | $ 4,180.00 | $650.00 |
| 109255 | $ 4,180.00 | $650.00 |
| 109235 | $ 4,180.00 | $650.00 |
| 109249 | $ 4,180.00 | $650.00 |
| 109256 | $ 4,180.00 | $650.00 |
| 109234 | $ 4,180.00 | $650.00 |
| 109248 | $ 4,180.00 | $650.00 |
| 109221 | $ 4,180.00 | $650.00 |
| 109233 | $ 4,180.00 | $650.00 |
| 104819 | $ 4,180.00 | $650.00 |
| 104810 | $ 4,180.00 | $650.00 |
| 109222 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 109228 | $ 4,180.00 | $650.00 |
| 109232 | $ 4,180.00 | $650.00 |
| 104820 | $ 4,180.00 | $650.00 |
| 104811 | $ 4,180.00 | $650.00 |
| 109223 | $ 4,180.00 | $650.00 |
| 103255 | $ 4,180.00 | $650.00 |
| 104786 | $ 4,180.00 | $650.00 |
| 104775 | $ 4,180.00 | $650.00 |
| 109227 | $ 4,180.00 | $650.00 |
| 109231 | $ 4,180.00 | $650.00 |
| 104821 | $ 4,180.00 | $650.00 |
| 109224 | $ 4,180.00 | $650.00 |
| 109246 | $ 4,180.00 | $650.00 |
| 104787 | $ 4,180.00 | $650.00 |
| 104776 | $ 4,180.00 | $650.00 |
| 109226 | $ 4,180.00 | $650.00 |
| 109230 | $ 4,180.00 | $650.00 |
| 104822 | $ 4,180.00 | $650.00 |
| 104770 | $ 4,180.00 | $650.00 |
| 109225 | $ 4,180.00 | $650.00 |
| 109247 | $ 4,180.00 | $650.00 |
| 109229 | $ 4,180.00 | $650.00 |
| 104823 | $ 4,180.00 | $650.00 |
| 104778 | $ 4,180.00 | $650.00 |
| 104824 | $ 4,180.00 | $650.00 |
| 104779 | $ 4,180.00 | $650.00 |
| 104816 | $ 4,180.00 | $650.00 |
| 104780 | $ 4,180.00 | $650.00 |
| 104817 | $ 4,180.00 | $650.00 |
| 104781 | $ 4,180.00 | $650.00 |
| 104818 | $ 4,180.00 | $650.00 |
| 104782 | $ 4,180.00 | $650.00 |
| 104783 | $ 4,180.00 | $650.00 |
| 104785 | $ 4,180.00 | $650.00 |
| 104805 | $ 4,180.00 | $650.00 |
| 98603 | $ 4,180.00 | $650.00 |
| 104788 | $ 4,180.00 | $650.00 |
| 104789 | $ 4,180.00 | $650.00 |
| 104790 | $ 4,180.00 | $650.00 |
| 104784 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 111961 | $ 4,180.00 | $650.00 |
| 111986 | $ 4,180.00 | $650.00 |
| 111987 | $ 4,180.00 | $650.00 |
| 111974 | $ 4,180.00 | $650.00 |
| 111988 | $ 4,180.00 | $650.00 |
| 111973 | $ 4,180.00 | $650.00 |
| 111989 | $ 4,180.00 | $650.00 |
| 111971 | $ 4,180.00 | $650.00 |
| 111970 | $ 4,180.00 | $650.00 |
| 111991 | $ 4,180.00 | $650.00 |
| 111964 | $ 4,180.00 | $650.00 |
| 111966 | $ 4,180.00 | $650.00 |
| 111968 | $ 4,180.00 | $650.00 |
| 111983 | $ 4,180.00 | $650.00 |
| 111969 | $ 4,180.00 | $650.00 |
| 111982 | $ 4,180.00 | $650.00 |
| 111980 | $ 4,180.00 | $650.00 |
| 111979 | $ 4,180.00 | $650.00 |
| 111978 | $ 4,180.00 | $650.00 |
| 115217 | $ 4,180.00 | $650.00 |
| 115218 | $ 4,180.00 | $650.00 |
| 115219 | $ 4,180.00 | $650.00 |
| 115220 | $ 4,180.00 | $650.00 |
| 115221 | $ 4,180.00 | $650.00 |
| 115222 | $ 4,180.00 | $650.00 |
| 115240 | $ 4,180.00 | $650.00 |
| 115223 | $ 4,180.00 | $650.00 |
| 115224 | $ 4,180.00 | $650.00 |
| 115242 | $ 4,180.00 | $650.00 |
| 115243 | $ 4,180.00 | $650.00 |
| 115226 | $ 4,180.00 | $650.00 |
| 111976 | $ 4,180.00 | $650.00 |
| 115227 | $ 4,180.00 | $650.00 |
| 111975 | $ 4,180.00 | $650.00 |
| 111972 | $ 4,180.00 | $650.00 |
| 111990 | $ 4,180.00 | $650.00 |
| 109644 | $ 4,180.00 | $650.00 |
| 111962 | $ 4,180.00 | $650.00 |
| 111992 | $ 4,180.00 | $650.00 |
| 111963 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 111965 | $ 4,180.00 | $650.00 |
| 111967 | $ 4,180.00 | $650.00 |
| 111984 | $ 4,180.00 | $650.00 |
| 111981 | $ 4,180.00 | $650.00 |
| 111977 | $ 4,180.00 | $650.00 |
| 115215 | $ 4,180.00 | $650.00 |
| 115230 | $ 4,180.00 | $650.00 |
| 115213 | $ 4,180.00 | $650.00 |
| 115231 | $ 4,180.00 | $650.00 |
| 115214 | $ 4,180.00 | $650.00 |
| 115254 | $ 4,180.00 | $650.00 |
| 115253 | $ 4,180.00 | $650.00 |
| 115256 | $ 4,180.00 | $650.00 |
| 115252 | $ 4,180.00 | $650.00 |
| 115216 | $ 4,180.00 | $650.00 |
| 115257 | $ 4,180.00 | $650.00 |
| 115234 | $ 4,180.00 | $650.00 |
| 115251 | $ 4,180.00 | $650.00 |
| 115258 | $ 4,180.00 | $650.00 |
| 115235 | $ 4,180.00 | $650.00 |
| 115250 | $ 4,180.00 | $650.00 |
| 115259 | $ 4,180.00 | $650.00 |
| 115236 | $ 4,180.00 | $650.00 |
| 115249 | $ 4,180.00 | $650.00 |
| 115260 | $ 4,180.00 | $650.00 |
| 115237 | $ 4,180.00 | $650.00 |
| 115261 | $ 4,180.00 | $650.00 |
| 115238 | $ 4,180.00 | $650.00 |
| 115247 | $ 4,180.00 | $650.00 |
| 115262 | $ 4,180.00 | $650.00 |
| 115239 | $ 4,180.00 | $650.00 |
| 115246 | $ 4,180.00 | $650.00 |
| 115263 | $ 4,180.00 | $650.00 |
| 115245 | $ 4,180.00 | $650.00 |
| 115241 | $ 4,180.00 | $650.00 |
| 115244 | $ 4,180.00 | $650.00 |
| 115229 | $ 4,180.00 | $650.00 |
| 115228 | $ 4,180.00 | $650.00 |
| 124637 | $ 4,180.00 | $650.00 |
| 124639 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 124640 | $ 4,180.00 | $650.00 |
| 124642 | $ 4,180.00 | $650.00 |
| 124643 | $ 4,180.00 | $650.00 |
| 124644 | $ 4,180.00 | $650.00 |
| 124645 | $ 4,180.00 | $650.00 |
| 124648 | $ 4,180.00 | $650.00 |
| 115233 | $ 4,180.00 | $650.00 |
| 115248 | $ 4,180.00 | $650.00 |
| 115265 | $ 4,180.00 | $650.00 |
| 124660 | $ 4,180.00 | $650.00 |
| 124673 | $ 4,180.00 | $650.00 |
| 124661 | $ 4,180.00 | $650.00 |
| 124674 | $ 4,180.00 | $650.00 |
| 124659 | $ 4,180.00 | $650.00 |
| 124662 | $ 4,180.00 | $650.00 |
| 124638 | $ 4,180.00 | $650.00 |
| 124675 | $ 4,180.00 | $650.00 |
| 124663 | $ 4,180.00 | $650.00 |
| 124676 | $ 4,180.00 | $650.00 |
| 124657 | $ 4,180.00 | $650.00 |
| 124664 | $ 4,180.00 | $650.00 |
| 124677 | $ 4,180.00 | $650.00 |
| 124656 | $ 4,180.00 | $650.00 |
| 124665 | $ 4,180.00 | $650.00 |
| 124641 | $ 4,180.00 | $650.00 |
| 124678 | $ 4,180.00 | $650.00 |
| 124655 | $ 4,180.00 | $650.00 |
| 124666 | $ 4,180.00 | $650.00 |
| 124679 | $ 4,180.00 | $650.00 |
| 124654 | $ 4,180.00 | $650.00 |
| 124667 | $ 4,180.00 | $650.00 |
| 124680 | $ 4,180.00 | $650.00 |
| 124653 | $ 4,180.00 | $650.00 |
| 124668 | $ 4,180.00 | $650.00 |
| 124681 | $ 4,180.00 | $650.00 |
| 124652 | $ 4,180.00 | $650.00 |
| 124669 | $ 4,180.00 | $650.00 |
| 124682 | $ 4,180.00 | $650.00 |
| 124651 | $ 4,180.00 | $650.00 |
| 124670 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 124646 | $ 4,180.00 | $650.00 |
| 124650 | $ 4,180.00 | $650.00 |
| 124671 | $ 4,180.00 | $650.00 |
| 124647 | $ 4,180.00 | $650.00 |
| 124684 | $ 4,180.00 | $650.00 |
| 124649 | $ 4,180.00 | $650.00 |
| 124685 | $ 4,180.00 | $650.00 |
| 127971 | $ 4,180.00 | $650.00 |
| 127978 | $ 4,180.00 | $650.00 |
| 127946 | $ 4,180.00 | $650.00 |
| 127917 | $ 4,180.00 | $650.00 |
| 127990 | $ 4,180.00 | $650.00 |
| 127979 | $ 4,180.00 | $650.00 |
| 127922 | $ 4,180.00 | $650.00 |
| 127947 | $ 4,180.00 | $650.00 |
| 127969 | $ 4,180.00 | $650.00 |
| 127918 | $ 4,180.00 | $650.00 |
| 127989 | $ 4,180.00 | $650.00 |
| 127980 | $ 4,180.00 | $650.00 |
| 127921 | $ 4,180.00 | $650.00 |
| 127948 | $ 4,180.00 | $650.00 |
| 127968 | $ 4,180.00 | $650.00 |
| 127919 | $ 4,180.00 | $650.00 |
| 127988 | $ 4,180.00 | $650.00 |
| 127949 | $ 4,180.00 | $650.00 |
| 127967 | $ 4,180.00 | $650.00 |
| 127966 | $ 4,180.00 | $650.00 |
| 127951 | $ 4,180.00 | $650.00 |
| 127965 | $ 4,180.00 | $650.00 |
| 127952 | $ 4,180.00 | $650.00 |
| 127964 | $ 4,180.00 | $650.00 |
| 127953 | $ 4,180.00 | $650.00 |
| 127955 | $ 4,180.00 | $650.00 |
| 127987 | $ 4,180.00 | $650.00 |
| 127945 | $ 4,180.00 | $650.00 |
| 115232 | $ 4,180.00 | $650.00 |
| 127986 | $ 4,180.00 | $650.00 |
| 127944 | $ 4,180.00 | $650.00 |
| 127957 | $ 4,180.00 | $650.00 |
| 127985 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 127943 | $ 4,180.00 | $650.00 |
| 127984 | $ 4,180.00 | $650.00 |
| 127942 | $ 4,180.00 | $650.00 |
| 127959 | $ 4,180.00 | $650.00 |
| 127983 | $ 4,180.00 | $650.00 |
| 127941 | $ 4,180.00 | $650.00 |
| 127960 | $ 4,180.00 | $650.00 |
| 127991 | $ 4,180.00 | $650.00 |
| 127982 | $ 4,180.00 | $650.00 |
| 127940 | $ 4,180.00 | $650.00 |
| 127961 | $ 4,180.00 | $650.00 |
| 127981 | $ 4,180.00 | $650.00 |
| 127939 | $ 4,180.00 | $650.00 |
| 127962 | $ 4,180.00 | $650.00 |
| 113267 | $ 4,180.00 | $650.00 |
| 127938 | $ 4,180.00 | $650.00 |
| 127963 | $ 4,180.00 | $650.00 |
| 127937 | $ 4,180.00 | $650.00 |
| 127935 | $ 4,180.00 | $650.00 |
| 127934 | $ 4,180.00 | $650.00 |
| 127933 | $ 4,180.00 | $650.00 |
| 124658 | $ 4,180.00 | $650.00 |
| 124683 | $ 4,180.00 | $650.00 |
| 127924 | $ 4,180.00 | $650.00 |
| 127923 | $ 4,180.00 | $650.00 |
| 127910 | $ 4,180.00 | $650.00 |
| 127911 | $ 4,180.00 | $650.00 |
| 127915 | $ 4,180.00 | $650.00 |
| 127914 | $ 4,180.00 | $650.00 |
| 127913 | $ 4,180.00 | $650.00 |
| 127936 | $ 4,180.00 | $650.00 |
| 127970 | $ 4,180.00 | $650.00 |
| 127920 | $ 4,180.00 | $650.00 |
| 127950 | $ 4,180.00 | $650.00 |
| 127954 | $ 4,180.00 | $650.00 |
| 127956 | $ 4,180.00 | $650.00 |
| 127958 | $ 4,180.00 | $650.00 |
| 127992 | $ 4,180.00 | $650.00 |
| 127908 | $ 4,180.00 | $650.00 |
| 127909 | $ 4,180.00 | $650.00 |

| Property ID | Capital Assessment Unpaid[5] | O&M Assessment Levied[6] |
|---|---|---|
| 127916 | $ 4,180.00 | $650.00 |
| 127912 | $ 4,180.00 | $650.00 |
| 140692[7] | NA | N/A |
| 140693[8] | NA | N/A |
| 141513[9] | NA | N/A |
| 129137[10] | NA | N/A |
| 141491[11] | NA | N/A |
| **TOTAL** | **$2,131,800.00** | **$331,500.00[12]** |

## SUMMARY OF ASSESSMENTS BY LAND USE CATEGORY

| Property Type | Unpaid Capital Assessment | O&M Assessment[13] |
|---|---|---|
| **Commercial** | $1,272,720.45 | Updated Annually with Service and Assessment Plan |
| **Multi-Family** | $1,598,060.13 | Updated Annually with Service and Assessment Plan |
| **Undeveloped** | $2,472,193.44 | Updated Annually with Service and Assessment Plan |
| **Single Family** | $2,131,800.00 | Updated Annually with Service and Assessment Plan |
| **TOTAL** | **$7,474,774.02** | |

[7] Divided real estate interest. See ID 127967 for assessment.
[8] Divided real estate interest. See ID 127967 for assessment.
[9] Divided real estate interest. See ID 127967 for assessment. Overall property ID.
[10] Divided real estate interest. See ID 104830 for assessment.
[11] Divided real estate interest. See ID 104830 for assessment. Overall property ID.
[12] The O&M assessments levied may be adjusted annually by City Council.
[13] The City Council has allocated the Costs of the Supplemental Services originally estimated to be approximately $5,400,000 over 25 years and levied the portion of the Assessments related to the Supplemental Services against the Commercial Lots based on $.045 per square foot, the Multi-Family Lots based on $0.056 per square foot and against the Single-Family Residential Lots at $26.00 per Lot per year. Each year, the Costs of the Supplemental Services may increase or decrease each year based on the actual maintenance costs of the Capital Improvements and costs of administering and operating the District, including the costs of collecting the Assessments.

## EXHIBIT F-1: FISCAL YEAR 2020 ANNUAL INSTALLMENTS[26]

| Property ID | Capital Assessment FY 2020 Installment | O&M Assessment FY 2020 Installment | Total FY 2020 Installment |
|---|---|---|---|
| **COMMERCIAL LOTS** | | | |
| RATE | .071/square foot | .0317/square foot | |
| 90301 | $0.00 | $19,376.12 | **$19,376.12** |
| 90754 | $3,544.30 | $1,582.46 | **$5,126.76** |
| 90302 | $3,126.78 | $1,396.04 | **$4,522.82** |
| 97463 | $1,827.82 | $816.08 | **$2,643.90** |
| 97464 | $2,975.24 | $1,328.38 | **$4,303.62** |
| 90303 | $4,790.69 | $2,138.94 | **$6,929.63** |
| 92325 | $3,924.71 | $1,752.30 | **$5,677.01** |
| 95378 | $3,027.81 | $1,351.85 | **$4,379.66** |
| 95379 | $4,824.71 | $2,154.13 | **$6,978.84** |
| 115192 | $4,642.23 | $2,072.66 | **$6,714.89** |
| 30102 | $19,862.96 | $8,868.39 | **$28,731.35** |
| 114958 | $22,626.63 | $10,102.31 | **$32,728.94** |
| 127995 | $9,593.74 | $4,283.40 | **$13,877.14** |
| 114957 | $80.41 | $35.90 | **$116.31** |
| **MULTI-FAMILY LOTS** | | | |
| RATE | .068/square foot | .0317/square foot | |
| 104899 | $37,141.53 | $17,314.50 | **$54,456.03** |
| 113268 | $35,497.57 | $16,548.13 | **$52,045.70** |
| **UNDEVELOPED LOT** | | | |
| RATE | .068/square foot | .0317/square foot | |
| 47760 | $112,372.43 | $52,385.38 | **$164,757.81** |
| **SINGLE FAMILY LOTS** | | | |
| Per Lot | $380 | $23.16 | **$403.16** |

[26] Due on or before January 31st, 2020.

## EXHIBIT G: TIMELINE OF PROCEEDINGS

| Below is a summary of prior legislative actions and proceedings of the City Council related to the District, including the levy of Assessments. This Exhibit G shall be updated with each Annual Service Plan Update. | |
|---|---|
| July 18, 2001 | • Owners submit petition requesting establishment of the District. |
| September 11, 2001 | • City Council approved Resolution No. R-2001-19 authorizing the creation of the District. |
| September 22, 2001 | • Publication of Resolution No. R-2001-19 authorizing the creation of the District in the *Bastrop Advertiser*, a newspaper of general circulation in the City. |
| October 25, 2003 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on November 11, 2003, to consider an amendment to Resolution No. R-2001-19 revising the estimated costs of the public improvements and the method of assessment for the District. |
| November 11, 2003 | • City Council approved Resolution No. R-2003-34 amending Resolution No. R-2001-19 revising the estimated costs of the public improvements and the method of assessment for the District and directing preparation of a service and assessment plan for the District.<br>• City Council approved Resolution No. R-2003-36 directing the filing of the proposed assessment roll for the District with the City Secretary of the City and directing publication of a public hearing to consider the proposed assessments (the "Assessment Hearing"). |
| November 13, 2003 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on November 25, 2003, to hold an Assessment Hearing to consider an ordinance levying assessments in the District. |
| November 25, 2003 | • After considering all written and documentary evidence presented at the Assessment Hearing, the City Council approved the first reading of Ordinance No. 2003-35 (the "Assessment Ordinance"), that approved the "Hunters Crossing Public Improvement District Service and Assessment Plan, City of Bastrop, Texas" dated November 19, 2003 (the "Original Service and Assessment Plan"), and levied the Assessments as shown on the Assessment Roll attached as Exhibit C to the Assessment Ordinance. |
| December 9, 2003 | • After the second reading of the Assessment Ordinance, the City Council approved and adopted the Assessment Ordinance. |
| February 2, 2004 | • The Assessment Ordinance is recorded as Document No. 200401641 in the real property records of the County. |
| November 11, 2004 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on November 23, 2004, to consider an amendment to Ordinance No. 2003-35 to |

| | |
|---|---|
| | correct certain scrivener's and mathematical errors, as well as a failure to denote the effects of rounding in the conversion from acres to square feet in the Assessment Roll that was attached to the Assessment Ordinance as Exhibit C. |
| November 23, 2004 | • City Council, after considering all written and documentary evidence presented at the public hearing described above, approved the first reading of Ordinance No. 2004-42 (the "Assessment Roll Amendment Ordinance") that revised the Assessment Roll attached as Exhibit C to the Assessment Ordinance. |
| December 14, 2004 | • City Council, after the second reading of the Assessment Roll Amendment Ordinance, approved and adopted the Assessment Roll Amendment Ordinance revising the Assessment Roll attached as Exhibit C to the Assessment Ordinance. |
| December 27, 2004 | • The Assessment Roll Amendment Ordinance is recorded as Document No. 200420005 in the real property records of County. |
| September 15, 2012 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on September 20, 2012, to consider the annual SAP Update for Fiscal Year 2013. |
| September 20, 2012 | • Hunters Crossing Local Government Corporation (the "Corporation") public hearing considered annual SAP Update for Fiscal Year 2013 and approved Resolution approving and adopting SAP Update for Fiscal Year 2013. |
| September 6, 2014 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on September 24, 2014, to consider the annual SAP Update for Fiscal Year 2015. |
| September 24, 2014 | • Corporation public hearing considered the annual SAP Update for Fiscal Year 2015 and approved Resolution approving and adopting SAP Update for Fiscal Year 2015. |
| September 5, 2015 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on September 23, 2015, to consider the annual SAP Update for Fiscal Year 2016. |
| September 23, 2015 | • Corporation public hearing considered the annual SAP Update for Fiscal Year 2016 and approved Resolution approving and adopting SAP Update for Fiscal Year 2016. |
| September 17, 2016 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on September 28, 2016, to consider the annual SAP Update for Fiscal Year 2017. |
| September 28, 2016 | • Corporation public hearing considered the annual SAP Update for Fiscal Year 2016 and approved Resolution approving and adopting SAP Update for Fiscal Year 2016. |
| September 5, 2017 | • Mailed notice of the September 26, 2017 Hearing to consider the annual SAP Update for Fiscal Year 2018. |
| September 9, 2017 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on September 26, 2017, to consider the annual SAP Update for Fiscal Year 2018. |
| September 26, 2017 | • City Council approved first reading of Ordinance No. 2017-26 (the "2017 SAP Update Ordinance"), which approved the updated service plan, including the updated Assessment Roll for Fiscal Year 2018 and other provisions related to the |

| | |
|---|---|
| | District and the Corporation. |
| September 28, 2017 | • City Council, after the second reading of the 2017 SAP Update Ordinance, approved and adopted the 2017 SAP Update Ordinance that approved the updated service plan, including the updated Assessment Roll for Fiscal Year 2018 and other provisions related to the District and the Corporation. |
| September 1, 2018 | • Publication of notice in the *Bastrop Advertiser* of a Public Hearing to be held on September 11, 2018, to consider annual SAP Update for Fiscal Year 2019. |
| September 11, 2018 | • City Council, after considering all written and documentary evidence presented at the public hearing described above, approved the first reading of Ordinance No. 2018-24 (the "2018 SAP Update Ordinance"), which approved and accepted the updated service plan, including the updated Assessment Roll for Fiscal Year 2019. |
| September 25, 2018 | • City Council, after the second reading of the 2018 SAP Update Ordinance, approved and adopted 2018 SAP Update Ordinance. |

## EXHIBIT H – FORM OF NOTICE OF PID ASSESSMENT TERMINATION

P3Works, LLC
350 Rufe Snow Drive, Suite 200
Keller, TX 76248

[Date]
Bastrop County Clerk's Office
Honorable _____
P.O. Box 577
Bastrop, Texas 78602

**Re: City of Bastrop Lien Release documents for filing**

Dear [Ms./Mrs./Mr.]_____

Enclosed is a lien release that the City of Bastrop is requesting to be filed in your office. Lien release for [insert legal description]. Recording Numbers: _____ (Plat). Please forward copies of the filed documents to my attention:

City of Bastrop
Attn: [City Secretary]
P.O. Box 427
Bastrop, Texas 78602

Please contact me if you have any questions or need additional information.

Sincerely,

P3Works, LLC
(817) 393-0353
Admin@P3-Works.com
www.P3-Works.com

**AFTER RECORDING RETURN TO:**

**[City Secretary Name]**
**[City Secretary Address]**

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.**

# FULL RELEASE OF PUBLIC IMPROVEMENT DISTRICT LIEN

**STATE OF TEXAS** §
§ **KNOW ALL MEN BY THESE PRESENTS:**
**COUNTY OF BASTROP** §

**THIS FULL RELEASE OF PUBLIC IMPROVEMENT DISTRICT LIEN** (this "Full Release") is executed and delivered as of the Effective Date by the City of Bastrop, Texas, a Texas home rule municipality.

## RECITALS

**WHEREAS**, the governing body (hereinafter referred to as the "City Council") of the City of Bastrop, Texas (hereinafter referred to as the "City "), is authorized by Chapter 372, Texas Local Government Code, as amended (hereinafter referred to as the "Act"), to create public improvement districts within the corporate limits and extraterritorial jurisdiction of the City; and

**WHEREAS**, on or about September 11, 2001, the City Council for the City, approved Resolution No. R-2001-19 creating the Hunters Crossing Public Improvement District; and

**WHEREAS**, the Hunters Crossing Public Improvement District consists of approximately 283.001 contiguous acres within the corporate limits of the City; and

**WHEREAS**, on or about December 9, 2003, the City Council, approved Ordinance No. 2003-35 (hereinafter referred to as the "Original Assessment Ordinance") approving a service and assessment plan and assessment roll for the Property within the Hunters Crossing Public Improvement District; and

**WHEREAS**, on or about December 14, 2004, the City Council passed and approved Ordinance No. 2004-42 (the Original Assessment Ordinance as amended by Ordinance No. 2004-42, and as the same may be amended from time to time, is referred to collectively as the "Assessment Ordinance"), to correct omissions or mistakes discovered in the Assessment Roll consisting of scrivener's and mathematical errors as well as a failure to denote the effects of rounding in the conversion of square feet; and

**WHEREAS**, the Assessment Ordinance imposed an assessment in the amount of [amount] (hereinafter referred to as the "Lien Amount") for the following property:

[legal description], a subdivision in Bastrop County, Texas, according to the map or plat of record in Document/Instrument No. _____ of the Plat Records of Bastrop County, Texas (hereinafter referred to as the "Property"); and

**WHEREAS**, the property owners of the Property have paid unto the City the Lien Amount.

**RELEASE**

**NOW THEREFORE**, the City, the owner and holder of the Lien, Instrument No. _____, in the Real Property Records of Bastrop County, Texas, in the amount of the Lien Amount against the Property releases and discharges, and by these presents does hereby release and discharge, the above-described Property from said lien held by the undersigned securing said indebtedness.

**EXECUTED** to be **EFFECTIVE** this the _____ day of _____, 20__.

**CITY OF BASTROP, TEXAS,**
A Texas home rule municipality,

By: _____
[Manager Name], City Manager

**ATTEST:**

_____
[Secretary Name], City Secretary

**STATE OF TEXAS** **§**
**§**
**COUNTY OF BASTROP** **§**

This instrument was acknowledged before me on the ____ day of _____, 20__, by [City Manager], City Manager for the City of Bastrop, Texas, a Texas home rule municipality, on behalf of said municipality.

_____
Notary Public, State of Texas

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9L

**TITLE:**
Consider action to approve Ordinance No. 2019-44 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 1, titled "General Provisions", Article 1.02, titled "Administration," Section 1.02.002, Article 1.04, titled "Boards, Committees and Commissions," Sections 1.04.001 and 1.04.002, Article 1.05, titled "Housing Authority," Section 1.05.002, Article 1.10, titled "Parks," Section 1.10.001, Article 1.12, titled "Libraries," Division 2, titled "Library Board," Section 1.12.062, Article 1.15, titled "Code of Ethics," Division 3, titled "Implementation," Section 1.15.013, Article 1.16, titled "Art in Public Places," Section 1.16.002 and 1.16.003; Chapter 3, titled "Building Regulations," Article 3.02, titled "Construction Standards Board of Adjustments and Appeals," Sections 3.02.001, 3.02.002, and 3.02.003; Chapter 14, titled "Zoning," Article 14.03, titled "Historic Landmark Preservation," Section 14.03.001; Chapter 15, titled "Cemeteries," Article 15.01, titled, "Fairview Cemetery," Section. 15.01.002; unifying appointments, terms, number of members, residency requirements, and the filling of vacancies for city boards and commissions attached as Exhibit A; providing for findings of fact; enactment; dissolution; repealer; severability; providing an effective date, proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

**STAFF REPRESENTATIVE**:
Tracy Waldron, Chief Financial Officer

**BACKGROUND/HISTORY**:
On September 26, 2017, the City Council discussed proposed changes to the Boards & Commissions Ordinance. Staff has taken the recommendations discussed at this meeting and incorporated them into a draft ordinance.

After a review of the ordinances in collaboration with Bojorquez Law Firm, the decision was made to create an ordinance that amends all the sections of the Code of Ordinance with the updates recommended by City Council.

**POLICY EXPLANATION**:
In order to update this Ordinance staff is seeking direction and input on the following items:

1. Residency Requirements – the recommendation was made to allow residency in the city limits or its extraterritorial jurisdiction on each board or commission unless overwise controlled and mandated by state or federal law or exception stated in the code.

2. Number of Members on Each Board or Commission - the recommendation was made to have 7 members on each board or commission and shall be assigned a "place" unless overwise controlled and mandated by state or federal law or exception stated in the code.

3. Terms - Two consecutive terms of three (3) years with a full term abstained for that same board. They would be eligible for appointment on a different board. Term limits would encourage new ideas and allow for broader citizen participation on each board over time.

4. There were two (2) boards that Mayor Schroeder did not appoint members, which included the Vision Task Force and North Area Form Based Codes. Council agreed to dissolve these two committees through the appropriate action.

5. Board and Commission appointments are being aligned with the City's fiscal year. This ordinance is being updated to reflect the current schedule of providing notices of vacancies in July and appointments being approved in September for ratification effective October 1st of each year.

6. Attendance of Board & Commission Members should be updated monthly to the City Secretary. If attendance by a specific member becomes an issue, it will be addressed according to policy during the year with timely communication between the Staff Liaison, City Secretary, and Mayor.

7. Any additional suggested change by Council Members for inclusion in the Board & Commission Ordinance and/or Resolution.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve Ordinance No. 2019-44 of the City Council of the City of Bastrop, Texas amending the Bastrop City Code of Ordinances, Chapter 1, titled "General Provisions", Article 1.02, titled "Administration," Section 1.02.002, Article 1.04, titled "Boards, Committees and Commissions," Sections 1.04.001 and 1.04.002, Article 1.05, titled "Housing Authority," Section 1.05.002, Article 1.10, titled "Parks," Section 1.10.001, Article 1.12, titled "Libraries," Division 2, titled "Library Board," Section 1.12.062, Article 1.15, titled "Code of Ethics," Division 3, titled "Implementation," Section 1.15.013, Article 1.16, titled "Art in Public Places," Section 1.16.002 and 1.16.003; Chapter 3, titled "Building Regulations," Article 3.02, titled "Construction Standards Board of Adjustments and Appeals," Sections 3.02.001, 3.02.002, and 3.02.003; Chapter 14, titled "Zoning," Article 14.03, titled "Historic Landmark Preservation," Section 14.03.001; Chapter 15, titled "Cemeteries," Article 15.01, titled, "Fairview Cemetery," Section. 15.01.002; unifying appointments, terms, number of members, residency requirements, and the filling of vacancies for city boards and commissions attached as Exhibit A; providing for findings of fact; enactment; dissolution; repealer; severability; providing an effective date, proper notice and meeting; and move to include on the September 24, 2019 agenda for a second reading.

**ATTACHMENTS:**
- Ordinance 2019-44

**ORDINANCE NO. 2019-44**

**AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CITY CODE OF ORDINANCES, CHAPTER 1, TITLED "GENERAL PROVISIONS," ARTICLE 1.02, TITLED "ADMINISTRATION," SECTION 1.02.002, ARTICLE 1.04, TITLED "BOARDS, COMMITTEES AND COMMISSIONS," SECTIONS 1.04.001 AND 1.04.002, ARTICLE 1.05, TITLED "HOUSING AUTHORITY," SECTION 1.05.002, ARTICLE 1.10, TITLED "PARKS," SECTION 1.10.001, ARTICLE 1.12, TITLED "LIBRARIES," DIVISION 2, TITLED "LIBRARY BOARD," SECTION 1.12.062, ARTICLE 1.15, TITLED "CODE OF ETHICS," DIVISION 3, TITLED "IMPLEMENTATION," SECTION 1.15.013, ARTICLE 1.16, TITLED "ART IN PUBLIC PLACES," SECTION 1.16.002 AND 1.16.003; CHAPTER 3, TITLED "BUILDING REGULATIONS," ARTICLE 3.02, TITLED "CONSTRUCTION STANDARDS BOARD OF ADJUSTMENTS AND APPEALS," SECTIONS 3.02.001, 3.02.002, AND 3.02.003; CHAPTER 14, TITLED "ZONING," ARTICLE 14.03, TITLED "HISTORIC LANDMARK PRESERVATION," SECTION 14.03.001; CHAPTER 15, TITLED "CEMETERIES," ARTICLE 15.01, TITLED, "FAIRVIEW CEMETERY," SECTION. 15.01.002; UNIFYING APPOINTMENTS, TERMS, NUMBER OF MEMBERS, RESIDENCY REQUIREMENTS, AND THE FILLING OF VACANCIES FOR CITY BOARDS AND COMMISSIONS ATTACHED AS EXHIBIT A; PROVIDING FOR FINDINGS OF FACT, ENACTMENT, DISSOLUTION, REPEALER, SEVERABILITY, EFFECTIVE DATE, AND PROPER NOTICE AND MEETING.**

**WHEREAS**, the City of Bastrop, Texas (the "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 is authorized by Texas Local Government Code § 51.001 to adopt or amend any ordinance that is for the good government, peace, or order of the municipality or for the trade and commerce of the municipality; and

**WHEREAS**, Article III, Section 3.01 of the Bastrop City Charter gives the City Council the authority to provide for boards and commissions, and to appoint the members of all such boards and commissions; and

**WHEREAS**, the City currently has several boards and commissions, with requirements for each board and commission codified in various sections of the Bastrop City Code; and

**WHEREAS**, the City Council has determined that unifying and simplifying the requirements for its boards and commissions is in the best interest of the City and its citizens; and

**WHEREAS**, the City Council has determined that formally dissolving the Vision

Task Force and the Form Based Code Task Force, which once played active roles in shaping the City of Bastrop but are no longer active, is in the best interest of the City and its citizens.

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

**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. ENACTMENT** Chapter 1, Article 1.02, Section 1.02.002, Article 1.04, Sections 1.04.001 and 1.04.002, Article 1.05, Section 1.05.002, Article 1.10, Section 1.10.001, Article 1.12, Division 2, Section 1.12.062, Article 1.15, Division 3, Section 1.15.013, Article 1.16, Section 1.16.002 and 1.16.003; Chapter 3, Article 3.02, Sections 3.02.001, 3.02.002, and 3.02.003; Chapter 14, Article 14.03, Section 14.03.001; and Chapter 15, Article 15.01, Section 15.01.002 of the Code of Ordinances of the City of Bastrop are amended to read as described and attached hereto as Exhibit "A."

**SECTION 3. DISSOLUTION** The Vision Task Force, which was recognized as a formal advisory body of the City of Bastrop in Resolution 2015-R-29, adopted on December 8, 2015, and the Form Based Code Task Force, which was established by the Bastrop City Council on May 26, 2013, are hereby dissolved.

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

**SECTION 5. SEVERABILITY** If any provision of this Ordinance or the application thereof to any person or circumstances 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 6. 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 7. EFFECTIVE DATE** This Ordinance shall be effective immediately upon passage and publication.

**SECTION 8. PROPER NOTICE AND MEETING** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as

required by the Open Meetings Act, Texas Government Code, Chapter 551.

**READ & APPROVED** on First Reading on the 10th day of September 2019.

**READ & ADOPTED** on the Second Reading on the 24th day of September 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

**City of Bastrop, TX**

**CODE OF ORDINANCES**

**Chapter 1 – General Provisions**

**ARTICLE 1.02- ADMINISTRATION**

**Sec. 1.02.002 – Form of government.**

(a) Title 28, chapters 1-10, Revised Civil Statutes of the State of Texas 1925, and amendments thereto, relating to cities and towns, are hereby adopted by the city, and the government of the city and its affairs shall hereafter be guided thereby. The City Council having determined that there exist six hundred (600) inhabitants or more within the city, and having adopted this section by a two-thirds (2/3) vote of the Council, the City Secretary is hereby directed to file notice of said adoption with the county clerk as the law provides.

(b) *Uniform advisory bodies' attendance requirements.* In order to ensure the effectiveness and proper operation of the city's appointed, advisory bodies, the City Council requires all members of city advisory bodies, to maintain a suitable attendance record for such civic service. Because regular attendance is vital to effective service, the City Council requires attendance as follows:

(1) Members of all advisory bodies are required to attend a minimum of two-thirds (66%), of the duly called regular meetings of the member's advisory body during any twelve (12) consecutive month (i.e., cumulative 'rolling') period. A member who fails to achieve this required attendance level or who misses three (3) consecutive, regularly scheduled meetings shall provide the City Manager, within two (2) weeks following the absence, a letter identifying which of the reasons noted below reflects the basis for the absence in subsections (A)—(C) or, alternatively, a written request that the Council excuse the absence pursuant to subsection (D) below:

(A) Medical circumstances involving the member, or the member's immediate family;

(B) Urgent family matters that are not medical in nature;

(C) Required attendance at events/meetings of the member's primary employment; or

(D) Any other “absence” excused by the City Council, upon the Council’s receipt of a written explanation and request made by the absentee member that the Council make an exception and excuse same.

Absences caused by circumstances noted in subsections (A) through (C), or otherwise excused by the Council pursuant to subsection (D), above, shall not count toward the 66% attendance requirement set forth in subsection (1) above, unless the Council determines otherwise, on a case-by-case basis.

(2) Each advisory body chair, with the assistance of the city staff member or department director assigned as the city’s liaison to the advisory body, is responsible for taking necessary action(s) to harmonize the advisory body’s existing bylaws, policies, rules and/or procedures, with the terms of this section and ensuring that each advisory body member is aware of this uniform attendance requirement.

(3) For purposes of calculating attendance percentages, as required herein, the term “duly called regular meetings” includes only the standard and routine meetings of the advisory bodies, and specifically does not include specially called workshops or other specially convened meetings of the advisory bodies.

(4) The city staff member or department director assigned as the city’s liaison to the advisory body is responsible for accurately recording member attendance at all advisory bodies’ meetings. Chairs are not responsible for recording attendance, nor shall they be responsible for and/or asked or authorized to determine whether an absence by a board member is “excused” or falls within the city’s attendance requirements.

(5) The city staff member or department director assigned as the city’s liaison to each body shall provide the attendance records for their respective advisory bodymonthly to the City Secretary. The City Secretary will notify the Mayor once a member is out of compliance with the attendance requirements set forth in (b)(1).

(6) Upon receipt, the City Secretary shall be responsible for providing the attendance records of all boards to the City Manager, who will in turn provide such attendance information to the City Council.

(7) It is the responsibility of the city staff member or department director assigned as the city’s liaison to the advisory body to timely notify the City Manager, in writing, who will in turn inform the City Council, at any time the advisory body’s attendance records demonstrate that any board member has failed to meet the required attendance level, set forth herein. Upon receipt of such information, the City Council will evaluate the attendance record of such members and, at its sole option the City Council may replace members who fail to meet the attendance standard set forth herein. Nothing herein is meant to, nor may be interpreted to, alter or impinge

upon the City Council's authority to remove, replace, or otherwise alter the service of any appointed members of any advisory body, at any time and for any reason not in conflict with law.

(c) *Uniform quorum determination.*

(1) The City Council does hereby establish a uniform rule for determining whether a quorum of any advisory body is present and/or had been convened.

(2) In this subsection, the following terms shall be defined as follows: Vacancy and vacancies. A vacancy exists on an advisory body when a person has not been appointed to a place or an appointed member has ceased service, and no alternate member is serving in the vacant place, and the City Council has not taken action to fill the position.

(3) Appointed members are required to comply with the city's ethics article, with regards to appearances before boards and city bodies.

(4) Except as otherwise required by state law, or in circumstances otherwise set forth herein below, a simple majority of the total membership, excluding vacancies, of each advisory body shall constitute a quorum for purposes of convening a meeting, and/or conducting the business of the advisory body.

(5) In the event that one or more vacancies exist on an advisory body, then any such vacant place(s) shall not be included in a count of the total membership of the advisory body. In such circumstances, the simple majority of the remaining advisory body places shall constitute a quorum of the advisory body, for purposes of convening and for conducting the business of the advisory body.

(d) *Uniform training.*

(1) The City Council does hereby establish uniform training requirement for advisory board members, which training shall be provided by the city at no cost to the members of the advisory bodies. The following types of information shall be provided to appointees to the city's advisory bodies at the training sessions:

(A) Attendance requirements for service on a city advisory body.

(B) Duties, responsibilities and roles of members on the respective city advisory bodies.

(C) Open meeting and public information laws.

(D) State and local conflicts of interest and ethics law.

(E) City polices and regulations, as applicable.

(2) The city shall conduct the above-referenced training sessions twice a year, at dates that the City Manager determines to be best for the various members of the city's boards, commissions and advisory bodies. Members are required to attend as quickly as possible after appointment, but in no event shall new appointment fail to attend within one year of their initial appointment. In addition, all board members are required to complete online open government training (open meetings and public information) within thirty (30) days of appointment. The city staff member or department director assigned as the city's liaison to each body is responsible for notifying the City Manager if any member has failed to attend the required training within a year of the member's appointment and/or to complete the state's required online training within thirty (30) days of appointment. The City Manager will report, periodically to the Council concerning the status of board training and attendance by members at same. Members who have failed to attend the city training or to obtain the online open government training required by state law, within the time frames set forth herein, shall be suspended from service on their appointed boards and commissions until such time as they demonstrate to the City Secretary that all required training has been successfully completed.

## ARTICLE 1.04- BOARDS, COMMITTEES AND COMMISSIONS

### Sec. 1.04.001 - Attendance at meetings; appointments.

(a) All members of the city boards, commissions or committees, shall strive to attend all scheduled meetings of the board, commission, or committee to which they have been appointed.

(b) Attendance requirements and the Council's policy regarding absenteeism of members appointed to advisory boards are set forth in section 1.02.002(b), et seq.

(c) Appointments to city boards shall be made pursuant to the following procedures:

(1) At the direction of the mayor, the City Secretary will post notices at city hall as vacancies in established places or new places become available for appointment to city advisory bodies.

(2) In ~~April~~ July of each year, the city will provide notice of openings on the city's advisory boards through local newspapers, the city website, other media sources and/or other appropriate means.

(3) The City Secretary will promulgate application forms for advisory bodies and shall provide same to persons interested in appointments to the city's advisory bodies.

(4) The City Secretary will provide the applications received by the city to the City Council, for the Councilmembers review, evaluation and consideration.

(5) The mayor will select his/her desired appointees from those applications provided by the City Secretary and appoint those persons selected by him/her, ~~and such individuals will serve on the advisory bodies,~~ subject to the concurrence of the Council, in September of each year with ratification effective October 1st Unless otherwise controlled by state or local law, any appointee may be removed for cause or no cause, at the will of the Council.

**Sec. 1.04.002 - Membership, terms and filling of vacancies**

Unless otherwise controlled and mandated by state or federal law, the following overarching provisions shall apply to the city's boards, commissions, task forces, committees and advisory bodies ("board(s)," "body" or "advisory bodies"):

(1) Board members shall be appointed by the mayor and confirmed by the Council, for terms of three (3) years. No board member shall serve more than three (2) consecutive terms on one board without abstaining from that board for at least one full term.

(2) All city boards, commissions, task forces, committees, and advisory bodies shall consist of seven (7) members and ~~Each~~ each seat ~~on all city boards will~~ shall be assigned a "place."

(3) Board members' terms of service shall be "staggered~~,~~" three (3) year terms, so that the entire membership of the board will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the board membership is divided into thirds. Initial staggering of the membership will be

accomplished by having all appointees/members who are serving on a board as of the first annual meeting following approval and passage of this section (which meetings are generally held in July), “draw lots” to determine which “place” will have what number of years of service during the transition period (e.g., one-third (1/3) of the places will draw for one-year terms, one-third (1/3) of the places will draw for two-year terms, and the remaining one-third (1/3) of the places will draw for three-year terms.) After the first ~~July~~ October board meetings are held, staggering of membership, by place, will begin.

(4) In the event of a vacancy, an individual appointed to fill the vacant place will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.

(5) Each advisory body chair, with the assistance of the city staff member or department director assigned as the city’s liaison to the advisory body, is responsible for taking necessary action(s) to harmonize the advisory body’s existing bylaws, policies, rules and/or procedures, with the terms of this section.

(6) Board members shall reside within the city limits or the city’s extraterritorial jurisdiction.

## ARTICLE 1.05- HOUSING AUTHORITY

### Sec. 1.05.002 - Membership, terms and filling of vacancies.

(a) The city’s housing authority should be governed by five (5) commissioners and, further, that one of the commissioners should be a tenant of a public housing project, in compliance with the Local Government Code, section 392.0331.

(b) One of the commissioners of the city’s housing authority shall be a resident (“resident member”) of a public housing project over which the city’s housing authority has jurisdiction. Including the one resident of the public housing project over which the city’s housing authority has jurisdiction, four (4) of the commissioners shall be residents of the city and one of the commissioners may reside within the city’s extraterritorial jurisdiction (ETJ) (so that the total number of commissioners is five (5)), so long as the extraterritorial jurisdiction residence is also located within five (5) miles of the city’s corporate limits.

(c) Each seat on the commission will be assigned a “place.” Commission members’ terms of service shall be “staggered,” so that the entire membership of the commission will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the commission membership is divided into halves (½s). Initial staggering of the membership will be accomplished by having all appointees/members, who are serving as of the first annual meeting following approval and passage of this section (held in July), “draw lots” to determine which “place” will have

what number of service in the transition period (e.g., ½ of the places will draw for one-year terms, ½ of the places will draw for two-year terms, with the exception of the "resident member" who serves a two-year term per Local Government Code, section 392.033.) After the first July meeting, staggering of membership, by place, will begin.

(d) The rules for filling vacancies are set forth in this chapter of the code, Section 1.04.002. ~~In the event of a vacancy on the housing authority's governing body, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.~~

(e) Attendance requirements for the commissioners are set forth in this code, section 1.02.002(b), et seq.

## ARTICLE 1.10- PARKS

### Sec. 1.10.001- Parks board.

(a) *Created; composition; compensation; appointment.*

(1) There is hereby created a parks board of the city ~~to be composed of eight (8) regular members and one (1) special member, for a total of nine (9) voting members~~. The rules for appointment of members, the number of members comprising the board, the length of member terms, board residency requirements, and the rules for filling board vacancies are set forth in this chapter of the City Code, Section 1.04.002. In ~~addition, in~~ their discretion, the parks board may also identity and name one minor, who resides within the BISD jurisdiction, to serve on the board as an ex officio, nonvoting youth member of the board. The youth member shall be enrolled in grades 9 -12 and serve a term in length identified by the parks board at the time of the youth member's selection.. ~~The regular and special voting members of the board shall be appointed by the mayor and confirmed by the City Council and shall serve without compensation by the city for terms of three (3) years.~~ The members shall be known to be interested in public parks and public recreation and the proper use of the leisure time of the people of the city.

(2) ~~The special member position on~~ One member of the board shall be held by the superintendent of the city's state park, or his/her designee, who may reside either within the city limits or in any other area within the BISD's jurisdiction.

~~(3) A minimum of six (6) of the regular members on the board will be persons who reside within the city limits, however two (2) of the regular members may be a person who resides outside of the city limits but within the BISD's jurisdiction.~~

(b) ~~*Terms of members.* Each seat on the board will be assigned a "place." Board members' terms of service shall be "staggered," so that the entire membership of the board will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the board membership is divided into thirds.~~

~~Initial staggering of the membership will be accomplished by having all appointees/members who are serving as of the first annual meeting following approval and passage of this section (held in July), "draw lots" to determine which "place" will have what number of service in the transition period (e.g., one-third (⅓) of the places will draw for one-year terms, one-third (⅓) of the places will draw for two-year terms, and the remaining one-third (⅓) of the places will draw for three-year terms.) After the first July meeting, staggering of membership, by place, will begin.~~

~~(c)~~ ~~*Vacancies.* In the event of a vacancy, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.~~

~~(d)~~ *Attendance.* Attendance requirements for the board members are set forth in this Code, section 1.02.002(b), et seq.

## ARTICLE 1.12- LIBRARIES

## DIVISION 2. – LIBRARY BOARD

### Sec. 1.12.062- Membership.

(a) The rules for appointment of members, the number of members comprising the board, the length of member terms, board residency requirements, and the rules for filling board vacancies are set forth in this chapter of the City Code, Section 1.04.002. ~~The board shall consist of nine (9) members, appointed by the mayor and confirmed by the City Council. Eight (8) members shall be residents of the city, and one member may be a resident of the county who resides within the city's extraterritorial jurisdiction. All members shall serve without compensation for a term of three (3) years.~~

(b) ~~Each seat on the board will be assigned a "place." Board members' terms of service shall be "staggered," so that the entire membership of the board will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the board membership is divided into thirds. Initial staggering of the membership will be accomplished by having all appointees/members who are serving as of the first annual meeting following approval and passage of this section (held in July), "draw lots" to determine which "place" will have what number of service in the transition period (e.g., one-third ( 1/3 ) of the places will draw for one-year terms, one-third ( 1/3 ) of the places will draw for two-year terms, and the remaining one-third ( 1/3 ) of the places will draw for three-year terms.) After the first July meeting, staggering of membership, by place, will begin.~~

~~(c)~~ ~~In the event of a vacancy, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.~~

~~(d)~~ Attendance requirements for the board members are set forth in this code, section 1.02.002(b), et seq.

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## ARTICLE 1.15- CODE OF ETHICS

## DIVISION 3. – IMPLEMENTATION

### Sec. 1.15.013 – Board of Ethics.

(a) *Creation.* There is hereby created a Board of Ethics for the City of Bastrop. The rules for appointment of members, , the length of member terms, board residency requirements, and the rules for filling board vacancies are set forth in this chapter of the City Code, Section 1.04.002.

(b) ~~*Appointment*. The Board of Ethics shall be appointed by majority vote of the City Council.~~

(c) *Number*. The Board of Ethics shall consist of five (5) regular members, and one (1) alternate member.

~~(d) *Terms*. Board of Ethics members (regular and alternates) shall be appointed for two (2) year, staggered terms. Members may be reappointed for successive terms. Appointment to fill a vacancy shall be for the remainder of the unexpired term. Members of the inaugural Board of Ethics shall draw straws to determine which two (2) members shall receive an initial term of one (1) year in order to stagger terms. In total, members may only serve three (3) consecutive terms. A member may be reappointed no sooner than one (1) year after expiration of a previous term.~~

~~(e) *Eligibility*. Membership on the Board of Ethics is limited to residents of the city and its extraterritorial jurisdiction.~~

~~(f)~~ *Ineligibility*. The following shall disqualify a person from serving on the Board of Ethics:

(1) Current service as a city official;

(2) Separation from city service as a city official within two (2) years of the appointment;

(3) Familial relations within the third (3rd) degree of affinity (marriage) or consanguinity (blood or adoption); and/or

(4) Conviction of a felony, or crime of moral turpitude.

(~~g~~c) *Alternates*. An alternate member of the Board of Ethics shall attend meetings only upon request by the City Secretary's Office. The role of an alternate is to participate in meetings of the Board of Ethics as a replacement for a regular member who is absent or abstaining.

(~~h~~d) *Scope of authority*. The jurisdiction of the Board of ~~Ethic's jurisdiction~~ Ethics shall be limited to implementation and enforcement of this article.

(~~i~~e) *Amendments*. The Board of Ethics may recommend amendments to this article. A recommendation from the Board of Ethics is not required for the City Council to exercise its discretion in amending this article.

(~~j~~f) *Officers*. At the first meeting of each fiscal year, if a meeting is called, the Board of Ethics shall select from among its members a Chairperson and Vice-Chairperson.

~~(k) *Rules of procedure*. The Board of Ethics shall adopt rules of procedure governing how to conduct meetings and hearings. Such procedural rules are subject to confirmation or modification by the City Council.~~

~~(l)~~ *Removal*. The City Council may by a vote of two-thirds (⅔) remove a member of the Board of Ethics for cause. Justifications warranting removal for cause shall include neglect of duty, incompetence, gross ignorance, inability or unfitness for duty, or disregard of the Code of Ordinances.

## ARTICLE 1.16 - ART IN PUBLIC PLACES

### Sec. 1.16.002 – Membership, appointment, vacancies and attendance.

(a) ~~The BAIPP board shall consist of a minimum of five (5), but no more than nine (9) members, appointed by the mayor and subject to confirmation by the Council. The BAIPP may have a minimum of one "nonvoting" ex officio representative from the City Council, who shall be appointed by the mayor, and who shall not count as a member of the BAIPP, for any purpose. The ex officio representative shall operate as a Council liaison with the BAIPP board. A simple majority of the board's then existing voting membership shall constitute a quorum. For purposes of the first appointed board serving after this article's adoption, the existing terms of office for the then serving 'task force members' shall carry forward to their board service.~~ The rules for appointment of members, the number of members comprising the board, the length of member terms, board residency requirements, and the rules for filling board vacancies are set forth in this chapter of the City Code, Section 1.04.002.

(b) ~~The BAIPP board members shall be appointed for terms of three (3) years. Each seat on the board will be assigned a "place." Board members' terms of service shall~~

~~be "staggered," so that the entire membership of the board will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the board membership is divided into thirds. Initial staggering of the membership will be accomplished by having all appointees/members who are serving as of the first annual meeting following approval and passage of this section (held in July), "draw lots" to determine which "place" will have what number of service in the transition period (e.g., one-third ( 1/3 ) of the places will draw for one-year terms, one-third ( 1/3 ) of the places will draw for two-year terms, and the remaining one-third ( 1/3 ) of the places will draw for three-year terms.) After the first July meeting, staggering of membership, by place, will begin.~~

~~(c) In the event of a vacancy, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.~~

~~(db) The members of the board shall reside within the city's extraterritorial jurisdiction and/or the city, or may, in~~ In the sole discretion of the Mayor and confirmed by City Council, a member of the board may reside outside of the corporate limit and the extraterritorial limits so long as the appointed individual provides exceptional expertise with regard to the board's responsibilities.

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(~~f~~c) Attendance requirements for the board members are set forth in the code, section 1.02.002(b), et seq.

**Sec. 1.16.003 – Purpose, powers and duties.**

(a) The BAIPP shall act as an advisory board to the City Council in matters related to the city's art in public places program, with the goal of increasing awareness and appreciation of art, as well as increase civic pride, through the display of art in the city.

(b) ~~The BAIPP's procedures, duties and powers are set forth in the board's amended bylaws, which derive from the original task force bylaws, as approved by the City Council in June 2012, as amended and updated.~~ *Definitions*.

(c) *Art selection guidelines*. The BAIPP shall assist the City Council with acquiring Works of Art by:

(1) Identifying and recommending suitable Works of Art to be displayed.

(2) Facilitating the preservation of Works of Art to be displayed.

(3) Assisting with the process and methodology for competitively

selecting Works of Art for acquisition and/or display.

(d) *Procedure for initiating calls for projects of the BAIPP.*

(1) At least ninety (90) days prior to publication of any call to artists, for a BAIPP project, the BAIPP Board shall submit the proposed Call to the office of the City Manager for evaluation.

(2) Additionally, the City Manager may create an in-house team of staff advisors to assist in evaluating the specifics required for each BAIPP projects, such as site identification and preparation, material requirements specific to the project, if any, security issues, and insurance issues.

(3) The City Manager will also determine whether it is necessary to involve the City Council in any approval for the proposed project, at that time (i.e., prior to the call publication).

(4) The City Manager will notify the BAIPP of any additional information required and also will notify the BAIPP Chairperson and staff Liaison when the City Manager's office has finished its evaluation of the proposed project and it is ready for publication of the call to artists.

(e) Funding

(1) The BAIPP shall be responsible for developing a “proposed” yearly operating budget for the acquisition and display of new Works of Art in the City of Bastrop, as well as, any ongoing maintenance and/or replacement (repair) responsibilities for those Works of Art currently under the City's possession or control. This budget shall be submitted to the City Manager on or before June 1st of each calendar year.

## ARTICLE 1.17 - MAIN STREET ADVISORY BOARD

### Sec. 1.17.001 - Membership, terms and filling of vacancies.

(a) Number of members comprising the Board, member terms, residency requirements and vacancies are set forth in the Code, Section 1.04.002.

(b) The bylaws of the board shall address procedural issues, such as but not limited to quorum counts and required attendance by members, which bylaws shall conform with the Council's attendance requirements for the board members as set forth in this code, section 1.02.002(b), et seq. The bylaws shall fully outline member

responsibilities and provide guidance for the participation of the ex-officio members, as well as regular members.

## Chapter 3 – Building Regulations

## ARTICLE 3.02- CONSTRUCTION STANDARDS BOARD OF ADJUSTMENTS AND APPEALS

### Sec. 3.02.001 – Established; appointment of members.

There is hereby established a board, to be called the construction standards board of adjustments and appeals~~, which shall consist of five (5) members and two (2) alternates~~. The rules for appointment of members, the number of members comprising the board, the length of member terms, board residency requirements, and the rules for filling board vacancies are set forth in Chapter 1 of the City Code, Section 1.04.002. ~~The board shall be appointed by the mayor and confirmed by the City Council.~~

### Sec. 3.02.002 – Composition.

The construction standards board of adjustments and appeals shall ~~consist of five (5) members, each serving two-year terms. Such board members should~~ be composed of individuals with knowledge and experience in the technical codes, such as design professionals, contractors, and/or builders.~~, and must reside within the city limits or the city's extraterritorial jurisdiction~~. At least ~~three (3)~~ five (5) members of the board shall represent the following construction trades: plumbing, electrical, mechanical, and/or general contractor. In addition ~~to the regular members~~, there should be ~~two (2) alternate members~~, one member at-large from the building industry and one member at-large from the public. A board member shall not act in a case in which he has a personal or financial interest.

### Sec. 3.02.003 – ~~Term of members; vacancies; absence~~ Absence from meetings.

~~(a) Each seat on the Board will be assigned a "place." Board members' terms of service shall be "staggered," so that the entire membership of the board will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the board membership is divided into halves. Initial staggering of the membership will be accomplished by having all appointees/members who are serving as of the first annual meeting following approval and passage of this section (held in July), "draw lots" to determine which "place" will have what number of service in the transition period (e.g., one-half (½) of the places will draw for one-year terms, one-half (½) of the places will draw for two-year terms.) After the first July meeting, staggering of membership, by place, will begin.~~

~~(b) In the event of a vacancy, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.~~

~~(c) The members of the advisory board shall reside within the city's extraterritorial jurisdiction and/or the city.~~

~~(d) The two (2) alternates, if appointed, shall serve one-year terms.~~

~~(c b)~~ Attendance requirements for the board members are set forth in this code, section 1.02.002(b), et seq.

## Chapter 14 – Zoning

## ARTICLE 14.03- HISTORIC LANDMARK PRESERVATION

### Sec. 14.03.001 – General.

(a) *Purpose and intent*. The City Council hereby declares that as a matter of public policy the protection, enhancement, and perpetuation of sites, landmarks or districts of historical and cultural importance and significance is necessary to promote the economic, cultural, educational, and general welfare of the public. It is recognized that the city represents the unique confluence of time and place that shaped the identity of generations of citizens, collectively and individually, and produced significant historic, architectural, and cultural resources that constitute their heritage. This article is intended to:

(1) Protect and enhance the landmarks, which represent distinctive elements of the city's historic, architectural, and cultural heritage;

(2) Foster civic pride in the accomplishments of the past;

(3) Protect and enhance the city's attractiveness to visitors, thereby supporting and stimulating the economy;

(4) Insure the harmonious, orderly, and efficient growth and development of the city;

(5) Promote economic prosperity and welfare of the community by encouraging the most appropriate use of such property within the city;

(6) Encourage stabilization, restoration, and improvements of such properties and their values.

(b) *Definitions*. The following definitions shall apply to this article.

*Alteration*. Any change, demolition or modification to a structure or site designated as a historic landmark or located in a local historic district including, but not limited to, the following:

(1) Exterior changes to or modification of any buildings or structures, architectural details or visual characteristics.

(2) Construction of new structures.

(3) Disturbance, placement or removal of exterior objects that affect the exterior qualities of the property.

*Architectural element*. The unique details and component parts that combined, form the architectural style of a structure, building or object.

*Certificate of Appropriateness*. A document evidencing the approval of the Historic Landmark Commission, signed and dated by the Chairperson of the Historic Landmark Commission, for alteration, installation, relocation, excavation, restoration, modification, rehabilitation, change, demolition, construction, removal, or improvement of a historic landmark or of a building or property located within a local historic district.

*Construction*. The act of adding an addition to an existing building, structure or object or the erection of a new principal or accessory building, structure or object on any lot, parcel or site.

*Contributing structure*. A building, structure, property or object within a local historic district which has not been designated a historic landmark under this article, but which adds to the historical integrity or architectural qualities that make the local historic district significant.

*Demolition*. An act or process which:

(1) destroys a lot, parcel or site or building, structure or object in its entirety,

(2) destroys a part of a lot, parcel or site or building, structure or object and permanently impairs its structural, historic or architectural integrity,

(3) removes the building, structure or object or any part thereof from the original lot, parcel or site without the requisite Certificate of Appropriateness and/or moving permit, or

(4) removes architectural elements and features from the exterior of a building, structure or object.

*Design guidelines*. Architectural and style guidelines adopted by the city that encourage and promote the existing historical features of the city and detail those alterations, installations, relocations, excavations, restorations, modifications, rehabilitations, changes, demolition, construction, removal, or improvement of a historic landmark or of a structure or site located within a local historic district that are deemed compatible and appropriate for the area. If local design guidelines have not been adopted, The Secretary of the Interior's Standards for the Treatment of Historic Properties shall be used as the design guidelines.

*Historic district*. A geographically defined neighborhood or area that has a significant historical, architectural, or cultural significance to the overall character and identity of the city.

*Historic landmark*. A site, and/or all structure(s), located thereon, that have been designated by the city through criteria established within this article.

*Inventory*. A list of properties that have been identified and evaluated as meeting specified criteria of significance as a contributing or non-contributing historic structure or site.

*Non-contributing structure*. A structure within a designated local historic district that is not considered to be of historical significance or which does not possess significant physical features, historical associations, or historical architectural qualities.

*Ordinary maintenance*. This generally refers to activities relating to a property that would be considered ordinary or common for maintaining the property, such as a) repair using the same material and design as the original and does not require structural modifications; b) repainting; c) reroofing, using the same type; or d) repair of sidewalks and driveways.

*Overlay zones*. A set of zoning requirements that is described in the ordinance text, is mapped, and is imposed in addition to those of the underlying district.

Development within the overlay zone must conform to the requirements of both zones or the more restrictive of the two (2).

*Preservation*. The stabilization of an historic building, its materials and features in their present condition to prevent future deterioration. Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

*Reconstruction*. The act or process of reassembling, reproducing or replacing by new construction, the form, detail and appearance of property and its setting as it appeared at a particular period of time by means of removal of later work or by the replacement of missing earlier work or by reuse of original materials.

*Rehabilitation*. The act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property that are significant to its historical, architectural, and cultural values.

*Removal*. Permanently moving a structure or feature from its current location.

*Relocation*. Any change of the location of a structure in its present location to another location within the city limits.

*Restoration*. The act or process of accurately recovering the form and details of a building, structure or object or lot, parcel or site and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacements of missing earlier work.

*Sign*. Any object, device, display, or structure, or part thereof, situated outdoors or indoors, which is used to advertise, identify, display, direct, or attract attention to an object, person, institution, organization, business, product, service, event, or location by any means, including words, letters, figures, designs, symbols, fixtures, colors, illumination, or projected images. The foregoing enumeration of signs shall not be considered exclusive. The term "sign" shall include all other devices or structures as may reasonably be included under it, whether attached or unattached. The definition excludes all governmental flags and signs of governmental entities.

*Significant historic landmark*. A designation established under Ordinance 2007-30 for a site or structures.

*Site*. The location of a significant event, a prehistoric or historic occupation or activity, building or structure, whether standing, ruined, or vanished, where the location

itself possesses historical, cultural, architectural or archeological value regardless of the value of any existing structure.

*Structure*. Something built or constructed, such as a building, bridge, monument, or statue.

(c) *Historic landmark commission created*. There is hereby created a commission to be known as the city historic landmark commission.

(1) ~~The commission shall consist of seven (7) members, residents of the city, to be appointed by the mayor with approval by the City Council as follows;~~ The rules for appointment of members, the number of members comprising the board, the length of member terms, and the rules for filling board vacancies are set forth in Chapter 1 of the City Code, Section 1.04.002. ~~every~~ Members of the board must reside in the City Limits of Bastrop. Every effort will be made to find professionals who meet the criteria below:

(A) One (1) shall be an architect, planner, or representative of a design profession;

(B) One (1) shall be a representative elected by the county historical society;

(C) One (1) shall be a licensed real estate professional;

(D) One (1) shall be an owner of an historic commercial structure or property;

(E) One (1) shall be an owner of an historic residential structure or property;

(F) One (1) shall be a member from the city's Planning and Zoning Commission;

(G) One (1) shall be a general resident of the city.

However, if specified professionals above cannot be appointed, City Council will consider other types of professionals.

(2) All commission members, regardless of background, shall have a known and demonstrated interest, competence, or knowledge in historic preservation within the city.

(3) *Term of appointment.* ~~Commission members shall serve for a term of three (3) years, with the exception of the~~ The member who is serving on the commission as the Planning and Zoning Commission representative~~, and that member~~ shall serve for a term that is concurrent with that member's Planning and Zoning Commission term. The length of term for the other Commission members is set forth in Chapter 1 of the City Code, Section 1.04.002.

~~(4) Each seat on the commission will be assigned a "place." Commission members' terms of service shall be "staggered," so that the entire membership of the commission will not be subject to replacement at any single point in time.~~

~~(5) In the event of a vacancy on the commission, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.~~

~~(6~~4) Attendance requirements for the commission members are set forth in section 1.02.002(b).

(~~7~~5) The commission shall be empowered to:

~~rules and procedures as necessary to carry out the business of the commission, which shall be ratified by the City Council.~~

~~(B~~A) Approve or disapprove Certificates of Appropriateness, demolition or removal of historic structures, and economic hardship applications.

(~~C~~B) Conduct surveys and maintain an inventory of significant historic, architectural, and cultural landmarks.

(~~D~~C) Make recommendations to the City Council on the designation of historic landmarks, historic districts, contributing and non-contributing structures.

(~~E~~D) Make recommendations for properties to the National Register of Historic Places.

(~~F~~E) Increase public awareness of the value of historic, cultural, and architectural preservation by developing and participating in public education programs.

(~~G~~F) To assist the City Council in the adoption of design guidelines for the exteriors of historic landmarks, properties located inside of historic districts, and contributing and non-contributing structures, to address architectural and general design elements of structures, including acceptable materials for construction; appropriate architectural character, scale, and detail; acceptable appurtenances or additions to new or existing structures; and acceptable textures and ornamentation.

(~~H~~G) Prepare and submit annually to the City Council a report summarizing the work completed during the previous year.

(~~I~~H) To perform any other functions requested by City Council.

(~~8~~6) The commission shall meet at least monthly, if business is at hand. Special meetings may be called at any time by the Chair, or on the written request of any two (2) commission members.

(d) *Appointment of historic preservation officer*. The city's Planning Director or other city staff designated by the City Manager shall serve as Historic Preservation Officer. This officer shall have as a principal duty the administration of this article and the coordination of the city's various efforts and programs that further historic preservation.

## Chapter 15 – Cemeteries

### ARTICLE 15.01- FAIRVIEW CEMETERY

**Sec. 15.01.002 – City as permanent trustee for perpetual care and creation of cemetery advisory board.**

(a) The city as owner and operator of Fairview Cemetery is hereby authorized to act as a permanent trustee for the perpetual care and upkeep of plots and graves in the cemetery and shall accept such trust as provided in this article.

(b) *Cemetery advisory board.*

(1) ~~The advisory board members shall be appointed by the mayor and confirmed by the council, for terms of three (3) years. Each seat on will be assigned a "place." Advisory board members' terms of service shall be "staggered," so that the entire membership of the advisory board will not be subject to replacement at any single point in time. To the extent possible, staggering shall be done so that the advisory board membership is divided into thirds. Initial staggering of the membership will be accomplished by having all appointees/members who are serving as of the first annual meeting following approval and passage of this section (held in July), "draw~~

~~lots" to determine which "place" will have what number of service in the transition period (e.g., one-third (1/3) of the places will draw for one-year terms, one-third (1/3) of the places will draw for two-year terms, and the remaining one-third (1/3) of the places will draw for three-year terms.) After the first July meeting, staggering of membership, by place, will begin.~~ The rules for appointment of members, the number of members comprising the board, the length of member terms, board residency requirements, and the rules for filling board vacancies are set forth in Chapter 1 of the City Code, Section 1.04.002.

(2) ~~In the event of a vacancy, an individual appointed to fill the vacancy will serve only the remaining term of the individual who is being replaced by the appointee, so that the staggering of terms shall remain intact.~~

~~(3) The members of the advisory board shall reside within the city's extraterritorial jurisdiction and/or the city.~~

~~(4)~~2) The role of the advisory board shall be to recommend rules to the City Council, as are necessary, concerning the use, care, control, management, restriction, and protection of the Fairview Cemetery. Any matter relating to the Fairview Cemetery shall be referred to the Bastrop Cemetery Advisory Board for their consideration and recommendation before the action is taken by the City Council, however, the advisory board's role shall be advisory only.

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9M

**TITLE:**
Consider action to approve Resolution No. R-2019-69 of the City Council of the City of Bastrop, Texas, adopting a wholesale water agreement with the West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village Ltd.; attached in Exhibit A; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE**:
Lynda Humble, City Manager
Trey Job, Assistant City Manager of Development Services

**BACKGROUND/HISTORY**:
The City of Bastrop hired NewGen Services to assist with the development of a wholesale water rate that will allow the City of Bastrop to manage the imminent growth while remaining fiscally sustainable. As Austin continues to grow and be consistently named one of the most desirable places to live, growth will continue to move east toward Bastrop. It is vital that the City of Bastrop be poised and ready to handle development. The current City Council has made a commitment to be prepared for the expected growth.

In addition to the wholesale wastewater agreement that has been developed the City of Bastrop has also entered into an agreement with Aqua Water Supply Corporation that allows the City to sell wholesale water within the City of Bastrop wastewater Certificate of Convenience and Necessity (CCN). As a result of that agreement, a standardized draft wholesale water agreement was approved by Council in April of 2019.

Since that time, the City acquired a wholesale customer who had several questions requiring staff to take a closer look at that agreement. Staff met with the future customer and provided clarity. The attached agreement reflects the changes that were made to better clarify or answers the questions as follows:

- Better defining the “Connecting Facilities” and associated cost.
- Providing the current impact fees for water & wastewater.
- Meter specifications and ownership of the meters.
- Defining fire flow, water quality, and pressure.
- Term of the agreements. (50 yrs.)

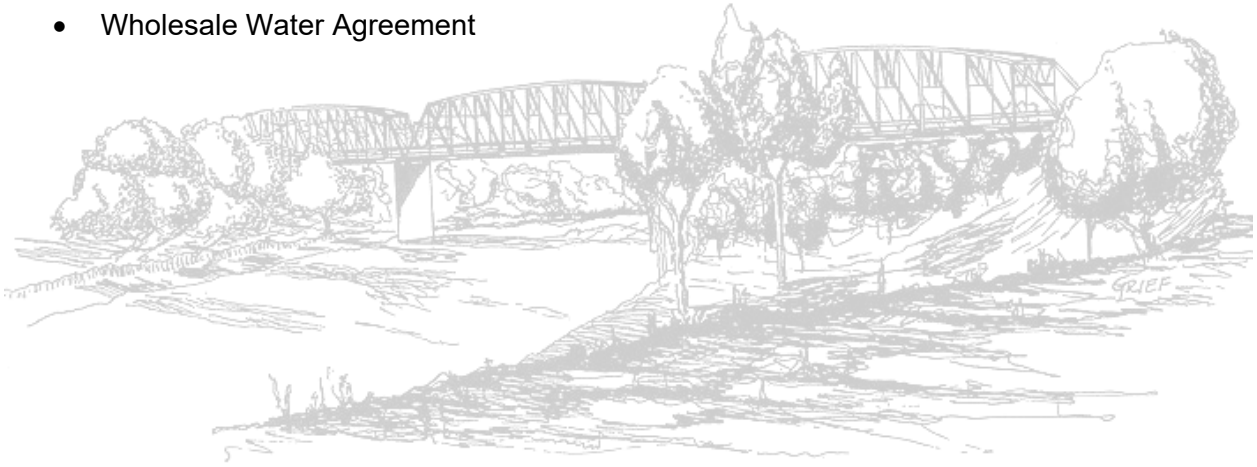
The proposed wholesale water agreement will allow the City to better manage the growth and provide new customers that will stabilize future water rates and allow for a one stop shop as it relates to water and wastewater utilities.

**POLICY EXPLANATION**:
The City Charter grants the City Council the authority in Section 3.01 Powers and Duties (13) provide for a sanitary sewer and water system and require property owners to connect with such sewer system and provide for penalties for failure to make sanitary sewer connections. The City's Code of Ordinance further established areas of service and utility rates.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve Resolution No. R-2019-69 of the City Council of the City of Bastrop, Texas, adopting a wholesale water agreement with the West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village Ltd.; attached in Exhibit A; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**
- Resolution
- Wholesale Water Agreement



**RESOLUTION NO. R-2019-69**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A WHOLESALE WATER AGREEMENT WITH WEST BASTROP VILLAGE MUNICIPAL UTILITY DISTRICT OF BASTROP COUNTY AND WEST BASTROP VILLAGE, LTD.; ATTACHED IN EXHIBIT A; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop City Council understands the importance of fiscal sustainability; and

**WHEREAS**, the City of Bastrop City Council understands the value in managing growth for future generations; and

**WHEREAS**, the City of Bastrop understands the importance of focusing on the standardization of water wholesales and providing fairness and consistency; and

**WHEREAS**, the City of Bastrop adopted a standardized wholesale water agreement on April 23, 2019 by Resolution R-2019-33; and

**WHEREAS**, the City of Bastrop choses to approve the attached wholesale water agreement shown as exhibit A; and

**WHEREAS** this Resolution R-2019-69 expressly repeals and replaces Resolution R-2019-33; and

**WHEREAS**, the City of Bastrop City Council has unequivocally committed to fiscal sustainability, responsibly managing growth, and taking definitive action towards lasting solutions.

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

**Section 1.** The City Manager is hereby authorized to execute a contract between the City of Bastrop Texas and West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village Ltd. (attached as Exhibit A) as well as all other necessary documents.

**Section 2.** The City Council adopts a standardized wholesale water agreement, as attached in Exhibit A, for use with future wholesale customers.

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

**Section 4.** 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 13th day of August 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

# WHOLESALE WATER AGREEMENT
# BETWEEN CITY OF BASTROP, WEST BASTROP VILLAGE MUNICIPAL UTILITY DISTRICT OF BASTROP COUNTY AND WEST BASTROP VILLAGE, LTD.

This WHOLESALE WATER AGREEMENT ("**Agreement**") is made and entered into by and between the CITY OF BASTROP, a home rule city located in Bastrop County ("**Bastrop**" or "**City**") and the West Bastrop Village Municipal Utility District of Bastrop County, a political subdivision of the state operating under Chapters 49 and 54, Texas Water Code ("**District**"), and West Bastrop Village, LTD., a Texas limited partnership ("**Developer**") (collectively referred to herein as the **"Parties"**). The Parties hereby mutually agree as follows:

## RECITALS

**WHEREAS,** the City and the Developer entered into a Planned Development Agreement, to be known in this Agreement as "the PDA" on August 11, 2006, requiring a wholesale water agreement; and

**WHEREAS**, by Resolution R-2006-24, on September 13, 2006, the City granted consent for creation of West Bastrop Village Municipal Utility District; and

**WHEREAS**, by Order signed on April 24, 2007, the Texas Commission on Environmental Quality granted the Petition for Creation of West Bastrop Village Municipal Utility District; and

**WHEREAS**, by Resolution R-2007-12 the City confirmed its consent for creation of the West Bastrop Village Municipal Utility District, on June 26, 2007; and

**WHEREAS**, the District encompasses approximately 347.9 acres of land within the extraterritorial jurisdiction ("ETJ") of the City (the "Tract"). The Tract is more particularly described in Exhibit "A"; and

**WHEREAS,** Developer intends to develop the Tract as a master-planned, mixed-use community, initially to be referred to as "West Bastrop Village" projected to consist primarily of residential uses, expected at the time of execution of this Agreement to include approximately 1,500 homes, and also will include other limited nonresidential uses (the "Development"); and

**WHEREAS,** the Tract is within the water CCN of Aqua Water Supply Corporation (10294), from which the City intends to purchase potable water at wholesale rates pursuant to the Bastrop Aqua Agreement (as defined herein), and intends to sell potable water at wholesale rates to the District; and

**WHEREAS,** Bastrop will have adequate water supply and distribution infrastructure to provide up to a peak hourly flow rate of 200,000 gallons per hour and a maximum daily flow of 2,785,000 gallons per day to District at the time of final buildout by Developer; and

**WHEREAS,** City, District and Developer wish to enter into this Agreement, to provide the terms of wholesale water service for the benefit of the present and future residents of City and the District.

**NOW, THEREFORE,** for and in consideration of the agreements set forth below, the City, District and Developer agree as follows:

## ARTICLE 1. DEFINITIONS

### Section 1.01 Definitions of Terms.

In addition to the terms otherwise defined in the above recitals; in the City's ordinances; or the provisions of this Agreement, the terms used in this Agreement will have the meanings set forth below.

***Agreement:*** means this Wholesale Water Agreement by and among the City of Bastrop, Texas, West Bastrop Village Municipal Utility District, and West Bastrop Village, LTD.

***AWWA:*** means the American Water Works Association.

***Bastrop Aqua Agreement:*** means the Wholesale Water Service Agreement between the City of Bastrop and Aqua Water Supply Corporation ("Aqua"), effective November 28, 2018, a copy of which is attached hereto as Exhibit "B", pursuant to which Aqua will sell potable water at wholesale to the City.

***Bastrop's System Agreement:*** means any agreements necessary to provide wholesale water service to District, including but not limited to the Bastrop Aqua Agreement.

***Bastrop System****:* means the facilities, including water production wells, pumps, lines, meters, components, and equipment owned and operated by Bastrop, together with all extensions, expansions, improvements, enlargements, betterments and replacements to monitor, convey, supply, deliver and distribute potable water or Wholesale Water Services to Bastrop's customers, including water storage necessary for peaking and firefighting purposes, including Water Storage West. The Bastrop System does not include any improvements on District's side of the Delivery Point or any facilities on any other wholesale customer's side of its delivery point.

***Bastrop Water Conservation and Drought Contingency Plan:*** means, collectively, the Bastrop Water Conservation Plan and the Bastrop Drought Contingency Plan, as may be amended by the Bastrop City Council from time to time. A copy of the Bastrop Water Conservation and Drought Contingency Plan in effect as of the Effective Date is attached hereto as Exhibit "C".

***CCN****:* means a certificate of convenience and necessity or similar permit authorizing a specified entity to be the retail water or sewer service provider in a specified area.

***City:*** means The City of Bastrop, Texas, a home rule municipality, organized and operating pursuant to the applicable laws of the State of Texas

***City Manager:*** means the City of Bastrop's City Manager.

***Commission or TCEQ:*** means the Texas Commission on Environmental Quality or its successor agency.

***Connecting Facilities:*** means District-owned infrastructure and facilities including, but not limited to valves, vault, backflow preventer, meter, and pressure reduction valve if required, utilized to connect any Internal Facilities to a Delivery Point.

***County:*** means Bastrop County, Texas.

***Delivery Point:*** means the point at which Bastrop will deliver treated water to District under this Agreement, which point shall be at the Master Meter to be installed as depicted on Exhibit "D". Future Delivery Point(s), if any, shall be agreed upon by Bastrop, District and Developer.

***Developer:*** means West Bastrop Village, LTD., a Texas limited partnership, its successors or assigns.

***Development:*** means the mixed-use development of the Tract, including residential and non-residential land uses, together with parkland, open space, recreational amenities and related facilities, intended to produce developed lots.

***District:*** means the municipal utility district organized and operating in accordance with Section 54.016, Texas Water Code and Section 42.042, Texas Local Government Code, encompassing the Tract, known as West Bastrop Village Municipal Utility District.

***District System:*** means District's water transmission, distribution and delivery systems that provide service to District's retail customers through the Wholesale Water Services provided under this Agreement. The District System shall be owned, operated and maintained by West Bastrop Village Municipal Utility District and shall not include the Master Meter or any facilities on Bastrop's side of the Delivery Point.

***District Service Area:*** means the retail water service territory of West Bastrop Village Municipal Utility District of Bastrop County, which shall be the boundaries of the West Bastrop Village Municipal Utility District of Bastrop County.

***Effective Date:*** means the last date of execution by all of the Parties.

***ETJ:*** means extraterritorial jurisdiction.

***Emergency:*** means a sudden unexpected happening; an unforeseen occurrence or condition; exigency; pressing necessity; or a relatively permanent condition or insufficiency of service or of facilities resulting from causes outside of the reasonable control of Bastrop. The term includes Force Majeure and acts of third parties that cause the Bastrop System to be unable to provide the Wholesale Water Services agreed to be provided herein.

***EPA:*** means the United States Environmental Protection Agency.

***Forced Outage***: means a shut-down by Bastrop in the operation of all or a portion of Bastrop's System or by Aqua for all or part of Aqua's system, such that no water service is provided to District (i) which shut-down is, in the reasonable opinion of Bastrop, necessary or required to protect persons or property (including the System) from contamination or releases that could reasonably result in harm, injury, or material damage; and (ii) with respect to which Bastrop has notified District.

***Force Majeure:*** means acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind of any governmental entity other than Bastrop or any civil or military authority, acts, orders or delays of any regulatory authorities with jurisdiction over the parties, insurrections, riots, acts of terrorism, epidemics, landslides, lightning, earthquakes, fires, hurricanes, floods, washouts, droughts, arrests, restraint of government and people, civil disturbances, explosions, breakage or accidents to machinery, pipelines or canals, or any other conditions which are not within the control of a party.

***Internal Facilities:*** means the internal Water distribution facilities and related equipment, facilities, and appurtenances within the boundaries of the District to be constructed by or on behalf of District for the District System.

***Master Meter:*** means the water flow meter, meter vault, and all metering and telemetering equipment located at a Delivery Point to measure Wholesale Water Service to District. The Bastrop System shall include the Master Meter.

***Parties:*** means the City, the District, and the Developer.

***Planned Development Agreement or PDA:*** means the agreement that was entered into by the City and the Developer on August 11, 2006.

***Planned Outage:*** means a shut-down by Bastrop in the operation of all or a portion of Bastrop's System or by Aqua for all or part of Aqua's system, such that no water service is provided to District (i) which shut-down is scheduled by Bastrop in order to carry out foreseeable preventive, corrective, and other maintenance activities on such System or which may be required by any Governmental Authority; (ii) for which Bastrop has notified District; and (iii) lasts for no more than three (3) Days unless another time period is mutually agreed-to in writing by both Parties.

***SUE:*** means service unit equivalent which is the basis for establishing equivalency among and within various customer classes, based upon the relationship of the continuous duty flow rate in gallons per minute for a water meter of a given size and type compared to the continuous duty maximum flow rate in gallons per minute for a 5/8 " diameter simple water meter, using American Water Works Association C700-C703 standards. For purposes of this Agreement and as reflected in Bastrop Code of Ordinances Section 10.02.004, 5/8 " water meters are considered to equal one SUE; except that for multi-family development, each living unit is equivalent to 0.5 SUE.
***Tract:*** means the approximately 347.9 acres of land within the District's boundaries.

***Water Storage West:*** means the 250,000 gallon-elevated storage tank and 250,000 gallon-ground storage tank to be built by the City in which the District's peaking, storage and fire flow needs will be met once it is connected to the District System. Such facilities may be expanded by the City in the future to meet the needs of the City and District. The City has or will acquire necessary easements and complete construction of Water Storage West on a schedule that serves and protects the property owners and their structures in the District, but in no event later than May 31, 2020. The Water Storage West facilities are shown generally on Exhibit "E."

***Wholesale Water Services:*** means the diversion or the production of water, the transmission thereof to a place or places of treatment, the treatment of the water into potable form, and the transmission of the potable water to the Delivery Point in a quantity not to exceed 2,785,000 gallons per day, unless increased as provided herein.

**Section 1.02 Captions.**

The captions appearing at the first of each numbered section or paragraph in this Agreement are inserted and included solely for convenience and shall never be considered or given any effect in construing this Agreement.

## ARTICLE II. DESIGN AND CONSTRUCTION OF FACILITIES

**Section 2.01 Design and Construction of the Internal Facilities.**

a. District will be responsible for design and construction of, or for causing one or more third parties to design and construct, the Internal Facilities within the District System.

b. District agrees to be responsible for and pay for all costs of rights-of-way, easements, design, engineering, contracting, construction and inspection of the Internal Facilities; provided that District may require Developer to be responsible and pay for all or a portion of the costs of rights-of-way, easements, design, engineering, contracting, construction, and inspection of the Internal Facilities.

c. The Internal Facilities will be designed and constructed in accordance with applicable regulations and specifications of Bastrop, the State of Texas and United States, and with the terms and conditions of this Agreement.

**Section 2.02 Design and Construction of the Connecting Facilities.**

a. District shall be responsible for design and construction of, or for causing one or more third parties to design and construct, any Connecting Facilities, or modification to the existing Connecting Facilities, required for the transmission of water from the Bastrop System.

b. Subject to the terms and conditions of this Agreement, District agrees to engage or cause to be engaged the services of a professional engineer registered in Texas to produce the engineering design, including detailed plans and specifications for Connecting Facilities in conformance with Bastrop's design criteria and construction standards in effect as of the Effective Date, and any approved variances. Notwithstanding the foregoing, at the option

of the District or Developer, District or Developer may avail itself of any change to laws, rules, regulations or ordinances affecting design of facilities for the Tract. The plans and specifications will address the sizing, routing, material selection, service method, cost estimates, proposed construction schedule, and easements, and such other and further information related to design and construction as Bastrop deems reasonably necessary or advisable for proper review and assessment of the plans and specifications. The design for the Connecting Facilities shall be procured at District's sole expense; provided that District may cause Developer to be responsible for designing the Connecting Facilities, and the cost thereof. The plans and specifications for the Connecting Facilities will be submitted to Bastrop for review and comment before District approves said plans and specifications. Review of plans and specifications are subject to applicable City review fees. District shall cause any comments provided by Bastrop to be addressed.

c. District solely shall be responsible for funding construction, and all costs related thereto, of the Connecting Facilities, or for causing one or more third party developers or owners of land within the District Service Area to be responsible for funding construction, and all costs related thereto, of the Connecting Facilities.

d. District agrees to be responsible for, and pay for all costs of rights-of-way, easements, design, engineering, contracting, construction and inspection of the Connecting Facilities required to be constructed for the connection to the Bastrop System, or for causing Developer to be responsible for and to pay all costs of rights-of-way, easements, design, engineering, contracting, construction and inspection of the Connecting Facilities required to be constructed for the connection to the Bastrop System.

e. The parties will cooperate in good faith to determine the location of Connecting Facilities that are located in Bastrop's ETJ and within the District boundaries. Bastrop agrees to cause the dedication of easements or rights-of-way that may be necessary for the location and installation of Connecting Facilities within the ETJ of Bastrop. Pursuant to separate written instruments, Bastrop will further allow District to access and use rights-of-way and easements owned or controlled by City for the purpose of installing, constructing, repairing, replacing, maintaining, and operating or causing to be installed, constructed, repaired, replaced, maintained and operated, Connecting Facilities.

**Section 2.03 Notification of Commencement of Construction on Connecting Facilities.**

After all required approvals for construction of the Connecting Facilities are obtained, but prior to commencement of construction, District will provide, or cause to be provided, written notice to Bastrop of the date on which construction of the Connecting Facilities is scheduled to commence. Bastrop must receive this written notice at least five (5) days before the scheduled construction date.

**Section 2.04 Inspection and Acceptance of a Portion or All of the Connecting Facilities.**

The Parties agree that Bastrop has the right to make periodic inspections during the construction phase of the Connecting Facilities. Acceptance of the Connecting Facilities constructed by District is subject to final inspection by Bastrop.

**Section 2.05 Agreement to Submit As-Built or Record Drawings and Final Plats.**

District agrees to provide, or cause to be provided to Bastrop:

a. as-built or record drawings of all Internal Facilities and Connecting Facilities that contribute directly to the Bastrop System; and

b. final plats for property located within the District Service Area; within thirty (30) days of District receiving them, not to exceed sixty (60) days following completion and acceptance of the construction of such facilities or recording of the final plat, as appropriate.

**Section 2.06 Ownership and Operation of Connecting Facilities.**

Except as set forth below or otherwise agreed, District shall own and operate all Connecting Facilities located on its side of a Delivery Point after completion of construction by District or the Developer, and acceptance of the Connecting Facilities by Bastrop.

## ARTICLE III. PROVISION OF WHOLESALE WATER SERVICES

**Section 3.01 Wholesale Water Services.**

(a) Bastrop agrees to provide Wholesale Water Services to District in amount not to exceed 2,785,000 gallons per day (which includes peaking use, storage, and fire flow) and in accordance with the flow limitations and other provisions of this Agreement, all as hereafter specified. Provided, however, to allow flexibility to respond to market conditions, subject to prior written notice by the District or Developer and approval by the City, the wholesale water service commitment, currently 2,785,000 gallons per day can be increased without the need for amending this Agreement so long as such increase does not exceed the wholesale water service commitment set forth herein by more than 25%. In such event, Bastrop City Manager shall provide a letter to the District and Developer, within sixty (60) days of receipt of notice from the District and/or Developer requesting such increase in wholesale water service commitment, approving the increased wholesale water service commitment.

(b) The wholesale water service commitment, initially 2,785,000 GPD, is based on a quantity of gallons per day to be provided to the District and is not limited to a specific number of SUEs. Although such amount is initially calculated at an amount sufficient to provide wholesale water service to at least 1,500 SUEs, the actual number of SUEs that may ultimately be served pursuant to this Agreement may increase if City determines, at any time, that the actual daily water use per connection is less than current use assumptions.

**Section 3.02 District Responsible for Retail Connections.**

District will be solely responsible for providing retail water service within the District Service Area. District will be solely responsible for the proper and lawful application of District's policies and regulations governing connection to the District System.

**Section 3.03 Source.**

a. Bastrop, by entering into this Agreement with District and Developer, confers upon District, the right to purchase on a wholesale basis water in amount not to exceed 2,785,000 gallons per day from the water secured by Bastrop from Aqua Water Supply Corporation.

b. In the event that the amount of water supplied by Aqua to Bastrop pursuant to the Bastrop Aqua Agreement is reduced, the amount of water supply available to the District pursuant to this Agreement shall be reduced on a pro rata basis among all City water users. Provided, however, upon completion of the City's water plant, which is anticipated to be completed by 2022, the City will provide sufficient water to the District, subject to the conditions in Section 3.12, such that the water supplied to the District pursuant to this Agreement is not reduced due to any reduction of water by Aqua to Bastrop pursuant to the Bastrop Aqua Agreement.

**Section 3.04 Title to and Responsibility for Water; Delivery Point(s).**

a. Title to the water diverted, treated and transported to District by Bastrop under this Agreement shall remain with Bastrop at all times until it reaches the Delivery Point. At the Delivery Point, title, control and dominion of the water shall pass to District.

b. District shall be solely responsible for conveying water from the Delivery Point to the District's intended places of use. At its cost and expense, District may change the Delivery Point from time to time following prior written notice to and written approval by Bastrop, which approval shall not be unreasonably withheld, denied or delayed.

**Section 3.05 Quantity and Pressure.**

Subject to the terms of this Agreement, Bastrop agrees to deliver potable water to District all water needed and requested by District for the District Service Area, up to, but not in excess of: (i) a minimum of 1,855 GPD per SUE (ii) a maximum hourly delivery of 200,000 gallons per hour; (iii) a maximum daily delivery of 2,785,000 gallons per day; (iii) a maximum yearly delivery of 383,250,000 per year; and (iv) a maximum flow rate of 1.5 gallons per minute per connection at a delivery pressure of 35 psi as measured at the Delivery Point. The service provided by Bastrop shall provide for peaking, storage and fire flows, including standards found in 30 Texas Administrative Code, Chapter 290, Subchapter F (the "TCEQ Requirements").

**Section 3.06 Quality of Water Delivered to District.**

The water delivered by Bastrop at the Delivery Point shall be potable water of a quality conforming to the requirements of any applicable federal or state laws, rules, regulations or orders, including requirements of the TCEQ applicable to water provided for human consumption and other domestic use, specifically to satisfy the TCEQ Drinking Water Standards Governing Drinking

Water Quality and Reporting Requirements for Public Water Systems, 30 Tex. Admin. Code Chapter 290, Subchapter F, as currently in effect or as may be amended from time to time. The water that Bastrop delivers to the District shall be of the same quality of water that Bastrop delivers to its retail members. Each party agrees to provide to the other party, in a timely manner, any information or data regarding this Agreement or the quality of treated water provided through this Agreement as required for reporting to the TCEQ or other state and federal regulatory agencies.

**Section 3.07 Maintenance and Operation; Future Construction.**

a. Bastrop shall be responsible for operating, maintaining, repairing, replacing, extending, improving and enlarging the Bastrop System, including the Master Meter, in good working condition and shall promptly repair any leaks or breaks in the Bastrop System. Bastrop commits to completing construction, by May 31, 2020, of additional water storage known as Water Storage West to consist of one elevated 250,000-gallon storage tank and one 250,000-gallon ground storage tank in which the District's peaking, storage and fire flow needs will be met once it is connected to the District System. The City has or will acquire necessary easements and complete construction of Water Storage West on a schedule that serves and protects the property owners and their structures in the District, but in no event later than May 31, 2020. In the event such facilities have not been constructed by the City to meet the District's development schedule, the District shall have the right, but not the obligation, to construct, , such facilities as are necessary to meet the needs of the District.

b. District shall be responsible for operating, maintaining, repairing, replacing, extending, improving and enlarging the District System in good working condition and shall promptly repair any leaks or breaks in the District System.

**Section 3.08 Rights and Responsibilities in Event of Leaks or Breaks.**

District shall be responsible for paying for all water delivered to it under this Agreement at the Delivery Point even if such water passed through the Delivery Point as a result of leaks or breaks in the District System.

**Section 3.09 Commencement of Wholesale Water Service.**

Bastrop will commence the provision of Wholesale Water Service to District upon final inspection and approval of Connecting Facilities to the District.

**Section 3.10 Wholesale Service Commitment Not Transferable.**

Bastrop's commitment to provide Wholesale Water Services pursuant to this Agreement is solely to District. District may not assign or transfer in whole or in part it's right to receive Wholesale Water Services without Bastrop's prior written approval.

**Section 3.11 Conservation and Drought Planning.**

Within ninety (90) days of the date the District begins operation of the District Water System, the District shall adopt a water conservation plan consistent with and no less stringent than the City's

drought contingency plan then in effect and in compliance with TCEQ Rules, 30 Texas Administrative Code, Chapter 288. A copy of the City's current drought contingency plan is attached as Exhibit "C" to this Agreement.

**Section 3.12 Curtailment of Service.**

The Parties agree that if Water Service is curtailed by Bastrop due to a Planned Outage, Forced Outage or Emergency, Bastrop may impose a like curtailment, with notice to District, on Wholesale Water Service delivered to District under this Agreement. Bastrop will impose such curtailments in a nondiscriminatory fashion. The curtailment Bastrop imposes on District shall be equal in duration to the curtailment imposed on Bastrop's retail members.

For Planned Outages, Bastrop shall provide notice to District of the duration of any Planned Outages to be conducted by Bastrop that may affect water service to the District at least thirty (30) days prior of the planned outage. To the extent reasonably possible, Bastrop shall coordinate the timing of any Planned Outage with District and shall cooperate with District to minimize the impact of any Planned Outage on the operation and maintenance of District's system.

When a Forced Outage or Emergency occurs curtailing water service to District, Bastrop shall notify District of the existence, nature, and expected duration of the Forced Outage as soon as practical. Bastrop shall use its best efforts to ensure that any interruption in the delivery of wastewater service due to a Forced Outage or Emergency shall continue only for so long as reasonably necessary. Bastrop shall immediately inform District of any changes in the nature and expected duration of such Forced Outage.

**Section 3.13 Cooperation during Maintenance or Emergency.**

District will reasonably cooperate with Bastrop during periods of Emergency or required maintenance. If necessary, upon prior notice, District will operate and maintain the District System in a manner reasonably necessary for the safe and efficient completion of repairs or the replacement of facilities, the restoration of service, and the protection of the public health, safety, and welfare.

**Section 3.14 Re-sale of Water Prohibited.**

District is prohibited from selling any water sold to District hereunder to any person or entity, except to its retail water customers served within its boundaries.

**Section 3.15 CCN Amendment**.

Following execution of this Agreement, and prior to provision of Wholesale Water Service by Bastrop, Developer, at its expense, will prepare, file and pursue decertification of the Tract from Aqua's CCN and City agrees to cooperate with Developer in connection with same.

## ARTICLE IV. WATER METERING PROVISIONS

**Section 4.01 Meter Specifications.**

All meters shall be as specified in Exhibit "F" and installed as specified in Exhibit "G".

**Section 4.02 Master Meter Accuracy.**

Meters shall meet accuracy standards required by the AWWA with calibration maintained as described in Section 4.03.

**Section 4.03 Meter Calibration.**

a. The Master Meter(s) shall be calibrated each calendar year by City at City's sole cost and expense. District shall be provided 30 days prior notice of each such calibration, and a representative of District may be present to observe each calibration.

b. In the event any question arises at any time as to the accuracy of the Master Meter, but not more than a frequency of once per consecutive twelve (12) month period without mutual consent of both Parties, then the Master Meter shall be tested by Bastrop promptly upon demand of District. The expense of such test shall be borne by District, unless such meter is found to be registering inaccurately. The District shall have the right to test the meter at any time at its cost and expense.

c. If, as a result of any test, the Master Meter is found to be registering inaccurately (in excess of AWWA and manufacturer's standards for the type and size of meter), the readings of the Master Meter shall be corrected at the rate of their inaccuracy for any period which is definitely known or agreed upon, if no such period is known or agreed upon, the shorter of:

    1. a period extending back either sixty (60) days from the date of demand for the test or, if no demand for the test was made, sixty (60) days from the date of the test; or

    2. a period extending back one-half of the time elapsed since the last previous test; and the records of the readings, and all payments which have been made on the basis of such readings, shall be adjusted accordingly.

## ARTICLE V. FIRE FLOW

### Section 5.01. Fire flow Availability.

Sixty days from the preconstruction meeting, City will provide water to the District for up to fifty-three (53) connections without fire flow.

City is under contract to construct Water Storage West, a 250,000-gallon elevated storage tank and 250,000-gallon ground storage tank, with an anticipated completion date of May 31, 2020, subject to change based on weather and other factors. Fire flow will be available to the District within thirty (30) days of completion of Water Storage West and connection of the water line to the District. In the event such facilities have not been constructed by the City by May 31, 2020, the District shall have the right, but not the obligation, to construct, and such facilities as are necessary to meet the needs of the District.

### Section 5.02 Hydrants.

Fire hydrants shall be painted as specified in 2009 NFPA 291 Chapter 5, Appendix B.

### Section 5.03 Measurement of Water Used for Fire Flow.

The measurement of water used for fire flow shall be based on reports provided to Bastrop by the responding fire department documenting the number of gallons pumped over the duration of the response.

## ARTICLE VI. WATER RATES AND CHARGES

### Section 6.01 Wholesale Water Rates, Fees and Charges.

District will pay Bastrop for the Wholesale Water Service provided under this Agreement based on a monthly fixed charge plus the volumetric charge.

### Section 6.02 Monthly Fixed Charge.

District will pay Bastrop the monthly fixed charge comprised of the Source Cost per MGD of subscribed capacity, plus the Transmission Cost per MGD of subscribed capacity, plus a Customer Charge per wholesale meter as adopted in Bastrop Code of Ordinances Section A13.02.004(b). Such fee shall be subject to change from time to time when Bastrop wholesale rates are reviewed. The initial monthly fixed charge is as follows:

| | |
|---|---|
| Source Cost | $45,000 per MGD of subscribed capacity |
| Transmission Cost | $4,243.70 per MGD of subscribed capacity |
| Customer Charge | $2.23 per wholesale meter |

### Section 6.03 Volumetric Charge.

a. Bastrop will measure water flows monthly based on monthly readings of the Master Meter. The total of this amount multiplied by the volumetric rate will be used by Bastrop to compute the volume charge as provided in Section 6.03(b) below.

b. The volumetric rate shall be Bastrop's Wholesale Volumetric Water Rate as adopted in Bastrop Code of Ordinances Section A13.02.004(b), which rate is initially $1.97 per 1,000 gallons of actual consumption. Such fee shall be subject to change from time to time when Bastrop retail rates are reviewed.

c. Bastrop may amend the volumetric rate from time to time when Bastrop retail rates are reviewed.

**Section 6.04 Changes to Rates and Fees.**

Bastrop shall provide written notice to District of any rate adjustments not later than thirty (30) days prior to the effective date thereof. The City agrees that a change in the monthly fixed charge or volumetric charge will not become effective against the District until thirty (30) days after effective written notice to the District if a change is provided by the City.

**Section 6.05 District Water Rates and Charges.**

District will determine and charge its retail water customers such rates as are determined by its governing body. During the term of this Agreement, District will fix and collect rates and charges for retail water service that are, in the opinion of its governing body, sufficient, together with any other revenues available to District, to produce the amount necessary to operate, repair, and maintain the District System, and to pay the cost of Wholesale Water Service from Bastrop. District will be solely responsible for ensuring that its retail rates and charges are determined and collected in accordance with applicable law.

**Section 6.06 District and Developer to Pay All Costs for Connection to the City.**

The District, or Developer if the District does not have sufficient funds, will pay the entire cost of connection to the City's Water System.

**Section 6.07 Wholesale Water Rates.**

The City shall invoice the District for wholesale water delivery and treatment service at the same rate that the City charges its other wholesale customers for fixed and volumetric charges. The District shall pay the City monthly, one month in arrears, as more fully described in Article VII of this Agreement.

**Section 6.08 District Payment for Wholesale Service.**

c. Billing for wholesale service will commence after the first date water service is provided to the District. The City will send one bill to the District on or after the first day of each month after the date water service has commenced.

d. By the 30th day of each month or the first business day following the 30th day if the 30th day falls on a weekend or holiday, District shall deliver to Bastrop the total number of SUEs connected to the System during the previous month. The District shall provide, annually, the projected number of SUEs for which wastewater service is expected to be provided for the future twelve Billing Periods.

## ARTICLE VII. WHOLESALE WATER BILLING METHODOLOGIES; REPORTS AND OTHER RELATED MATTERS

### Section 7.01 Monthly Statement.

For each monthly billing period, Bastrop will forward to District a bill providing a statement of the Fixed Charge and the total Volume Charge owed by District for Wholesale Water Service provided to District during the previous monthly billing period. A sample billing statement is attached as Exhibit "H." District will pay Bastrop for each bill submitted by Bastrop to District by check or bank-wire on or before thirty (30) days from the date of receipt of the invoice. Payments shall be mailed to the address indicated on the invoice or can be hand-delivered to Bastrop's headquarters in Bastrop County, Texas. If payments will be made by bank-wire, District shall verify wiring instructions. Payment must be received at Bastrop's headquarters or bank by the due date in order not to be considered past due or late. In the event District or an assignee responsible for payment in accordance with this Agreement fails to make payment of a bill within said thirty (30) day period, District shall pay in addition, Bastrop's then current delinquent account charges in accordance with Bastrop Code of Ordinances Section 13.02.006 on the unpaid balance of the invoice.

### Section 7.02 Monthly Billing Calculations.

Bastrop will compute the sum of the fixed charge and the volume charge for Wholesale Water Service on the basis of monthly readings of the Master Meter and will bill District such sum on a monthly basis.

### Section 7.03 Effect of Nonpayment.

With respect to monthly billings, if Bastrop has not received payment from District by the due date, the bill will be considered delinquent, unless contested in good faith. In such event, Bastrop will notify District of such delinquency in writing, and if District fails to make payment of the delinquent billing within thirty (30) calendar days from the date of transmittal of such written notice of delinquency from Bastrop, then Bastrop may, at its discretion, terminate or reduce the level of Wholesale Water Service to District until payment of all sums owed, including applicable disconnection and reconnection fees is made.

### Section7.04 Protests, Disputes or Appeals.

Nothing in this Agreement is intended to limit, impair or prevent any right of District to protest, dispute or appeal with respect to rate making, the establishment of fees and charges or any other

related legal or administrative proceedings affecting services or charges to District under this Agreement.

**Section7.05 Records and Reports.**

The District shall promptly provide to the City upon written request, copies of any District records or documents relating to the construction, operation, maintenance, or repair of the District System.

## ARTICLE VIII. REGULATORY COMPLIANCE

**Section 8.01 Agreement Subject to Applicable Law.**

The Agreement will be subject to all valid rules, regulations, and applicable laws of the United States of America, the State of Texas and/or any other governmental body or agency having lawful jurisdiction or any authorized representative or agency of any of them.

**Section 8.02 Cooperation to Assure Regulatory Compliance.**

Each Party will cooperate in good faith with the other Party at all times to assure compliance with any applicable governmental requirements where noncompliance or non-cooperation may subject the Parties to penalties, loss of grants or other funds, or other adverse regulatory action in the performance of this Agreement.

## ARTICLE IX. TERM, TERMINATION, DEFAULT, REMEDIES

**Section 9.01 Term and Termination.**

a. This Agreement shall become effective upon the Effective Date and shall extend until _____, 2069 unless terminated earlier as provided herein. Provided, however, unless the District provides at least six (6) months' written notice to the City prior to the end of the first fifty year term, the Agreement shall be renewed for one additional term of fifty (50) years.

b. District may terminate this Agreement by providing not less than sixty (60) days written notice of termination to Bastrop.

c. In the event that the Bastrop Aqua Agreement is terminated or expires, this Agreement shall be terminated and be of no further force or effect. The City shall give six (6) months prior written notice of an anticipated termination or expiration of the Bastrop Aqua Agreement. In the event this Agreement is terminated in accordance with this provision, Bastrop agrees to enter into a wholesale water service agreement, in substantially similar terms, with the District to provide water service sufficient to meet the District's needs at full build-out.

**Section 9.02 Default.**

a. In the event District shall default in the payment of any amounts due to Bastrop under this Agreement, or in the performance of any material obligation to be performed by District

under this Agreement, then Bastrop shall give District at least thirty (30) days' written notice of such default and the opportunity to cure same. Thereafter, Bastrop shall have the right to pursue any remedy available at law or in equity (other than termination of this Agreement), pending cure of such default by District.

b. In the event Bastrop shall default in the performance of any material obligation to be performed by Bastrop under this Agreement, then District shall give Bastrop at least thirty (30) days' written notice of such default and the opportunity to cure same. Thereafter, in the event such default remains uncured, the District shall have the right to pursue any remedy available at law or in equity, pending cure of such default by Bastrop.

**Section 9.03 Additional Remedies upon Default.**

It is not intended hereby to specify (and this Agreement shall not be considered as specifying) an exclusive remedy for any default, but all such other remedies existing at law or in equity may be availed of by any party and shall be cumulative of the remedies provided. Recognizing however, that Bastrop's undertaking to provide Wholesale Water Service to the District System is an obligation, failure in the performance of which cannot be adequately compensated in money damages alone, Bastrop agrees, in the event of any default on its part, that District shall have available to it the equitable remedies of mandamus and specific performance in addition to any other legal or equitable remedies (other than termination of this Agreement) that may also be available. In recognition that failure in the performance of District's obligations could not be adequately compensated in money damages alone, District agrees in the event of any default on its part that Bastrop shall have available to it the equitable remedies of mandamus and specific performance in addition to any other legal or equitable remedies (other than termination of this Agreement) that may also be available to Bastrop including the right to obtain a writ of mandamus or an injunction against District requiring the District to collect rates and charges sufficient to pay the amounts owed to Bastrop by District under this Agreement. If either party institutes legal proceedings to seek adjudication of an alleged default under this Agreement, the prevailing party in the adjudication shall be entitled to its reasonable and necessary attorneys' fees. THE PARTIES ACKNOWLEDGE AND AGREE THAT THIS AGREEMENT IS SUBJECT TO SUBCHAPTER I, CHAPTER 271, TEXAS LOCAL GOVERNMENT CODE.

## ARTICLE X. GENERAL PROVISIONS

**Section 10.01 Assignability.**

Assignment of this Agreement is prohibited without the prior written consent of the other parties, which consent shall not be unreasonably withheld, delayed or conditioned.

**Section 10.02 Amendment.**

This Agreement may be amended or modified only by written agreement duly authorized by the respective governing bodies of District and Bastrop and executed by duly authorized representatives of each.

**Section 10.03 Necessary Documents and Actions.**

Each Party agrees to execute and deliver all such other and further instruments and undertake such actions as are or may become necessary or convenient to effectuate the purposes and intent of this Agreement.

**Section 10.04 Entire Agreement.** This Agreement constitutes the entire agreement of the Parties and this Agreement supersedes any prior or contemporaneous oral or written understandings or representations of the Parties regarding Wholesale Water Service by Bastrop to District for the District Service Area.

**Section 10.05 Applicable Law.**

This Agreement will be construed under and in accordance with the laws of the State of Texas.

**Section 10.06 Venue.**

All obligations of the Parties created in this Agreement are performable in Bastrop County, Texas, and venue for any action arising under this Agreement will be in Bastrop County, Texas.

**Section 10.07 Third Party Beneficiaries.**

Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than to the Parties, any rights, benefits, or remedies under or by reason of this Agreement.

**Section 10.08 Duplicate Originals.**

This Agreement may be executed in duplicate originals each of equal dignity.

**Section 10.09 Notices.**

Any notice required under this Agreement may be given to the respective Parties by deposit in regular first-class mail or by hand-delivery the address of the other party shown below:

**DISTRICT:**
West Bastrop Village Municipal Utility District
Allen Boone Humphries Robinson, LLP
1108 Lavaca, Suite 510
Austin, TX 78701
Attn: D. Ryan Harper

**DEVELOPER:**
West Bastrop Village, Ltd.
610 West 5th St., Ste. 601
Austin, TX 78701
Attn: David C. Mahn

| | |
|---|---|
| **CITY OF BASTROP**: | City of Bastrop<br>1311 Chestnut Street<br>Bastrop, Texas 78602<br>Attn: City Manager |
| **WITH REQUIRED COPY TO:** | Alan Bojorquez<br>Bojorquez Law Firm, PC<br>12325 Hymeadow Drive, Suite 2-100<br>Austin, Texas 78750 |

Notices shall be deemed received on the date of hand delivery or within three (3) days of deposit in first-class mail.

**Section 10.10 Consents and Approvals.**

Wherever this Agreement requires any Party, or its agents or employees to provide a consent, approval or similar action, the parties agree that such consent, approval or similar action will not be unreasonably withheld or delayed.

**Section 10.11 Severability.**

Should any court declare or determine that any provisions of this Agreement is invalid or unenforceable under present or future laws, that provision shall be fully severable; this Agreement shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of this Agreement and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Agreement. Furthermore, in place of each such illegal, invalid, or unenforceable provision, there shall be added automatically as a part of this Agreement a provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable. Texas law shall govern the validity and interpretation of this Agreement.

**Section 10.12 Records.**

Bastrop and District each agree to preserve, for a period of at least two (2) years from their respective dates of origin, all books, records, test data, charts and other records pertaining to this Agreement. Bastrop and District shall each, respectively, have the right during reasonable business hours to inspect such records to the extent necessary to verify the accuracy of any statement, charge or computation made pursuant to any provisions of this Agreement.

**Section 10.13 State Approval; Compliance with TCEQ Rules.**

Anything herein to the contrary notwithstanding, it is the intention of the parties that this Agreement fully comply with the requirements of the TCEQ applicable to public drinking water systems which receive water through a sole-source water supply contract, including the requirements of 30 Texas Administrative Code, Section 290.45(f). The parties each agree to provide any information which may be requested by the other in order to respond to any inquiries

or reports required by the TCEQ. If, at any time, it is determined that this Agreement does not comply with all applicable TCEQ requirements, the parties agree to cooperate to modify this Agreement in order to effect such compliance.

**Section 10.14 Force Majeure.**

If any party is rendered unable, wholly or in part, by Force Majeure to carry out any of its obligations under this Agreement, other than an obligation to pay or provide money, then such obligations of that party to the extent affected by such Force Majeure and to the extent that due diligence is being used to resume performance at the earliest practicable time shall be suspended during the continuance of any inability so caused to the extent provided but for no longer period. Such cause, as far as possible, shall be remedied with all reasonable diligence. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the affected party, and that the above requirements that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demand of the opposing party or parties when such settlement is unfavorable to it in the judgment of the affected party.

**Section 10.15 Good Faith.**

Each party agrees that, notwithstanding any provision herein to the contrary (i) it will not unreasonably withhold or condition or unduly delay any consent, approval, decision, determination or other action which is required or permitted under the terms of this Agreement, and (ii) it will act in good faith and shall at all times deal fairly with the other party.

**Section 10.16 Authority of Parties Executing Agreement, Validity.**

By their execution, each of the individuals executing this Agreement on behalf of a Party represents and warrants to the other Party that he or she has the authority to execute the document in the capacity shown on this document. Each of the Parties further represent and warrant that this Agreement constitutes a valid and binding contract, enforceable against it in accordance with its terms.

**Section 10.17 Exhibits.**

The following exhibits are attached to and incorporated into this Agreement for all purposes:

Exhibit A: Metes and Bounds Description of the Land
Exhibit B: Bastrop Aqua Agreement
Exhibit C: Bastrop Water Conservation and Drought Contingency Plan
Exhibit D: Map Showing Locations of Water Delivery Points, Water Connection Points
Exhibit E: Location of Water Storage West Facilities
Exhibit F: Meter Specifications
Exhibit G: Meter Installation Specifications
Exhibit H: Sample Billing Statement

**Section 10.18 Effective Date and Counterparts.**

This Agreement will be effective from and after the last date of due execution by all Parties. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original.

*Remainder of Page Intentionally Left Blank*

**CITY OF BASTROP, TEXAS**

By: _____
Name: Lynda Humble
Title: City Manager
Date: _____

**ATTEST:** _____
City Secretary

**WEST BASTROP VILLAGE MUNICIPAL UTILITY DISTRICT OF BASTROP COUNTY**

By: _____
Name: _____
Title: _____
Date: _____

STATE OF _____ §
§
COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 2018, by _____, _____ of West Bastrop Village Municipal Utility District of Bastrop County, a Political Subdivision of the State of Texas, on behalf of said District.

_____

Notary Public, State of _____

**WEST BASTROP VILLAGE, LTD.**
A Texas limited partnership
By: WBV GP, LLC
A Texas limited liability company, general partner

By: _____
David C. Mahn
Title: Manager
Date: _____

STATE OF _____ §
§
COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 2018, by David C. Mahn, Manager of WBV GP, LLC, a Texas limited liability company, General Partner of West Bastrop Village, Ltd., a Texas limited partnership, on behalf of said limited liability company as general partner of the general partner of the limited partnership.

_____

Notary Public, State of _____

**Exhibit "A"**

**Metes and Bounds Description of the Land**

**Exhibit "B"**

**Bastrop Water Conservation and Drought Contingency Plan**

**Exhibit "C"**

**Map Showing Location of Water Delivery Point**

**Exhibit "D"**

**Meter Specifications**

**Exhibit "E"**

**Meter Installation Specifications**

**Exhibit "F"**

**Sample Billing Statement**

# STAFF REPORT

**MEETING DATE:** September 10, 2019 **AGENDA ITEM**: 9N

**TITLE:**
Consider action to approve Resolution No. R-2019-68 of the City Council of the City of Bastrop, Texas, adopting a wholesale wastewater agreement with West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village, Ltd.; attached in Exhibit A; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE**:
Lynda Humble, City Manager
Trey Job, Assistant City Manager of Development Services

**BACKGROUND/HISTORY**:
The City of Bastrop hired NewGen Services to assist with the development of a wholesale wastewater rate that will allow the City of Bastrop to manage the imminent growth while remaining fiscally sustainable. As Austin continues to grow and be consistently named one of the most desirable places to live, growth will continue to move east toward Bastrop. It is vital that the City of Bastrop be poised and ready to handle development. The current City Council has made a commitment to be prepared for the expected growth. The daunting task of managing a Certificate of Convenience and Necessity (CCN) that is three times larger than the present city limits is important to future growth and fiscal sustainability.

A standardized draft wholesale wastewater agreement was approved by Council in April of 2019. Since that time, the City of Bastrop has acquired a wholesale customer who had several questions. As a result of those questions, Staff met with the future customer and provided clarity. The attached agreement reflects the changes that were made to better clarify and/or answers the questions as follows:

- Better defining the “Connecting Facilities” and associated cost.
- Providing the current impact fees for water & wastewater.
- Simplifying the impact fee calculations and the cost of reserving capacity in the wastewater treatment plant (WWTP).
- Meter specifications and ownership of the meters.
- Current and future WWTP capacity and the ability of the developer to assign to another project.
- Term of the agreements. (50 yrs.)
- Inflow & infiltration testing requirements and limits.
- Sewer strength surcharge fees.

**POLICY EXPLANATION**:
The City Charter grants the City Council the authority in Section 3.01 Powers and Duties (13) provide for a sanitary sewer and water system and require property owners to connect with such

sewer system and provide for penalties for failure to make sanitary sewer connections. The City's Code of Ordinance further established areas of service and utility rates.

**FUNDING SOURCE**:
N/A

**RECOMMENDATION**:
Consider action to approve Resolution No. R-2019-68 of the City Council of the City of Bastrop, Texas, adopting a wholesale wastewater agreement with West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village, Ltd.; attached in Exhibit A; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- Wholesale Wastewater Agreement

**RESOLUTION NO. R-2019-68**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING A WHOLESALE WASTEWATER AGREEMENT WEST BASTROP VILLAGE MUNICIPAL UTILITY DISTRICT OF BASTROP COUNTY AND WEST BASTROP VILLAGE, LTD.; ATTACHED IN EXHIBIT A; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop City Council understands the importance of fiscal sustainability; and

**WHEREAS**, the City of Bastrop City Council understands the value in managing growth for future generations; and

**WHEREAS**, the City of Bastrop understands the importance of focusing on the standardization of wastewater wholesales and providing fairness and consistency; and

**WHEREAS**, the City of Bastrop adopted a standardized wholesale wastewater agreement on April 23, 2019 by Resolution R-2019-32; and

**WHEREAS**, the City of Bastrop choses to approve the attached wholesale wastewater agreement shown as exhibit A; and

**WHEREAS** this Resolution R-2019-68 expressly repeals and replaces Resolution R-2019-32; and

**WHEREAS**, the City of Bastrop City Council has unequivocally committed to fiscal sustainability, responsibly managing growth, and taking definitive action towards lasting solutions.

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

**Section 1.** The City Manager is hereby authorized to execute a contract between the City of Bastrop and West Bastrop Village Municipal Utility District of Bastrop County and West Bastrop Village Ltd. (attached as Exhibit A) as well as all other necessary documents.

**Section 2.** The City Council adopts a standardized wholesale wastewater agreement, as attached in Exhibit A, for use with future wholesale customers.

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

**Section 4.** 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 10th day of September 2019.

**APPROVED:**

_____
Connie B. Schroeder, Mayor

**ATTEST:**

_____
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

_____
Alan Bojorquez, City Attorney

# WHOLESALE WASTEWATER AGREEMENT BETWEEN CITY OF BASTROP, WEST BASTROP VILLAGE MUNICIPAL UTILITY DISTRICT OF BASTROP COUNTY AND WEST BASTROP VILLAGE, LTD.

This WHOLESALE WASTEWATER AGREEMENT ("**Agreement**") is made and entered into by and between the CITY OF BASTROP, a home rule city located in Bastrop County ("**Bastrop**" or "**City**") and the West Bastrop Village Municipal Utility District of Bastrop County, a political subdivision of the state operating under Chapters 49 and 54, Texas Water Code ("**District**"), and West Bastrop Village, LTD., a Texas limited partnership ("**Developer**") (collectively referred to herein as the **"Parties"**). The Parties hereby mutually agree as follows:

## RECITALS

**WHEREAS,** the City and the Developer entered into a Planned Development Agreement, to be known in this Agreement as "the PDA" on August 11, 2006, requiring a wholesale utility agreement; and

**WHEREAS**, by Resolution R-2006-24, on September 13, 2006, the City granted consent for creation of West Bastrop Village Municipal Utility District; and

**WHEREAS**, by Order signed on April 24, 2007, the Texas Commission on Environmental Quality granted the Petition for Creation of West Bastrop Village Municipal Utility District; and

**WHEREAS**, by Resolution R-2007-12 the City confirmed its consent for creation of the West Bastrop Village Municipal Utility District, on June 26, 2007; and

**WHEREAS**, the District encompasses approximately 347.9 acres of land within the extraterritorial jurisdiction ("ETJ") of the City (the "Tract"). The Tract is more particularly described in Exhibit "A"; and

**WHEREAS,** Developer intends to develop the Tract as a master-planned, mixed-use community, initially to be referred to as "West Bastrop Village" projected to consist primarily of residential uses, expected at the time of execution of this Agreement to include approximately 1,500 homes, and also will include other limited nonresidential uses (the "Development"); and

**WHEREAS,** the Tract is within Bastrop's sewer CCN (20466) (Exhibit "B"), from which the City will provide wastewater services to the District; and

**WHEREAS,** Bastrop, District and Developer wish to enter into this Agreement, to provide the terms of wholesale wastewater service for the benefit of the present and future residents of the City and the District; and

**NOW, THEREFORE,** for and in consideration of the agreements set forth below, the City, District and Developer agree as follows:

## ARTICLE 1. DEFINITIONS

### Section 1.01 Definitions of Terms.

In addition to the terms otherwise defined in the above recitals; in the City's ordinances; or the provisions of this Agreement, the terms used in this Agreement will have the meanings set forth below.

***Agreement:*** means this Wholesale Wastewater Agreement by and among the City of Bastrop, Texas, District, and Developer.

***Bastrop System*:** means all of the Wastewater equipment, lines, components and facilities of Bastrop that are used for the collection, transportation, treatment, monitoring, regulation and disposal of Wastewater received from the District, including the Existing Wastewater Treatment Plant, and WWTP#3.

***Billing Period:*** means the monthly billing period established by Bastrop in its sole discretion, which may be a calendar month, or other monthly period as established by Bastrop.

***CCN:*** means a certificate of convenience and necessity or similar permit authorizing a specified entity to be the retail water or sewer service provider in a specified area.

***City:*** means The City of Bastrop, Texas, a home rule municipality, organized and operating pursuant to the applicable laws of the State of Texas

***City Manager:*** means the City of Bastrop's City Manager

***Commission or TCEQ:*** means the Texas Commission on Environmental Quality or its successor agency.

***Connecting Facilities:*** means District-owned infrastructure and facilities utilized to connect any Internal Facilities to a Point of Entry, including but not limited to a lift station, meter vault, check valves, air release valves or a manhole.

***Costs of the System:*** means all of Bastrop's costs of acquiring, constructing, developing, permitting, implementing, expanding, improving, enlarging, bettering, extending, replacing, repairing, maintaining, and operating the Bastrop System, including, without limiting the generality of the foregoing, the costs of property, interests in property, capitalized interest, land, easements and rights-of-way, damages to land and property, leases, facilities, equipment, machinery, pumps, pipes, tanks, valves, fittings, mechanical devices, office equipment, assets, contract rights, wages and salaries, employee benefits, chemicals, stores, material, supplies, power, supervision, engineering, testing, auditing, franchises, charges, assessments, claims, insurance, engineering, financing, consultants, administrative expenses, auditing expenses, legal expenses and other similar or dissimilar expenses and costs required for the Bastrop System in accordance with policies of Bastrop's City Council.

***Daily BOD loading****:* means the daily biochemical oxygen demand loading as measured based on the arithmetic average of all samples, grab or composite, within a calendar month, consisting of at least four separate representative samples taken in accordance with the Permit.

***Developer:*** means West Bastrop Village, LTD., a Texas limited partnership, its successors or assigns.

***Development:*** means the mixed-use development of the Tract, including residential and non-residential land uses, together with parkland, open space, recreational amenities and related facilities, intended to produce developed lots.

***District:*** means the municipal utility district organized and operating in accordance with Section 54.016, Texas Water Code and Section 42.042, Texas Local Government Code, encompassing the Tract, known as West Bastrop Village Municipal Utility District.

***District System:*** means the Wastewater facilities of the District for collection and transportation of Wastewater from its retail customers to the Points of Entry into the Bastrop System.

***District Service Area:*** means the retail wastewater service territory of the West Bastrop Municipal Utility District, which shall be the boundaries of the West Bastrop Municipal Utility District.

***Effective Date:*** means the last date of execution by all of the Parties.

***ETJ:*** means extraterritorial jurisdiction.

***Emergency:*** means a sudden unexpected happening; an unforeseen occurrence or condition; exigency; pressing necessity; or a relatively permanent condition or insufficiency of service or of facilities resulting from causes outside of the reasonable control of Bastrop. The term includes Force Majeure and acts of third parties that cause the Bastrop System to be unable to provide the Wholesale Wastewater Services agreed to be provided herein.

***EPA:*** means the United States Environmental Protection Agency.

***Existing Wastewater Treatment Plant:*** means the City-owned 1.4 MGD wastewater treatment plant operating pursuant to TPDES Permit No. WQ001107600, a copy of which is attached as Exhibit "C".

***Forced Outage***: means a shut-down by Bastrop in the operation of all or a portion of Bastrop's System, such that no wastewater service is provided to District (i) which shut-down is, in the reasonable opinion of Bastrop, necessary or required to protect persons or property (including the System) from contamination or releases that could reasonably result in harm, injury, or material damage; and (ii) with respect to which Bastrop has notified District.

***Force Majeure:*** means acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind of any governmental entity other than Bastrop or any civil or military authority, acts, orders or delays of any regulatory authorities with jurisdiction over the parties, insurrections, riots, acts of terrorism, epidemics, landslides, lightning, earthquakes, fires, hurricanes, floods, washouts, droughts, arrests, restraint of government and people, civil

disturbances, explosions, breakage or accidents to machinery, pipelines or canals, or any other conditions which are not within the control of a party.

***Infiltration:*** means water that enters Bastrop's System through defects in the District's System such as cracks or breaks in the piping, manholes or other appurtenances.

***Inflow:*** means water that enters the Bastrop System through direct sources in the District's System such as drain spouts, manholes, clean-outs, or other appurtenances.

***Initial Wastewater Impact Fee*:** means the Wastewater Impact Fee paid to the City within one hundred twenty (120) days of the Effective Date to reserve wastewater capacity equivalent to 53 Wastewater SUEs for the District.

***Initial Wholesale Wastewater Service:*** means the reception, transportation, treatment, and disposal of no more than 24,000 GPD Wastewater to be provided by Bastrop to District, during the period before WWTP#3 is capable of providing service to the District.

***Interceptors:*** means any wastewater mains, including, Trunk Main West, or other wastewater facilities constructed by or on behalf of Bastrop after the Effective Date of this Agreement that connect the City's Existing Wastewater Treatment Plant or WWTP#3 to a Point of Entry.

***Internal Facilities:*** means the internal Wastewater collection and lift station facilities and related equipment, facilities, and appurtenances within the boundaries of the District to be constructed by or on behalf of District for the District's System to the Point of Entry.

***Metering Facility:*** means the Wastewater flow meter, meter vault, and all metering and telemetering equipment, if any, to be installed after 500 homes are constructed in the District and to be located at a Point of Entry to measure infiltration and inflow from District.

***Monthly Fixed Charge*:** means the City's wastewater Monthly Fixed Charge to be paid by District for wholesale wastewater service as adopted in Bastrop Code of Ordinances Section A13.02.002(c) as amended.

***Parties:*** means the City, the District, and the Developer.

***Peak Hour Flow Rate:*** means the highest metered and calculated flow rate delivered from District to Bastrop's System at a Point of Entry under any operational condition, including Inflow and Infiltration.

***Planned Development Agreement or PDA:*** means the agreement entered into by the City and the Developer on August 11, 2006.

***Planned Outage:*** means a shut-down by Bastrop in the operation of all or a portion of Bastrop's System, such that no wastewater service is provided to District (i) which shut-down is scheduled by Bastrop in order to carry out foreseeable preventive, corrective, and other maintenance activities on such System or which may be required by any Governmental Authority; (ii) for which Bastrop has notified District; and (iii) lasts for no more than three (3) Days unless another time period is mutually agreed-to in writing by both Parties.

***Points of Entry:*** means the locations, to be approved by Bastrop, District and Developer, in Bastrop's System at which all Wastewater will pass from District's Connecting Facilities to Bastrop's System generally shown on Exhibit "D". Future Points of Entry, if any, shall be agreed upon by Bastrop and District in connection with the acquisition or construction and commencement of operation of new Connecting Facilities, after the Effective Date, that connect to Bastrop's System.

***Prohibited Waste:*** means those substances and wastes prohibited from being discharged into Bastrop's System as identified in Bastrop's Code of Ordinances.

***SUE:*** means Service Unit Equivalent which is currently equivalent to 250 gallons per day of wastewater.

***Subsequent Wastewater Impact Fee:*** means any Wastewater Impact Fee paid after the Initial Wastewater Impact Fees is paid to City.

***Tract:*** means the approximately 347.9 acres of land within the District's boundaries.

***Trunk Main West:*** means the wastewater interceptor that will connect the District to the City's Existing Wastewater Treatment Plant and WWTP#3, as further described in Section 3.07, and shown generally on Exhibit "E".

***Waste or Wastewater:*** means liquid or water borne waster, including without limitation, sewage.

***Wastewater Impact Fee:*** means the City's wastewater Impact Fee in the amount of $5,020 per SUE, as adopted in Bastrop Code of Ordinances Section 10.02.093 as amended.

***Wastewater meter or Wastewater Flow Meter*** means the meter installed and operated in accordance with Sections 4.01 - 4.03 for the purpose of measuring Inflow/Infiltration into the Bastrop System

***Water Meter:*** means the water meter(s) installed to monitor the flow of wholesale water delivered to the District by the City pursuant to the Wholesale Water Agreement between the District and City in effect concurrently with this Agreement.

***Wholesale Wastewater Service Area:*** means the entire Tract.

***WWTP#3:*** The planned wastewater treatment plant to be built by the City in which the District's ultimate capacity needs will be reserved. Its planned location is shown on Exhibit "D".

**Section 1.02 Captions.**

The captions appearing at the first of each numbered section or paragraph in this Agreement are inserted and included solely for convenience and shall never be considered or given any effect in construing this Agreement.

## ARTICLE II. PROVISION OF WHOLESALE WASTEWATER SERVICE

**Section 2.01 Wholesale Wastewater Service Commitment.**

a. Subject to the terms and conditions of this Agreement and the requirements of applicable law, Bastrop agrees to provide Wholesale Wastewater Service to District for the Wholesale Wastewater Service Area in a quantity not to exceed 375,000 GPD in phases as set-forth in Section 2.02 of this Agreement. The City's obligation set-forth in this Section 2.01(a) shall hereinafter be referred to as the "Wholesale Wastewater Service Commitment." The amount of the Wholesale Wastewater Service Commitment, up to 375,000 GPD, is based on a quantity of gallons and is not limited to a number of SUEs. Initially, with SUEs calculated at a flow rate of 250 GPD per connection, 375,000 GPD is sufficient to provide service to approximately 1,500 SUEs. However, in the event (i) the City determines that SUEs in Bastrop's System should be based on less than 250 GPD or (ii) the District determines, based on actual flows, that the connections in the District that are sending wastewater to the Bastrop System are using less than 250 GPD, City, at City's sole discretion may determine that a figure lower than 250 GPD may be used to calculate the number of SUEs that may receive wastewater service pursuant to this Agreement. Any such change to the allocation of gallons per day to SUEs will require a written amendment of this Agreement duly authorized by the governing bodies of the Parties. Any increase in number of SUEs for the Tract will require payment of Subsequent Wastewater Impact Fees in accordance with Section 5.05 of this Agreement.

b. The Wholesale Wastewater Service Commitment may be reduced in accordance with Section 5.05 of this Agreement.

c. District or Developer may request that Bastrop increase the Wholesale Wastewater Service Area and/or the Wholesale Wastewater Service Commitment. In such event, Bastrop, District and Developer will enter into good faith negotiations to amend this Agreement to increase the Wholesale Wastewater Service Commitment and/or the Wholesale Wastewater Service Area, as appropriate. Provided, however, to allow flexibility to respond to market conditions, subject to prior written notice and payment of Impact Fees by the District or Developer to the City, the Wholesale Wastewater Service Commitment can be increased without the need for amending this Agreement so long as the Bastrop System has capacity available and such increase does not exceed the Wholesale Wastewater Service Commitment set forth herein by more than 25%. In such event, Bastrop City Manager shall provide a letter to the District and Developer, within sixty (60) days of receipt of notice from the District and/or Developer requesting such increase in Wholesale Wastewater Service Commitment, approving the increased Wholesale Wastewater Service Commitment.

**Section 2.02 Phasing of Wholesale Wastewater Service.**

Subject to the provisions of the foregoing paragraph 2.01, Bastrop shall make Wholesale Wastewater Service available within the Wholesale Wastewater Service Area on a phased basis as follows:

a. Phase 1: Initial Wholesale Wastewater Service in the amount of up to 24,000 GPD shall be made available from the City's Existing Wastewater Treatment Plant to the Wholesale

Wastewater Service Area upon acceptance by the City of Connecting Facilities to a Point of Entry.

b. Phase 1A: The Parties recognize and acknowledge that the City, by agreement, has access to 24,000 GPD of committed but unutilized capacity from the Existing Wastewater Treatment plant to serve the District until such time as WWTP #3 is operational. Notwithstanding, the City is diligently pursuing the permitting, design, construction and operation of WWTP#3 and at the time WWTP#3 is operational, the City's Wholesale Wastewater Service Commitment under this Agreement will be provided throughWWTP#3. Although the City may physically provide additional Wholesale Wastewater Service to the Development prior to the operation of WWTP#3, the City's existing wastewater capacityhas already been fully committed to others. Therefore, in exchange for the City's Wholesale Wastewater Service Commitment, the Parties agree that if the District or the Developer desire more than 24,000 GPD prior to the time that WWTP#3 is operational, the District may temporarily pump and haul wastewater and, if determined necessary by the District, construct and operate at its own expense temporary pump and haul facilities subject to the following conditions, as applicable:

(1) District will bear all the costs of the design, construction, maintenance and operation of any pump and haul facilities;

(2) District is responsible for obtaining any necessary approvals for the pump and haul facilities and for compliance with any applicable laws or regulations.

(3) All parties agree that pump and haul treatment is not preferred and that no more than 250 SUEs will utilize pump and haul for wastewater service, unless determined necessary by the District in the event City is unable to provide sufficient Wholesale Wastewater Service or WWTP#3 is not completed at such time the District needs additional capacity from WWTP#3;

(4) District is responsible for monitoring any pump and haul facilities to ensure there are no overflows of Wastewater. A TCEQ licensed wastewater disposal company will conduct pump and haul operations. District will provide the City a copy of monthly invoices for pump and haul operations. This should include verification of proper disposal and the total volume of wastewater pumped each month via disposal manifests or similar;

(5) Upon receiving notice from the City that WWTP#3 is operational, District will cease operation of any pump and haul facilities and will be responsible for all costs associated with removing pump and haul facilities;

(6) Prior to constructing any pump and haul facilities, detailed plans, signed and sealed by a Texas Licensed Professional Engineer, must be submitted and approved by the City. Plans shall include, if determined necessary by

the District's engineer, all weather access road to collection site and calculations of projected flow;

(7) Any storage tanks for the pump and haul facilities must have constant storage tank level monitoring with auto-dialer capabilities;

(8) District shall provide the storage deemed reasonably sufficient by the District engineer, and approved by the City; and

(9) District understands and agrees that it will not likely recoup the costs of pump and haul from users of any pump & haul facilities, and that District or Developer is responsible for any deficiency in its operation. Neither the District nor the Developer will receive any impact fee credit or reimbursement from the City for the pump & haul facilities or for the removal of any pump & haul facilities unless City fails to provide sufficient Wholesale Wastewater Service in accordance with this Agreement. Provided, however, District shall not be responsible for paying the City any rates, charges or fees attributable to the quantity of wastewater pumped or hauled by District.

c. Phase 2: Up to 375,000 GPD of Wholesale Wastewater Service shall be made available from WWTP #3 to the Wholesale Wastewater Service Area upon acceptance of Connecting Facilities to a Point of Entry.

**Section 2.03 Wastewater Strength Limitations.**

The Wholesale Wastewater Service Commitment shall be subject to the following additional limitations:

The daily BOD Loading, as measured based on the arithmetic average of all samples, grab or composite, within a calendar month, consisting of at least four (4) separate representative samples taken in accordance with the Permit shall not exceed an average of 0.425 pounds (BOD-5) per SUE allocated to a Phase. The daily BOD Loading for Phase l shall not exceed 76.5 pounds (BOD-5). The daily BOD loading for all subsequent phases shall be calculated in accordance with this subsection.

Daily BOD Loading (BOD-5) = (0.425 pounds) x (number of SUEs requested per phase).

The Parties agree that any increase in the agreed the daily BOD of Wholesale Wastewater Service that Bastrop provides to District under this Agreement will require a written amendment of this Agreement duly authorized by the governing bodies of the Parties. Provided, however, City agrees, if requested by the District, to amend this Agreement to reflect increases to the daily BOD limits, if such rate or limit (i) is inconsistent with industry standards or (ii) should be increased to reflect changes in rules, regulations or technologies, as agreed upon by the City and the District.

**Section 2.04 Sole Provider; Waste Disposal Permit Application.**

a. For so long as Bastrop meets its obligations under this Agreement, Bastrop will be the sole source of Wholesale Wastewater Service to District for the Wholesale Wastewater Service Area unless: i) Bastrop consents in writing to District's conversion to another wholesale provider; or, ii) Bastrop refuses or fails to provide Wholesale Wastewater Service in accordance with the terms of this Agreement, in which event District shall be free to find an alternative Wholesale Wastewater Service provider or build a wastewater treatment plant to serve the District.

b. Under the terms and conditions set forth herein, Bastrop shall be entitled to provide Wholesale Wastewater Service to District for the Wholesale Wastewater Service Area from any source of treatment capacity available to Bastrop.

**Section 2.05 Transferability of Wholesale Service Commitment.**

a. Bastrop's commitment to provide Wholesale Wastewater Service under this Agreement is solely to District and solely for the Wholesale Wastewater Service Area. District may not assign or transfer in whole or in part Bastrop's service commitment to any person or entity without Bastrop's approval, which consent shall not be unreasonably withheld, and any assignment will be subject to the terms and conditions of this Agreement.

b. Bastrop may not assign or transfer in whole or in part its obligations under this Agreement to any other person or entity, without District's prior written consent, which consent shall not be unreasonably withheld.

**Section 2.06 District Responsible for Retail Connections.**

District will be solely responsible for ensuring compliance by its retail customers with the applicable terms of this Agreement and for the proper and lawful application of District's policies and regulations governing connection to the District System.

**Section 2.07 Retail Billing and Collection.**

District agrees that it will be solely responsible for retail billings to and collections from its customers within the Wholesale Wastewater Service Area.

**Section 2.08 Curtailment of Service.**

The Parties agree that if Wastewater Service is curtailed by Bastrop due to a Planned Outage, Forced Outage or Emergency, Bastrop may impose a like curtailment, with notice to District, on Wholesale Wastewater Service delivered to District under this Agreement. Bastrop will impose such curtailments in a nondiscriminatory fashion. The curtailment Bastrop imposes on District shall be equal in duration to the curtailment imposed on Bastrop's retail members.

For Planned Outages, Bastrop shall provide notice to District of the duration of any Planned Outages to be conducted by Bastrop that may affect wastewater service to the District at least thirty

(30) days prior of the planned outage. To the extent reasonably possible, Bastrop shall coordinate the timing of any Planned Outage with District and shall cooperate with District to minimize the impact of any Planned Outage on the operation and maintenance of District's system.

When a Forced Outage or Emergency occurs curtailing wastewater service to District, Bastrop shall notify District of the existence, nature, and expected duration of the Forced Outage as soon as practical. Bastrop shall use its best efforts to ensure that any interruption in the delivery of wastewater service due to a Forced Outage or Emergency shall continue only for so long as reasonably necessary. Bastrop shall immediately inform District of any changes in the nature and expected duration of such Forced Outage.

**Section 2.09 Cooperation during Maintenance or Emergency.**

District will reasonably cooperate with Bastrop during periods of Emergency or required maintenance. If necessary, upon prior notice, District will operate and maintain the District System in a manner reasonably necessary for the safe and efficient completion of repairs or the replacement of facilities, the restoration of service, and the protection of the public health, safety, and welfare.

**Section 2.10 Retail Service and CCN.**

The Parties acknowledge and agree that District shall be the retail provider of sewer service to lands within the Wholesale Wastewater Service Area. Bastrop agrees that it will not oppose or protest an application by District to obtain a sewer CCN for the Wholesale Wastewater Service Area within the District boundaries. Bastrop will not provide retail sewer service within the Wholesale Wastewater Service Area and shall amend any agreements providing for Bastrop to provide retail wastewater service within the Wholesale Wastewater Service Area to be consistent with the retail sewer service area boundaries and the agreements regarding inspection of Internal Facilities set forth in this Agreement. The District shall not provide retail wastewater service outside of the District Service Area, without the prior written approval of the City.

## ARTICLE III. DESIGN AND CONSTRUCTION OF FACILITIES

**Section 3.01 Design and Construction of the Internal Facilities.**

a. District will be responsible for design and construction of, or for causing one or more third parties to design and construct, the Internal Facilities within the District System.

b. District agrees to be responsible for and pay for all costs of rights-of-way, easements, design, engineering, contracting, construction and inspection of the Internal Facilities; provided that District may require Developer to be responsible and pay for all or a portion of the costs of rights-of-way, easements, design, engineering, contracting, construction, and inspection of the Internal Facilities. Notwithstanding the foregoing, in the event any Internal Facilities will serve an area outside the District, the City agrees to pay or cause the user of such other Internal Facilities to pay its proportionate share of such facilities based on allocated capacity in such facility.

c. The Internal Facilities will be designed and constructed in accordance with applicable regulations and specifications of Bastrop in effect as of the Effective Date, the State of Texas and United States, and with the terms and conditions of this Agreement.

**Section 3.02 Design and Construction of the Connecting Facilities.**

a. District shall be responsible for design and construction of, or for causing one or more third parties to design and construct, any Connecting Facilities, or modification to the existing Connecting Facilities, required for the transmission of Wastewater to the Bastrop System.

b. Subject to the terms and conditions of this Agreement, District agrees to engage or cause to be engaged the services of a professional engineer registered in Texas to produce the engineering design, including detailed plans and specifications for Connecting Facilities in conformance with Bastrop's design criteria and construction standards in effect as of the Effective Date, and any approved variances. Notwithstanding the foregoing, at the option of the District or Developer, District or Developer may avail itself of any change to laws, rules, regulations or ordinances affecting the Tract. The plans and specifications will address the sizing, routing, material selection, service method, cost estimates, proposed construction schedule, easements, and such other requirements and information required in Bastrop's Construction Standards Manual, Ordinance or other City regulation reasonably necessary or advisable for proper review and assessment of the plans and specifications. The design for the Connecting Facilities shall be procured at District's sole expense; provided that District may cause Developer to be responsible for designing the Connecting Facilities, and the cost thereof. The plans and specifications for the Connecting Facilities will be submitted to Bastrop for review and comment before District approves said plans and specifications. District shall cause any comments provided by Bastrop to be addressed.

c. District solely shall be responsible for the construction of the Connecting Facilities, or for causing Developer to be responsible for the construction of the Connecting Facilities. District solely shall be responsible for funding construction, and all costs related thereto, of the Connecting Facilities, or for causing one or more third party developers or owners of land within the Wholesale Wastewater Service Area to be responsible for funding construction, and all costs related thereto, of the Connecting Facilities.

d. District agrees to be responsible for, and pay for all costs of rights-of-way, easements, design, engineering, contracting, construction and inspection of the Connecting Facilities required to be constructed for the connection to the Bastrop System, or for causing Developer to be responsible for and to pay all costs of rights-of-way, easements, design, engineering, contracting, construction and inspection of the Connecting Facilities required to be constructed for the connection to the Bastrop System. Provided, however, if any such facilities are oversized to serve land outside the District, the City shall pay or cause to be paid the costs related to such oversizing.

e. The parties will cooperate in good faith to determine the location of Connecting Facilities that are located in Bastrop's ETJ and within the District boundaries. Bastrop agrees to cause the dedication of easements or rights-of-way that may be necessary for the location

and installation of Connecting Facilities within the ETJ of Bastrop. Pursuant to separate written instruments, Bastrop will further allow District to access and use rights-of-way and easements owned or controlled by City for the purpose of installing, constructing, repairing, replacing, maintaining, and operating or causing to be installed, constructed, repaired, replaced, maintained and operated, Connecting Facilities.

**Section 3.03 Notification of Commencement of Construction on Connecting Facilities.**

After all required approvals for construction of the Connecting Facilities are obtained but prior to commencement of construction, District will provide, or cause to be provided, written notice to Bastrop of the date on which construction of the Connecting Facilities is scheduled to commence. Bastrop must receive this written notice at least five (5) days before the scheduled construction date.

**Section 3.04 Inspection and Acceptance of a Portion or All of the Connecting Facilities.**

The Parties agree that Bastrop has the right to make periodic inspections during the construction phase of the Connecting Facilities. Acceptance of the Connecting Facilities by District is subject to final inspection by Bastrop.

**Section 3.05 Agreement to Submit As-Built or Record Drawings and Final Plats.**

District agrees to provide, or cause to be provided, to Bastrop: a) as-built or record drawings of all Internal Facilities and Connecting Facilities that contribute directly to the Bastrop System; and b) final plats for property located within the Wholesale Wastewater Service Area; within thirty (30) days of District receiving them, not to exceed sixty (60) days following completion and acceptance of the construction of such facilities or recording of the final plat, as appropriate.

**Section 3.06 Ownership and Operation of Connecting Facilities.**

Except as set forth below or otherwise agreed, District shall own and operate all Connecting Facilities located on its side of a Point of Entry after completion of construction by District or the Developer, and acceptance of the Connecting Facilities by Bastrop.

**Section 3.07 Design and Construction of Interceptors.**

a. The District at District's cost, which may be paid by Developer, (including easement acquisition for the easement shown on Exhibit "F", which easement has been acquired) will design and construct Trunk Main West in a size sufficient to provide capacity to serve the District, as determined by the District's engineer. City retains the right to inspect all construction to confirm compliance with applicable City ordinances and plumbing codes. Upon completion of construction, District will dedicate and convey Trunk Main West to the City. The City will own, operate and maintain Trunk Main West upon its completion, acceptance and conveyance by the District to the City. The District shall have the right to utilize the percentage of the Trunk Main West line's capacity necessary to transport sewage at a flow rate of 375,000 GPD to serve the District at full buildout.

b. City may participate in the upsizing of Trunk Main West. In such event, the City agrees to pay the District, prior to construction of Trunk Main West, for the increased material costs for the difference between the line necessary to serve the District's planned 12" line and the City's proposed 24" line plus the additional design and construction costs associated with upsizing. The Parties agree to coordinate, in the future, cost sharing for any additional facilities that are oversized or serving land outside the District.

c. Except as described in Subsection 3.07(a) and (b) or as otherwise agreed by the Parties, Bastrop shall be responsible for design and construction of the Interceptors, including the acquisition of all easements required for the construction, ownership and operation of the Interceptors.

d. Bastrop agrees that the Interceptors shall be designed and constructed with sufficient capacity to make wholesale service available to District in an amount not less than required for Bastrop to fulfill its obligations under this Agreement.

e. Under no circumstances shall District construct any Interceptors that would connect to or contribute Wastewater into the Bastrop System without Bastrop's prior written approval.

**Section 3.08 Design and Construction of Improvements to the Bastrop System and WWTP#3**

a. Bastrop shall be responsible for the design and construction of WWTP#3 (Permit No. WQ0011076002) and the portions of the Bastrop System that serve the Wholesale Wastewater Service Area.

b. For the term of this Agreement, Bastrop agrees that it will provide Wholesale Wastewater Service to District up to the Wholesale Wastewater Commitment under the terms and conditions of this Agreement and payment of the Wastewater Impact Fees, as further described in Section 5.05, shall guarantee capacity in the WWTP#3 and the Bastrop System for the number of SUE's for which the Wastewater Impact Fee is paid, or a portion of which is paid pursuant to 5.05(c)(2).

## ARTICLE IV. WASTEWATER METER

**Section 4.01 Wastewater Meter.**

The District, at District or Developer expense, shall install a wastewater meter, the type, specifications and location of which shall be agreed upon by the Parties, for the purpose of measuring Inflow/Infiltration into the Bastrop System. Such metering device shall be installed at the time determined necessary by the Parties, provided, however, such metering device shall not be required to be installed prior to the completion of 500 homes in the District. Upon completion of installation, the wastewater meter(s) shall be dedicated to Bastrop.

**Section 4.02 Wastewater Flow Meter Calibration and Testing.**

a. Bastrop agrees to calibrate and routinely service the Wastewater flow meter no less than once during each twelve (12) month period as a Cost of the System. Calibration will be accomplished according to Bastrop's standard methods.

b. Bastrop will notify District in writing of proposed calibrations in advance of such occurrences so that District may observe if desired.

c. It will be the duty of the Parties to this Agreement to notify the other Party in the event any Party becomes aware that a Wastewater flow meter is registering inaccurately or malfunctioning. Any Party will have the right to test a flow meter at any time. Notification of a proposed test will be provided at least forty (48) hours before conducting the test except in the case of emergencies. Any Party will have the right to witness Wastewater flow meter tests. Payment for meter calibration and testing under this Section 4.02(c) will be the responsibility of the Party requesting the meter calibration and testing.

**Section 4.03 Ownership, Operating and Maintenance of the Wastewater Flow Meters.**

Following completion of the wastewater meter by District, and acceptance by Bastrop, Bastrop will own, operate and maintain the wastewater meter.

**Section 4.04 Billing Adjustments.**

If measured flows from the wastewater meter are more than 10 percent over the monthly winter average, indicating potential inflow and infiltration from the District such that additional flows are being sent to the Bastrop System from the District, District shall pay for the additional flows as measured by the wastewater meter. If, for any reason, the Wastewater Meter is out of service or inoperative, or if, upon any test, a Wastewater Meter(s) is found to be inaccurate (variance of five percent (5%) or more), Bastrop will calibrate the meter to measure within five percent (5%) accuracy, Bastrop will adjust billings by an amount that corresponds to the percentage that the meter varies from accurate measurement for one-half of the months since the most recent calibration of the same meter but not to exceed six (6) months. If adjustment results in credit to District, Bastrop may provide such credit against future billings to District. If adjustment results in additional amounts due to Bastrop, District will pay such amounts to Bastrop in accordance with the billing terms provided in this Agreement.

**Section 4.05 Wastewater Flow Monitoring.**

If Bastrop discovers a wastewater flow problem, as determined in its reasonable discretion, associated with a Point of Entry, Bastrop may, at any time, with notice to District, conduct smoke testing, television of lines, or other methods to determine the cause of the problem. The Parties agree to fully cooperate in this investigation. If the cause of the problem is determined to be solely in Bastrop's System, then Bastrop will solely pay for all investigation costs. If the cause of the problem is determined to be solely in District's System, then District will solely pay for al1

investigation costs. If the cause of the problem is determined to be in both District and Bastrop Systems, then investigation costs will be proportionally distributed based relative cost to investigate each part of the District and Bastrop Systems. District agrees to reimburse Bastrop for District's portion of this investigation costs within forty-five (45) days of receipt of invoice, which invoice shall include supporting data in reasonable detail. District agrees to correct any problems in the District's System identified in the investigation, and agreed upon by District, with reasonable promptness, depending on the nature of the problem.

## ARTICLE V. WASTEWATER RATES AND CHARGES

### Section 5.01 Wholesale Wastewater Rate Fees and Charges.

a. In accordance with the terms and conditions of this Agreement, Bastrop, through City Council, will establish and District (as set forth below) will pay Bastrop rates, charges and fees for the Wholesale Wastewater Service provided under this Agreement. The rates, charges and fees for Wholesale Wastewater Service shall consist of:

(1) the Wholesale Wastewater Rate, which shall consist of a Volume Charge, and Monthly Fixed Charge, as set forth in Section 5.03; and

(2) Wastewater Impact Fee.

b. Bastrop may charge a metered Volume Charge for Wholesale Wastewater Service at the discretion of its governing body and after thirty (30) days prior notice to District. Bastrop specifically agrees that the Volume Charge will be calculated so that all Costs of the System on which the charges are based are properly allocated between District, any other wholesale customers of the System, and Bastrop's retail customers in a just, reasonable and nondiscriminatory manner and in accordance with this Agreement.

c. Any subsequent changes in rates shall be shall be set in accordance with the following principles:

(1) The Wholesale Wastewater Rate shall be calculated in accordance with industry standards;

(2) Rates shall be just, reasonable, and non-discriminatory, and shall be based on Costs of the System related to the provision of Wholesale Wastewater Service under this Agreement;

(3) The Wholesale Wastewater Rate shall not include any capital costs recovered through the Wastewater Impact Fee for infrastructure and facilities, or portions thereof constructed to serve the District;

(4) Costs attributable to Bastrop's retail customers only will be identified and not included in the rates charged for Wholesale Wastewater Service under this Agreement; and

(5) The Wholesale Wastewater Rate shall be calculated based on cash basis.

d. Bastrop agrees that it will review the Costs of the System that form the basis for the Wholesale Wastewater Rate not less than once every three (3) years; provided, however, that Bastrop shall not be required to employ persons other than Bastrop employees for purposes of doing so unless Bastrop wishes to increase the Wholesale Wastewater Rate, or unless the Bastrop employee is not qualified to conduct a wastewater rate study.

**Section 5.02 Notice to and Review by District.**

a. Bastrop will provide District with at least thirty (30) days prior written notice of any changes to the Wholesale Wastewater Rate. Written notice shall include the proposed new rates and/or fees, and an updated cost of service study with reasonable detail that allows District to identify the methodology used to revise the rates (including enough detail to allow District to evaluate the exclusion of retail-only service costs from the Wholesale Wastewater Rate), the Costs of the System that necessitate the change, along with the allocation of Costs of the System between District, and all other customers of the Bastrop System (wholesale and retail).

b. District will have the right to inspect and copy, at its expense, Bastrop's books and records to verify any statement, billing, charge, computation or demand made to District by Bastrop. Bastrop agrees to make all such information available to District for inspection and copying with reasonable promptness during normal business hours.

**Section 5.03 Volumetric Charges and Monthly Fixed Charges.**

a. Bastrop will charge a monthly Volumetric Charge as reflected in Bastrop Code of Ordinances Section A13.02.002(c), as may be amended, currently in the amount of $3.83 per 1,000 gallons, based on the "winter average" of the water consumption for the months of December, January and February as such winter average is calculated in accordance with the rules of the City. Bastrop shall provide District written notice thirty (30) days prior to revision of the monthly Volumetric Charge.

b. Bastrop will bill District as provided in Article VI of this Agreement for the Volumetric Charge based on the "winter average" of the water consumption measured at the Water Meter for the months of December, January and February. Provided, however, prior to provision of service to any commercial users within the District, the Parties agree to evaluate whether winter averaging shall apply for commercial users and agree to execute an amendment to this Agreement if, in the City's opinion, a different billing methodology should utilized for commercial users.

c. Bastrop will charge a Monthly Fixed Charge consisting of a customer charge per Water Meter at the rate adopted in Bastrop Code of Ordinances Section A13.02.002(c), as may be amended, currently $2.23. Bastrop shall provide District written notice thirty (30) days prior to revision of the Monthly Fixed Charge.

**Section 5.04 Wholesale Wastewater Rates.**

The City shall invoice the District for wholesale wastewater delivery and treatment service at the same rate that the City charges its other wholesale customers per GPD of use. The District shall pay the City monthly, one month in arrears, as more fully described in Article 6 of this Agreement.

**Section 5.05 Wastewater Impact Fees.**

a. *Initial Wastewater Impact Fee.* The District, or the Developer if the District does not have sufficient funds, will pay to the City the Wastewater Impact Fee within one hundred twenty (120) days of the Effective Date to reserve wastewater capacity equivalent to 53 Wastewater SUEs for the District. The Wastewater Impact Fees specified by this Section 5.05(a) shall hereinafter be referred to as the Initial Wastewater Impact Fees.

(1) If the District or Developer fails to pay to the City the Initial Wastewater Impact Fees within one hundred twenty (120) days of the Effective Date to reserve wastewater capacity equivalent to 53 Wastewater SUEs for the District, this Agreement terminates immediately, the Agreement becomes null and void, and the City is released from any and all obligations imposed by this Agreement, including, without limitation, the Wholesale Wastewater Service Commitment.

b. *Subsequent Wastewater Impact Fees.* Within one hundred twenty (120) days of receiving written notice from the City that WWTP#3 is capable of providing service to the District, the District shall pay, or cause to be paid, to Bastrop to guarantee capacity in the Bastrop System, the Wastewater Impact Fee for the remaining SUEs that have been platted in the Wholesale Wastewater Service Area. For lots that have not been platted at the time WWTP#3 is completed, the District shall pay, or cause to be paid, to Bastrop, the Wastewater Impact Fee for the SUEs included in a final plat approved by the City within 120 days of such approval, in accordance with one of the payment methods authorized by Section 5.05(c). The Wastewater Impact Fees specified by this Section 5.05(b) shall hereinafter be referred to as the Subsequent Wastewater Impact Fees. Subsequent Wastewater Impact Fees may be paid in accordance with any method authorized by Section 5.05(c) below. Payment of the Subsequent Wastewater Impact Fee in accordance with any method authorized by Section 5.05(c) below will secure the right to capacity in the Bastrop System only for the number of SUEs for which fees are paid or are being paid pursuant to 5.05(c)(2).

(1) If, after one hundred twenty (120) days of receiving written notice from the City that WWTP#3 is capable of providing service to the District, payment is not made to the City for the SUEs that have been platted, in the Wholesale Wastewater Service Area, in accordance with Section 5.05(c) below, the City's Wholesale Wastewater Service Commitment is reduced by the amount for which payment is not made until such time payment is made.

c. Payment Options for Subsequent Wastewater Impact Fees:

(1) Lump Sum based on one hundred percent of the Wastewater Impact Fee Per SUE to be reserved, or

(2) Monthly installments paid on the first day of every month as follows: (i) for lots that have been platted at the time of completion of WWTP#3, monthly installments shall be paid beginning with the month immediately after notice is received by the District and the first installment is paid in accordance with Section 5.05(b) and (ii) for SUEs that are platted subsequent to completion of WWTP#3, monthly installments shall be paid beginning with the month immediately after a final plat is approved by the City in accordance with Section 5.05(b). The monthly installments shall be paid over time (36-60 months) based on the following formula: I = WIF x S x (WAC + 2.5%) / M

A. "I" means the Installment Fee Amount;

B. "WIF" means the Wastewater Impact Fee reflected in City Code of Ordinances Section 10.02.093, as amended;

C. "S" means the number of SUEs being reserved;

D. "WAC" means the City's weighted average cost of debt;

E. "M" means the number of months the installments are paid (the number of months may be between 36 and 60 as determined by the District);

d. District may require Developer to pay for or to reimburse District for the Wastewater Impact Fee.

e. Bastrop and District shall each keep accurate records of the Wastewater Impact Fee paid. For each payment of Wastewater Impact Fees made by District or the Developer, Bastrop shall give District a certificate stating the total Wastewater Impact Fees paid and the number of SUE's guaranteed by such payment. The parties may inspect each other's' records during normal business hours.

f. Bastrop agrees to provide, annually, by September 1 of each year, a report to the District and the Developer identifying the capacity committed in the Bastrop System, including WWTP#3, remaining capacity available and anticipated expansions thereto. City further agrees to provide notice to District and Developer when the City has commenced design of any expansions to the Bastrop System.

**Section 5.06 Reasonableness of Rates and Right of Appeal.**

District agrees that the Wholesale Wastewater Rates charges and fees as defined and described in this Article V, initially charged by City and the policies defined in this Agreement are just and reasonable, and do not adversely affect the public interest. The Rates charged by City are subject to modification as provided herein. District agrees that it is reasonable for City to adjust the Rates

periodically as provided herein and understands that any adjustments made in accordance with this Agreement are part of the consideration for this Agreement. Notwithstanding any provision to the contrary, District does not waive any right it has under Texas law to file and pursue an appeal of any increase in Wholesale Wastewater Rates proposed or adopted by City.

**Section 5.07 Other Service Fees.**

District acknowledges and agrees that Bastrop, through its City Council, may adopt charges and fees for Wholesale Wastewater Service in addition to the Volume Charge and Monthly Fixed Charge. These additional charges and fees are limited to review fees and inspection fees related to review and inspection of plans for the Internal Facilities and the Connecting Facilities, and any new or increased charges for any new or revised Governmental Authority restrictions, impositions, rental fees or charges levied, assessed or imposed on Bastrop by any new or amended Governmental Authority law or regulation. These charges or fees shall be just and reasonable, and nondiscriminatory and are not to exceed the actual costs imposed by the Governmental Authority or by Bastrop for review and inspection. Plan review, inspection, and similar fees or charges relating to the design and/or construction of the Internal Facilities and Connecting Facilities shall be charged to and paid by the constructing party.

**Section 5.08 District Wastewater Rates and Charges.**

District will determine and charge its retail Wastewater customers such rates as are determined by its governing body. During the term of this Agreement, District will fix and collect rates and charges for retail Wastewater service that are, in the opinion of its governing body, sufficient, together with any other revenues available to District, to produce the amount necessary to operate, repair, and maintain the District System, and to pay the cost of Wholesale Wastewater Service from Bastrop. District will establish retail rates consistent with industry standards. District will be solely responsible for ensuring that its retail rates and charges are determined and collected in accordance with applicable law.

**Section 5.09 District Wastewater Fees.**

The Parties acknowledge that District has the right to the extent allowed under applicable law to assess, charge, and collect such impact fees, capital recovery fees, connection fees, meter fees, or other service fees, rates, truces, or other charges as its governing body will deem appropriate. This Agreement will not be construed to require, limit, or restrict the governmental power of District to implement the same. District will be solely responsible for the proper exercise of its governmental power to assess and collect such fees and charges and for ensuring that all fees, rates, and charges District elects to charge are in compliance with applicable law.

**Section 5.10 Verification of District Wastewater Connections.**

For verification of the Wholesale Wastewater Rates and fees as described in this Article V, paid to Bastrop and for any other purpose, District will make available for inspection and copying during regular business hours, all records for retail connections to the District System. In addition, Bastrop will have the right to inspect the District System at any reasonable time, at Bastrop's sole expense, after giving District written notice of its intention to inspect and allowing the opportunity

for District to be present, to verify the type and amount of retail connections made or the condition of the District System (related to contractual compliance issues) and District will provide lawful access to Bastrop for this purpose.

## ARTICLE VI. WASTEWATER WHOLESALE BILLING METHODOLOGY

### Section 6.01 Monthly Statement.

a. For each monthly Billing Period, Bastrop will forward to District a bill providing a statement of the total amount owed by District for Wholesale Wastewater Service provided to District during the previous monthly Billing Period. The invoice shall contain sufficient detail to allow District to verify the charges. District shall not be charged for Wholesale Wastewater Services until such services commence. District will pay Bastrop for each bill submitted by Bastrop to District by check or bank-wire on or before thirty (30) days from the date of the invoice.

b. Payments by District shall be mailed to the address indicated on the invoice or can be hand-delivered to Bastrop's City Hall in Bastrop, Bastrop County, Texas, upon prior arrangement. If payments will be made by bank-wire, District shall verify wiring instructions with Bastrop's Finance Department. Payment must be received at Bastrop's bank by the due date in order not to be considered past due or late, unless District timely contests a bill, or a portion thereof, in accordance with Section 6.04. In the event District fails to make payment of an uncontested bill within said thirty (30) day period, District shall pay a one-time late payment charge of five percent (5%) of the unpaid balance of the invoice. In addition, District shall pay interest on the unpaid uncontested balance at a rate equal to one and one-half percent (l.5%) per month.

### Section 6.02 Monthly Billing Calculations.

a. Bastrop will compute the Volume Charge included in the monthly billing for Wholesale Wastewater Service on the basis of "winter average" of the water consumption measured at each Water Meter for the months of December, January and February. The winter average amount multiplied by the Wholesale Wastewater rate, set from time to time by the Bastrop City Council, will be used to compute the monthly bill for the Volume Charge.

b. By the 30$^{th}$ day of each month or the first business day following the 30$^{th}$ day if the 30$^{th}$ day falls on a weekend or holiday, District shall deliver to Bastrop the total number of SUEs connected to the System during the previous month. Bastrop shall use the number of SUEs stated in the report to calculate the Wholesale Wastewater Rate for the Billing Period in which the report was filed. The District shall provide, annually, the projected number of SUEs for which wastewater service is expected to be provided for the future twelve Billing Periods.

### Section 6.03 Infiltration and Inflow.

District acknowledges that water entering the Bastrop System from the District System emanating from any source whatsoever must be given treatment and handling whether or not its source is

revenue producing for District. Therefore, subject to the conditions of Section 4.04, including any penalty assessed, District agrees to pay, as part of the Volume Charge, for Infiltration and Inflow originating within the District system without abatement in the same manner and cost as other Wastewater entering Bastrop's System from the District System.

**Section 6.04 Effect of Nonpayment.**

With respect to monthly billings, including billings for the Wholesale Wastewater Rate and any other fees or charges applicable under this Agreement, if Bastrop has not received payment from District by the due date, the bill will be considered delinquent, unless contested in good faith. In such event, Bastrop will notify District in accordance with this Agreement, of such delinquency in writing. If District fails to make payment of the delinquent billing within thirty (30) calendar days from the date of transmittal of such written notice of delinquency from Bastrop, then Bastrop may, at its discretion, suspend or reduce the level of Wastewater service to District until payment is made. District may exercise its right to dispute its obligation to pay all or a portion of a bill during the cure period following the procedure set forth in Section 6.05.

**Section 6.05 Billing Disputes.**

Should District dispute its obligation to pay all or any part of the amount stated in any statement or notice, District may pay such amount along with a written notice of protest, in which event such amount shall be deposited by Bastrop in a separate interest-bearing account mutually acceptable to both Bastrop and District pending final resolution of such dispute in accordance with this Agreement. Bastrop may not terminate this contract or deny Wastewater service that is otherwise in accordance with this Agreement for failure to pay the amount stated in any statement or notice if District pays such amount under protest.

## ARTICLE VII. WASTEWATER QUALITY

**Section 7.01 Condition of Wastewater Delivered.**

a. District shall have the right to discharge Wastewater into the Bastrop System meeting the requirements of quality as set forth in this Section and not containing Prohibited Wastes identified in Bastrop's Code of Ordinances.

b. Discharges into the Bastrop System shall consist only of domestic Wastewater and Wastewater that the Bastrop System is capable of handling:

(1) So that the effluent and sludge from the Bastrop System meets the current legal standards of the EPA, the TCEQ, or any governmental body having legal authority to set standards for such effluent;

(2) Without causing damage or corrosion to the Bastrop System that would result in increased maintenance costs;

(3) Without causing excessive treatment costs; and

(4) That meets any applicable requirements of the EPA Pretreatment Regulations, 40 CFR Part 403.

c. EPA and TCEQ periodically modify standards on prohibited discharges. It is the intention of the Parties, therefore, that the Prohibited Wastes be reviewed periodically by Bastrop and that they are revised by Bastrop in accordance with the latest standards of EPA, TCEQ or any federal or state agency having regulatory authority over discharges made to the Bastrop System. Any required revisions shall be made by Bastrop and upon the effective date, District shall be responsible for integrating such changes into its regulations and notifying all affected users of the change.

**Section 7.02 Remedies for Delivery of Prohibited Wastes or Exceedances of Wastewater Quality.**

a. In the event Wastewater delivered from the District System to the Bastrop System fails to meet the standards specified in this Agreement, and Bastrop reasonably determines that the addition of oxidizing chemicals or another acceptable method of pretreatment of Wastewater or operation of the District System is necessary in order for Wastewater delivered from the District System to the Bastrop System to be non-corrosive and non-injurious to the Bastrop System, District agrees to, as soon as reasonably practicable after receiving notice from Bastrop, install such facilities within forty-eight (48) hours of receiving notice from Bastrop or immediately implement such methods of operation and maintenance, at its sole expense, as are reasonably deemed by Bastrop to be necessary, and agreed upon by the District, for the Wastewater delivered by District to meet the requirements of this Article.

b. In the event Wastewater delivered from the District System to the Bastrop System fails to meet the standards specified in this Agreement, District shall pay to Bastrop, in the same manner provided in this Agreement for the payment of the Volume Charges, a surcharge calculated in accordance with and subject to the requirements of this section (the "Treatment Surcharge") rounded to the nearest pound.

(1) The Treatment Surcharge shall be based on the following formula:

$$S = V \times 8.34 (A [BOD -200] + B [TSS -200]), \text{ where:}$$

A. "S" means the surcharge that will appear on District's monthly bill;

B. "V" means volume of wastewater actually billed in millions of gallons during the Billing Period;

C. 8.34 = pounds per gallon of water;

D. "A" means the unit charge in dollars per pound of BOD which unit charge shall be based on the unit charge adopted by the Bastrop City Council for wastewater service from the Bastrop System, as amended from time to time, which unit charge is $0.441603 per pound as of the Effective Date; provided

that increases in such charge shall not be effective as to District until notice of the increase has been given to District;

E. "BOD" means biological oxygen demand measured in milligrams per liter by weight; "200" means 200 mg/l;

F. "B" means the unit charge in dollars per pound of total suspended solids. which unit charge shall be based on the unit charge adopted by the Bastrop City Council for wastewater service from the Bastrop System, as amended from time to time, which unit charge is $0.441603 per pound as of the Effective Date; provided that increases in such charge shall not be effective as to District until notice of the increase has been given to District; and,

G. "TSS" means total suspended solids measured in milligrams per liter by weight.

(2) The Treatment Surcharge shall be charged for each month following sampling completed in accordance with this Agreement that measures BOD in excess of 200 mg/I or TSS in excess of 200 mg/I until subsequent sampling measures both BOD and TSS below those levels. In the event any Treatment Surcharge is based on sampling performed by Bastrop, Bastrop will provide written notice of the sampling results prior to charging the Treatment Surcharge to District and shall give District an opportunity to be present during the testing.

c. In the event District delivers Wastewater to Bastrop that fails to meet the standards specified in this Agreement, District agrees to pay Bastrop for all damages and costs of repair to the Bastrop System and/or regulatory fines reasonably incurred by Bastrop that were caused by District's delivery of Wastewater that fails to meet the standards specified in this Agreement. Bastrop may require payment of the cost of repair of damaged facilities and/or regulatory fines as a condition to the further provision of Wholesale Wastewater Service, restrict District's flows to the extent necessary to protect Bastrop's System, file suit to recover for any and all damages to the Bastrop System caused by such failure on the part of District, or seek such other and further relief, at law or in equity, as Bastrop will deem advisable.

**Section 7.03 Sampling and Testing.**

a. District will perform sampling of Wastewater at the Point(s) of Entry and provide an analysis to Bastrop due every June 1, (year) and September 1, (year) after the Connecting Facilities are completed.

(1) AU samples will be Composite Samples, that is, a series of at least twelve (12) samples taken from a waste stream without regard to the flow in the waste stream and over a period of time not less than twenty-four (24) hours at intervals of not less than one (1) hour, which samples shall be averaged in accordance with standard industry practice.

(2) The analysis of the sample shall be performed by a National Environmental Laboratory Accreditation Conference (NELAC) approved laboratory. District will require a copy of the report to include at a minimum, levels of pH, BOD-5, COD TSS and oil and grease. The report also must contain the chain of custody for the sample and the Quality Assurance/Quality Control (QA-QC) report.

(3) District will be responsible for the cost of sampling and analysis.

(4) District will provide written notice to Bastrop or Bastrop's current plant operator at least five (5) business days prior to conducting Wastewater sampling and shall allow Bastrop or Bastrop's current plant operator representatives to observe the sampling.

(5) In the event District fails to perform sampling by the deadlines provided in this section, after notice and an opportunity to cure within thirty (30) days, District shall pay to Bastrop a sampling surcharge calculated in accordance with Subsection 7.02(b). In addition, if the District does not perform the sampling within the cure period, the District will pay Bastrop for Bastrop's actual costs to perform the sampling if Bastrop does so during the next thirty (30) days after the expiration of the cure period.

b. District agrees that Bastrop or Bastrop's current operator will have the right, at its option and expense, to sample Wastewater discharges within the District System at:

(1) the site of discharge;

(2) Points of Entry to the Bastrop System; and

(3) other locations as required for the purpose of determining the source, type, and strength of discharge.

c. District will use reasonable efforts to make necessary arrangements for and provide assistance to Bastrop in obtaining lawful access to sampling points within areas served by District. Bastrop will provide written notice to District at least five (5) business days prior to conducting Wastewater sampling and shall allow one or more District representatives to observe the sampling.

d. District agrees that to the extent authorized by applicable laws, any of its individual customers found in violation of allowable discharges or any of its individual customers who refuse access for the purpose of sampling may be disconnected from District and Bastrop's Wastewater System in accordance with applicable regulations of District or Bastrop and federal law.

e. Notwithstanding any other provision in this Agreement to the contrary, the Parties agree as follows:

(1) no Party shall be obligated to perform any sampling of Wastewater except at Points of Entry constructed with sampling ports; and

(2) all future sampling ports at Points of Entry shall be identified on plans and specifications for Connecting Facilities to be approved by Bastrop.

## ARTICLE VIII. STANDARDS FOR WASTEWATER CONNECTIONS TO DISTRICT SYSTEM

### Section 8.01 District Prevention of Infiltration and Inflow.

It will be District's responsibility to undertake such measures as are reasonably necessary or prudent to minimize Infiltration and Inflow to District's System. District will prohibit the discharge of drainage water and storm water run-off into the District System.

### Section 8.02 Construction and Testing Criteria for District Sewer Connections.

a. All tests required by the design criteria and specifications of the State of Texas for connections to the District System within the Wholesale Wastewater Area will be at District's or its customer's expense.

b. District agrees that the physical connection of each service line to the local Wastewater facility within the Wholesale Wastewater Area will be the responsibility of District and will not be left to the discretion of the plumber or contractor unless said plumber or contractor is under the direct supervision of or whose work is inspected by District's authorized representative.

c. Connections made to the District System after the date of execution of this Agreement will be made using only materials permitted by applicable codes and development criteria manuals of the State of Texas. District will inspect all connections to the District System in accordance with its own rules and regulations in order to insure compliance with it.

d. A failure on the part of District to provide and enforce such regulations governing connections to the District System will, at the option of Bastrop after: (i) notice to District in writing of the specific violation, and (ii) failure within thirty (30) days to correct said violation or, if the violation is of a nature that it cannot be corrected within thirty (30) days, to begin to correct such violation and to diligently pursue such curative action, constitutes sufficient grounds for Bastrop to restrict or limit Wastewater flows, to such extent Bastrop deems reasonably necessary in order to protect the Bastrop System from damage or excessive flows, until such time as the District has completed all necessary corrective action.

## ARTICLE IX. LIABILITY FOR DAMAGES AND RESPONSIBILITY FOR TREATMENT AND DISPOSAL OF WASTEWATER

### Section 9.01 Liability of District.

As between the Parties and except as otherwise provided herein, District shall bear responsibility for damages, if any, claimed by third persons arising from the reception, transportation, delivery, and disposal of all Wastewater discharged while it remains within the District System, and

District, to the extent authorized by law, holds Bastrop harmless therefrom. Notwithstanding the foregoing, Bastrop shall bear responsibility for damages, if any, claimed by third persons because Bastrop does not accept Wastewater at a Point of Entry in a quantity that it is contractually obligated to accept under this Agreement, and Bastrop, to the extent authorized by law, agrees to hold District harmless therefrom.

**Section 9.02 Liability of Bastrop.**

Bastrop will bear the responsibility as between the Parties for the proper reception, transportation, treatment, and disposal of Wastewater received by it at Points of Entry in accordance with the Agreement. However, the Parties agree that they will not construe this Agreement to cause Bastrop to bear responsibility for damages to the Bastrop System or to third persons arising from the delivery by District of Prohibited Wastes or Wastewater that is in violation of this Agreement and corrosive or otherwise damaging to the Bastrop System or to persons or property.

## ARTICLE X. REGULATORY COMPLIANCE

**Section 10.01 Agreement Subject to Applicable Law.**

The Agreement will be subject to all valid rules, regulations, and applicable laws of the United States of America, the State of Texas and/or any other governmental body or agency having lawful jurisdiction or any authorized representative or agency of any of them.

**Section 10.02 Cooperation to Assure Regulatory Compliance.**

Since the Parties must comply with all federal, state, and local requirements to obtain permits, grants, and assistance for system construction, studies, etc., each Party will cooperate in good faith with the other Party at all times to assure compliance with any such governmental requirements where noncompliance or non-cooperation may subject the Parties to penalties, loss of grants or other funds, or other adverse regulatory action in the performance of this Agreement.

## ARTICLE XI. TERM, TERMINATION, DEFAULT, REMEDIES

**Section 11.01 Term and Termination.**

a. This Agreement shall become effective upon the Effective Date and shall extend until _____, 2069 unless terminated earlier as provided herein. Provided, however, unless the District provides at least six (6) months' written notice to the City prior to the end of the first fifty-year term, the Agreement shall be renewed for one additional term of fifty (50) years.

b. District may terminate this Agreement by providing not less than sixty (60) days written notice of termination to Bastrop.

**Section 11.02 Default.**

a. Except as otherwise provided herein, in the event District shall default in the payment of any amounts due to Bastrop under this Agreement, or in the performance of any material obligation to be performed by District under this Agreement, then Bastrop shall give District at least thirty (30) days' written notice of such default and the opportunity to cure same. Thereafter, Bastrop shall have the right to pursue any remedy available at law or in equity, pending cure of such default by District.

b. In the event Bastrop shall default in the performance of any material obligation to be performed by Bastrop under this Agreement, then District shall give Bastrop at least thirty (30) days' written notice of such default and the opportunity to cure same. Thereafter, in the event such default remains uncured, the District shall have the right to pursue any remedy available at law or in equity, pending cure of such default by Bastrop.

**Section 11.03 Additional Remedies upon Default.**

It is not intended hereby to specify (and this Agreement shall not be considered as specifying) an exclusive remedy for any default, but all such other remedies existing at law or in equity may be availed of by any party and shall be cumulative of the remedies provided. Recognizing however, that Bastrop's undertaking to provide Wholesale Wastewater Service to the District System is an obligation, failure in the performance of which cannot be adequately compensated in money damages alone, Bastrop agrees, in the event of any default on its part, that District shall have available to it the equitable remedies of mandamus and specific performance in addition to any other legal or equitable remedies (other than termination of this Agreement) that may also be available. In recognition that failure in the performance of District's obligations could not be adequately compensated in money damages alone, District agrees in the event of any default on its part that Bastrop shall have available to it the equitable remedies of mandamus and specific performance in addition to any other legal or equitable remedies (other than termination of this Agreement) that may also be available to Bastrop including the right to obtain a writ of mandamus or an injunction against District requiring the District to collect rates and charges sufficient to pay the amounts owed to Bastrop by District under this Agreement. If either party institutes legal proceedings to seek adjudication of an alleged default under this Agreement, the prevailing party in the adjudication shall be entitled to its reasonable and necessary attorneys' fees. THE PARTIES ACKNOWLEDGE AND AGREE THAT THIS AGREEMENT IS SUBJECT TO SUBCHAPTER I, CHAPTER 271, TEXAS LOCAL GOVERNMENT CODE.

## ARTICLE XII. GENERAL PROVISIONS

**Section 12.01 Assignability.**

Assignment of this Agreement is prohibited without the prior written consent of the other parties, which consent shall not be unreasonably withheld, delayed or conditioned. Notwithstanding anything herein to the contrary, the rights and obligations of the Developer, in whole or in part, may be sold or assigned by Developer to a subsequent owner or developer of all or a portion of the Tract or another person or entity in the City's sewer CCN.

**Section 12.02 Amendment.**

This Agreement may be amended or modified only by written agreement duly authorized by the respective governing bodies of District and Bastrop and executed by duly authorized representatives of each.

**Section 12.03 Necessary Documents and Actions.**

Each Party agrees to execute and deliver all such other and further instruments and undertake such actions as are or may become necessary or convenient to effectuate the purposes and intent of this Agreement.

**Section 12.04 Entire Agreement.**

This Agreement constitutes the entire agreement of the Parties and this Agreement supersedes any prior or contemporaneous oral or written understandings or representations of the Parties regarding Wholesale Water Service by Bastrop to District for the District Service Area.

**Section 12.05 Applicable Law.**

This Agreement will be construed under and in accordance with the laws of the State of Texas.

**Section 12.06 Venue.**

All obligations of the Parties created in the Agreement are performable in Bastrop County, Texas, and venue for any action arising under this Agreement will be in Bastrop County, Texas.

**Section 12.07 Third Party Beneficiaries.**

Nothing in this Agreement, express or implied, is intended to confer upon any person or entity, other than to the Parties, any rights, benefits, or remedies under or by reason of this Agreement.

**Section 12.08 Duplicate Originals.**

This Agreement may be executed in duplicate originals each of equal dignity.

**Section 12.09 Notices.**

Any notice required under this Agreement may be given to the respective Parties by deposit in regular first-class mail or by hand-delivery to the address of the other party shown below:

**DISTRICT:**
West Bastrop Village Municipal Utility District
Allen Boone Humphries Robinson, LLP
1108 Lavaca, Suite 510
Austin, TX 78701
Attn: D. Ryan Harper

**DEVELOPER:**
West Bastrop Village, Ltd.
610 West 5th St., Ste. 601

Austin, TX 78701
Attn: David C. Mahn

**CITY OF BASTROP**: City of Bastrop
P. O. Box 427
Bastrop, TX 78602
Attn: City Manager

**WITH REQUIRED COPY TO:** Alan Bojorquez
Bojorquez Law Firm, PC
12325 Hymeadow Drive, Suite 2-100
Austin, Texas 78750

Notices shall be deemed received on the date of hand delivery or within three (3) days of deposit in first-class mail.

**Section 12.10 Consents and Approvals.**

Wherever this Agreement requires any Party, or its agents or employees to provide a consent, approval or similar action, the parties agree that such consent, approval or similar action will not be unreasonably withheld or delayed.

**Section 12.11 Severability.**

Should any court declare or determine that any provisions of this Agreement is invalid or unenforceable under present or future laws, that provision shall be fully severable; this Agreement shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never comprised a part of this Agreement and the remaining provisions of this Agreement shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Agreement. Furthermore, in place of each such illegal, invalid, or unenforceable provision, there shall be added automatically as a part of this Agreement a provision as similar in terms to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable. Texas law shall govern the validity and interpretation of this Agreement.

**Section 12.12 Records.**

Bastrop and District each agree to preserve, for a period of at least two (2) years from their respective dates of origin, all books, records, test data, charts and other records pertaining to this Agreement. Bastrop and District shall each, respectively, have the right during reasonable business hours to inspect such records to the extent necessary to verify the accuracy of any statement, charge or computation made pursuant to any provisions of this Agreement.

**Section 12.13 State Approval; Compliance with TCEQ Rules and Applicable Federal**

**Regulations.**

Anything herein to the contrary notwithstanding, it is the intention of the parties that this Agreement fully comply with the requirements of the TCEQ and EPA applicable to domestic wastewater systems, effluent limitations and permitting requirements. The parties each agree to provide any information which may be requested by the other in order to respond to any inquiries or reports required by the TCEQ or EPA. If, at any time, it is determined that this Agreement does not comply with all applicable TCEQ or EPA requirements, the parties agree to cooperate to modify this Agreement in order to effect such compliance.

**Section 12.14 Force Majeure.**

If any party is rendered unable, wholly or in part, by Force Majeure to carry out any of its obligations under this Agreement, other than an obligation to pay or provide money, then such obligations of that party to the extent affected by such Force Majeure and to the extent that due diligence is being used to resume performance at the earliest practicable time shall be suspended during the continuance of any inability so caused to the extent provided but for no longer period. Such cause, as far as possible, shall be remedied with all reasonable diligence. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the affected party, and that the above requirements that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demand of the opposing party or parties when such settlement is unfavorable to it in the judgment of the affected party.

**Section 12.15 Good Faith.**

Each party agrees that, notwithstanding any provision herein to the contrary (i) it will not unreasonably withhold or condition or unduly delay any consent, approval, decision, determination or other action which is required or permitted under the terms of this Agreement, and (ii) it will act in good faith and shall at all times deal fairly with the other party.

**Section 12.16 Authority of Parties Executing Agreement, Validity**.

By their execution, each of the individuals executing this Agreement on behalf of a Party represents and warrants to the other Party that he or she has the authority to execute the document in the capacity shown on this document. Each of the Parties further represent and warrant that this Agreement constitutes a valid and binding contract, enforceable against it in accordance with its terms.

**Section 12.17 Exhibits.**

The following exhibits are attached to and incorporated into this Agreement for all purposes:

Exhibit A: Metes and Bounds Description of the Land
Exhibit B: Map of Bastrop's Sewer CCN No. 20466
Exhibit C: Bastrop TPDES Permit No. WQ001107600
Exhibit D: Map Showing Locations of Wastewater Delivery Points, WWTP#3
Exhibit E: Map Showing Trunk Main West

Exhibit F: Easement for Trunk Main West
Exhibit G: Trunk Main West Proportionate Shares

**Section 12.18 Effective Date and Counterparts.**

This Agreement will be effective from and after the last date of due execution by all Parties. This Agreement may be executed in multiple counterparts, each of which shall be deemed to be an original.

**CITY OF BASTROP, TEXAS**

By: _____
Name: Lynda Humble
Title: City Manager
Date: _____

**ATTEST:** _____
City Secretary

**WEST BASTROP VILLAGE MUNICIPAL UTILITY DISTRICT OF BASTROP COUNTY**

By: _____
Name: _____
Title: _____
Date: _____

STATE OF _____ §
§
COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 2018, by _____, _____ of West Bastrop Village Municipal Utility District of Bastrop County, a Political Subdivision of the State of Texas, on behalf of said District.

_____

Notary Public, State of _____

**WEST BASTROP VILLAGE, LTD.**
A Texas limited partnership
By: WBV GP, LLC
A Texas limited liability company, general partner

By: _____
David C. Mahn
Title: Manager
Date: _____

STATE OF _____ §
§
COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 2018, by David C. Mahn, Manager of WBV GP, LLC, a Texas limited liability company, General Partner of West Bastrop Village, Ltd., a Texas limited partnership, on behalf of said limited liability company as general partner of the general partner of the limited partnership.

_____

Notary Public, State of _____

**Exhibit "A"**

**Metes and Bounds Description of the Land**

**Exhibit "B"**

**Map of Bastrop's Sewer CCN No. 20466**

**Exhibit "C"**

**Bastrop TPDES Permit No. WQ001107600**

**Exhibit "D"**

**Map Showing Locations of Wastewater Delivery Points, WWTP #3**

**Exhibit "E"**

**Map Showing Trunk Main West**

**Exhibit "F"**

**Easement for Trunk Main West**