Bastrop City Council

February 10, 2015 at 6:00 pm

Pursuant to the Texas Government Code, Chapter 551, the Bastrop City Council will hold a Regular Meeting on the aforementioned date in the City Council Chambers located at 1311 Chestnut Street, Bastrop, Texas to consider the following matters:

1. CALL TO ORDER

EXECUTIVE SESSION: The Bastrop City Council will convene into Executive Session regarding and in accordance with the Open Meetings Act, Ch. 551 Government Code, Vernon's Texas Code, Annotated, the item below will be discussed in closed session.

a) **SECTION 551.071** – Consultations with Attorney related to legal matters concerning:

1) Potential, pending, threatened, and/or contemplated litigation the proposed "Settlement Agreement to be considered between the City of Bastrop and the McCall Ranch, LP. and Ms. Mary Jo Goetz"
2) Potential Claims against the City
3) Including Matters in Which the Attorney has a duty to advise the Governing Body

AT 6:30 P.M. MEETING TO RECONVENE INTO REGULAR SESSION

2. PLEDGES OF ALLEGIANCE– City Manager Michael H. Talbot

3. INVOCATION – George Washington's "Earnest Prayer"

4. PRESENTATION(S)

a) Bastrop Student Character Trait Education "***Justice***"
b) University of Texas Center for Transportation– State Highway 71 Improvements "Analyzing the Impact of Construction and Build-out on Traffic in the City of Bastrop"

5. PROCLAMATION – "Black History Month February 1^{st} – 28^{th}"

6. CITIZEN COMMENTS

7. ANNOUNCEMENTS

City Manager's Informational Report for the February 10, 2015 City Council Meeting:

I. Meetings and Events Attended:

A. Attended the Pine Forrest Unit #6 Homeowners Association Meeting on February 7, 2015.

II. Update on City Projects and Issues:

A. Discussion and Review of Water Usage for the month of January 2015 and for the period of February 1, 2015 through February 9, 2015.
B. Update on the AMI Project.
C. The Bastrop Marketing Corporation Report as of January 31, 2015.
D. Review of the City Council Planning Retreat held on January 31, 2015.
E. Update on the Development of a "New Marketing Program" for the City of Bastrop Convention Center.
F. Update on the Farm Street Reconstruction Project.
G. Update on the "Job Fair" to held on May 8 & 9 2015 at the Convention Center.
H. Update on the Replacement of Certain water and wastewater projects that were projects identified regarding the Certificate of Obligations issued in FY-14.
I. Meeting at US Fish & Wildlife on February 9, 2015.
J. Update on the CBD Parking/Traffic Study.
K. Update on the S.H. 71 Transportation Project.
L. Update on the Asbestos Removal at the Advertiser Building

M. Signage along S.H. 71.
N. Purchase of three (3) Tahoe's for the Police Department.
O. Update on the Gills Branch Drainage Project
P. Update on the 2015 Community Development Block Grant Application for Wastewater Improvements
Q. HOME Program
R. The Proposed Lone Star Regional Rail Project
S. Update on the Form Based Code Project.

III. Other City Activities:

A. The Bastrop Economic Development Corporation:
1. The Coghlan Group Expansion
2. Update on the Search for an Executive Director
3. Potential Economic Development Prospect
4. Housing Study
5. Job Fair
6. Other Related Economic Development Activities

B. City of Bastrop Convention Center Activities.
C. The City of Bastrop Main Street Program.
D. Planning Department – Inspection Report.
E. Update on the YMCA Program.

Inviting input from the City Council related to issues for possible inclusion on future agenda's related to items such as (but not limited to) municipal projects, personnel, public property, development and other City/public business.

A. 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 Members so requests.*

		Tab	Page	Requestor
A.1	Approval of Minutes for the meetings held on Jan. 13 & Jan. 31, 2015.	**A.1**	5	Lopez
A.2	Approval of Bastrop Marketing Corporation's request for reimbursement of expenses.	**A.2**	37	Stovall
A.3	Consideration, discussion and possible action on the **Second Reading** of a proposed Ordinance of the City Council of the City of Bastrop, Texas amending the budget for the Fiscal Year 2015 in accordance with existing statutory requirements; approaching the various amounts herein; repealing all prior Ordinances and actions in conflict herewith; and providing for an effective date.	**A.3**	40	Stovall

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

C. OLD BUSINESS

D. NEW BUSINESS

D.1	Consideration, discussion and possible action regarding the City of Bastrop GOVERNANCE POLICY ADDING Section III. "MEETING AGENDA, NOTICE and PREPARTION" as a NEW SUB-PARAGRAPH G.	**D.1**	46	Council Member McAnally
D.2	Consideration, discussion, and possible action on approving the "RFQ" for the DEVELOPMENT of the NEW COMPREHENSIVE PLAN for the City of Bastrop and DIRECTING the CITY MANAGER to COMMENCE the process of soliciting PROPOSALS for the DEVELOPMENT of a New Comprehensive Plan in accordance with requirements set forth in the "RFQ" for a New Comprehensive Plan.	**D.2**	48	City Manager Talbot

D.3	Consideration, discussion, and possible action to DIRECT the CITY MANAGER and/or RATIFY and/or receiving input regarding ACTION TAKEN by the City of Bastrop TAKEN at the PINE FORREST UNIT #6 HOA Meeting of February 7, 2015.	**D.3**	61	City Manager Talbot
D.4	Consideration, discussion, and possible action regarding APPROVAL of a SETTLEMENT AGREEMENT entered into and between the City of Bastrop and the McCall RANCH, LP and Ms. MARY Jo GOETZ.	**D.4**	62	City Manager Talbot
D.5	Consideration, discussion, and possible action regarding approval of a RESOLUTION of the City of Bastrop, Texas indicating preliminary support for the proposed McCall Ranch MUNICIPAL UTILITY DISTRICT(S) within the City's extraterritorial jurisdiction.	**D.5**	63	City Manager Talbot
D.6	Consideration, discussion, and possible action regarding the REPORT from the AD HOC PARKING COMMITTEE.	**D.6**	67	Mayor Kesselus

E. EXECUTIVE SESSION

E.1 The Bastrop City Council will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, *et seq*, to discuss the following:

1. **SECTION 551.071(1)(A) & SECTION 551.071(2)** – Consultation with Attorney concerning: (1) potential, pending, threatened, and/or contemplated litigation or claims, including but not limited to and/or (2) matter upon which the Attorney has a duty and/or responsibility to report to the governmental body, concerning same, and/or any other matters posted on the agenda.
2. **SECTION 551.072**– Deliberation regarding real property: Regarding the purchase, exchange, lease, disposition, or value of real property
3. **SECTION 551.074 –** Personnel Matters – Review of City Manager Talbot's Staff Restructuring Plan for better use of Personnel and Senior Level Employee(s).
4. **SECTION 551.086 -** Certain Public Power Utilities: Competitive Matters.

E.2 The Bastrop City Council will reconvene into open session to discuss, consider and/or take any actions necessary related to the executive sessions noted herein, or regular agenda items, noted above, and/or related items.

F. ADJOURNMENT

C E R T I F I C A T I O N

I, Elizabeth Lopez, City Secretary, certify that this notice of meeting was posted at the Bastrop City Hall on the **6** day of **February 2015** at **1:00 pm**

Elizabeth Lopez, City Secretary

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS THE CITY OF BASTROP IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. BASTROP CITY HALL AND COUNCIL CHAMBERS ARE WHEELCHAIR ACCESSIBLE AND SPECIAL MARKED PARKING IS AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED ASSISTANCE ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 512-332-8800. PLEASE PROVIDE A FORTY-EIGHT HOURS NOTICE WHEN FEASIBLE. Confirm time posted: KR

Mayoral Proclamation

"Celebrating a Century of Black Life, History, and Culture"

February 1 – 28, 2015

African-Americans have played a central role in our nation's history, but for too long historians ignored or glossed over their contributions and the injustices they have suffered. The origins of Black History Month can be traced to the scholar Carter G. Woodson, who in 1926 conceived a yearly celebration to help rectify the omission of African-Americans from history books. Today, the observance of Black History Month throughout the United States stands as testament to the success of Woodson's project and an example of how we can work together to make the teaching of history more honest, and

Whereas, the theme of Black History Month is recognition of "Civil Rights in America" we pay tribute to the heroes of African-American history, we remember the courage that led activists to defy the injustice they have suffered and how they continued to carry forward the unyielding hope that guided a movement toward justice. Facing terrible odds, they worked tirelessly to achieve full equality with other citizens, and this month we celebrate their bravery, toil and sacrifice on this long road to justice, and

Therefore, the Members of Bastrop's City Council encourage all Residents, Business Owners, Churches and Visitors to join us in celebrating Black History Month with appropriate programs, ceremonies, and activities; and

Now Therefore, I Kenneth W. Kesselus, Mayor of the City of Bastrop, Texas do recognize the month of February 2015, as Black History Month.

In Witness Whereof, I have hereunto set my hand and caused the seal of the City of Bastrop to be affixed, this __ day of February, 2015.

BASTROPTX
Heart of the Lost Pines

Kenneth W. Kesselus
City of Bastrop

CITY OF BASTROP **AGENDA ITEM** A-1

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: February 6, 2015
MEETING DATE: February 10, 2015

1. Agenda Item: Approval of Minutes for the Regular City Council meeting held on January 13, 2015 and the Special Meeting/ Retreat Session held on January 31, 2015.

2. Party Making Request: **Elizabeth Minerva Lopez, City Secretary**

3. Nature of Request: (Brief Overview) Attachments: Yes ___X___ No ______

4. Policy Implication: ____

5. Budgeted: _______Yes _________No N/A
   Bid Amount: ________________ Budgeted Amount: ________________
   Under Budget: ________________ Over Budget: ________________
   Amount Remaining: ________________

6. Alternate Option/Costs: ____

7. Routing: **NAME/TITLE INITIAL DATE CONCURRENCE**
   a) ____
   b) ____
   c) ____

8. Staff Recommendation: ____

9. Advisory Board: _________Approved _________Disapproved ___________None

10. Manager's Recommendation: __________Approved __________Disapproved __________None

11. Action Taken: ____

MINUTES OF REGULAR MEETING
BASTROP CITY COUNCIL
January 13, 2015

The Bastrop City Council held a Regular Meeting on Tuesday, January 13, 2015 at 6:30 pm, in the Bastrop City Hall Council Chambers which is located at 1311 Chestnut Street in Bastrop, Texas. Members present were Mayor Ken Kesselus, Council Members Dock Jackson, Joe Beal, Kay Garcia-McAnally, Kelly Gilleland and Mayor Pro-Tem DeLaRosa.

1. CALL TO ORDER - At 6:30 pm, Mayor Kesselus called the meeting to order with a full quorum present.

2. PLEDGE OF ALLEGIANCE – Council Member Jackson led the pledges of allegiance to the United States of America and Texas Flags.

3. INVOCATION – Mayor Kesselus led the invocation with a Prayer for MLK Week.

3. PRESENTATIONS – Mayor Kesselus introduced Grace Carder a 4th Grade student at Emile Elementary who addressed the Council with her Student Character Trait presentation on "***Loyalty.***" She is an A+ student, a member of the Campus PE Girls Running Club, a third year UIL participant, and she will be representing Mina Elementary in the Oral Reading Competition. Her hobbies are singing, dancing, reading, art, and science. Grace was accompanied by her proud parents, Jeff and Laura Carder.

4. PROCLAMATIONS - In recognition of Martin Luther King Day on Monday, January 19, 2015, Mayor Kesselus read the Proclamation and presented it to Council Member Dock Jackson.

PRELIMINARY
Subject To Change
Date ____________

5. CITIZEN COMMENTS

6. ANNOUNCEMENTS

CITY MANAGERS INFORMATION REPORT FOR JANUARY 13, 2015 - Mayor Kesselus invited City Manager Talbot, who brought the following items to the Councils attention:

E. Update on the Proposed S.H. 71 Transportation Study- City Manager Talbot provided updates on the following reports as they were associated with the project. He advised the Council that the asbestos evaluation had been completed at the Advertiser Building and confirmed the Councils desire to donate the building to the "Veterans of Foreign Wars." There was no hesitation with the Councils confirmation for the City Manager to move forward on their request to donate the building. City Manager also discussed the Main Street Improvement Project and recommended the start date of January 2016. He advised the Council of his meeting with TXDOT engineers who indicated their subcontractor at Hunters Construction had signed the contract for the Tahitian Village Overpass project, which would commence around March 1, 2015.

F. Update on the Red Camera District Program.- City Manager Talbot addressed the Council and informed them of how the City will deal with the red light cameras that are currently in place at the intersections of Tahitian Village Overpass and the SH 71/ SH 95 Overpass. He did not foresee a need for the cameras by the middle/late 2015 due to the construction schedule and the term agreement between ATS and the City ends in October 2015.

I. City Council Planning Retreat – City Manager Talbot requested the Councils input on issues they would like to discuss at the City Council Retreat scheduled for January 31, 2015. Mayor requested that the Council submit their requests to the City Manager by Friday, January 16, 2015. The Council held a discussion with respect to the start and end times for the Council Retreat and Mayor requested a motion. Council Member made a motion not to set an end time and include the items covered at last year's retreat in addition to any new items. Mayor Pro-Tem DeLaRosa seconded the motion, motion carried by unanimous vote 5-0.

K. Update on the Comprehensive Plan Project – City Manager Talbot advised the Council that the development of the RFQ for selecting a firm to develop a "New Comprehensive Plan" was 75% complete. He stated the final RFQ would be presented for their consideration and approval.

M. Review and Discussion Regarding LCRA Plan for a "Day of Service". City Manager Talbot provided the Council that LCRA planned a "Day of Service" throughout the lower Colorado River basin on April 24, 2015 in celebration of their 80th Anniversary. City Manager Talbot acknowledged the need for replacing the light at the Historic Iron Bridge, however it may not be cost effective to the city. The Council held a discussion and authorized the City Manager to turn off the lights along the bridge as needed.

A. CONSENT AGENDA - All of the following items on the Consent Agenda were considered to be self-explanatory by the Council and will be enacted with one motion.

A.1 Approval of Minutes for the Workshop & Regular City Council meeting held on December 9, 2014.

A.2 Approval of the Contract for Election Services between the Elections Administrator of Bastrop County and the City of Bastrop for the May 9, 2015 Election.

A.3 Approval of an Agreement to Conduct a Joint Election between the City of Bastrop and Bastrop Independent School District for the May 9, 2015 Election.

A.4 Approval and Adoption of a Resolution calling for and Establishing the Procedures for a General Election to fill two Council vacancies for Bastrop, Texas.

A.5 Approval of the statutory denial, for a period of 180 days from the date of Council action on this request for the 969 Preliminary Plat located on the corner of Highway 969 and Wilbarger Bend Road being approximately 51.02 acres out of the Josiah Wilbarger Survey #70 within Area A of the City of Bastrop, Texas Extra Territorial Jurisdiction (ETJ).

A.6 Consideration, discussion and possible action on the approval of the Bastrop Marketing Corporation's request for reimbursement of expenses.

In recognition of a Resolution, Mayor Kesselus read the agenda caption for item A.4, and followed with a request for a motion. **Mayor Pro-Tem DeLaRosa made motion to approve the items outlined in the Consent Agenda, Seconded by Council Member Beal and motion passed unanimously 5-0.**

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

B.1 **CONDUCT A PUBLIC HEARING**: A Public Hearing on a RESOLUTION of the City Council of Bastrop, Texas, authorizing the submission of a Texas Development Block Grant Program Application to the Texas Department of Agriculture for the Community Development Fund; and authorizing the City Manager to Act as the City Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the Texas Community Development Block Grant Program.

At 7:17 pm, Mayor Kesselus open the Public Hearing and invited Public Works/Utility Director Job provided the meeting attendees additional insight of the Resolution. He invited citizen comments and with no response he closed the Public Hearing at 7:19 pm.

B.2 Consideration, discussion and possible action on approval of a RESOLUTION of the City Council of Bastrop, Texas, authorizing the submission of a Texas Development Block Grant Program Application to the Texas Department of Agriculture for the Community Development Fund; and authorizing the City Manager to Act as the City Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the Texas Community Development Block Grant Program.

Upon reading the agenda caption, Mayor Kesselus requested a motion.

MOTION - Council Member Jackson made motion to approve the Resolution authorizing the submission of a Texas Development Block Grant Program Application to the Texas Department of Agriculture for the Community Development Fund; and authorizing the City Manager to Act as the City Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the Texas Community Development Block Grant Program. Seconded by Council Member McAnally and the motion passed with a unanimous vote 5-0.

C. OLD BUSINESS

D. NEW BUSINESS

D.1 Consideration, discussion and possible action regarding the contract between the City of Bastrop and the Bastrop Homecoming Committee regarding the operation of the Rodeo Arena at Mayfest Park.

Mayor Kesselus invited comments from the Council, public and members of the Homecoming Committee regarding the present and future operations of the Rodeo Arena at Mayfest Park. He also thanked Tanya Mathison and Lori Chapin for their comments in offering to assist with future events.

Natasha Roberts expressed the Bastrop Family Rodeo Clubs interest in hosting future events at the arena. They would take on the responsibility of the arenas maintenance and will look for way to incorporate community service into their events. She acknowledged their continued efforts to assist the local food bank from funds/donations received at their hosted events.

Council Member McAnally encouraged Ms. Roberts to seek HOT Funding for her organizations future events.

City Manager Talbot requested a written letter from the Homecoming Committee for the dissolution on the agreement that would allow us to work with other agencies and address issues as they may arise.

MOTION - Council Member Gilleland made the motion to approve the contract between the City of Bastrop and the Homecoming Committee regarding the operation of the Rodeo Arena at Mayfest Park. Seconded by Council Member McAnally; motion carried by unanimous vote 5-0.

D.2 Consideration, discussion and possible action on the management of the local access TV station

Mayor Kesselus requested to the Councils consideration regarding the management of the local access TV station. The Council held an insightful discussion and recognized the PEG channel to be a great community resource. Mayor Kesselus followed with a request for a motion.

MOTION - Council Member Beal made the motion to direct the City Manager to prepare a report for the Council regarding how the City Manager proposes to structure, operate, and manage the PEG Channel to be submitted at the City Council Meeting scheduled for January 27, 2015. Seconded by Council Member Gilleland and motion carried by unanimous vote 5-0.

Mayor Kesselus invited public comments. Bonita Coffey and Anne Beck commended the City Manager on his efforts and thanked him for his research. Bonita Coffey suggested the Councils consideration to appointing a five person Advisory Board who could help seek grant funding. Mayor Kesselus thanked them and stated he recognizes the opportunity, however this project has been placed for the City the Managers discretion.

At 8:00 pm, Mayor Kesselus called for a ten-minute recess. Mayor Kesselus reconvened the meeting at 8:15 pm.

D.3 Consideration, discussion and possible action to create a requirement for sponsors of public events to post a deposit for cleaning up trash left on the streets after their event.

Mayor Kesselus and Council Member Beal expressed their concern with trash left after events held in the downtown area and the need to have this issue addressed. City Manager Talbot advised the Council that the Special Events Application ad been updated to request the organizer clean up schedule and the list of volunteers. The Council held a discussion with consideration to possibly raising the Special Event Deposit to allow for cost associated to clean up. The Council requested the revision of the Special Event Ordinance.

D.4 Consideration, discussion and possible action on creating a policy that would allow the City's Utility Customers to select the option of donating $1.00 to help other Utility Customers facing disconnection.

Mayor Kesselus requested the Councils consideration to creating a policy that would allow the City's Utility Customers to select the option of donating $1.00 to help other Utility Customers facing disconnection. Mayor Kesselus invited City Manager Talbot to elaborate.

City Manager Talbot informed the Council that he and CFO Stovall had met to review and discuss the Mayors request, and they were in agreement that a "Donation Policy" needed to be created that would establish the parameters for a donation program. City Manager Talbot advised the Council that the Bastrop Utility Policy would also need to be amended to reflect their final decision. CFO Stovall has researched the steps for implementing the $1 donation on the utility bills and she has identified procedures needed to properly account for the collection and reporting of these funds.

The Council had a discussion which followed with Mayor Kesselus creation of a subcommittee to create the "Donation Policy" as recommended by the City Manager. Mayor Kesselus stated he would serve on the subcommittee and he identified the other members as Council Member McAnally, City Manager Talbot and CFO Stovall.

D.5 Consideration, discussion and possible action on the Amended Bylaws for the Bastrop Economic Development Corporation.

City Attorney Brown addressed the Council and presented the updated bylaws for the BEDC that reflected the recommended changes that were approved by the BEDC on January 12, 2015.

A discussion ensued with regard to the Mayors service on the BEDC that included the possible changes to the process of board appointments. The discussion continued and Council Member McAnally and Council Member Gilleland expressed their concerns. Mayor Kesselus requested a motion.

MOTION FAILED; 2-3 Vote – Council Member Beal made a motion to approve the amended bylaws for the Bastrop Economic Development Corporation. Seconded by Council Member Jackson; motion failed due to a lack of a majority vote. Yay– Beal, Jackson Nay– McAnally, DeLaRosa, and Gilleland.

After a lengthy discussion, Mayor Kesselus expressed his desire to have the option of serving on the BEDC Board or appointing someone in his stead. Mayor Kesselus followed with a request for a motion.

MOTION – Council Member Beal made a motion to recommend that the Bastrop Economic Development Corporation provide the administrative changes to Section 4.02 regarding the mandatory service by the Mayor. Seconded by Council Member McAnally and motion carried by unanimous vote 5-0.

D.6 Consideration, discussion and possible action on acceptance of the unaudited Monthly Financial Reports for the periods ending in October and November 2014.

Ms. Stovall gave an overview of the Financial Reports and requested the Councils consideration on her request for approval.

MOTION - Council Member Beal made the motion to approve the unaudited Monthly Financial Reports for the periods ending in October and November 2014. Seconded by Mayor Pro-Tem DeLaRosa and motion carried by unanimous vote 5-0.

E. EXECUTIVE SESSION

E.1 The Bastrop City Council will meet in a closed/executive session at 7:04 PM pursuant to the Texas Government Code, Chapter 551, *et seq,* to discuss the following:

1. SECTION 551.071(1)(A) & SECTION 551.071(2) – Consultation with Attorney concerning: (1) potential, pending, threatened, and/or contemplated litigation or claims, including but not limited to and/or (2) matter upon which the Attorney has a duty and/or responsibility to report to the governmental body, concerning same, and/or any other matters posted on the agenda.
2. SECTION 551.072 – Deliberation regarding real property: Regarding the purchase, exchange, lease, disposition, or value of real property
3. SECTION 551.086 - Certain Public Power Utilities: Competitive Matters

Mayor Kesselus stated there would be no executive session and requested a motion to adjourn.

F. ADJOURN - Council Member Gilleland moved to adjourn; seconded by Council Member Jackson and the motion was carried unanimously.

APPROVED: ATTEST:

Kenneth W. Kesselus, Mayor

Elizabeth Minerva Lopez, City Secretary

BASTROPTX
Heart of the Lost Pines
www.cityofbastrop.org

The City of Bastrop
City Council
Special Meeting / Retreat Session

DRAFT

~ MINUTES ~

Saturday, January 31, 2015 **9:00 am** **Hyatt Regency Lost Pines Resort & Spa**
575 Hyatt Lost Pines Road, Lost Pines, TX 78612

1. **CALL TO ORDER -CONVENE INTO OPEN SESSION -** The Special Meeting was called to order on January 31, 2015 at the Hyatt Lost Pines Resort and Spa at 9:08 a.m. by Mayor Kesselus, he then convened into Open Session.

Council Members Present
Kenneth W. Kesselus, Mayor
Dock Jackson, Place 1
Joseph Beal, Place 2
Kay Garcia-McAnally, Place 3
Willie DeLaRosa, Pl. 4/ Mayor Pro-Tem
Kelly Gilleland, Place 5

Election Candidate
Gary Schiff, Place 2

Guests
Consultant Camilla Hardee
YMCA Board Manager Chair Martha Harris and Former Bastrop City Council Member
YMCA Executive Director Terry Moore

Board/ Committee Members
Construction Board Charlie Schroeder

Media
Freelance Reporter Terry Hagerty
Bastrop Advertiser Reporter Debbie Moore

Citizens
Former Mayor Tom Scott
Anne Beck
Victor Gonzales

City Staff Present
City Manager Michael H. Talbot
City Attorney Jo-Christy Brown
Chief Financial Officer/ACM Karla Stovall
City Secretary Elizabeth Lopez
City Engineer Wesley Brandon
Convention Center Director Kathy Danielson
Court Administrator Phyllis Mathison
EDC Executive Assistant Angela Ryan
Assistant Fire Chief Adam Laird
HR Director Tanya Cantrell
IT Director Andres Rosales
Library Director Mickey Duvall
Main Street Program Director Nancy Wood
Parks & Utility Director Trey Job
Planning & Development Director Melissa McCollum
Police Chief Steve Adcock
Assistant Police Chief James Altgelt

Late Arrival – 11:05 a.m.
Fire Chief Henry Perry

Mayor Kesselus thanked everyone in attendance, he encouraged and welcomed their comments during the Workshop Session. Mayor recognized the Main Street Program Director Nancy Wood for her assistance in captioning the meeting commentaries.

2. **2015 WORKSHOP/RETREAT – THE BASTROP CITY COUNCIL WILL CONVENE INTO A SPECIAL WORKSHOP/RETREAT SESSION TO DISCUSS THE FOLLOWING:**

A. A REVIEW OF THE TOP PRIORITIES: STRATEGIC PLANNING GOALS SET ON MARCH 22, 2014.

A.1 COMPREHENSIVE PLAN.

a. RETAIN CONSULTANT TO UPDATE COMPREHENSIVE PLAN

b. MONITOR PLAN PROGRESS/ADOPT COMPLETED PLAN

Mayor Kesselus invited City Manager Talbot addressed the Council and provided them a copy of the Request for Proposals for the preparation of the New Comprehensive Plan. The Comprehensive Plan RFP outlined the Purpose, Plan, Proposal Format/Submission, Evaluation/Consultant Selection, and the Conditions/Limitations. In response to the inquiry regarding the last RFP and the cost, posed by Council Member Gilleland and Council Member Beal, City Manager Talbot responded that the last RFP had been conducted in 2001 and that the City had received a Transportation Grant for $200,000 which would be used for this expense.

AGENDA ITEM REQUEST for the FEBRUARY 10, 2015 City Council Meeting

After a brief discussion by the Council, the Mayor requested that the City Manager present the RFP for Scope of Services on the Agenda for the City Council Meeting scheduled for February 10, 2015.

In response to Mayor Pro-Tem Delarosa's inquiry for anticipated modifications to the RFP, Mayor Kesselus requested to have suggested revisions submitted to the City Manager before the upcoming City Council Meeting.

City Manager Talbot addressed the Council and stated that the Consultant selected to update the Comprehensive Plan would initiate their process by meeting with the Council and getting their framework to determine what elements to include. This meeting will also define the Councils and the staffs' role during the process.

A.2 SHORT TERM AND LONG TERM WATER STRATEGY.

a. ACQUIRING WATER RESOURCES AND BEGIN CONSTRUCTION BY JUNE 2017

b. OTHER WATER ISSUES

Mayor Kesselus moved to Agenda Item A.2 and invited City Manager Talbot, who addressed the Council and provided them a map of the City of Bastrop Water Supply vs. Growth XS Ranch Plan. He informed them that the permit application had been submitted and will be presented on their February16th Agenda. In addition, CH2MHill reflected that the City's permit request did not negatively impact anyone and was in compliance with the Water District requirements.

AGENDA ITEM REQUEST for the FEBRUARY 10, 2015 City Council Meeting

Council Member Jackson inquired about possible protesters to our permit request. **City Manager Talbot addressed the Council and informed them of McCall Ranch and Forestar as the two protesters and that they had proposed "Settlement Agreement to withdraw their protest" he would be bring to their attention at the City Council Meeting scheduled for February 10, 2015.**

The Council held an insightful discussion with respect to meeting the schedule for drilling a well by January 2017. City Manager Talbot addressed the Council and advised them that the protesters/proposed agreement may delay our schedule but we can consider an alternative contingency such as alluvial well at XS Ranch.

Mayor Pro-Tem DeLaRosa inquired about the location of the alluvial well and City Manager Talbot responded that it would be located near the Colorado River, he added the alluvial well would only be supplemental water. City Manager Talbot advised the Council he would provide them an update the upcoming City Council Meeting.

A.3 DEVELOP AND ADOPT A PLAN FOR ANNEXATION/UTILITY EXPANSION.

Mayor Kesselus moved to Agenda Item A.3 and invited City Manager Talbot, who presented the Council a map that reflected the "Water CCN Boundaries for Service" that the City of Bastrop had obtained back in 2005. In consideration to an annexation plan of the Colony area, City Manager Talbot informed the Council that if they dissolve the Municipal Utility District (MUD) and become part of the City, we are required to provide the area utility services. He will provide the Council and update of the proposed annexation and stated it is his experience that it would be cost effective if we provided both water and wastewater services.

Mayor Pro-Tem DeLaRosa appreciated the City Managers insight and stated "*Good point Mike.*"

A.4 DEVELOP A PLAN FOR FIRE PROTECTION.

Mayor Kesselus moved to Agenda Item A.4 and invited City Manager Talbot who advised the Council that he would be working on creating a "Plan for Fire Protection."

A.5 CONTINUE BENCHMARKING.

a. STAFFING LEVELS, TYPES OF SERVICES, FINANCIAL METRICS (*TAX RATE, INDEBTEDNESS*), SUCCESSION PLANNING

Mayor Kesselus moved to Agenda Item A.5 and invited City Manager Talbot addressed the Council and provided them the "Limited Benchmark Survey Results Report" for Administrative Support, Library, and Streets. The 17 page report reflected comparison pay to cities similar in population, number of employees, and citizen to employee ratio, that reflected the City of Bastrop salary for "Field Employees was below Market Rate."

Mayor Kesselus requested a Matrix in comparison to other cities such as Granbury, Claiborne and Boerne, which had similar population and level of services as the City of Bastrop. City Manager Talbot responded that he would structure a three-step approach and create the data, review their City's budget on-line and if necessary contact them directly to provide additional clarification. Mayor Kesselus acknowledged the importance of our staffing and stated he did not want to loose anyone.

A.6 EXPLORE A PLAN FOR AFFORDABLE HOUSING WITHIN THE CITY.

Mayor Kesselus moved to Agenda Item A.6 and invited City Manager Talbot who addressed the Council and advised them of our efforts by applying for programs such as the "Habitat for Humanity", but citizens were not interested in participating in the program. He suggested working with the Bastrop County Housing Authority in their efforts to obtain grant funding.

Council Member Jackson acknowledged the importance of helping those in the community that were in dire straits and requested to participate in the City's efforts to obtain grant funding because this is an issue he personally witnesses daily.

City Manager Talbot commented on a personal experience he had when assisting in the delivery of meals on wheels, and offered to assist someone who appeared to need assistance in improving his living conditions. However, to his dismay, the gentlemen declined the offer because he felt he did not need the assistance.

In a continued discussion, Council Member Gilleland suggested that this would be a great undertaking for the "Bastrop Community Cares" Program. Council Member Jackson followed with his inquiry on the recent "Housing Study" requested by the Bastrop Economic Develop Corporation (BEDC).

City Manager Talbot informed the Council that the BEDC's Housing Study could be tied into this project, the study will also benefit the First Time Home Buyer, Contractors and Developers who are interested in creating homes that meet the criteria.

Before commencing to Agenda Item A.7, Mayor Kesselus took a moment to acknowledge Former Mayor Tom Scott and Former Council Member Martha Harris who were in attendance.

At 10:29 am Mayor Kesselus called for a 10 minute break.

A.7 CONSIDER CONSTRAINTS/INCENTIVES FOR INFILL DEVELOPMENT. (*FORM BASED CODE STUDY/ ORDINANCE*)

a. **COMPLETE IMPLEMENTATION OF FORM BASED CODES FOR CITY ZONING**

At 10:39 am Mayor Kesselus reconvened the meeting and invited City Manager Talbot who addressed the Council and provided them the "Preliminary Infill Feasibility Linden & State Highway 95 Revitalization Area" map for their review. City Manager Talbot acknowledged the project was progressing very well and thanked City Engineer Wesley Brandon for his efforts in addition to Utility Director Trey Job.

The Council Members held a discussion and they were in agreement that the plotted lots would be an incentive for a developer to infill the area.

Mayor Pro-Tem DeLaRosa and Council Member Beal were in agreement of using a Tax Increment Financing (TIF) within this area, which would be a better opportunity for BEDC and the City. City Manager Talbot pointed out that Form Based Code will help with Infill, however the impediments will be infrastructure.

Council Member Beal commended City Manager Talbot, City Engineer Brandon, Planning /Development Director for their efforts on the Infill Option. He expressed his support of Tax Increment Financing which is a significant departure from what the Council has done in the past. From a policy standpoint this would be a great area of town to commence with an Infill Development.

Councils Request for a Complete Analysis of the Infill Option.
Council Member Beal, Gilleland, and Jackson were in support of allowing the City Manager to develop the Infill Option because it was an innovative type of use that would allow us to keep it affordable. **City Manager Talbot recognized the Councils request for a complete analysis of the Infill Option.**

A.8 CONSIDER GENERAL FUND LEVEL, TAX RATE AND FUTURE BOND INDEBTEDNESS FOR INFRASTRUCTURE.

Mayor Kesselus moved to discuss Agenda Item A.8 and Agenda Item A.9.

A.9 CONSIDER A PROCESS FOR "CONSIDERING A POSSIBLE BOND ELECTION".

- **a. AMOUNT THAT MIGHT BE CONSIDERED AND WHAT ITEM(S) TO INCLUDE**
- **b. HOW TO DECIDE ON WHAT ACTIONS TO CONSIDER**
- **c. MEETING WITH THE PUBLIC**
- **d. PROCESS AND TIMELINE TO MEET TARGET DATE OF NOVEMBER 2015 OR MAY 2016.**

City Manager Talbot addressed the Council and provided them a handout that was based upon the Taxable Valuations for the City of Bastrop for Fiscal Year 2015. He noted that based on total valuation of $7,37,955,965 a one-cent increase in the tax rate would generate $71,581.00, which would service $1,090,000.00 for twenty years of debt.

City Manager provided the Council Members a copy of the November 2015 Election Schedule for their consideration. Mayor Kesselus invited comments.

Councils Request for WORKSHOP SESSION

The Council held a discussion and agreed to hold a workshop to discuss the City's proposed projects. They requested that the City Manager provide a list of projects with preliminary costs and a staff's recommendations.

City Manager Talbot added that he would request that the City's Financial Advisor Dan Wegmiller to attend the Workshop.

A.10 ANNUAL REVIEW OF CITY MANAGER'S PERFORMANCE.

City Managers Self-Evaluation Due on March 11, 2015

Mayor Kesselus moved to Agenda Item A.10. **City Manager Talbot informed the Council that he will provide them his self-evaluation by March 11, 2015.**

Mayor Kesselus added that the Councils Business Plan for the City Manager should match the City's list of priorities.

A.11 REVIEW OF POLICE STAFFING.

Mayor moved to Agenda Item A.11 and invited Police Chief Adcock who provided an update on staffing within his department. Chief Adcock informed the Council of his review of the department, which has been restructured to utilize staff to their potential. He added that staffing needs will be included in the upcoming budget for Fiscal Year 2016.

Mayor Pro-Tem DeLaRosa stated that with additional staffing needs for Police and a paid Fire Department, we may need raise taxes. Council Member Beal added that an alternative to raising taxes would be to become more efficient in our operations.

A.12 CLEARLY COMMUNICATED, REASONABLY ATTAINABLE LIST OF CITY COUNCIL PRIORITIES FOR THE CITY MANAGER.

Mayor Kesselus noted this item had been addressed during the discussion of Agenda Item A.10 - Annual review of City Manager's Performance.

A.13 PROPOSE PROCESS FOR IMPLEMENTATION OF TASK FORCE INITIATIVES TO BE PRESENTED TO CITY COUNCIL.

Mayor Kesselus moved to Agenda Item A.13 and he proceeded to say this sounds like something I would say, I am sure what I meant was to say "I hope our Committees, Commissions, and Boards feel free to be proactive and suggest ideas to the Council in addition to responding to requests that come to them.

A.14 INCLUDE/EMPHASIZE THE HISPANIC COMMUNITY.

Mayor Kesselus moved to Agenda Item A.14 and invited Council Member McAnally who expressed the importance of including the Hispanic Community. She suggested that this would be a great opportunity for a developer to identify streets within their subdivision with Spanish or German names/surnames. Council Member McAnally encouraged hosting or encouraging themed events that would include everyone's participation.

A.15 NEGOTIATE AGREEMENT WITH CAMP SWIFT FOR BASTROP POLICE OFFICERS TO USE THE FIRING RANGE.

Mayor Kesselus moved to Agenda Item A.15 and invited Police Chief Adcock, who informed the Council that an 'Inter-local Agreement had been reached with the City of Smithville to utilize their Firing Range.

A.16 APPRECIATION OF MAYOR ORR'S SERVICE TO THE CITY AS MAYOR.

Mayor Kesselus noted this item had been completed.

B. A Review of Accomplishments since Last Year's Retreat – Receive Input and Comments:

B.1 Accomplishments identified by the City Council
B.2 Accomplishment identified by City Manager
B.3 Accomplishments identified by City Staff
B.4 Accomplishments identified by Present Board and/or Commission Members

Mayor Kesselus moved to Agenda Item B and invited City Manager Talbot to review of the City's accomplishments. City Manager Talbot acknowledged the staff's efforts in identifying the accomplishments of 2014, and he reviewed a few of the accomplishments and provided the Council a list. (***See attachment***)

- Initiation of the AMI Project which will enhance the City's Utility System
- Awarded Grant for Willow Water Plant
- Awarded Grant for a Generator at Mayfest Water Facility
- Piney Ridge Subdivision is 50% complete
- Gills Branch is set for completion in 2015
- State Hwy 71/Hasler road enhancement; by City Engineer Wesley Brandon
- Open another Phase at the Business Park
- Obtained the Advertiser Building

- Underway the update of the five-year Capital Improvement Plan
- Underway the update of the Comprehensive Plan
- Obtained an A- Bond Rating
- Refinanced the Convention Centers Bond/ reduced by $55,000 a year
- Water conservation efforts - initiated/permitted for Phase I reuse of water for Construction Projects.
- Awarded Grant from Campo with efforts of Planning & Development Director Melissa McCollum
- Underway Form Based Code
- Coordinated efforts with Burleson Crossing Project
- Coordinated efforts for Pecan Park Subdivision
- Water and Wastewater Improvements; reduction in staffing costs
- Received a "Five City Certification"
- Awarded Grant from State Library
- Library initiated the Summer Reading Program
- Wi-Fi access at the Convention Center
- Transformer Art Enhancement Project

Mayor Pro-Tem DeLaRosa commended City Manager Talbot.

Council Member McAnally inquired about using the noon whistle for community notification in the event of an emergency. City Manager Talbot responded that staff is working on that. There was no response to Mayor Kesselus' invitation to comments.

At 11:48 am, Mayor Kesselus called for a break.

At 12:06 pm, Mayor reconvened the meeting and **moved up Agenda Item D** and invited Council Member McAnally to present her key initiatives from the Visioning Task Force.

D. Councilwoman Kay McAnally's Report on Connecting Bastrop – Report on the Key Initiatives from the Visioning Task Force.

Council Member McAnally gave a brief background regarding the Vision Task Force efforts to safeguard Bastrop's unique character and honor its distinguished history, nurture a vibrant business climate, and enhance the quality of life for its citizens. She continued with her review of their initiatives and progress on each.

Initiative 1 - Articulate a visionary master plan
Initiative 2 - Enhance community recreation
Initiative 3 - Enhance the power of Bastrop Marketing efforts
Initiative 4 - Strengthen the educational underpinnings of the community
Initiative 5 - Nurturing a broad-based cultural arts movement within the community

Council Member Gilleland added to the presentation and acknowledged the City's continued efforts to collaborate with agencies to host event, such as the upcoming Job Fair to be held at the Bastrop Convention Center on Friday. May 8, 2015 to help High School /Young Adults and on Saturday, May 9, 2015 to assist adult applicants within our community. There will be approximately 50 employers attending the event, some of which will be hiring on the spot.

Council Member Beal acknowledged Council Members Gilliland's efforts to assist our community members.

Mayor Kesselus **moved up Agenda Item E.1** and invited Camilla Hardee to present her PowerPoint Presentation.

E.1 NEW HYATT/BASTROP MARKETING CORPORATION CONTRACT, MARKETING AND SALES ISSUES AROUND THE CONVENTION CENTER AND THE WORK OF CAMI HARDEE – JOE BEAL.

Council Member Beal welcomed Camilla Hardee, CEO Development & Marketing Services at Hardee Partners, LLC. Ms. Hardee thanked the Council for their time and presented a PowerPoint Presentation on "Destination Bastrop", an envisioning roadmap to enhance Tourism Marketing in the City of Bastrop and the Lost Pines Region.

Ms. Hardee reviewed the Bastrop Tourism Preliminary Strengths, Weaknesses, Opportunities, and Threats (SWOT). She acknowledged our strengths as having lodging alternatives, accessibility by car/air from major markets, growth of attractions, multiple convention/group function spaces, Main Street/downtown enhancements, and strong resort performance. The presentation continued with the weakness of local marketing expertise varies, image fragmentation, limited strategic marketing coordination/ collaboration, limited integration of marketing plans, disconnected use of HOT Funds, and limited strategic direction.

It is important to focus on the opportunities, entities involved in tourism help marketing with the region, updating the City's Comprehensive Plan, BMC agreement, and the City's review of the Convention Center operations. These initiatives will accentuate the positive and help establish a unified tourism vision, optimize use of HOT Funds, increase Convention Center bookings and revenue, and help build BMC's tourism marketing foundation.

BMC Agreement in Executive Session at February City Council Meeting

Council Member McAnally stated the importance of determining the cost for a marketing campaign.

Mayor Pro-Tem DeLaRosa acknowledged this would be a great opportunity to revisit the percentages paid on the BMC's agreement which expires in Junes 2016.

Mayor Kesselus acknowledge the prioritizing the BMC Agreement and requested to have this presented in Executive Session at the City Council Meeting on February 10th or on February 24, 2015.

Council Member Beal expressed his sincere appreciation for Ms. Hardee and for her efforts in Marketing the City of Bastrop.

C. OTHER PENDING BUSINESS - IDENTIFIED BY COUNCIL FOR DISCUSSION AT THIS 2015 PLANNING WORKSHOP/RETREAT

C.1 CONVENTION CENTER OPERATIONS AND MARKETING.

Mayor Kesselus moved to Agenda Item C.1 and invited City Manager Talbot who informed the Council that City Consultant Camilla Hardee had provided a Draft Marketing Plan.

Council Member McAnally expressed her appreciation for Consultant Hardee efforts in creating the Draft Marketing Plan.

C.2 CONSIDERATION OF CITY MANAGER'S STAFF RESTRUCTURING AND A PLAN FOR BETTER USE OF PERSONNEL AND SENIOR LEVEL EMPLOYEE TO RELIEVE HIM OF OVER-BURDEN WORK AND ASSIST HIM TO MORE EASILY DELEGATE ITEMS FROM HIS DESK TO OTHERS.

AGENDA ITEM REQUEST for the FEBRUARY 24. 2015 Citv Council Meeting
Mayor Kesselus moved to Agenda Item C.2 and invited City Manager Talbot who addressed the Council and informed them the personnel related item was being provided to fulfill Council's request. He provided them a copy of an "Outline of Services for Organizational Structure Analysis for the City of Bastrop." Mayor Kesselus requested to have this item presented at the City Council Meeting scheduled for February 24, 2015.

Mayor Kesselus **moved up Agenda Item E.2**

E.2 HOT FUNDS

a. **3-TIERED APPROACH – REVIEW AND DISCUSSION.**
b. **OVERVIEW DISCUSSION OF USE OF HOT FUNDS, IN GENERAL.**
c. **USE OF HOT FUNDS FOR MARKETING.**

Mayor Kesselus provided the Council Members a copy of four agenda items that were presented at the City Council Meeting on September 23, 2014, with their request for additional funding.

Mayor Kesselus presented the following copies to the Council Members for their review and consideration.

- Resolution R-2013-9 - A Resolution of the City Council of Bastrop, Texas regarding funding and reporting requirements for Hotel/Motel Tax Revenue Grants by the City, for publicity and Tourism Grants, and processes for future Grant Cycles.
- Texas Tax Code, Chapter 351 – Section 351.101 Permitted Uses of HOT Tax Revenue.

Council Member McAnally recognized and supported the current HOT Fund process.

City Manager Talbot provided the Council Members the following two handouts:

- City of Bastrop FY 2015 HOT Funding Request Form
- City of Bastrop Hotel Motel Fund FY 2012-2015 & Projected Years 2016-2017

Council Member Beal brought the BMC Contract to the attention of the Council and acknowledged that additional HOT Funds would be available to the City if they did not renew the contract which reflected 43% of Hotel Tax, which would be equivalent to approximately $800,000 - $900,000 to the City.

Mayor Pro-Tem DeLaRosa was in support of Council Members Beal analogy and was in support of renewing the BMC Contract but perhaps not at the current 43% it reflected.

Council Member Beal advised the Council that he was working on renegotiating the contract and would inquire as to how the marketing funds are spent.

Council Member McAnally expressed the importance of applying additional funding towards advertisement.

C.3 OVERVIEW ON HOW WE MIGHT DEAL WITH FUNDING REQUESTS RECEIVED BY CITY FROM AUGUST AND SEPTEMBER.

a. **BASTROP ART GUILD**
b. **DOWNTOWN BUSINESS ALLIANCE**
c. **HOMECOMING**
d. **UPSTART**

Mayor Kesselus requested the Councils attention to the HOT Funds 3 Tier Process as an effort to address a fractured process.

City Manager Talbot addressed the Council and respectfully stated that in his opinion it was not a fractured process, but it may come across as a sense of entitlement. Requesting agencies only spend ten minutes in front of Council and they feel entitled to the funds.

Mayor Kesselus once again called the Councils attention to the four additional funding requested proposed by the Opera House, Homecoming Committee, Downtown Business Alliance, and Upstart.

Mayor Pro-Tem DeLaRosa requested clarification if their additional request for funding was above and beyond what they had already received from the City. In the discussion amongst Council it was clarified that the agencies were requesting the following:

- Homecoming Committee was requesting an additional $40,000.00
- Opera House was requesting an additional $100,000.00
- Downtown Business Alliance was requesting an additional $74,000.00
- Upstart was requesting an additional $85,148.00

Council Member Jackson questioned if the Council intended to make a decision at the Retreat.

HOT FUNDS Agenda Item at the MARCH 10, 2015 City Council Meeting

Mayor Kesselus requested to revisit the HOT Funds discussion in April to determine the funding allocations. Council Member Beal requested to start a "Zero (0)" Budgeting Approach and that Agencies cannot count on what they had been given in the past.

Mayor Kesselus requested reconsideration of restructuring of Tier II as outlined in the HOT Funds 3 Tier Process (Resolution R-2013-9)

At 1:47 pm, Mayor Kesselus called for a break.

At 1:56 pm, Mayor Kesselus reconvened the workshop session.

C.4 DIRECTION ON SUPPORTING A YMCA BUILDING AND RELATED ISSUES ON HOW TO UTILIZE THE $1.5 MILLION FEMA GRANT, IF AWARDED TO THE CITY OF BASTROP.

Mayor Kesselus moved to Agenda Item C.4 and invited YMCA Board Manager/Chair Martha Harris to address the Council on their request for funding of the YMCA Building.

YMCA Board Manager/Chair Martha Harris requested the $1.5 Million dollars from the FEMA Grant plus additional funding to build an $8 Million dollar /35,000 square foot facility that would serve over 800 families.

Mayor Pro-Tem DeLaRosa reviewed the funding calculations and recited their request for the $1.5 Million dollars from the FEMA Grant in addition to the $2.5 Million dollars from the Austin YMCA and questioned who was funding the remaining $4 Million dollars.

YMCA Board Manager/Chair Martha Harris responded that they hoped to partner with the City of Bastrop for the additional funding. She also suggested their option to attain private funding in the event the City was unable to approve the funding partnership.

City Manager Talbot addressed the Council and advised them that the FEMA Grant awarded to the City of Bastrop for $1.5 Million, and with an additional $600,000, the City could provide for a 12,500 square foot facility similar to the one in Elgin.

Additionally, City Manager Talbot and Parks/Utility Director Job recommended moving the Parks Department staff into the proposed facility. The Parks Department would provide recreational activities for the community members at no additional costs.

Council Member Beal had approached Bastrop County Judge in an attempt to fund a centrally located YMCA between Smithville, Elgin and Bastrop. However, he was advised that Elgin and Smithville had already decided to expand their current recreational facilities.

FEMA GRANT FUND Agenda Item at MARCH 10, 2015 City Council Meeting
Mayor Kesselus moved to Agenda Item E.4 and invited City Manager Talbot stated that he would provide an update for the Council at an upcoming City Council Meeting so that they can determine the level of priority.

At the request of the Council Members, YMCA Board Director/Chair Martha Harris presented a PowerPoint Presentation that reflected their anticipated costs in comparison to the City of Bastrop within a ten year period.

FEMA GRANT FUND Agenda Item at MARCH 10, 2015 City Council Meeting
Mayor Kesselus requested to consider on how to proceed on the use of the FEMA Grant Fund for Emergency Shelter at the first City Council Meeting in March.

Council Member Gilleland shared a grant idea with City Manager Talbot.

E. DISCUSSION OF OTHER KEY PRIORITIES PROVIDED BY THE COUNCIL MEMBERS; DISCUSSION OF NEXT 12 MONTHS' WORK/SETTING PRIORITIES AND PLANS.

E.3 CHARTER REVIEW – INTEREST IN CONSIDERING A CHARTER REVIEW IN 2015, AND CONSIDER THE PROCESS FOR DOING SO.

Mayor Kesselus moved to Agenda Item E.3, with no response he moved to the next agenda item. City Manager Talbot addressed the Council and advised them that the Charter is scheduled for review every five years, and it has been approximately three years since our last Charter review.

E.4 DEVELOPMENT OF A "PLAN OF ACTION" FOR THE EXPANSION OF A WASTEWATER TREATMENT PLANT

Mayor Kesselus acknowledged the following items had been previously discussed and he proceeded to Agenda Item 3.

E.5 Revision and update of the City's "Five-Year Capital Improvement Program"

E.6 What method should be implemented by the Council and staff to stay on track with the Priorities and Plans for projects agreed upon by the Council at the Planning Retreat - , so that as new ideas, projects and/or programs arise throughout the year, and efforts are diverted to those new projects, consideration is given by the Council on the effect or those changes on the Council's identified Planning Retreat Priorities and Plans.

E.7 Redevelopment opportunities for the North Side of Town. (Council could consider extending Water/Sewer Mains to make certain street improvements that would allow for the redevelopment in the surrounding tracts. The City could consider creation of a TIF, in this area, to apply the funds expended to improve the area.

E.8 Interest in expanding City operated recreational programs

F. Discussion and agreement as to an "Early Report" on the 2015 Workshop Retreat Meeting, and a process of setting priorities, for items not completed today, including a process for ensuring follow up on all item(s).

G. Council Input to "Consider Budgetary Implications" of any action taken by the Council, that involves funding not originally included in annual budget process.

3. THE BASTROP CITY COUNCIL WILL RECONVENE INTO OPEN SESSION TO DISCUSS, CONSIDER AND/OR TAKE ANY ACTIONS NECESSARY RELATED TO THE WORKSHOP ITEMS

No action taken.

4. ADJOURN

Mayor Kesselus requested a motion to adjourn. Motion made by Mayor Pro-Tem DeLaRosa, seconded by Council Member Gilleland and meeting adjourned at 2:49 pm.

Approved ______________________________
Kenneth W. Kesselus, Mayor

Attest ______________________________
Elizabeth Minerva Lopez, City Secretary

Accomplishment for 2014

- Initiated the AMIProject
- Received a FEMA Grant to Install a Back-up Generator for the Willow Water Treatment Plant
- Received a FEMA Grant to Install a Back-up Generator for Mayfest Park Water Facilities.
- Received a FEMA Grant to undertake "Fire Prevention Measures" at the Piney Ridge Subdivision.
- Completely reconstructed Hasler Street from Old Austin Highway to the S.H. 71 Service Road
- Partnered with the Bastrop Economic Development Corporation in the installation of certain infrastructure elements at the BEDC Business Park. Resulting in two new business locating at the Business Park
- After many years of negations with "Cox Media the City Purchase the Advertiser Building
- Developed a Preliminary Five Year Capital Improvements Program which was the basis for issuing bonds for certain Street, Water and Wastewater Improvements Projects.
- Maintained the City's Bond Rating A-.
- Refinanced the Convention Center "Bonded Indebtness" at a savings of approximately $55,000.00 a year,
- Initiated "Water Reuse Program"

- Applied for and received a $1.3 million CAMPO grant for a hike/bike trail from the existing Chestnut Street/Loop 150 to the State Park

- Worked with various City Boards and Commissions and Task Force regarding the drafting Form Based Code for consideration/adoption.

- With adding an in-house Civil Engineer providing engineering assistance in laying out and field staking the Streets, drainage and utilities in the BEDC Business Park and other City infrastructure projects

- Coordinated with and worked closely with the developer of Burleson Crossing in bring a new Academy Store to Bastrop

- Coordinated with the owner of the Pecan Park Subdivision in developing a "Developers Agreement" for the Pecan Subdivision

- Complete in-house the reconstruction of Austin, Juniper, Persimmons, & Chamber Streets

- Reorganized all Public Works Departments: Water Operation, Water Wastewater Field Division, Wastewater Treatment, Parks, Streets & Drainage and Custodial Service into one "Department"

- Brought all City School Zones up to Texas Department of Transportation Standards.

- Completed Inspection of the "Old Iron Bridge".

- Continued working on in conjunction with Parks Board improving all City Parks through Grants and operating Funds

- Worked Closely with Parks Board in finding a Location for the Skate Park

- Enhanced and Improved erosion Control along the Colorado River at Fisherman's Park.

- Awarded a five (5) year Tree City USA Certification

- Increased the efficiency in operations of the "Water & Wastewater" by doing increased Maintenance of equipment & facilities resulting in fewer after hours calls.

- Adjusted the setting on the SCADA set points to reduce call out of City personnel

- Instituted proper flushing techniques in the water distribution system

- Children's librarian provided tours for 741 BISD Students

- Organized participation in the BISD Back to School Bash

- Implemented and completed the 2012 Texas State Library Impact Grant which provided early literacy story time materials and outreach to over 1,400 children in 12 daycare centers in Bastrop

- Applied and received the Ladd and Katherine Hancher Library Grant to continue early outreach initiated with the Texas State Library Impact Grant.

- Coordinated the annual Bookmark Contest to Celebrate National Library Week.

- Planned, coordinated and implemented the "Summer Reading Program in June and July consisting of 51 programs in seven weeks. Registered 1,146 participants including 734 children, 1112 teens and 300 adults and partnered with the BISD Stars program to provide activities and Books for students.

- Staff began providing weekly free computer classes as a continuation of the BTOP Technology Grant

- The library received a $15,300.00 donation from the Friends of the Bastrop Public Library

- Library applied for and received a $10,000.00 Texas State Library Impact Grant. The Convention Center welcomed over 21,000 guests through the doors in 2014.

- The Convention Center hosted and assisted several local Non-Profit events allowing these Non-Profit Organizations to raise funds for their operations and services to the Bastrop Community

- The Convention Center received several favorable editorial Reviews in "Industry Publications such as: Texas Society of Association Executives Texas Meetings and Events and Austin Wedding Day.

- The Convention Center was selected to serve on the Board of Directors for the Texas Association of Venues and Facilities.

- Made upgrades to the WiFi system and improvements in the Catering Kitchen

- Combined Code/Animal Control into one position

- Created the OPS (operational patrol team to become more proactive)

- Updated all policies and procedures in the Police Department

- Created an Accident Reconstruction team for major accidents/crime scenes

- Implemented vehicle uniformity for ease of operation Commenced the process of receiving recognition as a Best Practices Police Department

- Increased Police Officer Training

- Cleaned and organized the Police Department building

- Became uniform in the officers uniforms
- Became complaint with "Emergency Management Requirements".
- Implemented an "Emergency Notification System" for the City of Bastrop
- Successfully solved several high crimes such as the arson of multiple businesses, armed robberies of the Chevron and Shell gas stations, Austin Telco bank and made numerous drug arrest
- In 2014, designed new A-frame signs for Main Street to direct pedestrians to off- Main Street business
- Conducted the Second Adult Entrepreneur Business Plan Competition with four (4) Entrants
- Produced the third annual Lost Pines Christmas Swirl-A Wine Testing Event on the Lost Pines Christmas weekend
- Produced the first BMSP Annual Report which will be given to participants of the Annual Main Street Program Annual Planning Workshop
- Implemented a new phone call system to collect fine with Teleworks
- Implemented a new Fail to appear and violations to appear warrant program
- Held a very productive Warrant Round-up Program
- Worked closely with the Texas Department of Transportation on the proposed S.H. 71 Improvements.
- Retained the University of Texas Engineering Department -Transportation Section to develop a "Mobility Study" as it relates to the S.H. 71 Improvements Project

- Commenced the BEDC Main Street Improvements Project

- Developed a balance budget within the parameters set forth by the City Council

- Commenced the "Long Term Water Strategy "for the City of Bastrop

- Developed Quarterly Utility Reports for the City Council quarterly Utility Meetings

- Coordinate with Bastrop Art in Public Places for transformer project

Connecting Bastrop

Vision Task Force
Progress Report

Vision Task Force Background

- Set up by the City to explore how Bastrop might meet challenges and opportunities of:-
- Growing Population
- Expanding Economic Foundation
- Increased Importance of Tourism

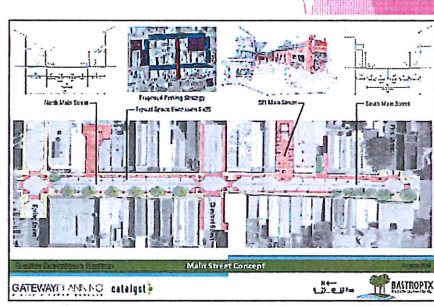
Task Force Mission

Task Force drew from the City's Mission, stated in the Comprehensive Plan to:

- Safeguard Bastrop's unique character and honor its distinguished history,
- Nurture a vibrant business climate, and
- Enhance the quality of life of its citizens.

Initiative 1: Articulating a visionary master plan

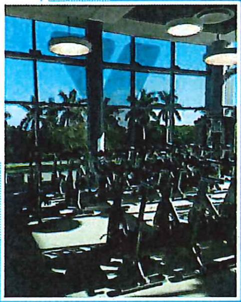
- Desired outcome: Collaborative planning among Bastrop's organizations and governmental entities, and with extensive citizen involvement, to achieve a common vision and to advance coherent, synergistic and cooperative implementation of that vision, optimizing available resources.
- Progress thus far?
  - Development of RFQ
  - Creation of preliminary Vision Statement



Initiative 2: Enhancing community recreation

- Desired outcome: Multi-use facilities and programs across the City that serve the recreational needs and interests of citizens of all ages, that build upon current offerings and relationships, and that open the door to revenue producing invitational meets and events.

- Progress thus far?
  - $1 million grant from CAMPO for trail access from Hwy 95 to State Park
  - Revised use agreement for Mayfest Park and Rodeo Grounds
  - $1.33 million Community Development Block Grant through Texas General Land Office to create an emergency shelter (could be part of YMCA facility)



Initiative 4: Strengthening the educational underpinnings of the community

- Desired outcome: Enhanced educational opportunities for career preparation, job training/retraining, post-secondary experiences and continuing community education.

- Progress thus far?
  - **BISD efforts** - Early College, "Beyond the Bell", "We Believe in BISD", Workforce Clusters, Campus 2 Careers, Partners in Education,
  - **BMSP** - Student Entrepreneur Program
  - **City's Job Fair** - Kelly Gilleland

Initiative 5: Nurturing a broad-based cultural arts movement in the community

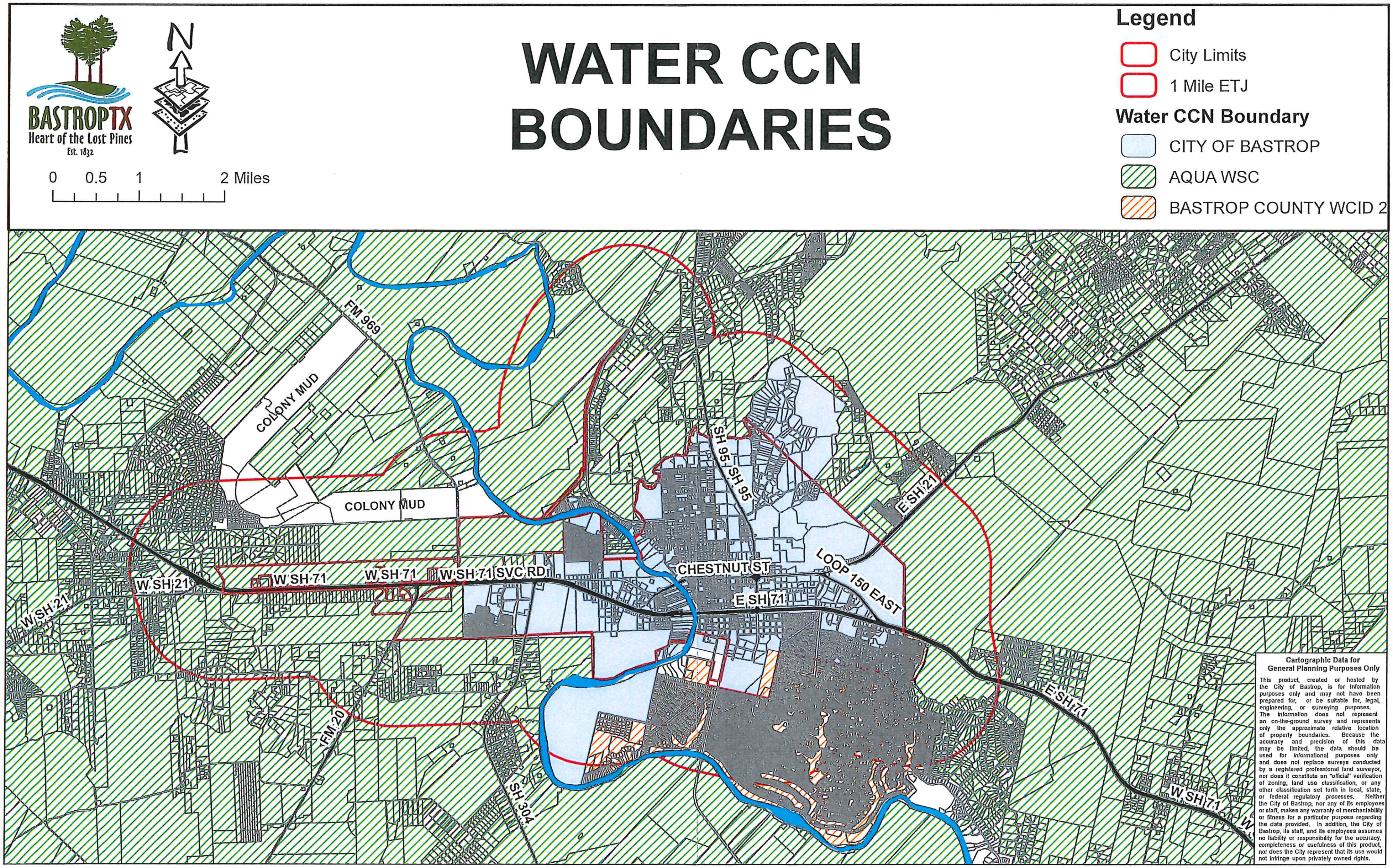
- Desired outcome: Establishing a framework for fostering the enhancement of the cultural arts in Bastrop.

- Progress thus far?
  - Bastrop Cultural Arts Council
  - Art in Public Places Sculpture Instillations

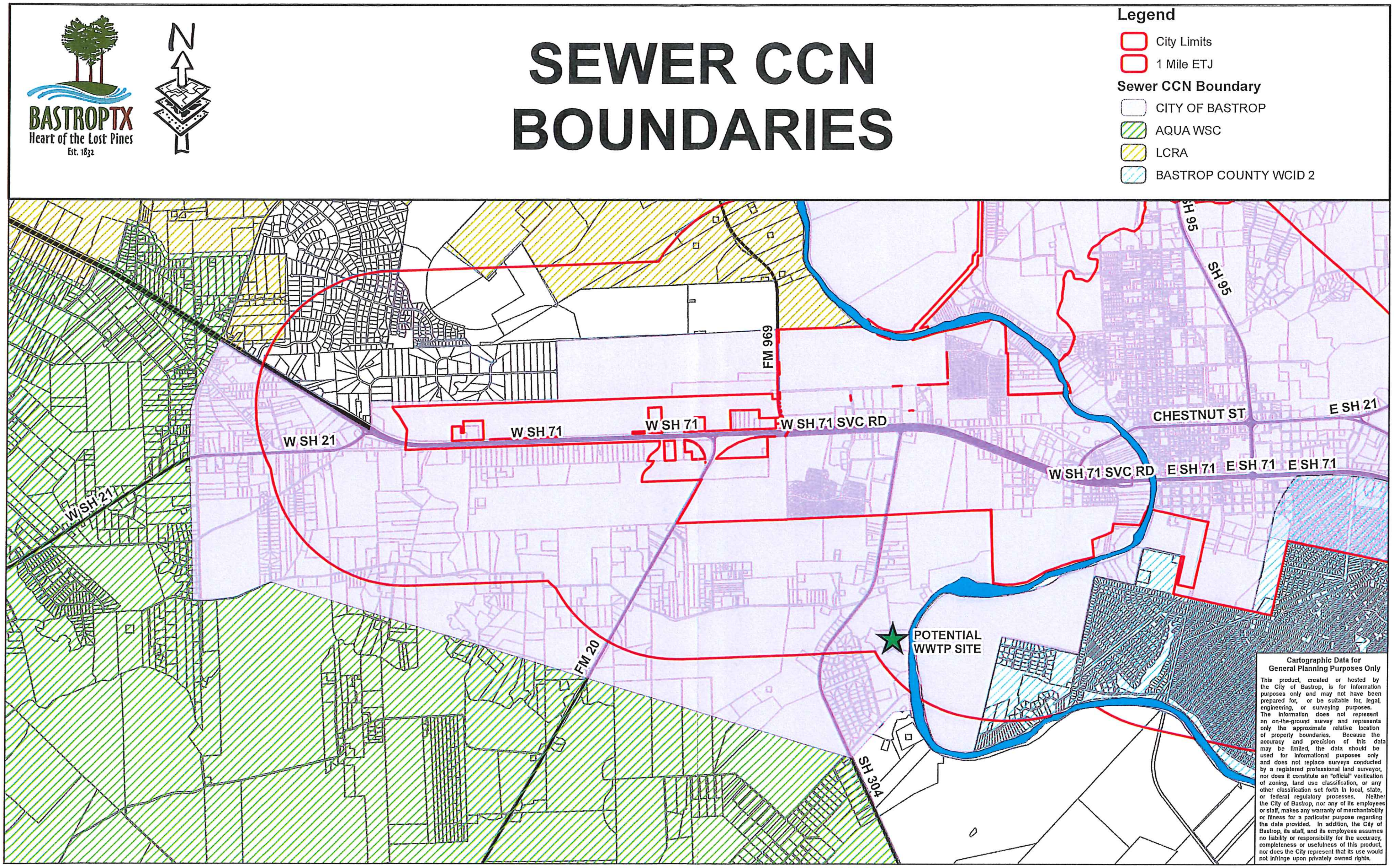
Initiative 3: Enhancing the power of Bastrop marketing efforts

- Desired outcome: The establishment of an ongoing and effective Bastrop-centered marketing program that builds on what the Bastrop Marketing Corporation has accomplished for Bastrop and the Lost Pines Region and brings professional marketing expertise to the City of Bastrop and to organizations receiving Hotel Occupancy Tax Revenues.

- Progress thus far?
  - Reviewing opportunities to enhance the current model of public-private cooperation
  - Presentation from Cami Hardee


BASTROPTX
Heart of the Lost Pines
Est. 1832
N
0 0.5 1 2 Miles
WATER CCN BOUNDARIES
Legend
City Limits
1 Mile ETJ
Water CCN Boundary
CITY OF BASTROP
AQUA WSC
BASTROP COUNTY WCID 2
FM 969
COLONY MUD
COLONY MUD
W SH 21
W SH 21
W SH 71
W SH 71
W SH 71 SVC RD
CHESTNUT ST
E SH 71
LOOP 150 EAST
SH 95
SH 95
E SH 21
FM 20
SH 304
E SH 71
W SH 71
Cartographic Data for General Planning Purposes Only
This product, created or hosted by the City of Bastrop, is for information purposes only and may not have been prepared for, or be suitable for, legal, engineering, or surveying purposes. The information does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. Because the accuracy and precision of this data may be limited, the data should be used for informational purposes only and does not replace surveys conducted by a registered professional land surveyor, nor does it constitute an "official" verification of zoning, land use classification, or any other classification set forth in local, state, or federal regulatory processes. Neither the City of Bastrop, nor any of its employees or staff, makes any warranty of merchantability or fitness for a particular purpose regarding the data provided. In addition, the City of Bastrop, its staff, and its employees assumes no liability or responsibility for the accuracy, completeness or usefulness of this product, nor does the City represent that its use would not infringe upon privately owned rights.

SEWER CCN BOUNDARIES



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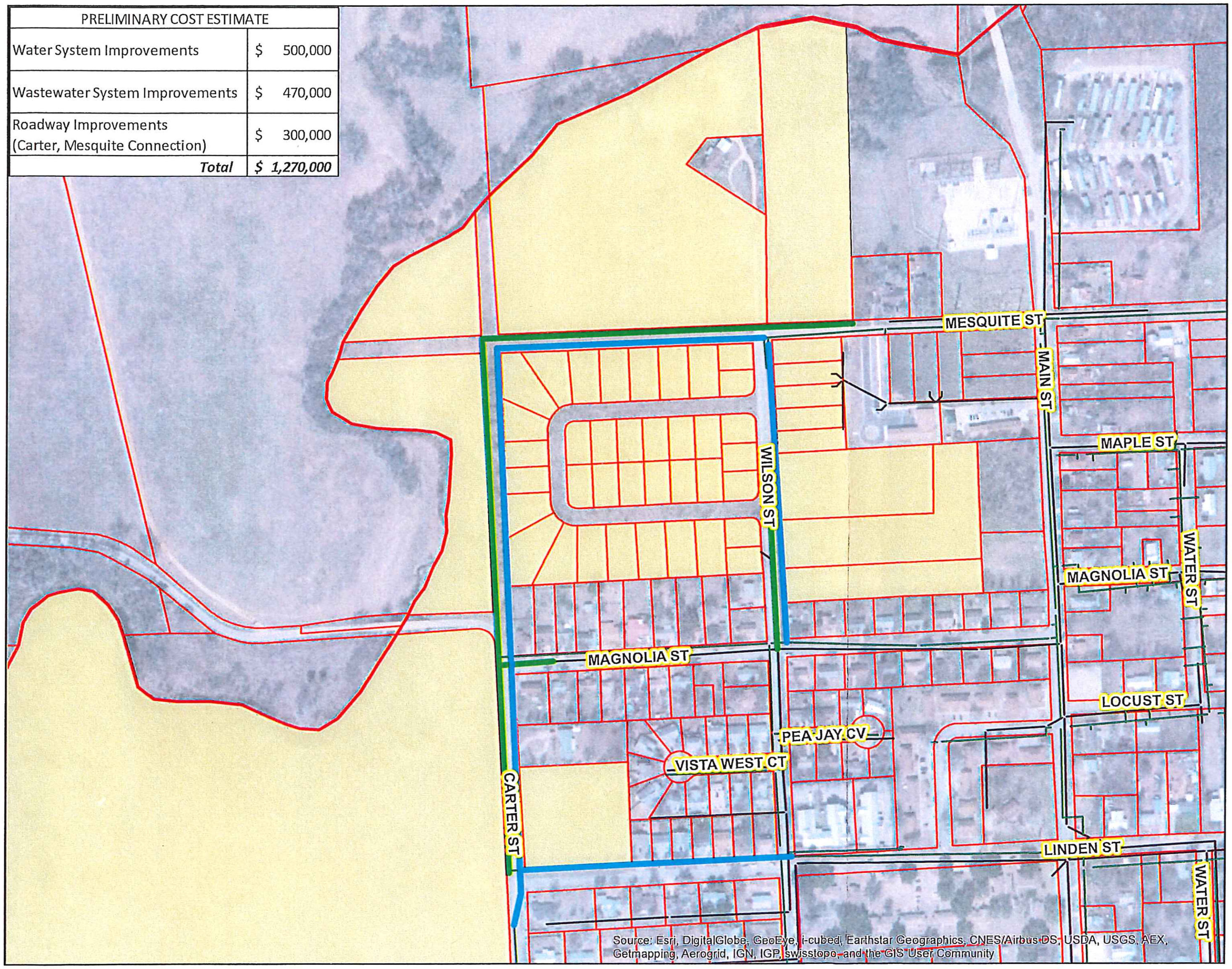
PRELIMINARY INFILL FEASIBILITY
Linden & SH 95 Revitalization Area

PRELIMINARY COST ESTIMATE	
Water System Improvements	$ 500,000
Wastewater System Improvements	$ 470,000
Roadway Improvements (Carter, Mesquite Connection)	$ 300,000
Total	*$ 1,270,000*



LEGEND

- New Water Line
- New Wastewater Line
- Exist. Water Line
- Exist. Wastewater Line
- Bastrop City Limits
- Undeveloped Property

37 Currently-Platted Lots
Approx. 65.8 Acres - Remaining Undeveloped

Date: 1/30/2015

N

BASTROPTX
Heart of the Lost Pines
Est. 1832

1 inch = 300 feet

0 150 300 600 Feet

Cartographic Data for General Planning Purposes Only

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Bastrop City Council
Annual Workshop
Saturday, January 31, 2015

ACTIONS (since 2014 workshop)

RFQ for Comprehensive Plan (budgeted)
- Approve scope of plan (on Feb 10 CC meeting agenda)
- Get changes to Mike before

Water Wells
- Review McCall Ranch issues (on Feb 10 CC meeting agenda)
- Approved for Phase 1 of water reuse
- Review CH2MHill reports
- Ingram well permit is complete
- Increased operational efficiency of existing wells
- AMI program implemented
- Alluvial wells are still an option at XS Ranch

Annexation Plans
- Waste water study of Bastrop Village area is done

Fire Protection Plan
- Paid fire department – TBD
- Phase in emergency services (?)

Benchmarking on Staffing
- Reviewed Library and Public Works
- Salary comparison in progress (add city of Granbury to comparison list)

Affordable Housing
- Explored program to replace substandard houses (no takers)
- Donated lots to Habitat for Humanity
- Connect with Bastrop Housing Authority
- Define "affordable housing"

Infill Development
- Form Based Code in progress
- Linden & SH 95 Revitalization Area
  - Good idea
  - Do numbers/explore TIF and other methods

General Fund Level, Tax Rate, Bonds
- What projects for bonds (?) – need list with costs
- Bond election in November – provided a timeline
- Schedule a separate workshop (decide date at Feb 10 CC meeting)

City Manager Performance Review Process
- Current process is working
- Mayor is taking enhancement ideas to the process
- Council priorities are City Manager's Business Plan

Police Staffing
- Will bring new staffing levels for Council review
- Emergency notification project is in progress (noon whistle)

Commissions/Task Force reports to Council
- Encourage them to bring ideas regularly

Inclusive Community
- Celebrate all cultures
- Bring ideas on ways to do that and "bring Diversity to the table"

CITY'S CHALLENGES

Next version of BMC Tourism Marketing agreement

- New owners of Hyatt want to extend current agreement
- Council needs to decide what we want in the contract
    - Selling the Convention Center, regional marketing, etc.
- Need to look at options for the contract (Exec Session Feb 10 or 24)

Convention Center Operations and Marketing

- Need to enhance revenue stream (currently using a consultant)
- Draft Marketing Plan will be the outcome (BMC may provide some overlap)

City Manager Org Chart/Staff Restructuring

- Consultant proposal (CC to discuss on Feb 10 or 24)
- Review and give City Manager feedback on proposal

HOT Funds

- 3-tier Process needs clarity (BMC needs to be top tier)
- Improve how marketing dollars are spent – coordinated, visionary, highest & best use
- 2014 requests from organizations for additional funds (first CC meeting in March)
- Maybe organize funds by use category from the statute

YMCA Building/Emergency Shelter

- HUD dollars available for emergency shelter (60-40 match)
    - 30-35 people; 12,500 sq ft; bathrooms, kitchen, etc.
    - City would use as rec building; need ongoing costs to do this
- Get group together to see who'd contribute to 8 mm need to combine use with YMCA
    - City Manager, Mayor, County Judge, School Superintendant
- Explore ways to get additional dollars for the combined use building

Expansion of Waste Water Treatment

- Explore options
- Western expansion of the city needs WW consideration

Priorities and Plans

- Priorities list – annual
- Submit each Council meeting for review
- Revised as requests/needs change
- "Early Report" – City Manager to set plan by Feb 24 CC meeting

Capital Improvement Plan

- Reviewed each council meeting
- In the City Manager report

CITY OF BASTROP **AGENDA ITEM** A-2

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: FEB. 2, 2015
MEETING DATE: FEB. 10, 2015

1. Agenda Item: **Approval of Bastrop Marketing Corporation's request for reimbursement of expenses.**

2. Party Making Request: **Karla Stovall, Chief Financial Officer**

3. Nature of Request: (Brief Overview) Attachments: Yes ___**X**___ No ______
   ____
   ____
   ____

4. Policy Implication: ____

5. Budgeted: ____X____Yes _________No N/A
   Bid Amount: _________________ Budgeted Amount: _________________
   Under Budget: ________________ Over Budget: ______________________
   Amount Remaining: ________________

6. Alternate Option/Costs: ____

7. Routing: **NAME/TITLE INITIAL DATE CONCURRENCE**
   a) ____
   b) ____
   c) ____

8. Staff Recommendation: ____

9. Advisory Board: _________Approved _________Disapproved ___________None

10. Manager's Recommendation: __________Approved __________Disapproved __________None

11. Action Taken: ____

CITY OF BASTROP
FINANCE
DEPARTMENT

Memo

To: Mayor, City Council and City Manager

From: Karla Stovall, Chief Financial Officer

Date: February 6, 2015

Re: Reimbursement of Accrued Bastrop Marketing Corporation Expenses

---

Attached is the request from Bastrop Marketing Corporation (BMC) for payment of funds in accordance with the Tourism Marketing Agreement that was signed with the City of Bastrop in November 2003.

This request is for the time period for Dec. 2014. There is a month lag in the receipt of the hotel occupancy tax monies.

It is recommended that Council approve the reimbursement of funds in the amount of $51,315.09 for Dec. 2014 to BMC in accordance with our agreement to be spent on advertising and marketing the City of Bastrop area. This amount represents 43% of the tax collections.

If you have any questions regarding this agreement please contact me at 512-332-8820.

Bastrop Marketing Corporation ("BMC")
October 2014 through September 2015 - Budget

	2014				2015								
	September	October	November	December	January	February	March	April	May	June	July	August	September
HRLPR Room Revenues	$ 2,299,365.49	$ 2,724,285.13	$ 2,402,471.39	$ 1,722,040.54	$ 1,545,540.00	$ 1,791,500.00	$ 3,096,600.00	$ 2,403,800.00	$ 2,843,000.00	$ 3,308,000.00	$ 3,732,800.00	$ 3,541,500.00	$ 2,782,820
Exemptions	(3,169.71)	-	-	-	-	-	-	-	-	-	-	-	
Taxable Room Revenues	2,296,195.78	2,724,285.13	2,402,471.39	1,722,040.54	1,545,540.00	1,791,500.00	3,096,600.00	2,403,800.00	2,843,000.00	3,308,000.00	3,732,800.00	3,541,500.00	
City of Bastrop HOT Rate	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	
City of Bastrop HOT Tax	$ 160,733.70	$ 190,699.96	$ 168,173.00	$ 120,542.84	$ 108,187.80	$ 125,405.00	$ 216,762.00	$ 168,266.00	$ 199,010.00	$ 231,560.00	$ 261,296.00	$ 247,905.00	
Gross Liability to City		$ 160,733.70	$ 190,699.96	$ 168,173.00	$ 120,542.84	$ 108,187.80	$ 125,405.00	$ 216,762.00	$ 168,266.00	$ 199,010.00	$ 231,560.00	$ 261,296.00	$ 247,905.00
Hotel Owner Collection Allowance (1%)		(1,607.34)	(1,907.00)	(1,681.73)	(1,205.43)	(1,081.88)	(1,254.05)	(2,167.62)	(1,682.66)	(1,990.10)	(2,315.60)	(2,612.96)	(2,479.05)
Net Collection by City		159,126.36	188,792.96	166,491.27	119,337.41	107,105.92	124,150.95	214,594.38	166,583.34	197,019.90	229,244.40	258,683.04	245,425.95
Applicable % payable to BMC		43%	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%
Funds Available to BMC		68,424.33	81,180.97	71,591.25	51,315.09	46,055.55	53,384.91	92,275.58	71,630.84	84,718.56	98,575.09	111,233.71	105,533.16
Total Budget	$ 935,919.04 Allocated:	77,993.25	77,993.25	77,993.25	77,993.25	77,993.25	77,993.25	77,993.25	77,993.25	77,993.25	77,993.25	77,993.25	77,993.29
Payment of Funds by City to BMC		$ 68,424.33	$ 81,180.97	$ 71,591.25	$ 51,315.09	$ 46,055.55	$ 53,384.91	$ 92,275.58	$ 71,630.84	$ 84,718.56	$ 98,575.09	$ 111,233.71	$ 105,533.16
			Paid 1/16	Currently due	Currently due								
												check:	$ -
Updated:	1/7/2015												
			149,605.30	221,196.55	272,511.64	318,567.19	371,952.10	464,227.68	535,858.52	620,577.08	719,152.17	830,385.88	935,919.04
			155,986.50	233,979.75	311,973.00	389,966.25	467,959.50	545,952.75	623,946.00	701,939.25	779,932.50	857,925.75	935,919.04

CITY OF BASTROP **AGENDA ITEM A-3**

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: January 27, 2015
MEETING DATE: February 10, 2015

1. Agenda Item: **Consideration, discussion and possible action on the SECOND READING of a proposed Ordinance of the City Council of the City of Bastrop Texas, amending the budget for the Fiscal Year 2015 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: **Karla Stovall, Chief Financial Officer**

3. Nature of Request: (Brief Overview) Attachments: Yes __X___ No ______

4. Policy Implication: These budget amendments increase the budget appropriations for Fiscal Year 2015. See attached memo.

5. Budgeted: _________Yes __________No N/A
   Bid Amount: ________________ Budgeted Amount: _________________
   Under Budget: _______________ Over Budget: _____________________
   Amount Remaining: ________________

6. Alternate Option/Costs: ____

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE

8. Staff Recommendation: **Staff recommends approval of the Budget Amendments**

9. Advisory Board: _________Approved _________Disapproved ___________None

10. Manager's Recommendation: __________Approved __________Disapproved __________None

11. Action Taken: ____

ORDINANCE NO. _________

AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2015 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 2015; 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 2015, 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 2015; 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 ________ day of January, 2015.

READ and ADOPTED on Second Reading on the ________ day of February, 2015.

APPROVED: ATTEST:

_______________________________ _______________________________

Ken Kesselus, Mayor Elizabeth Lopez, City Secretary

City of Bastrop
Memorandum

TO: **Mayor & City Council Members**

FROM: **Karla Stovall, Chief Financial Officer**

SUBJECT: **Ordinance Amending FY 2015 Budget**

DATE: **January 20, 2015**

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 include an increase to the budget appropriations for Fiscal Year 2015. Funds included in these amendments include the General Fund and Designated Fund.

- General Fund includes:
  Donations for Christmas Party and their corresponding expenses
  Donations for the Fire Department and their corresponding expenses
  Increase Information Technology Part-time staffing position to full-time of 40 hours per week to assist with additional responsibilities related to PEG channel operations.
  Implementation of Salary Adjustment of a 2% COLA and 2 ½% Step Increase approved by City Council in the FY2015 Budget Appropriation.

- Designated Fund includes:
  Appropriation of available funds located in fund balance for designated type funding.

FY 2015
BUDGET AMENDMENTS
GENERAL FUND

UnAudited Fund Balance as of 9-30-14	3,392,398
FY 2015 Budgeted Revenues	9,380,370
FY 2015 Budgeted Appropriations	(9,937,090)
1/2015 Budget Amendments (net)	0
Ending Fund Balance	2,835,678

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
Matching Revenues to Expenditures:				
Human Resources	Neutral	218	Donation received for Banquet	101-00-00-4509
Fire Department	Neutral	500	Donation received for Fire Department	101-00-00-4509
	Total Revenues	718		
Matching Expenditures to Revenues:				
Human Resources		(218)	Donation received for Banquet	101-06-00-5653
Fire Department		(500)	Donation received for Fire Department	101-11-00-5201
Reclassification of Expenditures:				
General Organizational	Neutral	13,500	Professional Services - Filming Expenses	101-02-00-5505
IT Department	Neutral	(13,500)	IT - Salaries	101-07-00-5101
General Organizational	Neutral	157,615	Salary Adjustment Plan	101-02-00-5901
City Manager Department	Neutral	(2,659)	City Manager - Salaries	101-03-00-5101
City Manager Department	Neutral	(204)	City Manager- Social Security	101-03-00-5150
City Manager Department	Neutral	(281)	City Manager - Retirement	101-03-00-5151
City Manager Department	Neutral	(9)	City Manager - Workers Comp	101-03-00-5156
City Secretary Department	Neutral	(1,364)	City Secretary - Salaries	101-04-00-5101
City Secretary Department	Neutral	(89)	City Secretary - Social Security	101-04-00-5150
City Secretary Department	Neutral	(122)	City Secretary - Retirement	101-04-00-5151
City Secretary Department	Neutral	(4)	City Secretary - Workers Comp	101-04-00-5156
Finance Department	Neutral	(10,157)	Finance - Salaries	101-05-00-5101
Finance Department	Neutral	(548)	Finance - Social Security	101-05-00-5150
Finance Department	Neutral	(757)	Finance - Retirement	101-05-00-5151
Finance Department	Neutral	(24)	Finance - Workers Comp	101-05-00-5156
Finance Department	Neutral	(6,804)	Finance, Meter Services - Salaries	101-05-15-5101
Finance Department	Neutral	(521)	Finance, Meter Services, Social Security	101-05-15-5150
Finance Department	Neutral	(719)	Finance, Meter Services - Retirement	101-05-15-5151
Finance Department	Neutral	(121)	Finance, Meter Services,Workers comp	101-05-15-5156
Human Resources Department	Neutral	(2,813)	Human Resources - Salaries	101-06-00-5101
Human Resources Department	Neutral	(215)	Human Resources - Social Security	101-06-00-5150
Human Resources Department	Neutral	(294)	Human Resources - Retirement	101-06-00-5151
Human Resources Department	Neutral	(10)	Human Resource - Workers Comp	101-06-00-5156
IT Department	Neutral	(4,711)	IT - Salaries	101-07-00-5101
IT Department	Neutral	(360)	IT - Social Security	101-07-00-5150
IT Department	Neutral	(497)	IT - Retirement	101-07-00-5151
IT Department	Neutral	(39)	IT - Workers Comp	101-07-00-5156
Police Department	Neutral	(9,133)	Police, Adm. - Salaries	101-09-10-5101
Police Department	Neutral	(699)	Police, Adm. - Social Security	101-09-10-5150
Police Department	Neutral	(965)	Police, Adm. - Retirement	101-09-10-5151
Police Department	Neutral	(197)	Police, Adm. - Workers Comp	101-09-10-5156
Police Department	Neutral	(1,550)	Police, Code Enf. - Salaries	101-09-12-5101
Police Department	Neutral	(118)	Police, Code Enf. - Social Security	101-09-12-5150
Police Department	Neutral	(164)	Police, Code Enf. - Retirement	101-09-12-5151
Police Department	Neutral	(6)	Police, Code Enf. - Workers Comp.	101-09-12-5156

FY 2015
BUDGET AMENDMENTS
GENERAL FUND

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
Police Department	Neutral	(4,951)	Police, CID - Salaries	101-09-21-5101
Police Department	Neutral	(379)	Police, CID - Social Security	101-09-21-5150
Police Department	Neutral	(523)	Police, CID - Retirement	101-09-21-5151
Police Department	Neutral	(143)	Police, CID - wc	101-09-21-5156
Police Department	Neutral	(27,667)	Police, Patrol - Salaries	101-09-22-5101
Police Department	Neutral	(2,116)	Police, Patrol - Social Security	101-09-22-5150
Police Department	Neutral	(2,925)	Police, Patrol - Retirement	101-09-22-5151
Police Department	Neutral	(798)	Police, Patrol - Workers Comp	101-09-22-5156
Police Department	Neutral	(2,582)	Police, Crime Prevention - Salaries	101-09-25-5101
Police Department	Neutral	(197)	Police, Crime Prevention - Social Security	101-09-25-5150
Police Department	Neutral	(273)	Police, Crime Prevention Retirement	101-09-25-5151
Police Department	Neutral	(75)	Police, Crime Prevention - Workers Comp	101-09-25-5156
Municipal Court Department	Neutral	(6,187)	Court - Salaries	101-12-00-5101
Municipal Court Department	Neutral	(473)	Court - Social Security	101-12-00-5150
Municipal Court Department	Neutral	(654)	Court - Retirement	101-12-00-5151
Municipal Court Department	Neutral	(21)	Court - Workers Comp	101-12-00-5156
Planning Department	Neutral	(9,676)	Planning - Salaries	101-15-00-5101
Planning Department	Neutral	(740)	Planning - Social Security	101-15-00-5150
Planning Department	Neutral	(1,023)	Planning - Retirement	101-15-00-5151
Planning Department	Neutral	(75)	Planning - wc	101-15-00-5156
Public Works Department	Neutral	(1,084)	Public Works - Workers Comp.	101-18-10-5156
Public Works Department	Neutral	(14,747)	Public Works - Salaries	101-18-10-5101
Public Works Department	Neutral	(1,128)	Public Works - Social Security	101-18-10-5155
Public Works Department	Neutral	(1,559)	Public Works- Retirement	101-18-10-5151
Public Works Department	Neutral	(10,788)	Parks - Salaries	101-18-19-5101
Public Works Department	Neutral	(825)	Parks - Social Security	101-18-19-5150
Public Works Department	Neutral	(1,141)	Parks - Retirement	101-18-19-5151
Public Works Department	Neutral	(313)	Parks - workers comp	101-18-19-5155
Public Works Department	Neutral	(3,111)	Custodian - Salaries	101-18-20-5100
Public Works Department	Neutral	(238)	Custodian - Social Security	101-18-20-5150
Public Works Department	Neutral	(328)	Custodial - Retirement	101-18-20-5151
Public Works Department	Neutral	(117)	Custodian - Workers Comp	101-18-20-5156
Library Department	Neutral	(12,359)	Library - Salaries	101-21-00-5101
Library Department	Neutral	(946)	Library - Social Security	101-21-00-5150
Library Department	Neutral	(1,258)	Library - Retirement	101-21-00-5151
Library Department	Neutral	(41)	Library - Workers Comp	101-21-00-5156
	Total Expenditures	(718.0)		
	Net Change	0		

FY 2015
BUDGET AMENDMENTS
DESIGNATED FUND

UnAudited Fund Balance as of 9-30-14	795,110
FY 2015 Budgeted Revenues	798,100
FY 2015 Budgeted Appropriations	(771,000)
1/2015 Budget Amendments (net)	0
Ending Fund Balance	822,210

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
Matching Revenues to Expenditures:				
Library Department	Neutral	2,500	Library Archive Donation	102-00-00-4502
Parks Department	Neutral	740	Designated Park Funds	102-00-00-4518
	Total Revenues	3,240		
Matching Expenditures to Revenues:				
Library Department	Neutral	(2,500)	Library Grant	102-00-00-5243
Parks Department	Neutral	(740)	Designated Park Funds	102-00-00-5669
New Expenditures:				
Library Department	Increase			
	Total Expense	(3,240)		
	Net Change	0		

CITY OF BASTROP **AGENDA ITEM D-1**

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: February 4, 2015
MEETING DATE: February 10, 2015

1. Agenda Item–**CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE CITY OF BASTROP GOVERNANCE POLICY ADDING SECTION III. "MEETING AGENDA, NOTICE AND PREPARTION" AS A NEW SUB-PARAGRAPH G.**

CONSIDERATION, DISCUSSION AND POSSIBLE ACTION.

2. Party Making Request: **Council Member McAnally / City Manager Talbot**

3. Nature of Request: (Brief Overview) Attachments: Yes __x__ No ______

   At the January 27, 2015 City Council meeting under my City Manager' Report I presented an item regarding making an amendment to the City of Bastrop's Governance Policy. The City Council has had an opportunity to review and consider the proposed amendment. The proposed amendment is attached for review by the City Council. This item is being placed on tonight's agenda for formal consideration by the City Council.

4. Policy Implication: ____

5. Budgeted: _________Yes __________No N/A
   Bid Amount: ________________ Budgeted Amount: _________________
   Under Budget: _______________ Over Budget: _____________________
   Amount Remaining: ________________

6. Alternate Option/Costs: ____

7. Routing: **NAME/TITLE INITIAL DATE CONCURRENCE**

8. Staff Recommendation:

9. Advisory Board: _________Approved _________Disapproved ___________None

10. Manager's Recommendation: _______Approved ______Disapproved ________None

11. Action Taken: ____

PROPOSED AMENDMENT TO THE GOVERANCE POLICY:

Adding the following in Section III. "Meeting Agenda, Notice and Preparation", as new sub-paragraph G, stating:

"It is the policy of the Council that the Council, in the interest of transparent government, will not vote to take final action to approve any expenditure of City funds in amounts over $10,000, unless such action is related to a posted agenda item, under "old or new business", unless the City Manager documents, in writing, (e.g., to the Council in his City Manager's Report seeking approval of the expenditure) that the funds are necessary to prevent and/or remedy an emergency condition directly effecting the public safety and health and that further delay of the Council's action on approval of the requested expenditure (to allow time for future notice, posting and discussion of the requested expenditures, as a separate agenda item at a future Council meeting) will result in material harm to the safety and health of the citizens of the community.

CITY OF BASTROP **AGENDA ITEM D-2**

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: February 4, 2015
MEETING DATE: February 10, 2015

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON APPROVING THE "RFQ" FOR THE DEVELOPMENT OF NEW COMPREHENSIVE PLAN FOR THE CITY OF BASTROP AND DIRECTING THE CITY MANAGER TO COMMENCE THE PROCESS OF SOLICITING PROPOSALS FOR THE DEVELOPEMNT OF A NEW COMPREHENSIVE PLAN IN ACCORDANCE WITH REQUIREMENTS SET FORTH IN THE "RFQ" FOR A NEW COMPREHENSIVE PLAN.**

2. Party Making Request: **Michael H. Talbot**

3. Nature of Request: (Brief Overview) Attachments: Yes __x__ No ______

At the January 27, 2015 City Council meeting under my City Manager' Report I presented a draft of an RFQ that was developed by the City staff, the City Attorney and myself to develop a "New Comprehensive Plan" for the City of Bastrop. This "RFQ" was also briefly discussed at the January 31, 2015 City Council Planning Retreat. The Council has had approximately two weeks to review this "RFQ" and to date I have received no comments or suggested changes to the RFQ. The staff and I are excited that we have final reached the point of starting the process of creating a New Comprehensive Plan. With Council approval on Tuesday this process will commence and a line of events will be developed regarding the RFQ and submitted to the Council.

4. Policy Implication: ____________________

5. Budgeted: ________Yes ________No N/A
   Bid Amount: ____________ Budgeted Amount: ____________
   Under Budget: ____________ Over Budget: ____________
   Amount Remaining: ____________

6. Alternate Option/Costs: ____________________

7. Routing: **NAME/TITLE INITIAL DATE CONCURRENCE**

8. Staff Recommendation:

9. Advisory Board: ________Approved ________Disapproved ________None

10. Manager's Recommendation: ____Approved ________Disapproved _____None

11. Action Taken: ____________________

Request for Proposals

Preparation of New Comprehensive Plan

City of Bastrop

Responses Due January ___, 2015

Table of Contents

SECTION 1 – INTRODUCTION

1.1 Purpose

The City of Bastrop, Texas (the "City") is requesting Proposals from firms (the "Consultant" or "Respondent") which are qualified to provide professional consulting services for the preparation of a new comprehensive plan (the "Plan") and that will provide a long-range vision for Bastrop's future.

It is the City's intention to integrate the essential information from various other plans and studies affecting the City with new data and recommendations to develop a highly visual and descriptive comprehensive plan that everyone can use. The document will be a living document, with a broad scope and detailed analyses that allow for updating every 3-5 years. It will incorporate the priorities of the City Council and provide direction to City officials and staff, residents, businesses, and the development industry in order to implement the community's vision.

This RFP is also posted on the City of Bastrop's website at: www.cityofbastrop.org. In addition to being posted on the website, this RFP is also available at Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas, 78602.

1.2 Background

A fast-growing municipality, situated in Central Texas, approximately twenty-five miles east of Austin, Bastrop's population in 2000 was 5,340 and consisted of approximately 2,367 households. As of the end of 2014, the Bastrop Planning Department is estimating the City's population is approximately 7,762 consisting of approximately 3,025 households.

Bastrop's most recent comprehensive plan was prepared in June of 2001. Additionally, the City has undertaken several other strategic planning initiatives, including those related to water supply, zoning, transportation, and community visioning.

The City has also received a grant through the Capital Area Metropolitan Planning Organization (CAMPO) and Texas Department of Transportation (TxDOT) to provide the funding needed to conduct a transportation study that will serve as the transportation component of the Plan. Key areas of focus include: safety, local economic impacts, roadway inventory and travel survey, and capital improvement project (CIP) programming.

1.3 Additional Resources

The following resources will be made available for review by the consultant:

- Current Comprehensive Plan
- City Maps (ETJ, Zoning, CCN, etc.)
- Utility maps
- Camp Swift Joint Land Use Study
- Form-Based Code documents
- Sustainable Design Assessment Team (SDAT) Project
- Bastrop EDC data and documents
- Approved Master Development Plans
- SH 71 Improvement Plans

Other resources may be available, as requested by the Consultant.

SECTION 2 – THE PLAN

2.1 Expectations

The City's expectations for the new comprehensive plan can be summarized as follows:

Community-based. Organized around goals developed in partnership with Bastrop citizens, leaders and policy-makers, the new plan will focus on community values through a multi-faceted public participation process that includes public meetings and the use of web-based media to gather input, disseminate information and incorporate key concepts into the plan.

Action-oriented. A strong implementation component shall be included to ensure that this plan does not just "sit on a shelf." The plan should include policies for ongoing decision-making as well as specific, achievable actions.

User-friendly. The plan's format shall include understandable language and encourage usage by a broad audience. The plan should utilize a combination of maps, illustrations, tables, and succinct writing to convey its message.

Adoption of plan. The City anticipates the planning process to take between 9 – 12 months, with the plan to be completed and adopted *no later than* December 31, 2015.

2.2 Key Focus Areas

The following items represent key focus areas for the preparation of the Plan. The Proposal shall include a preliminary scope of work and project schedule to achieve the following requirements. The City and the Consultant will determine the final scope of work and schedule during the final selection process.

Focus Area #1: Assessment – Where is the City of Bastrop today?

The Plan should provide an assessment of conditions that currently exist in the community and address topics such as: Population Growth, City Form/Makeup, Local Economic Conditions, Transportation, Infrastructure, Private Development, and Quality of Life.

Focus Area #2: Vision – Where does the City of Bastrop want to be?

The Plan should provide a vision for the City's future in the form of goals and priorities, focusing primarily on areas such as: Public Utilities, Transportation, Local Economy, Tourism/Marketing, Cultural Arts, Housing, Recreation/Entertainment, Public Health, Safety and Wellness, and Historic Preservation.

The Plan's vision should also ensure compatibility with plans, studies and initiatives undertaken by other entities, such as: Bastrop County, BISD, TxDOT, CARTS, and CAMPO/CAPCOG.

Focus Area #3: Plan – How does the City of Bastrop get there?

The Plan should provide a detailed strategy to implement the goals and priorities described in the Plan. It should be in the form of: CIP Planning, Future Land Use Mapping, Transportation Master Planning, Economic Development and Marketing Strategies, and Regulatory Initiatives.

2.3 Meetings and Stakeholder Engagement

In the Proposal, the Consultant shall include a community outreach and information strategy to ensure a high level of involvement and input from citizens, business owners, and other community stakeholders. The City anticipates the following stakeholder engagement activities:

- Initial meeting with staff to review the project schedule, schedule future meetings, and facilitate data acquisition
- Kick-off workshop with steering committee
- Focus group meetings for specific stakeholder groups
- Public workshops
- Presentations to the City Council and other Commissions
- Web Page to provide information and seek stakeholder input

2.4 Deliverables

The main deliverables to be included with the Plan are as follows:

Comprehensive Plan Document

- Twenty (20) bound hardcopy submissions
- One (1) electronic submission, consisting of all Plan elements in native, web-ready software formats editable by the City (MS office, mxd, dwg, pdf, etc.)
- The Plan shall be professionally written, jargon-free, highly-graphic, and implementable.

Community Engagement and Facilitation Aids

- Facilitation aids shall foster public outreach and citizen participation and shall include but not be limited to meetings, mailings, surveys, websites, and social media.
- The Consultant shall provide a recommended structure and member composition of a Comprehensive Plan Steering Committee.

Meetings and Presentations

- The Consultant shall attend stakeholder meetings and present materials and data gathered as appropriate.
- Provide drafts for stakeholder review.
- Meeting summaries/minutes shall also be provided.

Capital Improvement Program

- The Consultant shall prepare a 5-year Capital Improvement Plan, complete with a list of projects, estimated costs, and implementation schedule for all City utilities (water, wastewater, drainage, and electric).
- Also include recommendations for building facility improvements and parkland enhancements.

Transportation Master Plan

- Prepare an "Existing Conditions Report" that identifies current and potential issues with connectivity, mobility, and pedestrian safety. Include data collection (traffic counts, population growth, employment data, and sidewalk inventory) and a review of current City ordinances and approved development projects.

- Identify short and long term strategies (including City ordinance revisions and/or additions) focused on achieving a safe, efficient, and effective multi-modal transportation system.
- Prepare a Capital Improvement Plan (project list, recommended build-out schedule, and estimated cost) to include all roadway, local public transit, sidewalk, and trail system improvements the City will require over the next 30 years. Also discuss alternative funding opportunities available to the City.
- Develop a travel demand model compatible with the regional transportation model used by CAMPO. Provide training and software recommendations to City staff.
- Prepare a Thoroughfare Pan that utilizes a "Complete Streets" policy to define recommended roadway classifications and cross-sections.
- Provide an enhanced intersection analysis and optimization design to include 3-5 intersections identified during the planning process.
- Provide a project prioritization matrix that will aid in project ranking and prioritization.
- *Ensure compatibility with other Transportation Plans* (Bastrop County, TxDOT, CAMPO, etc.).
- All tasks and costs associated with transportation planning shall be paid and accounted for separately in accordance with the TxDOT Advanced Funding Agreement. Refer to Attachment A.1 for more information.

SECTION 3 – PROPOSAL FORMAT AND SUBMISSION

3.1 Proposal Submission Requirements

The Consultant shall submit one (1) original, three (3) hardcopies, and one (1) electronic copy (CD or usb drive) of the Proposal according to the following specifications:

- Limited to a maximum of 40 front to back pages, excluding the title page, index/table of contents, work sample attachments, and dividers.
- The Proposal shall be organized into tabbed sections as specified below.
- Hardcopies shall be bound in wire or a three-ring binder.

The deadline for Proposal submission is: [illegible] 2015 at 3:00 PM CDT. Proposal submitted after this time will not be considered.

The Proposal and any associated materials shall be submitted in a sealed envelope labeled "DO NOT OPEN – COMPREHENSIVE PLAN PROPOSAL" to:

ATTN: Michael H. Talbot, City Manager
City of Bastrop – City Hall
1311 Chestnut Street
Bastrop, TX 78602

3.2 Proposal Format

Title Page – Provide the name of your firm, address, telephone number, and name of contact person.

TAB #1 Letter of Transmittal

1.1. Briefly state your firm's understanding of the services to be performed and express a positive commitment to provide the services as specified.

1.2. Provide the name(s), title(s), and contact information of the person(s) authorized to make representations for your firm.

1.3. The letter of transmittal shall be signed by an individual who has the authority to legally bind the firm. Include the printed name and title of the individual signing the proposal immediately below their signature.

TAB #2 Table of Contents – Clearly identify the materials by Tab and Page Number.

TAB #3 Project Team Experience

3.1. Identify the project team (including sub-consultants and/or sub-contractors) and provide a statement of qualifications for each individual to include credentials such as: education, professional registrations, area of expertise, and years of service in their respective field.

3.2. Provide an organizational chart that identifies the Project Manager, as well as the role of each individual team member, including sub-consultants and/or sub-contractors.

TAB #4 Available Resources and Consultant Location

4.1. Provide information on the size, location, available resources, and business history of your firm.

TAB #5 Issues Facing Bastrop

5.1. Provide information that demonstrates your firm's understanding of the unique issues facing the City of Bastrop and how those issues will impact the methodology and approach to the Comprehensive Plan.

TAB #6 Methodology and Approach

6.1. Provide a description of the method and approach your firm intends to utilize when developing the Comprehensive Plan, which shall specifically include the following:

- Community engagement strategies, tools and techniques
- Citizen and staff steering committee roles
- Meeting facilitation tools and techniques
- Plan drafting and revision processes
- Proposed maps and graphics
- Other techniques unique to your firm

TAB #7 Timeline

7.1. Provide a proposed preliminary schedule for the complete project as described in this RFP.

TAB #8 Cost Proposal

8.1. Provide a not-to-exceed fee schedule to include travel and material expenses for each phase of the project as follows:

- Phase 1 – Project initiation and data gathering
- Phase 2 – Community engagement
- Phase 3 – Document production
- Phase 4 – Plan adoption

8.2. The fee schedule shall be itemized such that all costs related to transportation planning may be separately accounted for in accordance with the City's Advanced Funding Agreement through TxDOT.

8.3. Provide a fee schedule for additional services which should include, at a minimum, the hourly rate for each team member and sub-contractor, reimbursable costs, and any other costs that may be required to complete the additional services.

8.4. Fees shall be paid based on the percentage of completion throughout the project. Payment schedule will be negotiated upon award.

TAB #9 Work Samples and References

9.1. Include on CD or USB flash drive a minimum of three (3) completed and adopted Comprehensive Plans for other similar municipalities by the proposed Project Manager.

9.2. Provide a list of references, along with their contact information, for municipal officials that were involved with the preparation and implementation of the Comprehensive Plans provided in Tab 9.1.

TAB #10 Supporting Information (Optional)

10.1. Provide additional supporting information not otherwise requested (industry awards, certifications, etc.).

3.3 Additional Submittal Information

3.3.1 Failure to provide the information requested in Section 3.2 will be sufficient reason to disqualify the Proposal from consideration.

3.3.2 To the extent permitted by law, all documents pertaining to the Proposal will be kept confidential until a contract is awarded. No information about any proposal will be released to the public until the selection process is complete.

SECTION 4 – EVALUATION AND CONSULTANT SELECTION

4.1 Evaluation Criteria

Proposals that comply with the instructions set forth in this document will be evaluated by the City; however, the City reserves the right to reject any or all proposals. At its discretion, the City may choose to waive non-material irregularities or deviations from the RFP instructions.

All proposals received may be evaluated based on the best value for the City. In determining best value, the City may consider:

- Proposed fees;
- Reputation of Respondent and of Respondent's services;
- Quality of Respondent's services;
- Respondent's past relationship with the City;
- The extent to which the services meet the City's needs;
- Any relevant criteria specifically listed in the solicitation.

The Consultant Selection Committee will review each submittal and assign a consensus score based on the following weighted criteria:

Project Team Qualifications and Experience	30 Points
Proposed Approach to Project	20 Points
Available Resources & Consultant Location	15 Points
Performance Record (Work Samples, References)	15 Points
Proposed Fee	10 Points
Past Working Relationship with City	5 Points
Completeness of Submittal	5 Points
Total Points Available	100 Points

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, without notice, the evaluation structure and weighting criteria to accommodate these additional considerations to serve the best interest of the City.

4.2 Selection Process

The results of the review and evaluation of the responses to the criteria outlined herein will be used to select up to three consultants to meet with the Consultant Selection Committee for interviews.

Upon completion of successful interviews, the Consultant Selection Committee will rank the responses and select a firm based on the evaluation criteria, after which the City may enter into negotiations with the successful Consultant to provide a scope of work and a price proposal.

In the event the negotiations between the selected Consultant and the City cannot be completed as a result of an inability to reach an agreement on the fee to services, or the scope of work to be performed, then at the option of the City, the contract may be awarded to the second-ranked

Consultant. Negotiations will continue in this sequence until a contract is finalized or all proposals are rejected.

4.1 Tentative Project Schedule

The City anticipates the following project schedule:

- Issue RFP:______, 2015
- Pre-Submission Meeting:______, 2015
- Deadline for Questions / Clarifications: ______, 2015
- City Responses and/or Addenda: ______, 2015
- RFP Submittal Deadline:______, 2015
- Selection Committee Reviews Complete: ______, 2015
- Schedule Consultant Interviews: ______, 2015
- Selection of Consultant: ______, 2015
- City Council Approval: ______, 2015
- Project Completion: ______, 2015

4.2 Pre-Submission Meeting

The City will hold a pre-submission meeting in order to fully acquaint Respondents with the unique needs of the City and invite feedback regarding the RFP. The pre-submission meeting will be held on____, 2015 at ___ PM CDT at the following location:

City of Bastrop
City Hall Council Chambers
1311 Chestnut Street
Bastrop, TX 78602

Attendance at the pre-submission meeting is highly encouraged, but not mandatory. If possible, accommodations for call-in participation will be made available.

SECTION 5 – SUPPLEMENTARY INFORMATION

5.1 Conditions and Limitations

5.1.1 Proposals that do not include all of the submittal requirements outlined herein shall not be considered.

5.1.2 At the City's sole discretion, the City may choose to republish this RFQ.

5.1.3 Until such time the professional services agreement is executed, there are no express or implied obligations or commitments on the part of either the City or the Consultant concerning either this RFQ or any proposal associated with it.

5.1.4 At the City's sole discretion and with notice being provided to the Consultants, the City may amend the Selection Process and/or Tentative Project Schedule at any time.

5.1.5 By submitting materials for the City's consideration pursuant to this RFQ, the Consultant is waiving any claim of confidentiality, trade secrets or privilege with respect to materials submitted. All submittal materials are subject to disclosure under the Texas Open Records Act.

5.1.6 If warranted, any updates, revisions or modifications to this RFQ shall be posted on the City of Bastrop's website at: www.cityofbastrop.org during the advertising period, and it shall be the responsibility of the Consultant to review the website during the advertising period to verify if any such updates, revisions or modifications have been made to this RFQ.

5.1.7 No oral questions will be answered. If additional information or clarification is desired, written email requests should be made to the City Manager, Michael Talbot, at the following email address: MTalbot@cityofbastrop.org.

5.1.8 Any changes resulting from the questions submitted affecting specifications, the scope of work, or which may require an extension to the proposal due date will be reduced to writing in the form of an addendum to this RFP. Addenda will be posted on the City's website. It is the Consultant's responsibility to check the website to determine if the City has issued any addenda and/or schedule changes.

5.1.9 The selection of a Consultant and the execution of a contract, while anticipated, is not guaranteed by the City. The City reserves the right to determine which Proposal represents the City's best interest and to award the contract on that basis.

5.1.10 The City Council will consider the final contract for award to the selected Consultant.

CITY OF BASTROP **AGENDA ITEM D-3**

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: February 4, 2015
MEETING DATE: February 10, 2015

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO DIRECT THE CITY MANAGER AND/OR RATIFY AND/OR RECEIVING INPUT REGARDING ACTION TAKEN BY THE CITY OF BASTROP TAKEN AT THE PINE FORREST UNIT #6 HOA MEETING OF FEBRUARY 7, 2015.**

2. Party Making Request: **Michael H. Talbot**, City Manager

3. Nature of Request: (Brief Overview) Attachments: Yes _____ No ______

I will be in attendance at the Pine Forrest Unit #6 HOA meeting on February 7, 2015.

4. Policy Implication: ________________________________

5. Budgeted: _________Yes __________No N/A
   Bid Amount: _______________ Budgeted Amount: ________________
   Under Budget: ______________ Over Budget: ____________________
   Amount Remaining: _______________

6. Alternate Option/Costs: ____

7. Routing: **NAME/TITLE** **INITIAL** **DATE** **CONCURRENCE**

8. Staff Recommendation:

9. Advisory Board: _________Approved _________Disapproved ___________None

10. Manager's Recommendation: _______Approved _______Disapproved __________None

11. Action Taken: ____

CITY OF BASTROP **AGENDA ITEM D-4**

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL **DATE SUBMITTED: February 4, 2015**
MEETING DATE: February 10, 2015

1. Agenda Item**: CONSIDERATION, DISCUSSION AND POSSIBLE REGARDING APPROVAL OF A SETTLEMENT AGREEMENT ENTERED INTO AND BETWEEN THE CITY OF BASTROP AND THE McCall RANCH, LP. AND Ms. MARY Jo GOETZ.**

2. Party Making Request: **Michael H. Talbot**

3. Nature of Request: (Brief Overview) Attachments: Yes _____ No ______

This settlement agreement between the City of Bastrop and the McCall Ranch, L.P. and Ms. Mary Jo Goetz regarding the groundwater permit No.1 the City of Bastrop has pending before the Lost Pines Groundwater Conservation District. This proposed settlement agreement has previously been delivered to the City Council.

4. Policy Implication: ____

5. Budgeted: _________Yes __________No N/A
   Bid Amount: ________________ Budgeted Amount: _________________
   Under Budget: _______________ Over Budget: _____________________
   Amount Remaining: ________________

6. Alternate Option/Costs: ____

7. Routing: **NAME/TITLE INITIAL DATE CONCURRENCE**

8. Staff Recommendation:

9. Advisory Board: _________Approved _________Disapproved ___________None

10. Manager's Recommendation: _______Approved _______Disapproved __________None

11. Action Taken: ____

CITY OF BASTROP **AGENDA ITEM D-5**

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: February 4, 2015
MEETING DATE: February 10, 2015

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE REGARDING APPROVAL OF A RESOLUTION OF THE CITY OF BASTROP, TEXAS, INDICATING PRELIMINARY SUPPORT FOR THE PROPOSED MCCALL RANCH MUNICIPAL UTILITY DISTRICT(S) WITHIN THE CITY'S EXTRATERRITORIAL JURISDICTION**

2. Party Making Request: **Michael H. Talbot**

3. Nature of Request: (Brief Overview) Attachments: Yes _X___ No ______

This is proposed resolution submitted by the McCall Ranch requesting preliminary approval of their developing the McCall Ranch property into a Municipal Utility District.

4. Policy Implication: ____

5. Budgeted: _________Yes __________No N/A
   Bid Amount: ________________ Budgeted Amount: _________________
   Under Budget: _______________ Over Budget: _____________________
   Amount Remaining: ________________

6. Alternate Option/Costs: ____

7. Routing: **NAME/TITLE INITIAL DATE CONCURRENCE**

8. Staff Recommendation:

9. Advisory Board: _________Approved _________Disapproved ___________None

10. Manager's Recommendation: _______Approved ______Disapproved ________None

11. Action Taken: ____

RESOLUTION NO. 2015 - ______________

A RESOLUTION OF THE CITY OF BASTROP, TEXAS, INDICATING PRELIMINARY SUPPORT FOR THE FUTURE FORMATION AND DEVELOPMENT OF THE PROPOSED MCCALL RANCH MUNICIPAL UTILITY DISTRICT(S) WITHIN THE CITY'S EXTRATERRITORIAL JURISDICTION

WHEREAS, the City of Bastrop is a home rule municipality, authorized by the State of Texas, pursuant to the Local Government Code, Chapter 42, *et seq*., to have authority over the development of land and special districts, including municipal utility districts ("MUDs") formed and developed pursuant to Chapter 54 of the Texas Water Code, that are proposed to be located within the City's jurisdiction; and

WHEREAS, McCall Ranch, L.P. owns 972.304 acres of land in Bastrop County, Texas, Mary Jo Goertz owns a contiguous interior tract of 10.006 acres (which land totals 982.31 acres and is collectively referred to in this Resolution as the "McCall Ranch Property"), all of which is located within the jurisdiction of the City of Bastrop, Texas. A map of the McCall Ranch Property is attached as **Exhibit A**; and

WHEREAS, McCall Ranch, L.P. and Mary Jo Goertz (collectively referred to herein as "McCall Ranch Owners") have advised the City of Bastrop, Texas (the "City") that they desire to develop the McCall Ranch Property as a master-planned mixed-use community (the "Project") and have requested the City's consent to allow the McCall Ranch Owners' to create up to three (3) MUDs, (with approval by the City to be in the form of a Consent Agreement), and are contemporaneously seeking the City's approval of a Development Agreement that will contain certain details related to the development of the McCall Ranch Property as a MUD(s); and

WHEREAS, the City desires to ensure a high quality development of the McCall Ranch Property as Municipal Utility District(s); and

WHEREAS, on November 18, 2014 the City Council conducted a workshop presentation by the McCall Ranch Owners, at which time McCall Ranch's attorneys and consultants provided the Council with an overview of the proposed future formation of the MUD and the Project, as well as an overview of a draft of a proposed Development Agreement and an Agreement Consenting to the Formation of the MUD(s); and

WHEREAS, at its meeting held on January 27, 2015, McCall Ranch Owners asked the City to pass this "**Resolution of Preliminary Support**" for the future formation and of the McCall MUD(s) pursuant to a future Consent Agreement, and for the concepts and plans detailed in the draft Development Agreement, to ensure high quality development of the McCall Ranch Property as Municipal Utility District(s); and

WHEREAS, the Council is generally supportive of the concept of allowing large tracts of land that are located within the City's Extraterritorial Jurisdiction to be developed and financed as municipal utility districts, pursuant to the applicable provisions of the Water Code, and the Local Government Code, when the owners/developers of the land are willing and able to properly develop and adequately operate such districts, pursuant to the terms of pertinent contracts and agreements such as Development Agreements and Agreements Consenting to the Formation of Special Districts.

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

Section 1. The City Council, having heard and considered the presentation of the McCall Ranch Owners, having received the input of City staff, and having reviewed initial drafts of a proposed 'Development Agreement' and an 'Agreement Consenting to the Creation of Municipal Utility Districts' along with related plans and exhibits (collectively referred to in this Resolution as the "McCall MUD Consent/ Development Agreement", see **Exhibit B**), hereby indicates its preliminary support of the Project's concept, proposed density, and plans presented by the McCall Ranch Owners and for the inclusion of the Property within and the future formation of the proposed McCall Ranch Municipal Utility District(s) within the City's extraterritorial jurisdiction, and commits to its future consideration of McCall MUD Consent/Development Agreement, at such time as the McCall Ranch Owners present these documents to the Council in a final form for the Council's further evaluation, comment, consideration and request for approval thereof. The McCall Ranch Owners have acknowledged and agreed that this Resolution is subject to continuing review of the McCall Ranch MUD Consent/ Development Agreement by City staff as provided in Section 2 below, and does not obligate the City Council, its City Manager or staff to any future position, or action regarding the MUD formation or the related agreements; rather, those will be evaluated and acted upon when presented for final action by the City Council.

Section 2. The City Manager, the City Attorney and all other City staff are authorized to continue to work with the McCall Ranch Owners in the negotiations and development of the McCall MUD Consent/Development Agreement, so long as the City Manager deems such work to be progressing and beneficial to the City and the McCall Ranch Owners. Further, subject to the timely satisfaction of any additional items to be provided by McCall Ranch Owners, the McCall Ranch may present the final McCall MUD Consent/ Development Agreement for approval by the City Council on or near March 10, 2015, unless otherwise agreed by the McCall Ranch Owners and the City.

Section 3. This Resolution of Preliminary Support shall take effect immediately from and after its passage.

PASSED AND APPROVED on this ____ day of January, 2015.

THE CITY OF BASTROP, TEXAS

____

Ken Kesselus Mayor

ATTEST:

____

Elizabeth Lopez, City Secretary

CITY OF BASTROP **AGENDA ITEM D-6**

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL **DATE SUBMITTED: February 4, 2015**
MEETING DATE: February 10, 2015

1. Agenda Item: Consideration, discussion, and possible action regarding the REPORT from the AD HOC PARKING COMMITTEE.

2. Party Making Request: **Kenneth W. Kesselus, Mayor**

3. Nature of Request: (Brief Overview) Attachments: Yes __X__ No ______

4. Policy Implication: ____

5. Budgeted: _________Yes __________No N/A
   Bid Amount: ________________ Budgeted Amount: _________________
   Under Budget: _______________ Over Budget: ______________________
   Amount Remaining: ________________

6. Alternate Option/Costs: ____

7. Routing: **NAME/TITLE INITIAL DATE CONCURRENCE**

8. Staff Recommendation:

9. Advisory Board: _________Approved _________Disapproved ___________None

10. Manager's Recommendation: _______Approved __________Disapproved ______None

11. Action Taken: ____

February 3, 2015

Report from ad hoc Parking Committee:

The city manager and city engineer reported on the updated parking study. It closely reflects the study from 2009 and essentially indicated Dan's conclusions from his longtime observations. That is, around lunch time is the heaviest time for parking needs but it slacks off mid-afternoon and later. Friday evenings seems to be the highest night time usage. There are numerous parking places available in the general area at all normal times.

We agreed that limiting parking on Main Street and a few other places should be set at three hours between 8 am and 5 pm Monday through Friday. Our city engineer will recommend the particular places beyond Main, being mindful of Judge Pape's desire to allow certain on-street spots to remain available in the vicinity of the Courthouse for visitors, juries and county employees to park all day.

We hope that Members of the volunteer Citizens on Patrol can issue tickets in order to relieve licensed police officers from having to spend time on this task.

We recommend that out of town visitors have the option to get a pass to park as long as they want by registering at the visitor center, where they will receive a one-day dated form to place on the dash board.

New signage - referring to parking time limit and visitor passes - will need to be put in place.

The city manager agreed to check with Wells Fargo officials to see if we can work out a partnership agreement whereby they will permit public parking during non-banking hours.

We also talked about the need for improved lighting in parking lots used after dark; and that all lots should be clearly striped.

The judge reported the good news that the county has an agreement with the Assembly of God church for county employees to park in their lot weekdays while the church can use county parking on Sundays.

We learned that the city council instructed the city manager to have a traffic study conducted and this will include some parking information.

We will have at least one more meeting to touch on other areas of concern and to perfect our report to City Council.