

**Bastrop City Council
May 10, 2016 at 6:30 pm**



In compliance with the requirements of Chapter 551 of the Texas Government Code, the public is hereby provided notice that it is possible that a quorum, or more, of the membership of the Bastrop Economic Development Corporation may be in attendance, to observe and/or participate in the above-referenced meeting of the Bastrop City Council.

Pursuant to the Texas Government Code, Chapter 551, the Bastrop City Council will hold a Regular Meeting on May 10, 2016, in the City Council Chambers located at 1311 Chestnut Street, Bastrop, Texas to consider the following matters:

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **INVOCATION**
4. **PRESENTATIONS**
 - A. Susan G. Komen Austin Ambassador Training – Eliza May
5. **PROCLAMATIONS**
 - A. National Police Week – Steve Adcock, Public Safety Director, Chief of Police
 - B. Motorcycle Safety Awareness Month
6. **CITIZEN COMMENTS**
7. **ANNOUNCEMENTS**
 - A. Update on Comprehensive Plan Steering Committee – Kay Garcia McAnally and Dock Jackson
 - B. Items Targeted for Future Meetings.
 June 7, 2016
 - Workshop – consideration of Bond Election and Charter change proposals
 Date to be determined
 - Vendor use policy for property immediately west of the Convention Center
 - Discussion of property at 921 Main Street

City Manager’s Informational Report for the May 10, 2016 City Council Meeting:

I. Meetings and Events Attended:

II. Update on City Projects and Issues:

- A. Discussion and Review of Water Usage for the period of April 1, 2016 through May 8 2016, 2016.
- B. Update on the Chestnut Fire Station Renovation Project.
- C. Review of the Rodeo Arena at Mayfest Park.

- D. Update on the Texas Department of Transportation “Tahitian Village Overpass Project.
- E. Update on the Texas Department of Transportation “S.H.71 – S.H. 95 Overpass Project.”
- F. Update on the DMO and the development of a RFQ.
- G. Update on the Bus Shelter Project.
- H. Update on the Comprehensive Plan
- I. Update on the “HUD Shelter Grant” Building.
- J. Discussion and Review Regarding the City Owned Lot Adjacent to the Convention Center.
- K. Review of the FY-2017 Budget Calendar
- L. Management/Administrative Activities

III. Other City Activities:

- A. City of Bastrop Convention Center Activities.
- B. The City of Bastrop Main Street Program.
- C. Planning Department – Inspection Report.
- D. Update on the YMCA Program

Inviting input from the City 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.

 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, Ch. 551 Govt. Code, Vernon’s TX Code, Annotated, the item below will be discussed in closed session.* 1. SECTION 551.071 – Consultations with Attorney related to legal matters

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

A.1	Consideration, discussion and possible action regarding approval of minutes from the special utility workshop meeting of September 15, 2015 regular Council Meeting of April 26, 2016.	A.1	1	<u>TAB PG REQUESTOR</u> City Secretary Ann Franklin
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- A.2
CONSIDERATION, DISCUSSION AND POSSIBLE ACTION APPROVING THE SECOND READING OF AN ORDINANCE AMENDING SECTION 1.15.035; "ETHICS ORDINANCE" IN THE CODE OF ORDINANCES OF THE CITY OF BASTROP; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE. (FROM THE APRIL 26TH MEETING ITEM D.3)
A.2
11
City Manager
Mike Talbot
- A.3
CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON THE SECOND READING OF A PROPOSED ORDINANCE BY THE CITY COUNCIL OF THE CITY OF BASTROP TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2016 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE. (FROM THE APRIL 26TH MEETING ITEM D.5)
A.3
17
Chief Financial Officer,
Tracy Waldron
- A.4
Approval of the statutory denial for a period of 180 days from the date of Council action on a request for the Replat of Lots 21 and 22B of Suburbia Estates being a +/- 3.500 acres out of the Nancy Blakey Survey Abstract No. 98 within the City of Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).
A.4
41
Director of Planning and Development, Melissa McCullum
- A.5
Approval of the Final Plat of Magnolia Gardens being +/-0.467 acres within Farm Lot 8, East of Main Street, also known at 704 Magnolia Street, located northwest of the intersection of Magnolia and Water Street within the city limits
A.5
43
Director of Planning and Development, Melissa McCullum
- A.6
Approval of Bastrop Marketing Corporation's request for reimbursement of funds for March 2016 in accordance with the agreement to be spent on advertising and marketing the City of Bastrop area.
A.6
47
Chief Financial Officer,
Tracy Waldron
- A.7
Consideration, discussion and possible action on acceptance of the unaudited Monthly Financial Reports for the period ending March 31, 2016.
A.7
50
Chief Financial Officer,
Tracy Waldron

- A.8 Consideration, discussion and possible action acknowledgment of the Bastrop Market Corporation Quarterly Report. A.8 76 City Manager, Mike Talbot

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

- B.1 **PUBLIC HEARING: For a request that the Council grant two (2) Variances to the Fairview Cemetery Ordinance; (1) 2009-31, Sec. 15.16.f. stating that “Mausoleum and Crypts are not permitted in the Fairview Cemetery” and (2) Sec. 15.16.e. concerning maximum height of markers stating that “Height restrictions. Monuments, markers, memorials, or tombstones in the Fairview Cemetery shall be four (4) feet in height or less, unless approved by the City Manager. The two (2) variances requested ask the Council to allow: (1) construction and placement of an ‘above-ground mausoleum structure (which will containing human remains) in the Fairview Cemetery, (2) at a total height of 7’2”, which exceeds the height allowed by City Code by three feet and 2 inches.** B.1 105 Chief Financial Officer, Tracy Waldron

C. OLD BUSINESS - NONE

D. NEW BUSINESS

- D.1 Consideration, discussion and possible action on a presentation by Mr. Michael Jokovich Area Vice President and General Manager of the Hyatt Regency Lost Pines Resort & spa regarding the creation of a Destination Marketing Organization as it relates to the Bastrop Marketing Corporation and the implications as it relates to the Hotel/Motel Tax. D.1 113 City Manager, Mike Talbot
- D.2 Consideration, discussion and possible action on the donation of a 1.7 acre tract for a pocket park. D.2 .114 Council Member Jackson

- D.3 Consideration, discussion and possible action on a request that the Council grant two (2) Variances to the Fairview Cemetery Ordinance; (1) 2009-31, Sec. 15.16.f. stating that “Mausoleum and Crypts are not permitted in the Fairview Cemetery” and (2) Sec. 15.16.e. concerning maximum height of markers stating that “Height restrictions. Monuments, markers, memorials, or tombstones in the Fairview Cemetery shall be four (4) feet in height or less, unless approved by the City Manager. The two (2) variances requested ask the Council to allow: (1) construction and placement of an ‘above-ground mausoleum structure (which will containing human remains) in the Fairview Cemetery, (2) at a total height of 7’2”, which exceeds the height allowed by City Code by three feet and 2 inches.**
- D.3 118** Chief Financial Officer, Tracy Waldron
- D.4 Consideration, discussion and possible action on the adoption of a resolution giving permission to the Bastrop Fire Department to apply for a grant from FEMA for three (3) full-time firefighters.**
- D.4 123** Public Safety Director/Chief of Police Steve Adcock

E. EXECUTIVE SESSION

E1. The Bastrop City Council will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, *et seq.*, to discuss the following:

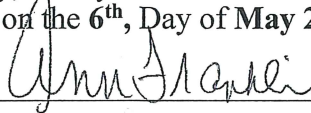
1. **SECTION 551.071(1)(A)(B) & SECTION 551.071(2)** – Consultation with Attorney concerning: (1) potential, pending, threatened, and/or contemplated litigation, claims, and/or settlement/mediation, including (*but not limited to*) the following: municipal water supply, pending and/or potential code enforcement, litigation related to subdivision development, and/or (2) matter upon which the Attorney(s) have a duty and/or responsibility pursuant to the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas to report to the governmental body, concerning these matters, and/or any other matters posted on the agenda.
2. **SECTION 551.072** – Deliberation regarding real property: Regarding the purchase, exchange, lease, disposition, negotiations or value of real property.
3. **Section 551.087** – To discuss, evaluate or deliberate regarding commercial, financial, business or other information that the City has received related to economic development opportunities or prospects in or near the territory of the City, and/or to deliberate the potential offer of economic incentives to a business prospect, as note herein.
4. **SECTION 551.086** – To discuss Certain Public Power Utilities: Competitive Matters – Bastrop Power & Light Budget, and/or related electric public power utility information and matters.

E2. The Bastrop City Council will reconvene into open (public) session to discuss, consider and/or take any actions necessary related to the executive session(s) items noted herein, or regular agenda items, noted above, and/or related agenda items.

E. ADJOURNMENT

CERTIFICATION

I, Ann Franklin, City Secretary, certify that this notice of meeting was posted at the Bastrop City Hall on the 6th, Day of May 2016 at 5:00 pm



NOTICE OF ASSISTANCE AT PUBLIC MEETINGS; THE CITY OF BASTROP IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. BASTROP CITY HALL COUNCIL CHAMBERS ARE WHEELCHAIR ACCESSIBLE AND SPECIAL MARKED PARKING IS AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND A MEETING AND WHO MAY NEED ASSISTANCE ARE ENCOURAGED TO CONTACT THE CITY SECRETARY AT 512-332-8800. PLEASE PROVIDE A FORTY-EIGHT (48) HOUR NOTICE. Confirmed by **KR**

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: May 4, 2016

MEETING DATE: May 10, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION REGARDING APPROVAL OF MINUTES FROM THE SPECIAL UTILITY WORKSHOP MEETING OF SEPTEMBER 15, 2015 REGULAR COUNCIL MEETING OF APRIL 26, 2016.**

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

3. Nature of Request: (Brief Overview) Attachments: Yes X No
This is to receive approval of accuracy from Council for the minutes recorded during March 8, 2016 Council Meeting.

4. Policy Implication: _____

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

6. Alternate Option/Costs: _____

7. Routing:	<u>NAME/TITLE</u>	<u>INITIAL</u>	<u>DATE</u>	<u>CONCURRENCE</u>
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

8. Staff Recommendation:

9. Advisory Board: Approved Disapproved None

10. Manager's Recommendation: Approved Disapproved None

11. Motion Requested: **Approval of the September 15, 2016 and April 26, 2016 Council Minutes.**

**MINUTES OF REGULAR COUNCIL MEETING
BASTROP CITY COUNCIL
APRIL 26, 2016**

The Bastrop City Council met in a Regular Meeting on Tuesday, April 12, 2016 at 6:30 p.m. at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Ken Kesselus, Mayor Pro Tem DeLaRosa, and Council Members, Dock Jackson, Kelly Gilleland, and Gary Schiff. Kay Garcia McAnally arrived at 7:10 p.m.

CALL TO ORDER

At 6:33 p.m. Mayor Kesselus called the Meeting to order with a Quorum being present.

PLEDGE OF ALLEGIANCE

Shawn Kirkpatrick led the Pledge of Allegiance and to the Texas Flag.

INVOCATION

Mayor Pro Tem DeLaRosa gave the Invocation.

PRESENTATIONS

**A. Update on Bastrop Economic Development Corp. and Youth Career Day–
Executive Director Shawn Kirkpatrick**

Shawn Kirkpatrick introduced Jean Riemenschneider. Ms. Riemenschneider gave the presentation on the Bastrop Youth Career Day. The Youth Career Day will take place on May 18, 2016 from 9:00 a.m. to Noon and there will be an adult job fair in October of 2016.

B. Presentation by Main Street Board regarding a future DMO

Bill Ennis presented the Main Street Board's recommendation for the DMO.

PROCLAMATIONS – NONE

CITIZEN COMMENTS

Kevin Woehl – Spoke in opposition of the re-subdivision at 709 Hill Street. Mr. Woehl stated that the elected officials should uphold the voices of the constituents.

ANNOUNCEMENTS

A. Update on Comprehensive Plan Steering Committee – Kay Garcia McAnally and Dock Jackson

Director of Planning and Zoning Department, Melissa McCollum stated:

- Chapters 1-4 are currently available on the web.
- The public may enter their email address on the web in order to receive notices regarding the Comprehensive Plan.
- The public is able to leave comments on the web.

B. Items Targeted for Future Meetings.

May 17, 2016

Canvassing of the May 7, 2016 election results and ceremony to celebrate the contributions of the 2015-2016 Council and welcoming the new Council as it organizes for a new year.

D. NEW BUSINESS**D.8 Consideration, discussion and possible action regarding the future use and/or the disposition of the City owned lot at 921 Main Street.**

The discussion was held on the future use and/or the disposition of the City owned lot at 921 Main Street.

SPEAKERS

Dan Hays-Clark, Co-Chair of Design Committee for Main Street – Presented a committee proposal for a Central Plaza at 921 Main Street.

Debbie Moore – Stated that:

- Studies show that if there is a respite in the downtown area people tend to stay longer.
- There is a substantial interest in keeping this property as a gathering space.
- She hopes that before a decision is made there will be time for citizen and downtown business owner input.

Richard Smarzik – Stated that the property needs a roof whether it is sold or not.

REQUEST

- A list of problems with the property at 921 Main Street.

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

A.1 Consideration, discussion and possible action regarding approval of minutes from regular council meetings of April 12, 2016 and special called meeting of April 19, 2016.

A.2 Consideration, discussion and possible action on acceptance of the Quarterly Investment Report for the period ending in March 31, 2016.

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

B. PUBLIC HEARINGS, ORDINANCES, & OTHER ITEMS ELIGIBLE FOR CONSIDERATION AND/OR ACTION - NONE**C. OLD BUSINESS**

C.1 Consideration, discussion and possible action for the second reading of an ordinance of the City of Bastrop, Texas adopting a water conservation plan in accord with Texas Commission On Environmental Quality And Texas Water Development Board regulations; providing severability and an effective date. (From the April 12TH meeting Item D.4)

Council Member Gilleland made the motion to approve the second reading of the ordinance adopting a water conservation plan, seconded by Mayor Pro Tem DeLaRosa. The motion was approved on a vote of 5-0.

- C.2 **Public hearing: Consideration, discussion and possible action on a Variance to the subdivision ordinance, Section 5.50.1 B Corner lots shall be not less than 25% greater than interior lots and Section 5.50.1 C Corner lots shall have a minimum width not less than 20% greater than the minimum required by zoning classification but in no case shall corner lots have a width of less than 75 feet. The proposed Magnolia Gardens is +/-0.467 acres within Farm Lot 8, East of Main Street, also known as 704 Magnolia Street, being the northwest of the intersection of Magnolia and Water Street with the city limits. (From the April 12TH meeting Item B.2)**

Council Member Schiff made the motion to approve the variance to the subdivision ordinance, section 5.50.1 B, seconded by Council Member McAnally. The motion was approved on a vote of 5-0.

REQUEST

- City Manager to look at the idea of moving the Form Base Code to the north side of town and working it into the budget.

D. NEW BUSINESS CONTINUED

- D.2 **Consideration, discussion and possible action on the adoption of a resolution establishing the City of Bastrop agrees to provide full-time employment to the firefighters that are grant funded by the assistance to firefighters grant program at the conclusion of the grant period.**

This item was postponed to May 10, 2016.

- D.3 **Consideration, discussion and possible action approving the first reading of an ordinance amending Section 1.15.035; "Ethics Ordinance" in the Code of Ordinances of the City of Bastrop; providing a severability clause; and providing an effective date.**

Council Member Schiff made the motion to approve the first reading of the ordinance amending section 1.15.035 in the Code of Ordinances of the City of Bastrop, seconded by Council Member McAnally. The motion was approved on a vote of 5-0.

- D.4 **Consideration, discussion and possible action regarding potential charter amendments to the City of Bastrop's City Charter.**

Mayor Pro Tem DeLaRosa made the motion to instruct the City Manager to work with the City Attorney to draft language for the Charter amendment regarding the citizen's vote will be required to sell water and/or electric utilities, seconded by Council Member Gilleland. The second was later withdrawn by Council Member Gilleland, who made the second. Council Member Schiff seconded the motion. The motion passed on a vote of 5-0.

Mayor Kesselus recessed the Council Meeting at 8:20 p.m.

Mayor Kesselus called the Council Meeting back to order at 8:28 p.m.

- D.4 **CONTINUED**

Council Member Gilleland made the motion to include in the charter amendment language that would accomplish not allowing Council Members to be a voting member on any board/committee/commission that they serve on, seconded by Council Member McAnally. This motion was later withdrawn by the maker of the motion.

SPEAKERS

Herb Goldsmith – Stated

- BEDC has an Adhoc Committee looking at the bylaws. The bylaws will decide how many council members are on the commission and their voting position.
- There was a warning that if amending the charter is looked at once it becomes more involved there will need to be a charter review. There should be a transparent charter review.

Richard Smartzik – Asked if the citizenry can't serve on more than one board (according to what is found by the City Attorney.) why would this not apply to the Council? (The City Manager stated that the prohibition of citizens not being allowed to serve on more than one board is not in the Code.)

Council decided to schedule a workshop to have the City Manager and the Chairman and Director of the BEDC speak to Council as well as allowing the citizens to weigh in on the charter amendment items.

- D.5 **Consideration, discussion and possible action on the first reading of a proposed ordinance by the City Council of the City of Bastrop Texas, amending the budget for the Fiscal Year 2016 in accordance with existing statutory requirements; appropriating the various amounts herein; repealing all prior ordinances and actions in conflict herewith; and providing for an effective date.**

Council Member Jackson made the motion to approve the first reading of the ordinance amending the budget for the FY 2016, seconded by Council Member Schiff. The motion was approved on a 5-0 vote.

- D.6 **Consideration, discussion and possible action regarding potential “Capital Improvements Projects” currently under review the City Council.**

The discussion was held and Council agreed to set a joint workshop meeting for June 7, 2016 to discuss the charter and bond issues.

- D.7 **Consideration, discussion and possible action on authorizing the City Manager to construct an eight-inch [8”] water main, commencing from Old Austin Highway down Hasler Shore Road to Bob Byrant Park and connecting into the ground storage tanks located in BOB Byrant Park.**

Mayor Pro Tem DeLaRosa made the motion to authorize the City Manager to construct an eight-inch water main, seconded by Council Member Jackson. The motion was approved on a 7-0 vote.

- D.1. **Appointment by Mayor, subject to confirmation by City Council of William (Bill) Ennis to Place 7 on the Bastrop Arts in Public Places.**

Mayor Pro Tem DeLaRosa made the motion to appoint William (Bill) Ennis to Place 7 on the Bastrop Arts in Public Places board, seconded by Council Member Schiff. The motion was approved on a vote of 5-0.

E. EXECUTIVE SESSION

E1. The Bastrop City Council met at 9:10 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter 551, *et seq*, to discuss the following:

1. **SECTION 551.071(1)(A) & SECTION 551.071(2)** – Consultation with Attorney concerning: (1) potential, pending, threatened, and/or contemplated litigation, claims, and/or settlement/mediation, including (*but not limited to*) *the following*: municipal water supply, pending and potential code enforcement, , appeal of denials of requests for variance(s) from zoning code and Zoning Board of Adjustment actions/orders, litigation related to subdivision development, City statutory compliance issues, and/or (2) matter upon which the Attorney(s) have a duty and/or responsibility to report to the governmental body, concerning these matters, and/or any other matters posted on the agenda.
2. **SECTION 551.072** – Deliberation regarding real property: Regarding the purchase, exchange, lease, disposition, or value of real property
3. **Section 551.087** – To discuss, evaluate or deliberate regarding commercial, financial, business or other information that the City has received related to economic development opportunities or prospects in or near the territory of the City.
4. **SECTION 551.086** – To discuss Certain Public Power Utilities: Competitive Matters – Bastrop Power and Light Budget, and/or related electric public power utility information and matters.

This item was not discussed.

Council Member McAnally left the Executive Session meeting at 9:30 p.m. due to personal matters.

The Bastrop City Council reconvened at 9:45 p.m. 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.

ACTION

City Manager Talbot stated that Council discussed items 1 through 3 and no further action was required.

ADJOURNMENT

Council Member Jackson made the motion to adjourn the meeting at 9:49 p.m., seconded by Mayor Pro Tem DeLaRosa. The motion was approved on a 4-0 vote. Council Member McAnally was off the dais.

APPROVED:

ATTEST:

Mayor Ken Kesselus

City Secretary Ann Franklin

**MINUTES OF SPECIAL UTILITY/WORKSHOP MEETING
BASTROP CITY COUNCIL
SEPTEMBER 15, 2015**

The Bastrop City Council met in a Regular Meeting on Tuesday, September 15, 2015 at 6:00 PM at the Bastrop City Hall Council Chambers, located at 1311 Chestnut Street, Bastrop, Texas. Members present were Mayor Ken Kesselus, Council Members, Kelly Gilleland, Willie DeLaRosa, Kay Garcia McAnally, and Gary Schiff.

I. CALL TO ORDER

Mayor Kesselus called the Meeting to order with a Quorum being present at 6:02 p.m.

Mayor Kesselus recessed the Special Utility Meeting to go into executive session at 6:03 p.m.

The Bastrop City Council met at 6:04 p.m. in a closed/executive session pursuant to the Texas Government Code, Chapter §551, *et seq.*, to discuss the following:

- A. SECTION(S) 551.071(1) (A) and 551.071 (2) - Consultation(s) with Attorney: (1) Threatened, pending and/or contemplated litigation, and (2) Matters upon which the attorney has a duty and/or responsibility to report to the governmental body.

At 6:30 p.m. the Bastrop City Council reconvened into open session to discuss, consider and/or take any actions necessary related to the executive session noted herein, or regular agenda items, notes above, and/or related items.

No Action Taken

II. Mayor Kesselus recessed the Special Utility Meeting and convened the Special Training Workshop Session at 6:32 p.m. to consider the following:

- A. **Presentation, review, and discussion providing the City Council with requested periodic update and training, related to the City's Code of Ethics, State Conflict of Interest Laws, Council Members Activities and Roles, and Council Member's Duties to the Citizens of the Community of Bastrop, etc. (J.C. Brown, City Attorney)**
Jo-Christy Brown, City Attorney presented the City of Bastrop Ethics Training.

Mayor Kesselus adjourned the Special Training Workshop Session at 7:30 p.m. and reconvened into the Special Utility Meeting and/or take any actions necessary related to the Special Training Workshop Session, if any.

III. Mayor Kesselus recessed the Special Utility Meeting and convened into Utility Workshop Session to consider the following:

- A. **Review and Discussion of any and all matters related to the City of Bastrop Utilities, including but not limited to:**
- a) **Review and discussion regarding the 2nd Quarter Utilities operational report.**
City Manager Talbot presented the overall report regarding the 2nd Quarter Utilities Operational report.

Questions:

- Q Does City Employees work on live hotlines or does the City hire a contractor?
A The department does the work.
- Q Are bills being paid on line?
A One third of the bills are paid by customers coming in to the office.

b) Review and discussion regarding expansion of the waste water treatment plant and related waste water issues.

Presentation on the west of the river wastewater study update was made by Gene Kruppa and Chad Emmel of BEFCO Engineering Inc.

c) Update on the AMI system.

Presentation on the AMI system was presented by the Chief Financial Officer.

- Completely changed out.
- Four refused the AMI meter. (Read manually same day as electronic.)
- Being mindful not to add too many days to a bill as the system is brought in.
- Reports - Using system proactively.
- Able to give down to the date and hour of meter reading.

d) Review of the critical needs list.

City Manager added to the critical needs list information regarding the west side growing faster than the east side but that the water system infrastructure component are all on the east side and it is up to the east side to keep the west side's water flowing and supplied. There is a well on the west side but it is not of efficient size to meet all of the water needs of the west side. There is only one water transmission main feeding from the east to the west side. The elevated tank that sits on the land that was purchased by the City of Bastrop which was a residual from the State Highway 20 overpass. Because of the demand it is anticipated that in the next two years the lineup, build the elevated tank put another main on 71, from 95 to 71 and create a circular system.

e) Discussion of spending a portion of BP&L fund balance.

No discussion was held on this item.

f) Street Lights: Street lights in the North area of the City and a policy for the City regarding street lights.

The City Manager presented a map that showed there was a total of 854 street lights inside the service area of which from Mesquite to Chestnut Streets there are 438 street lights.

Direction was given to the City Manager to have the police officers when out at night patrolling the north area report back to the police chief what areas do not have adequate street lighting and which areas do.

g) Discussion regarding the Good Neighbor Program.

The City Manager reported that the Finance Department has put everything in place but the Council has not selected a service agent as of yet.

Council Member McAnally would like to have the name changed from "Good Neighbor Fund" to "Urgent Need Fund" or something similar.

Direction was given to the City Manager to speak to the director and get a recommendation.

- IV. The Bastrop City Council adjourned the Utility Workshop Session and reconvened back into Special Utility Meeting at 8:55 p.m. No action was necessary related to the Special Utility Workshop noted herein.
- V. The Bastrop City Council did not meet in a **CLOSED/EXECUTIVE SESSION** pursuant to the Texas Government Code, Chapter §551, *et seq*, to discuss the following:
 - B. SECTION(S) **551.071(1) (A)** and **551.071 (2)** - Consultation(s) with Attorney: (1) Threatened, pending and/or contemplated litigation, and (2) Matters upon which the attorney has a duty and/or responsibility to report to the governmental body.
Withdrawn from agenda.
 - C. SECTION **551.086**- Certain Public Utilities: Competitive Matters
Withdrawn from agenda.

ADJOURNMENT

At 8:56 p.m., Mayor Pro Tem DeLaRosa made the motion to adjourn, Council Member Gilleland seconded the motion which passed on a 5-0 vote.

APPROVED:

ATTEST:

Mayor Ken Kesselus

City Secretary Ann Franklin

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: May 4, 2016

MEETING DATE: May 10, 2016

1. Agenda Item: CONSIDERATION, DISCUSSION AND POSSIBLE ACTION APPROVING THE FIRST READING OF AN ORDINANCE AMENDING SECTION 1.15.035; "ETHICS ORDINANCE" IN THE CODE OF ORDINANCES OF THE CITY OF BASTROP; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

2. Party Making Request: Michael H. 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:	<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: X Approved _____ Disapproved _____ None

11. Proposed Motion: _____

ORDINANCE NO. 2016-10

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP, TEXAS, AMENDING SECTION 1.15.035; "ETHICS ORDINANCE" IN THE CODE OF ORDINANCES OF THE CITY OF BASTROP; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on or about January 10, 2012, the City Council of the City of Bastrop, Texas adopted a Code of Ethics, for officials and employees of the City of Bastrop, and

WHEREAS, on or about March 2012, in compliance with Section 1.15.501, entitled "Creation of Ethics Commission," the City Council appointed the Honorable Chris Duggan, the Reverend Lisa Hines, and Corporal Wuthipong Tantaksinanukij, to serve as the three members of the Ethics Commission, and

WHEREAS, on or about July 29, 2013, the Ethics Commissioners met to evaluate and consider a potential amendment to the Ethics Code, related to Section 1.15.035, et seq. and has, after careful study and review, recommended to the Council the clarifying changes to the Ethics Code noted herein below. and

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

Part 1: That Section 1.15.035, entitled "Representation of private interests" is hereby amended to read as follows:

Sec. 1.15.035 "Representation ~~before a member's own commission, board, task force, or before the City Council.~~

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(a) Representation by a ~~currently~~ serving member of a board, body, commission or task force. ~~A city official or employee who is currently a member of a board, body, commission, or task force shall not appear before or represent any person, group, or entity to communicate views either contrary to or supporting a decision reached or a recommendation made by the member's own board, commission or task force;~~

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(1) Before the member's own board, body, commission or task force; or

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(2) Before city staff having responsibility for making recommendations to, or taking any action on behalf of, the member's own, board, body, commission, or task force; or

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(3) Before the City Council, or other board, body, commission, or task force which has appellate jurisdiction and/or final decision making authority over decisions and recommendations made by the member's own board, body, commission, or task force.

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Deleted: of which the city official or employee is a member.

(4) Exception: The appellate body may, if it desires, seek clarification of an advisory body's recommendation by asking the Chair of the advisory body to attend a meeting held by the appellant body, to present information concerning the advisory body's evaluation, decision making process, recommendation and/or vote. If the Chair of the advisory body voted in the minority on the item in question, then the Chair should appoint another member of the advisory body (who was not in the minority) to present the advisory body's evaluation, decision making process, recommendation and/or vote to the appellant body.

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(b) Representation before the City Council, boards, bodies, commissions or task forces.

(1) 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, concerning matters upon which the member has direct standing, before the city council, its boards, bodies, commissions, or task forces. To represent him/herself, his/her spouse or minor children before the City Council, boards, bodies, commissions and task forces, the city official or employee must demonstrate personal, direct standing on the issue at hand. For purposes of this rule, 'standing' shall mean that the individual is able to prove personal injury/interest that is directly affected by the relevant action of the City Council, boards, bodies, commissions or task forces.

(2) Client representation exception for board members. The general rule stated in subsection (b)(1) does not apply, however, to a city official or employee who is representing others, as clients, before the City Council, boards, bodies, commissions or task forces, when such a person is classified as a 'city official' only because he or she is an appointed member of a board, body, commission, or task force. Accordingly, currently serving city officials and employees may represent clients before the City Council, boards, bodies, commissions or task forces, on matters that are not related to their own service on such boards.

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(3) 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:

(A) Assert the prestige of the city official's or employee's city position for the purpose of advancing private interests; or

(B) 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.

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(c) Representation in litigation adverse to the city.

(1) 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.

Part 2: All other provisions of the Bastrop Code of Ethics shall remain in full force and effect.

Part 3: 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 4: If any provision of this ordinance or application thereof to any person or circumstance is held invalid, such invalidity shall not affect the other provisions, or application thereof, of this ordinance which can be given effect without the invalid provision or application, and to this end the provisions of this ordinance are hereby declared to be severable.

Part 5: The Mayor is hereby authorized to sign this ordinance and the City Secretary to attest. This ordinance shall become effective immediately.

PASSED AND APPROVED ON FIRST READING ON THIS 26th DAY OF April, 2016.

PASSED AND ADOPTED ON SECOND READING ON THE 10th DAY OF May,
2016.

APPROVED:

ATTEST:

Mayor Ken Kesselus

Ann Franklin, City Secretary

APPROVED AS TO FORM:

Jo-Christy Brown

City Attorney

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11.21.13 TC, W-EL Yes both on for 26th
MT - Yes -

Jo-Christy Brown

From: Jo-Christy Brown
Sent: Thursday, November 21, 2013 11:44 AM
To: eleper@cityofbarton.org; Mike Talbot
Cc:
Subject: Draft Amendment #1 Representation before a members board and/or the Council 11.21.13.docx and Draft Amendment #2 regarding changing quorum 11.21.13.docx
Attachments: Draft Amendment #2 regarding changing quorum 11.21.13.docx
Follow Up Flag: Follow up
Flag Status: Flagged

Elizabeth -- Redo of earlier message... Here is the other Ordinance that I discussed with you on the phone that (urgently) needs to go on the upcoming Agenda along with the one I sent just now.

(In addition to Draft Amendment #2, there is Draft Amendment #1 .. which it seems didn't get done after Teresa left.)

So, there are two that need to go on the agenda for the 26th from the Ethic's Commission. Both are attached.

Please put the attached two ordinances on the Council's agenda for Tuesday under "New Business". You may list me as the 'requestor/presenter'

(One is a bit overdue and the other is needed now as well...but I'll go over any questions the Council has on these.)

I know it is late... but, please get try to get these on this agenda.....

If that is not possible (and it may not be.....), then, please post both these for the next meeting...again, under "new business". (If the agenda is too full, talk to Mike and get them on ASAP.)

I'll call you to discuss...this is urgent and both need to get to Council

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: MAY 3, 2016
MEETING DATE: MAY 10, 2016

1. Agenda Item: **APPROVAL OF THE SECOND READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2016 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

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

4. Policy Implication:
These budget amendments increase the budget appropriations for Fiscal Year 2016. See attached memo.

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

6. Alternate Option/Costs: _____

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

8. Staff Recommendation: Staff recommends approval of the second reading of the Ordinance

9. Advisory Board: _____ Approved _____ Disapproved _____ None

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

11. Motion Requested: Motion to approve the SECOND READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BASTROP TEXAS, AMENDING THE BUDGET FOR THE FISCAL YEAR 2016 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS.

ORDINANCE NO. 2016-11

AN ORDINANCE AMENDING THE BUDGET FOR THE FISCAL YEAR 2016 IN ACCORDANCE WITH EXISTING STATUTORY REQUIREMENTS; APPROPRIATING THE VARIOUS AMOUNTS HEREIN; REPEALING ALL PRIOR ORDINANCES AND ACTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Manager of the City of Bastrop has submitted to the Mayor and Council proposed amendment(s) to the budget of the revenues and/or expenditures/expenses of conducting the affairs of said city and providing a complete financial plan for Fiscal Year 2016; and,

WHEREAS, the Mayor and Council have now provided for and conducted a public hearing on the budget as provided by law. Now, Therefore:

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

That the proposed budget amendments for the Fiscal Year 2016, as submitted to the City Council by the City Manager and which budget amendments are attached hereto as Exhibit "A" is hereby adopted and approved as the amended budget of said city for Fiscal Year 2016; and

Ordinance and prior actions in conflict herewith are hereby repealed; and

This Ordinance shall be and remain in full force and effect from and after its final passage and publication in accordance with existing statutory requirements.

READ and APPROVED on First Reading on the 26 day of April, 2016.

READ and ADOPTED on Second Reading on the 10 day of May, 2016.

APPROVED:

ATTEST:

Ken Kesselus, Mayor

Ann Franklin, City Secretary

Exhibit "A"

City of Bastrop
Memorandum

TO: Mayor & City Council Members
FROM: Tracy Waldron, Chief Financial Officer
SUBJECT: Ordinance Amending FY 2016 Budget
DATE: April 26, 2016

Recommendation:

To approve Ordinance Amending the Budget for unanticipated revenue and expenses incurred not included in the original budget approved by City Council.

Background:

The city charter requires that when the budget is amended that the amendment be by ordinance. The budget amendments do not increase the budget appropriations for Fiscal Year 2016. Funds included in these amendments are detailed below:

- General Fund includes:
 - Build-out of the remaining portion of the Police Department Facility with excess Fund Balance from FY2015 (see attached)
 - Purchase of EnerGov, a module of Tyler Technology that would improve efficiency in processing of Inspections, permits, construction reviews, code enforcement, and work orders. This will serve many departments.
 - Increase the budgeted amount for the Comprehensive plan-more of the expense for this plan fell within FY2016 and not enough was budgeted. The amount transferred from BP&L in FY2015 would have gone into Fund Balance at the end of the year
- Debt Service Fund includes: (this fund has excess fund balance which is over the Arbitrage recommendation of 1/12 of the total debt payments from the prior year)
 - Use excess Fund Balance to pay off the loan with First National Bank for Fire Truck purchased in 2014
 - Arbitrage consulting fee charged to Debt Service fund was not originally budgeted in FY2015
 - Reserve a budget amount to be used during the upcoming refunding transaction and/or pay off of callable bonds. Working with Dan Wegmiller to determine the best options for this reserve.

- Water/Wastewater Fund includes:
 - Transfer approximately 10% of excess fund balance available into the Vehicle & Equipment replacement fund
 - Budget for a portion of the Elevated Storage Tank HWY 20 to be paid for out of the excess fund balance available in this fund

- Impact Fund (#303) includes:
 - Budget available fund balance to be used on current water project allowable expenditures under the impact funds
 - Budget transfer of wastewater balance to offset bond payments in the Water/Wastewater fund

- Accelerated Fund (#304) includes:
 - Budget available fund balance to be used on current water projects that are allowable expenditures under the impact funds

- Impact Fund (#305) includes:
 - Budget available fund balance to be used on current W/WW projects that are allowable expenditures under the impact funds

- Bastrop Power & Light Fund includes:
 - Budget for projects out of the 5 year system study (provided by LCRA) out of the excess fund balance in this fund

- Hotel/Motel Fund includes:
 - Amend this funds budget to include the funds appropriated from FY2015 Council meeting (5/12/15) out of excess Tier III funds to the Bastrop Opera House for a roof replacement. This project was not completed in FY2015 and is being re-appropriated in FY2016

- 2010 CO includes:
 - Amend this funds budget to use the remaining fund balance on BP&L 5 year Capital Improvement plan

FY 2016
BUDGET AMENDMENTS
GENERAL FUND

Audited Fund Balance as of 9-30-15	5,418,094	
FY 2016 Budgeted Revenues	10,252,797	
FY 2016 Budgeted Appropriations	(11,966,627)	
2/2016 Budget Amendment (net)	(3,720)	
3/2016 Budget Amendment (net)	(625,000)	
4/2016 Budget Amendment (net)	(693,000)	
Ending Fund Balance	<u>2,382,544</u>	(25% reserve \$2,280,746)

	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
--	--------	--------	-------------	----------------

Matching Revenues to Expenditures:

Total Revenues 0

Matching Expenditures to Revenues:

Total Expenditures _____

Net Change

New Expenditures

Police/Municipal Court	Increase	(505,000)	Building Improvement-Remodeling	101-09-10-6050
Planning	Increase	(73,000)	Software and implementation	101-15-00-6000
Planning	Increase	(115,000)	Comprehensive Plan (carryover from FY2015)	101-15-00-5505
	Total Expenditures	<u>(693,000)</u>		
	Net Change	(693,000)		

FY 2016
BUDGET AMENDMENTS
DEBT SERVICE FUND

Audited Fund Balance as of 9-30-15	804,205
FY 2015 Budgeted Revenues	2,185,499
FY 2015 Budgeted Appropriations	(2,188,765)
3/2016 Budget Amendment	0
4/2016 Budget Amendment	<u>(619,390)</u>
Ending Fund Balance	<u>181,549</u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
New Expenditures:				
	Increase	(284,390)	Fire Truck loan	120-00-00-7000
	Increase	(10,000)	Professional Services	120-00-00-5505
	Increase	<u>(325,000)</u>	Fiscal Agency Fees	120-00-00-7999
	Total Expenditures	<u>(619,390)</u>		
	Net Change	<u>(619,390)</u>		

FY 2016
BUDGET AMENDMENTS
WATER/WASTEWATER FUND

Operating Fund Balance as of 9/30/15	4,289,809	
FY 2015 Budgeted Revenues	4,258,480	
FY 2015 Budgeted Appropriations	(4,315,474)	
3/2016 Budget Amendment (net)	(69,812)	
4/2016 Budget Amendment (net)	<u>(2,575,000)</u>	
	<u>(2,644,812)</u>	
Ending Fund Balance	<u>1,588,003</u>	(35% Required Reserve 1,510,415)

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
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Matching Revenues to Expenditures:

Matching Expenditures to Revenues:

New Expenditures

Increase	(275,000)	Transfer out - Vehicle replacement fund	202-35-10-8130
Increase	(2,300,000)	Elevated Storage Tank HWY 20	202-35-41-6320
Total Expenditures	<u>(2,575,000)</u>		
Net Change	(2,575,000)		

FY 2016
BUDGET AMENDMENTS
BP&L

Operating Fund Balance as of 9/30/15	4,547,332	
FY 2015 Budgeted Revenues	7,528,000	
FY 2015 Budgeted Appropriations	(7,851,474)	
03/2016 Budget Amendment	0	
	<u>(585,000)</u>	
	<u>(585,000)</u>	
Ending Fund Balance	<u>3,638,858</u>	(35% required reserves 2,748,016)

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
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Matching Revenues to Expenditures:

=====

Matching Expenditures to Revenues:

New Expenditures

Increase	(250,000)	Trans Out - Vehicle & Equipment Rplc Fund	404-60-00-8130
Increase	(335,000)	Capital Plan Improvements (2014-2019)	404-60-00-6501
Total Expenditures	<u>(585,000)</u>		
Net Change	(585,000)		

FY 2016
BUDGET AMENDMENTS
IMPACT FUND #303

Audited Fund Balance as of 9-30-15	373,652
FY 2016 Budgeted Revenues	90,500
FY 2016 Budgeted Appropriations	(50,000)
04/2016 Budget Amendment	<u>(414,152)</u>
Ending Fund Balance	<u><u>(0)</u></u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
New Revenues:				
	decrease	(45,000)	Water CIF	303-00-00-4199
	decrease	(45,000)	Wastewater CIF	303-00-00-4299
	decrease	(322)	Interest	303-00-00-4400
New Expenditures:				
	Increase	(102,146)	Water Membrane Filtration	303-00-00-6230
	Increase	<u>(221,684)</u>	Transfer Out-Water/Wastewater Fund	303-51-51-8002
Net Change		(414,152)		

FY 2016
BUDGET AMENDMENTS
ACCELERATED FUND #304

Audited Fund Balance as of 9-30-15	589,223
FY 2016 Budgeted Revenues	0
FY 2016 Budgeted Appropriations	(169,215)
04/2016 Budget Amendment	<u>(420,008)</u>
Ending Fund Balance	<u><u>0</u></u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
New Revenues:				
	Increase	2,000	Interest	304-00-00-4400
New Expenditures:				
	Increase	<u>(422,008)</u>	Elevated Storage Tank Hwy 20	304-00-00-6320
Net Change		(420,008)		

FY 2016
BUDGET AMENDMENTS
IMPACT FUND #305

Audited Fund Balance as of 9-30-15	464,944
FY 2016 Budgeted Revenues	90,750
FY 2016 Budgeted Appropriations	(90,000)
04/2016 Budget Amendment	<u>(465,694)</u>
Ending Fund Balance	<u>0</u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
New Revenues:				
	Increase	25,000	Water CIF	305-00-00-4199
	Increase	27,000	Wastewater CIF	305-00-00-4299
New Expenditures:				
	Increase	(291,317)	Elevated Storage Tank Hwy 20	305-50-50-6320
		<u>(226,377)</u>	Lift Station Rehab	305-51-51-6725
	Net Change	(465,694)		

FY 2016
BUDGET AMENDMENTS
VEHICLE & EQUIPMENT REPLACEMENT FUND

Audited Fund Balance as of 9-30-15	0
FY 2016 Budgeted Revenues	0
FY 2016 Budgeted Appropriations	0
03/2016 Budget Amendment	625,000
04/2016 Budget Amendment	<u>525,000</u>
Ending Fund Balance	<u><u>1,150,000</u></u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
New Revenues:				
	Increase	275,000	Transfer In- W/WW fund	
	Increase	250,000	Transfer in-BP&L	
New Expenditures:				
		<u>525,000</u>		
	Net Change	525,000		

FY 2016
BUDGET AMENDMENTS
HOTEL/MOTEL TAX FUND

Audited Fund Balance as of 9-30-15	2,015,833
FY 2016 Budgeted Revenues	2,801,500
FY 2016 Budgeted Appropriations	(2,517,706)
02/2016 Budget Amendments (net)	(93,000)
04/2016 Budget Amendments (net)	(68,000)
Ending Fund Balance	<u>2,138,627</u>

DEPARTMENT	BUDGET	AMOUNT	DESCRIPTION	ACCOUNT NUMBER
New Expenditures:				
	Increase	<u>(68,000)</u>	Bastrop Opera House	501-80-00-5566
	Total Expense	<u>(68,000)</u>		
	Net Change	(68,000)		

CERTIFICATE OF OBLIGATIONS – FY-15
CRITICAL NEEDS – Option VI

I. STREET RECONSTRUCTION:

<p>1. The reconstruction of MLK Street from Chestnut Street to College Street. [This project calls for MLK Street to be reconstructed as concrete street with sidewalks]</p> <p>➤ A portion of the wastewater main will need to be replaced as part of this project. The replacement of the waste water main was funded as part of the FY-14 C.O issue.</p>	<p>Projected Estimated Cost: \$2,000,000.00</p>
<p>2. The reconstruction of Water Street from Pine Street to College Street. [The reconstruction of this street will be an asphalt paved street.] A portion of the water main will needed to be replaced prior to reconstructing Water Street. The water main is part FY-15 Water & Wastewater Rehabilitation Program.</p>	<p>Projected Estimated Cost: \$250,000.00</p>
<p>3. Police Out Department Facility: This alternative project calls for the build-out of the remaining portion of the Police Department Facility to include a 911 "Call Center".</p> <p>1. Build out the remaining unfinished [3,900 sq. ft.] portion of the Police Department facility. \$230,000.00</p> <p>2. Equipment, components and related items to have A fully functioning "911-Dispatching Center". \$185,000.00</p> <p>3. Expansion of Parking Lot. \$30,000.00</p> <p>4. Secure Parking & Covered Parking for PD Vehicles. \$100,000.00</p> <p>5. Contingency. <u>\$50,000.00</u></p> <p style="text-align: right;">Sub-Total \$595,000.00</p> <p style="text-align: right;">Less Contribution from Red-Light Fund <\$90,000.00></p> <p style="text-align: right;">Total Project Cost <u>\$505,000.00</u></p>	<p>\$230,000.00</p> <p>\$185,000.00</p> <p>\$30,000.00</p> <p>\$100,000.00</p> <p><u>\$50,000.00</u></p> <p>\$595,000.00</p> <p><\$90,000.00></p> <p><u>\$505,000.00</u></p>
<p>4. Completion of Phase III of the Farm Street Reconstruction Project. Phase III calls for replacing the water and wastewater infrastructure. Complete removal of the existing street, putting down new base material, concrete street, sidewalks and drainage improvements.</p>	<p>Projected Estimated Cost: <u>\$750,000.00</u></p> <p>\$3,505,000.00</p>
<p>5. Repair & Maintenance of City Streets* [In-House-Program]</p>	<p>\$600,000.00</p>

*Funding for item Number 5 is from the General Fund Balance & Attached "Exhibit A" is the proposed Streets scheduled for Improvements.



Proposal - EnerGov Hosted

Local Government Division

Presented to:

Melissa McCollum, AICP, LEED-AP

Director of Planning & Development

City of Bastrop

1311 Chestnut Street

Bastrop, TX 78602

(512) 332-8840

mmccollum@cityofbastrop.org

Proposal date:

April 20, 2016

Submitted by:

Robin Reeves

(800) 646-2633

robin.reeves@tylertech.com

Tyler Technologies

Local Government Division

5519 53rd Street

Lubbock, Texas 79414

Subscription Summary

Melissa McCollum, AICP, LEED-AP
 City of Bastrop
 April 20, 2016



Investment Summary

Proposal Valid for 120 days

Professional Services & Hardware	Cost
Implementation Services (Existing Customers)	48,750
Professional Services	5,000
Services	53,750

Estimated Travel Expenses 12,602

*** Note: Travel expenses are billed as incurred based on Federal IRS per diem standards.*

Subscription - Hosted		Annual Fees
Length of Agreement	3 Years - 36 Months	
Annual Subscription Fee		12,362
Annual User Fee	10	5,750
Summary		18,112

***Note: Additional users may be added at any time at the per user rate of \$575 per year.*



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5/6/2016



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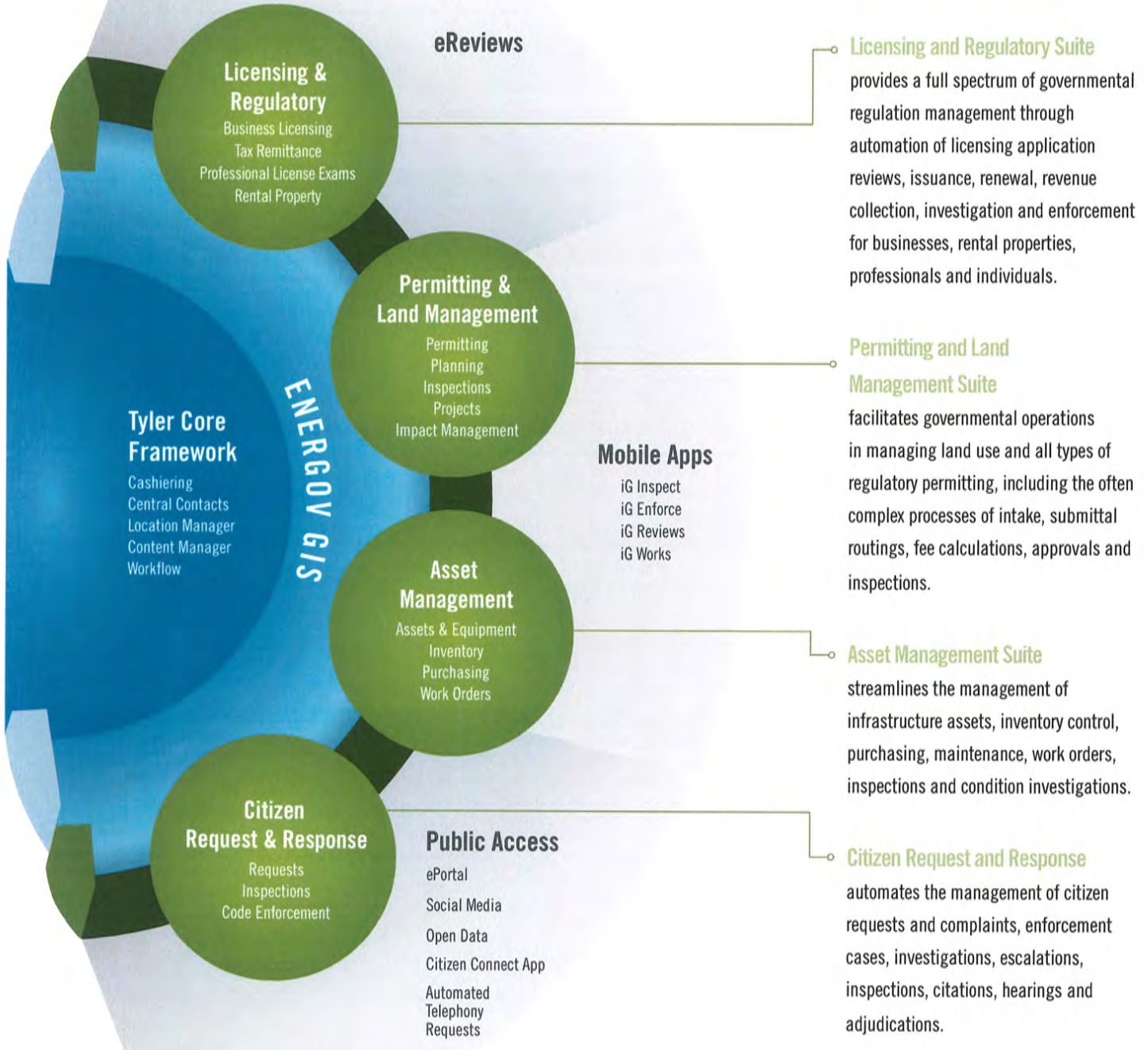
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Technology Solutions for Every Agency



DEBT SERVICE FUND BALANCE ANALYSIS

	As of 4/19/16	
	FY2016	
Beginning Fund Balance	\$	804,206
Revenue		
Property Taxes-Current YR *	\$	1,654,269
Delinquent taxes/Penalty & Interest	\$	22,723
Trans In- Convention Center	\$	495,495
Capital Contributions (BEDC)	\$	291,339
Interest	\$	4,000
Total Revenue	\$	<u>2,467,826</u>
Expenditures		
Professional Services	\$	8,050
380 Agreement Reimb	\$	17,235
Fire Truck Loan (FNB)	\$	103,600
Bond Payments	\$	2,356,504
Fiscal Fees	\$	2,500
Total Expense	\$	<u>2,487,889</u>
Projected Ending Fund Balance	\$	784,143
Additional Debt payments	\$	-
Ending Fund Balance	\$	<u><u>784,143</u></u>
Percentage of working capital		31.5%
Prior Yr Bond payments	\$	2,277,492
1/12th	\$	<u>189,791</u>
<i>Bonifide = 1/12 of prior year bond payments</i>		
Fund Balance available to use toward paying down debt	\$	<u><u>594,352</u></u>

04/19/2016

**WATER/ WASTEWATER FUND-OPERATING
COMBINED STATEMENT OF REVENUES AND EXPENSES**

	PROPOSED 2015-2016
BEGINNING BALANCE	\$ 4,289,809
REVENUES:	
Water Service	2,463,400
Sewer Service	1,591,400
Penalties	56,680
Water Tap Fees	5,000
Sewer Tap Fees	2,000
Water Service Fees	22,000
Septic Tank Dump Fees	-
Transfer In	-
Other	118,000
TOTAL REVENUES	4,258,480
EXPENDITURES:	
Administration	1,749,781
Distribution/ Collection/ Liftstation	101,540
Production/ Treatment	408,250
Wastewater Treatment Plant	595,592
Debt Service	1,460,311
TOTAL EXPENDITURES	4,315,474
NET INCOME (LOSS)	(56,994)
ENDING FUND BALANCE	\$ 4,232,815
% of Working Capital	98%
Required Reserve 35%	1,510,415.90
Amount available above the Req Reserve	2,722,399.10

BASTROP POWER & LIGHT FUND #404

FY2016

Beginning Year Fund Balance 10-01-2015	\$	4,547,332	
FY 2016			
Proposed Revenues	\$	<u>7,528,000</u>	
Total FY 2016 Resources	\$	12,075,332	
Proposed Expenditures	\$	<u>(7,851,474)</u>	
Projected Ending Fund Balance 9-30-2016*	\$	4,223,858	53.80%
	\$	<u>2,748,016</u>	35.00%
Available Excess	\$	1,475,842	

* Fund Balance excludes reserve funds for Customer Deposits (\$159,525) and Heavy Equipment/ Vehicles (\$210,000).

Bastrop Power & light
2014 - 2019 Capital Improvement Plan

Project	Recommended Completion Year	Project Description	In-House/Contractor	Total Cost	
Reconfigure Circuit	Completed 2015	Reconfigure the feeders by the following changes: Open switch at Hwy 21 & American Legion Dr, and close the switch on feeder BA-30 on Hwy 71. Open switch at Gutierrez St & Water St & close switch on feeder BA-60 near Perkins St.	Contractor (LCRA)	\$0	
Reconductor Circuit	2015	Replace the neutral on feeder BA-30 located along Main St, from substation down to Cypress St. Replace the air break switch at Main St & Linden St. Replace remaining wooden poles with new steel poles	Contractor	\$60,000	
Rebuild Circuit	2015	Make improvements to system in vicinity of Emile Elementary: A) rebuild the line down MLK Jr Dr from Pine to Toliver St w/3-phase 1/0 ACSR & steel poles; B) install 3-phase tie switch to BA_30 at Toliver St; C) add approx. 300' of new 3-phase 1/0 ACSR to connect the tap along Emile St to the line on MLK Jr Dr; D) remove the tap line on S side of Emile; E) rebuild approx 1000' of #6 HdCu along Emile to 3-phase 1/0 ACSR	Contractor	\$120,000	\$180,000
Rebuild Circuit	2016	Rebuilding approx 1900' of line along Hill St: A) rebuild the line along Hill St from Cedar to Spring St w/3-phase 1/0 ACSR & steel poles; B) Open the fuse cutouts at the Cedar /Hill St intersection	Contractor	\$55,000	
Rebuild Circuit	2016	Rebuild the northern portion of the tap line originating off BA-60, near the intersection of Loop 150 & Perkins St, and ending near Hospital Dr (approx 2,200'), utilizing 1/0 ACSR & steel poles	Contractor	\$118,000	\$173,000
Relocate Capacitor Bank	Completed 2015	Move the 3-phase KVAR capacitor bank, located near intersection of Hwy 21 & Loop 150, to the N side of the intersection of Hwy 21 & Pitt St	BP&L	0	
Phase Balancing	2017	Rebuild the 3-phase feed to the sewer treatment plant off Jasper St (approx 1/5') with a new underground line, utilizing 1/0 AL cable & replacing the (3) 500 KVA pole-mount transformer with a 1500 KVA pad-mount transformer.	BP&L	0	
Rebuild Circuit	2017	Rebuild approx 3,300' of the overhead tap to the west of the intersection of Walnut & Pecan, feeding a portion of the downtown area, converting to 3phase 1/0 ACSR & steel poles	Contractor	\$182,000	\$182,000
Add ABS	2018	Install a 3-phase switch on Feeder BA_50 near the intersection of Farm & Haysel St	Contractor	\$7,500	
Rebuild Circuit	2018	Rebuild the southern portion of the tap line origination off BA-60, near the intersection of Loop 150 & Perkins St, along Eskew & across to Perkins (approx 1,700'), utilizing 1/0 ACSR & steel poles	Contractor	\$126,000	\$133,500

explained that he just feels it is a good idea to spend money on those types of projects so that if the money is not available the next year it will not ruin someone. Discussion continues. Mayor Kesselus suggested the CM Talbot manage the Opera House project, let our engineer, engineer it, get the contractor and the same goes for the billboards – more bang for their buck so to speak.. Mr. Schiff feels the Opera House is a very critical needs project and you could not put on half a roof. As with the DBA you can do half the billboards and still get good effect. I would tend to look more toward the Opera House this year with the funds. Ms. McAnally stated that since there are three people here who are on BEDC she wanted to ask if BEDC did things like help fix roofs. Shawn Kirkpatrick, Executive Director for BEDC, explained that there are grants available. There are façade grants in the amount of \$5,000 which means a business would spend \$10,000 and BEDC would reimburse them \$5,000 and mega grants, which is also a reimbursement grant of 25% on a \$100,000 project which means the business spends \$100,000 and BEDC would reimburse them \$25,000. It would really be decided upon by the Board and what they would need will be a formal request, however he stated they had exceeded their budgeted line item for this and would be making a budget transfer to cover the overage. However, we have had some unexpected legal expenses and professional services expenses and once we cover those line items we will be out of contingency funds to cover the overages. It will totally be up to the Board to decide if they would fund the request once presented. Mr. Schiff also pointed out that anyone who requested, say the mega grant, they would have to have \$100,000 of their own money to contribute. The Mayor asked Mr. Schiff if it would be possible to instruct CM Talbot to use his Staff to come up with what is needed and what it would cost to do the roof repairs and then come back to see if we can work something out with the two entities. Ms. McAnally does not feel Council should be deciding how much money to spend until we know what needs to be done. Discussion continued. Ms. McAnally suggested that Mr. Eitz get with his board and be sure they are on board and get back with us so we can move forward. Ms. Gilleland asked about the two other entities listed on the Agenda. Mayor Kesselus stated that no one from those organizations are here tonight. Mayor Kesselus asked CM Talbot if there was a consensus on his part as far as understanding or did he feel Council needed a motion. CM Talbot stated he felt he understood just fine. CM Talbot stated he feels the Council wants him to do an analysis of the Opera House to address what needs classified as Phase I, the minimal improvements to stabilize the roof and get it in structurally sound and Phase II would be what elements could be added to enhance the appearance of the Opera House. Phase III, how we might be able to partner with BEDC to make those improvements needed right now. Ms. McAnally stated that would be her exact motion. Mr. Jackson states that Council does not need a motion at this moment. There was discussion to deal with the Opera House project first with hopes that there would be extra left over to assist with the billboard project. Mr. Schiff suggested that DBA also approach BEDC as they do have a marketing budget. Ms. Gilleland pointed out that we are about to start our next tier funding cycle and since this has been dragging on for over a year, can we make a decision now and suggested that we have this money and we know the requests of the entities here, so what if we split the \$136,000 in half between the two entities which is \$68,000 each and disperse the DBA funds now and the Opera House funds later after we know what is all needed. Mayor Kesselus asked Ms. Gilleland to make a motion.

Ms. Gilleland made the motion to take the exact dollar amount available in the Tier 3 and fund the DBA billboard project with \$68,000 and set aside \$68,000 toward the Opera House project. Ms. McAnally seconded the motion. Motion passed unanimously.

D.4 Consideration, discussion and possible action on approval of a Resolution to suspend the effective date proposed by Centerpoint Energy Resources Corp., South Texas Division, to increase rates under the gas reliability infrastructure program for 45 days, and authorize the

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: May 3, 2016

MEETING DATE: May 10, 2016

1. Agenda Item: **Approval of the statutory denial for a period of 180 days from the date of Council action on a request for the Replat of Lots 21 and 22B of Suburbia Estates being a +/- 3.500 acres out of the Nancy Blakey Survey Abstract No. 98 within the City of Bastrop, Texas One Mile Extra Territorial Jurisdiction (ETJ).**

2. Party Making Request: **Melissa McCollum, Director of Planning and Development**

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

A city must take action on a plat within 30 days or the plat is automatically approved.

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: **Staff recommends approval of the statutory denial.**

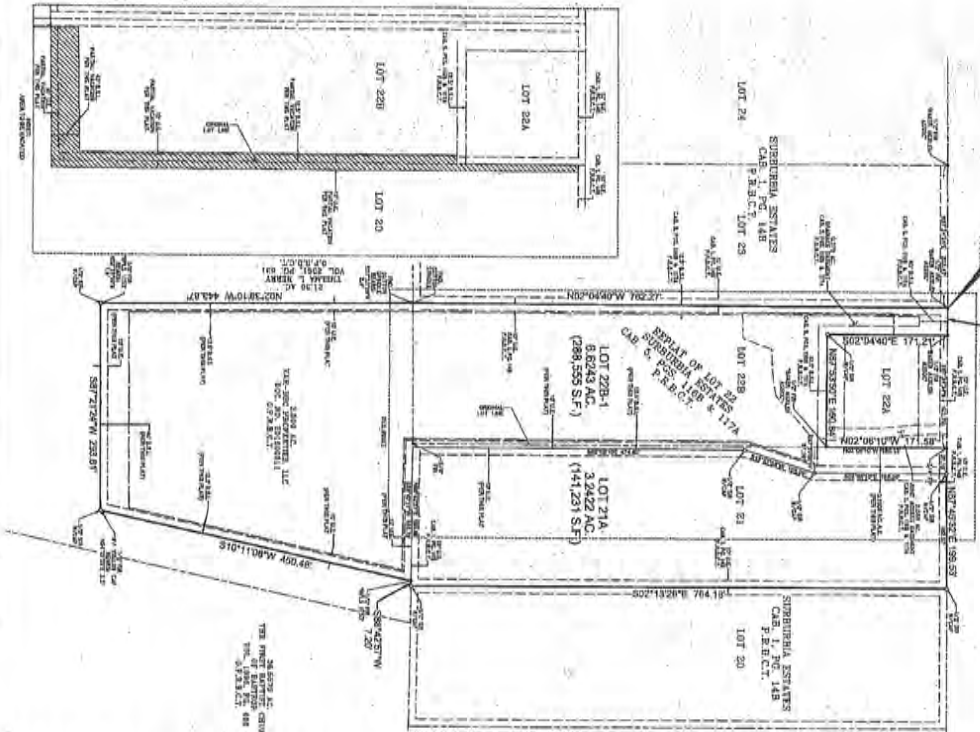
9. Advisory Board: _____ Approved _____ Disapproved _____ None

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

11. Motion Requested: **Approval of the statutory denial for the Replat of Lots 21 and 22B of Suburbia Estates for 180 days.**

NANCY BLAKEY SURVEY, ABSTRACT NO. 98

R. STATE HIGHWAY 71



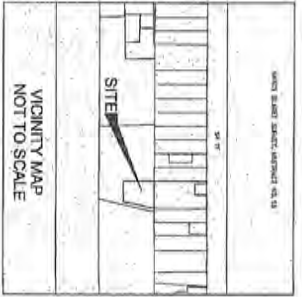
PHYSICAL CONTACTS
 OWNER: MICHAEL AND PEGGY A WOODRUFF
 112 WALLEY VIEW DR. BASTROP, TX 78002
 400 WEST BAKER LANE STE 400 AUSTIN, TX 78701
 BROWNE WULF ASSOCIATES, INC. 5121 7TH AVE. SUITE 1711-400 AUSTIN, TX 78756

- GENERAL NOTES:**
1. ALL SUBDIVISION PLANS SHALL CONFORM TO THE CITY OF BASTROP CODE OF ORDINANCES, CONSTRUCTION STANDARDS AND GENERALLY ACCEPTED ENGINEERING PRACTICES.
 2. THE CITY OF BASTROP HAS REVIEWED THIS PLAT AND APPROVES THE SUBDIVISION FOR CONSTRUCTION WITHIN THE SUBDIVISION.
 3. EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED AND MAINTAINED THROUGHOUT THE CONSTRUCTION PERIOD.
 4. ALL SLOPES SHALL CONFORM WITH THE BASTROP SIGN ORDINANCE.
 5. THE OWNER OF THIS SUBDIVISION AND HIS OR HER SUCCESSORS AND ASSIGNS ASSUMES THE RESPONSIBILITY FOR PLANS FOR CONSTRUCTION OF SUBDIVISION LOT 21A, 21B, 22A, 22B, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100 TO CONSTRUCT THIS SUBDIVISION. DO NOT CONSIDER THIS PLAT AS A GUARANTEE OF OCCUPANCY.
 6. BY APPROVING THIS PLAT, THE CITY OF BASTROP ASSUMES NO OBLIGATION TO SUBDIVISION INFRASTRUCTURE REQUIRED FOR THE DEVELOPMENT OF THE LOTS IN THIS PLAT. THE CITY OF BASTROP IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF STRADINGS OR WATER DISTRIBUTION SYSTEMS. THE CITY OF BASTROP IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF STRADINGS OR WATER DISTRIBUTION SYSTEMS. THE CITY OF BASTROP IS NOT RESPONSIBLE FOR THE DESIGN OR CONSTRUCTION OF STRADINGS OR WATER DISTRIBUTION SYSTEMS.
 7. THE PLAT DOES NOT ATTEMPT TO ASSIGN OR RESERVE ANY CONVEYANTS OR RIGHTS IN OR TO THE SUBDIVISION OR ANY PART THEREOF.
 8. GAS SERVICE IS PROVIDED BY CENTER FRONT ENERGY.
 9. CABLE SERVICE IS PROVIDED BY THE WIRELESS CABLE.
 10. NO LOT IN THIS SUBDIVISION SHALL BE OCCUPIED UNTIL CONNEXION TO THE APPROVED WATER DISTRIBUTION AND WASTEWATER COLLECTION SYSTEMS.
 11. DEVELOPERS/OWNER SHALL BE SOLELY RESPONSIBLE FOR ALL RELOCATION AND RECONSTRUCTION OF UTILITIES.
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RECEIVED
 JUN 25 2016
 BY: [Signature]

HALFF
 REAL ESTATE
 1100 WEST BAKER LANE, SUITE 400
 AUSTIN, TEXAS 78701
 (512) 476-1100
 www.halff.com

REQUIREMENT THIS DOCUMENT SHALL BE FILED WITH THE COUNTY CLERK OF BASTROP COUNTY, TEXAS, FOR THE ABSTRACT NO. 98, BEING ALL OF LOT 21 & 3,500 AC. OUT OF THE NANCY BLAKEY SURVEY, ABSTRACT NO. 98 SITUATED IN THE CITY OF BASTROP, BASTROP COUNTY, TEXAS 1 LOT, COMMERCIAL DATE OF PREPARATION: 02/20/16 BY [Signature]



STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: May 3, 2016

MEETING DATE: May 10, 2016

1. Agenda Item: **Approval of the Final Plat of Magnolia Gardens being +/-0.467 acres within Farm Lot 8, East of Main Street, also known at 704 Magnolia Street, located northwest of the intersection of Magnolia and Water Street within the city limits.**

2. Party Making Request: **Melissa McCollum, Director of Planning and Development**

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

4. Policy Implication: _____

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

6. Alternate Option/Costs: _____

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

8. Staff Recommendation: **Staff recommends approval of the Final Plat.**

Variances were approved by the Board of Adjustment (BOA) March 9, 2016 and City Council April 26, 2016.

9. Advisory Board Recommendation: _____ Recommended Approval _____ Denial _____ None

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

11. Motion Requested: **Approve the Final Plat of Magnolia Gardens as submitted.**

City of Bastrop



Agenda Information Sheet:

City Council Meeting Date:

May 10, 2016

Project Description:

Approval of the Final Plat of Magnolia Gardens being a +/-0.467 acres within Farm Lot 8, East of Main Street, also known as 704 Magnolia Street, located northwest of the intersection of Magnolia and Water Street within the city limits.

Item Summary:

Owner: Raymond Chow, Airport 4309, LLC
Applicant: John Gibson, James Garon & Associates, Inc.
Location: 704 Magnolia Street, located in the City Limits
Utilities: City water, sewer, and electric

Background:

The property is commonly known as 704 Magnolia Street, within the City of Bastrop and is zoned SF-7, Single Family Residential. The owner/developer is proposing to create three single family residential lots. The current existing single family home will be removed/demolished.

Utilities are available to the site and any extensions that might be required as part of the building permit application will be at the owner/applicants expense. The owner/applicant will be required to follow all other building code requirements.

Issues/Variances:

This plat represents variances approved by the Board of Adjustment (BOA) on March 9, 2016 and variances approved by City Council April 26, 2016. The surveyor, James Garon & Associates added plat notes with regards to those variances.

Comments:

Twenty-one adjacent property owner notifications were mailed April 29, 2016. As of this date, no comments have been received.

Staff Recommendation:

Staff recommends approval of the Final Plat.

City Contact:

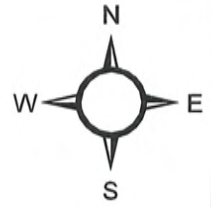
Melissa M. McCollum, AICP, LEED AP, Director Planning and Development Department
Wesley Brandon, PE, City Engineer

Attachments:

Copy of the final plat



704 Magnolia Property Location Map



STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: MAY 3, 2016

MEETING DATE: MAY 10, 2016

1. Agenda Item: **Approval of Bastrop Marketing Corporation's request for reimbursement of funds for March 2016 in accordance with the agreement to be spent on advertising and marketing the City of Bastrop area.**

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

3. Nature of Request: (Brief Overview) Attachments: Yes 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: **Approval of Bastrop Marketing Corporation's reimbursement request for March 2016.**

9. Advisory Board: _____ Approved _____ Disapproved _____ None

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

11. Motion Requested: **Approval of Bastrop Marketing Corporation's reimbursement request for March 2016.**

**CITY OF BASTROP
FINANCE
DEPARTMENT**

Memo

To: Mayor, City Council and City Manager
From: Tracy Waldron, Chief Financial Officer
Date: May 3, 2016
Re: Reimbursement of Accrued Bastrop Marketing Corporation Expenses

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

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

It is recommended that Council approve the reimbursement of funds in the amount of \$91,468.64 for March 2016 to BMC in accordance with our agreement to be spent on advertising and marketing the City of Bastrop area. This amount represents 43% of the tax collections.

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

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

	2 0 1 5			2 0 1 6									
	September	October	November	December	January	February	March	April	May	June	July	August	September
HRLPR Room Revenues	\$ 2,502,731.43	\$ 3,055,804.31	\$ 2,160,416.73	\$ 1,529,377.01	\$ 1,769,678.66	\$ 1,937,420.67	\$ 3,059,520.23	\$ 2,840,652.00	\$ 3,498,024.00	\$ 3,667,460.00	\$ 4,165,822.00	\$ 3,660,280.00	\$ 2,782,820
Exemptions													
Taxable Room Revenues	2,502,731.43	3,055,804.31	2,160,416.73	1,529,377.01	1,769,678.66	1,937,420.67	3,059,520.23	2,840,652.00	3,498,024.00	3,667,460.00	4,165,822.00	3,660,280.00	2,782,820
City of Bastrop HOT Rate	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%
City of Bastrop HOT Tax	\$ 175,191.20	\$ 213,906.30	\$ 151,229.17	\$ 107,056.39	\$ 123,877.51	\$ 135,619.45	\$ 214,866.42	\$ 198,845.64	\$ 244,861.68	\$ 256,722.20	\$ 291,607.54	\$ 256,218.20	
Gross Liability to City													
Hotel Owner Collection Allowance (1%)	\$ 175,191.20	\$ 213,906.30	\$ 151,229.17	\$ 107,056.39	\$ 123,877.51	\$ 135,619.45	\$ 214,866.42	\$ 198,845.64	\$ 244,861.68	\$ 256,722.20	\$ 291,607.54	\$ 256,218.20	
Hotel Owner Collection by City	(1,751.91)	(2,139.06)	(1,512.29)	(1,070.56)	(1,238.78)	(1,356.19)	(2,148.65)	(1,988.46)	(2,448.62)	(2,567.22)	(2,916.08)	(2,562.18)	
Net Collection % payable to BMC	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%	43%	
Funds Available to BMC	74,578.89	91,059.91	64,378.26	45,573.91	52,734.65	57,733.20	91,468.64	84,648.59	104,237.62	109,286.64	124,137.33	109,072.09	
Total Budget	\$ 1,008,909.73	Allocated:	84,075.81	84,075.81	84,075.81	84,075.81	84,075.81	84,075.81	84,075.81	84,075.81	84,075.81	84,075.81	84,075.82
Payment of Funds by City to BMC	\$ 74,578.89	\$ 91,059.91	\$ 64,378.26	\$ 45,573.91	\$ 52,734.65	\$ 57,733.20	\$ 91,468.64	\$ 84,648.59	\$ 104,237.62	\$ 109,286.64	\$ 124,137.33	\$ 109,072.09	
Updated:	Paid	\$ 74,258.81	Paid 11/12/2015	Paid 12/17/2015	Paid 1/21/2016	Paid 3/3/2016	Paid 3/10/16	Currently Due	Currently Due				
Variance	\$	\$ 320.08											

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: MAY 3, 2016

MEETING DATE: MAY 10, 2016

1. Agenda Item: **Consideration, discussion and possible action on acceptance of the unaudited Monthly Financial Reports for the period ending March 31, 2016.**

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

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

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

4. Policy Implication: N/A

5. Budgeted: Yes No N/A

Bid Amount: _____

Budgeted Amount: _____

Under Budget: _____

Over Budget: _____

Amount Remaining: _____

6. Alternate Option/Costs: _____

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

- a) _____
- b) _____
- c) _____

8. Staff Recommendation: **Acceptance of the unaudited financial report for the period ending March 31, 2016**

9. Advisory Board: Approved Disapproved None

10. Manager's Recommendation: Approved Disapproved None

11. Motion Requested: **Motion to except the unaudited Financial Report for the period ending March 31, 2016.**

**CITY OF BASTROP, TEXAS
MONTHLY FINANCIAL REPORT AND
QUARTERLY FINANCIAL REPORT
FOR PERIOD ENDING MARCH 31, 2016**



**CITY OF BASTROP
SUMMARY OF REVENUES AND EXPENDITURES
AS OF MARCH 31, 2016**

Fiscal year 2016 is 6 month or 50% completed as of Mar. 31, 2016.

Revenues

Expenditures

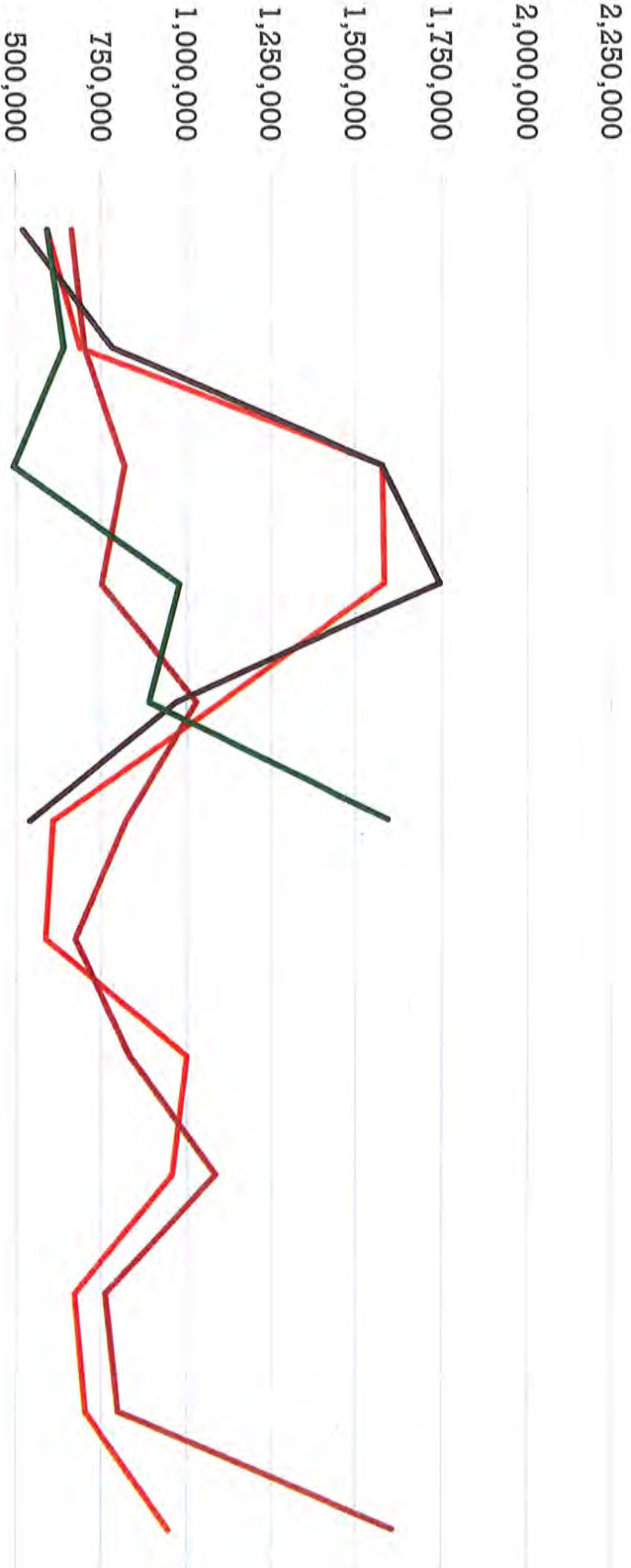
	FY 2016 Budget*	FY 2016 YTD Actual	% of FY2016 Budget	FY 2016 Budget*	FY 2016 YTD Actual	% of FY2016 Budget
General Fund	\$ 9,149,676	\$ 6,133,570	67.04%	\$ 11,551,243	\$ 5,180,012	44.8%
W/WW Fund	\$ 4,258,480	\$ 2,475,493	58.13%	\$ 4,385,286	\$ 2,176,706	49.64%
Electric Fund	\$ 7,528,000	\$ 3,071,466	40.8%	\$ 7,851,474	\$ 3,066,112	39.05%
Hotel Motel Fund	\$ 2,801,500	\$ 1,162,186	41.48%	\$ 2,610,706	\$ 1,306,049	50.0%

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



GENERAL FUND REVENUE & EXPENDITURES AS OF MARCH 31, 2016

- Revenues will increase in December, January, and February due to collection of the Ad Valorem Taxes.
- Due to an audit adjustment that accrues our revenue into the period it was earned, the Sales Tax revenue earned in October and November are estimated.
- The Revenue spiked in May 2015 due to the transfer from BP&L of \$200,000 for the Comprehensive Plan and the donated land from BEDC of \$183,000 in-kind income
- FY2016 reflects a re-class of the overhead allocation from W/WWV, BP&L and Convention Center for Administrative support. This use to come in as revenue put do to auditors adjustments, are being re-classed as a reduction of expense in each department. (This amounts to approximately \$86,500 a month)
- FY2016 March expenses reflect approved budget amendment to move \$625,000 out of General fund into Vehicle/Equip. Replacement fund, also 50% payment on new restrooms at Fisherman's Park

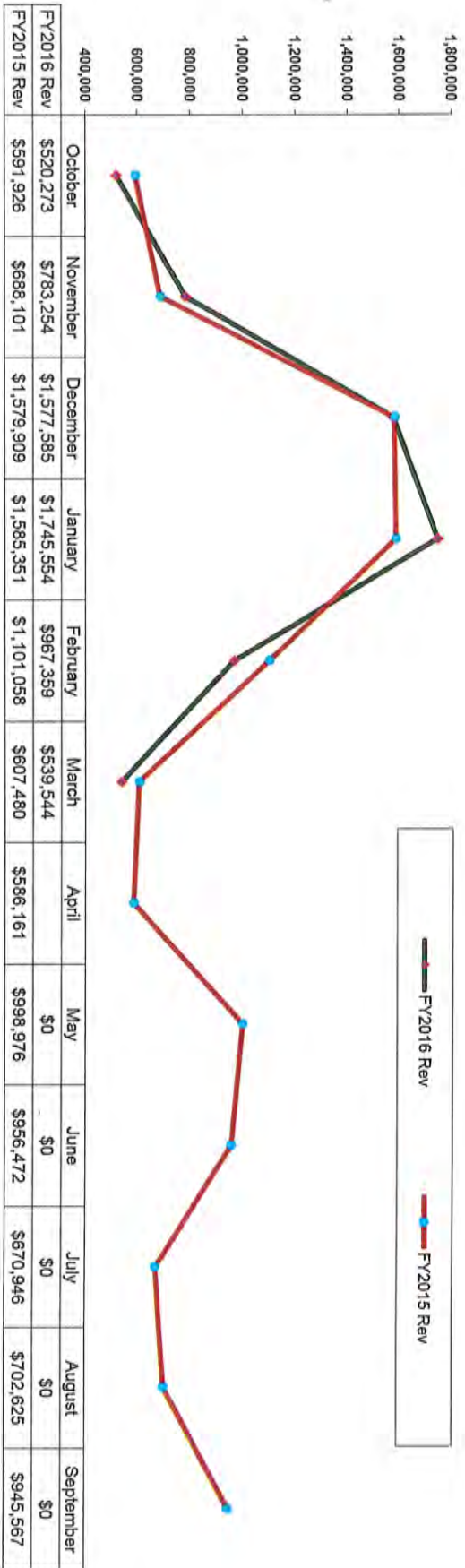


	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept
— FY2015 Revenues	\$591,926	\$688,101	\$1,579,909	\$1,585,351	\$1,101,058	\$607,480	\$586,161	\$998,976	\$956,472	\$670,946	\$702,625	\$945,567
— FY2015 Expenses	\$663,660	\$700,904	\$818,271	\$751,303	\$1,027,451	\$822,206	\$672,916	\$832,928	\$1,084,109	\$761,772	\$798,934	\$1,607,829
— FY2016 Revenues	\$520,273	\$783,254	\$1,577,585	\$1,745,554	\$967,359	\$539,544						
— FY2016 Expenses	\$592,109	\$640,105	\$492,501	\$978,544	\$889,284	\$1,594,857						

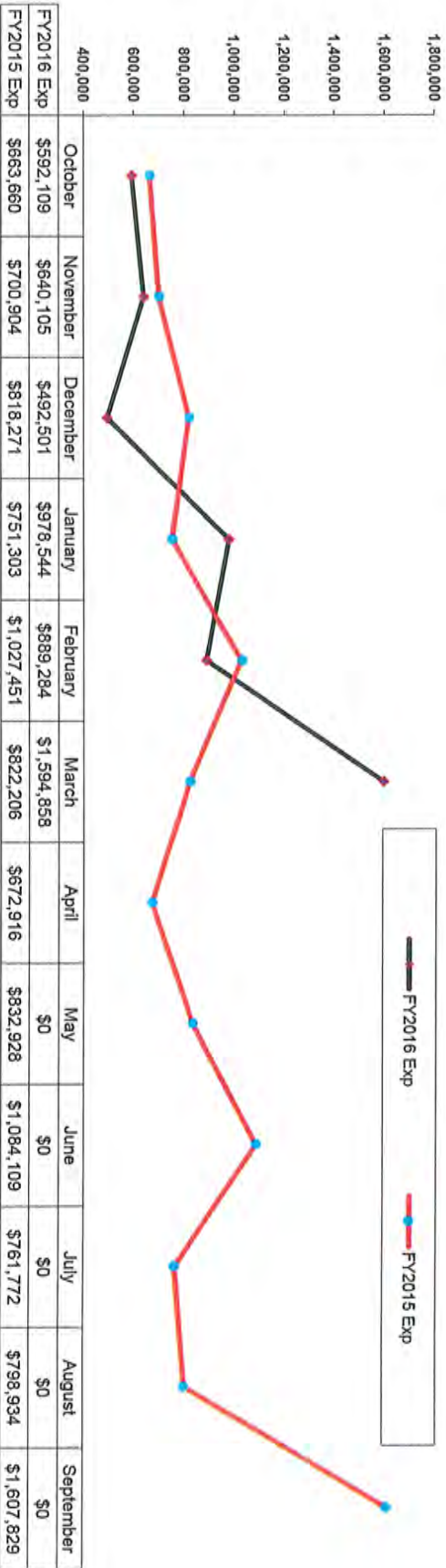


GENERAL FUND REVENUE & EXPENDITURES AS OF MARCH 31, 2016

FY 2015 & 2016 Revenues



FY 2015 & 2016 Expenditures

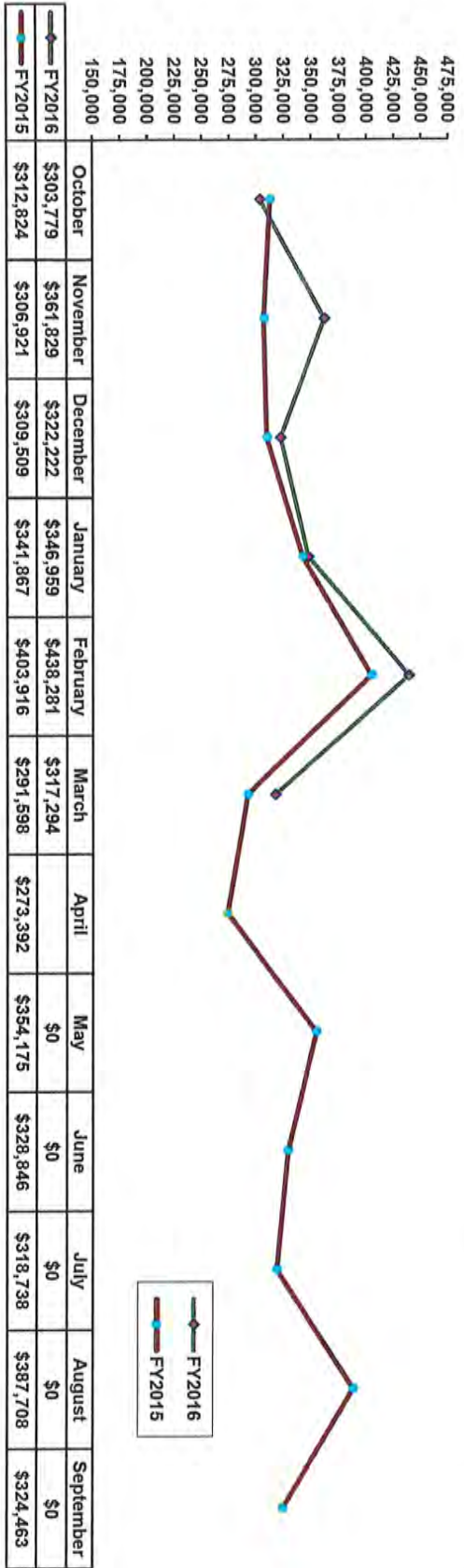


NEW in FY16 expense reflects a credit amount in each fund for the allocated overhead for Admin. support from W/WW, BP&L and Convention Center



GENERAL FUND REVENUE AS OF MARCH 31, 2016

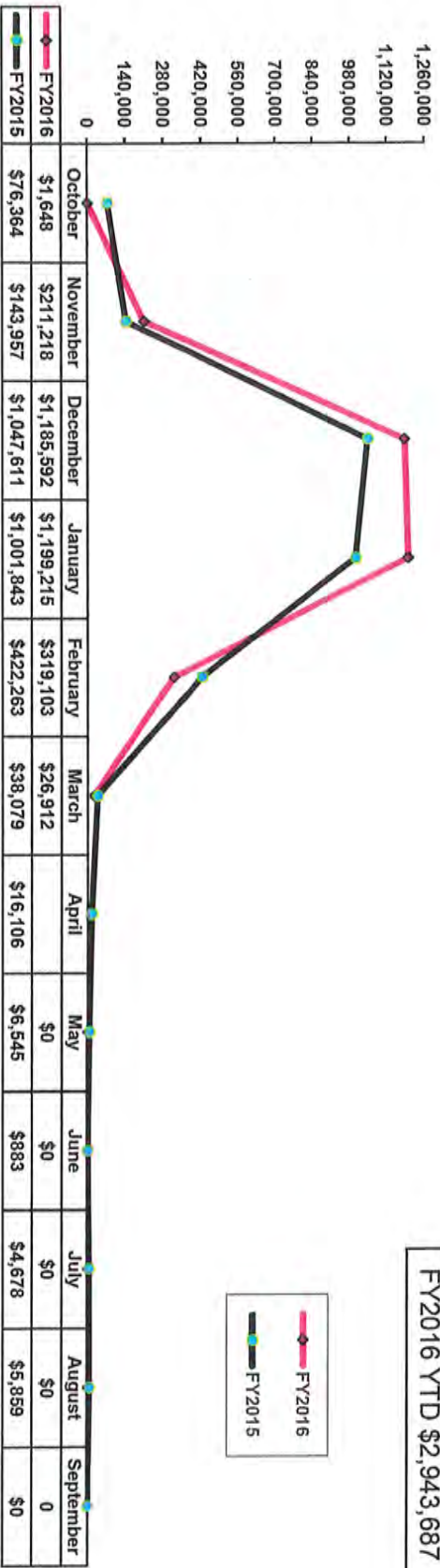
Sales Tax



FY2016 Budgeted \$3,996,190

FY2016 YTD \$2,090,364

Ad Valorem Taxes

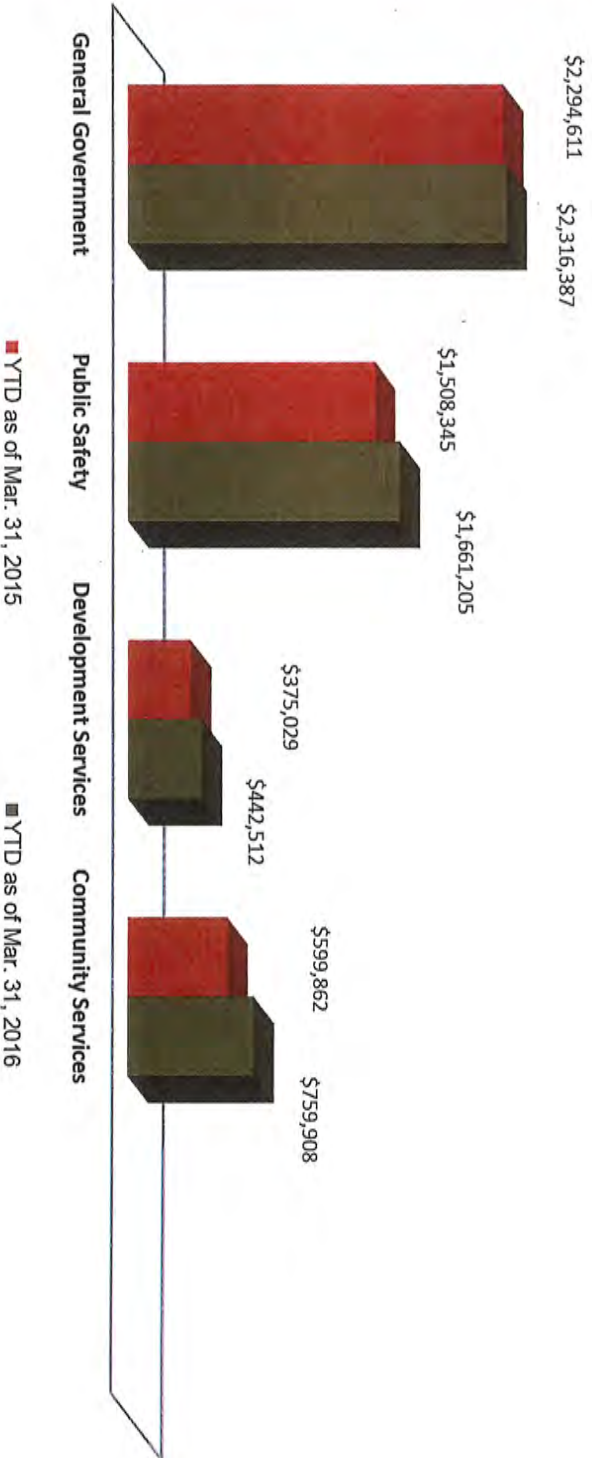


FY2016 Budget \$2,956,945

FY2016 YTD \$2,943,687

GENERAL FUND EXPENDITURES AS OF MARCH 31, 2016

General Fund Expenditures Comparison

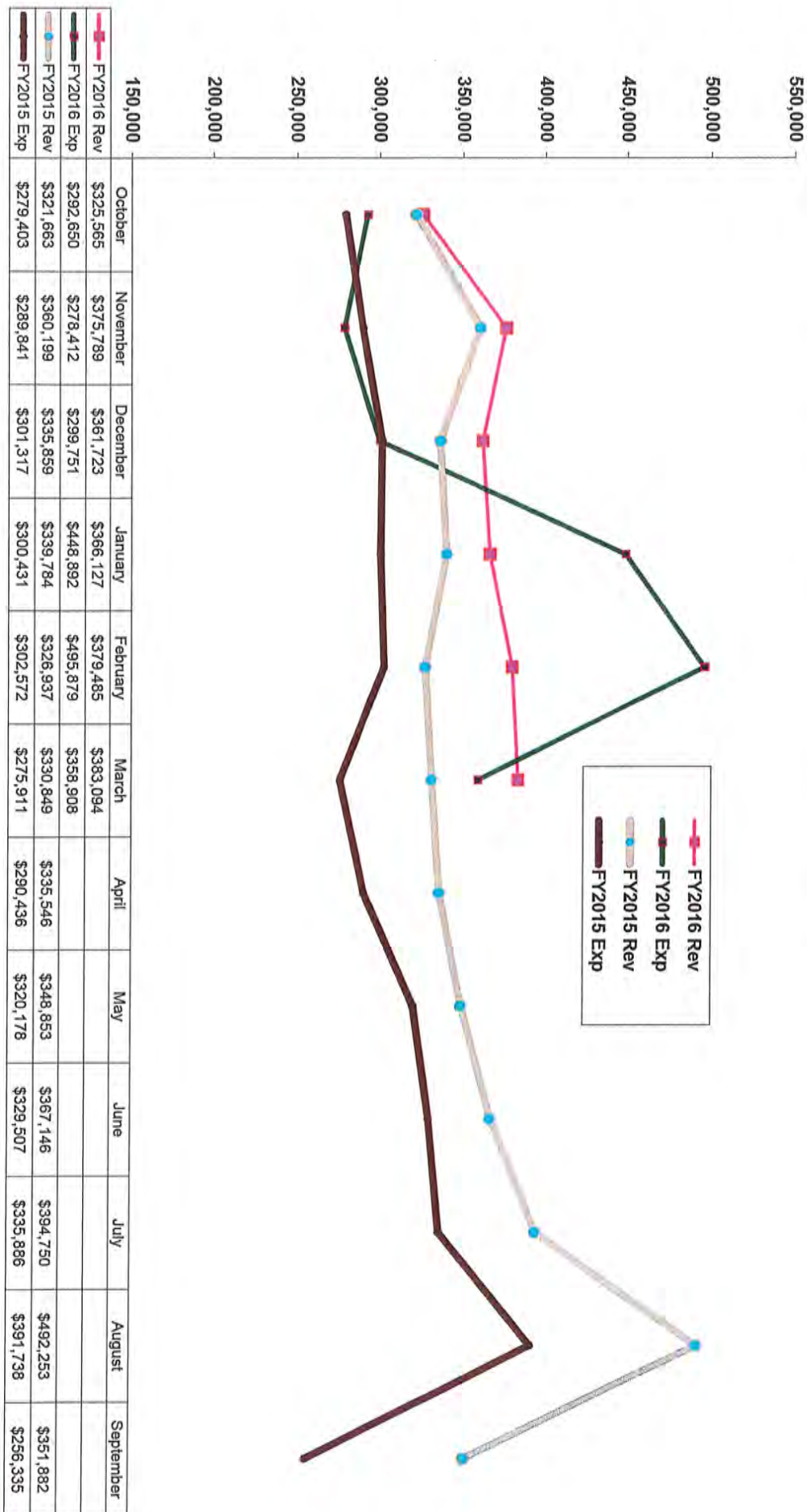


- General Government includes Legislative, Organizational, City Manager, City Secretary, Finance, Human Resources, Information Technology, Public Works, and Building Maintenance
- Public Safety includes Police Department, Fire Department, Health, and Municipal Court
- Development Services includes the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



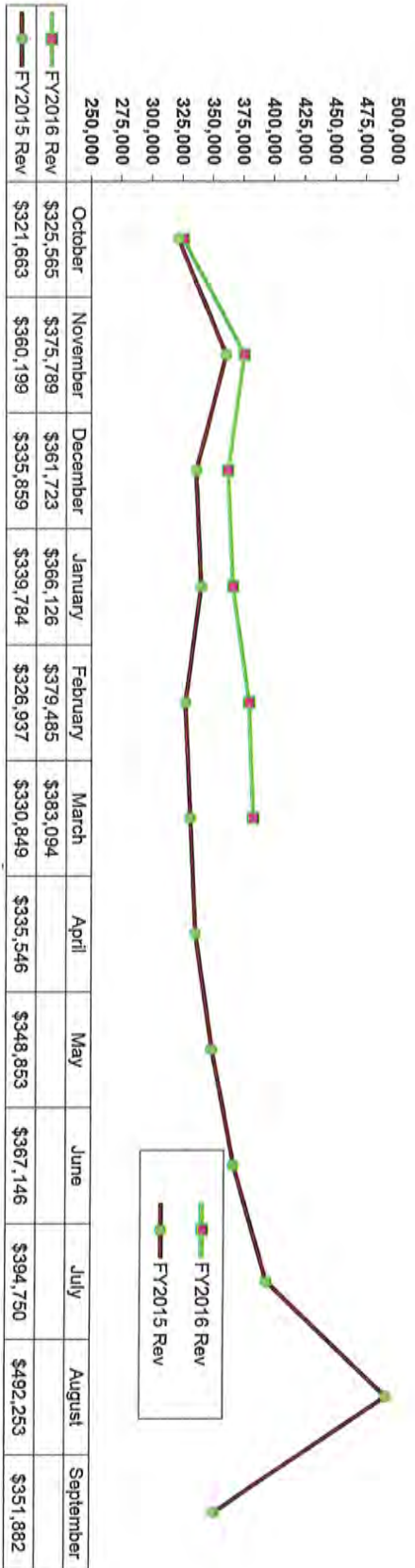
WATER WASTEWATER FUND REVENUE & EXPENDITURES AS OF MARCH 31, 2016

- Water/ Wastewater Fund Revenues Year-to-date (YTD) as of Mar. 31, 2016 are \$2,475,493 or 58.13% of the year.
- Jan 2016 expenses are higher due to additional maintenance and capital outlay for additional equipment of \$93,400
- Feb 2016 expense higher due to additional maintenance on Wells E, H & I

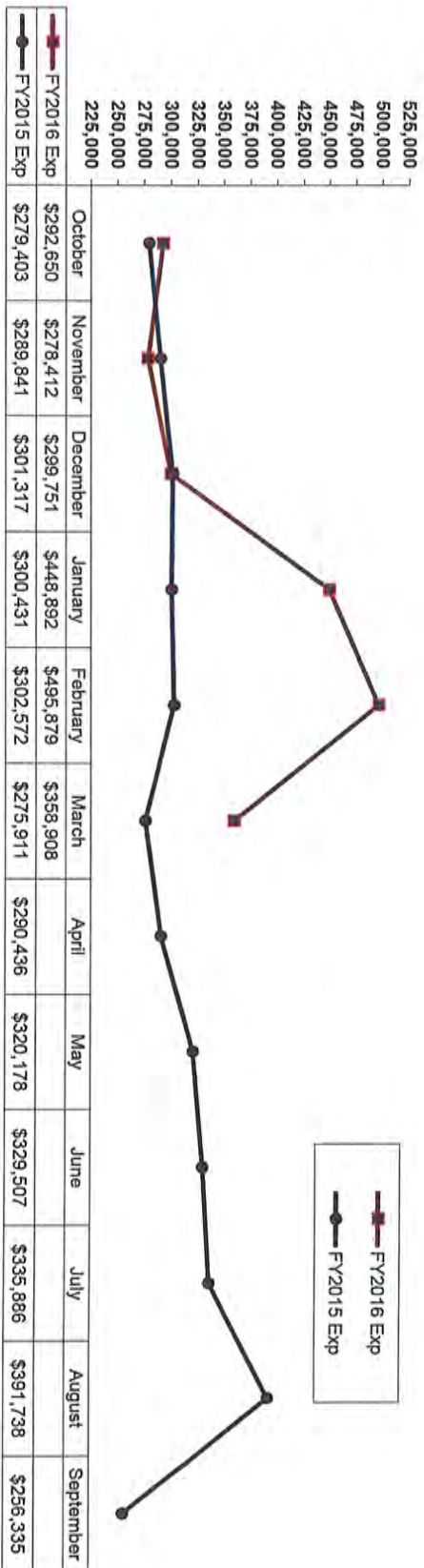


WATER WASTEWATER FUND REVENUE & EXPENDITURES AS OF MARCH 31, 2016

FY 2015 & 2016 Revenues

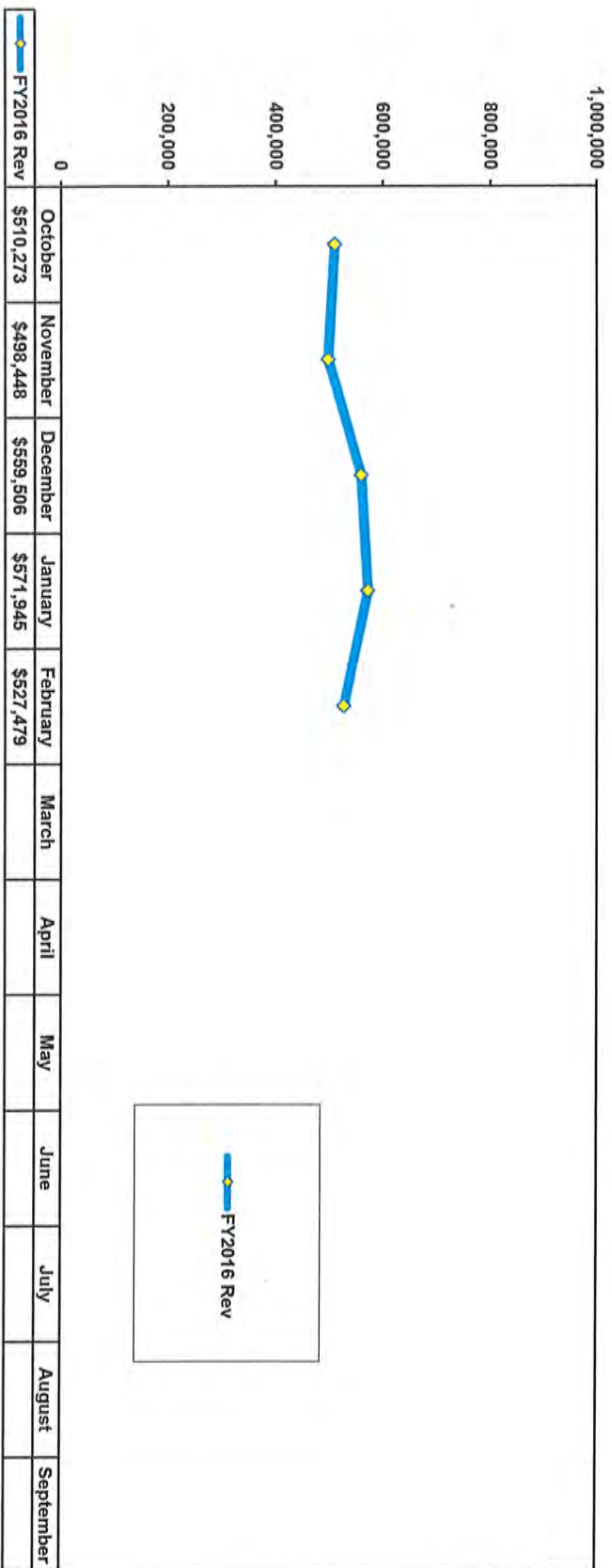


FY 2015& 2016 Expenditures



BASTROP POWER AND LIGHT / ELECTRIC FUND REVENUE AS OF MARCH 31, 2016

Electric Fund Revenues Year-to-date (YTD) as of Mar. 31, 2016 are \$3,071,466 or 40.8% of the FY2016 adopted budget.



HOTEL MOTEL TAX REVENUE FUND REVENUE AND EXPENDITURES AS OF MARCH 31, 2016

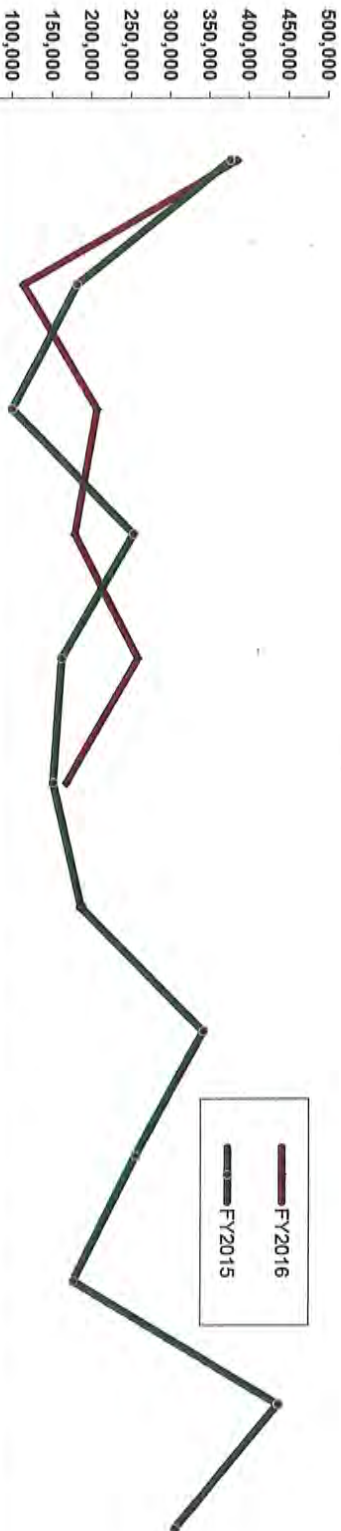
- Revenues as of Dec. 31, 2015 represent YTD earned revenue of \$689,134. Due to an audit adjustment that accrues our revenue into the period it was earned, the revenue earned in October is an estimate.
- Expenses in October are increased due to the one-time disbursement of funds to Hotel Motel funded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

Hotel / Motel Fund Revenue



Month	FY2016	FY2015
October	\$233,812	\$195,382
November	\$264,410	\$238,983
December	\$190,912	\$226,370
January	\$148,408	\$151,650
February	\$159,973	\$157,829
March	\$164,671	\$167,094
April		\$301,303
May		\$243,848
June		\$222,683
July		\$317,346
August	\$331,477	\$331,477
September		\$298,156

Hotel / Motel Fund Expenses



Month	FY2016	FY2015
October	\$384,908	\$376,281
November	\$113,568	\$181,305
December	\$206,327	\$99,185
January	\$177,946	\$251,653
February	\$256,998	\$160,809
March	\$166,302	\$149,410
April		\$185,145
May		\$338,711
June		\$253,785
July		\$175,694
August	\$434,432	\$434,432
September		\$304,434



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



FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2016

101-GENERAL FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TAXES & PENALTIES						
00-00-4001 CURRENT TAXES M&O	2,730,117.33	2,956,945.00	26,911.68	2,943,686.54	13,258.46	99.55
00-00-4002 DELINQUENT TAXES M&O	16,874.43	35,750.00	2,519.85	16,195.11	19,554.89	45.30
00-00-4003 PENALTIES & INTEREST M&O	15,053.46	26,000.00	3,465.09	13,103.00	12,897.00	50.40
00-00-4004 FRANCHISE TAX	142,462.67	410,000.00	18,021.83	173,007.60	236,992.40	42.20
00-00-4006 CITY SALES TAX	1,966,634.46	3,996,190.00	317,294.00	2,090,364.11	1,905,825.89	52.31
00-00-4008 OCCUPATION TAX	1,450.00	8,000.00	1,285.00	3,972.67	4,027.33	49.66
00-00-4009 MIXED BEVERAGE TAX	11,003.28	48,000.00	0.00	12,306.82	35,693.18	25.64
00-00-4010 380 AGREEMENT PROP REFUND	(44,029.26)	(45,000.00)	0.00	(46,607.13)	1,607.13	103.57
TOTAL TAXES & PENALTIES	4,839,566.37	7,435,885.00	369,497.45	5,206,028.72	2,229,856.28	70.01
LICENSES & PERMITS						
00-00-4020 BUILDING PERMITS	62,026.64	120,000.00	8,801.82	42,122.53	77,877.47	35.10
00-00-4021 ZONING FEES	612.00	3,500.00	300.00	2,409.00	1,091.00	68.83
00-00-4022 PLATTING FEES	16,013.80	40,000.00	2,716.63	46,074.13	(6,074.13)	115.19
00-00-4023 SPECIAL EVENT PERMIT FEE	400.00	2,000.00	100.00	825.00	1,175.00	41.25
TOTAL LICENSES & PERMITS	79,052.44	165,500.00	11,918.45	91,430.66	74,069.34	55.25
CHARGES FOR SERVICES						
00-00-4040 ANIMAL SERVICE RECEIPTS	135.00	200.00	5.00	80.00	120.00	40.00
00-00-4043 PARK RENTALS & FEES	575.00	2,000.00	830.00	1,085.00	915.00	54.25
00-00-4044 PD ACCIDENT REPORTS	976.00	1,800.00	0.00	700.00	1,100.00	38.89
00-00-4046 SPECIAL EVENTS HOT REIMB	10,613.00	30,000.00	0.00	4,453.24	25,546.76	14.84
00-00-4047 PROJ ESCROW REIMB	0.00	0.00	0.00	3,946.24	(3,946.24)	0.00
00-00-4049 TRANSFER STATION RECEIPTS	2,380.00	5,000.00	875.00	4,554.62	445.38	91.09
00-00-4051 SANITATION REVENUE	0.00	475,000.00	40,048.37	240,134.69	234,865.31	50.55
00-00-4052 SANITATION PENALTIES	0.00	7,500.00	614.65	3,664.07	3,835.93	48.85
TOTAL CHARGES FOR SERVICES	14,679.00	521,500.00	42,373.02	258,617.86	262,882.14	49.59
FINES & FORFEITURES						
00-00-4070 MUNICIPAL COURT FINES	135,051.49	195,000.00	34,474.14	153,505.62	41,494.38	78.72
00-00-4076 LIBRARY RECEIPTS	8,045.71	16,000.00	1,735.58	8,406.44	7,593.56	52.54
00-00-4078 JUVENILE CASE MANAGER-M/C	4,763.37	7,500.00	933.06	5,071.84	2,428.16	67.62
00-00-4080 TEEN COURT (MC)	330.35	1,000.00	80.13	803.32	196.68	80.33
TOTAL FINES & FORFEITURES	148,190.92	219,500.00	37,222.91	167,787.22	51,712.78	76.44
INTEREST INCOME						
00-00-4400 INTEREST RECEIPTS	2,191.37	4,000.00	2,789.71	9,548.17	(5,548.17)	238.70
TOTAL INTEREST INCOME	2,191.37	4,000.00	2,789.71	9,548.17	(5,548.17)	238.70

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

101-GENERAL FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
INTERGOVERNMENTAL						
00-00-4413 BIRD PROJECT RECEIPTS	14,415.25	0.00	0.00	0.00	0.00	0.00
00-00-4414 DEPT OF JUSTICE GRANT REIMB	694.43	0.00	0.00	0.00	0.00	0.00
00-00-4415 EMERGENCY MANAGEMENT	16,201.38	30,000.00	0.00	7,652.26	22,347.74	25.51
00-00-4419 PROPERTY LIEN PAYMENTS	2,268.23	0.00	0.00	0.00	0.00	0.00
00-00-4493 BEDC IN-KIND	99,539.94	189,000.00	10,045.21	44,831.71	144,168.29	23.72
TOTAL INTERGOVERNMENTAL	133,119.23	219,000.00	10,045.21	52,483.97	166,516.03	23.97
MISCELLANEOUS						
00-00-4509 GENERAL DONATIONS	1,545.38	1,200.00	0.00	725.00	475.00	60.42
00-00-4512 SALE OF FIXED ASSETS	546.00	0.00	0.00	0.00	0.00	0.00
00-00-4536 MISCELLANEOUS	11,615.69	25,000.00	3,056.60	38,773.32	(13,773.32)	155.09
00-00-4537 INSURANCE PROCEEDS	5,857.78	341.00	0.00	341.00	0.00	100.00
00-00-4543 DEVELOPER REIMBURSEMENT	0.00	0.00	5,373.88	18,171.52	(18,171.52)	0.00
TOTAL MISCELLANEOUS	19,564.85	26,541.00	8,430.48	58,010.84	(31,469.84)	218.57
TRANSFERS-IN						
00-00-4703 TRANSFERS IN - ELECTRIC FUND	306,750.00	557,750.00	46,479.17	278,875.02	278,874.98	50.00
00-00-4709 TRANSFERS IN - DESIGNATED	0.00	0.00	10,787.30	10,787.30	(10,787.30)	0.00
TOTAL TRANSFERS-IN	306,750.00	557,750.00	57,266.47	289,662.32	268,087.68	51.93
** TOTAL REVENUE **	5,543,114.18	9,149,676.00	539,543.70	6,133,569.76	3,016,106.24	67.04

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENT						
00-NON-PROGRAM						
TOTAL						
TOTAL						
LEGISLATIVE						
00-NON-PROGRAM						
PERSONNEL COSTS	2,962.03	7,015.00	565.18	3,494.56	3,520.44	49.82
SUPPLIES & MATERIALS	2,581.32	4,530.00	130.96	925.88	3,604.12	20.44
OCCUPANCY	3,859.69	8,000.00	609.84	4,043.88	3,956.12	50.55
CONTRACTUAL SERVICES	635.00	10,900.00	0.00	4,474.36	6,425.64	41.05
OTHER CHARGES	6,846.07	(10,880.00)	(2,062.40)	(9,701.02)	(1,178.98)	89.16
TOTAL 00-NON-PROGRAM	16,884.11	19,565.00	(756.42)	3,237.66	16,327.34	16.55
TOTAL LEGISLATIVE	16,884.11	19,565.00	(756.42)	3,237.66	16,327.34	16.55
ORGANIZATIONAL						
00-NON-PROGRAM						
PERSONNEL COSTS	79,335.20	68,842.56	1,913.96	20,393.88	48,448.68	29.62
SUPPLIES & MATERIALS	8,691.90	16,590.00	774.24	7,207.06	9,382.94	43.44
MAINTENANCE & REPAIRS	2,586.00	14,300.00	0.00	3,565.00	10,735.00	24.93
CONTRACTUAL SERVICES	628,146.11	456,000.00	56,697.37	372,068.32	83,931.68	81.59
OTHER CHARGES	284,893.77	508,648.00	930.47	148,543.88	360,104.12	29.20
CONTINGENCY	0.00	90,000.00	0.00	0.00	90,000.00	0.00
CAPITAL OUTLAY	0.00	4,717.00	11,600.00	16,317.00	(11,600.00)	345.92
TRANSFERS OUT	0.00	625,000.00	625,000.00	625,000.00	0.00	100.00
TOTAL 00-NON-PROGRAM	1,003,652.98	1,784,097.56	696,916.04	1,193,095.14	591,002.42	66.87
TOTAL ORGANIZATIONAL	1,003,652.98	1,784,097.56	696,916.04	1,193,095.14	591,002.42	66.87
CITY MANAGER						
00-NON-PROGRAM						
PERSONNEL COSTS	138,122.06	307,631.00	24,376.87	141,784.93	165,846.07	46.09
SUPPLIES & MATERIALS	4,423.23	7,200.00	76.32	2,919.00	4,281.00	40.54
OCCUPANCY	3,996.02	9,400.00	545.70	4,074.21	5,325.79	43.34
CONTRACTUAL SERVICES	87.50	350.00	0.00	87.50	262.50	25.00
OTHER CHARGES	7,030.85	(188,364.00)	(16,106.92)	(93,426.66)	(94,937.34)	49.60
TOTAL 00-NON-PROGRAM	153,659.66	136,217.00	8,891.97	55,438.98	80,778.02	40.70
TOTAL CITY MANAGER	153,659.66	136,217.00	8,891.97	55,438.98	80,778.02	40.70

FINANCIAL STATEMENT

AS OF: MARCH 31ST, 2016

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
CITY SECRETARY						
00-NON-PROGRAM						
PERSONNEL COSTS	34,408.89	92,853.00	7,233.89	42,010.50	50,842.50	45.24
SUPPLIES & MATERIALS	931.15	5,975.00	22.16	523.91	5,451.09	8.77
OCCUPANCY	1,302.80	2,190.00	170.66	1,264.95	925.05	57.76
CONTRACTUAL SERVICES	2,090.00	5,600.00	0.00	0.00	5,600.00	0.00
OTHER CHARGES	12,860.46	(20,545.00)	(2,966.04)	(16,626.04)	(3,918.96)	80.92
TOTAL 00-NON-PROGRAM	51,593.30	86,073.00	4,460.67	27,173.32	58,899.68	31.57
TOTAL CITY SECRETARY	51,593.30	86,073.00	4,460.67	27,173.32	58,899.68	31.57
FINANCE						
00-NON-PROGRAM						
PERSONNEL COSTS	150,335.42	349,248.00	27,031.01	159,732.81	189,515.19	45.74
SUPPLIES & MATERIALS	4,002.41	8,430.00	(476.70)	2,664.60	5,765.40	31.61
MAINTENANCE & REPAIRS	27,140.24	33,000.00	4,150.65	16,812.44	16,187.56	50.95
OCCUPANCY	3,518.27	7,550.00	476.65	3,325.14	4,224.86	44.04
CONTRACTUAL SERVICES	28,174.34	57,650.00	8,150.00	33,433.12	24,216.88	57.99
OTHER CHARGES	5,532.70	(221,527.00)	(18,788.78)	(110,359.24)	(111,167.76)	49.82
TOTAL 00-NON-PROGRAM	218,703.38	234,351.00	20,542.83	105,608.87	128,742.13	45.06
METER SERVICE						
PERSONNEL COSTS	164,597.92	261,587.00	20,307.92	121,765.23	139,821.77	46.55
SUPPLIES & MATERIALS	16,014.87	31,190.00	146.50	9,251.62	21,938.38	29.66
MAINTENANCE & REPAIRS	3,706.26	25,500.00	3.97	4,517.26	20,982.74	17.71
OCCUPANCY	4,753.16	9,620.00	562.14	4,951.77	4,668.23	51.47
CONTRACTUAL SERVICES	15,857.09	446,050.00	35,691.20	213,872.93	232,177.07	47.95
OTHER CHARGES	1,121.50	(321,443.00)	(26,803.29)	(161,027.21)	(160,415.79)	50.10
TOTAL METER SERVICE	206,050.80	452,504.00	29,908.44	193,331.60	259,172.40	42.72
TOTAL FINANCE	424,754.18	686,855.00	50,451.27	298,940.47	387,914.53	43.52
HUMAN RESOURCE						
00-NON-PROGRAM						
PERSONNEL COSTS	46,483.50	126,021.00	8,246.02	48,537.87	77,483.13	38.52
SUPPLIES & MATERIALS	145.08	6,875.00	41.03	419.06	6,455.94	6.10
OCCUPANCY	1,527.00	3,445.00	218.95	1,574.09	1,870.91	45.69
CONTRACTUAL SERVICES	15.00	325.00	9.00	13.00	312.00	4.00
OTHER CHARGES	7,451.15	(11,783.00)	(2,468.17)	(5,768.55)	(6,014.45)	48.96
TOTAL 00-NON-PROGRAM	55,621.73	124,883.00	6,046.83	44,775.47	80,107.53	35.85
TOTAL HUMAN RESOURCE	55,621.73	124,883.00	6,046.83	44,775.47	80,107.53	35.85

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
INFORMATION TECHNOLOGY						
00-NON-PROGRAM						
PERSONNEL COSTS	50,371.14	173,365.00	13,510.58	80,454.59	92,910.41	46.41
SUPPLIES & MATERIALS	5,320.13	19,050.00	393.48	10,459.86	8,590.14	54.91
MAINTENANCE & REPAIRS	47,201.31	129,100.00	2,860.96	45,408.93	83,691.07	35.17
OCCUPANCY	3,679.33	11,128.00	1,967.97	7,087.86	4,040.14	63.69
CONTRACTUAL SERVICES	3,299.19	11,471.00	0.00	1,000.00	10,471.00	8.72
OTHER CHARGES	4,432.97	(107,380.00)	(9,531.58)	(55,869.93)	(51,510.07)	52.03
CAPITAL OUTLAY	0.00	25,000.00	0.00	24,245.00	755.00	96.98
TOTAL 00-NON-PROGRAM	114,304.07	261,734.00	9,201.41	112,786.31	148,947.69	43.09
TOTAL INFORMATION TECHNOLOGY	114,304.07	261,734.00	9,201.41	112,786.31	148,947.69	43.09
FILMING/BROADCASTING						
00-NON-PROGRAM						
TOTAL						
TOTAL						
POLICE						
ADMINISTRATION						
PERSONNEL COSTS	201,593.93	468,325.00	37,241.00	220,603.82	247,721.18	47.10
SUPPLIES & MATERIALS	11,267.31	28,145.00	2,045.89	14,342.63	13,802.37	50.96
MAINTENANCE & REPAIRS	12,676.40	32,710.00	1,474.32	15,105.53	17,604.47	46.18
OCCUPANCY	30,204.73	56,380.00	9,403.36	26,018.76	30,361.24	46.15
CONTRACTUAL SERVICES	96,861.26	197,345.00	94,654.41	95,808.34	101,536.66	48.55
OTHER CHARGES	9,027.53	35,155.00	2,957.52	15,404.31	19,750.69	43.82
CAPITAL OUTLAY	34,405.00	375.00	0.00	0.00	375.00	0.00
TOTAL ADMINISTRATION	396,036.16	818,435.00	147,776.50	387,283.39	431,151.61	47.32
CODE ENFORCEMENT						
PERSONNEL COSTS	24,741.19	56,996.00	4,347.18	25,854.62	31,141.38	45.36
SUPPLIES & MATERIALS	433.48	5,200.00	245.54	760.91	4,439.09	14.63
MAINTENANCE & REPAIRS	131.06	1,950.00	0.00	38.99	1,911.01	2.00
CONTRACTUAL SERVICES	4,545.00	12,875.00	30.00	160.00	12,715.00	1.24
OTHER CHARGES	3,211.33	21,945.00	0.00	2.07	21,942.93	0.01
TOTAL CODE ENFORCEMENT	33,062.06	98,966.00	4,622.72	26,816.59	72,149.41	27.10
EMERGENCY MANAGEMENT						
SUPPLIES & MATERIALS	0.00	2,160.00	0.00	29.49	2,130.51	1.37
MAINTENANCE & REPAIRS	106.94	1,640.00	0.00	1,631.97	8.03	99.51
OTHER CHARGES	0.00	2,000.00	180.00	1,076.89	923.11	53.84
TOTAL EMERGENCY MANAGEMENT	106.94	5,800.00	180.00	2,738.35	3,061.65	47.21

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
POLICE-CID						
PERSONNEL COSTS	60,554.70	247,540.00	18,125.87	110,454.01	137,085.99	44.62
SUPPLIES & MATERIALS	1,255.06	4,400.00	90.12	868.36	3,531.64	19.74
MAINTENANCE & REPAIRS	173.60	3,360.00	7.50	56.99	3,303.01	1.70
CONTRACTUAL SERVICES	327.38	3,600.00	0.00	0.00	3,600.00	0.00
OTHER CHARGES	2,973.00	6,700.00	274.95	1,637.65	5,062.35	24.44
TOTAL POLICE-CID	65,283.74	265,600.00	18,498.44	113,017.01	152,582.99	42.55
POLICE-PATROL						
PERSONNEL COSTS	551,369.98	1,386,860.00	105,306.66	630,622.45	756,237.55	45.47
SUPPLIES & MATERIALS	53,260.32	183,025.00	2,587.20	58,735.26	124,289.74	32.09
MAINTENANCE & REPAIRS	8,508.72	21,241.00	643.50	6,875.23	14,365.77	32.37
CONTRACTUAL SERVICES	7,227.26	12,870.00	19.70	1,479.15	11,390.85	11.49
OTHER CHARGES	3,857.86	9,800.00	225.84	1,298.99	8,501.01	13.26
CAPITAL OUTLAY	91,516.89	94,500.00	0.00	168,537.38	(74,037.38)	178.35
TOTAL POLICE-PATROL	715,741.03	1,708,296.00	108,782.90	867,548.46	840,747.54	50.78
POLICE-CRIME PREVENTION						
PERSONNEL COSTS	39,029.18	0.00	0.00	140.09	(140.09)	0.00
SUPPLIES & MATERIALS	431.66	2,650.00	164.18	609.19	2,040.81	22.99
MAINTENANCE & REPAIRS	130.00	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES	532.00	900.00	0.00	0.00	900.00	0.00
OTHER CHARGES	65.00	1,150.00	12.00	354.00	796.00	30.78
TOTAL POLICE-CRIME PREVENTION	40,187.84	4,700.00	176.18	1,103.28	3,596.72	23.47
TOTAL POLICE	1,250,417.77	2,901,797.00	280,036.74	1,398,507.08	1,503,289.92	48.19
FIRE-VOLUNTEER						
00-NON-PROGRAM						
PERSONNEL COSTS	3,163.42	92,291.00	7,783.31	23,216.78	69,074.22	25.16
SUPPLIES & MATERIALS	6,379.64	48,060.00	14,167.98	22,198.89	25,861.11	46.19
MAINTENANCE & REPAIRS	20,467.21	177,250.00	9,604.48	34,064.71	143,185.29	19.22
OCCUPANCY	14,885.82	46,150.00	1,280.25	12,355.00	33,795.00	26.77
CONTRACTUAL SERVICES	26,245.05	25,500.00	625.64	22,596.76	2,903.24	88.61
OTHER CHARGES	9,917.64	22,325.00	2,792.42	9,701.25	12,623.75	43.45
CAPITAL OUTLAY	0.00	71,300.00	0.00	0.00	71,300.00	0.00
TOTAL 00-NON-PROGRAM	81,058.78	482,876.00	36,254.08	124,133.39	358,742.61	25.71
TOTAL FIRE-VOLUNTEER	81,058.78	482,876.00	36,254.08	124,133.39	358,742.61	25.71
MUNICIPAL COURT						
00-NON-PROGRAM						
PERSONNEL COSTS	138,037.08	227,530.00	17,811.45	104,709.51	122,820.49	46.02
SUPPLIES & MATERIALS	6,785.38	11,250.00	1,286.01	4,685.81	6,564.19	41.65
MAINTENANCE & REPAIRS	8,103.40	9,300.00	369.50	8,026.02	1,273.98	86.30
OCCUPANCY	4,991.73	10,310.00	697.71	4,412.58	5,897.42	42.80
CONTRACTUAL SERVICES	13,989.01	35,750.00	4,637.99	13,669.75	22,080.25	38.24

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
OTHER CHARGES	4,961.41	7,300.00	516.86	3,061.04	4,238.96	41.93
TOTAL 00-NON-PROGRAM	176,868.01	301,440.00	25,319.52	138,564.71	162,875.29	45.97
TOTAL MUNICIPAL COURT	176,868.01	301,440.00	25,319.52	138,564.71	162,875.29	45.97
PLANNING & DEVELOPMENT						
00-NON-PROGRAM						
PERSONNEL COSTS	217,419.89	497,825.00	36,527.32	225,890.85	271,934.15	45.38
SUPPLIES & MATERIALS	5,560.85	14,550.00	1,109.42	3,854.45	10,695.55	26.49
MAINTENANCE & REPAIRS	19.95	2,000.00	0.00	1,744.65	255.35	87.23
OCCUPANCY	5,133.18	12,700.00	695.45	4,975.86	7,724.14	39.18
CONTRACTUAL SERVICES	113,595.33	192,500.00	47,638.99	174,300.13	18,199.87	90.55
OTHER CHARGES	33,299.76	49,291.00	1,958.50	31,746.42	17,544.58	64.41
TOTAL 00-NON-PROGRAM	375,028.96	768,866.00	87,929.68	442,512.36	326,353.64	57.55
TOTAL PLANNING & DEVELOPMENT	375,028.96	768,866.00	87,929.68	442,512.36	326,353.64	57.55
PUBLIC WORKS						
ADMINISTRATION						
PERSONNEL COSTS	296,640.00	695,310.00	44,945.33	281,145.50	414,164.50	40.43
SUPPLIES & MATERIALS	32,501.50	85,400.00	7,707.06	32,633.13	52,766.87	38.21
MAINTENANCE & REPAIRS	18,459.50	58,000.00	5,643.81	75,638.49	(17,638.49)	130.41
OCCUPANCY	5,488.78	14,010.00	845.44	6,255.53	7,754.47	44.65
CONTRACTUAL SERVICES	13,434.79	58,725.00	13,013.38	32,658.42	26,066.58	55.61
OTHER CHARGES	34,906.09	14,900.00	236.85	3,996.73	10,903.27	26.82
CAPITAL OUTLAY	0.00	979,000.00	77,563.97	93,807.98	885,192.02	9.58
TOTAL ADMINISTRATION	401,430.66	1,905,345.00	149,955.84	526,135.78	1,379,209.22	27.61
RECREATION						
CONTRACTUAL SERVICES	10,667.84	42,500.00	9,875.00	9,875.00	32,625.00	23.24
TOTAL RECREATION	10,667.84	42,500.00	9,875.00	9,875.00	32,625.00	23.24
PARKS						
PERSONNEL COSTS	202,402.04	581,460.00	39,310.11	226,433.51	355,026.49	38.94
SUPPLIES & MATERIALS	12,158.39	40,700.00	2,260.92	13,224.39	27,475.61	32.49
MAINTENANCE & REPAIRS	26,622.10	80,950.00	13,359.59	42,372.71	38,577.29	52.34
OCCUPANCY	24,139.43	50,740.00	4,130.17	28,674.04	22,065.96	56.51
CONTRACTUAL SERVICES	3,727.96	20,380.00	1,939.90	9,597.98	10,782.02	47.10
OTHER CHARGES	3,936.48	9,750.00	1,508.38	4,566.35	5,183.65	46.83
CAPITAL OUTLAY	(104.00)	391,000.00	111,349.00	111,349.00	279,651.00	28.48
TOTAL PARKS	272,882.40	1,174,980.00	173,858.07	436,217.98	738,762.02	37.13
BUILDING MAINTENANCE						
PERSONNEL COSTS	65,413.18	176,265.00	10,220.01	63,227.06	113,037.94	35.87
SUPPLIES & MATERIALS	5,999.07	11,400.00	955.29	6,382.59	5,017.41	55.99
MAINTENANCE & REPAIRS	349.39	1,300.00	9.90	541.13	758.87	41.63
OCCUPANCY	190.83	600.00	25.65	187.19	412.81	31.20
CONTRACTUAL SERVICES	582.47	1,600.00	88.97	742.61	857.39	46.41

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

101-GENERAL FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
OTHER CHARGES	175.70	(32,254.00)	(2,712.84)	(16,276.96)	(15,977.04)	50.46
CAPITAL OUTLAY	0.00	30,000.00	0.00	0.00	30,000.00	0.00
TOTAL BUILDING MAINTENANCE	72,710.64	188,911.00	8,586.98	54,803.62	134,107.38	29.01
TOTAL PUBLIC WORKS	757,691.54	3,311,736.00	342,275.89	1,027,032.38	2,284,703.62	31.01
LIBRARY						
00-NON-PROGRAM						
PERSONNEL COSTS	226,827.84	533,514.00	40,099.27	242,762.56	290,751.44	45.50
SUPPLIES & MATERIALS	40,528.48	58,229.00	2,861.91	30,140.68	28,088.32	51.76
MAINTENANCE & REPAIRS	10,488.83	15,475.00	101.08	5,981.48	9,493.52	38.65
OCCUPANCY	20,377.12	42,224.00	2,967.64	17,650.60	24,573.40	41.80
CONTRACTUAL SERVICES	12,364.40	23,765.00	1,360.00	11,116.20	12,648.80	46.78
OTHER CHARGES	5,725.08	11,896.00	596.50	6,163.04	5,732.96	51.81
TOTAL 00-NON-PROGRAM	316,311.75	685,103.00	47,986.40	313,814.56	371,288.44	45.81
TOTAL LIBRARY	316,311.75	685,103.00	47,986.40	313,814.56	371,288.44	45.81
BEDC ADMINISTRATION						
00-NON-PROGRAM						
OCCUPANCY	0.00	0.00	(145.57)	0.00	0.00	0.00
OTHER CHARGES	0.00	0.00	(10.98)	0.00	0.00	0.00
TOTAL 00-NON-PROGRAM	0.00	0.00	(156.55)	0.00	0.00	0.00
TOTAL BEDC ADMINISTRATION	0.00	0.00	(156.55)	0.00	0.00	0.00
*** TOTAL EXPENSES ***	4,777,846.84	11,551,242.56	1,594,857.53	5,180,011.83	6,371,230.73	44.84
REVENUES OVER/(UNDER) EXPENDITURES	765,267.34	(2,401,566.56)	(1,055,313.83)	953,557.93	(3,355,124.49)	39.71-

*** END OF REPORT ***

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

202-WATER/WASTEWATER FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
CHARGES FOR SERVICES						
TOTAL						
WATER REVENUES						
00-00-4101 WATER SALES-RESIDENTIAL	607,658.36	1,362,500.00	110,016.27	640,625.73	721,874.27	47.02
00-00-4102 WATER SALES-COMMERCIAL	523,281.66	1,100,900.00	105,865.63	610,916.64	489,983.36	55.49
00-00-4150 PENALTIES	15,782.23	32,700.00	2,537.96	17,845.31	14,854.69	54.57
00-00-4152 WATER TAPPING FEES	300.00	5,000.00	600.00	3,800.00	1,200.00	76.00
00-00-4154 WATER SERVICE FEES	9,575.00	22,000.00	1,140.00	8,100.00	13,900.00	36.82
00-00-4156 OTHER	0.00	0.00	0.00	400.00	(400.00)	0.00
TOTAL WATER REVENUES	1,156,597.25	2,523,100.00	220,159.86	1,281,687.68	1,241,412.32	50.80
WASTEWATER REVENUES						
00-00-4201 WASTEWATER SALES-RESIDENTIAL	444,796.54	904,700.00	80,949.47	453,629.99	451,070.01	50.14
00-00-4202 WASTEWATER SALES-COMMERCIAL	349,520.64	686,700.00	64,321.33	372,420.22	314,279.78	54.23
00-00-4250 PENALTIES	10,978.26	23,980.00	1,941.16	11,595.24	12,384.76	48.35
00-00-4252 SEWER TAPPING FEES	0.00	-2,000.00	600.00	1,200.00	800.00	60.00
00-00-4256 OTHER	0.00	5,000.00	300.00	300.00	4,700.00	6.00
TOTAL WASTEWATER REVENUES	805,295.44	1,622,380.00	148,111.96	839,145.45	783,234.55	51.72
OTHER REVENUE						
TOTAL						
INTEREST INCOME						
00-00-4400 INTEREST RECEIPTS	1,526.76	3,000.00	2,100.66	6,902.24	(3,902.24)	230.07
TOTAL INTEREST INCOME	1,526.76	3,000.00	2,100.66	6,902.24	(3,902.24)	230.07
INTERGOVERNMENTAL						
TOTAL						
MISCELLANEOUS						
00-00-4519 BACKFLOW TESTING COST	1,500.00	3,000.00	2,900.00	2,900.00	100.00	96.67
00-00-4547 BY THE WAY CAMPGROUND	9,755.34	22,000.00	0.00	0.00	22,000.00	0.00
00-00-4548 LCRA/WCID	40,615.55	85,000.00	9,821.92	60,705.57	24,294.43	71.42
TOTAL MISCELLANEOUS	51,870.89	110,000.00	12,721.92	63,605.57	46,394.43	57.82
TRANSFERS-IN						
00-00-4732 TRANS IN - IMPACT FUND #303	0.00	0.00	0.00	246,683.39	(246,683.39)	0.00
00-00-4737 TRANS IN - FUND #725	0.00	0.00	0.00	37,026.59	(37,026.59)	0.00
TOTAL TRANSFERS-IN	0.00	0.00	0.00	283,709.98	(283,709.98)	0.00

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

202-WATER/WASTEWATER FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
OTHER SOURCES						
00-00-4810 INSURANCE PROCEEDS	0.00	0.00	0.00	441.85 (441.85)	0.00
TOTAL OTHER SOURCES	0.00	0.00	0.00	441.85 (441.85)	0.00
** TOTAL REVENUE **	2,015,290.34	4,258,480.00	383,094.40	2,475,492.77	1,782,987.23	58.13

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

202-WATER/WASTEWATER FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENT						
00-NON-PROGRAM						
TOTAL						
TOTAL						
WATER/WASTEWATER DEPT.						
ADMINISTRATION						
PERSONNEL COSTS	308,369.39	890,111.00	60,653.16	375,425.10	514,685.90	42.18
SUPPLIES & MATERIALS	15,660.32	47,210.00	3,129.55	15,227.24	31,982.76	32.25
MAINTENANCE & REPAIRS	4,138.05	19,430.00	903.44	7,355.07	12,074.93	37.85
OCCUPANCY	10,393.27	23,470.00	1,209.60	9,494.22	13,975.78	40.45
CONTRACTUAL SERVICES	326,392.19	709,560.00	106,946.98	439,916.50	269,643.50	62.00
OTHER CHARGES	36,838.51	46,000.00	1,156.47	9,862.99	36,137.01	21.44
CONTINGENCY	0.00	10,000.00	0.00	0.00	10,000.00	0.00
DEBT SERVICE	625,725.65	1,460,311.00	121,692.46	730,154.76	730,156.24	50.00
TRANSFERS OUT	86,000.04	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATION	1,413,517.42	3,206,092.00	295,691.66	1,587,435.88	1,618,656.12	49.51
W/WW DISTRIBUT/COLLECT						
SUPPLIES & MATERIALS	1,181.62	11,300.00	81.33	10,771.63	528.37	95.32
MAINTENANCE & REPAIRS	7,722.58	78,900.00	2,105.37	34,532.20	44,367.80	43.77
CONTRACTUAL SERVICES	1,331.15	9,840.00	1,335.05	1,809.60	8,030.40	18.39
OTHER CHARGES	148.50	1,500.00	0.00	497.50	1,002.50	33.17
TOTAL W/WW DISTRIBUT/COLLECT	10,383.85	101,540.00	3,521.75	47,610.93	53,929.07	46.89
WATER PRODUCTION/TREAT						
SUPPLIES & MATERIALS	16,683.38	31,000.00	2,387.00	12,997.72	18,002.28	41.93
MAINTENANCE & REPAIRS	22,960.42	204,712.00	12,322.73	153,289.57	51,422.43	74.88
OCCUPANCY	66,557.35	116,000.00	4,539.05	49,210.79	66,789.21	42.42
CONTRACTUAL SERVICES	49,357.55	130,350.00	9,726.68	58,667.00	71,683.00	45.01
TOTAL WATER PRODUCTION/TREAT	155,558.70	482,062.00	28,975.46	274,165.08	207,896.92	56.87
WW TREATMENT PLANT						
SUPPLIES & MATERIALS	11,535.90	29,800.00	2,612.40	10,406.74	19,393.26	34.92
MAINTENANCE & REPAIRS	42,737.57	245,100.00	13,005.53	51,047.56	194,052.44	20.83
OCCUPANCY	76,147.62	150,000.00	11,363.05	82,481.74	67,518.26	54.99
CONTRACTUAL SERVICES	39,593.54	77,000.00	3,738.00	30,158.11	46,841.89	39.17
CAPITAL OUTLAY	0.00	93,692.00	0.00	93,400.00	292.00	99.69
TOTAL WW TREATMENT PLANT	170,014.63	595,592.00	30,718.98	267,494.15	328,097.85	44.91
TOTAL WATER/WASTEWATER DEPT.	1,749,474.60	4,385,286.00	358,907.85	2,176,706.04	2,208,579.96	49.64
*** TOTAL EXPENSES ***	1,749,474.60	4,385,286.00	358,907.85	2,176,706.04	2,208,579.96	49.64

CITY OF BASTROP
FINANCIAL STATEMENT
AS OF: MARCH 31ST, 2016

202-WATER/WASTEWATER FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
REVENUES OVER/(UNDER) EXPENDITURES	265,815.74	(126,806.00)	24,186.55	298,786.73	(425,592.73)	235.63-

*** END OF REPORT ***

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

501-HOTEL/MOTEL TAX FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
TAXES & PENALTIES						
00-00-4007 MOTEL/HOTEL TAX RECEIPTS	1,136,356.81	2,800,000.00	163,921.99	1,159,556.65	1,640,443.35	41.41
TOTAL TAXES & PENALTIES	1,136,356.81	2,800,000.00	163,921.99	1,159,556.65	1,640,443.35	41.41
INTEREST INCOME						
00-00-4400 INTEREST EARNED	798.15	1,500.00	749.14	2,629.09	(1,129.09)	175.27
TOTAL INTEREST INCOME	798.15	1,500.00	749.14	2,629.09	(1,129.09)	175.27
MISCELLANEOUS						
00-00-4514 MISCELLANEOUS INCOME	152.81	0.00	0.00	0.00	0.00	0.00
TOTAL MISCELLANEOUS	152.81	0.00	0.00	0.00	0.00	0.00
** TOTAL REVENUE **	<u>1,137,307.77</u>	<u>2,801,500.00</u>	<u>164,671.13</u>	<u>1,162,185.74</u>	<u>1,639,314.26</u>	<u>41.48</u>

CITY OF BASTROP
 FINANCIAL STATEMENT
 AS OF: MARCH 31ST, 2016

501-HOTEL/MOTEL TAX FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENT						
00-NON-PROGRAM						
TOTAL						
HOTEL/MOTEL TAX FUND						
00-NON-PROGRAM						
CONTRACTUAL SERVICES	614,745.74	1,092,619.00	52,734.65	527,189.31	565,429.69	48.25
OTHER CHARGES	10,613.00	62,274.00	0.00	4,453.24	57,820.76	7.15
TRANSFERS OUT	593,284.98	1,455,813.00	113,567.75	774,406.50	681,406.50	53.19
TOTAL 00-NON-PROGRAM	1,218,643.72	2,610,706.00	166,302.40	1,306,049.05	1,304,656.95	50.03
TOTAL HOTEL/MOTEL TAX FUND	1,218,643.72	2,610,706.00	166,302.40	1,306,049.05	1,304,656.95	50.03
*** TOTAL EXPENSES ***	1,218,643.72	2,610,706.00	166,302.40	1,306,049.05	1,304,656.95	50.03
REVENUES OVER/(UNDER) EXPENDITURES	{ 81,335.95}	190,794.00	{ 1,631.27}	{ 143,863.31}	334,657.31	75.40-

*** END OF REPORT ***

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: May 5, 2016

MEETING DATE: May 10, 2016

1. Agenda Item: CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ACKNOWLEDGMENT OF THE BASTROP MARKET CORPORATION QUARTERLY REPORT.

2. Party Making Request: Michael H. Talbot

3. Nature of Request: (Brief Overview) Attachments: Yes X No _____
Attached is the Bastrop Market Corporation "Quarterly Report" submitted to my office by Ms. Cami Hardee.

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: X Approved _____ Disapproved _____ None

11. Proposed Motion: _____

BASTROP MARKETING CORPORATION

A REPORT TO THE CITY OF BASTROP

April 29, 2016

Prepared by Hardee Partners, LLC, on behalf of Bastrop Marketing Corporation

As a follow-up to the marketing expenditures reports and plans previously submitted to the City, Woodbine is officially submitting this quarterly summary of SAPP expenses for Fiscal Year 2015-16. Redistribution of funds takes place according to the Letter of Understanding (LOU) approved by Bastrop City Council in April 2007.

QUARTERLY EXPENDITURES UPDATE

For Fiscal Year 2015-16, January through March, BMC and Hyatt Lost Pines expended approximately \$460,625 on SAPPs and received \$220,420 (including one payment that was due in the prior quarter) in distributions from the city. A full review of marketing expenditures is available upon request, although some resort-specific information is considered proprietary for competitive reasons.

BMC seeks official approval of the quarterly report.

ANNUAL EXPENDITURES UPDATE

For Fiscal Year 2015-16, BMC and Hyatt Regency Lost Pines are expected to spend more than \$1.5 million on SAPPs during the year. BMC is projected to receive approximately \$1 million for the fiscal year in redistribution of HOT funds from the City of Bastrop. To date, BMC and Hyatt Lost Pines have expended \$806,215 on SAPPs and received \$386,059 in redistribution.

FISCAL YEAR 2015-16 PLAN

BMC presented a summary of the marketing plan to City Council and the City Manager in July-August 2015. BMC and Hyatt Regency Lost Pines anticipate spending on SAPPs in the following categories.

SALES & PROMOTION
COLLATERAL
TRADESHOWS
SOCIAL MEDIA
ADVERTISING (PAID MEDIA) and DIRECT MAIL
PUBLIC RELATIONS AND SPECIAL EVENTS
ELECTRONIC MARKETING/WEBSITE

It is understood that BMC's annual marketing plan for 2015-16 is approved by the City.

ENCLOSURES: Advertising and public relations summaries from Proof Advertising, and Dublin and Associates.

BACKGROUND

Bastrop Marketing Corporation (BMC) was established in 2003 to manage destination-marketing efforts pursuant to that certain Tourism Marketing Agreement (Agreement) dated November 20, 2003, Bastrop Resort Partners, L.P., BMC and the City of Bastrop. Under the Agreement the BMC will receive a distribution of Hotel Occupancy Taxes (HOT) paid to the City by Hyatt Regency Lost Pines Resort and Spa, according to a schedule and at a percentage established in the Agreement. (The percentage distribution starts at 75 percent of the resort's HOT payments and declines to 43 percent over the 10-year period of the agreement.)

To qualify for the HOT distribution, BMC must provide a marketing plan to the City of Bastrop detailing expenditures that directly enhance and promote tourism and the convention and hotel industry. Additionally, expenditures must clearly fit into one of the following statutorily provided categories:

- Convention Center Facilities
- Visitor Information Centers
- Facilities, materials and personnel for registration of convention delegates
- Destination advertising and promotion that directly supports the tourism and Hotel/Convention industry
- Promotion, improvement or encouragement of the arts
- Historical restoration and preservation of facilities frequented by tourists or convention delegates
- Signage for tourist attractions and sites frequented by hotel guests
- Shuttle services for convention activities (excludes public transit)
- Sporting related facilities in certain cities and sports events

Pursuant to the Agreement, BMC will promote tourism and the convention and hotel industry of Bastrop and the surrounding area through Statutorily Authorized Promotional Programs (SAPPs), as defined by State law.

Memo

To: Cami Hardee
From: Rose Marie Eash
Re: Summary of Activities

Following is a summary of activities undertaken by Dublin & Associates on your behalf from January 1-March 31, 2016:

Bastrop Marketing Corp

- **Planning** – We met with Nancy Wood on January 6, February 5, March 2 and March 29 to catch up from holiday efforts and talk about 2016, social media, upcoming events and issues. We also met with Naseem Khouari/Downtown Association, and Karol Rice/Art League.

We also worked with Becca Pentland at the Main Street office discussing various Main Street social media issues.

- **Visit Lost Pines Website** – We began working on revision of copy for the new more mobile-friendly website. We reviewed existing copy, compared to Bastrop App listings recently updated per Nancy Wood. We reviewed draft copy for the Meetings section.
- **Lost Pines Art Center** – We worked with Karol Rice, Patricia Rendulic, and Sparky Witte regarding a proposal for marketing the Lost Pines Art Center. The proposal will be presented to the art league board in April and will coordinate with BMC's current marketing efforts.

Media/Marketing

We responded to various media and marketing inquiries and drafted calendar listings for spring/summer for distribution in April. We worked with various stakeholders to update the Visit Lost Pines tourism website and to share resources.

Social Media

We made 20 postings to Bastrop's Main Street Facebook page which also posts to Bastrop's Main Street Twitter feed. We edited the Visit Bastrop video to produce a short video clip for social media use.

Other Work

- **Bastrop Resources Review** – We reviewed eblasts from the Bastrop Chamber of Commerce – January 6,13,14,15,19,20,25,26 & 29; February 1,12,17,18,22,24; March 1,3,8,9,10,15,16,18,28,30; Bastrop Cattle Company – March 23; Bastrop Fine Arts Guild – March 11; Cripple Creek – January 2,23; February 2; March 2; High Cotton – March 1; Hyatt Hotels – January 4,12,18,25; February 1,8,15,18,29; March 8,14,21; Liberty Glenn – February 8; March 24; Sherwood Forest Faire – January 22; February 3,11,17,25; March 2,10,16,23,24,30; TripAdvisor – January 14,18,25; February 10,20; March 6,8,9,17,30; TTIA – February 3,10,17,24; March 2,9,23, and 30 and Texas Tourism – January 5 to keep abreast of activities in Bastrop and relative to Bastrop.
- **Quarterly Report** – We compiled the Dublin PR data for the BMC Quarterly Report.

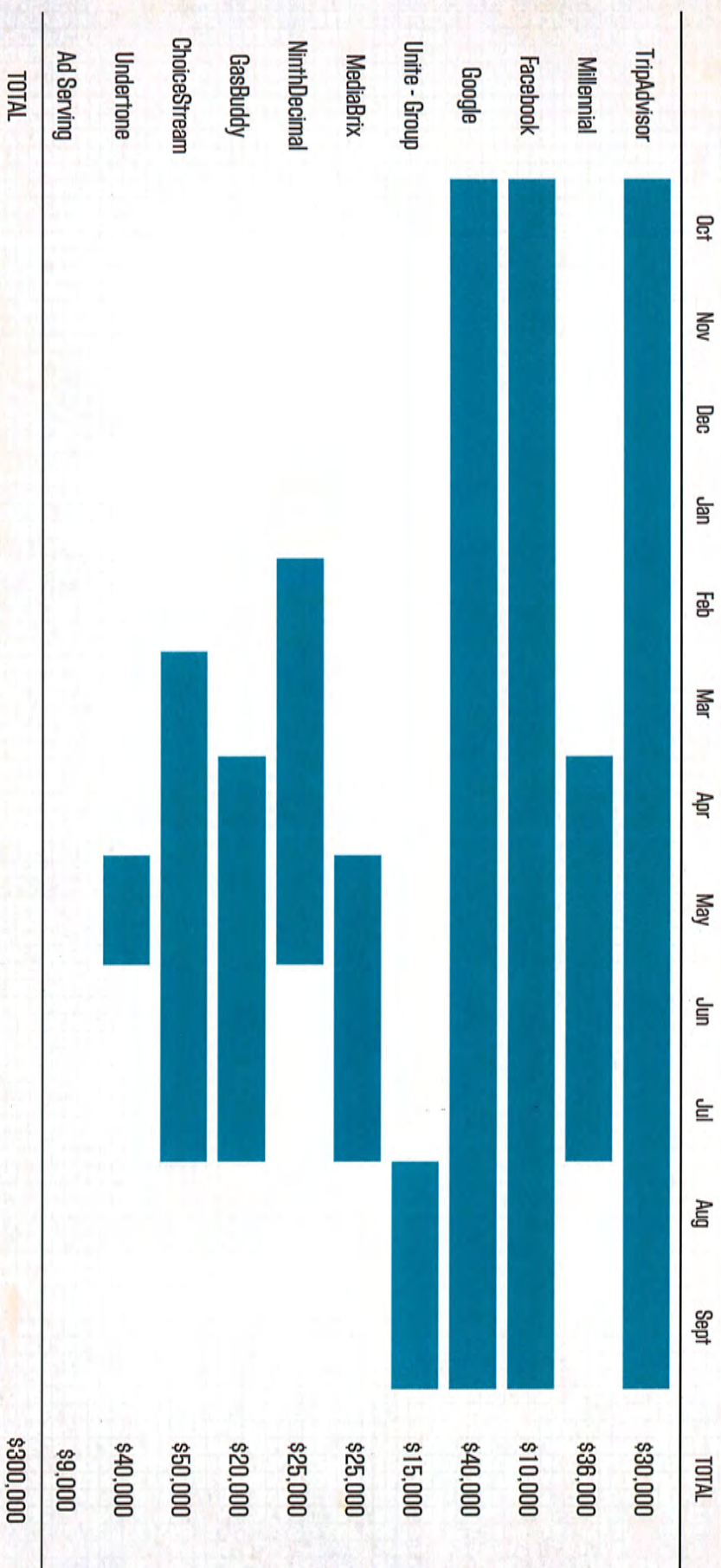
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Bastrop and the Lost Pines Region

Digital Media Performance: Oct 2015 - Mar 2016



Digital media flowchart showing full year activity



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Web Analytics: Visits up 36% the first 2 quarters

FY16: October - March

Visits up 36% YOY
(62,165 vs 45,729)

Pageviews up 13% YOY
(132,571 vs 117,714)

Pages/Visit down 17% YOY
(2.13 vs 2.57)

Avg. visit duration down 26% YOY
(1:19 vs 1:47)

Website Analytics: Traffic from mobile devices increase of 258% YOY

Mobile makes up 55% of all traffic year to date

Mobile landing page accounts for 17% of total pageviews

Explore Your Options content where users are spending the most time, specifically golf, events, and eats

Page	Pageviews	Unique Pageviews	Avg. Time on Page
1. /Mobile/Home.aspx	132,571 100.00% (132,571)	103,504 100.00% (103,504)	00:01:10 AVG (for View: 00:01:30 (0.00%))
2. /	11,368 (8.58%)	9,682 (9.36%)	00:01:05
3. /Explore-Your-Options/Lodging.aspx	9,510 (7.17%)	6,348 (6.13%)	00:01:06
4. /Explore-Your-Options/Golf-And-Outdoor-Activities.aspx	5,764 (4.35%)	4,896 (4.73%)	00:01:27
5. /Hyatt-Lost-Pines/Accommodations-and-Guest-Services.aspx	4,825 (3.64%)	3,131 (3.03%)	00:00:54
6. /Hyatt-Lost-Pines/Activities.aspx	4,252 (3.21%)	3,403 (3.27%)	00:01:21
7. /hyatt-lost-pines.aspx	3,917 (2.95%)	3,023 (2.92%)	00:00:46
8. /Hyatt-Lost-Pines/Live-at-Lost-Pines/Content-Schedule.aspx	3,241 (2.44%)	2,065 (2.00%)	00:00:37
9. /Explore-Your-Options/Events.aspx	3,183 (2.40%)	2,608 (2.52%)	00:01:28
10. /Explore-Your-Options/Eats.aspx	2,882 (2.17%)	2,109 (2.04%)	00:01:28

7.6MM impressions and 37K clicks delivered in first 2 quarters

Choicestream which launched in March has delivered the highest volume of impressions and generated the lowest eCPM

Facebook has contributed the largest share (44%) of clicks, the lowest eCPC, and the highest CTR

Ninth Decimal, launched in February, is #2 for both impressions and clicks

Site Name	Impressions	Clicks	CTR	eCPC	eCPM	Media Cost
 Ninth Decimal	1,500,555	9,871	0.66%	\$0.66	\$4.31	\$6,468
 Google	1,298,086	9,240	0.71%	\$2.05	\$14.56	\$18,901
 facebook.	1,098,002	16,482	1.50%	\$0.33	\$4.92	\$5,399
 tripadvisor®	197,048	318	0.16%	\$8.24	\$13.30	\$2,620
 choicestream.	3,520,187	1,521	0.04%	\$4.63	\$2.00	\$7,040
TOTAL	7,613,878	37,432	0.49%	\$1.08	\$5.31	\$40,428

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Szmek 2013 CTR Benchmark: 0.08% desktop, 0.28% mobile
Facebook clicks shown above are link clicks and page likes only

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Executive Summary

Visits to the site continue to be up year-over-year with the largest growth coming from those on mobile devices

New digital partners in second quarter have performed well delivering efficient awareness and interest going into late spring and early summer travel planning season

Facebook continues to be an important channel and delivers the most efficient clicks to visitlostpines.com

More digital partners will be starting in April & May to support the peak travel season

Q2 Highlights

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Viejos and Art delivered top CTRs; Art & Chicken top clicks during Q2

Advertiser	Impressions	Clicks	CTR	Thumbnail Image
Chicken*	907,689	2,099	0.23%	
Naseem*	643,630	357	0.06%	
Handler*	888,697	2,075	0.23%	
Art*	1,167,002	3,625	0.31%	
Lee	651,740	329	0.05%	
Viejos	386,970	1,753	0.45%	
Golf*	887,998	1,858	0.21%	

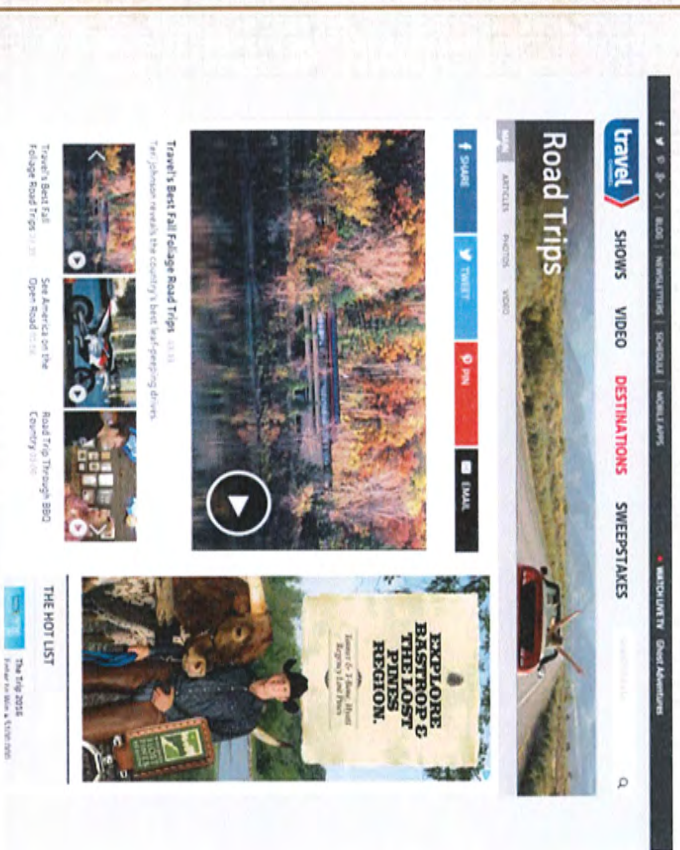
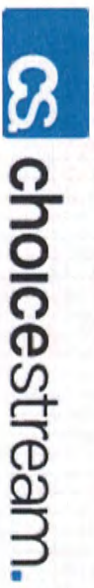
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Sizmek 2013 CTR Benchmark : 0.08% desktop



**A top performing partner for the quarter
delivering over 1.5MM impressions and nearly
10K clicks**

**Targeting adventure seekers that frequent
outdoor locations/sporting goods stores and
frequent travelers on their mobile devices**



Delivered the largest volume of impressions targeting frequent travelers and adventure seekers

Currently standard IAB ad sizes with 95% of impressions coming from desktop

Lodging terms drove highest interest for the quarter

Ad Group	Impressions	Clicks	CTR
Lodging	271,180	1,653	0.61%
Lost Pines Region	21,772	701	3.22%
Spa	30,880	617	2%
Golf	59,523	367	0.62%
Bastrop	50,436	327	0.65%
Road Trip	19,600	196	1%
Weddings	16,487	195	1.18%
Outdoor Activities	26,250	167	0.64%
Competitive	143,409	151	0.11%
Meetings	35,521	127	0.36%
Attractions	12,033	123	1.02%
Music	27,493	99	0.36%
Shopping	3,144	59	1.88%
Events	2,514	57	2.27%
Restaurants	2,263	36	1.59%

Top Keywords by Click Volume

1. lost pines texas - 503 clicks
2. bastrop tx - 215 clicks
3. Austin visit - 173 clicks
4. austin campground - 165 clicks
5. austin hotel - 164 clicks
6. austin campgrounds - 153 clicks
7. spa +resorts in austin texas - 146 clicks
8. lost pines golf - 142 clicks
9. austin +resorts - 130 clicks
10. bastrop texas - 121 clicks

Texas Campaign: 616,352 impressions | 3,830 clicks | 0.62% CTR

Touch State Campaign: 106,153 impressions | 1,045 clicks | 0.98% CTR

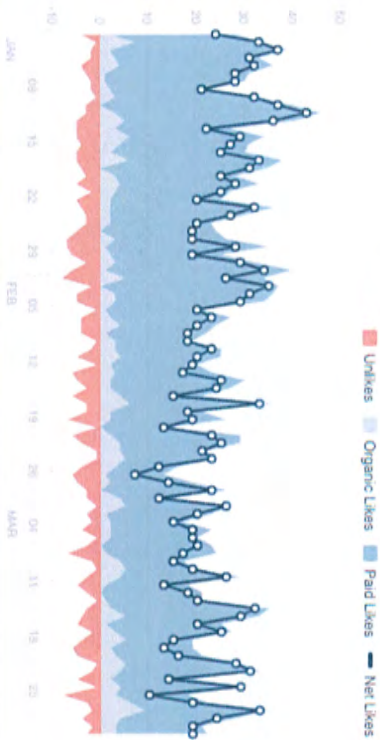
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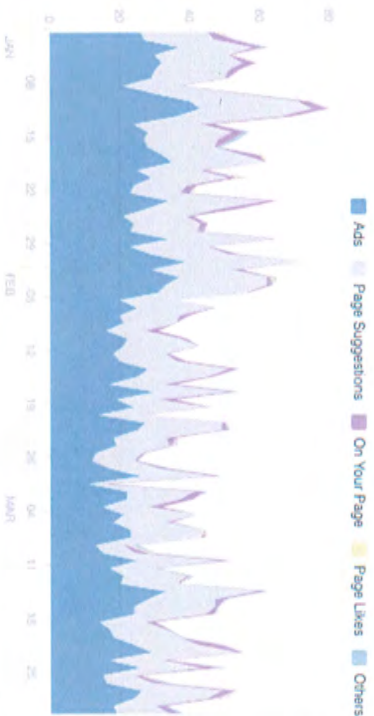


Campaign	Impressions	Website Clicks/Page Likes	CTR	CPC	Spend
Website Click Ads	449,684	8,987	2.00%	\$0.17	\$1,503.50
Like Ads	88,022	2,100	2.39%	\$0.37	\$781.69
TOTAL	537,706	11,087	2.06%	\$0.21	\$2,285.19

Net likes



Where page likes happen



When Like Ads are running paid likes account for the majority of likes, so as expected half of all likes are coming from ads

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Top performing Facebook ads show consistency month over month

Horseback riding and outdoor imagery continue to resonate with target audience

Visit Lost Pines
Sponsored

Live at Lost Pines features music and shows on the weekends.



Learn More

Live at Lost Pines

157,867 Imps
6,384 Clicks
4.04% CTR

Visit Lost Pines
Sponsored

Visit Lost Pines, and you'll thank your lucky stars. All 20 gazillion of them.



Learn More

Star Appeal

80,461 Imps
802 Clicks
1.00% CTR

Visit Lost Pines
Sponsored

Enjoy horseback riding, hiking, swimming, golfing and shows at the Lost Pines.



Learn More

Hoof It

66,173 Imps
888 Clicks
1.31% CTR

Visit Lost Pines
Sponsored

Enjoy horseback riding, hiking, golfing and more in the Lost Pines. Like us to learn more.



Learn More

Hoof It (Like Ad)

80,153 Imps
1,639 Page Likes
2.72% Like Rate

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Q1 Traditional Recap

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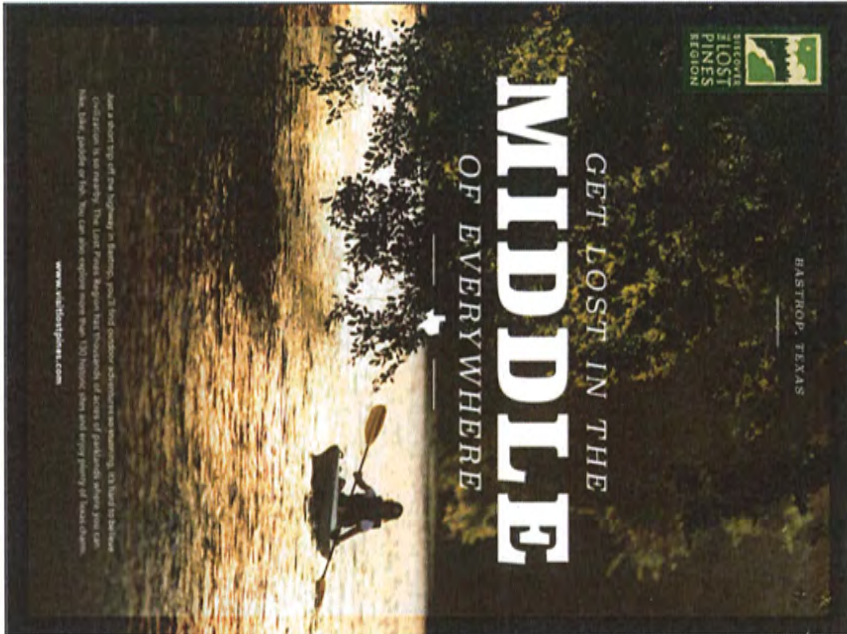
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Wednesday, April 20, 16

5/6/2016

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2016 Texas State Travel Guide

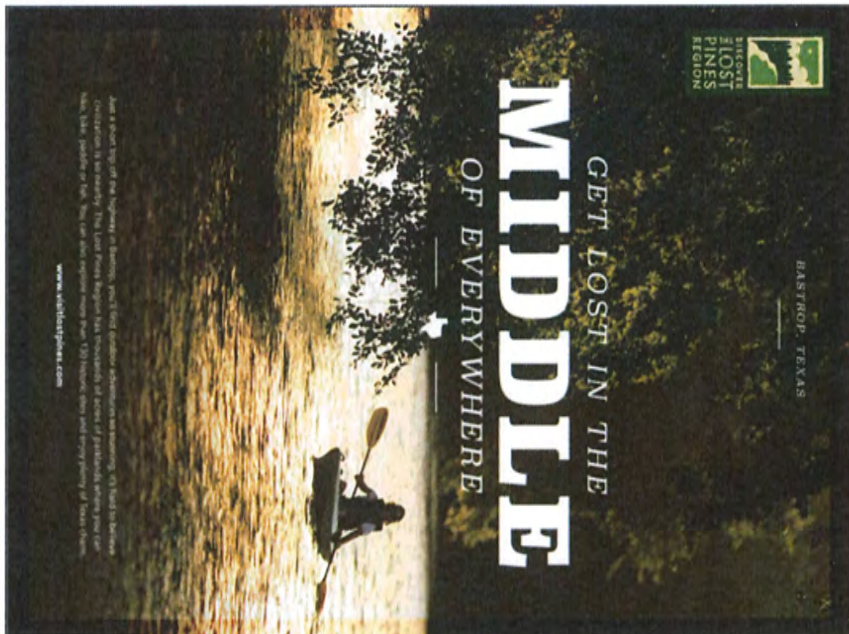


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Texas Journey - Jan/Feb

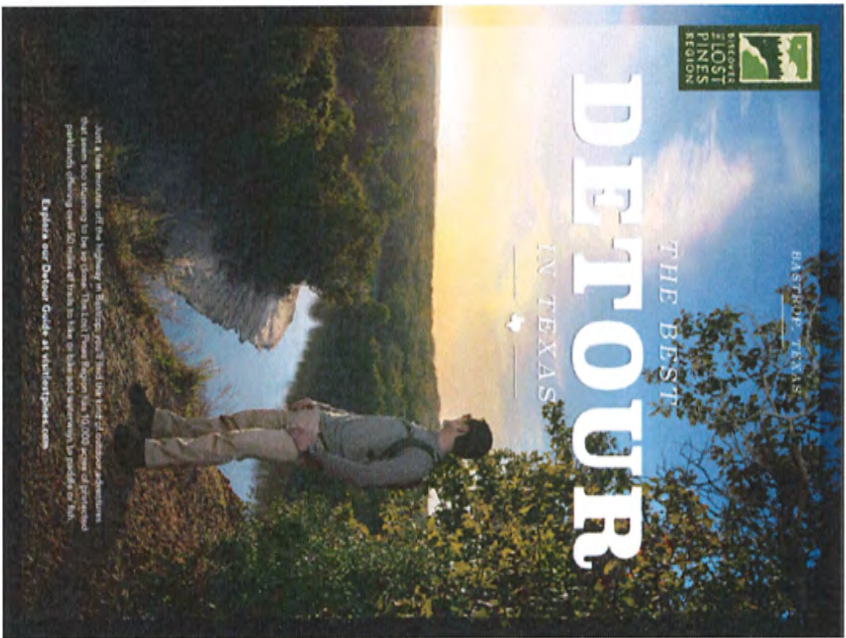


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Texas Highways - March

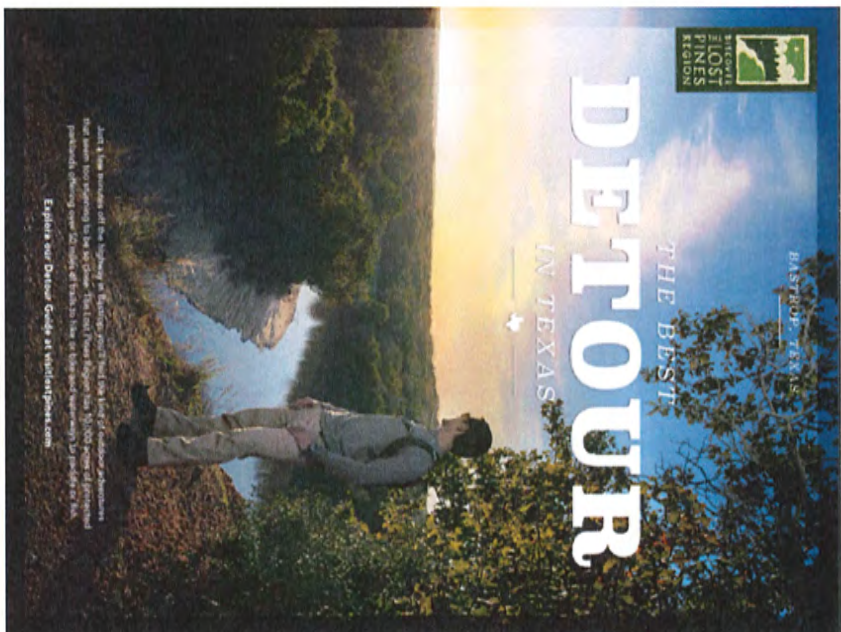


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Texas Journey - March/April



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Screenshots

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Wednesday, April 20, 16

5/6/2016

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Choicestream Screenshots

AccuWeather.com for Houston, TX

Forecast for Houston, TX (29.76°N, 95.37°W)

Day	Forecast	High	Low
Today (Feb 28)	Partly Sunny	75°	54°
Monday (Mar 1)	Partly Sunny	77°	63°
Tuesday (Mar 2)	Partly Sunny	77°	63°
Wednesday (Mar 3)	Partly Sunny	70°	55°
Thursday (Mar 4)	Partly Sunny	84°	64°
Friday (Mar 5)	Partly Sunny	76°	52°
Saturday (Mar 6)	Partly Sunny	77°	59°
Sunday (Mar 7)	Partly Sunny	75°	69°
Monday (Mar 8)	Partly Sunny	75°	69°
Tuesday (Mar 9)	Partly Sunny	76°	64°
Wednesday (Mar 10)	Partly Sunny	74°	57°
Thursday (Mar 11)	Partly Sunny	74°	54°
Friday (Mar 12)	Partly Sunny	74°	52°
Saturday (Mar 13)	Partly Sunny	75°	57°
Sunday (Mar 14)	Partly Sunny	72°	51°

EXPLORE BASTROP & THE LOST REGION.

WHERE TO GO 2016

Budget Travel

THIS JUST IN: DEALS, DESTINATIONS, HOTELS, HOW TO TRIP DEALS, WIN VIDEO

WHAT'S YOUR BIG 5?

TRIP IDEAS, ROAD TRIPS

Top Family Travel Spots on Maryland's Eastern Shore

Top Stories

- 31 Incredible Road Trips in the US
- These City Guides Will Help You Plan Your Next Trip
- More Road Trip Advice

Video

EXPLORE BASTROP & THE LOST REGION.

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Ninth Decimal Screenshots



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Google Screenshot

The screenshot shows a Google search for "lost pines lodging". The search results are divided into "Paid Search" and "Organic Search".

Paid Search Results:

- Welcome To The Lost Pines - VisitLostPines.com**
www.visitlostpines.com/ - (312) 887-6824
Nestled in The Lobbly Pine Forest in Bastrop Texas, Plan Your Trip.
Deals
Bastrop & The Lost Pines
Lost Pine Events
Explore Your Options
- The Pine Lodge - ThePineLodge.com**
www.thepinelodge.com/Glacier - (800) 305-7463
Explore Glacier and then Enjoy a Stay with us. Book your Room Today!
Ski and Stay Packages - Pool - Best Rates - Official Site
Indoor/Outdoor Pool - Ski Packages
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- Visit Bastrop and the Lost Pines - Lodging**
www.visitlostpines.com/explore-your-options/lodging.aspx -
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lostpines.hyatt.com/en/.../rooms.h... - Hyatt Regency Lost Pines Resort & Spa -
Hyatt Regency Lost Pines - official site. Escape to the infinite comfort of our Austin accommodations. Located near Bastrop, this expansive, 405-acre retreat ...

The Lodge at Lost Pines Apartments

Apartment Building
Address: 3950 Texas 71, Bastrop, TX 78602
Phone: (877) 321-5320
Hours: Open today - 8:30 am - 5:30 pm

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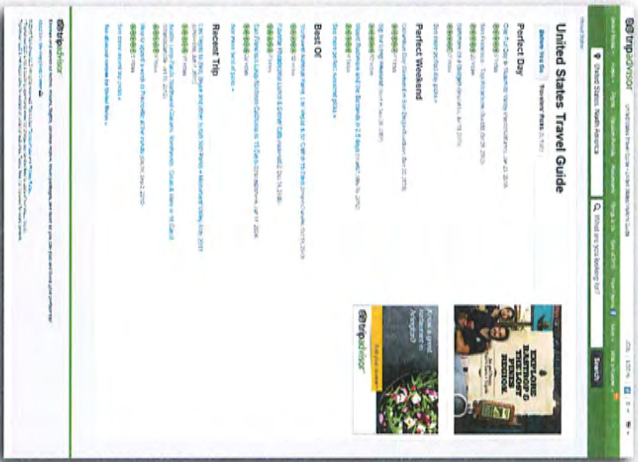
22

TripAdvisor Screenshots

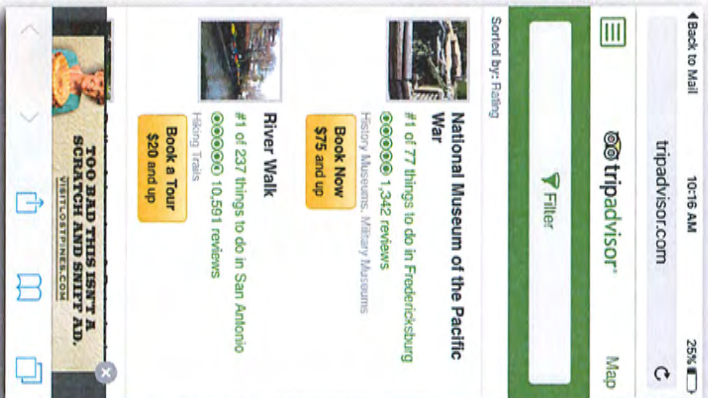
National Park, Road Trip & Weekend Getaway



Houston, Austin, Dallas DMAs



Texas Content - Mobile



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23

Facebook Screenshots

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Travel/Lecture
23,995 people like this



Enjoy horseback riding, hiking, golfing and more in the Lost Pines. Like us to learn more.

Like Page

Suggested Page

Visit Lost Pines
Travel/Lecture
23,995 people like this



It's Stand Up Paddling and we can help you get started. Like us to learn more.

Like Page

Suggested Page

Visit Lost Pines
Travel/Lecture
3,886 people like this



Lake Bastrop is full of bass, perch, crappie and catfish. Like us to learn more.

Like Page

Website Ads

Visit Lost Pines
Travel/Lecture
23,995 people like this



All basic food groups.

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Golf Heaven

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STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: MAY 3, 2016
MEETING DATE: MAY 10, 2016

1. Agenda Item: **PUBLIC HEARING: For a request that the Council grant two (2) Variances to the Fairview Cemetery Ordinance; (1) 2009-31, Sec. 15.16.f. stating that "Mausoleum and Crypts are not permitted in the Fairview Cemetery" and (2) Sec. 15.16.e. concerning maximum height of markers stating that "Height restrictions. Monuments, markers, memorials, or tombstones in the Fairview Cemetery shall be four (4) feet in height or less, unless approved by the City Manager. The two (2) variances requested ask the Council to allow: (1) construction and placement of an 'above-ground mausoleum structure (which will containing human remains) in the Fairview Cemetery, (2) at a total height of 7'2", which exceeds the height allowed by City Code by three feet and 2 inches.**

2. Employee presenting the Variance Request: Tracy Waldron, Chief Financial Officer

3. Attachments: Yes X No _____

4. Policy Implication:

These budget amendments increase the budget appropriations for Fiscal Year 2016. See attached memo.

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

6. Alternate Option/Costs: None

7. Routing:

NAME/TITLE	INITIAL	DATE	CONCURRENCE
a) _____			
b) _____			
c) _____			

8. Staff Recommendation: _____

9. Advisory Board: Cemetery Board Recommended Approval Disapproved _____ None

10. Motion Requested: _____

HENRY NEWTON BELL, III
ATTORNEY AT LAW
6000 N. LAMAR, SUITE 210
AUSTIN, TEXAS 78752

512-458-2233

FAX: 512-458-2354

City of Bastrop
Cemetery Advisory board
City Hall
1311 Chestnut Street
Bastrop, Texas 78602

RE: Request for variance; Monument on the Henry N. Bell lot on the top of Bell hill at Fairview Cemetery

Dear Mrs. Waldron

My mother's last request to me before she died was not to be buried in the ground. She wanted to be buried above ground. She died in 1963. I was in college and I did not have the money to grant her last request. I am an only child and my mother was the most wonderful person in the world to me. I am asking for an exception to Ordinance 1009-31 Sec. 15.16(e and f) in order to grant her last request now that I am able. I am attaching the specifications for the monument which I would like to build as Exhibit "A".

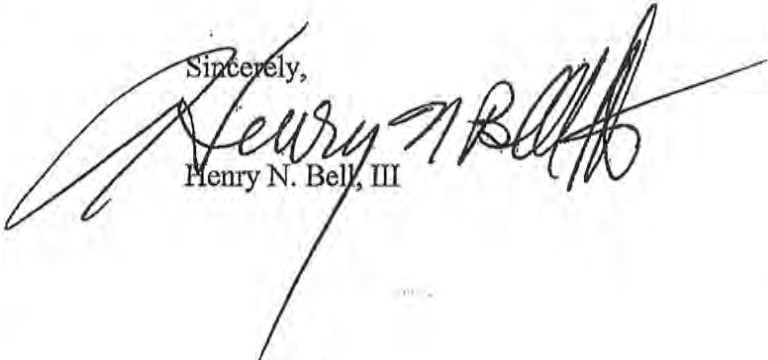
Based on Ordinance No. 2009-31 Section 15.16 (e) I understand that I need permission of the city manager to have a height variance to 7'2". Additionally based on Ordinance 2009- 31 Sec. 15.24 (a) I must have approval of the City Council to have a mausoleum above ground. I will be more than happy to do whatever is necessary to satisfy the City Council in this regard. I will bring the owner of the Capital Monument Co. who did the design for me to discuss the monument if you or the City Council would like. He has many years of experience in monument construction and erection.

I will pay all costs related to my request and any other costs that later may be involved

It is my understanding that the Cemetery Advisory Board needs to make a recommendation in order for the City manager and/or the City Council to consider this request.

I truly appreciate your consideration.

Sincerely,


Henry N. Bell, III

HENRY NEWTON BELL, III
ATTORNEY AT LAW
6000 N. LAMAR, SUITE 210
AUSTIN, TEXAS 78752
henry@hnbelllaw.com

512-458-2233

Fax: 512-458-2354

April 19, 2016

City of Bastrop
Cemetery Advisory Board
City Hall
1311 Chestnut Street
Bastrop, TX 78602

RE: Additional documentation to prior Request for Variance

Dear Mrs. Waldron:

As you know, I have requested a variance in order to install an above ground monument at Fairview Cemetery. Recently I brought you a letter request for the variance along with a proposed design of the monument. I am now providing some additional documentation for your consideration.


When I got home to Bastrop in 1970 from Viet Nam I looked at the top of the hill at the cemetery where all the Bells are buried, I saw there was no room for any more grave sites. The front of the hill had about a 60° incline and was unusable. It was washing away to such a degree that the wash almost reached the Bell tombstones at the top of the hill. To stop the erosion and create a usable grave site, I used my own money to build a concrete retaining wall in the front of the hill and filled it in with dirt.

Several times in the past number of years to make the hill look better, I have had it mowed and the brush cleared since it has never been maintained by anyone because it is not usable and the incline is so steep.

The area which I enclosed with the retaining wall is 33.7 feet long and 13.4 feet wide. I am attaching a proposal for the monument, along with photos and diagrams of the area in question, especially the reclaimed area.

So, I am here tonight asking that I be allowed to put a monument on the front of the land I reclaimed to honor my mother's last request. I appreciate your consideration.

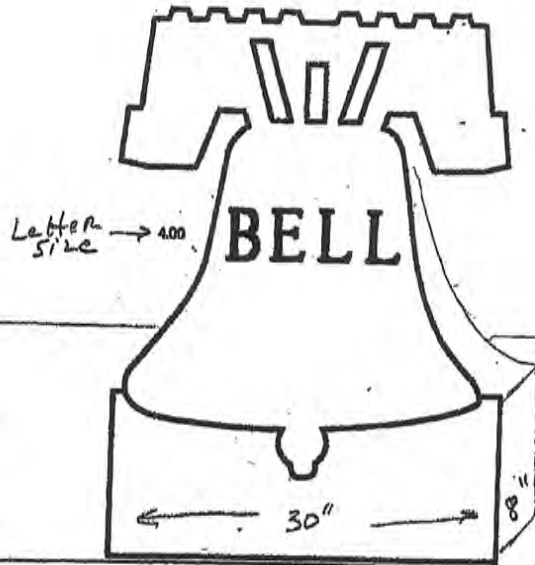
Very truly yours,



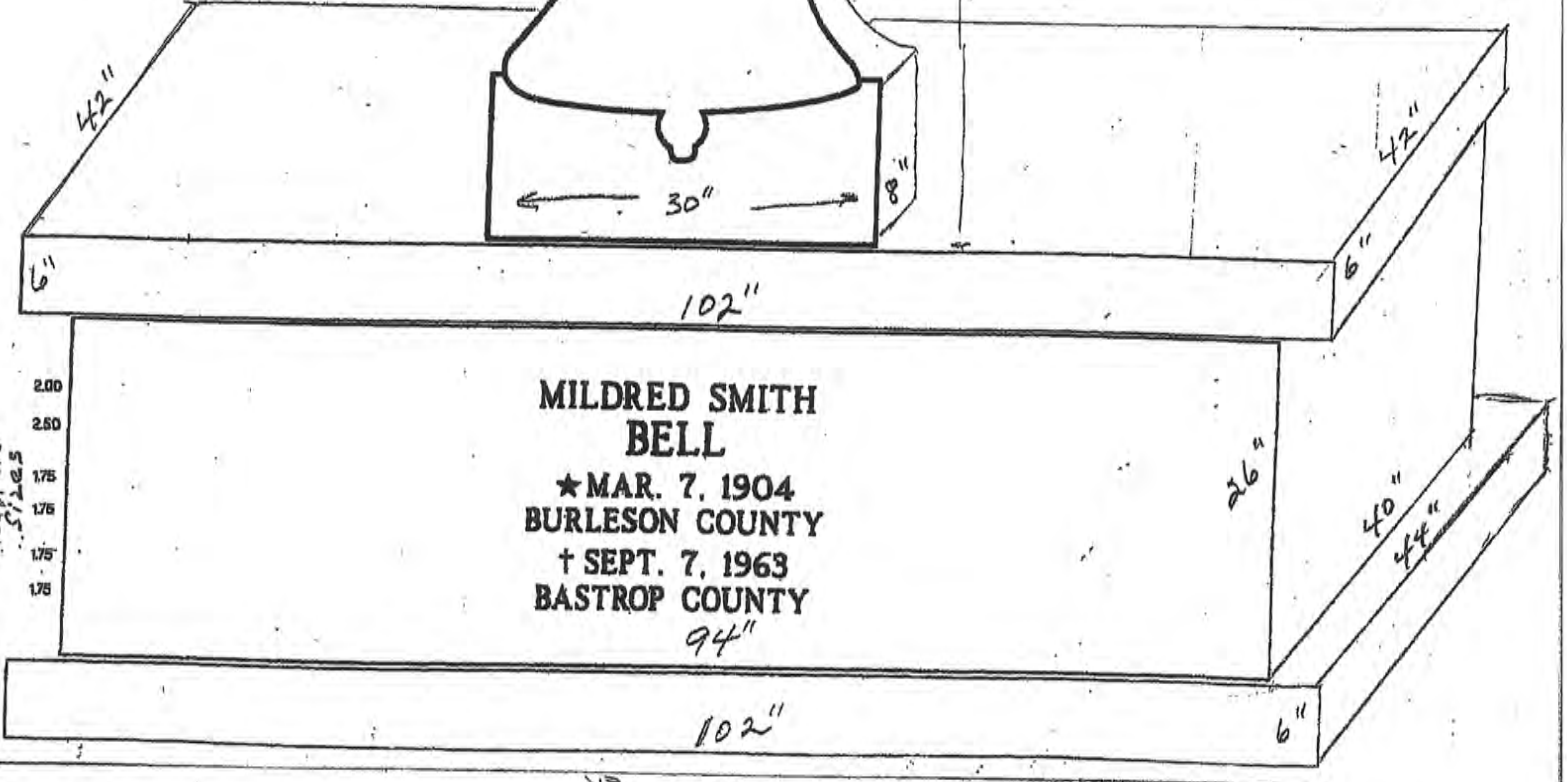
Henry Newton Bell, III

D

1-14-16



OVER ALL
Height
86" OR 7'-2"



2.00
2.50
1.75
1.75
1.75
1.75

- j. The drinking of alcoholic beverages in the Fairview Cemetery is strictly prohibited.
- k. No dogs are permitted in the Fairview Cemetery, with the exception of service dogs providing assistance to individuals with physical disabilities.

Sec. 15.16. Monument, Memorial or Tombstones; Construction Permit Required.

- a. *Permit Required.* Any person desiring to erect a monument, memorial, tombstone or other marker in the Fairview Cemetery shall obtain a written construction permit from the City through an application to the Finance Director, and shall comply with all City and cemetery construction rules, specifications, and requirements.
- b. *Bond.* Prior to the issuance of a construction permit by the City for the purposes of building a monument, tombstone or other marker or memorial in the Fairview Cemetery, the applicant shall file with the Finance Director a corporate surety bond payable to the City in the amount of five-thousand dollars (\$5,000). The City, on notice to the applicant, shall be permitted to use the bond amount for the repair or replacement of cemetery property, if necessary, caused by a contractor, which repair and replacement shall be the sole responsibility of the individual performing the work.
- c. *Performance.* Concrete or other material used on a cemetery plot to build a monument, marker, memorial or tombstone shall be mixed and prepared in the streets of the Fairview Cemetery only and not on grass, dirt or other areas. The person performing such work shall, upon completion, immediately remove all sand, gravel, tools and other equipment from the cemetery and shall leave the cemetery property in the same or better condition as it was prior to performance of the work, including removing all trash or other litter.
- d. *Standards.* Permanent bronze, granite or marble monuments, markers, memorials or tombstones may be constructed at a grave site, however, the City shall have the right to refuse the placing of any item at a grave site if it is found that the memorial is not in compliance with this chapter or that the workmanship or foundation does not satisfy generally accepted standards in this area.
- e. *Height Restrictions.* Monuments, markers, memorials, or tombstones in the Fairview Cemetery shall be four (4) feet in height or less, unless otherwise approved by the City Manager.
- f. Mausoleum and Crypts are not permitted in the Fairview Cemetery.

HEALTH AND SAFETY CODE
TITLE 8. DEATH AND DISPOSITION OF THE BODY
SUBTITLE C. CEMETERIES AND CREMATORIES
CHAPTER 711. GENERAL PROVISIONS RELATING TO CEMETERIES

SUBCHAPTER A. GENERAL PROVISIONS

Sec. 711.001. DEFINITIONS. In this chapter:

(1) "Burial park" means a tract of land that is used or intended to be used for interment in graves.

(1-a) "Campus" means the area:

(A) within the boundaries of one or more adjacent tracts, parcels, or lots under common ownership;

(B) on which the principal church building and related structures and facilities of an organized religious society or sect are located; and

(C) that may be subject to one or more easements for street, utility, or pipeline purposes.

(2) "Cemetery" means a place that is used or intended to be used for interment, and includes a graveyard, burial park, mausoleum, or any other area containing one or more graves.

(2-a) "Cemetery element" means a grave, memorial, crypt, mausoleum, columbarium, or other item that is associated with the cemetery, including a fence, road, curb, wall, path, gate, or bench and the lighting and landscaping.

(2-b) "Cemetery broker" means a person who sells the exclusive right of sepulture for another person. The term does not include a person who:

(A) is an officer, agent, or employee of the cemetery organization in which the plot is located and who is exempt from registration under Subchapter C-1; or

(B) originally purchased the exclusive right of sepulture for personal use.

(3) "Cemetery organization" means:

(A) an unincorporated association of plot owners not operated for profit that is authorized by its articles of association to conduct a business for cemetery purposes; or

(B) a corporation, as defined by Section 712.001(b)(3), that is authorized by its certificate of formation or its registration to conduct a business for cemetery purposes.

(4) "Cemetery purpose" means a purpose necessary or incidental to establishing, maintaining, managing, operating, improving, or conducting a cemetery, interring remains, or caring for, preserving, and embellishing cemetery property.

(5) "Columbarium" means a durable, fireproof structure, or a room or other space in a durable, fireproof structure, containing niches and used or intended to be used to contain cremated remains.

(5-a) "Cremains receptacle" means a marker, boulder, bench, pedestal, pillar, or other aboveground vessel that contains niches for cremated remains.

(6) "Cremated remains" or "cremains" means the bone fragments remaining after the cremation process, which may include the residue of any foreign materials that were cremated with the human remains.

(7) "Cremation" means the irreversible process of reducing human remains to bone fragments through extreme heat and evaporation, which may include the processing or the pulverization of bone fragments.

(8) "Crematory" means a structure containing a furnace used or intended to be used for the cremation of human remains.

(9) "Crematory and columbarium" means a durable, fireproof structure containing both a crematory and columbarium.

(10) "Crypt" means a chamber in a mausoleum of sufficient size to inter human remains.

(11) "Directors" means the governing body of a cemetery organization.

(12) "Entombment" means interment in a crypt.

(13) "Funeral establishment" means a place of business used in the care and preparation for interment or transportation of human remains, or any place where one or more persons, either as sole owner, in copartnership, or through corporate status, are engaged or represent themselves to be engaged in the business of embalming or funeral directing.

(14) "Grave" means a space of ground that contains interred human remains or is in a burial park and that is used or intended to be used for interment of human remains in the ground.

(15) "Human remains" means the body of a decedent.

(16) "Interment" means the permanent disposition of remains by entombment, burial, or placement in a niche.

(17) "Interment right" means the right to inter the remains of one decedent in a plot.

(18) "Inurnment" means the placement of cremated remains in an urn.

(19) "Lawn crypt" means a subsurface receptacle installed in multiple units for ground burial of human remains.

(20) "Mausoleum" means a durable, fireproof structure used or intended to be used for entombment.

(20-a) "Memorial" means a headstone, tombstone, gravestone, monument, or other marker denoting a grave.

(21) "Niche" means a space in a columbarium or cremains receptacle used or intended to be used for the placement of cremated remains in an urn or other container.

(22) "Nonperpetual care cemetery" means a cemetery that is not a perpetual care cemetery.

(23) "Perpetual care" or "endowment care" means the maintenance, repair, and care of all places in the cemetery.

(24) "Perpetual care cemetery" or "endowment care cemetery" means a cemetery for the benefit of which a perpetual care trust fund is established as provided by Chapter 712.

(25) "Plot" means space in a cemetery owned by an individual or organization that is used or intended to be used for interment, including a grave or adjoining graves, a crypt or adjoining crypts, a lawn crypt or adjoining lawn crypts, or a niche or adjoining niches.

(26) "Plot owner" means a person:

(A) in whose name a plot is listed in a cemetery organization's office as the owner of the exclusive right of sepulture; or

(B) who holds, from a cemetery organization, a certificate of ownership or other instrument of conveyance of the

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: May 5, 2016

MEETING DATE: May 10, 2016

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON A PRESENTATION BY MR.MICHAEL JOKOVICH AREA VICE PRESIDENT AND GENERAL MANAGER OF THE HYATT REGENCY LOST PINES RESORT& SPA REGARDING THE CREATION OF A DESTINATION MARKETING ORGANIZATION AS IT RELATES TO THE BASTROP MARKETING CORPORATION AND THE IMPLICATIONS AS IT RELATES TO THE HOTEL/MOTEL TAX.**

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

3. Nature of Request: (Brief Overview) Attachments: Yes _____ No X
Ms. Kim Britton Director of Sales & Marketing for the Hyatt Regency Lost Pines Resort & Spa has contacted me on behalf of Mr. Jokovich regarding Mr. Jokovich wishes to address the Council on the items listed on caption for the City Council agenda which is reflected in the above caption.

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. Proposed Motion: _____

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: May 4, 2016

MEETING DATE: May 10, 2016

1. Agenda Item: **Consideration, discussion and possible action on the donation of a 1.7 acre tract for a pocket park.**

2. Party Making Request: **Council Member Jackson**

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

4. Policy Implication: _____

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

6. Alternate Option/Costs: _____

7. Routing:	<u>NAME/TITLE</u>	<u>INITIAL</u>	<u>DATE</u>	<u>CONCURRENCE</u>
a)	_____	_____	_____	_____
b)	_____	_____	_____	_____
c)	_____	_____	_____	_____

8. Staff Recommendation: _____

9. Advisory Board: Approved Disapproved None

10. Manager's Recommendation: Approved Disapproved None

11. Motion Requested _____

**CITY OF BASTROP
RESOLUTION NO. R- 2016-14**

**A RESOLUTION FOR THE CITY OF BASTROP, TEXAS TO RECEIVE A PIECE OF
PROPERTY FOR EVENTUAL USE AS A PARK.**

WHEREAS, one of the most historic places within the City of Bastrop is a hill, an alluvial remnant, that has for more than a century and a half been known as "Bald Knob" because its peak exists of many small flint rocks and for decades was distinguished by a lack of vegetation, and

WHEREAS, its historical significance extends to centuries past when Native American tribes camped at its base, used its rocks to make tools, and took advantage of its being the western-most high elevation in the Bastrop river valley by using it as a lookout for warring trips and as a signal site; and

WHEREAS, Stephen F. Austin, on his first visit to Texas in 1821 observed it as a supposed volcano because Spanish travelers had seen what was probably smoke signals or smoke from a campfire emitted from its summit, and

WHEREAS, Fred Keil in 1868 because to purchase land in the Farm Lot section of Bastrop that eventually included Bald Knob; and

WHEREAS, Fred and his sons Gus and Adolph developed it to one of the premier farms in Bastrop County over the next ninety years, and

WHEREAS, for decades Bastropians took advantage of Keil generosity by using Bald Knob for exploring and recreation, and

WHEREAS, William and Kathryn Kesselus in 1942 purchased the Bald Knob portion of the Keil farm , and whereas Richard and Kenneth Kesselus inherited the property upon their deaths, and

WHEREAS, the Kesselus brothers now seek to return Bald Knob to the citizens of Bastrop for eventual use as a small park for the recreational use of local citizens and as a tourist attraction by offering to donate the existing 1.7 acres to the city with the following stipulations:

- The Kesselus brothers will retain life estate, with the surviving brother continuing the privileges until his death, or until both brothers (or the surviving brother) revoke the life estate clause.
- All mineral and other rights connected with the land will be conveyed to the city by the Kesselus brothers without restriction at the time of the original deed transfer.

- During the exercise of the life estate, neither or both of the Kesselus brothers will do anything to permanently damage or alter the property and will not build any structures on it.
- The city of Bastrop will arrange for the necessary legal documents for the Kesselus brothers to convey the land to the city or to a conservancy at the city's designation
- The city will create a park named "Kesselus/Keil Park at Bald Knob" within 5 years of the termination of the life estate clause and a descriptive plaque will be placed there, if the Kesselus brothers have not already arranged with the State Historical Commission to have it designated a historic place and have a marker placed there.

NOW, THEREFORE, the Bastrop City Council now directs its city manager to implement the donation of the property called Bald Knob as indicated in the "resolved" sections of this resolution.

PASSED, AND ADOPTED by the City Council of the City of Bastrop on 10th day of May, 2016.

APPROVED

ATTEST:

Ken Kesselus, Mayor

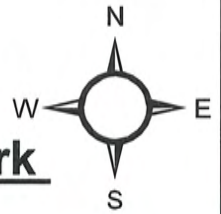
Ann Franklin, City Secretary

APPROVED AS TO FORM:


Jo-Christy Brown, City Attorney



Property Location Map for Item D.2
Parcel R28263 being 1.7 ac,
located on HWY 95 for possible pocket park



Legend

 R28263 1.7 acres

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: MAY 3, 2016
MEETING DATE: MAY 10, 2016

1. Agenda Item: Consideration, discussion and possible action on a request that the Council grant two (2) Variances to the Fairview Cemetery Ordinance; (1) 2009-31, Sec. 15.16.f. stating that "Mausoleum and Crypts are not permitted in the Fairview Cemetery" and (2) Sec. 15.16.e. concerning maximum height of markers stating that "Height restrictions. Monuments, markers, memorials, or tombstones in the Fairview Cemetery shall be four (4) feet in height or less, unless approved by the City Manager. The two (2) variances requested ask the Council to allow: (1) construction and placement of an 'above-ground mausoleum structure (which will containing human remains) in the Fairview Cemetery, (2) at a total height of 7'2", which exceeds the height allowed by City Code by three feet and 2 inches.

2. Employee presenting the Variance Request: Tracy Waldron, Chief Financial Officer

3. Attachments: Yes _____ No X (all items were with the Public Hearing agenda item)

4. Policy Implication:

These budget amendments increase the budget appropriations for Fiscal Year 2016. See attached memo.

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

6. Alternate Option/Costs: None

7. Routing:

NAME/TITLE	INITIAL	DATE	CONCURRENCE
a) _____			
b) _____			
c) _____			

8. Staff Recommendation: Staff recommends denial of the two variances requested that would allow: (1) a mausoleum to be constructed to contain human remains above ground, and (2) a structure exceeding the permitted height of 4' , by three feet and 2 inches, for a total of 7 feet and 2 inches.

9. Advisory Board: Cemetery Board Recommended Approval Disapproved _____ None

10. Motion Requested: I move that the two variances from the standards set forth in the City's Fairview Cemetery Code, requested by Mr. Bell to allow him to enter human remains in an above ground mausoleum, and to construct a marker at a total height of 7'2", which is over the maximum height allowed in the Cemetery, be denied.

**ORDER OF THE CITY COUNCIL
OF THE CITY OF BASTROP GRANTING/DENYING VARIANCE(S)
TO THE CITY OF BASTROP'S FAIRVIEW CEMETERY CODE**

WHEREAS, Henry Newton Bell, III ("Applicant") of Bastrop, Texas, has applied to the City Council seeking two variances from the following sections of the City of Bastrop's Fairview Cemetery Code: (1) Sec. 15.16.f. stating that "Mausoleum and Crypts are not permitted in the Fairview Cemetery," and (2) Sec. 15.16.e. stating that "Height restrictions. Monuments, markers, memorials, or tombstones in the Fairview Cemetery shall be four (4) feet in height or less, unless approved by the City Manager"; and

WHEREAS, Applicant requests that the Council grant him two (2) variances from the City's current Fairview Cemetery Code, as follows:

1. To allow Applicant to entomb human remains above-ground, in a mausoleum structure, at the Fairview Cemetery.
2. To allow installation of a marker/monument at a total height of seven feet and two inches (7'2"), which exceeds the Fairview Cemetery Ordinance maximum height by three feet two inches (3'2").

WHEREAS, the Applicant has filed a proper request for these variances with the City Council, including but not limited to submitting the Applicant's name, address, phone number, physical address for which the variances are requested, the Applicant's relationship to the Property, and a detailed description of the proposed structures proposed for the variances, if granted; and

WHEREAS, the Applicant has presented his request for these two variances to the Cemetery Board, an advisory Board to the City Council, and the members of that Board recommended that the Council approve the variances sought by Mr. Bell, noted herein.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF BASTROP FINDS THAT:

1. The Applicant has made his presentation to the Council, at a regular agenda meeting, supporting his request that the Council grant the two (2) variances from the Fairview Cemetery Code, and City staff has provided Council with information related to State law, City Code, the Cemetery Board's recommendation and Staff's recommendation, concerning same
2. The Council, after careful consideration and evaluation of all information presented, and weighing all pertinent factors and the law, has voted to grant/deny the two (2) requested variance(s) as follows:

- a) Grant/Deny a variance and allow human remains to be entombed above-ground in a mausoleum structure in Fairview Cemetery:

	FOR	AGAINST
Mayor Ken Kesselus:	<input type="checkbox"/>	<input type="checkbox"/>
Willie DelaRosa	<input type="checkbox"/>	<input type="checkbox"/>
Gary Schiff	<input type="checkbox"/>	<input type="checkbox"/>
Kay McAnally	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Gilleland	<input type="checkbox"/>	<input type="checkbox"/>
Dock Jackson	<input type="checkbox"/>	<input type="checkbox"/>

Thus, the variance to allow a mausoleum to entomb human remains above ground, at Fairview Cemetery, is hereby _____.

- b) Grant/Deny a variance to allow installation of a marker/monument at a total height of seven feet and two inches (7'2"), which exceeds the Fairview Cemetery Ordinance maximum height by three feet two inches (3'2").

	FOR	AGAINST
Mayor Ken Kesselus:	<input type="checkbox"/>	<input type="checkbox"/>
Willie DelaRosa	<input type="checkbox"/>	<input type="checkbox"/>
Gary Schiff	<input type="checkbox"/>	<input type="checkbox"/>
Kay McAnally	<input type="checkbox"/>	<input type="checkbox"/>
Kelly Gilleland	<input type="checkbox"/>	<input type="checkbox"/>
Dock Jackson	<input type="checkbox"/>	<input type="checkbox"/>

Thus, the variance to allow installation of a monument/marker above 4 feet in height up to 7' 2", at Fairview Cemetery, is hereby _____.

3. After consideration, the Council finds that the above actions are in the best interest of the Bastrop community, as a whole.

Executed on Behalf of the City Council:

NOW THEREFORE, the above requests for variances were heard and the above noted actions taken and Order issued on _____, 2016, by the City Council of the City of Bastrop.

By: Mayor Ken Kesselus

Attested:

Ann Franklin, City Secretary

STATE OF TEXAS

§

COUNTY OF BASTROP

§

**CERTIFICATE OF AUTHENTICITY OF
VARIANCE(S) FROM CITY OF BASTROP**

I, Ann Franklin, City Secretary of the City of Bastrop, hereby certify that the attached "Order of the City Council of the City of Bastrop Granting/Denying Variance(s) to the Fairview Cemetery Code" is a true and correct copy of the original document located in the City Secretary's Office, and I further certify that such document accurately reflects the action granting/denying variances taken by the City Council on _____, 2016.

Ann Franklin
City Secretary
City of Bastrop

Subscribed and sworn to before me on this the _____ day of _____, 2016 to certify which witness my hand and official seal.

Notary Public in and for the State of Texas

My Commission Expires: _____, 20__

STANDARDIZED AGENDA RECOMMENDATION FORM

CITY COUNCIL

DATE SUBMITTED: 5-3-16

MEETING DATE: 5-10-16

1. Agenda Item: **CONSIDERATION, DISCUSSION AND POSSIBLE ACTION ON THE ADOPTION OF A RESOLUTION GIVING PERMISSION TO THE BASTROP FIRE DEPARTMENT TO APPLY FOR A GRANT FROM FEMA FOR THREE (3) FULL-TIME FIREFIGHTERS.**

2. Party Making Request: **Steve Adcock, Public Safety Director, Chief of Police**

3. Nature of Request: (Brief Overview) Attachments: Yes No
Designating the Director of Public Safety as the grantee’s authorized official and giving him the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

4. Policy Implication: **Will change policy from all volunteer fire dept. to combination dept.**

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

6. Alternate Option/Costs: **The cost per firefighter will be \$76,587 per year. This includes salary and benefits. The grant is 100% for the first two years and we would retain them after the grant period is complete and pay 100% of the cost.**

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

8. Staff Recommendation: **The Public Safety Director and Fire Chief both recommend approval of the resolution giving permission to apply for this grant.**

9. Advisory Board: Approved Disapproved None

10. Manager’s Recommendation: Approved Disapproved None

11. Motion Requested: **Approval of the resolution allowing the Bastrop Fire Department to apply for a grant from FEMA for three (3) full-time firefighters.**

**CITY OF BASTROP
RESOLUTION NO. R- 2016-13**

**A RESOLUTION ESTABLISHING THE CITY OF BASTROP GIVES THE BASTROP
FIRE DEPARTMENT PERMISSION TO APPLY FOR A GRANT FROM FEMA FOR
THREE (3) FULL-TIME FIREFIGHTERS.**

WHEREAS, The City of Bastrop City Council finds it in the best interest of the citizens of Bastrop, that the Bastrop Fire Department utilize a grant from the Assistance to Firefighters Grant Program for three full-time firefighters

WHEREAS, The City of Bastrop City Council agrees that in the event of loss or misuse of the Assistance to Firefighters Grant Program, the City of Bastrop City Council assures that the funds will be returned to the Assistance to Firefighters Grant Program in full.

WHEREAS, The City of Bastrop City Council designates Director of Public Safety Steve Adcock as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that The City of Bastrop City Council approves submission of the grant application for the Bastrop Fire Department's Assistance to Firefighters Grant Program.

PASSED, AND ADOPTED by the City Council of the City of Bastrop on the 10th day of May, 2016.

APPROVED

ATTEST:

Ken Kesselus, Mayor

Ann Franklin, City Secretary