

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11.14.2016

MEETING DATE: 11.22.2016

1. Agenda Item:

A FOLLOW UP PRESENTATION BY BEFCO ENGINEERING ON THE WASTE WATER STUDY RELATED TO THE CONSTRUCTION OF WASTEWATER TREATMENT PLANT #3 AND RELATED INFRASTRUCTURE, PROVIDING THREE ALTERNATE OPTIONS TO THE BASE PROPOSAL PRESENTED IN JUNE WITH ESTIMATED COSTS AND TIMELINE CONSIDERATIONS.

2. Party Making Request: DIRECTOR OF PW, PARKS, & UTILITIES- TREY JOB

3. Attachments: Yes X No

ADDENDUM #1 - ALTERNATE OPTIONS

PRESENTATION OUTLINE

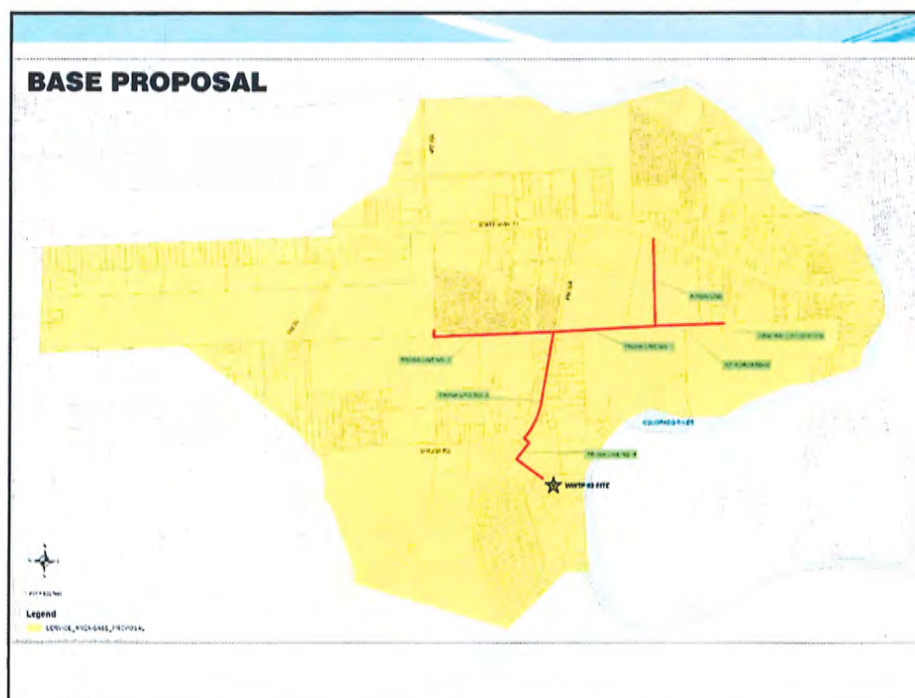
1. REVIEW OF BASE PROPOSAL
2. ALTERNATE OPTION 1
3. ALTERNATE OPTION 2
4. ALTERNATE OPTION 3
5. COST SUMMARY

REVIEW OF BASE PROPOSAL

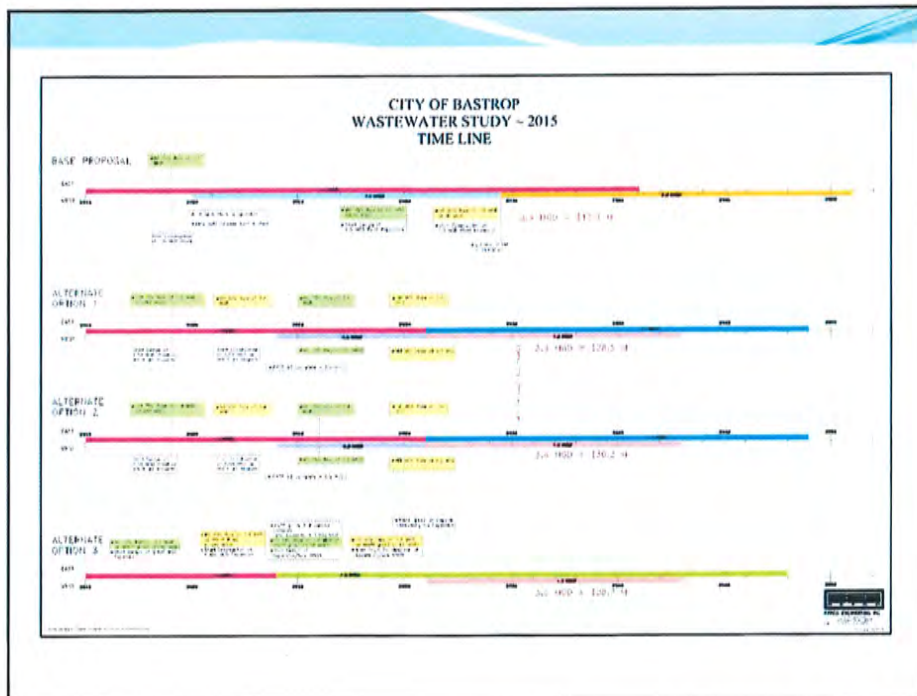
SCOPE OF IMPROVEMENTS

1. CONSTRUCT 1.0 MGD WWTP#3 TO SERVE AREAS WEST OF THE RIVER
2. CONSTRUCT ALL WASTEWATER INFRASTRUCTURE WEST OF THE RIVER:
 - CENTRAL LIFT STATION AND 12" FORCE MAIN
 - NIXON LINE (24" GRAVITY LINE)
 - TRUNK MAIN NO. 1 (36" GRAVITY LINE)
 - TRUNK MAIN NO. 2 (18" GRAVITY LINE)
 - TRUNK MAIN NO. 3 (42" GRAVITY LINE)
 - TRUNK MAIN NO. 4 (42" GRAVITY LINE)
3. MAINTAIN WWTP #1 AND #2 TO SERVE AREAS EAST OF THE RIVER

INFRASTRUCTURE LOCATION AND SERVICE AREA MAP – BASE PROPOSAL



TIMELINE AND COST SUMMARY – BASE PROPOSAL



PROS AND CONS – BASE PROPOSAL

PROS

1. 1.0 MGD PLANT LOCATED ON EXISTING PROPERTY OWNED BY THE CITY
2. PRO-GROWTH SOLUTION FOR THE WEST SIDE OF THE CITY
3. INCREASED FLEXIBILITY TO PROVIDE WASTEWATER SERVICE WEST OF THE RIVER
4. 20 YEAR WASTEWATER TREATMENT SOLUTION

CONS

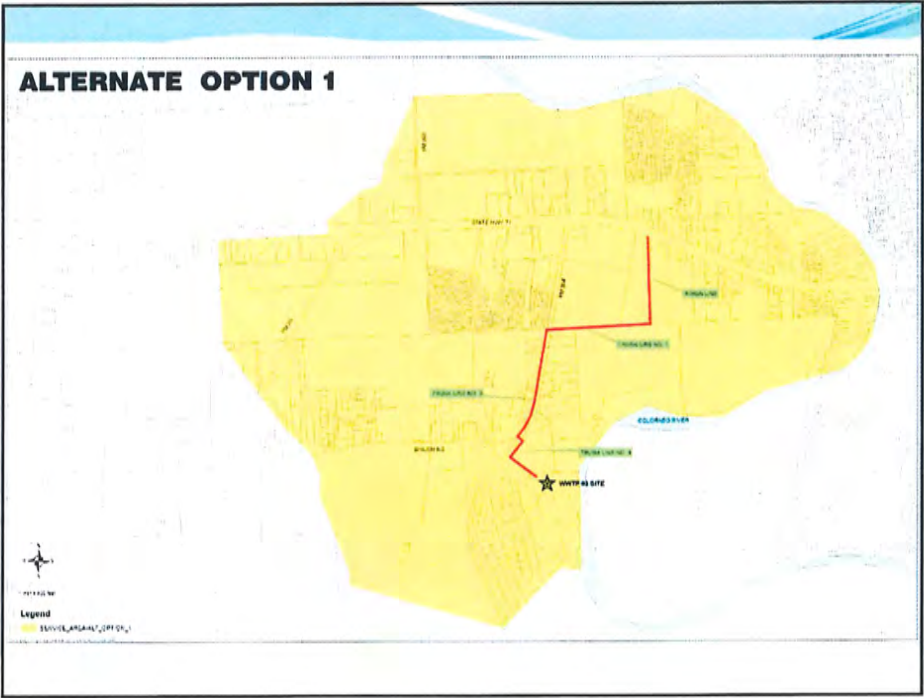
1. HIGH INITIAL CAPITAL COST
2. INCREASED OPERATION AND MAINTENANCE COST
3. EASEMENT ACQUISITION NEEDED FOR NIXON, TRUNK MAIN NO. 3 AND NO. 4

ALTERNATE OPTION 1

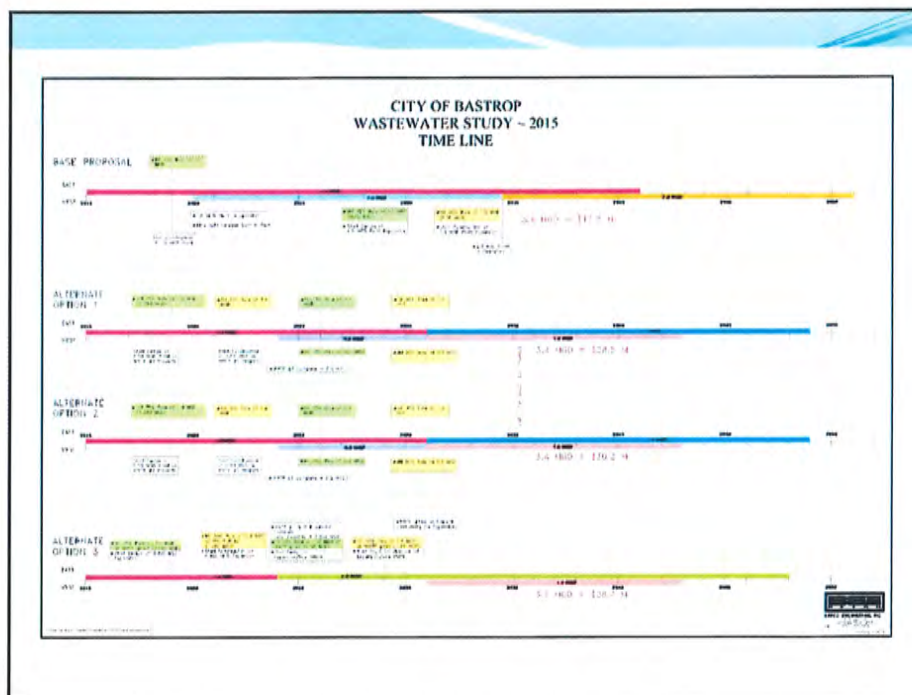
SCOPE OF IMPROVEMENTS

1. CONSTRUCT 0.500 MGD WWTP#3 (STEEL OR CONCRETE) AT EXISTING CITY OWNED PROPERTY FOR AREAS WEST OF THE RIVER (70% OF THE CENTRAL LIFT STATION FLOWS)
2. CONSTRUCT THE FOLLOWING WASTEWATER INFRASTRUCTURE WEST OF THE RIVER:
 - NIXON LINE (24" GRAVITY LINE)
 - TRUNK MAIN NO. 1 (36" GRAVITY LINE)
 - TRUNK MAIN NO. 3 (42" GRAVITY LINE)
 - TRUNK MAIN NO. 4 (42" GRAVITY LINE)
3. MAINTAIN WWTP #1 AND #2 TO SERVE AREAS EAST OF THE RIVER AND SMALL PORTION WEST OF THE RIVER (30% OF THE CENTRAL LIFT STATION)

**INFRASTRUCTURE LOCATION AND
SERVICE AREA MAP – ALTERNATE
OPTION 1**



TIMELINE AND COST SUMMARY – ALTERNATE OPTION 1



PROS AND CONS – ALTERNATE OPTION 1

PROS

1. UTILIZES EXISTING PROPERTY
2. ENCOURAGES GROWTH AND DEVELOPMENT
3. CONSTRUCTING NIXON, TRUNK MAIN #1, #3, AND #4 ADDRESSES PORTION OF LONG TERM INFRASTRUCTURE NEEDS WEST OF THE RIVER AND SPREADS OUT CAPITAL COST
4. IN THE FUTURE WHEN A 1.5 MGD PLANT IS CONSTRUCTED AT WWTP #3, A STEEL 0.500 MGD PLANT COULD BE REFURBISHED AND RELOCATED TO WWTP #1 AND #2.
5. INCREASED TREATMENT OPTIONS IN THE FUTURE FOR THE WEST SIDE IN COMPARISON TO OPTION 2 AND 3.

CONS

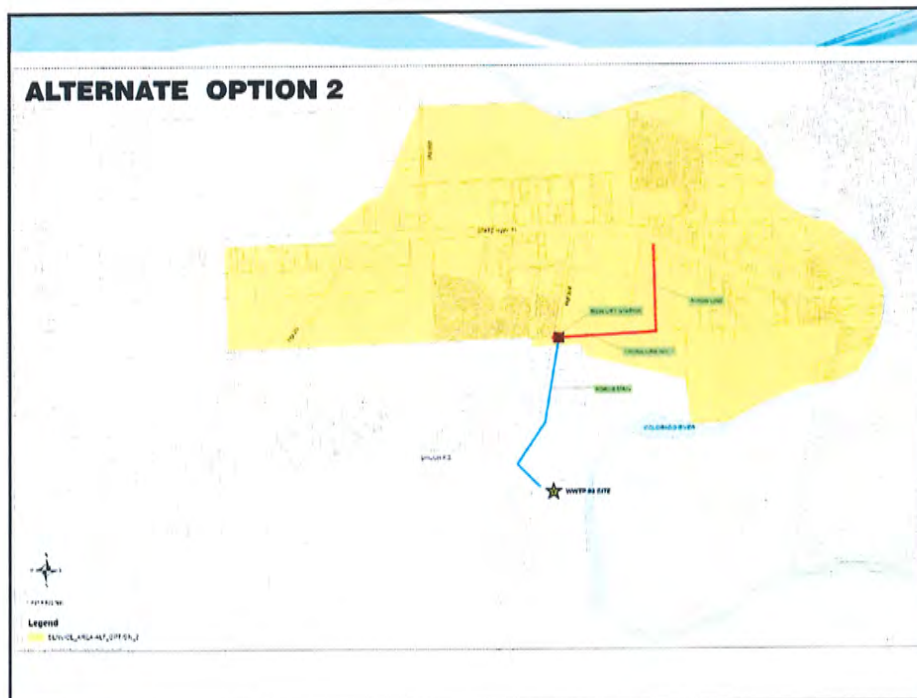
1. NOT A 20 YEAR SOLUTION TO WASTEWATER TREATMENT
2. INCREASED OPERATION AND MAINTENANCE COST
3. NIXON, TRUNK MAIN #3 AND #4 EASEMENT REQUIRED TO BE OBTAINED

ALTERNATE OPTION 2

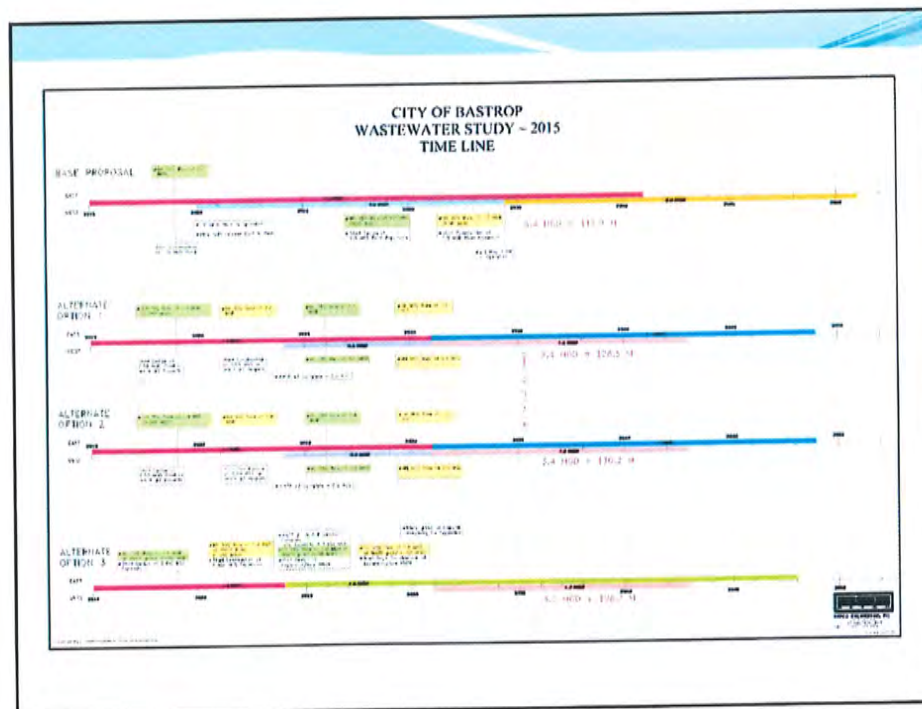
SCOPE OF IMPROVEMENTS

1. CONSTRUCT 0.500 MGD WWTP#3 (STEEL OR CONCRETE) AT EXISTING CITY OWNED PROPERTY FOR AREAS WEST OF THE RIVER (70% OF THE CENTRAL LIFT STATION FLOWS)
2. CONSTRUCT THE FOLLOWING WASTEWATER INFRASTRUCTURE WEST OF THE RIVER:
 - NEW LIFT STATION AND 12" FORCE MAIN
 - NIXON LINE (24" GRAVITY LINE)
 - TRUNK MAIN NO. 1 (36" GRAVITY LINE)
3. MAINTAIN WWTP #1 AND #2 TO SERVE AREAS EAST OF THE RIVER AND SMALL PORTION WEST OF THE RIVER (30% OF THE CENTRAL LIFT STATION)

INFRASTRUCTURE LOCATION AND SERVICE AREA MAP – ALTERNATE OPTION 2



TIMELINE AND COST SUMMARY – ALTERNATE OPTION 2



PROS AND CONS – ALTERNATE OPTION 2

PROS

1. UTILIZES EXISTING PROPERTY
2. MINIMIZES INFRASTRUCTURE COST
3. CONSTRUCTING NIXON AND TRUNK MAIN #1 ADDRESSES A PORTION OF LONG TERM INFRASTRUCTURE NEEDS WEST OF THE RIVER AND SPREADS OUT CAPITAL COST
4. IN THE FUTURE WHEN A 1.5 MGD PLANT IS CONSTRUCTED AT WWTP #3, A STEEL 0.500 MGD PLANT COULD BE REFURBISHED AND RELOCATED TO WWTP #1 AND #2.
5. INCREASED TREATMENT OPTIONS IN THE FUTURE FOR THE WEST SIDE IN COMPARISON TO OPTION 3.

PROS AND CONS – ALTERNATE OPTION 2

CONS

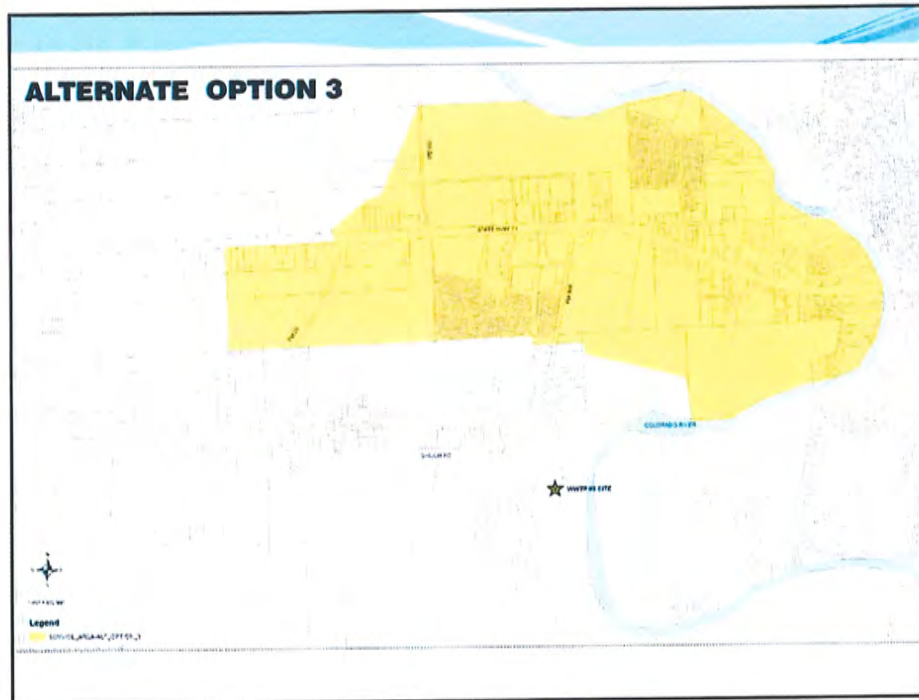
1. NOT A 20 YEAR SOLUTION TO WASTEWATER TREATMENT
2. INCREASED OPERATION AND MAINTENANCE COST
3. DOES NOT ENCOURAGE AND LIMITS GROWTH WEST OF THE RIVER; HOWEVER IS AN IMPROVEMENT OVER OPTION 3.
4. NIXON AND 12 INCH FORCE MAIN EASEMENT ACQUISITION REQUIRED TO BE OBTAINED
5. LIFT STATION AND FORCE MAIN COST IS A THROW AWAY COST WHEN FUTURE 1.5 MGD PLANT IS CONSTRUCTED.

ALTERNATE OPTION 3

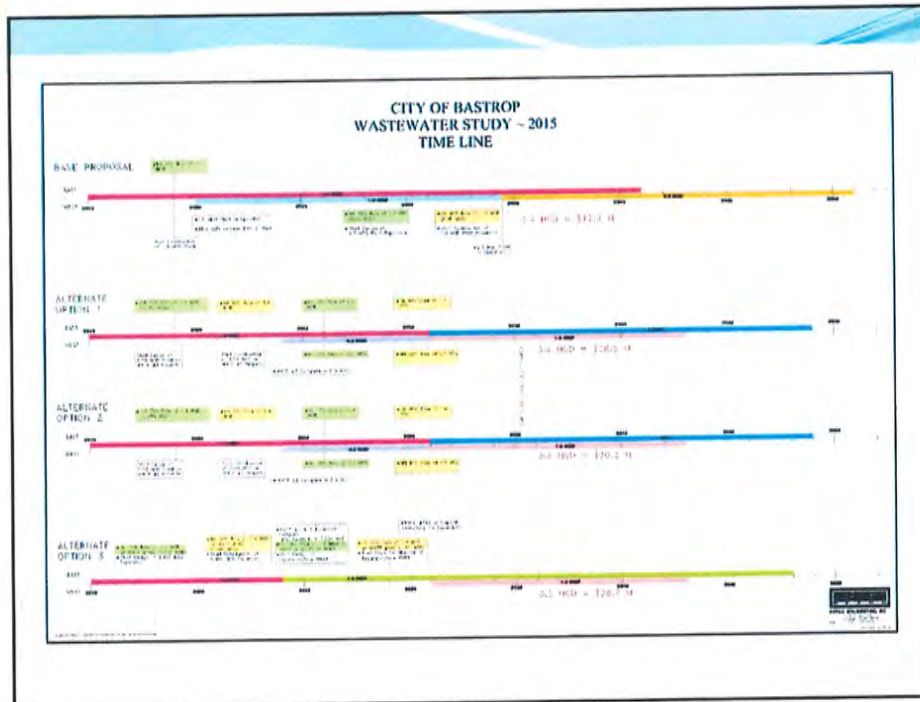
SCOPE OF IMPROVEMENTS

1. CONSTRUCT 0.400 MGD PLANT (STEEL OR CONCRETE) AT EXISTING 1.4 MGD WWTP #1 AND #2.
2. ALL FLOWS WEST AND EAST WILL CONTINUE TO DISCHARGE TO WWTP #1 AND #2 AND NEW 0.400 MGD PLANT.
3. NO CONSTRUCTION OF TREATMENT OR COLLECTION SYSTEM INFRASTRUCTURE WEST OF THE COLORADO RIVER.

INFRASTRUCTURE LOCATION AND SERVICE AREA MAP – ALTERNATE OPTION 3



TIMELINE AND COST SUMMARY –
ALTERNATE OPTION 3



PROS AND CONS – ALTERNATE OPTION 3

PROS

1. 0.400 MGD PLANT LOCATED ON EXISTING SITE OF WWTP #1 AND #2
2. LOW INITIAL CAPITAL COST
3. LOW OPERATING COST SINCE PROPOSED PLANT AT SAME LOCATION AS WWTP #1 AND #2
4. EASEMENT ACQUISITION TIMELINE INCREASES FOR THE WEST SIDE INFRASTRUCTURE IMPROVEMENTS ALLOWING MORE TIME FOR NEGOTIATIONS.

PROS AND CONS – ALTERNATE OPTION 3

CONS

1. NOT A 20 YEAR SOLUTION TO WASTEWATER TREATMENT
2. POSSIBLE OPERATION AND MAINTENANCE ISSUE OF PLANT ONCE WWTP #3 IS CONSTRUCTED IN THE FUTURE AND NOT ENOUGH FLOW DISCHARGES TO WWTP #1 AND #2
3. DOES NOT ENCOURAGE AND LIMITS GROWTH WEST OF THE RIVER
4. DOES NOT CONSTRUCT ANY WEST SIDE INFRASTRUCTURE TO WHICH THOSE COSTS WILL ONLY INCREASE IN THE FUTURE
5. WWTP #1 AND #2 PLANT SITE AREA WILL BE FULLY DEVELOPED GIVEN PRESENT TECHNOLOGY.

COST SUMMARY

OPTION	CONCRETE PLANT	STEEL PLANT	FUTURE COST
BASE PROPOSAL	\$14.1 MILLION	NA	\$17.9 MILLION
ALTERNATE OPTION 1	\$9.6 MILLION	\$8.6 MILLION	\$28.5 MILLION
ALTERNATE OPTION 2	\$7.7 MILLION	\$6.7 MILLION	\$30.2 MILLION
ALTERNATE OPTION 3	\$4.5 MILLION	\$3.5 MILLION	\$28.7 MILLION

Cost estimates are in today's dollars and do not include easement acquisition.

Future costs assume 3% growth rate from today's dollars (reference timeline). Alternate 1, 2 and 3 assumes steel plant construction.

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11/15/16

MEETING DATE: 11/22/16

1. Agenda Item: **Status report on the Bastrop State Park Trail Project.**

2. Party Making Request: **Wesley Brandon, P.E., City Engineer**

3. Nature of Request: (Brief Overview)

Staff will present a status update on the State Park Trail Project, which involves the construction of a multi-use pedestrian trail connecting the City's sidewalk network on Chestnut Street with the Bastrop State Park and Mayfest Park. The City was awarded a grant from the CAMPO Surface Transportation Program in 2014 to fund up to 80% of the estimated \$1.3 million construction costs. The current City budget includes a \$130,000 expenditure for engineering design services. Staff will also provide information related to the upcoming TxDOT project involving modifications to the intersection at Loop 150 and SH 21, near the Bastrop State Park entrance.

4. Attachments: Yes X No

5. Motion Requested N/A – presentation only

MEMO



Date: November 14, 2016
To: Marvin Townsend, Interim City Manager
From: Wesley Brandon, City Engineer

RE: Bastrop State Park Trail
Project Status Update

Mr. Townsend,

In 2014, the City was awarded a grant through the CAMPO Surface Transportation Program to help fund the construction of a multi-use pedestrian trail, approximately 1-mile in length, connecting the Bastrop State Park and Mayfest Park with the City's sidewalk network on Chestnut Street. The estimated construction cost is \$1,300,000, of which 80% is covered by grant funds, leaving the remaining 20% (plus design, environmental, and administrative costs) the responsibility of the City. We received \$130,000 in this fiscal year's budget to fund design costs related to the project.

We have prepared and submitted the necessary information to gain environmental approval, and are awaiting a response from the various regulatory agencies. We are also preparing a Request for Qualifications (RFQ) for engineering services, which we intend to complete this fiscal year in order to proceed with construction before 2019.



Proposed State Park Trail Location

PLANNING & DEVELOPMENT

1311 Chestnut Street • PO Box 427 • Bastrop, Texas 78602 • 512.332.8840 • www.cityofbastrop.org

11/22/2016

17

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11/15/16

MEETING DATE: 11/22/16

1. Agenda Item: **APPOINTMENT BY MAYOR, SUBJECT TO CONFIRMATION BY CITY COUNCIL OF MITCHELL HARDIN TO PLACE 7 ON THE PARKS BOARD/PUBLIC TREE ADVISORY BOARD FOR WITH A TERM OF 2016 - 2019.**

2. Party Making Request: Mayor Kesselus

3. Attachments: Yes X No



CITY OF BASTROP

City Secretary's Office
1311 Chestnut Street
Bastrop, Texas 78602
(512) 332-8800
<http://www.cityofbastrop.org>

Application for City Board/Commission/Committee Please Print or Type Clearly.

New Appointment: ☒

Request for Re-Appointment: ☐

SECTION A: APPLICANT INFORMATION

Last Name	Hardin	First	Mitchell	Middle	2logd
Street Address	728 Blair Ave		Mailing Address	Same	
Apt/Unit #	N/A	City	Bastrop	State	Texas
ZIP Code	78602				
Phone	(512) 564-3290		E-mail Address	mitchellhardin@gmail.com	
Date Available	11/22/16	I have lived in Bastrop	3 years.	Place of Employment	Edward Jones
Have you filed an application here before?	YES ☒ NO ☐	If so, when?	2016		
Have you ever been convicted of a crime?	YES ☐ NO ☒	If so, when?	N/A		
Do you reside within the City Limits of Bastrop?	YES ☒ NO ☐	Currently Employed	YES ☒ NO ☐		

Note: Various boards, commissions and committees of the City either allow for or require appointments of persons who reside in the County, the City's Extra Territorial Jurisdiction, and/or the Bastrop Independent School District. For more information on this please refer to the Articles of Incorporation or By Laws of the entities of interest. The City Secretary is able to assist in obtaining copies of the By-Laws, upon request.

SECTION B: REFERENCES

Please list three professional references.

Full Name	Mackensie Miller	Relationship	Co-Worker
Company	Edward Jones	Phone	(512) 332-0045
Full Name	Cliff Cosper	Relationship	Co-worker
Company	Edward Jones	Phone	(512) 352-6684
Full Name	Lee Harle	Relationship	Associate (Chamber)
Company	Bastrop River Co	Phone	(512) 321-4661

SECTION C: ADDITIONAL INFORMATION

Do you currently serve on any other boards, commissions, or committees? Please list any below:

Bastrop Chamber of Commerce Governmental Affairs

What qualifies you to serve on the board(s) you are applying for?

Degree in business management, 7 years leadership experience in the Army,
& Current financial advisor.

Why do you want to serve on the board(s) you are applying for?

I would like to give back to my community, and lend my financial
business expertise to our growing town.

SECTION D: BOARDS/COMMISSIONS/COMMITTEES

Please indicate the Boards, Commissions or Committees you are interested in serving. List in order of preference.

☒ Bastrop Parks Board	☐ Bastrop Economic Development Corporation	☐ Bastrop Housing Authority
☐ Planning and Zoning Commission	☐ Board of Adjustment	☐ Construction Standards Board of Adjustments
☐ Main Street Advisory Board	☐ Fairview Cemetery Advisory Board	☐ Art in Public Places Board
☐ Hunters Crossing Local Government Corporation Board	☐ Bastrop Library Board (☐ City Resident / ☐ BISD Area Resident)	
☐ Automated Red Light Advisory Committee	☐ Other:	
☐ Historic Landmark Commission	*Please indicate which position(s) you are qualified to serve under. ☐ Architect, Planner, Designer ☐ Licensed Real Estate Professional ☐ Own Commercial Historic Structure/Property ☐ Own Residential Historic Structure/Property ☐ General Resident of City of Bastrop ☐ Planning and Zoning Member ☐ Bastrop County Historic Society Member	

DISCLAIMER AND SIGNATURE

- It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the board/commission/committee.
- I give the City of Bastrop the right to investigate all references and to secure additional information about me, if related. I hereby release from liability the City of Bastrop and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.
- This application is kept on active file at the City Secretary's Office for 1 year. At the conclusion of this time, if I have not heard from the City Secretary and still wish to be considered for a board/commission/committee, it will be necessary to fill out a new application.
- I understand that just as I am free to resign at any time, the City of Bastrop reserves the right to terminate my status as member at any time, with or without cause and without prior notice. I understand that no representative of the City of Bastrop has the authority to make any assurances to the contrary.
- I understand it is the City of Bastrop's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.
- I agree to participate and complete any required training the city deems necessary, such as Open Meetings Act training, as a condition of my board service, and I agree to submit a copy of completion documentation on file with the City Secretary.
- If selected, I agree to adhere to the City of Bastrop's Ethics Ordinance and to represent the City's business ethically at all times.

Signature 

Date 11/16/16

WRITTEN NOTICE

A hardcopy of this application with the original signature must be printed and mailed to be officially accepted for a board/commission/committee. Please return by mail or in person to:

City of Bastrop, TX
City Secretary's Office
1311 Chestnut Street
Bastrop, Texas 78602

OFFICE USE ONLY

Date Application Received:	11/16/16	Application Received by:	Ann Franklin
Position Appointed:		Date Appointed:	
Term Starts:		Term Expires:	

POTENTIAL CONFLICT OF INTEREST DISCLOSURE
BASTROP'S CODE OF ETHICS

PARKS BOARD

PUBLIC TREE ADVISORY BOARD

Parks Board members are tasked with assisting and advising the City Council and City Manager in recommending future improvement and development of public parks, playgrounds and recreational facilities, including the purchase of land and the maintenance, use and care of same for the public welfare. Parks Board members also serve on the Public Tree Advisory Board, which is tasked with the promotion of healthy trees on public property, reviewing City department and public concerns related to tree care on the City's public property, and developing public awareness and education programs relating to trees in the City.

Answer the following questions by checking the boxes and providing additional detailed information, as needed.

Yes No

☐ ☒

I work for or own, or one of my relatives* works for or owns, a company that has a financial interest in and/or provides goods or services to City parks, playgrounds, and/or recreational facilities.

Who: _____ Relationship: _____

Position held: _____ How long employed: _____

☒ ☐

I have, or one of my relatives* has, an interest in real property that is connected to or otherwise near or adjacent to, or that is potentially related to the City's current or planned City parks, playgrounds or recreational facilities.

Who: Me Relationship: Self

Property location: 728 Blair Ave

☐ ☒

I work for or own, or a relative* works for or owns, a company that engages in the planting, maintenance, and/or removal of trees and/or other landscaping services.

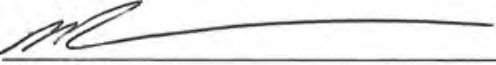
Who: _____ Name of Company: _____

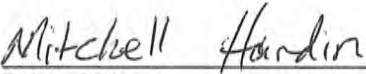
Position held: _____ How long employed: _____

Explain further: _____

*In some cases, your relatives, whether by blood or marriage, may tie you so closely to contracts, businesses and other organizations that you have a 'conflict of interest' and need to refrain from working on a particular matter or case while serving on a City board or commission. The relatives that generally fall within the City's Ethics Code (and that you need to list on this form above) include your spouse, parents, children, grandparents, grandchildren, uncles/aunts, nieces/nephews, in-laws and cousins.

POTENTIAL CONFLICT OF INTEREST DISCLOSURE
BASTROP'S CODE OF ETHICS

I have read and understand the statement above. 
Signature


Printed Name

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11/15/16

MEETING DATE: 11/22/16

1. Agenda Item: **APPOINTMENT BY MAYOR, SUBJECT TO CONFIRMATION BY CITY COUNCIL OF DIANA ROSE TO PLACE 8 ON THE PLANNING & ZONING COMMISSION/IMPACT FEE ADVISORY COMMITTEE FOR WITH A TERM ENDING 2017.**

2. Party Making Request: Mayor Kesselus

3. Attachments: Yes X No

A Note of clarification: Diana Rose's husband, Mark Rose, no longer works as the General Manager of Blue Bonnet Electric Cooperative. Mr. Kesselus reports directly to the new General Manager Matt Bentke.



CITY OF BASTROP

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Application for City Board/Commission/Committee Please Print or Type Clearly.

New Appointment: ☐

Request for Re-Appointment: ☐

SECTION A: APPLICANT INFORMATION

Last Name	Rose	First	Dianna	Middle	B.	
Street Address	709 Buttonwood St		Mailing Address	- same -		
Apt/Unit #	City	Bastrop	State	Tx	ZIP Code	78602
Phone	512 585-4610		E-mail Address	diannabrose@gmail.com		
Date Available	11/17/16	I have lived in Bastrop	13 years	6	Place of Employment	D&S Home Inspection Svc.
Have you filed an application here before?		YES ☒	NO ☐	If so, when? 2014		
Have you ever been convicted of a crime?		YES ☐	NO ☒	If so, when?		
Do you reside within the City Limits of Bastrop?		YES ☒	NO ☐	Currently Employed	YES ☒	NO ☐

Note: Various boards, commissions and committees of the City either allow for or require appointments of persons who reside in the County, the City's Extra Territorial Jurisdiction, and/or the Bastrop Independent School District. For more information on this please refer to the Articles of Incorporation or By Laws of the entities of interest. The City Secretary is able to assist in obtaining copies of the By-Laws, upon request.

SECTION B: REFERENCES

Please list three professional references.

Full Name	Andrea Barnard	Relationship	Business Related-Assoc.
Company	TAREL (TEXAS ASSO. OF REAL ESTATE)	Phone	512 370-1977
Full Name	Brandon Bodeaux	Relationship	Business - Builder
Company	Acadian Homes	Phone	512 589-3523
Full Name	Craig Lemmon	Relationship	Business - Inspector
Company	Real Estate Insp. of TEXAS	Phone	817 291-9056

SECTION C: ADDITIONAL INFORMATION

Do you currently serve on any other boards, commissions, or committees? Please list any below:

BAIPP

What qualifies you to serve on the board(s) you are applying for?
I have a background in Economic Development through my employment with Lockwood Greene Engineers & understand the needs.

Why do you want to serve on the board(s) you are applying for?
I would like to serve in the public interest of my community, contribute to our future, and help further the interests of our community as a whole.

SECTION D: BOARDS/COMMISSIONS/COMMITTEES

Please indicate the Boards, Commissions or Committees you are interested in serving. List in order of preference.

☐ Bastrop Parks Board	☐ Bastrop Economic Development Corporation	☐ Bastrop Housing Authority
☒ Planning and Zoning Commission	☐ Board of Adjustment	☐ Construction Standards Board of Adjustments
☐ Main Street Advisory Board	☐ Fairview Cemetery Advisory Board	☐ Art in Public Places Board
☐ Hunters Crossing Local Government Corporation Board	☐ Bastrop Library Board (☐ City Resident / ☐ BISD Area Resident)	
☐ Automated Red Light Advisory Committee	☐ Other:	

☐ Historic Landmark Commission	*Please indicate which position(s) you are qualified to serve under.
	☐ Architect, Planner, Designer
	☐ Licensed Real Estate Professional
	☐ Own Commercial Historic Structure/Property
	☐ Own Residential Historic Structure/Property
	☒ General Resident of City of Bastrop
	☒ Planning and Zoning Member
	☐ Bastrop County Historic Society Member

DISCLAIMER AND SIGNATURE

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- I understand it is the City of Bastrop's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.
- I agree to participate and complete any required training the city deems necessary, such as Open Meetings Act training, as a condition of my board service, and I agree to submit a copy of completion documentation on file with the City Secretary.
- If selected, I agree to adhere to the City of Bastrop's Ethics Ordinance and to represent the City's business ethically at all times.

Signature

Debbie B. Rose

Date

*11/17/2016***WRITTEN NOTICE**

A hardcopy of this application with the original signature must be printed and mailed to be officially accepted for a board/commission/committee. Please return by mail or in person to:

City of Bastrop, TX
City Secretary's Office
1311 Chestnut Street
Bastrop, Texas 78602

OFFICE USE ONLY

Date Application Received:	<i>11/18/16</i>	Application Received by:	<i>Ann Franklin</i>
Position Appointed:		Date Appointed:	
Term Starts:		Term Expires:	

POTENTIAL CONFLICT OF INTEREST DISCLOSURE
BASTROP'S CODE OF ETHICS

PLANNING AND ZONING COMMISSION

Planning and Zoning Commission members are tasked with advising the City Council and making recommendations regarding: (1) amendments to the Comprehensive Plan and general City planning; (2) changes to current zoning; (3) the zoning to be applied to newly-annexed areas; (4) the approval of plats of subdivisions; and (5) other related matters.

Answer the following questions by checking the boxes and providing additional detailed information, as needed.

Yes No

- ☐ ☒ I work, or one of my relatives* works, in the residential, commercial, industrial and/or public property development industry.

Who: _____ Relationship: _____

What trade: _____

Explain further: _____

- ☐ ☒ I have, or one of my relatives* has, an interest in a company that is involved in the residential, commercial, industrial and/or public property development industry.

Who: _____ Relationship: _____

What type of activity is done: _____

- ☐ ☒ I own shares or serve, or one of my relatives* owns shares or serves, on the board of directors of a property development company.

Who: _____ Name of Company: _____

Explain further: _____

POTENTIAL CONFLICT OF INTEREST DISCLOSURE
BASTROP'S CODE OF ETHICS

Yes No

☐ ☒

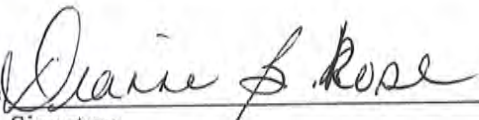
I have an interest in or work for, or one of my relatives* has an interest in or works for, a company that owns real property that could potentially derive an economic benefit from a change in zoning or in the City's Comprehensive Plan.

Who: _____ Relationship: _____

Explain the interest or company position: _____

*In some cases, your relatives, whether by blood or marriage, may tie you so closely to contracts, businesses and other organizations that you have a 'conflict of interest' and need to refrain from working on a particular matter or case while serving on a City board or commission. The relatives that generally fall within the City's Ethics Code (and that you need to list on this form above) include your spouse, parents, children, grandparents, grandchildren, uncles/aunts, nieces/nephews, in-laws and cousins.

I have read and understand the statement above


Signature


Printed Name

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11/15/16

MEETING DATE: 11/22/16

1. Agenda Item: **Approval of the unaudited Monthly Financial Reports for the period ending Oct. 31, 2016.**

2. Party Making Request: Tracy Waldron, Chief Financial Officer

3. Nature of Request:

Provide City Council monthly financial report overview for four major funds to include General Fund, Water-Wastewater Fund, Bastrop Power & Light and the Hotel Motel Fund.

4. Attachments: Yes X No

5. Motion Requested: Motion to accept the unaudited monthly financial report for period ending October 31, 2016.

CITY OF BASTROP, TEXAS

MONTHLY FINANCIAL REPORT FOR PERIOD ENDING Oct. 31, 2016



Highlights for this reporting period as of Oct. 31, 2016

General Fund:

- City Economic Development Incentives:

<u>Agreement with</u>	<u>Effective Date</u>	<u>Original Amount</u>	<u>Remaining Balance YTD</u>
Schulman Theaters	March 7, 2012	\$200,000 or 7 Years	\$75,243
Bastrop Retail Partners (Burleson Crossing)	August 30, 2007	\$7,370,694 or 15 Years	\$3,539,750

Legal fees by Attorney/Category
AS OF OCT. 31, 2016

FIRM	CASE	FY14-15	FY15-16	FY16-17
JC BROWN				
	General Legal	\$ 335,518	\$ 279,242	\$ -
	Water permit	\$ 16,698	\$ 39,856	\$ -
	Vandiver	\$ 10,356	\$ 9,275	\$ -
BUNDREN				
	Pine Forest Interlocal	\$ 89,738	\$ 700,800	\$ -
	Vandiver	\$ 3,393	\$ 79,951	\$ -
	Aqua CCN	\$ 13,005	\$ 21,735	\$ -
	Red Light Camera Sui	\$ 5,822	\$ 60,279	\$ -
TERRELL LAW FIRM				
	Water permit	\$ 61,015	\$ 482,815	\$ -
DAVID BRAGGS				
	General legal	\$ -	\$ 8,603	\$ 3,225
	Vandiver	\$ -	\$ -	\$ 1,680
TAYLOR, OLSON, ADKINS, SRALLA & ELAM, LLP				
	Red Light Camera Sui	\$ -	\$ 1,246	\$ 256
Total Legal		\$ 535,544	\$ 1,683,801	\$ 5,161

Row Labels	Sum of FY14-15	Sum of FY15-16	Sum of FY16-17
Aqua CCN	\$ 13,005	\$ 21,735	\$ -
General Legal	\$ 335,518	\$ 287,845	\$ 3,225
Pine Forest Interlocal	\$ 89,738	\$ 700,800	\$ -
Red Light Camera Suit	\$ 5,822	\$ 61,525	\$ 256
Vandiver	\$ 13,749	\$ 89,226	\$ 1,680
Water permit	\$ 77,713	\$ 522,671	\$ -
Grand Total	\$ 535,544	\$ 1,683,801	\$ 5,161

CITY OF BASTROP
SUMMARY OF REVENUES AND EXPENDITURES
 AS OF OCT. 31, 2016

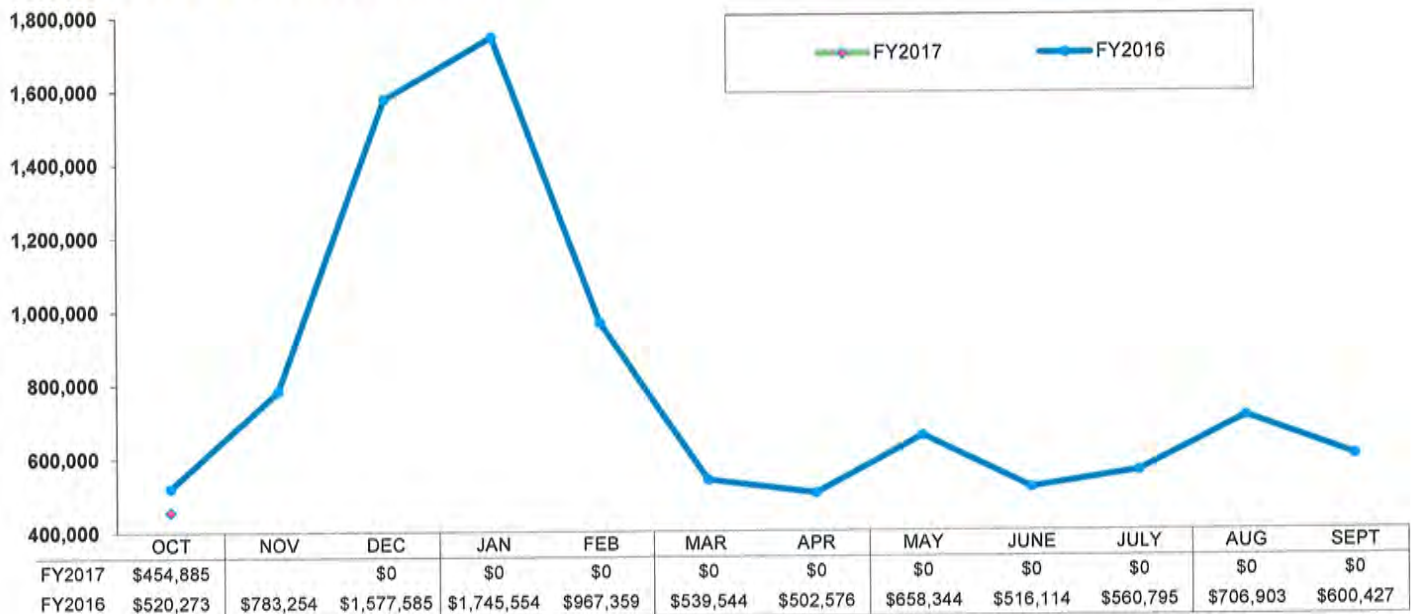
Fiscal year 2017 is 1 month or 8.3% completed

	FY 16-17 Budget*	FY 16-17 YTD Actual	% of Budget
Revenues			
General Fund	\$ 9,947,361	\$ 454,885	4.6%
W/WW Fund	\$ 4,526,200	\$ 415,549	9.2%
Electric Fund	\$ 6,999,250	\$ 564,019	8.1%
Hotel Motel Fund	\$ 2,882,000	\$ 265,867	9.2%
Expenditures			
General Fund	\$ 11,093,257	\$ 558,375	5.0%
W/WW Fund	\$ 5,652,292	\$ 322,627	5.7%
Electric Fund	\$ 7,546,181	\$ 508,508	6.7%
Hotel Motel Fund	\$ 1,374,742	\$ 310,955	22.6%

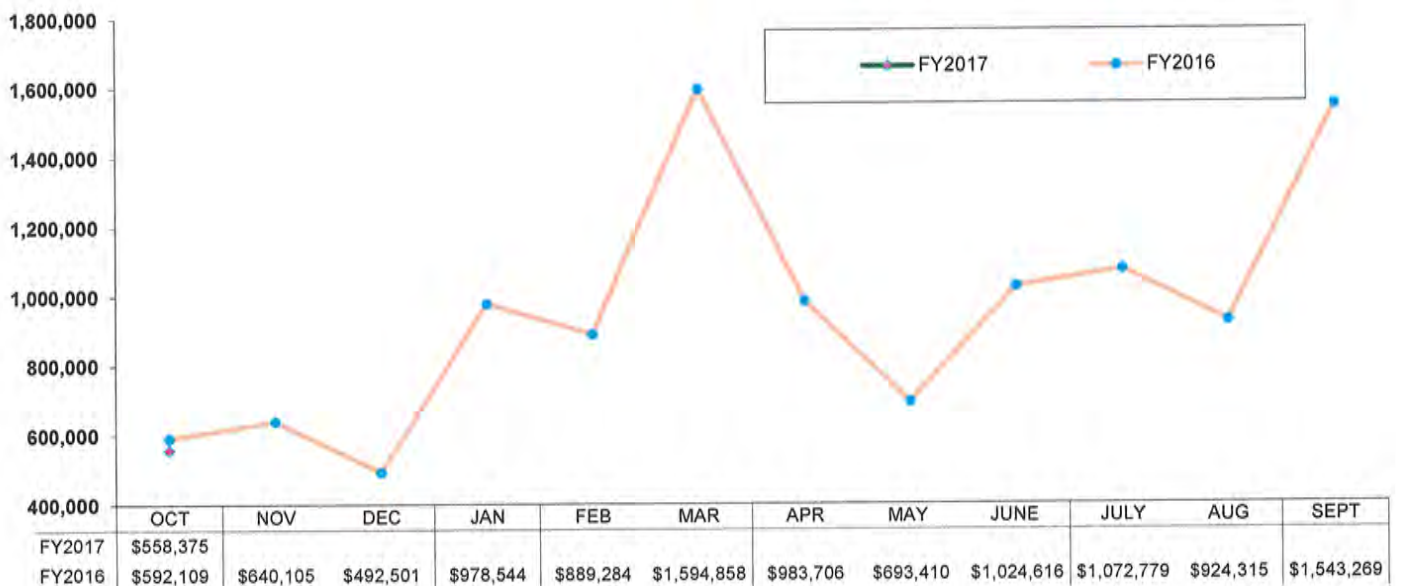
*Budget amounts reflect any budget amendments approved by Council during the Fiscal Year

GENERAL FUND REVENUE & EXPENDITURES AS OF OCT. 31, 2016

FY 2016 & 2017 Revenues



FY 2016 & 2017 Expenditures



GENERAL FUND REVENUE

AS OF OCT. 31, 2016

FY2017 Budgeted \$4,456,850

Sales Tax

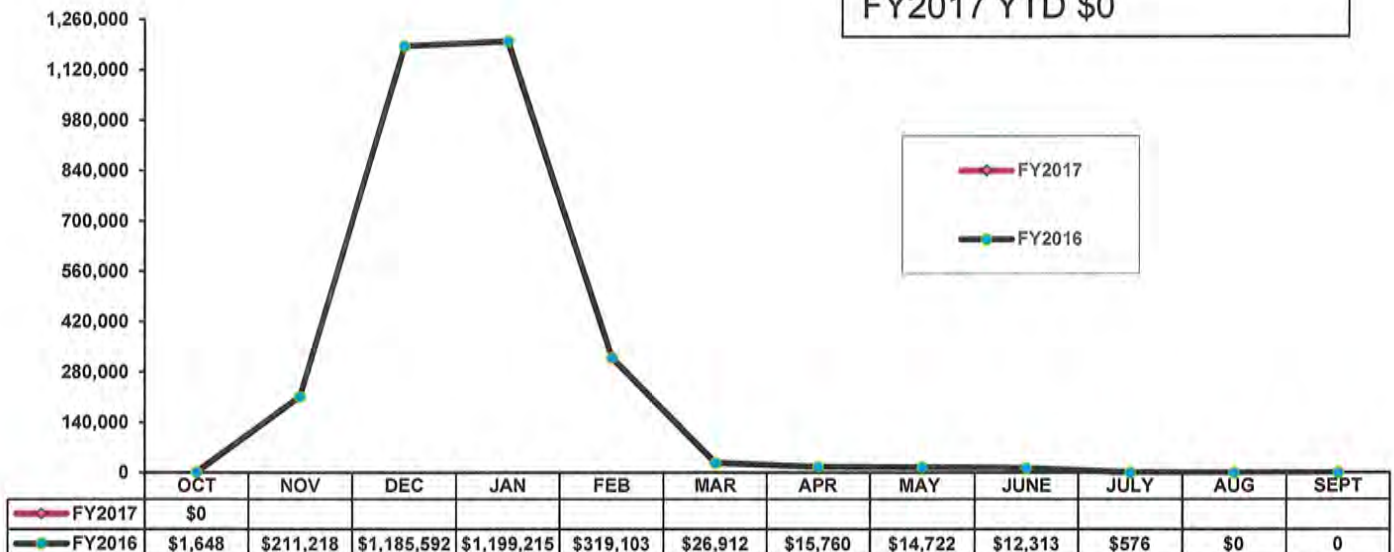
FY2017 YTD \$322,310



Ad Valorem Taxes

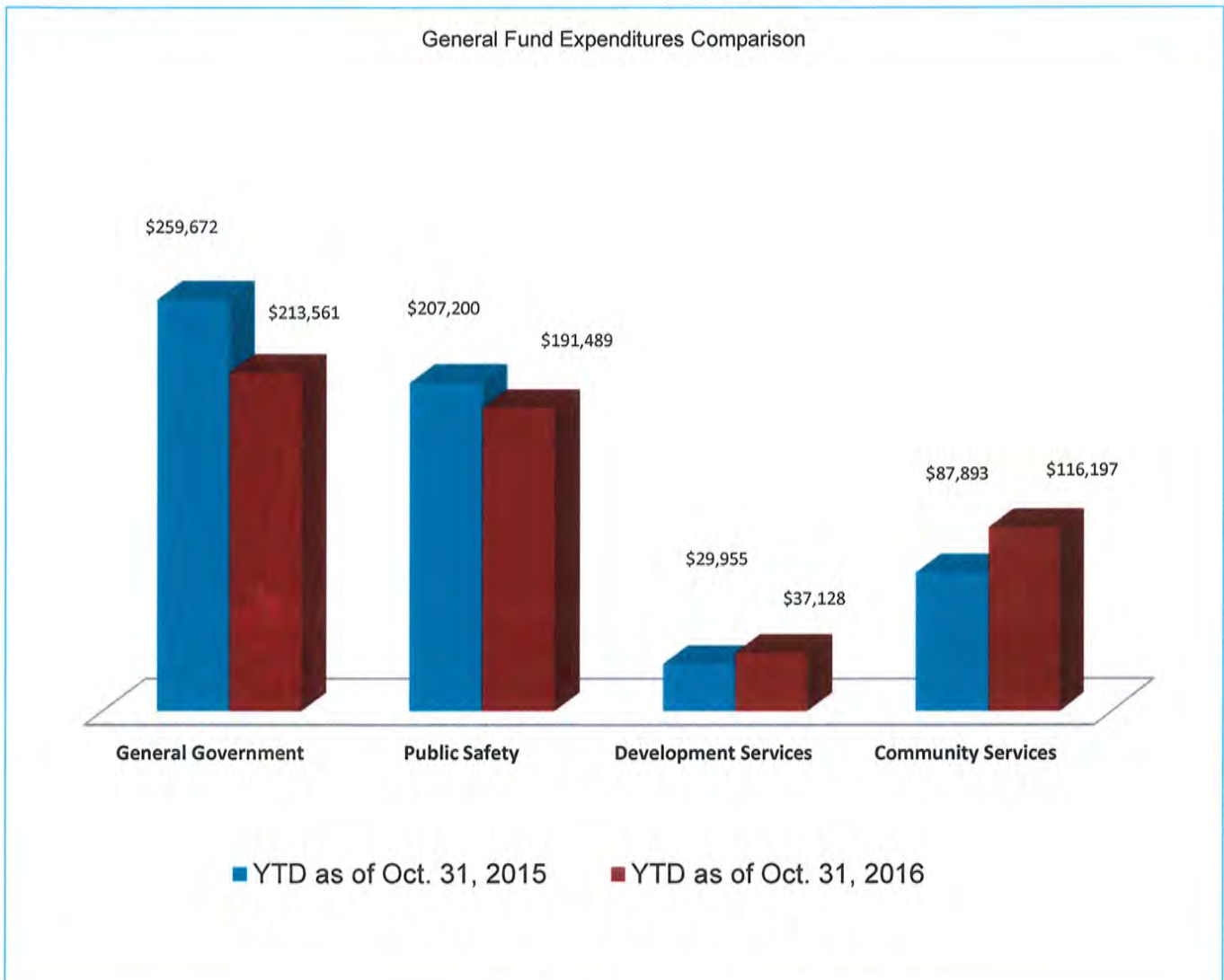
FY2017 Budget \$3,131,361

FY2017 YTD \$0



GENERAL FUND EXPENDITURES

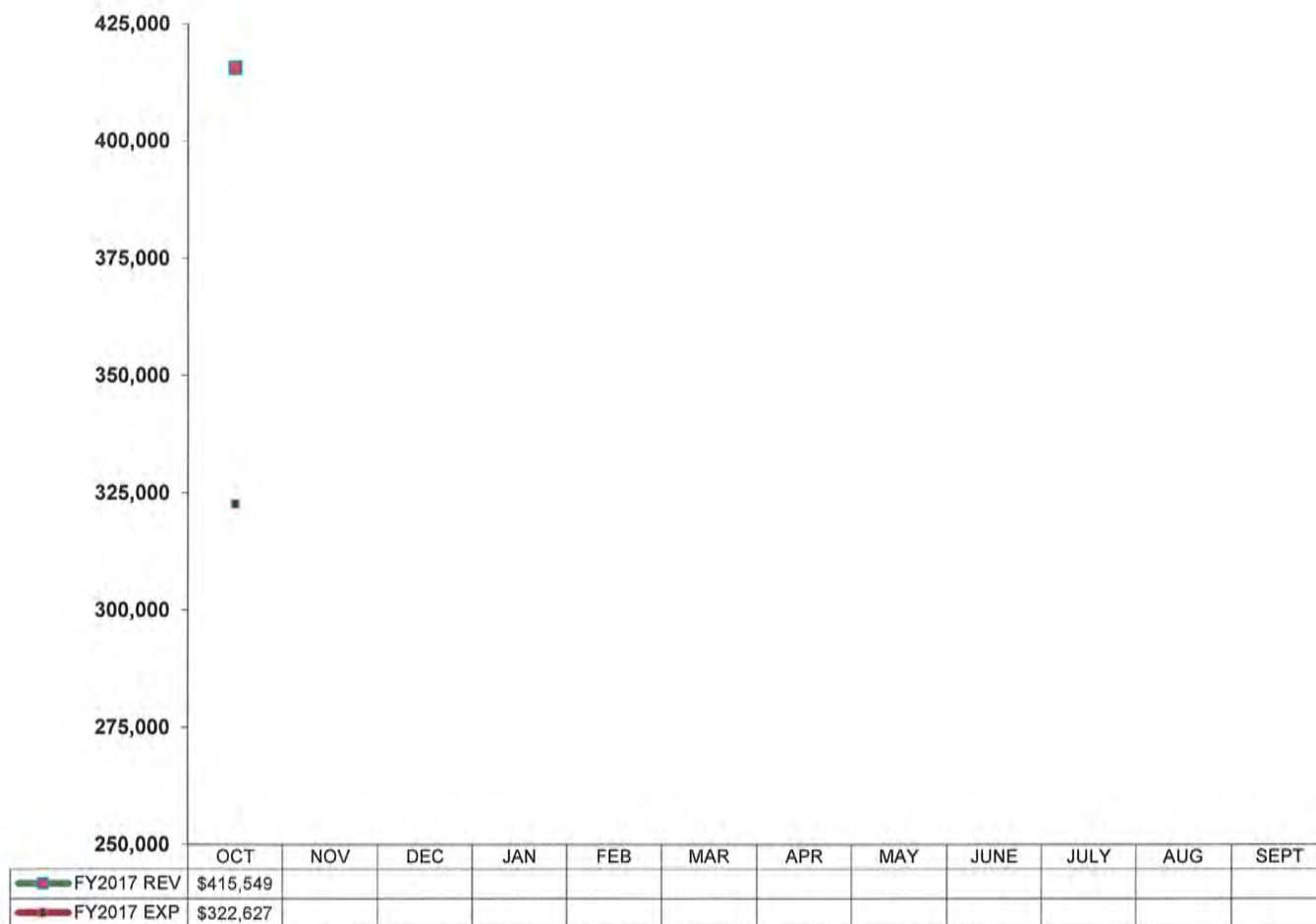
AS OF OCT. 31, 2016



- General Government includes Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance
- Public Safety includes Police Department, Fire Department, Health, and Municipal Court
- Development Services includes the Planning Department
- Community Services includes Recreation, Parks, and Library

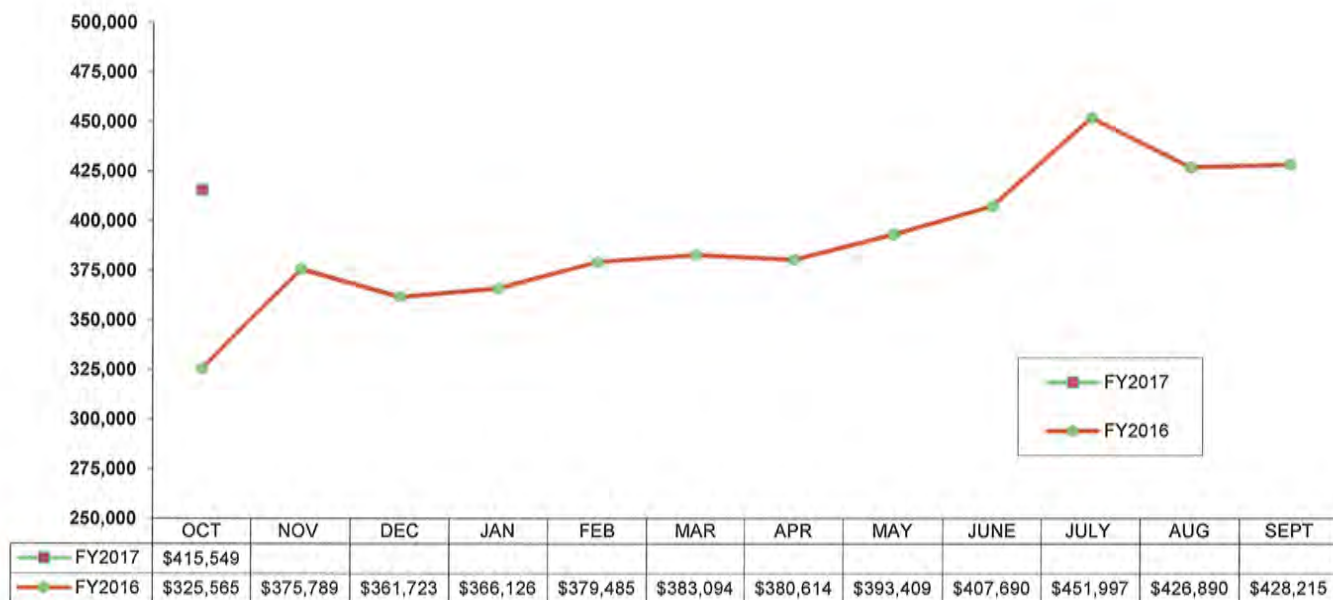
WATER WASTEWATER FUND REVENUE & EXPENDITURES AS OF OCT. 31, 2016

- ❖ Water/ Wastewater Fund Revenues Year-to-date (YTD) as of Oct. 31, 2016 are \$415,549 or 9.2% of the budgeted amount



WATER WASTEWATER FUND REVENUE & EXPENDITURES AS OF OCT. 31, 2016

FY 2016 & 2017 Revenues



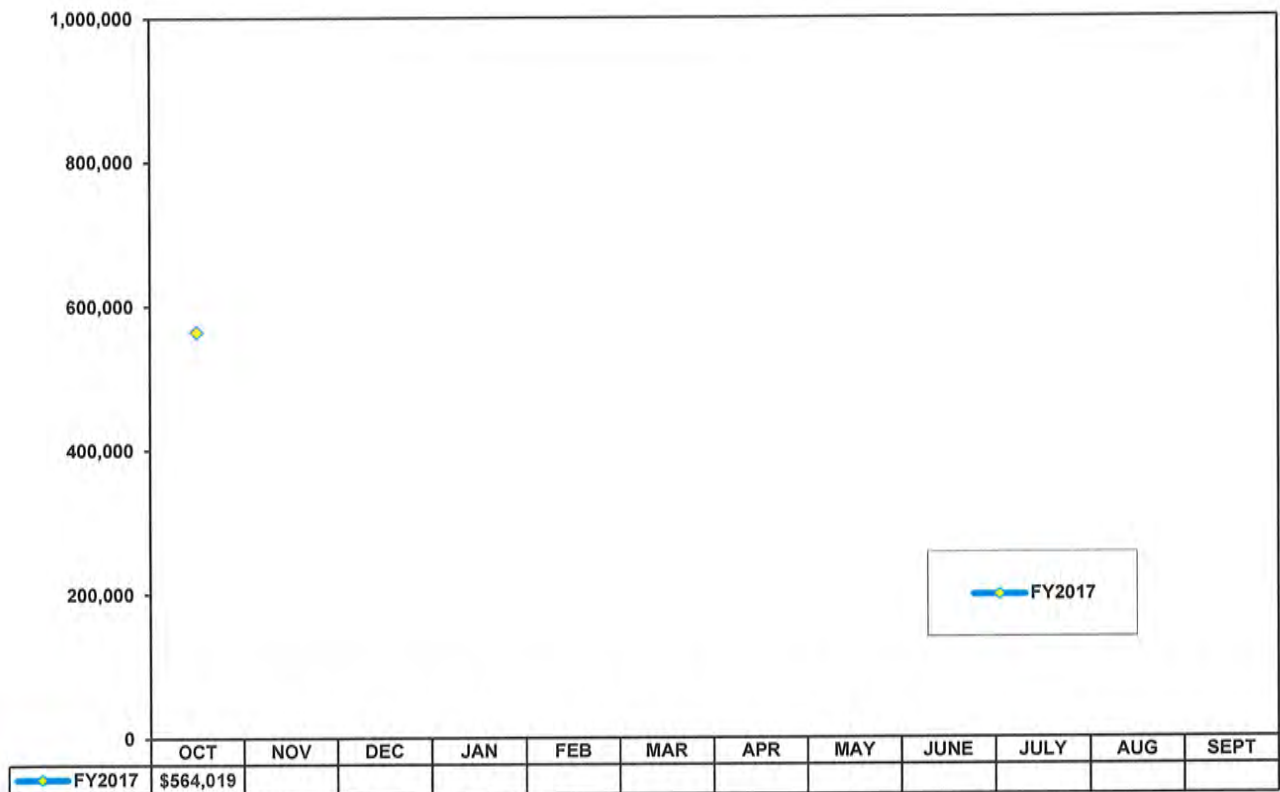
FY 2016 & 2017 Expenditures



BASTROP POWER AND LIGHT / ELECTRIC FUND REVENUE

AS OF OCT. 31, 2016

- ❖ Electric Fund Revenues Year-to-date (YTD) as of Oct. 31, 2016 are \$564,019 or 8.1% of the FY2017 adopted budget.



HOTEL MOTEL TAX REVENUE FUND

REVENUE AND EXPENDITURES

AS OF OCT. 31, 2016

- ❖ Revenues as of Oct. 31, 2016 represent YTD earned revenue of \$265,867. Due to an audit adjustment that accrues our revenue into the period it was earned, the revenue earned in October is an estimate.
- ❖ Expenses in October are increased due to the one-time disbursement of funds to Hotel Motel funded organizations.

Revenue



Expenses



FINANCIAL STATEMENT REPORTS ARE ATTACHED:

- General Fund
- Water/ Wastewater Utility Fund
- Hotel Motel Fund

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-GENERAL FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TAXES & PENALTIES						
00-4001 CURRENT TAXES M&O	1,647.84	2,989,945.00	0.00	0.00	2,989,945.00	0.00
00-4002 DELINQUENT TAXES M&O	2,416.00	35,750.00	1,046.09	1,046.09	34,703.91	2.93
00-4003 PENALTIES & INTEREST M&O	1,492.96	26,000.00	653.92	653.92	25,346.08	2.52
00-4004 FRANCHISE TAX	0.00	410,000.00	0.00	0.00	410,000.00	0.00
00-4006 CITY SALES TAX	303,779.24	4,270,237.00	322,310.32	322,310.32	3,947,926.68	7.55
00-4008 OCCUPATION TAX	1,425.00	8,000.00	120.00	120.00	7,880.00	1.50
00-4009 MIXED BEVERAGE TAX	0.00	48,000.00	0.00	0.00	48,000.00	0.00
00-4010 380 AGREEMENT PROP REFUND	0.00	(45,000.00)	0.00	0.00	(45,000.00)	0.00
TOTAL TAXES & PENALTIES	310,761.04	7,742,932.00	324,130.33	324,130.33	7,418,801.67	4.19
LICENSES & PERMITS						
00-4020 BUILDING PERMITS	5,932.88	120,000.00	10,319.98	10,319.98	109,680.02	8.60
00-4021 ZONING FEES	300.00	3,500.00	453.00	453.00	3,047.00	12.94
00-4022 PLATTING FEES	420.00	40,000.00	790.00	790.00	39,210.00	1.98
00-4023 SPECIAL EVENT PERMIT FEE	100.00	2,000.00	100.00	100.00	1,900.00	5.00
TOTAL LICENSES & PERMITS	6,752.88	165,500.00	11,662.98	11,662.98	153,837.02	7.05
CHARGES FOR SERVICES						
00-4040 ANIMAL SERVICE RECEIPTS	0.00	200.00	30.00	30.00	170.00	15.00
00-4043 PARK RENTALS & FEES	35.00	2,000.00	(50.00)	(50.00)	2,050.00	2.50
00-4044 PD ACCIDENT REPORTS	0.00	1,800.00	114.00	114.00	1,686.00	6.33
00-4046 SPECIAL EVENTS HOT REIMB	0.00	30,000.00	0.00	0.00	30,000.00	0.00
00-4049 TRANSFER STATION RECEIPTS	407.00	5,000.00	210.00	210.00	4,790.00	4.20
00-4051 SANITATION REVENUE	39,989.32	475,000.00	38,745.09	38,745.09	436,254.91	8.16
00-4052 SANITATION PENALTIES	591.34	7,500.00	525.79	525.79	6,974.21	7.01
TOTAL CHARGES FOR SERVICES	41,022.66	521,500.00	39,574.88	39,574.88	481,925.12	7.5
FINES & FORFEITURES						
00-4070 MUNICIPAL COURT FINES	23,576.96	270,000.00	18,201.59	18,201.59	251,798.41	6.74
00-4076 LIBRARY RECEIPTS	1,303.08	16,000.00	1,646.20	1,646.20	14,353.80	10.29
00-4078 JUVENILE CASE MANAGER-M/C	840.71	7,500.00	524.85	524.85	6,975.15	7.00
00-4080 TEEN COURT (MC)	40.00	1,000.00	0.00	0.00	1,000.00	0.00
TOTAL FINES & FORFEITURES	25,760.75	294,500.00	20,372.64	20,372.64	274,127.36	6.92
INTEREST INCOME						
00-4400 INTEREST RECEIPTS	940.44	24,000.00	1,336.86	1,336.86	22,663.14	5.57
TOTAL INTEREST INCOME	940.44	24,000.00	1,336.86	1,336.86	22,663.14	5.57

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-GENERAL FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
INTERGOVERNMENTAL						
00-4415 EMERGENCY MANAGEMENT	0.00	30,000.00	0.00	0.00	30,000.00	0.00
00-4493 BEDC IN-KIND	0.00	189,000.00	11,193.20	11,193.20	177,806.80	5.92
TOTAL INTERGOVERNMENTAL	0.00	219,000.00	11,193.20	11,193.20	207,806.80	5.11
MISCELLANEOUS						
00-4509 GENERAL DONATIONS	0.00	1,200.00	0.00	0.00	1,200.00	0.00
00-4536 MISCELLANEOUS	2,043.09	75,000.00	135.21	135.21	74,864.79	0.18
00-4537 INSURANCE PROCEEDS	0.00	54,465.00	0.00	0.00	54,465.00	0.00
00-4543 DEVELOPER REIMBURSEMENT	0.00	60,000.00	0.00	0.00	60,000.00	0.00
TOTAL MISCELLANEOUS	2,043.09	190,665.00	135.21	135.21	190,529.79	0.07
TRANSFERS-IN						
00-4703 TRANSFERS IN - ELECTRIC FUND	46,479.17	557,750.00	46,479.17	46,479.17	511,270.83	8.33
TOTAL TRANSFERS-IN	46,479.17	557,750.00	46,479.17	46,479.17	511,270.83	8.33
TOTAL REVENUE **						
	433,760.03	9,715,847.00	454,885.27	454,885.27	9,260,961.73	4.68

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
1-DEPARTMENT						
10-NON-PROGRAM						
TOTAL						
1-AL						
11-LEGISLATIVE						
10-NON-PROGRAM						
PERSONNEL COSTS	615.58	7,015.00	610.18	610.18	6,404.82	8.70
SUPPLIES & MATERIALS	17.61	4,530.00	25.40	25.40	4,504.60	0.56
OCCUPANCY	820.07	8,000.00	989.12	989.12	7,010.88	12.36
CONTRACTUAL SERVICES	0.00	13,400.00	0.00	0.00	13,400.00	0.00
OTHER CHARGES	1,030.00	(21,880.00)	(1,088.66)	(1,088.66)	(20,791.34)	4.98
TOTAL 00-NON-PROGRAM	2,483.26	11,065.00	536.04	536.04	10,528.96	4.84
1-AL LEGISLATIVE	2,483.26	11,065.00	536.04	536.04	10,528.96	4.84
12-ORGANIZATIONAL						
10-NON-PROGRAM						
PERSONNEL COSTS	595.52	68,842.56	1,619.74	1,619.74	67,222.82	2.35
SUPPLIES & MATERIALS	1,261.91	17,090.00	1,123.10	1,123.10	15,966.90	6.57
MAINTENANCE & REPAIRS	0.00	20,250.00	10.00	10.00	20,240.00	0.05
CONTRACTUAL SERVICES	52,300.45	1,166,350.00	25,635.62	25,635.62	1,140,714.38	2.20
OTHER CHARGES	455.02	548,848.00	1,216.56	1,216.56	547,631.44	0.22
CAPITAL OUTLAY	0.00	4,717.00	0.00	0.00	4,717.00	0.00
TRANSFERS OUT	0.00	745,000.00	0.00	0.00	745,000.00	0.00
TOTAL 00-NON-PROGRAM	54,612.90	2,571,097.56	29,605.02	29,605.02	2,541,492.54	1.15
1-AL ORGANIZATIONAL	54,612.90	2,571,097.56	29,605.02	29,605.02	2,541,492.54	1.15
13-CITY MANAGER						
10-NON-PROGRAM						
PERSONNEL COSTS	19,981.30	337,631.00	6,171.70	6,171.70	331,459.30	1.83
SUPPLIES & MATERIALS	700.10	7,200.00	411.63	411.63	6,788.37	5.72
OCCUPANCY	856.11	9,400.00	782.99	782.99	8,617.01	8.33
CONTRACTUAL SERVICES	0.00	30,350.00	16,792.72	16,792.72	13,557.28	55.33
OTHER CHARGES	578.95	(188,364.00)	(11,128.81)	(11,128.81)	(177,235.19)	5.91
TOTAL 00-NON-PROGRAM	22,116.46	196,217.00	13,030.23	13,030.23	183,186.77	6.64
1-AL CITY MANAGER	22,116.46	196,217.00	13,030.23	13,030.23	183,186.77	6.64

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
CITY SECRETARY						
00-NON-PROGRAM						
PERSONNEL COSTS	6,148.70	92,853.00	5,782.72	5,782.72	87,070.28	6.23
SUPPLIES & MATERIALS	2.26	5,975.00	1.34	1.34	5,973.66	0.02
OCCUPANCY	242.42	2,190.00	212.24	212.24	1,977.76	9.69
CONTRACTUAL SERVICES	0.00	6,600.00	0.00	0.00	6,600.00	0.00
OTHER CHARGES	2,352.29	(20,545.00)	(104.64)	(104.64)	(20,440.36)	0.51
TOTAL 00-NON-PROGRAM	8,745.67	87,073.00	5,891.66	5,891.66	81,181.34	6.77
CITY SECRETARY	8,745.67	87,073.00	5,891.66	5,891.66	81,181.34	6.77
FINANCE						
00-NON-PROGRAM						
PERSONNEL COSTS	22,153.21	349,248.00	24,560.35	24,560.35	324,687.65	7.03
SUPPLIES & MATERIALS	1,398.57	8,014.00	490.16	490.16	7,523.84	6.12
MAINTENANCE & REPAIRS	0.00	31,266.00	23,875.82	23,875.82	7,390.18	76.36
OCCUPANCY	598.50	6,750.00	615.56	615.56	6,134.44	9.12
CONTRACTUAL SERVICES	4,673.49	60,650.00	0.00	0.00	60,650.00	0.00
OTHER CHARGES	1,848.95	(221,477.00)	(21,962.74)	(21,962.74)	(199,514.26)	9.92
TOTAL 00-NON-PROGRAM	30,672.72	234,451.00	27,579.15	27,579.15	206,871.85	11.76
UTILITY CUSTOMER SERVICE						
PERSONNEL COSTS	18,624.39	261,587.00	14,384.96	14,384.96	247,202.04	5.50
SUPPLIES & MATERIALS	2,256.02	31,190.00	1,841.04	1,841.04	29,348.96	5.90
MAINTENANCE & REPAIRS	4,257.47	25,500.00	9,740.99	9,740.99	15,759.01	38.20
OCCUPANCY	845.33	9,620.00	779.73	779.73	8,840.27	8.11
CONTRACTUAL SERVICES	687.04	436,050.00	34,613.92	34,613.92	401,436.08	7.94
OTHER CHARGES	131.52	(321,443.00)	(21,959.92)	(21,959.92)	(299,483.08)	6.83
TOTAL UTILITY CUSTOMER SERVICE	26,801.77	442,504.00	39,400.72	39,400.72	403,103.28	8.90
CITY FINANCE	57,474.49	676,955.00	66,979.87	66,979.87	609,975.13	9.89
HUMAN RESOURCE						
00-NON-PROGRAM						
PERSONNEL COSTS	6,990.66	121,021.00	8,124.84	8,124.84	112,896.16	6.71
SUPPLIES & MATERIALS	2.26	6,875.00	116.27	116.27	6,758.73	1.69
OCCUPANCY	338.59	3,445.00	264.72	264.72	3,180.28	7.68
CONTRACTUAL SERVICES	0.00	325.00	0.00	0.00	325.00	0.00
OTHER CHARGES	35.00	(11,783.00)	(2,901.74)	(2,901.74)	(8,881.26)	24.63
TOTAL 00-NON-PROGRAM	7,366.51	119,883.00	5,604.09	5,604.09	114,278.91	4.67
CITY HUMAN RESOURCE	7,366.51	119,883.00	5,604.09	5,604.09	114,278.91	4.67

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
INFORMATION TECHNOLOGY						
00-NON-PROGRAM						
PERSONNEL COSTS	11,103.11	177,365.00	9,534.58	9,534.58	167,830.42	5.38
SUPPLIES & MATERIALS	268.11	15,100.00	2,457.81	2,457.81	12,642.19	16.28
MAINTENANCE & REPAIRS	26,686.40	142,982.00	28,175.69	28,175.69	114,806.31	19.71
OCCUPANCY	533.56	12,878.00	1,278.32	1,278.32	11,599.68	9.93
CONTRACTUAL SERVICES	0.00	3,591.00	558.08	558.08	3,032.92	15.54
OTHER CHARGES	150.00	(110,427.00)	(9,184.58)	(9,184.58)	(101,242.42)	8.32
CAPITAL OUTLAY	0.00	24,245.00	0.00	0.00	24,245.00	0.00
TOTAL 00-NON-PROGRAM	38,741.18	265,734.00	32,819.90	32,819.90	232,914.10	12.35
ALL INFORMATION TECHNOLOGY	38,741.18	265,734.00	32,819.90	32,819.90	232,914.10	12.35
MOVIE/VIDEO/BROADCASTING						
00-NON-PROGRAM						
PERSONNEL COSTS	0.00	0.00	2,075.17	2,075.17	(2,075.17)	0.00
OCCUPANCY	0.00	0.00	49.97	49.97	(49.97)	0.00
TOTAL 00-NON-PROGRAM	0.00	0.00	2,125.14	2,125.14	(2,125.14)	0.00
ALL FILMING/BROADCASTING	0.00	0.00	2,125.14	2,125.14	(2,125.14)	0.00
OFFICE						
ADMINISTRATION						
PERSONNEL COSTS	31,165.09	468,325.00	30,329.95	30,329.95	437,995.05	6.48
SUPPLIES & MATERIALS	5,729.14	28,145.00	974.76	974.76	27,170.24	3.46
MAINTENANCE & REPAIRS	529.96	33,210.00	37.50	37.50	33,172.50	0.11
OCCUPANCY	2,842.24	56,380.00	3,563.10	3,563.10	52,816.90	6.32
CONTRACTUAL SERVICES	0.00	193,345.00	9,178.74	9,178.74	184,166.26	4.75
OTHER CHARGES	6,418.15	35,155.00	2,868.60	2,868.60	32,286.40	8.16
CAPITAL OUTLAY	0.00	505,375.00	0.00	0.00	505,375.00	0.00
TOTAL ADMINISTRATION	46,684.58	1,319,935.00	46,952.65	46,952.65	1,272,982.35	3.56
CODE ENFORCEMENT						
PERSONNEL COSTS	4,009.17	56,996.00	3,765.41	3,765.41	53,230.59	6.61
SUPPLIES & MATERIALS	94.41	5,200.00	46.67	46.67	5,153.33	0.90
MAINTENANCE & REPAIRS	0.00	1,950.00	0.00	0.00	1,950.00	0.00
CONTRACTUAL SERVICES	110.00	4,225.00	0.00	0.00	4,225.00	0.00
OTHER CHARGES	0.00	21,945.00	170.00	170.00	21,775.00	0.77
TOTAL CODE ENFORCEMENT	4,213.58	90,316.00	3,982.08	3,982.08	86,333.92	4.41
EMERGENCY MANAGEMENT						
SUPPLIES & MATERIALS	0.00	2,160.00	0.00	0.00	2,160.00	0.00
MAINTENANCE & REPAIRS	0.00	1,640.00	32.99	32.99	1,607.01	2.01
OTHER CHARGES	200.00	2,000.00	200.00	200.00	1,800.00	10.00
TOTAL EMERGENCY MANAGEMENT	200.00	5,800.00	232.99	232.99	5,567.01	4.02

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
POLICE-CID						
PERSONNEL COSTS	17,292.32	247,540.00	15,890.19	15,890.19	231,649.81	6.42
SUPPLIES & MATERIALS	167.42	4,400.00	84.25	84.25	4,315.75	1.91
MAINTENANCE & REPAIRS	49.49	3,360.00	0.00	0.00	3,360.00	0.00
CONTRACTUAL SERVICES	0.00	3,600.00	0.00	0.00	3,600.00	0.00
OTHER CHARGES	0.00	6,700.00	0.00	0.00	6,700.00	0.00
TOTAL POLICE-CID	17,509.23	265,600.00	15,974.44	15,974.44	249,625.56	6.01
POLICE-PATROL						
PERSONNEL COSTS	91,448.27	1,386,860.00	79,143.69	79,143.69	1,307,716.31	5.71
SUPPLIES & MATERIALS	4,036.46	108,986.00	3,884.13	3,884.13	105,101.87	3.56
MAINTENANCE & REPAIRS	1,585.30	24,741.00	1,113.08	1,113.08	23,627.92	4.50
CONTRACTUAL SERVICES	454.84	12,870.00	1,089.48	1,089.48	11,780.52	8.47
OTHER CHARGES	253.19	9,800.00	70.74	70.74	9,729.26	0.72
CAPITAL OUTLAY	0.00	218,063.00	0.00	0.00	218,063.00	0.00
TOTAL POLICE-PATROL	97,778.06	1,761,320.00	85,301.12	85,301.12	1,676,018.88	4.84
POLICE-CRIME PREVENTION						
PERSONNEL COSTS	324.60	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	79.09	2,650.00	0.47	0.47	2,649.53	0.02
CONTRACTUAL SERVICES	0.00	900.00	0.00	0.00	900.00	0.00
OTHER CHARGES	295.00	1,150.00	250.00	250.00	900.00	21.74
TOTAL POLICE-CRIME PREVENTION	698.69	4,700.00	250.47	250.47	4,449.53	5.33
TOTAL POLICE	167,084.14	3,447,671.00	152,693.75	152,693.75	3,294,977.25	4.43
FIRE-VOLUNTEER						
00-NON-PROGRAM						
PERSONNEL COSTS	1,336.27	81,659.00	7,033.15	7,033.15	74,625.85	8.61
SUPPLIES & MATERIALS	3,456.10	62,847.00	561.92	561.92	62,285.08	0.89
MAINTENANCE & REPAIRS	2,132.18	192,561.00	1,304.07	1,304.07	191,256.93	0.68
OCCUPANCY	2,598.07	41,150.00	2,044.24	2,044.24	39,105.76	4.97
CONTRACTUAL SERVICES	0.00	21,486.00	3,686.83	3,686.83	17,799.17	17.16
OTHER CHARGES	3,021.54	22,764.00	179.00	179.00	22,585.00	0.79
CAPITAL OUTLAY	0.00	57,756.00	0.00	0.00	57,756.00	0.00
TOTAL 00-NON-PROGRAM	12,544.16	480,223.00	14,809.21	14,809.21	465,413.79	3.08
TOTAL FIRE-VOLUNTEER	12,544.16	480,223.00	14,809.21	14,809.21	465,413.79	3.08
MUNICIPAL COURT						
00-NON-PROGRAM						
PERSONNEL COSTS	16,163.73	227,530.00	13,687.29	13,687.29	213,842.71	6.02
SUPPLIES & MATERIALS	753.15	11,250.00	406.84	406.84	10,843.16	3.62
MAINTENANCE & REPAIRS	7,601.52	9,300.00	7,787.80	7,787.80	1,512.20	83.74
OCCUPANCY	873.58	10,310.00	718.06	718.06	9,591.94	6.96
CONTRACTUAL SERVICES	1,476.15	36,250.00	1,212.32	1,212.32	35,037.68	3.34
OTHER CHARGES	703.28	6,800.00	173.68	173.68	6,626.32	2.55
TOTAL 00-NON-PROGRAM	27,571.41	301,440.00	23,985.99	23,985.99	277,454.01	7.96

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
AL MUNICIPAL COURT	27,571.41	301,440.00	23,985.99	23,985.99	277,454.01	7.96
ANNING & DEVELOPMENT						
00-NON-PROGRAM						
PERSONNEL COSTS	33,622.88	497,658.00	32,386.61	32,386.61	465,271.39	6.51
SUPPLIES & MATERIALS	342.38	12,445.00	324.36	324.36	12,120.64	2.61
MAINTENANCE & REPAIRS	1,627.38	3,666.00	3,200.00	3,200.00	466.00	87.29
OCCUPANCY	981.53	10,800.00	979.30	979.30	9,820.70	9.07
CONTRACTUAL SERVICES	(11,960.09)	308,000.00	2,093.48	2,093.48	305,906.52	0.68
OTHER CHARGES	5,341.37	51,297.00	(1,855.43)	(1,855.43)	53,152.43	3.62-
CAPITAL OUTLAY	0.00	73,000.00	0.00	0.00	73,000.00	0.00
TOTAL 00-NON-PROGRAM	29,955.45	956,866.00	37,128.32	37,128.32	919,737.68	3.88
AL PLANNING & DEVELOPMENT	29,955.45	956,866.00	37,128.32	37,128.32	919,737.68	3.88
BLIC WORKS						
ADMINISTRATION						
PERSONNEL COSTS	50,633.21	616,850.00	39,887.85	39,887.85	576,962.15	6.47
SUPPLIES & MATERIALS	3,043.66	82,827.00	1,831.11	1,831.11	80,995.89	2.21
MAINTENANCE & REPAIRS	832.88	454,512.00	3,226.49	3,226.49	451,285.51	0.71
OCCUPANCY	1,202.94	14,010.00	781.07	781.07	13,228.93	5.58
CONTRACTUAL SERVICES	866.31	61,146.00	911.83	911.83	60,234.17	1.49
OTHER CHARGES	625.00	11,600.00	171.61	171.61	11,428.39	1.48
CAPITAL OUTLAY	0.00	371,700.00	0.00	0.00	371,700.00	0.00
TOTAL ADMINISTRATION	57,204.00	1,612,645.00	46,809.96	46,809.96	1,565,835.04	2.90
RECREATION						
SUPPLIES & MATERIALS	0.00	0.00	124.47	124.47	(124.47)	0.00
CONTRACTUAL SERVICES	0.00	42,500.00	142.50	142.50	42,357.50	0.34
OTHER CHARGES	0.00	0.00	411.29	411.29	(411.29)	0.00
TOTAL RECREATION	0.00	42,500.00	678.26	678.26	41,821.74	1.60
PARKS						
PERSONNEL COSTS	33,374.33	556,885.00	38,232.50	38,232.50	518,652.50	6.87
SUPPLIES & MATERIALS	1,177.19	41,168.00	1,797.68	1,797.68	39,370.32	4.37
MAINTENANCE & REPAIRS	1,751.79	85,446.00	3,173.60	3,173.60	82,272.40	3.71
OCCUPANCY	6,817.01	56,940.00	5,389.14	5,389.14	51,550.86	9.46
CONTRACTUAL SERVICES	552.91	25,310.00	174.99	174.99	25,135.01	0.69
OTHER CHARGES	625.00	11,431.00	179.27	179.27	11,251.73	1.57
CAPITAL OUTLAY	0.00	322,450.00	22,682.56	22,682.56	299,767.44	7.03
TOTAL PARKS	44,298.23	1,099,630.00	71,629.74	71,629.74	1,028,000.26	6.51

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
BUILDING MAINTENANCE						
PERSONNEL COSTS	10,456.99	152,781.00	11,687.27	11,687.27	141,093.73	7.65
SUPPLIES & MATERIALS	166.17	14,764.00	1,316.79	1,316.79	13,447.21	8.92
MAINTENANCE & REPAIRS	19.38	1,825.00	423.14	423.14	1,401.86	23.19
OCCUPANCY	43.55	964.00	57.27	57.27	906.73	5.94
CONTRACTUAL SERVICES	240.95	1,600.00	500.00	500.00	1,100.00	31.25
OTHER CHARGES	0.00	(32,323.00)	(3,825.58)	(3,825.58)	(28,497.42)	11.84
CAPITAL OUTLAY	0.00	30,000.00	0.00	0.00	30,000.00	0.00
TOTAL BUILDING MAINTENANCE	10,927.04	169,611.00	10,158.89	10,158.89	159,452.11	5.99
TOTAL PUBLIC WORKS	112,429.27	2,924,386.00	129,276.85	129,276.85	2,795,109.15	4.42
LIBRARY						
00-NON-PROGRAM						
PERSONNEL COSTS	33,978.77	533,514.00	33,425.51	33,425.51	500,088.49	6.27
SUPPLIES & MATERIALS	4,749.41	58,771.00	6,028.56	6,028.56	52,742.44	10.26
MAINTENANCE & REPAIRS	0.00	16,018.00	216.70	216.70	15,801.30	1.35
OCCUPANCY	3,457.56	42,224.00	3,130.68	3,130.68	39,093.32	7.41
CONTRACTUAL SERVICES	250.00	23,115.00	0.00	0.00	23,115.00	0.00
OTHER CHARGES	1,159.07	11,461.00	1,087.24	1,087.24	10,373.76	9.49
CAPITAL OUTLAY	0.00	88,000.00	0.00	0.00	88,000.00	0.00
TOTAL 00-NON-PROGRAM	43,594.81	773,103.00	43,888.69	43,888.69	729,214.31	5.68
TOTAL LIBRARY	43,594.81	773,103.00	43,888.69	43,888.69	729,214.31	5.68
ADMINISTRATION						
00-NON-PROGRAM						
TOTAL						
TOTAL						
TOTAL EXPENSES ***	584,719.71	12,811,713.56	558,374.76	558,374.76	12,253,338.80	4.36
REVENUES OVER/(UNDER) EXPENDITURES	(150,959.68)	(3,095,866.56)	(103,489.49)	(103,489.49)	(2,992,377.07)	3.34

END OF REPORT ***

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

WATER/WASTEWATER FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES						
TOTAL						
FEES & FORFEITURES						
TOTAL						
WATER REVENUES						
00-4101 WATER SALES-RESIDENTIAL	104,963.71	1,362,500.00	126,663.83	126,663.83	1,235,836.17	9.30
00-4102 WATER SALES-COMMERCIAL	98,593.18	1,100,900.00	116,449.69	116,449.69	984,450.31	10.58
00-4150 PENALTIES	2,980.62	32,700.00	2,192.65	2,192.65	30,507.35	6.71
00-4152 WATER TAPPING FEES	300.00	5,000.00	4,200.00	4,200.00	800.00	84.00
00-4154 WATER SERVICE FEES	1,475.00	22,000.00	1,663.00	1,663.00	20,337.00	7.56
00-4156 OTHER	300.00	0.00	0.00	0.00	0.00	0.00
TOTAL WATER REVENUES	208,612.51	2,523,100.00	251,169.17	251,169.17	2,271,930.83	9.95
WASTEWATER REVENUES						
00-4201 WASTEWATER SALES-RESIDENTIAL	57,450.97	904,700.00	82,290.16	82,290.16	822,409.84	9.10
00-4202 WASTEWATER SALES-COMMERCIAL	47,702.21	686,700.00	62,670.07	62,670.07	624,029.93	9.13
00-4210 BY THE WAY CAMPGROUND	0.00	22,000.00	0.00	0.00	22,000.00	0.00
00-4215 LCRA/WCID	9,151.90	85,000.00	12,183.56	12,183.56	72,816.44	14.33
00-4250 PENALTIES	1,823.64	23,980.00	1,502.65	1,502.65	22,477.35	6.27
00-4252 SEWER TAPPING FEES	0.00	2,000.00	3,600.00	3,600.00	(1,600.00)	180.00
00-4256 OTHER	0.00	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL WASTEWATER REVENUES	116,128.72	1,729,380.00	162,246.44	162,246.44	1,567,133.56	9.38
INTEREST REVENUE						
TOTAL						
INTEREST INCOME						
00-4400 INTEREST RECEIPTS	824.18	3,000.00	2,133.11	2,133.11	866.89	71.10
TOTAL INTEREST INCOME	824.18	3,000.00	2,133.11	2,133.11	866.89	71.10
INTERGOVERNMENTAL						
TOTAL						
MISCELLANEOUS						
00-4519 BACKFLOW TESTING COST	0.00	3,000.00	0.00	0.00	3,000.00	0.00
TOTAL MISCELLANEOUS	0.00	3,000.00	0.00	0.00	3,000.00	0.00

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

WATER/WASTEWATER FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TRANSFERS-IN						
TOTAL						
OTHER SOURCES						
TOTAL						
 TOTAL REVENUE **	 325,565.41	 4,258,480.00	 415,548.72	 415,548.72	 3,842,931.28	 9.76
	=====	=====	=====	=====	=====	=====

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

WATER/WASTEWATER FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
1-DEPARTMENT						
10-NON-PROGRAM						
TOTAL						
11-ADMINISTRATION						
PERSONNEL COSTS	63,190.67	890,111.00	8,067.40	8,067.40	882,043.60	0.91
SUPPLIES & MATERIALS	4,096.42	45,960.00	1,290.58	1,290.58	44,669.42	2.81
MAINTENANCE & REPAIRS	3,286.74	16,930.00	0.00	0.00	16,930.00	0.00
OCCUPANCY	2,007.46	23,470.00	1,422.04	1,422.04	22,047.96	6.06
CONTRACTUAL SERVICES	48,805.74	609,560.00	50,064.31	50,064.31	559,495.69	8.21
OTHER CHARGES	2,348.71	33,500.00	606.20	606.20	32,893.80	1.81
CONTINGENCY	0.00	10,000.00	0.00	0.00	10,000.00	0.00
DEBT SERVICE	107,591.21	1,460,311.00	118,780.32	118,780.32	1,341,530.68	8.13
TRANSFERS OUT	0.00	275,000.00	0.00	0.00	275,000.00	0.00
TOTAL ADMINISTRATION	231,326.95	3,364,842.00	180,230.85	180,230.85	3,184,611.15	5.36
12-WW DISTRIBUT/COLLECT						
PERSONNEL COSTS	0.00	0.00	25,443.09	25,443.09	(25,443.09)	0.00
SUPPLIES & MATERIALS	1,084.48	22,800.00	21,108.81	21,108.81	1,691.19	92.58
MAINTENANCE & REPAIRS	9,855.62	101,900.00	5,222.00	5,222.00	96,678.00	5.12
CONTRACTUAL SERVICES	77.90	5,340.00	2,484.67	2,484.67	2,855.33	46.53
OTHER CHARGES	497.50	1,500.00	0.00	0.00	1,500.00	0.00
CAPITAL OUTLAY	0.00	2,300,000.00	0.00	0.00	2,300,000.00	0.00
TOTAL W/WW DISTRIBUT/COLLECT	11,515.50	2,431,540.00	54,258.57	54,258.57	2,377,281.43	2.23
13-WATER PRODUCTION/TREAT						
PERSONNEL COSTS	0.00	0.00	13,398.57	13,398.57	(13,398.57)	0.00
SUPPLIES & MATERIALS	4,350.62	32,500.00	1,005.26	1,005.26	31,494.74	3.09
MAINTENANCE & REPAIRS	817.47	274,212.00	7,262.23	7,262.23	266,949.77	2.65
OCCUPANCY	11,786.20	116,000.00	10,025.47	10,025.47	105,974.53	8.64
CONTRACTUAL SERVICES	6,714.60	128,750.00	7,128.93	7,128.93	121,621.07	5.54
OTHER CHARGES	0.00	0.00	385.00	385.00	(385.00)	0.00
TOTAL WATER PRODUCTION/TREAT	23,668.89	551,462.00	39,205.46	39,205.46	512,256.54	7.11
14-WW TREATMENT PLANT						
PERSONNEL COSTS	0.00	0.00	14,529.82	14,529.82	(14,529.82)	0.00
SUPPLIES & MATERIALS	746.18	29,950.00	528.33	528.33	29,421.67	1.76
MAINTENANCE & REPAIRS	353.82	209,800.00	7,929.48	7,929.48	201,870.52	3.78
OCCUPANCY	14,518.30	150,000.00	12,591.72	12,591.72	137,408.28	8.39
CONTRACTUAL SERVICES	12,734.93	77,000.00	13,351.39	13,351.39	63,648.61	17.34
OTHER CHARGES	0.00	0.00	1.75	1.75	(1.75)	0.00
CAPITAL OUTLAY	0.00	145,692.00	0.00	0.00	145,692.00	0.00
TOTAL WW TREATMENT PLANT	28,353.23	612,442.00	48,932.49	48,932.49	563,509.51	7.99

C I T Y O F B A S T R O P
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WATER/WASTEWATER FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
WATER/WASTEWATER DEPT.	294,864.57	6,960,286.00	322,627.37	322,627.37	6,637,658.63	4.64
 TOTAL EXPENSES ***	 294,864.57	 6,960,286.00	 322,627.37	 322,627.37	 6,637,658.63	 4.64
	=====	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	30,700.84	(2,701,806.00)	92,921.35	92,921.35	(2,794,727.35)	3.44-

END OF REPORT ***

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

-HOTEL/MOTEL TAX FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TAXES & PENALTIES						
00-4007 MOTEL/HOTEL TAX RECEIPTS	233,458.00	2,800,000.00	265,000.00	265,000.00	2,535,000.00	9.46
TOTAL TAXES & PENALTIES	233,458.00	2,800,000.00	265,000.00	265,000.00	2,535,000.00	9.46
INTEREST INCOME						
00-4400 INTEREST EARNED	353.86	1,500.00	866.57	866.57	633.43	57.77
TOTAL INTEREST INCOME	353.86	1,500.00	866.57	866.57	633.43	57.77
OTHER						
TOTAL						
TOTAL REVENUE **	233,811.86	2,801,500.00	265,866.57	265,866.57	2,535,633.43	9.49
	=====	=====	=====	=====	=====	=====

C I T Y O F B A S T R O P
FINANCIAL STATEMENT
AS OF: OCTOBER 31ST, 2016

HOTEL/MOTEL TAX FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
I-DEPARTMENT						
10-NON-PROGRAM						
TOTAL						
HOTEL/MOTEL TAX FUND						
10-NON-PROGRAM						
CONTRACTUAL SERVICES	271,340.00	1,160,619.00	246,877.92	246,877.92	913,741.08	21.27
OTHER CHARGES	0.00	62,274.00	0.00	0.00	62,274.00	0.00
TRANSFERS OUT	113,567.75	1,486,781.00	64,076.58	64,076.58	1,422,704.42	4.31
TOTAL 00-NON-PROGRAM	384,907.75	2,709,674.00	310,954.50	310,954.50	2,398,719.50	11.48
TOTAL HOTEL/MOTEL TAX FUND	384,907.75	2,709,674.00	310,954.50	310,954.50	2,398,719.50	11.48
TOTAL EXPENSES ***						
	384,907.75	2,709,674.00	310,954.50	310,954.50	2,398,719.50	11.48
REVENUES OVER/(UNDER) EXPENDITURES	(151,095.89)	91,826.00	(45,087.93)	(45,087.93)	136,913.93	49.10-
END OF REPORT ***						

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: November 16, 2016

MEETING DATE: November 22, 2016

1. Agenda Item: **Approval of the statutory denial, for a period of 180 days from the date of Council action on this request for the Agnes Street Addition, Lot 1, Block "A" Final Plat, being +/-4.282 acres west of Hasler Boulevard and north of Agnes Street (to be extended) located within the Bastrop City limits.**

2. Party Making Request: **Wesley Brandon, PE, City Engineer**

3. Nature of Request: (Brief Overview)

A city must take action on a plat within 30 days or the plat is automatically approved.

4. Attachments: Yes X No

5. Motion Requested: **Approve the statutory denial for the Agnes Street Addition, Lot 1, Block "A" Final Plat.**

NOT TO SCALE



Agnes Street Addition, Lot 1, Block "A"

Agnes Street Addition, Lot 1, Block "A"

Agnes Street Addition, Lot 1, Block "A"

RECEIVED
OCT 26 2016
By *[Signature]*

Mozee Rousseau Survey Abstract Number 56



CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: November 15, 2016

MEETING DATE: November 22, 2016

1. Agenda Item: **Public Hearing: Receive public input on a request for a CUP, Conditional Use Permit, to allow a manufactured home at 202 Martin Luther King Jr. Drive, within Building Block 60, East of Main St., +/-0.137 acres, approximately 6,000 square feet, defined by metes and bounds, February 1956 zoned SF-7, Sing Family Residential within the city limits of Bastrop, Texas.**

2. Party Making Request: **Wesley Brandon, PE, City Engineer**

3. Nature of Request: (Brief Overview)

The property owners, are requesting a Conditional Use Permit to allow the placement of a manufactured home at 202 Martin Luther King Jr. Drive, located on the west side of the street, at the corner of Martin Luther King Jr. Drive and Mill Street. Section 33 of the Zoning Ordinance of the City of Bastrop, Texas, requires public notice be given and a public hearing conducted before Planning and Zoning Commission and City Council. The Planning and Zoning Commission conducted a public hearing November 10, 2016 and voted unanimously to recommend a Conditional Use Permit to allow a manufactured home at 202 Martin Luther King Jr. Drive with conditions.

4. Attachments: Yes XX No

5. Motion Requested **N/A – public hearing**

Agenda Information Sheet:

City Council Meeting Date:

November 22, 2016

Public Notice Description:

Consideration, discussion and possible action on a request for a CUP, Conditional Use Permit, to allow a manufactured home at 202 Martin Luther King Jr. Drive, within Building Block 60, East of Main St., +/-0.137 acres, approximately 6,000 square feet, defined by metes and bounds, February 1956 zoned SF-7 Single Family Residential within the city limits of Bastrop, Texas.

Item Summary:

Owner/Applicants: Jose M Morales and Miriam Salas
Location: 202 Martin Luther King Jr. Drive
Utilities: City water, sewer and BP&L electric
Zoning: SF-7, Single-Family Residential-7

Request: The property owners, Jose M. Morales and Miriam Salas, are requesting a Conditional Use Permit to allow the placement of a manufactured home at 202 Martin Luther King Jr. Drive, located on the west side of the street, at the corner of Martin Luther King Jr. Drive and Mill Street.

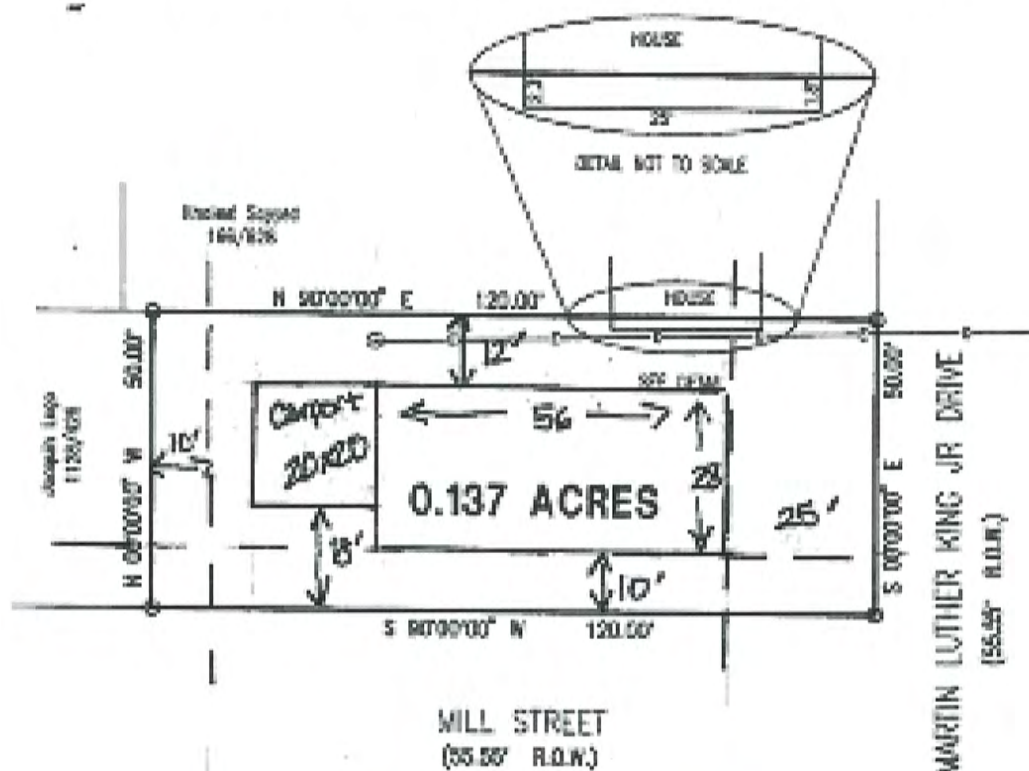
The subject property is a small lot of approximately 0.137 acres, being approximately fifty feet (50') wide and only 6,000 square feet. This property is currently vacant. The property owners have received approval for variances to the front and side setbacks. The proposed house is planned at twenty eight feet (28') wide with a reduced ten-foot (10') setback on the south (Mill Street) property line and a reduced twelve-foot (12') setback on the north/rear property line adjacent to the neighboring property. The proposed house will access the carport and parking area from Mill Street.

Location and Aerial Map



Description:

The current lot is vacant and the owner would like to place a new single family home on the property. The front door will face Mill Street.

Site/Plot Plan showing proposed home and improvements**Manufactured Home**

Per Section 35.4, Special and Supplemental Requirements, all manufactured homes approved through a Manufactured Home Overlay or Conditional Use Permit, must satisfy the following requirements:

- A. All dwelling units shall be HUD-code manufactured home units.
- B. Anchorage of Manufactured Homes: To insure against natural hazards such as tornadoes, high winds, and electrical storms, anchorage at each manufactured home shall be provided, at the time of installation, according to the Building Code.
- C. Skirting:
 - 1. All manufactured home units not attached to a permanent foundation shall provide weather resistant skirting, at the time of installation, from the top of the unit's frame to grade. Skirting shall totally enclose and secure from view the unit's axles and all required anchors, footings, and piers.
 - 2. All required skirting shall be of a texture and color similar to the materials used in the construction of the manufactured home unit.
- D. Two (2) off-street parking spaces must be provided. One must be covered (carport/garage) and must meet the setback requirements. A building permit must be submitted for this carport or garage within two (2) months from the date the manufactured home was installed. The carport or garage must be built within six (6) months from the date the manufactured home was installed.
- E. The main roof shall be pitched, rather than flat.
- F. The manufactured home must be sited with its longest dimension parallel to the street.
- G. The exterior finish cannot have a high-gloss finish. The exterior walls shall look like wood or masonry, regardless of the actual composition.
- H. The hitch must be removed.
- I. The lot must be landscaped so that it is equivalent to the average amount of landscaping that exists on the adjoining lots. At a minimum, two (2) trees of the large variety and two (2) shrubs must be provided. Furthermore, the entire lot must be sodded with grass.
- J. The manufactured home must have a minimum floor area of one thousand (1000) square feet.
- K. A manufactured home that is not being placed within a Manufactured Home Park or subdivision must have a minimum width of at least twenty-eight feet (28').
- L. A manufactured home that is not being placed within a manufactured home park or subdivision shall have a gabled entry or other such break in the facade or roof line.

Basis of Support:

Staff supports the Conditional Use Permit, because it will comply with the intent of the Zoning Ordinance and the mixture of manufactured homes located in this neighborhood.

Comments: Fifteen (15) adjacent property owner notifications were mailed October 21, 2016 and no responses have been received at this time.

Staff Recommendation: Staff recommends approval of the Conditional Use Permit to allow placement of a manufactured home on the property commonly known as 202 Martin Luther King Jr. Drive, within the City of Bastrop, Bastrop County, Texas zoned SF-7, Single Family Residential, with the following conditions:

- 1. Construction and permits submitted shall be in conformance with the City of Bastrop regulations and shall meet the special requirements of Section 35.4, including concrete/asphalt parking/driveway.

2. All necessary permits for the proposed development shall be acquired prior to construction/movement of the manufactured home on the subject property.
3. A Building Permit shall be applied for and secured within one (1) year from the date the conditional use permit is granted (second reading of the ordinance).

Planning and Zoning Commission Recommendation:

The Planning and Zoning Commission conducted a public hearing November 10, 2016 and voted unanimously five (5) in favor to recommend approval of the Conditional Use Permit, to allow a manufactured home at 202 Martin Luther King Jr. Drive with the following conditions:

1. Construction and permits submitted shall be in conformance with the City of Bastrop regulations and shall meet the special requirements of Section 35.4, including concrete/asphalt parking/driveway.
2. All necessary permits for the proposed development shall be acquired prior to construction/movement of the manufactured home on the subject property.
3. A Building Permit shall be applied for and secured within one (1) year from the date the conditional use permit is granted (second reading of the ordinance).
4. No building, premise, or land used under a Conditional Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless an amended Conditional Use Permit is granted for such enlargement, modification, structural alteration, or change.

City Contact:

Wesley Brandon, City Engineer
Planning and Development Department

Attachments:

Letter from applicant

DEAR MEMBERS OF THE PLANNING & ZONING COMMISSION

My name is Jose M. Morales and my wife Miriam Salas are first time property owners we have purchased a small legal lot that's 50 feet wide with 2 street frontages on Mill St. and MLN. we recieved a variance to the setbacks a 10 foot front setback on Mill street and a rear setback of 12 feet.

We have purchased our manufactured home and would greatly appreciate a conditional use permit for our property so that we can move into our home with our children's ages 4 and 7. We would loved for our children to grown into this beautiful and quiet town, can't wait to meet our neighborhood thank you for your consideration and time.

Jose Martinez

Miriam Salas

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: November 15, 2016

MEETING DATE: November 22, 2016

1. Agenda Item: AN ORDINANCE GRANTING A CONDITONAL USE PERMIT TO ALLOW A MANUFACTURED HOME AT 202 MARTIN LUTHER KING BOULEVARD BEING +/- 0.137 ACRES WITHIN A PORTION OF BUILDING BLOCK 60, EAST OF MAIN STREET, AN AREA ZONED SF7, SINGLE FAMILY RESIDENTIAL-7 WITHIN THE CITY LIMITS OF BASTROP, TEXAS; SETTING OUT CONDITIONS; AND PROVIDING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY.

2. Party Making Request: Wesley Brandon, PE, City Engineer

3. Nature of Request: (Brief Overview)

The property owners, are requesting a Conditional Use Permit to allow the placement of a manufactured home at 202 Martin Luther King Jr. Drive, located on the west side of the street, at the corner of Martin Luther King Jr. Drive and Mill Street. Section 33 of the Zoning Ordinance of the City of Bastrop, Texas, requires public notice be given and a public hearing conducted before Planning and Zoning Commission and City Council. The Planning and Zoning Commission conducted a public hearing November 10, 2016 and voted unanimously to recommend a Conditional Use Permit to allow a manufactured home at 202 Martin Luther King Jr. Drive with conditions.

4. Attachments: Yes XX No

5. Motion Requested Approve the request with conditions for a Conditional Use Permit to allow a manufactured home at 202 Martin Luther King Jr. Drive, within Building Block 60, East of Main St., +/-0.137 acres, approximately 6,000 square feet, defined by metes and bounds, February 1956 zoned SF-7, Single Family Residential within the city limits of Bastrop, Texas.

ORDINANCE NO. 2016-34

AN ORDINANCE GRANTING A CONDITONAL USE PERMIT TO ALLOW A MANUFACTURED HOME AT 202 MARTIN LUTHER KING BOULEVARD BEING +/- 0.137 ACRES WITHIN A PORTION OF BUILDING BLOCK 60, EAST OF MAIN STREET, AN AREA ZONED SF7, SINGLE FAMILY RESIDENTIAL-7 WITHIN THE CITY LIMITS OF BASTROP, TEXAS; SETTING OUT CONDITIONS; AND PROVIDING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY.

WHEREAS, Jose G. Martinez and Miriam Salas (hereinafter referred to as the "Applicants"), filed a request for a Conditional Use Permit on October 14, 2016 to allow a manufactured home at 202 Martin Luther King Boulevard being +/- 0.137 within a portion of Building Block 60, East of Main Street, an area zoned, SF7, Single Family Residential-7 within the city limits of the City of Bastrop, Texas as shown on Exhibit "A"; and

WHEREAS, pursuant to Section 36.2 of the Use Charts within the Zoning Ordinance of the City of Bastrop, Texas; and

WHEREAS, pursuant to Section 33 of the City's Zoning Ordinance of the City of Bastrop, Texas, a public notice has been given, and a public hearing was held on November 10, 2016, by the Planning and Zoning Commission (hereinafter referred to as the "Commission") regarding the Applicant's request for a Conditional Use Permit; and

WHEREAS, following a public hearing on November 10, 2016 and consideration of the evidence and testimony presented therein, the Commission recommended approval of the Applicant's request for a Conditional Use Permit, subject to certain conditions set forth herein; and

WHEREAS, pursuant to Section 33 of the Zoning Ordinance of the City of Bastrop, Texas, a public notice has been given, and a public hearing was held November 22, 2016 by the City Council regarding the request for a Conditional Use Permit by the Applicant; and

WHEREAS, the City Council finds that, having received no opposition to the request, this Ordinance relates to the immediate preservation of the health and welfare of the owners of 202 Martin Luther King Boulevard, thereby creating an emergency, for which the Charter requirement providing for the second reading of ordinances should be dispensed with, and this Ordinance be passed finally on its first reading, and shall take effect upon its passage and approval by the Mayor, subject to conditions noted herein.

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

Part 1: The Conditional Use Permit requested by Jose G. Martinez and Miriam Salas to allow a manufactured home at 202 Martin Luther King Boulevard being +/- 0.137 acres within a portion of Building Block 60, East of Main Street, an area zoned SF7, Single Family Residential-7 within the city limits of the City of Bastrop, Texas, is hereby approved, subject to compliance with the following conditions:

1. Construction and permits submitted shall be in conformance with the City of Bastrop regulations and shall meet the zoning requirements of Section 17 and special requirements of Section 35.4, including concrete/asphalt parking/driveway.
2. All necessary permits for the proposed development shall be acquired prior to construction/movement of the manufactured home on the subject property.
3. A Building Permit shall be applied for and secured within one (1) year from the date the conditional use permit is granted (second reading of the ordinance).
4. No building, premise, or land used under a Conditional Use Permit may be enlarged, modified, structurally altered, or otherwise significantly changed unless an amended Conditional Use Permit is granted for such enlargement, modification, structural alteration, or change.

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

READ and ACKNOWLEDGED and APPROVED on an emergency basis on the 22nd day of November, 2016.

APPROVED:

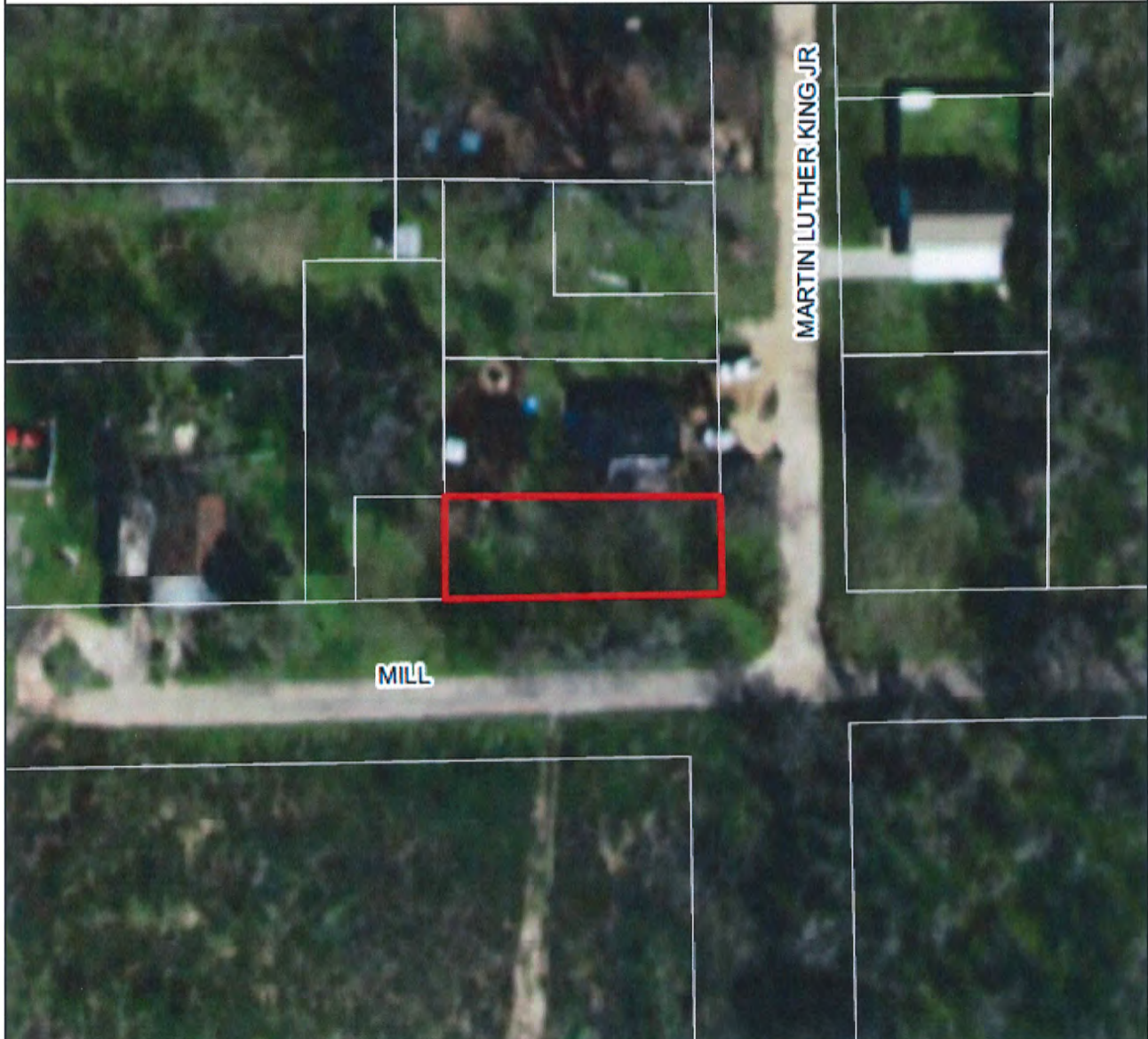
ATTEST:

Kenneth Kesselus
Mayor

Ann Franklin
City Secretary



Exhibit A for 202 MLK



Legend



CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11/14/2016

MEETING DATE: 11/22/2016

1. Agenda Item: **Report from the Bastrop Main Street Director regarding Council direction on the 1832 Farmer's Market and lot adjacent to the Convention Center. Staff has compiled a report pertaining to the work that has been undertaken during the last three months in working with the 1832 Farmer's Market and developing renting the lot adjacent to the Convention Center. Council extended the current lease conditions until 12/31/16 however staff feels it is prudent to give a current update on our progress and seek guidance from the City Council.**

2. Party Making Request: Sarah O'Brien, Main Street Program Director

3. Nature of Request: Report from the Bastrop Main Street Director regarding Council direction on the 1832 Farmer's Market and lot adjacent to the Convention Center. Staff has compiled a report pertaining to the work that has been undertaken during the last three months in working with the 1832 Farmer's Market and developing renting the lot adjacent to the Convention Center. Council extended the current lease conditions until 12/31/16 however staff feels it is prudent to give a current update on our progress and seek guidance from the City Council.

4. Attachments: Yes X No _____

5. Motion Requested: No motion required, staff is seeking feedback on the report.



MEMO

Date: 11/3/2016
To: Bastrop City Council
From: Sarah E. O'Brien, Main Street Program Director

RE: 1832 Business Improvement Plan and Use of 3102 Chestnut

On June 28, 2016, Bastrop City Council granted to the Bastrop 1832 Farmers Market a six-month extension of its use of 1302 Chestnut Street, adjacent to the Bastrop Convention and Exhibit Center. The extension provided use of the site on Saturdays only, between the hours of 8 a.m. and 3 p.m., and honored any existing contracts in that space. The Main Street Program Director was concurrently charged with working with "1832" on developing and implementing a business plan that would yield a flourishing market, with increased vendor participation and an increased customer base.

Council also instructed the Main Street Program Director to develop a plan for use by others to maximize usage of the property. That request was consistent with a February 9, 2016, Council resolution instructing the City Manager to develop a vendor and lease program for short-term use for social, civic, business or personal uses deemed appropriate by the City Manager. Staff also explored highest and best use of the lot while exploring options for the business plan for a multi-use site. Below is a preliminary report.



1832 Farmers Market Business Improvement Plan

The Bastrop 1832 Farmers Market is a project of the Bastrop Sustainable Agriculture Community, a nonprofit 501c3 organization established in 2009 to produce a local growers/producers market and to engage in a number of community service activities allied with its public interest mission.

Under terms of the previous and extended rental agreement as extended, the lessee is responsible for lot maintenance and for paying all utility services costs. Since 2008, the Farmers Market has enjoyed sole use of the property. The property is located adjacent to the Bastrop Convention and Exhibit Center with high visibility and frontage on both Chestnut Street/TX 21 and Fayette Street. Further, the property is conveniently located near the Lost Pines Art Center, Bastrop City Hall, BISD's Wilhelm Performing Arts Center and the Central Business District. Those visiting the property have easy access to a variety of parking options. The property contains two "shell" buildings with water, power and sewer service; access to these City services and Chestnut Street infrastructure increases its potential for development. CARTs currently has a stop located behind and in front of the Convention Center, as well as at the nearby Schulman Lost Pines Entertainment Center.

1832 has permitted use of the site for the annual Harvest Art Fest, founded in 1986 by the Bastrop Association for the Arts. With the disbanding of BAFA after the 2014 event, Genny Smith Wildebrandt stepped in to produce both the 2015 event and the upcoming 2016 event. 2016 marks the 30th anniversary of the festival and, unless new sponsorship emerges, will be the final year of the festival.

The Approach

We have been working collaboratively and diligently with the 1832 board of directors to assist in nurturing and growing a thriving market at this site (or elsewhere in the 62-block Main Street Program Area). To that end and on behalf of the market's board, we have drafted a multi-faceted business plan. The plan

- addresses the board's vision in light of the market's historical mission and its current strengths, weaknesses, opportunities and challenges;
- provides for significantly enhanced marketing to recruit vendors, enhance product and grow the customer base.
- addresses possible refinement of operational and financial management practices and policies to further support the market's realizing its vision.

The draft is not a Main Street prescription but, rather, provides a pathway—subject to whatever shaping and revision that the 1832 board feels appropriate—for market improvement. We will continue assisting 1832 leadership in that process and in the implementation of the resulting business plan.

We anticipate completion of business plan development before January 1, 2017; 1832 has already embraced and implemented several business improvement tactics resulting in the recruitment of new vendors and, with a higher advertising profile and despite a "down" produce season, strong

traffic through the market.

Use of 1302 Chestnut Street

The Approach

Exploration regarding effective utilization of 1302 Chestnut by various groups began with an informal survey regarding use possibilities and interest. The survey gathered ideas and suggestions from leading members of various organizations and entities and vendors that we anticipated would have good suggestions for varied use. The harvest of ideas and suggestions for facilities improvement that would better support the kinds of uses contemplated may be found in the accompanying EXHIBIT.

We were able to determine that there was a moderate to high level of interest regarding use of the property, ranging from parking overflow at adjacent venues to private "rustic" events to possible use of the property as the site of a Convention Center Hotel. Virtually all uses suggest potential for increased City rental revenues from the property, revenue that would be necessary to fund City maintenance and management and advertising costs, utility service support, insurance, facilities improvements and overhead cost allocation.

It is important to note that several of the uses identified would require investment on the City's part to upgrade the facilities including restrooms, electrical, and parking lot improvements. No funds were budgeted for such expenses in the FY 16-17 budget.

Step 1: With that potential use profile in hand and unless otherwise directed by Council, we are poised to move on to "product" in conjunction with the Bastrop Convention Center*:

- analyze rental agreements and space/time rates for other City-owned properties
- elicit from venue managers in the Bastrop area and elsewhere information on prevailing rate structure, rental agreement samples, risk exposure/abatement practices, potential problem areas, etc.
- develop a rate structure and rental agreements for classes of use.
- determine facilities development needs and cost/benefit.
- conceptualize a marketing plan that would generate use and increase revenues.

We anticipate that this effort can be accomplished before the end December.

Step 2: Council will be asked to consider the findings and recommendations arising from Step One and grant authority to proceed. We anticipate that the first user agreement will be for a Farmer's Market at a fair rate that takes into consideration site usage costs established by the City.

With Council blessing staff will bring back suggested rental rates and contracts within the next 60 days for approval.

* Since the Bastrop Convention Center adjoins the property and may wish to expand rental

options for current user's staff recommends that Convention Staff be responsible for promoting, booking, managing and supervision of use. This will enable preferential treatment to be given to companion use by groups booking the Convention Center.

Potential Uses of 1302 Chestnut Street

Please note: The information below reflects a harvest of ideas for optimal use of 1302 Chestnut Street. Staff gathered the information via informal conversations with potential users, including individuals who are among leaders in the various organizations identified. The information in no way should be taken to represent an organizational submission or organizational commitment to the identified use.

Source	Use possibilities	Other suggestions	Facilities needs
Kathy Danielson, (Bastrop Convention and Exhibit Center)	Alternative, specialized venue booked and managed by BCEC—used alone or in tandem with use of BCEC facilities (interior or exterior). Anticipate use would include “rustic” weddings, receptions, barn dances, musical events, open air movies, 501c3 Christmas tree sales	• Include maintenance costs in BCEC budget; operational costs will be factored into the rate structure • Ensure adequate prep/reset time for serial events • Move Famers Market behind the current storage building or prompt its relocation to a downtown venue (921 Main or curbside in front of the courthouse • Rebrand the lot to encompass “place” rather than a single user	• Improved restroom facilities (unisex?): currently single • Repair lot surface • Electrical upgrade, interior and exterior • Restore Fayette fence • Address flooding issues at site • Addition of a small service kitchen/clean-up • Addition of a utility room • HVAC; large ceiling fans • Inventory of tables/chairs stored on site • Signature “art” for photo ops (e.g., old pick-up prominently placed on grounds • Addition of wraparound porch (stage area) and/or portable stage • Configure access for “gated”/private events • Improved parking (on grounds; along Fayette) • Grounds and facilities maintenance combined with BCEC maintenance contract
A cross section of Board members and vendors	• Continued use by 1832 with the intention of “growing” a larger market with more vendors, more aggressive promotion.	• Any new post 12/31/16 agreement should assign lot control (including booking days/hours when 1832 is in	• Improved restroom(s) • Repair lot surface • Electrical upgrade, interior and exterior • Improve drainage

(1832 Farmers Market Board members and market manager)	- Consider reallocation of space to move some vendors (produce and nonfood artisan goods?) into tented space outside and reserve metal building for prepared food and meat - Possible change in market hours to accommodate multi-use venue	operation, maintenance and utility costs) to the City (BCEC?) Improved Chestnut Street signage for 1832 that is unobscured by landscaping or is clearly visible some distance east and west of the lot	- Reinstall or remove Fayette fence - Relocate lot entrance to avoid queuing on railroad tracks - Consider ripping out kitchen and bathroom - Use second building as common storage area - Expand overhang to enhance barn look and covered space. - Restore water tank on pedestal as lot signage
Brenda Abbott (Brenda Abbott Floral Design and Event Services)	"Rustic" venues are in high demand of weddings: "the more rustic, the better" at a normative facilities use cost of "easily \$2,500"; anticipates as many as 27 such rentals per year for this facility Current rustic facilities are few, costly and away from the city. (Colovista is \$6900-plus) Sees use for rehearsal dinners, weddings, receptions with possible tandem use of BCEC facilities Anticipates good setting for groups of 150 or less, with catered food prepped and brought on site	- Rehab the metal building with a wooden barn-like façade/doors - Using local artist, do rustic exterior murals ("farm art") - Other possible uses include concert series, movies and fall festivals in tandem with the Farmers Market - Enhance rustic, unpainted floor, handmade farm tables, mismatched wooden chairs	- Improved restroom(s) or mobile restroom trailers - Repair lot surface - Electrical upgrade; exterior lighting - Electrical plug and hanger for a central chandelier, to be provided by user or user's rep) - Small service kitchen? - Large ceiling fans, possible (but not essential) HVAC - On-site storage (tables/chairs/etc.)
Deborah Johnson (Art in Public Places)	Venue for an arts festival, sculpture garden (in addition to Bob Bryant Park culture walk), link with "toads on Main" project (or chickens)	- BAIPP mosaic project on the lot - Performance amphitheater (platforms or berms) - Dance hall (leased, beer sales) - Inventory of rustic tables, mismatched wooden chairs	- Repair lot surface - Stone benches - Platforms or berms for performance seating - Water feature

			• Winterize (plastic sheeting? space heaters?) • Sound proofing (railroad noise) • Rusticate (board/batten walls; white wash) (e.g. Watterson Hall; Fayetteville Event Hall, Burton party barn)
Michelle Adams (Lost Pines Arts League)	Overflow parking for Lost Pines Art Center events (e.g., Artful Afternoon, Lost Pines Art Conference) Possible use for future Harvest Art Fests by LPAL or other sponsoring entity	• Pocket Park with picnic tables and accessible restrooms, possibly artistic playscape • Pop-Up sales site (artisan sales, monthly or weekly flea market)	
(Steve Bridges, Debbie Moore, Leigh Stilson, Jean Riemen-schneider, Dick Smith, Sarah O'Brien (Main Street Economic Vitality)	High quality Farmers Market—two days a week (Wed afternoon and early evening; Saturday 9 a.m. to 1 p.m.) with extensive area-grown produce and animal products and featuring concurrent activities to increase drawing power: • Musical entertainment • Cooking demos • Crafts demos • School performances • Children's activities • Gardening classes Market would allow competition and, at the end of market, allow local chefs to bid on remaining goods. Ideally, management should be vested in a nonprofit organization, perhaps the BMSP transitionally.	• Auxiliary venues for Christmas and HalloweenFest activities • Christmas tree sales produced by local service clubs • "Pumpkin Patch" • Zilker Park—like Christmas tree to serve as the City tree, across from City Hall • Mobile Food Truck venue Note: the current lot should be considered only a possible venue for a Farmers Market. Some preference was expressed for the lawn of the Grady Tuck (Bastrop County Juvenile Probation) building as a good alternative site for the market.	Allow no onsite storage or use of metal buildings by Farmers Market vendors

Shawn Kirkpatrick and Jean Riemen-schneider (BEDC)		Long term prospect Potential site of a "select services" hotel (an estimated 87 rooms and fronting on Chestnut Street) affiliated with BCEC and enhancing the appeal of the convention center to mid-size groups. BEDC contemplates no public financing for capital construction apart from some allocation of HOT funds, later rebated, to launch marketing. Development contemplates a donation of the hotel site or a long-term (99 years?) lease. Idle land north of the current site might be acquired should additional parking be required to accommodate high use. BEDC is prepared to contract for a Hotel Study on this use of the property in conjunction with the City of Bastrop.	Cover the current open-air retention basin to increase areas available for parking A decision on such use might occur as soon as 6-8 months. Interim use by such groups as the farmers market might be accommodated for another year as planning proceeds and until site work begins. All interim use, for a farmers market or otherwise, would need to occur with the least financial investment possible.
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10/20/2016

Date: November 5, 2016

To: Bastrop City Council

From: Dick Smith, on behalf of the Bastrop Main Street Program Advisory Board

Re: Future use of 1302 Chestnut Street

At its November 2, 2016 meeting, the Bastrop Main Street Program Advisory Board affirmed its desire to see enhanced use of the City's property at 1302 Chestnut Street, now used as the site of the 1832 Farmers Market.

We believe increased availability and use for a variety of local events and activities—such as those contemplated in the survey of potential uses prepared by Sarah Obrien—will augment the appeal and vitality of the 62-block Bastrop Main Street Program area as a whole.

The Board unanimously endorsed the two-step approach proposed by Ms. O'Brien toward establishing the property as a multi-user site and under City control and management.

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11/15/16

MEETING DATE: 11/22/16

1. Agenda Item: **REPORT REGARDING STATUS OF AMENDMENT 3 TO THE CITY'S WATER PURCHASE AGREEMENT WITH XS RANCH. THE CITY COUNCIL ON SEPTEMBER 8, 2016 PASSED THE FOLLOWING MOTION: COUNCIL MEMBER SCHIFF MADE THE MOTION THAT THE COUNCIL ACCEPT THE PRINCIPLES THAT ARE IN AMENDMENT THREE AND THAT THE COUNCIL INSTRUCT THE CITY MANAGER AND THE CITY ATTORNEY TO FOLLOW THOSE PRINCIPLES BUT TO CLEAR UP SEVERAL INCONSISTENCES THAT ARE APPARENT IN THE CONTRACT AMENDMENT AND BRING A NEW AMENDMENT THAT HAS BEEN REVIEWED AND ACCEPTED BY XS RANCH BACK TO COUNCIL AT A FUTURE MEETING, SECONDED BY COUNCIL MEMBER JONES. THE MOTION WAS APPROVED ON A 4-1 VOTE: MAYOR PRO TEM DELAROSA VOTED NAY. CITY ATTORNEY DAVID BRAGG SENT A SUGGESTED REVISED VERSION TO AMENDMENT 3 TO THE MANAGER FOR XS RANCH, MR. JAMES FOSTER. AFTER SEVERAL PHONE CALLS AND MEETING WITH MR. FOSTER IN BASTROP ON NOVEMBER 16, 2016, THE CITY'S PROPOSED REWORDING WAS APPROVED BY MR. FOSTER. THE THIRD AMENDMENT OBTAINS 3,000 ADDITIONAL ACRE FEET OF WATER PER YEAR UPON PAYMENT OF \$200,000 AND THEN \$200,000 PAYMENTS FOR THE NEXT 4 YEARS. THIS OPTION IS TO BE EXECUTED NO LATER THAN 90 DAYS AFTER THE CITY OBTAINS A FINAL NON-APPEALABLE ORDER FROM THE GROUNDWATER DISTRICT WITH THE \$200,000 PER YEAR PAYMENT BEGINNING JUNE 20, 2021 AND CONTINUING TO JUNE 30, 2026. APPROVAL OF THE THIRD AMENDMENT AS REVISED AND APPROVED BY XS RANCH IS RECOMMENDED FOR CITY COUNCIL APPROVAL AND CITY MANAGER EXECUTION. THE PERMIT FROM THE LOST PINES GROUNDWATER DISTRICT WAS ISSUED ON OCTOBER 12, 2016 AND IS BEING DISTRIBUTED WITH THE AGENDA MATERIAL.**

2. Party Making Request: Interim City Manager, Marvin Townsend

3. Attachments: Yes X No

LOST PINES GROUNDWATER CONSERVATION DISTRICT OPERATING PERMIT

District Well Number: 5854819

Permit Approved: October 12, 2016

Permittee:

City of Bastrop
Attn: Marvin Townsend
1311 Chestnut Street
Bastrop, Texas 78602

Location of Well: approximately 0.1 miles west of Phelan Road in Bastrop County, Texas (30°9'32.76"N 97°19'41.88"W)

Permittee is authorized to operate Well No. 5854819 within the Lost Pines Groundwater Conservation District under the following conditions:

Authorized annual withdrawal: 2,000 acre-feet per year

Maximum rate of withdrawal: 1,500 gallons per minute

Aquifer unit: Simsboro

Type of water use: Municipal

Place of water use: City of Bastrop water service area

Standard Permit Provisions:

This Operating Permit is granted subject to the District Rules, the orders of the Board, the District Management Plan, and Chapter 36 of the Texas Water Code. In addition to any well-specific permit provisions and special conditions included in this Operating Permit, this Operating Permit includes the following provisions:

- (1) This permit is granted in accordance with District Rules, and acceptance of this permit constitutes an acknowledgement and agreement that Permittee will comply with the terms, conditions, and limitations set forth in this permit, the District rules, the orders of the Board, and the District Management Plan.
- (2) Water withdrawn under the permit must be put to beneficial use at all times, and operation of the permitted well in a wasteful manner is prohibited.

- (3) Water produced from the well must be measured using a water measuring device or method approved by the District that is within plus or minus 10% of accuracy.
- (4) The well site must be accessible to District representatives for inspection, and Permittee agrees to cooperate fully in any reasonable inspection of the well and well site by District representatives.
- (5) Permittee will use reasonable diligence to protect groundwater quality.
- (6) Permittee will follow well plugging guidelines at the time of well closure.
- (7) The application pursuant to which this permit has been issued is incorporated in this permit by reference, and this permit is granted on the basis of and contingent upon the accuracy of the information provided in that application. A finding that false or inaccurate information has been provided is grounds for revocation of the permit.
- (8) Violation of the permit's terms, conditions, requirements, or special provisions, including pumping amounts in excess of authorized withdrawals, may subject the permittee to enforcement action under District Rules.
- (9) Whenever the special conditions in the permit are inconsistent with other provisions of the permit or the District Rules, the special condition will prevail.

Special Conditions:

This Operating Permit is granted subject to the following special conditions:

- (1) Within 180 days of the date of issuance of this permit, Permittee shall complete a 36-hour pump test that complies with District Rule 5.1.B(5) and report the results of the test to the District.
 - (a) Permittee shall produce groundwater from the well at an instantaneous rate of 1,500 gpm during the 36-hour pump test.
 - (b) Permittee shall provide the District with not less than 75 days' prior notice of the date the 36-hour pump test will begin.
 - (c) No less than 60 days before the date that the 36-hour pump test begins, the General Manager will mail notice of the 36-hour pump test to all property owners within 5,000 feet of the location of Well No. 1, as shown in the county tax rolls on the date the notice is mailed. The notice will describe the date that the 36-hour pump test will begin, the general nature of the pump test, and the process for requesting

monitoring of a well located within 5,000 feet from the location of Well No. 1 during the 36-hour pump test.

(d) Permittee will pay all costs of the 36-hour pump test and the monitoring of other wells.

(e) Within thirty (30) days of the completion of the 36-hour pump test, Permittee will provide the data gathered at Well No. 1 and at the monitored wells during the pump test to the General Manager.

(f) The General Manager will review the results of the 36-hour pump test to determine if the monitored wells were impacted by pumping from Well No. 1 during the 36-hour pump test. If the General Manager determines that one or more wells were impacted by the pumping from Well No. 1 during the 36-hour pump test, then the General Manager will compare the impact of the pumping of Well No. 1 during the 36-hour pump test on those monitored wells to the predicted impact of the pumping from Well No. 1 during a 36-hour pump test on those monitored wells at an instantaneous rate of 1,000 gpm. If the General Manager determines that pumping from Well No. 1 at 1,500 gpm causes significantly more impact on those monitored wells than the predicted impact on those monitored wells of pumping from Well No. 1 at 1,000 gpm, then the General Manager may reduce the authorized maximum annual withdrawal amount under this permit to 1,600 acre-feet per year and the authorized maximum rate of withdrawal under this permit to 1,000 gpm. The General Manager will mail notice of his decision to reduce the maximum annual withdrawal amount and maximum rate of withdrawal or not to reduce the maximum annual withdrawal amount and maximum rate of withdrawal to Permittee and all owners of monitored wells no later than the 60th day after receipt of the information described in subsection (e).

(g) Permittee or the owner of a monitored well may appeal the General Manager's decision under subsection (f) to the Board under District Rules.

(2) Within 30 calendar days of the issuance of this Permit, Permittee shall pay \$50,000 into an escrow account at a bank in Bastrop to serve as a well Mitigation Fund. Thereafter, Bastrop will deposit \$10.00 per acre-foot of water produced from Well No. 1 into the Mitigation Fund within 30 days of the end of the month that the water was produced. Bastrop's monetary obligation to the Mitigation Fund is capped at a total of \$100,000.

(a) To receive reimbursement for mitigation costs, well owners must submit their request for reimbursement and proof of material impact no later than the 10th anniversary of the date that Permittee begins production from Well No. 1. After such 10th anniversary, any unused money in the Mitigation Fund and interest shall be returned to Permittee.

- (b) Further conditions for the Mitigation Fund for well owners are as follows:
1. Any Simsboro well owner located within 5,000 feet of Well No. 1 may seek reimbursement of actual well mitigation costs (such as the cost of lowering the well pump because of artesian drawdown) if pumping from Well No. 1 is a substantial contributing factor causing a material reduction in the groundwater level or artesian pressure in such well owner's well(s).
 2. Any Simsboro well owner seeking reimbursement of costs must have registered the well with the District before seeking reimbursement and not later than January 31, 2016.
 3. Any Simsboro well owner seeking reimbursement of costs must have established baseline information prior to the 36-hour pump test of Well No. 1, including without limitation: depth of well and pump; formation into which the well is completed; potentiometric surface (water level) before and after the 36-hour pump test for Well No. 1. Any Simsboro well owner within 5,000 feet of Well No. 1 may use the Mitigation Fund to establish the baseline information, provided the information is gathered by the independent, licensed hydrologist identified in Item Number 5, below, and such information is provided to Permittee and the District.
 4. Any Simsboro well owner seeking reimbursement of costs must demonstrate by convincing evidence that:
 - a. the well owner's well is completed in the Simsboro Aquifer;
 - b. pumping from Well No. 1 is a substantial contributing factor to the reduction in groundwater level or artesian pressure in the well owner's well (e.g., any decline that occurred before Permittee begins operations at Well No. 1 is, of course, not caused by Permittee) and that the reduction caused the well owner to incur well mitigation costs for which the well owner seeks reimbursement; and
 - c. the well owner's well was in continuous use for at least one year prior to June 11, 2015.
 5. An independent, licensed hydrologist identified by Permittee and approved by the District will review the well owner's proof of material impact caused by pumping from Well No. 1 and reimbursement request and, in the discretion of the independent, licensed hydrologist, determine the amount, if any, that should be reimbursed to the well owner to mitigate the material impact on the well.

(3) This permit is issued subject to any future production limits adopted by the District under the District Rules.

Term:

(1) This Operating Permit shall automatically terminate if, within 180 days of the date of issuance of the permit, (1) the permitted well has not been completed or (2) the well log required by Texas Occupations Code Section 1901.251 has not been filed with the District, unless the Permittee files a request for an extension of time to drill the well as provided in the District Rules.

(2) This Operating Permit shall automatically terminate if, within 24 months of the date that the permitted well is completed, the Permittee has not used water from the permitted well for a purpose authorized in the Operating Permit, unless the Permittee requests an extension of time to operate the well as provided in the District Rules.

(3) This Operating Permit shall be effective for a period of five years from the date the permit is approved, unless terminated, amended or revoked as provided in the District Rules.

Acceptance of this permit by the Permittee constitutes acknowledgment and agreement to comply with all of the terms, provisions, conditions, and restrictions stated in the permit and the rules of the Lost Pines Groundwater Conservation District.

ISSUED:


Vice-President, Lost Pines Groundwater
Conservation District Board of Directors

Date: November 16, 2016

LOST PINES GROUNDWATER CONSERVATION DISTRICT

**AN ORDER APPROVING AN OPERATING PERMIT FOR WELL NO. 1 FOR THE
CITY OF BASTROP**

WHEREAS, the City of Bastrop submitted an application for an Operating Permit authorizing withdrawal of 2,000 acre-feet of water per year from the Simsboro aquifer at a maximum rate of 1,500 gallons per minute from Well No. 1 in Bastrop County, to be used for municipal purposes within the City of Bastrop's CCN service area (the "Application"); and

WHEREAS, after proper notice under District Rule 14.3.C, the Board of Directors of the District (the "Board") held a public hearing on the Application at 6:00 p.m. on April 29, 2015, at the City of Bastrop City Hall in Bastrop, Texas; and

WHEREAS, on April 23, 2015, the District received requests for a contested case hearing on the Application from the following persons: Lyn F. Caliva and Janet Spencer; Christi Martinez and Robert Martinez; Charles Tarket; Troy, David and Kay Graves; Paul Diamond; Linda Evans-Logan and James H. Logan; and Anita Kay Linenberger, Aya Linenberger-Lueders, and Dara K. Hofferek; and

WHEREAS, on April 24, 2015, the District received requests for a contested case hearing on the Application from the following persons and entities: Maurice Bennight, Marlene Bennight and Karen Sue Bennight Morris; Forestar (USA) Real Estate Group, Inc.; and McCall Ranch, L.P. and Mary Jo Goertz; and

WHEREAS, on May 13, 2015 the Board issued an order granting the request of McCall Ranch, L.P. and Mary Jo Goertz, and referring all other requests to the State Office of Administrative Hearings; and

WHEREAS, on June 12, 2015, the State Office of Administrative Hearings Administrative Law Judge granted party status to Christi Martinez, Robert Martinez, Troy Graves, David Graves, Kay Graves, Paul Diamond, Linda Evans-Logan, James Logan, Anita Kay Linenberger, Aya Linenberger-Lueders, Dara Hofferek, Maurice Bennight, Marlene Bennight, and Karen Sue Bennight Morris; and

WHEREAS, on July 2, 2015, the SOAH ALJ granted Lyn F. Caliva, Janet Spencer, Charles Tarket, and the Bar W. Ranch's requests for party status; and

WHEREAS, on July 7, 2015, the SOAH ALJ granted Forestar's request for party status; and

WHEREAS, on December 29, 2015, the SOAH ALJ granted Forestar's request to withdraw as a party; and

WHEREAS, on January 21, 2016, the SOAH ALJ granted the Motion to Intervene and for Party Status of Grant Crump, David Odom, Jimmy Odom, Linda Odom, Tommy Odom, Linda Odom, Jimmy Williamson, and Sarah Williamson; and

WHEREAS, a contested case hearing at which all parties were represented was held from March 23 to 25, 2016; and

WHEREAS, on July 26, 2016, the Administrative Law Judge issued a Proposal for Decision related to the Application; and

WHEREAS, at a public meeting on October 12, 2016, after closing the public hearing and upon considering the record from the contested case hearing as well as the Proposal for Decision issued by the Administrative Law Judge, under the factors as set out in Chapter 36 of the Texas Water Code and the District Rules, the Board voted to: (i) approve the Proposal for Decision and adopt the findings of fact and conclusions of law proposed by the Administrative Law Judge; and (ii) approve an operating permit for Well No. 1 in the form attached to this Order;

NOW THEREFORE, the Board APPROVES the issuance of the Permit for Well No. 1, in the form attached hereto, and further

ADOPTS the Administrative Law Judge's Proposal for Decision and the findings of fact and conclusions of law contained therein.

ISSUED:



Vice President, Lost Pines Groundwater
Conservation District Board of Directors

Date: November 16, 2016

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: November 15, 2016

MEETING DATE: November 22, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF MINUTES FROM REGULAR COUNCIL MEETINGS OF OCTOBER 11, 2016 AND NOVEMBER 8, 2016.**

2. Party Making Request: **City Secretary, Ann Franklin**

3. Nature of Request: (Brief Overview)

4. Attachments: Yes **X** No _____

5. Motion Requested: **Approval of minutes for October 11, 2016 and November 8, 2016 meetings.**

**MINUTES OF REGULAR COUNCIL MEETING
BASTROP CITY COUNCIL
OCTOBER 11, 2016**

The Bastrop City Council met in a Regular Meeting on Tuesday, October 11, 2016 at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Kesselus and Council Members Peterson, Schiff and Jones. Council Member McAnally arrived later in the meeting. Officers present were Interim City Manager Marvin Townsend, City Secretary Ann Franklin and City Attorney David Bragg.

CALL TO ORDER

At 6:30 p.m. Mayor Kesselus called the Meeting to order with a Quorum being present. Mayor Pro Tem DeLaRosa was absent. Council approved the absence as excused.

PLEDGE OF ALLEGIANCE

Connie Schroeder led the Pledge of Allegiance

INVOCATION

Council Member Jones gave the Invocation.

PRESENTATIONS

- A. Presentation from Progressive Waste – Steve Shannon

The presentation was given by Steve Shannon.

Council Member Jones asked Mr. Shannon to briefly state some of his recommendations for the Public Education and Awareness Funds. Mr. Shannon stated that Progressive would like to see a recycling program that worked with the business community and bring attention to recycling and help promote it.

PROCLAMATIONS

- A. Community Planning Month

Accepted by Melissa McCollum, Director of Planning and Development

ANNOUNCEMENTS

- A. Update on Comprehensive Plan Steering Committee – Kay Garcia McAnally

Connie Shroeder, Chair of the Comprehensive Plan Steering Committee gave an update. Ms. Shroeder stated that the Committee held its eighth meeting on October 10, 2016 and reviewed and vetted Chapter 9. The final open house is scheduled for October 27, 2016 at City Hall and the Planning and Zoning Commission will hold their review meeting on November 10, 2016. Ms. Shroeder invited the City Council to have a joint meeting with the Planning and Zoning Commission at the November 10, 2016 meeting to provide the required public hearing.

(Council Member McAnally read a letter into record and a copy is attached.)

- B. Distribution of Items to Council (If Necessary) – Ann Franklin

- C. Items Targeted for Future Meetings.

- **Postponed Item D.11 on this agenda to October 25, 2016**

- D. Requests by Council Members for items on future agendas and requests for information from City Manager.

- E. Announcements by City Manager Marvin Townsend regarding the status of pending lawsuits

Interim City Manager Marvin Townsend gave an update on major lawsuits that have been impacting legal fees. Going forward each monthly financial report will have a specific item that will show the legal fees being paid on the various cases and compare to the last two years. This report will be given as long as there is an interest in the material being provided.

Bastrop vs. VanDiver case, this is the lawsuit about the garage, a lawsuit that the City filed and there has been a counter claim filed and the Council has been provided with copies of the counter claim. Since there has been a counter claim filed the City Attorney is in the process of transferring the case from Mr. Bundren from Frisco to the City Attorney Council will be filled in on further developments as they occur.

Watson vs. Allen case, the red light traffic ticket case. The case went back to a Federal Court in Fort Worth that heard the case and removed all of the parties except those who were directly involved in the ticket that was written in Southlake, so the City of Bastrop is temporarily out of the case.

In the case of the Pine Forest Investment group the motion for new trial was denied.

The hearing for the well application has been set for October 12, 2016 at the Convention Center.

7. Discussion with Interim City Attorney concerning Open Meetings Act, its requirements and its exceptions as applied to interviews with independent contractors who are candidates for hiring by the City.

Interim City Attorney David Bragg stated that on September 20, 2016 an executive session was held at which the hiring of the applicant to search for a new city manager was discussed. After the meeting Council Member McAnally received a complaint from a citizen and asked the Interim City Manager and Interim City Attorney to look into the complaint and this report is a result of the inquiry. The meeting was posted by staff for executive session in reliance on the Procurement Act which does allow for executive/confidential sessions for discussion on bid proposals. The Procurement Act does not apply to professional service contracts so exemption for confidentiality is not applicable. Similarly the Open Meetings exception does not apply because an independent contractor is not considered personnel or an officer of the City, that exception to holding an open meeting was not applicable. Mr. Bragg stated that he did not review the posting before it went up but going forward he would be reviewing the agenda prior to it being posted to make sure that the agenda does in fact comply with the law. Mr. Bragg stated the question "was the hiring of the consultant appropriate?" Mr. Bragg stated there are arguments going both ways and authority going both ways. The Council: came out of executive session; discussed what had been discussed in executive session; and took a public vote on the hiring, there are authorities that say those actions cure the situation. Mr. Bragg stated that he could not give a yes or no answer on that particular question.

Council Member McAnally asked Mr. Bragg if this meant that the search team the Council has been talking to will remain the search team or what is going to be done about the situation. Mr. Bragg stated that the selection was not void, the selection is voidable if a citizen did the appropriate complaining there could be an issue to be discussed as to whether the selection could go forward or not. As of yet no one has raised that complaint as to the validity of the selection.

8. CITIZENS COMMENTS

Glen Johnson – Stated that he left a copy of the Texas Attorney General Open Meetings Act Handbook 2016 with the City Secretary for each of the Council Members, the Interim City Manager and the Interim Attorney. He stated that this book was given in order for every member dealing with the agenda for the City Council may know the contents of the Texas Open Meetings Act and the interpretations. Mr. Johnson feels that this handbook is important because he feels that there was a disregard to the open meetings act by the City Council during the September 27, 2016 meeting.

CONSENT AGENDA - *All the following items are considered to be self-explanatory by the Council and will be enacted with one motion; there will be no separate discussion of these items unless a Council Member so requests.*

- A.1** Approval of the statutory denial for a period of 180 days from the date of Council action on the Replat of Don A. Stewart Subdivision Amended Plat of Lots 1G and 1H being +/-0.703 acres located south of Old Austin Highway and north of Highway 71 West within the city limits of Bastrop, Texas.

Council Member Schiff made the motion to approve the statutory denial for a period of 180 days, seconded by Council Member Peterson. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

B. PUBLIC HEARINGS, ORDINANCES & OTHER ITEMS ELIGIBLE FOR CONSIDERATION AND/OR ACTION

- B.1** PUBLIC HEARING: Receive public input on Variances to the Subdivision Ordinance, Suburban Subdivision Standards Section 7.10.2 Layout Requirements A. Minimum lot width shall be one hundred and twenty-five feet and Section 7.10.2 G. Lot depth to width ratio shall not exceed 3 to 1. The proposed 512 House Group Subdivision is +/-0.997 acres within the Stephen F. Austin Survey Abstract No. 3 located on Phelan Road within the City of Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).

The public hearing was conducted.

- B.2** Consideration, discussion and possible action on Variances to the Subdivision Ordinance, Suburban Subdivision Standards Section 7.10.2 Layout Requirements A. Minimum lot width shall be one hundred and twenty-five feet and Section 7.10.2 G. Lot depth to width ratio shall not exceed 3 to 1. The proposed 512 House Group Subdivision is +/-0.997 acres within the Stephen F. Austin Survey Abstract No. 3 located on Phelan Road within the City of Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).

Council Member McAnally made the motion to approve the variances to the subdivision ordinance, seconded by Council Member Schiff. The motion was approved on a 3-1 vote. Council Member Jones voted nay. Mayor Pro Tem DeLaRosa was absent.

- B.3** Public Hearing: Receive public input on a request to designate 1201 Main Street, the First United Methodist Church and Memorial Bell Tower as a Significant Landmark.

The public hearing was conducted.

- B.4** Consideration, discussion and possible action to designate 1201 Main Street, the First United Methodist Church and Memorial Bell Tower as a Significant Landmark.
Council Member Peterson made the motion to designate 1201 Main Street, the First United Methodist Church and Memorial Bell Tower as a significant landmark, seconded by Council Member McAnally. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

C. OLD BUSINESS

- C.1** Discussion regarding update on the City of Bastrop Shelter Project that will be located at 1209 Linden Street Bastrop Tx.
Report was given by the Director of Public Works, Trey Job.
- C.2** Second reading of an ordinance requesting parking modifications along Main Street, converting parking from angle to parallel on the west side of Main Street between Pine Street and Chestnut Street.
Council Member Schiff made the motion to approve the parking modifications along Main Street, seconded by Council Member Peterson. The motion was approved on a 3-1 vote. Council Member Jones voted nay. Mayor Pro Tem DeLaRosa was absent.

D. NEW BUSINESS

- D.1** Request that the City Manager initiate research regarding possible annexations that will be beneficial to the City.
Council Member McAnally made the motion to instruct the Interim City Manager to investigate annexation and bring back the report to Council as soon as possible, seconded by Council Member Peterson. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.
- D.2** Consideration, discussion and possible action regarding first reading of an ordinance requesting traffic modifications along Alley A and B, limiting vehicles traveling south on Alley A to right turns only and Alley B, traffic heading north right turn only.
Council Member Schiff made the motion to approve the first reading of the ordinance, seconded by Council Member Peterson. The motion passed on a 3-2 vote. Council Members Schiff and Peterson voted aye. Council Members Jones and McAnally voted nay. Mayor Kesselus voted aye to break the tie. Mayor Pro Tem DeLaRosa was absent.
- D.3** Consideration of a resolution approving the County prepared Bastrop Local Mitigation Plan. FEMA has granted tentative approval, subject to approval of each involved jurisdiction, including Elgin, Smithville and Bastrop.
Council Member Jones made the motion to approve the resolution, seconded by Council Member McAnally. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.
- D.4** Consideration, discussion and possible action regarding the request of Bastrop County Judge Paul Pape for a long term lease of approximately 1.78 acres at Mayfest Park for a site for a shelter/multi use facility of approximately 12,500 square feet with approximately 158 paved

parking spaces, payment by Bastrop County will be deposited in the Park trust fund for acquisition of park land adjacent to Mayfield Park.

Council Member Schiff made the motion to approve the long term lease of approximately 1.78 acres at Mayfest Park, seconded by Council Member McAnally. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

- D.5** Consideration, discussion and possible action on the Final Plat for Pecan Park, Section 3A being +/-12.181 acres within the Mozea Rousseau Survey A-56, located west of Childers Drive (proposed extension) and south of the 100' wide LCRA easement within the city limits of Bastrop, Texas.

Council Member Schiff made the motion to approve the final plat for Pecan Park, Section 3A, seconded by Council Member Jones. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

- D.6** Consideration, discussion and possible action on the Final Plat for Pecan Park, Section 6A being +/-10.961 acres within the Mozea Rousseau Survey A-56, located east of Childers Drive (Childers Drive to be extended) and south of the 100' wide LCRA easement within the city limits of Bastrop, Texas.

Council Member Schiff made the motion to approve the final plat for Pecan Park, Section 6A, seconded by Council Member McAnally. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

- D.7** Consideration for approval of the proposed repair & reprogramming work by Trac-N-Trol Inc. on the SCADA System for the water and wastewater system for \$98,330.

Council Member Schiff made the motion to approve the proposed repair and reprogramming work by Trac-N-Trol, Inc. on the SCADA System, seconded by Council Member McAnally. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

- D.8** Consideration for approval of the renewal of the contract with Trac-N-Trol to provide SCADA repair services for the Water and Waste Water Department on an hourly basis as needed for non-warranty work.

Council Member Jones made the motion to approve the renewal of the contract with Trac-N-Trol, Inc. to provide SCADA repair services, seconded by Council Member McAnally. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

- D.9** Consideration for approval of a change order for the amount of \$35,297 to Excel Construction Services to include repairs to the central lift station piping. Excel is currently performing lift station repairs at three locations under a \$897,099 contract. This needed work became apparent while the contracted repairs were underway.

Council Member Schiff made the motion to approve a change order for the amount of \$35,297 to Excel Construction Services, seconded by Council Member Jones. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

- D.10** Consideration, discussion and possible action concerning closing the City's Refuse Disposal Transfer Station at 1209 Linden Street on October 31, 2016 and encouraging potential customers to use the Bastrop County facility at 601 Cool Water Drive.

Council Member Schiff made the motion to close the City's Refuse Disposal Transfer Station at 1209 Linden Street, seconded by Council Member Jones. The motion was approved on a 4-0 vote. Mayor Pro Tem DeLaRosa was absent.

- D.11** Report from the Bastrop Main Street Program regarding Council direction on the 1832 Farmer's Market and lot adjacent to the Convention Center.
This item was postponed to October 25, 2016.

E. EXECUTIVE SESSION

E1. The Bastrop City Council met at 8:29 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, *et seq.*, to discuss the following:

- A. SECTION 551.071(1)(A)(B) & SECTION 551.071(2)** – Consultation with Attorney concerning: (1) potential, pending, threatened, and/or contemplated litigation, claims, and/or settlement/mediation, including (*but not limited to*) the following: municipal water supply, pending and/or potential code enforcement, litigation related to subdivision development, Pine Forest Unit 6 Lawsuit and Vandiver Lawsuit, and/or (2) matter upon which the Attorney(s) have a duty and/or responsibility pursuant to the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas to report to the governmental body, concerning these matters, and/or any other matters posted on the agenda.

E2. The Bastrop City Council reconvened at 8:47 p.m. into open (public) session to discuss, consider and/or take any actions necessary related to the executive session(s) items noted herein, or regular agenda items, noted above, and/or related agenda items.

ACTION ITEMS FROM EXECUTIVE SESSION (If any are needed.)

- E2.A SECTION 551.071(1)(A)(B) & SECTION 551.071(2)** – Consultation with Attorney concerning: (1) potential, pending, threatened, and/or contemplated litigation, claims, and/or settlement/mediation, including (*but not limited to*) the following: municipal water supply, pending and/or potential code enforcement, litigation related to subdivision development, Pine Forest Unit 6 Lawsuit and Vandiver Lawsuit, and/or (2) matter upon which the Attorney(s) have a duty and/or responsibility pursuant to the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas to report to the governmental body, concerning these matters, and/or any other matters posted on the agenda.

NO ACTION

ADJOURNMENT

Council Member Schiff made the motion to adjourn the meeting at 8:48 p.m., seconded by Council Member McAnally. The motion was approved on a 5-0 vote.

APPROVED:

ATTEST:

Mayor Ken Kesselus

City Secretary Ann Franklin

The comprehensive plan Steering Committee continues to do its excellent work. Thank you for such great leadership, Ms Schroeder.

But I'm afraid, tonight, that I may no longer be able to attend as representative of our city Council. For some time now, I have been extremely troubled by what's going on in this city. Since being elected seven and a half years ago I have sat with several changes of council members and to the best of my ability, I've represented the citizens of Bastrop ethically, legally and honestly. Since Councilmember Kessulus became Mayor, however, it has become progressively more difficult to do this. And, unfortunately, since this latest Council lineup came to power in May, it has become pretty much impossible! Every single day, I worry not ONLY if what is going on in the City is ethical, but if it is actually legal.

While honest ethical and professionally astute people like Mike Talbot, Steve Adcock and JC Brown were our City Managers and City Attorney, I felt that there were checks and balances. Through the actions of this council we no longer have a qualified Municipal Attorney to keep council on track, avoid mistakes and to protect the City. Members of the public seem to know more about Municipal law, and regularly admonish Council for its failure to conduct itself. Even the local newspaper has had to tell the Mayor and Council that what it was doing was actually illegal.

Before Mr. Kessulus became Mayor we had a functioning. City. It wasn't perfect, but it functioned pretty well. Under his leadership we now seem to have chaos and confusion, headlines every other week in the newspaper, sensation after sensation.

I believe that one of the reasons we don't appear to move forward is because the Mayor does not take responsibility for the many dysfunctional things that council has done under his leadership. He and I have never really seen eye to eye on ethics, but according to him things that he has done or things that he has said that appear to be irregular, have just been misconstrued or misrepresented or misunderstood by those of us who have questioned him. He must be the most misunderstood man in Bastrop History!

The Mayor didn't really try to appoint his boss to the Economic Development Board, he didn't really try to appoint his boss's wife to a City board, he didn't really try to get rid of the head of the Ethics Commission because they advised he could not do either of those two things, he didn't really mount a long, savage and sustained campaign against our City Attorney because she referred those things to the Ethics Commission, he didn't really lead the charge to pressure City Manager Mike Talbot into resigning, he didn't really sit and have a beer with his boss and a former council member and discuss strategy about how Bluebonnet Electric could buy Bastrop's Electric Company, he didn't really allow his boss 45 minutes of speaking time at a Council Meeting to discuss funding the Bastrop Fine Arts Guild to the tune of \$300 to \$500,000 without having the issue posted as an agenda item so that the public could weigh in and offer their views before taking action. He didn't really do any of these things, it seems. They were all just misunderstandings.

It appears that I sit on a council where confidential information is being disclosed by Councilmembers, where the City's Ethics ordinances are being violated, where the Bastrop City Charter is being violated, where the laws of Texas are not being honored. I serve on a council where one particular council member has told me that some people deserve different treatment because they are, well, "more special than others". That because they are "artistic" or "have contributed much to the City", they should not be required to follow the same rules as everyone else. (That's pretty much a direct quote)!

I serve on a council, it seems, where bullying is the norm, where abusing and admonishing City staff on camera for political points is the order of the day. I believe that I serve on a council where there have been attempts to use public funding to serve private business interests...or those of friends or clients. I serve on a council that lost its excellent City Manager because, he said, certain members of council continuously cross the lines of our City Manager/City Council form of Government. I can't do this anymore.

This is one of the saddest days of my life. I never thought it would come to this but I feel that I no longer have options. I have, tonight, submitted Ethics Violation Complaints with the Interim City Attorney, against Council Member Gary Schiff and Council Member Deborah Jones. The only way left that I can honestly serve the citizens who elected me, is by tendering my resignation and telling people these things that I believe to be true.

To save the City the cost of an additional election, I am making my resignation effective November 5th and in accordance with the City Charter, I will remain at my post until an election is called and I can be replaced.

I have spoken with candor and sadness about the situation at City Hall. In SHARP contrast, however, Bastrop has a real TREASURE at City Hall, which must be acknowledged...our City Staff. The people who work at City Hall are made of steel...and brains...and heart! Thank you to you all for your support, professionalism and the kindness you have shown when I have asked much of you. Working with staff will be remembered fondly when I think of the good things accomplished during my council years because YOU and our amazing VOLUNTEERS took my small dreams and ideas and turned them into valuable City assets.

We worked hard to get

- The Vision Task Force
- Bastrop Arts in Public Places
- Bastrop Film Commission
- The Destination Marketing Organization
- A new comprehensive plan
- A state law to allow HOT funds for regional recreation facilities
- Affordable apartments after the Bastrop Complex Fire
- Handicapped access in historic downtown and Fisherman's Park
- A big public access computer bank in the library
- The wonderful culture walk that will be built in Bob Bryant Park
- Financial help for people who were hit by the recent floods with reductions in their electric bills.
-

There's much more to do and I hope to continue working with Vision Task Force and the County to realize a Rural Lifestyle Complex.

I'm proud of what has been accomplished in the last seven years. And love 'em or hate 'em I'm proud of the Historic Chicken Sanctuary. It has drawn attention to our community nationally and internationally and has undoubtedly added to our tourism dollars.

Good things have been accomplished and I don't want them to be tarnished by the questionable behavior of this particular council. That's why I have been forced to take this action tonight.

One last thing: I don't want a Kay McAnally day. I don't want a reception down the back of City Hall. What I do want is for Citizens to be very careful whom they are voting for and what they stand for. Listen. Pay close attention. Yes we are all volunteers but this is a good community and it deserves the highest standards of public representation, people who are committed to following the Laws of Texas, the City Charter and the Ethics Ordinance.

Be especially vigilant when it comes to water. In the words of a former council member whom I respect, "It's a long game...and it's ALL about the water for some of these people."

Bastrop is our home – please be careful whom you ask to take care of it.

Thank you! I ask that this speech be attached to the minutes of this meeting.

**MINUTES OF REGULAR COUNCIL MEETING
BASTROP CITY COUNCIL
NOVEMBER 8, 2016**

The Bastrop City Council met in a Regular Meeting on Tuesday, November 8, 2016 at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Kesselus and Mayor Pro Tem DeLaRosa, and Council Members Peterson, Schiff and McAnally. Officers present were Interim City Manager Marvin Townsend, City Secretary Ann Franklin and City Attorney David Bragg.

CALL TO ORDER

At 6:30 p.m. Mayor Kesselus called the Meeting to order with a Quorum being present. Council Member Jones was absent. Council approved the absence as excused.

PLEDGE OF ALLEGIANCE

Council Member Peterson led the Pledge of Allegiance

INVOCATION

Mayor Kesselus gave the Invocation.

PRESENTATIONS

- A. Bastrop County Historical Society Museum and Visitors Center Operations and Maintenance Budget for 2016 – Georgina Ngozi, Executive Director of Bastrop County Historical Society

A hard copy of a power point was provided and Council thanked the Bastrop County Historical Society Museum and Visitors Center for their service.

PROCLAMATIONS - NONE**ANNOUNCEMENTS**

- A. Distribution of Items to Council (If Necessary) – Ann Franklin
No items were distributed.
- B. Items Targeted for Future Meetings.
No items were targeted for future meetings.
- C. Requests by Council Members for items on future agendas and requests for information from City Manager.
- **Council Member Peterson requested of the Interim City Manager on behalf of Council Member Jones to work with the State Parks and Wildlife Department to connect the City sidewalks with the State Parks walking trails.**
 - **Direction was given to the Interim City Manager to bring a report from Mr. Tanner to the November 22, 2016 Council meeting.**

CITIZENS COMMENTS

No Speakers

CONSENT AGENDA - *All the following items are considered to be self-explanatory by the Council and will be enacted with one motion; there will be no separate discussion of these items unless a Council Member so requests.*

- A.1 Approval of minutes from Regular Council Meeting of October 25, 2016 and Special Workshop Meeting of July 11, 2016.
- A.2 Consideration, discussion and possible action on acceptance of the Quarterly Investment Report for the period ending in September 30, 2016.

Mayor Pro Tem DeLaRosa made the motion to approve the consent agenda, seconded by Council Member Schiff. The motion was approved on a vote of 4-0. Council Member Jones was absent.

B. PUBLIC HEARINGS, ORDINANCES & OTHER ITEMS ELIGIBLE FOR CONSIDERATION AND/OR ACTION-NONE

C. OLD BUSINESS

- C.1 Second reading of an ordinance amending the budget for the Fiscal Year 2016 in accordance with existing statutory requirements; appropriating the various amounts herein; repealing all prior ordinances and actions in conflict herewith; and providing for an effective date.
Ordinance No. 2016-31 was approved on Council Member Schiff's motion, Council Member Peterson's second. The motion was approved on a 4-0 vote. Council Member Jones was absent.
- C.2 Second reading of an ordinance adding Article A1.18 "Filming And Broadcasting", to Chapter 1 of the Bastrop City Code of Ordinances of the City of Bastrop, Texas; Establishing A Fee Schedule in Appendix A Sec. A1.18; and providing an effective date. This will create the Department of Filming/Broadcasting and establish the fees for the services provided.
Ordinance No. 2016-32 was approved on Mayor Pro Tem DeLaRosa's motion, Council Member Schiff's second. The motion was approved on a 4-0 vote. Council Member Jones was absent.

D. NEW BUSINESS

- D.1 Consideration discussion and possible action for renewing the lease agreement executed by and between James Kershaw, an individual and owner of certain real property located at 806 Water Street, also known as Building Block 3 W, Water Street, Bastrop, Tx ("Owner" or "Lessor"), the County of Bastrop, Texas the City of Bastrop, and the Bastrop Economic Development Corporation known singularly as the lessees.
Council Member Schiff made the motion to renew the lease agreement executed by and between James Kershaw; the County of Bastrop, Texas; the City of Bastrop and the Bastrop Economic Development Corporation, seconded by Mayor Pro Tem DeLaRosa. The motion was approved on a 4-0 vote. Council Member Jones was absent.
- D.2 Recommendation that a workshop presentation on the status and future of Pine Forest Unit 6 be scheduled as part of the City Council meeting on Tuesday, November 22, 2016.

The presentation was given by Interim City Manager Marvin Townsend. There was a consensus to place as a workshop during the November 22, 2016 Council meeting.

D.3 Place on the November 22, 2016 agenda discussion regarding the process to be followed to select the next city attorney.

Direction was given to staff to place on the November 22, 2016 agenda discussion regarding the process to be followed to select the next city attorney.

ADJOURNMENT

Council Member Schiff made the motion to adjourn the meeting at 6:44 p.m., seconded by Council Member Peterson. The motion was approved on a 4-0 vote.

APPROVED:

ATTEST:

Mayor Ken Kesselus

City Secretary Ann Franklin

Minutes were approved on (Mon/Date/Year) by Council Member motion, Council Member second. The motion was approved on a vote.

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: November 15, 2016

MEETING DATE: November 22, 2016

1. Agenda Item: CANVASS OF ELECTION RETURNS AND DECLARE RESULTS OF NOVEMBER 8, 2016 CITY OF BASTROP SPECIAL ELECTION.

2. Party Making Request: City Secretary, Ann Franklin

3. Attachments: Yes X No _____

SUMMARY REPT-GROUP DETAIL

Bastrop County, Texas
General Election
November 8, 2016

OFFICIAL RESULTS

Run Date:11/15/16 02:37 PM

Report EL45A Page 001

	TOTAL VOTES	%	EARLY VOTING	ELECTION DAY	PROVISIONALS
PRECINCTS COUNTED (OF 21)	21	100.00			
REGISTERED VOTERS - TOTAL	45,013				
BALLOTS CAST - TOTAL	28,888		21,479	7,381	28
VOTER TURNOUT - TOTAL		64.18			

Proposition No. 1 CITY OF BASTROP

VOTE FOR 1

FOR	1,231	44.26	974	256	1
AGAINST	1,550	55.74	1,257	293	0
Over Votes	20		20	0	0
Under Votes	488		375	111	2

Proposition No. 2 CITY OF BASTROP

VOTE FOR 1

FOR	1,768	64.69	1,391	376	1
AGAINST	965	35.31	803	162	0
Over Votes	22		22	0	0
Under Votes	534		410	122	2

	TOTAL VOTES	%	EARLY VOTING	ELECTION DAY	PROVISIONALS
--	-------------	---	--------------	--------------	--------------

Proposition No. 3 CITY OF BASTROP

VOTE FOR 1

FOR	1,155	42.23	920	234	1
AGAINST	1,580	57.77	1,278	302	0
Over Votes	22		21	1	0
Under Votes	532		407	123	2

Proposition No. 4 CITY OF BASTROP

VOTE FOR 1

FOR	1,710	63.31	1,359	350	1
AGAINST	991	36.69	813	178	0
Over Votes	21		21	0	0
Under Votes	567		433	132	2

Proposition No. 5 CITY OF BASTROP

VOTE FOR 1

FOR	1,241	45.63	983	257	1
AGAINST	1,479	54.38	1,196	283	0
Over Votes	20		20	0	0
Under Votes	549		427	120	2

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11.10.2016

MEETING DATE: 11.22.2016

1. Agenda Item:

CONSIDERATION DISCUSSION AND POSSIBLE ACTION TO PURCHASE A CROSSOVER HYDRAULIC EXCAVATOR, MODEL D 154 FOR \$266,724.14 FROM WAUKESHA-PEARCE INDUSTRIES INC. USING THE PRICE OBTAINED THROUGH THE TASB BUYBOARD. THIS PURCHASE WAS THE MAJOR PIECE OF EQUIPMENT AUTHORIZED ON SEPTEMBER 27, 2016 TO EXPAND DRAINAGE DITCH MAINTENANCE THROUGHOUT THE CITY. THE EQUIPMENT WILL INCLUDE A 60 INCH DITCHING BUCKET AND A 40 INCH FLAIL MOWER.

2. Party Making Request: PW DIRECTOR TREY JOB

3. Attachments: Yes X No





Texas Association of School Boards
BUYBOARD Quotation



Quote Date		October 27, 2016		Quote No.		WPI102716-001			
Quotation To				Contract No.		424-13			
				Vendor ID		837			
Buying Agency		City of Bastrop		Waukesha-Pearce Industries Inc.					
Contact				Construction Machinery Division					
Phone				Contact		Cameron Dunk			
Fax				Phone		512-956-1857			
Email				Fax					
				Email		cameron.dunk@wpi.com			
Pricing Based On Manufacturer's Price List Dated:				Contract Discount		6.0%			
				Factor		94.0%			
A. Base Unit:									
Brand		Model No.		Description		List Price		Net Price	
Gradall		D154		Crossover Hydraulic Excavator		\$ 266,075.00		\$ 250,110.50	
Includes All Standard equipment & attachments as listed in attached brochures and delivery to your facility.									
B. Factory options and attachments INSTALLED									
Sales Code		Description				List Price		Net Price	
		Discovery - D154 4x4 Crossover Hydraulic Excavator						\$ -	
		Aux Hydraulics w/Low Pressure Return to Tank						\$ -	
		Front Window Guard (Hinged) - Upper Cab						\$ -	
		D154 4x4 Chassis						\$ -	
		Step, Passenger Side						\$ -	
								\$ -	
		Bucket - Ditching - 60" w/ Bolt on Cutting Edge				\$ 5,706.00		\$ 5,363.64	
								\$ -	
Sub Total								\$ 5,363.64	
C. Non-Factory options and attachments INSTALLED									
Sales Code		Description						Net Price	
		Flail Mower, Tiger Brand 40"						\$12,250.00	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
								\$ -	
Sub Total								\$ 12,250.00	
D. Other applicable charges. Allowances, Trade-Ins, Special Discounts, etc.									
Description								Net Price	
Inbound Freight (Estimated) Invoiced at actual								\$ 1,000.00	
								\$ -	
Special Discount								\$ (2,000.00)	
								\$ -	
Sub Total								\$ (1,000.00)	
TOTAL PURCHASE PRICE:								\$ 266,724.14	
Delivery: Determined at Time of Order									
Pricing valid for sixty (60) days from this date. Orders after that period must be re-quoted.									
Transmit copy of quotation with purchase order issued to WPI to:									
Texas Association of School Boards, BuyBoard, PO Box 400, Austin, TX 78764-0400 email: info@buyboard.com									

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11.14.2016

MEETING DATE: 11.22.2016

1. Agenda Item:

CONSIDERATION DISCUSSION AND POSSIBLE ACTION TO APPROVE A CONTRACT WITH BEFCO ENGINEERING FROM LAGRANGE TO PERFORM NECESSARY ENGINEERING SERVICES ASSOCIATED WITH THE COMPLETION OF WATER WELL NUMBER 1 LOCATED AT XS RANCH FOR \$70,000. THE WORK INCLUDES COORDINATION ACTIVITIES WITH THE LOST PINES CONSERVATION DISTRICT PERMIT REQUIREMENTS, SURVEY AND STAKING WORK ASSOCIATED WITH WELL SITE AND PROPOSED PIPELINE AND SUBMISSION OF PLANS TO TCEQ. OBTAIN ALL RELATED PERMITS, AND OVERSEE CONSTRUCTION ACTIVITIES. THIS WORK WILL INCORPORATE THE WELL DESIGN UNDER CH2MHILL'S SEPARATE CONTRACT.

2. Party Making Request: DIRECTOR OF PW, PARKS, & UTILITIES- TREY JOB

3. Attachments: Yes X No



BEFCO ENGINEERING, INC.
Consulting Engineering/Land Surveying
P.O. BOX 615 485 NORTH JEFFERSON
LA GRANGE, TEXAS 78945-0615
979 / 968-6474 FAX 979 / 968-3056
www.befcoengineering.com E-mail: office@befcoengineering.com
Texas Registered Engineering Firm F-2011 Texas Licensed Surveying Firm #10001700

November 2, 2016

Mr. Marvin Townsend
Interim City Manager
City of Bastrop
P.O. Box 427
Bastrop, Texas 78602

RE: City of Bastrop
Water Well XS Ranch
BEFCO Job No. 16-6794

Dear Marvin:

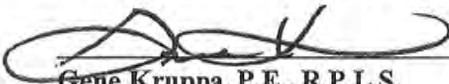
Attached for your review and further handling are copies of BEFCO's and CH2MHill's proposals for performing joint engineering services associated with the water well improvements project at XS Ranch. You will note that there are two proposals - BEFCO and CH2MHill. Both of the engineering firms have worked for the City on securing the Lost Pines well permit. Also, I thought it would be best to have both of us work jointly for the City by separate contracts.

BEFCO will be the lead engineering firm with CH2MHill working with us to develop the plans and specifications for the water well. Also, BEFCO will continue to communicate with Lost Pines and perform any surveying requirements such as staking the water well and reviewing easement documents for the water plant and transmission line. It should be noted that the proposals are only for the water well and the proposal for the plant work and transmission line will come at a later date.

If you have any questions, please advise.

Very truly yours,

BEFCO ENGINEERING, INC.


Gene Kruppa, P.E., R.P.L.S.

GK:bms
Attachments (2)

"Proficient, practical engineering and land surveying services with a sense of small-town values and care"

11/22/2016

108



BEFCO ENGINEERING, INC.
Consulting Engineering/Land Surveying
P.O. BOX 615 485 NORTH JEFFERSON
LA GRANGE, TEXAS 78945-0615
979 / 968-6474 FAX 979 / 968-3056
www.befcoengineering.com E-mail: office@befcoengineering.com
Texas Registered Engineering Firm F-2011 Texas Licensed Surveying Firm #10001700

October 28, 2016

Mr. Marvin Townsend
Interim City Manager
City of Bastrop
P.O. Box 427
Bastrop, Texas 78602

RE: City of Bastrop
Water Well XS Ranch
BEFCO Job No. 16-6794

Dear Marvin:

BEFCO is pleased to submit a proposal for performing engineering services associated with the water well improvements project at XS Ranch for the City of Bastrop. The proposal will include the following services and will be in addition to CH₂M's proposal:

A. Scope of Project – XS Ranch Water Well No. 1

- Coordinate all activities with Lost Pines GWCD;
- Coordinate to make sure all requirements of the Lost Pines GWCD permit are complied with;
- Stake water well location;
- Perform Sanitary Survey of water well site;
- Submit plans to TCEQ for approval;
- Review documents to ensure that there is a route for water pipeline from water well/plant to City of Bastrop;
- Meet with City of Bastrop personnel to determine best water pipeline route to the city;
- Coordinate with successful Contractor, the drilling of water well No. 1 at XS Ranch.
- Submit data to TCEQ for well approval.

B Design Activities

- BEFCO to be City of Bastrop's representative at Lost Pines GWCD;
- BEFCO will stake the new water well No. 1 at XS Ranch;
- All work will utilize State Plane datums for horizontal and vertical control;
- BEFCO will develop plans showing existing topographic features and other improvements within a 200 foot radius of well site;
- BEFCO will secure TxDOT, Railroad, and County permits, if needed;
- BEFCO will meet with staff, Lost Pines GWCD, and CH₂ M to review the preliminary plans and solicit comments (3 meetings);

C. Pre-Construction Activities

- BEFCO will prepare contract documents with specifications/drawings from CH₂ M for soliciting bids;
- BEFCO will conduct a pre-bid conference for the project;
- BEFCO will assist in preparation of addendums required for bidding process;
- BEFCO will conduct the bid opening and prepare bid tabulation for recommendation to the Bastrop City Council;
- BEFCO will submit to TCEQ and Lost Pines GWCD the plans and specifications for the new water well;

D. Construction Activities

- BEFCO will prepare the contract documents for execution by the contractor and City and conduct a pre-construction meeting;
- BEFCO will conduct periodic inspections and visit with staff regarding construction issues (6 visits);
- BEFCO will attend periodic Public Works meetings (2 meetings);
- BEFCO will review and approve monthly pay requests from the contractor;

- BEFCO will prepare and process Change Orders;
- BEFCO will perform a walk-through of the project to develop a punch list and beginning of the warranty period;
- BEFCO will finalize the project with the certificate of completion, final bill, and the affidavit that all bills have been paid by the contractor;
- BEFCO will submit to the City a set of record drawings and CD for future use;

E. The following items are not included in this proposal:

- Work performed by CH₂ M under separate proposal.
- Geotechnical Engineer's borings, testing and reports.
- Advertising for the project in the official paper.
- Costs associated with Railroad permit.
- Costs associated with water well permits.
- Resident Inspection is to be furnished by the City.
- Any outside testing, such as concrete, etc.

F. Basis of Compensation

Compensation for extra services performed in this Proposal shall be based on direct salary cost of personnel, plus reimbursement of direct expenses. Salary cost will be billed at the following rates:

Principal	\$120/hr
Design or Field Engineer	\$110/hr
Registered Public Land Surveyor	\$110/hr
Technician	\$90/hr
Survey Crew	\$90/hr
Three-Man Survey Crew	\$115/hr
Two-Man Survey Crew / Incl. RPLS	\$130/hr
Three-Man Survey Crew / Incl. RPLS	\$145/hr
GPS Equipment	\$35/hr
Robotic Equipment	\$10/hr
Special Services or Expenses	Cost Plus 15%
Clerical	\$45/hr

G. The total cost for the base fee proposal is:

Water Well No. 1 at XS Ranch

Design / Surveying	\$ 40,000.00
Pre-Construction	\$ 5,000.00
Permits	\$ 5,000.00
Construction	\$ 15,000.00
Close Out	\$ 5,000.00
Total	<u>\$ 70,000.00</u>

All additional services and reimbursable expenses incurred will be billed to City of Bastrop for payment.

The total cost for the base fee proposal by BEFCO shall not exceed \$70,000.00, without prior approval. This fee is in addition to CH₂ M's proposal. **Reimbursables** will be invoiced in addition to this amount. All payments are due within 30 days of receipt of invoice. City of Bastrop will be billed on a monthly basis. It should be noted that there will be two (2) contracts – BEFCO and CH₂ M.

H. Estimated Schedule and Project Budget

It is anticipated that the **Design Phase** of this project will be completed within one-hundred twenty (120) working days from the execution of this contract. However, additional time may be required if approvals by the City of Bastrop and other landowners are delayed due to unforeseen circumstances.

As of the date of this Agreement, City of Bastrop's XS Ranch Well Project budget is **\$ 925,000 (\$805,000 + 15%)**. City of Bastrop agrees to promptly notify BEFCO if City's schedule or project scope changes due to unforeseen circumstances. City of Bastrop acknowledges that significant changes to the Project schedule, budget or scope may require Additional Services of BEFCO.

I. Client's Responsibilities

City of Bastrop agrees to advise BEFCO of any known or suspected contaminants at the Project site. Soil testing will be performed as needed by an outside consultant hired by the City.

City of Bastrop will obtain and pay for all necessary permits from authorities having jurisdiction over the project. BEFCO will assist City of Bastrop with this obligation by completing and submitting appropriate paperwork and forms to governing authorities (TxDOT, Lost Pines GWCD and others).

J. Limited Construction Phase Services

Periodic construction inspection services will be provided by the Project Engineer to determine the general progress of the work, but will not include supervision of the contractors, or of their means, methods, techniques, schedules, sequences or procedures, or for construction safety or any other related programs. However, it should be noted that any concerns will be brought to the Contractor.

The City of Bastrop will provide resident inspection of this project. Construction meetings will be held on a routine basis at the City's Public Works meeting (2). Under CH₂ M's contract, extensive construction phase services will be performed.

K. Indemnification

City of Bastrop agrees to indemnify, defend and hold BEFCO harmless from and against any and all claims, liabilities, suits, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred on appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injury or death, or economic losses, arising out of the Project and/or the performance or non-performance of obligations under this Agreement, except to the extent such damages or losses are found by a court or forum of competent jurisdiction to be caused by BEFCO's negligent errors or omissions.

L. Termination

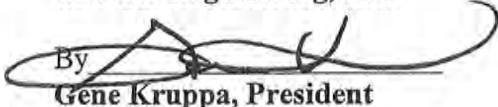
Either City of Bastrop or BEFCO may terminate this Agreement upon seven days written notice. If terminated, City of Bastrop agrees to pay BEFCO for all Basic and Additional Services rendered and Reimbursable Expenses incurred up to the date of termination.

M. Approval/Acceptance

BEFCO proposes to perform the services listed above for \$70,000. If you have any questions, please advise. I am thanking you and the City for continued confidence and support.

Accepted:

BEFCO Engineering, Inc.

By 

Gene Kruppa, President

Date 10.28.16

Accepted:

City of Bastrop

By _____

Marvin Townsend, Interim City Manager

Date _____

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11.14.2016

MEETING DATE: 11.22.2016

1. Agenda Item:

CONSIDERATION DISCUSSION AND POSSIBLE ACTION TO AWARD A CONTRACT TO MWM DESIGN GROUP FROM AUSTIN TO PROVIDE FEASIBILITY SERVICES, AND A SITE PLAN FOR RODEO FACILITIES AT MAYFEST PARK FOR \$10,650.50. THE SERVICE WILL INCLUDE CREATING A BASE MAP A 2D COLOR IMAGE, AND VISITS TO TWO SIMILAR FACILITIES AND THE PROFESSIONAL RODEO COWBOY ASSOCIATION. THIS WORK IS INCLUDED IN THE 2016-2017 BUDGET

2. Party Making Request: DIRECTOR OF PW, PARKS, & UTILITIES- TREY JOB

3. Attachments: Yes X No



www.mwmdesigngroup.com
TBAE Firm Registration No. F-1452
TBPE Firm No. F-1416
TBPLS Firm Registration No. 10065600

Date: 31 October 2016
Project: Bastrop Rodeo Arena
Client: Trey Job
Director Public Works, Parks & Utilities
City of Bastrop
1209 Linden Street
Bastrop, Texas 78602
Phone: 512-332-8920
Email: tjob@city of Bastrop.org
Enclosures: Exhibit A – Standard Terms and Conditions and Schedule of Fees for Professional Services

First and foremost, MWM DesignGroup, Inc. (MWM) appreciates the opportunity to provide professional services for your project. The proposal is for professional consulting services to prepare feasibility studies for Bastrop Rodeo Arena as a rural lifestyle amenity for the City of Bastrop (referred to hereon as the *subject tracts*).

Understanding of the Project

The Client currently owns several tracts of land at Mayfest Park and the existing rodeo arena and would like to develop park amenities and improve the existing rodeo facility. MWM will assist the client to develop a master plan for the 26.7 acre park and rodeo. Amenities may include picnic areas, playground, trail, RV parking, stables, stock area, improved site circulation, parking, etc. Planning of the park will be coordinated with proposed county facility and other requirements determined by owner.



Project Scope

Upon a notice to proceed from the Client, MWM shall provide the services identified below.

Feasibility

MWM DesignGroup, Inc. shall provide the following feasibility services upon notice to proceed:

1. Meet with city and county officials and staff to determine site constraints for development of the project (ie permitting, utility, topography)

305 E. Huntland Drive
Suite 200
Austin, TX 78752
p: 512.453.0767
f: 512.453.1734



2. Review owner provided documents (if any) of existing facility including public utility infrastructure (water, wastewater, etc.)
3. Review plans and records of adjacent development projects (ie county facility west side of park).
4. Verify project requirements for development of park and rodeo (stables, stock area, box seating, ADA access, rodeo operations, vending opportunities, etc)

Master Plan Services

MWM DesignGroup, Inc. shall provide the following Planning Phase services upon notice to proceed:

1. Create base map from owner provided and public available record information.
2. Meet with owner for project review and coordination
3. Meet with owner of similar facilities (Killeen and Gonzales) to review operations and determine best practices which may be applicable.
4. Meet with PRCA to review applicable requirements for stock handling.
5. Respond to owner review comments and questions.
6. Provide master plan services in coordination with owner identifying park and rodeo improvements including location of amenities.
7. Provide 2D color image of park and rodeo master plan.
8. MWM shall provide QAQC review (for MWM Scope) prior to submitting project for owner review.

Assumptions

This proposal has been prepared in accordance with the following assumption. Should any of these assumptions be proven invalid, additional services or contract modifications may be required

1. No design, permitting, and/or construction administration services of any kind shall be performed under this Scope of Services. All future services of this kind shall be performed under a separate contract
2. Reference projects for the rodeo include facilities at Killeen, Texas and Gonzales, Texas.
3. Attendance public meeting(s) is not anticipated.

Remuneration

Professional services shall be compensated on a lump sum basis + reimbursables as shown below. Reimbursables are defined in the *2016 Schedule of Fees for Professional Services*.

305 E. Huntland Drive
Suite 200
Austin, TX 78752
p: 512.453.0767
f: 512.453.1734



www.mwmdesigngroup.com

TBAE Firm Registration No. F-1452

TBPE Firm No. F-1416

TBPLS Firm Registration No. 10065600

MWM Design and Coordination Services:

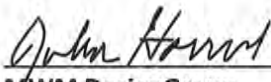
1. Feasibility	\$ 2,802.50
2. Master Plan	\$ 7,848.00
Total	\$ 10,650.50

Additional Services

Any and all additional services will require written consent by both parties and will be billed per the attached Rate Schedule. These rates are valid for a period of one calendar year from the date of execution. Should the project duration exceed one calendar year, these rates may be subject to renegotiation. No additional services work shall be performed by MWM without the express written authorization of Client.

Standard Terms and Conditions

Attached to this proposal are the standard terms and conditions associated with this agreement.



MWM DesignGroup

10/31/16

Date:

AGREED TO AND APPROVED

Client

Date:

305 E. Huntland Drive
Suite 200
Austin, TX 78752
p: 512.453.0767
f: 512.453.1734



STANDARD TERMS AND CONDITIONS

Instruments of Service

Drawings, specifications, and other documents, including those in electronic form, prepared by MWM and its consultants are Instruments of Service intended solely for use in the Project to which this Agreement pertains. Upon execution of this Agreement, MWM and its consultants grant to Client a nonexclusive license to utilize the Instruments of Service solely for purposes of completing, using, and maintaining the Project, specifically including the transfer of documents to Contractors, Subcontractors, and material or equipment suppliers for use in the process of construction. Any termination of this Agreement prior to the completion of the Project shall also terminate this nonexclusive license with respect to Instruments of Service other than those disseminated as documents of public record such as approved permit drawings. Should MWM be adjudged in default of the terms of this Agreement, the foregoing license shall be deemed superseded by a second nonexclusive license permitting Client to authorize similarly credentialed design professionals to reproduce, and to the extent permitted by law, to make changes, corrections, or additions to the Instruments of Service solely for the purposes of completing, using, and maintaining the Project.

Except for the licenses specifically described hereinabove, no other such licenses shall be deemed granted or implied by this Agreement. Client may not assign, delegate, sublicense, pledge, or otherwise transfer any license granted by this Agreement without the prior written concurrence of MWM. Client shall not utilize the Instruments of Service in any venture other than the Project as described in this Agreement without obtaining a separate written authorization from MWM and its consultants outlining explicitly special limitations and licenses applicable to this use. Any unauthorized use or distribution of the Instruments of Service by Client shall be at Client's sole risk and without liability to MWM and its consultants.

Responsibilities of Others

In accordance with accepted professional practice it is the responsibility of Owner to provide the design team with complete and accurate information concerning known existing physical and legal conditions of the site that are beyond the scope of the professional engineering services described in this document. Certain unusual or unforeseeable subsurface conditions not identifiable by surface topographic survey including, but not limited to, illegally dumped toxic or hazardous materials, abandoned building foundations or utility lines, excessive groundwater due to springs or other such features, or artifacts of archaeological or paleontological significance may materially alter the scope of the project in a manner not provided for in this contract. Likewise active or pending legal disputes involving property Ownership, rights-of-way, environmental status, easement rights, governmental or departmental jurisdiction or similar matters may complicate the project in a manner that could not reasonably be anticipated at this time. Any change to the scope of the project required by such conditions as are listed above, or any duplication of services necessitated thereby, may be considered grounds for contract modification or an additional services Agreement.

305 E. Huntland Drive
Suite 200
Austin, TX 78752
p: 512.453.0767
f: 512.453.1734



No Third-Party Beneficiaries

The services and any report(s) prepared under this Agreement are for the sole benefit and sole use of Client and are not for the use of any other party or person. Only Client may rely upon the services and any report or work product. Nothing in this Agreement, or any subsequent amendments or modifications, or in any report issued under this Agreement, shall create a contractual relationship with or a cause of action in the favor of any third party against either MWM or Client. If Client provides a copy of any report prepared by MWM to others, it shall advise the recipient that the information contained in the report is provided for information only and is not to be relied upon by third parties.

Standard of Care

MWM shall perform its professional services in accordance with the standard of care and diligence normally practiced by professional firms in performing services of a similar nature, in the same locality, under similar circumstances. Client expressly acknowledges that MWM makes no other warranties or guarantees, expressed or implied, regarding its professional services or its work product.

Use of Documents

All documents produced by Engineer under this Agreement are intended for the specific purposes outlined in the Scope of Services and for the specific site or sites discussed therein. Engineer assumes no legal responsibility whatsoever for the use of these documents in any other endeavor without express written authorization from Engineer. Documents provided to Owner are for archival or administrative purposes only. Their content remains the property of MWM DesignGroup, Inc..

CADD Documentation

Owner recognizes that designs, plans, and data stored on electronic media including, but not limited to, computer disk and magnetic tape, may be subject to undetectable alteration and/or uncontrollable deterioration. Additionally, CADD information stored in electronic form can be modified by other parties, intentionally or otherwise, without notice or indication of said modifications. Owner shall retain electronically stored copies of the work performed by Engineer only for informational purposes or use for the explicitly stated purpose for which Engineer was engaged. Said materials shall not be used by Owner for any other projects or for any other purpose for which the material was not specifically intended by MWM DesignGroup, Inc., and shall not transmit said materials to any other party without express written permission from Engineer. Any unauthorized modification or reuse of the materials shall be at Owner's sole risk, and Owner agrees to indemnify and hold Engineer harmless from all claims, injuries, damages, losses, expenses, and attorneys' fees arising out of Owner's unauthorized modification or use of these materials.



Risk Allocation

MWM will be responsible only for its own work, and that of its sub-consultants, and not for defects in the work designed or built by others.

Consequential Damages

Neither Client nor MWM will be liable to the other for any special, consequential, indirect, incidental or penal losses or damages of any kind, nor will Client or MWM be liable to the other for losses, damages, or claims, regardless of how defined, related to: lost profits; unavailability of property or facilities; shutdowns or service interruptions; loss of use, revenue, opportunity, or inventory; use charges, carrying costs, cost of substitute facilities, goods, or services; cost of capital, or claims of any other party and/or its customers.

Site access and Safety

Client shall provide right-of-entry to the buildings and sites which are the subjects of MWM's services. Client represents that it possesses authority for such right-of-entry and that the building/site operator(s) possess the necessary permits and licenses for current activities at the site. MWM shall be responsible for supervision and site safety measures of its own employees and sub consultants, but shall not be responsible for the supervision or health and safety precautions of any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Changed Conditions

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to MWM are uncovered or revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks or other material terms of this Agreement, MWM may call for renegotiation of appropriate portions of this Agreement. MWM shall notify the Client of the changed conditions necessitating renegotiation, and MWM and the Client shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If changes cannot be agreed to with respect to changed conditions, the parties shall utilize the Dispute Resolution/Litigation procedures in this Agreement.

Suspension of Services

If the Client fails to make payments when due or otherwise is in breach of this Agreement, MWM may suspend performance of services upon seven (7) calendar days' notice to the Client. MWM shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension. Upon payment in full by the Client, MWM may resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate for the period of suspension plus any other reasonable time and expense necessary for MWM to resume performance. Payment of invoices shall not be subject to any discounts or set-offs by the



Client unless agreed to in writing by MWM. Payment to MWM for services rendered and expenses incurred will be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

Limitation of Liability

To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, partners, and employees, and any of them, to the Client and anyone claiming by or through the Client, for any and all claims, losses, costs or damages, including attorneys' fees and costs and expert-witness fees and costs of any nature whatsoever or claims expenses resulting from or in any way related to the Project or the Agreement from any cause or causes shall not exceed the total compensation received by the Consultant under this Agreement. It is intended that this limitation apply to any and all liability or cause of action however alleged or arising, unless otherwise prohibited by law.

Indemnification

In addition, and notwithstanding any other provisions of this Agreement, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Engineer, his or her officers, directors, employees, agents and sub consultants from and against all damage, liability or cost, including reasonable attorneys' fees and defense costs, arising out of or in any way connected with this project or the performance by any of the parties above named of the services under this Agreement, excepting only these damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Engineer.

Land Surveying

Complaints on the land surveying services provided by MWM DesignGroup, Inc. can be directed to the Texas Board of Professional Land Surveying, 12100 Park 35 Circle, Building A, Suite 156, Austin, Texas 78753, (512) 239-5263.

Termination

In connection with all the work outlined or contemplated above, it is agreed that MWM or Client may cancel or terminate this Agreement upon seven (7) days written notice to the other, with the provisions and understanding that immediately upon receipt of notice of such cancellation from either party to the other all work and labor being performed under this Agreement shall immediately cease, pending final cancellation at the end of such seven day period, and further provide that MWM shall be compensated in accordance with the terms of this Agreement for all work accomplished by them prior to the receipt of notice of such termination.



www.mwmdesigngroup.com

TBAE Firm Registration No. F-1452

TBPE Firm No. F-1416

TBPLS Firm Registration No. 10065600

Extent of Agreement

The Agreement, including these terms and conditions, represents the entire Agreement between Client and MWM and supersedes all prior negotiations, representations, or agreements, written or oral. The Agreement may be amended only by written instrument signed by Client and MWM.

Texas Engineering Practice Act

The Texas Engineering Practice Act requires that the Owner or engineer responsible for construction or substantial modification of buildings subject to the law shall submit all pertinent plans and specifications to the Department of Licensing and Regulation for review and approval. For the purposes of this Agreement it shall be understood that the Architect, as principal designer, assumes sole responsibility for timely submittal of the completed drawings package to the Department of Licensing and Regulation.

Texas Irrigators

Irrigation in Texas is regulated by the Texas Commission on Environmental Quality (TCEQ) (MC-178), P.O. Box 13087, Austin, Texas 78711-3087. TCEQ's web site is:

www.tceq.state.tx.us.

Texas Board of Architectural Examiners

The Texas Board of Architectural Examiners, Hobby Building, 333 Guadalupe, Suite 2-350, Austin, Texas 7870, telephone (512) 305-9000, has jurisdiction over individuals licensed under the Architectural Registration Law, Texas Civil Statutes, Article 249a.

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2016 SCHEDULE OF FEES FOR PROFESSIONAL SERVICES

PERSONNEL:

Labor Categories	Rate
Principal	\$197.00
Licensed Professional IV	\$197.00
Licensed Professional / PM III	\$179.00
Licensed Professional / PM II	\$151.00
Licensed Professional / PM I	\$124.00
Engineering/Arch Support Staff II	\$113.00
Engineering/Arch Support Staff I	\$85.00
Technician	\$94.00

EXPENSES:

Reimbursable expenses are defined as follows and shall be invoiced at direct cost (invoice) plus 10 percent for overhead unless specifically stated otherwise elsewhere in this Agreement.

1. Reproduction of documents for purposes other than in-house use by Client or MWM;
2. Expedited shipping and mailing expenses;
3. Special messenger delivery, if requested by the Client; and
4. Mileage, parking and toll charges.

INVOICES:

Client agrees to pay, without further demand, the amount due on the monthly statement within 10 days of receipt of payment. Payment is due and payable at MWM's office in Austin, Texas. If Client has any objection to any monthly statement, Client agrees to make that specific objection to MWM within twenty-one (21) days from the date of the statement. After such twenty-one (21) day period, Client agrees to have received, accepted, and approved that monthly statement without objection. Past due invoices may be subject to late charges at the rate of 1.5 percent per month (18 percent per annum). In the event that the State of Texas legislates a sales tax on Professional Services, the amount of the tax will be PAYMENT added to the appropriate service rate charged. Our invoices are due and payable upon receipt at:

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TBPE Firm No. F-1416

TBPLS Firm Registration No. 10065600

305 East Huntland Drive, Suite 200

Austin, Texas 78752

Preparation of non-standard invoice will be charged on a time and materials basis in accordance with the rates in this fee schedule.

CONDITIONS:

Services will be performed in accordance with our Standard Terms and Conditions.

The proposal to which this schedule is an attachment is only valid if executed within a period of 90 calendar days from the heading date. Any delay in the project six months or longer duration shall be considered ground for renegotiation of lump sum and hourly rates cited herein.

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CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 10/17/16

MEETING DATE:10/25/16

1. Agenda Item: **Hotel Occupancy Tax Budget Request through April 30, 2017.** Earlier this summer Council directed Main Street Program staff to develop a Hotel Occupancy Tax Budget until a tourism entity is formed. Staff has developed this proposed budget to outline expenditures through April 30, 2017. It is important that marketing efforts continue and groundwork is set out prior to the potential launch of a destination marketing or tourism organization. Staff has met and worked closely with the Hyatt and the Bastrop Marketing Corporation to create this budget. The funding for the Bastrop Marketing Corporation still sets at approximately \$230,000, and will not be depleted before 12/31/16. The following budget outlines expenditures by the Bastrop Marketing Corporation and the City of Bastrop so that an accurate picture is depicted. In FY 16 BMC payments averaged \$86,000 per month, meaning that from July, 2016 through April, 2017 \$860,000 would have typically been allocated to tourism marketing. The proposed allocations in the request total \$180,600.00.

2. Party Making Request: Sarah O'Brien, Main Street Program Director

3. Nature of Request: Hotel Occupancy Tax Budget Request through April 30, 2017. Earlier this summer Council directed Main Street Program staff to develop a Hotel Occupancy Tax Budget until a tourism entity is formed. Staff has developed this proposed budget to outline expenditures through April 30, 2017. It is important that marketing efforts continue and groundwork is set out prior to the potential launch of a destination marketing or tourism organization. Staff has met and worked closely with the Hyatt and the Bastrop Marketing Corporation to create this budget. The funding for the Bastrop Marketing Corporation still sets at approximately \$230,000, and will not be depleted before 12/31/16. The following budget outlines expenditures by the Bastrop Marketing Corporation and the City of Bastrop so that an accurate picture is depicted. In FY 16 BMC payments averaged \$86,000 per month, meaning that from July, 2016 through April, 2017 \$860,000 would have typically been allocated to tourism marketing. The proposed allocations in the request total \$180,600.00.

4. Attachments: Yes X No _____

5. Motion Requested: Approval of Budget.

2017 Advertising Proposal

Service	Description	November	December	January	February	March	April
Helling PR Agency Fee	Monthly Agency Fees	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Proof Advertising Agency Fee	Monthly Agency Fees	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
BMC Consultant	Monthly Fee	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Print Media	In line with FY 16			\$50,000.00			
Outdoor	Bastrop Hotel & Downtown Billboard Campaign			\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Digital Media	Same as FY 16 & Visit Widget		\$5,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
Social Media	Same as FY 16		\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00
Travel Research			\$10,000.00				
Culinary & Cultural Arts District Planning	Cygnat Strategies Planning		\$45,000.00				
Photography	LPC and Spring events		\$5,000.00			\$25,000.00	
Website	Visit LPC.com & Lost in Love Weddings, WIKI (December)	\$2,000.00	\$8,500.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00
Convention Servicing	Goodie Bags for CC and BCHSVC				\$5,000.00		
Printing	Brochure Suite Updates			\$5,600.00			
Event Support	Attracting overnight events 1/2 Marathons, Concerts etc.				\$3,000.00	\$3,000.00	\$3,000.00
TACV/B Trade Show Sponsorships	CO-OP's with Bastrop County			\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Bloggers	Experiential Fam Tours			\$1,500.00	\$1,500.00	\$3,000.00	
Destination Bootcamp	Jon Schallert Bootcamp				\$6,000.00	\$1,500.00	
530 AM Radio	Reactivate and Copy Points		\$5,000.00	\$3,000.00	\$3,000.00	\$3,000.00	

TOTALS

Average of \$86,000 Monthly HOT Income paid to BMC.
\$230,000 Still left to be allocated by BMC
FY 2017 HOT City Allocations for Q1: \$180,600

Total: \$410,600.00
Minus \$230,000 BMC Contributions: \$180,600.00



November 1st, 2016

MEMO

RE: Bastrop Marketing Corporation and HOT transitional Budget

Earlier this summer the City Council appointed Main Street Staff to develop a budget for expenditures of Hotel Occupancy Tax until a Destination Marketing Organization is established.

As of November 1st, 2016 reserve funding through the Bastrop Marketing Corporation is approximately \$200,000. Per the contractual agreement the BMC has until May 30, 2017 to expend the funds, however we anticipate they will be expended sooner than that. I have been working closely with the Bastrop Marketing Corporation to ensure a smooth transition while maintaining consistent messaging. It is our intention to "stay the course" as much as possible to keep a consistent message until the new tourism organization is in place.

Enclosed you will find a detailed budget request and narrative for items on the request, as well as information pertaining to how the remainder of the Bastrop Marketing Corporation Funds will be spent. This is not a marketing plan. A marketing plan is a comprehensive document or blueprint that outlines advertising and marketing efforts with benchmarks for success. A marketing plan will be the first step that the tourism organization will take once in place.

Fiscal Year 2015 Hotel Occupancy Tax receipts paid to BMC averaged \$86,000 per month. Enclosed you will find a very conservative budget, so that ample funding will be in place when the new Destination Marketing Organization is activated. We are in a unique situation since there have been no payments made to the Bastrop Marketing Corporation since July, and we have no overhead relating to a Destination Marketing Organization at this time.

This proposed plan covers the remainder of FY 2016 and the first quarter of 2017. Staff will return to council for additional approval of fund expenditures if necessary until the new entity is in place.

Heibing PR Agency Fee

The Bastrop Marketing Corporation contracted with Heibing earlier this summer to promote activities and events in Bastrop through the end of the year. Staff recommends no change to this service.

Proof Advertising Agency Fee

The Bastrop Marketing Corporation has utilized Proof's services for many years. Staff recommends no change in this agreement so that our message and creative work stays consistent.

BMC Consultant

This fee will not be incurred by the City.

Print Media

Proof Advertising will make recommendations for placements, this budget number is in line with previous BMC expenditures.

Outdoor

Several area hoteliers have expressed the desire for advertising promoting staying in Bastrop in the form of billboards. The Downtown Business Alliance billboard campaigns are expiring. Staff will work with Proof Advertising to develop creative promoting overnight stays in Bastrop and downtown, to be strategically placed along the Houston/Austin traffic corridors, in conjunction with other marketing efforts so that the messaging is consistent.

Digital Media

Similar to FY 16 with placement suggestions by Proof advertising. Also includes an upgrade to an embeddable web widget that maps attractions for visitors and allows them to plan an interactive visit and follow it from their smartphone.

Social Media

Same as FY 16.

Travel Research

This is a new item, a onetime expense for a marketing study to identify our past and current markets and to make recommendations on which markets we should be targeting. This information will be used by the Destination Marketing Organization or tourism entity as it develops a comprehensive marketing plan.

Culinary & Cultural Arts District Planning

Proper planning and marketing efforts are needed to activate both the Cultural Arts & Culinary Districts so that the DMO has the necessary tools in place to begin its aggressive marketing plan. The State of Texas has also implemented new rules and without a proper plan in place we could lose our Cultural Arts District Designation. This plan is also referenced in the newly adopted Comprehensive Plan.

Photography

Updates for social media, digital and online presence.

Website

Maintenance and updates of www.visitlostpines.com and www.lostinloveweddings.com

Convention Servicing

Printing of Bastrop “goodie bags” for convention & group attendees to be distributed through the Convention Center and Bastrop County Historical Society Museum & Visitor Center.

Printing

Update of the Bastrop Brochure Suite. This was funded through HOT during FY 16.

Event Support

Staff is proposing a series of 2017 events specifically designed to generate overnight stays, developed by outside event producers. Several running events are in the works. The fees for the half marathon are to cover our expenses with public safety and event support costs that were not originally budgeted in FY 17.

Trade Shows

Since most conventions and groups book 24 or more months out, staff recommends partnering with Bastrop County Tourism and the Convention Center now to participate in tradeshow travel & registration.

Bloggers

Staff would like to host a series of experiential FAM tours for travel writers and bloggers.

Destination Bootcamp

Downtown is the heart and soul of Bastrop’s tourism inventory and sending a group to the Community Reinvention program will help create more destination businesses and give the Destination Marketing Organization more to market to create additional overnight stays. The \$5,500 cost would be a split with the Bastrop Economic Development Corporation and the \$2,500 would be the travel expenses to send the community representative from either the Chamber, Main Street Program or BEDC.

530 AM Radio & Copy

Reinstate the city's 530 AM receiver to provide vehicular traffic access to Bastrop tourism assets.



Strategic Action Plans for the Bastrop Culinary District and Bastrop Cultural Arts District August, 2016 Proposal



August 30, 2016

Sarah O'Brien, Main Street Director
1408 B Chestnut Street
Bastrop, TX 78602

Dear Sarah,

Thank you for the opportunity to provide this proposal for Strategic Action Plans for the Bastrop Culinary District and the Bastrop Cultural Arts District.

These plans will strengthen the economic sustainability of Bastrop's culinary and cultural arts groups and businesses while improving the foundation of experiences for both residents and visitors. They will support the vision and mission of Bastrop Main Street:

"... [to] positively influence the continued preservation, enhancement and commercial vitality of our historic downtown as a distinctive destination that engages and inspires both residents and visitors."

"... [Main Street] will be a catalyst for the continued revitalization, preservation and economic health of our historic downtown area."

They will also support the City's vision of being a :

"... diverse and welcoming community that celebrates our town character and energy, distinguished history and unique environment."

I look forward to further discussions about helping to move the Culinary District and the Cultural Arts District forward.

Best regards,

A handwritten signature in black ink that reads "Vicky Soderberg".

Vicky Soderberg, Principal
Cygnets Strategies, LLC
406.227.1213
vicky@CygnetsStrategies.com

SITUATION APPRAISAL

Bastrop is fortunate to have established both a Culinary District (2013) and a Cultural Arts District (2012). Currently, there are no strategic plans or actions plans in place to assist the community with leveraging the benefits of these districts.

OVERALL GOAL

Development and implementation of an effective, sustainable strategic plan for Bastrop's Culinary and Cultural Arts Districts to improve the visitor experience, strengthen the local economy, support a desirable quality of life, and diversify the potential audience for Bastrop's lodging facilities.

OBJECTIVES

Among the results to be achieved are these key objectives:

- Development and implementation of a strategic plan for the Bastrop Culinary District and the Bastrop Cultural Arts District.
- Increased sustainability for relevant businesses and organizations.
- Analysis of the digital footprint for each business or organization.
- Development and implementation of a cohesive marketing focus.
- Creation of tools and dashboards for monitoring success.

METHODOLOGY

Assistance in achieving the objectives would include, but not be limited to, the following activities:

- Review of all existing documents and agreements.
- Surveys of relevant businesses, organizations and residents to understand needs, concerns, and visions.
- Historical overview of efforts to date, including events.
- One-on-one or small group interviews with all relevant business owners, property owners, and organizations.
- Digital footprint assessments for all relevant businesses and organizations.
- Create an implementable strategic plan for both the Culinary District and the Cultural Arts District.
- Provide one year of follow up support and assistance.

MEASUREMENT

Success in meeting the objectives would be measured by factors which include:

- Creation and initial implementation of two strategic plans.
- Increase in revenues for relevant businesses and organizations.
- Improved digital footprint for relevant businesses and organizations.
- Creation and implementation of tools and dashboards for tracking success.
- Implementation of cohesive marketing focus.
- Increase in satisfaction and community pride among residents.

COMMITMENTS

Our commitment:

- We will spend as much time as necessary to fulfill the objectives and meet the stated time frames.
- We will respond to your phone calls and e-mails within one business day (and usually within one hour).
- We will conduct all interviews, information gathering research, training and workshops with professionalism.
- We will meet all agreed upon deadlines and, in the event a deadline is threatened, will immediately report any such threats to the designated individual.

Your commitment:

- You will provide access to all key City Staff.
- You will share requested information within an agreed upon time frame based upon the availability of the information.
- The Main Street Director or designated alternate will participate in regularly scheduled status meetings.

We both commit to:

- Immediately informing each other of situations or developments that may materially affect the success of this project.

TIMELINE

Cygnet Strategies is available to begin working with you in October and proposes the following timeline:

- October & November 2016—Research, surveys conducted, digital footprint assessments completed, one-on-one meetings held with Culinary District and Cultural Arts District participants.
- December 2016 & January 2017—Plan drafting and additional research.
- January/February 2017—Plan review by designated entities.
- February/March 2017—Plan revisions and presentations of final plans.
- April 2017 to March 2018—Follow-up and implementation assistance.

TERMS

We assess a single fee for our work. This prevents surprises and allows you to maintain control of your budget.

The inclusive fee for this project is: \$ 42,250

- \$ 12,250 deposit (paid at contract signing)
- \$ 10,000 due upon completion of research, surveys and one-on-one meetings
- \$ 14,000 due upon submission of draft plans
- \$ 6,000 due upon submission of final plans
- A 7.5% discount is offered for payment in full at contract signing: \$39,081
- This fee does not include travel expenses.
- Additional on-site work or meetings during the follow-up/implementation period would be billed at a discounted rate of \$600/day plus travel expenses.

NOTE: This proposal contains proprietary work product and is confidential pending formal acceptance by Bastrop Main Street.

Vicky Soderberg



After more than 20 years in the tourism industry, Vicky established Cygnet Strategies to support communities in their quest to preserve sense of place, strengthen tourism, and enhance economic development. Ultimately, the goals are: a safe and appealing home for residents, a supportive and dynamic place for business, and a vibrant and enticing destination for visitors.

Accomplishing these goals involves different steps for every community:

Southlake, TX solicited a detailed plan for its newly-formed tourism department and leveraged tourism as support for economic development.

Bastrop County, TX sought a tourism assessment for three communities as a baseline for conversations about the future and a starting point for strengthen the visitor experience while improving quality of life for residents.

Porter County, IN requested help for 8 communities as they collaborated to define their sense of place and differentiating characteristics (particularly their restaurants and cultural attractions) as part of a county-wide effort to entice more than three million annual visitors to extend their trips and travel south of the Indiana Dunes

Oxnard, CA required a feasible implementation plan focused on restaurants, cultural organizations, and events to ignite work on their six-figure branding plan at a time when the funding climate shifted dramatically.

Alachua County, FL (including Gainesville and 9 other communities) needed a tourism assessment, complete with low-cost recommendations and a follow-up series of small business digital marketing workshops.

In addition to community assessments and mapping sense of place, Cygnet Strategies has provided a variety of services for communities and stakeholders. Examples include:

- Developed tools and conducted training for use of social media
- Analyzed sense of place and geotourism marketing
- Created product development and recruitment strategies
- Determined marketing strategies and event ideas
- Identified primary and secondary markets
- Analyzed Claritas/Tapestry information
- Created niche marketing concepts
- Assessed websites and marketing materials
- Collaborated on enhancing and rebuilding sense of place
- Analyzed Return on Investment
- Conducted hotel/restaurant/retail customer perspective assessments
- Tested feasibility of strategies/recommendations

References

Jill Lind, Tourism Marketing Manager
City of Southlake (TX)
jlind@ci.southlake.tx.us
817.748.8652

Greg Last, former ED Director
City of Southlake (TX)
glast@edbestpractices.com
817.992.6156

Tom Stellman, President/CEO
TIP Strategies
tom@tipstrategies.com
512.343.9113

Lorelei Weimer, Executive Director
Indiana Dunes Tourism
lorelai@indianadunes.com
219.926.2255

John Pricher, CEO
Alachua County (FL) Tourism
jop@alachuacounty.us
352.374.5260

Tash Wisemiller
Montana Main Street
twisemiller@mt.gov
406-841-2756

Janet Sederquist, former President/CEO
Oxnard (CA) CVB
janetsederquist500@gmail.com
949-627.1330 (personal mobile)

Adena Lewis, Tourism Coordinator
Bastrop County (TX)
adena.lewis@co.bastrop.tx.us
512.581.4011

"Our project had so many different aspects to it and Vicky managed all of them with no problems. It didn't matter what we needed or when we needed to talk to her, she made herself available. She took the time to listen to the thoughts, ideas and concerns we had with the project. She not only listened, but helped us resolve the issues. Vicky is a creative thinker and an asset to any project she works on."

*-Lorelei Weimer, Executive Director
Indiana Dunes Tourism*

"Vicky is a pleasure to work with and was immensely thorough in her approach. Her communication skills are exceptional and she is sensitive to the interpersonal skills needed to interact with public officials. I received several compliments about Vicky during our project. She is someone you can count on to follow through with any tasks in the most comprehensive and professional way."

*-Janet Sederquist, former President/CEO
Oxnard (CA) CVB*

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11/15/16

MEETING DATE: 11/22/16

1. Agenda Item: **FIRST READING OF AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2017 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.**

2. Party Making Request: Tracy Waldron, Chief Financial Officer

3. Nature of Request: (Brief Overview)

This budget amendment to the FY16-17 budget is required due to unforeseen expenses during the year or carry-over expenditures from previous year.

4. Attachments: Yes X No

5. Motion Requested: Motion that we approve the budget amendment for FY16-17 budget as presented.

ORDINANCE NO. 2016-33

AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2017 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Bastrop has submitted to the Mayor and Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2017; and,

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

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BASTROP, BASTROP COUNTY, TEXAS:

That the proposed budget amendments for the Fiscal Year 2017, as submitted to the City Council by the City Manager and which budget amendments are attached hereto as Exhibit "A" is hereby adopted and approved as the amended budget of said city for Fiscal Year 2017; and

Ordinance and prior actions in conflict herewith are hereby repealed; and

This Ordinance shall be and remain in full force and effect from and after its final passage and publication in accordance with existing statutory requirements.

READ and APPROVED on First Reading on the 22 day of November, 2016.

READ and ADOPTED on Second Reading on the 13 day of December, 2016.

APPROVED:

ATTEST:

Ken Kesselus, Mayor

Ann Franklin, City Secretary

Exhibit "A"

City of Bastrop Memorandum

TO: Mayor & City Council Members
FROM: Tracy Waldron, Chief Financial Officer
SUBJECT: Ordinance Amending FY 2016 Budget
DATE: November 22, 2016

Recommendation:

To approve Ordinance Amending the Budget for unanticipated revenue and expenses incurred not included in the original budget approved by City Council.

Background:

The city charter requires that when the budget is amended that the amendment be by ordinance. The budget amendments do, in some funds, increase the budget appropriations for Fiscal Year 2017. Funds included in these amendments are detailed below:

- General Fund includes:
 1. At the Sept. 27, 2016 Council Meeting the Council approved the acceptance of the money associated with BEDC's desire to defease their 2008A debt. The Council approved the purchase of a piece of equipment used to clear drainage ditches and contracted services for the same, totaling \$350,000.
 2. Council approved the contract to repair the Library roof at the Oct. 25, 2016 meeting. This budget amendment appropriates the money in FY16-17 for this expense.
- Vehicle/Equipment Replacement Fund includes:
 1. Re-appropriate the purchase of a custodial van (originally appropriated in General Fund FY15-16 but did not receive by end of year)
 2. Fire Department has an opportunity to purchase a used truck and they have the funds in this replacement fund for the purchase (See memo attached)
- Hotel/Motel Fund includes:
 1. Appropriation of the funds needed to continue the advertising Bastrop Marketing Corp. was doing, until a marketing organization is established. (Budget presented by Sarah O'Brien in this agenda)
- Bastrop Art in Public Places Fund includes:
 1. Carry-over projects from FY15-16 that were budgeted but not completed (ie. Culture Walk, Photography installation for the Convention Center).
 2. Advertising that was committed in FY15-16 but not executed until FY16-17.

**FY 2017
BUDGET AMENDMENTS
GENERAL FUND**

Projected Fund Balance as of 9-30-16	3,737,828		
FY 2017 Budgeted Revenues	9,947,361		
FY 2017 Budgeted Appropriations	(11,093,257)		
11/2016 Budget Amendments (net)	0		
Ending Fund Balance	<u>2,591,932</u>	2,483,989	25% Reserve of Operating Expenses

	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT #
Matching Revenues to Expenditures:				
Neutral		350,000	Capital Contributions-BEDC	101-00-00-4600
Neutral				
Neutral				
Total Revenues		<u>350,000</u>		
Matching Expenditures to Revenues:				
Public Works	Neutral	(255,000)	Equipment	101-18-10-6010
Public Works	Neutral	(95,000)	Drainage	101-18-10-5378
New Expenditures:				
Library	Increase	(99,811)	Building	101-21-00-6050
Police	decrease	50,811	Building	101-09-10-6050
Organizational	decrease	49,000	Contingency	101-02-00-5900
Total Expenditures		<u>(350,000)</u>		
Net Change		0		

**FY 2017
BUDGET AMENDMENTS
VEHICLE & EQUIPMENT REPLACEMENT FUND**

Projected Fund Balance as of 9-30-16	1,295,008
FY 2017 Budgeted Revenues	288,170
FY 2017 Budgeted Appropriations	(686,274)
11/2016 Budget Amendments (net)	(130,000)
Ending Fund Balance	<u>766,904</u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT #
New Revenues:				
New Expenditures:				
Public Works-Bldg Maint	Increase	(30,000)	Capital Outlay (Custodial Van)	380-00-00-6000
Fire Dept.	Increase	(100,000)	Capital Outlay (Fire Truck)	380-00-00-6000
Total Expense		<u>(130,000)</u>		
Net Change		(130,000)		

**FY 2017
BUDGET AMENDMENTS
HOTEL/MOTEL TAX FUND**

Projected Fund Balance as of 9-30-16	2,240,408
FY 2017 Budgeted Revenues	2,882,000
FY 2017 Budgeted Appropriations	(1,334,742)
11/2016 Budget Amendments (net)	(400,000)
Ending Fund Balance	<u>3,387,666</u>

<u>DEPARTMENT</u>	<u>BUDGET</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>	<u>ACCOUNT #</u>
New Expenditures:				
	Increase	(400,000)	Advertising	501-80-00-5601
	Total Expense	<u>(400,000)</u>		
	Net Change	(400,000)		

**FY 2017
BUDGET AMENDMENTS
BASTROP ART IN PUBLIC PLACES**

Proj Fund Balance 9/30/16	109,727	
FY 2017 Budgeted Revenues	158,992	
FY 2017 Budgeted Appropriations	(150,950)	
11/2016 Budget Amendments (net)	(37,769)	
Ending Fund Balance	<u>80,000</u>	(FY14-FY17 budget requests have restricted \$20,000 each year for future proj)

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT #
New Revenues:				
	Total Revenues	<u>0</u>		
New Expenditures:				
	Increase	(28,569)	Contractual Services	504-00-00-5561
		(9,200)	Advertising	504-00-00-5601
	Total Expense	<u>(37,769)</u>		
	Net Change	(37,769)		



To: Tracy Waldron

From: Mark Wobus

Re: Purchase of Fire truck

Date: 10/26/16

Bastrop Co. ESD 2 has decided to sell a fire truck for the purchase price of \$100,000. Upon doing some research, I have found the price to be fair. Similar equipment sells from \$90,000 to \$145,000 depending upon age, mileage, pump capacity equipment on the apparatus and water capacity of the apparatus. This truck will also come with some equipment still on it, which will be a benefit to us.

The truck is a 2008 Freightliner/Ferrara with a 1000 GPM pump and a 2000-gallon water tank. The truck was originally purchased as one of four by Bastrop Co. ESD 2 and utilized as a tender (water truck) assigned to the Tahitian Village fire station. The truck is the best of the four and a familiar piece of equipment to us, as it has been assigned to the city's Tahitian Village station since it was delivered.

This truck would have several benefits:

- mutual aid response unit which would save miles and usage on the two pumpers
- providing the capability to supply a larger amount of water if the city water system goes down
- supply water in areas of the city that do not have a water system
- give us a backup truck if one of our other units were to breakdown
- provide us with a unit to list as a "reserve pumper" for ISO.

At the time the budget was being built for 2016-2017 this purchasing opportunity was not available. I am requesting funds from the VERF Account to be utilized to purchase this truck. The current account balance in the VERF for the Fire Department is, \$260,000.

The benefits, the cost and the capability make this a good deal and a wise purchase.

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: November 15, 2016

MEETING DATE: November 22, 2016

1. Agenda Item: **DISCUSSION, CONSIDERATION, AND POSSIBLE ACTION REGARDING A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ADOPTING THE COMPREHENSIVE PLAN IN ACCORDANCE WITH SECTION 12.03 OF THE CITY CHARTER. CITY COUNCIL AND THE PLANNING AND ZONING COMMISSION CONDUCTED A JOINT PUBLIC HEARING ON NOVEMBER 10, 2016.**

2. Party Making Request: **Wesley Brandon, PE, City Engineer**

3. Nature of Request: (Brief Overview)

The Comprehensive Plan was updated by the City Staff and recommended for approval by the Planning and Zoning Commission, November 10, 2016 with support from the Comprehensive Plan Steering Committee.

4. Attachments: Yes x No

5. Motion Requested: **Approve the Resolution adopting the Comprehensive Plan.**

CITY OF BASTROP

RESOLUTION NO. R2016-31

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BASTROP, TEXAS, ADOPTING THE
COMPREHENSIVE PLAN IN ACCORDANCE
WITH THE CITY CHARTER.**

WHEREAS, the City Charter of the City of Bastrop, Texas, states that the Comprehensive Plan will contain recommendations for the growth, development and beautification of the City and its extraterritorial jurisdiction; and

WHEREAS, the City Council of the City of Bastrop has previously authorized a study to update the City's Comprehensive Plan; and

WHEREAS, the citizens of the City of Bastrop were involved in the development of the Comprehensive Plan through participation in committee and public meetings; and

WHEREAS, Chapter 213 of the Texas Local Government Code states that the adoption of or amendment to a Comprehensive Plan requires a hearing at which the public is given the opportunity to give testimony and present written evidence and as required by the City Charter a public hearing has been held for the proposed Comprehensive Plan; and

WHEREAS, the Comprehensive Plan shall serve as a guide to all future Council actions concerning land use, development regulations, and expenditures for capital improvements,

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

Section 1. That the Comprehensive Plan as updated by the City Staff and recommended for approval by the Planning and Zoning Commission, November 10, 2016 with support from the Comprehensive Plan Steering Committee, is hereby approved as the Comprehensive Plan for the City.

Section 2. That the Comprehensive Plan shall be used by the City in the planning of and as a guide for the future development of the City of Bastrop.

Section 3. That this resolution shall take effect immediately from and after its adoption and it is so resolved.

**PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF
BASTROP, TEXAS, THIS 22nd day of November, 2016.**

ATTEST

Ken Kesselus, Mayor
City of Bastrop, Texas

Ann Franklin, City Secretary
City of Bastrop, Texas

APPROVED AS TO FORM:

David Bragg, Interim City Attorney
City of Bastrop, Texas



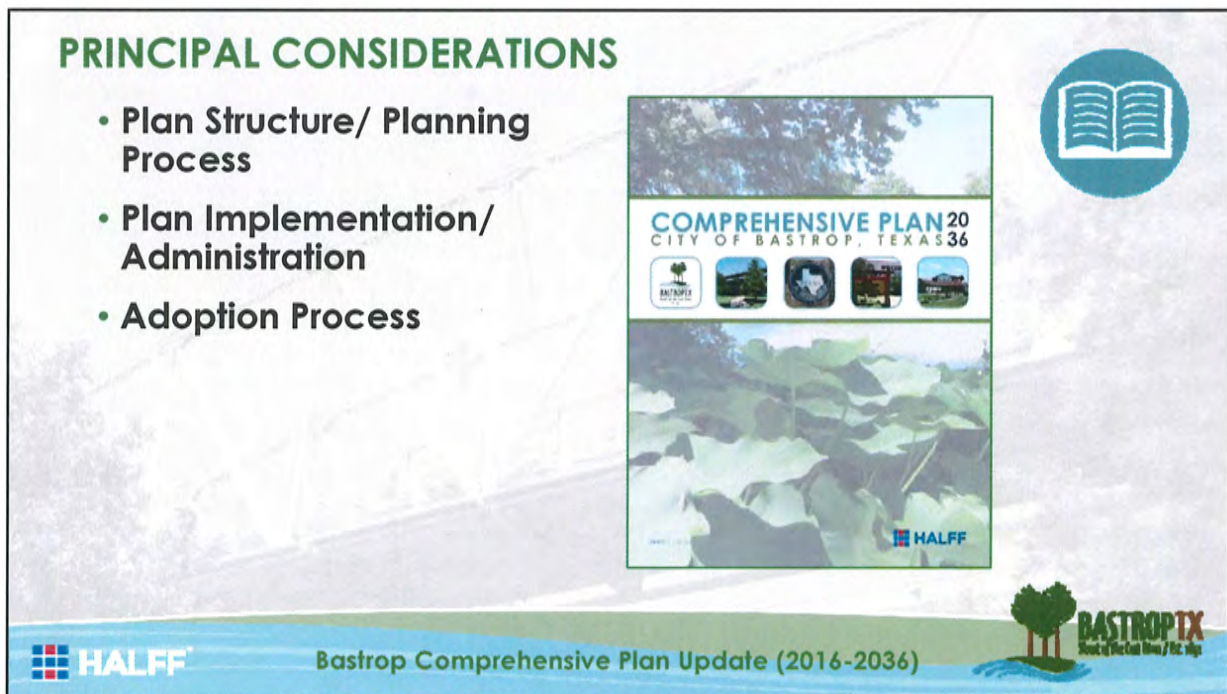
BASTROP COMPREHENSIVE PLAN UPDATE

City Council/Planning Commission Public Hearings
November 10, 2016



Bastrop Comprehensive Plan Update (2016-2036)





PRINCIPAL CONSIDERATIONS

- Plan Structure/ Planning Process
- Plan Implementation/ Administration
- Adoption Process

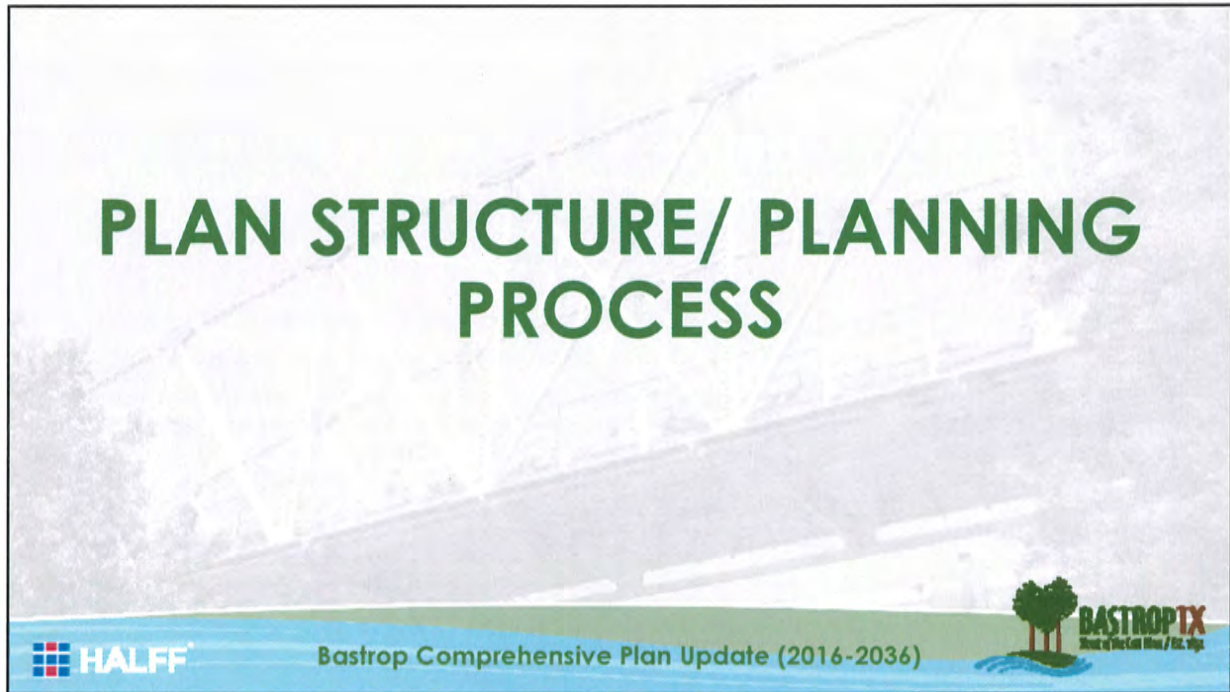






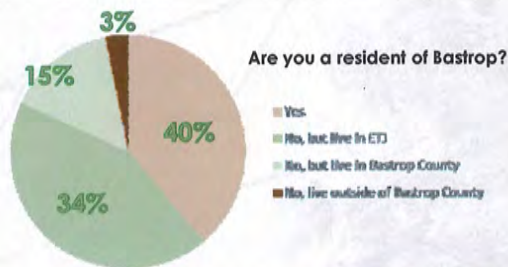
Bastrop Comprehensive Plan Update (2016-2036)





PUBLIC INPUT

- Stakeholder Meetings (July 2015)
- Public Open House #1 (September 2015)
- Public Survey (December 2015 – January 2016)
- Online Forums (January – March 2016)
- Public Open House #2 (July 2016)
- Public Open House #3 (October 2016)
- Public Hearings



Bastrop Comprehensive Plan Update (2016-2036)



COMPREHENSIVE PLAN STEERING COMMITTEE

- **Role and Responsibilities**
 - Officially – designated "Sounding Board"
 - Assist with identification of issues and needs
 - Read, review, & provide plan recommendations
 - Assist with setting priorities
- **(July 2015 – October 2016) Nine Meetings**
 - Vision and mission statements
 - Review and approval of draft chapters
 - Joint meeting with City Council
 - Short-term work program development



Bastrop Comprehensive Plan Update (2016-2036)



CHAPTER 1, PLANNING CONTEXT AND VISION



VISION STATEMENT

"The City of Bastrop is a diverse and welcoming community that celebrates our town character and energy, distinguished history and unique environment."

CITY MISSION STATEMENT

"The mission of the City of Bastrop is to provide efficient and proactive services that enhance our quality of life and achieve our vision."



Bastrop Comprehensive Plan Update (2016-2036)



COMPREHENSIVE PLAN: GOALS AND OBJECTIVES



GOALS: THE COMPREHENSIVE PLAN STEERING COMMITTEE (CPSC) HAS ENDORSED OVER 36 GOAL STATEMENTS RELATED TO 7 PLAN CHAPTERS/TOPICS.

Objectives: Ninety-six (96) objectives have been endorsed by the CPSC.

1. Corresponding actions/initiatives implement the policies, goals, and objectives listed in each comprehensive plan chapter.
2. Actions include policies/studies/regulations/financial investments/operational changes.
3. Actions prioritized by the CPSC and general public.
4. Plan recommendations affect capital improvement project rankings.



Bastrop Comprehensive Plan Update (2016-2036)



CHAPTER 2, COMMUNITY GROWTH

MAP 2-A:

LEGEND:
CITY LIMITS
SEWER SERVICE AREA
WATER SERVICE AREA
WATER TREATMENT PLANT

COMMUNITY GROWTH IS
LESS DEMAND MORE DEMAND

2. COMMUNITY GROWTH

BASTROP, LOUISIANA (LA) 70019-1001

Bastrop Comprehensive Plan Update (2016-2036)

CHAPTER 2, COMMUNITY GROWTH

• Growth program focus:

- Facilitate infill and redevelopment
- Encourage contiguous development
- Manage targeted corridor development

CHAPTER 2 GOALS:

GOAL 2.1: MAINTAIN AND ENABLE A POLICY OF "MEASURED GROWTH" AS REPRESENTED BY THE BASTROP CONCEPTUAL GROWTH PROGRAM.

GOAL 2.2: ENSURE LONG-TERM WATER SYSTEM CAPACITY AND WATER QUALITY FOR EXISTING CUSTOMERS, WHILE ACCOMMODATING INCREMENTAL GROWTH AND DEVELOPMENT.

GOAL 2.3: MITIGATE EXPECTED INCREASES IN WATER DEMAND THROUGH ENHANCED CONSERVATION PRACTICES.

GOAL 2.4: EXPAND WASTE WATER COLLECTION AND TREATMENT CAPACITY IN A COST-EFFECTIVE MANNER.

GOAL 2.5: ENHANCE WASTE WATER SYSTEM EFFICIENCY.

GOAL 2.6: REDUCE FLOOD HAZARDS IN BASTROP THROUGH THE PROGRAMMED IMPROVEMENT OF THE CITY STORM WATER SYSTEM.

GOAL 2.7: PROTECT WATER QUALITY IN THE LOWER COLORADO RIVER WATERSHED BY MITIGATING STORM WATER DISCHARGES ASSOCIATED WITH GROWTH AND DEVELOPMENT.

Bastrop Comprehensive Plan Update (2016-2036)

CHAPTER 3, PUBLIC FACILITIES

CHAPTER 3 GOALS:

- GOAL 3.1: PROVIDE ADEQUATE AND APPROPRIATE PUBLIC FACILITIES AND SERVICES TO MAINTAIN THE SAFETY AND QUALITY OF LIFE OF RESIDENTS, VISITORS, AND WORKERS IN BASTROP.
- GOAL 3.2: IMPROVE THE LONG-TERM FISCAL AND ENVIRONMENTAL EFFICIENCY OF PUBLIC FACILITIES.
- GOAL 3.3: ENGAGE IN PARTNERSHIPS WITH OTHER PUBLIC ENTITIES TO MAXIMIZE THE UTILITY OF, AND ACCESSIBILITY TO, PUBLIC BUILDINGS AND GROUNDS.

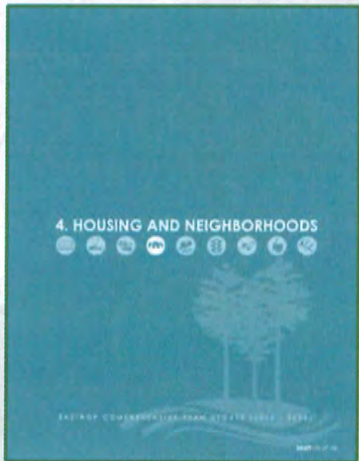


HALFF Bastrop Comprehensive Plan Update (2016-2036) **BASTROPTX**

CHAPTER 4, HOUSING AND NEIGHBORHOODS

CHAPTER 4 GOALS:

- GOAL 4.1: PROVIDE A GREATER DIVERSITY OF HOUSING OPTIONS IN BASTROP WHILE PROTECTING THE CHARACTER OF THE CITY'S EXISTING NEIGHBORHOODS.
- GOAL 4.2: MAINTAIN THE OVERALL QUALITY OF EXISTING HOUSING STOCK IN BASTROP.
- GOAL 4.3: DEVELOP HOUSING TARGETS THAT ALIGN WITH LOCAL DEMAND.
- GOAL 4.4: PROVIDE HOME OWNERSHIP OPPORTUNITIES TO BASTROP'S LOW-TO-MODERATE INCOME AND SPECIAL NEEDS POPULATIONS.
- GOAL 4.5: MAINTAIN OR ENHANCE THE HEALTH OF BASTROP'S OLDER AND HISTORIC NEIGHBORHOODS.



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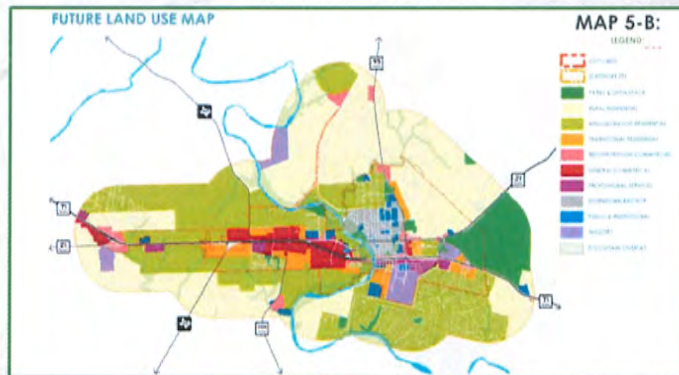
CHAPTER 5, LAND USE/COMMUNITY IMAGE

- Existing Development Patterns
- Future Land Use Plan/Map
- Character Areas
- Community Image



FUTURE LAND USE PLAN

- Future Land Use Map
- Plan Parameters
- Character Area Attributes
- Future Land Use Policies
- Goals and Objectives



Bastrop Comprehensive Plan Update (2016-2036)



COMMUNITY IMAGE

- Access Management
- Building Frontage
- Façade Treatments
- Landscaping
- Parking/Impervious Surfaces
- Pedestrian Accessibility
- Signs
- Streets/Street-scapes
- Utilities



Bastrop Comprehensive Plan Update (2016-2036)

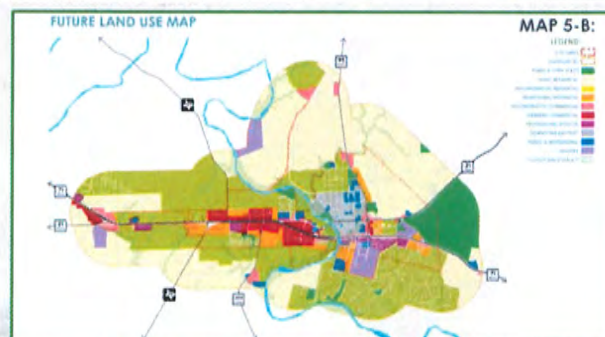


CHAPTER 5, LAND USE/COMMUNITY IMAGE

CHAPTER 5 GOALS:

GOAL 5.1: UTILIZE THE FUTURE LAND USE PLAN TO GUIDE DECISIONS REGARDING PROPOSED DEVELOPMENT AND REDEVELOPMENT ACTIVITIES IN BASTROP AND THE CITY'S ETC.

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.



Bastrop Comprehensive Plan Update (2016-2036)



CHAPTER 6, TRANSPORTATION

MAJOR THOROUGHFARE MAP, 2040

MAP 6-J:

LEGEND:

- Freeway
- Principal Arterial Divided
- Principal Arterial Undivided
- Minor Arterial Divided
- Minor Arterial Undivided
- Collector

6. TRANSPORTATION

BASTROPTX
Heart of the East Texas / Big, Big, Big

Bastrop Comprehensive Plan Update (2016-2036)

CHAPTER 6, TRANSPORTATION

CHAPTER 6 GOALS:

- GOAL 6.1: MANAGE TRAFFIC CONGESTION AND IMPROVE SYSTEM RELIABILITY.
- GOAL 6.2: ENHANCE TRANSPORTATION SYSTEM CONNECTIVITY.
- GOAL 6.3: PRESERVE AND MAINTAIN EXISTING TRANSPORTATION ASSETS.
- GOAL 6.4: IMPROVE THE SAFETY OF THE BASTROP TRANSPORTATION SYSTEM FOR ALL USERS.
- GOAL 6.5: IMPROVE ACTIVE TRANSPORTATION OPTIONS.
- GOAL 6.6: EXPAND AND ENHANCE TRANSIT SERVICES WITHIN BASTROP AND TO KEY REGIONAL DESTINATIONS.
- GOAL 6.7: ENHANCE MULTI-MODAL FREIGHT CAPACITY.
- GOAL 6.8: BUILD A NETWORK OF COMPLETE STREETS AND PRESERVE QUALITY OF PLACE.
- GOAL 6.9: SUPPORT THE LAND USE, ECONOMIC DEVELOPMENT AND URBAN DESIGN GOALS OF THE COMPREHENSIVE PLAN.

6. TRANSPORTATION

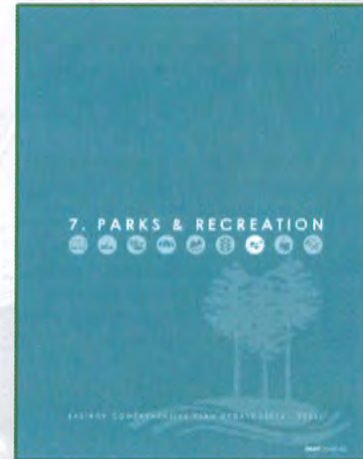
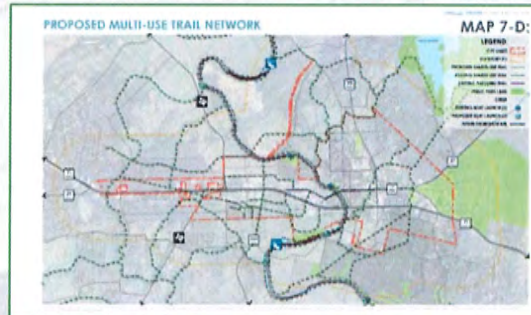
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Bastrop Comprehensive Plan Update (2016-2036)

CHAPTER 7, PARKS AND RECREATION

CHAPTER 7 GOALS:

- GOAL 7.1: PROVIDE A SUFFICIENT AMOUNT OF PUBLIC PARK LAND AND OPEN SPACE FOR CURRENT AND FUTURE RESIDENTS.
- GOAL 7.2: ADDRESS CURRENT AND FUTURE RECREATION NEEDS THROUGH THE PROVISION AND MAINTENANCE OF INDOOR AND OUTDOOR RECREATIONAL FACILITIES.
- GOAL 7.3: MEET FUTURE RECREATIONAL DEMAND THROUGH ADJUSTMENTS TO THE CITY'S OPERATIONAL CAPACITY.
- GOAL 7.4: ENSURE THAT RESIDENTS HAVE ACCESS TO RECREATIONAL OPPORTUNITIES THROUGH THE EQUITABLE DISTRIBUTION OF PARK LAND AND OPEN SPACE.



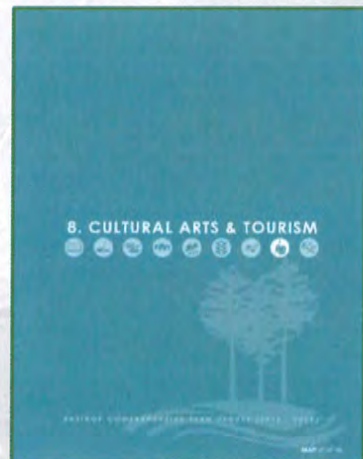
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CHAPTER 8, CULTURAL ARTS AND TOURISM

CHAPTER 8 GOALS:

- GOAL 8.1: LEVERAGE EXISTING DOWNTOWN ASSETS TO SPUR ADDITIONAL BUSINESS ACTIVITY.
- GOAL 8.2: DIVERSIFY SUPPLY CHAIN OF NATURAL ASSETS.
- GOAL 8.3: BOLSTER FAMILY AND HERITAGE TOURISM ASSETS.
- GOAL 8.4: CREATE A LONG-TERM STRATEGY FOR PLACEMENT OF VISUAL AND PERFORMING ARTS ASSETS.
- GOAL 8.5: STRENGTHEN BASTROP'S BRAND THROUGHOUT THE REGION AND THE REST OF THE COUNTRY.
- GOAL 8.6: ADJUST CITY ORDINANCES TO ACCOMMODATE ARTS, ENTERTAINMENT, AND RECREATION USES; AND, TO MANAGE THEIR IMPACTS ON THE COMMUNITY.
- GOAL 8.7: IMPROVE LOCAL MOBILITY TO ENCOURAGE HIGHER LEVELS OF TOURISM.



Bastrop Comprehensive Plan Update (2016-2036)



PLAN IMPLEMENTATION AND ADMINISTRATION



Bastrop Comprehensive Plan Update (2016-2036)



CHAPTER COMPONENTS

• Chapter 9, Implementation

- Plan administration
- Education and awareness
- Capital improvements program
- Plan amendment process

• Short-term work program (Action plan)

FIGURE 9-1. SHORT-TERM ACTION PROGRAM (PROJECTS)

PROJECT #	PROJECT NAME	STATUS	START DATE	END DATE	EST. COST	ACT. COST	PERCENTAGE COMPLETE
1	...	...	...	...	...	...	...
2	...	...	...	...	...	...	...
3	...	...	...	...	...	...	...
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NOTE: A consolidated list of Bastrop Comprehensive Plan update short-term work program projects is located in Appendix 9.

HALFF CONSULTING



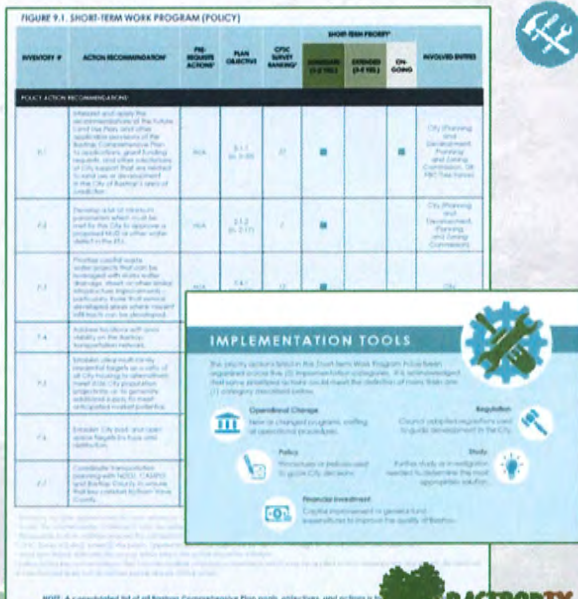
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SHORT-TERM WORK PROGRAM

- **Five-year implementation program (Draft)**

- Action recommendations
- Based on objectives/actions listed in chapter 2 – 8
- Five (5) categories:
 - Operational change, policy, financial investment, regulation, study
- Cross-references applicable Plan objectives
- References prerequisite actions (from other tables)



NOTE: A consolidated list of all Bishop Comprehensive Plan goals, objectives, and actions is



Bastrop Comprehensive Plan Update (2016-2036)



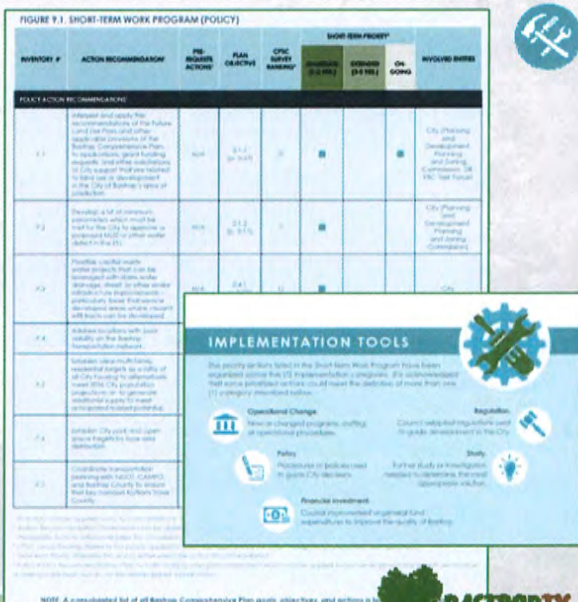
SHORT-TERM WORK PROGRAM

- 50 priority actions listed

- Based on CPSC survey
- Planning & Zoning Commission recommendations

- **Other objectives/actions**

- Still in the Plan – Still valuable
- Re-prioritization through plan amendment process



NOTE: A consolidated list of all Bishop Comprehensive Plan goals, objectives, and actions is



Bastrop Comprehensive Plan Update (2016-2036)



CHAPTER COMPONENTS

• Plan amendment process

- Annual progress report
- Annual updates/amendments
- Five-year update:
 - Report of accomplishments
 - Inconsistencies in decision-making
 - Summary of amendments
 - Changes in trends, law, procedures, programs
 - Short-term work program
- 10-year update



Bastrop Comprehensive Plan Update (2016-2036)



ADOPTION PROCESS



Bastrop Comprehensive Plan Update (2016-2036)



PUBLIC HEARING PROCESS

- **Texas LGC § 213.003 (Adoption of the Comprehensive Plan)**

(a) A comprehensive plan may be adopted or amended by ordinance following:

- (1) **a hearing** at which the public is given the opportunity to give testimony and present written evidence; and
- (2) **review by the municipality's planning commission** or department, if one exists.

(b) A municipality may establish, in its charter or by ordinance, procedures for adopting and amending a comprehensive plan

- **Bastrop City Code, Art. XII § 12.02**

The [Planning] Commission shall: (1) recommend a comprehensive plan for the physical development of the City;



Bastrop Comprehensive Plan Update (2016-2036)



ADDITIONAL ACTIONS

- **Planning Team (Consultant/Staff)**

- Final formatting/editing
- Final Product
 - Comprehensive Plan document
 - Maps/data

- **Elected/Appointed Officials**

- Planning Commission recommendation
- City Council reading(s)
- Adoption ordinance/resolution

- **Bastrop Transportation Master Plan**

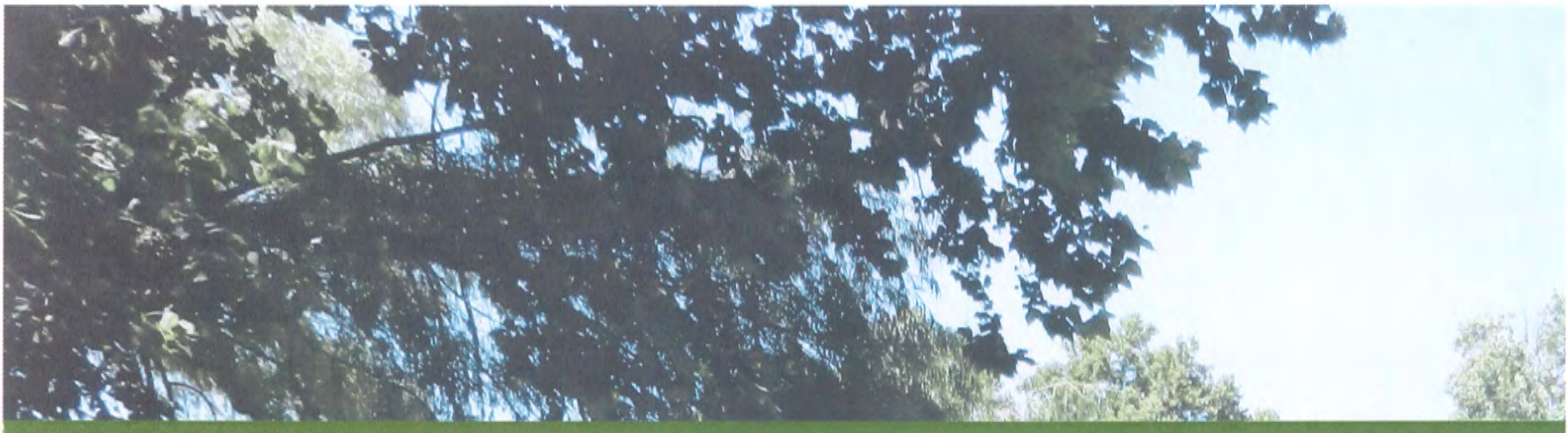
- **Capital Improvements Program (potential appendix)**



Bastrop Comprehensive Plan Update (2016-2036)







COMPREHENSIVE PLAN 20 CITY OF BASTROP, TEXAS 36



DRAFT (11-09-16)

11/22/2016



164

EXECUTIVE SUMMARY

THE COMPREHENSIVE PLAN.

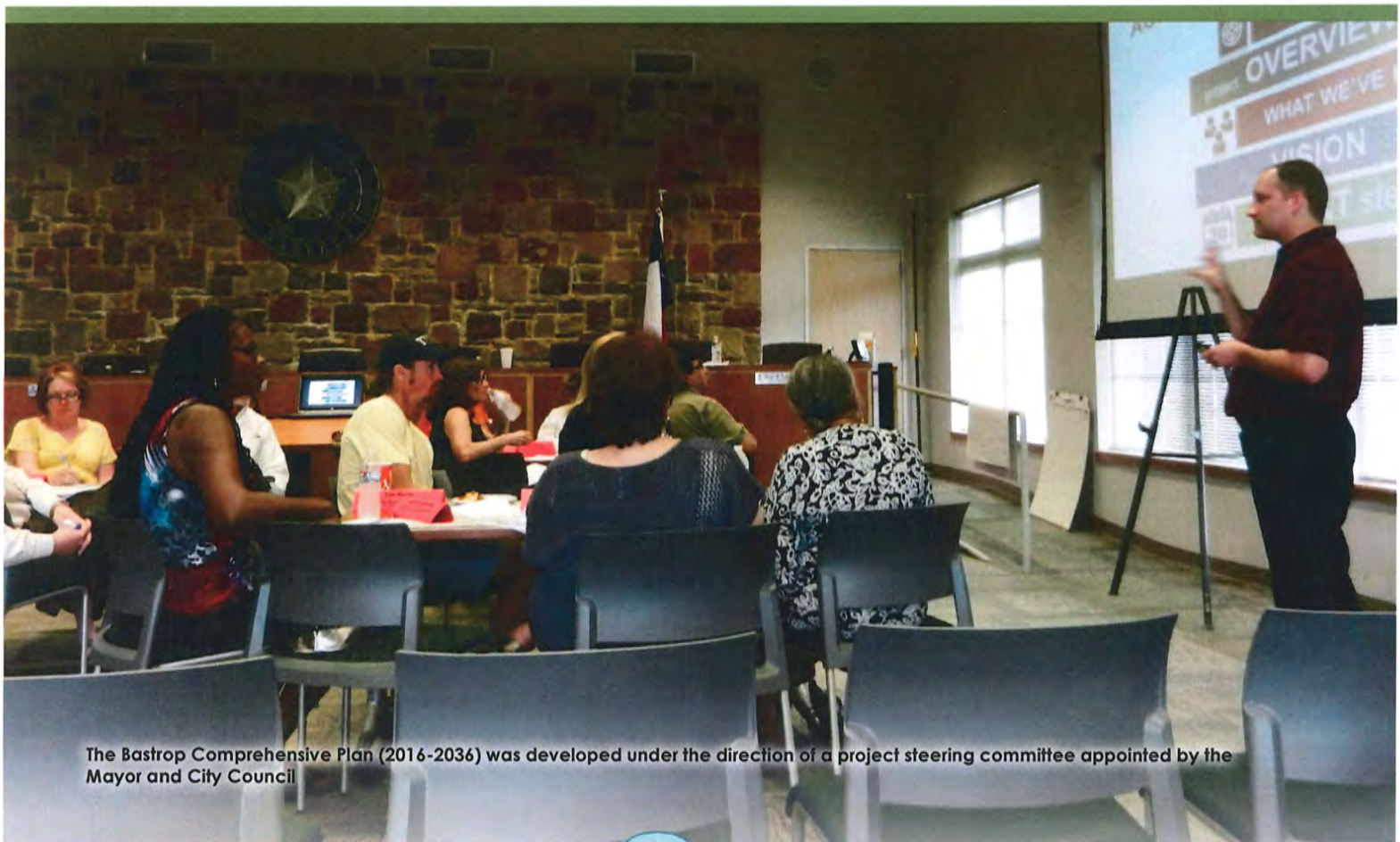
WHAT IS THE BASTROP COMPREHENSIVE PLAN UPDATE?

The Bastrop Comprehensive Plan (2016-2036) is an update to the City's previous comprehensive Plan - originally adopted in 2001. This plan is a visionary policy document that guides long-term decision-making by City staff and officials on topics such as capital expenditures, staffing, and operations. By guiding these decisions, this document will:

- Facilitate orderly growth and development;
- Identify what is shaping the community;
- Build consensus and commitment between elected/appointed officials, City staff, and citizens; and,
- Provide the City with a list of implementation actions.

WHY IS THE BASTROP COMPREHENSIVE PLAN IMPORTANT?

Development pressures are mounting in Bastrop as its population continues to grow. Having surpassed a population of 7,000, there is an evident need for the provision of additional housing, infrastructure, traffic control, and other facilities and amenities.



The Bastrop Comprehensive Plan (2016-2036) was developed under the direction of a project steering committee appointed by the Mayor and City Council

WHAT DOES THE PLAN INCLUDE?

The plan consists of nine (9) chapters and complements a master transportation plan that was developed concurrently by the City. The following pages provide a summary of the contents and goals (when applicable) found within each chapter of the plan.



1. PLANNING CONTEXT AND VISION



2. GROWTH, ANNEXATION, AND INFRASTRUCTURE



3. PUBLIC FACILITIES



4. HOUSING AND NEIGHBORHOODS



5. LAND USE AND URBAN DESIGN



6. TRANSPORTATION



7. PARKS AND RECREATION



8. CULTURAL ARTS AND TOURISM



9. IMPLEMENTATION



1. PLANNING CONTEXT AND VISION

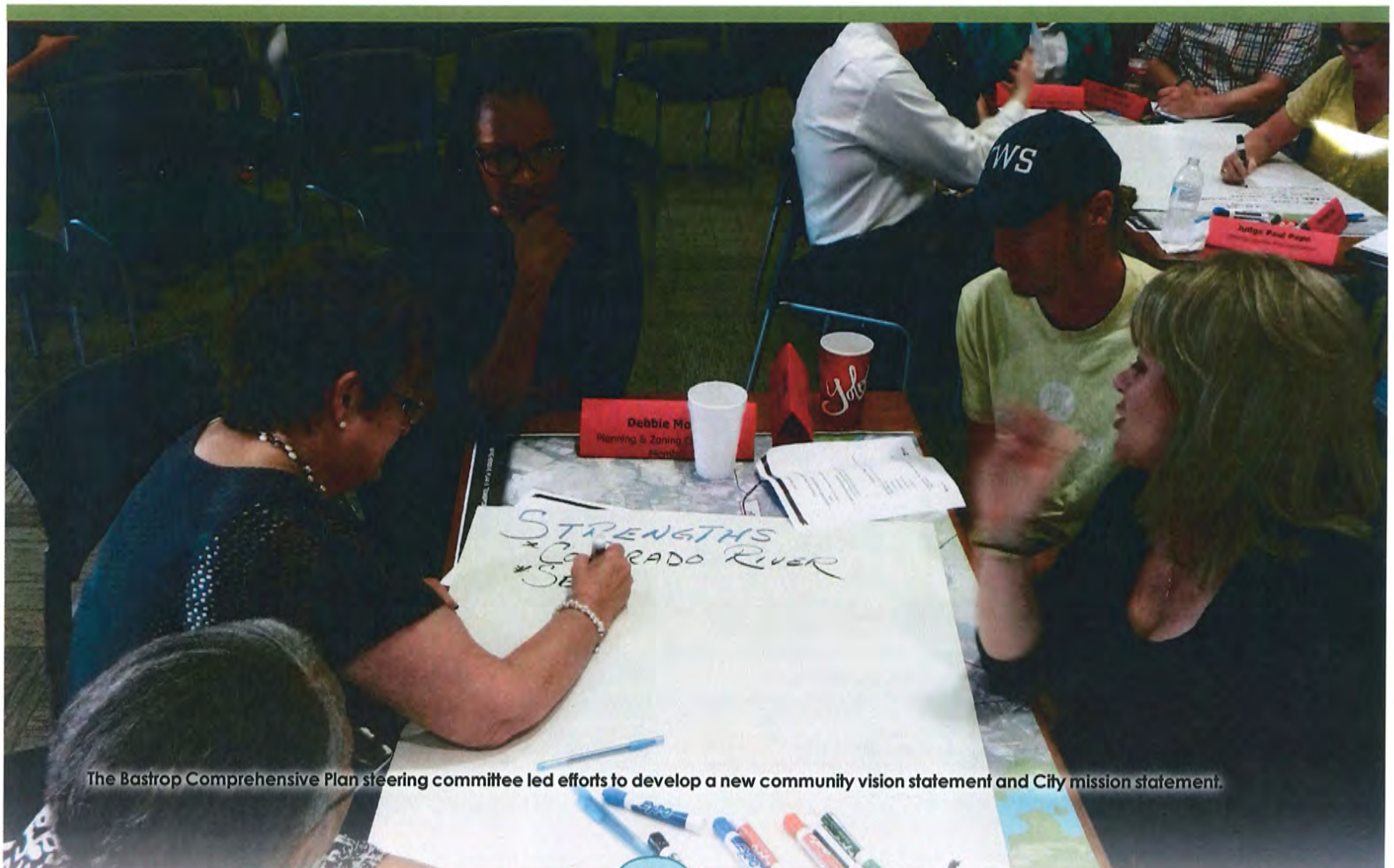
Chapter 1, Planning Context and Vision, sets the context for Bastrop's long-range growth and development challenges and opportunities by presenting the purpose and function of the comprehensive plan, documenting community demographics, summarizing the planning process and community participation, and providing a community vision and mission statement.

VISION STATEMENT

“THE CITY OF BASTROP IS A DIVERSE AND WELCOMING COMMUNITY THAT CELEBRATES OUR TOWN CHARACTER AND ENERGY, DISTINGUISHED HISTORY AND UNIQUE ENVIRONMENT.”

MISSION STATEMENT

“THE MISSION OF THE CITY OF BASTROP IS TO PROVIDE EFFICIENT AND PROACTIVE SERVICES THAT ENHANCE OUR QUALITY OF LIFE AND ACHIEVE OUR VISION.”



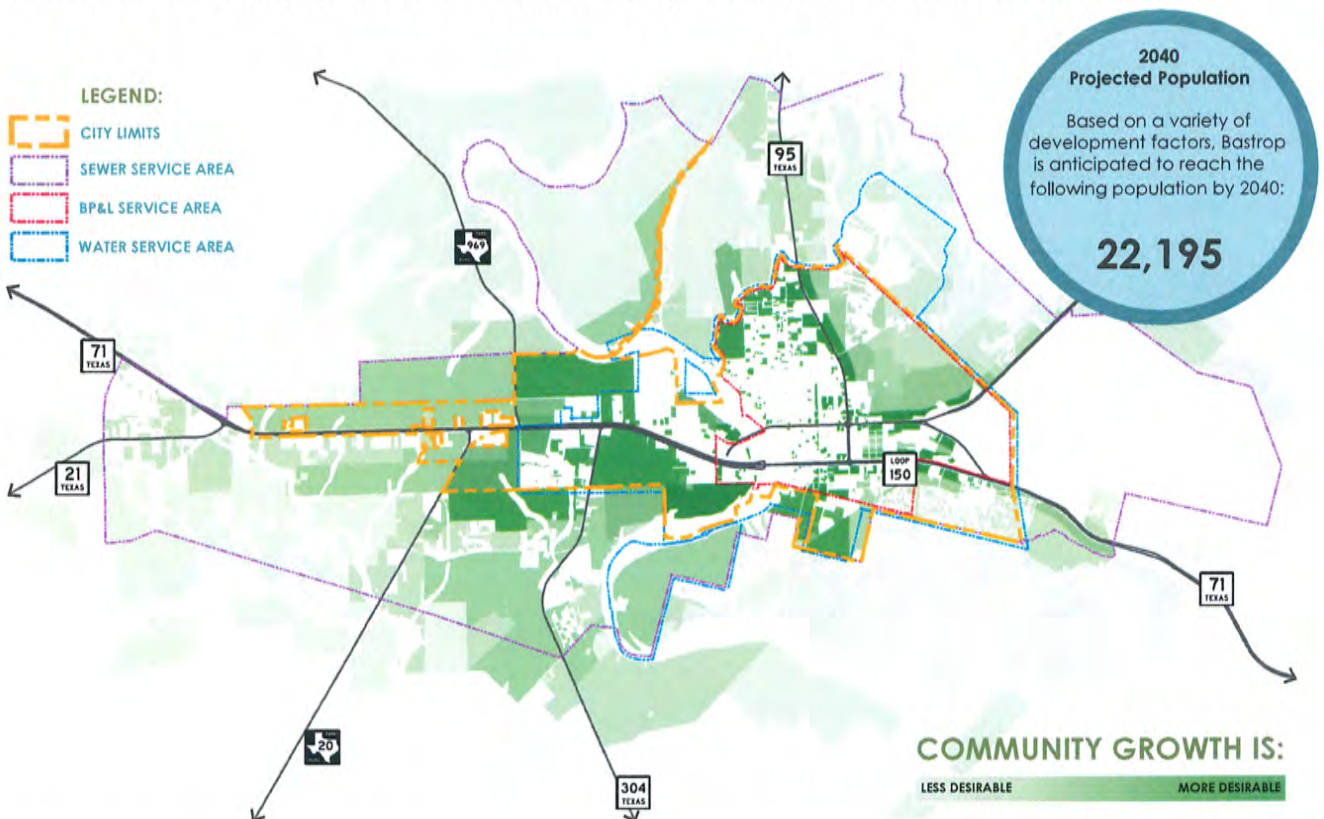
The Bastrop Comprehensive Plan steering committee led efforts to develop a new community vision statement and City mission statement.



2. COMMUNITY GROWTH

Chapter 2, Community Growth, examines the City of Bastrop's prospective growth patterns. Tools and policies are identified within the chapter through which the City may guide future growth in a fiscally responsible manner. An evaluation of the City's water, waste water, storm drainage, and electric utility system capacities - and necessary enhancements - is based on the growth assumptions presented in the chapter.

The goals, objectives, and strategies presented throughout the chapter provide the preliminary framework for identifying and prioritizing the City's potential capital improvement projects.



CHAPTER 2 GOALS:

GOAL 2.1: MAINTAIN AND ENABLE A POLICY OF "MEASURED GROWTH" AS REPRESENTED BY THE BASTROP CONCEPTUAL GROWTH PROGRAM.

GOAL 2.2: ENSURE LONG-TERM WATER SYSTEM CAPACITY AND WATER QUALITY FOR EXISTING CUSTOMERS, WHILE ACCOMMODATING INCREMENTAL GROWTH AND DEVELOPMENT.

GOAL 2.3: MITIGATE EXPECTED INCREASES IN WATER DEMAND THROUGH ENHANCED CONSERVATION PRACTICES.

GOAL 2.4: EXPAND WASTE WATER COLLECTION AND TREATMENT CAPACITY IN A COST-EFFECTIVE MANNER.

GOAL 2.5: ENHANCE WASTE WATER SYSTEM EFFICIENCY.

GOAL 2.6: REDUCE FLOOD HAZARDS IN BASTROP THROUGH THE PROGRAMMED IMPROVEMENT OF THE CITY STORM WATER SYSTEM.

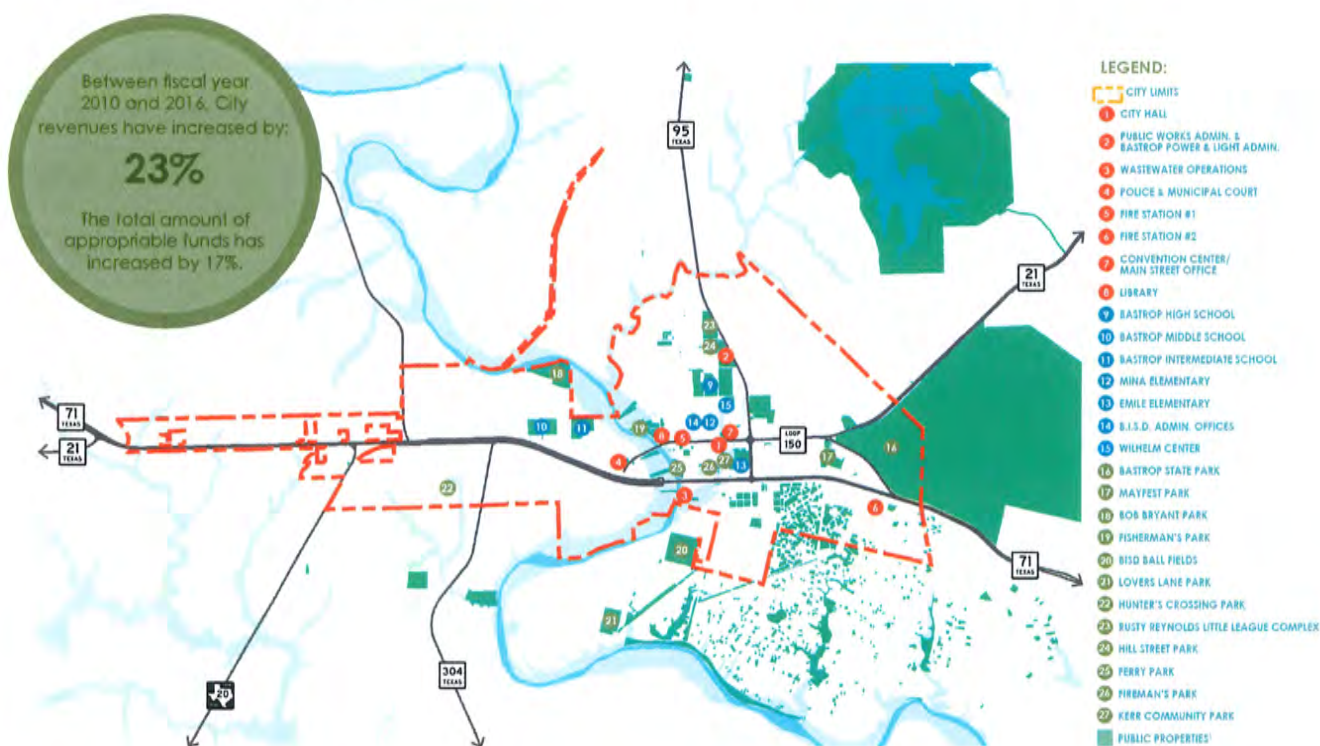
GOAL 2.7: PROTECT WATER QUALITY IN THE LOWER COLORADO RIVER WATERSHED BY MITIGATING STORM WATER DISCHARGES ASSOCIATED WITH GROWTH AND DEVELOPMENT.



3. PUBLIC FACILITIES

Chapter 3, Public Facilities, examines the City of Bastrop's public buildings and grounds; and evaluates how their size, condition, and arrangement may best accommodate anticipated community growth. The chapter considers short and long-term facility needs as they relate to the City's ability to provide a growing population with essential public services, while maximizing the utility and adaptability of City assets.

Chapter 3 is not an organizational study. Staff resources and some associated equipment needs referenced in the Chapter are intended to support preliminary public facility recommendations. The recommendations provide the initial framework for identifying and prioritizing potential City capital improvement projects.



CHAPTER 3 GOALS:

GOAL 3.1: PROVIDE ADEQUATE AND APPROPRIATE PUBLIC FACILITIES AND SERVICES TO MAINTAIN THE SAFETY AND QUALITY OF LIFE OF RESIDENTS, VISITORS, AND WORKERS IN BASTROP.

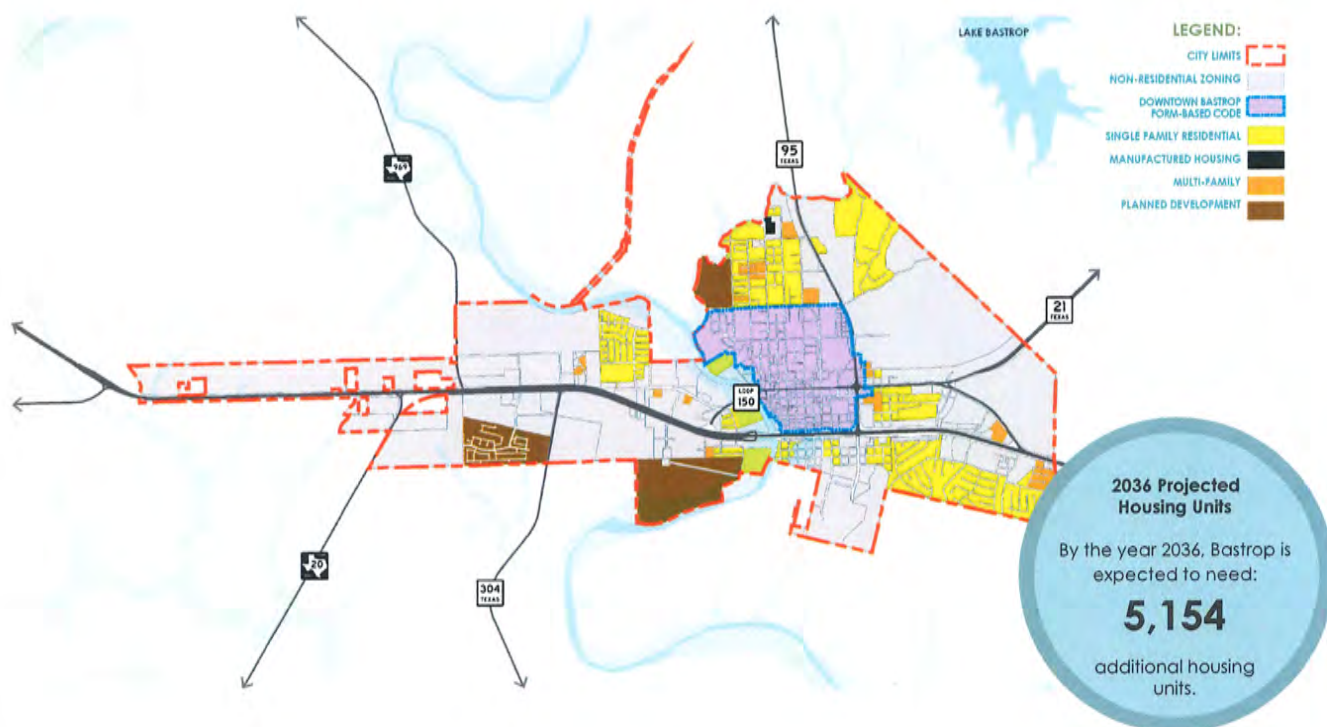
GOAL 3.2: IMPROVE THE LONG-TERM FISCAL AND ENVIRONMENTAL EFFICIENCY OF PUBLIC FACILITIES.

GOAL 3.3: ENGAGE IN PARTNERSHIPS WITH OTHER PUBLIC ENTITIES TO MAXIMIZE THE UTILITY OF, AND ACCESSIBILITY TO, PUBLIC BUILDINGS AND GROUNDS.



4. HOUSING AND NEIGHBORHOODS

Chapter 4, Housing and Neighborhoods, assesses the City's current housing supply and anticipated needs. It reviews the type, mix, and condition of existing housing stock; household characteristics; affordability factors; and anticipated future housing demand. The chapter also considers design characteristics that may be applied to future City residential development to enhance the long-term value of Bastrop's neighborhoods. The assessment of these overlapping factors serves as the basis for subsequent goals and objectives contained in the chapter which reflect preferred future residential development patterns in and around the City.



CHAPTER 4 GOALS:

GOAL 4.1: PROVIDE A GREATER DIVERSITY OF HOUSING OPTIONS IN BASTROP WHILE PROTECTING THE CHARACTER OF THE CITY'S EXISTING NEIGHBORHOODS.

GOAL 4.2: MAINTAIN THE OVERALL QUALITY OF EXISTING HOUSING STOCK IN BASTROP.

GOAL 4.3: DEVELOP HOUSING TARGETS THAT ALIGN WITH LOCAL DEMAND.

GOAL 4.4: PROVIDE HOME OWNERSHIP OPPORTUNITIES TO BASTROP'S LOW-TO-MODERATE INCOME AND SPECIAL NEEDS POPULATIONS.

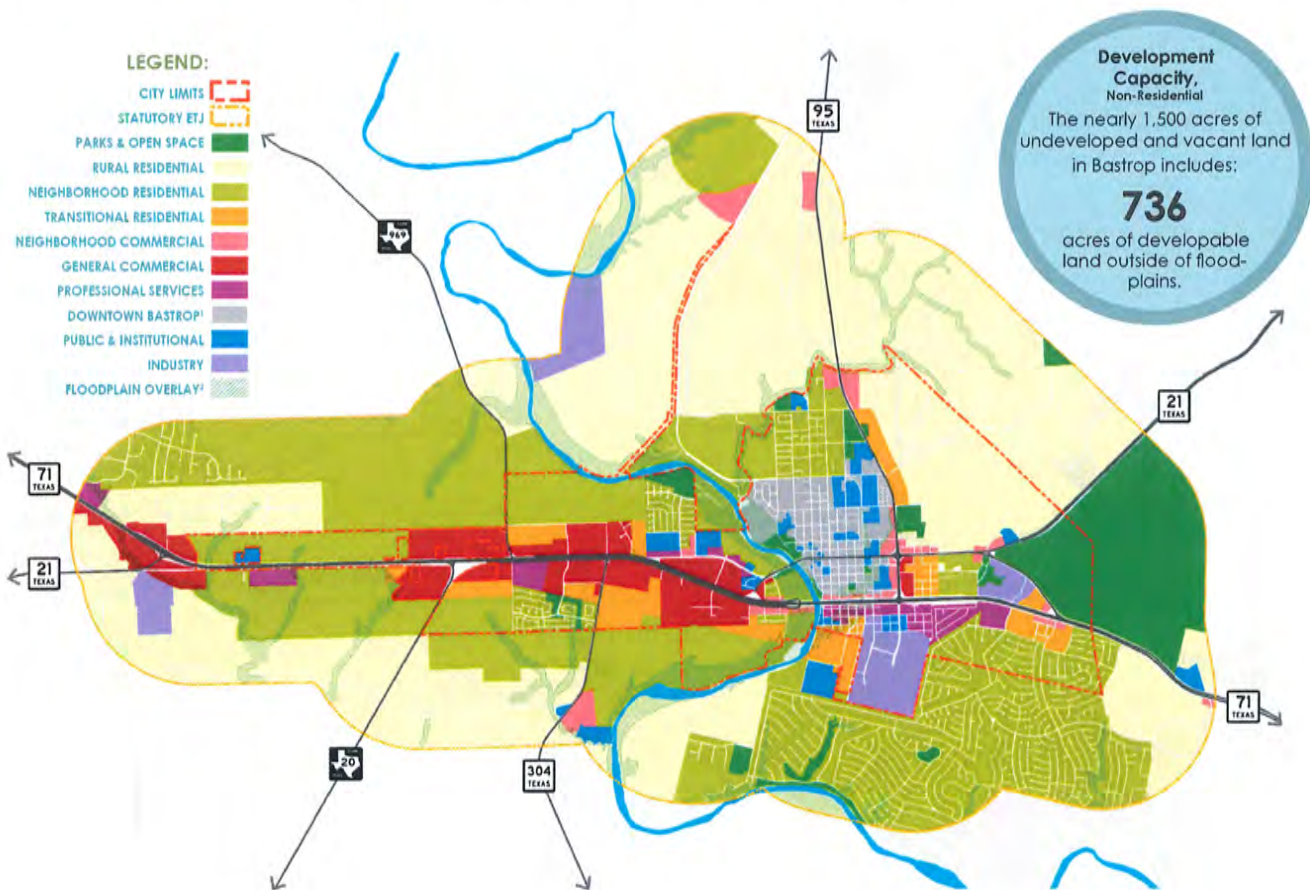
GOAL 4.5: MAINTAIN OR ENHANCE THE HEALTH OF BASTROP'S OLDER AND HISTORIC NEIGHBORHOODS.



5. LAND USE AND URBAN DESIGN

Preceding chapters of the Bastrop Comprehensive Plan evaluate the City's long-term growth and development potential, and the basic public facility and service needs that are anticipated to meet community demands. Other chapters consider the City's role in generating or supporting initiatives that will enhance local economic prosperity or improve housing conditions in the City. These chapters collectively address variables which can influence and modify the City's character over time.

With these influences in mind, **Chapter 5** of the Bastrop Comprehensive Plan identifies the City's preferred future development patterns and the characteristics of its various districts, neighborhoods, and corridors. The development framework established in this chapter incorporates parameters by which City officials may accommodate projected growth while preserving valued aspects of Bastrop's built and natural environments. It is by the City's adherence to this framework, that Bastrop can most effectively influence local development patterns in a way that mitigates undesirable impacts and maximizes community benefit.



As Bastrop grows, land uses will be principally defined by rural and suburban type residential single-family detached housing. Higher density single-family attached housing (i.e., duplexes, townhouses) and multi-family housing will be located at transitional areas bordering higher order major thoroughfares and non-residential development areas.

The City's employment and retail bases will be predominantly located in the central business district, and along the SH 71 west of the Colorado River. Future commercial development on other thoroughfares will be clustered around key intersections. Scattered neighborhood commercial nodes will offer nonresidential services in and among the City's various neighborhoods. The City's Future Land Use Plan envisions that industrial growth will remain centered in and around the current Bastrop Industrial Park.

Downtown Bastrop and surrounding center city neighborhoods will remain the City's cultural and spiritual heart. In part through the implementation of the DB-FBC, the downtown area will accommodate a mixture of businesses, housing, and civic and entertainment uses.

BASTROP CHARACTER AREAS				
CHARACTER AREA	CITY LIMITS ACREAGE	% OF TOTAL	CUMULATIVE ACREAGE	% OF TOTAL
Parks and Open Space	472.64	8%	1,624.08	7%
Rural Residential	959.35	16%	9,301.16	42%
Neighborhood Residential	1,970.84	33%	7,859.24	35%
Transitional Residential	541.96	9%	642.62	3%
Neighborhood Commercial	154.20	3%	289.45	1%
General Commercial	722.64	12%	964.51	4%
Professional Services	213.85	4%	276.67	1%
Downtown Bastrop	434.09	7%	434.09	2%
Public and Institutional	247.70	4%	368.37	2%
Industry	322.30	5%	630.61	3%
TOTAL	6,039.57	100%	22,390.80	100%

Source: Halff Associates, Inc.

CHAPTER 5 GOALS:

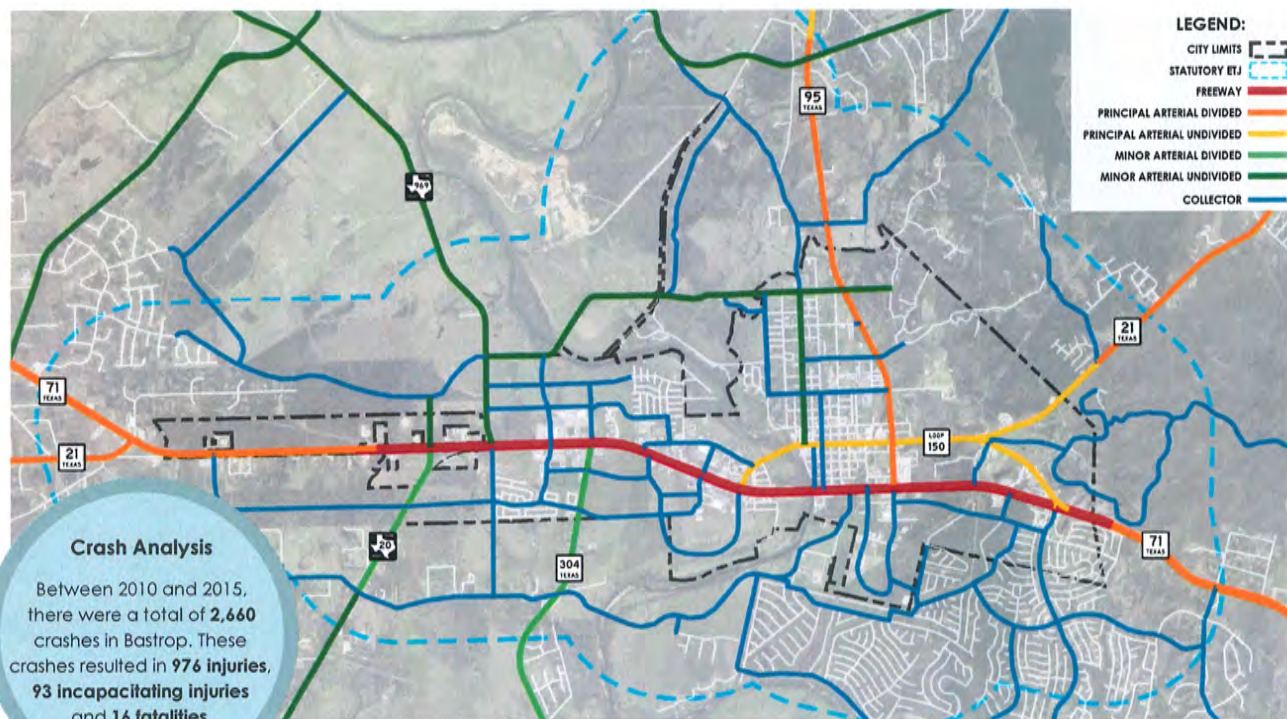
GOAL 5.1: UTILIZE THE FUTURE LAND USE PLAN TO GUIDE DECISIONS REGARDING PROPOSED DEVELOPMENT AND REDEVELOPMENT ACTIVITIES IN BASTROP AND THE CITY'S ETJ.

GOAL 5.2: ENHANCE COMMUNITY CHARACTER AND DESIGN THROUGH THE AMENDMENT OF CITY LAND DEVELOPMENT REGULATIONS AND PROJECTS TO IMPROVE THE FUNCTION AND AESTHETICS OF PUBLIC PROPERTIES.



6. TRANSPORTATION

Chapter 6 of the Bastrop Comprehensive Plan is designed to support the growth and land use vision discussed in prior chapters. It presents a series of policies, programs, and initiatives to guide the City in providing its citizens with a high quality transportation network based on comfort, sense of safety, and quality of place. The chapter includes Bastrop's Major Thoroughfare Map which identifies the location of the City's existing and future major thoroughfares and reflects the recommendations of the complimentary Bastrop Transportation Master Plan.



CHAPTER 6 GOALS:

GOAL 6.1: MANAGE TRAFFIC CONGESTION AND IMPROVE SYSTEM RELIABILITY.

GOAL 6.2: ENHANCE TRANSPORTATION SYSTEM CONNECTIVITY.

GOAL 6.3: PRESERVE AND MAINTAIN EXISTING TRANSPORTATION ASSETS.

GOAL 6.4: IMPROVE THE SAFETY OF THE BASTROP TRANSPORTATION SYSTEM FOR ALL USERS.

GOAL 6.5: IMPROVE ACTIVE TRANSPORTATION OPTIONS.

GOAL 6.6: EXPAND AND ENHANCE TRANSIT SERVICES WITHIN BASTROP AND TO KEY REGIONAL DESTINATIONS.

GOAL 6.7: ENHANCE MULTI-MODAL FREIGHT CAPACITY

GOAL 6.8: BUILD A NETWORK OF COMPLETE STREETS AND PRESERVE QUALITY OF PLACE.

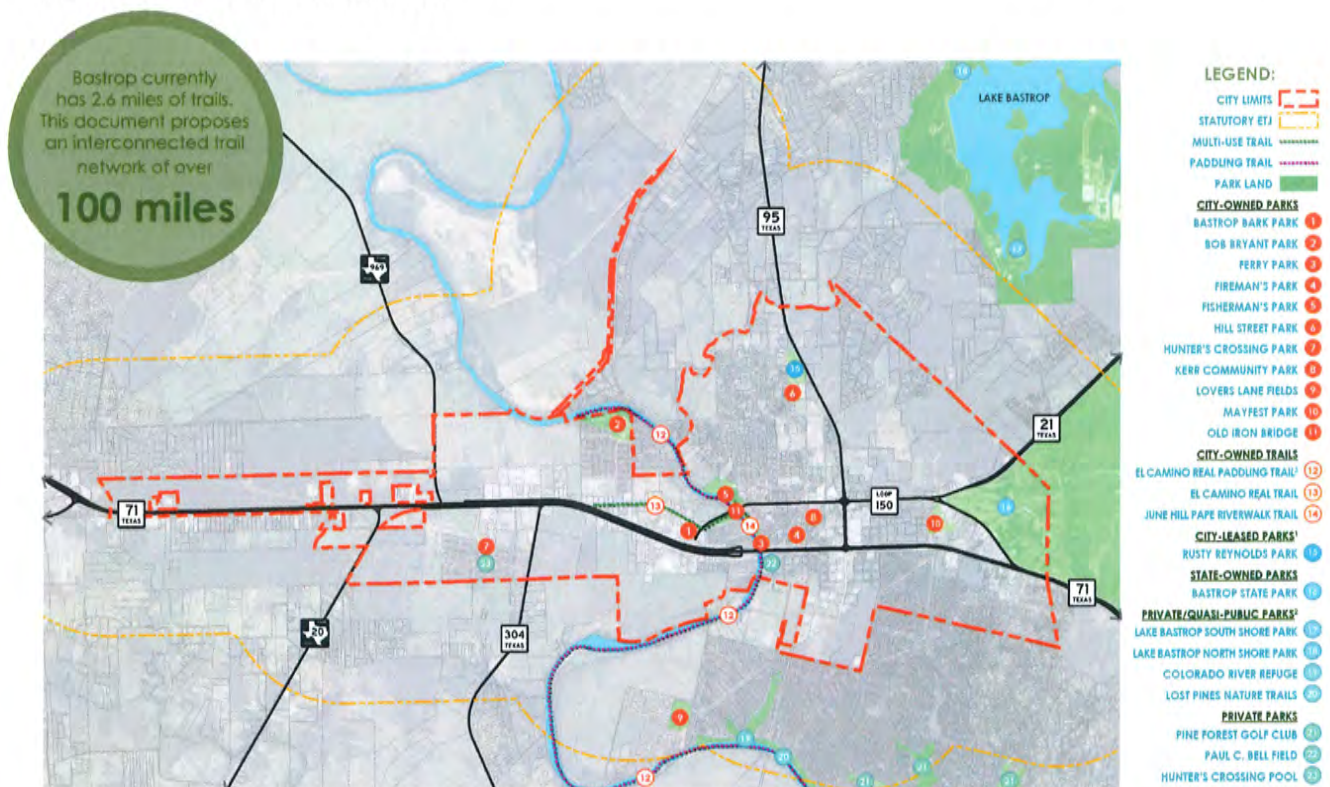
GOAL 6.9: SUPPORT THE LAND USE, ECONOMIC DEVELOPMENT AND URBAN DESIGN GOALS OF THE COMPREHENSIVE PLAN.



7. PARKS AND RECREATION

Chapter 7 of the Bastrop Comprehensive Plan reviews the City's recent park planning and implementation efforts to ensure consistency with public input received during the comprehensive planning process. The chapter aligns community park and recreation needs with applicable sections of other chapters in this plan; and, considers methods and partnerships by which the City's parks and recreation system can meet these needs as the City grows.

When compared to basic public services such as the provision of water, sewer, streets, and storm drainage, the condition and availability of public parks and recreational programs is typically viewed as a service that is not essential to public health and welfare. Parks however do provide many essential benefits. The quality of life measures embodied by a well-managed public parks system is a barometer of community health which can influence the City's competitiveness for private investment and growth.



CHAPTER 7 GOALS:

GOAL 7.1: PROVIDE A SUFFICIENT AMOUNT OF PUBLIC PARK LAND AND OPEN SPACE FOR CURRENT AND FUTURE RESIDENTS.

GOAL 7.2: ADDRESS CURRENT AND FUTURE RECREATION NEEDS THROUGH THE PROVISION AND MAINTENANCE OF INDOOR AND OUTDOOR RECREATIONAL FACILITIES.

GOAL 7.3: MEET FUTURE RECREATIONAL DEMAND THROUGH ADJUSTMENTS TO THE CITY'S OPERATIONAL CAPACITY.

GOAL 7.4: ENSURE THAT RESIDENTS HAVE ACCESS TO RECREATIONAL OPPORTUNITIES THROUGH THE EQUITABLE DISTRIBUTION OF PARK LAND AND OPEN SPACE.



8. CULTURAL ARTS AND TOURISM

With a substantial inventory of historic properties and resources, and a burgeoning cultural arts scene, Bastrop has invested significant energy to position itself as a regional tourism destination. The City's inventory of attractions, events, and exhibition space continues to grow as it creates a 'critical mass' of tourism assets.

Chapter 8 of the Bastrop Comprehensive Plan reviews Bastrop's cultural arts and tourism assets, and associated economic development initiatives. It includes operational and programmatic recommendations to increase the City's regional tourism draw.

The projected economic impact of Bastrop's tourism industry over a 10 year period has a total effect output of:

\$281,882,365

CHAPTER 8 GOALS:

GOAL 8.1: LEVERAGE EXISTING DOWNTOWN ASSETS TO SPUR ADDITIONAL BUSINESS ACTIVITY.

GOAL 8.2: DIVERSIFY SUPPLY CHAIN OF NATURAL ASSETS.

GOAL 8.3: BOLSTER FAMILY AND HERITAGE TOURISM ASSETS.

GOAL 8.4: CREATE A LONG-TERM STRATEGY FOR PLACEMENT OF VISUAL AND PERFORMING ARTS ASSETS.

GOAL 8.5: STRENGTHEN BASTROP'S BRAND THROUGHOUT THE REGION AND THE REST OF THE COUNTRY.

GOAL 8.6: ADJUST CITY ORDINANCES TO ACCOMMODATE ARTS, ENTERTAINMENT, AND RECREATION USES; AND, TO MANAGE THEIR IMPACTS ON THE COMMUNITY.

GOAL 8.7: IMPROVE LOCAL MOBILITY TO ENCOURAGE HIGHER LEVELS OF TOURISM.



9. IMPLEMENTATION

The success of the Bastrop Comprehensive Plan will be measured through the community's commitment to implementation. Utilizing the Bastrop Comprehensive Plan on a frequent basis for policy, planning, regulatory, and capital decisions will lead to its commonplace acceptance and reference.

It is through the process of implementation that actions are translated into specific policies, operational changes, financial investments (e.g., capital improvements), further studies, and new regulation. Containing almost 300 individual actions throughout its nine (9) chapters, implementation of the Bastrop Comprehensive Plan requires a clear short-term work program.

Chapter 9, Implementation, identifies high priority objectives and actions for which near-term action is recommended (while not detracting from the importance of other actions listed throughout this Plan). To promote sustained implementation of the Bastrop Comprehensive Plan, this chapter also includes formalized procedures for the ongoing plan monitoring, amendments, and updates.

9. IMPLEMENTATION



BASTROP COMPREHENSIVE PLAN UPDATE (2016 - 2036)



CHAPTER NINE IMPLEMENTATION

The success of the Bastrop Comprehensive Plan will be measured through the community's commitment to implementation. Utilizing the Bastrop Comprehensive Plan on a frequent basis for policy, planning, regulatory, and capital decisions will lead to its commonplace acceptance and reference.

It is through the process of implementation that actions are translated into specific policies, operational changes, financial investments (e.g., capital improvements), further studies, and new regulation. Containing almost 300 individual actions throughout its nine (9)

chapters, implementation of the Bastrop Comprehensive Plan requires a clear short-term work program. **Chapter 9** of the Bastrop Comprehensive Plan identifies high priority objectives and actions for which near-term action is recommended (while not detracting from the importance of other actions listed throughout this Plan). To promote sustained implementation of the Bastrop Comprehensive Plan, this chapter also includes formalized procedures for the ongoing plan monitoring, amendments, and updates.



Chapter 9 identifies high priority objectives and actions as discussed in previous chapters, including policies, studies, and new regulatory adjustments that will guide infrastructure investments and growth patterns.

PARTNERING FOR SUCCESS.

Comprehensive plan implementation will take coordinated effort from community leaders, and individual citizens, to appointed and elected officials, to outside agencies and entities. Ultimate success involves a combination of City and non-City partners. At a minimum, Plan implementation partnerships could include:

- *Bastrop elected and appointed officials;*
- *City Administration and staff;*
- *Bastrop Economic Development Corporation (EDC);*
- *Bastrop County;*
- *Texas Department of Transportation;*
- *Bastrop Chamber of Commerce;*
- *Bastrop Independent School District (BISD);*
- *Lower Colorado River Authority (LCRA);*
- *Abutting local municipalities (on projects that benefit both jurisdictions);*
- *Other affected agencies and entities; and*
- *Area land and business owners and the development community.*

IMPLEMENTATION ACTION PLAN

Chapters 2 through 8 of the Bastrop Comprehensive Plan include 36 goals, 96 objectives, and 292 recommended implementation actions that may be initiated and accomplished at any point during the 20-year horizon of this Plan. These chapters also include background information, analysis, and guidance as to how these actions could be implemented over time. The plan's goals, objectives, and actions are also accompanied by multiple policy statements – principally associated with the Bastrop Growth Program, Future Land Use Plan, and Major Thoroughfare Plan components of this document.

Implementation of Bastrop's objectives, and recommended actions, can occur concurrently through the efforts of multiple partners. Still, the volume of actions contained within the plan increases the likelihood that substantial plan implementation will span the entire 20-year plan horizon. This recognition necessitates that certain initiatives are prioritized above others and that a short-term work program is generated to guide implementation actions over the immediate five (5) year period.

SHORT-TERM WORK PROGRAM

The Bastrop Comprehensive Plan's Short-term Work Program is presented in **Figures 9.1** through **9.5** (pages 9-4 through 9-13). The Short-term Work Program includes prioritized lists of actions derived from the various Plan chapters. The figures do not include every action recommendation found throughout the Plan, but focus on activities that require new initiatives or the adjustment of current municipal policies or practices. Some objectives and action statements contained in the Plan that affirm ongoing activities or policies (many of which reflect "best practices") are not referenced in the Short-term Work Program because their continuation will not require a substantial adjustment to current municipal practices.

As configured, the Short-term Work Program details the “to do” list of the City’s highest implementation priorities, and shows the general time frame for the initiation of these prioritized tasks - as well as identifying those parties that are responsible for initiating and participating in the implementation process. **Appendix ??** includes the results of ranking activities undertaken by the CPSC and Bastrop Planning and Zoning Commission which was utilized for Short-term Work Program preparation.

The absence of a recommended Plan activity or initiative from the Short-term Work Program does not negate its overall community value. Changing community conditions may alter local priorities and require that previously non-prioritized actions be incorporated into the short-term work program. Short-term work program adjustments may be incorporated into the overall plan review and update process (see page 9-17).



IMPLEMENTATION TOOLS

The priority actions listed in the Short-term Work Program have been organized across five (5) implementation categories. It is acknowledged that some prioritized actions could meet the definition of more than one (1) category described below.



Operational Change.

New or changed programs, staffing, or operational procedures.

Regulation.

Council adopted regulations used to guide development in the City.



Policy.

Procedures or policies used to guide City decisions.

Study.

Further study or investigation needed to determine the most appropriate solution.



Financial Investment.

Capital improvement or general fund expenditures to improve the quality of Bastrop.

FIGURE 9.1. SHORT-TERM WORK PROGRAM (POLICY)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
POLICY ACTION RECOMMENDATIONS ⁶								
P.1	Incorporate references to applicable Comprehensive Plan goals, objectives, actions and/or policies within land use and development case reports, budget requests, agenda requests, and other similar procedural activities.	N/A	N/A (Chapter 9, page. 9-16)	N/A	■		■	City (City Council, Boards and Commissions, City Departments)
P.2	Interpret and apply the recommendations of the Future Land Use Plan, and other applicable provisions of the Bastrop Comprehensive Plan, to applications, grant funding requests, and other solicitations of City support that are related to land use or development in the City of Bastrop's area of jurisdiction.	N/A	5.1.1 (p. 5-33)	27	■		■	City (Planning and Development, Planning and Zoning Commission, DB-FBC Task Force)
P.3	Develop a list of minimum parameters which must be met for the City to approve a proposed MUD or other water district in the ETJ.	N/A	2.1.2 (p. 2-17)	7	■			City (Planning and Development, Planning and Zoning Commission)
P.4	Prioritize capital waste water projects that can be leveraged with storm water drainage, street, or other similar infrastructure improvements – particularly those that service developed areas where vacant infill tracts can be developed.	N/A	2.4.1 (p.2-27)	12	■			City
P.5	Address locations with poor visibility on the Bastrop transportation network.	N/A	6.4.3 (p. 6-24)	31	■		■	BISD, City (Public Works), TxDOT,
P.6	Establish clear multi-family residential targets as a ratio of all City housing to alternatively meet 2036 City population projections; or, to generate additional supply to meet anticipated market potential.	N/A	4.1.1 (p. 4-9)	34	■			City (Planning and Development)

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix ?.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

⁶ Policy Action Recommendations: Plan includes multiple other policy statements which may be applied to land development and growth decisions on a case-by-case basis, but do not necessarily require formal action.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix ?

FIGURE 9.1. SHORT-TERM WORK PROGRAM (POLICY, CONT.)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
POLICY ACTION RECOMMENDATIONS								
P.7	Establish City park and open space targets by type and distribution. Meet park land and open space targets through a mix of public land and private common area.	N/A	7.1.1 & 7.1.4 (p. 7-19, 7-22)	35, 44				City (Planning and Development, Public Works, Parks Board)
P.8	Coordinate transportation planning with TxDOT, CAMPO and Bastrop County to ensure that key corridors to/from Travis County.	N/A	6.1.4	36				City, CAMPO, TxDOT
P.9	Adopt a Complete Streets Policy as part of the subdivision ordinance for Bastrop that enumerates strategies for the safe and efficient travel of all modes along roadways and utilizes design guidance specified in the NACTO Urban Street Design Guide.	Yes (R.2 & R.3)	6.8.1	37				City, CAMPO, TxDOT
P.10	Create a comprehensive access management policy/ program for the City of Bastrop that considers access management best practices to ensure efficient traffic flow and reduce queuing, such as innovative intersection treatments like roundabouts.	Yes (R.2)	6.1.2 & 6.4.1 (p. 6-10, 6-23)	38, 43				City, TxDOT

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix 9.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

⁶ Policy Action Recommendations: Plan includes multiple other policy statements which may be applied to land development and growth decisions on a case-by-case basis, but do not necessarily require formal action.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix 9

FIGURE 9.2. SHORT-TERM WORK PROGRAM (STUDY)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
STUDY ACTION RECOMMENDATIONS								
S.1	Maintain and update a master water system plan which identifies priority water system rehabilitation projects, and sub-areas where system expansion projects are desirable.	N/A	2.2.1 (p. 2-22)	1	■			City (Public Works)
S.2	Prepare a master drainage study for the City that identifies critical storm water infrastructure improvement needs by watershed, phasing, and cost. Evaluate the feasibility of establishing a municipal drainage utility.	N/A	2.6.1 (p. 2-32)	2	■			City (Public Works)
S.3	Identify gaps in the road network, potential sites for new river crossings, where right of way may be required to expand roadway capacity. Fund capital projects that address these issues.	N/A	6.1.3, 6.2.2 & 6.2.3 (p. 6-10, 6-12, 6-13)	14,15, 16	■		■	City, CAMPO, TxDOT, Bastrop County
S.4	Commission a River Loop design study that determines the feasibility of an interconnected multi-use trail network between Fisherman's Park, Ferry Park, proposed parks northwest of the SR71 bridge, and at River's Bend at Pecan Park.	N/A	7.1.3 (p. 7-21)	17	■			City
S.5	Commission a needs assessment study to determine the personnel, space needs, and site needs for a new fire station. This station should be planned to maintain or exceed the current ISO rating for Bastrop.	N/A	3.1.4 (p. 3-16)	21	■			City (Administration, Public Safety)
S.6	Prepare an organizational study to be adopted by City Council which projects anticipated staffing needs for a minimum 10 year period.	N/A	3.1.1 (p. 3-15)	26	■			City Administration, Finance)
S.7	Develop an Incident Management Plan in conjunction with Bastrop Police and Fire Departments to identify emergency response needs with respect to the existing and future transportation network.	N/A	6.1.5 (p. 6-10)	28		■		City (Administration, Public Safety), Bastrop County

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix 9.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix 9

FIGURE 9.2. SHORT-TERM WORK PROGRAM (STUDY, CONT.)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
STUDY ACTION RECOMMENDATIONS								
S.8	Commission a downtown master plan - including a strategic plan for the Bastrop Cultural District.	N/A	8.1.1 & 8.1.2 (p. 8-8)	32, 41				City (EDC, Main Street, Boards)
S.9	Develop and implement a plan to reevaluate the placement of school bus stop locations.	N/A	6.4.4 (p. 6-24)	46				BISD, City (Public Safety, Public Works)
S.10	Prepare and implement a master plan for an indoor and outdoor recreation center, and for long-term rodeo facility upgrades – and potential expansion.	N/A	7.2.1 & 7.2.2 (p. 7-22, 7-23)	47, 53				City (EDC, Public Works)

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix 9.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix 9.

FIGURE 9.3. SHORT-TERM WORK PROGRAM (FINANCIAL INVESTMENT)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
FINANCIAL INVESTMENT ACTION RECOMMENDATIONS								
F.1	Investigate the feasibility of establishing one (1) or more regional storm water detention basins. Consider assessing impact fees to fund regional storm water detention facilities.	Yes (S.2)	2.6.1 (p. 2-32)	2				BISD, City (Public Works), TxDOT,
F.2	Continue to incorporate water main replacement and water treatment filtering system projects into the City's capital improvements program (CIP) based on CIP ranking criteria.	Yes (O.3)	2.2.2 & 2.2.3 (p. 2-23)	3.6				City (Public Works)
F.3	Reinstate and ensure the long-term availability of façade and renovation grants for downtown businesses and property owners.	N/A	8.1.6 (p. 8-8)	8				BISD, City (Planning and Development, Public Works)
F.4	Develop and promote the availability of small business grants and incentives to draw specialty retailers and eateries to downtown.	N/A	8.1.5 (p. 8-8)	18				City (Main Street), EDC
F.5	Incorporate immediate upkeep and maintenance needs for the rodeo grounds into the City's five-year capital improvements program.	Yes (O.3)	7.2.2 (p. 7-23)	53				City (Planning and Development, Public Works, Parks Board)
F.6	Re-evaluate the City's water consumption charges to determine whether rate adjustments are necessary to reduce per capita water usage at a target conservation rate referenced in the City's 2014 Water Demand Projections model.	N/A	2.3.1 (p. 2-23)	55				City (Public Works)
F.7	Allocate a fixed percentage of annual revenues for the purchase of household low-flow fixtures for distribution to the general public.	Yes (S.1)	2.3.1 (p.2-23)	55				City
F.8	Develop the trails, parks, and river access points promoted as part of the City's River Loop concept - including Old Iron Bridge repair and bike-ped enhancements to the SH71 bridge.	Yes (S.4)	7.1.3 & 8.2.2 (p. 7-21, 8-9)	17, 23				City (Planning and Development, Public Works, Parks Board), CAMPO, TxDOT

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix 9.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix 9

FIGURE 9.3. SHORT-TERM WORK PROGRAM (FINANCIAL INVESTMENT, CONT.)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
FINANCIAL INVESTMENT ACTION RECOMMENDATIONS								
F.9	Identify and prioritize capital projects that increase connectivity to the SH 71 commercial corridor and downtown.	Yes (O.3)	6.2.4 (p. 6-13)	29				City, CAMPO, TxDOT
F.10	Work with TPWD to create an on-water and off-water way-finding program for the El Camino Real Paddling Trail. Partner with other governmental and non-profit entities to fund and install way finding features and boat launch upgrades.	Yes (S.4 & S.8)	7.2.3	31				City (Parks Board), TPWD, Bastrop County, Keep Bastrop Beautiful

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix ?.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix ?

FIGURE 9.4. SHORT-TERM WORK PROGRAM (OPERATIONAL CHANGE)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
OPERATIONAL CHANGE ACTION RECOMMENDATIONS								
O.1	Create a comprehensive digital inventory of the City's water, waste water, and storm water facilities. Purchase equipment necessary to maintain the digital inventory internally.	N/A	2.2.1, 2.6.1 & 2.5.1 (p. 2-22, 2-28, 2-32)	1, 2, 11				City (IT, Public Works)
O.2	Manage a consistent infrastructure inspection and repair system.	N/A	6.3.1 (p. 6-18)	4				City (Public Works)
O.3	Include ranking criteria in a City Capital Improvements Program that provides weight to proposed projects that promote infill and/or contiguous development.	N/A	2.2.1 (p. 2-17)	5				City
O.4	Prepare and utilize a fiscal impact analysis tool when determining the value of annexing property, or when reviewing proposed planned developments or other development proposals.	N/A	2.2.1 (p. 2-17)	5				City
O.5	Seek additional water sources in which lower levels of metals causing water dis-colorization are found and program the replacement of ground water sources with higher levels of manganese.	N/A	2.2.3 (p 2-23)	6				City (Public Works), TCEQ
O.6	Create a DMO to harmonize the City's marketing and tourism efforts.	N/A	8.5.1 & 8.5.2 (p. 8-14)	10				City (Boards, Main Street, Convention), EDC, Bastrop Museum and Visitors Center, Bastrop County, Hyatt/Visit Lost Pines
O.7	Develop a model storm water management program and implement best management practices(BMP) that address the six (6) minimum control measures required by TCEQ of MS4 communities.	N/A	2.7.1	13				City (Public Works), TCEQ
O.8	Consider costs related to establishing a paid full-time fire department. Select a site of a minimum of two (2) to three (3) acres west of the Colorado River for the construction of Fire Station #3. Design the station.	Yes (S.5 & S.6)	3.1.4 (p. 3-16)	21				City (Administration, Finance, Public Safety)

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix ?.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix ?

**FIGURE 9.4. SHORT-TERM WORK PROGRAM (OPERATIONAL CHANGE, CONT.)**

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
OPERATIONAL CHANGE ACTION RECOMMENDATIONS								
O.9	Evaluate crash data to identify and prioritize areas with high crash frequencies for targeted enforcement. Implement a signal timing system to improve flow through the existing transportation network.	N/A	6.1.5 & 6.3.3 (p. 6-10, 6-18)	22, 28				City (Public Safety, Public Works), TxDOT
O.10	Put forward an application to become a Certified Local Government to receive grants from Texas Historic Commission and National Park Service.	N/A	8.3.3 (p. 8-11)	54				City (Planning and Development, Historic Landmarks Commission)

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix 2.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix 2.

FIGURE 9.5. SHORT-TERM WORK PROGRAM (REGULATION)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
REGULATION ACTION RECOMMENDATIONS								
R.1	Update utility ordinances where necessary to permit development within the municipal limits only when it can tie into existing water mains, unless water main extension is paid for by the developer.	N/A	2.2.1 (p. 2-22)	1				BISD, City (Public Works), TxDOT,
R.2	Initiate the preparation of a unified development code, or amendments to individual land development regulations, to implement recommended character area development parameters and community image amendments.	N/A	5.2.1 (p. 5-44)	59				BISD, City (Planning and Development, Planning and Zoning Commission)
R.3	Establish neighborhood connectivity standards for new developments that establish requirements for block spacing, access points, and discourage cul-de-sacs, gated communities or other restricted access streets.	N/A	6.2.1 (p. 6-12)	19				City (Planning and Development, Public Works, Planning and Zoning Commission)
R.4	Manage the impact of assembly uses, special events, and temporary uses on surrounding property, and public infrastructure and services through the amendment of various City codes.	N/A	8.6.1 (p. 8-17)	24				City (Planning and Development, Finance, Public Works, Planning and Zoning Commission)
R.5	Amend City land development ordinances to distinguish between shared-use paths, side paths and sidewalks. Prepare design criteria for shared use paths of varying types.	N/A	7.1.2 (p. 7-19)	39				City (Planning and Development, Public Works, Planning and Zoning Commission, Parks Board)
R.6	Incorporate Future Land Use Plan development parameters and policies, and community image recommendations into new development via the planned development process.	N/A	5.2.2 (p. 5-44)	60				City (Planning and Development, Planning and Zoning Commission)
R.7	Update land development tools to meet park and open space targets.	Yes (P.7)	7.4.1 (p. 7-28)	40				City (Planning and Development, Public Works, Planning and Zoning Commission, Parks Board)

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix 9.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix 9.

FIGURE 9.5. SHORT-TERM WORK PROGRAM (REGULATION, CONT.)

INVENTORY # ¹	ACTION RECOMMENDATION ²	PRE-REQUISITE ACTIONS ³	PLAN OBJECTIVE	CPSC SURVEY RANKING ⁴	SHORT-TERM PRIORITY ⁵			INVOLVED ENTITIES
					IMMEDIATE (1-2 YRS.)	EXTENDED (3-5 YRS.)	ON-GOING	
REGULATION ACTION RECOMMENDATIONS								
R.8	Modify City landscaping requirements to require the use of drought tolerant native plant species and other xeriscaping techniques for select development sizes and types. Incorporate low impact development (LID) solutions.	N/A	2.3.1 & 2.7.2 (p 2-23, 2-33)	45, 55				City (Planning and Development, Planning and Zoning Commission)
R.9	Prepare corridor appearance standards for development along key City corridors.	N/A	5.2.2 (p.5-44)	60				City (Planning and Development, Public Works, Planning and Zoning Commission), TxDOT
R.10	Modify pedestrian accessibility requirements between developments and to destinations such as schools, parks, and shopping.	N/A	6.2.5 (p. 6-13)	68				City (Planning and Development, Planning and Zoning Commission)

¹ Inventory number applied solely to cross-reference "prerequisite actions" between each short-term work program figure.

² Action Recommendation: Statements may be abbreviated, or may combine one (1) or more actions. See applicable objective for full description.

³ Prerequisite Actions: Initiation requires the completion of a prior action. See applicable objective for full description.

⁴ CPSC Survey Ranking: Refers to the priority applied to each Plan objective by the CPSC through an on-line survey. See Appendix ?.

⁵ Short-term Priority: Estimates the year(s) within which the action should be initiated.

NOTE: A consolidated list of all Bastrop Comprehensive Plan goals, objectives, and actions is located in Appendix ?

PLAN ADMINISTRATION.

PLAN CHAMPIONS

During the planning process, public activities assisted in identifying the community's vision for the future. A by-product of such activities is that they often identify a key individual, or a group of people, who take on responsibility for being the Plan implementation champion(s). This may be for a specific Plan action or actions (e.g., updating the City's regulations), or for the entire Plan itself. Implementation champions can come from within the City (e.g., the Mayor, City Manager, Planning Director, a City Councilperson, etc.) or from within the community (e.g., a local prominent business owner, land owner, or activist). What is important, is that fostering these key individuals (or champions) is critical to the success of the Plan implementation.

IMPLEMENTATION ROLES & RESPONSIBILITIES

While implementation of this Plan will require the efforts of the entire community, the City of Bastrop's elected and appointed officials and staff will take on a large role and be tasked with initiating and coordinating the work of others. Accordingly, the following City entities must play a key role in Plan implementation efforts:

- **City Council.** Through strategic direction meetings, annual budgeting, and other related decision making, the City Council establishes overall action priorities and time frames by which each action will be initiated and completed. In some cases, they provide specific direction to the Planning and Zoning Commission, other boards and commissions, and City staff.
- **Planning and Zoning Commission.** The Planning and Zoning Commission is designated as an advisory board to the City Council and tasked with making recommendations related to the development and redevelopment of the City and its environs. The Planning and Zoning Commission should assume an ownership role of the implementation of this Plan. This could include preparing (in conjunction with City staff) an annual report of progress and short-term work program update recommendations. In addition, the Planning and Zoning Commission must ensure that each of their decisions are consistent with the vision, goals, objectives, actions, and policies of this Plan.
- **Other Boards and Commissions.** Bastrop's many boards and commissions are tasked with advising City Council on various topics ranging from parks and recreation, to public arts, and housing. City's boards and commissions should consult the applicable sections of this of this Plan to ensure that their activities remain consistent with overall community goals and objectives.
- **Economic Development Corporation (EDC).** The primary mission of the Bastrop EDC is the retention, expansion, and attraction of business and industry within the City. It works to foster a strong and long-lasting economy in Bastrop through attracting and expanding businesses, building a strong workforce, and supporting the expansion and revitalization of the City's economic core – Downtown Bastrop. In this regard, the EDC is an essential strategic partner in implementing the vision, goals, objectives, and actions of this Plan.
- **Administration and City Staff.** As the executive branch of City government, the Administration and its staff are the technical experts and primary entity responsible for administering this Plan. To varying degrees, several City departments (e.g., Planning and Development, Public Works, etc.) are integral to the success of this Plan. As such, they are vested implementers and should ensure that their annual work programs and budgets are reflective of the vision set by the community.

EDUCATION

The Bastrop Comprehensive Plan covers a wide variety of technical topics which affect the operations of City government. It includes background information on existing conditions, analysis of issues and alternatives, and provides direction as to an appropriate course of action to move forward. For those that were not as intimately involved in the process, it is important to convey not only the actions for moving forward, but also the reasons behind them. As such, it is important to educate appropriate elected and appointed officials on the strategic directions of the Plan. For City Council, this could include technical briefings by City staff during workshops prior to important decisions. For other boards and commissions, it could include a complete overview of the Plan itself followed by a question and answer session.

For those involved in the development process (including elected and appointed officials, and pertinent City staff), Plan awareness should be raised about the development policies that are included in each substantive chapter of the document. These development policies are intended to affect public actions and projects, whether it is a new City regulation, program, or capital improvement expenditure. Education could take the form of a one-time training session, but it would more beneficial if the policies were incorporated into monthly meeting packets and materials, in some fashion.

It is equally, if not more, important to provide education to those who are not part of the City government, including land and business owners, the development community, and the general public. Education should include a City web-page dedicated specifically to implementation of the Comprehensive Plan. This page should include a PDF of the Plan itself, the vision statement and guiding values, details on the near-term action agenda, a list of Plan-identified projects currently being implemented, annual reports of progress and successes, and details on opportunities to get involved. Additionally, identifying new projects (whether through signage, the newspaper, or social media) as part of "Plan Implementation" creates a strong foundation and connection between proactive planning and the City's wherewithal to follow through with implementation.



Bastrop's Comprehensive Plan web page can serve as an important portal to Plan implementation activities, updates, and success stories.

Successful comprehensive plan implementation ultimately requires that Bastrop's administrators, advisory bodies, and decision-making authorities continually link their activities to plan recommendations. Such linkages will require that Bastrop systematically reference comprehensive plan goals, objectives, actions, and/or policies as part of its procedural activities including: land use case reports, budget requests, agenda requests (City Council, and boards and commissions), etc.

IMPLEMENTATION FUNDING

Funding for Comprehensive Plan implementation will come from a variety of sources, including local resources such as the general fund; voter-approved bonds; federal, state, and other grants; among other sources. In addition to these common and typical sources of funding, some cities also pursue the creation of special districts to help promote and/or incentivize new development or redevelopment both within the City limits and the ETJ. While each of these special districts have their own unique statutory framework, they all have the same general objective – improving the overall quality and performance of the City's infrastructure and facilities, ensuring high quality development, and protecting and diversifying the local tax base. The following includes a brief descriptions of potential special districts:

- **Tax Increment Reinvestment Zone (TIRZ).** Chapter 311 of the Texas Tax Code allows municipalities or counties to form a Tax Increment Reinvestment Zone (TIRZ), which is a form of tax increment financing. Tax Increment Financing (TIF) is a way to encourage reinvestment in blighted or under-utilized areas that probably will not redevelop on their own. Put simply, it is a way to self-finance new development projects by capturing their back-end tax proceeds to amortize front-end project costs.

- **Public Improvement District (PID).** A Public Improvement District (PID) is a financing tool created by the Public Improvement District Assessment Act as found in Chapter 372 of the Texas Local Government Code. A PID enables any city to levy and collect special assessments on property that is within the city or within the city's ETJ. PIDs are typically used to help fund enhancements like special lighting and streetscapes, and to help fund special events that benefit businesses in the district.
- **Chapter 380 Economic Development Agreements.** Chapter 380 Agreements enable cities to provide incentives encouraging developers to build in their jurisdictions. Development incentives typically take the form of property tax abatements, loans or grants, commitments for infrastructure, or payments of portions of the sales tax generated by the project.

CAPITAL IMPROVEMENTS PROGRAMMING

A capital improvements program, or "CIP," is a multi-year plan (typically five (5) years) that identifies budgeted capital projects, including street infrastructure; water, wastewater and drainage facilities; open space, trails and recreation facility construction and upgrades; construction of public buildings; and the purchase of major equipment. Identifying and budgeting for major capital improvements will be essential to implementing the Bastrop Comprehensive Plan. Decisions regarding the prioritization of proposed capital improvements should take into account the policy and management directives of this Plan and other policy documents adopted by the City.

A CIP framework has been developed by the City of Bastrop as part of this comprehensive planning process (**Appendix ?**). The framework establishes the recommended structure for the inclusion of a CIP within the municipal budget in future City fiscal years. Key parameters of the City's recommended CIP (as defined within **Appendix ?**) include:

- **Program Parameters.** The CIP identifies overarching program parameters such as: project categories, minimum costs of capital projects, grouping of projects based on costs and/or recurring activities, the project ranking process.
- **Ranking Criteria.** The CIP defines five (5) "community" and five (5) "operational" criteria that are used to rank proposed CIP projects. Scoring ranges and weighting values are applied to each criteria to reflect their individual levels of community priority or operational necessity.
- **Capital Project Lists.** The CIP contains a (fiscally unconstrained) list of all projects for which a preliminary project form was submitted during CIP framework development. Following an internal ranking process, completed project forms have been inserted into the CIP (FY 16/17 through 20/21) for priority projects which can be fully or partially funded based on anticipated City revenues and other funding sources.

Utilizing the framework appended to this Plan, the City of Bastrop should incorporate a CIP ranking and amendment process into future municipal budget cycles. The CIP framework is subject to refinement over time to incorporate additional oversight by members (and/or designees) of City Council, accommodate public input, or to otherwise address changing community conditions or values.

PLAN AMENDMENT

Based upon an analysis of existing conditions and public engagement, this Plan establishes the community's vision for the future. Despite this, the Plan still just reflects a snapshot in time. In order to be achievable, implementation must remain flexible and allow adjustment to accommodate shifts in local and national social, economic, physical, and political changes over time.

There are many local and national trends which could change the direction of this Plan's vision and Short-term Work Program for the future. Consequently, it is recommended that the Plan be revisited on a regular and routine basis followed by warranted updates.

- **Annual Progress Report.** The Planning and Zoning Commission should prepare an annual report for submittal and discussion with the City Council. A status update of Comprehensive Plan implementation should be included in these annual reports. Significant actions and accomplishments during the past year should be recognized, in addition to recommendations for amending the Short-term Work Program. The Planning and Zoning Commission's annual report should be coordinated with the City's annual budget development process so that the recommendations will be available early in the budgeting process.
- **Annual Updates.** After the annual progress report is prepared, the Short-term Work Program should be updated as part of an annual Plan amendment. Annual Plan amendments also provide opportunities for relatively minor Plan updates and revisions, including changes to the Future Land Use Plan, Major Thoroughfare Plan, trails map. A Plan amendment should be prepared

Plan review and amendment processes must be incorporated into the City's annual calendar.

and distributed as an addendum to the adopted Comprehensive Plan. Identification of potential Plan amendments should be an ongoing process by the Planning and Zoning Commission and City staff throughout the year. Citizens, property owners, community organizations, and other governmental entities can also submit requests for Plan amendments. Proposed Plan amendments should be reviewed and approved by the Planning and Zoning Commission and City Council, and adopted in a manner similar to the Plan itself.

- **Five-Year Update.** A broader Plan evaluation and update should be prepared every five (5) years. This is typically staff-driven through input from various departments and elected and appointed officials. Spearheaded by the Planning and Development Department, the purpose of the update is to evaluate original Plan assumptions regarding growth trends, and to determine if recommended actions are still relevant. The five (5) year update should include the following:

- » A summary of Plan amendments and accomplishments to date;
- » Changes in trends and issues since the previous Plan adoption (e.g., changes in the predicted growth rate and the physical boundaries of the City; demographic composition; community attitudes; or other social, environmental, or political issues which may affect the feasibility of implementation);
- » Conflicts between decisions made and implementation actions yet to be undertaken;
- » Changes in law, procedures, or programs which will affect identified implementation actions; and
- » A comprehensive re-evaluation of the Short-term Work Program.

- **10-Year Update.** Capturing, planning, and implementing the community's vision for the future is one of the most important actions a City government can undertake. In this regard, this Plan sets the stage for all subsequent implementation actions during the 20-year planning horizon. That being said, conditions, population composition, and City trends and concerns change over time. In order to ensure that the Comprehensive Plan continues to provide the best and most appropriate guidance possible, the Plan should be taken through a full update process every 10 years. The 10-year update should include a comprehensive re-evaluation of the community's vision for the future, re-engagement of the public, and reanalysis of the issues and trends related to community growth, transportation, land use, parks and recreation, public facilities and services, and infrastructure. Action items identified in this Plan which have yet to be implemented should be evaluated to determine if they are still appropriate. Additionally, new action items should be identified as needed to keep the City progressing towards the high-quality place to live, work, and play that the community desires.

CITY COUNCIL

AGENDA COVER SHEET

DATE SUBMITTED: 11/15/16

MEETING DATE: 11/22/16

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE PROCESS TO BE FOLLOWED TO SELECT THE NEXT CITY ATTORNEY.**

2. Party Making Request: Mayor Pro Tem DeLaRosa

3. Attachments: Yes _____ No X