

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



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**March 12, 2024**

**Regular City Council Meeting at 6:30 PM**

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*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.*

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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** - Robert Conrad and Kenji Franklin, Bi-District Basketball Champs, Cedar Creek High School

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

- 3. INVOCATION** - Robert Oliver, Police Chaplain

**4. PRESENTATIONS**

4A. Mayor's Report

4B. Council Members' Report

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

[4D.](#) Proclamation of the City Council of the City of Bastrop, recognizing Evangeline Parish, Louisiana for their partnership with the City of Bastrop, Texas, in Bastrop's first inaugural Mardi Gras celebration.

Submitted by: Ann Franklin, City of Secretary

**5. WORK SESSION/BRIEFINGS - NONE**

**6. STAFF AND BOARD REPORTS**

[6A.](#) Receive presentation on the unaudited Monthly Financial Report for the period ending January 31, 2024.

Submitted by: Edi McIlwain, Chief Financial Officer

**7. CITIZEN COMMENTS**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the Council must complete a citizen comment form and give the completed form to the City Secretary prior to the start of the City Council meeting. Alternately, if you are unable to attend the council meeting, you may complete a citizen comment form with your comments at [www.cityofbastrop.org/citizencommentform](http://www.cityofbastrop.org/citizencommentform) at least two hours before the meeting starts on the requested date. Comments submitted by this time will be given to the City Council during the meeting and included in the public record, but not read aloud. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, City Council cannot discuss issues raised or make any decision at this time. Instead, City Council is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry. Issues may be referred to City Manager for research and possible future action.*

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

**8. CONSENT AGENDA**

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

[8A.](#) Consider action to approve City Council minutes from the February 27, 2024, Regular meeting.

Submitted by: Ann Franklin, City Secretary

8B. Consider action to approve Resolution No. R-2024-28 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop (City) and Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1 for the May 4, 2024, General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.

Submitted by: Ann Franklin, City Secretary

8C. Consider action to approve the second reading of Ordinance No. 2024-07, of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances Chapter 1 General Provisions, Article 1.10 Parks, Section 1.10.001 Parks Board, (Parks Board name change); and providing for findings of fact, repealer, severability, codification, effective date, proper notice and meeting.

Submitted by: Terry Moore, Parks & Recreation Director

## **9. ITEMS FOR INDIVIDUAL CONSIDERATION**

9A. Hold a public hearing and consider action to approve Resolution No. R-2024-25 of the City Council of the City of Bastrop, Texas, granting Historic Landmark status for 0.4670 acres of Farm Lot 1 West of Main Street, also known as 1301 Church 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 Department

9B. Consider action to approve Resolution No. R-2024-24 of the City Council of the City of Bastrop, Texas, accepting a donation from the McCall Family of an ornamental iron fence valued at a To Be Determined Amount (to be determined by the 3.12.24 council meeting) for use at Fairview Cemetery, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

Submitted by: Edi McIlwain, Chief Financial Officer

9C. Hold a public hearing and consider action to approve Resolution No. R-2024-26 of the City Council of the City of Bastrop, Texas, granting Historic Landmark status for 0.531 acres out of Farm Lot Block 36 East of Main Street within the City Limits of the City of Bastrop, Texas, commonly known as the Willis O Miley House, 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 Department

9D. Consider and act on an application from Bastrop Old Town Visitor Center for an event known as Yesterfest for \$20,000 for a grant from the Hotel Occupancy Tax Fund to fund a uniquely Bastrop event.

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

- 9E. Consider and act on an application from SRE Promotions, LLC for an event known as Corvette Invasion for \$1,300 for a grant from the Hotel Occupancy Tax Fund to fund a corvette car show.

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

**10. EXECUTIVE SESSION**

- 10A. City Council shall convene into closed executive session pursuant to Texas Government Code sections 551.071 and 551.074 to seek the advice of legal counsel and discuss the City Manager's employment agreement regarding residency.
- 10B. City Council shall convene into closed executive session pursuant to Texas Government Code section 551.071 to seek the advice of legal counsel regarding regulatory, franchise and contractual issues involving ambulance services.

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

**12. ADJOURNMENT**

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

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

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place of convenient and readily accessible to the general public, as well as to the City's website, [www.cityofbastrop.org](http://www.cityofbastrop.org) and said Notice was posted on the following date and time: Thursday, March 7, 2024, at 5:30 p.m. and remained posted for at least two hours after said meeting was convened.

/s/Ann Franklin  
Ann Franklin, City Secretary



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Mayor's Report

**AGENDA ITEM SUBMITTED BY:**

Submitted by: Sylvia Carrillo, City Manager

**POLICY EXPLANATION:**

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

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

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

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



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Council Members' Report

**AGENDA ITEM SUBMITTED BY:**

Submitted by: Sylvia Carrillo, City Manager

**POLICY EXPLANATION:**

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

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- (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:** March 12, 2024

**TITLE:**

City Manager's Report

**AGENDA ITEM SUBMITTED BY:**

Submitted by: Sylvia Carrillo, City Manager

**POLICY EXPLANATION:**

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

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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:** March 12, 2024

**TITLE:**

Proclamation of the City Council of the City of Bastrop, recognizing Evangeline Parish, Louisiana for their partnership with City of Bastrop, Texas in Bastrop's first inaugural Mardi Gras celebration.

**AGENDA ITEM SUBMITTED BY:**

Ann Franklin, City Secretary

**ATTACHMENTS:**

- Proclamation







**WHEREAS**, the City of Bastrop Texas is known for its rich heritage, hospitality, and a rich harvest of classic Texas folklore; and

**WHEREAS**, The City of Bastrop, Texas extended an invitation to Evangeline Parish, Louisiana to participate in the City of Bastrop's inaugural Mardi Gras celebration; and

**WHEREAS**, As the City of Bastrop, Texas Mardi Gras took center stage from February 1, 2024, through February 3, 2024, members of the Evangeline Parish Tourism Board, residents, entertainers, storytellers, and media added their vibrant traditions and rich folklife to this celebration; and

**WHEREAS**, Evangeline Parish, Louisiana, stands as a cultural haven preserving Cajun traditions in the heart of the state; and

**WHEREAS**, This inaugural "Cultural Exchange" event was a jubilant celebration of Cajun culture and distinctive "Courir de Mardi Gras" customs; and

**WHEREAS**, our neighbors from Evangeline Parish, Louisiana, showcased their cultural traditions featuring music, dancing, and cuisine; and

**WHEREAS**, the partnership between the Evangeline Parish, Louisiana, and the City of Bastrop, Texas, afforded an unforgettable Mardi Gras celebration of revelry, culture, and community spirit unfolding in the heart of Bastrop, Texas.

**NOW, THEREFORE**, I, Lyle Nelson, Mayor of the City of Bastrop, Texas, extend gratitude to the Evangeline Parish Delegation, for bringing the spirit of Mardi Gras to the first inaugural Mardi Gras celebration in the City of Bastrop, Texas.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Official Seal of the City of Bastrop, Texas to be affixed this 12<sup>th</sup> day of March 2024.

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Lyle Nelson, Mayor



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Receive presentation on the unaudited Monthly Financial Report for the period ending January 31, 2023.

**AGENDA ITEM SUBMITTED BY:**

Edi McIlwain, Chief Financial Officer

**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.

**REVENUE**

Impact Fee Fund is now running 39% below forecast due to delays in receiving anticipated fees related to development.

HOT Tax Fund is below forecast by approximately 28.8% due to timing of revenues received.

Hunters Crossing PID is below forecast by approximately 7% also due to timing of revenues received

All other funds are positive to forecast.

**EXPENDITURES**

Vehicle and Equipment Replacement Fund running 39.5% over forecast due to purchasing vehicles & equipment needed by departments as it is available.

All other funds are below forecast.

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.

# CITY OF BASTROP

## Comprehensive Monthly Financial Report January 2024



# Performance at a Glance as of January 31, 2024



	YEAR TO DATE	REFERENCE
<b>ALL FUNDS SUMMARY</b>		
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	NEGATIVE	Page 11
HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION	POSITIVE	Page 12
DE	POSITIVE	Page 13
<b>PERFORMANCE INDICATORS</b>		
<b>POSITIVE</b>	= Positive variance or negative variance < 1% compared to seasonal trends	
<b>WARNING</b>	= Negative variance of 1-5% compared to seasonal trends	
<b>NEGATIVE</b>	= Negative variance of >5% compared to seasonal trends	

## BUDGET SUMMARY OF ALL FUNDS

	<b>FY2024</b> <b><u>Approved Budget</u></b>	<b>FY2024</b> <b><u>Forecast YTD</u></b>	<b>FY2024</b> <b><u>Actual YTD</u></b>	<b><u>Variance</u></b>
<b><u>Revenues:</u></b>				
General	\$ 16,809,033	\$ 7,079,251	\$ 8,728,132	23.3%
Designated	110,110	53,370	60,763	13.9%
General Fund One-time	88,500	82,000	84,233	2.7%
Development Services	2,476,000	782,667	906,426	15.8%
Street Maintenance	810,000	270,000	344,892	27.7%
Debt Service	4,333,468	2,806,287	3,449,755	22.9%
General Gov's Projects	4,792,000	3,500	3,644	4.1%
Land Acquisition	-	-	23,157	0.0%
Water/Wastewater	8,922,540	2,623,980	2,794,823	6.5%
Water/Wastewater Debt	5,826,460	1,584,053	1,752,448	10.6%
Water/Wastewater Capital Proj	742,000	247,333	255,222	3.2%
Impact Fees	4,848,640	1,616,213	985,144	-39.0%
Vehicle & Equipment Replacement	1,811,584	1,106,277	1,192,989	7.8%
Electric	8,872,870	2,558,706	2,676,440	4.6%
HOT Tax Fund	4,441,540	1,122,108	798,613	-28.8%
Library Board	21,000	6,333	10,368	63.7%
Cemetery	198,400	56,133	82,873	47.6%
Capital Bond Projects	220,500	1,600,000	1,668,121	4.3%
Grant Fund	3,865,330	-	-	0.0%
Park/Trail Land Dedicaiton	1,865	622 #	646	3.9%
Hunter's Crossing PID	581,279	518,255	482,026	-7.0%
Bastrop EDC	4,746,140	1,428,210	1,611,807	12.9%
<b>TOTAL REVENUES</b>	<b>\$ 74,519,259</b>	<b>\$ 25,545,298</b>	<b>\$ 27,912,521</b>	<b>9.3%</b>

**POSITIVE**  
**WARNING**  
**NEGATIVE**

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

COMPREHENSIVE MONTHLY FINANCIAL REPORT – January 2024

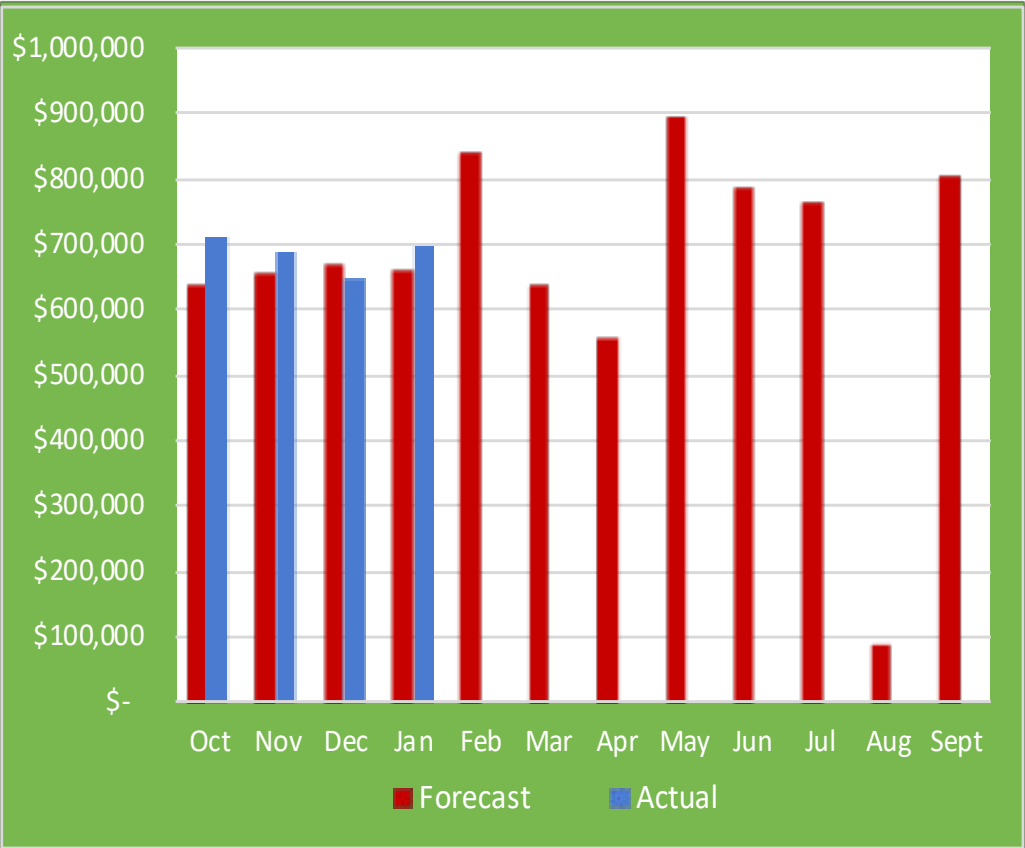
	<u>FY2024</u> <u>Approved Budget</u>	<u>FY2024</u> <u>Forecast YTD</u>	<u>4</u> <u>Actual YTD</u>	<u>Variance</u>
<b><u>Expense:</u></b>				
General	\$ 17,961,163	\$ 6,362,373	\$ 6,301,465	-1.0%
Designated	423,800	31,000	24,480	-21.0%
General Fund One-time	300,500	66,000	27,468	-58.4%
Development Services	1,748,036	565,388	464,973	-17.8%
Street Maintenance	921,483	-	-	
Debt Service	4,746,311	880,000	878,336	-0.2%
General Gov't Projects	5,265,240	137,000	135,641	-1.0%
Water/Wastewater	9,573,234	3,276,546	2,946,710	-10.1%
Water/Wastewater Debt	7,070,185	1,700,000	1,615,719	-5.0%
Water/Wastewater Capital Proj.	877,000	215,000	210,916	-1.9%
Revenue Bond, Series 2020	156,919	375,000	374,972	0.0%
CO, Series 2021	385,567	814,000	813,725	0.0%
CO, Series 2023	18,300,000	9,300,000	9,268,633	-0.3%
Impact Fees	6,125,501	2,041,833	955,666	-53.2%
Vehicle & Equipment Replacement	1,804,068	701,356	978,638	39.5%
Electric	8,945,474	2,585,908	2,007,195	-22.4%
HOT Tax Fund	4,508,786	2,571,615	1,787,048	-30.5%
Library Board	17,500	5,833	3,231	-44.6%
Cemetery	249,243	90,414	73,737	-18.4%
Hunter's Crossing PID	559,019	40,168	42,282	5.3%
CO, Series 2018	470,801	30,000	26,197	-12.7%
Limited Tax Note, Series 2020	50,314	15,000	12,517	-16.6%
America Rescue Plan	2,388,071	25,000	18,119	-27.5%
CO, Series 2022	2,079,371	1,000	360	-64.0%
CO, Series 2023	13,125,000	-	-	
Grant Fund	3,865,330	30,000	32,303	7.7%
Bastrop EDC	10,350,970	1,821,628	371,587	-79.6%
<b>TOTAL EXPENSES</b>	<b>\$ 122,268,886</b>	<b>\$ 33,682,062</b>	<b>\$ 29,371,918</b>	<b>-12.8%</b>

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	FY2024 Forecast	FY2024 Actual	Monthly Variance
Oct	\$ 637,316	\$ 707,134	\$ 69,818
Nov	655,140	686,329	\$ 31,189
Dec	665,095	642,539	\$ (22,556)
Jan	656,648	693,059	\$ 36,411
Feb	837,006		\$ (837,006)
Mar	637,297		\$ (637,297)
Apr	554,894		\$ (554,894)
May	892,389		\$ (892,389)
Jun	784,038		\$ (784,038)
Jul	762,715		\$ (762,715)
Aug	86,161		\$ (86,161)
Sept	802,532		\$ (802,532)
<b>Total</b>	<b>\$ 7,971,231</b>	<b>\$ 2,729,062</b>	<b>\$ (5,242,169)</b>
Cumulative Forecast	\$ 2,614,199		
Actual to Forecast	\$ 114,863	4.4%	

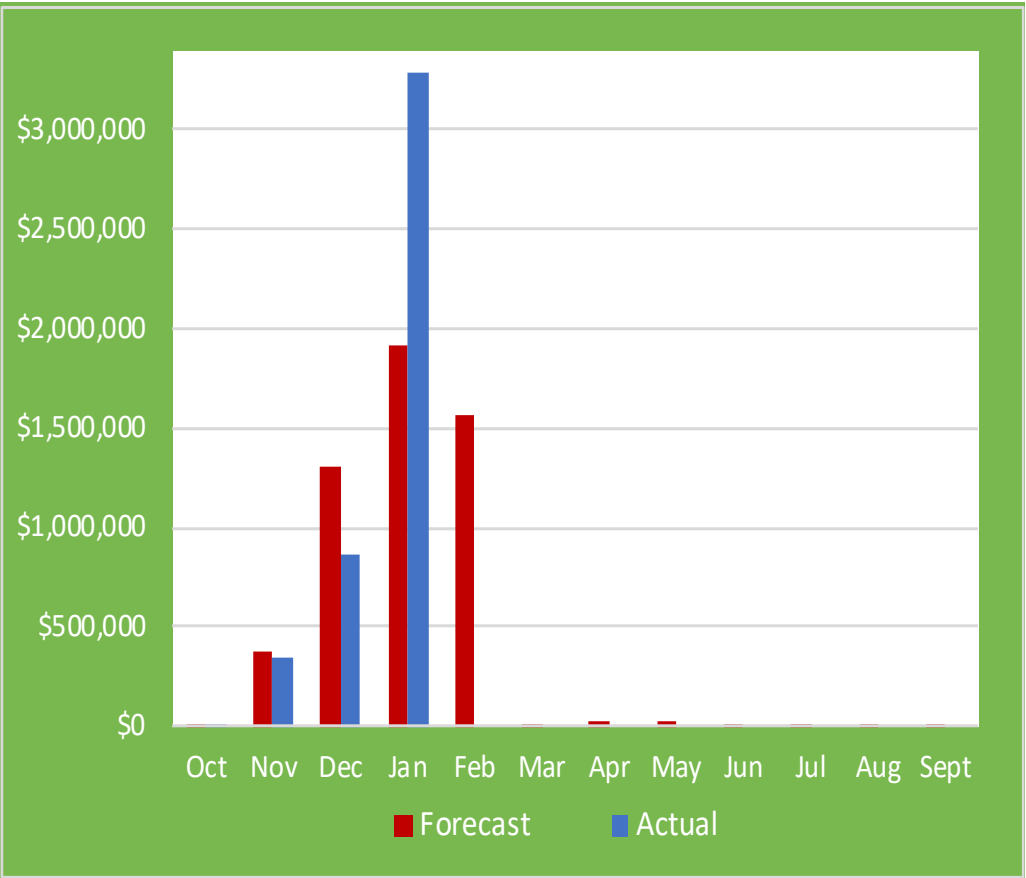


**POSITIVE**

Sales Tax is 46% of the total budgeted revenue for General Fund. The actual amounts for Oct. and Nov. are estimated due to the State Comptroller's two month lag in payment of these earned taxes. The actual is 4% greater than forecasted.

# PROPERTY TAX REVENUE

<u>Month</u>	<u>FY2024 Forecast</u>	<u>FY2024 Actual</u>	<u>Monthly Variance</u>
Oct	\$ 10,451	\$ 13,951	\$ 3,500
Nov	369,713	339,559	\$ (30,154)
Dec	1,306,795	859,155	\$ (447,640)
Jan	1,910,693	3,295,302	\$ 1,384,609
Feb	1,567,096		\$ (1,567,096)
Mar	15,704		\$ (15,704)
Apr	26,116		\$ (26,116)
May	26,116		\$ (26,116)
Jun	10,498		\$ (10,498)
Jul	10,498		\$ (10,498)
Aug	10,498		\$ (10,498)
Sept	10,498		\$ (10,498)
<b>Total</b>	<b>\$ 5,274,676</b>	<b>\$ 4,507,966</b>	<b>\$ (766,710)</b>
Cumulative Forecast	\$ 3,597,652		
Actual to Forecast	\$ 910,314	25.30%	



**POSITIVE**

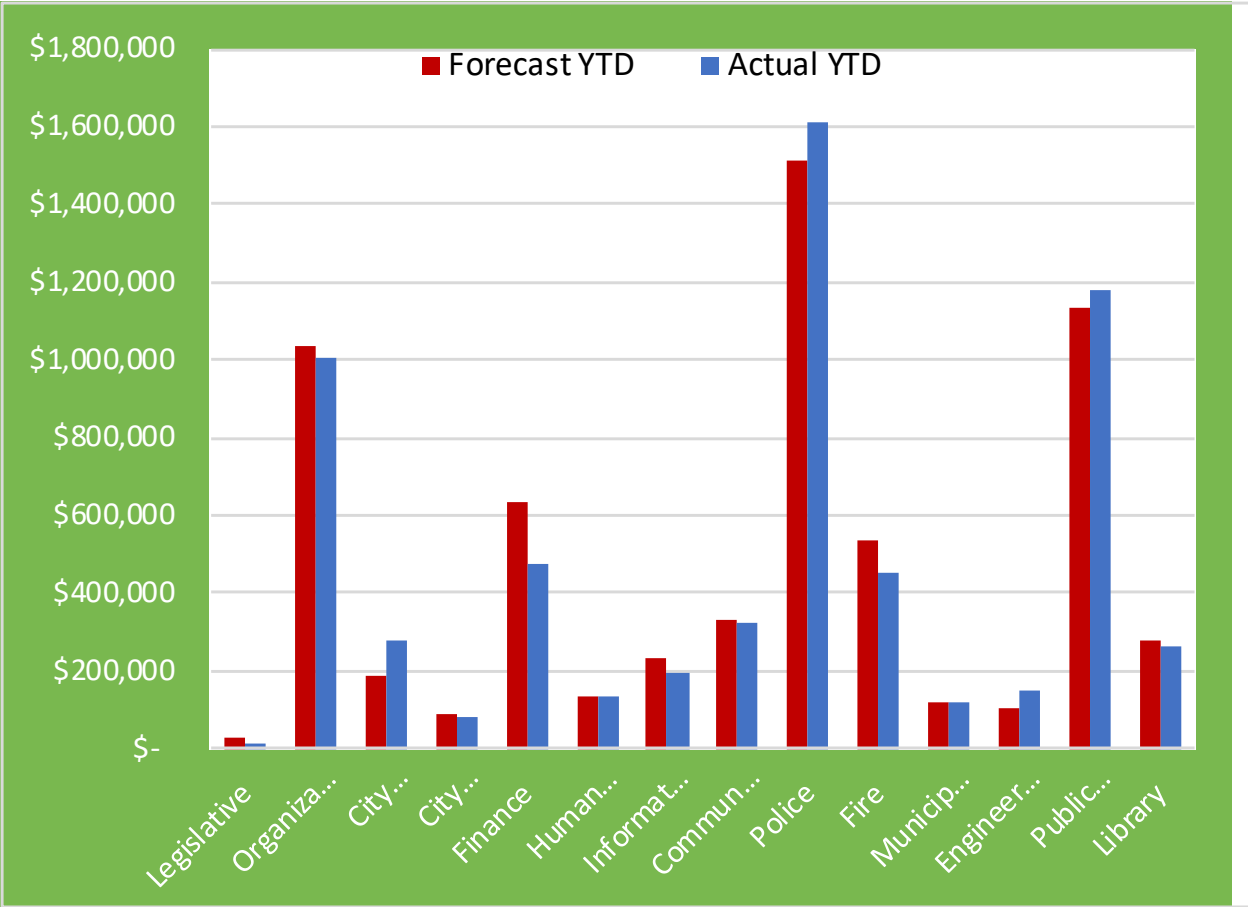
Property tax represents 29% of the total General Fund revenue budget. As you can see from the forecast, they are generally collected from December to February. As of January projections are over by 25.3%



EXPENSE ANALYSIS

**GENERAL FUND EXPENDITURES BY DEPT.**

<u>Division</u>	<u>FY2024 Forecast YTD</u>	<u>FY2024 Actual YTD</u>	<u>Variance</u>
Legislative	\$ 26,368	\$ 16,958	\$ (9,410)
Organizational	1,038,541	1,006,282	\$ (32,259)
City Manager	185,751	281,668	\$ 95,917
City Secretary	86,184	81,547	\$ (4,637)
Finance	636,828	474,349	\$ (162,479)
Human Resources	133,105	134,197	\$ 1,092
Information Technology	235,406	195,856	\$ (39,550)
Community Engagement	330,065	325,130	\$ (4,935)
Police	1,509,300	1,608,834	\$ 99,534
Fire	539,213	450,206	\$ (89,007)
Municipal Court	123,533	121,002	\$ (2,531)
Engineering	107,440	151,739	\$ 44,299
Public Works	1,130,838	1,176,902	\$ 46,064
Library	279,799	265,825	\$ (13,974)
<b>Total</b>	<b>\$ 6,362,371</b>	<b>\$ 6,290,494</b>	<b>\$ (71,877)</b>



Actual to Forecast

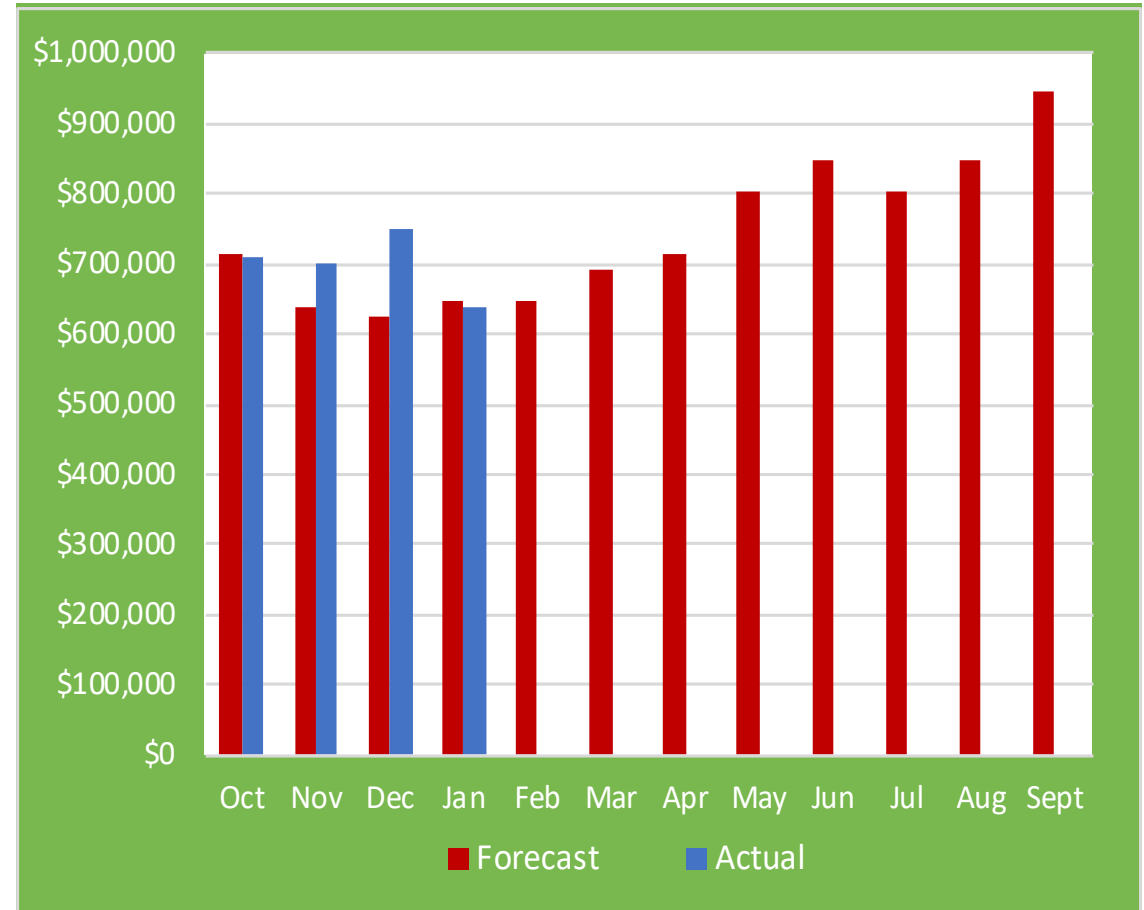
98.9%

**POSITIVE**

This page compares forecast to actual by department within the General Fund. YTD compared to actual is 98% of forecast.

# WATER/WASTEWATER REVENUE

Month	FY2024 Forecast	FY2024 Actual	Monthly Variance
Oct	\$ 714,185	\$ 709,116	\$ (5,069)
Nov	637,698	700,275	\$ 62,577
Dec	625,252	748,149	\$ 122,897
Jan	646,845	637,282	\$ (9,563)
Feb	647,698		\$ (647,698)
Mar	692,591		\$ (692,591)
Apr	714,185		\$ (714,185)
May	802,265		\$ (802,265)
Jun	846,305		\$ (846,305)
Jul	803,118		\$ (803,118)
Aug	847,158		\$ (847,158)
Sept	945,239		\$ (945,239)
<b>Total</b>	<b>\$ 8,922,539</b>	<b>\$ 2,794,823</b>	<b>\$ (6,127,716)</b>
Cumulative Forecast	\$ 2,623,980		
Actual to Forecast	\$ 170,843	6.51%	



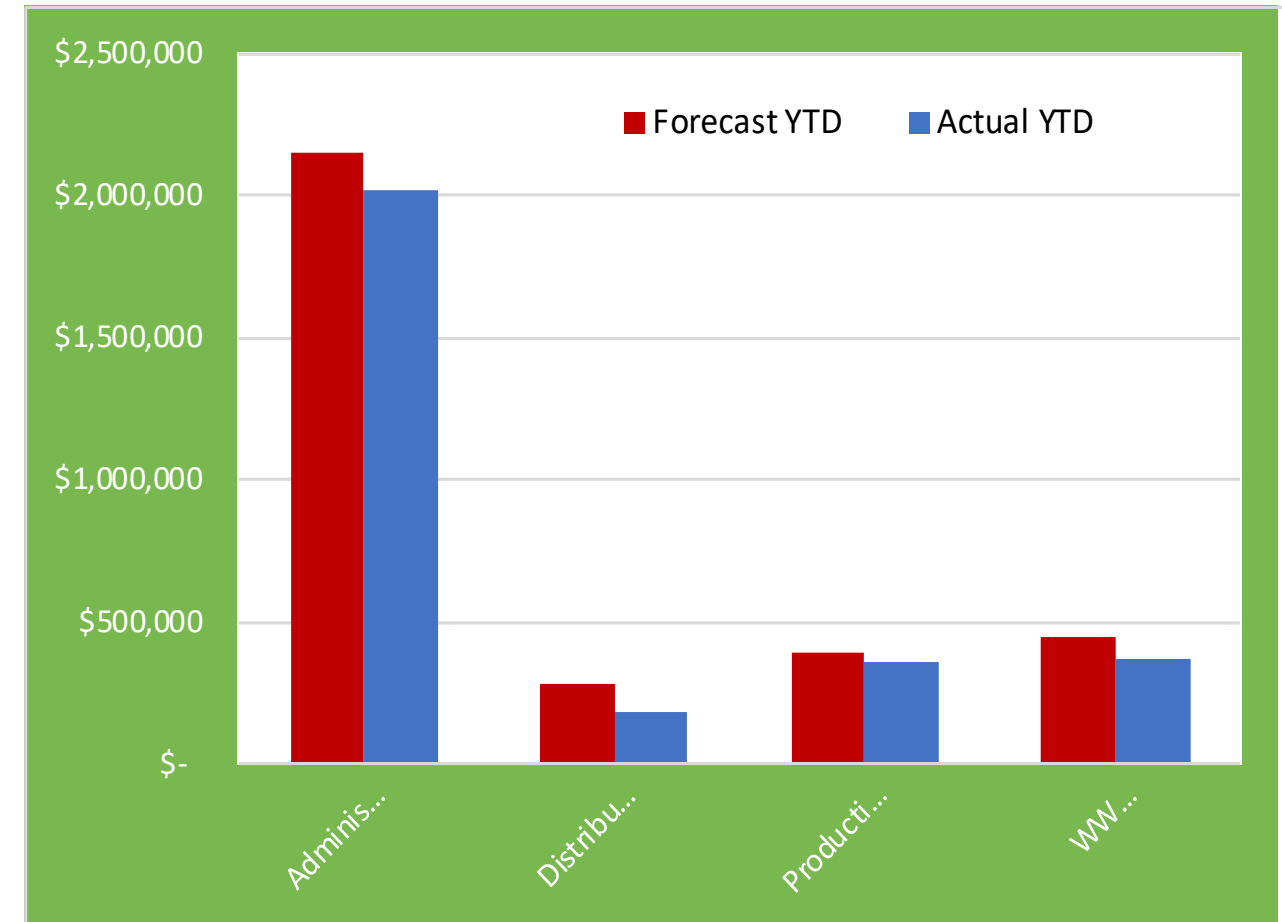
POSITIVE

The water and wastewater actual revenue is over forecast by 6.51%. There were 29 new meters set this month, all residential.

EXPENSE ANALYSIS

# WATER/WASTEWATER EXPENDITURES BY DIVISION

<u>Division</u>	FY2024 <u>Forecast YTD</u>	FY2024 <u>Actual YTD</u>	<u>Variance</u>
Administration	\$ 2,155,868	\$ 2,018,770	\$ (137,098)
Distribution/Collection	280,930	187,951	\$ (92,979)
Production/Treatment	388,977	363,982	\$ (24,995)
WW Treatment Plant	<u>450,770</u>	<u>376,007</u>	<u>\$ (74,763)</u>
<b>Total</b>	<b><u>\$ 3,276,545</u></b>	<b><u>\$ 2,946,710</u></b>	<b><u>\$ (329,835)</u></b>
Actual to Forecast		89.9%	



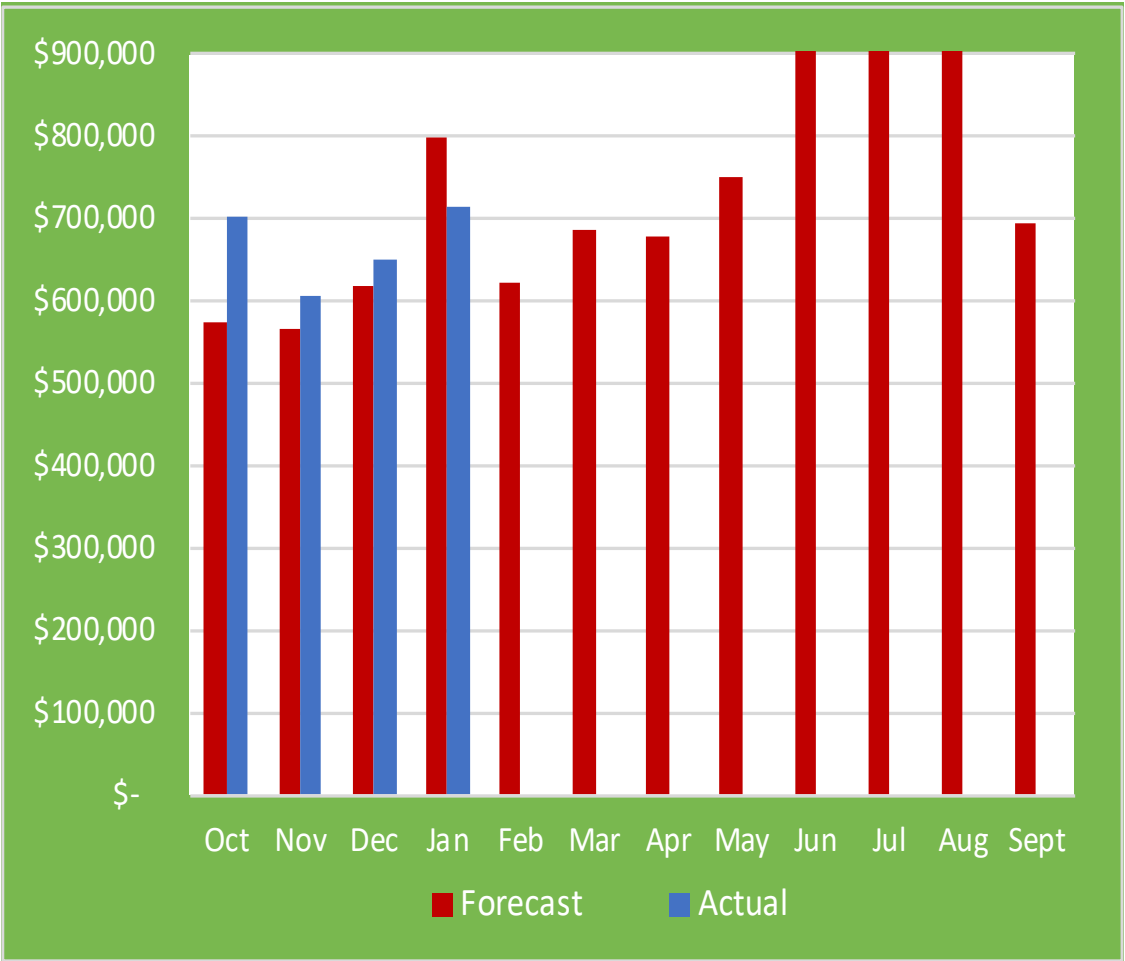
POSITIVE

This page compares actual to forecast by the divisions within the Water/Wastewater department. The actual is 89.9% compared to forecast.

REVENUE ANALYSIS

ELECTRIC FUND REVENUE

Month	FY2024 Forecast	FY2024 Actual	Monthly Variance
Oct	\$ 575,326	\$ 703,860	\$ 128,534
Nov	566,839	607,454	\$ 40,615
Dec	618,711	650,008	\$ 31,297
Jan	797,829	715,118	\$ (82,711)
Feb	624,315		\$ (624,315)
Mar	685,769		\$ (685,769)
Apr	679,865		\$ (679,865)
May	750,730		\$ (750,730)
Jun	1,015,258		\$ (1,015,258)
Jul	932,041		\$ (932,041)
Aug	931,616		\$ (931,616)
Sept	694,848		\$ (694,848)
<b>Total</b>	<b>\$ 8,873,147</b>	<b>\$ 2,676,440</b>	<b>\$ (6,196,707)</b>
Cumulative Forecast	\$ 2,558,705		
Actual to Forecast	\$ 117,735	4.60%	



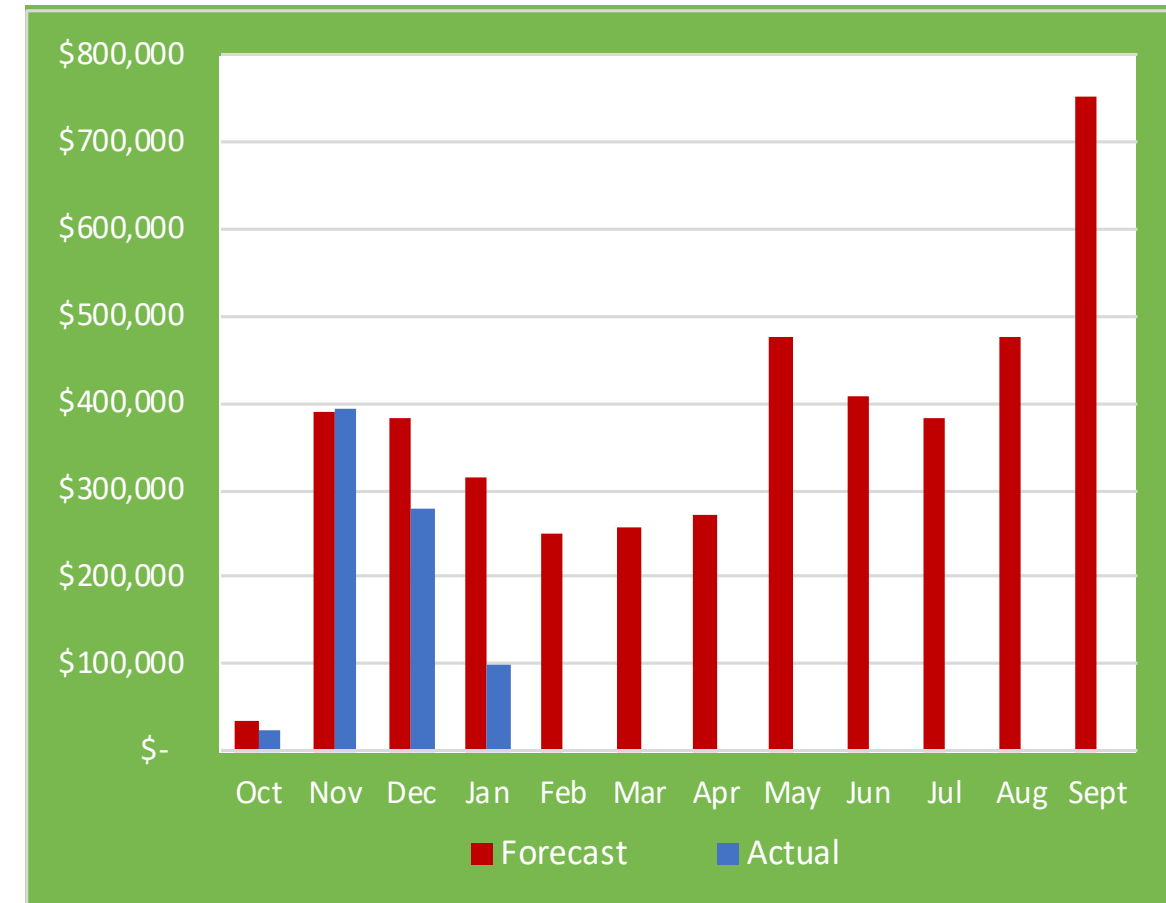
**POSITIVE**

The Electric utility revenue is 4.60% above forecasted revenue. There was 0 new meters set this month.

REVENUE ANALYSIS

# HOTEL OCCUPANCY TAX REVENUE

Month	FY2024 Forecast	FY2024 Actual	Monthly Variance
Oct	\$ 34,920	\$ 24,179	\$ (10,741)
Nov	388,499	395,136	\$ 6,637
Dec	382,746	279,217	\$ (103,529)
Jan	315,943	100,081	\$ (215,862)
Feb	249,376		\$ (249,376)
Mar	256,613		\$ (256,613)
Apr	269,950		\$ (269,950)
May	474,738		\$ (474,738)
Jun	406,142		\$ (406,142)
Jul	381,294		\$ (381,294)
Aug	474,118		\$ (474,118)
Sept	753,684		\$ (753,684)
<b>Total</b>	<b>\$ 4,388,023</b>	<b>\$ 798,613</b>	<b>\$ (3,589,410)</b>
Cumulative Forecast	\$ 1,122,108		
Actual to Forecast %	\$ (323,495)	-28.8%	



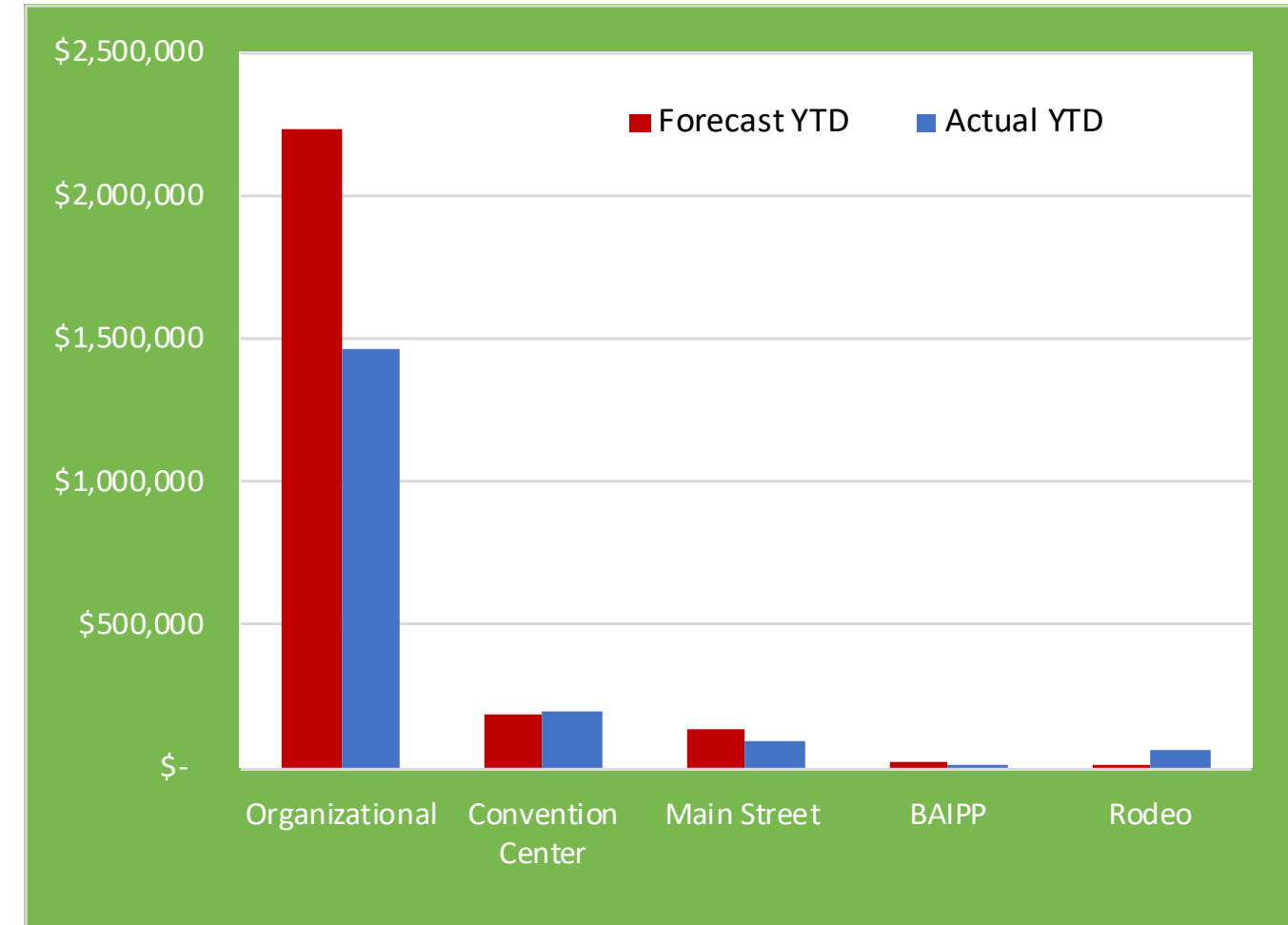
**NEGATIVE**

This report is based on a cash method. The revenue is received by the City the month after collection. Actual is 28% less than forecast due to timing of revenue received.

EXPENSE ANALYSIS

# HOTEL OCCUPANCY TAX EXPENDITURES BY DIVISION

<u>Division</u>	<u>FY2024 Forecast YTD</u>	<u>FY2024 Actual YTD</u>	<u>Variance</u>
Organizational	\$ 2,232,161	\$ 1,468,253	\$ (763,908)
Convention Center	187,441	201,766	\$ 14,325
Main Street	132,614	97,887	\$ (34,727)
BAIPP	18,333	12,500	\$ (5,833)
Rodeo	<u>1,067</u>	<u>66,421</u>	\$ 65,354
<b>Total</b>	<b>\$ 2,571,616</b>	<b>\$ 1,846,827</b>	<b>\$ (724,789)</b>
Actual to Forecast		71.8%	



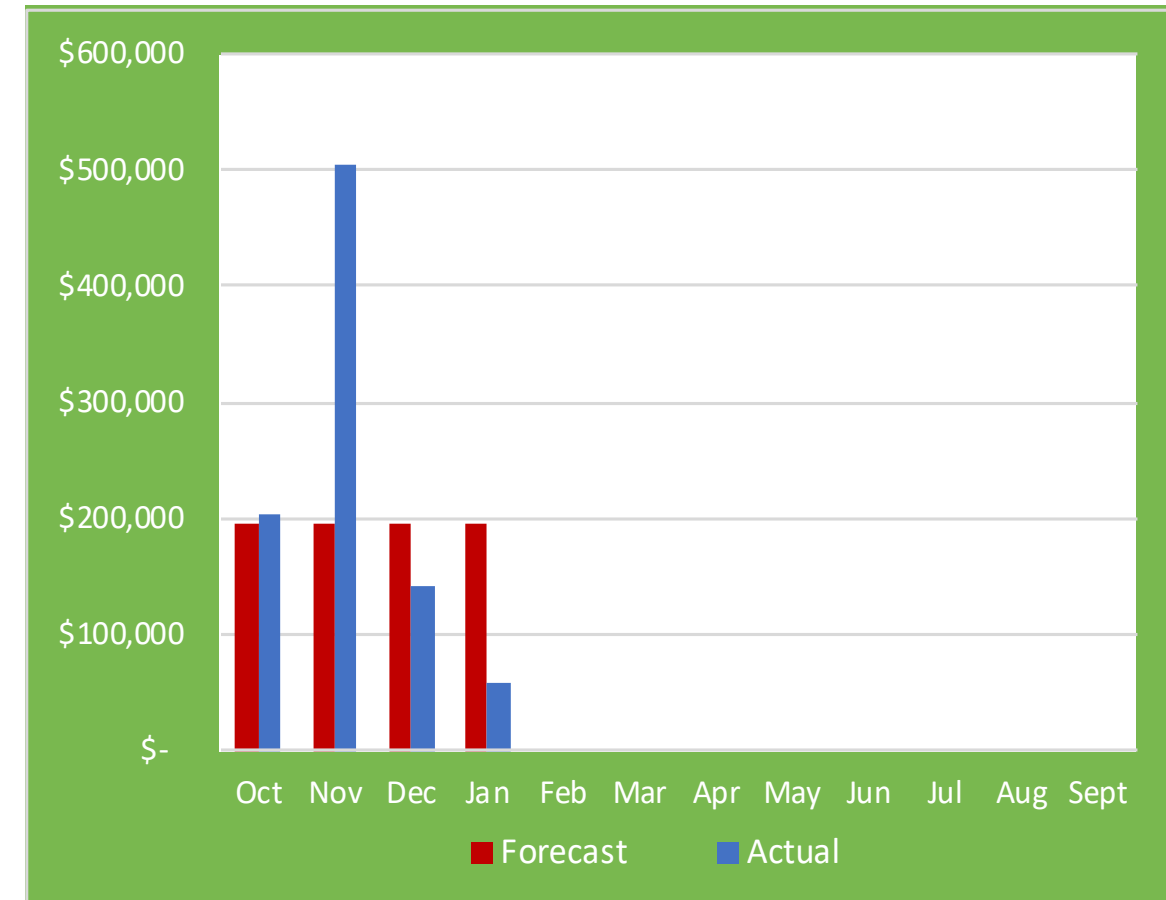
**POSITIVE**

This compares actual to forecast for each division located in the Hotel Occupany Tax Fund. YTD is reporting actual at 71.8% of forecast.

REVENUE ANALYSIS

DEVELOPMENT SERVICES REVENUE

Month	FY2024 Forecast	FY2024 Actual	Monthly Variance
Oct	\$ 195,667	\$ 203,573	\$ 7,906
Nov	195,667	503,765	\$ 308,098
Dec	195,667	142,026	\$ (53,641)
Jan	195,667	57,062	\$ (138,605)
Feb			\$ -
Mar			\$ -
Apr			\$ -
May			\$ -
Jun			\$ -
Jul			\$ -
Aug			\$ -
Sept			\$ -
<b>Total</b>	<b>\$ 782,668</b>	<b>\$ 906,426</b>	<b>\$ 123,758</b>
Cumulative Forecast	\$ 782,668		
Actual to Forecast %	\$ 123,758	15.8%	



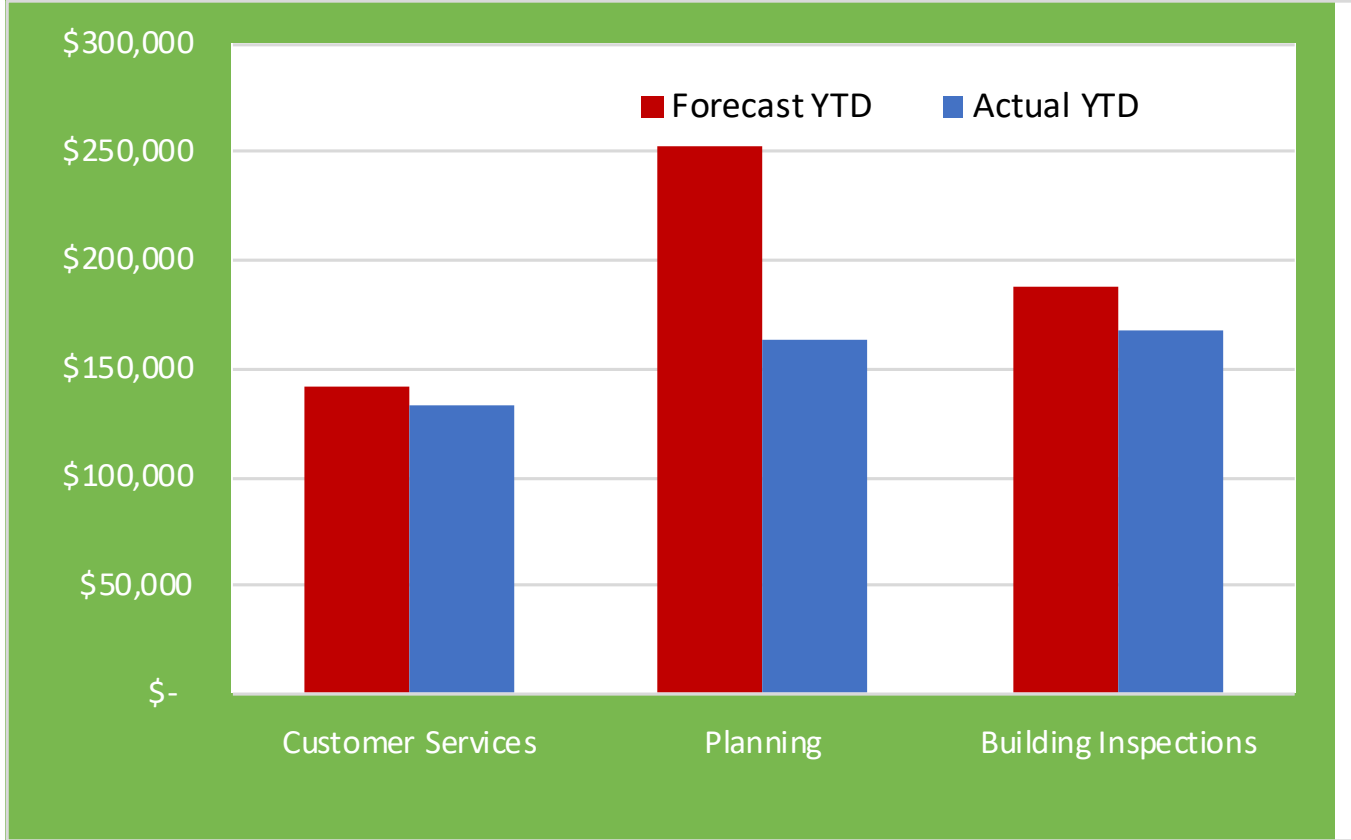
**POSITIVE**

FY2024 is the first year for reporting Development Services within their own fund. The revenue of actual compared to forecast is 15.8% over.

EXPENSE ANALYSIS

**DEVELOPMENT SERVICES EXPENDITURES BY DIVISION**

<u>Division</u>	<u>FY2024 Forecast YTD</u>	<u>FY2024 Actual YTD</u>	<u>Variance</u>
Customer Services	\$ 142,220	\$ 133,566	\$ (8,654)
Planning	253,016	163,258	\$ (89,758)
Building Inspections	187,443	168,149	\$ (19,294)
<b>Total</b>	<b>\$ 582,679</b>	<b>\$ 464,973</b>	<b>\$ (117,706)</b>
Actual to Forecast	79.8%		



**POSITIVE**

FY2024 is the first year reporting Developme Services within their own fund. The expenditures of actual compared to forecast is 79.8%.





# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Consider action to approve City Council minutes from the February 27, 2024, Regular meeting.

**AGENDA ITEM SUBMITTED BY:**

Ann Franklin, City Secretary

**BACKGROUND/HISTORY:**

N/A

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Consider action to approve City Council minutes from the February 27, 2024, Regular meeting.

**ATTACHMENTS:**

- February 27, 2024, DRAFT Regular Meeting Minutes.



**FEBRUARY 27, 2024**

The Bastrop City Council met in a regular meeting on Tuesday, February 27, 2024, at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were: Mayor Nelson and Mayor Pro Tem Kirkland and Council Members Lee, Meyer, Crouch, and Plunkett. Officers present were: City Manager, Sylvia Carrillo; City Secretary, Ann Franklin; and City Attorney, Alan Bojorquez.

**CALL TO ORDER**

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

**PLEDGE OF ALLEGIANCE**

Santiago Flores and Mason Hernandez, Bastrop Intermediate School led the pledges.

**INVOCATION**

Ketrich Steger, Police Chaplain, gave the invocation.

**PRESENTATIONS**

- 4A. Mayor's Report
- 4B. Council Members' Report
- 4C. City Manager's Report

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

- 6A. Receive presentation on the unaudited Monthly Financial Report for the period ending December 31, 2023.  
Submitted by: Edi McIlwain, Chief Financial Officer  
**Presentation was made by Edi McIlwain, Chief Financial Officer.**

**CITIZEN COMMENTS****SPEAKER(S)**

Pamela (Pam) Vear  
402 Oak St.  
Bastrop, TX 78602  
512-988-0038

**CONSENT AGENDA**

**A motion was made by Council Member Lee to approve Items 8A, 8B, 8C, 8D, and 8E. as listed on the Consent Agenda after being read into the record by City Secretary Ann Franklin. Seconded by Council Member Crouch, motion was approved on a 5-0 vote.**

- 8A. Consider action to approve City Council minutes from the February 7, 2024, Special meeting; February 13, 2024, Regular meeting; and February 19, 2024, Special meeting.  
Submitted by: Ann Franklin, City Secretary

- 8B. Consider action to approve the second reading of Ordinance No. 2024-06 to adopt the 2024 Schedule of Uniform Submittal Dates for Site Development Plans, Zoning Concept Schemes, Plats, Public Improvement Plans, and Neighborhood Regulating Plans in accordance with the Bastrop Building Block (B<sup>3</sup>) Code Section 2.3.004 Annual Adoption of Schedule of Uniform Submittal Dates, and the Bastrop Building Block (B<sup>3</sup>) Technical Manual Section 1.2.002 Uniform Submittal Dates, as shown in Exhibit A.  
Submitted by: Kennedy Higgins, Senior Planner, Development Services Department
- 8C. Consider Action to approve the second reading of Ordinance No. 2024-04 of the City Council of the City of Bastrop, Texas amending the Code of Ordinances, related to Chapter 12 Titled "Traffic and Vehicles," Article 12.05 Titled "Speed Limits," adding Section 12.05.011 titled "FM 969 speed limits." Zoning for traffic and rate of speed therein, on FM 969 in the city limits of the City of Bastrop; defining speeding and fixing a penalty therefore; declaring what may be a sufficient complaint in prosecutions hereunder; repealing all prior ordinances that are in conflict herewith; and providing for findings of fact, enactment, codification, effective date, repealer, severability, proper notice and meeting as shown in Exhibit A.  
Submitted by: Kennedy Higgins, Senior Planner, Development Services Department
- 8D. Consider action to approve Resolution No. R-2024-23 regarding a petition filed by Ventana Hills, Ltd., Back Lake Investment, Inc., and Bird Island Investments, Ltd. to remove approximately 738.229 acres of land, as described in the petition, from the City of Bastrop's extraterritorial jurisdiction pursuant to Local Government Code Chapter 42.  
Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager
- 8E. Consider action to approve the second reading of Ordinance No. 2024-03 of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances, Chapter 13, Article 13.04 On-site Sewage Facilities and amending the B3 Technical Manual, Chapter 3, Article 3.2 Infrastructure Requirements to align with the state requirements for septic systems on one-half acre lots; and providing for findings of fact, repealer, severability, codification, effective date, proper notice and meeting as shown.  
Submitted by: Andres Rosales, Interim Assistant City Manager

#### ITEMS FOR INDIVIDUAL CONSIDERATION

- 9A. Consider action to approve the first reading of Ordinance No. 2024-05 of the City Council of the City of Bastrop, Texas, amending the budget for the Fiscal Year 2024 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, and move to include on the March 12, 2024, City Council consent agenda for a second reading.  
Submitted by: Laura Allen, Assistant Finance Director  
**This item was postponed to the March 12, 2024, agenda.**

- 9B. Consider action to approve Parks Board name change.  
Submitted by: Terry Moore, Parks & Recreation Director  
**Presentation was made by Andres Rosales, Interim Assistant City Manager.**

**A motion was made by Council Member Plunkett to approve the first reading of Ordinance No. 2024-03 and include on the March 12, 2024, consent agenda, seconded by Mayor Pro Tem Kirkland, motion was approved on a 5-0 vote.**

- 9C. Consider and act on an application from SRE Promotions, LLC for an event known as Corvette Invasion for \$20,000 for a grant from the Hotel Occupancy Tax Fund to fund a corvette car show.  
Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager  
**Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager**

**A motion was made by Mayor Pro Tem Kirkland to approve an application from SRE Promotions, LLC for an event known as Corvette Invasion for \$18,700 for a grant from the Hotel Occupancy Tax Fund to fund a corvette show, seconded by Council Member Crouch, motion was approved on a 5-0 vote.**

- 9D. Consider action authorizing the City Manager to issue a Request for Qualifications for engineering and surveying services for infrastructure projects including (but not limited to) the American Rescue Plan grant and Community Development Block Grants.  
Submitted by: Sylvia Carrillo, ICMA-CM, CPM, City Manager  
**Presentation was made by Sylvia Carrillo, ICMA-CM, CPM, City Manager.**

**A motion was made by Council Member Plunkett to approve Resolution No. R-2024-27 authorizing the City Manager to issue a request for qualifications for engineering and surveying services for infrastructure projects including (but not limited to) the American Rescue Plan grant and Community Development Block Grants, seconded by Mayor Pro Tem Kirkland, motion was approved on a 5-0 vote.**

## EXECUTIVE SESSION

**The City Council met at 7:29 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, et seq, to discuss the following:**

- 10A. City Council shall convene into closed executive session pursuant to Texas Government Code section 551.071 to seek the advice of legal counsel regarding regulatory, franchise and contractual issues involving ambulance services.

**Mayor Nelson recessed the Executive Session at 8:33 p.m.**

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

No action taken.

**Adjourned at 8:35 p.m. without objection.**

APPROVED:

ATTEST:

\_\_\_\_\_  
Mayor Lyle Nelson

\_\_\_\_\_  
City Secretary Ann Franklin

The Minutes were approved on March 12, 2024, by Council Member **Name**'s motion, Council Member **Name**'s second. The motion was approved on a **5-0** vote.



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Consider action to approve Resolution No. R-2024-28 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop (City) and Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1 for the May 4, 2024, General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.

**AGENDA ITEM SUBMITTED BY:**

Ann Franklin, City Secretary

**POLICY EXPLANATION:**

Texas Election Code

Chapter 271. Joint Elections

**Sec. 271.002. JOINT ELECTIONS AUTHORIZED.**

- (a) If the elections ordered by the authorities of two or more political subdivisions are to be held on the same day in all or part of the same county, the governing bodies of the political subdivisions may enter into an agreement to hold the elections jointly in the election precincts that can be served by common polling places, subject to Section 271.003.
- (b) If an election ordered by the governor and the elections ordered by the authorities of one or more political subdivisions are to be held on the same day in all or part of the same county, the commissioners court of a county in which the election ordered by the governor is to be held and the governing bodies of the other political subdivisions may enter into an agreement to hold the elections jointly in the election precincts that can be served by common polling places, subject to Section 271.003.
- (c) If another law requires two or more political subdivisions to hold a joint election, the governing body of any other political subdivision holding an election on the same day in all or part of the same county in which the joint election is to be held may enter into an agreement to participate in the joint election with the governing bodies of the political subdivisions holding the joint election.
- (d) The terms of a joint election agreement must be stated in an order, resolution, or other official action adopted by the governing body of each participating political subdivision.
- (e) The document containing the joint election agreement shall be preserved for the period for preserving the precinct election records.

**FISCAL IMPACT:**

Estimated Amount:

- Joint Election with Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1
- \$10,421.21

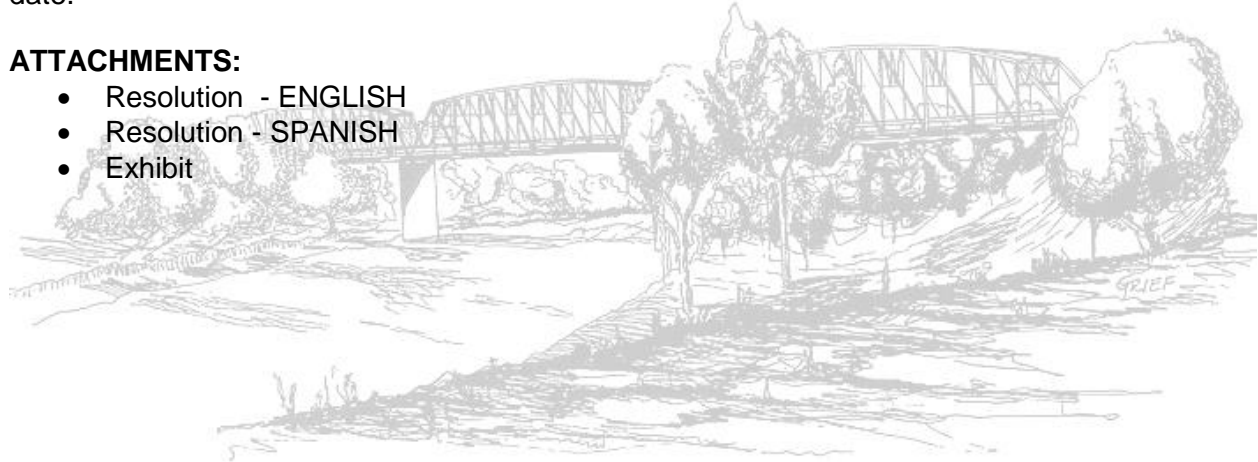
This cost was approved in the 2023-2024 FY budget.

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2024-28 of the City Council of the City of Bastrop, Texas, approving a Joint Agreement between the City of Bastrop (City) and Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1 for the May 4, 2024, General Election for Bastrop, Texas, attached as Exhibit A; authorizing the City Manager to execute all necessary documents; and providing an effective date.

**ATTACHMENTS:**

- Resolution - ENGLISH
- Resolution - SPANISH
- Exhibit



**RESOLUTION NO. R-2024-28**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, APPROVING A JOINT AGREEMENT BETWEEN THE CITY OF BASTROP (CITY) AND BASTROP CENTRAL APPRAISAL DISTRICT, BASTROP INDEPENDENT SCHOOL DISTRICT, THE CITY OF SMITHVILLE, SMITHVILLE INDEPENDENT SCHOOL DISTRICT, THE CITY OF ELGIN, ELGIN INDEPENDENT SCHOOL DISTRICT, LEXINGTON INDEPENDENT SCHOOL DISTRICT, MCDADE INDEPENDENT SCHOOL DISTRICT AND BASTROP COUNTY MUNICIPAL UTILITY DISTRICT NO. 1 FOR THE MAY 4, 2024 GENERAL ELECTION FOR BASTROP, TEXAS, ATTACHED AS EXHIBIT A; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the City of Bastrop (“the City”) has called a general election for Saturday, May 4, 2024; and

**WHEREAS**, Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1 have also called an election for Saturday, May 4, 2024; and

**WHEREAS**, Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1 have expressed their desire for a joint election with the City; and

**WHEREAS**, state law allows local governments holding elections on the same day to do so jointly, thereby making voting more convenient; and

**WHEREAS**, Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1 as agreed upon by the Bastrop County Elections Administrator and each entity through separate contracts; and

**WHEREAS**, it is necessary to authorize an agreement in accordance with Section 271.002 of the Texas Election Code, whereby the City, Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1 agree to hold a joint election on May 4, 2024.

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

**Section 1.** The City Council of the City of Bastrop hereby authorizes that the May 4, 2024, General Election be held jointly with Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The



City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1.

**Section 2.** The City Manager is hereby authorized to execute an agreement with Bastrop Central Appraisal District, Bastrop Independent School District, The City of Smithville, Smithville Independent School District, The City of Elgin, Elgin Independent School District, Lexington Independent School District, McDade Independent School District and Bastrop County Municipal Utility District No. 1 for a joint election on Saturday May 4, 2024. The agreement is attached hereto as Exhibit A.

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 12<sup>th</sup> day of March, 2024.

APPROVED:

\_\_\_\_\_  
Lyle Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Ann Franklin, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Alan Bojorquez, City Attorney

**RESOLUCIÓN NO. R-2024-28**

**RESOLUCIÓN DEL CONSEJO DE LA CIUDAD DE BASTROP, TEXAS, PARA APROBAR UN CONVENIO CONJUNTO ENTRE LA CIUDAD DE BASTROP (CIUDAD) Y DISTRITO CENTRAL DE TASACIÓN DE BASTROP, DISTRITO ESCOLAR INDEPENDIENTE DE BASTROP, LA CIUDAD DE SMITHVILLE, DISTRITO ESCOLAR INDEPENDIENTE DE SMITHVILLE, LA CIUDAD DE ELGIN, EL DISTRITO ESCOLAR INDEPENDIENTE DE ELGIN, EL DISTRITO ESCOLAR INDEPENDIENTE DE LEXINGTON, EL DISTRITO ESCOLAR INDEPENDIENTE DE MCDADE, Y EL DISTRITO NO. 1 DE SERVICIOS DE EMERGENCIA DE BASTROP, PARA LLEVAR A CABO LA ELECCIÓN GENERAL DEL 4 DE MAYO, 2024, DE BASTROP TEXAS, AGREGADA COMO ADJUNTO A; AUTORIZACIÓN PARA QUE EL/LA GERENTE DE LA CIUDAD EJECUTE TODO DOCUMENTO NECESARIO; Y PROPORCIONAR LA FECHA DE VIGOR.**

**POR CUANTO**, la Ciudad de Bastrop (“la Ciudad”) ha convocado una elección general que se lleve a cabo el sábado, 4 de mayo, 2024; y

**POR CUANTO**, el Distrito Central de Tasación de Bastrop, el Distrito Escolar Independiente de Bastrop, La Ciudad de Smithville, Distrito Escolar Independiente de Smithville, la Ciudad de Elgin, el Distrito Escolar Independiente de Elgin, Distrito Escolar Independiente de Lexington, Distrito Escolar Independiente de McDade, y el Distrito No. 1 de Servicios de Emergencia de Bastrop también han convocado una elección para el sábado, 4 de mayo, 2024; y

**POR CUANTO**, el Distrito Central de Tasación de Bastrop, el Distrito Escolar Independiente de Bastrop, La Ciudad de Smithville, Distrito Escolar Independiente de Smithville, la Ciudad de Elgin, el Distrito Escolar Independiente de Elgin, Distrito Escolar Independiente de Lexington, Distrito Escolar Independiente de McDade, y el Distrito No. 1 de Servicios de Emergencia de Bastrop han expresado que desean llevar a cabo una elección conjunta con la Ciudad; y

**POR CUANTO**, la ley estatal permite que gobiernos locales que estén llevando a cabo elecciones el mismo día las administren en colaboración, y para que así la votación sea más conveniente; y

**POR CUANTO**, el Distrito Central de Tasación de Bastrop, el Distrito Escolar Independiente de Bastrop, La Ciudad de Smithville, Distrito Escolar Independiente de Smithville, la Ciudad de Elgin, el Distrito Escolar Independiente de Elgin, Distrito Escolar Independiente de Lexington, Distrito Escolar Independiente de McDade, y el Distrito No. 1 de Servicios de Emergencia de Bastrop han acordado con el/la Administrador/a Electoral del Condado de Bastrop, por medio de contratos separados con cada entidad; y

**POR CUANTO**, es necesario autorizar el convenio, de acuerdo con la Sección 271.002 del Código Electoral de Texas, en cual la Ciudad, el Distrito Central de Tasación de Bastrop, el Distrito Escolar Independiente de Bastrop, La Ciudad de Smithville, Distrito Escolar Independiente de Smithville, la Ciudad de Elgin, el Distrito Escolar Independiente de Elgin, Distrito Escolar Independiente de Lexington, Distrito Escolar Independiente de McDade, y el Distrito No. 1 de Servicios de Emergencia de Bastrop han acordado que llevarán a cabo la elección conjunta el 4 de mayo, 2024.

**AHORA, POR LO TANTO, RESUÉLVASE POR EL CONSEJO DE LA CIUDAD DE BASTROP, TEXAS:**

**Sección 1.** El Consejo de la Ciudad de Bastrop por la presente autoriza que la Elección General del 4 de mayo, 2024 sea llevada a cabo junto con el Distrito Central de Tasación de Bastrop, el Distrito Escolar Independiente de Bastrop, La Ciudad de Smithville, Distrito Escolar Independiente de Smithville, la Ciudad de Elgin, el Distrito Escolar Independiente de Elgin, Distrito Escolar Independiente de Lexington, Distrito Escolar Independiente de McDade, y el Distrito No. 1 de Servicios de Emergencia de Bastrop

**Sección 2.** El/la Gerente de la Ciudad por la presente es autorizado para que ejecute un convenio con el Distrito Central de Tasación de Bastrop, el Distrito Escolar Independiente de Bastrop, La Ciudad de Smithville, Distrito Escolar Independiente de Smithville, la Ciudad de Elgin, el Distrito Escolar Independiente de Elgin, Distrito Escolar Independiente de Lexington, Distrito Escolar Independiente de McDade, y el Distrito No. 1 de Servicios de Emergencia de Bastrop para llevar a cabo la elección conjunta el sábado, 4 de mayo, 2024. El convenio es agregado a la presente con el título de Adjunto A.

**Sección 3:** Que esta Resolución sea efectiva inmediatamente cuando sea aprobada y así se resuelve.

**DEBIDAMENTE RESUELTO Y ADOPTADO** por el Consejo de la Ciudad de Bastrop este día 12 de marzo, 2024.

APROBADO:

\_\_\_\_\_  
Lyle Nelson, Alcalde

CERTIFICO:

\_\_\_\_\_  
Ann Franklin, Secretaria de la Ciudad

APROBADA SU REDACCIÓN:

\_\_\_\_\_  
Alan Bojórquez, Fiscal de la Ciudad

**AGREEMENT TO CONDUCT JOINT ELECTION BETWEEN  
BASTROP CENTRAL APPRAISAL DISTRICT, THE CITY OF BASTROP,  
BASTROP INDEPENDENT SCHOOL DISTRICT, THE CITY OF SMITHVILLE,  
SMITHVILLE INDEPENDENT SCHOOL DISTRICT, THE CITY OF ELGIN, ELGIN  
INDEPENDENT SCHOOL DISTRICT, LEXINGTON INDEPENDENT SCHOOL  
DISTRICT, MCDADE INDEPENDENT SCHOOL DISTRICT AND BASTROP COUNTY  
MUNICIPAL UTILITY DISTRICT NO. 1  
FOR THE MAY 4, 2024 ELECTION**

**THE STATE OF TEXAS           §  
  §  
COUNTY OF BASTROP         §**

This Agreement to Conduct Joint Election (this “**Contract**”) is entered into by and among Bastrop Central Appraisal District, a political subdivision of the State of Texas (“**BCAD**”), City of Bastrop, a political subdivision of the State of Texas (“**COB**”), Bastrop Independent School District, a political subdivision of the State of Texas, (“**BISD**”), City of Smithville, a political subdivision of the State of Texas (“**COS**”), Smithville Independent School District, a political subdivision of the State of Texas, (“**SISD**”), City of Elgin, a political subdivision of the State of Texas (“**COE**”), Elgin Independent School District, a political subdivision of the State of Texas, (“**EISD**”), Lexington Independent School District, a political subdivision of the State of Texas, (“**LISD**”), McDade Independent School District, a political subdivision of the State of Texas, (“**MISD**”), and Bastrop County Municipal Utility District No. 1, a political subdivision of the State of Texas, (“**BMUD1**”), each individually, a “**Party**” or, collectively, the “**Parties,**” pursuant to Chapter 271 of the Texas Election Code.

**RECITALS**

**WHEREAS**, the BCAD, COB, BISD, COS, SISD, COE, EISD, LISD, MISD and BMUD1 each expect to call an election to be held on May 4, 2024; and

**WHEREAS**, the BCAD, COB, BISD, COS, SISD, COE, EISD, LISD, MISD and BMUD2 desire to conduct such elections jointly pursuant to Chapter 271 of the Texas Election Code, and

**WHEREAS**, the BCAD, COB, BISD, COS, SISD, COE, EISD, LISD, MISD and BMUD211 desire to enter into a contract setting out the respective responsibilities of the Parties;

**NOW, THEREFORE**, the Parties agree as follows:

**ARTICLE I  
PURPOSE**

1.01 The Parties have entered into this Contract to conduct a joint election on May 4, 2024. The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling

places, and election procedures in order to best assist the voters of the Parties.

## **ARTICLE II JOINT ELECTION**

2.01 The Parties agree to conduct their respective May 4, 2024 elections jointly pursuant to Chapter 271 of the Texas Election Code. Specifically, the Parties agree to the use of common polling places for both early voting and election day. The Parties also agree that the election officers may be appointed to serve both elections and that a common ballot may be used where appropriate and that common equipment and ballot boxes may be used for both elections for all relevant purposes as provided in Chapter 271.

## **ARTICLE III. TERM**

3.01 Except as hereinafter set out, the term of this Contract shall be from the time of execution until all items with respect to this Contract have been completed.

## **ARTICLE IV EACH PARTY RESPONSIBLE FOR ITS PRO RATA COST OF SERVICE AS BILLED**

4.01 The Parties acknowledge that they have each separately contracted for election services to be provided by Bastrop County Elections Administrator for the elections. All costs incurred by the Parties attributable to the coordination, supervision, and running of the election and incurred on behalf of the Parties, including expenses for supplies in connection with the election school(s), election supplies, wages paid for election workers, any paper ballots to be used for the election, and any other expenses reasonably and directly related to the election, including, without limitation, rental and programming of direct recording electronic voting devices and audio ballots shall be borne by the Parties based on their respective Election Services Agreement with the County Elections Administrator, and each Party will be responsible for their pro rata portion.

## **ARTICLE V GENERAL PROVISIONS**

5.01 This Contract shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Bastrop County, Texas.

5.02 In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal or unenforceable in any respect, the invalidity, illegality, or unenforceability shall not affect any other provision, and this Contract shall be construed as if the invalid, illegal, or unenforceable provision had never been a part of the Contract.

5.03 This Contract constitutes the only agreement of the Parties hereto and supersedes any prior understanding or written or oral agreement between the parties respecting the written subject matter.

5.04 No amendment, modification, or alteration of this Contract shall be binding unless it is in writing, dated subsequent to the date of the Contract and duly executed by all of the Parties.

5.05 Any notice to be given hereunder by any party to the other shall be in writing and may be

Agreement to Conduct Joint Election

May 4, 2024

Pg 2

affected by personal delivery, by certified mail, or by common carrier. Notice to a party shall be addressed as follows:

**BASTROP CENTRAL APPRAISAL DISTRICT:**

Faun Cullens, RPA, CCA  
Chief Appraiser  
Bastrop Central Appraisal District  
212 Jackson Street/P.O. Drawer 578  
Bastrop, TX 78602

**CITY OF BASTROP:**

Ann Franklin  
City Secretary  
City of Bastrop  
1311 Chestnut Street  
Bastrop, TX 78602

**BASTROP ISD:**

Dr. Kristi Lee  
Deputy Superintendent  
Bastrop Independent School District  
906 Farm Street  
Bastrop, TX 78602

**CITY OF SMITHVILLE:**

Jennifer Lynch  
City Secretary  
City of Smithville  
317 Main St.  
Smithville, TX 78957

**SMITHVILLE ISD:**

Mrs. Cheryl Burns  
Superintendent of Schools  
Smithville Independent School District  
901 NE 6<sup>th</sup> Street  
Smithville, TX 78957

**CITY OF ELGIN:**

Jennifer Stubbs  
City Secretary  
City of Elgin  
310 N Main Street/PO Box 591  
Elgin, TX 78621

**ELGIN ISD:**

Dr. Jana Rueter  
Superintendent of Schools  
Elgin Independent School District  
1002 N. Ave. C/PO Box 351  
Elgin, TX 78621

**LEXINGTON ISD:**

Rene Dodd  
Superintendent's Administrative Assistant  
Lexington Independent School District  
8403 N. Hwy 77  
Lexington, TX 78947

**MCDADE ISD:**

Heather Stidham, M.Ed.  
Superintendent of Schools  
McDade Independent School District  
156 Marlin St./PO Box 400  
McDade, TX 78650

**BASTROP COUNTY MUD NO. 1:**

Robyn German  
Legal Assistant- Elections Coordinator  
Allen Boone Humphries Robinson LLP  
3200 Southwest Freeway, Suite 2600  
Houston, TX 77027

Notice by hand-delivery is deemed effective immediately, notice by certified mail is deemed effective three days after deposit with a U.S. Postal Office or in a U.S. Mail Box, and notice by a common carrier, is deemed effective upon receipt. Each party may change the address for notice to it by giving notice of such change in accordance with the provisions of this Section.

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BASTROP CENTRAL APPRAISAL DISTRICT:**

BY: \_\_\_\_\_  
Faun Cullens, RPA, CCA, Chief Appraiser  
Bastrop Central Appraisal District



Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF BASTROP:**

BY: \_\_\_\_\_  
Sylvia Carrillo, City Manager  
City of Bastrop

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BASTROP ISD:**

BY: \_\_\_\_\_  
Barry Edwards, Superintendent  
Bastrop Independent School District

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF SMITHVILLE:**

BY: \_\_\_\_\_  
Robert Tamble, City Manager  
City of Smithville

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**SMITHVILLE ISD:**

BY: \_\_\_\_\_  
Cheryl Burns, Superintendent  
Smithville Independent School District

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**CITY OF ELGIN:**

BY: \_\_\_\_\_  
Theresa Y. McShan, Mayor  
City of Elgin

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**ELGIN ISD:**

BY: \_\_\_\_\_

Dr. Jana Rueter, Superintendent  
Elgin Independent School District

:

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**LEXINGTON ISD:**

BY: \_\_\_\_\_  
Dr. Cliff Lightfoot, Superintendent  
Lexington Independent School District

Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**MCDADE ISD:**

BY: \_\_\_\_\_  
Heather Stidham, Superintendent  
McDade Independent School District



Executed to be effective the \_\_\_\_ day of \_\_\_\_\_, 2024.

**BASTROP COUNTY MUD NO. 1:**

BY: \_\_\_\_\_  
Board Secretary  
Bastrop County MUD No. 1



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Consider action to approve the second reading of Ordinance No. 2024-07, of the City Council of the City of Bastrop, Texas, amending the Bastrop Code of Ordinances Chapter 1 General Provisions, Article 1.10 Parks, Section 1.10.001 Parks Board, (Parks Board name change); and providing for findings of fact, repealer, severability, codification, effective date, proper notice and meeting.

**AGENDA ITEM SUBMITTED BY:**

Terry Moore, Parks & Recreation Director

**BACKGROUND/HISTORY:**

With the changes in the structure of the department and the addition of recreation, at the February 1<sup>st</sup> meeting the Parks board discussed whether or not there was a need to change the official name of the advisory board as well.

At the February 1<sup>st</sup> meeting the board voted unanimously to request city council to amend the name of the Parks Board to the Parks & Recreation Board.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Staff recommends approval.

**ATTACHMENTS:**

N/A

CITY OF BASTROP, TX  
**ORDINANCE NO. 2024-07**

**AMENDING PARKS BOARD NAME**

**AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 1 GENERAL PROVISIONS, ARTICLE 1.10 PARKS, SECTION 1.10.001 PARKS BOARD; 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 (City Council) has general authority to adopt an Ordinance 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,** the City Council desires to change the name of the parks board to the Parks and Recreation Board; and

**WHEREAS,** the City Council finds certain amendments to the Bastrop Code of Ordinances are in the best interest of the City and necessary to meet changing conditions; and

**WHEREAS,** the City Council finds the attached amendments reasonable and necessary.

**NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Bastrop, Texas:**

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

**Section 2. Amendment: ARTICLE 1.10 – Parks, Section 1.10.001 – Parks Board** of the City of Bastrop Code of Ordinances is hereby amended, and after such amendment, shall read in accordance with *Attachment “A”*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any underlined text shall be inserted into the Code and any struck-through text shall be deleted from the Code, as shown in each of the attachments.

**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.

**Section 4. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance 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 Ordinance.

**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 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, Code of Ordinances, and the laws of the State of Texas.

**Section 7. Proper Notice & 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 **27<sup>th</sup>** day of February 2024.

**PASSED & APPROVED on Second Reading** by the City Council of the City of Bastrop, on this, the **12<sup>th</sup>** day of March 2024.

**APPROVED:**

by: \_\_\_\_\_  
Lyle Nelson, Mayor

**ATTEST:**

\_\_\_\_\_  
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

**City of Bastrop****Code of Ordinances Chapter 1****ARTICLE 1.10 – Parks**

## SEC. 1.10.001 – Parks Board

- (a) *Created; composition; compensation; appointment.*
- (1) There is hereby created a parks board of the city, which shall be referred to as the Parks and Recreation Board. Any references in the City Code to the parks board shall mean the Parks and Recreation Board. The rules for appointment of members, the number of members comprising the board, the length of member terms, board residency requirements, and the rules for filling board vacancies are set forth in this chapter of the City Code, section 1.04.002. In their discretion, the parks board may also identify and name one minor, who resides within the BISD jurisdiction, to serve on the board as an ex officio, nonvoting youth member of the board. The youth member shall be enrolled in grades 9-12 and serve a term in length identified by the parks board at the time of the youth member's selection. The members shall be known to be interested in public parks and public recreation and the proper use of the leisure time of the people of the city.
- (2) One member of the board shall be held by the superintendent of the city's state park, or his/her designee, who may reside either within the city limits or in any other area within the BISD's jurisdiction.
- (b) Attendance. Attendance requirements for the board members are set forth in this code, section 1.02.002(b), et seq.

**City of Bastrop****Code of Ordinances Chapter 1****ARTICLE 1.10 – Parks**

## SEC. 1.10.001 – Parks board

- (a) *Created; composition; compensation; appointment.*
- (1) There is hereby created a parks board of the city, which shall be referred to as the Parks and Recreation Board. Any references in the City Code to the parks board shall mean the Parks and Recreation Board. The rules for appointment of members, the number of members comprising the board, the length of member terms, board residency requirements, and the rules for filling board vacancies are set forth in this chapter of the City Code, section 1.04.002. In their discretion, the parks board may also identify and name one minor, who resides within the BISD jurisdiction, to serve on the board as an ex officio, nonvoting youth member of the board. The youth member shall be enrolled in grades 9-12 and serve a term in length identified by the parks board at the time of the youth member's selection. The members shall be known to be interested in public parks and public recreation and the proper use of the leisure time of the people of the city.
- (2) One member of the board shall be held by the superintendent of the city's state park, or his/her designee, who may reside either within the city limits or in any other area within the BISD's jurisdiction.
- (b) Attendance. Attendance requirements for the board members are set forth in this code, section 1.02.002(b), et seq.



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Hold a public hearing and consider action to approve Resolution No. R-2024-25 of the City Council of the City of Bastrop, Texas, granting Historic Landmark status for 0.4670 acres of Farm Lot 1 West of Main Street, also known as 1301 Church 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.

**STAFF REPRESENTATIVE:**

Kennedy Higgins, Senior Planner / Historic Preservation Officer

**ITEM DETAILS:**

Site Address: 1301 Church Street (Attachment 1)  
 Property ID: 47825  
 Property Owner: Kenneth and Antoinette Kesselus  
 Current Use: Residential  
 Existing Zoning: P-3 Neighborhood  
 Designations: None Currently

**REQUEST:**

The property owners at 1301 Church Street have local Historic Landmark designation.

**BACKGROUND/HISTORY:**

The structure was built between 1858-1867 and is comprised of two one-story wooden buildings each being 18 feet by 16 feet. These two buildings bear near identical resemblance to the barracks that were added for the Bastrop Academy/Military Institute in 1858. There are records and firsthand accounts of these barracks being sold and citizens moving them onto their property. The structure was built with square nails and hand-mortised joints.

Sometime after 1907 the owner added an L onto the church street end of the original building, which included a portion of the west "barrack". This created a T shaped house plan with simple Victorian features. At some point seven-foot-wide porches were added. In 1983 William Kesselus added an 18 (eight-teen) foot extension to the east following the same roofline. Then in 2003 the owners added porches to the front and the northwest of the house. The changes to the structure can be seen between the 1921 and 1934 Sanborn Insurance maps.

In addition to the architectural significance, the property has been associated with many people in the past such as James R. Nichols, M.B. Maynard and Dryer Moore to name a few. Details can be found on page 10 of attachment 2. A site layout, property details, and current pictures of the property are attached for the Commission to review and determine if 1301 Church Street meets two or more of the criteria in the policy explanation below.

## **POLICY EXPLANATION:**

### **CHAPTER 9: HISTORIC LANDMARK PRESERVATION & IREDELL DISTRICT**

#### **SEC. 9.2.002 CRITERIA FOR HISTORIC LANDMARK STATUS**

- (a) A Structure or Site is considered a local Historic Landmark if it is designated as a Recorded Texas Historic Landmark or State Archeological Landmark or is included on the National Register of Historic Places.
- (b) A Structure or Site also may be designated by the City as a Historic Landmark if it meets 2 or more of the criteria set out below.
- (1) Possesses significance in history, architecture, archeology, or culture;
  - (2) Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history;
  - (3) Is associated with the lives of persons significant in our past;
  - (4) Embodies the distinctive characteristics of a type, period, or method of Construction;
  - (5) Represents the work of a master designer, builder, or craftsman; or
  - (6) Represents an established and familiar visual feature of the City.

#### **SEC. 9.2.003 PROCESS FOR DESIGNATION OF HISTORIC LANDMARKS**

- (a) Owners of property being considered for designation as a Historic Landmark shall be notified prior to the Historic Landmark Commission hearing on the recommended designation. The Historic Landmark Commission shall provide notice to property owners within 200 feet of the property and conduct a public hearing.
- (b) After consideration by the Historic Landmark Commission, a recommendation regarding designations shall be submitted the City Council to conduct a public hearing and consider the designations of a Historic Landmark. The adoption of the landmark shall be through a resolution.
- (c) Upon designation of a Historic Landmark, the City Council shall cause the designation to be noted as follows:
- (1) Recorded in the official real property records of Bastrop County.
  - (2) Designated on the historic resource map of the City.
  - (3) Provide the property owner with a plaque and require the installation indicating the designation of the landmark as a City Historic Landmark.

#### **86<sup>th</sup> Legislature House Bill 2496**

Effective May 25, 2019, the Texas State Legislature adopted additional regulations municipalities must follow for designating historic landmarks. Most of the regulations are already present in the Bastrop Historic Landmark Preservation Ordinance. One additional requirement with which the city must comply is to send the property owner a statement that describes the impact of the designation to the property. The property owner is aware and received this letter.



**NOTIFICATION:**

Nineteen (19) property owners within 200 feet 1301 Church Street were notified of the public hearing on February 5, 2024.

**HISTORIC LANDMARK COMMISSION RECOMMENDATION:**

The HLC, the regular meeting on February 21, 2024, held a public hearing and recommended approval by a vote of 6-0, for 1301 Church Street to be a local Historic Landmark, provide the owner a marker and add to the inventory for rebates.

**RECOMMENDATION:**

Hold a public hearing and consider action to approve Resolution No. R-2024-25 of the City Council of the City of Bastrop, Texas, granting Historic Landmark status for 0.4670 acres of Farm Lot 1 West of Main Street, also known as 1301 Church 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.

**ATTACHMENTS:**

- Resolution
- Exhibit A – Agreement
- Attachment 1 – Location Map
- Attachment 2 – Property Information



**RESOLUTION NO. R-2024-25**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, GRANTING HISTORIC LANDMARK STATUS FOR 0.4670 OF FARM LOT 1 WEST OF MAIN STREET, TO BE KNOWN AS 1301 CHURCH STREET, WITHIN THE CITY LIMITS OF BASTROP, TEXAS, AS ATTACHED IN EXHIBIT A; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Kenneth and Antoinette Kesselus (“the Owner”) has submitted a request for Historic Landmark status for the structure at 1301 Church Street; and

**WHEREAS**, Chapter 9: Historic Landmark Preservation & Iredell District of the B<sup>3</sup> Code adopted with Ordinance No. 2019-51 provides a designation process for historic sites and structures; and

**WHEREAS**, notice of the historic designation was sent in accordance the B<sup>3</sup> Code to notify property owners within 200 feet of the property and Texas Local Government Code section 211.0165 to notify the property owner of the impact of the designation; and

**WHEREAS**, the Historic Landmark Commission held a public hearing and considered the request on February 21, 2024 and voted unanimously to recommend approval.

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

**Section 1:** The Historic Landmark status for 0.4670 acres of Farm Lot 1 West of Main Street, to be known as 1301 Church street, within the city limits of Bastrop, Texas, is hereby approved and Exhibit A, a copy of agreement to be signed by the Property Owner, and incorporated herein for all purposes.

**Section 2:** The following findings of fact were established for the house located at 1301 Church:  
Structure meets the following criteria:

- (4) Embodies the distinctive characteristics of a type, period, or method of Construction;

*Exemplifies craftsmanship of the era through the use of locally found materials and methods of construction (Hand-mortised joints).*

- (6) Represents an established and familiar visual feature of the City.

*This house is characteristic of most older and smaller homes in Bastrop.*

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

**Section 4:** This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 12<sup>th</sup> day of March, 2024.

APPROVED:

\_\_\_\_\_  
Lyle Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Ann Franklin, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Alan Bojorquez, City Attorney



### Historic Landmark Designation Agreement

As owner(s) of the property located on 0.4670 acres out of Farm Lot 1 West of Main Street commonly known as 1301 Church Street;

We, Kenneth and Antoinette Kesselus, wish to have said property designated as a Historic Landmark;

By the signature(s) below, we, the property owner(s) hereby acknowledge that we have received a copy of the current Chapter 9: Historic Landmark Preservation and Iredell District from the B<sup>3</sup> Code (Ordinance #2019-51), and any amendments thereto; that we understand and agree to abide by the terms and obligations related to a Historic Landmark designation; and, in obtaining Historic Landmark status for this property, we agree to maintain said property in accordance with provisions governing Historic Landmarks in the Ordinance and the design guidelines governing same, as adopted by the Bastrop City Council, as such ordinance and guidelines now exist or may exist in the future.

Furthermore, we understand that by entering into this agreement with the City of Bastrop, we will be entitled to all incentives specified within Ordinance 2019-51 "Historic Landmark Preservation and Iredell District" and amendments thereto.

\_\_\_\_\_  
Signature of Property Owner(s) Date

Subscribed and sworn to before me on this the \_\_\_\_ day of \_\_\_\_\_, 2024 to certify which witness my hand and official seal.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Property Owner(s) Date

Subscribed and sworn to before me on this the \_\_\_\_ day of \_\_\_\_\_, 2024 to certify which witness my hand and official seal.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature for Historic Landmark Commission Date

Subscribed and sworn to before me on this the \_\_\_\_ day of \_\_\_\_\_, 2024 to certify which witness my hand and official seal.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_, 20\_\_

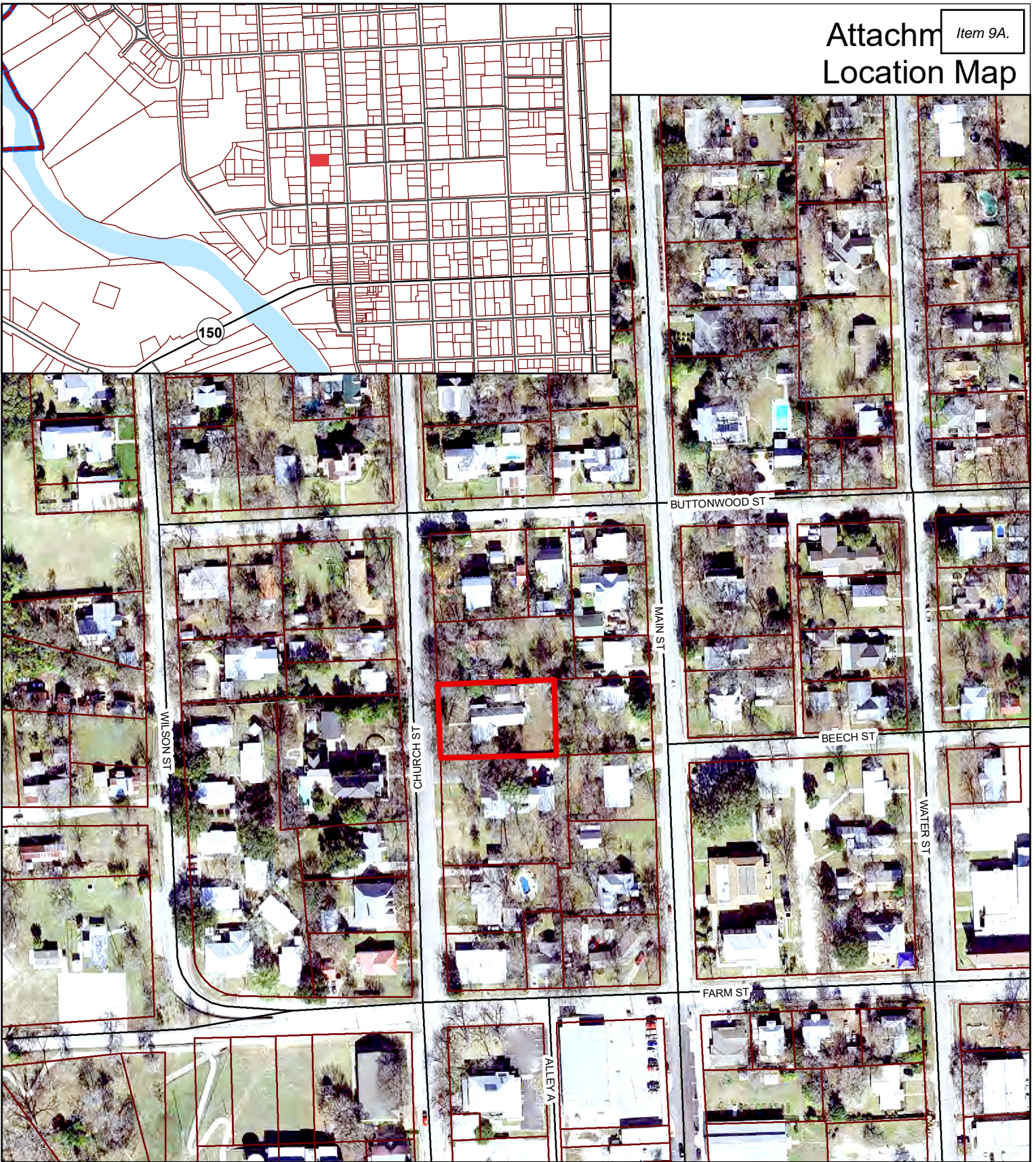
Approved by the Bastrop City Council on the 12<sup>th</sup> day of March 2024.

APPROVED:

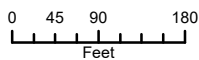
ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary



## 1301 Church Street Certificate of Appropriateness Location Map



1 inch = 200 feet



Date: 1/5/2024

The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of this information, nor does it represent that its use will not infringe upon privately owned rights.

Project Description Letter

January 2, 2024

The following includes:

- This request for the house at 1301 Church *without* any ancillary structures, and description of two qualifying categories – pages 2-9 and 10-12
- the years of construction and other pertinent information regarding the same, as well as documentation on historical background via various primary sources – pages 2-9
- a sketch detailing site and all structures on the same property, page 13
- an indicator on structures to be designated, page 14
- photographs from all sides of each structure to be designated, pages 15 and 16
- copy of 2024 tax payment to the Bastrop County Tax Collector, page 17
- statement of HLC status filing fee, page 18

Your respectfully,

Kenneth and Antoinette Kesselus

Application for Historical Landmark Designation -

LOCATION -- 1301 Church ST

- The house sits on .467 acre of land that is part of Farm Lot #1 west of Main Street, a portion of Bastrop’s first subdivision, formed when J.D. Hogan purchased Farm Lots #1 and #2, reserved 55 feet for a street (which became Church Street) and sold a number three-area lots to various owners, including J.R. Nichols, whose residence was on the lot next south to the land under consideration. (Bastrop County Deed Records Vol. G page 110, Vol. I, page 278, and Vol. T, page 175.)

DISTINCTIVE CHARACTERISTICS AND METHOD OF CONSTRUCTION  
IN SEVERAL PERIODS

Unlike some of the more well-known houses in Bastrop, this one is not grand or large, but it is very characteristic of most older and smaller ones in Bastrop. As contrasted with the Crocheron House, Wilbarger House, and perhaps one or two others, no large house is older than the oldest portion of the house at 1301 Church Street. Many surviving houses in Bastrop, including this one, built before 1880 began small and have been added on to and altered over the decades.

DESCRIPTION OF CONSTRUCTION PHASES

- Beginning / original structure – circa – 1858-1867
  - Date - Circa 1869 -- of the house being located at the current 1301 Church Street
    - J.R. Nichols owned both the property south of this lot (his homestead) and the current 1301 Church Street lot (Deed Records, Vol. I pages 175 and 278) Tax records indicated a significant increase in the combined value of the two lots, pointing to the fact that he added a house in about 1869. (Bastrop County Tax Rolls, Texas State Archives.)  
*(Possibly the original house at 1301 Church Street was composed of two barracks from the Bastrop Military Academy – see below for details.)*

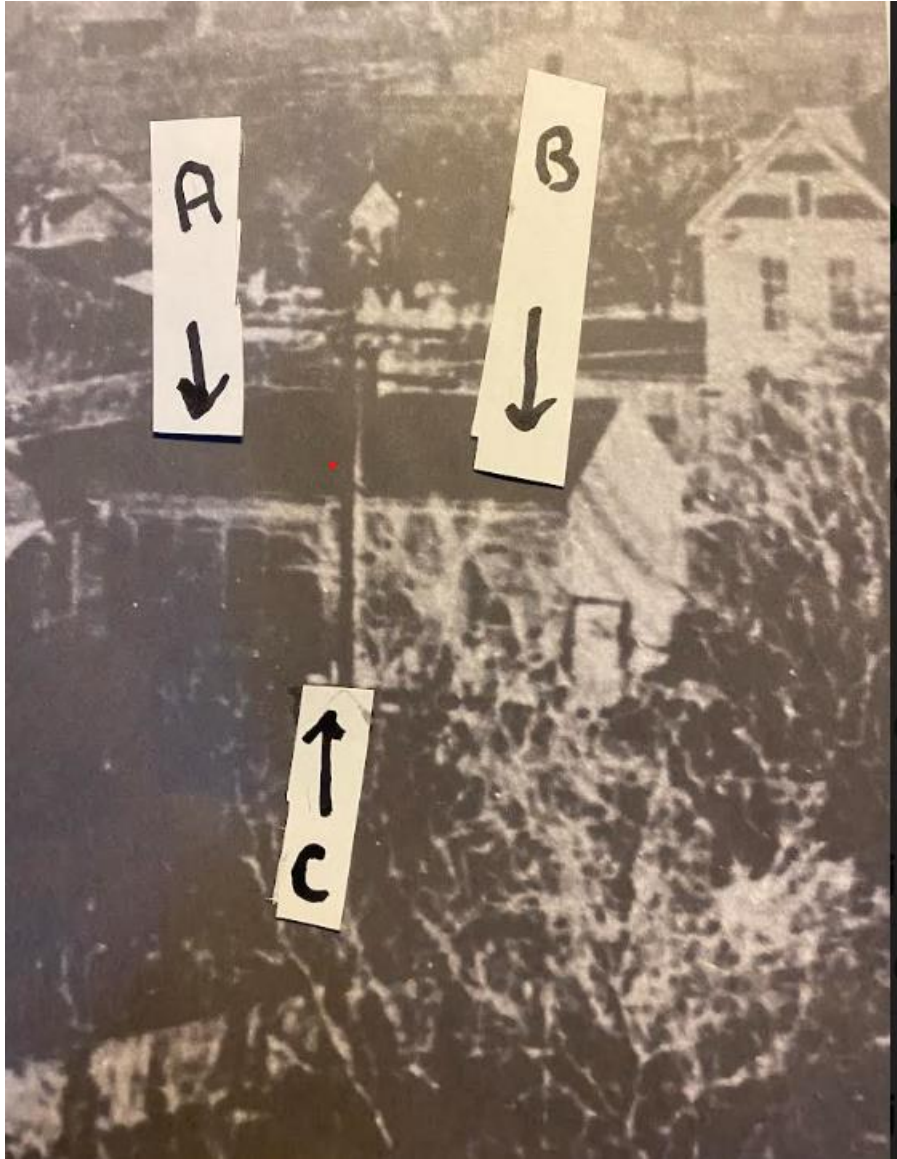
- Structure
  - built with square nails, some hand-mortised joints (mortise and tenon) as evidenced by the following photograph taken during replaced wall material in 2003.



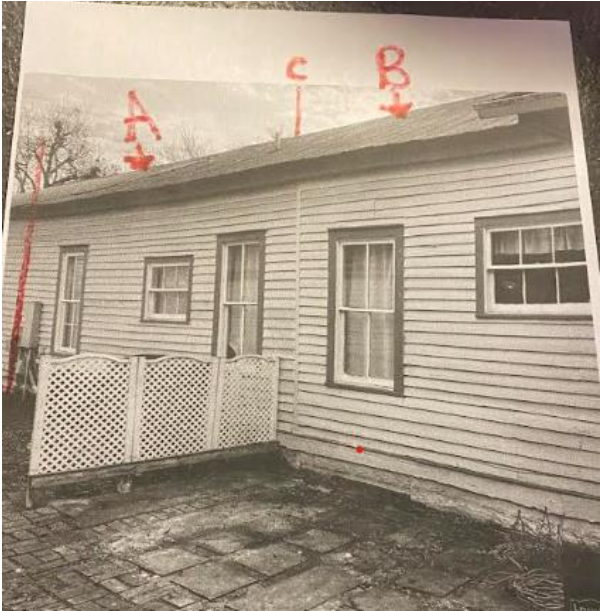
- There were not plates with studs running from attack to sills,
  - It had cedar post piers replaced by concrete ones in 1948
  - Some original rough cedar sills are still intact
- The house, after being located on the current 1301 Church site was composed of two one-story wooden buildings (each 18 X 16 feet) and connected end to end, as illustrated below. (A) is the east building and (B) is the west one. A vertical board (C ) covers the small “gap” formed by the connection of the two structures. It was of wood construction with a pitched roof of cedar shingles.



- Below -- North side view as shown in circa 1907 photograph (Bastrop County Historical Society Archives) taken by S.T. Grissom for postcard sales. Mr. Grissom had a photographic studio in Bastrop for a year following May 1907, (*Bastrop Advertiser*, May 25, 1907 and May 10, 1908.)



Portion of current north side view Again, (A) is the east building and (B) is the west one. A vertical board (C) covers the small “gap” formed by the connection of the two structures. (See below for modification of section B)



- Birds eye View (1887) courtesy Bastrop County Historical Society.



- As per Bird’s Eye view above and circa 1907/8 photograph, the house, unusually, did not face Church Street but had an entrance facing south. This is apparently due to its being originally owned by Nichols whose residence at the time was south of the house. Perhaps it was for his servants – possible freed slaves that he owned before Emancipation.
  
- Plausibility of original construction
  - When the 1851 Bastrop Academy became the Bastrop Military Institute in 1858, barracks were added to the north side large Academy building.
  - These are visible in the following photographs of the Academy building taken during the period when it was the military institute.



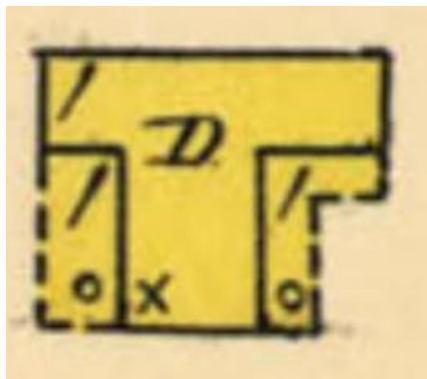
- The barracks bear nearly identical appearance to the two buildings that made up the first house.
- Mrs. Carolina Higgins recalled that “the old student barracks, built by Col. Allen ... were moved away by the citizens who had paid for the buildings.” (*In the Shadow of the Lost Pines*, page 39.) She and her husband moved at least one of the barracks to the rear of their house at the present location of 1206 Church Street. The Allen/Bell House, just north of the Academy a little over a block from the locations of the barracks.
- It is plausible that The house faced the Nichols purchased two of the barracks and moved them to the north of his house and facing it. Since it had no entrance on the street side, it is possible that Nichols used them as servants’ quarters. He had owned slaves prior to the Civil War.

### First Addition

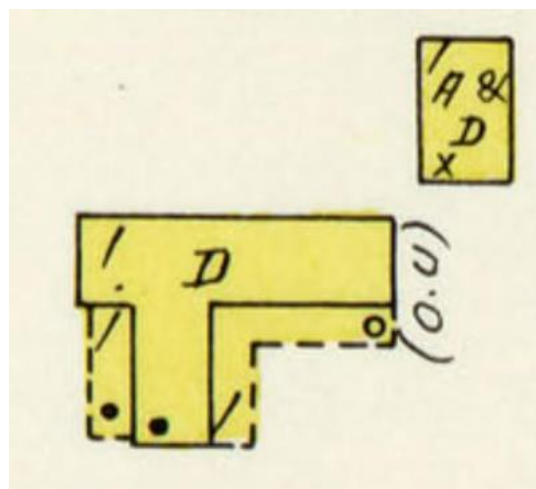
Sometime after the circa 1907 photograph, the owner added an L onto the Church Street end of the original building – including a portion of the west side “barrack” into it. This made it a “T-shaped” house plan with simple Victorian features. There were deep Victorian eaves, a gabled roof with eave returns. At some point seven-foot-wide porches were added.

Evidenced by the following: 1921 Sanborn Insurance Map, 1934 insurance map, and 1948 photograph.

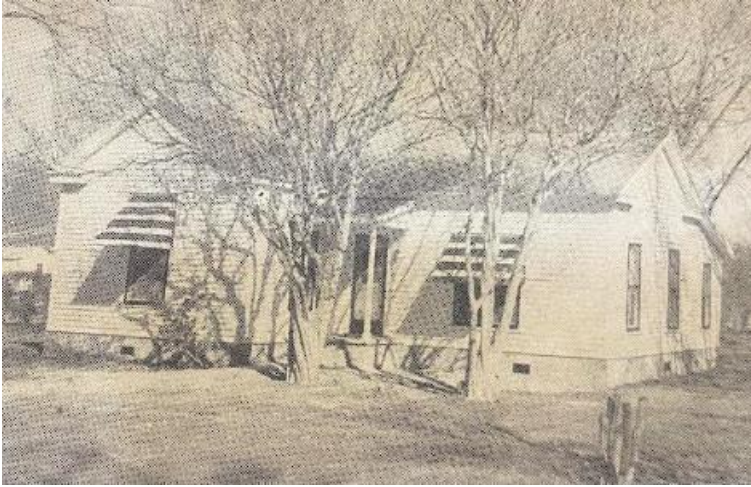
1921



1934



1948



1948 – improvements

- In 1948, the Episcopal Church glazed the porches, remodeled and modernized the interior, and replace three layers of cedar shingle rooves with the existing metal one.

1983 Addition

In 1983, long time carpenter William Kesselus added an eighteen-foot extension to the east following the same roof line and including a stooped porch.

2003 additions

The owners added porches to the front and northwest of the house.

## HISTORY OF OWNERSHIP

- 1827 - Republic of Mexico grant of S.F. Austin's Little Colony.
- 1835 – John J. Tumlinson – Deed Records Vol. A, p. 147.
- 1835 - E.M. Pease – Deed Records Vol. A, p. 293.
- 1849 – John D. Hogan – Deed Records Volume G. p. 110.
- 1851 – James Nichols, Deed Records, Vol. I, p. 175
- 1874 - J.P. and Maud Fowler, Deed Records, Deed Records, Vol. U, p. 376.
- 1875 – M.B. And Sally Maynard, Deed Records, Vol. V, p. 8.
- 1876, Dyer and Mollie Moore, Deed Records, Vol. V, p 76.
- 1884 - Winfield and Maggie Olive, Deed Records, Vol. 9, p. 483.
- 1886 - William and Hattie Gibson (brother and sister), Deed Records, Vol. 9, p. 484.
- 1916 - T.N. and Lina Powell, Deed Records, Vol. 60, p. 417.
- 1920 – McCord, Ransome, and Erhard, Deed Records, Vol. 70, p. 245.
- 1920 – Episcopal Diocese of Texas, Deed Records, Vol. 70, p. 451.
- 1982 - Kenneth and Antoinette Kesselus, Deed Records, Vol. 308, p. 373.

ASSOCIATION WITH THE LIVES OF PERSONS SIGNIFICANT IN BASTROP’S PAST.

Significant Owners/Residents

- **James R. Nichols**, an early blacksmith and assistant to N.P. Tanner who manufactured rifles for the Confederate Army during the Civil War (*History of Bastrop County, 1846-1865*, Jenkins Publishing Co., Austin, 1988.) He did not live in the house.
- If the first house were indeed composed of two barracks moved from the military institute, then the first occupants would have been **cadets** studying at the most important establishment ever to exist in Bastrop.
- **M.B. Maynard**, Bastrop mayor in 1870s, Bastrop County attorney 1873-6, while living in the house, and later Texas State Senator. (Bill Moore, *Bastrop County*, page 148.)
- **Dyer Moore** served as Bastrop County Judge during the time when he owned the house. He was a very distinguished Bastrop citizen in the last quarter of the 19<sup>th</sup> century.
- **William and Hattie Gibson** taught a private school in the house for many years (Interview with Nell Fitzwilliam, 1983.)
- **T.N. Powell** served as County School Superintendent, part of which time he lived in the house (Shadow of the Lost Pines, page 44.)
- **Rectors of Calvary Episcopal Church** -- From 1920 (when the Episcopal Church bought the house) until 2,000, thirteen Rectors of Calvary Episcopal Church have lived in the house. The church and its clergy have been an important fixture in the life of the community since 1869.
- **Kenneth Kesselus** – From 1981-2000 and 2003 to the present, he lived in the house. A fifth generation Bastropian, Kesselus is one of the most distinguished citizens of Bastrop in the last half century.
  - As Rector of Calvary Church from 1981-2000,
    - he grew a struggling congregation four-fold, made it an integral part of the religious community, and successfully managed the expansion of its 1883 building (the first structure in the county to receive a Texas Historical marker) that provided a stellar example of maintaining a historic nature in a larger building suitable for a larger congregation and modern requirements

- he gained distinction in the Diocese of Texas by serving on every major committee and commission, represented the diocese at four triennial national conventions, and served for six years on the national church's governing board.
  - he was honored in 1991, by the Texas A & M Rural Sociality Department and Texas Farmer Magazine as "Rural Minister of the Year."
  - he was designated in 1997 by his alma mater, the Episcopal Seminary of the Southwest, as its "Most Distinguished Graduate."
- As an active citizen dedicated to the wellbeing of Bastrop, he has served in many capacities
    - Member of the Bastrop County Historical Society, 1981 – present
    - Board of Directors, Bastrop Opera House Association, 1982-1983.
    - Secretary, Bastrop Lions Club 1983-1984
    - Board of Directors, Tri-County Council on Alcoholism, 1983-1985.
    - Bastrop Chamber of Commerce Committee on Tourism, 1985-90.
    - Founder of the International Society of Bridge Spitters, 1986
    - Chairman, Bastrop Independent School District Long Range Planning Committee, 1986-1987.
    - Board of Directors, Literacy Volunteers, 1988-1991.
    - Co-founder, Bastrop Philosophical Society, 1992-1997.
    - Mentor, Hand-in-Hand Program, 1993-5.
    - Board of Directors, Martin Luther King, Jr. Scholarship Committee, 1996-1998
    - Member of Citizens' Advisory Council, Sim Gideon Electrical Generating Plant, 1998-2000
    - Co-founder of Bastrop County Cares, 2018
    - In addition
      - The Bastrop Chamber of Commerce designated him as Citizen of the Year for 1986.
      - he has been a frequent speaker and moderator for local community programs, gatherings, and visiting groups.
  - Public Service
    - Chair of the City of Bastrop Chairman Sesquicentennial Celebration, 1984-1986.
    - Bastrop County Historical Commission,
    - Member 1982-1994.
    - Chair, 2021 – present
    - Member City of Bastrop Library Board, 1984-1992.
    - Member Bastrop City Council, 2008-2014
    - Mayor of Bastrop, 2014-2017



- Chronicler of Bastrop History -- Ken has written many works on the history of our town and county, including
  - Books
    - *History of Bastrop County Before Statehood*, Jenkins Publishing Co., Austin, 1986.
    - *History of Bastrop County, 1846-1865*, Jenkins Publishing Co., Austin, 1988.
    - *Edward Burleson: Texas Frontier Leader*, with John H. Jenkins, Jenkins Publishing Co., Austin, 1990. (Bastrop's most prominent citizen) – winner of the Summerfield G. Roberts Award for best book on the Republic of Texas in 1990.
    - *History of Bastrop County During Reconstruction*, Wash Jones Press, 2011.
    - *Sesquicentennial History of Calvary Episcopal Church*, 2019.
    - *History of Bastrop, Texas: 1874-1900*, Wash Jones Press, 2020.
    - *Bastrop Chamber of Commerce: A Centennial History*, 2021.
  - Booklets
    - *History of the Citizens State Bank, Bastrop, Texas, 75th Year Jubilee Celebration*, 1984.
    - “The Samuel May Williams Family Sawmill,” *Sayersville Historical Association Bulletin*, Fall 1988.
    - *The First National Bank: A Century of Progress and Service in the Bastrop Community*, 1989.
    - *The Bastrop Advertiser and the Remarkable Cains*, 2003.
    - *Bastrop According to Ken*, compilation of occasional column from *The Bastrop Advertiser*, 2008
    - *A History of Firefighting in Bastrop, Texas*, 2019

SKETCH OF THE HOUSE and grounds



The Structure for which the application is made refers only to the house described via photographs on pages 15 and 16.

PHOTOGRAPHS

Facing North



Facing West



Facing South




Facing East



**TAX RECEIPT**

**BASTROP COUNTY TAX OFFICE**  
 Elin Owens - Tax Assessor/Collector  
 P.O. Box 579  
 214 Jackson Street  
 Bastrop, TX 78602  
 Ph: (512) 581-7161



Receipt Number: 2024-1274820-BAST

**Payor:** KESSELUS, KENNETH W & ANTOINETTE  
 (00102439)  
 1301 CHURCH STREET  
 BASTROP, TX 78602

**Owner:** KESSELUS, KENNETH W & ANTOINETTE  
 (00102439)  
 1301 CHURCH STREET  
 BASTROP, TX 78602

**Quick Ref ID:** R47825  
**Owner:** KESSELUS, KENNETH W & ANTOINETTE  
 (00102439)  
**Owner Address:** 1301 CHURCH STREET  
 BASTROP, TX 78602

**Property:** R47825  
**Legal Description:** FARM LOT 1 W M ST, ACRES 0.467  
**Situs Address:** 1301 CHURCH ST BASTROP 78602

Tax Year/Taxing Unit	Taxable Value	Tax Rate	Levy	Tax Paid	Amount Paid
2023					
City Of Bastrop	379,855	0.499400	837.35	837.35	837.35
Bastrop County	354,855	0.321490	621.53	621.53	621.53
County Road	354,855	0.072040	159.58	159.58	159.58
				<b>Total Payment Amount</b>	<b>1,618.46</b>
				Check (Ref # 1341) Tendered	1,618.46
				Total Tendered	1,618.46
Remaining Balance Due as of 1/2/2024					0.00

Date Paid: 01/02/2024  
 Effective Date: 12/29/2023  
 Station: MEGAN  
 Cashier:

Page 1 of

# PAYMENT RECEIPT

Receipt ID 24-000001



**RECEIVED FROM**

Ken Kesselus  
Wash Jones Press  
1301 Church Street  
Bastrop, TX 78602

**RECEIVED BY**

City of Bastrop, TX  
Melissa Gustafson  
1311 Chestnut Street  
Bastrop, TX 78602

FEE NAME	INVOICE ID	ACCOUNT NO.	AMOUNT
Technology Fee	24-000002	108-00-00-4025	\$ 6.00
<b>Project Name:</b> 1301 Church St - Historic Landmark Designation <b>Project ID:</b> 24-000001 <b>Department:</b> Planning Department <b>Project Address:</b> 1301 Church St, Bastrop, TX 78602			<b>\$ 6.00</b>
<b>TOTAL PAID</b>			<b>\$ 6.00</b>

**Paid Date**  
January 02, 2024

**Payment Method**  
Check  
# 1342



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Consider action to approve Resolution No. R-2024-24 of the City Council of the City of Bastrop, Texas, accepting a donation from the McCall Family of an ornamental iron fence valued at a To Be Determined Amount (to be determined by the 3.12.24 council meeting) for use at Fairview Cemetery, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**AGENDA ITEM SUBMITTED BY:**

Edi McIlwain, Chief Financial Officer

**BACKGROUND/HISTORY:**

Ms. Robbie Sanders, Cemetery Board Chair, was approached by the McCall Family about the donation of an ornamental iron fence currently located at the Crocheron House on Wilson Street. The home is currently undergoing restoration and the fence will be removed in approximately three weeks.

There is approximately 300 ft of fence being offered for use at Fairview Cemetery. It is valued at a To Be Determined Amount (to be determined by the 3.12.24 council meeting). The fence can be stored by Public Works until a location in the cemetery is identified.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Consider action to approve Resolution No. R-2024-24 of the City Council of the City of Bastrop, Texas, accepting a donation from the McCall Family of an ornamental iron fence valued at a To Be Determined Amount (to be determined by the 3.12.24 council meeting) for use at Fairview Cemetery, authorizing the City Manager to execute all necessary documents; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution No. R-2024-24



**RESOLUTION NO. R-2024-24**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS ACCEPTING A DONATION FROM THE MCCALL FAMILY FOR AN ORNAMENTAL IRON FENCE VALUED AT \$XXXXX FOR USE AT FAIRVIEW CEMETERY; AUTHORIZING THE CITY MANAGER TO EXECUTE ALL NECESSARY DOCUMENTS; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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

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

**WHEREAS**, the City of Bastrop has an interest in preserving the rich heritage of this community; and

**WHEREAS**, the ornamental iron fence will be utilized in a location to be determined within Fairview Cemetery; and

**WHEREAS**, accepting a donation from the McCall Family, for 300 ft of ornamental iron fence valued at \$XXXX meets the Fiscal Responsibility, and Uniquely Bastrop focus areas identified by the Bastrop City Council.

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

**Section 1:** That the City Manager is hereby authorized to execute all necessary documents authorizing accepting the donation from the McCall Family for an ornamental iron fence for use in Fairview Cemetery.

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

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

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 12<sup>th</sup> day of March 2024.

**APPROVED:**

\_\_\_\_\_  
Lyle Nelson, Mayor

**ATTEST:**

\_\_\_\_\_  
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

# CITY OF BASTROP DONATION RECEIPT

Date: \_\_\_\_\_

## Donor Information

Donor's Name: \_\_\_\_\_

Donor's Address: \_\_\_\_\_

## Donation Information

Thank you for your donation with a value of \_\_\_\_\_ Dollars

(\$\_\_\_\_\_), made to the City of Bastrop.

Donation Description: \_\_\_\_\_

**Representative's Signature** \_\_\_\_\_

Representative's Name \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Hold a public hearing and consider action to approve Resolution No. R-2024-26 of the City Council of the City of Bastrop, Texas, granting Historic Landmark status for 0.531 acres out of Farm Lot Block 36 East of Main Street within the City Limits of the City of Bastrop, Texas, commonly known as the Willis O Miley House, as attached in Exhibit A; providing for findings of fact; providing for a repealing clause; and establishing an effective date.

**STAFF REPRESENTATIVE:**

Kennedy Higgins, Senior Planner / Historic Preservation Officer

**ITEM DETAILS:**

Site Address: 1320 Farm Street (Attachment 1)  
 Property ID: 32297  
 Property Owner: Melinda and John Larson  
 Current Use: Residential  
 Existing Zoning: P-3 Neighborhood  
 Designations: National Register of Historic Places

**REQUEST:**

The property owners at 1320 Farm Street have requested local Historic Landmark designation.

**BACKGROUND/HISTORY:**

The structure was built between 1870-1890 in the style of fold Victorian according to the Texas Historical Commission. This house is listed on the national register of historic places on 12/22/1978 with the criteria of significance in architecture. It is a 1 story wood frame ell shape house with a porch on the south and the east side. This house is a good example of a small Victorian home in Bastrop according to the information from the national register submittal. Back in 2001 the Historic Landmark commission invited the previous property owners for historical designation.

In addition to the architectural significance, the property has been associated with people of Bastrop's past, for example during renovations to the home, a signature from Alfred Grisenbeck was found on the wall which could mean he built the home before it was owned by Willis O Miley. Mr. Miley worked for the railway express in Bastrop, and his half-brother, William Jefferson Miley built and opened Lock drug store at 1003 Main street. Artifacts from Lock's have been found in the attic and on the property of 1320 Farm street.

**POLICY EXPLANATION:****CHAPTER 9: HISTORIC LANDMARK PRESERVATION & IREDELL DISTRICT****SEC. 9.2.002 CRITERIA FOR HISTORIC LANDMARK STATUS**

(a) A Structure or Site is considered a local Historic Landmark if it is designated as a Recorded Texas Historic Landmark or State Archeological Landmark or is included on the National Register of Historic Places.

(b) A Structure or Site also may be designated by the City as a Historic Landmark if it meets 2 or more of the criteria set out below.

- (1) Possesses significance in history, architecture, archeology, or culture;
- (2) Is associated with events that have made a significant contribution to the broad patterns of local, regional, state, or national history;
- (3) Is associated with the lives of persons significant in our past;
- (4) Embodies the distinctive characteristics of a type, period, or method of Construction;
- (5) Represents the work of a master designer, builder, or craftsman; or
- (6) Represents an established and familiar visual feature of the City.

**SEC. 9.2.003 PROCESS FOR DESIGNATION OF HISTORIC LANDMARKS**

(a) Owners of property being considered for designation as a Historic Landmark shall be notified prior to the Historic Landmark Commission hearing on the recommended designation. The Historic Landmark Commission shall provide notice to property owners within 200 feet of the property and conduct a public hearing.

(b) After consideration by the Historic Landmark Commission, a recommendation regarding designations shall be submitted the City Council to conduct a public hearing and consider the designations of a Historic Landmark. The adoption of the landmark shall be through a resolution.

(c) Upon designation of a Historic Landmark, the City Council shall cause the designation to be noted as follows:

- (1) Recorded in the official real property records of Bastrop County.
- (2) Designated on the historic resource map of the City.
- (3) Provide the property owner with a plaque and require the installation indicating the designation of the landmark as a City Historic Landmark.

**86<sup>th</sup> Legislature House Bill 2496**

Effective May 25, 2019, the Texas State Legislature adopted additional regulations municipalities must follow for designating historic landmarks. Most of the regulations are already present in the Bastrop Historic Landmark Preservation Ordinance. One additional requirement with which the city must comply is to send the property owner a statement the describes the impact of the designation to the property. The property owner is aware and received this letter.

**NOTIFICATION:**

Eleven 11 property owners within 200 feet 1320 Farm Street were notified of the public hearing on February 5, 2024.

**HISTORIC LANDMARK COMMISSION RECOMMENDATION:**

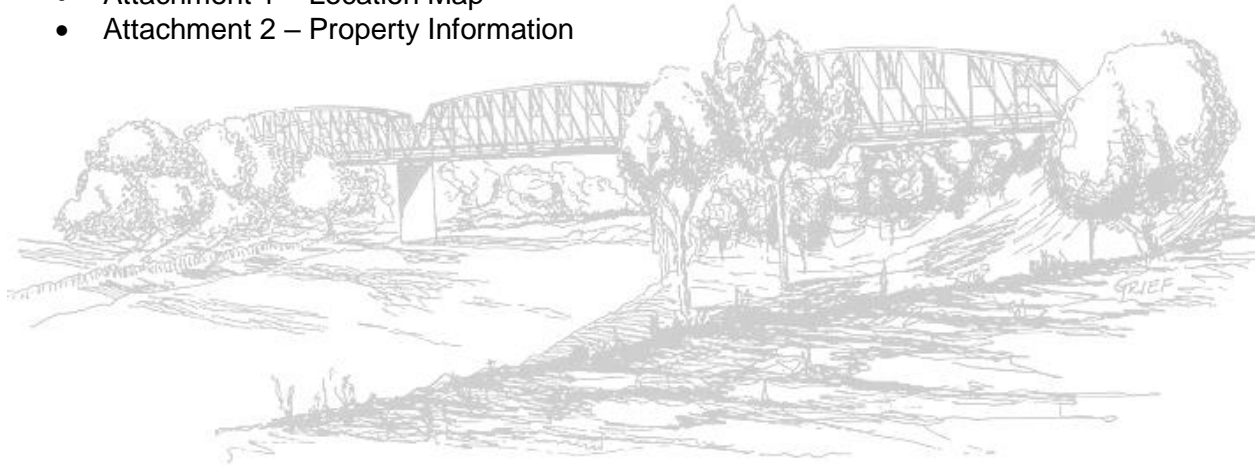
The HLC, the regular meeting on February 21, 2024, held a public hearing and recommended approval by a vote of 6-0, for 1320 Farm Street to be a local Historic Landmark, provide the owner a marker and add to the inventory for rebates.

**RECOMMENDATION:**

Hold a public hearing and consider action to approve Resolution No. R-2024-26 of the City Council of the City of Bastrop, Texas, granting Historic Landmark status for 0.531 acres out of Farm Lot Block 36 East of Main Street within the City Limits of the City of Bastrop, Texas, commonly known as the Willis O Miley House, as attached in Exhibit A; providing for findings of fact; providing for a repealing clause; and establishing an effective date.

**ATTACHMENTS:**

- Resolution
- Exhibit A – Agreement
- Attachment 1 – Location Map
- Attachment 2 – Property Information



**RESOLUTION NO. R-2024-26**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, GRANTING HISTORIC LANDMARK STATUS FOR 0.531 ACRES OUT OF FARM LOT BLOCK 36 EAST OF MAIN STREET, TO BE KNOWN AS THE WILLIS O MILEY HOUSE, WITHIN THE CITY LIMITS OF BASTROP, TEXAS, AS ATTACHED IN EXHIBIT A; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR A REPEALING CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, Melinda and John Larson (“the Owner”) has submitted a request for Historic Landmark status for the structure at 1320 Farm Street; and

**WHEREAS**, Chapter 9: Historic Landmark Preservation & Iredell District of the B<sup>3</sup> Code adopted with Ordinance No. 2019-51 provides a designation process for historic sites and structures; and

**WHEREAS**, notice of the historic designation was sent in accordance the B<sup>3</sup> Code to notify property owners within 200 feet of the property and Texas Local Government Code section 211.0165 to notify the property owner of the impact of the designation; and

**WHEREAS**, the Historic Landmark Commission held a public hearing and considered the request on February 21, 2024, and voted unanimously to recommend approval.

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

**Section 1:** The Historic Landmark status for 0.531 acres out of Farm Lot Block 36 East of Main Street, to be known as the Willis O Miley House, within the city limits of Bastrop, Texas, is hereby approved and Exhibit A, a copy of agreement to be signed by the Property Owner, and incorporated herein for all purposes.

**Section 2:** The following findings of fact were established for the house located at 1320 Farm Street:

Structure meets the following criteria:

- (a) A Structure or Site is considered a local Historic Landmark if it is designated as a Recorded Texas Historic Landmark or State Archeological Landmark or is included on the National Register of Historic Places.  
*This house was placed on the National Register of Historic Places on 12/22/1978*
- (4) Embodies the distinctive characteristics of a type, period, or method of Construction;

*Exemplifies craftsmanship of the era through the use of locally found materials and methods of construction from Alfred Grisenbeck.*

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

**Section 4:** This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

**DULY RESOLVED AND ADOPTED** by the City Council of the City of Bastrop this 12<sup>th</sup> day of March, 2024.

APPROVED:

\_\_\_\_\_  
Lyle Nelson, Mayor

ATTEST:

\_\_\_\_\_  
Ann Franklin, City Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Alan Bojorquez, City Attorney





### Historic Landmark Designation Agreement

As owner(s) of the property located on 0.531 acres out of Farm Block 36 East of Main Street commonly known as 1320 Farm Street;

We, Melinda and John Larson, wish to have said property designated as a Historic Landmark;

By the signature(s) below, we, the property owner(s) hereby acknowledge that we have received a copy of the current Chapter 9: Historic Landmark Preservation and Iredell District from the B<sup>3</sup> Code (Ordinance #2019-51), and any amendments thereto; that we understand and agree to abide by the terms and obligations related to a Historic Landmark designation; and, in obtaining Historic Landmark status for this property, we agree to maintain said property in accordance with provisions governing Historic Landmarks in the Ordinance and the design guidelines governing same, as adopted by the Bastrop City Council, as such ordinance and guidelines now exist or may exist in the future.

Furthermore, we understand that by entering into this agreement with the City of Bastrop, we will be entitled to all incentives specified within Ordinance 2019-51 "Historic Landmark Preservation and Iredell District" and amendments thereto.

\_\_\_\_\_  
Signature of Property Owner(s) Date

Subscribed and sworn to before me on this the \_\_\_\_ day of \_\_\_\_\_, 2024 to certify which witness my hand and official seal.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature of Property Owner(s) Date

Subscribed and sworn to before me on this the \_\_\_\_ day of \_\_\_\_\_, 2024 to certify which witness my hand and official seal.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Signature for Historic Landmark Commission Date

Subscribed and sworn to before me on this the \_\_\_\_ day of \_\_\_\_\_, 2024 to certify which witness my hand and official seal.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_, 20\_\_

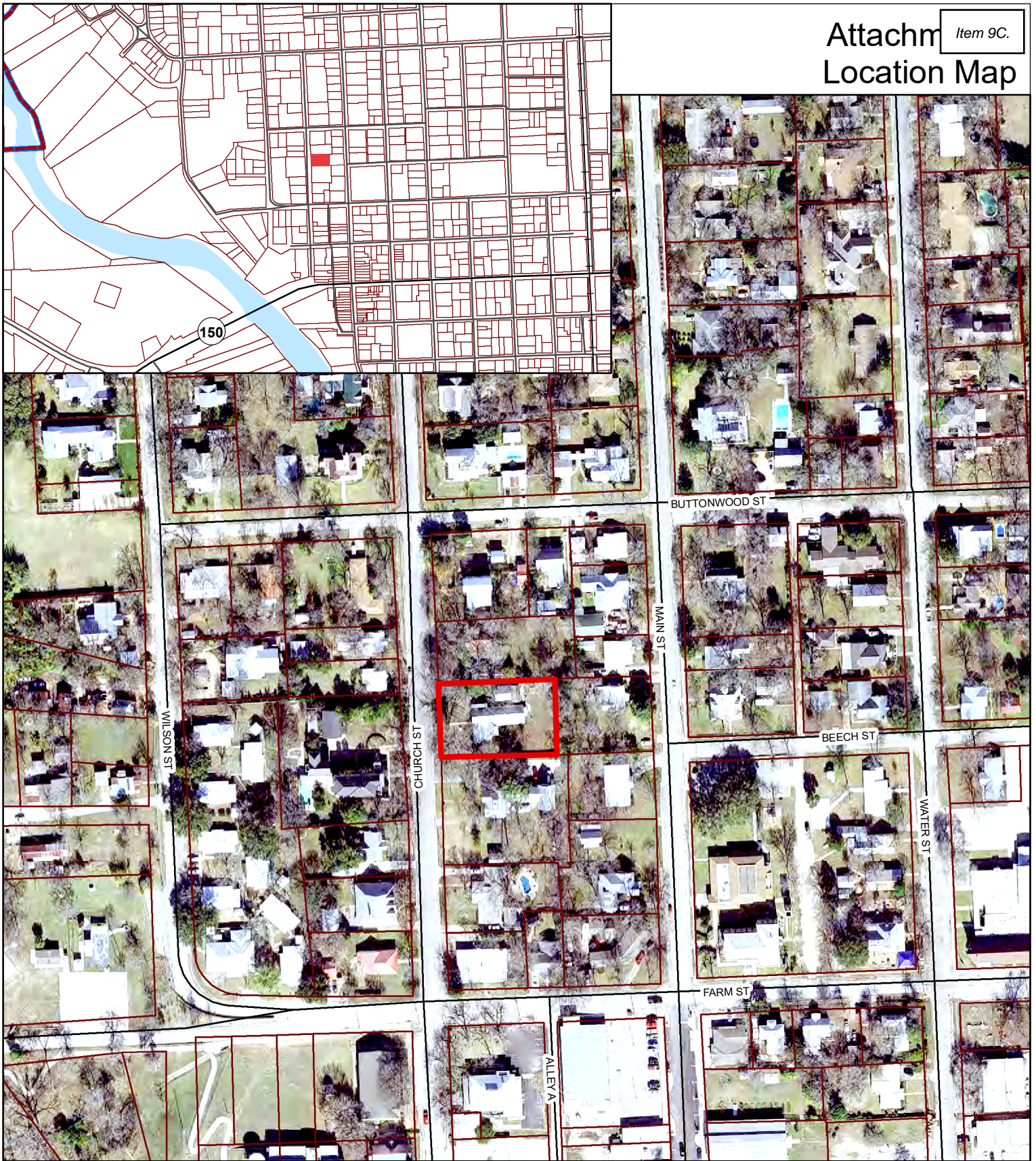
Approved by the Bastrop City Council on the 12<sup>th</sup> day of March, 2024.

APPROVED:

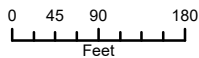
ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary



# 1301 Church Street Certificate of Appropriateness Location Map



1 inch = 200 feet



Date: 1/5/2024

The accuracy and precision of this cartographic data is limited and should be used for information /planning purposes only. This data does not replace surveys conducted by registered Texas land surveyors nor does it constitute an "official" verification of zoning, land use classification, or other classification set forth in local, state, or federal regulatory processes. The City of Bastrop, nor any of its employees, do not make any warranty of merchantability and fitness for particular purpose, or assumes any legal liability or responsibility for the accuracy, completeness or usefulness of information, nor does it represent that its use will not infringe upon privately owned rights.

## the Willis O. Miley Dome

A. 1320 Farm Street Bastrop, Texas  
 0.531 Acre tract being part of Farm  
 lot 36 EAST of Main Street, City  
 of Bastrop Texas

Also known as the Iredell Farm lot  
 district named after GEO S Iredell  
 Civil Engineer who surveyed the  
 map of Bastrop Texas in 1920.

Built between 1870 and the turn  
 of the century tax records list it  
 in (1890).

the style (architectural) is listed  
 as Folk Victorian according to  
 the Texas Historical Commission  
 or THC.

the W.O. Miley house is also listed  
 on the National Register of  
 Historic Places. (2000 year)

In 2001, because of the Willis O  
 Miley's Historical and Architectural  
 significance the City of Bastrop  
 invited and nominated the W.O.  
 Miley Dome for the Historical  
 Landmark status.

the structure to be included is  
 the Willis Oliver Miley Dome  
 located at 1320. Farm St. Bastrop  
 Texas.

## B. Structure Criteria

- Possesses significance in Dist

- Possesses significance in:  
architecture & history
- Is associated with the lives of  
persons significant in Bastrop's  
past.
- Is designated as a Recorded  
National Registered Historic Place
- Embodies the distinctive  
characteristics of a type, period  
or method of construction.
- Documentation of historical  
background.
- Represents an established and  
familiar visual feature of the  
city.
-

These properties are found in the immediate vicinity of the four blocks that comprise the project area. The first property to be discussed is Bastrop's Iron Bridge over Gills Branch. It was formerly situated just west of the Farm Road and Highway 95 intersection. The bridge rested over Gills Branch, but it is listed in the NRHP as resting over Piney Creek, an alternate nomenclature. This iron-truss bridge was the first permanent bridge to be built in Bastrop County, and was erected in 1881 for a cost of \$1,400.00 (Moore 1977:93).

It was designed by the MO. Valley Bridge & Ironworks Company (THC 2008). It is unclear when this bridge was removed and replaced with a modern concrete bridge (Figure 3-3), but some bricks that may have been part of its foundation, along with numerous other construction debris, still lie within the bed of Gills Branch.

The Miley, Willis House, located at 1320 Farm Road, maintains much of its architectural integrity (Figure 3-4). Its architectural style suggests it dates from around the 1870s to the turn of the nineteenth century (THC 2008). The single-level dwelling was constructed in the Folk Victorian style. The wood-frame sits on brick piers (THC 2008). The home's gable-front and wing design was common in post-railroad America (McAlester 1984). Victorian detailing includes small eave brackets and semi-turned columns. Façade fenestrations include two vertical 2/2 windows on the pedimented gable end and along the wing. Typical of Folk Victorian homes, the fenestrations are symmetrical with a central entry wrapped by a transom and side-lights. The exterior walls are clad in horizontal wood siding. Contemporary features include gutters along the porch, embossed metal skirting around the base and a metal roof. This property appears to be well-maintained.

The NRHP listed residence at 1316 Farm Road is a single-level home and appears to be a simple, side-gabled, hall-and-parlor plan with a rear extension, all typical features of the National Folk Style (Figure 3-5). As is common in the South, it also has the full-width, shed-roofed porch. Unlike the Miley, Willis house, this structure lacks the ornamentation to

classify it as Victorian Folk, and lacks the features expected of Greek Revival, as classified in the NRHP listing. The symmetrical façade contains two adjacent central doors with a single/double-hung 12-light window at either end. The walls are covered in a horizontal siding. The lack of window-surrounds indicates that the windows may be contemporary replacements or the house may be sheathed in modern building fabrics. The home appears to be well-maintained.

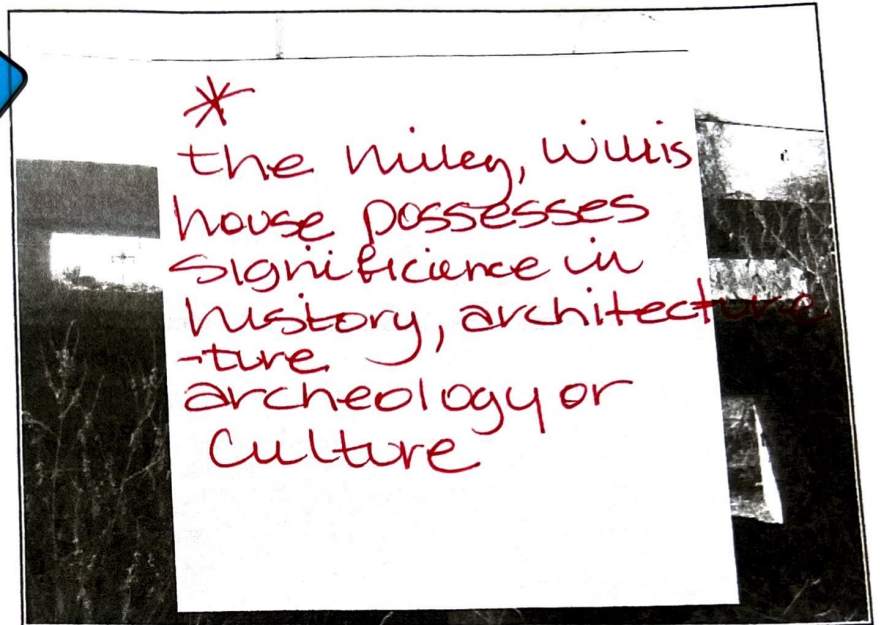


Figure 3-3. Current bridge over Gills Branch.

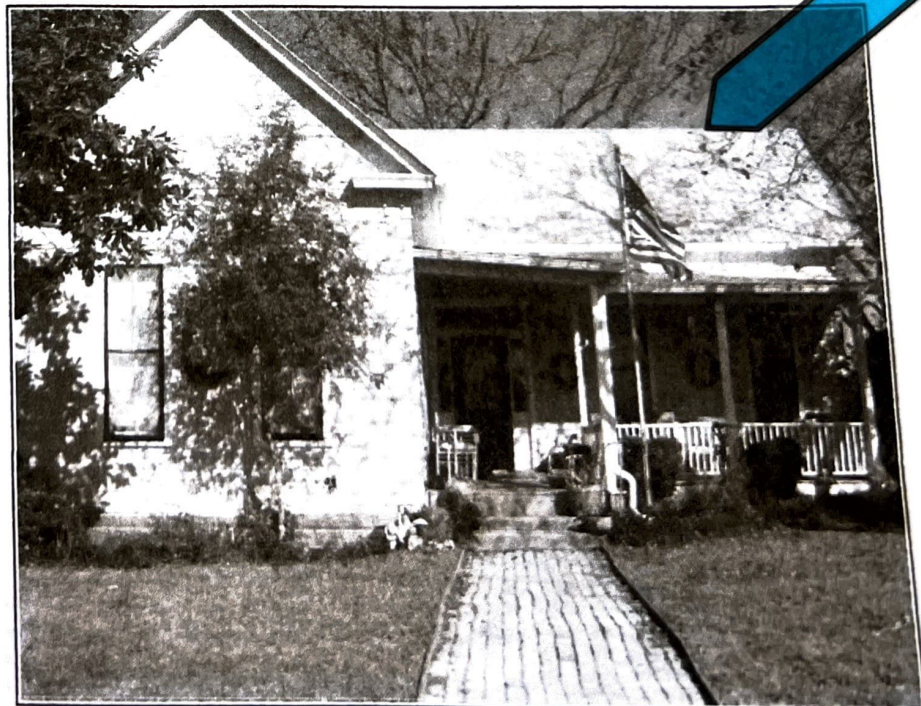
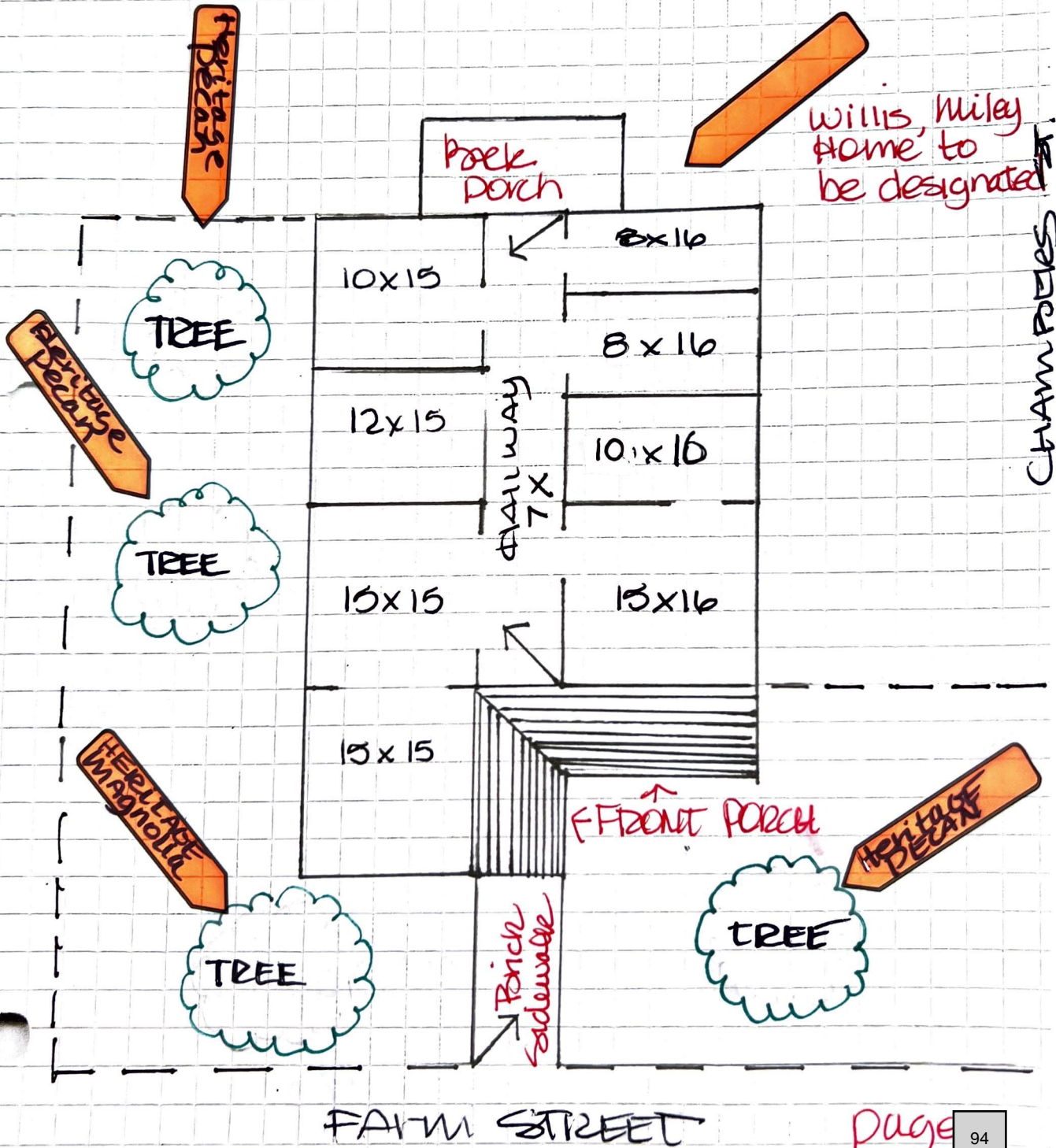


Figure 3-4. Miley, Willis House at 1320 Farm Road.

The Willis, Miley House  
1320 Farm Street  
Part of Farm Lot #36  
East of Main St. City of Bastrop

Built 1870 - 1890      0.53 acres











Item 9C.



## Bend Burial Ground Reids

Birth: unknown  
Death: unknown

### Reid Bend's Burial Ground (Lost Cemetery)

This was a private cemetery used by the descendants of James Reid Sr. from 1838 until at least 1919. It was located on the Austin tract above and aligning the town of Bastrop, TX i.e. "2.5 miles north of the town of Bastrop, TX" as described in 1889. There is no longer any trace of this cemetery. There are three confirmed burials on this site but many more presumed. These presumed individuals would have been buried here between 1838 and 1919. Once the Reid's Bend property was no longer owned by the Reids, family burials were moved to either other Bastrop County cemeteries or cemeteries found outside of Bastrop County as 3rd and 4th generations moved away from Reid's Bend tract.

Because members of the James Curtis Sr. family also lived on this Austin tract from 1829 to 1849 and were related by marriage to the Reids, the burial ground might also have been the final resting place for the earliest members of the Curtis (Old 300), Sims (Old 300), and Stewart families. No proof has been found to support this theory. By 1853, the first and most of the 2nd generation of the Curtis family were deceased.

This cemetery is not to be confused with Reid's Bend Hispanic Cemetery (abandoned) which is located on a shelf bank (first flood plain) on Reid's Bend river bend just above the Colorado River. There is a large physical separation of these two Reid's Bend located cemeteries. The cemetery was used in the 1920's and 1930's and on land now owned by Texas Aggregates, Inc. Only 7 graves can be found but others might exist.

Until Sept 2010 the Reid's Bend land was a mixed of cleared, grassy pasture and heavily brush. In June 2001, a group of Reid-Hutchi(n)son descendents tried to locate the cemetery with permission of the present owners, Bar W Ranch. They were unsuccessful. The last time the cemetery had been visited, prior to this, was in the 1950's by Effie and Claude Sharp who had taken her mother to visit the family plot. The Sharps were part of the 2001 gathering. The property has changed hands many times since the Reids. Bulldozing

Reids Bend's Burial Ground  
Lost Cemetery

James Reid Sr.

- Willis O. Mileys  
Great grand father
- Rebecca Greg Reid's  
grandfather

Rebecca Greg Reid  
Willis O. Mileys  
mother.

has changed the surface of the land. It is very possible that the cemetery has been bulldozed over. The Sharps recall that most of the headstones are petrified rocks. However, the approximate location can be determined from Bastrop County deed records and a funeral card.

In September 2010, Bar W Ranch cleared some of the brushy land to make new pasture. Remains of a past settlement were uncovered. However, the bulldozer operator had scattered the remains of the archeological sites and burned the debris before he realized the significance of the find. All the finds were in the area that the cemetery was supposed to be based on early records. Bar W Ranch gave permission to Reid and Cindy Sharp and Charles and Linda Reid, descendants of James Reid Sr., to examine the newly cleared land before it was seeded for pasture.

The archeological finds included a large, single rock. According to the Effie (now dec'd) and Claude Sharp in 2001, there was a rock that marked the entrance to Reid's Bend Burial Ground. It was the only small boulder found. The rock was moved by the bulldozer but still remained in the general area. Three home sites used as late as the 1920's and 1930's were found. Bricks, both handmade and commercially made, were found scattered over the ground. A hand dug water well, that was manually lined with plaster, was also found near one of the home sites and the large rock.

Looking at a 1899 topo map of Bastrop County which showed the road to Reid's Bend and comparing it to a modern street map of Bastrop, TX and aerial map of Bar W Ranch, it was determined that the 2010 route to Reid's Bend is almost identical to one in 1899. Following directions to Reid's Bend Burial Ground from an 1889 funeral card, the location and mileage correlates to the location of the newly uncovered archeological site.

When James Sr.'s estate was finally settled in 1854, Thomas Reid [eldest son] bought back the portion of land that contained the burial ground from the new owner, W.J.S. Carter. The men were associated to one another by marriage through the Dancer family. As stated in Deed Book I, page 504, 21 Feb 1855 - 1/2 ac granted to Thomas Reid (pd \$1) for land on which James Reid Sr. was buried. The deed also described the cemetery location: "East of the Colorado River near the bank of said River, above the place where the house stands in which Bartlett Sims family [lived]." [Note: Bartlett S. Sims and Samuel H. Reid married

Curtis sisters. The Simses later moved to Williamson Co., TX in 1849.] Sims had his residence being "a part of the upper 1/3 part of the league above and aligning the town of Bastrop." The wording in the deed is such that it indicates more than one grave was buried on this half acre. The last know burial recorded was a granddaughter, Rebecca Greg Reid Miley in 1919. The funeral announcement in 1889 referred to the cemetery as Reid's Bend Burial Ground.

Burial:  
 Reid's Bend Burial Ground (lost)  
 Bastrop  
 Bastrop County  
 Texas, USA

Created by: Linda Reid  
 Record added: Feb 28, 2011  
 Find A Grave Memorial# 66275123

Willis Oliver Miley's mother.

Rebecca Greg Reid  
 Born: 3-28-1856  
 in Bastrop, Tx  
 Died: 7-26-1919

Willis Oliver Miley's  
 mother

the last known  
 burial recorded  
 at Reids Bend  
 "the lost cemetery"

Alfred Crisenbeck signed wall  
in original house owned Dr. J. O.  
Willis Oliver Miley

Item 9C.



Willis Olive Miley  
worked for the  
Railway Express (REA)  
Bastrop, Texas

a National package  
delivery service that  
operated in the U.S.

from 1918 to 1975

REA arranged trans-  
port and delivery via  
existing railroad.

He is listed as a  
Journeyman,

an experienced  
worker whose role  
will vary on the  
line of industry.

worked for  
the Bastrop, Taylor  
and Houston Railway

Texas, Death Certificates, 1903-1982 for Willis O Miley

Item 9C.

SAVE

Bastrop > 1947 > Jul-Sep

STATE OF TEXAS  
 COUNTY OF **Bastrop**  
 CITY OR PRECINCT NO. **Bastrop**  
 FULL NAME OF DECEASED **Willis O. Miley**  
 LENGTH OF RESIDENCE WHERE DEATH OCCURRED **34** YEARS MONTHS DAYS (SOCIAL SECURITY NO. **497-30-1118**)  
 RESIDENCE OF THE DECEASED (STREET AND NO. CITY **BASTROP** COUNTY **Bastrop** TOWNSHIP **Texas**)

PERSONAL AND STATISTICAL PARTICULARS		MEDICAL PARTICULARS	
3 SEX <b>Male</b>	4 COLOR OR RACE <b>White</b>	17 DATE OF DEATH <b>Aug. 31, 1947</b>	
5 SINGLE, MARRIED, WIDOWED OR DIVORCED (WRITE THE WORD) <b>Married</b>		18. I HEREBY CERTIFY THAT I ATTENDED THE DECEASED FROM <b>Aug. 22</b> 1947 TO <b>Aug. 31, 1947</b>	
6 DATE OF BIRTH <b>Nov. 16, 1876</b>		I LAST SAW HIM ALIVE ON <b>Aug. 31, 1947</b>	
7 AGE <b>70</b> YEARS MONTHS DAYS <b>9 15</b> IF LESS THAN 1 DAY HOURS MIN.		THE DEATH OCCURRED ON THE DATE STATED ABOVE AT <b>4:10 PM</b>	
8A. TRADE, PROFESSION OR KIND OF WORK DONE <b>Railway Express</b>		THE PRIMARY CAUSE OF DEATH WAS: <b>Coronary Occlusion</b>	DURATION
8B. INDUSTRY OR BUSINESS IN WHICH ENGAGED			
9. BIRTHPLACE (STATE OR COUNTRY) <b>Bastrop, Texas</b>		CONTINUOUS CAREER WERE:	
10 NAME <b>Barney Miley</b>			
11. BIRTHPLACE (STATE OR COUNTRY) <b>U.S.A.</b>			
12. MAIDEN NAME <b>Grace Reid</b>			
13. BIRTHPLACE (STATE OR COUNTRY) <b>U.S.A.</b>		IF NOT DUE TO DISEASE, SPECIFY WHETHER ACCIDENT, SUICIDE, OR HOMICIDE	
14 SIGNATURE <b>Mrs. Grace Ferguson</b>		DATE OF OCCURRENCE <b>OCT 2 1947</b>	
ADDRESS <b>Bastrop, Texas</b>		PLACE OF OCCURRENCE <b>TEXAS</b>	
15. PLACE OF BURIAL OR REMOVAL <b>Bastrop, Texas</b>		MANNER OR MEANS IF RELATED TO OCCUPATION OF DECEASED, SPECIFY	
DATE <b>Sept. 2, 1947</b>		SIGNATURE <b>R.M. Jolley</b>	M.D. OR
16 SIGNATURE <b>Mrs. Bernice H. Jenkins</b>		ADDRESS <b>Bastrop, Texas</b>	
ADDRESS <b>Bastrop, Texas</b>			
20 FILE NUMBER <b>29</b>	FILE DATE <b>9-5-47</b>	SIGNATURE OF LOCAL REGISTRAR <b>J. Williams</b>	ADDRESS <b>Bastrop, Texas</b>

NOTE THE INFORMATION CALLED FOR ON THE REVERSE SIDE

**FATHER**  
 Barney Miley  
**MOTHER**  
 Grace Reid

Willis O. Miley's Death Certificate  
 Born Nov 16, 1876 Bastrop Texas  
 Died August 31, 1947 Bastrop, Texas  
 Lived @ 1320 Farm St. for 34 years.



William Jefferson Miley (W.J.)

W.O. Mileys  $\frac{1}{2}$  Brother.

Born 7-5-1861

Died 3-8-1927

wife Francis Marietta Green

William Jefferson (W.J.) Miley  $\frac{1}{2}$  Brother  
of W.O. Miley built and opened a Drug  
STORE at 1300 Main in 1905, complete  
with a soda fountain which is still in  
operation. This site has been occupied  
since 1853 when it served as the  
office of David Sayers, father of  
Texas Governor Joseph Sayers.

Now it is Lock Drug Store, known  
as the oldest Drug Store in Texas.



## HISTORIC LANDMARK COMMISSION

August 1, 2001

Bill Ennis  
Chairman

Pinky Smith  
Vice Chairman

Dan Hays-Clark  
Secretary

Don Cartwright  
Commissioner

Susan Long  
Commissioner

Billy Maynard  
Commissioner

Bill Pletsch  
Commissioner

Charles Lee  
1320 Farm Street  
Bastrop, TX 78602

Dear Mr. Lee:

Several years ago, the Bastrop City Council passed the Historic Landmark Preservation Ordinance, creating the Historic Landmark Commission and giving it the responsibility for coordinating efforts to protect Bastrop's historic structures. One of the provisions in the ordinance is the establishment of a Significant Landmark status which recognizes and preserves structures by preventing their demolition or removal, yet in no way interferes in their ordinary maintenance and upkeep.


Because of the historical and architectural significance of your property at 1320 Farm Street and its listing on the National Register of Historic places, the Commission would like to nominate your home for this designation. *As an invitee, you will not be responsible for the \$300.00 application fee which you would incur if you requested designation later.* The process is simple and the Commission can assist you in completing the application.

If you agree to this nomination, your home will be among several structures to be brought to the Planning and Zoning Commission and City Council in the fall for Significant Landmark designation. You will receive an official notice from the City Planning Department regarding the dates, place and times. It is not necessary for you to be present at either meeting.

After the Council has approved this designation, we invite you to sign and return the enclosed agreement for the highest level of recognition, that of Historic Landmark Status. This status awards your home the new bronze *Historic Landmark Plaque* provided by the City and entitles you, as the property owner, to an annual percentage city property tax rebate.

With the changes evident in the current and future growth of Bastrop, we hope that you agree that preserving the downtown historic district is not only important from an architectural and historical standpoint, but will also have a positive effect on property values and the continuance of our small town ambience.

If you have any questions at all, please call me at 303-0442.

Very sincerely,  
  
 Bill Ennis  
 Chairman

8:38

5G



Bastrop  
April 4, 2018 8:22 AM

Edit



We cannot forget the Historic Chicken  
Sanctuary located on Farm Street.  
Photo taken from the porch of the W.O. Miley House.



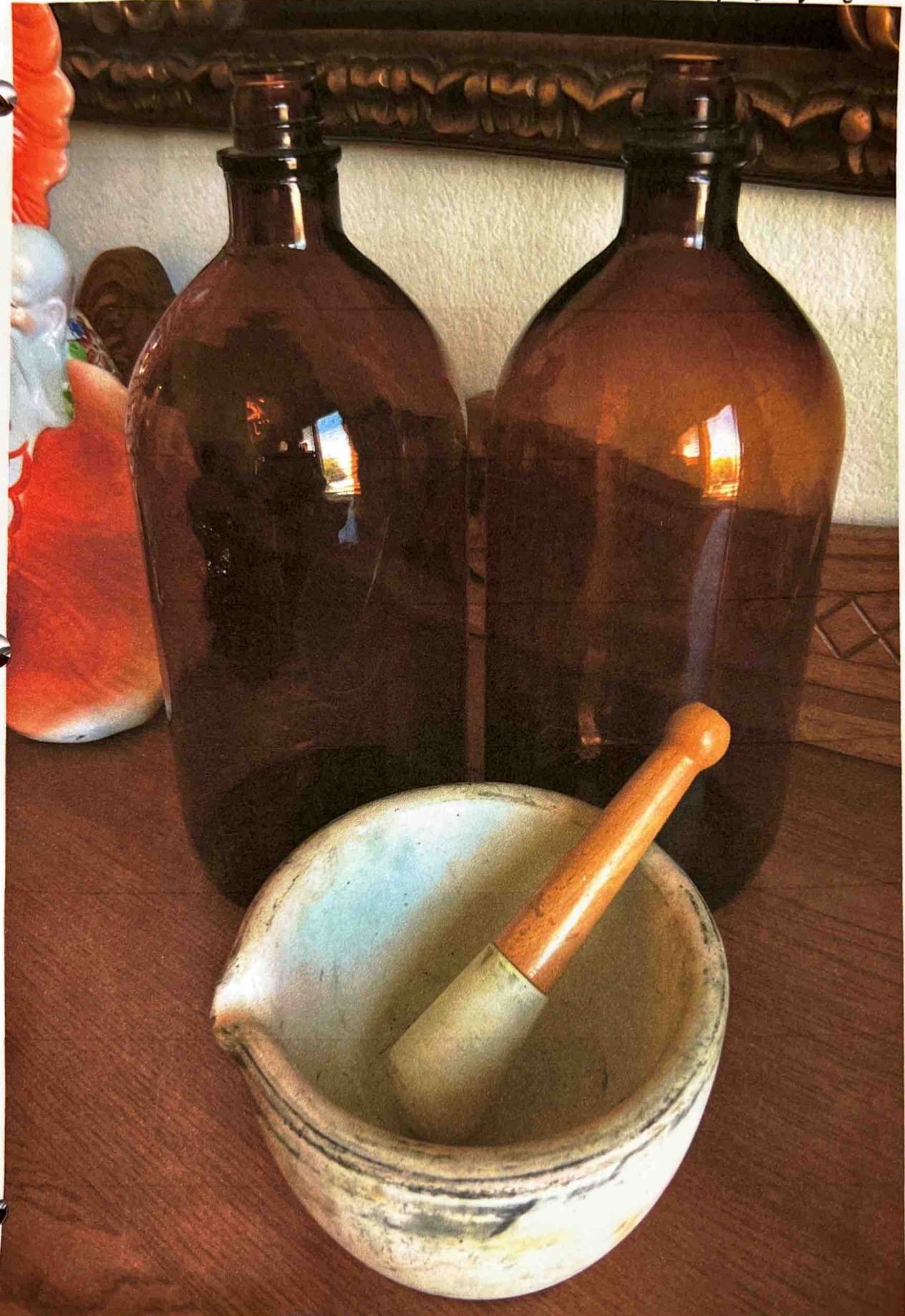
Rooster

L.O.L.



Items from Wileys (W.S) Pharmacy 1900  
1300 Main St

Item 9C.



Items from the barn of W.O. Wiley that I am in possession of.

Found in the ceiling at 1320  
Farm Street covering a wood stove  
hole.

Item 9C.



W.O. Miley Deme

Most likely came from W.J. Miley's  
Pharmacy (Locks Drugs) 1300 Main  
Roussard, TX

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# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Consider and act on an application from Bastrop Old Town Visitor Center for an event known as Yesterfest for \$20,000 for a grant from the Hotel Occupancy Tax Fund to fund a uniquely Bastrop event.

**AGENDA ITEM SUBMITTED BY:** Sylvia Carrillo-Trevino, ICMA-CM, CPM, City Manager

**BACKGROUND/HISTORY:**

Yesterfest was a long held city tradition that went by the wayside until 2023. In 2023, the Museum and Visitors Center helped put on a modest version of the event.

This year, the Bastrop Old Town Visitor Center and Nancy Wood are partnering to bring back the event to its former glory, complete with period costumes and reenactments, to celebrate Bastrop's pioneer heritage during National History Month.

The organization is seeking \$20,000 to bring more than 4,000 visitors to Main St. to participate in the event. The event budget is attached.

Visit Bastrop historically is awarded \$75,000 to distribute to events. The larger events such as the Festival de La Cultura (\$20,000) and Corvette Invasion (\$20,000) have come directly to the City of Bastrop as it would have taken a large portion of the available HOT event fund provided to Visit Bastrop, and perceived unfair to smaller events.

However, while the HOT fund is healthy, it is performing under an aggressive forecast that was expected to take it from \$2.9M in FY23 to \$4M in FY 24, a 37% increase. HOT fund revenue is down \$19,000 from the same period last year. However, expenses are also down 30.5% or \$784,000.

Additionally, Visit Bastrop is moving towards a reimbursement policy that would prevent events such as Yesterfest from coming to fruition.

**FISCAL IMPACT:**

\$20,000 to the Hotel Occupancy Fund.

**RECOMMENDATION:**

Approve the expense, and reduce the contribution to Visit Bastrop HOT fund event budget by \$20,000 to \$55,000 instead of \$75,000.

**ATTACHMENTS:**

1. Yesterfest Budget Worksheet

**HOT FUND REIMBURSEMENT GRANT  
EVENT BUDGET WORKSHEET  
FY 2023-2024**



All Hotel Occupancy Tax expenses must abide by Texas State Law. Providing a thorough budget will help determine the impact of your event and the amount of eligible expenses your event will have. Be advised that actual receipts will be required to determine all eligible costs.

	Proposed Budget Outline	Post Budget/Expenditures
<b>Expenses</b>		
Space Rental		
Food & Beverage		
Audio/Visual		
Internet		
Security		
Staff Costs		
Entertainment <i>Paid Performers</i>	2000-	
Lodging <i>for Reenactors</i>	2500-	
<i>Total Expenses</i>	4500-	
<b>Advertising Expenses</b>		
Newspaper <i>(see narrative)</i>	6000-	
Radio		
TV - <i>spectrum</i>	3000-	
Other Advertising - <i>Digital</i>	4000-	
Social Media	1000-	
Direct Mailings/ <i>costs</i>	1500-	
Press Releases/Media		
<i>Total Advertising</i>	15500-	
	<i>(Total - 20,000-)</i>	
Other expenses not listed above:		
<i>Food for reenactors \$500; security \$800; Port-a-Pots \$500;</i>		
<i>photographer \$100; trash receptacles \$200; event permit \$600;</i>		
<i>Total - \$2700</i>		
<b>Revenues</b>		
Donations - <i>Corporate</i>	5000	
In-Kind Services - <i>Vol hrs</i>	15,250	
Cash Sponsors		
Ticket Sales		
Other Revenues <i>Vendor fee/pins</i>	2,000	
HOT Funds Awarded	20,000	
<i>Total Revenues</i>	42,250	



APPLICATION REQUEST FOR  
HOTEL OCCUPANCY TAX FUNDING  
FY 2023-2024

Application Date: 2/23/2024

OFFICE USE  
Received Date:

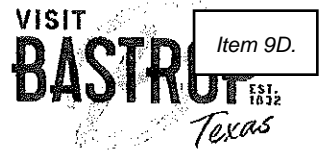
**Organization Information**

Organization Name Bastrop Old Town Visitor Center  
Mailing Address 904 Main St.  
City, State, Zip Bastrop, TX 78602  
Primary Contact Nicole De Guzman  
Phone Number 512-303-0904  
Email nicole@bchs1832.org  
Alternate Contact Nancy Wood  
Phone 512-303-0904  
Email events@bchs1832.org  
Tax ID # \_\_\_\_\_  
Organization Type  Private/For-Profit  Non-Profit

**Event Information**

Event Name Ye sterfest  
Event Date(s) From May 25, 2024 To \_\_\_\_\_  
Location Downtown Pine St (Main to Pecan) and Water St (Chestnut to Walnut)  
Event Website \_\_\_\_\_  
Expected Number of Attendees 4000  
Is this a first-time event?  Yes  No  
If no, did this event occur in Bastrop during the previous fiscal year?  Yes  No  N/A  
Has your organization applied for HOT funds for this event before?  Yes  No  N/A  
Is this event open to the general public?  Yes  No  
Will there be an admission charge?  Yes  No  
Will you need meeting space?  Yes  No  
Reason for Event Traditional event celebrating Bastrop's pioneer history during National Preservation Month (May)  
Amount of Funding Requested \$ 20,000

APPLICATION REQUEST FOR  
HOTEL OCCUPANCY TAX FUNDING  
FY 2023-2024



**Does your event pass Part-One of the statutory Hotel Occupancy Tax test?**

Defined specifically as directly enhancing and promoting tourism in Bastrop and directly promoting the overnight accommodation industry in Bastrop by increasing overnight stays.

- Yes  
 No

**Does your event pass Part-Two of the statutory test?**

Defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories. If the answer does not meet one of the following categories, the event is not eligible for HOT funds and the application need not continue.

Check all that apply.

- Funding the establishment, improvement, or maintenance of a convention center or visitor information center
- Paying the administrative costs for facilitating convention registration
- Paying for advertising, solicitations, and promotions that attract tourists and convention delegates to the county or its vicinity
- Expenditures that promote the arts
- Funding historical restoration or preservation programs, *or activities encouraging tourists to visit the museum and visitor center in historic downtown*
- Funding certain expenses, including promotional expenses, directly related to a sporting event
- Signage directing tourists to sights and attractions frequently visited by hotel guests
- None of the above

**Visitor Impact**

Expected Local Attendance 1000

Expected Out of Town Attendance 3000

How many **nights** of hotel stays do you estimate your attendees will book? 20  
*Please include rooms that may be occupied by vendors, contestants, attendees, etc. for the duration of your event.*

Have you secured your room block with Visit Bastrop?  Yes  No *(in process)*  
**Hotel rooms must be secured through Cherry Kay Abel to receive HOT funds.**  
*cherrykay@visitbastrop.com*

**Special Permits through the City of Bastrop**

Will any City of Bastrop resources be required? (i.e., parks, fire, police, etc.)  Yes  No

If yes, have you completed a Special Event Permit Application with the city?  Yes  No

APPLICATION REQUEST FOR  
HOTEL OCCUPANCY TAX FUNDING  
FY 2023-2024

Please indicate all promotional efforts your organization is coordinating to alert visitors to your event.

<input type="checkbox"/> Radio	\$ _____	<input type="checkbox"/> Direct Subscribers	\$ _____
<input checked="" type="checkbox"/> Television	\$ <u>3000</u>	<input checked="" type="checkbox"/> Online/Digital	\$ <u>4000</u>
<input type="checkbox"/> Brochure Distribution	\$ _____	<input type="checkbox"/> Newsletter	\$ _____
<input checked="" type="checkbox"/> Social Media	\$ <u>1000</u>	<input checked="" type="checkbox"/> Direct Mailings	\$ <u>1500</u>
<input type="checkbox"/> Press Releases	\$ _____	<input checked="" type="checkbox"/> Newspaper	\$ <u>6000</u>

List all fees associated with your event. (i.e., parking, admission, contests, etc.)

	\$ _____
Vendor fees	\$ <u>1800 (60@ \$30)</u>
Pin Sales	\$ <u>200 (100@ \$2)</u>
Corporate Sponsors	\$ <u>5000</u>
In-Kind Services (Vol hrs & Reenactor Vol hrs)	\$ <u>15250</u>
	(Total \$22,250)

Please attach a separate document for the following questions. **Be very specific and answer each question in full!** The more thorough your answers, the easier it will be for our team to come to a decision.

1. **DETAILED** description of your event. What is the purpose/goal? Who benefits from your success?
2. How would HOT funds be used if approved?
3. What is your current operating budget for this event?
  - a. How much of your budget is dedicated specifically to advertising/promoting your event to visitors outside of Bastrop County?
4. Of the current budget, how much does your organization contribute vs how much will be expensed using HOT funds?
5. What is your specific marketing plan? How will you promote your event and attract visitors to Bastrop? Please provide a detailed list of the media used, amount spent, type of products used.
6. Describe your attendance goals for this event and identify steps used to achieve these goals.
7. What is your detailed plan for tracking how many room nights your event brought to Bastrop?
  - a. How do you intend to advertise or promote your event to gain room night stays?
  - b. How will your event help promote the hotel industry in Bastrop?
8. How will you measure the return on investment of the requested amount of HOT funds for your event?
9. If this is an event that Visit Bastrop has funded in the past, please tell us what new marketing initiatives you will utilize to promote hotel and convention activity for this event?
10. What is the target audience for your event?

**Application for HOT Funds**  
**Yesterfest**  
**May 25, 2024**

**1.Event Description:** May is National Preservation Month, and a uniquely Bastrop event, with over 28-years of history, will again draw tourists to the historic downtown. Organized by the Bastrop Old Town Visitor Center, Yesterfest 2024 will highlight Bastrop's diverse history for tourists and residents through reenactments, demonstrators, vendors, speakers, story tellers, music, and activities for children, all of which are based in our history from 1830s to the 1950s.

For the attendee, begin at the BCHS Museum and Visitor Center at 904 Main Street, collect a program/map of the event, and stroll through the museum. Now, steeped in Bastrop history, step outside and see history come alive along Pine and Water Streets. Visit with vendors selling homemade items; see reenactments and demonstrations; listen to homespun music (no amplifiers here!); interact with story tellers and speakers on topics that recall yesterday and that teach sustainable practices for now and the future; participate in children's games and activities that were popular in the 1800s. Since the event takes place in the heart of historic downtown Bastrop there is much to explore, including restaurants and shops outside the event boundary...spend the weekend and feel at home with us!

Yesterfest is designed to engage tourist audiences in historic preservation while supporting a vibrant, modern community.

**2, 3, 4.Use of HOT Funds:** The requested funds will be used for Marketing the event outside the immediate area. Plans are underway to target travelers from Houston, San Antonio, College Station, Waco, Dallas Metroplex, and smaller communities surrounding those metro locations. Approximately 77% of the ask will be used for marketing; the remainder will be used for lodging reenactors and paying performers. BCHS budget will cover all other expenses through corporate sponsorships and in-kind services from within the community.

**5.Marketing Plan:**

- Newspaper Inserts with Hill Country Current (Austin area) Horseshoe Bay, Blanco County, Johnson City, Llano, Mason County and San Saba - 16,000 printed plus digital. Also includes a 250-word article and photo; Community Impact (Houston, San Antonio areas), Killeen, Temple, College Station
- Digital Marketing (same areas as above and Dallas Metroplex)
- TV with Spectrum in high-volume markets
- Social Media on Facebook and Instagram
- Use a Marketing expert to find and make placements (Debbie Denny)

**6, 7.Attendance Goals and Tracking:** The attendance goal for this event falls in the range of 2500 to 4000 attendees for the one day event. To achieve this goal, we will market extensively using newspaper, digital channels, social media, TV, and signage. To track attendance and overnight stays, we will use social media tracking and work with the hotels to have a questionnaire available that can be used with guests on their properties. We will partner with the Bastrop Opera House to cross-market their Friday night production and will work with local restaurants to promote their music/food special offerings for both Friday and Saturday night. This is also a chance to kick-off a long holiday weekend, Memorial Day Weekend, and make Bastrop the destination of choice for holiday weekend visitors.

**8.Measure ROI:** After the event we will use the following methods to determine return on investment -

- Survey of Vendors (for their profits)
- Survey downtown businesses (for their increased sales)
- Sales Tax Report for May

**9.Past Funding by Visit Bastrop:** VB funded the marketing and lodging of Yesterfest in 2023 at which time the marketing was limited to Houston, San Antonio, and Austin metro areas. This year we wish to expand and target College Station, Waco, Killeen, Dallas Metroplex in addition to communities which surround those areas.

**10.Target Audience:** Marketing will target families getting away for the weekend, historic tourism travelers, seniors looking for a nostalgic experience, travelers with children looking for historic learning experiences...

APPLICATION REQUEST FOR  
HOTEL OCCUPANCY TAX FUNDING  
FY 2023-2024



I affirm and certify that all the information and answers to questions herein are complete, true, and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void, whenever discovered.

**Please Initial:**

- ND I understand that submission of an application does not guarantee funding, in whole or in part.
- ND I understand that I am required to include a link to Visit Bastrop on my promotional handouts and in our website for booking hotel nights during this event.
- ND I understand that I must include the approved Visit Bastrop logo on all promotional handouts and on our website as a sponsor for this event. Furthermore, I will submit samples of our promotional handouts in our Post Report.
- ND I understand that actual receipts that total the award will be provided in the Post Report, as well as copies or screen shots of Visit Bastrop's listing as a sponsor. I understand that failure to provide all required documentation will result in becoming ineligible for future funding for the individual and/or the organization.
- ND I understand that if my event does not take place, I am required to return the full amount of funding to Visit Bastrop within 30 days of the intended day of the event.
- ND I agree to cooperate fully with Visit Bastrop, or authorized agents of Visit Bastrop, with information which reasonably relates to the payment of benefits from the HOT fund and this application.
- ND I hereby agree to indemnify and hold harmless Visit Bastrop against any and all claims, demands, or causes of action of any kind or nature resulting from or in connection with Visit Bastrop.
- ND I understand that if my application is approved, the financials of this event may be viewed at any time by Visit Bastrop prior to receiving reimbursement for the event and/or following completion of my event.
- ND I understand that I must abide by all relevant local, state, and federal laws/regulations regarding the use of Hotel Occupancy Tax.

I have read and understood the information in this application packet as well as the information provided to me on the FY 2023-2024 HOT Fund Application landing page on visitbastrop.com. I understand and will comply with all provisions therein; and I intend to use the funds awarded for my event to directly enhance and promote the tourism and hotel industry by attracting visitors from outside of Bastrop into the City of Bastrop and its ETJ to stay overnight in one of Bastrop's lodging facilities.

Nicole DeGuzman  
Applicant Printed Name

02/23/2024  
Date

Nicole DeGuzman  
Applicant Signature

Should my application be approved, please make check payable to:

Name Bastrop Old Town Visitor Center  
Address 904 Main St.  
City/State Bastrop, TX Zip 78602



# STAFF REPORT

**MEETING DATE:** March 12, 2024

**TITLE:**

Consider and act on an application from SRE Promotions, LLC for an event known as Corvette Invasion for \$1,300 for a grant from the Hotel Occupancy Tax Fund to fund a corvette car show.

**AGENDA ITEM SUBMITTED BY:**

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

**BACKGROUND/HISTORY:**

The annual Corvette Invasion is the largest corvette only car show in Texas. In prior years, the event has a direct economic impact of over \$150,000 (see Attachment 2).

The organization has submitted a budget that shows approximately \$20,000 of eligible expenses that can be attributed directly as eligible for HOT funds reimbursement as marketing (advertising the city). At the February 27, 2024 council meeting, council awarded \$18,700 out of the \$20,000 due to needing additional information to award the full requested amount.

**HOT fund use**

Excerpt from TML – [The Hotel Tax Two-Step](#).

*“Part 1: Heads in Beds The first element of the two-part test is this: Every expenditure of hotel taxes must put “heads in beds.” What this means is that every funded project must attract overnight tourists to the city’s hotels and motels, thus promoting the city’s hotel industry. For example, how about a weekend-long arts and crafts show? There’s a very good chance that out-of-town guests might come to visit such an event, so expenditure of hotel tax money on that event would likely qualify. On the other hand, how about a quilting bee at a local nursing home? While a worthy cause, the quilting bee is unlikely to attract overnight tourists and, therefore, probably wouldn’t qualify to receive hotel tax funds.*

*Part 2: The Nine Categories Once a project has cleared the first part of the test, it’s time for – you guessed it – the second part of the test. Here it is: Every expenditure of hotel taxes must also fit into one of nine statutorily authorized categories. These are the nine categories: (1) convention and visitor centers; (2) convention registration; (3) advertising the city; (4) promotion of the arts; (5) historical restoration and preservation; (6) sporting events in a county under one million in population; (7) enhancing or upgrading existing sports facilities or sports fields (only in certain cities); (8) tourist transportation systems; and (9) signage directing the public to sights and attractions that are visited frequently by hotel guests in the city. Thus, even if an event puts heads in beds, it cannot receive hotel tax money unless it also fits into one of the nine categories.”*

**FISCAL IMPACT:**

\$1,300 from the HOT fund account.

**RECOMMENDATION:**

Award the \$1,300 as requested.

**ATTACHMENTS:**

1. HOT Application
2. Economic Impact



Application Date: 2/5/24

OFFICE USE  
Received Date: 2/5/2024

Item 9E.

**Organization Information**

Organization Name SRE Promotions LLC  
 Mailing Address P.O. Box 746  
 City, State, Zip Hutto TX 78634  
 Primary Contact Shawn Jones  
 Phone Number 512-373-5544  
 Email Sweetridesoftexas@yahoo.com  
 Alternate Contact Elaine Prout  
 Phone 757-327-2727  
 Email eprout66@gmail.com  
 Tax ID # 81-1599899  
 Organization Type  Private/For-Profit  Non-Profit

**Event Information**

Event Name Corvette Invasion  
 Event Date(s) From 7/19/2024 To 7/21/2024  
 Location Bastrop Convention Center  
 Event Website www.corvetteinvasion.com  
 Expected Number of Attendees 1000  
 Is this a first-time event?  Yes  No  
 If no, did this event occur in Bastrop during the previous fiscal year?  Yes  No  N/A  
 Has your organization applied for HOT funds for this event before?  Yes  No  N/A  
 Is this event open to the general public?  Yes  No  
 Will there be an admission charge?  Yes  No *only to registered participants*  
 Will you need meeting space?  Yes  No *charge to general public*  
 Reason for Event Annual car show

Amount of Funding Requested \$ 20,000

**Does your event pass Part-One of the statutory Hotel Occupancy Tax test?**

Defined specifically as directly enhancing and promoting tourism in Bastrop and directly promoting the overnight accommodation industry in Bastrop by increasing overnight stays.

- Yes
- No

**Does your event pass Part-Two of the statutory test?**

Defined specifically as limiting the use of Hotel Occupancy Tax funds to one or more of the following categories. If the answer does not meet one of the following categories, the event is not eligible for HOT funds and the application need not continue.

*Check all that apply.*

- Funding the establishment, improvement, or maintenance of a convention center or visitor information center
- Paying the administrative costs for facilitating convention registration
- Paying for advertising, solicitations, and promotions that attract tourists and convention delegates to the county or its vicinity
- Expenditures that promote the arts
- Funding historical restoration or preservation programs
- Funding certain expenses, including promotional expenses, directly related to a sporting event
- Signage directing tourists to sights and attractions frequently visited by hotel guests
- None of the above

**Visitor Impact**

Expected Local Attendance

700

Expected Out of Town Attendance

350

How many **nights** of hotel stays do you estimate your attendees will book?  
*Please include rooms that may be occupied by vendors, contestants, attendees, etc. for the duration of your event.*

200+

Have you secured your room block with Visit Bastrop?  Yes  No

**Hotel rooms must be secured through Cherry Kay Abel to receive HOT funds.**  
**cherrykay@visitbastrop.com**

**Special Permits through the City of Bastrop**

Will any City of Bastrop resources be required? (i.e., parks, fire, police, etc.)  Yes  No

If yes, have you completed a Special Event Permit Application with the city?  Yes  No

Please indicate all promotional efforts your organization is coordinating to alert visitors to your event.

<input type="checkbox"/> Radio	\$ _____	<input type="checkbox"/> Direct Subscribers	\$ _____
<input type="checkbox"/> Television	\$ _____	<input type="checkbox"/> Online/Digital	\$ <u>400.00</u>
<input type="checkbox"/> Brochure Distribution	\$ <u>300.00</u>	<input type="checkbox"/> Newsletter	\$ _____
<input type="checkbox"/> Social Media	\$ <u>4000.00</u>	<input type="checkbox"/> Direct Mailings	\$ _____
<input type="checkbox"/> Press Releases	\$ _____	<input type="checkbox"/> Newspaper	\$ _____

Item 9E.

List all fees associated with your event. (i.e., parking, admission, contests, etc.)

<u>Convention Center Rental Plus insurance</u>	\$ <u>7200.00</u>
<u>Event Coordinator</u>	\$ <u>3000.00</u>
<u>Security</u>	\$ <u>2000.00</u>
<u>Food &amp; Beverage</u>	\$ <u>3500.00</u>
<u>Staff 500.00</u>	
<u>Registration Supplies 300.00</u>	
<u>Awards 1800.00</u>	
<u>Shirts 2000.00</u>	

Please attach a separate document for the following questions. **Be very specific and answer each question in full!** The more thorough your answers, the easier it will be for our team to come to a decision.

1. **DETAILED** description of your event. What is the purpose/goal? Who benefits from your success?
2. How would HOT funds be used if approved?
3. What is your current operating budget for this event?
  - a. How much of your budget is dedicated specifically to advertising/promoting your event to visitors outside of Bastrop County?
4. Of the current budget, how much does your organization contribute vs how much will be expensed using HOT funds?
5. What is your specific marketing plan? How will you promote your event and attract visitors to Bastrop? Please provide a detailed list of the media used, amount spent, type of products used.
6. Describe your attendance goals for this event and identify steps used to achieve these goals.
7. What is your detailed plan for tracking how many room nights your event brought to Bastrop?
  - a. How do you intend to advertise or promote your event to gain room night stays?
  - b. How will your event help promote the hotel industry in Bastrop?
8. How will you measure the return on investment of the requested amount of HOT funds for your event?
9. If this is an event that Visit Bastrop has funded in the past, please tell us what new marketing initiatives you will utilize to promote hotel and convention activity for this event?
10. What is the target audience for your event?

I affirm and certify that all the information and answers to questions herein are complete, true, and correct to the best of my knowledge and belief. I understand that any misrepresentation, falsification, or omission of any facts called for in the application may render this application void, whenever discovered.


Item 9E.

**Please initial:**

- EP I understand that submission of an application does not guarantee funding, in whole or in part.
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Elaine Probst  
Applicant Printed Name

  
Applicant Signature

1/31/2024  
Date

Should my application be approved, please make check payable to:

Name ~~Corvette~~ Corvette Invasion

Address 1000 Wallin Farms CV

City/State Hutto TX Zip 78634

**HOT FUND REIMBURSEMENT GRANT  
EVENT BUDGET WORKSHEET  
FY 2023-2024**



Item 9E.

All Hotel Occupancy Tax expenses must abide by Texas State Law. Providing a thorough budget will help determine the impact of your event and the amount of eligible expenses your event will have. Be advised that actual receipts will be required to determine all eligible costs.

	<b>Proposed Budget Outline</b>	<b>Post Budget/Expenditures</b>
<b>Expenses</b>		
Space Rental	7200.00	
Food & Beverage	3500.00	
Audio/Visual		
Internet		
Security	2000.00	
Staff Costs	3500.00	
Entertainment	2500.00	
Lodging	1000.00	
<i>Total Expenses</i>	<u>19,700.00</u>	
<b>Advertising Expenses</b>		
Newspaper		
Radio		
TV		
Other Advertising	16,500.00	
Social Media	3500.00	
Direct Mailings		
Press Releases/Media		
<i>Total Advertising</i>		
Other expenses not listed above:		
<b>Revenues</b>		
Donations		
In-Kind Services		
Cash Sponsors	7500.00	
Ticket Sales	10,000.00	
Other Revenues	8750.00	
HOT Funds Awarded	20,000.00	
<i>Total Revenues</i>	<u>46,250.00</u>	

APPLICATION REQUEST FOR  
HOTEL OCCUPANCY TAX FUNDING  
FY 2023-2024



**Does your event pass Part-One of the statutory Hotel Occupancy Tax test?**

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- Yes
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**Visitor Impact**

Expected Local Attendance

700

Expected Out of Town Attendance

300

How many **nights** of hotel stays do you estimate your attendees will book?

200

*Please include rooms that may be occupied by vendors, contestants, attendees, etc. for the duration of your event.*

Have you secured your room block with Visit Bastrop?  Yes  No

**Hotel rooms must be secured through Cherry Kay Abel to receive HOT funds.**  
**cherrykay@visitbastrop.com**

**Special Permits through the City of Bastrop**

Will any City of Bastrop resources be required? (i.e., parks, fire, police, etc.)  Yes  No

If yes, have you completed a Special Event Permit Application with the city?  Yes  No