

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



February 11, 2025

Regular City Council Meeting at 6:30 PM

Amended Agenda – Items 4B and 11L added

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** - Ivany Monroy and Andrew Sanders, Cedar Creek Intermediate School Choir

TEXAS PLEDGE OF ALLEGIANCE - *Honor the Texas Flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.*
- 3. INVOCATION** - Bob Long, City of Bastrop Police Chaplain
- 4. EXECUTIVE SESSION**

4A. 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 regarding a land license agreement at the Rusty Reynolds Fields.

4B. Texas Government Code Section 551.071 and Section 551.072 to seek the advice of legal counsel regarding a possible purchase of property located near Walnut and Martin Luther King Dr.

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

6. PRESENTATIONS

6A. Mayor Pro Tem's Report

6B. Council Members' Report

6C. City Manager's Report

A. Update on Bastrop Building Block (B3) Code changes thus far

B. Remaining items to cover regarding the B3 Code

C. Amortization schedule for debt (Water, Wastewater, General Fund) requested at the January 28, 2025 meeting

D. January 2025 City Manager's Report

6D. PROCLAMATION - Honoring Azie Taylor Morton, the first and only African American Treasurer of the United States.

Submitted by: Council Member Cynthia Meyer

7. WORK SESSIONS/BRIEFINGS

7A. Presentation regarding a Ridesharing Program for the City of Bastrop.

Submitted by: Viviana Nicole Andres, Assistant to the City Manager

8. FINANCIAL TRANSPARENCY AND BUDGET PREPARATION

8A. Receive a presentation on the unaudited Monthly Financial Report for the months of November and December 2024.

Submitted by: Laura Allen, Assistant Finance Director

8B. Review and discuss the Bastrop Fire Department and Bastrop Power and Light Budget.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

9. CITIZEN COMMENTS

At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Council must complete a citizen comment

form and give the completed form to the City Secretary prior to the start of the City Council meeting. Alternately, if you are unable to attend the council meeting, you may complete a citizen comment form with your comments at www.cityofbastrop.org/citizencommentform 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.

10. CONSENT AGENDA

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

10A. Consider and act to approve the following Bastrop City Council meeting minutes:

1. Wednesday, January 22, 2025, Special Meeting;
2. Monday, January 27, 2025, Joint Council and Bastrop EDC Meeting; and
3. Tuesday, January 28, 2025, Regular Meeting.

Submitted by: Victoria Psencik, Assistant City Secretary

10B. Consider and act on the process for City Council to engage legal and direct staff to provide a resolution amending the Rules of Procedure at the February 25, 2025 meeting.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

10C. Consider and act on Resolution No. R-2025-30, approving an agreement for the provision of Main Street Program support between the City of Bastrop and the Bastrop Economic Development Corporation.

Submitted by: Angela Ryan, BEDC Operations Manager

10D. Consider and act on Resolution No. R-2025-31, approving an agreement for the provision of support services between the City of Bastrop and the Bastrop Economic Development Corporation.

Submitted by: Angela Ryan, BEDC Operations Manager

10E. Consider and act on Resolution No. R-2025-36, confirming the appointments of Barbara Caldwell, Place 2 and Judge Elizabeth Beyer, Place 5, as members of the City's Ethics Board, as required in Section 3.08 of the City's Charter.

Submitted by: Mayor Pro Tem John Kirkland and Council Member Cynthia Meyer

- [10F.](#) Consider and act on Resolution No. R-2025-38, allowing the Save an Angel organization to waive the Special Event Permit fee and to utilize the City Hall Parking lot, located at 1311 Chestnut Street, on the 3rd Sunday of each month for free rabies vaccinations for pets, open to the public.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

11. ITEMS FOR INDIVIDUAL CONSIDERATION

- [11A.](#) A) Consider and act on Resolution No. R-2025-34, on City Staff's recommendation regarding the bids received for the City of Bastrop's request for proposals for depository and banking services and authorizing a second request for proposals for Depository and Banking Services.

B) Consider and act on Resolution R-2025-35, approving to extend the term of the current Bank Depository Agreement with First National Bank of Bastrop, from January 31, 2025 until January 31, 2026.

Submitted by: Laura Allen, Assistant Finance Director

- [11B.](#) Consider and act on the first reading of Ordinance No. 2025-09, setting the salary for the Office of the Presiding Municipal Court Judge, and approving an amendment to the agreement between the City and Caroline A. McClimon, JD, to reflect such salary increase.

Submitted by: Andres Rosales, Assistant City Manager

- [11C.](#) Consider and act on Resolution No. R-2025-37, supporting the submission of preliminary applications to the Texas Department of Transportation (TxDOT), for the Transportation Alternatives Set Aside Program 2025 Call for Projects.

Submitted by: Elizabeth Wick, CFM, Project Manager

- [11D.](#) Consider and act to approve the first reading of Ordinance No. 2025-07, establishing and adopting a short-term rental registration process; amending the Bastrop Code of Ordinances, Chapter 4, by enacting Article 4.13, Sections 4.13.001 – 4.13.012 titled "Short Term Rentals"; and move to include on the February 25, 2025, Consent Agenda for second reading.

Submitted by: Viviana Nicole Andres, Assistant to the City Manager

- [11E.](#) Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-10, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES (c); and move to include on the February 25, 2025 Consent Agenda for the second reading.

Submitted by: Kennedy Higgins, Senior Planner, Development Services

- [11F.](#) Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-11, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES

adding (c) and (d); 6.3.004 PROTECTED & HERITAGE TREES changing (c) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES changing (e) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES adding (g)(1) and (h) (1) and (2); 6.3.004 PROTECTED & HERITAGE TREES adding (f) (2); and move to include on the February 25, 2025 Consent Agenda for the second reading.

Submitted by: Kennedy Higgins, Senior Planner, Development Services

[11G.](#) Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-12, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Chapter 10, Definitions; and move to include on the February 25, 2025 Consent Agenda for the second reading.

Submitted by: Kennedy Higgins, Senior Planner, Development Services

[11H.](#) Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-13, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Technical Manual, TABLE 2.1.003 Preferred Plant List; and move to include on the February 25, 2025 Consent Agenda for the second reading.

Submitted by: Kennedy Higgins, Senior Planner, Development Services

[11I.](#) Consider and act on the first reading of Ordinance No. 2025-14, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan; and move to include on the February 25, 2025, consent agenda for a second reading.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

[11J.](#) Consider and act on Resolution No. R-2025-23, determining costs of the proposed Public Improvements in the Valverde Public Improvement District, approving a proposed assessment roll for improvement area #1, and making related findings and determinations, in accordance with Chapter 372 of the Texas Local Government Code.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

[11K.](#) Consider and act on Resolution No. 2025-22, approving the form and authorizing the distribution of a preliminary limited offering memorandum for “City of Bastrop, Texas Special Assessment Revenue Bonds, Series 2025 (Valverde Public Improvement District)”.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

[11L.](#) Consider and act on Resolution No. R-2025-39, supporting the application for Housing Tax Credits for the proposed development, Pine Creek Senior Apartments, for 52 senior age-restricted Low-Income Housing Tax Credit units, to be located on Lovers Lane south of SH 71; confirming support for the application; authorizing the City Manager to grant a Two-Hundred Fifty Dollar and No Cents (\$250.00) reduction in fees for the development to meet all program criteria.

Andres Rosales, Assistant City Manager

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).

Notice is hereby given of the possibility of a quorum of any of the City of Bastrop Boards and Commissions at this City Council Meeting.

NO Board/Commission action will be taken; NO deliberations will be held; and NO Board/Commission business will be conducted.

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, February 7, 2025 at 5:00p.m. and remained posted for at least two hours after said meeting was convened.

/s/Victoria Psencik
Victoria Psencik, Assistant City Secretary



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Mayor Pro Tem's Report

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

POLICY EXPLANATION:

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

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

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

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



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Council Members' Report

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

POLICY EXPLANATION:

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

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

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

- (1) expressions of thanks, congratulations, or condolence;
- (2) information regarding holiday schedules;
- (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision;
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- (6) announcements involving an imminent threat to the public health and safety of people in the political subdivision that has arisen after the posting of the agenda.



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

City Manager's Report

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, 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.



To: Sylvia Carrillo, City Manager

From: Kennedy Higgins, Senior Planner- Development Services

Date: February 6, 2025

Subject: B3 Text Amendments from 2023 to Current

Below is a list of the code amendments that have been made to the B3 code starting from 2023 to current.

Ordinance Number	Summary
2023-04	Fence requirements – removed the requirement of a permit for fences under 7 feet, removed specification that the front façade must have 50% transparency.
April 2023	City Attorney advises Iredell District is not legal. Issues Memorandum. Attached.
2023-07	Glazing requirements – removed the 70% requirement for clear glazing on commercial buildings. Removed the requirement for all openings, including galleries, Arcades, and Windows to be square or vertical.
2023-10	Nonconforming uses and structures - added the intent of this section of the code to keep Bastrop authentic, and not to create exceptional hardships.
2023-11	Nonconforming uses and structures-added administrative relief for properties to be able to match their surroundings. If what they are proposing generally matches the surrounding properties within 500 feet they are allowed to do so.
2023-12	Platting - Lots of Record – clarified the qualifying criteria for an existing lot of record, stating what qualifies as an infrastructure upgrade. Clarifies that a request for a meter does not constitute infrastructure upgrade or extension.
2023-16	Clarifies that when Planning and Zoning unanimously recommends denial of a zoning concept scheme, a three-fourths majority vote will be required for council to approve the zoning.
2023-17	Removes the requirement for an affirmative vote of 5 members of planning and zoning to pass recommendations to council.
2023-18	Added qualification requirements for at least 3 planning and zoning members shall have demonstrated interest, competence, or knowledge in a related field.
2023-22	Added the process for Planned Development Districts back into the code.
2023-31	Added the requirement of GIS and CAD files for 4 lots or more when platting.
2023-38	Added Traffic Impact Fees for new development.

2023-40	Adding requirements for Wireless Transmission where none previously existed.
2024-03	Lot size minimum requirements when OSSF is needed lowered from 1 acre to 0.5 acre to mimic TCEQ standards.
2024-08	Removed the requirement of a public hearing at City Council for Historic Landmark Designations.
2024-46	Removed alleys as preferred means of access and clarified the intent of the purpose of alleys.
2024-47	Added a parking requirement of one parking space per bedroom, a parking space size of 10' x 20' without obstructing the sidewalks, allowed parking in the first layer, and allowed shared parking where it does not cause undue hardship all within the B3 Code.
2024-48	Allowed parking in the first layer within the B3 Technical Manual.
2024-49	Removing the exception of parking not allowed within the first layer.

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MEMORANDUM

TO: Sylvia Carrillo, City Manager, City of Bastrop

FROM: Alan Bojorquez, City Attorney

DATE: February 6, 2025

RE: Iredell District: Texas Historical Commission Determination: *Building Materials*

This memorandum is intended to discuss and highlight the major points regarding the Iredell District and the Texas Historical Commission's determination on the City of Bastrop ("City") becoming a Certified Local Government. Due to recent communications with the Texas Historical Commission and the applicability of Texas Government Code Section 3000.002, we recommend suspension of the enforcement of prohibiting certain building materials within the Iredell District. The following bullet points briefly describe the history and current analysis of the matter:

- The Iredell map was created by a land surveyor, Mr. Iredell, in 1919 which establishes the core of Authentic Bastrop by several subdivided Farm Lots. This map was never formally adopted until the Planning Department began trying to certify this area as a Historic District in 2016.
- In 2016, the Planning Department had begun work with the Texas Historical Commission to review the Historic Landmark Preservation Ordinance ("Ordinance") to comply with the Certified Local Government determination. The process and requirements were never fully complied with, but staff made amendments to the Ordinance between 2018-2019.
- An item went to the Historic Landmark Commission for review and recommendation on September 12, 2019. The recommendation to create the Iredell District with the current boundaries passed by a vote of 6-0. An item went to the Planning & Zoning Commission for public hearing and recommendation on September 26, 2019. The creation of the Iredell District with the current boundaries passed by a vote of 8-0. The item was discussed at a joint workshop meeting of the City Council and P&Z on September 30, 2019. Subsequently, the Iredell District was only adopted by reference in the B3 Code in November 2019. That portion of the B3 Code (Sec. 9.2.008 (c)) was never amended to include the date of the adoption of the Code.

- Former Planning Director Jennifer Bills confirmed that in 2019 there was an intent to adopt the Iredell District by separate ordinance, but the item never made it to Council despite efforts to submit a separate ordinance for approval.
- In 2019, the Legislature passed HB 2439 which amends Texas Government Code Chapter 3000 to prohibit a governmental entity from adopting an ordinance that restricts certain building materials (that are otherwise allowed by standard / uniform / international building codes) unless an exception applies (such as a Historical District created before a specific date or a landmark ordinance that meets the requirements under the state’s Certified Local Government program).
- The relevant portions of Texas Government Code Section 3000.002 provide that the prohibition does not apply to a building located in a place or area designated for its historical, cultural, or architectural importance and significance that a municipality may regulate under Section 211.003(b), Local Government Code, if the municipality:
 - (A) is a certified local government under the National Historic Preservation Act (54 U.S.C. Section 300101 et seq.); or
 - (B) has an applicable landmark ordinance that meets the requirements under the certified local government program as determined by the Texas Historical Commission.
- The Iredell District does not currently meet any of the exceptions listed under Texas Government Code Section 3000.002. However, the Bastrop Commercial District does meet one of the exceptions specified in Section 3000.002 to prohibit certain building materials.
- The current Ordinance has been preliminarily reviewed by Texas Historical Commission Coordinator Kelly Little. Kelly has suggested some revisions to the Ordinance before they would be able to recommend the City for certification to the National Park Service
- It is our recommendation that if the City wishes to regulate building materials in the Iredell District, then the City should formally submit the revised Ordinance to the Texas Historical Commission for compliance with the Certified Local Government program.
- At this point, City is without legal authority to enforce specific building materials (except for within the Bastrop Commercial District).

If you have any questions or concerns, please feel free to contact us.

cc: Rezzin Pullum, Assistant City Attorney



Memorandum

February 11, 2025

To: City Council

From: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

CC: Charles Zech, City Attorney

Re: Future B3 Code Changes

Council,

Included in your packet are the list of B3 Code Changes thus far. Additionally, staff is working on the following:

Residential

- 1) Lot size minimums
- 2) Setbacks
- 3) Additional size requirements for ADUs (additional dwelling units)
- 4) Uses in the residential districts
- 5) Public Private Realm
- 6) Definitions
- 7) Water reuse credits
- 8) Historic District Overlay
- 9) Downtown District Overlay

10) Black Cultural District Overlay

Commercial

- 11) Parking
- 12) Landscaping
- 13) Uses
- 14) Impervious Cover alternatives
- 15) Lighting
- 16) Drainage Credits
- 17) Water reuse credits

Note: This is not an all exhaustive list.

WATER/WASTEWATER AMORTIZATION SCHEDULE

	Series 2019 W/WW Rev Bond		Series 2020 W/WW Rev Bond		Series 2006 CO		Series 2007 CO		Series 2014 CO	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2025	80,000.00	49,950.00	290,000.00	564,362.50	24,010.00	1,834.05	141,728.00	14,851.32	299,250.00	57,584.26
2026	80,000.00	46,750.00	300,000.00	549,862.50	24,010.00	611.35	146,157.00	9,036.05	307,800.00	49,728.94
2027	85,000.00	43,550.00	335,000.00	534,862.50			150,586.00	3,041.84	316,350.00	40,494.94
2028	85,000.00	40,150.00	480,000.00	518,112.50					324,900.00	31,004.44
2029	90,000.00	36,750.00	595,000.00	494,112.50					333,450.00	21,257.44
2030	95,000.00	34,050.00	625,000.00	464,362.50					346,275.00	11,253.94
2031	100,000.00	31,200.00	640,000.00	445,612.50						
2032	100,000.00	28,200.00	660,000.00	426,412.50						
2033	105,000.00	25,200.00	680,000.00	406,612.50						
2034	110,000.00	22,050.00	700,000.00	386,212.50						
2035	115,000.00	18,750.00	720,000.00	365,212.50						
2036	120,000.00	15,300.00	735,000.00	350,812.50						
2037	125,000.00	11,700.00	750,000.00	336,112.50						
2038	130,000.00	7,950.00	770,000.00	317,362.50						
2039	135,000.00	4,050.00	790,000.00	298,112.50						
2040			810,000.00	278,362.50						
2041			825,000.00	260,137.50						
2042			845,000.00	241,575.00						
2043			870,000.00	216,225.00						
2044			895,000.00	190,125.00						
2045			925,000.00	163,275.00						
2046			950,000.00	135,525.00						
2047			980,000.00	107,025.00						
2048			1,010,000.00	77,625.00						
2049			1,035,000.00	52,375.00						
2050			1,060,000.00	26,500.00						
2051										
2052										
	1,555,000.00	415,600.00	19,275,000.00	8,206,887.50	48,020.00	2,445.40	438,471.00	26,929.21	1,928,025.00	211,323.96

Series 2016 GO Bond		Series 2021 GO Bond		Series 2021A Taxable Series		Series 2021 CO		Series 2023 CO	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
105,000.00	16,200.00	215,000.00	63,000.00	245,000.00	76,996.00	535,000.00	868,662.50	-	1,135,281.26
115,000.00	13,050.00	220,000.00	58,700.00	245,000.00	74,791.00	560,000.00	841,912.50	-	1,135,281.26
115,000.00	9,600.00	225,000.00	54,300.00	255,000.00	72,096.00	590,000.00	813,912.50	295,000.00	1,135,281.26
125,000.00	5,000.00	230,000.00	49,800.00	285,000.00	68,271.00	615,000.00	784,412.50	315,000.00	1,120,531.26
		235,000.00	40,600.00	300,000.00	63,568.50	680,000.00	753,662.50	325,000.00	1,107,931.26
		245,000.00	31,200.00	310,000.00	58,018.50	710,000.00	719,662.50	340,000.00	1,091,681.26
		265,000.00	21,400.00	675,000.00	51,973.50	730,000.00	684,162.50	360,000.00	1,074,681.26
		270,000.00	10,800.00	690,000.00	38,271.00	765,000.00	654,962.50	375,000.00	1,056,681.26
				705,000.00	23,919.00	1,170,000.00	632,012.50	390,000.00	1,037,931.26
				375,000.00	8,550.00	1,210,000.00	596,912.50	415,000.00	1,018,431.26
						1,245,000.00	560,612.50	430,000.00	997,681.26
						1,280,000.00	523,262.50	455,000.00	976,181.26
						1,320,000.00	484,862.50	480,000.00	953,431.26
						1,345,000.00	458,462.50	500,000.00	934,231.26
						1,375,000.00	431,562.50	515,000.00	914,231.26
						1,400,000.00	404,062.50	540,000.00	893,631.26
						1,430,000.00	376,062.50	565,000.00	872,031.26
						1,455,000.00	347,462.50	585,000.00	849,431.26
						1,485,000.00	318,362.50	1,660,000.00	826,031.26
						1,515,000.00	286,806.26	1,725,000.00	757,556.26
						1,550,000.00	254,612.50	1,800,000.00	686,400.00
						1,585,000.00	221,675.00	1,870,000.00	612,150.00
						1,615,000.00	187,993.76	1,950,000.00	535,012.50
						1,650,000.00	153,675.00	2,030,000.00	454,575.00
						1,690,000.00	116,550.00	2,115,000.00	370,837.50
						1,725,000.00	78,525.00	2,200,000.00	283,593.76
						1,765,000.00	39,712.50	2,290,000.00	192,843.76
								2,385,000.00	98,381.26
<u>460,000.00</u>	<u>43,850.00</u>	<u>1,905,000.00</u>	<u>329,800.00</u>	<u>4,085,000.00</u>	<u>536,454.50</u>	<u>32,995,000.00</u>	<u>12,594,537.52</u>	<u>26,910,000.00</u>	<u>23,121,943.98</u>

Series 2024		Total	
CO			
Principal	Interest	Principal	Interest
1,010,000.00	1,401,051.39	2,944,988.00	4,249,773.28
805,000.00	1,603,200.00	2,802,967.00	4,382,923.60
845,000.00	1,562,950.00	3,211,936.00	4,270,089.04
890,000.00	1,520,700.00	3,349,900.00	4,137,981.70
935,000.00	1,476,200.00	3,493,450.00	3,994,082.20
980,000.00	1,429,450.00	3,651,275.00	3,839,678.70
1,030,000.00	1,380,450.00	3,800,000.00	3,689,479.76
1,080,000.00	1,328,950.00	3,940,000.00	3,544,277.26
1,135,000.00	1,274,950.00	4,185,000.00	3,400,625.26
1,190,000.00	1,218,200.00	4,000,000.00	3,250,356.26
1,250,000.00	1,158,700.00	3,760,000.00	3,100,956.26
1,315,000.00	1,096,200.00	3,905,000.00	2,961,756.26
1,380,000.00	1,030,450.00	4,055,000.00	2,816,556.26
1,450,000.00	961,450.00	4,195,000.00	2,679,456.26
1,520,000.00	888,950.00	4,335,000.00	2,536,906.26
1,600,000.00	812,950.00	4,350,000.00	2,389,006.26
1,675,000.00	732,950.00	4,495,000.00	2,241,181.26
1,760,000.00	649,200.00	4,645,000.00	2,087,668.76
1,830,000.00	578,800.00	5,845,000.00	1,939,418.76
1,905,000.00	505,600.00	6,040,000.00	1,740,087.52
1,980,000.00	429,400.00	6,255,000.00	1,533,687.50
2,060,000.00	350,200.00	6,465,000.00	1,319,550.00
2,145,000.00	267,800.00	6,690,000.00	1,097,831.26
2,230,000.00	182,000.00	6,920,000.00	867,875.00
2,320,000.00	92,800.00	7,160,000.00	632,562.50
		4,985,000.00	388,618.76
		4,055,000.00	232,556.26
		2,385,000.00	98,381.26
36,320,000.00	23,933,551.39	125,919,516.00	69,423,323.46

GENERAL FUND DEBT AMORTIZATION SCHEDULE

	Series 2005 GO Bond		Series 2006 GO Bond		Series 2006 Combo Tax & Rev CO		Series 2007 GO Bond		Series 2007 Combo Tax & Rev CO		Series 2016 GO Bond	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2025	175,000.00	3,902.90	25,000.00	1,932.46	10,990.00	839.00	85,000.00	8,874.00	18,272.00	1,915.00	145,000.00	20,750.00
2026			25,000.00	644.15	10,990.00	280.00	85,000.00	5,406.00	18,843.00	1,165.00	140,000.00	16,400.00
2027							90,000.00	1,836.00	19,414.00	392.00	150,000.00	12,200.00
2028											155,000.00	6,200.00
2029												
2030												
2031												
2032												
2033												
2034												
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2051												
2052												
	175,000.00	3,902.90	50,000.00	2,576.61	21,980.00	1,119.00	260,000.00	16,116.00	56,529.00	3,472.00	590,000.00	55,550.00

Series 2017 GO Bond		Series 2018 Combo Tax & Rev CO		Series 2019 Limited Tax Notes		Series 2020 Combo Tax & Rev CO		Series 2020 Limited Tax Notes		Series 2021A GO Refunding Bond	
Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
80,000.00	17,000.00	180,000.00	108,037.50	90,000.00	3,195.00	285,000.00	54,800.00	210,000.00	7,763.20	300,000.00	56,396.00
80,000.00	13,800.00	185,000.00	100,837.50	90,000.00	1,597.50	290,000.00	49,100.00	215,000.00	5,215.90	300,000.00	53,696.00
90,000.00	10,600.00	195,000.00	93,437.50			300,000.00	37,500.00	215,000.00	2,607.96	320,000.00	50,396.00
95,000.00	7,000.00	200,000.00	85,637.50			310,000.00	25,500.00			355,000.00	45,596.00
80,000.00	3,200.00	210,000.00	79,637.50			325,000.00	13,100.00			370,000.00	39,738.00
		215,000.00	73,337.50			330,000.00	6,600.00			385,000.00	32,893.00
		220,000.00	66,887.50							395,000.00	25,386.00
		225,000.00	60,287.50							400,000.00	17,367.00
		235,000.00	53,537.50							415,000.00	9,047.00
		240,000.00	45,900.00								
		250,000.00	38,100.00								
		260,000.00	29,350.00								
		265,000.00	20,250.00								
		275,000.00	10,312.50								
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
425,000.00	51,600.00	3,155,000.00	865,550.00	180,000.00	4,792.50	1,840,000.00	186,600.00	640,000.00	15,587.06	3,240,000.00	330,515.00

Series 2022		Series 2023		Total	
Combo Tax & Rev CO		Combo Tax & Rev CO			
Principal	Interest	Principal	Interest	Principal	Interest
300,000.00	95,250.00	-	544,250.00	1,904,262.00	924,905.06
310,000.00	86,250.00	200,000.00	544,250.00	1,949,833.00	878,642.05
320,000.00	76,950.00	515,000.00	536,250.00	2,214,414.00	822,169.46
330,000.00	67,350.00	540,000.00	510,500.00	1,985,000.00	747,783.50
340,000.00	54,150.00	560,000.00	488,900.00	1,885,000.00	678,725.50
355,000.00	40,550.00	590,000.00	460,900.00	1,875,000.00	614,280.50
370,000.00	26,350.00	620,000.00	431,400.00	1,605,000.00	550,023.50
385,000.00	11,550.00	650,000.00	400,400.00	1,660,000.00	489,604.50
		685,000.00	367,900.00	1,335,000.00	430,484.50
		720,000.00	333,650.00	960,000.00	379,550.00
		755,000.00	297,650.00	1,005,000.00	335,750.00
		790,000.00	259,900.00	1,050,000.00	289,250.00
		830,000.00	220,400.00	1,095,000.00	240,650.00
		865,000.00	187,200.00	1,140,000.00	197,512.50
		900,000.00	152,600.00	900,000.00	152,600.00
		935,000.00	116,600.00	935,000.00	116,600.00
		970,000.00	79,200.00	970,000.00	79,200.00
		1,010,000.00	40,400.00	1,010,000.00	40,400.00
				-	-
				-	-
				-	-
				-	-
<u>2,710,000.00</u>	<u>458,400.00</u>	<u>12,135,000.00</u>	<u>5,972,350.00</u>	<u>25,478,509.00</u>	<u>7,968,131.07</u>



CITY MANAGER REPORT

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City
Manager

January 2025



January 2025 - City Manager Report

A report keeping council informed of the many happenings at City Hall. Items in this report may be highly sensitive or confidential and thus Council is encouraged not to share the info publicly without first verifying with the City Manager. Council is encouraged to continue to use their Issue Tracker in TEAMS to assist in ensuring all council directed items are handled in a timely manner.

Notable HR Changes

1. Executive Director of Engineering - Position Filled - Tiger Davis, Retired from the City of Austin.
2. City Secretary - Remains vacant, Irma Parker is solely working on election items now.
3. Chief Financial Officer will be retitled to Finance Director, vacant.
4. Project Manager - one filled, one vacant

Financial Standing

- a. All funds performing positive to projection except impact fees. The January Financials to be presented next meeting will provide a better synopsis.
- b. Master Meter fee amendment will be modified.
- c. Continuation of discussion of Valverde PID continues.

Management Projects

1. Mardi Gras was a roaring success. Final numbers to be presented at Council.
2. Hotel - RFP
 - Will discuss with Council seeking to amend original legislation extending original boundary to allow for greater financial incentive.
 - Rendition submitted is only 30-35% larger than existing hotel and may not provide longevity.
3. OpenGov transition
 - Finance is 75% of the way. Financial reporting after May will be a HUGE improvement.
4. Draft Transportation Master Plan Update
 - Ongoing as the Comprehensive Plan continues
 - TXDOT Transportation Alternatives sidewalk grant will be submitted to connect Blakey to Old Austin Highway and downtown. On council agenda 2/2025. Response by October 2025

5. Downtown Parking Lot
 - We continue to seek a response from the Church on a purchase or partnership.
6. Draft Drainage Master Plan - Ongoing
7. Development Services Department & Code Revamp
 - Comp Plan Open Houses continue
 - Massive code amendments presented in Feb/March governing lot sizes and setbacks to match the surrounding environment.
 - Tree amendments in progress.
8. Economic Development Corporation
 - Sports complex is a no go.
 - Fiesta project is back online
 - LS Electric seeks land for expansion.
 - TA Adhesives will ribbon cut in the early spring
9. Parks Master Plan
 - Amendments to the code requiring park exaction, fee in lieu of, penalties, and a park development fee will be adopted by the Council in March 2025.
10. ESD#3
 - Voter approved
 - Impact to residents will be telling at the next tax bill.
 - Council is encouraged to discuss the budget impacts with county commissioners. (i.e. how much is going to be approved by the commissioner's court)
11. CORIX/Boring Company
 - Line work for sewer is ongoing. CORIX is working on the necessary ROW on 969.
 - Blakey funding is being discussed.
 - Discussion with the Townsend Attorney regarding the ROW needed on Blakely is ongoing.
12. Aqua/CCN/Effluent resale
 - Aqua is awaiting signature for Valverde. Advised Aqua board likely by End of Month.
13. Quiet Zone
 - The study was funded in December 2023.
 - No movement on this project.

14. Athletic Field RFP

- No go

15. Additional land at Mayfest Park

- Further discussion on acquisition is ongoing.

16. STR:

- Ordinance Completed
- Town Hall meeting is complete
- Ordinance to Council in Feb.

17. Uber Ride Share Program

- Council presentation expected in February

CIP Projects

18. Engineering/Project Management

- IDIQ contracts are out and signed.
- A variety of firms are providing services such as plan review, site review, and feasibility studies.

19. Iron Bridge

- 100% plans are received.
- Endangered bird and historic designation have delayed bids going forward. Hopeful to have bid on the street in March 2025.

20. Wastewater Treatment Plant #3 - Phase II

- The technical memorandum on construction and probable cost was submitted by Freese & Nichols for an estimated engineering cost of almost \$10M.
- Under the new IDIQ contract we are working on, we will seek alternate bids for this work.
- There is additional cost of \$1M for oversight of the project
- Field trip on February 28 to view alternate plant type and site.

21. Simsboro Aquifer Water Treatment Plant, Well Field and Transmission Facilities (WTP)

- Unknown ETA for completion. Filter systems and electrical issues.

22. Blakey Lane Extension

- Blakey lane extension is at 100% design.
- ROW discussion with the property owners have begun before we move to legal.

23. Agnes Street Extension

- Groundbreaking picture 2/15/2025
- Expected completion 12/2025

24. Elevated Storage Tank (EST) West of FM 969

- City's Engineering staff is working the Valverde subdivision to determine location and cost.
- Valverde has agreed on location that would not harm the subdivision layout.
- Estimated completion date: Unknown

25. Fairview Cemetery - Section 9 Development

- Staff has completed the water line and road improvements.
- Groundbreaking 2/2025

26. All Line Extension (Water/WW)

- Council has been briefed on the pipe bursting for the Hwy 71 at the 969 intersections towards Old Austin Highway.
- Engineering complete, bids received.

27. Streets

- Overlay: HA5 project is on schedule.
- Rehab or Repair: Televising of lines on Water, Linden, and Farm determined some WW improvements needed as follows:
 - Linden - replace 820' of WW line from Hill to Pecan, Street estimate was \$644,525 plus WW repairs
 - Water - replace 1,450' of WW line from Farm to Cedar, plus 2 manholes. Street estimate was \$384,500, plus WW repairs
 - Farm - replace 350' of WW line from Pecan to Willow. Street estimate was \$418,180
 - Pipe bursting can be used to reduce the amount of repair needed to the street.
 - Funding for these segments will be from the existing street maintenance repair program.

Grants

Open Awarded Capital Projects

Project	Description	Source	Grand Funded	Local Match
Agnes Road Extension	Street improvement project connecting Home Depot Way to existing Agnes Rd.	GLO	\$4,197,926	\$42,403
Transfer Lift Station & Force Main	Part of plant expansion project = <u>reassigned to rehabilitate the existing plants</u>	ARP	\$2,290,038	\$-

Pending Award

Project	Description	Source	Grand Funded	Local Match
TXDOT TA Grant – 12' sidewalks	Transportation Alternatives	TXDOT	TBD	20%
Colorado Riverbank Stabilization - DENIED	Design & construction phases to address the erosion issues on park land, including area affecting the Old Iron Bridge	HMGP	\$11,422,022	\$3,807,341
Gills Branch Drainage Improvements - DENIED	Channel & culvert improvements, utilities relocation and creating a series of short berms along the west creek bank to reduce flow from leaving the creek	HMGP	\$10,935,598	\$3,645,199
Riverwood Waterline Project Phase II – REJECTED- NO ROI	Phase II of the water line replacement in the Riverwood Drive neighborhood	TDA	\$448,535	\$50,000
Blakey Lane Extension – MEMO TO COUNCIL	Street improvement project to extend Blakey Lane to Old Austin Hwy and also connecting to Jessica Place.	TDA	\$2,358,000	\$-

Legal

28. KSA - Wastewater Treatment Plant

- Legal continues to assist in resolving this issue.
- Ribbon cutting 2/2025

29. Visit Bastrop

- Contract with City and additional 75K for HOT has been approved.

Other

30. Rodeo Arena Repair/Assessment

- This has been transferred to Fleet and Facilities for repairs in coordination with Parks

31. Farm Street Village

- Purchase completed

32. Kerr Center Property/African American Cultural Center

- LOI signed with the African American Cultural Center
- Engineering work continues
- Grant dollars of \$50K used to support the organization

33. Kerr Community Center

- \$40K assistance to fund necessary repairs.

34. Assistance to BISD

- Permitting and site assistance is ongoing
- An interlocal with the ISD will allow the City to inspect the school sites with local, accessible inspection staff and a lesser cost than outside inspectors, saving tax dollars for all.

35. Assistance to the County

- Working to coordinate streets for repair with the County.

Proclamation



WHEREAS, Azie Taylor Morton, a distinguished public servant and trailblazing leader, was born on February 1, 1936, in Dale, Texas, just miles from Bastrop, and remains a source of pride and inspiration for our community; and

WHEREAS, despite facing economic and social barriers, she pursued education with determination, graduating from Huston-Tillotson University and dedicating her life to public service; and

WHEREAS, Azie Taylor Morton made history in 1977 when she was appointed by President Jimmy Carter as the 36th Treasurer of the United States, becoming the first and only African American to hold this prestigious position; and

WHEREAS, in her role as Treasurer, she oversaw the production and integrity of U.S. currency and worked tirelessly to promote financial literacy, economic empowerment, and inclusion; and

WHEREAS, beyond her governmental service, Azie Taylor Morton was a passionate advocate for education, civil rights, and community advancement, inspiring generations with her perseverance and commitment to justice; and

WHEREAS, the City of Bastrop is honored to recognize her extraordinary contributions and lasting legacy, which continues to uplift and empower future leaders.

NOW, THEREFORE, I, Sylvia Carrillo-Trevino, City Manager of the City of Bastrop, Texas, do hereby honor Azie Taylor Morton for her historic contributions, outstanding leadership, and unwavering dedication to public service, and encourage all citizens to reflect on her enduring impact and commitment to progress.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 11th day of February 2025.

CITY OF BASTROP, TEXAS

Sylvia Carrillo-Trevino, City Manager

ATTEST:

Victoria Psencik, Assistant City Secretary

To: City Council

From: Vivianna Nicole Andres, Assistant to the City Manager

Date: February 11, 2025

Subject: Ridesharing Program for the City of Bastrop



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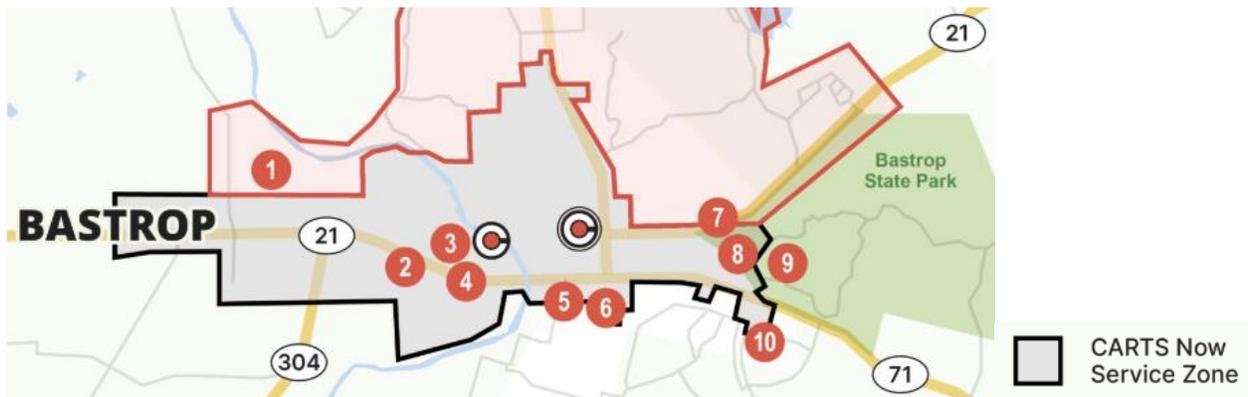
At the request of CM Sylvia Carrillo-Trevino, Staff was directed to investigate the possibility of utilizing a Ridesharing Program for the City of Bastrop.

Rideshare is the concept of utilizing private Transportation Network Companies as part of a public transit resource. Rideshare programs can reduce the reliance on buses and other underutilized assets by providing an economical alternative that does not rely on fixed assets, drivers, and insurance. Additionally, a Ridesharing Program is an on-demand interaction between a service provider and a customer seeking to utilize a transit service. This feature makes it an attractive option for cities to partner with because residents can easily move within the city limits without being limited to specific pickup times and locations.

Currently, the City’s only available transit system is provided through CARTS (Capital Area Rural Transportation System). On average, CARTS provides over 100 trips a day, and the destinations are distributed all over town for many purposes. Some of the most popular stops are to places that contain daily necessities (food, water, clothing), such as HEB and Walmart, with the other most popular destinations being medical facilities. Below is a snapshot of the utilization of the CARTS service from September 2023 to October 2024.

	Oct-24	Sep-24	Aug-24	Jul-24	Jun-24	May-24	Apr-24	Mar-24	Feb-24	Jan-24	Dec-23	Nov-23	Oct-23	Sep-23	Total
Completed trip	2666	2201	2257	2155	2124	2459	2385	2385	2214	2211	2093	2148	2438	2178	31914
Ambulatory	2512	2051	2059	1977	2005	2310	2203	2212	2045	2017	1913	1942	2237	2002	29485
W/Ctrip	154	150	198	178	119	149	182	173	169	194	180	206	201	176	2429

CARTS also offers an on-demand program called CARTS NOW, which can service most of the city limits; however, there are portions within the city limits where this service is currently unavailable. This service also has specific operating hours: Monday – Friday from 7 a.m. to 7 p.m.



A Ridesharing Program could be a creative way for the City to bridge the gap between the currently available CARTS system and private Transportation Network Companies. Staff is seeking feedback on whether the City Council would be interested in pursuing the feasibility of creating a Ridesharing Program for the City of Bastrop.



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Receive presentation on the unaudited Monthly Financial Report for the periods ending November and December 2024.

AGENDA ITEM SUBMITTED BY:

Laura Allen, Assistant Finance Director

BACKGROUND/HISTORY:

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

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-2023-123 on August 22, 2023.

November Highlights Include:

- All funds have a positive bottom line.
- Items to draw attention to include:

Revenue

- Sales tax are up 1.7% from the forecast or \$24,136
- Property tax revenue is down \$276,216. Most collections happen between December and February.
- Impact Fees are down at 75% of what was forecast
- Development Services are below revenue in November by \$24,364. The holiday season traditionally slows.
- Water/Wastewater revenue is up by 10% or \$146,861
- Electric Fund Revenue is up by 10% or \$123,618.
- HOT tax is up 16.1% or \$106,409.

Expenses

- General fund is over by \$308,705. This is due to Police dispatch services being paid in November.
- Water & Wastewater expenses are 3.5% lower than forecast.
- HOT expenses are down 11.8% from forecast.
- Development Services expenses are down 13.3% from forecast.

December Highlights Include:

- All funds except Wastewater have a positive bottom line. The Wastewater fund had a large purchase to complete land purchases for the WWTP #3 that have been ongoing since the beginning of plant construction. The land sales finally closed but above what was initially offered by the City.
- Items to draw attention to include:

Revenue

- Sales tax are up 0.6% from the forecast or \$13,483
- Property tax revenue is up to standard and at 64.68% of the forecast. Most collections happen between December and February.
- Impact Fees are down at 40% of what was forecast
- Development Services are above projections by \$26.5% or 120,578. The results of the presidential election and positive business environment created an increase in permitting and inspection in both residential and commercial sectors.
- Water /Wastewater revenue is up by 9.27% or \$197,971.
- Electric Fund Revenue is up by \$33,966.
- HOT tax is up 18.2%.

Expenses

- General fund is within range and below expenses by 1.4%. A large payment to OpenGov was made this month.
- Water & Wastewater expenses are 158.9% over the forecast. This will correct in January..
- HOT expenses are down 13.4% from the forecast.
- Development Services expenses are down 8.8% from the forecast.

CITY OF BASTROP

Comprehensive Monthly Financial Report November 2024



Performance at a Glance as of November 30, 2024



	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	

BUDGET SUMMARY OF ALL FUNDS				
	FY2025 <u>Approved Budget</u>	FY2025 <u>Forecast YTD</u>	FY2025 <u>Actual YTD</u>	<u>Variance</u>
<u>Revenues:</u>				
General	\$ 17,773,380	\$ 2,000,151	\$ 2,076,686	3.8%
Designated	92,210	11,185	11,897	6.4%
General Fund One-time	8,000	1,334	2,009	50.6%
Development Services	1,930,000	307,667	283,302	-7.9%
Street Maintenance	3,039,000	439,246	446,569	1.7%
Debt Service	4,529,812	527,973	571,827	8.3%
General Gov's Projects	841,057	140,176	-	-100.0%
Land Acquisition	-	-	4,015	0.0%
Water/Wastewater	9,628,000	1,460,515	1,607,376	10.1%
Water/Wastewater Debt	6,617,960	936,061	938,789	0.3%
Water/Wastewater Capital Proj	140,000	23,333	28,386	21.7%
Impact Fees	3,415,997	569,333	139,010	-75.6%
Vehicle & Equipment Replacement	2,195,311	917,552	925,534	0.9%
Electric	9,484,000	1,222,754	1,346,373	10.1%
HOT Tax Fund	3,958,000	681,521	767,930	12.7%
Library Board	21,000	1,750	4,661	166.3%
Cemetery	852,800	28,866	46,458	60.9%
Capital Bond Projects	328,500	38,909	210,387	440.7%
Grant Fund	6,667,945	-	101,346	0.0%
Park/Trail Land Dedicaiton	1,865	155	341	119.3%
Hunter's Crossing PID	581,279	1,000	5,915	491.5%
Bastrop EDC	1,402,572	105,198	342,083	225.2%
TOTAL REVENUES	\$ 73,508,688	\$ 9,414,679	\$ 9,860,894	4.7%
POSITIVE	= Positive variance or negative variance < 1% compared to forecast			
WARNING	= Negative variance of 1-5% compared to forecast			
NEGATIVE	= Negative variance of >5% compared to forecast			

BUDGET SUMMARY OF ALL FUNDS						
	FY2025		FY2025		FY2025	
	<u>Approved Budget</u>		<u>Forecast YTD</u>		<u>Actual YTD</u>	<u>Variance</u>
<u>Expense:</u>						
General	\$ 17,736,464		\$ 3,590,057		\$ 3,898,762	8.6%
Designated	234,800		39,133		4,740	-87.9%
General Fund One-time	131,000		31,000		8,571	-72.4%
Development Services	1,848,655		308,109		267,142	-13.3%
Street Maintenance	2,916,800		486,133		637,381	31.1%
Debt Service	4,529,812		2,000		806	-59.7%
General Gov't Projects	839,557		133,000		98,237	-26.1%
Water/Wastewater	9,617,899		1,609,186		1,569,533	-2.5%
Water/Wastewater Debt	6,617,959		1,000		-	-100.0%
Water/Wastewater Capital Proj.	140,000		40,000		3,502	-91.2%
Revenue Bond, Series 2020	-		-		6,132	0.0%
CO, Series 2021	1,264,772		650,000		155,299	-76.1%
CO, Series 2024	-		-		4,853,759	#DIV/0!
Impact Fees	3,707,000		463,375		305,450	-34.1%
Vehicle & Equipment Replacement	2,905,368		717,453		693,205	-3.4%
Electric	9,348,350		1,575,717		1,583,193	0.5%
HOT Tax Fund	4,040,117		1,308,000		1,153,429	-11.8%
Library Board	18,800		3,133		-	-100.0%
Cemetery	815,567		142,595		113,798	-20.2%
Hunter's Crossing PID	559,019		21,187		23,183	9.4%
CO, Series 2018	494,000		5,000		-	0.0%
Limited Tax Note, Series 2020	32,500		-		-	0.0%
America Rescue Plan	2,433,071		-		-	0.0%
CO, Series 2022	2,241,950		448,658		-	-100.0%
CO, Series 2023	13,500,000		-		-	0.0%
Grant Fund	6,667,944		55,000		35,642	-35.2%
Bastrop EDC	2,236,916		194,743		57,769	-70.3%
TOTAL EXPENSES	\$ 94,878,319		\$ 11,824,479		\$ 15,469,533	30.8%

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

REVENUE ANALYSIS			
SALES TAX REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 689,300	\$ 702,559	\$ 13,259
Nov	707,739	718,616	\$ 10,877
Dec	718,037		\$ (718,037)
Jan	737,318		\$ (737,318)
Feb	857,617		\$ (857,617)
Mar	706,878		\$ (706,878)
Apr	735,733		\$ (735,733)
May	745,204		\$ (745,204)
Jun	782,145		\$ (782,145)
Jul	740,425		\$ (740,425)
Aug	758,253		\$ (758,253)
Sept	871,351		\$ (871,351)
Total	\$ 9,050,000	\$ 1,421,175	\$ (7,628,825)
Cumulative Forecast	\$ 1,397,039		
Actual to Forecast	\$ 24,136	1.7%	

Month	Forecast	Actual
Oct	\$689,300	\$702,559
Nov	\$707,739	\$718,616
Dec	\$718,037	
Jan	\$737,318	
Feb	\$857,617	
Mar	\$706,878	
Apr	\$735,733	
May	\$745,204	
Jun	\$782,145	
Jul	\$740,425	
Aug	\$758,253	
Sept	\$871,351	

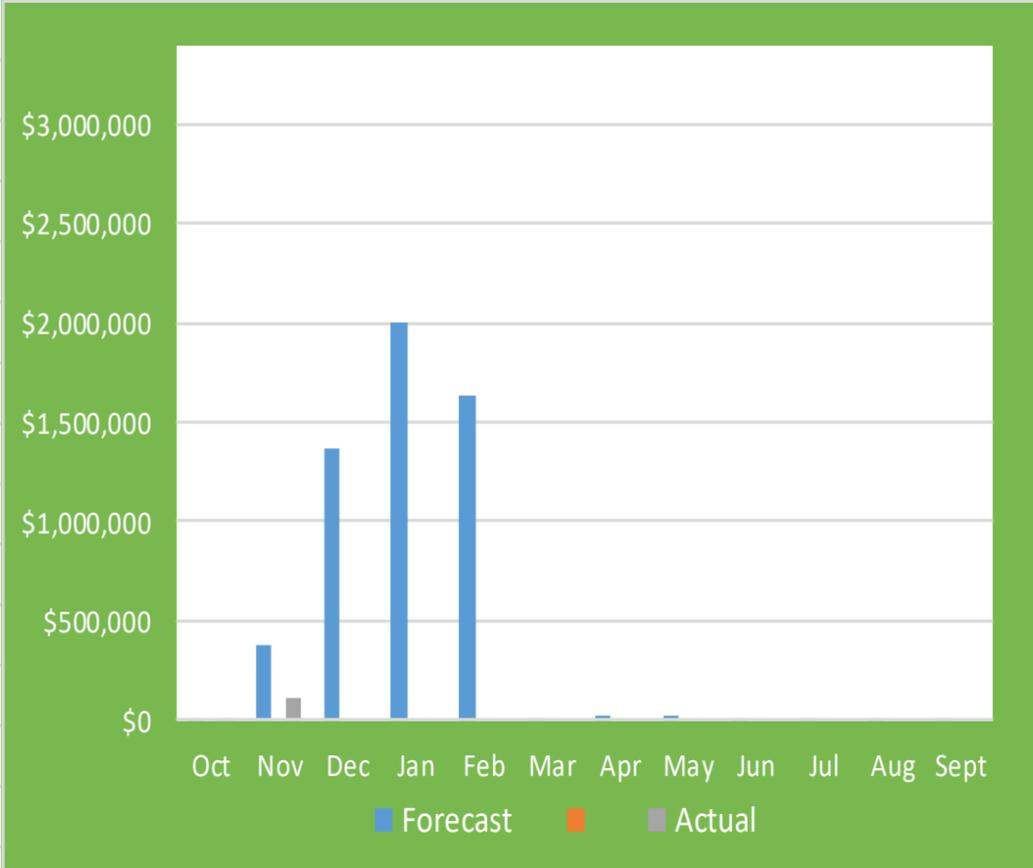
POSITIVE

Sales Tax is 50% of the total budgeted revenue for General Fund. We are 1.7% above forecasted amounts

REVENUE ANALYSIS

PROPERTY TAX REVENUE

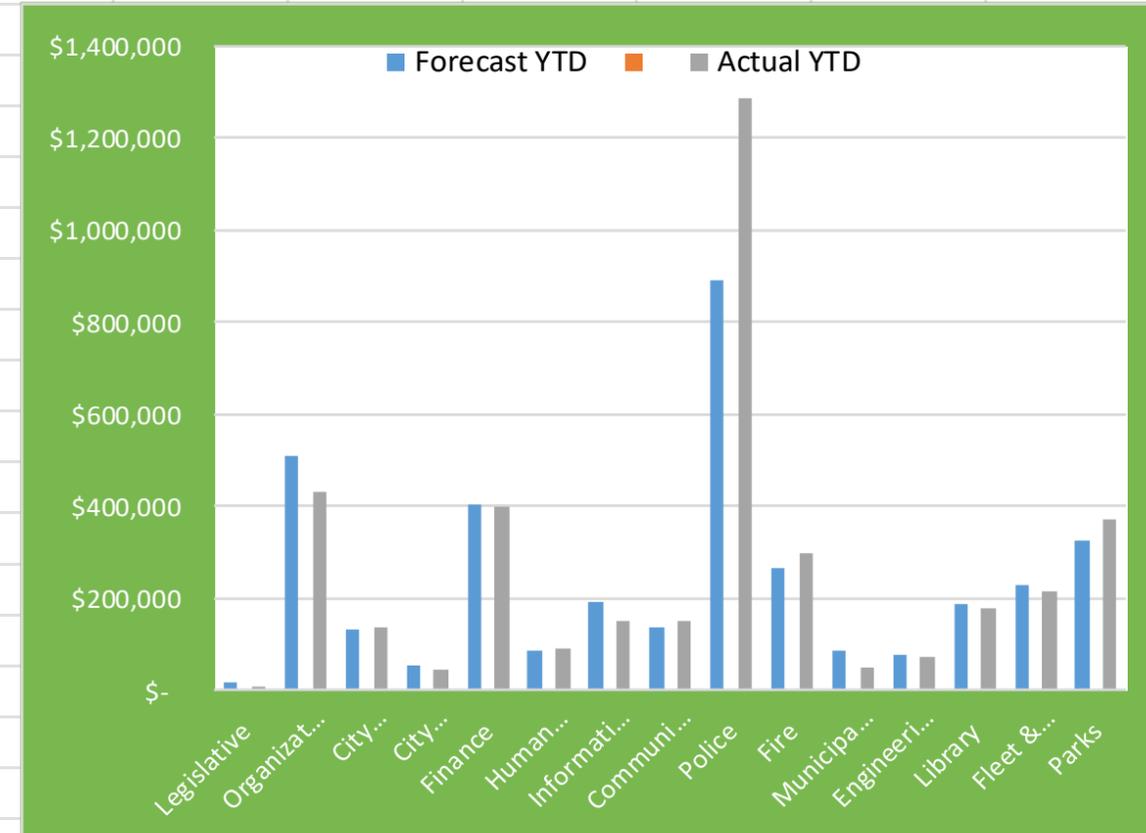
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 3,000	\$ 128	\$ (2,872)
Nov	382,682	109,338	\$ (273,344)
Dec	1,366,720		\$ (1,366,720)
Jan	1,997,776		\$ (1,997,776)
Feb	1,640,064		\$ (1,640,064)
Mar	10,934		\$ (10,934)
Apr	21,868		\$ (21,868)
May	21,868		\$ (21,868)
Jun	5,467		\$ (5,467)
Jul	5,467		\$ (5,467)
Aug	5,467		\$ (5,467)
Sept	5,467		\$ (5,467)
Total	\$ 5,466,780	\$ 109,466	\$ (5,357,314)
Cumulative Forecast	\$ 385,682		
Actual to Forecast	\$ (276,216)	-71.62%	



POSITIVE

Property tax represents 30.7% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. November year to date actual to forecast is below projections by 71.6%.

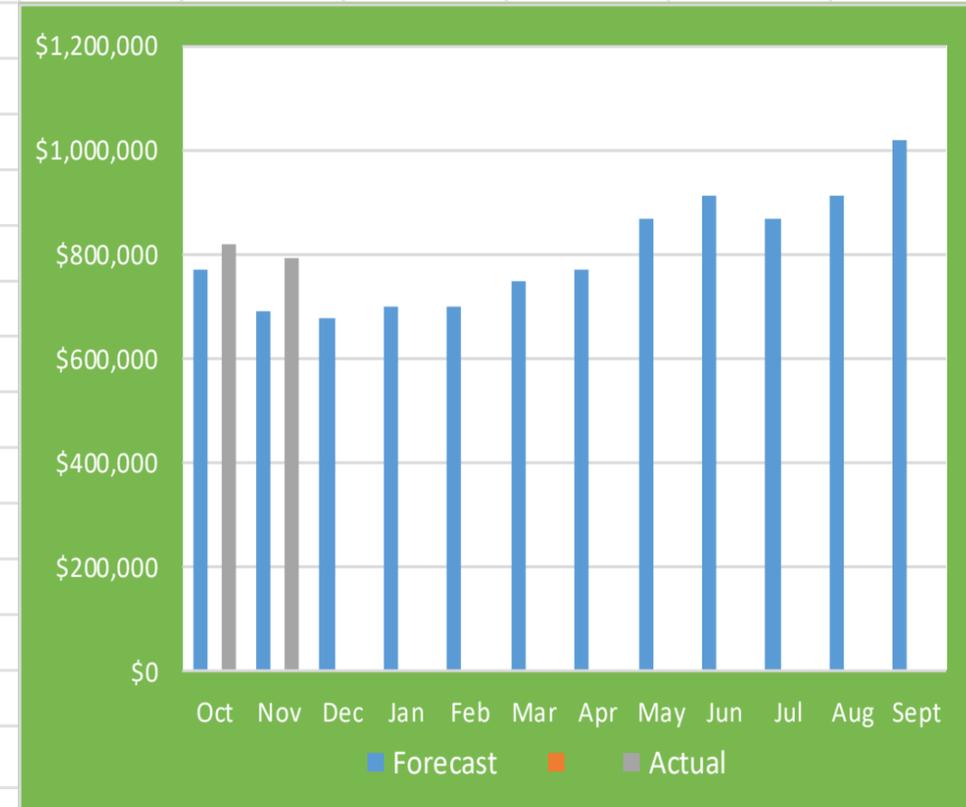
EXPENSE ANALYSIS			
GENERAL FUND EXPENDITURES BY DEPT.			
Division	FY2025 Forecast YTD	FY2025 Actual YTD	Variance
Legislative	\$ 16,663	\$ 9,543	\$ (7,120)
Organizational	509,694	430,803	\$ (78,891)
City Manager	131,523	138,609	\$ 7,086
City Secretary	54,079	46,885	\$ (7,194)
Finance	403,840	399,972	\$ (3,868)
Human Resources	85,755	88,858	\$ 3,103
Information Technology	192,006	151,819	\$ (40,187)
Community Engagemen	135,208	148,798	\$ 13,590
Police	892,643	1,287,215	\$ 394,572
Fire	263,820	299,474	\$ 35,654
Municipal Court	84,478	49,836	\$ (34,642)
Engineering	76,844	70,741	\$ (6,103)
Library	187,592	180,150	\$ (7,442)
Fleet & Facilities	229,123	214,451	\$ (14,672)
Parks	326,819	371,319	\$ 44,500
Total	\$ 3,590,087	\$ 3,888,476	\$ 298,389
Actual to Forecast		108.3%	



NEGATIVE

This page compares forecast to actual by department within the General Fund. YTD compared to actual is 108% of forecast. Police is well above forecast due to Dispatch Services being paid in November. They were forecasted to be paid in December as that is the month they were paid in FY24. Parks River of Lights was paid in full in November. The second half of payment was forecasted for January. Fire purchased protective gear and equipment which pushed them over forecasted as it was forecasted out evenly over 12 months.

REVENUE ANALYSIS			
WATER/WASTEWATER REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 770,740	\$ 817,463	\$ 46,723
Nov	689,775	789,913	\$ 100,138
Dec	676,200		\$ (676,200)
Jan	700,015		\$ (700,015)
Feb	699,775		\$ (699,775)
Mar	746,925		\$ (746,925)
Apr	770,740		\$ (770,740)
May	865,520		\$ (865,520)
Jun	912,910		\$ (912,910)
Jul	865,280		\$ (865,280)
Aug	912,670		\$ (912,670)
Sept	1,017,450		\$ (1,017,450)
Total	\$ 9,628,000	\$ 1,607,376	\$ (8,020,624)
Cumulative Forecast	\$ 1,460,515		
Actual to Forecast	\$ 146,861	10.06%	
POSITIVE	The water and wasteware actual revenue is higher than forecast by 10%. There were 24 new residential meters set this month.		



EXPENSE ANALYSIS			
WATER/WASTEWATER EXPENDITURES BY DIVISION			
Division	FY2025 Forecast YTD	FY2025 Actual YTD	Variance
Administration	\$ 961,498	\$ 961,451	\$ (47)
Distribution/Collection	218,716	116,222	\$ (102,494)
Production/Treatment	221,675	265,200	\$ 43,525
WW Treatment Plant	<u>207,297</u>	<u>226,660</u>	<u>\$ 19,363</u>
Total	\$ 1,609,186	\$ 1,569,533	\$ (39,653)
Actual to Forecast		97.5%	

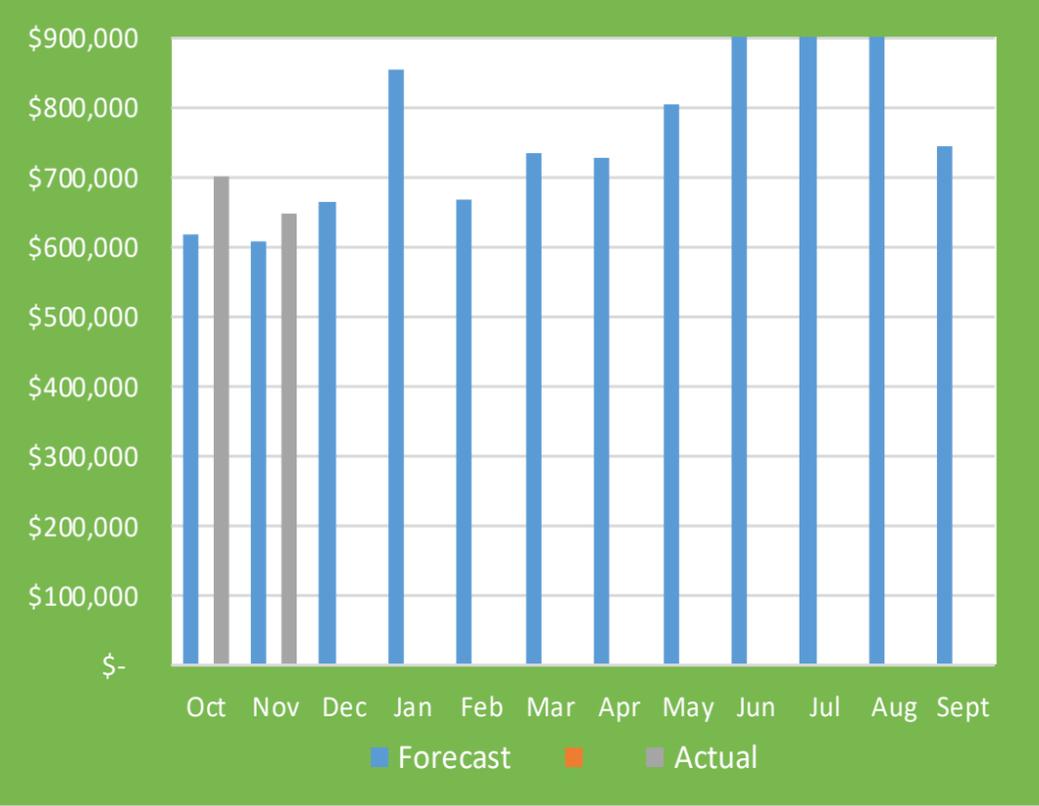
Division	Forecast YTD	Actual YTD
Administration	\$ 961,498	\$ 961,451
Distribution/Collection	\$ 218,716	\$ 116,222
Production/Treatment	\$ 221,675	\$ 265,200
WW Treatment Plant	\$ 207,297	\$ 226,660

POSITIVE

This page compares actual to forecast by the divisions within the Water/Wastewater department. The actual expenditures are 97.5% forecast. There were System Maintenance and Equipment and Software Expenses that were paid of of Production/Treatment division that pushed that division above forecast. The WW Treatment Plant had significant Lab fees and permitting that pushed that division above forecast.

COMPREHENSIVE MONTHLY FINANCIAL REPORT – Nvember 2024

REVENUE ANALYSIS			
ELECTRIC FUND REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 615,889	\$ 699,941	\$ 84,052
Nov	606,866	646,432	\$ 39,566
Dec	662,014		\$ (662,014)
Jan	852,447		\$ (852,447)
Feb	667,972		\$ (667,972)
Mar	733,308		\$ (733,308)
Apr	727,031		\$ (727,031)
May	802,373		\$ (802,373)
Jun	1,083,612		\$ (1,083,612)
Jul	995,138		\$ (995,138)
Aug	994,686		\$ (994,686)
Sept	743,126		\$ (743,126)
Total	\$ 9,484,462	\$ 1,346,373	\$ (8,138,089)
Cumulative Forecast	\$ 1,222,755		
Actual to Forecast	\$ 123,618	10.11%	
POSITIVE	The Electric utility revenue is 10.1% above forecasted revenue.		



REVENUE ANALYSIS			
HOTEL OCCUPANCY TAX REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 325,465	\$ 327,510	\$ 2,045
Nov	336,056	440,420	\$ 104,364
Dec	286,979		\$ (286,979)
Jan	239,357		\$ (239,357)
Feb	235,065		\$ (235,065)
Mar	232,984		\$ (232,984)
Apr	430,924		\$ (430,924)
May	360,902		\$ (360,902)
Jun	339,160		\$ (339,160)
Jul	425,381		\$ (425,381)
Aug	408,388		\$ (408,388)
Sept	337,339		\$ (337,339)
Total	\$ 3,958,000	\$ 767,930	\$ (3,190,070)
Cumulative Forecast	\$ 661,521		
Actual to Forecast %	\$ 106,409	16.1%	

Month	Forecast	Actual
Oct	\$325,465	\$327,510
Nov	\$336,056	\$440,420
Dec	\$286,979	
Jan	\$239,357	
Feb	\$235,065	
Mar	\$232,984	
Apr	\$430,924	
May	\$360,902	
Jun	\$339,160	
Jul	\$425,381	
Aug	\$408,388	
Sept	\$337,339	

POSITIVE

This report is based on a cash method. The revenue is received by the City the month after collection. Actual is 1% above forecast.

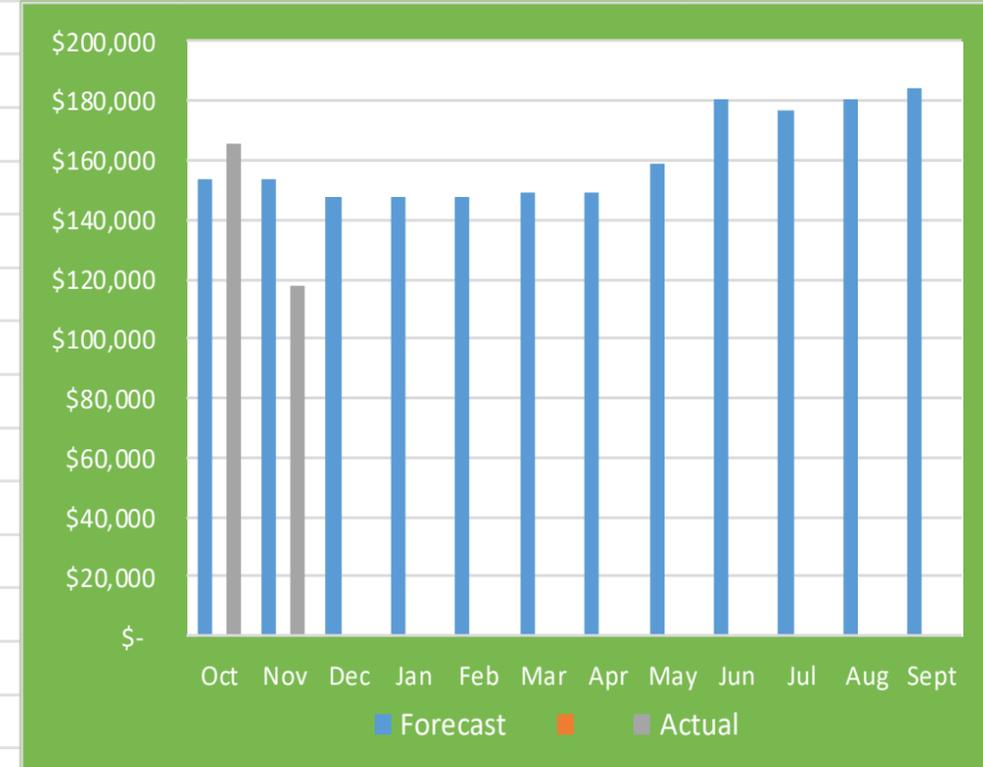
EXPENSE ANALYSIS			
HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION			
Division	FY2025 Forecast YTD	FY2025 Actual YTD	Variance
Organizational	\$ 1,091,969	\$ 974,069	\$ (117,900)
Convention Center	149,386	127,791	\$ (21,595)
Main Street	56,845	50,822	\$ (6,023)
BAIPP	9,250	-	\$ (9,250)
Rodeo	550	746	\$ 196
Total	\$ 1,308,000	\$ 1,153,429	\$ (154,571)
Actual to Forecast		88.2%	

Division	Forecast YTD	Actual YTD
Organizational	\$1,091,969	\$974,069
Convention Center	\$149,386	\$127,791
Main Street	\$56,845	\$50,822
BAIPP	\$9,250	\$0
Rodeo	\$550	\$746

POSITIVE

This compares actual to forecast for each division located in the Hotel Occupancy Tax Fund. YTD is reporting actual at 88.2% of forecast.

REVENUE ANALYSIS			
DEVELOPMENT SERVICES REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 153,833	\$ 165,629	\$ 11,796
Nov	153,833	117,673	\$ (36,160)
Dec	147,833		\$ (147,833)
Jan	147,833		\$ (147,833)
Feb	147,833		\$ (147,833)
Mar	148,833		\$ (148,833)
Apr	148,833		\$ (148,833)
May	158,833		\$ (158,833)
Jun	180,833		\$ (180,833)
Jul	176,667		\$ (176,667)
Aug	180,833		\$ (180,833)
Sept	184,000		\$ (184,000)
Total	\$ 1,929,997	\$ 283,302	\$ (1,646,695)
Cumulative Forecast	\$ 307,666		
Actual to Forecast %	\$ (24,364)	-7.9%	
<div style="background-color: #4F81BD; color: white; padding: 5px; display: inline-block;">POSITIVE</div> Actual revenue is 7.7% below forecast in the Development Services Fund.			



EXPENSE ANALYSIS			
DEVELOPMENT SERVICES EXPENDITURES BY DIVISION			
Division	FY2025 Forecast YTD	FY2025 Actual YTD	Variance
Customer Services	\$ 97,138	\$ 90,538	\$ (6,600)
Planning	110,422	82,610	\$ (27,812)
Building Inspections	100,550	93,994	\$ (6,556)
Total	\$ 308,110	\$ 267,142	\$ (40,968)
Actual to Forecast		86.7%	

Division	Forecast YTD	Actual YTD
Customer Services	\$97,138	\$90,538
Planning	\$110,422	\$82,610
Building Inspections	\$100,550	\$93,994

POSITIVE	Actual expenditures are at 86.7% of forecast.
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CITY OF BASTROP

Comprehensive Monthly Financial Report

December 2024

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Performance at a Glance as of December 31, 2024



		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		NEGATIVE	Page 9
ELECTRIC REVENUES		POSITIVE	Page 10
HOTEL OCCUPANCY TAX REVENUES		POSITIVE	Page 11
HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION		POSITIVE	Page 12
DEVELOPMENT SERVICES REVENUES		POSITIVE	Page 13
DEVELOPMENT SERVICES EXPENDITURES BY DIVISION		POSITIVE	Page 14
LEGAL FEES BY ATTORNEY/CATEGORY		POSITIVE	Page 15
PERFORMANCE INDICATORS			
POSITIVE	= Positive variance or negative variance < 1% compared to seasonal trends		
WARNING	= Negative variance of 1-5% compared to seasonal trends		
NEGATIVE	= Negative variance of > 5% compared to seasonal trends		

BUDGET SUMMARY OF ALL FUNDS				
	FY2025	FY2025	FY2025	
	<u>Approved Budget</u>	<u>Forecast YTD</u>	<u>Actual YTD</u>	<u>Variance</u>
<u>Revenues:</u>				
General	\$ 17,773,380	\$ 4,620,902	\$ 5,757,577	24.6%
Designated	92,210	23,278	17,319	-25.6%
General Fund One-time	8,000	2,000	2,870	43.5%
Development Services	1,930,000	455,500	576,077	26.5%
Street Maintenance	3,039,000	708,842	723,355	2.0%
Debt Service	4,529,812	1,680,754	2,410,624	43.4%
General Gov's Projects	841,057	210,264	-	-100.0%
Land Acquisition	-	-	5,641	0.0%
Water/Wastewater	9,628,000	2,136,715	2,334,686	9.3%
Water/Wastewater Debt	6,617,960	1,385,915	1,412,166	1.9%
Water/Wastewater Capital Proj	140,000	35,000	42,632	21.8%
Impact Fees	3,415,997	553,999	329,982	-40.4%
Vehicle & Equipment Replacement	2,195,311	1,045,328	1,056,104	1.0%
Electric	9,484,000	1,884,768	1,918,735	1.8%
HOT Tax Fund	3,958,000	922,293	1,121,049	21.6%
Library Board	21,000	5,250	4,962	-5.5%
Cemetery	852,800	55,886	59,843	7.1%
Capital Bond Projects	328,500	63,675	433,618	581.0%
Grant Fund	6,667,945	-	-	0.0%
Park/Trail Land Dedicaiton	1,865	466	513	10.1%
Hunter's Crossing PID	581,279	187,009	293,039	56.7%
Bastrop EDC	1,402,572	348,125	507,839	45.9%
TOTAL REVENUES	\$ 73,508,688	\$ 16,325,969	\$ 19,008,630	16.4%
POSITIVE	= Positive variance or negative variance < 1% compared to forecast			
WARNING	= Negative variance of 1-5% compared to forecast			
NEGATIVE	= Negative variance of >5% compared to forecast			

BUDGET SUMMARY OF ALL FUNDS				
	FY2025	FY2025	FY2025	
	<u>Approved Budget</u>	<u>Forecast YTD</u>	<u>Actual YTD</u>	<u>Variance</u>
<u>Expense:</u>				
General	\$ 17,736,464	\$ 5,376,438	\$ 5,299,485	-1.4%
Designated	234,800	58,700	6,467	-89.0%
General Fund One-time	131,000	41,000	8,571	-79.1%
Development Services	1,848,655	462,164	421,718	-8.8%
Street Maintenance	2,916,800	729,200	767,420	5.2%
Debt Service	4,529,812	52,000	2,016	-96.1%
General Gov't Projects	839,557	183,000	137,402	-24.9%
Land Acquisition	-	-	302,710	#DIV/0!
Water/Wastewater	9,617,899	2,390,868	3,798,039	58.9%
Water/Wastewater Debt	6,617,959	1,000	403	-59.7%
Water/Wastewater Capital Proj.	140,000	40,000	42,631	6.6%
Revenue Bond, Series 2020	-	-	9,432	0.0%
CO, Series 2021	1,264,772	650,000	475,946	-26.8%
CO, Series 2024	12,213,293	6,135,549	8,780,604	43.1%
Impact Fees	3,707,000	926,750	458,175	-50.6%
Vehicle & Equipment Replacement	2,905,368	1,142,792	1,051,406	-8.0%
Electric	9,348,350	2,270,522	2,183,616	-3.8%
HOT Tax Fund	4,040,117	1,509,093	1,306,646	-13.4%
Library Board	18,800	4,700	-	-100.0%
Cemetery	815,567	210,892	127,529	-39.5%
Hunter's Crossing PID	559,019	31,780	32,960	3.7%
CO, Series 2018	494,000	20,000	-	0.0%
Limited Tax Note, Series 2020	32,500	10,000	-	0.0%
America Rescue Plan	2,433,071	-	-	0.0%
CO, Series 2022	2,241,950	996,422	-	-100.0%
CO, Series 2023	13,500,000	-	94,895	0.0%
Grant Fund	6,667,944	120,000	175,312	46.1%
Bastrop EDC	2,236,916	271,881	1,353,888	398.0%
TOTAL EXPENSES	\$ 107,091,612	\$ 23,634,751	\$ 26,837,272	13.6%

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

REVENUE ANALYSIS			
SALES TAX REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 689,300	\$ 702,559	\$ 13,259
Nov	707,739	723,695	\$ 15,956
Dec	718,037	702,305	\$ (15,732)
Jan	737,318		\$ (737,318)
Feb	857,617		\$ (857,617)
Mar	706,878		\$ (706,878)
Apr	735,733		\$ (735,733)
May	745,204		\$ (745,204)
Jun	782,145		\$ (782,145)
Jul	740,425		\$ (740,425)
Aug	758,253		\$ (758,253)
Sept	871,351		\$ (871,351)
Total	\$ 9,050,000	\$ 2,128,559	\$ (6,921,441)
Cumulative Forecast	\$ 2,115,076		
Actual to Forecast	\$ 13,483	0.6%	

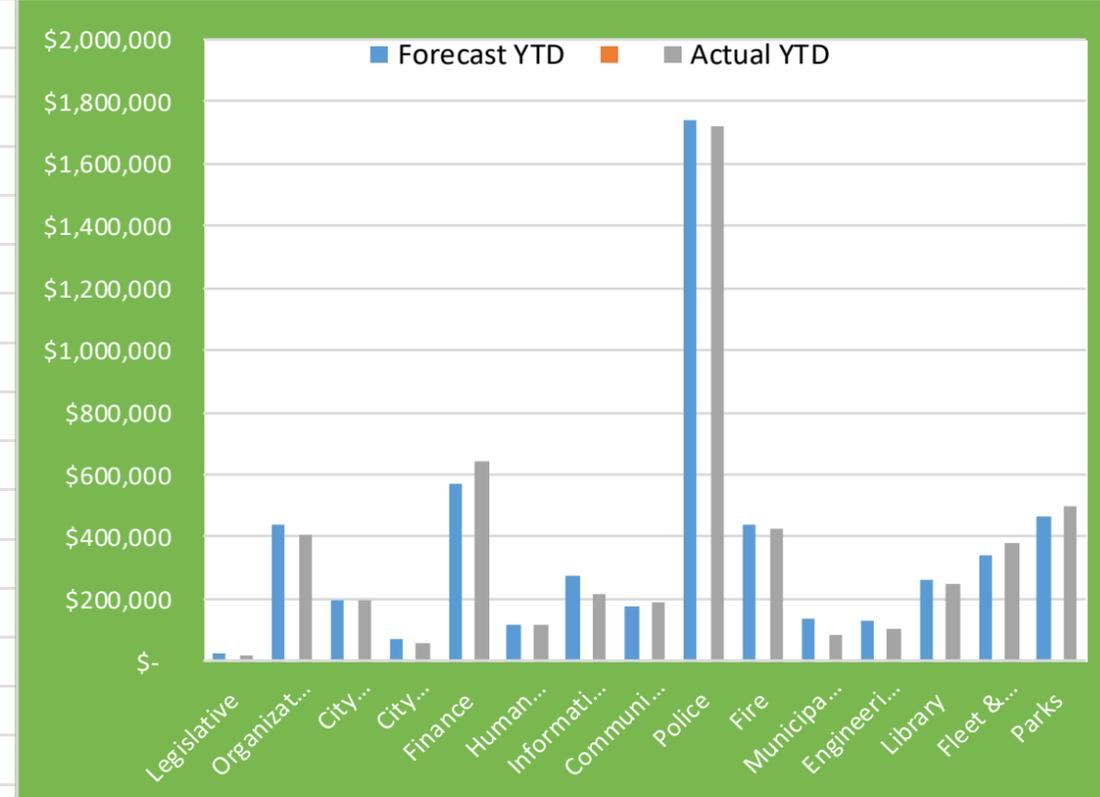
POSITIVE	Sales Tax is 50% of the total budgeted revenue for General Fund. December is below forecast, but year to date actual is .6% greater than forecasted.
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REVENUE ANALYSIS			
PROPERTY TAX REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 3,000	\$ 128	\$ (2,872)
Nov	382,682	63,053	\$ (319,629)
Dec	1,366,820	2,822,881	\$ 1,456,061
Jan	1,997,776		\$ (1,997,776)
Feb	1,640,064		\$ (1,640,064)
Mar	10,934		\$ (10,934)
Apr	21,868		\$ (21,868)
May	21,868		\$ (21,868)
Jun	5,467		\$ (5,467)
Jul	5,467		\$ (5,467)
Aug	5,467		\$ (5,467)
Sept	5,467		\$ (5,467)
Total	\$ 5,466,880	\$ 2,886,062	\$ (2,580,818)
Cumulative Forecast	\$ 1,752,502		
Actual to Forecast	\$ 1,133,560	64.68%	

Month	Forecast	Actual
Oct	\$ 3,000	\$ 128
Nov	\$ 382,682	\$ 63,053
Dec	\$ 1,366,820	\$ 2,822,881
Jan	\$ 1,997,776	\$ 0
Feb	\$ 1,640,064	\$ 0
Mar	\$ 10,934	\$ 0
Apr	\$ 21,868	\$ 0
May	\$ 21,868	\$ 0
Jun	\$ 5,467	\$ 0
Jul	\$ 5,467	\$ 0
Aug	\$ 5,467	\$ 0
Sept	\$ 5,467	\$ 0

POSITIVE	Property tax represents 30.7% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. December year to date actual to forecast is significantly above forecast making the actual 64.68% of forecast.
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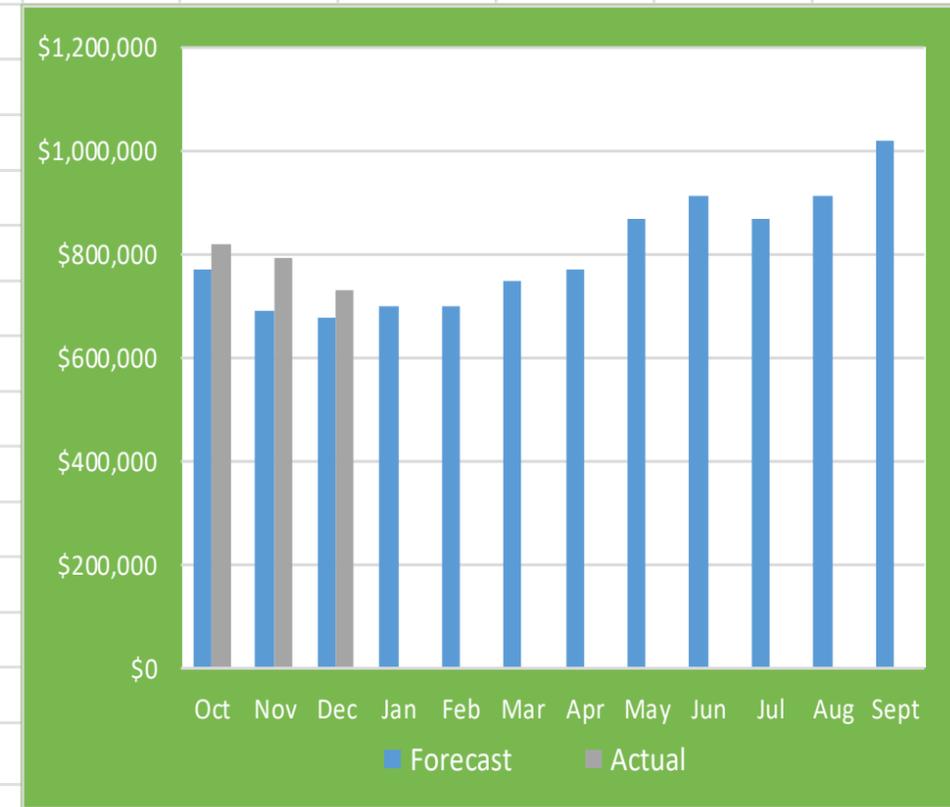
EXPENSE ANALYSIS			
GENERAL FUND EXPENDITURES BY DEPT.			
Division	FY2025 Forecast YTD	FY2025 Actual YTD	Variance
Legislative	\$ 21,915	\$ 18,618	\$ (3,297)
Organizational	441,291	403,201	\$ (38,090)
City Manager	194,112	198,202	\$ 4,090
City Secretary	73,502	57,098	\$ (16,404)
Finance	567,662	642,184	\$ 74,522
Human Resources	118,991	117,885	\$ (1,106)
Information Technology	276,797	216,577	\$ (60,220)
Community Engagemen	177,284	189,153	\$ 11,869
Police	1,738,326	1,722,848	\$ (15,478)
Fire	436,735	426,201	\$ (10,534)
Municipal Court	133,766	82,907	\$ (50,859)
Engineering	132,279	100,510	\$ (31,769)
Library	261,437	250,224	\$ (11,213)
Fleet & Facilities	338,493	377,532	\$ 39,039
Parks	463,849	496,344	\$ 32,495
Total	\$ 5,376,439	\$ 5,299,485	\$ (76,954)
Actual to Forecast		98.6%	



POSITIVE

This page compares forecast to actual by department within the General Fund. YTD compared to actual is 98.6% of forecast. Finance is above forecast due to full payment to OpenGov of \$110,000. Fleet & Facilities is over forecast due to Vehicle insurance claims for which a budget amendment was approved in January for this amount. Parks is over due to River of Lights final payment being forecast in January but paid in November. Community Engagement is over forecast due to a significant portion of community event support being paid in November and December.

REVENUE ANALYSIS			
WATER/WASTEWATER REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 770,740	\$ 817,463	\$ 46,723
Nov	689,775	789,913	\$ 100,138
Dec	676,200	727,310	\$ 51,110
Jan	700,015		\$ (700,015)
Feb	699,775		\$ (699,775)
Mar	746,925		\$ (746,925)
Apr	770,740		\$ (770,740)
May	865,520		\$ (865,520)
Jun	912,910		\$ (912,910)
Jul	865,280		\$ (865,280)
Aug	912,670		\$ (912,670)
Sept	1,017,450		\$ (1,017,450)
Total	\$ 9,628,000	\$ 2,334,686	\$ (7,293,314)
Cumulative Forecast	\$ 2,136,715		
Actual to Forecast	\$ 197,971	9.27%	
POSITIVE	The water and wasteware actual revenue is higher than forecast by 9.27%. There were 2 new residential meters and 2 new commercial meters set this month.		



EXPENSE ANALYSIS			
WATER/WASTEWATER EXPENDITURES BY DIVISION			
Division	FY2025 Forecast YTD	FY2025 Actual YTD	Variance
Administration	\$ 1,425,143	\$ 1,430,808	\$ 5,665
Distribution/Collection	308,766	1,685,555	\$ 1,376,789
Production/Treatment	340,211	372,400	\$ 32,189
WW Treatment Plant	<u>316,748</u>	<u>309,277</u>	<u>\$ (7,471)</u>
Total	\$ 2,390,868	\$ 3,798,039	\$ 1,407,171
Actual to Forecast		158.9%	

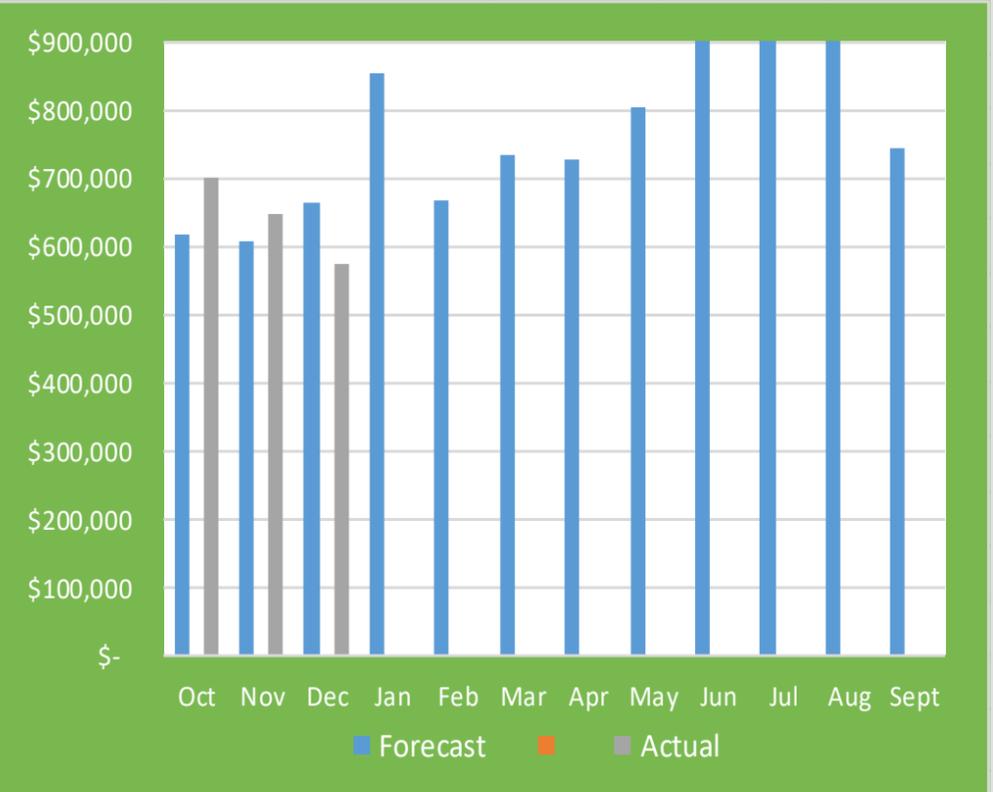
Division	Forecast YTD	Actual YTD
Administration	\$1,425,143	\$1,430,808
Distribution/Collection	\$308,766	\$1,685,555
Production/Treatment	\$340,211	\$372,400
WW Treatment Plant	\$316,748	\$309,277

NEGATIVE

This page compares actual to forecast by the divisions within the Water/Wastewater department. The actual expenditures are 158% over forecast. This is due to purchase of land for WWTP#3 that was approved by Council and a budget amendment that was also approved by Council as of January. Production/Treatment division is over forecast

COMPREHENSIVE MONTHLY FINANCIAL REPORT – December 2024

REVENUE ANALYSIS			
ELECTRIC FUND REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 615,889	\$ 699,941	\$ 84,052
Nov	606,866	646,432	\$ 39,566
Dec	662,014	572,362	\$ (89,652)
Jan	852,447		\$ (852,447)
Feb	667,972		\$ (667,972)
Mar	733,308		\$ (733,308)
Apr	727,031		\$ (727,031)
May	802,373		\$ (802,373)
Jun	1,083,612		\$ (1,083,612)
Jul	995,138		\$ (995,138)
Aug	994,686		\$ (994,686)
Sept	743,126		\$ (743,126)
Total	\$ 9,484,462	\$ 1,918,735	\$ (7,565,727)
Cumulative Forecast	\$ 1,884,769		
Actual to Forecast	\$ 33,966	1.80%	
POSITIVE	The Electric utility revenue is 1.8% above forecasted revenue.		



REVENUE ANALYSIS			
HOTEL OCCUPANCY TAX REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 325,465	\$ 327,510	\$ 2,045
Nov	336,056	440,420	\$ 104,364
Dec	286,979	353,119	\$ 66,140
Jan	239,357		\$ (239,357)
Feb	235,065		\$ (235,065)
Mar	232,984		\$ (232,984)
Apr	430,924		\$ (430,924)
May	360,902		\$ (360,902)
Jun	339,160		\$ (339,160)
Jul	425,381		\$ (425,381)
Aug	408,388		\$ (408,388)
Sept	337,339		\$ (337,339)
Total	\$ 3,958,000	\$ 1,121,049	\$ (2,836,951)
Cumulative Forecast	\$ 948,500		
Actual to Forecast %	\$ 172,549	18.2%	

Month	Forecast	Actual
Oct	\$325,465	\$327,510
Nov	\$336,056	\$440,420
Dec	\$286,979	\$353,119
Jan	\$239,357	
Feb	\$235,065	
Mar	\$232,984	
Apr	\$430,924	
May	\$360,902	
Jun	\$339,160	
Jul	\$425,381	
Aug	\$408,388	
Sept	\$337,339	

POSITIVE

This report is based on a cash method. The revenue is received by the City the month after collection. Actual is 18.2% above forecast.

EXPENSE ANALYSIS			
HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION			
Division	FY2025 Forecast YTD	FY2025 Actual YTD	Variance
Organizational	\$ 1,185,049	\$ 1,010,196	\$ (174,853)
Convention Center	224,078	189,557	\$ (34,521)
Main Street	85,267	105,423	\$ 20,156
BAIPP	13,875	724	\$ (13,151)
Rodeo	824	746	\$ (78)
Total	\$ 1,509,093	\$ 1,306,646	\$ (202,447)
Actual to Forecast		86.6%	

Division	Forecast YTD	Actual YTD
Organizational	\$1,185,049	\$1,010,196
Convention Center	\$224,078	\$189,557
Main Street	\$85,267	\$105,423
BAIPP	\$13,875	\$724
Rodeo	\$824	\$746

POSITIVE

This compares actual to forecast for each division located in the Hotel Occupancy Tax Fund. YTD is reporting actual at 86.6% of forecast. Main Street is over forecast due to Christmas Events

REVENUE ANALYSIS			
DEVELOPMENT SERVICES REVENUE			
Month	FY2025 Forecast	FY2025 Actual	Monthly Variance
Oct	\$ 153,833	\$ 165,629	\$ 11,796
Nov	153,833	117,673	\$ (36,160)
Dec	147,833	292,775	\$ 144,942
Jan	147,833		\$ (147,833)
Feb	147,833		\$ (147,833)
Mar	148,833		\$ (148,833)
Apr	148,833		\$ (148,833)
May	158,833		\$ (158,833)
Jun	180,833		\$ (180,833)
Jul	176,667		\$ (176,667)
Aug	180,833		\$ (180,833)
Sept	184,000		\$ (184,000)
Total	\$ 1,929,997	\$ 576,077	\$ (1,353,920)
Cumulative Forecast	\$ 455,499		
Actual to Forecast %	\$ 120,578	26.5%	

POSITIVE	Actual revenue is 26.5% over forecast in the Development Services Fund. Residential and Commercial Building Permits were up in December.	
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EXPENSE ANALYSIS			
DEVELOPMENT SERVICES EXPENDITURES BY DIVISION			
	FY2025	FY2025	
Division	Forecast YTD	Actual YTD	Variance
Customer Services	\$ 145,706	\$ 131,045	\$ (14,661)
Planning	165,633	148,285	\$ (17,348)
Building Inspections	150,825	142,388	\$ (8,437)
Total	\$ 462,164	\$ 421,718	\$ (40,446)
Actual to Forecast		91.2%	

Division	Forecast YTD	Actual YTD
Customer Services	\$145,706	\$131,045
Planning	\$165,633	\$148,285
Building Inspections	\$150,825	\$142,388

POSITIVE

Actual expenditures are at 91.2% of forecast.



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Review and discuss the Bastrop Fire Department and Bastrop Power and Light Budget.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

A new section entitled Financial Transparency seeks to educate the Council on all city departments and functions prior to budget season.

Departments presented show Revenue vs Expenses, Staffing, and any Capital Expenses that the department may have to pay.

Staff is seeking direction on any recommendations to bring forth as part of the budget or policy process.

FISCAL IMPACT:

None

RECOMMENDATION:

Review and provide direction to the City Manager

ATTACHMENTS:

1. Bastrop Power and Light
2. Fire Department



City of Bastrop, TX

Budget Report
Bastrop Power and Light

	FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021
Fund: 404 - BASTROP POWER & LIGHT					
Revenue					
404-00-00-4301 ELECTRIC SALES-RESIDENTIAL	3,725,000.00	3,490,995.00	3,072,335.00	2,740,315.00	2,862,283.00
404-00-00-4302 ELECTRIC SALES-COMMERCIAL	4,850,000.00	4,533,400.00	4,170,421.00	3,553,500.00	3,781,452.00
404-00-00-4303 ELECTRIC SALES-PUBLIC AUTHO	325,000.00	322,500.00	300,510.00	258,280.00	268,315.00
404-00-00-4310 PENALTIES	85,000.00	85,000.00	75,000.00	68,000.00	68,000.00
404-00-00-4311 ELECTRIC SERVICE FEES	38,000.00	38,625.00	38,625.00	32,000.00	30,000.00
404-00-00-4312 EXTENSION FEES	250,000.00	250,000.00	250,000.00	173,734.00	100,000.00
404-00-00-4313 OTHER INCOME	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
404-00-00-4315 POLE ATTACHMENT FEE	5,000.00	16,350.00	16,350.00	15,810.00	8,000.00
404-00-00-4400 INTEREST INCOME	200,000.00	130,000.00	30,000.00	30,000.00	30,000.00
Revenue Total:	9,484,000.00	8,872,870.00	7,959,241.00	6,877,639.00	7,154,050.00
Expense					
404-60-00-5101 OPERATIONAL SALARIES	782,500.00	735,601.00	696,382.03	606,217.00	557,876.00
404-60-00-5116 LONGEVITY	5,820.00	4,303.00	6,000.00	5,265.00	2,832.00
404-60-00-5117 OVERTIME	15,750.00	15,000.00	15,000.00	15,000.00	15,000.00
404-60-00-5150 SOCIAL SECURITY	59,900.00	56,277.00	55,350.00	48,016.00	44,132.00
404-60-00-5151 RETIREMENT	110,600.00	94,531.00	240,501.49	72,609.00	66,782.00
404-60-00-5155 GROUP INSURANCE	87,000.00	86,956.00	66,759.07	57,203.00	53,567.00
404-60-00-5156 WORKERS COMPENSATION	9,000.00	9,000.00	11,055.00	7,780.00	8,202.00
404-60-00-5201 SUPPLIES	12,500.00	9,506.54	7,500.00	7,500.00	7,500.00
404-60-00-5207 COMPUTER EQUIPMENT	1,800.00	1,500.00	4,200.00	6,200.00	3,000.00



City of Bastrop, TX

Budget Report
Bastrop Power and Light

	FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021
Fund: 404 - BASTROP POWER & LIGHT					
404-60-00-5209 SAFETY/FIRST AID	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
404-60-00-5222 EQUIPMENT/FURNITURE	1,000.00	11,300.00	1,000.00	1,000.00	1,000.00
404-60-00-5228 SMALL TOOLS	7,875.00	7,500.00	13,700.00	7,500.00	7,500.00
404-60-00-5231 MARKETING MATERIALS	5,000.00	2,000.00	5,000.00	3,000.00	5,000.00
404-60-00-5240 FUEL	35,000.00	25,000.00	25,000.00	16,200.00	15,000.00
404-60-00-5320 EQUIP/SOFTWARE MAINTENANCE	25,000.00	23,000.00	25,000.00	25,000.00	43,228.00
404-60-00-5340 VEHICLE MAINTENANCE	12,500.00	27,500.00	12,500.00	10,000.00	10,000.00
404-60-00-5345 BUILDING	4,500.00	493.46	4,500.00	4,500.00	4,500.00
404-60-00-5370 MAINTENANCE OF SYSTEM	225,000.00	225,000.00	192,500.00	228,000.00	207,500.00
404-60-00-5401 COMMUNICATION	5,800.00	5,800.00	5,800.00	4,780.00	4,780.00
404-60-00-5403 UTILITIES	6,000.00	6,000.00	6,000.00	6,000.00	6,000.00
404-60-00-5505 PROFESSIONAL SERVICES	157,500.00	7,500.00	17,500.00	17,500.00	28,728.00
404-60-00-5509 INSURANCE EXPENSE	14,600.00	14,600.00	14,000.00	9,500.00	8,150.00
404-60-00-5515 UNIFORMS	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
404-60-00-5525 LEGAL SERVICES	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00
404-60-00-5530 ENGINEER	50,000.00	50,000.00	50,000.00	15,000.00	0.00
404-60-00-5560 ADMINISTRATIVE SUPPORT	541,707.00	524,294.00	541,280.00	444,894.00	423,216.00
404-60-00-5570 EQUIPMENT RENTAL	13,000.00	13,000.00	13,000.00	13,000.00	13,000.00
404-60-00-5581 LCRA POWER	5,689,621.00	5,689,621.00	4,537,974.00	4,325,511.00	4,300,000.00
404-60-00-5582 LCRA TESTING	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00
404-60-00-5595 VEHICLE/EQUP RPLC FEE	112,004.00	103,397.00	108,205.00	99,559.00	87,183.00
404-60-00-5601 ADVERTISING	2,500.00	0.00	2,500.00	1,500.00	1,500.00



City of Bastrop, TX

Budget Report
Bastrop Power and Light

	FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021
Fund: 404 - BASTROP POWER & LIGHT					
404-60-00-5602 SPONSORSHIPS	6,000.00	0.00	6,000.00	6,000.00	6,000.00
404-60-00-5603 STREET LIGHTING	0.00	0.00	0.00	18,000.00	38,000.00
404-60-00-5605 TRAVEL & TRAINING	28,700.00	28,700.00	22,500.00	2,500.00	3,000.00
404-60-00-5615 DUES, SUBSCRIPTIONS & PUB	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
404-60-00-5622 COMMUNITY EVENT SUPPORT	100,000.00	0.00	0.00	0.00	137,000.00
404-60-00-5679 BAD DEBTS	0.00	0.00	0.00	0.00	0.00
404-60-00-5680 OVERS/SHORTS	0.00	0.00	0.00	0.00	0.00
404-60-00-5690 COMMUNITY SUPPORT	0.00	0.00	0.00	0.00	139,786.00
404-60-00-5910 WINTER STORM 2021	0.00	0.00	59,758.00	0.00	928,395.00
404-60-00-6099 LINE EXTENSIONS	200,000.00	200,000.00	300,000.00	123,734.00	107,000.00
404-60-00-6401 SPECIAL PROJECT EXPENSE	125,000.00	125,000.00	125,000.00	125,000.00	75,000.00
404-60-00-6501 SYSTEM STUDY IMPROVEMENTS	50,000.00	50,000.00	258,250.00	208,250.00	150,000.00
404-60-00-7149 CO 2014 SERIES-PRINC	50,750.00	49,300.00	47,850.00	46,400.00	44,950.00
404-60-00-7150 CO 2014 SERIES-INT	9,765.76	10,937.00	12,013.00	12,941.00	22,748.00
404-60-00-7155 GO REFUNDING 2017-PRINC	85,000.00	80,000.00	0.00	0.00	0.00
404-60-00-7156 GO REFUNDING 2017-INT	18,200.00	21,400.00	99,400.00	24,400.00	24,400.00
404-60-00-7163 GO REFUNDING, SERIES2020-PRINC	0.00	0.00	0.00	77,624.00	74,624.00
404-60-00-7164 GO REFUNDING, SERIES 2020-INT	0.00	0.00	0.00	800.00	1,516.00
404-60-00-7177 GO REF, SERIES 2021A - INT	5,957.00	5,957.00	5,957.00	0.00	0.00
404-60-00-8001 TRANSF OUT-GENERAL FUND	650,000.00	600,000.00	650,000.00	450,000.00	557,750.00
404-60-00-8115 TRANS OUT-SPECIAL PROJECT FUN	0.00	0.00	0.00	317,000.00	30,000.00
404-60-00-8130 TRANS OUT-VEHICLE/EQUIP RPLC	0.00	0.00	35,000.00	72,400.00	65,000.00



City of Bastrop, TX

Budget Report
Bastrop Power and Light

	FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021
Fund: 404 - BASTROP POWER & LIGHT					
Expense Total:	9,348,349.76	8,945,474.00	8,325,435.00	7,568,783.00	8,355,845.00
: 404 - BASTROP POWER & LIGHT Surplus (Deficit):	135,650.24	-72,604.00	-366,194.00	-691,144.00	-1,201,795.00
FTE's	9	9	10	9	9



City of Bastrop, TX

Budget Report

Fire

Item 8B.

		FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021
Fund: 101 - GENERAL FUND						
Revenue						
101-00-00-4013	FIRE INSPECTION FEES	0.00	0.00	6,000.00	8,000.00	12,000.00
101-00-00-4018	FIRE REVIEW FEE	0.00	0.00	15,000.00	10,000.00	25,000.00
101-00-00-4415	EMERGENCY MANAGEMENT	0.00	0.00	0.00	32,000.00	32,000.00
101-00-00-4553	FIRE DEPT CALLS - REIMB	0.00	0.00	0.00	3,058.00	0.00
102-00-00-4435	FIRE DEPT DESIGNATED	200.00	26,610.00	250.00	200.00	950.00
108-00-00-4013	FIRE INSPECTION FEES	10,000.00	6,000.00	0.00	0.00	0.00
108-00-00-4018	FIRE REVIEW FEE	15,000.00	15,000.00	0.00	0.00	0.00
801-00-00-4500	MISCELLANEOUS GRANT REVENU	0.00	0.00	0.00	12,960.00	0.00
	Revenue Total:	25,200.00	47,610.00	21,250.00	66,218.00	69,950.00

Expense

Division: 10 - ADMINISTRATION

101-11-10-5101	OPERATIONAL SALARIES	268,600.00	189,098.00	139,831.00	208,343.00	197,355.00
101-11-10-5116	LONGEVITY	480.00	1,320.00	960.00	1,000.00	528.00
101-11-10-5150	SOCIAL SECURITY	20,600.00	14,547.00	10,697.00	16,028.00	15,152.00
101-11-10-5151	RETIREMENT	38,000.00	23,718.00	17,515.00	24,263.00	22,954.00
101-11-10-5155	GROUP INSURANCE	29,750.00	22,061.00	13,848.00	19,068.00	17,856.00
101-11-10-5156	WORKERS COMPENSATION	1,062.00	150.00	150.00	1,161.00	1,149.00
101-11-10-5201	SUPPLIES	9,800.00	6,391.00	7,800.00	9,800.00	5,178.00
101-11-10-5203	POSTAGE	100.00	100.00	100.00	100.00	14.00
101-11-10-5206	OFFICE EQUIPMENT	3,000.00	5,000.00	3,712.00	3,500.00	2,000.00
101-11-10-5209	SAFETY SUPPLIES	2,000.00	1,200.00	2,000.00	2,000.00	998.00
101-11-10-5216	WILDLAND CLOTHING	2,700.00	1,700.00	700.00	1,500.00	1,200.00
101-11-10-5223	PROTECTIVE GEAR	4,200.00	0.00	3,200.00	3,590.00	2,790.00
101-11-10-5229	FIRE PREVENTION MATERIAL	4,500.00	4,500.00	4,500.00	4,500.00	2,400.00
101-11-10-5240	FUEL & LUBE	8,000.00	5,500.00	5,500.00	8,000.00	6,600.00
101-11-10-5320	EQUIPMENT MAINTENANCE	2,650.00	2,650.00	2,650.00	2,650.00	250.00
101-11-10-5330	MAINT OF RADIO	2,250.00	450.00	250.00	450.00	184.00
101-11-10-5340	VEHICLE MAINTENANCE	4,250.00	3,411.00	8,631.00	2,214.00	3,214.00
101-11-10-5345	BUILDING MAINTENANCE	2,000.00	5,689.00	6,280.00	9,218.00	15,200.00
101-11-10-5401	COMMUNICATIONS	39,510.00	26,310.00	39,510.00	39,510.00	40,710.00
101-11-10-5403	UTILITIES	9,500.00	12,500.00	9,500.00	13,500.00	13,500.00
101-11-10-5515	UNIFORMS	2,900.00	2,900.00	2,900.00	1,900.00	5,660.00



City of Bastrop, TX

Budget Report

Fire

Item 8B.

	FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021	
Fund: 101 - GENERAL FUND						
101-11-10-5551	FIREMEN AD&D	3,300.00	2,414.00	0.00	3,300.00	0.00
101-11-10-5570	EQUIPMENT RENTAL	0.00	2,525.00	2,525.00	7,025.00	644.00
101-11-10-5595	VEHICLE/EQUIP REPLACEMENT	128,608.00	93,059.00	84,911.00	68,243.00	68,243.00
101-11-10-5605	TRAVEL & TRAINING	4,000.00	6,500.00	4,000.00	4,000.00	4,000.00
101-11-10-5615	DUES, SUBSCRIPTIONS AND F	20,160.00	36,290.00	14,510.00	9,710.00	8,255.00
101-11-10-5653	SPECIAL EVENTS	4,000.00	6,800.00	4,000.00	4,000.00	2,200.00
101-11-10-5655	EQUIPMENT RENTAL	2,525.00	0.00	0.00	0.00	0.00
Division: 10 - ADMINISTRATION Total:		618,445.00	476,783.00	390,180.00	468,573.00	438,234.00
Division: 11 - OPERATIONAL						
101-11-11-5101	OPERATIONAL SALARIES	578,000.00	491,638.00	474,835.00	340,011.00	308,488.00
101-11-11-5116	LONGEVITY	1,320.00	1,500.00	780.00	325.00	0.00
101-11-11-5117	OVERTIME	105,600.00	105,600.00	110,000.00	42,500.00	21,475.00
101-11-11-5150	SOCIAL SECURITY	44,200.00	50,283.00	45,555.00	29,300.00	16,996.00
101-11-11-5151	RETIREMENT	81,750.00	82,367.00	74,263.00	44,370.00	25,772.00
101-11-11-5155	GROUP INSURANCE	84,375.00	87,678.00	91,995.00	66,800.00	44,639.00
101-11-11-5156	WORKERS COMPENSATION	30,213.00	16,190.00	16,190.00	8,467.00	5,772.00
101-11-11-5201	SUPPLIES	2,000.00	2,000.00	2,000.00	0.00	64.00
101-11-11-5210	SMALL EQUIPMENT	9,765.00	9,765.00	11,315.00	9,765.00	4,415.00
101-11-11-5216	WILDLAND CLOTHING	2,000.00	3,500.00	5,500.00	5,500.00	5,500.00
101-11-11-5222	EQUIPMENT	12,525.00	16,525.00	17,325.00	13,525.00	10,550.00
101-11-11-5223	PROTECTIVE GEAR	20,500.00	18,808.00	12,300.00	11,845.00	9,640.00
101-11-11-5240	FUEL & LUBE	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00
101-11-11-5320	EQUIPMENT MAINTENANCE	36,490.00	41,191.00	29,538.00	30,005.00	28,005.00
101-11-11-5330	MAINT OF RADIO	1,000.00	0.00	0.00	0.00	183.00
101-11-11-5340	VEHICLE MAINTENANCE	30,856.00	27,856.00	30,856.00	30,856.00	34,401.00
101-11-11-5515	UNIFORMS	9,280.00	12,710.00	8,468.00	7,710.00	600.00
101-11-11-5561	CONTRACTED SERVICES	7,200.00	7,200.00	7,200.00	8,000.00	950.00
101-11-11-5605	TRAVEL & TRAINING	6,250.00	-2,050.00	6,250.00	6,250.00	6,250.00
101-11-11-5655	EQUIPMENT RENTAL	5,924.00	5,924.00	5,520.00	0.00	0.00
Division: 11 - OPERATIONAL Total:		1,076,448.00	985,885.00	957,090.00	662,429.00	530,900.00



City of Bastrop, TX

Budget Report

Fire

Item 8B.

	FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021	
Fund: 101 - GENERAL FUND						
Division: 13 - VOLUNTEER						
101-11-13-5101	OPERATIONAL SALARIES	25,000.00	5,000.00	25,000.00	24,000.00	23,225.00
101-11-13-5150	SOCIAL SECURITY	1,836.00	1,836.00	1,836.00	1,836.00	1,777.00
101-11-13-5156	WORKERS COMPENSATION	2,568.00	1,750.00	5,015.00	1,675.00	2,420.00
101-11-13-5216	WILDLAND CLOTHING	3,000.00	4,200.00	4,200.00	4,200.00	4,200.00
101-11-13-5222	EQUIPMENT	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
101-11-13-5223	PROTECTIVE GEAR	6,000.00	400.00	8,400.00	9,570.00	4,470.00
101-11-13-5515	UNIFORMS	3,000.00	3,600.00	3,600.00	3,600.00	3,600.00
101-11-13-5605	TRAVEL & TRAINING	5,000.00	1,750.00	6,250.00	6,250.00	6,250.00
Division: 13 - VOLUNTEER Total:		48,204.00	20,336.00	56,101.00	52,931.00	47,742.00
Division: 14 - EMERGENCY MANAGEMENT						
101-11-14-5201	SUPPLIES	1,000.00	4,200.00	4,500.00	2,000.00	0.00
101-11-14-5202	INCIDENT SUPPLIES	1,000.00	10,300.00	10,000.00	10,000.00	0.00
101-11-14-5206	OFFICE EQUIPMENT	1,500.00	1,500.00	1,500.00	1,500.00	0.00
101-11-14-5218	SPECIAL PRINTING	250.00	250.00	250.00	250.00	0.00
101-11-14-5320	EQUIP/SOFTWARE MAINTEN.	450.00	0.00	0.00	0.00	0.00
101-11-14-5401	COMMUNICATIONS	19,620.00	19,620.00	6,600.00	0.00	0.00
101-11-14-5403	UTILITIES	7,540.00	7,540.00	7,540.00	7,540.00	0.00
101-11-14-5595	VEHICLE/EQUIP REPLACEMENT	7,465.00	7,465.00	7,465.00	7,253.00	0.00
101-11-14-5605	TRAVEL & TRAINING	1,000.00	1,000.00	1,000.00	3,750.00	0.00
Division: 14 - EMERGENCY MANAGEMENT Total:		39,825.00	51,875.00	38,855.00	32,293.00	0.00
Expense Total:		1,782,922.00	1,534,879.00	1,442,226.00	1,216,226.00	1,016,876.00

Division	FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021
Fund: 101 - GENERAL FUND					
Expense					
10 - ADMINISTRATION	618,445.00	476,783.00	390,180.00	468,573.00	438,234.00



City of Bastrop, TX

Budget Report

Fire

Item 8B.

	FY2024-2025	FY2023-2024	FY2022-2023	FY2021-2022	FY2020-2021
Fund: 101 - GENERAL FUND					
11 - OPERATIONAL	1,076,448.00	985,885.00	957,090.00	662,429.00	530,900.00
13 - VOLUNTEER	48,204.00	20,336.00	56,101.00	52,931.00	47,742.00
14 - EMERGENCY MANAGEMENT	39,825.00	51,875.00	38,855.00	32,293.00	0.00
Expense Total:	1,782,922.00	1,534,879.00	1,442,226.00	1,216,226.00	1,016,876.00



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act to approve the following Bastrop City Council meeting minutes:

1. Wednesday, January 22, 2025, Special Meeting;
2. Monday, January 27, 2025, Joint Council and Bastrop EDC Meeting; and
3. Tuesday, January 28, 2025, Regular Meeting.

AGENDA ITEM SUBMITTED BY:

Victoria Psencik, Assistant City Secretary

BACKGROUND/HISTORY:

N/A

FISCAL IMPACT:

N/A

RECOMMENDATION:

Approve the Bastrop City Council meeting minutes for the Wednesday, January 22, 2025, Special Meeting; Monday, January 27, 2025, Joint Council and Bastrop EDC Meeting; and Tuesday, January 28, 2025, Regular Meeting.

ATTACHMENTS:

- DRAFT Wednesday, January 22, 2025, Special Meeting
- DRAFT Monday, January 27, 2025, Joint Council and Bastrop EDC Meeting
- DRAFT Tuesday, January 28, 2025, Regular Meeting

CITY OF BASTROP
BASTROP CITY COUNCIL
SPECIAL CITY COUNCIL MEETING MINUTES

Wednesday, January 22, 2025

A Special Meeting of the Bastrop City Council was conducted on Wednesday, January 22, 2025, at 4:30 p.m. at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

Council Members Present

Mayor Pro-Tempore John Kirkland
Council Member Kerry Fossler
Council Member Kevin Plunkett

Staff Present

City Manager Sylvia Carrillo-Trevino
Assistant City Manager Andres Rosales
Assistant City Secretary Victoria Psencik
Assistant to City Manager Vivianna Andres
Public Information Officer Colin Guerra
Fire Chief Chris Stone

Council Members Absent

Council Member Cynthia Meyer
Mayor Lyle Nelson* *resigned 1/14/2025*

1. CALL TO ORDER

With a quorum being present, Mayor Pro-Tempore Kirkland called the Special City Council meeting to order at 4:41 p.m.

2. CITIZEN COMMENT(S)

No Citizens Comment requests were made to discuss any item not on the agenda.

3. STAFF AND BOARD REPORTS

3A. City Manager's Report

1. Update on Bastrop Building Block (B3) Code Amendments

4. ITEMS FOR INDIVIDUAL CONSIDERATION

4A. Discussion and possible action on applications received for the Bastrop County Advisory Board of Health.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

[Editor's Note: Mayor Pro-Tempore Kirkland called for a short recess at 4:52 pm to retrieve notes regarding Item 4A. Mayor Pro-Tempore Kirkland reconvened the Open Session at 4:54 pm.]

MOTION: Council Member Plunkett moved to recommend Dr. Rajeev Gupta, M.D., as the City of Bastrop's nomination for the Advisory Board of Health for Bastrop County. Council Member Fossler seconded the motion. Motion carried unanimously.

4. ADJOURNMENT

Upon a motion duly made and seconded, Mayor Pro-Tempore Kirkland adjourned the Special City Council meeting at 4:59 p.m. without objection.

CITY OF BASTROP, TEXAS

John Kirkland, Mayor Pro-Tempore

ATTEST:

Victoria Psencik, Assistant City Secretary

CITY OF BASTROP
JOINT MEETING OF THE
BASTROP CITY COUNCIL AND
BASTROP ECONOMIC DEVELOPMENT CORPORATION BOARD

MEETING MINUTES

Monday, January 27, 2025

A Joint Meeting of the Bastrop City Council and Bastrop Economic Development Corporation (BEDC) Board of Directors was conducted on Monday, January 27, 2025, at 4:02 p.m. at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

Council Members Present

Mayor Pro-Tempore John Kirkland
Council Member Cynthia Meyer
Council Member Kerry Fossler
Council Member Kevin Plunkett
Council Member Cheryl Lee**arrived at: 4:21 pm*

Staff Present

City Manager Sylvia Carrillo-Trevino
Assistant City Manager Andres Rosales
Interim City Attorney Charlie Zech
Assistant City Secretary Victoria Psencik
Assistant to the City Manager Vivianna Andres
Public Information Officer Colin Guerra

BEDC Board of Directors Present

Board Chairman Ron Spencer
Director Gary Blake
Director T.J. Finn
Director Chris McCool
Director Frank Urbanek
Mayor Pro-Tempore John Kirkland
Council Member Cheryl Lee**arrived at: 4:21 pm*

Staff Present – City/BEDC

Operations Manager Angela Ryan
B.A.R.E. Manager Dori Kelley
Interim BEDC Director Sylvia Carrillo-Trevino
BEDC Attorney Charlie Zech

Council Members Absent

Mayor Lyle Nelson* *resigned 1/14/2025*

1. CALL TO ORDER

1A. Call to Order – Bastrop City Council

With a quorum being present, Mayor Pro-Tempore Kirkland called the City Council meeting to order at 4:02 p.m.

1B. Call to Order – Bastrop Economic Development Corporation Board of Directors

With a quorum being present, Board Chairman Spencer called the Bastrop Economic Development Corporation Board meeting to order at 4:03 p.m.

2. PLEDGE OF ALLEGIANCE – United States of America and Texas Flags

Mayor Pro-Tempore Kirkland led the Pledge of Allegiance.

3. CITIZEN COMMENT(S)

No Citizens Comment requests were made to discuss any item not on the agenda.

4. PRESENTATIONS

4A. Consideration, discussion, and possible action on the results of the Sports Complex Feasibility Study.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim BEDC Director and City Manager

Presentation by Hunden Partners Representatives Ryan Sheridan, Mike Thiessen, and Emily Connor.

MOTION (Council) : Council Member Plunkett moved to cancel the Sports Complex project as presented by Hunden Partners. Council Member Meyer seconded the motion. Motion carried unanimously.

MOTION (BEDC) : Director Finn moved to cancel the Sports Complex project as presented by Hunden Partners. Director Blake seconded the motion. Motion carried unanimously.

5. WORK SESSIONS / BRIEFINGS

5A. Discussion and possible action regarding the Strategic Planning Session by the BEDC on January 13, 2025 and amendments to the existing BEDC policy statements.

Submitted and Presented by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, Interim BEDC Director and City Manager

Bastrop City Council took **no** action on Item 5A.

6. ADJOURNMENT

6A. Adjourn – Bastrop City Council

Upon a motion duly made and seconded, Mayor-Pro Tempore Kirkland adjourned the City Council meeting at 5:54 p.m. without objection.

6B. **Adjourn – Bastrop Economic Development Corporation Board**

Upon a motion duly made and seconded, Chairman Spencer adjourned the Bastrop Economic Development Corporation Board meeting at 5:54 p.m. without objection.

CITY OF BASTROP, TEXAS

BASTROP ECONOMIC DEVELOPMENT CORPORATION

John Kirkland, Mayor Pro-Tempore

Ron Spencer, Board Chairman

ATTEST:

ATTEST:

Victoria Psencik, Assistant City Secretary

Angela Ryan, Operations Manager

CITY OF BASTROP
BASTROP CITY COUNCIL
REGULAR CITY COUNCIL MEETING MINUTES

Tuesday, January 28, 2025

The Bastrop City Council met in a Regular Meeting on Tuesday, January 28, 2025, at 6:30 p.m. at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas, with the following action taken to wit:

Council Members Present

Mayor Pro-Tempore John Kirkland
Council Member Cynthia Meyer
Council Member Cheryl Lee
Council Member Kerry Fossler
Council Member Kevin Plunkett

Staff Present

City Manager Sylvia Carrillo-Trevino
Assistant City Manager Andres Rosales
Interim Assistant City Attorney Stanley Springerley
Assistant City Secretary Victoria Psencik
Assistant to City Manager Vivianna Andres
Chief Financial Officer Edi McIlwain
Development Services Director James Cowey
Police Chief Vicky Steffanic
Community Engagement Director Kathy Danielson
Main Street Manager Michaela Joyce
Public Works Director John Eddleton
Parks & Recreation Director Terry Moore
Senior Planner Kennedy Higgins
Public Information Officer Colin Guerra
Fire Chief Chris Stone

Council Members Absent

Mayor Lyle Nelson * *resigned 1/14/2025*

1. CALL TO ORDER

With a quorum being present Mayor Pro-Tempore Kirkland called the Regular City Council meeting to order at 6:30 p.m.

2. PLEDGE OF ALLEGIANCE – United States of America and Texas Flags

Jalieg Ledunah and Olivia Alonge with Bastrop Middle School National Junior Honor Society led the Pledge of Allegiance.

3. INVOCATION

City of Bastrop Police Chaplain Robert Oliver delivered the invocation.

4. PRESENTATIONS

4A. **Mayor Pro Tem's Report**

4B. **Council Members' Report**

4C. **Announce the winners of the Christmas Parade.**

Submitted by: Kathy Danielson, Community Engagement Director

4E. **Presentation regarding Mardi Gras.**

Submitted by: Kathy Danielson, Community Engagement Director

4D. **Year in Review Presentation.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

5. **CITIZEN COMMENT(S)**

Citizen(s) addressing the City Council on an item, not on the agenda: Dock Jackson and Pablo Serna.

6. **WORK SESSIONS/BRIEFINGS**

6A. **Discussion regarding the process for engaging legal counsel from the Interim City Attorney, Denton Navarro Rodriguez Bernal Santee & Zech, P.C. (DNRBSZ).**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

The Council took **no** action on Item 6A.

6B. **Discussion and possible action regarding the process for City Council members to request training opportunities.**

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

The Council took **no** action on Item 6B.

7. **FINANCIAL TRANSPARENCY AND BUDGET PREPARATION**

7A. **Receive a presentation of the unaudited financial monthly report for October 2024.**

Submitted by: Edi McIlwain, Chief Financial Officer

7B. **Receive presentation of the Strategic Budget Planning Calendar for Fiscal Year 2025-2026.**

Submitted by: Edi McIlwain, Chief Financial Officer

[Editor's Note: After the presentation of Item 7B, Mayor Pro-Tempore Kirkland called on City Manager Carrillo-Trevino to make public service announcements.]

City Manager's Public Service Announcements

“Dam Failure - What we know so far is during scheduled work earlier this afternoon, one of nine gates at Longhorn Dam failed in the open position causing the Lady Bird Lake level to begin dropping. The cause of the failure is under investigation. As of 2 p.m., the LBL lake level is down by one foot and continues dropping.”

“Austin Water’s Department Emergency Operations Center has been activated. South Pleasant Valley Road, between Cesar Chavez Street and South Lakeshore Boulevard, is currently closed to traffic in both directions due to the work on the dam. The City of Austin’s Office of Homeland Security and Emergency Management has set up a situational call and is monitoring.”

COMPREHENSIVE PLAN OPEN HOUSE – BASTROP PUBLIC LIBRARY – 6PM

CODE AMENDMENTS AFFECTING P2 & P3 TO BE HELD BEGINNING IN

2/17 Monday 5:00pm

Bastrop Convention Center Planning & Zoning Commission Meeting 1

2/24 Monday 5:00pm

Bastrop Convention Center Planning & Zoning Commission Meeting 2

3/4 Tuesday 6:30pm*

Bastrop Convention Center City Council Meeting 1

3/11 Tuesday 6:30pm*

Bastrop Convention Center City Council Meeting 2

New Radio Tower for Emergency Management – Partnership with the County for redundancy in Emergency Management – Grant Funded

7C. Discuss and provide possible direction to staff regarding the Debt Service Fund.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

7D. Discuss and provide possible direction to staff regarding the General Fund - Parks and Recreation Department.

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

8. CONSENT AGENDA

8C. Consider and act on Resolution No. R-2025-19, accepting a donation from H.E.B. in the amount of \$2,000.00 (Two Thousand Dollars) and \$500.00 (Five Hundred Gift Card) for the upcoming Bastrop Mardi Gras Event being held in Downtown Bastrop, TX, on Saturday, February 1, 2025; providing for

findings of fact; providing for a repealing clause; and establishing an effective date.

Submitted by: Kathy Danielson, Community Engagement Director

- 8D. **Consider and act on Resolution No. R-2025-20, accepting a donation from Bluebonnet Electric Cooperative in the amount of \$3,500.00 (Three Thousand Five Hundred Dollars) for the upcoming Bastrop Mardi Gras Event being held in Downtown Bastrop, TX, on Saturday, February 1, 2025; providing for findings of fact; providing for a repealing clause; and establishing an effective date.**

Submitted by: Kathy Danielson, Community Engagement Director

- 8F. **Consider and act on the second reading of Ordinance No. 2025-03 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, Section 6.3.007 CROSS ACCESS CONNECTIONS (a) as attached in Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice and meeting.**

Submitted by: Kennedy Higgins, Senior Planner, Development Services

- 8H. **Consider and act on the second reading of Ordinance No. 2024-44 of the City Council of the City of Bastrop, Texas, approving the zoning change for 10.56 +/- acres out of Nancy Blakey Survey Abstract 98, located west of FM 969, within the City of Bastrop from P2 Rural to P5 Core as shown in Attachment 2; providing for findings of fact; providing for repealer; providing for severability; providing for enforcement; providing for proper notice and meeting; and establishing an effective date.**

Submitted by: Kennedy Higgins – Senior Planner, Development Services

- 8I. **Consider and act on the second reading of Ordinance No. 2025-05, amending the budget for the Fiscal Year 2025 in accordance with existing statutory requirements; appropriating the various amounts herein as attached in Exhibit A; repealing all prior ordinances and actions in conflict herewith; and establishing an effective date.**

Submitted by: Edi McIlwain, Chief Financial Officer

- 8J. **Consider and act to approve Resolution No. R-2025-24, approving the Bastrop Cultural Arts Commission to accept a grant in the amount of Fifteen Thousand and 00/100 Dollars (\$15,000) from the Texas Commission on the Arts for a Cultural Arts District Project; authorizing the City Manager to execute all necessary documents; and providing a repealer; and establishing an effective date.**

Submitted by: Michaela Joyce, Main Street Manager

- 8K. **Consider action to approve Resolution No. R-2025-25 of the City Council of the City of Bastrop, Texas, approving the Bastrop Cultural Arts Commission to accept a grant in the amount of Eight Thousand and 00/100 Dollars (\$8,000) from the Texas Commission on the Arts for a Cultural Arts District Project; authorizing the City Manager to execute all necessary documents; and providing a repealer; and establishing an effective date.**

Submitted by: Michaela Joyce, Main Street Manager

Mayor Pro-Tempore Kirkland called for requests to remove any item from the Consent Agenda for separate discussion. Council Member Fossler requested Items 8A, 8B, and 8E to be removed from the Consent Agenda for separate discussion. Council Member Lee requested Item 8G to be removed from the Consent Agenda for separate discussion.

MOTION: Council Member Meyer moved to approve the Consent Agenda 8C, 8D, 8F, 8I through 8K as presented. Council Member Lee seconded the motion. Motion carried unanimously.

* * * * *

- 8A. **Consider and act to approve the following Bastrop City Council meeting minutes:**
 - 1. Tuesday, December 3, 2024, Joint Council and Bastrop EDC Meeting;**
 - 2. Tuesday, January 14, 2025, Regular Meeting;**
 - 3. Wednesday, January 16, 2025, Joint Council and Planning and Zoning Commission Workshop; and**
 - 4. Friday, January 17, 2025, Special Meeting.**

Submitted by: Victoria Psencik, Assistant City Secretary

MOTION: Council Member Meyer moved to approve the Tuesday December 3, 2024, Joint Council and Bastrop EDC Meeting minutes; Tuesday, January 14, 2025, Regular Meeting minutes; Wednesday, January 16, 2025, Joint Council and Planning and Zoning Commission Workshop minutes; and Friday, January 17, 2025, Special Meeting minutes. Council Member Plunkett seconded the motion. Motion carried unanimously.

* * * * *

- 8B. **Consider and act on Resolution No. R-2025-18, granting Historic Landmark status for 0.817 acres out of Farm Block 16 West of Main Street within the City Limits of the City of Bastrop, Texas, as attached in Exhibit A; providing**

for findings of fact; providing for a repealing clause; and establishing an effective date.

Submitted by: Kennedy Higgins, Senior Planner Development Services / Historic Preservation Officer

MOTION: Council Member Fossler moved to approve Resolution No. R-2025-18 granting Historic Landmark status for 0.817 acres out of Farm Block 16 West of Main Street. Council Member Lee seconded the motion. Motion carried unanimously.

* * * * *

8E. **Consider and act on the second reading of Ordinance No. 2025-04, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.5 Building Types, Section 6.5.003 BUILDING STANDARDS PER PLACE TYPE A – LOT OCCUPATION (table) and Section 6.3.008 LOT OCCUPATION (a) and (b) as attached in Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice, and meeting.**

Submitted by: Kennedy Higgins, Senior Planner, Development Services

Citizen Comment(s): Pablo Serna

MOTION: Council Member Meyer moved to approve the second reading of Ordinance No. 2025-04 amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.5 Building Types, Section 6.5.003 BUILDING STANDARDS PER PLACE TYPE A – LOT OCCUPATION (table) and Section 6.3.008 LOT OCCUPATION (a) and (b) and with the addition of the maximum of 50 percent for Accessory Dwelling Units (ADUs). Motion failed for lack of a second.

MOTION: Council Member Plunkett moved to approve the second reading of Ordinance No. 2025-04 as presented to amend the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.5 Building Types, Section 6.5.003 BUILDING STANDARDS PER PLACE TYPE A – LOT OCCUPATION (table) and Section 6.3.008 LOT OCCUPATION (a) and (b). Council Member Lee seconded the motion. Motion carried unanimously.

* * * * *

8G. **Consider and act on the second reading of Ordinance No. 2025-02 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.5 Building Types, Section 6.5.003 BUILDING STANDARDS PER PLACE TYPE A. Lot Occupation as attached in Exhibit A; and providing for findings**

of fact, repealer, severability, codification, effective date, proper notice, and meeting.

Submitted by: Kennedy Higgins, Senior Planner, Development Services

Citizen Comment(s): Did not speak – Gregory LeBlanc, Sheridan Tiner, Toby Tiner, Annie Limmer, and Garrett Limer

MOTION: Council Member Lee moved to approve the second reading of Ordinance No. 2025-02 as presented to amend the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.5 Building Types, Section 6.5.003 BUILDING STANDARDS PER PLACE TYPE A. Lot Occupation. Council Member Meyer seconded the motion. Motion carried unanimously.

* * * * *

EXECUTIVE SESSION

Mayor Pro-Tempore Kirkland closed the Open Meeting to convene the City Council into Executive (Closed) Session at 8:50 p.m. pursuant to Texas Government Code, Chapter 551.071 Consultation with Attorney for the following items:

9C. **Consider and act on Resolution No. R-2025-22, approving of the form and authorizing the distribution of a preliminary limited offering memorandum for "City of Bastrop, Texas Special Assessment Revenue Bonds", Series 2025; providing for findings of fact; repealer, severability, proper notice, meeting; and establishing an effective date.**

Submitted by: Edi McIlwain, Chief Financial Officer

9D. **Consider and act on Resolution No. R-2025-23, determining costs of the proposed Public Improvements in the Valverde Public Improvement District, approving a proposed assessment roll for improvement Area #1; as shown in Exhibit A; and making related findings and determinations, in accordance with Chapter 372 of the Texas Local Government Code; providing for findings of fact; repealer, severability, proper notice, meeting; and establishing an effective date.**

Submitted by: Edi McIlwain, Chief Financial Officer

9G. **Discuss and consider adopting a resolution ordering and declaring certain November 2024 charter amendments adopted.**

Submitted by: Charlie Zech, Interim City Attorney

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

Mayor Pro-Tempore Kirkland reconvened the City Council into Open Session at 9:42 p.m. Mayor Pro-Tempore Kirkland called for any action as a result of the Executive Session.

- 9C. **Consider and act on Resolution No. R-2025-22, approving of the form and authorizing the distribution of a preliminary limited offering memorandum for "City of Bastrop, Texas Special Assessment Revenue Bonds", Series 2025; providing for findings of fact; repealer, severability, proper notice, meeting; and establishing an effective date.**

Submitted by: Edi McIlwain, Chief Financial Officer

MOTION: Council Member Meyer moved to postpone Item 9C until the next regularly scheduled City Council Meeting on Tuesday, February 11th, 2025. Council Member Fossler seconded the motion. Motion carried unanimously.

MOTION: Council Member Plunkett moved to suspend the rules of procedure for the remainder of this meeting by using a voice vote instead of a roll call vote for the interest of time. Council Member Meyer seconded the motion. Motion carried unanimously.

- 9D. **Consider and act on Resolution No. R-2025-23, determining costs of the proposed Public Improvements in the Valverde Public Improvement District, approving a proposed assessment roll for improvement Area #1; as shown in Exhibit A; and making related findings and determinations, in accordance with Chapter 372 of the Texas Local Government Code; providing for findings of fact; repealer, severability, proper notice, meeting; and establishing an effective date.**

Submitted by: Edi McIlwain, Chief Financial Officer

MOTION: Council Member Meyer moved to postpone Item 9D until the next regularly scheduled City Council Meeting on Tuesday, February 11th, 2025. Council Member Fossler seconded the motion. Motion carried unanimously.

- 9G. **Discuss and consider adopting a resolution ordering and declaring certain November 2024 charter amendments adopted.**

Submitted by: Charlie Zech, Interim City Attorney

MOTION: Council Member Plunkett moved to approve a Resolution adopting the following November 2024 Charter Amendments – Proposition A through F and H through K. Council Member Meyer seconded the motion. Motion carried into a tie – Council Members Plunkett and Meyer voted for, and Council Members Lee and Fossler voted against. Mayor Pro-Tempore Kirkland casted the deciding vote as “for” and the motion carried.

9. ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. **Consider and act on Resolution No. R-2025-26, approving of the Bastrop Bird Junction Project proposed nine (9) locations, and proposed outdoor Bird**

Sculptures, and consider action to approve the next round of proposed locations and proposed outdoor Bird Sculptures for locations three (3), four (4), and six (6) as identified in Exhibit A, located within the City Limits of Bastrop, Texas; authorizing the execution of all necessary documents; and providing for findings of fact, repealer, severability, effective date, proper notice, and meeting.

Submitted by: Michaela Joyce, Main Street Manager

MOTION: Council Member Fossler moved to approve Resolution No. R-2025-26 to approve the next round of proposed Bastrop Bird Junction Project locations. Council Member Plunkett seconded the motion. Motion carried unanimously.

9B. **Consider and act on Resolution No. R-2025-28, approving the execution of a term contract with Holbrook Asphalt Company in the amount not to exceed Eight Hundred Fifty-Five Thousand and 00/100 Dollars (\$855,000.00) for the purchase of high-density mineral bond seal (“HA5”) treatment for asphalt pavement and traffic control through use of the City of Hurst Interlocal Purchasing Agreement previously approved by Resolution No. R-2024- 16; authorizing the execution of all necessary documents; upon request and providing for findings of fact, repealer, severability, effective date, proper notice, and meeting.**

Submitted by: Andres Rosales, Assistant City Manager

MOTION: Council Member Plunkett moved to approve Resolution No. R-2025-28 for the execution of a term contract with Holbrook Asphalt Company for high-density mineral bond seal treatment for asphalt pavement. Council Member Fossler seconded the motion. Motion carried unanimously.

MOTION: Council Member Plunkett moved to extend the meeting time until 10:10 pm. Council Member Lee seconded the motion. Motion carried unanimously.

9E. **Consider and act on Resolution No. R-2025-21, approving Change Order #2 with BAR Constructors, Inc. for a deduction of Thirty-One Thousand, Three Dollars and Fifty Cents (-\$31,003.50) to the contract price and an addition of Seventy-Eight (78) calendar days to the contract time; officially granting full approval of Cost Proposals 01R4, 02, 03R1, 10R2, 11R1, 12R1, 13R1, 17, 19, 21, 23R1, 24, 25, 26, 31, 36, 37, 41R1, 42, 43, and 45 as part of the Wastewater Treatment Plant #3 Project; as attached in Exhibit A; authorizing the execution of all necessary documents; upon request and providing for findings of fact, repealer, severability, effective date, proper notice, and meeting.**

Submitted by: Andres Rosales, Assistant City Manager

MOTION: Council Member Plunkett moved to approve Resolution No. R-2025-21 to approve Change Order #2 with BAR Constructors, Inc in regard to the Wastewater

Treatment Plant #3 Project. Council Member Meyer seconded the motion. Motion carried unanimously.

- 9F. **Consider and act on Resolution No. R-2025-27, approving Change Order #3 with BAR Constructors, Inc. in the amount of One Hundred Thirty-Two Thousand, Three Hundred Forty-Three Dollars and Sixty Cents (\$132,343.60), officially granting partial approval of Cost Proposals 05C, 09r1, 15A, 22r2, 29r1 and 46r1 as part of the Wastewater Treatment Plant #3 Project; as attached in Exhibit A; authorizing the execution of all necessary documents; upon request and providing for findings of fact, repealer, severability, effective date, proper notice, and meeting.**

Submitted by: Andres Rosales, Assistant City Manager

MOTION: Council Member Lee moved to approve Resolution No. R-2025-27 to approve Change Order #3 with BAR Constructors, Inc in regard to the Wastewater Treatment Plant #3 Project. Council Member Fossler seconded the motion. Motion carried unanimously.

10. ADJOURNMENT

Upon receiving a motion duly made and seconded to adjourn, the January 28th Regular Meeting was adjourned at 10:09 p.m.

CITY OF BASTROP, TEXAS

John Kirkland, Mayor Pro-Tempore

ATTEST:

Victoria Psencik, Assistant City Secretary



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on the process for City Council to engage legal and direct staff to provide a resolution amending the Rules of Procedure at the February 25, 2025 meeting.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

Recent discussions regarding how each member of the Council utilizes the City Attorney and the subsequent cost have arisen. At the January 28, 2024 meeting, Council asked staff for an opportunity to review the data since it was sent prior to the meeting.

To help shed some light on the time the City Attorney is spending with the individual council, I propose a trial period of a two-fold change.

- 1) A policy change that requires the City Attorney to notify the council of discussion with any council member within 24 hours of discussion. This is to minimize the duplication of effort on all parties. The question or topic posed may be on the mind of several, and sharing information can quickly resolve any future questions.
- 2) A personal identification number assigned to each council member that would be used to code the billing of councilmembers. Each council member should have a limit of \$5,000 on total expenditure per fiscal year that they may accumulate of City Attorney expense. This ensures council members are utilizing the service for the good of the entire city and council. Any overruns must be approved by the Council by vote.

The table below shows an example of a table of how expenses would be tracked and provided to Council with the monthly financials.

Name	Identifier	Total Allocated	January Expense	Topic	Amount Remaining End of January
Kirkland	1234	\$5,000	\$800	Certified Local Government	\$4,200

Amending the policy on legal spending can create some much-needed clarity and possible reduction in legal expenses. Attached are legal expenses, budget to actual, for the last five years.

I am seeking direction for policy creation and ultimate implementation.

FISCAL IMPACT:

None

RECOMMENDATION:

Provide direction to the City Manager

ATTACHMENTS:

1. Attachment: Legal Expenses Budget to Actual FY 21-25



City of Bastrop, TX

Item 10B.
Budget Report
Account Summary

For Fiscal: 2020-2021 Period Ending: 09/30/2021

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND							
Expense							
101-01-00-5525	LEGAL	0.00	0.00	0.00	3.00	-3.00	0.00 %
101-02-00-5525	LEGAL SERVICES	200,000.00	200,000.00	46,244.47	185,548.96	14,451.04	7.23 %
101-12-00-5525	LEGAL SERVICES	21,000.00	21,000.00	4,718.56	18,375.54	2,624.46	12.50 %
	Expense Total:	221,000.00	221,000.00	50,963.03	203,927.50	17,072.50	7.73%
	Fund: 101 - GENERAL FUND Total:	221,000.00	221,000.00	50,963.03	203,927.50	17,072.50	7.73%
Fund: 202 - WATER/WASTEWATER FUND							
Expense							
202-35-10-5525	LEGAL SERVICES	45,000.00	15,000.00	5,360.47	24,276.36	-9,276.36	-61.84 %
	Expense Total:	45,000.00	15,000.00	5,360.47	24,276.36	-9,276.36	-61.84%
	Fund: 202 - WATER/WASTEWATER FUND Total:	45,000.00	15,000.00	5,360.47	24,276.36	-9,276.36	-61.84%
Fund: 404 - BASTROP POWER & LIGHT							
Expense							
404-60-00-5525	LEGAL SERVICES	5,500.00	5,500.00	10.00	792.40	4,707.60	85.59 %
	Expense Total:	5,500.00	5,500.00	10.00	792.40	4,707.60	85.59%
	Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	10.00	792.40	4,707.60	85.59%
Fund: 501 - HOTEL/MOTEL TAX FUND							
Expense							
501-80-00-5525	LEGAL SERVICES	2,000.00	2,000.00	0.00	382.00	1,618.00	80.90 %
	Expense Total:	2,000.00	2,000.00	0.00	382.00	1,618.00	80.90%
	Fund: 501 - HOTEL/MOTEL TAX FUND Total:	2,000.00	2,000.00	0.00	382.00	1,618.00	80.90%
Fund: 601 - BASTROP E.D.C. FUND							
Expense							
601-70-00-5525	LEGALS	30,000.00	60,000.00	6,975.16	50,944.52	9,055.48	15.09 %
	Expense Total:	30,000.00	60,000.00	6,975.16	50,944.52	9,055.48	15.09%
	Fund: 601 - BASTROP E.D.C. FUND Total:	30,000.00	60,000.00	6,975.16	50,944.52	9,055.48	15.09%
Fund: 710 - HUNTERS CROSSING PID							
Expense							
710-00-00-5525	LEGAL SERVICES	10,000.00	10,000.00	5,486.76	10,771.19	-771.19	-7.71 %
	Expense Total:	10,000.00	10,000.00	5,486.76	10,771.19	-771.19	-7.71%
	Fund: 710 - HUNTERS CROSSING PID Total:	10,000.00	10,000.00	5,486.76	10,771.19	-771.19	-7.71%
	Report Total:	313,500.00	313,500.00	68,795.42	291,093.97	22,406.03	7.15%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND						
Expense	221,000.00	221,000.00	50,963.03	203,927.50	17,072.50	7.73%
Fund: 101 - GENERAL FUND Total:	221,000.00	221,000.00	50,963.03	203,927.50	17,072.50	7.73%
Fund: 202 - WATER/WASTEWATER FUND						
Expense	45,000.00	15,000.00	5,360.47	24,276.36	-9,276.36	-61.84%
Fund: 202 - WATER/WASTEWATER FUND Total:	45,000.00	15,000.00	5,360.47	24,276.36	-9,276.36	-61.84%
Fund: 404 - BASTROP POWER & LIGHT						
Expense	5,500.00	5,500.00	10.00	792.40	4,707.60	85.59%
Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	10.00	792.40	4,707.60	85.59%
Fund: 501 - HOTEL/MOTEL TAX FUND						
Expense	2,000.00	2,000.00	0.00	382.00	1,618.00	80.90%
Fund: 501 - HOTEL/MOTEL TAX FUND Total:	2,000.00	2,000.00	0.00	382.00	1,618.00	80.90%
Fund: 601 - BASTROP E.D.C. FUND						
Expense	30,000.00	60,000.00	6,975.16	50,944.52	9,055.48	15.09%
Fund: 601 - BASTROP E.D.C. FUND Total:	30,000.00	60,000.00	6,975.16	50,944.52	9,055.48	15.09%
Fund: 710 - HUNTERS CROSSING PID						
Expense	10,000.00	10,000.00	5,486.76	10,771.19	-771.19	-7.71%
Fund: 710 - HUNTERS CROSSING PID Total:	10,000.00	10,000.00	5,486.76	10,771.19	-771.19	-7.71%
Report Total:	313,500.00	313,500.00	68,795.42	291,093.97	22,406.03	7.15%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
101 - GENERAL FUND	221,000.00	221,000.00	50,963.03	203,927.50	17,072.50	7.73%
202 - WATER/WASTEWATER FUND	45,000.00	15,000.00	5,360.47	24,276.36	-9,276.36	-61.84%
404 - BASTROP POWER & LIGHT	5,500.00	5,500.00	10.00	792.40	4,707.60	85.59%
501 - HOTEL/MOTEL TAX FUND	2,000.00	2,000.00	0.00	382.00	1,618.00	80.90%
601 - BASTROP E.D.C. FUND	30,000.00	60,000.00	6,975.16	50,944.52	9,055.48	15.09%
710 - HUNTERS CROSSING PID	10,000.00	10,000.00	5,486.76	10,771.19	-771.19	-7.71%
Report Total:	313,500.00	313,500.00	68,795.42	291,093.97	22,406.03	7.15%



City of Bastrop, TX

Item 10B.
Budget Report
Account Summary

For Fiscal: 2021-2022 Period Ending: 09/30/2022

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND							
Expense							
101-02-00-5525	LEGAL SERVICES	200,000.00	452,015.00	26,479.86	363,455.50	88,559.50	19.59 %
101-12-00-5525	LEGAL SERVICES	24,000.00	24,000.00	1,838.70	23,729.58	270.42	1.13 %
	Expense Total:	224,000.00	476,015.00	28,318.56	387,185.08	88,829.92	18.66%
	Fund: 101 - GENERAL FUND Total:	224,000.00	476,015.00	28,318.56	387,185.08	88,829.92	18.66%
Fund: 202 - WATER/WASTEWATER FUND							
Expense							
202-35-10-5525	LEGAL SERVICES	10,000.00	10,000.00	70.00	13,656.67	-3,656.67	-36.57 %
	Expense Total:	10,000.00	10,000.00	70.00	13,656.67	-3,656.67	-36.57%
	Fund: 202 - WATER/WASTEWATER FUND Total:	10,000.00	10,000.00	70.00	13,656.67	-3,656.67	-36.57%
Fund: 404 - BASTROP POWER & LIGHT							
Expense							
404-60-00-5525	LEGAL SERVICES	5,500.00	5,500.00	192.00	4,690.83	809.17	14.71 %
	Expense Total:	5,500.00	5,500.00	192.00	4,690.83	809.17	14.71%
	Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	192.00	4,690.83	809.17	14.71%
Fund: 501 - HOTEL/MOTEL TAX FUND							
Expense							
501-80-00-5525	LEGAL SERVICES	2,000.00	2,000.00	0.00	3,480.71	-1,480.71	-74.04 %
	Expense Total:	2,000.00	2,000.00	0.00	3,480.71	-1,480.71	-74.04%
	Fund: 501 - HOTEL/MOTEL TAX FUND Total:	2,000.00	2,000.00	0.00	3,480.71	-1,480.71	-74.04%
Fund: 601 - BASTROP E.D.C. FUND							
Expense							
601-70-00-5525	LEGALS	75,000.00	75,000.00	5,046.00	46,953.66	28,046.34	37.40 %
	Expense Total:	75,000.00	75,000.00	5,046.00	46,953.66	28,046.34	37.40%
	Fund: 601 - BASTROP E.D.C. FUND Total:	75,000.00	75,000.00	5,046.00	46,953.66	28,046.34	37.40%
Fund: 710 - HUNTERS CROSSING PID							
Expense							
710-00-00-5525	LEGAL SERVICES	5,000.00	5,000.00	57,719.56	60,272.24	-55,272.24	-1,105.44 %
	Expense Total:	5,000.00	5,000.00	57,719.56	60,272.24	-55,272.24	-1,105.44%
	Fund: 710 - HUNTERS CROSSING PID Total:	5,000.00	5,000.00	57,719.56	60,272.24	-55,272.24	-1,105.44%
	Report Total:	321,500.00	573,515.00	91,346.12	516,239.19	57,275.81	9.99%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND						
Expense	224,000.00	476,015.00	28,318.56	387,185.08	88,829.92	18.66%
Fund: 101 - GENERAL FUND Total:	224,000.00	476,015.00	28,318.56	387,185.08	88,829.92	18.66%
Fund: 202 - WATER/WASTEWATER FUND						
Expense	10,000.00	10,000.00	70.00	13,656.67	-3,656.67	-36.57%
Fund: 202 - WATER/WASTEWATER FUND Total:	10,000.00	10,000.00	70.00	13,656.67	-3,656.67	-36.57%
Fund: 404 - BASTROP POWER & LIGHT						
Expense	5,500.00	5,500.00	192.00	4,690.83	809.17	14.71%
Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	192.00	4,690.83	809.17	14.71%
Fund: 501 - HOTEL/MOTEL TAX FUND						
Expense	2,000.00	2,000.00	0.00	3,480.71	-1,480.71	-74.04%
Fund: 501 - HOTEL/MOTEL TAX FUND Total:	2,000.00	2,000.00	0.00	3,480.71	-1,480.71	-74.04%
Fund: 601 - BASTROP E.D.C. FUND						
Expense	75,000.00	75,000.00	5,046.00	46,953.66	28,046.34	37.40%
Fund: 601 - BASTROP E.D.C. FUND Total:	75,000.00	75,000.00	5,046.00	46,953.66	28,046.34	37.40%
Fund: 710 - HUNTERS CROSSING PID						
Expense	5,000.00	5,000.00	57,719.56	60,272.24	-55,272.24	-1,105.44%
Fund: 710 - HUNTERS CROSSING PID Total:	5,000.00	5,000.00	57,719.56	60,272.24	-55,272.24	-1,105.44%
Report Total:	321,500.00	573,515.00	91,346.12	516,239.19	57,275.81	9.99%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
101 - GENERAL FUND	224,000.00	476,015.00	28,318.56	387,185.08	88,829.92	18.66%
202 - WATER/WASTEWATER FUND	10,000.00	10,000.00	70.00	13,656.67	-3,656.67	-36.57%
404 - BASTROP POWER & LIGHT	5,500.00	5,500.00	192.00	4,690.83	809.17	14.71%
501 - HOTEL/MOTEL TAX FUND	2,000.00	2,000.00	0.00	3,480.71	-1,480.71	-74.04%
601 - BASTROP E.D.C. FUND	75,000.00	75,000.00	5,046.00	46,953.66	28,046.34	37.40%
710 - HUNTERS CROSSING PID	5,000.00	5,000.00	57,719.56	60,272.24	-55,272.24	-1,105.44%
Report Total:	321,500.00	573,515.00	91,346.12	516,239.19	57,275.81	9.99%



City of Bastrop, TX

Item 10B.
Budget Report
Account Summary

For Fiscal: 2022-2023 Period Ending: 09/30/2023

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND							
Expense							
101-02-00-5525	LEGAL SERVICES	230,000.00	205,000.00	104,818.84	316,605.31	-111,605.31	-54.44 %
101-09-10-5525	LEGAL SERVICES	250.00	0.00	0.00	0.00	0.00	0.00 %
101-12-00-5525	LEGAL SERVICES	30,000.00	30,000.00	4,963.50	26,293.49	3,706.51	12.36 %
	Expense Total:	260,250.00	235,000.00	109,782.34	342,898.80	-107,898.80	-45.91%
	Fund: 101 - GENERAL FUND Total:	260,250.00	235,000.00	109,782.34	342,898.80	-107,898.80	-45.91%
Fund: 202 - WATER/WASTEWATER FUND							
Expense							
202-35-10-5525	LEGAL SERVICES	10,000.00	10,000.00	1,805.40	20,211.93	-10,211.93	-102.12 %
	Expense Total:	10,000.00	10,000.00	1,805.40	20,211.93	-10,211.93	-102.12%
	Fund: 202 - WATER/WASTEWATER FUND Total:	10,000.00	10,000.00	1,805.40	20,211.93	-10,211.93	-102.12%
Fund: 404 - BASTROP POWER & LIGHT							
Expense							
404-60-00-5525	LEGAL SERVICES	5,500.00	5,500.00	0.00	5,476.00	24.00	0.44 %
	Expense Total:	5,500.00	5,500.00	0.00	5,476.00	24.00	0.44%
	Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	0.00	5,476.00	24.00	0.44%
Fund: 501 - HOTEL/MOTEL TAX FUND							
Expense							
501-80-00-5525	LEGAL SERVICES	2,000.00	2,000.00	441.60	3,388.07	-1,388.07	-69.40 %
	Expense Total:	2,000.00	2,000.00	441.60	3,388.07	-1,388.07	-69.40%
	Fund: 501 - HOTEL/MOTEL TAX FUND Total:	2,000.00	2,000.00	441.60	3,388.07	-1,388.07	-69.40%
Fund: 601 - BASTROP E.D.C. FUND							
Expense							
601-70-00-5525	LEGALS	75,000.00	75,000.00	7,146.82	41,584.08	33,415.92	44.55 %
	Expense Total:	75,000.00	75,000.00	7,146.82	41,584.08	33,415.92	44.55%
	Fund: 601 - BASTROP E.D.C. FUND Total:	75,000.00	75,000.00	7,146.82	41,584.08	33,415.92	44.55%
Fund: 710 - HUNTERS CROSSING PID							
Expense							
710-00-00-5525	LEGAL SERVICES	5,000.00	5,000.00	7,144.69	11,451.08	-6,451.08	-129.02 %
	Expense Total:	5,000.00	5,000.00	7,144.69	11,451.08	-6,451.08	-129.02%
	Fund: 710 - HUNTERS CROSSING PID Total:	5,000.00	5,000.00	7,144.69	11,451.08	-6,451.08	-129.02%
	Report Total:	357,750.00	332,500.00	126,320.85	425,009.96	-92,509.96	-27.82%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND						
Expense	260,250.00	235,000.00	109,782.34	342,898.80	-107,898.80	-45.91%
Fund: 101 - GENERAL FUND Total:	260,250.00	235,000.00	109,782.34	342,898.80	-107,898.80	-45.91%
Fund: 202 - WATER/WASTEWATER FUND						
Expense	10,000.00	10,000.00	1,805.40	20,211.93	-10,211.93	-102.12%
Fund: 202 - WATER/WASTEWATER FUND Total:	10,000.00	10,000.00	1,805.40	20,211.93	-10,211.93	-102.12%
Fund: 404 - BASTROP POWER & LIGHT						
Expense	5,500.00	5,500.00	0.00	5,476.00	24.00	0.44%
Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	0.00	5,476.00	24.00	0.44%
Fund: 501 - HOTEL/MOTEL TAX FUND						
Expense	2,000.00	2,000.00	441.60	3,388.07	-1,388.07	-69.40%
Fund: 501 - HOTEL/MOTEL TAX FUND Total:	2,000.00	2,000.00	441.60	3,388.07	-1,388.07	-69.40%
Fund: 601 - BASTROP E.D.C. FUND						
Expense	75,000.00	75,000.00	7,146.82	41,584.08	33,415.92	44.55%
Fund: 601 - BASTROP E.D.C. FUND Total:	75,000.00	75,000.00	7,146.82	41,584.08	33,415.92	44.55%
Fund: 710 - HUNTERS CROSSING PID						
Expense	5,000.00	5,000.00	7,144.69	11,451.08	-6,451.08	-129.02%
Fund: 710 - HUNTERS CROSSING PID Total:	5,000.00	5,000.00	7,144.69	11,451.08	-6,451.08	-129.02%
Report Total:	357,750.00	332,500.00	126,320.85	425,009.96	-92,509.96	-27.82%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
101 - GENERAL FUND	260,250.00	235,000.00	109,782.34	342,898.80	-107,898.80	-45.91%
202 - WATER/WASTEWATER FUNE	10,000.00	10,000.00	1,805.40	20,211.93	-10,211.93	-102.12%
404 - BASTROP POWER & LIGHT	5,500.00	5,500.00	0.00	5,476.00	24.00	0.44%
501 - HOTEL/MOTEL TAX FUND	2,000.00	2,000.00	441.60	3,388.07	-1,388.07	-69.40%
601 - BASTROP E.D.C. FUND	75,000.00	75,000.00	7,146.82	41,584.08	33,415.92	44.55%
710 - HUNTERS CROSSING PID	5,000.00	5,000.00	7,144.69	11,451.08	-6,451.08	-129.02%
Report Total:	357,750.00	332,500.00	126,320.85	425,009.96	-92,509.96	-27.82%



City of Bastrop, TX

Item 10B.
Budget Report
Account Summary

For Fiscal: 2023-2024 Period Ending: 09/30/2024

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND							
Expense							
101-02-00-5525	LEGAL SERVICES	200,000.00	458,600.00	84,297.74	572,020.32	-113,420.32	-24.73 %
101-09-10-5525	LEGAL SERVICES	0.00	0.00	0.00	5,273.26	-5,273.26	0.00 %
101-12-00-5525	LEGAL SERVICES	30,000.00	30,000.00	7,684.85	29,752.79	247.21	0.82 %
101-70-00-5525	LEGAL SERVICES	0.00	0.00	871.35	871.35	-871.35	0.00 %
	Expense Total:	230,000.00	488,600.00	92,853.94	607,917.72	-119,317.72	-24.42%
	Fund: 101 - GENERAL FUND Total:	230,000.00	488,600.00	92,853.94	607,917.72	-119,317.72	-24.42%
Fund: 202 - WATER/WASTEWATER FUND							
Expense							
202-35-10-5525	LEGAL SERVICES	10,000.00	10,000.00	17,706.87	85,483.85	-75,483.85	-754.84 %
	Expense Total:	10,000.00	10,000.00	17,706.87	85,483.85	-75,483.85	-754.84%
	Fund: 202 - WATER/WASTEWATER FUND Total:	10,000.00	10,000.00	17,706.87	85,483.85	-75,483.85	-754.84%
Fund: 404 - BASTROP POWER & LIGHT							
Expense							
404-60-00-5525	LEGAL SERVICES	5,500.00	5,500.00	111.66	5,214.58	285.42	5.19 %
	Expense Total:	5,500.00	5,500.00	111.66	5,214.58	285.42	5.19%
	Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	111.66	5,214.58	285.42	5.19%
Fund: 501 - HOTEL/MOTEL TAX FUND							
Expense							
501-80-00-5525	LEGAL SERVICES	2,000.00	2,000.00	1,875.60	11,469.86	-9,469.86	-473.49 %
	Expense Total:	2,000.00	2,000.00	1,875.60	11,469.86	-9,469.86	-473.49%
	Fund: 501 - HOTEL/MOTEL TAX FUND Total:	2,000.00	2,000.00	1,875.60	11,469.86	-9,469.86	-473.49%
Fund: 601 - BASTROP E.D.C. FUND							
Expense							
601-70-00-5525	LEGALS	75,000.00	75,000.00	10,517.23	47,438.26	27,561.74	36.75 %
	Expense Total:	75,000.00	75,000.00	10,517.23	47,438.26	27,561.74	36.75%
	Fund: 601 - BASTROP E.D.C. FUND Total:	75,000.00	75,000.00	10,517.23	47,438.26	27,561.74	36.75%
Fund: 710 - HUNTERS CROSSING PID							
Expense							
710-00-00-5525	LEGAL SERVICES	0.00	10,000.00	2,237.80	21,267.03	-11,267.03	-112.67 %
	Expense Total:	0.00	10,000.00	2,237.80	21,267.03	-11,267.03	-112.67%
	Fund: 710 - HUNTERS CROSSING PID Total:	0.00	10,000.00	2,237.80	21,267.03	-11,267.03	-112.67%
	Report Total:	322,500.00	591,100.00	125,303.10	778,791.30	-187,691.30	-31.75%

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND						
Expense	230,000.00	488,600.00	92,853.94	607,917.72	-119,317.72	-24.42%
Fund: 101 - GENERAL FUND Total:	230,000.00	488,600.00	92,853.94	607,917.72	-119,317.72	-24.42%
Fund: 202 - WATER/WASTEWATER FUND						
Expense	10,000.00	10,000.00	17,706.87	85,483.85	-75,483.85	-754.84%
Fund: 202 - WATER/WASTEWATER FUND Total:	10,000.00	10,000.00	17,706.87	85,483.85	-75,483.85	-754.84%
Fund: 404 - BASTROP POWER & LIGHT						
Expense	5,500.00	5,500.00	111.66	5,214.58	285.42	5.19%
Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	111.66	5,214.58	285.42	5.19%
Fund: 501 - HOTEL/MOTEL TAX FUND						
Expense	2,000.00	2,000.00	1,875.60	11,469.86	-9,469.86	-473.49%
Fund: 501 - HOTEL/MOTEL TAX FUND Total:	2,000.00	2,000.00	1,875.60	11,469.86	-9,469.86	-473.49%
Fund: 601 - BASTROP E.D.C. FUND						
Expense	75,000.00	75,000.00	10,517.23	47,438.26	27,561.74	36.75%
Fund: 601 - BASTROP E.D.C. FUND Total:	75,000.00	75,000.00	10,517.23	47,438.26	27,561.74	36.75%
Fund: 710 - HUNTERS CROSSING PID						
Expense	0.00	10,000.00	2,237.80	21,267.03	-11,267.03	-112.67%
Fund: 710 - HUNTERS CROSSING PID Total:	0.00	10,000.00	2,237.80	21,267.03	-11,267.03	-112.67%
Report Total:	322,500.00	591,100.00	125,303.10	778,791.30	-187,691.30	-31.75%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
101 - GENERAL FUND	230,000.00	488,600.00	92,853.94	607,917.72	-119,317.72	-24.42%
202 - WATER/WASTEWATER FUND	10,000.00	10,000.00	17,706.87	85,483.85	-75,483.85	-754.84%
404 - BASTROP POWER & LIGHT	5,500.00	5,500.00	111.66	5,214.58	285.42	5.19%
501 - HOTEL/MOTEL TAX FUND	2,000.00	2,000.00	1,875.60	11,469.86	-9,469.86	-473.49%
601 - BASTROP E.D.C. FUND	75,000.00	75,000.00	10,517.23	47,438.26	27,561.74	36.75%
710 - HUNTERS CROSSING PID	0.00	10,000.00	2,237.80	21,267.03	-11,267.03	-112.67%
Report Total:	322,500.00	591,100.00	125,303.10	778,791.30	-187,691.30	-31.75%



City of Bastrop, TX

Item 10B.
Budget Report
Account Summary

For Fiscal: 2024-2025 Period Ending: 01/31/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND							
Expense							
101-02-00-5525	LEGAL SERVICES	200,000.00	200,000.00	184.00	42,052.03	157,947.97	78.97 %
101-09-10-5525	LEGAL SERVICES	0.00	0.00	0.00	-5,273.26	5,273.26	0.00 %
101-12-00-5525	LEGAL SERVICES	30,000.00	30,000.00	0.00	0.00	30,000.00	100.00 %
	Expense Total:	230,000.00	230,000.00	184.00	36,778.77	193,221.23	84.01%
	Fund: 101 - GENERAL FUND Total:	230,000.00	230,000.00	184.00	36,778.77	193,221.23	84.01%
Fund: 202 - WATER/WASTEWATER FUND							
Expense							
202-35-10-5525	LEGAL SERVICES	10,000.00	10,000.00	0.00	5,635.76	4,364.24	43.64 %
	Expense Total:	10,000.00	10,000.00	0.00	5,635.76	4,364.24	43.64%
	Fund: 202 - WATER/WASTEWATER FUND Total:	10,000.00	10,000.00	0.00	5,635.76	4,364.24	43.64%
Fund: 404 - BASTROP POWER & LIGHT							
Expense							
404-60-00-5525	LEGAL SERVICES	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00 %
	Expense Total:	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00%
	Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00%
Fund: 501 - HOTEL/MOTEL TAX FUND							
Expense							
501-80-00-5525	LEGAL SERVICES	5,000.00	5,000.00	0.00	104.30	4,895.70	97.91 %
	Expense Total:	5,000.00	5,000.00	0.00	104.30	4,895.70	97.91%
	Fund: 501 - HOTEL/MOTEL TAX FUND Total:	5,000.00	5,000.00	0.00	104.30	4,895.70	97.91%
Fund: 601 - BASTROP E.D.C. FUND							
Expense							
601-70-00-5525	LEGALS	75,000.00	75,000.00	525.23	7,158.45	67,841.55	90.46 %
	Expense Total:	75,000.00	75,000.00	525.23	7,158.45	67,841.55	90.46%
	Fund: 601 - BASTROP E.D.C. FUND Total:	75,000.00	75,000.00	525.23	7,158.45	67,841.55	90.46%
Fund: 710 - HUNTERS CROSSING PID							
Expense							
710-00-00-5525	LEGAL SERVICES	5,000.00	5,000.00	9,916.43	10,231.83	-5,231.83	-104.64 %
	Expense Total:	5,000.00	5,000.00	9,916.43	10,231.83	-5,231.83	-104.64%
	Fund: 710 - HUNTERS CROSSING PID Total:	5,000.00	5,000.00	9,916.43	10,231.83	-5,231.83	-104.64%
	Report Total:	330,500.00	330,500.00	10,625.66	59,909.11	270,590.89	81.87%

Budget Report

For Fiscal: 2024-2025 Period Ending Item 10B. 5

Group Summary

Account Typ...	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 101 - GENERAL FUND						
Expense	230,000.00	230,000.00	184.00	36,778.77	193,221.23	84.01%
Fund: 101 - GENERAL FUND Total:	230,000.00	230,000.00	184.00	36,778.77	193,221.23	84.01%
Fund: 202 - WATER/WASTEWATER FUND						
Expense	10,000.00	10,000.00	0.00	5,635.76	4,364.24	43.64%
Fund: 202 - WATER/WASTEWATER FUND Total:	10,000.00	10,000.00	0.00	5,635.76	4,364.24	43.64%
Fund: 404 - BASTROP POWER & LIGHT						
Expense	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00%
Fund: 404 - BASTROP POWER & LIGHT Total:	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00%
Fund: 501 - HOTEL/MOTEL TAX FUND						
Expense	5,000.00	5,000.00	0.00	104.30	4,895.70	97.91%
Fund: 501 - HOTEL/MOTEL TAX FUND Total:	5,000.00	5,000.00	0.00	104.30	4,895.70	97.91%
Fund: 601 - BASTROP E.D.C. FUND						
Expense	75,000.00	75,000.00	525.23	7,158.45	67,841.55	90.46%
Fund: 601 - BASTROP E.D.C. FUND Total:	75,000.00	75,000.00	525.23	7,158.45	67,841.55	90.46%
Fund: 710 - HUNTERS CROSSING PID						
Expense	5,000.00	5,000.00	9,916.43	10,231.83	-5,231.83	-104.64%
Fund: 710 - HUNTERS CROSSING PID Total:	5,000.00	5,000.00	9,916.43	10,231.83	-5,231.83	-104.64%
Report Total:	330,500.00	330,500.00	10,625.66	59,909.11	270,590.89	81.87%

Fund Summary

Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance	
					Favorable (Unfavorable)	Percent Remaining
101 - GENERAL FUND	230,000.00	230,000.00	184.00	36,778.77	193,221.23	84.01%
202 - WATER/WASTEWATER FUND	10,000.00	10,000.00	0.00	5,635.76	4,364.24	43.64%
404 - BASTROP POWER & LIGHT	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00%
501 - HOTEL/MOTEL TAX FUND	5,000.00	5,000.00	0.00	104.30	4,895.70	97.91%
601 - BASTROP E.D.C. FUND	75,000.00	75,000.00	525.23	7,158.45	67,841.55	90.46%
710 - HUNTERS CROSSING PID	5,000.00	5,000.00	9,916.43	10,231.83	-5,231.83	-104.64%
Report Total:	330,500.00	330,500.00	10,625.66	59,909.11	270,590.89	81.87%



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-30 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of Main Street Program support between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement; repealing all resolutions in conflict; and providing an effective date.

AGENDA ITEM SUBMITTED BY:

Submitted by: Angela Ryan, BEDC Operations Manager

BACKGROUND/HISTORY:

Since the inception of the City of Bastrop Main Street Program in 2007, the Bastrop Economic Development Corporation has helped to fund the Main Street Program due to the work the program does in the Main Street District fostering economic development, business retention, and business expansion through small business support and promotion.

The Bastrop EDC Board of Directors approved funding the Main Street Program Services Agreement in the Fiscal Year 2025 budget, in the amount of \$25,000, which is a reduced amount from previous years. With this change, the agreement needed to be updated. Additionally, a provision has been added that the BEDC may provide sponsorship funding on an as-needed basis, based on the project, subject to mutual agreement, and contingent upon BEDC board approval.

The attached agreement was approved by the BEDC Board at their board meeting on January 27, 2025.

FISCAL IMPACT:

\$25,000 per fiscal year, automatically renewed annually until the agreement is amended.

RECOMMENDATION:

Consider action to approve Resolution No. R-2025-30 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of Main Street Program support between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement; repealing all resolutions in conflict; and providing an effective date.

ATTACHMENTS:

1. Resolution No. R-2025-30
2. Agreement for the Provision of Main Street Program Support between the City of Bastrop and the BEDC

RESOLUTION NO. R-2025-30

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AN AGREEMENT FOR THE PROVISION OF MAIN STREET PROGRAM SUPPORT BETWEEN THE CITY OF BASTROP AND THE BASTROP ECONOMIC DEVELOPMENT CORPORATION, ATTACHED AS EXHIBIT “A”; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bastrop Economic Development Corporation (“BEDC”) is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, et seq., as amended, known as the Development Corporation Act of 1979 (the “Act”); and

WHEREAS, the City of Bastrop (“City”) maintains a department within the City whose function is to advance the Bastrop Main Street Program to foster, encourage, support and direct downtown revitalization, while preserving the historical significance of Bastrop’s downtown district; and

WHEREAS, the role of the BEDC is to enhance the quality of life in Bastrop by advancing the investment, development, growth and relocation of companies within the area. The BEDC promotes and supports economic development in the community that offers the people of Bastrop sustainable, meaningful and rewarding employment opportunities, and greater access to desirable goods and services; and

WHEREAS, the BEDC has continued to work collaboratively with the City and the Bastrop Main Street Program to foster economic development, investment and growth within the downtown area, participating actively with planning and development activities of the same; and

WHEREAS, the BEDC has found that the Bastrop Main Street Program promotes new or expanded business development in the Main Street Program Area, thereby authorizing expenditures for the Bastrop Main Street Program in exchange for economic development services that will assist both the City and the BEDC to achieve their respective missions; and

WHEREAS, pursuant to the terms of the Agreement, the BEDC will allocate \$25,000 per year during the term of the Agreement to support and supplement the cost of maintaining the Bastrop Main Street Program in exchange for a commitment to utilize such support to promote new or expanded business development to enhance the BEDC’s ability to accomplish its public purpose of enhancing, encouraging and supporting economic development in the Bastrop Main Street Program Area.

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

SECTION 1. That the City Council hereby approves the Agreement attached hereto and incorporated herein as Exhibit "A" and further authorizes the City Manager to execute the same and take all other actions necessary to implement said Agreement.

SECTION 2. Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

SECTION 3. Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 4. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

SECTION 5. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 11th day of February 2025.

APPROVED:

John Kirkland, Mayor Pro Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit "A"

Agreement for provision of Main Street Program Support between the City of Bastrop
and the Bastrop Economic Development Corporation

**AGREEMENT FOR PROVISION OF MAIN STREET PROGRAM SUPPORT
BETWEEN THE CITY OF BASTROP AND
THE BASTROP ECONOMIC DEVELOPMENT CORPORATION**

THE STATE OF TEXAS §
 § KNOWN ALL MEN BY THESE PRESENTS:
COUNTY OF BASTROP §

THIS AGREEMENT (“Agreement”) is entered into and executed the _____ day of _____, 2025 (“Effective Date”), by and between the CITY OF BASTROP, a municipal corporation, acting by and through its City Manager as authorized by its City Council, situated in Bastrop County, Texas (hereinafter referred to as “City”), and the Bastrop Economic Development Corporation (hereinafter referred to as “BEDC”) acting by and through its Chair of the Board, and provides as follows:

WHEREAS, the City maintains a department within the City whose function is to advance the Bastrop Main Street Program to foster, encourage, support and direct downtown revitalization, while preserving the historical significance of Bastrop’s downtown district; and

WHEREAS, the vision of the Bastrop Main Street Program is to positively influence the continued preservation, enhancement and commercial vitality of Bastrop’s historic downtown as a distinctive destination that engages and inspires both residents and visitors; and

WHEREAS, this vision is implemented through the Bastrop Main Street Program’s mission that provides that the Program “through collaboration with other organizations and with volunteers’ insights, talents and energies, will be a catalyst for the continued revitalization, preservation and economic health of our historic downtown area.”

WHEREAS, the Program will be “Guided by the Main Street Four Point Approach of organization, design, promotion and economic vitality, we can continue positively transforming our historic downtown;” and

WHEREAS, the role of the BEDC is to enhance the quality of life in Bastrop by advancing the investment, development, growth and relocation of companies within the area. In addition to providing appropriate infrastructure, the BEDC promotes and supports economic development in the community that offers the people of Bastrop sustainable, meaningful and rewarding employment opportunities, and greater access to desirable goods and services; and

WHEREAS, the BEDC has continued to work collaboratively with the City and the Bastrop Main Street Program to foster economic development, investment and growth within the downtown area, participating actively with planning and development activities of the same; and

WHEREAS, the BEDC desires to monetarily support the Bastrop Main Street Program in exchange for economic development services that will assist both the City and the BEDC to achieve their respective missions; and

WHEREAS, the BEDC and the City are authorized under the laws of the State of Texas to enter into this Agreement; and

WHEREAS, the City acknowledges and agrees that the funds provided under this Agreement may, consistent with Title 12, Subtitle C1 Chapter 505 of the Texas Local Government Code, only be expended for the purpose of promoting new or expanded business development in the Main Street Program area and the general promotion of the Main Street Program Area; and

NOW, THEREFORE, in consideration of the mutual benefits described in this Agreement, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereto agree to the following:

I. Findings

The foregoing recitals are hereby found to be true and correct and are hereby adopted and made a part of this Agreement for all purposes.

II. City Obligations

The City agrees to utilize any funding provided under this Agreement solely for the purpose of promoting new or expanded business development in the Main Street Program area and the general promotion of the Main Street Program area consistent with Title 12, Subtitle C1 Chapter 505 of the Texas Local Government Code. The Funding shall be expended as follows:

1. Supporting new businesses, business expansion, and/or business retention of existing and future Main Street Program Area businesses;
2. Collaboratively marketing the Main Street Program Area and its assets;
3. Collaboratively providing training and small business resources for businesses in the Main Street Program Area, as well as the rest of the community;
4. Assisting with business recruitment in the Main Street Program Area;
5. Supporting the BEDC and community in its entrepreneurial and small business programs

The City shall, at least twice per fiscal year, provide a report, either verbally or in writing or both, to the BEDC establishing how the Funding was expended and that it was expended for the purpose of promoting new or expanded business development, or business retention in the Main Street Program area and the general promotion of the Main Street Program area.

III. BEDC Obligations

The BEDC shall provide funding to the City in the amount of Twenty-five Thousand Dollars (\$25,000) per fiscal year (the "Funding"), conditioned upon the City's obligations herein. The funding shall be paid as a single lump sum annually at the beginning of each fiscal year. Additionally, the BEDC may provide project-to-project sponsorship funding on an as-needed basis, subject to mutual agreement and contingent upon BEDC Board approval for each specific project.

IV. General Provisions

1. **Non-Appropriations.** In the event that the BEDC’s Board of Directors does not appropriate funds to make any payment under this Agreement for a fiscal year after the BEDC’s fiscal year in which this Agreement becomes effective, or in the event that the City’s City Council does not appropriate funds to continue the Main Street Program department, then this Agreement will automatically terminate at the beginning of the first day of the successive fiscal year. The BEDC or the City, as applicable, shall use their best efforts to provide prior written notice of such impending termination as soon as possible following the formal determination of said non-appropriation.

2. **Term & Termination.** In addition to automatic termination upon an event of non-appropriation provided above, either party may terminate this Agreement upon giving prior written notice to the other party, which termination shall be deemed effective the last day of the then current fiscal year. Further, if any state or federal law or regulation is enacted or promulgated which prohibits the performance of any of the duties herein, or if any law is interpreted to prohibit such performance, this Agreement shall automatically terminate as of the effective date of such prohibition. This Agreement is effective from the date approved by both parties and continues in effect for consecutive one-year terms until terminated by either party giving the other thirty (30) days prior written notice of termination.

3. **Severability.** If any clause or provision of this Agreement is held invalid, illegal or unenforceable under present or future federal, state or local laws, then and in that event it is the intention of the Parties hereto that such invalidity, illegality or unenforceability shall not affect any other clause or provision hereof and that the remainder of this Agreement shall be construed as if such invalid, illegal or unenforceable clause or provision was never contained herein; it is also the intention of the Parties hereto that in lieu of each clause or provision of this Agreement that is invalid, illegal, or unenforceable, there be added as a part of the Agreement a clause or provision as similar in terms to such invalid, illegal or unenforceable clause or provision as may be possible, legal, valid and enforceable.

4. **Entire Agreement.** This Agreement constitutes the final and entire agreement between the Parties hereto and contains all of the terms and conditions agreed upon. No other agreements, oral or otherwise, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the Parties hereto, unless same be in writing, dated after the date hereto, and duly executed by the Parties.

IN WITNESS WHEREOF, the Parties have executed this Agreement in the year and on the day indicated.

**BASTROP ECONOMIC
DEVELOPMENT CORPORATION**



Ron Spencer, Board Chair

CITY OF BASTROP, TEXAS

Sylvia Carrillo, City Manager



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-31 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of support services between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement; repealing all resolutions in conflict; and providing an effective date.

AGENDA ITEM SUBMITTED BY:

Submitted by: Angela Ryan, BEDC Operations Manager

BACKGROUND/HISTORY:

This Agreement provides for the City of Bastrop to provide certain administrative and shared services to the BEDC. With the move of the BEDC offices to City Hall, the agreement needed to be updated to reflect rent, utilities, and custodial services.

The attached agreement was approved by the BEDC Board at their board meeting on January 27, 2025.

FISCAL IMPACT:

\$25,000 annually, automatically renewed annually until the agreement is amended

RECOMMENDATION:

Consider action to approve Resolution No. R-2025-31 of the City Council of the City of Bastrop, Texas, approving an agreement for the provision of support services between the City of Bastrop and the Bastrop Economic Development Corporation; authorizing the City Manager to execute the agreement; repealing all resolutions in conflict; and providing an effective date.

ATTACHMENTS:

1. Resolution No. R-2025-31
2. Agreement for the provision of Support Services between the City of Bastrop and the BEDC

RESOLUTION NO. R-2025-31

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AN AGREEMENT FOR THE PROVISION SUPPORT SERVICES BETWEEN THE CITY OF BASTROP AND THE BASTROP ECONOMIC DEVELOPMENT CORPORATION (“BEDC”); AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT, REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bastrop Economic Development Corporation (“BEDC”) is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, et seq., as amended, known as the Development Corporation Act of 1979 (the “Act”); and

WHEREAS, in order to fulfill its public purpose in advancing qualifying projects under Texas Local Government Code, Chapters 501 and 505, et seq., as amended, the BEDC requires certain administrative services and support, including without limitation, financial, bookkeeping, records management, office space, utility use, custodial services, information technology, and employee benefit services and support; and

WHEREAS, the BEDC had found that administrative expenses are included within the term “cost” with respect to qualifying projects and are, therefore, authorized expenditures, as provided by Texas Local Government Code § 501.152; and

WHEREAS, after careful evaluation and consideration by the City Council, it has determined that these services and support can be provided most beneficially, efficiently and economically by the City of Bastrop, BEDC’s authorizing unit, under a service agreement by and between the parties as attached hereto as Exhibit “A” (the “Agreement”); and

WHEREAS, the City is prohibited under Texas Local Government Code § 501.007 from granting public money or another thing of value (i.e., services) in aid of the BEDC; and

WHEREAS, pursuant to the terms of the Agreement and in exchange for the necessary services and support, the BEDC will compensate the City of Bastrop \$25,000 per year during the term of the Agreement for the cost of providing said services and support.

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

SECTION 1. That the City Council hereby approves the Agreement attached hereto and incorporated herein as Exhibit “A” and, further authorizes the City Manager to execute the same and take all other actions necessary to implement said Agreement.

SECTION 2. Any prior resolution of the City Council in conflict with the provisions contained in this resolution are hereby repealed and revoked.

SECTION 3. Should any part of this resolution be held to be invalid for any reason, the remainder shall not be affected thereby, and such remaining portions are hereby declared to be severable.

SECTION 4. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this 11th day of February 2025.

CITY OF BASTROP, TEXAS

APPROVED:

John Kirkland, Mayor Pro Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit "A"

Support Services Agreement between the City of Bastrop, Texas, and the
Bastrop Economic Development Corporation

**SUPPORT SERVICES AGREEMENT BETWEEN THE CITY OF BASTROP,
TEXAS, & THE
BASTROP ECONOMIC DEVELOPMENT CORPORATION**

This Agreement is made between the City of Bastrop, Texas, (City), a home-rule municipality and the Bastrop Economic Development Corporation (Corporation), a non-profit Texas corporation created under the authority of section 4B of the Development Corporation Act of 1979, as amended and in compliance with Texas Local Government Code Section 501.007. In consideration of the mutual promises contained herein, the parties agree as follows:

1. **Support Personnel & Services.** The City shall provide the following personnel and services necessary to support the operations of the Corporation on a cost-of-service basis for the following:
 - a. **Information Technology**
 - (1) software licenses, computer, and other peripheral support.
 - (2) internet and telephone communications.
 - (3) technology supplies including hardware and software acquisition, software licenses, internet access, technology maintenance.
 - b. **Human Resources**
 - (1) The City will coordinate with the Corporation and provide identified human resource assistance and technology assistance services. The scope of the human resource service will include common and typical human resource services of staffing support, job posting, applicant screening and processing.
 - (2) Corporation personnel shall be extended all the same payroll and insurance benefits available to City of Bastrop employees.
 - c. **Finance**
 - (1) The City will maintain the financial information, accounts, and records of the Corporation, invest the Corporation's funds according to the City's adopted investment policy, assist in the preparation of the Corporation's proposed annual budget, provide payroll services, and provide similar routine financial services to the Corporation.
 - (2) The City will provide for the annual audit of the Corporation's accounts and its financial condition by contracting with the same auditing firm that audits the City's accounts.
2. **Facilities.** The City will provide office space, meeting rooms, telephone, technology, utilities, and communications equipment associated with the offices and meeting rooms, for the use of the Corporation in its day-to-day activities. The Corporation shall be given priority scheduling for its regular Board meetings and additional meeting space shall be provided as requested by the Corporation consistent with the City's available resources and the City's schedule for use.
3. **Administration of Capital Improvement Projects.** Capital Improvement Projects are

projects authorized to be funded pursuant to Texas Local Government Code Chapter 501.103(1), those being streets and roads, rail spurs, water and sewer utilities, electric utilities, or gas utilities, drainage, site improvements, and related improvements, that upon completion and inspection will be dedicated to the City for public use and maintenance. For purposes of this Agreement, Capital Improvement Projects fall under two categories:

- a. Developer-Initiated:** Capital Improvement Projects that are part of a developer-initiated project where the developer is not responsible for constructing the Capital Improvements. The City shall be responsible for the procurement and construction of such Capital Improvement Project. The Corporation shall pay the City a management fee for managing the project in the amount of five percent (5%) of the total project cost. This fee will be billed to the Corporation quarterly and a true-up will be performed at the end of the project. The City shall, on a time frame reasonable for the project, keep the Corporation informed of the progress of the project. Excess costs may be paid by the Corporation assuming available funding.
 - b. City-Initiated:** Capital Improvement Projects that are initiated by the City for funding by the Corporation. The City and the Corporation shall negotiate and execute a Capital Improvement Project management agreement for each project, which shall set out the roles of the parties and Corporation consent related to managing costs, providing notifications of change orders, price increases, and other related issues. No management fee shall be charged to the Corporation by the City for the City managing these projects.
- 4. Miscellaneous Services.** The Corporation may request, and the City may choose to provide, any other support services of a type that are generally provided by the City in its day-to-day operations.
- 5. Support Services Expenditures.** The following amounts shall be paid by the Corporation to the City for services provided under this Agreement:
- a. Costs of Materials & Supplies.** Upon being presented receipts for expenditures by the City, the Corporation shall reimburse the City's actual costs of providing supplies and materials requested to be provided to the Corporation under this Agreement.
 - b. City Support Service & Facilities Fees.** For facilities, human resource services, technology assistance services, financial services, office space, utilities, and custodial services, the Corporation will pay the City twenty-five thousand dollars (\$25,000.00) per year, to be transferred in equal monthly installments. Corporation will pay the City within thirty (30) days of receipt each invoice.
 - c. Benefits.** The Corporation will reimburse the City the actual cost of, or a set allocation of shared costs for, employment benefits received by Corporation employees, which shall be posted directly to the Corporation's accounts as processed and paid by the City.
 - d. Audit Services.** The Corporation will reimburse the City ten percent (10%) of the actual

cost of the City's Audit, to be invoiced as incurred by the City.

- e. **Miscellaneous Services.** If services are requested by the Corporation from the City that are outside the scope of those listed in this Agreement, the Corporation will be responsible to pay the City for those actual costs for services provided by the City within thirty (30) days of receipt of the invoice.
6. **General Administrative Authority.** In providing services to the Corporation under this Agreement, including the purchase of supplies or equipment, the acquisition of services, the payment of contracts, bills, and debts of the Corporation, the City Manager and employees of the City responsible for providing those services have the same authority to take the administrative action necessary on behalf of the Corporation to provide the services under this Agreement as they have in providing comparable services to the City, as of the date of this Agreement, except as provided otherwise in this Agreement, state law, the Corporation's certificate of formation or bylaws.
 7. **Term & Termination.** This Agreement is effective from the date approved by both parties and continues in effect for consecutive one-year terms until terminated by either party giving the other thirty (30) days prior written notice of termination.
 8. **Prior Agreement.** This Agreement supersedes and replaces any prior agreements between the parties.
 9. **Law & Venue.** This Agreement shall be subject to all federal laws and the laws of the state of Texas as applicable to the parties and for the purposes expressed herein. Venue shall lie in Bastrop County, Texas.
 10. **Governmental Immunity.** Nothing in this Agreement shall be deemed to waive, modify, or amend any legal defense available at law or in equity nor to create any legal rights or claim on behalf of any third party.
 11. **Amendments & Modifications.** This Agreement may not be amended or modified except in writing and executed by the parties.
 12. **Severability.** In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof, but rather this entire Agreement will be construed as if not containing the invalid or unenforceable provision or provisions, and the rights and obligations of the parties hereto shall be construed and enforced in accordance therewith. The parties acknowledge that if any provision of this Agreement is determined to be invalid or unenforceable, it is their desire and intention that such provision be reformed and construed in such a manner that it will, to the maximum extent practicable, be deemed to be valid and enforceable.
 13. **Gender, Number & Headings.** Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to

include the plural, unless the context otherwise requires. The headings and section numbers are for convenience only and shall not be considered in interpreting or construing this Agreement.

14. Execution in Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall be considered fully executed when all parties have executed an identical counterpart, notwithstanding that all signatures may not appear on the same counterpart. The parties have executed and attested this Agreement by their officers as duly authorized on the date first written above.

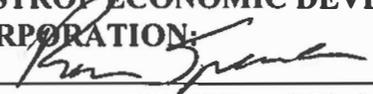
15. Assignment. This Agreement may not be assigned without the prior written consent of the other party.

16. Entire Agreement. This Agreement embodies the complete agreement of the parties hereto, superseding all oral or written previous and contemporary agreements between the parties and relating to matters in this Agreement and, except as otherwise provided herein, cannot be modified without written agreement of the parties to be attached to and made a part of this Agreement.

CITY OF BASTROP:

Sylvia Carrillo, City Manager
_____, 2025

BASTROP ECONOMIC DEVELOPMENT CORPORATION:



Ron Spencer, BEDC Board Chair
_____, 2025

ATTEST:

Victoria Psencik, Assistant City Secretary

ATTEST:



Frank Urbanek, Board Secretary

APPROVED AS TO FORM:

City Attorney

APPROVED AS TO FORM:



BEDC Counsel



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-36, confirming the appointments of Barbara Caldwell, Place 2, and Judge Elizabeth Beyer, Place 5, as members of the City's Ethics Board, as required in Section 3.08 of the City's Charter.

AGENDA ITEM SUBMITTED BY:

Mayor Pro Tem John Kirkland and Council Member Cynthia Meyer

BACKGROUND/HIS TORY:

Section 3.08, of the City Charter states that the Mayor, in this case Mayor Pro Tem, shall appoint members to all City boards and commissions, subject to confirmation by the City Council.

Barbara Caldwell is currently a member, not having been replaced by any person during the last round of confirmations in 2024.

Judge Elizabeth Beyer is a new appointment.

FISCAL IMPACT:

N/A

RECOMMENDATION:

Recommend approval of the resolution.

ATTACHMENTS :

- Resolution No. R-2025-36

RESOLUTION NO. R-2025-36

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, RE-APPOINTING BARBARA CALDWELL TO PLACE 2 FOR A TWO-YEAR TERM BEGINNING FEBRUARY 2025 AND ENDING SEPTEMBER 2026 AND APPOINTING JUDGE ELIZABETH BEYER TO PLACE 5 FOR AN UNEXPIRED TERM ENDING IN SEPTEMBER 2025 OF THE ETHICS COMMISSION; RECEIVING CONFIRMATION BY THE CITY COUNCIL OF THE APPOINTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 1 “General Provisions”, Article I.04 “Boards and Commissions” board members shall be appointed by the mayor and confirmed by the Council; and

WHEREAS, Chapter 1, "General Provisions", Article 1.15, "Code of Ethics", Section 1.15.13 (b) "Board of Ethics" establishes that the terms of members are set at two (2) years, and members are limited to serving only three (3) consecutive terms.

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

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

SECTION 2. Mayor Pro Tem Kirkland has appointed, and the City Council has confirmed the re-appointment of Barbara Caldwell to Place 2, for a two-year term ending on September 2026 and the appointment of Judge Elizabeth Beyer to Place 5, for a one-year unexpired term ending September 2025.

SECTION 3. This Resolution shall take effect immediately upon its passage and it is so resolved that the Ethics Commission shall now be composed of the following:

Place	Name	Expiration Date
1	Bernie Jackson	2026
2	Barbara Caldwell	2026
3	Jill Helmcamp	2025
4	Sumai Lokumbe	2026
5	Judge Elizabeth Beyer	2025
Alt	Dan Williams	2026

DULY RESOLVED AND ADOPTED by the City Council of the City of Bastrop this **11th** day of **February 2025**.

CITY OF BASTROP, TEXAS

John Kirkland, Mayor Pro Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-38, allowing the Save an Angel organization to waive the Special Event Permit fee and to utilize the City Hall Parking lot, located at 1311 Chestnut Street, on the 3rd Sunday of each month for free rabies vaccinations for pets, open to the public.

AGENDA ITEM SUBMITTED BY:

Submitted by: Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The Save An Angel organization is a 501(c)(3) nonprofit animal welfare organization that delivers affordable and accessible basic veterinary care to residents of the City of Bastrop and Bastrop County. Their mission is to end pet homelessness, increase pet retention, and create a compassionate and safe community for pets and people. To that end, the organization has requested to use the City Hall parking lot, located at 1311 Chestnut Street, on the 3rd Sunday of every month to offer free rabies vaccinations for pets to the public. In addition to requesting the use of the parking lot, Save An Angel has also requested the City of Bastrop waive the Special Event Permit Fee of \$100.00.

The City Manager is requesting approval from the Council to allow Save An Angel to utilize the parking lot at City Hall and to waive the \$100.00 Special Event Permit Fee in accordance with the Bastrop Code of Ordinances, Chapter 4, Section 4.06.003.

FISCAL IMPACT:

Waiving the Special Event Permit Fee of \$100.00, which is traditionally a one-time fee that is collected with the Special Event Permit.

RECOMMENDATION:

Take action on Resolution No. R-2025-38, allowing the Save an Angel organization to waive the Special Event Permit fee and to utilize the City Hall Parking lot, located at 1311 Chestnut Street, on the 3rd Sunday of each month for free rabies vaccinations for pets, open to the public.

ATTACHMENTS:

1. Resolution No. R-2025-38

RESOLUTION NO. R-2025-38

A SPECIAL EVENT PERMIT WAIVER FOR SAVE AN ANGEL

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING AND ACTING UPON A REQUEST TO ALLOW THE SAVE AN ANGEL TO WAIVE THE SPECIAL EVENT PERMIT FEE AND TO UTILIZE THE CITY HALL PARKING LOT, LOCATED AT 1311 CHESTNUT STREET, ON THE THIRD SUNDAY OF EACH MONTH FOR FREE RABIES VACCINATIONS FOR PETS, OPEN TO THE PUBLIC; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Bastrop (“City”) has general authority to adopt an ordinance, resolution, or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, Save an Angel is a non-profit organization that provides services, including affordable veterinary care, essential resources, and education, to residents of the City of Bastrop and Bastrop County;

WHEREAS, Save an Angel intends to expand their service locations by utilizing the City Hall Parking Lot located at 1311 Chestnut Street, Bastrop, Texas, in order to ensure its operations are sustainable and scalable to meet the needs of the public; and

WHEREAS, Save an Angel is committed to supporting pets and their families through comprehensive, community-driven programs that address critical needs in animal welfare. By eliminating barriers to caring for and addressing pet overpopulation, our programs work together to build a compassionate and safe community for pets and the people who love them, Save an Angel has requested that the City waive the Special Event Permit requirements and \$100.00 fee for a free vaccination clinic for pets, open to the public on the third Sunday of each month; and

WHEREAS, the City Council finds there to be unique, unusual, and compelling circumstances, creating a justification for a limited waiver of certain fees for Save an Angel in this situation, in order to serve the City’s interests in the public health, safety, and welfare of its residents.

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

Section 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

Section 2. The City Council approves Save an Angel request for the waiver of certain fees and the Special Event Permitting requirements. This waiver of fees is not assignable and shall only be applicable to the proposed use of City Hall Parking Lot located at 1311 Chestnut Street, Bastrop, Texas, on the condition that such facilities are used by Save an Angel to meet the needs of residents needing affordable veterinary care, essential resources, and education. The City Council authorizes the City Manager to provide direction to staff and to execute any necessary documents granting the waiver of the fees.

Section 3. Repealer: To the extent reasonably possible, resolutions are to be read together in harmony. However, all resolutions, or parts thereof, that 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 regulated.

Section 4. Severability: Should any of the clauses, sentences, paragraphs, sections, or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.

Section 5. Effective Date: This Resolution shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City’s Charter, its Code of Ordinances, and the laws of the State of Texas.

Section 6. Proper Notice & Meeting: It is hereby officially found and determined that 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 Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 11th day of February, 2025.

[Signature Page Follows]

THE CITY OF BASTROP, TEXAS:

John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney
Denton Navarro Rocha Bernal & Zech, P.C.



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act to approve

- A) Resolution No. R-2025-34 of the City Council of the City of Bastrop, Texas, on City Staff's recommendation regarding the bids received for the City of Bastrop's request for proposals for depository and banking services and authorizing a second request for proposals for Depository and Banking Services; providing for findings of fact; repealer, severability, proper notice, meeting; and establishing an effective date.
- B) Resolution R-2025-35 of the City Council of the City of Bastrop, Texas, approving to extend the term of the current Bank Depository Agreement with First National Bank of Bastrop, from January 31, 2025 until March 31, 2025; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing for an effective date.

AGENDA ITEM SUBMITTED BY:

Laura Allen, Assistant Finance Director

BACKGROUND/HISTORY:

At the December 11, 2018 City Council Meeting, the City designated First National Bank of Bastrop as the City's depository. The term of the agreement was January 1, 2018 and continued in effect until December 31, 2024.

At the December 11, 2018 City Council Meeting, the City designated First National Bank of Bastrop as the City's depository. The term of the agreement was January 1, 2018 and continued in effect until December 31, 2024.

At the December 12, 2024, meeting City Council approved an extension to the current banking agreement through January 31, 2025.

The City issued a request for proposals for depository and banking services December 2024 as the current agreement with First National Bank of Bastrop expired on December 31, 2024.

However, one response was received to the Request for Proposals. The short amount of time for the turnaround of the proposals as well as the process taking place over the holidays is assumed to be the reason for the single response. Staff would like to issue a second request for Proposals that is open for a longer amount of time. Staff will make a recommendation to reject the one bid and reissue the Request for Proposals to cast a wider net for optional banking providers.

Staff also requests this extension to March 31, 2025 of the current depository agreement to give staff the opportunity to issue a new Request for Proposal for banking services before this extension expires.

FISCAL IMPACT:

If the proposal for depository services that was received would increase the fees paid by approximately \$350 per month. There are no fees associated with the current depository agreement.

RECOMMENDATION:

- A) Laura Allen, Assistant Finance Director, recommends approval of Resolution No. R-2025-34 of the City Council of the City of Bastrop, Texas, on City Staff's recommendation regarding the bids received for the City of Bastrop's request for proposals for depository and banking services and authorizing a second request for proposals for Depository and Banking Services; providing for findings of fact; repealer, severability, proper notice, meeting; and establishing an effective date.
- B) Consider action to approve Resolution R-2025-35 of the City Council of the City of Bastrop, Texas, approving to extend the term of the current Bank Depository Agreement with First National Bank of Bastrop, from January 31, 2025 until March 31, 2025; authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing for an effective date.

Attachments:

- Resolution R-2025-34
- Resolution R-2025-35

RESOLUTION No. R-2025-34

A RESOLUTION OF THE CITY COUNCL OF THE CITY OF BASTROP, TEXAS, ON CITY STAFF’S RECOMMENDATION REGARDING THE BIDS RECEIVED FOR THE CITY OF BASTROP’S REQUEST FOR PROPOSALS FOR DEPOSITORY AND BANKING SERVICES; PROVIDING FOR FINDINGS OF FACT; REPEALER, SEVERABILITY, PROPER NOTICE, MEETNG AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Bastrop, Texas, solicited requests for proposals for depository and banking services pursuant to Chapter 105 of the Texas Local Government code; and

WHEREAS, the current depository and banking agreement with First National Bank of Bastrop is expiring; and

WHEREAS, because only one proposal was received, and City staff is unable to determine the institution capable of providing the highest level of service at the lowest cost to the City; and

WHEREAS, consistent with Texas Local Government Code, Section 252.043(f), the City of Bastrop City Council has the authority to reject and all bids.

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

Section 1. That the City hereby rejects all bids received for the Depository and Banking Request for Proposals.

Section 2. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

Section 3. 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 RESOVED AND ADOPTED by the City Council of the City of Bastrop, Texas,
on this 11th day of February, 2025.

APPROVED:

John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

RESOLUTION NO. R-2025-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING TO EXTEND THE TERM OF THE CURRENT BANK DEPOSITORY AGREEMENT WITH FIRST NATIONAL BANK OF BASTROP, FROM JANUARY 31, 2025 UNTIL MARCH 31, 2025; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING FOR AN EFFECTIVE DATE.

WHEREAS, by action of the City Council at the December 11, 2018 City Council Meeting, the City designated First National Bank of Bastrop as the City’s depository. The term of the agreement was January 1, 2019 and continued in effect until December 31, 2024; and

WHEREAS, the City issued a for proposals for depository and banking services November 2024 as the current agreement with First National Bank of Bastrop expired on December 31, 2024; and

WHEREAS, City Council approved Resolution No. R-2024-178 extending the current banking agreement through January 31, 2025, at the December 12, 2024 regular City Council meeting; and

WHEREAS, only one response was received to the Request for Proposals and staff will make a recommendation to reject the one bid and reissue the Request for Proposals to cast a wider net for optional banking providers; and

WHEREAS, it is in the city’s best interest to re-issue a RFP for banking services and will use this extension for this purpose.

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

SECTION 1: That the City Council of the City of Bastrop, Texas, and First National Bank of Bastrop agree to an extension from January 31, 2025 until March 31, 2025.

SECTION 2. This resolution shall take effect immediately from and after its passage, and it is duly resolved.

SECTION 3. 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 AND ADOPTED by the City Council of the City of Bastrop this 11th day of February 2025

CITY OF BASTROP, TEXAS

APPROVED:

John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on the first reading of Ordinance No. 2025-09, setting the salary for the Office of the Presiding Municipal Court Judge, and approving an amendment to the agreement between the City and Caroline A. McClimon, JD, to reflect such salary increase.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

The City of Bastrop has a Municipal Court of Record governed by Texas Government Code Chapter 30, the City's local Charter Section 5.02 and City Code Article 7.01. Pursuant to the authority granted to the City Council through the City Charter and the laws of the State of Texas, the City Council appointed Caroline A. McClimon, JD, to a two-year term as the Presiding Municipal Court Judge, as shown in Resolution R-2023-23, approved by the City Council on February 28, 2023, with an annual salary of \$53,004.00.

The City Council by Ordinance No. 2024-29, as part of the City's annual budget for Fiscal Year 2024-2025 (October 1, 2024, through September 30, 2025), approved an increase in allocation of the budget for professional services for the Municipal Court specifically to "increase the judges' base pay based on a market study".

The City Council desires to approve a salary increase for the Office of the Presiding Municipal Court Judge from the prior annual salary amount of \$53,004.00 to a new salary amount of \$117,371.00, and for such salary increase to be reflected in the agreement between the City and Caroline A. McClimon, JD, regarding her appointment to such an office as attached to Resolution No. R-2023-23.

FISCAL IMPACT:

Professional services line in the FY 2025 budget for Municipal Court was increased by approximately \$100,000 to increase the judges' pay based on a market study and to cover any additional Associate Judge costs.

RECOMMENDATION:

Approve the Ordinance and authorize the City Manager to execute all necessary documents.

ATTACHMENTS:

1. Ordinance No. 2025-09
2. Attachment A – First Amendment to the Agreement between the City and Caroline A. McClimon, JD
3. Exhibit A – Resolution No. R-2023-23

ORDINANCE NO. 2025-09

SETTING THE SALARY FOR THE OFFICE OF THE PRESIDING MUNICIPAL COURT JUDGE

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, SETTING THE SALARY FOR THE OFFICE OF THE PRESIDING MUNICIPAL COURT JUDGE, AND APPROVING AN AMENDMENT TO THE AGREEMENT BETWEEN THE CITY AND CAROLINE A. MCCLIMON, JD, TO REFLECT SUCH SALARY INCREASE; ESTABLISHING A REPEALING CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Bastrop (“City”) has a municipal court of record, governed by Texas Government Code Chapter 30, the City’s local Charter Section 5.02, and City Code Article 7.01; and

WHEREAS, pursuant to the authority granted to the City Council through the City Charter and the laws of the State of Texas, the City Council appointed Caroline A. McClimon, JD, to a two-year term as the Presiding Municipal Court Judge, as shown in Resolution No. R-2023-23, approved by the City Council on February 28, 2023, with an annual salary of \$53,004.00; and

WHEREAS, the City Council, by Ordinance No. 2024-29, as part of the City’s annual budget for Fiscal Year 2024-2025 (October 1, 2024, through September 30, 2025), approved an increase in allocation of the budget for professional services for the Municipal Court specifically to “increase the judges’ pay based on a market study”; and

WHEREAS, the City Council desires to approve a salary increase for the Office of the Presiding Municipal Court Judge from the prior annual salary amount of \$53,004.00 to a new annual salary amount of \$117,371.00, and for such salary increase to be reflected in the agreement between the City and Caroline A. McClimon, JD, regarding her appointment to such office attached to Resolution No. R-2023-23.

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

Section 1. Findings of Fact: The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Salary Increase: The City Council hereby sets the salary for the office of the Presiding Municipal Court Judge to an annual salary amount of \$117,371.00. The City Council further approves the execution of a First Amendment to the Agreement between the City and Caroline A. McClimon, JD, regarding her appointment to such office, attached hereto as Attachment A, to reflect the increase in salary from the prior annual salary amount of \$53,004.00 to a new annual salary amount of \$117,371.00 for the remainder of her current term of office.

Section 3. Repealer: To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

Section 4. Severability: If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 5. Codification: The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 6. Effective Date: This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

Section 7. Proper Notice and Meeting: It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

READ & ACKNOWLEDGED on First Reading by the City Council of the City of Bastrop, on this, the 11th day of February 2025.

PASSED & APPROVED on Second Reading by the City Council of the City of Bastrop, on this, the 25th day of February 2025.

APPROVED:

John Kirkland, Mayor Pro-Tem

ATTEST:

_____, City Secretary

APPROVED AS TO FORM:

_____, City Attorney

ATTACHMENT A
First Amendment to the Agreement
Between the City of Bastrop and Caroline A. McClimon, JD

STATE OF TEXAS §
COUNTY OF BASTROP §

**FIRST AMENDMENT TO
 AGREEMENT BETWEEN THE CITY OF BASTROP
 AND
 CAROLINE A. MCCLIMON, JD**

This First Amendment (“Amendment”) is entered into to amend certain terms of the Agreement between the City of Bastrop and Caroline A. McClimon, JD, executed by the Parties on March 10, 2023 (“Agreement”).

WITNESSETH:

WHEREAS, pursuant to the authority granted to the City Council through the City Charter and the laws of the State of Texas, the City Council of the City of Bastrop has appointed Caroline A. McClimon, JD, to a two-year term as the Presiding Municipal Court Judge, as shown in Resolution No. R-2023-23, approved by the City Council on February 28, 2023, attached hereto as *Exhibit “A”*; and

WHEREAS, the City Council, by Ordinance No. 2024-29, as part of the City’s annual budget for Fiscal Year 2024-2025 (October 1, 2024, through September 30, 2025), approved an increase in allocation of the budget for professional services for the Municipal Court specifically to “increase the judges’ pay based on a market study”; and

WHEREAS, the City Council desires to approve a salary increase for the office of the Presiding Municipal Court Judge from the prior annual salary amount of \$53,004.00 to a new annual salary amount of \$117,371.00; and

WHEREAS, the Parties desire by this Amendment to make certain changes to the Agreement, as set forth below.

NOW, THEREFORE, in consideration of the mutual covenants and promises, the Parties agree as follows:

A. *Salary Increase*. Section 3.2 of the Agreement is amended by being replaced in its entirety to read as follows:

3.2 Pursuant to the First Amendment to this Agreement, the City agrees to pay Judge McClimon an annual salary of \$117,371.00, to be paid on a monthly basis, for all the duties cited in section 2.3, which equate to approximately 1,000 hours annually.

B. The salary increase shall take effect upon the date such salary increase was approved by the City Council by Ordinance No. 20__-__, on _____.

C. *Interpretation of Amendment.* Except as modified herein by this Amendment, all other terms and conditions of the Agreement shall continue in full force and effect. The Agreement, as modified by this Amendment, supersedes all prior agreements and understandings (oral and written) between the Parties with respect to the subject matter hereof to the extent in conflict therewith.

D. *Severability.* If any provision of the Agreement, as modified by this Amendment, is determined to be invalid or unenforceable, such determination shall not affect any other term of the Agreement or this Amendment, which shall continue in full force and effect.

IN WITNESS WHEREOF, the Parties have entered into this Amendment to the Agreement as of the date last executed by both Parties below.

CITY OF BASTROP, TEXAS

BY:

Sylvia Carrillo-Trevino, City Manager

DATE: _____

ATTEST:

_____, City Secretary

BY:

Caroline A. McClimon, JD, Presiding Municipal Court Judge

DATE: _____

Exhibit A
Resolution No. R-2023-23

RESOLUTION NO. R-2023-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS APPROVING APPOINTMENT OF CAROLINE A. MCCLIMON JD AS PRESIDING MUNICIPAL JUDGE, BASTROP MUNICIPAL COURT, CITY OF BASTROP; AND APPROVING A CONTRACT TO PROVIDE SERVICES; ATTACHED AS EXHIBIT A; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Section 30.00006 of the Texas Government Code provides that the term of office for municipal judges "must be for a definite term of two or four years."; and

WHEREAS, Section §5.02 of the City of Bastrop Home Rule Charter states that the Judge of the Municipal Court "shall be nominated by the Mayor and appointed by the Council"; and

WHEREAS, Section 7.01.003(f) of the Bastrop City Code states "each alternate judge shall be appointed for a term of two (2) years; and

WHEREAS, the City Council of the City of Bastrop, Texas has determined that it is in the best interest of the City of Bastrop and for the orderly operation of the City of Bastrop Municipal Court to appoint Caroline A. McClimon, JD as Presiding Municipal Judge.

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

Section 1: The City hereby appoints, under the authority of §5.02 of the City of Bastrop Home Rule Charter and Section 7.01.003 of the Bastrop City Code, Caroline A. McClimon, JD to the position of Presiding Municipal Judge for a term of two (2) years.

Section 2: The City Manager is hereby authorized to execute a contract for Presiding Municipal Judge services between the City of Bastrop, Texas and Caroline A. McClimon, JD (attached as Exhibit A) as well as all other necessary documents related to this contract.

Section 3: All orders, ordinances, and resolutions, or parts thereof, which are in conflict or inconsistent with any provision of this Resolution are hereby repealed to the extent of such conflict, and the provisions of this Resolution shall be and remain controlling as to the matters resolved herein.

Section 4: That this Resolution shall take effect immediately upon its passage, and it is so resolved.

Exhibit A

Item 11B.

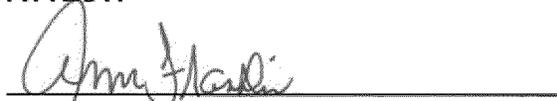
DULY RESOLVED AND APPROVED by the City Council of the City of Bastrop, Texas
this 28th day of February 2023.

APPROVED:



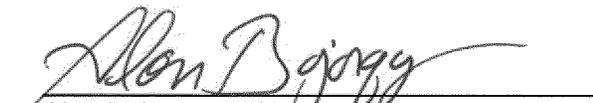
Connie B. Schroeder, Mayor

ATTEST:



Ann Franklin, City Secretary

APPROVED AS TO FORM:



Alan Bojorquez, City Attorney

STATE OF TEXAS §
COUNTY OF BASTROP §

AGREEMENT BETWEEN THE CITY OF BASTROP
AND
CAROLINE A. MCCLIMON, JD

This agreement is effective the 10th day of March 2023, between the City of Bastrop, acting through its duly elected City Council of the City of Bastrop and Caroline A. McClimon, JD. as follows:

WITNESSETH:

WHEREAS, pursuant to the authority granted to the City Council through **The City Charter** and the laws of the State of Texas, the City Council of the City of Bastrop has appointed Caroline A. McClimon, JD. as Presiding Municipal Court Judge; and

WHEREAS, the parties desire to enter into a written agreement setting forth all terms, conditions, and obligations of the parties;

NOW, THEREFORE, in consideration of the mutual covenants and promises, the parties agree as follows:

I. TERM

- 1.1 The term of this Agreement shall be for two years to run for the portion of such unexpired term as may remain at the time of the appointment, unless sooner terminated as provided by the terms of this Agreement.

2. SCOPE OF AGREEMENT

- 2.1 The purpose of this Agreement is to engage Judge. McClimon, for the express purpose of serving the City of Bastrop, Texas, as the City's Presiding Municipal Court Judge.
- 2.2 Judge McClimon shall perform all duties of the Municipal Court Judge of the City of Bastrop, Texas, as set forth in the current or revised **Charter of the City of Bastrop** as required by **The Code of the City of Bastrop, as amended**, by applicable State law, as it now exists or may be amended in the future, and the **Texas Code of Judicial Conduct**.
- 2.3 These duties include but are not limited to:
 - Preside over Municipal Court for all criminal class C Misdemeanors, criminal jury and nonjury trials, pre-trial conferences, juvenile warnings, and other cases appropriately tried in Municipal Court

- Preside over civil truant conduct hearings/trials.
 - Maintain a central docket of all cases filed in the City of Bastrop.
 - Establish and maintain Court Security panel.
 - Review and/or deny requests for continuances.
 - Determine innocence or culpability (when hearing cases without a jury) and levies fine commensurate with the violation in such manner to preserve equity and uniformity in the application of existing laws and ordinances.
 - Supervise the administration of juror notification and direct jurors in trial cases on their role in the interpretation and application of law.
 - Be available, or have adequate associate judge expertise available, on a 24/7 basis, to review and/or sign complaints, summons, subpoenas, affidavits for search and arrest warrants, appeal bonds, etc.
 - Support court activities with Municipal Court Clerk and City Prosecutor and other city departments.
 - Review legislation and current case law affecting offenses and the criminal justice system and implement procedures to ensure compliance. Perform legal research as needed and determine fine amounts.
 - Conduct hearings (including property, emergency protective order, code enforcement, dangerous dog, etc.).
 - Daily jail magistrations – rights warnings, set bonds
 - Juvenile hearings.
 - Indigent hearings.
 - Approve/Deny Personal Recognizance (PR) Bond requests.
 - Issue warrants (search, arrest, mental health), summons, magistrate warnings, etc.
 - Primarily responsible for the review and signing of all paperwork prepared by court clerks.
- 2.4 The City of Bastrop's regular Municipal Court shall be held at Bastrop Municipal Court located at 104 Grady Tuck Lane, Bastrop, Texas 78602. However, the City of Bastrop reserves the right to designate days of the week, hours, and alternate locations where the Municipal Court may be held in the event that facility should not be available.
- 2.5 The City Council shall have the power to create and establish additional Municipal Courts, with the same or separate jurisdictions, and to appoint an additional Magistrate for each Court so established.
- 2.6 Judge McClimon agrees to provide prompt, courteous, efficient, and professional services in the performance of his duties.
- 2.7 Judge McClimon shall deal with the administrative services of Municipal Court solely through the Municipal Court Clerk or the City Manager.

- 2.8 In the event Judge McClimon is unable to act for any reason, the Council may appoint an Alternate Municipal Court Judge to act in the Judge's place.
- 2.9 Judge McClimon shall meet with the City Attorney, City Manager, Director of Planning and Community Development, City Prosecutor, and the Chief of Police, or such officials' respective designees, on request, to discuss procedures within the Municipal Court.

3. SALARY AND BENEFITS

- 3.1 Judge McClimon shall be deemed an independent contractor of the City.
- 3.2 The City agrees to pay Judge McClimon annually at \$53,004, paid monthly in the amount of \$4,417 for all the duties sited in section 2.3, which equate to approximately 1,000 hours annually.
- 3.3 Judge McClimon shall pay all applicable local, state, federal taxes, including income tax, withholding tax, social security tax, and pension contributions, if any.
- 3.4. The City agrees to pay Judge McClimon travel and expenses to attend the Texas Municipal Courts Education Center ("TMCEC") judges training, up to a maximum of three (3) days annually. Judge McClimon is required to attend the TMCEC judges training each year during the term of this contract.

4. TERMINATION

- 4.1 Judge McClimon may terminate this Agreement at any time, with or without notice.
- 4.2 Judge McClimon shall waive all claims for compensation if not claimed within thirty (30) days for the date of the termination of this Agreement.

5. GENERAL PROVISIONS

- 5.1 If any provision of this Agreement shall, for any reason, be held to violate of any applicable law, the invalidity of such a specific provision of this Agreement shall not be deemed to invalidate any other provisions of this Agreement, which shall remain in full force and effect unless removal of the invalid provisions destroy the legitimate purposes of this Agreement, in which event the parties shall deem this Agreement canceled.

Exhibit A

Item 11B.

- 5.2 The paragraph headings used in this Agreement are descriptive only and shall have no legal force or effect.
- 5.3 This Agreement represents the entire agreement by and between the parties, except as otherwise provided in this Agreement, and it may not be changed except by written amendment duly executed by all parties.
- 5.4 This Agreement shall be subject to and governed by the laws of the State of Texas. Any and all obligations or payments are due and payable in the City of Bastrop, Bastrop County, Texas.

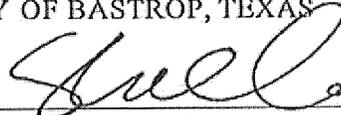
IN WITNESS WHEREOF, the City Council of the City of Bastrop, by and through the Mayor, has caused this Agreement to be executed and that upon execution thereof, it shall be deemed the act and deed of the City of Bastrop.

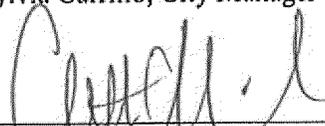
[SIGNATURES FOLLOW ON PAGE 4]

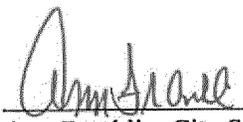
Exhibit A

Item 11B.

CITY OF BASTROP, TEXAS

BY: 
Sylvia Carrillo, City Manager

BY: 
Caroline A. McClimon, JD Presiding Municipal Court Judge

ATTEST: 
Ann Franklin, City Secretary



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-37, supporting the submission of preliminary applications to the Texas Department of Transportation (TxDOT), for the Transportation Alternatives Set Aside Program 2025 Call for Projects.

AGENDA ITEM SUBMITTED BY:

Elizabeth Wick, Project Manager, Engineering and Capital Improvement Project Management

BACKGROUND/HISTORY:

On January 3, 2025, TxDOT announced its 2025 Transportation Alternatives (TA) Call for Projects. This Call for Projects provides funding to plan for and construct a variety of alternative transportation projects that improve safety and mobility for non-motorized travelers and mitigate congestion by providing safe alternatives to motor vehicle transport.

This Call for Projects features a two-step application process. The Preliminary Application (Step 1) due Friday, February 21, 2025, provides high-level proposed project information to determine eligibility and funding opportunities. Following successful completion of Step 1, a Detailed Application (Step 2) provides more comprehensive project information. Step 2 will be distributed to eligible project sponsors on or about April 16, 2025. The anticipated Commission Award is October 2025.

Project sponsors are allowed two applications, but a maximum of one TA project can be awarded to the sponsor. The City of Bastrop is the project sponsor. Staff is proposing the following projects.

The first project application, Old Austin Hwy Shared Use Path Improvements, is a sidewalk improvement project from the eastern end of Old Austin Hwy up to Bastrop Middle School as shown in Exhibit A. This project will include widening the existing 4' sidewalk along the north side of Old Austin Hwy to a 12' wide shared-use path and installing a new 12' wide sidewalk along Schaefer Blvd and Jessica Place that borders Bastrop Middle School. This project falls under the Community-Based category and will include preliminary engineering and construction as part of the application. This project aims to provide a safer connection from schools and will be part of a larger commercial corridor.



The second project application is Pedestrian Crossing Improvements. This project will include upgrading current pedestrian crossing signs with high-visibility additions and/or ADA improvements as needed. Staff held a workshop on Monday, February 10, 2025, to determine which crossings will be included in the scope. This project falls under the Network Enhancements category, which has limited or no design. This project aims to prioritize pedestrians by increasing visibility at crosswalks.

FISCAL IMPACT:

The local match for the awarded project is 20% and will come from the FY2026 Street Fund.

The estimated cost for the Old Austin Hwy Shared Use Path Improvements is \$800,000.00, with a local match of \$160,000.00.

The estimated project costs and local match for Pedestrian Crossing Improvements will be calculated at a later date.

RECOMMENDATION:

Staff recommends approval of Resolution R-2025-37 along with all accompanying documents.

ATTACHMENTS:

- Resolution No. R-2025-37
- Exhibit A – Shared-Use Concept Plan

RESOLUTION NO. R-2025-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, SUPPORTING THE CITY OF BASTROP’S SUBMISSION OF PRELIMINARY APPLICATIONS TO THE TEXAS DEPARTMENT OF TRANSPORTATION (TXDOT), FOR THE TRANSPORTATION ALTERNATIVES SET ASIDE PROGRAM 2025 CALL FOR PROJECTS; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND ESTABLISHING AN EFFECTIVE DATE. PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Bastrop desires to develop a viable community, including adequate routes of non-motorized transportation around the city; and

WHEREAS, the City will be able to submit its request for reimbursement for two separate shared-use projects to make for safer routes that will connect the from one side to another; and

WHEREAS, it is necessary and in the best interests of the City of Bastrop to apply under the TxDOT’s Transportation Alternatives Set Aside Program;

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

Section 1: That two preliminary applications for the 2025 Call for Projects Transportation Alternatives Set Aside Program is hereby authorized to be submitted on behalf of the City of Bastrop with TxDOT.

Section 2: That the submission of these preliminary applications will follow TxDOT’s two-step process. Per the program, a maximum of one project can be awarded.

Section 3: That if awarded, the City will have a local match of 20% that will come from the FY2026 Street Fund. The estimated cost for the Old Austin Hwy. Shared-Use Path is \$800,000.00. Estimated project costs and local match will be calculated at a later date.

Section 4: 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 5: 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 11th day of February 2025.

APPROVED:

John Kirkland, Mayor Pro Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney



Staff Report

MEETING DATE: February 11, 2025

TITLE:

Consider and act to approve the first reading of Ordinance No. 2025-07, establishing and adopting a short-term rental registration process; amending the Bastrop Code of Ordinances, Chapter 4, by enacting Article 4.13, Sections 4.13.001 – 4.13.012 titled “Short Term Rentals”; and move to include on the February 25, 2025, Consent Agenda for second reading.

AGENDA ITEM SUBMITTED BY:

Vivianna Nicole Andres, Assistant to the City Manager

BACKGROUND/HISTORY

The City of Bastrop is seeking to implement a registration process for any active short-term rentals (STR) within the city limits of Bastrop. This process intends to adopt a policy that requires owners or operators of STRs within the city limits of Bastrop to register with the City annually. The registration fee will be \$25.00 per registration, and registration will be required for each structure that operates as an STR on a lot.

To register with the City, owners or operators will be required to file a registration application with the Development Services Department. The application will require owners or operators to provide the City with beneficial information, such as a local contact person for the STR that can be reached 24/7. Providing the City with this kind of information will ensure that during events where critical messaging needs to be sent out to the public (boil water notice, emergency evacuation, etc.), someone can be reached to share the information with the guests staying at the STR.

The STR policy will also require that owners and operators provide the following information to all guests:

1. The contact information for the local contact person, which must also be posted in the STR in a prominent location.
2. City contact information, website, and emergency numbers.
3. A parking plan identifying the location of on-site parking spaces to be used in conjunction with the STR.
4. A floor plan of the STR identifying bedrooms, other living spaces, and emergency evacuation routes.
5. Summary of applicable local regulations and restrictions related to parking, noise ordinance, water conservation, and emergency management protocol.

The proposed STR ordinance also contains standards for the revocation of a STR registration and an appeals process that a customer can utilize if faced with the revocation or denial of a STR registration.

PUBLIC ENGAGEMENT:

Staff hosted a town hall meeting on January 22, 2025, where they presented the proposed ordinance to the community. The town hall meeting also had a question-and-answer component in which Staff engaged with the public regarding their questions.

On January 30, 2025, at the Planning and Zoning Commission Meeting, Staff gave an update to the Commission explaining the proposed ordinance and answered questions from the Commission.

Then, on February 5, 2025, at the Historic Landmark Commission Meeting, Staff gave an update to the Commission explaining the proposed ordinance and answered questions from the Commission.

RECOMMENDATION:

Take action on the first reading of Ordinance No. 2025-07, establishing and adopting a short-term rental registration process, amending the Bastrop Code of Ordinances, Chapter 4, by enacting Article 4.13, Sections 4.13.001 – 4.13.012 titled “Short Term Rentals,” and move to include on the February 25, 2025, Consent Agenda for second reading.

ATTACHMENTS:

- Ordinance No. 2025-07
- Attachments: Exhibit A – Chapter 4, Article 4.13 - Short Term Rentals

CITY OF BASTROP, TX
ORDINANCE NO. 2025-07

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, ESTABLISHING AND ADOPTING A SHORT-TERM RENTAL REGISTRATION PROCESS; AMENDING THE BASTROP CODE OF ORDINANCES, CHAPTER 4, BY ENACTING ARTICLE 4.13, SECTIONS 4.13.001 – 4.13.012 TITLED “SHORT TERM RENTALS”; AS ATTACHED IN EXHIBIT A; PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, PROPER NOTICE AND MEETINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Council directed staff to develop short-term rental regulations in response to a significant increase in short-term rentals citywide; and

WHEREAS, the upward trend in the number short-term rentals in residential neighborhoods is expected to continue due to destination events like the Mardi Gras Festival and the Lighted Christmas Parade, along with regional growth pressures from commercial entities forecasting higher demand for transient visitors; and

WHEREAS, based on lessons learned from other cities where short-term rentals are more numerous, the introduction of regulations is an important step in preparing the Bastrop community for future growth in the short-term rental industry; and

WHEREAS, the Council supports the use of property for rental use in the short-term and acknowledges the business goals of short-term rental owners and the economic value of the short-term rental industry; and

WHEREAS, Council seeks to minimize potential adverse impacts to Bastrop residents from short-term rentals, namely public safety risks, illegal parking, traffic, trash; and

WHEREAS, short-term occupants and operators must be aware of local rules to enhance compliance and public safety; and

WHEREAS, the establishment of a short-term rental registration requirement will help protect the health and safety of the City’s residents as well as occupants of a short-term rental; and

WHEREAS, requiring the registration of all short-term rental properties will help ensure the appropriate hotel occupancy taxes are paid.

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

Section 1. Findings of Fact. The above and foregoing recitals are hereby found to be true and correct and are incorporated herein as findings of fact.

Section 2. Adoption of Short-term Rental Registration. The City Council hereby approves and adopts the Short-term Rental Registration consistent with this ordinance, as attached in Exhibit A.

Section 3. Amendment. Chapter 4 of the City of Bastrop Code of Ordinances is hereby amended by adding Article 4.13, Sections 4.13.001 – 4.13.012 entitled “Short Term Rentals” to read as set forth in Exhibit A attached hereto and incorporated herein for all purposes.

Section 4. Repealer. All ordinances or resolutions that are in conflict with the provisions of this ordinance are, and the same are hereby, repealed and all other ordinances or resolutions of the City not in conflict with the provisions of this ordinance shall remain in full force and effect.

Section 5. Severability. If any provision of this ordinance, or application thereof, to any person or circumstance, shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

Section 6. Codification. The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

Section 7. Effective Date. This ordinance shall take effect 60-days after the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

Section 8. Proper Notice and Meeting. It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

PASSED & APPROVED on *First Reading* by the City Council of the City of Bastrop, on this, the **11th** day of **February, 2025**.

PASSED & APPROVED on *Second Reading* by the City Council of the City of Bastrop, on this, the **25th** day of **February, 2025**.

Signature Page to follow

CITY OF BASTROP, TEXAS

Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

EXHIBIT A

38 *Owner* means a person or entity who owns the real property and a structure where a
39 short-term rental is located.

40 *Premises* means property, a lot, plot, or parcel of land, including any structures or
41 portions of structures thereon.

42
43 *Short-term rental* (also known as transient rentals, vacation rentals, short-term vacation
44 rentals, or resort dwelling units) means any residential structure, including a single-family home,
45 an accessory dwelling structure, or a unit in an apartment or condominium building, or any portion
46 thereof, used for lodging accommodations to occupants for a period of less than thirty (30)
47 consecutive days. The definition of short-term rental does not include a hotel, motel, bed and
48 breakfast, executive suite, or other non-residential use. Properties rented for longer than 30 days
49 that are still advertised as available on a nightly basis fall into this category.

50 **Sec. 4.13.003. Short-term rental registration required.**

- 51
- 52 1) It shall be unlawful for any person to own or operate a short-term rental within the city
 - 53 without a valid short-term rental registration issued pursuant to this Chapter.
 - 54 2) For properties with more than one short-term rental, a separate application shall be
 - 55 filed with the City of Bastrop for each individual structure operating as a short-term
 - 56 rental on the property.
 - 57 3) Short-term rentals in operation at the time of the effective date of this Ordinance shall
 - 58 have (60) sixty days to obtain or file an application for a short-term rental registration.

59 **Sec. 4.13.004 Registration Application.**

- 60
- 61 1) *Application Requirement.* An owner of a short-term rental shall submit to the city an
 - 62 application for registration to the City.
 - 63 2) *Application Contents.* Applications shall contain the following information:
 - 64 a. The physical address of the short-term rental and property ID designated by the
 - 65 Appraisal District;
 - 66 b. The owner's name, address, email address, and telephone number;
 - 67 c. If the owner is not an individual, then the name, address, and email address of a
 - 68 natural person who has the legal authority to act for the owner;
 - 69 d. The operator's name, address, email address, and telephone number and written
 - 70 verification from the owner that the operator is authorized to operate the premises
 - 71 as a short-term rental;
 - 72 e. If the operator is not a natural person, then the name, address, and email address
 - 73 of a natural person who has the legal authority to act for the operator;
 - 74 f. The name and website link to all internet platforms that owner or operator
 - 75 advertises or takes reservations for the short-term rental at any time during a 12-
 - 76 month period from the date of application;

EXHIBIT A

- 77
- 78
- 79 g. The name, address, email address, and twenty-four (24) hour telephone number of a local contact person;
- 80
- 81 h. A statement that the owner or operator of the short-term rental is in compliance with and will maintain compliance with the requirements of this Chapter, and with
- 82 all applicable state and local laws, including applicable Fire and Building Code
- 83 requirements regarding occupancy, smoke and carbon monoxide detectors, and
- 84 fire extinguishers, and that the owner or operator shall be liable for any violations
- 85 of applicable state and local laws;
- 86
- 87 i. Verification that the owner or operator has no delinquent hotel occupancy taxes
- 88 due on the residential premises in accordance with City Code of Ordinances Chapter 11;
- 89
- 90 j. The number of bedrooms in the short-term rental, the proposed number of
- 91 occupants, and the number of off-street parking spaces available on the property
- 92 where the short-term rental is located;
- 93
- 94 k. Any other information deemed necessary for review of the application by the Director.
- 95 3) *Application fee.* The short-term rental non-refundable registration application fee is twenty-
- 96 five dollars (\$25.00), as referenced in Appendix A - Fee Schedule, and must be paid
- 97 when the application is submitted.
- 98 4) *Registration Issuance.* The Director shall issue a short-term rental registration to the owner
- 99 or operator if the Director determines:
 - 100 a. All fees required under this Chapter and taxes, including hotel occupancy taxes
 - 101 required under Chapter 11 of the Code of Ordinances of the City of Bastrop have
 - 102 been paid to the City;
 - 103 b. The applicant has submitted a complete application and has complied with all
 - 104 requirements for issuance of a short-term rental registration; and
 - 105 c. The applicant did not make a false statement in the application for the short-term
 - 106 rental registration.
- 107 5) *Registration Denial.*
 - 108 a. The Director may deny the short-term rental registration application if:
 - 109 i. The applicant provided false or misleading information on the application;
 - 110 ii. The owner is overdue in payment to the city of taxes, fees, fines or penalties
 - 111 or fails to provide documentation when requested showing all occupancy
 - 112 taxes have been paid for the property;
 - 113 iii. The applicant has failed to provide the required information in Section
 - 114 4.13.004(2) of this Chapter;
 - 115 iv. The applicant or property has pending complaints or violations of this
 - 116 Chapter or any other provision of the Code of Ordinances or regulations
 - 117 of the City of Bastrop; or

EXHIBIT A

- 118
- 119 v. The applicant or the property is the subject of repeated substantiated
- 120 violations of the City Code or state law during a 24-month period prior to
- 121 applying for a short-term rental registration or renewal of a registration
- 122 provided that the denial will be based on:
- 123
- 124 1. the frequency of any repeated violations;
- 125
- 126 2. whether a violation was committed intentionally or knowingly; and
- 127
- 128 3. any other information that demonstrates the degree to which the
- owner or occupant has endangered public health, safety, or welfare.
- 129
- 130 b. The applicant shall have the right to appeal the denial pursuant to Section
- 131 4.13.011.

Sec. 4.13.005 Change of Information.

133 Any change of information provided in a short-term rental application form must be reported
134 to the City within ten (10) days and be continuously updated as changes occur.

Sec. 4.13.006 Transferability.

136 A short-term rental registration is not transferable and shall not be assigned nor transferred
137 to another person or entity. Any attempt to transfer a registration or attempt to use another
138 person’s registration shall be grounds for revocation of a registration.

Sec. 4.13.007 Expiration of registration; renewals.

140 A short-term rental registration expires upon the earlier of the following occurrences:

- 141
- 142 i. One (1) year after the date of issuance; or
- 143
- 144 ii. When the ownership of the short-term rental changes.

- 145 1) An owner shall file an application to renew a short-term rental registration at least thirty
- 146 (30) days prior to the expiration of the current registration.
- 147 2) The property owner or entity shall submit a new application and pay a new registration fee
- 148 each year for the renewal of the short-term rental registration with the City of Bastrop.
- 149 3) The Director may require such certifications deemed necessary and proper to ensure
- 150 continuing compliance with this article.
- 151 4) If the renewal application satisfies the conditions of this Chapter and all other applicable
- 152 ordinances, the application for renewal of a short-term rental registration shall be
- 153 approved by the director or designee.
- 154 5) A nonrefundable renewal application fee of twenty-five dollars (\$25.00), as referenced in
- 155 Appendix A - Fee Schedule, shall accompany any renewal application.

Sec. 4.13.008 Additional requirements.

- 156
- 157 1) For the purposes of ensuring the safety and wellbeing of guests staying in short-term
- 158 rentals, the City shall give the owner or operator of a short-term rental the opportunity to
- 159 display a registration sticker outside the entrance to a short-term rental.

EXHIBIT A

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- 2) The owner or operator of the short-term rental must provide the following information to all occupants:
- i. The contact information for the local contact person, which must also be posted in the short-term rental in a prominent location.
 - ii. City contact information, website, and emergency numbers.
 - iii. A parking plan identifying the location of on-site parking spaces to be used in conjunction with the short-term rental.
 - iv. A floor plan of the short-term rental identifying bedrooms, other living spaces, and emergency evacuation routes.
 - v. Summary of applicable local regulations and restrictions related to parking, noise ordinance, water conservation, and emergency management protocol.

173 **Sec. 4.13.009 Hotel Occupancy Taxes.**

174 It is a condition of the initial and continued validity of a short-term rental registration that the owner
175 or operator has paid and remains current on the payment of all hotel occupancy taxes owed to
176 the City under the Texas Tax Code. Failure to timely pay the hotel occupancy taxes is considered
177 a violation of this Chapter and may result in the revocation of a short-term rental registration.
178

179 **Sec. 4.13.010 Revocation of Registration.**

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- a) The Director may revoke a registration for any of the following reasons:
- i. Failure to comply with any provision of the city ordinances or any state or federal law applicable to the operation of the short-term rental or the property on which it is located.
 - ii. Providing false or misleading information on a short-term rental application.
 - iii. Failure to notify a change of information required pursuant to Sec 4.13.005.
 - iv. Failure to pay any hotel occupancy tax required under Chapter 11, Article 11.04 of the Code of Ordinances.
 - v. Failure to pay a fee required pursuant to this Chapter at the time payment was due.
- b) Prior to denying or revoking a registration, the director shall deliver written notice of the possible revocation, the basis of the revocation, and a statement that the owner or operator has ten (10) days after delivery to remedy the violation to prevent revocation of the registration.
- c) Upon revocation of a registration, the director shall send written notice of revocation, the basis of the revocation, and a statement informing the owner or operator of the right to appeal a revocation pursuant to Section 4.13.011

EXHIBIT A

- 199
- 200 d) Once during a registration period, the director may reinstate a revoked short-term rental
- 201 registration if the basis of the revocation is remedied, and the owner or occupant has
- 202 paid a twenty-five dollar (\$25) reinstatement fee, as referenced in Appendix A - Fee
- 203 Schedule.

204 **Sec. 4.13.011 Appeals.**

- 205 a) If the Director denies the issuance or renewal of a short-term registration or revokes a
- 206 short-term-rental registration, the action is final unless the owner or operator files a written
- 207 appeal to the City Manager within ten (10) calendar days of delivery of the notice of
- 208 revocation.
- 209 b) If a written request for an appeal is filed with the City Manager within the ten-day period,
- 210 the City Manager shall hear the appeal within thirty (30) days from the city's receipt of the
- 211 appeal unless otherwise agreed by the city and the appellant.
- 212 c) Failure to file an appeal in accordance with this section is a waiver of appeal, and the
- 213 Director's decision shall be final.
- 214 d) At the appeal hearing, the City Manager may only affirm or reverse a denial or revocation
- 215 if the appellant proves that the Director erred in denying or revoking the short-term rental
- 216 registration as of the date of the revocation or denial. The City Manager may consider the
- 217 appellant's subsequent remedial measures or payments in determining whether to affirm
- 218 or reverse the director's decision.
- 219 e) If the City Manager denies the appeal for the issuance or renewal of a short-term rental
- 220 registration or revocation of a short-term rental registration, the action is final unless the
- 221 owner or operator files a written appeal to the City Council, which shall be submitted to
- 222 the City Secretary's Office within ten (10) calendar days of delivery of the notice of the
- 223 denial of the appeal.
- 224 f) If a written request for an appeal to City Council is filed with the City Secretary's Office
- 225 within the ten-day period, the City Council shall hear the appeal within thirty (30) days from
- 226 the city's receipt of the appeal unless otherwise agreed by the city and the appellant.
- 227 g) Failure to file an appeal in accordance with this section is a waiver of appeal and the City
- 228 Manager's decision shall be final.
- 229 h) At the appeal hearing, the City Council may only affirm or reverse a denial or revocation if
- 230 the appellant proves that the Director and City Manager erred in denying or revoking the
- 231 short-term rental registration as of the date of the revocation or denial. The City Council
- 232 may consider the appellant's subsequent remedial measures or payments in determining
- 233 whether to affirm or reverse the Director and City Manager's decision. The decision of the
- 234 City Council is final and no rehearing or appeal may be granted.

235 **Sec. 4.13.012 Compliance and enforcement—Penalty provisions.**

- 236 a) Any person or entity who violates this chapter or fails to comply with any of the
- 237 requirements thereof shall be subject to the general penalty provisions provided for in
- 238 Section 1.01.009 of the City's Code of Ordinances.
- 239 b) Penalties provided for in this article are in addition to any other criminal or civil remedies
- 240 that the city may pursue under federal, state, or local law.



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-10, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES (c) as attached in Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice, meeting and move to include on the February 25, 2025 Consent Agenda for the second reading.

AGENDA ITEM SUBMITTED BY:

Submitted by: Kennedy Higgins, Senior Planner, Development Services

BACKGROUND/HISTORY:

These amendments are to increase protections for trees within the City Limits by matching Texas local Government code section 212.908, that allows mitigation to begin at 10 inches.

On October 30th, 2024, the Planning and Zoning Commission held a workshop that introduced some code amendments. On January 30th, 2024, the Planning and Zoning Commission held a public hearing on the same amendments from the previous meeting. The public hearing was held, members of the community spoke their questions and concerns, and the Planning and Zoning Commission recommended approval with a vote of 6-0.

On January 13th the Parks and Recreation board held a meeting where these amendments were discussed. The parks board provided their recommendations, and then the Planning and Zoning Commission made their recommendations based on those from the Parks board.

POLICY EXPLANATION:

Bastrop Building Block (B3) Code Technical Manual

Per the technical manual table 1.4.001A Development Application Approval Process, a public hearing and recommendation from Planning and Zoning, and then another public hearing and decision from City Council is required for any text amendments.

RECOMMENDATION:

Consider and act on the first reading of Ordinance No. 2025-10, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES (c) as attached in Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice, and meeting.

ATTACHMENTS:

- Attachment 1: Memo Staff Report from P&Z

- Attachment 2: Ordinance No. 2025-10
 - Exhibit A- Redlined Changes



To: Sylvia Carrillo, City Manager

From: Kennedy Higgins, Senior Planner- Development Services

Date: January 30, 2025

Subject: B3 Text Amendments for Tree Protection

BACKGROUND/HISTORY:

The B3 code was adopted in November of 2019, and subsequently amended in April of 2022. From 2016 to 2023, Bastrop’s population grew by approximately 34.3%. Due to the increased growth from Austin to the west, the availability of large land parcels, the availability of water, and abundant natural resources, the growth shows no signs of slowing.

“The intent of the Code is to establish the Standards that enable, encourage, and ensure the community achieves:

- ✓ ***Fiscal Sustainability***
- ✓ ***Geographically Sensitive Developments***
- ✓ ***Perpetuation of Authentic Bastrop” pg. 11 – B3 Code***

While the aspirational ideas envisioned in the preamble of the B3 code (as noted above) to provide for fiscal sustainability, geographically sensitive developments, and perpetuation of Authentic Bastrop, several segments of the code accomplished just the opposite.

The B3 code removed several key factors to preserving the natural environment.

“Retain its natural infrastructure and visual character derived from topography, woodlands, farmlands and waterways;” Pg 12 -The B3 Code

While that may be a lofty aspirational goal, without increased protection for the natural environment, the minimal tree standards and penalties for removal of trees in the B3 creates a situation where it is easier to cut down trees, than it is to save them.

Attachment 1

The proposed amendments for Sections 6.3.004 Protected & Heritage Trees, and Table 2.1.003 Preferred Plant List (B3 Technical Manual), are proposed to rectify the original intent of the B3 code which allows for any tree not on the preferred plant list to be taken down without penalty.

TABLE 2.1.003 PREFERRED PLANT LIST

Canopy		Accent	Grasses and Shrubs
American Elm	Texas Hickory	Crape Myrtle	Anthony Waterer Spirea
Austrian Pine	Texas Red Oak	Deciduous Magnolia	Apache Plume
Bald Cypress	Western Soapberry	Eastern Red Cedar	Autumn Sage
Black Jack Oak		Eve's Necklace	Dwarf Wax Myrtle
Bur Oak		Mexican Buckeye	Gray Santolina
Caddo Maple		Mexican Plum	Gulf Muhly
Cedar Elm		Red Bud	Indian Grass
Chinese Pistache		Smoke Tree	Inland Sea Oats
Chinquapin Oak		Vitex	Lindheimer Muhly
Lacebark Elm		Wichita Blue Juniper	Little Bluestem Grass
Live Oak			Little Bunny Fountain Grass
Loblolly Pine			Mexican Feather Grass
Magnolia			Rose Creek Abelia
Post Oak			Rosemary
Red Cedar			Seep Muhly
Shumard Red Oak			Texas Sage
Southern Magnolia			
Sweetgum			

Currently, mitigation for removal of a tree starts at 13 caliper inches, as long as the tree is on the preferred plant list. If it is not on the preferred plant list (see above), no mitigation is required. State legislation allows Cities to begin mitigating at as low as 10 inches. This amendment to the B3 code will ensure that more trees will either be protected, or there will be a fee in lieu of in order to cover the cost of a replacement tree.

Additionally, a tree survey is required for any tree on a property that is over 6 inches. There are not currently regulations around the tree survey, as they were only a requirement within the Public Improvement Plan. These amendments will add an expiration date to the tree survey, to ensure that an accurate and recent survey of the trees on site is provided. It will also add further requirements to ensure adequate protection.

One recommendation from independent arborists is to use the Arbor Day Foundation Tree list. This list has many trees, but does also include some invasive species and trees that might not thrive here since it is not a Texas specific list. One important thing to note is that the Pecan tree (Texas state tree) is not on the City's current list and that with many other species have been added to our list updating the chart above. From the last meeting White Mulberry has been removed as it is invasive per the native plant society.

The proposed amendment to the tree protection allows residents and visitors to enjoy the natural environment and the trees that are so vital to the community.

FISCAL IMPACT:

None

RECOMMENDATION:

On January 13, 2025, the Parks and Recreation Board met to discuss these changes. The board recommendations all passed unanimously.

The board voted to increase the fee per caliper inch to \$250 instead of \$150 per caliper inch.

The board supports the moderate option for both the protected and heritage trees as it pertains to the size of the replacement tree being planted and suggested the following as ii: If an ISA-certified arborist deems a replacement tree as dead or dying within five years of the date it was planted, it must be replaced by another replacement tree in compliance with this code.

The board supports Penalty Option 1 with the following changes: *Penalties for Unauthorized Removal of Trees*. If any tree is removed from any real property, including injury to a tree resulting from the owner's failure to follow required tree protection guidelines, that results in or may reasonably be expected to result in the death of the subject tree(s), the property owner shall be determined to be in violation of this Ordinance. Any person or corporation violating any of the provisions of this ordinance shall, upon notice of the citation, fines will be assessed at a rate of \$2000 per day until paid. In addition, the Certificate of Occupancy shall not be issued until the fees/penalties are paid in full.

The board recommended a ½ credit for every inch of invasive tree being removed. The intention is to give credit for the removal of invasive trees.

The parks board recommendations have been included in the attached document (attachment 1) in italics.

The board supports the new tree list and also recommended categorizing all oaks as just Oaks/ Quercus.

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 14, THE BASTROP BUILDING BLOCK (B3) CODE, ARTICLE 6.3 GENERAL LOT STANDARDS, 6.3.004 PROTECTED & HERITAGE TREES (C) AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, trees and the construction of buildings; and

WHEREAS, these amendments are to increase protections for trees within the City Limits by matching state law that allows mitigation to begin at 10 inches.

WHEREAS, the City Council find that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

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

Section 1. Finding of Fact: The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Amendment To Bastrop Building Block Code (B3), Section 6.3.004 and Section 6.3.008 of the Bastrop Building Code is hereby amended and shall read in accordance with Exhibit "A", which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall be deleted from the Code, as shown in each of the attachments.

Section 3. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 4. Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 5. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading on this the 11th day of February 2025.

READ & ADOPTED on Second Reading on this the 25th day of February 2025.

APPROVED:

by: _____
Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit A

(e) Protected Trees:

- (1) Tree species listed in the Preferred Plant List in the B3 Technical Manual (with the exception of the invasive plants listed) with a ~~7~~ 10 caliper inch diameter or greater measured at the DBH.
- (2) Protected trees must be preserved, protected, and integrated in the Development of the property.
- (3) Proposed Removal of healthy protected trees must be submitted for approval to the DRC.



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-11, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Article 6.3 General Lot Standards, 6.3.004 PROTECTED & HERITAGE TREES adding (c) and (d); 6.3.004 PROTECTED & HERITAGE TREES changing (c) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES changing (e) (4), adding (6); 6.3.004 PROTECTED & HERITAGE TREES adding (g)(1) and (h) (1) and (2); 6.3.004 PROTECTED & HERITAGE TREES adding (f) (2); as attached in Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice, meeting and move to include on the February 25, 2025 Consent Agenda for the second reading.

AGENDA ITEM SUBMITTED BY:

Submitted by: Kennedy Higgins, Senior Planner, Development Services

BACKGROUND/HISTORY:

This amendment seeks to improve tree protection by adding requirements for a tree survey, specifications for replacement trees, and also adding penalties when not followed.

On October 30th, 2024, the Planning and Zoning Commission held a workshop that introduced some code amendments. On January 30th, 2024, the Planning and Zoning Commission held a public hearing on the same amendments from the previous meeting. The public hearing was held, members of the community spoke their questions and concerns. Options were given to the Planning and Zoning commission, their motion is as follows; "motion to amend section 6.3.004 PROTECTED & HERITAGE TREES to add the requirement of a tree survey, add penalties and replacement trees shall be a minimum of 2 " in diameter measured at 12" above ground and 5 ft in height when planted and that if an ISA certified arborist deems a replacement tree as dead or dying that the tree has to be replaced in perpetuity." The red lines reflect the updated motion. The motion passed unanimously.

On January 13th the Parks and Recreation board held a meeting where these amendments were discussed. The parks board provided their recommendations, and then the Planning and Zoning Commission made their recommendations based on those from the Parks board.

POLICY EXPLANATION:

Bastrop Building Block (B3) Code Technical Manual

Per the technical manual table 1.4.001A Development Application Approval Process, a public hearing and recommendation from Planning and Zoning, and then another public hearing and decision from City Council is required for any text amendments.

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ATTACHMENTS:

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- Attachment 2: Ordinance No. 2025-11
 - Exhibit A- Redlined Changes



To: Sylvia Carrillo, City Manager

From: Kennedy Higgins, Senior Planner- Development Services

Date: January 30, 2025

Subject: B3 Text Amendments for Tree Protection

BACKGROUND/HISTORY:

The B3 code was adopted in November of 2019, and subsequently amended in April of 2022. From 2016 to 2023, Bastrop’s population grew by approximately 34.3%. Due to the increased growth from Austin to the west, the availability of large land parcels, the availability of water, and abundant natural resources, the growth shows no signs of slowing.

“The intent of the Code is to establish the Standards that enable, encourage, and ensure the community achieves:

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- ✓ ***Geographically Sensitive Developments***
- ✓ ***Perpetuation of Authentic Bastrop” pg. 11 – B3 Code***

While the aspirational ideas envisioned in the preamble of the B3 code (as noted above) to provide for fiscal sustainability, geographically sensitive developments, and perpetuation of Authentic Bastrop, several segments of the code accomplished just the opposite.

The B3 code removed several key factors to preserving the natural environment.

“Retain its natural infrastructure and visual character derived from topography, woodlands, farmlands and waterways;” Pg 12 -The B3 Code

While that may be a lofty aspirational goal, without increased protection for the natural environment, the minimal tree standards and penalties for removal of trees in the B3 creates a situation where it is easier to cut down trees, than it is to save them.

The proposed amendments for Sections 6.3.004 Protected & Heritage Trees, and Table 2.1.003 Preferred Plant List (B3 Technical Manual), are proposed to rectify the original intent of the B3 code which allows for any tree not on the preferred plant list to be taken down without penalty.

TABLE 2.1.003 PREFERRED PLANT LIST

Canopy		Accent	Grasses and Shrubs
American Elm	Texas Hickory	Crape Myrtle	Anthony Waterer Spirea
Austrian Pine	Texas Red Oak	Deciduous Magnolia	Apache Plume
Bald Cypress	Western Soapberry	Eastern Red Cedar	Autumn Sage
Black Jack Oak		Eve's Necklace	Dwarf Wax Myrtle
Bur Oak		Mexican Buckeye	Gray Santolina
Caddo Maple		Mexican Plum	Gulf Muhly
Cedar Elm		Red Bud	Indian Grass
Chinese Pistache		Smoke Tree	Inland Sea Oats
Chinquapin Oak		Vitex	Lindheimer Muhly
Lacebark Elm		Wichita Blue Juniper	Little Bluestem Grass
Live Oak			Little Bunny Fountain Grass
Loblolly Pine			Mexican Feather Grass
Magnolia			Rose Creek Abelia
Post Oak			Rosemary
Red Cedar			Seep Muhly
Shumard Red Oak			Texas Sage
Southern Magnolia			
Sweetgum			

Currently, mitigation for removal of a tree starts at 13 caliper inches, as long as the tree is on the preferred plant list. If it is not on the preferred plant list (see above), no mitigation is required. State legislation allows Cities to begin mitigating at as low as 10 inches. This amendment to the B3 code will ensure that more trees will either be protected, or there will be a fee in lieu of in order to cover the cost of a replacement tree.

Additionally, a tree survey is required for any tree on a property that is over 6 inches. There are not currently regulations around the tree survey, as they were only a requirement within the Public Improvement Plan. These amendments will add an expiration date to the tree survey, to ensure that an accurate and recent survey of the trees on site is provided. It will also add further requirements to ensure adequate protection.

One recommendation from independent arborists is to use the Arbor Day Foundation Tree list. This list has many trees, but does also include some invasive species and trees that might not thrive here since it is not a Texas specific list. One important thing to note is that the Pecan tree (Texas state tree) is not on the City's current list and that with many other species have been added to our list updating the chart above. From the last meeting White Mulberry has been removed as it is invasive per the native plant society.

The proposed amendment to the tree protection allows residents and visitors to enjoy the natural environment and the trees that are so vital to the community.

FISCAL IMPACT:

None

RECOMMENDATION:

On January 13, 2025, the Parks and Recreation Board met to discuss these changes. The board recommendations all passed unanimously.

The board voted to increase the fee per caliper inch to \$250 instead of \$150 per caliper inch.

The board supports the moderate option for both the protected and heritage trees as it pertains to the size of the replacement tree being planted and suggested the following as ii: If an ISA-certified arborist deems a replacement tree as dead or dying within five years of the date it was planted, it must be replaced by another replacement tree in compliance with this code.

The board supports Penalty Option 1 with the following changes: *Penalties for Unauthorized Removal of Trees*. If any tree is removed from any real property, including injury to a tree resulting from the owner's failure to follow required tree protection guidelines, that results in or may reasonably be expected to result in the death of the subject tree(s), the property owner shall be determined to be in violation of this Ordinance. Any person or corporation violating any of the provisions of this ordinance shall, upon notice of the citation, fines will be assessed at a rate of \$2000 per day until paid. In addition, the Certificate of Occupancy shall not be issued until the fees/penalties are paid in full.

The board recommended a ½ credit for every inch of invasive tree being removed. The intention is to give credit for the removal of invasive trees.

The parks board recommendations have been included in the attached document (attachment 1) in italics.

The board supports the new tree list and also recommended categorizing all oaks as just Oaks/Quercus.

ORDINANCE NO. 2025-11

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 14, THE BASTROP BUILDING BLOCK (B3) CODE, ARTICLE 6.3 GENERAL LOT STANDARDS, 6.3.004 PROTECTED & HERITAGE TREES ADDING (C) AND (D); 6.3.004 PROTECTED & HERITAGE TREES CHANGING (C) (4), ADDING (6); 6.3.004 PROTECTED & HERITAGE TREES CHANGING (E) (4), ADDING (6); 6.3.004 PROTECTED & HERITAGE TREES ADDING (G)(1) AND (H) (1) AND (2); 6.3.004 PROTECTED & HERITAGE TREES ADDING (F) (2); AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, trees and the construction of buildings; and

WHEREAS, this amendment seeks to improve tree protection by adding requirements for a tree survey, specifications for replacement trees, and also adding penalties when not followed.

WHEREAS, the City Council find that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

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

Section 1. Finding of Fact: The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Amendment To Bastrop Building Block Code (B3), Section 6.3.004 of the Bastrop Building Code is hereby amended and shall read in accordance with Exhibit "A", which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall

be deleted from the Code, as shown in each of the attachments.

Section 3. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 4. Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 5. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading on this the 11th day of February 2025.

READ & ADOPTED on Second Reading on this the 25th day of February 2025.

APPROVED:

by: _____
Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit A

SEC. 6.3.003 BUILDING PLACEMENT

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

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

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

(3) A Building Facade must be placed within the First Layer for the first 30 feet along the Street extending from any Block corner.

A. All Structures and encroachments customarily allowed on the Lot are permitted in the First Layer, with the exception of parking.

SEC. 6.3.004 PROTECTED & HERITAGE TREES

(a) Tree Determinations: Protected or heritage tree designations are determined by measuring at the height of the tree at 4.5 feet above the ground or Diameter at Breast Height (DBH), for various tree species for purposes

of applying the Standards of this section. Multi-trunk trees are to be measured with the largest trunk counting for full DBH inches plus 50 percent of the DBH sum of the additional trunks, if the tree is classified as protected or heritage.

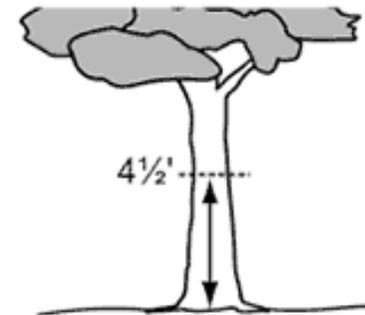
Measuring Tree Size for Existing Trees

Figure 6.3A

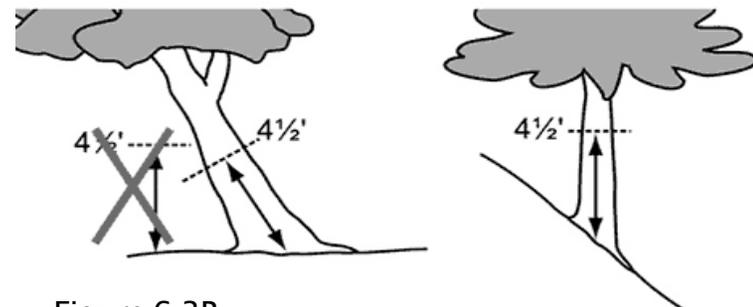
Measuring Existing Trees with an Angle or on Slope

Figure 6.3B

- (b) When the trunk branches or splits less than 4.5 feet from the ground, measure the smallest circumference below the lowest branch. See Figure 6.3B. If the tree has a branch or a bump at 4.5 feet, it is better to measure the diameter slightly below or above the branch/bump.
- (c) No grading or tree removal shall take place on any undeveloped property without obtaining a permit unless exempted from this code.
- (d) Tree Survey
- (1) A tree survey and preservation plan for all areas of soil disturbance and construction activity including all work within rights-of-way and easements shall be submitted within a zoning concept scheme application. If rezoning is not applicable for a property, then this document shall be submitted at the time of public improvement plans or site development plans, whichever is first.
 - (2) The tree survey and preservation plan shall be approved and signed by an ISA certified Arborist and licensed surveyor and the information submitted shall not be older than two years.
 - (3) The tree survey and preservation plan must be reviewed
 - (4) The requirement of a tree survey and preservation plan may be appealed to the Planning and Zoning Commission. If sufficient information is provided to review the various provisions of this Code and the Commission determines that a tree survey and

preservation plan is not necessary, the Commission may recommend that this requirement may be waived by the City Council the City Council shall make the final decision on whether a tree survey and preservation plan is necessary for development.

(e) Protected Trees:

- (1) Tree species listed in the **Preferred** Plant List in the B3 Technical Manual (with the exception of the invasive plants listed) with a ~~7~~ 10 caliper inch diameter or greater measured at the DBH.
- (2) Protected trees must be preserved, protected, and integrated in the Development of the property.
- (3) Proposed Removal of healthy protected trees must be submitted for approval to the DRC.
- (4) Granted Removal of protected trees shall be replaced by planting trees from the **Preferred** Plant List in the B3 Technical Manual (with the exception of the invasive plants listed), on the property equal to the total caliper inches of the trees removed, measured at 12 inches in height from the ground.
 - (a) Said replacement trees shall be a minimum of two-inch (2") diameter (measured at twelve-inch [12"] above ground) and five-feet (5') in height when planted.
 - (b) If an ISA certified arborist deems a replacement tree as dead or dying, it must be replaced by another

replacement tree in compliance with this code in perpetuity.

(5) Alternative compliance may be submitted to the DRC for approval or a fee in lieu shall be paid if the Site can not meet the Standards of this section. See the City Fee Schedule for tree replacement cost.

(6) This mitigative measure is not meant to supplant good site planning. Tree replacement will be considered only after all design alternatives, which could save more existing trees, have been evaluated and reasonably rejected.

(f) Heritage Trees:

(1) Tree species listed in Preferred Plant List in the B³ Technical Manual (with the exception of the invasive plants listed) with a 24 caliper inch circumference or greater measured DBH.

(2) Heritage trees must be preserved, protected, and integrated in the Development of the property.

(3) Proposed Removal of healthy heritage trees must be submitted for approval to the DRC.

(4) Granted Removal of protected trees shall be replaced by planting trees from the Preferred Plant List in the

B3 Technical Manual, (with the exception of the invasive plants listed) on the property equal to the total caliper inches of the trees removed, measured at 12 inches in height from the ground.

(a) Said replacement trees shall be a minimum of two-inch (2") diameter (measured at twelve-inch [12"] above ground) and five-feet (5') in height when planted.

(b) If an ISA certified arborist deems a replacement tree as dead or dying, it must be replaced by another replacement tree in compliance with this code in perpetuity.

(5) Alternative compliance may be submitted to the DRC for approval or a fee in lieu shall be paid if the Site can not meet the Standards of this section. See the City Fee Schedule for tree replacement cost.

(6) This mitigative measure is not meant to supplant good site planning. Tree replacement will be considered only after all design alternatives, which could save more existing trees, have been evaluated and reasonably rejected.

(g) Tree Preservation Credits.

(h) (1) For every healthy protected tree ten (10) inches caliper or larger) located outside of the flood plain that is preserved, the developer shall be given credit, according to the following chart. When interior parking lot landscaping is also required, only those trees

preserved in the parking area shall be considered for credit for the parking area, according to the following:

- (1) Trees ten (10) inches to twenty-four (24) inches caliper: one and one-half (1½") inches credit for each one (1) inch preserved.
 - (2) Trees over twenty-four (24) inches caliper: Two (2) inches credit for each one (1) inch preserved.
 - (3) Healthy unprotected trees, over twelve (12) inches in size, located outside the flood plain, may be considered for tree credits only when individually field inspected and approved by a designated representative of the City of Bastrop.
- (i) Replacement of Trees
- (1) In the event it is necessary to remove a tree six (6) inches caliper or larger, the developer, builder or property owner shall be required to replace the tree to be removed with comparable or better spacious trees somewhere within the planned development or subdivision. The City Council may allow such trees to be located to other areas in the City if it is deemed necessary by City staff, and space is available. Otherwise, the developer, builder or property owner shall, at the City's option, escrow funds sufficient to meet the requirements of this Ordinance
 - (2) Trees planted to satisfy landscape requirements that are indicated herein, and successfully transplanted trees, shall count toward the tree replacement requirements, inch for inch. Transplanted trees must successfully survive one (1) full year after planting to count as a preserved tree.

(j) Exempt Trees:

- (1) Any protected or heritage trees determined to be diseased, overly-mature, dying or dead, by an ISA certified arborist are exempted from the Standards of this Code.
- (2) All invasive species identified by an ISA certified arborist will receive invasive species credits, ½ credit for every inch of invasive tree being removed.



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-12, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Chapter 10, definitions, adding definitions for Native Plants, Invasive Plants, and ISA-Certified Arborist, as attached in Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice, meeting and move to include on the February 25, 2025 Consent Agenda for the second reading.

AGENDA ITEM SUBMITTED BY:

Submitted by: Kennedy Higgins, Senior Planner, Development Services

BACKGROUND/HISTORY:

These amendments are add definitions introduced with these amendments in order to add clarity.

On October 30th, 2024, the Planning and Zoning Commission held a workshop that introduced some code amendments. On January 30th, 2024, the Planning and Zoning Commission held a public hearing on the same amendments from the previous meeting. The public hearing was held, members of the community spoke their questions and concerns, and the Planning and Zoning Commission recommended approval with a vote of 6-0.

On January 13th the Parks and Recreation board held a meeting where these amendments were discussed. The parks board provided their recommendations, and then the Planning and Zoning Commission made their recommendations based on those from the Parks board.

POLICY EXPLANATION:

Bastrop Building Block (B3) Code Technical Manual

Per the technical manual table 1.4.001A Development Application Approval Process, a public hearing and recommendation from Planning and Zoning, and then another public hearing and decision from City Council is required for any text amendments.

RECOMMENDATION:

Consider and act on the first reading of Ordinance No. 2025-12, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Code, Chapter 10, definitions, adding definitions for Native Plants, Invasive Plants, and ISA-Certified Arborist, as attached in Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice, and meeting.

ATTACHMENTS:

- Attachment 1: Memo Staff Report from P&Z
- Attachment 2: Ordinance No. 2025-12

- Exhibit A- Redlined Changes



To: Sylvia Carrillo, City Manager

From: Kennedy Higgins, Senior Planner- Development Services

Date: January 30, 2025

Subject: B3 Text Amendments for Tree Protection

BACKGROUND/HISTORY:

The B3 code was adopted in November of 2019, and subsequently amended in April of 2022. From 2016 to 2023, Bastrop’s population grew by approximately 34.3%. Due to the increased growth from Austin to the west, the availability of large land parcels, the availability of water, and abundant natural resources, the growth shows no signs of slowing.

“The intent of the Code is to establish the Standards that enable, encourage, and ensure the community achieves:

- ✓ ***Fiscal Sustainability***
- ✓ ***Geographically Sensitive Developments***
- ✓ ***Perpetuation of Authentic Bastrop” pg. 11 – B3 Code***

While the aspirational ideas envisioned in the preamble of the B3 code (as noted above) to provide for fiscal sustainability, geographically sensitive developments, and perpetuation of Authentic Bastrop, several segments of the code accomplished just the opposite.

The B3 code removed several key factors to preserving the natural environment.

“Retain its natural infrastructure and visual character derived from topography, woodlands, farmlands and waterways;” Pg 12 -The B3 Code

While that may be a lofty aspirational goal, without increased protection for the natural environment, the minimal tree standards and penalties for removal of trees in the B3 creates a situation where it is easier to cut down trees, than it is to save them.

The proposed amendments for Sections 6.3.004 Protected & Heritage Trees, and Table 2.1.003 Preferred Plant List (B3 Technical Manual), are proposed to rectify the original intent of the B3 code which allows for any tree not on the preferred plant list to be taken down without penalty.

TABLE 2.1.003 PREFERRED PLANT LIST

Canopy		Accent	Grasses and Shrubs
American Elm	Texas Hickory	Crape Myrtle	Anthony Waterer Spirea
Austrian Pine	Texas Red Oak	Deciduous Magnolia	Apache Plume
Bald Cypress	Western Soapberry	Eastern Red Cedar	Autumn Sage
Black Jack Oak		Eve's Necklace	Dwarf Wax Myrtle
Bur Oak		Mexican Buckeye	Gray Santolina
Caddo Maple		Mexican Plum	Gulf Muhly
Cedar Elm		Red Bud	Indian Grass
Chinese Pistache		Smoke Tree	Inland Sea Oats
Chinquapin Oak		Vitex	Lindheimer Muhly
Lacebark Elm		Wichita Blue Juniper	Little Bluestem Grass
Live Oak			Little Bunny Fountain Grass
Loblolly Pine			Mexican Feather Grass
Magnolia			Rose Creek Abelia
Post Oak			Rosemary
Red Cedar			Seep Muhly
Shumard Red Oak			Texas Sage
Southern Magnolia			
Sweetgum			

Currently, mitigation for removal of a tree starts at 13 caliper inches, as long as the tree is on the preferred plant list. If it is not on the preferred plant list (see above), no mitigation is required. State legislation allows Cities to begin mitigating at as low as 10 inches. This amendment to the B3 code will ensure that more trees will either be protected, or there will be a fee in lieu of in order to cover the cost of a replacement tree.

Additionally, a tree survey is required for any tree on a property that is over 6 inches. There are not currently regulations around the tree survey, as they were only a requirement within the Public Improvement Plan. These amendments will add an expiration date to the tree survey, to ensure that an accurate and recent survey of the trees on site is provided. It will also add further requirements to ensure adequate protection.

One recommendation from independent arborists is to use the Arbor Day Foundation Tree list. This list has many trees, but does also include some invasive species and trees that might not thrive here since it is not a Texas specific list. One important thing to note is that the Pecan tree (Texas state tree) is not on the City's current list and that with many other species have been added to our list updating the chart above. From the last meeting White Mulberry has been removed as it is invasive per the native plant society.

The proposed amendment to the tree protection allows residents and visitors to enjoy the natural environment and the trees that are so vital to the community.

FISCAL IMPACT:

None

RECOMMENDATION:

On January 13, 2025, the Parks and Recreation Board met to discuss these changes. The board recommendations all passed unanimously.

The board voted to increase the fee per caliper inch to \$250 instead of \$150 per caliper inch.

The board supports the moderate option for both the protected and heritage trees as it pertains to the size of the replacement tree being planted and suggested the following as ii: If an ISA-certified arborist deems a replacement tree as dead or dying within five years of the date it was planted, it must be replaced by another replacement tree in compliance with this code.

The board supports Penalty Option 1 with the following changes: *Penalties for Unauthorized Removal of Trees*. If any tree is removed from any real property, including injury to a tree resulting from the owner's failure to follow required tree protection guidelines, that results in or may reasonably be expected to result in the death of the subject tree(s), the property owner shall be determined to be in violation of this Ordinance. Any person or corporation violating any of the provisions of this ordinance shall, upon notice of the citation, fines will be assessed at a rate of \$2000 per day until paid. In addition, the Certificate of Occupancy shall not be issued until the fees/penalties are paid in full.

The board recommended a ½ credit for every inch of invasive tree being removed. The intention is to give credit for the removal of invasive trees.

The parks board recommendations have been included in the attached document (attachment 1) in italics.

The board supports the new tree list and also recommended categorizing all oaks as just Oaks/Quercus.

ORDINANCE NO. 2025-12

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 14, THE BASTROP BUILDING BLOCK (B3) CODE, CHAPTER 10, DEFINITIONS, ADDING DEFINITIONS FOR NATIVE PLANTS, INVASIVE PLANTS, AND ISA-CERTIFIED ARBORIST AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, trees and the construction of buildings; and

WHEREAS, these amendments are add definitions introduced with these amendments in order to add clarity.

WHEREAS, the City Council find that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

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

Section 1. Finding of Fact: The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Amendment To Bastrop Building Block Code (B3), Chapter 10 Definitions is hereby amended and shall read in accordance with Exhibit “A”, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall be deleted from the Code, as shown in each of the attachments.

Section 3. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 4. Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 5. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading on this the 11th day of February 2025.

READ & ADOPTED on Second Reading on this the 25th day of February 2025.

APPROVED:

by: _____
Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit A

Definitions to be added;

Native Plants - are plants that have been growing in a particular habitat and region, typically for thousands of years or much longer. Also called indigenous, they are well adapted to the climate, light, and soil conditions that characterize their ecosystem. Within this system, they have evolved tremendously important co-evolutionary relationships with the other plants, animals, fungi, and bacteria present, and these very complex relationships keep that particular ecosystem stable.

Invasive Plants - plants that are not native to a particular habitat, and once introduced, they move aggressively into a habitat and monopolize resources such as light, nutrients, water, and space to the detriment of other species.

ISA-Certified Arborist - International Society of Arboriculture tested and certified to have a professional level of knowledge and skill in the field of arboriculture.



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Conduct a public hearing, consider and act on the first reading of Ordinance No. 2025-13, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Technical Manual, TABLE 2.1.003 Preferred Plant List, as attached in Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice, meeting and move to include on the February 25, 2025 Consent Agenda for the second reading.

AGENDA ITEM SUBMITTED BY:

Submitted by: Kennedy Higgins, Senior Planner, Development Services

BACKGROUND/HISTORY:

These amendments are to replace the current preferred tree list with the tree list that was recommended by the Parks Board. This new list includes some trees that were missing as recommended by independent arborists / the community including the pecan tree. This new list also removes invasive trees from our current list.

On October 30th, 2024, the Planning and Zoning Commission held a workshop that introduced some code amendments. On January 30th, 2024, the Planning and Zoning Commission held a public hearing on the same amendments from the previous meeting. The public hearing was held, members of the community spoke their questions and concerns, and the Planning and Zoning Commission recommended approval with a vote of 6-0.

On January 13th the Parks and Recreation board held a meeting where these amendments were discussed. The parks board provided their recommendations, and then the Planning and Zoning Commission made their recommendations based on those from the Parks board.

POLICY EXPLANATION:

Bastrop Building Block (B3) Code Technical Manual

Per the technical manual table 1.4.001A Development Application Approval Process, a public hearing and recommendation from Planning and Zoning, and then another public hearing and decision from City Council is required for any text amendments.

RECOMMENDATION:

4. Consider and act on the first reading of Ordinance No. 2025-13, of the City Council of the City of Bastrop, Texas, amending the Code of Ordinances, related to Chapter 14, The Bastrop Building Block (B3) Technical Manual, TABLE 2.1.003 Preferred Plant List, as attached in

Exhibit A; and providing for findings of fact, repealer, severability, codification, effective date, proper notice, and meeting.

ATTACHMENTS:

- Attachment 1: Memo Staff Report from P&Z
- Attachment 2: Ordinance No. 2025-13
 - Exhibit A- Redlined Changes



To: Sylvia Carrillo, City Manager

From: Kennedy Higgins, Senior Planner- Development Services

Date: January 30, 2025

Subject: B3 Text Amendments for Tree Protection

BACKGROUND/HISTORY:

The B3 code was adopted in November of 2019, and subsequently amended in April of 2022. From 2016 to 2023, Bastrop’s population grew by approximately 34.3%. Due to the increased growth from Austin to the west, the availability of large land parcels, the availability of water, and abundant natural resources, the growth shows no signs of slowing.

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Caddo Maple		Mexican Plum	Gulf Muhly
Cedar Elm		Red Bud	Indian Grass
Chinese Pistache		Smoke Tree	Inland Sea Oats
Chinquapin Oak		Vitex	Lindheimer Muhly
Lacebark Elm		Wichita Blue Juniper	Little Bluestem Grass
Live Oak			Little Bunny Fountain Grass
Loblolly Pine			Mexican Feather Grass
Magnolia			Rose Creek Abelia
Post Oak			Rosemary
Red Cedar			Seep Muhly
Shumard Red Oak			Texas Sage
Southern Magnolia			
Sweetgum			

Currently, mitigation for removal of a tree starts at 13 caliper inches, as long as the tree is on the preferred plant list. If it is not on the preferred plant list (see above), no mitigation is required. State legislation allows Cities to begin mitigating at as low as 10 inches. This amendment to the B3 code will ensure that more trees will either be protected, or there will be a fee in lieu of in order to cover the cost of a replacement tree.

Additionally, a tree survey is required for any tree on a property that is over 6 inches. There are not currently regulations around the tree survey, as they were only a requirement within the Public Improvement Plan. These amendments will add an expiration date to the tree survey, to ensure that an accurate and recent survey of the trees on site is provided. It will also add further requirements to ensure adequate protection.

One recommendation from independent arborists is to use the Arbor Day Foundation Tree list. This list has many trees, but does also include some invasive species and trees that might not thrive here since it is not a Texas specific list. One important thing to note is that the Pecan tree (Texas state tree) is not on the City's current list and that with many other species have been added to our list updating the chart above. From the last meeting White Mulberry has been removed as it is invasive per the native plant society.

The proposed amendment to the tree protection allows residents and visitors to enjoy the natural environment and the trees that are so vital to the community.

FISCAL IMPACT:

None

RECOMMENDATION:

On January 13, 2025, the Parks and Recreation Board met to discuss these changes. The board recommendations all passed unanimously.

The board voted to increase the fee per caliper inch to \$250 instead of \$150 per caliper inch.

The board supports the moderate option for both the protected and heritage trees as it pertains to the size of the replacement tree being planted and suggested the following as ii: If an ISA-certified arborist deems a replacement tree as dead or dying within five years of the date it was planted, it must be replaced by another replacement tree in compliance with this code.

The board supports Penalty Option 1 with the following changes: *Penalties for Unauthorized Removal of Trees*. If any tree is removed from any real property, including injury to a tree resulting from the owner's failure to follow required tree protection guidelines, that results in or may reasonably be expected to result in the death of the subject tree(s), the property owner shall be determined to be in violation of this Ordinance. Any person or corporation violating any of the provisions of this ordinance shall, upon notice of the citation, fines will be assessed at a rate of \$2000 per day until paid. In addition, the Certificate of Occupancy shall not be issued until the fees/penalties are paid in full.

The board recommended a ½ credit for every inch of invasive tree being removed. The intention is to give credit for the removal of invasive trees.

The parks board recommendations have been included in the attached document (attachment 1) in italics.

The board supports the new tree list and also recommended categorizing all oaks as just Oaks/Quercus.

ORDINANCE NO. 2025-13

AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 14, THE BASTROP BUILDING BLOCK (B3) TECHNICAL MANUAL, TABLE 2.1.003 PREFERRED PLANT LIST AS ATTACHED IN EXHIBIT A; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE, AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop has general authority to amend an ordinance that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217 the City Council of the City of Bastrop has general authority to regulate planning, zoning, subdivisions, trees and the construction of buildings; and

WHEREAS, these amendments are to replace the current preferred tree list with the tree list that was recommended by the Parks Board. This new list includes some trees that were missing as recommended by independent arborists / the community including the pecan tree. This new list also removes invasive trees from our current list.

WHEREAS, the City Council find that certain amendments to the aforementioned ordinances are necessary and reasonable to meet changing conditions and are in the best interest of the City.

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

Section 1. Finding of Fact: The facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. Amendment To Bastrop Building Block (B3) Technical Manual, TABLE 2.1.003 PREFERRED PLANT LIST of the Bastrop Building Code Technical Manual is hereby amended and shall read in accordance with Exhibit "A", which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any struck-through text shall be deleted from the Code, as shown in each of the attachments.

Section 3. Severability. If any clause or provision of this Ordinance shall be deemed to be unenforceable for any reason, such unenforceable clause or provision shall be severed from the remaining portion of the Ordinance, which shall continue to have full force and effect.

Section 4. Repeal. This Ordinance shall be and is hereby cumulative of all other ordinances of the City of Bastrop, Texas, and this Ordinance shall not operate to repeal or affect any of such other ordinances except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, in such other Ordinances, are hereby repealed.

Section 5. Effective Date. This Ordinance shall take effect immediately after its final passage and any publication in accordance with the requirements of the City of Bastrop and the laws of the State of Texas.

READ & ACKNOWLEDGED on First Reading on this the 11th day of February 2025.

READ & ADOPTED on Second Reading on this the 25th day of February 2025.

APPROVED:

by: _____
Mayor

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney

Exhibit A

B3 Technical Manual

Native Trees		Invasive Trees		Acceptable Non-Native Plants	
American Elm	Ulmus americana	Ash (all except Texas Ash)	Fraxinus Sp.	Apple	Malus sp.
Bald Cypress	Taxodium distichum	Australian Pine	Casuarina equisetifolia	Crepe Myrtle	Lagerstroemia sp.
Bigtooth Maple	Acer grandidentatum	Beach Sheoak	Casuarina equisetifolia	Fig	Ficus sp.
Black Jack Oak	Quercus marilandica	Bottlebrush Tree	Melaleuca quinquenervia	Grape	Vitis Sp.
Box Elder	Acer negundo	Brazilian Pepper Tree	Schinus tevabintifolius	Loquat	Eriobotrya japonica
Bur Oak	Quercus macrocarpa	Camphor Tree	Cinnamomum camphora	Peach, Plum	Prunus sp.
Cedar Elm	Ulmus crassifolia	Carrotwood Tree	Cupaniopsis anacardiodes	Pear	Pyrus sp.
Chinquapin Oak	Quercus muhlenbergii	China Berry	Melia azedarach	Pomegranate	Punica granatum
Desert Willow	Chilopsis linearis	Chinese Elm	Ulmus pumila	Rose	Rosa sp.
Eastern Cottonwood	Populus deltoides	Chinese Parasol	Firmiana simplex	Zoysia Grass	Zoysia sp.
Eastern Red Cedar	Juniperus virginiana	Chinese Parasol Tree	Firmiana simplex		
Gum Bumelia	Sideroxylon lanuginosum	Chinese Pistache	Pistacia chinensis		
Hackberry	Celtis laevigata	Chinese Tallow	Triadica sebifera		
Live Oak	Quercus virginiana	Chinese Wisteria	Wisteria sinensis		
Loblolly Pine	Pinus taeda	Golden Rain Tree	Koelreuteria paniculata	Native Landscaping Plants	
Mexican Buckeye	Ungnadia speciosa	Ligustrum, Privet	Ligustrum lucidum, Ligustrum sp.	Evergreen Sumac	Rhus virens
Mexican Plumb	Prunus mexicana	Mimosa Tree	Albizia julibrissin	Eve's Necklace	Styphnolobium affine
Osage Orange	Maclura pomifera	Paper Mulberry	Broussonetia papyrifera	Flameleaf Sumac	Rhus lanceolata
Pecan	Carya illinoensis	Peepul Tree	Ficus religiosa	Mountain Laurel	Sophora secundiflora
Post Oak	Quercus stellata	Popinac	Leucaena leucocephala	Possumhaw	Ilex decidua
Ratama, Paloverde	Parkinsonia aculeate	Princess Tree	Paulownia tomentosa	Red Buckeye	Aesculus pavia
Red Bud	Cercis canadensis var. texensis	Russian, Autumn Olive	Elaeagnus unbellata	Southern Wax Myrtle	Myrica cerifera
Red Maple	Acer rubrum	Salt Cedar	Tamarix sp.	Texas Buckeye	Aesculus glabra
Red Mulberry	Morus rubra	Tree of Heaven	Ailanthus altissima	Texas Lantana	Lantana urticoides
Roughleaf Dogwood	Cornus drummondii	True Cedar Tree	Cedrus sp.	Yellow Bells	Tecoma stans
Southern Catalpa	Catalpa bignonioides	Vitex	Vitex agnus-castus		
Sycamore	Platanus occidentalis				
Texas Ash	Fraxinus texensis	Invasive Landscaping Plants and Grasses			
Texas Hickory	Carya texana	Japanese Honeysuckle	Lonicera japonica	Native Landscaping Grasses	
Texas Persimmon	Diospyros texana	Nandina	Nandina domestica	Buffalo Grass	Bouteloua dactyloides
Texas Red Oak	Quercus texana	Lantana	Lantana camera	Curly Mesquite	Hilaria berlandieri
Texas Walnut	Juglans microcarpa	Bermuda Grass	Cynodon dactylon	Little Bluestem	Schizachyrium scoparium
Toothache Tree	Zanthoxylum hirsutum	Buffelgrass	Cenchrus ciliaris	Inland Sea Oats	Chasmanthium latifolium
Western Soapberry	Sapindus saponaria var. drummondii	Common Reed	Phragmites australis	SideOats Gramma	Bouteloua curtipendula
Wild Cherry	Prunus serotina	English Ivy	Hedera helix	Muhly Grasses	Muhlenbergia sp.
Winged Elm	Ulmus alata	Giant Reed	Arundo donax	Eastern Gamma Grass	Tripsacum dactyloides
		Bamboo	Phyllostachys sp., Bambusa sp.	Indian Grass	Sorghastrum nutans
		Multiflora rose	Rosa multiflora		
		Rose of Sharon	Hibiscus syriacus		
		Annual Bluegrass	Poa annua		
		Carpet Grass	Axonopus sp.		
		Rye Grass	Lolium Sp		
		red Fescue	Festuca rubra		



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on the first reading of Ordinance No. 2025-14 of the City Council of the City of Bastrop, Texas, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan; providing for a severability clause; and move to include on the February 25, 2025, consent agenda for a second reading.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo- Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The City Council of the City of Bastrop, Texas is authorized under Chapter 372 of the Texas Local Government Code, as amended, to create a public improvement district. David K. Grassel, the predecessor-in-title to Continental Homes of Texas, L.P., a Texas limited liability company, previously submitted and filed with the City Secretary of the City of Bastrop, Texas, a petition requesting the establishment of a public improvement district.

After providing all notices required under Chapter 372 and 551 of the Texas Local Government Code, the City Council, on December 8, 2020, conducted a public hearing to consider comments for and against the creation of the District and the advisability of the proposed public improvements and, after closing the public hearing, passed and approved Resolution No. R-2021-28 authorizing the formation of the Valverde Public Improvement District (originally created as Viridian Public Improvement District, and formerly known as NEU Community Bastrop).

In accordance with Section 372.010 of the Texas Local Government Code, notice the resolution creating the District was published in the *Bastrop Advertiser* on April 22, 2021, and Resolution No. R-2021-28 was published in the *Bastrop Advertiser* on April 22, 2021.

The City has reviewed the Preliminary Service and Assessment Plan (the "SAP") attached to this Resolution as "**Exhibit A**" and the Proposed Assessment Roll for Improvement Area #1 (as defined by the SAP).

In accordance with Section 372.016 of the Texas Local Government Code, the City Council desires to make certain determinations and findings with regard to the total cost of the "Authorized Improvements" set forth in the Preliminary Service and Assessment Plan (Exhibit A) and the City Council desires to approve the Proposed Assessment Roll for Improvement Area #1, which is included in the Preliminary Service and Assessment Plan attached to this resolution as Exhibit A, cause the Proposed Assessment roll for Improvement Area #1 to be filed with the City Secretary, and to direct the City Secretary to make such Proposed Assessment Roll available for public inspection and publish notice of the City Council's intention to consider the proposed assessments for Improvement Area #1 at a public hearing, all in accordance with the requirements of the Texas Local Government Code.

FISCAL IMPACT:

According to the SAP, the total assessment per lot is approximately \$17,000 - \$22,000, depending on the lot type. This amount will be paid over 30 years. The amount assessed to each landowner will be provided in the SAP annually and included on their property tax bill. The assessment will be collected by the City annually and used to pay the bonds and all costs associated with the PID. There will be no maintenance and operating costs paid for by the PID or the City.

RECOMMENDATION:

Sylvia Carrillo-Trevino, City Manager, recommends approving the first reading of Ordinance No. 2025-14 of the City Council of the City of Bastrop, Texas, apportioning the costs of certain improvements to property in and for the Valverde Public Improvement District Area #1; fixing a charge and lien against all properties within the District, and the owners thereof; providing for the manner and method of collection of such assessments; making a finding of special benefit to property in the District and the real and true owners thereof; approving a service and assessment plan; providing for a severability clause; and move to include on the February 25, 2025, consent agenda for a second reading.

ATTACHMENTS:

1. Ordinance No. 2025-14

ORDINANCE NO. 2025-14

AN ORDINANCE LEVYING SPECIAL ASSESSMENTS FOR, AND APPORTIONING THE COSTS OF, CERTAIN IMPROVEMENTS TO PROPERTY IN AND FOR THE VALVERDE PUBLIC IMPROVEMENT DISTRICT IMPROVEMENT AREA #1; FIXING A CHARGE AND LIEN AGAINST ALL PROPERTIES WITHIN THE DISTRICT, AND THE OWNERS THEREOF; PROVIDING FOR THE MANNER AND METHOD OF COLLECTION OF SUCH ASSESSMENTS; MAKING A FINDING OF SPECIAL BENEFIT TO PROPERTY IN THE DISTRICT AND THE REAL AND TRUE OWNERS THEREOF; APPROVING A SERVICE AND ASSESSMENT PLAN; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Subchapter A of Chapter 372 of the Texas Local Government Code (the "Act") allows for the creation of public improvement districts; and

WHEREAS, a petition was submitted and filed with the City Secretary (the "*City Secretary*") of the City of Bastrop, Texas (the "*City*") pursuant to the Act, requesting the creation of a public improvement district located within the corporate limits of the City to be known as Valverde Public Improvement District (originally created as Viridian Public Improvement District, and formerly known as NEU Community Bastrop) (the "*District*") to provide public improvements within the District to include the design, acquisition, and construction of public improvement projects authorized by Section 372.003(b) of the Act that are necessary for development of the District, which public improvements will include, but not be limited to, streets, roadway construction, water, wastewater, and drainage facilities and improvements, and other improvement projects; and

WHEREAS, the petition contained the signatures of the record owners of taxable real property representing more than 50% of the appraised value of the real property liable for assessments within the District, as determined by the then current ad valorem tax rolls of the Williamson Central Appraisal District, and the signatures of record property owners who own taxable real property that constitutes more than 50% of the area of all taxable property that is liable for assessment by the District; and

WHEREAS, on December 8, 2020, after due notice, the City Council (the "*City Council*") of the City held the public hearing in the manner required by law on the advisability of the improvement projects described in the petition as required by Section 372.009 of the Act and on December 8, 2020 the City Council made the findings required by Section 372.009(b) of the Act and, by Resolution No. R-2021-28 (the "*Creation Resolution*"), adopted by a majority of the members of the City Council, authorized the creation of the District in accordance with its finding as to the advisability of the improvement projects; and

WHEREAS, in accordance with Section 372.010 of the Act, notice of the resolution creating the District was published in the Bastrop Advertiser on April 22, 2021, and Resolution No. R-2021-28 was published in the Bastrop Advertiser on January 29, 2025;; and

WHEREAS, no written protests regarding the creation of the District from any owners of record of property within the District were filed with the City Secretary within 20 days after the date of publication of such notice; and

WHEREAS, the District is expected to be developed in phases beginning with an area designated as "Improvement Area #1" within the District ("Improvement Area #1"); and

WHEREAS, pursuant to the Act, the proposed assessment roll for Improvement Area #1 (the "*Assessment Roll*") and service and assessment plan were filed with the City Secretary; and

WHEREAS, the statutory notice of a public hearing was published on _____, 2025, to consider the levy of the proposed assessments (the "*Assessments*") on real property within Improvement Area #1 was published in the *Bastrop Advertiser*, a newspaper of general circulation in the City and was mailed to the last known address of the owners of the property liable for the Assessments; and

WHEREAS, after notice was provided as required by the Act, the City Council on February 25, 2025, held a public hearing to consider the levy of the proposed Assessments on property within the District, at which any and all persons who appeared, or requested to appear, in person or by their attorney, were given the opportunity to contend for or contest the Assessment Roll, and the proposed Assessments, and to offer testimony pertinent to any issue presented on the amount of the Assessments, the allocation of the Actual Costs of the authorized improvements to be undertaken for the benefit of all property to be assessed within the District (the "*Authorized Improvements*"), the purposes of the Assessments, the special benefits of the Authorized Improvements, and the penalties and interest on annual installments and on delinquent annual installments of the Assessments; and

WHEREAS, the City Council finds and determines that the Assessment Roll and the Valverde Public Improvement District Service and Assessment Plan, in a form substantially similar to the attached Exhibit A, which final form shall be approved by the City Manager (the "*Service and Assessment Plan*"), and which is incorporated herein for all purposes, should be approved and that the Assessments should be levied as provided in this Ordinance, the Service and Assessment Plan and the Assessment Roll; and

WHEREAS, the City Council further finds that there were no written objections or evidence submitted to the City Secretary in opposition to the Service and Assessment Plan, the Actual Costs of the Authorized Improvements as described in the Service and Assessment Plan, the Assessment Roll, and the levy of the Assessments; and

WHEREAS, in connection with the levy of the Assessments, concurrently herewith, the owners (the "*Landowners*") of the privately-owned and taxable property located within the District will execute a landowner agreement, wherein the Landowners, among other things, approves and accepts this Ordinance and the Service and Assessment Plan, including the Assessment Roll, consents to and accepts the levy of the Assessments against their property located within the District and agrees to pay the Assessments; and

WHEREAS, the City Council closed the hearing on February 25, 2025, and, after considering all written and documentary evidence presented at the hearing, including all written comments and statements filed with the City, determined to proceed with the adoption of this Ordinance in conformity with the requirements of the Act; and

WHEREAS, the meeting at which this Ordinance is considered is open to the public as required by law, and the public notice of the time, place and purpose of said meeting was given as required by Chapter 551, Texas Government Code, as amended.

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

Section 1. All matters stated in the preamble of this Ordinance are found to be true and correct and are incorporated into the body of this Ordinance as if copied in their entirety.

Section 2. The Service and Assessment Plan, attached hereto as Exhibit A has been presented to and reviewed by the City Council and the City Council hereby approves the Service and Assessment Plan and adopts the Service and Assessment Plan as the service plan and assessment plan for Improvement Area #1 within the District. All capitalized terms not otherwise defined herein shall have the meanings given to such terms in the Service and Assessment Plan.

Section 3. The Authorized Improvements described in the preamble hereof include the improvements that will benefit and serve all of the property within Improvement Area #1 (the "IA#1 Improvements"). The IA#1 Improvements benefit and serve all of the property within Improvement Area #1 and are set forth in Section III of the Service and Assessment Plan.

Section 4. The City Council hereby finds and determines upon the evidence presented in reference to the property located within the Improvement Area #1 that: (i) the enhancement and value to accrue to Improvement Area #1 and the real and true owner or owners thereof by virtue of construction of the IA #1 Improvements will be equal to or in excess of the amount of the cost of the proposed IA #1 Improvements; (ii) that the apportionment of the costs of the IA #1 Improvements and the Assessments here and below made are just and equitable and produce substantial equality, considering the benefits received and the burdens imposed thereby, and result in imposing equal shares of the cost of the IA #1 Improvements on property similarly benefitted, and are in accordance with the laws of the State of Texas; (iii) the property assessed is specially benefitted by means of the said IA #1 Improvements in Improvement Area #1 in relation to the costs of such improvements; (iv) all procedures that have taken place heretofore with reference to the IA #1 Improvements and Assessments are in all respects regular, proper, and valid; and (v) all prerequisites to the fixing of the assessment liens against the properties within Improvement Area #1, and the personal liability of the real and true owner or owners thereof, whether correctly named herein or not, have been in all things regularly and duly performed in compliance with the Act and the proceedings of the City Council. The cost of said IA#1 Improvements is hereby assessed and levied as a special assessment against such properties and the real and true owner or owners thereof in the amounts as described in Exhibit F of the Service and Assessment Plan attached hereto.

Section 5. There shall be and is hereby levied and assessed against the property within Improvement Area #1, and against the real and true owners thereof (whether such owners be correctly named or not), the sums of money as listed in Exhibit H of the Service and Assessment Plan attached hereto and made a part hereof shown for each of the respective parcels of property, and the assessed against the same, and the owners thereof.

Section 6. The sums assessed against property located within Improvement Area #1 and the real and true owners or owner thereof, whether the owner or owners be named or correctly named, or the properties be correctly described therein or not, together with interest thereon at the rate per annum when required as set forth in the Service and Assessment Plan and with reasonable attorney's fees and all costs and expenses of collection, if incurred, are hereby declared to be and made a first and prior lien upon the respective parcels of property against which same are assessed from and after this date, and a personal liability and charge against the real and true owner or owners thereof, whether or not such owner or owners be correctly named herein, paramount and superior to all other liens, claims or titles except for lawful claims for state, county, school district, or municipality ad valorem taxes; and that the sum so assessed shall be payable to the City or its assigns in accordance with the Assessment Roll attached as Exhibit H to the Service and Assessment Plan.

Section 7. (a) The levy of the Assessments shall be effective on the date of adoption of this Ordinance levying assessments and strictly in accordance with the terms of the Service and Assessment Plan.

(b) The apportionment of the costs of the IA#1 Improvements to be assessed against the property within Improvement Area #1, shall be as set forth in the Service and Assessment Plan.

(c) Assessments and Annual Installments shall be collected, administered and may be reallocated, and the costs of improvements paid, as set forth in: (i) this Ordinance; (ii) the Service and Assessment Plan and (iii) any ordinance, resolution, bond indenture or agreement approved by the City Council.

(d) Each Assessment may be paid in a lump sum or may be paid in Annual Installments pursuant to the terms of the Service and Assessment Plan.

(e) Each Assessment shall accrue and bear interest at the rate or rates specified in the Service and Assessment Plan.

(f) Each Annual Installment shall be due and payable and shall be collected each year in the manner set forth in the Service and Assessment Plan.

(g) Assessments and the interest thereon shall be deposited as and when received by the City into a separate fund to be used to pay the costs incurred for the IA#1 Improvements, including debt service on obligations issued to pay the costs of the IA#1 Improvements, and the establishment of each such fund is hereby approved.

(h) The Annual Installments shall be reduced to equal the actual costs of repaying the related series of bonds and actual Annual Collection Costs (as provided for in the definition of such term), taking into consideration any other available funds for these costs, such as interest income on account balances.

Section 8. This Ordinance incorporates by reference all provisions and requirements of the Act.

Section 9. If any section, article, paragraph, sentence, clause, phrase, or word in this Ordinance, or application thereof to any persons or circumstances is held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this Ordinance; and the City Council hereby declares it would have passed such remaining portion of this Ordinance, despite such invalidity, which remaining portions shall remain in full force and effect.

Section 10. This Ordinance shall take effect immediately from and after its passage and it is accordingly so ordained.

PASSED, APPROVED AND ADOPTED on the 25th day of February, 2025.

Mayor, City of Bastrop, Texas

ATTEST:

City Secretary, City of Bastrop, Texas

[SEAL]

Exhibit A

VALVERDE PUBLIC IMPROVEMENT DISTRICT
SERVICE AND ASSESSMENT PLAN

(see attached)



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-23 of the City Council of the City of Bastrop, Texas, determining costs of the proposed Public Improvements in the Valverde Public Improvement District, approving a proposed assessment roll for improvement area #1, and making related findings and determinations, in accordance with Chapter 372 of the Texas Local Government Code; providing for findings of fact; repealer, severability, proper notice, meeting; and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The City Council of the City of Bastrop, Texas is authorized under Chapter 372 of the Texas Local Government Code, as amended, to create a public improvement district. David K. Grassel, the predecessor-in-title to Continental Homes of Texas, L.P., a Texas limited liability company, previously submitted and filed with the City Secretary of the City of Bastrop, Texas, a petition requesting the establishment of a public improvement district.

After providing all notices required under Chapter 372 and 551 of the Texas Local Government Code, the City Council, on December 8, 2020, conducted a public hearing to consider comments for and against the creation of the District and the advisability of the proposed public improvements and, after closing the public hearing, passed and approved Resolution No. R-2021-28 authorizing the formation of the Valverde Public Improvement District (originally created as Viridian Public Improvement District, and formerly known as NEU Community Bastrop).

In accordance with Section 372.010 of the Texas Local Government Code, notice the resolution creating the District was published in the *Bastrop Advertiser* on April 22, 2021, and Resolution No. R-2021-28 was published in the *Bastrop Advertiser* on April 22, 2021.

The City has reviewed the Preliminary Service and Assessment Plan (the "SAP") attached to this Resolution as "**Exhibit A**" and the Proposed Assessment Roll for Improvement Area #1 (as defined by the SAP).

In accordance with Section 372.016 of the Texas Local Government Code, the City Council desires to make certain determinations and findings with regard to the total cost of the "Authorized Improvements" set forth in the Preliminary Service and Assessment Plan (Exhibit A) and the City Council desires to approve the Proposed Assessment Roll for Improvement Area #1, which is included in the Preliminary Service and Assessment Plan attached to this resolution as Exhibit A, cause the Proposed Assessment roll for Improvement Area #1 to be filed with the City Secretary, and to direct the City Secretary to make such Proposed Assessment Roll available for public inspection and publish notice of the City Council's intention to consider the proposed assessments for Improvement Area #1 at a public hearing, all in accordance with the requirements of the Texas Local Government Code.

RECOMMENDATION:

Sylvia Carrillo-Trevino, City Manager, recommends approving Resolution No. R-2025-23 of the City Council of the City of Bastrop, Texas, determining costs of the proposed Public Improvements in the Valverde Public Improvement District, approving a proposed assessment roll for improvement area #1, and making related findings and determinations, in accordance with Chapter 372 of the Texas Local Government Code; providing for findings of fact; repealer, severability, proper notice, meeting; and establishing an effective date.

ATTACHMENTS:

- Resolution No. R-2025-23
- Exhibit A

RESOLUTION NO. R-2025-23

A RESOLUTION OF THE CITY OF BASTROP, TEXAS, DETERMINING COSTS OF THE PROPOSED PUBLIC IMPROVEMENTS IN THE VALVERDE PUBLIC IMPROVEMENT DISTRICT, APPROVING A PROPOSED ASSESSMENT ROLL FOR IMPROVEMENT AREA #1, AND MAKING RELATED FINDINGS AND DETERMINATIONS, IN ACCORDANCE WITH CHAPTER 372 OF THE TEXAS LOCAL GOVERNMENT CODE

WHEREAS, the City of Bastrop, Texas (the “City”), is authorized under Chapter 372 of the Texas Local Government Code, as amended (the “Act”), to create a public improvement district;

WHEREAS, David K. Grassel, the predecessor-in-title to Continental Homes of Texas, L.P., a Texas limited liability company, previously submitted and filed with the City Secretary of the City a petition (the "Petition") requesting the establishment of a public improvement district;

WHEREAS, after providing all notices required by the Act and the Texas Government Code Chapter 551, the City Council on December 8, 2020 conducted a public hearing to consider comments for and against the creation of the District and the advisability of the proposed public improvements and, after closing the public hearing, passed and approved Resolution No. R-2021-28 (the “PID Creation Resolution”) authorizing the formation of the Valverde Public Improvement District (originally created as Viridian Public Improvement District, and formerly known as NEU Community Bastrop) ("District");

WHEREAS, in accordance with Section 372.010 of the Act, notice of the resolution creating the District was published in the *Bastrop Advertiser* on April 22, 2021, and Resolution No. R-2021-28 was published in the *Bastrop Advertiser* on February 14, 2025;

WHEREAS, the City has reviewed the Preliminary Service and Assessment Plan (the “SAP”) attached to this Resolution as "**Exhibit A**" and the Proposed Assessment Roll for Improvement Area #1 (as defined in the SAP) attached thereto;

WHEREAS, in accordance with Section 372.016 of the Act, the City Council desires to make certain determinations and findings with regard to the total cost of the “Authorized Improvements” set forth in the Preliminary Service and Assessment Plan attached to this Resolution as “**Exhibit A**”;

WHEREAS, in accordance with Section 372.016 of the Act, the City Council also desires to approve the Proposed Assessment Roll for Improvement Area #1, which is included in the Preliminary Service and Assessment Plan attached to this Resolution as “**Exhibit A**,” cause the Proposed Assessment Roll for Improvement Area #1 to be filed with the City Secretary, and to direct the City Secretary to make such Proposed Assessment Roll available for public inspection and publish notice of the City Council’s intention to consider the proposed assessments for Improvement Area #1 at a public hearing, all in accordance with the requirements of the Act.

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

Section 1. The findings set forth in the recitals of this Resolution are found to be true and correct and are incorporated into this Resolution for all purposes by this reference.

Section 2. The City Council hereby finds, declares, and directs:

(a) Determination of Cost. The cost determinations for the proposed Authorized Improvements in Improvement Area #1 set forth in the Preliminary Service and Assessment Plan attached to this Resolution as “**Exhibit A**” are hereby approved.

(b) Proposed Assessment Roll. The Proposed Assessment Roll for Improvement Area #1 included in the Preliminary Service and Assessment Plan attached to this Resolution as “**Exhibit A,**” stating the assessment against each parcel of assessable land in Improvement Area #1 of the District as determined by the method of assessment set forth in said Preliminary Service and Assessment Plan is hereby approved, and the City Council declares that such Proposed Assessment Roll is hereby filed with the City Secretary. The City Council hereby directs the City Secretary to make such Proposed Assessment Roll available for public inspection and publish notice of the City Council’s intention to consider the proposed assessments in Improvement Area #1 at a public hearing, all in accordance with the requirements of the Act.

Section 3. City Council hereby authorizes and directs City Secretary to take the actions described in Section 2 of this Resolution and authorizes and directs staff to prepare the required resolutions, ordinances, agreements, service and assessment plan, assessment roll and other documents necessary for the City Council to effectuate the PID Creation Resolution and this Resolution.

Section 4. The City Council hereby declares that written notice of the date, hour and place of the meeting at which this Resolution was adopted, was posted and that such meeting was open to the public as required by law at all times when this Resolution and the subject matter hereof were discussed, considered, and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

Section 4. This Resolution shall take effect immediately from and after its passage.

EXHIBIT LIST:

Exhibit A – Preliminary Service and Assessment Plan (including the Proposed Assessment Roll)

PASSED AND APPROVED on this _____ day of _____, 2025.

THE CITY OF BASTROP, TEXAS

By: _____
John Kirkland, Mayor ProTem

ATTEST:

By: _____
City Secretary

EXHIBIT A

(Preliminary Service and Assessment Plan – including the Proposed Assessment Roll for Improvement Area #1)

Exhibit B
NOTICE OF PUBLIC HEARING
TO CONSIDER PROPOSED ASSESSMENTS
TO BE LEVIED AGAINST PROPERTY LOCATED IN IMPROVEMENT AREA #1
IN THE VALVERDE PUBLIC IMPROVEMENT DISTRICT

Notice is hereby given that the City Council of the City of Bastrop, Texas, will hold a public hearing in the Council Chambers at Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas 78602, on February 11, 2025, at 6:30 p.m. to consider proposed assessments to be levied against the assessable property located in Improvement Area #1 in the Valverde Public Improvement District (originally created as Viridian Public Improvement District, and formerly known as NEU Community Bastrop) (the “District”) pursuant to the provisions of Chapter 372, Texas Local Government Code. Written and oral objections will be considered at the hearing.

General Nature and Cost of Proposed Improvements: The purposes of the District include the design, acquisition, construction, and improvement of public improvement projects authorized by the Act that are necessary for the development of the Property, which public improvements will generally include: (i) paying a portion of the Actual Costs of the Improvement Area #1 Improvements (as defined herein), (ii) paying capitalized interest on the Bonds during the period of construction and acquisition of Improvement Area #1 Improvements, (iii) funding a reserve account for payment of principal and interest on the Bonds, (iv) funding the initial deposit to the Administrative Fund for the payment of the initial Annual Collection Costs (as defined herein), and (v) paying the costs of issuance of the Bonds.

Estimated Total Cost of Public Improvements: The total cost of the public improvements to be funded by the District is approximately \$95,000,000, including issuance and required reserves related to the proposed issuance of bonds to fund the construction of the public improvements. The total cost of the Improvement Area #1 Improvements to be funded by the District is estimated to be approximately \$_____. The exact amount will be provided in the approved service and assessment plan.

District Boundaries: The District includes approximately 410 acres adjacent to the city limits to the West of FM 969 and South West of the Colorado River as generally depicted on Exhibit A attached hereto. Improvement Area #1, comprised of 104.052 acres, is located within the Property and is generally depicted within the District on Exhibit A attached hereto.

Materials: The field notes, a copy of the proposed service and assessment plan, and assessment roll are available for inspection at Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas 78602.

Exhibit A

[See attached]



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on Resolution No. 2025-22 of the City Council of the City of Bastrop, Texas, approving the form and authorizing the distribution of a preliminary limited offering memorandum for “City of Bastrop, Texas Special Assessment Revenue Bonds, Series 2025 (Valverde Public Improvement District”

AGENDA ITEM SUBMITTED BY:

Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

BACKGROUND/HISTORY:

The City Council (the “Council”) of the City of Bastrop, Texas (the “City”) has adopted a resolution authorizing the creation of the Valverde Public Improvement District (originally created as Viridian Public Improvement District, and formerly known as NEU Community Bastrop) (the “District”). The Council also adopted a development agreement on July 13, 2021 by and between the City and Continental Home of Texas, L.P. to establish the development and improvement standards for the District.

The Council intends to issue “City of Bastrop, Texas Special Assessment Revenue Bonds, Series 2025 (Valverde Public Improvement District), to fund public improvements withing the District. There has been presented to Council a Preliminary Limited Offering Memorandum relating to the Bonds and Council finds and determines that it is necessary and in the best interests of the City to approve the form and content of the Preliminary Limited Offering Memorandum in the offering and sale of the Bonds by the FMSbonds, Inc. (the “Underwriter”) of the bonds. The Council finds the passage of this Resolution in the best interest of the City.

RECOMMENDATION:

Sylvia Carrillo-Trevino, City Manager, recommends approving resolution R-2025-22 of the City Council of the City of Bastrop, Texas, approving the form and authorizing the distribution of a preliminary limited offering memorandum for “City of Bastrop, Texas Special Assessment Revenue Bonds, Series 2025 (Valverde Public Improvement District)”

ATTACHMENTS:

1. Resolution No. R-2025-22

CITY OF BASTROP TEXAS

RESOLUTION NO. R-2025-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING THE FORM AND AUTHORIZING THE DISTRIBUTION OF A PRELIMINARY LIMITED OFFERING MEMORANDUM FOR "CITY OF BASTROP, TEXAS SPECIAL ASSESSMENT REVENUE BONDS, SERIES 2025 (VALVERDE PUBLIC IMPROVEMENT DISTRICT)"

WHEREAS, this City Council (the "Council") of the City of Bastrop, Texas (the "City") has adopted a resolution authorizing the creation of the Valverde Public Improvement District (originally created as Viridian Public Improvement District, and formerly known as NEU Community Bastrop) (the "District"); and

WHEREAS, on July 13, 2021, the City Council adopted Resolution No. R-2021-65 approving a development agreement by and between the City and Continental Homes of Texas, L.P. to establish the development and improvement standards for the District; and

WHEREAS, this Council intends to issue "City of Bastrop, Texas Special Assessment Revenue Bonds, Series 2025 (Valverde Public Improvement District) (the "Bonds"), to fund public improvements within the District; and

WHEREAS, there has been presented to this Council a Preliminary Limited Offering Memorandum relating to the Bonds (the "Preliminary Limited Offering Memorandum"); and

WHEREAS, this Council finds and determines that it is necessary and in the best interests of the City to approve the form and content of the Preliminary Limited Offering Memorandum and authorize the use of the Preliminary Limited Offering Memorandum in the offering and sale of the Bonds by the FMSbonds, Inc. (the "Underwriter") of the Bonds; and

WHEREAS, the Council finds that the passage of this Resolution is in the best interest of the citizens of the City;

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

SECTION 1: That all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety.

SECTION 2: That this Council hereby approves the form and content of the Preliminary Limited Offering Memorandum and deems the Preliminary Limited Offering Memorandum final, except for the omission of such information which is dependent upon

the final pricing of the Bonds for completion, all as permitted to be excluded by Section (b)(1) of Rule 15c2-12 under the Securities Exchange Act of 1934, with such changes, addenda, supplements or amendments as may be approved by the City Manager. The City hereby authorizes the Preliminary Limited Offering Memorandum to be used by the Underwriter in connection with the marketing and sale of the Bonds.

SECTION 3: If any portion of this Resolution shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Resolution without the invalid provision.

SECTION 4: That this Resolution shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 28TH DAY OF JANUARY, 2025.

ATTEST:

John Kirkland, Mayor ProTem

City Secretary

Sylvia Carrillo-Trevino, City Manager



STAFF REPORT

MEETING DATE: February 11, 2025

TITLE:

Consider and act on Resolution No. R-2025-39, supporting the application for Housing Tax Credits for the proposed development, Pine Creek Senior Apartments, for 52 senior age-restricted Low-Income Housing Tax Credit units, to be located on Lovers Lane south of SH 71; confirming support for the application; authorizing the City Manager to grant a Two-Hundred Fifty Dollar and No Cents (\$250.00) reduction in fees for the development to meet all program criteria.

AGENDA ITEM SUBMITTED BY:

Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

Elizabeth Property Group (EPG) is seeking to secure financing through the Low-Income Housing Tax Credit Program to receive 9 % housing tax credits. Projects seeking credits are scored using the criteria set by TDHCA in this competitive process. This project is a new housing development project called “Pine Creek Senior Apartments”, which will be comprised of 52 units and will be for Seniors (age-restricted to 55 plus). The City of Bastrop, when compared to other cities of similar size throughout Texas, has two times the average number of tax credit units. This is not a market measure, but simply a statistical comparison. Due to the two-times rule, any application within Bastrop is required to secure a Resolution of Support to apply.

The current site zoning does permit the proposed use of multifamily housing, and EPG is dedicated to collaborating with all stakeholders involved to ensure that city requirements and concerns are addressed as we work through the pre-development process.

The need for attainably priced housing: As of 2023, the City of Bastrop had a population of approximately 11,700 residents, a 50%+ increase from a decade prior. Per TDHCA’s 2025 site demographic report, only 330 LIHTC units have been developed to date in the city. This supply imbalance is being exacerbated by the influx of high-income earners. Pine Creek Senior Apartments would help address the housing needs of longstanding city residents who are at risk of being priced out of the area. The development would provide a mix of 30% AMI, 50% AMI and 60% AMI restricted rent units.

FISCAL IMPACT:

The owner is requesting a \$250.00 reduction in building review and inspection fees. Tax credits are provided through a federal program that does not impact municipal funds.

RECOMMENDATION:

Approve Resolution No. R-2025-39, supporting the application for Housing Tax Credits.

ATTACHMENTS:

1. Resolution R-2025-39
2. Attachment 1: Project Information

RESOLUTION NO. R-2025-39

SUPPORT OF APPLICATION FOR HOUSING TAX CREDITS FOR PINE CREEK SENIOR APARTMENTS

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, SUPPORTING THE APPLICATION FOR HOUSING TAX CREDITS FOR THE PROPOSED DEVELOPMENT, PINE CREEK SENIOR APARTMENTS, FOR 52 SENIOR AGE-RESTRICTED LOW-INCOME HOUSING TAX CREDIT UNITS, TO BE LOCATED ON LOVERS LANE SOUTH OF SH 71; CONFIRMING SUPPORT FOR THE APPLICATION; AUTHORIZING THE CITY MANAGER TO GRANT A TWO-HUNDRED FIFTY DOLLAR AND NO CENTS (\$250.00) REDUCTION IN FEES FOR THE DEVELOPMENT TO MEET ALL PROGRAM CRITERIA; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Texas Local Government Code Section 51.001, the City of Bastrop (“City”) has general authority to adopt an ordinance, resolution, or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

WHEREAS, Elizabeth Property Group (EPG) has proposed a development for affordable Senior (55+) rental housing on Lovers Lane south of SH 71 in the City of Bastrop, Texas; and

WHEREAS, Elizabeth Property Group has communicated that it intends to submit an application to the Texas Department of Housing and Community Affairs for 2025 Competitive 9% Housing Tax Credits for Pine Creek Senior Apartments; and

WHEREAS, the City of Bastrop confirms it will provide reduced fees in the amount of Two Hundred Fifty Dollars and Zero Cents (\$250.00) for the benefit of the project; and

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

Section 1. All of the above premises are hereby found to be true and correct legislative and factual findings of the City Council of the City of Bastrop, Texas, and are hereby approved and incorporated into the body of this Resolution as if copied in their entirety.

Section 2. As provided for in 10 TAC §11.3(c), it is expressly acknowledged and confirmed that the City of Bastrop has more than twice the state average of units per capita supported by Housing Tax Credits or Private Activity Bonds.

Section 3. The City of Bastrop, acting through its governing body, hereby confirms that it supports the proposed Pine Creek Senior Apartments, located on Lovers Lane south of SH 71 (Parcel # 25436) in Bastrop, TX (TDHCA Application # 25201), and that this formal action has been taken to put on record the opinion expressed by the City of Bastrop on February 11, 2025.

Section 4. The City of Bastrop, acting through its governing body, hereby confirms that, upon successful award of 2025 Competitive 9% Housing Tax Credits, the city commits to providing reduced fees or a contribution of other value that equals a minimum of \$250 for the benefit of Pine Creek Senior Apartments; and

Section 5. For and on behalf of the Governing Body, John Kirkland, Mayor Pro-Tem is hereby authorized, empowered, and directed to certify these resolutions to the Texas Department of Housing and Community Affairs.

Section 6. Repealer: To the extent reasonably possible, resolutions are to be read together in harmony. However, all resolutions, or parts thereof, that 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 regulated.

Section 7. Severability: Should any of the clauses, sentences, paragraphs, sections, or parts of this Resolution be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Resolution.

Section 8. Effective Date: This Resolution shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City’s Charter, its Code of Ordinances, and the laws of the State of Texas.

Section 9. Proper Notice & Meeting: It is hereby officially found and determined that 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 Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

DULY RESOLVED & ADOPTED by the City Council of the City of Bastrop, TX, on this, the 11th day of February, 2025.

THE CITY OF BASTROP, TEXAS:

John Kirkland, Mayor Pro-Tem

ATTEST:

City Secretary

APPROVED AS TO FORM:

City Attorney
Denton Navarro Rocha Bernal & Zech, P.C.

Low Income Housing Tax Credit Support Request

Information for Submittal - New Construction

SITE INFORMATION

- Breakdown of unit types and rental rates by income level

UNIT #	OF INCOME	SIZE	RENTAL
TYPE UNITS	LEVEL (SQ.FT.)		RATE
1BR/1BA	3	30%	700 \$ 650
1BR/1BA	7	50%	700 \$ 1,123
1BR/1BA	22	60%	700 \$ 1,359
2BR/2BA	2	30%	900 \$ 775
2BR/2BA	4	50%	900 \$ 1,342
2BR/2BA	14	60%	900 \$ 1,626
<u>Total Units: 52</u>			

- Existing site layout and pictures
See attached.
- What percentage of units have ADA features?
5% of the units are ADA accessible units. 2% of units V&H.
100% of the units have ADA features and are adaptable to become full ADA accessible units.
- If the development includes market rate units, do these units differ from the income restricted units in any way? N/A; no market rate units
- List the amenities for the entire site.
Management office within the building, on-site laundry, washer / dryer hookups in units, community room with kitchen, outdoor lounge space with BBQ area, natural wooded greenspace

DEVELOPMENT AND MANAGEMENT COMPANY INFORMATION

- Will the management be in-house or a separate entity?
3rd party management. Elizabeth Property Group works with Allied Orion Group

AOG Living is a full-service Multi-Family Real Estate Management Company founded to manage and develop multi-family residential communities. For 35 years, AOG Living has served a variety of clients including Institutions, foreign investors, and individual owners. The management Team at AOG Living has extensive experience with Conventional, Senior Housing, Tax Credit, Project Based Section 8, Public Housing Subsidies, RAD, PSH, Home Programs, CDBG funding, and Tax-Exempt Bonds. This comprehensive background, managing all types of properties for a diverse group of third-party owners, has enabled AOG Living to provide the type of personalized service necessary to meet the goals and objectives of each of these owners. AOG Living's management team at both the site and corporate level recognizes that the management of affordable housing assets for public housing agency clients requires compassion and understanding to deal with the many challenges faced by the residents they serve.

- Have there been any changes in company names or re-organizations? No
- Provide history of similar projects developed and managed. How many tax credit projects have you developed in Texas?

Elizabeth Property Group has three tax credit developments that have been built or are in development across Texas: The Citizen (fka Midpark Towers) - 202 units in Dallas; Canterbury Crossing - 304 units in Abilene; Kensington Apartments - 136 units in Austin.

FINANCIAL INFORMATION

- Will the site have any property tax exemptions after development? No
- What is the affordability period requirement for this project?
45+ years

OTHER INFORMATION

- Please list any additional information or letters that you will be requesting from the City of Bastrop Utilities for the TDHCA application requirements.

We will be requesting:

1. Resolution of Support from the City of Bastrop.
 - A. We would seek a resolution of support from the City of Bastrop expressly setting forth that the municipality supports the application to TDHCA. I have assembled template language below that the agency provides. The resolution of support needs to specifically address two items.
 - a. The express support of our application for the tax credits by Elizabeth Property Group, for the new construction of Pine Creek Apartments.
 - b. The confirmation and acknowledgement that the City of Bastrop has more than twice the state average of units per capita supported by Housing Tax Credits or Private Activity Bonds, and that the City supports the proposed Pine Creek Apartments, and confirms that its governing body has voted specifically to approve rehabilitation of the Development and to authorize an allocation of Housing Tax Credits for the Development pursuant to Tex. Gov't Code §2306.6703(a)(4).
2. A letter from the City agreeing to provide a local government contribution to the new construction of Pine Creek Apartments in an amount that equals \$250.00 or more.
 - A. A letter from the Mayor, City Manager, or authorized city official stating they will provide a loan, grant, reduced fees or contribution of other value that equals \$500 or more. Typically, we see a fee reduction of \$250 to meet the criteria.

Sample Resolution of Support Language

WHEREAS, Pine Creek Bastrop, LP has proposed a development for affordable rental housing at approx. 108 Lovers Lane, Bastrop, Texas 78602 named Pine Creek Apartments in the City of Bastrop and

WHEREAS, Pine Creek Bastrop, LP has communicated that it intends to submit an application to the Texas Department of Housing and Community Affairs (TDHCA) for 2025 Housing Tax Credits funds for Pine Creek Apartments

It is hereby
RESOLVED, that as provided for in 10 TAC §11.3(c), it is expressly acknowledged and confirmed that the City of Bastrop has more than twice the state average of units per capita supported by Housing Tax Credits or Private Activity Bonds, and

FURTHER RESOLVED, that the City of Bastrop hereby supports the proposed Pine Creek Apartments, and confirms that its governing body has voted specifically to approve the construction or rehabilitation of the Development and to authorize an allocation of Housing Tax Credits for the Development pursuant to Tex. Gov't Code §2306.6703(a)(4), and

FURTHER RESOLVED that for and on behalf of the Governing Body, [name, position of authorized person] are hereby authorized, empowered, and directed to certify these resolutions to the Texas Department of Housing and Community Affairs.

Site Aerial

Item 11L.



Site Phasing

Item 11L

2/5/2025 1:37:23 PM © COPYRIGHT 2022 DYKE NELSON ARCHITECTURE, LLC.

Building Matrix

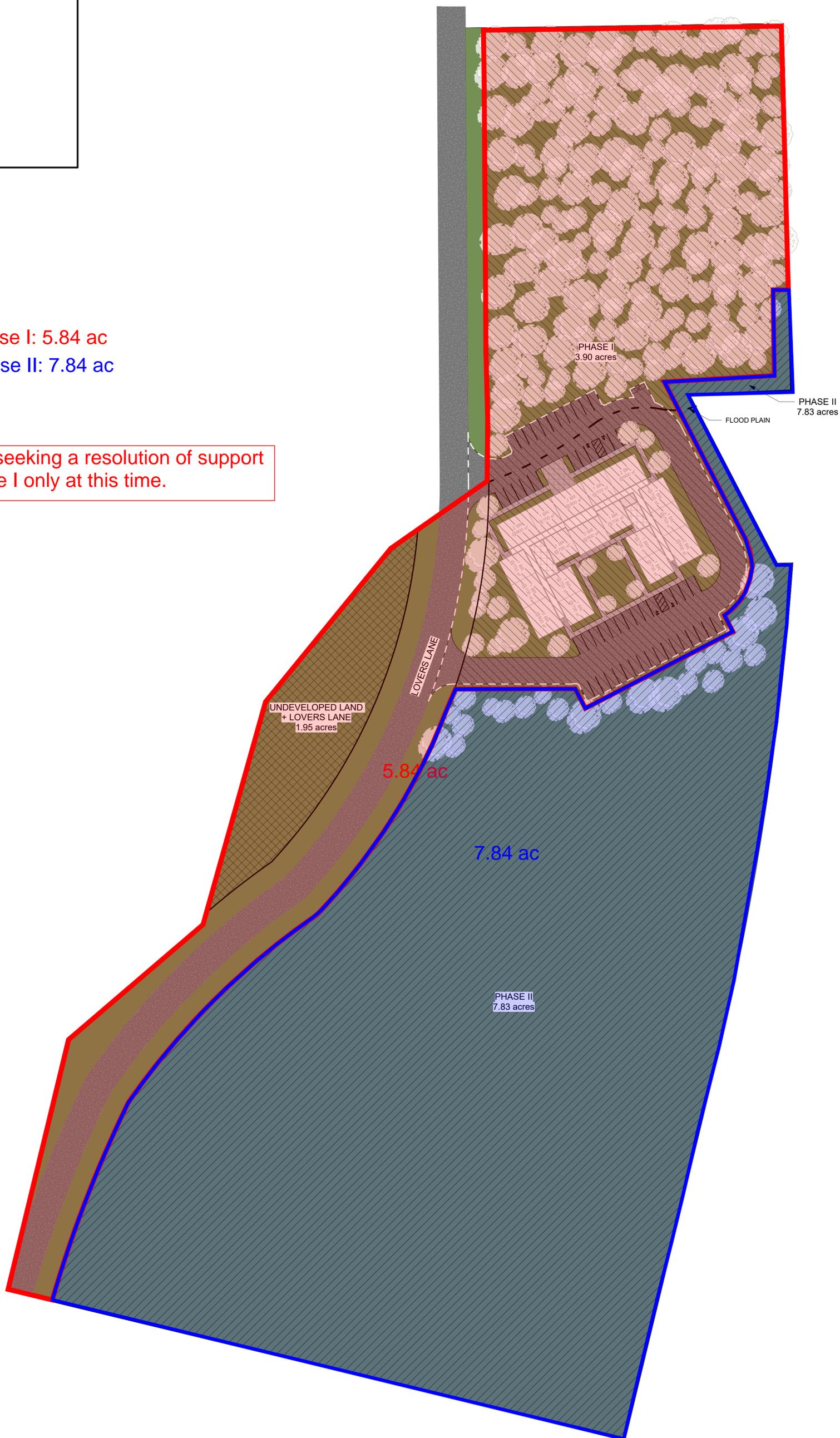
(1) 3-Story Senior Housing Building
 16 Two-Bedroom Units @ 900 sqft
 36 One-Bedroom Units @ 700 sqft
 Community amenities and Clubhouse

Total Amount of Senior Units: 52 Units

Bastrop does not have parking requirements.
 We have provided the following:
 52 parking spots

Phase I: 5.84 ac
 Phase II: 7.84 ac

We are seeking a resolution of support for phase I only at this time.



1 OVERALL SITE PLAN - TOTAL ACREAGE BREAKDOWN
 1" = 50'-0"

THESE DRAWINGS ARE THE PROPERTY OF DYKE NELSON ARCHITECTURE, LLC. NO PART OF THESE DRAWINGS IS TO BE REPRODUCED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF DYKE NELSON ARCHITECTURE, LLC. THESE DRAWINGS ARE TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREIN. ANY REUSE OF THESE DRAWINGS ON OTHER PROJECTS WITHOUT THE WRITTEN PERMISSION OF DYKE NELSON ARCHITECTURE, LLC IS STRICTLY PROHIBITED. THESE DRAWINGS WERE PREPARED IN THIS OFFICE AND TO THE BEST OF OUR KNOWLEDGE AND BELIEF THEY COMPLY WITH ALL APPLICABLE STATE AND LOCAL CODES.

NOT FOR CONSTRUCTION
 PRELIMINARY
 ISSUED: 1/17/2025
 JOB NUMBER: 25-7772

REVISIONS

Bastrop, Texas
 Lovers Lane, Bastrop, Texas 78602

DYKE NELSON ARCHITECTURE 235 SOUTH 14TH ST, BATON ROUGE, LA 70802 DNA-WORKSHOP.COM [225] 224 3363



OVERALL SITE PLAN - TOTAL ACREAGE BREAKDOWN
 A002
 PHASE: Add Project Status Here

Please find Technical Traffic
Memorandum following this page.



TECHNICAL MEMORANDUM

Date: 2/6/2025

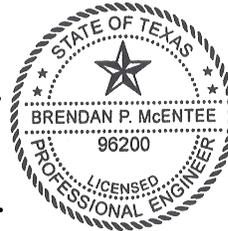
To: Tisha Vaidya, Elizabeth Property Group,

From: Ahmad Masad, PhD

Traffic Engineer, **Carlson, Brigance & Doering, Inc.**

Issued by: Brendan P. McEntee, P.E

Branch Manager, **Carlson, Brigance & Doering, Inc.**



Brendan P. McEntee

2/06/2025

CARLSON, BRIGANCE & DOERING, INC.
ID# F3791

Subject: Pine Creek Senior Apartments – Phase 1 Traffic Assessment

1. Introduction and Overview

Pine Creek Senior Apartments is a proposed residential development located on Lovers Lane near its intersection with College Street. Phase 1 of the overall development consists of 52 dwelling units. This technical memorandum evaluates the anticipated traffic impacts of Phase 1 and determines whether additional traffic studies or mitigation measures are warranted.

2. Scope of Analysis

Phase 1 of Pine Creek Senior Apartments is expected to generate new traffic that will use the adjacent roadway network, primarily the intersection of College Street and Lovers Lane. A previous 2021 traffic study (Colorado Bend TIA) provided turning movement counts and roadway volumes at this intersection; these data, along with a 4% annual growth rate, form the basis of the current analysis.

The focus of this memo is on:

1. Establishing existing traffic volumes.
2. Estimating Phase 1 site-generated traffic.
3. Assessing intersection operations and identifying any immediate mitigation needs.

3. Study Area

3a. College Street & Lovers Lane Intersection

This intersection is located near the project site and is controlled by all-way stop signs (refer to figure 1). All site traffic is expected to travel through this intersection, making it the primary point of analysis. Key characteristics include:

- College Street: Serves as a deceleration lane from the frontage road of SH 21. It is a one-way decelerating lane coming from SH 21 that provides a right turn to Lovers Ln before it continues as two lanes undivided through the intersection.
- Lovers Lane: A two-lane undivided street with a posted speed limit of 25 mph. Lovers Ln provides the right turn movement to college street.

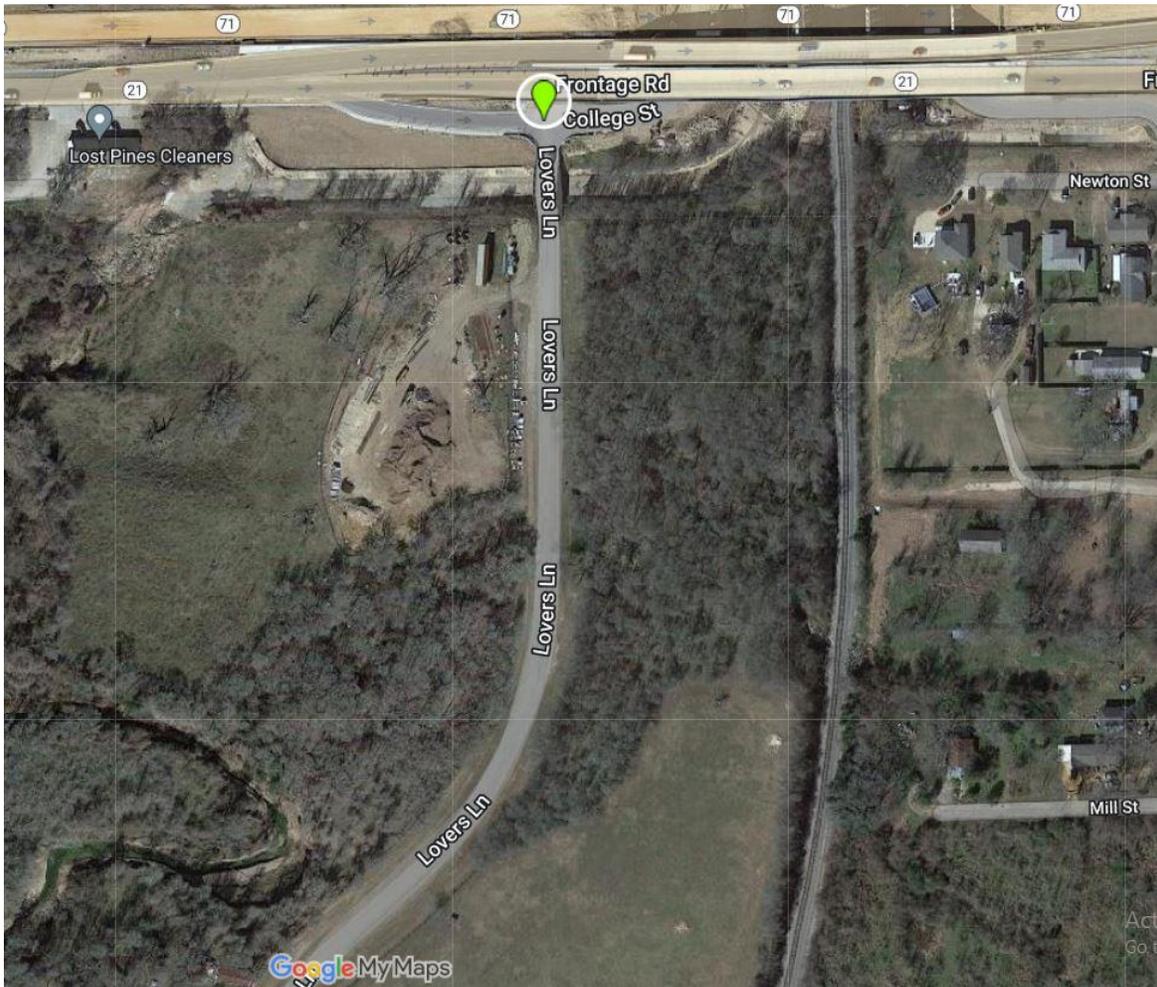


Figure 1: Location of College Street and Lovers Ln Intersection

3b. Site Access

Two driveways on Lovers Lane will serve as access points for Phase 1 (refer to figure 2):

1. **Driveway 1**: First access driveway from Lovers Ln approximately 580 feet south of the Lovers Lane and College Street intersection.
2. **Driveway 2**: Second access driveway from Lovers Lane approximately 200 feet south of Driveway 1.

5. Site Trip Generation

Trips generated by the 52 units in Phase 1 were estimated using ITE Trip Generation Manual (11th Edition) for Senior Adult Housing Multifamily (ITE Land Use Code 252). The resulting daily and peak-hour estimates are summarized below:

Table 1: Site Generated Traffic

Land Group	Land Use	Number of Dwelling Units	Trips Generated Daily	AM Peak Hour	PM Peak Hour	Resource
Residential	Senior Adult Housing Multifamily (ITE 252)	52	168 (50% in / 50% out)	10 (4 in /6 out)	13 (7 in /6 out)	ITE Trip Generation Manual, 11th Ed.

- **Daily Trips:** 168 total
- **AM Peak Hour:** 10 trips (4 entering, 6 exiting)
- **PM Peak Hour:** 13 trips (7 entering, 6 exiting)

6. Trip Distribution and Assignment

All site-generated traffic for Phase 1 of Pine Creek Senior Apartments is expected to use the College Street and Lovers Lane intersection for ingress and egress, given the roadway network connectivity and the proximity of SH 21. Therefore, 100% of inbound and outbound trips will converge at this intersection.

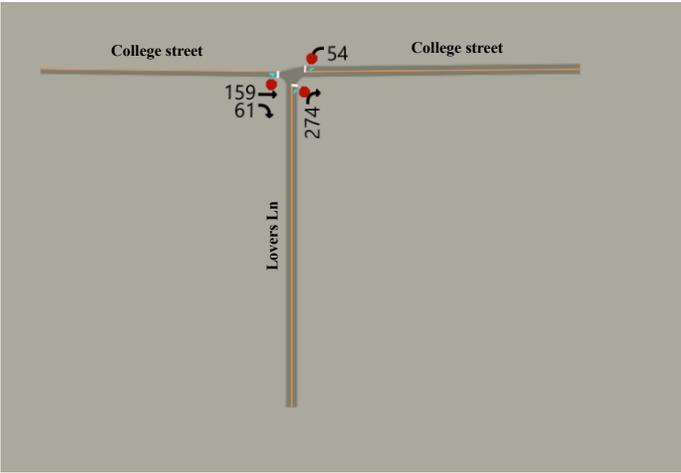
7. Intersection Capacity Analysis

CBD conducted a traffic operations analysis to determine potential capacity deficiencies in the study years at key intersections and site driveways. With background conditions, trip generation, and trip distribution, an intersection capacity analysis was conducted for the key intersection and site driveways under three scenarios:

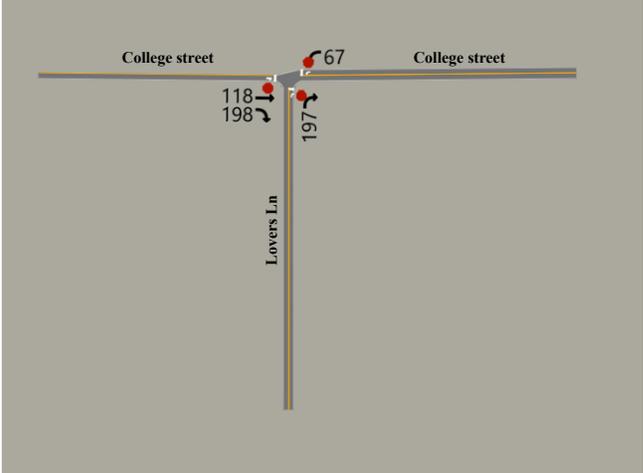
1. **2025 Existing Conditions Scenario:** Current intersection operations without Pine Creek Senior Apartments
2. **2026 No-Build (Background) Scenario:** Projected intersection operations to the horizon year 2026 without the Pine Creek Senior Apartments.
3. **2026 Build (Background + Site) Scenario:** Projected intersection operations to the horizon year 2026 with the addition of the Phase 1 generated traffic of the Pine Creek Apartments

For each scenario analyzed, the synchro model and trip distribution are provided in Figure 3, Figure 4 and Figure 5, respectively.

Due to relatively low peak-hour trip generation (10 AM trips, 13 PM trips) and the existing all-way stop-control conditions, the intersection is not expected to experience any significant operational issues under Phase 1 traffic. **The added site trips do not exceed thresholds that typically trigger the need for a full Traffic Impact Study (TIS) or infrastructure mitigations, therefore no mitigations are required for Phase 1.** This is also shown by the Level of Service (LOS) results in Section 7.1.

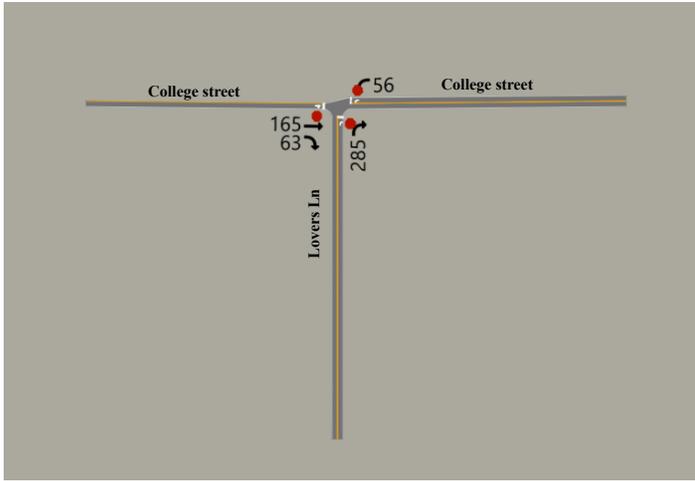


(a)

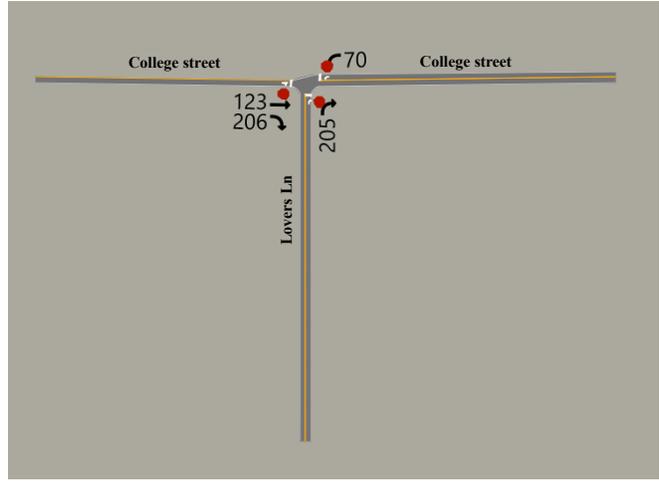


(b)

Figure 3. 2025 Existing Conditions; (a) AM Peak (b) PM Peak

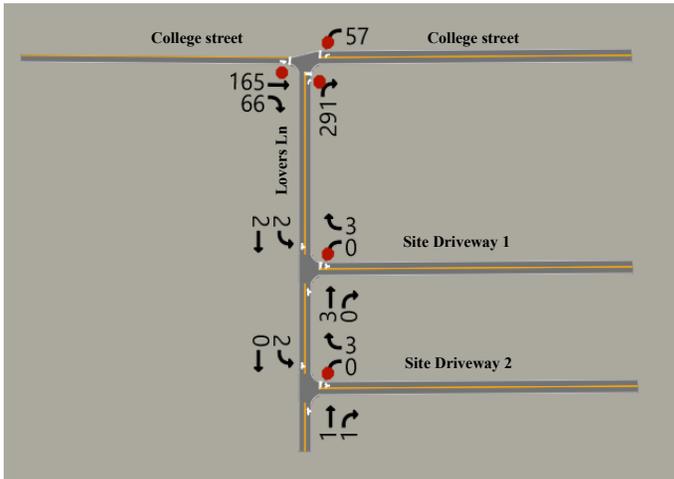


(a)

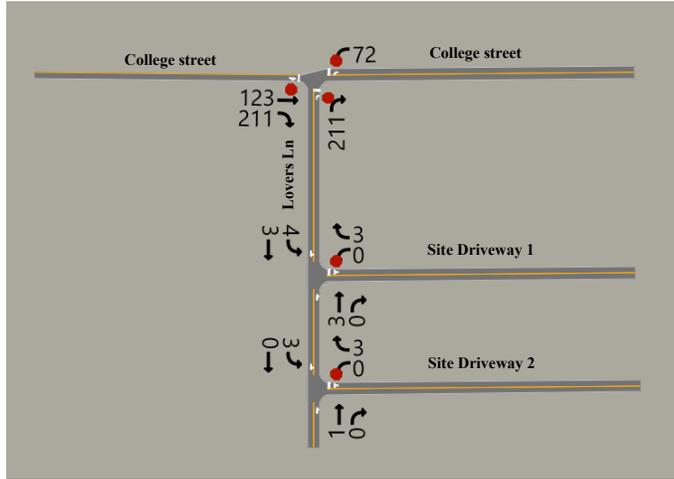


(b)

Figure 4. 2026 No Build (Background) Scenario (a) AM Peak (b) PM Peak



(a)



(b)

Figure 5. 2026 Build (Background +site) Scenario (a) AM Peak (b) PM Peak

7.1 Level of Service Condition

The results of a capacity analysis are defined in terms of LOS. LOS is a qualitative measure used to describe the traffic conditions that a driver will experience while travelling along a roadway within a specified time interval. LOS is graded on a letter scale from A to F. A represents little to no delay while F relates to long delays. Acceptable levels of service are A through D. Unacceptable

levels of service are E and F and the excessive average vehicle delays in these cases suggest the need for congestion mitigation measures. Table 2 illustrates the LOS criteria for unsignalized intersections as defined by the 2010 HCM.

Table 2 Level of Service Criteria

LOS	Stop Controlled Intersection Delay
A	< 10 Second
B	10-15 Seconds
C	15-25 Seconds
D	25-35 Seconds
E	35- 50 Seconds
F	>50 Seconds

The calculations for the LOS at key intersections defined in this study were performed using Synchro 12. Table 3 shows the results of the AM and PM peak hour unsignalized intersection of Lovers Ln and College Street and for the intersection of Lovers Ln and Site Driveways. The table provides a comparison among the three different scenarios, 2025 Existing Conditions, 2026 No-Build (Background), and 2026 Built (Background + Site).

Based on the Synchro 12 capacity analysis results shown in Table 3, the intersection of Lovers Lane and College Street—as well as the site driveways—exhibit acceptable operations (LOS A–D) under all three scenarios. In other words, the anticipated additional trips generated by Phase 1 of the Pine Creek Senior Apartments do not materially degrade traffic conditions nor create excessive delays. Because the LOS values remain within acceptable thresholds, **no mitigation measures are warranted** for Phase 1. The relatively low traffic volume generated by these 52 units further supports the conclusion that no significant infrastructure improvements—such as additional lanes or traffic control modifications—are needed to maintain acceptable intersection performance.

Table 3 Intersection Capacity Analysis

Intersection	Approach	Traffic Control Type	2025 Existing Condition		2026 No Build Conditions		2026 Build Conditions + Site	
			AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour	AM Peak Hour	PM Peak Hour
College street & lovers ln	EB WB NB Overall	AWSC	LOS	LOS	LOS	LOS	LOS	LOS
			A	A	A	B	A	B
			A	A	A	A	A	A
			A	A	A	A	A	A
			A	A	A	A	A	A
Lovers Ln and Driveway 1	EB WB NB Overall	TWSC	-----	-----	-----	-----	A	A
			-----	-----	-----	-----	A	A
			-----	-----	-----	-----	A	A
			-----	-----	-----	-----	A	A
Lovers Ln and Driveway 2	EB WB NB Overall	TWSC	-----	-----	-----	-----	A	A
			-----	-----	-----	-----	A	A
			-----	-----	-----	-----	A	A
			-----	-----	-----	-----	A	A

8. Conclusions and Recommendations

1. **Traffic Impact:** The forecasted trip generation for Phase 1 (52 units) of Pine Creek Senior Apartments is low (10 AM and 13 PM peak-hour trips). This level of additional traffic as shown in the analysis is unlikely to cause notable capacity or operational deficiencies.
2. **Intersection Operations:** The all-way stop-controlled intersection at College Street and Lovers Lane as well as the site driveways exhibit acceptable operations (LOS A–D) under all three scenarios (2025 Existing, 2026 No-Build, and 2026 Build). No immediate mitigations are recommended for Phase 1.
3. **Future Considerations:**
 - As additional phases are developed beyond the initial 52 units, a periodic review of traffic conditions at College Street and Lovers Lane and site driveways is recommended to confirm whether further analysis or improvements are warranted.

If you have any questions or require further clarification regarding this technical memo, please feel free to contact the undersigned.

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