

**NOTICE OF REGULAR MEETING  
BASTROP CITY COUNCIL  
January 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 **January 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> |
|------------------------|------------|-------------|-------------------|---------------|

**ANNOUNCEMENTS**

1. Call to Order
2. Pledge of Allegiance and Invocation
3. Presentations
  - A. Character Education – Bastrop student
  - B. YMCA Update – Martha Harris and James Fink, CEO YMCA
  - C. Picture/photo given to Convention Center – Kathy Danielson
4. Proclamations
5. Announcements

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

- A. Meetings and Events Attended:
  1. Lost Pines Groundwater Conservation District monthly meeting – December 14, 2011.
  2. Parks Board monthly meeting – January 5, 2012.
- B. Update on City Projects:
  1. Christmas Lighting in Fisherman's Park.
  2. Farm Street Project.
  3. Splash Pad Project.
  4. New sewer line for Fisherman's Park.
  5. Bastrop State Park Swimming Pool.
  6. Pine Forest Unit #6.
  7. Zoning Public Hearing to be held on January 24, 2012 regarding a request to erect a Cell Tower.
  8. Construction of Water Well I.
  9. Regional Water Plan.
  10. Bond Review process for the issuance of water and wastewater revenue bonds.
  11. Buc-ee's Project.
  12. Brush pickup in the City.
- 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 December 10, 2011.                                                                                                                                      | A.1 | 10 | Teresa Valdez |
| A.2 Approval of Bastrop Marketing Corporation's request for reimbursement of expenses.                                                                                                     | A.2 | 24 | Karla Stovall |
| A.3 Ratification of City Council meeting schedule.                                                                                                                                         | A.3 | 27 | Mike Talbot   |
| A.4 Approval of Special Event Permit Application submitted by the Texas Star Trail Ride, Inc. to host "The Texas Star Trail Ride" on Wednesday, March 7, 2012 and Thursday, March 8, 2012. | A.4 | 30 | Jim Rebecsek  |

|                                                                                                                                                                                                                                                                                                                                             |     |    |                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----------------|
| A.5 Adoption of an Ordinance of the City Council of the City of Bastrop Texas amending Chapter 1, adding new Article 1.15, establishing a Code of Ethics, providing a severability clause; and providing an effective date.                                                                                                                 | A.5 | 45 | Mike Talbot     |
| A.6 Appointment by Mayor and confirmation by Council of member to Bastrop Planning and Zoning Commission.                                                                                                                                                                                                                                   | A.6 | 75 | Mayor Terry Orr |
| A.7 Consideration, discussion and possible action on adoption of a Resolution of the City Council of the City of Bastrop, Texas authorizing proceeding with the issuance of City of Bastrop, Texas Certificates of Obligation; directing publication of Notice of Intention to Issue Certificates of Obligation; and other related matters. | A.7 | 80 | Mike Talbot     |

## **B. PUBLIC HEARINGS:**

### **B.1 Citizen Comments.**

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 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**

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## **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 final Way-finding Project Design and Implementation Strategy.                                                                        | D.1 | 85  | Nancy Wood    |
| D.2 Consideration, discussion and possible action on acceptance of Monthly Financial Reports for periods ending October 31' 2011 and November 30, 2011.                                   | D.2 | 118 | Karla Stovall |
| D.3 Consideration, discussion and possible action concerning awarding the bid for construction of the Sidewalks Improvement Project from the City of Bastrop Library to Fisherman's Park. | D.3 | 178 | Mike Talbot   |
| D.4 Consideration, discussion and possible action on approval of Contract for Election Services between Bastrop County Elections Administrator and the City of Bastrop.                   | D.4 | 179 | Teresa Valdez |
| D.5 Consideration, discussion and possible action on adoption of Resolution calling for and establishing procedure for a Special Election, Bastrop, Texas.                                | D.5 | 194 | Teresa Valdez |

## **E. EXECUTIVE SESSION**

E.1 The Bastrop City Council will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, Section 551.071(1)(A) and Section 551.071(2) (Consultations with Attorney); Section 551.072 (Deliberations about Real Property) and Section 551.074 (Personnel Matters) to discuss the following:

1. 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:
  - a. Covert Settlement Agreement
  - b. Forestar Reinstated Development Agreement
  - c. City Zoning Ordinance
2. Deliberations about Real Property: Acquisition, exchange, lease or value of real property:
  - a. Consultation with tax attorney McCreary/Veselka – Pine Forest Unit #6
  - b. Potential purchase of property for City purposes.
3. Personnel Matters – City Manager

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 6<sup>th</sup> day of January 2012 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:** January 5, 2012

**MEETING DATE:** January 10, 2012

1. Agenda Item: **City Manager informational update report: Items for update, discussion and possible action:**
  - A. Meetings and Events Attended:**
    - 1. Lost Pines Groundwater Conservation District monthly meeting – December 14, 2011.**
    - 2. Parks Board monthly meeting – January 5, 2012.**
  - B. Update on City Projects:**
    - 1. Christmas Lighting in Fisherman’s Park.**
    - 2. Farm Street Project.**
    - 3. Splash Pad Project.**
    - 4. New sewer line for Fisherman’s Park.**
    - 5. Bastrop State Park Swimming Pool.**
    - 6. Pine Forest Unit #6.**
    - 7. Zoning Public Hearing to be held on January 24, 2012 regarding a request to erect a Cell Tower.**
    - 8. Construction of Water Well I.**
    - 9. Regional Water Plan.**
    - 10. Bond Review process for the issuance of water and wastewater revenue bonds.**
    - 11. Buc-ee’s Project.**
    - 12. Brush pick-up in the City.**
  - 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 Repots.**
  - 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

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

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



Bid Amount: \_\_\_\_\_  
Under Budget: \_\_\_\_\_

Budgeted Amount: \_\_\_\_\_  
Over Budget: \_\_\_\_\_  
Amount Remaining: \_\_\_\_\_

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

7. Routing: 

|    | <b><u>NAME/TITLE</u></b> | <b><u>INITIAL</u></b> | <b><u>DATE</u></b> | <b><u>CONCURRENCE</u></b> |
|----|--------------------------|-----------------------|--------------------|---------------------------|
| 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  
UTILITY/FINANCE MONTHLY REPORT  
December 30, 2011

|                         | <u>MONTHLY</u><br><u>FY 2011-2012</u> | <u>MONTHLY COMPARISON</u><br><u>FY 2010-2011</u> |
|-------------------------|---------------------------------------|--------------------------------------------------|
| METERS READ AND BILLED: |                                       |                                                  |
| ELECTRICAL:             |                                       |                                                  |
| Residential:            | 1989                                  | 1962                                             |
| Commercial:             | 583                                   | 601                                              |
| Key Accounts:           | 47                                    | 47                                               |
| Total Customers:        | 2619                                  | 2610                                             |
| WATER:                  |                                       |                                                  |
| Residential:            | 2243                                  | 2202                                             |
| Commercial:             | 616                                   | 602                                              |
| Total Customers:        | 2859                                  | 2804                                             |

|                              | <u>MONTHLY</u><br><u>FY 2011-2012</u> | <u>YEAR TO DATE</u><br><u>FY 2011-2012</u> | <u>YEAR TO DATE</u><br><u>COMPARISON</u><br><u>FY 2010-2011</u> |
|------------------------------|---------------------------------------|--------------------------------------------|-----------------------------------------------------------------|
| SALES OF SERVICES:           |                                       |                                            |                                                                 |
| ELECTRICAL:                  |                                       |                                            |                                                                 |
| KWH:                         | 4,092,182                             | 13,903,584                                 | 13,019,360                                                      |
| Amount:                      | \$456,474.43                          | \$1,614,653.53                             | \$1,495,479.20                                                  |
| * KWH Purchased/<br>LCRA     | 4,801,622                             |                                            |                                                                 |
| WATER:                       |                                       |                                            |                                                                 |
| Gallons:                     | 29,883,600                            | 115,674,100                                | 96,517,000                                                      |
| Amount:                      | \$157,684.82                          | \$510,248.59                               | \$443,035.06                                                    |
| * Gallons Pumped/<br>Treated | 31,863,000                            |                                            |                                                                 |
| WASTEWATER:                  |                                       |                                            |                                                                 |
| Amount:                      | \$111,810.71                          | \$383,492.48                               | \$296,678.13                                                    |
| WORK ORDERS WRITTEN:         | 116                                   |                                            |                                                                 |
| OTHER RECEIPTS:              |                                       |                                            |                                                                 |
| SALES TAX:                   | \$252,500.21                          | \$707,369.13                               | \$635,278.88                                                    |
| ECONOMIC DEV. SALES TAX      | \$126,231.17                          | \$353,631.51                               | \$321,095.80                                                    |
| FRANCHISE TAX:               | \$13,736.17                           | \$95,167.81                                | \$94,850.09                                                     |
| OCCUPATION TAX:              | \$2,235.00                            | \$3,505.00                                 | \$530.00                                                        |
| MIXED BEVERAGE TAX:          | \$0.00                                | \$4,994.71                                 | \$5,906.02                                                      |

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

**Bastrop Public Library  
Librarian's Report  
January 9, 2012**

1. Library Statistics for the month of October. Circulation statistics are down 21% compared to October 2010; gate count is down 13% compared to October 2010; programming is down 40% compared to October 2010; Internet usage is down 18% compared with October 2010 and reference requests are up 4% compared to October 2010.
2. Library Statistics for the month of November. Circulation statistics are down 18% compared to November 2010; gate count is down 13% compared to November 2010; programming is up 157% compared to November 2010; Internet usage is down 7% compared with November 2010 and reference requests are down 4% compared to November 2010.
3. In the month of November 125 children and adults attended Story time.
4. On Tuesday, November 1 Sheilah Kosco hosted "Spooky Buddies" Brown Bag movie.
5. On Thursday, November 3 Sheilah Kosco hosted a Teen Advisory Board meeting. Seventeen teens attended the meeting.
6. On Friday, November 4 Bonnie Ueckert provided library instruction to 11 homeschool students.
7. On Saturday, November 5 seven children read to Bow Wow Book Buddies.
8. On Monday, November 7 Bonnie Ueckert hosted eight children from the Calvary After School program.
9. On Wednesday, November 9 Jean Zurow taught a genealogy class. Sixteen adults were in attendance.
10. On Thursday, November 10 Bonnie Ueckert provided library tours for 157 kindergarten students from the Bluebonnet Elementary School.
11. On Thursday, November 10 Sheilah Kosco hosted a teen event, Battle LA. Twelve teens attended the event.
12. On Saturday, November 12 Sheilah Kosco attended a Tayshas selection committee meeting. Committee members selected 2011 best books for Teens.
13. On Monday, November 14 Bonnie Ueckert hosted eight children from the Calvary After School program.
14. On Thursday, November 17 Bonnie Ueckert provided library tours for 120 first graders from Mina Elementary School.
15. On Thursday, November 17 Sheilah Kosco hosted a teen third Thursday event. Sixteen teens attended the event.
16. On Thursday, November 17 library staff attended ethics training at city hall.
17. On Saturday, November 20 Bonnie Ueckert hosted a Super Saturday video game day for tweens. Five tweens attended and played video games.
18. On Monday, November 21 Sheilah Kosco attended a VITA tax assistance meeting at the Bastrop Workforce Center.
19. On Monday, November 28 Bonnie Ueckert hosted seven children from the Calvary After School program.

20. In the month of November One Click audio (e-audiobooks subscription service from Recorded Books) launched after numerous delays.
21. In the month of November the library received 20 desktop and 10 laptop new computers paid for out of the BTOP broadband grant initiative. Kevin Unger will use these computers to replace the current Teen and Children's computers, the three booth computers, the local history computer and add two specialized computers for people with disabilities. The library also received two work stations of specialized furniture for people with disabilities.
22. In the month of November an automatic door was installed at the library.
23. In the month of November beginning computer classes were made available on Tuesday evenings and Thursday mornings. Patrons seem very pleased with the training. Laura McBain, trainer, is also available four hours per week to work with class members who need extra tutoring. Laura McBain's salary is being paid out of the BTOP grant.
24. In the month of December 45 children and adults attended Story time.
25. On Monday, November 28 Linda Jenkins and Melissa Bullara attended a "Get Motivated" event in Austin.
26. On Monday, November 28 Mickey DuVall returned to work from sick leave.
27. From Thursday, December 1 through Saturday, December 3 the Friends of the Bastrop Public Library held one of its semi-annual book sales. The Friends reported earning an estimated \$2,300 dollars.
28. On Thursday, December 1 Bonnie Ueckert provided library instruction to 11 homeschool students.
29. On Monday, December 5 Bonnie Ueckert hosted eight children from the Calvary After School program.
30. On Tuesday, December 6 Bonnie Ueckert hosted the Brown Bag Movie—"Mars Needs Moms". Four children and adults attended the movie.
31. On Wednesday, December 7 Sheilah Kosco, Cookie Adkins and Mickey DuVall participated in a webinar on ebooks.
32. On Thursday, December 8 Clayton Strickland, a representative from Recorded Books, assisted Sheilah Kosco in accessing One Click. One Click is an online resource for e-audiobooks created by Recorded Books.
33. On Thursday, December 8 Sheilah Kosco hosted a Teen Advisory Board meeting. Sixteen teens attended the meeting.
34. On Friday, December 9 Mickey DuVall attended a CTLS, Inc. long-range planning committee meeting at Salado. At the meeting members of the committee talked about the future of CTLS. With the loss of funding from the State, CTLS has to find its own funds to continue operating. It is still uncertain if CTLS will survive or not.
35. On Friday, December 9 all library staff attended the City's Christmas party at the new Bastrop Convention Center.
36. On Saturday, December 10 the library held its annual Library Board open house. An estimated 700-800 people attended the open house.
37. On Saturday, December 10 Bonnie Ueckert and Sheilah Kosco hosted a decorating Ginger Bread House craft event. Over 208 children and adults decorated houses.

38. On Saturday, December 10 Sheilah Kosco and 22 teens decorated a library float to participate in the City's annual lighted Christmas parade.
39. On Monday, December 12 Bonnie Ueckert hosted six children from the Calvary After School program.
40. On Wednesday, December 14 Sheilah Kosco, Cookie Adkins and Cary Kittrell participated in a webinar on ebooks.
41. On Thursday, December 15 the library held its Winter Volunteer Luncheon. Forty people, including staff, attended the luncheon.
42. On Thursday, December 15 Sheilah Kosco hosted a teen video gaming night. Fourteen teens participated in playing video games.
43. From December 23 through December 26 the library closed for the Christmas holiday.
44. On Monday, January 2 the library closed for the New Year's holiday.

Respectfully submitted: Mickey DuVall, Library Director

|    | A      | B           | C    | D          | E     | F     | G       | H    | I         | J            | K          | L      | M      | N       | O       |
|----|--------|-------------|------|------------|-------|-------|---------|------|-----------|--------------|------------|--------|--------|---------|---------|
| 1  | Fiscal | Circulation | %Chg | Collection | Hours | Staff | Library | %Chg | Budget    | County       | City Cards | County | %Cards | Library | Library |
| 2  | Year   |             |      | Size       | Open  | FTE   | Visits  |      |           | Contrib.     | Issued     | Cards  | Issued | Useage  | Useage  |
| 3  |        |             |      |            |       |       |         |      |           |              |            | Issued | County | City    | County  |
| 4  |        |             |      |            |       |       |         |      |           |              |            |        |        |         |         |
| 5  | 90-91  | 50,395      |      | 17,300     | 34    | 3.5   | na      |      | \$111,068 |              |            |        |        |         |         |
| 6  | 91-92  | 69,093      | 37%  | 18,200     | 34    | 3.5   | na      |      | na        |              |            |        |        |         |         |
| 7  | 92-93  | 83,941      | 21%  | 19,881     | 34    | 4     | na      |      | \$116,101 |              |            |        |        |         |         |
| 8  | 93-94  | 90,000      | 7%   | 24,150     | 39    | 4     | na      |      | \$117,885 | \$ 5,000.00  |            |        |        |         |         |
| 9  | 94-95  | 96,998      | 7%   | 22,622     | 39    | 3.75  | na      |      | \$132,824 |              |            |        |        |         |         |
| 10 | 95-96  | 115,070     | 16%  | 28,000     | 39    | 4.25  | 98,335  |      | \$136,795 |              |            |        |        |         |         |
| 11 | 96-97  | 122,607     | 7%   | 23,441     | 39    | 4.25  | 100,000 | 2%   | \$153,491 |              | 235        | 926    | 80%    | 22%     | 78%     |
| 12 | 97-98  | 117,684     | -4%  | 19,632     | 39    | 4.5   | 101,643 | 2%   | \$163,288 | \$ 5,000.00  | 361        | 1316   | 81%    |         |         |
| 13 | 98-99  | 118,375     | 1%   | 22,500     | 39    | 4.5   | 105,000 | 3%   | \$180,402 | \$ 5,000.00  | 490        | 1233   | 72%    |         |         |
| 14 | 99-00  | 136,158     | 15%  | 23,719     | 46    | 5.5   | 75,921  | -28% | \$224,185 | \$ 5,000.00  | 496        | 1281   | 72%    |         |         |
| 15 | 00-01  | 140,105     | 7%   | 26,449     | 46    | 5.5   | 79,022  | 4%   | \$237,100 | \$ 5,000.00  | 451        | 1351   | 75%    | 20%     | 70%     |
| 16 | 01-02  | 140,119     | 0%   | 29,434     | 46    | 5.5   | 89,423  | 13%  | \$267,810 | \$ 10,000.00 | 565        | 1630   | 74%    | 20%     | 72%     |
| 17 | 02-03  | 135,992     | -3%  | 32,000     | 46    | 5.9   | 95,895  | 7%   | \$284,182 | \$ 10,000.00 | 518        | 1552   | 75%    | 19%     | 73%     |
| 18 | 03-04  | 132,986     | -2%  | 34,000     | 46    | 6.3   | 104,069 | 9%   | \$306,507 | \$ 10,000.00 | 602        | 1870   | 76%    | 20%     | 72%     |
| 19 | 04-05  | 128,211     | -4%  | 35,376     | 46    | 6.925 | 109,633 | 5%   | \$330,965 | \$ 10,000.00 | 701        | 1897   | 70%    | 20%     | 71%     |
| 20 | 05-06  | 115,172     | -10% | 35,326     | 46    | 8.3   | 85,094  | -22% | \$385,895 | \$ 10,000.00 | 714        | 1842   | 72%    | 22%     | 71%     |
| 21 | 06-07  | 156,116     | 36%  | 38,543     | 46    | 8.3   | 103,905 | 22%  | \$423,331 | \$ 10,000.00 | 911        | 2482   | 75%    | 23%     | 71%     |
| 22 | 07-08  | 171,362     | 10%  | 43,000     | 46    | 8.3   | 126,162 | 21%  | \$460,387 | \$ 10,000.00 | 3113       | 2432   | 78%    | 20%     | 72%     |
| 23 | 08-09  | 192,700     | 12%  | 45,979     | 46    | 8.3   | 137,555 | 9%   | \$527,980 | \$ 10,000.00 | 679        | 2316   | 77%    | 21%     | 74%     |
| 24 | 09-10  | 205,177     | 6%   | 47,971     | 46    | 8.3   | 146,491 | 6%   | \$552,754 | \$ 8,500.00  | 614        | 2211   | 78%    | 22%     | 72%     |
| 25 | 10-11  | 193,529     | -6%  | 49,641     | 46    | 8.3   | 133,676 | -9%  | \$608,853 | \$ 8,500.00  | 577        | 2017   | 78%    | 21%     | 73%     |

## Planning and Development Department

### Monthly Report – December 1, 2011 – December 31, 2011

| <b><u>Building Permit Type</u></b>                                                                    | <b><u>Month</u></b> | <b><u>YTD</u></b> | <b><u>2010 YTD</u></b> |
|-------------------------------------------------------------------------------------------------------|---------------------|-------------------|------------------------|
| Single Family Residences                                                                              | 6                   | 50                | 24                     |
| Commercial Starts                                                                                     | 2                   | 13                | 14                     |
| Miscellaneous (electrical, plumbing, HVAC, pools, sprinklers, storage buildings, patio covers, signs) | 47                  | 469               | 398                    |
| Residential Remodels                                                                                  | 3                   | 37                | 26                     |
| Commercial Remodels                                                                                   | 2                   | 25                | 18                     |
| <b>Total Permits Issued</b>                                                                           | 60                  | 596               | 479                    |
| Commercial and Residential Inspections                                                                | 252                 | 1636              | 1499                   |

#### **Business Information requests:**

- Soul Food Restaurant (Chestnut St)

#### **Projects in Process:**

##### **Commercial Construction**

- Lost Pines Convenience Store with gas station (Hwy 21 East)
- J C Nails
- Toyota Dealership
- Seventh Day Adventist Church
- Main Street Historic Museum
- LaHacienda Restaurant, Meat Market and Tortilla Factory
- Buc-ee's Convenience Store

##### **Commercial Const Remodels**

- Taco Bell Remodel
- Centers of Woodland – Additional Parking

##### **Land Development Plans**

- West of the Colorado Retail
- Covert Chevrolet-Remodel
- Subway and Retail-Hwy 95
- Bethlehem Baptist Church

##### **Site Work**

##### **Subdivisions**

- Hunters Crossing Sections 7B
- B&B Subdivision – Phase 2
- Bastrop Grove Preliminary Plat
- Purcell Pointe Final Plat
- Tahitian Village – Amended Plat
- Kresge-Powell Main St Plat
- Pine Forest Amended Plat

#### **Other Projects/Activities in Process:**

##### Regulatory/Policy Documents:

- Subdivision Ordinance Update
- Future Land Use Plan and Thoroughfare Plan P&Z Workshop for January, 2012 Meeting
- Professional Fee Ordinance

##### Official Meetings:

- 1 City Council Meeting
- 0 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

**1 A detailed monthly report is available in the P and D Office – 1311 Chestnut Street**

12/1/2011 – 12/31/2011

Last update: 1/4/2012

Planning and Development Monthly Report

# BASTROP FIRE DEPARTMENT MONTHLY FIRE DEPARTMENT REPORT

December-11

## Part 1

### Number of Calls, by type

|                    |    |              |    |
|--------------------|----|--------------|----|
| Structure *        | 3  | Wildland **  | 3  |
| Vehicles           | 1  | EMS Assist   | 3  |
| Mutual Aid         | 3  | False Alarms | 28 |
| Control Burns      | 25 | Haz-Mat      | 16 |
| Rescue/Extrication | 2  | Other        | 10 |

Total Calls 94

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

|     |     |    |
|-----|-----|----|
| 99% | 99% | 0% |
|     |     |    |

|                   | Dist. 1 | Dist. 2 | Dist. 3 | Dist. 4 | Other |
|-------------------|---------|---------|---------|---------|-------|
| Fires By District | 10      | 7       | 14      | 28      | 3     |
| CTY               | 31      | 1       |         |         |       |

\*\* Total Number of Acres Burned 1

## Part 2

### PERSONNEL HOURS\*

|                                         |        |
|-----------------------------------------|--------|
| Total Personnel Hours at Calls (Part 1) | 538.74 |
| Total Personnel Hours at Training       | 96     |
| Total Personnel Hours at other Events   | 225    |

Total Personnel Hours This Month 859.74

1. Number of Accidents/Injuries this Month. 0

## Part 3

Average Response Time 7.42 Minutes

| Top 5 Responders         | Amount of Calls |
|--------------------------|-----------------|
| 1 CAROLYN LAIRD/BILL LAI | 93/88           |
| 2 DEVAN LAIRD            | 69              |
| 3 ADAM LAIRD             | 67              |
| 4 MARK WOBUS             | 57              |
| 5 VIOLET SCHNEIDER       | 48              |



CITY OF BASTROP

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

CITY COUNCIL

DATE SUBMITTED: December 14, 2011

MEETING DATE: January 10, 2012

1. Agenda Item: **Approval of meeting minutes of December 13, 2011.**
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: \_\_\_\_\_  
\_\_\_\_\_

**December 13, 2011**

The Bastrop City Council met in regular session on December 13, 2011 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 Joe Beal, Ken Kesselus, Bill Peterson, 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 Ken Kesselus led the pledges of allegiance to the U.S. and Texas flags. Reverend Rick Bartlett led the invocation.

**3. PRESENTATIONS****A. CHARACTER EDUCATION – BASTROP STUDENT**

Lilliana Rodriguez a fourth grade student at Red Rock Elementary School presented the Character Education character trait “Perseverance” for the month of December.

**B. JOINT LAND USE STUDY WITH CAMP SWIFT – MELISSA MCCOLLUM**

Planning and Development Director Melissa McCollum introduced Margit Meyers, Project Manager, Department of Defense Office of Economic Adjustment.

Ms. Margit Meyers gave a PowerPoint presentation on a Joint Land Use Study which the City may want to undertake with Camp Swift. Ms. Meyers stated there is a 10% non-federal match which is usually in-kind services.

City Manager, Mike Talbot stated staff had met with the County today and the County would prefer that the City make the application and the County will work with the City on this.

Discussion was held among Council, Ms. Meyers, Ms. McCollum and Mr. Talbot.

Mayor Orr stated there will be an Agenda item on a future Council Agenda where the Council will formally approve the City applying for the grant.

**C. CONTRIBUTION TO FIRE VICTIMS – REPUBLIC OF CHINA (TAIWAN) 100 AUSTIN & TECO WESTINGHOUSE MOTOR COMPANY**

Mayor Orr welcomed Michael Ma, representing the Republic of China (Taiwan). Mayor Orr stated Mr. Ma along with TECO Westinghouse Motor Company will be making a contribution in support of fire victims.

Mr. Michael Ma presented a check in the amount of \$1,000 from the Republic of China (Taiwan) and a check in the amount of \$1,000 from TECO Westinghouse Motor Company as a contribution to help fire victims.

#### 4. PROCLAMATIONS

Mayor Orr proclaimed the Year 2011 as The Republic of China's Centennial Year in Bastrop, Texas.

Mr. Ma presented Mayor Orr and Council Members with a souvenir pin which had been made for the Centennial occasion.

#### 5. ANNOUNCEMENTS

Mayor Orr announced that sales tax for the month of October was up 25+%.

Council Member Bill Peterson thanked the citizens of Bastrop for allowing him to serve as a Council Member for the great City of Bastrop. Mr. Peterson also thanked the Council, City Manager and staff. Mr. Peterson stated that it was with deep regret that he was resigning from his position of Place 1 of the Bastrop City Council because he is moving forward with continuing to serve his community and is announcing his candidacy for Bastrop County Commissioner Precinct #1. Mr. Peterson stated the City Charter provides that he can continue to serve as a Council Member until an Election is held and someone is elected for Place 1.

City Manager, Mike Talbot expressed to Mr. Peterson sincere appreciation on behalf of the Mayor and Council and his own respect for the great service, initiative, clear thinking and talents on bringing the Council together. Mr. Talbot expressed to Mr. Peterson that he had enjoyed working with him.

Kay Garcia McAnally stated it was an honor serving with Mr. Peterson.

Ken Kesselus stated he appreciated Mr. Peterson serving as a Council Member and knows Mr. Peterson will continue to work with the City Council.

Mayor Orr stated the City will be having a Special Election within 120 days to fill the vacant Place 1 Council Member seat and the person elected will serve for the remainder of Mr. Peterson's term.

Discussion was held among Council regarding the procedure for the Special Election.

City Attorney, J.C. Brown stated it has to be a Special Election and according to the City's Charter must be held within 120 days from the date of resignation.

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

##### A. MEETINGS AND EVENTS ATTENDED:

##### 1. NOVEMBER 21, 2011 MONTHLY MEETING OF THE BASTROP ECONOMIC

- DEVELOPMENT CORPORATION.
- 2. DECEMBER 1, 2011 MONTHLY MEETING OF THE PARKS BOARD.
- 3. ANNUAL TEXAS WATER LAW SEMINAR ON DECEMBER 1-2, 2011 IN AUSTIN, TEXAS.
- 4. NOVEMBER 5, 2011 MONTHLY MEETING OF THE MAIN STREET ADVISORY BOARD.
- 5. CITY HALL OPEN HOUSE ON DECEMBER 8, 2011.
- 6. MEETING WITH THE BASTROP COUNTY HISTORICAL SOCIETY ON NOVEMBER 30, 2011.
- B. UPDATE ON CITY PROJECTS:
  - 1. HOLIDAY SCHEDULE FOR CITY OFFICES: CITY OFFICES WILL BE CLOSED DECEMBER 23<sup>RD</sup> AND 26<sup>TH</sup>, 2011 AND JANUARY 2, 2012.
  - 2. PECAN PARK SUBDIVISION.
  - 3. CHRISTMAS LIGHTING IN FISHERMAN'S PARK.
  - 4. FARM STREET PROJECT.
  - 5. BASTROP STATE PARK GOLF COURSE.
  - 6. GILLS BRANCH DRAINAGE PROJECT.
  - 7. BASTROP STATE PARK SWIMMING POOL.
  - 8. PINE FORREST UNIT #6.
  - 9. UPDATE & DISCUSSION ON ZONING ISSUES.
  - 10. CITY OF BASTROP'S TRANSFER STATION.
  - 11. UPDATE ON THE NOVEMBER ELECTION REGARDING THE PROPOSITIONS FOR THE "USE OF 4B SALES TAX MONIES FOR WATER SUPPLY FACILITIES AND WATER CONSERVATION PROGRAMS.
  - 12. BRUSH PICK-UP IN THE CITY.
  - 13. PRE-CONSTRUCTION MEETING ON WATER WELL I.
- 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.

City Manager, Mike Talbot gave an informational update on the listed items.

Mr. Talbot stated Judi Hoover resigned as Chair of the Bastrop Parks Board.

#### 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 NOVEMBER 22, 2011.

A.2 APPROVAL OF BASTROP MARKETING CORPORATION'S REQUEST FOR REIMBURSEMENT OF EXPENSES.

A.3 APPROVAL OF THE STATUTORY DENIAL, FOR A PERIOD OF 180 DAYS FROM THE DATE OF COUNCIL ACTION ON THIS REQUEST, FOR THE REPLAT OF SURBURBIA ESTATES LOT 22 WITHIN THE CITY OF BASTROP, TEXAS EXTRA TERRITORIAL JURISDICTION (ETJ).

A.4 APPROVAL OF THE PROPOSED TAX REBATES FOR HISTORIC LANDMARKS.

A.5 ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AMENDING AND REPLACING ORDINANCE NO. 2005-47, ORDINANCE NO. 2005-19, ORDINANCE NO. 2004-42, ORDINANCE NO. 2004-16, ORDINANCE NO. 2004-08, ORDINANCE NO. 2003-36 AND ORDINANCE NO. 2003-19, RELATED TO THE HUNTERS CROSSING PLANNED DEVELOPMENT AND REPLACING THE HUNTERS CROSSING MASTER PLAN APPROVED AND RECORDED IN CABINET 4 PAGE 103A OF THE PLAT RECORDS OF THE BASTROP COUNTY RECORDS, REPEALING CONFLICTING PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

A.6 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 RESERVATION 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 RESERVATION SYSTEM.

Joe Beal moved to approve the Consent Agenda. Seconded by Bill Peterson and carried unanimously.

## B. PUBLIC HEARINGS:

B.1 PUBLIC HEARING: TO RECEIVE PUBLIC INPUT, RECOMMENDATIONS AND COMMENTS FROM THE CITIZENS OF BASTROP RELATED TO THE ADOPTION OF AN ORDINANCE INSTITUTING AN OFFICIAL CODE OF ETHICS THAT WILL APPLY TO ALL CITY OFFICIALS AND CITY EMPLOYEES.

City Manager, Mike Talbot stated the City Council and Ethics Task Force met a few weeks ago and discussed the proposed Ethics Ordinance. Mr. Talbot stated both parties agreed that the next step in the process is adoption of an Ethics Ordinance, but they wanted to have a Public Hearing prior to the first reading of the Ordinance. Mr. Talbot stated an ad was posted in the non-legal section of the Bastrop Advertiser announcing the Public Hearing being held tonight.

Judge Chris Duggan addressed the Council. Judge Duggan thanked the Council for entrusting the Task Force and stated it was truly an honor to be part of the Task Force. Judge Duggan thanked the Task Force members who were all present at the Council Meeting tonight. Judge Duggan stated the group worked incredibly hard in crafting a document appropriate for the City of Bastrop. Judge Duggan thanked the City Manager and City Attorney for being incredible resources. Judge Duggan thanked the Mayor and City Council for their desire to be proactive and not reactive in regard to ethics. Judge Duggan then gave a PowerPoint presentation on the proposed Ethics Ordinance.

Joe Beal stated the Council owes Judge Duggan and the Task Force for doing something that has not been done in Bastrop before and for developing what is good and special for Bastrop. Mr. Beal thanked Judge Duggan and the Task Force.

Julie Hart thanked the Task Force. Ms. Hart stated she was impressed how incredibly thorough the Ordinance was and how manageable. Ms. Hart stated the Ordinance shows common sense and will serve the community well.

Ken Kesselus thanked the Task Force and thanked the Council for not putting any strings on anything and taking that approach when directing the Task Force to develop the document.

Kay Garcia McAnally thank the Task Force and City Attorney J.C. Brown for the presentation on the "Shalls" and "Shall Nots".

Mayor Orr applauded the Task Force for their intelligence which they brought to the task of developing an Ethics Ordinance.

Bill Peterson thanked the Task Force for their work. Mr. Peterson stated: "You nailed it."

Reverend R.D. Smith addressed the Council. Reverend Smith thanked the Council for appointing him to the Task Force.

There were no other public comments.

**B.2 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON THE FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS AMENDING CHAPTER 1, ADDING NEW ARTICLE 1.15, ESTABLISHING A CODE OF ETHICS, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.**

Mayor Orr read the caption of the Ordinance.

City Manager, Mike Talbot recommended approval of the proposed Ordinance.

Julie Hart moved to approve the Ordinance and place on the Consent Agenda for the Second Reading at the next Council meeting. Seconded by Ken Kesselus and carried unanimously.

**B.3 PUBLIC HEARING: TO RECEIVE INPUT, RECOMMENDATIONS AND COMMENTS FROM THE CITIZENS OF BASTROP RELATED TO THE ADOPTION OF A RESOLUTION OF THE COUNCIL OF THE CITY OF BASTROP, TEXAS, CONCERNING POTENTIAL IMPLEMENTATION OF A FREEPORT TAX EXEMPTION TO WAREHOUSED “GOODS IN TRANSIT”.**

City Manager, Mike Talbot stated the City Council has a statutory requirement to hold a Public Hearing on whether or not to tax Freeport Goods and Super Freeport Goods. Mr. Talbot called the Council's attention to a Summary included in the Agenda packet which outlines what constitutes a Freeport Good and what constitutes a Super Freeport Good and the differences between the two. Mr. Talbot stated the Bastrop Economic Development Corporation (BEDC) Board discussed this matter at their November 2011 Board Meeting and voted to continue the taxation. Mr. Talbot stated if the Council chooses to tax and then next year the Council repeals that tax, they can never put the tax back. Mr. Talbot stated the Council has to adopt a Resolution prior to January 1<sup>st</sup> each year if they want to tax. Mr. Talbot stated the BEDC Board and himself recommend the Council tax goods in transit.

There were no public comments.

**B.4 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF A RESOLUTION OF THE COUNCIL OF THE CITY OF BASTROP, TEXAS, ADDRESSING AD VALOREM TAXATION OF GOODS-IN-TRANSIT PURSUANT TO SECTION 11.263 OF THE TEXAS TAX CODE, AND PROVIDING AN EFFECTIVE DATE.**

City Manager, Mike Talbot recommended the Council tax goods in transit. Mr. Talbot stated an evaluation of businesses in Bastrop had been conducted and he did not think there were any businesses in Bastrop that would be affected by this.

Joe Beal moved to adopt the Resolution that Goods-in-Transit shall be subject to *Ad Valorem* taxation for tax year 2012 and shall not be exempt from taxation in accordance with Section 11.253, Texas Tax Code, based upon the recommendation of the City Manager. Seconded by Ken Kesselus and carried unanimously.

**B.5 PUBLIC HEARING: REQUESTING VARIANCES TO SUBDIVISION REGULATIONS SECTION 6.50.2 B, LOT FRONTAGE ALONG STATE HIGHWAYS, SECTION 6.110.3, LOT ARRANGEMENTS, SECTION 7.10.1, DEFINITION OF A SUBURBAN SUBDIVISION, SECTION 7.102.2 A, MINIMUM LOT WIDTH, SECTION 7.10.2 C, MINIMUM REAR SETBACK, SECTION 7.10.2 F, MINIMUM LOT DEPTH, AND SECTION 7.10.2 G, LOT DEPTH RATIO, TO APPLY TO FUTURE RE-SUBDIVISION OF SURBURBIA ESTATES LOT 22 TO BEING APPROXIMATELY 3.496 ACRES OF LAND, LOCATED WITHIN THE EXTRA TERRITORIAL JURISDICTION (ETJ) OF BASTROP, TEXAS.**

Melissa McCollum, Planning and Development Director, addressed the Council. Ms. McCollum stated property owners Mike and Krista Hosford are requesting approval of variances to the Subdivision Ordinance for lot width/frontage, lot arrangements, depth, lot width to depth ratio and lot size requirement for a future re-subdivision of a single lot (i.e., Lot 22) to create two (2) lots within Surburbia Estates, those being Lot 22A and Lot 22B. Ms. McCollum stated the

applicant is seeking several variances to the Subdivision Ordinance for lot access, size, width, setbacks, and depth and overall lot arrangements. Ms. McCollum stated staff recommends approval of the requested Variances to Subdivision Regulations Section 6.50.2 B, Lot frontage along State Highways, Section 6.110.3, Lot Arrangements, Section 7.10.1, Definition of a Suburban Subdivision, Section 7.10.2 A, Minimum lot width, Section 7.10.2 C, Minimum rear setback, Section 7.10.2 F, Minimum lot depth, and Section 7.10.2 G, Lot depth ratio, to apply to future re-subdivision of Surburbia Estates Lot 22, provided the joint use drainage and access easement are included in the plat application and all other remaining subdivision requirements are adhered.

Discussion was held among Council, Ms. McCollum and Mr. Talbot.

There were no public comments.

**B.6 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO APPROVE VARIANCE TO SUBDIVISION REGULATIONS SECTION 6.50.2 B, LOT FRONTAGE ALONG STATE HIGHWAYS, SECTION 6.110.3, LOT ARRANGEMENTS, SECTION 7.10.1, DEFINITION OF A SUBURBAN SUBDIVISION, SECTION 7.10.2 A, MINIMUM LOT WIDTH, SECTION 7.10.2 C, MINIMUM REAR SETBACK, SECTION 7.10.2 F, MINIMUM LOT DEPTH, AND SECTION 7.10.2 G, LOT DEPTH RATIO, TO APPLY TO FUTURE RE-SUBDIVISION OF SURBURBIA ESTATES LOT 22 TO BEING APPROXIMATELY 3.496 ACRES OF LAND, LOCATED WITHIN THE EXTRA TERRITORIAL JURISDICTION (ETJ) OF BASTROP, TEXAS.**

Planning and Building Director, Melissa McCollum stated staff recommends approval of the requested Variances to Subdivision Regulations Section 6.50.2 B, Lot frontage along State Highways, Section 6.110.3, Lot Arrangements, Section 7.10.1, Definition of a Suburban Subdivision, Section 7.10.2 A, Minimum lot width, Section 7.10.2 C, Minimum rear setback, Section 7.10.2 F, Minimum lot depth, and Section 7.10.2 G, Lot depth ratio, to apply to future re-subdivision of Surburbia Estates Lot 22, provided the joint use drainage and access easement are included in the plat application and all other remaining subdivision requirements are adhered.

Joe Beal moved to approve the Variances provided the joint use drainage and access easement are included in the plat application and all other remaining subdivision requirements are adhered and with the understanding that this will go to the Planning and Zoning Commission for Plat approval. Seconded by Julie Hart and carried unanimously.

Mayor Orr stated he would caution the Planning and Zoning Commission to look carefully at the Plat. Mayor Orr stated he was concerned about what we were creating out there.

#### **B.7 CITIZEN COMMENTS.**

Wuthipong Tantaksinanukij addressed the Council. Mr. Tantaksinanukij complimented the Bastrop Police Department for apprehending, so quickly, the person responsible for the tagging/graffiti in the City.



Jimmie Ann Vaughan addressed the Council. Ms. Vaughan stated she is representing the Downtown Business Alliance tonight. Ms. Vaughan presented a yearly report on the Downtown Business Alliance events held in the City this past year.

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.

At 8:02 p.m., Mayor Orr convened the Bastrop City Council into Executive Session in compliance with the Open Meetings Act, Chapter 551, Government Code, Vernon's Texas Code, Annotated, to discuss the following item:

1. Section 551.071 – Consultations with Attorney.

At 8:40 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 Session.

No action was taken.

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 REGARDING GRANT FUNDS FOR THE TEXAS CAPITAL FUND PROJECT, BUC-EE'S #28 WATER AND DRAINAGE IMPROVEMENTS.

City Manager, Mike Talbot stated Bury & Partners in conjunction with Langford Community Management Services went out for bids for the Water and Drainage Improvements associated with the proposed Buc-ee's Project to be located at the northeast corner of State Highway 71 and State Highway 95. Mr. Talbot stated the bid tabulation sheet and Bury's recommendation that the bid be awarded to DNT is included in the Agenda packet. Mr. Talbot stated he recommended the bid be awarded to DNT Construction.

Joe Beal moved to award the bid to DNT Construction in accordance with the City Manager's recommendation. Seconded by Kay Garcia McAnally and carried unanimously.

D.2 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO RECOGNIZE THE RECOMMENDATION OF THE AUTOMATED RED LIGHT ADVISORY COMMITTEE REGARDING INSTALLATION OF ADDITIONAL RED LIGHT CAMERAS.

Assistant Police Chief Matt Wagner addressed the Council. Assistant Chief Wagner stated the Red Light Advisory Committee met today at 5:30 p.m. to discuss the red light camera program and installation of additional red light cameras. Assistant Chief Wagner stated the Red Light Advisory Committee reviewed the "Evaluation of the Need for Red Light Running Cameras Engineering Analysis Template" for the intersection of State Highway 71 at Texas Highway 95 and Jackson Street and also for the intersection of State Highway 71 at Texas 150 and Tahitian Drive. Assistant Chief Wagner stated this is an intersection safety program which uses automated red light cameras to enforce City's Ordinance No. 2011-4 governing red light violations. Assistant Chief Wagner stated a Courtesy Warning Notice will be issued to offenders for the next 30 days, which will be the warning period, and after that red light violations captured by red light cameras in Bastrop can result in \$75.00 civil penalty. Assistant Chief Wagner stated the Automated Red Light Advisory Committee recommended the red light cameras which had previously been placed be activated as well as red light cameras be activated at the two proposed locations.

Discussion was held among Council and Assistant Chief Wagner.

Bill Peterson moved that the red light cameras which had previous been placed be activated and to have two additional red light cameras be installed and operated at: 1) State Highway 71 westbound at Highway 95 and 2) State Highway 71 eastbound at Tahitian. Seconded by Kay Garcia McAnally and carried unanimously.

### D.3 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION TO APPROVE A FINAL PLAT FOR PURCELL POINT BEING APPROXIMATELY 3.406 ACRES OF AND IN THE CITY LIMITS OF BASTROP, TEXAS.

Planning and Development Director, Melissa McCollum addressed the Council. Ms. McCollum stated the owner wished to divide his +/- 3.40 acre tract into three lots. Ms. McCollum stated the entire property is zoned C-2, Commercial and once platted, is proposed for a variety of commercial developments. Ms. McCollum stated the three lots will share access to Highway 71 and Emile Street. Ms. McCollum stated staff supports the Purcell Pointe Subdivision provide that the maintenance agreement for all common areas and completion of the Phase 1 Public Utility and Drainage Plans, Phase 2 Public Utility Plans and Phase 1 Site Development plans are resolved/finalized prior to recordation: 1) Provide a maintenance agreement required for common areas (parking, access, drainage and landscape areas); and 2) Completion of all items on the "Construction Acceptance Checklist" for Phase 1 Public Utility and Drainage Plans (College Street/71 channel improvements), Phase 2 Public Utility Plans (Subdivision lot utility services), and Phase 1 Site Development (pond drainage improvements).

Brief discussion was held among Council and Ms. McCollum.

Joe Beal moved to approve the Final Plat for Purcell Point provided that the maintenance agreement for all common areas and completion of the Phase 1 Public Utility and Drainage Plans, Phase 2 Public Utility Plans and Phase 1 Site Development plans are resolved/finalized prior to recordation: 1) Provide a maintenance agreement required for common areas (parking, access, drainage and landscape areas) and 2) Completion of all items on the "Construction Acceptance Checklist" for Phase 1 Public Utility and Drainage Plans (College Street/71 channel

improvements), Phase 2 Public Utility Plans (Subdivision lot utility services), and Phase 1 Site Development (pond drainage improvements). Seconded by Julie Hart and carried unanimously.

**D.4 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING A REQUEST THAT THE CITY COUNCIL CONSIDER AMENDING RESOLUTION NO. R-2011-22 TO EXPAND THE AREA THAT INDIVIDUALS/FAMILIES OF THE RECENT FIRE NOT BE SUBJECT TO PAYING CITY BUILDING PERMIT FEES AND ASSOCIATED FEES.**

City Manager, Mike Talbot stated on September 27, 2011 the City Council passed a Resolution stating that anyone wishing to rebuild their home back in the area of the City that was destroyed by the fire would not be subject to the City's building permit fees. Mr. Talbot called the Council's attention to Page 212 of the Agenda Packet which was a letter he received from an individual requesting that as a fire victim they should not pay any building permit fees regardless whether or not they lived in the area of the City that was destroyed by the fire. Mr. Talbot stated the person feels that as a fire victim the Council should waive the building permit fees for them if they are rebuilding back inside the City limits of Bastrop. Mr. Talbot stated in reviewing the Resolution adopted, the Council's basis for the Resolution was to encourage re-development in the area destroyed by the fire and this request is inconsistent with the policy set by Council.

Mayor Orr stated he had real concerns regarding the requests because there have been many cases where people have bought new homes in the City and new homes are being built by D.R. Horten. Mayor Orr stated that needs to remain separate and the City needs to encourage rebuilding in the burned area. Mayor Orr stated he did not see the intent of the Resolution to be City wide.

Mr. Talbot stated the Mayor makes a good point and if the Council were to approve this request, it would not surprise him if D.R. Horten would be in his office tomorrow asking for the same.

Joe Beal stated it could possibly lead to the City being asked to reimburse persons who have built already.

Ken Kesselus stated he agreed to essentially help someone replace what they had, not to do something else.

Kay Garcia McAnally stated as long as they stay in Bastrop, isn't that what we care about?

Mr. Talbot stated he was really concerned about the ripple effect this may have. Mr. Talbot stated he was not trying to be unsympathetic but the City has contributed a lot to the County and community in support of this fire.

Joe Beal stated the Resolution adopted by Council is good and does what the Council intended it to do.

No action was taken.

**D.5 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION BY CITY COUNCIL TO REVIEW AND TAKE ACTION ON AWARDED CONTRACT FOR ENGINEERING**

## SERVICES FOR IMPROVEMENTS TO THE CITY'S SEWER SYSTEM, PURSUANT TO THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT.

City Manager, Mike Talbot stated the City prepared and published a Request for Proposals for Engineering Services to prepare all preliminary and final design plans and specifications and to conduct all necessary interim and final inspections required by the City for the construction and installation of 2,450 linear feet of 18" PVC, and related work, from the Gills Branch Lift Station to Chestnut Street. Mr. Talbot stated based on staff's independent review of the responses/proposals, the supplemental information provided from certain engineering firms and reference checks, the staff recommends that the Council award the work to BEFCO Engineering, Inc., as the most qualified submitter for the project and the engineering firm that would provide the best service to the City on this project.

Bill Peterson moved to award the Contract for engineering services to BEFCO Engineering, Inc. Seconded by Joe Beal and carried unanimously.

## D.6 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION AWARDED THE BID FOR THE CONSTRUCTION OF SPLASH PARK IN FISHERMAN'S PARK.

City Manager, Mike Talbot stated the City of Bastrop solicited bids for the construction of a Splash Park in Fisherman's Park. Mr. Talbot stated the bid proposal has a base bid with three alternative bids. Mr. Talbot stated a total of five contractors bid on the project. Mr. Talbot stated the low bidder for the project was the Westar Company of Georgetown. Mr. Talbot called the Council's attention to a Summary Budget in the Agenda packet which he had prepared. Mr. Talbot stated that in Fiscal Year 2011 the City expressed approximately \$22,150 towards getting this project moving forward. Mr. Talbot stated these expenditures were charged to the General Fund rather than project fund, so in essence if the Council desires to absorb these expenditures through the General Fund and not have the project fund reimburse these costs, he believes the amount remaining to complete the project, even though there is a budgetary shortfall, this project is doable. Mr. Talbot stated to make this a doable project, value engineering approach would have to be taken during the course of construction to reduce the shortfall the project is facing. Mr. Talbot stated if the Council is not agreeable to this approach, the alternative is going to be to reject the bids and scale back certain elements of the project to bring it in line with the original proposed budget. Mr. Talbot called the Council's attention to a recommendation letter in the Agenda packet from BEFCO Engineering, Inc.

Joe Beal moved to award the base bid (\$137,000), alternate bid item 2 (\$8,280) and alternate bid item 3 (\$12,397) for a total of \$157,667.80 to Westar Construction from Georgetown. Seconded by Kay Garcia McAnally and carried unanimously.

## D.7 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION AWARDED THE BID FOR REPLACING THE SEWER MAIN IN FISHERMAN'S PARK, FROM THE BATHROOMS LOCATED ADJACENT TO FARM STREET EASTWARDLY TOWARDS THE INTERSECTION OF PINE STREET AND CHURCH STREET.

City Manager, Mike Talbot stated that Agenda Items D.6 through D.9 all relate in some form or fashion to the Splash Park. Mr. Talbot stated the City solicited bids for the construction of replacing the sewer main in Fisherman's Park from the bathrooms to the intersection of Pine and

Church Street. Mr. Talbot stated this project also includes the replacement of the substandard grinder pump located behind the bathrooms. Mr. Talbot called the Council's attention to the bid tabulation sheet, BEFCO Engineering's recommended contractor for the project, and a budget summary included in the Agenda packet. Mr. Talbot stated this project is proposed to be paid from bond funds once the bonds are issued.

Bill Peterson moved to award the bid to KIVA, Inc. from Buda in the amount of \$203,082.46. Seconded by Ken Kesselus and carried unanimously.

#### D.8 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON ADOPTION OF A RESOLUTION EXPRESSING OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES OF THE CITY OF BASTROP, TEXAS.

City Manager, Mike Talbot stated the Council recently approved an increase in Water and Wastewater Rates so the City could undertake certain water and wastewater Capital Projects within the City. Mr. Talbot stated one of those Capital Projects is the replacement of the sewer main in Fisherman's Park which is substandard. Mr. Talbot stated this project will solve the problem of the bathrooms constantly backing-up in Fisherman's Park, replacing the substandard grinder pump which could become a hazard and accommodating the new splash park. Mr. Talbot stated the City will likely begin the replacement of this sewer line prior to the issuance of the bonds for this project. Mr. Talbot stated in the interim the Water and Wastewater Fund will pay any cost incurred by the City for this sewer project until the bonds are issued. Mr. Talbot stated the purpose of the proposed Resolution is that once the bonds are issued it will reimburse the Water and Wastewater Fund any cost incurred associated with this project.

Joe Beal moved to adopt the Resolution. Seconded by Bill Peterson and carried unanimously.

#### D.9 CONSIDERATION, DISCUSSION AND POSSIBLE ACTION AUTHORIZING BEFCO ENGINEERING TO PROCEED FORWARD WITH THE COMPLETION OF THE PROPOSED SIDEWALK PLANS FROM THE LIBRARY TO THE NEW PROPOSED SPLASH PARK AND AUTHORIZING BEFCO ENGINEERING TO GO OUT AND SOLICIT FOR BIDS ONCE THE PLAN AND SPECIFICATIONS FOR THE PROJECT ARE COMPLETE.

City Manager, Mike Talbot stated a few months ago the Council authorized BEFCO Engineering to come up with a sidewalk design connecting the Library with the new proposed Splash Park. Mr. Talbot stated the Council accepted the plan which is included in the Agenda packet for review. Mr. Talbot stated Council directed him to come up with a source of funding for this project and he is proposed that the remaining Park Bond funds be used if the Council still desires to go forward with this project. Mr. Talbot called the Council's attention to a budget summary he included in the Agenda packet. Mr. Talbot stated he is recommending the expenditures of the bond funds because these funds really should have been expended last fiscal year.

Kay Garcia McAnally moved to authorize BEFCO Engineering to proceed forward with the completion of the proposed sidewalk plans from the Library to the new proposed Splash Park and authorize BEFCO Engineering to solicit bids once the plan and specifications for the project are complete. Seconded by Bill Peterson and carried unanimously.

E. EXECUTIVE SESSION:

E.1 THE BASTROP CITY COUNCIL WILL MEET IN A CLOSED/EXECUTIVE SESSION PURSUANT TO THE TEXAS GOVERNMENT CODE, CHAPTER 551, SECTION 551.071(1)(A) AND SECTION 551.071(2) (CONSULTATIONS WITH ATTORNEY) AND SECTION 551.072 (DELIBERATIONS ABOUT REAL PROPERTY) TO DISCUSS THE FOLLOWING:

1. 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.
2. DELIBERATIONS ABOUT REAL PROPERTY: ACQUISITION, EXCHANGE, LEASE OR VALUE OF REAL PROPERTY.

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.

No Executive Session was held.

F. ADJOURNMENT

At 9:20 p.m., Bill Peterson moved to adjourn. Seconded by Ken Kesselus and carried unanimously.

APPROVED:

ATTEST:

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Terry Orr, Mayor

---

Teresa Valdez, City Secretary

CITY OF BASTROP

AGENDA ITEM

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

CITY COUNCIL

DATE SUBMITTED: January 3, 2012

MEETING DATE: January 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 \_\_\_\_\_

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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: \_\_\_\_\_

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**CITY OF BASTROP  
FINANCE  
DEPARTMENT**

# Memo

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

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

This request is for the time period for November 2011. 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 \$50,326.38 for November 2011 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.



01/06/20

Bastrop Marketing Corporation ("BMC")  
 October 2011 through September 2012 - Budget

Updated: December 30, 2011

|                                       | 2               | 0               | 1               | 1             |
|---------------------------------------|-----------------|-----------------|-----------------|---------------|
|                                       | September       | October         | November        | December      |
| HRLPR Room Revenues                   | \$ 2,169,911.11 | \$ 2,071,428.57 | \$ 1,615,177.09 | \$ 960,254.00 |
| Exemptions                            | (39,280.86)     | (1,070.00)      | (1,376.00)      |               |
| Taxable Room Revenues                 | 2,130,630.25    | 2,070,358.57    | 1,613,801.09    | 960,254.00    |
| City of Bastrop HOT Rate              | 7%              | 7%              | 7%              | 7%            |
| City of Bastrop HOT Tax               | \$ 149,144.12   | \$ 144,925.10   | \$ 112,966.08   | \$ 67,217.78  |
| Gross Liability to City               | \$ 149,144.12   | \$ 144,925.10   | \$ 112,966.08   | \$ 112,966.08 |
| Hotel Owner Collection Allowance (1%) | (1,491.44)      | (1,449.25)      | (1,129.66)      | (1,129.66)    |
| Net Collection by City                | 147,652.68      | 143,475.85      | 111,836.42      | 111,836.42    |
| Applicable % payable to BMC           | 45%             | 45%             | 45%             | 45%           |
| Funds Available to BMC                | 66,443.71       | 64,564.13       | 50,326.39       | 50,326.39     |
| Total Budget                          | \$ 802,760.29   | Allocated:      | 66,896.69       | 66,896.69     |
| Payment of Funds by City to BMC       | \$ 66,443.71    | \$ 64,564.13    | \$ 50,326.39    | \$ 50,326.39  |
|                                       | Paid            | Paid            | Currently due   |               |

Prepared:

check: \$

|  | January         | February        | March           | April           | May             | June            | July            | August          | September       |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|  | \$ 1,010,228.00 | \$ 1,571,228.00 | \$ 2,794,797.00 | \$ 2,487,948.00 | \$ 2,300,062.00 | \$ 2,986,947.00 | \$ 3,161,963.00 | \$ 2,653,655.00 | \$ 1,962,414.00 |
|  | 1,010,228.00    | 1,571,228.00    | 2,794,797.00    | 2,487,948.00    | 2,300,062.00    | 2,986,947.00    | 3,161,963.00    | 2,653,655.00    |                 |
|  | 7%              | 7%              | 7%              | 7%              | 7%              | 7%              | 7%              | 7%              | 7%              |
|  | \$ 70,715.96    | \$ 109,985.96   | \$ 195,635.79   | \$ 174,156.36   | \$ 161,004.34   | \$ 209,086.29   | \$ 221,337.41   | \$ 185,755.85   |                 |
|  | \$ 67,217.78    | \$ 70,715.96    | \$ 109,985.96   | \$ 195,635.79   | \$ 174,156.36   | \$ 161,004.34   | \$ 209,086.29   | \$ 221,337.41   | \$ 185,755.85   |
|  | (672.18)        | (707.16)        | (1,099.86)      | (1,956.36)      | (1,741.56)      | (1,610.04)      | (2,090.86)      | (2,213.37)      | (1,857.56)      |
|  | 66,545.60       | 70,008.80       | 108,886.10      | 193,679.43      | 172,414.80      | 159,394.30      | 206,995.43      | 219,124.04      | 183,898.29      |
|  | 45%             | 45%             | 45%             | 45%             | 45%             | 45%             | 45%             | 45%             | 45%             |
|  | 29,945.52       | 31,503.96       | 48,998.75       | 87,155.74       | 77,586.66       | 71,727.44       | 93,147.94       | 98,605.82       | 82,754.23       |
|  | 66,896.69       | 66,896.69       | 66,896.69       | 66,896.69       | 66,896.69       | 66,896.69       | 66,896.69       | 66,896.69       | 66,896.70       |
|  | \$ 29,945.52    | \$ 31,503.96    | \$ 48,998.75    | \$ 87,155.74    | \$ 77,586.66    | \$ 71,727.44    | \$ 93,147.94    | \$ 98,605.82    | \$ 82,754.23    |

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CITY OF BASTROP

AGENDA ITEM: **A.3****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: January 4, 2011

MEETING DATE: January 10, 2012

1. Agenda Item: **Ratification of City Council meeting schedule.**
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: \_\_\_\_\_  
\_\_\_\_\_

**COUNCIL REGULAR & SPECIAL MEETINGS**  
**2012**  
**(All meeting begin at 6:00 p.m. unless otherwise noted)**

|                 |                                                                    |
|-----------------|--------------------------------------------------------------------|
| January 10      | Regular Council Meeting                                            |
| January 24      | Regular Council Meeting                                            |
| February 14     | Regular Council Meeting                                            |
| February 17-19  | TML Elected Officials Conference – San Antonio                     |
| February 28     | Regular Council Meeting                                            |
| <b>March 3</b>  | <b>Special Election to fill vacancy for Council Member Place 1</b> |
| <b>March 13</b> | <b>Canvass Election</b>                                            |
| March 13        | Regular Council Meeting                                            |
| March 27        | Regular Council Meeting                                            |
| April 10        | Regular Council Meeting                                            |
| April 24        | Regular Council Meeting                                            |
| May 8           | Regular Council Meeting                                            |
| <b>May 12</b>   | <b>ELECTION DAY</b>                                                |
| <b>May 15</b>   | <b>Canvass Election</b>                                            |
| May 22          | Regular Council Meeting                                            |
| May 29          | Special Workshop Meeting                                           |
| June 12         | Regular Council Meeting                                            |
| June 19         | Special Workshop Meeting                                           |
| June 26         | Regular Council Meeting                                            |
| July 10         | Regular Council Meeting                                            |
| <b>July 17</b>  | <b>Workshop Session – Budget 2012-2013</b>                         |
| July 20-21      | TML Newly Elected Officials Orientation - Hurst                    |
| July 24         | Regular Council Meeting                                            |
| August 7        | <b>Workshop Session – Budget 2012-2013</b>                         |

|                    |                                                                |
|--------------------|----------------------------------------------------------------|
| August 14          | Regular Council Meeting                                        |
| <b>August 21</b>   | <b>Workshop Session – Budget 2012-2013</b>                     |
| August 28          | Regular Council Meeting                                        |
| <b>September 4</b> | <b>Workshop Session – Budget 2012-2013</b>                     |
| September 11       | Regular Council Meeting                                        |
| September 18       | Special Council Meeting if necessary for <b>Budget</b>         |
| September 25       | Regular Council Meeting                                        |
| October 9          | Regular Council Meeting                                        |
| October 23         | Regular Council Meeting                                        |
| November 13        | Regular Council Meeting                                        |
| November 27        | Regular Council Meeting                                        |
| November 13-16     | TML Annual Conference - Grapevine                              |
| December 11        | Regular Council Meeting – <b>1 Regular Meeting in December</b> |

## CITY OF BASTROP

## AGENDA ITEM

**A.4****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED:

January 03, 2012

MEETING DATE:

January 10, 2012

Agenda Item: **Approval of Special Event Permit Application submitted by the Texas Star Trail Ride, Inc., to host "The Texas Star Trail Ride" on Wednesday, March 07, 2012, and Thursday, March 08, 2012.**

1. Party Making Request: **Jim Rebecsek**
2. Nature of Request: (Brief Overview) Attachments: Yes   X   No
3. Policy Implication: \_\_\_\_\_
4. Budgeted: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A  
 Bid Amount: \_\_\_\_\_ Budgeted Amount: \_\_\_\_\_  
 Under Budget: \_\_\_\_\_ Over Budget: \_\_\_\_\_  
 Amount Remaining: \_\_\_\_\_
5. Alternate Option/Costs: \_\_\_\_\_
6. Routing: 

| <u>NAME/TITLE</u> | <u>INITIAL</u> | <u>DATE</u> | <u>CONCURRENCE</u> |
|-------------------|----------------|-------------|--------------------|
| a) _____          |                |             |                    |
| b) _____          |                |             |                    |
| c) _____          |                |             |                    |
7. Staff Recommendation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
8. Advisory Board: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None
9. Manager's Recommendation: \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ None
10. Action Taken: \_\_\_\_\_  
 \_\_\_\_\_

**COPY**

# Special Event Permit Application

Revised 9/29/2011

**Parks Board** meeting date: Thurs 1/05/12 @ 6:30pm Approved: Yes ☐ No ☐  
Day Date

**Agenda deadline:** \_\_\_\_\_ **Date copies made:** \_\_\_\_\_  
Day Date Day Date

**City Council** meeting date: Tues 1/10/12 @ 6pm Approved: Yes ☐ No ☐  
Day Date

**Agenda deadline:** \_\_\_\_\_ **Date sent to Secretary:** \_\_\_\_\_  
Day Date Day Date

**Special Event Review Committee** meeting date: Thurs 12/15/11 @ 10am Approved: Yes ☐ No ☐  
Day Date

Copied for: Special Event Review Committee (5) + event coordinators (2)

**Date copies made:** \_\_\_\_\_  
Day Date

Name of event: TEXAS STAR TRAIL RIDE - 2012

Location of event: Camp inside Mayfest Park in area next to arena

Purpose of event: RIDING TO THE STAR OF TEXAS FAIR & RODEO AUSTIN

Date(s): 3/07-08/12 Day(s): Wed & Thurs Times: Wed 7am - Thurs 9am

Setup: NA / \_\_\_\_\_ Cleanup: NA / \_\_\_\_\_  
Date Time Date Time

Name of organization: THE OFFICIAL TEXAS STAR TRAIL RIDE, INC.

Address of organization: 6801 DESTINY HILLS DRIVE AUSTIN, TX 78738

Event coordinator #1: NOVELLA HETTINGTON, TRAIL BOSS

Daytime: 512 413 9431 Fax: 512 263 0041 Cell: 512 413 9431  
Area Code/Number Area Code/Number Area Code/Number

E-mail address: VELLA427@AOL.COM me me me kee@yahoo.com

Event coordinator #2: SHERI WISE, ASST. TRAIL BOSS

Daytime: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: 512 517 8478  
Area Code/Number Area Code/Number Area Code/Number

E-mail address: TRAIL-GIRL-99@YAHOO.COM

Please submit the following where applicable:

| Item                                                           | Item                                                                       | Item                                                    |
|----------------------------------------------------------------|----------------------------------------------------------------------------|---------------------------------------------------------|
| <input checked="" type="checkbox"/> Application signed & dated | <input checked="" type="checkbox"/> Map of activity route & site locations | <input checked="" type="checkbox"/> Sound Permit        |
| <input type="checkbox"/> Banner permits                        | <input checked="" type="checkbox"/> Non-profit status proof                | <input type="checkbox"/> TABC Certificate & City Letter |
| <input type="checkbox"/> Fireworks permit & safety plan        | <input type="checkbox"/> Processing fee                                    | <u>Riding route details</u>                             |
| <input type="checkbox"/> Insurance certificate <u>Patent</u>   | <input checked="" type="checkbox"/> Security deposit                       |                                                         |

Event: 01/06/2012

Date(s): 3/07-08/2012  
Weds - Thurs

Date Submitted: 12/08/11

**Please describe event activities:**

Trail Riders will spend the night at the rodeo grounds. Horse Trailers, Motor Homes & camper trucks.

Will arrive in Bastrop on Wed 3/07/12 around 7am. Will leave rigs in park. Will bus back to horses at Smithville. Will ride horses back to Mayfest on Wed 3/07/12 around 4pm.

Will leave Bastrop on Thursday 3/08/12. Rigs moved around 7am. Horses, etc ride out at 9am.

On the afternoon of Wed 3/07/12, will need police escort for horseback riders, etc. as they turn into Mayfest Park.

On Thursday morning around 9am, will need police escort from Loop 150, down 21, across 95, down Chestnut to Main and north on Main to

Street closures: NA outside city limits.

Assistance from City departments (including Police Dept):

See above

Police escort on 3-8-2012

to cross Hwy 21 & 95

Will need hot check of camp site area.

Event: 01/06/2012 BSR

Date(s): 3/07-08/2012  
Wed-Thurs

Date Submitted: 12/08/11 <sup>33</sup>

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 # 500270678 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 # 500270677 or Money Order # \_\_\_\_\_

**Insurance Certificate:**

- General liability policy in the amount of one-million dollar (\$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
- ☐ DBA insurance carrier
- ☐ Chamber of Commerce insurance carrier
- ☐ City of Bastrop insurance carrier

email to  
mduvall@cityofbastrop.org

Or Fax to: (512)  
321-1313

Comments: WILL PROVIDE

**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: See riding route sheet - will send to Marky\* when done

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

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

Comments: Will use megaphone on sound truck for amplified sound.



Event: 07/06/2012

Date(s): 3/07-08/2012  
Wed-Thurs

Date Submitted: 12/08/11

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: Riders
- 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: \_\_\_\_\_

Horses & mules

**Attendance:**

- Anticipated approximate number of persons attending each day of event: approx 100
- Approximate number of volunteers and workers: NA

**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: Sponsor banners on wagons

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

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

on power posts in camp area

Event: 04/06/2012  
131R

Date(s): 3/07-08/2012  
Wed-Thurs

Date Submitted: 12/08/11

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

- First aid station: ☒ No ☐ Yes: Location: will call 911 if needed
- 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](http://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: \_\_\_\_\_

Trail side has compost control May provide  
cans or trash bags can be left at bathrooms for parks crew.  
Hay & poop will be spread around.

- 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: Inside Camp grounds inside Mayfest Park

**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: NA

**Rodeo Arena:**

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

Comments: NA

Event: 01/06/2012

Date(s): 3/07-08/2012  
Wed - Thurs

Date Submitted: 12/08/11

**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: \_\_\_\_\_

Sponsor/ride banners on wagons/signs on sound truck

**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 (i.e., car shows), Equipment, Trailers (i.e., for stages), Watercrafts, Aircrafts, Bicycles, Motorcycles, etc (show location[s] on map):**

- ☐ No ☒ Yes: Describe types and uses for event: sound truck, wagons, trailers, pickups, motorhomes

**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

Water/Wastewater Department: May use water spigot to fill water tank for animals - will use ones next to bathrooms.

01/06/2012

Event:

TSTR

Date(s):

3/07-08/2012  
Wed-Thurs

Date Submitted:

12/08/11

### 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.

Novella Hoffington, TRAIL AOS  
Applicant

12/08/11

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

Matthew Wagner

☒ Police Department

12/15/11

Date

Michael Talb

☒ City Manager

12-19-11

Date

[Signature]

☒ Public Works & Parks Department

Dec 15, 2011

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



THIS DOCUMENT CONTAINS A TRUE WATERMARK - HOLD TO LIGHT TO VIEW / ESTE DOCUMENTO CONTIENE UNA MARCA DE AGUA VERDAD - TIENEN A LA LUZ PARA VER

**BBVA Compass** **CASHIER'S CHECK** 500270678

CHEQUE DE CAJA 61-118/620

PAY CITY OF BASTROP  
TO THE ORDER OF  
Páguese por este cheque a lo orden de

Date/Fecha: 12/08/2011 376

\*\*\*\*\* \$100.00 \*\*\*\*\*

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

Remitter/Remitente: TEXAS STAR TRAIL RIDE  
Description/Descripción:

Drawee:  
Compass Bank  
Birmingham, AL 35233

*Stacy Crines*  
AUTHORIZED SIGNATURE / FIRMA AUTORIZADA

Ver Detalle Cheque. Details on Back. Características de la Seguridad Incluidas. Security Features Included.

⑈ 500 270678 ⑈ ⑆062001186⑆ 151 5611 2⑈

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⑈ 500 270677 ⑈ ⑆062001186⑆ 151 5611 2⑈

COPY

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

DEPARTMENT OF THE TREASURY

Date: **AUG 15 2006**

TEXAS STAR TRAIL RIDE INC  
6801 DESTINY HILLS DR  
AUSTIN, TX 78738

Employer Identification Number:  
36-4567123  
DLN:  
17053018096026  
Contact Person:  
ANGELA M BENDER ID# 31162  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
May 31  
Public Charity Status:  
509(a)(2)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 14, 2005  
Contribution Deductibility:  
Yes  
Advance Ruling Ending Date:  
May 31, 2009

Dear Applicant:

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

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

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

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

Letter 1045 (DO/CG)

Non Profit Status

01/06/2012

Letter of Intent

RECEIVED DEC 9 9 2011

40

WILLIAM GAMMON INSURANCE

1615 Guadalupe Street

Austin, Texas 78701

512-477-6745

FAX 512-469-0443

[www.gammoninsurance.com](http://www.gammoninsurance.com)

WILLIAM GAMMON, JR., 1913-1983

WILLIAM GAMMON, III  
MATT BERRY, C.L.U.

CHUCK RIDLEHUBER  
MATT BERRY, JR.

December 8, 2011

To Whom It May Concern:

Re: General Liability for Texas Star Trail Ride, Inc.  
Dates: 3/2/2011 through 3/10/2011

Our agency has provided coverage for the trail ride for many years. Please be advise that Ms. Novella Heffington has contacted us again this year for this coverage and intends to obtain the coverage for the dates of the trail ride shown above.

Sincerely,



Matt Berry, Sr.  
William Gammon Insurance

MB/jm



01/06/2012

Arena Drive

41



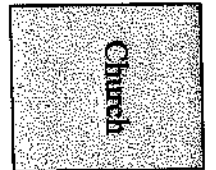
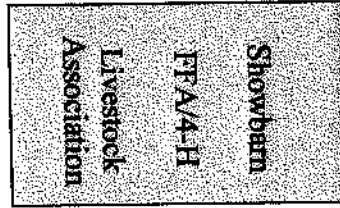
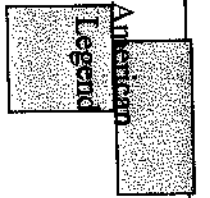
Gate

Arena Drive

Gate

Gate

B.B.Q.  
Trailers

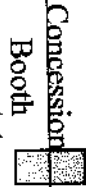
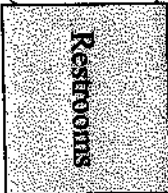


Hose Bibs

Parking  
Lot



Dumpster



Concession  
Booth

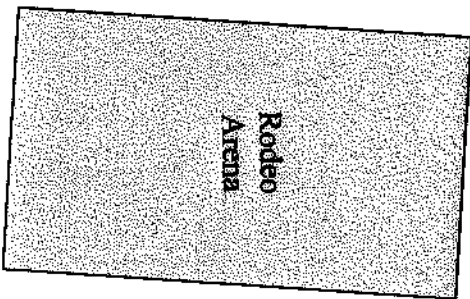
Gate



Electric  
15' - 18'  
Apart

B.E.D.C.  
Property

Texas Star Trail Ride



Overflow  
For  
B.B.Q.  
Trailers

Loop 150



## T S T R 2012 Riding Route

**Saturday, March 3: LaGrange, Fayette County Fairgrounds – Round Robin Ride.** R out of camp onto Hwy 77. Cross Hwy 71 bridge, parade thru LaGrange. R at first light (1.2 mi), L on Mt St. (3.4 mi), R on Travis St/77. Drop flags before bridge. On FM 609 (3.1 mi), Break at Ron Truck Repair (4.0 mi), R on Airport Rd. (5.7 mi). Straight on Bordorsky Rd (8.1 mi), Lunch on roadside trees. R on 71 (9.3 mi), Exit at 10 mi, L at caution light (10.3 mi), R onto 71 access rd (10.4 mi), stop sign (10.9 mi), Lacross RR tracks. Stay R on No Outlet Rd, L thru median (11.4 mi), Back on 71 Exit at 12.4 mi. L on 77 at 12.5 mi), L into camp. *13 mile day*

**Sunday, March 4: Round Robin Ride** R out of camp on Hwy 77, L on 71 Access Rd (.2 mi), L on Von Minden (.6 mi), R at stop sign onto 2145 (1.9 mi), R on Anders-Daniels Rd., dirt road (3.4 mi), break, L on Mueller Rd (5.3 mi), L on Citzler Rd, break (6.1 mi), L on 2145 (8.6 mi), lunch (9.0 mi), L on Hwy 77 (11.5 mi), R into camp. *13 mile day*

**Monday, March 5: Fayette County Fairgrounds to River Bend Park, Smithville.** R out of camp onto Hwy 77, R on Loop 220 in Plum. Break (8.1 mi). R onto Hwy 71. Lunch at Shamrock Store (11 mi). Continue on Loop 543. R on Hwy 71 (12.6 mi). Break (15.6 mi). R on exit 230 (19 mi). R onto Hwy 71. R into Camp Riverbend Park. *21 mile day.*

**Tuesday, March 6: River Bend Park, Smithville to Hills Prairie Auction Barn.** R out of camp onto Hwy 71, R on Exit 230 Loop South (1 mi). L at stop sign at Loop 230 South (1.4 mi). Break before turn onto 2571 at ISD Bldg. R on 2571. Break 1 or 1.5 hr after 1st break on side of road. R onto 304. R into Auction Barn. *14.7 mile day.*

**Wednesday, March 7: Hills Prairie to American Legion/Mayfield Park, Bastrop.** R out of camp onto 304. Break on side of road by pretty trees (3.0 mi). R onto 71 Frontage Rd (5.3 mi). Pickup Bastrop Police Escort at 1pm (not before). Straight on frontage rd. L at light on Loop 150 through town. R on 150 East (8.8 mi). R into camp. *9.1 mile day*

**Thursday, March 8: Bastrop to Elgin VFW & Rodeo Grounds.** L out of camp onto Loop 150, L onto Hwy 21, Cross Hwy 95, Parade thru Bastrop. R on N. Main (1.5 mi). We will ride thru The Steiner Ranch. Break at BJ Mays & Sayers (4.0 mi). cross RR tracks. Big hill at 5.7 mi, cattle guard #1 at 7.5 mi, gravel rd, Cattle guard #2 at 9.5 mi, lunch just after feedlot at 10 mi, cattle guard #3 at 10 mi, cattle guard #4 at 10.6 mi, cattle guard #5 at 10.8 mi, cattle guard #6 at 11.4 mi. Pavement begins at 12 mi. L at 12.7 mi onto Old Sayers Rd. One lane road at 12.7 mi, partial gravel. Break road at 14.1 mi, pavement at 16.5 mi, RR crossing at 19.6 mi. L into VFW camp. *20.6 mile day*

**Friday, March 9: Elgin VFW to J. Lorraine Texas Ghost Town, Manor.** R out of camp onto CR 49, R on CR 51 / VFW Rd. Left at 1704 (.6 mi), R on Monkey Rd / CR 75 (2.2 mi), break (3 mi). R at stop sign onto Upper Elgin Rd (3.5 mi). L on Littig Rd just past red brick mansion (5.5 mi). Break (6.1 mi) along side RR tracks. Lunch (8.6 mi) on Littig Rd at County Line Rd. Break (12 mi). L into J. Lorraine Ghost Town. *13.5 mile day.*

**Saturday, March 10: J. Lorraine Ghost Town to Star of Texas Fair & Rodeo Grounds.** L out of camp onto Littig, at intersection go L on Old TX 20 Hwy. Continue straight at stop sign intersection of FM 973. Continue on FM 973 onto Old Town which turns into E. Parsons St. Once thru town go L onto FM 973 and head out of town. Break past Dollar Store (3.4 mi), R onto Decker Lake Rd. Breather break. Pick up Flags and Rodeo Officials in front of Rodeo Office Gate. Parade R on Decker Lane, then R into Gate 1 onto grounds. We arrive between 1 & 2 PM. Campsite on left. Lunch on your own. *12 mile day.*

01/06/2012

Event:

TSTR

Date(s):

3/07-08/2012  
Wed-Thurs

Date Submitted:

12/08/11

**Sound Permit Application**

Revised 5/7/2011 1:48 PM

City of Bastrop - Public Works, Parks, & Recreation  
1209 Linden Street; Bastrop, Texas 78602Tel: (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:

TEXAS STAR TRAIL RIDE

Address:

6801 DESTINY HILLS DR. AUSTIN 78738

Phone No:

512 413 9431

Fax No:

512 263 0041

E-mail address:

VELLA427@AOL.COM

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

Name of event or activity:

TRAIL RIDE TO RODEO AUSTIN

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

Mayfest Park

Location(s) of amplified sound equipment:

Mayfest Park

Start time (AM or PM):

End time (AM or PM):

Number of speakers used:

Number of amplifiers used:

Comments:

Will use megaphone on sound truck for  
amplified sound. Wed-announce dinner  
Thurs-wakeup call

Novella Heffington  
Signature of Applicant

Nov 15, 2011  
Date

# MARK YOUR CALENDARS!!!



## The Official TEXAS STAR TRAIL RIDE

### March 2-10, 2012

#### Family Ride - Bring the Kids!

#### Wagon Drivers Are Free!



Ride over 100 miles starting in LaGrange area going to Star of Texas Fair and Rodeo Austin. Brochures mailed in January.  
Ride, dance and have fun.

For More Info Call:



**Novella Heffington 512-413-9431**

**Sheri Wise 512-517-8478**

**[www.texasstarrodeotrailride.com](http://www.texasstarrodeotrailride.com)**



**DIRECTORS** - Novella Heffington, Trail Boss, Bee Cave • Sheri Wise, Asst. Trail Boss, Bastrop • Christi Beck, Centerville; Brenda & Cecil Cox, Cedar Creek; Crawley & Paula Gazaway, Creedmoor; Holly Gonzales, Cedar Creek; Mary Galney, Round Rock; Johnnie Hurta, Asst. Wagon Boss, Needville; Debbie Manning, Bastrop; Wayne Schmal, Jewett; David Urban, Austin; Donald "Shorty" Ward, Wagon Boss, Alvin; Curtis & Mary Wollam, Lovelady.

**CITY OF BASTROP**

**AGENDA ITEM: A.5**

## **STANDARDIZED AGENDA RECOMMENDATION FORM**

**CITY COUNCIL**

**DATE SUBMITTED:** December 13, 2011

**MEETING DATE:** January 10, 2012

1. Agenda Item: **Adoption of an Ordinance of the City Council of the City of Bastrop, Texas, amending Chapter 1, adding new Article 1.15, establishing an Code of ethics, providing a severability clause; and providing an effective date.**
2. Party Making Request: **City Manager, 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: \_\_\_\_\_

**ORDINANCE NO. \_\_\_\_\_****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS  
AMENDING CHAPTER 1, ADDING NEW ARTICLE 1.15, ESTABLISHING A  
CODE OF ETHICS, PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING  
AN EFFECTIVE DATE.**  
  
\_\_\_\_\_

**WHEREAS**, the City Council of the City of Bastrop acknowledges that the local government is a representative democracy and those who are elected or appointed to serve others as representatives accept a public trust that requires them to fulfill their public responsibilities faithfully and diligently, while adhering to the highest standard of ethical conduct, and

**WHEREAS**, in recognition of the above stated premise the City Council, appointed a Task Force to evaluate and determine whether a formal Code of Ethics would be meritorious, and if so, to make a recommendation to the Council as to the provisions of such a Code, and

**WHEREAS**, the Honorable Chris Duggan, Gilbert Solis, The Reverend R.D. Smith, The Reverend Lisa Hines, Linda Seale, LPC and Corporal Wuthipong Tantaksinanukij, were asked by the City Council and, accordingly, agreed to serve as members of the City's Ethics Task Force (with member Solis subsequently resigning for personal reasons, effective May 19, 2011), and

**WHEREAS**, as charged by the City Council, the Ethics Task Force reviewed and evaluated the potential need for the establishment of a Code of Ethics, for the City of Bastrop, and

**WHEREAS**, on or about May 19, 2011, the Ethics Task Force, through City Manager Michael H. Talbot, reported to the Council the following:

*“The Task Force believes that because the City’s governing body is elected by the citizens of Bastrop to serve and represent the public, they have accepted a public trust and responsibility to:*

- promote the highest standard of ethical conduct in all the City’s affairs;*
- promote transparency in all governmental actions;*
- act to enhance the public confidence and trust in the conduct of public servants and representatives;*
- establish a standard of conduct to adequately govern the activities of the City’s Officials and representatives;*
- adopt rules and regulations that ensure that public servants must adhere to a standard of conduct that emphasizes that the governmental officials and representatives should benefit the community as a whole and should not specially benefit the individual interests of public decision makers, their business cohorts, friends or relatives;*
- adopt rules and regulations that provide that governmental officials and representatives must at all times act to avoid even the appearance of impropriety in all their dealings; and*
- adopt rules and regulations that provide for an equitable process for complaint and evaluation, as well as to provide for disciplinary measures for violations of the ethical standards approved by the Council.*

*Accordingly, the Task Force applauds the Council’s willingness and decision to appoint the Ethics Task Force and charge the Task Force with the responsibility of developing a recommendation to the Council concerning an Ethics Standard and Code for the City. In response to its charge by the Council, the Task Force has begun its work to study, evaluate and develop its proposal to the Council.”*

**WHEREAS**, on November 8, 2011 at the completion of its work, the Ethics Task Force presented the City Council with its recommended Ethics Ordinance, as set forth below, and the Council held a joint workshop with the members of the Ethics Task Force, which was open to the public, for discussion of the proposed Ethics Ordinance between the members of the Task Force, the City Council and City staff, and

**WHEREAS**, upon study and consideration of the proposed Ethics Ordinance provided to the Council by the Ethics Task Force, the City Council agrees that the adoption of these standards and regulations would benefit the City by enhancing the Communities trust and confidence in the public officials and appointees.

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

**Part 1:** The Following Article 1.15., shall be added to Chapter 1, of the City's Code of Ordinances:

**Article 1.15.001. *et seq.*      BASTROP CODE OF ETHICS**

**(a/k/a the Ethics Ordinance)**

**INDEX**

Pages

**Sec. 1.15.100.      Definitions** . . . . .

**Sec. 1.15.200.      Current City Officials and Employees**

Sec. 1.15.201 Improper Economic Benefit . . . . .

1. General Rule . . . . .

2. Recusal and Disclosure . . . . .

|                       |                                                                                                |  |
|-----------------------|------------------------------------------------------------------------------------------------|--|
| 3.                    | For Purposes of This Rule . . . . .                                                            |  |
| Sec. 1.15.202.        | Accountability of City Officials . . . . .                                                     |  |
| Sec. 1.15.203.        | Unfair Advancement of Private Interests . . . . .                                              |  |
| 1.                    | General Rule. . . . .                                                                          |  |
| 2.                    | Special Rules . . . . .                                                                        |  |
| 3.                    | Recusal and Disclosure. . . . .                                                                |  |
| Sec. 1.15.204.        | Gifts . . . . .                                                                                |  |
| Sec. 1.15.205.        | Representation of Private Interests . . . . .                                                  |  |
| 1.                    | Representation by a Then Serving Member of<br>a Board, Body, Commission or Task Force. . . . . |  |
| 2.                    | Representation Before the City . . . . .                                                       |  |
| 3.                    | Representation in Litigation Adverse to<br>the City . . . . .                                  |  |
| Sec. 1.15.206.        | Conflicting Outside Employment . . . . .                                                       |  |
| Sec. 1.15.207.        | Confidential Information. . . . .                                                              |  |
| 1.                    | Improper Access . . . . .                                                                      |  |
| 2.                    | Improper Disclosure or Use. . . . .                                                            |  |
| Sec. 1.15.208.        | Public Property and Resources . . . . .                                                        |  |
| Sec. 1.15.209.        | Political Activity. . . . .                                                                    |  |
| 1.                    | Influencing Subordinates. . . . .                                                              |  |
| 2.                    | Paid Campaigning . . . . .                                                                     |  |
| 3.                    | City Owned Vehicles . . . . .                                                                  |  |
| Sec. 1.15.210.        | Supervisory Duties . . . . .                                                                   |  |
| Sec. 1.15.211.        | Training. . . . .                                                                              |  |
| Sec. 1.15.212.        | Actions of Others. . . . .                                                                     |  |
| 1.                    | Violations by Other Persons . . . . .                                                          |  |
| 2.                    | Using Others to Engage in Forbidden<br>Conduct. . . . .                                        |  |
| <b>Sec. 1.15.300.</b> | <b>Former City Official(s) and Employee(s)</b>                                                 |  |
| Sec. 1.15.301.        | Subsequent Representation of Private Interests. . . . .                                        |  |
| 1.                    | Representation by a Former Member of a Board,                                                  |  |



|                       |                                                                                          |
|-----------------------|------------------------------------------------------------------------------------------|
|                       | Body, Commission or Task Force. . . . .                                                  |
| 2.                    | Representation Before the City Council, Board,<br>Body Commission or Task Force. . . . . |
| 3.                    | Representation in Litigation Adverse to<br>the City. . . . .                             |
| Sec. 1.15.302.        | Employment Relating to a City Contract . . . . .                                         |
| 1.                    | Performance of Compensated Work . . . . .                                                |
| 2.                    | Personal Interest in City Contracts. . . . .                                             |
| Sec. 1.15.303.        | Continuing Confidentiality . . . . .                                                     |
| <b>Sec. 1.15.400.</b> | <b>General Anti-Discrimination Policy.</b> . . . .                                       |
| Sec. 1.15.401.        | General Rule . . . . .                                                                   |
| Sec. 1.15.402.        | Exceptions . . . . .                                                                     |
| Sec. 1.15.403.        | Definitions [For purposes of this section] . . . . .                                     |
| <b>Sec. 1.15.500.</b> | <b>Ethics Commission / Enforcement</b> . . . . .                                         |
| Sec. 1.15.501.        | Creation of Ethics Commission. . . . .                                                   |
| Sec. 1.15.502.        | Terms / Limits. . . . .                                                                  |
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| Sec. 1.15.505.        | Conflicts of Interest. . . . .                                                           |
| Sec. 1.15.506.        | Chair/Quorum . . . . .                                                                   |
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| Sec. 1.15.509.        | Duties of the Commission . . . . .                                                       |
| Sec. 1.15.510.        | Role of the City Attorney . . . . .                                                      |
| Sec. 1.15.511.        | Complaints . . . . .                                                                     |
| Sec. 1.15.512.        | Ex Parte Communications . . . . .                                                        |
| Sec. 1.15.513.        | Hearings . . . . .                                                                       |
| Sec. 1.15.514.        | Sanctions. . . . .                                                                       |
| Sec. 1.15.515         | Other Actions by Ethics Commission . . . . .                                             |
|                       | Degrees of Relationship Chart. . . . .                                                   |

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**Sec. 1.15.100 Definitions:**

1. *“Board, Body, Commission, and Task Force”* includes any group of individuals assigned, appointed, or serving the City at the Council’s request or direction, or any group otherwise convened by the City to assist with City business.
2. *“Business Entity”* means a sole proprietorship, partnership, limited partnership, firm, corporation, limited liability company, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.
3. *“City Official”* means: (a) every member of the City Council including the Mayor, the City Manager, the Executive Director of the Economic Development Corporation, the City Attorney, the City Secretary, all City Department Directors, the Police Chief, the Fire Chief, the Fire Marshall, and includes persons acting in the capacity of the aforementioned City Officials, whether appointed, or Employed; (b) Members of all Boards, Commissions, Task Forces, and other Bodies created by the City Council pursuant to federal or State law or City Charter or ordinance, including entities that may be only advisory in nature whose members are appointed by City Council action or whose members are designated in the by-laws or organizational papers of the entity to serve on behalf of the City; (c) all Board Members of any entity who are appointed by the City Council to such Board membership, and (d) any other individual identified by the City Council, local or State law to be a City Official, if any.
4. *“Clear and Convincing Evidence”* means the measure or degree of proof that produces in the mind of the Commissioners a firm belief as to the truth of the facts or allegations sought to be established.
5. *“Confidential Government Information”* includes all information held by the City that is not available to the public under the Texas Public Information Act and any information obtained or acquired from participation in a meeting that was closed to the public pursuant to the Texas Open

Meetings Act, unless disclosure is otherwise required or permitted under State law, a ruling by the Texas Attorney General, or an order of a court with jurisdiction over the matter.

6. "*City Council*" means all members of the City's governing body, including the Mayor.
7. "*Degree of Affinity*" means relationship by affinity (marriage) as defined in Sections 573.024 and 573.025 of the Texas Government Code, or as amended. (See Attachment A)
8. "*Degree of Consanguinity*" means relationship by consanguinity (blood) as defined in Sections 573.022 and 573.023 of the Texas Government Code, or as amended. (See Attachment A)
9. "*De Minimis*" means a value or amount that is so small as to be entirely inconsequential.
10. "*Economic Interest*" includes, but is not limited to legal or equitable property interests in land, chattels, and intangibles, and contractual rights having more than *de minimis* value. Unpaid service by a City Official or Employee as an officer, director, advisor, or otherwise active participant in an educational, religious, charitable, fraternal, or civic organization does not create, for that City Official or Employee, an economic interest in the property of the organization. Ownership of an interest in a mutual or common investment fund that holds securities or other assets is not an economic interest in such securities or other assets unless the person in question participates in the management of the fund. Ownership of stock in a publicly traded corporation does not constitute ownership for purposes of this Code if the Employee or City Official owns less than 10% of the voting stock or shares of the entity and the fair market value of the stock is less than \$15,000.
11. "*Employee*" is any person employed by the City whether under civil service regulation or not, including those individuals who work on a part-time basis, but such term shall not be extended to apply to any independent contractor or contractual consultant.

12. *“Knowingly”* means a person acts knowingly, or with knowledge, with respect to the nature of his or her conduct or to circumstances surrounding his or her conduct when he/she is aware of the nature of his or her conduct or that the circumstances exist. A person acts knowingly, or with knowledge, with respect to a result of his or her conduct when he/she is aware that his or her conduct is reasonably certain to cause the result.
13. *“Intentionally”* means a person acts intentionally, or with intent, with respect to the nature of his or her conduct or to a result of his or her conduct when it is his or her conscious objective or desire to engage in the conduct or cause the result.
14. *“Official Action” includes:*
  - (a) any affirmative act (including the making of a recommendation) within the scope of, or in violation of an City Official’s or Employee’s duties, and
  - (b) any failure to act if the City Official or Employee is under a duty to act and knows that inaction is likely to substantially affect an economic interest of the City Official or Employee.
15. *“Official Information”* includes information gathered or provided pursuant to the power or authority of City government.
16. *“Recklessly”* means a person acts recklessly, or is reckless, with respect to circumstances surrounding his or her conduct or the result of his or her conduct when he/she is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor’s standpoint.
17. *“Representation”* encompasses all forms of communication and personal appearances in which a person, not acting in performance of official duties, formally serves as an advocate for private interests, regardless of whether the representation is compensated. Lobbying may be a form of

representation. Representation does not include appearance as a fact witness or expert witness in litigation or other official proceedings.

**Sec. 1.15.200. Current City Officials and Employees.**

**Sec. 1.15.201. Improper Economic Benefit.**

1. **General Rule.** A City Official or Employee shall not take any Official Action that he or she knows is likely to affect the Economic Interests of:
  - (a) the City Official or Employee;
  - (b) his or her parent, child, spouse, or other family member within the third degree of consanguinity or second degree of affinity;
  - (c) his or her outside client;
  - (d) a member of his or her household;
  - (e) the outside employer of the City Official or Employee, or of his or her parent, child, or spouse;
  - (f) a Business Entity in which the City Official or Employee knows that any of the persons listed in Subsections (a)(1) or (a)(2) holds an Economic Interest;
  - (g) a Business Entity which the City Official or Employee knows is an affiliated business or partner of a Business Entity in which any of the persons listed in Subsection (a)(1) or (a)(2) holds an Economic Interest;
  - (h) a Business Entity or nonprofit entity for which the City Official or Employee serves as an officer or director or in any other policy making position; or
  - (i) a person or Business Entity:
    - (1) from whom, within the past twelve months, the City Official or Employee, or his or her spouse, child or parent, directly or indirectly has (i) solicited, (ii) received and not rejected, or (iii) accepted an offer of employment, whether compensated or not and regardless of the level of compensation ; or

- (2) with whom the City Official or Employee, or his or her spouse, directly or indirectly is engaged, or within the past twelve months engaged, in negotiations pertaining to business opportunities.

**2. Recusal and Disclosure.**

- (a) A City Official or Employee whose conduct would otherwise violate Subsection 1., above, shall recuse himself or herself from any participation, discussion, vote, or action related to the matter. From the time that the conflict is, or should have been recognized, the City Official or Employee shall:
  - (1) immediately refrain from further participation in the matter, including any and all discussions with any persons likely to consider or influence the matter; and
  - (2) promptly file with the City Secretary the appropriate form for disclosing the nature and extent of the conflict and the conduct prohibited; and
  - (3) if a supervised Employee, the Employee shall promptly bring the conflict to the attention of his or her Supervisor, who will then, if necessary, reassign responsibility for handling the matter to another person and promptly advise the City Manager of the conflict, in writing.
- (b) A Member of a Board, Body, Commission, or Task Force shall promptly disclose the conflict to other Members of the Board, Body, Commission or Task Force and shall not be present or otherwise participate in any manner during the Board's, Body's, Commission's, and/or Task Force's discussion of, or voting on, the matter.

3. **For Purposes of This Rule.**

- (a) An action is likely to affect an Economic Interest if it is likely to have an affect on that interest that is distinguishable from its affect on members of the public, in general, and
- (b) The term “client” includes business relationships of a highly personalized nature, but not ordinary business customer relationships.

**Sec. 1.15.202. Accountability of City Officials.**

All City Officials who serve on the City Council, a Board, Body, Commission, or Task Force shall either cast a vote on motions presented and subject to a vote, or:

- 1. shall file and disclose the nature and extent of a conflict presented which prohibits the City Official from voting, as set forth in Subsection (b) above, or
- 2. shall state for the record, with specificity, the reason that the City Official declines to vote on the matter.

**Sec. 1.15.203. Unfair Advancement of Private Interests.**

- 1. **General Rule.** A City Official or Employee may not use his or her official position to unfairly advance or impede private interests, or to grant or secure, or attempt to grant or secure, for any person (including himself or herself) any form of special consideration, treatment, exemption, or advantage beyond that which is lawfully available to other persons. A City Official or Employee violates this rule if he/she represents to a person that he or she may and/or will attempt to provide any advantage to that person, based on the City Official’s or Employee’s position on the governing body or with the entity.
- 2. **Special Rules.** The following special rules apply in addition to the general rule noted above:
  - (a) **Acquisition of Interest in Impending Matters.** A City Official or Employee shall not acquire an interest in any contract, transaction, business opportunity, decision, or other matter, if the City Official or

Employee knows, or has reason to know, that the City Official's or Employee's interest will be directly or indirectly affected by impending official action by the City.

- (b) **Reciprocal Favors.** A City Official or Employee may not enter into an agreement or understanding with any other person that Official Action by the City Official or Employee will be rewarded, affected or reciprocated by the other person, directly or indirectly, in any way, or at any time.
  - (c) **Appointment / Employment of Relatives.** A City Official or Employee shall not appoint or employ, or vote to appoint or employ, any relative of the City Official or employee within the second degree affinity and third degree of consanguinity, to any office or in any position within the City, including a position of employment with the City.
3. **Recusal and Disclosure.** A City Official or Employee whose conduct would otherwise violate Subsection 2.(c) of this Rule shall adhere to the recusal and disclosure provisions provided in Rule 1.15.201 (see 2. - Recusal and Disclosure).

**Sec. 1.15.204. Gifts.**

City Officials and Employees shall adhere to State law regarding giving and/or receiving/accepting gifts, as set forth in the Texas Penal Code, Chapter 36, *et sec.*, and as amended from time to time.

**Sec. 1.15.205. Representation of Private Interests.**

- 1. **Representation by a Then Serving Member of a Board, Body, Commission or Task Force.** A City Official or Employee who is a Member of a Board, Body, Commission, or Task Force shall not represent any person, group, or entity:
  - (a) before that Board, Body, Commission or Task Force,
  - (b) before City staff having responsibility for making recommendations to, or taking any action on behalf of, that Board, Body, Commission, or Task Force; or



- (c) before a Board, Body, Commission, or Task Force which has appellate jurisdiction over the Board, Body, Commission, or Task Force of which the City Official or Employee is a member.

2. **Representation Before the City.**

- (a) **General Rule.** A City Official or Employee shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, before the City Council, its Boards, Bodies, Commission, or Task Force.
- (b) **Exception for Board Members.** The rule stated in Subsection 2.(a) does not apply to a person who is classified as a City Official only because he or she is an appointed Member of a Board, Body, Commission, or Task Force.
- (c) **Prestige of Office and Improper Influence.** In connection with the representation of private interests before the City Board, Body, Commission or Task Force, a City Official or Employee shall not:
  - (1) assert the prestige of the City Official's or Employee's City position for the purpose of advancing private interests, or
  - (2) state or imply that he or she is able to influence any City action on any basis, other than on the merits of the matter.

3. **Representation in Litigation Adverse to the City.**

- (a) **City Officials and Employees, Other than Board, Body, or Commission Members.** A City Official or Employee, excluding a person who is classified as a City Official only because he or she is an appointed member of a City Board, Body, Commission or Task Force, shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the City is a party, with the exception of defense of suits involving misdemeanors, if the interests of that person, group, or entity are adverse to the interests of the City.

**Sec. 1.15.206. Conflicting Outside Employment.**

A City Official or Employee shall not solicit, accept, or engage in concurrent outside employment or work activity which could reasonably be expected to impair independence of judgment in, or faithful performance of, their official duties. A City Official or Employee shall not engage in outside employment, including self-employment, where such employment would constitute a conflict of interest or would adversely affect the City Official's or Employee's performance of his or her work responsibilities with the City. For employees, all outside employment shall comply with City of Bastrop's Employment Personnel Policies or procedures.

**Sec. 1.15.207. Confidential Information.**

1. **Improper Access.** A City Official or Employee shall not use his or her position to obtain official information about any person or entity for any purpose other than the performance of official duties.
2. **Improper Disclosure or Use.** A City Official or Employee shall not Intentionally, Knowingly, or Recklessly disclose any Confidential Government Information gained by reason of the City Official's or Employee's position concerning the property, operations, policies or affairs of the City. This rule does not prohibit: (a) any disclosure of information that is no longer confidential by law, or (b) the confidential reporting of illegal or unethical conduct to authorities designated by law.

**Sec. 1.15.208. Public Property and Resources.**

A City Official or Employee shall not use, request, or permit the use of City facilities, personnel, equipment, or supplies for private purposes (including political purposes), except:

1. pursuant to duly adopted City policies, or
2. to the extent and according to the terms that those resources are lawfully available to the public.

**Sec. 1.15.209. Political Activity.**

1. **Influencing Subordinates.** A City Official or Employee shall not, directly or indirectly, induce or attempt to induce any subordinate of the City Official

or Employee: (a) to participate in an election campaign, contribute to a candidate or political committee, or engage in any other political activity relating to a particular party, candidate, or issue, or (b) to refrain from engaging in any lawful political activity. A general statement merely encouraging another person to exercise their right to vote does not violate this rule.

2. **Paid Campaigning.** A City Official or Employee shall not accept anything of value, directly or indirectly, for political purposes or activities relating to an item pending on a ballot, if he or she participated in, or provided advice relating to, the exercise of discretionary authority by a City Board, Body, Commission or Task Force that contributed to the development of the ballot item. For purposes of this rule, “anything of value” does not include a meal or other item of nominal value the City Official or Employee received in return for providing information about an item on the ballot.
3. **City Owned Vehicles.** A City Official or Employee shall not display or fail to remove political campaign materials on any vehicle owned by the City under the City Official and/or Employee’s control.

**Sec. 1.15.210. Supervisory Duties.**

A City Official or Employee who has direct supervisory authority over another person providing services relating to the business of the City shall make reasonable efforts to ensure that the conduct of the supervised person is compatible with the obligations imposed on City Officials and Employees by this Code of Ethics. Reasonable efforts includes notifying and making information regarding this Code of Ethics readily available.

**Sec. 1.15.211. Training.**

1. **Employees.** The City Manager will make reasonable efforts to ensure that City Employees receive training related to this Code of Ethics, at a minimum of every 24 months.
2. **City Officials.** The City Attorney will be available and prepared to provide annual training for all City Officials on this Code of Ethics, at the request

and/or direction of the City. The City Secretary shall coordinate an annual date for training all City Officials.

**Sec. 1.15.212. Actions of Others.**

1. **Violations by Other Persons.** A City Official or Employee shall not Knowingly, Intentionally or Recklessly assist, induce, or attempt to assist or induce, any person to violate any provision in this Code of Ethics.
2. **Using Others to Engage in Forbidden Conduct.** A City Official or Employee shall not Knowingly, Intentionally or Recklessly violate, or attempt to violate, the provisions of this Code of Ethics through the acts of another.

**Sec. 1.15.300. Former City Official(s) and Employee(s).**

**Sec. 1.15.301. Subsequent Representation of Private Interests.**

1. **Representation by a Former Member of the Council, Board, Body, Commission, or Task Force.** For a minimum period of twelve (12) months after the termination of his or her official or employment duties, a former City Official or Employee shall not represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, upon any issue related to his or her former duties:
  - (a) before the City Council. Board, Body, Commission or Task Force, or;
  - (b) before a City staff member having responsibility for making recommendations to, or taking any action on behalf of, that Board, Body, Commission, or Task Force; or
  - (c) before the Council, Board, Body, Commission or Task Force, which has appellate jurisdiction over the Board, Body, Commission or Task Force, of which the City Official or Employee was a member.

This subsection does not apply to a person who was classified as a City Official only because he or she was an appointed member of a Board, Body, Commission or Task Force.

In connection with the representation of private interests before the City Council, Board, Body, Commission or Task Force, a former City Official or Employee shall not state or imply that he or she is able to influence any City action on any basis other than on the merits.

2. **Representation in Litigation Adverse to the City.** A former City Official or Employee shall not, absent consent from the City, represent any person, group, or entity, other than himself or herself, or his or her spouse or minor children, in any litigation to which the City is a party, if the interests of that person, group, or entity are adverse to the interests of the City and the matter is one in which the former City Official or Employee personally and substantially participated prior to termination of his or her official duties or employment. The City Council shall be the final decision making authority concerning whether the participation of a City Official or Employee in the matter was sufficiently “substantial” to trigger this prohibition.

**Sec. 1.15.302. Employment Relating to a City Contract.**

1. **Performance of Compensated Work.**

A former City Official or Employee shall not, within two (2) years of the termination of their official duties, perform work on a compensated basis for any entity other than the City, relating to an existing contract with the City, if he or she personally and substantially participated in the negotiation or awarding of the compensated work. The City Council shall be the final decision making authority concerning whether the participation of a City Official or Employee in a matter was sufficiently “substantial” to trigger this prohibition. The City may waive this provision, after a public hearing on a request by a former City Official or Employee to do so, if it is in the public’s best interest to do so.

## **2. Personal Interest in City Contracts.**

A City Official or Employee shall not, either during their service with the City or within twelve (12) months of the termination of the official duties, have an economic interest, direct or indirect, in any contract with the City, nor shall they be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or service. Any willful violation of this section shall constitute malfeasance in office, and any City Official or Employee violating this section shall forfeit his/her office or position. Any violation of this section, with the knowledge expressed or implied of a person or corporation contracting with the City, shall render the contract involved voidable by the Council. [See also City Charter, Section 13.01.]

### **Sec. 1.15.303. Continuing Confidentiality.**

A former City Official or Employee shall not use or disclose Confidential Governmental Information acquired during their service as a City Official or Employee. This rule does not prohibit:

1. any disclosure or use that is authorized or required by law, or
2. the confidential reporting of illegal or unethical conduct to authorities designated by law.

## **Sec. 1.15.400. General Anti-Discrimination Policy.**

### **Sec 1.15.401. General Rule.**

City affairs must be conducted without bias or prejudice. A City Official or Employee shall not, in the performance of official duties, manifest by words or conduct, bias or prejudice toward any person, group, or entity, including bias or prejudice based upon race, sex, religion, national origin, disability, age, sexual orientation, or socio-economic status, and shall not permit others subject to his or her direction and control to do so.

### **Sec. 1.15.402. Exceptions.**

A City Official or Employee is not liable under this provision: for

1. conduct undertaken in good faith to implement an existing City Policy, or to carry out the directions of a superior if the violation is unknown to the City Official or Employee acting upon a supervisor's direction; or
2. conduct involving the legitimate advocacy of a position relating to race, sex, religion, national origin, disability, age, sexual orientation, or socio-economic status in litigation or similar proceedings, or incidental to the formation of City policy.

**Sec. 1.15.403. Definitions. [For purposes of this section]**

1. **"Words or conduct"** manifesting "bias or prejudice" includes, but is not limited to, physical abuse, verbal abuse, threats, intimidation, harassment, sexual harassment, coercion, assault, stalking, hate speech, and other conduct that threatens or endangers the health or safety of any person.
2. **"Good faith"** means that the City Official or Employee has a reasonable basis for believing, and does in fact believe, that the conduct in question is lawful and not discriminatory.
3. **"Legitimate advocacy"** means that the position espoused is not frivolous.

**Sec. 1.15.500. Enforcement.**

**Sec. 1.15.501 Creation of Ethics Commission.**

An Ethics Commission shall be created and consist of three (3) members, all of whom must reside within jurisdiction of the City, which for purposes of this Ordinance expressly includes the City's extraterritorial jurisdiction. Within sixty (60) days of its adoption of this Ordinance, each member of the City Council will submit to the City Attorney names of recommended appointees. The City attorney will provide the recommended appointees to the Mayor, who will then appoint the three (3) members of the Ethics Commission, upon concurrence of the members of the City Council. Members of the Ethics Commission may not hold or be a candidate for any City elected or appointed office any time during their service on the Ethics Commission.

**Sec. 1.15.502. Terms/Limits.**

Appointees to the Ethics Commission shall serve for terms of three (3) years. However, in order to ensure continuity by implementing staggered terms of service, the first three (3) appointees shall draw lots so that one member serves a one (1) year term, the second serves a two (2) year term, and the third serves a three (3) year term. No person may serve more than two (2) consecutive three (3) year terms. A person may be reappointed after having been off the Ethics Commission for twelve (12) consecutive months.

**Sec. 1.15.503. Ethics Commission Vacancies.**

All vacancies on the Ethics Commission shall be filled by the City Council within 60 days of the vacancy, for the remainder of the unexpired term, by use of the general process noted above. Ethics Commission members shall hold office until their successors have been appointed and shall continue to hold office after their successors have been appointed for the limited purpose of disposing of all complaints filed and unresolved during that Ethics Commission member's term.

**Sec. 1.15.504. Removal of Ethics Commission Members.**

In addition to the City Council's usual powers of removal, members of the Ethics Commission may be removed by a majority vote of the City Council for cause only.

**Sec. 1.15.505. Conflicts on Interest.**

When a complaint is referred to or comes under the purview of the Ethics Commission, it shall be the responsibility of the City Manager and the City Attorney to attempt to identify any potential conflicts of interest that may be present between any of the serving Ethics Commission members and the persons or entities involved in the Ethics complaint. The City Manager shall promptly report any identified, potential conflicts, to the City Council and the City Council shall, within thirty (30) days, take formal action to appoint a special replacement appointee to the Ethics Commission to hear and decide the matter that is subject of the conflict. The special replacement appointee shall retire from service once the matter at hand has been disposed of, and the regularly appointed Ethics Commission member shall resume service for the remainder of the Ethics Commission member's term.



**Sec. 1.15.506. Chair / Quorum.**

The Ethics Commission shall elect a Chairperson, who shall preside over the hearings before the Ethics Commission. The Chairperson shall serve a one (1) year term. The City Secretary shall serve as the administrative record keeper for the Ethics Commission. All three (3) members of the Ethics Commission shall constitute a quorum, and all Ethics Commission members shall be present for the Ethics Commission to conduct business.

**Sec. 1.15.507. Meetings.**

The Ethics Commission shall meet when necessary to carry out its responsibilities, but in any event the Ethics Commission shall hold an annual meeting during the month of February to elect its Chairperson. Any Ethics Commission member may call a meeting of the Ethics Commission, provided that a reasonable notice is given to all other Ethics Commission members. All Ethics Commission meetings shall be noticed, posted and conducted in compliance with the Texas Open Meetings Act.

**Sec. 1.15.508. Jurisdiction of the Commission.**

The Ethics Commission shall have jurisdiction over complaints involving the City Council, City Officials and other persons appointed to serve the City by the City Council. The City Manager shall have jurisdiction and authority to investigate and handle ethics complaints involving City Employees, pursuant to the City's approved personnel Policies. Employees shall have the right to appeal a decision of the City Manager to the Ethics Commission.

**Sec. 1.15.509. Duties of the Commission.****1. The Ethics Commission shall:**

- (a) Make recommendations to the City Council concerning matters relating to the standard of conduct for City Officials and Employees.
- (b) Preserve and maintain the confidentiality of any documentation filed with the Commission for a period of three (3) years after a finding has been rendered, at which time such documents shall be destroyed, unless disclosure is otherwise required by State law, or order of the Texas Attorney General or a court of jurisdiction.

- (c) Review and investigate complaints related to violations of this Ordinance when presented and issue a written finding of the Ethics Commission's determination, when appropriate.

**2. The Ethics Commission may:**

- (a) Prepare reports and make recommendations to the City Council regarding ethical issues affecting the City.
- (b) Seek any necessary assistance from the City Council and City Manager regarding financial support needed to carry out the Ethics Commission's duties.
- (c) Adopt rules of procedures for carrying out this Ordinance.

**Sec. 1.15.510. Role of the City Attorney.**

- 1. The City Attorney shall serve as legal counsel and staff liaison to the Ethics Commission. However, when complaints related to violations of this Ordinance are filed relating to the Mayor, City Council members, City Manager, City Attorney, City Prosecutor or Municipal Court Judge, independent legal counsel may be utilized to advise the Ethics Commission and to take part in the hearings, in the place of the City Attorney.
- 2. The City Attorney shall serve as ethics advisor, only, to City Employees and City Officials, and shall not represent Employees or City Officials before the Ethics Commission. As ethics advisor, the City Attorney is available to respond confidentially to inquiries from Employees, City Officials, and others appointed to serve the City by the City Council, on matters related to the content of the Ethics Ordinance. However, as legal counsel to the Ethics Commission, the City Attorney may not represent any person or party in any proceeding before the Ethics Commission.
- 3. The City Attorney shall receive all sworn complaints of violations of the Ethics Ordinance and, upon receipt, shall conduct a preliminary analysis and review of the complaint. Upon completion of the preliminary analysis and review, the City Attorney shall forward a written report detailing the initial legal review and recommendation to the Ethics Commission for its evaluation and action. If a sworn complainant alleges a violation by the

City Attorney, the complaint must be filed with the Chairperson of the Ethics Commission, with a copy to the Mayor, the City Manager, and the City Attorney.

**Sec. 1.15.511. Complaints.**

1. All complaints alleging a violation of the Ethics Ordinance shall:
  - (a) be submitted, in writing, on a form prescribed by the City Council,
  - (b) be signed under oath,
  - (c) shall cite the provision(s) of the Ethics Ordinance allegedly violated, and
  - (d) shall provide the facts and evidence, if any, supporting the alleged violation.

Any false statements that are Intentionally, Knowingly, or Recklessly made under oath by a complainant shall subject the complainant to legal redress, including potential prosecution under State law.

2. Complaints and any evidence collected during the investigation of the alleged violation shall be kept confidential by the Ethics Commission, unless disclosure is otherwise required by State law or Order of the Texas Attorney General or a court of jurisdiction.
3. Any complaint alleging a violation of the Ethics Ordinance is to be filed with the City Attorney within twelve (12) months from the date on which the complainant knew of or should have known of the alleged violation. Complaints filed after that period will not be considered.
4. No later than twenty-one (21) business days after receipt of the complaint, the City Attorney shall acknowledge receipt of the complaint in writing delivered by certified mail, to the complainant and provide a copy of the complaint to the Ethics Commission and any accused party. An accused party shall have twenty-one (21) business days from receipt of the complaint to submit a sworn written response to the complaint to the City Attorney. The City Attorney shall conduct a preliminary analysis and review of the complaint, including a review of any available evidence, to determine whether there appears to be a legal basis for the complaint. The City Attorney shall submit a preliminary analysis forward a report to the Ethics

Commission as set forth in 1.15.510(3) above. No later than sixty (60) business days after receipt of the complaint by the City Attorney, the Ethics Commission shall notify the complainant and any accused party in writing delivered by certified mail, if the Commission intends to schedule a hearing or take other action concerning the complaint. If the Ethics Commission determines not to proceed, it shall notify the complainant and the City Attorney that the complaint has been dismissed and no further action will be taken.

5. The recovery of any and all reasonable legal fees incurred by the accused party shall be paid by the complainant, if the Ethics Commission ultimately determines that the complaint was groundless and was brought:
  - (a) in bad faith, or
  - (b) for the purpose of harassment.

**Sec. 1.15.512. Ex Parte Communications.**

After a complaint has been filed with the Ethics Commission and during the consideration of a complaint by the Ethics Commission, a member of the Ethics Commission may not communicate directly or indirectly with any party or person about any issue of fact, or law, regarding the complaint, except at a meeting of the Ethics Commission.

**Sec. 1.15.513. Hearings.**

1. The Ethics Commission may, in its sole discretion, attempt to negotiate or mediate an equitable resolution of any complaint. If the Ethics Commission and the accused party are unable to negotiate or mediate a final resolution of the matter, the Ethics Commission will, at its discretion, convene a hearing at which the accused may have legal counsel present. The hearing may be open to the public, or closed, at the discretion of the Ethics Commission, and as allowed by applicable State law. The Ethics Commission hearing shall be held as expeditiously as possible, but in any event no later than one hundred and twenty (120) days from the date the sworn, written complaint was received by the City Attorney. The Ethics Commission hearing shall be attended and transcribed by a court reporter,

and the record of the hearing shall be maintained by the Ethics Commission. Witnesses before the Ethics Commission shall be placed under oath when providing testimony to the Ethics Commission. The Ethics Commission shall conduct the hearing under its own procedures. Formal rules of procedure, testimony, and evidence shall not apply.

2. The issue at the formal hearing before the Ethics Commission shall be whether the violation alleged in the complaint occurred. The Ethics Commission shall make its decision based on clear and convincing evidence presented during the Ethics Commission hearing. If the Ethics Commission determines that a violation has occurred, it shall state its finding(s) in writing, identify the particular provision(s) of the Ethics Ordinance that have been violated, and deliver a copy of its findings to the complainant, the accused party and the City Council within twenty-one (21) business days of closing the Ethics Commission hearing. Extensions of this time may be necessary and allowed in complex cases, but if an extension is required all interested parties shall be notified of the extension.

**Sec. 1.15.514. Sanctions.**

1. If the Ethics Commission determines that a City Official, or Employee has violated the Ethics Ordinance, it shall declare its findings along with any recommended sanctions in a report to the City Council. An affirmative vote of a majority of the members of the Ethics Commission hearing the matter shall be required for the determination that a violation has occurred and to recommend any sanction under the Ethics Ordinance.
2. If the Commission determines that a City Official or Employee has violated the Ethics Ordinance, it may recommend a private or public reprimand, temporary suspension, removal from office, bar from future service with the City, or any other sanction or corrective action within the power of the City Council.
3. In arriving at its recommendation, the Ethics Commission shall consider the seriousness of the violation, the importance of deterrence, the impact on public confidence in government, City Officials and Employees, the number

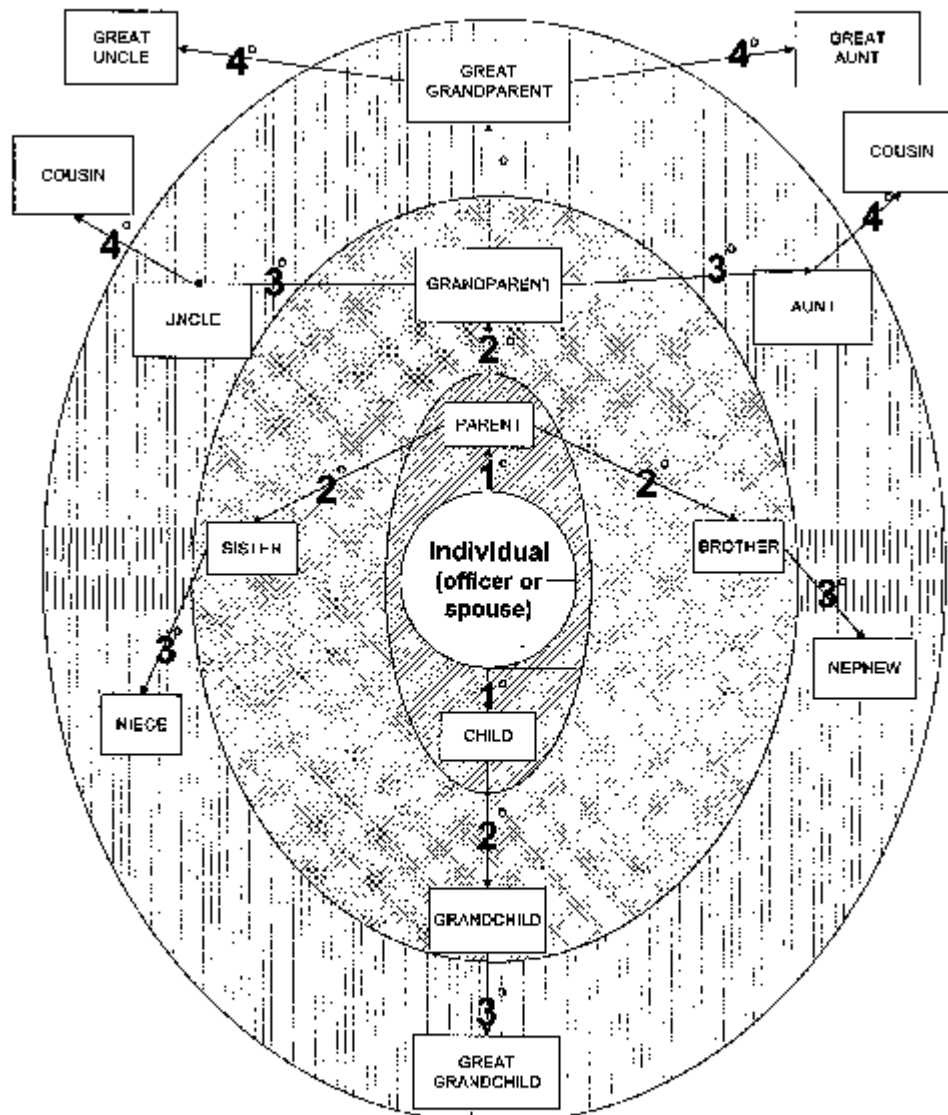
of times the violation occurred, the mental state with which the violation was committed and any previous violations committed by the accused party. A written recommendation on the sanction to be imposed shall be forwarded by the Ethics Commission to the City Council, with a copy to the complainant and the accused party .

4. If the Ethics Commission determines that the conduct occurred, but the facts indicate that the violation was unintentional and/or *de minimus*, the Ethics Commission may recommend that the complaint be dismissed and no sanction imposed by the City Council. The Ethics Commission may, in its discretion, issue a clarifying opinion to help guide future cases.
5. The City Council shall consider the Ethics Commission's recommended sanction and exercise its own judgment and discretion in determining what action, if any, shall be taken relating to the alleged violation.

**Sec. 1.15.515. Other Actions by Ethics Commission.**

If the Ethics Commission determines a member of City Council has violated the Ethics Ordinance, the Ethics Commission will, in such cases, have the sole and final authority to impose sanctions under the Ethics Ordinance. In addition to declaring its findings, the Ethics Commission may reprimand and/or recommend a public recall of the City Council member in question. An affirmative vote of a majority of the Ethics Commission members shall be required for the determination that a violation by a member of the City Council has occurred and to approve any sanctions under the Ethics Ordinance. A letter of reprimand or a recommendation of public recall of an elected City Official shall be delivered to the City Secretary, published in a local newspaper of the largest general circulation, and published prominently on the City's web site for a minimum of twelve (12) months after the decision is issued by the Ethics Commission.

## Appendix



## Degrees of Relationship Chart

When determining the degree of relationship by consanguinity, the individual in the center is the officer. For relationships by affinity, the officer's spouse is the individual in the center.

Public Officers: Traps for the Unwary • Office of the Attorney General

**Part 3:** The preliminary draft of this Ordinance was prepared and submitted to the City Council by the members of the Ethics Task Force, who were, at the time of submission, The Honorable Chris Duggan - Chair, The Reverend R.D. Smith, The Reverend Lisa Hines, Linda Seale, LPC and Wuthipong Tantaksinanukij.

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

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

**Part 6:** The Mayor is hereby authorized to sign this Ordinance and the City Secretary to attest. This Ordinance shall become effective and be in full force and effect in accordance with the provisions of the Charter of the City of Bastrop, and State law.



READ and Approved on First Reading on the 13<sup>th</sup> day of December 2011.

READ and Adopted on Second Reading on the 10<sup>th</sup> day of January 2012.

APPROVED:

ATTEST:

---

Terry Orr, Mayor

---

Teresa Valdez, City Secretary

CITY OF BASTROP

AGENDA ITEM: **A.6****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: January 4, 2012

MEETING DATE: January 10, 2012

1. Agenda Item: **Appointment by Mayor and confirmation by Council of member to Bastrop Planning and Zoning Commission.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

8. Staff Recommendation: \_\_\_\_\_

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

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

11. Action Taken: \_\_\_\_\_

**CITY OF BASTROP**  
**APPLICATION FOR CITY BOARDS/COMMISSIONS/COMMITTEES**  
**FOR YEAR 2011**

**PLEASE TYPE OR PRINT CLEARLY**

NAME: DEBORAH "DEBBIE" MOORE  
TELEPHONE: 225/802-4702 (H) NC (W)  
EMAIL ADDRESS: MODREABOUTBASTROP@YAHOO.COM  
ADDRESS: (RESIDENCE) 1306 CHURCH ST.  
BASTROP, TX 78602  
(MAILING) SAME

I have lived in Bastrop 6 years.

DO YOU RESIDE WITHIN THE CITY LIMITS OF BASTROP? YES ☐ NO ☒

*\*\*\*Various boards, commissions and committees of the City either allow for or require appointments of persons who reside in the County, the City's Extra Territorial Jurisdiction, and/or the Bastrop Independent School District. For more information on this please refer to the Articles of Incorporation or By Laws of the entities of interest. The City Secretary is able to assist in obtaining copies of the By-Laws, upon request.\*\*\**

OCCUPATION OR AREA OF EXPERTISE: EXEC. MGMT. COPYWRITER  
(If retired, please indicate former occupation or profession)

**EDUCATION (Optional):** \_\_\_\_\_

PROFESSIONAL AND/OR COMMUNITY ACTIVITIES: DRA STEERING COM. VETS.

WEEKEND CHAIR, MAIN STREET BOARD SECRETARY,  
ECONOMIC RESTRUCTURING COM. CHAIR, ASCENSION  
CATHOLIC CHURCH EUCHARISTIC MINISTER. I UNDER-  
STAND THAT IF APPOINTED, I MUST RESIGN FROM MAIN  
STREET BOARD

ADDITIONAL PERTINENT INFORMATION/REFERENCES:

PLEASE INDICATE THE BOARDS, COMMISSIONS OR COMMITTEES YOU ARE INTERESTED IN SERVING. (List in Order of Preference)

☐ Bastrop Parks Board

☐ Bastrop Library Board

☐ City Resident

☐ BISSD Area Resident

☒ Planning and Zoning Commission

☐ Bastrop Housing Authority

☐ Bastrop Economic Development Corporation

☐ Historic Landmark Commission

\*Please indicate which position/s you are qualified to serve under

☐ Architect, Planner, Designer

☐ Licensed Real Estate Professional

☐ Own Commercial Historic Structure/Property

☐ Own Residential Historic Structure/Property

☐ General Resident of City of Bastrop

☐ Planning & Zoning Member

☐ Bastrop County Historic Society Member

☐ Construction Standards Board of Adjustments and Appeals

☐ Main Street Advisory Board

☐ Board of Adjustment

☐ Cemetery Advisory Board

Please indicate if you are currently serving on a board/commission/committee

Name of Board/Commission MAIN STREET. WILL RESIGN IF APPOINTED.

Deborah Moore  
Signature of Applicant

10/24/11  
Date

PLEASE RETURN THIS FORM TO:

**CITY OF BASTROP  
CITY SECRETARY'S OFFICE  
P.O. BOX 427  
BASTROP, TX 78602**

**FOR OFFICE USE ONLY:**

APPOINTED TO \_\_\_\_\_ ON \_\_\_\_\_  
TERM EXPIRES \_\_\_\_\_

**APPLICATIONS ARE KEPT ON ACTIVE FILE IN THE CITY SECRETARY'S OFFICE FOR ONE (1) YEAR AND APPLICANTS MAY BE RECONSIDERED SHOULD A NEW VACANCY ARISE.**

Deborah A. Moore  
1306 Church Street  
Bastrop, TX 78602

November 17, 2011

Honorable Terry Orr, Mayor  
City of Bastrop  
Bastrop, TX 78602

Dear Mayor Orr:

Please accept this as my resignation from the Bastrop Main Street Advisory Board, effective immediately.

It has been an honor and privilege to serve on a board that has done so much for our city. Support from City government combined with Nancy Wood's dedication, professionalism, and leadership have resulted in well-earned national recognition and progress in preserving and restoring the program area. It has been a real pleasure to serve with President Steve Dewire and the entire board.

Thank you for affording me the opportunity to work with these individuals.

Sincerely yours,

  
Debbie Moore

----- Original Message -----

**Subject:** Application for Debbie Moore for P&Z

**Date:** Sat, 29 Oct 2011 18:25:38 -0500

**From:** Kay McAnally <kay.mcanally@gmail.com>

**To:** Teresa Valdez <tvaldez@cityofbastrop.org>, Terry Orr <Terry.Orr@BastropFuture.com>

Teresa,

I am delighted to hear that Debbie Moore has submitted her application for P&Z. We could not ask for a better fit than Debbie Moore to fill the position that Cecil is vacating. She has a deep interest in the welfare of our community and would be a fair and active participant in P&Z issues.

Please be sure to show my endorsement for her candidacy when the packs are put together. I will copy the mayor on this so that he also knows that I fully support Debbie's application.

Thanks,

Kay Garcia McAnally  
Place 3, Bastrop City Council

----- Original Message -----

**Subject:** Debbie Moore

**Date:** Tue, 1 Nov 2011 17:37:14 GMT

**From:** kesselus@juno.com <kesselus@juno.com>

**To:** Terry.Orr@BastropFuture.com

November 1, 2011

Mr. Mayor,

I want you to know that when I learned that Cecil is moving and has to resign from the Planning and Zoning Commission, I spent some time thinking about who would be a good replacement for him. Accordingly, I called Debbie Moore, who lives on Church Street, to ask her to consider applying for the open position. I understand that she will soon resign from the Main Street Board and that she has applied for a position on P and Z. Naturally, I endorse her for your consideration.

Thanks for your continuing leadership to our community.

Ken Kesselus  
City Council, Place 5  
512-940-7897

**CITY OF BASTROP**

**AGENDA ITEM: A.7**

## STANDARDIZED AGENDA RECOMMENDATION FORM

**CITY COUNCIL**

**DATE SUBMITTED:** January 3, 2012

**MEETING DATE:** January 10, 2012

1. Agenda Item: **Consideration, discussion and possible action on adoption of a Resolution of the City Council of the City of Bastrop, Texas, authorizing proceeding with the issuance of City of Bastrop, Texas, Certificates of Obligation; directing publication of Notice of Intention to Issue Certificates of Obligation; and other related matters.**
2. Party Making Request: **Michael H. Talbot, City Manager**
3. Nature of Request: (Brief Overview) Attachments: Yes   X   No
4. Policy Implication: \_\_\_\_\_
5. Budgeted:            Yes            No        N/A  
    Bid Amount:                                  Budgeted Amount:                                   
    Under Budget:                                  Over Budget:                                   
                                                            Amount Remaining:
6. Alternate Option/Costs: \_\_\_\_\_
7. Routing: 

| <u>NAME/TITLE</u> | <u>INITIAL</u> | <u>DATE</u> | <u>CONCURRENCE</u> |
|-------------------|----------------|-------------|--------------------|
| a) _____          | _____          | _____       | _____              |
| b) _____          | _____          | _____       | _____              |
| c) _____          | _____          | _____       | _____              |
8. Staff Recommendation: \_\_\_\_\_
9. Advisory Board:            Approved            Disapproved            None
10. Manager's Recommendation:            Approved            Disapproved            None
11. Action Taken: \_\_\_\_\_

**RESOLUTION NO. R-2012-\_\_****A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AUTHORIZING PROCEEDING WITH THE ISSUANCE OF CITY OF BASTROP, TEXAS CERTIFICATES OF OBLIGATION; DIRECTING PUBLICATION OF NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION; AND OTHER RELATED MATTERS**

**WHEREAS**, the City Council of the City of Bastrop, Texas (the "City") is authorized to issue various types of debt obligations for public purposes as authorized by law and the City's Home Rule Charter; and

**WHEREAS**, the City Council deems it advisable to give notice of intention to issue certificates of obligation ("Certificates") of the City, as hereinafter provided for costs incurred or to be incurred for (i) constructing, equipping and improving the City's water and wastewater system; (ii) acquiring and purchasing vehicles; (iii) acquiring and purchasing an incinerator; and (iv) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the certificates of obligation; and

**WHEREAS**, it is officially found and determined that the meeting at which this resolution has been considered and acted upon was open to the public and public notice of the time, place and subject of said meeting was given, all as required by Tex. Gov't Code Ann. Ch. 551; Now, Therefore

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BASTROP:**

**Section 1. Form of Notice.** Attached hereto is a form of "Notice of Intention to Issue Certificates of Obligation," (the "Notice") the form and substance of which are hereby adopted and approved.

**Section 2. Publication of Notice.** The Notice shall be published, in substantially the form attached hereto, in a newspaper, as defined in Tex. Gov't Code Ann. §2051.044, of general circulation in the City, once a week for two consecutive weeks, the date of the first publication thereof to be before the 30th day before the date tentatively set for passage of the ordinance authorizing the issuance of such Certificates.



**Section 3. Attorney General Fee.** The City Council hereby authorizes the disbursement of a fee equal to the lesser of (i) one-tenth of one percent of the principal amount of each series of obligations being issued or (ii) \$9,500 for each series, provided that such fee shall not be less than \$750, to the Attorney General of Texas Public Finance Division for payment of the examination fee charged by the State of Texas for the Attorney General's review and approval of public securities and credit agreements, as required by Section 1202.004 of the Texas Government Code. The appropriate member of the City's staff is hereby instructed to take the necessary measures to make this payment. The City is also authorized to reimburse the appropriate City funds for such payment from proceeds of the Certificates and general obligation bonds, respectively.

**Section 4. Effective Date.** This Resolution shall become effective immediately upon adoption. The Mayor and City Secretary are hereby authorized and directed to execute this Resolution on behalf of the City and the Mayor and City Manager are hereby authorized to do any and all things proper and necessary to carry out the intent of this Resolution.

**PASSED, APPROVED AND EFFECTIVE** this 10<sup>th</sup> day of January 2012.

---

Mayor, City of Bastrop, Texas

**ATTEST:**

---

City Secretary, City of Bastrop, Texas

[CITY SEAL]

**APPROVED AS TO FORM:**

J.C. Brown, City Attorney  
City of Bastrop, Texas

**NOTICE OF INTENTION TO ISSUE CERTIFICATES OF OBLIGATION**

NOTICE IS HEREBY GIVEN that the City Council of the City of Bastrop, Texas, at its meeting to commence at 6:00 P.M. on February 28, 2012, at its regular meeting place in the Council Chambers of City Hall, 904 Main Street, Bastrop, Texas 78602, tentatively proposes to authorize the issuance of interest bearing certificates of obligation of said City in a total maximum principal amount not exceeding \$\_\_\_\_\_, for the public purpose of paying contractual obligations incurred or to be incurred for: (1) constructing, equipping and improving the City's water and wastewater system; (2) acquiring and purchasing vehicles; (3) acquiring and purchasing an incinerator; and (4) the payment of professional services in connection therewith including legal, fiscal and engineering fees and the costs of issuing the certificates of obligation. The City presently proposes to provide for the payment of the certificates of obligation by the levy of ad valorem taxes, within the limit prescribed by law, and a limited pledge of not to exceed \$1,000 of surplus revenues of the City's water and wastewater system.

TERRY ORR

Mayor, City of Bastrop, Texas

## CITY OF BASTROP

## AGENDA ITEM

**D.1****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: January 4, 2012

MEETING DATE: January 10, 2012

1. Agenda Item: **Consideration, discussion and possible action on final Way-finding Project Design and Implementation Strategy.**

2. Party Making Request: **Nancy Wood, Director, Bastrop Main Street Program**

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

**The project has progressed to final design recommendations from the Bastrop Main Street Program Advisory Board and the group is asking that this strategy be approved for implementation. Money to fabricate and install the signage was approved in the Bastrop Main Street Program 2012 Budget at \$150,000 and this implementation strategy falls slightly under that budget at \$149,300 (including some contingency dollars)**

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: Staff has reviewed the plan and recommends approval to proceed with implementation

9. Advisory Board:   X   Approved        Disapproved        None

10. Manager's Recommendation:        Approved        Disapproved        None

11. Action Taken: \_\_\_\_\_  
     \_\_\_\_\_

# City of Bastrop Wayfinding Design Development

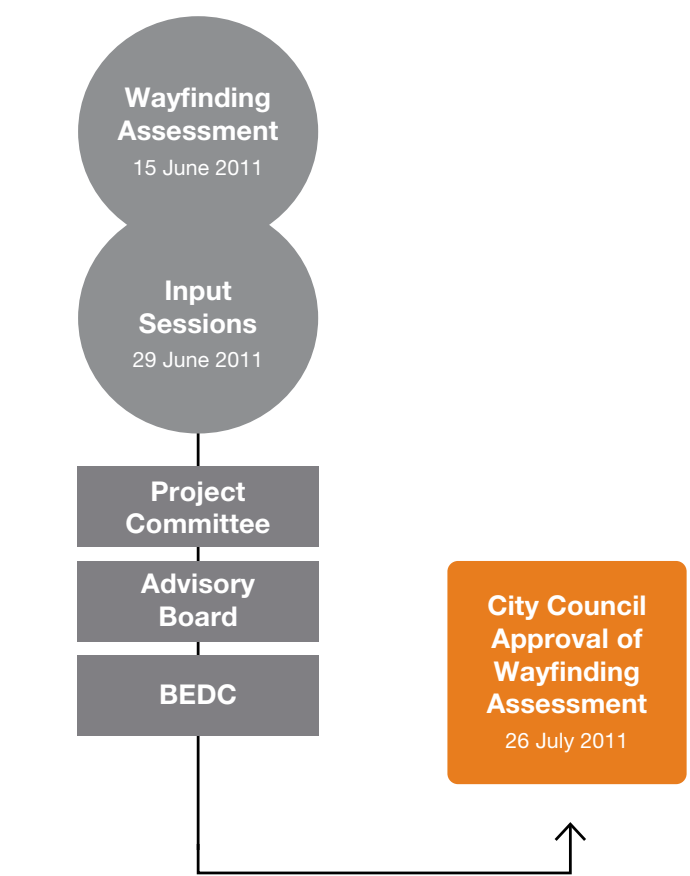
10 January 2012



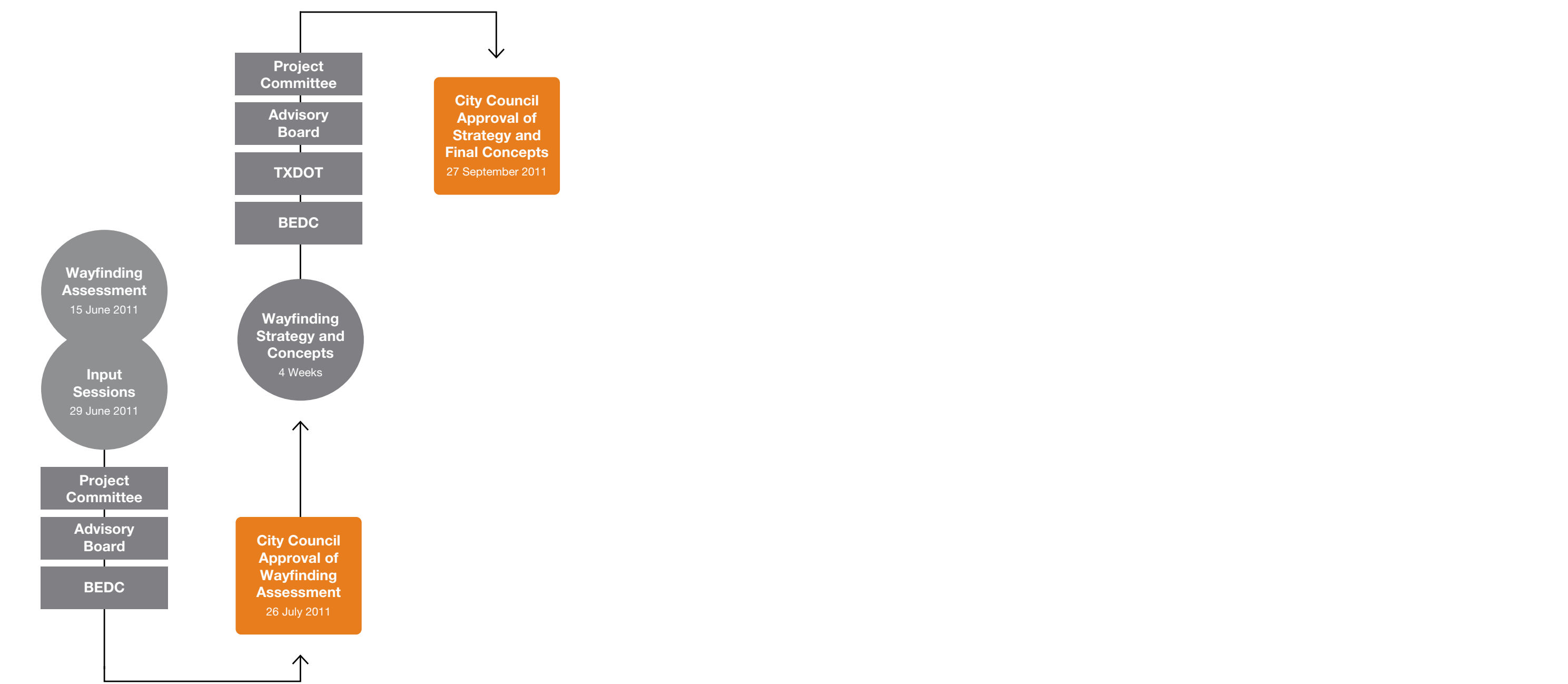
FD2S INC.  
PO Box 42078  
Austin Texas USA  
78704-2078  
tel 512 476 7733  
fax 512 473 2202  
www.fd2s.com

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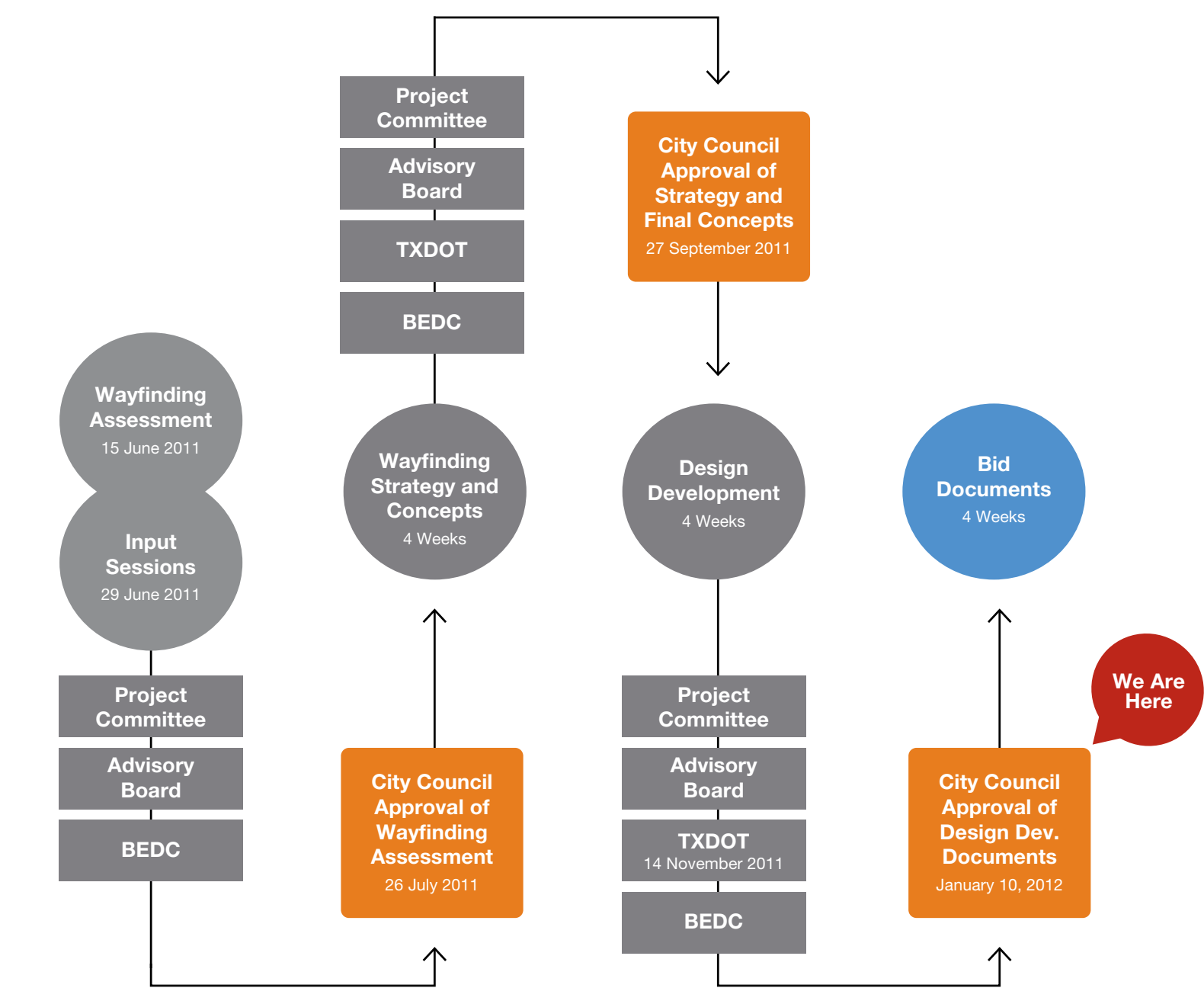
Where We Are in the Process



Where We Are in the Process

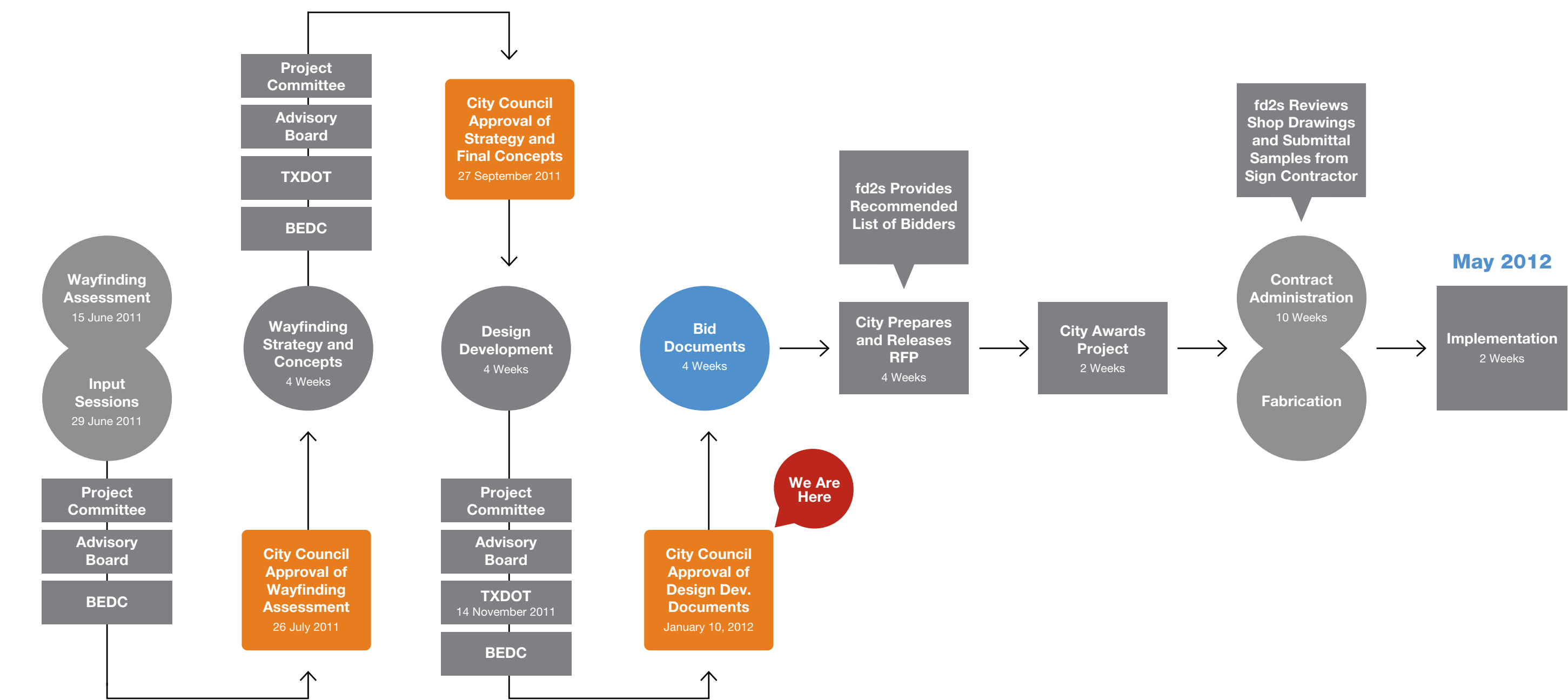


Where We Are in the Process





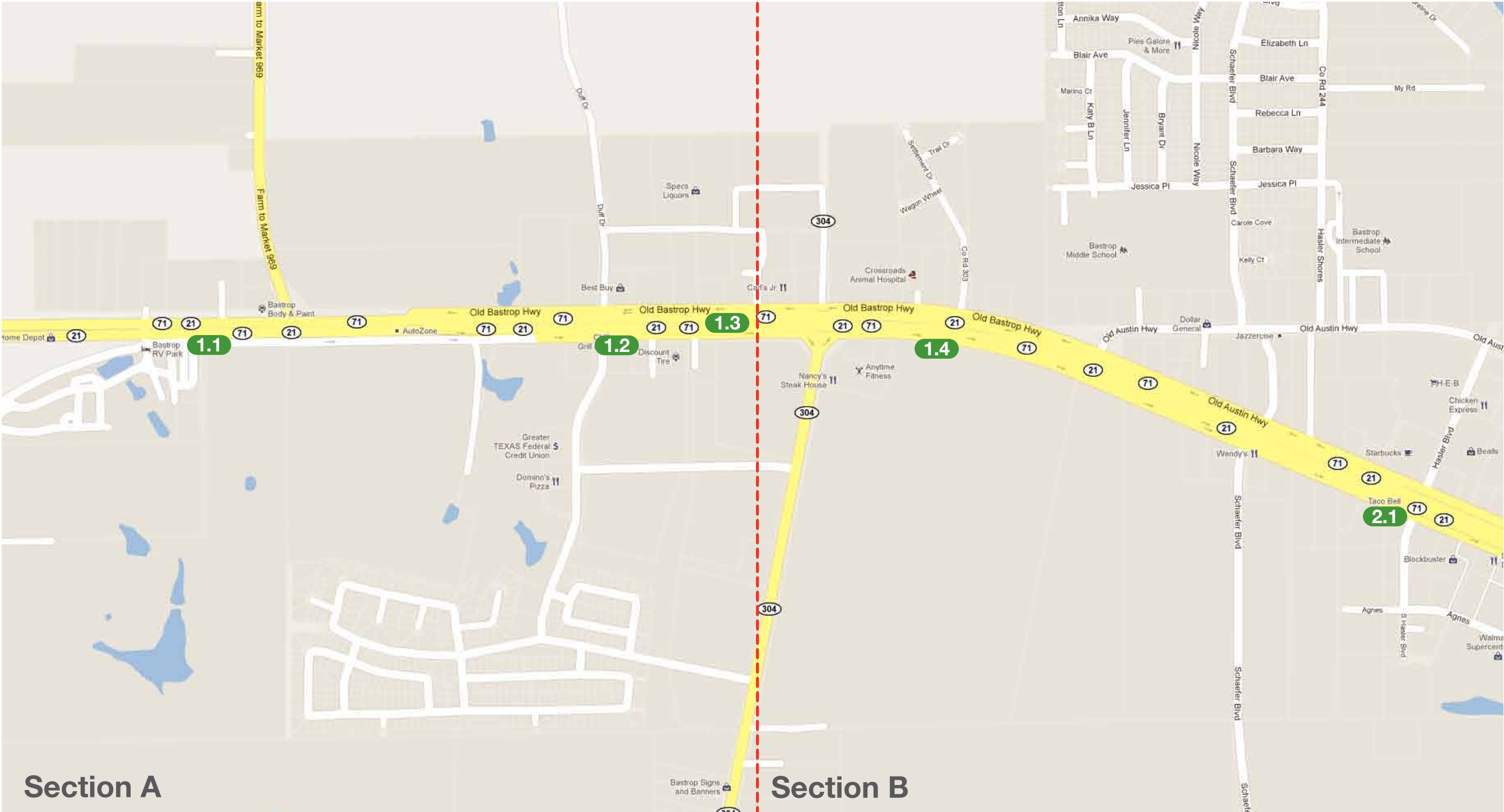
Where We Are in the Process





Preliminary Pricing

| Type         | Quantity | Unit Fabrication | Unit Install | Total      |
|--------------|----------|------------------|--------------|------------|
| TxDOT        | 7        | \$ 1,000         | \$ 1,500     | \$ 17,500  |
| Sign Type 2  | 10       | 3,500            | 2,500        | 60,000     |
| Sign Type 6  | 8        | 250              | 250          | 4,000      |
| Sign Type 7  | 2        | 3,500            | 1,000        | 9,000      |
| Sign Type 8  | 4        | 3,500            | 1,000        | 18,000     |
| Sign Type 9  | 5        | 5,000            | 2,500        | 37,500     |
| Sign Type 10 | 6        | 450              | 100          | 3,300      |
| Total        | 42       |                  |              | \$ 149,300 |

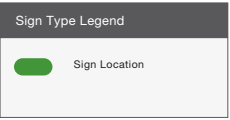
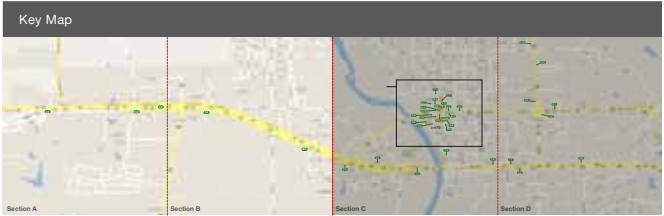
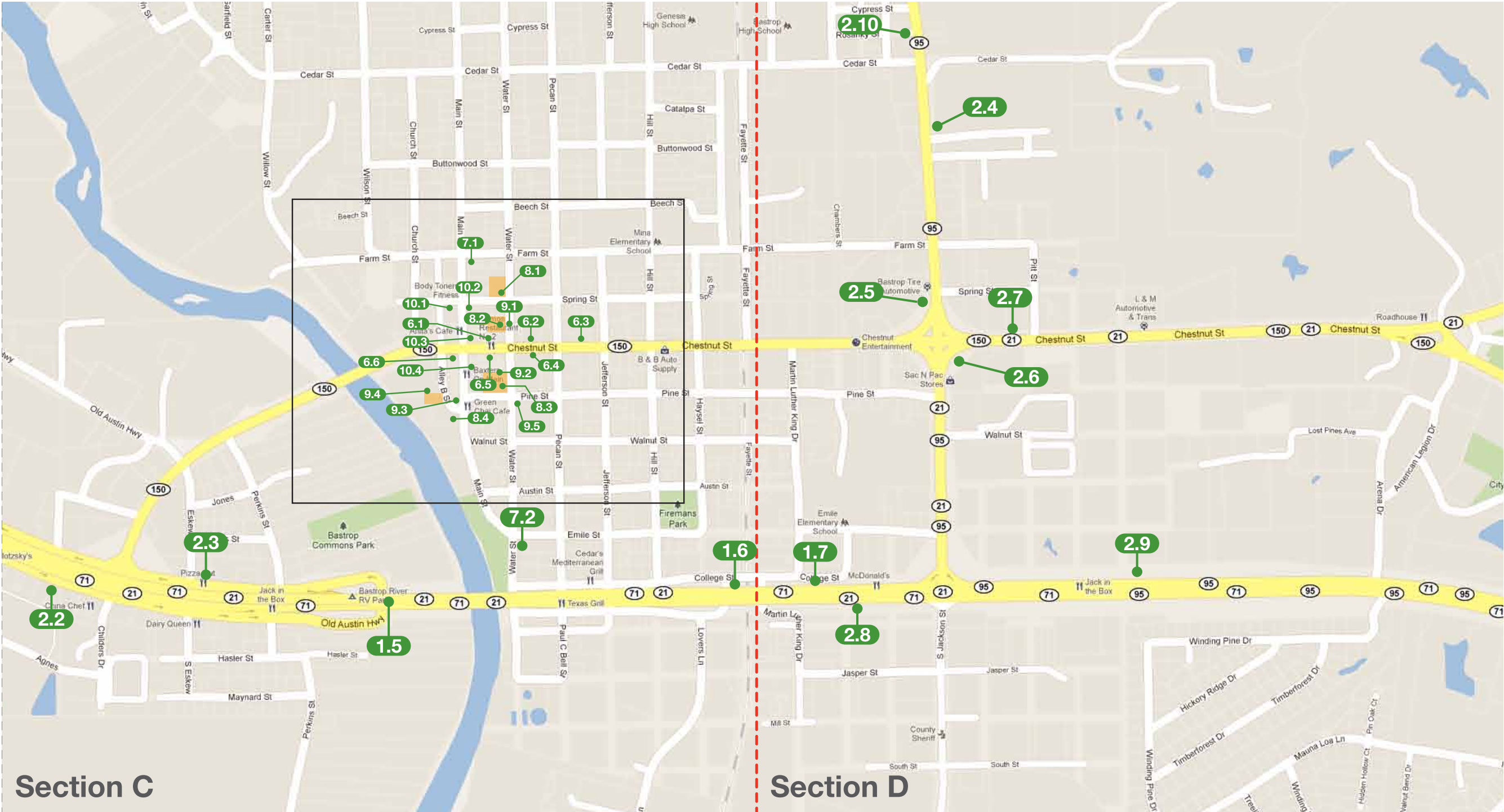


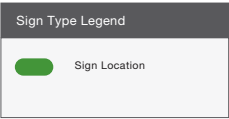
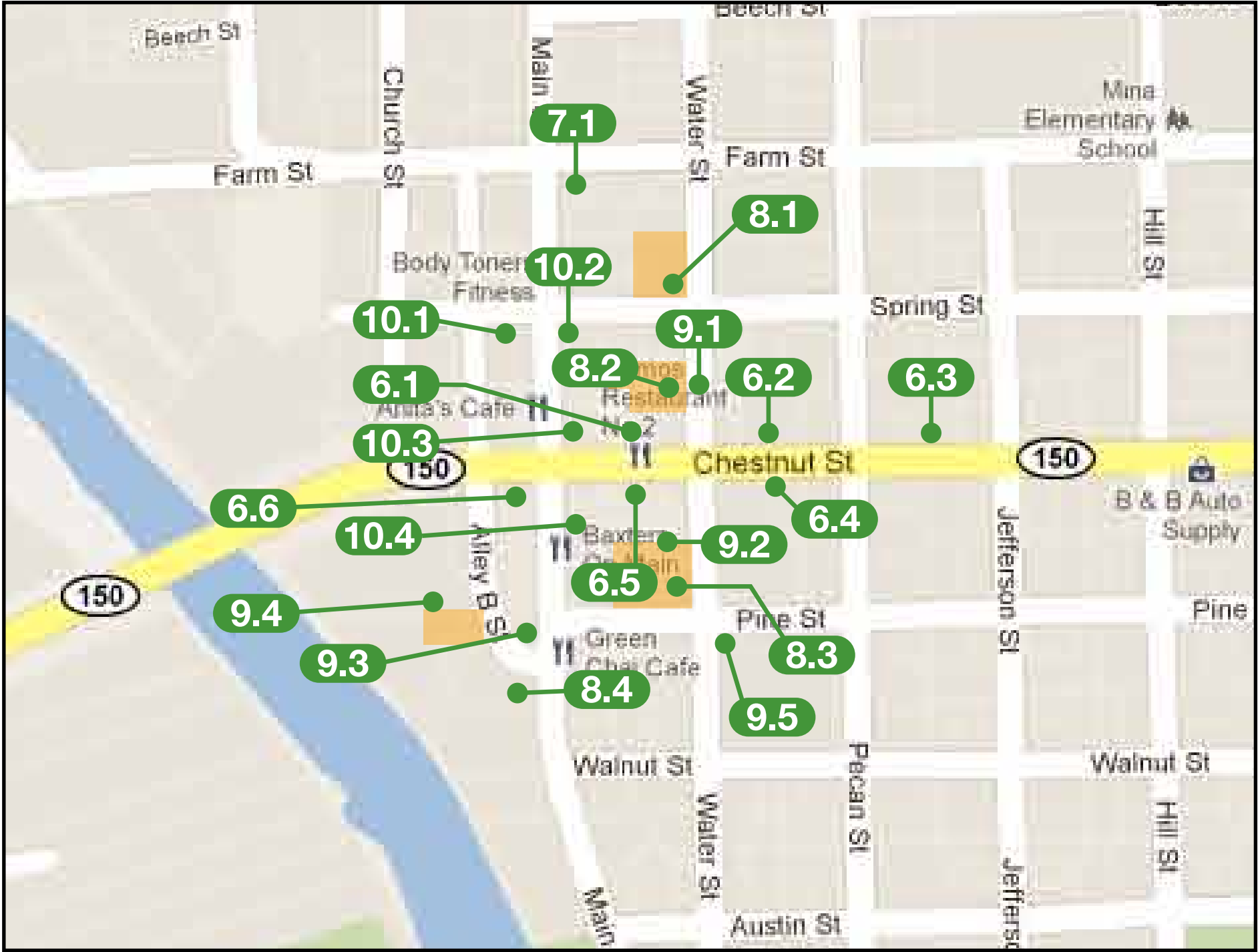
Sign Type Legend

● Sign Location











existing



proposed



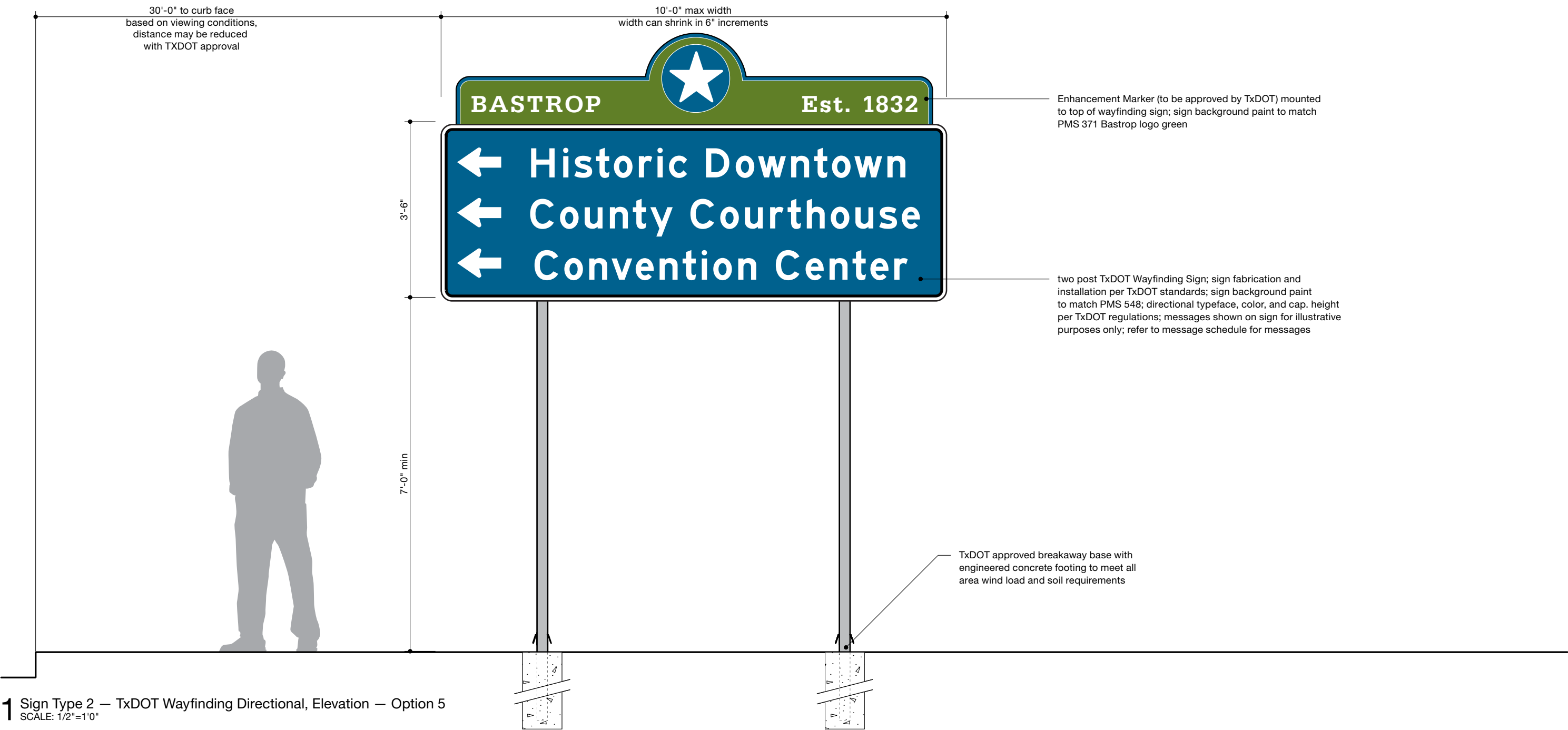


existing



proposed



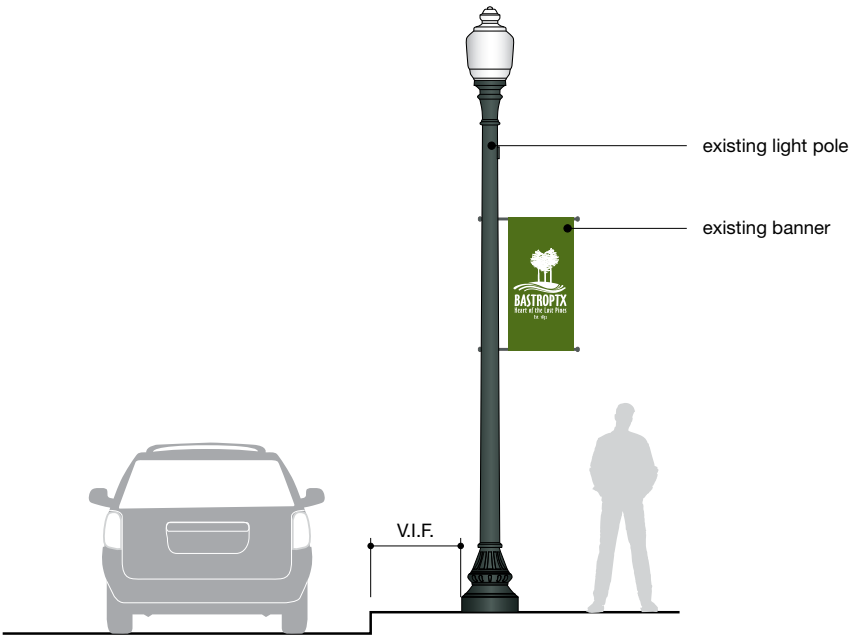




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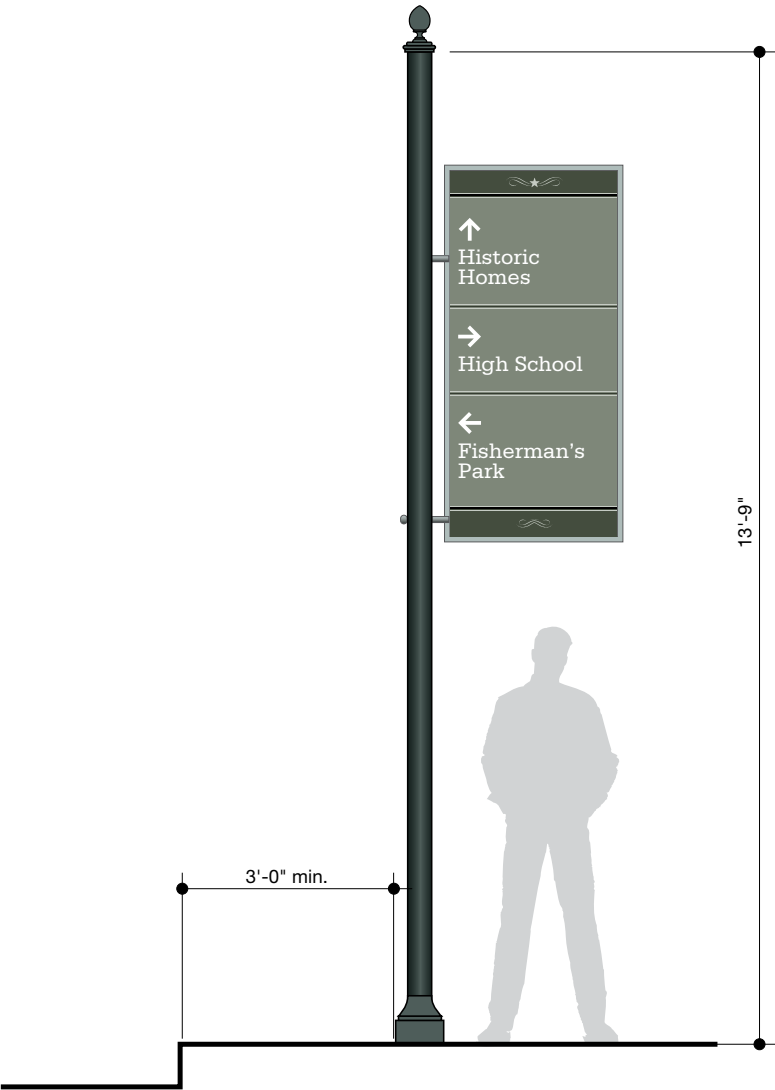
proposed



1 Existing Pageantry  
SCALE: 1/4"=1'0"



2 Sign Type 6 — Signage Variations, Chestnut Street  
SCALE: 1/4"=1'0"



3 Sign Type 7 — New Pole Assembly  
SCALE: 1/4"=1'0"





existing



proposed



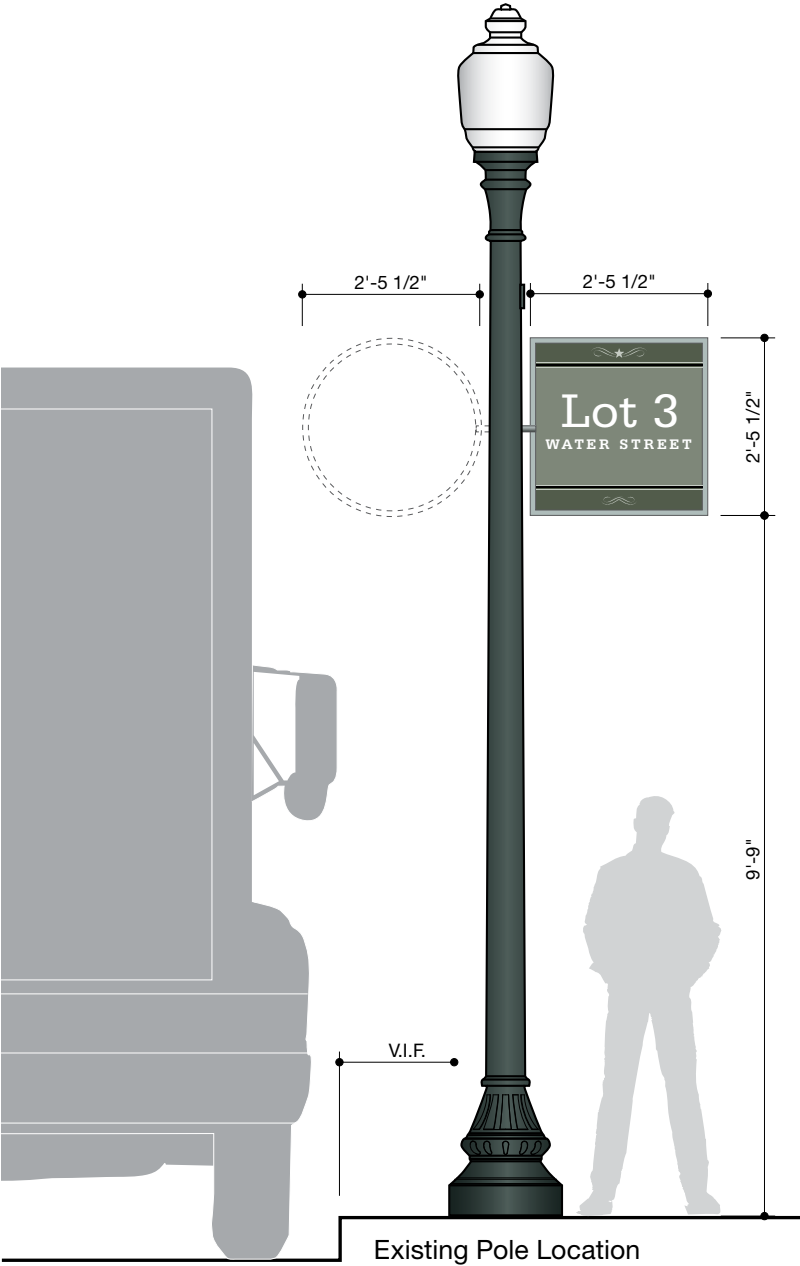


existing

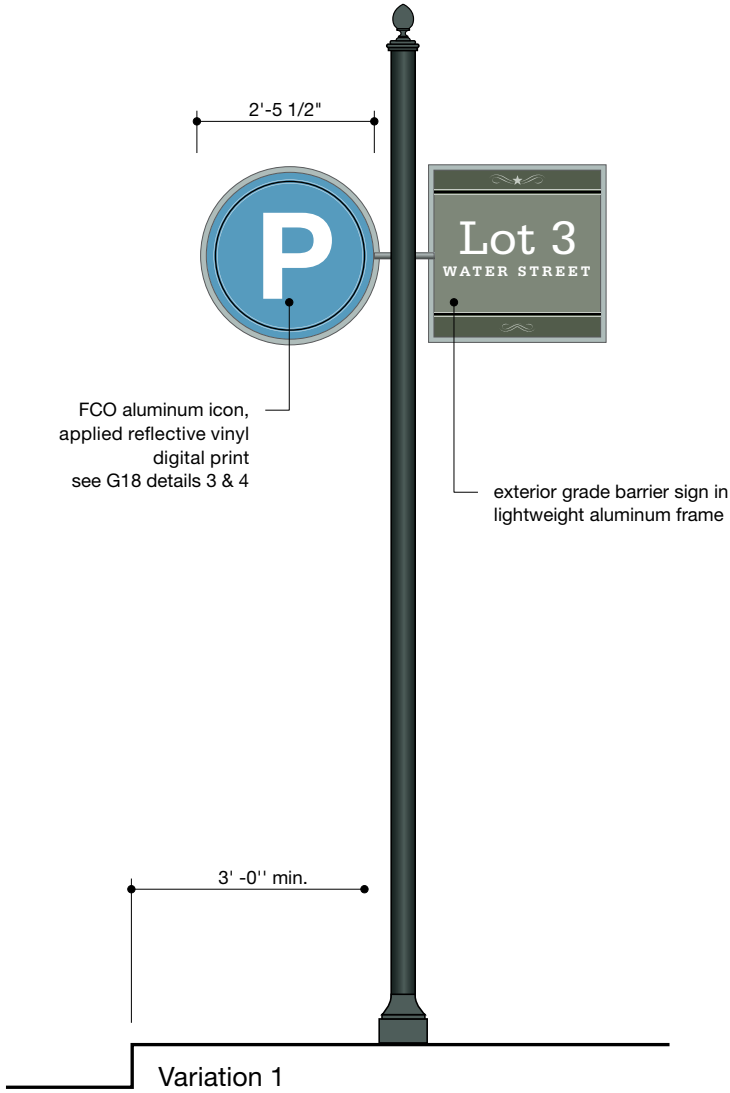


proposed

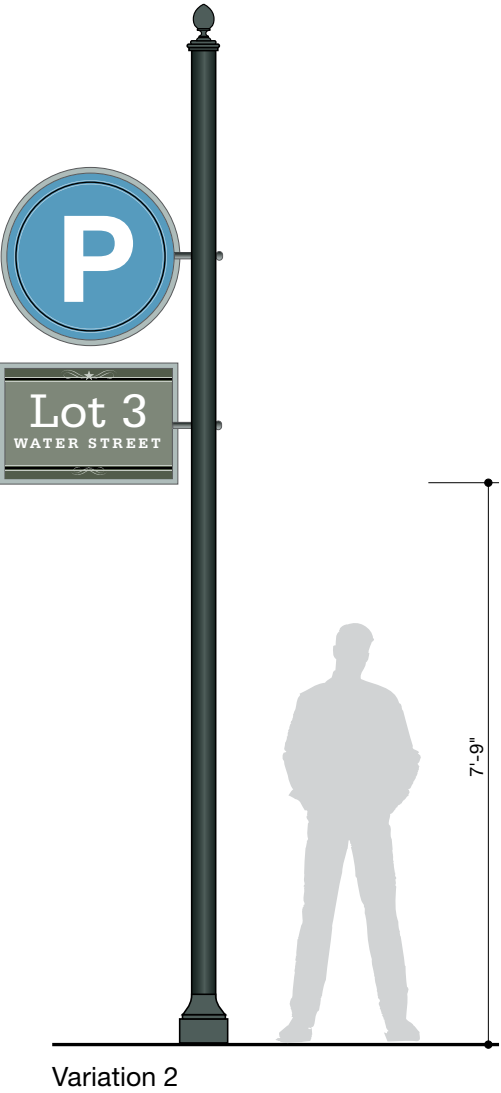




1 Sign Type 8 — Parking Lot Identification, Existing Pole  
SCALE: 3/8"=1'0"



2 Sign Type 8 — Parking Lot Identification, New Pole  
SCALE: 3/8"=1'0"



Variation 2



Variation 3

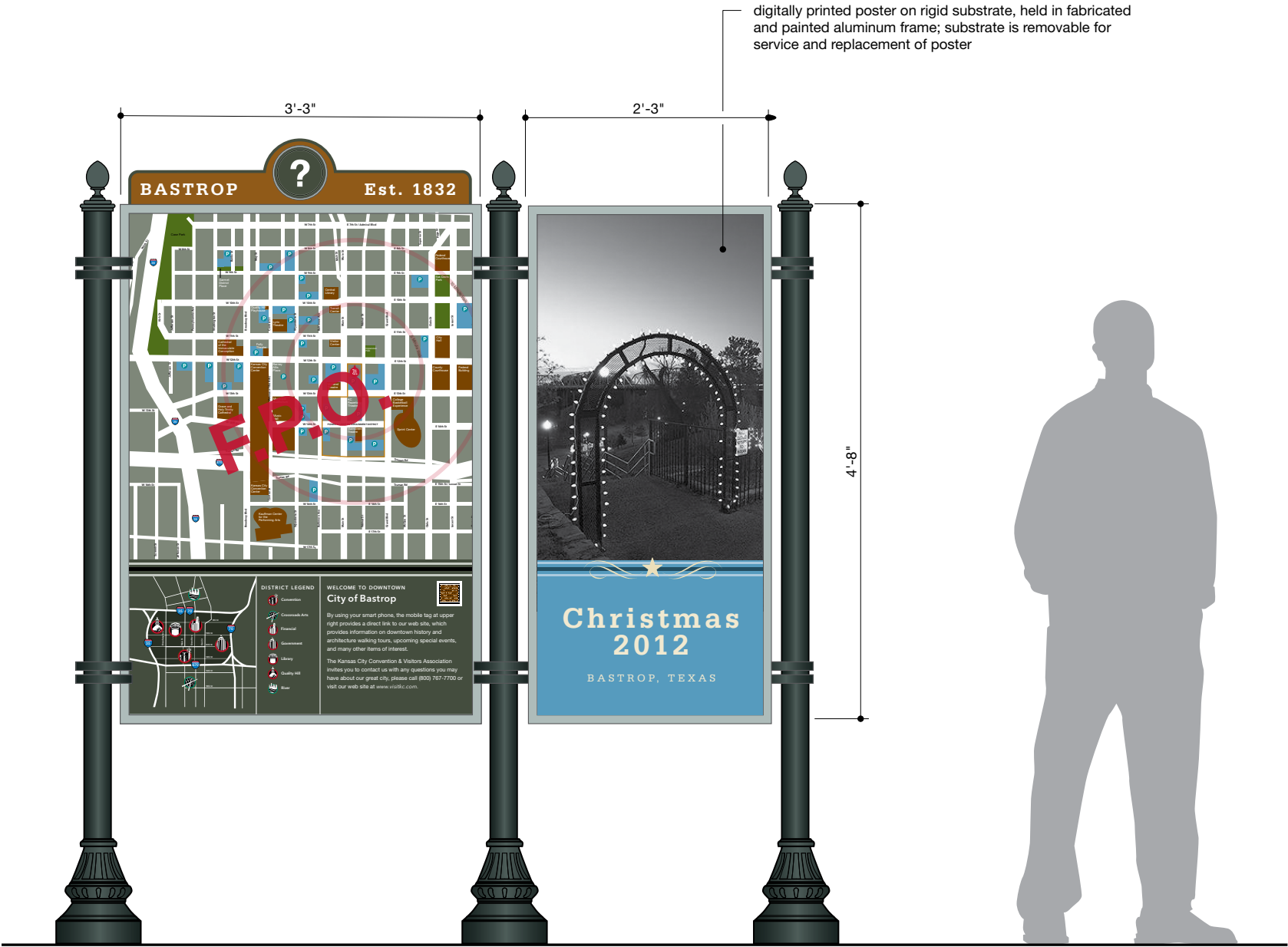


existing

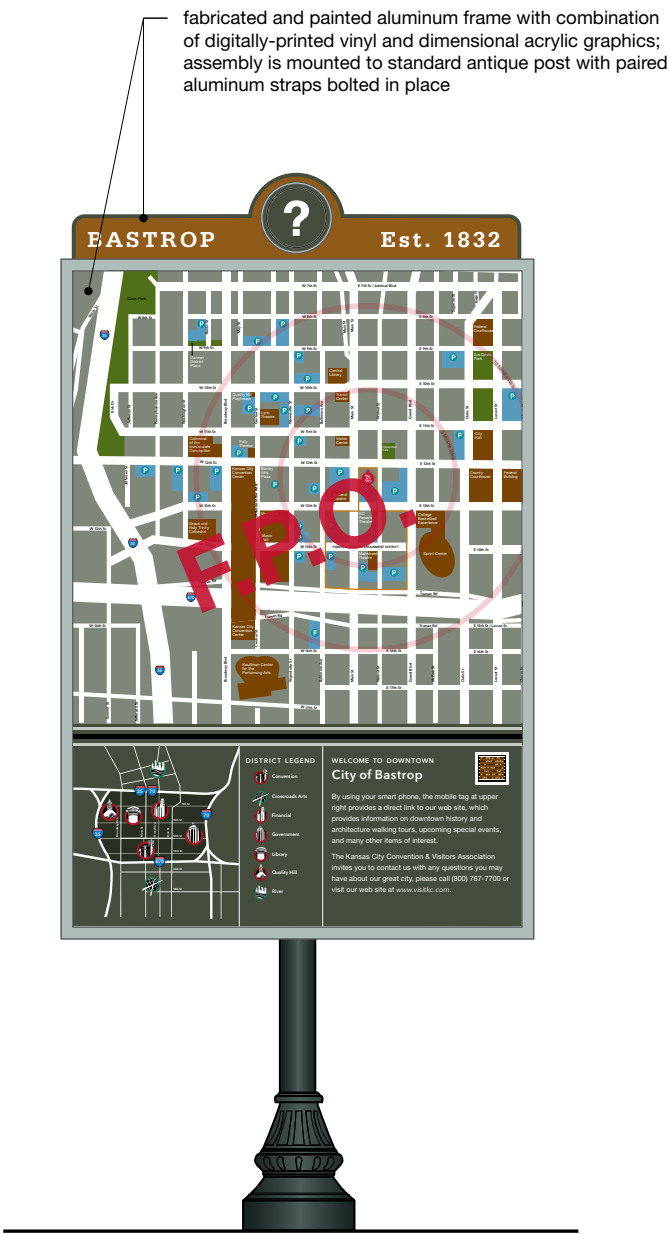


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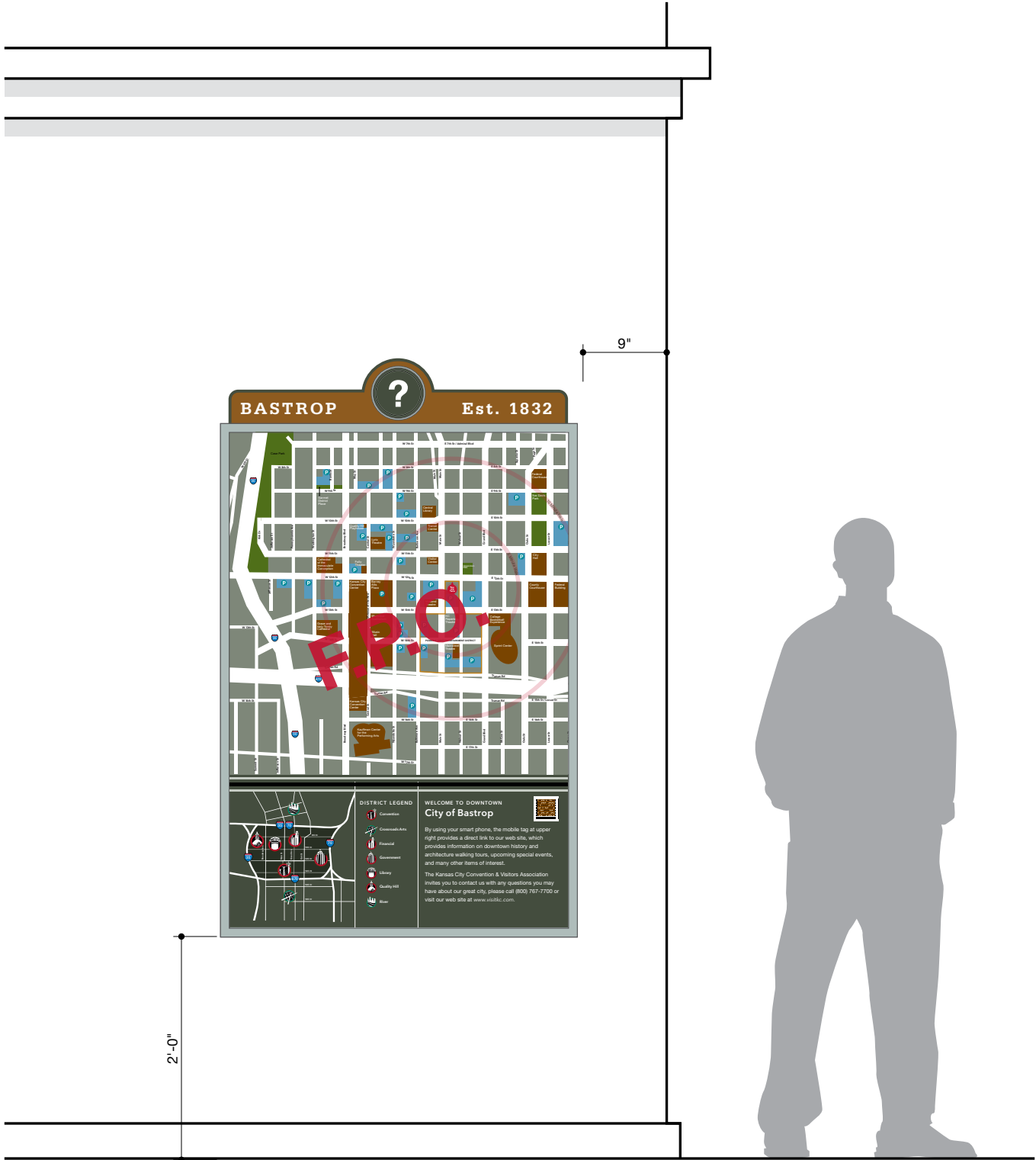


1 Front Elevation: Sign Type 9A—Two Panel Assembly  
SCALE: 3/4"=1'0"

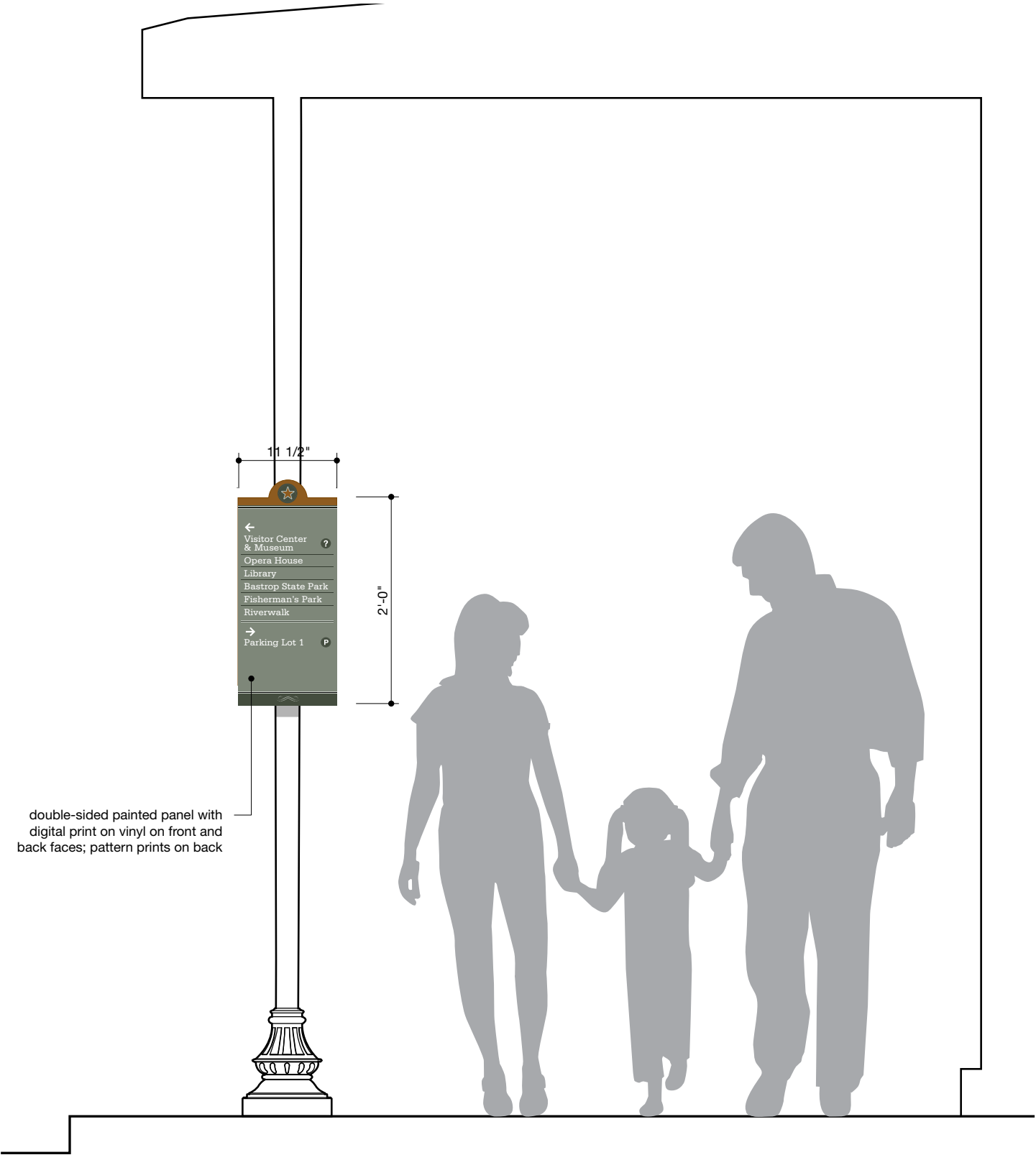


2 Front Elevation: Sign Type 9B—Single-Panel Assembly  
SCALE: 3/4"=1'0"





1 Sign Type 9C — Directional Panel Mounted to Existing Wall, Front Elevation (Option 5 Header)  
SCALE: 3/4"=1'0"



2 Sign Type 10 — Directional Panel Mounted to Existing Structure, Front Elevation  
SCALE: 3/4"=1'0"





existing



proposed





existing



proposed





existing



proposed

# City Threshold Elements

As a component of the discussions begun during the Sustainable Design Assessment Team (SDAT) visit for Bastrop, the following conceptual sign-type designs have been generated to identify thresholds (or entry ways) into the community and, in particular, into the historic downtown. Distinct from the functional signage in the wayfinding program, these elements can be strategically located to convey strong visual messages about the history and small-town charm that Bastrop offers, as well as tout upcoming events.



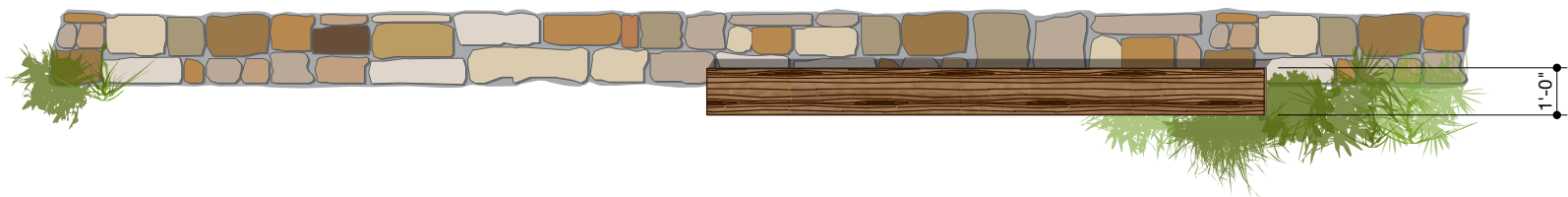
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PO Box 42078  
Austin Texas USA  
78704-2078  
tel 512 476 7733  
fax 512 473 2202  
www.fd2s.com

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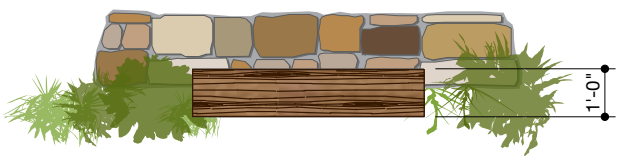
**PROJECT NAME/PROJECT CODE**  
**City of Bastrop Wayfinding**  
**Bastrop, TX**  
11COB001

**ISSUES/REVISIONS**  
26JUL2011 Wayfinding Validation Presentation  
27SEP2011 Strategy and Concept Development  
22OCT2011 Design Development  
09NOV2011 Design Development  
13DEC2011 Design Development  
10JAN2012 Design Development

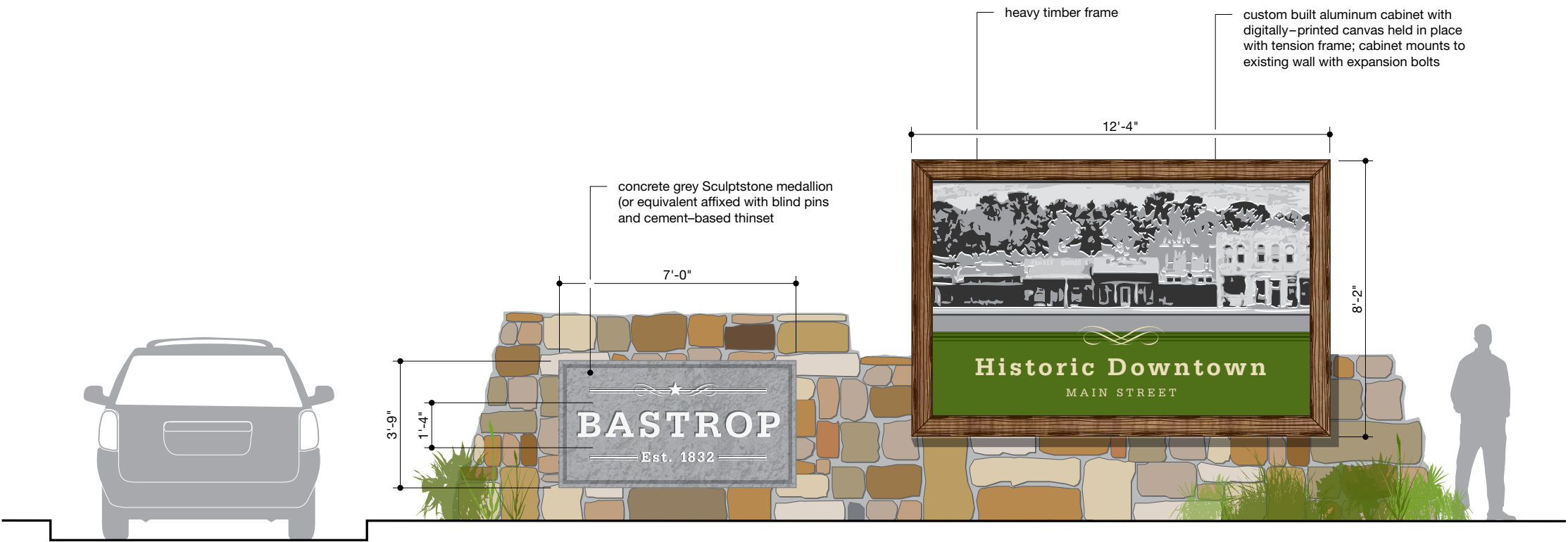




2 Primary Welcome Sign — Plan View  
SCALE: 1/4"=1'0"



4 Secondary Welcome Sign — Plan View  
SCALE: 1/4"=1'0"



1 Sign Type 3 — Primary Welcome Sign  
SCALE: 1/4"=1'0"



3 Sign Type 4 — Secondary Welcome Sign  
SCALE: 1/4"=1'0"



existing



proposed





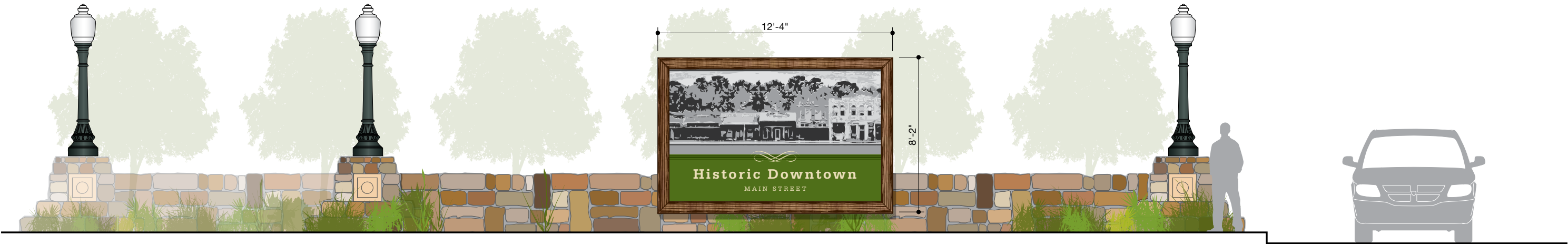
existing



proposed



2 Sign Type 5 — City Threshold Identification — Old Austin Hwy and 150 Loop, East Wall  
SCALE: 3/16"=1'0"



1 Sign Type 5 — City Threshold Identification — Old Austin Hwy and 150 Loop, West Wall  
SCALE: 3/16"=1'0"





proposed

existing





proposed



existing

This Wayfinding Project has been made possible through the collaborative effort of volunteers from the following groups:

- Bastrop Main Street Program Advisory Board and Standing Committees (Design, Organization, Promotions, and Economic Restructuring)
- Bastrop Economic Development Corporation
- Bastrop Museum and Visitor Center
- Hotel/motel operators, and
- Dozens of city staff, residents, retailers, and property owners

We appreciate their commitment of time, energy, and passion in helping to develop a strategy and design aesthetic that is reflective of Bastrop, and allows first-time visitors to more easily navigate the community.

Thank you.

CITY OF BASTROP

AGENDA ITEM **D.2****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: December 21, 2011

MEETING DATE: January 10, 2012

1. Agenda Item: **Consideration, discussion and possible action on acceptance of Monthly Financial Reports for the period ending of October 31, 2011 and November 30, 2011.**

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: \_\_\_\_\_



01/06/2012

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TO: MAYOR & CITY COUNCIL MEMBERS

FROM: KARLA STOVALL, CHIEF FINANCIAL OFFICER

DATE: NOVEMBER 21, 2011



## **MONTHLY FINANCIAL REPORTS FOR PERIOD ENDING OCTOBER 31, 2011**

## SUMMARY OF REVENUES AND EXPENDITURES

AS OF OCTOBER 31, 2011

Fiscal year 2012 is 1 month or 8.33% completed as of October 31, 2011.

□ General Fund revenues reflect 6.1% collected or \$516,443.89. Revenues during this same time period last year reflected \$462,165.55 recognizing an increase of 11.7% over last year. Expenditures represent 5.4% spent or \$433,286.25.

□ Water/ Wastewater Fund revenues reflect 9.4% collected or \$304,576.05. Revenues continue to appear slightly greater than in comparison to this same time last year. Expenditures represent 6.3% spent or \$201,351.34.

□ The Electric Fund revenues reflect 11.6% collected or \$810,055.96. Revenues during this same time period last year reflected \$773,278.74 recognizing an increase of 4.8% over last year. Expenditures represent 7.43% spent or \$520,141.55.

□ The Hotel /Motel Fund revenues reflect 10% collected or \$206,760.39. Revenues during this same time period last year reflected \$166,976.87. Expenditures represent 7.6% spent or \$159,553.41.

## Revenues

## Expenditures

|                  | FY 2012<br>Budget | FY 2012<br>Actual | % of FY2012<br>Budget | FY 2012<br>Budget | FY 2012<br>Actual | % of FY2012<br>Budget |
|------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|-----------------------|
| General Fund     | \$ 8,051,848      | \$ 516,444        | 6.41%                 | \$ 8,031,340      | \$ 433,286        | 5.39%                 |
| W/WW Fund        | \$ 3,226,700      | \$ 304,576        | 9.44%                 | \$ 3,175,873      | \$ 201,351        | 6.34%                 |
| Electric Fund    | \$ 6,986,560      | \$ 810,056        | 11.59%                | \$ 6,998,816      | \$ 520,142        | 7.43%                 |
| Hotel Motel Fund | \$ 2,075,600      | \$ 206,760        | 9.96%                 | \$ 2,102,180      | \$ 159,553        | 7.59%                 |



# GENERAL FUND REVENUE

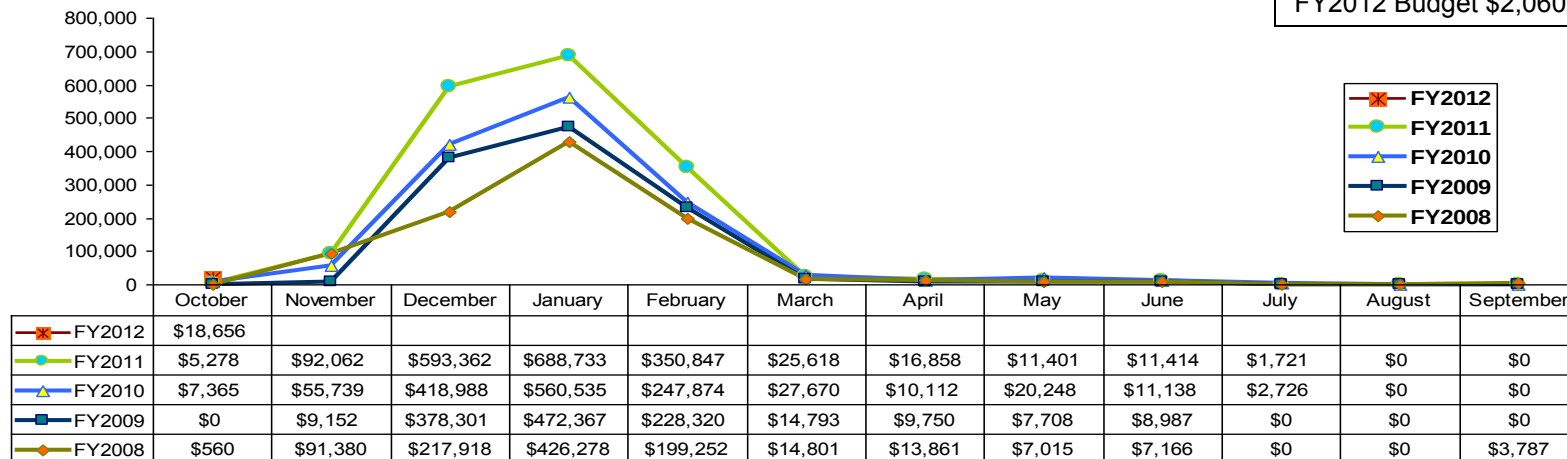
01/06/2012

OCTOBER 31, 2011<sup>123</sup>

## Current Ad Valorem Taxes (no I&S)

FY2012 October YTD \$18,656

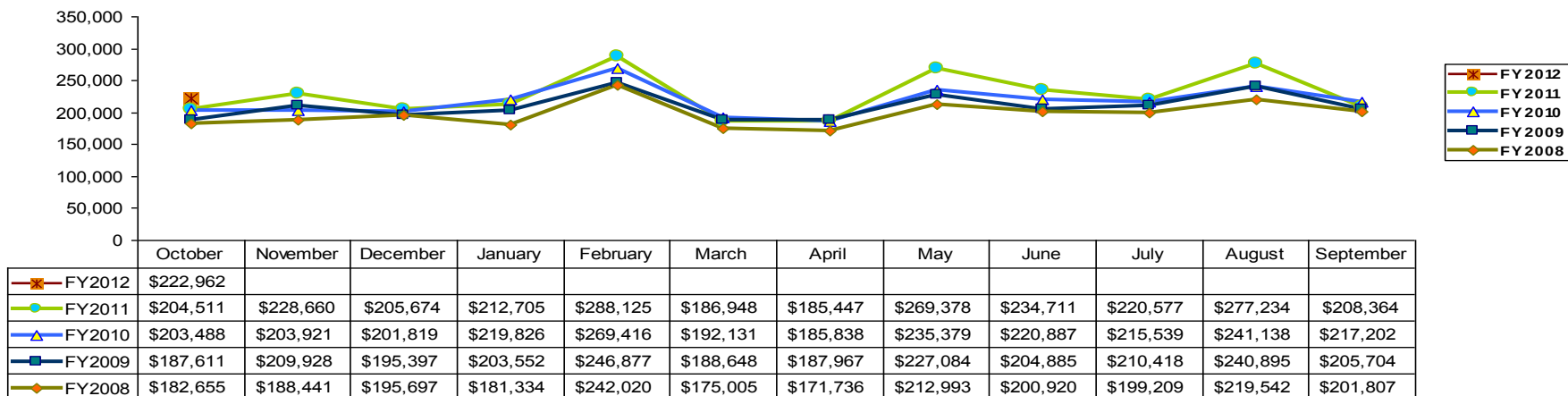
FY2012 Budget \$2,060,743



## Sales Tax

FY2012 October YTD \$222,962

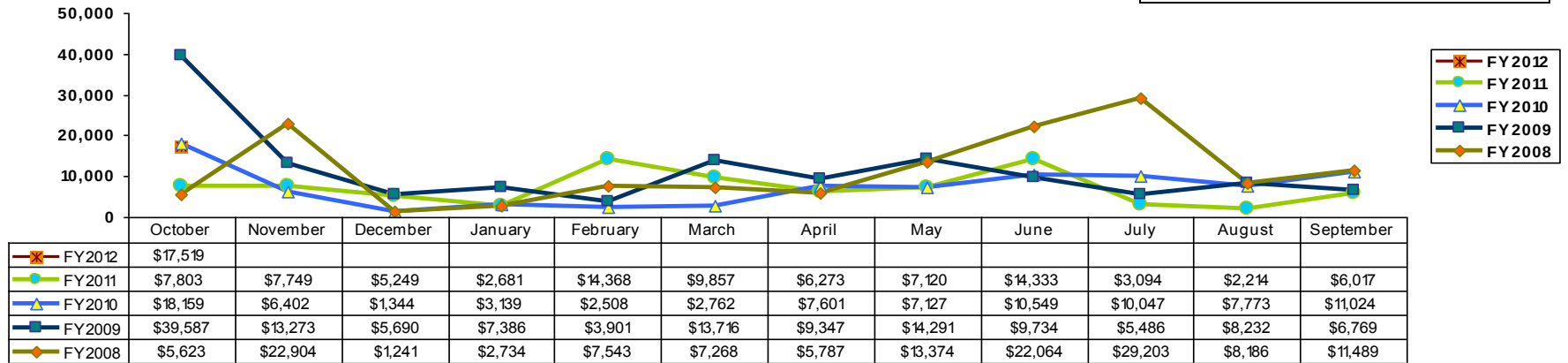
FY2012 Budget \$2,785,120



FY2012 October YTD \$17,519

### Building Permits

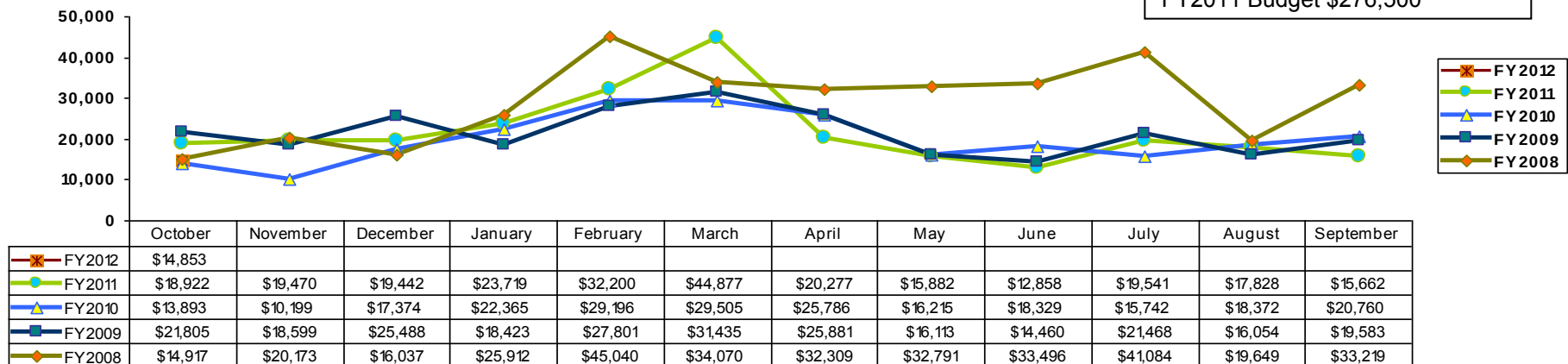
FY2012 Budget \$100,000



FY2011 October YTD \$14,853

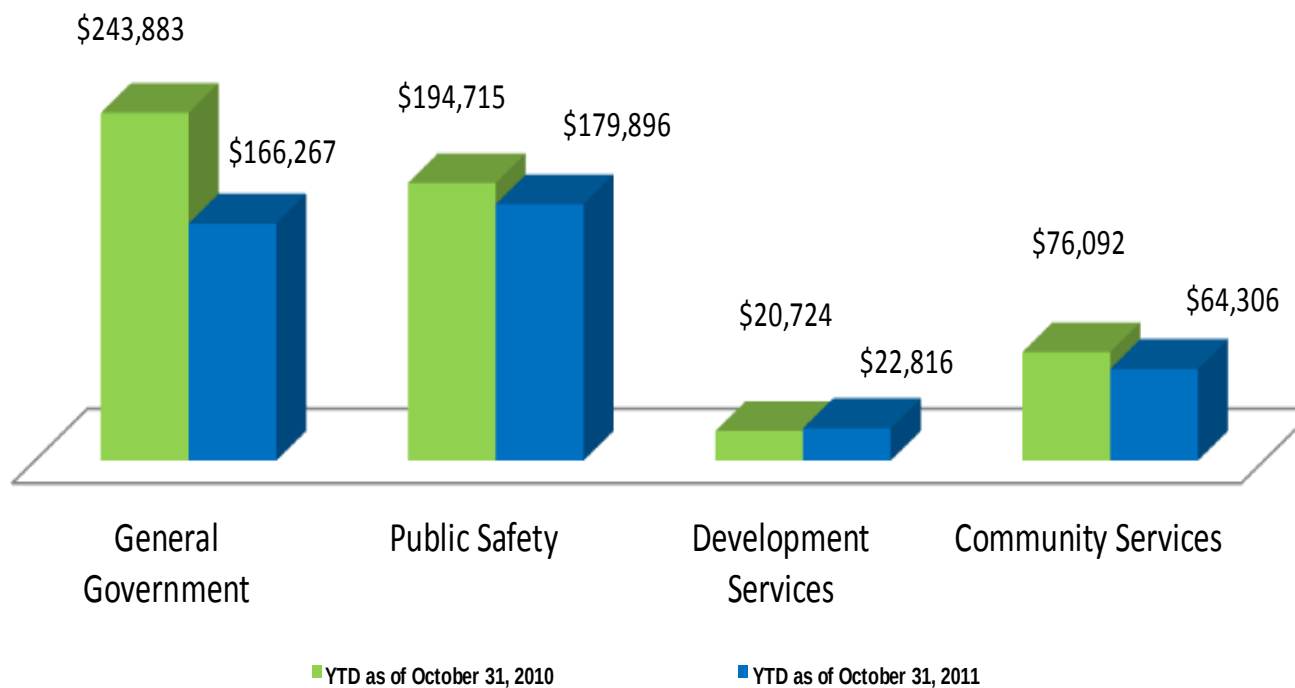
### Court Fines

FY2011 Budget \$276,500

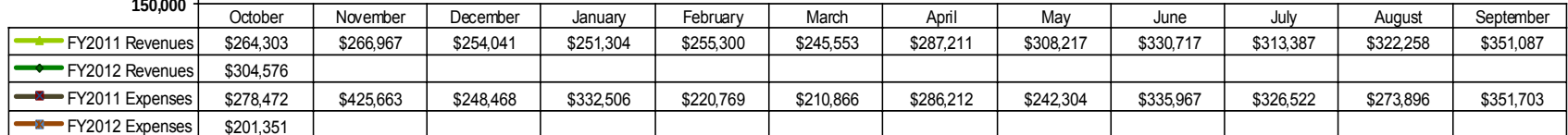




### General Fund Expenditures Comparison



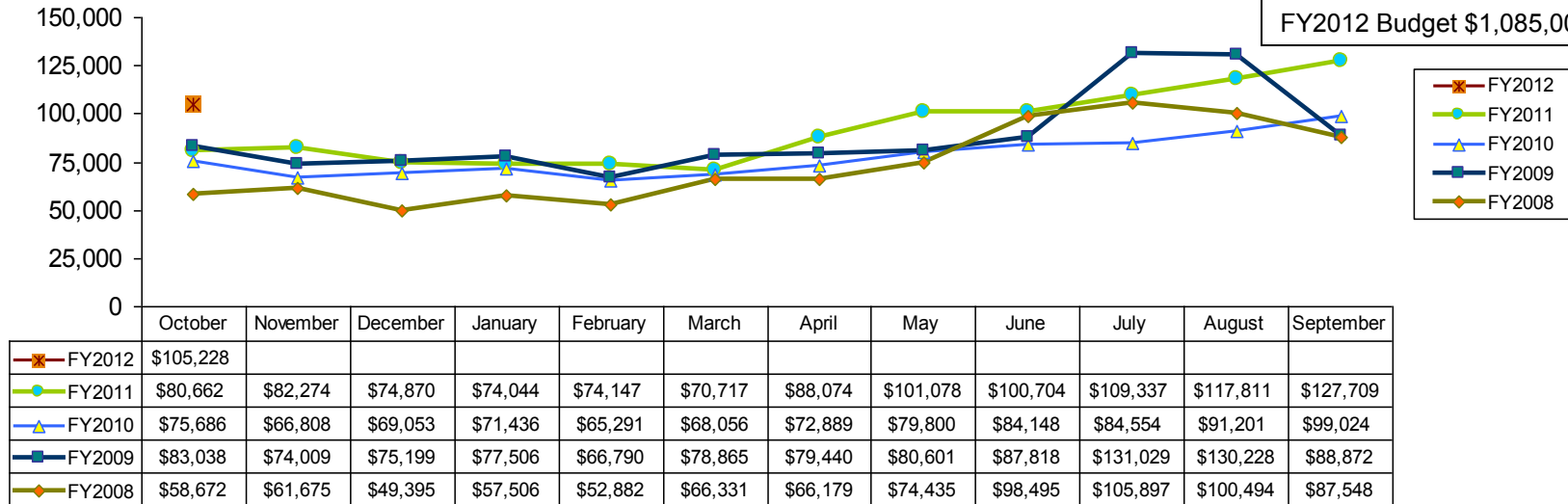
- ☐ Expenditures appear reduced in October 2011 in comparison to this same time last year due to a capital expenditure within Water Distribution made in October 2010.



### Water Sales Residential

FY2012 October YTD \$105,228

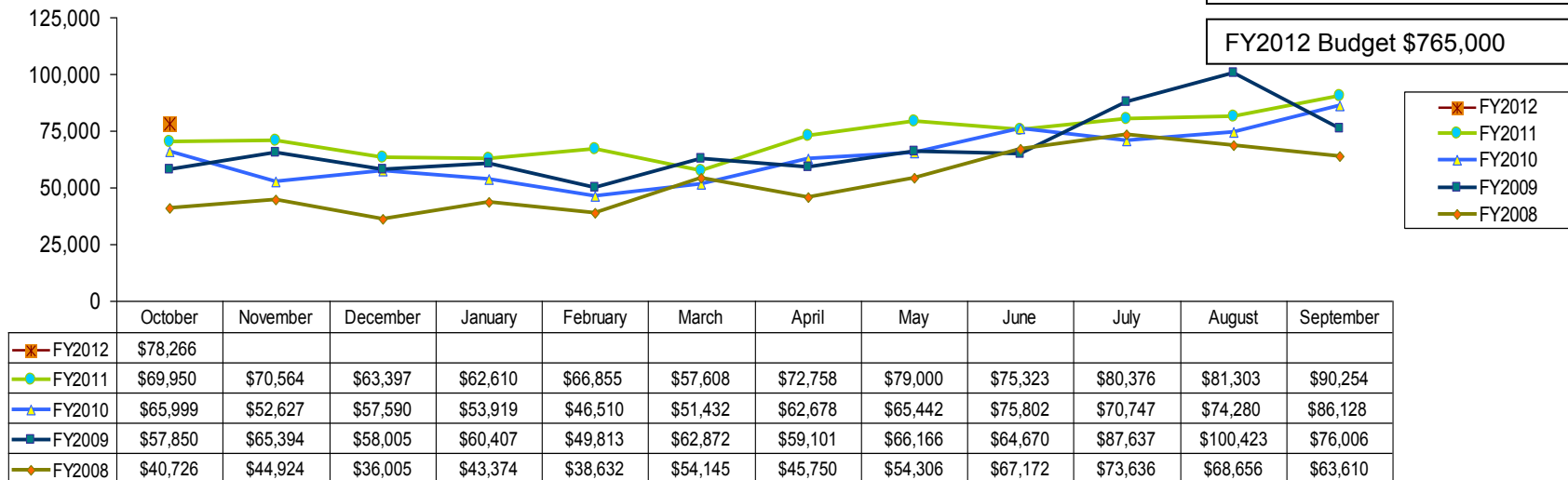
FY2012 Budget \$1,085,000



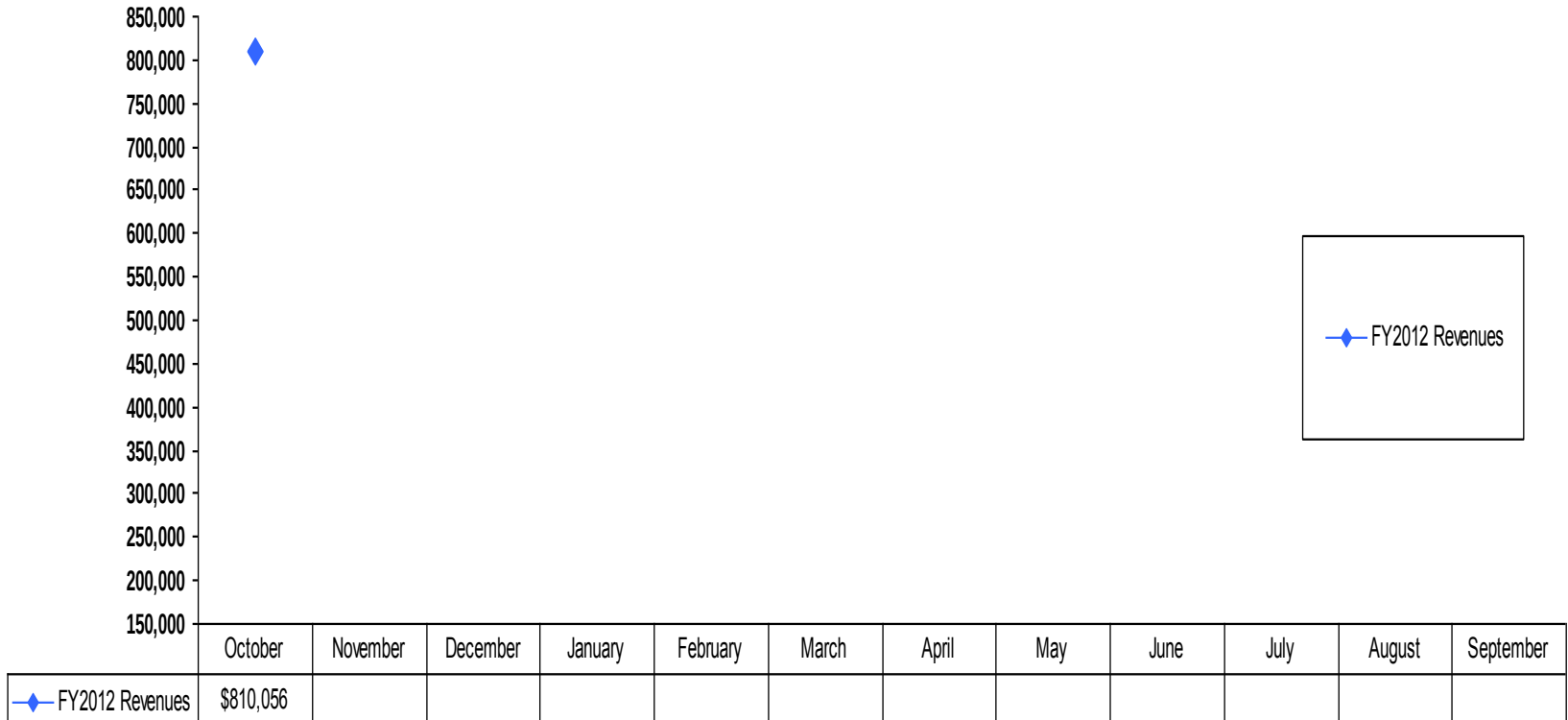
### Water Sales Commercial

FY2012 October YTD \$78,266

FY2012 Budget \$765,000

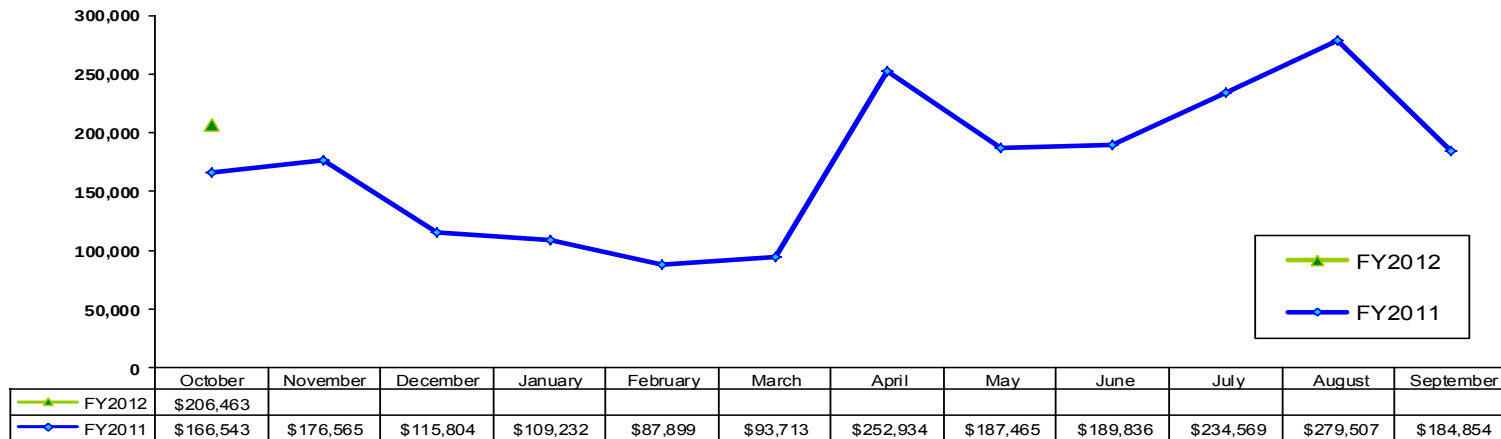


❑ Electric Fund Revenues Year-to-date (YTD) as of October 31, 2011 is \$810,056 or 11.6% of the FY2012 adopted Budget. Revenues during this same time period last year reflected \$773,278.74 recognizing an increase of 4.8% over last year. Expenditures represent 7.4% spent or \$520,141.55.

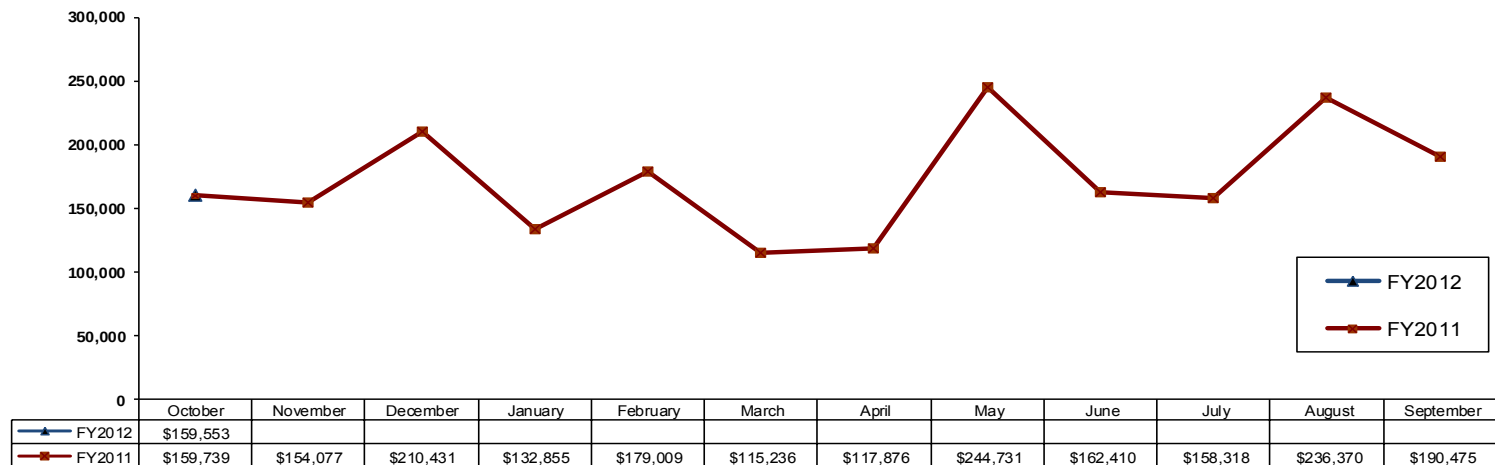


- ☐ Hotel Motel Fund Revenues Year-to-date (YTD) as of October 31, 2011 is \$206,760 or 10% of the year. Expenditures represent 7.6% spent or \$159,553.

### Hotel / Motel Tax Receipt Revenue



### 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

## 101-GENERAL FUND

| REVENUES                                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>TAXES &amp; 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             | 5,278.36       | 2,060,743.00      | 18,656.35       | 18,656.35       | 2,042,086.65      | 0.91           |
| 00-00-4002 DELINQUENT TAXES M&O          | 2,600.78       | 35,690.00         | 19,129.25       | 19,129.25       | 16,560.75         | 53.60          |
| 00-00-4003 PENALTIES & INTEREST M&O      | 2,100.79       | 24,705.00         | 11,876.98       | 11,876.98       | 12,828.02         | 48.08          |
| 00-00-4004 FRANCHISE TAX                 | 44,515.40      | 385,000.00        | 18,642.21       | 18,642.21       | 366,357.79        | 4.84           |
| 00-00-4006 CITY SALES TAX                | 204,510.80     | 2,785,120.00      | 222,961.68      | 222,961.68      | 2,562,158.32      | 8.01           |
| 00-00-4008 OCCUPATION TAX                | 135.00         | 5,000.00          | 905.00          | 905.00          | 4,095.00          | 18.10          |
| 00-00-4009 MIXED BEVERAGE TAX            | 5,906.02       | 25,000.00         | 4,994.71        | 4,994.71        | 20,005.29         | 19.98          |
| TOTAL TAXES & PENALTIES                  | 265,047.15     | 5,321,258.00      | 297,166.18      | 297,166.18      | 5,024,091.82      | 5.58           |
| <u>LICENSES &amp; PERMITS</u>            |                |                   |                 |                 |                   |                |
| 00-00-4020 BUILDING PERMITS              | 7,802.51       | 100,000.00        | 17,519.18       | 17,519.18       | 82,480.82         | 17.52          |
| 00-00-4021 ZONING FEES                   | 20.00          | 3,000.00          | 1,095.00        | 1,095.00        | 1,905.00          | 36.50          |
| 00-00-4022 PLATTING FEES                 | 0.00           | 6,000.00          | 0.00            | 0.00            | 6,000.00          | 0.00           |
| 00-00-4023 SPECIAL EVENT PERMIT FEE      | 300.00         | 2,000.00          | 100.00          | 100.00          | 1,900.00          | 5.00           |
| 00-00-4024 ELECTRICAL PERMITS            | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4025 PLUMBING PERMITS              | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4026 MECHANICAL PERMITS            | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4027 OTHER PERMITS                 | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4030 LICENSE FEES                  | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL LICENSES & PERMITS                 | 8,122.51       | 111,000.00        | 18,714.18       | 18,714.18       | 92,285.82         | 16.86          |
| <u>CHARGES FOR SERVICES</u>              |                |                   |                 |                 |                   |                |
| 00-00-4040 ANIMAL SERVICE RECEIPTS       | 5.00           | 200.00            | 15.00           | 15.00           | 185.00            | 7.50           |
| 00-00-4041 LEOSE - PD TRAINING           | 1.52           | 0.00              | 0.82            | 0.82            | ( 0.82)           | 0.00           |
| 00-00-4042 PD SPECIAL REVENUE            | 0.00           | 2,000.00          | 0.00            | 0.00            | 2,000.00          | 0.00           |
| 00-00-4043 PARKS RECEIPTS                | 0.00           | 1,600.00          | 50.00           | 50.00           | 1,550.00          | 3.13           |
| 00-00-4044 PD ACCIDENT REPORTS           | 0.00           | 1,800.00          | 102.00          | 102.00          | 1,698.00          | 5.67           |
| 00-00-4045 DRUG DOG VISITS               | 0.00           | 8,250.00          | 0.00            | 0.00            | 8,250.00          | 0.00           |
| 00-00-4046 SPECIAL EVENTS HOT REIMB      | 0.00           | 40,000.00         | 0.00            | 0.00            | 40,000.00         | 0.00           |
| 00-00-4049 TRANSFER STATION RECEIPTS     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL CHARGES FOR SERVICES               | 6.52           | 53,850.00         | 167.82          | 167.82          | 53,682.18         | 0.31           |
| <u>FINES &amp; FORFEITURES</u>           |                |                   |                 |                 |                   |                |
| 00-00-4070 MUNICIPAL COURT FINES         | 18,921.50      | 276,500.00        | 14,852.77       | 14,852.77       | 261,647.23        | 5.37           |
| 00-00-4071 BOND FORFEITURE               | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4072 SANITATION PENALTIES/RECONNEC | 608.36         | 8,000.00          | 836.97          | 836.97          | 7,163.03          | 10.46          |
| 00-00-4073 ADMINISTRATION OF JUSTICE (MC | 0.00           | 2,250.00          | 0.00            | 0.00            | 2,250.00          | 0.00           |
| 00-00-4074 MUNICIPAL COURT BLDG SECURITY | 14.48          | 6,000.00          | 10.44           | 10.44           | 5,989.56          | 0.17           |
| 00-00-4075 TECHNOLOGY ACCOUNT - (MC)     | 3.31           | 7,000.00          | 1.37            | 1.37            | 6,998.63          | 0.02           |
| 00-00-4076 LIBRARY RECEIPTS              | 1,271.26       | 18,000.00         | 1,110.91        | 1,110.91        | 16,889.09         | 6.17           |
| 00-00-4077 SANITATION PROCEEDS           | 3,755.11       | 40,000.00         | 3,443.08        | 3,443.08        | 36,556.92         | 8.61           |
| 00-00-4078 JUVENILE CASE MANAGER-M/C     | 0.00           | 5,100.00          | 0.00            | 0.00            | 5,100.00          | 0.00           |
| TOTAL FINES & FORFEITURES                | 24,574.02      | 362,850.00        | 20,255.54       | 20,255.54       | 342,594.46        | 5.58           |

| REVENUES                               | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <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           | 636.78         | 9,500.00          | 349.05          | 349.05          | 9,150.95          | 3.67           |
| TOTAL INTEREST INCOME                  | 636.78         | 9,500.00          | 349.05          | 349.05          | 9,150.95          | 3.67           |
| <u>INTERGOVERNMENTAL</u>               |                |                   |                 |                 |                   |                |
| 00-00-4411 BASTROP CO/LIBRARY          | 0.00           | 8,500.00          | 0.00            | 0.00            | 8,500.00          | 0.00           |
| 00-00-4412 BASTROP CO/WC FIREMEN       | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4413 BIRD PROJECT RECEIPTS       | 0.00           | 72,420.00         | 0.00            | 0.00            | 72,420.00         | 0.00           |
| 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        | 6,125.81       | 24,170.00         | 0.00            | 0.00            | 24,170.00         | 0.00           |
| 00-00-4419 PROPERTY LIEN PAYMENTS      | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4423 PD STATE/FEDERAL SEIZURES   | 2.29           | 3,000.00          | 1.65            | 1.65            | 2,998.35          | 0.06           |
| 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            | 42,710.83      | 516,280.00        | 43,023.33       | 43,023.33       | 473,256.67        | 8.33           |
| 00-00-4491 WATER/WASTEWATER IN-KIND    | 44,029.16      | 531,020.00        | 44,251.66       | 44,251.66       | 486,768.34        | 8.33           |
| 00-00-4492 WASTEWATER IN-KIND          | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4493 BEDC IN-KIND                | 2,916.66       | 50,000.00         | 4,166.66        | 4,166.66        | 45,833.34         | 8.33           |
| 00-00-4495 CONVENTION CENTER IN-KIND   | 0.00           | 174,120.00        | 14,510.00       | 14,510.00       | 159,610.00        | 8.33           |
| TOTAL INTERGOVERNMENTAL                | 95,784.75      | 1,379,510.00      | 105,953.30      | 105,953.30      | 1,273,556.70      | 7.68           |
| <u>MISCELLANEOUS</u>                   |                |                   |                 |                 |                   |                |
| 00-00-4501 LIBRARY GRANT'S             | 4,116.00       | 0.00              | 2,500.00        | 2,500.00        | ( 2,500.00)       | 0.00           |
| 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          | 0.00           | 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   | 0.26           | 0.00              | 0.27            | 0.27            | ( 0.27)           | 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        | 2,000.00       | 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               | 1,495.91       | 35,300.00         | 4,684.65        | 4,684.65        | 30,615.35         | 13.27          |
| 00-00-4537 INSURANCE PROCEEDS          | 0.00           | 40,000.00         | 5,979.58        | 5,979.58        | 34,020.42         | 14.95          |
| 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            | 0.00            | 0.00              | 0.00           |

## 101-GENERAL FUND

| REVENUES                                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| 00-00-4543 PINEY CREEK SUBDIVISION REIMB | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4544 PERSONAL PROPERTY ACQ DEBT    | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4553 FIRE DEPT CALLS - REIMB       | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4554 KERR PARK PROJECT             | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4557 FEMA DISASTER RELIEF REIMBURS | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL MISCELLANEOUS                      | 7,612.17       | 80,800.00         | 13,164.50       | 13,164.50       | 67,635.50         | 16.29          |
| TRANSFERS-IN                             |                |                   |                 |                 |                   |                |
| 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  | 59,000.00      | 613,500.00        | 51,125.00       | 51,125.00       | 562,375.00        | 8.33           |
| 00-00-4706 TRANSFERS IN - BEDC           | 10,381.65      | 114,580.00        | 9,548.32        | 9,548.32        | 105,031.68        | 8.33           |
| 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                       | 60,381.65      | 728,080.00        | 60,673.32       | 60,673.32       | 667,406.68        | 8.33           |
| ** TOTAL REVENUE **                      |                |                   |                 |                 |                   |                |
|                                          | 462,165.55     | 8,051,848.00      | 516,443.89      | 516,443.89      | 7,535,404.11      | 6.41           |

CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: OCTOBER 31ST, 2011

## 101-GENERAL FUND

| EXPENDITURES          | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>NON-DEPARTMENT</u> |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM        |                |                   |                 |                 |                   |                |
| 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>    |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM        |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 360.26         | 4,045.00          | 374.26          | 374.26          | 3,670.74          | 9.25           |
| SUPPLIES & MATERIALS  | 404.54         | 5,250.00          | 481.84          | 481.84          | 4,768.16          | 9.18           |
| MAINTENANCE & REPAIRS | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY             | 243.78         | 8,030.00          | 611.05          | 611.05          | 7,418.95          | 7.61           |
| CONTRACTUAL SERVICES  | 150.00         | 2,300.00          | 225.00          | 225.00          | 2,075.00          | 9.78           |
| OTHER CHARGES         | 803.35         | 13,930.00         | 1,661.00        | 1,661.00        | 12,269.00         | 11.92          |
| CAPITAL OUTLAY        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM  | 1,961.93       | 33,555.00         | 3,353.15        | 3,353.15        | 30,201.85         | 9.99           |
| TOTAL LEGISLATIVE     | 1,961.93       | 33,555.00         | 3,353.15        | 3,353.15        | 30,201.85         | 9.99           |
| <u>ORGANIZATIONAL</u> |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM        |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 12,096.57      | 81,900.00         | 6,629.54        | 6,629.54        | 75,270.46         | 8.09           |
| SUPPLIES & MATERIALS  | 183.55         | 5,160.00          | 250.75          | 250.75          | 4,909.25          | 4.86           |
| MAINTENANCE & REPAIRS | 0.00           | 500.00            | 0.00            | 0.00            | 500.00            | 0.00           |
| OCCUPANCY             | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES  | 38,770.66      | 488,014.00        | 35,917.66       | 35,917.66       | 452,096.34        | 7.36           |
| OTHER CHARGES         | 25,821.74      | 266,620.00        | 920.76          | 920.76          | 265,699.24        | 0.35           |
| CONTINGENCY           | 0.00           | 139,350.00        | 0.00            | 0.00            | 139,350.00        | 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  | 76,872.52      | 981,544.00        | 43,718.71       | 43,718.71       | 937,825.29        | 4.45           |
| TOTAL ORGANIZATIONAL  | 76,872.52      | 981,544.00        | 43,718.71       | 43,718.71       | 937,825.29        | 4.45           |
| <u>CITY MANAGER</u>   |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM        |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 14,316.76      | 265,338.00        | 12,117.68       | 12,117.68       | 253,220.32        | 4.57           |
| SUPPLIES & MATERIALS  | 276.21         | 4,140.00          | 656.13          | 656.13          | 3,483.87          | 15.85          |
| MAINTENANCE & REPAIRS | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY             | 657.36         | 8,200.00          | 595.30          | 595.30          | 7,604.70          | 7.26           |
| CONTRACTUAL SERVICES  | 3.82           | 350.00            | 0.00            | 0.00            | 350.00            | 0.00           |
| OTHER CHARGES         | 1,428.92       | 9,140.00          | 1,487.22        | 1,487.22        | 7,652.78          | 16.27          |
| CAPITAL OUTLAY        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM  | 16,683.07      | 287,168.00        | 14,856.33       | 14,856.33       | 272,311.67        | 5.17           |
| TOTAL CITY MANAGER    | 16,683.07      | 287,168.00        | 14,856.33       | 14,856.33       | 272,311.67        | 5.17           |

CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: OCTOBER 31ST, 2011

## 101-GENERAL FUND

| EXPENDITURES          | PRIOR<br>Y-T-D  | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------|-----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>CITY SECRETARY</u> |                 |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u> |                 |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 3,884.05        | 66,865.00         | 3,017.52        | 3,017.52        | 63,847.48         | 4.51           |
| SUPPLIES & MATERIALS  | 29.21           | 1,290.00          | 6.23            | 6.23            | 1,283.77          | 0.48           |
| MAINTENANCE & REPAIRS | 0.00            | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY             | 71.42           | 1,350.00          | 95.78           | 95.78           | 1,254.22          | 7.09           |
| CONTRACTUAL SERVICES  | 0.00            | 5,450.00          | 0.00            | 0.00            | 5,450.00          | 0.00           |
| OTHER CHARGES         | 884.40          | 30,450.00         | 1,055.00        | 1,055.00        | 29,395.00         | 3.46           |
| CAPITAL OUTLAY        | 0.00            | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM  | <u>4,869.08</u> | <u>105,405.00</u> | <u>4,174.53</u> | <u>4,174.53</u> | <u>101,230.47</u> | <u>3.96</u>    |
| TOTAL CITY SECRETARY  | 4,869.08        | 105,405.00        | 4,174.53        | 4,174.53        | 101,230.47        | 3.96           |

FINANCE

|                       |                  |                   |                  |                  |                   |             |
|-----------------------|------------------|-------------------|------------------|------------------|-------------------|-------------|
| <u>00-NON-PROGRAM</u> |                  |                   |                  |                  |                   |             |
| PERSONNEL SERVICES    | 15,541.61        | 297,165.00        | 13,200.14        | 13,200.14        | 283,964.86        | 4.44        |
| SUPPLIES & MATERIALS  | 846.58           | 12,120.00         | ( 550.11)        | ( 550.11)        | 12,670.11         | 4.54        |
| MAINTENANCE & REPAIRS | 0.00             | 38,440.00         | 450.00           | 450.00           | 37,990.00         | 1.17        |
| OCCUPANCY             | 912.88           | 7,020.00          | 424.55           | 424.55           | 6,595.45          | 6.05        |
| CONTRACTUAL SERVICES  | 195.80           | 32,840.00         | 0.00             | 0.00             | 32,840.00         | 0.00        |
| OTHER CHARGES         | 2,742.21         | 8,090.00          | 427.00           | 427.00           | 7,663.00          | 5.28        |
| CAPITAL OUTLAY        | 0.00             | 0.00              | 0.00             | 0.00             | 0.00              | 0.00        |
| TOTAL 00-NON-PROGRAM  | <u>20,239.08</u> | <u>395,675.00</u> | <u>13,951.58</u> | <u>13,951.58</u> | <u>381,723.42</u> | <u>3.53</u> |
| <u>METER SERVICE</u>  |                  |                   |                  |                  |                   |             |
| PERSONNEL SERVICES    | 21,405.74        | 326,370.00        | 14,926.58        | 14,926.58        | 311,443.42        | 4.57        |
| SUPPLIES & MATERIALS  | 2,150.13         | 30,985.00         | 1,803.88         | 1,803.88         | 29,181.12         | 5.82        |
| MAINTENANCE & REPAIRS | 850.00           | 7,000.00          | 35.99            | 35.99            | 6,964.01          | 0.51        |
| OCCUPANCY             | 382.95           | 10,500.00         | 713.73           | 713.73           | 9,786.27          | 6.80        |
| CONTRACTUAL SERVICES  | 959.95           | 10,440.00         | 520.22           | 520.22           | 9,919.78          | 4.98        |
| OTHER CHARGES         | 275.28           | 3,840.00          | 260.91           | 260.91           | 3,579.09          | 6.79        |
| CAPITAL OUTLAY        | 0.00             | 0.00              | 0.00             | 0.00             | 0.00              | 0.00        |
| TOTAL METER SERVICE   | <u>26,024.05</u> | <u>389,135.00</u> | <u>18,261.31</u> | <u>18,261.31</u> | <u>370,873.69</u> | <u>4.69</u> |
| TOTAL FINANCE         | 46,263.13        | 784,810.00        | 32,212.89        | 32,212.89        | 752,597.11        | 4.10        |

HUMAN RESOURCE

|                       |                 |                   |                 |                 |                  |             |
|-----------------------|-----------------|-------------------|-----------------|-----------------|------------------|-------------|
| <u>00-NON-PROGRAM</u> |                 |                   |                 |                 |                  |             |
| PERSONNEL SERVICES    | 4,078.22        | 88,260.00         | 3,797.91        | 3,797.91        | 84,462.09        | 4.30        |
| SUPPLIES & MATERIALS  | 3.08            | 1,925.00          | 7.31            | 7.31            | 1,917.69         | 0.38        |
| MAINTENANCE & REPAIRS | 0.00            | 0.00              | 0.00            | 0.00            | 0.00             | 0.00        |
| OCCUPANCY             | 114.99          | 3,320.00          | 233.88          | 233.88          | 3,086.12         | 7.04        |
| CONTRACTUAL SERVICES  | 98.25           | 360.00            | 0.00            | 0.00            | 360.00           | 0.00        |
| OTHER CHARGES         | 0.00            | 9,650.00          | 0.00            | 0.00            | 9,650.00         | 0.00        |
| CAPITAL OUTLAY        | 0.00            | 0.00              | 0.00            | 0.00            | 0.00             | 0.00        |
| TOTAL 00-NON-PROGRAM  | <u>4,294.54</u> | <u>103,515.00</u> | <u>4,039.10</u> | <u>4,039.10</u> | <u>99,475.90</u> | <u>3.90</u> |



## 101-GENERAL FUND

| EXPENDITURES                  | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| TOTAL HUMAN RESOURCE          | 4,294.54       | 103,515.00        | 4,039.10        | 4,039.10        | 99,475.90         | 3.90           |
| <u>INFORMATION TECHNOLOGY</u> |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM                |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES            | 4,866.49       | 89,251.00         | 3,971.72        | 3,971.72        | 85,279.28         | 4.45           |
| SUPPLIES & MATERIALS          | 89.28          | 2,350.00          | 5.79            | 5.79            | 2,344.21          | 0.25           |
| MAINTENANCE & REPAIRS         | 0.00           | 6,000.00          | 0.00            | 0.00            | 6,000.00          | 0.00           |
| OCCUPANCY                     | 126.29         | 6,400.00          | 526.93          | 526.93          | 5,873.07          | 8.23           |
| CONTRACTUAL SERVICES          | 0.00           | 36,600.00         | 0.00            | 0.00            | 36,600.00         | 0.00           |
| OTHER CHARGES                 | 100.00         | 2,760.00          | 0.00            | 0.00            | 2,760.00          | 0.00           |
| TOTAL 00-NON-PROGRAM          | 5,182.06       | 143,361.00        | 4,504.44        | 4,504.44        | 138,856.56        | 3.14           |
| TOTAL INFORMATION TECHNOLOGY  | 5,182.06       | 143,361.00        | 4,504.44        | 4,504.44        | 138,856.56        | 3.14           |
| <u>POLICE</u>                 |                |                   |                 |                 |                   |                |
| ADMINISTRATION                |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES            | 19,160.54      | 336,296.00        | 15,262.69       | 15,262.69       | 321,033.31        | 4.54           |
| SUPPLIES & MATERIALS          | 1,518.45       | 22,060.00         | 1,510.51        | 1,510.51        | 20,549.49         | 6.85           |
| MAINTENANCE & REPAIRS         | 221.22         | 9,550.00          | 507.70          | 507.70          | 9,042.30          | 5.32           |
| OCCUPANCY                     | 1,321.17       | 43,644.00         | 1,741.35        | 1,741.35        | 41,902.65         | 3.99           |
| CONTRACTUAL SERVICES          | 25,000.00      | 191,267.00        | 47,166.75       | 47,166.75       | 144,100.25        | 24.66          |
| OTHER CHARGES                 | 1,934.68       | 28,890.00         | 1,732.46        | 1,732.46        | 27,157.54         | 6.00           |
| CAPITAL OUTLAY                | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL ADMINISTRATION          | 49,156.06      | 631,707.00        | 67,921.46       | 67,921.46       | 563,785.54        | 10.75          |
| CODE ENFORCEMENT              |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES            | 2,930.88       | 45,070.00         | 2,139.42        | 2,139.42        | 42,930.58         | 4.75           |
| SUPPLIES & MATERIALS          | 212.39         | 1,900.00          | 0.00            | 0.00            | 1,900.00          | 0.00           |
| MAINTENANCE & REPAIRS         | 0.00           | 300.00            | 0.00            | 0.00            | 300.00            | 0.00           |
| OCCUPANCY                     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES          | 320.00         | 1,350.00          | 0.00            | 0.00            | 1,350.00          | 0.00           |
| OTHER CHARGES                 | 0.00           | 10,700.00         | 0.00            | 0.00            | 10,700.00         | 0.00           |
| TOTAL CODE ENFORCEMENT        | 3,463.27       | 59,320.00         | 2,139.42        | 2,139.42        | 57,180.58         | 3.61           |
| EMERGENCY MANAGEMENT          |                |                   |                 |                 |                   |                |
| SUPPLIES & MATERIALS          | 0.00           | 800.00            | 4.33            | 4.33            | 795.67            | 0.54           |
| 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              | 6,844.00        | 6,844.00        | ( 6,844.00)       | 0.00           |
| TOTAL EMERGENCY MANAGEMENT    | 0.00           | 1,800.00          | 6,848.33        | 6,848.33        | ( 5,048.33)       | 380.46         |

CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: OCTOBER 31ST, 2011

## 101-GENERAL FUND

| EXPENDITURES           | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>POLICE-CID</u>      |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 14,108.86      | 235,282.00        | 11,249.89       | 11,249.89       | 224,032.11        | 4.78           |
| SUPPLIES & MATERIALS   | 470.08         | 3,800.00          | 10.01           | 10.01           | 3,789.99          | 0.26           |
| MAINTENANCE & REPAIRS  | 29.99          | 1,590.00          | 50.49           | 50.49           | 1,539.51          | 3.18           |
| OCCUPANCY              | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES   | 141.69         | 3,300.00          | 256.99          | 256.99          | 3,043.01          | 7.79           |
| OTHER CHARGES          | 0.00           | 6,995.00          | 0.00            | 0.00            | 6,995.00          | 0.00           |
| CAPITAL OUTLAY         | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL POLICE-CID       | 14,750.62      | 250,967.00        | 11,567.38       | 11,567.38       | 239,399.62        | 4.61           |
| <u>POLICE-PATROL</u>   |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 62,344.06      | 1,066,603.00      | 46,945.91       | 46,945.91       | 1,019,657.09      | 4.40           |
| SUPPLIES & MATERIALS   | 5,118.28       | 72,200.00         | 0.00            | 0.00            | 72,200.00         | 0.00           |
| MAINTENANCE & REPAIRS  | 1,354.77       | 29,200.00         | 762.56          | 762.56          | 28,437.44         | 2.61           |
| OCCUPANCY              | 59.03          | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES   | 1,329.76       | 6,000.00          | 1,272.26        | 1,272.26        | 4,727.74          | 21.20          |
| OTHER CHARGES          | 136.80         | 9,460.00          | 1,298.63        | 1,298.63        | 8,161.37          | 13.73          |
| CAPITAL OUTLAY         | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL POLICE-PATROL    | 70,342.70      | 1,183,463.00      | 50,279.36       | 50,279.36       | 1,133,183.64      | 4.25           |
| <u>ANIMAL SERVICES</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 2,814.59       | 39,330.00         | 2,037.61        | 2,037.61        | 37,292.39         | 5.18           |
| SUPPLIES & MATERIALS   | 378.30         | 4,810.00          | 0.00            | 0.00            | 4,810.00          | 0.00           |
| MAINTENANCE & REPAIRS  | 0.00           | 1,200.00          | 0.00            | 0.00            | 1,200.00          | 0.00           |
| OCCUPANCY              | 5.40           | 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          | 0.00           | 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  | 3,198.29       | 60,085.00         | 2,037.61        | 2,037.61        | 58,047.39         | 3.39           |
| TOTAL POLICE           | 140,910.94     | 2,187,342.00      | 140,793.56      | 140,793.56      | 2,046,548.44      | 6.44           |
| <u>FIRE-VOLUNTEER</u>  |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u>  |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 2,264.91       | 10,000.00         | 1,720.58        | 1,720.58        | 9,279.42          | 17.21          |
| SUPPLIES & MATERIALS   | 2,632.89       | 49,875.00         | 1,187.21        | 1,187.21        | 48,687.79         | 2.38           |
| MAINTENANCE & REPAIRS  | 2,916.53       | 34,300.00         | 4,625.67        | 4,625.67        | 29,674.33         | 13.49          |
| OCCUPANCY              | 3,314.15       | 30,505.00         | 2,480.34        | 2,480.34        | 28,024.66         | 8.13           |
| CONTRACTUAL SERVICES   | 0.00           | 21,260.00         | 0.00            | 0.00            | 21,260.00         | 0.00           |
| OTHER CHARGES          | 2,006.44       | 18,125.00         | 1,408.98        | 1,408.98        | 16,716.02         | 7.77           |
| 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   | 13,134.92      | 164,065.00        | 11,422.78       | 11,422.78       | 152,642.22        | 6.96           |
| TOTAL FIRE-VOLUNTEER   | 13,134.92      | 164,065.00        | 11,422.78       | 11,422.78       | 152,642.22        | 6.96           |

CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: OCTOBER 31ST, 2011

## 101-GENERAL FUND

| EXPENDITURES                      | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>MUNICIPAL COURT</u>            |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM                    |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                | 15,382.39      | 273,437.00        | 13,273.96       | 13,273.96       | 260,163.04        | 4.85           |
| SUPPLIES & MATERIALS              | 882.81         | 12,550.00         | 250.72          | 250.72          | 12,299.28         | 2.00           |
| MAINTENANCE & REPAIRS             | 9,807.11       | 12,680.00         | 3,466.50        | 3,466.50        | 9,213.50          | 27.34          |
| OCCUPANCY                         | 586.11         | 9,700.00          | 793.46          | 793.46          | 8,906.54          | 8.18           |
| CONTRACTUAL SERVICES              | 6,109.41       | 31,190.00         | 1,750.00        | 1,750.00        | 29,440.00         | 5.61           |
| OTHER CHARGES                     | 1,982.60       | 8,261.00          | 2,226.57        | 2,226.57        | 6,034.43          | 26.95          |
| CAPITAL OUTLAY                    | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM              | 34,750.43      | 347,818.00        | 21,761.21       | 21,761.21       | 326,056.79        | 6.26           |
| TOTAL MUNICIPAL COURT             | 34,750.43      | 347,818.00        | 21,761.21       | 21,761.21       | 326,056.79        | 6.26           |
| <u>PLANNING &amp; DEVELOPMENT</u> |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM                    |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                | 18,498.91      | 313,541.00        | 14,583.53       | 14,583.53       | 298,957.47        | 4.65           |
| SUPPLIES & MATERIALS              | 81.67          | 8,100.00          | 603.24          | 603.24          | 7,496.76          | 7.45           |
| MAINTENANCE & REPAIRS             | 0.00           | 2,000.00          | 0.00            | 0.00            | 2,000.00          | 0.00           |
| OCCUPANCY                         | 671.59         | 8,500.00          | 455.22          | 455.22          | 8,044.78          | 5.36           |
| CONTRACTUAL SERVICES              | 39.20          | 83,600.00         | 6,871.92        | 6,871.92        | 76,728.08         | 8.22           |
| OTHER CHARGES                     | 1,432.56       | 23,225.00         | 302.50          | 302.50          | 22,922.50         | 1.30           |
| CAPITAL OUTLAY                    | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM              | 20,723.93      | 438,966.00        | 22,816.41       | 22,816.41       | 416,149.59        | 5.20           |
| TOTAL PLANNING & DEVELOPMENT      | 20,723.93      | 438,966.00        | 22,816.41       | 22,816.41       | 416,149.59        | 5.20           |
| <u>HEALTH</u>                     |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM                    |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES              | 5,918.83       | 71,050.00         | 5,918.83        | 5,918.83        | 65,131.17         | 8.33           |
| TOTAL 00-NON-PROGRAM              | 5,918.83       | 71,050.00         | 5,918.83        | 5,918.83        | 65,131.17         | 8.33           |
| TOTAL HEALTH                      | 5,918.83       | 71,050.00         | 5,918.83        | 5,918.83        | 65,131.17         | 8.33           |
| <u>CONSTRUCTION MANAGER</u>       |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM                    |                |                   |                 |                 |                   |                |
| 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: OCTOBER 31ST, 2011

## 101-GENERAL FUND

| EXPENDITURES                | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>PUBLIC WORKS</u>         |                |                   |                 |                 |                   |                |
| <u>ADMINISTRATION</u>       |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 42,440.20      | 582,445.00        | 31,857.18       | 31,857.18       | 550,587.82        | 5.47           |
| SUPPLIES & MATERIALS        | 11,628.86      | 84,000.00         | 962.67          | 962.67          | 83,037.33         | 1.15           |
| MAINTENANCE & REPAIRS       | 7,695.08       | 33,000.00         | 4,910.37        | 4,910.37        | 28,089.63         | 14.88          |
| OCCUPANCY                   | 1,001.52       | 13,600.00         | 954.70          | 954.70          | 12,645.30         | 7.02           |
| CONTRACTUAL SERVICES        | 629.58         | 10,825.00         | 1,841.14        | 1,841.14        | 8,983.86          | 17.01          |
| OTHER CHARGES               | 9,536.19       | 71,900.00         | 5,460.50        | 5,460.50        | 66,439.50         | 7.59           |
| CAPITAL OUTLAY              | 0.00           | 81,296.00         | 0.00            | 0.00            | 81,296.00         | 0.00           |
| TOTAL ADMINISTRATION        | 72,931.43      | 877,066.00        | 45,986.56       | 45,986.56       | 831,079.44        | 5.24           |
| <u>CONSTRUCTION MANAGER</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 5,259.92       | 87,750.00         | 4,586.17        | 4,586.17        | 83,163.83         | 5.23           |
| SUPPLIES & MATERIALS        | 228.69         | 3,800.00          | 0.00            | 0.00            | 3,800.00          | 0.00           |
| MAINTENANCE & REPAIRS       | 0.00           | 500.00            | 36.76           | 36.76           | 463.24            | 7.35           |
| OCCUPANCY                   | 84.57          | 1,560.00          | 254.90          | 254.90          | 1,305.10          | 16.34          |
| CONTRACTUAL SERVICES        | 37.21          | 600.00            | 45.76           | 45.76           | 554.24            | 7.63           |
| OTHER CHARGES               | 0.00           | 1,400.00          | 10.00           | 10.00           | 1,390.00          | 0.71           |
| CAPITAL OUTLAY              | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL CONSTRUCTION MANAGER  | 5,610.39       | 95,610.00         | 4,933.59        | 4,933.59        | 90,676.41         | 5.16           |
| <u>RECREATION</u>           |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS       | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                   | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES        | 0.00           | 35,000.00         | 54.83           | 54.83           | 34,945.17         | 0.16           |
| OTHER CHARGES               | 0.00           | 2,500.00          | 0.00            | 0.00            | 2,500.00          | 0.00           |
| TOTAL RECREATION            | 0.00           | 37,500.00         | 54.83           | 54.83           | 37,445.17         | 0.15           |
| <u>PARKS</u>                |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 27,739.57      | 461,688.00        | 23,964.23       | 23,964.23       | 437,723.77        | 5.19           |
| SUPPLIES & MATERIALS        | 3,146.09       | 38,470.00         | 1,765.20        | 1,765.20        | 36,704.80         | 4.59           |
| MAINTENANCE & REPAIRS       | 5,651.42       | 49,950.00         | 2,581.68        | 2,581.68        | 47,368.32         | 5.17           |
| OCCUPANCY                   | 3,034.39       | 43,800.00         | 3,511.03        | 3,511.03        | 40,288.97         | 8.02           |
| CONTRACTUAL SERVICES        | 919.95         | 12,880.00         | 767.25          | 767.25          | 12,112.75         | 5.96           |
| OTHER CHARGES               | 150.00         | 4,650.00          | 137.99          | 137.99          | 4,512.01          | 2.97           |
| CAPITAL OUTLAY              | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL PARKS                 | 40,641.42      | 611,438.00        | 32,727.38       | 32,727.38       | 578,710.62        | 5.35           |
| <u>BUILDING MAINTENANCE</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 7,713.64       | 145,871.00        | 7,406.55        | 7,406.55        | 138,464.45        | 5.08           |
| SUPPLIES & MATERIALS        | 1,163.84       | 8,300.00          | 800.16          | 800.16          | 7,499.84          | 9.64           |
| MAINTENANCE & REPAIRS       | 153.97         | 4,450.00          | 133.96          | 133.96          | 4,316.04          | 3.01           |
| OCCUPANCY                   | 5.40           | 472.00            | 39.94           | 39.94           | 432.06            | 8.46           |
| CONTRACTUAL SERVICES        | 177.98         | 1,690.00          | 107.25          | 107.25          | 1,582.75          | 6.35           |

CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: OCTOBER 31ST, 2011

## 101-GENERAL FUND

| EXPENDITURES               | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| OTHER CHARGES              | 0.00           | 110.00            | 0.00            | 0.00            | 110.00            | 0.00           |
| CAPITAL OUTLAY             | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL BUILDING MAINTENANCE | 9,214.83       | 160,893.00        | 8,487.86        | 8,487.86        | 152,405.14        | 5.28           |
| TOTAL PUBLIC WORKS         | 128,398.07     | 1,782,507.00      | 92,190.22       | 92,190.22       | 1,690,316.78      | 5.17           |

LIBRARY

|                       |           |            |           |           |            |       |
|-----------------------|-----------|------------|-----------|-----------|------------|-------|
| <u>00-NON-PROGRAM</u> |           |            |           |           |            |       |
| PERSONNEL SERVICES    | 25,045.61 | 474,494.00 | 21,054.07 | 21,054.07 | 453,439.93 | 4.44  |
| SUPPLIES & MATERIALS  | 5,960.86  | 51,450.00  | 5,176.95  | 5,176.95  | 46,273.05  | 10.06 |
| MAINTENANCE & REPAIRS | 491.13    | 12,180.00  | 658.73    | 658.73    | 11,521.27  | 5.41  |
| OCCUPANCY             | 2,710.44  | 31,580.00  | 2,875.40  | 2,875.40  | 28,704.60  | 9.11  |
| CONTRACTUAL SERVICES  | 350.00    | 19,180.00  | 1,280.00  | 1,280.00  | 17,900.00  | 6.67  |
| OTHER CHARGES         | 892.07    | 11,350.00  | 478.94    | 478.94    | 10,871.06  | 4.22  |
| CAPITAL OUTLAY        | 0.00      | 0.00       | 0.00      | 0.00      | 0.00       | 0.00  |
| TOTAL 00-NON-PROGRAM  | 35,450.11 | 600,234.00 | 31,524.09 | 31,524.09 | 568,709.91 | 5.25  |
| TOTAL LIBRARY         | 35,450.11 | 600,234.00 | 31,524.09 | 31,524.09 | 568,709.91 | 5.25  |

|                                    |              |              |            |            |              |        |
|------------------------------------|--------------|--------------|------------|------------|--------------|--------|
| *** TOTAL EXPENSES ***             | 535,413.56   | 8,031,340.00 | 433,286.25 | 433,286.25 | 7,598,053.75 | 5.39   |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 73,248.01) | 20,508.00    | 83,157.64  | 83,157.64  | ( 62,649.64) | 405.49 |

\*\*\* END OF REPORT \*\*\*

## 202-WATER/WASTEWATER FUND

| REVENUES                                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <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       | 80,661.82      | 1,085,000.00      | 105,227.51      | 105,227.51      | 979,772.49        | 9.70           |
| 00-00-4102 WATER SALES-COMMERCIAL        | 69,950.37      | 765,000.00        | 78,265.61       | 78,265.61       | 686,734.39        | 10.23          |
| 00-00-4103 WATER SALES-PUBLIC AUTH       | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4150 PENALTIES                     | 2,684.25       | 28,000.00         | 4,749.09        | 4,749.09        | 23,250.91         | 16.96          |
| 00-00-4152 WATER TAPPING FEES            | 0.00           | 7,600.00          | 0.00            | 0.00            | 7,600.00          | 0.00           |
| 00-00-4154 WATER SERVICE FEES            | 2,915.00       | 21,000.00         | 1,680.00        | 1,880.00        | 19,120.00         | 8.95           |
| 00-00-4156 OTHER                         | 0.00           | 100.00            | 0.00            | 0.00            | 100.00            | 0.00           |
| 00-00-4161 SPECIAL PROJECT REIMB         | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WATER REVENUES                     | 156,211.44     | 1,906,700.00      | 190,122.21      | 190,122.21      | 1,716,577.79      | 9.97           |
| <u>WASTEWATER REVENUES</u>               |                |                   |                 |                 |                   |                |
| 00-00-4201 WASTEWATER SALES-RESIDENTIAL  | 53,277.39      | 630,000.00        | 57,553.15       | 57,553.15       | 572,446.85        | 9.14           |
| 00-00-4202 WASTEWATER SALES-COMMERCIAL   | 40,130.66      | 500,000.00        | 43,018.38       | 43,018.38       | 456,981.62        | 8.60           |
| 00-00-4203 WASTEWATER SALES-PUBLIC AUTO  | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4250 PENALTIES                     | 1,585.68       | 19,000.00         | 2,706.92        | 2,706.92        | 16,293.08         | 14.25          |
| 00-00-4252 SEWER TAPPING FEES            | 0.00           | 5,200.00          | 0.00            | 0.00            | 5,200.00          | 0.00           |
| 00-00-4253 SEPTIC TANK DUMP FEES         | 5,890.75       | 78,500.00         | 7,418.97        | 7,418.97        | 71,081.03         | 9.45           |
| 00-00-4256 OTHER                         | 0.00           | 100.00            | 0.00            | 0.00            | 100.00            | 0.00           |
| TOTAL WASTEWATER REVENUES                | 100,884.48     | 1,232,800.00      | 110,697.42      | 110,697.42      | 1,122,102.58      | 8.98           |
| <u>INTEREST INCOME</u>                   |                |                   |                 |                 |                   |                |
| 00-00-4400 INTEREST RECEIPTS             | 282.03         | 3,200.00          | 180.15          | 180.15          | 3,019.85          | 5.63           |
| 00-00-4401 INTEREST RECEIPTS             | 282.03         | 3,200.00          | 180.14          | 180.14          | 3,019.86          | 5.63           |
| TOTAL INTEREST INCOME                    | 564.06         | 6,400.00          | 360.29          | 360.29          | 6,039.71          | 5.63           |
| <u>MISCELLANEOUS</u>                     |                |                   |                 |                 |                   |                |
| 00-00-4501 GRANT PROCEEDS                | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 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         | 190.00         | 3,000.00          | 47.50           | 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          | 0.00           | 100.00            | 0.00            | 0.00            | 100.00            | 0.00           |
| 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         | 933.37         | 10,200.00         | 1,110.63        | 1,110.63        | 9,089.37          | 10.89          |
| 00-00-4548 LCRA/WCID                     | 5,520.00       | 66,000.00         | 2,238.00        | 2,238.00        | 63,762.00         | 3.39           |
| 00-00-4549 DON STEWART/VICTORIA BANK REI | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL MISCELLANEOUS                      | 6,643.37       | 80,800.00         | 3,396.13        | 3,396.13        | 77,403.87         | 4.20           |



CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: OCTOBER 31ST, 2011

202-WATER/WASTEWATER FUND

| REVENUES                                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <hr/>                                    |                |                   |                 |                 |                   |                |
| TRANSFERS-IN                             |                |                   |                 |                 |                   |                |
| 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           |
| <hr/>                                    |                |                   |                 |                 |                   |                |
| ** TOTAL REVENUE **                      | 264,303.35     | 3,226,700.00      | 304,576.05      | 304,576.05      | 2,922,123.95      | 9.44           |
|                                          | =====          | =====             | =====           | =====           | =====             | =====          |

## 202-WATER/WASTEWATER FUND

| EXPENDITURES                | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>NON-DEPARTMENT</u>       |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM              |                |                   |                 |                 |                   |                |
| 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> |                |                   |                 |                 |                   |                |
| ADMINISTRATION              |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 8,487.30       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS        | 327.74         | 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                   | 317.74         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES        | 24,415.64      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OTHER CHARGES               | 164.17         | 0.00              | ( 499.18)       | ( 499.18)       | 499.18            | 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               | 16,532.50      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL ADMINISTRATION        | 50,245.09      | 0.00              | ( 499.18)       | ( 499.18)       | 499.18            | 0.00           |
| TOTAL WATER-ADMINISTRATION  | 50,245.09      | 0.00              | ( 499.18)       | ( 499.18)       | 499.18            | 0.00           |
| <u>WATER-DISTRIBUTION</u>   |                |                   |                 |                 |                   |                |
| WATER DISTRIBUTION          |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 9,201.49       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS        | 530.55         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS       | 2,065.99       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                   | 215.67         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES        | 300.81         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OTHER CHARGES               | 254.00         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CAPITAL OUTLAY              | 73,098.90      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WATER DISTRIBUTION    | 85,667.41      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WATER-DISTRIBUTION    | 85,667.41      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| <u>WATER-PRODUCTIONS</u>    |                |                   |                 |                 |                   |                |
| WATER PRODUCTION            |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 3,849.83       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS        | 149.23         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS       | 4,218.13       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                   | 3,812.41       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES        | 4,902.89       | 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 WATER PRODUCTION      | 16,932.49      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |

## 202-WATER/WASTEWATER FUND

| EXPENDITURES                  | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-T-D<br>ACTUAL | Y-T-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-------------------------------|----------------|-------------------|-------------------|-------------------|-------------------|----------------|
| TOTAL WATER-PRODUCTIONS       | 16,932.49      | 0.00              | 0.00              | 0.00              | 0.00              | 0.00           |
| <u>WATER/WASTEWATER DEPT.</u> |                |                   |                   |                   |                   |                |
| <u>ADMINISTRATION</u>         |                |                   |                   |                   |                   |                |
| PERSONNEL SERVICES            | 0.00           | 802,603.00        | 37,200.22         | 37,200.22         | 765,402.78        | 4.63           |
| SUPPLIES & MATERIALS          | 0.00           | 53,705.00         | 2,442.47          | 2,442.47          | 51,262.53         | 4.55           |
| MAINTENANCE & REPAIRS         | 0.00           | 24,200.00         | 3,739.42          | 3,739.42          | 20,460.58         | 15.45          |
| OCCUPANCY                     | 0.00           | 16,200.00         | 1,374.40          | 1,374.40          | 14,825.60         | 8.48           |
| CONTRACTUAL SERVICES          | 0.00           | 616,220.00        | 55,385.55         | 55,385.55         | 560,834.45        | 8.99           |
| OTHER CHARGES                 | 0.00           | 35,700.00         | 688.25            | 688.25            | 35,011.75         | 1.93           |
| CONTINGENCY                   | 0.00           | 15,100.00         | 0.00              | 0.00              | 15,100.00         | 0.00           |
| CAPITAL OUTLAY                | 0.00           | 40,000.00         | 0.00              | 0.00              | 40,000.00         | 0.00           |
| TRANSFERS OUT                 | 0.00           | 610,000.00        | 50,833.32         | 50,833.32         | 559,166.68        | 8.33           |
| TOTAL ADMINISTRATION          | 0.00           | 2,213,728.00      | 151,663.63        | 151,663.63        | 2,062,064.37      | 6.85           |
| <u>W/WW DISTRIBUT/COLLECT</u> |                |                   |                   |                   |                   |                |
| SUPPLIES & MATERIALS          | 0.00           | 8,600.00          | 74.67             | 74.67             | 8,525.33          | 0.87           |
| MAINTENANCE & REPAIRS         | 0.00           | 195,850.00        | 1,760.25          | 1,760.25          | 194,089.75        | 0.90           |
| OCCUPANCY                     | 0.00           | 34,000.00         | 3,445.80          | 3,445.80          | 30,554.20         | 10.13          |
| CONTRACTUAL SERVICES          | 0.00           | 16,875.00         | 371.30            | 371.30            | 16,503.70         | 2.20           |
| 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              | 0.00              | 38,500.00         | 0.00           |
| TOTAL W/WW DISTRIBUT/COLLECT  | 0.00           | 295,695.00        | 5,652.02          | 5,652.02          | 290,042.98        | 1.91           |
| <u>WATER PRODUCTION/TREAT</u> |                |                   |                   |                   |                   |                |
| SUPPLIES & MATERIALS          | 0.00           | 28,500.00         | 1,651.75          | 1,651.75          | 26,848.25         | 5.80           |
| MAINTENANCE & REPAIRS         | 0.00           | 116,050.00        | 2,734.86          | 2,734.86          | 113,315.14        | 2.36           |
| OCCUPANCY                     | 0.00           | 90,000.00         | 9,730.30          | 9,730.30          | 80,269.70         | 10.81          |
| CONTRACTUAL SERVICES          | 0.00           | 89,000.00         | 7,283.40          | 7,283.40          | 81,716.60         | 8.18           |
| CAPITAL OUTLAY                | 0.00           | 88,500.00         | 0.00              | 0.00              | 88,500.00         | 0.00           |
| TOTAL WATER PRODUCTION/TREAT  | 0.00           | 412,050.00        | 21,400.31         | 21,400.31         | 390,649.69        | 5.19           |
| <u>WW TREATMENT PLANT</u>     |                |                   |                   |                   |                   |                |
| SUPPLIES & MATERIALS          | 0.00           | 29,800.00         | 1,297.86          | 1,297.86          | 28,502.14         | 4.36           |
| MAINTENANCE & REPAIRS         | 0.00           | 99,100.00         | 3,104.30          | 3,104.30          | 95,995.70         | 3.13           |
| OCCUPANCY                     | 0.00           | 65,000.00         | 7,579.90          | 7,579.90          | 57,420.10         | 11.66          |
| CONTRACTUAL SERVICES          | 0.00           | 60,000.00         | 11,152.50         | 11,152.50         | 48,847.50         | 18.59          |
| CAPITAL OUTLAY                | 0.00           | 500.00            | 0.00              | 0.00              | 500.00            | 0.00           |
| TOTAL WW TREATMENT PLANT      | 0.00           | 254,400.00        | 23,134.56         | 23,134.56         | 231,265.44        | 9.09           |
| TOTAL WATER/WASTEWATER DEPT.  | 0.00           | 3,175,873.00      | 201,850.52        | 201,850.52        | 2,974,022.48      | 6.36           |
| <u>WATER-TREATMENT</u>        |                |                   |                   |                   |                   |                |

## 202-WATER/WASTEWATER FUND

| EXPENDITURES           | PRIOR<br>Y-T-D   | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------|------------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>WATER TREATMENT</u> |                  |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 3,850.02         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS   | 3,135.25         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS  | 3,865.57         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY              | 4,002.69         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES   | 44.81            | 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 WATER TREATMENT  | <u>14,898.34</u> | <u>0.00</u>       | <u>0.00</u>     | <u>0.00</u>     | <u>0.00</u>       | <u>0.00</u>    |
| TOTAL WATER-TREATMENT  | 14,898.34        | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |

WW-ADMINISTRATION

|                         |                  |             |             |             |             |             |
|-------------------------|------------------|-------------|-------------|-------------|-------------|-------------|
| <u>ADMINISTRATION</u>   |                  |             |             |             |             |             |
| PERSONNEL SERVICES      | 8,487.29         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| SUPPLIES & MATERIALS    | 327.72           | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| MAINTENANCE & REPAIRS   | 547.96           | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| OCCUPANCY               | 320.72           | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| CONTRACTUAL SERVICES    | 23,820.32        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| OTHER CHARGES           | 195.64           | 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           | <u>16,532.50</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL ADMINISTRATION    | <u>50,232.15</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL WW-ADMINISTRATION | 50,232.15        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |

WW-COLLECTION

|                       |                  |             |             |             |             |             |
|-----------------------|------------------|-------------|-------------|-------------|-------------|-------------|
| <u>WW COLLECTION</u>  |                  |             |             |             |             |             |
| PERSONNEL SERVICES    | 9,256.63         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| SUPPLIES & MATERIALS  | 530.53           | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| MAINTENANCE & REPAIRS | 7,897.27         | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| OCCUPANCY             | 137.90           | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| CONTRACTUAL SERVICES  | 110.82           | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |
| OTHER CHARGES         | 254.00           | 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 WW COLLECTION   | <u>18,187.15</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |
| TOTAL WW-COLLECTION   | 18,187.15        | 0.00        | 0.00        | 0.00        | 0.00        | 0.00        |

WW-LIFT STATIONS

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CITY OF BASTROP  
FINANCIAL STATEMENT  
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## 202-WATER/WASTEWATER FUND

| EXPENDITURES                              | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>WW LIFT STATIONS</u>                   |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                        | 3,794.74       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS                      | 223.04         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS                     | 2,996.20       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                                 | 2,193.52       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES                      | 44.81          | 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 WW LIFT STATIONS                    | 9,252.31       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WW-LIFT STATIONS                    | 9,252.31       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| <u>WW-TREATMENT PLANT</u>                 |                |                   |                 |                 |                   |                |
| <u>WW TREATMENT PLANT</u>                 |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                        | 3,849.87       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS                      | 3,137.01       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS                     | 10,320.77      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                                 | 5,659.36       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES                      | 10,072.32      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OTHER CHARGES                             | 17.35          | 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                  | 33,056.68      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WW-TREATMENT PLANT                  | 33,056.68      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| <u>*** TOTAL EXPENSES ***</u>             |                |                   |                 |                 |                   |                |
|                                           | 278,471.62     | 3,175,873.00      | 201,351.34      | 201,351.34      | 2,974,521.66      | 6.34           |
| <u>REVENUES OVER/(UNDER) EXPENDITURES</u> |                |                   |                 |                 |                   |                |
|                                           | ( 14,168.27)   | 50,827.00         | 103,224.71      | 103,224.71      | ( 52,397.71)      | 203.09         |
| <u>*** END OF REPORT ***</u>              |                |                   |                 |                 |                   |                |

CITY OF BASTROP  
FINANCIAL STATEMENT  
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## 501-HOTEL/MOTEL TAX FUND

| REVENUES                               | AME | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------------------|-----|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>TAXES &amp; PENALTIES</u>           |     |                |                   |                 |                 |                   |                |
| 00-00-4007 MOTEL/HOTEL TAX RECEIPTS    |     | 166,543.17     | 2,070,600.00      | 206,463.04      | 206,463.04      | 1,864,136.96      | 9.97           |
| TOTAL TAXES & PENALTIES                |     | 166,543.17     | 2,070,600.00      | 206,463.04      | 206,463.04      | 1,864,136.96      | 9.97           |
| <u>INTEREST INCOME</u>                 |     |                |                   |                 |                 |                   |                |
| 00-00-4400 INTEREST EARNED             |     | 433.70         | 5,000.00          | 297.35          | 297.35          | 4,702.65          | 5.95           |
| TOTAL INTEREST INCOME                  |     | 433.70         | 5,000.00          | 297.35          | 297.35          | 4,702.65          | 5.95           |
| <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 **                    |     | 166,976.87     | 2,075,600.00      | 206,760.39      | 206,760.39      | 1,868,839.61      | 9.96           |



CITY OF BASTROP  
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501-HOTEL/MOTEL TAX FUND

| EXPENDITURES                           | AME       | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------------------|-----------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| NON-DEPARTMENT                         |           |                |                   |                 |                 |                   |                |
| =====                                  |           |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM                         |           |                |                   |                 |                 |                   |                |
| =====                                  |           |                |                   |                 |                 |                   |                |
| TOTAL 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           |
| HOTEL/MOTEL TAX FUND                   |           |                |                   |                 |                 |                   |                |
| =====                                  |           |                |                   |                 |                 |                   |                |
| 00-NON-PROGRAM                         |           |                |                   |                 |                 |                   |                |
| =====                                  |           |                |                   |                 |                 |                   |                |
| CONTRACTUAL SERVICES                   |           |                |                   |                 |                 |                   |                |
| 80-00-5501 CONTRACTUAL SERV CONTINGENC |           | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5505 PROFESSIONAL SERVICES       |           | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5525 LEGAL                       |           | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5555 BASTROP FAMILY CRISIS CENTE |           | 0.00           | 1,300.00          | 0.00            | 0.00            | 1,300.00          | 0.00           |
| 80-00-5562 BASTROP ASSOCIATION FOR ART |           | 0.00           | 8,700.00          | 0.00            | 0.00            | 8,700.00          | 0.00           |
| 80-00-5563 BASTROP CHAMBER OF COMMERCE |           | 0.00           | 52,000.00         | 0.00            | 0.00            | 52,000.00         | 0.00           |
| 80-00-5564 BASTROP HISTORICAL SOCIETY  |           | 0.00           | 13,200.00         | 0.00            | 0.00            | 13,200.00         | 0.00           |
| 80-00-5565 BASTROP HOMECOMING COMMITTE |           | 0.00           | 15,500.00         | 0.00            | 0.00            | 15,500.00         | 0.00           |
| 80-00-5566 BASTROP OPERA HOUSE         |           | 0.00           | 50,500.00         | 0.00            | 0.00            | 50,500.00         | 0.00           |
| 80-00-5567 BASTROP FOLKLIFE PROJECT    |           | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5570 SPONSORSHIP OF TAX RECIPIEN |           | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5574 UPSTART, INC                |           | 0.00           | 12,200.00         | 0.00            | 0.00            | 12,200.00         | 0.00           |
| 80-00-5575 VISITOR CENTER              |           | 0.00           | 54,500.00         | 0.00            | 0.00            | 54,500.00         | 0.00           |
| 80-00-5576 BASTROP MARKETING CORPORATI | 78,114.75 | 750,000.00     | 74,246.75         | 74,246.75       | 675,753.25      | 9.90              |                |
| 80-00-5577 DOWNTOWN BUSINESS ALLIANCE  | 0.00      | 54,000.00      | 0.00              | 0.00            | 54,000.00       | 0.00              |                |
| 80-00-5578 BASTROP FINE ARTS GUILD     | 0.00      | 7,600.00       | 0.00              | 0.00            | 7,600.00        | 0.00              |                |
| 80-00-5579 BASTROP BAND BOOSTERS       | 0.00      | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              |                |
| 80-00-5586 ENVIRONMENTAL STEWARDSHIP   | 0.00      | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              |                |
| 80-00-5587 CHILDREN'S ADVOCACY CENTER  | 0.00      | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              |                |
| 80-00-5588 BASTROP COMMUNITY CHORUS/OR | 0.00      | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              |                |
| 80-00-5589 BASTROP JUNETEENTH COMMITTE | 0.00      | 3,800.00       | 0.00              | 0.00            | 3,800.00        | 0.00              |                |
| 80-00-5590 BASTROP FILM COMMISSION     | 0.00      | 6,400.00       | 0.00              | 0.00            | 6,400.00        | 0.00              |                |
| 80-00-5591 KEEP BASTROP COUNTY BEAUTIF | 0.00      | 3,800.00       | 0.00              | 0.00            | 3,800.00        | 0.00              |                |
| TOTAL CONTRACTUAL SERVICES             | 78,114.75 | 1,033,500.00   | 74,246.75         | 74,246.75       | 959,253.25      | 7.18              |                |

CITY OF BASTROP  
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## 501-HOTEL/MOTEL TAX FUND

| EXPENDITURES                           | AME | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------------------|-----|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>OTHER CHARGES</u>                   |     |                |                   |                 |                 |                   |                |
| 80-00-5601 ADVERTISING/TML BOOTH       |     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5615 DUES, SUBSCRIPTIONS & PUB   |     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5630 CHRISTMAS LIGHTS            |     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5650 175TH ANNIVERSARY OF THE CI |     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 80-00-5667 SPECIAL EVENT EXPENSE       |     | 0.00           | 45,000.00         | 0.00            | 0.00            | 45,000.00         | 0.00           |
| TOTAL OTHER CHARGES                    |     | 0.00           | 45,000.00         | 0.00            | 0.00            | 45,000.00         | 0.00           |
| <u>CONTINGENCY</u>                     |     |                |                   |                 |                 |                   |                |
| 80-00-5900 CONTINGENCY                 |     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL CONTINGENCY                      |     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| <u>CAPITAL OUTLAY</u>                  |     |                |                   |                 |                 |                   |                |
| 80-00-6040 OLD CITY HALL BLDG IMPROVEM |     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL CAPITAL OUTLAY                   |     | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| <u>TRANSFERS OUT</u>                   |     |                |                   |                 |                 |                   |                |
| 80-00-8119 TRANS OUT - CONVENTION CENT |     | 69,124.33      | 948,680.00        | 79,056.66       | 79,056.66       | 869,623.34        | 8.33           |
| 80-00-8124 TRANS OUT - MAIN STREET PRO |     | 12,500.00      | 75,000.00         | 6,250.00        | 6,250.00        | 68,750.00         | 8.33           |
| TOTAL TRANSFERS OUT                    |     | 81,624.33      | 1,023,680.00      | 85,306.66       | 85,306.66       | 938,373.34        | 8.33           |
| TOTAL 00-NON-PROGRAM                   |     | 159,739.08     | 2,102,180.00      | 159,553.41      | 159,553.41      | 1,942,626.59      | 7.59           |
| TOTAL HOTEL/MOTEL TAX FUND             |     | 159,739.08     | 2,102,180.00      | 159,553.41      | 159,553.41      | 1,942,626.59      | 7.59           |
| *** TOTAL EXPENSES ***                 |     | 159,739.08     | 2,102,180.00      | 159,553.41      | 159,553.41      | 1,942,626.59      | 7.59           |

\*\*\* END OF REPORT \*\*\*

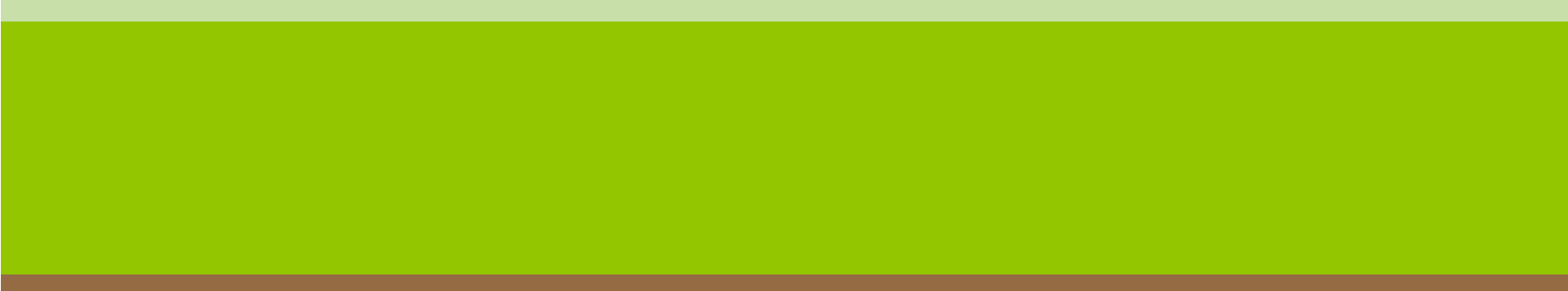
01/06/2012

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TO: MAYOR & CITY COUNCIL MEMBERS

FROM: KARLA STOVALL, CHIEF FINANCIAL OFFICER

DATE: DECEMBER 16, 2011



## **MONTHLY FINANCIAL REPORTS FOR PERIOD ENDING NOVEMBER 30, 2011**

## SUMMARY OF REVENUES AND EXPENDITURES

AS OF NOVEMBER 30, 2011

Fiscal year 2012 is 2 month or 16.67% completed as of November 30, 2011.

□ General Fund revenues reflect 14.99% collected or \$1,207,197.42. Revenues during this same time period last year reflected \$1,022,584.47 recognizing an increase of 18.05% over last year. Expenditures represent 14.22% spent or \$1,144,500.91.

□ Water/ Wastewater Fund revenues reflect 18.42% collected or \$594,246.97. Revenues continue to appear slightly greater than in comparison to this same time last year. Expenditures represent 14.04% spent or \$445,772.58.

□ The Electric Fund revenues reflect 19.32% collected or \$1,349,606.30. Revenues during this same time period last year reflected \$1,252,252.30 recognizing an increase of 7.77% over last year. Expenditures represent 14.16% spent or \$991,153.91.

□ The Hotel /Motel Fund revenues reflect 19.90% collected or \$413,089.51. Revenues during this same time period last year reflected \$343,963.72. Expenditures represent 18.16% spent or \$381,853.78.

## Revenues

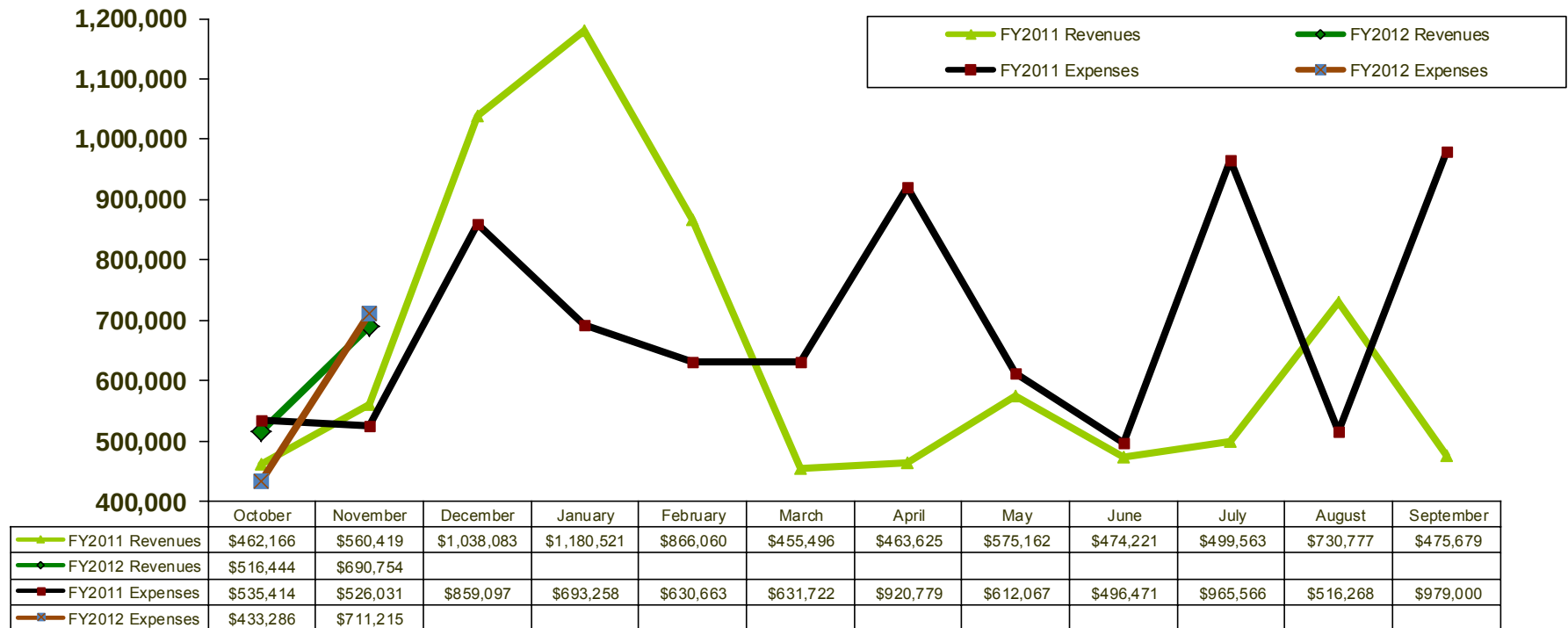
## Expenditures

|                  | FY 2012<br>Budget | FY 2012<br>Actual | % of FY2012<br>Budget | FY 2012<br>Budget | FY 2012<br>Actual | % of FY2012<br>Budget |
|------------------|-------------------|-------------------|-----------------------|-------------------|-------------------|-----------------------|
| General Fund     | \$ 8,051,848      | \$ 1,207,197      | 14.99%                | \$ 8,049,090      | \$ 1,144,501      | 14.22%                |
| W/WW Fund        | \$ 3,226,700      | \$ 594,247        | 18.42%                | \$ 3,175,873      | \$ 445,773        | 14.04%                |
| Electric Fund    | \$ 6,986,560      | \$ 1,349,606      | 19.32%                | \$ 6,998,816      | \$ 991,152        | 14.16%                |
| Hotel Motel Fund | \$ 2,075,600      | \$ 413,090        | 19.90%                | \$ 2,102,180      | \$ 381,854        | 18.16%                |

## GENERAL FUND REVENUE & EXPENDITURES

NOVEMBER 30, 2011

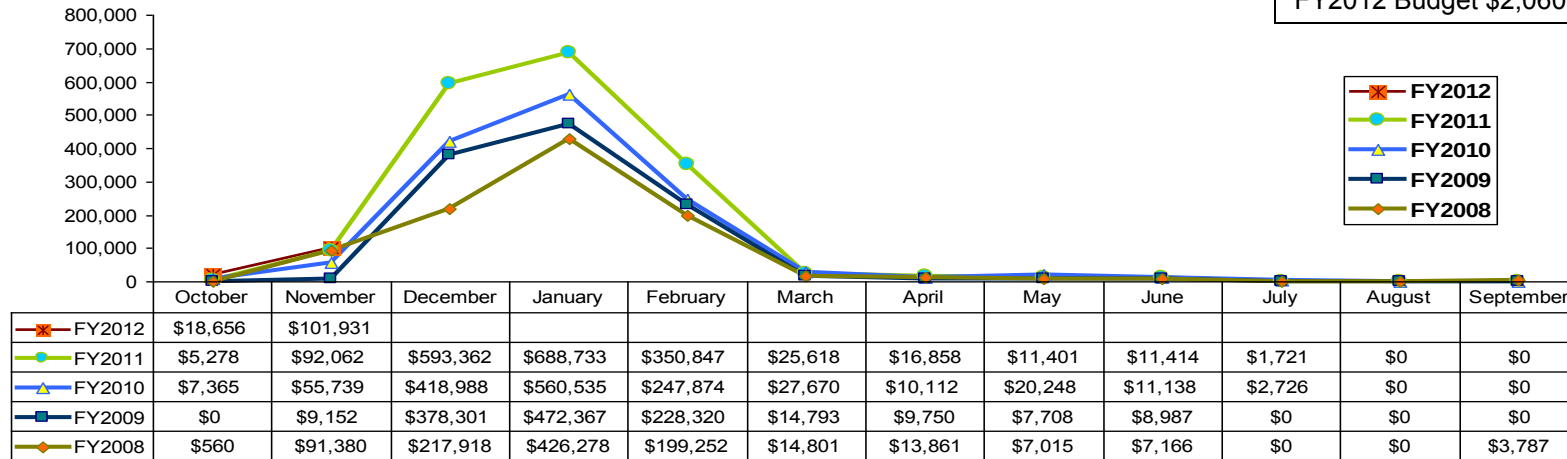
- ❑ Revenues will increase in December, January, and February due to collection of the Ad Valorem Taxes.
- ❑ Expenditures recognized an increase due to the timing of expenses processed through accounts payable.



### Current Ad Valorem Taxes (no I&S)

FY2012 November YTD \$120,588

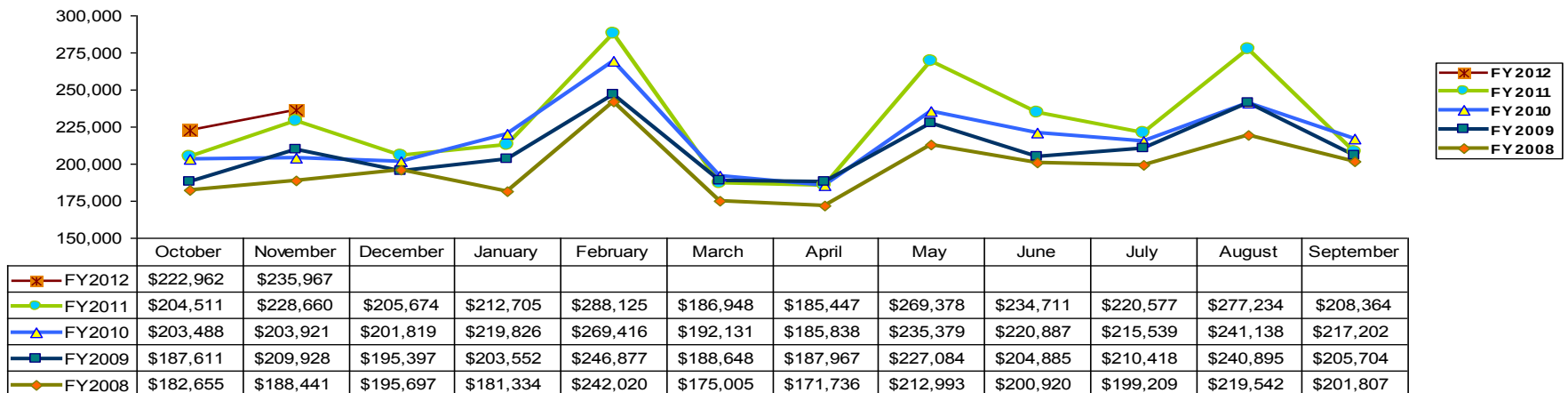
FY2012 Budget \$2,060,743



### Sales Tax

FY2012 November YTD \$458,929

FY2012 Budget \$2,785,120

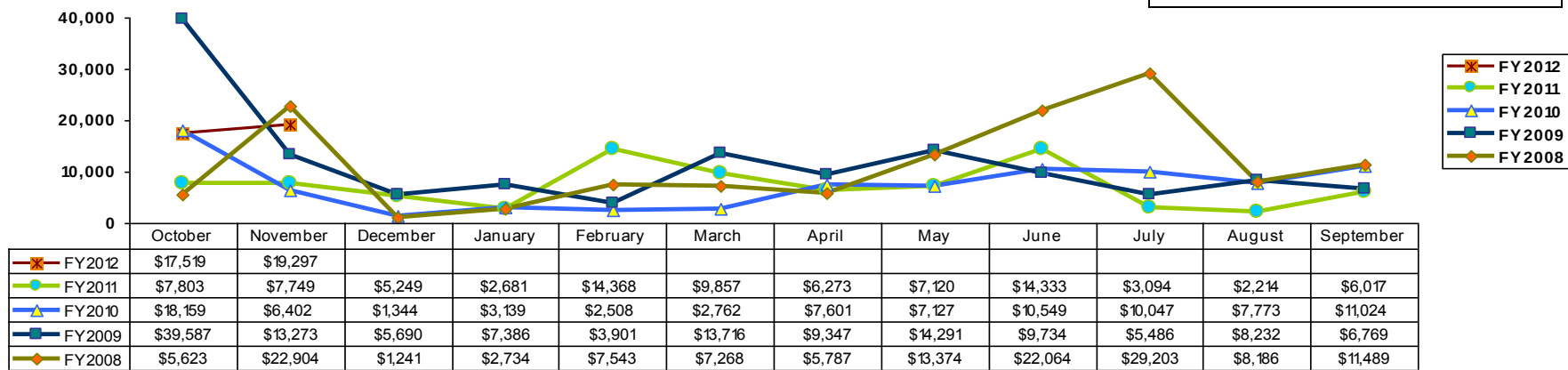




FY2012 November YTD \$36,815

FY2012 Budget \$100,000

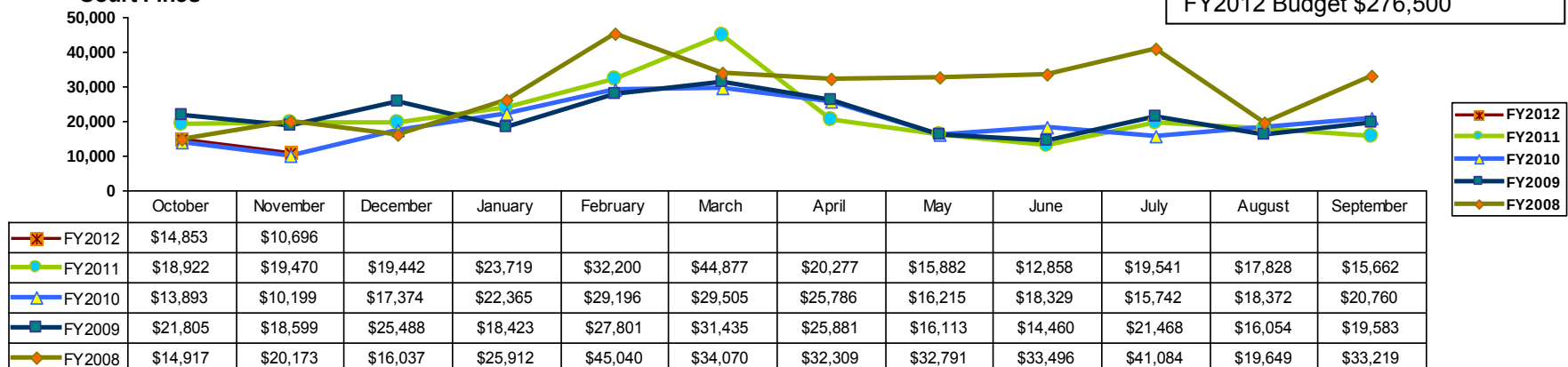
### Building Permits



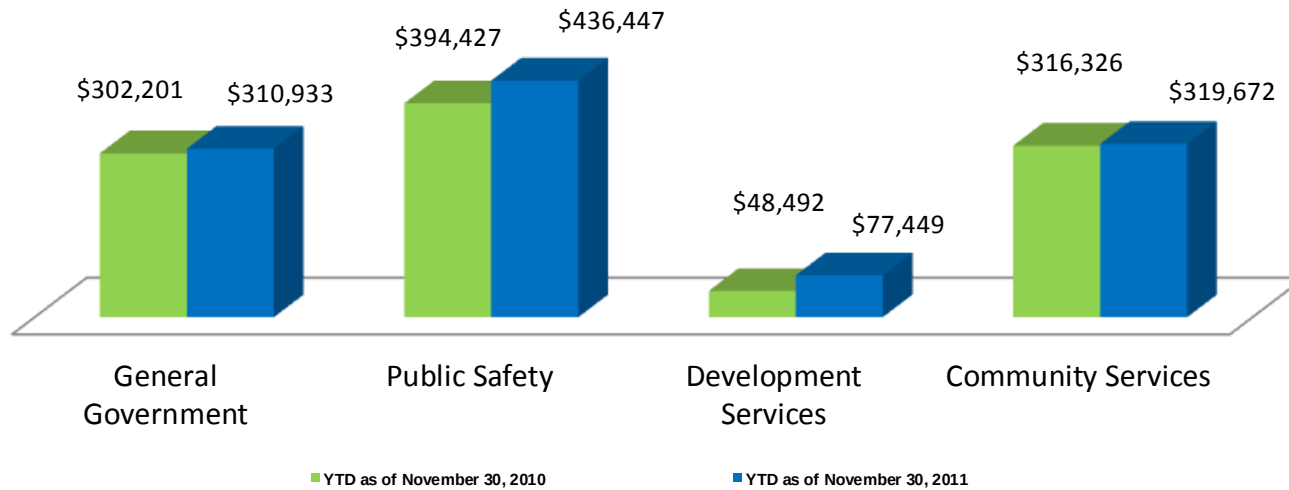
FY2012 November YTD \$ 25,548

FY2012 Budget \$276,500

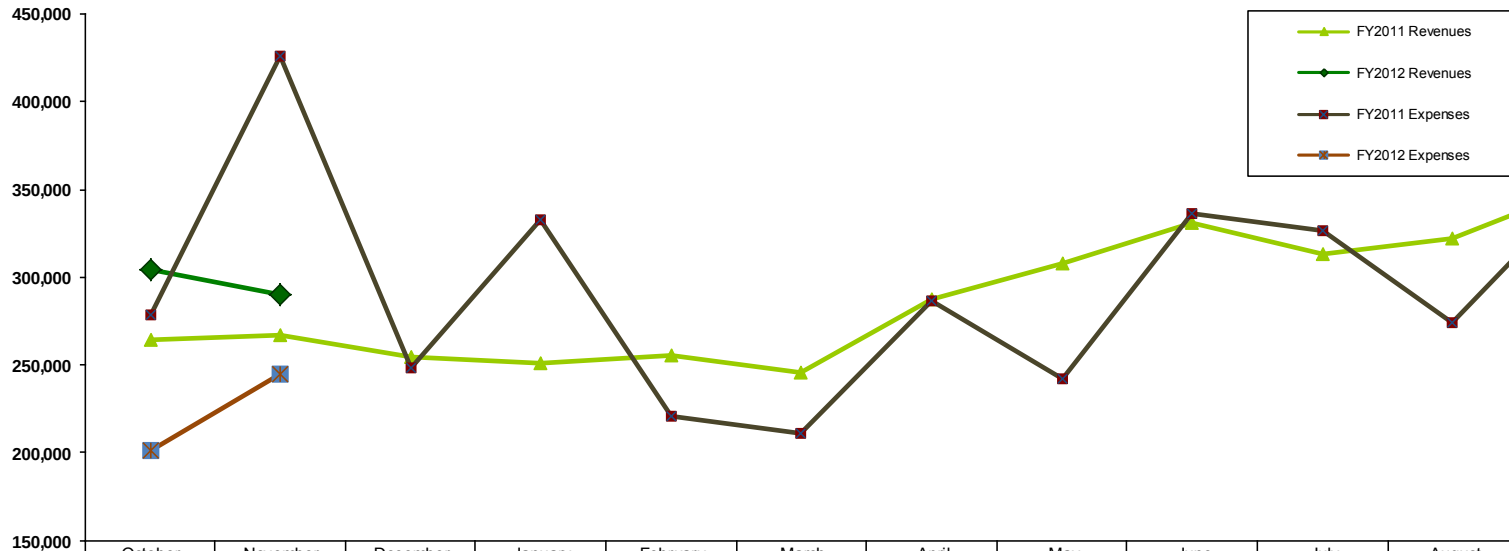
### Court Fines



General Fund Expenditures Comparison



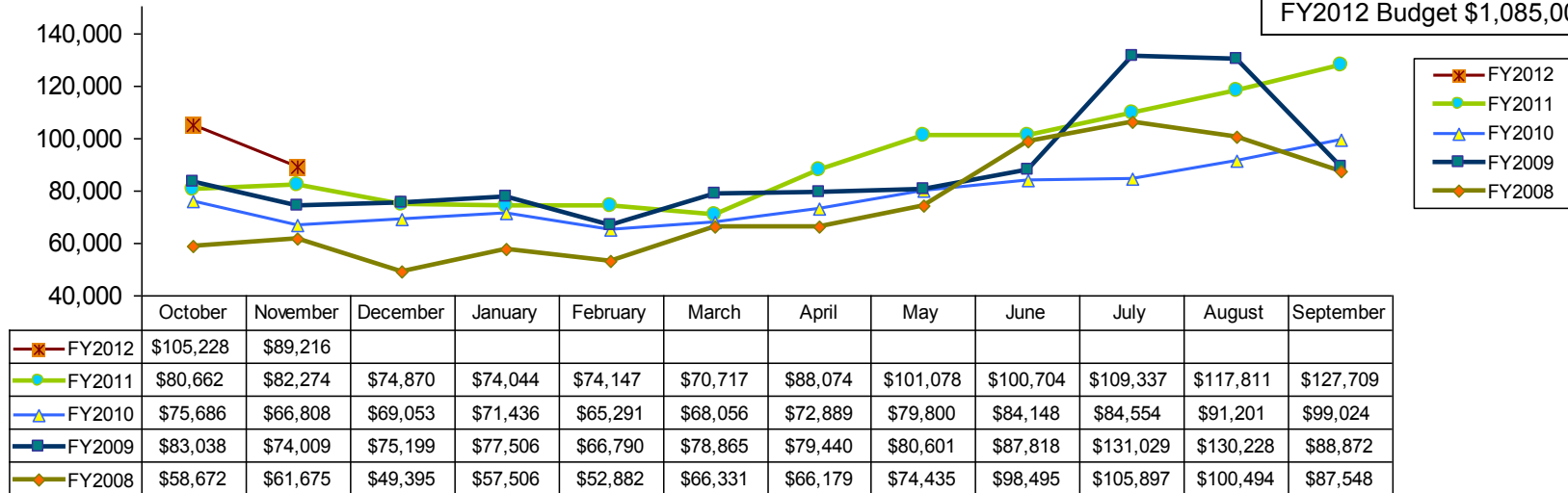
- ☐ Expenditures appear reduced in November 2011 in comparison to this same time last year due to a Loop 150 capital expenditure identified within Water Distribution made in October and November 2010.

[illegible]

### Water Sales Residential

FY2012 November YTD \$194,444

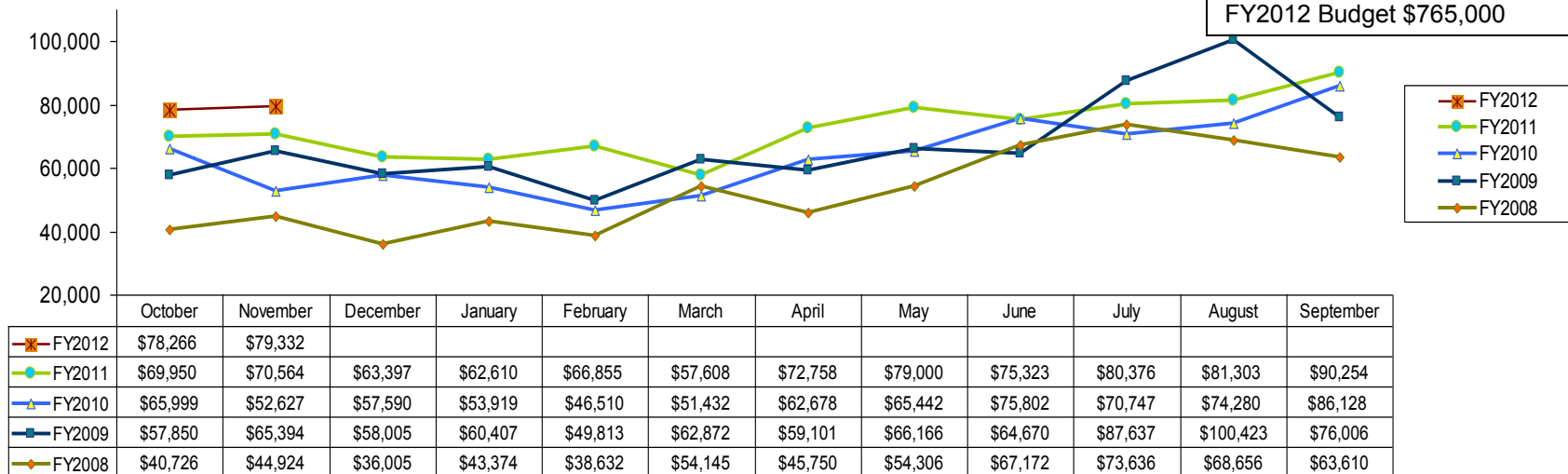
FY2012 Budget \$1,085,000



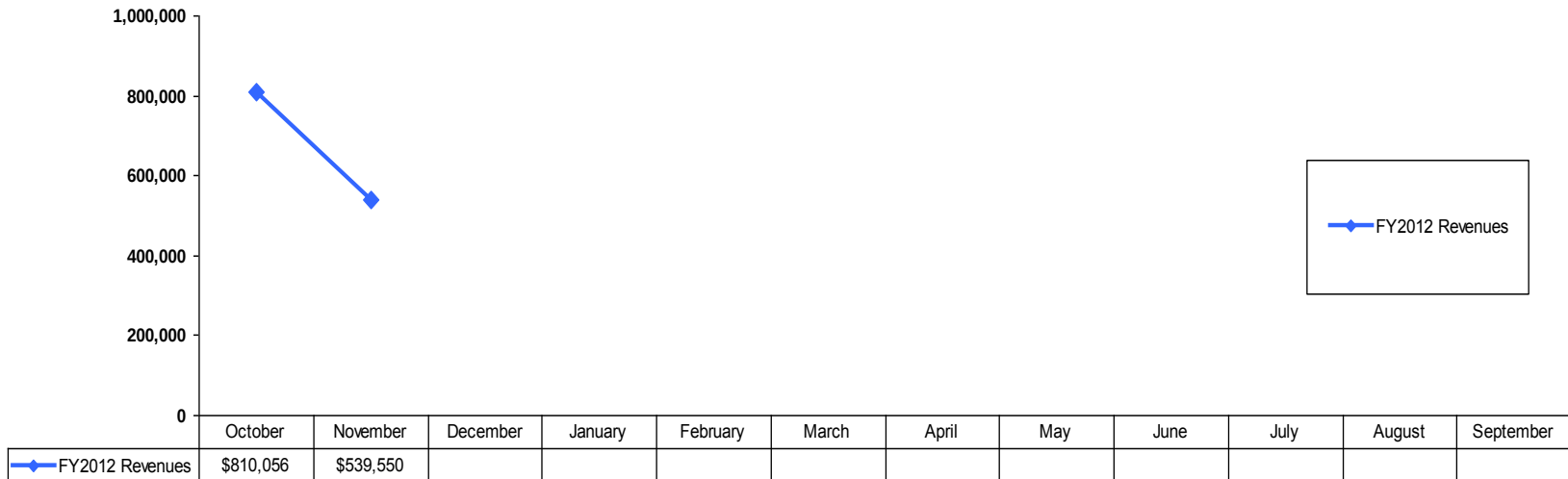
### Water Sales Commercial

FY2012 November YTD \$157,598

FY2012 Budget \$765,000

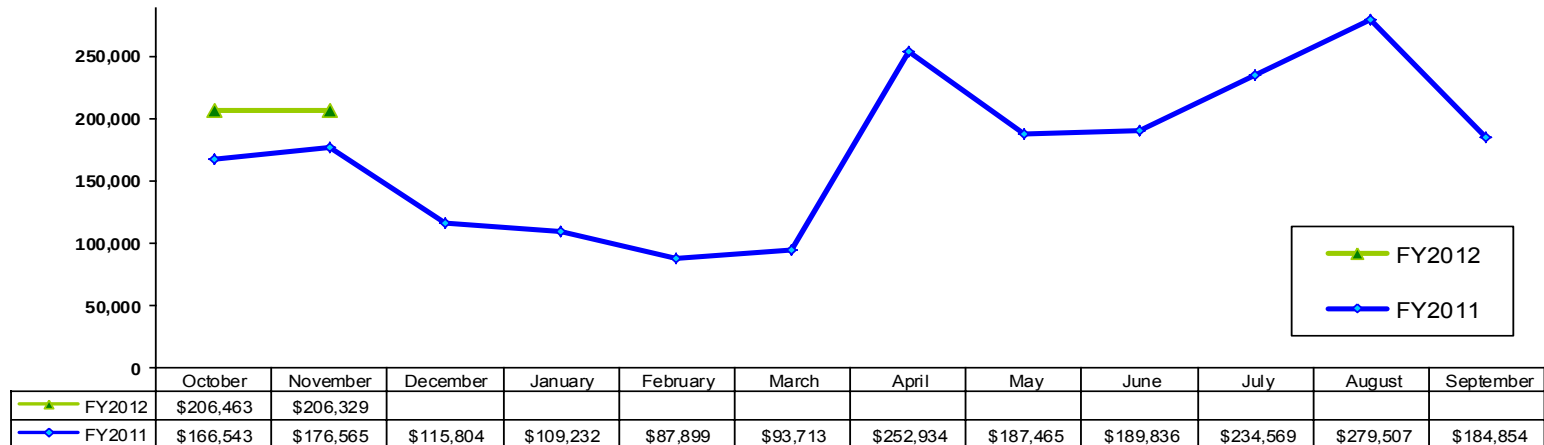


❑ Electric Fund Revenues Year-to-date (YTD) as of November 30, 2011 are \$1,349,606.30 or 19.32% of the FY2012 adopted budget. Revenues during this same time period last year reflected \$1,252,252.30 recognizing an increase of 7.8% over last year. Expenditures represent 14.16% spent or \$991,153.91.

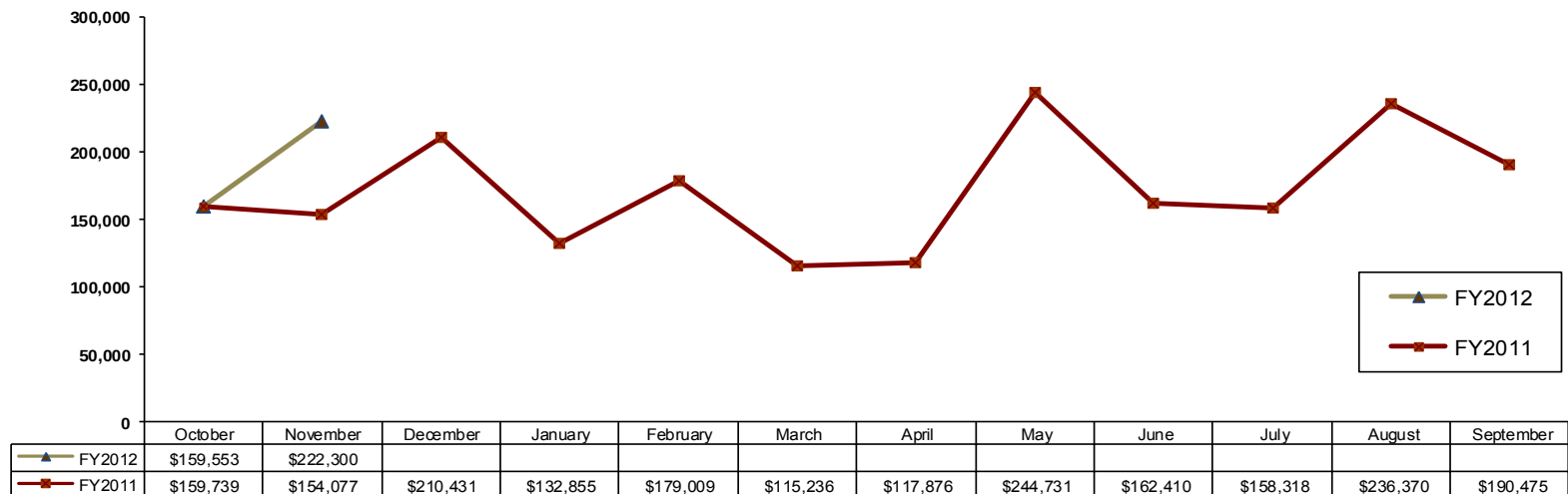


- Hotel Motel Fund Revenues Year-to-date (YTD) as of November 30, 2011 are \$413,089.51 or 19.9% of the year. Expenditures represent 18.16% spent or \$381,853.78. The expenditures YTD as of November 30, 2011 appear to be greater than last year. This is attributable to the timing of payments made to organizations.

#### Hotel / Motel Tax Receipt Revenue



#### 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: NOVEMBER 30TH, 2011

101-GENERAL FUND

| REVENUES                                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>TAXES &amp; 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             | 97,339.94      | 2,060,743.00      | 101,931.21      | 120,587.56      | 1,940,155.44      | 5.85           |
| 00-00-4002 DELINQUENT TAXES M&O          | 4,398.67       | 35,690.00         | 11,286.58       | 30,415.83       | 5,274.17          | 85.22          |
| 00-00-4003 PENALTIES & INTEREST M&O      | 3,552.11       | 24,705.00         | 7,101.34        | 18,978.32       | 5,726.68          | 76.82          |
| 00-00-4004 FRANCHISE TAX                 | 81,350.72      | 385,000.00        | 62,789.43       | 81,431.64       | 303,568.36        | 21.15          |
| 00-00-4006 CITY SALES TAX                | 433,170.47     | 2,785,120.00      | 235,967.01      | 458,928.69      | 2,326,191.31      | 16.48          |
| 00-00-4008 OCCUPATION TAX                | 430.00         | 5,000.00          | 365.00          | 1,270.00        | 3,730.00          | 25.40          |
| 00-00-4009 MIXED BEVERAGE TAX            | 5,906.02       | 25,000.00         | 0.00            | 4,994.71        | 20,005.29         | 19.98          |
| TOTAL TAXES & PENALTIES                  | 626,147.93     | 5,321,258.00      | 419,440.57      | 716,606.75      | 4,604,651.25      | 13.47          |
| <u>LICENSES &amp; PERMITS</u>            |                |                   |                 |                 |                   |                |
| 00-00-4020 BUILDING PERMITS              | 15,551.88      | 100,000.00        | 19,296.66       | 36,815.84       | 63,184.16         | 36.82          |
| 00-00-4021 ZONING FEES                   | 335.00         | 3,000.00          | 615.00          | 1,710.00        | 1,290.00          | 57.00          |
| 00-00-4022 PLATTING FEES                 | 0.00           | 6,000.00          | 1,400.00        | 1,400.00        | 4,600.00          | 23.33          |
| 00-00-4023 SPECIAL EVENT PERMIT FEE      | 400.00         | 2,000.00          | ( 75.00)        | 25.00           | 1,975.00          | 1.25           |
| 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                 | 16,286.88      | 111,000.00        | 21,236.66       | 39,950.84       | 71,049.16         | 35.99          |
| <u>CHARGES FOR SERVICES</u>              |                |                   |                 |                 |                   |                |
| 00-00-4040 ANIMAL SERVICE RECEIPTS       | 5.00           | 200.00            | 5.00            | 20.00           | 180.00            | 10.00          |
| 00-00-4041 LEOSE - PD TRAINING           | 2.98           | 0.00              | 0.92            | 1.74            | ( 1.74)           | 0.00           |
| 00-00-4042 PD SPECIAL REVENUE            | 0.00           | 2,000.00          | 0.00            | 0.00            | 2,000.00          | 0.00           |
| 00-00-4043 PARKS RECEIPTS                | 300.00         | 1,600.00          | 175.00          | 225.00          | 1,375.00          | 14.06          |
| 00-00-4044 PD ACCIDENT REPORTS           | 372.00         | 1,800.00          | 214.00          | 316.00          | 1,484.00          | 17.56          |
| 00-00-4045 DRUG DOG VISITS               | 0.00           | 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            | 0.00            | 40,000.00         | 0.00           |
| 00-00-4049 TRANSFER STATION RECEIPTS     | 0.00           | 0.00              | 370.00          | 370.00          | ( 370.00)         | 0.00           |
| TOTAL CHARGES FOR SERVICES               | 14,090.14      | 53,850.00         | 764.92          | 932.74          | 52,917.26         | 1.73           |
| <u>FINES &amp; FORFEITURES</u>           |                |                   |                 |                 |                   |                |
| 00-00-4070 MUNICIPAL COURT FINES         | 38,391.97      | 276,500.00        | 10,695.51       | 25,548.28       | 250,951.72        | 9.24           |
| 00-00-4071 BOND FORFEITURE               | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4072 SANITATION PENALTIES/RECONNEC | 1,236.87       | 8,000.00          | 648.40          | 1,485.37        | 6,514.63          | 18.57          |
| 00-00-4073 ADMINISTRATION OF JUSTICE (MC | 0.00           | 2,250.00          | 0.00            | 0.00            | 2,250.00          | 0.00           |
| 00-00-4074 MUNICIPAL COURT BLDG SECURITY | 28.38          | 6,000.00          | 11.94           | 22.38           | 5,977.62          | 0.37           |
| 00-00-4075 TECHNOLOGY ACCOUNT - (MC)     | 6.49           | 7,000.00          | 1.53            | 2.90            | 6,997.10          | 0.04           |
| 00-00-4076 LIBRARY RECEIPTS              | 2,844.80       | 18,000.00         | 1,367.78        | 2,478.69        | 15,521.31         | 13.77          |
| 00-00-4077 SANITATION PROCEEDS           | 7,230.03       | 40,000.00         | 0.00            | 3,443.08        | 36,556.92         | 8.61           |
| 00-00-4078 JUVENILE CASE MANAGER-M/C     | 0.00           | 5,100.00          | 0.00            | 0.00            | 5,100.00          | 0.00           |
| TOTAL FINES & FORFEITURES                | 49,738.54      | 362,850.00        | 12,725.16       | 32,980.70       | 329,869.30        | 9.09           |

CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: NOVEMBER 30TH, 2011

101-GENERAL FUND

| REVENUES                               | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <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           | 1,278.05       | 9,500.00          | 418.16          | 767.21          | 8,732.79          | 8.08           |
| TOTAL INTEREST INCOME                  | 1,278.05       | 9,500.00          | 418.16          | 767.21          | 8,732.79          | 8.08           |
| <u>INTERGOVERNMENTAL</u>               |                |                   |                 |                 |                   |                |
| 00-00-4411 BASTROP CO/LIBRARY          | 0.00           | 8,500.00          | 8,500.00        | 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       | 0.00           | 72,420.00         | 0.00            | 0.00            | 72,420.00         | 0.00           |
| 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        | 6,125.81       | 24,170.00         | 0.00            | 0.00            | 24,170.00         | 0.00           |
| 00-00-4419 PROPERTY LIEN PAYMENTS      | 0.00           | 0.00              | 3,945.29        | 3,945.29        | ( 3,945.29)       | 0.00           |
| 00-00-4423 PD STATE/FEDERAL SEIZURES   | 4.49           | 3,000.00          | 1.84            | 3.49            | 2,996.51          | 0.12           |
| 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            | 85,421.66      | 516,280.00        | 43,023.33       | 86,046.66       | 430,233.34        | 16.67          |
| 00-00-4491 WATER/WASTEWATER IN-KIND    | 88,058.32      | 531,020.00        | 44,251.66       | 88,503.32       | 442,516.68        | 16.67          |
| 00-00-4492 WASTEWATER IN-KIND          | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4493 BEDC IN-KIND                | 5,833.32       | 50,000.00         | 4,166.66        | 8,333.32        | 41,666.68         | 16.67          |
| 00-00-4495 CONVENTION CENTER IN-KIND   | 0.00           | 174,120.00        | 14,510.00       | 29,020.00       | 145,100.00        | 16.67          |
| TOTAL INTERGOVERNMENTAL                | 185,443.60     | 1,379,510.00      | 118,398.78      | 224,352.08      | 1,155,157.92      | 16.26          |
| <u>MISCELLANEOUS</u>                   |                |                   |                 |                 |                   |                |
| 00-00-4501 LIBRARY GRANT'S             | 4,116.00       | 0.00              | 0.00            | 2,500.00        | ( 2,500.00)       | 0.00           |
| 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          | 0.00           | 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   | 0.51           | 0.00              | 0.31            | 0.58            | ( 0.58)           | 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        | 2,000.00       | 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               | 2,719.52       | 35,300.00         | 48,553.66       | 53,238.31       | ( 17,938.31)      | 150.82         |
| 00-00-4537 INSURANCE PROCEEDS          | 0.00           | 40,000.00         | 8,541.99        | 14,521.57       | 25,478.43         | 36.30          |
| 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            | 0.00            | 0.00              | 0.00           |

## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

## 101-GENERAL FUND

| REVENUES                                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| 00-00-4543 PINEY CREEK SUBDIVISION REIMB | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4544 PERSONAL PROPERTY ACQ DEBT    | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4553 FIRE DEPT CALLS - REIMB       | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4554 KERR PARK PROJECT             | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4557 FEMA DISASTER RELIEF REIMBURS | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL MISCELLANEOUS                      | 8,836.03       | 80,800.00         | 57,095.96       | 70,260.46       | 10,539.54         | 86.96          |
| <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  | 100,000.00     | 613,500.00        | 51,125.00       | 102,250.00      | 511,250.00        | 16.67          |
| 00-00-4706 TRANSFERS IN - BEDC           | 20,763.30      | 114,580.00        | 9,548.32        | 19,096.64       | 95,483.36         | 16.67          |
| 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                       | 120,763.30     | 728,080.00        | 60,673.32       | 121,346.64      | 606,733.36        | 16.67          |
| <u>** TOTAL REVENUE **</u>               |                |                   |                 |                 |                   |                |
|                                          | 1,022,584.47   | 8,051,848.00      | 690,753.53      | 1,207,197.42    | 6,844,650.58      | 14.99          |

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

101-GENERAL FUND

| EXPENDITURES          | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <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    | 683.22         | 4,045.00          | 300.00          | 674.26          | 3,370.74          | 16.67          |
| SUPPLIES & MATERIALS  | 463.68         | 5,250.00          | 141.20          | 623.04          | 4,626.96          | 11.87          |
| MAINTENANCE & REPAIRS | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY             | 388.54         | 8,030.00          | 646.93          | 1,257.98        | 6,772.02          | 15.67          |
| CONTRACTUAL SERVICES  | 300.00         | 3,092.00          | 1,017.00        | 1,242.00        | 1,850.00          | 40.17          |
| OTHER CHARGES         | 1,036.60       | 13,138.00         | 407.00          | 2,068.00        | 11,070.00         | 15.74          |
| CAPITAL OUTLAY        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM  | 2,872.04       | 33,555.00         | 2,512.13        | 5,865.28        | 27,689.72         | 17.48          |
| TOTAL LEGISLATIVE     | 2,872.04       | 33,555.00         | 2,512.13        | 5,865.28        | 27,689.72         | 17.48          |
| <u>ORGANIZATIONAL</u> |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 12,148.48      | 81,900.00         | 6,629.54        | 13,259.08       | 68,640.92         | 16.19          |
| SUPPLIES & MATERIALS  | 915.70         | 5,160.00          | 506.53          | 757.28          | 4,402.72          | 14.68          |
| MAINTENANCE & REPAIRS | 1,214.00       | 500.00            | 0.00            | 0.00            | 500.00            | 0.00           |
| OCCUPANCY             | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES  | 64,635.07      | 488,014.00        | 31,642.95       | 67,560.61       | 420,453.39        | 13.84          |
| OTHER CHARGES         | 26,997.46      | 266,620.00        | 6,180.93        | 7,101.69        | 259,518.31        | 2.66           |
| CONTINGENCY           | 0.00           | 139,350.00        | 0.00            | 0.00            | 139,350.00        | 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  | 105,910.71     | 981,544.00        | 44,959.95       | 88,678.66       | 892,865.34        | 9.03           |
| TOTAL ORGANIZATIONAL  | 105,910.71     | 981,544.00        | 44,959.95       | 88,678.66       | 892,865.34        | 9.03           |
| <u>CITY MANAGER</u>   |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 30,563.57      | 265,338.00        | 27,640.15       | 39,757.83       | 225,580.17        | 14.98          |
| SUPPLIES & MATERIALS  | 1,595.02       | 4,640.00          | 1,382.65        | 2,038.78        | 2,601.22          | 43.94          |
| MAINTENANCE & REPAIRS | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY             | 895.12         | 7,700.00          | 657.53          | 1,252.83        | 6,447.17          | 16.27          |
| CONTRACTUAL SERVICES  | 3.82           | 350.00            | 20.00           | 20.00           | 330.00            | 5.71           |
| OTHER CHARGES         | 1,582.72       | 9,140.00          | 1,304.46        | 2,791.68        | 6,348.32          | 30.54          |
| CAPITAL OUTLAY        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM  | 34,640.25      | 287,168.00        | 31,004.79       | 45,861.12       | 241,306.88        | 15.97          |
| TOTAL CITY MANAGER    | 34,640.25      | 287,168.00        | 31,004.79       | 45,861.12       | 241,306.88        | 15.97          |

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## CITY OF BASTROP

## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

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## 101-GENERAL FUND

| EXPENDITURES          | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>CITY SECRETARY</u> |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 8,384.34       | 66,865.00         | 7,223.55        | 10,241.07       | 56,623.93         | 15.32          |
| SUPPLIES & MATERIALS  | 122.28         | 1,290.00          | 14.02           | 20.25           | 1,269.75          | 1.57           |
| MAINTENANCE & REPAIRS | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY             | 84.12          | 1,350.00          | 102.71          | 198.49          | 1,151.51          | 14.70          |
| CONTRACTUAL SERVICES  | 455.00         | 5,450.00          | 0.00            | 0.00            | 5,450.00          | 0.00           |
| OTHER CHARGES         | 1,449.96       | 30,450.00         | 1,020.00        | 2,075.00        | 28,375.00         | 6.81           |
| CAPITAL OUTLAY        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM  | 10,495.70      | 105,405.00        | 8,360.28        | 12,534.81       | 92,870.19         | 11.89          |
| TOTAL CITY SECRETARY  | 10,495.70      | 105,405.00        | 8,360.28        | 12,534.81       | 92,870.19         | 11.89          |
| <u>FINANCE</u>        |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 34,471.23      | 297,165.00        | 31,928.85       | 45,128.99       | 252,036.01        | 15.19          |
| SUPPLIES & MATERIALS  | 2,135.75       | 12,120.00         | 650.43          | 100.32          | 12,019.68         | 0.83           |
| MAINTENANCE & REPAIRS | 0.00           | 38,440.00         | 0.00            | 450.00          | 37,990.00         | 1.17           |
| OCCUPANCY             | 1,146.32       | 7,020.00          | 499.42          | 923.97          | 6,096.03          | 13.16          |
| CONTRACTUAL SERVICES  | 270.62         | 32,840.00         | 20.00           | 20.00           | 32,820.00         | 0.06           |
| OTHER CHARGES         | 3,041.73       | 8,090.00          | 539.43          | 966.43          | 7,123.57          | 11.95          |
| CAPITAL OUTLAY        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM  | 41,065.65      | 395,675.00        | 33,638.13       | 47,589.71       | 348,085.29        | 12.03          |
| <u>METER SERVICE</u>  |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 41,376.80      | 326,370.00        | 32,984.67       | 47,911.25       | 278,458.75        | 14.68          |
| SUPPLIES & MATERIALS  | 4,132.27       | 30,985.00         | 298.21          | 2,102.09        | 28,882.91         | 6.78           |
| MAINTENANCE & REPAIRS | 1,840.45       | 7,000.00          | 0.00            | 35.99           | 6,964.01          | 0.51           |
| OCCUPANCY             | 597.98         | 10,500.00         | 807.32          | 1,521.05        | 8,978.95          | 14.49          |
| CONTRACTUAL SERVICES  | 1,641.30       | 10,440.00         | 349.99          | 870.21          | 9,569.79          | 8.34           |
| OTHER CHARGES         | 275.28         | 3,840.00          | 100.27          | 361.18          | 3,478.82          | 9.41           |
| CAPITAL OUTLAY        | 19,554.37      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL METER SERVICE   | 69,418.45      | 389,135.00        | 34,540.46       | 52,801.77       | 336,333.23        | 13.57          |
| TOTAL FINANCE         | 110,484.10     | 784,810.00        | 68,178.59       | 100,391.48      | 684,418.52        | 12.79          |
| <u>HUMAN RESOURCE</u> |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES    | 9,664.17       | 88,260.00         | 9,440.61        | 13,238.52       | 75,021.48         | 15.00          |
| SUPPLIES & MATERIALS  | 15.16          | 1,925.00          | 154.86          | 162.17          | 1,762.83          | 8.42           |
| MAINTENANCE & REPAIRS | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY             | 132.54         | 3,320.00          | 233.49          | 467.37          | 2,852.63          | 14.08          |
| CONTRACTUAL SERVICES  | 98.25          | 360.00            | 0.00            | 0.00            | 360.00            | 0.00           |
| OTHER CHARGES         | ( 100.00)      | 9,650.00          | ( 334.19)       | ( 334.19)       | 9,984.19          | 3.46           |
| CAPITAL OUTLAY        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM  | 9,810.12       | 103,515.00        | 9,494.77        | 13,533.87       | 89,981.13         | 13.07          |



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## CITY OF BASTROP

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## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

## 101-GENERAL FUND

| EXPENDITURES                  | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| TOTAL HUMAN RESOURCE          | 9,810.12       | 103,515.00        | 9,494.77        | 13,533.87       | 89,981.13         | 13.07          |
| <u>INFORMATION TECHNOLOGY</u> |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u>         |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES            | 10,893.44      | 89,251.00         | 9,672.31        | 13,644.03       | 75,606.97         | 15.29          |
| SUPPLIES & MATERIALS          | 604.77         | 2,350.00          | 2,085.21        | 2,091.00        | 259.00            | 88.98          |
| MAINTENANCE & REPAIRS         | 0.00           | 6,000.00          | 1,403.13        | 1,403.13        | 4,596.87          | 23.39          |
| OCCUPANCY                     | 126.29         | 6,400.00          | 661.13          | 1,188.06        | 5,211.94          | 18.56          |
| CONTRACTUAL SERVICES          | 0.00           | 36,600.00         | 1,700.00        | 1,700.00        | 34,900.00         | 4.64           |
| OTHER CHARGES                 | 100.00         | 2,760.00          | 0.00            | 0.00            | 2,760.00          | 0.00           |
| TOTAL 00-NON-PROGRAM          | 11,724.50      | 143,361.00        | 15,521.78       | 20,026.22       | 123,334.78        | 13.97          |
| TOTAL INFORMATION TECHNOLOGY  | 11,724.50      | 143,361.00        | 15,521.78       | 20,026.22       | 123,334.78        | 13.97          |
| <u>POLICE</u>                 |                |                   |                 |                 |                   |                |
| <u>ADMINISTRATION</u>         |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES            | 58,018.69      | 336,296.00        | 34,350.90       | 49,613.59       | 286,682.41        | 14.75          |
| SUPPLIES & MATERIALS          | 2,957.27       | 22,060.00         | 663.34          | 2,173.85        | 19,886.15         | 9.85           |
| MAINTENANCE & REPAIRS         | 302.87         | 9,550.00          | 143.04          | 650.74          | 8,899.26          | 6.81           |
| OCCUPANCY                     | 3,745.30       | 43,644.00         | 3,420.28        | 5,161.63        | 38,482.37         | 11.83          |
| CONTRACTUAL SERVICES          | 28,433.70      | 191,267.00        | 1,038.26        | 48,205.01       | 143,061.99        | 25.20          |
| OTHER CHARGES                 | 2,290.63       | 28,890.00         | 4,608.76        | 6,341.22        | 22,548.78         | 21.95          |
| CAPITAL OUTLAY                | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL ADMINISTRATION          | 95,748.46      | 631,707.00        | 44,224.58       | 112,146.04      | 519,560.96        | 17.75          |
| <u>CODE ENFORCEMENT</u>       |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES            | 5,756.95       | 45,070.00         | 4,782.09        | 6,921.51        | 38,148.49         | 15.36          |
| SUPPLIES & MATERIALS          | 367.64         | 1,900.00          | 23.14           | 23.14           | 1,876.86          | 1.22           |
| MAINTENANCE & REPAIRS         | 0.00           | 300.00            | 0.00            | 0.00            | 300.00            | 0.00           |
| OCCUPANCY                     | 285.41         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES          | 320.00         | 1,350.00          | 0.00            | 0.00            | 1,350.00          | 0.00           |
| OTHER CHARGES                 | 0.00           | 10,700.00         | 656.46          | 656.46          | 10,043.54         | 6.14           |
| TOTAL CODE ENFORCEMENT        | 6,730.00       | 59,320.00         | 5,461.69        | 7,601.11        | 51,718.89         | 12.81          |
| <u>EMERGENCY MANAGEMENT</u>   |                |                   |                 |                 |                   |                |
| SUPPLIES & MATERIALS          | 108.36         | 800.00            | 0.00            | 4.33            | 795.67            | 0.54           |
| 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              | ( 41.84)        | 6,802.16        | ( 6,802.16)       | 0.00           |
| TOTAL EMERGENCY MANAGEMENT    | 108.36         | 1,800.00          | ( 41.84)        | 6,806.49        | ( 5,006.49)       | 378.14         |

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## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

## 101-GENERAL FUND

| EXPENDITURES           | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>POLICE-CID</u>      |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 28,120.92      | 235,282.00        | 34,266.90       | 45,516.79       | 189,765.21        | 19.35          |
| SUPPLIES & MATERIALS   | 682.88         | 3,800.00          | 0.00            | 10.01           | 3,789.99          | 0.26           |
| MAINTENANCE & REPAIRS  | 143.57         | 1,590.00          | 74.20           | 124.69          | 1,465.31          | 7.84           |
| OCCUPANCY              | 1,396.23       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES   | 141.69         | 3,300.00          | 0.00            | 256.99          | 3,043.01          | 7.79           |
| OTHER CHARGES          | 24.20          | 6,995.00          | 0.00            | 0.00            | 6,995.00          | 0.00           |
| CAPITAL OUTLAY         | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL POLICE-CID       | 30,509.49      | 250,967.00        | 34,341.10       | 45,908.48       | 205,058.52        | 18.29          |
| <u>POLICE-PATROL</u>   |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 132,493.99     | 1,066,603.00      | 108,449.22      | 155,395.13      | 911,207.87        | 14.57          |
| SUPPLIES & MATERIALS   | 9,500.97       | 72,200.00         | 24.78           | 24.78           | 72,175.22         | 0.03           |
| MAINTENANCE & REPAIRS  | 2,201.11       | 29,200.00         | 3,359.07        | 4,121.63        | 25,078.37         | 14.12          |
| OCCUPANCY              | 5,461.53       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES   | 1,634.81       | 6,000.00          | 192.98          | 1,465.24        | 4,534.76          | 24.42          |
| OTHER CHARGES          | 680.67         | 9,460.00          | 95.00           | 1,393.63        | 8,066.37          | 14.73          |
| CAPITAL OUTLAY         | 4,531.16       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL POLICE-PATROL    | 156,504.24     | 1,183,463.00      | 112,121.05      | 162,400.41      | 1,021,062.59      | 13.72          |
| <u>ANIMAL SERVICES</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 5,143.92       | 39,330.00         | 4,075.30        | 6,112.91        | 33,217.09         | 15.54          |
| SUPPLIES & MATERIALS   | 636.82         | 4,810.00          | 0.00            | 0.00            | 4,810.00          | 0.00           |
| MAINTENANCE & REPAIRS  | 0.00           | 1,200.00          | 0.00            | 0.00            | 1,200.00          | 0.00           |
| OCCUPANCY              | 296.21         | 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  | 7,076.95       | 60,085.00         | 4,075.30        | 6,112.91        | 53,972.09         | 10.17          |
| TOTAL POLICE           | 296,677.50     | 2,187,342.00      | 200,181.88      | 340,975.44      | 1,846,366.56      | 15.59          |
| <u>FIRE-VOLUNTEER</u>  |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u>  |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 2,264.91       | 10,000.00         | 0.00            | 1,720.58        | 8,279.42          | 17.21          |
| SUPPLIES & MATERIALS   | 4,638.51       | 49,875.00         | 2,337.84        | 3,525.05        | 46,349.95         | 7.07           |
| MAINTENANCE & REPAIRS  | 15,197.31      | 34,300.00         | 2,475.86        | 7,101.53        | 27,198.47         | 20.70          |
| OCCUPANCY              | 6,529.62       | 30,505.00         | 2,217.60        | 4,697.94        | 25,807.06         | 15.40          |
| CONTRACTUAL SERVICES   | 567.91         | 21,260.00         | 0.00            | 0.00            | 21,260.00         | 0.00           |
| OTHER CHARGES          | 2,639.72       | 18,125.00         | 2,932.92        | 4,341.90        | 13,783.10         | 23.96          |
| 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   | 31,837.98      | 164,065.00        | 9,964.22        | 21,387.00       | 142,678.00        | 13.04          |
| TOTAL FIRE-VOLUNTEER   | 31,837.98      | 164,065.00        | 9,964.22        | 21,387.00       | 142,678.00        | 13.04          |

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## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

## 101-GENERAL FUND

| EXPENDITURES                      | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>MUNICIPAL COURT</u>            |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u>             |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                | 33,141.22      | 273,437.00        | 28,820.47       | 42,094.43       | 231,342.57        | 15.39          |
| SUPPLIES & MATERIALS              | 927.35         | 12,550.00         | 216.07          | 466.79          | 12,083.21         | 3.72           |
| MAINTENANCE & REPAIRS             | 9,807.11       | 12,680.00         | 8,301.90        | 11,768.40       | 911.60            | 92.81          |
| OCCUPANCY                         | 1,035.97       | 9,700.00          | 623.58          | 1,417.04        | 8,282.96          | 14.61          |
| CONTRACTUAL SERVICES              | 7,109.41       | 31,190.00         | 1,288.45        | 3,038.45        | 28,151.55         | 9.74           |
| OTHER CHARGES                     | 2,052.45       | 8,261.00          | 1,235.52        | 3,462.09        | 4,798.91          | 41.91          |
| CAPITAL OUTLAY                    | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM              | 54,073.51      | 347,818.00        | 40,485.99       | 62,247.20       | 285,570.80        | 17.90          |
| TOTAL MUNICIPAL COURT             | 54,073.51      | 347,818.00        | 40,485.99       | 62,247.20       | 285,570.80        | 17.90          |
| <u>PLANNING &amp; DEVELOPMENT</u> |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u>             |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                | 39,387.29      | 313,541.00        | 34,370.24       | 48,953.77       | 264,587.23        | 15.61          |
| SUPPLIES & MATERIALS              | 324.08         | 8,100.00          | 602.19          | 1,205.43        | 6,894.57          | 14.88          |
| MAINTENANCE & REPAIRS             | 183.00         | 2,000.00          | 12.00           | 12.00           | 1,988.00          | 0.60           |
| OCCUPANCY                         | 1,260.58       | 8,500.00          | 706.03          | 1,161.25        | 7,338.75          | 13.66          |
| CONTRACTUAL SERVICES              | 5,631.56       | 83,600.00         | 16,904.75       | 23,776.67       | 59,823.33         | 28.44          |
| OTHER CHARGES                     | 1,705.13       | 40,975.00         | 2,037.00        | 2,339.50        | 38,635.50         | 5.71           |
| CAPITAL OUTLAY                    | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL 00-NON-PROGRAM              | 48,491.64      | 456,716.00        | 54,632.21       | 77,448.62       | 379,267.38        | 16.96          |
| TOTAL PLANNING & DEVELOPMENT      | 48,491.64      | 456,716.00        | 54,632.21       | 77,448.62       | 379,267.38        | 16.96          |
| <u>HEALTH</u>                     |                |                   |                 |                 |                   |                |
| <u>00-NON-PROGRAM</u>             |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES              | 11,837.66      | 71,050.00         | 5,918.83        | 11,837.66       | 59,212.34         | 16.66          |
| TOTAL 00-NON-PROGRAM              | 11,837.66      | 71,050.00         | 5,918.83        | 11,837.66       | 59,212.34         | 16.66          |
| TOTAL HEALTH                      | 11,837.66      | 71,050.00         | 5,918.83        | 11,837.66       | 59,212.34         | 16.66          |
| <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: NOVEMBER 30TH, 2011

101-GENERAL FUND

| EXPENDITURES                | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>PUBLIC WORKS</u>         |                |                   |                 |                 |                   |                |
| <u>ADMINISTRATION</u>       |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 77,586.31      | 582,445.00        | 48,939.11       | 80,796.29       | 501,648.71        | 13.87          |
| SUPPLIES & MATERIALS        | 17,070.82      | 81,965.00         | 2,258.03        | 3,220.70        | 78,744.30         | 3.93           |
| MAINTENANCE & REPAIRS       | 11,318.37      | 33,000.00         | 2,889.65        | 7,800.02        | 25,199.98         | 23.64          |
| OCCUPANCY                   | 1,876.35       | 13,600.00         | 1,228.09        | 2,182.79        | 11,417.21         | 16.05          |
| CONTRACTUAL SERVICES        | 1,916.49       | 12,860.00         | 6,334.49        | 8,175.63        | 4,684.37          | 63.57          |
| OTHER CHARGES               | 15,852.80      | 71,900.00         | 6,941.70        | 12,402.20       | 59,497.80         | 17.25          |
| CAPITAL OUTLAY              | 18,372.57      | 81,296.00         | 0.00            | 0.00            | 81,296.00         | 0.00           |
| TOTAL ADMINISTRATION        | 143,993.71     | 877,066.00        | 68,591.07       | 114,577.63      | 762,488.37        | 13.06          |
| <u>CONSTRUCTION MANAGER</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 11,969.03      | 87,750.00         | 10,389.82       | 14,975.99       | 72,774.01         | 17.07          |
| SUPPLIES & MATERIALS        | 732.54         | 3,800.00          | 46.75           | 46.75           | 3,753.25          | 1.23           |
| MAINTENANCE & REPAIRS       | 0.00           | 500.00            | 0.00            | 36.76           | 463.24            | 7.35           |
| OCCUPANCY                   | 155.48         | 1,560.00          | 262.63          | 517.53          | 1,042.47          | 33.18          |
| CONTRACTUAL SERVICES        | 83.66          | 600.00            | 57.20           | 102.96          | 497.04            | 17.16          |
| OTHER CHARGES               | 10.00          | 1,400.00          | 10.00           | 20.00           | 1,380.00          | 1.43           |
| CAPITAL OUTLAY              | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL CONSTRUCTION MANAGER  | 12,950.71      | 95,610.00         | 10,766.40       | 15,699.99       | 79,910.01         | 16.42          |
| <u>RECREATION</u>           |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS        | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS       | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                   | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES        | 0.00           | 35,000.00         | 65.36           | 120.19          | 34,879.81         | 0.34           |
| OTHER CHARGES               | 0.00           | 2,500.00          | 0.00            | 0.00            | 2,500.00          | 0.00           |
| TOTAL RECREATION            | 0.00           | 37,500.00         | 65.36           | 120.19          | 37,379.81         | 0.32           |
| <u>PARKS</u>                |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 56,263.41      | 461,688.00        | 47,005.13       | 70,969.36       | 390,718.64        | 15.37          |
| SUPPLIES & MATERIALS        | 5,640.14       | 38,470.00         | 145.41          | 1,910.61        | 36,559.39         | 4.97           |
| MAINTENANCE & REPAIRS       | 10,900.29      | 49,950.00         | 2,377.29        | 4,958.97        | 44,991.03         | 9.93           |
| OCCUPANCY                   | 6,311.17       | 43,800.00         | 4,435.97        | 7,947.00        | 35,853.00         | 18.14          |
| CONTRACTUAL SERVICES        | 1,592.11       | 12,880.00         | 1,299.07        | 2,066.32        | 10,813.68         | 16.04          |
| OTHER CHARGES               | 427.99         | 4,650.00          | 52.99           | 190.98          | 4,459.02          | 4.11           |
| CAPITAL OUTLAY              | 0.00           | 0.00              | 5,250.00        | 5,250.00        | ( 5,250.00)       | 0.00           |
| TOTAL PARKS                 | 81,135.11      | 611,438.00        | 60,565.86       | 93,293.24       | 518,144.76        | 15.26          |
| <u>BUILDING MAINTENANCE</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 14,263.65      | 145,871.00        | 14,937.64       | 22,344.19       | 123,526.81        | 15.32          |
| SUPPLIES & MATERIALS        | 1,475.14       | 8,300.00          | 353.91          | 1,154.07        | 7,145.93          | 13.90          |
| MAINTENANCE & REPAIRS       | 224.97         | 4,450.00          | 73.30           | 207.26          | 4,242.74          | 4.66           |
| OCCUPANCY                   | 10.80          | 472.00            | 33.72           | 73.66           | 398.34            | 15.61          |
| CONTRACTUAL SERVICES        | 288.63         | 1,690.00          | 155.15          | 262.40          | 1,427.60          | 15.53          |

## CITY OF BASTROP

## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

## 101-GENERAL FUND

| EXPENDITURES               | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| OTHER CHARGES              | 0.00           | 110.00            | 0.00            | 0.00            | 110.00            | 0.00           |
| CAPITAL OUTLAY             | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL BUILDING MAINTENANCE | 16,263.19      | 160,893.00        | 15,553.72       | 24,041.58       | 136,851.42        | 14.94          |
| TOTAL PUBLIC WORKS         | 254,342.72     | 1,782,507.00      | 155,542.41      | 247,732.63      | 1,534,774.37      | 13.90          |

LIBRARY

| <u>00-NON-PROGRAM</u> |           |            |           |           |            |       |
|-----------------------|-----------|------------|-----------|-----------|------------|-------|
| PERSONNEL SERVICES    | 53,432.43 | 474,494.00 | 49,444.90 | 70,498.97 | 403,995.03 | 14.86 |
| SUPPLIES & MATERIALS  | 10,994.44 | 51,450.00  | 4,079.61  | 9,256.56  | 42,193.44  | 17.99 |
| MAINTENANCE & REPAIRS | 931.60    | 12,180.00  | 1,395.35  | 2,054.08  | 10,125.92  | 16.86 |
| OCCUPANCY             | 4,712.32  | 31,580.00  | 2,949.15  | 5,824.55  | 25,755.45  | 18.44 |
| CONTRACTUAL SERVICES  | 6,575.10  | 19,180.00  | 6,141.80  | 7,421.80  | 11,758.20  | 38.70 |
| OTHER CHARGES         | 1,600.55  | 11,350.00  | 446.02    | 924.96    | 10,425.04  | 8.15  |
| CAPITAL OUTLAY        | 0.00      | 0.00       | 0.00      | 0.00      | 0.00       | 0.00  |
| TOTAL 00-NON-PROGRAM  | 78,246.44 | 600,234.00 | 64,456.83 | 95,980.92 | 504,253.08 | 15.99 |
| TOTAL LIBRARY         | 78,246.44 | 600,234.00 | 64,456.83 | 95,980.92 | 504,253.08 | 15.99 |

|                                    |              |              |              |              |              |          |
|------------------------------------|--------------|--------------|--------------|--------------|--------------|----------|
| *** TOTAL EXPENSES ***             | 1,061,444.87 | 8,049,090.00 | 711,214.66   | 1,144,500.91 | 6,904,589.09 | 14.22    |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 38,860.40) | 2,758.00     | ( 20,461.13) | 62,696.51    | ( 59,938.51) | 2,273.26 |

\*\*\* END OF REPORT \*\*\*

FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

202-WATER/WASTEWATER FUND

| REVENUES                                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <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       | 162,935.68     | 1,085,000.00      | 89,216.06       | 194,443.57      | 890,556.43        | 17.92          |
| 00-00-4102 WATER SALES-COMMERCIAL        | 140,514.42     | 765,000.00        | 79,332.01       | 157,597.62      | 607,402.38        | 20.60          |
| 00-00-4103 WATER SALES-PUBLIC AUTH       | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4150 PENALTIES                     | 4,792.77       | 28,000.00         | 2,031.77        | 6,780.86        | 21,219.14         | 24.22          |
| 00-00-4152 WATER TAPPING FEES            | 0.00           | 7,600.00          | 0.00            | 0.00            | 7,600.00          | 0.00           |
| 00-00-4154 WATER SERVICE FEES            | 4,890.00       | 21,000.00         | 2,890.00        | 4,770.00        | 16,230.00         | 22.71          |
| 00-00-4156 OTHER                         | 100.00         | 100.00            | 0.00            | 0.00            | 100.00            | 0.00           |
| 00-00-4161 SPECIAL PROJECT REIMB         | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WATER REVENUES                     | 313,232.87     | 1,906,700.00      | 173,469.84      | 363,592.05      | 1,543,107.95      | 19.07          |
| <u>WASTEWATER REVENUES</u>               |                |                   |                 |                 |                   |                |
| 00-00-4201 WASTEWATER SALES-RESIDENTIAL  | 106,458.25     | 630,000.00        | 57,142.64       | 114,695.79      | 515,304.21        | 18.21          |
| 00-00-4202 WASTEWATER SALES-COMMERCIAL   | 81,108.34      | 500,000.00        | 43,931.42       | 86,949.80       | 413,050.20        | 17.39          |
| 00-00-4203 WASTEWATER SALES-PUBLIC AUTHO | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| 00-00-4250 PENALTIES                     | 2,891.60       | 19,000.00         | 1,356.69        | 4,063.61        | 14,936.39         | 21.39          |
| 00-00-4252 SEWER TAPPING FEES            | 0.00           | 5,200.00          | 0.00            | 0.00            | 5,200.00          | 0.00           |
| 00-00-4253 SEPTIC TANK DUMP FEES         | 13,293.29      | 78,500.00         | 3,457.58        | 10,876.55       | 67,623.45         | 13.86          |
| 00-00-4256 OTHER                         | 0.00           | 100.00            | 0.00            | 0.00            | 100.00            | 0.00           |
| TOTAL WASTEWATER REVENUES                | 203,751.48     | 1,232,800.00      | 105,888.33      | 216,585.75      | 1,016,214.25      | 17.57          |
| <u>INTEREST INCOME</u>                   |                |                   |                 |                 |                   |                |
| 00-00-4400 INTEREST RECEIPTS             | 553.36         | 3,200.00          | 129.18          | 309.33          | 2,890.67          | 9.67           |
| 00-00-4401 INTEREST RECEIPTS             | 553.36         | 3,200.00          | 129.18          | 309.32          | 2,890.68          | 9.67           |
| TOTAL INTEREST INCOME                    | 1,106.72       | 6,400.00          | 258.36          | 618.65          | 5,781.35          | 9.67           |
| <u>MISCELLANEOUS</u>                     |                |                   |                 |                 |                   |                |
| 00-00-4501 GRANT PROCEEDS                | 0.00           | 0.00              | 5,424.34        | 5,424.34        | ( 5,424.34)       | 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         | 190.00         | 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            | 250.00          | 250.00          | ( 150.00)         | 250.00         |
| 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         | 1,750.39       | 10,200.00         | 1,209.05        | 2,319.68        | 7,880.32          | 22.74          |
| 00-00-4548 LCRA/WCID                     | 11,220.00      | 66,000.00         | 3,171.00        | 5,409.00        | 60,591.00         | 8.20           |
| 00-00-4549 DON STEWART/VICTORIA BANK REI | 0.00           | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL MISCELLANEOUS                      | 13,178.87      | 80,800.00         | 10,054.39       | 13,450.52       | 67,349.48         | 16.65          |



CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: NOVEMBER 30TH, 2011

202-WATER/WASTEWATER FUND

| REVENUES                                 | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <hr/>                                    |                |                   |                 |                 |                   |                |
| <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           |
| <hr/>                                    |                |                   |                 |                 |                   |                |
| ** TOTAL REVENUE **                      | 531,269.94     | 3,226,700.00      | 289,670.92      | 594,246.97      | 2,632,453.03      | 18.42          |
|                                          | =====          | =====             | =====           | =====           | =====             | =====          |

CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: NOVEMBER 30TH, 2011

202-WATER/WASTEWATER FUND

| EXPENDITURES                | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-----------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <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          | 16,805.30      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS        | 535.94         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS       | 71.00          | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                   | 534.32         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES        | 51,862.51      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OTHER CHARGES               | 272.06         | 0.00              | 468.85          | ( 30.33)        | 30.33             | 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               | 33,065.00      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL ADMINISTRATION        | 103,146.13     | 0.00              | 468.85          | ( 30.33)        | 30.33             | 0.00           |
| TOTAL WATER-ADMINISTRATION  | 103,146.13     | 0.00              | 468.85          | ( 30.33)        | 30.33             | 0.00           |
| <u>WATER-DISTRIBUTION</u>   |                |                   |                 |                 |                   |                |
| <u>WATER DISTRIBUTION</u>   |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 17,321.76      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS        | 1,908.51       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS       | 4,872.16       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                   | 451.46         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES        | 473.21         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OTHER CHARGES               | 331.50         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CAPITAL OUTLAY              | 296,497.20     | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WATER DISTRIBUTION    | 322,055.80     | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WATER-DISTRIBUTION    | 322,055.80     | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| <u>WATER-PRODUCTIONS</u>    |                |                   |                 |                 |                   |                |
| <u>WATER PRODUCTION</u>     |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES          | 6,874.53       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS        | 279.72         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS       | 8,081.45       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                   | 6,310.31       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES        | 10,138.39      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OTHER CHARGES               | 74.75          | 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      | 32,148.25      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |

CITY OF BASTROP  
FINANCIAL STATEMENT  
AS OF: NOVEMBER 30TH, 2011

202-WATER/WASTEWATER FUND

| EXPENDITURES                  | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|-------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| TOTAL WATER-PRODUCTIONS       | 32,148.25      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| <u>WATER/WASTEWATER DEPT.</u> |                |                   |                 |                 |                   |                |
| <u>ADMINISTRATION</u>         |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES            | 0.00           | 802,603.00        | 78,343.78       | 115,544.00      | 687,059.00        | 14.40          |
| SUPPLIES & MATERIALS          | 0.00           | 53,705.00         | 797.60          | 3,240.07        | 50,464.93         | 6.03           |
| MAINTENANCE & REPAIRS         | 0.00           | 24,200.00         | 145.68          | 3,885.10        | 20,314.90         | 16.05          |
| OCCUPANCY                     | 0.00           | 16,200.00         | 1,648.14        | 3,022.54        | 13,177.46         | 18.66          |
| CONTRACTUAL SERVICES          | 0.00           | 616,220.00        | 59,851.32       | 115,236.87      | 500,983.13        | 18.70          |
| OTHER CHARGES                 | 0.00           | 35,700.00         | 1,124.79        | 1,813.04        | 33,886.96         | 5.08           |
| CONTINGENCY                   | 0.00           | 15,100.00         | 0.00            | 0.00            | 15,100.00         | 0.00           |
| CAPITAL OUTLAY                | 0.00           | 40,000.00         | 0.00            | 0.00            | 40,000.00         | 0.00           |
| TRANSFERS OUT                 | 0.00           | 610,000.00        | 50,833.32       | 101,666.64      | 508,333.36        | 16.67          |
| TOTAL ADMINISTRATION          | 0.00           | 2,213,728.00      | 192,744.63      | 344,408.26      | 1,869,319.74      | 15.56          |
| <u>W/WW DISTRIBUT/COLLECT</u> |                |                   |                 |                 |                   |                |
| SUPPLIES & MATERIALS          | 0.00           | 8,600.00          | 1,147.64        | 1,222.31        | 7,377.69          | 14.21          |
| MAINTENANCE & REPAIRS         | 0.00           | 195,850.00        | 13,137.56       | 14,897.81       | 180,952.19        | 7.61           |
| OCCUPANCY                     | 0.00           | 34,000.00         | 2,977.78        | 6,423.58        | 27,576.42         | 18.89          |
| CONTRACTUAL SERVICES          | 0.00           | 16,875.00         | 0.00            | 371.30          | 16,503.70         | 2.20           |
| 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            | 0.00            | 38,500.00         | 0.00           |
| TOTAL W/WW DISTRIBUT/COLLECT  | 0.00           | 295,695.00        | 17,262.98       | 22,915.00       | 272,780.00        | 7.75           |
| <u>WATER PRODUCTION/TREAT</u> |                |                   |                 |                 |                   |                |
| SUPPLIES & MATERIALS          | 0.00           | 28,500.00         | 2,043.37        | 3,695.12        | 24,804.88         | 12.97          |
| MAINTENANCE & REPAIRS         | 0.00           | 116,050.00        | 601.58          | 3,336.44        | 112,713.56        | 2.88           |
| OCCUPANCY                     | 0.00           | 90,000.00         | 7,506.88        | 17,237.18       | 72,762.82         | 19.15          |
| CONTRACTUAL SERVICES          | 0.00           | 89,000.00         | 13,816.96       | 21,100.36       | 67,899.64         | 23.71          |
| CAPITAL OUTLAY                | 0.00           | 88,500.00         | 0.00            | 0.00            | 88,500.00         | 0.00           |
| TOTAL WATER PRODUCTION/TREAT  | 0.00           | 412,050.00        | 23,968.79       | 45,369.10       | 366,680.90        | 11.01          |
| <u>WW TREATMENT PLANT</u>     |                |                   |                 |                 |                   |                |
| SUPPLIES & MATERIALS          | 0.00           | 29,800.00         | 1,364.02        | 2,661.88        | 27,138.12         | 8.93           |
| MAINTENANCE & REPAIRS         | 0.00           | 99,100.00         | 1,193.82        | 4,298.12        | 94,801.88         | 4.34           |
| OCCUPANCY                     | 0.00           | 65,000.00         | 4,726.15        | 12,306.05       | 52,693.95         | 18.93          |
| CONTRACTUAL SERVICES          | 0.00           | 60,090.00         | 2,692.90        | 13,844.50       | 46,155.50         | 23.07          |
| CAPITAL OUTLAY                | 0.00           | 500.00            | 0.00            | 0.00            | 500.00            | 0.00           |
| TOTAL WW TREATMENT PLANT      | 0.00           | 254,400.00        | 9,975.99        | 33,110.55       | 221,289.45        | 13.02          |
| TOTAL WATER/WASTEWATER DEPT.  | 0.00           | 3,175,873.00      | 243,952.39      | 445,802.91      | 2,730,070.09      | 14.04          |

WATER-TREATMENT

## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

## 202-WATER/WASTEWATER FUND

| EXPENDITURES           | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>WATER TREATMENT</u> |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES     | 6,874.85       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS   | 4,636.38       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS  | 14,055.12      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY              | 7,488.99       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES   | 7,705.12       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OTHER CHARGES          | 74.75          | 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  | 40,835.21      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WATER-TREATMENT  | 40,835.21      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |

WW-ADMINISTRATION

|                         |           |      |      |      |      |      |
|-------------------------|-----------|------|------|------|------|------|
| <u>ADMINISTRATION</u>   |           |      |      |      |      |      |
| PERSONNEL SERVICES      | 16,805.19 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUPPLIES & MATERIALS    | 489.17    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MAINTENANCE & REPAIRS   | 618.96    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OCCUPANCY               | 540.28    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRACTUAL SERVICES    | 45,871.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER CHARGES           | 743.92    | 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           | 33,065.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL ADMINISTRATION    | 98,133.92 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL WW-ADMINISTRATION | 98,133.92 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

WW-COLLECTION

|                       |           |      |      |      |      |      |
|-----------------------|-----------|------|------|------|------|------|
| <u>WW COLLECTION</u>  |           |      |      |      |      |      |
| PERSONNEL SERVICES    | 17,577.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUPPLIES & MATERIALS  | 1,845.95  | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| MAINTENANCE & REPAIRS | 15,387.08 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OCCUPANCY             | 271.83    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CONTRACTUAL SERVICES  | 283.22    | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| OTHER CHARGES         | 473.70    | 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 COLLECTION   | 35,838.78 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL WW-COLLECTION   | 35,838.78 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

WW-LIFT STATIONS

## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

## 202-WATER/WASTEWATER FUND

| EXPENDITURES                       | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>WW LIFT STATIONS</u>            |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                 | 6,819.55       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS               | 774.42         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS              | 5,474.23       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                          | 4,600.69       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES               | 108.91         | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OTHER CHARGES                      | 152.25         | 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 WW LIFT STATIONS             | 17,930.05      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WW-LIFT STATIONS             | 17,930.05      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| <u>WW-TREATMENT PLANT</u>          |                |                   |                 |                 |                   |                |
| <u>WW TREATMENT PLANT</u>          |                |                   |                 |                 |                   |                |
| PERSONNEL SERVICES                 | 6,874.60       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| SUPPLIES & MATERIALS               | 5,976.95       | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| MAINTENANCE & REPAIRS              | 15,497.72      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| OCCUPANCY                          | 10,932.01      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| CONTRACTUAL SERVICES               | 14,190.43      | 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           | 54,046.44      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| TOTAL WW-TREATMENT PLANT           | 54,046.44      | 0.00              | 0.00            | 0.00            | 0.00              | 0.00           |
| *** TOTAL EXPENSES ***             | 704,134.58     | 3,175,873.00      | 244,421.24      | 445,772.58      | 2,730,100.42      | 14.04          |
| REVENUES OVER/(UNDER) EXPENDITURES | ( 172,864.64)  | 50,827.00         | 45,249.68       | 148,474.39      | ( 97,647.39)      | 292.12         |
| *** END OF REPORT ***              |                |                   |                 |                 |                   |                |

## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

501-HOTEL/MOTEL TAX FUND

| REVENUES                               | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <u>TAXES &amp; PENALTIES</u>           |                |                   |                 |                 |                   |                |
| 00-00-4007 MOTEL/HOTEL TAX RECEIPTS    | 343,107.78     | 2,070,600.00      | 205,995.15      | 412,458.19      | 1,658,141.81      | 19.92          |
| TOTAL TAXES & PENALTIES                | 343,107.78     | 2,070,600.00      | 205,995.15      | 412,458.19      | 1,658,141.81      | 19.92          |
| <u>INTEREST INCOME</u>                 |                |                   |                 |                 |                   |                |
| 00-00-4400 INTEREST EARNED             | 855.94         | 5,000.00          | 333.97          | 631.32          | 4,368.68          | 12.63          |
| TOTAL INTEREST INCOME                  | 855.94         | 5,000.00          | 333.97          | 631.32          | 4,368.68          | 12.63          |
| <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           |
| <br>                                   |                |                   |                 |                 |                   |                |
| ** TOTAL REVENUE **                    | 343,963.72     | 2,075,600.00      | 206,329.12      | 413,089.51      | 1,662,510.49      | 19.90          |

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## CITY OF BASTROP

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## FINANCIAL STATEMENT

AS OF: NOVEMBER 30TH, 2011

501-HOTEL/MOTEL TAX FUND

| EXPENDITURES                       | PRIOR<br>Y-T-D | CURRENT<br>BUDGET | M-T-D<br>ACTUAL | Y-T-D<br>ACTUAL | BUDGET<br>BALANCE | % OF<br>BUDGET |
|------------------------------------|----------------|-------------------|-----------------|-----------------|-------------------|----------------|
| <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               | 135,726.09     | 1,033,500.00      | 136,993.71      | 211,240.46      | 822,259.54        | 20.44          |
| OTHER CHARGES                      | 14,841.16      | 45,000.00         | 0.00            | 0.00            | 45,000.00         | 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           |
| TRANSFERS OUT                      | 163,248.66     | 1,023,680.00      | 85,306.66       | 170,613.32      | 853,066.68        | 16.67          |
| TOTAL 00-NON-PROGRAM               | 313,815.91     | 2,102,180.00      | 222,300.37      | 381,853.78      | 1,720,326.22      | 18.16          |
| TOTAL HOTEL/MOTEL TAX FUND         | 313,815.91     | 2,102,180.00      | 222,300.37      | 381,853.78      | 1,720,326.22      | 18.16          |
| *** TOTAL EXPENSES ***             |                |                   |                 |                 |                   |                |
|                                    | 313,815.91     | 2,102,180.00      | 222,300.37      | 381,853.78      | 1,720,326.22      | 18.16          |
| =====                              |                |                   |                 |                 |                   |                |
| REVENUES OVER/(UNDER) EXPENDITURES | 30,147.81      | ( 26,580.00)      | ( 15,971.25)    | 31,235.73       | ( 57,815.73)      | 117.52-        |

\*\*\* END OF REPORT \*\*\*



**STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: January 5, 2012

MEETING DATE: January 10, 2012

1. Agenda Item: **Consideration, discussion and possible action concerning awarding the bid for construction of the Sidewalk Improvements Project from the City of Bastrop Library to Fisherman's Park.**

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

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

**The City of Bastrop will be opening bids for the "Sidewalk Improvements Project from the Library to Fisherman's Park" on Monday January 9, 2012. There will be plenty of time to evaluate the bids, prepare the bid tabulation sheets and be in position to make a recommendation to the City Council on whom is the most qualified bidder by Tuesday evening City Council Meeting. I am fast tracking this project so that we can get construction of the sidewalk underway as soon as possible. The bid tabulation sheets and related material will be handed out Tuesday evening and will not be included in the Council packet.**

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 **D.4****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: January 4, 2012

MEETING DATE: January 10, 2012

1. Agenda Item: **Consideration, discussion and possible action on approval of Contract for Election Services between Bastrop County Elections Administrator and the City of Bastrop.**

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

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

Attached is the Contract for the Bastrop County Elections Administrator to conduct the City of Bastrop Special Election scheduled for March 3, 2012. For several years now the City has contracted with the County Elections Administrator to conduct the General and Special Elections. The reason for contracting with the County is: 1) To comply with state and federal laws setting the requirements for at least one ADA accessible voting system in each polling place that permit voters with physical disabilities to cast a secret ballot, and 2) To make it easier and quicker for voters to cast their ballots for all Federal, State, County and City elections at one location. Prior to the City contracting with the County to conduct the City Elections, voters would have to go to City Hall to cast a ballot for a City election, then they would have to go to the school to cast a ballot for a school election, and then they would have to go to a County location to cast a ballot for County, State and Federal elections.

I have reviewed the attached Contract and it ensures City compliance with state and federal laws pertaining to the requirements for an ADA accessible voting system that permit voters with physical disabilities to cast a secret ballot. Exhibit "C" shows the estimated cost for the election. This cost is much higher than the cost the City normally incurs during the General Election. The General Election is conducted in a joint election agreement with the School and County and costs are divided proportionally among the entities. I have visited with Nora Cano, Bastrop County Elections Administrator regarding the estimated costs for holding this Special Election. Ms. Cano stated that the County's costs for rental and maintenance for the AutoMark voting equipment and the vote tabulator has increased. The costs presented by Ms. Cano to conduct the Special Election are attached as Exhibit "C" to the Contract, is the best price the County can present to the City.

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

5. Budgeted: \_\_\_\_\_Yes **XX**\_\_\_\_\_No

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

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

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

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

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

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

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

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

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

8. Staff Recommendation: \_\_\_\_\_

9. Advisory Board: \_\_\_\_\_Approved \_\_\_\_\_Disapproved \_\_\_\_\_None

10. Manager's Recommendation: \_\_\_\_\_Approved \_\_\_\_\_Disapproved \_\_\_\_\_None

11. Action Taken: \_\_\_\_\_  
\_\_\_\_\_

**CONTRACT FOR ELECTION SERVICES**  
**BETWEEN**  
**THE ELECTIONS ADMINISTRATOR OF BASTROP COUNTY**  
**AND**  
**THE CITY OF BASTROP**  
**FOR THE MARCH 3, 2012 SPECIAL ELECTION**

**THIS CONTRACT** is made and entered into by and between Nora Cano, the Elections Administrator of Bastrop County, Texas, hereinafter referred to as "Contracting Officer," and the City of Bastrop, hereinafter referred to as the "CITY," pursuant to the authority under Section 31.092(a) of the Texas Election Code and Chapter 791 of the Texas Government Code. In consideration of the mutual covenants and promises hereinafter set forth, the parties agree to this interlocal agreement with regard to the coordination, supervision, and running of the CITY's March 3, 2012 Special Election, hereinafter referred to as "the election". The purpose of this agreement is to maintain consistency and accessibility in voting practices, polling places and election procedures to assist the voters of the CITY.

**I. RESPONSIBILITIES OF CONTRACTING OFFICER.** The Contracting Officer shall be responsible for performing the following services and furnishing the following materials and equipment in connection with the election:

**A. *Notification to Presiding and Alternate Judges; Appointment of Clerks.***

1. The Contracting Officer shall notify each presiding judge and alternate judge of his or her appointment. The notification will also include the assigned polling location, the date of the election school(s), the eligibility requirements for election workers, the date and time of the election, the rate of compensation, the number of election clerks the presiding judge may appoint, and the name of the presiding or alternate judge, as appropriate.

2. The Contracting Officer shall ensure that the presiding judges make the appropriate election clerk appointments and notify the clerks of their appointments. The recommendations of the CITY will be the accepted guidelines for the number of clerks secured to work in each polling place. The presiding election judge of each polling place, however, will use his/her discretion to determine when additional manpower is needed during peak voting hours. Election judges shall be secured by the Contracting Officer with the approval of the CITY.

3. The Contracting Officer shall notify each of the election judges and alternates of their appointment and the eligibility requirements that pertain to them and to the selection of Election Day clerks. Included in this notification will be the number of clerks that each precinct should have in addition to the election judge and alternate judge. The election judges and/or the alternate are responsible for recruiting and supervising their clerks. Notification to the election judges and alternates shall be made as soon as reasonably possible after the pass of the Resolution.

**B. Contracting with Third Parties.** In accordance with Section 31.098 of the Texas Election Code, the Contracting Officer is authorized to contract with third persons for election services and supplies. The cost of such third-person services and supplies will be paid by the Contracting Officer and reimbursed by the CITY as agreed upon on Exhibit "C."

**C. Election School(s).** The Contracting Officer shall be responsible for conducting one or more, at her discretion, election schools to train the presiding judges, alternate judges, election clerks, and early voting clerks in the conduct of elections, including qualifying voters, provisional voting, and the counting of ballots. The Contracting Officer shall determine the date, time, and place for such school(s) and notify the presiding judges, alternate judges, and election clerks of such. The Contracting Officer may hold the election school(s) on a Saturday in order to increase its availability to election workers who are employed during the regular work week. If at all possible, such election schools shall be conducted within the CITY territory.

**D. Publication/Posting of Election Notice.** The Contracting Officer shall be responsible for having the required election notice under Section 4.003(a)(1) of the Texas Election Code published once in the newspaper. The Contracting Officer shall also be responsible for posting the notice required under Section 4.003(b) of the Texas Election Code in the following CITY building and may require the assistance of the CITY in having such notice posted:

City of Bastrop  
1311 Chestnut Street  
Bastrop, TX 78602

**E. Election Supplies.** The Contracting Officer shall procure, prepare, and distribute to the presiding judges for use at the polling locations on Election Day (and to the Deputy Early Voting Clerks during Early Voting) the following election supplies: election kits from third-party vendors (including the appropriate envelopes, sample ballots, lists, forms, name tags, posters, and signage described in Chapters 51, 61, and 62, and Subchapter B of Chapter 66 of the Texas Election Code); pens; pencils; tape; markers; paper clips; ballot box seals; sample ballots; tacks, and all consumable-type office supplies necessary to hold an election.

**F. Registered Voter List.** The Contracting Officer shall provide all lists of registered voters required for use on Election Day and for the early voting period required by law. The Election Day list of registered voters shall be arranged in alphabetical order by each precinct.

**G. Ballots.** The Contracting Officer shall be responsible for the programming of the direct recording electronic voting devices (referred to as DRE's) and the printing of ballots requested by mail. The Contracting Officer shall be responsible for distributing the DRE's along with the election supplies.

**H. Early Voting.** In accordance with Sections 31.096 and 31.097(b) of the Texas Election Code, the Contracting Officer will serve as Early Voting Clerk for the election.

1. As Early Voting clerk, the Contracting Officer shall receive applications for early voting ballots to be voted by mail in accordance with Chapters 31 and 86 of the Texas Election Code. The Contracting Officer shall work with the CITY in securing personnel to serve as Early Voting Deputies.

The Contracting Officer shall, upon request, provide the CITY a copy of the early voting report on a daily basis and a cumulative final early voting report following the election.

2. Early Voting by personal appearance for the election shall be conducted during the hours and time period and at the locations listed in Exhibit "A," attached hereto and made a part of this contract.

3. The Contracting Officer shall receive mail ballot applications on behalf of the CITY. All applications for mail ballots shall be processed in accordance with Title 7 of the Texas Election Code by the Contracting Officer or her deputies at 804 Pecan Street, Bastrop, Texas 78602. Any requests for early voting ballots to be voted by mail received by the CITY shall be forwarded immediately to the Contracting Officer for processing.

4. All Early Voting ballots (those cast by mail and those cast by personal appearance) shall be secured and maintained by the Contracting Officer and delivered by her or her deputy for counting in accordance with Chapter 87 of the Texas Election Code to the Early Voting Ballot Board at the Bastrop County Courthouse on Election Day, March 3, 2012.

**I. Election Day Polling Locations.** The Election Day polling locations are those listed in Exhibit "B," attached hereto and made a part of this contract. The Contracting Officer shall arrange for the use of all Election Day polling places and shall arrange for the setting up of all polling locations for Election Day,

including ensuring that each polling location has the necessary tables, chairs, and voting booths.

**J. Central Counting Station.** The Contracting Officer shall be responsible for establishing and operating the Central Counting Station to receive and tally the voted ballots in accordance with Section 127.001 of the Election Code and of this agreement. Counting Station Manager and Central Count Judge shall be Nora Cano. The Tabulation Supervisor shall be Krista Bartsch. The tabulation supervisor shall handle ballot tabulation in accordance with statutory requirements and county policies, under the auspices of the Contracting Officer.

Election night reports will be available to the CITY at the Central Counting Station on election night and will provide individual polling location totals.

**K. Manual Counting.** The Contracting Officer shall conduct a manual count as prescribed by Section 127.201 of the Texas Election Code and submit a written report to the CITY in a timely manner. The Secretary of State may waive this requirement. If applicable, a written report shall be submitted to the Secretary of State as required by Section 127.201(E) of the aforementioned code.

**L. Election Reports.** The Contracting Officer shall prepare the unofficial tabulation of precinct results under Section 66.056(a) of the Texas Election Code and shall provide a copy of the tabulation to the CITY as soon as possible after the Contracting Officer has received the precinct returns on Election Day night. Provisional ballots will be tabulated after election night in accordance with new laws.

**M. Custodian of Voted Ballots.** The Contracting Officer is hereby appointed the custodian of voted ballots and shall preserve them in accordance with Chapter 66 of the Texas Election Code and other applicable law.

**N. Election Orders, Election Notices, Canvass.** The Contracting Officer shall prepare the election order, resolutions, notices, official canvass, and other pertinent documents for adoption by the CITY's governing body. With respect to the CITY's order and notice of election, the Contracting Officer shall only prepare said documents for the general trustee election. The CITY shall be responsible for preparing the order and notice of election for a special bond election.

**II. RESPONSIBILITIES OF THE CITY.** The CITY shall assume the following responsibilities:

**A. Election School(s).** At the request of the Contracting Officer, and at no cost to the Contracting Officer, the CITY will make available space in a CITY building to hold the election school(s), if applicable.



**B. *Polling Locations.*** The CITY shall pay its respective cost of all employee services required to provide access, security, or custodial services for the polling locations.

**C. *Applications for Mail Ballots.*** The CITY shall date stamp and then immediately hand deliver to the Contracting Officer all original mail ballot applications for mail ballots that it receives.

**D. *Election Orders, Election Notices, Canvass.*** Promptly after approval of election order, resolutions, notices, official canvass, and other pertinent documents by the CITY's governing body and within such time so as not to impede the orderly conduct of the election, the CITY shall return said documents to the Contracting Officer for proper posting and recordkeeping. The CITY assumes the responsibility of promoting the schedules for Early Voting and Election Day.

**E. *Paper Ballots.*** The Contracting Officer shall arrange with a third party to prepare the necessary optical paper ballots for the election. The ballots shall be in English with the Spanish translation included.

By February 2, 2012 the CITY shall furnish the Contracting Officer a list of candidates and/or propositions showing the order and the exact manner in which their names or proposition(s) are to appear on the official ballot (including bilingual titles and text). This list shall be delivered to the Contracting Officer as soon as possible after ballot positions have been determined by the Contracting Officer. The CITY shall be responsible for proofreading and approving the ballot insofar as it pertains to the authority's candidates and/or propositions.

**F. *Preclearance.*** The CITY shall prepare and submit to the U.S. Department of Justice under the Federal Voting Rights Act of 1965, any required submissions on voting changes. The Contracting Officer shall assist the CITY with respect to preclearance procedures and the preparation of a submission with respect to matters relative to the joint election agreement, such as, but not limited to joint polling location and hours.

### **III. SPECIAL PROVISIONS RELATING TO ELECTION WORKERS**

**A. *Compensation.*** The parties agree that presiding judges and alternate judges will be compensated at a rate of \$10.00/hr, and election clerks will be compensated at a rate of \$8.00/hr. They will be compensated for all hours actually worked, including the time to set up the polling location and the time to complete the counting and to wrap up the paper work, but not to exceed one hour before and two hours after the polling location is open for voting. The

Contracting Officer will pay the election workers directly and be reimbursed for such by the CITY.

**B. Number of Election Workers.** The parties agree that at all polling locations there will be a minimum of three election workers, consisting of the presiding judge, alternate judge, and one clerk.

#### **IV. JOINT EXPENSES AND PAYMENT**

**A. Expenses Incurred and Billing.** The participating authorities agree to share actual costs incurred to the extent that the costs and expenses are incurred in connection with a polling location used by more than one local political subdivision, such as (without limitation) the cost of renting polling locations and voting equipment, programming the voting equipment, wages and salaries of election workers. Election expenses shall be pro-rated equally among the participants.

It is understood that to the extent space is available, other districts and political subdivisions may wish to participate in the use of the County's election equipment and voting places, and it is agreed that the Elections Administrator may contract with such other districts or political subdivisions for such purposes and that in such event there may be an adjustment of the pro-rata share to be paid to the County by the participating authorities.

As soon as reasonably possible after Election Day, the Contracting Officer will submit an itemized invoice to entities for (1) actual expenses directly attributable to the coordination, supervision, and running of the election and incurred or promised on behalf of the entities by the Contracting Officer, including expenses for supplies in connection with the election school(s), publication and printing of election notices, election supplies, wages paid to the Contracting Officer's employees for services under this contract performed outside of normal business hours, election workers, and any other expenses reasonably and directly related to the election, and (2) the Contracting Officer's fee under Section 31.100(d) of the Texas Election Code. Expenses related to wages shall be supported by compensation sheets. Other expenses shall be supported by invoices or receipts, except that the price of items coming out of the Contracting Officer's stock of election supplies shall be supported by the Contracting Officer's certificate about the number of items used and the unit cost therefore according to the vendor's standard price list.

**B. Payment.** The CITY shall pay the Contracting Officer's invoice within 30 days from the date of receipt to: **Bastrop County, Attn: Nora Cano, Elections Administrator, 804 Pecan Street, Bastrop, TX 78602.** If the CITY disputes any portion of the invoice, the CITY shall pay the undisputed portion of the

invoice, and the parties will discuss in good faith a resolution of the disputed portion. All payments shall be made from current revenues available to the CITY.

**C. Expense Item Larger than \$500.** If a single election expense exceeds \$500, the Contracting Officer reserves the right to invoice the CITY for such expense at the time it is incurred, supported by an invoice or receipt, rather than waiting until after Election Day. The CITY shall pay such invoice within 30 days from the date of receipt.

**D. Estimated Cost of Services.** A cost estimate for election expenses is attached hereto and made a part of this contract as Exhibit "C." The parties agree that this is an estimate only and that the CITY is obligated to pay their respective portion of the actual expenses of the election as set forth herein. The Contracting Officer agrees to advise the CITY if it appears that the actual expenses incurred by the Contracting Officer will exceed by 20% or more the estimated expenses to be paid initially by the Contracting Officer and reimbursed jointly by the CITY.

**E. Administrative Fee.** The CITY shall pay the Contracting Officer a 10 % administrative fee, pursuant to the Texas Election Code, Section 31.100.

## **V. GENERAL PROVISIONS**

**A. Nontransferable Functions.** In accordance with Section 31.096 of the Texas Election Code, nothing in this contract shall be construed as changing

1. the authority with whom applications of candidates for a place on the ballot are filed;
2. the authority with whom documents relating to political funds and campaigns under Title 15 of the Texas Election Code are filed; or
3. the authority to serve as custodian of voted ballots or other election records, except that the Contracting Officer, if requested in writing by the CITY, will become the custodian of the voted ballots.

**B. Joint Election.** The parties acknowledge that the Contracting Officer may contract with other entities holding elections at the same time as the CITY on March 3, 2012.

**C. Cancellation of Election.** If the CITY cancels its election pursuant to Section 2.053 of the Texas Election Code, the Contracting Officer shall only be entitled to receive the actual expenses incurred before the date of cancellation in connection with the election and an administrative fee of \$75. The Contracting Officer shall submit an invoice for such expenses (properly supported as described in **IV. PAYMENT** above) as soon as reasonably possible after the cancellation and the CITY shall make payment therefore in a manner similar to that set forth in **IV. PAYMENT** above. The Contracting Officer agrees to use reasonable diligence not to incur major costs in connection with election preparations until it is known that the election will be held, unless the CITY authorizes such major costs in writing. An entity canceling an election will not be liable for any further costs incurred by the Contracting Officer in conducting the March 3, 2012 Joint Election.

**D. Contract Copies to Treasurer and Auditor.** In accordance with Section 31.099 of the Texas Election Code, the Contracting Officer agrees to file copies of this contract with the County Treasurer of Bastrop County, Texas and the County Auditor of Bastrop County, Texas.

**E. Representatives.** For purposes of implementing this contract and coordinating activities hereunder, the CITY and the Contracting Officer designate the following individuals, and whenever the contract requires submission of information or documents or notice to the CITY or the Contracting Officer, respectively, submission or notice shall be to these individuals:

**For the CITY:**

Teresa Valdez  
City Secretary  
City of Bastrop  
1311 Chestnut Street/PO Box 427  
Bastrop, TX 78602  
Tel: (512) 332-8811  
Fax: (512) 332-8818  
Email: [tvaldez@cityofbastrop.org](mailto:tvaldez@cityofbastrop.org)

**For the Contracting Officer:**

Nora Cano  
Elections Administrator  
Bastrop County  
804 Pecan Street  
Bastrop, TX 78602  
Tel: (512) 581-7160  
Fax: (512) 581-4060  
Email: [nora.cano@co.bastrop.tx.us](mailto:nora.cano@co.bastrop.tx.us)

**F. Amendment/Modification.** Except as otherwise provided, this Agreement may not be amended, modified, or changed in any respect whatsoever, except by a further Agreement in writing, duly executed by the parties hereto. No official, representative, agent, or employee of the County has any authority to modify this Agreement except pursuant to such expressed authorization as may be granted by the Commissioners Court of Bastrop County, Texas. No official, representative, agent, or employee of the CITY has any authority to modify this

Agreement except pursuant to such expressed authorization as may be granted by the governing body of the CITY. Both the Contracting Officer and the CITY may propose necessary amendments or modifications to this Agreement in writing in order to conduct a Joint Election smoothly and efficiently, except that any such proposals must be approved by the Commissioners Court of the County and the governing body of the Participating Entity, respectfully.

**G. *Entire Agreement.*** This Agreement contains the entire agreement of the parties relating to the rights herein granted and the obligations herein assumed and supersedes all prior agreements, including prior election services contracts and prior agreements to conduct joint elections. Any prior agreements, promises, negotiations, or representations not expressly contained in this Agreement are of no force and effect. Any oral representations or modifications concerning this Agreement shall be of no force or effect, excepting a subsequent modification in writing as provided herein.

**H. *Severability.*** If any provision of this Agreement is found to be invalid, illegal or unenforceable by a court of competent jurisdiction, such invalidity, illegality or unenforceability shall not affect the remaining provisions of this Agreement; and, parties to this Agreement shall perform their obligations under this Agreement in accordance with the intent of the parties to this Agreement as expressed in the terms and provisions of this Agreement.

**I. *Third Party Beneficiaries.*** Except as otherwise provided herein, nothing in this Agreement, expressed or implied, is intended to confer upon any person, other than the parties hereto, any benefits, rights or remedies under or by reason of this Agreement.

**J. *Mediation.*** Any controversy, claim or dispute arising out of or relating to this contract, shall be settled through mediation by the parties. The parties agree to use a mutually agreed upon mediator, or a person appointed by a court of competent jurisdiction, for mediation as described in Section 154.023 of the Texas Civil Practice and Remedies Code. Unless both parties are satisfied with the result of mediation, the mediation will not constitute a final and binding resolution of the dispute. All communications within the scope of the mediation shall remain confidential as described in Section 154.023 of the Texas Civil Practice and Remedies Code unless both parties agree, in writing, to waive the confidentiality. Notwithstanding the foregoing, the parties intend to fully comply with the Texas Open Meetings Act and the Texas Public Information Act whenever applicable. The term "confidential" as used in this Agreement has the same meaning as defined and construed under the Texas Public Information Act and the Texas Open Meetings Act.

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF JANUARY, 2012.

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Terry Orr  
Mayor  
City of Bastrop  
Bastrop, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF JANUARY, 2012.

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Ronnie McDonald  
County Judge  
Bastrop County, Texas

WITNESS BY MY HAND THIS THE \_\_\_\_\_ DAY OF JANUARY, 2012.

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Nora Cano  
Elections Administrator  
Bastrop County, Texas

**EXHIBIT “A”****EARLY VOTING DATES, TIMES, AND LOCATIONS**Time Period

Wednesday, February 15, 2012 through Tuesday, February 28, 2012 \*\*

\*\*NOTE: There will be no Early Voting on Monday, February 20, 2012 as it is a Federal Holiday.

Main location:

Bastrop County Annex Building, 804 Pecan Street, Bastrop, TX 78602

Hours:

8:00 a.m. – 5:00 p.m. Monday through Friday. Extended early voting hours shall be on Friday, February 24, 2012 and Tuesday, February 28, 2012 from 7:00 a.m. to 7:00 p.m.

Voting by Mail:

Nora Cano, Bastrop County Elections Administrator, 804 Pecan Street, Bastrop, TX 78602



**EXHIBIT “B”**

**CITY OF BASTROP ELECTION DAY POLLING LOCATION**

- 1. Bastrop – Precincts 1001, 1013, 1014 & a portion of 2016 which is within the boundaries of the Bastrop City limits**

Bastrop County Annex Building, 804 Pecan Street, Bastrop, TX 78602

**EXHIBIT "C"**  
**ESTIMATED COST OF MARCH 3, 2012 ELECTION**  
**CITY OF BASTROP**

|                                                                            |                   |
|----------------------------------------------------------------------------|-------------------|
| <b>Newspaper Publication Expenses</b>                                      | <b>\$1500.00</b>  |
| <b>Optical Ballots and Programming Expenses</b>                            | <b>\$1500.00</b>  |
| <b>Rental Fee for AutoMARK (voting equipment)</b>                          | <b>\$ 540.00</b>  |
| <b>Rental Fee for Vote Tabulator</b>                                       | <b>\$6450.00</b>  |
| <b>Early Voting Clerks, Election Judges &amp; Clerks, and Ballot Board</b> | <b>\$1200.00</b>  |
| <b>Election Staff Over-Time</b>                                            | <b>\$1500.00</b>  |
| <b>Misc. Expenses and Supplies</b>                                         | <b>\$ 200.00</b>  |
| <b>SUBTOTAL</b>                                                            | <b>\$12890.00</b> |
| <b>10% ADMINISTRATIVE FEE</b>                                              | <b>\$ 1289.00</b> |
| <b>TOTAL</b>                                                               | <b>\$14179.00</b> |

## CITY OF BASTROP

## AGENDA ITEM

**D.5****STANDARDIZED AGENDA RECOMMENDATION FORM**

CITY COUNCIL

DATE SUBMITTED: January 4, 2012

MEETING DATE: January 10, 2012

1. Agenda Item: **Consideration, discussion and possible action on adoption of a Resolution calling for and establishing procedure for a Special Election, Bastrop, Texas.**

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

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

**Council Member Bill Peterson resigned from City Council at the December 13, 2011 Council Meeting. The laws of the State of Texas and the City of Bastrop provide that a vacancy on the City Council must be filled by majority vote of the qualified voters at a Special Election held within 120 days after such vacancy.**

**Because of the 120 day timeline, various other State Election Law timelines, and the County Election Administrator's ability to meet required timelines, the only available date to conduct a Special Election is March 3, 2012.**

**As City Secretary, I am recommending adoption of the Resolution calling for a Special Election on March 3, 2012.**

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

5. Budgeted: \_\_\_\_\_Yes   XX  No

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

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

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

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

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

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

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

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

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

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

8. Staff Recommendation: \_\_\_\_\_

9. Advisory Board: \_\_\_\_\_Approved \_\_\_\_\_Disapproved \_\_\_\_\_None

10. Manager's Recommendation: \_\_\_\_\_Approved \_\_\_\_\_Disapproved \_\_\_\_\_None

11. Action Taken:

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**RESOLUTION NO. R-\_\_\_\_\_****A RESOLUTION CALLING FOR AND ESTABLISHING PROCEDURE FOR A  
SPECIAL ELECTION BASTROP, TEXAS**

WHEREAS, the laws of the State of Texas and the City of Bastrop, provide that a vacancy on the City's governing body must be filled by majority vote of the qualified voters at a special election called for such purpose within 120 days after such vacancy [Article XI, Section 1], Texas Constitution.

WHEREAS, the laws of the State of Texas further provide that the Election Code of the State of Texas is applicable to said election, and in order to comply with said Code, a resolution should be passed establishing the procedure to be followed in said election, and designating the voting places for said election.

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

That a special election will be held on March 3, 2012 for the purpose of filling a vacancy of the unexpired "transitional term" of Council Member at Large, Place 1.

That all candidates, for the election to be held on the first Saturday in March 2012 for the above mentioned City office, shall file their application to become candidates with the City Secretary of the City of Bastrop, City Hall, 1311 Chestnut Street, Bastrop, Texas 78602 on or before 5:00 P.M. on February 1, 2012, the thirty-first (31<sup>st</sup>) day before the election, and that all of said applications shall be on a form as prescribed by Section 141.031 of the Election Code of the State of Texas.

The order in which the names of the candidates are to be printed on the ballot shall be determined by a drawing by the Bastrop County Elections Administrator as provided by Section 52.094 of the Election Code.

This City has four (4) election precincts and said election shall be held at the following location:

- 1. For Election Precincts 1001, 1013, 1014 & a portion of 2016, (including all of the area within the boundaries of the Bastrop City limits) the election polling place shall be at the Bastrop County Annex Building, 804 Pecan Street, Bastrop, Texas.**

The County Elections Administrator is hereby authorized and instructed to provide and furnish all necessary election supplies to conduct said election. Voting at such election shall be upon paper ballots prepared in conformity to the Texas Election Code.

Section 61.012 of the Texas Election Code requires that the Bastrop City Council must provide at least one accessible voting system in each polling place used in a Texas election on or after January 1, 2006. This system must comply with state and federal laws setting the requirements for voting systems that permit voters with physical disabilities to cast a secret ballot.

The Office of the Texas Secretary of State has certified that the ES&S's AutoMARK Voter Assist Terminal version 1.0 is an accessible voting system that may legally be used in Texas elections.

Sections 123.032 and 123.035 of the Texas Election Code authorize the acquisition of voting systems by local political subdivisions and further mandate certain minimum requirements for contracts relating to the acquisition of voting of such voting systems.

As chief elections officer of the Bastrop City Council, the Bastrop County Elections Administrator shall provide at least one ES&S AutoMARK Voter Assist Terminal version 1.0 in each polling place in every polling location used to conduct any election ordered on or after January 1, 2006.

The election officers (Presiding Judges and Alternate Judges) for said election will be appointed by the Bastrop City Council at a later date for Election Precincts 1001, 1012, 1014 and 2016. The clerks for the election will be appointed by the Presiding Judge, in a number not to exceed three (3) clerks.

The polls at the above designated polling place shall on said Election Day be open from 7:00 A.M. to 7:00 P.M.

Nora Cano is hereby appointed Clerk for Early Voting. The Main Early Voting location for the above designated election shall be at the Bastrop County Annex Building, 804 Pecan Street, Bastrop, Texas, and said place shall conduct voting on the following dates and times:

|                      |                       |
|----------------------|-----------------------|
| February 15-17, 2012 | 8:00 a.m. – 5:00 p.m. |
| February 21-23, 2012 | 8:00 a.m. – 5:00 p.m. |
| February 24, 2012    | 7:00 a.m. – 5:00 p.m. |
| February 27, 2012    | 8:00 a.m. – 5:00 p.m. |
| February 28, 2012    | 7:00 a.m. – 7:00 p.m. |

Ballot applications and ballots voted by mail should be addressed to the Early Voting Clerk, Nora Cano, Bastrop County Elections Administrator, 804 Pecan Street, Bastrop, Texas 78602. Applications for ballots by mail must be received no later than the close of business on February 24, 2012, the eighth (8th) day before the election.

For Elections Precincts 1001, 1013, 1014 and a portion of 2016 a Presiding Judge of the Early voting Ballot Board will be appointed by the Bastrop City Council at a later date. In accordance with Section 87.0021 et seq. of the Texas Election Code said presiding judge shall appoint at least two (2) other members to the Board and shall process early voting results in accordance with said Texas Election Code.

The Presiding Judge will receive compensation at the rate of \$10.00 per hour. The Alternate Presiding Judge and Clerks will receive compensation at the rate of \$8.00 per hour.

Said election shall be held in accordance with the Election Code of this State and only resident qualified voters of said City shall be eligible to vote at said election.

The Mayor shall give notice of this election in accordance with the terms and provisions of Sections 4.004, 83.010, 85.004, and 85.007 of the Election Code, and all necessary orders and writs for said election shall be issued by the proper authority. Returns of said election shall be made to the City Council immediately after the closing of the polls.

It is further found and determined that in accordance with the order of this governing body, the City Secretary will post notice of the date, place and subject of this meeting on the bulletin board located at the City Hall, a place convenient and readily accessible to the general public, and said notice having been so posted and remaining posted continuously for at least seventy-two (72) hours preceding the scheduled time of said meeting.

A substantial copy of this Resolution shall serve as proper notice of the Special Election. Said notice, including a Spanish translation thereof, shall be posted not later than the twenty-first (21<sup>st</sup>) day before the election on the bulletin board used for posting notices of meetings of the City Council and shall be published at least once occurring before the 10<sup>th</sup> day before the date of the election in a newspaper of general circulation in the City of Bastrop, Texas.

SAVINGS CLAUSE: In the event that the Texas State Legislature enacts any laws or implements any provisions that alter the specifics set forth herein, concerning the Texas Election Code, State election schedules or dates, notice requirements or other elections matters that are pertinent to this March 3, 2012 election , then the City shall read this Resolution to incorporate such changes to make this Resolution fully compliant with State law, and as necessary, shall update information provided to the voters of the City of Bastrop, Texas, to ensure that the voters have access to complete, fully accurate, updated information concerning this election. In sum, the City shall ensure that this elections hall be held in accordance with existing and applicable State law.

**PASSED, APPROVED, AND ADOPTED this 10<sup>th</sup> day of January 2012.**

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Terry Orr, Mayor

**ATTEST:**

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Teresa Valdez, City Secretary