

CITY OF BASTROP

AGENDA ITEM: **City Manager Report****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: **July 19, 2013**MEETING DATE: **July 23, 2013**1. Agenda Item: **City Manager informational update report: Items for update, discussion and possible action:**

A. Meetings and Events Attended

1. Chaired the Monthly Meeting of the Lost Pines Groundwater Conservation District on July 17, 2013. Special Utility Meeting of the City Council

B. Update on City Projects:

1. Update on the Bob Bryant Park Water Facilities Improvements Project.
2. Update on Long Term Water Supply.
3. Update on the Construction of Sidewalks across the Rail Road Tracks on Chestnut Street.
4. Water Consumption Report.
5. Issuing bonds for the Bastrop Economic Development Corporation – Business Park Improvements.
6. Update on the Top 10 Strategic Priorities for 2013 – 2016.
7. FY-14 Budget Process
8. Discussion regarding a request from the "Homecoming Committee" to use the Convention Center Parking Lot for Bus Shuttle Service.
9. A Request from the Downtown Business Alliance to lease the lot at 921 Main Street.
10. Annual Sales Tax Holiday.

C. Update on City Business:

1. Convention Center Activities.
2. Main Street Program Activities.
3. Commercial/Residential Construction Projects in the City.
4. YMCA Activities.

D. Department and Board Reports.

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

2. Party Making Request: **Mike Talbot**3. Nature of Request: (Brief Overview) Attachments: Yes ☒ No ☐

4. Policy Implication:

5. Budgeted: ☐ Yes ☐ No ☐ N/ABid 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. Action Taken: _____

BASTROP POLICE DEPARTMENT
MONTHLY CRIMINAL STATISTICAL REPORT

MONTH OF: June 2013

PART 1 OFFENSES	June 2012	June 2013	DIFFERENCE	PERCENTAGE INC/DEC
1. Murder	0	0	0	0%
2. Rape	1	0	-1	-100%
3. Agg. Assault	1	2	1	100%
4. Robbery	0	1	1	100%
5. Burglary	2	4	2	100%
6. Larceny	30	34	4	13%
7. Auto theft	1	2	1	100%
8. Arson	0	1	1	100%
TOTAL PART 1	35	44	9	26%
ALL OTHER OFFENSES	June 2012	June 2013	DIFFERENCE	PERCENTAGE INC/DEC
TOTAL ALL OTHER	76	41	-35	-46%

June	YTD 2013
Cases Cleared	Cases Cleared
0	0
0	0
2	6
0	1
1	3
10	49
2	3
0	1
15	63

Year-to-Date	YTD	YTD		PERCENTAGE
PART 1 OFFENSES	2012	2013	DIFFERENCE	INC/DEC
1. Murder	0	0	0	0%
2. Rape	3	0	-3	-100%
3. Agg. Assault	5	6	1	20%
4. Robbery	2	3	1	50%
5. Burglary	21	17	-4	-19%
6. Larceny	196	163	-33	-17%
7. Auto theft	5	9	4	80%
8. Arson	2	2	0	0%
TOTAL PART 1	234	200	-34	-15%
ALL OTHER OFFENSES	YTD 2012	YTD 2013	DIFFERENCE	PERCENTAGE INC/DEC
TOTAL ALL OTHER	371	288	-83	-22%
YTD ALL OFFENSES	605	488	-117	-19%

CLEARED YEAR-TO-DATE	2013		Six Month Total Clearance Rate
	June	YTD 13	
PART I # CLEARED	15	63	200
PART I % CLEARED	34.1%	31.5%	41.0%
PART II # CLEARED	28	137	
PART II % CLEARED	68.3%	47.6%	

JUNE 2013 MONTHLY NARRATIVE

June 3 – June 4, 2013 Animal Control Officer Troy Walters attended “Crisis Intervention” class at the Bastrop Sheriff’s Office. (16 Hrs.)

June 4, 2013 City of Bastrop Organizational meeting at City Hall

June 4, 2013 The Bastrop Citizens Police Academy Alumni held their monthly meeting at 1830 hours in the Squad Room.

June 5, 2013 The Bastrop Citizens On Patrol held their monthly meeting at 1830 hours in the Squad Room.

June 5, 2013 The following officers attended the “State and Federal Update” class at CAPCOG in Austin, Texas: Sergeants Clint Nagy and Kenneth Yarbrough, Corporals Vicky Steffanic and Preston Kyle, Animal Control Officer Troy Walters and Officers Jason Pierson and Chris Chavez. (4 Hrs. each)

June 11 – June 12, 2013 Officer Scott Newton attended “Advanced Roadside Impaired Driving” class in College Station, Texas. (16 Hrs.)

June 17, 2013 A “Dangerous Dog” hearing was held in the Bastrop Municipal Courtroom. Animal Control Officer Troy Walters and Sergeant Clint Nagy were present for the hearing.

June 19, 2013 The funeral for our Police Chaplain R.D. Smith was held in the Bastrop Convention Center. The Bastrop Police Honor Guard and Interim Chief Wagner participated in the proceedings.

June 20, 2013 Interim Chief Matthew Wagner attended the Community Relations Board lunch meeting at the Federal Correctional Institution.

June 24 – 26, 2013 Corporal Preston Kyle held a Volunteer training in the Squad Room. Those present: Carl Rees, Tommy Hodges, Kenneth Wehmeyer, Kaye Kieke, Pat and Wilburn New, Judy & Warren Pedersen, Lorene Callison, Ken McMillan, Joyce & Lowell Luttrell and Renea Perez.

June 26, 2013 The Police Chaplains held their monthly meeting with Interim Chief Matthew Wagner in the Conference Room. Those Chaplains present: Bob Long, Grady Chandler, Phil Woods, Jimmie Cottle, Alan Agee, and Cliff Sparks.

June 27 – June 28, 2013 Officer Raven Prettyman attended the “Tactical Communication Skills a.k.a. Verbal Judo, Verbal Defense & Influence” class in New Braunfels, Texas. (16 hr)

City of Bastrop Animal Services Highlights – June 2013

28 Impounds

- 25% (7) pets were reclaimed by their owner.
- 7% (2) pets were adopted.

Three dog bites on humans. All three bites involved family pets and occurred in Hunters's Crossing. Two pets were destroyed and tested, the third was quarantined as required by state law. Two victims were children (12 months and 4 years). The 4 year old was hospitalized at Dell's Children Hospital in Austin.

**MINUTES OF REGULAR MEETING
BASTROP CITY COUNCIL
July 9, 2013 6:15 P.M.**

The Bastrop City Council met in a Regular Meeting on Tuesday, July 9, 2013 at 6:15 PM at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Terry Orr and Council Members, Ken Kesselus, Kay Garcia McAnally, Dock Jackson and Willie DeLaRosa.

ANNOUNCEMENTS

1. Mayor Orr called meeting to order at 6:15 PM

2. Pledge of Allegiance and Invocation

Pledge led by City Manager, Mike Talbot

Invocation by Reverend Cliff Sparks, from Bastrop Christian Outreach Church

3. Presentations

A) Character Education James Etzel, a 4th. Grade student at Calvary Episcopal Church.

B) CM presented Finance Department the Gold Leadership Circle Award on behalf of State of TX

4. Proclamations - None

5. Announcements – Mayor Orr announced that Mr. Beal would not be present at tonight meeting.

CITY MANAGER INFORMATIONAL UPDATE REPORT: Items for update, discussion and possible action:

A. Meetings and Events Attended:

1. Attended the Monthly Meeting of the Bastrop Main Street Board on July 1, 2013.

B. Update City Projects:

1. Bob Bryant Park Water Facilities Improvements Project

2. Update on the City of Bastrop Long Term Water Supply Study

3. Update on the Construction of Sidewalks across the Rail Road Tracks on Chestnut Street.

4. Water Consumption Report

5. Bastrop Economic Development Corporation – Business Park Improvements

6. Update of the Top 10 Strategic Priorities for 2013-2016

7. Fiscal Year 2014 Budget Process

8. Approval of Customer Service Policy for the Bastrop Public Library

9. Proposed Street Improvements Fiscal Year 2013

10. Bastrop Economic Development Corporation Main Street Improvements Project

11. City of Bastrop FEMA Grant Application for Hazardous Mitigation at the Piney Ridge Subdivision.

C. Update on City Business:

1. Convention Center Activities

2. Main Street Program Activities

3. Commercial/Residential Construction Projects in the City

4. YMCA Activities

D. Department and Board Reports.

- E. Inviting input from Council related to issues for possible inclusion on future Agendas, related to issues such as (but not limited to) municipal projects, personnel, public property, development and other City/Public Business.

B-4 Mr. Talbot announced that water consumption has increased in the City starting in June and through the current date in July by 500,000 gallons per day and we have an average daily use over the last two weeks of 1.848mgd which is the upper limits. All experts point toward the direction that the present weather conditions will continue which will increase the severity of the drought situation in Central Texas. Based on the current usage and the predictions from weather professionals, I feel that it is necessary, effective tomorrow, to being Stage II of our Drought Contingency Plan. Staff at this moment are preparing documentation to get the citizens notified. Mayor Orr asked for a brief overview of Stage II. Mr. Talbot discussed the limitations on watering yards, filling up pools, washing sidewalks and automobiles.

B.6 Mr. Talbot asked Ms. McAnally if she wanted to give an update on her Vision For Bastrop Plan. Ms. McAnally stated that the Committee has met once and we have some good ideas and will have a plan ready to present to Council soon. Mr. Talbot stated that hopefully by the next Council meeting we would have had our first Form Based Codes Meeting and keep that process moving forward.

Mr. Talbot read a letter, which was attached to his City Manager Report, that he felt important that the Staff also hear these comments. The letter was from a citizen who recently moved to the Bastrop area and felt it necessary to convey to the City Manager his praises for the excellent services he had received from various departments and staff within the City.

B.2 Mr. DeLaRosa asked for an update on item B.2. Mr. Talbot stated he had held a meeting with LCRA regarding the Long Term Supply of Water. He also had a meeting with Aqua Water Supply and as stated in my report I feel we are going to be able to work something out with these agencies. At this point I can't answer if the agreements will meet our long term goals but clearly both agencies will be of big assistant to the City in the short term and I feel the long term. Mr. Talbot also stated he that had a meeting with Susan Hotte who owns 200 acres and I am planning a site visit to her property. We do have other options for the short term and long term supply. Clay Ingram and XS Ranch have also presented proposals to the City for consideration. Mr. DeLaRosa stated that he felt the top priority was the Emergency Agreement with Aqua water and asked if we had that in place at this time. Mr. Talbot said no but we are working on it, however the previous Interconnect Agreement is not of sufficient capacity. Discussion continued among Council and Mr. Talbot.

A. CONSENT AGENDA

All of the following Items on the Consent Agenda 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 Member so requests.

A.1 Approval of Meeting Minutes of June 11 and June 25, 2013 Regular Council Meeting and June 18, 2013 Budget Workshop Minutes.

A.2 Re-Appointment by Mayor and Confirmation by Council of Members to various City Boards/Commissions/Task Force Bodies:

A. Park Board

1) Mr. David Bragg

2) Mr. William Dildine, Jr.

B. Bastrop Economic Development Board

1) Mr. Gary Gutierrez

C. Bastrop Public Library

1) Ms. Mary Jenkins

2) Ms. Becky Schaeffer

D. Main Street Advisory Board

1) Mr. Dan Hepker

2) Ms. Cindye Wolford

3) Ms. Martha Granger

E. Historic Landmark Commission

1) Mr. Daniel Hays-Clark

F. Bastrop Ethics Commission

1) Corporal Wuthipong Tantaksinanukij

G. Construction Standards Board

1) Mr. Chris Kana

A.3 Appointment by Mayor and Confirmation by Council of Ms. Carolyn Wiginton to the Bastrop Public Library Board.

A.4 Approval of the statutory denial, for a period of 180 days from the date of Council action on this request, for the Administrative Plat creating a residential lot on the west half of Lot 11 in the Young Subdivision, located north of Delano Street and south of Gordon Street within the City Limits of Bastrop, TX.

A.5 Approval of the statutory denial, for a period of 180 days from the date of Council action on this request for an Administrative Plat creating a +/- 28.40 acres within the John Litton Survey on Pope Bend North Road in the Bastrop, Extra Territorial Jurisdiction (ETJ).

A.6 Approval of Bastrop Marketing Corporation's request for reimbursement of expenses.

Motion to approve Consent Agenda made by Willie DeLaRosa. Seconded by Ms. Garcia-McAnally. Motion carried unanimously.

Mayor Orr asked Ms. Chavez to please provide all Council Members with a listing of all Board vacancies.

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

None

B.3 Citizen Comment

Gretchen McCord DeFlorio, President of Groups United to advocate Responsible Development, which is a non-profit organization made up of members from across Bastrop County from different walks of life and different political affiliations and backgrounds. I would like to say a few words tonight about the proposed Central Texas Airport. It has been quite for several months but we have recently learned that the Army Corps of Engineers has issued a permit to the Developer which our understanding is that the permit would allow Carpenter and Associates, the Developer, to proceed with construction of the Airport. There are still questions regarding the agreement the County entered into with the Developer. My purpose in being here tonight is to let you know that our members continue to object to this project for a variety of reasons. We support development in the County which is beneficial for the local economy, the Environment and the health and welfare lifestyle of the citizens of Bastrop County and we

have grave concerns of this project. Our plan is to contact you over the next few weeks and to meet with you individually and discuss this project. Mr. Talbot asked Ms. DeFlorio if she could provide him with the information which she has received regarding this project. Mayor Orr thanked Ms. DeFlorio for her comments.

Executive Session: The Council reserves the right to convene into Executive Session at any time during the Meeting regarding any Agenda Item. In compliance with the Open Meetings Act, Chapter 551 Government Code, Vernon's Texas Code, Annotated, the Item below will be discussed in Closed Session.

1. Section 551.071 – Consultations with Attorney related to Legal Matters

C. OLD BUSINESS

None

D. NEW BUSINESS

D.1 Presentation and possible discussion form Civic Organizations seeking Community Support Funding for services not currently provided by City Staff for the 2014 Fiscal Year: (Please see separate attachment).

Mayor Orr stated for the record that in the past he had been on the Board of the Bastrop County Child Welfare Board and The Bastrop County Women's Shelter, dba Family Crisis Center. He introduced Ms. Stovall, CFO. Ms. Stovall explained that is item gives the Organizations a chance to provide information on the Organizations role in the Community and also a chance to explain to Council the reason for the funds request. Each representative was given 3 minutes to present their Organization.

Bastrop County Child Welfare Board: No representative present

Bastrop County Emergency Food Pantry and Support Center, Inc.: Represented by Trisha Sylva

Bastrop County Women's Shelter, dba Family Crisis Center: Represented by Bernie Jackson

Capital Area Rural Transportation System (CARTS): Represented by Dave Marsh

Mr. Marsh stated that he was here to ask that Council not fund this request. He would like to have financial participation from the City but he asks that the City consider taking CARTS out of the Social Service Support and funding us out of the General Fund. He feels the services they provide are broad based and while some services we provide are very complimentary to some of the Agencies here, I would prefer not to compete with them for funding. I would like Council to consider funding by allowing CARTS to work with City Staff and come up with an Interlocal Agreement to arrange for the funding. I feel the relationship created between CARTS and the City by this method would be very beneficial to the Citizens of Bastrop. Mr. Jackson stated that he liked the suggestion and has always been a strong supporter of CARTS and believes many of our citizens depend on CARTS for their transportation needs. This could provide better and new services. I feel the Council will be open to discussing this proposal. Mr. Marsh indicated his willingness to come back at a later date to do a presentation on his idea. Mayor Orr asked he had agreements with other cities and if so it would be nice to see what those might be. Mr. Marsh indicated that the most compatible city to Bastrop would be San Marcos. Mr. Kesselus stated that he has always been impressed with the City's ability to help CARTS because the ridership that he has seen helps the very people that I feel need to be helped by Social Services the City can't help, which is why we give a little boost to those Agencies that can help. Mr. Marsh stated that out of the services provided to Bastrop about 25% are our dollar ride that benefits curb to curb services which benefits people with medical appointments and such. About 26% goes to our municipal bus service which also serves

the same group as well as anyone who wants to catch the bus. The balance of our service is a connector route that connects to Capital Metro which connects out of our Park and Ride Facility. We also operate a bus station here. We feel we can develop more services if we can move more to a public utility by working with the City on a different level. Mayor Orr instructed Mr. Kesselus to get with Mr. Marsh and obtain more information on this matter. . Mr. Jackson stated that he would also like to be involved and feels this could be a shared responsibility.

Children's Advocacy Center:	No Representative present
Combined Community Action Inc.:	Represented by Kelly Frankie
Court Appointed Special Advocates (CASA) of Bastrop County	No representative present
Literacy Volunteers of Bastrop:	Represented by Dale Burke

Mayor Orr stated he was truly thankful for all the work that these Organizations put into our Community. The City of Bastrop would not be what it is today without these Organizations. Special thanks to all the volunteers, the board members and employees for helping make our Community a better place to live.

D.2 Consideration, discussion and possible action on acceptance of the unaudited Monthly Financial Reports for the period ending of May 31, 2013.

Ms. Stovall, CFO, gave an overview of the Financial Statements for the period ended May 31, 2013. Mayor Orr asked if the Sales Tax Receipts were part of the General Fund which Ms. Stovall confirmed that to be correct. Mr. Talbot explained to the Council that the Water/Wastewater Fund is running very tight in part that this is a high usage time of year and equipment failure and replacement due to the lightning strike in April 2013 and this is the Fund that worries me the most. Mr. Talbot also stated that BP&L will be reducing expenses as well.

Mr. DeLaRosa made the motion to approve the Financial Statements for May 2013. Seconded by Ms. McAnally and motion carried unanimously.

D.3 Consideration, discussion and possible action on the FIRST READING of a proposed Ordinance of the City Council of the City of Bastrop, Amending Section 1.10.002 "Park Rules and adding Section 1.10.003 "Commercial Use of Parks" of Chapter 1 "General Provisions" and providing an effective date.

Mr. Trey Job, Director of PW/PARKS explained to Council that the recommended changes to the Ordinance are outlined in the back up material. He also stated that the Parks Board has approved recommended changes. Mr. Jackson stated that he has in the past made reference to the incorrect/misspelled name of the Jewell Hodges Park and it is still incorrect. He hopes that this will be corrected in the near future. Mr. Job assured Mr. Jackson that it would be corrected. Ms. McAnally made a comment that people are still confused that the Splash Pad IS a Splash Pad and would like a sign placed. Mr. Job indicated that it would be no problem to add some direction signs at the park. Mr. Talbot asked Mr. Job to include this Item on the next Parks Board Agenda. Ms. McAnally also questioned the sidewalk that goes down the hill has no opening in the middle of the sidewalk, so they must enter at the Library. Mr. Talbot and Mr. Job explained that the sidewalk was constructed in 100% compliance with ADA compliance. Mr. Job said he could verify that the information he has is correct. Ms. McAnally stated that she goes to the park on a regular basis and it looks great and thanked Mr. Job and his Staff.

Mr. Kesselus moved that we pass this First Reading and place it on the next Council Agenda under Consent Agenda for the Second Reading. Ms. McAnally seconded the motion. Motion carried unanimously.

D.4 Consideration, discussion and possible action on the FIRST READING of a proposed Ordinance of the City Council of the City of Bastrop, Amending Section A1.10.002 of the Fee Schedule in Appendix "A" of the Bastrop Code of Ordinance which provides for the areas of Bastrop Parks that may be reserved for use and the applicable deposit and reservation fees and providing an effective date.

Mr. Job gave overview of Ordinance. This accompanies Item D.3 and sets the Fee Schedule for commercial and non-commercial use of the Parks.

Ms. McAnally moved to approve and have Item D.4 placed on the next Consent Agenda. Mr. DeLaRosa seconded the motion. Motion carried unanimously.

D.5 Consideration, discussion and possible action on the FIRST READING of proposed Ordinance amending "Schedule III: Stop Signs" referenced in the Bastrop City Code Chapter 12 Traffic Control Section 12.04.004, to include additional intersections at Farm Street and Fayette Street Correspondingly Farm Street and Chambers Street to be controlled by Supplementary Stop Signs, and providing an effective date.

Mr. Job gave an overview of Ordinance. He stated that in February the Council was presented with a Traffic Study of Farm Street and Council directed Staff to prepare an Ordinance for Stop Signs. Mayor Orr stated that back in February he was all for this action, however, the more he drives the road the goofier the stop sign issue seems to get. He also recommends that if Council approves this Item, the installation of these signs should be installed in stages as he does not want citizens to think these signs are useless and would not want that feeling to carry over to other stop signs that are truly necessary. Mr. Job produced a visual aide for review. Discussion was held among the Council, Mr. Talbot and Mr. Job. Mayor Orr also made the comment that on Farm Street and Hwy 95 is a sign making reference to children playing (not a City placed sign) and would like that sign to be replaced with a better City of Bastrop sign. Mr. Job indicated he would take care of it.

Mr. DeLaRosa made the motion to approve First Reading of D.5 and place on next Consent Agenda. Motion was seconded by Ms. McAnally. Motion carried unanimously.

E. EXECUTIVE SESSION

Mr. Talbot indicated to Council that there was nothing, in his opinion that warranted an Executive Session.

F. ADJOURNMENT

Mr. DeLaRosa made the motion to adjourn the Council Meeting. Mr. Kesselus seconded the motion. Motion carried unanimously.

Council Meeting adjourned at 7:45PM.

Approved:

Attest:

Terry Orr, Mayor of City of Bastrop

Traci Chavez, Interim City Secretary

MINUTES OF SPECIAL UTILITY MEETING/WORKSHOP
Bastrop City Council
July 16, 2013 6:15 P.M.

The City Council of Bastrop, Texas met in a Special Utility Meeting/Workshop on Tuesday, July 16, 2013 at 6:15 p.m. at the Bastrop City Hall Council Chambers, 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Terry Orr and Council Members Joe Beal, Ken Kesselus, Kay Garcia McAnally, Willie DeLaRosa and Dock Jackson.

A. Call to Order.

At 6:15 PM, Mayor Orr called the meeting to order with all members present.

B. Utility Meeting/Workshop Session – The Bastrop City Council will convene into a Utility Meeting/Workshop Session to:

1. Discuss and evaluate any and all matters related to the City's utilities, specifically current and future provision of water/wastewater and electric service to the citizens of the City and in the extraterritorial jurisdiction, including but not limited to the protection and preservation of future water and electric sources, operations, competitive matters, potential upgrades, planning and the resolution of utility issues as they arise.

The Mayor recognized Mr. Kesselus for bringing to his attention that during these types of meetings there may be on occasion that an executive session is needed and should be included on the agenda. Mayor Orr turned the meeting over to City Manager, Mike Talbot. Mr. Talbot presented Council with a chart which was a seven (7) year history of the flows at the wastewater plant which shows the maximum and minimum flows for each month from 2007-2013. Mr. Talbot indicated that we have done a lot of sewer repairs and started to maintain a consistent flow however it appears the flows are becoming higher which could indicate a leak and smoke testing is a real possibility. Mr. Beal suggested that he would like to see the monthly rainfall totals on top of these numbers. The next chart presented is the seven (7) year history of our water usage (consumption) which clearly shows the demand increases during drought periods and record heat. You are also able to tell when we enacted the Drought Contingency Plan and that it did help lower consumption to acceptable levels. Although Mr. Talbot was unable to get June 2013 on this chart our usage is higher than normal but again we have had little rainfall and hotter temperatures which is why I felt the need to enact Stage II of the Drought Contingency Plan. We have received some beneficial rainfall over the past few days and consumption has dropped from 1.8 million gallons to around 1 million gallons. Mr. Beal asked if a copy of these charts were available in an electronic format and Mr. Talbot stated that if it was, he would provide it to him.

Mr. Talbot then passed out the City of Bastrop Utility Committee Quarterly Report for the period April-June 2013. This report was created by our staff Utility Committee to give you an idea of how the City of Bastrop Utilities work. Mr. Talbot read and explained the report to Council. He did point out that work orders are high, however included in this line item are line locates which we are required by law to perform as requested. Mr. Beal questioned that the average number of electric meters vs. average number of water meters are quite different. Mr. Talbot explained that an apartment complex might have one water meter for the entire complex but individual electric meters for each apartment. Normally when they

do that they include a water charge with their tenants monthly rent. You may have 180 electric meters but only 1 water meter at one site. This is a very common practice at apartment complexes. Also, in the Hunter's Crossing Subdivision we provide water, however Bluebonnet is the electric provider which explains why the meters will not be the same. General discussion held regarding meters. Mr. Talbot explained that we had added e-check options to our Utility Payment Website which saves customers fees and saves valuable time for city employees. We have also put a plan into action to reduce paper usage by about 70% by archiving reports into the computer instead of running paper copies. We have created a better schedule for the meter readers, which leads to more consistent days between readings. We have received some great feedback on these ideas from customers.

Mr. Talbot handed out a report which is in response to a letter from Mr. Beal and Mr. Kesselus regarding their visions and some options to Bastrop Utilities. Mr. Talbot stated that the handout was his response to the letter from Mr. Beal and Mr. Kesselus. Mr. Talbot read and discussed the Draft response to Council and answered questions. General discussion was held among Council and Mr. Talbot. There have been questions to rate fairness in the amount of money being transferred from BP&L Fund to the General Fund. Mr. Talbot feels this is an item that should be discussed with Council. The desired result of this discussion would be for the City Manager to develop a fair and equitable financial plan of Electric Fund transfers to General Fund. Mr. Kesselus stated that this is a major policy change and suggested this be put on the next Agenda. Mr. DeLaRosa said that he did not feel Council should get into this now as we are already in the budget process. Mr. Kesselus clarified that he was not talking about changing things for this year but feels that the discussion should begin as it seems to take a while for Council to get things worked out. Mr. DeLaRosa suggested that the first utility meeting after October 1st would be the best platform to begin discussions about change for transfers. Ms. McAnally agreed with Mr. DeLaRosa that this is not the time to discuss it. Mr. DeLaRosa also stated that right now he would prefer to be discussing water issues. Mr. Talbot discussed the results of the test wells at Mayfest Park. General discussion held about water, long term capital investments, West Side Wastewater Plant, impact fees and rate structure. The consensus of the Council is for Mr. Talbot to prepare an information report regarding the West Side Wastewater Plant, including financial impact for the next 8-10 years. Mr. DeLaRosa brought up the old Aqua Interconnect at Hwy 95 and Mesquite and felt it was a good place to start on the short term water issue. Mr. Talbot commented that he has been in talks with Aqua water regarding that. The infrastructure is still there, the question would be if the PSI delivery Aqua could deliver would determine how we could bring it into the City. Also based on talks with Aqua, Mr. Talbot they would be open to discussion to expanding on the size on the emergency interconnect at HWY 304. Council had brief discussion regarding the need to go into Executive Session.

C. The Bastrop City Council adjourned the Utility Workshop Session and reconvene back into Special Utility Meeting at 7:45 PM.

D. The Bastrop City Council met 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) – Consultations with Attorney: (1) matters upon which The Attorney has a duty and/or responsibility to report to the governmental body.

E. At 9:10 PM the Bastrop City Council reconvened into Utility Workshop Meeting to discuss, consider, and/or take any actions necessary related to the Executive Session noted herein., or Regular Agenda Items, notes above, and/or related items.

Mayor Orr made the comment that the City Manager “understands the ideas and concerns expressed by the Council.” Ms. McAnally thanks Mr. Talbot and Mr. Beal for working together on these important City Utility matters.

At 9:12 PM Mayor Orr adjourned the workshop session and reconvened into the Council’s Special Session. There were no Council actions taken during the Special Session

F. Adjournment

Ms. McAnally made the motion to adjourn meeting. Motion seconded by Mr. DeLaRosa. Motion carried unanimously and meeting adjourned at 9:14 PM.

Terry Orr, Mayor

Traci Chavez, Interim City Secretary

CITY OF BASTROP

AGENDA ITEM: **A.2****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: July 18, 2013

MEETING DATE: July 23, 2013

1. Agenda Item: Reappointment by Mayor and confirmation by the Council of members to various City boards/commissions/task force bodies.

2. Party Making Request: **Mayor Terry Orr**

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

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No N/A

Bid Amount: _____

Budgeted Amount: _____

Under Budget: _____

Over Budget: _____

Amount Remaining: _____

6. Alternate Option/Costs: _____

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

a) _____

b) _____

c) _____

8. Staff Recommendation: _____

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

Marie Murnan

From: Lisa Dougherty <doughertyl@hotmail.com>
Sent: Friday, July 12, 2013 1:05 PM
To: Marie Murnan
Subject: RE: HLC letter

Dear Marie,

Please accept this email letter as my wish to be reappointed as a member of the Bastrop Historic Landmark Commission for another term. Thank you.

Sincerely,
Lisa Dougherty

Subject: FW: HLC letter
Date: Thu, 11 Jul 2013 16:15:59 -0500
From: mmurnan@cityofbastrop.org
To: doughertyl@hotmail.com
CC: tchavez@cityofbastrop.org

Just left message at home; hate to hound you but we miss you! We have an HLC meeting next Wednesday, July 17th & really need a letter stating you wish to be reappointed to HLC. THANKS SO MUCH!

Marie Murnan

Planning Technician
Planning and Development
City of Bastrop, TX

Main 512-332-8840 | Fax 512-332-8849
mmurnan@cityofbastrop.org | www.cityofbastrop.org
P.O. Box 427 - 1311 Chestnut Street, Bastrop, Texas 78602

From: Marie Murnan
Sent: Wednesday, July 10, 2013 4:30 PM
To: Lisa Dougherty (doughertyl@hotmail.com)
Subject: HLC letter

Can you please re-send Traci Chavez your request to continue on the Historic Landmark Commission? She said she 'thinks' she recalled getting something from you, but cannot locate it. I'm sorry to bother you Lisa. Traci's email: tchavez@cityofbastrop.org

You can send it to me if you prefer; I will happily save it & then forward it to Traci. Thanks again & really appreciate you!

GREAT FUTURES START HERE.

because of you.

**Board of
Directors**

Jim Clark
President

Laurie Bauer
Secretary

Ronnie Greene
Treasurer

Jo Albers

Richard Latham

Jason Kinney

Tish Winston

Andre Sparks

Sandy Meyerson

Irma & Tommy
Bookman

Ana Murray

Adena Lewis

July 8, 2013

City of Bastrop
Mayor Orr

Dear Sir,

I was originally appointed to fill an unexpired term for the Housing Authority Board. That expired in June 2013.

I'm very interested in being appointed by you for another two year term.

Again, thank you for the opportunity to work on the Board of Bastrop Housing Authority. I truly appreciate the volunteer work for the City of Bastrop.

Sincerely,

Anthony A. Robles



BOYS & GIRLS CLUBS
OF BASTROP COUNTY

June 01, 2013

City of Bastrop
P. O. Box 427
Bastrop, TX 78602

ATTENTION: Mayor Terry Orr
City Council Members
City Secretary
City Manager

RE: Reappointment of Lee Harle to the Parks Board
Term: July 2013 to July 2016
Place No 2

Dear Ladies and Gentlemen:

I am writing to express my desire to continue serving on the City of Bastrop Parks Board for the next three-year term. I have enjoyed this opportunity and consider it a privilege to serve in this capacity.

Thanking you in advance for your time and consideration in this matter, I am

Respectfully



Lee Harle
705 Pine Street
Bastrop, TX 78602
(512) 921-8423 (h)
(512) 321-4661 (w)
lhharle@gmail.com
bastropriver@gmail.com

/lh

CITY OF BASTROP

AGENDA ITEM

A.3

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 17, 2013

MEETING DATE: July 23, 2013

1. Agenda Item: **Approval of request to accept the Phase 1 Public Improvements for Lot 1 and Lot 3 within Purcell Pointe Subdivision located at Highway 71 and Highway 95 within the City limits of Bastrop, Texas.**

2. Party Making Request: **City of Bastrop**

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

Memo's from Trey Job, Director of Public Works and Ted Bowers, Building Official are included with this request and location map.

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 acceptance of the Phase 1 Public Improvements for Lot 1 and Lot 3 within the Purcell Pointe Subdivision. The applicant has complied with all requirements of the Subdivision Ordinance and completed all necessary testing and documentation with regards to the construction of the public improvements. A two year maintenance bond from Liberty Mutual Insurance Company has been submitted to the City.**

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

OFFICE OF PUBLIC WORKS DIRECTOR

P. O. Box 427
1209 Linden Street
Bastrop, TX 78602
(512) 332-8920 office
(512) 321-1313 fax



Memo:

Date: 7/15/2013
To: Yvonne Pritchard
From: Trey Job
Subject: Purcell Point

Yvonne,

After review of the Purcell Point subdivision it appears there is completion on the items as Follows:

1. Temporary Irrigation
2. Landscaping (trees & Shrubs)
3. Sewer line

Respectfully submitted,

Trey Job

Trey Job
Director
tjob@cityofbastrop.org



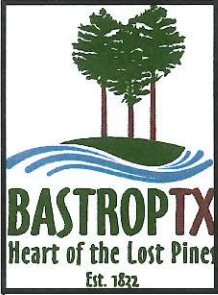
Memo

To: Mayor and City Council
From: Ted Bowers
Date: 07/15/2013
Re: Purcell Pointe Site review for Lots One and Three

1. The waste lines for Lots 1 & 2 were inspected during construction including the underground and pressure testing. The site plan waste system is accepted.
2. The temporary sprinkler system has been inspected and accepted as required for the planted landscaping.
3. The tress shrubs, and the grass seeding was completed as required and accepted.
4. There does not appear to be any outstanding issues for this site at this time.

Ted Bowers
Building Official
Planning and Development
City of Bastrop, Texas

Main 512-332-8840 | Fax 512-332-8849
tbowers@cityofbastrop.org | www.cityofbastrop.org
P.O. Box 427 - 1311 Chestnut Street, Bastrop, Texas 78602



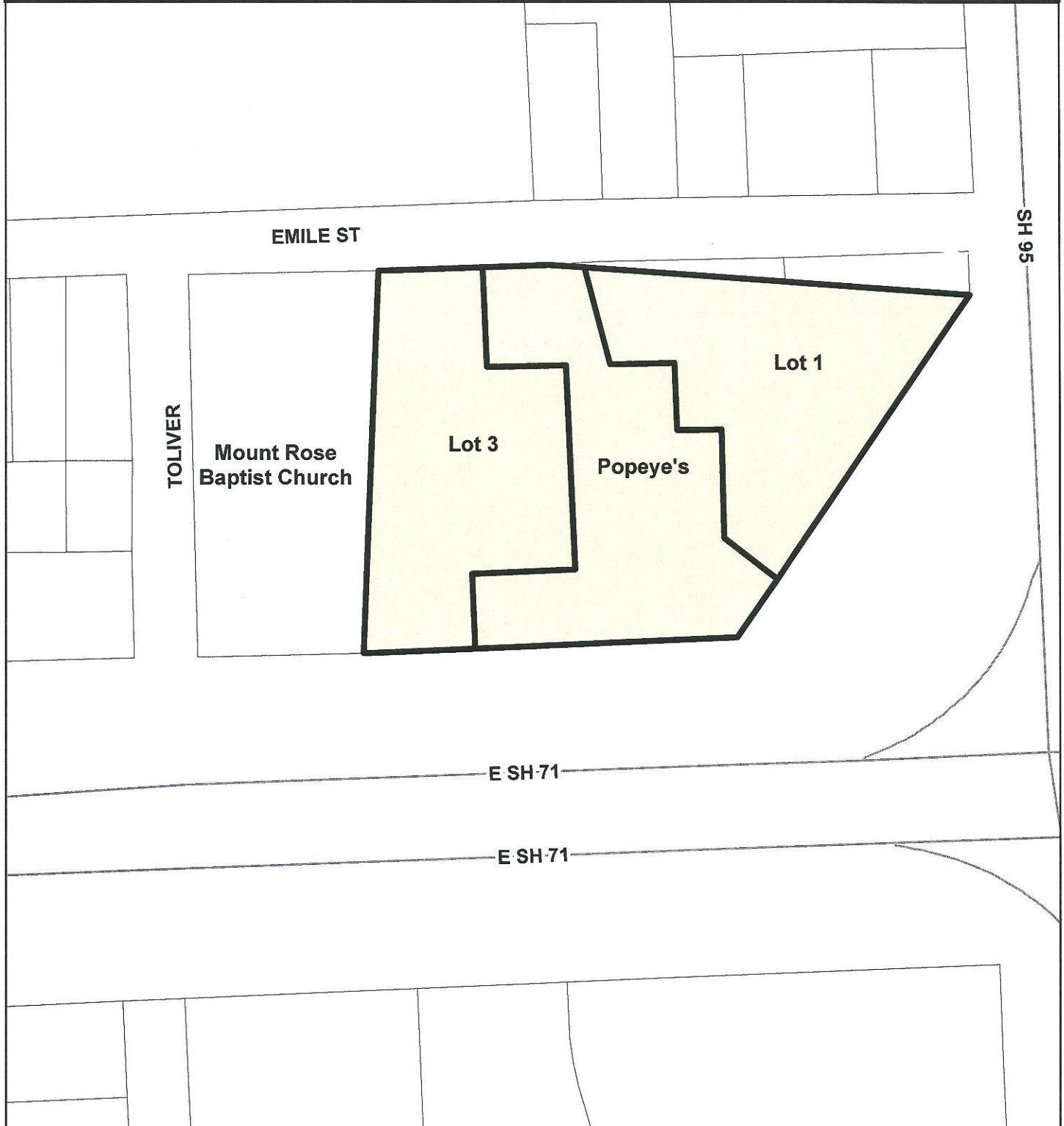
Location Map

Purcell Pointe

Legend

 Purcell Pointe

July 2013



City of Bastrop

Agenda Information Sheet:

City Council Meeting Date:



July 23, 2013

Public Notice Description: Consideration, discussion and possible action on amending the variance granted to the Bastrop river company allowing alcohol in Fisherman Park for the Stand-up Paddle cup event to be held August 16th and 17th 2013.

Item Summary: The Variance was granted on June 25, 2013 allowing alcohol in fisherman's Park for the stand-up paddle cup event to be held the 16th and 17th of August if the event coordinator agreed to add an additional \$5,000,000.00 of alcohol liability insurance. The Bastrop River company is now requesting that the city council amend the variance to allow alcohol in a smaller area of the park and reducing the required amount of insurance to \$ 1,000,000.00.

Minutes Taken from June 25, 2013:

The Mayor explained that Item A.5 was very similar to item A.4. The application is seeking a variance to allow alcohol to be brought into Fisherman's Park as a BYOB type of event.

Mr. Beal moved to approve item A.5 with the Variance for Fisherman's Park with the stipulation that the \$5,000,000 liability insurance policy is in effect. Seconded by Mr. Jackson. Motion carried unanimously.

Staff Recommendation: Approve the amendment to reduce the area of the park to serve the alcohol as shown on the attached map, therefore providing a more controlled area in the park that would allow alcohol. This will no doubt benefit the all parties involved and lessen overall risk in the park.

City Contact:

Trey Job - Director
Public Works Department

Attachments:

Location Map and event application

Event:

The SUP Cup

Date(s):

Aug 16-17

Date Submitted:

Tuesday
MAY 28 2013

Bastrop Public Works, Parks, and Recreation
1209 Linden Street • P. O. Box 427 • Bastrop, LA 70011
Revised 2/20/2013 2:57 P

Stand-Up Paddle Cup**Friday & Saturday 08/16 & 17/2013****Special Event Permit Application**

Revised 2/20/2013

Name of event:

The SUP Cup Stand up Paddle Cup

Location of event:

Fisherman's Park, Colorado River, Bastrop Brewhouse / Bastrop River Co.

Purpose of event:

2 day SUP competition and entertainment

Day 1 of Event:

Aug 16th - Friday / 5:00 PM

Date & Day

Times Open to Public

Setup for Day 1:

Aug 16th Friday / 8:00 AM

Date & Day

Time

Cleanup:

Aug 16th Friday / 9:00 PM

Date/Day

Time

Day 2 of Event:

Aug 17th Saturday / 9:00 AM

Date & Day

Times Open to Public

Setup for Day 2:

Aug 17th Saturday / 6:00 AM

Date & Day

Time

Cleanup:

Aug 17th Sat / 10:00 PM

Date & Day

Time

Day 3 of Event:

/

Date & Day

Times Open to Public

Setup for Day 3:

/

Date & Day

Time

Cleanup:

/

Date & Day

Time

Name of organization:

Bastrop River Company

Address of organization:

601 Chestnut St. Ste F Bastrop, TX 70602

Event coordinator #1:

Lee Harle

Daytime:

512-921-8423

Area Code/Number

Fax:

512-921-0705

Area Code/Number

Cell:

512-921-8423

Area Code/Number

E-mail address:

lpharle@gmail.com, bastropriver@gmail.com

Event coordinator #2:

Kimbra Quinn (Assist)

Daytime:

/

Area Code/Number

Fax:

/

Area Code/Number

Cell:

/

Area Code/Number

E-mail address:

Kimbraquinn@gmail.com**Please describe event activities (may continue on separate sheet of paper, if necessary):**

3 SUP competitions, staged from the boat ramp @ Fisherman's Park. Sponsor + vendor booths set up in the park along the river walk (mainly in front of the Brewhouse). Music + games along the ~~bank~~ river bank during ~~Sat~~ Fri. + Sat. activities on the water.
(See attached itinerary)

Event:

The 5UP Cup

Date(s):

Aug. 16th & 17th

Date Submitted:

MAY 28 2013**Processing Fee** (cannot be waived and must accompany application – NO PERSONAL OR BUSINESS CHECKS):

- \$100.00 with proof of non-profit status
- \$300 for all others
- Cashier's Check # _____ OR Post Office-issued Money Order # _____ payable to City of Bastrop

Security Deposit Fee (cannot be waived and must accompany application – NO PERSONAL OR BUSINESS CHECKS):

- \$500.00
- Refunded if City property is clean and free of litter and damage after the event
- Cashier's Check # _____ OR Post Office-issued Money Order # _____ payable to City of Bastrop
- ☐ On file from prior event(s)

Insurance (general liability policy in the amount of one million dollars with City named as additional insured):

- ☐ Submitted with app
- ☒ To be submitted Need insurance for liability \$1 million & alcohol \$5 million
- ☐ On file from prior event(s)

Please describe/explain/list the following (may continue on separate sheet). Mark "N/A" if not applicable.

- Admission Fees: ☐ No ☒ Yes (location of ticket booth): Competitors only, online registration
- Alcohol (TABC permit & City Council variance letter): Will request City Council variance to allow alc. in the park. \$1 million \$5 million
- Animals (waste control): N/A
- Attendance (anticipated #): 500 - 800
- Banner Permit (location[s]): At boat ramp, at pavillion, along riverbank by BRC boat dock
- Electrical (hot check, mats): Yes
- Emergency Services (First Aid Station, ambulance standby): First Aid - under shade of bridge - Ambulance Standby Yes
- Fireworks Permit & Safety Plan (State Fire Marshal 512/305-7932): N/A
- Inspections (tents, stages, electrical, etc): Sponsor, vendor, + other event related tents + structures
- Litter Control (possible 20-yard dumpster fee): Trash cans + recycle bins at congregating areas
- Map (location of activities, vendors, parking, etc): _____
- Parking Plan (remote, shuttle): Shuttles from hotel parking lots to Alley B provided by BRC Rides.
- Portacans (Jackpot 512/303-1467, American PortaCan 512/775-3175)(list locations): Boat Ramp area (2-3 cans)
Under bridge near First Aid station (2-3 cans)
- Rodeo Arena (Rhonda Lock 512/ 563-8816): N/A
- Security Plan (off-duty police 512/332-8600): See reverse side → See page 2(a)

Stand-Up Paddle Cup

Friday & Saturday 08/16 & 17/2013

MAY 28 2013

Inspections Cont'd: must be set up + available for inspection by 3:00 PM on Friday Aug. 16th. if they are to be set up on Friday. Saturday only tent + structures must be set up + available for inspection by 8:00 AM Sat morning. All tents + structures must be set up properly according to manufacturers instructions + securely staked down or otherwise securely fastened to permanent structures.

Litter Control Cont'd: and at various locations along the river walk.

Parking Plan: shuttles will begin Friday @ 4:00 PM + run till 1:00 AM Saturday from 8:00 AM to 2:00 AM

Security Plan: Parking lot access will be restricted ^{**} to sponsors, vendors, + competitors ~~on~~ on Friday for unloading equipment + booth materials. Access will be closed @ race time on Friday. Overnight guards* (2-3) will provide ~~overnight~~ night watch of competitor, vendor, + sponsor equipment etc.

* Overnight guards will be paid off duty police

** Parking lot access will be controlled by paid off duty city employees or police, + assisted by volunteers.

Parking lot access will reopen @ 6:00 AM Saturday for late registration + check in of competitors, vendors, + sponsors. Parking lot access will be closed @ race time for 1st Sat. event. Competitors equipment in the park will be guarded by volunteers during the day both Friday + Saturday.

Event: The SUP Cup Date(s): Aug. 16th + 17th Date Submitted: MAY 28 2013
 Show Barn (Allen Stewart 512/413-8512): N/A
 Signage (remove within 24 hours after event): Suspended across Chestnut St Bridge, Directional Signage
 Sound Permit (for amplified sound): Will request for MC/DJ set up below Brewhouse
 Street Closures: N/A

Temporary Structures (location of tents, stages, etc): Vendor + Sponsor tents to set up below Brewhouse in park. Various cooling stations to set up in park with fans + misters distributing free water bottles. MC/DJ stage provided →

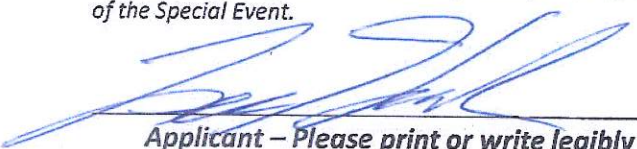
Vehicles, Equipment, etc (description and location): Vendors + Sponsors will need access to unload + load out in the park. Sponsors may request to leave wrapped vehicles in the park for promotional purposes during the event. →

Vendors (Valid Tax ID #: food? other?): Vendors will be limited to sponsors, outdoor recreation →
 • Bastrop County Health and Sanitation Department permit, 806 Water Street, (512) 332-7276

Volunteers (how many & how identified): 20-30 volunteers wearing brightly colored volunteer shirts.

Water/Wastewater requirements: Bastrop River Co will provide outdoor showering facility for competitors coming off of the river. By the first aid station.

I, the undersigned Applicant, hereby agree to indemnify and hold harmless the City of Bastrop, its officers, employees, agents, and representatives against all claims of liability and causes of action resulting from injury or damage to persons or property arising out of the Special Event.


 Applicant – Please print or write legibly

5-28-13
 Date

This application must be submitted in person and by appointment only: (512) 332-8920. The City's special event coordinator will go over the submitted app with you to confirm that all questions are answered and all required fees, permits, etc are submitted, as well.

Signage could: to Fishermans Park

Temp Structures: by Red Bull to set up next to BRC boat dock. Red Bull stage is an SUV with a cargo area that unfolds to create stage. Speakers etc. are built in.

Vehicles: Bastrop River Co will provide golf cart shuttles for participants from Brewhouse area to boat ramp area.

Vendors: related companies & local food vendors.

Event: The SUP CupDate(s): on & Sat
8/16 & 17/2013Date Submitted: MAY 28 2013**Special Event Review Committee Signatures**

The City's Special Event Coordinator will obtain the following applicable signatures.
In order to expedite the process, a designee may sign for any of the following in his or her absence

W. L. Telle6-20-13☒ City Manager

Date

Mattie Way☒ Police Department6-3-13

Date

☒ Public Works, Parks, & Recreation Department6-3-13

Date

☐ Bastrop Power & Light Department

Date

☐ Water/Wastewater Department

Date

☐ Main Street Manager

Date

☐ Other

Date

City of Bastrop
Public Works, Parks, & Recreation
1209 Linden Street physical address
P. O. Box 427 mailing address
Bastrop, TX 78602
(512) 332-8920 main - Marty DuVall
(512) 921-1313 fax



Trey Job, Director, Public Works, Parks, & Rec
Kevin Wilson, Public Works Foreman
Jason Alfaro, Parks Superintendent
Curtis Ervin, Director, Power & Light
Matt Wagner, Assistant Police Chief
Ted Bowers, City Inspector
Nancy Wood, Main Street Manager

512/848-5716
512/848-6916
512/718-3766
512/848-6934
512/848-6930
512/629-5033
512/297-5382

This application must be submitted in person and by appointment only: (512) 332-8920.
The City's special event coordinator will go over the submitted app with you to confirm that
all questions are answered and all required fees, permits, etc are submitted, as well.



Stand-Up Paddle Cup
Friday & Saturday 08/16 & 17/2013

June 13, 2013

City of Bastrop

RE: Bastrop River Company

To whom it may concern;

Please be advised that as the agent for Bastrop River Company, we are currently w
required Liability coverage for the scheduled in August at a Bastrop public park.

Please do not hesitate to contact our office with any questions.

Sincerely;

Ronda Brown

Ronda Brown, CIC, CRM
Commercial Marketing Manager

cc: Lee Harle, Bastrop River Company

cc: Gary Grissom, Advisor

A Member of the Insurors Group, L.L.C
Austin • Smithville • Rosenberg • El Campo
1120 S. Capt. Of TX Hwy #3-300, Austin, TX 78746
(P) 512-328-7676 (F) 512-327-8337

Event: Stand-Up Paddle CupDate(s): Fri & Sat 08/16-17/2013Date Submitted: Tues 05/28/13Location(s): Fisherman's Park, Riverwalk, river, BrewhouseRev Committee Mtg: Thurs 05/30/13 @ 9:00 amParks Board Mtg: 06/13/13Council Mtg: 06/25/13**Special Event Walk-Through Review List**

Revised 5/28/2013

Day 1 of Event: Fri 8/16/13 / 5 pm
Date & Day Times Open to Public

Setup for Day 1: _____ / _____ Cleanup: _____ / _____
Date & Day Time Date & Day Time

Day 2 of Event: Sat 8/17/13 / 9 AM
Date & Day Times Open to Public

Setup for Day 2: _____ / _____ Cleanup: _____ / _____
Date & Day Time Date & Day Time

Day 3 of Event: _____ / _____
Date & Day Times Open to Public

Setup for Day 3: _____ / _____ Cleanup: _____ / _____
Date & Day Time Date & Day Time

Admission Fees: ☒ No ☐ Yes (location of ticket booth): Competitors only

Alcohol (TABC permit & City Council variance letter): will seek variance for canned beer or BYOB

Animals (waste control): N/A

Attendance (anticipated #): (500 - 800 - 1500 throughout day) PR firm promoting

Banner Permit (location[s]): Submitted: boat ramp, river bank, Brewhouse (12 gauge)
staging area sponsor banner

Electrical (hot check, mats): hot checks; need power on other side of bridge for fans & misters

Emergency Services (First Aid Station, ambulance standby): under bridge in shade; ambulance on stand-by

Fireworks Permit & Safety Plan (State Fire Marshal 512/305-7932): N/A

Inspections (tents, stages, electrical, etc): banner apparatus over boat dock

Litter Control (possible 20-yard dumpster fee): ~3 crews for trash runs & bathrooms

Map (location of activities, vendors, parking, etc): _____

Parking Plan (remote, shuttle): shuttle for hotel participants; soccer fields

Portacans (Jackpot 512/303-1467, American PortaCan 512/775-3175)(list locations): boat ramp, bathrooms

Rodeo Arena (Rhonda Lock 512/ 563-8816): N/A

Event: Stand-Up Paddle CupDate(s): Fri & Sat 08/16-17/2013Date Submitted: Tues 05/28/13Location(s): Fisherman's Park, Riverwalk, river, BrewhouseRev Committee Mtg: Thurs 05/30/13 @ 9:00 amParks Board Mtg: 06/13/13Council Mtg: 06/25/13**Special Event Walk-Through Review List**

Revised 5/28/2013

Security Plan (off-duty police 512/332-8600):

1/200 people Sat > 2-4 depending on crowds
Fri > 2 officers 5-9pm Control access-
Coordinator
patrol by officers

Show Barn (Allen Stewart 512/413-8512):

N/A

Signage (remove within 24 hours after event):

directional signs A-frame

Sound Permit (for amplified sound):

submitted

Street Closures:

probably none - access points will be manned

Temporary Structures (location of tents, stages, etc):

pop up tents for vendors. Banner
apparatus over boat ramp for sponsors

Vehicles, Equipment, etc (description and location):

vendors; some vehicles will stay
overnight Friday; staff & volunteer will use g-carts

Vendors (Valid Tax ID #: food? other?):

local restaurants

- Bastrop County Health and Sanitation Department permit, 806 Water Street, (512) 332-7276

Volunteers (how many & how identified):

20-30 volunteers in colored shirts

Water/Wastewater requirements:

showers will be self-contained

Notes:



presented by Bastrop River Company

August 16 & 17 | Bastrop Fisherman's Park

SUP = StandUp Paddleboard

EVENT PURPOSE:

1. To celebrate the river
2. Create a festival atmosphere for family/friends of racers, as well as Bastrop residents and SUP enthusiasts from across the state
3. Recruit 100 teams from across the state to participate in the race (*benefiting local hotels, restaurants, and area vendors with out-of-town visitors to Bastrop*)

PROMOTION:

- Bastrop River Co. has hired Open Mouth Communications to handle marketing, promotion, and sponsorship
- Industry related marketing ("Get in and Get it On") will canvas the state of Texas, with significant emphasis in Austin, Houston, San Antonio, and DFW
- The Greater Bastrop area campaign ("Go All In") focuses on celebrating the Colorado River and all it represents (History, recreation, leisure, artists, craftsmen, cuisine, and much more)

EVENT DETAILS:

Friday:

- Stand Up Paddleboard sprint races in the park
 - Contestants will compete in short-distance sprint races on SUPs in the Colorado River next to Fisherman's Park.
- SUP Pub Crawl
 - Up to seven restaurant bars in the down town area are participating in a "pub crawl." Out of town competitors and guests will have the opportunity to experience all the cool little night time entertainment venues and shops in a bar hopping scene atmosphere specifically designed to get people moving around down town Bastrop on a Friday night.

Saturday:

- More SUP races on the river
 - A.M. - Contestants will compete in a 6-mile down river race starting in Fisherman's Park.
 - P.M. - Contestants will compete in an obstacle course challenge in the river along side Fisherman's Park.
- The SUP Expo
 - SUP shops, manufacturers, and outfitters as well as other outdoor related vendors will set up a small expo area to promote products and the sport of SUP in general to competitors, spectators, and guests from around the State who are coming to Bastrop for this unique event.
- River Fest Row
 - No festival is complete without a strong presence of Bastrop's favorite festival vendors. Directly adjacent to the SUP Expo there will be a festive setting where locals and out of town guests will find the best of Bastrop's arts & crafts, entertainment for the whole family, food & drink, and everything else that is expected from a festival in Bastrop.
- The family fun zone
 - A designated area for the kiddos. Inflatable bounce houses, obstacle courses and waterslides along with snow cones and a trackless kids train will keep families entertained in the park all afternoon.
- WhatSUP? Try it out Demos
 - SUP is such a new recreational phenomenon, everyone should have the chance to at least try it out. The SUP demo area will allow all patrons of the festival to get on a board and see what the fuss is all about.
- Saturday Night concert
 - The perfect way to cap off an awesome weekend in the park. The Bastrop Brewhouse will play host to THE premier singer songwriter from the Live Music Capital of the Word, Bob Schneider. Expected attendance for the concert alone is over 800.



AUGUST 16 & 17 IN HISTORICALLY HIP BASTROP, TX*

» RACES • CONCERT • FESTIVAL «

**the fastest growing SUP destination in Texas - visit BastropSupCup.com*



presented by Bastrop River Company

August 16 & 17 | Bastrop Fisherman's Park

VOLUNTEERS NEEDED

Volunteers can sign up by:

- Stop by the Bastrop River Company - 601 Chestnut St
- Call BRC Rides at 512-861-8686
- Send an email to the River Company at info@bastroprivercompany.com

Volunteer needs:

- Parking management at Fisherman's Park (help managing the entrances, directing traffic, and monitoring the parking lot area through out the event) - 10
- Race Participant registration (welcoming and directing participants as they arrive at Fisherman's Park and facilitating general information to out of town participants) - 6-8
- Race staging area (help managing participants in and out of the river at the Fisherman's Park boat ramp for all 3 events) - 4-6
- Keep our park beautiful initiative (park patrol to clean up trash and debris though out the event) - 6-10
- Traffic control on the river (making sure regular river traffic is directed around the events taking place on the water) - 6-10 (watercrafts provided by Bastrop River Co.)
- Set up and tear down (help manage vendors and sponsors setting up booths in the park on Saturday as they set up and in the morning and tear down in the evening) - 10
- Event day promotions (team of volunteers walking the venue addressing patrons to make sure they know what all is going on that they may be missing out on and directing them as needed) - 10
- Family fun zone (help managing the family entertainment zone where there will be inflatable bounce houses, inflatable obstacle courses and inflatable water slides, as well as a trackless kids train and snow cone stand) - 12-14
- Cooling stations (managing the mister tent cooling stations)



presented by Bastrop River Company

August 16 & 17 | Bastrop Fisherman's Park

VOLUNTEER SIGN UP SHEET

Name: _____

Phone Number: _____

Email Address: _____

Organization or Affiliation: _____

Volunteer interest(*circle all areas of interest*):

- Parking Management
- Racer Registration
- Race Staging Area
- Clean up crew
- River Traffic Control
- Vendor Set UP and Tear Down
- Promotions team (day of)
- Family Fun Zone

Return form to:

info@bastroprivercompany.com

or

Bastrop River Company office – 601 Chestnut St, Bastrop Tx 78602

MAY 28 2013

Stand-Up Paddle Cup

Friday & Saturday 08/16 & 17/2013

12 Plugs Available

Tennis Courts

Willow Street

Restricted Access

Each pedestal has 4 available plugs.
11 pedestals total

Road Block

F a r m S t r e e

Restrooms

2 Plugs Available

Colorado River

Starting point

italians

Small Pavilion	
----------------	--



Dumpster

Playscape

Registration
Banner

BBQ Pit

1 Plugs available

4 Plugs Available

8 Plugs Available

4 Plugs Available

B-Ball Court

4 Plugs Available

1000

MAY 28 2013

Stand-Up Paddle Cup

Friday & Saturday 08/16 & 17/2013



Event:

The SUP Cup

Date(s):

Aug 16-17

Date Submitted:

MAY 28 2013

Sound Permit Application

Revised 8/31/2012 8:01

Stand-Up Paddle Cup

 City of Bastrop - Public Works, Park
 1209 Linden Street; Bastrop, TX
 Tel: (512) 332-8920 • Fax: (512) 332-1313

Friday & Saturday 08/16 & 17/2013

Office Hours: 7:00 a.m. to 11:30 a.m. and 1:00 p.m. to 3:30 p.m.

 Special Event on City Property ☒

 Special Event on Private (not City) Property ☐

 Park Pavilion Rental ☐

 Activity on City Property ☐

 Activity on Private (not City) Property ☐

Permits are required for use of any and all amplified sound within the city limits by other than normal household portable stereo equipment, occurring on private (not City) and public residential and non-residential property. Permits are valid only for the duration of the event named in this application.

A permit for events held in residential areas is valid between the hours of **8:00 a.m. and 10:00 p.m.**

A permit for events held in non-residential areas is valid between the hours of **8:00 a.m. and midnight (12:00 a.m.)**.

The volume of the sound amplified shall not exceed **85 dB(A) (daytime)** or **80 dB(A) (night time)** when measured from the nearest receiving property. The Police Department can request the permit holder to turn down or turn off the amplified sound if there are complaints.

YOU MUST HAVE THIS PERMIT IN YOUR POSSESSION AT THE TIME OF THE EVENT!

Responsible party:

Bastrop River Company, Lee Harke

Address:

601 Chestnut St

Phone No:

512-921-8423

Fax No:

512-597-0705

E-mail address:

bastrop.river@gmail.com

Date(s) of event, rental, or activity:

August 16th & 17th 2013

Name of event or activity:

The SUP Cup

Location(s) of event, rental, or activity:

Fisherman's Park

Location(s) of amplified sound equipment:

Fisherman's Park

Start time (AM or PM):

Fri: 5:00 PM Sat: 9:00 AM

End time (AM or PM):

Fri: 12:00 AM Sat 12:00 AM

Comments:

MC/DJ during SUP Cup events on the river.

Signature of Applicant

5-14-13
Date

Event: The SUP CupDate(s): Aug 16-17, 2013Date Submitted: MAY 28 2013

City of Bastrop, Texas
Special Event Banner Permit Application
for Banners Hung on Banner Plaza

Revised 02/19/2013 9:06 /

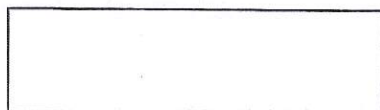
Stand-Up Paddle Cup**Friday & Saturday 08/16 & 17/2013**Special Event: The SUP CupDate(s) of Event: Aug 16-17, 2013Contact person: Lee HarleAddress: 601 Chestnut St. Ste FE-Mail: bastropriver@gmail.comPhone: (512) 921-8423Fax: (512) 597-0705Cell Phone: 512-921-8423

Banners will no longer be hung on the Old Iron Bridge per Ordinance No 2011-23a.

ONLY NON-PROFIT organization banners will be hung on Banner Plaza, which is at the intersection of Perkins and Loop 150 (a/k/a Chestnut). **Fees are automatically waived for nonprofit organizations.**

- Banner Plaza will accommodate 3 banners at a time.
- Banners will hang for **no more than 3 weeks** prior to date of the event. If there are more than 3 banners submitted to hang for the same time period, the timeframe for hanging each banner may be shortened at the discretion of the City staff.
- Banners must measure 18 feet in width and 3 feet in height.

↓
3'
↑



⇒ 18' ⇐

- Banners made of vinyl must have numerous slits to prevent wind tears.
- A banner must have grommets/eyelets (metal reinforced holes) on each corner and at least one in the middle of both sides, as well as grommets/eyelets spaced equally across the top and bottom of the banner.
- Banners must be delivered to Public Works with a storage container (pvc pipe with cap on each end, plastic bin, plastic storage bag, etc) labeled with event name and a contact name and number.
- Please contact Public Works at (512) 332-8920 **within 1 week** after completion of the event to arrange to pickup banner(s). Unclaimed banners will be disposed of due to lack of storage space.

Event:

The SUP Cup

Date(s):

Aug. 16-17, 2013

Date Submitted:

MAY 28 2013

City of Bastrop, Texas

Special Event Banner Permit Application for Banners Hung on TxDOT ROW at College & Pecan

Revised 04/10/2013 9:22 AM

Fees are automatically waived for NONPROFIT organizations. Fees for FOR-PROFIT organizations are included in the \$300.00 Processing Fee ONLY when processed through Public Works, Parks, & Recreation Department.

Special Event:

The SUP Cup

Stand-Up Paddle Cup

Friday & Saturday 08/16 & 17/2013

Date(s) of Event:

Aug 16-17, 2013

Contact person:

Lee Harle

Address:

601 Chestnut St. Ste F

E-Mail:

bastropriver@gmail.com

Phone:

(512) 321-4661

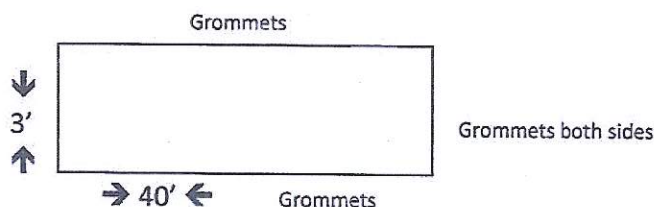
Fax:

(512) 597-0705

Cell Phone:

512-921-8423

- Banners hung on TXDOT right-of-ways require Permit Form 2057 to be approved by the Department of Transportation on Hwy 21 and Loop 150, (512) 321-2221. **A copy of the signed approval must be submitted to Public Works before the banner can be hung** on College/Pecan (feeder) road.
- Banners will hang for **no more than 3 weeks** prior to date of the event. If there are more banners submitted to hang for the same time period, the timeframe for hanging each banner may be shortened at the discretion of the City staff.
- Banners must measure 40 feet in width x 3 feet in height.



- Banners **must be made of mesh** to prevent wind tears.
- A banner must have grommets/eyelets (metal reinforced holes) on **each corner** and at least one in the **middle of both sides**, as well as grommets/eyelets **spaced equally across the top and bottom** of the banner.
- Banners must be delivered to Public Works with a storage container (pvc pipe with cap on each end, plastic bin, plastic storage bag, etc) labeled with event name and a contact name and number.
- Please contact Public Works at (512) 332-8920 **within 1 week** after completion of the event to arrange to pickup banner(s). Unclaimed banners will be disposed of due to lack of storage space.



CITY OF BASTROP

AGENDA ITEM

A.5

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 16, 2013

MEETING DATE: July 23, 2012

- 1. Agenda Item: A Resolution approving and adopting a revised Investment Policy for the City of Bastrop, Texas, and making various provisions related to the subject.**

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

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: | <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. Action Taken:

RESOLUTION NO. R-2013-**A RESOLUTION APPROVING AND ADOPTING A REVISED INVESTMENT
POLICY FOR THE CITY OF BASTROP, TEXAS, AND MAKING VARIOUS
PROVISIONS RELATED TO THE SUBJECT.**

WHEREAS, the Public Funds Investment Act, Texas Government Code Ann., Chapter 2256 (the "Act"), provides that the governing body of an investment entity shall adopt a written investment policy regarding the investment of its funds; and

WHEREAS, the written Investment Policy, as amended, will further protect City Assets by identifying investment objectives, addressing the issues of investment risks versus rewards, and providing the framework for the establishment of controls, limitations and responsibilities of City employees in the performance of their fiduciary responsibilities;

WHEREAS, the City Council must approve any amendments to such Investment Policy; and

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

- (1) The City Council of the City of Bastrop, Texas, approves and adopts the revised Investment Policy attached hereto as Exhibit A and made a part hereof by this reference.

PASSED AND ADOPTED by the City Council of the City of Bastrop, Texas on this the 23rd day of July 2013.

APPROVED:

Terry Orr, Mayor

ATTEST:

Traci Chavez, Interim City Secretary

APPROVED AS TO FORM:
Jo-Christy Brown, City Attorney

City of Bastrop

Investment Policy

~~2012-2013~~FY2013

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XII.

I. INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Bastrop in order to achieve the goals of safety, liquidity, yield, and public trust for all investment activity. The City Council of the City of Bastrop shall review its investment strategies and policy ~~not less than~~ annually. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, Article 342a-2 V.T.C.S. Texas Government Code, Chapter 2256 (the "Act") to define, adopt and review a formal investment strategy and policy. The policy provides conformance to all statutes, rules, and regulations governing the investment of public funds.

II. INVESTMENT STRATEGY

The City of Bastrop may maintain separate portfolios, or one commingled portfolio which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios. The investment objective for each portfolio will maintain the following priorities in order of importance: preservation and safety of principle, liquidity, diversification, understanding of the suitability of the investment to the financial requirements of the City, marketability of the investment and lastly yield.

Operating funds and commingled pools containing operating funds objective will assure that anticipated cash flows are matched with adequate investment liquidity. An additional objective is to create a diversified portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short- to medium-term securities, which will complement each other in a laddered or barbell maturity structure. The dollar weighted average maturity of 24 months 1 year or less will be calculated using the stated final maturity date of each security.

Debt service funds shall have as their objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. No extended investment may be made unless the prior debt service dates are fully funded.

Debt service reserve funds ~~shall have as the~~ primary objective is the ability to generate a ~~dependable~~ revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities ~~carrying the highest coupon available~~, within the desired maturity and quality range, ~~without paying a premium, if at all possible. Such securities will tend to hold their value during economic cycles.~~

Special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The state final maturity dates of securities held should not exceed the estimated project completion date.

III. SCOPE

This investment policy applies to all financial assets of the City of Bastrop. These funds are accounted for in the City's Annual Financial Report and include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, ~~and Enterprise/ Proprietary Funds~~ and any new fund unless specifically exempted by the City Council.

~~IV. IV.~~ OBJECTIVES

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and local law.

~~The City of Bastrop shall manage and invest its cash with four objectives, listed in order of priority: Safety, Liquidity, Yield, and Public Trust. The safety of the principal invested always remains the primary objective. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and Local law.~~

The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

~~The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value.~~

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturaities with forecasted cash flow requirements, ~~and~~ by investing in securities with active secondary markets.

The City's cash management portfolio shall be designed with the objective of regularly matching or exceeding the ~~average rate of return yield~~ on ~~comparable~~three-month U.S. Treasury Bills. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

V. RESPONSIBILITY AND CONTROL

A. Investment Officer

Under the direction of the City Manager, the ~~Director of Finance~~ Chief Financial Officer is designated as investment officer of the City and is responsible for investment decisions and activities. The investment officer shall attend at least one training session relating to the officer's responsibility under the Act within 12 months after assuming duties. Thereafter, ten hours of training must be completed every two fiscal years. The training cycle is concurrent with the city's fiscal year.

B. Internal Controls

The ~~Director of Finance~~ Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management.

Accordingly, the ~~Director of Finance~~ Chief Financial Officer shall establish a process for an annual independent review ~~by an external auditor to assure compliance with policies and procedures.~~ The internal controls shall address the following points:

- ✓ Control of collusion.
- ✓ Separation of transaction authority from accounting and record keeping.
- ✓ ~~—~~ Custodial safekeeping.
- ✓ ~~—~~ Avoidance of physical delivery securities.
- ✓ Clear delegation of authority to subordinate staff members.
- ✓ Written confirmation for telephone (voice) transactions for investments and wire transfers.

C. Prudence

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the

probable income to be derived.” In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the City’s control, over which the officer has responsibility rather than a consideration as to the prudence of single investment.
2. Whether the investment decision was consistent with the written investment policy of the City.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security’s credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

D. Ethics and Conflicts of Interest

City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City’s portfolio. City staff shall subordinate their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

VI. REPORTING

The Chief Financial Officer shall submit a written quarterly investment report of investment transactions for the preceding reporting period to the City Manager and City Council. The report will include a description in detail of the investment position of the City. To include a summary of investments, and their beginning market value, additions and changes to the market value during the period, ending market value, and fully accrued interest for the reporting period. The report should include a description of each investments. The market value of the portfolio must be determined at least monthly. Market prices will be obtained from an independent source.

If the City invests in other than money market mutual funds, investment pools or bank time and demand accounts in any bank the reports prepared by the investment officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

~~The Director of Finance shall submit a quarterly investment report that summarizes current market conditions, economic developments and anticipated investment conditions. The report shall summarize investment strategies employed in the most recent quarter, and describe the portfolio in terms of investment securities, maturities, risk characteristics, and shall explain the total investment return for the quarter.~~

~~The quarterly investment report shall include a succinct management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner, which will allow the City to ascertain whether investment activities during the reporting period have conformed to the Investment policy. The report will be provided to the City Manager and City Council. The report will include the following:~~

- ~~1. A listing of individual securities held at the end of the reporting period.~~
- ~~2. Unrealized gains or losses resulting from appreciation or depreciation by listing the beginning and ending book and market value of securities for the period.~~
- ~~3. Additions and changes to the market value during the period.~~
- ~~4. Average weighted yield to maturity of portfolio on entity investments as compared to applicable benchmarks.~~
- ~~5. Listing of investments by maturity date.~~
- ~~6. The percentage of the total portfolio, which each type of investment represents.~~
- ~~7. Statement of compliance of the City's investment portfolio with State Law and the investment strategy and policy approved by the City Council.~~

VII. INVESTMENT PORTFOLIO

A. Active Portfolio Management

The City shall pursue an conservative pro-active versus-a passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly. The City is not required to liquidate investments that were authorized investments at the time of the purchase.

B. Authorized Investments

Assets of the City of Bastrop may be invested only in the following instruments; as further defined in the Act. At least 3 competitive offers or bids must be obtained for all individual security purchases

and sales. (Transactions with money market mutual funds, local government investment pools and when- issued securities shall also be evaluated with comparable investments.

~~Assets of the City of Bastrop may be invested in the following instruments; provided, however, that at no time shall assets of the City be invested in any instrument or security not authorized for investment under the Act, as the Act may from time to time be amended.~~

1. Authorized

- a. Obligations of the United States of America, its agencies and instrumentalities.
- b. Direct obligations of the State of Texas and agencies thereof.
- c. Other obligations, the principal of and interest on which are _____
_____unconditionally guaranteed by the State of Texas or United _____
_____States of America or their respective agencies or insured by, or backed by
the full faith and credit with a maximum maturity of three years.
~~e.~~
- d. Obligations of ~~the any US s~~States ~~or,~~ agencies ~~and subdivisions~~ thereof, ~~Counties,~~
~~Cities, and other political subdivisions of any state~~ having been rated as A or better by a
national credit rating agency with a maximum maturity of three years. ~~investment quality~~
~~by a nationally recognized investment rating equivalent.~~
- e. FDIC insured or collateralized depository certificates of deposit from banks collateralized in
accordance with this policy and with a maximum maturity of one year. ~~Certificates of~~
~~Deposit of state and national banks in Texas or a broker that has its main office or a~~
~~branch office in this state and is selected from a list adopted by the investing entity as~~
~~required by Government Code Section 2256.025, guaranteed or insured by the Federal~~
~~Deposit Insurance or its successor or secured by obligations described in A through D~~
~~above, which are intended to include all direct agency or instrumentality issued~~
~~mortgage backed securities rated AAA by a nationally recognized rating agency, or by~~
~~Article 2529b-1, V.T.C.S., and that have a market value of not less than the principal~~
~~amount of the certificates.~~
~~e.~~
- f. FDIX insured brokered certificate of deposit securities issued by any US state delivered
versus payment to the City's safekeeping agent not to exceed one year to maturity.
Before purchase, the investment officer must verify the FDIC status of the bank on
www.fdic.gov to assure the bank is FDIC insured.
- g. Fully collateralized repurchase agreements with a defined termination date secured by
obligations of the United States or its agencies collateralized as defined by this policy
and executed under the Bond Market Association Master Agreement. Securities

purchased by the City shall be held by an independent custodian approved by the City. Repurchase agreements transacted with a primary government securities dealer, as defined by the Federal Reserve.

~~f. Fully collateralized direct repurchase agreements with a defined termination date secured by obligations of the United States or its agencies and instrumentalities pledged with a third party, selected by the Director of Finance, other than an agency for the pledgor.~~

~~g. Repurchase agreements must be purchased through a primary government securities dealer, as defined by the Federal Reserve, or broker that has its main office or a branch office in this state and is selected from a list adopted by the investing entity as required by Government Code section 2256.025.~~

h. Constant-dollar local~~Joint~~ government investment in~~pools of political subdivisions in the State~~ Texas which invest in instruments and follow practices allowed by the Act~~current law~~.

i. Commercial paper~~270-day limit~~, rated A1P1 or equivalent~~rating~~ by two rating agencies with a maximum maturity of ninety days.

j. Interest bearing accounts in any bank in Texas.

~~i.~~k. AAA-rated money market funds striving to maintain a \$1 NAV.

2. Not Authorized

The City's authorized investments options are more restrictive than those allowed by state law. State law specifically prohibits investment in the following investment securities:

- a. An obligation whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- c. Collateralized mortgage obligations that have a state final maturity date of greater than 10 years.
- d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

C. Maximum Maturity and Weighted Average Maturity~~Holding Period~~

The City of Bastrop intends to match the maturities~~holding periods of investment funds~~ with liability~~and~~ liquidity needs of the City. In no case will the average dollar-weighted maturity of investments of

the City's operating funds exceed two years. The maximum final stated maturity of any investment shall not exceed ~~three~~five years.

~~Investments in all funds shall be managed in such a way that the market price losses resulting from interest rate volatility would be offset by coupon income and current income received from the volume of the portfolio during a twelve month period.~~

D. Risk and Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification, which shall be achieved by the following general guidelines:

Risk of issuer default is controlled by limiting investments to those high credit quality instruments allowed by the Act, ~~further restricted by policy which are described herein.~~

~~Market r~~~~Risk of market price changes shall can~~ be ~~limitedecontrolled~~ by avoiding over-concentration assets in a specific maturity sector and; limitation of average maturity of operating funds investment to two years, ~~and avoidance of over-concentration of assets in specific instruments other than U.S. Treasury Securities and Insured or Collateralized Certificates of Deposits.~~

VIII. SELECTION OF BANKS AND DEALERS

1. Depository

At least every five years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). In selecting a depository, the services, costs, earning potential and credit worthiness of institutions shall be considered. ~~T, and the Director of Finance~~Chief Financial Officer shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

~~2. Certificates of Deposit~~

~~Banks and other financial institutions seeking to establish eligibility for the City's competitive certificate of deposit purchase program shall submit for review annual financial statements, evidence of federal insurance and other information as required by the Director of Finance.~~

~~3.2.~~ Securities Broker/Dealers

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

- audited financial statements

- proof of ~~National Association of Securities Dealers (NASD)~~ Financial Industry Regulatory Authority (FINRA) certification
- proof of Texas state registration
- completed City broker/dealer questionnaire
- ~~policy certification of review of~~ having read the City's investment policy signed by an authorized representative registered principal of the organization to include
- acknowledgment that the firm ~~organization~~ has implemented reasonable procedures and controls in an effort not to sell investments to the City unauthorized by policy. to preclude imprudent investment activities arising out of investment transactions conducted between the City and the organization.

4.3. List of Qualified Brokers

The City Council will annually adopt, by resolution a list of a ~~A~~ authorized brokers to engage in investment transactions with the City. Each broker/dealer will provide the required policy certification before any transaction can be executed. ~~of Bastrop.~~

~~—(Broker names will be added here as they complete the requirements)~~

IX. COLLATERAL, SAFEKEEPING AND CUSTODY

A. ~~Insurance or Collateral~~ Time and Demand Deposit Pledged Collateral

All bank time and demand deposits ~~and investment of City funds other than direct purchases of U.S. Treasuries or Agencies~~ shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits ~~or investments~~ less an amount insured by the FDIC ~~or FSLIC~~. Evidence of the pledged collateral shall be provided by the Custodian, maintained by the Director of Finance or a third party financial institution. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. ~~Collateral shall be reviewed weekly to assure that the market value of the pledged securities is adequate. Monthly reports of collateral shall be provided directly from the custodian on a monthly basis.~~

B. Safekeeping Agreement

Collateral pledged to secure deposits of the City shall be held by an independent financial safekeeping institution outside the holding company of the depository in accordance with a written s ~~Safekeeping~~ a ~~Agreement~~ under the terms of FIRREA. The safekeeping agreement shall ~~which~~ clearly defines the procedural steps for gaining access to the collateral should the City ~~of Bastrop~~ determine that the City's funds are in jeopardy. The safekeeping institution, ~~or Trustee~~, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral. ~~The safekeeping agreement shall include~~

~~the signatures of authorized representatives of the City of Bastrop, the firm pledging the collateral, and the Trustee.~~

B. Repurchase Agreements Owned Collateral

Collateral under a repurchase agreement is owned by the City. It will be held by an independent third party safekeeping agent approved by the City under an executed Bond Market Association Master Repurchase Agreement. Collateral with a market value totaling 102% of the principal and accrued interest is required and the counter-party is responsible for the monitoring and maintaining of collateral and margins at all times.

C. Authorized Collateral Defined

The City of Bastrop shall accept only the following securities as collateral:

1. FDIC and FSLIC insurance coverage.
- 1-2. Obligations of the US Government, its agencies and instrumentalities including mortgage-backed securities and CMO which pass the bank test.
- ~~2. A bond, certificate of indebtedness, or Treasury Note of the United States, or other evidence of indebtedness of the United States that is guaranteed as to principal and interest by the United States.~~
3. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
4. Securities from any US state and its subdivisions rated as A or better by national recognized rating agencies.~~A bond of the State of Texas or of a count, city or other political subdivision of the State of Texas having been rated as investment grade (investment rating no less than "A" or its equivalent) by nationally recognized rating agency with a remaining maturity of ten (10) years or less.~~

D. Subject to Audit

All collateral shall be subject to inspection and audit by the ~~Director of Finance~~ Chief Financial Officer or the City's independent auditors.

~~E. Delivery vs. Payment~~

~~Treasury Bills, Notes, Bonds, Repurchase Agreements and Government Agencies' securities shall be purchased using the delivery vs. Payment method. That is, funds shall not be wired or paid until verification has been made that the correct security was received by the Trustee. The security shall be~~

~~held in the name of the City or held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City.~~

X. INTERNAL CONTROLS

A. Delivery vs. Payment Security Settlement

All securities shall be settled into City safekeeping using the delivery vs. payment method. That is, payments shall not be made until the correct security was received by the safekeeping agent. The security shall be held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City by the safekeeping agent.

B. Loss of Credit Rating

The investment officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio requiring ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Manager of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available.

C. Monitoring FDIC Coverage

The Investment Officer shall monitor, on no less than a weekly basis, the status and ownership of all banks issuing brokered CDs owned by the City based upon information from the FDIC. If any bank has been acquired or merged with another bank in which brokered CDs are owned, the investment officer shall immediately liquidate any brokered CD which places the City above the FDIC insurance level.

XI. INVESTMENT POLICY ADOPTION

The City of Bastrop investment policy shall be reviewed and adopted by resolution of the City Council on at least an annual basis. Any changes made to the policy shall be reflected in the adopting resolution.

Adopted: _____ ~~—The City Council shall review these investment policies annually.~~

XII. GLOSSARY OF TREASURY TERMS

Agencies: Federal agency securities.

Asked: The price at which securities are offered to be sold to the City.

Bid: The price at which the City would sell it offered for securities.

Broker: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not position. ~~In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.~~

Certificate of Deposit (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

Collateral: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies and used to define the securities bought and sold under a repurchase agreement signifying ownership by the City.

Comprehensive Annual Financial Report (CAFR): The official annual report for the City of Bastrop. It includes five combined statements and basic financial statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and detailed statistical section.

Coupon: (a) The annual rate interest that a bonds' issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, carries an inventory of securities and may acts as a principal in all transactions, buying and selling for his own account.

Debenture: A bond secured only by the general credit of the issuer.

Delivery versus Payment (DVP): ~~There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (DVR) (also called free).~~ Delivery versus payment means delivery of securities with a simultaneous exchange of money for the securities. It guarantees that the City always has control of its security or its fund. ~~Delivery versus receipt means delivery of securities with an exchange of a signed receipt for the securities.~~

Discount: The difference between the cost price of security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

Discount Securities: Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value, for example: U.S. Treasury bills.

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~~Government National Mortgage Association (GNMA or Ginnie Mae): Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. The security holder is protected by the full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA, VA, or FMHM mortgages. The term pass-throughs is often used to describe Ginnie Maes.~~

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Master Repurchase Agreement: A simultaneous buy-sell transaction used primarily for short term investing performed only under a Bond Market Association Master Repurchase Agreement.~~To protect investors, many public investors will request that repurchase agreements be preceded by a master repurchase agreement between the investor and the financial institution or dealer.~~ The master agreement should define ~~the nature of the~~ transaction, identify s the relationship between the parties, establish normal practices regarding ownership and custody of the ~~collateral~~ securities during the term of the investment, provide s remedies in the case of default ~~by either party~~, and clarify s issues of ownership. ~~The master repurchase agreement protects the investor by eliminating the uncertainty of ownership and hence, allows investors to liquidate collateral if a bank or dealer defaults during the term of the agreement.~~

Maturity: The date on which the principal or stated value of an investment becomes due and payable.

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Portfolio: Collection of securities held by an investor.

Primary Dealer: A primary dealer is designated by the NY Fed with strong restrictions which made up of a group of government securities dealers that submits daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and is subject to its informal oversight. The list of current primaries is found on the www.nyfed.gov.~~Primary dealers include Securities and Exchange Commission (SEC)-registered securities broker-dealers, banks and a few unregulated firms.~~

Prudent Person Rule: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in

the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The ~~rate~~yield obtainable on a portfolio or security based on its purchase price or its current market price. A rate of return portfolio is based on and traded to parallel an index and indicates active trading of the portfolio. ~~This may be the amortized yield to maturity on a bond or the current income return.~~

Repurchase Agreement (RP or REPO): A buy-sell transaction in which a~~A~~ holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security “buyer” in effect lends the “seller” money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money, ~~that is,~~ increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank’s vaults for protection.

SEC Rule 15C3-1: See uniform net capital rule.

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Treasury Bills (T Bills): A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bond: The longest~~Long-term~~ U.S. Treasury securities being auctioned at the time – usually 30-year maturity. ~~having initial maturities of more than ten years.~~

Treasury Notes: Intermediate-term, coupon-bearing U.S. Treasury securities having initial maturities from ~~two~~one to ten years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price of the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par.

City of Bastrop

Investment Policy

FY2013

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I. INTRODUCTION

The purpose of this document is to set forth specific investment policy and strategy guidelines for the City of Bastrop in order to achieve the goals of safety, liquidity, yield, and public trust for all investment activity. The City Council of the City of Bastrop shall review its investment strategies and policy annually. This policy serves to satisfy the statutory requirement (specifically the Public Funds Investment Act, Texas Government Code, Chapter 2256 (the "Act")) to define, adopt and review a formal investment strategy and policy. The policy provides conformance to all statutes, rules, and regulations governing the investment of public funds.

II. INVESTMENT STRATEGY

The City of Bastrop may maintain separate portfolios, or one commingled portfolio which utilize four specific investment strategy considerations designed to address the unique characteristics of the fund groups represented in the portfolios. The investment objective for each portfolio will maintain the following priorities in order of importance: preservation and safety of principle, liquidity, diversification, understanding of the suitability of the investment to the financial requirements of the City, marketability of the investment and lastly yield.

Operating funds and commingled pools containing operating funds objective will assure that anticipated cash flows are matched with adequate investment liquidity. An additional objective is to create a diversified portfolio structure, which will experience minimal volatility during economic cycles. This may be accomplished by purchasing high quality, short- to medium-term securities, which will complement each other in a laddered or barbell maturity structure. The dollar weighted average maturity of 1 year or less will be calculated using the stated final maturity date of each security.

Debt service funds shall have as their objective the assurance of investment liquidity adequate to cover the debt service obligation on the required payment date. No extended investment may be made unless the prior debt service dates are fully funded.

Debt service reserve funds primary objective is the ability to generate a revenue stream to the appropriate debt service fund from securities with a low degree of volatility. Securities should be high quality and, except as may be required by the bond ordinance specific to an individual issue, of short to intermediate-term maturities. Volatility shall be further controlled through the purchase of securities, within the desired maturity and quality range.

Special projects or special purpose fund portfolios will have as their primary objective to assure that anticipated cash flows are matched with adequate investment liquidity. These portfolios should include at least 10% in highly liquid securities to allow for flexibility and unanticipated project outlays. The state final maturity dates of securities held should not exceed the estimated project completion date.

III. SCOPE

This investment policy applies to all financial assets of the City of Bastrop. These funds are accounted for in the City's Annual Financial Report and include the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, Enterprise/ Proprietary Funds and any new fund unless specifically exempted by the City Council.

IV. OBJECTIVES

The primary objective of the City's investment activity is the preservation of capital in the overall portfolio. Each investment transaction shall be conducted in a manner to avoid capital losses, whether they are from securities defaults or erosion of market value. All investments shall be designed and managed in a manner responsive to the public trust and consistent with State and local law.

The City shall maintain a comprehensive cash management program, which includes collection of accounts receivable, vendor payment in accordance with invoice terms, and prudent investment of available cash. Cash management is defined as the process of managing monies in order to insure maximum cash availability and maximum yield on short-term investment of pooled idle cash.

The City's investment portfolio shall be structured such that the City is able to meet all obligations in a timely manner. This shall be achieved by matching investment maturities with forecasted cash flow requirements, by investing in securities with active secondary markets.

The City's cash management portfolio shall be designed with the objective of regularly matching or exceeding the yield on comparable U.S. Treasury Bill. The investment program shall seek to augment returns above this threshold consistent with risk limitations identified herein and prudent investment policies.

V. RESPONSIBILITY AND CONTROL

A. Investment Officer

Under the direction of the City Manager, the Chief Financial Officer is designated as investment officer of the City and is responsible for investment decisions and activities. The investment officer shall attend at least one training session relating to the officer's responsibility under the Act within 12 months after assuming duties. Thereafter, ten hours of training must be completed every two fiscal years. The training cycle is concurrent with the city's fiscal year.

B. Internal Controls

The Chief Financial Officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal

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control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits requires estimates and judgments by management. Accordingly, the Chief Financial Officer shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- ✓ Control of collusion.
- ✓ Separation of transaction authority from accounting and record keeping.
- ✓ Custodial safekeeping.
- ✓ Clear delegation of authority to subordinate staff members.
- ✓ Written confirmation for telephone (voice) transactions for investments and wire transfers.

C. Prudence

The standard of prudence to be applied by the investment officer shall be the "prudent investor" rule, which states: "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." In determining whether an investment officer has exercised prudence with respect to an investment decision, the determination shall be made taking into consideration:

1. The investment of all funds, or funds under the City's control, over which the officer has responsibility rather than a consideration as to the prudence of single investment.
2. Whether the investment decision was consistent with the written investment policy of the City.

The investment officer, acting in accordance with written procedures and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes, provided that these deviations are reported immediately and that appropriate action is taken to control adverse developments.

D. Ethics and Conflicts of Interest

City staff involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair the ability to make impartial investment decisions. City staff shall disclose to the City Manager any material financial interests in financial institutions that conduct business with the City and they shall further disclose positions that could be related to the performance of the City's portfolio. City staff shall subordinate

their personal financial transactions to those of the City, particularly with regard to timing of purchases and sales.

An investment officer of the City who has a personal business relationship with an organization seeking to sell an investment to the City shall file statement disclosing that personal business interest. An investment officer who is related within the second degree by affinity or consanguinity to an individual seeking to sell an investment to the City shall file a statement disclosing that relationship. A statement required under this subsection must be filed with the Texas Ethics Commission and the governing body of the entity.

VI. REPORTING

The Chief Financial Officer shall submit a written quarterly investment report of investment transactions for the preceding reporting period to the City Manager and City Council. The report will include a description in detail of the investment position of the City. To include a summary of investments, and their beginning market value, additions and changes to the market value during the period, ending market value, and fully accrued interest for the reporting period. The report should include a description of each investments. The market value of the portfolio must be determined at least monthly. Market prices will be obtained from an independent source.

If the City invests in other than money market mutual funds, investment pools or bank time and demand accounts in any bank the reports prepared by the investment officers under this section shall be formally reviewed at least annually by an independent auditor, and the result of the review shall be reported to the governing body by that auditor.

VII. INVESTMENT PORTFOLIO

A. Active Portfolio Management

The City shall pursue a conservative pro-active versus passive portfolio management philosophy. That is, securities may be sold before they mature if market conditions present an opportunity for the City to benefit from the trade. The investment officer will routinely monitor the contents of the portfolio, the available markets, and the relative value of competing instruments, and will adjust the portfolio accordingly. The City is not required to liquidate investments that were authorized investments at the time of the purchase.

B. Authorized Investments

Assets of the City of Bastrop may be invested only in the following instruments; as further defined in the Act. At least 3 competitive offers or bids must be obtained for all individual security purchases and sales. (Transactions with money market mutual funds, local government investment pools and when-issued securities shall also be evaluated with comparable investments.

1. Authorized

- a. Obligations of the United States of America, its agencies and instrumentalities.
- b. Direct obligations of the State of Texas and agencies thereof.
- c. Other obligations, the principal of and interest on which are unconditionally guaranteed by the State of Texas or United States of America or their respective agencies or insured by, or backed by the full faith and credit with a maximum maturity of three years.
- d. Obligations of any US states or agencies and subdivisions thereof, having been rated as A or better by a national credit rating agency with a maximum maturity of three years.
- e. FDIC insured or collateralized depository certificates of deposit from banks collateralized in accordance with this policy and with a maximum maturity of one year.
- f. FDIC insured brokered certificate of deposit securities issued by any US state delivered versus payment to the City's safekeeping agent not to exceed one year to maturity. Before purchase, the investment officer must verify the FDIC status of the bank on www.fdic.gov to assure the bank is FDIC insured.
- g. Fully collateralized repurchase agreements with a defined termination date secured by obligations of the United States or its agencies collateralized as defined by this policy and executed under the Bond Market Association Master Agreement. Securities purchased by the City shall be held by an independent custodian approved by the City. Repurchase agreements transacted with a primary government securities dealer, as defined by the Federal Reserve.
- h. Constant-dollar local government investment in Texas which invest in instruments and follow practices allowed by the Act.
- i. Commercial paper, rated A1P1 or equivalent by two rating agencies with a maximum maturity of ninety days.
- j. Interest bearing accounts in any bank in Texas.
- k. AAA-rated money market funds striving to maintain a \$1 NAV.

2. Not Authorized

The City's authorized investments options are more restrictive than those allowed by state law. State law specifically prohibits investment in the following investment securities:

Investment Policy

- a. An obligation whose payment represents the coupon payments on the outstanding principal balance of the underlying mortgage-backed security collateral and pays no principal.
- b. Obligations whose payment represents the principal stream of cash flow from the underlying mortgage-backed security collateral and bears no interest.
- c. Collateralized mortgage obligations that have a state final maturity date of greater than 10 years.
- d. Collateralized mortgage obligations the interest rate of which is determined by an index that adjusts opposite to the changes in a market index.

C. Maximum Maturity and Weighted Average Maturity

The City of Bastrop intends to match the maturities with liability and liquidity needs of the City. In no case will the average dollar-weighted maturity of investments of the City's operating funds exceed two years. The maximum final stated maturity of any investment shall not exceed three years.

D. Risk and Diversification

The City recognizes that investment risks can result from issuer defaults, market price changes or various technical complications leading to temporary illiquidity. Risk is controlled through portfolio diversification, which shall be achieved by the following general guidelines:

Risk of issuer default is controlled by limiting investments to those high credit quality instruments allowed by the Act, further restricted by policy.

Market risk can be limited by avoiding over-concentration assets in a specific maturity sector and limitation of average maturity of operating funds investment to two years.

VIII. SELECTION OF BANKS AND DEALERS

1. Depository

At least every five years a Depository shall be selected through the City's banking services procurement process, which shall include a formal request for proposal (RFP). In selecting a depository, the services, costs, earning potential and credit worthiness of institutions shall be considered. The Chief Financial Officer shall conduct a comprehensive review of prospective depositories' credit characteristics and financial history.

2. Securities Broker/Dealers

All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the following as appropriate:

Investment Policy

- audited financial statements
- proof of Financial Industry Regulatory Authority (FINRA) certification
- proof of Texas registration
- completed City broker/dealer questionnaire
- policy certification of review of the City's investment policy signed by an authorized representative of the organization to include acknowledgment that the firm has implemented reasonable procedures and controls in an effort not to sell investments to the City unauthorized by policy.

3. List of Qualified Brokers

The City Council will annually adopt, by resolution a list of authorized brokers to engage in investment transactions with the City. Each broker/dealer will provide the required policy certification before any transaction can be executed.

IX. COLLATERAL, SAFEKEEPING AND CUSTODY

A. Time and Demand Deposit Pledged Collateral

All bank time and demand deposits shall be secured by pledged collateral. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 102% of market value of principal and accrued interest on the deposits less an amount insured by the FDIC. Evidence of the pledged collateral shall be provided by the Custodian. Repurchase agreements shall be documented by a specific agreement noting the collateral pledge in each agreement. Monthly reports of collateral shall be provided directly from the custodian on a monthly basis.

Collateral pledged to secure deposits of the City shall be held by an independent financial institution outside the holding company of the depository in accordance with a written safekeeping agreement under the terms of FIRREA. The safekeeping agreement shall clearly define the procedural steps for gaining access to the collateral should the City determine that the City's funds are in jeopardy. The safekeeping institution, shall be the Federal Reserve Bank or an institution not affiliated with the firm pledging the collateral.

B. Repurchase Agreements Owned Collateral

Collateral under a repurchase agreement is owned by the City. It will be held by an independent third party safekeeping agent approved by the City under an executed Bond Market Association Master Repurchase Agreement. Collateral with a market value totaling 102% of the principal and accrued interest is required and the counter-party is responsible for the monitoring and maintaining of collateral and margins at all times.

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C. Authorized Collateral Defined

The City of Bastrop shall accept only the following securities as collateral:

1. FDIC insurance coverage.
2. Obligations of the US Government, its agencies and instrumentalities including mortgage-backed securities and CMO which pass the bank test.
3. Obligations, the principal and interest on which, are unconditionally guaranteed or insured by the State of Texas.
4. Securities from any US state and its subdivisions rated as A or better by national recognized rating agencies.

D. Subject to Audit

All collateral shall be subject to inspection and audit by the Chief Financial Officer or the City's independent auditors.

X. INTERNAL CONTROLS**A. Delivery vs. Payment Security Settlement**

All securities shall be settled into City safekeeping using the delivery vs. payment method. That is, payments shall not be made until the correct security was received by the safekeeping agent. The security shall be held on behalf of the City. The Trustee's records shall assure the notation of the City's ownership of or explicit claim on the securities. The original copy of all safekeeping receipts shall be delivered to the City by the safekeeping agent.

B. Loss of Credit Rating

The investment officer shall monitor, on no less than a monthly basis, the credit rating on all authorized investments in the portfolio requiring ratings based upon independent information from a nationally recognized rating agency. If any security falls below the minimum rating required by Policy, the Investment Officer shall notify the City Manager of the loss of rating, conditions affecting the rating and possible loss of principal with liquidation options available.

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Portfolio: Collection of securities held by an investor.

Primary Dealer: A primary dealer is designated by the NY Fed with strong restrictions which submits daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and is subject to its formal oversight. The list of current primaries is found on the www.nyfed.gov.

Prudent Person Rule: An investment standard. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Rate of Return: The rate obtainable on a portfolio or security based on its purchase price or its current market price. A rate of return portfolio is based on and traded to parallel an index and indicates active trading of the portfolio.

Repurchase Agreement (RP or REPO): A buy-sell transaction in which a holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structured to compensate him for this. Dealers use RP extensively to finance their positions. Exception: When the Fed is said to be doing RP, it is lending money increasing bank reserves.

Safekeeping: A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

SEC Rule 15C3-1: See uniform net capital rule.

Investment Policy

Secondary Market: A market made for the purchase and sale of outstanding issues following the initial distribution.

Securities & Exchange Commission (SEC): Agency created by Congress to protect investors in securities transactions by administering securities legislation.

Treasury Bills (T Bills): A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months or one year.

Treasury Bond: The longest U.S. Treasury securities being auctioned at the time – usually 30-year maturity.

Treasury Notes: Intermediate-term, coupon-bearing U.S. Treasury securities having initial maturities from two to ten years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called *net capital rule* and *net capital ratio*. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on an investment, expressed as a percentage. (a) Income Yield is obtained by dividing the current dollar income by the current market price of the security. (b) Net Yield or Yield to Maturity is the current income yield minus any premium above par.

CITY OF BASTROP

AGENDA ITEM

A.6

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 16, 2013

MEETING DATE: July 23, 2013

1. **Agenda Item: Consideration, discussion and possible action on the SECOND READING of AN ORDINANCE AMENDING "SCHEDULE III: STOP SIGNS" REFERENCED IN THE BASTROP CITY CODE CHAPTER 12 TRAFFIC CONTROL, SECTION 12.04.004, TO INCLUDE ADDITIONAL INTERSECTIONS AT FARM STREET AND FAYETTE STREET CORRESPONDINGLY FARM STREET AND CHAMBERS STREET TO BE CONTROLLED BY SUPPLEMENTARY STOP SIGNS, AND PROVIDING AN EFFECTIVE DATE.**

2. Party Making Request: **Trey Job, Public Works Director**

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

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No X N/A
 Bid Amount: _____ Budgeted Amount: _____
 Under Budget: _____ over Budget: _____
 Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE

a) _____

8. Staff Recommendation: Staff recommends approval of the Ordinance placing stop signs at the proposed intersection increasing the health and safety of the neighborhood.

9. Advisory Board: Approved Disapproved X None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

City of Bastrop

Agenda Information Sheet:

City Council Meeting Date:



July 23, 2013

Public Notice Description: Consideration, discussion and possible action on the SECOND READING of AN ORDINANCE AMENDING "SCHEDULE III: STOP SIGNS" REFERENCED IN THE BASTROP CITY CODE CHAPTER 12 TRAFFIC CONTROL, SECTION 12.04.004, TO INCLUDE ADDITIONAL INTERSECTIONS AT FARM STREET AND FAYETTE STREET CORRESPONDINGLY FARM STREET AND CHAMBERS STREET TO BE CONTROLLED BY SUPPLEMENTARY STOP SIGNS, AND PROVIDING AN EFFECTIVE DATE.

Item Summary: This ordinance is at the request of the City council as a result of staff recommending the placement of Stop signs after the results of the Farm street traffic study were presented on February 12, 2013.

Minutes Taken from February 12, 2013:

D.4 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON REPORT ON FARM STREET.

Public Works and Parks Director, Trey Job addressed the Council. Mr. Job stated the Public Works Department conducted a speed analysis of Farm Street. Mr. Job stated the speed/traffic counters were deployed from Pitt Street to Highway 95, Highway 95 to Fayette Street, Fayette Street to Pecan Street, Pecan Street to Main Street and Main Street to Church Street. Mr. Job stated the test was performed over a seven week period. Mr. Job called the Council's attention to a map showing Farm Street and the average speed limits at various spots on Farm Street. Mr. Job stated there were a total of 23,515 vehicles that traveled Farm Street in a seven week period and that is an average weekly amount of 3,359 per week. Mr. Job stated there were a total of 547 vehicles that traveled at speeds greater than five (5) miles per hour over the posted speed limit. Mr. Job called the Council's attention to staff's recommendation to place stop signs at different locations along Farm Street.

Discussion was held among Council and Mr. Job.

Kay Garcia McAnally moved that the City Manager prepare an Ordinance which would place one (1) stop sign at Fayette Street and two (2) stop signs at Chambers Street. Motion was seconded by Willie DeLaRosa and carried unanimously.

Staff Recommendation: Approve the first reading move this item to the consent agenda for the July 23rd council meeting.

City Contact:

Trey Job - Director
Public Works Department

Attachments:

Ordinance for Second Reading and Location Map

Farm Street



ORDINANCE NO. 2013 - 14

AN ORDINANCE AMENDING "SCHEDULE III: STOP SIGNS" REFERENCED IN THE BASTROP CITY CODE CHAPTER 12 TRAFFIC CONTROL, SECTION 12.04.004, TO INCLUDE ADDITIONAL INTERSECTIONS AT FARM STREET AND FAYETTE STREET CORRESPONDINGLY FARM STREET AND CHAMBERS STREET TO BE CONTROLLED BY SUPPLEMENTARY STOP SIGNS, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City has determined that the following intersection is hazardous and that traffic at this intersection should be controlled by supplementary stop signs in order to protect public health, safety, and welfare.

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

PART 1: That "Schedule III: "Stop Signs" in Section 12.04.004, Chapter 12 of the Bastrop City Code, which schedule is kept on file in the office of the City Secretary, shall be, and it is hereby, amended to read as follows:

Sec. 12.04.004 - Schedule III: Stop Signs

- (3) Northwest corner, at point that Farm Street intersects Fayette Street. *(As shown by diagram on Exhibit A, attached hereto.)*
- (4) Northwest corner, at point that Farm Street intersects Chamber Street *(As shown by diagram on Exhibit A, attached hereto.)*
- (5) Southeast corner, at point that Farm Street intersects Chamber Street *(As shown by diagram on Exhibit A, attached hereto.)*

PART 2: This amendment to "Schedule III: Stop Signs", referenced in Section 12.04.004 of Chapter 12 of the Bastrop City Code, supersedes any contrary provisions previously adopted by the Council. Any provisions of "Schedule III: Stop Signs", that are not amended hereby shall remain in full force and effect. This Ordinance does not rescind the authority for or effectiveness of any existing stop signs currently located within the City that has been previously approved by the City Council.

PART 3 This Ordinance shall take effect upon passage and approval, in accordance with the laws of the State of Texas. The amended "Schedule III: Stop Signs" shall be kept on file in the office of the City Secretary.

READ and APPROVED on First Reading on the 9th. day of July, 2013.

READ and ADOPTED on Second Reading on the ____ day of July, 2013.

APPROVED:

ATTEST:

By: Terry Orr, Mayor

By: Traci Chavez, Interim City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown, City Attorney

CITY OF BASTROP

AGENDA ITEM

A.7

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 16, 2013

MEETING DATE: July 23, 2013

- 1. Agenda Item: Approval of SECOND READING of a proposed Ordinance of the City Council of the City of Bastrop, Amending Section A1.10.002 of the Fee Schedule in Appendix “A” of the Bastrop Code of Ordinance which provides for the areas of Bastrop Parks that may be reserved for use and the applicable deposit and reservations fees’ and providing an effective date.**

- ## 2. Party Making Request: **Trey Job, Public Works Director**

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

- #### 4. Policy Implication:

5. Budgeted: _____ Yes _____ No X N/A
 Bid Amount: _____ Budgeted Amount: _____
 Under Budget: _____ over Budget: _____
 Amount Remaining: _____

6. Alternate Option/Costs: _____

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

- 8. Staff Recommendation: Staff recommends approval these revisions to the Fee Schedule which revises applicable deposits and reservations fees and is expanded to be divided between Non-Commercial and Commercial fees and deposits.**

9. Advisory Board: X Approved Disapproved None

The Parks Board on May 2, 2013 voted unanimously 5-0 to recommend approval of the changes to Section A1.10.002 for the changes to the Fee Schedule in Appendix “A” of the Bastrop Code of Ordinance which provides for applicable deposit and reservation fees for Bastrop Parks that may be reserved. There were three members absent.

10. Manager's Recommendation: Approved Disapproved None

11. Action Taken: _____

City of Bastrop

Agenda Information Sheet:

City Council Meeting Date:



July 23, 2013

Public Notice Description:

Consideration, discussion and possible action on the SECOND READING of a proposed Ordinance of the City Council of the City of Bastrop, Amending Section A1.10.002 of the Fee Schedule in Appendix "A" of the Bastrop Code of Ordinance which provides for the areas of Bastrop Parks that may be reserved for use and the applicable deposit and reservations fees' and providing an effective date.

Item Summary:

The Parks Board along with Staff in recognition of the number of individuals that are using the City's parks and facilities, and to ensure that City parks, playgrounds, and recreational facilities are adequately protected, the City Council of the City of Bastrop has decided to raise certain rental fees and deposits and to clarify the use of the parks for commercial and non-commercial organization and individuals.

The following highlights the major changes to the Ordinance to the Fees and Deposits. The attached Ordinance represents the final version of the new ordinance language.

FEES AND DEPOSITS IN APPENDIX A-4

Section A1.10.002 (Fees and Deposits) was completely revised. The fee section was significantly expanded to be divided between Non-Commercial Fees and Deposits and Commercial Fees and Deposits.

MOST SIGNIFICANT CHANGES:

- 1) Deposits and Fees for Non-Commercial (i.e. *General Public Use*) were increased.

Pavilions

- a. Less than 101 patrons - \$25 to \$35. (Deposit did not change)
- b. 101-1-300 patrons - \$75 to \$90. (Deposit changed from \$150 to \$200)
- c. Greater than 300 patrons- \$300 to \$400 (Deposit unchanged.)

- 2) Use of Multipurpose Fields for non-commercial purposes was amended to reflect a use by the number of patrons (which was not in old ordinance) and the prior deposit of \$1000 for any user was significantly reduced. (It is not clear how the \$1000 was originally applied...It appears to have been just for Special Events, but should not have been in that section.). The Fee Section now provides:

- a. 0-45 patrons– no fee or deposit
- b. 46-100 Patrons - \$50 fee and \$100 deposit.
- c. 101 + Patrons - \$100 Fee and \$300 Deposit.

- 3) Commercial Use Section added and is as provided above.
- 4) Youth Sports Leagues – **newly added**. No fee or deposit is required, but teams must submit their schedules to the Parks Department in advance.
- 5) Dog Training - \$20/week with a \$50 Deposit.
- 6) Refunds and Fees were clarified and are as stated above in this summary of the Park's Ordinance.
- 7) Sets out the Specific Application Process to the Park's Department.
- 8) Clarifies how Special Events are handled and refers individuals to the proper section of the Ordinance. Now states that a request to use a Park, or a portion of a Park, or an application for a significant use that is likely to result in a substantial impact on the Park, facilities, or public safety services must seek a special event permit in accord with Article 4.06.
- 9) Exceptions for governmental entities that give reciprocal privileges are generally the same except there is now a section for non-profit Organizations which states, "In accord with general City policy, non-profit organizations that can demonstrate proof of non-profit status will receive a 15% discount.

Staff Recommendation: Staff recommends approval these revisions to the Fee Schedule which revises applicable deposits and reservations fees and is expanded to be divided between Non-Commercial and Commercial fees and deposits.

Parks Board Recommendation:

The Parks Board on May 2, 2013 voted unanimously 5-0 to recommend approval of the changes to Section A1.10.002 for the changes to the Fee Schedule in Appendix "A" of the Bastrop Code of Ordinance which provides for applicable deposit and reservation fees for Bastrop Parks that may be reserved. There were three members absent

City Contact:

Trey Job - Director
Public Works Department

Attachments:

Ordinance for Second Reading

ORDINANCE NO. 2013-15

AN ORDINANCE AMENDING SECTION A1.10.002 OF THE FEE SCHEDULE IN APPENDIX "A" OF THE BASTROP CODE OF ORDINANCE WHICH PROVIDES FOR THE AREAS OF BASTROP PARKS THAT MAY BE RESERVED FOR USE AND THE APPLICABLE DEPOSIT AND RESERVATION FEES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Bastrop ("City"), through the recommendation of the Park's Board, seeks to clarify and amend the reservation policies and fees for use of the City parks by commercial and non-commercial organizations; and

WHEREAS, in recognition of the number of individuals that are using the City's parks and facilities, and to ensure that City parks, playgrounds, and recreational facilities are adequately protected, the City Council of the City of Bastrop has decided to raise certain rental fees and deposits and to clarify the use of the parks for commercial and non-commercial organization and individuals.

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

Part 1: Section A1.10.002 of the Fee Schedule in Appendix "A" of the Bastrop Code of Ordinances is hereby amended to provide as follows:

Sec. A1.10.002 Park rules

A. Non-Commercial Fees and Deposits.

1) Pavilions [Including BBQ Pits when available] and Concession Stand

Schedule for non-commercial fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park.

Number of Patrons	Fee	Deposit
Less than 101	\$35	\$50
101-300	\$90	\$200
Greater than 300	\$400	\$600
Concessions Stand ¹	\$0.00	\$50.00

¹ The concession stand may only be reserved by youth (17 and under). Parent or guardian adult supervision is required. Other fees, including vendor and/or permit fees may apply. (See Chapter 4 of the Bastrop Code of Ordinances.)

2) Multipurpose Fields

Schedule for non-commercial fees and deposits for Multipurpose Fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park.

Number of Patrons	Fee	Deposit
0-45	\$0	\$0
46-100	\$50	\$100
101+	\$100	\$300

B. Commercial Fees and Deposits

1) Pavilions [Including BBQ Pits when available]

Schedule for Commercial Use fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park

Number of Patrons	Fee	Deposit
Less than 101	\$70	\$100
101-300	\$150	\$300
Greater than 300	\$400	\$600

2) Multipurpose Fields

Schedule for Commercial Use fees and deposits for the Multipurpose Fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park

Number of Patrons	Fee	Deposit
0-45	\$100	\$200
46-100	\$250	\$400
101+	\$500	\$600

The Fees and Deposits provided for in this section are for one ten (10) week period of the Commercial Use. Each ten (10) week period shall require a new fee and deposit.

C. Youth Sports League

No fees or deposits required. All organized youth sports leagues shall submit their schedules to the Parks Department as soon as possible, but in no event later than thirty (30) days before the first scheduled practice to ensure that a field is available

for use at the desired times and locations. Unless otherwise controlled by a lease agreement, no area of a park is specifically designated or reserved for one organization or youth team and areas will be provided on a first come first serve basis.

D. Dog Training

Dog Training Classes in Bark Park Only	Fee	Deposit
Per/Week	\$20	\$50

E. Refunds of Deposits and Fees.

In accord with Sec. 1.10.002(b)(8), deposits and fees may be refunded as follows:

Reservations must be made a minimum three (3) business days in advance (excluding holidays) of the use. A reservation is not valid, and a permit will not be issued, until all fees, deposits, and proof of insurance, if necessary, are paid in full to the Parks Department. Deposits and fees paid in accord with this section may be refunded under the following conditions:

- a. Full refund of the reservation deposit and fee if the Parks Department is notified, in writing, of the cancellation not less than seven (7) days prior to the date of use of the reserved area.
- b. Refund of one-half of the reservation deposit and fee if notice of cancellation is received by the Parks Department, in writing, between seven (7) days and 24 hours prior to the date of use of the reserved area.
- c. The reservation deposit and fee will not be refunded if the event is cancelled less than 24 hours before the day of the event.
- d. The reservation deposit will be returned to the individual or group reserving the area after the event so long as the area being reserved is clean and free of trash and debris at the conclusion of the event. Any damage or maintenance required, in the sole discretion of the City and/or the Parks Department, will be charged against the deposit.
- e. In the event a field is closed by the Parks Department (or other applicable City personnel) due to inclement weather, construction and/or maintenance which cause an event to be cancelled, the reservation deposit and fee will be returned or applied to the "rain date".

- f. Exceptions to the above are allowed only on written approval of the City Manager.

F. Application to Parks Department (Commercial and Non-Commercial Use)

An application for a reservation and permit may be obtained from the Parks Department. All fees and deposits shall be paid in person by separate checks or cash from 7:00 a.m. until 3:30 p.m. (except City holidays). There will be a \$25.00 service charge for all returned checks. The person or organization reserving an area of a City park, including a pavilion, is responsible for the enforcement of City policies during the event and for the activities and behavior of the individuals at the event.

G. General Rules (Commercial and Non-Commercial Use)

Fees and deposits must be paid at the time the reservation is made or a permit will not be issued by the Parks Department for the use. This includes the use of a BBQ pit. There is no additional fee for use of the BBQ pit, but the renter will be required to pick up and return the required key from the Parks Department. Failure to return the key within seven (7) days after the event will cause the deposit to be forfeited. In the event of improper use of a City park or facility, or if the user fails to clean and restore City parks and facilities to the same condition in which they found them, the Park's Department, in its sole discretion, reserves the right to prohibit future use by that person or entity.

H. Special Events A request to use a park, or a portion of a park, or an application for a significant use that is likely to result in a substantial impact on the park, facilities, or public safety services must seek a special event permit in accord with Article 4.06.

I. Exceptions

The fees and deposit described herein do not apply to the following local governmental entities which provide reciprocal privileges to the city: Bastrop Independent School District, the County, and the Lower Colorado River Authority. However, if such entities wish to close a city park, or if such use will result in a substantial impact on the park, facilities, or public safety, or the entity will charge admission fees to an event, such entities will be required to obtain a special event permit. In addition, the entities will be required to clean and restore City parks and facilities to the same condition in which they found them. Failure to do so will result in a claim by the city against the entity for the actual costs, including administrative costs, of restoring or repairing city property. In accord with general City policy, non-profit organizations that can demonstrate proof of non-profit status will receive a 15% discount.

Part 2: All other provisions of section A1.10.002 of the Fee Schedule in Appendix "A" that are not amended hereby shall remain in full force and effect.

Part 3: 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.

READ and Approved on First Reading on the 9th. day of July, 2013.

READ and Adopted on Second Reading on the ____ day of July, 2013.

APPROVED:

ATTEST:

Terry Orr, Mayor

City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown.
City Attorney, City of Bastrop

CITY OF BASTROP

AGENDA ITEM

A.8

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 16, 2013

MEETING DATE: July 23, 2013

1. Agenda Item: **Approval of the SECOND READING of a proposed Ordinance of the City Council of the City of Bastrop, Amending Section 1.10.002 "Park Rules" and Adding Section 1.10.003 "Commercial Use of Parks" to Article 1.10 "Parks" of Chapter 1 "General Provisions" and providing an effective date.**

2. Party Making Request: **Trey Job, Public Works Director**

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

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No X N/A
 Bid Amount: _____ Budgeted Amount: _____
 Under Budget: _____ over Budget: _____
 Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE
 a) _____

8. Staff Recommendation: **Staff recommends approval these revisions to the Parks Ordinance which identifies the areas for public use and also draws a distinction between "commercial" and "non-commercial" uses in the parks and adds a new section to the code that address Commercial Uses in the Parks (1.10.003).**

9. Advisory Board: X Approved _____ Disapproved _____ None

The Parks Board on May 2, 2013 voted unanimously 5-0 to recommend approval of the changes to Section 1.10.002 "Park Rules" and Adding Section 1.10.003 "Commercial Use of Parks" to Article 1.10 "Parks" of Chapter 1 "General Provisions" and providing an effective date. There were three members absent.

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

City of Bastrop

Agenda Information Sheet:

City Council Meeting Date:



July 9, 2013

Public Notice Description:

Consideration, discussion and possible action on the SECOND READING of a proposed Ordinance of the City Council of the City of Bastrop, Amending Section 1.10.002 "Park Rules" and Adding Section 1.10.003 "Commercial Use of Parks" to Article 1.10 "Parks" of Chapter 1 "General Provisions" and providing an effective date.

Item Summary:

The Parks Board along with Staff to optimize public access, use and enjoyment of the City's park system by all users, and to reasonably accommodate the growing demand for organized privately run outdoor vendors, the City has determined that it is in the best interest of the City and its citizens to expand the rules related to fees and reservations for patrons seeking to use the City parks, to specify certain areas of the parks for commercial uses, and to develop an applicable fee schedule for commercial and non-commercial uses.

The newly revised Park's Ordinance specifically identifies the areas of City Park's that may be reserved for public use, which was not clearly done in the past.

The Ordinance also now draws a distinction between "commercial" and "non-commercial uses" in the parks and the required fees and deposits for potential users in each category. To that end, the new Ordinance contains a new section that solely addresses Commercial Uses in the Parks (1.10.003).

It was also necessary to clarify and expand the circumstances for when deposits will be returned to individuals reserving an area and after an event is cancelled or changed, either by the individual or the City (i.e. maintenance, field conditions, safety).

Based on communications with the Park's Board and changes within the City, the Ordinance also contains new information on Youth Sports Leagues, the Concessions Stand, Special Items used in the Park's that pose a unique safety risk (e.g. climbing walls, bouncy houses), the Splash Pad, the sale of food and drink in the Parks and the presence of horses and farm animals.

The following highlights the major changes to the Ordinance. The attached Ordinance represents the final version of the new ordinance language.

Article 1.10 "Parks". Summary of Changes and Additions at Request of City Council.

Sec. 1.10.001 Parks Board – ((a)-(d) Creation, Terms, Vacancies, Attendance) - **No change.**

Sec. 1.10.002 Park Rules –

(a) Overnight camping; hours when closed. Same as prior ordinance **except:**

(a)(4) was revised to state that, when necessary, exceptions may be made to park hours (10:00 p.m. to 6:00 a.m.).

(b) Reserved areas.

(b)(1) Expanded and revised to state that, unless controlled by a separate lease agreement, areas of parks may be reserved with a permit, for both commercial and non-commercial use, a minimum of three (3) business days of an application to the Parks Department. (New) Specifically lists all of the City Parks and areas that may be reserved by the public, which was not previously done. (a)-(h)

(b)(2) (New) Multipurpose Fields (Non-Commercial Use) States the fee, deposit, and reservation requirements for using the Multipurpose Fields for more non-commercial use (i.e. general public use). An area may not be reserved for more than (3) times in one month for a non-commercial use. *(Purpose of addition was to address large groups of individuals that continuously use the same park areas, every weekend, prohibiting others from using the Park.)*

(b)(3) (New) Pavilions. Specifies when the Pavilions can be reserved for commercial and non-commercial use.

(b)(4) (New) Concessions Stand. Provides information on the Concessions Stand, which is available for use by individuals under the age of 17 for a period of no longer than fourteen (14) consecutive days. Parent supervision is required, and vendor and permitting fees must be paid. A deposit of \$50.00 is required.

(b)(5) (New) Youth Sports Leagues. Provides for use of fields for commercially sponsored Youth (17 younger) Sports Leagues. Requires that organized youth sports leagues submit their schedules to the Park's Department a minimum of thirty (30) days before the first practice to ensure field usage. No deposit or fee is required. *(The purpose of the new section was to allow the City to organize and maintain fairness of field use for youth sports leagues.)*

(b)(6) (New) Tennis Courts and basketball courts may only be used for intended purposes, are first come first serve, and may not be reserved.

(b)(7) Requires an application to the Park's Department for a Permit to reserve an area. On review, the City will determine the fee, deposit, and insurance, if necessary.

(b)(8) Refunds of Deposits and Fees. (New – Expanded Section (b)) of old ordinance to clarify issues related to reservations and refunds of Deposits and Fees.

a) Full refund if reservation cancelled more than 7 days in advance. (Same)

b) ½ if notice is received between 7 days and 24 hours. (Same)

c) No refund if less than 24 hours. (New)

d) Deposit will be returned if area is restored to original condition. (New)

e) In the event a field is closed, the reservation deposit and fee will be returned or applied to the "rain date. (New)

(c) Control of Parks and Recreation Areas – (Section Expanded and “cleaned-up”)

(c)(1) Generally the same, but expands/ clarifies that, when necessary, the City can close parks or fields in event of weather, field conditions or maintenance, which, in the discretion of the City, renders the field non-playable or is a risk to person or property.

(c)(2) (New with regards to Splash Pad) Hours added to include Splash pad which shall be open between 10:00 a.m. and 8:00 pm Monday- Sunday beginning second week in April and Labor Day. Any area of Park, including Splash Pad, can still be closed when necessary for maintenance cleaning etc... Hours and days of operation of Splash Pad can be varied by City Manager on request of Park's Department.

(c)(3) Clarifies when a department must be contacted a sufficient time in advance to determine if a Special Events Permit is required or City Council approval is necessary.

(c)(4)-(6) – Generally the same in that the control of parks/supervision, maintaining law, and violations of City Ordinance are still in the control of the police department. (New) However, the Director of Pubic Works and the Park's Superintendent now also have authority to control and regulate the use of the Parks, as the City Manager's designees (meaning they have the authority to remove people, when necessary, and give notice of unauthorized entry).

(c)(7) – Special Items in City Parks. (New) Section added to address special items in City parks that have special risks and requiring proof of insurance in the amount of 1M from individuals that bring the items into the Park. Insurance must name the City and officers, employees, volunteers etc... as additional insured. Applications must be submitted a minimum of three (3) business days in advance. Items include: Moonwalks, bouncy castles, climbing walls, or any other item which poses a unique safety risk.

(c)(8) – Sale of Food and Drink in City Parks. (New) Section added regarding sale of food and drink in City Parks. States that the sale of food and drink concessions, including at the concession stand, is strictly prohibited without compliance with the requirements of a vendor permit and certificate of health (See section 4.04 of the Code), as well as any other applicable State and local permits and licensing requirements.

(d) Prohibited activities. (We created a new section (d) which includes all prohibited activities from the old park's Ordinance, as well as new prohibited activities. In the old ordinance, the items were under “Control of Park and Recreation Areas”.) *(This section cleans up and clarifies for the public and staff the activities that are prohibited in the parks.)*

(d)(1) – Horses and Farm Animals (New) – Section provides that horses and farm animals are strictly prohibited in public parks, unless allowed pursuant to a Special Events Permit and approved by the Park's Department and City Council, as applicable, and in advance.

(d)(2) – Jumping Diving into waterways River. (Same) It against the law to jump, dive, wade or enter any river stream or waterway by jumping, diving or doing anything dangerous on or off any bank, bridge, street, highway or appurtenance of public or City land.

(d)(3)- (New) Restrictions on inflatable, plastic or other types of portable pools which are only allowed on approval of Park's Department.

(d)(4) (new) Slip-n-slides – restrictions provide for only individual “family sized” slip-n-slides, on approval of Park's Department.

(d)(5) **(New) Sprinklers.** – Hoses are allowed for cleaning purposes only.

Sections (e-k) of 1.10.002 of the original Park's Ordinance have **not been changed**. They include: e) swimming or wading in Colorado River; f.) littering, g.) operation of vehicles; h.) alcoholic beverages; i.) destruction of trees and plants; j.) glass containers; and k.) weapons, firewood or dangerous items.

Section 1.10.003 - "Commercial Use of Parks" is COMPLETELY NEW.

(a)(1). **Commercial Use** is defined as a "use" which is undertaken for a business purpose for which a fee is collected. The definition includes organized adult sports leagues, teams or groups where "fees" or "dues" are collected in order to participate and non-members are prohibited from joining. Youth Sports Leagues are NOT considered a "Commercial Use" and are excluded from payment of a fee or deposit.

(a)(2). **General Course / Class** – is a class that meets regularly for a certain specific period of time which is organized for the purpose of teaching individuals and/or their pets a hobby, skill or for other enjoyment or exercise for which the owner or operator is paid a fee or "dues" are collected.

(b). **Permit Required.** Persons or entities are prohibited from conducting the Commercial sale or offer to sell any item or to render a Commercial service for hire, at any location in the City, including a park, without a permit properly issued by the Park's Department. (Examples which **MAY** qualify include: boot camps, yoga, dog training, organized adult sports leagues, fitness professionals, running clubs, mediation groups).

(c). **Fees and deposits** – Sec. A1.10.002(B). **New Fee Schedule added for Commercial Use.**

B. Commercial Use Fees and Deposits.

1) Pavilions [Including BBQ Pits when available]

Schedule for Commercial Use fees and deposits for the pavilions located in Fisherman's Park, Bob Bryant Park, Kerr Park, and Hunter's Crossing Park

Number of Patrons	Fee	Deposit
Less than 101	\$70	\$100
101-300	\$150	\$300
Greater than 300	\$400	\$600

2) Multipurpose Fields

Schedule for Commercial Use fees and deposits for the Multipurpose Fields in Fisherman's Park, Bob Bryant Park and Hunter's Crossing Park

Number of Patrons	Fee	Deposit
0-45	\$100	\$200

46-100	\$250	\$400
101+	\$500	\$600

The Fees and Deposits provided for in this section are for one ten (10) week period of the Commercial Use. Each ten (10) week period shall require a new fee and deposit.

(d) Waitlist for Commercial Use and other Restrictions

(d)(1). – Parks Department will maintain a wait list for Commercial Uses. The maximum amount of time an applicant can reserve space for a Commercial use is ten (10) weeks per six (6) months, unless no other individuals are waiting. If no individuals are on the wait list, the Applicant may immediately renew their ten (10) weeks of Commercial use.

(d)(2) Size Restrictions on the number of Patrons who may use a park at anyone time for a Commercial Use. (For Fisherman's Park it is 500 patrons. For Bob Bryant Park it is 250 patrons. For Hunters Crossing it is 100 patrons.)

(e) Location and time of certain activities restricted.

(e)(1). Dog trainers who use the park for Commercial purposes are prohibited from using any area other than the Bark Park on Grady Tuck Avenue to conduct training classes.

(e)(2). Commercial Use restricted from 6:00 am to 10:00 pm.

(f) Insurance. An individual or entity utilizing a park for a Commercial Use shall provide proof of insurance in the amount of \$250,000.

Staff Recommendation: Staff recommends approval these revisions to the Parks Ordinance which identifies the areas for public use and also draws a distinction between "commercial" and "non-commercial" uses in the parks and adds a new section to the code that address Commercial Uses in the Parks (1.10.003).

Parks Board Recommendation:

The Parks Board on May 2, 2013 voted unanimously 5-0 to recommend approval of the changes to Section 1.10.002 "Park Rules" and Adding Section 1.10.003 "Commercial Use of Parks" to Article 1.10 "Parks" of Chapter 1 "General Provisions" and providing an effective date. There were three members absent.

City Contact:

Trey Job - Director
Public Works Department

Attachments:

Ordinance for Second reading

ORDINANCE NO. 2013-16**AN ORDINANCE AMENDING SECTION 1.10.002 "PARK RULES" AND
ADDING SECTION 1.10.003 "COMMERCIAL USE OF PARKS" TO
ARTICLE 1.10 "PARKS" OF CHAPTER 1 "GENERAL PROVISIONS";
AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Bastrop ("City") has observed a growing demand for use of City parklands by a variety of private commercial entities as well as citizens of the City and surrounding areas; and

WHEREAS, to optimize public access, use and enjoyment of the City's park system by all users, and to reasonably accommodate the growing demand for organized privately run outdoor vendors, the City has determined that it is in the best interest of the City and its citizens to expand the rules related to fees and reservations for patrons seeking to use the City parks, to specify certain areas of the parks for commercial uses, and to develop an applicable fee schedule for commercial and non-commercial uses.

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

PART 1: Chapter 1: General Provisions, Article 1.10 "Parks," Section 1.10.002 "Parks Rules" are hereby amended to provide as follows:

Sec. 1.10.002 Park rules

- (a) Overnight camping: hours when closed.

....

- (4) There shall be no person, vehicle, equipment or activity within any publicly owned park or playground within the city limits from 10:00 p.m. to 6:00 a.m. each day, unless an exception to this rule is provided, in writing.

- (b) Reserved areas.

- (1) Unless controlled by a separate lease agreement, the following areas of Bastrop Public Parks may be reserved and a permit obtained either for commercial or non-commercial purposes a minimum of three (3) business days in advance (excluding holidays) of the use on application to the Parks Department.

- a. Multipurpose fields in Fisherman's Park and Bob Bryant Park.
- b. Pavilions in Fisherman's Park and Bob Bryant Park (with associated BBQ's.)
- c. Pavilion in Kerr Park
- d. Mayfest Park
- e. Pavilion in Hunter's Crossing Park
- f. Hunter's Crossing Park
- g. Concessions stand at splash pad
- h. Jewell Hodges Park
- I. Rusty Reynolds Field

In the event of a conflict between the City Ordinance and a Lease Agreement, the terms of the Lease Agreement shall control.

- (2) Multipurpose fields [non-commercial use]. The non-commercial reservation policies of the multipurpose fields in Fisherman's Park, Hunter's Crossing Park and Bob Bryant Park are as stated below. For purposes of this section and determining whether a fee and reservation is required, a Patron shall include all individuals attending the event including, as applicable to the event, players, participants, guests, children, spectators, coaches, relatives, family, friends, and parents. An area may not be reserved more than three (3) times in one month for a non-commercial use. See Section 1.10.003 below for information related to Commercial Uses of the multipurpose fields and A1-10.002 of the fee schedule in Appendix A for additional information related to fees.

Patrons	Fee	Deposit	Reservation
0-14	None	None	None
15-45	None	Required	Required
46+	Required	Required	Required

- (3) Pavilions (non-commercial use and commercial use). For reservation of City pavilions a fee and a deposit is required. See A1-10.002 of the fee schedule in Appendix A for additional information related to the applicable commercial and non-commercial uses and fees.
- (4) Concessions stand. The concession stand shall be available for use by individuals under the age of 17 and for a period of no longer than 14 consecutive days. Parent or guardian adult supervision is required for use of the concession stand. For reservation of the City concession stand a deposit is required. All individuals who reserve the concession stand shall comply with Chapter 4 of the Code of Ordinances and shall be responsible for payment of all applicable vendor and permitting fees. Use of the concession stand will be on a first come first serve basis. See A1-10.002 of the fee schedule in Appendix A for additional information related to commercial and non-commercial uses and fees.
- (5) Youth Sports Leagues. Commercially sponsored and/or organized youth league sports play (ages 17 and under) shall contact the Parks Department for reservations, times, and field designations. All organized youth sports leagues shall submit their schedules to the Parks Department as soon as possible, but in no event later than 30 days before the first scheduled practice to ensure that a field is available for use at the desired times and locations. Unless otherwise controlled by the terms of a lease agreement, no area of a park is specifically designated or reserved for one organization or youth team and areas will be provided on a first come first serve basis.

No deposit or fee is required for a youth league to reserve an area. However, after the conclusion of an event, the area that was reserved shall be clean and free of trash and debris. In the event an area is not properly cleaned, the entity reserving the area may be prohibited from future use of City parks.

- (6) Tennis courts and basketball courts located in City parks shall be used for their intended purposes only, may not be reserved, and are on a first come first serve basis.
- (7) On receipt of an application to reserve an area in a City park, the Parks Department, or its designee, will review the application to determine the applicable fee, deposit, and necessary insurance, if any. On approval and payment of same, the City will provide the applicant with a permit stating that the applicant has successfully reserved the area on the requested date.
- (8) Refunds of Deposits and Fees. Reservations must be made a minimum of three (3) business days in advance (excluding holidays) of the use. A reservation is not valid, and a permit will not be issued, until all fees, deposits, and proof of insurance, if necessary, are paid in full to the Parks Department. Deposits and fees paid in accord with this section may be refunded under the following conditions:
 - a. Full refund of the reservation deposit and fee if the Parks Department is notified, in writing, of the cancellation not less than seven (7) days prior to the date of use of the reserved area.
 - b. Refund of one-half of the reservation deposit and fee if notice of cancellation is received by the Parks Department, in writing, between seven (7) days and 24 hours prior to the date of use of the reserved area.
 - c. The reservation deposit and fee will not be refunded if the event is cancelled less than 24 hours before the day of the event.
 - d. The reservation deposit will be returned to the individual or group reserving the area after the event so long as the area being reserved is clean and free of trash and debris at the conclusion of the event. Any damage, cleaning or maintenance required, in the sole discretion of the City and/or the Parks Department, will be charged against the deposit.
 - e. In the event a field is closed by the Parks Department (or other applicable City personnel) due to inclement weather or necessary construction or maintenance which causes an event to be cancelled, the reservation deposit and fee will be returned or applied to the "rain date", if an alternative date is sought.
 - f. Exceptions to the deposits and refunds are allowed only on written approval of the City Manager.
- (9) Tables in City owned parks may not be reserved and are available on a first come, first serve basis.
- (10) The Parks Department will be responsible for posting reserved signs at the reserved areas by 8:00 a.m. the day of the event. Reserved signs must include the name of the party and the time and date of the reservation.
- (c) Control of park and recreation areas.

- (1) The City shall have and shall exercise the power to control all activities, hours of visitation, and days and times in City parks in order to properly protect the citizens of this community. City parks and recreation areas shall be under the direct operation and control of the City Manager or his/her designee. In accord herewith, the City Manager, or his/her designee, shall be permitted to close the park or field in the event of inclement weather, field conditions, or necessary maintenance or construction which, in his/her sole discretion, renders the field's non-playable or is a risk to person or property.
- (2) City park and recreation areas shall be open to the public during the hours from 6:00 a.m. to 10:00 p.m. each day, with the exception of the splash pad which shall be open between 10:00 a.m. and 8:00 p.m. Monday- Sunday beginning the second week of April and ending on Labor Day. Any area of a City park, including the splash pad may closed by orders of the City Manager, or his/her designee, or the Park's Department, for the purposes of rehabilitation, cleaning, maintenance or general supervision, or upon reservation or general danger to the public. The City Manager shall have the authority to vary the splash pad hours and days of operation on request by the Parks Department.
- (3) Permission to use City parks from 10:00 p.m. to 6:00 a.m. may be granted by the City Council or the City Manager, as directed by City Ordinance, at the discretion of the City Manager, and in consideration of the requested use of the park. To request that a park be opened after hours (i.e. 10:00 p.m. to 6:00 a.m.), the Parks Department must be contacted with sufficient time in advance of the event to determine if a Special Event application is required or if City Council approval is necessary.
- (4) The Bastrop Police Department is charged with the responsibility of supervising and maintaining law and order in City parks. In order to carry out this provision, Officers of the Bastrop Police Department shall have the authority to make any arrests for violation of any State Law or City Ordinance. In addition thereto, it is declared that a person commits an offense if he/she enters or remains in a City park, recreation area, or other designated park area, during hours other than those set out hereinabove, without written approval of the City Manager or the City Council, and the person:
 - a. Had notice that the entry was forbidden; or
 - b. Received notice to depart but failed to do so.
- (5) For purposes of this subsection, "entry" means the intrusion of the entire body and "notice" means an oral, written, or demonstrative communication by: 1) the City Manager or his/her authorized designee(s) or a Bastrop Police Officer; 2) fencing, gate or other enclosure obviously designed to exclude intruders during the closed hours; 3) signs posted to be reasonably likely to come to the attention of intruders. The Director of Public Works and the Park's Superintendent are specifically authorized to control and regulate the use of the Parks as the City Manager's designee.

- (6) For purposes of this Article, streets and parking in City parks shall be treated the same as any other City streets, and shall be supervised and regulated by the Bastrop Police Department in the same manner as all City streets. An individual sitting inside his/her vehicle shall be treated the same as any other individual in the park regardless of whether the vehicle is parked or is being driven.
- (7) Special Items in City Parks. Due to the special risks associated with the use of the items listed below an application requesting a special permit to allow the use, and proof of insurance in the amount of \$1,000,000.00 which names the City of Bastrop, and its officers, employees, volunteers, and officials as additionally insured, must be submitted to the Parks Department a minimum of three (3) business days (excluding holidays) prior to an event:
 - a. Moonwalks, bouncy castles, or other inflatable play areas;
 - b. Climbing Walls; and
 - c. Any other item which, at the discretion of the Parks Department and/or the City Manager, poses a unique safety concern.

To avoid the potential removal of an item from the park during an event, it is advisable to notify the Parks Department of any specialty item a patron wishes to have at an event to confirm if insurance will be necessary.

- (8) Sale of Food and Drink in City Parks. The sale of food and drink concessions in the City of Bastrop, including at the concession stand, is strictly prohibited without compliance with Section 4.04 of the Code, including obtaining a vendor permit and certificate of health inspection, as well as any other applicable State and local permits and licensing.
- (9) The refusal of any person to carry out the orders and provisions of this subsection shall be deemed a misdemeanor, punishable by a fine as provided for in Section 1.01.009 of this Code.

(d) Prohibited activities.

- (1) Horses and Farm Animals are strictly prohibited in City Parks, unless permitted pursuant to a Special Events Permit and approved by the Parks Department and the City Council, as applicable, in advance of the use.
- (2) Jumping, diving, wading into waterways. It is an offense and a violation of this subsection for any person to enter a river, stream or waterway by jumping, diving or doing any other dangerous act on or off any bank, bridge, street, highway, or appurtenance of publicly owned land, City park or public right-of-way. It shall likewise be illegal for any person to jump, dive or do any other dangerous act from trees, platforms, high banks, dams or other walkways to enter streams, rivers, or waterways along, over or a part of public property or public right-of-way, including in a City park.
- (3) Inflatable, plastic or other types of portable pools.

- (4) Slip-N-Slides (exceptions may be made for individual “family” size slides, on approval by the Bastrop Parks Department).
- (5) Sprinklers (hoses may be used for cleaning purposes only).
- (e) Swimming or wading in Colorado River:
 - (1) It is an offense and a violation of this subsection for any person, child or adult to enter, wade, swim, or engage in any aquatic activity in any portion of the Colorado River in the City parks.
 - (2) Exception: The public shall be allowed to enter the water while in the process of embarking or disembarking any boat, canoe or any other flotation device upon waters of the Colorado River.

(f) – (k) No changes

PART 2: Chapter 1: General Provisions, Article 1.10 “Parks,” Section 1.10.003 “Commercial Use of Parks” is hereby added to provide as follows:

Sec. 1.10.003 “Commercial Use of Park”

- (a) Definitions:
 - (1) Commercial Use – a use which is undertaken for a business purpose and for which a fee is collected. This definition specifically includes organized adult sports leagues, teams, or groups where “fees” or “dues” are collected in order to participate in an activity and non-members are prohibited from joining the activity. In accord with Section 1.10.002(b)(5), for purposes of this Ordinance and the corresponding fee schedule, unless otherwise controlled by a lease agreement, Youth Sports Leagues are not considered a “Commercial Use” and are excluded from payment of a fee or deposit.
 - (2) General Course/Class – a class that meets regularly for a certain specific period of time which is organized for the purpose of teaching individuals and/or their pets a hobby, skill, or for other enjoyment or exercise and for which the owner or operator is paid a fee or for which “dues” are collected, including dog (or other pet) training classes.
- (b) Permit Required. Persons or entities shall not conduct the Commercial sale or offer to sell any item nor render or offer to render any Commercial service for hire, including coaching or organizing a Commercial sports event, at any park or other location in the City without obtaining a reservation and a commercial use permit properly issued by the City of Bastrop Parks Department. Examples of activities or services in City parks which may qualify as Commercial Uses include boot camps, yoga, dog training, organized adult sports leagues, fitness professionals, meditation groups, and running clubs.
- (c) Fees and Deposits.
 - (1) The Parks Department reserves the right to increase any fees, deposits or insurance, or to require additional assurances in the event an activity poses a

unique safety concern or would be detrimental to the park or the citizens of the City. See Section A1.1-.002 of the Fee Schedule in Appendix “A” of the Bastrop Code for information regarding City fees and deposits for Commercial Uses.

- (2) All fees and reservations for Commercial Uses shall be made through the Parks Department. Fees and security deposits shall be made only by cash or check. Once the applicable fee and deposit is paid, a permit to conduct the requested activity, class or course will be issued. A failure to comply with any of the terms set forth herein will subject the applicant to loss of the deposit.
 - (3) Additional information regarding refunds of fees and deposits for Commercial Uses shall be as stated in Section 1.10.002(b)(8).
- (d) Waitlist for Commercial Use and other Restrictions.
- (1) The Parks Department shall maintain a “waitlist” of individuals or entities who wish to use the Bastrop City Parks for a Commercial Use. The maximum amount of time an applicant may continuously reserve space in a Bastrop Park for a Commercial Use, as shown on the Permit received by the Parks Department, is ten (10) weeks per six (6) months. Once the ten (10) weeks has been utilized, and six (6) months have passed, the applicant may notify the Bastrop Parks Department that he/she would like to be placed back on the waitlist to apply for an additional ten (10) week period. At the discretion of the Parks Department, if there is no other individuals on the wait list, an Applicant may immediately renew their ten (10) weeks of Commercial Use.
 - (2) The maximum number of Patrons who may utilize Fisherman’s Park at one time for a Commercial Use is 500. The maximum number of individuals who may utilize Bob Bryant Park for a Commercial Use at any one time is 250. The maximum number of individuals who may utilize Hunter’s Crossing Park for a Commercial Use at any time is 100. For purposes of calculating the restrictions set forth herein, a Patron shall include all individuals attending the event including, as applicable, players, participants, guests, children, spectators, coaches, relatives, family, friends, and parents.
 - (3) The City Council shall have the right to vary the above restrictions in its discretion when in the best interest of the City and its citizens.
- (e) Location and time of certain activities restricted.
- (1) Dog trainers who use the park for Commercial purposes are prohibited from using any area other than the Bark Park located on Grady Tuck Avenue to conduct training classes.
 - (2) Unless otherwise stated herein, Commercial Use of a City park is restricted to the hours from 6:00 a.m. to 10:00 p.m. Specific written permission must be secured from the Parks Board, for additional hours.
- (f) Insurance. The individual or entity involved in a Commercial Use of the park shall provide proof of insurance to the City in the amount of \$250,000.00 which names the City of Bastrop,

and its officers, employees, volunteers and officials as additionally insured. Proof of insurance must be received by the Parks Department prior to the issuance of a Commercial Use permit.

Part 3: All other provisions of Section 1.10.002 "Park Rules" that are not amended hereby shall remain in full force and effect.

Part 4: 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.

READ and Approved on First Reading on the 9th. day of July, 2013.

READ and Adopted on Second Reading on the ____ day of July, 2013.

APPROVED:

ATTEST:

Terry Orr, Mayor

City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown.
City Attorney, City of Bastrop

CITY OF BASTROP

AGENDA ITEM

D.1

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: July 15, 2013

MEETING DATE: July 23, 2013

1. Agenda Item: **Consideration, discussion and possible action on acceptance of the unaudited Monthly Financial Reports and Quarterly Investment Report for the period ending of June 30, 2013.**

2. Party Making Request: **Karla Stovall**

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

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No _____ N/A

Bid Amount: _____

Budgeted Amount: _____

Under Budget: _____

Over Budget: _____

Amount Remaining: _____

6. Alternate Option/Costs: _____

7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE

a) _____

b) _____

c) _____

8. Staff Recommendation: _____

9. Advisory Board: _____ Approved _____ Disapproved _____ None

10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None

11. Action Taken: _____

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

101-GENERAL FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>TAXES & PENALTIES</u>						
00-00-4000 BEGINNING FUND BALANCE	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4001 CURRENT TAXES M&O	2,108,817.34	2,328,808.00	5,793.24	2,336,796.10	(7,988.10)	100.34
00-00-4002 DELINQUENT TAXES M&O	48,505.02	36,000.00	1,164.41	14,868.62	21,131.38	41.30
00-00-4003 PENALTIES & INTEREST M&O	38,886.21	26,400.00	2,283.30	22,845.99	3,554.01	86.54
00-00-4004 FRANCHISE TAX	286,634.85	385,000.00	13,135.81	244,291.82	140,708.18	63.45
00-00-4006 CITY SALES TAX	2,369,495.70	2,952,100.00	269,655.82	2,463,410.47	488,689.53	83.45
00-00-4008 OCCUPATION TAX	9,800.00	7,500.00	135.00	3,010.00	4,490.00	40.13
00-00-4009 MIXED BEVERAGE TAX	<u>14,815.48</u>	<u>20,000.00</u>	<u>0.00</u>	<u>14,465.18</u>	<u>5,534.82</u>	<u>72.33</u>
TOTAL TAXES & PENALTIES	4,876,954.60	5,755,808.00	292,167.58	5,099,688.18	656,119.82	88.60
<u>LICENSES & PERMITS</u>						
00-00-4020 BUILDING PERMITS	98,228.24	91,000.00	10,680.58	75,543.11	15,456.89	83.01
00-00-4021 ZONING FEES	4,084.00	3,000.00	0.00	1,607.00	1,393.00	53.57
00-00-4022 PLATTING FEES	10,598.58	6,000.00	9,100.00	16,780.00	(10,780.00)	279.67
00-00-4023 SPECIAL EVENT PERMIT FEE	1,825.00	2,000.00	300.00	900.00	1,100.00	45.00
00-00-4024 ELECTRICAL PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4025 PLUMBING PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4026 MECHANICAL PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4027 OTHER PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4030 LICENSE FEES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL LICENSES & PERMITS	114,735.82	102,000.00	20,080.58	94,830.11	7,169.89	92.97
<u>CHARGES FOR SERVICES</u>						
00-00-4040 ANIMAL SERVICE RECEIPTS	195.00	200.00	135.00	235.00	(35.00)	117.50
00-00-4043 PARKS RECEIPTS	800.00	1,600.00	25.00	575.00	1,025.00	35.94
00-00-4044 PD ACCIDENT REPORTS	1,385.00	1,800.00	300.00	1,908.00	(108.00)	106.00
00-00-4045 DRUG DOG VISITS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4046 SPECIAL EVENTS HOT REIMB	14,139.03	40,800.00	0.00	11,687.97	29,112.03	28.65
00-00-4049 TRANSFER STATION RECEIPTS	<u>6,280.80</u>	<u>8,000.00</u>	<u>554.00</u>	<u>8,270.20</u>	<u>(270.20)</u>	<u>103.38</u>
TOTAL CHARGES FOR SERVICES	22,799.83	52,400.00	1,014.00	22,676.17	29,723.83	43.28
<u>FINES & FORFEITURES</u>						
00-00-4070 MUNICIPAL COURT FINES	172,666.28	225,000.00	18,440.75	184,679.09	40,320.91	82.08
00-00-4071 BOND FORFEITURE	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4072 SANITATION PENALTIES/RECONNEC	5,939.18	8,000.00	0.00	3,266.93	4,733.07	40.84
00-00-4076 LIBRARY RECEIPTS	11,540.68	16,000.00	1,572.21	12,598.93	3,401.07	78.74
00-00-4077 SANITATION PROCEEDS	30,614.20	40,000.00	0.00	14,166.83	25,833.17	35.42
00-00-4078 JUVENILE CASE MANAGER-M/C	4,161.45	5,100.00	588.37	5,381.67	(281.67)	105.52
00-00-4080 TEEN COURT (MC)	<u>1,077.54</u>	<u>1,000.00</u>	<u>103.00</u>	<u>1,263.00</u>	<u>(263.00)</u>	<u>126.30</u>
TOTAL FINES & FORFEITURES	225,999.33	295,100.00	20,704.33	221,356.45	73,743.55	75.01

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

101-GENERAL FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
00-00-4540 HUNTERS CROSSING REIMS	941.80	0.00	0.00	0.00	0.00	0.00
00-00-4543 PINEY CREEK SUBDIVISION REIMB	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4544 PERSONAL PROPERTY ACQ DEBT	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4553 FIRE DEPT CALLS - REIMB	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4554 KERR PARK PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4557 FEMA DISASTER RELIEF REIMBURS	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	94,944.77	126,022.00	1,323.59	123,284.62	2,737.38	97.83
<u>TRANSFERS-IN</u>						
00-00-4702 TRANSFERS IN - W/WW #232	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4703 TRANSFERS IN - ELECTRIC FUND	460,125.00	613,500.00	51,125.00	460,125.00	153,375.00	75.00
00-00-4706 TRANSFERS IN - BEDC	85,934.88	0.00	0.00	0.00	0.00	0.00
00-00-4708 TRANS IN - GRANT FUND	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4710 TRANS IN - GENERAL CIP #150	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4717 TRANS IN-HOTEL TAX-CIVIC CENT	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4718 TRANSFER-IN SPECIAL PROJECT	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4725 TRANS IN - TAX NOTE #714	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4726 TRANS IN-C OF O'S 2006 #713	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4731 TRANS IN-LIMITED TAX NOTE #71	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4732 TRANSFER IN - BOND #709	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4736 TRANSFER IN -LIBRARY BOARD 50	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS-IN	546,059.88	613,500.00	51,125.00	460,125.00	153,375.00	75.00
<u>** TOTAL REVENUE **</u>						
	7,075,919.43	8,447,250.00	513,509.62	7,159,330.70	1,287,919.30	84.75

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CITY OF BASTROP

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FINANCIAL STATEMENT

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101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENT</u>						
<u>00-NON-PROGRAM</u>						
TOTAL 00-NON-PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
<u>LEGISLATIVE</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	3,314.62	5,074.00	484.44	3,783.52	1,290.48	74.57
SUPPLIES & MATERIALS	3,110.48	5,300.00	0.00	3,430.16	1,869.84	64.72
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	5,253.13	8,030.00	558.83	4,691.24	3,338.76	58.42
CONTRACTUAL SERVICES	2,537.00	3,090.00	75.00	1,619.00	1,471.00	52.39
OTHER CHARGES	7,359.98	17,245.00	677.49	7,200.60	10,044.40	41.75
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	21,575.21	38,739.00	1,795.76	20,724.52	18,014.48	53.50
TOTAL LEGISLATIVE	21,575.21	38,739.00	1,795.76	20,724.52	18,014.48	53.50
<u>ORGANIZATIONAL</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	60,923.90	120,000.00	11,908.95	80,632.11	39,367.89	67.19
SUPPLIES & MATERIALS	4,515.06	16,133.00	755.45	9,216.96	6,916.04	57.13
MAINTENANCE & REPAIRS	0.00	5,750.00	380.00	3,355.49	2,394.51	58.36
OCCUPANCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	302,177.91	521,130.00	41,064.09	353,940.24	167,189.76	67.92
OTHER CHARGES	190,528.44	365,630.00	94,520.63	290,547.56	73,082.44	79.46
CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	17,402.19	17,402.19	(17,402.19)	0.00
TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	558,145.31	1,028,643.00	166,031.31	755,094.55	273,548.45	73.41
TOTAL ORGANIZATIONAL	558,145.31	1,028,643.00	166,031.31	755,094.55	273,548.45	73.41
<u>CITY MANAGER</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	200,627.28	284,344.00	21,707.53	206,732.33	77,611.67	72.71
SUPPLIES & MATERIALS	4,728.80	5,340.00	219.79	3,953.64	1,386.36	74.04
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	5,453.88	7,700.00	626.23	5,251.98	2,449.02	68.21
CONTRACTUAL SERVICES	119.28	350.00	6.00	165.79	184.21	47.37
OTHER CHARGES	9,309.96	9,140.00	614.20	7,714.85	1,425.15	84.41
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	220,239.20	306,874.00	23,173.75	223,818.59	83,055.41	72.94
TOTAL CITY MANAGER	220,239.20	306,874.00	23,173.75	223,818.59	83,055.41	72.94

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FINANCIAL STATEMENT

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101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CITY SECRETARY</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	50,086.14	71,642.00	2,522.56	48,040.74	23,601.26	67.06
SUPPLIES & MATERIALS	568.07	1,415.00	16.48	881.06	533.94	62.27
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	835.61	1,950.00	89.11	748.32	1,201.68	38.38
CONTRACTUAL SERVICES	2,280.00	6,450.00	0.00	956.45	5,493.55	14.83
OTHER CHARGES	20,042.85	26,720.00	8,535.80	20,217.89	6,502.11	75.67
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	73,812.67	108,177.00	11,163.95	70,844.46	37,332.54	65.49
TOTAL CITY SECRETARY	73,812.67	108,177.00	11,163.95	70,844.46	37,332.54	65.49
<u>FINANCE</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	225,205.52	309,115.00	23,311.01	218,429.12	90,685.88	70.66
SUPPLIES & MATERIALS	3,248.10	10,320.00	1,131.54	3,318.59	7,001.41	32.16
MAINTENANCE & REPAIRS	24,063.96	37,980.00	1,884.61	27,258.26	10,721.74	71.77
OCCUPANCY	4,423.25	7,680.00	468.27	3,931.14	3,748.86	51.19
CONTRACTUAL SERVICES	25,856.56	37,840.00	54.00	27,300.51	10,539.49	72.15
OTHER CHARGES	5,486.15	9,640.00	800.93	6,474.37	3,165.63	67.16
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	288,283.54	412,575.00	27,650.36	286,711.99	125,863.01	69.49
<u>METER SERVICE</u>						
PERSONNEL SERVICES	224,354.76	338,302.00	24,743.38	234,008.98	104,293.02	69.17
SUPPLIES & MATERIALS	23,141.62	31,835.00	2,691.28	22,613.47	9,221.53	71.03
MAINTENANCE & REPAIRS	4,314.66	10,500.00	457.42	1,165.23	9,334.77	11.10
OCCUPANCY	7,117.48	11,640.00	777.19	6,452.96	5,187.04	55.44
CONTRACTUAL SERVICES	7,012.12	10,440.00	613.08	8,499.45	1,940.55	81.41
OTHER CHARGES	3,196.07	4,740.00	102.99	1,748.01	2,991.99	36.88
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL METER SERVICE	269,136.71	437,457.00	29,385.34	274,488.10	132,968.90	67.37
TOTAL FINANCE	557,420.25	820,032.00	57,035.70	561,200.09	258,831.91	68.44
<u>HUMAN RESOURCE</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	64,673.67	93,844.00	7,097.86	66,839.61	27,004.39	71.22
SUPPLIES & MATERIALS	461.87	1,675.00	39.47	277.28	1,397.72	16.55
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	1,808.49	3,320.00	99.02	1,831.82	1,488.18	55.18
CONTRACTUAL SERVICES	66.55	325.00	2.00	90.58	234.42	27.87
OTHER CHARGES	6,679.48	12,645.00	1,202.30	8,643.82	4,001.18	68.36
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	73,690.06	111,809.00	8,440.65	77,683.11	34,125.89	69.48

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FINANCIAL STATEMENT

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101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL HUMAN RESOURCE	73,690.06	111,809.00	8,440.65	77,683.11	34,125.89	69.48
<u>INFORMATION TECHNOLOGY</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	57,723.41	89,214.00	6,802.33	64,144.37	25,069.63	71.90
SUPPLIES & MATERIALS	5,958.57	3,150.00	514.21	2,822.96	327.04	89.62
MAINTENANCE & REPAIRS	16,907.18	21,170.00	374.94	18,736.21	2,433.79	88.50
OCCUPANCY	4,967.93	7,600.00	825.36	3,999.86	3,600.14	52.63
CONTRACTUAL SERVICES	17,817.85	20,250.00	100.63	16,067.63	4,182.37	79.35
OTHER CHARGES	2,481.81	3,460.00	664.53	2,670.00	790.00	77.17
CAPITAL OUTLAY	2,462.24	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	108,318.99	144,844.00	9,282.00	108,441.03	36,402.97	74.87
TOTAL INFORMATION TECHNOLOGY	108,318.99	144,844.00	9,282.00	108,441.03	36,402.97	74.87
<u>POLICE</u>						
<u>ADMINISTRATION</u>						
PERSONNEL SERVICES	243,012.81	354,211.00	11,981.44	227,829.51	126,381.49	64.32
SUPPLIES & MATERIALS	18,193.04	28,495.00	1,991.47	19,365.91	9,129.09	67.96
MAINTENANCE & REPAIRS	8,545.80	30,367.00	526.25	15,467.30	14,899.70	50.93
OCCUPANCY	27,994.37	46,964.00	3,214.14	36,298.14	10,665.86	77.29
CONTRACTUAL SERVICES	143,019.80	192,517.00	48,990.58	152,816.95	39,700.05	79.38
OTHER CHARGES	22,762.63	31,225.00	2,056.07	20,649.77	10,575.23	66.13
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	463,528.45	683,779.00	68,759.95	472,427.58	211,351.42	69.09
<u>CODE ENFORCEMENT</u>						
PERSONNEL SERVICES	33,444.38	48,074.00	3,677.83	34,567.07	13,506.93	71.90
SUPPLIES & MATERIALS	1,982.44	2,600.00	120.27	653.23	1,946.77	25.12
MAINTENANCE & REPAIRS	189.38	300.00	0.00	43.98	256.02	14.66
OCCUPANCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	379.70	1,000.00	0.00	380.00	620.00	38.00
OTHER CHARGES	669.42	5,650.00	32.34	97.02	5,552.98	1.72
TOTAL CODE ENFORCEMENT	36,665.32	57,624.00	3,830.44	35,741.30	21,882.70	62.03
<u>EMERGENCY MANAGEMENT</u>						
SUPPLIES & MATERIALS	317.09	800.00	0.00	345.37	454.63	43.17
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	0.00	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	3,742.20	2,600.00	0.00	0.00	2,000.00	0.00
CAPITAL OUTLAY	6,802.16	0.00	0.00	0.00	0.00	0.00
TOTAL EMERGENCY MANAGEMENT	10,861.45	2,800.00	0.00	345.37	2,454.63	12.33

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101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>POLICE-CID</u>						
PERSONNEL SERVICES	173,792.41	228,707.00	11,969.24	117,127.51	111,579.49	51.21
SUPPLIES & MATERIALS	2,029.86	9,150.00	3,784.30	6,684.84	2,465.16	73.06
MAINTENANCE & REPAIRS	940.96	1,950.00	47.49	161.67	1,788.33	8.29
OCCUPANCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	2,994.02	3,000.00	52.64	2,764.41	235.59	92.15
OTHER CHARGES	5,004.27	6,120.00	50.00	2,731.38	3,388.62	44.63
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE-CID	184,761.52	248,927.00	15,903.67	129,469.81	119,457.19	52.01
<u>POLICE-PATROL</u>						
PERSONNEL SERVICES	756,974.57	1,130,701.00	85,807.73	777,752.08	352,948.92	68.78
SUPPLIES & MATERIALS	54,509.56	70,733.00	5,652.86	42,819.19	27,913.81	60.54
MAINTENANCE & REPAIRS	19,950.13	28,030.00	672.12	16,537.19	11,492.81	59.00
OCCUPANCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	3,271.88	9,917.00	359.99	8,901.61	1,015.39	89.76
OTHER CHARGES	6,726.54	10,200.00	1,023.36	7,363.51	2,836.49	72.19
CAPITAL OUTLAY	0.00	32,000.00	3,947.41	31,808.41	191.59	99.40
TOTAL POLICE-PATROL	841,432.68	1,281,581.00	97,462.57	885,181.99	396,399.01	69.07
<u>ANIMAL SERVICES</u>						
PERSONNEL SERVICES	29,116.37	42,303.00	6,038.23	18,103.57	24,199.43	42.80
SUPPLIES & MATERIALS	3,205.39	3,750.00	418.09	1,467.56	2,282.44	39.13
MAINTENANCE & REPAIRS	205.10	1,520.00	0.00	1,458.30	61.70	95.94
OCCUPANCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	722.05	2,625.00	0.00	1,579.99	1,045.01	60.19
OTHER CHARGES	8,533.46	12,720.00	25.00	7,175.00	5,545.00	56.41
CAPITAL OUTLAY	36,000.00	0.00	0.00	0.00	0.00	0.00
TOTAL ANIMAL SERVICES	77,782.37	62,918.00	8,481.32	29,784.42	33,133.58	47.34
TOTAL POLICE	1,615,031.79	2,337,629.00	194,437.95	1,552,950.47	784,678.53	66.43
<u>FIRE-VOLUNTEER</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	11,439.28	10,000.00	0.00	4,219.25	5,780.75	42.19
SUPPLIES & MATERIALS	72,661.14	75,299.00	4,354.03	45,536.10	29,762.90	60.47
MAINTENANCE & REPAIRS	37,634.20	45,500.00	17,332.65	50,818.49	(5,318.49)	111.69
OCCUPANCY	25,847.06	34,445.00	2,255.94	29,267.45	5,177.55	84.97
CONTRACTUAL SERVICES	22,118.90	24,000.00	0.00	23,084.52	915.48	96.19
OTHER CHARGES	17,368.42	30,425.00	288.19	19,022.44	11,402.56	62.52
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	187,069.00	219,669.00	24,230.81	171,948.25	47,720.75	78.28
TOTAL FIRE-VOLUNTEER	187,069.00	219,669.00	24,230.81	171,948.25	47,720.75	78.28

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101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>MUNICIPAL COURT</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	200,950.37	288,912.00	21,781.37	203,428.59	85,483.41	70.41
SUPPLIES & MATERIALS	5,146.82	10,200.00	439.48	7,578.68	2,621.32	74.30
MAINTENANCE & REPAIRS	12,003.17	13,100.00	0.00	12,527.34	572.66	95.63
OCCUPANCY	6,931.62	8,950.00	791.51	6,443.48	2,506.52	71.99
CONTRACTUAL SERVICES	15,963.07	24,550.00	1,215.45	16,000.83	8,549.17	65.18
OTHER CHARGES	6,626.24	8,261.00	1,214.76	5,630.39	2,630.61	68.16
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	247,541.29	353,973.00	25,442.57	251,609.31	102,363.69	71.08
TOTAL MUNICIPAL COURT	247,541.29	353,973.00	25,442.57	251,609.31	102,363.69	71.08
<u>PLANNING & DEVELOPMENT</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	235,357.26	389,223.00	25,033.79	240,886.21	148,336.79	61.89
SUPPLIES & MATERIALS	8,075.69	14,570.00	532.17	3,654.45	10,915.55	25.08
MAINTENANCE & REPAIRS	515.35	1,500.00	0.00	236.53	1,263.47	15.77
OCCUPANCY	5,735.06	10,200.00	682.86	5,642.40	4,557.60	55.32
CONTRACTUAL SERVICES	58,780.82	126,200.00	18,477.67	104,016.13	22,183.87	82.42
OTHER CHARGES	29,176.52	45,175.00	(8,532.24)	33,181.65	11,993.35	73.45
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	337,640.70	586,868.00	36,194.25	387,617.37	199,250.63	66.05
TOTAL PLANNING & DEVELOPMENT	337,640.70	586,868.00	36,194.25	387,617.37	199,250.63	66.05
<u>HEALTH</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	53,269.47	71,050.00	17,756.49	53,269.47	17,780.53	74.97
TOTAL 00-NON-PROGRAM	53,269.47	71,050.00	17,756.49	53,269.47	17,780.53	74.97
TOTAL HEALTH	53,269.47	71,050.00	17,756.49	53,269.47	17,780.53	74.97
<u>PUBLIC WORKS</u>						
<u>ADMINISTRATION</u>						
PERSONNEL SERVICES	343,148.81	597,364.00	46,623.65	436,852.95	160,511.05	73.13
SUPPLIES & MATERIALS	37,326.34	72,150.00	4,990.72	53,653.33	18,496.67	74.36
MAINTENANCE & REPAIRS	31,471.29	63,378.00	14,624.60	49,040.58	14,337.42	77.38
OCCUPANCY	10,756.53	15,600.00	1,217.97	10,443.70	5,156.30	66.95
CONTRACTUAL SERVICES	57,306.01	45,550.00	2,171.98	21,421.99	24,128.01	47.03
OTHER CHARGES	52,011.30	69,150.00	4,295.84	47,428.67	21,721.33	68.59
CAPITAL OUTLAY	0.00	276,190.00	(20.00)	65,765.55	210,424.45	23.81
TOTAL ADMINISTRATION	532,020.28	1,139,382.00	73,904.76	684,606.77	454,775.23	60.09

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CONSTRUCTION MANAGER</u>						
PERSONNEL SERVICES	45,744.39	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	1,404.60	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	463.71	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	1,410.62	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	6,788.09	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	90.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONSTRUCTION MANAGER	55,901.41	0.00	0.00	0.00	0.00	0.00
<u>RECREATION</u>						
PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	20,119.69	39,500.00	0.00	0.00	39,500.00	0.00
OTHER CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECREATION	20,119.69	39,500.00	0.00	0.00	39,500.00	0.00
<u>PARKS</u>						
PERSONNEL SERVICES	317,914.70	518,776.00	35,578.68	368,633.63	150,142.31	71.06
SUPPLIES & MATERIALS	28,981.90	54,340.00	16,504.26	44,514.53	9,825.47	81.92
MAINTENANCE & REPAIRS	35,570.44	51,650.00	4,755.78	33,525.60	19,124.40	64.91
OCCUPANCY	33,901.23	65,800.00	5,902.38	44,190.70	21,609.30	67.16
CONTRACTUAL SERVICES	6,324.62	8,380.00	775.60	5,517.69	2,862.31	65.84
OTHER CHARGES	2,513.21	7,300.00	309.62	3,556.82	3,743.18	48.72
CAPITAL OUTLAY	114,866.21	11,500.00	0.00	0.00	11,500.00	0.00
TOTAL PARKS	540,072.31	717,746.00	63,826.32	499,939.03	217,866.97	69.65
<u>BUILDING MAINTENANCE</u>						
PERSONNEL SERVICES	105,896.43	156,206.00	11,971.41	112,164.09	44,041.91	71.81
SUPPLIES & MATERIALS	6,280.71	8,800.00	155.88	2,479.40	6,320.60	28.18
MAINTENANCE & REPAIRS	3,416.84	3,900.00	283.56	1,153.07	2,746.93	29.57
OCCUPANCY	277.69	472.00	26.60	221.47	250.53	46.92
CONTRACTUAL SERVICES	1,176.58	1,690.00	173.36	1,527.59	162.41	90.39
OTHER CHARGES	0.00	110.00	0.00	0.00	110.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL BUILDING MAINTENANCE	117,048.25	171,178.00	12,610.81	117,545.62	53,632.38	68.67
TOTAL PUBLIC WORKS	1,265,161.94	2,067,806.00	150,341.89	1,302,091.42	765,714.58	62.97

LIBRARY

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CITY OF EASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	345,119.55	508,834.00	38,034.20	355,151.41	153,682.59	69.80
SUPPLIES & MATERIALS	57,416.64	52,420.00	4,424.79	45,187.49	7,232.51	86.20
MAINTENANCE & REPAIRS	10,844.78	11,150.00	523.30	7,126.25	4,023.75	63.91
OCCUPANCY	22,243.96	35,020.00	2,645.69	21,105.64	13,914.36	60.27
CONTRACTUAL SERVICES	18,863.30	19,650.00	1,815.00	17,967.80	1,682.20	91.44
OTHER CHARGES	9,140.06	11,370.00	136.33	9,554.77	1,815.23	84.03
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	463,628.29	638,444.00	47,579.31	456,093.36	182,350.64	71.44
TOTAL LIBRARY	463,628.29	638,444.00	47,579.31	456,093.36	182,350.64	71.44
*** TOTAL EXPENSES ***	5,782,544.17	8,834,557.00	772,906.39	5,993,386.00	2,841,171.00	67.84
REVENUES OVER/ (UNDER) EXPENDITURES	1,293,375.26	(387,307.00)	(259,396.57)	1,165,944.70	(1,553,251.70)	301.04-

*** END OF REPORT ***

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

202-WATER/WASTEWATER FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>CHARGES FOR SERVICES</u>						
00-00-4046 SPECIAL EVENTS NOT REIMB	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
<u>WATER REVENUES</u>						
00-00-4101 WATER SALES-RESIDENTIAL	804,457.29	1,231,950.00	108,898.79	856,612.02	375,337.98	69.53
00-00-4102 WATER SALES-COMMERCIAL	680,031.98	1,007,970.00	89,568.03	729,877.95	278,092.05	72.41
00-00-4103 WATER SALES-PUBLIC AUTH	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4150 PENALTIES	23,347.76	30,000.00	2,324.06	22,472.77	7,527.23	74.91
00-00-4152 WATER TAPPING FEES	900.00	1,000.00	600.00	7,750.00	(6,750.00)	775.00
00-00-4154 WATER SERVICE FEES	23,045.39	26,000.00	2,720.00	19,092.65	6,907.35	73.43
00-00-4155 SANITATION REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4156 OTHER	4,843.00	42,600.00	0.00	42,819.09	(219.09)	100.51
00-00-4161 SPECIAL PROJECT REIMB	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL WATER REVENUES	1,536,625.42	2,339,520.00	204,110.88	1,678,624.48	660,895.52	71.75
<u>WASTEWATER REVENUES</u>						
00-00-4201 WASTEWATER SALES-RESIDENTIAL	541,861.82	815,330.00	70,583.27	603,284.58	212,045.42	73.99
00-00-4202 WASTEWATER SALES-COMMERCIAL	419,859.71	618,220.00	52,462.15	461,090.18	157,129.82	74.58
00-00-4203 WASTEWATER SALES-PUBLIC AUTHO	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4250 PENALTIES	15,220.43	19,000.00	1,607.11	16,387.84	2,612.16	86.25
00-00-4252 SEWER TAPPING FEES	900.00	1,000.00	0.00	375.00	625.00	37.50
00-00-4253 SEPTIC TANK DUMP FEES	87,965.31	100,000.00	350.00	61,503.87	38,496.13	61.50
00-00-4256 OTHER	0.00	100.00	0.00	0.00	100.00	0.00
TOTAL WASTEWATER REVENUES	1,065,807.27	1,553,650.00	125,002.53	1,142,641.47	411,008.53	73.55
<u>INTEREST INCOME</u>						
00-00-4400 INTEREST RECEIPTS	1,313.98	3,200.00	328.37	2,938.95	261.05	91.84
00-00-4401 INTEREST RECEIPTS	915.59	0.00	0.00	0.00	0.00	0.00
TOTAL INTEREST INCOME	2,229.57	3,200.00	328.37	2,938.95	261.05	91.84
<u>MISCELLANEOUS</u>						
00-00-4501 GRANT PROCEEDS	12,701.68	0.00	0.00	0.00	0.00	0.00
00-00-4505 SANITATION REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4506 SANITATION PENALTIES	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4512 SALE OF FIXED ASSETS	382.50	500.00	0.00	0.00	500.00	0.00
00-00-4519 BACKFLOW TESTING COST	95.00	3,000.00	50.00	2,450.00	550.00	81.67
00-00-4522 WORKER'S COMPENSATION REIMB	0.00	500.00	0.00	0.00	500.00	0.00
00-00-4528 CONSERVATION PROGRAM	750.00	100.00	20.00	30.00	70.00	30.00
00-00-4544 PERSONAL PROPERTY ACQ DEBT	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4545 REGULATORY FEES	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4546 SPECIAL PROJECT REIMBURSEMENT	438,510.00	0.00	0.00	0.00	0.00	0.00
00-00-4547 BY THE WAY CAMPGROUND	11,262.37	11,000.00	2,270.14	16,843.40	(5,843.40)	153.12
00-00-4548 LCRA/WCID	36,423.46	66,000.00	6,382.90	48,074.32	17,925.68	72.84
00-00-4549 DON STEWART/VICTORIA BANK REI	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	500,125.01	81,100.00	8,723.04	67,397.72	13,702.28	83.10

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

202-WATER/WASTEWATER FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>TRANSFERS-IN</u>						
00-00-4702 TRANS IN-DEBT SRV FUND	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4707 TRANSERS IN - W/WW CIP 250	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4731 TRANS IN-LIMITED TAX NOTE #71	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4733 TRANSFERS IN - DEBT SERV 120	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4734 TRANS IN - ACCELERATION #304	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4735 TRANS IN FUND #722	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS-IN	0.00	0.00	0.00	0.00	0.00	0.00
** TOTAL REVENUE **	3,104,787.27	3,977,470.00	338,164.62	2,891,602.62	1,085,867.38	72.70

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

202-WATER/WASTEWATER FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENT</u>						
<u>00-NON-PROGRAM</u>						
TOTAL 00-NON-PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
<u>WATER/WASTEWATER DEPT.</u>						
<u>ADMINISTRATION</u>						
PERSONNEL SERVICES	563,953.34	844,625.00	64,007.58	583,541.65	261,083.35	69.09
SUPPLIES & MATERIALS	45,436.70	65,995.00	15,717.24	46,214.17	19,780.83	70.03
MAINTENANCE & REPAIRS	12,842.12	20,260.00	997.90	11,700.12	8,559.88	57.75
OCCUPANCY	15,091.92	19,200.00	1,738.37	15,203.92	3,996.08	79.19
CONTRACTUAL SERVICES	490,448.60	744,970.00	67,342.70	553,891.52	191,078.48	74.35
OTHER CHARGES	25,688.67	74,950.00	3,980.57	48,481.83	26,468.17	64.69
CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	36,267.46	65,000.00	12,378.05	62,084.80	2,915.20	95.52
DEBT SERVICE	0.00	588,990.00	441,742.50	441,742.50	147,247.50	75.00
TRANSFERS OUT	457,499.88	170,000.00	(375,833.34)	127,499.94	42,500.06	75.00
TOTAL ADMINISTRATION	1,647,228.69	2,593,990.00	232,071.57	1,890,360.45	703,629.55	72.87
<u>W/W DISTRIBUTE/COLLECT</u>						
SUPPLIES & MATERIALS	5,458.39	10,600.00	91.09	5,340.63	5,259.37	50.38
MAINTENANCE & REPAIRS	134,538.76	163,100.00	3,985.48	108,506.26	54,593.74	66.53
OCCUPANCY	30,552.12	40,000.00	2,112.12	28,333.30	11,666.70	70.83
CONTRACTUAL SERVICES	12,487.35	17,381.00	2,488.15	17,336.80	44.20	99.75
OTHER CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	36,389.50	2,569.00	0.00	2,569.00	0.00	100.00
TOTAL W/W DISTRIBUTE/COLLECT	219,426.12	233,650.00	8,676.84	162,085.99	71,564.01	69.37
<u>WATER PRODUCTION/TREAT</u>						
SUPPLIES & MATERIALS	10,419.65	23,500.00	2,319.55	14,504.66	8,995.34	61.72
MAINTENANCE & REPAIRS	85,418.03	86,000.00	5,561.13	56,563.28	29,436.72	65.77
OCCUPANCY	56,021.61	80,000.00	6,779.27	57,960.25	22,039.75	72.45
CONTRACTUAL SERVICES	54,384.88	85,300.00	6,022.20	62,208.66	23,091.34	72.93
CAPITAL OUTLAY	77,273.44	0.00	0.00	0.00	0.00	0.00
TOTAL WATER PRODUCTION/TREAT	283,517.61	274,800.00	20,682.15	191,236.85	83,563.15	69.59
<u>WW TREATMENT PLANT</u>						
SUPPLIES & MATERIALS	22,760.34	29,800.00	3,702.26	25,240.04	4,559.96	84.70
MAINTENANCE & REPAIRS	64,419.33	198,100.00	42,598.62	182,478.93	15,621.07	92.11
OCCUPANCY	52,340.84	70,000.00	9,687.13	75,736.03	(5,736.03)	108.19
CONTRACTUAL SERVICES	42,597.52	52,000.00	6,105.00	39,015.38	12,984.62	75.03
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL WW TREATMENT PLANT	182,118.03	349,900.00	62,093.01	322,470.38	27,429.62	92.16
TOTAL WATER/WASTEWATER DEPT.	2,332,290.45	3,452,340.00	323,523.57	2,566,153.67	886,186.33	74.33

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

202-WATER/WASTEWATER FUND

EXPENDITURES	PRICR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
*** TOTAL EXPENSES ***	2,332,290.45	3,452,340.00	323,523.57	2,566,153.67	886,186.33	74.33
REVENUES OVER/(UNDER) EXPENDITURES	772,496.82	525,130.00	14,641.25	325,448.95	199,681.05	61.97

*** END OF REPORT ***

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

501-HOTEL/MOTEL TAX FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>TAXES & PENALTIES</u>						
00-00-4007 MOTEL/HOTEL TAX RECEIPTS	1,583,524.22	2,312,000.00	233,372.39	1,694,216.88	617,783.12	73.28
TOTAL TAXES & PENALTIES	1,583,524.22	2,312,000.00	233,372.39	1,694,216.88	617,783.12	73.28
<u>INTEREST INCOME</u>						
00-00-4400 INTEREST EARNED	2,414.11	3,000.00	83.48	1,931.69	1,068.31	64.39
TOTAL INTEREST INCOME	2,414.11	3,000.00	83.48	1,931.69	1,068.31	64.39
<u>INTERGOVERNMENTAL</u>						
00-00-4418 TEXAS YES GRANT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL INTERGOVERNMENTAL	0.00	0.00	0.00	0.00	0.00	0.00
<u>MISCELLANEOUS</u>						
00-00-4514 MISCELLANEOUS INCOME	0.00	5,232.00	0.00	5,231.96	0.04	100.00
00-00-4529 LCRA HISTORICAL VIDEO GRANT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	5,232.00	0.00	5,231.96	0.04	100.00
 ** TOTAL REVENUE **	 1,585,938.33	 2,320,232.00	 233,455.87	 1,701,380.53	 618,851.47	 73.33

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CITY OF BASTROP

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FINANCIAL STATEMENT

AS OF: JUNE 30TH, 2013

501-HOTEL/MOTEL TAX FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>NON-DEPARTMENT</u>						
<u>00-NON-PROGRAM</u>						
TOTAL 00-NON-PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL NON-DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0.00
<u>HOTEL/MOTEL TAX FUND</u>						
<u>00-NON-PROGRAM</u>						
CONTRACTUAL SERVICES	813,636.73	1,239,500.00	80,611.47	974,549.09	264,950.91	78.62
OTHER CHARGES	15,894.56	45,000.00	0.00	12,512.38	32,487.62	27.81
CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS OUT	767,759.94	1,224,500.00	147,875.00	930,875.00	293,625.00	76.02
TOTAL 00-NON-PROGRAM	1,597,291.23	2,509,000.00	228,486.47	1,917,936.47	591,063.53	76.44
TOTAL HOTEL/MOTEL TAX FUND	1,597,291.23	2,509,000.00	228,486.47	1,917,936.47	591,063.53	76.44
*** TOTAL EXPENSES ***						
	1,597,291.23	2,509,000.00	228,486.47	1,917,936.47	591,063.53	76.44
REVENUES OVER/ (UNDER) EXPENDITURES	(11,352.90)	(188,768.00)	4,969.40	(216,555.94)	27,787.94	114.72

*** END OF REPORT ***

TO: MAYOR & CITY COUNCIL MEMBERS

FROM: KARLA STOVALL, CHIEF FINANCIAL OFFICER

DATE: JULY 12, 2013

MONTHLY FINANCIAL REPORTS
FOR PERIOD ENDING JUNE 30, 2013
AND QUARTERLY INVESTMENT REPORT

CITY OF BASTROP
SUMMARY OF REVENUES AND EXPENDITURES
AS OF JUNE 30, 2013

Fiscal year 2013 is 9 month or 75% completed as of June 30, 2013.

- General Fund revenues reflect 84.75% collected or \$7,159,330. Expenditures represent 67.84% spent or \$5,993,386.
- Water/ Wastewater Fund revenues reflect 72.70% collected or \$2,891,603. Expenditures represent 74.33% spent or \$2,566,154.
- The Electric Fund revenues reflect 65.25% collected or \$4,664,182. Expenditures represent 67.85% spent or \$4,784,708.
- The Hotel /Motel Fund revenues reflect 73.33% collected or \$1,701,381. Expenditures represent 76.44% spent or \$1,917,936.

Revenues

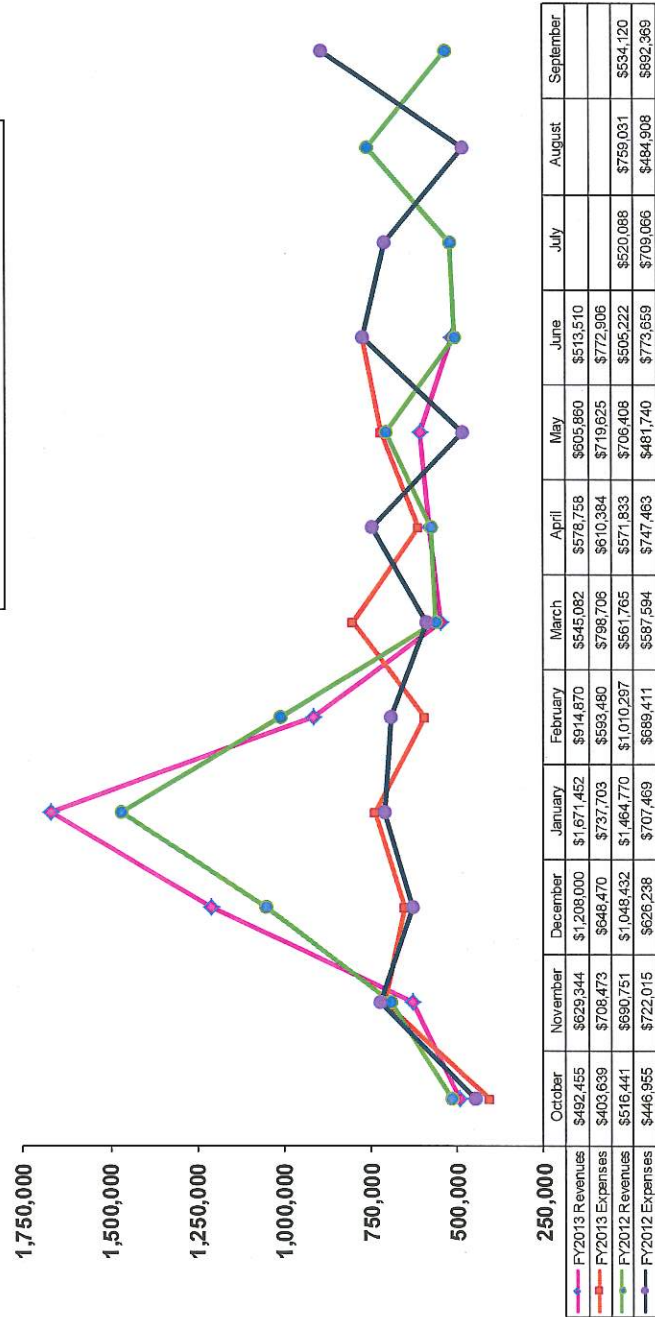
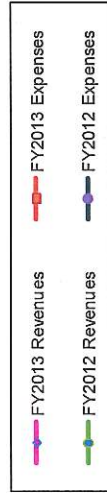
Expenditures

	FY 2013 Budget	FY 2013 Actual	% of FY2013 Budget	FY 2013 Budget	FY 2013 Actual	% of FY2013 Budget
General Fund	\$ 8,447,250	\$ 7,159,330	84.75%	\$ 8,834,557	\$ 5,993,386	67.84%
W/WW Fund	\$ 3,977,470	\$ 2,891,603	72.70%	\$ 3,452,340	\$ 2,566,154	74.33%
Electric Fund	\$ 7,148,000	\$ 4,664,182	65.25%	\$ 7,051,542	\$ 4,784,708	67.85%
Hotel Motel Fund	\$ 2,320,232	\$ 1,701,381	73.33%	\$ 2,509,000	\$ 1,917,936	76.44%

GENERAL FUND REVENUE & EXPENDITURES

JUNE 30, 2013

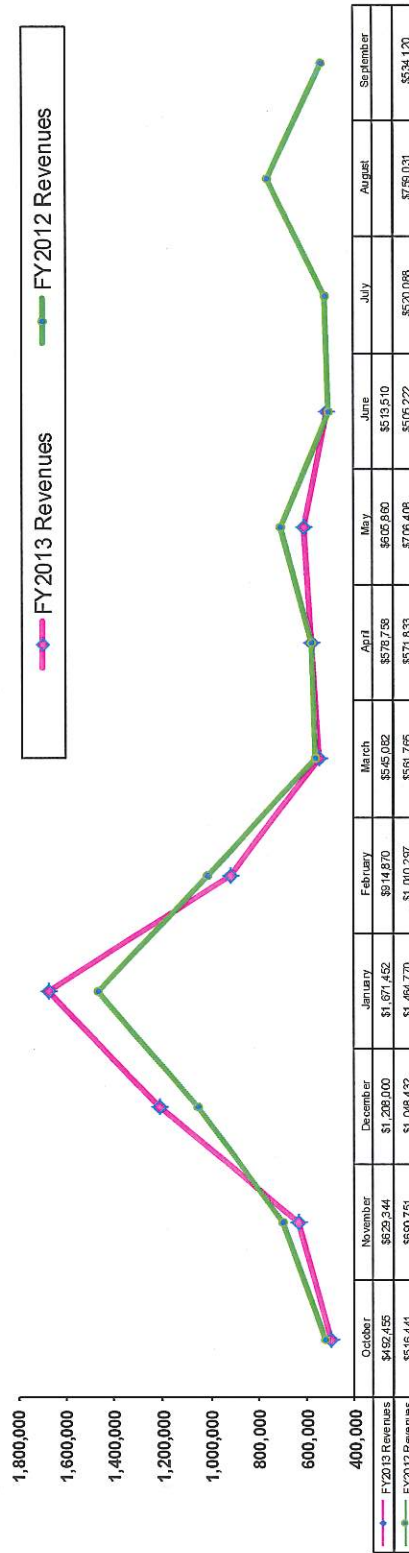
- Revenues will increase in December, January, and February due to collection of the Ad Valorem Taxes.
- Expenditures in March recognized an increase due to the timing of expenses processed through accounts payable. You will note by the graph below that February expenses appeared low in comparison to a 12 month, monthly average.



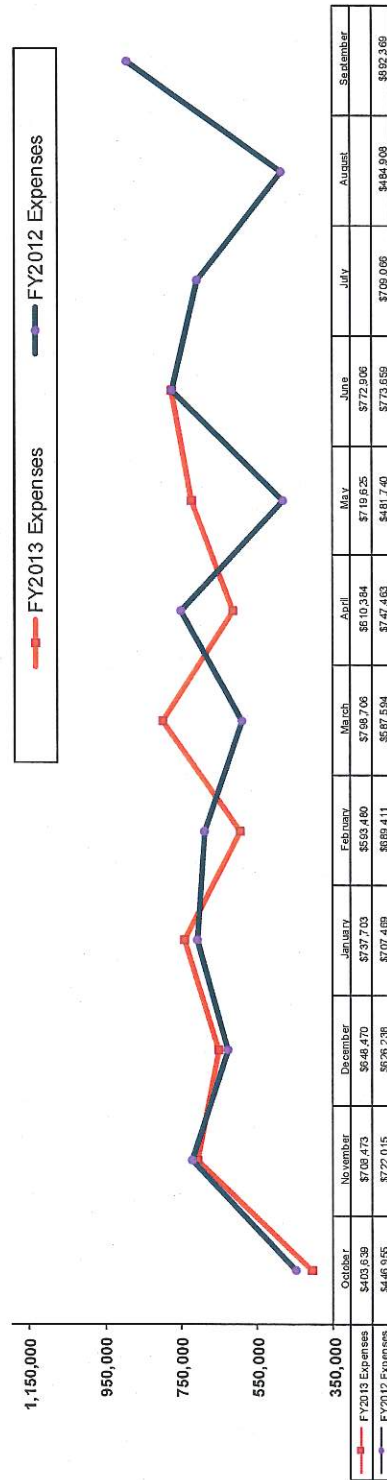
GENERAL FUND REVENUE & EXPENDITURES

JUNE 30, 2013

FY 2012 & 2013 Revenues



FY 2012 & 2013 Expenditures



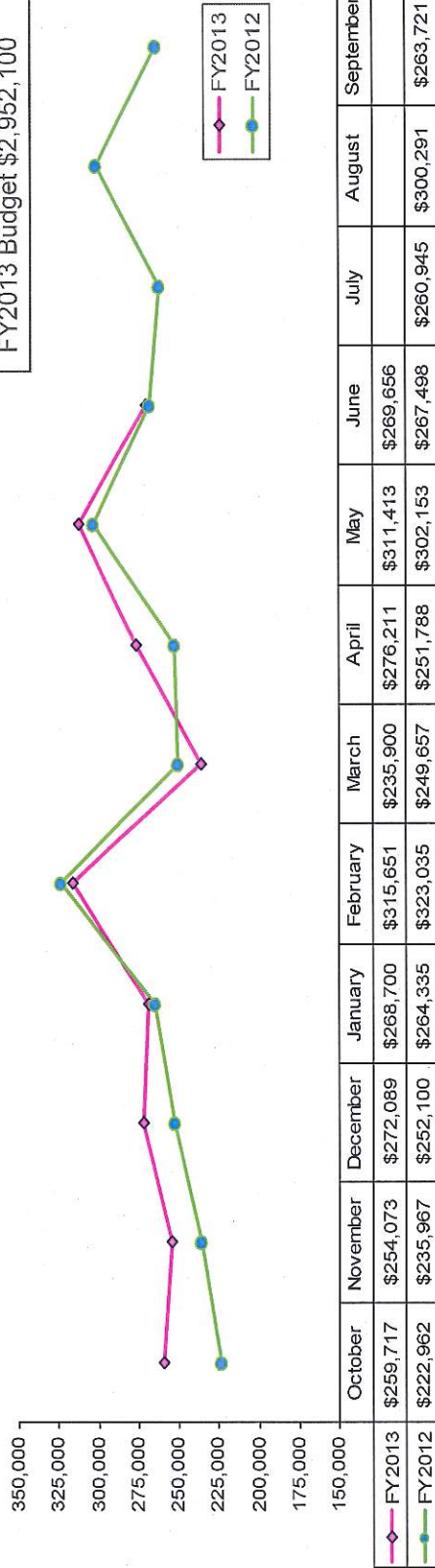
GENERAL FUND REVENUE

JUNE 30, 2013

Sales Tax

FY2013 JUNE YTD \$2,463,410

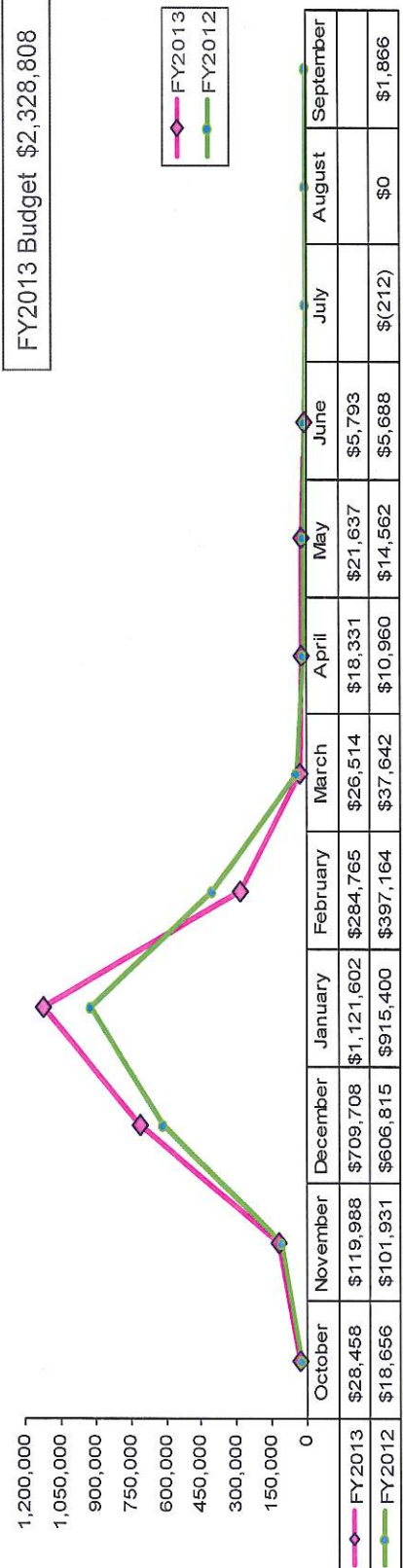
FY2013 Budget \$2,952,100



Ad Valorem Taxes

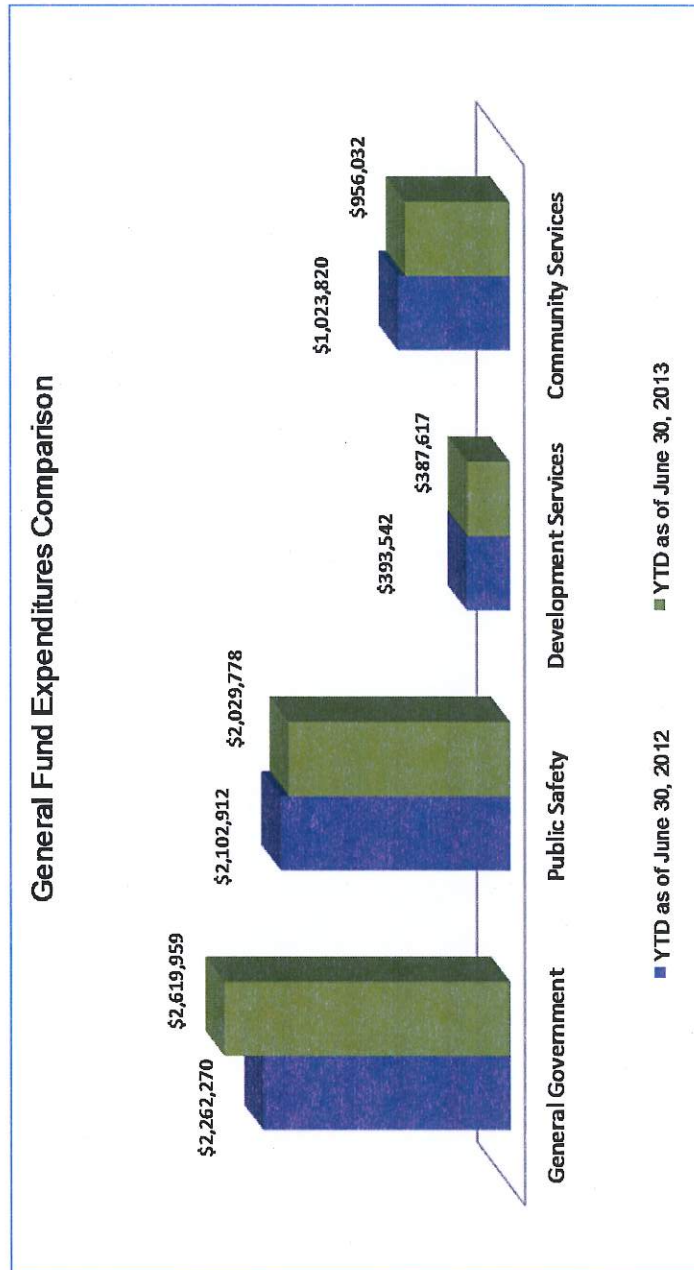
FY2013 JUNE YTD \$2,336,796

FY2013 Budget \$2,328,808



GENERAL FUND EXPENDITURES

JUNE 30, 2013

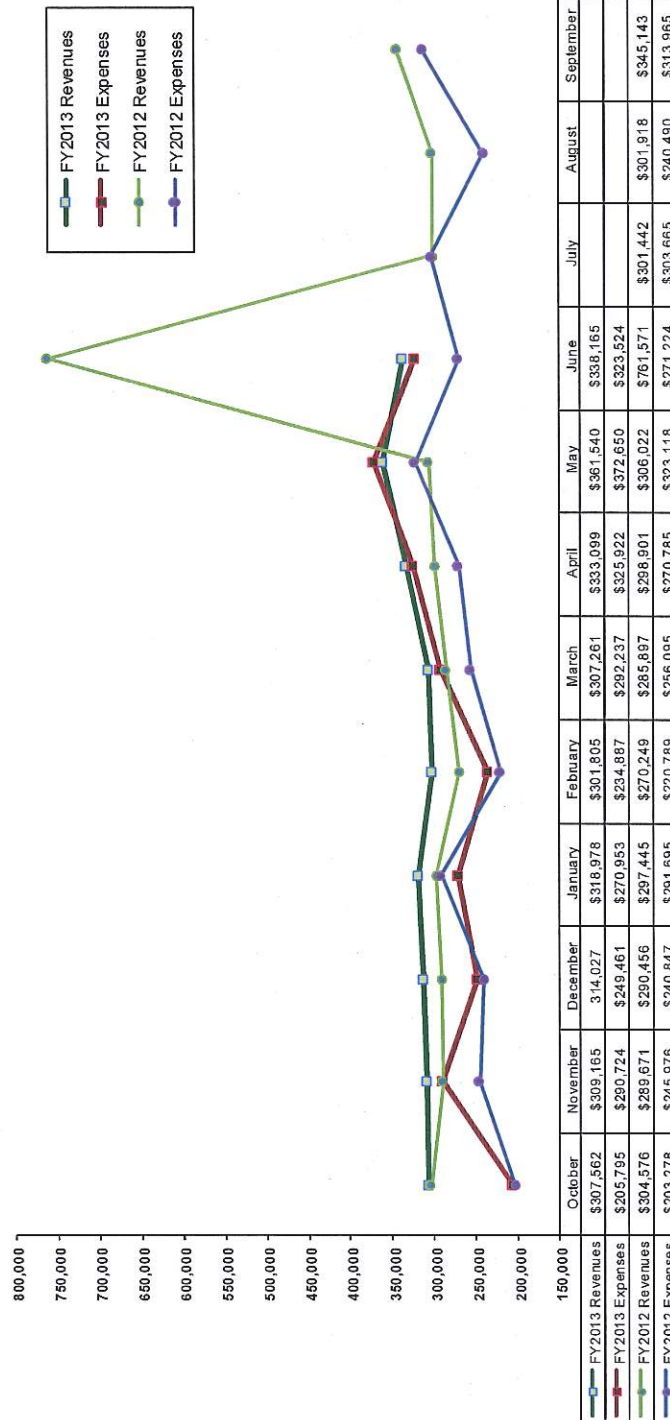


- General Government includes Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance
- Public Safety includes Police Department, Fire Department, Health, and Municipal Court
- Development Services includes Planning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

WATER/WASTEWATER FUND REVENUE & EXPENDITURES

JUNE 30, 2013

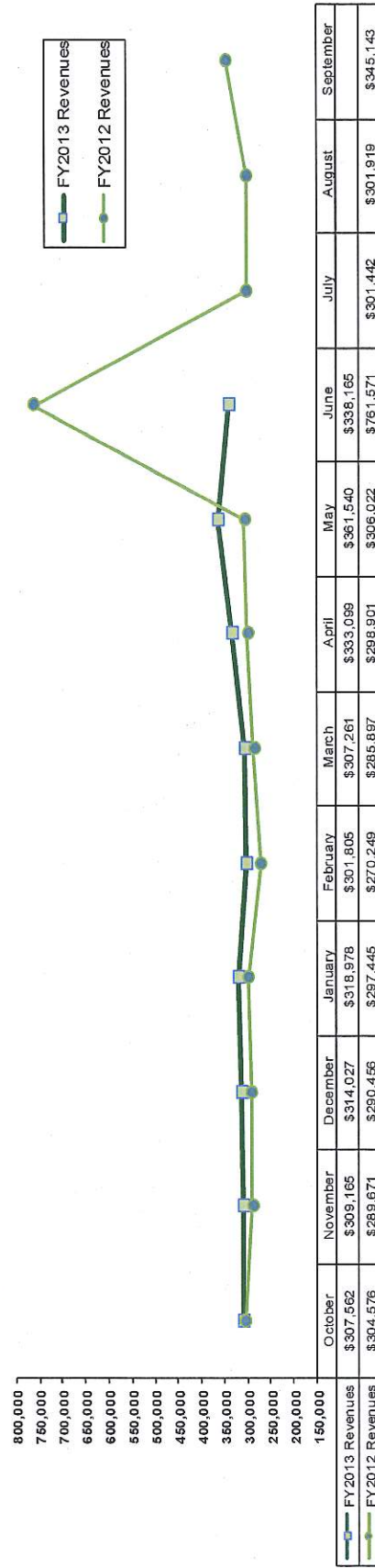
- ☐ Water/ Wastewater Fund Revenues Year-to-date (YTD) as of June 30, 2013 are \$2,891,603 or 72.70% of the year.
- ☐ Expenses in June appear increased due to the increased debt service costs and contractual services.



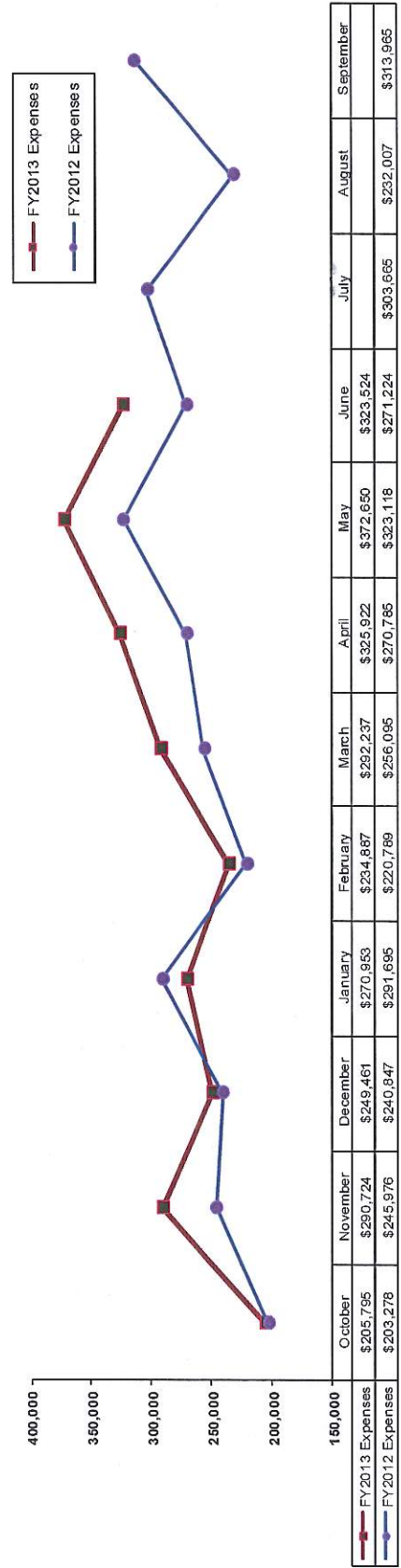
WATER WASTEWATER FUND REVENUE & EXPENDITURES

JUNE 30, 2013

FY 2012 & 2013 Revenues



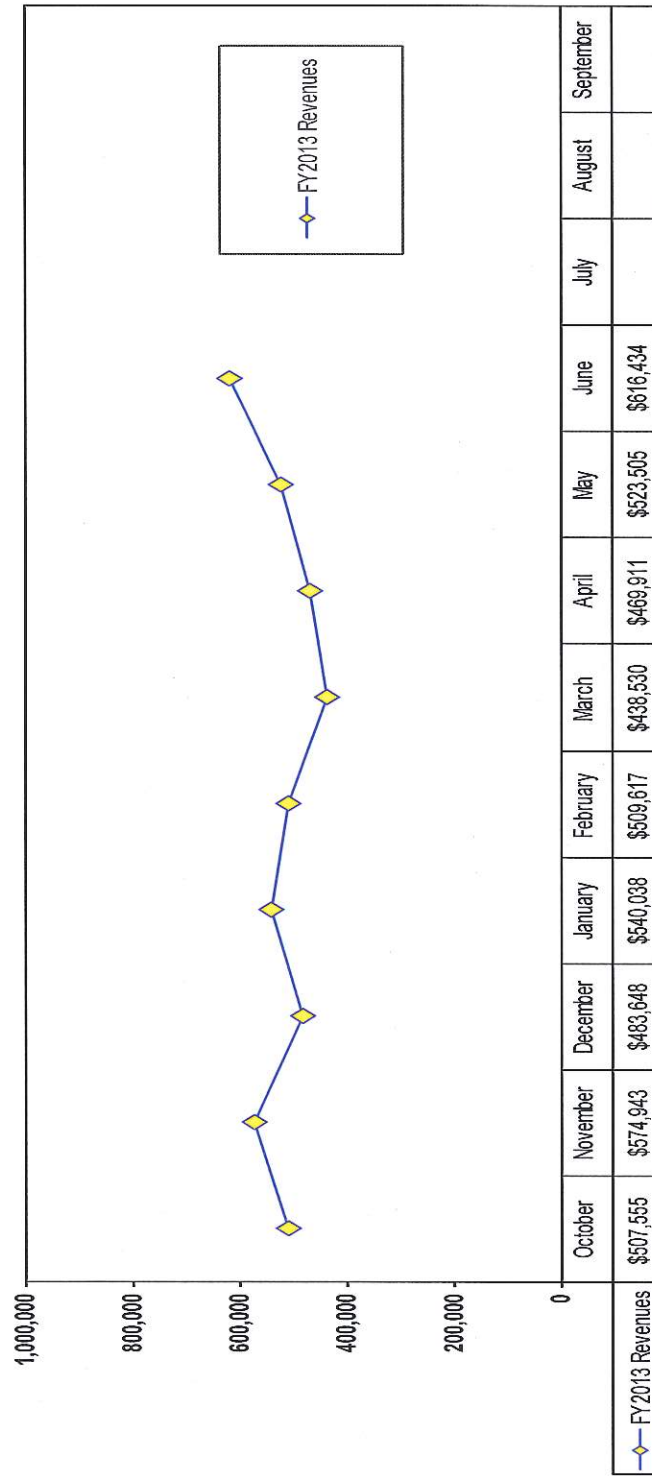
FY 2012 & 2013 Expenditures



ELECTRIC FUND

JUNE 30, 2013

□ Electric Fund Revenues Year-to-date (YTD) as of June 30, 2013 are \$4,664,182 or 65.25% of the FY2013 adopted budget.

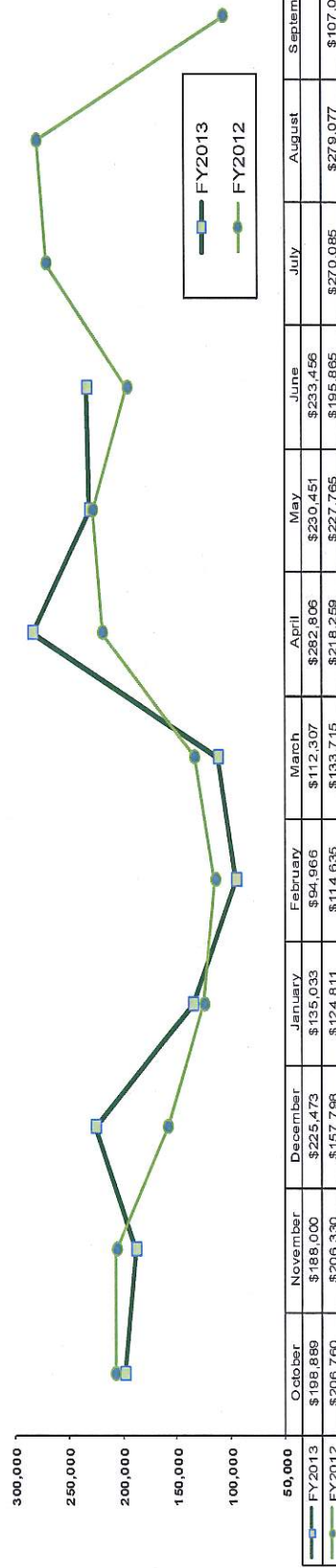


HOTEL MOTEL TAX FUND

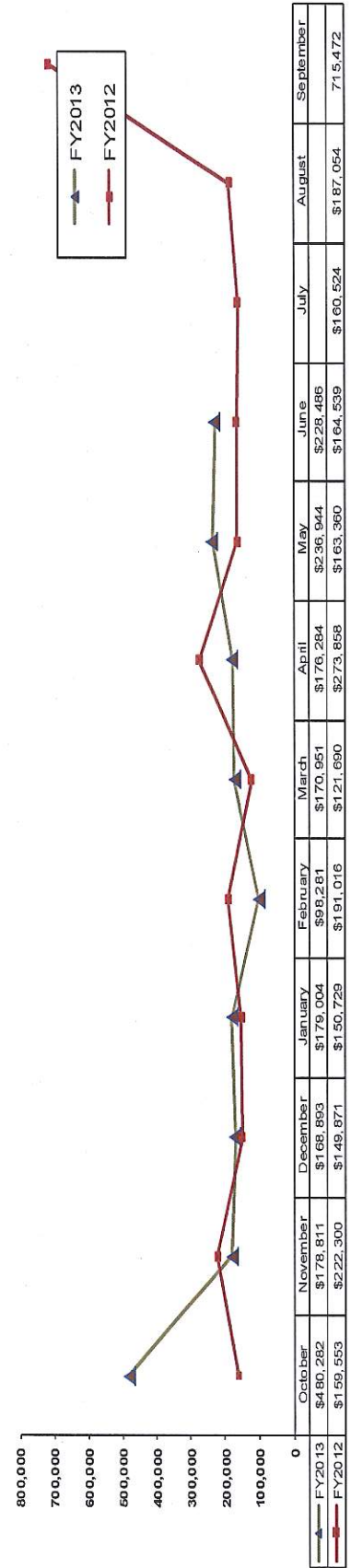
JUNE 30, 2013

- ☐ Revenues as of June 30, 2013 represent YTD earned revenue of \$1,701,381. 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 FY2013 are increased in October due to the one-time disbursement of funds to HOT organizations consequently in FY2012 organizations received their funding in quarterly payments.

Hotel / Motel Fund Revenue



Hotel / Motel Fund Expenses



City of Bastrop
Quarterly Investment Summary
As of June 30, 2013

TEXPOOL

03/31/2013 Beginning Book and Market Value Balance \$21,169,494
06/30/2013 Ending Book and Market Value Balance \$19,873,467
Average Weighted Average Maturity 52 days
Average Monthly Yield, on a simple basis .06%
YTD Interest \$9,045.69

Certificates of Deposit - General Operating

03/31/2013 Beginning Balance \$1,500,000
06/30/2013 Current Balance \$1,500,000
Maturity Date: 04/26/2014
Term Date: 365 days
Current Rate: .90 %

FINANCIAL STATEMENT REPORTS ARE ATTACHED FOR THE FOUR MAJOR FUNDS.

- GENERAL FUND
- WATER/ WASTEWATER UTILITY FUND
- ELECTRIC FUND
- HOTEL MOTEL FUND