

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED  
JUN 29 2016

**ORGANIZATION INFORMATION:**

|                                                   |                                |
|---------------------------------------------------|--------------------------------|
| Tough Mudder Event Production Inc.                | 6/30/2016                      |
| Official Name of Organization                     | Date                           |
| Shivani Banker                                    | shivani.banker@toughmudder.com |
| Contact Person                                    | E-mail                         |
| 15 MetroTech Center, 7th Floor Brooklyn, NY 11201 | 7185028439                     |
| Organization Address                              | Phone Number                   |
| https://toughmudder.com/                          |                                |
| Website Address                                   |                                |

Is your Organization:

|                                  |                                                           |                          |
|----------------------------------|-----------------------------------------------------------|--------------------------|
| <input type="checkbox"/> 501(c)3 | Other (provide description) <u>A Delaware Corporation</u> | Tax ID# <u>465652576</u> |
|----------------------------------|-----------------------------------------------------------|--------------------------|

\$ 45,000.00

Total Amount Requested

\$ 4,608.00

Total Amount Granted prior year

Provide a brief description of your organization's mission:

At Tough Mudder HQ, our core mission is to create unconventional, life changing experiences for our participants and community partners. Since 2010, Tough Mudder has consistently delivered on this mission by hosting over two hundred events across nine countries - drawing almost three million participants to date and raising over ten million dollars for various charities.

Tough Mudder HQ has consistently demonstrated a world-class ability to organize, market, and execute successful large-scale events. Through global expansion, Tough Mudder aims to fuel it's mission by continuing to create lasting relationships with participants and providing significant economic benefits, increased tourism and occupancy rates to our host communities on a larger scale. Tough Mudder is eager to collaborate with City of Bastrop to continue to provide the community with rich and exciting events.

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service
- 4) Event Planning Timeline, if applicable
- 5) Identify other sources of funding
- 6) List of all Board Members
- 7) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1 of 1

Tough Mudder Event Production Inc.

2016

Name of Organization

Fiscal Year of Request

Tough Mudder Central Texas 2017

5/6/2017

Name of Event or Project

Date of Event or Project

\$ 45,000.00

McMahan Ranch, Smithville, Texas

Amount Requested

Primary Location of Event or Project

10,000

6

Expected Attendance

How many years have you held this Event or Program

45.00%

4,500.00

Percentage of attendance that will be  
staying overnight in hotels

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

Tough Mudder will use all available resources to detail the impact of Tough Mudder Central Texas 2017 on local hotel and economic activity. As the data we have collected to date from Tough Mudder Central Texas shows overnight participant hotel stays in Bastrop have steadily grown year over year (81.6% in 2015 to 70.8% in 2016), we understand the importance of tracking the economic impact of this event on the local community - especially on travel and accommodations behavior of participants. In order to measure the impact of this event, Tough Mudder will take the following measures:

1. Tough Mudder will collect detailed pick-up reports from all contracted hotel properties in Bastrop post-event (and conduct participant audits where possible). Tough Mudder is looking to begin contracting with Bastrop hotel properties as soon as possible in order to promote them alongside the event launch.
2. Tough Mudder will commission a economic impact post-event survey to gauge participant demographics (age, gender, household income, likelihood of return), travel behavior (location by zip code, travel time, etc.), overnight activity (percent of overnight stay, length of stay, type of accommodations, location of accommodations, etc.), and spending activity (daily spend in a number of categories).
3. Tough Mudder will use calculation methods provided by the National Association of Sports Commissions to provide a conservative estimate of the direct economic impact of the event from non-local sources (including room nights, average spend, etc.).
4. Tough Mudder will send dedicated e-mails to participants directing them to the official event Lodging pages that will prominently feature Bastrop properties. Tough Mudder will track visits to these pages for reporting purposes.

Do your promotional materials/website note area lodging facilities that can host participants? Yes.

Tell us about your event or project:

Tough Mudder Central Texas 2017 will be held on May 6, 2017 and May 7, 2017 at McMahan Ranch in Smithville, Texas for the third consecutive year. For the first time, Tough Mudder Central Texas will consist of a Tough Mudder event and a Tough Mudder Half event running concurrently on each event day. By introducing a new collaborative event format to this market, we aim to draw an increased number of participants to Bastrop; thus introducing a new demographic to the region and further marketing Bastrop as a premier destination for event guests. Please find descriptions of both events below.

Tough Mudder is a ten to twelve mile obstacle course inspired by British Special Forces designed to test participants' overall strength, stamina, teamwork and mental grit. Tough Mudder places great value in promoting camaraderie throughout the course, designing obstacles that encourage group participation. Participants must commit to helping others complete the course, putting teammates before themselves, and overcoming fears. Tough Mudder participants are affluent, adventurous, innovative individuals that vary in age, gender and socioeconomic status. Demographically, Tough Mudder's participants are generally 65% male and 35% female, about 70% of who are under age 40, with an annual income of at least \$85,000. Tough Mudder Central Texas 2016 drew about seven thousand participants and spectators, and we anticipate growth in 2017.

Tough Mudder Half is an epic five-mile obstacle course designed to test physical strength and mental grit in a team-oriented, social atmosphere. It offers a new opportunity for participants to live out the same memories in just half the distance. Tough Mudder Half offers all of the thrills of Tough Mudder, made accessible for everyday athletes and "weekend warriors". The consumer profile of a Tough Mudder Half participant is geared towards a 56% male and 44% female split, with an average age between 25 - 40 and a mid-level income. The characteristics of a Tough Mudder Half participant can be described as hyper-social, trendsetting, self-motivated and tech-savvy. Tough Mudder Half Central Texas 2016 drew about three thousand participants and spectators in the debut year, and we anticipate growth in 2017.



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number  
1.00 of 1.00

To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

**PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. Which expenditure category from page 6 is most relevant to your project event? Please explain

Tough Mudder Central Texas 2017 qualifies for financial assistance under the expenditure category of advertising, solicitations, and promotions that attract tourists and convention delegates to City of Bastrop.

The City of Bastrop and surrounding communities are an emerging tourism destination in Central Texas, and welcoming an increased number of Tough Mudder and Tough Mudder Half participants to the area for an enhanced Tough Mudder Central Texas event will serve to increase brand awareness for the region, solidify brand identity for Bastrop, and encourage a longer stay and activity in the community by enhancing visitor experience. As over 98% of Tough Mudder Central Texas 2016 participants were visitors to Bastrop, Tough Mudder Central Texas 2017 is an opportunity to further market Bastrop to non-local participants on a national level as a premier destination location, and build upon the reputation that Bastrop attracts adventurous and exciting events to the community. Tough Mudder is excited for the potential opportunity to promote the City of Bastrop alongside this event in 2017.

From Tough Mudder's first event in Bastrop in 2015 to Tough Mudder Central Texas 2016, an event which we partnered with the City of Bastrop, there is evidence of growth in overnight activity. In 2015, 50% of participants stayed overnight, while in 2016, 55.5% of participants stayed overnight. In 2015, 61.6% of overnight participants stayed in local hotels, while in 2016, 70.8% of overnight participants stayed in local hotels. In 2015, the average length of stay was 1.9 nights, while in 2016, the average length of stay was 2.1 nights. In addition to the aforementioned figures, over 60% of participants were first-time Central Texas Mudders. Tough Mudder is eager to continue to attract new participants from surrounding communities to Bastrop for this event, in addition to the "Legionnaire" population (multiple Mudder finishers). Please find post-event reports attached from both 2015 and 2016 for further statistical information.

To build upon this growth in 2017, Tough Mudder plans to use a number of marketing tactics to best promote Bastrop accommodations and attractions not only to increase event participation, but inspire organic tourism to the region post-event. Tough Mudder will utilize digital marketing in the form of event page promotion, lodging page promotion, web display advertising, search advertising, and Facebook advertising - beginning all promotional tactics upon event launch (creating close to eleven months of media exposure prior to the event).

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

Shivani A. Banker

Authorized Signature for the Applicant  
Shivani Banker

Name Printed or Typed

6/24/2016

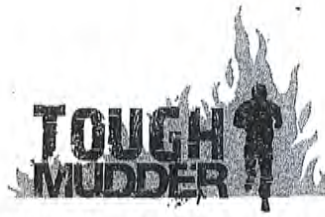
Date  
Senior Associate, Community Development  
Title

Return completed application and attachments to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 30, 2016**

Electronic/Facsimile submissions will not be considered.





RECEIVED

JUN 29 2016

**TOUGH MUDDER, INCORPORATED | 15 METROTECH CENTER, 7<sup>TH</sup> FLOOR | BROOKLYN, NY 11201**

June 24, 2016

City of Bastrop  
Finance Department  
P.O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**Re: 2017 Hotel Occupancy Tax Funding Application**

Please accept this application to qualify the Tough Mudder Central Texas 2017 event for financial assistance under the Hotel Occupancy Tax for Bastrop.

In addition to the 2017 Hotel Occupancy Tax Funding Application, enclosed are: a proposed budget as directly related to event-specific funding, post-event reports from Tough Mudder Central Texas 2015 and 2016, an event planning timeline for Tough Mudder and Tough Mudder Half Central Texas, a list of funding sources, two event-specific economic impact assessments conducted by a third-party consultant, and two letters of sponsorship from local organizations. As Tough Mudder Inc. is a privately-held company and not a 501(c)3 organization, a profit and loss statement and list of board members have not been included. Please let us know if we can provide any additional information to help in your review.

Thank you in advance for your consideration in providing Tough Mudder this grant, which will support national marketing efforts to increase tourism and overnight hotel stays from Tough Mudder and Tough Mudder Half in Bastrop County and the City of Bastrop in 2017. We look forward to continuing our partnership with the City of Bastrop on this event and growing the community's robust tourism and economic development initiatives.

Sincerely,

Shivani Banker  
Senior Associate, Community Development  
Tough Mudder Inc.  
shivani.banker@toughmudder.com  
(718) 502-8349

### 2017 Tough Mudder Central Texas Budget (FY2017)

| Event Description<br>Brand          | Tough Mudder Central Texas<br>Tough Mudder |
|-------------------------------------|--------------------------------------------|
|                                     |                                            |
| <i>Marketing &amp; Advertising</i>  | -                                          |
| Total Marketing & Advertising       | 135,000                                    |
|                                     |                                            |
| <i>Venue Expenses</i>               | -                                          |
| Total Venue Costs                   | 80,000                                     |
|                                     |                                            |
| <i>Event Expenses</i>               | -                                          |
| Total Event Expenses                | 200,000                                    |
|                                     |                                            |
| <i>Logistics</i>                    | -                                          |
| Total Logistics                     | 30,000                                     |
|                                     |                                            |
| <i>Course Construction Expenses</i> | -                                          |
| Total Course Construction           | 275,000                                    |
|                                     |                                            |
| <i>Event Overhead</i>               | -                                          |
| Total Event Overhead                | 25,000                                     |
|                                     |                                            |
| Total Tough Mudder Expenses         | 745,000                                    |

| Event Description<br>Brand          | Tough Mudder Half Central Texas<br>Tough Mudder Half |
|-------------------------------------|------------------------------------------------------|
|                                     |                                                      |
| <i>Marketing &amp; Advertising</i>  | -                                                    |
| Total Marketing & Advertising       | 25,000                                               |
|                                     |                                                      |
| <i>Venue Expenses</i>               | -                                                    |
| Total Venue Costs                   | 6,000                                                |
|                                     |                                                      |
| <i>Event Expenses</i>               | -                                                    |
| Total Event Expenses                | 115,000                                              |
|                                     |                                                      |
| <i>Logistics</i>                    | -                                                    |
| Total Logistics                     | 15,000                                               |
|                                     |                                                      |
| <i>Course Construction Expenses</i> | -                                                    |
| Total Course Construction           | 35,000                                               |
|                                     |                                                      |
| <i>Event Overhead</i>               | -                                                    |
| Total Event Overhead                | 15,000                                               |
|                                     |                                                      |
| Total Tough Mudder Half Expenses    | 211,000                                              |

|                |         |
|----------------|---------|
| TOTAL EXPENSES | 956,000 |
|----------------|---------|



## 2016 Tough Mudder Central Texas Operating Plan

### INTRODUCTION

Tough Mudder is the premier adventure challenge series in the world. The 2016 Tough Mudder Central Texas event will be a 10 mile obstacle course featuring 20+ military style obstacles designed to test participants' all around strength, stamina, and mental grit, while stressing the importance of camaraderie. An integral part of Tough Mudder events is the fundraising provided to charities. To date, Tough Mudder is proud to have helped raise over \$12 million dollars for charities around the world.

Tough Mudder events have been taking place since 2010. In 2013, Tough Mudder held 53 events throughout the United States, Canada, the United Kingdom and Australia. This number has grown to over 60 in the coming 2016 event season globally.

### PURPOSE OF EVENT OPERATIONS PLAN

The purpose of this document is to provide the Tough Mudder Event Team and other event stakeholders with an overview of operations for the Central Texas event to be held on **Saturday, May 21, 2016 – Sunday, May 22, 2016**. It is intended to clearly outline the key components of event operations, and how the venue will be managed throughout the event.

### EVENT SUMMARY

The following table provides a summary of the Central Texas event:

|                                              |                                             |
|----------------------------------------------|---------------------------------------------|
| Event Name                                   | Tough Mudder Central Texas                  |
| Event Date                                   | Saturday May 21, 2016 – Sunday May 22, 2016 |
| Venue Name                                   | McMahan Ranch                               |
| Anticipated number of Starters on Saturday   | 4,581                                       |
| Anticipated number of Spectators on Saturday | 1,035                                       |
| Anticipated Total Bodies on Site Saturday    | 5,616                                       |
| Anticipated number of Starters on Sunday     | 310                                         |
| Anticipated number of Spectators on Sunday   | 70                                          |
| Anticipated Total Bodies on Site Sunday      | 380                                         |
| Challenge Start Times                        | 8:00 AM Saturday<br>9:00 AM Sunday          |
| Relevant Event Permits                       | Mass Gathering Permit (Bastrop County)      |



## 2016 Tough Mudder Central Texas Operating Plan

### VENUE SUMMARY

The following table provides a summary of the Venue for Central Texas.

|                                                         |                                                                                                                  |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Venue Name                                              | McMahan Ranch                                                                                                    |
| Venue Address                                           | 290 Old Lake Rd., Smithville, TX                                                                                 |
| No. of previous Tough Mudder events held at this Venue  | 1                                                                                                                |
| Size of Event Site                                      | ~700 acres                                                                                                       |
| Name of Primary Venue Contact                           | George McMahan                                                                                                   |
| Contact Details of Primary Venue Contact                | Email: georgehcmcmahan@me.com<br>Cell: 806-790-8007                                                              |
| Number of existing venue buildings being used for event | 1: Barn will be used for storing back of house items<br>2: Garage/Apartment will be used as Event Command Center |
| Distance from nearest population centers                | Austin: 50 minutes<br>San Antonio: 1 hour 45 minutes<br>Houston: 1 hour, 50 minutes                              |

### PHASES OF OPERATION

The following table provides a summary of the phases of operation for Central Texas:

| Event Phase                           | Description                                                                                                                                                                                                    | Dates                                                                          |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| Initial Site Visits and Course Design | Period during which planning visits to site occur; General Manager, Operations Manager, Course Supervisor, Events Supervisor, and Construction Manager meet with relevant stakeholders, and finalize all plans | February 2016 and April 2016                                                   |
| Course Construction                   | Period during which on-site construction occurs                                                                                                                                                                | April 14, 2016-<br>May 20, 2016                                                |
| Load-In                               | Period during which temporary infrastructure is installed and equipment/product is delivered to site                                                                                                           | May 16, 2016-<br>May 20, 2016                                                  |
| Event Operations                      | Period of event (participants and spectators on-site)                                                                                                                                                          | Saturday, May 21, 2016<br>7 AM – 7 PM &<br>Sunday, May 22, 2016<br>8 AM – 5 PM |
| Load-Out                              | Period during which temporary infrastructure is removed and equipment/product is collected                                                                                                                     | May 23, 2016-<br>May 27, 2016                                                  |
| Site Restoration                      | Period during which site restoration/remediation work is carried out                                                                                                                                           | Timeline TBD with venue owner and Construction Manager                         |

## 2016 Tough Mudder Central Texas Operating Plan

### VENUE SECURITY AND ACCESS CONTROL

Security staff will be on-site throughout the week leading up to the event and throughout the event weekend. Security staff are responsible for protecting assets from theft, managing access into certain event spaces, and providing a general security presence in support of the event.

During the event, security staff will be positioned at access points to key event spaces such as the Entrance Arch and Bag Drop tent limiting access into those spaces.

Credentials will be issued to Tough Mudder staff members, Sponsors, and Media.

A number of groups including Medical Staff, Volunteers and Spectators will also be issued with wristbands of varying colors identifying them as a member of that particular group.

The following is a security staffing matrix for the event:

| Tough Mudder Central Texas |              | Security Staffing Plan                                  |     |              |             |                                                             |  |
|----------------------------|--------------|---------------------------------------------------------|-----|--------------|-------------|-------------------------------------------------------------|--|
| 5/9/2016-5/23/2016         |              | McMahan Ranch - 290 Old Lake Road, Smithville, TX 78957 |     |              |             |                                                             |  |
| Date                       | Start        | End                                                     | Qty | Hours/Person | Total Hours | Notes                                                       |  |
| Monday                     |              |                                                         |     |              |             |                                                             |  |
| Overnight                  | 5/16 5:00 PM | 5/17 8:00 AM                                            | 1   | 15:00        | 15:00       | Oversee all TM assets overnight                             |  |
| Tuesday                    |              |                                                         |     |              |             |                                                             |  |
| Overnight                  | 5/17 6:00 PM | 5/18 8:00 AM                                            | 1   | 14:00        | 14:00       | Oversee all TM assets overnight                             |  |
| Wednesday                  |              |                                                         |     |              |             |                                                             |  |
| Overnight                  | 5/18 6:00 PM | 5/19 8:00 AM                                            | 1   | 14:00        | 14:00       | Oversee all TM assets overnight                             |  |
| Thursday                   |              |                                                         |     |              |             |                                                             |  |
| Overnight                  | 5/19 6:00 PM | 5/20 8:00 AM                                            | 1   | 14:00        | 14:00       | Oversee all TM assets overnight                             |  |
| Friday                     |              |                                                         |     |              |             |                                                             |  |
| Overnight                  | 5/20 6:00 PM | 5/21 6:00 AM                                            | 1   | 12:00        | 12:00       | Oversee all TM assets overnight/move to entrance last hour  |  |
| Saturday - Event 5/21/16   |              |                                                         |     |              |             |                                                             |  |
| Supervisor/Roamer          | 6:00 AM      | 7:00 PM                                                 | 1   | 13:00        | 13:00       | Manage and oversee staff                                    |  |
| Entrance                   | 6:00 AM      | 7:00 PM                                                 | 1   | 13:00        | 13:00       | Ensure all entrants have wristband/credential               |  |
| Entrance/Bag Drop          | 6:00 AM      | 7:00 PM                                                 | 1   | 13:00        | 13:00       | Roam entrance, move to bag drop at 7am                      |  |
| Overnight                  | 5/21 7:00 PM | 5/22 7:00 AM                                            | 1   | 12:00        | 12:00       | Oversee all TM assets overnight; move to entrance last hour |  |
| Sunday - Event 5/22/16     |              |                                                         |     |              |             |                                                             |  |
| Supervisor/Roamer          | 7:00 AM      | 6:00 PM                                                 | 1   | 11:00        | 11:00       | Manage and oversee staff                                    |  |
| Entrance                   | 7:00 AM      | 6:00 PM                                                 | 1   | 11:00        | 11:00       | Ensure all entrants have wristband/credential               |  |
| Entrance/Bag Drop          | 7:00 AM      | 6:00 PM                                                 | 1   | 11:00        | 11:00       | Roam entrance, move to bag drop at 8am                      |  |
| Finish                     | 7:00 AM      | 6:00 PM                                                 | 1   | 11:00        | 11:00       | Ensure no re-entry to finish chute                          |  |
| Overnight                  | 5/22 6:00 PM | 5/23 8:00 AM                                            | 1   | 14:00        | 14:00       | Oversee all TM assets overnight                             |  |



## 2016 Tough Mudder Central Texas Operating Plan

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### FOOD AND ALCOHOL CONTROLS

Tough Mudder food and beer operations have been arranged by Willie's Joint, LLC, a licensed concessionaire. Beer will be available for purchase. Food and non-alcoholic beverages will also be available.

Tough Mudder has worked with Willie's Joint, LLC to ensure smooth and safe flow of alcohol.

**Identification Checks:** All participants and spectators wishing to enter the event area will be required to show ID at the registration tents prior to entering Mudder Village. They'll be granted an orange wristband indicating they are over 21, and this wristband will be checked at any point of sale.

**NOTE:** All participants running must be at least 16 years of age to run with a chaperone and 18 years of age to run alone. Roughly 13% of participants are between the ages of 16 and 21.

**Additional Checkpoints:** In the event that a participant wearing a wristband may appear to be under the age of 21, an escort will be provided to allow the participant to retrieve his/her ID from the Bag Drop tent, and then return if age has been appropriately validated. All bartenders serving beer have the right to question and re-check identification for those who may look to be under age.

Saturday - Typical Alcohol Serving Hours: 9:00 AM - 6:00 PM

Sunday - Typical Alcohol Serving Hours: 10:00 AM - 5:00 PM

## 2016 Tough Mudder Half Central Texas Operating Plan

### EVENT TIMELINES

| EVENT TIMELINE         |                                                |                                 |
|------------------------|------------------------------------------------|---------------------------------|
| Saturday, May 14, 2016 |                                                |                                 |
| TIME                   | ACTION                                         | LEAD                            |
| 6:00 AM                | TMHQ Team ON SITE                              | TMHQ Teams                      |
| 6:00 AM                | Parking Staff In Place                         | Parking Management              |
| 6:35 AM                | SUNRISE                                        | ALL                             |
| 7:00 AM                | ALL Parking Lots Open                          | Parking Management              |
| 7:00 AM                | Volunteer Shift #1 Arrival                     | Workforce                       |
| 7:45 AM                | AM Volunteer Presentation & Deployment         | Workforce                       |
| 7:45 AM                | Base Area Sweep                                | Base Area Manager               |
| 8:00 AM                | <u>ALL Parking - Est. Heavy INGRESS BEGINS</u> | Parking Management              |
| 8:00 AM                | <u>EVENT OPENS</u>                             | Base Area Manager               |
| 8:40 AM                | Confirm Course & Medical Ready                 | Course Manager/ Medical Manager |
| 9:00 AM                | <u>First Start Wave (15 minute intervals)</u>  | Operations Manager              |
| 12:00 PM               | <u>ALL Parking - Est. Heavy INGRESS ENDS</u>   | Parking Management              |
| 12:00 PM               | <u>ALL Parking - Est Heavy EGRESS BEGINS</u>   | Parking Management              |
| 12:00 PM               | AM/PM Volunteer Shift Change                   | Workforce                       |
| 1:00 PM                | Registration Closes                            | Parking Management              |
| 1:00 PM                | <u>Last Start Wave</u>                         | TMHQ Teams                      |
| 1:20 PM                | Start Line Closes                              | Base Manager                    |
| 4:00 PM                | Course Closes                                  | Course Manager/ Medical Manager |
| 4:30 PM                | Beer Sales Shutdown                            | Base Area Manager               |
| 4:30 PM                | <u>EVENT CLOSES</u>                            | Operations Manager              |
| 6:00 PM                | <u>ALL Parking - Est. Heavy EGRESS ENDS</u>    | Parking Management              |
| 8:15 PM                | SUNSET                                         | ALL                             |

|                                |      |
|--------------------------------|------|
| STARTERS PER WAVE:             | 152  |
| TOTAL STARTERS EXPECTED:       | 2588 |
| TOTAL SPECTATORS EXPECTED:     | 585  |
| TOTAL BODIES ON SITE EXPECTED: | 3173 |



## 2016 Tough Mudder Half Central Texas Operating Plan

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### ADDITIONAL EVENT DOCUMENTATION

A range of additional documents to those mentioned in this Operating Plan will be prepared and will serve as important references to the Event Team during the event. These documents will be available in the Event Command Center during the event, as a supplement to this Event Operating Plan.

The following Appendices are attached on the following pages:

- Event Timeline
- Radio Communications Chart
- Comprehensive Contact List
- Comprehensive Staff Plan
- Evacuation Map
- Tough Mudder Event Alert System
- Medical Staffing Plan

Due to size, the following documents are available as separate documents:

- Traffic and Parking Plan
- Incident Action Plan (including full contact list and organizational chart)

Other documents will be made available upon request:

- Participant Database
- Venue Use Agreement
- Construction Schedule
- Radio Use Protocols
- Credentials Plan
- Emergency Action Plans
- Course Restoration Plan
- Additional Course Maps (medical maps, grid maps, access maps)

## 2016 Tough Mudder Central Texas Operating Plan

### EVENT TIMELINES

| Saturday, May 21, 2016 |                                                |                                 |
|------------------------|------------------------------------------------|---------------------------------|
| TIME                   | ACTION                                         | LEAD                            |
| 5:00 AM                | TMHQ Team ON SITE                              | TMHQ Teams                      |
| 5:00 AM                | Parking Staff In Place                         | Parking Management              |
| 6:00 AM                | ALL Parking Lots Open                          | Parking Management              |
| 6:00 AM                | Volunteer Shift #1 Arrival                     | Workforce                       |
| 6:32 AM                | SUNRISE                                        | ALL                             |
| 6:45 AM                | AM Volunteer Presentation & Deployment         | Workforce                       |
| 6:45 AM                | Base Area Sweep                                | Base Area Manager               |
| 7:00 AM                | <b>ALL Parking - Est. Heavy INGRESS BEGINS</b> | Parking Management              |
| 7:00 AM                | <b>EVENT OPENS</b>                             | Base Area Manager               |
| 7:40 AM                | Confirm Course & Medical Ready                 | Course Manager/ Medical Manager |
| 8:00 AM                | <b>First Start Wave (15 minute intervals)</b>  | Operations Manager              |
| 11:00 AM               | <b>ALL Parking - Est Heavy EGRESS BEGINS</b>   | Parking Management              |
| 12:00 PM               | AM/PM Volunteer Shift Change                   | Workforce                       |
| 12:30 PM               | <b>ALL Parking - Est. Heavy INGRESS ENDS</b>   | Parking Management              |
| 1:30 PM                | Registration Closes                            | Parking Management              |
| 1:30 PM                | <b>Last Start Wave</b>                         | TMHQ Teams                      |
| 1:50 PM                | Start Line Closes                              | Base Manager                    |
| 6:30 PM                | <b>ALL Parking - Est. Heavy EGRESS ENDS</b>    | Parking Management              |
| 6:30 PM                | Course Closes                                  | Course Manager/ Medical Manager |
| 7:00 PM                | Beer Sales Shutdown                            | Base Area Manager               |
| 7:00 PM                | <b>EVENT CLOSES</b>                            | Operations Manager              |
| 8:20 PM                | SUNSET                                         | ALL                             |

|                                |      |
|--------------------------------|------|
| STARTERS PER WAVE:             | 199  |
| TOTAL STARTERS EXPECTED:       | 4581 |
| TOTAL SPECTATORS EXPECTED:     | 1035 |
| TOTAL BODIES ON SITE EXPECTED: | 5616 |



# 2016 Tough Mudder Central Texas Operating Plan

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## ADDITIONAL EVENT DOCUMENTATION

A range of additional documents to those mentioned in this Operating Plan will be prepared and will serve as important references to the Event Team during the event. These documents will be available in the Event Command Center during the event, as a supplement to this Event Operating Plan.

The following Appendices are attached on the following pages:

- Event Timeline
- Radio Communications Chart
- Comprehensive Contact List
- Comprehensive Staff Plan
- Evacuation Map
- Tough Mudder Event Alert System

Due to size, the following documents are available as separate documents:

- Traffic and Parking Plan
- Incident Action Plan (including full contact list and organizational chart)

Other documents will be made available upon request:

- Participant Database
- Venue Use Agreement
- Construction Schedule
- Radio Use Protocols
- Credentials Plan
- Emergency Action Plans
- Course Restoration Plan
- Additional Course Maps (medical maps, grid maps, access maps)

## 2016 Tough Mudder Central Texas Operating Plan

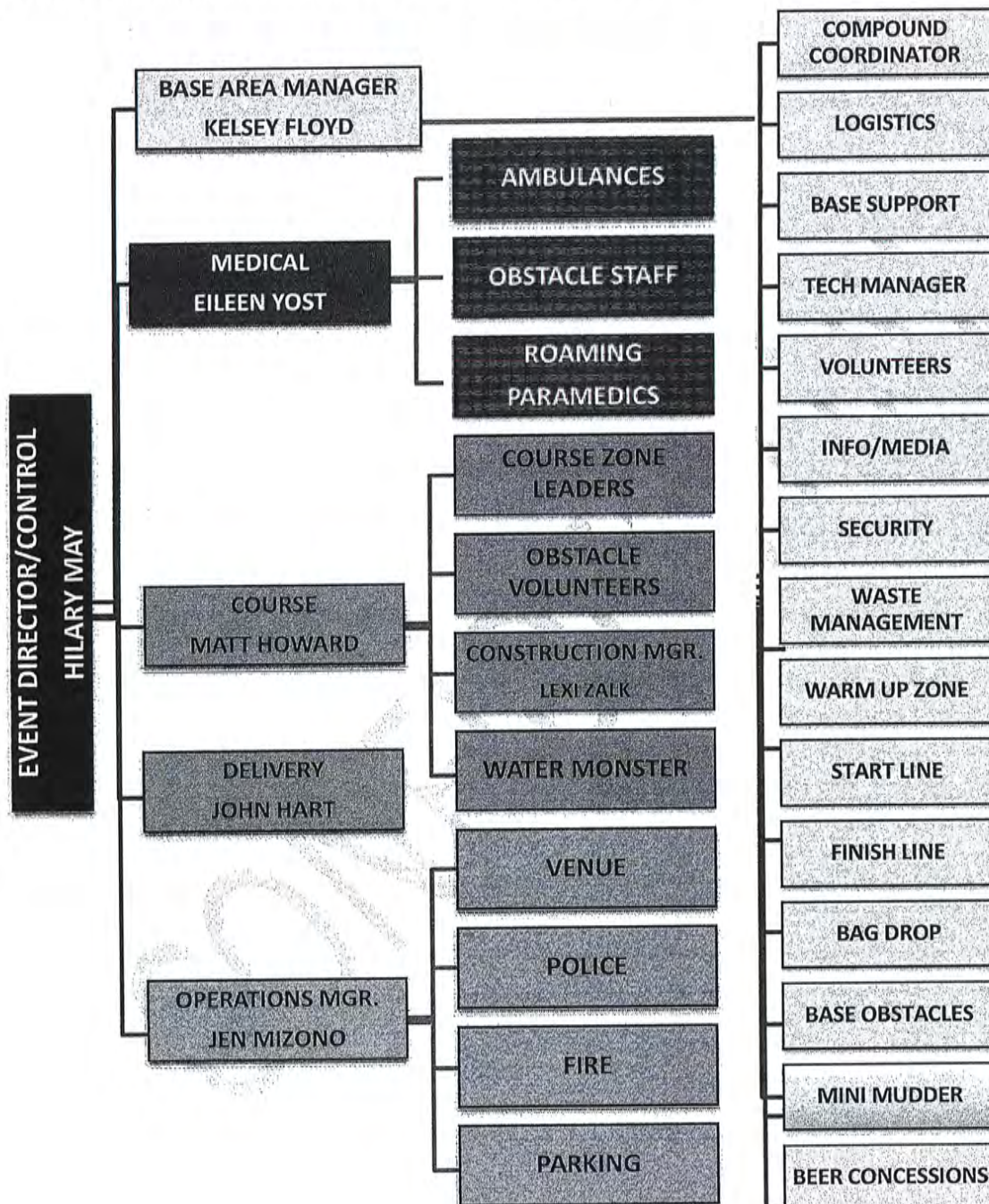
| Sunday, May 22, 2016 |                                                |                                 |
|----------------------|------------------------------------------------|---------------------------------|
| TIME                 | ACTION                                         | LEAD                            |
| 6:00 AM              | TMHQ Team ON SITE                              | TMHQ Teams                      |
| 6:00 AM              | Parking Staff In Place                         | Parking Management              |
| 6:31 AM              | SUNRISE                                        | ALL                             |
| 7:00 AM              | ALL Parking Lots Open                          | Parking Management              |
| 7:00 AM              | Volunteer Shift #1 Arrival                     | Workforce                       |
| 7:45 AM              | AM Volunteer Presentation & Deployment         | Workforce                       |
| 7:45 AM              | Base Area Sweep                                | Base Area Manager               |
| 8:00 AM              | <u>ALL Parking - Est. Heavy INGRESS BEGINS</u> | Parking Management              |
| 8:00 AM              | EVENT OPENS                                    | Base Area Manager               |
| 8:40 AM              | Confirm Course & Medical Ready                 | Course Manager/ Medical Manager |
| 9:00 AM              | First Start Wave (15 minute Intervals)         | Operations Manager              |
| 9:15 AM              | Registration Closes                            | Parking Management              |
| 9:15 AM              | Last Start Wave                                | TMHQ Teams                      |
| 9:35 AM              | Start Line Closes                              | Base Manager                    |
| 12:00 PM             | <u>ALL Parking - Est Heavy EGRESS BEGINS</u>   | Parking Management              |
| 12:00 PM             | AM/PM Volunteer Shift Change                   | Workforce                       |
| 12:30 PM             | <u>ALL Parking - Est. Heavy INGRESS ENDS</u>   | Parking Management              |
| 2:15 PM              | <u>ALL Parking - Est. Heavy EGRESS ENDS</u>    | Parking Management              |
| 6:30 PM              | Course Closes                                  | Course Manager/ Medical Manager |
| 7:00 PM              | Beer Sales Shutdown                            | Base Area Manager               |
| 7:00 PM              | EVENT CLOSES                                   | Operations Manager              |
| 8:20 PM              | SUNSET                                         | ALL                             |

|                                |     |
|--------------------------------|-----|
| STARTERS PER WAVE:             | 155 |
| TOTAL STARTERS EXPECTED:       | 310 |
| TOTAL SPECTATORS EXPECTED:     | 70  |
| TOTAL BODIES ON SITE EXPECTED: | 380 |



## 2016 Tough Mudder Central Texas Operating Plan

### TOUGH MUDDER RADIO COMMUNICATIONS CHART



## 2016 Tough Mudder Central Texas Operating Plan

### EVENT WORKFORCE

The Event Team for Tough Mudder Central Texas consists of Tough Mudder employees, contracted staff and Volunteers, all serving as one team to deliver the event safely and as efficiently as possible.

The following table provides a summary of Workforce numbers for Tough Mudder Central Texas:

| Type                      | Number                                                                                                                                                                                                                                           |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Tough Mudder Staff        | 7 Tough Mudder Lead Team<br>3 Tough Mudder Support (B Team) Employees                                                                                                                                                                            |
| Contract Event Staff      | ~9 Event Contractors will be used for Event Staff Management<br>~Depending on final volunteer numbers, event staff will also be contracted to supplement volunteer positions                                                                     |
| Contract Manual Labor     | ~10 construction staff                                                                                                                                                                                                                           |
| Contract Security Staff   | 3 Security Staff During the Event, and 1 Overnight Security Guard Each Night<br>*See section on Security for a Staffing Plan                                                                                                                     |
| Contract Parking Staff    | ~15-20 Parking Management Staff                                                                                                                                                                                                                  |
| Police Presence           | 2 posts to be manned by the Bastrop County Sheriff's Department                                                                                                                                                                                  |
| Contract Waste Management | During the event, waste management are strategically placed throughout the Event Village, course, and parking lots. They will also be present post-event for a final sweep of the venue.<br>*See section on Waste Management for a Staffing Plan |
| Volunteers                | ~250 volunteers each day will staff event areas such as registration, bag drop, finish line, people movers, and obstacles.<br>*See section on Comprehensive Event Staffing Plan                                                                  |

- All Workforce are required to sign-in and out at the start and end of each shift;
- All Workforce are required to wear uniforms, which are provided by Tough Mudder (with the exception of contractors, who wear their own uniforms). Appropriate protective clothing/sunscreen is provided where necessary;
- All Workforce have access to water and a meal during their shift;
- All Workforce are properly briefed before being deployed to their work location;
- All Workforce have a Manager to whom they report and from whom they can seek assistance if required;
- All Workforce are briefed on the importance of customer service.



## 2016 Tough Mudder Central Texas Operating Plan

### TRANSPORTATION, TRAFFIC MANAGEMENT AND PARKING

The means by which participants, spectators and staff travel to and from the venue is a key element of planning for all Tough Mudder events.

A comprehensive Transportation, Traffic Management and Parking Plan has been developed for Tough Mudder Central Texas, addressing on-site parking, the flow of vehicles into and out of the venue, required signage and traffic management infrastructure (eg. barricades, cones, variable message boards), the resilience of parking areas (eg. if there is heavy rain), traffic management and parking staffing requirements, and liaison with the local traffic management authority.

The following table provides a summary of the transportation, traffic management and parking information for Tough Mudder Central Texas:

|                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Key population centers from which people will be travelling to the parking lots</b> | Austin, TX<br>San Antonio, TX<br>Houston, TX<br>Dallas, TX                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Key routes between population centers and the parking lots</b>                      | Hwy 71                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Number of Parking Areas at/near the venue</b>                                       | On-site at venue                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Total Number of Parking Spaces</b>                                                  | 3,120                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Parking Sales and Communications</b>                                                | All parking sales are available for purchase online pre event. Customers are urged to purchase their tickets in advance of the event through our web and email communications, and are incentivized to pre-purchase by price increases if parking passes are purchased the day of the event.<br><br>All early communications about parking lots are vague, but not giving specific locations. 10 days out from the event, lot directions along with participant's official start times. |
| <b>Shuttle Bus Pick-Up/Drop-Off Locations</b>                                          | There are currently no plans to use shuttle buses for this event, however, a contingency plan is in place should there be weather that makes the fields at the venue unusable.                                                                                                                                                                                                                                                                                                          |
| <b>Name of local traffic management authority</b>                                      | Bastrop County Sheriff's Department                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Name of parking contractor</b>                                                      | TMS Parking – Jonathan Pearson                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Estimated number of cars travelling <u>Saturday</u></b>                             | 2,495 cars total (assumes 2.1 participants per car, plus staff/volunteer cars)<br><i>379 TOTAL cars per hour (ingress hours from 7am – 12:30pm)</i>                                                                                                                                                                                                                                                                                                                                     |
| <b>Number of traffic management/parking staff on <u>Saturday</u></b>                   | ~15-20 parking staff being supplied by TMS for parking of on-site lots<br>2 TCPs to be staffed by Bastrop County Sheriff's Department                                                                                                                                                                                                                                                                                                                                                   |
| <b>Estimated number of cars travelling <u>Sunday</u></b>                               | 440 total cars (assumes 2.1 participants per car, plus staff/volunteer cars)<br><i>295 TOTAL cars per hour (ingress hours from 8am – 8:30am)</i>                                                                                                                                                                                                                                                                                                                                        |
| <b>Number of parking staff on <u>Sunday</u></b>                                        | ~5 staff being supplied by TMS for parking of on-site lot                                                                                                                                                                                                                                                                                                                                                                                                                               |

Further details about transportation, traffic management and parking arrangements for Tough Mudder Central Texas are available upon request.



Sources of Funding:

- I. Ticket Sales
  - a. Primary source of funding.
- II. Sponsorship Sales
  - a. Partnership with brands including Merrell, Cellucor, Shock Top, Toyo Tires, Old Spice, and Microsoft Band.
- III. Corporate Sales
  - a. Ticket and benefit packages for corporate groups, valued at a gold or platinum level.
- IV. Merchandise
  - a. Tough Mudder merchandise sales on-site at events or at [toughmuddergear.com](http://toughmuddergear.com).
- V. Additional Event Revenue
  - a. Incremental event revenue generated by concessions, on-site photography, parking, rental car partnerships, and hotel and accommodations partnerships.



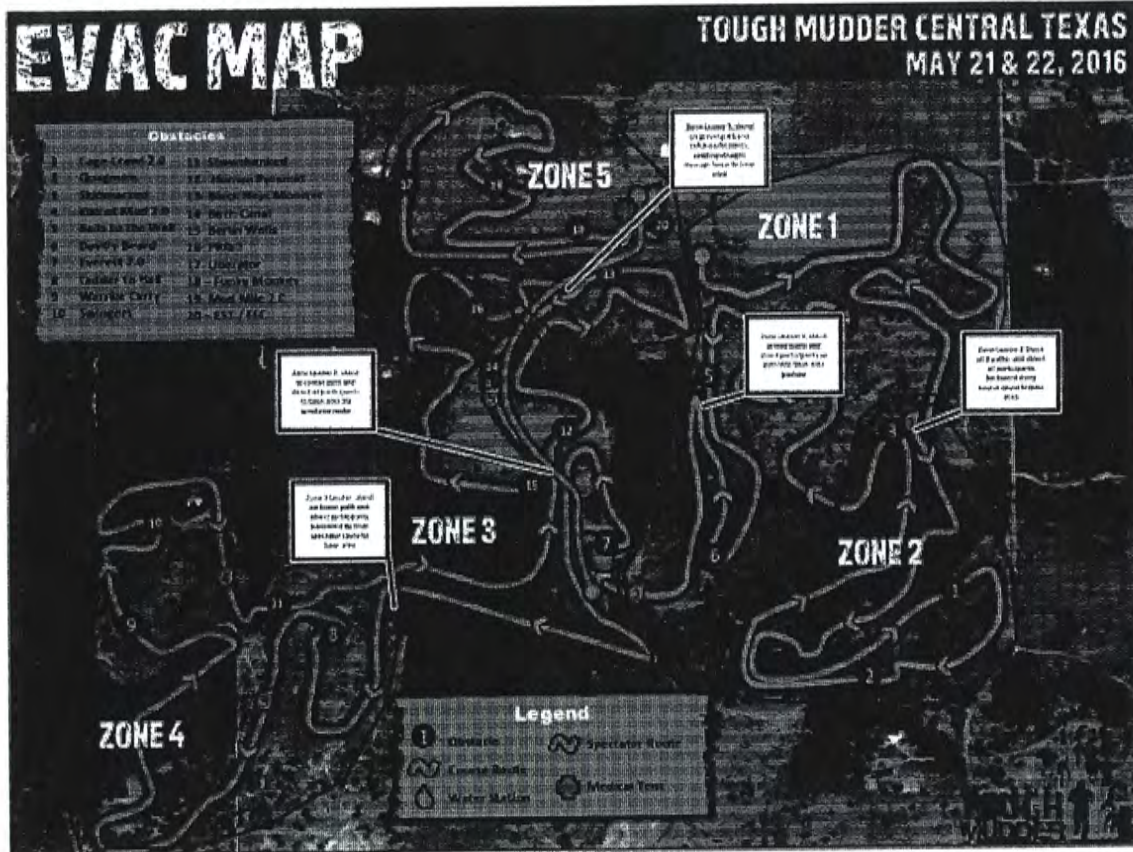
## 2016 Tough Mudder Central Texas Operating Plan

### COMPREHENSIVE CONTACT LIST

| Venue: Sunset Ridge Golf Links, 771 Cumberland St, Westbrook, ME 04092 |                  |                           |                    |
|------------------------------------------------------------------------|------------------|---------------------------|--------------------|
| Role                                                                   | Name             | Organization              | Cell Phone/Contact |
| Venue Representative                                                   | George McMahan   | McMahan Ranch             | 806-790-8007       |
| <b>TMHQ and Operational Management Leads</b>                           |                  |                           |                    |
| Control, Event Director                                                | Hilary May       | Tough Mudder              | 347-931-5759       |
| Operations Manager                                                     | Jen Mizono       | Tough Mudder              | 925-786-7482       |
| Base Area Manager                                                      | Kelsey Floyd     | Tough Mudder              | 859-420-4948       |
| Course                                                                 | Matt Howard      | Tough Mudder              | 339-236-0483       |
| Construction Manager                                                   | Lexi Zalk        | Tough Mudder              | 908-723-5736       |
| Delivery                                                               | John Hart        | Tough Mudder              | 203-214-2562       |
| Registration Supervisor                                                | Scott Sonnenberg | Tough Mudder              | -                  |
| Info Desk Manager                                                      | Chris Maltbie    | Tough Mudder              | 732-267-5201       |
| Volunteer Coordinator                                                  | Molly Fogarty    | Tough Mudder              | 718-414-1027       |
| Medical Director                                                       | Dr. Stuart Weiss | Med Prep Group            | 917-921-2490       |
| Parking Lead                                                           | Jonathan Pearson | TMS Parking               | 301-802-1649       |
| <b>Local Officials and Medical Contacts</b>                            |                  |                           |                    |
| Sheriff                                                                | Al Molinari      | Bastrop County Sheriff    | 512-549-5048       |
| Police Chief                                                           | Michael Maugere  | Smithville Police         | 512-237-3228       |
| Deputy Fire Chief                                                      | Phillip Merino   | Smithville Environmental  | -                  |
| Acadian Ambulance                                                      | Rusty Wood       | Acadian Ambulance         | 254-239-7826       |
| Volunteer Fire Chief                                                   | Chief James Elam | Smithville Volunteer Fire | 512-297-9278       |
| Fire Marshall                                                          | Jack Page        | Smithville EMS            | -                  |
| Assistant County Judge                                                 | Randi Fishbeck   | Bastrop County Judge      | 512-332-7201       |

# 2016 Tough Mudder Central Texas Operating Plan

## EVACUATION MAP





## GEORGE H. MCMAHAN

7703 La Salle Avenue  
Lubbock, Texas 79424  
806 794-0624  
806 790-8007 mob.  
[Gmac11@suddenlink.net](mailto:Gmac11@suddenlink.net)

June 16, 2016

McMahan Ranch  
290 Old Lake Road  
Smithville, Texas 78957

RE: Letter of Sponsorship for Tough Mudder and Tough Mudder Half Central Texas  
2017 HOT Funding Application

Bastrop City Council:

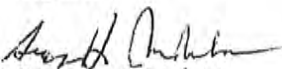
After collaborating closely with the Tough Mudder team to host Tough Mudder Central Texas at McMahan Ranch for the past two years, I have the utmost confidence in Tough Mudder's ability to produce and execute world-class events that greatly enrich our local community.

From the initial planning stages of the event to the last participant crossing the finish line, Tough Mudder worked closely with our team to address all concerns, work within restrictions set forth, communicate promptly and effectively, and navigate all sensitive matters appropriately. Throughout this entire process, I have found that the Tough Mudder team is highly professional, and will do all they are able to provide an overwhelmingly positive experience for my property, the surrounding community, and me. From my experience, the Tough Mudder team repeatedly stresses comprehensive planning and works diligently with every partner in order to ensure seamless execution of Tough Mudder events.

Tough Mudder's core values align with the core values of our community – integrity, loyalty, teamwork, and respect – and I believe Tough Mudder enhances our reputation as a welcoming community that celebrates our character and spirit. Above all, Tough Mudder events have proven to breathe new life in to our region, not only by attracting thousands of new visitors, but also bringing a sense of excitement and adventure.

I take great pride in bringing one of over sixty global Tough Mudder events to our community and humbly encourage any organization given the chance to partner with Tough Mudder to seize the opportunity.

Regards,

  
George McMahan  
Owner, McMahan Ranch



**Bastrop County Tourism & Economic Development**

211 Jackson Street, Bastrop TX • 512-581-4011 • [ExploreBastropCounty.com](http://ExploreBastropCounty.com)

June 23, 2016

RE: Letter of Support for Tough Mudder and Tough Mudder Half Central Texas 2017 HOT Funding Application

Please accept this letter of support for the 2017 Hotel Occupancy Tax Funding Application submitted by Tough Mudder for the Tough Mudder Central Texas and Tough Mudder Half Central Texas event in Bastrop County, Texas.

After working with Tough Mudder to produce and promote Tough Mudder Central Texas in Bastrop County for the last two years, I am confident in their ability to plan and execute extraordinary events. From my experience, Tough Mudder was incredibly informative and accommodating, paying particular attention to local authorities and their needs, as well as the needs of the venue owner and other stakeholders. They took their responsibilities to our community seriously and displayed complete thoroughness throughout both the planning and execution process.

The Tough Mudder Central Texas event offers an opportunity to increase hospitality commerce, but more importantly, the event has been proven to draw participants and event guests from all over the state and country to experience the best of what Bastrop has to offer. Their visit to Bastrop creates economic opportunity. The economic impact of Tough Mudder Central Texas 2016 was significant, and we expect a strong impact on local businesses and Bastrop hotels again in 2017.

Best regards,

Adena Lewis  
Director, Tourism and Economic Development



# OVERNIGHT STAYS

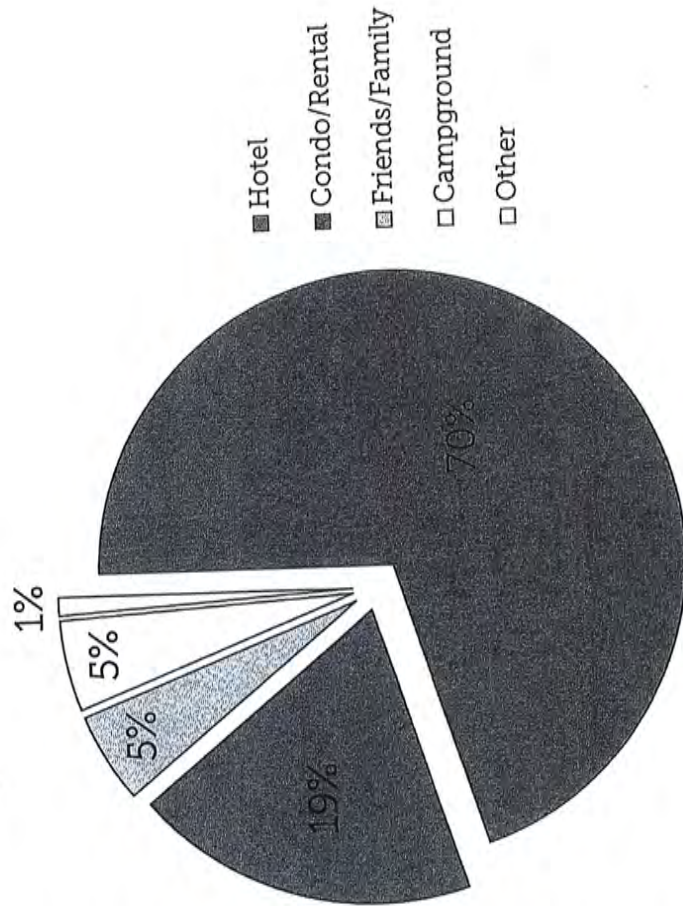
## TOUGH MUDDER CENTRAL TEXAS

Over 55% of all participants stayed overnight for the event. The average length of stay was 2.1 nights.

70% of overnight participants stayed in local hotels, with the vast majority staying in Bastrop County.

The average number of hotel rooms per party for overnight participants was 1.7 rooms.

Average travel party size was 3.6 people. 24% of survey respondents reported traveling with over 5 people.



Participant Accommodations



# NASC ECONOMIC IMPACT

## TOUGH MUDDER CENTRAL TEXAS

Tough Mudder utilized the National Association of Sports Commissions Economic Impact Calculator to estimate Direct Economic Impact for Tough Mudder Central Texas 2016.

After providing information regarding Event Spectators, Event Participants, Common Sources of Non-Local Spending, NASC yielded the following summary of Direct Spending Impacts associated with this event.

These figures are an estimate provided by the NASC and do not include Indirect Economic Impact, Induced Economic Impact, Tax/Fee Impact, or Spend by Local Sources.

Non-Local Unique Event Spectators:  
1,176

Non-Local Unique Event Participants:  
5,862

Direct Spending by Non-Local Unique  
Event Spectators: \$89,145.70

Direct Spending by Non-Local Unique  
Event Participants: \$2,072,093.88

Direct Spending from Other Non-  
Local Sources: \$772,000

Total Direct Spending from all Non-  
Local Sources: \$2,933,239.58

Total Event Room Nights from all  
Non-Local Sources: 5,299



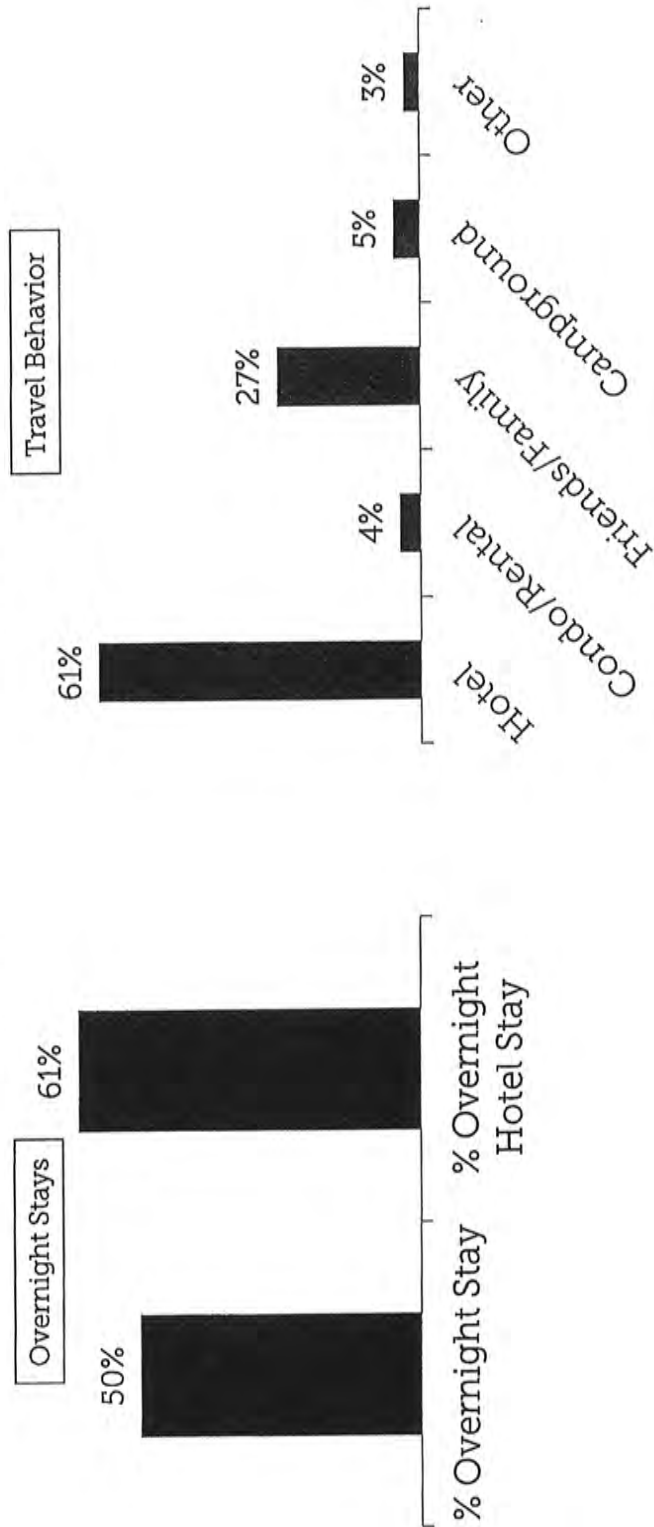
# OVERNIGHT STAYS



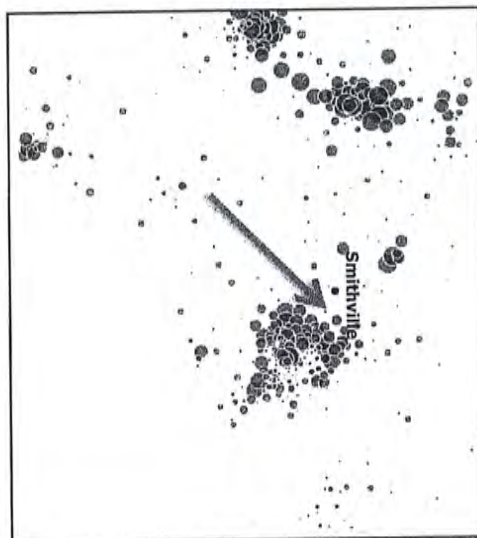
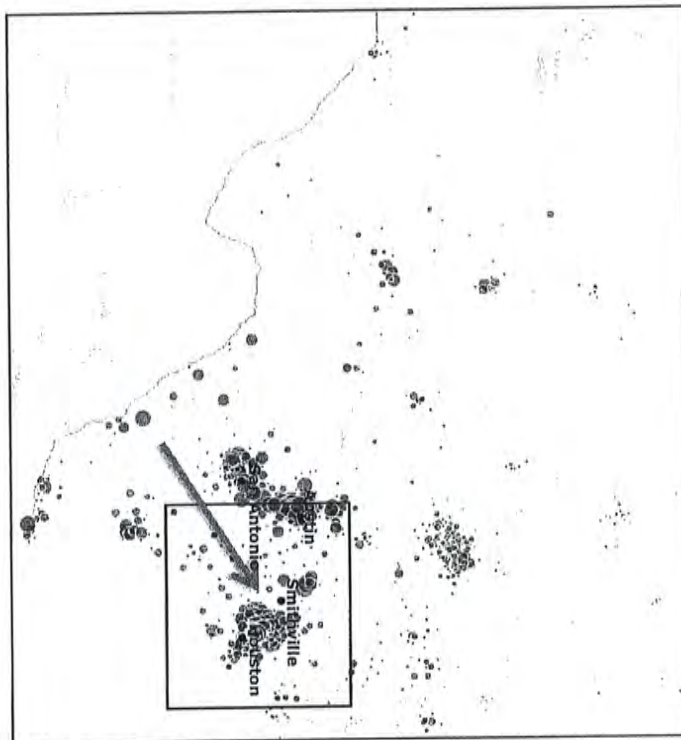
1% of participants are residents of Bastrop County.

Over 50% of participants stayed overnight for the event.

The average travel party size of participants was 3.44. The average length of stay for overnight participants was 1.93 nights.



# REGIONAL HEAT MAP



TOUGH MUDDER CENTRAL TX



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED  
JUN 29 2016

**ORGANIZATION INFORMATION:**

BASTROP OPERA HOUSE

6/29/2016

Official Name of Organization

Date

Chester Eitze

chestereitze@gmail.com

Contact Person

E-mail

P O Box 691 (711 Spring St.) Bastrop TX 78602

5129221159

Organization Address

Phone Number

BastropOperaHouse.com

Website Address

Is your Organization:

Yes

501(c)3

Other (provide description) \_\_\_\_\_

Tax ID# 742161743

\$78,700.00

Total Amount Requested

\$58,555.00

Total Amount Granted prior year

Provide a brief description of your organization's mission:

The mission of the Bastrop Opera House, a nonprofit 501(c)(3) theatre organization, is to provide quality theatrical stage productions along with other programs which entertain, inform and stimulate our audiences and volunteer participants. Our goals are:

- 1.) To maintain a strong arts business supporting local businesses and maintaining an historic setting as a hospitality center destination for cultural and historical tourism;
- 2.) To build theatre audiences of all ages inclusively, without prejudice;
- 3.) To educate performers and technicians in the crafts of the performing arts;
- 4.) To create and sponsor new stage works (premiering local, state, national and world works);
- 5.) To nurture new related arts programs (fine arts; film arts);
- 6.) To provide professional direction, instruction, supervision and leadership in the performing arts;
- 7.) To represent Bastrop in state and national theatre markets (conferences/festivals=cultural tourism);
- 8.) To tour appropriate theatrical productions to suitable venues in other geographical locations (as outreach programming);
- 9.) To host theatre and non-related conferences, seminars and meetings with and encouraging support of the local lodging industry, and,
- 10.) To preserve, restore, maintain, promote and respect the historic landmark: Bastrop Opera House

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service
- 4) Event Planning Timeline, if applicable
- 5) Identify other sources of funding
- 6) List of all Board Members
- 7) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED  
JUN 29 2016

**EVENT OR PROJECT INFORMATION**  
(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number  
1 of 1

**BASTROP OPERA HOUSE**

2017

Name of Organization

Fiscal Year of Request

Destination: Bastrop Opera House - New Beginnings

6/29/2016

Name of Event or Project

Date of Event or Project

\$78,700.00

711 Spring Street, Bastrop, TX

Amount Requested

Primary Location of Event or Project

18,500

32

Expected Attendance

How many years have you held this Event or Program

37%

500.

Percentage of attendance that will be  
staying overnight in hotels

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

Overnight guest discounts recorded at the box office; identified by hotel room key; discount coupons from B&B, RV, other hosts. Lobby register by ZIP codes; audience surveys; corporation interviews. A tourism game administered by BOH to overnights in approved lodges only; prizes awarded; in conjunction with events in the Hyatt, Bastrop Convention Center, or camp grounds; hosts-local organizations. Mr. Ree Murder Game, radio plays, special attractions for day visitors; target-bus tours. Catered meals in BOH for large shopping tours. Interviews with lodges; if cooperative.

Do your promotional materials/website note area lodging facilities that can host participants? Yes

Tell us about your event or project:

Destination: Bastrop Opera House - New Beginnings

Due to significant accomplishments achieved since April 2016 with the restoration of the BOH facility and the incorporation of an active governing Board of Directors, BOH acknowledges:

- 1) Safe, City approved stage lighting system has been installed and is operational;
- 2) Safe, new audience overhead lighting system installed and operational;
- 3) New roof has been installed;
- 4) Estimates received for repair of eastern exterior wall to begin July 2016;
- 5) Estimates received for repair to interior theatre room walls - plaster, paint & decorate, August;
- 6) Evaluation of northern exterior wall (entry) underway;
- 7) Replacing front doors/jam needed, artisan being sought.

These projects have been possible by the \$68K from the City of Bastrop (HOT) funds; the \$36K from the hail damage settlement; the \$30K of the Bluebonnet Electric Cooperative grant; the BOH \$18K roof fundraising campaign including a \$15K anonymous donation; and the stage/theatre lighting \$10K anonymous donation. Therefore, we propose this program of work fully recognizing the historic landmark as Bastrop's distinctive destination for tourists and residents alike.

Destination - Theatre Escape Weekends. Seven major theatrical stage productions, three Bastrop Academy of the Performing Arts children's stage shows; February Film & Feast Fest; March TEX/ACCT Fest competitions in Kerrville and Fort Worth; April Clay Arts Second Invitational Show;

(CONT.)



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1 of 100

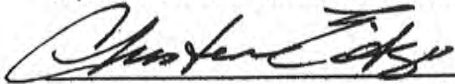
To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

**PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. Which expenditure category from page 6 is most relevant to your project event? Please explain

Marketing outside the 30 mile limit; however, Austin is a major contributor to overnight guests who come to BOH, whether residents or tourists there, they do return to Bastrop's local lodges overnight. As a major tourist destination, BOH has priced ads statewide. BOH annually buys an ad package in the state theatre organization and in the national, when available. BOH partners with local organizations for street events, collective advertising, and promotionals like storytelling at the museum. Even the initial billboard campaign. Multiple state theatre Board meetings and retreat have been hosted by BOH in local lodges and venues: 2014, 2013, 2010, 2008 and the 2015 state theatre youth conference with \$78K to local lodges and businesses! Participating in our outreach program with state and national competitions, our art selections tour throughout the state in September 2016 and January/March 2017. The premier of a national award-winning New Jersey playwright's new show will take place in BOH summer 2017. BOH resurrects its daytime entertainment (matinees) with paid actors, if funded by this proposal. We want to see tour buses downtown again, right?

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

Chester Eitze

Name Printed or Typed

6/29/2016

Date

Executive Director

Title

Return completed application and attachments to:

City of Bastrop

Finance Department

P. O. Box 427

1311 Chestnut Street

Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 30, 2016**

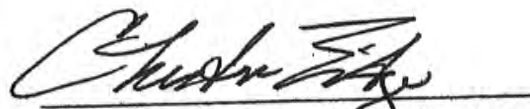
Electronic/Facsimile submissions will not be considered.



Bastrop Opera House  
October 2014-September 2015  
General Operating Account

| <u>Income</u>      |             | <u>Expenses</u>  |             |
|--------------------|-------------|------------------|-------------|
| Admissions         | \$ 2,856.   | Advertising      | 50.00       |
| Pay/Pal Adv. Sales | 2,531.      | Royalties        | 161.50      |
| Concessions        | 225.93      | Staffing         | 1,000.      |
| Rentals            | 3,830.      | Rentals          | 3,000.      |
| Refunds            | 697.54      | Furn/Fixtures    | 650.70      |
| Bank Transfers     | 12,096.61   | Production Exp.  | 899.71      |
| Grants             | 7,740.      | Catering         | 5,000.      |
| Total              | \$29,977.08 | Concession Supp. | 142.98      |
|                    |             | Janitorial Supp. | 175.14      |
|                    |             | Office Supp.     | 435.01      |
|                    |             | Telephone        | 4,888.75    |
|                    |             | Lawn             | 120.        |
|                    |             | Utilities        | 3,758.22    |
|                    |             | Sales Tax 2014   | 121.80      |
|                    |             | Postage          | 74.         |
|                    |             | Bank Loan        | 5,356.82    |
|                    |             | Bank Transfers   | 2,000.      |
|                    |             | Bank Charges     | 1,571.48    |
|                    |             | Petty Cash       | 260.00      |
|                    |             | Total            | \$29,666.11 |

Income: \$29,977.08  
Expenses: 29,666.11  
Difference: 310.97

  
Chester Eitze, Executive Director  
Bastrop Opera House

**City of Bastrop – 2017 Hotel Occupancy Tax Funding Application (continued info p. 1 of 2)**  
**Bastrop Opera House**

**Tell us about your event or project:** (continued text)

Premier production of New Jersey's national award-winning playwright summer 2017 and participation in state youth theatre annual conference in June 2017. Guest companies from BISD Theatre Arts and others. Re-establishing the previous matinee series for day visitor tour groups with paid performers known as the Colorado River Repertory Theatre of BOH. (Cultural economic development)

Destination – Historical Tourism. April 2017 Bastrop Bar Association Murder Trial Presentation (fourth year) based on actual court cases. Yesterfest 2017, Saturday, April 30, BOH as producing agency focusing community participation in executing Bastrop County history. (Historical econ. devel.)

Destination – Historic Restoration and Preservation Site. Hospitality Center welcoming day and evening guests. Providing information on BOH, dining, lodging, event planning, local attractions and recommendations. Installing a new "hands on" Victorian theatre exhibit revealing how the BOH appeared a hundred years ago. (Historical econ. devel.)

**Proposed Budget (FY2017) as per amount requested:**

|                                                |             |
|------------------------------------------------|-------------|
| Destination: Theatre Escape Weekends:          | \$32,300.00 |
| Publicity:                                     | \$10,000.   |
| Promotion:                                     | 2,000.      |
| Arts:                                          | 9,500.      |
| Staff:                                         | 10,800.     |
| Destination: Historical Tourism:               | \$25,900.00 |
| Publicity:                                     | \$10,500.   |
| Promotion:                                     | 1,000.      |
| Entertainers:                                  | 4,500.      |
| Technical:                                     | 8,000.      |
| Staff:                                         | 1,900.      |
| Destination: Historic Restoration/Preservation | \$20,500.00 |
| Hospitality Center:                            | \$7,500.    |
| Exhibit Construction:                          | 2,000.      |
| Staff:                                         | 6,000.      |
| Maintenance:                                   | 5,000.      |
| Total.....                                     | \$78,700.00 |

**Possible other sources of funding:**

Admissions (box office)  
 Concessions (refreshments; no alcohol)  
 Advertising Sales (programs/posters)  
 Building Rentals (community, corporate; private or public)  
 Tuition (only for children's classes; not tourism generated)  
 Mineral rights (Lina Pressley estate – under \$300 annually)  
 Fundraising Events (project specific)  
 Donations  
 Grants





CINCINNATI OH 45999-0038

In reply refer to: 0248205449  
July 29, 2015 LTR 4168C 0  
74-2161743 000000 00  
00020942  
BODC: TE

BASTROP OPERA HOUSE INC  
PO BOX 691  
BASTROP TX 78602-0691



031538

Employer Identification Number: 74-2161743  
Person to Contact: Ms Chambers  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your July 20, 2015, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in June 1981.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

0248205449  
July 29, 2015 LTR 4168C 0  
74-2161743 000000 00  
00020943

BASTROP OPERA HOUSE INC  
PO BOX 691  
BASTROP TX 78602-0691

If you have any questions, please call us at the telephone number  
shown in the heading of this letter.

Sincerely yours,

*Doris P. Kenwright*

Doris Kenwright, Operation Mgr.  
Accounts Management Operations 1



Internal Revenue Service  
District Director

Department of the Treasury

Date: 9 JUN 1981

Employer Identification Number:

74-2161743

Accounting Period Ending:

September 30

Form 990 Required: ☒ Yes ☐ No

Person to Contact:

Contact Telephone Number:

(214)-767-2728

EE:EO:7215:DLA

DAL:EO:81-2072

Bastrop Opera House Inc.  
711 Spring St.  
Bastrop, TX 78602

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(2).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Generally, you are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. If you have paid FICA taxes without filing the waiver, you should contact us. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The box checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

1100 Commerce St., Dallas, Texas 75242

(over)

Letter 947(DO) (5-77)



You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

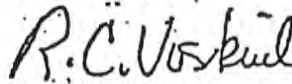
You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



R. C. Voskuil  
District Director



**City of Bastrop – 2017 Hotel Occupancy Tax Funding Application (continued info p. 2 of 2)**

**Bastrop Opera House Board of Directors**

David Bragg (Counsel)  
Terry Lyne Moore (Programs)  
Debbie Denny (Marketing)  
Les Young (Music)  
Lisa Holcomb (Finance)  
Colin Guerra (Media)  
Randy Combs (Technical)  
Tim Hurd (Productions)  
Christine Huber (Youth)  
Bonnie Collier (Communications)  
Nick Collier (Historian)

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED  
JUN 28 2016

**ORGANIZATION INFORMATION:**

Bastrop Fine Arts Guild (Lost Pines Art League) New Name 6/22/2016  
Date  
Official Name of Organization bastropfinearts@att.net  
Patricia Rendulic, Executive Director E-mail  
Contact Person 5127456108  
815 Main Street, Bastrop Phone Number  
Organization Address  
WWW.  
Website Address

Is your Organization: yes 501(c)3 Other (provide description) Tax ID# 571239456  
\$25,000.00 \$0.00  
Total Amount Requested Total Amount Granted prior year

Provide a brief description of your organization's mission:

An association of artist formed for the mutual aid and promotion of artists in this community and to encourage cultural interest in and appreciation of fine art.

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole ✓
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service ✓
- 4) Event Planning Timeline, if applicable
- 5) Identify other sources of funding
- 6) List of all Board Members ✓
- 7) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1 of 3

Lost Pines Art League

Name of Organization

Lost Pines Regional Art Conference

Name of Event or Project

\$ 10,000.00

Amount Requested

400

Expected Attendance

5,000.00%

Percentage of attendance that will be

staying overnight in hotels

2017

Fiscal Year of Request

9/16/2016

Date of Event or Project

Downtown area of Bastrop

Primary Location of Event or Project

1

How many years have you held this Event or Program

3.00

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

We will have a registration sheet showing number of nights attendees are staying in local hotels, motels and bed & breakfast.

Do your promotional materials/website note area lodging facilities that can host participants? yes

Tell us about your event or project:

This will be a two day event for art classes, demonstrations and art education. Teachers and attendees will have the choices of taking classes, attending demonstrations and learning from other artists. There will be interaction with BISD students that can attend classes that will be held in the PAC Center, as well as a Q & A session with some of the teachers at the end of the event. Businesses in the downtown area will be used for the classes and demonstrations as we are working with local restaurants and businesses promoting the event. The Main Street Program and the Chamber of Commerce are sending out the information as well as our own advertising that will go out in all of Texas and other states. This is our newer event in place of our fall art show that was held for over 14 years. With changing times, we have changed this event to be more educational and to draw more outside attendees.

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

2 of 3

Lost Pines Art League (Bastrop Fine Arts Guild)

2017

Name of Organization

Fiscal Year of Request

Artful Afternoon

4/9/2017

Name of Event or Project

Date of Event or Project

\$ 10,000.00

Lost Pines Art Center

Amount Requested

Primary Location of Event or Project

400

10

Expected Attendance

How many years have you held this Event or Program

5,000-60%

2.00

Percentage of attendance that will be  
staying overnight in hotels

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

Registration forms show if attendees are staying in local hotels/bed & breakfast locations.

Do your promotional materials/website note area lodging facilities that can host participants? yes

Tell us about your event or project:

This will be our 11th annual "Artful Afternoon" Gala held in April. This event is our major fundraising event, but is also a statewide event for art appreciation. Guest that attend come from all over the state of Texas. This year the event will be at our new Lost Pines Art Center and Reflective Sculpture Garden. We will also have a nationally recognized artist that will be showing at our gallery in the month of April and will be holding classes. This event will bring in many out of town attendees, guest and art students.



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

3 of 3

Lost Pines Art League (Bastrop Fine Arts Guild)

2017

Name of Organization

Fiscal Year of Request

Salinas Student Art Event

4/9/2017

Name of Event or Project

Date of Event or Project

\$5,000.00

Downtown Bastrop/Pac Center

Amount Requested

Primary Location of Event or Project

200

1

Expected Attendance

How many years have you held this Event or Program

2,500.00%

1.00

Percentage of attendance that will be  
staying overnight in hotels

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

Sign-in sheets will provide a place to mark if attendees are staying overnight for this event.

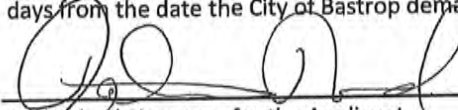
Do your promotional materials/website note area lodging facilities that can host participants? yes

Tell us about your event or project:

This will be the League's second year to hold this event. The League took this event over from BAFA and then the BSID teachers from the previous year. This has been a long time event, and we did not want to see it dissolve. It was very successful first year, and we hope that it will grow next year to be a much bigger and better event. We hope to not only have the \$1000 scholarship and certificates, but have an evening event with a reception, live music and more recognition of our teachers. We provide all the supplies to the teachers, pay for all the matting of the children's artwork, and buy T-Shirts to sell (only covering cost of the T-Shirts). We have all the children's artwork displayed in the businesses on Main Street. Some of the Salinas Family was present during the PAC event for the students.

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
\_\_\_\_\_  
Authorized Signature for the Applicant  
**Patricia Rendulic**  
\_\_\_\_\_  
Name Printed or Typed

6/27/16  
\_\_\_\_\_  
Date  
**Executive Director**  
\_\_\_\_\_  
Title

Return completed application and attachments to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 30, 2016**

Electronic/Facsimile submissions will not be considered.



# Bastrop Fine Arts Guild 501(c)(3)

## PROFIT AND LOSS January - December 2015

|                                                    | TOTAL             |
|----------------------------------------------------|-------------------|
| <b>Income</b>                                      |                   |
| Artist Sales                                       | 19,411.09         |
| Artist Sales Donation                              | 2,805.30          |
| Gala                                               | 4,349.95          |
| Gala Live                                          | 16,825.00         |
| <b>Total Gala</b>                                  | <b>21,174.95</b>  |
| <b>Total Artist Sales</b>                          | <b>43,391.34</b>  |
| Capital Campaign                                   | 26,708.30         |
| Guild Member                                       | 1,800.00          |
| Pledges Received                                   | 49,333.33         |
| Silo                                               | 39,250.00         |
| <b>Total Capital Campaign</b>                      | <b>117,091.63</b> |
| Classes                                            | 358.00            |
| Classroom Rental                                   | 200.00            |
| Competitions                                       | 300.00            |
| Competitions 2D                                    | -425.00           |
| Competitions 3D                                    | 570.00            |
| <b>Total Competitions</b>                          | <b>445.00</b>     |
| Gallery Commission                                 | 100.00            |
| Gallery Space                                      | 100.00            |
| Grants                                             | 300,000.00        |
| Building Project                                   | 10,000.00         |
| Executive Director                                 | 22,750.00         |
| <b>Total Grants</b>                                | <b>332,750.00</b> |
| Guild Donations                                    | 5.00              |
| Loan                                               | -1,500.00         |
| Lost Pines Art Conference/Advertising              | 3,831.72          |
| Lost Pines Art Conference/ Donations               |                   |
| Lost Pines Art Conference/Grant                    | 5,500.00          |
| <b>Total Lost Pines Art Conference/ Donations</b>  | <b>5,500.00</b>   |
| Lost Pines Art conference/T-shirts                 | 160.00            |
| <b>Total Lost Pines Art Conference/Advertising</b> | <b>9,491.72</b>   |
| Lost Pines Art Conference/Reistration              | 12,967.47         |
| Membership Dues                                    | 6,155.00          |
| Associate                                          | 35.00             |
| Family                                             | 1,375.00          |
| Individual                                         | 200.00            |
| <b>Total Membership Dues</b>                       | <b>7,765.00</b>   |
| Miscellaneous Income                               | 623.12            |
| Christmas                                          | -264.98           |
| Gallery Auction                                    | 417.00            |
| Headshots                                          | 65.00             |
| Salinas T-Shirts                                   | 26.19             |
| <b>Total Miscellaneous Income</b>                  | <b>866.33</b>     |

|                                           |                     |
|-------------------------------------------|---------------------|
| Miscellaneous Sales                       |                     |
| Miscellaneous Sales/Gift Certificate      | 25.00               |
| <b>Total Miscellaneous Sales</b>          | <b>25.00</b>        |
| Monthly Donation                          | 220.00              |
| Newsletter Advertising Income             | 286.00              |
| Paint, Palette & Wine                     | 1,131.00            |
| Refund                                    | -12.99              |
| Sponsorship                               | 250.00              |
| Teaching Room Rent                        | 100.00              |
| Unapplied Cash Payment Income             | 60.00               |
| Uncategorized Income                      | 2.09                |
| <b>Total Income</b>                       | <b>\$526,092.59</b> |
| <b>Gross Profit</b>                       | <b>\$526,092.59</b> |
| <b>Expenses</b>                           |                     |
| Accounting                                | 2,831.96            |
| Advertising                               | 2,659.32            |
| First Friday                              | 632.57              |
| <b>Total Advertising</b>                  | <b>3,291.89</b>     |
| Artist Commissions                        | 13,127.27           |
| Artist of the Month                       | 1,300.60            |
| Bank fees                                 | 754.82              |
| Board                                     | 7.36                |
| Printing                                  | 217.28              |
| <b>Total Board</b>                        | <b>224.64</b>       |
| <b>Building Fund</b>                      |                     |
| Advertising                               | 3,108.78            |
| Utilities                                 | 365.41              |
| <b>Total Building Fund</b>                | <b>3,474.19</b>     |
| <b>Building Project</b>                   | 182,372.68          |
| Building Fund Administrative              | 6,300.00            |
| Building Project Architects               | 290,209.84          |
| Deconstruction                            | 13,000.65           |
| Insurance                                 | 538.00              |
| Leed                                      | 11,475.00           |
| Meals                                     | 91.00               |
| Meetings                                  | -66.48              |
| Permits                                   | 800.00              |
| Printing                                  | 58.71               |
| Receptions                                | 92.66               |
| Signs & Banners                           | 176.00              |
| Yard Maintenance                          | 2,850.00            |
| <b>Total Building Project</b>             | <b>507,898.06</b>   |
| <b>Building Project Fundraising</b>       | 15,395.00           |
| Capital Campaign Grant Writing            | 19,475.00           |
| <b>Total Building Project Fundraising</b> | <b>34,870.00</b>    |
| <b>Capital Campaign Expenses</b>          |                     |
| Printing                                  | 193.49              |
| <b>Total Capital Campaign Expenses</b>    | <b>193.49</b>       |
| Christmas Party                           | 30.12               |
| Circle of Friends Expenses                | 485.50              |
| Conferences                               | 601.98              |



|                                              |                  |
|----------------------------------------------|------------------|
| Convention or Meeting Expense                | 40.08            |
| Credit Card Charges                          | 1,781.61         |
| Dues                                         | 410.00           |
| Executive Director                           | 24.48            |
| Fundraising                                  | 65.88            |
| Gala                                         | 178.92           |
| Artist Commissions                           | 7,525.00         |
| Decorations                                  | 198.30           |
| Gala Entertainment                           | 425.00           |
| Gala Postage                                 | 392.00           |
| Gala Printing                                | 805.28           |
| Gala Rentals                                 | 3,764.00         |
| Gala- food and beverage                      | 5,158.10         |
| Gala; Silent Auction                         | 115.00           |
| <b>Total Gala</b>                            | <b>18,561.60</b> |
| Gallery Equipment                            | 371.30           |
| Gallery Lighting                             | 30.96            |
| Gallery Maintenance                          | 173.14           |
| Gallery Supplies                             | 410.50           |
| Library                                      | 6.29             |
| <b>Total Gallery Supplies</b>                | <b>416.79</b>    |
| Insurance - nonemployee                      | 2,295.38         |
| Interest Paid                                | 18,200.00        |
| Internet                                     | 624.06           |
| License Fees                                 | 261.50           |
| Lost Pines Art Conference/Advertising Cost   | 2,600.00         |
| Lost Pines Art Conference/T-Shirts           | 1,413.00         |
| Lost Pines Art Show                          | -1,465.25        |
| Lost Pines Regional Arts Confer              | 7,147.59         |
| Teachers                                     | 16,159.31        |
| <b>Total Lost Pines Regional Arts Confer</b> | <b>23,306.90</b> |
| Meetings                                     | 75.00            |
| New Members                                  | 76.38            |
| Newsletter                                   | 569.25           |
| Office Supplies                              | 840.66           |
| Other Miscellaneous Expenses                 | 105.01           |
| Payroll Expenses                             |                  |
| Taxes                                        | 191.25           |
| Wages                                        | 2,500.00         |
| <b>Total Payroll Expenses</b>                | <b>2,691.25</b>  |
| Postage and Delivery                         | 388.30           |
| Printing and Reproduction                    | 1,423.73         |
| Orientation Packets                          | 76.00            |
| <b>Total Printing and Reproduction</b>       | <b>1,499.73</b>  |
| Professional Services fees                   |                  |
| Accounting                                   | 5,100.00         |
| <b>Total Professional Services fees</b>      | <b>5,100.00</b>  |
| Property Taxes                               | 64.53            |
| Receptions                                   | 499.23           |
| Rent                                         | 42,000.00        |
| Rent for Meetings                            | 175.00           |

|                                |                |
|--------------------------------|----------------|
| Total Rent                     | 42,175.00      |
| Sales Tax Paid                 | 257.18         |
| Scholarship Fund               | 1,000.00       |
| Shipping Cost                  | 34.00          |
| Telephone                      | 818.29         |
| Travel                         | 82.95          |
| Utilities                      | 3,129.93       |
| Trash                          | 263.35         |
| Total Utilities                | 3,393.28       |
| Web Site                       | 373.75         |
| Total Expenses                 | \$698,239.74   |
| Net Operating Income           | \$ -172,147.15 |
| Other Income                   |                |
| Circle of Friends              | 2,650.00       |
| Circle of Friends; Friend      | 3,059.00       |
| Circle of Friends; Supporter   | 5,175.00       |
| Circle of Friends; Benefactor  | 1,000.00       |
| Circle of Friends; Patron      | 3,000.00       |
| Total Circle of Friends        | 14,884.00      |
| Dividend Income                | 8,665.84       |
| Donation                       | 330.19         |
| Gala Attendance                | 1,014.00       |
| Gala Donation                  | 455.00         |
| Gala Guest                     | 85.00          |
| Guild Member                   | 1,285.00       |
| Total Gala Attendance          | 2,839.00       |
| Interest                       | 429.34         |
| Interest Earned                | 6,351.43       |
| Janice Senkosky                | 50.00          |
| Raffle                         | 800.00         |
| Unrealized Gain/Loss           | -6,552.85      |
| Total Other Income             | \$27,796.95    |
| Other Expenses                 |                |
| Reconciliation Discrepancies-1 | 10.00          |
| Total Other Expenses           | \$10.00        |
| Net Other Income               | \$27,786.95    |
| Net Income                     | \$ -144,360.20 |

Wednesday, Jun 22, 2016 11:49:54 AM PDT GMT-5 - Cash Basis

LOST PINES ART LEAGUE  
2017 HOT FUNDS BUDGET

LOST PINES ART CONFERENCE  
EXPENSES #1

|                    |           |
|--------------------|-----------|
| ADVERTISING        | 2,600.00  |
| TEACHERS           | 6,000.00  |
| CLASSROOMS         | 500.00    |
| CITY MAPS PRINTING | 300.00    |
| APPLICATION DESIGN | 200.00    |
| WEBSITE            | 200.00    |
| CLASSES PRINTING   | 200.00    |
| TOTAL EVENT        | 10,000.00 |

ARTFUL AFTERNOON GALA #2

|                          |           |
|--------------------------|-----------|
| RENTALS                  | 3,000.00  |
| ENTERTAINMENT            | 400.00    |
| PRINTING INVITATIONS 800 | 1,200.00  |
| POSTAGE FOR INVITATIONS  | 400.00    |
| AUCTIONEER               | 3,500.00  |
| ADVERTISING              | 800.00    |
| SOUND SYSTEM RENTAL      | 200.00    |
| ART CATALOGS FOR AUCTION | 500.00    |
| TOTAL EVENT              | 10,000.00 |

SALINAS CHILDREN'S EVENT #3

|                    |          |
|--------------------|----------|
| TEACHERS SUPPLIES  | 2,500.00 |
| ART PIECES MATTING | 400.00   |
| CERTIFICATES       | 434.00   |
| SCHOLARSHIP        | 1,000.00 |
| PRINTING           | 75.00    |
| PAC CENTER COST    | 210.00   |
| SUPPLIES           | 81.00    |
| ADVERTISING        | 300.00   |
| TOTAL EVENT        | 5,000.00 |

TOTAL HOT FUNDS REQUEST 25,000.00



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 27 2007

BASTROP FINE ARTS GUILD  
C/O KAROL RICE  
1009 MAIN ST STE 7  
BASTROP, TX 78602

Employer Identification Number:  
57-1239456  
DLN:  
17053226007016  
Contact Person:  
ROBERTA VAN METER ID# 52624  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
September 30  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
April 26, 2006  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
September 30, 2010

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Information for Exempt Organizations Under Section 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Letter 1045 (DO/CG)

LOST PINES ART LEAGUE (FORMLY BASTROP FINE ARTS GUILD)

2016

BOARD OF DIRECTORS:

President: Michelle Adams

Vice President: Carolyn Wiginton

Secretary: Carole Jordan

Treasurer: Jeanette Condray

Parliamentarian: Carol Lyon

Board Member: Ann Brown

Board Member: Dan Minix

Board Member: Lea Cundy Blue

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED  
JUN 30 2016

**ORGANIZATION INFORMATION:**

|                               |                             |
|-------------------------------|-----------------------------|
| Bastrop Family YMCA           | 6/30/2016                   |
| Official Name of Organization | Date                        |
| Terry Moore                   | terry.moore@austinyymca.org |
| Contact Person                | E-mail                      |
| 1112 Main Street              | 5123219622                  |
| Organization Address          | Phone Number                |
| www.burningpinerun.com        |                             |
| Website Address               |                             |

|                                             |                                   |                   |
|---------------------------------------------|-----------------------------------|-------------------|
| Is your Organization:                       |                                   | Tax ID# 741193464 |
| <input checked="" type="checkbox"/> 501(c)3 | Other (provide description) _____ |                   |
| \$ 10,000.00                                | \$ 6,478.00                       |                   |
| Total Amount Requested                      | Total Amount Granted prior year   |                   |

Provide a brief description of your organization's mission:

See attached:

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service
- 4) Event Planning Timeline, if applicable
- 5) Identify other sources of funding
- 6) List of all Board Members
- 7) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

YMCA of Austin/Bastrop Branch

Name of Organization

Burning Pine Run

Name of Event or Project

\$ 10,000.00

Amount Requested

500-800

Expected Attendance

20.00%

Percentage of attendance that will be  
staying overnight in hotels

Project Number

1 of 1

2017

Fiscal Year of Request

9/20/2017

Date of Event or Project

Bastrop State Park

Primary Location of Event or Project

5

How many years have you held this Event or Program

80.00

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

We add the visitbastroptx.com website to our page for lodging needs, along with a statement that says mention the Burning Pine Run when registering for a room. We have also added a question to the registration site to see how many are staying overnight. 2016 is the first year for that addition so we don't have any statistics yet.

Do your promotional materials/website note area lodging facilities that can host participants? yes

Tell us about your event or project:

We host a 5K/10K each year celebrating the survival and comeback of the Bastrop Community at the 2011 wildfires.

The run is held in the Bastrop State Park and attracts runners from all over the state.

Proceeds from the run are divided between the Friends of the Lost Pines to be given to the park and the Bastrop Y for financial assistance program.

2017 will be the 6th year for the event.

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1.00 of 1.00

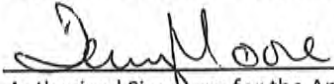
To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

**PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. Which expenditure category from page 6 is most relevant to your project event? Please explain

Funding will be used to advertise and market the event in San Antonio, Houston and Dallas areas to recruit runners who will stay overnight.  
We have found that digital/social media has been the most economical and productive for getting runners here and staying overnight.

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
Authorized Signature for the Applicant  
Terry Moore  
Name Printed or Typed

6-30-2016  
Date  
Exec Dir Bastrop Branch  
Title

Return completed application and attachments to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 30, 2016**

Electronic/Facsimile submissions will not be considered.



| WICA of Austin<br>As of May | May 2016 |          | YTD<br>Actual | YTD<br>Budget | May 2016 |          | YTD<br>Actual | YTD<br>Budget | May 2015 |        | YTD<br>Actual | YTD<br>Budget |
|-----------------------------|----------|----------|---------------|---------------|----------|----------|---------------|---------------|----------|--------|---------------|---------------|
|                             | Actual   | Budget   |               |               | Actual   | Budget   |               |               | Actual   | Budget |               |               |
| Busstop                     | 2,774    | 2,712    | 62            |               | 19,172   | 21,182   | (2,010)       |               | 2,625    |        | 19,903        |               |
| CONTRIBUTIONS               | 1,250    | 1,250    |               |               | 8,875    | 8,800    | 1,075         |               | 5,615    |        | 12,148        |               |
| GRANTS                      | 14,721   | 16,217   | (1,497)       |               | 51,589   | 54,866   | (3,277)       |               | 15,239   |        | 57,094        |               |
| MEMBERSHIP                  | (401)    | (393)    | (8)           |               | (1,638)  | (1,479)  | (159)         |               | (318)    |        | (1,641)       |               |
| F.A. - MEMBERSHIP           |          |          |               |               |          |          |               |               |          |        |               |               |
| JOIN FEES                   |          |          |               |               |          |          |               |               |          |        |               |               |
| F.A. - JOIN FEES            | 14,714   | 10,830   | 3,884         |               | 36,029   | 36,611   | (582)         |               | 11,895   |        | 32,360        |               |
| PROGRAM FEES                | (499)    | (33)     | (466)         |               | (1,021)  | (1,327)  | 306           |               | (151)    |        | (502)         |               |
| F.A. - PROGRAM FEES         | 207      |          | 207           |               | 363      |          | 363           |               | 475      |        | 825           |               |
| SALES                       |          |          |               |               |          |          |               |               |          |        | 9,875         |               |
| MISC. INCOME                | 32,766   | 30,583   | 2,182         |               | 134,119  | 118,403  | (15,726)      |               | 35,380   |        | 130,062       |               |
| Revenue                     |          |          |               |               |          |          |               |               |          |        |               |               |
| SALARIES                    | 25,793   | 21,888   | (3,905)       |               | 101,514  | 99,684   | (1,830)       |               | 22,288   |        | 91,498        |               |
| EMP BEN - MEDICAL           | 1,431    | 1,260    | (171)         |               | 6,784    | 6,300    | (484)         |               | 1,444    |        | 6,517         |               |
| P/R TAXES                   | 2,231    | 1,890    | (341)         |               | 8,781    | 8,901    | (120)         |               | 1,839    |        | 7,497         |               |
| PURCHASED SERVICES          | 657      | 740      | 83            |               | 2,479    | 2,479    | (325)         |               | 733      |        | 2,937         |               |
| SUPPLIES                    | 4,996    | 4,167    | (829)         |               | 20,269   | 16,865   | (3,404)       |               | 4,551    |        | 12,401        |               |
| TELEPHONE                   | 720      | 589      | (131)         |               | 2,796    | 2,609    | (187)         |               | 510      |        | 2,152         |               |
| POSTAGE & SHIPPING          | 2,336    | 403      | (1,933)       |               | 2,917    | 3,195    | 278           |               | 89       |        | 2,544         |               |
| RENT/OCC. COSTS             | 5,900    | 4,464    | (1,436)       |               | 25,908   | 24,058   | (1,850)       |               | 3,892    |        | 17,577        |               |
| EQ. COST/RNTL               | 550      | 838      | 288           |               | 5,524    | 4,940    | (584)         |               | 1,093    |        | 6,448         |               |
| UNIFORMS                    | 1,036    | 700      | (336)         |               | 3,358    | 2,308    | (1,050)       |               | 465      |        | 1,558         |               |
| PRINT & PROMO               | 2,019    | 1,975    | (44)          |               | 6,730    | 10,225   | 3,495         |               | 3,758    |        | 11,303        |               |
| TRAVEL & EMP EXP            | 655      | 1,148    | 493           |               | 1,589    | 2,048    | 459           |               | 166      |        | 3,043         |               |
| CONF/CONV/TRAINING          | 23       | 67       | 44            |               | 758      | 1,585    | 827           |               | 94       |        | 94            |               |
| NATIONAL DUES               | 559      | 405      | (154)         |               | 1,710    | 2,025    | 315           |               | 321      |        | 1,257         |               |
| GEN. LIAB INSURANCE         | 250      | 207      | (43)          |               | 1,250    | 1,035    | (215)         |               | 201      |        | 1,005         |               |
| MISC. EXP.                  | 570      | 643      | 73            |               | 1,952    | 2,116    | 164           |               | 641      |        | 2,109         |               |
| Expense                     | 69,726   | 41,384   | (8,302)       |               | 194,644  | 190,373  | (4,271)       |               | 41,989   |        | 163,940       |               |
| ***SUB-TOTAL:               | (16,960) | (10,301) | (6,160)       |               | (60,525) | (51,970) | (8,555)       |               | (6,609)  |        | (39,878)      |               |
| LESS:                       |          |          |               |               |          |          |               |               |          |        |               |               |
| INTEREST EXPENSE            |          | 63       | 25            |               | 219      | 440      | 221           |               | 73       |        | 366           |               |
| DEPRECIATION                |          |          |               |               |          |          |               |               |          |        |               |               |
| ****NET:                    | (17,023) | (10,869) | (6,134)       |               | (60,744) | (52,410) | (8,334)       |               | (6,682)  |        | (40,243)      |               |

| YMCA of Austin<br>As of December |                     |          |          |          |         |           |  |        |  | YTD    |       | YTD       |           |
|----------------------------------|---------------------|----------|----------|----------|---------|-----------|--|--------|--|--------|-------|-----------|-----------|
|                                  |                     | Dec 2015 |          | Dec 2015 |         | \$ Var.   |  | Actual |  | Actual | % Var | Actual    | Budget    |
|                                  |                     | Actual   | Budget   | Actual   | Budget  | To Budget |  |        |  |        |       |           |           |
| 11                               | Bastrop             |          |          |          |         |           |  |        |  |        |       |           |           |
| 01                               | CONTRIBUTIONS       | 11,202   | 2,310    |          | 8,892   |           |  |        |  | 385    |       | 54,788    | 54,700    |
| 04                               | SPECIAL EVENTS      |          |          |          |         |           |  |        |  | 0      |       | 12,360    | 22,000    |
| 10                               | GRANTS              | 1,250    | 1,250    |          |         |           |  |        |  | 0      |       | 24,165    | 24,820    |
| 11                               | MEMBERSHIP          | 9,812    | 9,830    |          | (18)    |           |  |        |  | 0      |       | 202,087   | 210,532   |
| 13                               | PROGRAM FEES        | 832      | 1,518    |          | (686)   |           |  |        |  | -45    |       | 66,836    | 95,508    |
| 14                               | SALES               | 10       |          |          | 10      |           |  |        |  | 0      |       | 1,645     | 2,600     |
| 16                               | MISC. INCOME        |          |          |          |         |           |  |        |  | 0      |       | 39,500    | 39,500    |
|                                  | Revenue             | 23,106   | 14,908   |          | 8,199   |           |  |        |  | 55     |       | 401,382   | 449,660   |
| 21                               | SALARIES            | 15,831   | 17,549   |          | 1,718   |           |  |        |  | 10     |       | 287,709   | 311,016   |
| 22                               | EMP BEN - MEDICAL   | 1,398    | 1,260    |          | (138)   |           |  |        |  | -11    |       | 16,555    | 15,124    |
| 23                               | P/R TAXES           | 1,369    | 1,660    |          | 291     |           |  |        |  | 18     |       | 23,731    | 28,262    |
| 24                               | PURCHASED SERVICES  | 549      | 586      |          | 37      |           |  |        |  | 6      |       | 8,112     | 7,250     |
| 25                               | SUPPLIES            | 1,836    | 1,839    |          | 3       |           |  |        |  | 0      |       | 40,807    | 59,860    |
| 26                               | TELEPHONE           | 468      | 350      |          | (118)   |           |  |        |  | -34    |       | 5,419     | 4,200     |
| 27                               | POSTAGE & SHIPPING  |          | 8        |          | 8       |           |  |        |  | 0      |       | 2,700     | 3,740     |
| 28                               | RENT/OCC. COSTS     | 10,341   | 4,544    |          | (5,797) |           |  |        |  | -128   |       | 74,026    | 67,422    |
| 29                               | EQ. COST/RNTL       | 539      | 330      |          | (209)   |           |  |        |  | -63    |       | 12,334    | 12,460    |
| 30                               | UNIFORMS            | 507      | 210      |          | (297)   |           |  |        |  | -141   |       | 5,562     | 4,127     |
| 31                               | PRINT & PROMO       | 1,869    | 3,581    |          | 1,712   |           |  |        |  | 48     |       | 25,993    | 41,625    |
| 32                               | TRAVEL & EMP EXP    | 473      | 175      |          | (298)   |           |  |        |  | -170   |       | 5,355     | 3,100     |
| 33                               | CONF/CONV/TRAINING  | 473      | 88       |          | (386)   |           |  |        |  | -441   |       | 970       | 1,550     |
| 35                               | NATIONAL DUES       | 243      | 387      |          | 144     |           |  |        |  | 37     |       | 3,682     | 5,098     |
| 38                               | GEN. LIAB INSURANCE | 250      | 217      |          | (33)    |           |  |        |  | -15    |       | 2,755     | 2,600     |
| 39                               | MISC. EXP.          | 407      | 770      |          | 363     |           |  |        |  | 47     |       | 6,975     | 7,992     |
| 40                               | DEPRECIATION        | 34       | 100      |          | 66      |           |  |        |  | 66     |       | 683       | 1,200     |
|                                  | Expense             | 36,588   | 33,654   |          | (2,934) |           |  |        |  | -9     |       | 523,368   | 576,626   |
| 11                               | Bastrop             | (13,482) | (18,746) |          | 5,265   |           |  |        |  | 28     |       | (121,986) | (126,966) |

|          |          |       |    |           |           |
|----------|----------|-------|----|-----------|-----------|
| (13,482) | (18,746) | 5,265 | 28 | (121,986) | (126,966) |
|----------|----------|-------|----|-----------|-----------|



## **Burning Pine 2017 Proposed Budget**

### Revenue:

|               |        |
|---------------|--------|
| Sponsors      | 15,000 |
| HOT Funding   | 6,000  |
| Race Proceeds | 26,000 |

**Total Revenue: \$47,000**

### Expenses:

|                         |       |
|-------------------------|-------|
| Advertising             | 6,000 |
| Awards                  | 3,000 |
| Park Visitation Fees    | 800   |
| Food/Beverages          | 1,000 |
| Tshirts                 | 7,500 |
| Sound system Rental     | 600   |
| Portalets               | 1,800 |
| Timing Company          | 3,000 |
| Multisport Productions  | 1,200 |
| Rainbow Racing          | 1,000 |
| Entertainment           | 500   |
| Signage                 | 1,700 |
| Equipment Rental        | 500   |
| Online Registration fee | 1,500 |

**Total Expenses: \$30,100**

**Proceeds of the event are divided evenly between:**

- 1) Friends of the Lost Pines to support the state park.**
- 2) YMCA of Austin to support financial assistance program in Bastrop.**

INTERNAL REVENUE SERVICE  
District Director

DEPARTMENT OF THE TREASURY  
1100 Commerce St., Dallas, TX 75242

Young Mens Christian Association  
of Austin  
Attn: Larry E. Smith  
1717 W. Sixth St., Suite 258  
Austin, TX 78703

Person to Contact:  
Mary Smith

Telephone Number:  
(214) 767-6023

Refer Reply to:  
Mail Code 4940 DAL

Date:  
June 14, 1995

Employer Identification Number:  
74-1193464

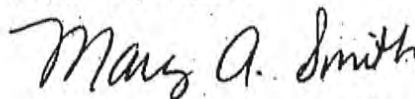
Dear Sir or Madam:

Our records show that Young Mens Christian Association of Austin is exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code. This exemption was granted February 1955 and remains in full force and effect. Contributions to your organization are deductible in the manner and to the extent provided by section 170 of the Code.

We have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are an organization described in section 509(a)(2).

If we may be of further assistance, please contact the person whose name and telephone number are shown above.

Sincerely Yours,



Mary A. Smith  
EP/EO Correspondence Examiner *MS*

Planning Committee Members

Michelle Smith

Julie Davies

Ken Wehneyer

James Milburn

Donna Fiebrich-President of the Friends of the Lost Pines

Terry Moore-Executive Director of Bastrop YMCA



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED

JUN 14 2016

**ORGANIZATION INFORMATION:**

Bastrop Downtown Business Alliance

6/9/2016

Official Name of Organization

Date

Brad Cook

coloradoriverwinery@austin.tx.com

Contact Person

E-mail

906 Main Street #123 Bastrop, TX 78602

6822270710

Organization Address

Phone Number

BastropDowntown.com

Website Address

Is your Organization:

☐ 501(c)3

Other (provide description) 501c6

Tax ID# 75069

\$ 30,000.00

\$ 19,000.00

Total Amount Requested

Total Amount Granted prior year

Provide a brief description of your organization's mission:

The mission of the Bastrop Downtown Business Alliance (DBA) is to market historic downtown Bastrop to enhance the business environment and to promote business growth and sustainability. DBA works to enhance the economic and physical environment of downtown Bastrop allowing existing businesses to prosper and grow and attracting a diversity of new businesses. We also seek to provide residents in the immediate area as well as the citizens of Bastrop County with a safe and attractive place in which to carry out and enjoy normal everyday activity. DBA seeks to do this in such a way that visitors will also seek out the downtown Bastrop experience. DBA seeks to accomplish this goal through regular, cooperative marketing of the Downtown as a destination worth visiting and regular monthly events such as Bastrop First Friday Art Walk. With fourth quarter being the busiest time of year for retail businesses the DBA has shifted its focus to one large scale yearly event, Lost Pines Christmas.

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service
- 4) Event Planning Timeline, if applicable
- 5) Identify other sources of funding
- 6) List of all Board Members
- 7) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED

# CITY OF BASTROP

## 2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION

### EVENT OR PROJECT INFORMATION

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1 of 1

Lost Pines Christmas

2017

Name of Organization

Fiscal Year of Request

Bastrop Downtown Business Alliance

Date of Event or Project

Name of Event or Project

Main Street

\$ 30,000.00

Primary Location of Event or Project

Amount Requested

10

3000 attend during the day and 6000 attend the parade

How many years have you held this Event or Program

Expected Attendance

300.00

10.00%

Estimated number of hotel room nights will be generated by the Event

Percentage of attendance that will be staying overnight in hotels

How will you measure the impact of your event on area hotel activity?

1. Prior to the event, DBA will deliver a packet to each of the hotels listed on the Lodging accommodations list. This packet will include a poster, flyers to hand out, a tally sheet and a letter to the manager. The letter will request that the hotel use the materials to promote the event and that they keep the tally sheet showing which guests indicated that they came to the hotel for the event.
  2. DBA will ask Main Street to count the attendance as they have in the past making two counts—one for the daytime 10am-4pm—and one for the parade. All tents and activities will also keep a tally of how many took part in each event.
  3. The week after the event, DBA representatives will go back to the hotels and pick up the tally sheets.
  4. All tallies will be used to make the end of event report.
- All printed advertising will include "For lodging information, see bastropdowntown.com". This will also be included in all scripts for live ads such as radio and tv. Digital and social media ads will include this as well.  
All banners and ads will include the approved city logo.

Do your promotional materials/website note area lodging facilities that can host participants? Yes

Tell us about your event or project:

Lost Pines Christmas takes place December 9 - 11, 2016 with components jointly produced and promoted between both the DBA & The Main Street Program. LPC kicks off with Main Street sponsored Wine Swirl on December 9th. Lost Pines Christmas Weekend has always been a major weekend for Lost Pines Christmas (formerly Shop, Rock & Stroll) but this year we continue to build on what we started last year by making this one weekend "visit" worthy to travelers by using both Hot Funds and Sponsors to make all the events and entertainment free to all that attend. Those attending will be encouraged to bring a toy to donate to Pink Santa in lieu of purchasing tickets.

Some of the "family friendly" activities that will take place include our ice skating rink in 921 Main that was a huge hit last year during Lost Pines Christmas Weekend. This year we will continue with the 30x60 rink and are again very excited about the opportunities that allows. Main St. will be again be transformed with toy makers selling unique children's gifts and wares that Saturday along with food vendors offering fun street fare. We have plans to transform the street in to a magical space. We are setting up a story telling tent and kids can enjoy such things as puppeteers, stories, performance art & music. Our enchanting lighted Christmas parade will take place Saturday December 10th drawing thousands to enjoy the nostalgic, hometown experience. We will be applying for TCA matching grants again as was done in the past to help stretch our entertainment budget to its fullest.

We will also be promoting the shops & restaurants that reside on Main St. all year long and encouraging visitors & locals to shop, eat & stay in our historic downtown. We plan to have Christmas music playing on Main St. like last year & encouraging store fronts to help us transform Main St. in to a warm, inviting Christmas town. We want to captivate people on this trip so they remember us all year long for a place they want to visit again.

Promotions for this event include but are not limited to TV advertising, print advertising, billboards and digital advertising. The target areas for promotions are the Houston area including surrounding areas of Houston such as Sugarland & Katy. Advertising will also be done to hit central Texas including Austin. We will work closely with the Main Street Program on promotions of this event to leverage a stronger, cooperative push as well as the Chamber of Commerce.



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number  
1.00 of 1.00

To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

**PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. Which expenditure category from page 6 is most relevant to your project event? Please explain

Advertising, solicitations and promotions that attract tourists and the encouragement, promotion, improvement and application of the arts.

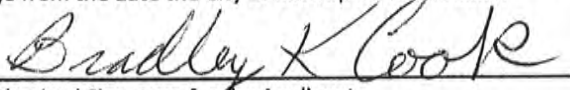
HOT funds used for this event are to solicit visitors from outside of Bastrop county to come enjoy our historic Downtown during the Christmas season. The advertising will be used in promotion of it and the entertainment will be used as a hook to get them here. Advertising dollars requested are to be able to do effective, quality marketing of this large scale event to get the most return for dollars spent. Our goal is to achieve a high visibility for the event, a better return on getting heads in beds during the event and helping us most strategically maximize our dollars for this event. Lodging information is easily found on a visit to our website, BastropDowntown.com, where all the hotel information has been listed for visitors planning ahead for their visit.

The encouragement, promotion, improvement and application of the arts will be in the entertainment. The street will come alive with Puppet Performances. Magician Performances, Clown Performances, Mrs Santa, Glitter Princesses, a Christmas based Wild West Show, Ice Performers, and other shows such as Fair to Middlin and O' Malarkey all utilizing professional entertainers and actors to enhance and heighten the experience.



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

Bradley K. Cook

Name Printed or Typed

Date

President

Title

Return completed application and attachments to:

City of Bastrop

Finance Department

P. O. Box 427

1311 Chestnut Street

Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 30, 2016**

Electronic/Facsimile submissions will not be considered.

2:10 PM  
06/10/16  
Cash Basis

**Bastrop Downtown Business Alliance**  
**Profit & Loss**  
January 1, 2015 through January 1, 2016

|                              | Jan 1, '15 - Jan 1, 16 |
|------------------------------|------------------------|
| Ordinary Income/Expense      |                        |
| Income                       |                        |
| 921 Main Street Income       |                        |
| Sponsors                     | 100.00                 |
| Total 921 Main Street Income | 100.00                 |
| Billboards Income            | 18,687.00              |
| Christmas                    |                        |
| advertising reimbursement    | 575.00                 |
| Carriage Rides               | 1,055.00               |
| Christmas - Sponsors         | 13,240.00              |
| Christmas - Vendor Fees      | 2,571.00               |
| Ice Rink Sales               | 1,954.89               |
| Photo sales                  | 147.00                 |
| return                       | 45.09                  |
| Christmas - Other            | 4,073.68               |
| Total Christmas              | 23,661.66              |
| First Friday                 |                        |
| Artist fee                   | 10.00                  |
| Venue Fees                   | 3,017.00               |
| First Friday - Other         | 175.00                 |
| Total First Friday           | 3,202.00               |
| Girls Night Out              |                        |
| Supplies                     | -8.84                  |
| Girls Night Out - Other      | 821.28                 |
| Total Girls Night Out        | 812.44                 |
| Grant                        |                        |
| TCA                          | 5,421.00               |
| Total Grant                  | 5,421.00               |
| Hotel Motel Tax Fund - HOT   | 113,564.00             |
| Miscellaneous                | 361.70                 |
| Opening Balance              | 45,561.23              |
| Operations Income            |                        |
| Open Flags                   | 60.00                  |
| Operations Income - Other    | 20.00                  |
| Total Operations Income      | 80.00                  |
| Other Types of Income        |                        |
| General Membership           | 694.00                 |
| Sponsorship/Membership       | 1,330.00               |
| Total Other Types of Income  | 2,024.00               |
| Returned / Bad Checks        | -150.00                |
| Taste of Bastrop             |                        |
| Vendor                       | 1,640.00               |
| Total Taste of Bastrop       | 1,640.00               |
| Third Thursday               | -103.26                |
| Valentines Day               |                        |
| Carriage Rides               | 260.00                 |
| Total Valentines Day         | 260.00                 |
| Yesterfest                   |                        |
| Food                         | 600.00                 |
| T-Shirts Sales               | 130.00                 |

2:10 PM  
06/10/16  
Cash Basis

**Bastrop Downtown Business Alliance**  
**Profit & Loss**  
January 1, 2015 through January 1, 2016

|                              | Jan 1, '15 - Jan 1, 16 |
|------------------------------|------------------------|
| Yesterfest - Sponsors        | 8,425.00               |
| Total Yesterfest             | 9,155.00               |
| Total Income                 | 224,276.77             |
| Gross Profit                 | 224,276.77             |
| Expense                      |                        |
| 921 Main Street              |                        |
| Equipment                    | 41.11                  |
| Maintenance                  | 1,030.00               |
| Rent                         | 90.00                  |
| Utilites                     | 631.89                 |
| 921 Main Street - Other      | 51.24                  |
| Total 921 Main Street        | 1,844.24               |
| Administration               |                        |
| Contract Labor               |                        |
| girls night out              | 200.00                 |
| Total Contract Labor         | 200.00                 |
| Total Administration         | 200.00                 |
| Advertising Expenses         |                        |
| Billboards                   | 39,366.00              |
| Billboards HOT funds         | 52,991.00              |
| Digital                      | 500.00                 |
| Digital HOT funds            | 400.00                 |
| HOT funds Downtown Marketing | 4,374.00               |
| Magazines & Print Media      | 2,520.00               |
| monthly blog                 | 150.00                 |
| Social Media                 | 1,545.00               |
| Advertising Expenses - Other | 240.00                 |
| Total Advertising Expenses   | 102,086.00             |
| Bank Charges                 | 585.14                 |
| Business Expenses            |                        |
| Insurance - Business         | 2,372.94               |
| Total Business Expenses      | 2,372.94               |
| Christmas Expenses           |                        |
| Advertising                  |                        |
| newspaper                    | 650.00                 |
| Advertising - Other          | 1,325.00               |
| Total Advertising            | 1,975.00               |
| Advertising Artwork          | 75.00                  |
| Advertising Hot Funds        | 6,382.00               |
| bags                         | 1,140.00               |
| carriage rides               | 575.00                 |
| contract                     | 735.00                 |
| Decorations                  | 1,026.80               |
| Entertainment                |                        |
| Entertainment/carriage rides | 825.00                 |
| HOT funds                    | 9,352.50               |
| Entertainment - Other        | 2,999.00               |
| Total Entertainment          | 13,176.50              |
| Equipment                    | 850.00                 |
| Event coordinator            | 1,500.00               |
| event coordinator Hot funds  | 3,000.00               |
| Ice Event                    | 2,999.00               |
| Judges                       | 71.07                  |



2:10 PM  
06/10/16  
Cash Basis

**Bastrop Downtown Business Alliance**  
**Profit & Loss**  
January 1, 2015 through January 1, 2016

|                                  | Jan 1, '15 - Jan 1, 16 |
|----------------------------------|------------------------|
| Parade                           | 274.89                 |
| Permit                           | 100.00                 |
| Portalets                        | 719.50                 |
| Printing                         | 311.28                 |
| Printing/ Mailout                | 17.51                  |
| Printing/Posters                 | 34.00                  |
| Security                         | 680.00                 |
| Signs                            | 150.00                 |
| Sponsor Banners                  | 981.00                 |
| supplies                         | 389.39                 |
| tents                            | 3,996.00               |
| Thank You Ad                     | 483.88                 |
| weather insurance                | 546.00                 |
| Total Christmas Expenses         | 42,188.82              |
| Event Expenses                   | 431.96                 |
| Valentines                       |                        |
| Total Event Expenses             | 431.96                 |
| First Friday Advertising         | 890.01                 |
| Printing                         | 562.94                 |
| First Friday Advertising - Other |                        |
| Total First Friday Advertising   | 1,452.95               |
| Girls Night Out Expenses         | 999.80                 |
| Halloween Expenses               | 375.00                 |
| Advertising                      |                        |
| Total Halloween Expenses         | 375.00                 |
| Operations                       | 193.34                 |
| Accounting                       | 105.00                 |
| Bookkeeper                       | 54.64                  |
| Meals & Entertainment            | 400.00                 |
| Membership Dues                  | -60.00                 |
| Membership Package               | 350.80                 |
| misc                             | 70.99                  |
| Postage, Mailing Service         | 5.00                   |
| Printing and Copying             | 210.00                 |
| Storage Rental                   | 38.45                  |
| Supplies                         |                        |
| Total Operations                 | 1,368.22               |
| paypal test                      | 0.24                   |
| Professional Fees                | 275.00                 |
| Accountant                       | 614.90                 |
| Professional Fees - Other        |                        |
| Total Professional Fees          | 889.90                 |
| Taste of Bastrop entertainment   | 200.00                 |
| taste of Bastrop event fee       | 100.00                 |
| Taste of Bastrop Portapots       | 373.00                 |
| Taste of Bastrop security        | 560.00                 |
| Third Thursday Expenses          | 40.00                  |
| Contract labor                   | 823.70                 |
| Third Thursday Expenses - Other  |                        |
| Total Third Thursday Expenses    | 863.70                 |
| Veterans Day Expenses            | 375.00                 |
| Advertising                      |                        |
| Total Veterans Day Expenses      | 375.00                 |
| Website Expenses                 |                        |

## Christmas Budget 2016

### Expenses - Non Hot Fund

|                         | Amount             | Category<br>Total |
|-------------------------|--------------------|-------------------|
| <b>Basic Expenses:</b>  |                    |                   |
| City Permit             | \$100.00           |                   |
| Portapotties            | \$700.00           |                   |
| Security Officers       | \$680.00           |                   |
| 2 Tents - 10 x 20       | \$400.00           |                   |
| Directional Signs       | \$150.00           |                   |
| Banners                 | \$700.00           |                   |
| Event Set Up Assistance | \$400.00           | \$3,130.00        |
| <b>Activities:</b>      |                    |                   |
| Ice Rink Rental         | \$6,000.00         |                   |
| Carriage Rides          | \$750.00           | \$6,750.00        |
| <b>Parade:</b>          |                    |                   |
| Grand Marshall          | \$250.00           |                   |
| Announcers / Judges     | \$100.00           |                   |
| DBA Float               | \$300.00           | \$650.00          |
| <b>Advertising:</b>     |                    |                   |
| 8000 pc Local Mailer    | \$8,000.00         |                   |
| Advertiser Ad           | \$600.00           | \$8,600.00        |
| <b>Total</b>            | <b>\$19,130.00</b> |                   |

### Expenses - Hot Fund

|                                         | Amount             | Category<br>Total |
|-----------------------------------------|--------------------|-------------------|
| <b>Entertainment:</b>                   |                    |                   |
| 6 / 45 Minute Story Teller Performances | \$3,000.00         |                   |
| 2 Puppet Performances                   | \$650.00           |                   |
| 2 Magician Performances                 | \$800.00           |                   |
| 2 Clown Performances                    | \$400.00           |                   |
| Mrs Santa                               | \$400.00           |                   |
| Glitter Princesses                      | \$520.00           |                   |
| Wild West Show or Merry Merry           | \$5,000.00         |                   |
| Ice Performers                          | \$2,500.00         |                   |
| Fair to Middlin - 2 Shows               | \$600.00           |                   |
| O' Malarkey - 2 Shows                   | \$600.00           | \$14,470.00       |
| <b>Advertising:</b>                     |                    |                   |
| Additional Outside Bastrop Area         | \$15,000.00        |                   |
| Artwork                                 | \$530.00           | \$15,530.00       |
| <b>Total</b>                            | <b>\$30,000.00</b> |                   |

**Total Event Cost                  \$49,130.00**

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date **APR 07 2008**

BASTROP DOWNTOWN BUSINESS ALLIANCE  
908 MAIN ST  
BASTROP, TX 78602-3810

Employer Identification Number:  
20-5587587

DLN:  
408071030

Contact Person:  
KAREN T HOOD

ID# 75069

Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31

Form 990 Required:  
Yes

Effective Date of Exemption:  
September 21, 2006

Contribution Deductibility:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Robert Choi  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)





## LOST PINES CHRISTMAS EVENT PLAN

The goal of the Christmas event this year is to offer a completely free to the community and tourists family oriented event with the size and scope of both activities and advertising dependent upon the amount of sponsor advertising packages sold and the HOT funds awarded.

Those attending will be encouraged to bring a toy to donate to Pink Santa in lieu of purchasing tickets.

Should there not be enough funding through sponsorships or HOT funds, the committee will either decrease the scope of entertainment or consider selling ticket bracelets to allow participation in those events that are in italics.

## CALENDAR OF EVENTS

**Black Friday, Nov. 25**, and continuing through Friday, Dec. 23, the downtown retail community is highly encouraged to have extended hours on Fridays and Saturdays until at least 8pm and on Sundays until at least 4pm.

**Saturday, Nov. 26:** Small Business Saturday promoted by Main St. and Chamber of Commerce.

**Friday, Dec. 2:** First Friday Art Walk

**Thursday, Dec. 9:** Wine Swirl— program by Main St

**Friday-Sunday, Dec. 9-11**, Lost Pines Weekend/DBA Wonderland on Main and Lighted Christmas Parade

**Saturday, Dec. 17:** downtown businesses are encouraged to have open houses with details promoted on [BastropDowntown.com](http://BastropDowntown.com)



## **2016 Sources of Funding**

1. HOT Funds
2. Sponsor Donations through the purchase of advertising packages  
(Sponsorship packet attached)
3. Vendor Fees for events
4. TCA Grants



**BASTROP DOWNTOWN BUSINESS ALLIANCE**  
**"LOST PINES CHRISTMAS: WONDERLAND ON MAIN" SPONSOR PACKAGES**  
**DECEMBER 9-11, 2016**

DBA will be offering a family oriented event on the weekend of Friday, December 9, 2016, until Sunday, December 11, 2016. If enough sponsorship packages are sold, this event will be completely free for the community as well as tourists. This will include free ice skating, free carriage rides, visits and photo ops with Princesses and Mrs. Santa, professional storytellers, magicians, clowns and puppet theaters. There will also be opportunities for the kids to make special Christmas projects, all taking place on South Main. If the city approves the DBA HOT funds requests, even more entertainment such as a Wild West Christmas show, live music and ice performers will expand the event to North Main as well. The weekend will start with ice skating, carriage rides and s'mores on Friday night, all of the above activities on Saturday from 10-4 with the Lighted Christmas Parade happening Saturday evening. Sunday will find special brunches in downtown Bastrop along with shopping in local shops. In order for this event to happen and be publicized DBA is selling special advertising sponsor packages. These packages are tied to specific events. There must be a sponsor to have each component of the event. DBA hopes that you will be able to help bring this special holiday celebration to downtown Bastrop. Thank you for your support.

**TITLE SPONSOR: 1 at \$5000**

1. Title on all print and digital advertising including local mailer and TV promotion
2. Banner ad on BastropDowntown.com to begin right after the contract is signed and to continue for one year from that date
3. Banner at beginning of parade and on the back of Santa's float at the end
4. 2 ice rink banners (if rink is funded)
5. Name and logo on "thank you" ad after the event

**SANTA'S STORIES TENT: 1 @ \$1500**

**This tent will feature professional storytellers partially funded by a TCA grant. They will tell holiday related stories from cultures around the world.**

1. 10' banner on tent
2. Name listed on local mailer and print ads
3. Banner ad on BastropDowntown.com for 6 months
4. Logo listed on "thank you" ad after the event

**RUDOLPH'S REINDEER GAMES TENT: 1@ \$1500**

**This tent will feature performances by professional magicians, clowns and puppet theaters.**

1. 10' banner on tent
2. Name listed on local mailer and print ads
3. Banner ad on BastropDowntown.com for 6 months
4. Logo listed on "thank you" ad after the event



**ICE RINK SPONSORS: 7@\$1000**

**It is anticipated that the ice rink will either be in the lot at 921 or on South Main based on what the city allows. If all 7 sponsor packages are purchased, this event will be free. If not, a small ticket price will be charged to cover the deficit.**

1. 2 banners on ice rink
2. Name listed on local mailer and print ads
3. Banner ad on BastropDowntown.com Sept. 1-Dec. 31 (4 months)
4. Logo listed on "thank you" ad after the event

**CARRIAGE RIDE SPONSOR: 1 @ \$1000**

**DBA will contract with a carriage company to provide short rides through the historical district on Friday evening and Saturday during the day prior to the parade. Sponsorship will allow this to be free.**

1. Banner on carriage
2. Name listed on local mailer and print ads
3. Banner ad on BastropDowntown.com for 4 months
4. Logo on "thank you" ad after event

**PRINCESS TENT SPONSOR: 1 @ \$500**

**This tent will allow the kids to meet and have photos with very popular Disney princesses such as Anna, Elsa and Cinderella. Sponsorship will allow this photo op to be free of charge.**

1. 8' banner on tent
2. Name listed on local mailer
3. Name listed on "thank you" ad after event

**MRS. SANTA'S TENT SPONSOR: 1 @ \$500**

**This tent will give the kids time to visit with Mrs. Santa, have photos and write a letter to Santa. Sponsorship will allow this opportunity to be free.**

1. 8' banner on tent
2. Name listed on local mailer
3. Name listed on "thank you" ad after event

**CHRISTMAS MAILER ADS: 6 ads@\$300**

**DBA will send out approximately 8000 8.5x11 two sided postcards to targeted mail routes in the Bastrop area. This will be the main form of local advertising of the event. There will be 6 business card ads included to help pay for this mailer. Businesses must provide camera ready ad.**



## 2016 Board of Directors

### Officers:

Brad Cook, President  
[Coloradoriverwinery@austin.rr.com](mailto:Coloradoriverwinery@austin.rr.com)

Kevin Plunkett, Vice President  
[klp264@gmail.com](mailto:klp264@gmail.com)

Kathleen Caso, Secretary  
[kmcaso@gmail.com](mailto:kmcaso@gmail.com)

Frank Ferguson, Treasurer  
[FranklinFerguson@hotmail.com](mailto:FranklinFerguson@hotmail.com)

### Board Members:

Drusilla Rogers  
[bastropsugar@gmail.com](mailto:bastropsugar@gmail.com)

Jane Hunt  
[Jane.Hunt@att.net](mailto:Jane.Hunt@att.net)

Joe Grady Tuck  
[utxwrtr@yahoo.com](mailto:utxwrtr@yahoo.com)

Melissa Kitchens  
[MainSTCafe@outlook.com](mailto:MainSTCafe@outlook.com)

Nancy Wood  
[nlnwconsult@gmail.com](mailto:nlnwconsult@gmail.com)

Naseem Khonsari  
[naseem@lostpinesbazaar.com](mailto:naseem@lostpinesbazaar.com)

Pam Ferguson  
[pam@highcottontx.com](mailto:pam@highcottontx.com)

Rick Brackett  
[RFBrackett@aol.com](mailto:RFBrackett@aol.com)

Rick Gullikson  
[resp-4c8er-wkckg-j1e84@bastropchamber.chambermaster.com](mailto:resp-4c8er-wkckg-j1e84@bastropchamber.chambermaster.com)

Sean Neighbours  
[cripplecreekbastrop@gmail.com](mailto:cripplecreekbastrop@gmail.com)



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED

JUN 20 2016

**ORGANIZATION INFORMATION:**

Bastrop County Women's Shelter, dba Family Crisis Center

6/17/2016

Official Name of Organization

Date

Sherry Murphy

sherrym@familycrisiscenter.us

Contact Person

E-mail

P.O. Box 736, Bastrop, TX 78602

5123217760

Organization Address

Phone Number

www.family-crisis-center.org and www.pedalthrupines.org

Website Address

Is your Organization:

YES

501(c)3

Other (provide description) \_\_\_\_\_

Tax ID# 742304542

\$ 1,800.00

\$ 1,667.00

Total Amount Requested

Total Amount Granted prior year

Provide a brief description of your organization's mission:

The Bastrop County Women's Shelter, dba Family Crisis Center started in 1981 from a coalition of rural Texas women with a shared vision of offering hope, support, and assistance to women victimized by domestic violence. Since becoming an incorporated nonprofit in 1983, the Center has evolved into a community leader in rural Central Texas focusing on domestic and sexual violence. The Center's mission is to be the expert resource and service provider in eliminating domestic and sexual violence in Bastrop, Colorado, Fayette and Lee Counties. The Center strives to provide quality, comprehensive programming to assure victim safety and offender accountability with the ultimate goal of helping families create and maintain violence-free lives. The Center envisions a safe community built on equality without the existence of violence. The services offered by the agency include: crisis services including intervention, advocacy, support, information and referral accessible 24/7 through the toll-free hotline; counseling services for adult and youth victims of domestic and sexual violence; emergency shelter and transitional housing for victims and their families; violence prevention education for adults and youth; referrals and information regarding other community resources; and the operation of the Center's community thrift store, Bits & Pieces.

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service
- 4) Event Planning Timeline, if applicable
- 5) Identify other sources of funding
- 6) List of all Board Members
- 7) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1 of 1

Bastrop County Women's Shelter, dba Family Crisis Center

2017

Name of Organization

Fiscal Year of Request

Pedal Thru The Pines

3/11/2017

Name of Event or Project

Date of Event or Project

\$ 1,800.00

Start/Finish: Riverbend Park, Smithville, TX; Route: Bastrop & Buescher State Parks

Amount Requested

Primary Location of Event or Project

1000

14

Expected Attendance

How many years have you held this Event or Program

6%

60.00

Percentage of attendance that will be  
staying overnight in hotels

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

The Center will utilize an internet-based participant survey (in conjunction with even registration) in order to capture information related to the number of cyclists traveling to Bastrop for the event and staying overnight in local hotels/motels. The agency received an 85% response rate to the 2016 participant survey. Estimates for the number of attendees staying locally for next year's event were based on these survey results. The agency will conduct a similar survey at next year's event.

Do your promotional materials/website note area lodging facilities that can host participants? Yes

Tell us about your event or project:

The Pedal Thru The Pines event is an established cycling event that supports the programs offered by the Family Crisis Center. The event is recommended as a training ride for cyclists participating in the BP MS150, the largest ride in Texas and one of nine regional rides benefitting the National Multiple Sclerosis Society. The event has been associated with the MS150 ride for the past 14 years. Cyclists may choose to complete routes of varying mileage (on paved roads) through both Bastrop and Buescher State Parks and the surrounding countryside. All routes have SAG (Support and Gear) coverage provided by support vehicle volunteers and rest stops with restrooms and refreshments. Mechanical support is provided at the start/finish line and at selected rest stops. Pre-registration is available online and by mail for cyclists. Registration on the day of the event is usually available as well. The event typically takes place on a Saturday in the early part of March. The ride starts at 9:00AM, and all routes are cleared by 4:00PM. The event has a capacity of 1500 cyclists, and over the last few years has averaged around 1000 participants. It is anticipated that approximately 16% of cyclists participating in the upcoming event will stay in the Bastrop area, and approximately 6% will stay overnight in a local hotel, motel or B&B.



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

*(COMPLETE A SEPARATE FORM FOR EACH EVENT)*

Project Number

of

To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

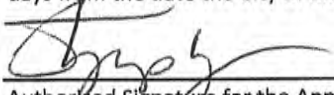
**PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. Which expenditure category from page 6 is most relevant to your project event? Please explain

The Pedal Thru The Pines event attracts cyclists from across Texas and as far away as Hawaii. The event is advertised on the agency's website, on the National Multiple Sclerosis Society's MS150 website, Austin Cycling Association (cycling magazine), and numerous cycling shops throughout Texas. The Pedal Thru The Pines event promotes tourism and the local hotel/motel industry through the event website ([www.pedalthrupines.org](http://www.pedalthrupines.org)) and through informational handouts that are provided to cyclists participating in the event. The event website contains a link to the City of Bastrop's website. The event t-shirt will promote Bastrop and include the City of Bastrop logo. The event registration form also features the City of Bastrop logo.



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.



Authorized Signature for the Applicant

Sherry Murphy

Name Printed or Typed

6/15/2016

Date

Executive Director

Title

Return completed application and attachments to:

City of Bastrop

Finance Department

P. O. Box 427

1311 Chestnut Street

Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 30, 2016**

Electronic/Facsimile submissions will not be considered.

**Family Crisis Center**  
**Pedal Thru The Pines**  
**FY 2017 Proposed Event Budget**  
 Saturday, March 11, 2017

| <b>Expenses</b>                                   | <i>Estimates based on past events</i> |
|---------------------------------------------------|---------------------------------------|
| Advertising                                       | \$ 300                                |
| Facility Fees                                     | \$ 1,800                              |
| Rest Stop & Other Supplies                        | \$ 1,375                              |
| Announcer/DJ                                      | \$ 325                                |
| BP MS150 Affiliation                              | \$ 300                                |
| Event T-Shirts (via other sources)                | \$ 5,333                              |
| <b>Event T-Shirts - City of Bastrop HOT Funds</b> | <b>\$ 1,667 *</b>                     |
| Porta-Potties                                     | \$ 2,400                              |
| Total Event Expenses                              | <u>\$ 13,500</u>                      |

\* HOT funds will help support the cost of event t-shirts.

Internal Revenue Service  
District Director

Department of the Treasury

1100 COMMERCE STREET  
DALLAS, TX 75242 0000

Date: FEB 17 1989

BASTROP COUNTY WOMENS SHELTER INC  
P O BOX 736  
BASTROP, TX 78602

Employer Identification Number:  
74-2304542  
Contact Person:  
EO TECHNICAL ASSISTOR  
Contact Telephone Number:  
(214) 767-3526

Our Letter Dated:  
July 10, 1984  
Addendum Applies:  
No

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(1).

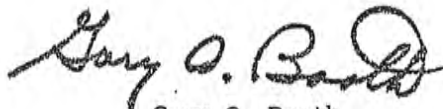
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions please contact the person whose name and telephone number are shown above.

Sincerely yours,



Gary O. Booth  
District Director

Letter 1050(DO/CG)



## **2017 Pedal Thru The Pines Timeline**

### **October 2016**

Routes for event defined.  
Registration form revised and on-line event registration opens.  
Event art work developed.  
Event steering committee work begins.  
Updates to Pedal website as needed.

### **November 2016**

Contract and deposits/fee's for event venue paid.  
Updates to Pedal website as needed.

### **December 2016**

Event marketing developed, survey tool created, event sponsorship & vendor contacts & mail outs.  
Cycle participant's packets & advertising mailed to cycle shops and packet pick up scheduled.  
Letters of support for event from area Law Enforcement are sent out.  
Letters to area hotel/motels and B & B mailed out followed up with personal visit/phone calls.  
Updates to Pedal website as needed.

### **January 2017**

Event sponsorships due, check in via phone with cycle shops.  
Cycle Jerseys developed and go on sale.  
Event insurance documents prepared and sent.  
TX DOT approval packets mailed and vendor check-in.  
City / County, EMS, Law Enforcement, Bastrop & Buescher State Park letters & meetings.  
Necessary letters of support of event are received.  
Updates to Pedal website as needed.

### **February 2017**

Event T-shirts ordered & printed.  
Volunteer and SAG meetings held.  
Cycle goodie packets stuffed.  
Copies of Insurance documents given to City/County/State Parks, Event Venue.  
Confirmation calls to event venue, packet pick-up shops and vendors.  
Meetings with local Law Enforcement held, contacts if necessary are signed.  
Letter to editor of area newspapers is sent outlining the upcoming event with attention to cyclist in the area, cyclist routes, and traffic and safety concerns.  
Updates to Pedal website as needed.

### **March 2017**

Updates to Pedal website as needed.  
In-kind donations for event received.  
Final SAG and Volunteer meeting is held.  
On-line registration closes, cycle shop packet pick up and registration is held.  
Route maps and signs completed and set day before event.  
Event  
Post event survey, thank s and report sent.

**Family Crisis Center  
Pedal Thru The Pines  
FY 2017 Proposed Event Budget  
Saturday, March 11, 2017**

**Other Sources of Funding**

*Average Percentage of Event Revenue*

|                                 |     |
|---------------------------------|-----|
| Cyclists Registration Fees      | 85% |
| City of Bastrop HOT Funds Award | 6%  |
| Sponsorships                    | 5%  |
| Donations                       | 4%  |



PO Box 736/431 Old Austin Highway  
Bastrop, TX 78602  
512-321-7760 | 888-311-7755 (toll free)  
[www.family-crisis-center.org](http://www.family-crisis-center.org)

**Family Crisis Center  
Board of Directors  
Fiscal Year 2016**

Michael Goebel - President  
Retired Business Manager  
136 Carriage Court  
Bastrop, TX 78602  
Home Phone: (512) 332-2159  
Cell Phone: (512) 944-4707  
E-Mail: [micraygoe@yahoo.com](mailto:micraygoe@yahoo.com)

Diane Newsom – Parliamentarian  
Retired Law Enforcement  
263 Akaloa  
Bastrop, Texas 78602  
Home Phone: (512) 963-2592  
Email: [ladedinumber1@yahoo.com](mailto:ladedinumber1@yahoo.com)

Robert Barker - Vice President  
Retired Non-Profit CEO  
220 Wagon Way  
Bastrop, TX, 78602  
Home Phone: (512) 985-5688  
Cell Phone: (561) 427-3495  
E-Mail: [barker.robert1@gmail.com](mailto:barker.robert1@gmail.com)

Albert Matus  
Retired School Administrator  
146 Jaeger Street  
Giddings, Texas 78942  
Home Phone: (979) 542-3008  
Cell Phone: (512) 636-1142  
E-Mail: [matus\\_al@yahoo.com](mailto:matus_al@yahoo.com)

Susan Farris - Secretary  
Social Worker-St. David's Emergency Center  
P.O. Box 2534  
Bastrop, Texas 78942  
Home Phone: (512) 971-0063  
Work Phone: (512) 308-5935  
E-Mail: [slfarris@att.net](mailto:slfarris@att.net)

Darla Maxwell  
Marketing-Colorado Valley Communications  
2814 Airport Road  
La Grange, TX 78945  
Home Phone: (979) 247-4870  
Work Phone: (979) 247-8330  
E-Mail: [darliam@cvctx.com](mailto:darliam@cvctx.com)

Alan W. Ford – Treasurer  
Semi-Retired CPA  
153 Carriage Ct.  
Bastrop, Texas 78602  
Home Phone: (512) 321-4132  
Cell Phone: (512) 217-5550  
E-Mail: [alanford@austin.rr.com](mailto:alanford@austin.rr.com)

Sarah Newman-Altamirano  
General Counsel-Bluebonnet Electric  
225 Piney Ridge Drive  
Bastrop, TX 78602  
Home Phone: (512) 718-7013  
Work Phone: (512) 332-7928  
E-Mail: [sarah.newman-altamirano@bluebonnet.coop](mailto:sarah.newman-altamirano@bluebonnet.coop)



# BASTROP COUNTY WOMEN'S SHELTER, INC. DBA FAMILY CRISIS CENTER

## STATEMENTS OF FINANCIAL POSITION

September 30, 2015 and 2014

| ASSETS                                | 2015         | 2014         |
|---------------------------------------|--------------|--------------|
| <u>Assets</u>                         |              |              |
| Cash and cash equivalents             | \$ 347,356   | \$ 294,340   |
| Certificates of deposit               | 179,328      | 178,972      |
| Grants receivable                     | 153,961      | 144,656      |
| Pledge receivable                     | -            | 26,000       |
| Prepaid expenses                      | 1,173        | 665          |
| Inventory                             | 20,000       | 20,000       |
| Total Current Assets                  | 701,818      | 664,633      |
| <u>Capital Assets</u>                 |              |              |
| Land                                  | 153,866      | 153,866      |
| Building                              | 3,211,429    | 3,211,429    |
| Furniture and equipment               | 565,297      | 529,632      |
| Less: accumulated depreciation        | (1,628,863)  | (1,543,426)  |
| Total Capital Assets                  | 2,301,729    | 2,351,501    |
| <u>Other Assets</u>                   |              |              |
| Deposits                              | 150          | 150          |
| Total Other Assets                    | 150          | 150          |
| Total Assets                          | \$ 3,003,697 | \$ 3,016,284 |
| <br><b>LIABILITIES AND NET ASSETS</b> |              |              |
| <u>Current Liabilities</u>            |              |              |
| Accounts payable and accrued expenses | \$ 55,275    | \$ 57,874    |
| Grant advance                         | 7,566        | 10,928       |
| Rent deposits                         | 4,900        | 4,700        |
| Compensated absences payable          | 15,647       | 17,933       |
| Notes payable, current portion        | 59,051       | 59,035       |
| Total Current Liabilities             | 142,439      | 150,470      |
| <u>Long-Term Liabilities</u>          |              |              |
| Notes payable, less current portion   | 1,129,113    | 1,188,182    |
| Total Long-Term Liabilities           | 1,129,113    | 1,188,182    |
| Total Liabilities                     | 1,271,552    | 1,338,652    |
| <u>Net Assets</u>                     |              |              |
| Unrestricted                          | 1,674,425    | 1,631,294    |
| Temporarily restricted                | 57,720       | 46,338       |
| Total Net Assets                      | 1,732,145    | 1,677,632    |
| Total Liabilities and Net Assets      | \$ 3,003,697 | \$ 3,016,284 |

See notes to financial statements.

# BASTROP COUNTY WOMEN'S SHELTER, INC. DBA FAMILY CRISIS CENTER

## STATEMENTS OF ACTIVITIES

For the Years Ended September 30, 2015 and 2014

|                                                                                          | 2015                |                        |                     | 2014                |
|------------------------------------------------------------------------------------------|---------------------|------------------------|---------------------|---------------------|
|                                                                                          | Unrestricted        | Temporarily Restricted | Total               | Total               |
| <b>Public Support and Revenues</b>                                                       |                     |                        |                     |                     |
| Grants - federal awards                                                                  | \$ -                | \$ 829,209             | \$ 829,209          | \$ 912,289          |
| Grants - state awards                                                                    | -                   | 270,330                | 270,330             | 277,499             |
| Contributions                                                                            | 110,810             | 170,737                | 281,547             | 220,510             |
| Cash; in-kind                                                                            | 321,955             | -                      | 321,955             | 248,399             |
| Thrift store, net of \$178,053 in cost of sales                                          | 181,284             | -                      | 181,284             | 178,823             |
| Program                                                                                  | 44,750              | -                      | 44,750              | 32,661              |
| Special events                                                                           | 83,551              | -                      | 83,551              | 105,563             |
| Rent income                                                                              | -                   | 53,572                 | 53,572              | 58,444              |
| Miscellaneous                                                                            | 12,246              | -                      | 12,246              | 56,759              |
| <b>Total Revenues</b>                                                                    | <u>754,596</u>      | <u>1,323,848</u>       | <u>2,078,444</u>    | <u>2,090,947</u>    |
| <b>Net Assets Released from Restriction<br/>and Satisfaction of Purpose Restrictions</b> | <u>1,312,466</u>    | <u>(1,312,466)</u>     | <u>-</u>            | <u>-</u>            |
| <b>Total Public Support, Revenues<br/>and Reclassification</b>                           | <u>2,067,062</u>    | <u>11,382</u>          | <u>2,078,444</u>    | <u>2,090,947</u>    |
| <b>Expenses</b>                                                                          |                     |                        |                     |                     |
| Program expenses                                                                         | 1,604,616           | -                      | 1,604,616           | 1,609,867           |
| Administration                                                                           | 94,623              | -                      | 94,623              | 94,042              |
| Fundraising                                                                              | 324,692             | -                      | 324,692             | 322,193             |
| <b>Total Expenses</b>                                                                    | <u>2,023,931</u>    | <u>-</u>               | <u>2,023,931</u>    | <u>2,026,102</u>    |
| <b>Net Operating Income</b>                                                              | <u>43,131</u>       | <u>11,382</u>          | <u>54,513</u>       | <u>64,845</u>       |
| Beginning net assets                                                                     | 1,631,294           | 46,338                 | 1,677,632           | 1,612,786           |
| <b>Ending Net Assets</b>                                                                 | <u>\$ 1,674,425</u> | <u>\$ 57,720</u>       | <u>\$ 1,732,145</u> | <u>\$ 1,677,632</u> |

See notes to financial statements.

**BASTROP COUNTY WOMEN'S SHELTER, INC.**  
**DBA FAMILY CRISIS CENTER**  
**STATEMENTS OF FUNCTIONAL EXPENSES**

For the Years Ended September 30, 2015 and 2014

|                                 | 2015                |                  |                   | 2014                |
|---------------------------------|---------------------|------------------|-------------------|---------------------|
|                                 | Program             | Administrative   | Fundraising       | Total               |
| Salaries                        | \$ 1,036,898        | \$ 69,916        | \$ 165,273        | \$ 1,272,087        |
| Payroll taxes                   | 83,993              | 5,228            | 12,579            | 101,800             |
| Retirement                      | 18,376              | 1,088            | 2,620             | 22,084              |
| Employee insurance              | -                   | -                | -                 | -                   |
| Workers' compensation           | 6,953               | 471              | 3,521             | 10,945              |
| Travel                          | 45,539              | 1,553            | 2,490             | 49,582              |
| Training                        | 4,290               | -                | -                 | 4,290               |
| Specific assistance             | 115,068             | -                | -                 | 115,068             |
| Supplies                        | 16,697              | 415              | 6,249             | 23,361              |
| Postage                         | 1,279               | 461              | 955               | 2,695               |
| Furnishings and equipment       | 3,644               | -                | -                 | 3,644               |
| Equipment lease                 | 16,373              | 902              | 487               | 17,762              |
| Telephone                       | 13,814              | 243              | 1,243             | 15,300              |
| Utilities                       | 38,971              | 690              | 17,200            | 56,861              |
| Insurance                       | 25,017              | 964              | 8,145             | 34,126              |
| Contracts and professional fees | 14,508              | 10,775           | 1,857             | 27,140              |
| Maintenance and repairs         | 47,086              | 1,889            | 3,039             | 52,014              |
| Subscriptions and memberships   | 5,260               | -                | 350               | 5,610               |
| Interest expense                | 42,435              | -                | 24,077            | 66,512              |
| Hospitality                     | 860                 | 17               | -                 | 877                 |
| Advertising                     | 730                 | -                | 235               | 965                 |
| Vehicle expense                 | 803                 | -                | -                 | 803                 |
| Miscellaneous                   | 5,309               | 11               | 2,856             | 8,176               |
| Special events                  | 21                  | -                | 46,771            | 46,792              |
| Depreciation                    | 60,692              | -                | 24,745            | 85,437              |
| <b>Expenses of the</b>          |                     |                  |                   |                     |
| <b>Statements of Activities</b> | <b>\$ 1,604,616</b> | <b>\$ 94,623</b> | <b>\$ 324,692</b> | <b>\$ 2,023,931</b> |
|                                 |                     |                  |                   | <b>\$ 2,026,102</b> |

See notes to financial statements.



**BASTROP COUNTY WOMEN'S SHELTER, INC.**  
**DBA FAMILY CRISIS CENTER**

**STATEMENTS OF CASH FLOWS**

For the Years Ended September 30, 2015 and 2014

|                                                                                                              | <u>2015</u>       | <u>2014</u>       |
|--------------------------------------------------------------------------------------------------------------|-------------------|-------------------|
| <b>Cash Flows from Operating Activities</b>                                                                  |                   |                   |
| Increase in Net Assets - Operating                                                                           | \$ 54,513         | \$ 64,845         |
| <b>Adjustments to Reconcile Change in Net Assets to<br/>Net Cash Provided (Used) by Operating Activities</b> |                   |                   |
| Depreciation                                                                                                 | 85,437            | 83,821            |
| (Increase) decrease in assets:                                                                               |                   |                   |
| Grants receivable                                                                                            | (9,305)           | (12,662)          |
| Pledges receivable                                                                                           | 26,000            | (1,000)           |
| Prepaid expenses                                                                                             | (508)             | 3,401             |
| Increase (decrease) in liabilities:                                                                          |                   |                   |
| Accounts payable and accrued expenses                                                                        | (2,599)           | 833               |
| Grant advances                                                                                               | (3,362)           | 4,923             |
| Deferred revenue                                                                                             | -                 | (7,875)           |
| Rent deposits                                                                                                | 200               | 1,100             |
| Compensated absences                                                                                         | (2,286)           | (902)             |
| <b>Net Cash Provided by Operating Activities</b>                                                             | <u>148,090</u>    | <u>136,484</u>    |
| <b>Cash Flows from Investing Activities:</b>                                                                 |                   |                   |
| Net investment activity from certificate of deposits                                                         | (356)             | (289)             |
| Purchase of property and equipment                                                                           | (35,665)          | (3,378)           |
| <b>Net Cash Used by Investing Activities</b>                                                                 | <u>(36,021)</u>   | <u>(3,667)</u>    |
| <b>Cash Flows from Financing Activities:</b>                                                                 |                   |                   |
| Reduction of debt (principal)                                                                                | (59,052)          | (56,086)          |
| <b>Net Cash Used by Financing Activities</b>                                                                 | <u>(59,052)</u>   | <u>(56,086)</u>   |
| <b>Net Increase in Cash and Cash Equivalents</b>                                                             | 53,017            | 76,731            |
| Beginning cash and cash equivalents                                                                          | <u>294,340</u>    | <u>217,609</u>    |
| <b>Ending Cash and Cash Equivalents</b>                                                                      | <u>\$ 347,356</u> | <u>\$ 294,340</u> |
| <b>Supplemental cash flow information:</b>                                                                   |                   |                   |
| Interest incurred and paid                                                                                   | \$ 24,077         | \$ 27,042         |
| In-kind interest reported                                                                                    | \$ 42,435         | \$ 42,998         |

See notes to financial statements.

# **BASTROP COUNTY WOMEN'S SHELTER, INC. DBA FAMILY CRISIS CENTER**

## ***NOTES TO FINANCIAL STATEMENTS***

**For the Years Ended September 30, 2015**

### **NOTE 1 – ORGANIZATION**

Bastrop County Women's Shelter, Inc., dba Family Crisis Center (the "Crisis Center") is a not-for-profit corporation chartered in June 3, 1983. The primary purpose of the Crisis Center is to provide crisis intervention, shelter, counseling, crime victim advocacy, public education awareness, and support services to victims of family violence and sexual assault and child abuse in Bastrop, Lee, Fayette, and Colorado counties.

The Crisis Center is supported primarily through federal and state grants, donor contributions, and the United Way. Approximately 53 percent of the Crisis Center's support for the year ended September 30, 2015 came from federal and state grants.

### **NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

#### **Method of Accounting**

The Crisis Center maintains its books on the accrual basis of accounting where revenues are recorded when earned and expenses are recognized when an obligation is incurred.

#### **Financial Statement Presentation**

The Crisis Center adopted the Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Crisis Center is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, the Crisis Center is required to present a statement of cash flows.

#### **Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expired, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

#### **Unrestricted Net Assets**

Unrestricted net assets include operating reserves and cash reserves designated by the Executive Committee and represent expendable funds available for support of the Crisis Center operations.

#### **Temporarily Restricted Net Assets**

Temporarily restricted net assets are those for which use by the Crisis Center has been limited by donors to a specific time period or purpose.



# **BASTROP COUNTY WOMEN'S SHELTER, INC.**

## **DBA FAMILY CRISIS CENTER**

### ***NOTES TO FINANCIAL STATEMENTS (Continued)***

**For the Years Ended September 30, 2015**

#### **Permanently Restricted Net Assets**

Permanently restricted net position is subject to donor-imposed stipulations and must be maintained permanently by the Crisis Center.

#### **Deferred Revenue**

Revenue from grants are deferred and recognized over the periods to which the grants relate.

#### **Federal Income Taxes**

The Crisis Center is an exempt organization for federal income tax purposes under Section 501(c)(3) of the Internal Revenue Code.

#### **Estimates**

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **Functional Expenses**

The expenses of the Crisis Center's various programs and supporting services have been reported on a functional basis. Certain expenses are allocated between program and supporting services based on estimates made by management.

#### **Cash and Cash Equivalents**

The Crisis Center considers all cash and other highly liquid investments with maturity of three months or less when purchased to be cash equivalents. Cash and cash equivalents for purposes of the statement of cash flows exclude restricted cash and cash equivalents.

#### **Donated Property and Services**

Donated property and services are recorded at fair market value on the date of the donation as in-kind contributions if all qualifications for reporting have been met.

#### **Compensated Absences**

The Crisis Center expenses vacation in the year earned. Upon termination, the employee is compensated for any accrued but unused vacation, not to exceed the maximum of 40 hours.



# BASTROP COUNTY WOMEN'S SHELTER, INC.

## DBA FAMILY CRISIS CENTER

### NOTES TO FINANCIAL STATEMENTS (Continued)

For the Years Ended September 30, 2015

#### Property and Equipment

Property and equipment are recorded at cost and depreciated over their estimated useful lives, ranging from three to 40 years, using the straight-line method. When assets are retired or otherwise disposed of, the cost and related accumulated depreciation are removed from the accounts, and any resulting gain or loss is recognized in the period. Maintenance and repairs are charged to expenses as incurred, and significant renewals and betterments are capitalized. The Crisis Center capitalizes assets over \$500 that have a useful life greater than one year or significantly extends the useful life of an asset. Donations of property and equipment are recorded at fair market value on the date of donation.

#### Inventory

Inventory is valued at estimated fair wholesale value and consists 100 percent of donated goods. The estimated fair wholesale value of donated goods is recorded as an in-kind contribution. Those donated items that are determined to not be salable are either given away to clients or scrapped. The items determined not to be salable are not recorded in these financial statements, nor have any values been placed on them. Costs related to bringing donated materials to a salable condition are included in expenses as incurred. The proceeds from the sale of such materials are recognized as revenue when received.

#### NOTE 3 – CAPITAL ASSETS

Capital assets at September 30, 2015 are as follows:

|                                        | Beginning<br>Balance | Increases   | (Decreases) | Ending<br>Balance |
|----------------------------------------|----------------------|-------------|-------------|-------------------|
| Capital assets not being depreciated:  |                      |             |             |                   |
| Land                                   | \$ 153,866           | \$ -        | \$ -        | \$ 153,866        |
| Capital assets being depreciated:      |                      |             |             |                   |
| Buildings                              | 3,211,429            | -           | -           | 3,211,429         |
| Furniture and equipment                | 500,147              | 2,941       | -           | 503,088           |
| Vehicles                               | 29,485               | 32,724      | -           | 62,209            |
| Total capital assets being depreciated | 3,741,061            | 35,665      | -           | 3,776,726         |
| Less accumulated depreciation for:     |                      |             |             |                   |
| Buildings                              | (1,027,577)          | (80,343)    | -           | (1,107,920)       |
| Furniture and equipment                | (486,364)            | (4,549)     | -           | (490,913)         |
| Vehicles                               | (29,485)             | (545)       | -           | (30,030)          |
| Total accumulated depreciation         | (1,543,426)          | (85,437)    | -           | (1,628,863)       |
| Capital assets, net                    | 2,197,635            | (49,772)    | -           | 2,147,863         |
| Totals                                 | \$ 2,351,501         | \$ (49,772) | \$ -        | \$ 2,301,729      |

# BASTROP COUNTY WOMEN'S SHELTER, INC. DBA FAMILY CRISIS CENTER

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Years Ended September 30, 2015

### NOTE 4 – NOTES PAYABLE

The Center obtained \$1,000,000 in construction financing from the Texas Department of Housing and Community Affairs (TDHCA) under the HOME Multifamily Housing Program for the construction of apartment units to be known as the Bastrop County Women's Shelter. This financing is secured by a first lien note and deed of trust against the property and improvements. This loan financed the construction of 21 apartment units. The loan consists of two notes as follows:

|                       | <u>2015</u>                                                                                                                                                                                                                                                       | <u>2014</u> |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Loan Balance:</b>  | \$ 178,665                                                                                                                                                                                                                                                        | \$ 189,832  |
| <b>Maturity Date:</b> | September 1, 2031                                                                                                                                                                                                                                                 |             |
| <b>Interest Rate:</b> | 0% per annum                                                                                                                                                                                                                                                      |             |
| <b>Payment Terms:</b> | Payments are due and payable in monthly installments of \$930.56 beginning September 2001 and continuing regularly every month thereafter for a period of 360 months. Tract I and II are held as collateral as described in the warranty deed with vendor's lien. |             |

|                       | <u>2015</u>                                                                                                                                                                                                                                                                                                                                                                                                           | <u>2014</u> |
|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Loan Balance:</b>  | \$665,000                                                                                                                                                                                                                                                                                                                                                                                                             | \$665,000   |
| <b>Maturity Date:</b> | September 1, 2041                                                                                                                                                                                                                                                                                                                                                                                                     |             |
| <b>Interest Rate:</b> | 0% per annum                                                                                                                                                                                                                                                                                                                                                                                                          |             |
| <b>Payment Terms:</b> | Payments are due and payable beginning September 2001 in monthly installments in an amount equal to 98% of the monthly "net cash flow" and continuing for a period of 480 months. Provided there is no event of default, TDHCA may waive and forgive repayment of any remaining principal on the loan after its maturity. Tract I and II are held as collateral as described in the warranty deed with vendor's lien. |             |

The TDHCA loans imposed additional restrictions as to the use of the property for which it funded, including providing housing for low-income individuals for a period of 30 years.

No maturities for the TDHCA note (\$665,000) are reported in the next five years since the payments are dependent on future net cash flow from rentals.

Interest expense has been imputed on both notes at the rate of five percent of the average principal balance throughout the fiscal year. This expense is offset by a corresponding amount for in-kind contributions, totaling \$42,435 for the year ended September 30, 2015.

# BASTROP COUNTY WOMEN'S SHELTER, INC. DBA FAMILY CRISIS CENTER

## NOTES TO FINANCIAL STATEMENTS (Continued) For the Years Ended September 30, 2015

The Crisis Center obtained construction financing from First State Bank Central Texas for the new thrift store. The terms are as follows:

|                       | <u>2015</u>                                                                                                                                                                                                                                                                                                                                                                                                            | <u>2014</u> |
|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Loan Balance:</b>  | \$ 344,500                                                                                                                                                                                                                                                                                                                                                                                                             | \$ 392,385  |
| <b>Maturity Date:</b> | June 16, 2016, unless extended as provided in the loan document                                                                                                                                                                                                                                                                                                                                                        |             |
| <b>Interest Rate:</b> | 6.5% per annum                                                                                                                                                                                                                                                                                                                                                                                                         |             |
| <b>Payment Terms:</b> | Payments are due and payable in 59 monthly installments of \$5,997 beginning July 16, 2011 and continuing regularly every month thereafter through May 16, 2016, and in one final installment on June 16, 2016 in the amount of the unpaid principal and unpaid accrued interest. Surface estate only of various lots in Tahitian Village are held as collateral as described in the deed of trust security agreement. |             |

The schedule of maturities of long-term debt is as follows:

| <u>Fiscal Year<br/>Ended</u>                | <u>Amount</u>              |
|---------------------------------------------|----------------------------|
| 2016                                        | \$ 62,241                  |
| 2017                                        | 65,662                     |
| 2018                                        | 69,311                     |
| 2019                                        | 73,205                     |
| 2020                                        | 77,360                     |
| 2021-2025                                   | 108,391                    |
| 2026-2030                                   | 55,835                     |
| 2030-2034                                   | 11,160                     |
| <b>Total</b>                                | <u>523,165</u>             |
| Debt - current portion                      | (59,051)                   |
| Debt referring to TDHCA note                | <u>665,000</u>             |
| <b>Long Term Debt, Less Current Portion</b> | <u><u>\$ 1,129,114</u></u> |

### NOTE 5 – OPERATING LEASE COMMITMENT

The Crisis Center receives (from the respective counties) office space for its Fayette, Lee, and Colorado County locations. These counties provide office space free of charge. The fair market value of this rent is included in the revenues for in-kind contributions and totals \$19,470 for the years ended September 30, 2015 and 2014.



# BASTROP COUNTY WOMEN'S SHELTER, INC. DBA FAMILY CRISIS CENTER

## NOTES TO FINANCIAL STATEMENTS (Continued)

For the Years Ended September 30, 2015

The Crisis Center also leases the land upon which its administrative and direct services office is situated. The landlord donated the land in the form of a long-term lease with a \$1 lease option for 50 years. The lease expires on September 30, 2044. The fair market value of this estimated contributed rent expense is offset by a corresponding amount for in-kind contributions, totaling \$21,421 for years ended September 30, 2015 and 2014.

### NOTE 6 – EMPLOYEE BENEFIT PLAN

The Crisis Center has a defined contribution plan, 403(b) Thrift Plan, (the "Plan") covering substantially all employees. Under the Plan, the Crisis Center contributes three percent of each eligible employee's salary. Contribution expense incurred by the Crisis Center during 2015 and 2014 was \$23,690 and \$22,507, respectively.

The Crisis Center also provides a salary deferral plan for substantially all employees; however, this is funded only by employee contributions.

### NOTE 7 – DONATED SERVICES

The Crisis Center receives a significant amount of donated services from unpaid volunteers who assist in direct services, fundraising, and special projects. No amounts have been recognized in the Statement of Activities because the criteria for recognition under SFAS No. 116 have not been satisfied.

### NOTE 8 – TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are unspent contributions received by various organizations and agencies.

The following is a detail of the temporarily restricted net assets:

|                                           | 2015             | 2014             |
|-------------------------------------------|------------------|------------------|
| Swalm Endowment Grant                     | \$ -             | \$ 4,600         |
| St. David's Foundation - Mental Health    | 38,867           | -                |
| St. David's Foundation - Capacity Academy | 17,331           | -                |
| St. David's Foundation                    | -                | 41,738           |
| Lola Wright Foundation                    | 1,523            | -                |
| <b>Total</b>                              | <b>\$ 57,720</b> | <b>\$ 46,338</b> |

### NOTE 9 – LINE OF CREDIT

The Crisis Center maintains various lines of credit in the form of individual credit cards available for use by certain members of management and professional staff to carry on Crisis Center activity. The available credit limit for all cards totaled \$62,050 for the years ended September 30, 2015 and 2014. The cards have variable interest rates and payment terms. Each credit card has a set credit limit, with the outstanding monthly balances being paid in full by the due date.

**BASTROP COUNTY WOMEN'S SHELTER, INC.  
DBA FAMILY CRISIS CENTER**

***NOTES TO FINANCIAL STATEMENTS (Continued)***

**For the Years Ended September 30, 2015**

**NOTE 10 – CONTINGENCIES**

The Crisis Center participates in a number of federal and state financial assistance programs. These programs are subject to financial and compliance audits by the grantors or their representatives and regulatory authorities. The purpose of the audits is to ensure compliance with conditions relating to the granting of funds and other reimbursement regulations. The Crisis Center's management believes that any liability for reimbursement which could arise as the result of these audits will not be material to the financial position of the Crisis Center.





**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF  
FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

March 4, 2016

To the Board of Directors of the  
Bastrop County Women's Shelter, Inc.,  
dba Family Crisis Center:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Bastrop County Women's Shelter, Inc., dba Family Crisis Center (the "Crisis Center") (a nonprofit organization), which comprise the statement of financial position as of and for the year ended September 30, 2015, and the related statements of activities, and cash flows for the year then ended, and the related notes to the financial statements and have issued our report thereon dated March 4, 2016.

**Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Crisis Center's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion the effectiveness of the Crisis Center's internal control. Accordingly, we do not express an opinion on the effectiveness of the Crisis Center's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Crisis Center's financial statements will not be prevented, or detected and corrected, on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Partners**

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Governmental  
Audit Quality Center



**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Crisis Center's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Crisis Center's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Crisis Center's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

 BELT HARRIS PECHACEK, LLP

Belt Harris Pechacek, LLLP  
Certified Public Accountants  
Bellville, Texas



**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR  
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE  
REQUIRED BY OMB CIRCULAR A-133 AND SCHEDULE  
OF EXPENDITURES OF FEDERAL AWARDS**

March 4, 2016

To the Board of Directors of the  
Bastrop County Women's Shelter, Inc.,  
dba Family Crisis Center:

**Report on Compliance for Each Major Federal Program**

We have audited the Bastrop County Women's Shelter, Inc., dba Family Crisis Center's (the "Crisis Center") compliance with the types of compliance requirements described in the OMB *Circular A-133 Compliance Supplement* that could have a direct and material effect on each of the Crisis Center's major federal programs for year ended September 30, 2015. The Crisis Center's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

**Management's Responsibility**

Management is responsible for compliance with the requirements of laws, regulations, contracts, and grants applicable to its federal programs.

**Auditors' Responsibility**

Our responsibility is to express an opinion on compliance for each of the Crisis Center's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the Crisis Center's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the Crisis Center's compliance.

**Partners**

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### Opinion on Each Major Federal Program

In our opinion, the Crisis Center complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended September 30, 2015.

### Report on Internal Control Over Compliance

Management of the Crisis Center is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Crisis Center's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with OMB Circular A-133, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the Crisis Center's internal control over compliance.

*A deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency or a combination of deficiencies in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of OMB Circular A-133. Accordingly, this report is not suitable for any other purpose.

 BELT HARRIS PECHACEK, LLP

Belt Harris Pechacek, LLP  
Certified Public Accountants  
Bellville, Texas



**BASTROP COUNTY WOMEN'S SHELTER, INC.**  
**DBA FAMILY CRISIS CENTER**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
For the Year Ended September 30, 2015

**A. SUMMARY OF AUDIT RESULTS**

1. The auditors' report expresses an unmodified opinion on the financial statements of the Crisis Center.
2. Significant deficiencies in internal control were not disclosed by the audit of the basic financial statements.
3. No instances of noncompliance material to the financial statements were disclosed during the audit.
4. Significant deficiencies in internal control over major federal award programs were not disclosed by the audit.
5. The auditors' report on compliance for the major federal award programs expresses an unmodified opinion.
6. No audit findings relative to the major federal award programs for the Crisis Center are reported in Part C of this schedule.
7. The programs included as major programs are:

| <u>CFDA Number</u> | <u>Name of Federal Program</u>   |
|--------------------|----------------------------------|
| 93.667             | Health and Human Services - FV   |
| 93.671             | Health and Human Services - SNRP |

8. The threshold for distinguishing Type A and B programs was \$300,000.
9. The Crisis Center did qualify as a low-risk auditee.

**B. FINDINGS – BASIC FINANCIAL STATEMENT AUDIT**

*None Noted*

**C. FINDINGS – FEDERAL AWARDS**

*None Noted*

**BASTROP COUNTY WOMEN'S SHELTER, INC.**  
**DBA FAMILY CRISIS CENTER**  
***SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS***

**For the Year Ended September 30, 2015**

**PRIOR FINDINGS**

*None Noted*

**BASTROP COUNTY WOMEN'S SHELTER, INC.**  
**DBA FAMILY CRISIS CENTER**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

For the Year Ended September 30, 2015

| <u>Federal Grantor/Pass Through Grantor/Program or<br/>Cluster Title</u>                            | <u>Federal<br/>CFDA<br/>Number</u> | <u>Contract Number</u> | <u>Award Amount</u> | <u>Federal<br/>Expenditures</u> |
|-----------------------------------------------------------------------------------------------------|------------------------------------|------------------------|---------------------|---------------------------------|
| <b>DEPARTMENT OF HOUSING AND URBAN<br/>DEVELOPMENT</b>                                              |                                    |                        |                     |                                 |
| <i>Passed Through the Texas Department of<br/>Housing &amp; Community Affairs-Advocacy Outreach</i> |                                    |                        |                     |                                 |
| Emergency Solutions Grant Program                                                                   | 14.231                             | 42140002047            | \$ 77,829           | \$ 76,102                       |
| <b>TOTAL DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT</b>                                            |                                    |                        | <u>77,829</u>       | <u>76,102</u>                   |
| <b>U.S. DEPARTMENT OF JUSTICE - OFFICE<br/>OF JUSTICE PROGRAMS</b>                                  |                                    |                        |                     |                                 |
| <i>Passed Through the Office of the Governor of<br/>Texas (Criminal Justice Division)</i>           |                                    |                        |                     |                                 |
| Victims of Crime Act Formula                                                                        | 16.575                             | 2092206                | 75,000              | 70,864                          |
| Victims of Crime Act Formula                                                                        | 16.575                             | 2107906                | 65,000              | 61,745                          |
| Victims of Crime Act Formula                                                                        | 16.575                             | 2903001                | 426,250             | 7,034                           |
|                                                                                                     |                                    | <b>CFDA Totals</b>     | <u>566,250</u>      | <u>139,643</u>                  |
| Violence Against Women Formula Grants                                                               | 16.588                             | 2108306                | 48,206              | 45,309                          |
|                                                                                                     |                                    | <b>CFDA Totals</b>     | <u>48,206</u>       | <u>45,309</u>                   |
| <b>TOTAL U.S. DEPARTMENT OF JUSTICE - OFFICE OF JUSTICE PROGRAMS</b>                                |                                    |                        | <u>614,456</u>      | <u>184,952</u>                  |
| <b>U.S. DEPARTMENT OF JUSTICE - OFFICE<br/>OF VIOLENCE AGAINST WOMEN</b>                            |                                    |                        |                     |                                 |
| <i>Direct Award</i>                                                                                 |                                    |                        |                     |                                 |
| Rural Grant Program                                                                                 | 16.589                             | 2014-WR-AX-0025        | 305,448             | 93,499                          |
| <i>Direct Award</i>                                                                                 |                                    |                        |                     |                                 |
| Transitional Housing Grant Program                                                                  | 16.736                             | 2012-WH-AX-0065        | 249,177             | 92,362                          |
| <i>Passed Through Bastrop County</i>                                                                |                                    |                        |                     |                                 |
| Grants to Encourage Arrest Policies                                                                 | 16.590                             | 2014-WE-AX-0053        | \$ 278,749          | \$ 93,226                       |
| <b>TOTAL U.S. DEPARTMENT OF JUSTICE - OFFICE OF VIOLENCE<br/>AGAINST WOMEN</b>                      |                                    |                        | <u>833,374</u>      | <u>279,087</u>                  |



**BASTROP COUNTY WOMEN'S SHELTER, INC.**  
**DBA FAMILY CRISIS CENTER**

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS (continued)**

For the Year Ended September 30, 2015

| <u>Federal Grantor/Pass Through Grantor/Program or Cluster Title</u>                                   | <u>Federal CFDA Number</u> | <u>Contract Number</u> | <u>Award Amount</u> | <u>Federal Expenditures</u> |
|--------------------------------------------------------------------------------------------------------|----------------------------|------------------------|---------------------|-----------------------------|
| <b>U.S. DEPARTMENT OF EDUCATION - OFFICE OF ELEMENTARY AND SECONDARY EDUCATION</b>                     |                            |                        |                     |                             |
| <i>Passed Through Texas Education Agency</i>                                                           |                            |                        |                     |                             |
| Education for Homeless Children and Youth                                                              | 84.196                     | Region XIII            | \$ 7,800            | \$ 5,250                    |
| <b>TOTAL U.S. DEPARTMENT OF EDUCATION - OFFICE OF ELEMENTARY AND SECONDARY EDUCATION</b>               |                            |                        | <u>7,800</u>        | <u>5,250</u>                |
| <b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - ADMINISTRATION FOR CHILDREN AND FAMILIES</b>         |                            |                        |                     |                             |
| <i>Passed Through Texas Health and Human Services Commission</i>                                       |                            |                        |                     |                             |
| Family Violence Prevention and Services                                                                | 93.671                     | 529-15-0032-00022B     | 54,171              | 3,052                       |
| Family Violence Prevention and Services                                                                | 93.671                     | 529-15-0032-00022      | 52,663              | 49,236                      |
| Family Violence Prevention and Services                                                                | 93.671                     | 529-15-0006-00018      | 59,637              | 59,637                      |
|                                                                                                        |                            | <b>CFDA Totals</b>     | <u>166,471</u>      | <u>111,925</u>              |
| Social Services Block Grant                                                                            | 93.667                     | 529-15-0032-00022B     | 128,755             | 7,253                       |
| Social Services Block Grant                                                                            | 93.667                     | 529-15-0032-00022      | 114,933             | 107,453                     |
|                                                                                                        |                            | <b>CFDA Totals</b>     | <u>243,688</u>      | <u>114,706</u>              |
| <b>TOTAL US DEPARTMENT OF HEALTH AND HUMAN SERVICES - ADMINISTRATION FOR CHILDREN AND FAMILIES</b>     |                            |                        | <u>410,159</u>      | <u>226,632</u>              |
| <b>U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CENTERS FOR DISEASE CONTROL AND PREVENTION</b>       |                            |                        |                     |                             |
| <i>Passed Through Office of the Attorney General of the State of Texas</i>                             |                            |                        |                     |                             |
| Injury Prevention and Control Research                                                                 | 93.136                     | 1449552-01             | 40,746              | 18,467                      |
| Injury Prevention and Control Research                                                                 | 93.136                     | 1558410                | 46,381              | 25,311                      |
|                                                                                                        |                            | <b>CFDA Totals</b>     | <u>87,127</u>       | <u>43,777</u>               |
| Injury Prevention and Control Research                                                                 | 93.991                     | 1557404                | 13,410              | 13,410                      |
|                                                                                                        |                            | <b>CFDA Totals</b>     | <u>13,410</u>       | <u>13,410</u>               |
| <b>TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES - CENTERS FOR DISEASE CONTROL AND PREVENTION</b> |                            |                        | <u>100,537</u>      | <u>57,187</u>               |
| <b>TOTAL EXPENDITURES OF FEDERAL AWARDS</b>                                                            |                            |                        |                     | <u>\$ 829,209</u>           |

**BASTROP COUNTY WOMEN'S SHELTER, INC.**  
**DBA FAMILY CRISIS CENTER**  
**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**  
**For the Year Ended September 30, September 30, 2015**

**NOTE 1: BASIS OF ACCOUNTING**

The accompanying schedule of expenditures of federal awards includes the federal grant activity of the Bastrop County Women's Shelter, Inc., dba Family Crisis Center and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of OMB Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED  
JUN 30 2016

**ORGANIZATION INFORMATION:**

Bastrop County Historical Society

6/29/2017

Official Name of Organization

Date

Sandra Chipley

kellogg@airmail.net

Contact Person

E-mail

904 Main Street Bastrop, TX 78602

5123030057

Organization Address

Phone Number

www.bastropcountyhistoricalsociety.com

Website Address

Is your Organization:

yes

501(c)3

Other (provide description) \_\_\_\_\_

Tax ID# 741650053

\$ 36,298.00

\$ 22,347.00

Total Amount Requested

Total Amount Granted prior year

Provide a brief description of your organization's mission:

The mission of the Bastrop County Historical Society (BCHS) is "To preserve and promote the history of Bastrop County."

**HISTORICAL PRESERVATION PROJECTS:**

For more than 60 years the society has worked diligently to collect and preserve artifacts, heirlooms, documents and photographs so that they may be exhibited to the public and stored properly when not on display, preserving those objects for future generations. Museum artifacts span more than 9 million years---from a prehistoric mastodon skull to objects from the 2011 Bastrop County Complex Fire. In July 2015, BCHS proudly hosted the first in a statewide series of the Texas Department of Transportation, Texas Historic Commission, and the Historic Bridge Foundation's Historic Truss Bridge Open Houses at its Museum and Visitor Center. These Open Houses were held to aid in the gathering of public input and historical information on these historic metal bridges.

In the spring of 2016, BCHS volunteers, including a volunteer local archeologist, began an archeological survey of an historic home that is also a National Register property. The survey should be completed by August 2016.

**HISTORIC SITE PRESERVATION:**

Over the years, historical site preservation projects have been a priority of the society. BCHS has worked to obtain historical designations for our former museum building and partnered with the community to complete preservation projects at Fairview Cemetery and the Kerr Community Center. (continued on next pg)

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service
- 4) Event Planning Timeline, if applicable
- 5) Identify other sources of funding
- 6) List of all Board Members
- 7) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED



## CITY OF BASTROP

### 2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION

Provide a brief description of your organization's mission: (...continued)

For the last few years, we have worked to fundraise, construct and open our new Museum and Visitor Center. This was the fulfillment of a long-range plan. In 2014 BCHS wrote and adopted a new Long Range Plan to take it into 2019. In the fall of 2015, BCHS became the recipient of a vast donation of archival material from the Clyde Reynolds Estate. Mr. Reynolds served Bastrop County for many years as its Tax-Assessor / Collector, while contributing innumerable hours to documenting the county's cemeteries. We are currently in the process of cataloging the contributions.

#### Promoting Heritage Tourism:

The Museum and Visitor Center of BCHS is open seven days a week. Our front gallery, with five 'state of the art' exhibits (a timeline from early history to present, El Camino Real de los Tejas, The Colorado River, The Lost Pines, and the Baron de Bastrop) was completed in November 2013. The Settlers Exhibit, our first exhibit in our Maynard Room Galleries, opened in February 2015, quickly followed by the Runaway Scrape Exhibit in May 2015 and the Road to Independence Exhibit last summer. A successful Campaign was launched in the summer of 2015 to fund the completion of the five remaining exhibits in the Maynard Room Galleries: 1) Historic Homes in Bastrop County; 2) When Cotton Was King, which will address cotton production, cotton buyers and hands-on spinning; 3) The Cattle Industry, detailing cattle drives and branding; 4) the Coal Mines, including oral interviews with miners and the growth of the Hispanic population in Bastrop County; and 5) The Camp Swift and World War II exhibits officially opened to an enthusiastic public on Memorial Day Weekend 2016.

With the opening of our newest exhibits, BCHS is updating its museum brochure in July 2016, to include photos of those exhibits.

Over the past year BCHS has sponsored three temporary exhibits. The first temporary exhibit was Vintage Clothing, which highlighted the museum's range of vintage artifacts including, a black ladies' waistcoat dating from the 1860s and a 1920s flapper dress. Antique tools for the care of clothing: flutter and iron, and personal care accessories: hair brushes, neckties, umbrella, fans, shoes, perfume bottles and hats were also exhibited. This exhibit was on display from July 2015-February 2016. The second temporary exhibit, Lone Star and Eagle: German Immigration to Texas, an exhibit on loan from Humanities Texas, opened on February 19, and closed May 22, 2016. BCHS partnered with the Rockne Museum, which lent BCHS a variety of artifacts to broaden the scope of the exhibit. The exhibit content represented the history of early German settlers in New Braunfels, Fredericksburg, Sisterdale, Rockne, and Bastrop. Slated to open August 2016, BCHS will feature an exhibit on the Rosenwald Schools. The Rosenwald Schools were the first school buildings built for African Americans and were financed by philanthropist, Julius Rosenwald, Co-Chair of Sears and Roebuck. One of Bastrop County's Rosenwald schools, located on Highway 21 in Cedar Creek, will be featured in this exhibit.

Through the museum, the society promotes Bastrop History by providing a variety of tours including self-guided tours of historic sites, bus tours, tours of Fairview Cemetery. All are available to local citizens, school children, and tourists. Fifteen tours were hosted over the last funding year, representing the following groups: Mina Elementary Education Staff, Mina Elementary 4th grade students, Children of the Confederacy (51 adults and children - Wallisville, Huntsville, Austin, Dripping Springs, Humble, Houston, Sanger and Dallas), Bastrop Christian Outreach Center, Bastrop Retired Teachers, Rotary Club of Bastrop, Greater Zion Missionary Baptist Church (Houston), West University Seniors (Houston), Texas Municipal League, Students from Blinn College (College Station), and lastly, the Calvary Episcopal School 4th grade students (additionally, these students experienced the Lunchbox History project where museum artifacts were presented in their classroom).

BCHS made ten public presentations which included: Bastrop Ladies Reading Circle, Mina Elementary, Bastrop Public Library, Rotary Club of Cedar Creek, Lost Pines Hyatt Regency; and, in addition, BCHS participated in the 2016 Yesterfest event, and initiated a First Friday Storytelling event, an event which will be held quarterly.

The Holiday Homes Tour & Rendezvous has been our signature event promoting the history of Bastrop through tours of historic homes. (continued on next page)



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

Provide a brief description of your organization's mission: (...continued)

The December 2015 Tour included 5 homes and one church.

**ADVERTISING:**

We have a website and have expanded our presence on social media with a Facebook page, a Tripadvisor page, and various internet listings on tourism related sites. In addition BCHS has developed a special webpage and Facebook page for its unique offering "the official international spit off the bridge society". BCHS also owns and maintains the Visit Bastrop website which provides a comprehensive listing of hotel, motel and bed and breakfast lodging in Bastrop.

In the past, we have made use of the online marketing tool called Mailchimp, so that we could reach out to various audiences with our offerings. For example, we maintain e-mail addresses of our Homes Tour visitors, so we can advertise the date and time of the next tour. Other advertising over the past year included the following: banners to advertise the Homes Tour and new exhibits, printing of a Historic Homes Brochure, and ads in Houston House & Home magazine, Bastrop City/County Chamber map... and directory, The Bastropian, The Guide to Bastrop County, The Fort Hood Sentinel, an ad in the "Lost Pines Fine Art Show" brochure, Bastrop Adventure Book (Summer 2015), and Media Solution's Holiday Events & Gift Giving Guide. Also, a winter email blast was sent out for the annual Holiday Homes Tour. BCHS also joined a cooperative effort by the Downtown Business Alliance by contributing \$1,000 toward a one-year billboard purchase (February 2015-January 2016) advertising Bastrop.

Over the past year BCHS has begun to use radio advertising to reach a larger audience for its tours and exhibits. As a radio station owner, one of the homeowners on our 2015 Holiday Homes Tour generously donated radio air time to advertise the event on BOB FM 103.5, KGSR 93.3, KROX 101.5, KLBJ FM 93.7 which reached the Central Texas market. Most recently, in a special promotion effort for the grand opening of the World War II and Camp Swift exhibit, BCHS advertised for five days, a 15 second announcement, (15 total segments) each day during morning traffic hours on Magic 95.5 radio. The exhibit opening was also featured on Time Warner Cable's Channel 8 throughout the day on Memorial Day.

If the city were able to increase the amount of HOT funds available to BCHS, we would be able to advertise in even more publications such as Southern Living, Austin 360 magazine, Authentic Texas magazine, and Texas Parks and Wildlife magazine.



# CITY OF BASTROP

## 2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION

### EVENT OR PROJECT INFORMATION

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1 of 2

Bastrop County Historical Society

2017

Name of Organization

Fiscal Year of Request

Promotion of Museum & Historic Preservation

ongoing

Name of Event or Project

Date of Event or Project

\$ 24,675.00

Museum and Visitor Center of B.C.H.S.

Amount Requested

Primary Location of Event or Project

\$ 10,000

n/a

Expected Attendance

How many years have you held this Event or Program

33%

3,300

Percentage of attendance that will be  
staying overnight in hotels

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

Visitors are asked to sign in and indicate whether or not they are visiting the museum and staying overnight. Located in the heart of the historic downtown, the number of visitors to the museum has grown. From April 2015-March 2016 approximately 9, 242 signed in to the MVC lobby. 5,832 of these visitors indicated that they visited the museum exhibits and 2,625 indicated that they were staying overnight. Over the 2016 Memorial Day weekend alone, 234 individuals signed in. 193 were from Texas while 41 were from out-of-state. 50 reported that they were spending the night in Bastrop.

We anticipate 10,000 visitors over the next fiscal year with the opening of our newest exhibits.

Do your promotional materials/website note area lodging facilities that can host participants?

Yes, we have a link to all lodging on our website

Tell us about your event or project:

Traditionally, BCHS has advertised the Museum in The Bastropian, Houston House and Home, Show Daily Magazine, and brochures that our visitor center distributes throughout the State of Texas through an exchange program. With the opening of at least 3 new exhibits this year, we need funding to promote the museum and Bastrop in publications, such as: Texas Monthly, Texas Highways, and newspaper travel sections in Houston, Austin, San Antonio, and Dallas. Museum ads would directly promote the Museum and Visitor Center and the opportunity to stay overnight in Bastrop. All ads would include a link to the Visit Bastrop website with a message saying "For local accommodations check out the lodging listing on visitbastroptx.com". Additionally, we would like to target college towns such as College Station, Seguin, Georgetown, San Marcos, and Brenham to entice researchers and college students to visit Bastrop's museum. We will also launch a statewide social media campaign targeting individuals with an interest in heritage tourism and Texas History.

Also, with the opening of our late 2016 and 2017 exhibits, BCHS will again need to update its museum brochure in the summer of 2017, to include photos of those exhibits. Approximately \$3000.00 will be needed to fund the design and printing of this brochure, which will be funded by the museum.

Our merchandising committee has obtained unique items, related to our mission and exhibits, to sell in the museum store for tourists to take home as souvenirs of their visit to Bastrop and the Museum and Visitor Center.

Our downstairs BCHS research library contains books, maps, publications and files on the history of Bastrop County -- its towns, its communities, its historical homes and families. Cemetery records, family files and other documents are available for research. There is also an extensive... (continued on next page)



photograph archive. Currently, one part time archivist is focused on preserving museum archives and collection management utilizing a software program to catalog over 5,884 documents and 3,944 photos of historical significance and to store and maintain over 1,662 objects (from glassware to saddles) and 459 books, so that they may be preserved for future generations and displayed to the public as part of rotating exhibits. A few years ago, BCHS took possession of the Bastrop Advertiser's archived newspapers, including the issues that have not been digitized. They are a popular resource for researchers utilizing our archives. Our most recent acquisition was a book donated by Dr. Neil Gurwitz written by his grandfather, Alexander Z. Gurwitz, entitled Memories of Two Generations-A Yiddish Life in Russia and Texas.

From April 2015 –March 2016 we have had 84 research requests, 53 of these were from out of the immediate area. There were 10 overnight stays of which we are aware. The types of inquiries range considerably, but the majority involve the identification of cemeteries where ancestors are interred, Camp Swift, German POWs, coal mining, Bastrop early history, identification of original colony members and various plots of land, and genealogical types of questions.

The cost for the part time employee is approximately \$10,000 per year. In addition to the part time staff member, BCHS archive volunteers provide over 1,150 hours annually.

We maintain the contact information on all of our researchers and send newsletters and other informational material to them. We provide a list of websites relative to research, some of them well-known, others not so much and we have received positive responses from researchers. We also send notices to our researchers of new exhibits, special events, Kesselus signed books for sale, the brochure promoting other museums in Bastrop County, and a reminder that we would like to receive a copy of their research if they are agreeable to sharing it.

By keeping a log of researchers that are willing to be contacted by persons working on the same subject, we have been able to connect researchers with common interests. Our interaction with researchers keeps Bastrop alive in their minds as a place to search and a place to visit, while providing new information for our archives.

In July 2016, BCHS hired a full time Museum and Visitor Center Executive Director to manage and curate the collection, oversee exhibitions and operations, and develop promotional events and programming for the local community and for tourists. Funding for this Executive Director position is shared with the Visitor Center.

With the adoption of our newest long-range plan in 2014, our goal is to have a sustainable source of funding so that we can be assured we can continue to maintain our facility, exhibits, and research archives. The total budget for the museum side of our operation is approximately \$132,360 so, city HOT funds provide only about 17% of what we need. The rest has been raised through other sources like garage sales, our Homes Tour and Rendezvous, donations and memberships.

As part of our Capital Campaign last summer (2015), we applied for a LCRA Community Grant and a Bluebonnet Electric Cooperative grant to complete two of the exhibits in the Maynard Room. Although we were not awarded the grants, community donations from the Capital Campaign were sufficient to fund the remaining planned Museum exhibits.

#### Facilities Operations and Maintenance

It should be noted that costs such as utilities, cleaning, insurance, and elevator maintenance are shared with the Visitor Center on a prorated basis.

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1 of 2

To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

**PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. Which expenditure category from page 6 is most relevant to your project event? Please explain

Historical restoration and preservation projects:

By their very nature, tours attract tourists to Bastrop and these tourists often support our downtown merchants and the hotel industry. Advertising and the quality of our tours promote new and repeat visitors. In addition, the Museum has a large number of exhibits along with a seasonal rotation of temporary exhibits. We are available to conduct tours for convention center attendees.



How will you measure the impact of your event on area hotel activity?

Project Number

2 of 2

they learned about our tours and if they are staying overnight. In some cases, we work directly with hotels on specific events. This year we will fortify our relationship with local hotels to gain greater insight into the impact of our annual event on hotel occupancy.

We are currently meeting with a sampling of local hotels to determine additional innovative ways of tracking overnight stays in local lodging facilities. For example, BCHS would like to sponsor a raffle geared toward Holiday Home Tour ticket buyers. Raffle tickets will be attached to push cards that would be strategically placed in several hotels. Hotel guests presenting their raffle tickets either at the tour homes or the Museum and Visitor Center would be entered into a drawing for a gift souvenir. The promotion is intended to help identify overnight stays related to our event as well as promote both the hotels and museum. We will also include Bed and Breakfast owners in this effort.

Each year over 400 guests attend BCHS's Holiday Home Tour. In addition to numerous attendees for the Central Texas area, a guest book at one of the 2015 tour's homes recorded guests from cities such as Houston, Kingsville, Bonham, McAllen, Abilene, Frisco and Angleton and from the states of Utah, Colorado, Illinois, Georgia, North Carolina, Florida, Arkansas, Wisconsin, Iowa and Louisiana. This year, a guestbook will be available at each home on the Tour to capture names, zip codes, and accommodation information from those participating in the tour. Our goal is to determine the reach of our promotion efforts and effectiveness in drawing populations from outside of Bastrop to the area.

Tell us about your event or project: (cont...)

We typically work with the Convention Center Director, the Hyatt and other hotels to look for other opportunities to support conventioners or their spouses during their visits to Bastrop. In recent months, a relationship has been forged with the Hyatt Regency for the museum to be the drop-off site for a shuttle bus the Hyatt has instituted which runs every weekend to transport tourists from the Hyatt. These are just examples of the types of inquiries we have received since we have opened the doors of our new downtown facility.

Finally, BCHS's annual Holiday Homes Tour attracts local citizens and tourists to Bastrop. Historical research, tickets, news articles, signage, posters, a special website, paid staff, and more than 90 volunteers work together to promote Bastrop's history through our historic homes. On the day of the event alone, over 500 volunteer hours are logged. BCHS started this event in 1965 with its "Pilgrimage of Homes." Over the years many other local groups have added their own events and activities for that weekend, with the Holiday Homes Tour thus becoming the anchor for Christmas in the Lost Pines.

All promotional materials for the annual Holiday Homes Tour and other BCHS tours will include a link to the Visit Bastrop website with a message saying "For local accommodations check out the lodging listing on [visitbastroptx.com](http://visitbastroptx.com)".





**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

*(COMPLETE A SEPARATE FORM FOR EACH EVENT)*

Project Number

2 of 2

To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

***PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. Which expenditure category from page 6 is most relevant to your project event? Please explain*

Historical restoration and preservation projects:

By their very nature, tours attract tourists to Bastrop and these tourists often support our downtown merchants and the hotel industry. Advertising and the quality of our tours promote new and repeat visitors. In addition, the Museum has a large number of exhibits along with a seasonal rotation of temporary exhibits. We are available to conduct tours for convention center attendees.

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

Authorized Signature for the Applicant

SANDRA CHIPLEY

Name Printed or Typed

Date

6/30/16  
PRESIDENT BCHS BOARD

Title

OF TRUSTEES

Return completed application and attachments to:

City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 30, 2016**

Electronic/Facsimile submissions will not be considered.



2:26 PM

06/17/16

Accrual Basis

**BASTROP COUNTY HISTORICAL SOCIETY, INC.**  
**Profit & Loss - Museum**  
 January through December 2015

|                                      | Jan - Dec 15 |
|--------------------------------------|--------------|
| Income                               |              |
| Award                                | 5.00         |
| Cash Advance                         | 450.00       |
| Donations                            |              |
| Computer equipment                   | 375.00       |
| Society Donations                    |              |
| 2015 Garage Sale Donation            | 525.00       |
| Individual donation                  | 1,096.50     |
| Square donations                     | 110.47       |
| Society Donations - Other            | 6,020.04     |
| Total Society Donations              | 7,752.01     |
| Total Donations                      | 8,127.01     |
| Dues                                 |              |
| Business Member of the Month         |              |
| Square business membership           | 486.25       |
| Business Member of the Month - Other | 5,750.00     |
| Total Business Member of the Month   | 6,236.25     |
| Champion Business member             | 1,700.00     |
| Hero Business Sponsor                | 2,250.00     |
| Individual                           |              |
| Square Individual Membership         | 38.90        |
| Individual - Other                   | 3,520.00     |
| Total Individual                     | 3,558.90     |
| Total Dues                           | 13,745.15    |
| Garage sale 2015                     |              |
| Square sales garage sale 2015        | 5,023.49     |
| Garage sale 2015 - Other             | 25,401.36    |
| Total Garage sale 2015               | 30,424.85    |
| Gift Shop Sales                      |              |
| Square Inc.                          | 3,326.39     |
| TIB charge card sale                 | 58.00        |
| Gift Shop Sales - Other              | 3,271.92     |
| Total Gift Shop Sales                | 6,656.31     |
| Homes Tour-Rendezvous Income         |              |
| Rendezvous                           |              |
| Donations                            | 150.00       |
| Square sales                         | 145.87       |
| TIB charge card sales                | 80.00        |
| Rendezvous - Other                   | 1,600.00     |
| Total Rendezvous                     | 1,975.87     |
| Sponsorships                         | 24,250.00    |
| Tour                                 |              |
| Square sales                         | 1,293.96     |
| TIB credit card sales                | 90.00        |
| Tour - Other                         | 2,705.00     |
| Total Tour                           | 4,088.96     |
| Total Homes Tour-Rendezvous Income   | 30,314.83    |
| Hotel Motel Tax                      | 22,347.00    |
| Interest Income                      | 328.05       |
| PayPal transfer                      | 830.25       |
| Photo scans                          | 150.00       |
| Research fee                         | 150.50       |
| Senior Center Quilt Fundraiser       | 1,063.00     |

2:26 PM  
06/17/16  
Accrual Basis

**BASTROP COUNTY HISTORICAL SOCIETY, INC.**  
**Profit & Loss - Museum**  
January through December 2015

|                                 | Jan - Dec 15 |
|---------------------------------|--------------|
| Tour                            |              |
| Square charge                   | 165.32       |
| Tour - Other                    | 480.00       |
| Total Tour                      | 645.32       |
| Water sales                     |              |
| Square Water Sales              | 3.75         |
| Water sales - Other             | 402.35       |
| Total Water sales               | 406.10       |
| Total Income                    | 115,643.37   |
| Expense                         |              |
| 2015 Garage Sale                | 1,904.13     |
| Advance                         | 450.00       |
| Advertising                     | 6,976.90     |
| Archival Supplies/Support       | 517.38       |
| Bank Charge                     |              |
| TIB Card Service                | 127.37       |
| Total Bank Charge               | 127.37       |
| Book Purchase                   | 130.50       |
| Building Maintenance            |              |
| A C Repair                      | 1,331.00     |
| Air filters                     | 102.67       |
| Elevator filing fee             | 20.00        |
| Grounds                         | 1,030.00     |
| Miscellaneous maintenance/repai | 710.00       |
| Pest Control                    | 207.00       |
| Roof Repair                     | 1,305.90     |
| Total Building Maintenance      | 4,706.57     |
| Business membership             | 516.37       |
| Catering for reception          | 538.62       |
| Computer Expenses               |              |
| Computer backup subscription    | 63.95        |
| Computer equipment              | 179.87       |
| Computer Repair                 | 760.00       |
| Total Computer Expenses         | 1,003.82     |
| Copy Machine Repair             | 82.50        |
| Digital signage                 | 90.00        |
| Drinking water                  | 179.80       |
| Dues & Memberships              | 230.00       |
| Email                           | 23.94        |
| Employment of Executive Directo | 2,681.20     |
| Equipment                       |              |
| Blower and extention cord       | 63.92        |
| Dehumidifier                    | 205.79       |
| Desk fan                        | 30.86        |
| Humidity monitors               | 21.20        |
| Iron                            | 11.90        |
| New Computer                    | 1,081.25     |
| New copier                      | 659.00       |
| New printer                     | 99.99        |
| Telephone                       | 128.44       |
| Used computer                   | 375.00       |
| Equipment - Other               | 1,166.49     |
| Total Equipment                 | 3,843.84     |
| Exhibit                         | 566.05       |
| Fire alarm inspection           | 175.00       |
| Flag Pole and Flags             | 69.47        |
| Fundraising                     | 85.95        |

2:26 PM  
06/17/16  
Accrual Basis

**BASTROP COUNTY HISTORICAL SOCIETY, INC.**  
**Profit & Loss - Museum**  
January through December 2015

|                                      | Jan - Dec 15 |
|--------------------------------------|--------------|
| Gift shop                            |              |
| Merchandise for gift shop            | 3,920.73     |
| Gift shop - Other                    | 45.82        |
| Total Gift shop                      | 3,966.55     |
| Gifts                                |              |
| Flowers                              | 159.00       |
| Guest Speaker Expenses               | 25.00        |
| Gifts - Other                        | 150.00       |
| Total Gifts                          | 334.00       |
| Homes Tour/Rendezvous                |              |
| Homes Tour                           | 866.63       |
| Rendezvous                           | 7,961.30     |
| Total Homes Tour/Rendezvous          | 8,827.93     |
| Housekeeping                         |              |
| Cleaning supplies                    | 274.35       |
| Housekeeping - Other                 | 2,400.00     |
| Total Housekeeping                   | 2,674.35     |
| Insurance                            | 2,567.98     |
| Internet                             | 505.65       |
| Labor law posters                    | 223.65       |
| Lease of 904 Main St. building       | 10.00        |
| Newsletter                           | 1,428.50     |
| Office Supplies                      | 677.43       |
| Payroll Expenses                     |              |
| Payroll Subscription                 | 399.00       |
| Reimburse Visitor Ctr Payroll        | 5,579.16     |
| Payroll Expenses - Other             | 54,681.27    |
| Total Payroll Expenses               | 60,659.43    |
| Postage                              | 315.84       |
| Printing                             | 353.42       |
| Reconciliation Discrepancies         | 0.01         |
| Rental/Room for Quarterly Meet       |              |
| Deposit                              | 150.00       |
| Total Rental/Room for Quarterly Meet | 150.00       |
| Reynolds Property Expenses           | 3,902.54     |
| Safe Deposit                         | 20.00        |
| Sales Tax Payment                    | 541.03       |
| Senior Center Fundraiser             | 212.60       |
| Tax preparation                      | 1,290.00     |
| Telephone                            |              |
| Elevator phone                       | 553.87       |
| Telephone - Other                    | 1,802.34     |
| Total Telephone                      | 2,356.21     |
| Trash collection                     | 290.83       |
| Utilities                            | 6,091.88     |
| Web site                             | 1,022.25     |
| Total Expense                        | 123,321.49   |
| Net Income                           | -7,678.12    |



**Bastrop County Historical Society  
HOT Fund Budget FY2017**

**Income from HOT Funds**

**\$36,298**

**Expenses:**

**Allotment for preservation**

**\$24,675**

(Advertise, brochures, archival materials, promotional programs)

|                                   |               |
|-----------------------------------|---------------|
| Advertising                       | \$5000        |
| Archival supplies                 | \$500         |
| Design & printing new brochure    | \$3000        |
| Exhibits (temporary or traveling) | \$2100        |
| Guest speakers                    | \$500         |
| Internet                          | \$500         |
| Newsletter                        | \$1000        |
| Payroll & payroll taxes           | \$10,825      |
| Postage                           | \$550         |
| Signage                           | \$200         |
| Website                           | <u>\$1000</u> |
|                                   | \$24,675      |

**Allotment for tours**

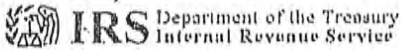
**\$11,623**

(Home Tour/ Tour Expenses)

|                                 |              |
|---------------------------------|--------------|
| Advertising Home Tour           | \$1200       |
| Gifts for Homeowners on Tour    | \$200        |
| Home Tour Printing              | \$900        |
| Payroll & payroll taxes         | \$8723       |
| Postage                         | \$300        |
| Refreshments for VC Day of Tour | \$50         |
| Sponsor Board                   | <u>\$250</u> |
|                                 | \$11,623     |

**Total Expenses:**

**\$36,298**



OGDEN UT 84201-0038

In reply refer to: 0441707700  
Apr. 30, 2010 LTR 4168C E0  
74-1650053 000000 00  
00031247  
BODC: TE

BASTROP COUNTY HISTORICAL SOCIETY  
INC  
702 MAIN ST  
BASTROP TX 78602

1701

Employer Identification Number: \*\*-\*\*\*0053

Person to Contact: S Lewis

Total Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Apr. 21, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 1966.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Rita A. Leete  
Accounts Management II

## 2016 BCHS HOLIDAY HOME TOUR WORKPLAN 6/23/16

| TASK/PROJECT                                                               |  | STATUS                                                                                                                                  | ASSIGNED TO            |                                                          | TIMEFRAME |
|----------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------------|-----------|
| Begin historical research on tour sites as they are confirmed              |  | Information will be packaged for tour ticket and for website                                                                            | Sandy                  |                                                          | 1-Jun     |
| Convene Tour working group                                                 |  | Review draft workplan; discuss 2016 Tour concept, prospects and challenges                                                              | Lee Ann /Sandy         |                                                          | 23-Jun    |
| Home Tour Info- need fall advertisement, TX Highways                       |  | 13 disseminated @ Texas State Fair- need substitute since this won't work                                                               | Bill                   |                                                          | ??        |
| Confirm sites for Tour                                                     |  | Obtain site owner's consent                                                                                                             | Lee Ann / Sandy        | 3 homes confirmed                                        | 28-Jul    |
| Steering Committee convenes                                                |  | Check in, Tune workplan; clarify responsibilities                                                                                       | All                    |                                                          | 3-Aug     |
| Letter to Homeowners                                                       |  | Include confirmation and approximate dates and milestones                                                                               | Sandy                  |                                                          | 7-Aug     |
| Prepare maps                                                               |  | Maps for website and tour tickets                                                                                                       | Doris                  |                                                          | 10-Aug    |
| Update document for homeowners                                             |  | Document provides guidance on host responsibilities, docent info, etc.                                                                  | Betty                  |                                                          | 15-Aug    |
| Take high resolution curbside photos for website and printed materials     |  |                                                                                                                                         | Lee Ann/ Karen Gurwitz |                                                          | 20-Aug    |
| Meeting with homeowners                                                    |  | Orientation                                                                                                                             | Lee Ann/ Betty/ Sandy  |                                                          | 23-Aug    |
| Provide event information to Lost Pines Christmas group (DBA and Main St.) |  | Information will be published in a "rack card" brochure, early season LPC release and on the LPC website (targeted to launch August ??) | Doris or Sarah         | Previously done: table tents and will inform on deadline | 1-Sep     |
| Final Web Design                                                           |  | Homes Tour Website                                                                                                                      | Bill & Sarah           |                                                          | 30-Aug    |



## 2016 BCHS HOLIDAY HOME TOUR WORKPLAN 6/23/16

|                                                                 |  |                     |                          |  |        |
|-----------------------------------------------------------------|--|---------------------|--------------------------|--|--------|
| Deliver host gift to homeowners                                 |  | Ideas?              | Lee Ann/ Betty/ Georgina |  | 3-Dec  |
| Prepare money bags and tickets for tour sites                   |  |                     | Barbara                  |  | 5-Dec  |
| DAY OF TOUR                                                     |  |                     |                          |  | 10-Dec |
| Set up site yard signs (a.m.)                                   |  |                     | Volunteers-Frank/ Mike?  |  | 10-Dec |
| Set up bandit signs (p.m.)                                      |  |                     | Volunteers/ Georgina     |  | 10-Dec |
| Set up and maintain BCHS Homes Tour kiosk in Main Street market |  |                     | ?                        |  | 10-Dec |
| Distribute money bags and tickets; serve as runner among sites  |  | Prior to noon       | Betty                    |  | 10-Dec |
| Conduct visitor survey/ Collect Raffle Tickets                  |  | At Homes & / or MVC | Georgina                 |  | 10-Dec |
| Collect money bags and unsold tickets                           |  | 5 p.m.              | Betty                    |  | 10-Dec |
| Pick up bandit signs                                            |  |                     | Volunteers               |  | 10-Dec |
| Pick up site signs                                              |  |                     | Volunteers               |  | 10-Dec |
| Post mortem; debriefing                                         |  |                     | Lee Ann                  |  | 17-Dec |
| Prepare BCHS newsletter recap                                   |  |                     | Lee Ann                  |  | 3-Jan  |

## 2016 BCHS HOLIDAY HOME TOUR WORKPLAN 6/23/16

|                                                                                       |  |                                                                                                                                  |                    |                          |                 |
|---------------------------------------------------------------------------------------|--|----------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------------|-----------------|
| Web text due                                                                          |  | BCHS & Homes Tour Websites                                                                                                       | Bill?              | use ticket blurbs        | 1-Sep           |
| Finalize tour tickets                                                                 |  | Each ticket contains site photo, digested history and map                                                                        | Doris              | Week of Sep 7th          | 7-Sep           |
| Rendezvous Solicitation invitation Due                                                |  |                                                                                                                                  | Doris              | Oct 1 deadline           | 10/15/2015-Mail |
| BCHS Newsletter Story on Tour                                                         |  |                                                                                                                                  | Sandy              |                          | 1-Oct           |
| Contact homeowners regarding docents needed                                           |  | Inform committee member of # of docents for ticket discount                                                                      | Betty              |                          | 1-Oct           |
| Determine size of and where posters are to be deployed                                |  | Posters in '15 were just for sponsors                                                                                            | Georgina           | Store fronts this year ? | 1-Oct           |
| Submit appropriate documents to secure approval for tour banner on city banner poles? |  | Poles are at the W. end of the bridge, get request in early/Fill out permit w/ City/get approval/Ask Barbara condition of banner | Georgina / Barbara |                          | 1-Oct           |
| Rendezvous Invitation                                                                 |  | Must be printed to be mailed by November 18/                                                                                     | Doris / Sharah     |                          | 18-Nov          |
| Refine "rolodex" listing of media contacts                                            |  |                                                                                                                                  | Bill/ Faye Cobb    |                          | 7-Oct           |
| Prepare joint table tents                                                             |  | Is this still working/ Can do in Publisher                                                                                       | Doris              |                          | 12-Oct          |
| Kick off solicitation of tour and Rendezvous sponsors                                 |  | Clarify how/when each class of donors is recognized                                                                              | Sharah / Doris     |                          | 15-Oct          |
| Disseminate/enter calendar entries and general audience release                       |  | URL embedded; convey by email where possible to retain interactivity.                                                            | Barbara            |                          | 15-Oct          |
| Launch social media                                                                   |  | Set up Facebook, Twitter, MySpace, Mail Chimp? (or like) web blast.                                                              | Bill/ Faye Cobb    |                          | 15-Oct          |



## 2016 BCHS HOLIDAY HOME TOUR WORKPLAN 6/23/16

|                                                                                               |  |                                                               |                                                  |  |          |
|-----------------------------------------------------------------------------------------------|--|---------------------------------------------------------------|--------------------------------------------------|--|----------|
| Advertiser Coverage                                                                           |  |                                                               | Georgina/ Bill                                   |  | 15-Oct   |
| Begin Early Ticket Sales                                                                      |  | discounted tickets                                            | Lee Ann/ Bill/ Sarah                             |  | 11/1/16? |
| Final list of docents to homeowners                                                           |  |                                                               | Betty                                            |  | 1-Nov    |
| Distribute tour posters                                                                       |  | Plan?                                                         | Georgina                                         |  | 5-Nov    |
| Create sponsors insert for ticket                                                             |  |                                                               | Sarah                                            |  | 5-Nov    |
| Provide Barbara/ Committee member/ chair?                                                     |  | For discount tickets- go to docents                           | Betty/Barbara- invite to docents- special letter |  | 5-Nov    |
| Distribute tour tickets to VC, Museum                                                         |  |                                                               | Georgina                                         |  | 15-Nov   |
| Publish general release: "tickets now on sale"                                                |  | Advertiser                                                    | Bill/ Faye Cobb                                  |  | 15-Nov   |
| Install "tickets here" banners                                                                |  | Banner at Museum & Visitor Center, on Chamber canopy?         | Barbara- condition of banners?                   |  | 18-Nov   |
| Tour ticket sales                                                                             |  |                                                               | MVC                                              |  | 18-Nov   |
| Prepare and send letter to docents                                                            |  |                                                               | Barbara/ Betty                                   |  | 12-Nov   |
| Write and disseminate general release: time is short to get tickets                           |  |                                                               | Faye/ Bill                                       |  | 19-Nov   |
| Hold orientation sessions for docents                                                         |  | Badges and tickets should be ready for docents at the meeting | Betty/ homeowners                                |  | 29-Nov   |
| Inventory and order site and bandit signs as needed                                           |  | highway signs?                                                | Mike H?                                          |  | 29-Nov   |
| Target date for Advertiser photo spread disseminate general release: "today's the day!" angle |  |                                                               | Georgina / Bill                                  |  | 1-Dec    |
| Target date for Advertiser "this Saturday!" story                                             |  |                                                               | Georgina/ Bill                                   |  | 3-Dec    |



## Additional Sources of Funding for Bastrop County Historical Society

In addition to the Hotel/Motel Funding the Historical Society is requesting for FY 2017, the Society's other sources of funding are:

|                                                          |             |
|----------------------------------------------------------|-------------|
| 1) Membership Dues (business and individual memberships) | \$17,000.00 |
| 2) Donations (from \$1 to \$500)                         | \$6,000.00  |
| 3) Step-on tours                                         | \$400.00    |
| 4) Holiday Home Tour, Rendezvous                         | \$35,000.00 |
| 5) Proceeds from gift shop sales                         | \$7,500.00  |
| 6) Admissions                                            | \$6,000.00  |

The sources of funding listed above are over BCHS Operations and Maintenance, supporting a number of items other than those listed in the HOT Fund Application.

## 2016 BCHS Trustees

Lee Ann Calaway  
Sandra Chipley  
Barbara Clemons  
Dan Hays-Clark  
Doris Kershaw  
Jane Wright  
Betty Dunkerley  
Neil Gurwitz  
Sharah Johnson  
Mary McMurrey  
Robbie Sanders  
Libby Sartain  
Glenda Dayton  
Bill Ennis  
Jim Lewis

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

RECEIVED  
JUN 27 2016

**ORGANIZATION INFORMATION:**

|                               |                            |
|-------------------------------|----------------------------|
| Bastrop Chamber of Commerce   | 6/24/2016                  |
| Official Name of Organization | Date                       |
| Becki Womble                  | bwomble@bastropchamber.com |
| Contact Person                | E-mail                     |
| 927 Main St.                  | 5123030558                 |
| Organization Address          | Phone Number               |
| www.bastropchamber.com        |                            |
| Website Address               |                            |

Is your Organization: ☐ 501(c)3      Other (provide description) 501(c)6      Tax ID# 740501825

|                        |                                 |
|------------------------|---------------------------------|
| \$ 14,230.00           | \$ 12,000.00                    |
| Total Amount Requested | Total Amount Granted prior year |

Provide a brief description of your organization's mission:

"The mission of the Bastrop Chamber of Commerce is to improve the economy of Bastrop and thereby, the quality of life for all its citizens through economic, community, and leadership development."

**Required Attachments:**

- 1) Last fiscal year's financial statement (profit & loss statement) for your organization as a whole
- 2) Proposed Budget FY2017 (10/01/2016 - 09/30/2017) Itemized detail relevant to HOT fund revenue requesting
- 3) Copy of 501 (c) letter from Internal Revenue Service
- 4) Event Planning Timeline, if applicable
- 5) Identify other sources of funding
- 6) List of all Board Members
- 7) ALL ATTACHMENTS SHOULD BE PROVIDED IN 8.5" X 11" SIZE, NO OTHER ATTACHMENTS ACCEPTED



**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

(COMPLETE A SEPARATE FORM FOR EACH EVENT)

Project Number

1 of 1

Bastrop Chamber of Commerce

Name of Organization

Annual Patriotic Festival

Name of Event or Project

\$ 14,230.00

Amount Requested

5,000

Expected Attendance

0.00%

Percentage of attendance that will be  
staying overnight in hotels

2017

Fiscal Year of Request

7/1/2017

Date of Event or Project

City of Bastrop - Fisherman's Park

Primary Location of Event or Project

26

How many years have you held this Event or Program

20.00

Estimated number of hotel room nights will be  
generated by the Event

How will you measure the impact of your event on area hotel activity?

We will survey hotels following the event on Saturday, July 2, 2016 (application for FY2017 due prior to event). We can say for 2016, hotels are averaging \$109 weekend prior and bump to \$129 the weekend of Patriotic Festival in 2016.

Do your promotional materials/website note area lodging facilities that can host participants? yes

Tell us about your event or project:

The Bastrop Chamber of Commerce produces the Patriotic Festival annually on the Saturday closest to July 4th and has for nearly 30 years. The Chamber is working closely with the Downtown Business Alliance (DBA) and Main Street to cross promote First Fridays to make a weekend full of activities for families and tourists visiting Bastrop.

The Chamber contracts with Sky Wonder Pyrotechnics to do the most magnificent fireworks show in Central Texas for a community of this size. People come from near and far to avoid the traffic congestion of larger towns. While here, visitors shop our merchants and eat at our restaurants, visit the craft vendor booths, hear live music in the park including the Austin Symphonic Band, and enjoy some children's activities including the Pet 'n' Pal parade. In 2017 we plan to expand with a small carnival and add a shuttle service from the Convention Center parking lot to bring even more people to the park.

The Chamber handles all the media advertising and will be happy to collaborate with our new Destination Marketing Organization (DMO) for the best promotion possible for this beloved community event. We partner with the City of Bastrop Public Works, Bastrop Police Dept, Bastrop Fire Dept and the EMS Service to provide a fun, safe event for residents and visitors alike.

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

**EVENT OR PROJECT INFORMATION**

*(COMPLETE A SEPARATE FORM FOR EACH EVENT)*

Project Number  
1.00 of 1.00

To qualify for financial assistance under the Hotel Occupancy Tax for Bastrop, the expenditure must satisfy Part One and at least ONE of the options in Part Two.

**PART ONE** - In order to be eligible to receive HOT Funding you must comply with State Law/Chapter 351 of the Tax Code. Revenues must be used to directly promote tourism and the convention and hotel industry. Which expenditure category from page 6 is most relevant to your project event? Please explain

We believe this event attracts tourists since it is held on a weekend and close to a national holiday creating an opportunity for a long weekend get-a-way. We do advertising beginning 60 days out but since it has been in existence for nearly 30 years, people have it marked on their annual calendar. We do radio advertising spots with SunRadio and a live remote the day of the event. It is posted on our website which still tends to be where tourists look for information on events with the most comprehensive calendar in Bastrop. We utilize Facebook boost and print posters for all the downtown shops.

**CITY OF BASTROP**  
**2017 HOTEL OCCUPANCY TAX FUNDING APPLICATION**

The information contained herein and attached to this application is true and correct to the best of my knowledge. I hereby acknowledge that any funding received from the City of Bastrop must be expended as I have represented in this application and according to any requirements set by the City of Bastrop City Council and according to the program guidelines. I agree that if funds are not expended accordingly, in the opinion of the City of Bastrop, said funds will be returned to the City of Bastrop within ten (10) days from the date the City of Bastrop demands such.

  
\_\_\_\_\_  
Authorized Signature for the Applicant  
Rebecca (Becki) Womble, IOM  
\_\_\_\_\_  
Name Printed or Typed

6/24/2016  
\_\_\_\_\_  
Date  
President/CEO  
\_\_\_\_\_  
Title

Return completed application and attachments to:  
City of Bastrop  
Finance Department  
P. O. Box 427  
1311 Chestnut Street  
Bastrop, Texas 78602

**DEADLINE: 5:00 P.M., JUNE 30, 2016**

Electronic/Facsimile submissions will not be considered.



Bastrop Chamber of Commerce  
Profit & Loss Budget Performance  
January through December 2015

Ordinary Income/Expense

Income

40000 • Program Income  
40120 • BEST Leadership 2015-2...  
40146 • Education  
40147 • Job & Career Fair

Total 40000 • Program Income

41000 • Fundraisers Income

41010 • Patriotic Festival Vendors  
41015 • Patriotic Festival Sponsors  
41020 • Holiday Events  
41021 • Other Sponsorships  
41040 • Chamber Trips

Total 41000 • Fundraisers Income

41500 • Interest

41505 • Prosperity Bank  
41510 • First National Bank  
41515 • FSB  
41520 • Wells Fargo  
41525 • Roscoe State Bank  
41530 • Greater Texas FCU  
41535 • Austin Telco FCU  
41540 • Frontier Bank  
41545 • Classic Bank  
41550 • IBC Bank  
41555 • A+ FCU

Total 41500 • Interest

|                                     | Jan - Dec 15 | Budget    | % of Bud... | Jan - Dec 15 | YTD Bud... | % of Bud... | Annual B... |
|-------------------------------------|--------------|-----------|-------------|--------------|------------|-------------|-------------|
| 40000 • Program Income              |              |           |             |              |            |             |             |
| 40120 • BEST Leadership 2015-2...   | 9,975.00     | 5,700.00  | 175.0%      | 9,975.00     | 5,700.00   | 175.0%      | 5,700.00    |
| 40146 • Education                   | 6,913.75     | 8,500.00  | 81.3%       | 6,913.75     | 8,500.00   | 81.3%       | 8,500.00    |
| 40147 • Job & Career Fair           | 1,500.00     |           |             | 1,500.00     |            |             |             |
| Total 40000 • Program Income        | 18,388.75    | 14,200.00 | 129.5%      | 18,388.75    | 14,200.00  | 129.5%      | 14,200.00   |
| 41000 • Fundraisers Income          |              |           |             |              |            |             |             |
| 41010 • Patriotic Festival Vendors  | 1,180.00     | 1,200.00  | 98.3%       | 1,180.00     | 1,200.00   | 98.3%       | 1,200.00    |
| 41015 • Patriotic Festival Sponsors | 12,665.00    | 16,000.00 | 79.2%       | 12,665.00    | 16,000.00  | 79.2%       | 16,000.00   |
| 41020 • Holiday Events              | 2,215.00     | 1,000.00  | 221.5%      | 2,215.00     | 1,000.00   | 221.5%      | 1,000.00    |
| 41021 • Other Sponsorships          | 390.00       |           |             | 390.00       |            |             |             |
| 41040 • Chamber Trips               | 5,104.30     | 4,800.00  | 106.3%      | 5,104.30     | 4,800.00   | 106.3%      | 4,800.00    |
| Total 41000 • Fundraisers Income    | 21,554.30    | 23,000.00 | 93.7%       | 21,554.30    | 23,000.00  | 93.7%       | 23,000.00   |
| 41500 • Interest                    |              |           |             |              |            |             |             |
| 41505 • Prosperity Bank             | 30.13        | 35.00     | 86.1%       | 30.13        | 35.00      | 86.1%       | 35.00       |
| 41510 • First National Bank         | 94.92        | 85.00     | 111.7%      | 94.92        | 85.00      | 111.7%      | 85.00       |
| 41515 • FSB                         | 0.00         | 0.00      | 0.0%        | 0.00         | 0.00       | 0.0%        | 0.00        |
| 41520 • Wells Fargo                 | 0.00         | 55.00     | 0.0%        | 0.00         | 55.00      | 0.0%        | 55.00       |
| 41525 • Roscoe State Bank           | 15.13        | 150.00    | 10.1%       | 15.13        | 150.00     | 10.1%       | 150.00      |
| 41530 • Greater Texas FCU           | 12.57        | 5.00      | 251.4%      | 12.57        | 5.00       | 251.4%      | 5.00        |
| 41535 • Austin Telco FCU            | 81.16        | 50.00     | 162.3%      | 81.16        | 50.00      | 162.3%      | 50.00       |
| 41540 • Frontier Bank               | 60.02        | 255.00    | 23.5%       | 60.02        | 255.00     | 23.5%       | 255.00      |
| 41545 • Classic Bank                | 85.05        | 70.00     | 121.5%      | 85.05        | 70.00      | 121.5%      | 70.00       |
| 41550 • IBC Bank                    | 25.00        | 25.00     | 100.0%      | 25.00        | 25.00      | 100.0%      | 25.00       |
| 41555 • A+ FCU                      | 53.50        | 40.00     | 133.8%      | 53.50        | 40.00      | 133.8%      | 40.00       |
| Total 41500 • Interest              | 457.48       | 770.00    | 59.4%       | 457.48       | 770.00     | 59.4%       | 770.00      |

**Bastrop Chamber of Commerce**  
**Profit & Loss Budget Performance**  
 January through December 2015

|                                      | Jan - Dec 15      | Budget            | % of Bud...   | Jan - Dec 15      | YTD Bud...        | % of Bud...   | Annual B...       |
|--------------------------------------|-------------------|-------------------|---------------|-------------------|-------------------|---------------|-------------------|
| <b>41600 • Event Income</b>          |                   |                   |               |                   |                   |               |                   |
| <b>41605 • Annual Banquet</b>        |                   |                   |               |                   |                   |               |                   |
| 41605.1 • Banquet Tickets, Tab...    | 28,233.75         | 30,000.00         | 94.1%         | 28,233.75         | 30,000.00         | 94.1%         | 30,000.00         |
| 41605.2 • Banquet Raffle             | 2,055.00          | 3,000.00          | 68.5%         | 2,055.00          | 3,000.00          | 68.5%         | 3,000.00          |
| 41605.3 • Banquet Silent Auction     | 5,916.00          | 5,000.00          | 118.3%        | 5,916.00          | 5,000.00          | 118.3%        | 5,000.00          |
| 41605.4 • Beverage Sales             | 1,662.00          |                   |               | 1,662.00          |                   |               |                   |
| <b>Total 41605 • Annual Banquet</b>  | <b>37,866.75</b>  | <b>38,000.00</b>  | <b>99.6%</b>  | <b>37,866.75</b>  | <b>38,000.00</b>  | <b>99.6%</b>  | <b>38,000.00</b>  |
| <b>41610 • Luncheon</b>              |                   |                   |               |                   |                   |               |                   |
| 41610 • Luncheon                     | 15,070.50         | 14,500.00         | 103.9%        | 15,070.50         | 14,500.00         | 103.9%        | 14,500.00         |
| <b>41620 • Mixers</b>                |                   |                   |               |                   |                   |               |                   |
| 41620 • Mixers                       | 8,562.50          | 8,500.00          | 100.7%        | 8,562.50          | 8,500.00          | 100.7%        | 8,500.00          |
| <b>Total 41600 • Event Income</b>    | <b>61,499.75</b>  | <b>61,000.00</b>  | <b>100.8%</b> | <b>61,499.75</b>  | <b>61,000.00</b>  | <b>100.8%</b> | <b>61,000.00</b>  |
| <b>41700 • Publications</b>          |                   |                   |               |                   |                   |               |                   |
| 41705 • Lists & Maps                 | 155.39            | 2,400.00          | 6.5%          | 155.39            | 2,400.00          | 6.5%          | 2,400.00          |
| 41715 • Brochure Income              | 937.50            | 2,400.00          | 39.1%         | 937.50            | 2,400.00          | 39.1%         | 2,400.00          |
| 41720 • Directory                    | 961.35            | 2,000.00          | 48.1%         | 961.35            | 2,000.00          | 48.1%         | 2,000.00          |
| 41730 • Web Page Sales               | 12,680.00         | 13,200.00         | 96.1%         | 12,680.00         | 13,200.00         | 96.1%         | 13,200.00         |
| <b>Total 41700 • Publications</b>    | <b>14,734.24</b>  | <b>20,000.00</b>  | <b>73.7%</b>  | <b>14,734.24</b>  | <b>20,000.00</b>  | <b>73.7%</b>  | <b>20,000.00</b>  |
| <b>41800 • Rental Property</b>       |                   |                   |               |                   |                   |               |                   |
| 41810 • 927 Main                     | 7,800.00          | 7,800.00          | 100.0%        | 7,800.00          | 7,800.00          | 100.0%        | 7,800.00          |
| <b>Total 41800 • Rental Property</b> | <b>7,800.00</b>   | <b>7,800.00</b>   | <b>100.0%</b> | <b>7,800.00</b>   | <b>7,800.00</b>   | <b>100.0%</b> | <b>7,800.00</b>   |
| <b>42000 • General Revenue</b>       |                   |                   |               |                   |                   |               |                   |
| <b>42005 • Dues</b>                  |                   |                   |               |                   |                   |               |                   |
| 42005.1 • Administrative Fee         | 2,650.00          | 2,400.00          | 110.4%        | 2,650.00          | 2,400.00          | 110.4%        | 2,400.00          |
| 42005 • Dues - Other                 | 116,497.00        | 104,616.00        | 111.4%        | 116,497.00        | 104,616.00        | 111.4%        | 104,616.00        |
| <b>Total 42005 • Dues</b>            | <b>119,147.00</b> | <b>107,016.00</b> | <b>111.3%</b> | <b>119,147.00</b> | <b>107,016.00</b> | <b>111.3%</b> | <b>107,016.00</b> |



**Bastrop Chamber of Commerce**  
**Profit & Loss Budget Performance**  
 January through December 2015

|                                       | Jan - Dec 15 | Budget     | % of Bud... | Jan - Dec 15 | YTD Bud... | % of Bud... | Annual B... |
|---------------------------------------|--------------|------------|-------------|--------------|------------|-------------|-------------|
| 42010 • Hotel/Motel Tax               | 24,278.00    | 48,000.00  | 50.6%       | 24,278.00    | 48,000.00  | 50.6%       | 48,000.00   |
| 42020 • Certificate of Origin / No... | 106.00       | 50.00      | 212.0%      | 106.00       | 50.00      | 212.0%      | 50.00       |
| 42025 • Grants                        | 13,177.58    |            |             | 13,177.58    |            |             |             |
| Total 42000 • General Revenue         | 156,708.58   | 155,066.00 | 101.1%      | 156,708.58   | 155,066.00 | 101.1%      | 155,066.00  |
| Total Income                          | 281,143.10   | 281,836.00 | 99.8%       | 281,143.10   | 281,836.00 | 99.8%       | 281,836.00  |
| Gross Profit                          | 281,143.10   | 281,836.00 | 99.8%       | 281,143.10   | 281,836.00 | 99.8%       | 281,836.00  |
| Expense                               |              |            |             |              |            |             |             |
| 50000 • Other Expenses                |              |            |             |              |            |             |             |
| 50001 • Advertising                   |              |            |             |              |            |             |             |
| 50001.1 • Newspaper                   | 1,039.76     | 4,200.00   | 24.8%       | 1,039.76     | 4,200.00   | 24.8%       | 4,200.00    |
| 50001.2 • Print Ad/ Magazines         | 3,540.50     | 4,800.00   | 73.8%       | 3,540.50     | 4,800.00   | 73.8%       | 4,800.00    |
| 50001.3 • Billboards                  | 5,500.00     | 5,500.00   | 100.0%      | 5,500.00     | 5,500.00   | 100.0%      | 5,500.00    |
| 50001.5 • Sponsorships                | 350.00       | 1,600.00   | 21.9%       | 350.00       | 1,600.00   | 21.9%       | 1,600.00    |
| 50001.6 • Advertising - Other         | 2,263.83     | 1,000.00   | 226.4%      | 2,263.83     | 1,000.00   | 226.4%      | 1,000.00    |
| 50001.7 • Radio/TV                    | 5,900.00     | 3,600.00   | 163.9%      | 5,900.00     | 3,600.00   | 163.9%      | 3,600.00    |
| Total 50001 • Advertising             | 18,594.09    | 20,700.00  | 89.8%       | 18,594.09    | 20,700.00  | 89.8%       | 20,700.00   |
| 50002 • Bank Fees                     | 2,333.50     | 1,200.00   | 194.5%      | 2,333.50     | 1,200.00   | 194.5%      | 1,200.00    |
| 50003 • Bookkeeping                   | 3,225.00     | 2,900.00   | 111.2%      | 3,225.00     | 2,900.00   | 111.2%      | 2,900.00    |
| 50007 • Insurance                     | 5,354.34     | 4,200.00   | 127.5%      | 5,354.34     | 4,200.00   | 127.5%      | 4,200.00    |
| 50010 • Mileage Reimbursement         | 2,185.12     | 2,100.00   | 104.1%      | 2,185.12     | 2,100.00   | 104.1%      | 2,100.00    |
| 50015 • Building Maintenance          | 3,118.60     | 5,405.00   | 57.7%       | 3,118.60     | 5,405.00   | 57.7%       | 5,405.00    |
| 50017 • Janitorial                    | 2,566.49     | 2,400.00   | 106.9%      | 2,566.49     | 2,400.00   | 106.9%      | 2,400.00    |
| 50021 • Subscriptions                 | 0.00         | 100.00     | 0.0%        | 0.00         | 100.00     | 0.0%        | 100.00      |
| 50023 • Professional Affiliations     | 941.85       | 1,460.00   | 64.5%       | 941.85       | 1,460.00   | 64.5%       | 1,460.00    |



**Bastrop Chamber of Commerce**  
**Profit & Loss Budget Performance**  
 January through December 2015

|                                     | Jan - Dec 15      | Budget            | % of Bud...  | Jan - Dec 15      | YTD Bud...        | % of Bud...  | Annual B...       |
|-------------------------------------|-------------------|-------------------|--------------|-------------------|-------------------|--------------|-------------------|
| 50030 • Travel - Training           | 7,383.22          | 5,695.00          | 129.6%       | 7,383.22          | 5,695.00          | 129.6%       | 5,695.00          |
| 50040 • Miscellaneous-Other Ex...   | 75.00             | 800.00            | 9.4%         | 75.00             | 800.00            | 9.4%         | 800.00            |
| <b>Total 50000 • Other Expenses</b> | <b>45,777.21</b>  | <b>46,960.00</b>  | <b>97.5%</b> | <b>45,777.21</b>  | <b>46,960.00</b>  | <b>97.5%</b> | <b>46,960.00</b>  |
| <b>51000 • Personnel</b>            |                   |                   |              |                   |                   |              |                   |
| 51005 • Salary and Wages            | 123,546.69        | 116,400.00        | 106.1%       | 123,546.69        | 116,400.00        | 106.1%       | 116,400.00        |
| 51006 • Payroll Exp. - IRA Contr... | 2,802.68          | 2,640.00          | 106.2%       | 2,802.68          | 2,640.00          | 106.2%       | 2,640.00          |
| 51015 • Payroll Taxes               | 10,043.00         | 10,860.00         | 92.5%        | 10,043.00         | 10,860.00         | 92.5%        | 10,860.00         |
| 51020 • Unemployment Tax            | 412.57            | 500.00            | 82.5%        | 412.57            | 500.00            | 82.5%        | 500.00            |
| 51025 • Incentive Pay               | 6,734.38          | 12,000.00         | 56.1%        | 6,734.38          | 12,000.00         | 56.1%        | 12,000.00         |
| 51027 • Bonuses                     | 0.00              | 0.00              | 0.0%         | 0.00              | 0.00              | 0.0%         | 0.00              |
| 51030 • Contract Labor              | 340.00            | 300.00            | 113.3%       | 340.00            | 300.00            | 113.3%       | 300.00            |
| 51035 • Health Insurance            | 0.00              | 6,000.00          | 0.0%         | 0.00              | 6,000.00          | 0.0%         | 6,000.00          |
| <b>Total 51000 • Personnel</b>      | <b>143,879.32</b> | <b>148,700.00</b> | <b>96.8%</b> | <b>143,879.32</b> | <b>148,700.00</b> | <b>96.8%</b> | <b>148,700.00</b> |
| <b>52000 • Office</b>               |                   |                   |              |                   |                   |              |                   |
| 52005 • Postage                     | 2,410.09          | 1,800.00          | 133.9%       | 2,410.09          | 1,800.00          | 133.9%       | 1,800.00          |
| 52020 • Copier                      | 964.31            | 4,700.00          | 20.5%        | 964.31            | 4,700.00          | 20.5%        | 4,700.00          |
| 52025 • Printing                    | 420.77            | 250.00            | 168.3%       | 420.77            | 250.00            | 168.3%       | 250.00            |
| 52030 • Supplies                    | 2,281.39          | 2,700.00          | 84.5%        | 2,281.39          | 2,700.00          | 84.5%        | 2,700.00          |
| 52035 • R&M/Computer                | 5,364.84          | 4,460.00          | 120.3%       | 5,364.84          | 4,460.00          | 120.3%       | 4,460.00          |
| 52040 • Office Equipment & Fur...   | 1,269.50          | 1,000.00          | 127.0%       | 1,269.50          | 1,000.00          | 127.0%       | 1,000.00          |
| <b>Total 52000 • Office</b>         | <b>12,710.90</b>  | <b>14,910.00</b>  | <b>85.3%</b> | <b>12,710.90</b>  | <b>14,910.00</b>  | <b>85.3%</b> | <b>14,910.00</b>  |
| <b>55000 • Utilities</b>            |                   |                   |              |                   |                   |              |                   |
| 55005 • Electricity                 | 1,980.13          | 1,200.00          | 165.0%       | 1,980.13          | 1,200.00          | 165.0%       | 1,200.00          |
| 55010 • Gas                         | 435.68            | 360.00            | 121.0%       | 435.68            | 360.00            | 121.0%       | 360.00            |
| 55020 • Telephone                   | 1,524.94          | 2,040.00          | 74.8%        | 1,524.94          | 2,040.00          | 74.8%        | 2,040.00          |
| 55025 • Trash                       | 294.56            | 240.00            | 122.7%       | 294.56            | 240.00            | 122.7%       | 240.00            |
| 55030 • Water                       | 460.67            | 660.00            | 69.8%        | 460.67            | 660.00            | 69.8%        | 660.00            |

**Bastrop Chamber of Commerce**  
**Profit & Loss Budget Performance**  
 January through December 2015

|                                   | Jan - Dec 15 | Budget    | % of Bud... | Jan - Dec 15 | YTD Bud... | % of Bud... | Annual B... |
|-----------------------------------|--------------|-----------|-------------|--------------|------------|-------------|-------------|
| 55035 • Sewage                    | 0.00         | 325.00    | 0.0%        | 0.00         | 325.00     | 0.0%        | 325.00      |
| 55040 • Internet Service          | 4,401.77     | 3,600.00  | 122.3%      | 4,401.77     | 3,600.00   | 122.3%      | 3,600.00    |
| Total 55000 • Utilities           | 9,097.75     | 8,425.00  | 108.0%      | 9,097.75     | 8,425.00   | 108.0%      | 8,425.00    |
| 57000 • Fundraisers Expense       |              |           |             |              |            |             |             |
| 57005 • Patriotic Festival        | 9,694.59     | 8,500.00  | 114.1%      | 9,694.59     | 8,500.00   | 114.1%      | 8,500.00    |
| 57020 • Holiday Events            | 45.00        |           |             | 45.00        |            |             |             |
| 57040 • BEST Leadership 2015-2... | 5,053.44     | 2,000.00  | 252.7%      | 5,053.44     | 2,000.00   | 252.7%      | 2,000.00    |
| Total 57000 • Fundraisers Expense | 14,793.03    | 10,500.00 | 140.9%      | 14,793.03    | 10,500.00  | 140.9%      | 10,500.00   |
| 58000 • Membership Expense        |              |           |             |              |            |             |             |
| 58005 • Annual Banquet            | 13,908.68    | 16,000.00 | 86.9%       | 13,908.68    | 16,000.00  | 86.9%       | 16,000.00   |
| 58010 • Monthly Luncheon          | 11,063.94    | 14,800.00 | 74.8%       | 11,063.94    | 14,800.00  | 74.8%       | 14,800.00   |
| 58015 • Membership Development    | 1,057.77     |           |             | 1,057.77     |            |             |             |
| 58020 • Board Meeting Expense     | 3,097.91     | 2,100.00  | 147.5%      | 3,097.91     | 2,100.00   | 147.5%      | 2,100.00    |
| 58025 • Awards & Memorials        | 0.00         | 400.00    | 0.0%        | 0.00         | 400.00     | 0.0%        | 400.00      |
| 58030 • Brochures                 | 1,188.20     | 800.00    | 148.5%      | 1,188.20     | 800.00     | 148.5%      | 800.00      |
| 58035 • Mixer                     | 8,780.77     | 8,200.00  | 107.1%      | 8,780.77     | 8,200.00   | 107.1%      | 8,200.00    |
| 58045 • Web Page                  | 4,748.02     | 4,152.00  | 114.4%      | 4,748.02     | 4,152.00   | 114.4%      | 4,152.00    |
| Total 58000 • Membership Expense  | 43,845.29    | 46,452.00 | 94.4%       | 43,845.29    | 46,452.00  | 94.4%       | 46,452.00   |
| 62000 • Committee Expense         |              |           |             |              |            |             |             |
| 62010 • Economic Development      | 24.63        | 900.00    | 2.7%        | 24.63        | 900.00     | 2.7%        | 900.00      |
| 62115 • Tourism                   | 2,224.24     | 200.00    | 1,112.1%    | 2,224.24     | 200.00     | 1,112.1%    | 200.00      |
| 62120 • Education                 | 5,289.49     | 5,290.00  | 100.0%      | 5,289.49     | 5,290.00   | 100.0%      | 5,290.00    |
| 62121 • Career & Job Fair         | 1,049.21     |           |             | 1,049.21     |            |             |             |
| 62125 • Membership                | 1,536.42     | 1,250.00  | 122.9%      | 1,536.42     | 1,250.00   | 122.9%      | 1,250.00    |
| 62135 • Film Commission           | 1,257.23     |           |             | 1,257.23     |            |             |             |
| 62140 • Government Affairs        | 834.68       | 1,200.00  | 69.6%       | 834.68       | 1,200.00   | 69.6%       | 1,200.00    |
| Total 62000 • Committee Expense   | 12,215.90    | 8,840.00  | 138.2%      | 12,215.90    | 8,840.00   | 138.2%      | 8,840.00    |



**Bastrop Chamber of Commerce**  
**Profit & Loss Budget Performance**  
 January through December 2015

|                                  | Jan - Dec 15      | Budget           | % of Bud...   | Jan - Dec 15      | YTD Bud...       | % of Bud...   | Annual B...      |
|----------------------------------|-------------------|------------------|---------------|-------------------|------------------|---------------|------------------|
| 66000 • Rental                   |                   |                  |               |                   |                  |               |                  |
| 66010 • 927 Main                 | 10.00             |                  |               | 10.00             |                  |               |                  |
| Total 66000 • Rental             | 10.00             |                  |               | 10.00             |                  |               |                  |
| 81000 • Property Tax Expense     | 0.00              | 900.00           | 0.0%          | 0.00              | 900.00           | 0.0%          | 900.00           |
| Total Expense                    | 282,329.40        | 285,687.00       | 98.8%         | 282,329.40        | 285,687.00       | 98.8%         | 285,687.00       |
| Net Ordinary Income              | -1,186.30         | -3,851.00        | 30.8%         | -1,186.30         | -3,851.00        | 30.8%         | -3,851.00        |
| Other Income/Expense             |                   |                  |               |                   |                  |               |                  |
| Other Expense                    |                   |                  |               |                   |                  |               |                  |
| 82000 • Depreciation             | 2,455.20          | 2,400.00         | 102.3%        | 2,455.20          | 2,400.00         | 102.3%        | 2,400.00         |
| 90001 • Real Property Remodeling | 52,734.30         |                  |               | 52,734.30         |                  |               |                  |
| Total Other Expense              | 55,189.50         | 2,400.00         | 2,299.6%      | 55,189.50         | 2,400.00         | 2,299.6%      | 2,400.00         |
| Net Other Income                 | -55,189.50        | -2,400.00        | 2,299.6%      | -55,189.50        | -2,400.00        | 2,299.6%      | -2,400.00        |
| Net Income                       | <u>-56,375.80</u> | <u>-6,251.00</u> | <u>901.9%</u> | <u>-56,375.80</u> | <u>-6,251.00</u> | <u>901.9%</u> | <u>-6,251.00</u> |



## HOTEL OCCUPANCY TAX BUDGET REQUEST FY 2017

|                                             | Requested     |
|---------------------------------------------|---------------|
| <b>Patriotic Festival</b>                   |               |
| Advertising, Printing & Permits             | 2,900         |
| Fireworks                                   | 8,000         |
| Austin Symphonic Band & other entertainment | 1,200         |
| Port-a-potties                              | 400           |
| Shuttle buses                               | 980           |
| First Aid/Ambulance Service                 | 250           |
| Pet 'n' Pal Parade                          | 500           |
| <b>GRAND TOTAL</b>                          | <b>14,230</b> |

Bastrop Chamber of Commerce  
927 Main Street  
Bastrop, TX 78602-3809

Person to Contact: Patricia Holub

Telephone Number: (718) 488-2333

Refer Reply to: EP/EO:CSU

Date: JUN 16 1998

EIN: 74-0501825

Dear Sir or Madam:

Reference is made to your request for verification of the tax exempt status of Bastrop Chamber of Commerce.

A determination or ruling letter issued to an organization granting exemption under the Internal Revenue Code remains in effect until the tax exempt status has been terminated, revoked or modified.

Our records indicate that exemption was granted as shown below.

Sincerely yours,

*(Patricia Holub)*  
Patricia Holub  
Manager, Customer  
Service Unit

Name of Organization: Bastrop Chamber of Commerce

Date of Exemption Letter: April 1944

Exemption granted pursuant to section 501(c)(6) of the Internal Revenue Code.

Foundation Classification (if applicable): Not applicable. 137

07-26-2016

### Timeline

|  |          |                                                          |
|--|----------|----------------------------------------------------------|
|  | June     | Apply for HOT Funding                                    |
|  | Nov/Dec  | Negotiate contract for fireworks                         |
|  |          | Start new binder                                         |
|  | January  | Schedule date with City of Bastrop Parks Dept.           |
|  |          | Secure launch site with Jim Degelia                      |
|  |          | Sign contract for fireworks                              |
|  |          | Schedule Main Street American Swing Band                 |
|  |          | Get carnival scheduled                                   |
|  |          | Secure Austin Symphonic Band                             |
|  | February | Update information on Chamber website                    |
|  |          | Get updated insurance policy                             |
|  |          | Letter to Jim Degelia                                    |
|  |          | Letter to Bastrop Christian Church                       |
|  |          | Secure LCRA parking lot                                  |
|  |          | Schedule SunRadio advertising                            |
|  |          | Approve radio spot                                       |
|  |          | Secure parking lot at Convention Center                  |
|  |          | Update vendor applications                               |
|  |          | Secure shuttle buses with BISD                           |
|  | March    | Deposit due for fireworks                                |
|  |          | Design posters for Patriotic Festival                    |
|  |          | Design posters for Pet 'n' Pal                           |
|  |          | Have both posters printed                                |
|  |          | Send out vendor application                              |
|  |          | Order vendor & Austin Symphonic Band parking passes      |
|  |          | Measure for vendor spaces                                |
|  |          | Schedule Acadian Ambulance Service                       |
|  |          | Secure golf carts                                        |
|  |          | Tape Patriotic Festival commercial                       |
|  | April    | Submit application to City of Bastrop with payment       |
|  |          | Secure sound system                                      |
|  | May      | Planning meeting with City - Police, Fire, Parks, EMS    |
|  |          | Secure chairs from BISD                                  |
|  |          | Find trailer to haul chairs                              |
|  |          | Order signage/banners                                    |
|  |          | Get Volunteer sign-ups                                   |
|  |          | Determine vendor space lay-out                           |
|  |          | Get banners to Parks & Rec Dept.                         |
|  |          | Deposit for SunRadio commercials                         |
|  |          | Get Patriotic Festival commercial running in Theater     |
|  |          | Begin Facebook boost                                     |
|  |          | Secure judges for Pet 'n' Pal                            |
|  |          | Complete judging forms for Pet 'n' Pal                   |
|  |          | Go in front of Commissioner's Court for use of lawn      |
|  |          | Schedule Boy Scouts                                      |
|  |          | Get street banners up on Chestnut, Main and Bridge       |
|  |          | Contact hotels with event information                    |
|  | June     | Make schedule for event                                  |
|  |          | Send out vendor and Austin Symphonic Band parking passes |
|  |          | Send out vendor and Austin Symphonic Band maps           |



|  |      |                                                                                  |
|--|------|----------------------------------------------------------------------------------|
|  |      | Get Fire Chief to sign Texas Dept of Insurance Application for Class B Fireworks |
|  |      | Walk through at Fisherman's Park                                                 |
|  |      | Walk through at launch site with firework company and Fire Chief                 |
|  |      | Secure County Judge and Mayor for announcements                                  |
|  | July | Final payment due                                                                |
|  |      | Put banners up at Fisherman's Park                                               |

## SCHEDULE OF EVENTS

July 2, 2016

3:00 – 3:30 PM – Chair Set up

4:00 – 5:30 PM – Vendor Booth set up

6:00 – 7:30 PM – Becki Womble Announcements &  
Introduce Main Street American Swing Band

7:45 PM – Mayor Ken Kesselus calls for Color Guard &  
Pledge of Allegiance by Bastrop Boy Scout Troop 1998  
Band Plays National Anthem as Scouts retire Colors

Mayor Kesselus welcoming remarks from City &  
introduces Judge Paul Pape

Judge Pape welcoming remarks from County & recognizes  
dignitaries

8:00 – Becki kicks off Austin Symphonic Band conducted  
by Bill Hanel. (Amanda Turley 512-956-7420)

9:00 – Becki Announcements

9:20 – Fireworks

9:40 – Have a Safe Trip Home!

Underline Text needs confirmation

## **Other sources of funding 2017**

Business sponsorships

Cash donations at the Patriotic Festival

Vendor booths

Water sales



**Bastrop Chamber of Commerce**  
 Board of Directors 2016  
 Monthly - 3rd WED - 8:00 am  
 Chamber of Commerce Conference Room

| Name                         | Office             | Term | Company                                       | Address                  | Phone        | Alt phone           | E-Mail                             | DOB    |
|------------------------------|--------------------|------|-----------------------------------------------|--------------------------|--------------|---------------------|------------------------------------|--------|
| Jamie Haney                  | Chair              | 2017 | The Oaks RV Park                              | 753 Union Chapel Rd      | 210-862-1779 | None                | haney.jami@gmail.com               | 9-Sep  |
| Joann Harkins                | Chair Elect        | 2018 | Prosperity Bank                               | PO Box 710               | 308-9957     | 627-5256            | joann.harkins@prosperitybanktx.com | 27-Oct |
| Johnny Sanders               | Past Chair         | 2016 | Bluebonnet Electric Coop                      | 690 HWY 71 W Bldg 2      | 800-842-7708 | 376-8244            | johnny.sanders@bluebonnet.coop     | 4-Dec  |
| Lenel Tamez                  | Treasurer          | 2018 | Classic Bank, N.A.                            | PO Drawer 835            | 308-1882     |                     | ltamez@classicbank.com             |        |
| Tina Fucile                  | Secretary          | 2016 | Austin Title                                  | 696 Hwy 71 W., Bldg 2-B  | 303-9633     | 789-7912            | tina.fucile@austintitle.com        | 16-Sep |
| Jonah Beyer                  |                    | 2018 | Mission U-tee                                 | PO Box 2547              | 537-5612     | 988-8365            | info@missionutoo.org               |        |
| Johnny Burns                 |                    | 2016 | Soulage Med Spa/Family Health Center of Bas   | 3101 Hwy 71 E. #101      | 304-0300     | 713-882-4432        | jburns@soulagemedspa.com           | 23-Jun |
| Marc Counselman              |                    | 2018 | Texas Boot Company                            | 733 Old Austin Hwy       | 332-0865     | 817-673-8585        | marc@tboot.com                     |        |
| Bret Farris                  |                    | 2017 | Chick-fil-A                                   | 721 Hwy 71 W             | 332-2000     | 936-689-8766        | bret.farris@cfafranchisee.com      | 22-Mar |
| Lee Harle                    | Chair Governmental | 2017 | Bastrop River Company                         | 601 Chestnut Street      | 988-1154     | 921-8423            | lee@bastroprivercompany.com        | 21-Oct |
| Michal Hubbard               | Chair Communicatio | 2016 | Corporate Camera                              | 501 Waugh Way            | 581-4361     | 496-6776            | michal_photog@yahoo.com            | 29-Dec |
| Jolene Jaehne                | Chair Education    | 2016 | Sente Mortgage                                | 111 N. Hasler Blvd, #102 | 321-1171     | 673-9477            | Jolene.Jaehne@sente mortgage.com   | 16-Oct |
| Jennifer Long                |                    | 2017 | RE/MAX Bastrop Area                           | 87 Loop 150 W            | 461-9418     | None                | jennifer@bastropproperties.com     | 3-Jul  |
| Kevin Plunkett               |                    | 2018 | The View/Piney Creek Chop House/Old Towne     | 931 Main St              | 321-1171     | 673-9477            | klp264@gmail.com                   | 16-Sep |
| Kevin White                  |                    | 2017 | The Kevin White Team - Keller Williams Realty | 696 Hwy 71 W., Bldg 3-C  | 563-1167     | None                | kwhite@kw.com                      | 21-Nov |
| Shawn Kirkpatrick            |                    | *    | Bastrop EDC                                   | 903 Main St              | 303-9700     | 332-8870            | skirkpatrick@bastropedc.org        |        |
| Steve Murray                 |                    | *    | Bastrop Independent School District           | 906 Farm                 | 321-2292     |                     | smurray@bisdtx.org                 |        |
| Mike Talbot                  |                    | *    | City of Bastrop                               | 1311 Chestnut Street     | 332-8800     |                     | mtalbot@cityofbastrop.org          |        |
| Adena Lewis                  |                    | *    | County of Bastrop                             | Industrial Park          | 581-4011     | 423-8834            | adena.lewis@co.bastrop.tx.us       |        |
| Becki Wormble                | President          | **   | Bastrop Chamber of Commerce                   | 927 Main St              | 321-2419     |                     | bwormble@bastropchamber.com        |        |
| * Appointed Advisory Members |                    |      |                                               |                          |              |                     |                                    |        |
| ** Staff                     |                    |      |                                               |                          |              |                     |                                    |        |
| Can Vote                     |                    |      |                                               |                          |              |                     |                                    |        |
| 2016 Board Meeting Dates     |                    |      |                                               |                          |              |                     |                                    |        |
| January - 1/20/16            |                    |      |                                               | July - 7/20/16           |              | October - 10/19/16  |                                    |        |
| February - 2/17/16           |                    |      |                                               | August - 8/17/16         |              | November - 11/16/16 |                                    |        |
| March - 3/16/16              |                    |      |                                               | September - 9/21/16      |              | December - 12/21/16 |                                    |        |



**Ann Franklin**

---

**Subject:**

FW: Email

From: **Trey Job** <[tjob@cityofbastrop.org](mailto:tjob@cityofbastrop.org)>  
Date: Wednesday, July 20, 2016  
Subject: Email  
To: Ken Kesselus Personal <[bastropmayorken@gmail.com](mailto:bastropmayorken@gmail.com)>  
Cc: CM Steve Adcock <[cm@cityofbastrop.org](mailto:cm@cityofbastrop.org)>

Sorry for the delay mayor here is what was discussed in legal review after our legal team who consulted with an attorney the handles estate planning, probate etc...

This email follows our earlier conversations regarding a proposed resolution presented to the City Council in May regarding a proposal by Mayor Kesselus and Richard Kesselus to transfer a 1.7 acre tract of land to the City for use as a small park. As stated in the proposed resolution, the Kesselus brothers would retain a life estate in the property until the last surviving brother's death and the City would arrange for the necessary legal documents to either convey the land to the city or to a conservancy.

JC's office contacted three well-respected firms that handle these types of hybrid estate/tax planning and conservancy issues. Each firm noted that the creation of a conservancy for a small tract of land would cost a minimum of between \$10,000 and \$15,000 of legal expense if there were no complicating factors that arose. The attorneys also stated that there would be very little tax planning benefit to the donor, consisting of a very small charitable donation credit. Finally, the attorneys we contacted questioned the retention of a life estate, which would normally only be utilized if there were a habitable residence on the property in question.

One firm recommended that the most straightforward and least expensive option would be for the property to be donated to the City either during the brothers' lifetime or through a specific provision in their estate planning documents.

Please let me know if you need anything else.

**Trey Job, CPM**  
**Director**  
**Public Works, Parks, & Utilities**  
**City of Bastrop, Texas**

Main [512-332-8920](tel:512-332-8920) | Fax [512-321-1313](tel:512-321-1313)  
[tjob@cityofbastrop.org](mailto:tjob@cityofbastrop.org) | [www.cityofbastrop.org](http://www.cityofbastrop.org)  
P.O. Box 427 - 1209 Linden Street, Bastrop, Texas 78602

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07-26-2016

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On Jul 20, 2016, at 6:20 PM, Ken Kesselus <[bastropmayorken@gmail.com](mailto:bastropmayorken@gmail.com)> wrote:

I need to receive an email from you as soon as possible explaining the high cost associated with any transfer of the property offered by my brother and me.

Thanks

Ken

--

Ken Kesselus  
Mayor - City of Bastrop  
512-940-7897

--

Ken Kesselus  
Mayor - City of Bastrop  
512-940-7897



July 20, 2016

To the Bastrop City Council and City Manager,

Speaking on behalf of myself and my brother Ken, I want you to know how much we appreciate the consideration given by the council, staff, and parks board in regard to the offer we made to grant title to our property on Highway 95, commonly known as "Bald Knob," for use as a city park.

In light of the information provided by Mr. Job in regard to the high cost of making such a transaction, we understand that it is best for everyone that we withdraw our offer, and we hereby do so.

Again, we are grateful for the time all of you spent considering this.

Yours sincerely,

Richard K. Kesselus



**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF MINUTES FROM THE REGULAR COUNCIL MEETING OF JUNE 28, 2016.**

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

3. Nature of Request: (Brief Overview) Attachments: Yes ☒ No ☐

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No N/A

Bid Amount: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested: **Approval of June 28, 2016 minutes.**

**MINUTES OF REGULAR COUNCIL MEETING  
BASTROP CITY COUNCIL  
JUNE 28, 2016**

The Bastrop City Council met in a Regular Meeting on Tuesday, June 28, 2016 at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Ken Kesselus, Mayor Pro Tem DeLaRosa, and Council Members, Bill Peterson, Gary Schiff and Council Member Jones.

**CALL TO ORDER**

At 6:34 p.m. Mayor Kesselus called the Meeting to order with a Quorum being present.

**PLEDGE OF ALLEGIANCE**

Council Member Jones led the Pledge.

**INVOCATION**

Mayor Kesselus gave the Invocation.

**PRESENTATIONS**

**A. Update on Bastrop Economic Development Corp. – Executive Director Shawn Kirkpatrick**

- Announced that Willie Delarosa left the BEDC Board and the Board recognized his service on the Board
- Board Members Camillo Chavez and Drusilla Rogers took their place on the Board.
- The Board selected officers at the last meeting and there were no changes to the Board Members.
- Shawn Kirkpatrick is now the BEDC representative on the Main Street Board.
- The Downtown Trail connecting with the 71 project will go into the 2016-2017 FY budget.
- BEDC held a budget workshop for the 2016-2017 FY.
- Another budget workshop will be held on July 11, 2016.
- The Board approved the sale of 903 Main Street.

**PROCLAMATIONS****ANNOUNCEMENTS**

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

Wesley Brandon provided Council with an update – Halff Associates has submitted Chapter 5 which talks about Land Use and Community and are making a few changes before sending it out to the Steering Committee. The next Steering Committee meeting is scheduled for July 13, 2016 at this meeting Chapter 5 will be discussed and the schedule for the remaining meetings will be set. Halff has also provided Chapter 7.

**B. Update on process for choosing consultant for DMO process – Council Member Jones and City Manager**

Council Member Jones – The committee which consists of Council Members Jones and McAnally, City Manager Talbot, Bill Ennis, Lee Harle and Mike Jokovich met last week and had a unanimous agreement on DMOPro and Young Strategies. The Committee would now like to have a public meeting possibly next week and the meeting will be posted and the two candidates will be Skyped



in rather than flown in. The panel will consist of the Committee members and the Committee will receive questions from the public.

Mike Talbot – He wanted to inform the public that the process used Requests for Qualifications because it was important that individuals that had experience in creating a DMO were selected. There was a total of five responses received. Both firms are qualified and both have had experience in Texas.

**C. Process for providing information not in the council packet for the Mayor, Council Members, and City Manager at council meetings - Mayor Kesselus**

- If the public has information that they would like distributed to Council try to get it to Council prior to the Council meeting day, via email, phone, regular mail and/or the City Secretary.
- If a citizen is not able to get information to Council prior to the meeting and feels it is of urgency and needs to be distributed to Council on the day of the meeting, the citizen should make a request of the City Secretary to do so.
- Anyone making a presentation or has the privilege of the floor and has not provided written information in the council packet but desires to distribute something may ask the presiding officer for permission to do so.

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

E. Items Targeted for Future Meetings.

**Transition in City Leadership**

**Consideration, discussion and possible action regarding reassignments of City Manager, Mike Talbot and Public Safety Director, Steve Adcock.**

Council Member McAnally made the motion to amend the agreement by striking the following sentence, seconded by Council Member Schiff. The motion passed on a vote of 5-0. The sentence to be struck should read, "The Council will relieve Mike from the health threatening stress he is experiencing by shifting his roll to a less stressful but immediately more effective and needed set of functions."

Council Member Peterson made the motion to approve the amended agreement between City Manager, Mike Talbot and the City Council, seconded by Council Member Schiff. The motion was approved on a vote of 5-0. The following agreement was written and agreed to by the City Manager, Mike Talbot and Mayor Kesselus.

**AGREEMENT BETWEEN CITY MANAGER, MIKE TALBOT AND THE CITY COUNCIL**

The Bastrop City Council and Bastrop City Manager Mike Talbot agree on a transitional plan that takes into account a number of important factors that Mike mentioned in his letter of resignation and that the council finds essential to the well-being of the city.

The council appreciates Mike's following through on his commitment to remain with the city for a significant amount of time after announcing his retirement.

In order to make the best use of Mike Talbot's remaining months of full-time employment with the city, beginning on June 30, he will transition to the position of Senior Advisor. In this role, he will provide advice, information, and other forms of assistance to the council, the staff, and citizens at large.

Public Safety Director Steve Adcock will assume responsibility for day to day operations of the city in the position of acting city manager until the council employs an interim city manager. Mike has consistently turned to Steve as acting city manager when he has been out of town, and the council follows his assessment in making this appointment.

Mike's most important function during the following two months will be to provide the necessary support for the acting and interim city managers so that by the end of August, the manager will be able to work effectively with Mike no longer available for full time support.

In addition after August, Mike will graciously assist the City at no cost by answering questions, providing information, and giving advice regarding city operations.

### **PUBLIC HEARINGS, ORDINANCES, & OTHER ITEMS ELIGIBLE FOR CONSIDERATION AND/OR ACTION**

- B.1 Conduct a public hearing/town hall discussion: the City Council will hold a public hearing and town hall discussion to receive public input from the citizens of the City Of Bastrop regarding the effects of the major storm event on the citizens, which occurred on May 26 & 27 2016 in the City Of Bastrop, including discussion of the flood conditions which occurred at residences and businesses in town.**

#### **SPEAKERS**

**Fred Matella** – Stated he was flooded out twice and stated his concern was with the pond. The City Manager stated the City is looking at a process to control the water flow during a heavy rain.

**Jane Campos** – Stated the flooding in her house was due to impervious cover by the City and Gills Branch needs to be cleaned out, holding ponds need drains in order for drainage to flow. She stated the electric bills will be impacted by the flood.

**Thomas Jefferson** – Stated his house and his son's house was flooded. The water flows down from businesses above his property. He requested that the City do something to prevent this from happening again. He stated that the water accumulates at the railroad tracks.

**Richard Kindred** – A moratorium on building on the north end of town that flows down to the south including the shelter (The shelter that is being discussed being built next to the retention pond.). He encouraged Council not to put drainage on the Bond Package. Mr. Kindred suggested to Council to look at how the Smithville City Manager found a way to avoid charging the citizens for the drainage.

**Herb Goldsmith** – Presented a slide show of drainage into Gills Branch. He stated what should have been done in 2001 was not addressed and that is why there are so many problems with Gills Branch.

**Derek Mingelder** - Stated that his house was flooded due to drainage ditches not being cleaned out properly.

**Belinda Williams** – Stated the City should financially compensate citizens whose property flooded due to the City's negligence.

**Betty Peterson** – Stated that the water is running off from Popeye's Chicken.



**Pamela Aldridge** – Stated that her family's land is washing away. She asked for cement to be poured to stop the erosion.

**Barbara Wood** – Asked the City to dig a ditch in front of their house because there is no drainage on her side of the street and asked for a culvert.

**Heather Wiley** – Stated her house flooded six times since 2011. She stated her home has mold from flood.

**Johnny Washington** – Stated that FEMA told him today that they were not eligible for FEMA funds.

**Esther Washington** – Spoke in favor of Macedonia First Baptist Church. She stated that the second flooding came from Gills Branch and the holding tank in front of City Hall. Would like the Core Engineer to widen and deepen Gills Branch.

**Bernetta Tolbert** – Stated that her property has had a lot of water on her property the last two floods which caused her to not be able to get off of her property for approximately two days after the flooding.

**Johnny Sanders** – Spoke in favor of the City maintaining Gills Branch.

The public hearing was closed without objection.

**B.2 Consideration, discussion and possible action regarding citizens input on item B.1 the impact on flood conditions that were experienced by citizens of Bastrop during the storm event that occurred in the City of Bastrop on May 26 and 27, 2016 as well as the "Gills Branch Drainage Basin" within the City Limits of the City of Bastrop.**

The question was asked of the City Manager regarding a grant the City received to clean out Gills Branch how effective it was, whether it has grown back or not and will it be a continual maintenance that needs to be performed on a regular basis. The City Manager stated that with the amount of debris that was carried back into Gills Branch as a result of the rain the majority of the work done in 2015 has been voided out, the City will have to go back and clean out the debris that was previously cleaned out. The City Manager addressed the comment regarding the trees growing in Gills Branch, he stated the grant the City received to clean out Gills Branch was a FEMA grant and FEMA for bid any trees six inches or wider to be cut down in Gills Branch. Gills Branch is now scheduled to be cleaned out annually and this time will be more extensive due to the rain. The question was asked if there was a potential FEMA grant to do more cleaning. The City Manager replied the City just got additional funding to use from approximately HWY 71 to the Colorado River and upstream from this will be incorporated into the drainage work, there isn't any more funding available.

Council Member Peterson made the motion to instruct the City Manager to get all of the permits needed from the Core of Engineering and any other entities involved in Gills Branch water way as soon as possible in order to get the cleanup done, seconded by Council Member McAnally. The motion was approved on a vote of 5-0.



The City Manager stated that as soon as the City receives the easements the work will begin.

Mayor Kesselus recessed the Council Meeting at 8:50 p.m.

Mayor Kesselus called the meeting back to order at 9:04 p.m.

#### **CITIZEN COMMENTS**

**David Siler** – Stated that he is the manager at Pecan Park and is available to meet with Council and the neighborhood to address any concerns.

**Joe Grady Tuck** – Congratulated the Council on curbing what he considers excessive expenditures on the legal fees and believes that it is in the purview of the Council. He made it clear that he has no criticism of Ms. Brown and is sure she has done a good job but for a city of 8,000 people \$1,000,000 per year for legal fees he thinks is imprudent.

**Carlos Liriano** – He thanked the Council; previous Council; City Manager, Mike Talbot; Director of Public Works and Parks, Trey Job; and the Bastrop Independent School District, the City and the school system came together to open the gym for open play. Mr. Liriano thanked the Council for making recreation a priority.

**City Manager's Informational Report for the June 28, 2016 City Council Meeting: - NONE**

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

- A.1** Consideration, discussion and possible action regarding approval of minutes from the special workshop meeting of February 16, 2016.
- A.2** Approval of the statutory denial for a period of 180 days from the date of Council action on a Preliminary Plat for Pecan Park, Section 3A (68 residential lots) being +/-12.181 acres out of the Mozea Rousseau Survey Abstract No. 56 west of Childers Drive and south of the LCRA 100' electric easement within the city limits.
- A.3** Approval of the statutory denial for a period of 180 days from the date of Council action on a Preliminary Plat for Pecan Park, Section 6A (44 residential lots) being +/-10.913 acres out of the Mozea Rousseau Survey Abstract No. 56 east of Childers Drive and south of the LCRA 100' electric easement within the city limits.
- A.4** Approval of Bastrop Marketing Corporation's request for reimbursement of funds for May 2016 in accordance with the agreement to be spent on advertising and marketing the City of Bastrop area.
- A.5** Consideration, discussion and possible action on acceptance of the unaudited Monthly Financial Reports for the period ending May 31, 2016.

Mayor Pro Tem DeLaRosa made the motion to approve the consent agenda, seconded by Council Member Schiff. The motion was approved on a vote of 5-0.

**PUBLIC HEARINGS, ORDINANCES, & OTHER ITEMS ELIGIBLE FOR CONSIDERATION AND/OR ACTION CONTINUED**

- B.3 PUBLIC HEARING:** conduct a public hearing on a proposed assessment to be levied against property located in the XS Ranch Public Improvement District ("PID") as presented in the XS Ranch PID Preliminary Service and Assessment Plan ("SAP") approved by the City Council at the May 24, 2016 Regular City Council Meeting. The public hearing was held open through July 26, 2016.

- B.4 First reading of an ordinance of the City Council of the City of Bastrop, Texas, accepting and approving a service and assessment plan and assessment roll for the XS Ranch Public Improvement District; making a finding of special benefit to the property in the district; levying special assessments against property within the district and establishing a lien on such property; providing for payment of the special assessment in accordance with Chapter 372, Texas Local Government Code, as amended; providing for the method of assessment and the payment of the special assessment, providing for penalties and interest on delinquent special assessments; and providing an effective date.**  
Mayor Pro Tem DeLaRosa made the motion to approve the first reading of the ordinance, seconded by Council Member Schiff. The motion was approved on a vote of 5-0.

- B.5 PUBLIC HEARING:** Receive public input on a request for an Amendment to the Zoning Ordinance, Chapter 14, Appendix A-3, Definitions.
- Section A-3 Definitions to update definitions for 270.2 Tattoo Studio, to reference micropigmentation (permanent makeup) as an allowable incidental/accessory use in definition #75, Custom Personal Service Shop definition.
- The public hearing was closed without objection.

- B.6 First reading of an ordinance of the City Council of the City Of Bastrop, Texas amending definitions #75 and #270.2 in appendix a-3 in Chapter 14 of the City of Bastrop Zoning Ordinance for the term "Custom Personal Service Shops" to include permanent makeup services as accessory use to barber/beauty shop uses; providing a severability clause; and providing an effective date.**  
Council Member McAnally made the motion to postpone this item to July 12, 2016, seconded by Council Member Schiff. The motion was approved on a 5-0 vote.

- B.7 PUBLIC HEARING:** Receive public input on a request for an Amendment to the Zoning Ordinance, Chapter 14, Section 36.11, Zoning Use Charts, Section 43.9(B) Supplemental Regulations.
- Section 43 Supplemental Regulations, Section 43.9 (B) Uses classified as sexually oriented business or as tattoo studio or body piercing studios, to modify phrasing referencing "tattoo studio or body piercing studios"; and



- **Section 36 Use Regulation (Charts) Section 36.11 to add Tattoo Studio and Body Piercing Studio to the Use Chart; and**

**Conor McAnally** – Asked in the future there could be a planning map for the public to show what the districts are. The City Manager stated that this would be implemented.

The public hearing was closed without objection.

- B.8 First reading of an ordinance of the City Council of the City of Bastrop, Texas amending sections 36.11 related to zoning to add uses for tattoo studios and body piercing studio to allow tattoo and body piercing studios to be located in districts zoned c-2, ip, li and pd, and section 43.9(b) related to amend locations for piercing and tattoo studios; providing a severability clause; and providing an effective date.**

Mayor Pro Tem DeLaRosa made the motion to approve the first reading of the ordinance with the amendment of changing the distance from 500 feet to 1,000 feet for residential areas, seconded by Council Member Jones. The maker of the motion and Council Member Jones, who made the second later withdrew the motion.

Council member Schiff made the motion to deny the request, seconded by Mayor Pro Tem DeLaRosa. The motion was approved on a vote of 5-0.

Council Member McAnally made the motion to direct staff to study this item and bring it back with more information in order for Council to revisit. The motion failed for lack of a second.

#### **OLD BUSINESS - NONE**

#### **NEW BUSINESS**

- D.1 Consideration, discussion and possible action regarding purchase of the kiosk located on the City owned parking lot at the northwest corner of Spring Street and Main Street or generally located at 702 Main Street.**

Council Member Schiff made the motion to purchase the kiosk located on the City owned parking lot at the northwest corner of Spring Street and Main Street or generally located at 702 Main Street, seconded by Council Member McAnally. The motion was approved on a vote of 5-0.

- D.2 Consideration, discussion and possible action on a proposed change in the type of parking on Main Street from the intersection of Pine Street traveling south for approximately 225 feet.(FROM THE JUNE 14<sup>TH</sup> MEETING ITEM D.6)**

Council Member McAnally made the motion to approve parallel parking on Main Street from the intersection of Pine Street traveling south for approximately 225 feet, seconded by Council Member Schiff. The motion was approved on a vote of 5-0.

- D.3 Consideration, discussion and possible action regarding approval of a resolution requesting that the Texas Department of Parks and Wildlife not repurpose the Bastrop State Park Golf Course in order that it might remain a golf course.**



Council Member Jones made the motion to approve the resolution, seconded by Council Member Schiff. The motion was approved on a vote of 5-0.

**D.4 Consideration, discussion and possible action regarding moving the proposed “General Obligations Bond Election” from November 2016 to May 2017.**

Mayor Pro Tem DeLaRosa made the motion to set the Bond Election for May 2017, seconded by Council Member Jones. The motion was approved on a vote of 4-1. Council Member Schiff voted nay.

**D.5 Consideration, discussion and possible action on approval of an application by the Bastrop Economic Development Corporation approving and authorizing BEDC’s Restated and Amended Articles of Incorporation.**

Council Member Schiff made the motion to approve the application, seconded by Mayor Pro Tem DeLaRosa. The motion was approved on a vote of 5-0.

**D.7 Consideration, discussion and possible action concerning the possible use, sale(s), offer(s), and/or disposition by the City of the slab portion of property owned by the City located at 921 Main Street, including, but not limited to: (1) a proposal by/offer from the Bastrop Economic Development Corporation (BEDC) to acquire the slab portion of the lot at 921 Main Street from the City of Bastrop in order to perform necessary repairs and remediation activities and to subsequently utilize the property for purposes allowed by the authority granted to the Corporation by the Texas Economic Development Act, (2) City alternative(s) concerning offering the slab portion of the 921 Main Street lot, in conjunction with potential LGC Chpt. 380 Development Incentives, to individuals, developers, and/or non-profit entities for use/development projects to enhance downtown and benefit the Bastrop community, (3) evaluation of proposals already under consideration by the Council, previously proposed or provided by individuals, businesses, or non-profits, to enhance downtown and benefit the Bastrop community, (4) provide direction to the City Manager and staff to perform necessary work to establish a fair market value using a certified appraiser’s assessment (including consideration of costs related to repairs and condition, etc.) and/or (5) other issues concerning the disposition of the Property.**

Council Member Schiff made the motion to have the City Manager get an appraisal and report back to Council as soon as possible, seconded by Council Member Jones. The motion was approved on a vote of 3-2. Mayor Pro Tem DeLaRosa and Council Member Jones voted nay. A request was made of the City Manager to go back to the original appraiser and reflect the current conditions onto the appraisal and report back to Council.

**SPEAKERS**

**Herb Goldsmith** – The 2011 report it recommended a completely different configuration of the river, it talked about the river loop etc. and that was going to be the meeting place that some people wanted along with the open space which is where people were going to gather. He stated that having it in the packet that it should not ever be used as an open space is kind of misleading because in reading the entire report the whole river area was going to be completely changed.

**Conor McAnally** – Stated that the council is not the only ones driving down the value of the property and if you are going to sell something you don’t announce that it is worthless. He



stated that the tax payer's money was spent on this property, \$265,000. He asked Council to please stop driving down the price of the property.

**Richard Smarzik** – Stated that he is next door to this property and it is his problem, the water leaks in and he feels that Shawn Kirkpatrick has come up with a great proposal. He suggested to Council that they get the appraisal find out the value and what it will take to get the property fixed and get it fixed.

**Donna Cunningham** – Stated that she feels Council is on the right path, get the property taken care of. She urged the Council to fix the property. She feels that the property should be open space.

**Debbie Moore** – Held her comments to a later date.

**Carlos Liriano** – Stated that he agrees that something needs to be done to the lot. He agrees with getting an appraisal and getting someone to tell the City how to fix it and get it done but is opposed to transferring this issue to the BEDC. He is opposed to the BEDC being involved.

**D.6 Consideration, discussion and possible action on approval of a resolution regarding the replacement of the speed bumps on Alley A.**

Council Member Peterson made the motion to direct the City Manager to obtain the cost of the replacement of the speed bumps on Alley A and report back to Council before school begins, seconded by Council Member Schiff. The motion passed on a vote of 3-0. The Mayor recused himself and Mayor Pro Tem DeLaRosa resided over this item. Council Member McAnally was off the dais.

**D.8 Discussion, consideration and possible action to approve the Final Plat for Pecan Park Section 5B consisting of 43 residential lots, totaling +/-12.63 acres out of a +/- 311.302 acre tract out of the Mozea Rousseau Survey within the city limits of Bastrop, Texas located west of Perkins Street.**

This item was withdrawn without objection.

**D.9 Consideration, discussion and possible action concerning a presentation from the “Bastrop 1832 Farmers Market Organization” that the City Council reconsider the resolution passed on May 17, 2016 turning the City owned property adjacent to the City of Bastrop’s Convention Center back to the City of Bastrop and under the direction of the Main Street Program.**

**SPEAKERS**

**Charles Mattern** – Provided a brief presentation. He described how the market has grown and that his produce is grown without chemicals. He stated that one of the objections that he has to the people against the 1832 Market is that most of them are not farmers that have produced crops. He is asking the Council to at least give the 1832 Market the Saturday market.

**Delores Leeper** – Stated the market has donated over 4,000 pounds of produce to the Bastrop Emergency Food Pantry over the past eight years. Asked the Council to grant the 1832 Farmers Market a Saturday Morning lease.

**Diana Teinnerd** – Stated that the members of the 1832 Farmers Market have put a lot of hard work into this market and that they are like a family, she asked the Council to allow the Market to keep the Saturday Market day.

**Erika Bradshaw** – Stated she and her husband have served this community for thirteen years providing fresh and local produce. She stated that they are proud of the 1832 Market and it belongs to the members and they want to keep it as such.

**Robert Ficas** – Stated that he and his family have been serving Bastrop for over 17 years with fresh and local produce and he is one of the founding members. He stated he would not join different market on this site. He requested that Council grant the 1832 Farmers Market a rental of the property.

Council Member Schiff made the following motion, seconded by Mayor Pro Tem DeLaRosa. The motion was approved on a 5-0 vote. The motion was to extend the lease to the 1832 Farmers Market for six months – Saturday from 8:00 a.m. to 3:00 p.m. and honoring any existing contracts in that space. During this time the Main Street Director will coordinate and develop a business plan with the intent of the 1832 Farmers Market and Main Street Director making the Farmers Market flourish,

**D.10 Consideration, discussion and possible action regarding review of the FY-17 Budget Calendar and setting additional City Council meeting dates.**

This item was withdrawn without objection.

**EXECUTIVE SESSION- WAS NOT HELD**

E1. The Bastrop City Council met at 11:45 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, *et seq.* to discuss the following:

1. **SECTION 551.071(1)(A)(B) & SECTION 551.071(2)** – Consultation with Attorney(s) concerning: (1) potential, pending, threatened, and/or contemplated litigation, claims, and/or settlement/mediation, including (*but not limited to*) the following: municipal water supply, code enforcement matters, subdivision development, and or pending litigation matters concerning 909/ 911 Farm Street, and/or (2) matter upon which the Attorney(s) have a duty and/or responsibility pursuant to the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas to report to the governmental body, concerning these matters, and/or any other matters posted on the agenda.
2. **SECTION 551.072** – Deliberation regarding real property: Regarding the purchase, exchange, lease, disposition, negotiations or value of real property.  
**This item was withdrawn.**
3. **Section 551.087** – To discuss, evaluate or deliberate regarding commercial, financial, business or other information that the City has received related to economic development opportunities or prospects in or near the territory of the City, and/or to deliberate the potential offer of economic incentives to a business prospect, as note herein.  
**This item was withdrawn.**



E2. The Bastrop City Council reconvened at 12:19 a.m. into open (public) session to discuss, consider and/or take any actions necessary related to the executive session(s) items noted herein, or regular agenda items, noted above, and/or related agenda items.

### **ACTION**

In open session, the Mayor stated that the Council had received legal advice from its special attorney/litigator, Charles Bundren, concerning pending litigation concerning property at 911 Farm Street.

Council Member Schiff made a motion to authorize Charles Bundren, Esq. to contact Chris Bradford, Esq., the attorney representing the property owners of property located at 911 Farm Street, to propose a counter-offer to a settlement sent to the City by Bradford last week, regarding pending litigation, seconded by Mayor Pro Tem DeLaRosa. The motion was approved on a vote of 5-0.

### **ADJOURNMENT**

Council Member Schiff made the motion to adjourn the meeting at 12:22a.m., seconded by Council Member Peterson. The motion was approved on a 5-0 vote.

APPROVED:

ATTEST:

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Mayor Ken Kesselus

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City Secretary Ann Franklin

**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: JULY 20, 2016

MEETING DATE: JULY 26, 2016

1. Agenda Item: **Approval of Bastrop Marketing Corporation's request for reimbursement of funds for June 2016 in accordance with the agreement to be spent on advertising and marketing the City of Bastrop area.**
2. Party Making Request: **Tracy Waldron, Chief Financial Officer**
3. Nature of Request: (Brief Overview) Attachments: Yes   X   No         
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Policy Implication: \_\_\_\_\_
5. Budgeted:   X   Yes        No        N/A  
    Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_  
    Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_  
                                    Amount Remaining: \_\_\_\_\_
6. Alternate Option/Costs: \_\_\_\_\_
7. Routing: 

| <u>NAME/TITLE</u> | <u>INITIAL</u> | <u>DATE</u> | <u>CONCURRENCE</u> |
|-------------------|----------------|-------------|--------------------|
| a) _____          | _____          | _____       | _____              |
| b) _____          | _____          | _____       | _____              |
| c) _____          | _____          | _____       | _____              |
8. Staff Recommendation: **Approval of Bastrop Marketing Corporation's reimbursement request for March 2016.**
9. Advisory Board:        Approved        Disapproved        None
10. Manager's Recommendation:        Approved        Disapproved        None
11. Motion Requested: **Approval of Bastrop Marketing Corporation's reimbursement request for June 2016.**  
\_\_\_\_\_  
\_\_\_\_\_

**CITY OF BASTROP  
FINANCE  
DEPARTMENT**

# Memo

**To:** Mayor, City Council and City Manager  
**From:** Tracy Waldron, Chief Financial Officer  
**Date:** July 18, 2016  
**Re:** Reimbursement of Accrued Bastrop Marketing Corporation Expenses

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

This request is for the time period of June 2016. There is a month lag in the receipt of the hotel occupancy tax monies.

It is recommended that Council approve the reimbursement of funds in the amount of \$100,898.02 for June 2016 to BMC in accordance with our agreement to be spent on advertising and marketing the City of Bastrop area. This amount represents 43% of the tax collections.

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



Basco Marketing Corporation ("BMC")  
October 2015 through September 2016 - Budget

|                                       | 2 0 1 5         |                 |                 |                 |  | 2 0 1 6         |                 |                 |                 |                 |                 |                 |                 |                 |
|---------------------------------------|-----------------|-----------------|-----------------|-----------------|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                                       | September       | October         | November        | December        |  | January         | February        | March           | April           | May             | June            | July            | August          | September       |
| HRLPR Room Revenues                   | \$ 2,502,731.43 | \$ 3,055,804.31 | \$ 2,160,416.73 | \$ 1,529,377.01 |  | \$ 1,769,678.66 | \$ 1,937,420.67 | \$ 3,069,520.23 | \$ 2,596,489.00 | \$ 2,779,139.14 | \$ 3,385,953.32 | \$ 4,165,822.00 | \$ 3,660,260.00 | \$ 2,782,820.00 |
| Exemptions                            |                 |                 |                 |                 |  |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Taxable Room Revenues                 | 2,502,731.43    | 3,055,804.31    | 2,160,416.73    | 1,529,377.01    |  | 1,769,678.66    | 1,937,420.67    | 3,069,520.23    | 2,596,489.00    | 2,779,139.14    | 3,385,953.32    | 4,165,822.00    | 3,660,260.00    |                 |
| City of Bastrop HOT Rate              | 7%              | 7%              | 7%              | 7%              |  | 7%              | 7%              | 7%              | 7%              | 7%              | 7%              | 7%              | 7%              |                 |
| City of Bastrop HOT Tax               | \$ 175,191.20   | \$ 213,906.30   | \$ 151,229.17   | \$ 107,056.39   |  | \$ 123,877.51   | \$ 135,619.45   | \$ 214,866.42   | \$ 181,754.23   | \$ 194,539.74   | \$ 237,016.73   | \$ 291,607.54   | \$ 256,218.20   |                 |
| Gross Liability to City               |                 | \$ 175,191.20   | \$ 213,906.30   | \$ 151,229.17   |  | \$ 107,056.39   | \$ 123,877.51   | \$ 135,619.45   | \$ 214,866.42   | \$ 181,754.23   | \$ 194,539.74   | \$ 237,016.73   | \$ 291,607.54   | \$ 256,218.20   |
| Hotel Owner Collection Allowance (1%) |                 | (1,751.91)      | (2,139.06)      | (1,512.29)      |  | (1,070.56)      | (1,238.78)      | (1,356.19)      | (2,148.66)      | (1,817.54)      | (1,945.40)      | (2,370.17)      | (2,916.08)      | (2,562.18)      |
| Net Collection by City                |                 | 173,439.29      | 211,767.24      | 149,716.88      |  | 105,985.83      | 122,638.73      | 134,263.26      | 212,717.76      | 179,936.69      | 192,594.34      | 234,646.56      | 288,691.46      | 253,656.02      |
| Applicable % payable to BMC           |                 | 43%             | 43%             | 43%             |  | 43%             | 43%             | 43%             | 43%             | 43%             | 43%             | 43%             | 43%             | 43%             |
| Funds Available to BMC                |                 | 74,578.89       | 91,059.91       | 64,378.26       |  | 45,573.91       | 52,734.65       | 57,733.20       | 91,468.64       | 77,372.78       | 82,815.57       | 100,898.02      | 124,137.33      | 109,072.09      |
| Total Budget                          |                 | \$ 971,823.25   | Allocated:      |                 |  | 80,985.27       | 80,985.27       | 80,985.27       | 80,985.27       | 80,985.27       | 80,985.27       | 80,985.27       | 80,985.27       | 80,985.28       |
| Payment of Funds by City to BMC       |                 | \$ 74,578.89    | \$ 87,391.65    | \$ 68,046.52    |  | \$ 45,573.91    | \$ 52,734.65    | \$ 57,733.20    | \$ 91,468.64    | \$ 77,372.78    | \$ 82,815.57    | \$ 100,898.02   | \$ 124,137.33   | \$ 109,072.09   |
|                                       |                 | Paid 11/12/2015 | Paid 12/17/2015 | Paid 1/21/2016  |  | Paid 3/3/2016   | Paid 3/10/16    | Paid 4/21/16    | Paid 5/19/16    | Paid 6/23/16    | Paid 6/30/16    | Currently Due   |                 |                 |
| Updated:                              |                 | \$ 74,258.81    |                 |                 |  |                 |                 |                 |                 |                 |                 |                 |                 |                 |
| Variance                              |                 | \$ 320.08       |                 |                 |  |                 |                 |                 |                 |                 |                 |                 |                 |                 |
|                                       |                 |                 | 165,638.80      | 230,017.06      |  | 275,590.97      | 328,325.62      | 386,058.82      | 477,527.46      | 554,900.24      | 637,715.81      | 738,613.83      | 862,751.16      | 971,823.25      |
|                                       |                 |                 | 161,970.54      | 242,955.81      |  | 323,941.08      | 404,926.35      | 485,911.62      | 566,896.89      | 647,882.16      | 728,867.43      | 809,852.70      | 890,837.97      | 971,823.25      |

## STANDARDIZED AGENDA RECOMMENDATION FORM

## CITY COUNCIL

**DATE SUBMITTED: JULY 19, 2016**

**MEETING DATE: JULY 26, 2016**

1. Agenda Item: Consideration, discussion and possible action on acceptance of the unaudited Monthly Financial Reports for the period ending June 30, 2016.

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

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

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

4. Policy Implication: N/A

5. Budgeted:            Yes            No            N/A

Bid Amount: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

- | 7. Routing: | NAME/TITLE | INITIAL | DATE | CONCURRENCE |
|-------------|------------|---------|------|-------------|
| a)          |            |         |      |             |
| b)          |            |         |      |             |
| c)          |            |         |      |             |

8. Staff Recommendation: Acceptance of the unaudited financial report for the period ending June 30, 2016

9. Advisory Board: ☐ Approved ☐ Disapproved ☐ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested: \_\_\_\_\_

**CITY OF BASTROP, TEXAS**  
**MONTHLY FINANCIAL REPORT AND**  
**QUARTERLY FINANCIAL REPORT**  
**FOR PERIOD ENDING June 30, 2016**





**CITY OF BASTROP  
SUMMARY OF REVENUES AND EXPENDITURES  
AS OF JUNE 30, 2016**

Fiscal year 2016 is 9 month or 75% completed as of June 30, 2016.

**Revenues**

|                  | <b>FY 2016<br/>Budget*</b> | <b>FY 2016<br/>YTD Actual</b> | <b>% of FY2016<br/>Budget</b> | <b>FY 2016<br/>Budget*</b> | <b>FY 2016<br/>YTD Actual</b> | <b>% of FY2016<br/>Budget</b> |
|------------------|----------------------------|-------------------------------|-------------------------------|----------------------------|-------------------------------|-------------------------------|
| General Fund     | \$ 9,149,676               | \$ 7,810,605                  | 85.4%                         | \$ 12,245,442              | \$ 7,891,745                  | 64.4%                         |
| WMMW Fund        | \$ 4,258,480               | \$ 3,657,206                  | 85.9%                         | \$ 6,960,286               | \$ 3,830,362**                | 55.0%                         |
| Electric Fund    | \$ 7,528,000               | \$ 4,848,547                  | 64.41%                        | \$ 8,436,474               | \$ 4,953,785                  | 58.8%                         |
| Hotel Motel Fund | \$ 2,801,500               | \$ 1,916,298                  | 68.4%                         | \$ 2,678,706               | \$ 2,028,105                  | 75.7%                         |

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

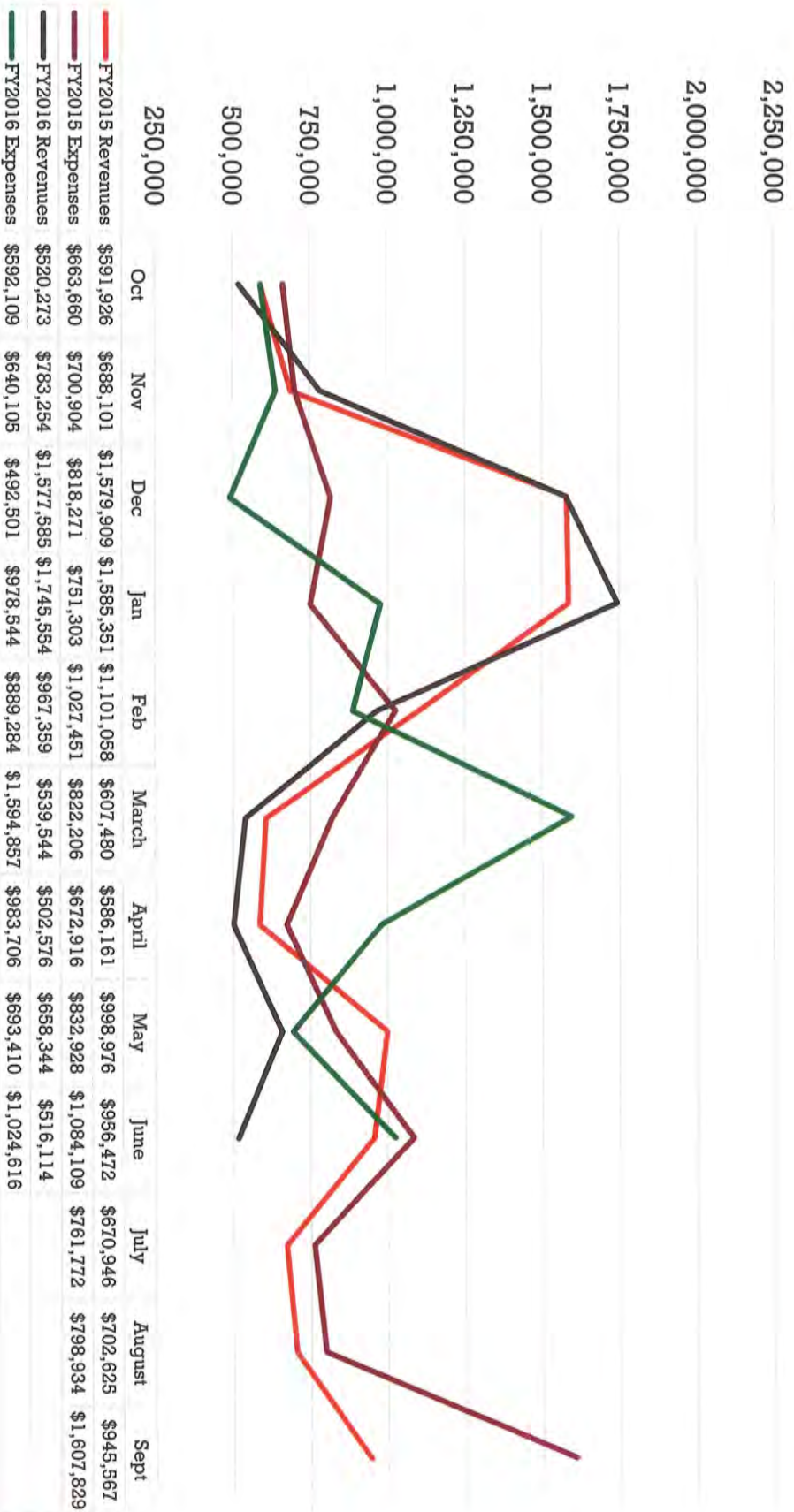
\*\*Large Capital item in Budget that hasn't been expensed yet

**Expenditures**



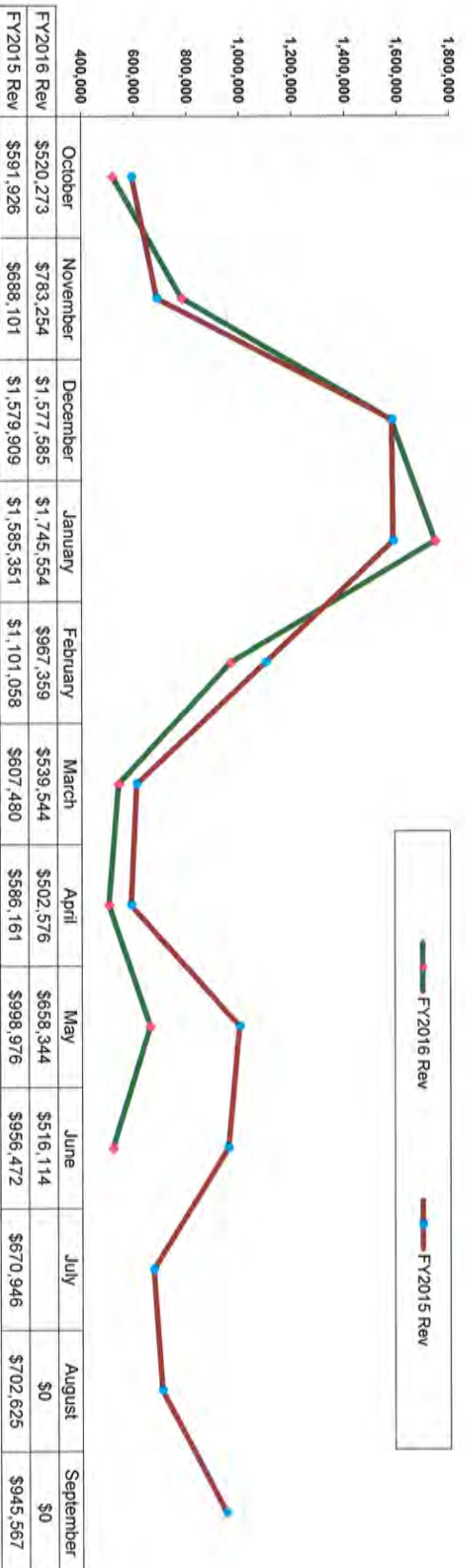
## GENERAL FUND REVENUE & EXPENDITURES AS OF JUNE 30, 2016

- ❑ Revenues will increase in December, January, and February due to collection of the Ad Valorem Taxes.
- ❑ Due to an audit adjustment that accrues our revenue into the period it was earned, the Sales Tax revenue earned in October and November are estimated.
- ❑ The Revenue spiked in May 2015 due to the transfer from BP&L of \$200,000 for the Comprehensive Plan and the donated land from BEDC of \$183,000 in-kind income
- ❑ FY2016 reflects a re-class of the overhead allocation from W/MW, BP&L and Convention Center for Administrative Support. This use to come in as revenue but go to auditors adjustments, are being re-classed as a reduction of expense in each department. (This amounts to approximately \$85,500 a month)
- ❑ FY2016, March expenses reflect approved budget amendment to move \$625,000 out of General fund into Vehicle/Equip. Replacement fund, also 50% payment on new restrooms at Fisherman's Park

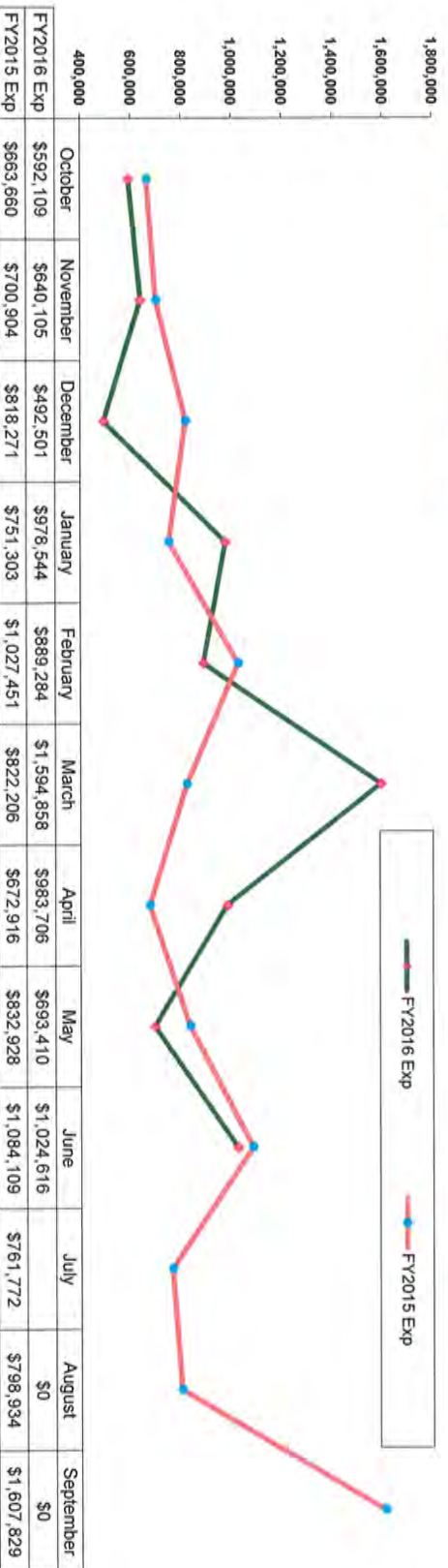


# GENERAL FUND REVENUE & EXPENDITURES AS OF JUNE 30, 2016

## FY 2015 & 2016 Revenues



## FY 2015 & 2016 Expenditures



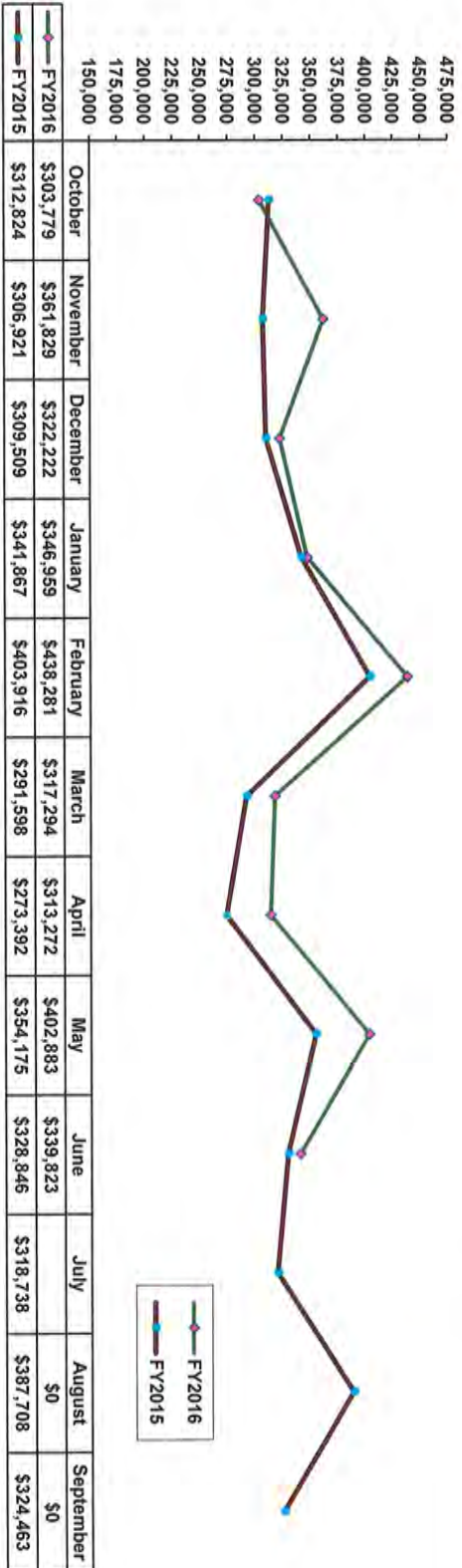
NEW in FY16 expense reflects a credit amount in each fund for the allocated overhead for Admin. support from WWWW, BP&L and Convention Center instead of being recorded as revenue.





# GENERAL FUND REVENUE AS OF JUNE 30, 2016

## Sales Tax



FY2016 Budgeted \$3,996,190

FY2016 YTD \$3,146,341

## Ad Valorem Taxes



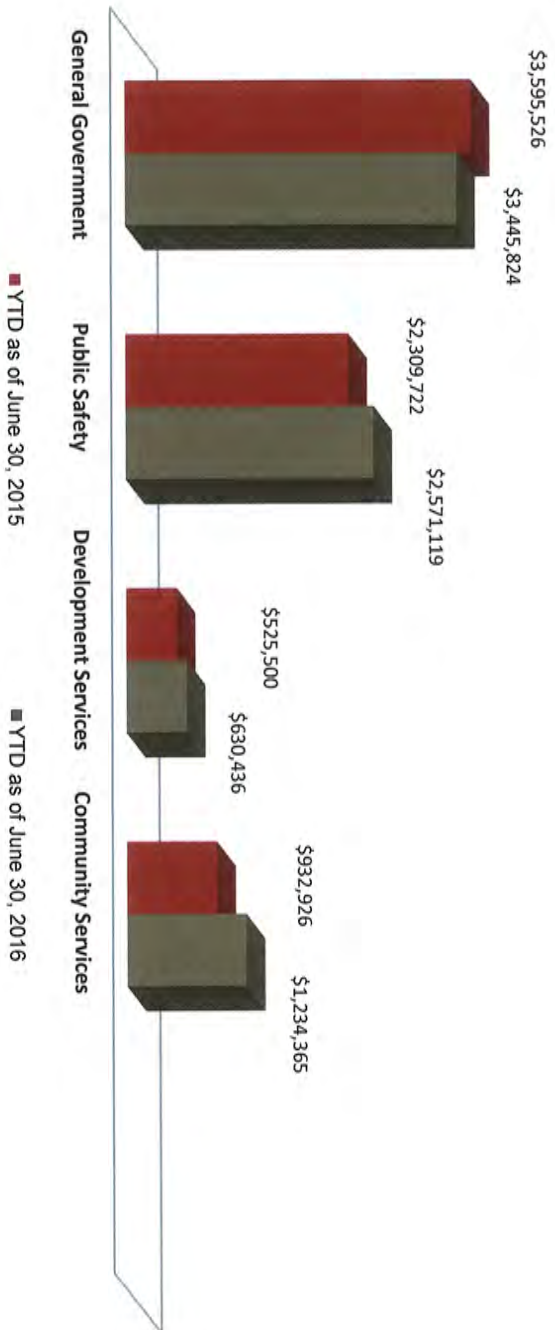
FY2016 Budget \$2,956,945

FY2016 YTD \$2,986,482

| Month     | FY2016      | FY2015      |
|-----------|-------------|-------------|
| October   | \$1,648     | \$76,364    |
| November  | \$211,218   | \$143,957   |
| December  | \$1,185,592 | \$1,047,611 |
| January   | \$1,199,215 | \$1,001,843 |
| February  | \$319,103   | \$422,263   |
| March     | \$26,912    | \$38,079    |
| April     | \$15,760    | \$16,106    |
| May       | \$14,722    | \$6,545     |
| June      | \$12,313    | \$883       |
| July      | \$0         | \$4,678     |
| August    | \$0         | \$5,859     |
| September | \$0         | \$0         |

# GENERAL FUND EXPENDITURES AS OF JUNE 30, 2016

General Fund Expenditures Comparison

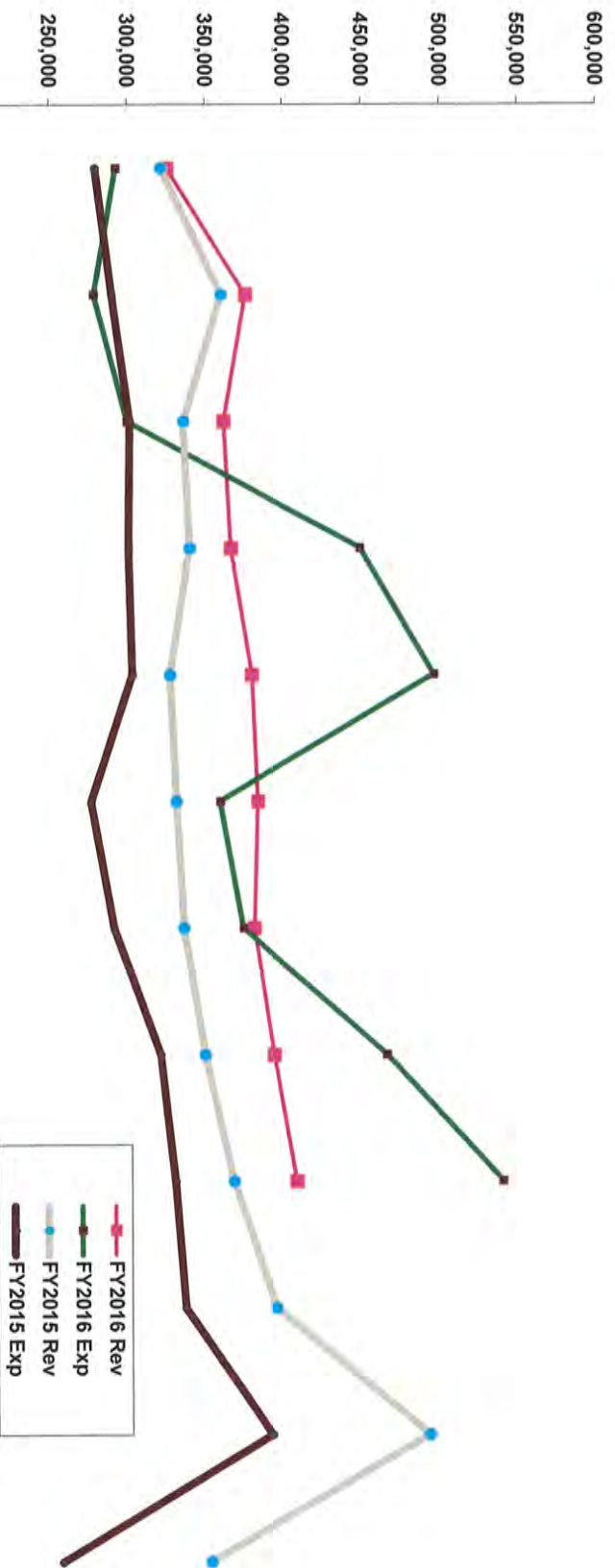


- General Government includes Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance
- Public Safety includes Police Department, Fire Department, Health, and Municipal Court
- Development Services includes the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



# WATER WASTEWATER FUND REVENUE & EXPENDITURES AS OF JUNE 30, 2016

- ☐ Water/Wastewater Fund Revenues Year-to-date (YTD) as of June 30, 2016 are \$3,657,206 or 85.9% of the year.
- ☐ Jan 2016 expenses are higher due to additional maintenance and capital outlay for additional equipment of \$93,400
- ☐ Feb 2016 expense higher due to additional maintenance on Wells E, H & I
- ☐ Jun 2016 expense higher due to legal bills for XS Ranch water permit hearing

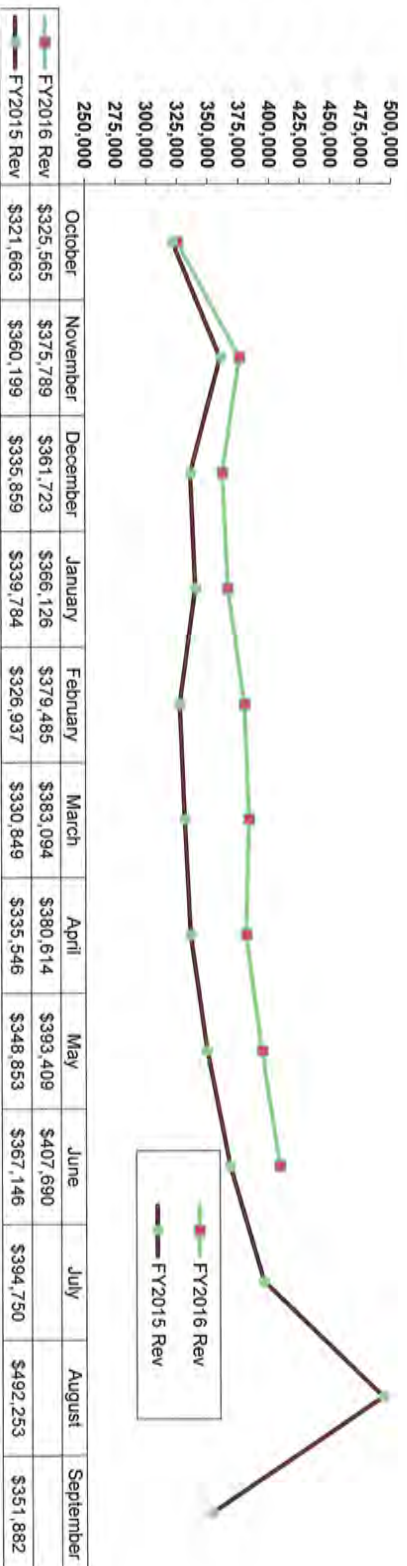


|            | October   | November  | December  | January   | February  | March     | April     | May       | June      | July      | August    | September |
|------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| FY2016 Rev | \$325,565 | \$375,789 | \$361,723 | \$366,127 | \$379,485 | \$383,094 | \$380,614 | \$393,409 | \$407,690 |           |           |           |
| FY2016 Exp | \$292,650 | \$278,412 | \$299,751 | \$448,892 | \$495,879 | \$358,908 | \$373,676 | \$465,295 | \$539,686 |           |           |           |
| FY2015 Rev | \$321,663 | \$360,199 | \$335,859 | \$339,784 | \$326,937 | \$330,849 | \$335,546 | \$348,853 | \$367,146 | \$394,750 | \$492,253 | \$351,882 |
| FY2015 Exp | \$279,403 | \$289,841 | \$301,317 | \$300,431 | \$302,572 | \$275,911 | \$290,436 | \$320,178 | \$329,507 | \$335,886 | \$391,738 | \$256,335 |

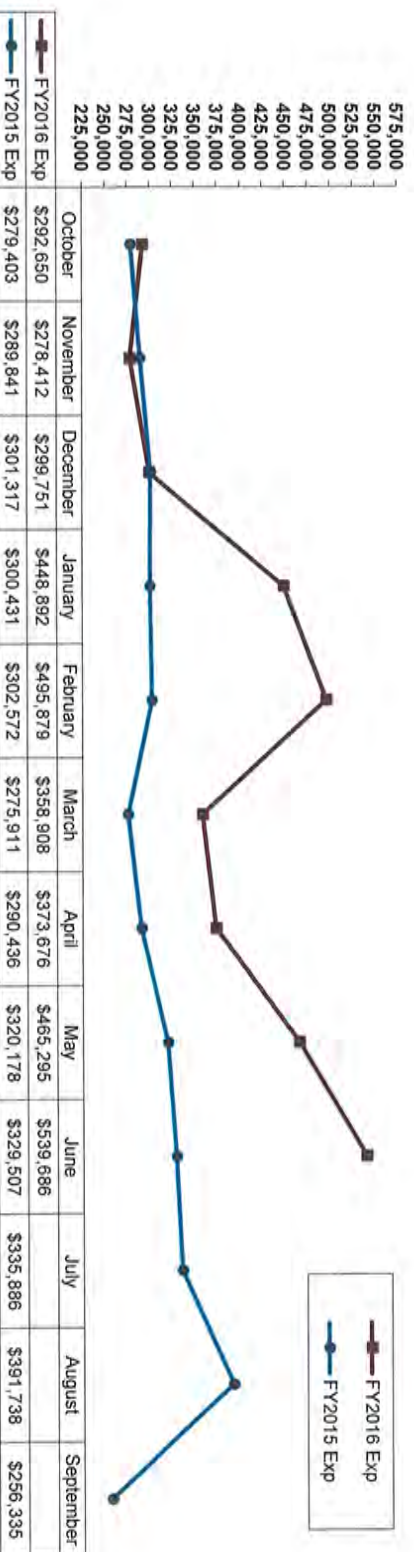


# WATER WASTEWATER FUND REVENUE & EXPENDITURES AS OF JUNE 30, 2016

## FY 2015 & 2016 Revenues

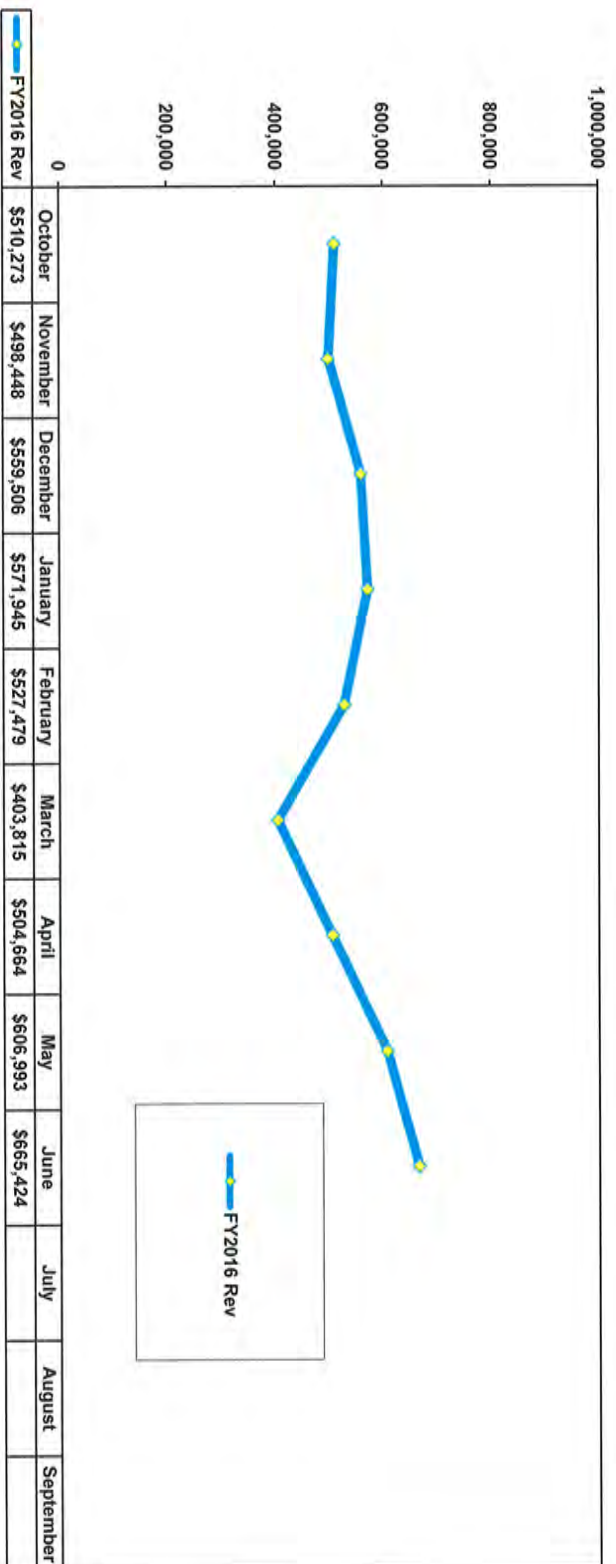


## FY 2015& 2016 Expenditures



# BASTROP POWER AND LIGHT / ELECTRIC FUND REVENUE AS OF JUNE 30, 2016

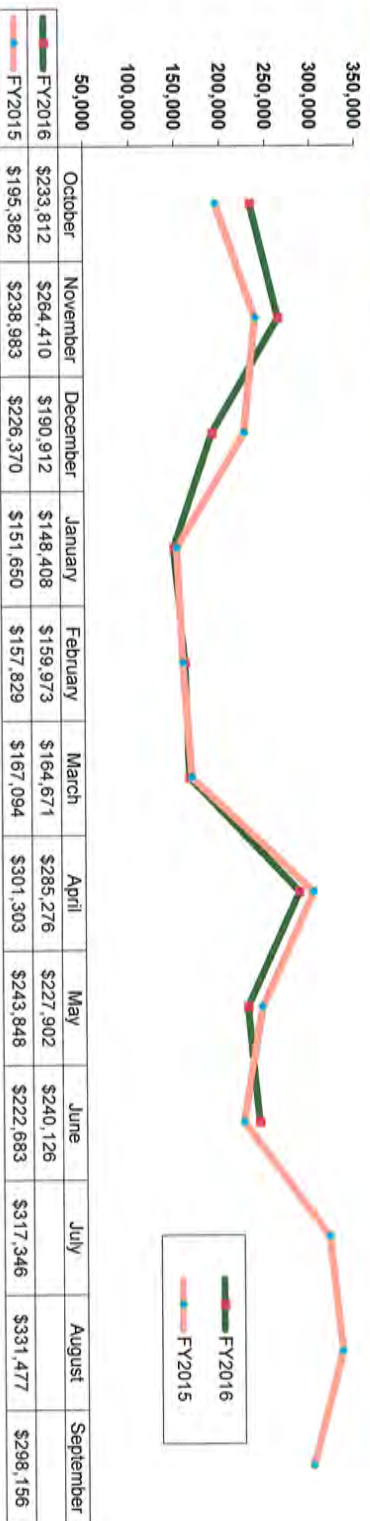
❑ Electric Fund Revenues Year-to-date (YTD) as of June 30, 2016 are \$4,848,547 or 64.4% of the FY2016 adopted budget.



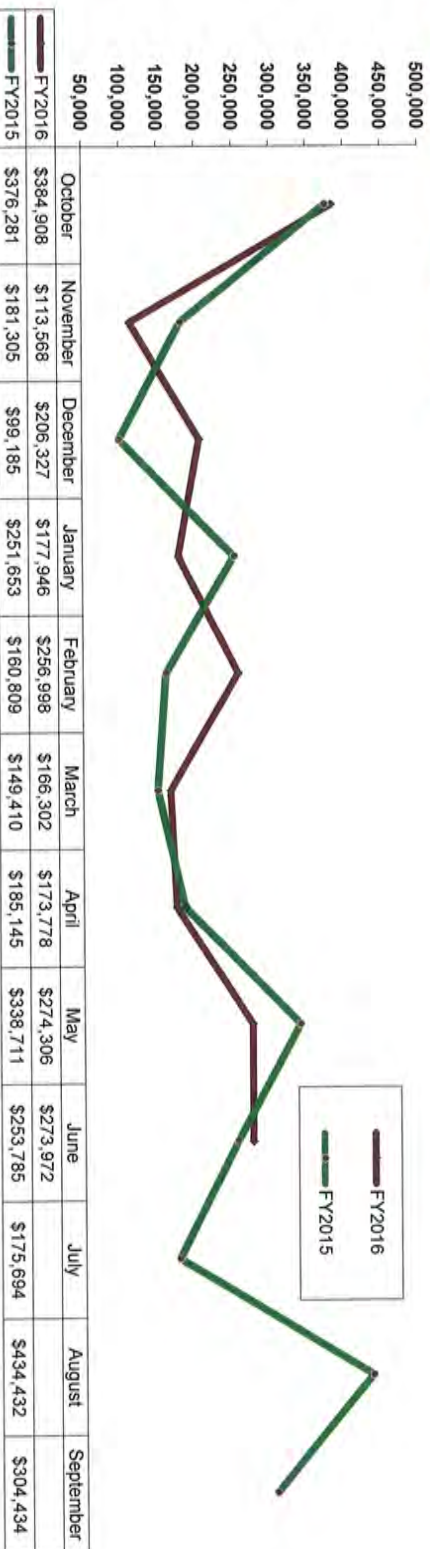
# HOTEL MOTEL TAX REVENUE FUND REVENUE AND EXPENDITURES AS OF JUNE 30, 2016

- Revenues as of Dec. 31, 2015 represent YTD earned revenue of \$689,134. Due to an audit adjustment that accrues our revenue into the period it was earned, the revenue earned in October is an estimate.
- Expenses in October are increased due to the one-time disbursement of funds to Hotel Motel funded organizations. The spike in August 2015 was the additional funding transfer to General Fund for Bastrop Art Guild and double payments to BMC.

## Hotel / Motel Fund Revenue



## Hotel / Motel Fund Expenses





FINANCIAL STATEMENT REPORTS ARE ATTACHED  
- GENERAL FUND  
- WATER/ WASTEWATER UTILITY FUND  
- HOTEL MOTEL FUND



## 101-GENERAL FUND

## REVENUES

| PRIOR | CURRENT | M-T-D  | Y-T-D  | BUDGET  | 1 OF   |
|-------|---------|--------|--------|---------|--------|
| Y-T-D | BUDGET  | ACTUAL | ACTUAL | BALANCE | BUDGET |

## TAXES &amp; PENALTIES

|                                      |              |              |            |              |              |        |
|--------------------------------------|--------------|--------------|------------|--------------|--------------|--------|
| 00-00-4001 CURRENT TAXES MCO         | 2,753,650.40 | 2,956,945.00 | 12,312.60  | 2,986,481.89 | ( 29,536.89) | 101.00 |
| 00-00-4002 DELINQUENT TAXES MCO      | 22,419.87    | 35,750.00    | 2,609.70   | 18,180.36    | 17,569.64    | 50.85  |
| 00-00-4003 PENALTIES & INTEREST MCO  | 24,439.57    | 26,000.00    | 3,970.47   | 23,431.25    | 2,568.75     | 90.12  |
| 00-00-4004 FRANCHISE TAX             | 275,419.96   | 410,000.00   | 19,745.73  | 274,972.93   | 135,027.07   | 67.07  |
| 00-00-4006 CITY SALES TAX            | 2,923,047.16 | 3,996,190.00 | 339,822.56 | 3,146,341.06 | 849,848.94   | 78.73  |
| 00-00-4008 OCCUPATION TAX            | 4,978.78     | 8,000.00     | 590.00     | 4,697.67     | 3,302.33     | 58.72  |
| 00-00-4009 MIXED BEVERAGE TAX        | 23,055.37    | 48,000.00    | 0.00       | 25,965.33    | 22,034.67    | 54.09  |
| 00-00-4010 380 AGREEMENT PROP REFUND | ( 44,029.26) | ( 45,000.00) | 0.00       | ( 46,607.13) | 1,607.13     | 103.57 |
| TOTAL TAXES & PENALTIES              | 5,982,981.85 | 7,435,885.00 | 379,051.26 | 6,433,463.36 | 1,002,421.64 | 86.52  |

## LICENSES &amp; PERMITS

|                                     |            |            |           |            |              |        |
|-------------------------------------|------------|------------|-----------|------------|--------------|--------|
| 00-00-4020 BUILDING PERMITS         | 102,250.24 | 120,000.00 | 8,684.43  | 71,013.77  | 48,986.23    | 59.18  |
| 00-00-4021 ZONING FEES              | 1,247.56   | 3,500.00   | 303.00    | 2,118.00   | 1,382.00     | 60.51  |
| 00-00-4022 PLATING FEES             | 33,735.35  | 40,000.00  | 9,055.00  | 56,989.13  | ( 16,989.13) | 142.47 |
| 00-00-4023 SPECIAL EVENT PERMIT FEE | 900.00     | 2,000.00   | 200.00    | 844.00     | 1,156.00     | 42.20  |
| TOTAL LICENSES & PERMITS            | 139,133.21 | 165,500.00 | 18,258.43 | 130,964.90 | 34,535.10    | 79.13  |

## CHARGES FOR SERVICES

|                                      |            |            |           |            |             |        |
|--------------------------------------|------------|------------|-----------|------------|-------------|--------|
| 00-00-4040 ANIMAL SERVICE RECEIPTS   | 170.00     | 200.00     | 5.00      | 160.00     | 40.00       | 80.00  |
| 00-00-4043 PARK RENTALS & FEES       | 1,665.00   | 2,000.00   | 790.00    | 1,700.00   | 300.00      | 85.00  |
| 00-00-4044 PD ACCIDENT REPORTS       | 1,438.00   | 1,800.00   | 382.00    | 1,423.00   | 377.00      | 79.06  |
| 00-00-4046 SPECIAL EVENTS HOT FEIWB  | 13,670.21  | 10,000.00  | 0.00      | 4,453.24   | 25,546.76   | 14.84  |
| 00-00-4047 PROJ ESCROW REINE         | 0.00       | 0.00       | 0.00      | 3,946.24   | ( 3,946.24) | 0.00   |
| 00-00-4049 TRANSFER STATION RECEIPTS | 4,205.00   | 5,000.00   | 260.00    | 5,684.62   | ( 684.62)   | 113.69 |
| 00-00-4051 SANITATION REVENUE        | 353,567.06 | 475,000.00 | 40,032.46 | 360,241.44 | 114,758.56  | 75.84  |
| 00-00-4052 SANITATION PENALTIES      | 5,689.97   | 7,500.00   | 680.48    | 5,419.19   | 2,080.81    | 72.26  |
| TOTAL CHARGES FOR SERVICES           | 380,425.24 | 521,500.00 | 40,569.94 | 383,027.73 | 138,472.27  | 73.45  |

## FINES &amp; FOREFEITURES

|                                      |            |            |           |            |              |        |
|--------------------------------------|------------|------------|-----------|------------|--------------|--------|
| 00-00-4070 MUNICIPAL COURT FINES     | 135,435.41 | 135,000.00 | 21,971.65 | 224,514.92 | ( 29,514.92) | 115.14 |
| 00-00-4076 LIBRARY RECEIPTS          | 12,884.37  | 16,000.00  | 1,577.66  | 12,883.83  | 3,116.17     | 80.52  |
| 00-00-4078 JUVENILE CASE MANAGER-M/C | 6,999.49   | 7,500.00   | 919.77    | 8,019.50   | ( 519.50)    | 106.93 |
| 00-00-4080 TEEN COURT (MC)           | 550.31     | 1,000.00   | 0.00      | 886.90     | 113.10       | 88.69  |
| TOTAL FINES & FOREFEITURES           | 215,869.58 | 219,500.00 | 24,469.28 | 246,305.15 | ( 26,805.15) | 112.21 |

## INTEREST INCOME

|                              |          |          |          |           |              |        |
|------------------------------|----------|----------|----------|-----------|--------------|--------|
| 00-00-4400 INTEREST RECEIPTS | 3,548.55 | 4,000.00 | 2,448.12 | 16,945.13 | ( 12,945.13) | 423.63 |
| TOTAL INTEREST INCOME        | 3,548.55 | 4,000.00 | 2,448.12 | 16,945.13 | ( 12,945.13) | 423.63 |

## FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2016

## 101-GENERAL FUND

## REVENUES

|  | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|--|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
|--|----------------|-------------------|-----------------|-----------------|-------------------|----------------|

## INTERGOVERNMENTAL

|                                        |            |            |      |           |            |        |
|----------------------------------------|------------|------------|------|-----------|------------|--------|
| 00-00-4413 BID PROJECT RECEIPTS        | 26,561.31  | 0.00       | 0.00 | 0.00      | 0.00       | 0.00%  |
| 00-00-4414 DEPT OF JUSTICE GRANT REIMB | 694.43     | 0.00       | 0.00 | 0.00      | 0.00       | 0.00%  |
| 00-00-4415 EMERGENCY MANAGEMENT        | 23,366.97  | 30,000.00  | 0.00 | 7,652.26  | 22,147.74  | 25.51% |
| 00-00-4419 PROPERTY LIEN PAYMENTS      | 7,705.00   | 0.00       | 0.00 | 0.00      | 0.00       | 0.00%  |
| 00-00-4493 BDC IN-KIND                 | 126,809.82 | 189,000.00 | 0.00 | 68,769.24 | 120,230.76 | 36.39% |
| 00-00-4496 DONATION IN-KIND            | 183,000.00 | 0.00       | 0.00 | 0.00      | 0.00       | 0.00%  |
| TOTAL INTERGOVERNMENTAL                | 368,139.53 | 219,000.00 | 0.00 | 76,421.50 | 142,538.50 | 34.90% |

## MISCELLANEOUS

|                                    |           |           |          |           |           |         |
|------------------------------------|-----------|-----------|----------|-----------|-----------|---------|
| 00-00-4509 GENERAL DONATIONS       | 1,545.38  | 1,200.00  | 128.00   | 853.00    | 347.00    | 71.08%  |
| 00-00-4512 SALE OF FIXED ASSETS    | 546.00    | 0.00      | 0.00     | 0.00      | 0.00      | 0.00%   |
| 00-00-4536 MISCELLANEOUS           | 18,148.12 | 25,000.00 | 4,465.20 | 73,119.68 | 48,119.68 | 292.46% |
| 00-00-4537 INSURANCE PROCEEDS      | 9,906.31  | 341.00    | 245.00   | 2,232.94  | 1,891.94  | 654.82% |
| 00-00-4543 DEVELOPER REIMBURSEMENT | 0.00      | 0.00      | 0.00     | 18,171.52 | 18,171.52 | 0.00%   |
| TOTAL MISCELLANEOUS                | 30,145.81 | 26,541.00 | 4,838.20 | 94,377.54 | 67,836.14 | 355.59% |

## TRANSFERS-IN

|                                         |            |            |           |            |            |        |
|-----------------------------------------|------------|------------|-----------|------------|------------|--------|
| 00-00-4703 TRANSFERS IN - ELECTRIC FUND | 460,125.00 | 557,750.00 | 86,479.17 | 418,312.53 | 139,437.47 | 75.00% |
| 00-00-4709 TRANSFERS IN - DESIGNATED    | 0.00       | 0.00       | 0.00      | 10,787.30  | 10,787.30  | 0.00%  |
| 00-00-4718 TRANSFER-IN SPECIAL PROJECT  | 200,000.00 | 0.00       | 0.00      | 0.00       | 0.00       | 0.00%  |
| TOTAL TRANSFERS-IN                      | 660,125.00 | 557,750.00 | 46,479.17 | 429,099.83 | 120,650.17 | 76.93% |

## \*\* TOTAL REVENUE \*\*

|  |              |              |            |              |              |        |
|--|--------------|--------------|------------|--------------|--------------|--------|
|  | 7,779,388.77 | 9,149,676.00 | 516,114.40 | 7,810,604.74 | 1,139,071.26 | 85.36% |
|--|--------------|--------------|------------|--------------|--------------|--------|



## 101-GENERAL FUND

## EXPENDITURES

| PRIOR | CURRENT | M-T-D  | Y-T-D  | BUDGET  | % OF   |
|-------|---------|--------|--------|---------|--------|
| Y-T-D | BUDGET  | ACTUAL | ACTUAL | BALANCE | BUDGET |

## NON-DEPARTMENT

## 00-NON-PROGRAM

## TOTAL

## TOTAL

## LEGISLATIVE

## 00-NON-PROGRAM

## PERSONNEL COSTS

## SUPPLIES &amp; MATERIALS

## OCCUPANCY

## CONTRACTUAL SERVICES

## OTHER CHARGES

## TOTAL 00-NON-PROGRAM

## TOTAL LEGISLATIVE

## ORGANIZATIONAL

## 00-NON-PROGRAM

## PERSONNEL COSTS

## SUPPLIES &amp; MATERIALS

## MAINTENANCE &amp; REPAIRS

## CONTRACTUAL SERVICES

## OTHER CHARGES

## CONTINGENCY

## CAPITAL OUTLAY

## TRANSFERS OUT

## TOTAL 00-NON-PROGRAM

## TOTAL ORGANIZATIONAL

## CITY MANAGER

## 00-NON-PROGRAM

## PERSONNEL COSTS

## SUPPLIES &amp; MATERIALS

## OCCUPANCY

## CONTRACTUAL SERVICES

## OTHER CHARGES

## TOTAL 00-NON-PROGRAM

## TOTAL CITY MANAGER

## FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2016

## 101-GENERAL FUND

## EXPENDITURES

| PRIOR | CURRENT | M-T-D  | Y-T-D  | BUDGET  | % OF   |
|-------|---------|--------|--------|---------|--------|
| Y-T-D | BUDGET  | ACTUAL | ACTUAL | BALANCE | BUDGET |

## CITY SECRETARY

|                      |           |           |           |           |           |       |
|----------------------|-----------|-----------|-----------|-----------|-----------|-------|
| 00-NON-PROGRAM       |           |           |           |           |           |       |
| PERSONNEL COSTS      | 43,436.44 | 32,853.00 | 7,233.89  | 67,019.80 | 25,833.20 | 72.18 |
| SUPPLIES & MATERIALS | 1,168.54  | 5,975.00  | 252.02    | 961.45    | 5,013.55  | 16.09 |
| OCCUPANCY            | 1,972.06  | 2,190.00  | 248.55    | 1,811.05  | 378.95    | 82.70 |
| CONTRACTUAL SERVICES | 4,780.00  | 5,600.00  | 442.03    | 442.03    | 5,157.97  | 7.89  |
| OTHER CHARGES        | 19,155.00 | 20,545.00 | 7,798.34  | 14,937.38 | 5,607.62  | 72.71 |
| TOTAL 00-NON-PROGRAM | 70,512.04 | 86,073.00 | 15,974.83 | 55,296.95 | 30,776.05 | 64.24 |
| TOTAL CITY SECRETARY | 70,512.04 | 86,073.00 | 15,974.83 | 55,296.95 | 30,776.05 | 64.24 |

## FINANCE

|                       |            |            |           |            |           |       |
|-----------------------|------------|------------|-----------|------------|-----------|-------|
| 00-NON-PROGRAM        |            |            |           |            |           |       |
| PERSONNEL COSTS       | 237,109.51 | 349,248.00 | 29,212.00 | 256,340.48 | 92,907.52 | 73.40 |
| SUPPLIES & MATERIALS  | 6,227.93   | 8,430.00   | 128.76    | 4,022.16   | 4,407.84  | 47.72 |
| MAINTENANCE & REPAIRS | 31,331.54  | 33,000.00  | 0.00      | 18,395.59  | 14,604.41 | 56.74 |
| OCCUPANCY             | 5,474.10   | 7,550.00   | 699.24    | 4,899.66   | 2,650.34  | 64.90 |
| CONTRACTUAL SERVICES  | 29,912.47  | 57,650.00  | 0.00      | 34,087.61  | 23,562.39 | 59.13 |
| OTHER CHARGES         | 9,810.06   | 221,527.00 | 18,044.06 | 166,060.62 | 55,466.38 | 74.96 |
| TOTAL 00-NON-PROGRAM  | 319,871.61 | 234,351.00 | 11,994.94 | 151,884.88 | 82,656.12 | 64.73 |

|                                |            |            |           |            |            |        |
|--------------------------------|------------|------------|-----------|------------|------------|--------|
| UTILITY CUSTOMER SERVICE       |            |            |           |            |            |        |
| PERSONNEL COSTS                | 247,989.96 | 261,587.00 | 20,570.43 | 191,954.12 | 69,632.88  | 73.38  |
| SUPPLIES & MATERIALS           | 24,099.64  | 31,190.00  | 1,648.98  | 14,966.82  | 16,223.18  | 47.99  |
| MAINTENANCE & REPAIRS          | 3,819.49   | 25,500.00  | 0.00      | 26,594.79  | 1,094.79   | 104.29 |
| OCCUPANCY                      | 7,013.27   | 9,620.00   | 882.21    | 8,716.50   | 901.50     | 90.63  |
| CONTRACTUAL SERVICES           | 303,674.12 | 446,050.00 | 35,731.64 | 286,406.32 | 159,643.68 | 64.21  |
| OTHER CHARGES                  | 3,382.95   | 321,443.00 | 26,987.56 | 242,182.27 | 79,260.73  | 75.34  |
| TOTAL UTILITY CUSTOMER SERVICE | 589,977.43 | 452,504.00 | 37,045.70 | 286,458.28 | 166,045.72 | 63.31  |
| TOTAL FINANCE                  | 909,849.04 | 686,855.00 | 44,040.64 | 438,183.16 | 248,711.84 | 63.79  |

## HUMAN RESOURCE

|                      |           |            |           |           |           |        |
|----------------------|-----------|------------|-----------|-----------|-----------|--------|
| 00-NON-PROGRAM       |           |            |           |           |           |        |
| PERSONNEL COSTS      | 73,417.86 | 126,021.00 | 10,595.06 | 81,618.41 | 44,202.59 | 64.92  |
| SUPPLIES & MATERIALS | 482.09    | 6,875.00   | 583.08    | 1,535.10  | 5,339.90  | 22.33  |
| OCCUPANCY            | 2,588.41  | 3,443.00   | 712.35    | 2,624.57  | 820.43    | 76.18  |
| CONTRACTUAL SERVICES | 30.00     | 325.00     | 6.00      | 23.00     | 302.00    | 7.08   |
| OTHER CHARGES        | 9,054.72  | 11,783.00  | 2,566.94  | 13,222.15 | 1,439.15  | 112.21 |
| TOTAL 00-NON-PROGRAM | 85,583.08 | 124,883.00 | 9,329.55  | 72,778.93 | 52,104.07 | 58.28  |
| TOTAL HUMAN RESOURCE | 85,583.08 | 124,883.00 | 9,329.55  | 72,778.93 | 52,104.07 | 58.28  |

## FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2016

## 101-GENERAL FUND

## EXPENDITURES

| RATION | CURRENT | M-T-D  | Y-T-D  | BUDGET  | % OF   |
|--------|---------|--------|--------|---------|--------|
| Y-T-D  | BUDGET  | ACTUAL | ACTUAL | BALANCE | BUDGET |

## INFORMATION TECHNOLOGY

## 00-NON-PROGRAM

|                              |            |               |             |              |              |       |
|------------------------------|------------|---------------|-------------|--------------|--------------|-------|
| PERSONNEL COSTS              | 79,428.80  | 173,365.00    | 13,460.12   | 127,860.36   | 45,984.62    | 73.48 |
| SUPPLIES & MATERIALS         | 9,759.38   | 19,050.00     | 72.82       | 11,242.23    | 7,807.77     | 59.01 |
| MAINTENANCE & REPAIRS        | 63,168.43  | 129,100.00    | 528.00      | 95,571.68    | 33,528.32    | 74.03 |
| OCCUPANCY                    | 6,106.87   | 11,128.00     | 1,289.14    | 9,288.52     | 1,839.48     | 83.47 |
| CONTRACTUAL SERVICES         | 3,362.76   | 11,471.00     | 0.00        | 3,490.00     | 7,981.00     | 30.42 |
| OTHER CHARGES                | 5,234.12   | ( 107,380.00) | ( 9,531.58) | ( 84,454.72) | ( 22,925.28) | 78.65 |
| CAPITAL OUTLAY               | 0.00       | 25,000.00     | 0.00        | 24,245.00    | 755.00       | 96.96 |
| TOTAL 00-NON-PROGRAM         | 167,060.36 | 281,734.00    | 5,818.50    | 186,763.09   | 74,970.91    | 71.36 |
| TOTAL INFORMATION TECHNOLOGY | 167,060.36 | 281,734.00    | 5,818.50    | 186,763.09   | 74,970.91    | 71.36 |

## FILMING/BROADCASTING

## 00-NON-PROGRAM

## TOTAL

## POLICE

|                       |            |              |            |            |            |       |
|-----------------------|------------|--------------|------------|------------|------------|-------|
| ADMINISTRATION        | 320,331.22 | 468,325.00   | 37,172.67  | 353,352.20 | 114,972.80 | 75.45 |
| PERSONNEL COSTS       | 15,461.13  | 28,145.00    | 3,338.45   | 20,755.20  | 7,389.80   | 73.74 |
| SUPPLIES & MATERIALS  | 22,347.52  | 32,710.00    | 1,964.87   | 23,184.54  | 9,515.46   | 70.91 |
| MAINTENANCE & REPAIRS | 39,651.48  | 56,380.00    | 7,566.23   | 39,203.07  | 17,176.93  | 69.53 |
| OCCUPANCY             | 144,371.46 | 197,345.00   | 47,324.23  | 143,562.94 | 53,782.06  | 72.75 |
| CONTRACTUAL SERVICES  | 13,382.46  | 35,155.00    | 2,833.74   | 25,717.15  | 9,437.85   | 73.15 |
| OTHER CHARGES         | 34,405.00  | 505,375.00   | 0.00       | 1,497.50   | 503,877.50 | 0.30  |
| CAPITAL OUTLAY        | 589,950.27 | 1,323,435.00 | 100,200.17 | 607,282.60 | 716,152.40 | 45.89 |
| TOTAL ADMINISTRATION  | 320,331.22 | 468,325.00   | 37,172.67  | 353,352.20 | 114,972.80 | 75.45 |

## CODE ENFORCEMENT

|                        |           |           |          |           |           |       |
|------------------------|-----------|-----------|----------|-----------|-----------|-------|
| PERSONNEL COSTS        | 38,929.79 | 56,996.00 | 4,331.04 | 40,993.84 | 16,002.16 | 71.92 |
| SUPPLIES & MATERIALS   | 631.74    | 5,200.00  | 270.97   | 1,349.89  | 3,850.11  | 25.96 |
| MAINTENANCE & REPAIRS  | 131.06    | 1,950.00  | 0.00     | 922.27    | 1,028.73  | 47.24 |
| CONTRACTUAL SERVICES   | 4,960.00  | 12,875.00 | 0.00     | 3,589.99  | 11,285.01 | 12.35 |
| OTHER CHARGES          | 3,287.09  | 21,945.00 | 97.59    | 12,109.67 | 9,835.33  | 65.18 |
| TOTAL CODE ENFORCEMENT | 47,939.68 | 99,966.00 | 4,699.60 | 56,964.66 | 42,001.34 | 57.56 |

## EMERGENCY MANAGEMENT

|                            |        |          |      |          |          |       |
|----------------------------|--------|----------|------|----------|----------|-------|
| SUPPLIES & MATERIALS       | 1.56   | 2,160.00 | 0.00 | 29.49    | 2,130.51 | 1.37  |
| MAINTENANCE & REPAIRS      | 106.94 | 1,640.00 | 0.00 | 1,631.97 | 8.03     | 99.51 |
| OTHER CHARGES              | 725.48 | 2,000.00 | 0.00 | 1,552.84 | 447.16   | 77.64 |
| TOTAL EMERGENCY MANAGEMENT | 833.98 | 5,800.00 | 0.00 | 3,214.30 | 2,585.70 | 55.42 |



## 101-GENERAL FUND

## EXPENDITURES

| PRIOR | CURRENT | M-T-D  | Y-T-D  | BUDGET  | % OF   |
|-------|---------|--------|--------|---------|--------|
| Y-T-D | BUDGET  | ACTUAL | ACTUAL | BALANCE | BUDGET |

|                       |            |            |           |            |           |
|-----------------------|------------|------------|-----------|------------|-----------|
| POLICE-CID            |            |            |           |            |           |
| PERSONNEL COSTS       | 101,185.02 | 247,540.00 | 18,469.73 | 175,244.16 | 72,295.84 |
| SUPPLIES & MATERIALS  | 1,686.22   | 4,400.00   | 122.34    | 1,225.69   | 3,174.31  |
| MAINTENANCE & REPAIRS | 223.55     | 3,360.00   | 68.24     | 310.27     | 3,049.73  |
| CONTRACTUAL SERVICES  | 1,362.37   | 3,600.00   | 21.50     | 21.50      | 3,578.50  |
| OTHER CHARGES         | 3,073.00   | 6,700.00   | 74.75     | 4,601.40   | 2,098.60  |
| TOTAL POLICE-CID      | 107,530.16 | 265,600.00 | 18,756.56 | 181,403.02 | 84,156.98 |

|                       |              |              |            |              |            |
|-----------------------|--------------|--------------|------------|--------------|------------|
| POLICE-PATROL         |              |              |            |              |            |
| PERSONNEL COSTS       | 869,455.93   | 1,386,860.00 | 105,286.36 | 981,917.72   | 405,542.28 |
| SUPPLIES & MATERIALS  | 65,999.53    | 108,986.00   | 3,340.48   | 69,646.04    | 39,339.96  |
| MAINTENANCE & REPAIRS | 16,744.24    | 21,241.00    | 3,253.25   | 15,873.54    | 5,367.46   |
| CONTRACTUAL SERVICES  | 16,856.68    | 12,870.00    | 1,101.69   | 4,145.33     | 8,724.67   |
| OTHER CHARGES         | 4,861.87     | 9,800.00     | 954.46     | 4,010.91     | 5,789.09   |
| CAPITAL OUTLAY        | 91,516.89    | 168,539.00   | 0.00       | 168,537.38   | 1.62       |
| TOTAL POLICE-PATROL   | 1,065,435.14 | 1,708,296.00 | 113,936.24 | 1,243,534.72 | 464,761.28 |

|                               |              |              |            |              |              |
|-------------------------------|--------------|--------------|------------|--------------|--------------|
| POLICE-CRIME PREVENTION       |              |              |            |              |              |
| PERSONNEL COSTS               | 61,014.01    | 0.00         | 0.00       | 0.00         | 0.00         |
| SUPPLIES & MATERIALS          | 433.30       | 2,650.00     | 231.84     | 1,189.00     | 1,461.00     |
| MAINTENANCE & REPAIRS         | 174.82       | 0.00         | 0.00       | 0.00         | 0.00         |
| CONTRACTUAL SERVICES          | 532.00       | 900.00       | 324.00     | 408.50       | 491.50       |
| OTHER CHARGES                 | 65.00        | 1,150.00     | 125.00     | 479.00       | 671.00       |
| TOTAL POLICE-CRIME PREVENTION | 62,219.13    | 4,700.00     | 680.44     | 2,076.50     | 2,623.50     |
| TOTAL POLICE                  | 1,873,928.36 | 3,406,797.00 | 238,773.01 | 2,094,475.80 | 1,312,321.20 |

## FIRE-VOLUNTEER

|                       |            |            |           |            |            |
|-----------------------|------------|------------|-----------|------------|------------|
| 00-NON-PROGRAM        |            |            |           |            |            |
| PERSONNEL COSTS       | 4,670.45   | 92,291.00  | 7,783.31  | 51,499.44  | 40,791.56  |
| SUPPLIES & MATERIALS  | 10,249.25  | 50,360.00  | 5,505.15  | 33,477.90  | 16,882.10  |
| MAINTENANCE & REPAIRS | 79,669.73  | 177,250.00 | 69,284.44 | 113,899.98 | 63,350.02  |
| OCCUPANCY             | 24,269.80  | 46,150.00  | 2,907.72  | 32,630.64  | 13,519.36  |
| CONTRACTUAL SERVICES  | 27,813.59  | 25,500.00  | 262.45    | 20,665.97  | 4,834.03   |
| OTHER CHARGES         | 14,636.98  | 22,325.00  | 3,987.83  | 16,957.86  | 5,367.12   |
| CAPITAL OUTLAY        | 0.00       | 69,000.00  | 0.00      | 9.00       | 69,000.00  |
| TOTAL 00-NON-PROGRAM  | 161,509.78 | 482,876.00 | 89,730.90 | 269,351.81 | 213,544.39 |
| TOTAL FIRE-VOLUNTEER  | 161,509.78 | 482,876.00 | 89,730.90 | 269,351.81 | 213,544.39 |

## MUNICIPAL COURT

|                       |            |            |           |            |           |
|-----------------------|------------|------------|-----------|------------|-----------|
| 00-NON-PROGRAM        |            |            |           |            |           |
| PERSONNEL COSTS       | 214,856.46 | 227,530.00 | 15,341.02 | 158,868.97 | 68,661.03 |
| SUPPLIES & MATERIALS  | 7,673.31   | 11,250.00  | 435.78    | 6,551.38   | 4,698.62  |
| MAINTENANCE & REPAIRS | 13,442.95  | 9,300.00   | 0.00      | 8,026.02   | 1,273.98  |
| OCCUPANCY             | 7,606.48   | 10,310.00  | 1,011.40  | 6,658.61   | 3,651.39  |
| CONTRACTUAL SERVICES  | 24,176.97  | 35,750.00  | 1,862.63  | 22,735.00  | 13,015.00 |

FINANCIAL STATEMENT  
AS OF: JUNE 30TH, 2016

## 101-GENERAL FUND

| EXPENDITURES                 | PRIO<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------|---------------|-------------------|-----------------|-----------------|-------------------|----------------|
| OTHER CHARGES                | 6,527.49      | 7,500.00          | 495.15          | 4,471.82        | 2,928.18          | 61.26          |
| TOTAL 00-NON-PROGRAM         | 274,283.66    | 301,440.00        | 19,145.98       | 207,311.80      | 94,128.20         | 68.77          |
| TOTAL MUNICIPAL COURT        | 274,283.66    | 301,440.00        | 19,145.98       | 207,311.80      | 94,128.20         | 68.77          |
| PLANNING & DEVELOPMENT       |               |                   |                 |                 |                   |                |
| 00-NON-PROGRAM               |               |                   |                 |                 |                   |                |
| PERSONNEL COSTS              | 338,353.18    | 497,825.00        | 36,596.58       | 355,861.74      | 141,963.26        | 71.40          |
| SUPPLIES & MATERIALS         | 8,273.87      | 14,550.00         | 393.43          | 5,320.41        | 9,229.59          | 36.57          |
| MAINTENANCE & REPAIRS        | 331.93        | 2,000.00          | 0.00            | 1,744.55        | 255.35            | 87.23          |
| OCCUPANCY                    | 8,017.73      | 12,700.00         | 1,146.00        | 7,353.66        | 5,346.34          | 57.90          |
| CONTRACTUAL SERVICES         | 133,273.39    | 307,500.00        | 20,001.46       | 222,725.65      | 84,774.15         | 72.43          |
| OTHER CHARGES                | 37,243.99     | 49,291.00         | 4,017.60        | 37,430.16       | 11,860.84         | 75.94          |
| CAPITAL OUTLAY               | 0.00          | 73,000.00         | 0.00            | 0.00            | 73,000.00         | 0.00           |
| TOTAL 00-NON-PROGRAM         | 525,500.09    | 956,866.00        | 61,955.07       | 630,436.47      | 326,429.53        | 65.89          |
| TOTAL PLANNING & DEVELOPMENT | 525,500.09    | 956,866.00        | 61,955.07       | 630,436.47      | 326,429.53        | 65.89          |
| PUBLIC WORKS                 |               |                   |                 |                 |                   |                |
| ADMINISTRATION               |               |                   |                 |                 |                   |                |
| PERSONNEL COSTS              | 470,645.74    | 684,110.00        | 46,863.11       | 447,710.21      | 236,399.79        | 65.44          |
| SUPPLIES & MATERIALS         | 63,684.73     | 81,400.00         | 6,852.16        | 47,643.01       | 33,756.99         | 58.53          |
| MAINTENANCE & REPAIRS        | 34,339.35     | 109,000.00        | 2,977.55        | 87,433.08       | 21,566.92         | 80.21          |
| OCCUPANCY                    | 7,984.43      | 16,010.00         | 1,111.63        | 8,771.93        | 5,238.07          | 62.61          |
| CONTRACTUAL SERVICES         | 21,135.69     | 58,225.00         | 2,818.60        | 43,517.38       | 14,707.62         | 74.74          |
| OTHER CHARGES                | 51,181.57     | 11,900.00         | 247.76          | 5,199.28        | 6,700.73          | 43.69          |
| CAPITAL OUTLAY               | 0.00          | 989,000.00        | 9,900.84        | 150,992.14      | 838,007.86        | 15.58          |
| TOTAL ADMINISTRATION         | 648,791.51    | 1,927,645.00      | 70,781.85       | 791,267.04      | 1,136,377.96      | 41.05          |
| RECREATION                   |               |                   |                 |                 |                   |                |
| CONTRACTUAL SERVICES         | 10,424.00     | 42,500.00         | 0.00            | 19,750.00       | 22,750.00         | 46.47          |
| TOTAL RECREATION             | 10,424.00     | 42,500.00         | 0.00            | 19,750.00       | 22,750.00         | 46.47          |
| PARKS                        |               |                   |                 |                 |                   |                |
| PERSONNEL COSTS              | 320,199.50    | 556,460.00        | 40,493.09       | 366,163.83      | 199,296.17        | 65.86          |
| SUPPLIES & MATERIALS         | 20,329.15     | 40,800.00         | 2,526.93        | 21,899.58       | 18,900.42         | 53.68          |
| MAINTENANCE & REPAIRS        | 37,754.61     | 66,950.00         | 6,224.67        | 60,103.36       | 26,846.62         | 69.12          |
| OCCUPANCY                    | 39,856.70     | 56,940.00         | 10,479.81       | 43,737.23       | 13,202.77         | 76.81          |
| CONTRACTUAL SERVICES         | 9,071.54      | 23,880.00         | 1,886.36        | 13,782.20       | 10,097.80         | 57.71          |
| OTHER CHARGES                | 5,299.32      | 12,150.00         | 295.77          | 7,591.76        | 4,558.24          | 62.48          |
| CAPITAL OUTLAY               | 104.00        | 388,000.00        | 89,079.20       | 205,973.20      | 182,026.80        | 53.09          |
| TOTAL PARKS                  | 431,406.82    | 1,165,180.00      | 150,985.83      | 719,251.16      | 445,928.82        | 61.73          |

## FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2016

## 101-GENERAL FUND

## EXPENDITURES

| PERIOD | CURRENT | N-T-D  | Y-T-D  | BUDGET  | % OF   |
|--------|---------|--------|--------|---------|--------|
| Y-T-D  | BUDGET  | ACTUAL | ACTUAL | BALANCE | BUDGET |

## BUILDING MAINTENANCE

## PERSONNEL COSTS

## SUPPLIES &amp; MATERIALS

## MAINTENANCE &amp; REPAIRS

## OCCUPANCY

## CONTRACTUAL SERVICES

## OTHER CHARGES

## CAPITAL OUTLAY

## TOTAL BUILDING MAINTENANCE

## TOTAL PUBLIC WORKS

## LIBRARY

## 00-NON-PROGRAM

## PERSONNEL COSTS

## SUPPLIES &amp; MATERIALS

## MAINTENANCE &amp; REPAIRS

## OCCUPANCY

## CONTRACTUAL SERVICES

## OTHER CHARGES

## TOTAL 00-NON-PROGRAM

## TOTAL LIBRARY

## BADC ADMINISTRATION

## 00-NON-PROGRAM

## TOTAL

## TOTAL

## \*\*\* TOTAL EXPENSES \*\*\*

## REVENUES OVER/ (UNDER) EXPENDITURES

\*\*\* END OF REPORT \*\*\*

|              |              |            |              |              |       |
|--------------|--------------|------------|--------------|--------------|-------|
| 109,017.73   | 161,265.00   | 13,503.32  | 101,604.11   | 59,460.89    | 63.13 |
| 8,305.76     | 14,080.00    | 2,265.40   | 10,906.97    | 3,171.03     | 77.48 |
| 570.35       | 1,889.00     | 175.15     | 726.75       | 1,162.25     | 38.47 |
| 314.95       | 1,200.00     | 79.04      | 298.56       | 901.44       | 24.88 |
| 751.43       | 1,600.00     | 314.00     | 1,266.16     | 333.84       | 79.14 |
| 175.70       | ( 32,423.00) | 2,712.84   | 24,284.69    | 8,138.31     | 74.90 |
| 0.00         | 30,000.00    | 0.00       | 0.00         | 30,000.00    | 0.00  |
| 118,739.92   | 177,611.00   | 13,624.07  | 90,719.86    | 86,891.14    | 51.08 |
| 1,709,367.25 | 3,312,936.00 | 235,391.75 | 1,620,984.06 | 1,691,947.92 | 48.93 |

|            |            |           |            |            |       |
|------------|------------|-----------|------------|------------|-------|
| 364,721.44 | 533,514.00 | 42,993.07 | 386,811.17 | 146,702.83 | 72.50 |
| 56,968.18  | 58,229.00  | 1,249.09  | 44,951.09  | 13,277.91  | 77.20 |
| 14,115.49  | 15,475.00  | 3,804.50  | 12,374.28  | 3,100.72   | 79.96 |
| 30,540.15  | 42,224.00  | 4,304.39  | 26,500.76  | 15,723.24  | 62.76 |
| 15,832.40  | 23,765.00  | 1,485.00  | 16,300.20  | 7,464.80   | 68.59 |
| 8,897.24   | 11,896.00  | ( 35.33)  | 8,426.43   | 3,469.57   | 70.83 |
| 491,084.90 | 685,103.00 | 53,800.72 | 495,363.93 | 189,739.07 | 72.31 |
| 491,094.96 | 685,103.00 | 53,800.72 | 495,363.93 | 189,739.07 | 72.31 |

|              |                 |               |              |                 |       |
|--------------|-----------------|---------------|--------------|-----------------|-------|
| 7,363,673.30 | 12,245,442.56   | 1,024,616.40  | 7,881,744.90 | 4,363,697.66    | 64.36 |
| 415,695.47   | ( 3,095,766.56) | ( 508,502.00) | 71,140.16    | ( 3,024,626.40) | 2.30  |



## FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2016

## 202-WATER/MASTEWATER FUND

| REVENUES | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | W-T-B<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
|----------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|

## CHARGES FOR SERVICES

## TOTAL

## WATER REVENUES

|                                    |              |              |            |              |            |        |
|------------------------------------|--------------|--------------|------------|--------------|------------|--------|
| 00-00-4101 WATER SALES-RESIDENTIAL | 918,583.56   | 1,362,500.00 | 123,936.42 | 984,496.56   | 378,009.44 | 72.26  |
| 00-00-4102 WATER SALES-COMMERCIAL  | 800,629.17   | 1,100,900.00 | 112,301.51 | 935,464.99   | 165,435.01 | 84.97  |
| 00-00-4150 PENALTIES               | 23,583.44    | 32,700.00    | 3,746.54   | 27,138.86    | 5,561.14   | 82.99  |
| 00-00-4152 WATER TAPPING FEES      | 6,000.00     | 5,000.00     | 1,500.00   | 5,900.00     | (900.00)   | 118.00 |
| 00-00-4154 WATER SERVICE FEES      | 14,940.00    | 22,000.00    | 1,362.50   | 11,912.50    | 10,087.50  | 54.15  |
| 00-00-4156 OTHER                   | 150.00       | 0.00         | 727.50     | 1,127.68     | 1,127.68   | 0.00   |
| TOTAL WATER REVENUES               | 1,763,886.17 | 2,523,100.00 | 241,574.47 | 1,966,034.55 | 557,065.41 | 77.92  |

## WASTEWATER REVENUES

|                                         |              |              |            |              |            |       |
|-----------------------------------------|--------------|--------------|------------|--------------|------------|-------|
| 00-00-4201 WASTEWATER SALES-RESIDENTIAL | 673,088.17   | 904,700.00   | 81,314.33  | 635,606.41   | 209,093.59 | 76.89 |
| 00-00-4202 WASTEWATER SALES-COMMERCIAL  | 529,041.74   | 686,700.00   | 63,496.18  | 562,602.22   | 124,097.78 | 81.93 |
| 00-00-4250 PENALTIES                    | 17,122.17    | 23,980.00    | 3,158.77   | 18,983.34    | 4,996.66   | 79.16 |
| 00-00-4252 SEWER TAPPING FEES           | 1,350.00     | 2,000.00     | 0.00       | 1,800.00     | 200.00     | 90.00 |
| 00-00-4256 OTHER                        | 560.00       | 5,000.00     | 0.00       | 450.00       | 4,550.00   | 9.00  |
| TOTAL WASTEWATER REVENUES               | 1,219,162.08 | 1,622,380.00 | 147,969.28 | 1,279,441.97 | 342,938.03 | 78.86 |

## OTHER REVENUE

## TOTAL

## INTEREST INCOME

|                              |          |          |          |           |             |        |
|------------------------------|----------|----------|----------|-----------|-------------|--------|
| 00-00-4400 INTEREST RECEIPTS | 2,498.47 | 3,000.00 | 2,312.37 | 13,540.28 | (10,540.28) | 451.34 |
| TOTAL INTEREST INCOME        | 2,498.47 | 3,000.00 | 2,312.37 | 13,540.28 | (10,540.28) | 451.34 |

## INTERGOVERNMENTAL

## TOTAL

## MISCELLANEOUS

|                                  |           |            |           |            |            |        |
|----------------------------------|-----------|------------|-----------|------------|------------|--------|
| 00-00-4519 BACKFLOW TESTING COST | 1,500.00  | 3,000.00   | 0.00      | 6,700.00   | (3,700.00) | 223.33 |
| 00-00-4547 BY THE WAY CAMPGROUND | 9,755.34  | 22,000.00  | 4,555.14  | 13,310.25  | 8,689.71   | 60.50  |
| 00-00-4548 ICRA/MCID             | 70,034.40 | 85,000.00  | 11,178.69 | 94,026.59  | 9,026.59   | 110.62 |
| TOTAL MISCELLANEOUS              | 81,289.74 | 110,000.00 | 15,833.83 | 114,026.88 | 4,036.88   | 103.67 |

## TRANSFERS-IN

|                                        |      |      |      |            |              |      |
|----------------------------------------|------|------|------|------------|--------------|------|
| 00-00-4732 TRANS IN - IMPACT FUND #103 | 0.00 | 0.00 | 0.00 | 246,683.55 | (246,683.55) | 0.00 |
| 00-00-4737 TRANS IN - FUND #725        | 0.00 | 0.00 | 0.00 | 37,026.59  | (37,026.59)  | 0.00 |
| TOTAL TRANSFERS-IN                     | 0.00 | 0.00 | 0.00 | 283,710.14 | (283,710.14) | 0.00 |

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FINANCIAL STATEMENT  
AS OF: JUNE 30TH, 2016

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202-WATER/WASTEWATER FUND

| REVENUES                      | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| OTHER SOURCES                 |                |                   |                 |                 |                   |                |
| 00-00-4810 INSURANCE PROCEEDS | 0.00           | 0.00              | 0.00            | 441.85          | 441.85            | 0.00           |
| TOTAL OTHER SOURCES           | 0.00           | 0.00              | 0.00            | 441.85          | 441.85            | 0.00           |
| ++ TOTAL REVENUE ++           | 3,066,836.46   | 4,258,480.00      | 407,689.95      | 3,657,205.71    | 601,274.29        | 85.88          |

## FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2016

## 202-WATER/WASTEWATER FUND

| EXPENDITURES                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| NON-DEPARTMENT               |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM               |                |                   |                 |                 |                   |                |
| TOTAL                        |                |                   |                 |                 |                   |                |
| WATER/WASTEWATER DEPT.       |                |                   |                 |                 |                   |                |
| ADMINISTRATION               |                |                   |                 |                 |                   |                |
| PERSONNEL COSTS              | 436,233.40     | 390,111.00        | 63,663.13       | 597,636.56      | 292,474.44        | 67.14          |
| SUPPLIES & MATERIALS         | 26,792.15      | 52,710.00         | 2,345.10        | 31,900.79       | 20,809.21         | 60.52          |
| MAINTENANCE & REPAIRS        | 5,917.29       | 19,436.00         | 714.30          | 9,036.49        | 10,343.51         | 46.77          |
| OCCUPANCY                    | 15,553.67      | 23,470.00         | 1,740.23        | 14,060.19       | 9,409.81          | 59.91          |
| CONTRACTUAL SERVICES         | 499,353.32     | 647,060.00        | 200,066.60      | 891,456.62      | 244,396.62        | 137.77         |
| OTHER CHARGES                | 41,893.76      | 46,000.00         | 38,595.71       | 51,370.47       | 5,370.47          | 111.67         |
| CONTINGENCY                  | 0.00           | 10,000.00         | 0.00            | 0.00            | 10,000.00         | 0.00           |
| DEBT SERVICE                 | 936,407.66     | 1,460,311.00      | 105,996.85      | 1,079,536.53    | 380,774.47        | 73.93          |
| TRANSFERS OUT                | 129,000.06     | 275,000.00        | 0.00            | 275,000.00      | 0.00              | 100.00         |
| TOTAL ADMINISTRATION         | 2,331,131.31   | 3,424,092.00      | 419,522.52      | 2,950,047.65    | 474,044.35        | 86.16          |
| W/W DISTRIBUT/COLLECT        |                |                   |                 |                 |                   |                |
| SUPPLIES & MATERIALS         | 1,706.36       | 22,800.00         | 462.40          | 21,822.97       | 977.13            | 95.71          |
| MAINTENANCE & REPAIRS        | 24,956.72      | 76,900.00         | 12,224.77       | 67,043.51       | 9,856.49          | 87.18          |
| CONTRACTUAL SERVICES         | 1,733.30       | 5,340.00          | 0.00            | 3,994.55        | 1,345.45          | 74.80          |
| OTHER CHARGES                | 148.30         | 1,500.00          | 0.00            | 497.50          | 1,002.50          | 33.17          |
| CAPITAL OUTLAY               | 0.00           | 2,300,000.00      | 0.00            | 0.00            | 2,300,000.00      | 0.00           |
| TOTAL W/W DISTRIBUT/COLLECT  | 28,544.88      | 2,406,540.00      | 12,687.17       | 93,358.43       | 2,313,181.57      | 3.83           |
| WATER PRODUCTION/TREAT       |                |                   |                 |                 |                   |                |
| SUPPLIES & MATERIALS         | 23,674.98      | 31,000.00         | 1,010.05        | 24,077.09       | 6,922.91          | 77.67          |
| MAINTENANCE & REPAIRS        | 42,546.58      | 214,712.00        | 16,754.65       | 200,523.08      | 14,188.92         | 93.39          |
| OCCUPANCY                    | 94,507.61      | 116,000.00        | 16,106.25       | 79,672.03       | 36,327.97         | 68.68          |
| CONTRACTUAL SERVICES         | 73,930.46      | 124,350.00        | 7,775.00        | 87,557.59       | 36,792.41         | 70.41          |
| TOTAL WATER PRODUCTION/TREAT | 234,653.63     | 486,062.00        | 41,545.95       | 391,829.79      | 94,232.21         | 80.61          |
| WW TREATMENT PLANT           |                |                   |                 |                 |                   |                |
| SUPPLIES & MATERIALS         | 20,223.74      | 29,800.00         | 1,579.24        | 20,099.18       | 9,700.82          | 67.45          |
| MAINTENANCE & REPAIRS        | 84,840.39      | 241,100.00        | 35,767.20       | 116,124.00      | 124,976.00        | 48.16          |
| OCCUPANCY                    | 120,720.87     | 150,000.00        | 25,665.53       | 123,712.09      | 26,287.91         | 82.47          |
| CONTRACTUAL SERVICES         | 49,454.54      | 77,000.00         | 2,818.00        | 41,791.11       | 35,208.89         | 54.27          |
| CAPITAL OUTLAY               | 0.00           | 143,692.00        | 0.00            | 93,400.00       | 52,292.00         | 64.11          |
| TOTAL WW TREATMENT PLANT     | 235,239.54     | 644,592.00        | 65,829.97       | 385,126.38      | 248,465.62        | 61.39          |
| TOTAL WATER/WASTEWATER DEPT. | 2,689,595.36   | 6,960,286.00      | 539,685.61      | 3,830,362.25    | 3,129,923.75      | 55.03          |

\*\*\* TOTAL EXPENSES \*\*\*

2,689,595.36

6,960,286.00

539,685.61

3,830,362.25

3,129,923.75

55.03



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CITY OF BASTROP  
FINANCIAL STATEMENT  
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202-WATER/SEWER/WATER FUND

| EXPENDITURES | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|--------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
|--------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|

|                                     |            |                 |               |               |                 |      |
|-------------------------------------|------------|-----------------|---------------|---------------|-----------------|------|
| REVENUES OVER/ (UNDER) EXPENDITURES | 377,241.10 | ( 2,701,606.00) | ( 131,993.66) | ( 173,156.54) | ( 2,328,649.46) | 6.41 |
|-------------------------------------|------------|-----------------|---------------|---------------|-----------------|------|

\*\*\* END OF REPORT \*\*\*

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CITY OF BASTROP

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FINANCIAL STATEMENT  
AS OF: JUNE 30TH, 2016

501-HOTEL/HOTEL TAX FUND

| REVENUES | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
|----------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|

|                                     |              |              |            |              |            |       |
|-------------------------------------|--------------|--------------|------------|--------------|------------|-------|
| TAXES & PENALTIES                   |              |              |            |              |            |       |
| 00-00-4007 HOTEL/HOTEL TAX RECEIPTS | 1,903,718.86 | 2,800,000.00 | 239,270.15 | 1,911,207.07 | 888,792.93 | 60.26 |
| TOTAL TAXES & PENALTIES             | 1,903,718.86 | 2,800,000.00 | 239,270.15 | 1,911,207.07 | 888,792.93 | 60.26 |

|                            |          |          |        |          |          |        |
|----------------------------|----------|----------|--------|----------|----------|--------|
| INTEREST INCOME            |          |          |        |          |          |        |
| 00-00-4400 INTEREST EARNED | 1,269.29 | 1,500.00 | 856.06 | 5,090.74 | 3,590.74 | 339.38 |
| TOTAL INTEREST INCOME      | 1,269.29 | 1,500.00 | 856.06 | 5,090.74 | 3,590.74 | 339.38 |

|                                 |        |      |      |      |      |      |
|---------------------------------|--------|------|------|------|------|------|
| MISCELLANEOUS                   |        |      |      |      |      |      |
| 00-00-4514 MISCELLANEOUS INCOME | 152.81 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL MISCELLANEOUS             | 152.81 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

|                     |              |              |            |              |            |       |
|---------------------|--------------|--------------|------------|--------------|------------|-------|
| ** TOTAL REVENUE ** | 1,905,140.96 | 2,801,500.00 | 240,126.21 | 1,916,297.81 | 885,202.19 | 60.40 |
|---------------------|--------------|--------------|------------|--------------|------------|-------|

## 501-HOTEL/MOTEL TAX FUND

| EXPENDITURES | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|--------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
|--------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|

## NON-DEPARTMENT

|                |  |  |  |  |  |  |
|----------------|--|--|--|--|--|--|
| 00-NON-PROGRAM |  |  |  |  |  |  |
| TOTAL          |  |  |  |  |  |  |
| TOTAL          |  |  |  |  |  |  |

## HOTEL/MOTEL TAX FUND

|                            |              |              |            |              |            |       |
|----------------------------|--------------|--------------|------------|--------------|------------|-------|
| 00-NON-PROGRAM             | 1,066,609.26 | 1,160,619.00 | 160,296.85 | 904,719.00   | 255,900.00 | 77.95 |
| CONTRACTUAL SERVICES       |              |              |            |              |            |       |
| OTHER CHARGES              | 13,956.90    | 62,274.00    | 107.75     | 8,276.20     | 53,997.80  | 13.29 |
| TRANSPERS OUT              | 915,718.97   | 1,455,813.00 | 113,567.75 | 1,115,109.75 | 340,703.25 | 76.60 |
| TOTAL 00-NON-PROGRAM       | 1,996,285.13 | 2,678,706.00 | 273,972.35 | 2,028,104.95 | 650,601.05 | 75.71 |
| TOTAL HOTEL/MOTEL TAX FUND | 1,996,285.13 | 2,678,706.00 | 273,972.35 | 2,028,104.95 | 650,601.05 | 75.71 |

|                        |              |              |            |              |            |       |
|------------------------|--------------|--------------|------------|--------------|------------|-------|
| *** TOTAL EXPENSES *** | 1,996,285.13 | 2,678,706.00 | 273,972.35 | 2,028,104.95 | 650,601.05 | 75.71 |
|------------------------|--------------|--------------|------------|--------------|------------|-------|

|                                     |              |            |              |               |            |        |
|-------------------------------------|--------------|------------|--------------|---------------|------------|--------|
| REVENUES OVER/ (UNDER) EXPENDITURES | ( 91,144.15) | 122,734.00 | ( 33,846.14) | ( 111,607.14) | 234,601.14 | 91.05- |
|-------------------------------------|--------------|------------|--------------|---------------|------------|--------|

\*\*\* END OF REPORT \*\*\*



**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **APPOINTMENT BY MAYOR, SUBJECT TO CONFIRMATION BY CITY COUNCIL OF STEVE ADCOCK TO PLACE 1 ON THE HUNTERS CROSSING LOCAL GOVERNMENT CORPORATION BOARD.**

2. Party Making Request: **Mayor Kesselus**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No **X** \_\_\_\_\_

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No N/A

Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested:

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE RELEASE OF THE CITY ATTORNEY'S LEGAL FEES TO THE PUBLIC.

2. Party Making Request: **Council Member Jones**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No   X  

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No N/A

Bid Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested:

**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: 07/19/16MEETING DATE: 07/26/16

1. Agenda Item: **Consideration, discussion and possible action on setting the funding available for Community Support Services funded in FY 17 in the amount of \$80,000.**

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

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No X

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Policy Implication: **Per the CS calendar, July 12, 2016 was designated for the Council to approve total funding available. However, the action was inadvertently overlooked and needs to be voted on at the July 19, 2016 meeting.**

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No N/A

Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested: **Motion that the total funding for Community Support Services for FY17 be set at \$80,000.**



**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE REVISION TO CORRECT TEXTUAL ERRORS IN THE ORIGINAL ORDINANCE - AN ORDINANCE GRANTING A ZONE CHANGE FROM SF9, SINGLE FAMILY RESIDENTIAL-9 AND A/OS - AGRICULTURAL/OPEN SPACE TO PD, RESIDENTIAL PLANNED DEVELOPMENT FOR APPROXIMATELY 90.91 ACRES WITHIN A11 BASTROP TOWN TRACT, LOCATED NORTH OF THE RAILROAD TRACKS ON THE NORTHWEST CORNER OF RIVERWOOD/HAWTHORNE AND CARTER STREET WITHIN THE CITY LIMITS OF BASTROP, TEXAS AS PART OF THE PINEY CREEK BEND; SETTING OUT CONDITIONS AND ESTABLISHING AN EFFECTIVE DATE.**

2. Party Making Request: **City Attorney, JC Brown**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No   X  

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No N/A

Bid Amount: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested:

**Exhibit A-1**  
**Revised July 26, 2016 to Correct Scrivener's Errors**

**Piney Creek Bend Planned Development**

**A. Purpose and Intent**

The Piney Creek Bend PD is composed of approximately 90.91 acres, as described in Exhibit D (Field Notes). The development of this property is planned as a high quality, residential community with multiple residential product types.

Piney Creek Bend has been designed to create a walkable, pedestrian friendly neighborhood. The contents of this PD further explain and illustrate the overall appearance and function desired for this community. A Land Use Plan (Exhibit B) and Conceptual Lot Layout (Exhibit C) are attached to illustrate the general community vision and design. The Conceptual Lot Layout depicts a mix of residential products and open space areas that are contemplated within the community. The final Development shall not exceed a total of 170 residential lots.

**B. Land Use Plan and Conceptual Lot Layout**

The Conceptual Lot Layout (Exhibit C) which will be limited to a total of 170 residential lots is a schematic development plan intended to visually convey the design intent for the Piney Creek Bend community. The design of the community is not final, and is subject to refinement during the Preliminary and Final platting stages. This PD zoning document does not constitute plat or site plan approval of the attached plan.

Piney Creek Bend is composed of two single-family detached products. The project will include a cohesive network of open spaces, including parks, storm-water detention areas [if necessary], floodplain and trail corridors. The open space and trails system combined with the sidewalk network will be critical in establishing a walkable community.

The intent for this development is to save as many of the existing trees as possible. On each lot where native trees are not present or preserved in the front yard, the builder will install (2) - 2" caliper trees and 10 shrubs in the front yard during the construction of each residential unit. [No additional trees are required to be planted on a lot if at least two (2) native trees with a minimum diameter of 4" measured 18" above finished grade are preserved on the lot.]

**C. Applicability and Base Zoning**

All aspects regarding the development of this PD shall comply with the City of Bastrop



Composite Zoning Ordinance, except as established in this exhibit, titled Exhibit A.

For the purpose of establishing development standards for the PD, base zoning districts have been selected from the Bastrop Composite Zoning Ordinance for the various residential products proposed within the PD.

- *For Lots 6,000 - 7,199 sf. - Urban 5*
- *For Lots 7,200 sf. and above - Suburban 6*

This PD allows the flexibility to mix the various residential products and define boundaries for each lot type during the platting process. Each plat submitted to the City will identify the type at the time of Final Plat submittal. In the case that this PD does not address a specific City requirement, the Bastrop Composite Zoning Ordinance shall apply. In the event of a conflict between this PD and the base-zoning district found in the Bastrop Composite Zoning Ordinance, the PD shall be the controlling document.

#### **D. Residential Product Type Requirements**

To ensure a variety and mix of residential product types within Piney Creek Bend, the following standards have been established:

1. Urban 5 (Single-Family Residential Detached) – 6,000 sf. lots  
Minimum of 50 lots but no more than 60% of the total single-family lot count.
2. Suburban 6 (Single-Family Residential Detached) – 7,200 sf. lots  
Minimum of 50 lots but no less than 40% of the single-family lot count.

Total residential lot layout shall not exceed 170 lots.

To allow architectural consistency with locally prevalent and regionally appropriate architectural styles, roof pitches lower than 4:12 will be allowed within the PD.

#### **E. Lot Design Standards**

Piney Creek Bend will include a mix of residential product types and sizes. The detached residential products have been broken into two categories based upon lot width and area. Detailed design standards are included within this PD as Table 1, and are based upon the type of residential product being constructed.



**Table 1 Development Standards**

|                                           | <i>(Proposed PD Zoning)</i><br>Urban 5<br>** | <i>(Proposed PD Zoning)</i><br>Suburban 6<br>*** | <i>(Bastrop Zoning Ordinance)</i><br>SF-7 |
|-------------------------------------------|----------------------------------------------|--------------------------------------------------|-------------------------------------------|
| Lot Area (minimum)                        | 6,000 sf.                                    | 7,200 sf.                                        | 7,000 sf.                                 |
| Lot Width (minimum)                       | 50 ft.                                       | 60 ft.                                           | 60 ft.                                    |
| Lot Depth* (minimum)                      | 110 ft.                                      | 120 ft.                                          | 110 ft.                                   |
| Front Yard Setback (minimum)              | 20 ft.                                       | 20 ft.                                           | 25 ft.                                    |
| Interior or Side Setback (minimum)        | 7.5 ft.                                      | 7.5 ft.                                          | 10 ft.                                    |
| Exterior or Street Side Setback (minimum) | 15 ft.                                       | 15 ft.                                           | 15 ft.                                    |
| Rear Setback (minimum)                    | 15 ft.                                       | 15 ft.                                           | 15 ft.                                    |
| Max Height of Building                    | 2.5 Stories                                  | 2.5 Stories                                      | 2.5 Stories                               |
| Max Lot Coverage                          | 50%                                          | 50%                                              | 50%                                       |
| Dwelling Unit Size (minimum)              | 1,000 sf.                                    | 1,200 sf.                                        | 1,000 sf.                                 |

\* A maximum of 10% of the lots may be less than the required area due to the geometry of a cul-de-sac or other geographic feature.

\*\* Corner lots shall be ten feet (10') wider to provide for the additional side setback.

\*\* Minimum of 50 lots but no more than 60% of the total single-family lot count

\*\*\* Minimum of 50 lots but no less than 40% of the single-family lot count

#### **F. Garage / Parking Standards**

All garage and parking standards established in the City of Bastrop Code of Zoning Ordinances shall apply.

#### **G. Fencing**

All lots that back onto parks or floodplain areas shall utilize 6 foot, wrought iron or decorative tubular metal view fencing.

#### **H. Flag Lots**

In order to provide a legal lot for the detention ponds [if necessary] within the Piney Creek Bend subdivision, the minimum flag lot width shall be fifteen (15) feet. This provision shall not apply to residential lots.

#### **I. Trails and Parkland**

A substantial portion of the site will be dedicated as parkland/open space and development of the site will include a trail system tying back into the sidewalks creating a network of pedestrian ways within the community that can ultimately be connected to and become a critical link in the regional trail system envisioned by the City. A proposed Land Use Plan with a schematic layout of proposed trails is shown on attached Exhibit B. Parkland and Open Space will be a minimum of 25 acres.

#### **J. Street Standards**

Right-of-way dedication for all public streets shall conform to current City regulations at the time of platting. Street widths shall be a minimum of 26' (twenty-six feet) face-of-curb to face-of-curb within the Piney Creek Bend subdivision. Cul-de-sacs shall have a minimum radius of 50' (fifty feet).

#### **K. Term, Expiration and Extension of the PD**

The PD applicable to the Piney Creek Bend Development shall have a term of a maximum of ten (10) years ("Term"), at which time the PD shall automatically expire, without further notice or action by the City. However, in the event that the Developer has successfully completed a minimum of sixty percent (60%) of the

construction of the required infrastructure and completed construction of at least sixty (60%) of the residential structures in the Development, as shown on the Piney Creek Bend- Conceptual Lot Layout, Exhibit C final Site Plan for the Development that has been approved and accepted by the City, and if the Developer desires to continue development of the PD, on or before 120 days prior to the expiration date of the 10 year Term of the PD, the Developer must submit a written request for an extension of the Term of the PD to the City Manager, providing documentation of the progress made in the Development of the Piney Creek Bend Subdivision, to date, and requesting the City grant an extension to same, identifying the exact length of the extension sought. Upon receipt of the written request, the Director of Planning and Development and the City Manager will coordinate a hearing before the Council, at a regular agenda, at which time the Council will hear and take action on the Developer's requested extension to the Term of the Piney Creek Bend PD. Any extension granted will be noted in the minutes of the Council and appended to this PD as an amendment to this Ordinance.



**ORDINANCE NO. 2016-02 R**

**Revised/Approved to Correct Scrivener's Errors JULY 26, 2016**

**AN ORDINANCE GRANTING A ZONE CHANGE FROM SF9, SINGLE FAMILY RESIDENTIAL-9 AND A/OS – AGRICULTURAL/OPEN SPACE TO PD, RESIDENTIAL PLANNED DEVELOPMENT FOR APPROXIMATELY 90.91 ACRES WITHIN A11 BASTROP TOWN TRACT, LOCATED NORTH OF THE RAILROAD TRACTS ON THE NORTHWEST CORNER OF RIVERWOOD/HAWTHORNE AND CARTER STREET WITHIN THE CITY LIMITS OF BASTROP, TEXAS AS PART OF THE PINEY CREEK BEND; SETTING OUT CONDITIONS AND ESTABLISHING AN EFFECTIVE DATE.**

---

**WHEREAS**, David Singleton, Southwest Land Services (hereinafter referred to as "Applicant") submitted a request for a zone change from SF9, Single Family Residential and A/OS – Agricultural/Open Space to PD, Residential Planned Development for approximately 90.91 acres situated in the A11 Bastrop Town Tract, located north of the railroad tracks on the northwest corner of Riverwood/Hawthorne and Carter Street within the City limits of Bastrop, Texas, hereinafter referred to as "the Property"; and

**WHEREAS**, a copy of the Metes and Bounds Survey and location map is attached hereto as Exhibit "A" (the "Property"); and

**WHEREAS**, the Property is currently zoned as SF9, Single Family Residential and A/OS – Agricultural/Open Space; and

**WHEREAS**, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the rezoning was given to all property owners located within two hundred (200) feet of the Property, and the Planning and Zoning Commission of the City of Bastrop held a public hearing on the rezoning request on December 3, 2015; and

**WHEREAS**, after notice and hearing, the Planning and Zoning Commission has recommended a PD, Residential Planned Development zoning designation for the Property, See Exhibit A-1, Exhibit B and Exhibit C; and

**WHEREAS**, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the rezoning request was given as required by the Ordinance, and the City Council of the City of Bastrop held a public hearing on the rezoning on January 12, 2016 to consider the Applicant's request to rezone the Property to PD, Residential Planned Development; and

**WHEREAS**, after consideration of public input received at the hearing, the information provided by the Applicant, and all other information presented, City Council finds that it is in the public interest to approve the rezoning of the Property, which is currently zoned as SF9,

Single Family Residential and A/OS – Agricultural/Open Space, to a new designation of PD, Residential Planned Development.

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

Part 1: The Property, situated in A11 Bastrop Town Tract, located north of the railroad tracks on the northwest corner of Riverwood/Hawthorne and Carter Street within the City limits of Bastrop, Texas, as more particularly shown and described on attachments Exhibit “A”, shall be and is hereby rezoned from its prior designation of SF9, Single Family Residential and A/OS – Agricultural/Open Space to a new zoning designation of PD, Residential Planned Development.

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

Part 3: The Zoning Ordinance standards should be amended as follows:

Piney Creek Bend has been designed to create a walkable, pedestrian friendly neighborhood. The PD standards are shown in **Exhibit A-1**. The contents of this PD further explain and illustrate the overall appearance and function desired for this community. A Land Use Plan (**Exhibit B**) and Conceptual Lot Layout (**Exhibit C**) are attached to illustrate the general community vision and design. The Conceptual Lot Layout depicts a mix of residential products and open space areas that are contemplated within the community. The final Development shall not exceed a total of 170 residential lots.

Proposed Lot Size

| District                | Min. Lot Area | Min. Dwelling Unit Size | Min. Lot Width | Min. Lot Depth | Min. Front Yard | Min. Interior Side Yard | Min. Ext. Yard (See Sec. 44.3) | Min. Rear Yard | Max. Height of Build | Max. Lot Coverage by Build |
|-------------------------|---------------|-------------------------|----------------|----------------|-----------------|-------------------------|--------------------------------|----------------|----------------------|----------------------------|
| PD***<br>URBAN 50'      | 6,000 sq. ft. | 1000 sq. ft.            | 50'            | 110'*          | 20'             | 7.5                     | 15'***                         | 15'            | 2.5 stories<br>35'   | 50%                        |
| PD****<br>SUB-URBAN 60' | 7,200 sq. ft. | 1200 sq. ft.            | 60'            | 120'*          | 20'             | 7.5'                    | 15'***                         | 15'            | 2.5 stories<br>35'   | 50%                        |

\* A maximum of 10% of the lots may be less than the required depth due to the geometry of a cul-de-sac or other geographic feature.

\*\* Corner lots shall be ten feet (10') wider to provide for the additional side setback.

\*\*\* Minimum of 50 lots but no more than 60% of the total single-family lot count

\*\*\*\* Minimum of 50 lots but no less than 40% of the single-family lot count

To allow architectural consistency with locally prevalent and regionally appropriate architectural styles, roof pitches lower than 4:12 will be allowed within the PD.



- **Urban 5** (Single-Family Residential Detached) – 6,000 sf. lots Minimum of 50 lots but no more than 60% of the total single-family lot count.
- **Suburban 6** (Single-Family Residential Detached) – 7,200 sf. lots Minimum of 50 lots but no less than 40% of the single-family lot count.

Total residential lot layout shall not exceed 170 lots.

Other-Use Categories –

#### **Trails and Parkland**

A substantial portion of the site will be dedicated as parkland/open space and development of the site will include a trail system tying back into the sidewalks creating a network of pedestrian ways within the community that can ultimately be connected to and become a critical link in the regional trail system envisioned by the City. A proposed Land Use Plan with a schematic layout of proposed trails is shown on attached Exhibit B. Parkland and Open Space will be a minimum of 25 acres.

#### **Garage / Parking Standards**

All garage and parking standards established in the City of Bastrop Code of Zoning Ordinances shall apply.

#### **Fencing**

All lots that back onto parks or floodplain areas shall utilize 6 foot, wrought iron or decorative tubular metal view fencing.

#### **Flag Lots**

In order to provide a legal lot for the detention ponds [if necessary] within the Piney Creek Bend subdivision, the minimum flag lot width shall be fifteen (15) feet. This provision shall not apply to residential lots.

Part 4: If any provision of this ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

Part 5: This ordinance shall take effect upon the date of final passage noted below and 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. and shall remain in force for a period of up to ten (10) years, with the possibility of an extension to be granted by the City, at the written request of the Developer, if at the end of the original ten (10) year Term the Developer has successfully completed a minimum of sixty percent 60% of the construction of the required infrastructure and residential structures in the Development, as shown on the Piney Creek Bend- Conceptual Lot Layout, [see Exhibit C] final Site Plan, that has been approved and accepted by the City.



READ and ACKNOWLEDGED on First Reading on the 12<sup>th</sup> day of January 2016.

READ and APPROVED on the Second Reading on the 16<sup>th</sup> day of February 2016.

REVISED and APPROVED, by consent, to correct scrivener's errors on the 26th day of July 2016.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
**Ken Kesselus, Mayor**

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

EXHIBIT "A"

Legal Description

BEING A 90.93 ACRE TRACT SITUATED IN THE TOWN TRACT OF BASTROP, ABSTRACT 11, BASTROP COUNTY, TEXAS, AND BEING ALL OF THAT CALLED 90.91 ACRE TRACT CONVEYED TO RON HEALY AS RECORDED IN VOLUME 1766, PAGE 165 OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS (OPRBC), SAID 90.93 ACRES, AS SHOWN ON THE ACCOMPANYING SKETCH (PAGE 4 OF 4), BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

**BEGINNING** at a ½-inch iron rod found on the north line of the Missouri, Kansas, Texas Railroad, right-of-way conveyed in Book 13, Page 626 of the Deed Records of Bastrop County, Texas (DRBC), and being at the intersection of the north right-of-way line of Hawthorn Street with the west right-of-way line of Carter Street, both referred to as a 20 vara wide right-of-way on the Map of Bastrop, Texas recorded in Cabinet 1, Page 23A of the Plat Records of Bastrop County, Texas, said iron rod marking the southeast corner of said 90.91 acre tract;

**THENCE** S 86°44'48" W, with the north line of said railroad, same being the north line of said Hawthorn Street and the south line of said 90.91 acre tract, at 1113.59' pass a ½" iron rod found and continuing 75.93' for a total distance of 1189.52' to a calculated point in the center of Piney Creek, same being the west terminal point of Hawthorn Street according to said Map of Bastrop same being an angle point in the north line of said railroad, as recorded in Volume 9, Page 53, DRBC, and being an angle point in the south line of said 90.91 acre tract;

**THENCE** N 18°06'58" W with the centerline of Piney Creek and with the north line of said railroad, same being the south line of said 90.91 acre tract, 22.99' to a calculated angle point;

**THENCE** S 86°44'48" W, with the north line of said railroad, same being the south line of said 90.91 acre tract, at 96.35' pass a ½" iron rod found and continuing 481.21' for a total distance of 577.56' to a ½" iron rod with SURVTEX plastic cap set on the north line of said railroad and the called east line of a called 58.74 acre tract conveyed to Kermit W. Fox in Volume 153, Page 249, DRBC, and being the southwest corner of said 90.91 acre tract, from which a concrete monument found marking the called southeast corner of said 58.74 acre tract bears S 02°24'00" E, 1.50' for reference;

**THENCE** N 02°24'00" W, with the common line of said 90.91 acre tract and said 58.74 acre tract, 2249.26' to a ½" iron rod found at a disturbed concrete monument at the base of a railroad tie fence corner post, said ½" iron rod being on the occupied south line of a called 5 acre tract conveyed to Woodrow Charles Froehlich by deed recorded in Volume 203, Page 9, DRBC, and marking the common north corner of said 90.91 acre tract and said 58.74 acre tract;

**THENCE** N 87°36'36" E, with the north line of said 90.91 acre tract, same being the occupied south line of said 5 acre tract, at 45.70' pass a ½" iron rod with cap stamped "RPLS 4768" found marking the purported southeast corner of said 5 acre tract, same being the presumed southwest corner of the remaining portion of a called 41.27 acre tract conveyed to Sandra Dolgener, et al,



by deed recorded in Document No. 200813866 of the Official Public Records of Bastrop County, Texas, and continuing 786' (record distance = 626') to pass the approximate location of the common south corner of said 41.27 acre tract and a called 111 acre tract conveyed to John Odom (1/2 interest) and John and Ruby Kelly Odom (1/2 interest) by deeds recorded in Volume 150, Page 325, DRBC, and Volume 155, Page 184, DRBC, respectively, and continuing approximately 349' for a total distance of 1181.19' to a cotton spindle found in an asphalt roadway locally known as Reids Bend (no recording information found) and marking an angle point in the north line of said 90.91 acre tract and lying on the south line of said 111 acre tract, same being the common west corner of a called 0.2166 acre tract conveyed to the County of Bastrop by deed recorded in Volume 326, Page 254, DRBC, and a called 0.2013 acre tract conveyed to the County of Bastrop by deed recorded in Volume 326, Page 256, DRBC;

**THENCE** S 02°25'27" E, with the north line of said 90.91 acre tract, same being the west line of said 0.2013 acre tract, 21.00' to a 1/2" iron rod with SURVTEX plastic cap set, from which a 1/2" iron rod found bears S 02°25'27" E, 4.26' for reference;

**THENCE** S 85°59'30" E, with a common line being a north line of said 90.91 acre tract, same being the south line of said 0.2013 acre tract, 125.63' to a 1/2" iron rod with SURVTEX plastic cap set marking an angle point in said common line, from which a 1/2" iron rod found bears S 02°28'27" E, 5.65' for reference;

**THENCE** N 87°36'36" E, continuing with said common line, 139.20' to a 1/2" iron rod with SURVTEX plastic cap set in the center of Piney Creek, same being an angle point in the north line of said 90.91 acre tract and being the southeast corner of said 0.2013 acre tract;

**THENCE** N 18°18'09" E, with centerline of Piney Creek, same being the north line of said 90.91 acre tract and the east line of said 0.2013 acre tract, 37.41' to a 1/2" iron rod with SURVTEX plastic cap set in the center of Piney Creek, marking an angle point in the north line of said 90.91 acre tract, same lying on the south line of said 111 acre tract, and being the common east corner of said 0.2013 acre tract and said 0.2116 acre tract;

**THENCE** N 87°36'36" E with a north line of said 90.91 acre tract and the south line of said 111 acre tract, 295.54' to a 1/2" iron rod found on the south line of said 111 acre tract marking the northeast corner of said 90.91 acre tract, same being the presumed north terminal point of the west line of the aforementioned Carter Street;



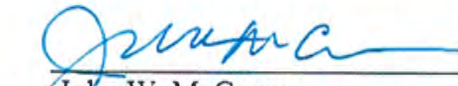
**THENCE** S 02°53'15" E with the east line of said 90.91 acre tract and the west line of Carter Street of a projection thereof, 2244.86' to the **POINT OF BEGINNING** and containing 90.93 acres of land, more or less.

Note: See notes on Page 4 of 4 for additional information regarding the Map of Bastrop (Cab. 1, Pg. 23A), The Missouri-Kansas-Texas Railroad, and Reids Bend.

A surveyor's report of even date was prepared and issued in addition to this survey.

11-6-15  
Date

SURVTEX, LLC  
600 W. Whitestone Blvd.  
Cedar Park, TX 78613  
(512) 249-8875 Fax (512) 249-5040  
TBPLS Firm No. 10084600

  
\_\_\_\_\_  
John W. McCown  
Registered Professional Land Surveyor  
State of Texas No. 5135



# STANDARD LAND SURVEY

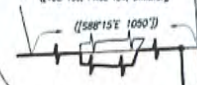
OF  
A 90.93 ACRE TRACT SITUATED IN THE TOWN TRACT OF BASTROP, ABSTRACT  
11, BASTROP COUNTY, TEXAS, AND BEING ALL OF THAT CALLED 90.91 ACRE  
TRACT CONVEYED TO RON HEALY AS RECORDED IN VOLUME 1766, PAGE 165  
OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS.

SCALE: 1" = 200'

BEARINGS BASED ON THE  
TEXAS STATE PLANE COORDINATE  
SYSTEM, CENTRAL ZONE NAD83



JOHN ODOM  
1/2 INTEREST IN A CALLED 111 ACRE TRACT  
(VOL. 150, PAGE 325, D.R.B.C.)  
JOHN AND RUBY KELLEY ODOM  
1/2 INTEREST IN A CALLED 111 ACRE TRACT  
(VOL. 150, PAGE 184, D.R.B.C.)



DETAIL  
NOT TO SCALE

MAP OF BASTROP TEXAS  
CAB. 1 PG. 23A, D.R.B.C.  
[SEE NOTE 4]

## LEGEND

- UNLESS NOTED OTHERWISE
- 1/2" IRON ROD FOUND
  - 1/2" IRON ROD WITH SURVEYOR'S PLASTIC CAP 101
  - ⊙ COTTON SPINDLE FOUND
  - ⊙ IRON ROD FOUND WITH CAP
  - MONUMENT
  - △ CALCULATED POINT
  - X — BARBED WIRE FENCE
  - O — OFFICIAL PUBLIC RECORDS BASTROP COUNTY, TEXAS
  - B — BLDG RECORDS BASTROP COUNTY, TEXAS
  - P — PLAT RECORDS OF BASTROP COUNTY, TEXAS
  - R — RIGHT-OF-WAY
  - ( ) RECORD INFORMATION

- NOTES:
1. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. THERE MAY BE ADDITIONAL EASEMENTS, RESTRICTIONS, OR OTHER MATTERS OF RECORD THAT AFFECT THIS TRACT BUT ARE NOT SHOWN HEREON.
  2. LOCATION OF THE 20' 'A' LINE SHOWN HEREON IS APPROXIMATE, BASED ON FEDERAL EMERGENCY MANAGEMENT AGENCY MAPS, COMMUNITY PANEL NO. 48021C0215 E AND COMMUNITY PANEL NO. 48021C0355 E, BOTH DATED JANUARY 19, 2006. THIS STATEMENT IS NOT MADE IN LIEU OF A FEMA FLOOD CERTIFICATION.
  3. VARIOUS DOCUMENTS MENTION CITY ORDINANCES 100 & 101, AT THE TIME OF THIS SURVEY, SAID ORDINANCES WERE NOT ABLE TO BE LOCATED BY THE CITY.
  4. THE MAP OF BASTROP RECORDED IN CAB. 1, PG. 23A, AS SHOWN HEREON IS A COMPILATION OF "SURVEYS, OLD MAPS AND COUNTY CLERK'S RECORDS, ETC." THESE OLDER PLATS WERE NOT AVAILABLE AT THE TIME OF THIS SURVEY.
  5. RECORD INFORMATION FOR REDS BEND WAS NOT FOUND. A PORTION OF THIS TRACT IS WITHIN THE PAVED ROADWAY.

## CERTIFY:

THIS MAP SUBSTANTIALLY COMPLIES WITH THE CURRENT  
TEXAS SOCIETY OF PROFESSIONAL SURVEYORS' STANDARDS  
AND SPECIFICATIONS FOR A CATEGORY 1B, CONDITION 1  
STANDARD LAND SURVEY.

*John W. McCann* 11-6-15  
JOHN W. MCCANN  
REGISTERED PROFESSIONAL LAND SURVEYOR NO. 5135

| LINE TABLE |               |          |
|------------|---------------|----------|
| NO.        | BEARING       | DISTANCE |
| L1         | S 02°25'27" E | 21.00'   |
| L2         | S 85°59'30" E | 125.63'  |
| L3         | N 87°36'36" E | 139.20'  |
| L4         | N 18°18'09" E | 37.41'   |

| LINE TABLE (RECORD) VOL. 1766, PG. 165 |               |          |
|----------------------------------------|---------------|----------|
| NO.                                    | BEARING       | DISTANCE |
| (L1)                                   | S 02°00'00" E | 25.26'   |
| (L2)                                   | S 83°00'34" E | 125.78'  |
| (L3)                                   | S 90°00'00" E | 135.58'  |
| (L4)                                   | N 33°05'00" E | 48.41'   |

| LINE TABLE (RECORD) VOL. 326, PG. 256 |               |          |
|---------------------------------------|---------------|----------|
| NO.                                   | BEARING       | DISTANCE |
| (L1)                                  | N 01°45'00" E | 21.00'   |
| (L2)                                  | N 81°15'34" W | 125.78'  |
| (L3)                                  | N 88°15'00" W | 139.20'  |
| (L4)                                  | E 34°50'00" W | 41.78'   |

DATE: 11/04/15  
DRAWN BY: J.D. PARKER  
CHECKED BY: J.W. MCCANN  
PROJ. NO.: 2015-0354  
FILE NAME: 2015-0354-008

**SURVOTEX**  
PROFESSIONAL SURVEYING AND MAPPING SERVICES

800 W. Whetstone Blvd.  
Cedar Park, Texas 78613  
(512) 249-8875  
Fax: (512) 249-5047  
TOLL-FREE: 1-800-845-6000

SHEET: 4 OF 4



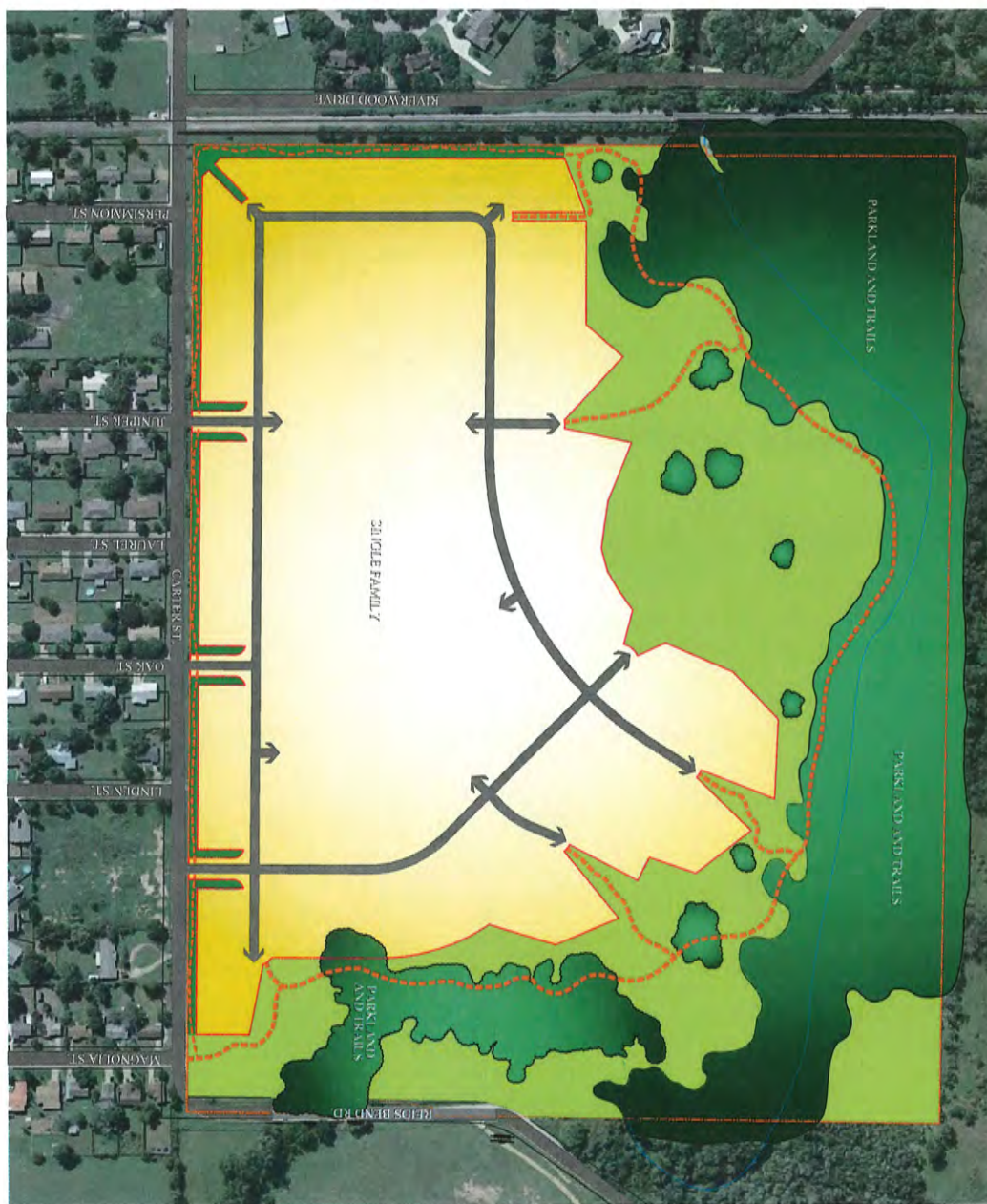
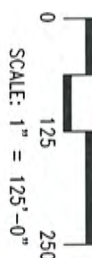
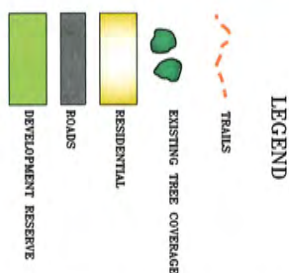


EXHIBIT B: PINEY CREEK BEND- LAND USE PLAN

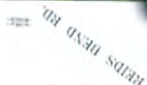
NOVEMBER 16, 2015



This plan is designed for the owner's use and is not to be used for any other purpose. The owner is responsible for obtaining all necessary permits and approvals from the appropriate authorities. The plan is not a guarantee of any kind and is subject to change without notice.



## NOVEMBER 16, 2015



EXISTING TREE COVERAGE

THE ALL

BONDS

 $0.000 - 2.000 \text{ SF}$  $-48\ 000^{\circ}\text{N}-000^{\circ}\text{E}$ 

13,000-15,000 SF.

>9,000 SE

## PARKLAND AND TRAILS

 $\text{CAL 107S} = 17.0$ 

MECHANICAL LOT SIZE = 0.291 SF.

The above information was obtained from a review of the records of the Department of Health and Human Services, Office of Inspector General, Washington, D.C., dated 10/10/78.

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 19, 2016MEETING DATE: July 26, 2016

1. Agenda Item:

**CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE  
APPROVAL OF THE BASTROP ART IN PUBLIC PLACES 2017 TRANSFORMER CABINET MURAL  
PROJECT CALL TO ARTIST**

2. Party Making Request: Trey Job Director of Public Works, Parks,

3. Nature of Request: (Brief Overview) Attachments: Yes X No \_\_\_\_\_

The Bastrop Art in Public Places Board has reviewed and approved the call to artist for the third annual Transformer Cabinet Mural project.

4. Policy Implication: \_\_\_\_\_

5. Budgeted: X Yes \_\_\_\_\_ No N/A

Bid Amount:

Budgeted Amount: \_\_\_\_\_

Under Budget:

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE

a) \_\_\_\_\_

b) \_\_\_\_\_

8. Staff Recommendation:

**Staff recommends approval of this request by BAIPP board.**9. Advisory Board: X Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested: I move to approve the call to artist for the 2017 transformer mural project as shown in exhibit (A)





**BASTROP TRANSFORMER CABINET MURAL PROJECT**  
**Bastrop Art in Public Places**  
**City of Bastrop, Texas**

*Bastrop, Texas is a unique blend of old and new. Nestled on the banks of the Colorado River, in the heart of the Lost Pines region, the Bastrop historic district offers a delightful selection of shops, restaurants and inns. Nearby neighborhoods have over 100 historic homes, many beautifully restored. A Texas Main Street City since 2007, Bastrop was also named a Distinctive Destination in 2010 by the National Trust for Historic Preservation in recognition of the City's work to preserve its historic character, promote heritage tourism and extend its welcome. Bastrop is a designated Cultural Arts District by the Texas Art Commission.*

The Bastrop Transformer Cabinet Mural Project is a program of the Bastrop Art in Public Places Task Force and the City of Bastrop. It is an outdoor visual arts exhibition located in heavy pedestrian walkways in historic downtown Bastrop that utilizes the transformer and switchgear cabinets as canvases for creative murals. This highly visible and accessible exhibit will contribute to the cultural arts district and existing art destinations not only for the residents of Bastrop County and Central Texas, but to draw new visitors to the area. Viewers will have an opportunity to appreciate and be inspired by the variety, artistry and creativity unique to this exhibition. Original mural design submissions are selected through the juried process and are expected to have a lifespan of no less than three years. The murals will vary in theme and size with smaller cabinets approximately 3'W x 3'D x 2'H and larger cabinets 4'W x 4'D x 5'H or 7'W x 2'D x 3'H.

**2016/2017 Call for Entries**

You are invited to submit your transformer cabinet mural design with regard to the following criteria:

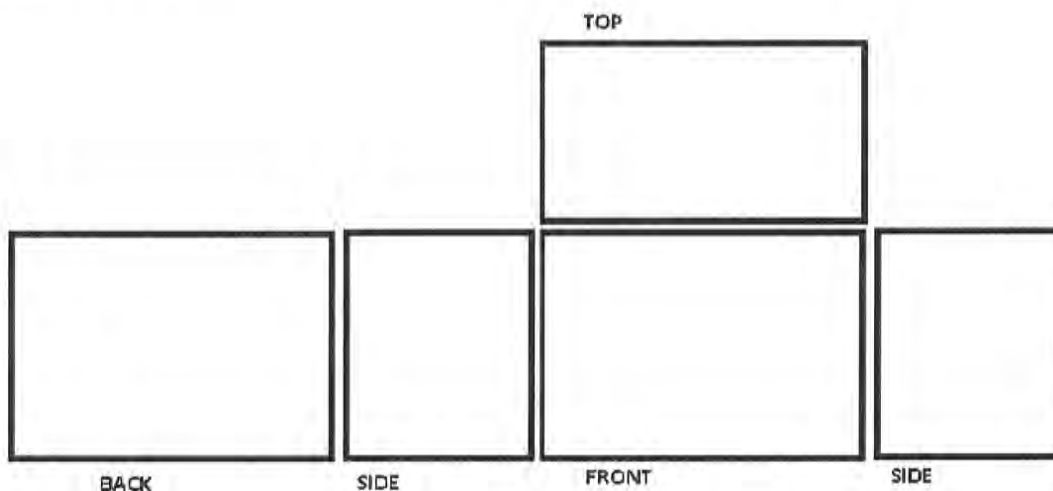
1. The call is open to all artists without geographic distinctions or restrictions, however, artists must be 18 years or older. Each artist may submit up to three designs.
2. Artwork must be an original representational or abstract design that is appropriate for the urban context, location and audience. Dark color palettes are limited to the cabinet base and are to be used sparingly in the main design due to heat retention issues on the transformers. Artists will be required to adjust designs to the cabinet size they are assigned. If a significant adjustment in the design is required to accommodate the size of the cabinet or unforeseen obstructions, the artist will in advance of painting gain the approval of the BAIPP sub-committee.
3. Each selected artist will receive a \$500 stipend upon completion of each Transformer Cabinet Mural. Artists will be reimbursed for materials up to \$400 per transformer cabinet; however, any expenses for supplies over \$400 will not be reimbursed.
4. The BAIPP will contract with artists for up to eight transformer cabinet murals. Selection will be done by a blind jurying process by a pool of jurors chosen by BAIPP. One thousand dollars (\$1,000) in cash prizes will be awarded.



5. All artists selected to paint a transformer cabinet will be required to sign a city vendor form, an artist's agreement with the City of Bastrop and will receive a list of acceptable industrial paint specs of pre-approved paints. A copy of the artist's agreement is available upon request.

6. Artists are required to submit a resume in addition to the design proposal. In addition to the basic contact information and description of the mural design, artist will submit a fully rendered schematic representation of their design on a mounted board no less than 20" x 30". A schematic representation of a transformer cabinet is provided below. Please note that the quality and adhering to specifications can influence the jury process. Deliver mounted design to the Art Connections at 908 Main Street in c/o BAIPP. For questions contact Kathryn Nash at 713-446-2343.

Example of a schematic representation of a transformer cabinet:



#### EXHIBITION SCHEDULE

|                   |                                              |
|-------------------|----------------------------------------------|
| January 31, 2017  | Submission Deadline and confirmation receipt |
| February 15, 2017 | Notification of Acceptance                   |
| February 16, 2017 | Contracts available.                         |
| March 15, 2017    | Deadline for signed contract and W-9         |
| March 16-20, 2017 | Painting of transformer cabinets begins      |
| May 15, 2017      | All transformer cabinets are completed.      |

Direct all questions to Kathryn Nash, Transformer Chair for BAIPP, at 713-446-2343.

**BASTROP TRANSFORMER CABINET MURAL PROGRAM**  
**Aka: Bastrop Community Art Program**  
**A project of Bastrop Art in Public Places (BAIPP)**

**2016/2017 Artist and Entry Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: Home (    ) \_\_\_\_\_ Cell (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Fax (    ) \_\_\_\_\_

**Title #1** \_\_\_\_\_

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

\_\_\_\_\_

**Title #2** \_\_\_\_\_

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

\_\_\_\_\_

**Title #3** \_\_\_\_\_

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

\_\_\_\_\_

## City of Bastrop



### Agenda Information Sheet:

**City Council Meeting Date:** July 26, 2016

#### Agenda Item Description:

**CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE BASTROP ART IN PUBLIC PLACES 2017 TRANSFORMER CABINET MURAL PROJECT CALL TO ARTIST**

#### Item Summary:

The Bastrop Transformer Cabinet Mural Project is a program of the Bastrop Art in Public Places Board and the City of Bastrop. It is an outdoor visual arts exhibition located in heavy pedestrian walkways in historic downtown Bastrop that utilizes the transformer and switchgear cabinets as canvases for creative murals. This highly visible and accessible exhibit will contribute to the cultural arts district and existing art destinations not only for the residents of Bastrop County and Central Texas, but to draw new visitors to the area. Viewers will have an opportunity to appreciate and be inspired by the variety, artistry and creativity unique to this exhibition. Original mural design submissions are selected through the juried process and are expected to have a lifespan of no less than three years. The murals will vary in theme and size with smaller cabinets approximately 3'W x 3'D x 2'H and larger cabinets 4'W x 4'D x 5'H or 7'W x 2'D x 3'H.

#### City Contact:

Trey Job – Director of Public Works & Utilities

**Attachments:** Photo of Previous mural projects





Example of previous Transformer project located at the Willow water treatment facility

**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 19, 2016MEETING DATE: July 26, 2016

1. Agenda Item:

**CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE  
APPROVAL OF THE BASTROP ART IN PUBLIC PLACES 2017 SCULPTURE PROJECT CALL TO  
ARTIST**

2. Party Making Request: Trey Job Director of Public works, Parks,

3. Nature of Request: (Brief Overview) Attachments: Yes X No \_\_\_\_\_

The Bastrop Art in Public Places Board has reviewed and approved the call to artist for the third annual Sculpture project.

4. Policy Implication: \_\_\_\_\_

5. Budgeted: X Yes \_\_\_\_\_ No N/A  
Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_  
Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_  
Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

7. Routing: **NAME/TITLE** **INITIAL** **DATE** **CONCURRENCE**  
a) \_\_\_\_\_  
b) \_\_\_\_\_

8. Staff Recommendation:

**Staff recommends approval of this request by BAIPP board.**9. Advisory Board: X Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested: I move to approve the call to artist for the 2017 Sculpture project as shown in exhibit (A)





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## **BASTROP DOWNTOWN 2017 SCULPTURE PROJECT**

### **Bastrop Art in Public Places**

*City of Bastrop, Texas*

*Bastrop, Texas is a unique blend of old and new. Nestled on the banks of the Colorado River, in the heart of the Lost Pines region, the Bastrop historic district offers a delightful selection of shops, restaurants and inns. Nearby neighborhoods have over 100 historic homes, many beautifully restored. A Texas Main Street City since 2007, Bastrop was also named a Distinctive Destination in 2010 by the National Trust for Historic Preservation in recognition of the City's work to preserve its historic character, promote heritage tourism and extend its welcome. Bastrop is a designated Cultural Arts District by the Texas Art Commission.*

The Bastrop Downtown 2017 Sculpture Project ("Sculpture Project") is an annual program of the Bastrop Art in Public Places Task Force and the City of Bastrop. The 2016 Sculpture Project is the second time the City has produced such an outdoor visual arts exhibition. This highly visible and accessible sculptural exhibition will serve as an art destination for the residents of Bastrop County and Central Texas, as well as, visitors to the area. Viewers will have an opportunity to appreciate and be inspired by the variety, artistry and creativity unique to this exhibition. Sculptures submitted are selected through the juried process and will be installed throughout the historic downtown Bastrop corridor for one full year. The sculptures will vary in theme, construction and materials and may be on sale while on loan.

The winning sculptures will be presented at a 'Sculpture Stroll' with the date yet to be determined. An awards ceremony will follow.



## 2017 Call for Entries

You are invited to submit your work to be displayed for the year-long public exhibit that showcases large scale, outdoor sculptures. *The following criteria are required:*

1. The call is open to all artists without geographic distinctions or restrictions. A sculpture currently owned by an individual other than the artist may be submitted by the owner ("Owner"), along with a certification of authenticity from the artist.
2. Large scale sculptures can either be secured on a 3' wide X 3' deep X 6" tall pad or be of a free standing nature with no pad required. Sculptures are required to be durable to withstand exposure to the elements for one year. Interactive sculptures with sound, lights, or movements are admissible, however, electricity will not be provided therefore an alternative power source is required.
3. The sculpture may be identified by the Artist/Owner as being 'for sale'. In the event that a sculpture is purchased during the exhibit year, the Artist/Owner is requested to keep the sculpture in place until the expiration date established in March of 2018. If the sculpture is removed, the Artist/Owner providing the sculpture will install the same or a new sculpture subject to the committee approval and at that individual's expense.
4. Each artist may submit up to three works. Jurying is based on the originality and creativity of the sculpture, as well as, its safety, durability, and suitability for an outdoor public exhibit. A \$300 stipend per each accepted artist's sculpture will be issued for delivery, set up, and removal of sculptures. Insurance is provided.
5. A high resolution digital photograph of at least 300 dpi and 5x7 size is required to be juried, as well as, for marketing collateral. Please note that the quality of the photograph can influence the jury process. Send all photos, including an artist's photo by email. Submit applications by email with digital photos to [baippcalltoartists@gmail.com](mailto:baippcalltoartists@gmail.com) or mail to BAIPP c/o Deborah Johnson, 908 Main Street, Bastrop, TX 78602 with photos on a CD or flash drive.
6. Pending City Council approval of the selected artist exhibitors, the BAIPP will install up to

twelve (12) sculptures. Selection will be done by a blind jurying process by a pool of jurors chosen by BAIPP. The judging for awards will be done after the installation of the sculptures by another panel of jurors. Prizes will be \$1500 for "Gold", \$1000 for "Silver" and \$500 for "Bronze". The remaining artists who were selected will receive Honorable Mention and \$200.

7. Pending available funds, and approval by the City, BAIPP may purchase one or more sculptures to be added to the City's permanent collection.

8. Participating artists will meet with a BAIPP representative and City staff in Bastrop by appointment tentatively in mid-March of 2017, to install their sculpture. The sculpture must have steel tabs or plates attached to the bottom for purposes of bolting to a secure concrete slab unless the sculpture is freestanding and large enough to not require bolting to a pad for security. Installation is the artist's responsibility but BAIPP and City staff will provide assistance. Insurance against damage, theft and the elements will be the responsibility of the City of Bastrop.

9. All artists selected to exhibit a sculpture will be required to sign an Artist's Agreement with the City of Bastrop that will detail the rights and responsibilities of all parties related to staging, installation, security, materials, liability and removal, etc.

#### **2017 EXHIBITION SCHEDULE (tentative)**

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|                    |                                         |
|--------------------|-----------------------------------------|
| November 15, 2016: | Submission Deadline                     |
|                    | Confirmations of receipt of submissions |
| February, 2017:    | Notification of Acceptance              |
|                    | Signed contract and W-9 due             |
| March, 2017:       | Installation by appointment             |
|                    | Announcements and events                |
| March, 2018:       | Uninstall Work by appointment           |

For artist or event information, please contact **Dianna Rose** with the *Bastrop Art in Public Places Committee* at **512-585-4610**.

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BASTROP DOWNTOWN 2017 SCULPTURE PROGRAM  
*A Project of Bastrop Art In Public Places (BAIPP)*

2017 Artist & Entry Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: Home (    ) \_\_\_\_\_ Cell (    ) \_\_\_\_\_

Email: \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Title #1 \_\_\_\_\_

Materials \_\_\_\_\_

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Weight: \_\_\_\_\_

Sales Price \$ \_\_\_\_\_

Artist's Statement (250 words or less)

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Title #2 \_\_\_\_\_

Materials \_\_\_\_\_

\_\_\_\_\_

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Weight: \_\_\_\_\_

Sales Price \$ \_\_\_\_\_

Artist's Statement ( 250 words or less)

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Title #3 \_\_\_\_\_

Materials \_\_\_\_\_

\_\_\_\_\_

Height: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Weight: \_\_\_\_\_

Sales Price \$\_\_\_\_\_

**Artist's Statement (250 words or less)**

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## City of Bastrop



### Agenda Information Sheet:

**City Council Meeting Date:** July 26, 2016

#### Agenda Item Description:

**CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE APPROVAL OF THE BASTROP ART IN PUBLIC PLACES 2017 SCULPTURE PROJECT CALL TO ARTIST**

#### Item Summary:

The Bastrop Downtown 2017 Sculpture Project ("Sculpture Project") is an annual program of the Bastrop Art in Public Places Task Force and the City of Bastrop. The 2016 Sculpture Project is the second time the City has produced such an outdoor visual arts exhibition. This highly visible and accessible sculptural exhibition will serve as an art destination for the residents of Bastrop County and Central Texas, as well as, visitors to the area. Viewers will have an opportunity to appreciate and be inspired by the variety, artistry and creativity unique to this exhibition. Sculptures submitted are selected through the juried process and will be installed throughout the historic downtown Bastrop corridor for one full year. The sculptures will vary in theme, construction and materials and may be on sale while on loan.

#### City Contact:

Trey Job – Director of Public Works & Utilities

**Attachments:** Photo of Previous Sculpture projects





Example of previous Sculpture project located West of the Old Iron Bridge

**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 19, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **CONDUCT A PUBLIC HEARING to receive citizens input on a Replat of Lots 21 and 22-B being +/- 9.8665 acres in Surburbia Estates Subdivision and +/- 3.500 acres out of the Nancy Blakey Survey, Abstract No. 98 located within the Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).**

2. Party Making Request: **Melissa McCollum, Director and Planning and Development**

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

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Bid Amount: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation: **N/A (Public Hearing)**

**This item is to conduct the Public Hearing to consider the Replat.**

9. Advisory Board: \_\_\_\_\_ Recommended Approval \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested: **N/A (Public Hearing)**

# City of Bastrop Agenda Information Sheet:



**City Council Meeting Date:**

**July 26, 2016**

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**Project Description:**

Public Hearing: Consideration, discussion and possible action by the City Council on the Replat of Lots 21 and 22-B being +/- 9.8665 acres in Surburbia Estates Subdivision including +/- 3.500 acres out of the Nancy Blakey Survey, Abstract No. 98 located within the Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).

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**Item Summary:**

**Owner:** KAH-BSC Properties, LLC  
**Applicant:** Krista Hosford  
**Location:** Property is located to the east and south of the Synergy Building at 971 Hwy 71  
**Utilities:** Aqua Water, Bluebonnet Electric and on-site septic

**Background:**

This property is located within the City of Bastrop One Mile Extra Territorial Jurisdiction (ETJ).

**Basis of Support:**

Staff supports the request to replat the property. City staff, along with the Bastrop County Planning and Economic Development department, have reviewed the replat and determined that it appears to conform with the City's subdivision ordinance and other applicable regulations.

**Special Considerations:** None.

**Comments:** Six (6) surrounding property owner notifications were mailed July 12, 2016. At this time we have not received any responses to the replat request.

**Staff Recommendation:**

Staff recommends approval of the Replat of Lots 21 and 22-B being +/- 9.8665 acres in Surburbia Estates Subdivision including +/- 3.500 acres out of the Nancy Blakey Survey, Abstract No. 98 located within the Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).

**City Contact:**

Melissa McCollum, Director of Planning and Development Department  
Wesley Brandon, PE, City Engineer

**Attachments:**

Proposed replat



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PAGE 1 OF 2



**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 19, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **Discussion, consideration and possible action by the City Council on a Replat of Lots 21 and 22-B being +/- 9.8665 acres in Surburbia Estates Subdivision and +/- 3.500 acres out of the Nancy Blakey Survey, Abstract No. 98 located within the Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).**

2. Party Making Request: **Melissa McCollum, Director and Planning and Development**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No \_\_\_\_\_

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

**Staff recommends approval of the a Replat of Lots 21 and 22-B being +/- 9.8665 acres in Surburbia Estates Subdivision and +/- 3.500 acres out of the Nancy Blakey Survey, Abstract No. 98 located within the Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).**

9. Advisory Board: \_\_\_\_\_ Recommended Approval \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested: **Approve the Replat of Lots 21 and 22B in Surburbia Estates and +/- 3.500 acres out of the Nancy Blakey Survey, Abstract No. 98.**



**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION AND ACTION REGARDING THE CREATION OF A CHARTER REVIEW COMMITTEE.**

2. Party Making Request: **Interim City Manager, Steve Adcock**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No   X  

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No N/A

Bid Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested:

## STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

**DATE SUBMITTED:** July 19, 2016

**MEETING DATE:** July 26, 2016

- 1. Agenda Item: Discussion, consideration and possible action to approve the Final Plat for Pecan Park Section 5B consisting of 43 residential lots, totaling +/-12.63 acres out of a +/-311.302 acre tract out of the Mozea Rousseau Survey within the city limits of Bastrop, Texas located west of Perkins Street.**

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

3. Nature of Request: (Brief Overview) Attachments: Yes X No \_\_\_\_\_

- #### 4. Policy Implication:

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No N/A  
 Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_  
 Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_  
 Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE
- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

8. Staff Recommendation:

**Staff recommends approval of the requested Final Plat for Pecan Park Section 5B consisting of 43 residential lots, totaling +/-12.63 acres out of a +/- 311.302 acre tract out of the Mozea Rousseau Survey within the city limits of Bastrop, Texas located west of Perkins Street. Staff further recommends approval to enforce a construction schedule that prioritizes drainage improvements as indicated on the construction plans.**

9. Advisory Board: \_\_\_\_\_ Recommended Approval \_\_\_\_\_ Disapproved XXX None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

- 11. Recommendation: Approve the Final Plat for Pecan Park, Section 5B, and authorize City staff to enforce a construction schedule that prioritizes drainage improvements.**



# City of Bastrop

## Agenda Information Sheet:



City Council Meeting Date:

July 26, 2016

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### Project Description:

Discussion, consideration and possible action to approve the Final Plat for Pecan Park Section 5B consisting of 43 residential lots, totaling +/-12.63 acres out of a +/- 311.302-acre tract out of the Mozea Rousseau Survey within the city limits of Bastrop, Texas located west of Perkins Street.

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### Item Summary:

**Owner:** Duke McDowell, DM Pecan Park Associates, LTD  
**Applicant/Agent:** Lynn Alderson, PE, Alderson Group, Inc.  
**Location:** Located west of Perkins Street in the city limits  
**Utilities:** Bluebonnet electric, City of Bastrop water and sewer

**Background:** This is the Final Plat for 43 residential lots and 3 common areas. The Preliminary Plat for Sections 5A and 5B was approved by City Council on November 12, 2014. This property is part of a development agreement between DM Pecan Park and the City of Bastrop approved by City Council in November, 2013. This Final Plat represents the second phase within Section 5.

**Basis of Support:** Staff supports the Final Plat of Pecan Park Section 5B. The plat appears to meet all other subdivision, zoning, and development agreement requirements.

**Special Considerations:** None.

**Comments:** Twenty-eight (28) adjacent property owner notifications were mailed July 18, 2016. No responses have been received. Any responses received after the preparation of this staff report will be handed out at the City Council meeting.

Previously, twenty-eight (28) adjacent property owner notifications were mailed June 16, 2016 for the June 28, 2016 City Council meeting. Seven responses in opposition were received and are included with this staff report.

**Staff Recommendation:** Staff recommends approval of the requested Final Plat for Pecan Park Section 5B consisting of 43 residential lots, totaling +/-12.63 acres out of a +/- 311.302-acre tract out of the Mozea Rousseau Survey within the city limits of Bastrop, Texas located south of Highway 71 West. Staff further recommends approval to enforce a construction schedule that prioritizes drainage improvements as indicated on the construction plans.

**Attachments:** Location Map, Overall Conceptual Plan, Final Plat, Engineer's Letter regarding proposed drainage system, Letter from developer regarding subdivision drainage, Proposed construction schedule (provided by the contractor), and property owner responses

### City Contact:

Wesley Brandon, PE, City Engineer  
Melissa M. McCollum, AICP, LEED AP, Director  
Planning and Development Department

07-26-2016

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# City of Bastrop

## Agenda Information Sheet:



City Council Meeting Date:

July 26, 2016

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### Project Description:

Discussion, consideration and possible action to approve the Final Plat for Pecan Park Section 5B consisting of 43 residential lots, totaling +/-12.63 acres out of a +/- 311.302-acre tract out of the Mozea Rousseau Survey within the city limits of Bastrop, Texas located west of Perkins Street.

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### Item Summary:

**Owner:** Duke McDowell, DM Pecan Park Associates, LTD  
**Applicant/Agent:** Lynn Alderson, PE, Alderson Group, Inc.  
**Location:** Located west of Perkins Street in the city limits  
**Utilities:** Bluebonnet electric, City of Bastrop water and sewer

**Background:** This is the Final Plat for 43 residential lots and 3 common areas. The Preliminary Plat for Sections 5A and 5B was approved by City Council on November 12, 2014. This property is part of a development agreement between DM Pecan Park and the City of Bastrop approved by City Council in November, 2013. This Final Plat represents the second phase within Section 5.

**Basis of Support:** Staff supports the Final Plat of Pecan Park Section 5B. The plat appears to meet all other subdivision, zoning, and development agreement requirements.

**Special Considerations:** None.

**Comments:** Twenty-eight (28) adjacent property owner notifications were mailed July 18, 2016. No responses have been received. Any responses received after the preparation of this staff report will be handed out at the City Council meeting.

Previously, twenty-eight (28) adjacent property owner notifications were mailed June 16, 2016 for the June 28, 2016 City Council meeting. Seven responses in opposition were received and are included with this staff report.

**Staff Recommendation:** Staff recommends approval of the requested Final Plat for Pecan Park Section 5B consisting of 43 residential lots, totaling +/-12.63 acres out of a +/- 311.302-acre tract out of the Mozea Rousseau Survey within the city limits of Bastrop, Texas located south of Highway 71 West. Staff further recommends approval to enforce a construction schedule that prioritizes drainage improvements as indicated on the construction plans.

**Attachments:** Location Map, Overall Conceptual Plan, Final Plat, Engineer's Letter regarding proposed drainage system, Letter from developer regarding subdivision drainage, Proposed construction schedule (provided by the contractor), and property owner responses

### City Contact:

Wesley Brandon, PE, City Engineer  
Melissa M. McCollum, AICP, LEED AP, Director  
Planning and Development Department





# Property Location Map for Pecan Park Section 5B



## Legend

 Pecan Park Residential Section 5B









Pecan Park 5B  
Construction Schedule

7.15.16

Subdivisions · Utilities · Site Preparation · Roads

P.O. Box 1769 14500 RR 12 Ste. 18 Wimberley, Texas 78676  
(512) 842-1307

| ACTION                                                                                      | CALENDAR DAYS       |
|---------------------------------------------------------------------------------------------|---------------------|
| Mobilization                                                                                | 10                  |
| Installation and Maintenance of Erosion / Sedimentation Controls (Including Perkins Street) | Entire Job Duration |
| Site Excavation and Grading To Subgrade                                                     | 15                  |
| Storm Sewer System                                                                          | 30                  |
| Waste Water System                                                                          | 20                  |
| Water System                                                                                | 15                  |
| Street Sub Grade Prep                                                                       | 10                  |
| Street Base and Curbing and Asphalt                                                         | 40                  |
| Final Grading and Clean Up                                                                  | 15                  |

Respectfully Submitted By  
Coy Lowden  
Lowden Excavating, Inc.

fax: 512 847-3008

14500 RR 12, Suite 18 Wimberley, TX 78676

office: 512 842-1307

L65200  
 1/2" = 1' PLAN  
 1/8" = 1' SECTION  
 1/16" = 1' ELEVATION  
 1/32" = 1' DETAIL  
 1/64" = 1' FINISH  
 1/128" = 1' MECHANICAL  
 1/256" = 1' ELECTRICAL  
 1/512" = 1' PLUMBING  
 1/1024" = 1' HEATING  
 1/2048" = 1' ROOFING  
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- A variance to Section 10 (Distance Section) of the LCR regarding building setbacks from the existing LCRA easement was issued by Sanjour City Council on November 12, 2014.

COUNTY OF BAKERSFIELD

MOORE POLYSEAL  
PROPERTY 2-50

FIELD NOTE DESCRIPTION

**RESEARCHERS** at a 3-day site visit found that the existing regulatory limit of 1000 mg/L for the groundwater in the study area was not protective of the health of the community. The groundwater in the study area was found to contain 1000 mg/L of arsenic, which is above the regulatory limit of 100 mg/L. The researchers also found that the groundwater in the study area was contaminated with other hazardous substances, including lead, copper, and chromium. The researchers also found that the groundwater in the study area was contaminated with other hazardous substances, including lead, copper, and chromium. The researchers also found that the groundwater in the study area was contaminated with other hazardous substances, including lead, copper, and chromium.

TESTED over 100 acres and 20,000+ sq ft. The following eight (8) corners and distances:

15 N (Fig. 10c), during the study site of Lake Superior, Minnesota, USA (Fig. 10a). The  $\delta^{15}\text{N}$  values of the sediment samples are plotted against the  $\delta^{13}\text{C}$  values of the sediment samples in Fig. 10b. The  $\delta^{15}\text{N}$  values of the sediment samples are plotted against the  $\delta^{13}\text{C}$  values of the sediment samples in Fig. 10b. The  $\delta^{15}\text{N}$  values of the sediment samples are plotted against the  $\delta^{13}\text{C}$  values of the sediment samples in Fig. 10b.

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June 22, 2016

Mr. Wesley Brandon, P.E.  
City Engineer  
City of Bastrop  
1311 Chestnut Street  
Bastrop, Texas 78602

RE: Pecan Park: Residential –Final Plat Section 5B  
Bastrop, Texas  
AG Job No. 1314-01

Dear Mr. Brandon:

As requested from your office, the following is a clarification regarding Pecan Park Residential Section 5B proposed drainage in regards to discharge to Perkins Street Right-of-Way (ROW).

Existing drainage patterns were analyzed to establish a base conditions for comparison to proposed drainage plans for the subdivision. Three drainage areas were identified as specific study points where the subject tract currently discharges onto the Perkins Street ROW. Approximately 21.5 total acres currently discharge from the Pecan Park development onto the Perkins Street ROW.

Drainage patterns per the proposed Pecan Park Residential Section 5B subdivision construction plans will decrease the area discharging storm water to Perkins Street ROW from 21.5 acres to 8.3. Each of the three study points from the existing drainage study were analyzed to determine ultimate flows for the proposed development. For each of the studied storm events (2, 5, ,10 ,25 and 100-year storm events,) ultimate discharge was shown to decreased from original conditions. Overall discharge from Pecan Park to Perkins Street ROW will be reduced from 43 cubic feet per second (csf) for the 100-year storm event to 19 cfs for the proposed 100-year storm event.

The proposed Pecan Park Residential Section 5B subdivision drainage will not increase storm water runoff to the Perkins Street ROW and will cause no adverse impact to properties located along Perkins Street ROW.

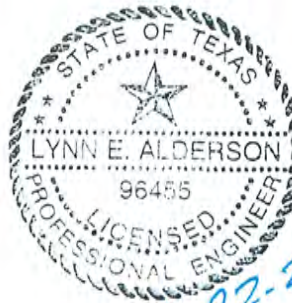
6-22-2016

Please feel free to contact our office should you have any questions or need additional information.

Sincerely,



Lynn Alderson, P.E.  
Principal



6-22-2016

Cc: Duke McDowell – DM Pecan Park Associates, LTD

# DM PECAN PARK ASSOCIATES, LTD.

6/23/16

City Council  
City of Bastrop  
Bastrop, TX

Honorable Mayor, City Council Members and City Staff:

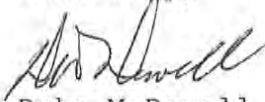
Section 5B of Rivers Bend at Pecan Park is before the council for Final Plat approval. DM Pecan Park and Associates, Ltd. is aware of neighborhood concerns relative to drainage from its property and we want to address these concerns.

The information we have from our civil engineer is that he has considered and designed improvements that account for historical and future drainage flows that exit the property. Of significant importance- our engineer tells us that once all improvements have been completed, the historical off-site flows will actually be reduced.

DM Pecan Park will use its best efforts to assure our site contractor adheres to the approved erosion control plans and routinely maintains these measures so that siltation and debris leaving the site are kept in check during development.

We appreciate our neighbors and will do all we can to ensure they are not negatively impacted during development. We appreciate the City Council's consideration of these assurances and hope for a positive vote.

Sincerely,



Duke McDowell  
DM Pecan Park & Associates, Ltd.



NOTICE OF MEETING  
BASTROP CITY COUNCIL

RECEIVED  
JUN 22 2016  
By [Signature]

Dear Property Owner:

The Bastrop City Council will hold a meeting Tuesday, June 28, 2016 at 6:30 p.m. in the Council Chambers, 1311 Chestnut Street, Bastrop, Texas to consider the Pecan Park Residential Section 5B Final Plat creating 43 residential lots located in the city limits of Bastrop, Texas.

The Applicant is: Duke McDowell

Property Location: Section 5B is located east of Perkins Street  
extending south to the LCRA 100' electric easement  
~~An 11 x 17 Final Plat copy is Included with this Notice~~

Legal Description: +/-12.63 acre tract in the Mozea Rousseau Survey A-56

As a property owner within 200' of the above referenced property, you are being notified of the meeting and invited to attend to express your opinion. Petitions and letters, either in support or opposition to this request, may be submitted to the Planning Department at City Hall located at 1311 Chestnut Street, Bastrop, Texas.

X  
X

PROPERTY OWNER'S RESPONSE

As a property owner within 200': (please check ☒ one)

☐ I am in favor of the request.

☒ I am opposed to the request.

☐ I have no objection to the request

Property Owner Name: Lynn Schaefer Owalline

Property Address: P.O. Box 718 Perkins Phone (optional): \_\_\_\_\_

Mailing Address: Bastrop TX 78602 Email (optional): \_\_\_\_\_

Property Owner's Signature: [Signature]

Comments: (Optional)

I am currently represented by Graves Daugherty  
regarding unresolved problems in Pecan Park #5A  
that include an 80ft drainage easement on my  
westside.

Please provide reply to: Planning and Development Department

City of Bastrop, P.O. Box 427, Bastrop, Texas 78602 or via fax (512) 332-8829

Planning and Development office phone number (512) 332-8840

flooding of my road on my property, yard and my  
river bottom #1 property on my eastside,  
Final Plat of Pecan Park Residential Section 5B (mailed 6/15/2016)

Recently May 13th 2016 another drainage ditch  
was dug near the north side of my property.  
Clearly these issues need to be resolved before  
any other issues are created. Wso

07-26-2016 I see another 15' drainage easement 238  
between lot 50 and lot 49 on this final Plat 5B dated June 2016



**CORRECTED  
NOTICE OF MEETING  
BASTROP CITY COUNCIL**

**RECEIVED**  
JUN 22 2016  
By Yvonne Pritchard

Dear Property Owner:

The **Bastrop City Council** will hold a meeting Tuesday, June 28, 2016 at 6:30 p.m. in the Council Chambers, 1311 Chestnut Street, Bastrop, Texas to consider the Pecan Park Residential Section 5B Final Plat creating 43 residential lots located within the city limits of Bastrop, Texas.

The Applicant is: Duke McDowell

Property Location: Section 5B is located west of Perkins Street  
extending south to the LCRA 100' electric easement  
**An 11 x 17 Final Plat copy was sent in first notice it is not included with this correction**

Legal Description: +/-12.63 acre tract in the Mozea Rousseau Survey A-56

As a property owner within 200' of the above referenced property, you are being notified of the meeting and invited to attend to express your opinion. Petitions and letters, either in support or opposition to this request, may be submitted to the Planning Department at City Hall located at 1311 Chestnut Street, Bastrop, Texas.

✂  
✂

-----  
PROPERTY OWNER'S RESPONSE

As a property owner within 200': (please check ☒ one)

- ☐ I am in favor of the request.  
☒ I am opposed to the request.  
☐ I have no objection to the request

Property Owner Name: Mark Thomas  
Property Address: 712 Perkins St Bastrop Phone (optional): \_\_\_\_\_  
Mailing Address: same Email (optional): \_\_\_\_\_

Property Owner's Signature: Mark Thomas

Comments: (Optional)

Duke McDowell needs to correct the drainage issues affecting our homes adjacent to the SE corner where he raised the elevation 4-6 feet to get it

Please provide reply to: Planning and Development Department

City of Bastrop, P.O. Box 427, Bastrop, Texas 78602 or via fax (512) 332-8829

Planning and Development office phone number (512) 332-8840

out of the flood plain. Complaints have been made with the City Public Works & Engineer resulting in a couple attempts on his part to correct, but problem still exists.

Final Plat of Pecan Park Residential Section 5B (mailed 6/15/2016) - corrected notice mailed 6/16/2016

07-26-2016

239

Mark Thomas

**CORRECTED  
NOTICE OF MEETING  
BASTROP CITY COUNCIL**

Dear Property Owner:

The **Bastrop City Council** will hold a meeting Tuesday, June 28, 2016 at 6:30 p.m. in the Council Chambers, 1311 Chestnut Street, Bastrop, Texas to consider the Pecan Park Residential Section 5B Final Plat creating 43 residential lots located within the city limits of Bastrop, Texas.

The Applicant is: Duke McDowell

Property Location: Section 5B is located west of Perkins Street extending south to the LCRA 100' electric easement  
**An 11 x 17 Final Plat copy was sent in first notice it is not included with this correction**

Legal Description: +/-12.63 acre tract in the Mozea Rousseau Survey A-56

As a property owner within 200' of the above referenced property, you are being notified of the meeting and invited to attend to express your opinion. Petitions and letters, either in support or opposition to this request, may be submitted to the Planning Department at City Hall located at 1311 Chestnut Street, Bastrop, Texas.

X  
X

-----  
PROPERTY OWNER'S RESPONSE

As a property owner within 200': (please check ☒ one)

- ☐ I am in favor of the request.  
☒ I am opposed to the request.  
☐ I have no objection to the request

R34720

Property Owner Name: Royce (Wally) Nankin Jr 512 332-1185 cell.  
Property Address: 109 MAYNARD STREET Phone (optional): 512 321 3162 h/m  
Mailing Address: 555 HIGHWAY 95 N Email (optional):  
Bastrop, TX 78602 WNANKIN@FNBASTROP.COM  
Property Owner's Signature: Royce W Nankin Jr  
Comments: (Optional)

DRAINAGE ISSUES caused by Pecan Park Sub.  
WATER CROSSING OVER PERKINS ST FROM

Please provide reply to: Planning and Development Department PECAN PARK  
City of Bastrop, P.O. Box 427, Bastrop, Texas 78602 or via fax (512) 332-8829  
Planning and Development office phone number (512) 332-8840 MUD collecting

Final Plat of Pecan Park Residential Section 5B (mailed 6/15/2016) - corrected notice mailed 6/16/2016

**RECEIVED**  
JUN 27 2016

07-26-2016

ON ROAD  
WATER CROSSING over  
Perkins Flooding South  
end of Perkins

240



**CORRECTED  
NOTICE OF MEETING  
BASTROP CITY COUNCIL**

Dear Property Owner:

The **Bastrop City Council** will hold a meeting Tuesday, June 28, 2016 at 6:30 p.m. in the Council Chambers, 1311 Chestnut Street, Bastrop, Texas to consider the Pecan Park Residential Section 5B Final Plat creating 43 residential lots located within the city limits of Bastrop, Texas.

The Applicant is: Duke McDowell

Property Location: Section 5B is located west of Perkins Street  
extending south to the LCRA 100' electric easement  
**An 11 x 17 Final Plat copy was sent in first notice it is not included  
with this correction**

Legal Description: +/-12.63 acre tract in the Mozea Rousseau Survey A-56

As a property owner within 200' of the above referenced property, you are being notified of the meeting and invited to attend to express your opinion. Petitions and letters, either in support or opposition to this request, may be submitted to the Planning Department at City Hall located at 1311 Chestnut Street, Bastrop, Texas.

X  
X

-----  
PROPERTY OWNER'S RESPONSE

As a property owner within 200': (please check ☒ one)

- ☐ I am in favor of the request.  
☒ I am opposed to the request.  
☐ I have no objection to the request

R22 508

Property Owner Name: Royce (WALLY) NAMKEN JR. (512) 332-1185 cell  
Property Address: EAST SIDE OF PERKINS Phone (optional): (512) 321-3162 h/m  
Mailing Address: 555 HIGHWAY 95 N BASTROP TX Email (optional): 78602 W NAMKEN@FNB BASTROP

Property Owner's Signature: Royce N. Nalpe 78602 W NAMKEN@FNB BASTROP  
Comments: (Optional)

DRAINAGE ISSUES CAUSED BY PECAN PARK SUB.  
WATER CROSSING OVER PERKINS STREET AND PONDING

Please provide reply to: Planning and Development Department  
City of Bastrop, P.O. Box 427, Bastrop, Texas 78602 or via fax (512) 332-8829  
Planning and Development office phone number (512) 332-8840

ON THIS PROPERTY

~~AND DAMAGING MY~~

AND DAMAGING MY

Final Plat of Pecan Park Residential Section 5B (mailed 6/15/2016) - corrected notice mailed 6/16/2016

**RECEIVED**  
JUN 27 2016

07-26-2016

PROPERTY SINCE ELEVATION  
WAS CHANGED ON WEST SIDE  
OF PERKINS STREET BY  
PECAN PARK 241

**CORRECTED  
NOTICE OF MEETING  
BASTROP CITY COUNCIL**

Dear Property Owner:

The **Bastrop City Council** will hold a meeting Tuesday, June 28, 2016 at 6:30 p.m. in the Council Chambers, 1311 Chestnut Street, Bastrop, Texas to consider the Pecan Park Residential Section 5B Final Plat creating 43 residential lots located within the city limits of Bastrop, Texas.

The Applicant is: Duke McDowell

Property Location: Section 5B is located west of Perkins Street  
extending south to the LCRA 100' electric easement  
**An 11 x 17 Final Plat copy was sent in first notice it is not included with this correction**

Legal Description: +/-12.63 acre tract in the Mozea Rousseau Survey A-56

As a property owner within 200' of the above referenced property, you are being notified of the meeting and invited to attend to express your opinion. Petitions and letters, either in support or opposition to this request, may be submitted to the Planning Department at City Hall located at 1311 Chestnut Street, Bastrop, Texas.

X  
X

-----  
PROPERTY OWNER'S RESPONSE

As a property owner within 200': (please check ☒ one)

- ☐ I am in favor of the request.  
☒ I am opposed to the request.  
☐ I have no objection to the request

R 303 26

Property Owner Name: Royce (Wally) Namken Jr.

Property Address: 710 Perkins Street

Phone (optional):

Mailing Address: 555 Highway 95 N

Email (optional):

Property Owner's Signature: Royce W. Namken Jr.

Comments: (Optional)

DRAINAGE ISSUES caused by Pecan Park Subdivision  
Water running across Perkins Street has flooded

Please provide reply to: Planning and Development Department  
City of Bastrop, P.O. Box 427, Bastrop, Texas 78602 or via fax (512) 332-8829  
Planning and Development office phone number (512) 332-8840

my storage buildings  
several times since  
elevation was changed

Final Plat of Pecan Park Residential Section 5B (mailed 6/15/2016) - corrected notice mailed 6/16/2016

**RECEIVED**  
JUN 27 2016

07-26-2016

ON West side  
of Perkins Street  
by Pecan Park

242





PROPERTY OWNER'S RESPONSE

As a property owner within 200': (please check ☒ one)

- ☐ I am in favor of the request.  
☒ I am opposed to the request.  
☐ I have no objection to the request

Property Owner Name: David & Mary Richards  
Property Address: 1000 Maynard Street Phone (optional): 832-703-9588  
Mailing Address: \_\_\_\_\_ Email (optional): \_\_\_\_\_

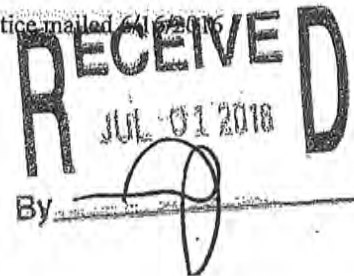
Property Owner's Signature: Mary Richards

Comments: (Optional)

I am reporting that you have killed at least 4  
baby deer by mowing over them.

Please provide reply to: Planning and Development Department  
City of Bastrop, P.O. Box 427, Bastrop, Texas 78602 or via fax (512) 332-8829  
Planning and Development office phone number (512) 332-8840

Final Plat of Pecan Park Residential Section 5B (mailed 6/15/2016) – corrected notice mailed 6/16/2016





## PROPERTY OWNER'S RESPONSE

As a property owner within 200': (please check ☒ one)

- ☐ I am in favor of the request.  
☒ I am opposed to the request.  
☐ I have no objection to the request

Property Owner Name: JACOB HENRY  
 Property Address: 710 PERKINS ST,  
 Mailing Address: " " "

Phone (optional): \_\_\_\_\_  
 Email (optional): \_\_\_\_\_

Property Owner's Signature: Jacob B. Henry  
 Comments: (Optional)

I am opposed for multiple reasons. Existing Headwaters Dr. onto PERKINS will increase traffic on a road it was not designed for and will expose our existing riverfront lots to a new public outlet, which will devalue our existing lots. This developer has also

Please provide reply to: Planning and Development Department  
 City of Bastrop, P.O. Box 427, Bastrop, Texas 78602 or via fax (512) 332-8829  
 Planning and Development office phone number (512) 332-8840

Final Plat of Pecan Park Residential Section 5B (mailed 6/15/2016)

flooded my property multiple time with runoff from his development. The City of Bastrop must hold this developer accountable before approving any such plat. It's the City's responsibility to fully understand his drainage plan and the ill effects it has already had on many of the adjoining neighbors before any plat should even be considered for approval.



## STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

**DATE SUBMITTED:** July 19, 2016

**MEETING DATE:** July 26, 2016

1. Agenda Item: **FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AMENDING DEFINITIONS #75 AND #270.1 AND ADDING A NEW DEFINITION #77.1 IN APPENDIX A-3 IN CHAPTER 14 OF THE CITY OF BASTROP ZONING ORDINANCE FOR THE TERM “CUSTOM PERSONAL SERVICE SHOPS TO INCLUDE DERMAPIGMENTATION SERVICES AS ACCESSORY USE TO BARBER/BEAUTY SHOP USES AND ADD DEFINITION OF DERMAPIGMENTATION (a/k/a PERMANENT MAKEUP); PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

2. Party Making Request: **Melissa McCollum, Director of Planning and Development**

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

4. Policy Implication: \_\_\_\_\_

5. Budgeted: Yes No N/A

Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

| 7. Routing: | NAME/TITLE | INITIAL | DATE | CONCURRENCE |
|-------------|------------|---------|------|-------------|
|-------------|------------|---------|------|-------------|

a) \_\_\_\_\_

b)

8. Staff Recommendation:

**This item was considered at the June 14 and June 28 City Council meeting. This item is being revised to clarify the definitions to allow permanent makeup as an accessory use to Custom Personal Service Shop (Hair Salon). Public Hearings were at the June 14 and June 28 City Council meetings.**

**As currently proposed there is no distance requirements (residential, church, public park, playground, daycare center or school) proposed as part of these definition changes.**

9. Advisory Board Recommendation: XXX Recommended Approval \_\_\_\_\_ Denial \_\_\_\_\_ None \_\_\_\_\_

**The Planning and Zoning Commission conducted a public hearing May 26, 2016 and unanimously voted six (6) in favor to recommend approval of changes to the Zoning Ordinance, Chapter 14 Section Appendix A-3 Definitions.**

10. Manager's Recommendation: ☐ Approved ☐ Disapproved ☐ None

11. Recommendation: **Approve the first reading of changes to the Zoning Ordinance, Chapter 14 Appendix A-3 Definitions and have the second reading on the Consent Agenda at the next City Council meeting.**



City of Bastrop

Agenda Information Sheet:



City Council Meeting Date:

July 26, 2016

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**1<sup>st</sup> Reading:**

Amendment to the Zoning Ordinance, A-3, Definitions.

- Section A-3 Definitions to update the definitions for 270.1 Tattoo, to reference Dermapigmentation (permanent makeup) as an allowable incidental/accessory use in definition # 75 Custom Personal Service Shop definition and to add new definition 77.1 Dermapigmentation (Permanent Makeup) as a definition.
- 

**This item was considered at the June 14 and June 28 City Council meeting. This item is being revised to clarify the definitions to allow permanent makeup as an accessory use to Custom Personal Service Shop (Hair Salon). Public Hearings were at the June 14 and June 28 City Council meetings.**

- **This “dermapigmentation” (permanent makeup) would be allowed as an accessory use to a Barber Shop/Hair Salon which is currently allowed in the Office, Neighborhood Services, General Retail, C-1, and C-2 Zoning Classifications. It would also be allowed the commercial area known as the Central Business District downtown in FBC designations/character zones (Historic Main Street, Downtown Mixed Use, Civic/Cultural Arts, and Commercial Mixed Use)**

**As currently proposed there is no distance requirements (residential, church, public park, playground, daycare center or school) proposed as part of these definition changes.**

**Item Summary:**

The City's zoning code limits tattoo or tattoo studios to the industrial zoning classification with a Conditional Use Permit (CUP). Tattooing is regulated by the State and must get a State License. We have had requests to have “makeup” tattoos as an accessory use to the “Barber shop/Hair Salon” primary use. “Permanent makeup” includes eyeliner, eyebrows, lip liner etc.

DERMAPIGMENTATION (a/k/a PERMANENT MAKEUP) means the application of permanent pigments as a means of placing colored inks on the outer layers of skin solely for medical and cosmetic purposes such as: (a) the use of flesh toned pigments to cover or reduce the appearance of scars, surgical incisions and white spots caused by medical conditions such as vitiligo, (b) the use of pigments to simulate lost or non-growing facial hair including eye brows, eyelashes, and side burns, caused by genetic conditions, chemotherapy or medical conditions such as alopecia, and (c) the application of colored inks to simulate facial cosmetics such as eyeliner, eye shadows, lip color and lip liner. Dermapigmentation, as used in this Code, does not include the type of tattooing or ink/skin application that has historically and traditionally been done to produce or depict decorative skin designs, letters, words, images, symbols, artwork, in general on all parts of the body.

Currently, our code will need to be amended to allow this as an accessory use to existing proposed barber shop/hair salon.

**Background:**

These code amendment changes are a result of discussions among staff and Planning and Zoning Commission. After presentations from potential business owners, this change would allow permanent makeup as an accessory use. This was discussed at a Workshop with the Planning and Zoning Commission on March



31, 2016.

\*\*\*\*\*Underline is the additional information added.

**Code Amendments:**

**A-3 DEFINITIONS**

75. *CUSTOM PERSONAL SERVICE SHOP* - Tailor, dressmaker, shoe shop, barber shop, beauty shop or similar shop offering custom service. Other services such as dermapigmentation, (a/k/a permanent makeup) may be offered as an accessory/incidental use to primary use.
- 77.1 DERMAPIGMENTATION (a/k/a PERMANENT MAKEUP) means the application of permanent pigments as a means of placing colored inks on the outer layers of skin solely for medical and cosmetic purposes such as: (a) the use of flesh toned pigments to cover or reduce the appearance of scars, surgical incisions and white spots caused by medical conditions such as vitiligo, (b) the use of pigments to simulate lost or non-growing facial hair including eye brows, eyelashes, and side burns, caused by genetic conditions, chemotherapy or medical conditions such as alopecia, and ( c) the application of colored inks to simulate facial cosmetics such as eyeliner, eye shadows, lip color and lip liner. Dermapigmentation, as used in this Code, does not include the type of tattooing or ink/skin application that has historically and traditionally been done to produce or depict decorative skin designs, letters, words, images, symbols, artwork, in general on all parts of the body.
- 270.1 *TATTOO* means the practice of producing an indelible mark or figure on the human body by scarring or inserting pigment under the skin using needles, scalpels, or other related equipment. Tattooing, as that term is used in this Code, refers to the type of application of pigments to the skin on parts of the body that is decorative in nature and generally depicts designs chosen by the person being tattooed for the purpose of pure adornment, such as letters, symbols, words, images, artwork, which may be located on all parts of the body. As used in this Code, it is not inclusive of the practice of dermapigmentation, which is a cosmetic practice that is separately defined and zoned by the City and this Code.

**Staff Recommendation:** Staff recommends the above changes to Zoning Ordinance

**Planning and Zoning Commission Recommendation:**

The Planning and Zoning Commission conducted a public hearing May 26, 2016 and unanimously voted six (6) in favor to recommend approval of changes to the Zoning Ordinance, A-3 Definitions.

**City Contact:**

Melissa M. McCollum, AICP, LEED AP - Director  
Planning and Development

**Attachments:**

None

## Amendment to the Definitions of Custom Personal Service Shop and Tattoo and add Definition for Dermapigmentation (a/k/a permanent makeup)

- Current Code and Ordinance includes definitions for Tattoo and Custom Personal Service Shop.
  - Changes will allow dermapigmentation or permanent makeup to as an accessory/incidental use to the primary use for personal services such as barber shop/hair salon.
- Tattooing is regulated by the State and must get a State License. These changes would allow **permanent makeup** (tattoo license) to be allowed as an accessory use in barber shop/hair salon definition
- Barber Shop/Hair Salon is allowed in the Office, Neighborhood Services, General Retail, C-1, and C-2 Zoning Classifications. It would also be allowed within the Central Business District downtown FBC designations/character zones (Historic Main Street, Downtown Mixed Use, Civic/Cultural Arts, and Commercial Mixed Use



## Amendment to the Definitions of Custom Personal Service Shop and Tattoo and add Definition for Dermapigmentation (a/k/a permanent makeup)

- Current Code and Ordinance includes definitions for Tattoo and Custom Personal Service Shop.
  - Changes will allow dermapigmentation or permanent makeup to as an accessory/incidental use to the primary use for personal services such as barber shop/hair salon.
- Tattooing is regulated by the State and must get a State License. These changes would allow **permanent makeup** (tattoo license) to be allowed as an accessory use in barber shop/hair salon definition
- Barber Shop/Hair Salon is allowed in the Office, Neighborhood Services, General Retail, C-1, and C-2 Zoning Classifications. It would also be allowed within the Central Business District downtown FBC designations/character zones (Historic Main Street, Downtown Mixed Use, Civic/Cultural Arts, and Commercial Mixed Use



# Comparison of Current vs. Proposed Ordinance

## Current:

- Tattoo definition does not reference dermapigmentation/permanent makeup.
- Customer Personal Service Shop does not address permanent makeup as an allowed accessory use.
- No definition currently for dermapigmentation (a/k/a permanent makeup)

## Amendment Will Allow:

- Tattoo definition (270.1) will be revised to highlight that Secondary services such as dermapigmentation, or permanent makeup may be offered as an accessory/incidental use to primary use of a Custom Personal Service Shop.
- Custom Personal Service Shop definition (75) will be revised to highlight other services such as dermapigmentation, or permanent makeup may be offered as an accessory/incidental use to primary use.
- Dermapigmentation (a/k/a permanent makeup) (77.1) will be added as a new definition to the code
- The changes in definitions only allow “permanent makeup” an accessory use, not full tattooing services.

**ORDINANCE NO. 2016- 15**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AMENDING DEFINITIONS #75 AND #270.1 AND ADDING A NEW DEFINITION #77.1 IN APPENDIX A-3 IN CHAPTER 14 OF THE CITY OF BASTROP ZONING ORDINANCE FOR THE TERM "CUSTOM PERSONAL SERVICE SHOPS TO INCLUDE DERMAPIGMENTATION SERVICES AS ACCESSORY USE TO BARBER/BEAUTY SHOP USES AND ADD DEFINITION OF DERMAPIGMENTATION (a/k/a PERMANENT MAKEUP); PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

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**WHEREAS**, on March 31, 2016, the Planning and Zoning Commission held a Workshop to consider whether to recommend certain changes be made to the City's Zoning Ordinance with reference to: the amendment of an existing zoning code definitions to allow the practice of applying dermapigmentation (which is also commonly referred to as "permanent makeup") to be considered an 'accessory use' to the primary use of Barber Shops/Hair Salons which are allowed to be located in Office, Neighborhood Service, General Retail, Commercial -1, Commercial -2 Districts as well as within the Central Business District downtown FBC designations/character zones (Historic Main Street, Downtown Mixed Use, Civic/Cultural Arts, and Commercial Mixed Use); and

**WHEREAS**, on May 26, 2016, after proper notice and pursuant to the procedures set forth in the City's Zoning Ordinance, the Planning and Zoning Commission held a public hearing to consider the nature and performance of the proposed uses and changes to the Zoning Code, and its compatibility with the uses permitted in the various districts to allow dermapigmentation as an accessory use in Barber Shops/Hair Salons and, accordingly, after such hearing determined that such uses should be allowed and that it would make a recommendation to the City council as to which zoning districts dermapigmentation, as an accessory use to Barber shops and Hair Salons, should be permitted; and

**WHEREAS**, on May 26, 2016, the Bastrop Planning and Zoning Commission convened and considered the input provided by the participants at the Public Hearing concerning the various amendments to the Zoning Code, as noted herein above, and determined that it is in the best interest of orderly planning and development of the City of Bastrop, that the City of Bastrop Zoning Ordinance be amended to recommend the changes noted herein below, related to zoning for dermapigmentation operations and, therefore, recommends the amendments as noted below for the consideration and possible approval of the City Council; and

**WHEREAS**, on June 14, 2016, the City Council convened at a regular meeting and after considering the information from Staff, the input provided from the Public Hearing and the recommendation of the members of the Planning and Zoning Commission; and

**WHEREAS**, the City Council asked for additional information regarding the changes in the code and for the item to be reconsidered at a future City Council meeting; and

**WHEREAS**, on June 28, 2016, the City Council convened at a regular meeting and after considering the information from Staff, the input provided form the Public Hearing and the



recommendation of the members of the Planning and Zoning Commission, have found and requested additional clarification of the definitions; and

**WHEREAS**, on July 26, 2016, the City Council has again convened at a regular meeting and after considering the additional definition provided related to dermapigmentation and information from Staff related to same, and distinguishing dermapigmentation from the practice of tattooing, in general, have found and determined that the amendments noted herein below to the City's Zoning Ordinance are in the best interest of the general welfare, health and safety of the citizens of the City of Bastrop.

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

PART 1: That A-3 DEFINITIONS to the City's Zoning Ordinance be amended as follows:

A-3 DEFINITIONS

75. *CUSTOM PERSONAL SERVICE SHOP* - Tailor, dressmaker, shoe shop, barber shop, beauty shop or similar shop offering custom service. Other services such as dermapigmentation, (a/k/a permanent makeup) may be offered as an accessory/incidental use to primary use.
- 77.1 DERMAPIGMENTATION (a/k/a PERMANENT MAKEUP) means the application of permanent pigments as a means of placing colored inks on the outer layers of skin solely for medical and cosmetic purposes such as: (a) the use of flesh toned pigments to cover or reduce the appearance of scars, surgical incisions and white spots caused by medical conditions such as vitiligo, (b) the use of pigments to simulate lost or non-growing facial hair including eye brows, eyelashes, and side burns, caused by genetic conditions, chemotherapy or medical conditions such as alopecia, and ( c) the application of colored inks to simulate facial cosmetics such as eyeliner, eye shadows, lip color and lip liner. Dermapigmentation, as used in this Code, does not include the type of tattooing or ink/skin application that has historically and traditionally been done to produce or depict decorative skin designs, letters, words, images, symbols, artwork, in general on all parts of the body.
- 270.1 TATTOO means the practice of producing an indelible mark or figure on the human body by scarring or inserting pigment under the skin using needles, scalpels, or other related equipment. Tattooing, as that term is used in this Code, refers to the type of application of pigments to the skin on parts of the body that is decorative in nature and generally depicts designs chosen by the person being tattooed for the purpose of pure adornment, such as letters, symbols, words, images, artwork, which may be located on all parts of the body. As used in this Code, it is not inclusive of the practice of dermapigmentation, which is a cosmetic practice that is separately defined and zoned by the City and this Code.



PART 2: That if any provision of this Ordinance or application thereof to any person or circumstance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

PART 3: That any provisions of the Bastrop City Code and any ordinances in conflict with this ordinance are, to the extent of any such conflict, hereby repealed.

PART 4: That this Ordinance shall take effect upon the date of final passage noted below, or when all applicable hearing and publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of State of Texas.

Passed and Approved on First Reading on this 26th day of July, 2016

Passed and Adopted on Second Reading on this \_\_\_\_\_ day of \_\_\_\_\_, 2016

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Ken Kesselus, Mayor

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

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE VOTE TO ACCEPT OFFER FROM BEDC TO PURCHASE THE 921 MAIN STREET PROPERTY.**

2. Party Making Request: **Council Member Jones**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No   X  

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No   N/A  

Bid Amount: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

7. Routing:   NAME/TITLE     INITIAL     DATE     CONCURRENCE  

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested:

**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: JULY 19, 2016

MEETING DATE: JULY 26, 2016

1. Agenda Item: **Consideration, discussion, and possible action on the Council setting the funding amount available for organizations requesting the use of 2017 Hotel Occupancy Tax funds (HOT Funds).**
2. Party Making Request: **Tracy Waldron, Chief Financial Officer**
3. Nature of Request: (Brief Overview) Attachments: Yes   X   No         
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Policy Implication: **Per the Hot Funds calendar, July 26, 2016, is designated for Council to approve the total funding available.**
5. Budgeted:        Yes        No        N/A  
    Bid Amount:                      Budgeted Amount:                       
    Under Budget:                      Over Budget:                       
                                            Amount Remaining:
6. Alternate Option/Costs: \_\_\_\_\_
7. Routing: 

|    | <u>NAME/TITLE</u> | <u>INITIAL</u> | <u>DATE</u> | <u>CONCURRENCE</u> |
|----|-------------------|----------------|-------------|--------------------|
| a) | _____             | _____          | _____       | _____              |
| b) | _____             | _____          | _____       | _____              |
| c) | _____             | _____          | _____       | _____              |
8. Staff Recommendation: **Staff recommends that we keep the same level of funding as FY16 due to the development of the DMO process.**
9. Advisory Board:        Approved        Disapproved        None
10. Manager's Recommendation:        Approved        Disapproved        None
11. Motion Requested: **Motion to approve the total available for Tier II funding to be set at \$225,000 for FY2017 funding.**



CITY OF BASTROP  
FY2017 APPROVED HOT FUNDING

| Organization                                                 | Projects                                                     | FY 2014-2015        | FY 2015-2016        | FY2016-2017          |
|--------------------------------------------------------------|--------------------------------------------------------------|---------------------|---------------------|----------------------|
|                                                              |                                                              | FUNDING<br>APPROVED | FUNDING<br>APPROVED | FUNDING<br>REQUESTED |
| Bastrop Chamber of Commerce                                  |                                                              | \$ 48,000           | \$ 24,278           |                      |
|                                                              | Project 1: Annual Patriotic Festival                         |                     |                     | \$14,230             |
| Bastrop Downtown Business Alliance                           |                                                              | \$ 50,800           | \$ 45,854           |                      |
|                                                              | Project 1: Lost Pines Christmas                              |                     |                     | \$30,000             |
| Bastrop Fine Arts Guild                                      |                                                              |                     |                     |                      |
|                                                              | Project 1: Lost Pines Regional Art Conference                |                     |                     | \$10,000             |
|                                                              | Project 2: Artful Afternoon                                  |                     |                     | \$10,000             |
|                                                              | Project 3: Salinas Student Art Event                         |                     |                     | \$5,000              |
| Bastrop Historical Society                                   |                                                              | \$ 18,200           | \$ 22,347           |                      |
|                                                              | Project 1: Promotion of Museum & Historic Preservation       |                     |                     | \$24,675             |
|                                                              | Project 2: Tours                                             |                     |                     | \$11,623             |
| Bastrop Homecoming Committee                                 |                                                              | \$ 20,400           | \$ 20,788           |                      |
|                                                              | * See note below                                             |                     |                     | \$0                  |
| Bastrop Juneteenth Committee                                 |                                                              | \$ 5,450            | \$ 5,000            | \$0                  |
|                                                              | ** See note below                                            |                     |                     |                      |
| Bastrop Old Town Visitor's Center                            |                                                              | \$ 60,700           | \$ 78,243           |                      |
|                                                              | *** See note Below                                           |                     |                     | \$0                  |
| Bastrop Opera House                                          |                                                              | \$ 50,700           | \$ 58,555           |                      |
|                                                              | Project 1: Destination: Bastrop Opera House - New Beginnings |                     |                     | \$78,700             |
| Family Crisis Center                                         |                                                              | \$ 1,800            | \$ 1,667            |                      |
|                                                              | Project 1: Pedal Thru the Pines                              |                     |                     | \$1,800              |
| Friends of Fairview                                          |                                                              |                     | \$ 1,600            |                      |
|                                                              | * See note below                                             |                     |                     | \$0                  |
| Tough Mudder, Inc.                                           |                                                              |                     | \$ 4,608            |                      |
|                                                              | Project 1: Tough Mudder Central Tx 2016                      |                     |                     | \$45,000             |
| Upstart, Inc.                                                |                                                              | \$ 14,000           | \$ 13,308           |                      |
|                                                              | * See note below                                             |                     |                     | \$0                  |
| YMCA of Austin                                               |                                                              | \$ 3,550            | \$ 6,478            |                      |
|                                                              | Project 1: Burning Pine Run                                  |                     |                     | \$10,000             |
|                                                              |                                                              |                     |                     |                      |
|                                                              |                                                              |                     |                     |                      |
| Total                                                        |                                                              | \$ 273,600          | \$ 282,726          | \$241,028            |
| NOTES:                                                       |                                                              |                     |                     |                      |
| * Organizations did not submit funding requests for 2017.    |                                                              |                     |                     |                      |
| ** Organization turned in incomplete funding request packet. |                                                              |                     |                     |                      |
| *** Changed to Tier I Funding by Resolution 2016-10          |                                                              |                     |                     |                      |

**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING CITY CODE, CHAPTER 7, ARTICLE 7.01, SECTION 7.01.10, RELATED TO MUNICIPAL COURT PROSECUTIONS BY CITY ATTORNEY(S); CHAPTER 9, ARTICLE 9.04, RELATED TO APPOINTMENT AND POWERS AND DUTIES OF THE CITY ATTORNEY; AND CHAPTER 11, ARTICLE 11.04, SECTION 11.04.008, RELATED TO CITY ATTORNEY'S AUTHORITY TO BRING SUIT TO COLLECT THE TAX IMPOSED BY THE CITY; REPEALING CONFLICTING ORDINANCES; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

2. Party Making Request: **Mayor Kesselus**3. Nature of Request: (Brief Overview) Attachments: Yes ☒ No ☐

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No N/A  
Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_  
Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_  
Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

7. Routing: 

|    | <u>NAME/TITLE</u> | <u>INITIAL</u> | <u>DATE</u> | <u>CONCURRENCE</u> |
|----|-------------------|----------------|-------------|--------------------|
| a) | _____             | _____          | _____       | _____              |
| b) | _____             | _____          | _____       | _____              |
| c) | _____             | _____          | _____       | _____              |

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested:



**ORDINANCE NO. 2016 - 16**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING CITY CODE, CHAPTER 7, ARTICLE 7.01, SECTION 7.01.10, RELATED TO MUNICIPAL COURT PROSECUTIONS BY CITY ATTORNEY(S); CHAPTER 9, ARTICLE 9.04, RELATED TO APPOINTMENT AND POWERS AND DUTIES OF THE CITY ATTORNEY; AND CHAPTER 11, ARTICLE 11.04, SECTION 11.04.008, RELATED TO CITY ATTORNEY'S AUTHORITY TO BRING SUIT TO COLLECT THE TAX IMPOSED BY THE CITY; REPEALING CONFLICTING ORDINANCES; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, pursuant to its authority granted by the State of Texas, the City Council, acting in the best interest of the financial status of the City, has determined that a revision to the City's Code of Ordinances should be made, as set forth below.

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

**Part 1:** Article 7, Municipal court, Chapter 7.01, Section 7.01.010, entitled "Prosecutions generally," is hereby amended as follows:

Section 7.01.010 Prosecutions, generally; prosecutions by county attorney.

- (a) All prosecutions in the municipal court shall be conducted by the city attorney or, as appropriate, by an appointed assistant city attorney.

*(No change to subsections b-c)*

**Part 2:** Article 9.04 'City Attorney', Chapter 9, Section 9.04.003, entitled "Appointment," is hereby amended as follows:

Sec. 9.04.003 - Appointment.

- (a) The City Council shall appoint the city attorney and assistant city attorneys, who will undertake the various duties noted in section 9.04.005, as designated by the City Council.

- (b) The city attorney will supervise and provide oversight of any legal matter assigned to special appointed assistant city attorney(s) and City employed



paralegal, if any, including but not limited to overseeing billing and progress being made by the appointed assistant city attorney(s) and City employed paralegal, if any, on the matters that have been assigned to the special assistant city attorneys and the City employed paralegal.

**Part 3:** Article 9.04 'City Attorney', Chapter 9, Section 9.04.005, entitled "Powers and duties," is hereby amended as follows:  
Sec. 9.04.005 - Powers and duties.

(a) The city attorney, or as appropriate, an appointed assistant city attorney, shall, at the direction of the city manager:

- (1) Attend the municipal court and conduct all prosecutions brought in the court.
- (2) Take affidavits against any person charged with violating any of the ordinances of the city and prepare and draw up all complaints against persons so charged.
- (3) Draft all ordinances passed by the Council when requested to do so.
- (4) Draw up or review all contracts to which the city may be a party.
- (5) Represent the city in all suits filed by or against the city.
- (6) Institute suits on behalf of the city whenever in his opinion such proceedings are necessary to protect the rights or interests of the city.

(b) The city attorney, or as appropriate, an appointed assistant city attorney, shall, at the direction of both the city manager and the mayor:

- (1) Attend meetings of the City Council and, upon request of the Council or any member thereof, pass upon all questions of law relating to any business upon consideration by the Council.

**Part 3:** Article 11, Taxation, Chapter 11.04, Section 11.04.008, entitled "Additional authorization to bring suit for violations," is hereby amended as follows:

Sec. 11.04.008 - Additional authorization to bring suit for violations.

The city attorney or as appropriate, an appointed assistant city attorney, is hereby authorized to bring suit against any person required to collect the tax imposed hereby and required to pay the collection over to the city and who has failed to file a report, or filed a false report, or failed to pay the tax when due, at the direction of the city manager and concurrence of the Council, when necessary. Such suit may seek to collect such tax not paid or to enjoin such person from operating a hotel in the city until the tax is paid or the report is filed, or both, as applicable and as provided in the injunction.

**Part 4:** All ordinances, or parts of ordinances in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

**Part 5:** If any provision of this Ordinance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance adopted hereby which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are hereby declared to be severable.

**Part 6:** The Ordinance shall take effect immediately after passage noted below in accordance with the City's Charter and the laws of the State of Texas.

**PASSED AND APPROVED** on first reading on the 26<sup>th</sup> of July, 2016.

**PASSED AND ADOPTED** on second reading on the \_\_\_\_ of \_\_\_\_\_, 2016.

**APPROVED:**

\_\_\_\_\_  
Mayor Ken Kesselus

**ATTEST:**

Ann Franklin, City Secretary



AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING CITY CODE, CHAPTER 7, ARTICLE 7.01, SECTION 7.01.10, RELATED TO MUNICIPAL COURT PROSECUTIONS BY CITY ATTORNEY(S); CHAPTER 9, ARTICLE 9.04, RELATED TO APPOINTMENT AND POWERS AND DUTIES OF THE CITY ATTORNEY; AND CHAPTER 11, ARTICLE 11.04, SECTION 11.04.008, RELATED TO CITY ATTORNEY'S AUTHORITY TO BRING SUIT TO COLLECT THE TAX IMPOSED BY THE CITY; REPEALING CONFLICTING ORDINANCES; INCLUDING A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to its authority granted by the State of Texas, the City Council, acting in the best interest of the financial status of the City, has determined that a revision to the City's Code of Ordinances should be made, as set forth below.

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

**Part 1:** Article 7, Municipal court, Chapter 7.01, Section 7.01.010, entitled "Prosecutions generally," is hereby amended as follows:

Section 7.01.010 Prosecutions, generally; prosecutions by county attorney.

(a) All prosecutions in the municipal court shall be conducted by the city attorney or as appropriate, by an appointed assistant city attorney.

(No change to subsections b-c).

**Part 2:** Article 9.04 'City Attorney', Chapter 9, Section 9.04.003, entitled "Appointment," is hereby amended as follows:

Sec. 9.04.003 - Appointment.

(a) The City Council shall appoint the city attorney and assistant city attorneys, who will undertake the various duties noted in section 9.04.005 as designated by the City Council.

(b) The city attorney will supervise and provide oversight of any legal matter assigned to special appointed assistant city attorney(s) and City employed

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paralegal, if any, including but not limited to overseeing billing and progress being made by the appointed assistant city attorney(s) and City employed paralegal, if any, on the matters that have been assigned to the special assistant city attorneys and the City employed paralegal.

**Part 3:** Article 9.04 'City Attorney', Chapter 9, Section 9.04.005, entitled "Powers and duties," is hereby amended as follows:  
Sec. 9.04.005 - Powers and duties.

(a) The city attorney, or as appropriate, an appointed assistant city attorney, shall, at the direction of the city manager,

(1) Attend the municipal court and conduct all prosecutions brought in the court.

(2) Take affidavits against any person charged with violating any of the ordinances of the city and prepare and draw up all complaints against persons so charged.

(3) Draft all ordinances passed by the Council when requested to do so.

(4) Draw up or review all contracts to which the city may be a party.

(5) Represent the city in all suits filed by or against the city.

(6) Institute suits on behalf of the city whenever in his opinion such proceedings are necessary to protect the rights or interests of the city.

(b) The city attorney, or as appropriate, an appointed assistant city attorney, shall, at the direction of both the city manager and the mayor:

(1) Attend meetings of the City Council and, upon request of the Council or any member thereof, pass upon all questions of law relating to any business upon consideration by the Council.

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**Part 3:** Article 11, Taxation, Chapter 11.04, Section 11.04.008, entitled "Additional authorization to bring suit for violations," is hereby amended as follows:

Sec. 11.04.008 - Additional authorization to bring suit for violations.

The city attorney or as appropriate, an appointed assistant city attorney, is hereby authorized to bring suit against any person required to collect the tax imposed hereby and required to pay the collection over to the city and who has failed to file a report, or filed a false report, or failed to pay the tax when due, at the direction of the city manager and concurrence of the Council, when necessary. Such suit may seek to collect such tax not paid or to enjoin such person from operating a hotel in the city until the tax is paid or the report is filed, or both, as applicable and as provided in the injunction.

**Part 4:** All ordinances, or parts of ordinances in conflict with this Ordinance are hereby repealed, and are no longer of any force and effect.

**Part 5:** If any provision of this Ordinance shall be held invalid, such invalidity shall not affect the other provisions, or application thereof, of this Ordinance adopted hereby which can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are hereby declared to be severable.

**Part 6:** The Ordinance shall take effect immediately after passage noted below in accordance with the City's Charter and the laws of the State of Texas.

**PASSED AND APPROVED** on first reading on the 26<sup>th</sup> of July, 2016.

**PASSED AND ADOPTED** on second reading on the \_\_\_\_ of \_\_\_\_\_, 2016.

**APPROVED:**

\_\_\_\_\_  
Mayor Ken Kesselus

**ATTEST:**

\_\_\_\_\_

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Ann Franklin, City Secretary

**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING THE CREATION OF A SIGN ORDINANCE COMMITTEE.**

2. Party Making Request: **Mayor Kesselus**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No   X  

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No   N/A  

Bid Amount: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_

Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

7. Routing:   NAME/TITLE     INITIAL     DATE     CONCURRENCE  

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested:

**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION REGARDING JC BROWN, CITY ATTORNEY.**

2. Party Making Request: **Council Member Jones**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No   X  

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No   N/A  

Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

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

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested:



**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 22, 2016

MEETING DATE: July 26, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION REGARDING THE PROCESS THAT CITY WILL USE TO SEARCH FOR AND SELECT A PERMANENT CITY MANAGER.**

2. Party Making Request: **Mayor Kesselus**

3. Nature of Request: (Brief Overview) Attachments: Yes \_\_\_\_\_ No   X  

4. Policy Implication: \_\_\_\_\_

5. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No   N/A  

Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_

Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_

Amount Remaining: \_\_\_\_\_

6. Alternate Option/Costs: \_\_\_\_\_

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

8. Staff Recommendation:

9. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

10. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None

11. Motion Requested: