

**NOTICE OF REGULAR MEETING
BASTROP CITY COUNCIL
April 10, 2012 6:00 P.M.**

Pursuant to the Texas Government Code, Chapter 551, the City Council of Bastrop, Texas will hold a regular meeting on **April 10, 2012 at 6:00 p.m.** at Council Chambers of City Hall, 1311 Chestnut Street, Bastrop, Texas and will consider the following matters to wit:

<u>REGULAR MEETING</u>	<u>TAB</u>	<u>PAGE</u>	<u>ORIGINATOR</u>	<u>STATUS</u>
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ANNOUNCEMENTS

1. Call to Order
2. Pledge of Allegiance and Invocation
3. Presentations:
 - A. Character Education – Bastrop student
4. Proclamations
5. Announcements

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

- A. Meetings and Events Attended:
 1. March 28, 2012 meeting of the Hotel Occupancy Tax Revenue Grant recipients.
 2. Lost Pines Groundwater Conservation District Rules Committee Meeting on March 29, 2012.
 3. Planning and Zoning Commission monthly meeting on March 19, 2012.
 4. March 28, 2012 meeting of the Community Services Grant recipients.
 5. Bastrop Main Street Advisory Board Meeting on March 21, 2012.
- B. Update on City Projects:
 1. Construction of the new sidewalk behind the Library.
 2. Planning Retreat of March 20, 2012.
 3. Splash Pad Project.
 4. New sewer line for Fisherman's Park.
 5. Review and discussion regarding the Hotel Occupancy Tax (HOT) Revenue Grant funding calendar of events and related issues.
 6. Review and discussion regarding the Community Services Grant calendar of events and related issues.
 7. City of Bastrop boards and commissions: Board appointments, processes and functions.
 8. Farm Street "Grand Opening" – April 23, 2012 at 10:00 a.m.
- 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.

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 March 27, 2012. | A.1 | 11 | Teresa Valdez |
| A.2 Approval of waiver of permit fee per request from Boy Scout Seth King for his Eagle Scout Project. | A.2 | 21 | Teresa Valdez |
| A.3 Approval of Special Event Permit Application submitted by Bastrop County Citizens Sheriff's Academy Alumni Association to host "Bastrop County Safety Fair" on Saturday, May 19, 2012 in Mayfest Park. | A.3 | 23 | Mike Talbot |
| A.4 Approval of Special Event Permit Application submitted by the American Cancer Society Relay for Life to host "Relay for Life" on May 18-19, 2012, in Mayfest Park and Show Barn in the event of rain. | A.4 | 38 | Mike Talbot |

A.5 Approval of Bastrop Marketing Corporation's request for reimbursement of expenses.	A.5	53	Karla Stovall
A.6 Adoption of a Resolution authorizing the filing of a grant application with the Capital Area Council of Governments for a Regional Solid Waste Program Grant; authorizing Mike Talbot, City Manager to act on behalf of the City of Bastrop in partnership with Bastrop County and cities of Elgin and Smithville in all matters related to the application, and pledging that if a grant is received the City of Bastrop will comply with the grant requirements of the Capital Area Council of Governments, the Texas Commission on Environmental Quality and the State of Texas.	A.6	56	Mike Talbot
A.7 Approval of the statutory denial, for a period of 180 days from the date of Council action on this request, for El Camino Real Estate, Lots 29 and 30 Amended Plat Subdivision creating two residential lots within the Extra Territorial Jurisdiction (ETJ) of Bastrop, Texas.	A.7	58	Melissa McCollum
A.8 Approval of Special Event Permit Application submitted by Donald Barron to host a car show event in partnership with the Bay Area Cruisers in the City Hall parking lot on Saturday, April 14, 2012.	A.8	60	Mike Talbot

B. PUBLIC HEARINGS:

B.1 PUBLIC HEARING: To receive public input/comments regarding request for a replat/resubdivision of Surburbia Estates Lot 22 being approximately 3.496 acres of land, located at 971 Highway 71 W within the Extra Territorial Jurisdiction (ETJ) of Bastrop, Texas.	B.1	69	Melissa McCollum
B.2 Consideration, discussion and possible action on the replat/resubdivision of Surburbia Estates Lot 22 being approximately 3.496 acres of land, located at 971 Highway 71 W within the Extra Territorial Jurisdiction (ETJ) of Bastrop, Texas.	B.2	76	Melissa McCollum
B.3 PUBLIC HEARING: To receive public input/comments on a request for a zone change from AOS, Agriculture Open Space to MF-2, Multi-Family Dwelling-2 for +/-11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive within the City limits of Bastrop, Texas.	B.3	77	Melissa McCollum
B.4 Consideration, discussion and possible action on the FIRST READING of a proposed Ordinance granting a zoning district change from AOS, Agriculture Open Space, to MF-2, Multi-Family Dwelling-2 for +/-11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive within the City limits of Bastrop, Texas; setting out conditions; and providing an effective date.	B.4	87	Melissa McCollum
B.5 Citizen 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

C. OLD BUSINESS

D. NEW BUSINESS

ORDINANCES FOR FIRST READING:

ORDINANCES AND OTHER ITEMS ELIGIBLE FOR CONSIDERATION AND/OR ACTION:

- | | | | |
|---|-----|-----|---------------|
| D.1 Consideration, discussion and possible action on awarding the bid for Pecan Street Wastewater Improvements Project. | D.1 | 94 | Mike Talbot |
| D.2 Consideration, discussion and possible action concerning adoption of a Resolution of the City Council of the City of Bastrop, Texas, regarding funding and reporting requirements for Hotel/Motel Tax Revenue Grants by the City for remaining Fiscal Year 2011-2012 Publicity and Tourism Grants and suggesting processes for the Fiscal Year 2012-2013 grant cycle. | D.2 | 97 | Mike Talbot |
| D.3 Consideration, discussion and possible action on acceptance of Monthly Financial Reports for the period ending of February 29, 2012. | D.3 | 103 | Karla Stovall |

E. EXECUTIVE SESSION

E.1 The Bastrop City Council will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551 to discuss the following:

1. Section 551.071(1)(A) and Section 551.071(2) -Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to report to the governmental body.

E.2 The Bastrop City Council will reconvene into open session to discuss, consider and/or take any actions necessary related to the executive sessions noted herein, or regular agenda items, noted above, and/or related items.

F. ADJOURNMENT

CERTIFICATE

I, the undersigned authority, do hereby certify that this Notice of Meeting was posted on the bulletin board, at the City Hall of the City of Bastrop, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted the 5th day of April at 10:30 a.m. Copies of this agenda have been provided to those members of the media requesting such information.

Teresa Valdez

Teresa Valdez, City Secretary

NOTICE OF ASSISTANCE AT PUBLIC MEETINGS THE CITY OF BASTROP IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. BASTROP CITY HALL AND COUNCIL CHAMBERS ARE WHEELCHAIR ACCESSIBLE AND SPECIAL MARKED PARKING IS AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED ASSISTANCE ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 512-332-8811. PLEASE PROVIDE FORTY-EIGHT HOURS NOTICE WHEN FEASIBLE.

Confirm time posted: TC

CITY OF BASTROP

AGENDA ITEM: City Manager Report

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 5, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **City Manager informational update report: Items for update, discussion and possible action:**
- A. Meetings and Events Attended:**
1. March 28, 2012 meeting of the Hotel Occupancy Tax Revenue Grant recipients.
 2. Lost Pines Groundwater Conservation District Rules Committee Meeting on March 29, 2012.
 3. Planning and Zoning Commission monthly meeting on March 19, 2012.
 4. March 28, 2012 meeting of the Community Services Grant recipients.
 5. Bastrop Main Street Advisory Board Meeting on March 21, 2012.
- B. Update on City Projects:**
1. Construction of the new sidewalk behind the Library.
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 8. Farm Street "Grand Opening" – April 23, 2012 at 10:00 a.m.
- 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 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: _____

March 13, 2012	Council to accept HOT Funding Calendar
March 14, 2012	Send out notices to Organizations regarding the 3/28/2012 meeting
March 22, 2012	Work session with Mike 1:30 p.m. - 4:00 p.m.
March 28, 2012	Committee to meet with organizations to review draft ideas for the funding process Hotel Occupancy Tax Recipients - 5:00 p.m. - 6:00 p.m. Notify organizations of the 4/10/2012 Council Meeting
April 2, 2012 12:00 Noon	Organizations to return their ideas in Writing
April 4, 2012 12:00 Noon	Deadline for draft Ideas for the funding process from the committee Committee to meet to discuss ideas Submit to City Secretary for council agenda
April 10, 2012	Council Meeting Council to review draft ideas for the funding process and make any necessary changes
April 18, 2012	Submit final funding process to City Secretary for council agenda
April 24, 2012	Council Meeting - Mike to discuss 5 year projection Council to review proposed process for requesting funds and provide feedback to Finance on changes. Public Hearing for organizations to make comments of the proposed process (last chance to make changes to application)
May 4, 2012	Submit final process and letter for organizations to Mike
May 8, 2012	Final process for requesting funds will be placed under City Manager's Report Hand out will be given to council
May 9, 2012	Funding applications available at City Hall or online
June 1, 2012	Deadline for submitting funding applications to Finance Office, 5:00 P.M.
June 4 to June 15, 2012	Visit with organizations regarding missing items in their application packet
June 20, 2012	Submit information to City Secretary for council agenda (to include Organizations - History Summary, Funding Application, Council Ranking Worksheet)
June 26, 2012	Council Meeting Organizations to present their requests Council to receive funding score list from Finance
July 6, 2012	Council to return funding score list to the Finance
July 10, 2012	Finance to hand out the average ranking of score to Council - no agenda item
August 14, 2012	Council to approve preliminary funding levels for organizations
October 9, 2012	Council to approve final funding level for organizations

- March 26, 2012 Meeting to discuss funding process, create timeline
- March 27, 2012 Council to accept Community Support Calendar
- March 28, 2012 Send out notices to Organizations regarding the 4/4/2012 meeting
- April 4, 2012 Committee to meet with organizations to review draft ideas for the funding process and request feedback
Community Support Funding Recipients- 5:00 p.m. - 6:00 p.m.
Notify organizations of the 4/24/2012 Council Meeting
- April 9, 2012 Organizations to return their ideas in Writing (optional)
Deadline for draft ideas for the funding process from the committee
Submit to City Secretary for council agenda
- April 10, 2012 Council Meeting - CM Report
Council to review draft ideas for the funding request forms and make any necessary changes.
- April 18, 2012 Submit final funding forms to City Secretary for council agenda
- April 24, 2012 Council Meeting
*Public Hearing for organizations to make comments of the proposed application and process (last chance to make changes to application)
*Council to review proposed application and the process for requesting funds
*Identify the budget amount for the total appropriation
- May 4, 2012 Submit Final Application and Letter for organizations to Mike
- May 8, 2012 Final Application and process for requesting funds will be placed under City Manager's Report
Hand out will be given to council of application and cover letter
- May 9, 2012 Funding applications and cover letter to be sent to each organization
- June 1, 2012 Deadline for submitting funding applications to Finance Office
- June 4 to Visit with organizations regarding missing items in their application packet
- June 15, 2012 Prepare Ranking Sheets from internal information
- June 20, 2012 Submit information to City Secretary for council agenda
(to include Organizations - History Summary, Funding Application, Council Ranking Worksheet)
- June 26, 2012 Council Meeting
Organizations to present their requests
- July 6, 2012 Council to return funding score list to the Finance Director
- July 10, 2012 Finance Office to hand out the average ranking of score to Council
- August 14, 2012 Council to approve funding level for organizations

After approval of the FY 2013 Budget, Agreements will be sent out for signatures

**Bastrop Public Library
Librarian's Report
April 2, 2012**

1. Library Statistics for the month of February. Circulation statistics are down 19% compared to February 2011; gate count is down 3% compared to February 2011; programming is up 33% compared to February 2011; Internet usage is down 16% compared with February 2011 and reference requests are down 8% compared to February 2011.
2. Through March 20th, 126 children and adults attended Story time.
3. Through March 20th, 16 children were read to by employees at daycares using the Library's storytime boxes.
4. On Thursday, March 1 Bonnie Ueckert taught library skills to 10 homeschool students.
5. On Friday, March 2 the library was closed for the Texas Independence Day holiday.
6. On Saturday, March 3 fifteen children read to Bow Wow Book Buddies.
7. On Monday, March 5 Bonnie Ueckert hosted fifteen children from the Calvary After School program.
8. On Monday, March 5 Mike Talbot, City Manager, instructed Mickey DuVall to proceed with plans to contract Simplex/Grinnell to monitor the library's fire sprinkler system.
9. On Tuesday, March 6 Bonnie Ueckert hosted "Kung Fu Panda 2" Brown Bag movie. Twenty-eight children and adults attended the movie.
10. On Thursday, March 8 Sheilah Kosco hosted a Teen Advisory Board meeting. Nineteen teens attended the meeting.
11. On Thursday, March 8 Sheilah Kosco, Bonnie Ueckert and Kathy Lindsey met with a representative from Star Books.
12. On Thursday, March 8 Mickey DuVall submitted the Texas State Library annual report.
13. On Friday, March 9 Sheilah Kosco and Mickey DuVall attended a CTLS, Inc. regional meeting at the LaGrange Public Library.
14. On Saturday, March 10 the Bastrop Genealogy club met for the first time. Thirty-six people attended the meeting.
15. On Tuesday, March 13 Mickey DuVall submitted erate form 471 for the 2013 year.
16. On Friday, March 16 Sheilah Kosco and Mickey DuVall attended a CTLS, Inc. long-range planning committee meeting in Salado.
17. On Saturday, March 17 Bonnie Ueckert hosted a Super Saturday "Video Game" event. Fifteen children and adults attended the event.
18. On Monday, March 19 Bonnie Ueckert hosted twenty children from the Calvary After School program.
19. On Monday, March 19 Mickey DuVall interviewed Frank Williams. Mr. Williams is a NEG grant paid employee who will work out of the library assisting fire victims.
20. On Tuesday, March 20 Mickey DuVall spoke with Bill Dorman with the American Red Cross concerning an agreement between the City and the Red Cross for the Red Cross to manage a City shelter if the need should arise.
21. On Thursday, March 22 the Friends of the Bastrop Public Library met in a regularly scheduled meeting.

22. On Thursday, March 22 Mickey DuVall met with Mike Murphy, manager of NEG grant personnel, to go over the paperwork establishing the library as a place of assistance for those people who suffered losses during the Bastrop Complex Fire.
23. On Friday, March 23 Sheilah Kosco setup the display of bookmarks submitted by students from BISD.
24. From Monday, March 26 through Thursday, March 29 Sheilah Kosco, Bonnie Ueckert and Mickey DuVall will participate in an emergency management exercise at the Bastrop Convention Center.
25. From Thursday, March 29 through Saturday, March 31 the Friends of the Bastrop Public Library will hold one of their semi-annual booksales.

Respectfully submitted: Mickey DuVall, Library Director

BASTROP FIRE DEPARTMENT MONTHLY FIRE DEPARTMENT REPORT

February-12

Part 1

Number of Calls, by type

Structure *	1	Wildland **	1
Vehicles	1	EMS Assist	1
Mutual Aid	1	False Alarms	16
Control Burns	18	Haz-Mat	8
Rescue/Extrication	3	Other	5

Total Calls 55

* % of Structure Saved (Use back of page, if needed)

25%	%

	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Other
Fires By District	4	7	7	6	1
CTY	30	0			

** Total Number of Acres Burned 0

Part 2

PERSONNEL HOURS*

Total Personnel Hours at Calls (Part 1)	234.78
Total Personnel Hours at Training	220
Total Personnel Hours at other Events	150

Total Personnel Hours This Month 604.78

1. Number of Accidents/Injuries this Month. 0

Part 3

Average Response Time 7.28 Minutes

Top 5 Responders	Amount of Calls
1 bill laird	51
2 carolyn laird	46
3 VIOLET/MARK W	23
4 BROCK KOVAR	26
5 MARK LEWIS	19

CITY OF BASTROP
UTILITY/FINANCE MONTHLY REPORT
March 28, 2012

	<u>MONTHLY</u> <u>FY 2011-2012</u>	<u>MONTHLY COMPARISON</u> <u>FY 2010-2011</u>
METERS READ AND BILLED:		
ELECTRICAL:		
Residential:	1980	1954
Commercial:	596	608
Key Accounts:	46	47
Total Customers:	2622	2609
WATER:		
Residential:	2241	2213
Commercial:	626	604
Total Customers:	2867	2817

<u>SALES OF SERVICES:</u>	<u>MONTHLY</u> <u>FY 2011-2012</u>	<u>YEAR TO DATE</u> <u>FY 2011-2012</u>	<u>YEAR TO DATE</u> <u>COMPARISON</u> <u>FY 2010-2011</u>
ELECTRICAL:			
KWH:	4,122,934	26,458,310	22,758,017
Amount:	\$471,380.11	\$3,046,746.63	\$2,499,272.95
* KWH Purchased/ LCRA	4,130,958		
WATER:			
Gallons:	28,291,900	197,425,600	153,128,200
Amount:	\$153,814.46	\$962,343.81	\$720,706.21
* Gallons Pumped/ Treated	33,542,000		
WASTEWATER:			
Amount:	\$112,384.46	\$716,633.36	\$494,351.35
WORK ORDERS WRITTEN:	206		
OTHER RECEIPTS:			
SALES TAX:	\$245,265.96	\$1,543,665.41	\$1,135,427.22
ECONOMIC DEV. SALES TAX	\$122,614.59	\$771,716.93	\$571,132.47
FRANCHISE TAX:	\$14,074.74	\$176,719.02	\$173,112.39
OCCUPATION TAX:	\$230.00	\$7,655.00	\$2,210.00
MIXED BEVERAGE TAX:	\$0.00	\$9,953.12	\$12,273.12

*We read from approximately the 1st day through the 22ND day of the month; therefore, these are overlapping periods and difficult to compare.

Planning and Development Department

Monthly Report – March 1, 2012 – March 31, 2012

<u>Building Permit Type</u>	<u>Month</u>	<u>YTD</u>	<u>2011 YTD</u>
Single Family Residences	4	8	11
Commercial Starts	4	4	5
Miscellaneous (electrical, plumbing, HVAC, pools, sprinklers, storage buildings, patio covers, signs)	33	131	34
Residential Remodels	3	15	11
Commercial Remodels	7	11	7
Total Permits Issued	51	63	97
Commercial and Residential Inspections	140	433	316

Business Information requests:

- General Retail
- Coffee Shop in existing Book Basket on Main Street

Projects in Process:

Commercial Construction

- Seventh Day Adventist Church
- Main Street Historic Museum
- LaHacienda Restaurant, Meat Market and Tortilla Factory
- Buc-ee's Convenience Store
- Subway and Retail-Hwy 95
- TJ Maxx - Burleson

Commercial Const Remodels

- Centers of Woodland – Additional Parking
- St. David's Hospital (formerly Lakeside)

Land Development Plans

- Covert Chevrolet-Remodel
- Bethlehem Baptist Church
- Sierra Custom Homes
- Bastrop Market Cell Tower
- Denny's Restaurant
- Burger King
- Capps Medical Office

Site Work

Subdivisions

- Hunters Crossing Sections 7B
- Bastrop Grove Preliminary Plat
- Tahitian Village – Amended Plat
- Kresge-Powell Main St Plat
- Pine Forest Amended Plat
- Pine Vista Prelim-Loop 150
- Vacation of Hunters Crossing Sec 8
- El Camino Real Amended Plat
- Prelim and Final Plat for Bear Hunter Drive in Hunters Crossing

Other Projects/Activities in Process:

Regulatory/Policy Documents:

- Future Land Use Plan and Thoroughfare Plan P&Z Workshop for March, 2012 Meeting

Official Meetings:

- 2 City Council Meetings
- 1 Planning and Zoning Commission Meeting
- 0 Board of Adjustment Meeting
- 0 Historic Landmark Commission Meeting
- 3 Predevelopment Meeting (Tuesdays with developers)
- 1 preconstruction meeting with contractors

BASTROP FIRE DEPARTMENT MONTHLY FIRE DEPARTMENT REPORT

March-12

Part 1

Number of Calls, by type

Structure *	2	Wildland **	0
Vehicles	1	EMS Assist	9
Mutual Aid	8	False Alarms	32
Control Burns	20	Haz-Mat	13
Rescue/Extrication	2	Other	3

Total Calls 90

* % of Structure Saved (Use back of page, if needed)

50%	50%	%

	Dist. 1	Dist. 2	Dist. 3	Dist. 4	Other
Fires By District	6	10	8	16	8
CTY	42	0			

** Total Number of Acres Burned 0

Part 2

PERSONNEL HOURS*

Total Personnel Hours at Calls (Part 1)	453.95
Total Personnel Hours at Training	184
Total Personnel Hours at other Events	150

Total Personnel Hours This Month 787.95

1. Number of Accidents/Injuries this Month. 1

Part 3

Average Response Time 6.71 Minutes

Top 5 Responders	Amount of Calls
1 <u>bill laird</u>	83
2 <u>carolyn laird</u>	61
3 <u>violet/george</u>	42
4 <u>rod stradling</u>	30
5 <u>brock kovar</u>	29

CITY OF BASTROP

AGENDA ITEM: **A.1****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: March 28, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Approval of meeting minutes of March 27, 2012.**
2. Party Making Request: **Teresa Valdez, City Secretary**
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: _____

March 27, 2012

The Bastrop City Council met in regular session on March 27, 2012 at 6:00 p.m. at the Council Chambers of City Hall, 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Terry Orr and Council Members Ken Kesselus, Bill Peterson, Joe Beal, Julie Hart and Kay Garcia McAnally.

ANNOUNCEMENTS**1. CALL TO ORDER**

At 6:00 p.m. Mayor Terry Orr called the meeting to order with all members present.

2. PLEDGE OF ALLEGIANCE AND INVOCATION

Council Member Dock Jackson led the pledges of allegiance to the U.S. and Texas flags. Reverend Robert Oliver led the invocation.

3. PRESENTATIONS**A. SERVICE PIN AWARDS**

Mayor Terry Orr stated Council Member Kay Garcia McAnally had previously agreed to be the Council's liaison for the City's Boards and Commissions. Mayor Orr stated Ms. Garcia McAnally had discussed with him the fact that there were people that had served on various City Boards and Commission for years and years.

Council Member Kay Garcia McAnally stated the Council wanted a way to thank these people and the Council adopted a Resolution on April 26, 2011 to recognize the dedicated volunteer service of individuals who have served and are still serving on the City's various boards and commissions. Ms. Garcia McAnally stated on behalf of the community, the City Council is going to show its gratitude to volunteers by awarding service pins to those who have served for five (5) years, ten (10) years, or fifteen (15) years and for "Lifetime Service." Ms. Garcia McAnally stated most of the recipients are probably somewhere in between the 5, 10 and 15 years, but for the first time of awarding these pins they will be recognized for 5, 10 or 15 years. Ms. Garcia McAnally stated the Council will present service pins as the next several Council meetings until all recipients have been recognized.

Council Member Kay Garcia McAnally and the Mayor and Council presented service pins to the following recipients who have served on the Historic Landmark Commission: Bill Ennis - 10 year pin (was not present to accept service pin); Dan Hays-Clark - 10 year pin (was not present to accept service pin); Susan Long - 10 year pin; Billy Maynard - 10 year pin (was not present to accept service pin); Jewell Hodges - 10 year pin; Lisa Patterson - 5 year pin and Marilyn Whites - 5 year pin.

Council Member Kay Garcia McAnally and the Mayor and Council presented pins to the following recipients who have served on the Board of Adjustment: Ricardo Ruiz - 10 year pin (was not present to accept service pin); Blas Coy - 5 year pin; Cynthia Pence - 5 year pin (was

not present to accept service pin) and Judi Hoover – 5 year pin.

Council Member Kay Garcia McAnally read the following from an email received from Ricardo Ruiz: “Please accept and offer my apologies to all for not being able to attend the meeting this evening. Even though I had plenty of notice, I was not able to cancel my previous commitments for this evening. It was an honor to serve the City of Bastrop and I tried to do the best job I could while being a member of various boards and committees. I met some wonderful people there and it was an honor to work alongside them while we worked together to make Bastrop a better community in which to live and visit. Thanks to all for the honor of being recognized as a valuable volunteer for the City of Bastrop. May God continue to shine on the City of Bastrop and it’s residents! GO BEARS!”

4. PROCLAMATIONS

A. BASTROP SAFE DIGGING MONTH – JAMES MILLER

Mayor Orr proclaimed April 2012 as Safe Digging Month in the City of Bastrop. Mayor Orr presented the Proclamation to James Miller, Director of the Bastrop Water & Wastewater Department.

5. ANNOUNCEMENTS

Mayor Orr stated he and the City Manager took a trip out to the Tahitian Village burned area. Mayor Orr stated there is a lot of activity there and a lot of clean-up has been done and there are still some things which need to be done.

City Manager Mike Talbot stated is it a positive sign to see people rebuilding in Tahitian Village.

Mayor Orr stated that at the Council’s Planning Session last Tuesday, it was discussed and general consensus of the Council that the Water Committee transform to become the Utility Committee. Mayor Orr stated that Council Member Kesselus will be taking over the place on the Committee which Mr. Peterson previously held.

Council Member Kay Garcia McAnally asked Convention Center Director Kathy Danielson to update the Council on the Convention Center activities.

Convention Center Director Kathy Danielson stated the Convention Center was the location for an event this past weekend that could be used as a case study. Ms. Danielson stated the bride was from Austin, the groom from Houston and they had booked the Convention Center since it was centrally located. Ms. Danielson stated wedding guests were booked at the Hampton Inn in Bastrop and all catering was from Bastrop.

City Manager, Mike Talbot stated it saddened him to make this announcement. Mr. Talbot stated that Tracy Board, who has been employed by the City for 26 years, has decided to retire and will be leaving the City. Mr. Talbot stated he personally and sincerely appreciated everything Ms. Board has done for the City.

Ken Kesselus stated a Hotel Occupancy Tax (HOT) information session for organizations who

have previously received funding will be held tomorrow night from 5:00 p.m. to 6:00 p.m.

CITY MANAGER INFORMATIONAL UPDATE REPORT: ITEMS FOR UPDATE, DISCUSSION AND POSSIBLE ACTION:

A. MEETINGS AND EVENTS ATTENDED:

1. RATES & RESOURCES COUNCIL MEETING IN SAN MARCOS ON MARCH 19, 2012.
2. WATER COMMITTEE MEETING ON MARCH 15, 2012.
3. BASTROP ECONOMIC DEVELOPMENT CORPORATION MONTHLY BOARD MEETING ON MARCH 19, 2012.
4. SPECIAL CITY COUNCIL MEETING ON MARCH 20, 2012.
5. LOST PINES GROUNDWATER CONSERVATION DISTRICT MONTHLY BOARD MEETING ON MARCH 21, 2012.

B. UPDATE ON CITY PROJECTS:

1. CONSTRUCTION OF THE NEW SIDEWALK BEHIND THE LIBRARY.
2. PLANNING RETREAT OF MARCH 20, 2012.
3. SPLASH PAD PROJECT.
4. NEW SEWER LINE FOR FISHERMAN'S PARK.
5. REVIEW REQUEST BY THE PARKS BOARD OF CREATING A TREE CITY BOARD.
6. OPENING OF BIDS FOR THE PECAN STREET SEWER PROJECT ON MARCH 26, 2012.
7. SETTING DATE FOR THE FARM STREET "GRAND OPENING".

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. 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.

City Manager, Mike Talbot stated his written City Manager's Report was given to Council on Monday.

Mr. Talbot addressed Item A.4 Mr. Talbot stated that at the March 20, 2012 Special Council Meeting the Council had set May 5, 2012 at the date for the Planning Retreat but he needed to know what time the Council wanted to start and end, or start and leave open-ended.

It was the consensus of Council to start the Planning Retreat at 9:00 a.m. and leave open-ended to allow the Council time to complete any discussions.

Mr. Talbot stated that the Council had also discussed City Boards and Commissions at the March 20, 2012 Special Meeting and he would like to get clarification regarding the Council's directive related to Board and Commission appointments. Mr. Talbot stated it was his understanding that the Council wants an ordinance prepared, for first reading at the April 24, 2012 Council Meeting, which will revise the member's terms or service (to three year staggered

terms) and expand residency requirements to include those who reside in the Extra Territorial Jurisdiction (ETJ), for all boards and commissions that fall under the Council's control (i.e., those that are not controlled by specific laws or regulations). Mr. Talbot stated that additionally, assuming the ordinance is passed, he understood that the Council wants all appointed board, commission, and task force members to "draw straws" to achieve the staggering of terms.

Discussion was held among Council.

It was the consensus of Council that the City Manager and Mr. Kesselus meet to go over suggestions he had provided regarding this.

Mayor Orr reminded Council that the ordinance that will be prepared is a "proposed ordinance" and there will be discussion on it. Mayor Orr stated he has real concerns about the members not being City residents.

City Manager Mike Talbot then addressed Item B.5. Mr. Talbot stated there will be a Parks Board meeting on April 5, 2012 and he did not get a sense of direction from the Council on this at the Special Meeting.

Mayor Orr stated he has concerns that the City has numerous boards, commissions and task forces and before he could support another board the Council needs to take a look at what the various boards do, their needs and their original mission.

Mr. Talbot stated that he will report to the Parks Board that the Council is taking their request "under advisement".

Mr. Talbot addressed Item B.6. Mr. Talbot stated eight (8) bids were received and opened yesterday. Mr. Talbot stated the bids ranged in price from \$115,863 to \$343,874. Mr. Talbot stated award of the bid will be on the next City Council Agenda.

Mr. Talbot addressed Item B.7. Mr. Talbot stated City Secretary, Teresa Valdez will be sending out an email to Council regarding possible dates for the Farm Street Grand Opening.

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 MARCH 13 AND 20, 2012.

A.2 APPROVAL OF WAIVER OF FEE FOR HANGING BANNER ON THE OLD IRON BRIDGE PER REQUEST FROM COURT APPOINTED SPECIAL ADVOCATES (CASA).

A.3 APPROVAL OF SPECIAL EVENT PERMIT APPLICATION SUBMITTED BY DOWNTOWN BUSINESS ALLIANCE (DBA) TO HOST "YESTERFEST" TO BE

HELD DOWNTOWN ON FRIDAY, APRIL 27, 2012 AND SATURDAY, APRIL 28, 2012.

A.4 APPROVAL OF SPECIAL EVENT PERMIT APPLICATION SUBMITTED BY BASTROP ECONOMIC DEVELOPMENT CORPORATION TO HOST "IAMC NIGHT ON MAIN STREET" ON TUESDAY, APRIL 24, 2012, IN THE 1000 BLOCK OF MAIN STREET BETWEEN CHESTNUT AND SPRING STREETS.

A.5 APPROVAL OF SPECIAL EVENT PERMIT APPLICATION SUBMITTED BY NATIONAL MULTIPLE SCLEROSIS SOCIETY FOR ITS ANNUAL "BP MS 150 BIKE TOUR" ON SUNDAY, APRIL 22, 2012.

A.6 APPROVAL OF WAIVER OF FEES (2) FOR HANGING BANNERS ON THE OLD IRON BRIDGE AND AT 1002 CHESTNUT PER REQUEST FROM THE CHILDREN'S ADVOCACY CENTER FOR THE 8TH ANNUAL "COWBOYS AND CAVIAR" ON APRIL 21, 2012.

A.7 APPROVAL OF WAIVER OF FEE FOR HANGING BANNER PER REQUEST FROM THE FAMILY CRISIS CENTER.

A.8 APPOINTMENT BY MAYOR AND CONFIRMATION BY COUNCIL OF MEMBER TO THE BASTROP MAIN STREET ADVISORY BOARD.

City Manager Mike Talbot asked that Council pull Consent Agenda Item A.6 to be discussed separately.

Joe Beal moved to approve the Consent Agenda minus Item A.6. Seconded by Dock Jackson and carried unanimously.

Mr. Talbot advised the Council that the poles for hanging banners had been installed. Mr. Talbot stated a memo had been sent to all agencies who have put banners on the old iron bridge in the past informing them of the size and other requirements of banners that will not be displayed on poles at the west end of the old iron bridge. Mr. Talbot stated the City will be working with these groups in the next couple of days regarding this.

Discussion was held among Council.

Ken Kesselus moved to approve Consent Agenda Item A.6. Seconded by Kay Garcia McAnally and carried unanimously.

B. PUBLIC HEARINGS:

B.1 CITIZEN COMMENTS.

There were no citizen comments.

C. OLD BUSINESS

D. NEW BUSINESS

ORDINANCES FOR FIRST READING:

ORDINANCES AND OTHER ITEMS ELIGIBLE FOR CONSIDERATION AND/OR ACTION:

D.1 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION CONCERNING ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AUTHORIZING THE SUBMISSION OF A TEXAS HOME INVESTMENT PARTNERSHIPS PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS FOR PARTICIPATION IN THE HOME PROGRAM CONTRACT SYSTEM AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE HOME PROGRAM CONTRACT SYSTEM.

City Manager Mike Talbot stated this item was on the Agenda in response to previous directive that Council wanted him to pursue this. Mr. Talbot stated homeowner rehabilitation assistance program funds may be used for rehabilitation, reconstruction or new construction of single-family residences owned and occupied by low-income households. Mr. Talbot stated to be eligible to receive homeowner rehabilitation assistance, the household and the property must comply with several eligibility factors, including: Household income must be at or below 80% of HUD's Area Median Family Income (AMFI), Household must have a clear marketable title and provide evidence of ownership; Must be current on taxes, and at completion unit must meet applicable construction standards.

Dock Jackson moved to adopt the Resolution. Seconded by Kay Garcia McAnally and carried unanimously.

D.2 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION CONCERNING ADOPTION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AUTHORIZING THE SUBMISSION OF AN AMY YOUNG BARRIER REMOVAL PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS (TDHCA) HOUSING TRUST FUND (HTF) AND AUTHORIZING THE CITY MANAGER TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE AMY YOUNG BARRIER REMOVAL PROGRAM.

City Manager, Mike Talbot stated this is another component of assisting people in improving their homes. Mr. Talbot stated the Amy Young Program provides one-time grants of up to \$20,000 to persons with disabilities, whose household income does not exceed 80% of the Area Median Family Income (as defined in the NOFA), for home modification necessary for accessibility and the elimination of hazardous conditions. Program beneficiaries may be tenants or homeowners and their household members with disabilities.

Mayor Orr stated that if the City received this grant he does not want it to sit on a table, and he hopes that the City takes aggressive action and works with non-profits in seeking applicants.

Joe Beal moved to adopt the Resolution. Seconded by Kay Garcia McAnally and carried unanimously.

D.3 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION CONCERNING AUTHORIZING K FRIESE & ASSOCIATES TO UNDERTAKE A LONG-TERM WATER SUPPLY STUDY FOR THE CITY OF BASTROP.

City Manager Mike Talbot stated Mayor Pro-Tem Joe Beal, Council Member McAnally, Council Member Kesselus, James Miller, Director of Water and Wastewater and himself met on March 15, 2012 with K Friese & Associates (KFA) to review and discuss KFA's proposal to undertake a long-term Water Supply Study for the City of Bastrop. Mr. Talbot stated everyone present agreed that KFA should undertake the Study on behalf of the City and it was agreed that consideration should be given to the City approaching the Bastrop Economic Development Corporation (BEDC) in asking if they would assist the City in paying for a portion of the cost of the Study.

Council Member Kay Garcia McAnally stated she had attended that meeting and she thought the new Study was going to include desalination and she did not see that included in the proposal provided in the Agenda packet.

Council Member Joe Beal stated what had been discussed at that meeting was specifically an operation that is being undertaken at Canyon Lake (reverse osmosis). Mr. Beal stated K Friese & Associates had been asked to take a look at that operation and report back to the Water Committee. Mr. Beal stated K. Friese & Associates had notified him and there would not be a cost for this, it was a separate report.

Council Member Julie Hart stated she was concerned that this had a \$100,000 price tag. Ms. Hart stated she thought the study options were not cost effective for long term and was this a study to get an answer of things we already know. Ms. Hart stated she did not see this being effective for the City.

Discussion was held among Council, Charlotte Gilpin with K Friese & Associates, Mr. Talbot and James Miller, Director of Water and Wastewater Department.

Joe Beal moved to authorize K Friese & Associates to undertake a long-term Water Supply Study for the City of Bastrop and instruct the City Manager to approach the Bastrop Economic Development Corporation to see if they will participate in funding the Study. Seconded by Ken Kesselus.

Further discussion was held among Council and Mr. Talbot.

Council took a recess from 8:00 p.m. until 8:05 p.m.

Joe Beal moved to amend his motion to authorize K Friese & Associates to undertake a long-term Water Supply Study for the City of Bastrop, that the contract not be awarded to K Friese & Associates until they provide the City the information they said they would provide at the March

15, 2012 Meeting and instruct the City Manager to approach the Bastrop Economic Development Corporation to see if they will participate in funding the Study. Seconded by Ken Kesselus.

Motion carried 3:2.

FOR MOTION: Joe Beal, Ken Kesselus and Dock Jackson.

AGAINST MOTION: Julie Hart and Kay Garcia McAnally.

E. EXECUTIVE SESSION:

E.1 THE BASTROP CITY COUNCIL WILL MEET IN A CLOSED/EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, CHAPTER 551, TO DISCUSS THE FOLLOWING:

1. SECTION 551.086 - CERTAIN PUBLIC POWER UTILITIES: COMPETITIVE MATTERS.
2. SECTION 551.071(1)(A) AND SECTION 551.071(2) - CONSULTATIONS WITH ATTORNEY: (1) THREATENED AND/OR CONTEMPLATED LITIGATION, AND (2) MATTERS UPON WHICH THE ATTORNEY HAS A DUTY AND/OR RESPONSIBILITY TO REPORT TO THE GOVERNMENTAL BODY.
3. SECTION 551.072 - DELIBERATIONS ABOUT REAL PROPERTY: ACQUISITION, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY FOR PUBLIC PURPOSES.
4. SECTION 551.074 – PERSONNEL MATTERS: APPEAL OF EMPLOYEES TERMINATION.

At 8:11 p.m., Mayor Orr convened the Bastrop City Council into a closed/executive session pursuant to the Texas Government Code, Chapter 551 to discuss the following:

1. Section 551.086 – Certain Public Power Utilities: Competitive Matters.
2. Section 551.071(1)(A) and Section 551.071(2) - Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to report to the governmental body.
3. Section 551.072 - Deliberations about Real Property: Acquisition, exchange, lease or value of real property for public purposes.
4. Section 551.074 – Personnel Matters: Appeal of employees termination.

E.2 THE BASTROP CITY COUNCIL WILL RECONVENE INTO OPEN SESSION TO DISCUSS, CONSIDER AND/OR TAKE ANY ACTIONS NECESSARY RELATED TO THE EXECUTIVE SESSIONS NOTED HEREIN, OR REGULAR AGENDA ITEMS, NOTED ABOVE, AND/OR RELATED ITEMS.

At 9:40 p.m., Mayor Orr reconvened the Bastrop City Council into open session to discuss, consider and/or take any actions necessary related to the executive sessions noted herein, or regular agenda items, noted above, and/or related items.

Mayor Orr stated, on the record, that as was posted on the Agenda (Addendum), the Council was prepared to take action on the appeals of termination of employment of Mr. Rebecsek and Mr. Farbo.

Mayor Orr asked if anyone in attendance desired to address the Council or otherwise present information to the Council on these appeals, for the Council's consideration and further evaluation.

No one was present and no information or statements were presented.

Julie Hart moved to uphold the City Manager's termination of Mr. Steve Farbo. Seconded by Ken Kesselus.

Mayor Orr invited discussion.

No discussion ensued.

Roll call vote was taken by City Attorney, J.C. Brown.

Motion carried unanimously.

Julie Hart moved to uphold the City Manager's termination of Mr. Jim Rebeck. Seconded by Ken Kesselus.

Mayor Orr invited discussion.

No discussion ensued.

Roll call vote was taken by City Attorney, J.C. Brown.

Motion carried unanimously.

F. ADJOURNMENT

At 9:45 p.m., Kay Garcia McAnally moved to adjourn. Seconded by Joe Beal and carried unanimously.

APPROVED:

ATTEST:

Terry Orr, Mayor

Teresa Valdez, City Secretary

CITY OF BASTROP

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

CITY COUNCIL

DATE SUBMITTED: April 3, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Approval of waiver of permit fee per request from Boy Scout Seth King for his Eagle Scout Project.**

2. Party Making Request: **Teresa Valdez, City Secretary**

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: _____

To the City Counsel of Bastrop Texas.

My name is Seth King and I am a Boy Scout from Troop 187 in Bastrop. I am working on my Eagle Scout Project, which is a covered bus stop for the Housing Authority of Bastrop located on Farm Street. The purpose of this bus stop is so the elderly of this neighborhood might have a place to sit out of the rain and sun while they wait for their bus to arrive. The bus stop is going to cost approximately five hundred twenty dollars and the permit fee will be fifteen dollars. I would like the Counsel to consider waving the fees on the permit for the construction of the project since it will benefit the elderly and low income of Bastrop.

*Sincerely,
Seth King.
(512) 237-4338*

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 04, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Approval of Special Event Permit Application submitted by Bastrop County Citizens Sheriff's Academy Alumni Association to host "Bastrop County Safety Fair" on Saturday, May 19, 2012, in Mayfest Park.**
2. Party Making Request: **Mike Talbot, City Manager**
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:

<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: _____

04/05/2012
Event: Bastrop County Safety Fair

Date(s): May 19, 2012

Date Submitted: 7-13-2012²⁴

Special Event Permit Application

Revised 12/20/2011

Special Event Review Committee meeting date: Thursday 1/20/12 @ 10am Approved: Yes ☐ No ☐
Day Date

Copied for: Special Event Review Committee () + event coordinators ()

Date copies made: _____ Final Walk-Through meeting: _____
Day Date Day Date

Parks Board meeting date: Thursday 3/01/12 4/05/12 Approved: Yes ☐ No ☐
Day Date

Agenda deadline: Friday 2/24/12 Date copies made: Monday 2/13/12
Day Date Day Date

City Council meeting date: _____ Approved: Yes ☐ No ☐
Day Date

Agenda deadline: _____ Date sent to Secretary: _____
Day Date Day Date

Name of event: Bastrop County Safety Fair

Location of event: May Fest Park

Purpose of event: Restock the food pantry

Date(s): May 19-2012 Day(s): Saturday Times: 9am to 6pm

Setup: May 19-2012 / 7:00 am Cleanup: May 19 / 6pm
Date Time Date Time

Name of organization: Bastrop County Citizen Sheriffs Academy Alumni Ass

Address of organization: 200 Jackson St.

Event coordinator #1: Vicki James (Husband Hank office 512-549-5072)
814-9834

Daytime: 512-247-4625 Fax: _____ Cell: 512-814-9887
Area Code/Number Area Code/Number Area Code/Number

E-mail address: vickilyn50@austin.rr.com

Event coordinator #2: Wayne Wood

Daytime: 512-549-5069 Fax: _____ Cell: 229-8904
Area Code/Number Area Code/Number Area Code/Number

E-mail address: wayne.wood@co.bastrop.tx.us

Please submit the following where applicable:

Item	Item	Item
☒ Application signed & dated	☒ Map of activity route & site locations	☐ Sound Permit
☐ Banner permits	☒ Non-profit status proof	☐ TABC Certificate & City Letter
☐ Fireworks permit & safety plan	☒ Processing fee	
☒ Insurance certificate	☒ Security deposit	

Boston County
04/05/2012
Safety Fair

Event:

Date(s):

May 19 - 2012

Date Submitted:

1-13-2012

25

Please describe event activities (may continue on separate sheet of paper, if necessary):

Food Vendors, Art Vendors, Law enforcement displays - jail,
SWAT, Patrol Cars, & info booths. Fire trucks
Dunking Booth, Mock Jail, Moon Walks & Bouncy House
A "hive" Tazer Demonstration, Helicopter, Possible Carnival

Street closures: N/A

Assistance from City departments (including Police Dept): N/A

Please submit the following with application where applicable:

Processing Fee:

- ☐ NO FEE because: _____
- \$100.00 with proof of non-profit status
- \$300 for all others
- Shall **NOT** be waived
- Must accompany submitted application
- Cashier's Check or Money Order issued by US Post Office made payable to City of Bastrop
- Fee paid with: Cashier's Check # 810318 or Money Order # _____

Security Deposit Fee:

- ☐ NO FEE because: _____
- \$500.00
- Shall **NOT** be waived
- Must accompany submitted application
- Refunded if City property is clean and free of litter and damage after the event
- Cashier's Check or Money Order issued by US Post Office made payable to City of Bastrop
- Fee paid with: Cashier's Check # 810317 or Money Order # _____

Insurance Certificate:

- General liability policy in the amount of one million dollars (\$1,000,000.00)
- The City of Bastrop must be **named** as an insured party
- Additional affected entities must be **named** as insured parties (i.e., BEDC)
- ☒ Submitted with application
- ☐ Will be submitted when received from insurance carrier
- ☐ Letter with intent to insure submitted
- ☐ DBA insurance carrier
- ☐ Chamber of Commerce insurance carrier
- ☐ City of Bastrop insurance carrier

Comments: _____

Site Map Showing Locations of the Following:

- Vendors; temporary structures (*booths, stages, tents, Moonwalks, carnival rides, etc.*); trailers; vehicles; bikes and motorcycles; watercrafts; aircrafts; equipment; amplification devices; portable toilets; traffic flow for pedestrians, vehicles, and other activities; emergency medical stations; fire lanes, etc
- Proposed detours and street closures
- Route for parade, race, or other similar activity, showing start and finish locations
- Map submitted: ☒ Yes ☐ No

Comments: _____

Sound Permit for Amplified Music, Voices, or Activities (*show location[s] on map*):

- ☐ No, not needed
- ☐ Yes: Permit obtained from Public Works & Parks Department submitted. Locations: _____

Haven't obtained yet

Comments: _____

Event: Bastrop County
Safety Fair

Date(s): May 19-2012

Date Submitted: 1-13-2012 ²⁷

Please complete the following (may continue on separate sheet of paper if necessary). Mark "N/A" if not applicable.

Admission Fees:

- ☒ No
- ☐ Yes: If yes, describe: 1 can of food per person
- Open to public: ☐ Yes ☐ No

Alcoholic Beverages:

- ☒ No
- ☐ Yes. A copy of the TABC (Texas Alcohol Beverage Commission) certificate must be presented to the City Manager for his signature approval; and the City Manager will provide a letter of approval to submit to TABC with their certificate.

Comments: _____

Animals (show location[s] on map):

- ☐ No
- ☒ Yes: Describe types of animals used and plans for handling animal waste: Animal Shelter
adopters. Clean up by the Shelter Personnel

Attendance:

- Anticipated approximate number of persons attending each day of event: 500 to 1000
- Approximate number of volunteers and workers: 50-60

Banner Permit:

- Obtain Permit for banners hung on City property. Banners should have air-flow slits to prevent tears and grommets to hold rope. Please provide ropes for hanging. They will be returned to you.
☐ No ☐ Yes: How many? _____ Location? _____
- Banners hung on TXDOT right-of-ways require Permit Form 2057 obtained from Department of Transportation on Hwy 21 and Loop 150, (512) 321-2221. **BANNERS HUNG OVER COLLEGE/PECAN FEEDER ROAD NEXT TO HWY 71 MUST BE MADE OF MESH AND HAVE GROMMETS. PLEASE PROVIDE 10 TO 12 SNAP RINGS AND ROPE FOR HANGING BANNERS. THESE WILL BE RETURNED TO YOU.**
☐ No ☐ Yes
- Banners not retrieved within one (1) week after completion of event may be disposed, destroyed, or otherwise handled as deemed appropriate due to lack of storage space

Comments: _____

Electrical Requirements (show location[s] on map):

- ☐ No
- ☒ Yes: Describe amperage, voltage, and apparatus needs for all activities and vendors: Hot check

Event: Bastrop County
Society Fair

Date(s): May 19, 2012

Date Submitted: 1-13²⁸ 2012

Emergency Services (show location[s] on map):

- First aid station: ☐ No ☐ Yes: Location: _____
- Ambulance service on stand-by: ☒ Yes ☐ No

Fireworks Permit (show location[s] on map):

- ☒ No
- ☐ Yes: Contact State Fire Marshal's office in Austin, (512) 305-7932, www.tdi.state.tx.us
- Person or group handling the firework display: _____

Comments: _____

Inspections (show location[s] on map):

- Temporary structures (stages, booths, tents, canopies, Moonwalks, carnival rides, etc.) and special electrical and water/wastewater needs must be inspected prior to the event
- Flame-retardant material certificate provided to inspector for structures equal to or larger than 200 square feet in diameter
- Contact City of Bastrop Building Official at (512) 332-8840 to schedule an appointment

Comments: Dunking booth, Moonwalk, carnival(?)

Litter Control (show location[s] on map):

- Describe in detail number, size, location, and removal of trash receptacles and disposal of contents: trash barrels

- Cook-off: ☒ No
- Cook-off: ☐ Yes: _____-yard roll-off dumpster ordered by and at applicant's expense: _____

Parking (show location[s] on map):

- Coordination and cost is the responsibility of the Applicant. Describe in detail plans for remote parking area(s) and/or shuttle service to and from parking areas to event, if applicable:

Comments: Our members will be doing the parking control

Portable Toilets (show location[s] on map):

- ☐ No
- ☒ Yes: Number and location of units ordered (Jackpot Portable Toilets 512/303-1466 or American PortaCan of Texas 866/315-0990):

Comments: We will have Jackpot

Rodeo Arena:

- ☒ No ☐ Yes: Contact Linda Waxman @ (512) 303-4321

Comments: _____

Bastrop County
04/05/2012
Event: Safety Fair

Date(s): May 19, 2012

Date Submitted: 1-13-2012

Security Plan:

- ☒ No ☐ Yes: Off-duty Bastrop police officers may be available for a fee. Call (512) 332-8600 for information

Comments: _____

Show Barn:

- ☐ No ☒ Yes: Contact Allen Stewart @ (512) 413-8512 or Phyllis Mathison @ (512) 332-6001

Comments: _____

Signage (show location[s] on map):

- ☐ No
- ☒ Yes: Describe number of, location, and type of proposed on-site and off-site signage: Small posters
at entrance gates

Street Closures (show location[s] on map): N / W

Temporary Structures, i.e., Booths, Stages, Tents, Moonwalks, Carnival Rides, Etc (show location[s] on map):

- ☐ No
- ☒ Yes: Describe types and uses for event. Identify the person(s) or group using the structure(s): _____

Moonwalks - Mario Gardina

Vehicles, Equipment, Trailers, Watercrafts, Aircrafts, Bicycles, Motorcycles, etc (show location[s] on map):

- ☐ No
- ☒ Yes: Describe types and uses for event: EMS helicopter

by BACA attends - motorcycles

Vendors (show location[s] on map):

- Vendors should have valid tax ID numbers if selling their wares
- Other than food: ☐ No ☒ Yes
- Food vendors: ☐ No ☒ Yes: Each food vendor, whether selling or giving away food, is responsible for obtaining his/her own temporary permit from **Bastrop County Health and Sanitation Department**, 806 Water Street, (512) 332-7276 or (512) 581-7176:

Comments: _____

Water/Wastewater (show location[s] on map):

- ☐ No
- ☒ Yes: Describe water needs and for disposal of wastewater, including capture and containment, as approved by the

Water/Wastewater Department: Dunking Booth

04/05/2012

Bastrop County Safety Fair
05/19/12 in Mayfest Park

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

FIRST NATIONAL BANK
BASTROP ★ ELGIN ★ SMITHVILLE
Member FDIC

Notice to Customer
If this check is lost, destroyed, or stolen, the bank will not accept a replacement request on the check until 90 days after the issue date and then only with the issuance of a "Declaration of Loss" certification.

CASHIER'S CHECK
KNP January 13, 2012 810318
\$100.00

Purchaser: BASTROP CO SHERIFF'S ACADEMY

One Hundred Dollars And 00/100 *****

PAY TO THE ORDER OF City of Bastrop

K. Powell
Authorized Signature

SIGNATURE AREA CONTAINS A KNIGHT & FINGERPRINT CHECK WORDING

⑈810318⑈

⑆114904953⑆

⑈187898⑈

ABSENCE OF PINK U.S. PATENT NUMBERS UNDER SIGNATURE INDICATES CHECK IS FRAUDULENT. PATENT NUMBERS ARE PRINTED WITH HEAT SENSITIVE INK & WILL DISAPPEAR WHEN BLOWING OR RUBBING

THIS CHECK IS VOID WITHOUT A BLUE & GREEN BORDER AND BACKGROUND PLUS A KNIGHT & FINGERPRINT WATERMARK ON THE BACK - HOLD AT ANGLE TO VIEW

FIRST NATIONAL BANK
BASTROP ★ ELGIN ★ SMITHVILLE
Member FDIC

Notice to Customer
If this check is lost, destroyed, or stolen, the bank will not accept a replacement request on the check until 90 days after the issue date and then only with the issuance of a "Declaration of Loss" certification.

CASHIER'S CHECK
KNP January 13, 2012 810317
\$500.00

Purchaser: BASTROP CO SHERIFF'S ACADEMY

Five Hundred Dollars And 00/100 *****

PAY TO THE ORDER OF City of Bastrop

K. Powell
Authorized Signature

SIGNATURE AREA CONTAINS A KNIGHT & FINGERPRINT CHECK WORDING

⑈810317⑈

⑆114904953⑆

⑈187898⑈

ABSENCE OF PINK U.S. PATENT NUMBERS UNDER SIGNATURE INDICATES CHECK IS FRAUDULENT. PATENT NUMBERS ARE PRINTED WITH HEAT SENSITIVE INK & WILL DISAPPEAR WHEN BLOWING OR RUBBING

CITY OF BASTROP P. O. Box 427 BASTROP, TEXAS 78602 512-321-3941	CASH RECEIPT		Date <u>1/13</u> 20 <u>12</u>	19413																
	Received From <u>Bastrop Co Sheriff's Academy</u>																			
	Address <u>200 Jackson St</u>																			
	<u>Bastrop, TX 78602</u>		Dollars, \$ <u>100⁰⁰</u>																	
	For <u>Bastrop Co. Safety Fair on 5/19/12</u>																			
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BALANCE DUE		MONEY ORDER																		

04/05/2012

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

Nonprofit Status No. 2314 P. 1

DEPARTMENT OF THE TREASURY ³³

Date: **JUN 04 2010**

BASTROP COUNTY CITIZENS SHERIFFS
ACADEMY ALUMNI ASSOCIATION
200 JACKSON ST
BASTROP, TX 78602

Bastrop County Safety Fair
05/19/12 in Mayfest Park

Employer Identification Number:
06-1681671
DIN:
17053019321000
Contact Person:
RACHEL M LIMPHEIT ID# 31617
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b) (1) (A) (vi)
Form 990 Required:
Yes
Effective Date of Exemption:
March 20, 2003
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

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

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

ACORD

04/05/2012

Client#: 8623

BASTRCOU

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/11/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY ADOPT OR REJECT ANY OF THE POLICIES OR POLICY PROVISIONS SET FORTH BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE AN OFFER OF INSURANCE, AND THE CERTIFICATE HOLDER IS NOT A REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER IS NOT A MEMBER OF ANY INSURANCE COMPANY.

Bastrop County Safety Fair

05/19/12 in Mayfest Park

OLDER. THIS
POLICIES
HORIZED

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Network of Texas 143 East Austin Giddings, TX 78942-3299 979 542-3666		CONTACT NAME: PHONE (A/C, No, Ext): 979 542-3666 FAX (A/C, No): E-MAIL ADDRESS:	
INSURED Bastrop County 804 Pecan P.O. Box 676 Bastrop, TX 78602		INSURER(S) AFFORDING COVERAGE INSURER A: Trident Insurance Services INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC		PE460143009	10/31/2011	10/31/2012	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$1,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☒ HIRED AUTOS ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		1996BA460143009	10/31/2011	10/31/2012	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A			WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

RE: Public Safety Fair - Mayfest park on May 19th, 2012.

As per policy provisions, Certificate Holder and Bastrop Economic Development Corporation are added as Additional Insured in regard to the Auto Liability and General Liability Policies.

CERTIFICATE HOLDER

CANCELLATION

City of Bastrop - Mayfest Park
 1408 Chestnut St.
 Bastrop, TX 78602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

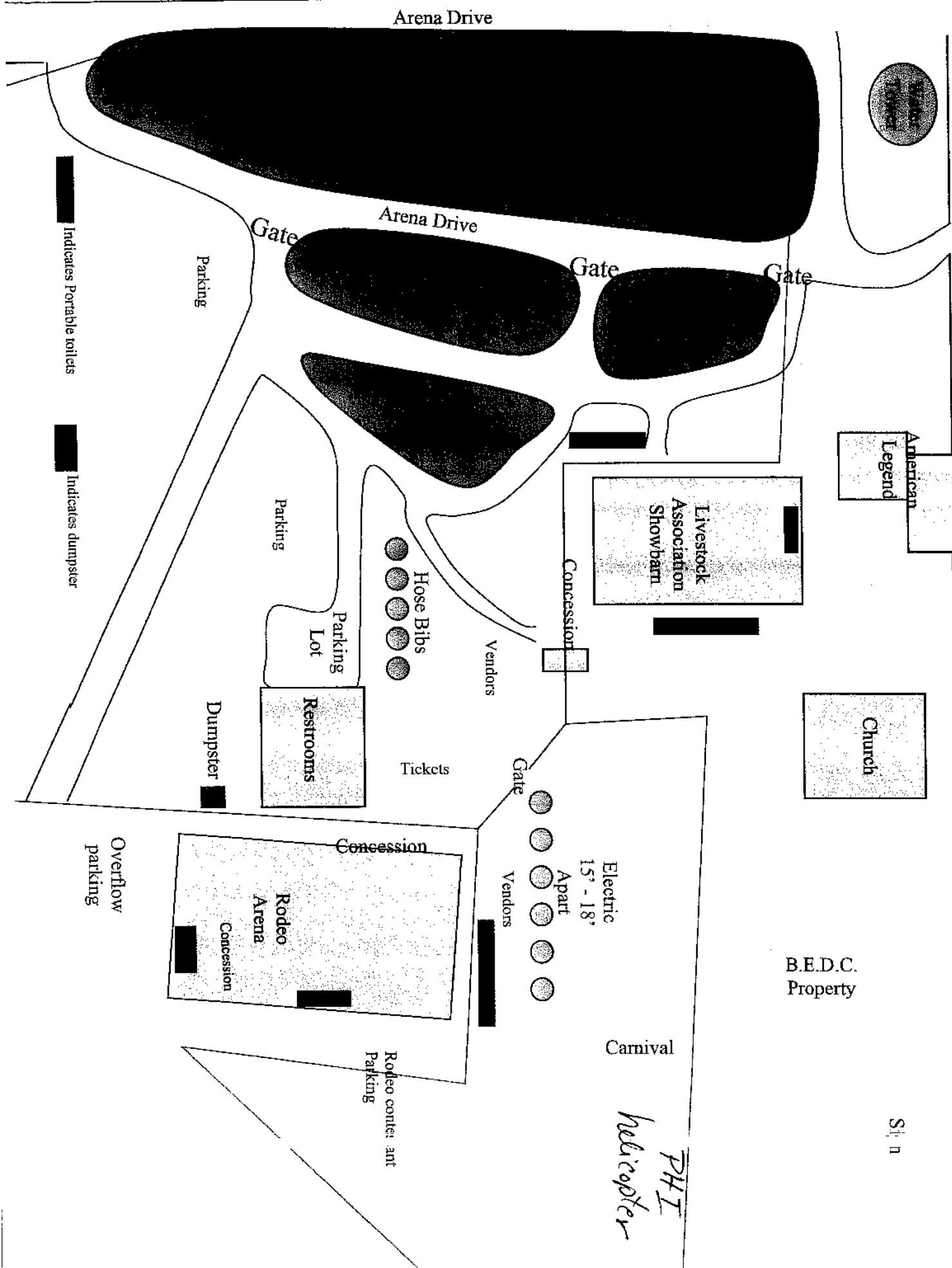
R. J. Mische

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04/05/2012

Bastrop County Safety Fair

05/19/12 in Mayfest Park



Loop 150

B.E.D.C.
Property

St n

04/05/2012

36

Event:

Bastrop County Safety Fair

Date(s):

5-19-2012

Date Submitted:

Sound Permit Application

Revised 5/7/2011 1:48 PM

City of Bastrop - Public Works, Parks, & Recreation

1209 Linden Street; Bastrop, Texas 78602

Tel: (512) 321-3957 Metro: (512) 303-7035 Fax: (512) 321-1313

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 County Citizens Sheriff's Academy Alumni

Address:

200 Jackson St.

Phone No:

512-549-5022

Fax No:

E-mail address:

vickilyn50@austin.tx.com

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

May 19th 2012

Name of event or activity:

Bastrop County Safety Fair

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

May Fest Park

Location(s) of amplified sound equipment:

Showbarn

Start time (AM or PM):

9am

End time (AM or PM):

6:00 pm

Number of speakers used:

Number of amplifiers used:

Comments:

Debbie Lyn James
Signature of Applicant

1-26-2012
Date



City of Bastrop, Texas

Special Event Banner Permit Application

(for banners hung on Old Iron Bridge)

Cost included in Processing Fee

Special Event: Bastrop County Safety FairDate(s): May 19th, 2012Contact person: Vicki Lyn JamesAddress: 139 Meadowview BlvdPhone: (502) 247-4625 Fax: None E-Mail: vickilyn50@austin.rr.com

Dates to hang banner: _____

Temporary Banner Signs:

- Banners must have grommets at the top
- Banners must have air-flow slits to prevent wind tears
- If banners do not have ties attached, you must supply rope to hang banners

Duration: ☐ 2 weeks ☐ 4 weeks ☐ 6 weeks ☐ 8 weeks

Location of banner: _____

Dimensions: _____

Construction materials & colors: _____

I, the undersigned, understand that if this banner is not retrieved from Public Works, Parks, & Recreation Department within one (1) week after completion of event, it may be disposed, destroyed, or otherwise handled as deemed appropriate due to lack of storage space.

Vicki Lyn James
Applicant's Signature

Today's Date

Banner dropped off on: _____
Day DateBanner picked up on: _____
Day Date

CITY OF BASTROP

AGENDA ITEM

A.4

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 04, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Approval of Special Event Permit Application submitted by the American Cancer Society Relay for Life to host "Relay for Life" on May 18-19, 2012, in Mayfest Park and Show Barn in the event of rain.**
2. Party Making Request: **Mike Talbot, City Manager.**
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:

<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: _____

Event: Relay for Life Date(s): Fri-Sat 5/18-19/12 Date Submitted: MAR 05 2012

Special Event Permit Application

Revised 12/20/2011

Special Event Review Committee meeting date: Tuesday 3/13/12 @ 2:30pm Approved: Yes ☐ No ☐
Day Date @ City Hall

Copied for: Special Event Review Committee (8) + event coordinators (2)

Date copies made: Thursday 3/08/12 Final Walk-Through meeting: _____
Day Date Day Date

Parks Board meeting date: Thursday 4/05/12 Approved: Yes ☐ No ☐
Day Date

Agenda deadline: Friday 3/30/12 Date copies made: Thursday 3/08/12
Day Date Day Date

City Council meeting date: Tuesday 4/10/12 Approved: Yes ☐ No ☐
Day Date

Agenda deadline: Tuesday 4/03/12 Date sent to Secretary: _____
Day Date Day Date

Name of event: Relay For Life of Bastrop/Smithville

Location of event: Erhard Field or Livestock Show Barn if raining

Purpose of event: American Cancer Society Community Event

Date(s): May 18-19, 2012 Day(s): Friday-Saturday Times: 8:00pm - 8:30 am

Setup: May 18, 2012 / 10:00 am Cleanup: May 19, 2012 / 8:30 am
Date Time Date Time

Name of organization: American Cancer Society Relay For Life

Address of organization: _____

Event coordinator #1: Delena Meuth, Event Chair

Daytime: 512 809 4446 Fax: 512 460 5001 Cell: 512 809 4446
Area Code/Number Area Code/Number Area Code/Number

E-mail address: dmeuth@brownmccarroll.com

Event coordinator #2: Jennifer McPhaul, Event Co. Chair

Daytime: 512 303 4441 Fax: 512 303 1347 Cell: 512 304 0072
Area Code/Number Area Code/Number Area Code/Number

E-mail address: jennmcphaul70@gmail.com P.O. Box 43
Paige 78659

Please submit the following where applicable:

Item	Item	Item
☒ Application signed & dated	☒ Map of activity route & site locations	☒ Sound Permit
☒ Banner permits	☒ Non-profit status proof	☒ TABC Certificate & City Letter
☒ Fireworks permit & safety plan	☒ Processing fee <u>Need 3/29/12</u>	
☒ Insurance certificate <u>Need this 3/21/12</u>	☒ Security deposit <u>Need 3/29/12</u>	

Please describe event activities (may continue on separate sheet of paper, if necessary):

Relay for life is the American Cancer Society's signature fundraising event. It raises money for ACS and it honors and remembers ~~can~~ those diagnosed with cancer. The event will be at Erhard Field unless there is bad weather, in which case it will be relocated to the Livestock Show Barn. We are aware that if it is relocated, our event will be cut short in order to vacate in time for the Safety Fair scheduled Saturday morning.

Our event consists of the following: ceremonies that include speakers, music etc. we will have luminarias during luminaria ceremony, but battery operated candles are used; we will use the large first National Bank BBQ pit to prepare hamburgers for the survivor dinner, but it will be located away from the Show Barn and well supervised; we will have one large tent for the survivor dinner. Participants will stay overnight until the conclusion of the event. Games and other forms of entertainment are planned to keep everyone awake and involved. Live music will end by midnight • music by DJ will continue afterward. Generators will be provided for stage and any inflatable toys we have.

Street closures: None

Assistance from City departments (including Police Dept): We would like emergency services on notice and standby in case they are needed; ie police, ambulance, fire department. We do not need anyone onsite fulltime.

Please submit the following with application where applicable:

Processing Fee:

- ☐ NO FEE because: _____
- ☒ \$100.00 with proof of non-profit status
- ☐ \$300 for all others
- ☐ Shall **NOT** be waived
- ☐ Must accompany submitted application
- ☐ Cashier's Check or Money Order issued by US Post Office made payable to City of Bastrop
- Fee paid with: Cashier's Check # _____ or Money Order # _____
* cashier's check requested and being processed by American Cancer Society

Security Deposit Fee:

- ☐ NO FEE because: _____
- ☒ \$500.00
- ☐ Shall **NOT** be waived
- ☐ Must accompany submitted application
- ☐ Refunded if City property is clean and free of litter and damage after the event
- ☐ Cashier's Check or Money Order issued by US Post Office made payable to City of Bastrop
- ☐ On file
- Fee paid with: Cashier's Check # _____ or Money Order # _____
* cashier's check requested and being processed by American Cancer Society

Insurance Certificate:

- ☐ General liability policy in the amount of one million dollars (\$1,000,000.00)
- ☐ The City of Bastrop must be **named** as an insured party
- ☐ Additional affected entities must be **named** as insured parties (i.e., BEDC)
- ☐ Submitted with application
- ☒ Will be submitted when received from insurance carrier
- ☐ Letter with intent to insure submitted
- ☐ DBA insurance carrier
- ☐ Chamber of Commerce insurance carrier
- ☐ City of Bastrop insurance carrier

Comments: _____

Site Map Showing Locations of the Following:

- ☐ Vendors; temporary structures (booths, stages, tents, Moonwalks, carnival rides, etc.); trailers; vehicles; bikes and motorcycles; watercrafts; aircrafts; equipment; amplification devices; portable toilets; traffic flow for pedestrians, vehicles, and other activities; emergency medical stations; fire lanes, etc
- ☐ Proposed detours and street closures
- ☐ Route for parade, race, or other similar activity, showing start and finish locations
- Map submitted: ☒ Yes ☐ No

Comments: _____

Sound Permit for Amplified Music, Voices, or Activities (show location[s] on map):

- ☐ No, not needed
- ☒ Yes: Permit obtained from Public Works & Parks Department submitted. Locations: Erhard Field or Livestock Show Barn (depending on weather)

Comments: _____

Event: 04/05/2012 Relay for Life Date(s): 5/18-19/12 Date Submitted: MAR 05 2012 ⁴²

Please complete the following (may continue on separate sheet of paper if necessary). Mark "N/A" if not applicable.

Admission Fees:

- ☒ No
- ☐ Yes: If yes, describe: _____
- Open to public: ☒ Yes ☐ No

Alcoholic Beverages:

- ☒ No
- ☐ Yes. A copy of the TABC (Texas Alcohol Beverage Commission) certificate must be presented to the City Manager for his signature approval; and the City Manager will provide a letter of approval to submit to TABC with their certificate.

Comments: _____

Animals (show location[s] on map):

- ☒ No
- ☐ Yes: Describe types of animals used and plans for handling animal waste: _____

Attendance:

- Anticipated approximate number of persons attending each day of event: 700
- Approximate number of volunteers and workers: 40* (Relay for Life Committee and student volunteer groups)

Banner Permit:

- Obtain Permit for banners hung on City property. Banners should have air-flow slits to prevent tears and grommets to hold rope. Please provide ropes for hanging. They will be returned to you.
☐ No ☒ Yes: How many? 2 Location? ① Old Iron Bridge
② College/Pecan Feeder Road
- Banners hung on TXDOT right-of-ways require Permit Form 2057 obtained from Department of Transportation on Hwy 21 and Loop 150, (512) 321-2221. **BANNERS HUNG OVER COLLEGE/PECAN FEEDER ROAD NEXT TO HWY 71 MUST BE MADE OF MESH AND HAVE GROMMETS. PLEASE PROVIDE 10 TO 12 SNAP RINGS AND ROPE FOR HANGING BANNERS. THESE WILL BE RETURNED TO YOU.**
☐ No ☒ Yes
- Banners not retrieved within one (1) week after completion of event may be disposed, destroyed, or otherwise handled as deemed appropriate due to lack of storage space

Comments: _____

Electrical Requirements (show location[s] on map):

- ☐ No
- ☒ Yes: Describe amperage, voltage, and apparatus needs for all activities and vendors: Generators will be provided for the stage; general lighting* under show barn and in concession stand.
^{* electrical}

04/05/2012

Event:

Relay for Life

Date(s):

5/18-19/12

Date Submitted:

MAR 09 2012

Emergency Services (show location[s] on map):

- First aid station: ☒ No ☐ Yes: Location: _____
- Ambulance service on stand-by: ☒ Yes ☐ No

Fireworks Permit (show location[s] on map):

- ☒ No
- ☐ Yes: Contact State Fire Marshal's office in Austin, (512) 305-7932, www.tdi.state.tx.us
- Person or group handling the firework display: _____

Comments: _____

Inspections (show location[s] on map):

- Temporary structures (stages, booths, tents, canopies, Moonwalks, carnival rides, etc.) and special electrical and water/wastewater needs must be inspected prior to the event
- Flame-retardant material certificate provided to inspector for structures equal to or larger than 200 square feet in diameter
- Contact City of Bastrop Building Official at (512) 332-8840 to schedule an appointment

Comments: We will require temporary structure inspections for the summer tent and the inflatable toys.

Litter Control (show location[s] on map):

- Describe in detail number, size, location, and removal of trash receptacles and disposal of contents: _____

Alfred Waste will donate a ~~box~~ dumpster and cardboard containers for trash collection

- Cook-off: ☒ No
- Cook-off: ☐ Yes: _____-yard roll-off dumpster ordered by and at applicant's expense: _____

Parking (show location[s] on map):

- Coordination and cost is the responsibility of the Applicant. Describe in detail plans for remote parking area(s) and/or shuttle service to and from parking areas to event, if applicable:

Comments: No shuttle service necessary. Ample parking is available.

Portable Toilets (show location[s] on map):

- ☐ No
- ☒ Yes: Number and location of units ordered (Jackpot Portable Toilets 512/303-1466 or American PortaCan of Texas 866/315-0990):

Comments: Portable toilets and hand washing stations will be provided by Jackpot

Rodeo Arena:

- ☒ No ☐ Yes: Contact Doug Statin @ (512) 848-3585

Comments: _____

04/05/2012

Event:

Relay for Life

Date(s):

5/18-19/12

Date Submitted:

MAR 05 2012⁴⁴**Security Plan:**

- ☐ No
- ☒ Yes: Off-duty Bastrop police officers may be available for a fee. Call (512) 332-8600 for information

Comments: Constable or off duty officer will be arranged

Show Barn:

- ☐ No
- ☒ Yes: Contact Allen Stewart @ (512) 413-8512 or Phyllis Mathison @ (512) 332-6001

Comments: Contact with Phyllis Mathison has already been made

Signage (show location[s] on map):

- ☐ No
- ☒ Yes: Describe number of, location, and type of proposed on-site and off-site signage: We will place small banners onsite and use knee height directional signage

Street Closures (show location[s] on map): None**Temporary Structures, i.e., Booths, Stages, Tents, Moonwalks, Carnival Rides, Etc (show location[s] on map):**

- ☐ No
- ☒ Yes: Describe types and uses for event. Identify the person(s) or group using the structure(s): Al Rentals will provide (set up and tear down) a large tent for the summer dinner and inflatable toys for entertainment.

Vehicles, Equipment, Trailers, Watercrafts, Aircrafts, Bicycles, Motorcycles, etc (show location[s] on map):

- ☒ No
- ☐ Yes: Describe types and uses for event:

Vendors (show location[s] on map):

- Vendors should have valid tax ID numbers if selling their wares
- Other than food: ☐ No ☐ Yes
- Food vendors: ☐ No ☒ Yes: Each food vendor, whether selling or giving away food, is responsible for obtaining his/her own temporary permit from **Bastrop County Health and Sanitation Department**, 806 Water Street, (512) 332-7276 or (512) 581-7176:

Comments: Permit will be obtained for relay teams doing food sale onsite fundraisers.

Water/Wastewater (show location[s] on map):

- ☒ No
- ☐ Yes: Describe water needs and for disposal of wastewater, including capture and containment, as approved by the

Water/Wastewater Department:

Event:

04/05/2012

Date(s):

5/18-19/12

Date Submitted:

MAR 04 2012

Signature Page

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.

Laura Hayes
Applicant

Applicant

3/1/12

Date

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



☒ Police Department

3.13.12

Date _____

Michael J. Talbot

☒ **City Manager**

3-10-12.

Date _____



☒ **Public Works & Parks Department**

3/13/2012

Date _____

 **Bastrop Power & Light Department**

Date _____

 **Water/Wastewater Department**

Date _____

 **Water/Wastewater Department**

Date _____

City of Bastrop
Public Works & Parks
1209 Linden Street *physical address*
P. O. Box 427 *mailing address*
Bastrop, TX 78602
(512) 332-8920 *main*
(512) 321-1313 *fax*





Acct: 0000183641 Teller: 0224 Date: 03/15/12 Time: 9:45am

See receipt for reference

Check Number: 31 0001192588
 Purpose : SHARE WITHDRAWAL
 Amount : \$100.00
 Pay to : CITY OF BASTROP
 RE:AMERICAN CANCER SOCIETY

Relay for Life
 Friday-Saturday, May 18-19, 2012



8929 Shoal Creek Blvd.
 Austin, Texas 78757
 (512) 302-5555

No. 0001192588
 88-7717/3149

*** ONE HUNDRED DOLLARS AND 00 CENTS ***

PAY **EXACTLY 100 Dollars 00 Cents**

TO THE ORDER OF CITY OF BASTROP
 RE:AMERICAN CANCER SOCIETY

DATE: 03/15/12

AMOUNT: \$100.00

VOID AFTER 90 DAYS
 NOTICE TO MEMBERS

The purchase of an indemnity Bond will be required before any official check of this one union will be replaced or refunded in the event it is lost, misplaced or stolen.

AUSTIN TELCO FEDERAL CREDIT UNION

James D. Paplin
 AUTHORIZED SIGNATURE

⑈0001192588⑈ ⑆314977175⑆ 1850090000⑈

CITY OF BASTROP P. O. Box 427 BASTROP, TEXAS 78602 512-321-3941	CASH RECEIPT		Date <u>3/29</u> 20 <u>12</u> 19438	
	Received From <u>American Cancer Society</u>			
	Address <u>C/O Jennifer McPhaul</u>			
	<u>P.O. Box 45, Trine, TX 76637</u> Dollars \$ <u>100.00</u>			
	For <u>Relay for Life Special Event (R.M. Post)</u>			
ACCOUNT		HOW PAID		
AMT. OF ACCOUNT		CASH		
AMT. PAID		CHECK	<u>100.00</u>	
BALANCE DUE		MONEY ORDER		
		By <u>[Signature]</u>		



Acct: 0000183641 Teller: 0224 Date: 03/15/12 Time: 9:45am

See receipt for reference

Check Number: 31 0001192587

Purpose : SHARE WITHDRAWAL

Amount : \$500.00

Pay to : CITY OF BASTROP

RE:AMERICAN CANCER SOCIETY

Relay for Life

Friday-Saturday, May 18-19, 2012



8929 Shoal Creek Blvd.
Austin, Texas 78757
(512) 302-5555

No. 0001192587
88-7717/3149

*** FIVE HUNDRED DOLLARS AND 00 CENTS ***

DATE: 03/15/12

AMOUNT: \$500.00

VOID AFTER 90 DAYS

NOTICE TO MEMBERS

The purchase of an Indemnity Bond will be required before any official check of this credit union will be replaced or refunded in the event it is lost, misplaced or stolen.

AUSTIN TELCO FEDERAL CREDIT UNION

PAY

EXACTLY **500** Dollars **00** Cents

TO THE
ORDER OF

CITY OF BASTROP
RE:AMERICAN CANCER SOCIETY

James D. Poplin
AUTHORIZED SIGNATURE

⑈0001192587⑈ ⑆314977175⑆1850090000⑈

CITY OF BASTROP

P.O. Box 427
BASTROP, TEXAS 78602
512-321-3941

CASH RECEIPT

Date 3/29 20 12 19439

Received From

American Cancer Society

Address

C/O Jennifer McDaniel

100 Box 43; Trine, TX 78657

Dollars \$ 500.00

For

Relay for Life special event @ Baptist

ACCOUNT

HOW PAID

AMT. OF ACCOUNT		CASH	
AMT. PAID		CHECK	<u>500.00</u>
BALANCE DUE		MONEY ORDER	

Check # 1192587

By *AD*

04/05/2012

MAR 11 2012

COPY

Relay for Life

Friday-Saturday, May 18-19, 2012

48

Internal Revenue Service

Date: January 5, 2004

American Cancer Society, Inc.
National Home Office
% Finance
1599 Clifton Road
Atlanta, GA 30329-4250

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

Stephanie Broach-Camp 31-04022

Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST

877-829-5500

Fax Number:

513-263-3758

Federal Identification Number:

13-1788491

Group Exemption Number:

0580

Dear Sir or Madam:

This is in response to your request of January 5, 2004 regarding a copy of your organization's group exemption letter.

In November 1942 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list your organization submitted as exempt from federal income tax under section 501(c)(3) of the Code. Additionally, we have classified the subordinates your organization operates, supervises, or controls, and which are covered by written notification to us, as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Code.

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

Your organization and its subordinates are required to file Form 990, *Return of Organization Exempt from Income Tax*, only if the gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

Your organization and its subordinates are not required to file federal income tax returns unless subject to this tax on unrelated business income under section 511 of the Code. If subject to this tax, the organization must file an income tax return on Form 990-T, *Exempt Organization Business Income Tax Return*. In this letter, we are not determining whether any of your organization or its subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

04/05/2012

139199

49



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
3/21/2012

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CO REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

Relay for Life

Friday-Saturday, May 18-19, 2012

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Commercial Lines - (404) 923-3700 Wells Fargo Insurance Services USA, Inc. 3475 Piedmont Road NE, Suite 800 Atlanta, GA 30305-2886		CONTACT NAME: Andy Adams PHONE (A/C No. Ext): 404-923-3526 FAX (A/C No.): 877-362-9069 E-MAIL ADDRESS: andrew.adams@wellsfargo.com																																											
INSURED American Cancer Society, High Plains Division, Inc. 1100 Pennsylvania Ave Kansas City, MO 64105		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER A:</th> <th>INSURER B:</th> <th>INSURER C:</th> <th>INSURER D:</th> <th>INSURER E:</th> <th>INSURER F:</th> <th>NAIC #</th> </tr> <tr> <td>Federal Insurance Company</td> <td>Pacific Indemnity Company</td> <td></td> <td></td> <td></td> <td></td> <td>20281</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>20346</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		INSURER A:	INSURER B:	INSURER C:	INSURER D:	INSURER E:	INSURER F:	NAIC #	Federal Insurance Company	Pacific Indemnity Company					20281							20346																					
INSURER A:	INSURER B:	INSURER C:	INSURER D:	INSURER E:	INSURER F:	NAIC #																																							
Federal Insurance Company	Pacific Indemnity Company					20281																																							
						20346																																							

COVERAGES **CERTIFICATE NUMBER:** 4060075 **REVISION NUMBER:** See below

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC		35943463	09/01/2011	09/01/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 2,500 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 25,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS		73563471 73563476-Puerto Rico 73563477-Hawaii 73563969 (VA)	09/01/2011	09/01/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED \$ RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	71741355	9/1/2011	9/1/2012	☒ WC STATUTORY LIMITS ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Relay For Life of Bastrop/Smithville event to be held 5:00 p.m. May 18, 2012 through 8:00 a.m. May 19, 2012 at Bastrop Area Livestock Show Barn, 801 American Legion Drive, Bastrop, Texas.

CERTIFICATE HOLDER

CANCELLATION

City of Bastrop
 Attn: Phyllis Mathison
 PO Box 283
 Bastrop, Texas 78602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

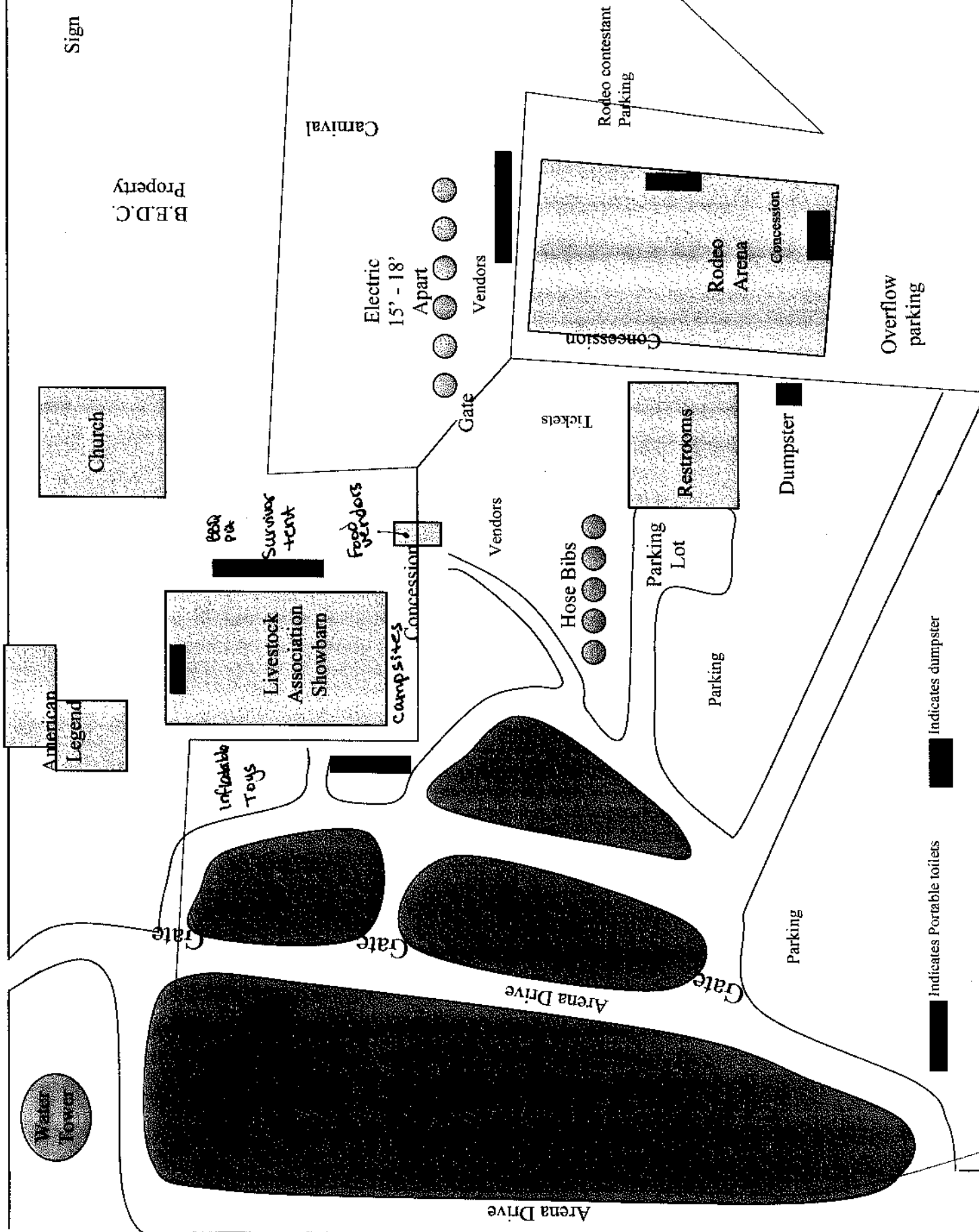
James Smith

Relay for Life

Friday-Saturday, May 18-19, 2012

MAR 05 2012

Loop 150



Indicates dumpster

Indicates Portable toilets

04/05/2012

Event:

Relay for Life

Date(s):

Fri-Sat 5/18-19/12

Date Submitted:

51

MAY 05 2012**Sound Permit Application**

Revised 2/24/2012 2:02 PM

City of Bastrop - Public Works, Parks, & Recreation
 1209 Linden Street; Bastrop, Texas 78602
 Tel: (512) 332-8920 • Fax: (512) 321-1313

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: DeLena Meuth — Relay For Life of Bastrop / SmithvilleAddress: P.O. Box 246 Cedar Creek TX 78612Phone No: 512 809 4446 Fax No: 512 480 5001E-mail address: dmeuth@brownmccarroll.comDate(s) of event, rental, or activity: May 18 - 19, 2012Name of event or activity: Relay For Life of Bastrop / SmithvilleLocation(s) of event, rental, or activity: Erhard Field or Livestock Show Barn (depending on weather)Location(s) of amplified sound equipment: Football Field or Livestock Show BarnStart time (AM or PM): 6:00 pm.End time (AM or PM): 8:30 amNumber of speakers used: To be determinedNumber of amplifiers used: To be determined

Comments: there will be speakers and live music until about 11:30 or 12:00 midnight.
Afterward, there will be speakers and DJ music the rest of the
night.

Laura Hayes

Signature of Applicant

3/1/12

Date

04/05/2012

52



City of Bastrop, Texas

Special Event Banner Permit Application

(for banners hung on Old Iron Bridge)

MAY 05 2012

Cost included in Processing Fee

Special Event: Relay For Life of Bastrop / Smithville

Date(s): May 18-19, 2012

Contact person: Delena Meuth

Address: PO Box 246 Cedar Creek TX 78612

Phone: (512) 809 4446 **Fax:** (512) 480 5001 **E-Mail:** dmeuth@brown.mccarroll.com

Dates to hang banner: Friday, April 20, 2012

Temporary Banner Signs:

- Banners must have grommets at the top
- Banners must have air-flow slits to prevent wind tears
- If banners do not have ties attached, you must supply rope to hang banners

Duration: ☐ 2 weeks ☒ 4 weeks ☐ 6 weeks ☐ 8 weeks

Location of banner: ① Old Iron Bridge ; ② Colkye/Pecan Feeder Road

Dimensions: ① 4' x 12' ; ② 3' x 40'

Construction materials & colors: ① 16 oz Vinyl material ; ② mesh — both red, white & blue

I, the undersigned, understand that if this banner is not retrieved from Public Works, Parks, & Recreation Department within one (1) week after completion of event, it may be disposed, destroyed, or otherwise handled as deemed appropriate due to lack of storage space.

Laura Hayes
Applicant's Signature

3/1/12

Today's Date

Banner dropped off on: _____
Day Date

Banner picked up on: _____
Day Date

CITY OF BASTROP

AGENDA ITEM

A.5

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: March 27, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Approval of Bastrop Marketing Corporation's request for reimbursement of expenses.**

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

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

4. Policy Implication: _____

5. Budgeted: X Yes No N/A

Bid Amount: _____

Budgeted Amount:

Under Budget: _____

Over Budget: _____

Amount Remaining: _____

6. Alternate Option/Costs: _____

- | | | | | |
|-------------|-------------------|----------------|-------------|--------------------|
| 7. Routing: | 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: _____

**CITY OF BASTROP
FINANCE
DEPARTMENT**

Memo

To: Mayor, City Council and City Manager
From: Karla Stovall, Chief Financial Officer
Date: April 4, 2012
Re: Reimbursement of Accrued Bastrop Marketing Corporation Expenses

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

This request is for the time period for February 2012. There is a month lag in the receipt of the hotel occupancy tax monies.

It is recommended that Council approve the reimbursement of funds in the amount of \$47,176.63 for February 2012 to BMC in accordance with our agreement to be spent on advertising and marketing the City of Bastrop area. This amount represents 45% of the tax collections.

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

	September	October	November	December	January	February	March	April	May	June	July	August	September
HRLPR Room Revenues	\$ 2,169,911.11	\$ 2,071,428.67	\$ 1,615,177.09	\$ 1,092,520.79	\$ 1,167,342.21	\$ 1,512,929.75	\$ 2,794,797.00	\$ 2,487,948.00	\$ 2,300,062.00	\$ 2,986,947.00	\$ 3,161,963.00	\$ 2,653,655.00	\$ 1,982,414.14
Exemptions	(39,280.86)	(1,070.00)	(1,376.00)	(1,111.00)	(657.28)	(131.00)	-	-	-	-	-	-	-
Taxable Room Revenues	2,130,630.25	2,070,358.57	1,613,801.09	1,091,409.79	1,166,684.93	1,512,798.75	2,794,797.00	2,487,948.00	2,300,062.00	2,986,947.00	3,161,963.00	2,653,655.00	-
City of Bastrop HOT Rate	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%
City of Bastrop HOT Tax	\$ 149,144.12	\$ 144,925.10	\$ 112,966.08	\$ 76,398.69	\$ 81,667.94	\$ 105,895.91	\$ 195,635.79	\$ 174,156.36	\$ 161,004.34	\$ 209,086.29	\$ 221,337.41	\$ 185,755.85	-
Gross Liability to City	\$ 149,144.12	\$ 144,925.10	\$ 112,966.08	\$ 76,398.69	\$ 81,667.94	\$ 105,895.91	\$ 195,635.79	\$ 174,156.36	\$ 161,004.34	\$ 209,086.29	\$ 221,337.41	\$ 185,755.85	-
Hotel Owner Collection Allowance (1%)	(1,491.44)	(1,449.25)	(1,129.66)	(763.99)	(816.68)	(1,058.96)	(1,956.36)	(1,741.56)	(1,610.04)	(2,090.86)	(2,213.37)	(1,857.56)	-
Net Collection by City	147,652.68	143,475.85	111,836.42	75,634.70	80,851.26	104,836.95	193,679.43	172,414.80	159,394.30	206,995.43	219,124.04	183,898.29	-
Applicable % payable to BMC	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%	45%
Funds Available to BMC	\$ 66,443.71	\$ 64,564.13	\$ 50,326.39	\$ 34,035.62	\$ 36,383.07	\$ 47,176.63	\$ 87,155.74	\$ 77,586.66	\$ 71,727.44	\$ 93,147.94	\$ 98,605.82	\$ 82,754.23	-
Total Budget	Allocated: \$809,907.38	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28	\$ 67,492.28
Payment of Funds by City to BMC	\$ 66,443.71	\$ 64,564.13	\$ 50,326.39	\$ 34,035.62	\$ 36,383.07	\$ 47,176.63	\$ 87,155.74	\$ 77,586.66	\$ 71,727.44	\$ 93,147.94	\$ 98,605.82	\$ 82,754.23	\$ -
	Paid	Paid	Paid	Paid	Paid	Currently due	Currently due					check: \$	

check: \$

CITY OF BASTROP

AGENDA ITEM

A.6**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: April 4, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Adoption of a Resolution authorizing the filing of a grant application with the Capital Area Council of Governments for a Regional Solid Waste Program Grant; authorizing Mike Talbot, City Manager to act on behalf of the City of Bastrop in partnership with Bastrop County and Cities of Elgin and Smithville in all matters related to the application, and pledging that if a grant is received the City of Bastrop will comply with the grant requirements of the Capital Area Council of Governments, the Texas Commission on Environmental Quality and the State of Texas.**

2. Party Making Request: **Michael H. Talbot, City Manager**

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

The City of Bastrop is applying for brush chipper for the Street Department through the "Capital Area Council of Governments, Regional Solid Waste Grant Program".

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: _____

RESOLUTION NO. _____

OF THE CITY OF BASTROP

AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE CAPITAL AREA COUNCIL OF GOVERNMENTS FOR A REGIONAL SOLID WASTE PROGRAM GRANT; AUTHORIZING MIKE TALBOT, CITY MANAGER TO ACT ON BEHALF OF THE CITY OF BASTROP IN PARTNERSHIP WITH BASTROP COUNTY AND CITIES OF ELGIN AND SMITHVILLE IN ALL MATTERS RELATED TO THE APPLICATION; AND PLEDGING THAT IF A GRANT IS RECEIVED THE CITY OF BASTROP WILL COMPLY WITH THE GRANT REQUIREMENTS OF THE CAPITAL AREA COUNCIL OF GOVERNMENTS, THE TEXAS COMMISSION ON ENVIRONMENTAL QUALITY AND THE STATE OF TEXAS.

WHEREAS, the Capital Area Council of Governments (CAPCOG) is directed by the Texas Commission on Environmental Quality to administer solid waste grant funds for implementation of CAPCOG's adopted regional solid waste management plan; and

WHEREAS, the City of Bastrop in the State of Texas is qualified to apply for grant funds under the Request for Applications; and

WHEREAS, the City of Bastrop is partnering with Bastrop County and the Cities of Elgin and Smithville, which is the lead applicant for our regional grant submission;

NOW, THEREFORE, BE IT RESOLVED;

1. That Mike Talbot, City Manager is authorized to request grant funding under the Capital Area Council of Governments Request for Applications of the Regional Solid Waste Grants Program and act on behalf of the City of Bastrop in all matters related to the grant application and any subsequent grant contract and grant project that may result.
2. That if the project is funded, the City of Bastrop will comply with the grant requirements of the Capital Area Council of Governments, Texas Commission on Environmental Quality and the State of Texas.
3. The grant funds and any grant-funded equipment or facilities will be used only for the purposes for which they are intended under the grant.
4. That activities will comply with and support the adopted regional and local solid waste management plans adopted for the geographical area in which the activities are performed.

PASSED, ADOPTED AND APPROVED this the 10th day of April 2012.

By: _____
Mayor Terry Orr,
On Behalf of the City Council

ATTEST:

Teresa Valdez, City Secretary

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 2, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Approval of the statutory denial, for a period of 180 days from the date of Council action on this request, for El Camino Real Estates, Lot 29 and 30 Amended Plat Subdivision creating two residential lots within the Extra Territorial Jurisdiction (ETJ) of Bastrop, Texas.**

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

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: _____

CITY OF BASTROP

AGENDA ITEM **A.8****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: April 03, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Approval of Special Event Permit Application submitted by Donald Barron to host a car show event in partnership with the Bay Area Cruisers in the City Hall parking lot on Saturday, April 14, 2012. Mr. Barron is simultaneously hosting the Bastrop Home Product Show at the Convention Center, and this is an added attraction.**
2. Party Making Request: **Mike Talbot, City Manager.**
3. Nature of Request: (Brief Overview) Attachments: Yes X No

The approval is subject to submittal of proof of required insurance for the event scheduled at the Convention Center and the car show.

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) _____
 b) _____
 c) _____

8. Staff Recommendation: _____

9. Advisory Board: _____ Approved _____ Disapproved _____ None

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

11. Action Taken: _____

Event: 04/05/2012 Bastrop Home Product Show Date(s): Apr. 13-15 Date Submitted: 4/2/12 ⁶¹

Special Event Permit Application

Revised 12/20/2011

Special Event Review Committee meeting date: _____ Approved: Yes ☐ No ☐
Day Date

Copied for: Special Event Review Committee () + event coordinators ()

Date copies made: _____ Final Walk-Through meeting: _____
Day Date Day Date

Parks Board meeting date: _____ Approved: Yes ☐ No ☐
Day Date

Agenda deadline: _____ Date copies made: _____
Day Date Day Date

City Council meeting date: _____ Approved: Yes ☐ No ☐
Day Date

Agenda deadline: _____ Date sent to Secretary: _____
Day Date Day Date

Name of event: BASTROP HOME PRODUCT SHOW

Location of event: BASTROP COMM. CENTER

Purpose of event: BENEFIT FIRE SURVIVORS

Date(s): APR 13-15 Day(s): PM - SUN. Times: _____

Setup: _____ / _____ Cleanup: _____ / _____
Date Time Date Time

Name of organization: BASTROP HOME PRODUCT SHOW

Address of organization: 117 LOOP 150 BASTROP TX 78602

Event coordinator #1: SHAWNA ELLIOTT

Daytime: 512-303-1942 Fax: 308-9625 Cell: 750-7625
Area Code/Number Area Code/Number Area Code/Number

E-mail address: SHAWNA@BASTROPHOMEPRODUCTSHOW.COM

Event coordinator #2: DONALD BARNER

Daytime: 512-750-7625 Fax: 308-9625 Cell: 750-7625
Area Code/Number Area Code/Number Area Code/Number

E-mail address: CLASSIC DRB@gmail.com

Please submit the following where applicable:

✓	Item	✓	Item	✓	Item
	Application signed & dated		Map of activity route & site locations		Sound Permit
	Banner permits		Non-profit status proof		TABC Certificate & City Letter
	Fireworks permit & safety plan		Processing fee		
	Insurance certificate		Security deposit		

04/05/2012

Event:

Car Show @ Pastor's Prod at show

Date(s):

3 4/14/12

Date Submitted:

62

Please describe event activities (may continue on separate sheet of paper, if necessary):

car display in parking lot at City Hall
Antique cars & muscle cars from
local car associations.

Street closures: NA

Assistance from City departments (including Police Dept): None

Please submit the following with application where applicable:

Processing Fee:

- ☒ NO FEE because: BENEFIT
- ☐ \$100.00 with proof of non-profit status
- ☐ \$300 for all others
- ☐ Shall **NOT** be waived
- ☐ Must accompany submitted application
- ☐ Cashier's Check or Money Order issued by US Post Office made payable to City of Bastrop
- ☐ Fee paid with: Cashier's Check # _____ or Money Order # _____

Security Deposit Fee:

- ☒ NO FEE because: BENEFIT
- ☐ \$500.00
- ☐ Shall **NOT** be waived
- ☐ Must accompany submitted application
- ☐ Refunded if City property is clean and free of litter and damage after the event
- ☐ Cashier's Check or Money Order issued by US Post Office made payable to City of Bastrop
- ☐ On file
- ☐ Fee paid with: Cashier's Check # _____ or Money Order # _____

Insurance Certificate:

- ☐ General liability policy in the amount of one million dollars (\$1,000,000.00)
- ☐ The City of Bastrop must be **named** as an insured party
- ☐ Additional affected entities must be **named** as insured parties (i.e., BEDC)
- ☒ Submitted with application to convention center.
- ☐ Will be submitted when received from insurance carrier
- ☐ Letter with intent to insure submitted
- ☐ DBA insurance carrier
- ☐ Chamber of Commerce insurance carrier
- ☐ City of Bastrop insurance carrier

Comments: _____

Site Map Showing Locations of the Following:

- ☐ Vendors; temporary structures (*booths, stages, tents, Moonwalks, carnival rides, etc.*); trailers; vehicles; bikes and motorcycles; watercrafts; aircrafts; equipment; amplification devices; portable toilets; traffic flow for pedestrians, vehicles, and other activities; emergency medical stations; fire lanes, etc
- ☐ Proposed detours and street closures
- ☐ Route for parade, race, or other similar activity, showing start and finish locations
- ☐ Map submitted: ☐ Yes ☒ No

Comments: _____

Sound Permit for Amplified Music, Voices, or Activities (*show location[s] on map*):

- ☒ No, not needed
- ☐ Yes: Permit obtained from Public Works & Parks Department submitted. Locations: _____

Comments: _____

Event: _____ Date(s): _____ Date Submitted: _____

Please complete the following (may continue on separate sheet of paper if necessary). Mark "N/A" if not applicable.

Admission Fees:

- ☒ No
- ☐ Yes: If yes, describe: _____
- Open to public: ☐ Yes ☐ No

Alcoholic Beverages:

- ☒ No
- ☐ Yes. A copy of the TABC (Texas Alcohol Beverage Commission) certificate must be presented to the City Manager for his signature approval; and the City Manager will provide a letter of approval to submit to TABC with their certificate.

Comments: _____

Animals (show location[s] on map):

- ☒ No
- ☐ Yes: Describe types of animals used and plans for handling animal waste: _____

Attendance:

- Anticipated approximate number of persons attending each day of event: 500
- Approximate number of volunteers and workers: 12

Banner Permit:

- Obtain Permit for banners hung on City property. Banners should have air-flow slits to prevent tears and grommets to hold rope. Please provide ropes for hanging. They will be returned to you.

☒ No ☐ Yes: How many? _____ Location? _____

- Banners hung on TXDOT right-of-ways require Permit Form 2057 obtained from Department of Transportation on Hwy 21 and Loop 150, (512) 321-2221. **BANNERS HUNG OVER COLLEGE/PECAN FEEDER ROAD NEXT TO HWY 71 MUST BE MADE OF MESH AND HAVE GROMMETS. PLEASE PROVIDE 10 TO 12 SNAP RINGS AND ROPE FOR HANGING BANNERS. THESE WILL BE RETURNED TO YOU.**

☒ No ☐ Yes

- Banners not retrieved within one (1) week after completion of event may be disposed, destroyed, or otherwise handled as deemed appropriate due to lack of storage space

Comments: _____

Electrical Requirements (show location[s] on map):

- ☒ No
- ☐ Yes: Describe amperage, voltage, and apparatus needs for all activities and vendors: _____

04/05/2012

65

Event: B.H.P.S.

Date(s): _____

Date Submitted: _____

Signature Page

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

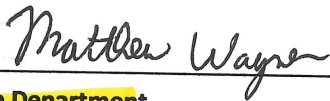
4/2/12

Date

DONALD BARRON

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


☒ Police Department

4-3-12

Date


☒ City Manager

4-3-12

Date


☒ Public Works, Parks, & Recreation Department

4/3/2012

Date

☐ Bastrop Power & Light Department

Date

☐ Water/Wastewater Department

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*
(512) 321-1313 *fax*



04/05/2012

66

Event: B.H.P.S. Date(s): _____ Date Submitted: _____**Sound Permit Application**

Revised 2/24/2012 2:02 PM

City of Bastrop - Public Works, Parks, & Recreation
 1209 Linden Street; Bastrop, Texas 78602
 Tel: (512) 332-8920 • Fax: (512) 321-1313

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: _____

Address: _____

Phone No: _____ Fax No: _____

E-mail address: _____

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

Name of event or activity: _____

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

Location(s) of amplified sound equipment: _____

Start time (AM or PM) : _____ End time (AM or PM): _____

Number of speakers used: _____ Number of amplifiers used: _____

Comments: _____

Signature of Applicant_____
Date

Emergency Services (show location[s] on map):

- First aid station: ☒ No ☐ Yes: Location: _____
- Ambulance service on stand-by: ☐ Yes ☐ No

Fireworks Permit (show location[s] on map):

- ☒ No
- ☐ Yes: Contact State Fire Marshal's office in Austin, (512) 305-7932, www.tdi.state.tx.us
- Person or group handling the firework display: _____

Comments: _____

Inspections (show location[s] on map):

- Temporary structures (stages, booths, tents, canopies, Moonwalks, carnival rides, etc.) and special electrical and water/wastewater needs must be inspected prior to the event
- Flame-retardant material certificate provided to inspector for structures equal to or larger than 200 square feet in diameter
- Contact City of Bastrop Building Official at (512) 332-8840 to schedule an appointment

Comments: _____

Litter Control (show location[s] on map):

- Describe in detail number, size, location, and removal of trash receptacles and disposal of contents: _____

- Cook-off: ☒ No
- Cook-off: ☐ Yes: _____-yard roll-off dumpster ordered by and at applicant's expense: _____

Parking (show location[s] on map):

- Coordination and cost is the responsibility of the Applicant. Describe in detail plans for remote parking area(s) and/or shuttle service to and from parking areas to event, if applicable:

Comments: parking at convention center.

Portable Toilets (show location[s] on map):

- ☒ No
- ☐ Yes: Number and location of units ordered (Jackpot Portable Toilets 512/303-1466 or American PortaCan of Texas 866/315-0990):

Comments: _____

Rodeo Arena:

- ☒ No ☐ Yes: Contact Doug Statin @ (512) 848-3585

Comments: _____

04/05/2012
BAPS

68

Event: _____ Date(s): _____ Date Submitted: _____

Security Plan:

- ☒ No ☐ Yes: Off-duty Bastrop police officers may be available for a fee. Call (512) 332-8600 for information

Comments: _____

Show Barn:

- ☒ No ☐ Yes: Contact Allen Stewart @ (512) 413-8512 or Phyllis Mathison @ (512) 332-6001

Comments: _____

Signage (show location[s] on map):

- ☒ No
- ☐ Yes: Describe number of, location, and type of proposed on-site and off-site signage: _____

Street Closures (show location[s] on map): NA

Temporary Structures, i.e., Booths, Stages, Tents, Moonwalks, Carnival Rides, Etc (show location[s] on map):

- ☒ No
- ☐ Yes: Describe types and uses for event. Identify the person(s) or group using the structure(s): _____

Vehicles, Equipment, Trailers, Watercrafts, Aircrafts, Bicycles, Motorcycles, etc (show location[s] on map):

- ☒ No
- ☐ Yes: Describe types and uses for event: _____

Vendors (show location[s] on map):

- Vendors should have valid tax ID numbers if selling their wares
- Other than food: ☒ No ☐ Yes
- Food vendors: ☒ No ☐ Yes: Each food vendor, whether selling or giving away food, is responsible for obtaining his/her own temporary permit from **Bastrop County Health and Sanitation Department**, 806 Water Street, (512) 332-7276 or (512) 581-7176:

Comments: _____

Water/Wastewater (show location[s] on map):

- ☒ No
- ☐ Yes: Describe water needs and for disposal of wastewater, including capture and containment, as approved by the

Water/Wastewater Department: _____

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 3, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **PUBLIC HEARING: To receive public input/comments regarding request for a replat/resubdivision of Surburbia Estates Lot 22 being approximately 3.496 acres of land, located at 971 Highway 71 W within the ETJ of Bastrop, Texas.**
2. Party Making Request: **Mike and Krista Hosford**
3. Nature of Request: (Brief Overview) Attachments: Yes X X No
4. Policy Implication: _____
5. Budgeted: _____ Yes _____ No _____ N/A
 Bid Amount: _____ Budgeted Amount: _____
 Under Budget: _____ Over Budget: _____
 Amount Remaining: _____
6. Alternate Option/Costs: _____
7. Routing: NAME/TITLE INITIAL DATE CONCURRENCE
a) _____
b) _____
8. Staff Recommendation: **The applicant has completed the plat revisions requested by staff. Staff recommends approval of the replat of Surburbia Estates Lot 22.**
9. Advisory Board: XXXX Recommended Approval _____ Recommended Denial _____ None _____
- The Planning and Zoning Commission conducted a public hearing on March 29, 2012 and voted 6-0 to recommend approval of the replat Surburbia Estates Lot 22.**
10. Manager's Recommendation: _____ Approved _____ Disapproved _____ None _____
11. Action Taken: _____

City of Bastrop

Agenda Information



City Council Meeting Date:

April 10, 2012

Project Description:

Public Hearing, discussion, consideration and possible action for a replat/resubdivision of Surburbia Estates Lot 22 being approximately 3.496 acres of land, located at 971 Highway 71 W within the ETJ of Bastrop, Texas.

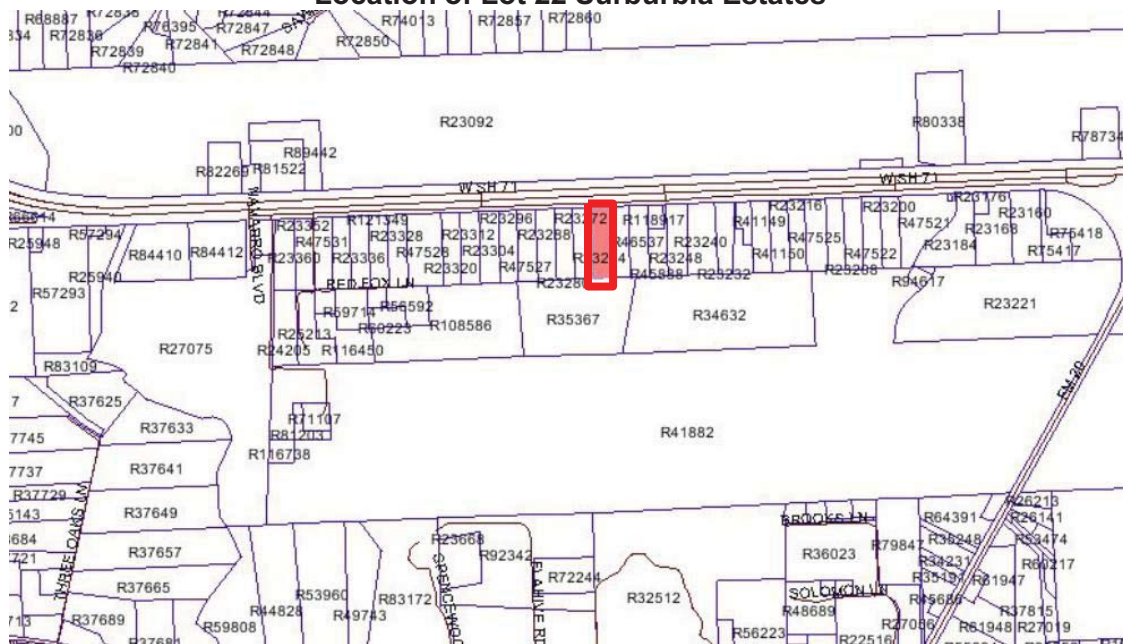
Item Summary:

Owner: Mike and Krista Hosford
Rep/Applicant: Daniel Hart, P.E. Baker-Aicklen & Associates, Inc
Location: Located in the 1 Mile ETJ
Utilities: Aqua water, septic and Bluebonnet electric

Project:

Daniel Hart, Baker-Aicklen & Associates, Inc. representing the property owners Mike and Krista Hosford, are requesting approval of a replat of Lot 22 to create two lots 22-A, being 0.629 acres and 22-B, being 2.867 acres. At the December 13, 2011 City Council Meeting the applicant received variances from the Subdivision Ordinance for lot width/frontage, lot arrangements, depth, lot width to depth ratio and lot size requirements. This plat also meets the City Council recommendation that the joint use drainage and access easement are included in the plat application and all other remaining subdivision requirements are adhered to.

Location of Lot 22 Surburbia Estates



Description:

Surburbia Estates Subdivision was recorded as a subdivision in 1955. Lot 22 is approximately two hundred (200) feet wide and approximately seven hundred and sixty (760) feet in depth and has a total of +/- 3.496 acres. It is located in the Bastrop, Texas extra territorial jurisdiction (ETJ).

The two proposed lots have access onto a two lane feeder road (south of Highway 71) that extends east and west from Koehler Insurance just west of Farm to Market Road 20 to Munday Ford. These lots will share access to Hwy 71 through one access point.

The applicant is replating/ resubdivding this property in conformance with Subdivision Ordinance and with the variances he has received.

Subdivision Variance Received:

The proposed plat was reviewed under Section 7 Suburban Subdivision Standards. December 13, 2011 City Council granted the following variances:

- Section 6.50.2 B, Lot frontage along State Highways shall not be less than three hundred feet (300') unless access is restricted to interior or abutting streets, joint use driveway agreement or access easements. [Current subdivision of Surburbia Estates has lot frontage of 200' which is less than the 300' frontage required. Lot 22A is proposed to be 160' wide and 22B is proposed 40' wide. A Joint Access Easement is proposed between the two lots.]
- Section 6.110.3, Lot Arrangements states that special care shall be given in the design of the subdivision lot layout to avoid inclusion of flag shaped lots. Lot 22B will be the flagged shaped lot of forty (40') foot width. [After subdivision, Lot 22A will be 160 feet wide and 171 feet deep, thus, does not constitute a flag shape.]
- Section 7.10.1, Definition of a Suburban Subdivision is one in which the minimum lot width is 125' and overall lot size is a minimum of one acres if OSSF systems are used. After subdivision Lot 22A is proposed to be 0.629 acres is less than the minimum lot size requirement. [After subdivision, Lot 22B will be 2.867 acres in size thus, does not require a variance for lot acreage.]
- Section 7.10.2 A., Minimum lot width shall be one hundred and twenty-five feet (125'). Lot 22B is proposed to have forty foot (40') frontage and the Joint Access Easement is considered to be a portion of the 'front' of Lot 22B and, thus, will require a variance to the minimum lot width requirement. [After subdivision, Lot 22A will be 160 feet wide and, thus, does not require a variance for lot width.]
- Section 7.10.2 C, Minimum rear setback for primary structures shall be forty (40) feet. The applicants are requesting a variance to allow a twenty-five (25) foot rear setback for proposed Lot 22A which is less than the required 40' [After subdivision, Lot 22B will be able to meet the rear setbacks.]
- Section 7.10.2 F., Minimum lot depth shall be two hundred feet (200'). Lot 22A is proposed to have approximately one hundred and seventy feet (170') depth. [After subdivision, Lot 22B will have approximately 590' depth on its shortest side thus, does not require a variance for lot depth.]
- Section 7.10.2 G., Lot depth ratio, states the minimum lot depth relation shall not exceed 3 to 1. Lot 22B ratio (590' to 40') is approximately 15 to 1. [After subdivision, Lot 22A will have approximately 1 to 1 ratio thus, does not require a variance for lot depth ratio.]

Comments: Five (5) adjacent property owner notifications were mailed 3/15/2012. No public comments have been received.

Staff Recommendation:

This is a public hearing item. The applicant has completed the plat revisions requested by staff. Staff recommends approval of the replat of Surburbia Estates Lot 22.

Planning and Zoning Recommendation:

The Planning and Zoning Commission conducted a public hearing on March 29, 2012 and voted 6-0 to recommend approval of the replat Surburbia Estates Lot 22.

City Contact:

Melissa M. McCollum, AICP, LEED AP, Director
Planning and Development Department

Attachments:



04/05/2012

Parcel Location Map

Replat for Lot 22, Surburbia Estates
within the City of Bastrop ETJ

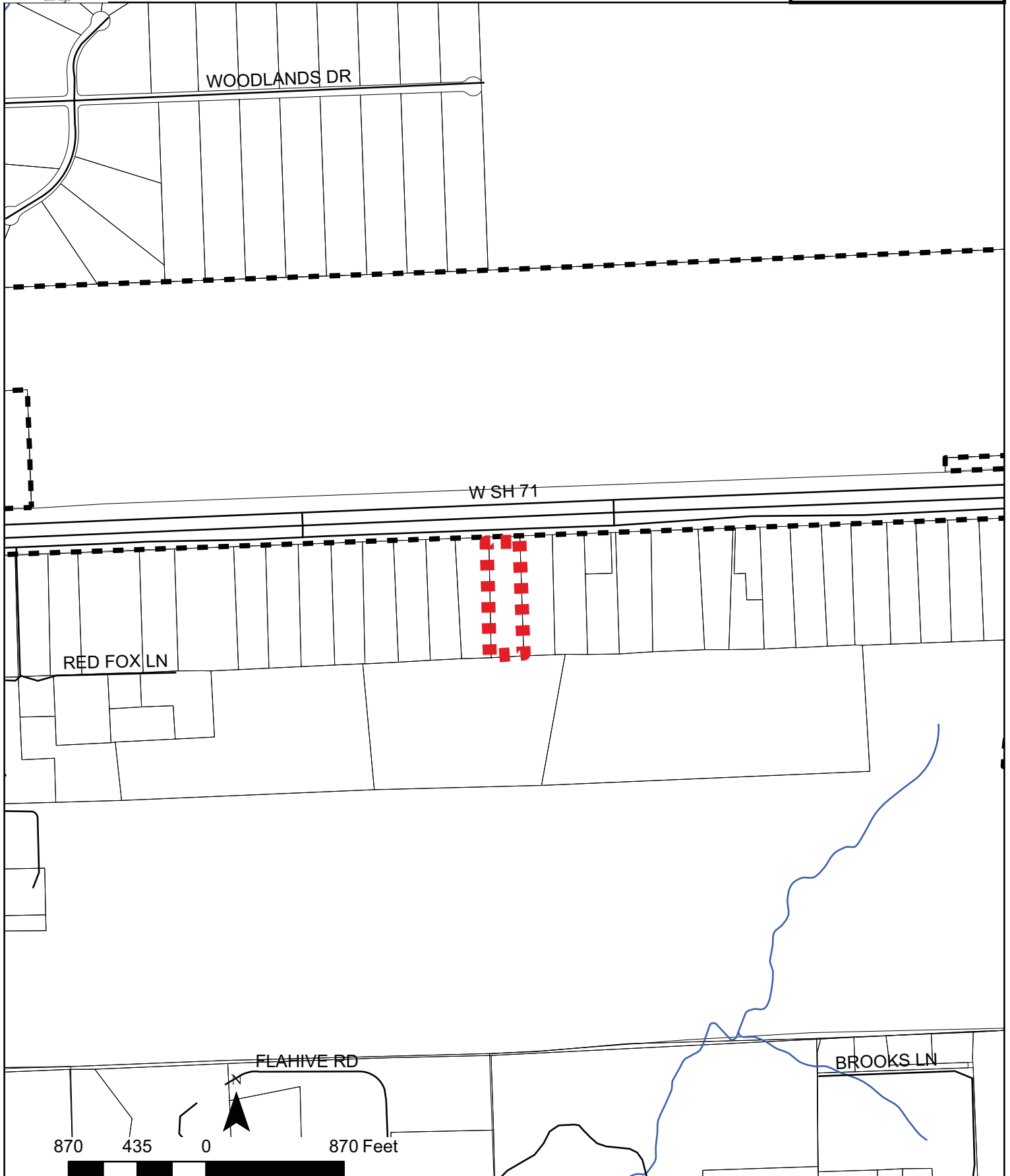
Legend

73

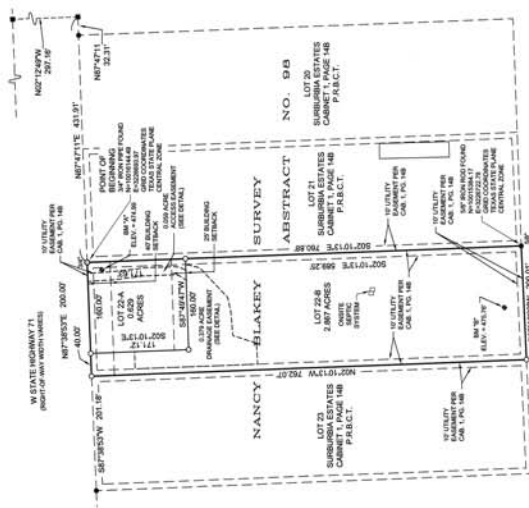
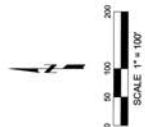
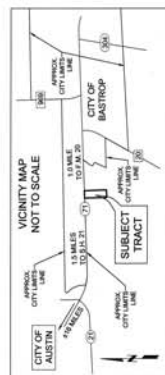
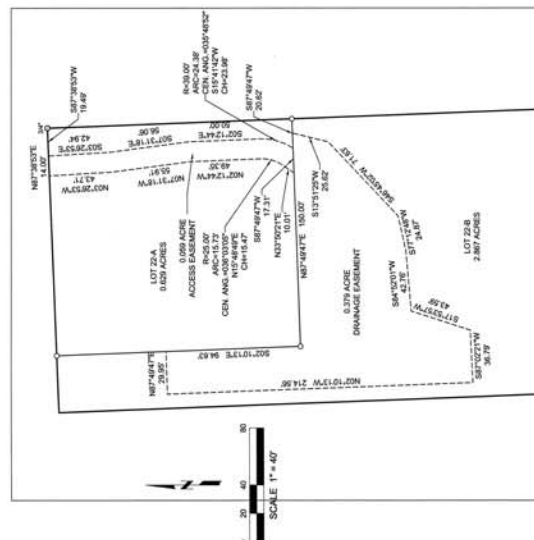
— roads

□ Parcels

▤ Bastrop City Limits



FINAL PLAT OF
REPLAT OF LOT 22
"SARBURIA ESTATES"

EASEMENT
DETAIL

LEGEND

- IRON ROD FOUND
- IRON PIPE FOUND
- 1/2" IRON ROD WITH "BLAKE-AKLEN"
- TxDOT TYPE I CONCRETE MONUMENT FOUND

P.R.B.C.T.	PLAT RECORDS, BASTROP COUNTY, TEXAS
D.R.B.C.T.	DEED RECORDS, BASTROP COUNTY, TEXAS

RESEARCHERS

BM "A", COTTON GIN SPINDLE SET IN WEST SIDE OF POWER POLE LOCATED IN THE NORTHEAST CORNER OF LOT 22; ELEV. 474.99 NAVD-88

VARANCES FROM THE FOLLOWING CODES, AS DESCRIBED, WERE APPROVED BY THE CITY COUNCIL OF BASTROP, TEXAS, DECEMBER 13, 2011:

- [illegible]

- [illegible]

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 3, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Consideration, discussion and possible action on the replat/resubdivision of Surburbia Estates Lot 22, being approximately 3.496 acres of land, located at 971 Highway 71 W within the ETJ of Bastrop, Texas.**

2. Party Making Request: **Mike and Krista Hosford**

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

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No N/A

Bid Amount: _____

Budgeted Amount: _____

Under Budget: _____

Over Budget: _____

Amount Remaining: _____

6. Alternate Option/Costs: _____

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

a) _____

8. Staff Recommendation: **The applicant has completed the plat revisions requested by staff. Staff recommends approval of the replat of Surburbia Estates Lot 22.**

9. Advisory Board: **XXXX** Recommended Approval ____ Recommended Denial ____ None

The Planning and Zoning Commission conducted a public hearing on March 29, 2012 and voted 6-0 to recommend approval of the replat Surburbia Estates Lot 22.

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

11. Action Taken: _____

City of Bastrop

Agenda Information Sheet:



City Council Meeting Date:

April 10, 2012

Public Notice Description:

Public Hearing, consideration and possible action on a request for a zone change from AOS, Agriculture Open Space to MF-2, Multi-Family Dwelling-2 for +/-11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive within the City limits of Bastrop, Texas.

Item Summary:

Owner: DM Pecan Park Associates, LTD, Duke McDowell
Applicant: Lynn Alderson, Alderson Group
Location: Between Perkins Street and Childers Drive
Utilities: City water, sewer, and Bluebonnet electric
Zoning: AOS, Agriculture Open Space
Land Use Plan: Agricultural/Rural

Background/Request:

The 11.20 acres, located primarily behind Walmart the west of the terminus of Childers Drive. The property is currently vacant and is used agriculturally. The property is located adjacent to residentially zoned property. The tract currently has no street frontage. Future access could be gained from the extension of Childers Drive, but is not currently constructed. City Council has approved an amendment to the Thoroughfare Plan to have a collector level street that is proposed to extend from the proposed Schaffer Boulevard (HWY 71 by Wendy's) and extend through the owners remaining tract to connect to Childers Drive.

The Pecan Park Final Plat was approved by City Council in November 2005, but has never been recorded. The 2005 plat designates this property as part of a "reserve tract" which could be re-subdivided in the future once the plat is recorded. The property owner is currently working with Staff to either record his "approved but not recorded" Final Plat or replat the entire property.

This property was previously part of a 37.54 acre rezoning request in September 2008 for MF-2 that was denied by City Council. The owners/applicants do not have a particular layout in mind, but hope MF-2 will allow flexibility.

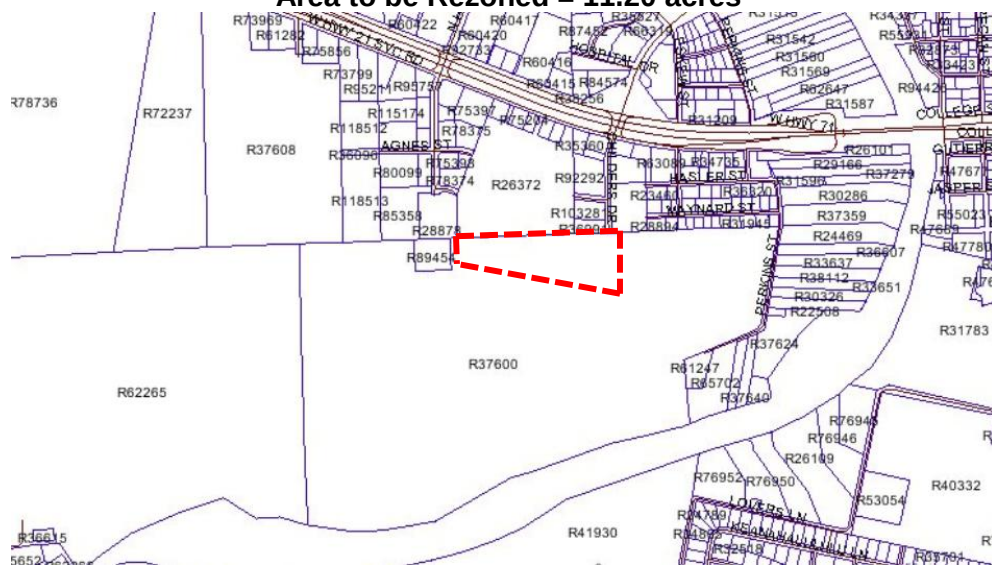
MF-2, Multiple – Family -2 District would allow a density of up to twenty-five (25) dwelling units per acre. The principal permitted land uses include low-rise multiple-family dwellings and garden apartments. This district should be located adjacent to a major thoroughfare and serve as a buffer between retail/commercial development or heavy automobile traffic and medium or low density residential development.

Permitted uses are Multiple-Family Dwellings greater than two units per building.

The following chart depicts general lot size and zoning minimums for residential zoned districts.

<u>District</u>	<u>Min. Lot Area</u>	<u>Min. Dwelling Unit Size</u>	<u>Min. Lot Width</u>	<u>Min. Lot Depth</u>	<u>Min. Front Yard</u>	<u>Min. Interi or Side Yard</u>	<u>Min. Side when two-story & adj. SF Zone</u>	<u>Min. Ext. Yard (See Sec.43.3)</u>	<u>Min. Rear Yard</u>	<u>Min. Rear when two-story & Adj. SF Zone</u>	<u>Max. Height of Build</u>	<u>Max. Lot Coverage by Build</u>
A	3 acres	1400 sq. ft.	200'	200'	50'	10%/30'		30'	30'		2.5 stories	30%
SF-20	20,000 sq. ft.	1800 sq. ft.	110'	150'	30'	10'		20'	25'		2.5 stories	35%
SF-9	9,000 sq. ft.	1600 sq. ft.	70'	115'	25'	10'		15'	25'		2.5 stories	40%
SF-8	8,000 sq. ft.	1200 sq. ft.	65'	110'	25'	10'		15'	20'		2.5 stories	45%
SF-7	7,000 sq. ft.	1000 sq. ft.	60'	110'	25'	10'		15'	15'		2.5 stories	50%
2F	5/10,000 sq. ft.	1000 sq. ft.	40/80'	110'	25'	10'		15'	10/20'		2.5 stories	50%
SFA	3,000 sq. ft.	1000 sq. ft.	25'	100'	25'	0'		15'	10/20'		2.5 stories	70%
MF-1	10,000 sq. ft.	600 sq. ft.	100'	100'	25'	15'	60'	15'	35'	80'	2.5 stories	50%
MF-2	15,000 sq. ft.	600 sq. ft.	100'	125'	25'	15'	60'	15'	35'	80'	2.5 stories	50%

Area to be Rezoned = 11.20 acres



Aerial of are to be Rezoned to MF-2 = 11.20 acres



Proposal:

The owner/applicant is requesting a zoning change to MF-2, Multiple-Family-2 District. Staff has not seen a proposed layout or design of the proposed development.

The following chart depicts general residential uses and identifies which uses are allowed within the zoning districts. I have highlighted MF-2.

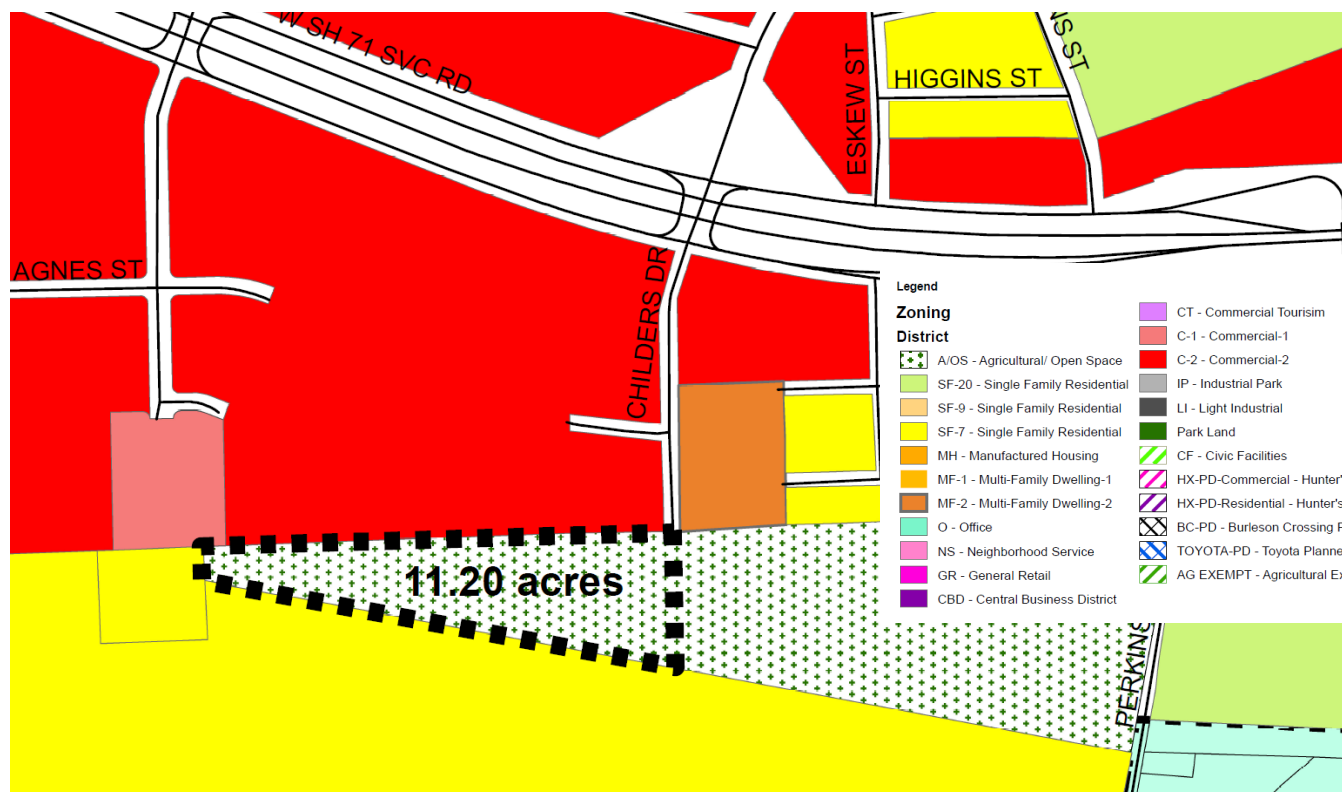
USE CHART ZONING ORDINANCE CITY OF BASTROP, TEXAS																					
	AOS	SF20	SF9	SF8	SF7	2F	SFA	MF1	MF2	MH	O	NS	GR	CBD	CT	C-1	C-2	IP	LI	PD	MHO
X = Permitted in District; = Prohibited in District; C = May be allowed with a Conditional Use Permit																					
Primary Residential Uses Sec. 36.2																					
Bed and Breakfast Inn or Facility	X	C	C	C	C	C	C	X	X		X	X	X	X	X	X	X			X	
Boarding or Rooming House								X	X		X	X	X	X						X	
Community Home (per State Statue)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
	AOS	SF20	SF9	SF8	SF7	2F	SFA	MF1	MF2	MH	O <th>NS</th> <th>GR</th> <th>CBD</th> <th>CT</th> <th>C-1</th> <th>C-2</th> <th>IP</th> <th>LI</th> <th>PD</th> <th>MHO</th>	NS	GR	CBD	CT	C-1	C-2	IP	LI	PD	MHO
Fraternity or Sorority House								X	X		X	X	X	X							
Housing for the Elderly/Senior								X	X		X	X	X	X						X	
Manurfactured/HUD-Code Mobile Home	C	C	C	C	C					X										X	X

Manufactured Home Park										X									X	X
Mobile Home Subdivision										X									X	X
Multiple Family Dwelling (Apartment)									X	X	X	X	X						X	
Multiple Family Dwelling (Quadrplex)								X	X	X	X	X	X							
Patio Home (Zero Lot Line Dwelling)																			X	
Single Family Dwelling Attached						C	X	X	X					X					X	
Single Family Dwelling Detached		X	X	X	X	X	X	X	X	X				X	X				X	X
Two Family Dwelling (Duplex)						X	X	X	X										X	
Accessory and Incidental Uses Sec. 36.3																				
Accessory Building (Residential) +240 s.f. -	X	C	C	C	C	C	C	C	X		X	X	X	X	X	X	X	X	X	
Accessory Building (Residential) -240 s.f.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Accessory Building Non Residential (Bus/Ind)												X	X	X	X	X	X	X	X	
Caretaker's or Guard's Residence	X	C							X	X		X	X	X	X	X	X	X	X	X
Garage/Accessory Dwelling (See Sec 40.4)	X	X	C	C	C	C	C	X	X		X	X	X	X	X	X	X	X	X	
Home Occupation	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Off street Parking Incidental to Main Use	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Swimming Instruction as Home Occupation	C	C	C	C	C	C	C	C	C	C	X	X	X	X	X	X	X	X	X	C
Swimming Pool (Private)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Temp Field Office/Const.Yard or Office																				
Subject to Permit issued by Building Official																				
Tennis Court (Lighted)	C	C							C		X	X	X	X	X	X	X	X	X	C
Tennis Court (Private)(No Lights)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Surrounding Zoning and Land Uses:

Location	Zoning	Future Land Use Plan
North (Commercial)	C-2, Commercial	Retail/Office
South (Vacant, same owner)	SF-7, Residential	Agricultural/Rural
East (Vacant, same owner)	AOS, Agricultural Open Space	Agricultural/Rural
West (Vacant, same owner)	SF-7, Residential	Agricultural/Rural

Existing Zoning Map



Future Land Use Map



Comprehensive Plan Conformance:

The City's Comprehensive Plan, adopted by Bastrop City Council on May 8, 2001, serves as a guide for land use policy decisions to be made by the City. State law requires that zoning regulations are in conformance with the City's Comprehensive Plan. The Land Use chapter of the Comprehensive Plan establishes land use policy priorities and goals for the City's future development. In establishing these policies, the Comprehensive Plan divides the community into various land use categories.

The Subject Tract is designated on the future Land Use Plan map as Agricultural/Rural Development.

Agriculture and Rural Development (Beige)

Cultivated cropland, orchards/vineyards, pasture and sparsely populated areas that are still distinct from more urbanized areas

The policy goals, objectives and action items related to residential land uses in the City's currently approved Comprehensive Plan are as follows:

Goal 3: Provide a variety of safe and high quality residential areas that meet the needs of Bastrop's residents.

Objective A: Provide suitable areas for a variety of residential types and densities.

Action 1: Identify appropriate locations for single family and multi-family residential areas on the Future Land Use Plan, taking into consideration accessibility, site suitability, utility availability and environmental factors.

Chapter 7, Housing, Bastrop Comprehensive Plan, outlined that multi-family development is needed in Bastrop. This location diminishes some of the concerns for large multi-family, and preserves existing neighborhoods.

In addition, when the Comprehensive Plan Steering Committee initially discussed Bastrop's strengths and challenges, the diversity of the City's housing stock was identified as a strength, but the need for more multi-family housing was listed among the City's challenges. Some of the issues cited in the Land Use element also apply to this element, such as: (page 7-2)

- Providing all levels of housing, particularly more single-family subdivisions
- Preserving the pedestrian nature of Bastrop's established neighborhoods
- Protecting older neighborhoods
- Providing adequate zoning protection for residential areas
- Maintaining a "small community" versus "big city" atmosphere

The City will also need to address land use compatibility concerns related to multi-family housing developments by ensuring appropriate locations, design and buffering so that the community will be receptive to this needed housing type. (page 7-10)

In General

- Potential negative land use impacts (noise, odor, pollution, excessive light, traffic, etc.) should

be considered and minimized.

- Neighboring land uses should not detract from the enjoyment or value of properties.
- Transportation access and circulation should be provided for uses that generate large numbers of trips. Pedestrian and bicycle access should be addressed where appropriate.
- Compatibility with existing uses should be maintained. Well planned, mixed uses which are compatible are to be encouraged.
- Floodplain areas should not be encroached upon by future development unless there is compliance with stringent floodplain management practices. These areas should be used for parks or recreational or related purposes, or for agricultural uses.
- Environmentally sensitive areas should be protected, including wildlife habitat areas and topographically constrained areas within the floodplain.

Residential

- Schools, parks and community facilities should be located close to or within residential neighborhoods.
- Residential areas should not be next to industrial areas.
- Houses should have direct access to residential streets but not to primary streets.
- Houses should not be adjacent to major highways.
- Residential and commercial areas may be adjacent if separated by a buffer.
- Neighborhoods should be buffered from primary streets.
- Residential developments should include adequate area for parks and recreation facilities, schools and churches.
- Manufactured homes should be located at appropriate sites within the city where there are similar homes.

Other General Observations

In addition to the zoning recommendations above, the following observations are also provided for the City's consideration:

- The City should use its zoning and regulatory authority to influence development types, site design (building placement and bulk, parking, landscaping, etc.) and aesthetics at "gateway" locations into Bastrop.
- Zoning regulations should be carefully applied along proposed new roadways depicted on the Bastrop Thoroughfare Plan to regulate development intensity, promote aesthetic quality, and manage access effectively to protect the long-term traffic capacity and safety of Bastrop's principal roadways.
- The 2020 Land Use Plan includes recommended but generalized future land use for the City's primary growth area to the west of the current city limits. The future land use plan should serve as initial guidance for more detailed land use planning as these areas are considered for potential annexation, whereupon the City's zoning regulations would be applied to these areas for the first time.

Future Land Use Designation:

The Comprehensive Plan also establishes a future Land Use Plan map that distributes the various land use districts throughout the City's planning area. While the future Land Use Plan map is not intended to

be a parcel specific or mandate for how land is developed, it is the primary guide for the City in evaluating development proposals. When a development proposal differs from the future Land Use Plan, it is the responsibility of the City to determine whether the proposal is in keeping with the general goals and objectives of the Comprehensive Plan.

The Subject Tract is designated on the future Land Use Plan map as Agriculture and Rural Development. If the Planning and Zoning Commission and City Council find that the requested zoning MF-2, Multi Family- 2 is appropriate, the Planning and Zoning Commission and City Council should take the necessary steps to update to the future Land Use Plan map during the annual amendment process to change the land use designation of the Subject Property to Apartments (or more appropriate district), the adjacent neighboring use category, that is most appropriate to those use allowed in the zoning district for the Subject Tract.

Comments: Six (6) adjacent property owner notifications were mailed 3/7/2012. No public comments have been received.

Staff Basis of Support:

Staff supports the zoning change, because it works with similar and surrounding uses, being that the proposed location does not diminish the value of existing neighborhoods and future neighborhoods, and the future residents of the apartments would be close to the retail and services they need. The property is vacant, and is proposed for multi-family development and MF-2, Multiple-Family-2, is appropriate at this midpoint between the commercially zoned properties to the north and future residential to the south. This will also be appropriate when the thoroughfare of Childers is constructed. The Future Land Use Plan will need to be updated, prior to a change in the zoning district.

Staff Recommendation: Staff recommends approval of the requested zoning change from AOS, Agriculture Open Space, to MF-2, Multi-Family Dwelling-2 for +/-11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive provided the Land Use Plan is updated during the amendment process in the future to reflect the proposed use/zoning.

Planning and Zoning Recommendation:

The Planning and Zoning Commission conducted a public hearing on March 29, 2012 and voted 6-0 to recommend approval of the zone change from AOS, Agriculture Open Space, to MF-2, Multi-Family Dwelling-2 for +/-11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive within the City limits of Bastrop, Texas.

City Contact:

Melissa M. McCollum, AICP, LEED AP - Director
Planning and Development

Attachments:

Letter from property owner request and surrounding

AG
VC

MAR 06 2012

March 6, 2012

Yvonne Pritchard
City of Bastrop Planning Department
1311 Chestnut Street
Bastrop, Texas 78602

RE: Change in Zoning for 11.20 Acres known as Pecan Park

Dear Ms. Pritchard:

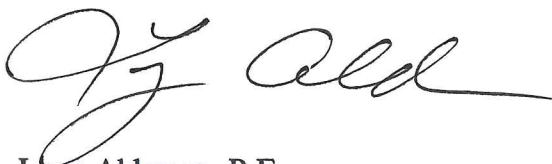
Please find the attached a formal application for zoning change for an 11.20 acre property fronting on Childers Drive in the City Limits of Bastrop, Texas. The property is currently undeveloped and zoned Agricultural/ Open Space (A/O). The request is for an up zoning to Multi-Family Dwelling-2 (MF-2).

The subject property is described as follows:

Being an 11.20 acre tract of land out of the Mozea Rousseau Survey,
Abstract No. 56, in Bastrop County Texas as recorded in volume 1482
page 70 of the Official Records of Bastrop County, Texas.

A copy of metes and bounds for this tract has been included with this submittal. Should you have any questions or require additional information please contact my office. Thank you for your assistance with this application.

Sincerely,



Lynn Alderson, P.E.
Principal

Cc: Duke McDowell-DM Pecan Park Associates, LTD

Alderson Group Inc.

400 Highway 290 West • Bldg. B • Ste. 203 • Dripping Springs, Texas 78620

P (512) 364-0989 • F (512) 858-2455

Texas Registered Engineering Firm F-11820

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 3, 2012

MEETING DATE: April 10 2012

1. Agenda Item: **Consideration, discussion and possible action on the FIRST READING of a proposed Ordinance granting a zoning district change from AOS, Agriculture Open Space, to MF-2, Multi-Family Dwelling-2 for +/-11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive in the City limits of Bastrop, Texas; and establishing an effective date.**

2. Party Making Request: **DM Pecan Park Associates, LTD, Duke McDowell**

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

4. Policy Implication: _____

5. Budgeted: _____ Yes _____ No N/A

Bid Amount: _____

Budgeted Amount: _____

Under Budget: _____

Over Budget: _____

Amount Remaining: _____

6. Alternate Option/Costs: _____

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

a) _____

8. Staff Recommendation: **Staff recommends approval of the requested zoning change from AOS, Agriculture Open Space, to MF-2, Multi-Family Dwelling-2 for +/-11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive provided the Land Use Plan is updated during the amendment process in the future to reflect the proposed use/zoning.**

9. Advisory Board: **XXXXXX** Recommended Approval ____ Recommended Denial ____ None

The Planning and Zoning Commission conducted a public hearing on March 29, 2012 and voted 6-0 to recommend approval of the zone change from AOS, Agriculture Open Space, to MF-2, Multi-Family Dwelling-2 for +/-11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive within the City limits of Bastrop, Texas.

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

11. Action Taken: _____

ORDINANCE NO. _____

AN ORDINANCE GRANTING A ZONING DISTRICT CHANGE FROM AOS, AGRICULTURE OPEN SPACE TO MF-2, MULTI-FAMILY DWELLING FOR +/- 11.20 ACRES WITHIN THE MOZEA ROUSSEAU SURVEY, A-56, LOCATED SOUTH OF CHILDERS DRIVE IN THE CITY LIMITS OF BASTROP, TEXAS; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, DM Pecan Park Associates, LTD, Duke McDowell (hereinafter referred to as "Applicant") submitted a request for a zone change from AOS, Agriculture Open Space to MF-2 Multi-Dwelling for +/- 11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive in the city limits of Bastrop, Bastrop County, Texas, hereinafter referred to as "the Property"; and

WHEREAS, A copy of the metes and bounds and a location map, is included as Exhibit A; and

WHEREAS, the Property is currently zoned as AOS, Agriculture Open Space; and

WHEREAS, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of the rezoning request was given to all property owners located within two hundred feet of the Property, and the Planning and Zoning Commission of the City of Bastrop held a public hearing on the Applicant's rezoning request March 29, 2012; and

WHEREAS, after notice and hearing, the Planning and Zoning Commission has recommended a MF-2, Multi-Dwelling zoning designation for the Property; and

WHEREAS, pursuant to Section 10.4 of the City's Zoning Ordinance, notice of rezoning request was given as required by the Ordinance, and the City Council of the City of Bastrop held a public hearing on the rezoning on April 10, 2012 to consider the Applicant's request to rezone the Property to CBD, Central Business District; and

WHEREAS, after consideration of public input received at the hearing, the information provided by the Applicant, and all other information presented, City Council finds that it is in the public interest to approve the rezoning of the Property currently zoned as AOS, Agriculture Open Space to MF-2 Multi-Dwelling.

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

Part 1: The Property, being more particularly described as +/- 11.20 acres within the Mozea Rousseau Survey, A-56, located south of Childers Drive in the city limits of Bastrop, Bastrop County, Texas, as shown on Exhibit "A", shall and is hereby rezoned from its prior designation AOS, Agriculture Open Space to MF-2, Multi-Family Dwelling.

Part 2: This ordinance shall take effect upon passage and in accordance with the laws of the State of Texas.

READ and APPROVED on First Reading on the 10th day of April 2012.

READ and ADOPTED on the Second Reading on the _____ day of _____ 2012.

APPROVED:

ATTEST:

Terry Orr
Mayor

Teresa Valdez
City Secretary

STATE OF TEXAS
COUNTY OF BASTROP

11.20 ACRES – PARCEL G
MOZEA ROUSSEAU
SURVEY, A-56

DESCRIPTION

DESCRIPTION OF A 11.20 ACRE TRACT OF LAND OUT OF THE MOZEA ROUSSEAU SURVEY, A-56, BASTROP COUNTY, TEXAS, AND BEING A PORTION OF A TRACT OF LAND CALLED TO BE 189.952 ACRES, CALLED TRACT A-1, DESCRIBED IN A DEED TO DM PECAN PARK ASSOCIATES, LTD, OF RECORD IN VOLUME 1482, PAGE 70, OF THE OFFICIAL PUBLIC RECORDS OF BASTROP COUNTY, TEXAS, SAID 11.20 ACRES BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at an iron rod with cap marked "LCRA" found in the south line of Lot 1, Block B, *Beck, N.H.P., & Prokop Subdivision, Section One*, a subdivision of record in Cabinet 3, Page 181B – 182A, of the Plat Records of Bastrop County, Texas, at the northeast corner of a tract of land called to be 2.798 acres, conveyed to the Lower Colorado River Authority, in Volume 1314, Page 30, of the Official Public Records of Bastrop County, Texas, described in Volume 1132, Page 490, of the Official Public Records of Bastrop County, Texas, said iron rod being a northwest corner of said 189.952 acre tract, and the northwest corner of the herein described tract;

THENCE, with the north line of said 189.952 acre tract, the following four (4) courses:

- 1) N 86° 57' 03" E, 75.63 feet to a ¼ inch iron rod found at the southeast corner of said Lot 1, Block B, *Beck, N.H.P., and Prokop Subdivision Section One*, same being the southwest corner of Lot 1, *Resubdivision of Lot 1, Bastrop West Commercial, Section Two*, a subdivision of record in Cabinet 3, Page 26-A, of the Plat Records of Bastrop County, Texas;
- 2) N 87° 53' 15" E, 1186.70 feet to a ½ inch iron rod found at the southeast corner of said Lot 1, *Resubdivision of Lot 1, Bastrop West Commercial*, same being the southwest corner of a tract of land called to be 0.948 acres, described in a deed to Jayaenkat, LTD, of record in Volume 1915, Page 482, of the Official Public Records of Bastrop County, Texas;
- 3) N 87° 48' 17" E, 322.86 feet to a ½ inch iron rod found at the southeast corner of said 0.948 acre tract, same being the southwest corner of Childers Drive;
- 4) N 87° 30' 46" E, 25.13 feet to a point in the south line of said Childers Drive, for the northeast corner of the herein described tract;

THENCE, S 00° 53' 43" E, across said 189.952 acre tract, 501.05 feet to a point in the northerly line of a one hundred foot (100') wide Electric Easement of record in Volume C, Page 417, of the Court Minutes of Bastrop County, Texas, said point being the southeast corner of the herein described tract;

THENCE, N 78° 16' 53" W, across said 189.952 acre tract, with the northerly line of said 100 foot wide Electric Easement, 1647.31 feet to a point in the east line of said Lower Colorado River Authority tract, for the southwest corner of the herein described tract;

THENCE, N 02° 10' 23" W, with the east line of said Lower Colorado River Authority tract, 105.26 feet to the POINT OF BEGINNING containing 11.20 acres of land within these metes and bounds.

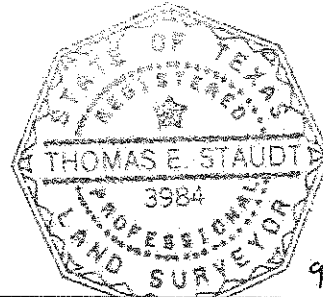
Description accompanied by sketch.

Surveyed by: *Staudt Surveying, Inc.*

P.O. Box 1273

Dripping Springs, Texas 78620

512-858-2236



Th E Staudt

Thomas E. Staudt Registered Professional Land Surveyor No. 3984

9/15/11

Date

BEARING BASE STATE PLANE COORDINATES NAD83/TEXAS
SOUTH CENTRAL ZONE, SCALE FACTOR 0.99998242
LCRA CONTROL MONUMENTS A753, A279, J805, & SHD2

92

NORTH

CHILDERS DRIVE

Called 0.948 Acres
Jayaenkak, LTD
Vol. 1915, Pg. 482,
OPRBCT

N 87°48'17" E
322.86'

N 87°30'46" E
25.13'

Tract A-1
Called 189.952 Acres
DM Pecon Park Associates, LTD
Vol. 1482, Pg. 70,
OPRBCT

PARCEL G
11.20 ACRES

MOZEA ROUSSEAU SURVEY A-56
N 78°16'53" W 1647.31'
100' Wide Electric Easement, Vol. C, Pg. 417,
Court Minutes Bastrop Co.

N 87°53'15" E 1186.70'

N 86°57'03" E 75.63' 3/4"

LCRA
POB
Parcel G

Called 2.798 Acres
Lower Colorado River
Authority Vol. 1314, Pg. 30,
Described In
Vol. 1132, Pg. 490,
OPRBCT

NOTE:

This sketch does not show improvements and all easements that affect this property.

LEGEND

- 1/2" IRON ROD FOUND--UNLESS NOTED
- ⊙ IRON ROD W/CAP SET
- ⊠ IRON ROD W/CAP FOUND
- ◻ MARKED PROPERTY CORNER--UNLESS NOTED
- IRON PIPE FOUND--SIZE NOTED
- ⊞ TXDOT MONUMENT
- POC POINT OF COMMENCING
- POB POINT OF BEGINNING

STAUDT SURVEYING, INC.

Thomas E. Staudt
RPLS # 3984
P.O. Box 1273
Dripping Springs, Texas 78620
(512)858-2236

SKETCH TO ACCOMPANY DESCRIPTION OF

PARCEL G, 11.20 ACRES

OUT OF THE

MOZEA ROUSSEAU SURVEY, A-56

BASTROP COUNTY, TEXAS

200 100 0 200 400

GRAPHIC SCALE IN FEET

Rev:

Date: SEPTEMBER 15, 2011

Dr. By: TES

Job #: 11123

DWG #: ZONEG



04/05/2012

Parcel & Zoning Location Map

Rezone: AOS to MF-2 for 11.20 acres

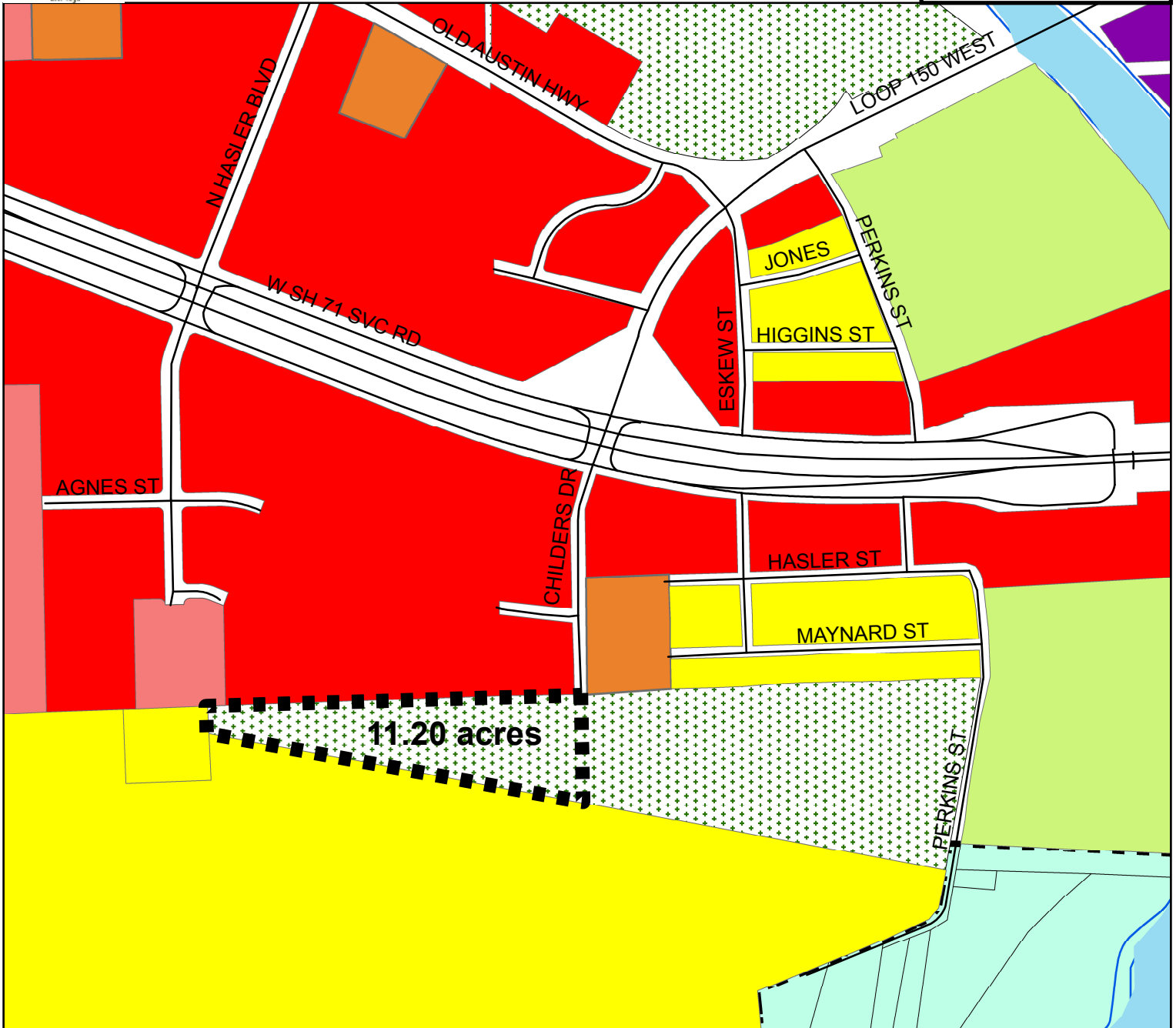
Legend

93

roads

Parcels

Bastrop City Limits



Legend

Zoning

District

- A/OS - Agricultural/ Open Space
- SF-20 - Single Family Residential
- SF-9 - Single Family Residential
- SF-7 - Single Family Residential
- MH - Manufactured Housing
- MF-1 - Multi-Family Dwelling-1
- MF-2 - Multi-Family Dwelling-2
- O - Office
- NS - Neighborhood Service
- GR - General Retail
- CBD - Central Business District

- CT - Commercial Tourism
- C-1 - Commercial-1
- C-2 - Commercial-2
- IP - Industrial Park
- LI - Light Industrial
- Park Land
- CF - Civic Facilities
- HX-PD-Commercial - Hunter's Crossing Planned Development
- HX-PD-Residential - Hunter's Crossing Planned Development
- BC-PD - Burleson Crossing Planned Development
- TOYOTA-PD - Toyota Planned Development
- AG EXEMPT - Agricultural Exempt Agreement

730 365 0 730 Feet

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 10, 2012

MEETING DATE: April 3, 2012

1. Agenda Item: **Consideration, discussion and possible action on awarding the bid for Pecan Street Wastewater Improvements Project.**

2. Party Making Request: **Michael H. Talbot**

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

The City opened bids for the Pecan Street Wastewater Improvements Project on March 26, 2012. The low bidder was KIVA construction from Buda, Texas. Attached is letter from the City Engineer recommending awarding the bid KIVA and copy of the bid tabulation sheet.

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) _____

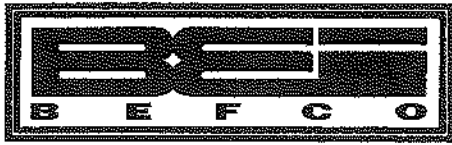
c) _____

8. Staff Recommendation:

9. Advisory Board: _____ Approved _____ Disapproved _____ None

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

11. Action Taken: _____



Texas Registered Engineering Firm F-2011

BEFCO ENGINEERING, INC.
Consulting Engineering/Land Surveying
P.O. BOX 615 485 NORTH JEFFERSON
LA GRANGE, TEXAS 78945-0615
979 / 968-6474 FAX 979 / 968-3056
www.befcoengineering.com E-mail: office@befcoengineering.com

April 3, 2012

Mr. Mike Talbot
City Manager
City of Bastrop
P.O. Box 427
Bastrop, Texas 78602

RE: City of Bastrop
Pecan Street Wastewater Improvements
BEFCO Job No. 11-5328

Dear Mike:

On March 26, 2012, the City of Bastrop received bids for the Pecan Street Wastewater Improvements Project. There were eight (8) bids received as shown on the attached bid tabulation sheet. They ranged in price from \$115,683 to \$343,874 for the total bid items (nos. 1-5).

The low bidder was KIVA, Inc. from Buda. KIVA, Inc. is presently constructing the new wastewater improvements at Fisherman's Park for the restrooms and splash pad. They are progressing at an acceptable rate and their workmanship is good.

BEFCO recommends that the City of Bastrop award the Pecan Street Wastewater Improvements Project to KIVA, Inc. as the most responsive bidder. The contract will be in the amount of \$115,683.

If you have any questions, please advise. I am thanking you and the City for continued confidence and support.

Very truly yours,

BEFCO ENGINEERING, INC.

Gene Kruppa, P.E., R.P.L.S.

GK:bms

Attachment – Bid Tab

"Proficient, practical engineering and land surveying services with a sense of small-town values and care".

CITY OF BASTROP
WASTEWATER LINE IMPROVEMENTS
BEFCO JOB NO. 11-5328
March 26, 2012

96

Item No.	Est. Qty.	Units	Description in Words	KIVA, Inc. 1501 Hillside Terrace Buda, TX 78610				Gro-Mex Const. 2801 Prairie Creek Rd. Granite Shoals, TX 78654				Supak Construction P.O. Box 325 Orchard, TX 77464				Patin Construction 3800 West 2nd Street Taylor, TX 78574			
				Unit	Price	Total		Unit	Price	Total		Unit	Price	Total		Unit	Price	Total	
1	120	LF	8" SDR-26 Heavy Wall PVC Sewer Pipe (0'-6" CUT)		\$ 39.00	\$ 4,680.00			\$ 48.00	\$ 5,760.00			\$ 45.50	\$ 5,460.00			\$ 50.00	\$ 6,000.00	
2	1,642	LF	8" SDR-26 Heavy Wall PVC Sewer Pipe (6'-8" CUT)		\$ 41.00	\$ 67,322.00			\$ 50.00	\$ 82,100.00			\$ 47.25	\$ 77,584.50			\$ 58.00	\$ 95,236.00	
3	31	EA	Contractor to furnish and re-install standard 4" service connections on new 8" line		\$ 800.00	\$ 24,800.00			\$ 850.00	\$ 26,350.00			\$ 850.00	\$ 26,350.00			\$ 1,500.00	\$ 46,500.00	
4	6	EA	Pre-Cast concrete manholes (drop or regular) (new or replace existing) with ring/cover full depth		\$ 3,000.00	\$ 18,000.00			\$ 3,500.00	\$ 21,000.00			\$ 4,950.00	\$ 29,700.00			\$ 3,000.00	\$ 18,000.00	
5	1762	LF	Trench excavation safety system		\$ 0.50	\$ 881.00			\$ 2.50	\$ 4,405.00			\$ 1.00	\$ 1,762.00			\$ 0.50	\$ 881.00	
TOTAL BID ITEMS (Item Nos. 1-5)						\$115,683.00				\$139,615.00				\$140,856.50				\$166,617.00	

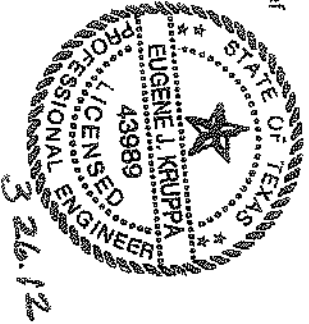
Rockin Q Construction 612 Oakwood Loop San Marcos, TX 78666				Unit	Price	Total		Herschap Backhoe P.O. Drawer 489 Bastrop, TX 78602				Unit	Price	Total		Mercer Construction 909 N. Colorado Edna, TX 77957			
1	120	LF	8" SDR-26 Heavy Wall PVC Sewer Pipe (0'-6" CUT)		\$ 54.00	\$ 6,480.00			\$ 50.00	\$ 6,000.00			\$ 83.05	\$ 9,986.00			\$ 100.00	\$ 12,000.00	
2	1,642	LF	8" SDR-26 Heavy Wall PVC Sewer Pipe (6'-8" CUT)		\$ 63.00	\$ 103,446.00			\$ 55.00	\$ 90,310.00			\$ 143.55	\$ 235,709.10			\$ 125.00	\$ 205,250.00	
3	31	EA	Contractor to furnish and re-install standard 4" service connections on new 8" line		\$ 1,200.00	\$ 37,200.00			\$ 2,100.00	\$ 65,100.00			\$ 1,550.00	\$ 48,050.00			\$ 2,500.00	\$ 77,500.00	
4	6	EA	Pre-Cast concrete manholes (drop or regular) (new or replace existing) with ring/cover full depth		\$ 5,000.00	\$ 30,000.00			\$ 4,000.00	\$ 24,000.00			\$ 3,000.00	\$ 18,000.00			\$ 7,600.00	\$ 45,600.00	
5	1762	LF	Trench excavation safety system		\$ 2.00	\$ 3,524.00			\$ 1.50	\$ 2,643.00			\$ 4.25	\$ 7,488.50			\$ 2.00	\$ 3,524.00	
TOTAL BID ITEMS (Item Nos. 1-5)						\$180,650.00				\$188,053.00				\$319,213.60				\$343,874.00	

I certify that this is correct and true to the best of my knowledge and belief
BEFCO Engineering, Inc.

04/05/2012

Eugene Kruppa
Registration No. 43989
March 26, 2012

(\\ns\office\alex\contract.12\bid tab\11-5328 Bastrop, Wastewater Line Imp.



STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: April 10, 2012

MEETING DATE: April 3, 2012

1. Agenda Item: **Consideration, discussion and possible action on adoption of a Resolution of the City Council of Bastrop, Texas, regarding funding and reporting requirements for Hotel/Motel Tax Revenue Grants by the City for remaining Fiscal Year 2011-2012 Publicity and Tourism Grants and suggesting processes for the Fiscal Year 2012-2013 grant cycle**

2. Party Making Request: **Michael H. Talbot**

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

The Hotel Occupancy Tax (HOT) Committee has been working on the guidelines and issues associated with funding grants for Fiscal Year 2013. Attached is memo that Council Member Kesselus would like to review and discuss with City Council.

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: _____

The Hotel/Motel (HOT) Committee has met several times in preparation for the new budget year. We have also met with HOT funds recipients' for their input and to answer questions. Councilmember Kesselus is recommending that the immediate actions listed below for FY-12 grant funds be undertaken as well as be implemented for FY 2013 funding

A) The committee would like to immediately implement the following change:

- 1) Immediately pay each organization (which requests it) a full payment of the remainder of their grant for this fiscal year. Prior to our issuing the payment, the following documentation must be on file with the Finance Department:
 - A) Signed agreement effective FY 2012
 - B) All quarterly reports up to the reporting period of 3-31-2012
 - C) Certificate of Liability Insurance listing the City of Bastrop as an additional insured
 - D) Copy of organizations 501C letter from IRS and a current W-9
 - E) Agreement to follow next year's proposed rules/regulations

Councilmember Kesselus is proposing the following changes for FY 2013 (October 1, 2012 – September 30, 2013):

A) Schedule and scoring process essentially the same as current year.

B) Proposed changes:

- 1) Fund organizations at the beginning of the fiscal year rather than 25% per quarter.
(Will help alleviate problems for those with cash flow needs especially since we are required by state law to have them maintain separate accounts for HOT grants, with all grant money going into that account (with no other funds) and all disbursements from that account being made only for purpose for which we make the grant.
allows staff to concentrate on accountability quarterly report.)
- 2) Quarterly Reports:
(To also include information about how their events/activities contributed to people staying overnight at local hotels, motels and B&B's. Providing a requirement that failure to make quarterly report will cause them to refund the city for 25% of the grant. It is our goal that since we are paying in advance, this will be a way for us to guarantee compliance the quarterly report requirements.)
3. Year-end True-up summary report:
(The City will require a final report due by September 30. The final summary report should clarify that they spent 100% of the HOT funds or the organization shall reimburse the City for any amount remaining greater than \$100.00 which is the bank account minimum balance. This will provide staff the opportunity to verify that everything has been complied with in the grant contact.)
4. Final vote on grants:
(At the first council meeting in the month of October, the staff will report about the summary n submissions. Following this, the council will take a final vote, including any alterations to the August scoring results, which vote will authorize the staff to immediately issue full grant allocations. This will allow the Council to change a grant for any continuing organization if said organization has failed to meet their reporting requirements or were deemed guilty of misappropriation or failure to report, etc.

In addition, Councilmember Kesselus has informed the hotel, motel and B&B owners/operators that we would welcome their reviewing the grant applications before we score them and to give us their opinions about our funding decisions.

DRAFT 4.3.12

RESOLUTION NO. 2012 - _____

**A RESOLUTION OF THE
CITY COUNCIL OF BASTROP, TEXAS REGARDING FUNDING AND
REPORTING REQUIREMENTS FOR HOTEL/MOTEL TAX REVENUE
GRANTS BY THE CITY FOR REMAINING FY-2011/12 PUBLICITY AND
TOURISM GRANTS AND SUGGESTING PROCESSES FOR THE FY-2012/13
GRANT CYCLE**

WHEREAS, the City of Bastrop, Texas, ("City"), is a Home Rule municipality incorporated and operating under the Laws of the State of Texas and, accordingly has been granted full legal authority to enact rules and procedures related to its grant of Hotel/Motel Tax revenue funds ("HOT Funds") to local recipients to enhance and encourage tourism in the City of Bastrop, as per the Texas Tax Code, Chapter 351.001 *et seq.*; and

WHEREAS, pursuant to its legal authority, the City Council has received input from its auditor, Singleton, Clark and Company, supporting a process by which each receiving entity ("Grant Recipient(s)") will submit program activity budgets and records that clearly substantial the expenditure of HOT Funds provided to them by the City; and

WHEREAS, the City Council has determined that certain changes to the City's past rules, criteria and processes related to its allocation of HOT Fund grants will assist the Grant Recipients in accomplishing their grant objectives as well as assist the City in ensuring compliance with applicable State laws pertaining to the use of HOT Funds; and

WHEREAS, the City Council has determined that written clarification of the City's rules, criteria and policies, related to documentation of HOT Fund expenditures, would enhance compliance by the Grant Recipients and recordkeeping by the City.

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

1. Within ____ days of the passage of this Resolution, the City shall provide each FY-2011/12 Grant Recipient the remaining amount of their total allotted (but as yet undistributed) FY-2011/12 HOT Fund grant amount, if, **and only if**, the Grant Recipients have timely provided the following documentation to the City:
 - a. The fully executed Publicity and Tourism Agreement ("Agreement") by and between the Grant Recipient and the City of Bastrop, for FY-2011/12; and
 - b. All quarterly reports required by the Agreement, through the reporting period ending on March 31, 2012, which reports shall comply with the Agreement's stated requirements pertaining to detail and documentation; and
 - c. The requisite 'certificate of insurance', clearly indicating that the City of Bastrop is an additional insured and/or certificate holder endorsed on the certificated as a beneficiary of the coverage; and

DRAFT 4.3.12

- d. A verified copy of documentation demonstrating the Grant Recipient's non-profit status, (e.g., as a 501(c)(3) corporation); and
 - e. A verified copy of the Grant Recipient's W-9, Internal Revenue Tax form; and
 - f. Written verification that the Grant Recipient is in compliance with the requirement to continuously maintain HOT Funds in a separate financial account; and
 - g. Submission of the Grant Recipient's HOT Fund 'Check Register Report' reflecting all FY-2011/12 HOT Fund expenditures by the entity; and
 - h. A written acknowledgement that a failure to provide the final HOT Fund grant report to the City will trigger a requirement that the Grant Recipient immediately repay the City for HOT Funds provided periods after March 31, 2012, with repayment to occur within ___ day's notice from the City of the Grant Recipient's failure to meet the City's grant documentation requirement; and
 - i. A verified written acknowledgement that in order to be considered for future HOT Funding by the City, the Grant Recipient, will comply with all City rules and procedures related to receipt of HOT Funds, including the City's grant reporting (quarterly and/or final report.)
2. NONBINDING PROPOSED FY-2012/13 PROCESS: Recognizing that this Council cannot and does not intend to purport to bind any future Council, the Council nevertheless believes it will be beneficial to the Grant Recipients to have the Council memorialize, at this time, an envisioned approach to the HOT Fund grants by the City in FY-2012/13. While a future Council may, in its discretion, alter the following proposed processes and requirements, the Council, nevertheless, suggests that:
- a. The schedule and scoring process for the Council's consideration on Hot Fund grants be handled in FY-2012/13 in the same manner it was in FY-2011/12.
 - b. The Granting Entities receive 100% of their HOT Fund grant amounts at the beginning of the City's fiscal year, rather than on a quarterly basis, to provide flexibility to the entities in budgeting and using the grant money.
 - c. The Quarterly Reports required from the Grant Entities include information about how their events/activities contribute to overnight stays in Bastrop's hotels, motels, Inns, B&Bs, etc.
 - d. A Failure of a Granting Entity to make the necessary and complete Quarterly Report will cause the Granting Entity to be required to refund that quarter's grant amount back to the City.
 - e. The Grant Entities will be required to prepare a year-end "true-up" report, and submit same to the City by no later than September 30 or the grant year, detailing the funds received and the funds spent, and quantifying any HOT Funds unspent by the entity. Any unspent funds in excess of \$100 will be remitted back to City.
 - f. At the first meeting in October of each year, the City staff will provide the Council with an overview of the Grant Recipients' year-end summary reports. This information may, at the Council's discretion, trigger reallocation of proposed funding for the then current HOT Fund grant cycle.

3. This Resolution shall become effective immediately upon passage, subject to publication as required by State law.

PASSED, ADOPTED AND APPROVED this the 10th day of April 2012.

APPROVED:

MAYOR TERRY ORR

ATTEST:

TERESA VALDEZ, CITY SECRETARY

CITY OF BASTROP

AGENDA ITEM

D.3**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: March 19, 2012

MEETING DATE: April 10, 2012

1. Agenda Item: **Consideration, discussion and possible action on acceptance of Monthly Financial Reports for the period ending of February 29, 2012.**

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: _____

TO: MAYOR & CITY COUNCIL MEMBERS

FROM: KARLA STOVALL, CHIEF FINANCIAL OFFICER

DATE: MARCH 19, 2012

04/05/2012

104

MONTHLY FINANCIAL REPORTS FOR PERIOD ENDING FEBRUARY 29, 2012

CITY OF BASTROP

SUMMARY OF REVENUES AND EXPENDITURES

AS OF FEBRUARY 29, 2012

04/05/2012

Fiscal year 2012 is 5 month or 41.67% completed as of February 29, 2012.

- General Fund revenues reflect 58.72% collected or \$4,744,514. Revenues during this same time period last year reflected \$4,107,248 recognizing an increase of 16% over last year. Expenditures represent 38% spent or \$3,185,769.
- Water/ Wastewater Fund revenues reflect 45% collected or \$1,452,396. Revenues continue to appear slightly greater than in comparison to this same time last year. Expenditures represent 38% spent or \$1,205,970.
- The Electric Fund revenues reflect 42% collected or \$2,914,422. Revenues during this same time period last year reflected \$2,738,665 recognizing an increase of 6% over last year. Expenditures represent 36% spent or \$2,507,420.
- The Hotel /Motel Fund revenues reflect 39% collected or \$810,334. Revenues during this same time period last year reflected \$657,997. Expenditures represent 42% spent or \$873,469.

Revenues

Expenditures

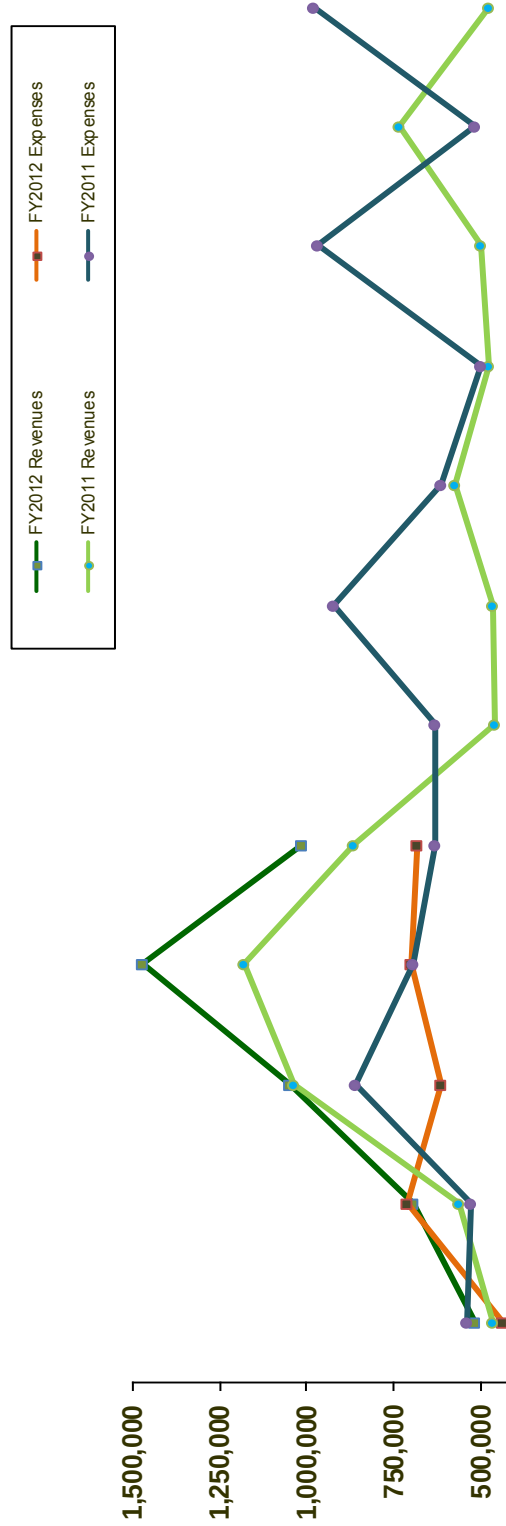
	FY 2012 Budget	FY 2012 Actual	% of FY2012 Budget	FY 2012 Budget	FY 2012 Actual	% of FY2012 Budget
General Fund	\$ 8,079,771	\$ 4,744,514	58.72%	\$ 8,299,879	\$ 3,185,769	38.38%
W/WW Fund	\$ 3,226,700	\$ 1,452,396	45.01%	\$ 3,175,873	\$ 1,205,970	37.97%
Electric Fund	\$ 6,986,560	\$ 2,914,422	41.71%	\$ 6,998,816	\$ 2,507,420	35.83%
Hotel Motel Fund	\$ 2,075,600	\$ 810,334	39.04%	\$ 2,102,180	\$ 873,469	41.55%

105

GENERAL FUND REVENUE & EXPENDITURES

FEBRUARY 29, 2012

- Revenues will increase in December, January, and February due to collection of the Ad Valorem Taxes.
- Expenditures recognized an increase due to the timing of expenses processed through accounts payable.

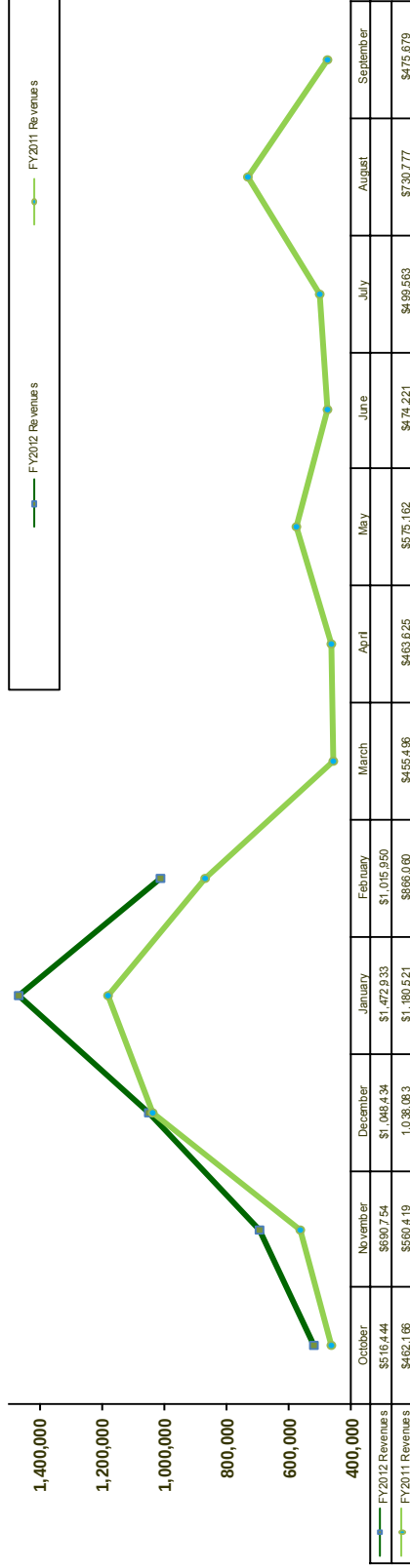


GENERAL FUND REVENUE & EXPENDITURES

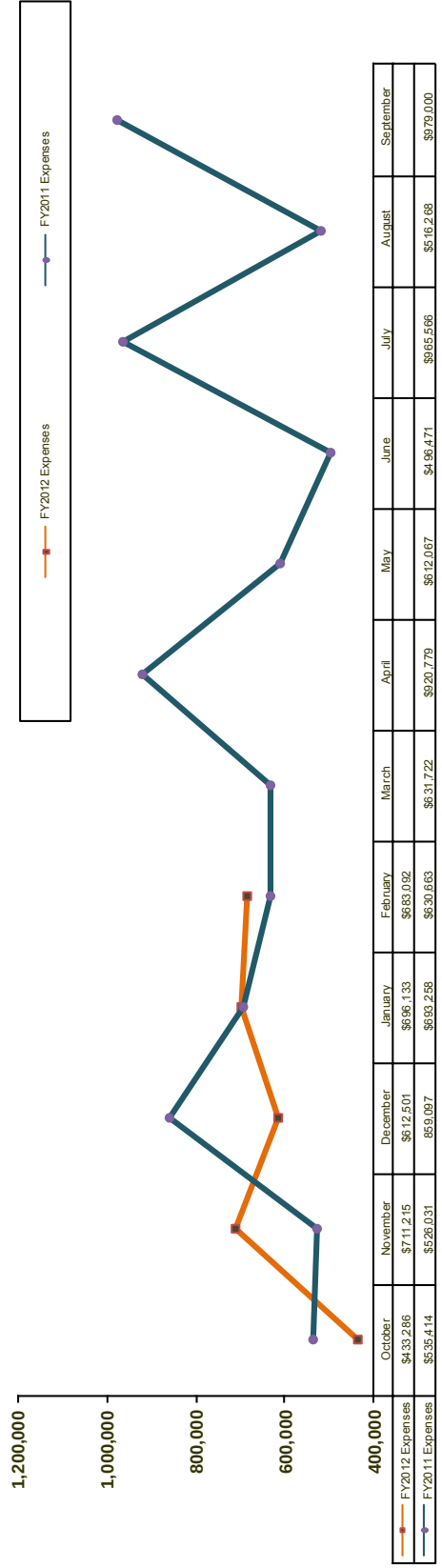
FEBRUARY 29, 2012

04/05/2012

FY 2011 & 2012 Revenues



FY 2011 & 2012 Expenditures



107

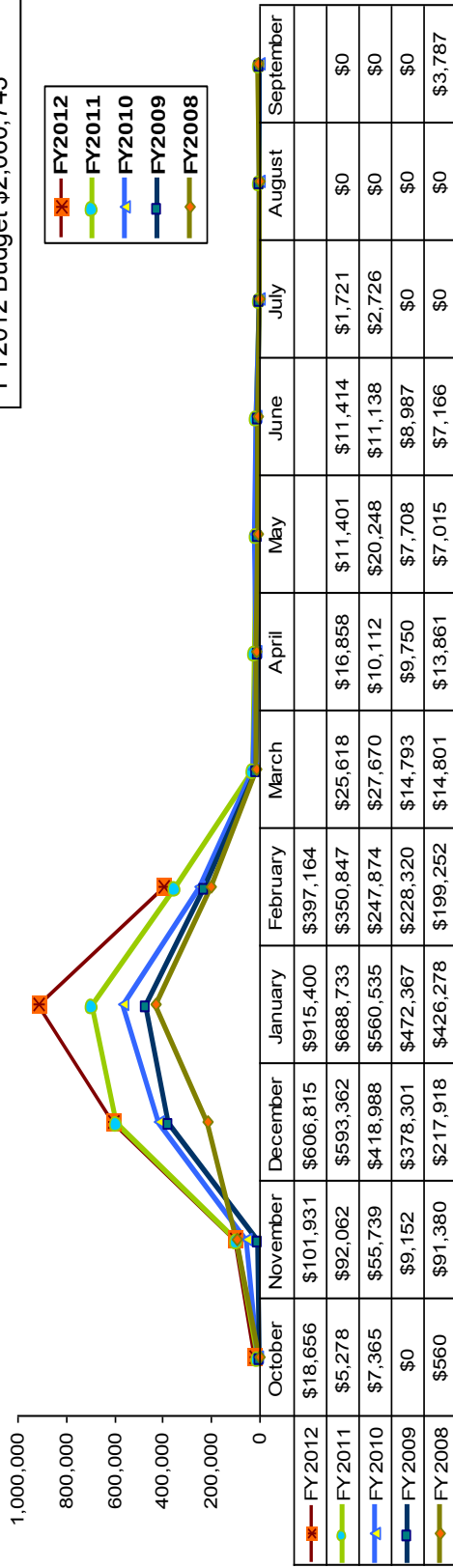
GENERAL FUND REVENUE

FEBRUARY 29, 2012

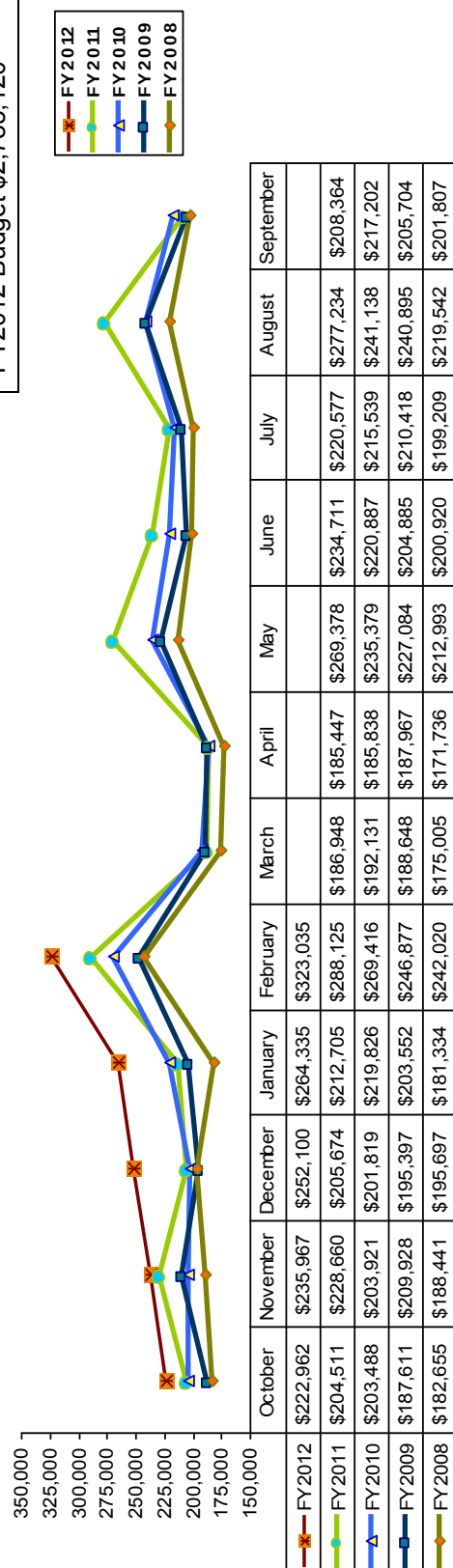
FY2012 February YTD \$2,039,966

FY2012 Budget \$2,060,743

Current Ad Valorem Taxes (no I&S)



Sales Tax



FY2012 February YTD \$1,298,399

FY2012 Budget \$2,785,120

GENERAL FUND REVENUE

FEBRUARY 29, 2012

04/05/2012

FY2012 February YTD \$58,642

FY2012 Budget \$100,000

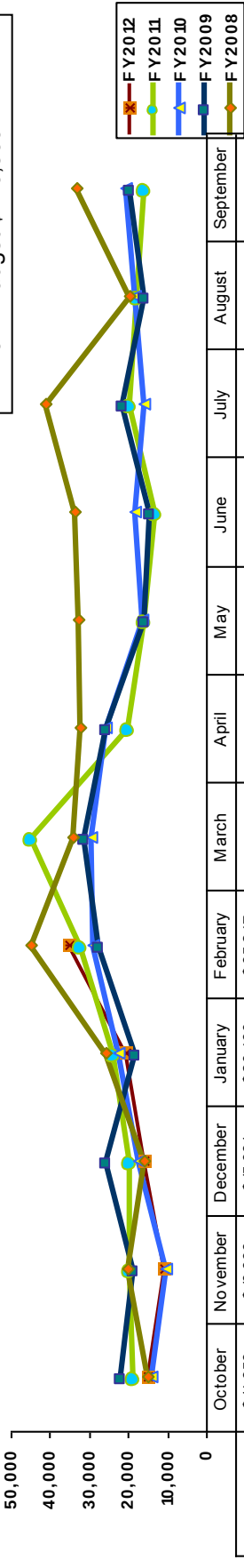
Building Permits



FY2012 February YTD \$97,186

FY2012 Budget \$276,500

Court Fines

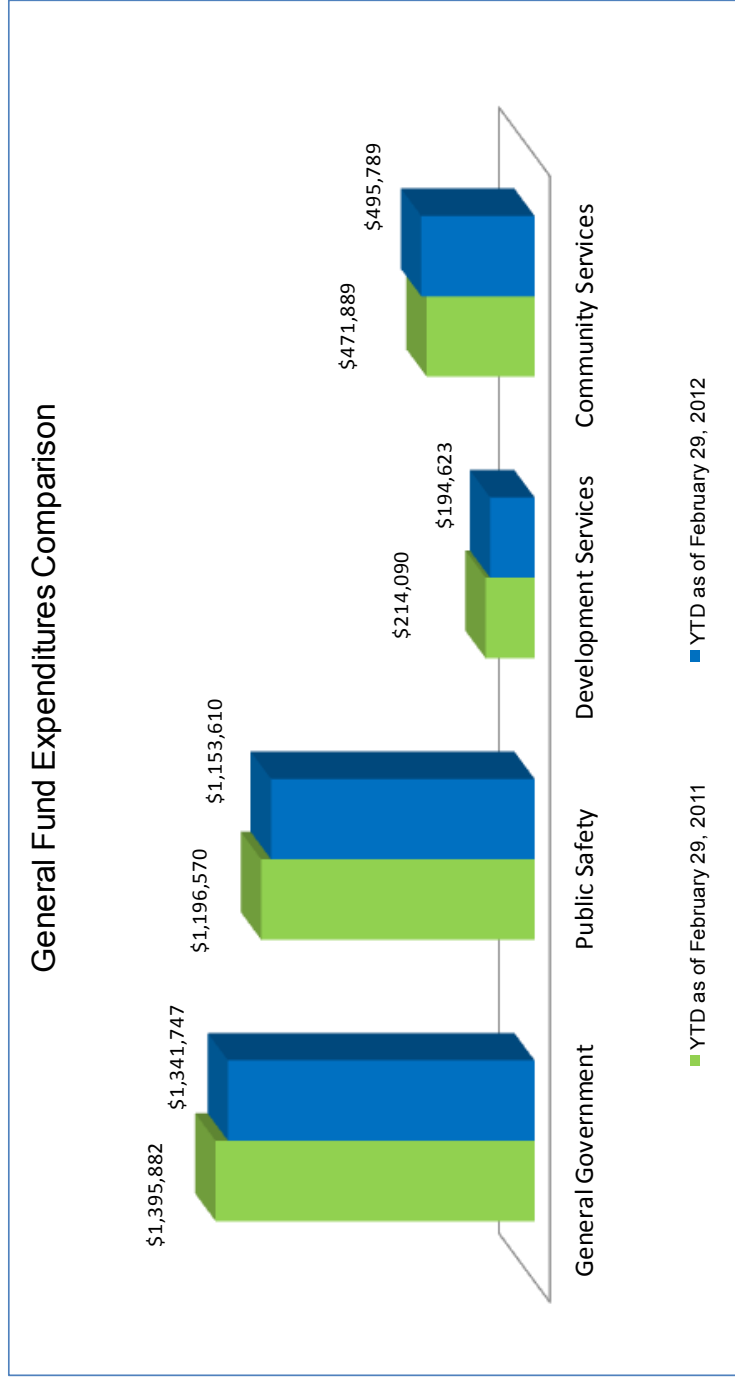


GENERAL FUND EXPENDITURES

FEBRUARY 29, 2012

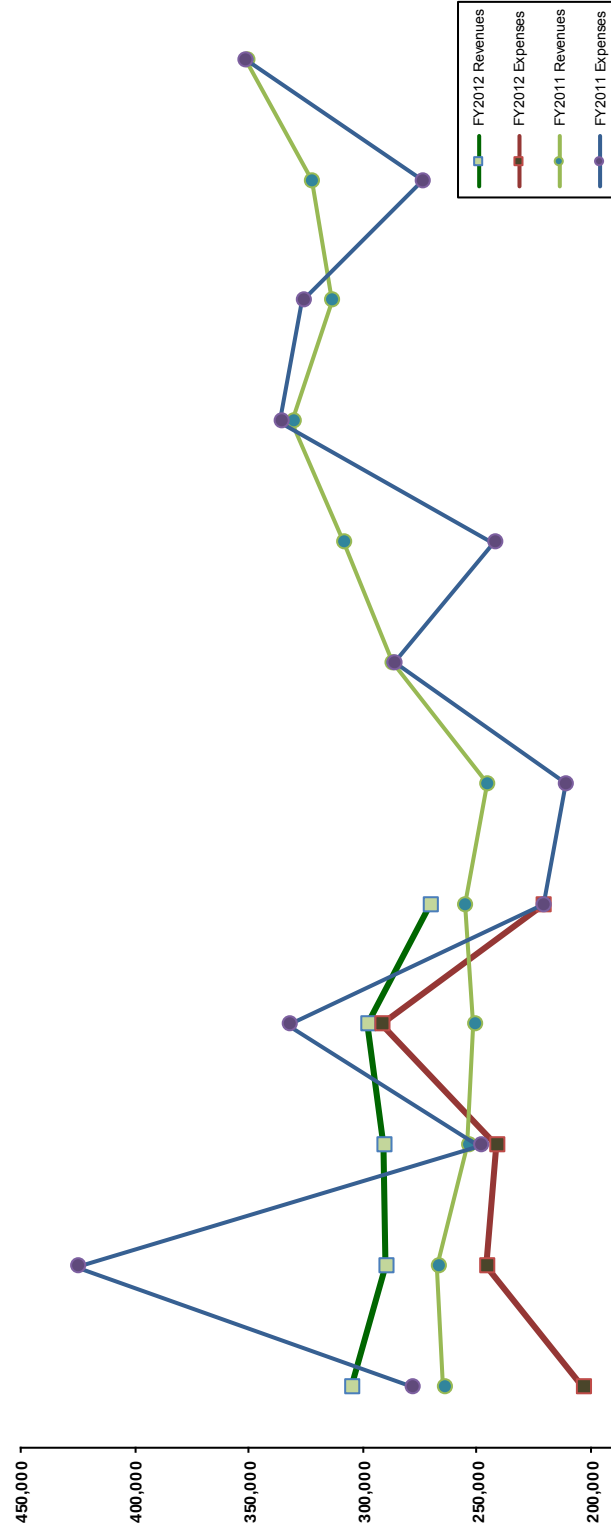
04/05/2012

110



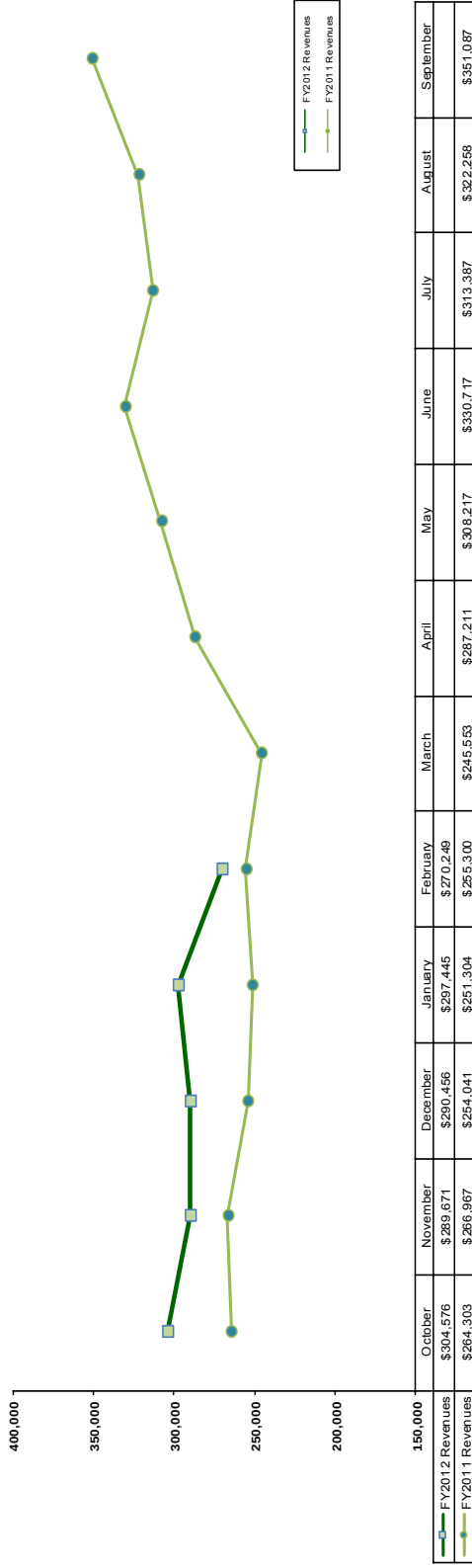
- General Government includes Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, Construction Manager, and Building Maintenance.
- Public Safety includes Police Department, Fire Department, Health, and Municipal Court
- Development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

- ❑ Water/ Wastewater Fund Revenues Year-to-date (YTD) as of February 29, 2012 are \$1,452,396 or 45.01% of the year. In comparison to last year YTD revenue, as of February 29, 2011, was \$1,291,914, the revenues appear to identify gains in water and wastewater sales, penalties and septic tank dump fees.
- ❑ Expenditures appear reduced in February YTD in comparison to this same time last year due to a Loop 150 capital expenditure identified within Water Distribution made in October and November 2010.

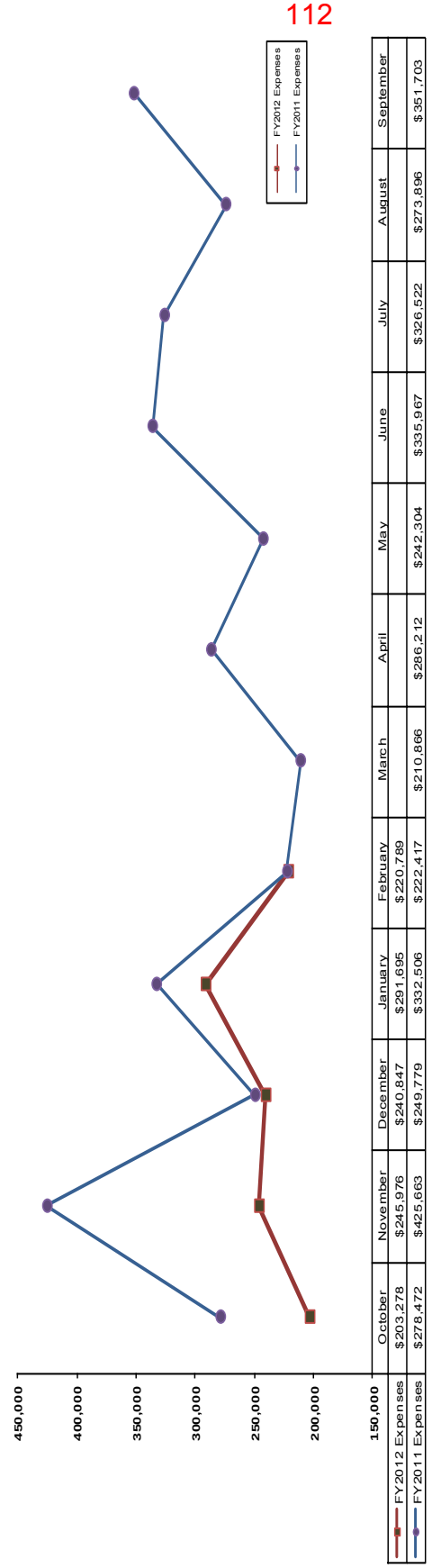


WATER WASTEWATER FUND REVENUE & EXPENDITURES

FY 2011 & 2012 Revenues



FY 2011 & 2012 Expenditures

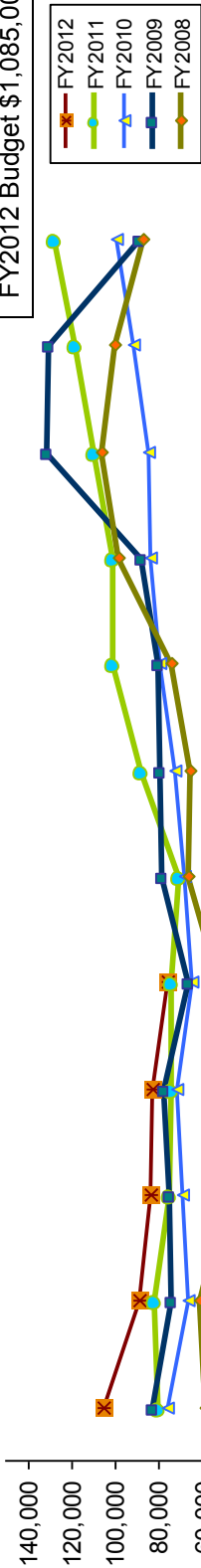


Water Sales Residential

FY2012 February YTD \$437,214

FY2012 Budget \$1,085,000

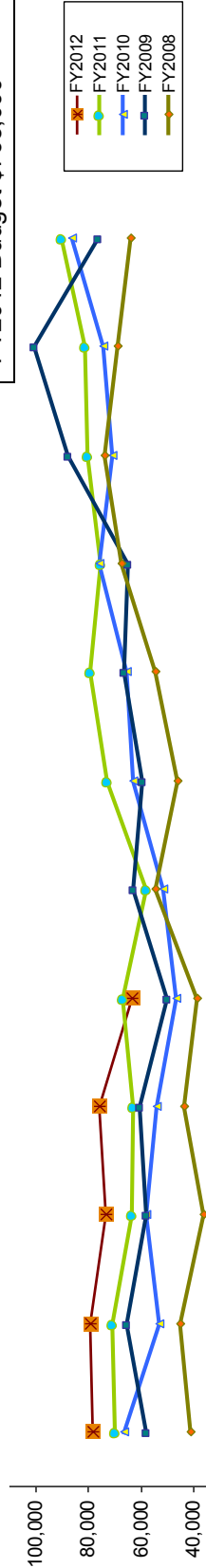
04/05/2012



Water Sales Commercial

FY2012 February YTD \$369,904

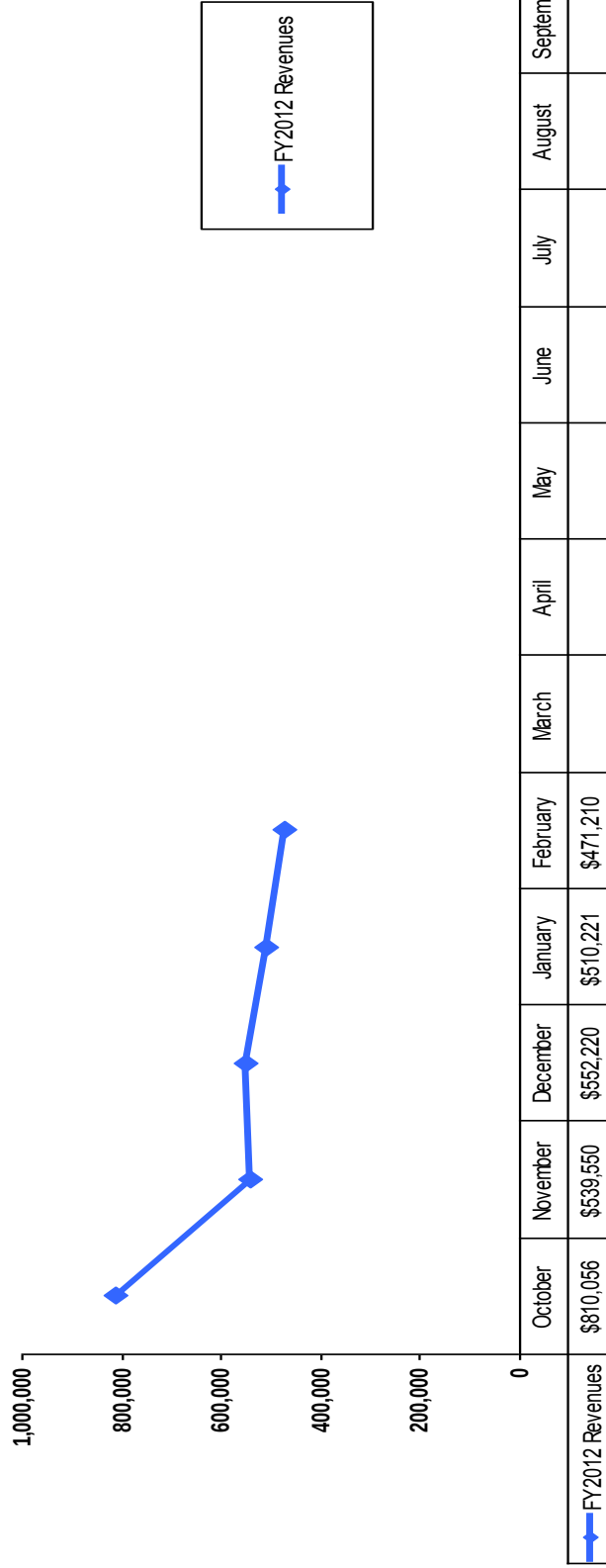
FY2012 Budget \$765,000



ELECTRIC FUND

FEBRUARY 29, 2012

- Electric Fund Revenues Year-to-date (YTD) as of February 29, 2012 are \$2,914,422 or 41.71% of the FY2012 adopted budget. Revenues during this same time period last year reflected \$2,738,665 recognizing an increase of 6% over last year. Expenditures represent 35.83% spent or \$2,507,420.

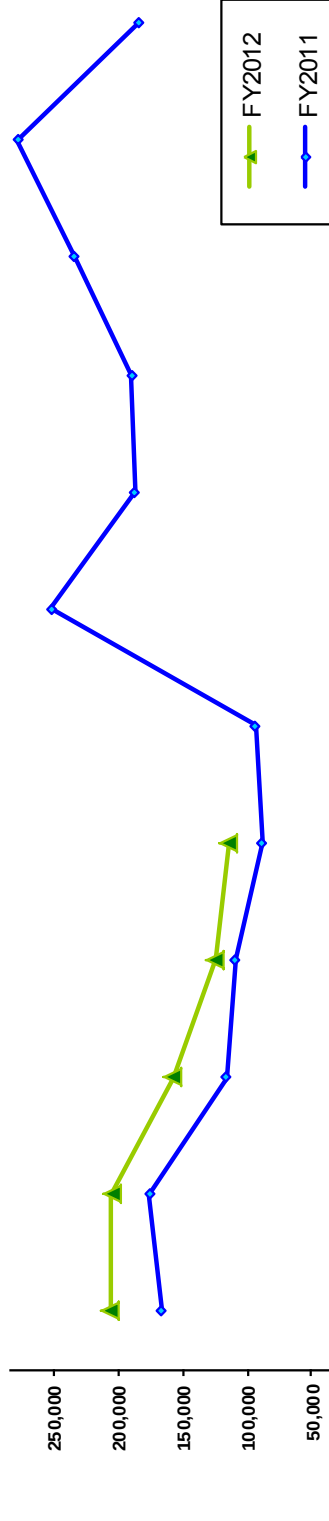


HOTEL MOTEL FUND

FEBRUARY 29, 2012

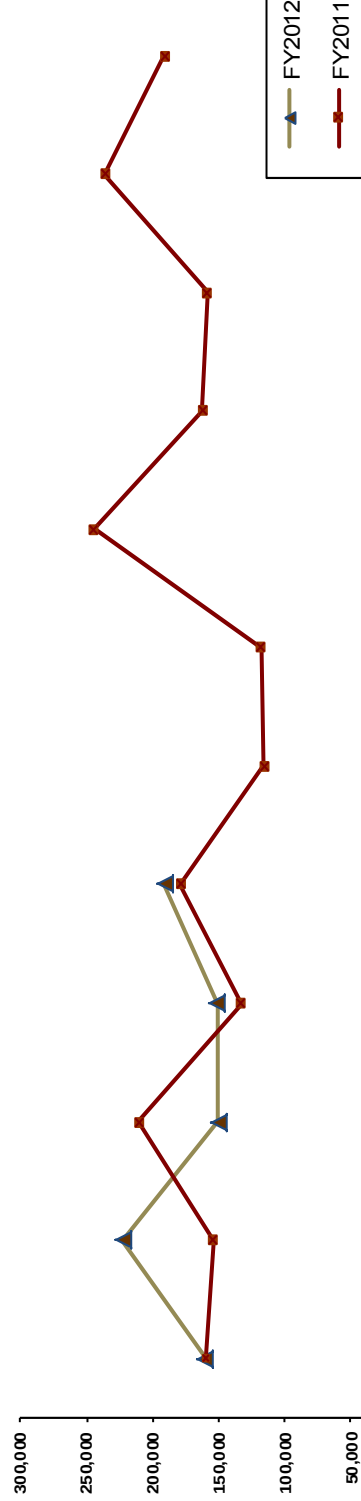
- Hotel Motel Fund Revenues Year-to-date (YTD) as of February 29, 2012 are \$810,334 or 39.04% of the year. Expenditures represent 41.55% spent or \$873,469. The expenditures YTD as of February 29, 2012 appear to be slightly greater than last year. This is attributable to the timing of payments made to organizations.

Hotel / Motel Tax Receipt Revenue



	October	November	December	January	February	March	April	May	June	July	August	September
FY2012	\$206,463	\$206,329	\$157,798	\$124,811	\$114,635							
FY2011	\$166,543	\$176,565	\$115,804	\$109,232	\$87,899	\$93,713	\$252,934	\$187,465	\$189,836	\$234,569	\$279,507	\$184,854

Hotel / Motel Fund Expenses



Financial Statement reports are attached for the FOUR major funds.

- General Fund
- Water/ Wastewater Utility Fund
- Electric Fund
- Hotel Motel Fund

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: FEBRUARY 29TH, 2012

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	1,730,281.30	2,060,743.00	397,164.16	2,039,966.20	20,776.80	98.99
00-00-4002 DELINQUENT TAXES M&O	11,362.49	35,690.00	1,315.79	41,438.12	(5,748.12)	116.11
00-00-4003 PENALTIES & INTEREST M&O	9,672.60	24,705.00	2,340.31	26,833.69	(2,128.69)	108.62
00-00-4004 FRANCHISE TAX	173,112.39	385,000.00	53,088.97	162,644.28	222,355.72	42.25
00-00-4006 CITY SALES TAX	1,139,674.74	2,785,120.00	323,035.22	1,298,399.45	1,486,720.55	46.62
00-00-4008 OCCUPATION TAX	2,210.00	5,000.00	595.00	7,425.00	(2,425.00)	148.50
00-00-4009 MIXED BEVERAGE TAX	12,273.12	25,000.00	0.00	9,953.12	15,046.88	39.81
TOTAL TAXES & PENALTIES	3,078,586.64	5,321,258.00	777,539.45	3,586,659.86	1,734,598.14	67.40
<u>LICENSES & PERMITS</u>						
00-00-4020 BUILDING PERMITS	37,851.06	100,000.00	7,667.23	58,641.83	41,358.17	58.64
00-00-4021 ZONING FEES	1,290.00	3,000.00	0.00	1,720.00	1,280.00	57.33
00-00-4022 PLATTING FEES	1,350.00	6,000.00	0.00	4,568.58	1,431.42	76.14
00-00-4023 SPECIAL EVENT PERMIT FEE	800.00	2,000.00	(100.00)	925.00	1,075.00	46.25
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	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LICENSES & PERMITS	41,291.36	111,000.00	7,567.23	65,855.41	45,144.59	59.33
<u>CHARGES FOR SERVICES</u>						
00-00-4040 ANIMAL SERVICE RECEIPTS	35.00	200.00	5.00	145.00	55.00	72.50
00-00-4041 LEOSE - PD TRAINING	6.72	0.00	0.73	3.94	(3.94)	0.00
00-00-4042 PD SPECIAL REVENUE	0.00	2,000.00	0.00	2,500.00	(500.00)	125.00
00-00-4043 PARKS RECEIPTS	375.00	1,600.00	50.00	375.00	1,225.00	23.44
00-00-4044 PD ACCIDENT REPORTS	966.00	1,800.00	114.00	706.00	1,094.00	39.22
00-00-4045 DRUG DOG VISITS	1,925.00	8,250.00	0.00	0.00	8,250.00	0.00
00-00-4046 SPECIAL EVENTS HOT REIMB	13,410.16	40,000.00	0.00	14,139.03	25,860.97	35.35
00-00-4049 TRANSFER STATION RECEIPTS	0.00	4,000.00	213.00	643.00	3,357.00	16.08
TOTAL CHARGES FOR SERVICES	16,717.88	57,850.00	382.73	18,511.97	39,338.03	32.00
<u>FINES & FORFEITURES</u>						
00-00-4070 MUNICIPAL COURT FINES	113,753.02	276,500.00	35,247.03	97,185.90	179,314.10	35.15
00-00-4071 BOND FORFEITURE	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4072 SANITATION PENALTIES/RECONNEC	3,137.07	8,000.00	582.28	3,416.87	4,583.13	42.71
00-00-4073 ADMINISTRATION OF JUSTICE (MC	274.52	2,250.00	0.00	178.22	2,071.78	7.92
00-00-4074 MUNICIPAL COURT BLDG SECURITY	1,368.09	6,000.00	10.49	811.66	5,188.34	13.53
00-00-4075 TECHNOLOGY ACCOUNT - (MC)	1,757.96	7,000.00	1.45	1,015.29	5,984.71	14.50
00-00-4076 LIBRARY RECEIPTS	6,826.78	18,000.00	1,285.07	6,016.57	11,983.43	33.43
00-00-4077 SANITATION PROCEEDS	17,761.22	40,000.00	6,394.03	16,688.94	23,311.06	41.72
00-00-4078 JUVENILE CASE MANAGER-M/C	2,118.74	5,100.00	0.00	1,199.78	3,900.22	23.53
00-00-4079 RED LIGHT CAMERA PROGRAM	0.00	0.00	5,650.00	5,650.00	(5,650.00)	0.00
TOTAL FINES & FORFEITURES	146,997.40	362,850.00	49,170.35	132,163.23	230,686.77	36.42

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

101-GENERAL FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>OTHER REVENUE</u>						
00-00-4381 GTG SETTLEMENT TRUST FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4391 STREET/ROW VACATIONS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL OTHER REVENUE	0.00	5,000.00	0.00	0.00	5,000.00	0.00
<u>INTEREST INCOME</u>						
00-00-4400 INTEREST RECEIPTS	3,505.12	9,500.00	624.91	2,383.07	7,116.93	25.08
TOTAL INTEREST INCOME	3,505.12	9,500.00	624.91	2,383.07	7,116.93	25.08
<u>INTERGOVERNMENTAL</u>						
00-00-4411 BASTROP CO/LIBRARY	8,500.00	8,500.00	0.00	8,500.00	0.00	100.00
00-00-4412 BASTROP CO/WC FIREMEN	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4413 BISD PROJECT RECEIPTS	23,053.28	72,420.00	0.00	24,402.63	48,017.37	33.70
00-00-4414 DEPT OF JUSTICE GRANT REIMB	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4415 EMERGENCY MANAGEMENT	18,534.00	24,170.00	0.00	0.00	24,170.00	0.00
00-00-4419 PROPERTY LIEN PAYMENTS	4,523.39	0.00	0.00	3,945.29	(3,945.29)	0.00
00-00-4423 PD STATE/FEDERAL SEIZURES	10.01	3,000.00	2.62	5,669.06	(2,669.06)	188.97
00-00-4424 PADDLE TRAIL GRANT REIMB	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4435 FIRE DEPT/INSURANCE REIMB	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4490 ELECTRIC IN-KIND	213,554.15	516,280.00	43,023.33	215,116.65	301,163.35	41.67
00-00-4491 WATER/WASTEWATER IN-KIND	176,116.64	531,020.00	44,251.66	221,258.30	309,761.70	41.67
00-00-4492 WASTEWATER IN-KIND	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4493 BEDC IN-KIND	14,583.30	50,000.00	4,166.66	17,083.30	32,916.70	34.17
00-00-4495 CONVENTION CENTER IN-KIND	0.00	174,120.00	14,510.00	72,550.00	101,570.00	41.67
TOTAL INTERGOVERNMENTAL	458,874.77	1,379,510.00	105,954.27	568,525.23	810,984.77	41.21
<u>MISCELLANEOUS</u>						
00-00-4501 LIBRARY GRANT'S	16,689.00	5,285.00	1,600.00	6,885.00	(1,600.00)	130.27
00-00-4503 FIRE DEPT GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4507 175TH ANNIVERSARY DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4508 MEMORIAL DONATIONS	50.00	0.00	0.00	0.00	0.00	0.00
00-00-4511 BANNER FEES	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4512 SALE OF FIXED ASSETS	0.00	2,500.00	0.00	0.00	2,500.00	0.00
00-00-4515 GRANTS - MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4519 SNOW PLAYDAY	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4521 LCRA-FISHERMAN PARK FLAGS	1.24	0.00	0.17	1.10	(1.10)	0.00
00-00-4522 WORKERS COMP. REIMBURSE	0.00	1,000.00	0.00	0.00	1,000.00	0.00
00-00-4523 TML REGION X MEETING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
00-00-4524 SPLASHPARK DONATIONS	4,136.00	0.00	0.00	0.00	0.00	0.00
00-00-4525 SUMMER REC/FILM DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4526 DOG BARK PARK DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4527 CLEAN SWEEP	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4535 PLANNING DEPT MISC RECEIPTS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4536 MISCELLANEOUS	8,556.12	47,609.00	(1,254.96)	21,225.47	26,383.53	44.58
00-00-4537 INSURANCE PROCEEDS	29,935.00	46,329.00	0.00	24,302.87	22,026.13	52.46
00-00-4538 BEVERAGE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4540 HUNTERS CROSSING REIMB	0.00	0.00	0.00	941.80	(941.80)	0.00

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

101-GENERAL FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
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	13,692.30	13,692.30	(13,692.30)	0.00
TOTAL MISCELLANEOUS	59,367.36	104,723.00	14,037.51	67,048.54	37,674.46	64.02
<u>TRANSFERS-IN</u>						
00-00-4702 TRANSFERS IN - W/WW #202	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4703 TRANSFERS IN - ELECTRIC FUND	250,000.00	613,500.00	51,125.00	255,625.00	357,875.00	41.67
00-00-4706 TRANSFERS IN - BEDC	51,908.25	114,580.00	9,548.32	47,741.60	66,838.40	41.67
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
00-00-4736 TRANSFER IN -LIBRARY BOARD 50	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TRANSFERS-IN	301,908.25	728,080.00	60,673.32	303,366.60	424,713.40	41.67
<u>** TOTAL REVENUE **</u>						
	4,107,248.48	8,079,771.00	1,015,949.77	4,744,513.91	3,335,257.09	58.72

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: FEBRUARY 29TH, 2012

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	1,689.40	4,045.00	300.00	1,671.48	2,373.52	41.32
SUPPLIES & MATERIALS	3,252.71	5,000.00	473.22	1,533.03	3,466.97	30.66
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	1,438.53	8,030.00	576.08	2,998.00	5,032.00	37.33
CONTRACTUAL SERVICES	1,110.00	3,092.00	150.00	1,842.00	1,250.00	59.57
OTHER CHARGES	10,255.48	13,388.00	222.43	3,651.66	9,736.34	27.28
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	17,746.12	33,555.00	1,721.73	11,696.17	21,858.83	34.86
TOTAL LEGISLATIVE	17,746.12	33,555.00	1,721.73	11,696.17	21,858.83	34.86
<u>ORGANIZATIONAL</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	32,122.61	81,900.00	6,629.54	33,147.70	48,752.30	40.47
SUPPLIES & MATERIALS	8,192.25	5,160.00	320.65	1,829.44	3,330.56	35.45
MAINTENANCE & REPAIRS	1,214.00	500.00	0.00	0.00	500.00	0.00
OCCUPANCY	4,535.21	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	171,716.68	490,014.00	26,965.82	169,595.67	320,418.33	34.61
OTHER CHARGES	109,707.18	266,620.00	132,899.98	143,571.96	123,048.04	53.85
CONTINGENCY	0.00	43,965.00	0.00	0.00	43,965.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	327,487.93	888,159.00	166,815.99	348,144.77	540,014.23	39.20
TOTAL ORGANIZATIONAL	327,487.93	888,159.00	166,815.99	348,144.77	540,014.23	39.20
<u>CITY MANAGER</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	97,452.23	282,721.00	21,559.31	104,875.50	177,845.50	37.10
SUPPLIES & MATERIALS	5,723.81	4,640.00	478.20	3,396.99	1,243.01	73.21
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	3,493.40	7,700.00	571.79	3,013.54	4,686.46	39.14
CONTRACTUAL SERVICES	148.12	350.00	0.00	113.28	236.72	32.37
OTHER CHARGES	4,641.18	9,140.00	692.84	6,976.19	2,163.81	76.33
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	111,458.74	304,551.00	21,916.46	118,375.50	186,175.50	38.87
TOTAL CITY MANAGER	111,458.74	304,551.00	21,916.46	118,375.50	186,175.50	38.87

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

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	26,955.48	68,221.00	5,218.29	26,901.66	41,319.34	39.43
SUPPLIES & MATERIALS	469.66	1,290.00	94.60	272.02	1,017.98	21.09
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	367.36	1,350.00	91.86	475.85	874.15	35.25
CONTRACTUAL SERVICES	2,310.00	5,450.00	0.00	895.00	4,555.00	16.42
OTHER CHARGES	4,660.33	30,450.00	1,564.50	11,945.14	18,504.86	39.23
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	34,762.83	106,761.00	6,969.25	40,489.67	66,271.33	37.93
TOTAL CITY SECRETARY	34,762.83	106,761.00	6,969.25	40,489.67	66,271.33	37.93

FINANCE

<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	109,708.47	304,574.00	22,826.22	117,174.90	187,399.10	38.47
SUPPLIES & MATERIALS	4,902.35	12,120.00	1,341.28	1,894.27	10,225.73	15.63
MAINTENANCE & REPAIRS	21,404.88	38,440.00	6,638.75	20,443.35	17,996.65	53.18
OCCUPANCY	2,686.19	7,020.00	442.84	2,278.08	4,741.92	32.45
CONTRACTUAL SERVICES	13,410.48	32,840.00	0.00	12,969.56	19,870.44	39.49
OTHER CHARGES	5,681.59	8,090.00	1,075.00	2,837.58	5,252.42	35.08
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	157,793.96	403,084.00	32,324.09	157,597.74	245,486.26	39.10
<u>METER SERVICE</u>						
PERSONNEL SERVICES	131,245.57	333,314.00	22,056.56	125,804.76	207,509.24	37.74
SUPPLIES & MATERIALS	12,072.33	30,835.00	3,666.08	11,643.13	19,191.87	37.76
MAINTENANCE & REPAIRS	2,234.36	7,000.00	403.62	1,132.20	5,867.80	16.17
OCCUPANCY	2,164.21	10,500.00	703.25	3,777.38	6,722.62	35.98
CONTRACTUAL SERVICES	3,484.24	10,440.00	1,191.90	3,561.52	6,878.48	34.11
OTHER CHARGES	765.12	3,990.00	949.16	1,354.22	2,635.78	33.94
CAPITAL OUTLAY	20,028.34	0.00	0.00	0.00	0.00	0.00
TOTAL METER SERVICE	171,994.17	396,079.00	28,970.57	147,273.21	248,805.79	37.18
TOTAL FINANCE	329,788.13	799,163.00	61,294.66	304,870.95	494,292.05	38.15

HUMAN RESOURCE

<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	32,207.20	89,910.00	6,752.01	34,585.07	55,324.93	38.47
SUPPLIES & MATERIALS	555.22	1,925.00	5.60	327.01	1,597.99	16.99
MAINTENANCE & REPAIRS	0.00	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	542.67	3,320.00	215.89	1,090.96	2,229.04	32.86
CONTRACTUAL SERVICES	104.92	360.00	0.00	11.55	348.45	3.21
OTHER CHARGES	5,506.92	9,650.00	8.97	4,446.04	5,203.96	46.07
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	38,916.93	105,165.00	6,982.47	40,460.63	64,704.37	38.47

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: FEBRUARY 29TH, 2012

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	38,916.93	105,165.00	6,982.47	40,460.63	64,704.37	38.47
<u>INFORMATION TECHNOLOGY</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	34,156.77	90,906.00	6,919.29	35,165.84	55,740.16	38.68
SUPPLIES & MATERIALS	3,032.85	6,350.00	305.96	2,886.62	3,463.38	45.46
MAINTENANCE & REPAIRS	2,948.00	6,000.00	4,850.60	6,802.73	(802.73)	113.38
OCCUPANCY	857.75	6,400.00	469.26	2,957.45	3,442.55	46.21
CONTRACTUAL SERVICES	1,632.50	33,600.00	3,216.00	15,117.85	18,482.15	44.99
OTHER CHARGES	220.85	2,760.00	361.11	482.81	2,277.19	17.49
TOTAL 00-NON-PROGRAM	42,848.72	146,016.00	16,122.22	63,413.30	82,602.70	43.43
TOTAL INFORMATION TECHNOLOGY	42,848.72	146,016.00	16,122.22	63,413.30	82,602.70	43.43
<u>POLICE</u>						
<u>ADMINISTRATION</u>						
PERSONNEL SERVICES	121,320.93	342,440.00	24,332.99	133,463.89	208,976.11	38.97
SUPPLIES & MATERIALS	10,919.31	22,060.00	1,926.83	9,715.36	12,344.64	44.04
MAINTENANCE & REPAIRS	2,607.25	9,550.00	1,400.91	3,701.28	5,848.72	38.76
OCCUPANCY	8,132.61	43,644.00	2,967.59	14,494.92	29,149.08	33.21
CONTRACTUAL SERVICES	74,769.82	191,267.00	5,516.12	100,955.38	90,311.62	52.78
OTHER CHARGES	6,819.41	28,890.00	2,356.42	13,280.35	15,609.65	45.97
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	224,569.33	637,851.00	38,500.86	275,611.18	362,239.82	43.21
<u>CODE ENFORCEMENT</u>						
PERSONNEL SERVICES	17,750.63	46,075.00	3,519.51	17,915.83	28,159.17	38.88
SUPPLIES & MATERIALS	691.98	1,900.00	27.80	685.04	1,214.96	36.05
MAINTENANCE & REPAIRS	35.47	300.00	28.99	28.99	271.01	9.66
OCCUPANCY	444.57	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	983.00	1,350.00	0.00	0.00	1,350.00	0.00
OTHER CHARGES	1,957.35	10,700.00	0.00	660.78	10,039.22	6.18
TOTAL CODE ENFORCEMENT	21,863.00	60,325.00	3,576.30	19,290.64	41,034.36	31.98
<u>EMERGENCY MANAGEMENT</u>						
SUPPLIES & MATERIALS	150.63	800.00	0.00	8.66	791.34	1.08
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	0.00	1,000.00	0.00	0.00	1,000.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	6,802.16	(6,802.16)	0.00
TOTAL EMERGENCY MANAGEMENT	150.63	1,800.00	0.00	6,810.82	(5,010.82)	378.38

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

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	84,317.00	239,264.00	15,692.19	103,043.58	136,220.42	43.07
SUPPLIES & MATERIALS	1,815.50	3,800.00	9.00	631.98	3,168.02	16.63
MAINTENANCE & REPAIRS	227.16	1,590.00	0.00	139.19	1,450.81	8.75
OCCUPANCY	1,873.71	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	400.79	3,300.00	0.00	373.72	2,926.28	11.32
OTHER CHARGES	397.20	6,995.00	851.80	851.80	6,143.20	12.18
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE-CID	89,031.36	254,949.00	16,552.99	105,040.27	149,908.73	41.20
<u>POLICE-PATROL</u>						
PERSONNEL SERVICES	412,881.78	1,085,761.00	75,398.97	405,812.04	679,948.96	37.38
SUPPLIES & MATERIALS	25,617.26	72,200.00	113.56	23,092.38	49,107.62	31.98
MAINTENANCE & REPAIRS	5,941.74	29,200.00	2,539.74	12,412.51	16,787.49	42.51
OCCUPANCY	6,853.17	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	2,034.54	6,000.00	308.93	2,219.76	3,780.24	37.00
OTHER CHARGES	1,266.75	9,460.00	338.36	4,243.21	5,216.79	44.85
CAPITAL OUTLAY	82,611.04	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE-PATROL	537,206.28	1,202,621.00	78,699.56	447,779.90	754,841.10	37.23
<u>ANIMAL SERVICES</u>						
PERSONNEL SERVICES	15,657.93	40,337.00	3,014.99	15,702.13	24,634.87	38.93
SUPPLIES & MATERIALS	2,804.85	4,810.00	3.00	1,267.25	3,542.75	26.35
MAINTENANCE & REPAIRS	35.99	1,200.00	0.00	0.00	1,200.00	0.00
OCCUPANCY	466.19	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	2,025.00	0.00	0.00	2,025.00	0.00
OTHER CHARGES	1,000.00	12,720.00	0.00	0.00	12,720.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ANIMAL SERVICES	19,964.96	61,092.00	3,017.99	16,969.38	44,122.62	27.78
TOTAL POLICE	892,785.56	2,218,638.00	143,347.70	871,502.19	1,347,135.81	39.28
<u>FIRE-VOLUNTEER</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	5,469.39	10,000.00	0.00	9,718.71	281.29	97.19
SUPPLIES & MATERIALS	38,103.99	64,525.00	330.55	20,623.22	43,901.78	31.96
MAINTENANCE & REPAIRS	37,968.67	34,300.00	6,822.80	27,498.25	6,801.75	80.17
OCCUPANCY	17,846.63	29,646.00	979.29	16,770.31	12,875.69	56.57
CONTRACTUAL SERVICES	21,254.78	22,119.00	0.00	22,118.99	0.10	100.00
OTHER CHARGES	8,123.39	19,653.00	1,848.66	12,947.44	6,705.56	65.88
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	128,766.85	180,243.00	9,981.30	109,676.83	70,566.17	60.85
TOTAL FIRE-VOLUNTEER	128,766.85	180,243.00	9,981.30	109,676.83	70,566.17	60.85

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: FEBRUARY 29TH, 2012

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	106,197.32	278,994.00	20,983.49	107,704.72	171,289.28	38.60
SUPPLIES & MATERIALS	6,520.75	12,550.00	759.57	2,867.14	9,682.86	22.85
MAINTENANCE & REPAIRS	10,599.61	12,680.00	97.37	11,865.77	814.23	93.58
OCCUPANCY	3,782.47	9,700.00	679.03	4,009.62	5,690.38	41.34
CONTRACTUAL SERVICES	12,228.19	30,990.00	1,321.90	9,319.45	21,670.55	30.07
OTHER CHARGES	6,094.67	11,261.00	121.40	7,070.38	4,190.62	62.79
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	145,423.01	356,175.00	23,962.76	142,837.08	213,337.92	40.10
TOTAL MUNICIPAL COURT	145,423.01	356,175.00	23,962.76	142,837.08	213,337.92	40.10
<u>PLANNING & DEVELOPMENT</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	123,807.57	319,813.00	24,552.05	126,229.95	193,583.05	39.47
SUPPLIES & MATERIALS	2,656.12	8,100.00	308.58	2,624.86	5,475.14	32.41
MAINTENANCE & REPAIRS	384.95	2,000.00	32.48	44.48	1,955.52	2.22
OCCUPANCY	4,797.64	8,500.00	656.88	3,138.84	5,361.16	36.93
CONTRACTUAL SERVICES	57,368.13	83,600.00	8,991.02	40,244.41	43,355.59	48.14
OTHER CHARGES	25,075.64	40,975.00	919.50	22,340.29	18,634.71	54.52
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	214,090.05	462,988.00	35,460.51	194,622.83	268,365.17	42.04
TOTAL PLANNING & DEVELOPMENT	214,090.05	462,988.00	35,460.51	194,622.83	268,365.17	42.04
<u>HEALTH</u>						
<u>00-NON-PROGRAM</u>						
PERSONNEL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	29,594.15	71,050.00	5,918.83	29,594.15	41,455.85	41.65
TOTAL 00-NON-PROGRAM	29,594.15	71,050.00	5,918.83	29,594.15	41,455.85	41.65
TOTAL HEALTH	29,594.15	71,050.00	5,918.83	29,594.15	41,455.85	41.65
<u>CONSTRUCTION MANAGER</u>						
<u>00-NON-PROGRAM</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	0.00	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	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
TOTAL 00-NON-PROGRAM	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONSTRUCTION MANAGER	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: FEBRUARY 29TH, 2012

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>PUBLIC WORKS</u>						
<u>ADMINISTRATION</u>						
PERSONNEL SERVICES	228,990.22	587,459.00	28,414.43	201,628.63	385,830.37	34.32
SUPPLIES & MATERIALS	35,014.67	80,965.00	2,683.21	17,850.75	63,114.25	22.05
MAINTENANCE & REPAIRS	17,454.92	39,000.00	4,365.45	17,684.24	21,315.76	45.34
OCCUPANCY	4,925.17	13,600.00	1,266.97	6,170.44	7,429.56	45.37
CONTRACTUAL SERVICES	5,292.59	44,860.00	21,809.87	39,590.01	5,269.99	88.25
OTHER CHARGES	31,602.49	71,900.00	5,376.40	27,923.21	43,976.79	38.84
CAPITAL OUTLAY	77,864.56	48,296.00	0.00	0.00	48,296.00	0.00
TOTAL ADMINISTRATION	401,144.62	886,080.00	63,916.33	310,847.28	575,232.72	35.08
<u>CONSTRUCTION MANAGER</u>						
PERSONNEL SERVICES	35,630.49	89,450.00	5,556.76	37,504.13	51,945.87	41.93
SUPPLIES & MATERIALS	1,461.73	3,800.00	0.00	1,007.25	2,792.75	26.51
MAINTENANCE & REPAIRS	0.00	500.00	0.00	463.71	36.29	92.74
OCCUPANCY	402.94	1,560.00	146.69	967.54	592.46	62.02
CONTRACTUAL SERVICES	307.71	600.00	94.05	288.53	311.47	48.09
OTHER CHARGES	40.06	1,400.00	10.00	50.00	1,350.00	3.57
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL CONSTRUCTION MANAGER	37,842.93	97,310.00	5,807.50	40,281.16	57,028.84	41.39
<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	47.92	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	0.00	39,500.00	62.90	313.75	39,186.25	0.79
OTHER CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECREATION	47.92	39,500.00	62.90	313.75	39,186.25	0.79
<u>PARKS</u>						
PERSONNEL SERVICES	169,242.20	471,890.00	28,891.50	178,267.33	293,622.67	37.78
SUPPLIES & MATERIALS	16,117.37	39,355.00	1,368.70	11,843.73	27,511.27	30.09
MAINTENANCE & REPAIRS	22,073.84	52,950.00	2,455.19	16,819.68	36,130.32	31.77
OCCUPANCY	18,086.37	43,800.00	3,463.66	19,937.29	23,862.71	45.52
CONTRACTUAL SERVICES	10,375.07	10,880.00	532.00	3,849.44	7,030.56	35.38
OTHER CHARGES	2,095.98	4,650.00	668.27	1,412.45	3,237.55	30.38
CAPITAL OUTLAY	0.00	196,010.00	19,547.00	25,826.15	170,183.85	13.18
TOTAL PARKS	237,990.83	819,535.00	56,926.32	257,956.07	561,578.93	31.48
<u>BUILDING MAINTENANCE</u>						
PERSONNEL SERVICES	46,016.42	149,524.00	10,464.90	57,847.21	91,676.79	38.69
SUPPLIES & MATERIALS	4,198.54	8,300.00	967.52	3,409.95	4,890.05	41.08
MAINTENANCE & REPAIRS	2,782.82	4,450.00	400.00	1,013.56	3,436.44	22.78
OCCUPANCY	83.09	472.00	27.38	156.97	315.03	33.26
CONTRACTUAL SERVICES	694.46	1,690.00	147.90	739.39	950.61	43.75

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: FEBRUARY 29TH, 2012

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 HOT 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	385,996.40	1,085,000.00	76,155.07	437,214.09	647,785.91	40.30
00-00-4102 WATER SALES-COMMERCIAL	333,376.74	765,000.00	63,198.75	369,903.95	395,096.05	48.35
00-00-4103 WATER SALES-PUBLIC AUTH	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4150 PENALTIES	10,773.97	28,000.00	1,839.83	14,095.88	13,904.12	50.34
00-00-4152 WATER TAPPING FEES	800.00	7,600.00	1,600.00	2,200.00	5,400.00	28.95
00-00-4154 WATER SERVICE FEES	11,687.50	21,000.00	2,252.50	12,297.50	8,702.50	58.56
00-00-4156 OTHER	136.88	100.00	4,800.00	4,800.00	(4,700.00)	800.00
00-00-4161 SPECIAL PROJECT REIMB	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL WATER REVENUES	742,771.49	1,906,700.00	149,846.15	840,511.42	1,066,188.58	44.08
<u>WASTEWATER REVENUES</u>						
00-00-4201 WASTEWATER SALES-RESIDENTIAL	264,749.46	630,000.00	58,395.74	294,436.38	335,563.62	46.74
00-00-4202 WASTEWATER SALES-COMMERCIAL	200,714.08	500,000.00	44,980.70	226,626.66	273,373.34	45.33
00-00-4203 WASTEWATER SALES-PUBLIC AUTHO	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4250 PENALTIES	6,848.24	19,000.00	1,385.25	8,697.86	10,302.14	45.78
00-00-4252 SEWER TAPPING FEES	300.00	5,200.00	0.00	0.00	5,200.00	0.00
00-00-4253 SEPTIC TANK DUMP FEES	39,935.08	78,500.00	10,073.42	42,812.46	35,687.54	54.54
00-00-4256 OTHER	843.43	100.00	0.00	0.00	100.00	0.00
TOTAL WASTEWATER REVENUES	513,390.29	1,232,800.00	114,835.11	572,573.36	660,226.64	46.44
<u>INTEREST INCOME</u>						
00-00-4400 INTEREST RECEIPTS	1,237.23	3,200.00	123.95	671.45	2,528.55	20.98
00-00-4401 INTEREST RECEIPTS	1,237.24	3,200.00	123.96	671.45	2,528.55	20.98
TOTAL INTEREST INCOME	2,474.47	6,400.00	247.91	1,342.90	5,057.10	20.98
<u>MISCELLANEOUS</u>						
00-00-4501 GRANT PROCEEDS	0.00	0.00	0.00	12,701.68	(12,701.68)	0.00
00-00-4512 SALE OF FIXED ASSETS	0.00	1,000.00	0.00	0.00	1,000.00	0.00
00-00-4519 BACKFLOW TESTING COST	237.50	3,000.00	0.00	47.50	2,952.50	1.58
00-00-4522 WORKER'S COMPENSATION REIMB	0.00	500.00	0.00	0.00	500.00	0.00
00-00-4528 CONSERVATION PROGRAM	18.48	100.00	0.00	750.00	(650.00)	750.00
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	0.00	0.00	0.00	0.00	0.00	0.00
00-00-4547 BY THE WAY CAMPGROUND	4,399.26	10,200.00	1,243.22	5,943.45	4,256.55	58.27
00-00-4548 LCRA/WCID	28,623.00	66,000.00	4,076.26	18,526.03	47,473.97	28.07
00-00-4549 DON STEWART/VICTORIA BANK REI	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	33,278.24	80,800.00	5,319.48	37,968.66	42,831.34	46.99

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

202-WATER/WASTEWATER FUND

	PRIOR	CURRENT	M-T-D	Y-T-D	BUDGET	% OF
REVENUES	Y-T-D	BUDGET	ACTUAL	ACTUAL	BALANCE	BUDGET
<u>TRANSFERS-IN</u>						
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
TOTAL TRANSFERS-IN	0.00	0.00	0.00	0.00	0.00	0.00
<u>** TOTAL REVENUE **</u>						
	1,291,914.49	3,226,700.00	270,248.65	1,452,396.34	1,774,303.66	45.01

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

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-ADMINISTRATION</u>						
<u>ADMINISTRATION</u>						
PERSONNEL SERVICES	52,308.04	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	2,020.21	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	1,236.23	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	1,563.70	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	168,540.52	0.00	(81.67)	0.00	0.00	0.00
OTHER CHARGES	4,225.92	0.00	0.00	0.00	0.00	0.00
CONTINGENCY	3.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS OUT	82,662.50	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	312,557.12	0.00	(81.67)	0.00	0.00	0.00
TOTAL WATER-ADMINISTRATION	312,557.12	0.00	(81.67)	0.00	0.00	0.00
<u>WATER-DISTRIBUTION</u>						
<u>WATER DISTRIBUTION</u>						
PERSONNEL SERVICES	52,091.51	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	5,855.51	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	21,761.88	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	1,022.19	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	1,156.19	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	635.17	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	408,119.77	0.00	0.00	0.00	0.00	0.00
TOTAL WATER DISTRIBUTION	490,642.22	0.00	0.00	0.00	0.00	0.00
TOTAL WATER-DISTRIBUTION	490,642.22	0.00	0.00	0.00	0.00	0.00
<u>WATER-PRODUCTIONS</u>						
<u>WATER PRODUCTION</u>						
PERSONNEL SERVICES	20,980.23	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	1,716.12	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	15,714.02	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	14,145.49	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	19,392.50	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	217.25	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	389.10	0.00	0.00	0.00	0.00	0.00
TOTAL WATER PRODUCTION	72,554.71	0.00	0.00	0.00	0.00	0.00

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: FEBRUARY 29TH, 2012

202-WATER/WASTEWATER FUND

EXPENDITURES	PRICR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TOTAL WATER-PRODUCTIONS	72,554.71	0.00	0.00	0.00	0.00	0.00
<u>WATER/WASTEWATER DEPT.</u>						
<u>ADMINISTRATION</u>						
PERSONNEL SERVICES	0.00	817,843.00	61,181.96	299,716.73	518,126.27	36.65
SUPPLIES & MATERIALS	0.00	53,705.00	1,996.38	16,753.76	36,951.24	31.20
MAINTENANCE & REPAIRS	0.00	24,060.00	2,325.34	6,684.03	17,375.97	27.78
OCCUPANCY	0.00	16,200.00	1,671.42	8,177.34	8,022.66	50.48
CONTRACTUAL SERVICES	0.00	616,220.00	51,512.80	275,595.31	340,624.69	44.72
OTHER CHARGES	0.00	35,700.00	1,387.65	11,669.18	24,030.82	32.69
CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	0.00	40,000.00	569.98	36,137.46	3,862.54	90.34
TRANSFERS OUT	0.00	610,000.00	50,833.32	254,166.60	355,833.40	41.67
TOTAL ADMINISTRATION	0.00	2,213,728.00	171,478.85	908,900.41	1,304,827.59	41.06
<u>W/WW DISTRIBUT/COLLECT</u>						
SUPPLIES & MATERIALS	0.00	8,600.00	621.97	1,880.57	6,719.43	21.87
MAINTENANCE & REPAIRS	0.00	195,850.00	4,638.81	58,059.92	137,790.08	29.65
OCCUPANCY	0.00	34,000.00	3,408.32	16,973.68	17,026.32	49.92
CONTRACTUAL SERVICES	0.00	16,875.00	142.50	1,393.20	15,481.80	8.26
OTHER CHARGES	0.00	1,870.00	0.00	0.00	1,870.00	0.00
CAPITAL OUTLAY	0.00	38,500.00	0.00	4,500.00	34,000.00	11.69
TOTAL W/WW DISTRIBUT/COLLECT	0.00	295,695.00	8,811.60	82,807.37	212,887.63	28.00
<u>WATER PRODUCTION/TREAT</u>						
SUPPLIES & MATERIALS	0.00	28,500.00	1,294.93	6,125.16	22,374.84	21.49
MAINTENANCE & REPAIRS	0.00	116,050.00	3,811.38	20,417.79	95,632.21	17.59
OCCUPANCY	0.00	90,000.00	5,545.64	33,678.80	56,321.20	37.42
CONTRACTUAL SERVICES	0.00	89,000.00	7,964.40	34,516.96	54,483.04	38.78
CAPITAL OUTLAY	0.00	88,500.00	183.83	17,366.18	71,133.82	19.62
TOTAL WATER PRODUCTION/TREAT	0.00	412,050.00	18,800.18	112,104.89	299,945.11	27.21
<u>WW TREATMENT PLANT</u>						
SUPPLIES & MATERIALS	0.00	29,800.00	3,050.92	11,165.43	18,634.57	37.47
MAINTENANCE & REPAIRS	0.00	99,100.00	12,490.86	32,681.35	66,418.65	32.98
OCCUPANCY	0.00	65,000.00	6,238.09	28,944.45	36,055.55	44.53
CONTRACTUAL SERVICES	0.00	60,000.00	0.00	29,366.50	30,633.50	48.94
CAPITAL OUTLAY	0.00	500.00	0.00	0.00	500.00	0.00
TOTAL WW TREATMENT PLANT	0.00	254,400.00	21,779.87	102,157.73	152,242.27	40.16
TOTAL WATER/WASTEWATER DEPT.	0.00	3,175,873.00	220,870.50	1,205,970.40	1,969,902.60	37.97

WATER-TREATMENT

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

202-WATER/WASTEWATER FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>WATER TREATMENT</u>						
PERSONNEL SERVICES	20,980.56	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	9,550.38	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	25,130.67	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	17,849.88	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	8,768.58	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	257.25	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 WATER TREATMENT	82,537.32	0.00	0.00	0.00	0.00	0.00
TOTAL WATER-TREATMENT	82,537.32	0.00	0.00	0.00	0.00	0.00
<u>WW-ADMINISTRATION</u>						
<u>ADMINISTRATION</u>						
PERSONNEL SERVICES	52,307.86	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	1,592.82	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	1,920.75	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	1,575.64	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	117,507.83	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	2,171.04	0.00	0.00	0.00	0.00	0.00
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
DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
TRANSFERS OUT	82,662.50	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	259,738.44	0.00	0.00	0.00	0.00	0.00
TOTAL WW-ADMINISTRATION	259,738.44	0.00	0.00	0.00	0.00	0.00
<u>WW-COLLECTION</u>						
<u>WW COLLECTION</u>						
PERSONNEL SERVICES	52,133.08	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	4,210.28	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	29,906.57	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	579.08	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	918.71	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	536.01	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY	9,999.88	0.00	0.00	0.00	0.00	0.00
TOTAL WW COLLECTION	98,283.61	0.00	0.00	0.00	0.00	0.00
TOTAL WW-COLLECTION	98,283.61	0.00	0.00	0.00	0.00	0.00

WW-LIFT STATIONS

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

202-WATER/WASTEWATER FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<u>WW LIFT STATIONS</u>						
PERSONNEL SERVICES	20,932.53	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	2,028.49	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	21,302.77	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	12,593.47	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	228.38	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	161.86	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 WW LIFT STATIONS	57,247.50	0.00	0.00	0.00	0.00	0.00
TOTAL WW-LIFT STATIONS	57,247.50	0.00	0.00	0.00	0.00	0.00

WW-TREATMENT PLANT

<u>WW TREATMENT PLANT</u>						
PERSONNEL SERVICES	20,987.45	0.00	0.00	0.00	0.00	0.00
SUPPLIES & MATERIALS	11,428.01	0.00	0.00	0.00	0.00	0.00
MAINTENANCE & REPAIRS	47,272.26	0.00	0.00	0.00	0.00	0.00
OCCUPANCY	31,253.10	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	25,492.90	0.00	0.00	0.00	0.00	0.00
OTHER CHARGES	574.73	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 WW TREATMENT PLANT	137,008.45	0.00	0.00	0.00	0.00	0.00
TOTAL WW-TREATMENT PLANT	137,008.45	0.00	0.00	0.00	0.00	0.00

*** TOTAL EXPENSES ***	1,510,569.37	3,175,873.00	220,788.83	1,205,970.40	1,969,902.60	37.97
REVENUES OVER/(UNDER) EXPENDITURES	(218,654.88)	50,827.00	49,459.82	246,425.94	(195,598.94)	484.83

*** END OF REPORT ***

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

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	656,043.44	2,070,600.00	114,355.89	808,838.11	1,261,761.89	39.06
TOTAL TAXES & PENALTIES	656,043.44	2,070,600.00	114,355.89	808,838.11	1,261,761.89	39.06
<u>INTEREST INCOME</u>						
00-00-4400 INTEREST EARNED	1,953.92	5,000.00	279.25	1,496.34	3,503.66	29.93
TOTAL INTEREST INCOME	1,953.92	5,000.00	279.25	1,496.34	3,503.66	29.93
<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	0.00	0.00	0.00	0.00	0.00
00-00-4529 LCRA HISTORICAL VIDEO GRANT	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
 ** TOTAL REVENUE **	 657,997.36	 2,075,600.00	 114,635.14	 810,334.45	 1,265,265.55	 39.04

FINANCIAL STATEMENT

AS OF: FEBRUARY 29TH, 2012

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	413,148.04	1,033,500.00	104,910.62	431,041.59	602,458.41	41.71
OTHER CHARGES	14,841.16	45,000.00	798.36	15,894.56	29,105.44	35.32
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	408,121.65	1,023,680.00	85,306.66	426,533.30	597,146.70	41.67
TOTAL 00-NON-PROGRAM	836,110.85	2,102,180.00	191,015.64	873,469.45	1,228,710.55	41.55
TOTAL HOTEL/MOTEL TAX FUND	836,110.85	2,102,180.00	191,015.64	873,469.45	1,228,710.55	41.55
*** TOTAL EXPENSES ***	836,110.85	2,102,180.00	191,015.64	873,469.45	1,228,710.55	41.55
REVENUES OVER/(UNDER) EXPENDITURES	(178,113.49)	(26,580.00)	(76,380.50)	(63,135.00)	36,555.00	237.53

*** END OF REPORT ***