

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



January 24, 2023
Regular City Council Meeting at 6:30 PM

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

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

PLEASE NOTE: ANYONE IN ATTENDANCE WISHING TO ADDRESS THE COUNCIL MUST COMPLETE A CITIZEN COMMENT FORM AND GIVE THE COMPLETED FORM TO THE CITY SECRETARY PRIOR TO THE START OF THE CITY COUNCIL MEETING. ALTERNATELY, IF YOU ARE UNABLE TO ATTEND THE COUNCIL MEETING, YOU MAY COMPLETE A CITIZEN COMMENT FORM WITH YOUR COMMENTS AT CITYOFBASTROP.ORG/CITIZENCOMMENT AT LEAST TWO HOURS BEFORE THE MEETING STARTS ON THE REQUESTED DATE. COMMENTS SUBMITTED BY THIS TIME WILL BE GIVEN TO THE CITY COUNCIL DURING THE MEETING AND INCLUDED IN THE PUBLIC RECORD, BUT NOT READ ALOUD. COMMENTS FROM EACH INDIVIDUAL IN ATTENDANCE WILL BE LIMITED TO THREE (3) MINUTES.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE** - Isabella Conrardy and Case Benoit, Bastrop Middle School Student Council

TEXAS PLEDGE OF ALLEGIANCE - *Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
3. **INVOCATION** - Deacon Paul Cooke, Deacon for Ascension Catholic Church
4. **PRESENTATIONS**
 - [4A.](#) Mayor's Report
 - [4B.](#) Council Members' Report

[4C.](#) City Manager's Report

[4D.](#) City Attorney's Report

1. Briefing by the City Attorney's Office regarding the Bastrop Planning & Zoning Commission's continued compliance with the Texas Open Meetings Act, and legal analysis of certain public comments regarding the meeting conducted on September 29, 2022.

2. Briefing by the City Attorney's Office regarding City Attorney's representation of all city officials, boards and commissions, and legal guidance regarding communications with attorneys representing outside parties.

[4E.](#) A proclamation of the City Council of the City of Bastrop, Texas, recognizing the month of February, as Black History Month.

Submitted by: Ann Franklin

5. WORK SESSIONS/BRIEFINGS

[5A.](#) Receive presentation from George Arimes, Intelligent Consulting, regarding the process improvement project for development standards and processes; and provide direction to staff.

Submitted by: Sylvia Carrillo, City Manager

[5B.](#) Receive presentation and provide direction to staff regarding a reduction of fees for small vs large development projects.

Submitted by: Sylvia Carrillo, City Manager

6. STAFF AND BOARD REPORTS

[6A.](#) Receive presentation on the Cultural Arts Commission's 2023 Mini Grant Recipients.

Submitted by: Candice Butts, Main Street Manager

[6B.](#) Receive presentation on the unaudited Monthly Financial Report for the period ending December 31, 2022.

Submitted by: Tracy Waldron, Chief Financial Officer

[6C.](#) Receive presentation of TDA Form A1024 CDBG Section 3 Goals and Concepts as related to the CDBG Program and Grant Contract No. CDV21-0276 in the amount of \$350,000 for water line replacement in the Riverwood Drive neighborhood.

Submitted by: Tracy Waldron, Chief Financial Officer

7. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Council must complete a citizen comment form and give the completed form to the City Secretary prior to the start of the City Council meeting. Alternately, if you are unable to attend the council meeting, you may complete a

citizen comment form with your comments at www.cityofbastrop.org/citizencommentform at least two hours before the meeting starts on the requested date. Comments submitted by this time will be given to the City Council during the meeting and included in the public record, but not read aloud. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.

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

8. CONSENT AGENDA

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

8A. Consider action to approve City Council minutes from the January 10, 2023, Regular meeting.

Submitted by: Ann Franklin, City Secretary

8B. Consider approval of Resolution No. R-2023-11 of the City Council of the City of Bastrop, Texas cancelling the March 14, 2023, Council Meeting; establishing a repealing clause; and providing an effective date.

Submitted by: Sylvia Carrillo, City Manager

9. ITEMS FOR INDIVIDUAL CONSIDERATION

9A. Consider action to approve Resolution No. R-2023-09 of the City Council of the City of Bastrop, Texas approving the installation of two Murals in Bob Bryant Park authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

Submitted by: Candice Butts, Main Street Manager

9B. Consider action to approve Resolution No. R-2023-10 of the City Council of the City of Bastrop, Texas removing from office Kristi Koch as member of the Bastrop Planning and Zoning Commission; and establishing an effective date.

Submitted by: Connie Schroeder, Mayor

9C. Consider action to approve Resolution No. R-2023-13 of the City Council of the City of Bastrop, Texas authorizing the City Manager to enter into an agreement with Bellamont, LLC for the purchase of real property related to future right of way currently described as Vista Puente Drive; and establishing an effective date.

Submitted by: Trey Job, Assistant City Manager

- 9D. Consider action to approve Resolution No. R-2023-12 of the City Council of the City of Bastrop, Texas authorizing the City Manager to enter into an agreement with IIP-TX 2, LLC for the purchase of real property related to future right of way currently described as Vista Puente Drive; and establishing an effective date.

Submitted by: Trey Job, Assistant City Manager

- 9E. Consider approval of Resolution No. 2023-14 of the City Council, of the City of Bastrop, Texas, authorizing the City Manager to execute an interlocal agreement with the Bastrop Independent School District on behalf of the City providing for deferred platting for certain land use and construction projects.

Submitted by: Sylvia Carrillo, City Manager

10. EXECUTIVE SESSION

- 10A. City Council shall convene into closed executive session pursuant to Texas Government Codes sections 551.071 and 551.072 to seek the advice of legal counsel regarding counteroffers for real estate acquisition for the South Side Wastewater Collection System and related real estate matters.
- 10B. City Council shall convene into closed executive session pursuant to Texas Government Code Section 551.071 and Section 551.072 to seek the advice of legal counsel and to discuss the extension of a lease and deliberate the related terms of a new agreement for real property located in Fisherman's Park.

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

12. ADJOURNMENT

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

The Bastrop City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development), and §551.086 (Competitive Matters regarding Electric Utility).

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, www.cityofbastrop.org and said Notice was posted on the following date and time: Friday, January 20, 2023 at 6:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Ann Franklin
Ann Franklin, City Secretary



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Mayor's Report

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

POLICY EXPLANATION:

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

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

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

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

ATTACHMENTS:

Mayor's Report

January 24, 2023



Latest Activities

Jan 7 – Jan 19

Events in 2023: 22



Bastrop County MLK Event - Elgin



Judge Klaus



Alive After Five –
Texas Public Safety Training Academy



Chamber Banquet

Planned Events

January 20-23

Item 4A.

- January 20 – Ambassadors Meeting
- January 23
 - Commissioners Court
 - BEDC Monthly Meeting
 - Joint City Council and BEDC Special Meeting
- January 24 – City Council Meeting

Upcoming Events & City Meetings

- January 27
 - BEST Breakfast (Elgin)
 - Economic Development Forum
 - Texas Tile Works Ribbon Cutting
 - City Employee Recognition
- January 30
 - ERCOT Advisory Board Meeting (TML)
- January 31 – Diversity Board Meeting
- February 1 – Chamber Luncheon
- February 2 – Main Street “Real Places” Dinner (Nancy Wood Award)
- February 7 – Government Affairs Committee Meeting
- February 8 –
 - CAPCOG Executive Committee Meeting
 - Clean Air Coalition
- February 11 –
 - Children’s Advocacy Center Fund Raiser
 - Smithville First Baptist Church Sock Hop
- February 13 – Commissioner’s Court
- February 14 - City Council Meeting





STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Council Members' Report

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

POLICY EXPLANATION:

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

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STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

City Manager's Report

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

POLICY EXPLANATION:

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STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

City Attorney's Report

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

POLICY EXPLANATION:

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STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

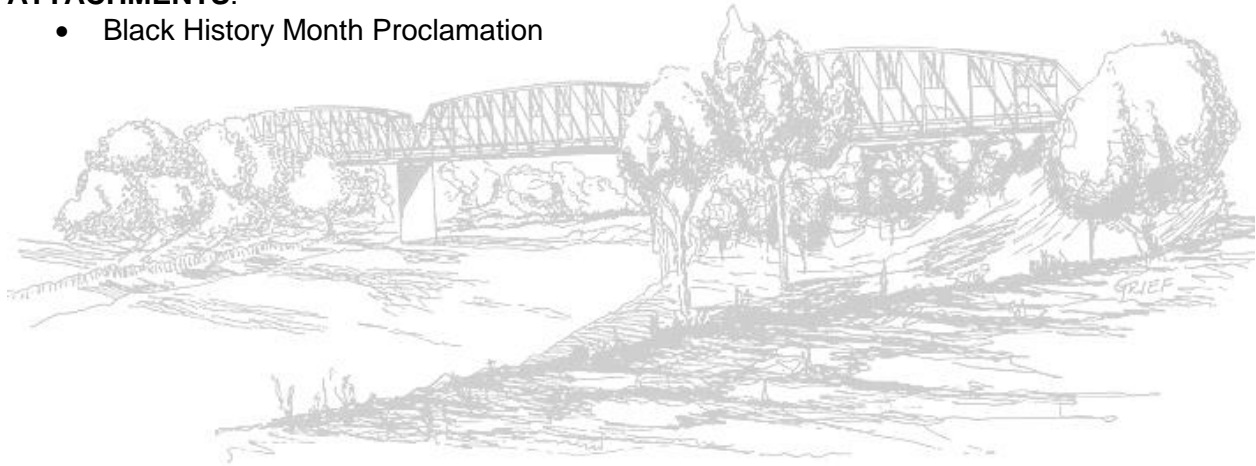
A proclamation of the City Council of the City of Bastrop, Texas, recognizing the month of February, as Black History Month.

AGENDA ITEM SUBMITTED BY:

Ann Franklin, City Secretary

ATTACHMENTS:

- Black History Month Proclamation





PROCLAMATION



WHEREAS, The origins of Black History Month can be traced to the scholar Dr. Carter G. Woodson, who created the Association for the Study of African American Life and History in 1915, because 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; and

WHEREAS, in 1926, Dr. Woodson also known as "Father of Black History" conceived a yearly celebration to help rectify the omission of African-Americans from history books, and was made official by Presidential designation in 1976; and

WHEREAS, 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 2023 Black History Month is "**Black Resistance**"; and

WHEREAS, African Americans have served in all of America's wars, from the American Revolution to present day. For example, during World War II, more than 2.5 million black men registered for the draft and experienced discrimination and segregation, yet served in every branch of the armed forces: 167,000 served in the Navy with the first thirteen African-American naval officers commissioned in 1944; 17,000 served in the Marine Corps with the first African American commissioned in 1945; 5,000 served in the Coast Guard with the first African-American commissioned in 1943; and 909,000 served in the Army; and

WHEREAS, More than 12,000 black men who served in the segregated [92nd Division](#) received citations or were decorated for "extraordinary heroism" on the battlefield. Perhaps more famously, the [Tuskegee Airmen](#) also became legendary for their heroic feats, and in total received a Distinguished Unit Citation, several silver stars, 150 distinguished flying crosses, fourteen bronze stars, and 744 air medals; and

WHEREAS, World War II was a watershed for race relations within the Armed Forces, and it marked the beginning of the end for racial separation within Military units. In 1948 with the demand for civil rights mounting, President Harry S. Truman ordered desegregation of the Armed Services and equality of treatment and opportunity without regard to race, color, religion or national origin; and

WHEREAS, reform was slow and it was not until 1953 that segregation officially ended when the Secretary of Defense announced that the last all-black unit has been abolished; and

WHEREAS, forty years after military segregation ended, the Chairman of the Joint Chiefs of Staff, the highest military position in the Department of Defense, oversaw Operational Desert Storm in Iraq. He was an African-American named Colin L. Powell; and

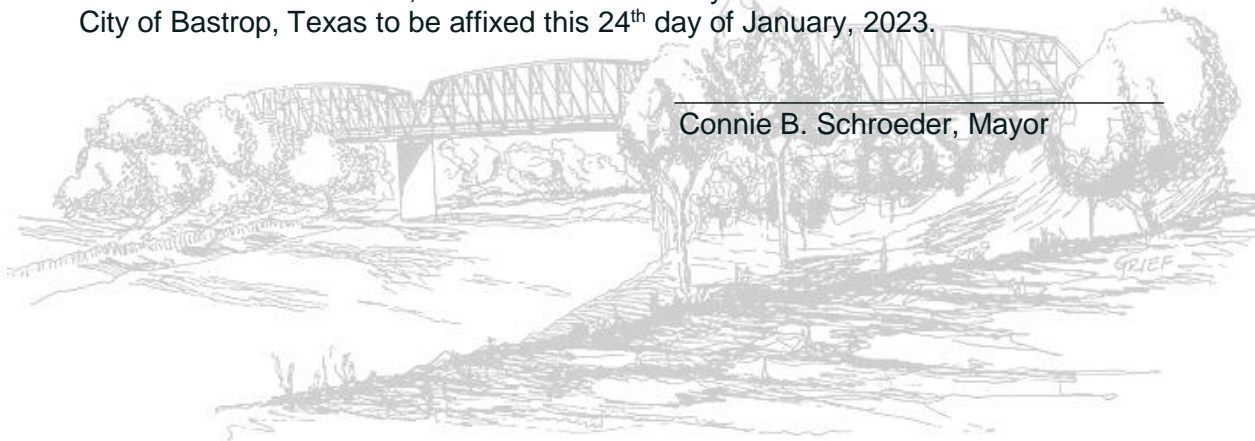
WHEREAS, in honor of Black History Month the Bastrop Opera House is hosting the play Steal Away Home, directed by former Council Member Dock Jackson. This is a moving drama of escape from slavery and flight to freedom.

NOW, THEREFORE, I, Connie Schroeder, Mayor of the City of Bastrop, do hereby recognize the month of February 2023 as:

Black History Month

And, along with the members of City Council, encourage all residents, business owners, schools, churches, and visitors to join the City of Bastrop in celebrating Black History Month with appropriate programs, ceremonies, and activities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 24th day of January, 2023.



Connie B. Schroeder, Mayor



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Receive presentation from George Arimes, Intelligent Consulting, regarding the process improvement project for development standards and processes; and provide direction to staff.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo, City Manager

BACKGROUND/HISTORY:

At the onset of the City Manager's employment with the City of Bastrop, Council's priority was to establish a clearer path for the development process with what Council believed were required amendments to the Code. After careful consideration, the development issues facing the community are multifaceted and begin with not only code, but also process.

George Arimes, Intelligent Consulting, has been engaged by the City Manager to help address issues related to the development process.

He will provide a brief outline of his approach and next steps regarding the project.



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Receive presentation and provide direction to staff regarding a reduction of fees for small vs large development projects.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

BACKGROUND/HISTORY:

Development is defined as the process of improving real property to increase its value. It consists of three main phases: Feasibility, Entitlements, and Land Development/Construction.

In the current ordinance, there exists no avenue to differentiate between a large-scale development project, from a small-scale project. A small-scale project may be as simple as adding an “ADU” or additional dwelling unit to an existing residential lot. The fees presented in the existing ordinance create an undue burden on small business and residents.

This agenda item is presented to begin the discussion what is a “fair” and “reasonable” expectation of cost to orderly development, when projects less than 5 acres are presented for approval.



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Receive presentation on the Cultural Arts Commission's 2023 Mini Grant Recipients.

AGENDA ITEM SUBMITTED BY:

Submitted by: Candice Butts, Main Street Manager

BACKGROUND/HISTORY:

In March 2022, the Cultural Arts Commission presented to City Council a two-year workplan designed to meet the intent of its adopted Themes, Values & Priorities as well as to follow the direction of the Cultural Arts Master Plan. The plan focuses heavily on collaborating with existing networks and partnerships to create and promote Cultural Arts. Action three of the work plan, outlined the launch of a Mini Grants program to help grow and strengthen the local arts community and creative economy by supporting arts and culture events and activities that make Bastrop a Cultural Arts Destination.

In April 2022, the Commission launched its Mini Grants program that included review criteria based on placemaking opportunities, community support, and outcomes. Eligibility for the grants include non-profits, schools, informal arts groups, and cultural organizations as well as jump-start initiatives. \$15,000 was allocated in the Fiscal Year 2023 budget to the Cultural Arts Commission from the Hotel Occupancy Tax Funds (HOT) for the program, and grants are anticipated to range from \$500 to \$1,500 each. The grant application period opened on October 1, 2022 and closed on December 31, 2022.

On January 3, 2023, the Cultural Arts Commission met to review the Mini Grant Submissions. Of the Nine (9) submission received, four (4) were selected to receive a Mini Grant. The Commission intends to announce the awards at the Gathering event on February 16, 2023 at the Lost Pines Art Center with a presentation from each grant recipient. All grant projects must be completed and reported on by August 31, 2023.

FISCAL IMPACT:

\$6,000 from FY23 Cultural Arts Commission budget from Hotel Occupancy Tax Fund

RECOMMENDATION:

N/A

ATTACHMENTS:

1. Grant Recipients

TITLE OF EVENT OR PROJECT

Bastrop Art Tour

NAME OF ORGANIZATION OR APPLICANT

Patricia Rendulic

ANTICIPATED DATE

April 22, 2023

LOCATION OF EVENT OR PROJECT

Main Street and the Bastrop Downtown District

FUNDING AMOUNT

\$1,500

PROJECT DESCRIPTION

Bastrop Art Tour will be a self-guided walking tour of historic downtown Bastrop Texas. The free to the public, self-paced tour will start with a walking roadmap of the arts, activities, and businesses. The participants will visit Main Street, stop at the ever-growing number of art galleries and boutiques, museum, and art center. They will search for all the Houston toad mini sculpture around town and learn about the history of Bastrop through the unique bronze manhole covers and view the various murals.

The non-art local businesses will be included by way of hosting artists or creative interactive experiences in their places of business. Additional indoor spaces will be utilized for artists to demonstrate art mediums and display artwork. It is anticipated that over 125 artists will be directly or indirectly involved in showing that Bastrop is a cultural and fine art hub of Central Texas.

TITLE OF EVENT OR PROJECT

Art in the Sky

NAME OF ORGANIZATION OR APPLICANT

Gravity District

ANTICIPATED DATE

July 22, 2023

LOCATION OF EVENT OR PROJECT

201 Hunters Crossing Blvd., Suite 14

Bastrop, Texas 78602

FUNDING AMOUNT

\$1,500

PROJECT DESCRIPTION

Art in the Sky is a free summer showcase project presented by Gravity District, Bastrop's first premiere aerial, pole, & movement studio. Art in the Sky will be a 3-hour show of performances by the Gravity District's student members as well as teachers and area professionals. An upwards of 20 performances are anticipated during the event. Funds from the grant will go toward practices, costuming, music preparation, lighting, marketing, and performer fees. 100 attendees are anticipated for this event.

TITLE OF EVENT OR PROJECT

Peace Garden: A Community Driven Hopeful Art Installation

NAME OF ORGANIZATION OR APPLICANT

Jana Lynch

ANTICIPATED DATE

Ongoing

LOCATION OF EVENT OR PROJECT

Eden East Farm

FUNDING AMOUNT

\$1,500

PROJECT DESCRIPTION

Peace Garden is a community-driven art installation where butterflies are painted to honor loved ones. The garden will be located at Eden East Farm at 1910 Main Street in the trees and grounds of the farm. This is temporary art, the butterflies do get old, and just like the human spirit they will fly away. But the more butterflies will replace the old. The butterflies are made of light wood and are biodegradable.

This community driven art installation promotes HOPE so perfectly, as we come together to honor those, we love ... including pets. The artist will charge \$15 to \$30 to paint a Butterflies or \$10 to \$15 for individuals to paint one. Painting events will be promoted often. The artist supplies all the materials for the butterfly. 70% of all proceeds from the butterflies goes to a charity.

Requesting the grant to fund the costs to build the "canvas" where the community will add the butterflies. The "canvas" being the entire farm which will also include a mural in the garden. Funding is needed for paint, signage, and benches.

TITLE OF EVENT OR PROJECT

Move it Bastrop

NAME OF ORGANIZATION OR APPLICANT

Main Event

ANTICIPATED DATE

April 2023 – August 2023

LOCATION OF EVENT OR PROJECT

Various Bastrop Businesses

FUNDING AMOUNT

\$1,500

PROJECT DESCRIPTION

Movement and music are a vital expression of culture and has the ability to create community with each other, local businesses and with the community. The dance and or physical instructors (I.e. Yoga, zumba etc) selections will represent forms, techniques, and histories and cultures that stem from all over the world. Beginning in April, 2023, movement and music opportunities will be provided in downtown venues every third Friday of the month. It will run for 5 months from April - August 2023 in the evening from 6-8 pm.

The movement and music event will be free of charge and open to the public. There will be performances as well as opportunities for active participation. Creative placemaking in downtown spaces will occur when downtown businesses, nonprofits and artists all work together to bring the joy of dance, music, and movement to this monthly event. Local businesses collaborating with dancers, instructors, and musicians will be able to hold workshops, give dance or body movement instruction, and perform together as well as offer services such as sound healing or ecstatic dance. The projected number of people would probably start below 100, and grow to well over 500 plus people by the end of August 2023. The goal being to educate the community on performing arts and foster a love for them, while nurturing the community as a whole.

This project is more than dual purpose because it serves to not only showcase local businesses, it also aids in building relationships between the artists and the local businesses, while simultaneously bringing community together for the sake of art and forming closer relationships.



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

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

AGENDA ITEM SUBMITTED BY:

Submitted by: Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

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

REVENUE

General Fund exceeded the forecast by 27.5%

- Sales tax is 8.9% above forecast
- Development fees are 51% above forecast due to Valverde subdivision Public Improvement Fees collected

All other funds are performing positive to forecast.

EXPENDITURES

Vehicle/Equipment Replacement Fund – this was the fund effected by the fraud transaction. This will come back to council in the future for a budget amendment.

All other funds are positive to forecast amounts.

This reporting requirement is set forth by the City of Bastrop Financial Management Policies, Chapter IV. Operating Budget, Section D. Reporting, as adopted by Resolution R-2022-73 on August 23, 2022.

ATTACHMENTS:

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

CITY OF BASTROP

Comprehensive Monthly Financial Report December 2022



Performance at a Glance as of December 31, 2022



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

	FY2023 Approved Budget	FY2023 Forecast YTD	FY2023 Actual YTD	Variance
Revenues:				
General	\$ 16,847,515	\$ 4,544,363	\$ 5,792,168	27.5%
Designated	63,200	6,500	35,741	449.9%
General Fund One-time	382,395	382,395	384,286	0.5%
Street Maintenance	803,500	200,875	202,474	0.8%
Debt Service	3,870,175	1,482,027	2,014,222	35.9%
General Gov's Projects	3,052,000	91,250	92,348	1.2%
Water/Wastewater	7,927,692	1,757,028	1,952,976	11.2%
Water/Wastewater Debt	3,665,227	647,732	658,226	1.6%
Water/Wastewater Capital Proj	885,100	221,275	224,812	1.6%
Impact Fees	3,330,450	154,230	241,829	56.8%
Vehicle & Equipment Replacement	1,435,490	924,090	954,780	3.3%
Electric	7,809,241	1,538,815	1,612,019	4.8%
HOT Tax Fund	3,131,554	564,345	736,408	30.5%
Library Board	20,750	3,188	3,819	19.8%
Cemetery	184,700	36,175	50,954	40.9%
Capital Bond Projects	44,000	8,800	179,547	1940.3%
Grant Fund	4,665,330	-	-	0.0%
Park/Trail Land Dedicaiton	1,465	1,390	1,444	3.9%
Hunter's Crossing PID	575,879	158,781	303,652	91.2%
Bastrop EDC	4,213,909	943,737	1,048,981	11.2%
TOTAL REVENUES	\$ 62,909,572	\$ 13,666,996	\$ 16,490,686	20.7%

POSITIVE
WARNING
NEGATIVE

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

BUDGET SUMMARY OF ALL FUNDS

	<u>FY2023</u> <u>Approved Budget</u>	<u>FY2023</u> <u>Forecast YTD</u>	<u>FY2023</u> <u>Actual YTD</u>	<u>Variance</u>
<u>Expense:</u>				
General	\$ 19,852,982	\$ 6,774,328	\$ 6,369,900	-6.0%
Designated	323,780	35,000	31,609	-9.7%
General Fund One-time	456,200	45,000	41,356	-8.1%
Street Maintenance	807,927	10,000	9,052	-9.5%
Debt Service	3,850,699	12,000	11,113	-7.4%
General Gov't Projects	3,152,000	17,000	16,695	-1.8%
Water/Wastewater	8,592,325	2,412,132	2,341,860	-2.9%
Water/Wastewater Debt	3,823,204	-	-	0.0%
Water/Wastewater Capital Proj.	1,252,500	75,000	71,787	-4.3%
Revenue Bond, Series 2020	156,919	30,000	28,162	-6.1%
CO, Series 2021	20,450,575	4,385,000	4,400,137	0.3%
Impact Fees	7,884,300	562,250	562,023	0.0%
Vehicle & Equipment Replacement	918,623	324,760	608,643	87.4%
Electric	8,175,434	1,890,896	1,906,343	0.8%
HOT Tax Fund	3,899,827	1,511,732	1,357,455	-10.2%
Library Board	49,000	11,500	2,505	-78.2%
Cemetery	217,901	61,475	42,080	-31.5%
Hunter's Crossing PID	552,405	30,126	27,672	-8.1%
CO, Series 2013	210,791	16,000	15,777	-1.4%
CO, Series 2018	461,631	1,000	623	-37.8%
Limited Tax Note, Series 2020	149,948	21,000	20,638	-1.7%
America Rescue Plan	2,156,205	-	-	0.0%
CO, Series 2022	3,599,999	-	-	0.0%
Grant Fund	4,665,330	130,000	122,710	-5.6%
Bastrop EDC	9,409,248	507,318	499,301	-1.6%
TOTAL EXPENSES	\$ 105,069,753	\$ 18,863,517	\$ 18,487,441	-2.0%

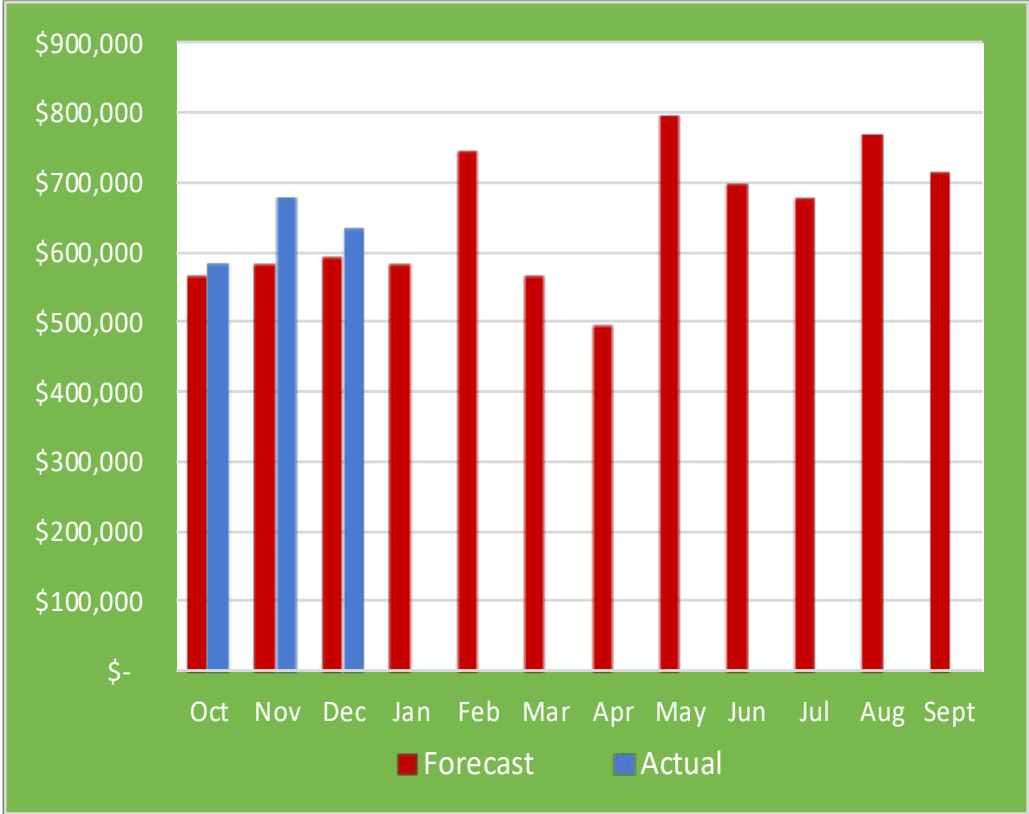
POSITIVE
WARNING
NEGATIVE

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

REVENUE ANALYSIS

SALES TAX REVENUE

<u>Month</u>	<u>FY2023 Forecast</u>	<u>FY2023 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 564,594	\$ 580,268	\$ 15,674
Nov	580,384	675,521	\$ 95,137
Dec	589,203	632,136	\$ 42,933
Jan	581,720		\$ -
Feb	741,498		\$ -
Mar	564,577		\$ -
Apr	491,577		\$ -
May	790,561		\$ -
Jun	694,574		\$ -
Jul	675,685		\$ -
Aug	764,669		\$ -
Sept	710,958		\$ -
Total	\$ 7,750,000	\$ 1,887,925	\$ 153,744
Cumulative Forecast	\$ 1,734,181		
Actual to Forecast	\$ 153,744	8.9%	

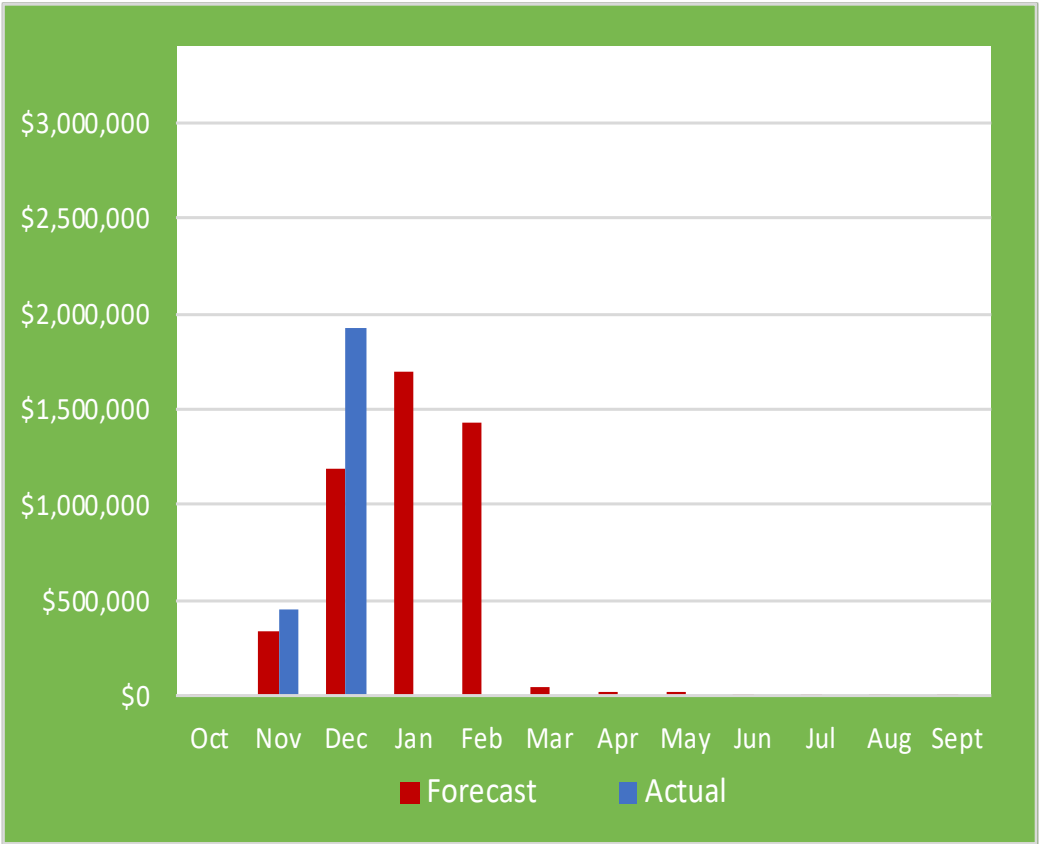


POSITIVE

Sales Tax is 46% of the total budgeted revenue for General Fund. The actual amounts for Oct. and Nov. are estimated due to the State Comptroller's two month lag in payment of these earned taxes. The actual is almost 9% greater than forecasted.

PROPERTY TAX REVENUE

<u>Month</u>	<u>FY2023 Forecast</u>	<u>FY2023 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 10,451	\$ 13,108	\$ 2,657
Nov	334,933	453,349	\$ 118,416
Dec	1,196,190	1,924,618	\$ 728,428
Jan	1,692,354		
Feb	1,435,428		
Mar	47,848		
Apr	19,139		
May	19,138		
Jun	9,570		
Jul	9,570		
Aug	9,570		
Sept	570		
Total	\$ 4,784,761	\$ 2,391,075	\$ 849,501
Cumulative Forecast	\$ 1,541,574		
Actual to Forecast	\$ 849,501	55.11%	



POSITIVE

Property tax represents 29% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. The actual is exceeding the forecast by over 55%. This just means Jan and Feb will show a negative variance.

GENERAL FUND EXPENDITURES BY DEPT.

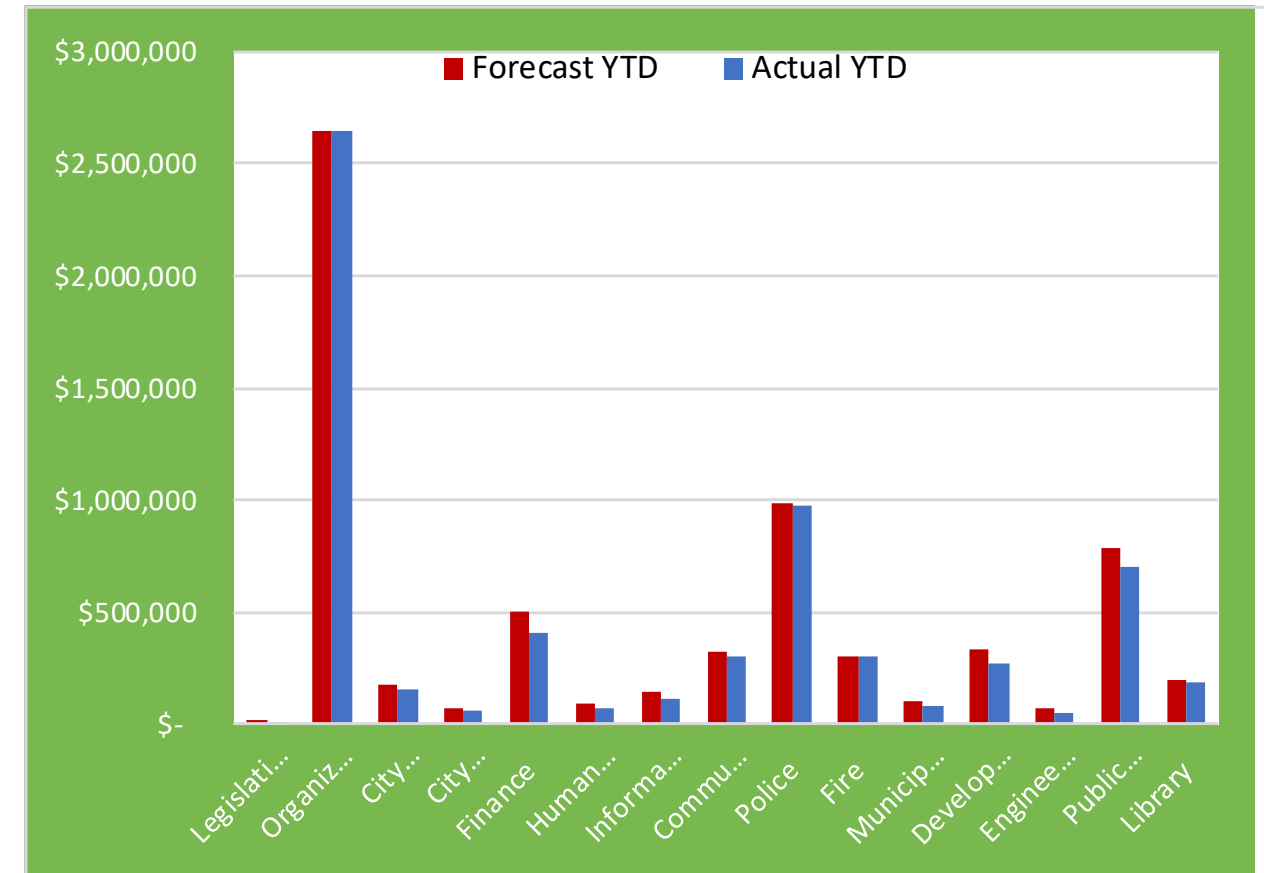
<u>Division</u>	<u>FY2023 Forecast YTD</u>	<u>FY2023 Actual YTD</u>	<u>Variance</u>
Legislative	\$ 22,901	\$ 10,207	\$ (12,694)
Organizational	2,645,464	2,650,908	\$ 5,444
City Manager	180,750	152,058	\$ (28,692)
City Secretary	70,388	60,261	\$ (10,127)
Finance	507,848	411,076	\$ (96,772)
Human Resources	92,140	71,864	\$ (20,276)
Information Technology	147,471	113,961	\$ (33,510)
Community Engagemen	322,486	302,819	\$ (19,667)
Police	986,518	980,668	\$ (5,850)
Fire	303,547	305,018	\$ 1,471
Municipal Court	101,243	86,108	\$ (15,135)
Development Services	338,911	273,001	\$ (65,910)
Engineering	75,381	54,077	\$ (21,304)
Public Works	782,342	707,199	\$ (75,143)
Library	196,938	190,675	\$ (6,263)
Total	\$ 6,774,328	\$ 6,369,900	\$ (404,428)

Actual to Forecast

94.0%

POSITIVE

This page compares forecast to actual by department within the General Fund. YTD the actual is 94% of forecast. The two departments that are negative to forecast will be analyzed further to refine the forecast in future reporting periods.

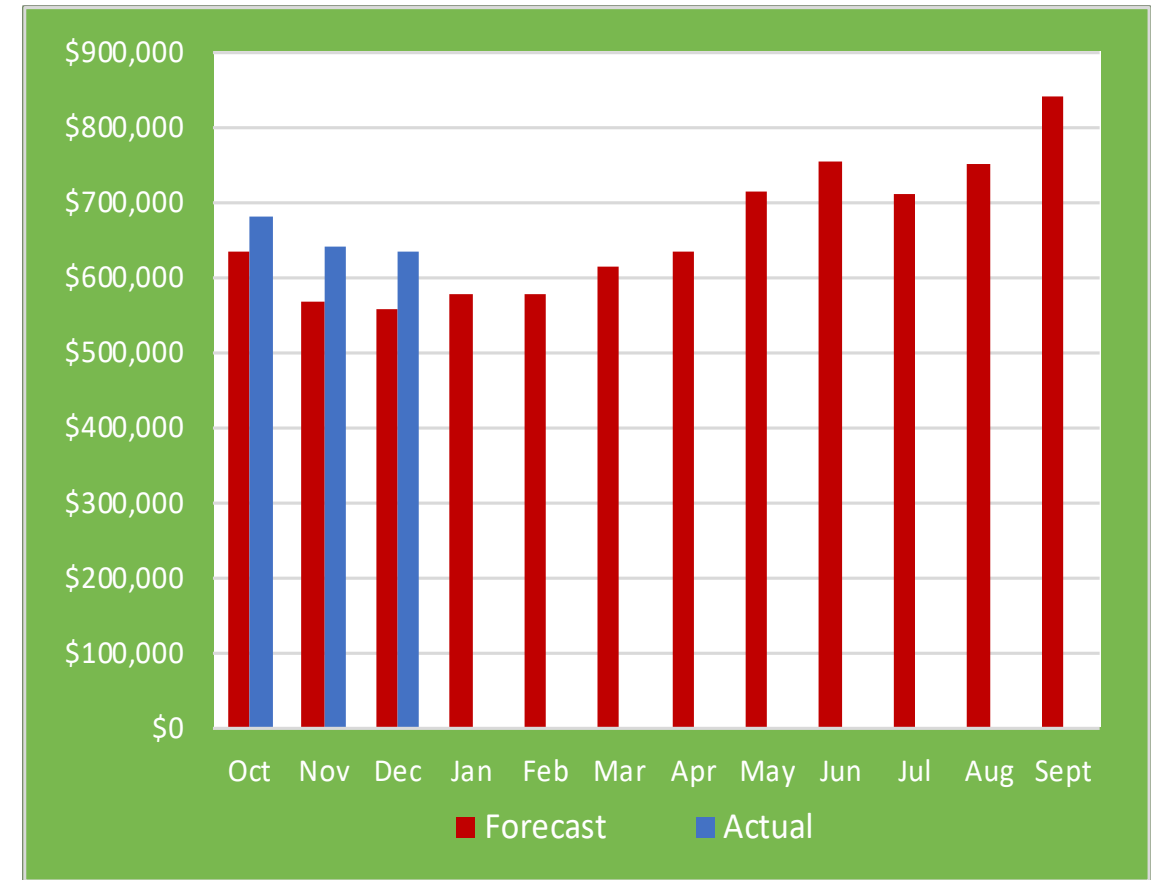


COMPREHENSIVE MONTHLY FINANCIAL REPORT – December 2022

REVENUE ANALYSIS

WATER/WASTEWATER REVENUE

Month	FY2023 Forecast	FY2023 Actual	Monthly Variance
Oct	\$ 634,316	\$ 681,114	\$ 46,798
Nov	565,847	638,648	\$ 72,801
Dec	556,864	633,214	\$ 76,350
Jan	577,369		
Feb	575,847		
Mar	613,812		
Apr	634,316		
May	713,290		
Jun	752,777		
Jul	711,768		
Aug	751,255		
Sept	840,231		
Total	\$ 7,927,692	\$ 1,952,976	\$ 195,949
Cumulative Forecast	\$ 1,757,027		
Actual to Forecast	\$ 195,949	11.15%	



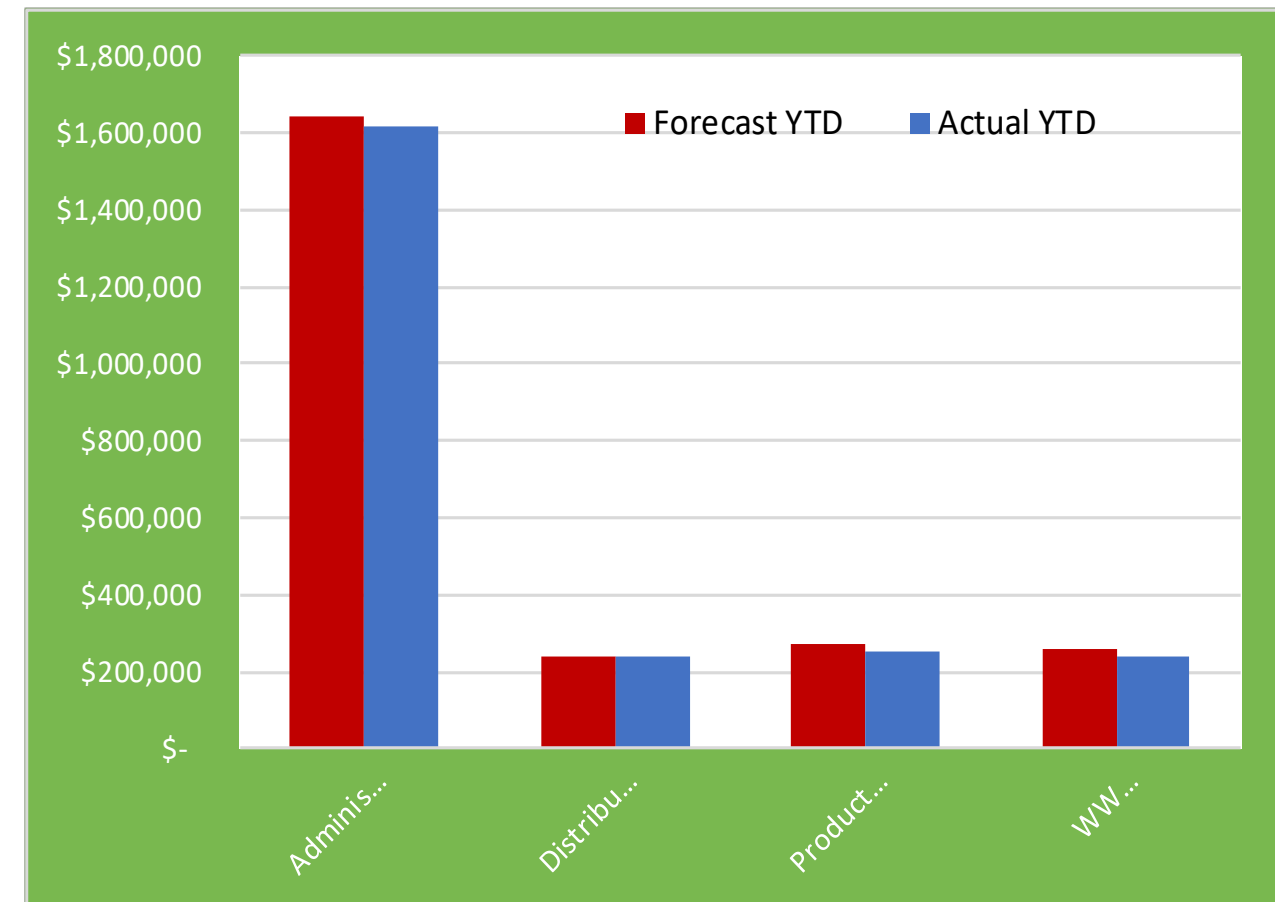
POSITIVE

The water and wastewater actual revenue is higher than forecast over 11%. There were no new meters set this month.

EXPENSE ANALYSIS

WATER/WASTEWATER EXPENDITURES BY DIVISION

<u>Division</u>	<u>FY2023 Forecast YTD</u>	<u>FY2023 Actual YTD</u>	<u>Variance</u>
Administration	\$ 1,641,366	\$ 1,615,002	\$ (26,364)
Distribution/Collection	238,024	237,958	\$ (66)
Production/Treatment	274,563	250,058	\$ (24,505)
WW Treatment Plant	<u>258,179</u>	<u>238,841</u>	<u>\$ (19,338)</u>
Total	<u>\$ 2,412,132</u>	<u>\$ 2,341,859</u>	<u>\$ (70,273)</u>
Actual to Forecast		97.1%	



POSITIVE

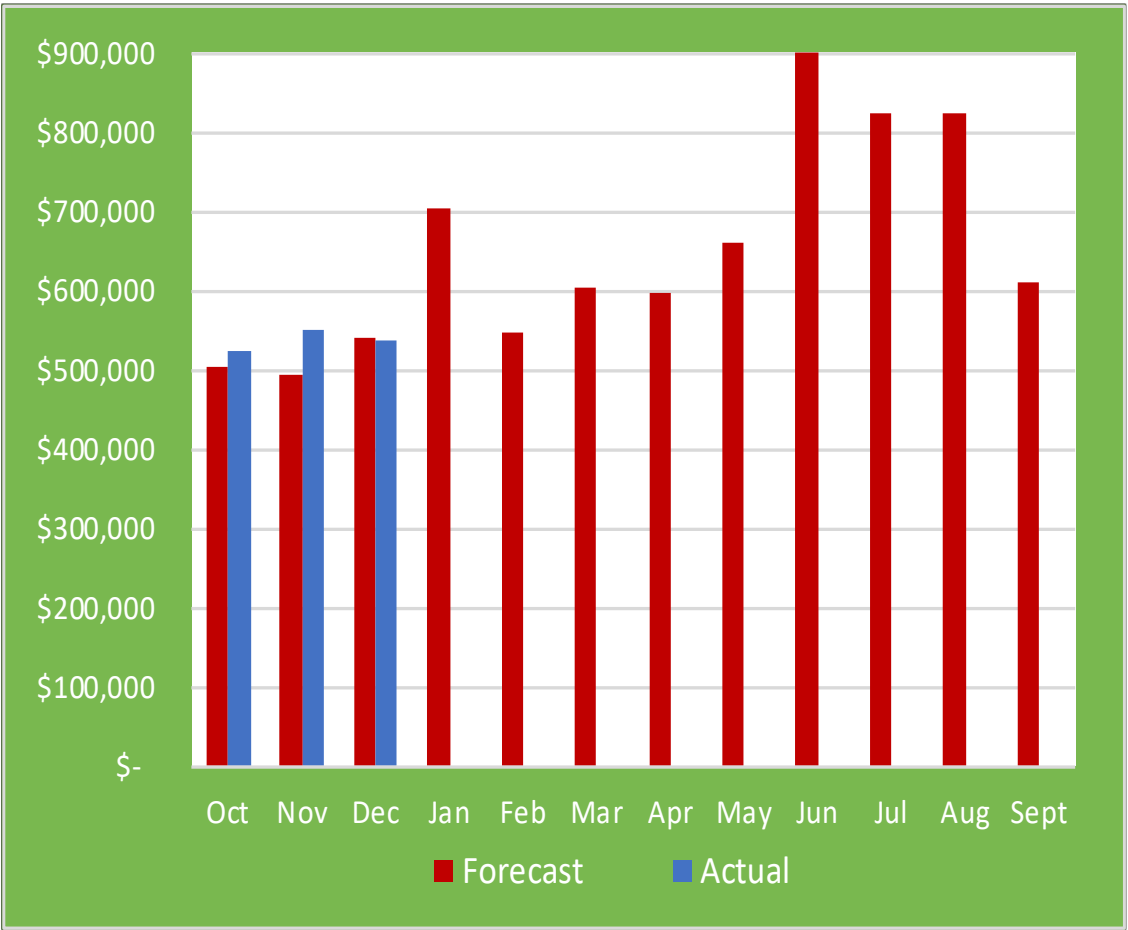
This page compares actual to forecast by the divisions within the Water/Wastewater department. The actual is almost 97% of forecast.

COMPREHENSIVE MONTHLY FINANCIAL REPORT – December 2022

REVENUE ANALYSIS

ELECTRIC FUND REVENUE

<u>Month</u>	<u>FY2023 Forecast</u>	<u>FY2023 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 502,421	\$ 525,195	\$ 22,774
Nov	494,748	549,744	\$ 54,996
Dec	541,646	537,080	\$ (4,566)
Jan	703,592		
Feb	546,713		
Mar	602,275		
Apr	596,937		
May	661,009		
Jun	900,177		
Jul	824,938		
Aug	824,553		
Sept	610,232		
Total	\$ 7,809,241	\$ 1,612,019	\$ 73,204
Cumulative Forecast	\$ 1,538,815		
Actual to Forecast	\$ 73,204	4.76%	



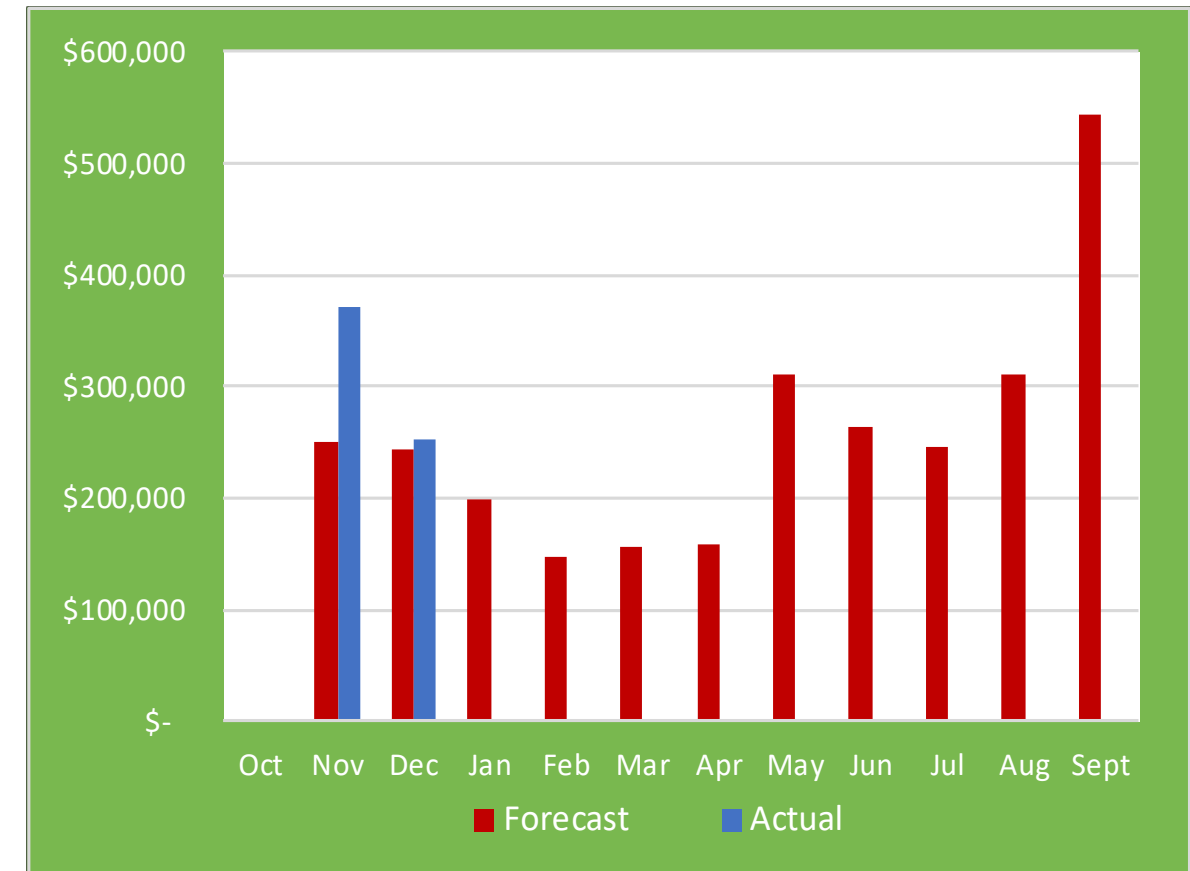
POSITIVE

The Electric utility revenue is 4.7% above forecasted revenue. There were no new meters set this month.

REVENUE ANALYSIS

HOTEL OCCUPANCY TAX REVENUE

<u>Month</u>	<u>FY2023 Forecast</u>	<u>FY2023 Actual</u>	<u>Monthly Variance</u>
Oct	\$ -	\$ -	\$ -
Nov	250,157	371,527	\$ 121,370
Dec	242,550	252,705	\$ 10,155
Jan	198,824		
Feb	148,190		
Mar	156,848		
Apr	159,209		
May	311,172		
Jun	262,639		
Jul	245,059		
Aug	310,732		
Sept	544,620		
Total	\$ 2,830,000	\$ 624,232	\$ 131,525
Cumulative Forecast	\$ 492,707		
Actual to Forecast %	\$ 131,525	26.7%	



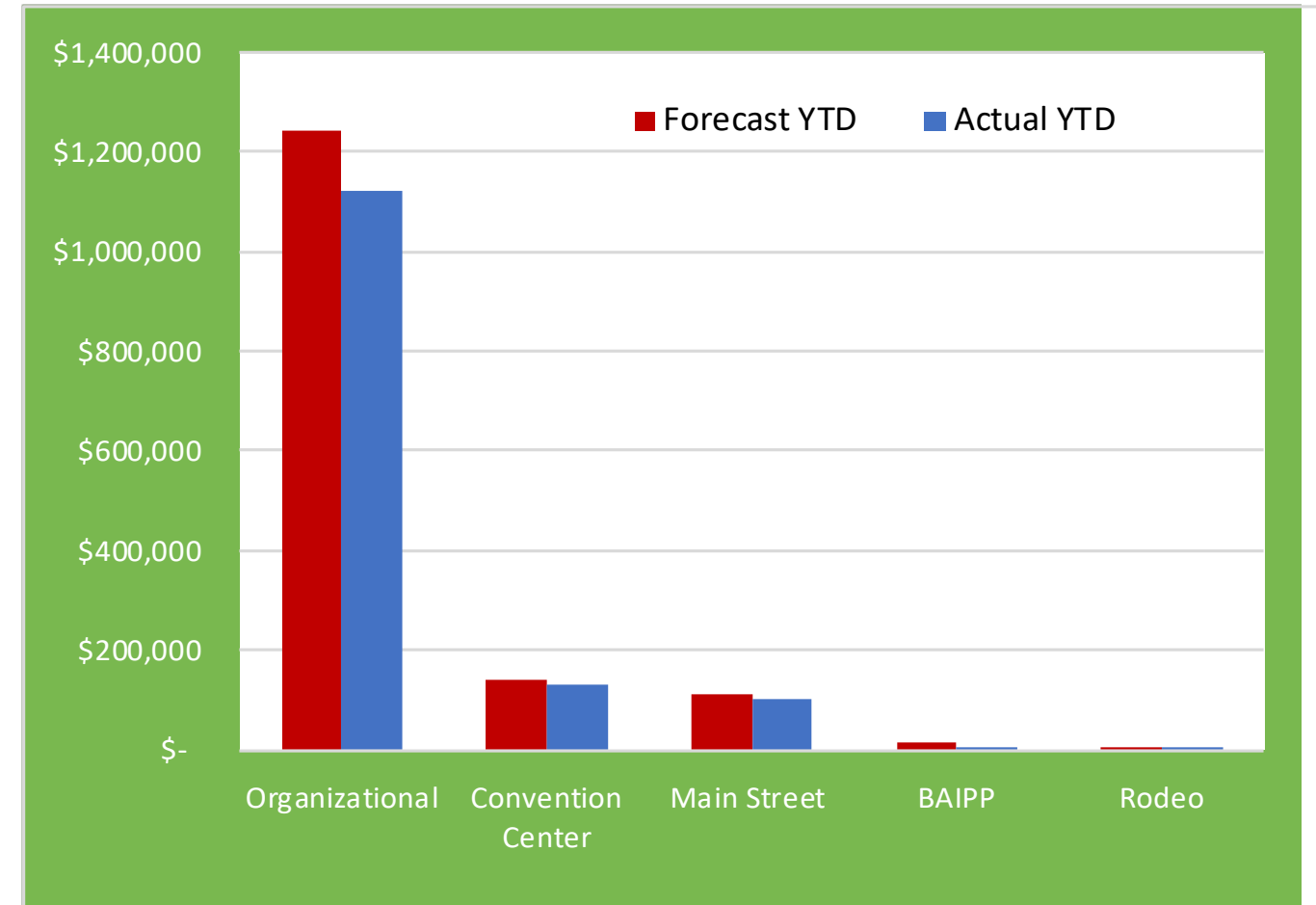
POSITIVE

This report is based on a cash method. The revenue is received by the City the month after collection. The September forecast represents the true-up of receipts for August and September. Actual is 26% over forecast.

EXPENSE ANALYSIS

HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION

<u>Division</u>	FY2023 <u>Forecast YTD</u>	FY2023 <u>Actual YTD</u>	<u>Variance</u>
Organizational	\$ 1,244,557	\$ 1,120,644	\$ (123,913)
Convention Center	140,581	130,151	\$ (10,430)
Main Street	112,045	100,127	\$ (11,918)
BAIPP	13,750	5,730	\$ (8,020)
Rodeo	800	803	\$ 3
Total	\$ 1,511,733	\$ 1,357,455	\$ (154,278)
Actual to Forecast		89.8%	



POSITIVE

This compares actual to forecast for each division located in the Hotel Occupancy Tax Fund. YTD is reporting actual at almost 90% of forecast.

Legal fees by Attorney/Category

COMPREHENSIVE MONTHLY FINANCIAL REPORT – December 2022

FIRM	CASE	FY20-21	FY21-22	FY22-23
BUNDREN				
	Pine Forest Interlocal	\$ 944	\$ 8,946	\$ -
BOJORQUEZ				
	General Legal	\$ 166,756	\$ 275,339	\$ 58,964
	NEU Review	\$ 8,493	\$ -	\$ -
	Bastrop 552	\$ 2,810	\$ 6,571	\$ -
	Crouch Suit	\$ -	\$ 12,006	\$ -
	Cox Suit	\$ -	\$ 11,122	\$ -
	COVID-19	\$ 186	\$ -	\$ -
	Pine Forest Interlocal	\$ -	\$ 3,710	\$ 256
	Prosecutor (Municipal Court)	\$ 16,331	\$ 21,783	\$ 4,063
	Water/WW	\$ 96,362	\$ 67,910	\$ 36,842
RUSSEL RODRIGUEZ HYDE				
	Hunter's Crossing PID	\$ 10,466	\$ 3,638	\$ 315
MULTIPLE FIRMS				
	WWW Contract reviews	\$ 1,425	\$ 17,836	\$ 3,535
	Crouch Suit	\$ -	\$ 11,896	\$ -
	Cox Suit	\$ -	\$ 11,994	\$ -
TAYLOR, OLSON, ADKIN S, SRALLA & ELAM				
	71 Bastrop & MC Bastrop 71	\$ 7,333	\$ 18,967	\$ -
		\$ 311,106	\$ 471,716	\$ 103,975

SUMMARY OF CASE/TYPE

Row Labels	Sum of FY20-21	Sum of FY21-22	Sum of FY22-23
71 Bastrop & MC Bastrop 71	\$ 7,333	\$ 18,967	\$ -
Bastrop 552	\$ 2,810	\$ 6,571	\$ -
COVID-19	\$ 186	\$ -	\$ -
General Legal	\$ 166,756	\$ 275,339	\$ 58,964
Hunter's Crossing PID	\$ 10,466	\$ 3,638	\$ 315
NEU Review	\$ 8,493	\$ -	\$ -
Pine Forest Interlocal	\$ 944	\$ 12,656	\$ 256
Prosecutor (Municipal Court)	\$ 16,331	\$ 21,783	\$ 4,063
W/WW Contract reviews	\$ 1,425	\$ 17,836	\$ 3,535
Water/WW	\$ 96,362	\$ 67,910	\$ 36,842
Crouch Suit	\$ -	\$ 23,901	\$ -
Cox Suit	\$ -	\$ 23,116	\$ -
Grand Total	\$ 311,106	\$ 471,716	\$ 103,975



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Receive presentation of TDA Form A1024 CDBG Section 3 Goals and Concepts as related to the CDBG Program and Grant Contract No. CDV21-0276 in the amount of \$350,000 for water line replacement in the Riverwood Drive neighborhood.

AGENDA ITEM SUBMITTED BY

Submitted by: Tracy Waldron, Chief Financial Officer

BACKGROUND/HISTORY:

The City of Bastrop was awarded \$350,000, through the Texas Community Development Block Grant Program, via the US Department of Housing and Urban Development and the Texas Department of Agriculture. This project is Riverwood Drive water line replacement. This project would replace smaller water lines with 6" lines. The specific parameters will be defined once the selected engineer is able to calculate the costs within the grant limits of \$323,100 available for construction.

As a condition of funding, the City must comply with Section 3 of the Housing and Urban Development Act of 1968 and direct economic opportunities generated by CDBG funds to low and very low-income persons to the greatest extent possible.

FISCAL IMPACT

The funding for the project is part of the FY 22/23 budget in the Grant Fund page 116.

A1024 Section 3 Presentation to City of Bastrop



The City of Bastrop recently received the following grant award:

- Grant Contract No. CDV21-0276
- Award Amount: \$350,000.00

Project: Water line replacement in Riverwood Drive neighborhood.



The grant is funded through the
Community Development Block Grant, via:

- U.S. Department of Housing and Urban Development
- Texas Department of Agriculture



Section 3 Concepts

Item 6C.

- As a condition of funding, the City of Bastrop must comply with Section 3 of the Housing and Urban Development Act of 1968.
- To the greatest extent feasible, Grant Recipients must direct economic opportunities generated by CDBG funds to low- and very low-income persons.



Section 3 Concepts

In part, this means ensuring that:

- Section 3 Businesses have the information to submit a bid or proposal for the project; and
- Section 3 Workers have information about any available job opportunities related to the project.

For precise definitions, see TxCDBG Policy Issuance 20-01



Section 3 Business

A company may qualify as a Section 3 Business if:

- it is owned by low-income persons;
- it is owned by Section 8-Assisted housing residents; or
- 75% of all labor hours for the business in a 3-month period are performed by Section 3 Workers

Register at:

- HUD's Section 3 website:
<https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>
- [local/regional registry for disadvantaged businesses if applicable]



Section 3 Business

Item 6C.

This project is expected to include the following contracting opportunities:

- Grant Administration services: Grantworks
- Engineering Services: TRC Companies, Inc.
- Prime Contractor for replacing water line
- Subcontractors for [list trades]



Section 3 Worker

You may qualify as a Section 3 Worker if:

- Your annual income is below the county threshold for your family size:
- You are a current or recent Youthbuild participant

Register your information and search for opportunities at:

- WorkInTexas.com
- HUD's Section 3 Opportunity Portal
<https://hudapps.hud.gov/OpportunityPortal/>
- [local/regional job board if applicable]

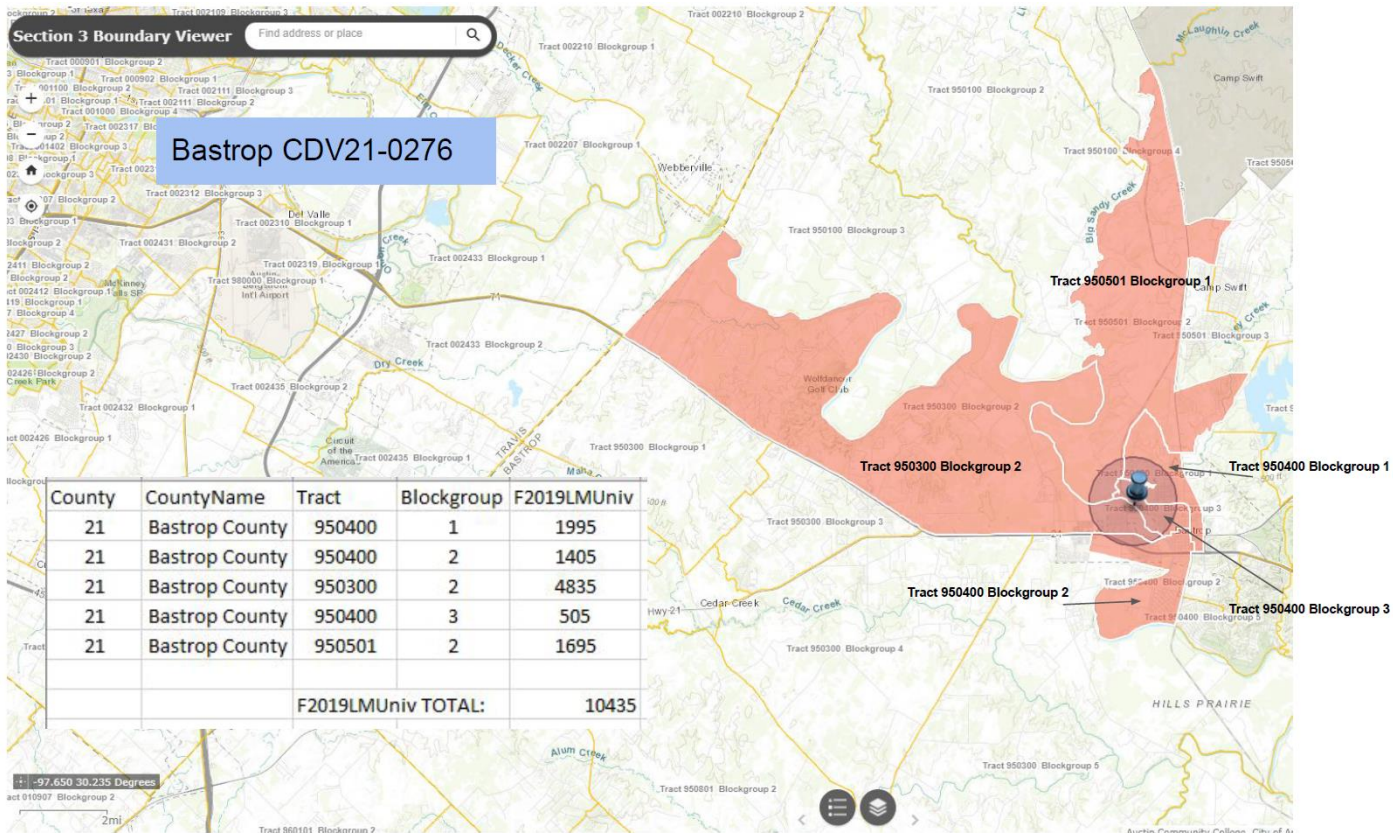


Targeted Section 3 Worker

Item 6C.

Section 3 Boundary Workers that reside near the project location may also qualify as Targeted Section 3 Workers.

For this project, that service area is defined by this map:





Recordkeeping

The City of Bastrop will track all hours worked on the project based on the three categories of workers.

This will require collection of certain income information.





For More Information

TxCDBG Policy Issuance 20-01

[REVISED Policy Issuance 20-01 Section 3 v1.pdf](#)
texasagriculture.gov

24 CFR Part 75

[Electronic Code of Federal Regulations \(eCFR\)](#)



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Consider action to approve City Council minutes from the January 10, 2023, Regular meeting.

AGENDA ITEM SUBMITTED BY:

Submitted by: Ann Franklin, City Secretary

RECOMMENDATION:

Ann Franklin, City Secretary recommends approval of City Council minutes from the January 10, 2023, Regular meeting.

ATTACHMENTS:

1. January 10, 2023, DRAFT Regular Meeting Minutes.



JANUARY 10, 2023

The Bastrop City Council met in a regular meeting on Tuesday, January 10, 2023, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Schroeder and Mayor Pro Tem Rogers and Council Members Lee, Plunkett, Crouch, and Kirkland. Officers present were: City Manager, Sylvia Carrillo; City Secretary, Ann Franklin; and City Attorney, Alan Bojorquez.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Nelle Salinas, Sophia Morales, and Trinity Ramirez, Cedar Creek Middle School Student Council, led the pledges.

INVOCATION

Ketrich Steger, Pastor of The Refuge, gave the invocation.

PRESENTATIONS

- 4A. Mayor's Report
- 4B. Council Members' Report
- 4C. City Manager's Report
- 4D. City Attorney's Report
- 4E. A proclamation of the City Council of the City of Bastrop, Texas, recognizing January 16, 2023, as Dr. Martin Luther King, Jr. Day.
Submitted by: Ann Franklin, City Secretary
The proclamation was read into record by Mayor Schroeder.
- 4F. Presentation of Lost Pines Christmas Parade Winners.
Submitted by: Kathy Danielson, Special Event Manager
The presentation was made by Kathy Danielson, Special Event Manager.

EXECUTIVE SESSION

The City Council met at 7:06 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 10A. City Council shall convene into closed executive session pursuant to Texas Government Code section 551.071 to seek the advice of legal counsel regarding pending legal matter Cause No. 1:20-cv-00317-LY-DH in U.S. District Court.

Mayor Schroeder recessed the Executive Session at 7:28 p.m.

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

No action taken.

WORK SESSIONS/BRIEFINGS - NONE**STAFF AND BOARD REPORTS**

- 6A. Receive presentation of the Strategic Budget Planning Calendar for Fiscal Year 2023-2024.
Submitted by: Tracy Waldron, Chief Financial Officer
The presentation was made by Tracy Waldron, Chief Financial Officer.
- 6B. Receive presentation on the unaudited Monthly Financial Report for the period ending November 30, 2022.
Submitted by: Tracy Waldron, Chief Financial Officer
The presentation was made by Tracy Waldron, Chief Financial Officer.

CITIZEN COMMENTS**SPEAKERS**

Roger Wallace Henderson
706 MLK Dr.
Bastrop, Texas 78602

Lillie Piper
2110 Pecan Street
Bastrop, Texas 78602
(512) 789-8662

CONSENT AGENDA

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

- 8A. Consider action to approve City Council minutes from the December 13, 2022, Regular meeting; December 20, 2022, Special meeting; and January 3, 2022, Special meeting.
Submitted by: Ann Franklin, City Secretary
- 8B. Consider action to approve Resolution No. R-2023-04 of the City Council of the City of Bastrop, Texas confirming appointment by the Mayor of David Barrow to Place 9 of the Planning & Zoning Commission, as required in Section 3.08 of the City's Charter, and establishing an effective date.
Submitted by: Ann Franklin, City Secretary
- 8C. Consider action to approve the second reading of Ordinance No. 2022-16 of the City Council of the City of Bastrop, Texas, updating the Bastrop Code of Ordinances, adding Chapter 13, Article 13.13, Entitled "Licensing Agreement for Attachments to Utility Facilities"; adding Section 13.13.001, "General Provisions"; adding Section 13.13.002 "Standard Licensing Agreement for Attachments to Utility Facilities"; and

providing for: findings of fact, enactment, enforcement, repealer and severability, establishing an effective date, proper notice and meeting.

Submitted by: Tracy Waldron, Chief Financial Officer

- 8D. Consider action to approve the second reading of Ordinance No. 2022-28 to adopt the 2023 Schedule of Uniform Submittal Dates for Site Plans, Place Type Zoning changes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans in accordance with the Bastrop Building Block (B³) Code Section 2.3.004 Annual Adoption of Schedule of Uniform Submittal Dates, and the Bastrop Building Block (B³) Technical Manual Section 1.2.002 Uniform Submittal Dates, as shown in Exhibit A.
Submitted by: Jennifer C. Bills, Director of Planning & Development
- 8E. Consider action to approve Resolution No. R-2023-07 of the City Council of the City of Bastrop, Texas approving the Bastrop Police Department to accept a grant from the U.S. Department of Justice's FY2023 General Victim Assistance Grant Program for a Victim's Assistant Specialist at a total cost of Sixty-Two Thousand three hundred seventy-six dollars and eighty-seven cents (\$62,376.87) with no matching funds from the City of Bastrop; authorizing the Chief of Police or Interim Chief of Police as the Grantee's Authorized Official; providing for a repealing clause; and establishing an effective date.
Submitted by: Tracy Waldron, Chief Financial Officer
- 8F. Consider action to approve Resolution No. R-2023-03 of the City Council of the City of Bastrop, Texas confirming appointment by the Mayor of Merrique Deschamault to Place 10 and Debora Acosta to Place 12 of the Youth Advisory Council, as required in Section 3.08 of the City's Charter, and establishing an effective date.
Submitted by: Candice Butts, Main Street Manager
- 8G. Consider action to approve Resolution No. R-2023-01 of the City Council of the City of Bastrop, Texas, approving the City of Bastrop Public Library Circulation Policy, attached as Exhibit A; providing for bi-annual review; providing for a repealing clause; and establishing an effective date.
Submitted by: Bonnie Pierson, Library Director
- 8H. Consider action to approve Resolution No. R-2023-08 of the City Council of the City of Bastrop, Texas, approving a change order with O.R. Colan Associates LLC in the amount of Forty-one thousand dollars and zero cents (\$41,000.00); authorizing the City Manager to execute all necessary documents; providing for findings of fact, repealer, and severability; establishing an effective date.
Submitted by: Trey Job, Assistant City Manager

ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Consider action to approve Resolution No. R-2023-06 of the City Council of the City of Bastrop, Texas, establishing priorities for the 88th Legislative Session in Texas, and authorizing the Mayor, Mayor Pro-Tem, City Manager, and City Attorney to communicate with the Office of the Governor and Texas Legislature on behalf of the City of Bastrop, Texas.

Submitted by: Sylvia Carrillo, City Manager

A motion was made by Mayor Pro Tem Rogers to approve Resolution No. R-2023-06, seconded by Council Member Lee, motion was approved on a 5-0 vote.

- 9B. Consider action to approve Resolution No. R-2023-02 of the City Council of the City of Bastrop, Texas, calling for and establishing the procedures for a May 6, 2023, General Election for Bastrop, Texas; and providing an effective date.

Submitted by: Ann Franklin, City Secretary

Presentation was made by Ann Franklin, City Secretary.

A motion was made by Council Member Lee to approve Resolution No. R-2023-02, seconded by Council Member Plunkett, motion was approved on a 5-0 vote.

- 9C. Consider action to approve Resolution No. R-2023-05 of the City Council of the City of Bastrop, Texas, approving a contract for election services between the Elections Administrator of Bastrop County and the City of Bastrop for the May 6, 2023, General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.

Submitted by: Ann Franklin, City Secretary

Presentation was made by Ann Franklin, City Secretary.

A motion was made by Council Member Lee to approve Resolution No. R-2023-05, seconded by Council Member Kirkland, motion was approved on a 5-0 vote.

EXECUTIVE SESSION CONTINUED

The City Council met at 8:05 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:

- 10B. City Council shall convene into closed executive session pursuant to Texas Government Code section 551.071 to seek the advice of legal counsel regarding law related to Request for Proposals for Municipal Solid Waste Collection and Disposal Services.
- 10C. City Council shall convene into closed executive session pursuant to Texas Government Code section 551.071 to seek the advice of legal counsel regarding communications with parties represented by legal counsel and engaged in actual or threatened litigation.

Mayor Schroeder recessed the Executive Session at 9:09 p.m.

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

No action taken.

Adjourned at 9:09 p.m. without objection.

APPROVED:

ATTEST:

Mayor Connie Schroeder

City Secretary Ann Franklin

The Minutes were approved on January 24, 2023, by Council Member **Name**'s motion, Council Member **Name**'s second. The motion was approved on a **5-0** vote.



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Consider approval of Resolution No. R-2023-11 of the City Council of the City of Bastrop, Texas cancelling the March 14, 2023, Council Meeting; establishing a repealing clause; and providing an effective date.

STAFF REPRESENTATIVE:

Sylvia Carrillo, City Manager



RESOLUTION NO. R-2023-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS
CANCELLING THE MARCH 14, 2023, COUNCIL MEETING; ESTABLISHING A
REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

WHEREAS, the City Charter, Section 3.12, Meetings, requires that the Council shall meet regularly and at least once a month; and

WHEREAS, the City Council will hold its regularly scheduled meeting on Tuesday, March 28, 2023, which meets the Charter requirement to meet at least once a month; and

WHEREAS, the Bastrop Independent School District observes Spring Break March 13, 2023, through March 17, 2023; and

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

Section 1: That the City Council cancels the March 14, 2023, Council meeting in observance of Spring Break.

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 24th day of January 2023.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Consider action to approve Resolution No. R-2023-09 of the City Council of the City of Bastrop, Texas approving the installation of two Murals in Bob Bryant Park authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Submitted by: Candice Butts, Main Street Manager

BACKGROUND/HISTORY:

The installation of two park murals in Bob Bryant Park is a partnership between the Cultural Arts Commission, Parks and Public Tree Advisory Board, and Bastrop Independent School District (BISD). The Cultural Arts Commission recommends installing the murals in the culvert area near the bridge in Bob Bryant Park due to regular vandalism from unauthorized graffiti.

In October 2022, the Cultural Arts Commission began working closely with a BISD art class on the design and installation of the mural. The class developed two mural designs that reflect the Bastrop community, and if approved, the installation will begin in March 2023 during Spring Break.

The murals will be installed with anti-graffiti topcoat to counteract and discourage the vandalism. Anti-graffiti paints are specially designed to protect against graffiti, making it easier to clean surfaces without having to repaint them. When applied, the anti-graffiti coating creates a special, highly cross-linked film, which prevents the chemicals that normally make up spray and permanent markers from penetrating the paint thus staining the surface beneath. Anti-graffiti paints must guarantee at least 10 cycles of soiling and subsequent cleaning without the coating and its chemical and physical properties being affected.

On January 3, 2023, the mural designs and project details were presented to the Cultural Arts Commission, where it unanimously voted to recommend the installation to City Council for approval. The designs and project details were also presented to the Parks and Public Tree Advisory Board on January 5, 2023, where the board also unanimously voted in favor on the recommendation.

FISCAL IMPACT:

\$1,000 from Fiscal Year 2023 Cultural Arts Commission budget from Hotel Occupancy Tax Fund

RECOMMENDATION:

Consider action to approve Resolution No. R-2023-09 of the City Council of the City of Bastrop, Texas approving the installation of two Murals in Bob Bryant Park authorizing the City Manager

to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

ATTACHMENTS:

1. Resolution R-2023-09
2. Bob Bryant Park Mural Designs and Location

RESOLUTION NO. R-2023-09

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING THE INSTALLATION OF TWO MURALS IN BOB BRYANT PARK; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

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

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

WHEREAS, the City of Bastrop's vision for arts and culture builds on the City's variety and strength of its arts and culture assets and recognizes that its economy, sense of place, and authentic character are all deeply intertwined; and

WHEREAS, the City of Bastrop was recognized by the Texas Commission on the Arts as a Cultural Arts Designation in 2012; and

WHEREAS, the Bastrop Cultural Arts Commission has prepared a proposal for two murals, designed to beautify City's Parks and detour vandalism due to unauthorized graffiti, to be installed on culvert near the bridge in Bob Bryant Park: and

WHEREAS, the City of Bastrop Cultural Arts Commission has authorized \$1,000.00 budget for the installation which will cover the costs of the mural paint, anti-graffiti coating, and additional supplies; and

WHEREAS, the installation of the Bob Bryant Park mural will be completed by the Bastrop Independent School District art class in partnership with the Cultural Arts Commission; and

WHEREAS, the Cultural Arts Commission and Parks and Public Tree Advisory Board both voted unanimously in support of the proposed project at their January 2023 meetings.

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

Section 1: That the City Manager is hereby authorized to execute all necessary documents, authorizing the creation of murals in Bob Bryant Park.

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

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

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 24th day of January 2023.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney

BOB BRYANT PARK MURALS

Proposed Location



Proposed Designs





STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Consider action to approve Resolution No. R-2023-10 of the City Council of the City of Bastrop, Texas removing from office Kristi Koch as member of the Bastrop Planning and Zoning Commission; and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Connie Schroeder, Mayor

RECOMMENDATION:

Consider action to approve Resolution No. R-2023-10 of the City Council of the City of Bastrop, Texas removing from office Kristi Koch as member of the Bastrop Planning and Zoning Commission; and establishing an effective date.

ATTACHMENTS:

- Resolution



RESOLUTION NO. R-2023-10

A RESOLUTION OF THE CITY OF BASTROP, TEXAS, REMOVING FROM OFFICE KRISTI KOCH AS MEMBER OF THE BASTROP PLANNING & ZONING COMMISSION; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop (City) authorized the creation of the Bastrop Planning and Zoning Commission (P&Z) in accordance with Texas Local Government Code Chapter 505; and

WHEREAS, the City Council of the City of Bastrop (City Council) is the governing body with the statutory authority to appoint and remove the P&Z commission members pursuant to Texas Local Government Code Section 501.062, and Bastrop Code of Ordinances Article 1.04 and Charter Article XII; and

WHEREAS, the City Council finds this Resolution to be reasonable, necessary, and in public interest.

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

Section 1: The City Council hereby removes Kristi Koch from office *effective immediately*, thereby relieving her of all official duties and rendering vacant her seat on the P&Z Commission.

Section 2: The City Council requests that the Mayor nominate a worthy candidate to fill the vacant position and seek the City Council's concurrence in accordance with the Bastrop Code of Ordinances.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 24th day of January, 2023.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Consider action to approve Resolution No. R-2023-13 of the City Council of the City of Bastrop, Texas authorizing the City Manager to enter into an agreement with Bellamont, LLC for the purchase of real property related to future right of way currently described as Vista Puente Drive; and establishing an effective date.

STAFF REPRESENTATIVE:

Trey Job, Acting City Manager

BACKGROUND/HISTORY:

The City of Bastrop entered into a development agreement with Continental Homes of Texas L.P. in July of 2021. The future 1600 home subdivision known as Val Verde requires access to water and wastewater facilities. As the developer began negotiating for easements and the attempts were unsuccessful the city has assisted in facilitating the purchase of a future right of way that will provide the needed space to allow the construction of future utilities and future roadway improvements that are consistent with the City of Bastrop's approved Transportation Master Plan.

During the negotiation City Council has been made aware of the offers and counter offers received from the three landowners. Two of the three have agreed to an amount that is within the parameters discussed in executive session. The City will now send the necessary documents with the agreed upon price for the landowners to execute. Once that has been done closings can be scheduled and the city Manager can execute all necessary documents.

FUNDING SOURCE:

Water and Wastewater capital fund.

RECOMMENDATION:

ATTACHMENTS:

- Resolution No. R-2023-13

RESOLUTION NO. R-2023-13

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH BELLAMONT, LLC FOR THE PURCHASE OF REAL PROPERTY RELATED TO FUTURE RIGHT OF WAY CURRENTLY DESCRIBED AS VISTA PUENTE DRIVE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Bastrop, Texas (“City Council”) has appointed the City Manager as the Chief Administrative Officer of the City; and

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

WHEREAS, the City of Bastrop City Council understands the importance of future planning efforts and the need for land acquisition that serves a public purpose such as public access and transportation is vital to good and orderly development; and

WHEREAS, the City of Bastrop, Texas (“City”) hereby finds the need for additional land serve the public by providing future transportation improvements, water and wastewater access, and all are vital to public safety; and

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

SECTION 1: The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.

SECTION 2: The City desires to execute an agreement with Bellamont, LLC

SECTION 3: The City Manager is hereby authorized to execute an agreement between City of Bastrop and Bellamont, LLC for the purchase of future right of way.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 24th day of January 2023.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Consider action to approve Resolution No. R-2023-12 of the City Council of the City of Bastrop, Texas authorizing the City Manager to enter into an agreement with IIP-TX 2, LLC for the purchase of real property related to future right of way currently described as Vista Puente Drive; and establishing an effective date.

STAFF REPRESENTATIVE:

Trey Job, Acting City Manager

BACKGROUND/HISTORY:

The City of Bastrop entered into a development agreement with Continental Homes of Texas L.P. in July of 2021. The future 1600 home subdivision known as Val Verde requires access to water and wastewater facilities. As the developer began negotiating for easements and the attempts were unsuccessful the city has assisted in facilitating the purchase of a future right of way that will provide the needed space to allow the construction of future utilities and future roadway improvements that are consistent with the City of Bastrop's approved Transportation Master Plan.

During the negotiation City Council has been made aware of the offers and counter offers received from the three landowners. Two of the three have agreed to an amount that is within the parameters discussed in executive session. The City will now send the necessary documents with the agreed upon price for the landowners to execute. Once that has been done closings can be scheduled and the city Manager can execute all necessary documents.

FUNDING SOURCE:

Water and Wastewater capital fund.

RECOMMENDATION:

ATTACHMENTS:

- Resolution No. R-2023-12

RESOLUTION NO. R-2023-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH IIP-TX 2, LLC FOR THE PURCHASE OF REAL PROPERTY RELATED TO FUTURE RIGHT OF WAY CURRENTLY DESCRIBED AS VISTA PUENTE DRIVE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Bastrop, Texas (“City Council”) has appointed the City Manager as the Chief Administrative Officer of the City; and

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

WHEREAS, the City of Bastrop City Council understands the importance of future planning efforts and the need for land acquisition that serves a public purpose such as public access and transportation is vital to good and orderly development; and

WHEREAS, the City of Bastrop, Texas (“City”) hereby finds the need for additional land serve the public by providing future transportation improvements, water and wastewater access, and all are vital to public safety; and

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

SECTION 1: The foregoing recitals are incorporated into this Resolution by reference as findings of fact as if expressly set forth herein.

SECTION 2: The City desires to execute an agreement with IIP-TX2, LLC.

SECTION 3: The City Manager is hereby authorized to execute an agreement between City of Bastrop and IIP-TX-2, LLC for the purchase of future right of way.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 24th day of January 2023.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney



STAFF REPORT

MEETING DATE: January 24, 2023

TITLE:

Consider approval of Resolution No. 2023-14 of the City Council, of the City of Bastrop, Texas, authorizing the City Manager to execute an interlocal agreement with the Bastrop Independent School District on behalf of the City providing for deferred platting for certain land use and construction projects.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo, City Manager

BACKGROUND/HISTORY:

Bastrop ISD (BISD) is currently working on several construction projects in the City limits including Mina elementary and Bastrop High School among others.

Existing state statues and city ordinances prevent a building permit from being issued without a legally recorded plat. However, BISD acquired many properties through various methods including eminent domain, foreclosure, etc, and as a result, are unable to provide adequate legal ownership of lots preventing staff from issuing permits and the projects to continue to move forward.

In the spirit of compromise, an interlocal agreement deferring platting and allowing construction to continue will allow the projects to move forward. BISD has agreed that a Final Certificate of Occupancy, (C of O) would not be granted until such time as the final plat is recorded.

This item allows the City Manager and Superintendent to enter into the agreement.

FISCAL IMPACT:

None

RECOMMENDATION:

Approve the resolution

ATTACHMENTS:

1. Resolution

CITY OF BASTROP

RESOLUTION NO. R-2023-14

DEFERRED PLATTING AGREEMENT WITH BASTROP ISD**A RESOLUTION OF THE CITY OF BASTROP, TEXAS,
AUTHORIZING THE CITY MANAGER TO EXECUTE AN
INTERLOCAL AGREEMENT WITH THE BASTROP
INDEPENDENT SCHOOL DISTRICT ON BEHALF OF THE
CITY PROVIDING FOR DEFERRED PLATTING FOR
CERTAIN LAND USE AND CONSTRUCTION PROJECTS**

WHEREAS, the City of Bastrop (City) regulates land use, construction, and development activities in the City Limits and Extraterritorial Jurisdiction, including the administration of building permits, plat approvals, etc.; and

WHEREAS, the Bastrop Independent School District (BISD) is actively engaged in the development of and construction upon land for public school purposes; and

WHEREAS, BISD has encountered certain challenges regarding the City's timeline for regulatory permitting and BISD's construction of necessary improvements; and

WHEREAS, the City of Bastrop ("City Council") understands development processes have varying levels of approval that ensure, access, utilities, and other life safety aspects are important to good, organized development; and

WHEREAS, the City Council of the City of Bastrop ("City Council") finds that under the circumstances it is reasonable and necessary to cooperate with the BISD to provide an enhanced level of procedural flexibility given the public interests involved in this process.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bastrop:

Section 1: The City Council hereby authorizes the City Manager to execute an Interlocal Agreement with the BISD on behalf of the City consistent with these terms and conditions:

(a) The Agreement enables the City to proceed with the pending permitting process of reviewing and approving BISD's applications in a timely manner; and

(b) The Agreement provides mutual acknowledgment by the City and

BISD that the City is deviating from its standard procedures by delaying application of provisions in the City’s Code of Ordinances to allow BISD additional time to submit to the City certain information necessary for plat approval (replatting, plat amendment, etc.) process; and

(c) The agreement will address issues such as traffic impacts and mitigation for all BISD campuses in an effort to minimizing the impact of traffic to the surrounding neighborhoods; and

(d) The Agreement obligates BISD to submit to the City documentation deemed acceptable by the City Attorney to establish BISD’s ownership interests in the real property related to the pending development approvals.

(e) The Agreement is in a form approved by the City Attorney.

Section 2: The meeting at which this Resolution was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Texas Open Meetings Act.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 24th day of January, 2023.

APPROVED:

Connie B. Schroeder, Mayor

ATTEST:

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Alan Bojorquez, City Attorney